

**Labette Community College  
Board of Trustees *Revised Meeting Agenda*  
Thursday, March 21, 2024  
Board Meeting 5:30 p.m.  
Cardinal Event Center**

- I. Adoption of Revised Agenda..... Exhibit 1
- II. Approval of February 8, 2024, Regular Meeting Minutes ..... Exhibit 2
- III. Approval of March 6, 2024, Special Meeting Minutes ..... Exhibit 3
- IV. Reports and/or Board Discussion
  - A. Faculty Senate Report
  - B. SGA Report
  - C. Administrative Reports
    - i. Comparison of Expenditure to Budget
    - ii. Audit – Emily Franks with Jarred, Gilmore & Phillips
    - iii. Facilities Report
  - D. President’s Report
- V. Old Business (Action, Report, or Discussion)
  - A. Cherokee Center Update .....
  - B. Tuition and Fees ..... Exhibit 4
- VI. New Business (Action, Report, or Discussion)
  - A. Professional Staff Employment Letter..... Exhibit 5
  - B. Program Reviews ..... Exhibit 6/7
  - C. Approval of Bills ..... Exhibit 8
  - D. Administrative Contract Approval..... Exhibit 9
- VII. Executive Session – for personnel matters for nonelected personnel.
- VIII. Executive Session – for matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency.
- IX. 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.

- X. Next Regular Board Meeting: Thursday, April 11, 2024, 5:30 p.m., Cardinal Event Center
- XI. Adjournment

AGENDA ITEM: VI.D.  
DATE: March 21, 2024

SUBJECT

Administrative Employment Contract Confirmation

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Ken Elliott has accepted the position of Dean of Instruction and Distance Learning.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the Administrative Employment Contract for Ken Elliott, Dean of Instruction and Distance Learning, starting July 8, 2024, at a salary of \$67,000.

# Biography

## **Dr. Kenneth B. Elliott**

Dr. Kenneth Elliott has accepted the Dean of Instruction and Distance Learning position beginning July 8th, 2024. Dr. Elliott earned a Ph.D. in Humanities – Studies in Literature from the University of Texas at Dallas.

Recently Dr. Elliott has served as an English Professor for LCC since 2018. He brings 25 years of experience to the administration team in classroom and online instruction, grant investigating, and admissions and registrar leadership.

Dr. Elliott has written several publications, produced 3 plays, and acted in at least 6 stage performances.

A fun fact about Ken is that he lived in a suburb of Lafayette called Carencro, which is a Cajun French word for “carrion crow,” referring to a vulture or buzzard. This means he really lived in Buzzard, Louisiana.

# EXHIBIT 9

## POSITION DESCRIPTION

### DEAN OF INSTRUCTION AND DISTANCE LEARNING

Reports to: Vice President of Academic Affairs

Organizational Unit: Administrative

Salary Range: Dean - Exempt, Full Time

Revision Date: July 2023

#### A. Basic Purpose of Position

Administrator of general education (transfer) degrees, distance learning, and concurrent education. Serves as the College's representative for these programs with state agencies, councils and committees. Provides administrative leadership and guidance and monitors the effectiveness of instruction and learning within the areas of general education (transfer) degrees, distance learning and concurrent education. Provides administrative oversight on available funding sources for the college in these areas. The Dean of Instruction and Distance Learning reports to the Vice President of Academic Affairs.

#### B. Essential Job Functions

- A. Serves as the College's principal administrator for general education (transfer) degrees, distance learning and concurrent education, collaborating closely with the President, Vice President of Academic Affairs, and other Vice Presidents and Deans.
- B. Provides leadership for the management of the general education (transfer) degrees, distance learning and concurrent education, to include initiative in maintaining and improving the quality of instruction and attainment of student learning outcomes.
- C. Prepares, updates, and recommends to the Vice President of Academic Affairs initiatives, changes and improvements regarding academic programs, textbooks and curriculum for general education (transfer) degrees, distance learning and concurrent education.
- D. Prepares, updates and recommends to the Vice President of Academic Affairs new and revised student learning outcomes, course objectives and competencies for general education (transfer) degrees, distance learning and concurrent education.
- E. Maintains the Course Syllabus and business and industry or accreditation standards for all courses assigned to general education (transfer) degrees, distance learning and concurrent education.
- F. Establishes and monitors appropriate instructional standards for general education (transfer) degrees, distance learning and concurrent education.
- G. Plans for and conducts degree and certificate program reviews.
- H. Provides leadership, implementation and supervision for all distance learning programs and initiatives.
- I. Review and update state and federal regulations annually to ensure institutional compliance. Collect institutional data, as needed, for compliance with state and federal reporting such as NC-SARA.
- J. Analyze distance education assessment data and provide annual reports to the Vice President of Academic Affairs.
- K. Develop and coordinate professional development activities for college faculty and adjuncts to expand instructional knowledge and pedagogy. To include areas such as instructional design, student-centered approaches to teaching, course and assessment design, etc.

- L. Supervise and recommend changes, as needed, to distance education instructors.
- M. Facilitate the development of new course offerings by working with faculty, professional staff, students, and administration.
- N. Oversee articulation agreements with universities and colleges for general education (transfer) degrees, distance learning and concurrent education
- O. Reviews and updates job descriptions for positions assigned to general education (transfer) degrees, distance learning and concurrent education.
- P. Recruits and recommends the employment of full-time faculty, staff and adjuncts assigned to the general education (transfer) degrees, distance learning and concurrent education.
- Q. Reviews and approves professional/travel leave, sick leave, and vacation leave requests for designated individuals assigned to general education (transfer) degrees, distance learning and concurrent education.
- R. Works in concert with the Vice President of Academic Affairs and Human Resources in preparing recommendations regarding the hiring, transfer, promotion, suspension and dismissal of full-time faculty and staff assigned to general education (transfer) degrees, distance learning and concurrent education.
- S. Conducts informational and in-service training meetings each academic term.
- T. Keeps administration, faculty and staff informed regarding pertinent data and/or reports.
- U. Reviews student evaluations of full-time faculty and adjunct faculty assigned to general education (transfer) degrees, distance learning and concurrent education and provides appropriate recommendations regarding the feedback received from students.
- V. Prepares, in collaboration with Administrators, annual performance evaluations for all general education (transfer) degrees, distance learning and concurrent education staff.
- W. Ability to oversee concurrent course offerings, agreements, and policies through collaboration with principals and superintendents.
- X. Collaborates with VPAA, Dean of CTE/Workforce, full-time faculty and concurrent coordinator to develop course schedules, new programs, and new/revised courses and faculty development of general education (transfer) degrees, distance learning and concurrent education.
- Y. Keeps abreast of relevant federal and state laws, policies, and regulations that pertain to general education (transfer) degrees, distance learning and concurrent education.
- Z. Prepares, implements and evaluates objectives for the College's Strategic Plan.
- AA. Initiates and reviews budget requests prepared for general education (transfer) degrees, distance learning and concurrent education, and serves as the budget supervisor for all accounts assigned to general education (transfer) degrees, distance learning and concurrent education.
- BB. Assists and coordinates the production of brochures, career books and other publications and promotional materials with the Director of Public Relations Office or Admissions Office.
- CC. Assists College officials in resolving faculty and student problems related to general education (transfer) degrees, distance learning and concurrent education.
- DD. Assists the Vice President of Academic Affairs in updating Board of Trustees of items specifically relating to general education (transfer) degrees, distance learning and concurrent education.
- EE. Remains updated and initiates appropriate measures to ensure the College's accreditation with all institutional and accreditation entities.
- FF. Responds to various surveys and prepares reports for state and federal governmental agencies.

- GG. Serves as a member of LCC's President's Council and other councils and committees as assigned by the Vice President of Academic Affairs.
- HH. Serves as the College's point-of-contact for: general education (transfer) degrees, distance learning and concurrent education.
- II. Coordinates with Dean of CTE/Workforce to promotes the coordination of career/technical programs and curriculum with the service area school districts.
- JJ. Performs other duties as assigned.
- KK. Ability to serve as a Campus Security Authority (CSA) and complete annual training
- LL. Ability to serve as an ex officio member and co-chair of the LCC Grievance Panel and complete annual training
- MM. Ability to follow all LCC policy and procedures
- NN. Ability to perform other duties/activities as assigned.
- OO. Ability to maintain regular and timely attendance.

**C. Consulting Tasks**

- A. Ability to consult with instructional staff on matters pertaining to course offerings, staffing, state requirements, budget, and instructional issues
- B. Ability to consult with institutional/administrative staff on matters pertaining to budget and affiliate contracts
- C. Ability to consult with career/technical program committees on instructional issues
- D. Ability to consult with unified school district representatives

**D. Supervises the Following Staff**

- A. Instructional Assistant
- B. Concurrent Coordinator
- C. Part-time Coordinator for programs
- D. Full time and adjunct faculty teaching in AA, AS, and AGS programs
- E. General oversight of any student or other part-time workers within the Academic Affairs area

**E. Required Knowledge, Skill and Personal Qualifications**

- A. Demonstrated skill in management and supervision of personnel and resources
- B. Demonstrated ability to work in a participatory environment
- C. Demonstrated computer capability in applications including spreadsheet, word processing, e-mail, etc.
- D. Minimum of three years community college teaching experience
- E. Demonstrated experience with distance education

**F. Preferred Experience**

Oversight of faculty and research-based teaching strategies (Bloom's Taxonomy, Marzano's teaching strategies, etc.)

**G. Educational Background**

Minimum of a Master's degree, doctorate preferred

**H. Working Conditions/Environment**

- A. Usual office environment