

**Labette Community College
Board of Trustees Meeting Agenda
Thursday, May 16, 2024
Board Meeting 5:30 p.m.
Cardinal Event Center**

- I. Adoption of Agenda..... Exhibit 1
- II. Approval of April 11, 2024, Regular Meeting Minutes Exhibit 2
- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. SGA Report
 - C. Administrative Reports
 - i. Comparison of Expenditure to Budget
 - D. President's Report
- IV. Old Business (Action, Report, or Discussion)
 - A. Policy Approval..... Exhibit 3
- V. New Business (Action, Report, or Discussion)
 - A. Labette County Rural Dev. Tax Abatement – Cole Proehl.....
 - B. Professional Staff Employment Letters Exhibits 4/5
 - C. Faculty Contracts..... Exhibits 6-9
 - D. Program Reviews Exhibit 10-13
 - E. Approval of Bills Exhibit 14
- VI. Executive Session - for matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency.
- 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, June 13, 2024, 5:30 p.m., Cardinal Event Center

- IX. Adjournment

**LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
March 21, 2024**

The Board of Trustees met at 5:30 p.m. on Thursday, April 11, 2024, at the Cardinal Event Center.

Members Present

Greg Chalker (via conference call)
Becky Dantic
Carl Hoskins
Rod Landrum
Montie Taylor
David Winchell

Others Present

| | | | |
|-----------------------|-----------------|----------------|-------------------|
| Dr. Mark Watkins | Dr. Jason Sharp | Leanna Doherty | Kelly Kirkpatrick |
| Ross Harper | Haley Walker | Lindi Forbes | Kevin Doherty |
| Tyler Allen | Molly Coomes | Harrison Hall | Jessica Letterman |
| Ray Nolting | Dr. Ken Elliott | Tim Miller | Randee Baty |
| Elizabeth Stoneberger | | | |

Heidi Flora recorded the minutes

Adoption of Agenda (ACTION ITEM)

Chair Dantic asked for changes or additions to the revised meeting agenda. There were none. Trustee Landrum moved to approve the meeting agenda as presented. Trustee Winchell seconded the motion and the motion carried 6-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Dantic asked for corrections or additions to the March 21, 2024, regular meeting minutes. There were none. Trustee Chalker moved to approve the minutes as presented. Trustee Landrum seconded the motion and the motion carried 6-0.

Reports and/or Board Discussion

Faculty Senate Report:

None

Student Government Report: Harrison Hall, Student Life Specialist, provided an update on recent and upcoming events.

Administrative Report:

Comparison of Expenditures to Budget: The March financial report was placed on the tables. At the end of March, we were 75% through the year. The general fund was 69% expended and the technical education/vocational fund was 68% expended. Vice-President Doherty invited questions from the Trustees.

Facility Report: Kevin Doherty, Facilities Director gave an update on the softball field electrical survey and an HVAC issue at the athletic complex.

President's Report: Trustee Landrum presented a news clip that KSN recently aired featuring LCC's Admissions Program. He recognized Tyler Allen, Director of Admissions, for his efforts.

Ross Harper, Dean of CTE and Workforce, spoke about the fire school that was held at LCC this past weekend. He thanked the administration and the Board of Trustees for their continued support. Dr. Sharp spoke about the economic impact that fire school had on the community. A local news clip was also played.

Dr. Sharp recognized Melissa Kipp for an award she recently received for her work on the LCC 100-Year web design.

Lindi Forbes, Director of Foundation and Alumni, announced the 2024 Citation Award Winner as Bob Bartelli.

Lindi also announced the preliminary amount for the 2024 Auction for Scholarships. The total amount will be announced at a later date.

New Business (ACTION, INFORMATION, OR DISCUSSION ITEMS)

Policy Review

Dr. Watkins asked the Trustees to review the revisions to Policy 2.18 Animals on Campus. He will seek approval at the May Board of Trustee meeting.

Approval for Equipment Purchase

Trustee Taylor moved to approve the purchase of a hydraulic press from Thompson Brothers for \$54,965.76. Trustee Landrum seconded the motion and the motion carried 6-0.

Program Reviews

Dr. Sharp presented the English and History Program Reviews. Trustee Taylor moved to accept the English and History Program Reviews. Trustee Landrum seconded the motion and the motion carried 6-0.

Department Reviews

Kelly Kirkpatrick, VP of Student Affairs presented the Admissions and Human Resources Department Reviews. Trustee Winchell moved to accept the Admissions and Human Resources Department Reviews. Trustee Landrum seconded the motion and the motion carried 6-0.

Student Union Roof Repair/Restoration

Trustee Landrum moved to approve the quote of \$159,337.39 from Weatherproofing Technologies for the Student Union roof repair/restoration. Trustee Hoskins seconded the motion and the motion carried 6-0.

Professional Staff Employment Letter

Trustee Landrum moved to approve the Professional Staff Employment Letter for Alexis Kapales, Assistant Volleyball Coach, starting May 13, 2024, at a salary of 20,949. Trustee Winchell seconded the motion and the motion carried 6-0.

Approval of Bills

Trustee Hoskins moved to approve the Claims Register. Trustee Winchell seconded the motion and the motion carried 6-0.

Executive Session

Trustee Landrum moved to go into executive session at 6:31p.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 Hoskins seconded the motion and the motion carried 6-0.

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

The Board returned to an open meeting at 6:36 p.m.

Public Comment

Trustee Taylor asked about the LCC welding department visiting local industries. Dr. Sharp reported on this.

Trustee Landrum commended the efforts of the volunteers for the annual auction for scholarships.

Next Board Meeting

Chair Dantic reminded everyone of the next regular meeting of the Board of Trustees scheduled for May 16, at 5:30 p.m. in the Cardinal Event Center.

Adjournment

Chair Dantic moved to adjourn the meeting at 6:39 p.m. Trustee Winchell seconded the motion and the motion carried 5-0. (Trustee Chalker was no longer on the conference call.)

Heidi Flora, Clerk of the Board

Agenda Item #: IV.A.
Date: May 16, 2024

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 updated the following policy for approval:
Policy 2.18 Animals on Campus

PRESIDENT'S RECOMMENDATION

The Board of Trustees approves Policy 2.18 – Animals on Campus.

POLICY 2.18 ANIMALS ON CAMPUS

Pets and/or other animals are prohibited from all College facilities except for service animals or animals used as part of a College academic program. Exceptions may be granted by the Vice President of Student Affairs. Permitted pets and/or other animals must be leashed or otherwise secured and shall not be left in automobiles, tethered on campus, or otherwise endangered.

Adopted: 7/20/09
Revised: 2/14/19
Reviewed: 9/19/16; 5/19/22

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¶ Labette Community College has the responsibility to provide a safe and healthy learning environment. The uncontrolled or unsupervised presence of animals on campus compromises that environment. This procedure applies to all students, employees and visitors. ¶

¶ A "service animal" is one that is individually trained to do work or perform tasks for the benefit of an individual with a disability, and the work or tasks performed by the animal are directly related to the individual's disability. This definition encompasses all "service animal," as defined by the applicable regulations to the Americans with Disabilities Act, and encompasses all "assistance dogs" as defined by applicable Kansas statutes. ¶

All domestic animals on College property, including open space, athletic fields, playing fields and intramural areas, must be leashed and under personal control of the owner at all times. Animals are not to be tied to or secured to trees, posts, shrubs and/or left unattended. Each owner is responsible for their animal, including clean-up. ¶

To protect public health and safety, animals are not permitted in College buildings or grounds, subject to the following exceptions: ¶

A service animal assisting an individual with a disability. ¶

The service animal must be under the control of its handler. Where it is not readily apparent that an animal is a service animal, the College may ask if the animal is required because of a disability and what work or task the animal has been trained to perform. ¶

LCC may exclude a service animal if the animal is not housebroken; would pose a direct threat to the health, safety or property of others that cannot be reduced or eliminated by a reasonable accommodation; is out of control and the individual does not take effective action to control it; would fundamentally alter the nature of a program or activity; or is not being cared for by the individual. ¶

LCC is not responsible for the care or supervision of service animals. Individuals handling a service animal are responsible for its care and supervision. ¶

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Agenda Item #: V.B.
Date: May 16, 2024

SUBJECT

Professional Staff Employment Letter

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Mia Howard has accepted the position of Admission Recruiter
Faith Tate has accepted the position of Payroll & Benefits Coordinator

PRESIDENT'S RECOMMENDATION

The Board of Trustees approves the Professional Staff Employment letters for Mia Howard, Admission Recruiter, at a salary of \$29,580/year, starting 5/6/24; and, Faith Tate, Payroll & Benefits Coordinator, at a salary of \$38,000/year, starting 5/13/24.

Biography

Mia Howard

Mia Howard has accepted the position of Admissions Recruiter to begin May 6, 2024.

Mia is graduating from LCC this May with her Associate of Science in Communications. During her time at LCC, Mia has been on the President's list, served as a Student Ambassador, and a Work study where she helped execute many student life events.

A fun fact about Mia is that she loves live music and going to concerts.

POSITION DESCRIPTION

ADMISSIONS RECRUITER

Reports to: Director of Admissions
Organizational Unit: Professional Staff
Pay Rate Range: Specialist, Non exempt, full time
Revision Date: June 2023

I. Basic Purpose of Position

The primary responsibility of the Admissions Recruiter is to serve as a recruiter of new students. Other duties include assisting with campus visits and college events, providing academic advising and enrollment to students, and helping the Student Affairs Department in any prospective student recruitment and retention efforts.

II. Essential Job Functions

- A. Ability to visit assigned high schools to develop and cultivate positive relationships with area high school administrators, especially counselors, and prospective students
- B. Ability to assist with student campus visits
- C. Ability to assist with the Student Ambassador Program at LCC
- D. Ability to assist in the planning and coordination of Cardinal Enrollment Days, Senior Day, 8th Grade Days, and other college events.
- E. Ability to assist in the successful completion of financial aid applications for students
- F. Ability to attend college fairs and evening events pertaining to student recruitment
- G. Ability to assist with correspondence going to high school counselors, faculty, students, and parents throughout the year to keep all parties abreast of upcoming recruitment/enrollment events and dates
- H. Ability to follow up on leads, contact cards, and applications from prospective students by telephone, e-mail and letter
- I. Ability to advise/enroll students
- J. Ability to assist with daily procedure, which is the Admissions Department communication funnel
- K. Ability to monitor website widget live chat
- L. Ability to use Pivot texting application to communicate with prospective students and advisees
- M. Ability to recruit at area high school extracurricular activities
- N. Ability to recruit at Southeast Kansas community events
- O. Ability to serve as a member of Student Affairs staff and other college committees
- P. Ability to be FERPA trained
- Q. Ability to follow all LCC policy and procedures
- R. Ability to complete other tasks as assigned as it relates to Student Affairs
- S. Ability to maintain regular and timely attendance

III. Consulting Tasks

- A. Financial Aid personnel
- B. Program Directors
- C. Concurrent/Dual Credit Coordinator

- D. CTE Recruiter/Advisor
- E. Area high school personnel, students, and parents
- F. Other College/University professionals with similar responsibilities

IV. Supervises the Following Staff

Student Ambassadors

IV. Required Knowledge, Skills and Personal Qualifications:

- A. Excellent verbal and written communication skills
- B. Excellent human relations and organizational skills
- C. Knowledge of computer software programs
- D. Ability to cultivate positive professional relationships with prospective students and parents
- E. Self-starter who is able to work efficiently and productively with minimal supervision
- F. Fast learner, able to adapt easily to new situations and tasks
- G. Possess motivational and leadership skills
- H. Valid Driver's License

VI. Preferred Experience

One or more years' experience in Student Affairs, especially in Admissions or Financial Aid

VII. Educational Background

Associate's degree required, Bachelor's Degree preferred

VIII. Working Conditions/Environment

- A. Busy office conditions at times with evening and occasional weekend hours required
- B. No windows
- C. Travel required, especially from September through April, as well as other times as career fairs, college planning conferences, and high school visits are needed.

Biography

Faith Tate

Faith Tate has accepted the position of Payroll & Benefits Coordinator to begin May 13, 2024.

Faith earned her Bachelor of Science in Business Administration and Human Resources from Wichita State University. She is an LCC alum who excelled in accounting and achieved Magna Cum Laude distinction. She recently was employed as the Assistant Manager for Hibbett's Sports.

A fun fact about Faith is that she is a legally ordained minister and can perform wedding ceremonies.

POSITION DESCRIPTION**PAYROLL & BENEFITS COORDINATOR**

Reports to: Director of Human Resources & Organizational Development

Organizational Unit: Professional Staff

Salary range: Coordinator, Exempt, Full time

Revision Date: March 2024

A. Basic Purpose of Position

The Payroll & Benefits Coordinator reports to the Director of HR & Organizational Development and works closely with the Business office. The major responsibilities are producing the monthly payroll, completing all reporting requirements and reconciliations, and managing the College's benefit plan, including Family Medical Leave and Worker's Compensation.

B. Essential Job Functions

- A. Ability to independently produce monthly payroll and reports, W-2s, transfers, tax deposits, quarterly reports, etc., pertaining to payroll
- B. Ability to prepare journal entries and pay invoices through ACH or check for payroll and benefits
- C. Ability to keep current on laws and regulations affecting payroll and benefits
- D. Ability to complete monthly balancing of all payroll accounts and bank reconciliation for the payroll account
- E. Ability to assist in creating timesheets for work-study students and create and reconcile time and leave records for non-exempt employees. Assist employees with payroll inquiries.
- F. Ability to calculate, prepare, distribute, and track contracts and personnel status memorandums for faculty and staff
- G. Ability to respond to queries regarding past and present employees for unemployment, bank loans, governmental agencies, garnishments, and other verifications
- H. Ability to process travel vouchers for travel for employees, clubs, and groups making reservations as needed, and reconcile receipts upon return
- I. Ability to complete surveys as assigned
- J. Ability to serve as the health insurance group leader and assist employees with health insurance changes, questions, and problems. Keep current on insurance laws.
- K. Ability to administer and track college benefits to ensure the required paperwork is submitted for existing and new personnel
- L. Ability to administer and be responsible for the annual open enrollment for health insurance benefits, section 125 benefits plan, optional group life insurance, and 403(b) retirement and send monthly remittances to third-party administrators.
- M. Ability to assist the VP of Finance & Operations in the bidding process for insurance, Workman's Compensation, Athletic Insurance, and Property and Casualty insurance as needed
- N. Ability to manage the college's responsibilities on worker's compensation claims in coordination with the Human Resources Director
- O. Ability to complete annual audits for workers compensation, annual financial audit, I-9 internal audits (every 2 years),

- P. Ability to keep confidential protected health information under the provisions of HIPPA and treat this information per the privacy provisions of the HIPPA act including requirements for safeguarding, releasing, and recording the release of such information
- Q. Ability to assist employees with KPERS enrollments, withdrawals, purchase of service credit, optional life insurance, retirements, disability, and death claims
- R. Ability to handle correspondence with KPERS, complete annual KPERS reports, and assist with KPERS audits.
- S. Ability to complete special assignments and perform research tasks and other duties as directed by the Vice President of Finance & Operations
- T. Ability to complete FMLA forms in conjunction with the Director of Human Resources
- U. Ability to process employee and dependent tuition discounts
- V. Ability to assist Business Office staff with deposits or tasks and assist students with payments or accounts receivable inquiries as needed.
- W. Ability to reconcile apparel consignment inventory
- X. Ability to follow all LCC policy and procedures
- Y. Ability to be trained on HIPPA and FERPA requirements
- Z. Ability to maintain regular and timely attendance

C. Consulting Tasks

- A. Director of Human Resources
- B. KPERS, benefits, and insurance companies' personnel
- C. Various auditors

D. Supervises the Following Staff

None

E. Required Knowledge, Skills, and Personal Qualifications

- A. Excellent interpersonal skills
- B. Previous experience in human resource functions
- C. Above average working knowledge of state and federal payroll laws
- D. Strong accounting or payroll background
- E. Experience using Excel
- F. Ability to efficiently organize and manage multiple tasks successfully

F. Preferred Experience

Three years of accounting or payroll experience

G. Educational Background

Bachelor's degree required, Business or Accounting emphasis preferred.

H. Working Conditions/Environment

Busy office conditions, and an office with a window

Significant amount of sedentary computer work

SUBJECT

Faculty Contract Approval

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Burt Bucher has accepted the position of Assistant Professor or Art
Tyler Kizzire has accepted the position of Welding Instructor
Kylie Gero has accepted the position of Nursing Instructor
Marisha Collins has accepted the position of Nursing Instructor

PRESIDENT'S RECOMMENDATION

The Board of Trustees approves the Faculty Contracts for Burt Bucher, Assistant Professor of Art, at a salary of \$62,490/year, starting 8/12/24; Tyler Kizzire, Welding Instructor, at a salary of \$50,250/year, starting 8/12/24; Kylie Gero, Nursing Instructor, at a salary of \$52,290/year, starting 8/12/24; and, Marisha Collins, Nursing Instructor, at a salary of \$44,130/year, starting 9/3/24.

Biography

Burt Bucher

Burt Bucher has accepted the position of Art Faculty to begin August 12, 2024.

Mr. Bucher earned his Master of Fine Arts degree from the University of Cincinnati and a Bachelor of Fine Arts from Eastern Kentucky University. He brings 19 years of teaching experience to LCC. He has held the Instructor titles at Independence Community College and Missouri Southern State University.

A fun fact about Burt is that he was contracted as a forensic sketch artist for the reality TV show, "Dead Files" on Discovery, and during the show he interviewed a psychic who described the spirits and ghosts they saw in the house. He had one line, "Amy...is this what you saw?" It took him 10 takes.

POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME)

**Reports to: Dean of Instruction and Distance Learning/ Dean of Career & Technical Education and
 Workforce/Program Director**
Organizational Unit: Faculty – Exempt
Salary Range: Per Master Agreement
Revision Date March 2024
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 and Distance Learning, Dean of Career & Technical Education and Workforce 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:
 - A. Master's degree or higher in the teaching discipline or subfield taught.
 - B. 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 as required to have the following qualifications:
 - C. 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

Biography

Tyler Kizzire

Tyler Kizzire has accepted the position of Welding Faculty to begin August 12, 2024.

Tyler attended the Welding program at Coffeyville Community College. He has been in the welding field, previously working at Cessna, he then transitioned to H & H Design for the last 8 years where he served as the Lead in the Fabrication department.

A fun fact about Tyler is that he participates in 3-5 demolition derby's each year, and goes to watch the rest of the season.

POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME)

**Reports to: Dean of Instruction and Distance Learning/ Dean of Career & Technical Education and
Workforce/Program Director**

Organizational Unit: Faculty – Exempt

Salary Range: Per Master Agreement

Revision Date March 2024

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 and Distance Learning, Dean of Career & Technical Education and Workforce 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:
 - A. Master's degree or higher in the teaching discipline or subfield taught.
 - B. 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 as required to have the following qualifications:
 - C. 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

Biography

Kylie Gero

Kylie Gero has accepted the position of Nursing Faculty to begin August 12, 2024.

Kylie has earned her Bachelor of Science in Nursing from Oklahoma Wesleyan University, an Associate of Science from LCC, and is pursuing her Master of Science in Nursing degree from Northwest Missouri State University. Previously, Kylie has served as an RN at Labette Health and substituted as an instructor for the LCC Nursing Program.

A fun fact about Kylie is that she likes to bake in her spare time.

POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME)

**Reports to: Dean of Instruction and Distance Learning/ Dean of Career & Technical Education and
Workforce/Program Director**

Organizational Unit: Faculty – Exempt

Salary Range: Per Master Agreement

Revision Date March 2024

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 and Distance Learning, Dean of Career & Technical Education and Workforce 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:
 - A. Master's degree or higher in the teaching discipline or subfield taught.
 - B. 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 as required to have the following qualifications:
 - C. 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

POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME) CLINICAL SIMULATION NURSING ADDENDUM

Reports to: Dean of CTE & Workforce/Director
Organizational Unit: Faculty - Exempt
Salary Range: Per Master Agreement
Revision Date: March 2022

I. Basic Purpose of Position

Nursing instructors provide classroom instruction and clinical simulation education in two or more areas of nursing practice; counsel and advise nursing students on class scheduling and academic problems; participate in curriculum revision; and assist in program assessment.

II. Essential Job Functions

- A. Ability to teach assigned nursing courses in accordance with the description published in the catalog, the schedule of classes, and the course syllabus
- B. Ability to maintain current knowledge of nursing practice in the specialties to be taught and provide clinical simulation instruction including demonstrations, testing, attendance, discipline, and safety
- C. Ability to plan, coordinate and conduct classroom, clinical simulation, and laboratory experiences that are appropriate to didactic and clinical requirements of the course based upon accepted principles of adult learning
- D. Ability to organize, direct, supervise and coordinate the simulation clinical component of the curriculum for students and clinical partners
- E. Ability to schedule students for simulation clinical experiences and coordinates schedules among nurse educators and other HealthCare Programs
- F. Ability to maintain and update knowledge of current clinical practices and procedures and interprets them for students
- G. Ability to maintain updated clinical simulation experiences across the curriculum
- H. Ability to maintain cooperative and professional relationships with clinical agencies that promote partnerships with clinical simulation and serve as a liaison between the program and clinical partners
- I. Ability to provide clinical simulation demonstrations and on-site tours to prospective students and interested community partners
- J. Ability to conduct high quality learning clinical simulation, pre-and post-conferences, guidance, and evaluation of students as they complete clinical simulation assignments
- K. Ability to ensure the quantity and quality of program inventory supplies and equipment ensuring each are maintained in optimal condition for instruction in the Skills Laboratory and Simulation Center
- L. Ability to counsel students concerning academic problems and reports any issues that need special consideration to the Director of Nursing
- M. Ability to assist the Director of Nursing in gathering data for state and national reports, etc. by providing grades and other required information in a timely and accurate manner
- N. Ability to participate in nursing curriculum revision and ongoing program assessment as prescribed by accreditation criteria

III. Consulting Tasks

Consults with other full time and adjunct nurse faculty members to revise curriculum and address student and departmental issues

IV. Required Knowledge, Skills and Personal Qualifications

- A. Maintenance of licensure as an RN in Kansas and any other state(s) in which instruction will occur
- B. Ability to effectively work with nursing faculty, clinical staff, students, and other college staff
- C. Current knowledge of two or more nursing specialties
- D. Each nurse faculty member responsible for clinical instruction shall possess a graduate degree in nursing, preferably in the clinical area being taught or provide to the Kansas State Board of Nursing (KSBN) a faculty degree plan that projects a completion of a graduate degree in nursing reflecting completion of the degree within six years. (Kansas State Board of Nursing, Nurse Practice Act 60-2-103)

V. Working Conditions

- A. Working environment: usual classroom & clinical environment, standing for extended periods lifting, squatting and bending at the waist as required to effectively supervise students during clinical assignments
- B. Health hazards: exposure to contagious disease in clinical settings
- C. Maintain same physical, immunizations, CPR requirements and background check as nursing students requirements

Biography

Marisha Collins

Marisha Collins has accepted the position of Nursing Faculty to begin September 3, 2024.

Marisha has earned her Bachelor of Science in Nursing from Pittsburg State University, an Associate of Science from Allen County Community College, and is pursuing her Master of Science in Nursing degree from PSU. Previously, Marisha served as an RN at Neosho Memorial Regional Medical Center.

A fun fact about Marisha is that she enjoys camping with her dogs Cooper (Poodle) and Tanner (Labmix).

POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME)

**Reports to: Dean of Instruction and Distance Learning/ Dean of Career & Technical Education and
Workforce/Program Director**

Organizational Unit: Faculty – Exempt

Salary Range: Per Master Agreement

Revision Date March 2024

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 and Distance Learning, Dean of Career & Technical Education and Workforce 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:
 - A. Master's degree or higher in the teaching discipline or subfield taught.
 - B. 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 as required to have the following qualifications:
 - C. 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

POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME) CLINICAL NURSING ADDENDUM

Reports to: Dean of CTE & Workforce/Director
Organizational Unit: Faculty - Exempt
Salary Range: Per Master Agreement
Revision Date: January 2017

I. Basic Purpose of Position

Nursing instructors provide classroom instruction and clinical education in one or more areas of nursing practice; counsel and advise nursing students on class scheduling and academic problems; participate in curriculum revision; and assist in program assessment.

II. Essential Job Functions

- A. Ability to teach assigned nursing courses in accordance with the description published in the catalog, the schedule of classes, and the course syllabus
- B. Ability to maintain current knowledge of nursing practice in the specialties to be taught
- C. Ability to plan, coordinates and conduct classroom, clinical and laboratory experiences that are appropriate to didactic and clinical requirements of the course based upon accepted principles of adult learning
- D. Ability to maintain and update knowledge of current clinical policies and procedures and interprets them for students
- E. Ability to maintain cooperative, professional relationships with clinical agencies and nurse managers to promote continuation of partnerships with clinical sites and selection of appropriate student learning experiences
- F. Ability to work collaboratively with adjunct clinical instructors in development of clinical calendars, supervision of students, and completion of clinical evaluations
- G. Ability to provide clinical sites with a listing of clinical objectives and schedules
- H. Ability to conduct pre-and post-conferences to prepare, guide, and support students as they complete clinical assignments
- I. Ability to counsel students concerning academic problems and reports any issues that need special consideration to the Director of Nursing
- J. Ability to assist the Director of Nursing in gathering data for state and national reports, etc. by providing grade and other required information in a timely and accurate manner
- K. Ability to participate in nursing curriculum revision and ongoing program assessment as prescribed by accreditation criteria

III. Consulting Tasks

Consults with other full time and adjunct nurse faculty members to revise curriculum and address student and departmental issues

IV. Required Knowledge, Skills and Personal Qualifications

- A. Maintenance of licensure as an RN in Kansas and any other state(s) in which instruction will occur
- B. Ability to effectively work with nursing faculty, clinical site staff, students and other college staff
- C. Current knowledge of one or more nursing specialties

- D. Each nurse faculty member responsible for clinical instruction shall possess a graduate degree in nursing, preferably in the clinical area being taught or provide to the Kansas State Board of Nursing (KSBN) a faculty degree plan that projects a completion of a graduate degree in nursing reflecting completion of the degree within six years. (Kansas State Board of Nursing, Nurse Practice Act 60-2-103)

V. Working Conditions

- A. Working environment: usual classroom & hospital environment, standing for extended periods lifting, squatting and bending at the waist as required to effectively supervise students during clinical assignments
- B. Health hazards: exposure to contagious disease in clinical settings
- C. Maintain same physical, immunizations, CPR requirements and background check as nursing students requirements

SUBJECT

Program Reviews: Art, Criminal Justice, Electronics, and General Studies

REASON FOR CONSIDERATION BY THE BOARD

Part of the Board's responsibility is to maintain oversight of the quality of the academic and administrative programs and services. This has been an ongoing feature of our regular Board meetings.

BACKGROUND

The purpose of a program review is to assess the quality of our academic offerings as well as to assess program strengths and weaknesses. The program review report format will more accurately reflect the mission of the college, to "provide quality learning opportunities in a supportive environment," at a reduced cost, thus increasing our efficiency.

VPAA, Dean, and Program staff will present the program review to the Board of Trustees.

PRESIDENT'S RECOMMENDATION

The Board of Trustees acceptance of the program reviews for Art, Criminal Justice, Electronics, and General Studies.



Comprehensive Program Review 2024

Program Name: Art

Semesters Reviewed:

AY 2021: Fall 2020, Spring 2021, and Summer 2021

AY 2022: Fall 2021, Spring 2022, and Summer 2022

AY 2023: Fall 2022, Spring 2022, and Summer 2023

Completed by: Heidi Schaaf

Date: March 2024

Assessment Committee Recommendation: The committee agrees with the Program Vitality Statement; Category 2: Maintain current levels of support/continuous improvement.

President's Council Recommendation:

1.0 Program Summary

Narrative:

Human beings have been making art for over 30,000 years, not many fields of study can boast of such a long history. When studying art students, will begin to learn about that varied and rich art history and will spend engaging hours in the studios learning about studio practices such as design fundamentals, painting, drawing, making ceramics, and creating sculpture. Courses and subsequent AA degrees will help the student in the future for a career as an art teacher or other art related careers.

Art Program Outcomes are as follows:

1. Execute a variety of media, techniques and processes used for creating both two-dimensional and three-dimensional visual art.
2. Demonstrate the ability to use visual art terms and conventions displaying visual literacy.
3. Critically evaluate the merits of artwork including their own, peers, and practicing artists.
4. Analyze and draw connections between subject matter, symbols, ideas and historic/ current visual art cultures.

2.0 Student Success

Narrative:

The Art Department at LCC employs a variety of methods, including in-person demonstrations, class discussions (critiques), hands-on projects, and online courses when appropriate, to enhance student success. Many students taking Art courses are fulfilling either general education or elective requirements, and their success is measured by meeting these criteria.

Upon completing LCC Art courses successfully, students will acquire a set of skills including visual literacy, problem-solving, visual communication, professional presentation, and practical skills. These skills are valuable across various disciplines.

2.1 Achieve/Promote Student Success

Narrative:

The Art Department at LCC serves both students fulfilling general education requirements and those majoring in art. Through its courses, students develop competencies in visual literacy, problem-solving, visual communication, professional presentation, and practical skills.

For art majors, the department's offerings lay the groundwork by fostering a strong foundation in art, preparing them for transfer to a four-year institution. This involves curating a portfolio, mastering fundamental art techniques, acquiring art-specific vocabulary, honing the ability to interpret art, and gaining confidence in discussing artistic concepts.

3.0 Reflection on Current Curriculum

Narrative:

Students who finish this curriculum can anticipate a seamless progression of skill-building experiences throughout the courses. The course outcomes are regularly updated in accordance with the Kansas Board of Regents (KBOR) guidelines. Art education, Drawing I, Two-Dimensional Design, Three-Dimensional Design, and Art Appreciation are all aligned with Kansas Course Code Alignment (KCOG), facilitating smooth credit transfer to any other Kansas school. The addition of Three-Dimensional Design to the art curriculum since the last report is significant as it is KCOG-aligned and serves as a foundational art class.

3.1 Degrees and Certificate Offerings

Narrative:

LCC offers an Associates in Arts degree in Art. The Art Department course offerings also satisfy at least one of the Arts and Humanities general education requirements.

ART

ASSOCIATE IN ARTS

Human beings have been making art for over 30,000 years, not many fields of study can boast of such a long history. When you study art you will begin to learn about that varied and rich art history and you will spend engaging hours in the studios learning about studio practices such as design fundamentals, painting, drawing, making ceramics, and creating sculpture. Your courses and subsequent AA degree will start you down the road for a career as an art teacher or other art related careers.

Credits Required: 60

Major Advisor: Heidi Schaaf
620-820-1022
heidis@labette.edu

Recommended Courses:
ART 130 Arts & Humanities

After Graduation:
Continue your education with a bachelor or master's degree in art or art history and find employment as an art teacher or other art related field.

| | | | |
|---|----------|-----------------------------------|-----------|
| Concentration Requirements | | | 24 |
| <input type="checkbox"/> | ART 103 | Drawing I | 3 |
| <input type="checkbox"/> | ART 107 | Two Dimensional Design | 3 |
| <input type="checkbox"/> | ART 108 | Three Dimensional Design | 3 |
| <input type="checkbox"/> | ART 111 | Ceramics I | 3 |
| <input type="checkbox"/> | ART 113 | Sculpture | 3 |
| <input type="checkbox"/> | ART 115 | Painting I | 3 |
| <input type="checkbox"/> | GRAP 202 | Digital Photography | 3 |
| <input type="checkbox"/> | GRAP 206 | Photo Editing Software | 3 |
| General Education Requirement | | | 35 |
| English | | | |
| <input type="checkbox"/> | ENGL 101 | English Composition I | or |
| <input type="checkbox"/> | ENGL 103 | English Composition I with Review | 3 |
| <input type="checkbox"/> | ENGL 102 | English Composition II | 3 |
| Communications | | | |
| Choose one class | | | |
| <input type="checkbox"/> | _____ | | 3 |
| Math & Statistics | | | |
| Choose one class | | | |
| <input type="checkbox"/> | _____ | | 3 |
| Natural & Physical Science | | | |
| Choose one class | | | |
| <input type="checkbox"/> | _____ | | 5 |
| Social & Behavioral Sciences | | | |
| Choose two classes from different subject areas | | | |
| <input type="checkbox"/> | _____ | | 3 |
| <input type="checkbox"/> | _____ | | 3 |
| Arts & Humanities | | | |
| Choose two classes from different subject areas | | | |
| <input type="checkbox"/> | _____ | | 3 |
| <input type="checkbox"/> | _____ | | 3 |
| Personal & Professional Behavior | | | |
| Choose two classes | | | |
| <input type="checkbox"/> | _____ | | 3 |
| <input type="checkbox"/> | _____ | | 3 |
| General Elective | | | 1 |
| <input type="checkbox"/> | _____ | | 1 |

General Electives can be found on page 53
General Education Requirements can be found on page 56

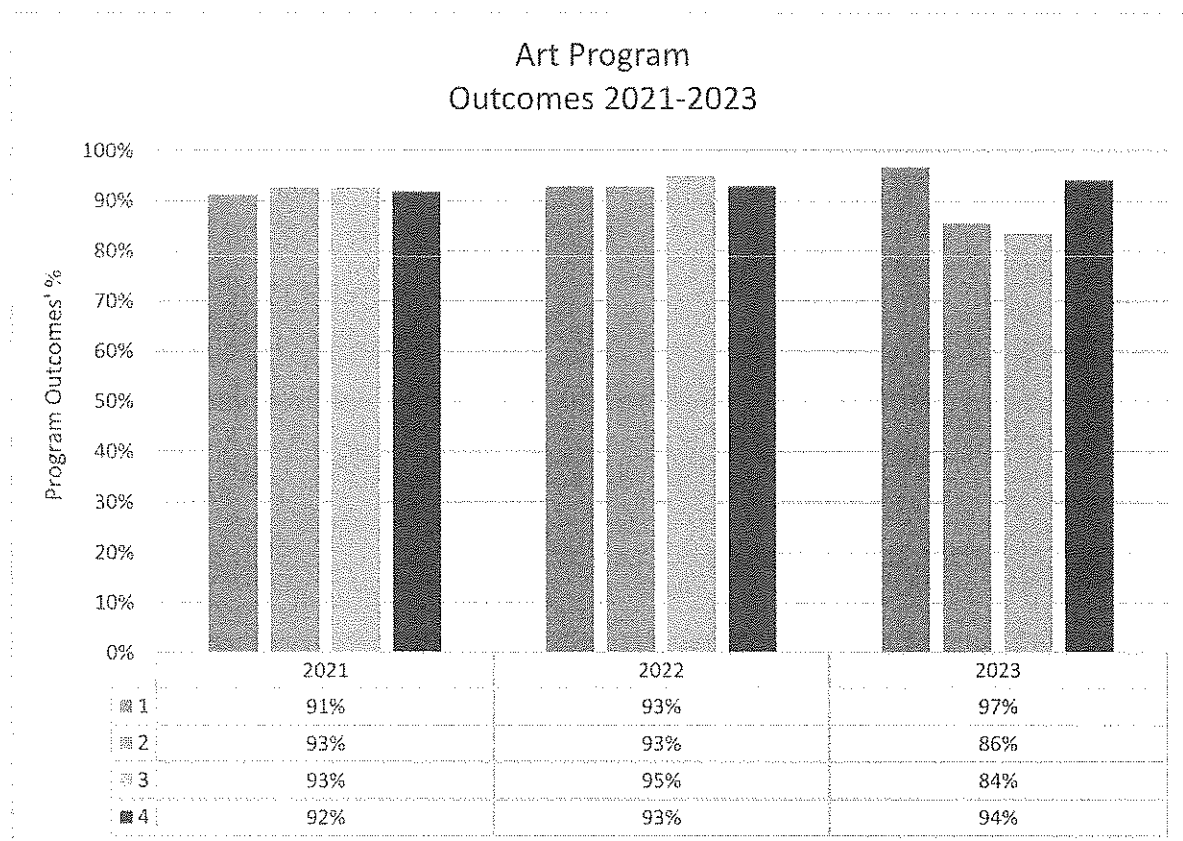
4.0 Faculty Success

Narrative:

All full-time faculty in the Art Department hold an M.F.A in Art which is the terminal degree for art (the highest degree possible in the field). Moreover, the faculty actively participates in numerous campus committees, including chairing the Hendershot Gallery Committee, which is responsible for inviting artists, showcasing student work at the end of each semester, and granting the Latzer Art Award Scholarship. The gallery serves as a platform for the art department to establish connections with neighboring colleges and community.

5.0 Program Accomplishments and Reflection on Data/Trends

Narrative:



The outcomes were updated in AY23, so the tracking for the next comprehensive review will provide a better outlook on the data collection.

- What did you learn from the data?
 - N/A
- What did you not learn from the data?
 - N/A
- What do you hope to learn and do differently this academic year?
 - Use the updated program outcomes to reflect upon trends and areas of improvement.

6.0 Mission Alignment

Narrative:

The Art Department program aligns with the Labette Community College's mission of providing quality-learning opportunities in a supportive environment for success in a changing world. The Art program's mission is twofold: to aid students in fulfilling their general education requirements at LCC and to equip them for successful transfer to four-year institutions or completion of an Associates of Art in Art degree.

The Art Department is dedicated to evolving and adapting to ensure student success in an ever-evolving landscape. The curriculum undergoes regular reviews to meet the expectations set by four-year institutions and the Kansas Board of Regents (KBOR).

The Art Department faculty are committed to fostering a supportive learning environment. They strive to cultivate an atmosphere of trust and encouragement, where students feel comfortable asking questions and seeking guidance when needed.

7.0 Fiscal Resource Narrative

Narrative:

No additional budget request is foreseen at this time.

8.0 External Constituency and Significant Trends

Program Advisory Committee:

Not applicable for this program of study.

Other External Constituencies:

Art Club was started in Fall 2021. They have participated in campus activities like Fall Fest and Black History month. The group is forming a more consistent core of students with longer term goals. Art Majors are now gaining experience in gallery installation by taking part in installing shows at the Hendershot Gallery. The Hendershot Gallery is hosting student work from local Universities like Pittsburg State University, Kansas State University, and Wichita State University, allowing the Art majors the chance to network with students from other schools.

Significant Trends:

Two-Dimensional Design and Three-Dimensional Design have been added to the Art Program curriculum. Both courses are KBOR aligned allowing students to take more foundational courses that will transfer to a four-year school and preparing them to enter at a junior level.

According to the U.S. Bureau of Labor Statistics, the overall employment of fine artists is projected to grow by 4%.

9.0 Program Vitality Assessment

Vitality Category Chosen:

Explanation for Chosen Vitality Category: Category 2: Maintain Current Levels of Support/Continuous Improvement

The Art Program fits under Category 2: Maintain Current Levels of Support/Continuous Improvement because enrollment in art courses has increased (large group of students enrolled in art course are completing Gen Ed requirements). However, the number of students awarded a degree is low.

10.0 Program Goals

Short-Term:

1. Bring one art professional into the classroom a semester to provide students with different perspectives on art and the profession.
2. Encourage students to participate in art competitions.

Long-Term:

1. Increase the degrees awarded to at least one per year starting Spring 2026.
2. Contact state level organizations and ask to collaborate with Art program to enhance education opportunities.
3. Evaluate the need to replace major Art equipment such as pottery wheels, Kiln, etc.



LAFAYETTE COMMUNITY COLLEGE

Program Review Data Summary

Note: All Definitions of data pulled for this summary can be found in Appendix 1 of the Academic Program Review, Planning, and Development Handbook.

Program: Art

Average Class Size, Completer Success, and Attrition

| Year (AY dates) | Subject Prefix | Course Name | Total Enrollment | # of Sections | Average Class Size | % Student Completion | %Student Success | %Student Attrition | Student Credit Hours |
|-----------------|----------------|------------------|------------------|---------------|--------------------|----------------------|------------------|--------------------|----------------------|
| 2021 | ART 102 | Art Education | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2022 | | | 28 | 2 | 14 | 82% | 61% | 18% | 84 |
| 2023 | | | 35 | 2 | 18 | 83% | 90% | 17% | 105 |
| 2021 | ART 103 | Drawing I | 21 | 3 | 7 | 86% | 81% | 14% | 63 |
| 2022 | | | 37 | 4 | 9 | 92% | 86% | 8% | 111 |
| 2023 | | | 26 | 2 | 13 | 77% | 85% | 23% | 78 |
| 2021 | ART 104 | Drawing II | 3 | 2 | 2 | 100% | 67% | 0% | 9 |
| 2022 | | | 4 | 2 | 2 | 75% | 50% | 25% | 12 |
| 2023 | | | 2 | 1 | 2 | 100% | 100% | 0% | 6 |
| 2021 | ART 107 | 2-D Design | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2022 | | | 3 | 1 | 3 | 100% | 100% | 0% | 9 |
| 2023 | | | 5 | 1 | 5 | 100% | 60% | 0% | 15 |
| 2021 | ART 108 | 3-D Design | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2022 | | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2023 | | | 4 | 1 | 4 | 75% | 100% | 25% | 12 |
| 2021 | ART 111 | Ceramics I | 25 | 3 | 8 | 92% | 92% | 8% | 75 |
| 2022 | | | 25 | 2 | 13 | 76% | 64% | 24% | 75 |
| 2023 | | | 21 | 2 | 11 | 100% | 95% | 0% | 63 |
| 2021 | ART 112 | Ceramics II | 3 | 2 | 2 | 100% | 100% | 0% | 9 |
| 2022 | | | 1 | 1 | 1 | 0% | 0% | 100% | 3 |
| 2023 | | | 2 | 2 | 1 | 100% | 100% | 0% | 6 |
| 2021 | ART 113 | Sculpture | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2022 | | | 6 | 1 | 6 | 17% | 17% | 83% | 18 |
| 2023 | | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2021 | ART 115 | Painting I | 19 | 3 | 6 | 89% | 89% | 11% | 57 |
| 2022 | | | 7 | 2 | 4 | 100% | 100% | 0% | 21 |
| 2023 | | | 7 | 1 | 7 | 86% | 100% | 14% | 21 |
| 2021 | ART 116 | Painting II | 3 | 1 | 3 | 100% | 34% | 0% | 9 |
| 2022 | | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2023 | | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2021 | ART 130 | Art Appreciation | 70 | 5 | 14 | 93% | 79% | 7% | 210 |
| 2022 | | | 78 | 5 | 16 | 82% | 65% | 18% | 234 |
| 2023 | | | 60 | 5 | 12 | 80% | 88% | 20% | 180 |

Course Completion, Success, & Attrition by Location

| Year (AY dates) | Location | Total Enrollment | # of Sections | Average Class Size | % Student Completion | %Student Success | %Student Attrition | Student Credit Hours |
|-----------------|----------|------------------|---------------|--------------------|----------------------|------------------|--------------------|----------------------|
| 2021 | Cherokee | 17 | 4 | 4 | 88% | 71% | 12% | 51 |
| 2022 | | 20 | 6 | 3 | 95% | 90% | 5% | 60 |
| 2023 | | 13 | 2 | 7 | 92% | 100% | 8% | 39 |

| | | | | | | | | |
|------|-------------|-----|-----|-----|-----|-----|-----|-----|
| 2021 | Online | 42 | 2 | 21 | 95% | 76% | 5% | 126 |
| 2022 | | 73 | 3 | 24 | 85% | 70% | 15% | 219 |
| 2023 | | 76 | 4 | 19 | 82% | 92% | 18% | 228 |
| 2021 | Main Campus | 85 | 11 | 8 | 91% | 87% | 9% | 255 |
| 2022 | | 96 | 11 | 9 | 76% | 63% | 24% | 288 |
| 2023 | | 73 | 11 | 6 | 85% | 0% | 15% | 219 |
| 2021 | Concurrent | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2022 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2023 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2021 | Other | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2022 | | N/A | N/A | N/A | N/A | N/A | N/A | NA |
| 2023 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

Declared Awards, Transfers, and Placements

| Year (AY Dates) | # of Degrees/Certs Awarded | # of Graduates Transferring from previous AY year | % Placement Rate for Graduates (CTE Only) |
|-----------------|----------------------------|---|---|
| 2021 | 0 | 0 | N/A |
| 2022 | 0 | 0 | N/A |
| 2023 | 0 | 0 | N/A |

Student Credit Hours by Faculty Type

| Year (AY) | Number of Faculty | | Student Credit Hours by Faculty Type | | | | Total Credit Hours |
|-----------|-------------------|-----------|--------------------------------------|-----------------|-----------|-----------------|--------------------|
| | Full Time | Part Time | Full Time | % for Full Time | Part Time | % for Part Time | |
| 2021 | 1 | 1 | 381 | 86% | 60 | 14% | 441 |
| 2022 | 1 | 1 | 507 | 89% | 60 | 11% | 567 |
| 2023 | 1 | 1 | 39 | 92% | 447 | 8% | 486 |

Faculty Name by Type for Most Recent Academic Year Full Time: Heidi Schaaf

Part Time: Craig Krug



Comprehensive Program Review 2024

Program Name: Criminal Justice

Semesters Reviewed:

AY 2021: Fall 2020, Spring 2021, and Summer 2021

AY 2022: Fall 2021, Spring 2022, and Summer 2022

AY 2023: Fall 2022, Spring 2023, and Summer 2023

Completed by: Dr. Jason Sharp

Date: April 2024

Assessment Committee Recommendation: The committee agrees with the Program Vitality Statement; Category 2: Maintain current levels of support/continuous improvement.

President's Council Recommendation: President's Council agrees with the recommendation of the Program Vitality Statement, Category 2: Maintain current levels of support/continuous improvement.

1.0 Program Summary

At Labette Community College, we are preparing students to start a career in this professional field. The primary focus of the program is geared towards administration and management. Our goal is to provide students with the tools to pursue an advanced degree and a career in local, state, or federal agencies. The Criminal Justice Program Mission is to provide students with a strong, knowledge base of the criminal justice system to dispel myths, broaden perspectives, and prepare students to become inspirational leaders in the communities they serve. LCC's criminal justice program is military and law enforcement friendly by awarding college credit for prior service learning to equivalent course work.

2.0 Student Success

Student success in the criminal justice program, aligned with the mission of preparing students for the career field, can be defined as the attainment of both academic and practical competencies necessary for effective engagement and advancement in the criminal justice profession. This includes:

1. **Mastery of Core Knowledge:** Demonstrated understanding of foundational concepts, theories, and principles in criminal justice, including but not limited to law enforcement, corrections, criminology, and criminal law.
2. **Practical Skills Proficiency:** Acquisition of practical skills essential for effective performance in various criminal justice roles, such as investigative techniques, evidence collection and analysis, crisis intervention, conflict resolution, and ethical decision-making.
3. **Professional Development:** Development of professionalism, integrity, and ethical conduct consistent with the values and standards of the criminal justice profession, including respect for diversity, cultural competence, and commitment to social justice.
4. **Career Readiness:** Preparedness to enter and succeed in the criminal justice workforce, including readiness for licensure exams, certifications, and other professional requirements, as well as the ability to adapt to evolving challenges and advancements in the field.
5. **Continued Learning and Growth:** Cultivation of a lifelong learning mindset, demonstrated through ongoing professional development, critical thinking, and engagement with current research, policies, and practices shaping the criminal justice system.

Ultimately, student success in a criminal justice program should equip graduates with the knowledge, skills, and attributes necessary to make meaningful contributions to the profession, uphold justice, and promote safety and equity in their communities.

2.1 Achieve/Promote Student Success

Narrative:

To achieve and promote student success in a criminal justice program, course activities and innovations can be designed to foster active learning, practical skill development, critical thinking, and professional growth. Here are some strategies that can be implemented:

1. **Experiential Learning Opportunities:** Integrate experiential learning activities such as internships, field placements, simulations, and role-playing exercises. These hands-on experiences allow students to apply theoretical knowledge in real-world contexts, develop practical skills, and gain insights into the complexities of the criminal justice system.
2. **Case Studies and Problem-Based Learning:** Utilize case studies and problem-based learning approaches to engage students in analyzing and solving real-world criminal justice dilemmas and scenarios. This encourages critical thinking, decision-making skills, and the ability to apply theoretical concepts to practical situations.
3. **Technology Integration:** Incorporate innovative technologies such as virtual reality simulations, forensic analysis software, and crime mapping tools to enhance learning experiences and provide students with exposure to cutting-edge methods and technologies used in the field.
4. **Interdisciplinary Collaboration:** Facilitate interdisciplinary collaboration by integrating perspectives from related fields such as psychology, sociology, law, and public policy. This interdisciplinary approach broadens students' understanding of the multifaceted nature of crime and justice issues and encourages collaboration across diverse professional domains.
5. **Feedback and Reflection:** Incorporate opportunities for feedback and reflection throughout the curriculum, encouraging students to assess their progress, identify areas for improvement, and set goals for their academic and professional development. This fosters a culture of continuous learning and self-directed growth.

By implementing these strategies and fostering a culture of innovation and excellence, a criminal justice program can effectively promote student success by equipping students with the knowledge, skills, and experiences necessary to thrive in the criminal justice profession.

3.0 Reflection on Current Curriculum

Narrative:

Reflecting on the current criminal justice curriculum is crucial to ensure that it remains relevant and effective in preparing students for the evolving challenges and complexities of the field. Here's how a criminal justice program can keep its curriculum up to date:

1. **Regular Review and Assessment:** Conduct regular reviews of the curriculum to assess its alignment with current industry standards, emerging trends, and best practices in criminal justice. This may involve gathering feedback from students, faculty, and industry professionals to identify areas for improvement and innovation.
2. **Integration of Contemporary Issues:** Integrate discussions and coursework on contemporary issues and challenges facing the criminal justice system, such as racial disparities, police-community relations,

mental health crisis intervention, cybercrime, and technology advancements. This ensures that students are equipped with the knowledge and skills needed to address current issues in the field.

3. **Flexibility and Adaptability:** Design the curriculum with flexibility and adaptability in mind to accommodate changes in legislation, policy, technology, and societal norms. This may involve incorporating modular or elective courses that can be updated or replaced as needed to address emerging topics or specialized areas of interest.
4. **Industry Partnerships and Advisory Boards:** Establish partnerships with criminal justice agencies, professional associations, and advisory boards comprised of industry experts to provide input on curriculum development, internship opportunities, and job placement assistance. These partnerships help ensure that the curriculum remains relevant and responsive to the needs of employers and the broader criminal justice community.
5. **Use of Technology and Online Resources:** Utilize technology and online resources to supplement traditional classroom instruction and provide students with access to up-to-date information, multimedia resources, virtual simulations, and online learning modules. This enables students to stay informed about the latest developments in the field and engage in interactive learning experiences.
6. **Student Feedback and Input:** Solicit feedback from students through surveys, focus groups, and course evaluations to gauge their satisfaction with the curriculum and identify areas for improvement. Encourage students to share their insights, suggestions, and experiences to inform ongoing curriculum enhancements and updates.

By incorporating these strategies and maintaining a proactive approach to curriculum development and review, a criminal justice program can ensure that its curriculum remains current, relevant, and responsive to the evolving needs of students and the criminal justice profession.

3.1 Degrees and Certificate Offerings

The criminal justice program is an Associate of Science degree.

CRIMINAL JUSTICE

ASSOCIATE IN SCIENCE

At Labette Community College we are preparing students to start a career in this professional field. The primary focus of the program is geared towards administration and management. Our goal is to provide students with the tools to pursue an advanced degree and a career in local, state, or federal agencies. The Criminal Justice Program Mission is to provide students with a strong, knowledge base of the criminal justice system to dispel myths, broaden perspectives, and prepare students to become inspirational leaders in the communities they serve. LCC's criminal justice program is a military friendly college and awards college credit for prior service training received equivalent to course work required.

Credits Required: 60

Major Advisor: Regina Decker
620-820-1254
reginad@labette.edu

Recommended Courses:

- CRIM 111 General Elective
- CRIM 118 General Elective
- CRIM 131 General Elective
- CRIM 204 General Elective

After Graduation

There are many careers available in the criminal justice field. Different agencies require different educational levels. Many law enforcement agencies are requiring at minimum an associates degree within their organizations. Many of our graduates have gone on to obtain advanced degrees, such as Bachelor and Master Degrees. Many graduates have gone into the following professional careers: State and local agencies as officers, detectives, agents and chiefs, correctional officers, federal agencies, college instructors, and private sector as private security, investigators, asset protections, etc.

*Note: If a student has successfully completed KLETC (Kansas Law Enforcement Training Center) or equivalent law enforcement training, the student may receive credit for the following courses.

- CRIM 111 Patrol Procedures 3
- CRIM 119 Interview and Report Writing 3
- CRIM 135 Criminal Procedures 3

| | | |
|-----------------------------------|--|-----------|
| <u>Concentration Requirements</u> | | <u>18</u> |
| <input type="checkbox"/> | CRIM 101 Introduction to Administration of Justice | 3 |
| <input type="checkbox"/> | CRIM 112 Ethics in Criminal Justice | 3 |
| <input type="checkbox"/> | CRIM 119 Interview and Report Writing | 3 |
| <input type="checkbox"/> | CRIM 135 Criminal Procedures | 3 |
| <input type="checkbox"/> | CRIM 137 Criminal Law | 3 |
| <input type="checkbox"/> | CRIM 138 Juveniles in the Criminal Justice System | 3 |

| | | |
|--------------------------------------|--|-----------|
| <u>General Education Requirement</u> | | <u>35</u> |
| English | | |
| <input type="checkbox"/> | ENGL 101 English Composition I | or |
| <input type="checkbox"/> | ENGL 103 English Composition I with Review | 3 |
| <input type="checkbox"/> | ENGL 102 English Composition II | 3 |

| | | |
|--------------------------|-------|---|
| Communications | | |
| Choose one class | | |
| <input type="checkbox"/> | _____ | 3 |

| | | |
|------------------------------|-------|---|
| Math & Statistics | | |
| Choose one class | | |
| <input type="checkbox"/> | _____ | 3 |

| | | |
|---------------------------------------|-------|---|
| Natural & Physical Science | | |
| Choose one class | | |
| <input type="checkbox"/> | _____ | 5 |

| | | |
|---|-------|---|
| Social & Behavioral Sciences | | |
| Choose two classes from different subject areas | | |
| <input type="checkbox"/> | _____ | 3 |
| <input type="checkbox"/> | _____ | 3 |

| | | |
|---|-------|---|
| Arts & Humanities | | |
| Choose two classes from different subject areas | | |
| <input type="checkbox"/> | _____ | 3 |
| <input type="checkbox"/> | _____ | 3 |

| | | |
|---|-------|---|
| Personal & Professional Behavior | | |
| Choose two classes | | |
| <input type="checkbox"/> | _____ | 3 |
| <input type="checkbox"/> | _____ | 3 |

| | | |
|--------------------------|-------|----------|
| <u>General Electives</u> | | <u>7</u> |
| <input type="checkbox"/> | _____ | 3 |
| <input type="checkbox"/> | _____ | 3 |
| <input type="checkbox"/> | _____ | 1 |

The criminal justice program can support other program degrees, such as sociology or social work, through collaboration, interdisciplinary coursework, and shared resources. Here's how:

1. **Interdisciplinary Courses:** Offer interdisciplinary courses that explore the intersections between criminal justice, sociology, and social work. These courses can examine topics such as social inequality,

crime and deviance, the criminal justice system's impact on communities, and strategies for addressing social problems. By integrating perspectives from multiple disciplines, students gain a more comprehensive understanding of complex issues and develop a holistic approach to addressing social justice concerns.

2. **Joint Degree Programs:** Dual-major options that allow students to pursue both a criminal justice degree and a degree in sociology, social work, or related fields. These programs provide students with the opportunity to acquire specialized knowledge and skills in multiple areas, enhancing their versatility and marketability in the workforce.
3. **Cross-Listed Courses:** Cross-list courses between the criminal justice program and sociology or social work departments thus allowing students from different programs to enroll in shared relevant coursework. This promotes collaboration and knowledge sharing among students from diverse academic backgrounds and fosters a multidisciplinary learning environment.
4. **Field Practicum Opportunities:** Collaborate with social work agencies, community organizations, and criminal justice agencies to provide students with field practicum opportunities. These experiential learning experiences allow students to apply their knowledge and skills in real-world settings, collaborate with professionals from different disciplines, and gain valuable hands-on experience working with diverse populations.
5. **Professional Development and Networking:** Facilitate professional development and networking opportunities for students interested in pursuing careers that bridge criminal justice, sociology, and social work. This may include career fairs, networking events, mentorship programs, and alumni panels that connect students with professionals working in diverse fields and sectors.

By fostering collaboration, interdisciplinary learning, and shared resources, a Criminal Justice program can support students in sociology, social work, and related disciplines in gaining a comprehensive understanding of social justice issues and developing the skills needed to make meaningful contributions to their chosen fields.

4.0 Faculty Success

Narrative:

The instructors for the Criminal Justice program consist of all adjunct instructors with field experience.

Chris Farris:

Special Agent Farris has 23 years with the Kansas Bureau of Investigation (KBI). Special Agent Farris started as a forensic chemist with the KBI and then transferred to Special Agent in 2005. Since 2005, Special Agent Farris has served in a variety of different capacities. Special Agent Farris was assigned to the Special Operations Divisions as part of the Southeast Kansas Drug Enforcement task Force working with local, state and federal law enforcement officials in investigating narcotics violations. Special Agent Farris spent seven years serving as the Southeast Kansas Drug Enforcement Task Force manager working with High Intensity Drug

Trafficking Areas (HIDTA) and as the relief supervisor for the Assistant Special Agents in Charge. Special Agent Farris spent ten years as a member of the High-Risk Warrant Team and successfully completed over 100 high risk operations. Special Agent Farris has spent the last six years assigned to the Field Investigations Division. During Special Agent Farris's time as the KBI he has received numerous Director's commendations, was the recipient of the Directors Unit Citation Award, and a HIDTA award winner. Special Agent Farris is a certified fraud examiner, graduate of KU Public Management Law Enforcement Leadership Academy and a certified firearms instructor. Special Agent Farris has a Masters of Science degree in Criminal Justice Administration and has been teaching as an adjunct for LCC since Fall 2019.

Robert Spinks:

Chief Spinks is the current Police Chief for Parsons Police Department. Chief Spinks has over 40 years of law enforcement experience service in all positions from police officer to Chief of Police. His tenure in law enforcement has been in the areas of city, county and state public safety areas. Chief Spinks has also published many law enforcement related articles, Guns in a Contemporary Society: The Past, Present and Future of Firearms and Firearms Policy, and is a regular contributor for American Police Beat Magazine. Chief Spinks has expertise in community policing, emergency manager, and project management. He has a Master of Science: Criminal Justice and a Master of Arts: Organizational Management. Chief Spinks has taught both academically and in police academies / continuing education. He is very active in professional associations and volunteer work. Chief Spinks has been an adjunct instructor with LCC since Spring 2019.

Jerry Harrison:

Chief Harrison began his law enforcement career in Missouri spending 18 years with Monett Police Department. He worked his way through the ranks and held a Sergeant position prior to leaving for Kansas where he was hired as Chief of Police for Independence, Kansas Police Department. Chief Harrison has been with Independence since 2016. While in Missouri Chief Harrison was a law enforcement representative for Southwest Mo DWI Task Force, Law Enforcement Traffic Safety Advisory Council (LETSAC), and Missouri Coalition for Roadway Safety. While in Kansas, Chief Harrison was a voting member for Kansas 911 Coordinating Council, Kansas Association of Chiefs of Police Board Director (Region 2), and member of the Independence Chamber of Commerce Diversity Task Force. Chief Harrison is a graduate of the Northwest University School of Police and Command Staff and University of Kansas Law Enforcement Command School. Chief Harrison is a senior instructor for the National De-escalation Training Center as a level 3 instructor, certified public manager, has specialized training in crash reconstruction and has a Masters of Science degree in Criminology and Criminal Justice. Chief Harrison has been an adjunct instructor with LCC since Fall 2020 and has prior experience in Missouri as an adjunct.

Dr. Jason Sharp:

Dr. Sharp has over 10 years of law enforcement experience in Kansas holding the positions of Patrol Officer, Corporal, Detective, and Chief of Police. Dr. Sharp was a continuing education coordinator and Law Enforcement Academy Instructor for Missouri Southern State University and the Law Enforcement Training Institute, University of Missouri Extension. While in Missouri he worked law enforcement agencies across the state and expanded continuing education opportunities into jails, insurance companies and the military. Dr. Sharp completed the 15th Kansas Police Administrator Seminar and 25th Central States Law Enforcements Executive Development Seminar (L.E.E.D.S.). Dr. Sharp has presented numerous times at the International

Law Enforcement and Educators Association (ILEETA) Conference and has been interviewed by Police One for leadership. He is very active in the community and within the college. Dr. Sharp has a Masters of Criminal Justice and a Doctorate of Education with an emphasis in Adult and Lifelong Learning. Dr. Sharp has been an LCC adjunct instructor since 2008 and program coordinator since 2016.

5.0 Program Accomplishments and Reflection on Data/Trends

Narrative:

The Criminal Justice program has seen steady enrollment for the reporting time period. First and foremost, a supportive and engaging learning environment plays a crucial role. A successful Criminal Justice program fosters an atmosphere where students feel encouraged, respected, and valued. This includes dedicated faculty and staff who are knowledgeable, approachable, and committed to student development.

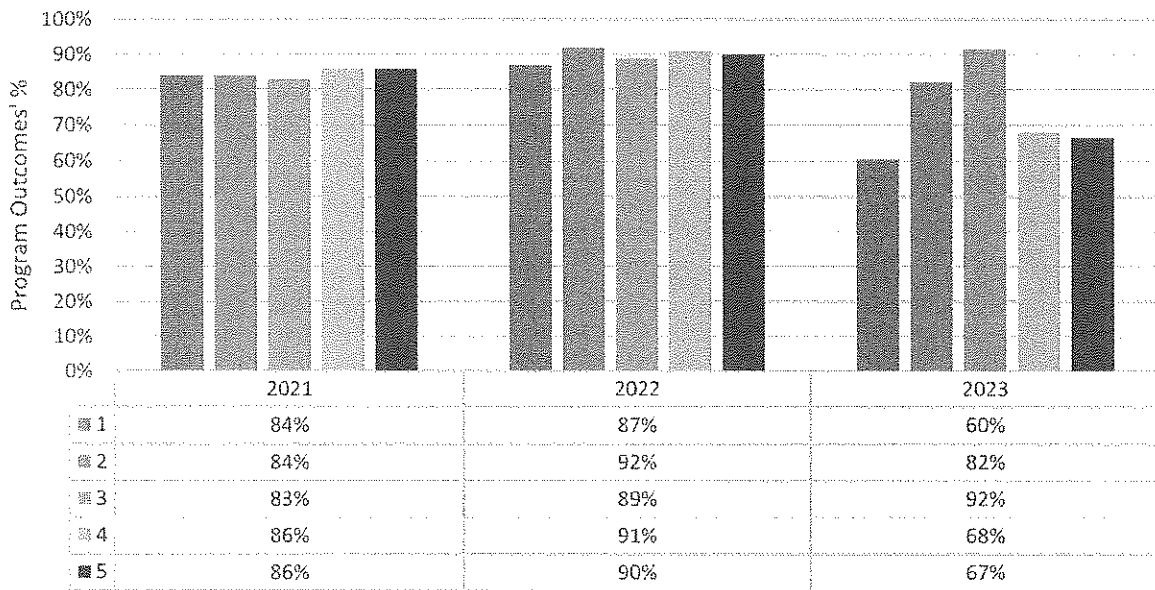
Additionally, a curriculum that aligns with real-world criminal justice practices is essential. A program that integrates theoretical knowledge with practical applications equips students with the necessary skills and competencies to excel in the field. By incorporating hands-on experiences, such as internships, field placements, or simulations, students gain valuable exposure to the complexities of criminal justice work, allowing them to bridge the gap between theory and practice.

The Criminal Justice program demonstrates this by their use of professionals from the career field and collaboration between local agencies outlined in the summary and section eight.

Criminal Justice Program Outcomes are as follows:

1. Demonstrate an understanding of the history of the criminal justice system and the importance of the development and application of criminal law through the legislative and judicial process.
2. Understand and demonstrate how criminal justice professionals investigate and document incidents and prepare information and evidence to be presented in court
3. Understand how the various disciplines within the criminal justice system function and confront the complexities application of criminal justice in modern society.
4. Demonstrate an understanding of the sociological and internal agency dilemmas that effect the implementation of community policing.
5. Demonstrate an understanding of the moral, legal and ethical responsibilities of the criminal justice professional.

Criminal Justice Program Outcomes 2021-2023



- What did you learn from the data?
 - The program outcomes and assessment methodology were updated in AY23 which resulted in a shift of data.
 - Theory and statutory portions of the program tend to be the area students struggle most.
 - That some of the data is greatly impacted by sample size. For example, one class had three students and one student dropped below a success rating which threw the results to 70% successfully completed the course.
 - Student interaction in an online environment can be a challenge (or making a personal connection with them) and can impact success rates.
 - Textbooks matter in course design and career preparation.
- What did you not learn from the data?
 - Will continue to look for base line with the new program outcomes moving forward.
- What do you hope to learn and do differently this academic year?
 - We hope to work with students more in maintaining engagement throughout the entire semester. Then evaluate, if that engagement has an impact on students' grades.
 - There was a textbook change in the Ethics in Justice class in 2023-2024. The new book was easier to read and was more applicable to undergraduate education. The previous textbook was a higher level such as graduate/dissertation. The course went smoother and students seemed to understand the content more.

6.0 Mission Alignment

The Criminal Justice program's emphasis on equipping students with a robust understanding of the criminal justice system through practical, real-world learning experiences directly supports LCC's broader mission. By offering active learning opportunities, students not only gain theoretical knowledge but also develop practical skills that are essential for success in the field. This approach aligns perfectly with LCC's commitment to providing quality learning opportunities in a supportive environment, ensuring that students are well-prepared to navigate and succeed in a constantly changing world. It's a testament to the program's dedication to fulfilling the educational mission of LCC while also meeting the evolving needs of the criminal justice profession.

7.0 Fiscal Resource Narrative

The Criminal Justice program is a very cost-effective program. There are currently no budget requests for the program. The college has a great relationship with local law enforcement agencies, specifically the Parsons Police Department.

8.0 External Constituency and Significant Trends

Program Advisory Committee:

The Criminal Justice program does not have a program advisory committee; however, Dr. Jason Sharp and Chief Spinks collaborate on a variety of different ways. For example, Dr. Sharp chairs, the Parsons Police Advisory Committee and Chief Spinks permits Labette Community College to utilize the police departments equipment, facilities, etc.

Other External Constituencies:

The Criminal Justice program works closely with the Parsons Police Department and other criminal justice agencies. The current adjuncts teaching in the program have or currently work in the professional field.

Significant Trends:

The criminal justice profession is large and complex. Most often, when hearing the term "criminal justice," individuals first think law enforcement. Law enforcement is a piece of the criminal justice system which has had its challenges on a national scale and is critiqued frequently by the public, but there are so many more available options outside of law enforcement.

Several external factors can impact a criminal justice program. Here are some key examples:

1. **Legislation and Policy:** Changes in laws, regulations, and policies can significantly impact criminal justice programs. New legislation can introduce new offenses, alter sentencing guidelines, change procedures, or modify funding allocations, thereby directly affecting program operations and priorities.

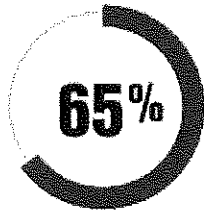
2. **Public Opinion and Media Influence:** Public sentiment and media coverage can shape criminal justice policies and programs. High-profile cases, public outcry, or media scrutiny can lead to reforms, increased funding, or changes in program focus. Conversely, public fear, misconceptions, or political pressure can hinder program effectiveness or restrict resources.
3. **Social and Economic Factors:** Broader social and economic conditions influence criminal justice programs. Factors such as poverty, unemployment, education levels, and social inequality can contribute to crime rates and impact the demand for certain types of programs, such as community policing, rehabilitation initiatives, or reentry programs.
4. **Technology and Forensic Advances:** Technological advancements can impact criminal justice programs in various ways. Innovations in surveillance technology, data analytics, forensic sciences, or digital evidence processing can enhance investigations, improve efficiency, or necessitate updates in training and resources.
5. **Demographic Trends:** Shifts in population demographics can affect criminal justice programs. Changes in the age, ethnicity, or socioeconomic makeup of a community can influence crime patterns, necessitate language or cultural competency considerations, or require specialized programs to address specific needs.
6. **External Stakeholders:** Collaborations with external stakeholders, such as community organizations, advocacy groups, academic institutions, and other government agencies, can impact criminal justice programs. Partnership opportunities can provide additional resources, expertise, and perspectives, while public-private collaborations can enhance program effectiveness.
7. **Funding and Budgetary Constraints:** Adequate funding is vital for the functioning of criminal justice programs. Budgetary decisions made by governing bodies can influence the availability of resources, staffing levels, training opportunities, or the implementation of new initiatives. Budget cuts or financial constraints can hamper program capabilities and limit their effectiveness.
8. **Legal Precedents and Court Decisions:** Legal precedents set by court rulings can significantly impact criminal justice programs. Landmark decisions can redefine constitutional rights, establish new legal standards, or require changes in policies and procedures, influencing the way programs operate within the confines of the law.

It's important to note that the impact of these external factors can vary depending on the jurisdiction, political climate, and specific characteristics of the criminal justice program in question.

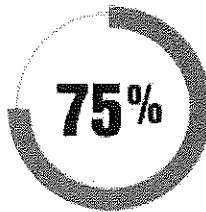
Law Enforcement is facing a severe shortage of qualified job seekers, particularly within the United States. There is a worker shortage, not a shortage of work.



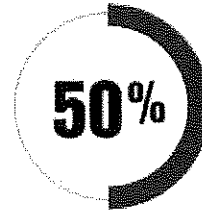
78%
of agencies reported having difficulty in recruiting qualified candidates



65%
of agencies reported having too few candidates applying to be law enforcement officers



75%
of agencies reported that recruiting is more difficult today than it was five years ago



50%
of agencies reported having to change agency policies in order to increase the chances of gaining qualified applicants



25%
of agencies reported having to reduce or eliminate certain agency services, units, or positions because of staffing difficulties

- 1 Bureau of Labor Statistics, U.S. Department of Labor, "Police and Detectives," *Occupational Outlook Handbook*, <https://www.bls.gov/ooh/protective-service/police-and-detectives.htm> (accessed June 12, 2019).
- 2 Shelley Hyland, *Full-Time Employees in Law Enforcement Agencies, 1997-2016*, Statistical Brief NCJ 251762 (Bureau of Justice Statistics, August 2018), <https://www.bjs.gov/content/pub/pdf/ftelea9716.pdf>.
- 3 Jon Shane, "Organizational Stressors and Police Performance," *Journal of Criminal Justice* 38, no. 4 (June 2010): 807-818.

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OCCUPATIONAL OUTLOOK HANDBOOK

Police and Detectives

[PRINTER FRIENDLY](#)

[Summary](#) | [What They Do](#) | [Work Environment](#) | [How to Become One](#) | [Pay](#) | [Job Outlook](#) | [State & Area Data](#) | [Similar Occupations](#) | [More Info](#)

Summary

Quick Facts: Police and Detectives

| | |
|---|---------------------------------------|
| 2023 Median Pay | \$74,910 per year \$36.02 per hour |
| Typical Entry-Level Education | See How to Become One |
| Work Experience in a Related Occupation | See How to Become One |
| On-the-job Training | Moderate-term on-the-job training |
| Number of Jobs, 2022 | 868,700 |
| Job Outlook, 2022-32 | 3% (As fast as average) |
| Employment Change, 2022-32 | 23,500 |



What Police and Detectives Do

Police officers protect lives and property. Detectives and criminal investigators gather facts and collect evidence of possible crimes.

April 2024: [Police and Detectives : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)



OCCUPATIONAL OUTLOOK HANDBOOK

Probation Officers and Correctional Treatment Specialists

Summary

| Quick Facts: Probation Officers and Correctional Treatment Specialists | |
|--|---------------------------------------|
| 2023 Median Pay | \$61,600 per year \$29.71 per hour |
| Typical Entry-Level Education | Bachelor's degree |
| Work Experience in a Related Occupation | None |
| On-the-job Training | Moderate term on-the-job training |
| Number of Jobs, 2022 | 93,900 |
| Job Outlook, 2022-32 | 3% (As fast as average) |
| Employment Change, 2022-32 | 2,400 |



What Probation Officers and Correctional Treatment Specialists Do

Probation officers and correctional treatment specialists assist in rehabilitating law offenders in custody or on probation or parole.

April 2024: [Probation Officers and Correctional Treatment Specialists : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)

9.0 Program Vitality Assessment

Vitality Category Chosen: Category 2

Explanation for Chosen Vitality Category:

There are several notable reasons for the vitality category:

- The criminal justice program has great resource utilization for keeping costs low.
- The demand of the program can be looked at from two perspectives:
 - First, the program has maintained good enrollment compared to cost.
 - Second, the demand for those in the criminal justice system is and remains high.
- The quality of the program is significantly high given the adjunct staffing working in the field and providing real world experiences or opportunities.

- Three police chiefs (two current and one prior) and a Kansas Bureau of Investigations Special Agent are the instructors and provide real world examples in their teaching.
- Parsons Police Department's collaboration allows for classes to be integrated in their facility with the use of real-world equipment and processes.
- The criminal justice program is military friendly, accepting credit from prior military MP service and accepts prior credit for completing a basic law enforcement academy.
- The criminal justice program is flexible with both on ground and online courses, as well as has numerous articulations with universities for ease of transfer.
- The criminal justice program has had an increase in degrees awarded and number of graduates transferring.

10.0 Program Goals

Short-Term:

1. The Criminal Justice Program will be reviewing textbook alternative options. The Criminal Justice Program would like to convert at least one course textbook to an OER over the next year.
 - a. Reflection: AY24 the Ethics in Criminal Justice was converted to OER.
2. The Criminal Justice Program will share information to prospective and current students on the program's ability to be integrated into career fields such as a corporate investigator, insurance fraud investigator, computer forensic investigator, postal inspector, investigative reporter, victim advocate, probation officer, forensic psychologist, etc.
3. Instructors will have students complete at least one assignment that is a community-based project, research assignment, or service-learning initiative that addresses legal, procedural or ethical responsibilities of the criminal justice profession.

Long-Term:

1. The Criminal Justice Program would like to evaluate, based on student's inquiry, the demand for increasing on ground course offerings.
2. The Criminal Justice Program would like to provide internship opportunities for students in the program. To accomplish this, a course will be developed and a partnership agreement created for different entities in the criminal justice field to participate in with LCC (police departments, court system, probation and parole).
3. Create three program articulation agreements with Kansas Universities.
4. Professional Development Workshop: LCC once had a police seminar offering for continuing education. The criminal justice department would like to offer one professional development workshop, guest lecture, or networking event featuring criminal justice professionals, policymakers, and experts in the

field. These opportunities provide students with valuable insights into career pathways, industry trends, and networking opportunities, enhancing their readiness for the workforce.



Program Review Data Summary

Note: All Definitions of data pulled for this summary can be found in Appendix 1 of the Academic Program Review, Planning, and Development Handbook.

Program: Criminal Justice

Average Class Size, Completer Success, and Attrition

| Year (AY dates) | Subject Prefix | Course Name | Total Enrollment | # of Sections | Average Class Size | % Student Completion | %Student Success | %Student Attrition | Student Credit Hours |
|-----------------|----------------|-------------------------------|------------------|---------------|--------------------|----------------------|------------------|--------------------|----------------------|
| 2021 | CRIM 101 | Intro to Admin of Justice | 24 | 1 | 24 | 88% | 83% | 12% | 72 |
| 2022 | | | 12 | 1 | 12 | 92% | 92% | 8% | 36 |
| 2023 | | | 11 | 1 | 11 | 91% | 70% | 9% | 33 |
| 2021 | CRIM 111 | Patrol Procedure | 15 | 1 | 15 | 87% | 53% | 13% | 45 |
| 2022 | | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2023 | | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2021 | CRIM 112 | Ethics in Criminal Justice | 17 | 1 | 17 | 88% | 53% | 12% | 51 |
| 2022 | | | 6 | 1 | 6 | 100% | 83% | 0% | 18 |
| 2023 | | | 12 | 1 | 12 | 83% | 90% | 17% | 36 |
| 2021 | CRIM 118 | Drugs in Society | 6 | 1 | 6 | 100% | 83% | 0% | 18 |
| 2022 | | | 15 | 2 | 8 | 100% | 87% | 0% | 45 |
| 2023 | | | 10 | 1 | 10 | 100% | 90% | 0% | 30 |
| 2021 | CRIM 119 | Interview and Report Writing | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2022 | | | 7 | 1 | 7 | 100% | 100% | 0% | 21 |
| 2023 | | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2021 | CRIM 131 | Community Policing | 7 | 1 | 7 | 71% | 71% | 29% | 21 |
| 2022 | | | 6 | 1 | 6 | 83% | 83% | 17% | 18 |
| 2023 | | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2021 | CRIM 135 | Criminal Procedures | 1 | 1 | 1 | 0% | 0% | 100% | 3 |
| 2022 | | | 11 | 1 | 11 | 82% | 82% | 18% | 33 |
| 2023 | | | 4 | 1 | 4 | 75% | 100% | 0% | 12 |
| 2021 | CRIM 137 | Criminal Law | 14 | 1 | 14 | 86% | 79% | 14% | 42 |
| 2022 | | | 4 | 1 | 4 | 100% | 100% | 0% | 12 |
| 2023 | | | 5 | 1 | 5 | 100% | 100% | 0% | 15 |
| 2021 | CRIM 138 | Juveniles in Crim Just System | 12 | 1 | 12 | 100% | 100% | 0% | 36 |
| 2022 | | | 14 | 1 | 14 | 100% | 79% | 0% | 42 |
| 2023 | | | 6 | 1 | 6 | 83% | 100% | 17% | 18 |
| 2021 | CRIM 204 | Police Supervision & Mgmt | 4 | 1 | 4 | 100% | 100% | 0% | 12 |
| 2022 | | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2023 | | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

Course Completion, Success, & Attrition by Location

| Year (AY dates) | Location | Total Enrollment | # of Sections | Average Class Size | % Student Completion | %Student Success | %Student Attrition | Student Credit Hours |
|-----------------|----------|------------------|---------------|--------------------|----------------------|------------------|--------------------|----------------------|
| 2021 | Cherokee | 0 | 0 | N/A | N/A | N/A | N/A | N/A |
| 2022 | | 0 | 0 | N/A | N/A | N/A | N/A | N/A |

| | | | | | | | | |
|------|---|-----|-----|-----|-----|-----|-----|-----|
| 2023 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2021 | Online | 89 | 7 | 13 | 89% | 73% | 11% | 267 |
| 2022 | | 62 | 7 | 9 | 95% | 85% | 5% | 186 |
| 2023 | | 48 | 6 | 8 | 90% | 88% | 10% | 144 |
| 2021 | Main Campus | 11 | 2 | 6 | 82% | 82% | 18% | 33 |
| 2022 | | 13 | 2 | 7 | 92% | 92% | 8% | 39 |
| 2023 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2021 | Concurrent | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2022 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2023 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2021 | Other (Arrangement, Off-campus, etc.) | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2022 | | N/A | N/A | N/A | N/A | N/A | N/A | NA |
| 2023 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

Declared Awards, Transfers, and Placements

| Year (AY Dates) | # of Degrees/Certs Awarded | # of Graduates Transferring from previous AY year | % Placement Rate for Graduates (CTE Only) |
|-----------------|----------------------------|---|---|
| 2021 | 1 | 1 | N/A |
| 2022 | 7 | 5 | N/A |
| 2023 | 3 | 1 | N/A |

Student Credit Hours by Faculty Type

| Year (AY) | Number of Faculty | | Student Credit Hours by Faculty Type | | | | Total Credit Hours |
|-----------|-------------------|-----------|--------------------------------------|-----------------|-----------|-----------------|--------------------|
| | Full Time | Part Time | Full Time | % for Full Time | Part Time | % for Part Time | |
| 2021 | 0 | 4 | 0 | 0% | 321 | 100% | 321 |
| 2022 | 0 | 3 | 0 | 0% | 234 | 100% | 234 |
| 2023 | 0 | 2 | 0 | 0% | 144 | 100% | 144 |

Faculty Name by Type for Most Recent Academic Year Full Time:

Part Time: Chris Farris, Jerry Harrison, Robert Spinks



Comprehensive Program Review 2024

Program Name: Electronics

Semesters Reviewed:

AY 2021: Fall 2020, Spring 2021, and Summer 2021

AY 2022: Fall 2021, Spring 2022, and Summer 2022

AY 2023: Fall 2022, Spring 2023, and Summer 2023

Completed by: Dr. Jason Sharp and Ross Harper

Date: April 2024

Assessment Committee Recommendation: The committee agrees with the Program Vitality Statement; Category 3: Revitalization Opportunities or Needs.

President's Council Recommendation: President's Council agrees with the recommendation of the Program Vitality Statement, Category 3: Revitalization Opportunities or Needs.

1.0 Program Summary

Narrative:

Labette Community College Electronics Technology Certificate is a program that prepares individuals to apply technical knowledge and skills to assemble, install, operate, maintain, and repair electrical/electronic equipment used in industry and manufacturing. Includes instruction in installing, maintaining and testing various types of equipment (CIP 47.0105).

Electronics Technicians enjoy a wide range of career opportunities. Benefits include a great salary and job security, and exciting work in a field that is continuously growing and changing. Certified Electronics Technicians are sought out by nearly every industry including industrial production, transportation, mass communication, power generation, and health care sectors. Students who successfully complete the program will be eligible to sit for the Certified Electronics Technician (CET) Exam and can choose to enter the workforce or transfer courses to Pittsburg State University or North Central Kansas Technical College for advanced electronics training.

2.0 Student Success

Narrative:

Defining the success for our electronics certificate program involves considering various factors to gauge the effectiveness and impact. Here are some key metrics and criteria used to assess the success of the program:

Employment Rate: The percentage of program graduates who secure employment in the electronics industry or related fields within a specified period after completing the program. This can include full-time employment, internships, or apprenticeships.

Job Placement: How quickly graduates are able to find relevant employment after completing the program. A shorter job placement period typically indicates the program's effectiveness in preparing students for the workforce.

Industry Feedback: Feedback from employers in the electronics industry regarding the skills and competencies of program graduates. Positive feedback and demand for program can indicate the program's relevance and quality.

Student Satisfaction: Program graduates' satisfaction with the curriculum, teaching methods, facilities, and overall learning experience. High satisfaction rates suggest that the program meets students' expectations and needs.

Success Stories: Success stories of program graduates who have achieved notable accomplishments or made significant contributions to the electronics industry. These stories can serve as testimonials to the program's effectiveness and impact.

Industry Partnerships: The program's collaborations with industry partners, such as electronics companies, research institutions, and professional associations. Strong partnerships can provide students with valuable opportunities for internships, networking, and real-world experience.

Skills Mastery: Graduates' proficiency in key technical skills and knowledge areas relevant to the electronics industry. This is done through assessments, examinations, or practical demonstrations of competency.

By considering these factors in combination, you can develop a comprehensive understanding of the success of an electronics certificate program and identify areas for improvement to better serve students and meet the needs of the industry.

2.1 Achieve/Promote Student Success

Narrative:

The Electronics Certificate Program at LCC achieves and promotes student success through various activities and innovations tailored to the needs of the electronics industry and the learners. Here's how:

1. **Hands-on Labs and Projects:** Incorporating hands-on laboratory work and projects into the curriculum allows students to apply theoretical knowledge to practical scenarios. This hands-on experience helps students develop essential technical skills and problem-solving abilities, making them more competitive in the job market.
2. **Industry-Relevant Curriculum:** Designing the curriculum in collaboration with industry experts ensures that it aligns with the latest trends, technologies, and best practices in the electronics field. This relevance equips students with the skills and knowledge demanded by employers, enhancing their employability and career prospects.
3. **Internships and Work Placements:** Facilitating internships, co-op programs, or work placements with electronics companies gives students the opportunity to gain real-world experience and establish valuable connections within the industry. These experiential learning opportunities bridge the gap between academia and industry, preparing students for the demands of the workforce.
4. **Research and Innovation Projects:** Encouraging students to participate in projects or innovation competitions fosters creativity, critical thinking, and problem-solving skills. Engaging in such projects not only enhances students' academic experience but also equips them with the mindset and skills needed to drive innovation in the electronics industry.
5. **Networking Events and Industry Partnerships:** Organizing networking events, industry guest lectures, and alumni panels facilitates connections between students, faculty, alumni, and industry professionals. These networking opportunities not only expose students to diverse perspectives and career paths but also expand their professional networks, opening doors to internships, job opportunities, and mentorship.
6. **Continuous Program Improvement:** Regularly soliciting feedback from students, alumni, employers, and industry partners allows the program to continuously evolve and adapt to changing industry needs and educational best practices. By incorporating feedback and implementing improvements, the program can better support student success and ensure its relevance and effectiveness over time.

By integrating these activities and innovations into the Electronics Certificate Program at LCC, the institution can foster an environment conducive to student success, preparing graduates for rewarding careers in the dynamic and rapidly evolving field of electronics.

3.0 Reflection on Current Curriculum

Narrative:

Keeping the electronics program up to date with the latest curriculum involves several strategies to ensure that students are equipped with the knowledge and skills demanded by the rapidly evolving field of electronics. Here are some effective approaches:

Industry Partnerships and Advisory Boards: Establish advisory boards comprising industry professionals, employers, and subject matter experts. These stakeholders can provide valuable insights into industry trends, emerging technologies, and evolving skill requirements. Regular meetings with advisory boards can help inform curriculum updates and ensure its alignment with industry needs.

Continuous Review and Feedback Mechanisms: Implement a system for ongoing review and feedback from students, faculty, alumni, and industry partners. Surveys, focus groups, and stakeholder consultations can gather input on the relevance of the curriculum, areas for improvement, and emerging trends that should be addressed in future updates.

Faculty Professional Development: Provide opportunities for faculty members to engage in professional development activities, such as attending conferences, workshops, and seminars related to electronics and educational best practices. Encourage faculty to stay current with industry developments, research findings, and pedagogical innovations that can inform curriculum design and delivery.

Integration of Emerging Technologies: Incorporate emerging technologies, tools, and methodologies into the curriculum to reflect the latest advancements in the field of electronics. This may include topics such as artificial intelligence, machine learning, Internet of Things (IoT), cybersecurity, and renewable energy systems. Regularly update course content, textbooks, and instructional materials to reflect these changes.

Experiential Learning and Project-Based Activities: Emphasize experiential learning opportunities, such as laboratory experiments, design projects, case studies, and internships, that expose students to real-world challenges and applications in electronics. Encourage students to work on industry-sponsored projects or participate in competitions that showcase their skills and creativity.

Stay Abreast of Accreditation Requirements: Keep abreast of accreditation standards and requirements set by relevant accrediting bodies or professional organizations in the field of electronics. Ensure that the curriculum meets or exceeds these standards to maintain program accreditation and enhance the credibility of graduates in the job market.

By implementing these strategies, an electronics program can proactively keep up to date with the curriculum, ensuring that graduates are well-prepared to meet the evolving demands of the electronics industry and contribute to technological innovation and advancement.

3.1 Degrees and Certificate Offerings

The Electronics Technology program offers an 18-hour Certificate.

| |
|-------------------------------|
| ELECTRONICS TECHNOLOGY |
|-------------------------------|

| <p style="text-align: center;">CERTIFICATE</p> <p>The three-semester Electronics Certificate Program meets the needs of a growing demand in industry for certified electronic technicians. Lab courses use state-of-the-art equipment.</p> <p>Credits Required: 18</p> <p>Major Advisor: Darcie Martinez 620-820-1221 darcie@m@lafayette.edu</p> <p>Requirements Students in the program must maintain a minimum GPA of 2.5 in all college coursework.</p> <p>Recommended Course Sequence SEM 1: INDU 125, INDU 155, INDU 167 SEM 2: INDU 123, INDU 168 SEM 3: INDU 127, INDU 169</p> | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Concentration Requirements</th> <th style="text-align: right; border-bottom: 1px solid black;">18</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> INDU 123 Electronic Devices</td> <td style="text-align: right;">3</td> </tr> <tr> <td><input type="checkbox"/> INDU 125 Fundamentals of Electronics DC/AC</td> <td style="text-align: right;">3</td> </tr> <tr> <td><input type="checkbox"/> INDU 127 Digital Logic Circuits</td> <td style="text-align: right;">3</td> </tr> <tr> <td><input type="checkbox"/> INDU 155 OSHA Safety 10</td> <td style="text-align: right;">1</td> </tr> <tr> <td><input type="checkbox"/> INDU 167 Fund. of Electronics DC/AC Lab</td> <td style="text-align: right;">3</td> </tr> <tr> <td><input type="checkbox"/> INDU 168 Electronic Devices Lab</td> <td style="text-align: right;">3</td> </tr> <tr> <td><input type="checkbox"/> INDU 169 Digital Logic Circuits Lab</td> <td style="text-align: right;">2</td> </tr> </tbody> </table> <p>After Graduation Students who successfully complete the program will be eligible to sit for the Certified Electronics Technician (CET) Exam and can choose to enter the workforce or transfer courses to Pittsburg State University or North Central Kansas Technical College for advanced electronics training.</p> | Concentration Requirements | 18 | <input type="checkbox"/> INDU 123 Electronic Devices | 3 | <input type="checkbox"/> INDU 125 Fundamentals of Electronics DC/AC | 3 | <input type="checkbox"/> INDU 127 Digital Logic Circuits | 3 | <input type="checkbox"/> INDU 155 OSHA Safety 10 | 1 | <input type="checkbox"/> INDU 167 Fund. of Electronics DC/AC Lab | 3 | <input type="checkbox"/> INDU 168 Electronic Devices Lab | 3 | <input type="checkbox"/> INDU 169 Digital Logic Circuits Lab | 2 |
|--|---|----------------------------|----|--|---|---|---|--|---|--|---|--|---|--|---|--|---|
| Concentration Requirements | 18 | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> INDU 123 Electronic Devices | 3 | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> INDU 125 Fundamentals of Electronics DC/AC | 3 | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> INDU 127 Digital Logic Circuits | 3 | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> INDU 155 OSHA Safety 10 | 1 | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> INDU 167 Fund. of Electronics DC/AC Lab | 3 | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> INDU 168 Electronic Devices Lab | 3 | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> INDU 169 Digital Logic Circuits Lab | 2 | | | | | | | | | | | | | | | | |

4.0 Faculty Success

Narrative:

The instructor for the electronics program is an adjunct instructor and full-time secondary education instructor.

Marty Warren:

Mr. Warren is a fulltime instructor at Lafayette County High School (43 years) and an adjunct for LCC's Electronics Technology program. In addition to LCHS and LCC, he has been an adjunct instructor for Pittsburg State University. Mr. Warren holds an IS CET certificate. It is an International Society of Certified Electronics Technician certificate

A few of Mr. Warren's accolades are:

2018 SkillsUSA Kansas Advisor of the Year

2018 SkillsUSA National Educator of the Year

2022-2023 Labette County USD506 Educator of the Year

2021 Teacher of the 2021 SkillsUSA National winner of the Internet of Things and Smart Homes- Lathe Smith

2022 Teacher of the 2022 SkillsUSA National winner of the Internet of Things and Smart Homes- Holden Vail

2021, 2022, 2023 Kansas state winners in Electronics Technology

7 SkillsUSA Kansas State officers the past 4 years.

6 Gold Medalist in Electronics at Nationals, 1 silver medalist, and 4 Bronze medalists over the past 43 years.

Over the years, Mr. Warren and/or the Electronics students have completed many community service projects for Nursing homes, swimming pools, animal shelters, and city of Altamont and Mound Valley.

Mr. Warren was also a high school coach for Track and Field and Cross Country through 2022.

5.0 Program Accomplishments and Reflection on Data/Trends

Narrative:

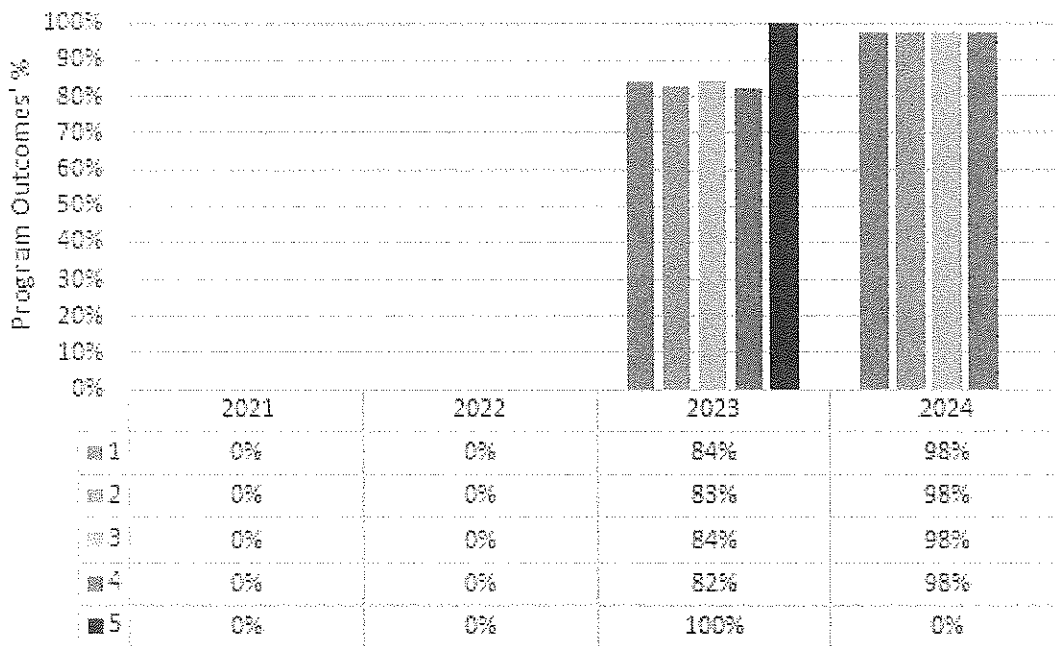
Program outcome data was developed and collected starting in AY23. The program outcomes for electronics are:

Upon completion of the program students will be able to:

1. Apply knowledge, techniques, skills, and modern tools of math, science, and technology to solve broadly-defined electronics technology activities.
2. Design systems, components, and processes meeting specified needs for electronics technology problems.
3. Apply written, oral, and graphical communication in technical and non-technical environments, and the ability to identify and use appropriate technical literature.
4. Apply circuit analysis and design, analog and digital electronics, and engineering standards to the building, testing, operation, and maintenance of electrical/electronic systems.
5. Successfully complete job searches and application processes and sit for the CET exam.

This graph below reflects AY23 data collection and **Fall term only of AY24.**

Electronics Technology Program Outcomes 2021-2024



- What did you learn from the data?
 - The program outcomes and assessment methodology were created at the end of AY22 and collected starting in AY23.
- What did you not learn from the data?
 - Due to the lack of data sets and only a partial AY24, the data needs to be established and reported full term prior to making decisions on the data results
- What do you hope to learn and do differently this academic year?
 - Continue to look at and identify gaps.

6.0 Mission Alignment

Narrative:

The alignment of an electronics certificate program with quality learning opportunities in a supportive environment for success in a changing world involves several key elements:

1. **Relevant Curriculum:** The program offers a curriculum that is aligned with the latest industry trends, technologies, and best practices in the field of electronics. It covers fundamental principles as well as advanced topics to ensure that students develop a strong foundation of knowledge and skills that are applicable in diverse contexts.

2. **Hands-on Learning:** The program provides ample opportunities for hands-on learning through laboratory experiments, projects, and practical exercises. This experiential approach allows students to apply theoretical concepts in real-world scenarios, fostering deeper understanding and skill development.
3. **Industry Engagement:** The program actively engages with industry partners, employers, and professionals to ensure that students are exposed to real-world challenges and opportunities. Industry collaborations may include internships, co-op programs, guest lectures, and industry-sponsored projects, providing students with valuable insights and networking opportunities.
4. **Supportive Faculty:** The program is staffed by knowledgeable and supportive faculty members who are dedicated to the success of their students. Faculty members provide mentorship, guidance, and personalized support to help students navigate their academic journey and achieve their goals.

By integrating these elements into the electronics certificate program, institutions can create a supportive and dynamic learning environment that prepares students for success in a changing world. Graduates emerge with the knowledge, skills, and confidence to thrive in the electronics industry and make meaningful contributions to society.

7.0 Fiscal Resource Narrative

Narrative:

The fiscal resources for this program are minimal and have additional state resources designated such as Perkins, Business and Industry, and Excel in CTE.

8.0 External Constituency and Significant Trends

Program Advisory Committee:

In order for the Electronics Department to understand how they can continue to help fill the need for electronics technology work, it is vital for the program to have an advisory board that helps to guide and provide the new up and coming information that the program should be offering to students. The electronics advisory board has been very active in helping grow the electronics program.

Other External Constituencies:

N/A

Significant Trends:



OOH HOME | OCCUPATION FINDER | OOH FAQ | HOW TO FIND A JOB | A-Z INDEX | OOH SITE MAP
OCCUPATIONAL OUTLOOK HANDBOOK Search Handbook Go

Industrial Engineering Technologists and Technicians

PRINTER-FRIENDLY

Summary

Table with 2 columns: Metric and Value. Rows include: 2023 Median Pay (\$62,610 per year), Typical Entry-Level Education (Associate's degree), Work Experience in a Related Occupation (None), On-the-job Training (None), Number of Jobs, 2022 (69,100), Job Outlook, 2022-32 (3% (As fast as average)), Employment Change, 2022-32 (2,200)



What Industrial Engineering Technologists and Technicians Do

Industrial engineering technologists and technicians help engineers solve problems affecting manufacturing layout or production.

Industrial Engineering Technologists and Technicians : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics (bls.gov)

9.0 Program Vitality Assessment

Vitality Category Chosen: Category 3: Revitalization Opportunities or Needs

Explanation for Chosen Vitality Category:

Labette Community College has the opportunity to expand the program beyond Labette County High School. In the last year the college has received calls from three different employers in the region asking about the program. In addition to the business interest and the 3% job outlook growth, the college needs to assess the succession plan should the instructor decide to retire.

10.0 Program Goals

Short-Term:

1. Curriculum Enhancement through Industry Input: Incorporate industry-relevant topics, technologies, and skills into the curriculum based on feedback from industry partners (advisory committee) for the 2025-2026 academic year (gather information through the 2024-2025 academic year).
2. Create Pathways for furthering education: Establish or update two articulation agreements with colleges or technical schools offering relevant program.

Long-Term:

1. Establish Industry Partnerships: Identify and establish partnerships with at least three local business by Spring 2026.
2. Explore work-based learning opportunities: develop and implement an internship course optional for academic year 2027.
3. Create plan for expanding the electronics program beyond Labette County High School by June 2026.



LAFAYETTE COMMUNITY COLLEGE

Program Review Data Summary

Note: All Definitions of data pulled for this summary can be found in Appendix 1 of the Academic Program Review, Planning, and Development Handbook.

Program: Electronics Technology

Average Class Size, Completer Success, and Attrition

| Year (AY dates) | Subject Prefix | Course Name | Total Enrollment | # of Sections | Average Class Size | % Student Completion | %Student Success | %Student Attrition | Student Credit Hours |
|-----------------|----------------|-----------------------------------|------------------|---------------|--------------------|----------------------|------------------|--------------------|----------------------|
| 2021 | INDU 123 | Electronic Devices | 14 | 1 | 14 | 100% | 100% | 0% | 42 |
| 2022 | | | 9 | 1 | 9 | 100% | 100% | 0% | 27 |
| 2023 | | | 10 | 1 | 10 | 100% | 100% | 0% | 30 |
| 2021 | INDU 125 | Fundamentals of Electronics DC/AC | 6 | 1 | 6 | 100% | 100% | 0% | 18 |
| 2022 | | | 8 | 1 | 8 | 88% | 88% | 12% | 24 |
| 2023 | | | 9 | 1 | 9 | 100% | 100% | 0% | 27 |
| 2021 | INDU 127 | Digital Logic Circuits | 5 | 1 | 5 | 100% | 100% | 0% | 15 |
| 2022 | | | 8 | 1 | 8 | 100% | 100% | 0% | 24 |
| 2023 | | | 7 | 1 | 7 | 100% | 100% | 0% | 21 |
| 2021 | INDU 167 | Fund of Electronics DC/AC Lab | 6 | 1 | 6 | 100% | 100% | 0% | 18 |
| 2022 | | | 8 | 1 | 8 | 88% | 88% | 12% | 24 |
| 2023 | | | 9 | 1 | 9 | 100% | 100% | 0% | 27 |
| 2021 | INDU 168 | Electronic Devices Lab | 14 | 1 | 14 | 100% | 100% | 0% | 42 |
| 2022 | | | 9 | 1 | 9 | 100% | 100% | 0% | 27 |
| 2023 | | | 10 | 1 | 10 | 100% | 100% | 0% | 30 |
| 2021 | INDU 169 | Digital Logic Circuits Lab | 5 | 1 | 5 | 100% | 100% | 0% | 10 |
| 2022 | | | 8 | 1 | 8 | 100% | 100% | 0% | 16 |
| 2023 | | | 7 | 1 | 7 | 100% | 100% | 0% | 14 |

Course Completion, Success, & Attrition by Location

| Year (AY dates) | Location | Total Enrollment | # of Sections | Average Class Size | % Student Completion | %Student Success | %Student Attrition | Student Credit Hours |
|-----------------|-------------|------------------|---------------|--------------------|----------------------|------------------|--------------------|----------------------|
| 2021 | Cherokee | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2022 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2023 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2021 | Online | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2022 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2023 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2021 | Main Campus | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2022 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2023 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2021 | Concurrent | 50 | 6 | 8 | 100% | 100% | 0% | 145 |
| 2022 | | 50 | 6 | 8 | 96% | 96% | 4% | 142 |
| 2023 | | 52 | 6 | 9 | 100% | 100% | 0% | 149 |

| | | | | | | | | |
|------|---|-----|-----|-----|-----|-----|-----|-----|
| 2021 | Other (Arrangement, Off-campus, etc.) | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2022 | | N/A | N/A | N/A | N/A | N/A | N/A | NA |
| 2023 | | N/A | N/A | N/A | N/A | N/A | N/A | NA |

Declared Awards, Transfers, and Placements

| Year (AY Dates) | # of Degrees/Certs Awarded | # of Graduates Transferring from previous AY year | % Placement Rate for Graduates (CTE Only) |
|-----------------|----------------------------|---|---|
| 2021 | 6 | 3 | * |
| 2022 | 4 | 3 | 0% |
| 2023 | 6 | 3 | 0% |

*Small cell suppressed from KBOR

Student Credit Hours by Faculty Type

| Year (AY) | Number of Faculty | | Student Credit Hours by Faculty Type | | | | Total Credit Hours |
|-----------|-------------------|-----------|--------------------------------------|-----------------|-----------|-----------------|--------------------|
| | Full Time | Part Time | Full Time | % for Full Time | Part Time | % for Part Time | |
| 2021 | 0 | 1 | 0 | 0% | 145 | 100% | 145 |
| 2022 | 0 | 1 | 0 | 0% | 142 | 100% | 142 |
| 2023 | 0 | 1 | 0 | 0% | 149 | 100% | 149 |

Faculty Name by Type for Most Recent Academic Year Full Time:

Part Time: Marty Warren



Comprehensive Program Review 2024

Program Name: General Studies

Semesters Reviewed:

AY 2022: Fall 2021, Spring 2022, and Summer 2022

AY 2023: Fall 2022, Spring 2023, and Summer 2023

AY 2024: Fall 2023

Completed by: Dr. Jason Sharp

Date: April 2024

Assessment Committee Recommendation: The committee agrees with the Program Vitality Statement; Category 2: Maintain current levels of support/continuous improvement.

President's Council Recommendation: President's Council agrees with the recommendation of the Program Vitality Statement, Category 2: Maintain current levels of support/continuous improvement.

1.0 Program Summary

Narrative:

The General Studies Program is a broad, interdisciplinary program that is designed to provide an alternative to conventional programs of study. It is mainly structured to satisfy the interest of the student with certain courses that may or may not transfer to baccalaureate degree granting institutions. This program's flexibility allows students to be exploratory in their educational journey.

2.0 Student Success

Narrative:

Student success is demonstrated by the general education core requirements. These courses, aligned with Kansas Board of Regents, provide a set 35 hours towards an associate degree that is seamlessly transferable to any Kansas Regent university. Successful completion the general education core will be reflected on the student's transcript and upon transfer to another institution, that institution cannot require additional general education requirements. That general education core is comprised of several areas: English, Communication, Math and Statistics, Natural and Physical Science, Social & Behavioral Science, Arts & Humanities, and Institutional Designated (Personal & Professional Behavior).

Labette Community College's mission is providing quality learning opportunities in a supportive environment for success in a changing world. This is completed academically through the college's institutional learning outcomes of: Communication, Global Understanding & Civic Engagement, Quantitative/Analytic Methods of Scientific Literacy, Information & Digital Literacy and Personal & Professional Behavior.

The data collection for Institutional Learning Outcomes for 2023-2024 were designated with the completion of the state's general education core. We will be building a year-to-year comparison.

Information and Digital Literacy:

ENGL 101 English Composition I
ENGL 102 English Composition II
ENGL 103 English Comp I with Review

Communication:

COMM 101 Public Speaking
COMM 102 Interpersonal Communication

Quantitative/Analytic Methods of Scientific Literacy:

BIOL 120 General Biology
BIOL 122 Environmental Life Science
BIOL 128 Principles of Biology I
BIOL 130 Anatomy and Physiology
BIOL 201 Microbiology
CHEM 120 Introduction to Chemistry
CHEM 124 College Chemistry I
MATH 115 College Algebra
MATH 120 Elementary Statistics
PHSC 105 Physical Science
PHYS 201 College Physics I

Global Understanding:

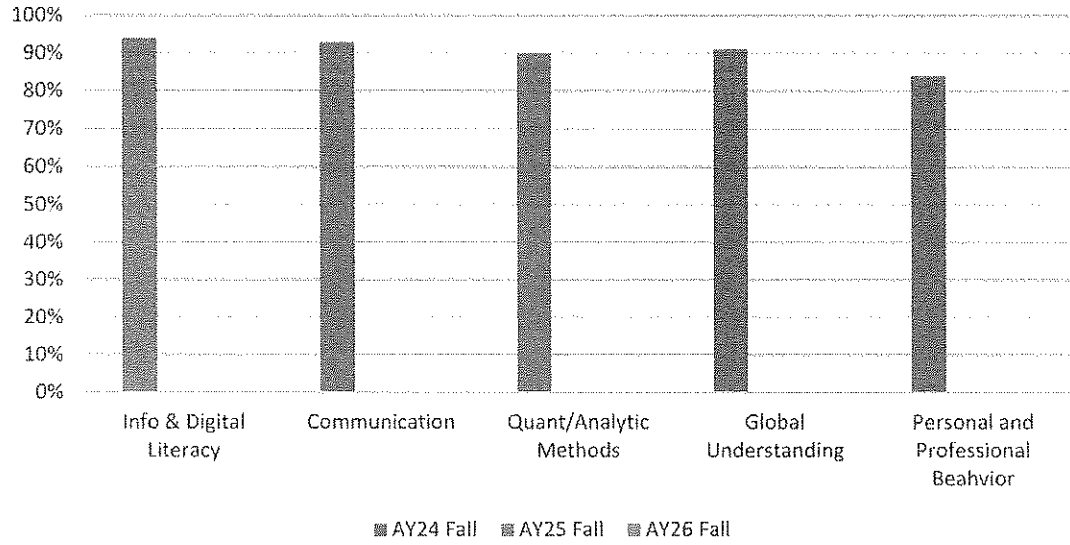
| | |
|----------|-----------------------------|
| ART 130 | Art Appreciation |
| CRIM 101 | Intro to Admin of Justice |
| CRIM 137 | Criminal Law |
| ECON 203 | Macroeconomics |
| ECON 204 | Microeconomics |
| EDUC 110 | Child Development |
| ENGL 206 | General Literature |
| GEOG 101 | World Regional Geography |
| HIST 101 | American History to 1877 |
| HIST 102 | American History Since 1877 |
| HIST 103 | World History to 1500 |
| HIST 104 | World History Since 1500 |
| LANG 127 | Spanish I |
| MUSI 101 | Music Appreciation |
| PHIL 101 | Philosophy I |
| PHIL 104 | Intro to Logic |
| PHIL 106 | Ethics |
| POLS 105 | American Government |
| PSYC 101 | General Psychology |
| PSYC 201 | Developmental Psychology |
| RELI 101 | Comparative World Religions |
| SOCI 101 | Sociology |
| SOCI 203 | Social Problems |
| SOCI 207 | Anthropology |
| SWK 101 | Intro to Social Work |

Personal and Professional Behavior:

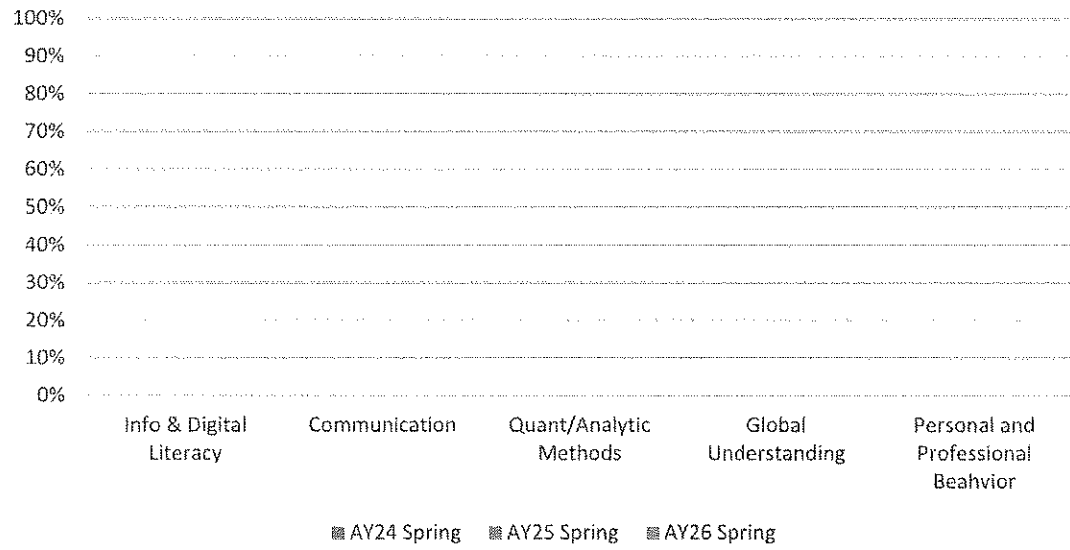
| | |
|----------|------------------------------------|
| BUAD 106 | Principles of Leadership |
| BUAD 205 | Personal Finance |
| COMP 110 | Computer Concepts and Applications |
| PED 114 | Basic Nutrition |

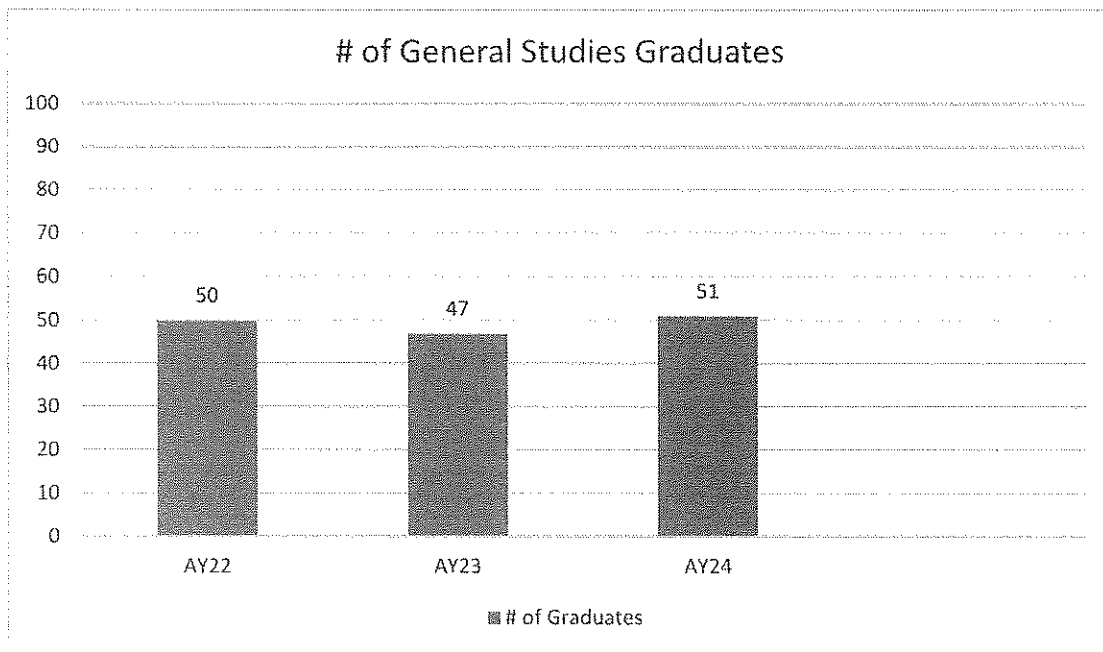
The graphs below reflect student success in the general education core courses by semester. While the assessment looked at previous years, the benchmark data needs to be collected using the current institutional learning outcomes.

Institutional Learning Outcomes Fall



Institutional Learning Outcomes Spring





2.1 Achieve/Promote Student Success

Narrative:

The general education program with such a broad core serves several purposes in promoting student success:

1. **Foundation of Knowledge:** By offering a diverse range of courses across various disciplines such as humanities, social sciences, natural sciences, and mathematics, students gain a well-rounded understanding of the world. This broad foundation equips them with critical thinking skills and a breadth of knowledge that can be applied across different fields and situations.
2. **Critical Thinking and Problem-Solving Skills:** General education courses often emphasize critical thinking, analytical reasoning, and problem-solving skills. These skills are essential for success in both academic and professional settings, as they enable students to analyze complex issues, evaluate evidence, and make informed decisions.
3. **Communication Skills:** Many general education programs include courses that focus on written and oral communication skills. Effective communication is vital in virtually every aspect of life, including academic, professional, and personal contexts. By honing their communication skills, students become better equipped to express themselves clearly and persuasively.
4. **Cultural Competence and Diversity Awareness:** General education programs often incorporate courses that explore issues of diversity, equity, and inclusion. Exposure to diverse perspectives and experiences helps students develop cultural competence and empathy, essential qualities for success in a globalized world.
5. **Preparation for Specialized Study:** While a broad general education core provides students with a foundation across multiple disciplines, it also prepares them for more specialized study in their chosen

majors or fields of interest. By exposing students to a variety of subjects, they can explore different areas of knowledge before committing to a specific course of study.

6. Lifelong Learning Skills: Beyond preparing students for immediate academic and career success, a general education program with a broad core cultivates a love for learning and a habit of intellectual curiosity. These qualities are essential for lifelong learning and personal growth, enabling individuals to adapt to changing circumstances and pursue new opportunities throughout their lives.

Overall, a general education program with a broad core promotes student success by providing a solid foundation of knowledge, fostering critical thinking and communication skills, promoting cultural competence and diversity awareness, preparing students for specialized study, and instilling a lifelong love of learning.

3.0 Reflection on Current Curriculum

Narrative:

At the end of 2020, the Kansas Board of Regents (Board) expressed a strong desire to develop a more robust system-based approach to facilitate student transfer. Building on this vision, in FY2021 and 2022, the Board established a goal to develop a systemwide general education (GE) package under a common framework. When framing this goal, the Board instructed staff to develop a system-based GE package that would maximize the application of credit throughout the system, simplify processes for transfer students, and remove barriers for transfer students.

At the outset of this work in September 2020, 14 out of 15 states in the central United States had some variation of a systemwide GE, with Kansas being the outlier without a systemwide GE. From September 2020 to May 2022, a GE working group consisting of 19 faculty and administrators from community colleges, universities, and one technical college, a nine-member GE implementation working group consisting of registrars and transfer academic advisors, and detailed feedback from institutions helped shape the GE framework and its related policies.

The policy revisions and additions pertaining to GE and the application of transfer GE credit were approved by the Board on June 15, 2022.

First, a new policy, the Systemwide General Education Program policy ([Chapter III.A.18](#)), creates a systemwide GE for the state universities, community colleges, and Washburn University. Most notably, this details the common system framework (disciplines, core subjects, and credit hours) that each institution will adopt, establishes institutional reporting requirements, and creates a GE Council, which will be responsible for reviewing institutional reporting, issuing recommendations regarding requests for certain majors to deviate from the GE requirements, and investigating student and institutional complaints relating to the systemwide GE program and its application to the Transfer and Articulation policy.

Second, revisions were also made to the Transfer and Articulation policy to detail how the systemwide GE program applies to transfer students. These revisions are detailed in a new section titled Transfer of Systemwide General Education Requirements ([Chapter III. Section A.2.g.](#)). The new language provides guidance around transfer coursework in relation to program and institution-specific GE English and

communication courses. Additionally, it also outlines how GE transfer credit works for students who completed the systemwide GE and did not complete the systemwide GE.

The six state universities and the participating coordinated institutions (for this policy, this includes the community colleges and Washburn University) will implement the systemwide GE. It should be noted that technical colleges have a statutorily defined technical function that limits their degree offerings to the Associate in Applied Science degree, which requires significantly less GE and is not primarily designed for transfer. Thus, technical colleges will not participate in the systemwide GE.

Labette Community College was able to implement this general education core in 2023-2024.

3.1 Degrees and Certificate Offerings

Narrative:

The degree is an Associates in General Studies; however, the general education core (35 hours) are built into each of the Associate of Arts and Science Degrees; thus, providing a strong foundational base of education.

4.0 Faculty Success

Narrative:

The faculty within the program represents both full time and adjunct instructors whose success has been highlighted in their disciplines program review.

5.0 Program Accomplishments and Reflection on Data/Trends

Narrative:

The adoption of the general education core is the most significant trend as many states across the country are or have adopted some form of general education core to ensure foundational knowledge is developed for students.

In addition to the general education core, the college actively participates in the Kansas Core Outcomes for other general education classes, for which faculty develop and update learning outcomes. These system wide transfer courses allow seamless transfer across the state. Labette currently has 86 of the 117 total courses in the system. Of the 31 Labette does not have, 10 are stand alone science lecture / lab courses, which Labette offers as one approved transfer course, 9 are courses in the performing arts such as piano, acting, and theatre, and a few are in foreign language such as French. The college's accomplishment is faculty participating each October in the alignment process to maximize the number of courses Labette can offer in the system wide transfer initiative.

6.0 Mission Alignment

Narrative:

The general studies program is aligned with the college mission by providing students with a strong educational foundation within a flexible & supportive environment.

7.0 Financial

Narrative:

The general studies program resources are spread throughout the college's programs and used in an efficient manner.

8.0 External Constituency and Significant Trends

Program Advisory Committee:

The general education core has a state community referred to as the general education council. This committee has representation from both the university and community college sectors.

Other External Constituencies:

As mentioned above, there are a lot of college externally that provide insight to the general education core.

Significant Trends:

N/A

9.0 Program Vitality Assessment

Vitality Category Chosen:

Category 2: Maintain current Levels of Support/Continuous Improvement

10.0 Program Goals

Short-Term:

With such a broad spectrum of offerings the primary goal of this program both long term and short would be to maintain and maximize the general education core as aligned with the state from year to year.

Long-Term:

With such a broad spectrum of offerings the primary goal of this program both long term and short would be to maintain and maximize the general education core as aligned with the state from year to year.

Agenda Item: V.E.
Date: May 16, 2024

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.

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/4/2024

| Check Number | Vendor | Description | Account Number | Amount | Total |
|--------------|---------------------------|--------------------------------------|-----------------|-------------|-------------|
| 137242 | A T and T | Internet | 11-6401-631-000 | \$1,434.56 | \$1,434.56 |
| 137243 | Tyler S Allen | Reimburse Meal - KACRAO Meeting | 11-5302-601-000 | \$18.31 | |
| | | Reimburse Mileage - College Fair | 11-5302-601-000 | \$84.42 | \$102.73 |
| 137245 | Jenae Austin | Fire School Cake Pops | 12-4204-699-000 | \$400.00 | \$400.00 |
| 137247 | Robert J Bartelli | Reimburse - NBEA Membership | 11-4200-630-008 | \$149.00 | \$149.00 |
| 137249 | Delyna R Bohnenblust | Reimburse Meals - Topeka Meetings | 12-1208-601-000 | \$117.83 | |
| | | Reimburse Hotel - Topeka Meetings | 12-1208-601-000 | \$252.38 | |
| | | Reimburse - KONL Dues | 12-1208-681-000 | \$65.00 | \$435.21 |
| 137250 | City of Parsons | Water Service | 11-7102-632-000 | \$2,947.20 | |
| | | Water Service - WTC | 12-4204-632-000 | \$155.55 | |
| | | Water Service - Student Union | 16-9482-632-000 | \$237.52 | \$3,340.27 |
| 137253 | Crossroad Tours | Bus Trip - Baseball - KCK Comm Collr | 11-5502-601-000 | \$622.44 | |
| | | Bus Trip - Baseball - Cowley College | 11-5502-601-000 | \$1,391.40 | |
| | | Bus Trip - Baseball - KCK Comm Collr | 11-6502-720-000 | \$1,462.56 | |
| | | Bus Trip - Baseball - Cowley College | 11-6502-720-000 | \$1,293.60 | \$4,770.00 |
| 137257 | Evergy Kansas Central INC | Electricity | 11-7102-634-000 | \$14,334.41 | |
| | | Electricity - WTC | 12-4204-634-000 | \$623.32 | |
| | | Electricity - Student Union | 16-9482-634-000 | \$609.85 | \$15,567.58 |
| 137258 | FedEx Express | Package Shipping | 16-9381-701-000 | \$36.64 | \$36.64 |
| 137259 | Brandy Marie Habiger | Landscaping | 11-7102-550-000 | \$200.00 | \$200.00 |
| 137260 | Harrison William Hall | Reimburse Mileage - Riverton HS | 11-5302-601-000 | \$66.33 | \$66.33 |
| 137261 | Ross Harper | Reimburse Mileage - Area HS & Joplin | 12-1205-602-000 | \$242.54 | \$242.54 |
| 137265 | Kansas Gas Service | Gas Service | 11-7102-633-000 | \$459.12 | \$459.12 |
| 137266 | John Keene | Fire School Lunch | 12-4204-699-000 | \$1,261.75 | \$1,261.75 |
| 137267 | Kelly D. Kirkpatrick | Reimburse - Dropbox Renewals | 11-4203-701-000 | \$1,080.00 | \$1,080.00 |

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

| Check Number | Vendor | Description | 4/4/2024 | | Total |
|--------------|---|-------------------------------------|-----------------|--------------------|----------|
| | | | Account Number | Amount | |
| 137272 | Rural Water District #5 | Water Service - Cherokee Center | 11-7103-632-000 | \$13.53 | \$13.53 |
| 137274 | | PTK All-Kansas Academic Award | 11-6101-702-000 | \$300.00 | \$300.00 |
| 137275 | Susan Stolte | Reimburse Hotel - HOSA Career Fair | 12-1211-601-000 | \$148.10 | \$148.10 |
| 137276 | | PTK All-Kansas Academic Award | 11-6101-702-000 | \$300.00 | \$300.00 |
| 137277 | Verizon Wireless | J Burzinski Phone Charges | 11-6401-701-000 | \$403.67 | |
| | | Blue Emergency Lights | 11-6501-631-000 | \$88.13 | |
| | | Facilities Phone Charges | 11-7102-649-000 | \$178.68 | \$670.48 |
| 137278 | Darcie Wall-Martinez | Reimburse Mileage - LCHS | 11-4209-601-000 | \$16.08 | |
| | | Reimburse Mileage - Baxter, Colgan, | 11-4209-601-000 | \$115.28 | \$131.36 |
| 137279 | Wave Wireless | Internet Service - WTC | 11-6401-631-000 | \$69.00 | \$69.00 |
| | | | | <u>\$31,178.20</u> | |
| | 11-General Fund | | | \$27,027.72 | |
| | 12-Postsecondary Technical Education Fund | | | \$3,266.47 | |
| | 16-Auxillary Ent Fund | | | \$884.01 | |
| | 64-Deferred Maintenance | | | \$0.00 | |
| | 67-Capital Outlay | | | \$0.00 | |
| | | | | <u>\$31,178.20</u> | |

Checks approved for release prior to Board action


President


Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/11/2024

| Check Number | Vendor | Description | Account Number | Amount | Total |
|--------------|-------------------------------------|--------------------------------------|-----------------|------------|------------|
| 137280 | A T and T | Phone Service - WTC | 12-4204-631-000 | \$365.48 | \$365.48 |
| 137281 | A T and T | Internet | 11-6401-631-000 | \$3,314.39 | \$3,314.39 |
| 137283 | B P | Gasoline | 11-6502-720-000 | \$266.09 | \$266.09 |
| 137284 | Delyna R Bohnenblust | Reimburse - MLN Registration | 12-1208-670-000 | \$325.00 | \$325.00 |
| 137285 | Linda Gale Brown | Reimburse Mileage - KSRT Conventic | 12-1210-601-000 | \$175.54 | \$175.54 |
| 137286 | Daniel Colon | Color Clicks | 11-4203-701-000 | \$39.82 | |
| | | Black Clicks | 11-4203-701-000 | \$17.61 | \$57.43 |
| 137287 | Molly E Coomes | Reimburse Mileage - Fire School Area | 12-4204-602-000 | \$36.85 | |
| | | Reimburse - Fire School Signage/Sup | 12-4204-699-000 | \$118.90 | \$155.75 |
| 137288 | Tonya Evans | Reimburse Meals - AKCCOP Confere | 11-6501-601-000 | \$69.95 | \$69.95 |
| 137289 | Evergry Kansas Central INC | Electricity - Cherokee Center | 11-7103-634-000 | \$826.21 | \$826.21 |
| 137291 | Brandy Marie Habiger | Landscaping | 11-7102-550-000 | \$200.00 | \$200.00 |
| 137293 | Ross Harper | Reimburse Mileage - Fire School Area | 12-4204-602-000 | \$65.66 | \$65.66 |
| 137294 | Herff Jones Inc. | LCC Diploma Frames with Spirit Mat | 16-9381-741-000 | \$816.00 | \$816.00 |
| 137295 | Jason Hinson | Reimburse Mileage - OKC Recruiting | 11-5508-603-000 | \$261.30 | \$261.30 |
| 137298 | Kansas Association of School Boards | Negotiation Workshop - Jason Sharp | 11-6102-709-000 | \$25.00 | \$25.00 |
| 137299 | Kansas Department of Revenue | Bookstore Sales Tax - March | 16-0000-216-001 | \$198.76 | |
| | | Food Service Sales Tax - March | 16-0000-216-002 | \$408.64 | \$607.40 |
| 137300 | Kansas Gas Service | Gas Service - Cherokee Center | 11-7103-633-000 | \$144.11 | \$144.11 |
| 137301 | Kansas HOSA | Career Day Expo Table | 12-1211-601-000 | \$40.00 | \$40.00 |
| 137302 | Kansas Library Association | CULS Conference Reg - S Zollars | 11-4101-601-000 | \$85.00 | \$85.00 |
| 137303 | Kettering National Seminars | Comprehensive CRT/RRT Seminars | 12-1211-696-000 | \$3,795.00 | \$3,795.00 |
| 137304 | Elizabeth Anne Kitterman | Reimburse Meals - AKCCOP Confere | 11-6501-601-000 | \$63.64 | \$63.64 |
| 137306 | Ashley Moore | Reimburse Mileage - KSRT Conventic | 12-1210-602-000 | \$175.54 | \$175.54 |
| 137310 | Sam's Club Direct | Membership Renewals (3 members) | 11-6501-681-000 | \$150.00 | \$150.00 |

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/11/2024

| Check Number | Vendor | Description | Account Number | Amount | Total |
|--------------|--------------------------|-------------------------------------|-----------------|--------------------|------------|
| 137310 | Sam's Club Direct | Fire School Supplies | 12-4204-699-000 | \$910.60 | |
| | | Bulk Bookstore Snacks | 16-9381-742-000 | \$134.48 | \$1,195.08 |
| 137313 | Sparklight | Cable Service | 11-6401-631-000 | \$207.19 | \$207.19 |
| 137314 | Touchtone Communications | Long Distance/Fax - Cherokee Center | 11-7103-631-000 | \$13.12 | \$13.12 |
| 137315 | Touchtone Communications | Long Distance and Fax Lines | 11-6501-631-000 | \$120.59 | \$120.59 |
| 137316 | Veritiv | Paper Fuel Surcharge | 11-6503-705-000 | \$8.19 | \$8.19 |
| 137317 | WoodRiver Energy LLC | Natural Gas Service | 11-7102-633-000 | \$1,199.89 | |
| | | Natural Gas Service - WTC | 12-4204-633-000 | \$433.32 | |
| | | Natural Gas Service - Student Union | 16-9482-633-000 | \$200.01 | \$1,833.22 |
| | | | | <u>\$15,211.88</u> | |

| | |
|---|--------------------|
| 11-General Fund | \$7,012.10 |
| 12-Postsecondary Technical Education Fund | \$6,441.89 |
| 16-Auxiliary Ent Fund | \$1,757.89 |
| 64-Deferred Maintenance | \$0.00 |
| 67-Capital Outlay | \$0.00 |
| | <u>\$15,211.88</u> |

Checks approved for release prior to Board action

Mark Watkins
President

Deanna Doherty
Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

4/18/2024

| Check Number | Vendor | Description | Account Number | Amount | Total |
|--------------|----------------------|--------------------------------------|-----------------|------------|------------|
| 137320 | A T and T | Phone Service | 11-6501-631-000 | \$147.17 | \$147.17 |
| 137321 | A T and T | Internet | 11-6401-631-000 | \$794.97 | |
| | | Internet | 11-6401-631-000 | \$1,041.89 | \$1,836.86 |
| 137323 | Tyler S Allen | Reimburse Mileage - Afton, OK | 11-5302-601-000 | \$83.08 | \$83.08 |
| 137324 | Amazon.com LLC | Mizuno Adult Slider Kneepad | 11-5507-701-000 | \$30.00 | |
| | | Rapink Patch Cables 3ft & 7ft | 11-6401-646-002 | \$123.60 | |
| | | MIAHART Adjustable Hose Clamp | 11-6401-646-002 | \$17.94 | |
| | | Security Camera Mount Bracket | 11-6401-646-002 | \$35.54 | |
| | | BrosTrend WiFi Bridge/UP Mount Bra | 11-6401-646-002 | \$183.18 | |
| | | Ubiquiti POE Adapters | 11-6401-646-002 | \$106.00 | |
| | | NanoStation Loco5AC Wireless Acces | 11-6401-646-002 | \$507.42 | |
| | | LiteAP AC MIMO Access Point | 11-6401-646-002 | \$240.98 | |
| | | JideTech Outdoor 4K Dome Camera | 11-6401-646-002 | \$299.98 | |
| | | Replacement Battery (2 pack) | 11-7102-649-000 | \$35.99 | |
| | | Simulation Supplies | 12-1208-700-001 | \$39.59 | |
| | | Class Supplies & Lapel Pins | 12-1211-700-000 | \$468.31 | |
| | | Fire School Supplies | 12-4204-699-000 | \$192.52 | |
| | | Price Gun with Labels | 16-9381-701-000 | \$22.99 | |
| | | Syrup & Dressing Dispensers | 16-9684-701-000 | \$98.30 | \$2,402.34 |
| 137327 | Haley Shae Beeman | Reimburse Mileage - Clinicals SP '24 | 12-1208-602-000 | \$222.98 | |
| | | Reimburse Meals - NEI Conference | 12-1246-630-000 | \$95.26 | |
| | | Reimburse Mileage - NEI Conference | 12-1246-630-000 | \$238.52 | \$556.76 |
| 137328 | Kathleen A Bennett | Reimburse Meals - NEI Conference | 12-1246-630-000 | \$48.82 | \$48.82 |
| 137329 | Delyna R Bohnenbiust | Reimburse Meals - NEI Conference | 12-1246-630-000 | \$79.93 | |
| | | Reimburse Mileage - NEI Conference | 12-1246-630-000 | \$238.52 | \$318.45 |

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/18/2024

| Check Number | Vendor | Description | Account Number | Amount | Total |
|--------------|----------------------|--|-----------------|----------|----------|
| 137330 | | Creative Paper of the Year - 1st Place | 11-4101-701-000 | \$100.00 | \$100.00 |
| 137332 | Kenneth Elliott | Reimburse Parking - KC Union Station | 11-6101-601-001 | \$92.00 | |
| | | Reimburse Meals - HLC Conf, Chicag | 11-6101-601-001 | \$21.15 | \$113.15 |
| 137333 | Megan Fugate | Reimburse Mileage - KASFAA Confer | 11-5201-601-000 | \$307.53 | |
| | | Reimburse Meals - KASFAA Confer | 11-5201-601-000 | \$126.94 | \$434.47 |
| 137334 | | Creative Paper of the Year - 3rd Place | 11-4101-701-000 | \$50.00 | \$50.00 |
| 137335 | Brandy Marie Habiger | Landscaping | 11-7102-550-000 | \$200.00 | \$200.00 |
| 137336 | Ross Harper | Reimburse Meals - HLC Conf, Chicag | 12-1205-601-000 | \$388.65 | |
| | | Reimburse Parking & Cabs - HLC Cor | 12-1205-601-000 | \$180.00 | |
| | | Reimburse Mileage - KC Airport, HLC | 12-1205-601-000 | \$243.88 | \$812.53 |
| 137337 | | Creative Paper of the Year - 2nd Place | 11-4101-701-000 | \$75.00 | \$75.00 |
| 137338 | Jason Hinson | Recruiting Trip Advance | 11-5508-603-000 | \$500.00 | \$500.00 |
| 137339 | Kansas Gas Service | Gas Service | 11-7102-633-000 | \$616.58 | |
| | | Gas Service - WTC | 12-4204-633-000 | \$215.28 | |
| | | Gas Service - Student Union | 16-9482-633-000 | \$147.05 | \$978.91 |
| 137340 | Melissa Kipp | Reimburse Supplies - Photo Paper | 12-1203-700-000 | \$104.00 | |
| | | Reimburse - Graphic Design Supplies | 12-1203-700-000 | \$548.08 | \$652.08 |
| 137341 | L C C Foundation | Retirement Donation - Lori Ford | 11-6504-692-001 | \$300.00 | \$300.00 |
| 137343 | | Research Paper of the Year - 3rd Place | 11-4101-701-000 | \$50.00 | \$50.00 |
| 137344 | Brandi McCall | Reimburse Mileage - KASFAA Confer | 11-5201-601-000 | \$153.43 | \$153.43 |
| 137345 | Tim Jon Miller | Reimburse - KAH Conference Registr | 11-4200-630-016 | \$65.00 | \$65.00 |
| 137346 | Ashley Moore | Reimburse Mileage - Clinicals (Feb/M. | 12-1210-602-000 | \$498.48 | \$498.48 |
| 137348 | Teri Pearce | Reimburse Mileage - KASFAA Conf | 11-6201-601-000 | \$321.60 | |
| | | Reimburse Meal - KASFAA Conf | 11-6201-601-000 | \$5.78 | \$327.38 |
| 137349 | | Research Paper of the Year - 2nd Place | 11-4101-701-000 | \$75.00 | \$75.00 |

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/18/2024

| Check Number | Vendor | Description | Account Number | Amount | Total |
|--------------|------------------------|---|-----------------|--------------------|------------|
| 137350 | | Research Paper of the Year - 1st Plac | 11-4101-701-000 | \$100.00 | \$100.00 |
| 137351 | Susan Stolte | Reimburse Mileage - HOSA Conferen | 12-1211-601-000 | \$265.32 | |
| | | Reimburse Mileage - Clinical Site Visit | 12-1211-602-000 | \$156.78 | \$422.10 |
| 137352 | The Villas at LCC, LLC | Housing | 11-0000-201-001 | \$2,550.00 | |
| | | Housing | 11-0000-201-001 | \$435.00 | \$2,985.00 |
| | | | | <u>\$14,286.01</u> | |
| | | 11-General Fund | | \$9,792.75 | |
| | | 12-Postsecondary Technical Education Fund | | \$4,224.92 | |
| | | 16-Auxillary Ent Fund | | \$268.34 | |
| | | 64-Deferred Maintenance | | \$0.00 | |
| | | 67-Capital Outlay | | \$0.00 | |
| | | | | <u>\$14,286.01</u> | |

Checks approved for release prior to Board action

Mark W. Watkins
President

Deanna D. Dolecki
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/25/2024

| Check Number | Vendor | Description | Account Number | Amount | Total |
|--------------|----------------|--------------------------------------|-----------------|------------|------------|
| 137353 | A T and T | Internet | 11-6401-631-000 | \$2,044.35 | \$2,044.35 |
| 137354 | Tyler S Allen | Reimburse Mileage - KACRAO at Buttl | 11-5302-601-000 | \$163.48 | \$163.48 |
| 137355 | Kim Beachner | Reimburse Meals - NEI Conference | 12-1246-630-000 | \$68.91 | |
| | | Reimburse Mileage - NEI Conference | 12-1246-630-000 | \$234.50 | \$303.41 |
| 137356 | April Bolinger | Reimburse Meals - HLC Conference | 11-5304-601-000 | \$121.20 | |
| | | Reimburse Mileage - KC Train Station | 11-5304-601-000 | \$209.04 | \$330.24 |
| 137357 | Jody Burzinski | Reimburse Mileage - Tulsa Airport | 11-6401-601-000 | \$131.32 | |
| | | Reimburse Meals - HLC Conference | 11-6401-601-000 | \$133.67 | |
| | | Reimburse Travel - HLC Conference | 11-6401-601-000 | \$134.01 | \$399.00 |
| 137358 | Capital One | CTE & Tech Day Supplies | 11-5302-711-000 | \$25.90 | |
| | | Gift Card - New Baby - Andersen/Cop | 11-6102-709-000 | \$40.98 | |
| | | IT Supplies | 11-6401-701-000 | \$105.68 | |
| | | Red Rubber & Cedar Mulch (50 bags) | 11-7102-649-000 | \$216.60 | |
| | | Cedar Mulch (40 bags) | 11-7102-649-000 | \$146.80 | |
| | | Fire School Supplies | 12-4204-699-000 | \$19.96 | |
| | | Fire School Gift Cards | 12-4204-699-000 | \$825.34 | |
| | | Fire School Supplies | 12-4204-699-000 | \$47.52 | |
| | | Fire School Supplies | 12-4204-699-000 | \$90.42 | |
| | | Food | 16-9684-743-000 | \$208.12 | |
| | | Food | 16-9684-743-000 | \$61.52 | |
| | | Food | 16-9684-743-000 | \$100.64 | |
| | | Food | 16-9684-743-000 | \$179.99 | |
| | | Food | 16-9684-743-000 | \$112.39 | |
| | | Food | 16-9684-743-000 | \$12.18 | |
| | | Food | 16-9684-743-000 | \$26.62 | |

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

4/25/2024

| Check Number | Vendor | Description | Account Number | Amount | Total |
|--------------|-------------------------|---|-----------------|-------------|-------------|
| 137358 | Capital One | Food | 16-9684-743-000 | \$48.84 | |
| | | Food | 16-9684-743-000 | \$118.63 | |
| | | Food | 16-9684-743-000 | \$118.46 | |
| | | Food | 16-9684-743-000 | \$47.58 | |
| | | Food | 16-9684-743-000 | \$35.14 | |
| | | Food | 16-9684-743-000 | \$262.42 | |
| | | Food | 16-9684-743-000 | \$41.98 | |
| | | Food | 16-9684-743-000 | \$92.93 | |
| | | Food | 16-9684-743-000 | \$152.90 | |
| | | Food | 16-9684-743-000 | \$98.97 | |
| | | Food | 16-9684-743-000 | \$124.63 | \$3,363.14 |
| 137359 | Commercial Bank | Loan 110221672 - Principal | 11-6201-761-000 | \$38,506.48 | |
| | | Loan 110221672 - Interest | 11-6201-762-000 | \$1,139.78 | \$39,646.26 |
| 137361 | Elan Financial Services | Fairfield Inn - T Miller/KAH Conf - Hay | 11-4200-630-016 | \$111.28 | |
| | | Courtyard - Harding/KRCS - Wichita | 11-4200-630-033 | \$261.40 | |
| | | Hilton Garden - Fugate & Nickell/KAS | 11-5201-601-000 | \$278.00 | |
| | | Hilton Garden- B McCall/KASF AA - Se | 11-5201-601-000 | \$139.00 | |
| | | Holiday Inn - T Allen/Recruit - Olathe | 11-5302-601-000 | \$109.76 | |
| | | Hilton Garden - T Pearce - KASF AA | 11-6201-601-000 | \$278.00 | |
| | | Walgreens - Comm College Month Be | 11-6301-661-000 | \$34.95 | |
| | | Awards - M Kipp Additional Certificate | 11-6301-709-000 | \$25.00 | |
| | | Renaissance - J Burzinski - HLC | 11-6401-601-000 | \$549.43 | |
| | | AblebitsBusiness - 2024 Suite for Exc | 11-6401-701-000 | \$75.38 | |
| | | Netgear - Insight Premium Credits | 11-6401-701-000 | \$249.75 | |
| | | Best Western - Evans/Kitterman - Lib | 11-6501-601-000 | \$302.10 | |

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/25/2024

| Check Number | Vendor | Description | Account Number | Amount | Total |
|--------------|-------------------------|---------------------------------------|-----------------|------------|-------|
| 137361 | Elan Financial Services | O'Reilly Auto - Battery for RV22 | 11-6502-720-000 | \$213.02 | |
| | | Facebook - 10 Day Multi-Position Ad | 11-6504-613-000 | \$37.11 | |
| | | Brown Industries - 2024 Service Pins | 11-6504-692-001 | \$264.25 | |
| | | Cyrus Hotel - L Forbes/KCCLI - Topek | 11-6505-601-000 | \$122.56 | |
| | | Clarion Inn - Forbes/KCCLI - Garden | 11-6505-601-000 | \$201.40 | |
| | | GFL Environmental - WTC Clean-Up | 11-7102-649-000 | \$44.25 | |
| | | Marriott - R Harper - KC Airport/HLC | 12-1205-601-000 | \$69.50 | |
| | | Aztec - 'A' Game Curriculum Guide | 12-1208-700-001 | \$438.74 | |
| | | VUE*NCsbn - Student NCsbn Exam | 12-1208-700-002 | \$3,800.00 | |
| | | KS.gov - Student Ksbn Applications (| 12-1208-700-002 | \$2,306.34 | |
| | | ProctorFree - Sono Proctored Exams | 12-1214-700-000 | \$616.00 | |
| | | ProctorFree - Sono Proctored Exams | 12-1214-700-000 | \$735.00 | |
| | | AARC - S Stolte - Forum Registration | 12-1246-630-000 | \$455.00 | |
| | | Anatomaage - T Kotzman - Conference | 12-1246-630-000 | \$495.00 | |
| | | Chateau On Lake - Nursing/NEI - Brai | 12-1246-630-000 | \$168.08 | |
| | | Chateau On Lake - Nursing/NEI - Brai | 12-1246-630-000 | \$948.48 | |
| | | Hilton Garden - Kotzman/KRCS - Wic | 12-1246-630-000 | \$281.00 | |
| | | Drury Inn - Rad KSRT Conv - Wichita | 12-1246-630-000 | \$118.72 | |
| | | Marriott - R Harper - KC Airport/HLC | 12-1246-630-000 | \$69.50 | |
| | | Hilton Garden - Stolte/KRCS - Wichita | 12-1246-630-000 | \$281.00 | |
| | | Chateau On Lake - Nursing/NEI - Brai | 12-1246-630-000 | \$316.16 | |
| | | Chateau On Lake - Nursing/NEI - Brai | 12-1246-630-000 | \$948.48 | |
| | | KS.gov - KDADS Fees | 12-4204-701-002 | \$20.50 | |
| | | KS.gov - KDADS Fees | 12-4204-701-002 | \$184.50 | |
| | | KS.gov - KDADS Fees | 12-4204-701-002 | \$164.00 | |

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

4/25/2024

| Check Number | Vendor | Description | Account Number | Amount | Total |
|--------------|---------------------------|---------------------------------------|-----------------|------------|-------------|
| 137361 | Elan Financial Services | KS.gov - KDADS Fees | 12-4204-701-002 | \$123.00 | |
| | | KS.gov - KDADS Fees | 12-4204-701-002 | \$205.00 | |
| | | KS.gov - KDADS Fees | 12-4204-701-002 | \$61.50 | |
| | | Ozarks - Bag in the Box Pop | 16-9684-743-000 | \$361.43 | |
| | | Ozarks Coca-Cola - Bag in the Box Pop | 16-9684-743-000 | \$126.81 | |
| | | Credit - Ozarks - Returned CO2 Tank | 16-9684-743-000 | (\$75.00) | |
| | | Ozarks - Bag in the Box Pop | 16-9684-743-000 | \$186.98 | \$16,702.36 |
| 137362 | Evergy Kansas Central INC | Electricity - 1230 Main | 11-7102-634-000 | \$248.14 | |
| | | Electricity - Vehicle Lot | 11-7102-634-000 | \$71.68 | |
| | | Electricity - Athletic Expansion | 11-7102-634-000 | \$3,158.74 | \$3,478.56 |
| 137363 | Lindi D Forbes | Reimburse Mileage - KCCLI, Garden | 11-6505-601-000 | \$497.81 | \$497.81 |
| 137364 | GFL Environmental | Trash Removal - Cherokee Center | 11-7103-649-000 | \$345.66 | \$345.66 |
| 137365 | Brandy Marie Habiger | Landscaping | 11-7102-550-000 | \$200.00 | |
| | | Spring Flowers and Hanging Baskets | 11-7102-649-000 | \$250.00 | \$450.00 |
| 137367 | Theresa M Hundley | Reimburse Meals - HLC Conference | 11-5303-601-000 | \$63.28 | |
| | | Reimburse Parking - KC Train Station | 11-5303-601-000 | \$92.00 | |
| | | Reimburse Mileage - KASFAA & HLC | 11-5303-601-000 | \$502.50 | \$657.78 |
| 137369 | Kansas Gas Service | Gas Service - 1230 Main | 11-7102-633-000 | \$130.45 | |
| | | Gas Service - 1306 Main | 11-7102-633-000 | \$110.69 | \$241.14 |
| 137370 | L C C Foundation | Bench Raffle Tickets Sold (Sept & No | 16-0881-475-000 | \$250.00 | \$250.00 |
| 137373 | Julie Page | Reimburse Meals - NEI Conference | 12-1246-630-000 | \$64.77 | \$64.77 |
| 137374 | Phillips 66 - Conoco - 76 | Gasoline | 11-6502-720-000 | \$1,411.20 | \$1,411.20 |
| 137375 | Ryan S. Phillips | Softball Travel - 4/30/2024 | 11-5509-601-000 | \$500.00 | \$500.00 |
| 137376 | Proforma | Imprinted Poms with Contour Handle | 11-6301-709-000 | \$249.75 | \$249.75 |
| 137380 | Aaron Mabe Smith | Reimburse Mileage - Clinical | 12-1208-602-000 | \$40.20 | |

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/25/2024

| Check Number | Vendor | Description | Account Number | Amount | Total |
|--------------|---|-------------------------------------|-----------------|--------------------|----------|
| 137380 | Aaron Mabe Smith | Reimburse Mileage - NEI Conference | 12-1246-630-000 | \$164.82 | |
| | | Reimburse Meals - NEI Conference | 12-1246-630-000 | \$64.97 | \$269.99 |
| 137381 | Cheryl Smith | Reimburse Meals - NEI Conference | 12-1246-630-000 | \$54.81 | \$54.81 |
| 137382 | Elizabeth A Stoneberger | Reimburse Mileage - Evaluations (3) | 11-4202-602-000 | \$118.72 | \$118.72 |
| | | | | <u>\$71,542.43</u> | |
| | 11-General Fund | | | \$54,366.55 | |
| | 12-Postsecondary Technical Education Fund | | | \$14,481.72 | |
| | 16-Auxiliary Ent Fund | | | \$2,694.16 | |
| | 64-Deferred Maintenance | | | \$0.00 | |
| | 67-Capital Outlay | | | \$0.00 | |
| | | | | <u>\$71,542.43</u> | |

Checks approved for release prior to Board action

Mark Watkins
President

Deanne Schoenly
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/30/2024

| Check Number | Vendor | Description | Account Number | Amount | Total |
|--------------|--------------------|-----------------------------------|-----------------|---------|-------|
| 137386 | Ace Hardware, Inc. | Sandpaper Sheets | 11-1101-700-000 | \$11.98 | |
| | | Groundskeeping Supplies | 11-7102-649-000 | \$99.99 | |
| | | Maintenance Supplies | 11-7102-649-000 | \$9.99 | |
| | | Maintenance Supplies | 11-7102-649-000 | \$17.98 | |
| | | Maintenance Supplies | 11-7102-649-000 | \$68.74 | |
| | | Maintenance Supplies | 11-7102-649-000 | \$64.95 | |
| | | Maintenance Supplies | 11-7102-649-000 | \$7.58 | |
| | | Maintenance Supplies | 11-7102-649-000 | \$21.98 | |
| | | Maintenance Supplies | 11-7102-649-000 | \$22.58 | |
| | | Maintenance Supplies | 11-7102-649-000 | \$17.17 | |
| | | Maintenance Supplies | 11-7102-649-000 | \$29.97 | |
| | | Maintenance Supplies | 11-7102-649-000 | \$89.98 | |
| | | Maintenance Supplies | 11-7102-649-000 | \$49.99 | |
| | | Groundskeeping Supplies | 11-7102-649-000 | \$29.96 | |
| | | Maintenance Supplies | 11-7102-649-000 | \$11.18 | |
| | | Maintenance Supplies | 11-7102-649-000 | \$46.88 | |
| | | Maintenance Supplies | 11-7102-649-000 | \$27.98 | |
| | | Maintenance Supplies | 11-7102-649-000 | \$21.99 | |
| | | Maintenance Supplies | 11-7102-649-000 | \$12.58 | |
| | | Maintenance Supplies | 11-7102-649-000 | \$2.99 | |
| | | Maintenance Supplies | 11-7102-649-000 | \$13.99 | |
| | | Maintenance Supplies | 11-7102-649-000 | \$67.43 | |
| | | Maintenance Supplies | 11-7102-649-000 | \$38.97 | |
| | | Replacement Key - Nursing Cabinet | 12-1208-700-000 | \$10.77 | |
| | | Paint | 12-1219-700-000 | \$77.98 | |

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/30/2024

| Check Number | Vendor | Description | Account Number | Amount | Total |
|--------------|------------------------------------|------------------------------------|-----------------|------------|------------|
| 137386 | Ace Hardware, Inc. | Spray Paint | 12-1219-700-000 | \$39.96 | |
| | | Spray Paint | 12-1219-700-000 | \$31.18 | |
| | | Spray Paint | 12-1219-700-000 | \$47.94 | |
| | | Fire School Supplies | 12-4204-699-000 | \$106.31 | |
| | | Fire School Supplies | 12-4204-699-000 | \$23.96 | |
| | | Fire School Supplies | 12-4204-699-000 | \$70.55 | |
| | | Fire School Supplies | 12-4204-699-000 | \$33.00 | \$1,228.48 |
| 137387 | Kim T Allison | High School Art Competition Judge | 11-1101-706-002 | \$150.00 | \$150.00 |
| 137388 | American Electric Company | LED Light Strips & Wiring Kits | 11-7102-649-000 | \$196.00 | \$196.00 |
| 137389 | Apple Inc. | Apple iPad Pro | 11-6301-701-000 | \$1,498.00 | \$1,498.00 |
| 137390 | Atlas Steel Products, Inc | Steel | 12-1219-700-001 | \$854.00 | \$854.00 |
| 137391 | Bleacher Gear | Plaques for Paper of Year Winners | 11-4101-701-000 | \$50.00 | \$50.00 |
| 137392 | | HS Art Competition Demonstration | 11-1101-706-002 | \$50.00 | \$50.00 |
| 137393 | Carolina Biological Supply Company | Freight | 11-1103-700-000 | \$246.60 | |
| | | Urine Examination Kits | 11-1103-700-000 | \$333.45 | |
| | | Preserved Rats, 7" | 11-1103-700-000 | \$596.00 | |
| | | Preserved Sheep Brains | 11-1103-700-000 | \$448.20 | |
| | | Preserved Sheep Hearts, Plain | 11-1103-700-000 | \$384.50 | |
| | | Formalin Preserved Sheep Kidneys | 11-1103-700-000 | \$198.00 | |
| | | Preserved Cow Eyes, Plain | 11-1103-700-000 | \$177.50 | \$2,384.25 |
| 137394 | CFC Security, Inc. | Sentinal One Cyber Software | 11-6401-646-003 | \$5,908.72 | \$5,908.72 |
| 137395 | Cintas Corporation No. 2 | Soap Dispenser & Sanitizer Refills | 11-7102-702-000 | \$121.84 | |
| | | Soap Dispenser & Sanitizer Refills | 11-7102-702-000 | \$121.84 | |
| | | Soap Dispenser & Sanitizer Refills | 11-7102-702-000 | \$121.84 | |
| | | Soap Dispenser & Sanitizer Refills | 11-7102-702-000 | \$121.84 | |

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/30/2024

| Check Number | Vendor | Description | Account Number | Amount | Total |
|--------------|----------------------------------|------------------------------------|-----------------|------------|------------|
| 137395 | Cintas Corporation No. 2 | Soap Dispenser & Sanitizer Refills | 11-7102-702-000 | \$121.84 | \$609.20 |
| 137396 | Continental Research Corporation | DND Herbicide (5 gallon/container) | 11-7102-649-000 | \$602.02 | \$602.02 |
| 137397 | Copy Products Inc | Copy Usage - Cherokee Center | 11-7103-701-000 | \$128.83 | \$128.83 |
| 137398 | Daves Communications Services | Fax Line and Fire Alarm Repair | 11-6501-631-000 | \$260.00 | \$260.00 |
| 137399 | Dell Marketing L P | Precision 3680 Tower | 11-6401-646-002 | \$2,370.00 | |
| | | Precision 3660 Tower | 11-6401-646-002 | \$5,160.00 | |
| | | Mobile Precision 7680 | 11-6401-646-002 | \$2,460.00 | \$9,990.00 |
| 137400 | Digital Connections Inc. | Lanier Copier Maintenance | 11-6503-648-000 | \$131.45 | \$131.45 |
| 137401 | Fastenal Company | Bolts and Washers | 12-1219-700-000 | \$41.00 | |
| | | Bolts and Washers | 12-1219-700-000 | \$15.89 | \$56.89 |
| 137402 | Graves Foods | Supplies | 16-9684-701-000 | \$302.01 | |
| | | Supplies | 16-9684-701-000 | \$361.53 | |
| | | Supplies | 16-9684-701-000 | \$68.31 | |
| | | Supplies | 16-9684-701-000 | \$496.11 | |
| | | Food | 16-9684-743-000 | \$1,263.45 | |
| | | Food | 16-9684-743-000 | \$835.03 | |
| | | Food | 16-9684-743-000 | \$159.80 | |
| | | Food | 16-9684-743-000 | \$741.71 | |
| | | Food | 16-9684-743-000 | \$681.71 | \$4,909.66 |
| 137403 | Fred Hammack | Porta Pot Rentals - Fire School | 12-4204-699-000 | \$500.00 | \$500.00 |
| 137404 | Hawkes Learning Systems | Precalculus Software & eBooks | 11-1124-700-001 | \$317.95 | \$317.95 |
| 137405 | Herff Jones Inc. | Cap & Gowns - Graduates | 11-5303-706-001 | \$5,066.60 | |
| | | Faculty Regalia | 11-5303-706-001 | \$1,306.75 | |
| | | Class of 2024 Nursing Pins | 12-1208-700-002 | \$912.75 | |
| | | Credit - Returned Nursing Pin | 12-1208-700-002 | (\$40.75) | \$7,245.35 |

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/30/2024 Account Number

| Check Number | Vendor | Description | Account Number | Amount | Total |
|--------------|--------------------------------------|--|-----------------|------------|------------|
| 137406 | Herring Bank | ID Cards, Printer Leases & ACH Items | 11-6401-701-000 | \$420.70 | \$420.70 |
| 137407 | Herrman Lumber | Materials - Ted Hill Office Remodel | 11-7102-649-000 | \$151.59 | |
| | | Materials - Ted Hill Office Remodel | 11-7102-649-000 | \$78.24 | |
| | | Fire School Supplies | 12-4204-699-000 | \$177.14 | |
| | | Fire School Supplies | 12-4204-699-000 | \$874.02 | \$1,280.99 |
| 137408 | | HS Art Competition Demonstration | 11-1101-706-002 | \$25.00 | \$25.00 |
| 137409 | Hillyard/Springfield | Toilet Paper (36 rolls/case) | 11-7102-702-000 | \$967.65 | |
| | | Paper Towels, 800 ft (6 rolls/case) | 11-7102-702-000 | \$829.20 | \$1,796.85 |
| 137410 | Holiday Inn Express & Suites Parsons | Fire School Instructors Hotel (1 night) | 12-4204-699-000 | \$577.80 | |
| | | Fire School Instructors Hotel (2 nights) | 12-4204-699-000 | \$2,542.32 | \$3,120.12 |
| 137411 | Chauncey Rion Huffman | High School Art Competition Judge | 11-1101-706-002 | \$150.00 | \$150.00 |
| 137412 | Jenzabar, Inc. | JFA Implementation & Training | 11-6401-646-001 | \$92.50 | |
| | | LMS Integration & Training | 11-6401-646-001 | \$180.00 | |
| | | Transact Integration | 11-6401-646-002 | \$4,188.00 | \$4,460.50 |
| 137413 | Jock's Nitch/Parsons | Shipping - Concurrent Items | 11-4209-701-000 | \$80.00 | |
| | | Concurrent - Notebook w/Phone Hold | 11-4209-701-000 | \$480.00 | |
| | | Concurrent - RFID Sleeves w/Logo | 11-4209-701-000 | \$215.00 | |
| | | Shipping - NJCAA Basketballs | 11-5503-701-000 | \$30.00 | |
| | | Women's BB - NJCAA Basketballs | 11-5503-701-000 | \$425.00 | |
| | | Shipping - Women's BB Gear | 11-5503-701-000 | \$133.00 | |
| | | Women's BB - Team Shorts | 11-5503-701-000 | \$361.25 | |
| | | Women's BB - Team Shoes | 11-5503-701-000 | \$1,274.00 | |
| | | Women's BB - Team Shirts (4 styles) | 11-5503-701-000 | \$1,764.00 | |
| | | Women's BB - Team Backpacks | 11-5503-701-000 | \$697.00 | |
| | | Women's BB - Team Practice Shorts | 11-5503-701-000 | \$210.00 | |

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/30/2024

| Check Number | Vendor | Description | Account Number | Amount | Total |
|--------------|-------------------------------|-----------------------------------|-----------------|------------|-------------|
| 137413 | Jock's Nitch/Parsons | Women's BB - Team Shorts | 11-5503-701-000 | \$288.00 | |
| | | Women's BB - Team Hoodies/Pants | 11-5503-701-000 | \$1,566.00 | |
| | | Men's BB - Coaches Gear | 11-5508-701-000 | \$195.00 | |
| | | Men's BB - Team Gear | 11-5508-701-000 | \$467.18 | |
| | | Shipping - Men's BB Shoes | 11-5508-701-000 | \$45.00 | |
| | | Men's BB - Team Shoes | 11-5508-701-000 | \$1,365.00 | |
| | | Shipping - Men's BB Travel Gear | 11-5508-701-000 | \$47.00 | |
| | | Men's BB - Travel Pants | 11-5508-701-000 | \$756.00 | |
| | | Men's BB - Travel Jackets | 11-5508-701-000 | \$954.00 | |
| | | Men's BB - Travel Hoodies | 11-5508-701-000 | \$864.00 | |
| | | Men's BB - Team Hoodies | 11-5508-701-000 | \$561.00 | |
| | | Shipping - Men's BB Shoes | 11-5508-701-000 | \$39.00 | |
| | | Men's BB - Team Shoes | 11-5508-701-000 | \$1,014.00 | \$13,830.43 |
| 137414 | Joplin Supply Company, Inc. | Maintenance Supplies | 11-7102-649-000 | \$312.00 | \$312.00 |
| 137415 | K L K C | March Advertising | 11-6301-613-000 | \$400.00 | |
| | | Cardinal Corner - March | 11-6301-613-000 | \$75.00 | \$475.00 |
| 137416 | Kansas Outdoor Advertising | April Billboard Rentals | 11-6301-613-000 | \$725.00 | |
| | | April Digital Billboard | 11-6301-613-000 | \$300.00 | \$1,025.00 |
| 137417 | Kansas State Board of Nursing | KSBN Annual Reapproval Fee | 12-1208-670-000 | \$400.00 | \$400.00 |
| 137418 | Kitchen Pass, Inc. | Cardinal Citee Committee Lunch | 11-6505-701-000 | \$124.26 | |
| | | Allied Heath Advisory Board Lunch | 12-4204-709-000 | \$118.78 | \$243.04 |
| 137419 | KMI Metals | HR Steel Ladder | 11-7102-649-000 | \$131.40 | |
| | | 14 GA Sheet Metal | 12-1219-700-000 | \$1,069.50 | \$1,200.90 |
| 137420 | Labette Avenue | Foundation Auction Ad | 11-6301-613-000 | \$50.00 | |
| | | Spring Green Ad - Auction | 11-6301-613-000 | \$100.00 | |

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

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| Check Number | Vendor | Description | Account Number | Amount | Total |
|--------------|-------------------------------|--------------------------------------|-----------------|------------|------------|
| 137420 | Labette Avenue | 100 Year Exhibit, Hendershot Gallery | 11-6301-613-000 | \$160.00 | \$310.00 |
| 137421 | Laser Creations | Distinguished Faculty Award Plaque | 11-6504-692-002 | \$57.99 | \$57.99 |
| 137422 | Laser Designs/PSHTC | Summa Cumme Laude Awards | 11-5303-706-001 | \$405.00 | |
| | | Name Badge - A Kapales | 11-5504-701-000 | \$5.00 | |
| | | Name Badges - Nursing Faculty (4) | 12-1208-700-000 | \$40.00 | |
| | | Senior Nursing Student Keychains | 12-1208-700-000 | \$80.00 | \$530.00 |
| 137423 | Leading Edge Laminating | Lamination Supplies | 11-6503-701-000 | \$132.24 | \$132.24 |
| 137424 | Legal Eagle Eye Newsletter | Subscription Renewal - Nursing | 12-1208-670-000 | \$120.00 | \$120.00 |
| 137425 | Marmic Fire and Safety Co Inc | Annual Inspections - Cherokee Cente | 11-7102-649-000 | \$228.86 | \$228.86 |
| 137426 | McCarty's Office Machines Inc | Canon Maintenance Contract | 11-6503-648-000 | \$646.77 | |
| | | Supplies | 11-6503-701-000 | \$473.35 | |
| | | Supplies | 11-6503-701-000 | \$239.28 | |
| | | Supplies | 11-6503-701-000 | \$113.68 | |
| | | Supplies | 11-6503-701-000 | \$81.75 | |
| | | Supplies | 11-6503-701-000 | \$264.84 | |
| | | Lorell Mesh Back Office Chair | 11-7102-649-000 | \$379.00 | |
| | | Lorell Mesh Back Task Chair | 11-7102-649-000 | \$499.00 | |
| | | HON Pedestal Desk, Charcoal Finish | 11-7102-649-000 | \$1,615.00 | |
| | | Copier Contract - WTC | 12-1219-700-000 | \$273.17 | |
| | | Copy Usage - WTC | 12-1219-700-000 | \$1.15 | |
| | | Thermal Paper Rolls (50/box) | 16-9684-701-000 | \$130.62 | \$4,717.61 |
| 137427 | McGraw-Hill Companies | ALEKS 360 Access Codes | 11-1124-700-001 | \$6,424.20 | \$6,424.20 |
| 137428 | Midwest Tape, LLC | Hoopla Digital Charges - March 2024 | 11-4101-710-000 | \$157.88 | \$157.88 |
| 137429 | Mound Valley Grade School | 1/2 Page Ad - Yearbook | 11-6301-704-000 | \$50.00 | \$50.00 |
| 137430 | James Oliver | High School Art Competition Judge | 11-1101-706-002 | \$150.00 | \$150.00 |

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

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| Check Number | Vendor | Description | Account Number | Amount | Total |
|--------------|--------------------------------------|--|-----------------|------------|------------|
| 137431 | P1 Service, LLC | Main Building, 3rd Floor - Materials | 11-7102-649-000 | \$916.52 | |
| | | Main Building, 3rd Floor - Labor | 11-7102-649-000 | \$260.00 | |
| | | Zetmeir Maintenance - Materials | 11-7102-649-000 | \$547.60 | |
| | | Zetmeir Maintenance - Labor | 11-7102-649-000 | \$520.00 | |
| | | Maintenance Agreement | 11-7103-649-000 | \$750.00 | |
| | | Maintenance Agreement | 11-7202-648-000 | \$6,071.00 | \$9,065.12 |
| 137432 | Parsons Sun | 100 Year Exhibit, Hendershot Gallery | 11-6301-613-000 | \$120.00 | |
| | | 100 Year Exhibit, Hendershot Gallery | 11-6301-613-000 | \$120.00 | |
| | | Nursing Instructor Ad | 11-6504-613-000 | \$48.00 | \$288.00 |
| 137433 | Pocket Nurse Enterprises, Inc. | Urinary System | 12-1248-850-000 | \$178.99 | |
| | | ADC Blood Pressure Cuff | 12-1248-850-000 | \$152.97 | |
| | | Stethoscopes | 12-1248-850-000 | \$167.96 | |
| | | ADC Blood Pressure Cuff | 12-1248-850-000 | \$57.99 | |
| | | Shipping | 12-1248-850-000 | \$64.99 | \$622.90 |
| 137434 | Proforma | Setup Charge & Freight | 11-5302-711-000 | \$55.00 | |
| | | Admissions Table Cover - 6" Stretch | 11-5302-711-000 | \$157.99 | |
| | | Admissions Table Covers - 8" Stretch | 11-5302-711-000 | \$329.98 | \$542.97 |
| 137435 | QueenB Television of Kansas/Missouri | Mar Digital Advertising - KOAM | 11-6301-613-000 | \$1,900.00 | \$1,900.00 |
| 137436 | | HS Art Competition Demonstration | 11-1101-706-002 | \$25.00 | \$25.00 |
| 137437 | Roy's Auto Service, LLC | Vehicle Maintenance - RV25 | 11-6502-720-000 | \$694.61 | |
| | | Vehicle Maintenance - MV40 | 11-6502-720-000 | \$60.25 | \$754.86 |
| 137438 | Styers Equipment Company | IntoPrint Service and Power Unit | 11-6503-648-000 | \$1,080.60 | \$1,080.60 |
| 137439 | T H Rogers Lumber Company | Fire School Supplies | 12-4204-699-000 | \$296.81 | \$296.81 |
| 137440 | The Home Store | Baseboard & Adhesive - Ted Hill Office | 11-7102-649-000 | \$88.07 | \$88.07 |
| 137441 | The Sherwin Williams Co | Paint Supplies - Office Remodel | 11-7102-649-000 | \$67.17 | |

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

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| Check Number | Vendor | Description | Account Number | Amount | Total |
|--------------|-------------------------------------|------------------------------------|-----------------|-------------|-------------|
| 137441 | The Sherwin Williams Co | Supplies - Gallon Cans for Auction | 11-7102-649-000 | \$141.93 | |
| | | Returned - Gallon Cans for Auction | 11-7102-649-000 | (\$141.93) | \$67.17 |
| 137442 | Thompson Bros. Supplies, INC | Apache CNC Plasma and Supplies | 12-1205-701-001 | \$31,668.70 | |
| | | Apache CNC Plasma Table Supplies | 12-1205-701-001 | \$1,253.00 | |
| | | Cylinder Refills (12 count) | 12-1219-700-000 | \$917.40 | |
| | | Welding Tips and Parts | 12-1219-700-000 | \$88.60 | |
| | | Miller Multimatic Welder and Saws | 12-1219-700-000 | \$5,604.00 | |
| | | Cylinder Rentals | 12-1219-700-002 | \$241.78 | |
| | | Welding Supplies | 12-1219-700-004 | \$1,996.90 | |
| | | Welding Wire | 12-1219-700-004 | \$61.50 | \$41,831.88 |
| 137443 | Triple S Pumping/Jeffrey Spielbusch | Grease Trap Service | 11-7202-648-000 | \$410.00 | \$410.00 |
| 137444 | Uline, Inc. | Lateral File Rail Kits | 11-6503-701-000 | \$70.78 | \$70.78 |
| 137445 | UniFirst Corporation | Mats, Mops, Cloths | 11-7103-649-000 | \$60.51 | |
| | | Mats, Mops, Cloths | 11-7103-649-000 | \$60.51 | |
| | | Mats, Mops, Cloths | 11-7103-649-000 | \$60.51 | |
| | | Mats, Mops, Cloths | 11-7103-649-000 | \$60.51 | |
| | | Aprons, Mats, Mops, Cloths | 11-7202-648-000 | \$149.06 | |
| | | Aprons, Mats, Mops, Cloths | 11-7202-648-000 | \$149.06 | |
| | | Aprons, Mats, Mops, Cloths | 11-7202-648-000 | \$149.06 | |
| | | Aprons, Mats, Mops, Cloths | 11-7202-648-000 | \$149.06 | |
| | | Aprons, Mats, Mops, Cloths | 11-7202-648-000 | \$149.06 | |
| | | Aprons, Mats, Mops, Cloths | 11-7202-648-000 | \$149.06 | |
| | | Aprons, Mats, Mops, Cloths | 16-9482-701-000 | \$50.00 | |
| | | Aprons, Mats, Mops, Cloths | 16-9482-701-000 | \$50.00 | |
| | | Aprons, Mats, Mops, Cloths | 16-9482-701-000 | \$50.00 | |
| | | Aprons, Mats, Mops, Cloths | 16-9482-701-000 | \$50.00 | |

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

| Check Number | Vendor | Description | 4/30/2024 | | Total |
|--------------|---|----------------------------------|-----------------|---------------------|------------|
| | | | Account Number | Amount | |
| 137445 | UniFirst Corporation | Aprons, Mats, Mops, Cloths | 16-9482-701-000 | \$50.00 | \$1,237.34 |
| 137446 | Uplink, LLC | Monthly Monitoring Fee | 11-7102-649-000 | \$45.00 | \$45.00 |
| 137447 | Vance Lawn Care, Inc | Groundskeeping - Cherokee Center | 11-7103-649-000 | \$230.00 | \$230.00 |
| 137448 | Mark Watkins | Reimburse Meals - HLC Conference | 11-6101-709-000 | \$228.32 | |
| | | Vehicle Expense | 11-6501-590-001 | \$900.00 | \$1,128.32 |
| 137449 | Gail E Welden | Nursing Graduate Pictures | 12-1208-700-002 | \$140.00 | \$140.00 |
| | | | | <u>\$138,514.93</u> | |
| | 11-General Fund | | | \$81,334.64 | |
| | 12-Postsecondary Technical Education Fund | | | \$51,890.01 | |
| | 16-Auxillary Ent Fund | | | \$5,290.28 | |
| | 64-Deferred Maintenance | | | \$0.00 | |
| | 67-Capital Outlay | | | \$0.00 | |
| | | | | <u>\$138,514.93</u> | |