

Labette Community College
Board of Trustees Meeting Agenda
Thursday, July 13, 2023
Budget Work Session 4:30 p.m.
Board Meeting 5:30 p.m.
Cardinal Event Center

- I. Adoption of AgendaExhibit 1
- II. Approval of June 8, 2023, Regular Meeting Minutes.....Exhibit 2
- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. SGA Report
 - C. Administrative Reports
 - i. Comparison of Expenditures to Budget
 - ii. Facilities Report – Kevin Doherty, Facilities Director
 - D. President’s Report
- IV. Old Business (Action, Report, or Discussion)
 - A. Policy Approvals.....Exhibits 3,4
- V. Executive Session for the purpose of matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency.
- VI. New Business (Action, Report, or Discussion)
 - A. Master Agreement Contract Ratification
 - B. Administration, Professional Staff, and Educational Support Staff Salary Increase
 - C. Athletic Insurance Renewal.....Exhibit 5
 - D. Professional Staff Employment Letters.....Exhibits 6,7,8,9
 - E. Faculty Contract Approval.....Exhibit 10
 - F. Learning Management System
 - G. New Program/Course Approval.....Exhibits 11,12
 - H. Approval of Bills.....Exhibit 13

VII. Public Comment

The Board of Trustees agenda shall contain one opportunity for public comment. This structure has been designed to provide the public with an opportunity to comment on any topic. The Chair of the Board explains the Board’s approach to public comment with the following statement: **“At this time we invite anyone in the audience to speak to the Board about any item or concern that pertains to the college. By policy, at this time the Board will not take any action on any item or concern, but we will be happy to take it under advisement for possible future action.”** The Board also retains the right to set time limits on public comment.

In the event that a large number of citizens are present and wish to speak in favor or opposition to an issue before the Board, the Board reserves the right to poll the number of citizens in favor of and opposition to the issue at hand as well as to limit the number of spokespersons representing opposing viewpoints. The Board also retains the right to set time limits as deemed appropriate.

VIII. Next Regular Board Meeting: Thursday, August 10, 2023, 5:30 p.m., Cardinal Event Center

IX. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
June 8, 2023

The Board of Trustees met at 5:30 p.m. on Thursday, June 8, 2023, at the Cardinal Event Center.

Members Present

David Winchell
 Becky Dantic
 Rod Landrum
 Carl Hoskins
 Montie Taylor

Members Absent

Mike Howerter

Others Present

Dr. Mark Watkins	Dr. Jason Sharp	Tammy Fuentes	Dr. Kara Wheeler
Haley Walker	Lindi Forbes	Janice Reese	Kevin Doherty

Heidi Flora recorded the minutes.

Adoption of REVISED Agenda (ACTION ITEM)

Chair Winchell asked for changes or additions to the revised meeting agenda. There were none. Trustee Hoskins moved to approve the revised meeting agenda as presented. Trustee Landrum seconded the motion and the motion carried 5-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Winchell asked for corrections or additions to the May 4, 2023, regular meeting minutes. There were none. Trustee Landrum moved to approve the minutes as presented. Trustee Dantic seconded the motion and the motion carried 5-0.

Reports and/or Board Discussion

Faculty Senate Report:

None

Student Government Report:

None

Administrative Report:

Comparison of Expenditures to Budget – The May financial report was placed on the tables. At the end of May, we were 92% through the year. The general fund was 86% expended and the technical education/vocational fund was 75% expended. Vice-President Fuentes, who was filling in for VP Doherty, asked Trustees to direct any questions to VP Doherty at a later date.

Facility Report:

Kevin Doherty, Director of Facilities, gave a brief facility report which included an update on the roof repairs and a discussion about upcoming elevator issues.

President's Report:

Dr. Watkins reported on the status of the Board elections.

Dr. Sharp provided an update on the Welding program.

Dr. Watkins reminded the Board that the college would be closed for summer break the week of July 3-6 and that he would also be on vacation the week before this.

Vice-President Fuentez reported on the upcoming SEM Retreat on June 14-15.

Old Business (ACTION, REPORT, OR DISCUSSION ITEMS)

New Business (ACTION, INFORMATION, OR DISCUSSION ITEMS)

Policy Reviews

Dr. Watkins discussed revisions to Policy 7.01 Administrator and Professional Staff: Conditions of Employment; and, Policy 8.01 Educational Support Staff: Condition of Employment. He recommended the trustees review the revisions which will be voted on at the July Board of Trustee Meeting.

Professional Staff Employment Letters

Trustee Landrum moved to approve the professional staff employment letters for Kaylena Anderson, Head Women's Basketball Coach to begin May 30, 2023, at a salary of \$40,500; Angela Baker, DMS Clinical Coordinator & Instructor to begin July 17, 2023, at a salary of \$58,000; Aja Johnson, Digital Media and Public Relations Specialist to begin May 22, 2023, at a salary of \$32,000; Shelly Shaw, Student Support Services Academic Advisor to begin June 5, 2023, at a salary of \$40,000; and, Jeremy Stover, Academic Advisor to begin June 20, 2023, at a salary of \$31,500. Trustee Dantic seconded the motion and the motion carried 5-0.

Insurance Renewal

Trustee Landrum moved to renew the insurance packages with Philadelphia Insurance and Risk Administrative Services through Wood Insurance for \$139,459. Trustee Hoskins seconded the motion and the motion carried 5-0.

Program Reviews

Trustee Hoskins moved to accept the Program Review for Radiography. Trustee Landrum seconded the motion and the motion carried 5-0.

Approval of Bills

Trustee Landrum moved to approve the Claims Register. Trustee Taylor seconded the motion and the motion carried 5-0.

Executive Session

Trustee Dantic moved to recess into executive session at 6:10 p.m. for 5 minutes for matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency. To protect the institution's right to the

confidentiality of its negotiating position and the public interest. Trustee Taylor seconded the motion and the motion carried 5-0.

The following were invited to participate in the executive session: Dr. Mark Watkins, Dr. Jason Sharp, and Haley Walker.

The Board returned to the open meeting at 6:15 p.m.

Public Comment

Trustee Taylor complimented Dr. Watkins on his support and involvement with the community orchestra and choir.

Trustee Winchell commented on LCC's presence at the recent Katy Days Festival.

Trustee Taylor commented on the impressive award winners at the LCC commencement.

Next Board Meeting

Chair Winchell reminded everyone of the next regular meeting of the Board of Trustees scheduled for July 13, 2023, at 5:30 p.m. in the Cardinal Event Center.

Adjournment

Trustee Landrum moved to adjourn the meeting at 6:21 p.m. Trustee Dantic seconded the motion and the motion carried 5-0.

Heidi Flora, Clerk of the Board

Agenda Item #: IV.A.
Date: July 13, 2023

SUBJECT

Approval of Board Policy Changes

REASON FOR CONSIDERATION BY THE BOARD

Per Policy 1.13, adopted 12/12/2020, the President would conduct a review and update the policies of the Board of Trustees.

BACKGROUND

The President has revised the following policy(s) for approval:
Policy 7.01 -Administrators and Professional Staff: Conditions of Employment
Policy 8.01 -Educational Support Staff: Conditions of Employment

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the revised Policy 7.01 - Administrators and Professional Staff: Conditions of Employment; and, Policy 8.01 -Educational Support Staff: Conditions of Employment.

POLICY 7.01

ADMINISTRATORS AND PROFESSIONAL STAFF: CONDITIONS OF
EMPLOYMENT

Administrators and professional staff provide leadership and management of instruction, student development, administrative and financial services, and other College functions that support the mission of the College. The president is the chief executive officer and is responsible for the general administration of the College, as specified in a position description approved by the Board of Trustees and as approved in Policy 1.04 Membership of Board (F). The chief executive officer will administer the affairs of the institution and may delegate to any officer, employee, student, or committee any part of such authority or such duties unless prohibited by statutes, or policies of the Board of Trustees.

Whereas "conditions of employment" relate to the acquisition, allocation, and/or expenditure of resources (fiscal, human, and/or physical), and contracts/employment confirmation letters for administrators and professional staff require approval of the Board of Trustees. These conditions of employment are considered policy statements that are subject to approval by the Board of Trustees.

Procedures in support of these policy statements may be approved by the president.

- A. General: All sections below constitute the conditions of employment under which administrators and professional staff are employed. Each notice of appointment (contract issuance/employment confirmation letter for administrators and professional staff) will incorporate by reference these conditions of employment. Such notice will provide that acceptance of the notice of employment is a recognition that these conditions of employment are applicable.
- B. Employment procedures
The employment of administrators and professional staff will conform to all applicable federal, state, and local laws, ordinances, and regulations, as well as the policies of the Board. The need for administrators and professional staff will be determined by the president, and recruitment and selection will be consistent with procedures developed by the Human Resources Office. Contracts/employment confirmation letters for administrators and professional staff require the approval of the Board of Trustees. An official transcript/proof of education/appropriate credentials are required upon offer of employment and before the contract/employment confirmation letter is presented.
- C. Terms of appointment
Administrators and professional staff perform duties and responsibilities as assigned by the president and/or designees.

Appointments that are dependent on funding from a specific source(s) other than College district budgeted funds will so be stated in the notice of appointment. Appointments,

including compensation or working conditions, dependent on non-College funds may be changed or terminated when the funding has been changed or is no longer available.

D. Compensation

Salary ranges for administrators and professional staff are determined by the president, with contracts and employment confirmation letters for new hires after 8/29/11 subject to the approval of the Board. Salaries for reappointments will depend upon available funding. Employees hired before 8/29/11 will continue to receive a contract unless otherwise notified by the date specified in the contract.

E. Employment Evaluation

All administrators and professional staff are evaluated by their immediate supervisor at least two times per fiscal year during their first two full years of employment and at least annually thereafter. Special evaluations may be conducted any time the immediate supervisor feels it is appropriate. At every evaluation, the administrator's and professional staff's performance is reviewed with respect to their position description and other performance factors. The evaluation is designed to provide a means of two-way communication between the employee and supervisor. It also serves as a means of employee development, by pointing out both strong and weak points in an individual's performance.

Evaluations will be conducted in compliance with approved policies and procedures.

F. Promotion, Reassignment, and/or Transfers

The mission of Labette Community College (LCC) and external forces sometimes require changes to meet or better serve the needs of our students and service area. Accordingly, the College will from time to time find it necessary to create new positions or modify the duties of existing ones or reassign employees from one position to another.

Because the College values its staff, LCC attempts to provide reasonable opportunities for promotion and transfer to current employees. Announcements of classified, administrative, faculty, and professional staff vacancies will be made available to all appropriate personnel with instructions for applying. The College also provides opportunities for employees to improve their employability through opportunities to obtain additional education and to attend professional development workshops and seminars.

LCC also attempts to pay its employees as fairly as circumstances allow. However, when the College finds it necessary to modify an existing position, it is important to remember that not all job title changes or additions of new responsibilities or job complexity are sufficient to qualify the employee for a promotion or raise.

Promotion - A promotion is defined as movement from one position to another that entails a marked increase in (1) the complexity of duties and/or (2) the addition of

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increased responsibilities sufficient to merit the assignment of a new job or position title change that also (3) qualifies for inclusion into a higher salary range and carries a higher compensation.

Promotions will normally be made using the College's regular hiring procedure to ensure that all interested qualified employees receive consideration for the position. The president may promote administrators and professional staff by direct appointment when, in their best judgment, the best interests of the College will be served by passing regular procedures and directly making such an appointment.

Promotions should also be based on other appropriate factors as well, including personal development and performance of current responsibilities.

Salary Adjustment: A salary adjustment is defined as a one-time increase in salary granted to an employee within their salary range given to (1) recognize that employee's outstanding performance of their duties, or (2) to address an inequity between the employee's pay and similarly situated persons, or (3) to recognize and increase in the employee's value to the College due to market forces.

Planned adjustments or promotions based on the restructuring of an existing position through the addition of new job responsibilities or more complex job duties or the creation of a new position must be made by the vice president of finance and operations in collaboration with the director of human resources. The director of human resources (HR) is responsible for ensuring that promotions/salary adjustments are made in a manner consistent with the College compensation plan and past practice. In the case of disagreement, the vice president of finance and operations will decide the issue.

Reassignment - A reassignment is defined as an administratively initiated transfer of an employee from one position to another. Reassignments are not required to be voluntary in nature, although the administration will consider the concerns of the employee being reassigned whenever possible.

The president may reassign administrators and professional staff within the College when, in their judgment, the best interests of the College will be served by such a reassignment. Such action will not negatively affect the salary or benefits of the employee under contract during the fiscal year(s) in which the action takes place. However, the employee's salary may be frozen or lowered in years subsequent to the expiration of the fiscal year (s) in effect when the reassignment occurs. Such action may negatively affect the salary or benefits of the employee on an employment letter during the fiscal year(s) in which the action takes place. The president may alter or amend assigned duties, change titles, or reassign employees at any time.

Transfer - A transfer is defined as a voluntary, employee-initiated movement from one position to another within the same salary range or to a lower salary range. Any

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employee transferring from one position to another within the same salary range should not have an expectation of receiving an increase in salary. The College may raise a transferring employee's salary in cases where an issue of equity exists.

In cases where an employee elects to transfer to a position in a lower salary range, the employee will be placed at approximately the same position in the lower salary range as the employee held in the higher salary range. For example, a director-level employee whose salary is at the 25th percentile of the director salary range moving to a coordinator salary range position would be placed approximately at the 25th percentile of the coordinator salary range and receive a proportional salary reduction as a result.

G. Work Schedule

Hours: The normal week for administrators and professional staff is ~~thirty-six (36) hours per week with working times approved by the supervisor. The operating hours of Monday through Thursday, 8:00 am to 4:30 pm must be staffed for public access.~~

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Administrators and exempt professional staff are not entitled to overtime pay or compensatory time off for hours worked in excess of the College's normal workweek. Non-exempt professional staff will be offered overtime or compensatory time under the terms of Procedure 8.05 Wage and Salary – Compensatory Time.

Deleted: hours per week from 8:00 a.m. to 4:30 p.m., Monday through Friday, with one (1) hour for the lunch period. For seasonal requirements or special work demands, additional hours may be required

Deleted: Nonexempt professional staff will be offered overtime or compensatory time off under the terms of the College's Educational Support Staff Compensatory Time Procedure.

H. Absence and Tardiness

Punctuality and regular attendance are important factors in consideration for job retention and promotion. If an administrator or professional staff is going to be late or absent, the immediate supervisor should be notified.

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¶ Specified summer hours shall be determined by the president in the spring of each year. ¶

I. Wage and Salary: Pay Periods

Paychecks for all administrators and professional staff are issued on the 20th of each month. If the 20th falls on a non-operational day, paychecks will be distributed on the preceding working day. Paychecks received are based on wages earned in accordance with the individual administrator's and professional staff's contract/employment confirmation letter provision.

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Paychecks: must be picked up by the employee or there must be a signed authorization before another person can receive an employee's check.

Direct deposit is available for full-time employees.

J. Payroll Deductions

Payroll deductions are made as required for Federal Income Tax, Kansas State Income Tax, and Kansas Public Employees Retirement System. If authorized by the employee in writing and approved by the Human Resource Office, other deductions will be made as desired by the employee.

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If an employee discovers an error in their paycheck, they should immediately contact the payroll benefits coordinator, the vice president of finance and operations, or the human resource director and the Business Office will timely respond to the complaint. If an improper deduction has occurred, the employee will be reimbursed and the office will make a good-faith commitment to future compliance.

If there is any change in a dependency status it is the individual's responsibility to advise the Human Resource Office to this effect.

K. Pay Increases

Compensation for each administrator and professional staff shall be reviewed annually by the administration and the Board of Trustees. Recommended increases based on such revision take effect at the beginning of the fiscal year, July 1st. Salary adjustments may be granted at other times of the year to allow for promotions, job reclassifications, or recently hired personnel.

L. Health Insurance

Health insurance benefits will be provided for full-time and/or part-time employees working 20 or more hours a week as per the position description. Except as provided through an individual employee contract/employment confirmation letter, the Board of Trustees will pay 90 percent of a single membership. In addition to single membership, if an employee desires family coverage, employee and spouse, or employee and child, payroll deductions from the employee's pay will be made for the above options.

Employees who work more than 630 hours per year and/or more than 12.5 hours per week but less than 19 hours a week are eligible for part-time health insurance benefits at the part-time rate.

Details concerning this policy and related procedures may be obtained from the Human Resource Office.

M. K.P.E.R.S.

Membership in Kansas Public Employees Retirement System is mandatory for all full-time College employees or employees working more than 630 hours a year and not considered seasonal or temporary. Information concerning the program is available in the Human Resource Office.

N. Social Security

Labette Community College participates in the Federal Program of Social Security. Deductions are made as required by law.

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O. Workers Compensation

Each employee of the College is covered by workers' compensation, covering injuries arising out of, and in the course of, one's employment with the College. LCC utilizes a preferred physician; see Policy/Procedure 10.17 Return to Work Program, when employees are injured at work. Any injury received on the job must be reported to the employee's immediate supervisor within 24 hours per Procedure 10.17 Return to Work Program form, Appendix C. The supervisor, in turn, will file a written report of the accident, Procedure 10.17 Return to Work Program form, Appendix D, with the Human Resource Office.

Employees not eligible for the Return to Work Program may elect to use sick leave time, apply to the Labette Community College Sick Leave Bank, or receive workers' compensation lost wage payments currently paid at 67%. However, employees are not allowed to receive sick leave and lost wage compensation for the same lost days of work. The waiting period for temporary total disability (TTD) applies to the first seven days claimant is off work. If a worker is off for three consecutive weeks, then the employer shall pay the worker TTD for the waiting period. (See also Policy/Procedure 10.17 Return to Work Program.

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P. Holidays

The following holidays will be observed annually:

1. New Year's Day
2. Martin Luther King Day
3. Memorial Day
4. Juneteenth
5. Week of Independence Day
6. Labor Day
7. Week of Thanksgiving Day
8. Christmas Day

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Additional holidays may be observed during the holiday recess or at other times as announced by the president. See Policy 7.06 Administrators and Professional Staff Holidays.

Q. Vacation & Personal Leave

Vacation leave is accrued at 7.5 hours a month for Administrators and Professional Staff hired to work 12 months per year at full-time status. For full-time in the fifth year of employment, vacation shall accrue at the rate of 12.53 hours per month based upon the anniversary date of employment. For three-quarter time, vacation will accrue at 5.62 hours per month. For one-half time, vacation will accrue at 4.00 hours per month. Initial Employment subsequent to the fifteenth (15th) of any month shall not be considered a month of employment for vacation leave credit. Except for emergency leave and

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termination, new employees are not authorized to take vacation leave until a six (6) month period of employment has elapsed. See Policy 7.07 Administrators and Professional Staff Vacation.

Administrators and professional staff hired to work nine to eleven months per year on a (½) one-half time or more basis will not be granted vacation time. Instead of vacation, they will be granted thirty (30) personal hours per fiscal year that may be used in the same manner as a vacation. These hours will not accrue.

Vacation leave may be accumulated to a maximum of 225 hours. At the termination of employment, the employee will be compensated at their current rate of pay for earned but unused vacation or personal leave. Vacation leave or personal leave shall be taken in increments of no less than one hour and is granted at the convenience of the institution. Annual vacation requests should be submitted as far in advance as possible, preferably at least thirty (30) days ahead.

R. Sick Leave

Each Administrator and Professional Staff hired to work 12 months per year on a 20-hours-per-week or more basis can accumulate up to 7.5 hours of sick leave credit for each month of employment. For full-time, sick leave shall accrue at the rate of 7.5 hours monthly. For three-quarters time, sick leave will accrue at the rate of 5.62 hours monthly. For one-half time, sick leave will accrue at the rate of 4.00 hours monthly. Initial employment subsequent to the fifteenth (15th) of any month shall not be considered a month of employment for sick leave credit.

Administrators and professional staff hired to work nine to eleven months per year on a (½) one-half time or more basis will not accrue sick leave. They will be granted 75 hours of sick leave per fiscal year.

Employees who have accrued 225 hours of sick leave at the end of any fiscal year, will have accumulating factors eliminated and will be granted 675 hours of sick leave. If fewer than 225 hours are accrued, accumulating factors go back into place until 225 hours are accrued. In no case shall an employee be allowed to accrue more than 675 hours of sick leave. If an employee elects to contribute hours to the sick leave bank, their sick leave hours will be decreased by that number of hours, up to a maximum of 36 hours per contribution period.

Sick leave shall not be payable until an employee is absent from work because of illness or injury including illness caused or contributed to by pregnancy. The College reserves the right to require medical confirmation for illnesses/injuries lasting 3 working days or more.

Sick Leave Usage: For purposes of clarifying Policy 7.01 (R) Conditions of Employment and determining eligibility under the Sick Leave section, the first sentence of the fifth

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EXHIBIT 3

paragraph will be interpreted as if it read: Up to fifteen (15) days of accumulated sick leave may be used in each calendar year for an illness or a death in the immediate family (husband, wife, father, mother, son or daughter, or any person who is wholly dependent on the employee),

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Additionally, within the 15-day limitation, accumulated sick leave can be taken for the care of, or death of, brother, sister, grandchildren, grandmother, grandfather, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandmother-in-law, or grandfather-in-law for an illness which is catastrophic or life-threatening.

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A catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the patient. Such illness must be severe, continuing, and unusual. The president may approve additional days in unusual circumstances. See Policy 7.08 Administrators and Professional Staff Sick Leave and Policy 7.09 Sick Leave Bank.

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Employees may have the right to additional unpaid leave through the Family and Medical Leave Act. See Policy 2.08 Family and Medical Leave Act (FMLA) Compliance.

Employees who find they are unable to be present for the discharge of their assigned duties will call their immediate supervisor as far in advance as possible. If the duration of the absence is unknown, a call will be made to the immediate supervisor. It is the employee's responsibility to complete and submit for approval the Request for Leave form for each absence.

At the termination of employment, no sick leave benefits will be paid for accumulated but unused sick leave.

S. Sick Leave Bank

Occasionally, an employee who is eligible for sick leave and experiences a catastrophic injury or illness at a time when the employee has exhausted their sick leave time would be allowed to apply to the Sick Leave Bank. To demonstrate compassion and provide charitable assistance to fellow employees, a sick leave bank will be established to allow full-time employees to donate accrued sick leave hours according to procedures approved by the president. See Procedure 7.09 Sick Leave Bank.

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T. Military Leave

The College will comply with all military leave laws.

U. Educational Benefits

Labette Community College will scholarship tuition and material fees for the employee, spouse, and all dependent children of any employee who works 20 hours or more per week for courses taken for credit at the College. The enrollee shall pay for all fees

EXHIBIT 3

associated with workshops and seminars. See Procedure 7.11 Taking Courses During Scheduled Work Hours and Procedure 10.15 Employee Book Loan Program.

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V. Cafeteria Plan

Professional Employees may elect to participate in an optional Security Flex 125 program administered through a financial service company. The program includes medical reimbursement, disability income insurance, group life insurance, and cancer insurance.

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W. Tax Sheltered Annuity Proposal

LCC will match contributions of up to \$60 per month or \$720 per year to a tax-sheltered annuity. Employer contributions will vest according to the following schedule:

Years of Service (from date of hire)	Vesting %
5	25%
6	40%
7	55%
8	70%
9	85%
10	100%

Staff who have been employed at LCC for 10 years or more may elect to use this match in KPERS 457 retirement plan instead of the 403(b).

Note: Regardless of the previous years of service, the vesting years will begin at your most recent hire date.

X. Discipline and Termination

As part of their supervisory responsibilities, Labette Community College supervisors must provide continuing guidance to employees they supervise and take prompt, appropriate action for correcting any behaviors which deviate from acceptable standards or what is considered to be an unsatisfactory performance of duties. Supervisors are urged to deal with infractions of acceptable standards through informal approaches such as advisement, closer supervision, and verbal conferences. If the same unsatisfactory performance or misconduct persists, more severe measures will be taken. When further action becomes necessary, the supervisor will comply with appropriate steps as outlined in Policy 2.16 Performance Improvement Counseling and Procedure 2.16 Performance Improvement Counseling.

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Y. Grievance

Introduction

This procedure is provided to resolve complaints of employees concerning the application or interpretation of Board policies and procedures of the College or any Board policy or administrative regulations affecting the terms and conditions of service by employees not covered by the terms and conditions of a collective bargaining agreement with the College. For the purpose of this document, an "administrative regulation" is a procedure that is included in the procedures manual and has been approved by the president.

Time limits are given herein for prompt action. If the employee presenting the problem does not appeal from one step to the next within the time limit stated, the case will be considered closed and no further appeal is permitted. If the employee does not receive a response within the time limit stated, the employee may appeal to the next level. The time limits may be extended by mutual written consent of the parties.

Definition

1. The term "employee" shall include full-time administrators and professional staff not covered by the terms and conditions of a collective bargaining agreement with the College.
2. The term "working days" shall mean calendar days excluding Saturday, Sunday, and College holidays. Interpretation of working days shall be the responsibility of the director of human resources.
3. The term "policies and procedures" shall include policies approved by the Board of Trustees or procedures in the procedures manual, which have been approved by the president. A non-renewal notice by the College is not a grievable action.

Procedures

Level 1 – The employee shall first submit the grievance in writing to their immediate supervisor, using the appropriate grievance form within five (5) working days of the incident in question. The supervisor shall respond to the employee's complaint within five (5) working days from the date they receive the grievance. In the event that a grievance is initiated as a result of the action taken as a disciplinary procedure and the employee so wishes, Level 1 may be eliminated and the procedure may begin at Level 2.

Level 2 – If the grievance is not satisfactorily resolved with the employee's immediate supervisor, then such employee may submit the grievance in writing using the appropriate grievance form to the employee's next highest-ranking supervisor. This step must be taken within five (5) working days after receipt of such grievance.

This same process of appeal in Level 2 will continue until a decision of the supervising vice president has been issued. In the case where no vice president is within the chain of command, the highest-ranking position, which reports to the president, will be considered an equivalent.

Level 3 – If the employee's grievance is not satisfactorily resolved with their vice president, the employee may submit such grievance in writing on the appropriate grievance form to the Office of the President. This step must be taken within five (5) working days after the vice president's decision to the employee under Level 2. The president (or designee) will review the employee's grievance and make a decision in writing within ten (10) working days, which shall be final and binding.

In the case of a decision to terminate employment, the employee may file a written request for appeal to the Board of Trustees. Such written appeal will be filed with the Secretary-Clerk of the Board within fifteen (15) working days after receipt of the termination notice. The Board of Trustees will respond to the request for appeal within forty-five (45) working days of the date of receipt of the written request for appeal. The employee will be entitled to a hearing with the Board.

Z. Reduction in Force

If the Board decides that the size of non-instructional staff must be reduced, guidelines in the following rule shall be followed:

The educational goals and needs of the college, individual qualifications, certifications, training, skills, evaluations, interests, and length of service shall be considered.

If all have similar qualifications, certifications, training, skills, evaluations, and interests, the non-instructional staff who best meets the needs of the college, considering the factors outlined above and any other relevant factors, will be retained.

Any employee who has not been reemployed as a result of the non-instructional staff reduction shall be considered for reemployment if a vacancy exists for which the non-instructional staff would qualify. The president will recommend to the Board reinstatement of any non-instructional staff they deem qualified and able to serve the best interests of the College. The Board shall not be required to consider the reinstatement of any non-instructional staff after a period of one year from the date of exit.

Assistance for those affected by the reduction in force:

- Extension of the tuition and fee fringe benefit policy for a period of one academic year for employees/end of the same semester for dependents
- Use of the LCC Student Success Center/Library or computer labs for resume preparation and/or job searches for up to one year

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POLICY 8.01 EDUCATIONAL SUPPORT STAFF: CONDITIONS OF EMPLOYMENT

Educational Support Staff provides a variety of services in support of instructional, student development, and administrative services activities to achieve the mission and purposes of the College. Whereas "conditions of employment" relate to the acquisition, allocation, and/or expenditure of resources (fiscal, human, and/or physical), these conditions of employment are considered policy statements, which are subject to approval, by the Board of Trustees.

Procedures in support of these policy statements shall be approved by the President.

A. Employment Procedures

Employment of Educational Support Staff will conform to all applicable federal, state, and local laws, ordinances, and regulations, as well as policies of the Board. A transcript/proof of education/appropriate credentials is required upon offer of employment.

B. Compensation

Salaries for Educational Support Staff are determined through the Educational Support Staff Salary Schedule and approved by the President. See Procedure 8.12 Wage and Salary – Shift Differential.

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C. Definition of Educational Support Staff

"Educational Support Staff" includes all full-time Labette Community College personnel except part-time faculty, administrators, professional staff, and those covered by a collective bargaining agreement. Educational Support Staff personnel shall not be employed for any specified term.

All full-time employees and part-time employees who work twenty (20) hours per week or more are entitled to receive all fringe benefits provided by the College.

Deleted: Full-time hours per week employees are those persons who work 39 consecutive weeks or more with a minimum of 20.

Part-time employees are those persons who work as the need arises or on a schedule of fewer than twenty (20) hours per week and are not entitled to any fringe benefits.

Part-time employees may work a maximum of 40 hours per week for a limited period of time.

D. Employment Evaluation

All Educational Support Staff are evaluated by their immediate supervisor at least two times a school year for the first two full years of employment and at least annually thereafter, but may be evaluated more often at the discretion of the supervisor. At this time the employee's performance is reviewed with respect to their position description and other performance factors. The evaluation is designed to provide a means of two-way communication between employees and supervisors. It also serves as a means of employee development, by pointing out both strong and weak points in an individual's

performance. Evaluation is also used to determine if an employee should be retained or dismissed from employment.

E. Promotion, Reassignment, and/or Transfers

The mission of Labette Community College (LCC) and external forces sometimes require changes to meet or better serve the needs of our students and service area. Accordingly, the College will from time to time find it necessary to create new positions or modify the duties of existing ones or reassign employees from one position to another.

Because the College values its staff, LCC attempts to provide reasonable opportunities for promotion and transfer to current employees. Announcements of educational support, administrator, faculty, and professional staff vacancies will be made available to all appropriate personnel with instructions for applying. The College also provides opportunities for employees to improve their employability through opportunities to obtain additional education and to attend professional development workshops and seminars.

LCC also attempts to pay its employees as fairly as circumstances allow. However, when the College finds it necessary to modify an existing position, it is important to remember that not all job title changes or additions of new responsibilities or job complexity are sufficient to qualify the employee for a promotion or salary adjustment.

Promotion- A promotion is defined as movement from one position to another that entails a marked increase in (1) the complexity of duties and/or (2) the addition of increased responsibilities sufficient to merit the assignment of a new job or position title change that also (3) qualifies for inclusion into a higher salary range and carries a higher compensation.

Promotions will normally be made using the College's regular hiring procedure to ensure that all interested qualified employees receive consideration for the position. The President may promote Educational Support Staff by direct appointment when, in their judgment, the best interests of the College will be served by bypassing regular procedure and directly making such an appointment. Promotions should also be based on other appropriate factors as well, including personal development and performance of current responsibilities.

Salary Adjustment - A salary adjustment is defined as a one-time increase in salary granted to an employee within their salary range given to (1) recognize that employee's outstanding performance of their duties, or (2) address an inequity between the employee's pay and similarly situated persons, or (3) to recognize an increase in the employee's value to the College due to market forces.

Planned salary adjustments or promotions based on the restructuring of an existing position through the addition of new job responsibilities or more complex job duties or the creation of a new position must be made in collaboration with the director of human

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resources (HR). The director of HR is responsible for ensuring that promotions/salary adjustments are made in a manner consistent with the College compensation plan and past practice. In the case of disagreement, the vice president of finance and operations will decide the issue.

Reassignment - A reassignment is defined as an administratively initiated transfer of an employee from one position to another. Reassignments are not required to be voluntary in nature, although the administration will consider the concerns of the employee being reassigned whenever possible.

The President may reassign Educational Support Staff within the College when, in their judgment, the best interests of the College will be served by such a reassignment. Such action may include freezing or lowering the affected employee's salary to place the employee appropriately in the salary range of the new position. The President may alter or amend assigned duties, change titles or reassign employees at any time.

Transfer - A transfer is defined as a voluntary, employee-initiated movement from one position to another within the same salary range or to a lower salary range. Any employee transferring from one position to another within the same salary range should not have an expectation of receiving an increase in salary. Although the College may raise a transferring employee's salary in cases where an issue of equity exists.

In cases where an employee elects to transfer to a position in a lower salary range, the employee will be placed at approximately the same position in the lower salary range as the employee held in the higher salary range. For example, an OPSS I level employee whose salary is at the 25th percentile of that salary range moving to an OPSS II salary range position would be placed approximately at the 25th percentile of the OPSS II salary range and receive a proportional salary reduction as a result.

F. Work Schedule

Hours - The normal week for Educational Support Staff personnel is ~~thirty-six (36)~~ hours per week with working times approved by the supervisor. The operating hours of Monday through Thursday, 8:00 am to 4:30 pm must be staffed for public access.

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Deleted: from 8:00 a.m. to 4:30 p.m., Monday through Friday, with one (1) hour for the lunch period. For seasonal requirements or special work demands, a dean of instruction may alter the official workweek

G. Absence and Tardiness

Punctuality and regular attendance are important factors in consideration for job retention and promotion. If an employee is going to be late or absent, they should notify their immediate supervisor.

Deleted: The workweek of the summer work schedule will generally be from 7:00 a.m. to 4:30 p.m. Monday through Thursday with a forty-five (45) minute lunch period. ¶

¶ Specified summer hours shall be determined by the President in the spring of each year. ¶

H. Wage and Salary

1. Pay Periods

Paychecks for all Educational Support Staff personnel are issued on the 20th of each month. If the 20th falls on a non-operational day, paychecks will be distributed on the

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preceding workday. Paychecks received are based on wages earned from the 16th of the previous month through the 15th of the current month.

Payroll checks must be picked up by the employee or there must be a signed authorization before another person can receive an employee's check.

Direct deposit is available for full-time employees.

2. Payroll Deductions

Payroll deductions are made as required for FICA, Federal Income Tax, Kansas State Income Tax, and Kansas Public Employee Retirement System. If authorized by the employee in writing and approved by the Human Resource Office, other deductions will be made as desired by the employee.

If an employee discovers an error in their paycheck, they should immediately contact the payroll benefits coordinator, the vice president of finance and operations, or the human resource director and the Business Office will timely respond to the complaint. If an improper deduction has occurred, the employee will be reimbursed and the office will make a good-faith commitment to future compliance.

If there are any changes in a dependency status it is the employees' responsibility to advise the Human Resource Office of the change.

3. Compensatory Time

Non-exempt educational support staff will be offered overtime or compensatory time under the terms of Procedure 8.05 Wage and Salary – Compensatory Time.

4. Employment Letter

Educational Support Staff employees will receive an employment confirmation letter when hired after 8/29/11. This is an employment-at-will position and your employment may be terminated at will and no oral statements or statements in the LCC Policy/Procedure Manual are intended to create a right to continuing employment.

5. Pay Increases

Each employee's compensation shall be reviewed annually by the administration and the Board of Trustees. Recommended increases take effect at the beginning of the fiscal year, July 1st. Wage adjustments may be granted at other times of the year to allow for promotions, job reclassification, or recently hired personnel. See Also Procedure 10.030 Administrative Classification Appeal/Review

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Labette Community College's practice is to comply with the requirements of all federal and state employment laws. To comply with the provisions of the Fair Labor Standards Act, the following procedure is established to ensure compliance with the compensatory time provisions of the FLSA, promote equitable treatment of all non-exempt staff and provide for adequate record keeping to administer the compensatory time procedure of Labette Community College. ¶

Procedure ¶

The director of human resources shall be responsible for the implementation and administration of this procedure including the maintenance of the master compensatory time file for all non-exempt (hourly) employees. All non-exempt employees of Labette Community College are eligible for participation in the Compensatory Pay Procedure with the approval of their supervisor. ¶

¶

For all non-exempt (hourly) staff, all hours worked in excess of the normal workday must be approved in advance by the appropriate supervisor and recorded on forms provided by the Human Resource Office. It is understood that all hours in excess of 37 ½ hours actually worked during the regular workweek by non-exempt staff will be paid as overtime or accrued as compensatory time. Employees who work extra hours without the permission of their supervisor may be subject to disciplinary action. ¶

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In the absence of a written work rule on file in the payroll office, it will be assumed that all hours in excess of 37 ½ worked in a regular work week are compensatory time for payroll and leave purposes. With the approval of the appropriate dean, each department of the College that employs non-exempt staff may establish a specific department-wide work rule in consultation with its non-exempt staff concerning whether hours worked in excess of 37 ½ per week will be treated as overtime or compensatory time. If there is a departmental work rule on file with the payroll office, it will be considered the effective rule for payroll and leave purposes until a revised rule is received. ¶

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I. Health Insurance

Health insurance benefits will be provided for full-time employees and/or part-time employees working 20 or more hours a week as per the position description. Except as provided through an individual employment contract, the Board of Trustees will pay 90 percent of a single membership. In addition to single membership, if an employee desires family coverage, employee and spouse, or employee and child, payroll deductions from the employee's pay will be made for the above options.

Employees who work more than 630 hours per year and/or more than 12.5 hours per week but less than 19 hours a week are eligible for part-time health insurance benefits at the part-time rate.

Details concerning this policy and related procedures may be obtained from the Human Resource Office.

J. K.P.E.R.S.

Membership in Kansas Public Employees Retirement System is mandatory for all full-time College employees or employees working more than 630 hours a year and is not considered seasonal or temporary. Information concerning this program is available in the Human Resource Office.

K. Social Security

Labette Community College participates in the Federal Program of Social Security. A required deduction is made from the employee's paycheck with a matching contribution made by the College.

L. Workers Compensation

Each employee of the College is covered by workers' compensation covering injuries arising out of, and in the course of, one's employment with the College. LCC utilizes a preferred physician; see Policy/Procedure 10.17 Return to Work Program, when employees are injured at work. Any injury received on the job must be reported to the employee's immediate supervisor within 24 hours per Procedure 10.17 Return to Work Program form, Appendix C. The supervisor, in turn, will file a written report of the accident, Procedure 10.17 Return to Work Program form, Appendix D, with the Human Resource Office.

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Employees not eligible for the Return to Work Program may elect to use sick leave time, apply to the Labette Community College Sick Leave Bank, or receive workers' compensation lost wage payments currently paid at 67%. However, employees are not allowed to receive sick leave and lost wage compensation for the same lost days of work. The waiting period for temporary total disability (TTD) applies to the first seven days claimant is off work. If the worker is off for three consecutive weeks, then the employer shall pay the worker TTD for the waiting period. (See also Policy/Procedure 10.17, Return to Work Program.)

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M. Holidays

The following holidays will be observed annually:

1. New Year's Day
2. Martin Luther King Day
3. Memorial Day
4. Juneteenth
5. Week of Independence Day
6. Labor Day
7. Week of Thanksgiving Day
8. Christmas Day

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Additional holidays may be observed during the holiday recess or at other times as announced by the President. See Policy 8.06 Educational Support Staff Holidays.

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N. Vacation & Personal Leave

Vacation leave is accrued at 7.5 hours a month for Educational Support Staff hired to work 12 months per year. For full-time in the fifth year of employment, vacation shall accrue at the rate of 12.53 hours per month based upon the anniversary date of employment. For three-quarter time, vacation will accrue at 5.62 hours per month. For one-half time, vacation will accrue at 4.00 hours per month. Initial employment subsequent to the fifteenth (15th) of any month shall not be considered a month of employment for vacation leave credit. Except for emergency leave and termination, new employees are not authorized to take vacation leave until a six (6) month period of employment has elapsed.

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Educational Support Staff hired to work nine to eleven months per year on a 20-hours-per-week or more basis will not be granted vacation time. Instead of vacation, they will be granted thirty (30) personal hours per fiscal or grant year that may be used in the same manner as a vacation. These hours will not accrue.

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Vacation leave may be accumulated to a maximum of 225 days. At the termination of employment, the employee will be compensated, at their current rate of pay, for earned but unused vacation and personal leave. Vacation leave or personal leave shall consist of no less than one hour and is granted at the convenience of the institution. Annual vacation requests should be submitted as far in advance as possible, preferably at least thirty (30) days ahead.

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O. Sick Leave

Each Educational Support Staff hired to work 12 months per year on a 20-hours-per-week or more basis can accumulate up to 7.5 hours of sick leave credit for each month of employment. For full-time, sick leave shall accrue at the rate of 7.5 hours monthly. For three-quarter time, sick leave will accrue at the rate of 5.62 hours monthly. For one-half

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time, sick leave will accrue at the rate of 4.00 hours monthly. Initial employment subsequent to the fifteenth (15th) of any month shall not be considered a month of employment for sick leave credit.

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Educational Support Staff hired to work nine to eleven months per year on a 20-hours-per-week or more basis will not accrue sick leave. They will be granted 74 hours of sick leave per fiscal or grant year as appropriate.

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Employees who have accrued 225 hours of sick leave at the end of any fiscal year, will have accumulating factors eliminated and will be granted 675 hours of sick leave. If fewer than 225 hours are accrued, accumulating factors go back into place until 225 hours are accrued. In no case shall an employee be allowed to accrue more than 675 hours of sick leave. If an employee elects to contribute hours to the sick leave bank, their sick leave hours will be decreased by that number of hours, up to a maximum of 36 hours per contribution period.

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Sick leave shall not be payable until an employee is absent from work because of illness or injury including illness caused or contributed to by pregnancy. The College reserves the right to require medical confirmation for illnesses/injuries lasting 3 working days or more.

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Sick Leave Usage: For purposes of clarifying Policy 8.01 (O) Conditions of Employment and determining eligibility under the Sick Leave section, the first sentence of the fifth paragraph will be interpreted as if it read: Up to fifteen (15) days of accumulated sick leave may be used in each calendar year for an illness or a death in the immediate family (husband, wife, father, mother, son or daughter, or any person who is wholly dependent on the employee).

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Additionally, within the 15-day limitation, accumulated sick leave can be taken for the care of, or death of, brother, sister, grandchildren, grandmother, grandfather, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandmother-in-law, or grandfather-in-law for an illness which is catastrophic or life threatening.

A catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the patient. Such illness must be severe, continuing, and unusual. The President may approve additional days in unusual circumstances. See Policy 8.08 Educational Support Staff Sick Leave and 8.09 Educational Support Staff Sick Leave Bank.

Employees may have rights to additional unpaid leave through the Family and Medical Leave Act. See Policy 2.08 Family and Medical Leave Act (FMLA) Compliance.

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Employees who find they are unable to be present for the discharge of their assigned duties will call their immediate supervisor as far in advance as possible. If the duration of the absence is unknown, a call will be made to the immediate supervisor. It is the employee's responsibility to complete and submit for approval the Request for Leave form for each absence.

At the termination of employment, no sick leave benefits will be paid for accumulated but unused sick leave.

P. Sick Leave Bank

Occasionally, an employee who is eligible for sick leave and experiences a catastrophic injury or illness at a time when the employee has exhausted their sick leave time will be allowed to apply to the Sick Leave Bank. To demonstrate compassion and provide charitable assistance to fellow employees, a sick leave bank will be established to allow full-time employees to donate accrued sick leave hours according to procedures approved by the President. See Procedure 8.09 Educational Support Staff Sick Leave Bank.

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Q. Military Leave

The College will comply with all military leave laws.

R. Educational Benefits

Labette Community College will scholarship tuition and material fees for the employee, spouse, and all dependent children of any employee who works 20 hours or more per week for courses taken for credit at the College. The enrollee shall pay for all fees associated with workshops and seminars. See Procedure 8.11 Taking Courses During Scheduled Work Hours and Procedure 10.15 Employee Book Loan Program.

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S. Cafeteria Plan

Professional Employees may elect to participate in an optional Security Flex 125 program administered through a financial service company. The program includes medical reimbursement, disability income insurance, group life insurance, and cancer insurance.

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T. Tax Sheltered Annuity Proposal

LCC will match contributions of up to \$60 per month or \$720 per year to a tax-sheltered annuity. Employer contributions will vest according to the following schedule:

Years of Service (from date of hire)	Vesting %
5	25%
6	40%
7	55%

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8	70%
9	85%
10	100%

Staff who have been employed at LCC for 10 years or more may elect to use this match in the KPERS 457 retirement plan instead of the 403(b).

Note: Regardless of previous years of service, the vesting years will begin at your most recent hire date.

U. Discipline and Termination

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As part of their supervisory responsibilities, Labette Community College supervisors must provide continuing guidance to employees they supervise and take prompt, appropriate action for correcting any behaviors which deviate from acceptable standards or what is considered to be unsatisfactory performance of duties. Supervisors are urged to deal with infractions of acceptable standards through informal approaches such as advisement, closer supervision, and verbal conferences. If the same unsatisfactory performance or misconduct persists, more severe measures will be taken. When further action becomes necessary, the supervisor will comply with appropriate steps as outlined in Policy 2.16 Performance Improvement Counseling and Procedure 2.16 Performance Improvement Counseling.

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V. Grievance

Introduction

This procedure is provided to resolve complaints of employees concerning the application or interpretation of Board policies and procedures of the College or any Board policy or administrative regulations affecting the terms and conditions of service by employees not covered by the terms and conditions of a collective bargaining agreement with the College. For the purpose of this document, an "administrative regulation" is a procedure that is included in the procedures manual and has been approved by the President.

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Level 1 – The employee shall first submit the grievance in writing to their immediate supervisor, using the appropriate grievance form within five (5) working days of the incident in question. The supervisor shall respond to the employee's complaint within five (5) working days from the date they receive the grievance. In the event that a grievance is initiated as a result of the action taken as a disciplinary procedure and the employee so wishes, Level 1 may be eliminated and the procedure may begin at Level 2.

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In the case of a decision to terminate employment, the employee may file a written request for appeal to the Board of Trustees. Such written appeal will be filed with the Secretary-Clerk of the Board within fifteen (15) working days after receipt of the termination notice. The Board of Trustees will respond to the request for appeal within

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forty-five (45) working days of the date of receipt of the written request for appeal. The employee will be entitled to a hearing with the Board.

W. Reduction in Force

If the Board decides that the size of non-instructional staff must be reduced, guidelines in the following rule shall be followed:

The educational goals and needs of the college, individual qualifications, certifications, training, skills, evaluations, interests, and length of service shall be considered.

If all have similar qualifications, certifications, training, skills, evaluations, and interests, the non-instructional staff who best meets the needs of the college, considering the factors outlined above and any other relevant factors, will be retained.

Any employee who has not been reemployed as a result of the non-instructional staff reduction shall be considered for reemployment if a vacancy exists for which the non-instructional staff would qualify. The president will recommend to the Board reinstatement of any non-instructional staff they deem qualified and able to serve the best interests of the College. The Board shall not be required to consider reinstatement of any non-instructional staff after a period of one year from the date of exit

Assistance for those affected by reduction in force:

- Extension of the tuition and fee fringe benefit policy for a period of one academic year for employee/end of same semester for dependents
- Use of the LCC Student Success Center/Library or computer labs for resume preparation and/or job searches up to one year

Revised: 3/9/17, 7/20/17, 7/12/18, 9/12/19, 5/5/2020, 10/20/2022

Agenda Item #: VI.C.
Date: July 13, 2023

SUBJECT

Athletic Insurance

REASON FOR CONSIDERATION BY THE BOARD

College policy states that the Board of Trustees' approval is normally required for items costing in excess of \$19,999.

BACKGROUND

The College's athletic insurance expires on August 1, 2023. Exhibit 5 shows the renewal rates received from Wood Insurance from the current company, Philadelphia Insurance and Dissinger Reed.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve the quote from Dissinger Reed in the amount of \$77,369.

**Athletic Insurance Quotes Received
2023-2024**

EXHIBIT 5

	<u>Philadelphia</u>	<u>Dissinger Reed</u>
Premium	\$ 87,139.00	\$ 77,369.00
Deductible	0	0

6/28/2023

SUBJECT

Professional Staff Employment Letters

REASON FOR CONSIDERATION BY THE BOARD

Kansas statutes require the Board of Trustees' approval of selected employment contracts and letters.

BACKGROUND

Jaran Dixon will transfer to Women's Assistant Basketball Coach

Brittany Haley will transfer to a 12-month contract as Athletic Trainer

Harrison Hall will transfer to the permanent Student Life Specialist

Tiffany Kotzman has accepted the position of Respiratory Care Simulation & Skills Lab
Coordinator and Instructor

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the Professional Staff Employment letters for Jaran Dixon, Women's Assistant Basketball Coach to begin July 1, 2023, at a salary of \$21,976; Brittany Haley, Athletic Trainer, 12-month contract effective August 1, 2023, at a salary of \$50,378 (salary did not change); Harrison Hall, Student Life Specialist to begin July 1, 2023, at a salary of \$28,000; and, Tiffany Kotzman, Respiratory Care Simulation & Skills Lab Coordinator and Instructor to begin July 10, 2023, at a salary of \$58,000.

Biography

Jaran Dixon

Jaran Dixon has transferred to Assistant Women's Basketball Coach beginning July 1, 2023. He has previously been the Men's Assistant Basketball Coach.

Coach Dixon attended LCC and Independence Community College. Jaran was a Parsons High School assistant coach for football and basketball for seven years, as well as varsity assistant and head JV basketball. He then served as the Defensive Coordinator in football. He has also served as the Head Parsons Middle School track coach.

A fun fact about Jaran is that he has a twin sister!

POSITION DESCRIPTION

ASSISTANT WOMEN'S BASKETBALL COACH

Reports to: Head Woman's Basketball Coach

Organizational Unit: Professional Staff

Salary range: Specialist, Exempt

Revision Date: June 2023

I. Basic Purpose of Position

Working 42 weeks a fiscal year, the Assistant Women's Basketball Coach is responsible for assisting with recruiting and implementing the women's basketball squad, creating a pleasant learning environment for the student athletes, and counseling student athletes in everyday crises on and off the floor.

II. Essential Job Functions

- A. Ability to assist with the promotion and development of the women's basketball program
- B. Ability to assist in scheduling of gymnasium for practices and games
- C. Ability to assist in building a basketball schedule that suits the athletic program
- D. Ability to send athletic contracts to opponents and officials for women's basketball
- E. Ability to assist in ordering equipment and uniforms
- F. Ability to report to Athletic Director on upcoming games and events
- G. Ability to assist in scheduling transportation and obtaining required funds with Business Office
- H. Ability to assist in the preparation of annual operating budget
- I. Ability to aide in publicity for recruiting
- J. Ability to work camps for recruiting and publicity purposes
- K. Ability to educate and counsel athletes
- L. Ability to monitor academic progress of student athletes
- M. Ability to adhere to all KJCCC (Kansas Jayhawk Community College Conference) and NJCAA (National Junior College Athletic Association) rules and regulations
- N. Ability to assist Athletic Director in administering intercollegiate athletic program
- O. Ability to attend meetings of Region 6 and Jayhawk Conference if requested by Athletic Director
- P. Ability to assist Athletic Director as department's Facilities Maintenance and Concessions Coordinator
- Q. Ability to follow all LCC policy and procedures
- R. Ability to perform other duties as assigned
- S. Ability to maintain regular and timely attendance

III. Consulting Tasks

- I. Consults with advisors on student athlete's class schedules
- II. Consults with faculty on student athlete's academic progress
- III. Consults with other college coaches to schedule events
- IV. Interacts with Business Office and other college personnel

IV. Supervises the Following Staff

- A. Student trainers
- B. Volunteer assistant coaches

V. Required Knowledge, Skills and Personal Qualifications

- A. Knowledge of fundamentals of basketball
- B. Good organizational skills
- C. Good communication skills
- D. A valid driver's license is required

VI. Preferred Experience

Two years playing and or coaching experience

VII. Educational Background

- A. Associate Degree required
- B. Bachelor's Degree preferred or equivalent coaching experience

VIII. Working Conditions/Environment

- A. Must possess physical ability to demonstrate required skills
- B. Evening and weekend work will be required
- C. Occasional overnight travel will be required

Biography

Brittany Haley

Brittany Haley's position of Athletic Trainer will transfer to a 12 month contract effective August 1st 2023. She has held this position since July of 2014.

Haley earned a Bachelor of Arts in Athletic Training and Health and Physical Education K-12 from Bethany College, Lindsborg, KS and a Master of Science in Education, Physical Ed, Sport Management from Wayne State College in Wayne Nebraska.

POSITION DESCRIPTION

ATHLETIC TRAINER

Reports to: Athletic Director
Organizational Unit: Professional Staff – exempt, full-time
Salary range: Health Science Professional
Revision Date: June 2023

I. Basic Purpose of Position

Under the general supervision of the Director of Athletics, the Athletic Trainer is responsible for administering the LCC Athletic Training Program, and coordinating the lab and student athletic trainers. This position is also responsible for maintaining records including collection of athlete medical history, physicals, and insurance information, as well as documentation of injury reports, medical referrals, physical diagnoses, prescriptions, and rehabilitation progress notes. The Trainer recruits, trains and establishes a work schedule for student athletic training staff and oversees the LCC athletic drug testing procedure.

II. Essential Job Functions

- A. Ability to arrange for team physician and other medical consultants in consultation with athletic director
- B. Ability to manage the pre-season physical examination process
- C. Ability to obtain medical history and insurance information for all student-athletes and maintains this information in a readily accessible file
- D. Ability to manage the training room, equipment supplies and treatment needed for acute and emergency injury management at all practice sessions and athletic contests
- E. Ability to administer first aid to injured student-athletes, evaluates the injury using NATA professional standards, and makes referrals to the team physician, or other medical consultants when deemed necessary
- F. Ability to carry out instructions given by the team physician, or other medical consultants regarding injury follow-up and/or rehabilitation
- G. Ability to utilize standard injury management protocols and current physical therapy techniques to return injured athletes to competition as soon as safely possible
- H. Ability to keep and maintains proper injury and treatment records
- I. Ability to promote techniques and equipment designed to prevent injuries to coaches and student athletes and provides training in their effective use
- J. Ability to maintain the training room in an orderly and sanitary state
- K. Ability to maintain and seasonally adjust training room supplies and equipment, and as needed, purchase general training room supplies
- L. Ability to recommend yearly equipment purchases to the Athletic Director
- M. Ability to provide input to the Vice President Student Affairs and the Athletic Director on the selection of an athletic injury insurance representative
- N. Ability to manage all medical insurance claims resulting from inter-collegiate athletic participation

- O. Ability to attend all regular season home athletic events as allowed by the training room and event schedule or as assigned by the athletic director
- P. Ability to accompany athletic teams to away events as often as possible based upon team needs, event and training room schedules, and the directives of the athletic director. Provides trainers for away events he/she is not able to attend
- Q. Ability to recruit, train, and supervise a staff of student athletic trainers
- R. Ability to oversee the LCC athletic drug testing procedure
- S. Ability to administer the LCC Student Extension program to all area schools, providing consultation, diagnosis, rehabilitation, and speedy access to local medical treatment
- T. Ability to join and actively participate in regional and national training organizations including the Conference Athletic Trainer's Association
- U. Ability to coordinate the summer strength and conditioning program for local high school athletes
- V. Ability to coordinate medical symposiums involving local physicians and local coaches and athletes
- W. Ability to follow all LCC policy and procedures
- X. Ability to be FERPA trained
- Y. Ability to perform other duties as assigned
- Z. Ability to maintain regular and timely attendance

III. Consulting Tasks

- A. As requested, recommends exercise and conditioning programs for individual athletes and/or teams
- B. As requested, counsel's coaches and athletes on matters of pertaining to diet, rest, hygiene, and similar health matters
- C. As required, works with the custodial staff to carry out measures to maintain proper hygiene in the locker rooms and showers to prevent the spread of infectious diseases between team members
- D. Works closely with area physicians and other health care professionals in supervising the general health care needs of student-athletes
- E. In cooperation with company chosen to administer drug testing

IV. Supervises the Following Staff

Student Athletic Trainers

V. Required Knowledge, Skills and Personal Qualifications

- P. Basic knowledge required of an athletic trainer as stated in the competencies developed by the Professional Education Committee of the National Athletic Trainers' Association, Inc.
- Q. Ability to work effectively with students, faculty, administration, coaching staff, and maintenance personnel
- R. Physical ability to effectively perform first aid, therapies and other duties normally delegated to athletic trainers with only minimal assistance

VI. Preferred Experience

At least three years of experience as an athletic trainer at the college/university or professional sports level

VII. Educational Background

- A. A Bachelor's degree in sports medicine, kinesiology or closely related field and a National Athletic Trainers' Association, Inc. certification
- B. Preferred: Master's Degree in a closely related field of study
- C. Must have and maintain Red Cross certification in CPR and First Aid

VIII. Working Conditions/Environment

- A. Occasional weekend and evening work
- B. Overnight travel
- C. Sitting, standing, and other mobility movements

Biography

Harrison W. Hall

Harrison Hall has transitioned to the permanent Student Life Specialist position beginning July 1, 2023. He previously held the Interim title.

Harrison formerly worked at Wal Mart and was an LCC Workstudy in the Foundation and Alumni office. During his time as a student at LCC he held various positions such as Student Ambassador, SGA Secretary, President of the Cardinal Crew, and was a member of PTK Honor Society.

Harrison graduated from LCC this year with his Associates of Science in Business Administration and Associates of Science in Communications. He is currently pursuing a Bachelors of Science, Communications degree from Fort Hays State.

A fun fact about Harrison is that his first pet Beta fish was named Andrew Wiggins.

POSITION DESCRIPTION

STUDENT LIFE SPECIALIST

Reports to: Vice President of Student Affairs
Organizational Unit: Professional Staff
Pay Rate Range: Specialist, Non Exempt, Full time
Revision Date: October 2022

A. Basic Purpose of Position

The Student Life Specialist is responsible for the planning and facilitation of extracurricular/nonacademic activities, including, but not limited to: student activities, Student Government Association, LCC Pantry, and student organizations.

B. Essential Job Functions

- A. Ability to serve as lead advisor to the Student Government Association (SGA) and Campus Activities Board (CAB), ensuring adherence to college policies and procedures and coordinate regular meetings with SGA, SGA Executive Board and CAB, disseminating pertinent information to all campus offices
- B. Ability to work to strengthen student organizations via offering workshops, resources and recruitment activities, i.e., the Fall Organization Fair and student leadership workshops
- C. Ability to coordinate and supervise annual campus-wide events, e.g., Kids Fall Fest, Homecoming, Welcome Week, and the Student Awards Ceremony
- D. Ability to customize student activities and student life functions that best fits students wants and needs based on experimentation, research, evaluation and input from SGA and CAB
- E. Ability to work to create and establish new student organizations and assist in the restarting of former ones
- F. Ability to coordinate programming of campus-wide events including contract negotiations, promotion, event security and program implementation
- G. Ability to work with the Villas Staff to coordinate events for students living in the residence hall
- H. Ability to oversee operations of the LCC Pantry, LCC Free Dinners, and other initiatives to address food insecurity
- I. Ability to coordinate the blood drive in collaboration with the American Red Cross each semester
- J. Ability to create student life handbook
- K. Ability to monitor student organization participation in SGA eventsAbility to provide documentation for co-curricular outcomes for HLC (Higher Learning Commission)
- L. Ability to serve as a Campus Security Authority (CSA) and complete annual training
- M. Ability to follow all LCC policy and procedures
- N. Ability to perform other duties as assigned
- O. Ability to maintain regular and timely attendance

C. Consulting Tasks

- A. Student affairs, instructional, and student success center personnel
- B. Other college/university personnel, dependent upon assigned tasks

C. Financial aid, admissions, case manager, and housing personnel

D. Supervises the Following Staff

- A. One or more student assistants
- B. Four SGA Executive Board officers, with primary responsibility in student governance and programming as well as senators and CAB officers

E. Required Knowledge, Skills and Personal Qualifications

- A. Work cooperatively and effectively with students, supervisor, faculty, and college staff
- B. Knowledge of computer software programs
- C. Excellent human relations and organizational skills
- D. Good verbal and written communication skills
- E. Self-starter who is able to work effectively and productively with minimal supervision
- F. Fast learner able to adapt easily to new situations and tasks
- G. Good motivational, supervisory and counseling skills

F. Preferred Experience

Event planning

G. Educational Background

Bachelor's degree in communication or related field is required.

H. Working Conditions/Environment

- A. Busy office conditions at times with evening and weekend hours required
- B. Some area travel at times

Biography

Tiffany Kotzman, RRT-NPS

Tiffany Kotzman has accepted the position of Simulation & Skills Lab Coordinator & Instructor of Respiratory Care. She will begin her duties on July 10th, 2023.

She is a graduate of LCC, earning an Associates in Applied Science with the emphasis in Respiratory. Tiffany is licensed through the National Board of Respiratory Care and the Kansas State Board of Healing Arts.

Tiffany has 14 years in the healthcare field as Respiratory Therapist, previously working at Overland Park Regional Medical Center as the night supervisor.

A fun fact about Tiffany is that she likes to sing out someone's name to greet them "hello".

POSITION DESCRIPTION

SIMULATION & SKILLS LAB COORDINATOR/INSTRUCTOR OF RESPIRATORY CARE PROGRAM

Reports to: Director of Respiratory Care Program
Organizational Unit: Professional Staff
Salary Range — Allied Health Professional— Exempt – Full time
Revision Date: April 2023

I. Basic Purpose of Position

The Simulation & Skills Lab Coordinator/Instructor of Respiratory Care coordinates and manages the program's skills labs and simulations. The individual in the position will assure the effective and efficient operation of the lab, assess and provide for meeting program and student needs, and oversee the operation of skills lab and simulations to ensure safe and effective use of equipment. The Simulation & Skills Lab Coordinator/Instructor's primary responsibilities are to plan, coordinate, teach, facilitate, administer, and monitor activities on behalf of the academic program and in coordination with program director and program faculty. In addition, the individual will assist with clinicals. These activities include but are not limited to the following:

II. Essential Job Functions

- A. Ability to assist the Respiratory Care Program Director throughout the CoARC accreditation process; establish and implement department goals; assist in hiring and development of new faculty or adjuncts.
- B. Ability to perform the duties and functions of a Respiratory Care Instructor up to a maximum of ten (10) credit hours in the fall semester, ten (10) credit hours in the spring semester, and five (5) credit hours in the summer semester for a maximum of 25 credit hours per college year. These can be adjusted to meet program needs so long as the hours do not go over the maximum.
- C. Ability to develop, implement, update, and monitor simulation lab policies, procedures, use and operations.
- D. Ability to develop, present evaluate and refine scenarios for simulation/skills lab experiences, utilizing role playing, props, and dialogue to create a realistic learning environment.
- E. Ability to monitor and schedule use, signing out, and movement of simulation lab equipment.
- F. Ability to continuously update and refine simulation/skills lab experiences based on identified needs and to serve as a resource for student's use of simulation/skills lab in classroom/lab activities.
- G. Ability to create and maintain respectful and professional working environment, incorporating active learning, reflective thinking and confidential debriefing process.
- H. Ability to perform remediation with students in the program.
- I. Ability to assist in the use of clinical software, evaluate clinical program, assist in evaluating educational program, students, and any other duties necessary to provide for program effectiveness and to assure compliance with CoArc to continue program accreditation.
- J. Ability to work cooperatively with advisory committee, program director, and instructors to insure logical sequencing of the curriculum objectives through didactic, simulation/skills lab, and clinical components of the program.
- K. Ability to maintain current knowledge of legislative, regulatory, legal, and practice issues affecting respiratory care education, students, and the profession.

- L. Ability to travel to meetings/conferences and other conferences or educational opportunities as directed by the Respiratory Care Director.
- M. Ability to maintain good working relationships with all employees, students, and clinical instructor.
- N. Ability to identify the need for and provide training for the simulation/skills labs.
- O. Ability to teach online didactic simulation/skills lab or clinical courses within the program as assigned by the Program Director and maintain accurate records/grade in a timely manner.
- P. Ability to evaluate students' performance, in cooperation with other faculty, to determine their ability to integrate didactic, simulation/skills lab and clinical learning experiences and to progress within the curriculum.
- Q. Ability to assist in coordinating development, scheduling, evaluation, and revision of curriculum.
- R. Ability to maximize available resources for the simulation/skills labs.
- S. Ability to assist in the recruitment and selection process of students for the program.
- T. Ability to assist in advising students and prospective students.
- U. Ability to assist program director in developing and administering departmental budget.
- V. Ability to serve on institutional committees as assigned by the program director and Vice President of Academic Affairs.
- W. Ability to assist in developing departmental strategic, operational, and technology plans.
- X. Ability to participate in public relations activities and promote the program within the region.
- Y. Ability to follow all LCC policy and procedure.
- Z. Ability to perform other duties as assigned.
- AA. Ability to maintain regular and timely attendance.

III. **Consulting Tasks**

- A. Consults with Program Director and clinical education centers on matters pertaining to institutional policies, program accreditation and student supervision, scheduling, and evaluation.
- B. Communicates news and current information (e.g., curriculum, clinical education objectives, staffing changes and site availability) among all concerned stakeholders—the academic institution, clinical education sites, clinical faculty and students.
- C. Consults within institution regarding equipment and resource sharing.
- D. Consults with Student Affairs Staff on matters pertaining to enrollment, financial aid, graduation, records and student activities.
- E. Consults with institutional/administrative staff on matters pertaining to budget, affiliate contracts, and student accounts.
- F. Consults with Instructional Services Staff on matters pertaining to marketing, audio-visual equipment, computer equipment, library holdings, and learning resource center assistance.

IV. **Required Experience, Education & Skills**

- A. The Simulation & Skills Lab Coordinator/Instructor must hold licensure and or certification as a respiratory therapist and maintain an active status in state.
- B. Candidate must demonstrate a minimum of two years' clinical experience in the Respiratory Care field.
- C. Working knowledge of computer systems and software or possesses the ability to learn these skills.

- D. Organizational skills with special attention to details.
- E. Written and oral communication skills.
- F. Active membership in state and national professional organizations.
- G. Comprehensive knowledge of a Respiratory Care program with maintenance of continuing professional development that benefits the program's development.
- H. Able to meet the faculty requirements as stated in the Evaluative Criteria for the Accreditation of Respiratory Care Programs (CoArc).
- I. Able to work independently and coordinate work with colleagues and peers.
- J. Earned associate degree or higher in Respiratory Care.

V. Preferred Experience

- A. Prior teaching experiences in a Respiratory Care academic program and/or administrative experience in Simulation/skills lab/clinical practice.
- B. Earned status as a National Board Respiratory Therapist (NBRC) credentialed clinical Instructor and maintain active status.
- C. Registered Respiratory Therapist (RRT).
- D. Two-year experience or a minimum of two years of experience in teaching, curriculum development and administration in a Respiratory Care Program.

VI. Working Conditions/Environment

- A. Normal office, online classroom, and clinical settings.
- B. No office windows
- C. Periodic evening and weekend hours required.
- D. Travel may be required.
- E. Potential health hazards include exposure to contagious disease including blood borne pathogens.

SUBJECT

Faculty Contract Approval

REASON FOR CONSIDERATION BY THE BOARD

Kansas Statutes require the Board of Trustees' approval of selected employment contracts.

BACKGROUND

Allie Kashka has accepted the Full-Time Mathematics Instructor.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve a faculty contract for Allie Kashka, Full-Time Mathematics Instructor, beginning August 14, 2023, at a salary of \$43,000.

Biography

Allie R. Kashka

Allie Kashka has accepted the position of Instructor of Mathematics. She will begin her duties on August 14th, 2023.

She is a graduate of Park University MO, earning a Bachelor of Science degree in Secondary Education and minoring in Mathematics and holds a Kansas Professional Teaching license.

Allie returns to LCC with 4 year's experience teaching Math for USD506. She previously was the Director of Academic Outreach for ICC and Concurrent Credit Coordinator for LCC.

POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME)

Reports to: Dean of Instruction/Program Director

Organizational Unit: Faculty – Exempt

Salary Range: Per Master Agreement

Revision Date: September 2019

See also addendum - Program/Department specific

I. Basic Purpose of Position

Instructors' responsibilities encompass all courses assigned, committees assigned, or other activities required or agreed upon between faculty members and administration as specified in the LCC Master Agreement and LCC Policy/Procedures Manual. Instructors must demonstrate computer literacy in appropriate computer software and be able to demonstrate fluency in written and oral communications.

II. Essential Job Functions

- A. Ability to demonstrate knowledge of and commitment to effective teaching strategies, including active learning and methods to enhance student success at community colleges
- B. Ability to conduct all class sessions in a professional manner and exhibit good judgment and professional behavior
- C. Ability to develop and carry out testing/assessment plans in all courses taught that meet the criteria set forth by the Curriculum and Instruction Committee and the Outcomes Assessment Committee
- D. Ability to be available to advise students according to College policy
- E. Ability to maintain accurate records and reports and submit them in a timely manner to the appropriate person
- F. Ability to provide students with opportunities for community service, service learning activities, community projects, and volunteerism as appropriate
- G. Ability to promote the general welfare of students and the college
- H. Ability to follow the master course syllabus and coordinate course outlines and book selections in accordance with established deadlines when adjunct faculty members teach different sections of the same course
- I. Ability to develop new courses as required by the administration
- J. Ability to develop and provide online instruction in discipline area as needed
- K. Ability to take the LCC Online Teaching course during the first year of teaching if appropriate
- L. Ability to maintain a professional attitude and conduct toward teaching and professional relationships
- M. Ability to actively support the philosophy of shared governance
- N. Ability to provide ongoing communication and professional development opportunities to adjunct and concurrent faculty (particularly at in-service breakout sessions) in such areas as pedagogy, instructional design, course management, instructional delivery, skill improvement, curricular reform initiatives and assessment strategies
- O. Ability to provide concurrent instructors with necessary materials to assess their students according to the Kansas Board of Regents (KBOR) Concurrent Enrollment Partnership (CEP) agreement using the same grading standards, same scoring rubrics and methods (i.e. papers, portfolios, quizzes, labs) and same final exam as a representative on-campus exam, to ensure all students are held to the same standards of achievement.

- P. Ability to provide necessary support for and student referrals to educational support programs and functions
- Q. Ability to maintain and update the technical competencies necessary to perform the job function
- R. Ability to communicate effectively with students of diverse ethnic, socioeconomic, and cultural backgrounds, including students with disabilities
- S. Ability to actively participate in College Standing Committees and Program Review Committees
- T. Ability to promote the College as a responsive community asset through personal representation
- U. Ability to work cooperatively with students, peers, colleagues and administrators
- V. Ability to perform other duties as may be assigned by the appropriate Director, Dean of Instruction, or Vice President of Academic Affairs
- W. Ability to follow all LCC policies/procedures and state and federal laws
- X. Ability to perform additional items per addendum if applicable

III. Consulting Tasks

- A. Ability to consult with other departmental faculty to revise curriculum and address student and departmental issues.
- B. Ability to consult with College committees and faculty to ensure students' needs are met, to gain understanding of College operations and issues outside the department, and to help formulate educational policies.

IV. Supervises the Following Staff

None

V. Required Knowledge, Skills and Personal Qualifications

- A. Ability to effectively work with other faculty, administrators, students, and other College staff
- B. Ability to set priorities and use appropriate interpersonal skills
- C. Ability to demonstrate knowledge of and commitment to community college philosophy and the College's Strategic Plan
- D. Ability to demonstrate knowledge of commonly used instructional software and education media
- E. Ability to demonstrate understanding of student learning and curriculum development
- F. Ability to demonstrate excellent verbal and written communication skills
- G. Ability to perform job responsibilities and complete work in a timely manner

VI. Preferred Experience

At least three years recent teaching or professional experience in the areas to be taught.

VII. Educational Background

- A. Faculty teaching general education (transfer) courses are required to have the following qualifications:
 - Master's degree or higher in the teaching discipline or subfield taught.
 - Master's degree or higher in a discipline or subfield other than that taught with a minimum of 18 graduate credit hours in the discipline taught.
- B. Faculty teaching in programs that are accredited or approved by outside agencies shall have teaching credentials that meet the standards specified by that agency.
- C. Faculty teaching Career and Technical (CTE) courses are required to have the following qualifications:
 - Bachelor's degree and/or valid/current industry-recognized credentials and a minimum of 4,000 hours of work experience in the specific technical field taught.

- D. Faculty teaching non-transfer courses, developmental or college preparation courses, College Success Skills courses, continuing education workshops, personal enrichment courses, and workforce education courses must have an appropriate degree and/or credentials, special training, experience, creative production, or other accomplishments or distinctions appropriated to the discipline as determined by the Vice President of Academic Affairs.
- E. Other factors, including but not limited to equivalent experience, may be considered in determining whether a faculty member is qualified as determined by the Vice president of Academic Affairs.
- F. Any exceptions due to special circumstances must be approved by the Vice President of Academic Affairs.

VIII. Working Conditions/Environment

- A. Working environment: usual classroom environments
- B. Ability to travel to off-campus instructional sites
- C. Ability to be on time and interact with students on a regular basis
- D. Ability to utilize a variety of instructional techniques in a classroom environment
- E. Ability to teach evening courses

SUBJECT

Learning Management System (LMS)

REASON FOR CONSIDERATION BY THE BOARD

College policy states that the Board of Trustees' approval is normally requires for items costing in excess of \$19,999.

BACKGROUND

The pandemic pushed distance learning to a whole new level and as such, has enhanced learning experiences and capabilities. Along with this enhancement were additional federal and state regulations, and accompanying compliance. In addition, student learner experiences and expectations shifted. Students completed a spring survey which indicated online courses are currently difficult to navigate and complete. Many faculty and staff discussions have occurred as well as discussions and reviews in our distance education committee. PTK students gave a presentation regarding the LMS to Presidents Council. We would like to address these concerns by providing enhanced learning rather than barriers to learning.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the purchase of the new Learning Management System (LMS) for a cost to be discussed at the board meeting.

SUBJECT

New Program/Course Approval

REASON FOR CONSIDERATION BY THE BOARD

New programs/courses submitted to the Kansas Board of Regents require approval from the Board of Trustees.

BACKGROUND

Department of Education regulatory policies changed directly effecting financial aid for certificates. By adding the Associate of Applied Science Degree for Diagnostic Medical Sonography, the college would be meeting the new regulatory compliance that best serves students which requires a certificate to stack into an associate degree offering.

Labette Health reached out to LCC and we have been discussing the need for a paramedic program. Health Care professions need qualified workforce and LCC already offers a well established EMT program. This new degree program would provide more opportunities for individuals to increase their skillsets while also filling workforce shortages. The EMT program would stack into the Paramedic program seamlessly and there would be potential future options to bridge into other health science areas.

PRESIDENT'S RECOMMENDATION

The president recommends to the Board of Trustees to approve the Associate of Applied Science degree for both programs of study Diagnostic Medical Sonography and Emergency Medical Services.

**List of New Courses and Programs Approved
by the Curriculum and Instruction Committee (C & I)**

New Program Name	Credit Hours	Code & Course Number	Date C&I Approved	Date Effective
Degree: Associate of Applied Science Program of Study: Diagnostic Medical Sonography (51.0910)	60-62	N/A	6/28/2023	AY24
Description:	Diagnostic Medical Sonographers operate special imaging equipment to create images or conduct tests. The images and test results help physicians assess and diagnose medical conditions. Some technologists assist physicians and surgeons during surgical procedures. Most diagnostic imaging professionals are employed in hospitals while others are employed in healthcare settings such as physician's offices and medical and diagnostic laboratories.			

**List of New Courses and Programs Approved
by the Curriculum and Instruction Committee (C & I)**

New Program Name	Credit Hours	Code & Course Number	Date C&I Approved	Date Effective
Degree: Associate of Applied Science Program of Study: Emergency Medical Services (51.0904)	72		11/2022	Fall 2024
Description:	A program that prepares individuals, under the remote supervision of physicians, to recognize, assess, and manage medical emergencies in prehospital settings and to supervise Ambulance personnel. Includes instruction in basic, intermediate, and advanced EMT procedures; emergency surgical procedures; medical triage; rescue operations; crisis scene management and personnel supervision; equipment operation and maintenance; patient stabilization, monitoring, and care; drug administration; identification and preliminary diagnosis of diseases and injuries; communication and computer operations; basic anatomy, physiology, pathology, and toxicology; and professional standards and regulations.			

New Course Name	Credit Hours	Code & Course Number	Date C&I Approved	Date Effective
Paramedic I	8	EMS 110	11/2022	Fall 2024
Description:	The roles and responsibilities of the Paramedic will be discussed from a legal, practical, and philosophical point of view. The paramedic should be well versed in the legalities of emergency medical care. Practical considerations will be addressed. This section will also provide the paramedic student with an overview of the EMS system and its components/relationships.			
Paramedic II	8	EMS 120	11/2022	Fall 2024
Description:	This course introduces the paramedic student to the various medical emergencies encountered. Anatomy and Physiology, Pathophysiology, Pharmacology, Assessment Based Management for Pulmonology, Cardiology, Neurology, Endocrinology, Allergies and Anaphylaxis, Gastroenterology, Urology and Nephrology, Toxicology and Substance Abuse, Hematology, Infectious Diseases, Psychiatric and Behavioral Emergencies. Assessment and care of geriatrics, patient from abuse and assault, challenged patients and chronic care patient will be addressed. Students will also expand knowledge, use and interpretation of ECGs, 12-Lead, ETCO2 and other monitoring/diagnostic equipment into their care			

EXHIBIT 12

	plan. Students will participate in multiple patient simulations of various medical emergency scenarios.			
Paramedic III	4	EMS 210	11/2022	Fall 2024
Description:	The didactic content of this course will cover kinematics of trauma, pathophysiology of trauma, trauma systems, assessing and management hemorrhage and shock, soft tissue trauma, head, facial and neck trauma, spinal trauma, thoracic trauma, abdominal trauma, musculoskeletal trauma, burns, blunt and penetrating trauma, and blast injuries.			
Paramedic Hospital Practice	5	EMS 220	11/2022	Fall 2024
Description:	This course provides the student an opportunity to apply didactic content and sim/lab practice to the clinical environment. Activities are directed so that students gain familiarity with initiating and continuing care for injured and ill patients in a variety of adult-child acute care settings. Emphasis is placed on professional clinical practice guidelines for basic Paramedic procedures. Students will practice safe operation of equipment, and appropriate technology selection for desired therapeutic effects. Clinical areas to be included are Behavioral Health, Burn Unit, Cardiac Cath Lab, Dialysis, Emergency Department, Intensive Care, Labor & Delivery, Respiratory Therapy, Surgery and Pediatrics.			
Paramedic Concepts-Medical Emergencies	4	EMS 230	11/2022	Fall 2024
Description:	In this course the student will build upon the two previous semester's content to identify, assess, and manage illnesses and injuries involving various patient conditions and settings through didactic and scenario-based sim/lab. During this course, students will cover neonatology and pediatric emergencies. Students will also take the American Heart Association Advanced Cardiac Life Support Provider Course and American Heart Association Pediatric Advanced Life Support Provider Course. Successful affirmation as a provider in this class is a requirement for completing the course. Although this class covers the entire lifespan, special attention will be given to the pediatric populations.			
Paramedic IV	4	EMS 240	11/2022	Fall 2024
Description:	This course is designed to reinforce the content objectives of the paramedic curriculum, skills learned in previous classes, labs and the student's hospital clinical experience to further develop the student's critical thinking and ability to manage various patients and serve as a team leader. Further, the student will also use this course time to prepare for their National Registry practical and written certification exams.			

EXHIBIT 12

Paramedic Field Internship				
Paramedic Field Internship	10	EMS 250	11/2022	Fall 2024
Description:	This course provides the student an opportunity to apply didactic, lab practice content and hospital clinical experience to the field environment. Activities are directed so that students gain familiarity with initiating and continuing care for injured and ill patients in a variety of field settings. Emphasis is placed on professional clinical practice guidelines for basic Paramedic procedures. Students will demonstrate critical thinking, team leadership, situational awareness, safe operation of equipment, and appropriate technology selection for desired therapeutic effects under the direct supervision of a Paramedic preceptor.			

Agenda Item: VI.H.
Date: July 13, 2023

SUBJECT

Approval of Bills

REASON FOR CONSIDERATION BY THE BOARD

Kansas statutes require the Board of Trustees' approval of all expenditures

BACKGROUND

Each month a listing of claims to be paid is presented to the Board for approval.

PRESIDENT'S RECOMMENDATION

The President recommends approval of the bills.