

**LABETTE COMMUNITY COLLEGE**

**BOARD OF TRUSTEES**

**January 21, 2016**

**5:30 p.m.**

**Conference Room**

**Review Copy**



**EXHIBIT 1**

**Labette Community College  
Board of Trustees Meeting Agenda  
Thursday, January 21, 2016  
5:30 p.m.**

**Conference Room #1, Student Union Building**

- I. Adoption of Agenda.....(Exhibit 1)
- II. Approval of December 10, 2015, Regular Meeting Minutes (Exhibit 2)
- III. Reports and/or Board Discussion
  - a. Student Housing/Bluffstone Update
  - b. Faculty Senate Report
  - c. Student Government Association Report
  - d. Administrative Reports
    - 1. Comparison of Expenditures to Budget
    - 2. Audit Review
  - e. President's Report
- IV. Old Business (Action, Report, or Discussion)
- V. Executive Session for the purpose of discussing non-elected personnel to protect the interests of the individual(s) to be discussed.

I move we recess into executive session at \_\_\_\_\_ (time)for \_\_\_\_\_ minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at \_\_\_\_\_ in this room.

The executive session is required to protect the privacy interests of the individual(s) to be discussed.

- VI. New Business (Action, Report, or Discussion)
  - A. Faculty Resignation.....(Agenda Item VI.A.)  
(Exhibit 3)
  - B. Policy Review.....(Agenda Item VI.B.)  
(Exhibit 4)
  - C. Program/Course Approval.....(Agenda Item VI.C.)  
(Exhibit 5)

**EXHIBIT 1**

D. Approval of Bills.....(Agenda Item VI.D.)  
(Exhibit 6)

VII. Public Comment

The Board of Trustees agenda shall contain one opportunity for public comment. This structure has been designed to provide the public with an opportunity to comment on any topic. The Chair of the Board explains the Board’s approach to 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 limits as deemed appropriate.

VIII. Executive Session for the purpose of discussing employer-employee negotiations.

I move we recess into executive session at \_\_\_\_\_(time)for  
\_\_\_\_\_minutes for the purpose of discussing employer-  
employee negotiations.

The Board will return to open meeting at \_\_\_\_\_ in this  
room.

The executive session is required to protect the public interest in negotiating a  
fair and equitable contract.

IX. Next Regular Board Meeting: Thursday, February 18, 2016, 5:30 p.m., Tentative Agenda  
Items.

X. Adjournment

LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
December 10, 2015

The Board of Trustees met at 5:30 p.m. on Thursday, December 10, 2015 in the Conference Room, 2<sup>nd</sup> 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	Mark Watkins
Leanna Doherty	Colleen Williamson
Joe Burke	Janice Every
Bethany Kendrick	Kathy Johnston
Lindi Forbes	Tonya Bell
Tammy Fuentez	Susan Brouk

Megan Fugate recorded the minutes.

**Adoption of Agenda (ACTION ITEM)**

Chair Hoskins asked for changes or additions to the revised agenda. President Knox had no changes. Mr. Howerter moved to approve the revised 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 November 12, 2015 regular meeting minutes, Mrs. Zetmeir moved to approve the minutes as presented. Mr. McReynolds seconded and motion carried 6-0.

**Reports and/or Board Discussion**

**Bluffstone Update**

Dr. Knox reported that they had a conference call with Bluffstone. Bluffstone has two financing packages and are expecting an answer in one to four weeks.

**Faculty Senate Report**

None

**SGA Report**

None

**Administrative Report**

*Comparison of expenditures to the budget* – Leanna Doherty had placed the October financial report at the table. At the end of November we were 42% of the way through the year, the general fund was 39% expended and the technical education/vocational fund was 38% expended.

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

## EXHIBIT 3

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)

#### New Program/Course Approval

Mrs. Zetmeir moved to approve the Respiratory Therapy Program revision. Mr. Winchell seconded and motion carried 6-0.

Mrs. Zetmeir moved to approve the following 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

Mr. Taylor seconded and motion carried 6-0.

#### Program Review: Communications

The Communications Program Review was discussed. Dr. Mark Watkins and Tonya Bell was in attendance to answer any questions. Mr. McReynolds moved to approve the Communications Program Review. Mr. Taylor seconded and motion carried 6-0.

#### Approval of Bills

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

#### Executive Session

Executive Session for the purpose of discussing non-elected personnel to protect the interests of the individual(s) to be discussed.

Mrs. Zetmeir moved to recess into executive session at 6:15pm for 10 minutes for the purpose of discussing non-elected personnel.

The Board will return to open meeting at 6:25pm in this room. The executive session is required to protect the privacy interests of the individual(s) to be discussed.

Mr. McReynolds seconded and motion carried 4-2. Mr. Howerter and Mr. Winchell voted against.

The meeting reconvened at 6:25pm with no action taken.

#### Public Comment

Mr. Taylor wanted to thank Aaron Keal and the five baseball players that helped to deliver Stella Wells Christmas trees. Mr. Taylor also commented about the great Christmas concert that was on Sunday.

Mr. Hoskins commented that he and Mr. McReynolds attended the holiday luncheon and Trudy and Brandi, in the Cardinal Café, did a great job.

## EXHIBIT 3

### 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 January 21, 2016 at 5:30 p.m., Conference Room, L102.

### Adjournment

Mrs. Zetneir moved to adjourn the meeting at 6:30pm. Mr. Howerter seconded and motion carried 6-0.

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Megan Fugate, Clerk of the Board





Agenda Item #: VIA.  
Date: January 21, 2016

**SUBJECT**

Faculty Resignation

**REASON FOR CONSIDERATION BY THE BOARD**

Article XIV.A. of the Master Agreement and LCC Procedure 10.08 - Separation of Employment Guidelines state that the professional faculty member must request release from contract by obtaining Board approval.

**BACKGROUND**

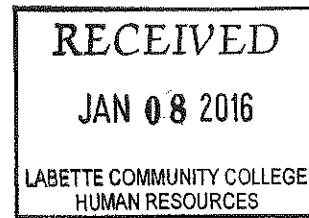
Brooke Saathoff, Psychology Professor, has submitted her resignation to retire effective immediately.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees release her from the remainder of her contract, enforce the liquidated damage amount of \$1,000, and authorize the administration to begin a search for a replacement.



EXHIBIT 3



1/7/2016

Dr. George Knox,

Due to the circumstances causing undue stress I am formally submitting my resignation for early retirement

Professor Brooke Saathoff



Agenda Item #: VI.B.  
Date: January 21, 2016

**SUBJECT**

Review of Board Policy

**REASON FOR CONSIDERATION BY THE BOARD**

Per Policy 1.13, adopted 12/12/00, the President would conduct a review and update the policies of the Board of Trustees.

**BACKGROUND**

Updated/created the following policies for review:

Policy 3.08 Library Internet Usage  
Policy 3.09 Library Copyright  
Policy 3.10 Library Challenged Materials

The attached exhibits show the proposed changes.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees review Policy 3.08 Library Internet Usage, Policy 3.09 Library Copyright and Policy 3.10 Library Challenged Materials. We will request action to be taken at the February Board Meeting.



**POLICY 3.08****LIBRARY INTERNET USAGE**

In support of the role as an information center, the LCC library offers a gateway to the Internet, providing access to ideas, education and entertainment beyond those contained in the Library's collection. Digital information and services provided by the library should be equally, readily and equitable accessible to all library users. This The policy is based on and consistent with the Library Bill of Rights, the Freedom to Read Statement, and Access to Electronic-Digital Information, Services, and Networks: An Interpretation of the Library Bill of Rights published by the American Library Association. Access to the Internet is to be considered a privilege and not a right.

Adopted: 12/12/00

Revised: 1-21-16

## **POLICY 3.09**

## **LIBRARY COPYRIGHT**

Copyright is by definition the legally protected right of an author of a work to prevent others from copying or making certain uses of the work. Since January of 1991, legislation has made it possible for state agencies to be sued in federal court for violation of copyright law. As professionals and as educators, the College has both an ethical and legal responsibility to adhere to the laws that protect copyrighted materials.

LCC makes every effort to follow the "fair use" guidelines, given in Section 106 of the Federal Copyright Law (Public Law 94-553), which covers the categories of criticism, scholarship, comment, news reporting, teaching, and research. No charge is made to students beyond the actual cost of photocopying materials.

The following will be the policy of Labette Community College concerning copyright. A notice will be placed at each piece of equipment capable of copying materials ~~separately~~ concerning this.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

Under certain conditions specified in the law, libraries are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of fair use, that user may be liable for copyright infringement.

The Library reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Uses of some databases may also be restricted by license agreement with the data provider. Specific information is posted with some databases, but most are limited to use by the administration, faculty, staff and students of the College.

### **LIBRARY SOFTWARE**

A number of ~~computer-related~~ books and reference materials now come with software included in a pocket in the book, often duplicating or augmenting material in the book. In keeping with copyright restrictions, the software often may be used for individual purposes only and thus may not be used as library materials. The CDs are removed from the books upon cataloging unless the license agreement states that the material may be used by all individuals. ~~may be used for testing purposes only and may not be copied. Patrons wishing to have the software installed on their own system(s) must purchase copies of the book and software themselves.~~

Adopted: 12/12/00

Revised: 1-21-16



**POLICY 3.10****LIBRARY CHALLENGED MATERIALS**

Occasional objections to institutional materials will be made, despite the quality of the selection process. LCC Library supports the principle of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights, the Freedom to Read, the Freedom to View, and the Access to Electronic Digital Information, Services and Networks: An Interpretation of the Library Bill of Rights statements of the American Library Association. In the event that materials are challenged, the principles of intellectual freedom, the right of access to materials and the integrity of the program should be defended, rather than the materials.

Persons from the community at large are welcome to use materials in the library, with the understanding that the collection is acquired at the college level, and may contain textual or other forms of information or knowledge not appropriate to persons below the college level.

Adopted: 12/12/00

Revised: 1/21/16



**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

- Administrative Assistant AAS
- Medical Administrative Assistant AAS
- Office Applications-Administrative Assistant
- Office Technology Programs
- Criminal Justice Program.

Courses

- Criminal Procedures I to Criminal Procedures
- Office Training II to Office Internship II
- Office Applications to Medical Office Applications
- Vascular Sonography Procedures to Vascular Sonography II
- Drugs in Society
- Police Supervision and Management
- Reading and Writing Essentials
- Pre-College Reading and Writing
- Introduction to Social Work
- Business Administration Program and Accounting Program
- Sonography Sectional Anatomy and Abdominal Pathology I
- Introduction to OB/GYN Sonography
- OB/GYN Sonography Procedures
- Introduction to Vascular Sonography
- Vascular Sonography Procedures
- Business English

- Coordinated Office Training I
- Office Applications-Legal
- Ethics in Criminal Justice

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
<b>Courses with Title Change</b>					
Criminal Procedures I to Criminal Procedures	3	CRIM 135		1/6/2016	FY2017
Office Training II to Office Internship II	3	OTEC 123		1/8/2016	FY2017
Office Applications - Medical to Medical Office Applications	4	OTEC 137		1/8/2016	FY2017
Vascular Sonography Procedures to Vascular Sonography II	4	DMS 231		1/8/2016	FY2017

New/Revised Course Name & Course Description	Credit Hours	Code & Course Number	Estimated Number of Student Enrollment	Date C&I Approved	Date Effective
Drugs in Society	3	CRIM 118	8	1/6/2016	Fall 2016
<p>This proposal is adding this course as a concentration elective. The current trend is to address societal problems with drugs. Students will gain a better understanding of the effects drugs have on budgets, law enforcement agencies, and communities, to improve the quality of society. This course has been offered several times during the past few years as a topics course. The intent is for this course to be a stand alone course and a viable elective. <b>Course Description:</b> Why do people take drugs? What is the impact of drugs and addiction to society? How does society attempt to control drug use and distribution? What are the relationships between drugs and crime? Exploring questions such as these will be the central focus on this class. We will look deep into the history of drugs, the nature of the drug crisis, current trends, legalization of drugs, impact on society, etc.</p>					
Police Supervision and Management	3	CRIM 204	8	1/6/2016	Fall 2016
<p>This proposal is adding this course as a concentration elective. Adding this course will make the degree more diverse allowing students a broader range of employment in the criminal justice system. As trends change and organizations evolve, they look towards advancing those with college degrees. Criminal Justice is a unique field in which to specialize in law enforcement is much needed for becoming a law enforcement officer but limits ones ability with that type of degree. Adding options for students to take courses such as this allow them the diversity to have exposure to supervision and management skills which are very beneficial to advancing their careers in law enforcement as well as other criminal justice professions. This course also aligns our program with university systems and their requirements. The workforce has changed dramatically over the past decade and it is vitally important students learn supervision, managements, conflict resolution, etc. in their disciplined area of study. <b>Course Description:</b> A study of the overall system of administration and management in criminal justice from evolving strategies, human behaviors, and organizational behavior. The course will look into areas of motivation, attitude, values, etc. to provide the student with the knowledge in managing organizations and people. The student will be exposed to leadership styles, communication methods, and decision processes.</p>					

New/Revised Course Name & Course Description	Credit Hours	Code & Course Number	Estimated Number of Student Enrollment	Date C&I Approved	Date Effective
<b>Remedial Course Changes</b>					
Reading and Writing Essentials	3	ENGL 097	8	1/6/2016	Fall 2016
<p>This proposal is for a new course that combines ENGL 93 Reading Essentials and ENGL 95 Writing Essentials into one course. Information from Kansas Association of Developmental Reading Instructors (KADRI) indicates that most community colleges are moving towards this model. Also, one of our HLC visitors mentioned that her school successfully made this change. <b>Course Description:</b> This course is designed to help students obtain the skills they need to succeed in college courses that are reading and writing intensive. This course serves those students who do not feel comfortable with their present reading/writing skills or those whose test scores place them into this course.</p>					
<b>Social Science Program Changes</b>					
Pre-College Reading and Writing	3	ENGL 099	8	1/6/2016	Fall 2016
<p>This proposal is for a new course that combines ENGL 94 College Reading and ENGL 96 Pre-Composition into one course. Information from Kansas Association of Developmental Reading Instructors (KADRI) indicates that most community colleges are moving towards this model. Also, one of our HLC visitors mentioned that her school successfully made this change. <b>Course Description:</b> This course is designed to teach the student reading comprehension, critical thinking, and writing and grammar skills required to succeed in higher level reading/writing intensive college courses. In this course, students learn to read and evaluate information found in texts, and to generate topics, and write clear, well-organized paragraphs, as well as being responsive readers for other students.</p>					
<b>Social Science Program Changes</b>					
Introduction to Social Work	3	SOCI 112	8	1/8/2016	2016
<p>This revision updates the outcomes and competencies with the KCOG alignment. It also provides an additional Social Science elective for students. <b>Course Description:</b> A survey of the human services fields, this course examines social welfare agencies and services, as well as career opportunities in social work.</p>					

New/Revised Course Name & Course Description	Credit Hours	Code & Course Number	Estimated Number of Student Enrollment	Date C&I Approved	Date Effective
<b>Business/Accounting Program Changes</b>					
Business Administration Program and Accounting Program				1/6/2016	FY2017
<p>This proposal is to change the curriculum and improve transfer of both programs. Program changes:</p> <p>ECON 203 Macroeconomics moved to concentration requirement.</p> <p>ECON 204 Microeconomics moved to concentration requirement.</p> <p>BUAD 104 Business Law I removed as a requirement.</p> <p>BUAD 105 Business Law II removed as a requirement.</p> <p>COMP 120 Computer Information Systems added as a general education requirement.</p> <p>PHIL 106 Ethics added as a general education requirement.</p>					
<b>Sonography Program Changes</b>					
Sonography Sectional Anatomy and Abdominal Pathology I	2 to 4	DMS 205	8	1/8/2016	FY2017
<p>This proposal changes the credit hours from 2 to 4 due to the amount of material required to learn which will help with student learning and comprehension. <b>Course Description:</b> This course will serve as an introduction to the study of diseases of the abdomen as related to the normal and abnormal appearance on a sonogram. This will include understanding of the physiology, pathology, and pathophysiology of the abdominal structures, including but not limited to thyroid, breast, prostate, scrotum, urinary tract, small parts, non-cardiac chest, and MSK imaging. Doppler applications will be applied to all structures covered in this course. The normal vs. abnormal laboratory values will be demonstrated.</p>					



New/Revised Course Name & Course Description	Credit Hours	Code & Course Number	Estimated Number of Student Enrollment	Date C&I Approved	Date Effective
Introduction to OB/GYN Sonography	2 to 3	DMS 206	8	1/8/2016	FY2017
<p>This proposal changes the course title to OB/GYN for Sonography I, the credit hours from 2 to 3, and the course description. This course will not only have introduction but advanced terminology and pathology. See DMS 207. <b>Course Description:</b> This course will <del>serve as an introduction to begin with</del> the normal anatomy of the female abdominopelvic wall/floor (MSK), cavities, and organs. A description of the physiology of the female pelvic organs will also be included as well as an in depth student of the female menstrual/ovarian cycle. This course will also include <del>an introduction to a description of</del> the normal anatomy of the first, second, and third trimester fetus, as well as normal measurements. Infertility methods and how they are utilized will be covered, as well as how they affect the female pelvic system. Doppler application will be applied to all areas covered in this course. The normal vs. abnormal laboratory values will be demonstrated. The normal placenta and Amniotic Fluid values will also be a course of study. Study on Transabdominal as well as Transvaginal scanning and application will be covered. Lastly, this course will discuss the pitfalls, artifacts, and normal variants that occur with pelvic/obstetrical ultrasound.</p>					
OB/GYN Sonography Procedures	4 to 3	DMS 207	8	1/8/2016	FY2017
<p>This proposal changes the course title to OB/GYN for Sonography II and the credit hours from 4 to 3. This changes goes with the change for DMS 206. We are dividing the hours between the classes and need to change the name for the accreditation. This will allow us to move material between the classes as needed. The program has been changing as the student needs and requirements change. <b>Course Description:</b> This course is a continuation of the <del>Introduction to OB/GYN Sonography</del> <i>OB/GYN for Sonography I</i> course. In this course we will build further upon the foundation we have already created. Included will be neoplastic, infectious, congenital, and metabolic immunologic pathology/anomalies of the female pelvis, first, second, and third trimesters, placenta and umbilical cord. This course will also include discussion about normal vs. abnormal amniotic fluid levels and the correlation with pathology/anomalies. Also discussed in this course is fetal therapy for anomalies. Doppler application will be applied to all areas. Protocol and procedures of OB scanning will be covered in depth.</p>					

New/Revised Course Name & Course Description	Credit Hours	Code & Course Number	Estimated Number of Student Enrollment	Date C&I Approved	Date Effective
Business English This proposal changes the course description. <b>Current Course Description:</b> Study of principles of effective business communications. Provides units in punctuation, capitalization, parts of speech, number-expressing principles, word division, and other aspects of word usage. <b>New Course Description:</b> This course will emphasize the rules and accepted practices of English grammar in the contemporary business office. Emphasis will be on word choice, number style, capitalization, proofreading, abbreviations, proofreading, and editing documents.	3	OTEC 140	8	1/8/2016	FY2017
Administrative Assistant AAS This proposal updates curriculum so needed skills are attained and provides some flexibility to meet student career goals. Reclassify emphases to "Business Administrative Assistant" and "Legal Administrative Assistant". Changes are: COMP 115 Spreadsheet Concepts and Applications moved to concentration requirement. COMP 110 Computer Concepts and Applications moved to general education requirement. OTEC 140 Business English added to concentration requirement. OTEC 127 Transcription Skills removed. Concentration electives were 12 and now will be a total of 9: 6 from the emphasis area (business technology or legal) plus an additional 3 hours from office technology, business, accounting, or computer. Total program hours changed from 62-64 to 61-63.				1/6/2016	FY2017
Medical Administrative Assistant AAS This proposal updates curriculum so needed skills are attained and provides some flexibility to meet student career goals. Change COMP 110 Computer Concepts and Applications from a required concentration course to a required general education course which means we can provide some flexibility in electives and at the same time reduce the number of required hours for completion. Allow up to 3 credit hours in Nursing to count towards concentration electives as many students come in from nursing or plan to go into nursing and making this change will allow a nursing course such as a phlebotomy or pharmacology course. Change OTEC 134 Medical Coding CPT to a concentrative elective. Due to changes in Pell Grants, many allied health students aren't able to take as many elective courses; this has cut down the enrollment in our medical coding courses. Therefore, OTEC 134 is moved as an elective that may be offered every other year instead of yearly and not making it.				1/8/2016	FY2017

New/Revised Course Name & Course Description	Credit Hours	Code & Course Number	Estimated Number of Student Enrollment	Date C&I Approved	Date Effective
Office Applications - Administrative Assistant	3	OTEC 136	8	1/6/2016	FY2017
<p>This proposal changes the course title to Business Office Applications and changes the course description. The description will focus more on the advanced computer applications students will do in the course. <b>Current Course Description:</b> Through a realistic job simulation, the student is introduced to secretarial duties performed as an administrative assistant to a top executive. The student will make decisions, set priorities, maintain a tickler file, prepare tables and graphs, and compose correspondence. In addition, the student will be asked to prepare a formal job description of an executive assistant. <b>New Course Description:</b> Through a realistic job simulation, the student will gain practice in advanced computer applications such as using an electronic calendar, desktop publishing, and web-based software. The student will make decisions, set priorities, create documents, and collaborate with others. In addition, the student will be asked to prepare a formal job description of a business administrative assistant.</p>					
Coordinated Office Training I	3	OTEC 122	8	1/6/2016	FY2017
<p>This proposal changes the course title to Office Internship I which more clearly describes the course. The curriculum will not change. <b>Course Description:</b> This course is designed to offer the student the opportunity to receive on-the-job training in office-related career occupations. Student may receive training through paid employment (part-time or full-time) or unpaid internship (<i>3-5 hours a week</i>).</p>					
Office Applications - Legal	3	OTEC 138	8	1/8/2016	FY2017
<p>This proposal changes the course title to Legal Office Applications which is shorter and still reflective of the course content. <b>Course Description:</b> Through a realistic job simulation, the student is introduced to secretarial duties performed in a small law firm. The student will produce and format various legal documents, become familiar with terminology used in the legal profession, machine transcribe legal correspondence, and get an overall view of the day-to-day operating procedures of a legal office. In addition, the student will be asked to prepare a formal job description of a legal <i>secretary assistant</i>.</p>					

New/Revised Course Name & Course Description	Credit Hours	Code & Course Number	Estimated Number of Student Enrollment	Date C&I Approved	Date Effective
Introduction to Vascular Sonography	2	DMS 230	8	1/8/2016	FY2017
<p>This proposal changes the course title to Vascular Sonography I which will allow us to move material between DMS 230 and 231 as needed. <b>Course Description:</b> This course <del>is an introduction to</del> will begin with the vasculature anatomy, location, and different waveforms. The student will learn different approaches and techniques to vascular ultrasonography. This course will introduce the student to Doppler imaging of the abdomen, extremities, intracranial vessels, and ankle brachial indexes, and Plethysmography.</p>					
Vascular Sonography Procedures	4	DMS 231	8	1/8/2016	FY2017
<p>This proposal changes the course title to Vascular Sonography II and updates the course description to match the changes. <b>Course Description:</b> The course will increase your knowledge and Doppler skills of the cerebrovascular, extremities, abdominal vasculature, transcranial, plethysmography, segmental, ABI's, aortic aneurysms, IVC imaging, venous Doppler evaluation with compression and augmentation, Allen test, Laser vein ablation, radio frequency, invasive vs. noninvasive testing, carotid imaging and evaluation, Raynaud's testing, and all vascular Sonography procedures. Lab scanning and exam competencies will be performed in the lab setting.</p>					
<b>Office Technology Program Changes</b>					
Office Technology Programs				1/8/2016	FY2017

This proposal offers OTEC 140 Business English (3 hours) instead of OTEC 127 Transcription Skills (1 hour) in the Office Technology programs. Business English and grammar skills are weak when students have been assessed using the OPAC (Office-Proficiency Assessment exam). Many community colleges offer this course in their Office Technology programs. We still have it listed in our catalog but it hasn't been offered for a number of years. OTEC 127 was developed as a on ground course and was followed by an additional 2-credit hour course (Medical Transcription, Word Processing Transcription or Legal Transcription. Word Processing Transcription and Legal Transcription is no longer being offered. Medical Transcription is now an elective. OTEC 127 started being offered online; the 5-week course worked well on ground but has not worked as well online. Transcription is not being done in most offices; however, editing and proofreading skills continue to be in demand. Many students in the Office Technology programs say they have received little "grammar practice" in schools.

New/Revised Course Name & Course Description	Credit Hours	Code & Course Number	Estimated Number of Student Enrollment	Date C&I Approved	Date Effective
<b>Criminal Justice Program Changes</b>					
Criminal Justice Program				1/6/2016	Fall 2016
<p>This proposal revamps the program to emphasize criminal justice administration and management. The changes better align our program with area university programs such as MSSU, PSU, and Washburn and also provide better options for our graduates. Program changes:</p> <p>CRIM 112 Ethics in Criminal Justice added in concentration requirements.</p> <p>CRIM 118 Drugs in Society added in concentration electives.</p> <p>CRIM 204 Police Supervision and Management added in concentrative electives.</p> <p>POLS 103 State and Local Government removed from concentration requirements.</p> <p>POLS 105 American Government removed from concentration requirements.</p> <p>CRIM 113 Accident Investigation removed from concentration electives.</p> <p>CRIM 115 Criminal Investigation and Interrogation Techniques removed from concentration electives.</p> <p>CRIM 119 Interview and Report Writing removed from concentration electives.</p> <p>CRIM 135 Criminal Procedures removed from concentration electives.</p>					
<b>Ethics in Criminal Justice</b>					
Ethics in Criminal Justice	3	CRIM 112	8	1/6/2016	Fall 2016
<p>This proposal is adding a course (replacing POLS 103 State and Local Government or POLS 105 American Government) to incorporate an ethics course relevant to criminal justice. The change is needed to: 1) Meet the newly proposed concentration requirement; 2) Align the CJ program at LCC with transfer universities such as MSSU; 3) Maximize the number of hours a student can transfer to a university; 3) Satisfy a much needed requirement to meet the current trend greatly impacting the criminal justice profession (as well as many other professions); and 4) Many CJ programs are offering an ethics type of course as a undergraduate requirement at both the community college and university level. The Ethics in Criminal Justice has been previously taught many times as a special topics course. MSSU has already accepted and approved the ethics course as a transfer for their ethics course. <b>Course Description:</b> This course is an examination of the ethical considerations facing the criminal justice practitioners. Some topics to be discussed include moral behavior, maintaining moral and ethical behavior under the powers of law enforcement authority, ethics and law enforcement, ethics and the courts, punishment for ethical violations, policy and management issues, professionalism, pride and ethics for practitioners. By the end of the course, students will have a better understanding of ethical and moral issues within the criminal justice system.</p>					

Agenda Item: VI.D.  
Date: January 21, 2016

**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**

12/4/2015

EXHIBIT 6

Check Number	Vendor	Description	Account Number	Amount	Total
111738	A T and T	Phone Service	11-6501-631-000	\$229.09	
		Phone Service - Cherokee Center	11-7103-631-000	\$220.10	\$449.19
111739	Kalynn S Amundson	Reimburse Grammarly Subscription	11-1115-700-000	\$139.95	\$139.95
111740	Mike Brotherton	Reimburse Mileage - Faculty Evaluati	11-4202-602-000	\$27.60	\$27.60
111741	Linda G Brown	Reimburse Mileage - Clinicals (3)	12-1210-601-000	\$167.90	\$167.90
111742	Cherokee County Treasurer	Property Taxes/Year	11-6501-662-000	\$129.16	\$129.16
111743	City of Parsons	Water Service	11-7102-632-000	\$3,128.24	
		Water Service	16-9482-632-000	\$227.57	\$3,355.81
111744	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$128.73	
		Cable - Cherokee Center	11-7103-701-000	\$76.93	\$205.66
111745	Crossroads Charters Inc.	M & W Basketball Travel - 1/20/16	11-6502-720-000	\$1,060.00	
		M & W Basketball Travel - 1/13/16	11-6502-720-000	\$1,060.00	\$2,120.00
111748	Ralph Gouvion	Reimburse Mileage - AMATYC Conf	11-4200-630-018	\$699.32	
		Reimburse Parking - AMATYC Conf.	11-4200-630-018	\$103.00	
		Reimburse Meals - AMATYC Conf	11-4200-630-018	\$219.72	
		Reimburse Hotel 1 night - AMATYC C	11-4200-630-018	\$170.52	\$1,192.56
111750	Jennifer Harding	Reimburse Mileage - Clinicals (4)	12-1211-602-000	\$195.50	\$195.50
111751	Ross Harper	Reimburse Mileage - HS Visit	12-1211-602-000	\$44.85	\$44.85
111753	Kansas Gas Service	Gas Service	11-7102-633-000	\$156.79	\$156.79
111754	Kansas Human Rights Commission	HR Seminar Reg. - Janice Every	11-6504-630-000	\$84.00	\$84.00
111755	Kansas Outdoor Advertising	November Advertising	11-6301-613-000	\$575.00	\$575.00
111756	Kiwanis Club of Parsons	Dues - Joe Burke	11-4201-681-000	\$139.70	
		Dues - Ryan Seme	12-4204-701-000	\$390.00	\$529.70
111757	L C C Foundation	Payment on line of Credit	11-6201-659-000	\$32,175.69	\$32,175.69
111759	Lynda.com, Inc.	Annual Premium Membership Renewal	11-4200-630-014	\$359.88	\$359.88


LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	Account Number	Amount	Total
111760	Kara Mcllvain	Reimburse Mileage - Advisory Meetin:	12-1211-601-000	\$40.25	\$40.25
111761	Benjamin McKenzie	Meals Christmas Break 12/28-1/05	11-5505-601-000	\$600.00	\$600.00
111762	Benjamin McKenzie	Wrestling Travel - 12/13/15	11-5505-601-000	\$350.00	\$650.00
		Registration Jet Invite 12/13	11-5505-601-000	\$300.00	
111763	Benjamin McKenzie	Registration FHSU Open 12/5	11-5505-601-000	\$350.00	\$700.00
		Wrestling Travel - 12/5/15	11-5505-601-000	\$350.00	
111765	Pepsi-Cola	Pop in boxes	16-9684-743-000	\$311.90	\$311.90
111766	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$205.06	\$205.06
111767	Kylie Piva	Reimburse Mileage - HS Visits (5)	11-5302-601-000	\$274.85	\$274.85
111769	Ryan Seme	Reimburse Mileage - HS Visits, Meetin	12-4204-601-000	\$404.80	\$404.80
111771	Verizon Wireless	J Burzinski Phone Service	11-6401-701-000	\$486.12	\$816.73
		Custodians Phone Service	11-7102-649-000	\$330.61	
111772	W C A Waste Corporation	Trash Removal, Cherokee	11-7103-649-000	\$100.98	\$100.98
111773	Wal-Mart Community	Frames	11-7103-701-000	\$64.42	
		Food	16-9684-743-000	\$137.55	
		Food	16-9684-743-000	\$37.14	
		Food	16-9684-743-000	\$148.26	
		Food	16-9684-743-000	\$16.59	
		Food	16-9684-743-000	\$40.18	
		Food	16-9684-743-000	\$141.14	
		Food	16-9684-743-000	\$93.10	
		Food	16-9684-743-000	\$206.13	\$884.51
111774	Western Kansas Manufacturers Assn.	KS Workforce Summit Reg-Ryan Serr	12-4204-605-000	\$209.00	\$209.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
111775	Scotty Zollars	Reimburse Mileage - SEKALC Meetin	11-4101-602-000	\$50.60	\$50.60
				<u>\$47,157.92</u>	
	11-General Fund			\$44,346.06	
	12-Postsecondary Technical Education Fund			\$1,452.30	
	16-Auxillary Ent Fund			\$1,359.56	
	67-Capital Outlay			<u>\$0.00</u>	
				<u>\$47,157.92</u>	

Checks approved for release prior to Board action

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

12/11/2015

Account

Check Number	Vendor	Description	Account Number	Amount	Total
111851	A T and T	Internet	11-6401-631-000	\$3,415.00	\$3,415.00
111853	Kalynn S Amundson	Reimburse Book	11-4200-630-034	\$56.95	
		Reimburse-ASA Membership, Journal	11-4200-630-034	\$242.00	
111855	Kim Beachner	Reimburse Mileage - CC Class (7)	11-4202-602-000	\$249.55	\$548.50
111858	Susan Brouk	Reimburse Mileage - Clinicals (2)	12-1208-602-000	\$138.00	\$138.00
111860	CableONE	Reimburse Mileage - Cherokee Cente	12-1204-602-000	\$34.50	\$34.50
111863	Leanna Doherty	Cable Service	11-7202-648-000	\$77.27	\$77.27
111866	Jacob R Fulsom	Reimburse Meals - KCCLI	11-6201-601-000	\$25.95	
111867	Rhonda Gilpin	Reimburse Mileage - KCCLI	11-6201-601-000	\$238.05	\$264.00
111868	Brittany Haley	Reimburse AVCA Conv/Memberships	11-5504-603-000	\$1,192.00	\$1,192.00
		Reimburse-Nurses Service Org Memt	11-4200-630-026	\$88.00	\$88.00
111874	Joe Smith Company, Inc	Reimburse Registration - Exercise ET	11-5507-701-000	\$70.45	
111875	Kansas Board of Regents	Reimburse PES	11-5507-701-000	\$599.00	\$669.45
111876	Kansas Department of Revenue	Concessions	16-9381-742-000	\$260.47	\$260.47
		Deferred Maintenance Payment	11-6201-761-000	\$152,116.84	\$152,116.84
111877	Aaron Keal	Bookstore Sales Tax/Nov	16-0000-216-001	\$197.10	
111878	Leigh Ann Martin	Food Service Sales Tax/Nov	16-0000-216-002	\$519.25	\$716.35
111880	Kara Mclivain	Reimburse Mileage - Recruiting	11-5502-603-000	\$276.00	\$276.00
		Reimburse Mileage - Main Campus (2	12-1204-602-000	\$69.00	\$69.00
		Reimburse Hotel - Tampa Conf	12-1246-630-000	\$866.12	
		Reimburse Mileage - Tampa Conf	12-1246-630-000	\$152.32	
		Reimburse Meals - Tampa Conf	12-1246-630-000	\$69.73	
		Reimburse Airport Parking - Tampa C	12-1246-630-000	\$40.00	
		Reimburse Rental Car - Tampa Conf	12-1246-630-000	\$473.28	\$1,601.45
111883	Julie Page	Reimburse Mileage - Clincials (3)	12-1208-602-000	\$281.75	\$281.75

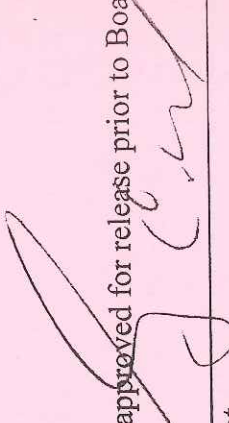
**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**


12/11/2015

Check Number	Vendor	Description	Account Number	Amount	Total
111884	Parsons High School Business Office	Yearbook Ad	11-6301-613-000	\$150.00	\$150.00
111885	Parsons Rotary Club C/O Phil Eaton	Dues - Mark Watkins	11-4202-681-000	\$108.00	
		Dues - George Knox	11-6101-702-000	\$108.00	
		Dues - Dee Bohnenblust	12-1208-700-000	\$108.00	\$324.00
111887	Nichole Reeves	Reimburse Mileage - HS Visits (2)	11-5302-601-000	\$139.15	\$139.15
111888	Rural Water District #5	Rural Water District #5, Cherokee	11-7103-632-000	\$33.92	\$33.92
111892	Jamie Williams	Dual Official	11-5505-680-000	\$375.00	\$375.00
				<u>\$162,770.65</u>	

11-General Fund	\$159,561.13
12-Postsecondary Technical Education Fund	\$2,232.70
16-Auxillary Ent Fund	\$976.82
67-Capital Outlay	\$0.00
	<u>\$162,770.65</u>

Checks approved for release prior to Board action

  
 \_\_\_\_\_  
 President

  
 \_\_\_\_\_  
 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

12/15/2015

Check Number	Vendor	Description	Account Number	Amount	Total
111954	A T and T	Phone Service	11-6501-631-000	\$3,886.75	\$3,886.75
111955	A T and T	Internet	11-6401-631-000	\$2,328.89	\$2,328.89
111956	B P	Gasoline	11-6502-720-000	\$178.04	\$178.04
111957	Bank of Parsons	Principa - Zetmeir Building	11-6201-761-000	\$28,954.45	\$28,954.45
111958	Delyna R Bohnenblust	Reimburse Meals - KSBN, KCPNE &	12-1208-601-000	\$72.20	
		Reimburse Hotel - KSBN, KCPNE, KC	12-1208-601-000	\$192.80	
		Reimburse Mileage-KSBN/KCADNE,	12-1208-602-000	\$416.88	\$681.88
111959	CableONE	Ted Hill Internet	11-6401-631-000	\$74.50	\$74.50
111960	Community-News Digital	Web Advertising	11-6301-613-000	\$1,250.00	\$1,250.00
111962	FedEx Express	Package Shipping (5)	11-5303-701-000	\$80.06	
		Package Shipping (1)	11-6503-611-000	\$20.20	\$100.26
111963		Refund Debbie Groff Sch Book	11-0100-484-000	\$108.00	\$108.00
111964	Intrust Card Center	Westin Canal Place/R Gouvion to AM,	11-4200-630-018	\$1,164.00	
		Assessment Conf Reg - Joe Burke	11-4201-601-000	\$85.00	
		Assessment Conf Reg - Mark Watkins	11-4202-601-000	\$85.00	
		Super 8/Wrestling Team to Hays	11-5505-601-000	\$195.63	
		Comfort Inn, Wrestling Team to Wichi	11-5505-601-000	\$355.52	
		Airline Ticket/ to Baltimore	11-5505-601-000	\$426.20	
		AACC Registration-George Knox	11-6101-601-000	\$805.00	
		Comfort Inn/Leanna Doherty to KCCL	11-6201-601-000	\$91.80	
		Barracuda Energized Updates	11-6401-646-002	\$1,099.00	
		ScreenCast Renewal	11-6403-701-000	\$49.00	
		OnStar for LCC Vehicles	11-6502-720-000	\$130.85	
		Water Heater Main Build	11-7102-649-000	\$155.00	
		ARDMS licensing	12-1214-513-000	\$75.00	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

12/15/2015

Check Number	Vendor	Description	Account Number	Amount	Total
111964	Intrust Card Center	SDMS membership for CME credit	12-1214-513-000	\$150.00	
		Textbooks and Shipping Spring 2016	16-9381-740-000	\$791.76	
		Kitchen Mats	16-9482-701-000	\$126.87	\$5,785.63
111965	Jenzabar, Inc.	Izenda Reporting Renewal	11-6401-646-001	\$1,969.00	\$1,969.00
111966	Kansas Gas Service	Gas Service	11-7102-633-000	\$747.40	
		Gas Service - Cherokee Center	11-7103-633-000	\$141.17	
		Gas Service	16-9482-633-000	\$103.22	\$991.79
111967	Kansas Leadership Center	Your Leadership Edge book	11-4201-627-001	\$20.00	
		Inservice speaker Amanda Cebula	11-4201-627-001	\$150.00	\$170.00
111969	Labette County	HepA/HepB Combo - Trudy Yockey	11-6201-701-000	\$55.00	
		HepA/HepB Combo-Brandi McCall	11-6201-701-000	\$55.00	\$110.00
111971	Team Express Distributing, LLC	Baseball Gear	11-5502-701-000	\$695.80	\$695.80
111972	Touchtone Communications	Long Distance	11-6501-631-000	\$37.93	
		Long Distance - Cherokee Center	11-7103-631-000	\$20.39	\$58.32
111974	Westar Energy, Inc	Electricity	11-7102-634-000	\$12,867.39	
		Electricity - Cherokee Center	11-7103-634-000	\$1,177.17	\$14,766.97
		Electricity	16-9482-634-000	\$722.41	
111975	James Babb	Cell Phone Reimbursement	11-6501-590-001	\$240.00	\$240.00
111976	David Blake	Cell Phone Reimbursement	11-6501-590-001	\$240.00	\$240.00
111977	Jeff Cowen	Cell Phone Reimbursement	11-6501-590-001	\$240.00	\$240.00
111978		Fall 2015 Book Buyback	16-9381-740-000	\$64.00	\$64.00
111979	Charles T Graver	Cell Phone Reimbursement	11-6501-590-001	\$240.00	\$240.00
111980	Robert Harris	Cell Phone Reimbursement	11-6501-590-001	\$240.00	\$240.00
111981	Kansas Payment Center	Dec Payroll Garnishment	11-0000-265-000	\$259.00	\$259.00
111982	Kansas State Treasurer	Unclaimed Property	11-0100-484-000	\$6,764.99	\$6,764.99

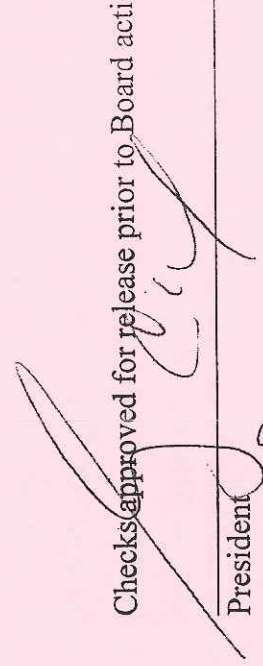
LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

12/15/2015

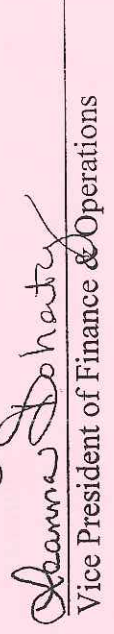
Check Number	Vendor	Description	Account Number	Amount	Total
111983	Travis King	Cell Phone Reimbursement	11-6501-590-001	\$240.00	\$240.00
111984	Peggy L Kinsch	Cell Phone Reimbursement	11-6501-590-001	\$160.00	\$160.00
111985	Barry Seal	Cell Phone Reimbursement	11-6501-590-001	\$240.00	\$240.00
111986	Jonathan Wilhoft	Cell Phone Reimbursement	11-6501-590-001	\$240.00	\$240.00
				<u>\$71,278.27</u>	

11-General Fund	\$68,563.13
12-Postsecondary Technical Education Fund	\$906.88
16-Auxillary Ent Fund	\$1,808.26
67-Capital Outlay	<u>\$0.00</u>
	\$71,278.27

Checks approved for release prior to Board action



President



Vice President of Finance & Operations



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

12/30/2015

Check Number	Vendor	Description	Account Number	Amount	Total
111988	American Heritage Life Insurance Com	Cancer Premiums	11-0000-273-000	\$98.81	\$98.81
111989	American United Life Ins Co Group	PreLife Insurance Premiums	11-6501-590-001	\$383.98	\$383.98
111990	Bay Bridge Administrators, LLC f/b/o	SDec EE 403(b) Contributions	11-0000-258-000	\$10,178.00	
		Cancer Premiums	11-0000-273-000	\$417.61	
		Disability Premiums	11-0000-275-000	\$777.04	
		Term Life Insurance Premiums	11-0000-276-000	\$746.98	
		Dec ER 403(b) Matching	11-6501-590-001	\$3,975.00	\$16,094.63
111991	L C C Faculty Association	Dec Faculty Dues	11-0000-264-000	\$1,187.20	\$1,187.20
111992	L C C Foundation	Dec Payroll EE Contributions	11-0000-268-000	\$1,312.50	\$1,312.50
111993	Security Benefit Life Insurance Co.	Dec Medical Reimb/Child Care	11-0000-277-000	\$2,315.83	\$2,315.83
111994	US Bank	Hannah Jack - 30200276963	11-6501-590-001	\$50.00	\$50.00
111995	US Bank	Seth Roach - 30200277281	11-6501-590-001	\$173.50	\$173.50
111996	US Bank	Jonathan Wilhoft - 30200279018	11-6501-590-001	\$246.00	\$246.00
111997	US Bank	Megan Fugate - 30200276903	11-6501-590-001	\$245.00	\$245.00
111998	US Bank	Coleen Carter - 30200278853	11-6501-590-001	\$50.00	\$50.00
111999	US Bank	Mary Colson - 30200279652	11-6501-590-001	\$208.00	\$208.00
112000	US Bank	Phil Jack III - 30200279105	11-6501-590-001	\$50.00	\$50.00
112001	US Bank	Janice Every - 30200277532	11-6501-590-001	\$92.00	\$92.00
112002	US Bank	Trudy Yockey - 30200278018	11-6501-590-001	\$70.00	\$70.00
112003	US Bank	Tammy Fuentes - 30200277784	11-6501-590-001	\$246.00	\$246.00
112004	US Bank	Jennifer Harmon - 30200278514	11-6501-590-001	\$50.00	\$50.00
112005	US Bank	Nichole Reeves - 30200278282	11-6501-590-001	\$50.00	\$50.00
112006	US Bank	Leanna Doherty - 30200278568	11-6501-590-001	\$246.00	\$246.00
112007	US Bank	Cody Nutt - 30200278167	11-6501-590-001	\$95.00	\$95.00
112008	US Bank	Tracie Moon - 30200278107	11-6501-590-001	\$100.00	\$100.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

12/30/2015

Check Number	Vendor	Description	Account Number	Amount	Total
112009	US Bank	Brandi McCall - 30200278688	11-6501-590-001	\$60.00	\$60.00
112010	US Bank	Catherine Hyten - 30200279227	11-6501-590-001	\$50.00	\$50.00
112011	US Bank	Melissa Nance - 30200291884	11-6501-590-001	\$245.00	\$245.00
112012	US Bank	Ricardo Mitchell - 30200290539	11-6501-590-001	\$190.00	\$190.00
112013	US Bank	Connie Nance - 30200286583	11-6501-590-001	\$100.00	\$100.00
112014	US Bank	Kylie Piva - 30200286589	11-6501-590-001	\$200.00	\$200.00
112015	US Bank	Theresa Hundley - 30200286590	11-6501-590-001	\$50.00	\$50.00
112016	US Bank	Nancy Newby - 30200300127	11-6501-590-001	\$340.00	\$340.00
112017	US Bank	Deborah Newby - 30200300176	11-6501-590-001	\$466.00	\$466.00
112018	US Bank	Dana Eggers - 30200300207	11-6501-590-001	\$50.00	\$50.00
112019	US Bank	Jeffrey Vesta Jr - 30200329051	11-6501-590-001	\$50.00	\$50.00
112020	US Bank	Jerrod Stanford - 30200329054	11-6501-590-001	\$50.00	\$50.00
112021	US Bank	Crystal Garcia - 30200333049	11-6501-590-001	\$50.00	\$50.00
				<u>\$25,265.45</u>	

11-General Fund	\$25,265.45
12-Postsecondary Technical Education Fund	\$0.00
16-Auxillary Ent Fund	\$0.00
67-Capital Outlay	\$0.00
	<u>\$25,265.45</u>

Checks approved for release prior to Board action

President

*Joanna S. Deherty*  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

12/31/2015

Check Number	Vendor	Description	Account Number	Amount	Total
111893	Ace Hardware, Inc.	Facilities Supplies	11-7102-649-000	\$2.24	
		Facilities Supplies	11-7102-649-000	\$9.29	
		Totes for Emergency Supply Kits	11-7102-649-000	\$25.13	
		Gloves and Straps	11-7102-649-000	\$35.46	
		Facilities Supplies	11-7102-649-000	\$6.99	
		Facilities Supplies	11-7102-649-000	\$4.49	
		Plumbing Supplies	11-7102-649-000	\$48.51	
		Safety Supplies	11-7102-649-000	\$24.96	
		Clevis Pin	11-7102-649-000	\$1.50	
		Batteries	11-7102-649-000	\$7.99	
		Gloves and Detergent	11-7102-649-000	\$12.97	
		Laundry Detergent, Gym	11-7102-702-000	\$7.98	
		Wall Clock, Cherokee	11-7103-649-000	\$17.99	
		Charging Station Supplies	16-9482-850-000	\$39.44	
		Charging Station Supplies	16-9482-850-000	\$14.96	
		Charging Station Supplies	16-9482-850-000	\$45.76	
		Charging Station Supplies	16-9482-850-000	\$1.08	
		Charging Station Supplies	16-9482-850-000	\$20.20	
		Charging Station Supplies	16-9482-850-000	\$32.25	
		Supplies	16-9684-701-000	\$27.96	\$387.15
111894	Affordable Drain Cleaning	Plumbing Maintenance, Gym	11-7102-649-000	\$95.00	\$95.00
111895	American Media Investments	November Advertising	11-6301-613-000	\$360.00	\$360.00
111896	B.E.S.T Plumbing and Heating, Inc.	Plumbing Maintenance, Gym	11-7102-649-000	\$242.45	\$242.45
111897	Biddle Consulting Group, Inc.	OPAC Software License	12-1218-700-000	\$590.00	\$590.00
111898	Bleacher Gear	Black Polo for New Faculty	12-1208-700-000	\$24.60	\$24.60

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

**12/31/2015**

<b>Check Number</b>	<b>Vendor</b>	<b>Description</b>	<b>Account Number</b>	<b>Amount</b>	<b>Total</b>
111899	Nicohle Bushnell	Substitute Beginning Algebra	11-1131-523-000	\$23.10	\$23.10
111900	Cengage Learning	Credit on Paid Taxes	16-9381-740-000	(\$1,734.79)	
		Returned Textbooks	16-9381-740-000	(\$643.50)	
		Textbooks/Shipping Spring 2016	16-9381-740-000	\$14,681.99	\$12,303.70
111901	City of Parsons	Security 12/1 Game/Garrett Lucas	11-5506-576-000	\$70.32	\$70.32
111902	Copy Products Inc	Konica Color Copier Maintenance	11-6503-648-000	\$991.80	
		Copy Usage for Cherokee Center	11-7103-701-000	\$174.83	\$1,166.63
111903	Corporate Business Systems ofMO, InSavin	Copier Maintenance	11-6503-648-000	\$92.34	\$92.34
111904	Data Source Media, Inc	E360 Toner	11-6401-701-000	\$942.24	\$942.24
111905	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000	\$154.76	\$154.76
111906	Elsevier Inc.	Returned Textbooks	16-9381-740-000	(\$1,334.40)	
		Returned Textbooks	16-9381-740-000	(\$222.40)	
		Returned Textbooks	16-9381-740-000	(\$111.20)	
		Returned Textbooks	16-9381-740-000	(\$444.80)	
		Returned Textbooks	16-9381-740-000	(\$1,223.20)	
		Textbooks and Shipping Spring 2016	16-9381-740-000	\$10,309.83	
		Textbooks/Shipping Spring 2016	16-9381-740-000	\$2,633.49	
		Returned Textbooks	16-9381-740-000	(\$1,075.50)	
		Returned Textbooks	16-9381-740-000	(\$134.44)	
		Returned Textbooks	16-9381-740-000	(\$700.81)	\$7,696.57
111907	Fastenal Company	Ice Melt and Delcer, Valerie	11-7102-649-000	\$461.12	
		Batteries	11-7102-649-000	\$126.55	\$587.67
111908	Joyce Fields	JAM Instructor Fee	11-1133-523-001	\$325.00	\$325.00
111909	Gaumard Scientific Company	Nursing Equipment for NOELLE	12-1246-850-004	\$687.12	\$687.12
111910	Grand Rental Station	Scissor Lift Rental	11-7102-649-000	\$299.10	\$299.10

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

12/31/2015

Check Number	Vendor	Description	Account Number	Amount	Total
111911	Graves Menu Maker Foods	Food	16-9684-743-000	\$1,395.57	
		Food	16-9684-743-000	\$60.65	\$1,456.22
111912	Green Country Auto Group LLC	Vehicle Maintenance, MV-40	11-6502-720-000	\$847.74	
		Vehical Maintenance, RV-26	11-6502-720-000	\$45.11	
		Vehicle Maintenance, RV-25	11-6502-720-000	\$45.11	\$937.96
111913	Green's Vegetation Control/William Gr	Starter fertilizer	11-5502-701-000	\$280.00	\$280.00
111914	Higher Education PublicationsInc	Higher Education Publication 2016	11-6101-702-000	\$75.00	\$75.00
111915	HPI International, Inc	Merchandise and Shipping Fall 2015	16-9381-741-000	\$71.91	\$71.91
111916	J R C E R T	JRCERT Accreditation Fee	12-1210-670-000	\$2,100.00	\$2,100.00
111917	Jock's Nitch/Parsons	Women's Basketball Gear	11-5503-701-000	\$4,269.50	
		Jock's Nitch Coaching Gear	11-5503-701-000	\$191.00	
		Men's Basketball Gear	11-5508-701-000	\$68.40	
		Men's Basketball Gear	11-5508-701-000	\$5,234.80	
		Softball Gear	11-5509-701-000	\$5,100.05	
		Softball Gear	11-5509-701-000	\$698.00	
		Cheer shoes	11-5511-701-000	\$84.50	\$15,646.25
111918	K L K C	November Advertising	11-6301-613-000	\$300.00	\$300.00
111919	K O D E - T V	November Advertising - KODE	11-6301-613-000	\$200.00	
		November Advertising - KSNF	11-6301-613-000	\$480.00	
		November Advertising - KODE	11-6301-613-000	\$500.00	
		November Advertising - RSNF	11-6301-613-000	\$500.00	
		November Advertising - RSNF	11-6301-613-000	\$500.00	\$2,180.00
111920	K S Y N-FM	November Advertising	11-6301-613-000	\$945.00	\$945.00
111921	George Knox	Reimburse Meal - Donation Lunch	11-6101-709-000	\$38.63	
		Vehicle Expense	11-6501-590-001	\$900.00	\$938.63

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	12/31/2015		Description	Account Number	Amount	Total
111922	L C C Foundation			Ted Hill Rental	11-6201-642-000	\$2,251.01	\$2,251.01
111923	Labette Avenue			Christmas Wish Book Ad	11-6301-613-000	\$80.00	\$80.00
111924	Labette Health			Meater Flow 02	12-1246-850-004	\$116.55	\$116.55
111925	Landauer Inc			Quarterly Dosimetry	12-1215-700-000	\$440.00	\$440.00
111926	Lippincott, Williams and Wilkins			Textbooks/Shipping Spring 2016	16-9381-740-000	\$1,573.93	\$1,573.93
111927	M B S Textbook Exchange, Inc.			Textbooks/Shipping Spring 2016	16-9381-740-000	\$624.49	
				Textbooks/Shipping Spring 2016	16-9381-740-000	\$609.43	
				Textbooks/Shipping Spring 2016	16-9381-740-000	\$10,115.19	\$11,349.11
111928	M P S			Textbooks/Shipping Spring 2016	16-9381-740-000	\$4,247.96	\$4,247.96
111929	McCarty's Office Machines Inc			Cash Register	11-6201-701-000	\$329.00	
				Canon Copier Drum	11-6503-648-000	\$166.95	
				Calendars, erasers	11-6503-701-000	\$99.87	
				White View Binders 1"	11-6503-701-000	\$42.00	
				Glassboards, M103, M106, M107	11-7102-649-000	\$5,188.00	\$5,825.82
111930	McGraw-Hill Companies			Textbooks/Shipping Spring 2016	16-9381-740-000	\$24,373.12	
				Textbooks and Shipping Spring 2016	16-9381-740-000	\$5,134.59	
				Textbooks/Shipping Spring 2016	16-9381-740-000	\$351.29	\$29,859.00
111931	N A C S O R P Inc			Textbooks/Shipping Spring 2016	16-9381-740-000	\$984.03	\$984.03
111932	National Academic Advising Association			NACADA Membership	11-4200-630-005	\$65.00	\$65.00
111933	National Safety Council			Textbooks and Shipping Spring 2016	16-9381-740-000	\$213.84	\$213.84
111934	Neil Enterprises, Inc			Merchandise and Shipping	16-9381-741-000	\$690.76	\$690.76
111935	Oxford University Press			Textbooks/Shipping Spring 2016	16-9381-740-000	\$890.01	\$890.01
111936	P1 Group Inc			Furnace Repair	11-7102-649-000	\$699.89	
				Water Heater Repair	11-7102-649-000	\$229.50	
				Replaced Heat Exchange	11-7102-649-000	\$3,102.74	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	12/31/2015		Description	Account Number	Amount	Total
111936	P1 Group Inc			Boiler Repair	11-7102-649-000	\$376.13	
				Replaced Heat Exchange - Cherokee	11-7103-649-000	\$1,978.73	\$6,386.99
111937	Parsons Sun			Van Meter Award	11-6301-613-000	\$80.00	
				Inspire Health Ad	11-6301-613-000	\$270.00	
				Van Meter Award	11-6301-613-000	\$48.00	
				Winter Concert Ad	11-6301-613-000	\$100.00	\$498.00
111938	Pearson Education, Inc			Textbooks/Shipping Spring 2016	16-9381-740-000	\$3,915.84	\$3,915.84
111939	PreCheck, Inc.			Background Check	11-6504-672-000	\$48.50	\$48.50
111940	Proforma			Giveaway Frisbees	11-6301-709-000	\$150.63	\$150.63
111941	S E K Auto Sales, Inc			Trailer Maintenance, Trailer #2	11-6502-720-000	\$126.99	\$126.99
111942	Henry Schein, Inc.			Supplies for lab (spring semester)	12-1215-700-000	\$702.02	\$702.02
111943	Sherwin-Williams Company			Paint Supplies	11-7102-649-000	\$70.24	
				Charging Station Supplies	16-9482-850-000	\$6.00	
				Charging Station Supplies	16-9482-850-000	\$5.26	\$81.50
111944	T H Rogers Lumber Company			Charging Station Supplies	16-9482-850-000	\$49.14	
				Charging Station Supplies	16-9482-850-000	\$3.19	
				Charging Station Supplies	16-9482-850-000	\$56.21	\$108.54
111945	Taylor and Francis Group, LLC			Textbooks and Shipping Spring 2016	16-9381-740-000	\$771.98	\$771.98
111946	U S Postal Service			BRM Permit Fee	11-6503-611-000	\$225.00	
				BRM Annual Maintenance Fee	11-6503-611-000	\$700.00	\$925.00
111947	ULine, Inc.			Sharps Containers	11-7102-649-000	\$52.47	\$52.47
111948	UniFirst Corporation			Mops, Uniforms, Towels - Cherokee	11-7202-648-000	\$35.43	
				Uniforms	11-7202-648-000	\$52.74	
				Contracted Services	11-7202-648-000	\$78.39	
				Mats, Mops, Towels, Unifirst Cherokee	11-7202-648-000	\$35.43	\$35.43

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	Account Number	Amount	Total
111948	UniFirst Corporation	Mats, Mops - Cherokee	11-7202-648-000	\$35.43	
		Uniforms	11-7202-648-000	\$52.74	
		Mops, Mats	11-7202-648-000	\$78.39	
		Aprons, Towels	16-9482-701-000	\$39.20	
		Union Supplies	16-9482-701-000	\$39.20	\$446.95
111949	University of Kansas	Textbooks/Shipping Spring 2016	16-9381-740-000	\$189.67	\$189.67
111950	US Foods, Inc	Food	16-9684-743-000	\$1,294.58	\$1,294.58
111951	Utility Rebate Consultants, Inc	Westar	11-7102-634-000	\$273.90	
		Westar	11-7102-634-000	\$66.33	
		Westar	11-7102-634-000	\$118.49	
		Westar	11-7102-634-000	\$170.38	
		Westar	11-7102-634-000	\$89.80	
		Westar	11-7102-634-000	\$685.91	
		Westar	11-7102-634-000	\$10.89	
		Westar	11-7102-634-000	\$16.41	
		Westar, Cherokee	11-7103-634-000	\$103.38	\$1,535.49
111952	Wood-Dulohery Insurance Inc	Commercial Property/Jan	11-6501-621-000	\$2,839.00	
		Commercial Property/Policy Change	11-6501-621-000	\$53.00	
		Liability Insurance/Jan	11-6501-622-000	\$1,021.00	
		Auto Insurance/Jan	11-6502-623-000	\$511.00	\$4,424.00



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	12/31/2015	Account Number	Amount	Total
111953	YourMembership.com, Inc	Position Announcement		11-6504-613-000	\$275.00	\$275.00
	11-General Fund		\$48,950.64			
	12-Postsecondary Technical Education Fund		\$4,660.29			
	16-Auxillary Ent Fund		\$77,888.96			
	67-Capital Outlay		\$0.00			
					<u>\$131,499.89</u>	
						<u>\$131,499.89</u>

