

Labette Community College
Board of Trustees Meeting Agenda
Thursday, June 13, 2024
Board Meeting 5:30 p.m.
Cardinal Event Center

- I. Adoption of Agenda.....Exhibit 1
- II. Approval of May 16, 2024, Regular Meeting MinutesExhibit 2
- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. SGA Report
 - C. Administrative Reports
 - i. Comparison of Expenditure to Budget
 - ii. Budget Assumptions
 - iii. Insurance Renewal
 - iv. Facilities Report
 - D. President's Report
 - i. Regina Decker, Case Manager
- IV. New Business (Action, Report, or Discussion)
 - A. City of Oswego Interlocal Agreement/Neighborhood RevitalizationExhibit 3
 - B. Department ReviewExhibit 4
 - C. Professional Staff Employment Letter.....Exhibit 5
 - D. Approval of Bills.....Exhibit 6
- V. 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.
- VI. Next Regular Board Meeting: Thursday, July 11, 2024, 5:30 p.m., Cardinal Event Center
- VII. Adjournment

**LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
May 16, 2024**

The Board of Trustees met at 5:30 p.m. on Thursday, May 16, 2024, at the Cardinal Event Center.

Members Present

Greg Chalker
Becky Dantic
Carl Hoskins
Rod Landrum
Montie Taylor
David Winchell

Others Present

Dr. Mark Watkins	Dr. Jason Sharp	Leanna Doherty	Kelly Kirkpatrick
Theresa Hundley	Ross Harper	Haley Walker	Lindi Forbes
Randee Baty			

Haley Walker recorded the minutes

Adoption of Agenda (ACTION ITEM)

Chair Dantic asked for changes or additions to the meeting agenda. There were none. Trustee Landrum moved to approve the meeting agenda as presented. Trustee Chalker 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 April 11, 2024, regular meeting minutes. There were none. Trustee Landrum moved to approve the minutes as presented. Trustee Hoskins seconded the motion and the motion carried 6-0.

Reports and/or Board Discussion

Faculty Senate Report: None

Student Government Report: None

Administrative Report:

Vice President Doherty reviewed a list of CD bids.

Vice President Doherty reported that the recent audit from Jared, Gilmore & Phillips, with whom LCC has been since 2012-2013, was 7% more than last year. Trustee Taylor recommended doing a bid out for audit services. Trustee Hoskins made a motion to keep services with Jared, Gilmore & Phillips. Chair Dantic seconded the motion and the motion carried 4-2.

Comparison of Expenditures to Budget: The April financial report was placed on the tables. At the end of March, we were 83% through the year. The general fund was 66% expended and the technical education/vocational fund was 68% expended. Vice-President Doherty invited questions from the Trustees.

Facility Report: None.

President's Report: Dr. Watkins thanked the Board for their attendance at the recent commencement ceremony. He reported it was a great event with over 900 in attendance. Trustee Chalker remarked what a good service LCC provides.

Dr. Watkins reminded the Trustees of the Board Work Session with the Arnold Group scheduled for May 22 at 12:00 p.m., in the Ted Hill Building.

Old Business (ACTION, INFORMATION, OR DISCUSSION ITEMS)

Policy Approval

Trustee Taylor moved to approve Policy 2.18 Animals on Campus. Trustee Landrum seconded the motion and the motion carried 6-0.

New Business (ACTION, INFORMATION, OR DISCUSSION ITEMS)

Professional Staff Employment Letter

Trustee Hoskins moved to approve 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. Trustee Chalker seconded the motion and the motion carried 6-0.

Faculty Contracts

Trustee Landrum moved to approve 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; Marisha Collins, Nursing Instructor, at a salary of \$44,130/year, starting 9/3/24; and, Rebeka Crawford, Exercise Science Instructor, at a salary of \$45,150/year, starting 8/12/24. Trustee Chalker seconded the motion and the motion carried 6-0.

Program Reviews

Dr. Sharp presented the following Program Reviews: Art, Criminal Justice, Electronics, and General Studies. Trustee Taylor moved to accept the Art, Criminal Justice, Electronics, and General Studies Program Reviews. Trustee Landrum seconded the motion and the motion carried 6-0.

Approval of Bills

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

Executive Session

Trustee Landrum moved to go into executive session at 6:18 p.m. for 5 minutes for matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency to protect the institution's right to the confidentiality of its negotiating position and the public interest. Trustee Chalker 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.

At 6:23 p.m. Trustee Landrum moved to extend the executive session for 5 minutes. Trustee Chalker seconded the motion and the motion carried 6-0.

The Board returned to open meeting at 6:28 p.m.

Public Comment

Lindi Forbes extended thanks to the Board of Trustees for their participation in the Distinguished Alumni Luncheon and the Citee Award Reception and invited the Trustees to take a photo together.

Trustee Taylor reported the 175-year celebration for Ducommon had 200 employees at their event. He said Ducommon is the oldest public trade company. He believes they may be good to contact as a partner in the future.

Trustee Landrum thanked everyone for the execution of graduation and Trustee Winchell said he was impressed with the employees helping with graduation set-up.

Next Board Meeting

Chair Dantic reminded everyone of the next regular meeting of the Board of Trustees scheduled for June 13, 2024, at 5:30 p.m. in the Cardinal Event Center.

Adjournment

Chair Dantic moved to adjourn the meeting at 6:31 p.m. Trustee Winchell seconded the motion and the motion carried 6-0.

Haley Walker, Acting Clerk of the Board

Agenda Item #: IV.A.
Date: June 13, 2024

SUBJECT

Resolution to Adopt the Neighborhood Revitalization Act for the City of Oswego.

REASON FOR CONSIDERATION BY THE BOARD

Statutes require Board of Trustees approval for inter-agency agreements.

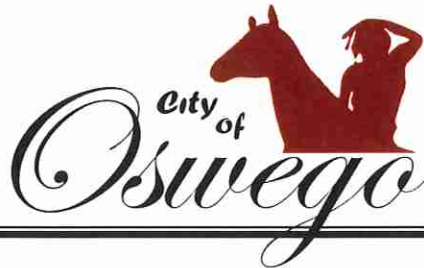
BACKGROUND

The Attorney General requested to have a resolution passed by each signing organization on the interlocal agreement.

PRESIDENT'S RECOMMENDATION

The President recommends that the Board of Trustees approve the resolution for the Neighborhood Revitalization Plan in Oswego.

703 Fifth Street
PO Box 210
Oswego, KS 67356



Phone (620) 795-4433
Fax (620) 795-4873
Email: cityinfo@oswegoks.com
Website: oswegokansas.com

May 15, 2024

LCC President Watkins
LCC Board of Trustees
Labette Community College
200 S 14th St.
Parsons, KS 67357

College President and Board of Trustees:

The Oswego City Council approved the enclosed Neighborhood Revitalization Plan with the same rebate percentage at 100% for all rebate categories – 10 years for Commercial, Industrial and Historical and 5 years for Residential.

The Public Hearing is set for Monday, July 8, 2024 at 6:30 pm.

Following the hearing, the city will adopt a resolution to enter into an Interlocal Agreement with all taxing entities that include Oswego and an ordinance to adopt the revised plan.

In hopes that Labette Community College determines to continue participation in the NRP, I have enclosed the Interlocal Agreement between the City of Oswego and LCC that supports the renewal of the Neighborhood Revitalization Plan. A Resolution is also enclosed for the Board to pass. Upon consideration and approval of the agreement and Resolution, we would ask that you return the original signed documents to our office. The agreement will be submitted to the Attorney General's office for final approval and signature. Upon receipt of the approved agreement we will provide a copy for your files. If you would like me to attend a meeting, please let me know. The office number is 620-795-4433 or my email address is jhine@oswegoks.com.

We would like to express our appreciation to the Board for partnering with us for over twenty (20) years since our first Neighborhood Revitalization Plan was adopted. We are very pleased with the success of the program!

Sincerely,

Jennifer Hine, CMC
City Clerk

Enclosures

NEIGHBORHOOD

REVITALIZATION

PLAN



OF THE

CITY OF OSWEGO

TABLE OF CONTENTS

ARTICLE A. PURPOSE AND FACTUAL FINDINGS		
A-1. GENERAL.....	2	
A-2. COUNCIL ACTION.....	2	
A-3. DESCRIPTION.....	2	
ARTICLE B. PROPERTY		
B-1. VALUATION.....	2	
B-2. OWNERS.	2	
B-3. EXISTING ZONING CLASSIFICATIONS AND BOUNDARIES.....	2	
ARTICLE C. CAPITAL IMPROVEMENTS PLANNED FOR THE AREA		
C-1. NEIGHBORHOOD REVITALIZATION FUNDS.....	3	
C-2. CURRENT IMPROVEMENT PROJECTS.....	3	
ARTICLE D. PROPERTY AND ACTIVITIES ELIGIBLE FOR A TAX REBATE		
D-1. RESIDENTIAL AND AGRICULTURAL PROPERTY.....	3	
D-2. COMMERCIAL AND INDUSTRIAL PROPERTY.....	3	
D-3. HISTORICAL.....	3	
ARTICLE E. CRITERIA FOR DETERMINATION OF ELIGIBILITY AND FOR REVIEW AND APPROVAL		
E-1. ELIGIBILITY CRITERIA.....	4	
E-2. REVIEW AND APPROVAL.....	4	
ARTICLE F. APPLICATIONS		
F-1. GENERAL.....	5	
F-2. PRE-CONSTRUCTION.....	5	
F-3. FUTURE YEARS.....	6	
ARTICLE G. TAX REBATE		
G-1. PROGRAM PERIOD.....	6	
G-2. REBATE PERIOD.....	6	
G-3. REBATE PERCENTAGE.....	6	
APPENDIX A. NEIGHBORHOOD REVITALIZATION AREA.....		A
APPENDIX B. FREQUENTLY ASKED QUESTIONS		C
APPENDIX C. NEIGHBORHOOD REVITALIZATION APPLICATION		D

ARTICLE A. PURPOSE AND FACTUAL FINDINGS

- A-1. GENERAL.** Through this plan the City Council intends to promote the revitalization and development of the neighborhoods within the City of Oswego by stimulating new construction and rehabilitation or redevelopment of the area in order to protect the public health, safety, or welfare of the residents of the City. More particularly, the City will use the tax rebate incentive for improvements within the boundaries of the revitalization area.
- A-2. COUNCIL ACTION.** Following the provisions of K.S.A. 12-17,114 *et seq.*, the City Council held a public hearing July 8, 2024 and considered the existing conditions and alternatives with respect to the designated area, the criteria and standards for a tax rebate, and the necessity for interlocal cooperation with the other taxing units.
- A-3. MAP.** A map showing the boundaries for the Neighborhood Revitalization Areas is attached (see Appendix A).

ARTICLE B. PROPERTY

- B-1. VALUATION.** The currently assessed valuation of the real estate (land and buildings) within the City of Oswego is as follows:

Item	Value
Land	\$755,388
Buildings	\$6,517,532

Total	\$7,272,920

For up to date figures, individuals may verify their information on the address of concern with the Labette County Appraiser's Office, 501 Merchant St., Oswego

- B-2. OWNERS.** A copy of the owners of record within the area designated is on file with the City Clerk's Office at 703 Fifth Street, Oswego, KS as required by State Statute. Individuals may verify the owner of record for each parcel of land, along with his/her mailing address, at the Labette County Appraiser's Office, 501 Merchant St., Oswego
- B-3. EXISTING ZONING CLASSIFICATIONS AND BOUNDARIES.** The City of Oswego is currently zoned. Individuals may review the current Zoning Ordinance at City Hall, 703 5th St., Oswego, between the hours of 7:30 a.m. to 5:00 p.m., Monday through Thursday or 7:30 a.m. to 12:30 p.m., Friday.

ARTICLE C. CAPITAL IMPROVEMENTS PLANNED FOR THE AREA

- C-1. NEIGHBORHOOD REVITALIZATION FUNDS.** The City will use program funds to assist with revitalization, rehabilitation, conservation, or redevelopment.
- C-2. CURRENT IMPROVEMENT PROJECTS.** Improvement projects at the swimming pool. The city continues to use the one cent city sales tax for overlay and resurfacing of city streets and for parks and recreation improvement projects. The city has another half-cent city sales tax which has been utilized for public safety.

ARTICLE D. PROPERTY AND ACTIVITIES ELIGIBLE FOR A TAX REBATE

- D-1. RESIDENTIAL AND AGRICULTURAL PROPERTY.** Eligible residential and agricultural property may be anywhere in an appropriately zoned area of the Neighborhood Revitalization Area. There must be a minimum investment of \$5,000 for residential property to receive tax rebates. This cost must be documented with receipts submitted to the city within 30 days of completion of the improvements.
- a. The following activities occurring to residential property are eligible for the tax rebate:
 - 1) Rehabilitation, alterations, and additions to any existing residential structure. Construction of a new free standing garage will be considered an addition.
 - 2) Construction of new residential structures.
 - b. The following activities occurring to residential property are **not** eligible for the tax rebate:
 - 1) Improvements to existing, or construction of new, residential accessory structures: such as gazebos, portable storage buildings, swimming pools, etc.
- D-2. COMMERCIAL AND INDUSTRIAL PROPERTY.** Eligible commercial or industrial property may be anywhere in an appropriately zoned area of the Neighborhood Revitalization Area. There must be a minimum investment of \$10,000 for commercial and/or industrial property to receive the tax rebate. These costs must be documented with receipts submitted to the city within 30 days of completion of the improvements.
- a. The following activities occurring to commercial or industrial property are eligible for the tax rebate:
 - 1) Rehabilitation, alterations, and additions to any existing commercial or industrial structure used for retail, office, manufacturing, warehousing, institutional, or other commercial or industrial purpose.
 - 2) Construction of new commercial or industrial structures, used for retail, office, manufacturing, warehousing, institutional, or other commercial or industrial purpose.
 - b. Improvements to existing or construction of new structures used for public utility or railroad purposes are not eligible.

- D-3. HISTORICAL.** Historical property may be residential, commercial, industrial, or agricultural. The property must be on the National and/or Kansas Historical Register.

ARTICLE E. CRITERIA FOR DETERMINATION OF ELIGIBILITY AND FOR REVIEW AND APPROVAL

- E-1. ELIGIBILITY CRITERIA.** The City of Oswego will use the following criteria to determine eligibility for the tax rebate:
- a. The applicant must have commenced one eligible activity as stipulated in Article D on or after October 1, 2024, the effective date of this tax rebate program.
 - b. The applicant must submit receipts for building improvements to verify the required expense of a minimum of \$5,000 for Residential property and a minimum of \$10,000 for Commercial property.
 - c. The applicant must fill out and submit a building permit application.
 - d. The applicant must file for the rebate within ninety (90) days of the issuance of a building permit.
 - e. At completion of the project, the applicant will provide the city with all of the construction receipts to determine program compliance.
 - f. All properties eligible for tax incentives under any adopted Neighborhood Revitalization Plan and any existing tax abatement program, may submit only one application per project and can have only one NRP at a time on the same property.

E-2. REVIEW AND APPROVAL.

- a. Review. As well as comparing applications with the criteria stated in paragraph E-1, City staff will:
 - 1) Determine whether the property of concern conforms with all applicable City codes and regulations (i.e., building permit and zoning ordinance) in effect at the time of application. If the property is not in conformance, the City will deny the rebate. The applicant must ensure the property remains in conformance for the duration of the rebate period, or the City may cancel the rebate.
 - 2) With the County, determine whether the property owner is delinquent on any tax payment or special assessment, including special benefit district assessments. The application is denied if it involves property with delinquent taxes.
- b. Approval.
 - 1) The City Administrator, City Clerk or his/her designee, has the authority and discretion to approve or reject applications based on the eligibility and review standards contained herein. If an applicant disapproves of the Administrator's or City Clerk's decision, he/she may submit a written appeal to the City Council for final determination.
 - 2) The City Clerk or his/her designee will verify the amount spent on improvements to the property by the receipts that are submitted. Without this proof, the application will be denied.

3) County will apply the fixed rebate percentage to any change in assessed value during subsequent years and rebate the appropriate amount to the property owner.

4) If an applicant has not completed the improvement by 1 January of the year following the application's submission, then the applicant will not receive a rebate that year. If by the next 1 January the applicant still has not completed the project, then the City will consider the application as withdrawn.

5) If an applicant moves an existing building to a new site, the County, before making any rebate, will deduct the building's prior value from the real estate's new value.

ARTICLE F. APPLICATIONS

F-1. GENERAL. Interested parties should review Appendix B for FAQ's and Appendix C for a complete application.

F-2. PRE-CONSTRUCTION.

- a. The applicant will obtain an application (Appendix C) for tax rebate from City Hall, 703 5th St., Oswego, when obtaining a building permit application.
- b. To complete Part I of the application, the applicant will provide the following information:
 - 1) Owner's name, phone number, and mailing address.
 - 2) Physical address of property.
 - 3) Parcel I.D. number.
 - 4) Legal description of property.
 - 5) Property type - residential, commercial, industrial, or historical. If historical, then provide proof of historical register listing.
 - 6) Current and proposed property use.
 - 7) Dates of commencement and completion of construction.
 - 9) List of buildings proposed for demolition (if applicable).
 - 10) Improvement(s) - list, total cost (actual or estimated with documentation).
 - 11) Possession of a building permit.
 - 12) School district number.
- c. The applicant must submit a \$25.00 non-refundable fee with the application.

F-3. FUTURE YEARS.

- a. Upon the applicant paying the real estate tax for the subject property for the initial and each succeeding tax year extending through the specified rebate period, and within thirty (30) days following the date of tax distribution by Labette County to other tax units, a tax rebate in the amount of the tax increment: (less an administrative fee as specified) shall be made to the owner. The tax rebate shall be made by the County Treasurer's Office of Labette County through the Neighborhood Revitalization Fund established in conjunction with the participating tax jurisdictions.
- b. If the property owner/applicant allows any tax or assessment to become past due or delinquent during the term of participation in the program, the owner/applicant will be disqualified and any current or future rebates will be denied.

ARTICLE G. TAX REBATE

- G-1. PROGRAM PERIOD.** The Neighborhood Revitalization program extends from October 1, 2024 to October 1, 2029. The City reminds applicants that this period pertains to the time in which individuals have to **apply**.
- G-2. REBATE PERIOD.** The rebate period pertains to the length of time each **approved** application lasts.
- G-3. REBATE PERCENTAGE.** The rebate percentage applies to the incremental increase in taxes associated with the revitalization project, less the administrative fee of 5% being retained by the County. The exact rebate amount may change with any changes to the mill levy. This Plan does not affect the current appraisal value.

RESIDENTIAL AND AGRICULTURAL

NEW CONSTRUCTION OR REHABILITATION

Year	Percentage
1-5	100%

COMMERCIAL, INDUSTRIAL AND/OR HISTORICAL

New Construction or Rehabilitation

Year	Percentage
1-10	100%

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT (hereinafter referred to as “Agreement”) entered into this _____ day of _____, 2024, by and between the City of Oswego, a duly organized municipal corporation (hereinafter referred to as “City”) and Labette Community College (hereinafter referred to as “College”).

WHEREAS, K.S.A. 12-2904 allows public agencies to enter interlocal agreements to jointly perform certain functions including economic development; and

WHEREAS, K.S.A. 12-17,114 *et seq.* provides a program for neighborhood revitalization and further allows for interlocal agreements between municipalities to further neighborhood revitalization; and

WHEREAS, it is the desire and intent of the parties hereto to provide the maximum economic development incentive as provided for in K.S.A. 12-17,119 by acting jointly.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Each party adopts the Neighborhood Revitalization Plan as attached hereto and incorporated by reference as if fully set forth herein. Neither party will amend the Neighborhood Revitalization Plan as adopted without approval of the other party, except as may be necessary to comply with applicable state law or regulation.
2. The City will administer the financial requirements of the Neighborhood Revitalization Plan. The City will create a Neighborhood Revitalization Fund pursuant to K.S.A. 12-17,118 to finance the redevelopment. The City will credit any increment in property taxes received by the City and the College resulting from qualified improvements to property pursuant to the Neighborhood Revitalization Plan to the City’s Neighborhood Revitalization Fund.
3. This agreement will expire September 30, 2029. The parties will review the amended Neighborhood Revitalization Plan on or before June 1, 2029 to determine any needed modifications and participation in a new interlocal agreement. Either party may terminate its participation in this agreement before June 1, 2029 by providing in writing, a thirty (30) day notice to all other parties, however, any approved applications submitted before termination will be considered eligible for the duration of the rebate period.

IN WITNESS WHEREOF, the parties have hereto executed this agreement as of the day and year first above written.

Daniel J. Chapman, Mayor

Attest:

Jennifer Hine, City Clerk

Labette Community College

Attest:

Approved this _____ day of _____, 2024 by the Attorney
General of the State of Kansas.

Kansas Attorney General

Resolution No. _____

A RESOLUTION OF LABETTE COUNTY, KANSAS ADOPTING A NEIGHBORHOOD REVITALIZATION PLAN AND DESIGNATING A REVITALIZATION AREA, ALL AS PROVIDED FOR IN K.S.A. 12-17,114 ET. SEQ. AND RATIFYING AN INTERLOCAL AGREEMENT TO ACCOMPLISH THE SAME.

Be it resolved by Labette Community College:

Section 1. Neighborhood Revitalization Plan.

The Oswego City Council held a public hearing on July 8, 2024, to hear and consider a Neighborhood Revitalization plan as required by K.S.A. 12-17,117. The Oswego City Council has subsequently adopted the Neighborhood Revitalization plan, attached hereto, labeled Exhibit A and incorporated by reference as if fully set forth herein as provided by K.S.A. 12-17,117. Labette Community College desires to join the City of Oswego in adopting said Neighborhood Revitalization plan and does so by approving this resolution.

Section 2. Labette Community College hereby enters into an Interlocal Agreement with the City of Oswego, Oswego Cemetery Association, Labette County and Unified School District 504 for the purpose of all entities adopting the proposed Neighborhood Revitalization Plan.

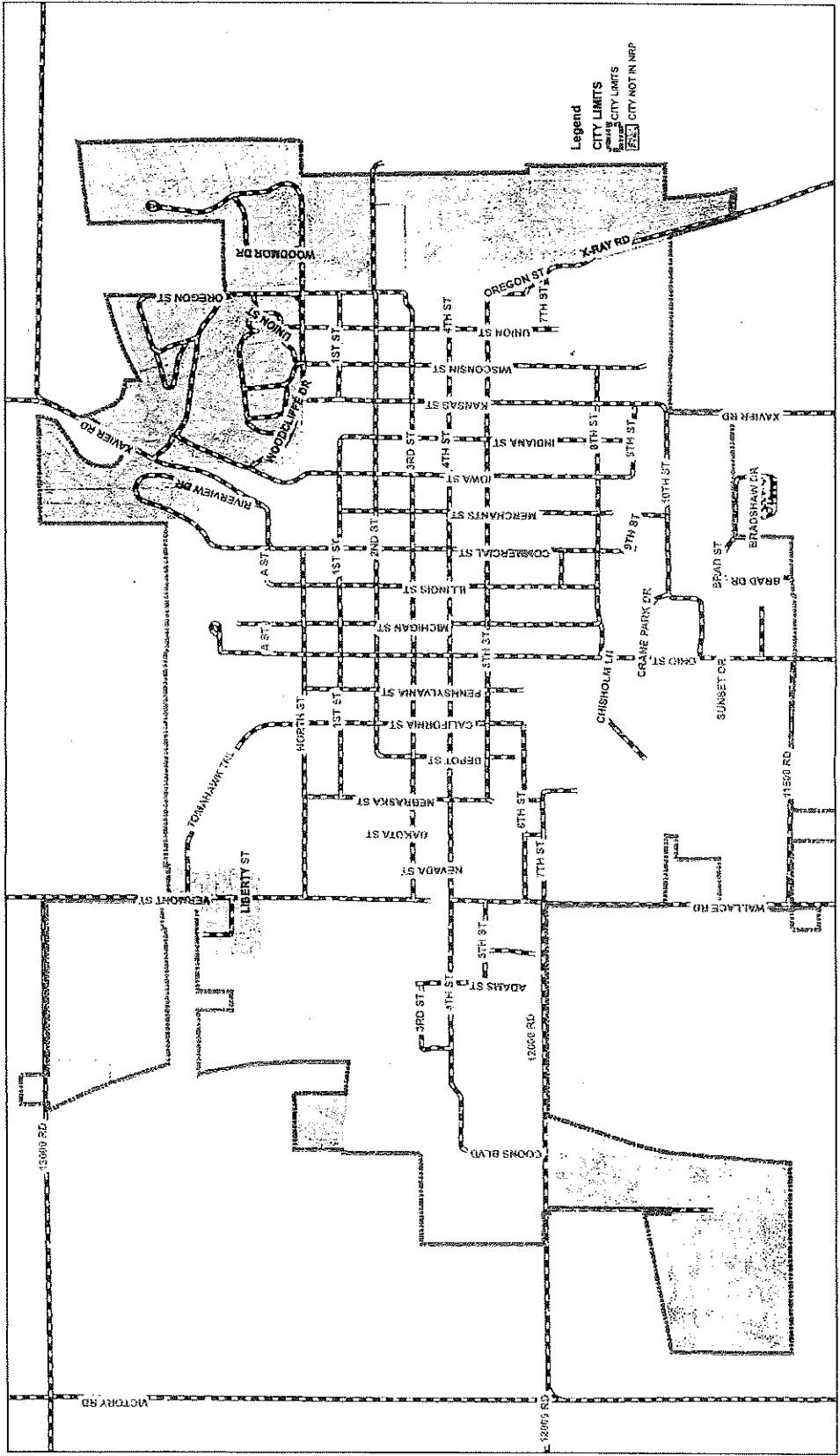
PASSED by the LCC Board of Trustees, this _____ day of _____, 20__.

Labette Community College

ATTEST:

APPENDIX A

NEIGHBORHOOD REVITALIZATION PROGRAM
CITY OF OSWEGO, KANSAS



APPENDIX B. FREQUENTLY ASKED QUESTIONS

I. What is the Neighborhood Revitalization Act?

During the 1994 legislative session, lawmakers passed Senate Bill 732 that provides tax rebates for new construction and the rehabilitation of existing structures. Each municipality may adopt a plan and designate an area in which it wants to promote revitalization, conservation, or redevelopment. The City Council of Oswego took action to encourage the activity.

II. What is a "tax rebate?"

It is a refund of the property taxes that would otherwise be payable on the actual value added to a property due to a qualified improvement. The rebate only applies to the additional, or incremental, taxes resulting from the increase in the assessed value of the property due to the improvement. The Neighborhood Revitalization Plan does not reduce or remove the taxes relating to the assessed value on the property before the improvement. The property owner will continue to pay property taxes.

III. How large will the rebate be?

The exact amount will vary each year with changes to their tax amount. The new appraised value of the property may not increase in proportion to how much money the property owner spent on the improvement(s).

IV. How is "structure" defined?

"Structure" means any building, wall, or other structure, including the building and improvements to existing structures and fixtures assimilated to the real estate. It does not include residential accessory structures, except garages.

V. What is a "qualified improvement?"

A qualified improvement to a structure includes new construction, rehabilitation, and additions. Residential properties require a minimum of a \$5,000 investment in the improvement. Commercial properties require a minimum of a \$10,000 investment in the improvement.

VI. How long does the tax rebate run under the Neighborhood Revitalization Plan?

Under the City of Oswego's Plan, individuals have five (5) years October 1, 2024 to September 30, 2029 (the Interlocal Agreement's period of duration) - in which to apply for a tax rebate. A property owner may apply for a tax rebate as appropriate any time during the program, at least within ninety (90) days of issuance of a building permit. The tax rebate for approved applications will remain in effect for five (5) years for residential properties and (10) years for commercial and/or historical properties. Any project begun between October 1, 2024 and September 30, 2029 with an approved tax rebate application will receive the rebate.

VII. Can property taxes be eliminated using the tax rebate?

No, some taxes will always exist on the property. Under the Neighborhood Revitalization Plan, the existing assessed value of the property with the resulting taxes before any improvements will continue.

VIII. If the property sells, what happens to the rebate?

The tax rebate transfers with the ownership of the property.

IX. How do individuals begin?

Obtain an application form from the Oswego City Hall, 703 5th St., Oswego, Kansas. Staff will provide instructions on completing the application. Individuals' must apply for the rebate within ninety (90) days of receiving a building permit.



Part II

For Completion by City Superintendent

Estimated Date of Completion _____

Project Completed Yes No

By _____ Date _____
(City Superintendent's Signature)

Part III

To the Labette County Clerk's Office:

As of _____, taxes and special assessments on this parcel of property are, are not delinquent.

By _____ Date _____
(County Clerk's Office)

Part IV

Office of City Clerk:

As of _____, all receipts have been received verifying the minimum expenditure required for participation in the Plan.

By _____ Date _____
(City Clerk's Office)

Agenda Item #: IV.B.

Date: June 13, 2024

SUBJECT

Department Review: Case Management

REASON FOR CONSIDERATION BY THE BOARD

Part of the Board's responsibility is to maintain oversight of the quality of academic and administrative programs and services. Labette Community College completed Departmental (Non-Academic Program) Reviews for many years. However, the process was paused for a time due to a variety of factors. The process has been updated and has resumed as of the 23-24 Fiscal Year.

BACKGROUND

The Departmental Review, Planning, and Development framework facilitates a systematic approach to continuous improvement. This process aims to maintain a focus on student success and community needs, enhance departmental coherence and quality, align departmental needs with campus priorities and budgeting, and ensure consistency with the college's mission to provide quality learning opportunities in a supportive environment for success in a changing world.

VPSA Department staff will present the Department Review to the Board of Trustees.

PRESIDENT'S RECOMMENDATION

President recommends the acceptance of the department review for Case Management.



Case Management

AY23

**Comprehensive Review
August 1, 2022-July 31, 2023**

**Prepared by:
Regina Decker, Case Manager**

Table of Contents

1.0 Department Summary.....	3
1.1 Quantitative and Qualitative Data	4
2.0 Department Support of Student Success.....	5
3.0 Department Outcomes	5
3.1 Significant Impacts	7
4.0 External Constituency and Significant Trends.....	8
5.0 Department Success.....	8
5.1 Staff Accomplishments	8
7.0 Supervising Administrator Response	8

1.0 Department Summary

Case Management, at its very core, is about helping students overcome obstacles they encounter in their lives. With its roots in social work and psychology, case management is a solution focused approach to assisting students with a wide variety of needs and helping students engage in effective problem solving that is focused on the future instead of the past. (Definitions taken from National Association for Behavior Intervention and Threat Assessment, NaBITA).

Case Management promotes student success and retention, reduces risk, and enhances overall community well-being and safety by identifying needs, removing barriers, leveraging resources, and fostering self-efficacy for students.

Case Management has one professional full-time staff member, the Case Manager, that reports directly to the Vice President of Student Affairs. Case Management also has a part time student work-study position to help with the pantry.

The Case Manager performs six essential functions to reduce risk, and establish and follow through with an action plan:

- Assessment of the situation using the NaBITA scale as a guide, as well as ongoing assessment of body language, tone of voice, asking appropriate questions and analyzing responses.
- Support and advocacy by helping students communicate their needs.
- System navigation so that students are educated on appropriate resources and how to get connected to them.
- Coordination of services ensures that services are not duplicated or contradicted. The Case Manager has a method of referral and communication that helps guide the student through systems/offices.
- Follow up services are provided to students through face to face meetings, phone calls, emails, or virtual meetings, to offer continuous support.
- Documentation of all actions taken with or on the behalf of the student.

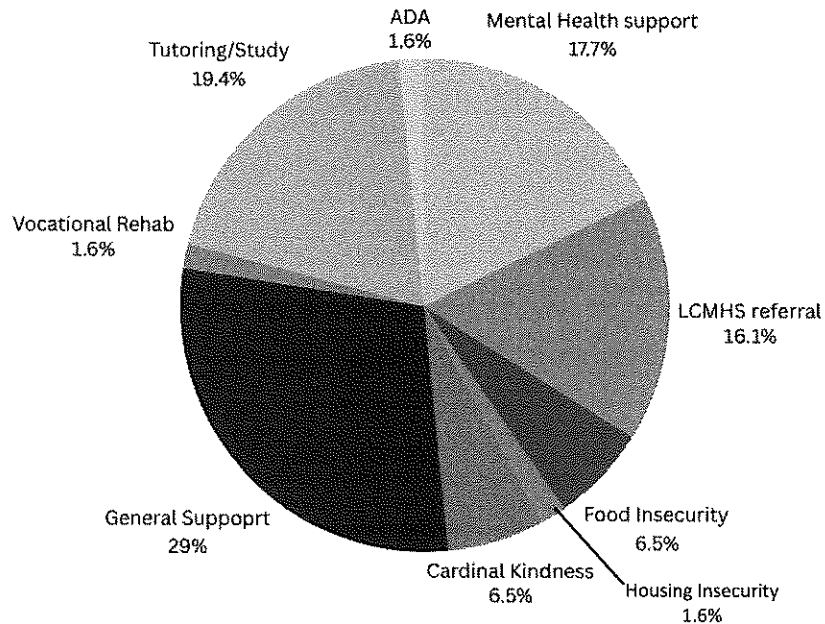
The Case Manager maintains professional relationships and stays up to date on best practices through membership in the Higher Education Case Manager Association (HECMA).

1.1 Quantitative and Qualitative Data

For the school year ending July 2023, there were 74 students referred for case management services. The Case Manger made 185 contacts with students, including in person visits, email, and text messaging.

	Total number of students who had contact with CM	Total number of new referrals	Referrals that responded to outreach	Total number of contacts with CM	Total number of students referred/ongoing LCMHS
August 22	6	3	3	8	2
September 22	22	8	7	2	0
October 22	20	15	5	20	9
November 22	12	4	2	16	0
December 22	7	1	0	7	0
January 23	8	5	6	14	1
February 23	23	20	9	36	3
March 23	32	12	10	46	2
April 23	25	2	2	28	1
May 23	0	0	0	0	0
June 23	2	2	0	5	0
July 23	2	2	0	3	0
TOTALS	159	74	44	185	18

Students were referred for a variety of reasons including general support, mental health referral to local center, ADA support, study skills/tutoring help, connection with vocational rehab, Cardinal Kindness (emergency financial help), and food insecurity.



2.0 Department Support of Student Success

Success in Case Management is reached when:

1. Students who need additional, nonacademic support, are identified and referred to services to help them overcome obstacles;
2. Students receive resources and personal attention from the case manager; and
3. Students persist to successful completion of the semester.

3.0 Department Outcomes

Goal #1	Increase student use of Case Management Services.
Measurement of Success	A 10% increase in the total number of students who have contact with the Case Manager over AY23 levels
Achievement Plan	<ul style="list-style-type: none"> ▪ Plan, coordinate, and implement monthly student sessions on topics specific to Mental Health and Resiliency ▪ Continue sending regular information to all students on topics of mental health ▪ Continue monthly follow up to students who have responded favorably to Case Management involvement.
Relevance	Increasing student contact is key to engaging in systemic issues hindering students' personal and academic success.
Time frame	AY24

Goal #2	Develop a better integrated tracking system for Case Management cases.
Measurement of Success	Increased Case Manager satisfaction with data collection and integration leading to better student usage of services.
Achievement Plan	<ul style="list-style-type: none"> ▪ Utilize a combination of Jenzabar, Student Access, Microsoft Excel, and paper files to track students who are referred, contacted, serviced, and referred out within the Case Management office. ▪ Seek a single system/program/app that will do all of the above, plus contain a way for other departments on campus to know when a student is involved in case management. ▪ Review Early Alert System to assess how it can be improved and perhaps streamlined.
Relevance	Full implementation of a data tracking and referral system will reduce redundancies in existing methods and lead to increased productivity and ease of sharing and controlling access to critical student data.
Time frame	AY26

Case Management AY23 Comprehensive Review

Goal #3	Continue to build relationships with key partners on campus and within the community.
Measurement of Success	Increase in the number of community partnerships with internal and external stakeholders to enhance comprehensive Case Management services to all students.
Achievement Plan	<ul style="list-style-type: none"> ▪ Conduct yearly update of referral source contact information ▪ Monthly contact with counterpart at LCMHS ▪ Implementation of the Wellness Protocol campus wide ▪ Continue to serve on SEM committees ▪ Become more involved in the Belonging Committee ▪ Speak at local community organizations ▪ Attend community meetings such as Soroptimists and Labette County Coalition
Relevance	As a sole practitioner, the Case Manager must leverage existing support networks in order to provide comprehensive services to all students.
Time frame	AY24

Goal #4	Become more involved in the running of the student pantry.
Measurement of Success	Increase in the number of contacts with students who may be experiencing food insecurity
Achievement Plan	<ul style="list-style-type: none"> ▪ Volunteer to staff the pantry once per month
Relevance	A visible Case Management presence in the pantry is critical to tearing down barriers students facing food insecurity face when seeking supportive services.
Time frame	AY24

Goal #5	Find ways to make Cardinal Kindness more sustainable.
Measurement of Success	Securing a minimum of \$1,000 in external funding to help grow and sustain the program.
Achievement Plan	<ul style="list-style-type: none"> ▪ Write a grant for funding
Relevance	Cardinal Kindness is currently funded by recurring employee payroll deductions and occasional fundraisers. Identifying sizeable external resources is key to expanding the program to help more students year over year.
Time frame	AY24

3.1 Significant Impacts

Case Management refers students to both on campus and off campus resources to address a variety of needs. These include talking with the Case Manager, tutoring/study skills, academic accommodations, food pantries, Cardinal Kindness (financial support), and housing.

Broken down by area of need, the area most requested (29%) were general support and informal mental health support (17.7%). This is often done through one-on-one talk sessions. It's a time for students to chat about their problems and concerns. Students often respond well to just being able to tell their story and say out loud the things that are bothering them. But, it is not intended to be formal counseling/therapy. When that is indicated as appropriate, they are offered a referral to the Labette Center for Mental Health Services. About 16% of the students seen through case management are referred to LCMHS.

Some students (19.4%) are referred to Case Management, through the early alert system, for academic need. These students often have other underlying issues which can be addressed by the case management staff, however, for issues directly related to grades they are referred to tutoring/study skills. Some of those students are also helped with connection to the ADA coordinator to determine if they qualify for accommodations under the ADA.

In addition to mental health services, case management assists students with finding help for food insecurity (6.5%) by referring to the student food pantry on campus, Labette Assistance, commodities, and application to the state for SNAP benefits.

Cardinal Kindness impacts about 6.5% of case management students. This emergency financial resource is available to students once per year, if all financial aid has been exhausted and students find themselves with an unmet financial need that could cause them to lose focus on staying in school. For example, this fund has helped students with gas money to go to the clinical rotations required for their degree. If they hadn't received the monies they wouldn't have been able to complete that portion of their program, and therefore would have failed their course.

Although not a large percentage, about 1.6% of case management students are helped with housing insecurity, homelessness or instability in a place to live. Case management helped students by connecting them to The Villas, or the application process for Section 8/HUD housing.

4.0 External Constituency and Significant Trends

Case Management works with the Labette Center for Mental Health Services to provide mental health support to students. In addition, Case Management works closely with Student Support Services and the Academic Advising department to identify struggling students and to provide appropriate referrals.

5.0 Department Success

- Completed a year of group meetings.
- Wrote a Wellness Protocol to promote collaboration among campus departments, to help students. The Wellness Protocol was approved by President's Council.
- Advocated for a Quiet Room on campus and obtained permission to create it.
- A need for student transportation to grocery stores was identified. Case management participated in the planning of Grocery Runs to be offered twice per month.
- Cardinal Kindness funds were boosted through a fundraiser event.

5.1 Staff Accomplishments

- Attended Higher Education Case Managers Association conference in July 2022
- Attended National Association of Student Personnel Administrators conference summer 2023
- Named Belonging Committee co-chair
- Served on several SEM subcommittees

7.0 Supervising Administrator Response

As the Vice President of Student Affairs, I commend the Case Manager on her consistent efforts to support students outside the classroom. From addressing basic needs such as food and housing insecurities to helping students navigate the often-overwhelming complexities of seeking mental health treatment. This review highlights many of the Case Manager's achievements, from creating a holistic Wellness Plan to developing a comprehensive plan for a Quiet Room to address student needs. The Case Manager's dedication to consistently fostering a supportive environment serves as a model for promoting student retention and success both in and out of the classroom.

Further, I'd like to highlight that the Case Manager has reached and exceeded several of the goals listed in this review. In January, Case Management assumed full control of the Food Pantry as an extension of its plan to address food insecurities and has been instrumental in ensuring its sustainable operation. Additionally, the Case Manager has exceeded her goal of making the Cardinal Kindness fund more sustainable by applying for grant funds and speaking about the program to community organizations. Each of these endeavors has resulted in donations exceeding \$2,000 to the Cardinal Kindness fund in AY24.

I fully endorse Case Management's short and long-term goals, which are closely aligned with Labette Community College's mission of offering quality learning opportunities within a supportive environment. The emphasis on increasing student use of Case Management services, developing an integrated tracking system, building key partnerships, and enhancing the sustainability of Cardinal Kindness reflects our commitment to continuous improvement and student-centric support. By implementing these initiatives, we aim to further enhance our students' overall well-being, academic success, and sense of belonging within our college community, ensuring they are well-equipped to thrive in an ever-changing world.

Agenda Item #: IV.C.
Date: June 13, 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

Cortney O'Brien has accepted the position of Cardinal Jumpstart Coordinator

PRESIDENT'S RECOMMENDATION

The Board of Trustees approves the Professional Staff Employment letter for Cortney O'Brien, Cardinal Jumpstart Coordinator, to begin on May 28, 2024, at a salary of \$38,970/year.

Biography

Cortney O'Brien

Cortney O'Brien has accepted the position of Cardinal Jumpstart Coordinator to begin May 28, 2024.

Cortney brings years of experience in education where she previously served as a Language Arts teacher, Adult Education & Virtual teacher, and Low Incidence & Autism teacher for various SEK schools. She holds a Bachelor's of Science in Education from Pittsburg State University.

A fun fact about Cortney is that she loves to travel!

POSITION DESCRIPTION

CARDINAL JUMPSTART COORDINATOR

**Reports to: Dean of Career & Technical
Education and Workforce**

Organizational Unit: Professional Staff

Salary Range: Coordinator/Coach/Counselor, Exempt, Full Time

Revision Date: March 2024

I. Basic Purpose of Position

The Cardinal Jumpstart Coordinator collaborates with school districts needs and leads the development and implementation of programs and courses in response to those needs. Serves as the primary liaison between high schools and the College and ensures compliance with state and other standards/regulations. The primary responsibilities of the Cardinal Jumpstart Coordinator are scheduling and coordinating concurrent/dual credit course offerings in area high schools and assisting high school counselors with advising and enrolling students interested in taking college courses. Serves as the primary advisor for high school students.

Contacts with others include high school and college faculty and staff, students, and parents. The Coordinator plays a critical role in the development of concurrent/dual credit agreements for the college and high schools.

II. Essential Job Functions

- A. Ability to recommend the hiring instructors and building coordinators for concurrent/dual credit courses
- B. Ability to assist with concurrent instructor evaluations
- C. Ability to prepare the schedule for concurrent/dual credit offerings
- D. Ability to serve as primary advisor of high school students and assist as an advisor for other majors during the summer
- E. Ability to prepare Cardinal Jumpstart budget
- F. Ability to check enrollment and finalize contracts for concurrent/dual credit adjunct instructors and LCC building coordinators once enrollment is verified
- G. Ability to assist with the LCC website regarding concurrent/dual credit information
- H. Ability to conduct in-service meetings with instructors and building coordinators
- I. Ability to organize and hold high school advisory board meetings annually
- J. Ability to advise high school students for enrollment
- K. Ability to monitor paper work due from concurrent and dual credit adjuncts (syllabi, certification rosters, digital grades, and outcomes)
- L. Ability to prepare program/departmental reviews as required
- M. Ability to monitor textbooks and coordinate high school and college textbooks
- N. Ability to coordinate student billings and payment plans with the LCC Business Office
- O. Ability to coordinate parent billing communications
- P. Ability to serve as liaison between high schools, LCC main campus and Cherokee Center
- Q. Ability to promote instructor professional development opportunities (videos, workshops, etc.)
- R. Ability to prepare and make available the Cardinal Jumpstart student handbook

- S. Seeks opportunities to create additional college credit opportunities for high school students through collaboration with the LCC Administration
- T. Ensures adherence to national and state standards and accreditation requirements as applicable; determines, catalogues, tracks, maintains, and updates necessary compliance documentation
- U. Ability to provide the VPAA high school information for KBOR's annual report, as required and be aware of changing requirements
- V. Ability to create and update CEP agreements and instructor course agreements for concurrent courses following KBOR regulations
- W. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues including but not limited to attending statewide meetings, attending professional development courses, and attending training and/or courses as appropriate
- X. Analyzes cost requirements and makes recommendations for fee structures to LCC Administration
- Y. Ability to complete degree/certificate checks high school students
- Z. Ability to follow all LCC policy and procedures
- AA. Ability to perform other duties as assigned
- AA. Ability to maintain regular and timely attendance

III. **Consulting Tasks**

- A. Concurrent/dual credit and full-time faculty with student concerns
- B. Concurrent/dual credit faculty with communication with full-time faculty
- C. Area high school administrators and counselors to serve needs of concurrent/dual credit students
- D. LCC Business Office and Admissions staff
- E. Parents of high school students with questions/concerns

IV. **Supervises the Following Staff**

None

V. **Knowledge, Skills and Abilities**

Knowledge of:

- Related regulations and standards including FERPA guidelines;
- Concurrent/Dual credit offerings at either high school or community college levels;
- Educational needs of diverse populations;
- Trends and best practices in concurrent/dual credit from a state and national level.
- Education initiatives in Kansas.

Skills in:

- Monitoring and evaluating programs/courses/curriculum;
- Project coordination;
- Operating computers and software such as Word, Excel, and Power Point.

Ability to:

- Work independently;
- Plan and schedule work to meet deadlines;

- Work effectively with diverse academic, cultural and ethnic backgrounds of high school and community college students and staff;
- Effectively communicate in oral and written form;
- Operate a variety of office equipment.

VI. Required Qualifications

- A. Bachelor's degree in an appropriate field from an accredited institution
- B. Experience in higher education and/or high school environment
- C. Ability to work with people from diverse backgrounds, interests, and abilities
- D. Strong interpersonal and written communication skills
- E. Attention to detail and strong organizational skills
- F. Valid Driver's License

VII. Preferred Experience

- A. Community college teaching experience
- B. Experience coordinating programs and/or activities with multiple stakeholders
- C. Experience advising students
- D. Experience scheduling courses
- E. Experience with concurrent / dual credit courses
- F. Experience with Excel and CTE initiatives
- G. Experience evaluating instructors

VIII. Working Conditions/Environment

- A. Some off campus and occasional out of service area travel required
- B. Must be flexible and adapt well to changes
- C. Busy office conditions

Agenda Item: IV.D.
Date: June 13, 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.