

**LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

December 10, 2015

5:30 p.m.

Conference Room

Review Copy

EXHIBIT 1

Labette Community College
Board of Trustees Meeting Agenda
Thursday, December 10, 2015
5:30 p.m.

Conference Room #1, Student Union Building

- I. Adoption of Agenda.....(Exhibit 1)
- II. Approval of November 12, 2015, Regular Meeting Minutes (Exhibit 2)
- III. Reports and/or Board Discussion
 - A. Student Housing/Bluffstone Update
 - B. Faculty Senate Report
 - C. Administrative Reports
 - 1. Comparison of Expenditures to Budget
 - D. President's Report
- IV. Old Business (Action, Report, or Discussion)
- V. New Business (Action, Report, or Discussion)
 - A. Program/Course Approval(Agenda Item V.A.)
(Exhibit 3)
 - B. Program Review: Communications(Agenda Item V.B.)
(Exhibit 4)
 - C. Approval of Bills.....(Agenda Item V.C.)
(Exhibit 5)
- VI. 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 the 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 in opposition to an issue before the Board, the Board reserves the right to poll the number of citizens in favor of and in 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

EXHIBIT 1

limits as deemed appropriate.

- VII. Next Regular Board Meeting: January 21, 2016, 5:30 p.m., CR, Student Union Building, and Tentative Agenda Items
- VIII. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
November 12, 2015

The Board of Trustees met at 5:30 p.m. on Thursday, November 12, 2015 in the Conference Room, 2nd Floor of the Student Union Building.

Members Present

Mr. Montie Taylor
Mrs. Sophia Zetmeir
Mr. David Winchell
Mr. Carl Hoskins
Mr. Pat McReynolds
Mr. Mike Howerter

Others Present

Dr. George Knox	Colleen Williamson
Leanna Doherty	Susan Brouk
Joe Burke	Kevin Doherty
Bethany Kendrick	Hali Schultheiss
Tammy Fuentez	Dee Bohnenblust
Mark Watkins	Sydney Pemberton

Megan Fugate recorded the minutes.

Adoption of Agenda (ACTION ITEM)

Chair Hoskins asked for changes or additions to the agenda. President Knox had no changes. Mr. Winchell moved to approve the agenda as presented. Mrs. Zetmeir seconded and motion carried 6-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Hoskins asked for corrections or additions to the October 8, 2015 regular meeting minutes, Mrs. Zetmeir moved to approve the minutes as presented. Mr. Taylor seconded and motion carried 6-0.

President Knox introduced Hali Schultheiss, Nurse Educator.

Reports and/or Board Discussion

Bluffstone Update

None

Faculty Senate Report

Jack Burke had no report

SGA Report

Sydney Pemberton gave a short report on upcoming activities.

Administrative Report

Comparison of expenditures to the budget – Leanna Doherty had placed the October financial report at the table. At the end of October we were 33% of the way through the year, the general fund was 32% expended and the technical education/vocational fund was 30% expended.

EXHIBIT 3

She invited questions from the Trustees and welcomed phone calls at a later date.

Kevin Doherty gave an update on the Cherokee Center roof repair and the repair of the baseball field fence.

President's Report

Dr. Knox gave a short report.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

None

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

PTK Yearly Update

Sydney Pemberton and Tammy Fuentez gave an annual update of PTK activities.

Professional Staff Employment Letter

Mr. Winchell moved to approve the Professional Staff Employment Letter for Dr. Jimmie Wilson, Physical Therapist Assistant Program Director, at a salary of \$83,000, beginning on January 4, 2016. Mrs. Zetmeir seconded and motion carried 6-0.

Mrs. Zetmeir moved to approve the Professional Staff Employment Letter for Lauren (CoCo) Falohun, Assistant Women's Basketball Coach, at a salary of \$19,366 for 42 weeks, beginning October 28, 2015. Mr. McReynolds seconded and motion carried 6-0.

Approval of Bills

Mrs. Zetmeir moved to approve the Claims Register. Mr. McReynolds seconded and motion carried 6-0.

Public Comment

None

Next Board Meeting: Date, Place, Time, and Tentative Agenda Items

Chair Hoskins reminded everyone of the next regular meeting of the Board of Trustees scheduled for December 10, 2015 at 5:30 p.m., Conference Room, 2nd Floor of the Student Union Building.

Adjournment

Mrs. Zetmeir moved to adjourn the meeting at 5:56pm. Mr. Howerter seconded and motion carried 6-0.

Megan Fugate, Clerk of the Board

SUBJECT

New Program/Course Approval

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Current courses are reviewed annually and new courses and programs are added to insure continuous instructional improvement. The exhibit represents new courses for addition to the LCC's curriculum by the Institutional Curriculum and Instruction Committee.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve the following new/revised programs/courses:

Program

- Respiratory Therapy Program revision

Courses

- Comprehensive Respiratory Care, 2 credit hours
- Childhood Program Planning Ages 0-5, 5 credit hours
- Music Literature, 3 credit hours
- Color Theory, 3 credit hours

Approval is recommended.

**List of New/Revised Programs and Courses
Approved by C&I**

New/Revised Course Name & Course Description	Credit Hours	Code & Course Number	Estimated Number of Student Enrollment	Date C&I Approved	Date Effective
Respiratory Therapy Program				10/27/2015	FY2016
<p>This program revision replaces CHEM 120 Introduction to Chemistry with BIOL 201 Microbiology as a general education requirement. Microbiology will better prepare our students for the Respiratory Therapy Program. Introduction to Chemistry covers the acid base balance and basic gases, which are covered within the respiratory courses. However, Microbiology will assist our students in understanding the concepts of infection, sepsis, and infection control. The students will benefit from this course as most graduates score low in the areas related to infection control on the board exam. Also, Introduction to Chemistry is often cancelled due to low enrollment. This creates a problem when following the four-semester plan. It affects class schedules and potentially financial aid. Furthermore, the Respiratory Therapy Advisory Committee has voted in favor of this change. There were concerns from Dr. Ecoff about the loss of students in the chemistry classes. The Respiratory Therapy Department will continue to monitor the outcomes and feedback. If there is a chemistry component the students are struggling with, they will re-evaluate the course changes.</p>					
Comprehensive Respiratory Care	2	RESP 148	8	10/27/2015	FY2016
<p>This course proposal is to change from an online to a hybrid course, and change the name from Comprehensive Respiratory Care to Respiratory Comprehensive Review. The change in the delivery method will allow students to have in-classroom discussion and review in real time. This course has been taught online over the course of the past two years. The thought was that the course would be inviting to those who have already graduated and wanted to receive extra instruction prior to taking the exam. To date, there has only been one individual taking advantage of this course. According to student outcomes and student feedback, the online version of this course is not satisfying the needs of our students. By revising to a hybrid course, the students will be allowed the freedom to complete online tests off campus, with the benefit of an instructor directing them and reviewing with them in the classroom setting. The students need more direct instruction to effectively review material and improve on test taking techniques.</p>					

Childhood Program Planning Ages 0-5	5	EDUC 126	8	11/13/2015	Fall 2016
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This course proposal blends four separate courses into one and will eliminate duplication of assignments. Lab course observation hours were added to weekly assignments. The four courses are EDUC 124 Infant and Toddler (3 credit hours), EDUC 125 Infant and Toddler Lab (1 credit hour), EDUC 127 Preschool Child (3 credit hours) and Preschool Child Lab (1 credit hour). Students will meet the requirements for both the Infant/Toddler and Preschool CDA national credential. Perkins Funding has already been approved. **Course Description:** This course is designed for teachers, child care professionals, and adults working with young children. Students will gain an understanding of how early childhood theories are applied to developmentally appropriate practices and guidance techniques in early childhood classrooms. There will be a focus on the physical, cognitive, social, emotional, and creative development of children ages 0-5. Students will participate in observations of children in the child's natural environments. Identifying developmental milestones and developmentally appropriate behaviors will be recorded in a portfolio as tools for assessment and documentation of the child's development.

Music Literature	3	MUSI 103	8	11/13/2015	FY2016
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This proposal replaces outcomes and the course description. The changes are based on content in the new textbook. The new textbook is in line with PSU. The old textbook is out of date and has been discontinued by the publisher. This course will be offered Spring semester 2016 for our music major. **Course Description:** This is an in-depth study of music to where significant musical works from the Middle Ages through the present will be examined via stylistic

Color Theory	3	GRAP 120	8	11/13/2015	FY2016
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This proposal changes the course from an on-ground course to a hybrid course. This change will meet the needs of the students by providing convenient and flexible learning opportunities. Development of online course offerings has been a part of Graphic Design Program review and operational plans. Packaging has been added to the course description. **Course Description:** This course explains the basic principles of color as applied to pigment, light, and print. Color psychology, symbolism, manipulation, sensation, temperature, harmonies, and packaging stimulate further inquiry into graphic design and client/sales persuasion. The course uses lecture, discussion, and color exercises to explore color theory and application.

Agenda Item #:V.B.
Date: December 10, 2015

SUBJECT

Program Review: Communications

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

The purpose of 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.

PRESIDENT'S RECOMMENDATION

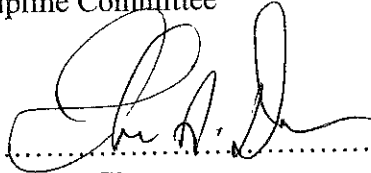
That the Board of Trustees approve the Program Review: Communications as presented.

COVER SHEET ACADEMIC PROGRAM REVIEW SELF STUDY AND SUMMARY REPORT
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Academic Program/Discipline: Communication

Report Prepared by: Program/Discipline Committee

Tom Duran



12/1/15

Lead Faculty

Signature

Date Completed

Tonya Bell



11/30/15

Lead Faculty

Signature

Date Completed

Based on the information presented in this program review, the committee recommends this approved Program Review report to President's Council.

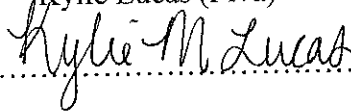
Committee Members

Signatures

Date

Student Affairs Area

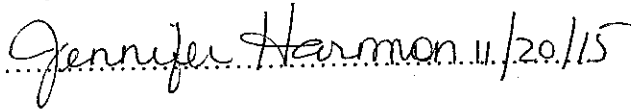
Kylie Lucas (Piva)



11/20/15

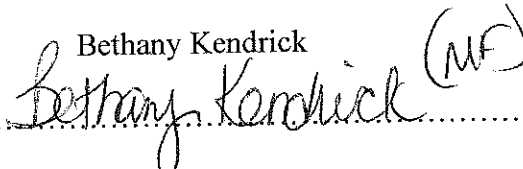
Finance & Operations

Jennifer Harmon



Public Relations

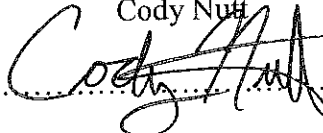
Bethany Kendrick



(NF)

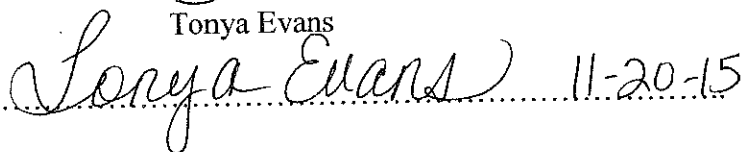
IT

Cody Nutt



ESS

Tonya Evans



11-20-15

Dean of Instruction

Mark Watkins

Mark Watkins 11.20.15

Vice President of Academic Affairs

Joe Burke

Joseph C. Burke 11/20/15

Based on the information presented in this program review, the President's Council recommends this approved program to the President.

President's Council Designate

Date

M. Lynn Fugate

12/1/15

Based on the information presented in this program review, the President recommends this approved program to the Board of Trustees.

President

Date

[Signature]

12/1/15

Executive Summary

The Communication Department's goal is to be one of the best academic departments on campus in terms of customer service, program offering, recruitment, advising, and knowledgeable staff. The department program objectives include competencies in communication, theory, critical thinking, professional skills, professional identity, and values.

Since the previous program review several changes have occurred. The Communication Department has been relocated several times over the last few years. The department is now located in the H building. The current relocation offers adequate space and offices located conveniently close to the classrooms utilized by the department faculty.

Due to financial constraints and lack of student participation, the Forensics and Debate programs were discontinued. More recently, the Photo Communication emphasis was also removed from the college catalog. The department hoped to revitalize the Journalism program. Again, due to financial constraints, administration chose not to move forward with reviving the program.

Department faculty members were involved with the development of the state-wide core outcomes for an Interpersonal Communication (IPC) course. This course is typically taken by health care students; however, due to restrictions and credit hour limits imposed by program accreditors and the State Board of Nursing, no LCC Health Science programs will be adding this course.

With regard to instruction, to improve adjunct consistency, there continues to be a need for additional adjunct training and supervision in terms of properly completing the outcomes assessments.

Full-time faculty in the Communication Department pride themselves in helping students make connections between course concepts and practical application. Examples of this are apparent through the partnerships and service learning opportunities made possible by the full-time Communication faculty.

Moving forward, the department will continue offering "real world" experiences to Communication majors and continue to look at additional ways to recruit Communication students.

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ACADEMIC PROGRAM/DISCIPLINE REVIEW

Labette Community College

Introduction to Program

The Communication Program exists to provide the opportunity for students to improve their communication ability and knowledge. Our commitment to general education helps develop students' oral communication, listening skills, critical thinking skills, and their appreciation for communication diversity.

Communication courses are designed to fulfill major requirements for Associate Degree seeking students. Our Department offers an Associate of Arts Degree with an emphasis in Communication. Previously, we offered a Photo Communication emphasis. However, due to low enrollment, college administration/the Board of Trustees elected to discontinue this concentration.

Throughout their education, students majoring in Communication have opportunities for hands-on experiences both in and out of the classroom, acquiring valuable skills in critical and analytical thinking, oral and written communication, research, computer literacy, and conflict resolution, to name a few.

A. Program Relation to College Mission, Core Values, and Strategic Plan

The Communication Department at LCC supports the college mission statement in the following ways: We provide quality educational experiences in an atmosphere of support and encouragement. The Communication Department provides a caring environment that encourages responsibility, confidence and motivation, and thereby results in both learning *and* satisfaction of communication skills obtained. We also work hard at creating a friendly and professional atmosphere for learning by establishing a relaxed, open two-way communication that allows for understanding and acceptance of information presented.

The department's goal is to be one of the best academic departments possible on campus in terms of customer service, program offering, recruitment, advising, and knowledgeable staff.

The Communication Department seeks to provide the opportunity for students to improve their communication ability and knowledge. Our commitment to general education helps develop students' oral communication and critical thinking skills and their appreciation for communication diversity.

Our courses are designed to fulfill major requirements for associate degree seeking students. Throughout their education, students have opportunities for hands-on experience both in and out of the classroom.

The Communication Department program objectives include competencies in communication, theory, critical thinking, professional skills, professional identity, and values.

B. Program/Discipline Demand/Need

Employment of advertising and promotions managers is projected to grow 7 percent from 2012 to 2022, slower than the average for all occupations. Employment of marketing managers is projected to grow 13 percent from 2012 to 2022, about as fast as the average for all occupations. Advertising, promotional, and marketing campaigns will continue to be essential for organizations as they look to maintain and expand their share of the market.

Advertising, promotions, and marketing manager positions are highly desirable and are often sought by other managers and experienced professionals. As a result, strong competition is expected. With Internet-based advertising becoming more important, advertising managers who can navigate the digital world should have the best prospects.

Employment of public relations specialists is projected to grow 12 percent from 2012 to 2022, about as fast as the average for all occupations. Organizations will continue to emphasize community outreach and customer relations as a way to maintain and enhance their reputation and visibility. Public opinion can change quickly, particularly because both good and bad news spreads rapidly through the Internet. Consequently, public relations specialists will be needed to respond to news developments and maintain their organization's reputation. Increased use of social media also is expected to increase employment for public relations specialists. These media outlets will create more work for public relations specialists as they try to appeal to consumers and the general public in new ways. Public relations specialists will be needed to help their clients use these new types of social media effectively.

Because many college graduates apply for the limited amount of public relations positions each year, candidates can expect strong competition for jobs. Candidates can expect particularly strong competition at advertising firms, organizations with large media exposure, and at prestigious public relations firms.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*
<http://www.bls.gov/ooh/>

C. Summary Statement of Faculty Qualifications

There are currently two full-time faculty members for the Communication Department; both full-time members of the department have Masters Degrees in Communication. Over the past five years, eight adjunct faculty have taught the Fundamentals of Speech course for the Communication Department. Refer to Appendix A.

D. Faculty Recognition

Tom Duran

- Elder at the Lighthouse Tabernacle Church
- Nominee for the Distinguished Faculty Award
- Operation Excel "Shed the Light" Award
- Development of online speech course
- Development of Forensics/Debate program
- Development of Photo Communication program
- Adjunct faculty evaluator
- 10 Years of Service Pin

Tonya Bell

- Distinguished Faculty Award recipient 2015
- Chaired committee to develop course outcomes and competencies for Interpersonal Communication state-wide transfer
- Adjunct faculty evaluator
- LCC Faculty Association Member (since 2009, serving as Treasurer since 2012)
- USD 461 Booster Club President
- USD 461 School Board Member (since 2007, serving as V.P. and President)
- Tri-County Special Education Board Member (since 2012, serving as V.P)
- Neodesha Chamber of Commerce Community Volunteer of the Year 2015
- 5 Years of Service Pin

Adjunct Faculty 2011-2015

- Lacey Finley, Kelynn Heardt, Julie Huston, Kylie Piva, Tonya Tomory, Tim Wass, Megan Westhoff, Heather Wilson

E. How Does the Discipline Use Professional Development?

Tom Duran

- Utilize professional development funds for tuition – working on an EdS degree.
- Utilized professional development funds to purchase an Android Tablet that is utilized in the classroom for recording speeches; for connecting to projector to diagram arguments; to write and draw on PowerPoint presentations during chapter discussions.

Tonya Bell

- Utilize professional development funds to attend the Central States Communication Association Conference.
- Utilize professional development funds to attend the Lilly Conference on University Teaching and Learning.
- Reads professional journals
- Views “Monday Morning Mentors”

F. Student Enrollment

1. Number of students admitted to the program/declared majors and program completers and transfer/licensure rates.

	2011	2012	2013	2014	2015	Total
Students Admitted	19	10	12	5	6	52
Program Completers	0	0	5	3	2	10

2. What recruiting and retention strategies are used by the program?

Recruiting

- Judge 2 to 3 area high school forensics competitions each year and take advantage of opportunities to engage in conversation with the students and encourage them to see what Labette Community College has to offer.
- Judge Senior Projects at Neodesha High School and have the opportunity to engage in conversation with each of the seniors to discuss post-secondary plans. Once again, this provides a platform to promote LCC.
- Judge senior high cheerleading tryouts at Neodesha High School and visit with any seniors about what their plans are upon graduating from NHS in an effort to promote LCC.
- Utilize personal Facebook pages to promote LCC.

Retention

- Faculty email students enrolled in communication classes prior to the semester starting to welcome them and try to set their mind at ease (for speech classes). Faculty continue to email students throughout the semester with class reminders/updates.

- Likewise, faculty email advisees to keep them informed of deadlines and encourage them to come in to enroll for classes early.
- Faculty make an effort to get to know what activities students are involved in and make a point of showing them support both in and out of the classroom.

3a. Total number of students by course per academic year.

Course Code	Course Title	2011	2012	2013	2014	2014
COMM 101	Fundamentals of Speech	472	459	428	404	371
COMM 103	Intro to Advertising	4	3	11	2	11
COMM 105	Public Relations	7	9	9	6	7
COMM 106	Intro to Mass Media	7	6	6	7	9
COMM 110	Critical Thinking	27	17	38	22	16
COMM 130	*Forensics I	16				
COMM 131	*Forensics II	4				

*Discontinued in 2012

3b. Mean class size of courses per year.

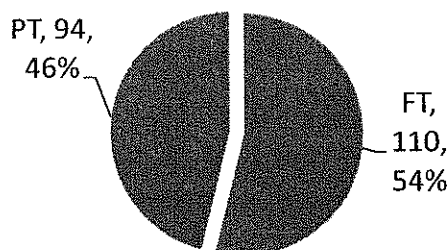
Course Code	Course Title	2011	2012	2013	2014	2015
COMM 101	Fundamentals of Speech	13	14	12	13	12
COMM 103	Intro to Advertising	4	3	11	2	11
COMM 105	Public Relations	7	9	9	6	7
COMM 106	Intro to Mass Media	7	6	6	7	9
COMM 110	Critical Thinking	14	6	13	6	8
COMM 130	Forensics I	5				
COMM 131	Forensics II	2				

4. Total number of program students sorted by main campus, concurrent, online, and Cherokee per year.

Campus	2011	2012	2013	2014	2015
Main	251	240	262	216	195
Concurrent	36	25	80	44	24
Online	101	66	61	87	64
Cherokee	132	129	82	88	95

5. Number of courses and percentage of courses taught by full-time and adjunct instructors in the discipline, 2011-2015.

Course Code	Course Title	Full Time	Part Time
COMM 101	Fundamentals of Speech	78	92
COMM 103	Intro to Advertising	5	0
COMM 105	Public Relations	5	0
COMM 106	Intro to Mass Media	4	1
COMM 110	Critical Thinking	13	1
COMM 130	Forensics I	3	0
COMM 131	Forensics II	2	0
	Total	110	94



G. Program Assessment

What are the Program Outcomes Results?

Program data is based on course outcomes results. Refer to Appendix B for program courses.

Strengths:

The analysis of the outcomes compilation revealed innovation as the strength demonstrated by most of the instructors. It appears that instructors look for interesting ways of improving the learning process with the student's best interest at heart. Some of the innovation included: assignment example guides, applying previous knowledge and skills to new contexts, interactive lecture discussions, and in-depth action plans. Instructors continue to help students make the connection between course concepts and practical application. The trend is one of not only helping students understand the information given and applying it, but to help them be accountable for the information received.

Weaknesses:

Analysis of the outcomes compilation revealed that the majority of the adjunct instructors lack adequate knowledge with regards to completing the reflection of changes section of the outcomes report. For instance, most instructors did not adequately address the question "How will you assess if the change is doing what you intended for it to do?" Instead of addressing the "How" they address the "What" and do not always give an explanation as to "How" the change would be assessed.

Describe other assessment data/summaries if appropriate.

An outcomes assessment form is completed for every course by every instructor at the end of each semester and submitted to the Dean of Instruction. The instructor meets with the Dean annually to review the reports and discuss any changes made to instruction based on the assessment.

H. Expenses for Program/Discipline

Account Number	Description	Total Budget	Released Budget through October
11 1123 700 000	Communications Supplies	\$100.00	\$50.00
Total Communications		\$100.00	\$50.00

I. Learning Resources

Are the learning resources adequate for the program/discipline teaching needs? Please provide comments.

Yes, there are a range of resources to help teach students the knowledge, skills and activities they need in all areas of the program/discipline.

Information Technology: Yes, Communication faculty have access to basic technology for program delivery and in integrating these resources into their classes.

Library: Yes, the Library adequately supports the needs of the program.

Student Success Center: Yes, the Student Success Center is a useful resource for faculty and students.

Instructional Media Center: Yes, instructors have access to the Instructional Media Center for laptops, and training services offered through Media Center personnel.

Print Shop: Yes, the faculty receives excellent support from the Office Services including paper for office printer, basic supplies in the classroom, access to a copy machine, color printer, fax machine, and mail service.

Facilities Department: Yes, the Communication Department maintains excellent working relations with the facilities department.

Bookstore: Yes, the Communication Department maintains excellent relationships with the LCC bookstore.

Public Relations: Yes, the Public Relations Department provides excellent support by providing announcements to the media (print, radio, television) regarding Department news or activities.

J. Partnerships

To what extent has the program/discipline developed external partnerships?

Tom Duran

- Established community partnership with Labette County Child Abuse Prevention Program.
- Participated in "Show Your Talent" workshops at Pittsburg, Kansas St. Mary's Elementary school.
- Participated as an interviewer at Cherokee, Kansas Southeast High School Senior Job Interview Day.

Tonya Bell

- Judge forensics tournaments at area high schools.
- Judge senior projects at Neodesha High School.
- Established partnerships:
 - Chamber of Commerce: Established a partnership with the Parsons Chamber of Commerce to offer internships to communication students. Students have worked to help promote Katy Days.
 - KOAM TV: Tonya organizes a trip each spring for students in the public relations class and the mass media class to tour KOAM TV. They have the opportunity to be on set during the noon news and speak to news anchors following the news to get an inside look at working in television broadcasting.
 - KLKC Radio Station: Tonya organizes a trip each spring to KLKC for the public relations class to tour KLKC radio station. They have the opportunity to get an inside look at working in radio broadcasting. They also have the chance to record a public service announcement for whatever class event they happen to be promoting.
- Service Learning Opportunities
 - Each spring the public relations students select a cause/non-profit organization, a campus “need” or a community member in need and develop a campaign and/or an event to benefit the organization or individual. The students learn about a variety of public relations tactics to utilize in promoting their culminating event. Events/causes over the previous 5 years have included:
 - “Dogs for Dogs” to benefit PALS in Parsons
 - Chili supper to benefit local resident Jim Jackson, in need of a liver transplant
 - “Rock, Walk, and Style” to benefit local resident Lori Jaramillo who was diagnosed with breast cancer
 - “Bubble Run to Beat Epilepsy” to benefit local toddler NaRayah Buck
 - “Donate to Skate” to benefit the Parsons Youth Crisis Center

Review of Previous Action Plan

Facilities

1. Office door does not stay open – *moved to offices in H building*
2. Worn office furniture - *Furniture has been replaced*

Program Offering

1. Better job of marketing program offerings and visibility
2. Develop online Interpersonal Communication Course- *Tonya Bell chaired a committee to develop the IPC core outcomes/competencies for statewide seamless transfer. These outcomes were officially adopted at the core outcomes meeting in the fall of 2014--however, it is typically taken by health care students and after visiting with LCC's Director of Nursing, she explained that a required change in their curriculum now gives students seeking only a 2-yr RN the option of taking either Speech OR English. Other area community colleges have historically allowed students to take Speech OR IPC for their nursing programs, but due to this new change in requirements, the nursing department isn't interested in offering yet another choice (IPC) for their students to choose from.*
3. Outcomes assessment training for adjunct faculty – *There is an issue with getting adjunct faculty to attend the breakout sessions at in-service. Therefore, it is difficult to train adjuncts about proper assessment reporting.*
4. Need to acquire more full-time faculty – *Not realistic at this time*
5. Need for scholarship funding – *Ongoing*
6. Loss of Theatre Program – *Theatre Program will not be revived per administration*
7. Loss of Journalism Program – *Journalism Program will not be revived per administration*

Program Size

1. Not taking additional measures to recruit minority students – *Ongoing*
2. Need for additional forensics/debate recruiting – *Forensics/Debate program has been terminated per administration*

Facilities

1. Need for separate faculty office space (Cherokee Center) – *Ongoing*
2. Need for adjunct faculty office space – *Ongoing at Cherokee, adequate space now provided on the main campus*

SUMMARY REPORT: Strengths, Weaknesses, Opportunities, Challenges

REVIEW COMMITTEE IDENTIFIED STRENGTHS

Discuss the major strengths of the academic program/discipline.

First, is the **faculty**:

- Faculty's accessibility and involvement with students.
- Full-time faculty and the majority of the adjunct faculty have extensive experience in their fields.
- Advising students and engaging with them in and out of the classroom has led to students persisting through the program.
- Instructors enhance student learning by incorporating work experience from business and government agencies into their classroom.
- Full-time faculty work with adjunct faculty to establish a strong professional relationship with all groups and areas of the institution.
- Full-time faculty gained practical experience in the field of communication while in private sector.
- Full-time faculty have developed contacts in the field of communication for student internships.

A second strength is the **size of the department and the classes**:

- The relatively small classes foster an opportunity to learn course content better, compared to mass lecture classes.
- The relatively small size of the department is credited with creating a sense of community within the department.
- The Communication department offers day and evening courses on campus and evening courses at extensions sites. In addition, it offers online courses.
- The Communication department is innovative, flexible, self-reviewing.

The third area in which the department is strong is the department's resilient **focus on students**:

- Faculty continually strive to ascertain students' needs, to deliver instruction when and where they need it, to provide learning support and student services at convenient hours, and to involve students in institutional activities and decision-making processes.
- Teaching is the highest priority of the faculty and is evaluated regularly and rigorously, with student involvement. Faculty spend many hours learning new instructional technologies, advising students and otherwise assisting student learning.

The fourth area in which the department is strong is the department's **college wide relationships**

- The Communication Department maintains excellent relationships with other departments in the college such as Music, English, Math, and Science.
- The Communication Department constantly strives to create a department friendly atmosphere by establishing a relaxed, open and two-way communication that allows for cohesiveness among colleagues campus wide.
- Over the past five years, the Communication Program has supported other program enrollment by fulfilling general education requirements. The enrollment generated from the Communication Department contributes to other programs at the college and the overall viability/stability of LCC.

**SUMMARY REPORT
ACADEMIC PROGRAM REVIEW**

**REVIEW COMMITTEE IDENTIFIED
WEAKNESSES/OPPORTUNITIES/CHALLENGES**

Discuss the major weaknesses, opportunities, or challenges of the academic program/discipline.

Program Offering

- There is a need to develop a program that helps Communication students find scholarships.
- The department lost the Forensic/Debate program.
- The department lost the Photojournalism emphasis.
- The department will not be developing the Interpersonal Communication course at this time.

Program Size

- The department has not taken additional measures to recruit minority students, although we would be open to suggestions from recruiters as to viable approaches to doing so.

Facilities

- There is a need for separate faculty offices (Cherokee Center).
- There continues to be a need for more adjunct faculty offices at both campuses.
- There is a need for new “glass” white boards that will properly erase in two classrooms utilized to teach the majority of all communication courses; rooms H205 and H212.
- There is a need for the necessary cable to connect a “tablet” into the projector in rooms H205 and H212.

Adjunct Faculty

- There is a need for adjunct faculty to attend break-out sessions, understand the importance of teaching the core outcomes in order to follow statewide adopted requirements, and better understanding of the outcome assessments.

Program Action Plan

Date:

An Action Plan addressing weaknesses, opportunities, and challenges found during the Program Review process was developed by the full-time faculty in the program and the Program Director, Dean of Instruction or CTE Director. The Action Plans goals will be included in the program Operational Plans for the upcoming years as a part of the Strategic Planning process. The associated Core Value and Outcome should be included for Operational Plan reference, such as 1A for Core Value 1 and Outcome A. The person or persons responsible will determine the necessary actions to complete the suggestions needed in the Weaknesses/Opportunities/ Challenges for the specific areas that are being reviewed.

Weaknesses/ Opportunities/ Challenges	Program Outcome/ Objective	Estimated Cost/ Department Budget	Operational Plan Yr of Implemen., Assoc., Core Value and Outcome, and/or Completion or Proposed Admin. Action	Person Responsible DOI/Advisory Committee
Program Offering Need for scholarship funding	To recruit Communication majors to LCC		1C	Financial Aid, Foundation
Loss of Forensic and Debate Program	N/A		1A	N/A
Loss of Photo Communication emphasis	N/A		1A	N/A
No longer a need to develop the Interpersonal Communication Course	N/A		1A	N/A
Program Size Not taken additional measures to recruit minority students	More diversity in the Communication Dept majors and at LCC		2B	Faculty, LCC Recruiters
Facilities Need for separate faculty office space (Cherokee Center)	Private space for advising and working with students		3D	Facilities
Need for new glass white boards in rooms H205 and H212	Improve instruction	\$1,355 ea or \$2,945 w shipping	3D	Facilities
Need for cable to connect tablet to projector in rooms H205 and H212	Improve instruction	\$25	3D	Computer Services
Adjunct Faculty Need for additional training on meeting core requirements and completing assessments	Improve instruction	No additional funding needed	1B	Faculty, Dean of Instruction, VP of Academic Affairs

Appendix A: Faculty in Program Qualifications

Current Full Time Faculty

Bell, Tonya D, MA, Communication
Duran, Thomas, MA, Communication- Broadcasting

Adjunct Faculty

Finley, Lacey
Heardt, Kelynn
Huston, Julie M.
Piva, Kylie
Tomory, Tonya N
Wass, Tim
Westhoff, Megan
Wilson, Heather

Appendix B: List of Courses

Communication Associate in Arts Four Semester Plan

Semester 1 *

Course #	Course Title
COMM 101	Fundamentals of Speech (3)
COMM 103	Introduction to Advertising (3)
ENGL 101	English Composition I (3)
PED 116	Lifetime Fitness (1)
	Humanities Elective (3)
	Semester Hours (13) Cumulative Hours (13)

Semester 2

Course #	Course Title
COMM 106	Introduction to Mass Media (3)
ENGL 102	English Composition II (3)
MATH 115	College Algebra (3)
	Humanities Elective (3)
	Natural Science Elective w/lab (5)
	Semester Hours (17) Cumulative Hours (30)

Semester 3

Course #	Course Title
BUAD 101	Introduction to Business (3)
COMM 110	Critical Thinking and Argumentation (3)
	Humanities Elective (3)
	Social and Behavioral Science Elective (3)
	Physical Science Elective w/lab (5)
	Semester Hours (17) Cumulative Hours (47)

Semester 4

Course #	Course Title
COMM 105	Introduction to Public Relations (3)
	Concentration Electives (6)
	Humanities Elective (3)
	Social and Behavioral Science Elective (3)
	Semester Hours (15) Cumulative Hours (62)

*** College Success Skills should be taken the first semester.**

Agenda Item: V.C.
Date: December 10, 2015

SUBJECT

Approval of Bills

REASON FOR CONSIDERATION BY THE BOARD

Kansas statutes require 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

Approval is recommended.

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

11/6/2015


EXHIBIT 5

Check Number	Vendor	Description	Account Number	Amount	Total
111490	A T and T	Phone Service	11-6501-631-000	\$222.33	
		Phone Service - Cherokee Center	11-7103-631-000	\$220.06	\$442.39
111491	AMATYC	Registration - Ralph Gouvion	11-4200-630-018	\$475.00	\$475.00
111492	American 3B Scientific	Susie & Simon Newborn CPR & Traur	12-1246-850-007	\$2,045.95	\$2,045.95
111494	City of Parsons	Water Service	11-7102-632-000	\$2,474.66	
		Water Service	16-9482-632-000	\$222.69	\$2,697.35
111495	Jill Coomes	Reimburse Meals - KCADNE Conf	11-4200-630-023	\$27.09	\$27.09
111497	Leanna Doherty	Reimburse Meals - KACCBO	11-6201-601-000	\$27.24	
		Reimburse Mileage - KACCBO	11-6201-601-000	\$175.95	\$203.19
111499	Enterprise Rent-a-Car	Rental Van	11-6502-720-000	\$356.25	
		Rental Van	11-6502-720-000	\$356.25	\$712.50
111500	Janice S Every	Reimburse Meals - Title IX Conf	11-6504-601-001	\$31.65	\$31.65
111501	Tammy Fuentes	Reimburse Mileage - Title IX Training	11-5701-601-000	\$179.40	
		Reimburse Meals - Title IX Training	11-5701-601-000	\$49.88	\$229.28
111504	Kansas Outdoor Advertising	October Advertising	11-6301-613-000	\$575.00	\$575.00
111505	Benjamin McKenzie	Tournament Registration CMSU	11-5505-601-000	\$350.00	
		Wrestling Travel - 11/8/15	11-5505-601-000	\$450.00	\$800.00
111506	Benjamin McKenzie	Tournament Registration	11-5505-601-000	\$350.00	
		Wrestling Travel - 11/14/15	11-5505-601-000	\$450.00	\$800.00
111507	Benjamin McKenzie	Registration Fees	11-5505-601-000	\$400.00	
		Wrestling Travel - 11/21/15	11-5505-601-000	\$450.00	\$850.00
111508	Benjamin McKenzie	Reimburse Hotel OCU Open	11-5505-601-000	\$313.25	\$313.25
111509	Kylie Piva	Reimburse Mileage - CPC & HS Visits	11-5302-601-000	\$151.23	\$151.23
111510	Nichole Reeves	Reimburse Mileage - HS Visits (9)	11-5302-601-000	\$675.63	\$675.63
111512	Rural Water District #5	Water Utilities, Cherokee	11-7103-632-000	\$41.74	\$41.74


LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	11/6/2015	Account Number	Amount	Total
111513	Ryan Seme	Reimburse Mileage - Conf, Meetings		12-4204-601-000	\$509.45	\$509.45
111514	Verizon Wireless	Jody Burzinski Phone Service		11-6401-701-000	\$426.11	
		Custodians Phone Service		11-7102-649-000	\$329.43	\$755.54
					<u>\$12,336.24</u>	
	11-General Fund		\$9,558.15			
	12-Postsecondary Technical Education Fund		\$2,555.40			
	16-Auxillary Ent Fund		\$222.69			
	67-Capital Outlay		<u>\$0.00</u>			
			\$12,336.24			

Checks approved for release prior to Board action



 President



 Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

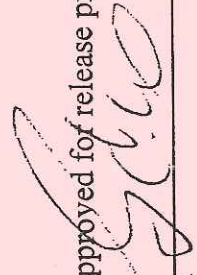
Check Number	Vendor	Description	11/10/2015		Total
			Account Number	Amount	
111516	A T and T	Internet	11-6401-631-000	\$3,415.00	\$3,415.00
111517	Robert J. Bartelli	Reimburse Meals - Economics Teachir	11-4200-630-008	\$19.62	\$420.24
111518	Kim Beachner	Reimburse Meals - KCADNE Conf	11-4200-630-025	\$30.96	\$30.96
111520	Kae Lani Rae Bryan	Reimburse Meals - Recruiting	11-5509-603-000	\$152.85	\$816.98
111521	Joseph Burke	Reimburse Mileage - Recruiting (4)	11-5509-603-000	\$664.13	\$36.80
111522	CableONE	Reimburse Mileage - Evaluations (2)	11-4202-602-000	\$36.80	\$77.27
111523	Mary A Colson	Cable Service	11-7202-648-000	\$77.27	\$82.28
111525	Leanna Doherty	Reimburse English Supplies	11-1109-700-000	\$82.28	\$175.96
		Reimburse Hotel - Leadership Class	11-6201-601-000	\$175.96	\$385.25
		Reimburse Mileage - Leadership Clas	11-6201-601-000	\$385.25	\$58.21
111526	Enterprise Rent-a-Car	Reimburse Meals - Leadership Class	11-6201-601-000	\$58.21	\$364.25
		Enterprise Rental	11-6502-720-000	\$364.25	\$356.25
		Enterprise Rental	11-6502-720-000	\$356.25	\$670.37
111528	Theresa Fambrough	Outstanding Payroll Check	11-0100-484-000	\$670.37	\$112.78
		Outstanding Payroll Check	11-0100-484-000	\$112.78	\$188.03
111529	Tammy Fuentes	Reimburse Mileage - PTK HIA Conf	11-1126-604-000	\$188.03	\$275.00
111530	Dustin Greenemeyer	NEO Dual Official - 11/18	11-5505-680-000	\$275.00	\$275.00
111531	Dustin Greenemeyer	Neosho Dual Official - 11/12	11-5505-680-000	\$275.00	\$6,768.00
111533	K J C C C	Men's Basketball - Officials home gar	11-5508-680-000	\$6,768.00	\$47.73
111534	Bethany A Kendrick	Reimburse Mileage-Pittsburg/Southee	11-6301-601-000	\$47.73	\$429.57
111536	Pepsi-Cola	Pop	16-9684-743-000	\$429.57	\$2,141.30
111537	Ryan S. Phillips	Reimburse Mileage - Recruiting (12)	11-5509-603-000	\$2,141.30	\$12.99
111538	Ashley N Savage	Reimbursement for Cricut Cutting Mal	11-7103-701-000	\$12.99	\$39.16
		Reimburse Donor Luncheon Supplies	11-7103-701-000	\$26.17	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL


Check Number	Vendor	Description	Account Number	Amount	Total
111540	Ryan Seme	Reimburse Mileage - Meetings (3)	12-4204-601-000	\$355.35	\$355.35
111542	Tucker and Markham Attorneys at Law	Legal Services	11-6501-662-000	\$500.00	\$500.00
111543	Veritiv	Security Envelopes	11-6503-705-000	\$150.40	\$903.67
		Paper and Envelopes	11-6503-705-000	\$753.27	
111544	Mark Watkins	Reimburse Mileage-Mtg & 5 Evaluatio	11-4202-602-000	\$267.95	\$267.95
				<u>\$19,193.36</u>	

11-General Fund	\$18,408.44
12-Postsecondary Technical Education Fund	\$355.35
16-Auxillary Ent Fund	\$429.57
67-Capital Outlay	\$0.00
	<u>\$19,193.36</u>

Checks approved for release prior to Board action



President



Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

11/20/2015

Check Number	Vendor	Description	Account Number	Amount	Total
111577	A T and T	Phone Service	11-6501-631-000	\$3,886.75	\$3,886.75
111578	A T and T	Internet	11-6401-631-000	\$1,602.40	\$3,931.29
		Internet	11-6401-631-000	\$2,328.89	\$5,055.00
111579	Accident Fund	Workman's Comp	11-6501-590-001	\$5,055.00	\$118.16
111580	B P	Gasoline	11-6502-720-000	\$118.16	\$26,883.57
111581	Bank of Parsons	Principal - Zetmeir Building	11-6201-761-000	\$26,883.57	\$2,070.88
		Interest - Zetmeir Building	11-6201-762-000	\$2,070.88	\$103.37
111583	Kim Beachner	Reimburse Hotel - NCSBN Workshop	12-1246-630-000	\$103.37	\$124.07
		Reimburse Meals - NCSBN Workshop	12-1246-630-000	\$20.70	\$87.59
111584	Delyna R Bohnenblust	Reimburse Meals - KCADNE and KNI	12-1208-601-000	\$87.59	\$419.18
		Reimburse Mileage - Eval, Clinicals, N	12-1208-602-000	\$419.18	\$35.65
111586	Susan Brouk	Reimburse Mileage - Cherokee Cente	12-1204-602-000	\$35.65	\$74.50
111587	CableONE	Ted Hill Internet	11-6401-631-000	\$74.50	\$35.65
111589	Tarah L Cockrell	Reimburse Mileage - Main Campus	11-7103-602-000	\$35.65	\$20,000.00
111590	Commercial Bank/Cash	Cash for Fall Book Buybacks	16-0000-103-001	\$20,000.00	\$73.12
111592	FedEx Express	Package Shipping (4)	11-5303-701-000	\$73.12	\$16.22
		Package Shipping (1)	11-6503-611-000	\$16.22	\$31.58
111594	Crystal Garcia	Reimburse Meal - KCADNE	11-4200-630-027	\$31.58	\$31.58
111595	Rhonda Gilpin	Reimburse Meals - KCADNE	11-4200-630-026	\$31.58	\$244.00
111596	Brittiany Haley	Reimburse NATA & BOC Cert Renew	11-5507-601-000	\$244.00	\$68.68
		Reimburse KS Ath Trainer License Re	11-5507-601-000	\$68.68	\$482.10
111597	Intrust Card Center	Hilton Inn/Cathy Kibler & Stu PBL	NFL 11-1127-604-000	\$482.10	\$142.98
		Baymont Inn/T Hundley & R Baker	KA 11-5201-601-000	\$142.98	\$147.34
		Holiday Inn/Kylie Piva College Plannir	11-5302-601-000	\$147.34	\$349.18
		Days Inn/Wrestling Travel Hotel	11-5505-601-000	\$349.18	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	Account Number	Amount	Total
111597	Intrust Card Center	Fairfield Inn/Men's BB Travel Hotel	11-5508-601-000	\$623.00	
		ClubHouse Inn/Leanna Doherty to KA	11-6201-601-000	\$80.25	
		Graphic Design Resources	11-6301-661-000	\$100.00	
		OnStar for LCC Vehicles	11-6502-720-000	\$130.85	
		OSHA Training	11-7102-601-000	\$59.00	
		Ice machine and bin - gym	11-7102-649-000	\$4,300.98	
		Bin Top for New Ice Machine - Gym	11-7102-649-000	\$172.99	
		CRT Exam -	12-1211-700-000	\$190.00	
		Holiday Inn/Nursing Faculty to KCADN	12-1246-630-000	\$446.20	
		Prezi Team Cloud License	12-1246-701-004	\$413.00	
		Mentimeter Team Account	12-1246-701-004	\$185.25	
		GoAnimate Cloud Software	12-1246-701-004	\$434.00	\$8,257.12
111598	Joe Smith Company, Inc	Concessions	16-9381-742-000	\$50.78	
		Concessions	16-9381-742-000	\$82.04	\$132.82
111599	Kansas Department of Revenue	Bookstore Sales Tax/Oct	16-0000-216-001	\$388.96	
		Food Service Sales Tax/Oct	16-0000-216-002	\$754.47	\$1,143.43
111600	Kansas Gas Service	Gas Service	11-7102-633-000	\$517.95	
		Gas Service - Cherokee Center	11-7103-633-000	\$58.41	
		Gas Service	16-9482-633-000	\$92.05	\$668.41
111601	Bethany A Kendrick	Reimburse Parade Supplies	11-6301-709-000	\$62.82	\$62.82
111602	Tammy Kimrey	Reimburse Mileage Rad - Clinicals (6)	12-1210-602-000	\$410.55	
		Reimburse Mileage Rad - Clinicals (3)	12-1210-602-000	\$205.85	
		Reimburse Mileage Sono - Clinicals (€	12-1214-602-000	\$258.75	\$875.15
111607	Leigh Ann Martin	Reimburse Mileage - Main Campus (4	12-1204-602-000	\$138.00	\$138.00
111609	Benjamin McKenzie	Reimburse Hotel Wrestling 11/14/15	11-5505-601-000	\$451.22	\$451.22


**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	11/20/2015		Description	Account Number	Amount	Total
111610	Midwest Fence			Removal, Mat., Begin Install BB Fence	11-6201-659-002	\$20,989.13	\$20,989.13
111612	Ashley Moore			Reimburse Mileage - Clinicals (7)	12-1210-602-000	\$494.50	\$494.50
111613	Julie Page			Reimburse Meals - KCADNE	11-4200-630-024	\$25.05	
				Reimburse Meals - NCSBN Workshop	12-1246-630-000	\$20.70	
				Reimburse Mileage - NCSBN Workshop	12-1246-630-000	\$149.50	\$195.25
111614	Phillips 66 - Conoco - 76			Gasoline	11-6502-720-000	\$1,324.27	\$1,324.27
111615	Nichole Reeves			Reimburse Mileage - HS Visits (5)	11-5302-601-000	\$370.30	\$370.30
111617	Mitchell A Rolls			Women's BB Travel - 12/7/2015	11-5503-601-000	\$400.00	\$400.00
111618	Jerrold W Stanford			Men's BB Travel - 12/3/15	11-5508-601-000	\$180.00	\$180.00
111619	Touchtone Communications			Long Distance	11-6501-631-000	\$27.33	
				Internet - Cherokee Center	11-7103-631-000	\$13.05	\$40.38
111621	American Heritage Life Insurance Com			November Cancer Premiums	11-0000-273-000	\$98.81	\$98.81
111622	American United Life Ins Co Group Pre			October/Nov Life Ins Premiums	11-6501-590-001	\$720.82	\$720.82
111623	Bay Bridge Administrators, LLC f/b/o S			November EE 403(b)	11-0000-258-000	\$10,218.00	
				Cancer Premiums	11-0000-273-000	\$417.61	
				Disability Premiums	11-0000-275-000	\$801.90	
				Term Life Insurance Premium	11-0000-276-000	\$746.98	
				November ER 403(b) Matching	11-6501-590-001	\$4,015.00	\$16,199.49
111624	E D S Kansas Premiums			December Health Insurance Premium	11-6501-590-001	\$94,652.28	\$94,652.28
111625	Kansas Payment Center			November Garnishment	11-0000-265-000	\$259.00	\$259.00
111626	L C C Faculty Association			November Faculty Dues	11-0000-264-000	\$1,187.20	\$1,187.20
111627	L C C Foundation			November EE Contributions	11-0000-268-000	\$1,622.50	\$1,622.50


**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	11/20/2015	Account Number	Amount	Total
111628	Security Benefit Life Insurance Co.	November Med Reimb/Child Care		11-0000-277-000	\$2,315.83	\$2,315.83
	11-General Fund		\$190,585.11			
	12-Postsecondary Technical Education Fund		\$4,012.79			
	16-Auxillary Ent Fund		\$21,368.30			
	67-Capital Outlay		\$0.00			
					<u>\$215,966.20</u>	

Checks approved for release prior to Board action



 President



 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

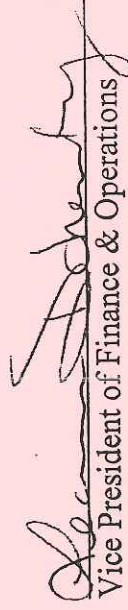
11/24/2015

Check Number	Vendor	Description	Account Number	Amount	Total
111629	US Bank	Hannah Jack - 30200276963	11-6501-590-001	\$50.00	\$50.00
111630	US Bank	Seth Roach - 30200277281	11-6501-590-001	\$173.50	\$173.50
111631	US Bank	Johnathan Wilhoft - 30200279018	11-6501-590-001	\$246.00	\$246.00
111632	US Bank	Megan Fugate - 30200276903	11-6501-590-001	\$245.00	\$245.00
111633	US Bank	Coleen Carter - 30200278853	11-6501-590-001	\$50.00	\$50.00
111634	US Bank	Mary Colson - 30200279652	11-6501-590-001	\$208.00	\$208.00
111635	US Bank	Phil Jack III - 30200279105	11-6501-590-001	\$50.00	\$50.00
111636	US Bank	Janice Every - 30200277532	11-6501-590-001	\$92.00	\$92.00
111637	US Bank	Trudy Yockey - 30200278018	11-6501-590-001	\$70.00	\$70.00
111638	US Bank	Tammy Fuentes - 30200277784	11-6501-590-001	\$246.00	\$246.00
111639	US Bank	Jennifer Harmon - 30200278514	11-6501-590-001	\$50.00	\$50.00
111640	US Bank	Nichole Reeves - 30200278282	11-6501-590-001	\$50.00	\$50.00
111641	US Bank	Leanna Doherty - 30200278568	11-6501-590-001	\$246.00	\$246.00
111642	US Bank	Cody Nutt - 30200278167	11-6501-590-001	\$95.00	\$95.00
111643	US Bank	Tracie Moon - 30200278107	11-6501-590-001	\$100.00	\$100.00
111644	US Bank	Brandi McCall - 30200278688	11-6501-590-001	\$60.00	\$60.00
111645	US Bank	Catherine Hyten - 30200279227	11-6501-590-001	\$50.00	\$50.00
111646	US Bank	Melissa Nance - 30200291884	11-6501-590-001	\$245.00	\$245.00
111647	US Bank	Ricardo Mitchell - 30200290539	11-6501-590-001	\$190.00	\$190.00
111648	US Bank	Connie Nance - 30200286583	11-6501-590-001	\$100.00	\$100.00
111649	US Bank	Kylie Piva - 30200286589	11-6501-590-001	\$200.00	\$200.00
111650	US Bank	Theresa Hundley - 30200286590	11-6501-590-001	\$245.00	\$245.00
111651	US Bank	Nancy Newby - 30200300127	11-6501-590-001	\$340.00	\$340.00
111652	US Bank	Deborah Newby - 30200300176	11-6501-590-001	\$466.00	\$466.00
111653	US Bank	Dana Eggers - 30200300207	11-6501-590-001	\$50.00	\$50.00

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	11/24/2015	Account Number	Amount	Total
111654	US Bank	Jeffrey Vesta Jr - 30200329051		11-6501-590-001	\$50.00	\$50.00
111655	US Bank	Jerrold Stanford - 30200329054		11-6501-590-001	\$50.00	\$50.00
111656	US Bank	Crystal Garcia - 30200333049		11-6501-590-001	\$50.00	\$50.00
					<u>\$4,067.50</u>	
		11-General Fund	\$4,067.50			
		12-Postsecondary Technical Education Fund	\$0.00			
		16-Auxillary Ent Fund	\$0.00			
		67-Capital Outlay	\$0.00			
			<u>\$4,067.50</u>			

Checks approved for release prior to Board action


Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	Account Number	Amount	Total
111657	Ace Hardware, Inc.	Speaker/Camera Wiring	11-6401-701-000	\$15.05	
		Torx drivers, Allen Wrenches	11-6503-701-000	\$20.48	
		Plumbing Supplies	11-7102-649-000	\$6.99	
		Plumbing Supplies	11-7102-649-000	\$0.98	
		Plumbing Supplies	11-7102-649-000	\$25.76	
		Plumbing Supplies	11-7102-649-000	\$3.99	
		Facilities Supplies	11-7102-649-000	\$74.16	
		Facilities Supplies	11-7102-649-000	\$8.98	
		Plumbing Supplies	11-7102-649-000	\$24.99	
		Supplies	11-7102-649-000	\$14.90	
		Plumbing Supplies	11-7102-649-000	\$16.04	
		Electrical Supplies	11-7102-649-000	\$18.50	
		Plumbing Supplies	11-7102-649-000	\$19.61	
		Gasket	11-7102-649-000	\$5.49	
		Facilities Supplies	11-7102-649-000	\$22.26	
		Facilities Supplies	11-7102-649-000	\$46.67	
		Plumbing Supplies	11-7102-649-000	\$20.97	
		Groundskeeping Supplies	11-7102-649-000	\$6.99	
		Plumbing Supplies	11-7102-649-000	\$13.99	
		Key	11-7102-671-000	\$1.79	
		Bookstore Hooks	16-9482-649-000	\$4.14	
		Light Bulbs	16-9482-701-000	\$14.97	
		First Aid Kit	16-9482-701-000	\$7.99	
		Paint Supplies	16-9482-850-000	\$67.86	\$463.55
111658	American Dental Education Association	Leigh Ann Martin	12-1215-681-000	\$125.00	\$125.00

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	11/30/2015		Description	Account Number	Amount	Total
111659	American Electric Company			Electrical Supplies	11-7102-649-000	\$189.00	
				Electrical Supplies	11-7102-649-000	\$10.70	
				Electric Supplies	11-7102-649-000	\$14.00	
				Electric Supplies, Cherokee	11-7102-649-000	\$150.00	\$363.70
111660	Armstrong Medical			2-piece Black 5' with Swivel Speed Cli	12-1246-850-005	\$52.69	
				BaXstrap Spineboard, Head Immob S	12-1246-850-005	\$420.41	\$473.10
111661	B and H Photo Video			Epson Light Cyan & Black Ink Cartrid	12-1203-700-000	\$166.76	\$166.76
111662	Blue Chip Athletic, Inc.			Case of 18 Rolls 4" Mat Tape	11-5505-701-000	\$164.95	\$164.95
111663	Bob's Super-Saver, Inc.			Food	16-9684-743-000	\$26.86	\$26.86
111664				Line judge for volleyball matches	11-5506-576-000	\$80.00	\$80.00
111665				Line judge for volleyball	11-5506-576-000	\$120.00	\$120.00
111666	C. D. L. Electric Co., INC			Parking Lot Lights	11-7102-649-000	\$2,025.86	\$2,025.86
111667	Chicken Annie's			Meals - Dental Asst. Advisory Council	12-1215-709-000	\$75.00	\$75.00
111668	City of Parsons			Security 11/10 Game/Dennis Dodd	11-5506-576-000	\$97.17	
				Security 11/16 Game/Dennis Dodd	11-5506-576-000	\$80.97	
				Security 11/4 Game/Dennis Dodd	11-5506-576-000	\$105.26	\$283.40
111669	CoARC			Annual Accreditation Fees	12-1211-670-000	\$1,900.00	\$1,900.00
111670	Compound Clothing, LLC			Practice Shirts and Shorts	11-5505-701-000	\$3,392.00	\$3,392.00
111671	Copy Products Inc			Copier Maintenance-Konica 7022	11-6503-648-000	\$590.00	
				Copy Usage for Cherokee Center	11-7103-701-000	\$293.67	\$883.67
111672	Corporate Business Systems ofMO, In			Lanier Copier Maintenance	11-6503-648-000	\$188.72	\$188.72
111673	Culligan of Wichita			Dionizer Service - Biology Lab	11-1102-646-000	\$170.00	
				Dionizer Service - Chemistry Lab	11-1106-700-000	\$205.00	\$375.00
111674	Data Source Media, Inc			Lexmark Drum (Photoconductor) E36	11-6401-701-000	\$86.30	\$86.30
111675	Erie High School Booster Club			Yearbook Ad	11-6301-613-000	\$70.00	\$70.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	11/30/2015		Description	Account Number	Amount	Total
111676	Fastenal Company			AA Batteries	11-7102-649-000	\$19.84	\$19.84
111677	Flinn Scientific Inc			Anhydrous Ether	11-1106-700-000	\$68.77	\$68.77
111678	Four State Maintenance Supply/Inc			Custodial Supplies	11-7102-702-000	\$439.68	
111679	G T M Sportswear			Carpet Cleaner, Cherokee	11-7103-702-000	\$179.26	\$618.94
111680				Basic Crop Top	11-5511-701-000	\$47.00	\$47.00
111681	Grand Rental Station			Line judge for volleyball	11-5506-576-000	\$200.00	\$200.00
111682	Graves Menu Maker Foods			Scissor Lift	11-7202-648-000	\$172.50	\$172.50
				Supplies	16-9684-701-000	\$830.19	
				Supplies	16-9684-701-000	\$141.13	
				Food and Supplies	16-9684-701-000	\$43.66	
				Credit on Food	16-9684-743-000	(\$52.12)	
				Credit on Food	16-9684-743-000	(\$24.16)	
				Credit on Food	16-9684-743-000	(\$25.86)	
				Food	16-9684-743-000	\$305.20	
				Food	16-9684-743-000	\$271.90	
				Food	16-9684-743-000	\$727.99	
				Food	16-9684-743-000	\$262.74	\$2,480.67
111683	Green Country Auto Group LLC			RV-25 Maintenance	11-6502-720-000	\$325.87	
111684	Henry Schein Dental , Inc			RV-23 Maintenance	11-6502-720-000	\$79.29	\$405.16
				Lab supplies	12-1215-700-000	\$200.92	
				Lab supplies	12-1215-700-000	\$62.60	\$263.52
111685	Hillyard/Springfield			Basketball Court Maintenance	11-7102-649-000	\$485.50	
				Custodial Supplies	11-7102-702-000	\$247.39	
				Floor Maintenance, Cherokee	11-7103-649-000	\$714.13	
				Custodial Supplies, Cherokee	11-7103-702-000	\$10.91	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

11/30/2015

Check Number	Vendor	Description	Account Number	Amount	Total
111685	Hillyard/Springfield	Custodial Supplies, Cherokee	11-7103-702-000	\$396.24	
		Custodial Supplies, Cherokee	11-7103-702-000	\$32.74	
		Custodial Supplies	11-7103-702-000	\$55.10	\$1,942.01
111686	HPI International, Inc	Laptops	16-9381-741-000	\$507.94	
		Laptop Warranty	16-9381-741-000	\$143.90	\$651.84
111687	Insight Media	Interpreting Nonverbal Communication	12-1246-701-010	\$242.74	\$242.74
111688	Jock's Nitch/Parsons	Wrestling Gear	11-5505-701-000	\$891.65	
		Black Visors	11-5509-701-000	\$325.80	\$1,217.45
111689	Joplin Supply Company, Inc.	Outdoor Light Bulbs	11-7102-649-000	\$511.65	\$511.65
111690	K F J X - TV	October Advertising	11-6301-613-000	\$1,750.00	\$1,750.00
111691	K L K C	October Advertising	11-6301-613-000	\$300.00	\$300.00
111692	K O D E - TV	October Advertising - KSNF	11-6301-613-000	\$500.00	
		October Advertising - RSNF	11-6301-613-000	\$300.00	
		October Advertising - KODE	11-6301-613-000	\$490.00	
		October Advertising - RSNF	11-6301-613-000	\$500.00	\$1,790.00
111693	K S Y N-FM	October Advertising	11-6301-613-000	\$945.00	\$945.00
111694	Kitchen Pass, Inc.	Graphic Design Advisory Committee	12-1204-709-000	\$95.91	
		Allied Health Advisory Committee Mex	12-4204-709-000	\$88.86	
		Fire School Planning Meeting	12-4204-709-000	\$132.51	\$317.28
111695	George Knox	Vehicle Expense	11-6501-590-001	\$900.00	\$900.00
111696	KONE Inc	Elevator Maintenance	11-7202-648-000	\$120.94	
		Elevator Maintenance	11-7202-648-000	\$374.62	\$495.56
111697	L and R Specialties, Inc.	Art Supplies	11-1101-700-000	\$24.87	\$24.87
111698	L C C Foundation	Outstanding Payroll Check	11-0100-484-000	\$2,037.18	
		Memorial Mildred Keele	11-6102-709-000	\$50.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

11/30/2015

Check Number	Vendor	Description	Account Number	Amount	Total
111698	L C C Foundation	Ted Hill Rental	11-6201-642-000	\$2,251.01	\$4,338.19
111699	Labette Avenue	Kids Fall Fest Ad	11-6301-613-000	\$33.50	\$33.50
111700	Labette County High School	Yearbook Ad	11-6301-613-000	\$70.00	\$70.00
111701	Laser Designs/PSHTC	Name Badges	12-1208-700-000	\$10.00	
		Name Badge	12-1213-700-000	\$5.00	\$15.00
111702	League of Kansas Municipalities	Kansas Government Journal	11-4101-704-001	\$40.00	\$40.00
111703	Locke Supply Co	Toilet, Men's Locker Room	11-7102-649-000	\$127.21	
		Electric Supplies	11-7102-649-000	\$17.04	\$144.25
111704	Magman's Gym	LCC athletes lifting Aug-Oct. 2015	11-5506-701-000	\$600.00	\$600.00
111705	McCarty's Office Machines Inc	Office Supplies	11-6503-701-000	\$441.04	
		Binders for clinicals	12-1211-700-000	\$21.00	
		Merchandise (Pencils)	16-9381-741-000	\$12.74	
		Merchandise	16-9381-741-000	\$72.21	\$546.99
111706	McKesson Medical-Surgical INC	Doppler, No Display, Basic Module 8n	12-1246-850-004	\$583.02	\$583.02
111707	Medco Sports Medicine	Athletic Trainer Supplies	11-5507-701-000	\$33.19	
		Athletic Trainer Supplies	11-5507-701-000	\$99.00	
		Athletic Trainer Supplies	11-5507-701-000	\$76.28	
		Athletic Trainer Supplies	11-5507-701-000	\$3,592.09	\$3,800.56
111708	Meridian Professional Imaging	Printed Photograph	11-6301-661-000	\$1.28	\$1.28
111709	Mountain Plains Library Association	Mt Plains Library Association dues	11-4101-701-000	\$65.00	\$65.00
111710	National Business Education Association	National Standards for Business Educ	11-4200-630-005	\$64.00	
		NBEA Membership-Lori Ford	11-4200-630-005	\$85.00	\$149.00
111711	National League for Nursing, Inc	NLN Renew Membership-D Bohnenbl	12-1208-670-000	\$1,130.00	\$1,130.00
111712	Overhead Door Co. of Springfield, Inc.	Door Work	11-7102-671-000	\$1,806.00	
		Door Maintenance	11-7102-671-000	\$315.00	\$2,121.00

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

11/30/2015

Check Number	Vendor	Description	Account Number	Amount	Total
111713	Overhead Door of Wichita	Keys 9-9	11-7102-671-000	\$63.83	
		Keys 8-2	11-7102-671-000	\$43.33	\$107.16
111714	P1 Group Inc	Maintenance Contract	11-7103-649-000	\$500.00	
		Maintenance Contract	11-7202-648-000	\$4,496.00	\$4,996.00
111715	Parsons Fine Jewelry	Retirement Watch	11-6504-692-001	\$82.50	\$82.50
111716	Parsons State Hospital DetailShop	Vehicle Detailing	11-6502-720-000	\$675.00	\$675.00
111717	Parsons Sun	Music Recital Ad	11-6301-613-000	\$48.00	
		Music Recital Ad	11-6301-613-000	\$80.00	
		Fall Fest Ad	11-6301-613-000	\$48.00	
		Fall Fest Ad	11-6301-613-000	\$80.00	
		Community Cinema Ad	11-6301-613-000	\$36.00	
		Community Cinema Ad	11-6301-613-000	\$60.00	
		Calendar Ad	11-6301-613-000	\$550.00	
		Viking Voyager Ad	11-6301-613-000	\$175.00	\$1,077.00
111718	Pitney Bowes Inc.	Postage Machine Rental	11-6503-641-000	\$1,437.00	\$1,437.00
111720	Pocket Nurse Enterprises, Inc.	IV Pole 4 Hook with 5 Caster Base	12-1208-700-001	\$153.78	
		Refurbished Hospira Plum A+ Packag	12-1246-850-004	\$2,264.00	
		Refurbished Hospira Plum A+ Packag	12-1246-850-004	\$1,132.00	
		IV Pole 4 Hook with 5 Caster Base	12-1246-850-004	\$250.62	\$3,800.40
111721	PreCheck, Inc.	Crystal Garcia - Nurse Instructor	11-6504-672-000	\$48.50	\$48.50
111722	Proforma	Sunglasses	11-6301-709-000	\$199.25	
		Deluxe Drawstring Bags	11-6301-709-000	\$272.39	\$471.64
111723	PSU HHPR Dept	Lifetime Fitness materials expense	11-1112-700-001	\$495.00	\$495.00
111724	Respironics, Inc.	Trilogy 100 Ventilator, Domestic	12-1246-850-007	\$8,808.11	\$8,808.11
111725	Sage Publications, Inc.	Introduction to Critical Thinking DVD	12-1246-701-010	\$209.67	\$209.67

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	11/30/2015		Description	Account Number	Amount	Total
111726	SkillsUSA			SkillsUSA Student Memberships	11-4201-701-000	\$105.00	
				SkillsUSA Membership - Jack Burke	11-4201-701-000	\$21.00	\$126.00
111728	Southeastern Medical Supply, Inc			Infant Sphygmomanometer, Stetho:	12-1246-850-007	\$412.57	\$412.57
111729	The CORE - Labette Health			SPEC12500025-Swimming-10 Studer	11-1133-523-001	\$462.00	
				SPEC12500019-Aquasize-20 Student	11-1133-523-001	\$1,386.00	
				SPEC12500018-Arthritis-16 Students	11-1133-523-001	\$1,386.00	\$3,234.00
111730	The Wright Signs			2x6' Veterans Day Banner	11-6301-661-000	\$120.00	\$120.00
111731	Ultra Solutions, LLC			GE Logiq e BT06 Portable	12-1246-850-010	\$13,250.00	\$13,250.00
111732	UniFirst Corporation			Uniforms, Mops, Towels	11-7103-649-000	\$35.43	
				Uniforms, Mops, Mats	11-7103-649-000	\$35.43	
				Uniforms	11-7202-648-000	\$52.74	
				Mops, Mats	11-7202-648-000	\$78.39	
				Uniforms, Mops, Towels	11-7202-648-000	\$35.43	
				Uniforms	11-7202-648-000	\$52.74	
				Mops, Mats	11-7202-648-000	\$78.39	
				Uniforms	11-7202-648-000	\$52.74	
				Mops, Mats	11-7202-648-000	\$78.39	
				UniFirst	11-7202-648-000	\$78.39	
				Uniforms	11-7202-648-000	\$52.74	
				Aprons, Mats, Mops	16-9482-701-000	\$39.20	
				Aprons, Towels	16-9482-701-000	\$39.20	
				Aprons, Towels	16-9482-701-000	\$39.20	
				Aprons, Towels	16-9482-701-000	\$39.20	\$787.61
111733	Universal Medical			Childbirth Demonstration Pelvis Mode	12-1246-850-004	\$351.95	\$351.95
111734	US Foods, Inc			Food	16-9684-743-000	\$497.98	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

11/30/2015

Check Number	Vendor	Description	Account Number	Amount	Total
111734	US Foods, Inc	Food	16-9684-743-000	\$561.92	
		Food	16-9684-743-000	\$722.30	
		Food	16-9684-743-000	\$449.49	\$2,231.69
111735	Utility Rebate Consultants, Inc	Kansas Gas	11-7102-633-000	\$2.39	
		Westar	11-7102-634-000	\$360.08	
		Westar	11-7102-634-000	\$90.36	
		Westar	11-7102-634-000	\$25.84	
		Westar	11-7102-634-000	\$14.03	
		Westar	11-7102-634-000	\$121.70	
		Westar	11-7102-634-000	\$176.10	
		Westar	11-7102-634-000	\$199.90	
		Westar	11-7102-634-000	\$1,764.51	
		Westar	11-7103-634-000	\$171.05	\$2,925.96
111736	Wildcat Retro Brands, LLC	Fall Merchandise	16-9381-741-000	\$847.00	\$847.00
111737	Wood-Dulohery Insurance Inc	Commercial Property Ins/Dec	11-6501-621-000	\$2,839.00	
		Liability Insurance/Dec	11-6501-622-000	\$1,021.00	
		Auto Insurance/Dec	11-6502-623-000	\$511.00	\$4,371.00
				<u>\$91,132.22</u>	

11-General Fund	\$52,412.33
12-Postsecondary Technical Education Fund	\$32,145.12
16-Auxillary Ent Fund	\$6,574.77
67-Capital Outlay	\$0.00
	<u>\$91,132.22</u>