LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES
February 18, 2016
5:30 p.m.
Conference Room

Review Copy

EXHIBIT 1

Labette Community College
Board of Trustees Meeting Agenda
Thursday, February 18, 2016
5:30 p.m.
Conference Room #1, Student Success Center Building

I. Adoption of Agenda.....(Exhibit 1)

II. Approval of January 21, 2016, 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 Report
  1. Comparison of Expenditures to Budget
- E. President's Report

IV. Old Business (Action, Report, or Discussion)

V. New Business (Action, Report, or Discussion)

A. 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.

B. Evaluation of College President

C. Tuition and Fees for 2015-2016.....(Agenda Item VI.C.)
(Exhibit 3)

D. Policy Review.....(Agenda Item VI.D.)
(Exhibit 4)

E. Policy Approval.....(Agenda Item VI.E.)
(Exhibit 5)

EXHIBIT 1

F. Program Review: Graphic Design .....(Agenda Item VI.F.)
(Exhibit 6)

G. Program Review: Office Technology .....(Agenda Item VI.G.)
(Exhibit 7)

H. Course Approval .....(Agenda Item VI.H.)
(Exhibit 8)

I. Approval of Bills.....(Agenda Item VI.I.)
(Exhibit 9)

VI. Public Comment

The Board of Trustees agenda shall contain two opportunities for public comment; one is at the opening of the agenda and the other is at the close. This structure has been designed to provide the public with an opportunity to comment on any topic prior to Board discussion of a topic or following a decision. The Chair of the Board explains the Board's approach to the public comment with the following statement: **"At this time we invite any one 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.

VII. Next Regular Board Meeting: March 10, 2016, 5:30 p.m., CR and Tentative Agenda Items

VIII. Adjournment

EXHIBIT 3

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
January 21, 2016

The Board of Trustees met at 5:30 p.m. on Thursday, January 21, 2016 in the Conference Room, Student Support Services 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
Leanna Doherty
Joe Burke
Lindi Forbes
Tammy Fuentez
Mark Watkins
Colleen Williamson
Susan Brouk
Kathy Johnston
Janice Every
Jimmie Wilson
Lauren Falohun
Neil Phillips
Colleen Williamson

Megan Fugate recorded the minutes.

Adoption of Agenda (ACTION ITEM)
Chair Hoskins asked for chauges or additions to the agenda. President Knox had one change, introduction of new employees after Item II. Mr. Winchell moved to approve the agenda as revised. Mrs. Zetmeir seconded and motion carried 6-0.

Approval of Regular Meeting Minutes (ACTION ITEM)
Chair Hoskins asked for corrections or additions to the December 10, 2015 regular meeting minutes, Mr. McReynolds moved to approve the minutes as presented. Mrs. Zetmeir seconded and motion carried 6-0.

President Knox introduced Lauren Falohun, Assistant Women's Basketball Coach and Dr. Jimmie Wilson, Physical Therapy Assistant Director.

Reports and/or Board Discussion
Bluffstone Update
Bluffstone is still moving forward on the financing.

Faculty Senate Report
Jack Burke had no report

SGA Report
The SGA report was at their place.

Administrative Report
Comparison of expenditures to the budget – Leanna Doherty had placed the December financial report at the table. At the end of December we were 50% of the way through the year, the general fund was 48% expended and the technical education/vocational fund was 45% expended.

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

Neil Phillips of Jarred, Gilmore, & Phillips was in attendance to review the audit. It was an unqualified opinion with no findings.

Mr. Phillips stated that LCC had a clean report with no issues.

President's Report
Dr. Knox gave a short report.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)
None

Executive Session
Executive Session for the purpose of discussing non-elected personnel to protect the interests of the individuals to be discussed.

Mrs. Zetmeir moved to recess into executive session at 6:10pm (time)for 15 minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at 6:25pm in this room. Mr. McReynolds seconded and motion carried 6-0.

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

Executive Session for the purpose of discussing non-elected personnel to protect the interests of the individuals to be discussed.

Mrs. Zetmeir moved to recess into executive session at 6:26pm (time)for 10 minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at 6:36pm in this room. Mr. Winchell seconded and motion carried 6-0.

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

Mr. Taylor moved to approve the retirement of Brooke Saathoff, waive the $1000 liquidated damage amount and fill the position; Mr. Howerter seconded. A vote called by a show of hands, Mr. Taylor and Mr. Howerter voted for the motion; Mr. McReynolds, Mr. Hoskins, Mrs. Zetmeir and Mr. Winchell voted against. Motion failed 2-4.

Mr. McReynolds moved to approve the retirement of Brook Saathoff, enforce the $1000 liquidated damage amount and fill the position; Mrs. Zetmeir seconded. A vote called by a show of hands, Mrs. Zetmeir, Mr. McReynolds, Mr. Hoskins and Mr. Winchell voted in favor of the motion; Mr. Taylor and Mr. Howerter voted against. Motion carried 4-2.

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Review of Board Policy

Presented Policy 3.08 Library Internet Usage, Policy 3.09 Library Copyright and Policy 3.10 Library Challenged Materials for review. We will request approval at the February meeting.

New Program/Course Approval

Mrs. Zetmeir moved to approve the following:

- Criminal Procedures I to Criminal Procedures, 3 credit hours
- Office Training II to Office Internship II, 3 credit hours
- Office Applications-Medical to Medical Office Applications, 4 credit hours
- Vascular Sonography Procedures to Vascular Sonography II, 4 credit hours

Mr. Taylor seconded and motion carried 6-0.

Mr. McReynolds moved to approve the following:

- Drugs in Society, 3 credit hours
- Police Supervision and Management, 3 credit hours

Mrs. Zetmeir seconded and motion carried 6-0.

Mrs. Zetmeir moved to approve the following:

- Reading and Writing Essentials, 3 credit hours
- Pre-College Reading and Writing, 3 credit hours

Mr. Winchell seconded and motion carried 6-0.

Mr. Winchell moved to approve the following:

- Introduction to Social Work, 3 credit hours

Mrs. Zetmeir seconded and motion carried 6-0.

Mr. Winchell moved to approve the following changes:

- Business Administration Program and Accounting Program

Mrs. Zetmeir seconded and motion carried 6-0.

Mrs. Zetmeir moved to approve the following:

- Sonography Sectional Anatomy and Abdominal Pathology I, 4 credit hours
- Introduction to OB/GYN Sonography, 3 credit hours
- OB/GYN Sonography Procedures, 3 credit hours

Mr. Winchell seconded and motion carried 6-0.

Mr. Taylor moved to approve the following:

- Business English, 3 credit hours
- Administrative Assistant AAS
- Medical Assistant AAS
- Office Applications-Administrative Assistant, 3 credit hours
- Coordinated Office Training I, 3 credit hours
- Office Applications-Legal, 3 credit hours

Mr. McReynolds seconded and motion carried 6-0.

Mr. McReynolds moved to approve the following:

- Introduction to Vascular Sonography, 2 credit hours

Mrs. Zetmeir seconded and motion carried 6-0.

Mr. Winchell moved to approve the following program:

- Office Technology Programs

Mr. Taylor seconded and motion carried 6-0.

Mr. Howerter moved approve the following:

- Criminal Justice Program
- Ethics in Criminal Justice, 3 credit hours

Mrs. Zetmeir seconded and motion carried 6-0.

Approval of Bills

Trustee Howerter voiced concerns regarding the travel expenses of an employee attending a professional conference. After further discussion, Mrs. Zetmeir moved to approve the Claims Register. Mr. McReynolds seconded and motion carried 5-1. Mr. Howerter opposed.

Public Comment

Joe Burke announced the screening of "In Football We Trust" to be held on Tuesday at 6:30pm in Theibaud Theater. Shaun Hill from the Minnesota Vikings and Kendall Gammon, former player for the Kansas City Chiefs and Pittsburg Steelers will be there.

Executive Session

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

Mrs. Zetmeir moved to recess into executive session at 7:22pm (time)for 5 minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at 7:27pm in this room. Mr. Taylor seconded and motion carried 6-0.

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

The Board reconvened at 7:28pm taking no action.

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 February 18, 2016 at 5:30 p.m., Conference Room, Student Support Services Building.

Adjournment

Mrs. Zetmeir moved to adjourn the meeting at 7:30pm. Mr. Taylor seconded and motion carried 6-0.

_____

Megan Fugate, Clerk of the Board

Agenda Item #: VI.C.
Date: February 18, 2016

SUBJECT

Tuition and Fees Review for 2016-2017

REASON FOR CONSIDERATION BY THE BOARD

Kansas Statutes state that the Board of Trustees' approval is required for adoption of student tuition and fees.

BACKGROUND

This is the first review of tuition and fees for Labette Community College. The exhibit shows how tuition and fees at LCC compares to the other Kansas schools. Tuition and fees for the 2016-2017 academic year should be set at the March meeting.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees reviews the tuition and fees schedule with no action to be taken at this meeting.

(Agntuition-fees2)

Kansas Community Colleges FY2016 Tuition and Fees Schedule

	Resident			Non-Resident			International		
Instituition	Tuition	Inc. Fees	Total	Tuition	Inc. Fees	Total	Tuition	Inc. Fees	Total
ALLEN COUNTY CC	$60.00	$20.00	$80.00	$60.00	$20.00	$80.00	$147.00	$20.00	$167.00
BARTON COUNTY CC	$100.00	$0.00	$100.00	$131.00	$0.00	$131.00	$183.00	$0.00	$183.00
BUTLER COUNTY CC	$79.50	$19.50	$99.00	$139.50	$19.50	$159.00	$194.50	$19.50	$214.00
CLOUD COUNTY CC	$74.00	$25.00	$99.00	$79.00	$25.00	$104.00	$79.00	$25.00	$104.00
COFFEYVILLE CC	$35.00	$37.00	$72.00	$84.00	$37.00	$121.00	$100.00	$37.00	$137.00
COLBY CC	$70.00	$28.00	$98.00	$124.00	$28.00	$152.00	$150.00	$28.00	$178.00
COWLEY COUNTY CC	$65.00	$29.00	$94.00	$112.00	$29.00	$141.00	$159.00	$29.00	$188.00
DODGE CITY CC	$45.00	$50.00	$95.00	$55.00	$50.00	$105.00	$120.00	$55.00	$175.00
FORT SCOTT CC	$97.00	$0.00	$97.00	$153.00	$0.00	$153.00	$175.00	$0.00	$175.00
GARDEN CITY CC	$57.00	$31.00	$88.00	$76.00	$31.00	$107.00	$94.00	$31.00	$125.00
HIGHLAND CC	$68.00	$42.00	$110.00	$68.00	$42.00	$110.00	$263.00	$42.00	$305.00
HUTCHINSON CC	$80.00	$19.00	$99.00	$111.00	$19.00	$130.00	$120.00	$29.00	$149.00
INDEPENDENCE CC	$59.50	$39.00	$98.50	$99.50	$39.00	$138.50	$151.00	$39.00	$190.00
JOHNSON COUNTY CC	$90.00	$16.00	$106.00	$198.00	$16.00	$214.00	$198.00	$16.00	$214.00
KANSAS CITY KS CC	$86.00	$15.00	$101.00	$246.00	$15.00	$261.00	$246.00	$15.00	$261.00
LABETTE CC	$48.00	$42.00	$90.00	$73.00	$42.00	$115.00	$132.00	$42.00	$174.00
NEOSHO COUNTY CC	$64.00	$43.00	$107.00	$64.00	$65.00	$129.00	$137.00	$47.00	$184.00
PRATT CC	$58.00	$41.00	$99.00	$66.00	$41.00	$107.00	$76.00	$41.00	$117.00
SEWARD COUNTY CC	$55.00	$33.00	$88.00	$89.00	$33.00	$122.00	$89.00	$33.00	$122.00

***Values are per credit hour**

State Resident Average:
$95.82

Non-State Resident Average:
$135.76

International Average:
$176.95

Southeast Average Residents
$90.75

Southeast Average Non-residents
$122.75

Southeast Average International
$171.17

Pittsburg State University - Resident: $230 Non-Resident: $578

Agenda Item #: VI.D.
Date: February 18, 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 3.01 Curriculum
Policy 4.081 Student Grievance

The attached exhibits show the proposed changes.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees review Policy 3.01 Curriculum and Policy 4.081 Student Grievance. We will request action to be taken at the March Board Meeting.

EXHIBIT

POLICY 3.01 CURRICULUM

The Instructional Outcomes and Assessment Committee, chaired by the Vice President of Academic Affairs ~~Dean's~~, establishes Institutional Learning Outcomes for degrees and certificates referred to as Student Learning Outcomes for programs of study. These are then reviewed by President's Council and approved by the Board of Trustees. The Vision, Mission, and Core Values of the College's Strategic Plan are at the forefront throughout this process. The Student Learning Outcomes consist of Knowledge, Critical Thinking, Communication, and Social Awareness.

Course Outcomes and Competencies are established by faculty based on their mastery of their discipline, scholarship, and expertise. These Course Outcomes and Competencies also align with Program Outcomes. Each course is reviewed annually by the Master Syllabus Author assigned to the course. Any changes are sent to the Dean's for review. The Curriculum and Instruction (C&I) Committee approves changes to course titles, credit hours, course descriptions, course outcomes and new programs/courses. ~~courses, which~~ New programs/courses are recommended to the Board of Trustees for approval. If appropriate, these are then submitted to the Kansas Board of Regents (KBOR).

All programs are reviewed on a five year rotation. The program reviews are presented to the Board of Trustees for their approval. Specific curriculum needs and recommendations from these program reviews are included in the Operational Plans which are updated annually.

Some courses have been approved by the Kansas Board of Regents to be Transfer and Articulation courses designed to provide seamless transfer between all Kansas higher learning institutions. Course Outcomes and Competencies for these courses are determined by annual Kansas Core Outcomes Project meetings with instructors in the disciplines from colleges throughout the state. All LCC Transfer and Articulation courses include the approved KBOR statement regarding Learning Outcomes and Competencies.

Revised: 6/12/01
Revised: 6/20/13
Revised: 3/10/16

POLICY 4.081 STUDENT GRIEVANCE

Labette Community College's policy provides students with a fair and efficient process to present and resolve grievances relating to the misapplication of College policy, procedure, or practice, and to have those grievances heard in a fair and impartial manner. This grievance Policy shall be available to any student who wishes to bring forward a misapplication that is not covered through Procedure 4.10, the Student Complaint Procedure. It shall be considered a violation of this Policy for any student to knowingly file a false or malicious grievance. If the College believes that such a false or malicious grievance has been filed, the matter will be addressed in accordance with the College's Policy and Procedure 4.08, Student Code of Conduct.

Participants in the grievance process should respect the matter as confidential. All information revealed and all discussions held shall be as confidential as reasonably possible within legal requirements and organizational responsibilities, and within limits for the process to occur.

No employee or student shall retaliate or discriminate against a student because of the student's filing of or participation in the process of a grievance. Retaliation includes taking any action which may have a materially adverse impact on the student's academic success or the learning environment of the student if such action is taken because of the student's filing of or participation in the review of a grievance, whether or not such grievance is determined to be valid. Any person believing that retaliation has taken or is taking place should immediately report that matter to the Vice President of Student Affairs.

Approved: 3-10-16

Agenda Item #: VI.E.
Date: February 18, 2016

SUBJECT

Approval 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 approval:

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 approve Policy3.08 Library Internet Usage, Policy 3.09 Library Copyright and Policy 3.10 Library Challenged Materials. Approval is recommended.

EXHIBIT 5

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~~copier~~ 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 ~~C~~college level, and may contain textual or other forms of information or knowledge not appropriate to persons below the ~~C~~college level.

Adopted: 12/12/00
Revised: 1/21/16

Agenda Item #: VI.F.
Date: February 18, 2016

SUBJECT

Program Review: Graphic Design

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: Graphic Design as presented.

(O/Word/Board2006-07:agnProgReview)

EXHIBIT 5

COVER SHEET
ACADEMIC PROGRAM REVIEW
SELF STUDY AND SUMMARY REPORT

Academic Program/Discipline: Graphic Design

Report Prepared by: Program/Discipline Committee

Gary R Brewer		1/12/16
Lead Faculty	***Signature***	***Date Completed***
Greg Brewer		
Melissa K Kipp		1/12/16
Lead Faculty	***Signature***	***Date Completed***
Melissa Kipp		

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*
Vice President of Student Affairs or Designate		
...Kelly Kirkpatrick	K Kirkpatrick	1-12-16
Vice President of Finance and Operations or Designate		
...Phil Jack	Phil Jack	1/12/16
Director of Public Relations or Designate		
...Bethany Kendrick	Bethy Kendrick	1/12/16
Director of Information Technology or Designate		
...Jody Burzinski	Jody Burzinski	
Dean of Instruction or CTE Director		
...Susan Brouk	Susan Brouk	1/12/16
Educational Support Staff		
...Teri Pearce	Teri Pearce	1/12/16

Faculty

.....

Faculty

.....

Faculty

.....

Vice President of Academic Affairs

Joseph C. Burke .....

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

[signature] 1/12/16

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

President — Date

[signature] 2/8/16

Executive Summary

(Include the major changes from previous program review.)

The goal of the Graphic Design Program is to provide the foundation of visual communication for those pursuing a career in graphic design. Although the main focus of the program is preparing students for employment, the program is also suitable for those who desire to pursue a bachelor's or master's degree in graphic design or another related area.

Since the last program review, there have been several changes for the Graphic Design Program. The most impactful change has been the move from Building 1229 to the H Building. This move has provided the needed space for a permanent photo studio/storage space within the graphic design classroom. The close proximity to the Art Department has resulted in increased collaboration and activity and greater visibility for both programs.

The Interactive Graphics AAS degree was phased out in the Spring of 2014. At this time, the Graphic Design certificate was also eliminated per the direction of the Kansas Board of Regents. The Recording Arts degree program was phased out during this same time frame. The loss of the Recording Arts program impacted a number of collaborative activities that were included in the previous action plan including increased interactivity and sharing of elective courses and collaboration to create recruitment videos and other marketing activities.

A significant need for the Graphic Design program is the purchase and maintenance of the graphic design computer lab, including software. The Graphic Design lab computers have been added to the LCC technology rotation schedule. Licenses have recently been purchased for the Adobe Creative Cloud software to upgrade the software to industry standards.

Another challenge for the program is serving the graphic design training needs of the local area. Currently all courses are offered on-ground and only at the main campus. The curriculum is currently being evaluated to determine courses suitable for hybrid or on-line instruction. The ability to offer even a portion of the program on-line will increase enrollment opportunities and extend the reach of the program.

One of the most serious challenges for the Graphic Design Program is improving performance on the Perkins outcome measures, specifically retention and completion. The performance information is presented within the review and specific issues are identified that are impacting performance as well as planned actions to improve.

It is the recommendation of the Program Review Committee that the Graphic Design Program be continued and given time to address the Perkins performance issues. A number of action items have been identified and efforts are already underway to research and implement changes.

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ACADEMIC PROGRAM/DISCIPLINE REVIEW
Labette Community College

Introduction to Program

The Graphic Design Program provides the foundation of visual communication for a career in graphic design. Our program is suitable both for those who wish to enter the job market upon graduation and for those who desire to pursue a bachelor's or master's degree. The main focus of the program is preparing students for employment.

Our courses are designed to fulfill major requirements for Associate Degree seeking students. We offer an Associate in Applied Science in Graphic Design. Throughout their education, students majoring in Graphic Design have opportunities for hands-on experience both in and out of the classroom, acquiring valuable skills in visual communication, spatial organization, problem solving methodologies, conceptual thinking, research, design analysis, and implementation of skills necessary for seeking employment or pursuing continued education. Our core courses in combination with the general education requirements prepare students to successfully communicate information and abstract concepts visually.

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

Student Learning:
The Graphic Design program offers classes that are not only required for a degree-seeking student, but are also of general interest to members of the community. The Graphic Design department fosters an atmosphere of encouragement and support. The Department promotes motivation and responsibility in a friendly and caring environment.

Education for a Globally Connected World:
Graphic Design courses are offered during the day and evening hours to meet the needs of a wide variety of individuals and schedules. Portions of several courses have been identified as appropriate for online instruction and are currently being developed as hybrid courses to meet the needs of students and the community by providing convenient and flexible learning opportunities.

Continuous Improvement:
Graphic Design instructors strive to stay current with design industry standards through professional development and collaboration with the Graphic Design Advisory Committee. Outcomes assessment tools are utilized to evaluate the critical thinking, problem solving, conceptualization, design process, time management, technical, and professional skills necessary for students to enter the job market.

Integrity and Transparency:
The Graphic Design program makes it a priority to incorporate service-learning opportunities into curriculum in order to give back to the community while providing

real-world experience. Ethical issues of originality, plagiarism, and copyright infringement are addressed to ensure integrity of design work.

Sustainability of the Institution:
The Graphic Design department has developed articulation agreements with Parsons High School and area universities as a means of recruitment and program viability.

B. Program Recognition/Accreditation

N/A

C. Program/Discipline Demand/Need

Graphic designers create visual concepts, by hand or using computer software, to communicate ideas that inspire, inform, or captivate consumers. Graphic designers combine art and technology to communicate ideas through images and the layout of websites and printed pages.

Graphic design is important in the sales and marketing of products, and is a critical component of brochures and logos. Therefore, graphic designers, also referred to as graphic artists or communication designers, often work closely with people in advertising and promotions, public relations, and marketing. Graphic designers also need to keep up to date with the latest software and computer technologies to remain competitive.

The median annual wage for graphic designers was $44,150 in May 2012. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $26,250, and the top 10 percent earned more than $77,490.

Employment of graphic designers is projected to grow 7 percent from 2012 to 2022, slower than the average for all occupations. Graphic designers will continue to play important roles in the marketing of products. The change in employment of graphic designers from 2012 to 2022 is projected to vary by industry. Employment of graphic designers in newspaper, periodical, book, and directory publishers is projected to decline 16 percent from 2012 to 2022. However, employment of graphic designers in computer systems design and related services is projected to grow 35 percent over the same period. With the increased use of the Internet, graphic designers will be needed to create designs and images for portable devices, websites, electronic publications, and video entertainment media.

Jobs related to the Graphic Design program:

- Advertising, marketing, promotions, public relations, and sales managers
- Animators
- Art directors
- Artists and related workers

- Desktop publishers
- Graphic designers
- Illustrators
- Multimedia artists
- Photographers
- Prepress technicians and workers
- Web designers

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition, Graphic Designers, on the Internet at http://www.bls.gov/ooh/arts-and-design/graphic-designers.htm (visited September 12, 2015).

Areas of the College Supported by the Graphic Design Program:

The Graphic Design Program generates revenues for the Art, English, Math, Communication, and Humanities departments through general education degree requirements.

Graphic design students and faculty donate/provide many services to the college and to the community:

Graphic Design Students

- Melissa Kipp's Photography II class donated photographic services for the 2015 Week of the Child event
- Melissa Kipp's Graphic Design Print Media class donated design services for the 2015 Cancer Awareness Game to help raise money for cancer awareness.
- The Graphic Design Club Designed original coloring pages and hosted a coloring station at the 2014 LCC Kids Fall Fest
- The Graphic Design Club sponsored a Pumpkin Bowling and coloring station at the 2012 LCC Kid's Fall Fest.
- Melissa Kipp's Digital Animation classes designed animated birthday cards for the Academic Affairs office
- Greg Brewer's Digital Page Layout class developed brochures for area businesses
- Greg Brewer's Mixed Media class developed the LCC "Design your Future" poster, which was displayed at The Parsons Theatre
- Melissa Kipp's Production Art class designed the LCC Auction for Scholarship promotional materials including a save the date mailer, catalog cover, table tents, and t-shirt design
- Melissa Kipp's Production Art class created logo designs for a local business

Graphic Design Department

- The Graphic Design and Art Departments collaborated with the Library to design a mural on the history of the Cardinal mascot

- Graphic Design and Art Departments co-sponsored the Annual SEK High School Art Competition 2011 through 2015. This competition provides an opportunity for art and design students to showcase their talents and receive local recognition

Greg Brewer

- Hendershot Gallery Committee Director
- Parsons Arts & Humanities Council President
- Parsons Historical Society & Museum Board
- Judged the 2015 Buck Clayton Jazz Festival Art Walk
- Judged the 2012 High School Art League show

Melissa Kipp

- Serves as LCC Webmaster
- Donated photographic services of numerous LCC sporting events and on campus activates for the Public Relations office to use in marketing materials such as viewbooks, catalogs, and website
- Served as the 2014 and 2015 Labette County Fair photography judge
- Donated design services for the 2013 Lady Cardinal Softball schedule poster
- Donated design services for the Labette Softball and National Wrestling Championship posters auctioned off at the 14th Annual Auction for Scholarships
- Donated design services for the 2012 Nursing Club Autism 5k logo and flyer.
- Donated design services for the Labette Softball, Women's Basketball, and National Wrestling Championship posters auctioned off for the 13th Annual Auction for Scholarships
- Donated design services for the 2012 Lady Cardinal Softball schedule poster
- Donated design services for the 2012 Homecoming poster
- Donated design services for the 2012 SGA Elections flyer
- Donated design services for the Ted Hill PTA Building graphic concepts for the LCC Foundation
- Donated design services for the recruitment materials and motivational posters for the LCC Women's Basketball team
- Donated design services for the 2011 Labette Lady Cardinal Softball schedule poster

D. Summary Statement of Faculty Qualifications

(Data found in Appendix B)

E. Faculty Recognition

- Melissa Kipp was the awarded the 2014-2015 Elaine Guy Award of Distinction for Advising
- Melissa Kipp was nominated for the 2015 Distinguished Faculty Award
- Melissa Kipp redesigned the new LCC website which was implemented in January of 2015

F. *How Does the Discipline Use Professional Development?*

Program instructors stay up-to-date with current design trends through professional organizations such as the American Institute of Graphic Arts (AIGA) and the National Association of Photoshop Professionals (NAPP). Instructors also use professional publications such as Graphic Design USA, HOW, Print, Communication Arts, I.D., and SignCraft magazines for education, training, and news in the field of graphic design.

Melissa Kipp subscribes to the online training website Lynda.com, which provides high-quality tutorials covering software, creative, and business skills to supplement curricula and support classroom technologies. In addition, Melissa regularly utilizes tv.adobe.com, the online video resource for expert instruction and inspiration about Adobe products, as well as creativelive.com that features workshops in photography, video, design, business, audio, music, and software training. Melissa Kipp completed her Master of Arts degree in Communication from Pittsburg State University in May of 2014.

G. *Student Enrollment*

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

Student Enrollment and Program Completers by Degree/Certificate

	2011	2012	2013	2014
AAS Graphic Design				
Student Enrollment	34	16	15	20
Program Completers (Graduates)	7	3	2	3

Perkins Core Indicators of Performance: Graphic Design Only

	2011		2012		2013		2014	
Technical Skill Attainment*	0/0	0%	0/0	0%	0/0	0%	0/0	0%
Credential Certificate/Degree	7/13	53%	3/9	33%	0/0	0%	2/4	50%
Retention	11/17	64%	7/9	77%	4/7	57%	4/7	57%
Placement	4/6	66%	3/3	100%	1/1	100%	4/5	80%
Non-Traditional Participation	10/25	40%	8/14	57%	7/10	70%	9/14	64%
Non-Traditional Completion	1/4	25%	1/4	25%	1/2	50%	2/3	66%

*KBOR has not approved a technical skill assessment for the Graphic Design Program.

Perkins Core Indicators of Performance: All CTE Programs

	2011		2012		2013		2014	
	Neg. Rate	Actual Rate	Neg. Rate	Actual Rate	Neg. Rate	Actual Rate	Neg. Rate	Actual Rate
Technical Skill Attainment	96%	92%	96%	97%	96%	86%	94%	85%
Credential Certificate/Degree	80%	83%	80%	78%	80%	71%	79%	61%
Retention	81%	79%	81%	83%	81%	72%	79%	84%
Placement	71%	75%	71%	90%	72%	85%	73%	84%
Non-Traditional Participation	36%	54%	36%	57%	37%	52%	37%	50%
Non-Traditional Completion	9.8%	14%	10%	7.6%	10%	18%	10%	4.8%

Note: See Appendix C for definitions of Perkins performance indicators and the formulas used to calculate each indicator.

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

Recruiting Strategies:
The Graphic Design department co-sponsors the SEK High School Art Competition providing an opportunity for art and design students to showcase their talents and receive local recognition. This annual event brings 10-14 area high schools with 100-150 participants each year to our campus to tour the department, view demonstrations/student work, and receive information about the program.

Program faculty also present program information to potential students during on campus events such as LCC Senior Day, LCC 8th Grade Day, LCC College Exploration Days, etc. Program faculty also utilize social media platforms such a Facebook and Twitter in addition to an improved web presence as a marketing and recruitment tool.

Retention Strategies:
Program faculty utilize individual student advising sessions to establish an academic plan for completion of degree requirements and a clear career goal.

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

3b. Mean class size of courses per year.

	2011		2012		2013		2014	
Course	**Total Enrolled**	**Mean Class Size**	**Total Enrolled**	**Mean Class Size**	**Total Enrolled**	**Mean Class Size**	**Total Enrolled**	**Mean Class Size**
GRAP 101 Graphic Communication	7	7	7	7	6	6	7	7
GRAP 107 Intro to Desktop Publishing	6	6	9	9	7	7	9	9
GRAP 110 Drawing Fundamentals/ ART 103 Drawing I	8	8	*		*		*	
GRAP 112 Two-Dimensional Design/ ART 107 Two-Dimensional Design	7	7	*		*		*	
GRAP 113 Three-Dimensional Design / Packaging Design	12	12	8	8	5	5	6	6
GRAP 118 Typography	12	12	9	9	7	7	5	5
GRAP 120 Color Theory	9	9	7	7	5	5	6	6
GRAP 122 Illustration	11	11	7	7	6	6	5	5
GRAP 128 Digital Animation	11	5	5	5	6	6	4	4
GRAP 130 Mixed Media / Advertising Design	8	8	8	8	4	4	2	2
GRAP 161 Interactive Media	2	2	2	2	1	1	1	1
GRAP 200 Professional Preparation/Portfolio Development	7	7	5	5	5	5	1	1
GRAP 202 Digital Photography	18	18			4	4	9	4
GRAP 204 Digital Illustration	10	10	8	8	4	4	6	6
GRAP 206 Photo Edit Software	13	6	12	12	8	8	5	5
GRAP 208 Website Design Software	12	12	10	10	7	7	2	2
GRAP 210 Digital Page Layout	10	10	6	6	4	4	2	2
GRAP 212 Digital Animation II	6	3	1	1				
GRAP 214 Inter Media Project Development	1	1	1	1			1	1
GRAP 216 Production Art / Graphic Design Print Media	7	7	5	5	5	5	2	2

*Course code, number and title changed and moved to Art Department.

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

From 2011 through 2014, all students were enrolled in onground classes offered on main campus. Beginning in 2015, Parsons High School began offering GRAP 101 Graphic Communication and GRAP 107 Introduction to Desktop Publishing as concurrent courses taught at

the high school by the high school instructor. All other graphics courses and additional sections of GRAP 101 and GRAP 107 were offered onground on main campus.

5. **Number of courses and percentage of courses taught by full-time and adjunct instructors in the discipline. (Five year total)**
   From 2011 through 2014, all Graphics courses were taught by full-time faculty: Greg Brewer and Melissa Kipp.

H. Program Assessment

What are the Program Outcomes Results?

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

Graphic Design program outcomes summaries indicate the need to further investigate hybrid/online courses to meet the needs of a wider student base. Continual need to assess curriculum/coursework in order to meet the needs of changes in technology and industry standards.

Describe other assessment data/summaries if appropriate.

I. Expenses for Program/Discipline

	2011	2012	2013	2014
Account Description	YTD Expenditures			
Graphic Design MK Prof Dev	$250.00	$72.94	$600.00	$0
Graphic Design GB Prof Dev	$214.30	$0	$0	$0
Graphic Design Salaries	$83,878.76	$85,113.36	$86,473.30	$89,420.00
Graphic Design Equipment Maintenance	$0	$0	$0	$0
Graphic Design Supplies	$1,707.67	$3,036.45	$1,033.22	$649.41
Gallery Supplies	$632.98	$316.99	$550.00	$271.99
Graphic Design Equipment	$473.30	$0	$1,406.59	$1,653.88
Total	**$87,157.01**	**$88,539.74**	**$90,063.11**	**$91,995.28**

J. Learning Resources

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

Facilities

The relocation from Building 1229 to the H Building provided the much-needed space for a permanent photo studio/storage space within the graphic design classroom. The move has also strengthened relationships between Graphic Design, Art, and Communication faculty with all programs being housed in the same building.

Technology & Equipment

The budget for technology in the Graphic Design department is always a concern, as computer and software upgrades are regular and costly. The IT department has added lab computers to the College technology rotation schedule, which allows us to keep up-to-date with industry standard equipment. Recent changes to the Adobe Creative Suite software from a package-based purchase to a monthly subscription-based service caused us to fall behind in our software upgrades, however faculty worked closely with the IT Director to revise student fees which will allow us to keep up with industry standards. Since the last program review, the IT department has also made available a much needed larger server space for student and faculty use.

K. Partnerships

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

The Graphic Design department has articulation agreements with Pittsburg State University and Kansas State University, which allow 60+ credit hours to be transferred from Labette Community College toward a bachelor's degree in the field of graphic design.

An articulation agreement has also been established with Parsons High School, which allows up to 9 credit hours to be taken at the high school, which can be transferred as college credit after the completion of 12 credit hours at LCC. The PHS articulation agreement has impacted department enrollment by significantly increasing the total number of credit hours to 738 during 2015.

Area design professionals and educators serve on the Graphic Design Advisory Committee, which helps to develop curriculum, select equipment and texts, discuss job opportunities in the field, prepare workshops and seminars, as well as participate in annual portfolio reviews. The committee shares its unique perspective and expertise with the students to help prepare them for the demands of today's marketplace.

Faculty connections with members of the local design industry have led to several graduates obtaining internships and/or full-time employment upon graduation.

The program received a donation of a large format printer from Chubb Engineering.

Review of Previous Action Plan

1. Eliminate Interactive Graphics as a second option for Graphic Design majors.

   The Interactive Graphics degree option was phased out in the Spring of 2014.

   COMPLETED

2. Add the Graphic Design equipment needs to the College technology rotation schedule.

   Graphic Design lab computers have been added to the College technology rotation schedule. Ten lab computers were replaced in July of 2012 along with a software upgrade. Licenses have been purchased for the Adobe Creative Cloud software upgrade.

   COMPLETED

3. Develop a plan to include more interactivity between the Recording Arts Technology, Art, and Communications departments by way of shared elective courses.

   Although the Recording Arts Technology program was eliminated, the Graphic Design, Art, and Communications departments continue investigating ways to offer shared elective courses. The Communications department has identified GRAP 107 Intro to Desktop Publishing, GRAP 118 Typography, and GRAP 130 Advertising Design as recommended concentration electives.

   COMPLETED

4. Form a committee to recommend and implement a suitable space for a permanent and secure photography studio and storage space in proximity to the graphic design classrooms.

   The department relocation from Building 1229 to the H Building provided the needed space for a permanent photo studio/storage space within the graphic design classroom.

   COMPLETED

5. Continue increased recruitment efforts and develop a promotional video created by the Recording Arts department. Implement and maintain an ongoing and consistent marketing plan.

   This action was not feasible with the discontinuation of the Recording Arts department. Program faculty need to reevaluate marketing plan with the Public Relations department.

   IN PROGRESS

6. Develop in-house, online, and external promotional materials to increase awareness of general interest courses to students and community.

   The redesigned department webpage allows for greater awareness of the Graphic Design program. Department faculty has also started using social media platforms such as Facebook and Twitter to raise program and general interest course awareness.

   COMPLETED (Ongoing)

7. Investigate reclassification of program concentration courses to general education electives to meet Kansas Technical Authority Guidelines.

   Concentration requirement GRAP 110 Drawing Fundamentals was replaced with ART 103 Drawing I, and GRAP 112 Two-Dimensional Design was replaced with ART 107 Two-Dimensional Design in order to meet Kansas Technical Authority Guidelines. The following four courses were also revised in order to meet tiered funding requirements: GRAP 113 Packaging Design, GRAP 130 Advertising Design, GRAP 200 Portfolio Development, and GRAP 216 Graphic Design Print Media.

   COMPLETED

ACADEMIC PROGRAM REVIEW

Date:

Academic Program/Discipline:

REVIEW COMMITTEE IDENTIFIED STRENGTHS

Discuss the major strengths of the academic program/discipline.

- Adaptability of instructors to rapid changes in technology and the ability to keep students current with design trends and graphic design industry standards.
- Ability to incorporate real world projects into curriculum through the college and various community organizations.
- Articulation agreement with Parsons High School has increased enrollment.
- Smaller class sizes provide a higher teacher to student ratio in student learning.
- Mandatory course "Professional Development" prepares students for job searches and includes a portfolio of review by the advisory board at the end of their sophomore year.
- Strong Advisory Board that provides input for the program.
- Excellent relationship with the Art department.
- Newly designed Graphic Design web page encourages students to explore what the department has to offer.
- The breadth and depth of the curriculum in the program gives the student an excellent and wide range of skills for the job market.
- Graphic Design instructors are implementing new methods of marketing and recruitment such as social networking and an improved web presence.
- Graphic Design faculty are excellent and qualified.
- Graphic Design students are an asset to the Parsons community and also a major support for our campus.
- Provide valuable skills for the workforce.

SUMMARY REPORT
ACADEMIC PROGRAM REVIEW

Date:

Academic Program/Discipline:

REVIEW COMMITTEE IDENTIFIED WEAKNESSES/OPPORTUNITIES/CHALLENGES

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

Weaknesses

- All courses are offered on-ground and only at the main campus. Computer/software needs limit the number of courses that can be offered through online/hybrid delivery.
- Need for an ongoing and consistent marketing plan.
- Fluctuating program enrollment. With the loss of the Recording Arts Technology Program and the elimination of the Interactive Media degree, three courses were eliminated from the program and enrollment declined due to shared program electives.

Opportunities

- Reevaluate course outcomes to keep current with industry standards.
- Revise curriculum in all graphic design courses to provide a comprehensive exploration of design projects.

Challenges

- The increased enrollment numbers due to SB155 and the articulation agreement with Parsons High School may negatively impact Perkins performance because many of those students will not attend LCC or complete the program.
- On-going challenge for instructors to keep skills up-to-date with rapidly changing technology.
- Software costs are expected to be the most challenging resource to manage in the future. Material fees have been increased to allow industry standard software upgrades.

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 Year of Implementation, Associated Core Value and Outcome, and/or Completion or Proposed Administrative Action	Person Responsible DOI/Advisory Committee
All courses are offered on-ground and only at the main campus.	Continue the development of hybrid courses to meet the needs of a broader student base. Investigate piloting an online course.	TBD	Ongoing	Greg Brewer Melissa Kipp
Need for an ongoing and consistent marketing plan.	Implement and maintain an ongoing and consistent marketing plan.	None	Fall 2016	Greg Brewer Melissa Kipp Bethany Kendrick
Fluctuating program enrollment. With the loss of the Recording Arts Technology Program and the elimination of the Interactive Media degree, three courses were eliminated from the program and enrollment declined due to shared program electives.	Explore inviting high school students on campus for a "fun day" of design related activates and to receive program information.	None	Fall 2016	Greg Brewer Melissa Kipp

Reevaluate course outcomes to keep current with industry standards.	Explore revising course outcomes to reflect current industry trends and practices.	None	Spring 2017	Greg Brewer Melissa Kipp
Revise curriculum in all graphic design courses to provide a comprehensive exploration of design projects	Seek input from Advisory Committee to strengthen student portfolios	None	Spring 2017	Greg Brewer Melissa Kipp Advisory Committee
The increased enrollment numbers due to SB155 and the articulation agreement with Parsons High School may negatively impact Perkins performance because many of those students will not attend LCC or complete the program.	Explore reinstating certificate program to improve overall completion rates.	None	Fall 2016	Greg Brewer Melissa Kipp Susan Brouk
On-going challenge for instructors to keep skills up-to-date with rapidly changing technology.	Investigate options for continuous professional development through online training for all program instructors.	TBD	Spring 2016	Greg Brewer Melissa Kipp
Software costs are expected to be the most challenging resource to manage in the future. Material fees have been increased to allow industry standard software upgrades.	Continue to work with IT on cost effective ways of implementing software upgrades.	TBD	Ongoing	Greg Brewer Melissa Kipp Jody Burzinski

Appendix A: List of Courses

Course	Credit Hours
GRAP 101 Graphic Communication	3
GRAP 107 Intro to Desktop Publishing	3
GRAP 113 Three-Dimensional Design / Packaging Design	3
GRAP 118 Typography	3
GRAP 120 Color Theory	3
GRAP 122 Illustration	3
GRAP 128 Digital Animation	3
GRAP 130 Mixed Media / Advertising Design	3
GRAP 161 Interactive Media	3
GRAP 200 Professional Preparation / Portfolio Development	3
GRAP 202 Digital Photography	3
GRAP 204 Digital Illustration	3
GRAP 206 Photo Edit Software	3
GRAP 208 Website Design Software	3
GRAP 210 Digital Page Layout	3
GRAP 212 Digital Animation II	3
GRAP 214 Inter Media Project Development	3
GRAP 216 Production Art / Graphic Design Print Media	3

Appendix B: Faculty in Program Qualifications

Name of Instructor: Greg Brewer
Education: MA-Art, Pittsburg State University, 1977; BFA-Art, Pittsburg State University, 1976.

Name of Instructor: Melissa Kipp
Education: MA-Communication, Pittsburg State University, 2014; BS-Technology, Commercial Graphics/Marketing, Pittsburg State University, 2006; AAS-Graphic Design and Communication, Labette Community College, 2004.

Appendix C: Perkins Core Indicators of Performance

To assess the extent to which the State of Kansas and local recipients have improved the quality of career and technical education programs, Perkins legislation sets forth minimum core indicators of performance for career and technical education programs at the postsecondary level. [*Sec. 113(b)(1)(B)*] These measures of performance are incorporated into the State plan as a condition of approval by the U.S. Department of Education, must be valid and reliable and include, at a minimum, measures of each of the following:

Postsecondary Core Indicators of Performance

- **1P1 - Technical Skill Attainment**—Student attainment of challenging career and technical skill proficiencies, including student achievement on technical assessments, that are aligned with industry-recognized standards, if available and appropriate. Measures any student identified as a concentrator who attempted a technical skill assessment test.

  Numerator = number of CTE concentrators who passed technical skill assessments that are aligned with industry-recognized standards, if available and appropriate, during the reporting year

  Denominator = number of CTE concentrators who attempted technical skills assessments during the reporting year

  Note: A list of Technical Skill Assessments and corresponding credentials can be found on the kansasregents.org website.

- **2P1 - Credential, Certificate, or Degree**—Student attainment of an industry-recognized credential, a certificate, or a degree. Measures concentrators who earned an award and are NO LONGER enrolled in postsecondary education.

  Numerator = number of CTE concentrators who receive an industry recognized credential, a certificate, or a degree during the reporting year

  Denominator = number of CTE concentrators who are no longer enrolled in post-secondary education during the reporting year

- **3P1 - Student Retention and Transfer**—Student retention in postsecondary education or transfer to a baccalaureate degree program. Measures concentrators who were enrolled during the reporting year and remained in postsecondary education the following fall. All students who earned an award or an industry recognized credential are REMOVED from the analysis.

  Numerator = number of CTE concentrators who remained enrolled in their original postsecondary institution or transferred to another 2- or 4- year postsecondary institution during the

reporting year and who were enrolled in postsecondary education in the fall of the previous reporting year

Denominator = number of CTE concentrators who were enrolled in postsecondary education in the fall of the previous reporting year and who did not earn an industry-recognized credential, a certificate, or a degree in the previous reporting year

- **4P1 - Student Placement (Follow-up)**—Student placement in military service or apprenticeship programs or placement or retention in employment, including placement in high skill, high wage, or high demand occupations or professions. Measures placement of all concentrators who are NO LONGER enrolled in postsecondary education. Only students who have completed, earned an industry recognized credential or have dropped out of postsecondary education are included in the analysis.

  Numerator = number of CTE concentrators who were placed or retained in employment or placed in military service or apprenticeship programs in the 2nd quarter following the program year in which they left postsecondary education (i.e., unduplicated placement status for CTE concentrators who graduated by June 30, 2010 would be assessed between October 1, 2010 and December 31, 2010)

  Denominator = number of CTE concentrators who are no longer enrolled in postsecondary education during the reporting year

- **5P1 - Nontraditional Participation** -- Student participation in career and technical education programs that lead to employment in nontraditional fields. [Sec 113(b)(2)(B)]. Measures all participants and concentrators enrolled in gender underrepresented programs.

  Numerator = number of CTE participants from underrepresented gender groups who participated in a program that leads to employment in nontraditional fields during the reporting year

  Denominator = number of CTE participants who participated in a program that leads to employment in nontraditional fields during the reporting year

- **5P2 - Nontraditional Completion**—Student completion of career and technical education programs that lead to employment in nontraditional fields. [Sec 113(b)(2)(B)]. Measures all nontraditional concentrators who earned an award in a gender underrepresented program.

  Numerator = number of CTE concentrators from underrepresented gender groups who completed a program that leads to employment in nontraditional fields during the reporting year

Denominator = number of CTE concentrators who completed a program that leads to employment in nontraditional fields during the reporting year

Note: A list of gender nontraditional occupations can be found on the kansasregents.org website.

Agenda Item #:VI.G.
Date: February 18, 2016

SUBJECT

Program Review: Office Technology

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: Office Technology as presented.

(O/Word/Board2006-07:agnProgReview)

EXHIBIT 7

COVER SHEET
ACADEMIC PROGRAM REVIEW
SELF STUDY AND SUMMARY REPORT

Academic Program/Discipline: Office Technology

Report Prepared by: Program/Discipline Committee
Lori Ford ..... Lori Ford 1/12/16
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*
Vice President of Student Affairs or Designate		
Pam Giefer	Pam Giefer	1-12-16
Vice President of Finance and Operations or Designate		
Connie Nance	Connie Nance	1-12-16
Director of Public Relations or Designate		
Bethany Kendrick	Bethy Kendrick	1/12/16
Director of Information Technology or Designate		
Coleen Carter	Coleen Carter	
Dean of Instruction or CTE Director		
Susan Brouk	Susan D. Brouk	1/12/16
Educational Support Staff		
Cathy Hyten	Cathy Hyten	1-12-2016
Faculty		
Lucille McCune	Lucille McCune	1-12-16

Faculty

Cathy Kibler Cathy D Kibler

Faculty

.....

Vice President of Academic Affairs

Joe Burke Joseph C Burke

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

Glenn Light — 1/12/16

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

President — Date

2/8/16

Executive Summary

(Include the major changes from previous program review.)

The goal of the Office Technology program is to provide students up-to-date administrative support skills used in today's business and medical offices. This goal is achieved through the offering of Administrative Assistant and Medical Administrative Assistant AAS degrees and Clerical Assistant and Medical Administrative Assistant certificates.

Since the previous program review, the number of degrees and certificates offered in the Office Technology area has been reduced in an effort to consolidate enrollment and to better utilize available resources.

Another significant change is that Ms. Lori Ford became the program coordinator and remains the only full-time faculty member teaching in this program. However, her load is split between Office Technology and Advising. While this splitting of responsibilities creates a full-time workload for her, it impacts her ability to fully focus on the program.

The Office Technology program has a number of strengths including the extensive work experience of the adjunct instructors, the job opportunities in the local area, the availability of on-line courses to meet the needs of working students, and the utilization of the Office Proficiency Assessment Compilation (OPAC) software for assessment data.

The Office Technology program has a number of challenges including its heavy reliance on adjunct instructors. Adjunct instructors have limited opportunities for professional development so essentially, LCC is relying on the adjunct's full-time employer to keep the skills updated.

The most serious challenge for the Office Technology program is improving performance on the Perkins outcome measures, specifically retention and completion. The performance information is presented within the review and specific issues are identified that are impacting performance as well as planned actions to improve.

It is the recommendation of the Program Review Committee that the Office Technology program be continued and given time to address the Perkins performance issues. A number of action items have been identified and efforts are already underway to research and implement changes.

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ACADEMIC PROGRAM/DISCIPLINE REVIEW
Labette Community College

Introduction to Program

The Office Technology department offers the following degrees and certificates:

- A.A.S. Administrative Assistant
- A.A.S. Administrative Assistant with Legal emphasis
- A.A.S. Medical Administrative Assistant
- Clerical Assistant certificate
- Medical Administrative Assistant certificate*

*The Medical Administrative Assistant certificate with Medical Transcription emphasis was removed starting with the 2014-2015 catalog.

Courses are taught by adjunct faculty and one full-time faculty whose load is split between teaching and academic advising.

Courses are offered in a variety of formats to reach both day and evening students. Some courses are blocked or offered at the same time but are treated as one course for the instructor's load. The hybrid courses allow students to choose a night or day on-ground session and complete part of the assignments online. The on-ground courses are often offered on Tuesday and/or Thursday afternoons.

On-ground	Online	Hybrid	Internship
College Keyboarding	Formatting	Office App: Adm	Office Training I
Formatting	Office Procedures	Office App: Med	Office Training II
RecMng&DtbsAppl	Medical Terminology	Office App: Legal	
Business Accounting	Adv Med Term	RecMng&DtbsAppl	
Business Math	Transcription Skills		
Medical Terminology	Medical Transcription		
	Legal Transcription		
	Medical Coding ICD		
	Medical Coding CPT		
	Wrd Proc Con/Ap		

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

The department goals match the mission statement, core values, and strategic planning in the following ways:

Quality Learning Opportunities (Core Value 1)

- Hands-on activities, simulations, and active learning
- Specialized courses taught by adjunct faculty in the field
- Practical applications using appropriate technology

Supportive Environment (Core Values 1,4,5)

- Full-time instructor maintains office hours and is available to students
- Communication is encouraged by e-newsletters, email, phone, and office visits
- Student work is recognized through public displays and online course displays

Changing World (Core Values 1,2,3)

- Software is generally updated every three years
- Program curriculum and course curriculum is reviewed and revised to reflect new trends and needs
- Office internship provides real-world office experience
- Videos and discussion topics: future of work; Internet security, threats, and privacy; and new trends in technology

B. Program Recognition/Accreditation

Two office technology placed at state PBL competitions in 2011; one placed in a national competition.

An office technology student placed in Job Interview at state in Skills USA in 2011.

For a number of years now, the Office Technology programs have been offered with conditional approval by the Kansas Board of Regents (KBOR). Conditional approval is granted on an annual basis only if the institution submits a request. There are a variety of reasons that programs may not be approved but most are due to either low enrollment and/or insufficient numbers of completers.

Conditional approval has been required for the Office Technology program due to insufficient numbers of completers. During the past five years, KBOR has recommended that we reduce the number of Office Technology degrees and certificates offered in an effort to concentrate enrollment. This was done. However, the need for requesting conditional approval has continued and has been granted. For performance purposes only, KBOR has allowed LCC to combine enrollment numbers for all Office Technology programs and report as one program. A concern is that this is reviewed on an annual basis and may not be allowed indefinitely. Without conditional approval, the Office Technology will not be eligible for Perkins and other sources of state funding.

C. Program/Discipline Demand/Need

The Office Technology department prepares students for a large variety of occupations found in the *Office and Administrative Support Occupations (43-0000)* classification of the Bureau of Labor's Occupational Outlook Handbook. These occupations include information clerks, receptionists, administrative assistants, secretaries, and various financial clerks.

Employment of **receptionists** is projected to grow 14 percent from 2012 to 2022, about as fast as the average for all occupations.

Employment growth will result mainly from a growing healthcare industry. Specifically, offices of physicians and dentists are expected to add the most receptionist jobs as an aging population will demand more medical services. In addition, the number of individuals who have health insurance is expected to increase due to federal health insurance reform legislation, resulting in a greater need for office staff in healthcare facilities.

Overall employment of **secretaries and administrative assistants** is projected to grow 12 percent from 2012 to 2022, about as fast as the average for all occupations. Employment growth, however, will vary by occupational specialty.

Employment of **medical secretaries** is projected to grow 36 percent from 2012 to 2022, much faster than the average for all occupations. Federal health legislation will expand the number of patients who have access to health insurance, increasing patient access to medical care.

Occupational Title	SOC Code	Employment, 2012	Projected Employment, 2022	Change, 2012-22	
				Percent	Numeric
Billing and posting clerks	43-3021	513,800	607,000	18	93,200
Payroll and timekeeping clerks	43-3051	179,500	202,000	13	22,500
Receptionists and information clerks	43-4171	1,006,700	1,142,600	14	135,900
Secretaries and administrative assistants	43-6000	3,947,100	4,426,600	12	479,500
Executive secretaries and executive administrative assistants	43-6011	873,900	863,400	-1	-10,500
Legal secretaries	43-6012	223,100	216,100	-3	-7,000
Medical secretaries	43-6013	S25,600	714,900	36	189,200
Secretaries and administrative assistants, except legal, medical, and executive	43-6014	2,324,400	2,632,300	13	307,800

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-15 Edition*, Receptionists, on the Internet at http://www.bls.gov/ooh/office-and-administrative-support/receptionists.htm (visited *September 15, 2015*).

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-15 Edition*, Secretaries and Administrative Assistants, on the Internet at http://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm (visited *October 13, 2015*).

D. Summary Statement of Faculty Qualifications

(data found in Appendix B)

E. Faculty Recognition

Lucille McCune received the Distinguished Adjunct Faculty Award in 2012.

F. How Does the Discipline Use Professional Development?

Here are some of the professional development activities in the past few years:

- Laptop was obtained from professional development funds for using and learning new versions of software before they are on installed on lab computers
- Membership to National Business Education Association which includes *Business Forum* journal
- Subscription to *OfficePro* magazine
- Webinars about teaching, software usage, and advising
- Review of tech feeds and education feeds

G. Student Enrollment

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

Student Enrollment and Program Completers by Degree/Certificate*

	2011	2012	2013	2014
AAS Medical Administrative Assistant				
Student Enrollment	17	16	26	28
Program Completers (Graduates)	3	1	0	5
Medical Administrative Assistant Certificate				
Student Enrollment	1	2	2	1
Program Completers (Graduates)	0	2	0	0
AAS Administrative Assistant (including legal and clerical emphasis)				
Student Enrollment	6	5	10	14
Program Completers (Graduates)	4	4	1	3
Clerical Assistant Certificate				
Student Enrollment	0	1	0	0
Program Completers (Graduates)	0	0	0	2
Totals				
Total Student Enrollment	25	24	38	43
Total Program Completers	7	7	1	10

*Includes Part-time Enrollment. This data is pulled from the Kansas Board of Regents' MIS system using data LCC uploaded and certified as accurate.

Perkins Core Indicators of Performance*

Appendix C contains definitions for each performance measure and provides the formula used for calculating each measure.

	2011		2012		2013		2014	
Office Technology Medical Administrative Assistant								
Technical Skill Attainment	0/0	NA	0/0	NA	0/0	NA	0/0	NA
Credential Certificate/Degree	3/4	75%	3/5	60%	0/3	0%	3/6	50%
Retention	3/4	75%	4/6	67%	13/16	81%	14/16	88%
Placement	3/3	100%	4/5	80%	2/3	67%	5/6	83%
Non-Traditional Participation	0/18	0%	0/19	0%	1/25	4%	46/72	64%
Non-Traditional Completion	0/3	0%	0/3	0%	0/0	NA	0/5	0%
Office Technology Administrative Assistant								
Technical Skill Attainment	0/0	NA	0/0	NA	0/0	NA	0/0	NA
Credential Certificate/Degree	3/3	100%	3/3	100%	0/0	NA	2/2	100%
Retention	4/4	100%	2/2	100%	0/0	NA	0/0	NA
Placement	2/2	100%	3/3	100%	0/0	NA	1/2	50%
Non-Traditional Participation	32/47	68%	29/36	81%	12/19	63%	12/24	50%
Non-Traditional Completion	0/3	0%	0/0	NA	0/0	NA	0/2	0%

*Data reported in this table is based on full-time students only and is calculated by the Kansas Board of Regents using data that is submitted and certified as accurate by LCC administration.

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

The Office Technology department has done the following to help recruit and retain students:

- Office Technology e-newsletters are sent at least once a semester to all office technology students
  - Important, upcoming dates
  - List of office technology, computer, and business classes being offered
  - Recognition of graduates and certificate recipients
  - Job ads
  - Other
- Bulletin Board displays on third floor are changed frequently
  - Student display boards about occupations
  - Job ads in office technology, business, and computers

- Professional organization display
- Other themes

- Display rack on third floor that holds program information / catalog sheets
- Created a display for a high school Medical Careers Day at LCHS

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

3b. Mean class size of courses per year.

	2011		2012		2013		2014	
Course	Total Enrolled	Mean Class Size	Total Enrolled	Mean Class Size	Total Enrolled	Mean Class Size	Total Enrolled	Mean Class Size
OTEC 101 Keyboarding	2	2			5	5		
OTEC 102 College Keyboarding*	4	2	2	1	1	1	1	1
OTEC 106 Formatting	13	6	15	7	21	10	18	9
OTEC 107 Medical Document Formatting**			5	5	1	1		
OTEC 109 Office Machines-10 key	11	11	6	6	13	13		
OTEC 111 Records Management*	12	12	6	6	10	10	16	8
OTEC 113 Business Accounting	8	8	6	6			9	9
OTEC 119 Business Math *	7	7	4	4			15	7
OTEC 121 Office Procedures	7	7	7	7	15	15	16	16
OTEC 122 Office Training I *	5	2	7	3	13	3	11	5
OTEC 123 Office Training II *	2	1	1	1			1	1
OTEC 124 Medical Terminology	122	11	208	18	219	18	175	15
OTEC 125 Advanced Medical Terminology	15	15	14	14	38	19	23	11
OTEC 127 Transcription Skills	10	10	14	14	11	11	13	13
OTEC 128 Medical Transcription	7	7	3	3	8	8	6	6
OTEC 132 Legal Transcription	1	1	3	3	1	1		
OTEC 130 Advanced Medical Transcription**	4	4			2	2		
OTEC 133 Medical Coding (ICD)	10	5	9	9	24	12	21	10
OTEC 134 Medical Coding II (CPT)	5	5			4	4	5	5
OTEC 136 Office Apps.: Admin. Assist.	4	4	2	2	3	3	2	2
OTEC 137 Office Apps.: Medical	2	2	4	4	7	7	7	7
OTEC 138 Office Apps.: Legal	2	2			1	1	1	1
OTEC 142 Pharm. & Diag. for Med**.	5	5	5	5	7	7		
OTEC 155 Word Processing & Applications	6	6	10	10	14	14	20	20

Notes:
*The shaded courses indicate the courses that are blocked or taught as one course: Keyboarding/ Formatting in the fall, Medical, Legal, and Administrative Office Apps,

Office Training I / II (arrangement), and Office Machines/Records Management prior to 2014.
**OTEC 107, OTEC 130, and OTEC 142 courses were eliminated when the Medical Transcription emphasis was eliminated in 2014.

4. **Total number of course sections offered sorted by main campus, concurrent, online, and Cherokee per year.**

Course Delivery Method	2011	2012	2013	2014
Main Campus, Onground	20	12	14	8
Main Campus, Hybrid	1	2	0	3
Concurrent	1	0	0	0
Online	15	21	27	22
Cherokee	0	0	0	0

*Fewer course sections were offered after the number required to make a course go was increased to 8 starting in 2012.

5. **Number of course sections and percentage of courses taught by full-time and adjunct instructors in the discipline. (Five year total)**

Status	2011		2012		2013		2014	
Full-time	17	36%	9	19%	12	26%	9	19%
Adjunct	30	64%	38	81%	35	74%	38	81%

H. Program Assessment

What are the Program Outcomes Results?

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

Program/Degree: Office Technology Administrative Assistant

Program Outcomes:

1. Students will be able to communicate effectively in a written or oral manner in the business environment.
2. Students will be able to work effectively in teams and/or in groups.
3. Students will demonstrate a legal/ethical behavior that is appropriate for the business professional in today' society.
4. Students will analyze, interpret and evaluate data necessary to solve problems using a variety of appropriate tools.

5. Students will demonstrate the ability to use technical skills and technology.
6. Students will perform computation skills and financial analysis appropriate to the business environment.

Course Number		Course Name	Program Outcome 1	Program Outcome 2	Program Outcome 3	Program Outcome 4	Program Outcome 5	Program Outcome 6
OTEC	136	Office Application-Administrative Assistant	1	4		3,5	2	
OTEC	121	Office Procedures		2	1	3	4,5	
OTEC	122	Coordinated Office Training I		6	5,8	1,2,4,7		
OTEC	123	Coordinated Office Training II		6	3,5,8	1,2,4,7		
OTEC	127	Transcription Skills				1,2	3,4	
OTEC	106	Formatting					1,2,3,4,5,6,7	
OTEC	109	Office Machines					1,2,3	
OTEC	111	Records Management					1,2,3,4,5	
OTEC	155	Word Processing Concepts and Applications					1,2,3	
OTEC	119	Business Math						1,2,3,4,5
OTEC	113	Business Accounting						1,2,3,4

Program/Degree: Office Technology Medical Administrative Assistant

Program Outcomes:

1. Students will be able to communicate effectively in a written or oral manner in the business environment.
2. Students will be able to work effectively in teams and/or in groups.
3. Students will demonstrate a legal/ethical behavior that is appropriate for the business professional in today' society.
4. Students will analyze, interpret and evaluate data necessary to solve problems using a variety of appropriate tools.
5. Students will demonstrate the ability to use technical skills and technology.
6. Students will perform computation skills and financial analysis appropriate to the business environment.

Course Number		Course Name	Program Outcome 1	Program Outcome 2	Program Outcome 3	Program Outcome 4	Program Outcome 5	Program Outcome 6
OTEC	106	Formatting					1,2,3,4,5,6,7	
OTEC	109	Office Machines					1,2,3	
OTEC	111	Records Management					1,2,3,4,5	
OTEC	113	Business Accounting						1,2,3,4
OTEC	119	Business Math						1,2,3,4,5
OTEC	121	Office Procedures		2	1	3	4,5	
OTEC	122	Coordinated Office Training I		6,8	3,5	1,2,4,7		
OTEC	123	Coordinated Office Training II		6	3,5,8	1,2,4,7		
OTEC	125	Medical Terminology				1,2,3		
OTEC	127	Transcription Skills				1,2	3,4	
OTEC	128	Medical Transcription				2	1	
OTEC	133	Medical Coding				1,2,3,4,5,6,7		
OTEC	137	Office Application-Medical Administrative	1	4		5	3,2	
OTEC	155	Word Processing Concepts and Applications					1,2,3	

Describe other assessment data/summaries if appropriate.

OPAC® Office & Clerical Pre-Employment Testing Software assessments are used in several classes. Results have been tabulated by the coordinator and/or the instructor to identify weaknesses in curriculum.

Office Applications instructor has given following assessments: Keyboarding, Formatting a Letter, Composing Minutes, Proofreading 1, Proofreading 2, Spelling, Medical Terminology, Medical Keyboarding, Customer Service Telephone, and Telephone Order Entry.

Records Management instructor has given Alphabetic Filing and Numeric Filing assessments.

Business Math/10-Key and Business Accounting instructor has given 10-Key, Data Entry 1, Data Entry 2, Data Entry 3, Bank Reconciliation, Bank Deposit, Petty Cash, and Basic Math assessments.

The biggest weakness identified to date has been in the area of Proofreading (Business English) skills. In some cases, students haven't taken the following courses before taking Office Applications: Transcription Skills and/or English Comp I. Transcription Skills is only a five-week class. Some students have discussed that some of the grammar rules are new to them in college.

Microsoft Office Certification Tests
The program coordinator has met with the Testing Center and CTE Director to look at the possibility of students taking certification tests while in the program. The benefit would be an added credential a student could add to his/her resume. The discussion is ongoing, but it looks favorable that students could be tested in our Student Success Center.

I. Expenses for Program/Discipline

	2011	2012	2013	2014
Account Description	YTD Expenditures			
Office Technology Salary*	$20,599.16	$28,364.00	$38,624.78	$35,294.66
Office Technology Supplies	$588.00	$400.00	$86.31	$741.61
Total	**$21,187.16**	**$28,764.00**	**$38,711.09**	**$36,036.27**

*Adjunct Salary only
Program Coordinator's salary is in a different account. The faculty's salary is split between advising one-half time each semester and teaching office technology and computer courses (Spreadsheets and Computer Concepts).

In addition to the general education courses required by most degree programs, here is a break-down of cross-discipline courses either required or encouraged as electives:

All office technology degree programs:	**Computer Concepts & Apps** **Business Communications**
Admin Assistant option:	Spreadsheets Concepts & Apps Database Concepts & Apps Computer Information Systems Intro to Business
Legal Admin option:	Business Law I and II Criminal Law
Medical Admin option:	Anatomy & Physiology

The following office technology courses have been taken by allied health students as requirements or electives:

- Medical Terminology
- Advanced Medical Terminology
- Medical Coding
- Pharmacology (no longer offered after 2013)
- Medical Document Formatting (no longer offered after 2013)

With recent changes in financial aid and with KBOR continuing to reduce the number of credits allowed in a degree program, the above information is no longer true. Most of the allied health programs have eliminated medical terminology as a required course. Due to financial aid changes, students are now required to pay out of pocket for courses that are not required for their declared degree program; therefore fewer students choose to take the courses listed above.

J. Learning Resources

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

Yes, they are adequate and all will assist when asked. Below are some unique ways in which departments have assisted the department:

- IT Department is called upon frequently to troubleshoot computer lab problems and Red Zone problems. They recently replaced the computers in M305 and updated software in M308 to Office 2013.
- The Library has displayed students' display board of an occupation in April during Office Professionals Week.
- The Student Success Center agreed to have OPAC software installed on a couple of computers in the lab.
- The Print Shop has been a great resource for in-house field trips.

K. Partnerships

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

The Office Technology Advisory Committee meets twice a year. Members provide information about technology and trends in their respective businesses.

Office Training is a course offered in the spring. It is an internship class where students work in in either a paid employment or an unpaid internship.

Review of Previous Action Plan

Weaknesses/Opportunities / Challenges	Department Goal	Action / Timeline/ Personal Responsible
A full-time faculty member is needed to adequately coordinate the program, as well as recruit students and instruct courses.	Move the program coordinator position for part-time to full-time for the Office Technology Program.	A full-time faculty was moved to position. The full-time faculty's load is split one-half office coordination and one-half academic advising. Faculty member is available to advise OTEC students.
The Office Technology Program needs to increase student enrollment to maintain Perkins funding and financial viability. Block teaching is still used for some courses because the enrollment is not high enough in each area to justify a separate course in each separate field. More program visibility is needed.	1. Train advisors about the Office Technology Program to make sure students are aware of the program and are adequately advised. 2. More targeted publicity needs to be created for Office Technology, such as poster sheets with tear-off tabs, which would provide contact information	1. Most OTEC students are automatically deferred to OTEC Coordinator / Academic Advisor. 2. Poster sheets have not been done; however, bulletin board on 3rd floor is frequently changed and has promotional materials. Occupation display boards are displayed there and in library. 3. Brochures were made for LCHS and Columbus.
There is a need to train adjunct instructors to ensure quality completion of outcome assessment reports.	Improve adjunct training for outcomes assessments and completing grades electronically.	Academic Affairs has provided more and Jing videos have been created and posted on Red Zone for adjunct faculty.
The Office Technology program can work with Parsons High School and other area high schools to coordinate the alignment of program courses so that students may be able to receive college credit for coursework accomplished through the high school, allowing a smooth transition into the program.	The program should investigate creating articulation agreements with area high school.	There has been a change in personnel and the Extension and Concurrent Coordinator is actively seeking partnerships with high schools.

SUMMARY REPORT: Strengths, Weaknesses, Opportunities, Challenges

ACADEMIC PROGRAM REVIEW

Date:

Academic Program/Discipline:

REVIEW COMMITTEE IDENTIFIED STRENGTHS

Discuss the major strengths of the academic program/discipline.

1. Instructors have extensive related work experience that supplements instruction.
2. Courses and degree requirements are aligned with academic and business/industry standards for career technical training.
3. Job opportunities exist for completers in local area and do not generally require re-locating. (Local area includes Pittsburg area.)
4. Many of the courses are offered online which is convenient for working students. In addition, some onground courses have recently been changed to hybrid to help facilitate working students.
5. The program often attracts students who begin a different program track but discover they don't want to pursue their chosen career paths; i.e., allied health, computers, criminal justice, etc.
6. The program provides courses for those who are currently working in the field but want to enhance skills.
7. The program utilizes OPAC (Office Proficiency Assessment Compilation) testing software for assessment data.

SUMMARY REPORT
ACADEMIC PROGRAM REVIEW

Date:

Academic Program/Discipline:

REVIEW COMMITTEE IDENTIFIED WEAKNESSES/OPPORTUNITIES/CHALLENGES

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

1. Program relies heavily on expertise of adjunct faculty, but they have little professional development opportunities.

2. The program needs to increase enrollment and improve Perkins performance measures, including retention and completion rates to maintain Perkins funding and financial viability.

3. A few courses are offered in the day only which makes it difficult for some working students to complete degrees.

4. Few males enter into program because of old stereotypes.

5. The coordinator duties are part-time since duties are shared with academic advising. The teaching load is cut in half, but not the duties that CTE coordinators and directors must do: planning curriculum, CTE paperwork, advising students in the program, degree checks, marketing, recruiting, advising committee meetings, etc. There is no clerical support.

6. Some students will leave the degree program early in order to get a job; often that is their main goal: employment rather than a degree.

7. A large number of students are part-time students and that hurts us on the Carl Perkins/KBOR reporting.

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 Year of Implementation, Associated Core Value and Outcome, and/or Completion or Proposed Administrative Action	Person Responsible DOI/Advisory Committee
Need to improve Perkins performance measures.	Re-evaluate the degree and certificate offerings to better align with reporting requirements.			
Increase number of completers.	Investigate revising certificates so more students complete certificates whether or not they complete degrees.			
Increase retention and placement.	Investigate feasibility of using OPAC as a certification measure for students.			
Increase retention and placement.	Investigate feasibility of using Microsoft Office certification			

	measures for students.			
Increase visibility of program to males.	Investigate changing program name to Business Office Technology or Business Administrative Technology to reflect emphasis on software.			
Coordinator's load is one-half time for teaching, advising, planning curriculum, ordering books, organizing advisory meetings, and coordinating Office Technology.	When Perkins performance improves and enrollment increases, additional support will be considered.			
Students who work in day are not able to take courses offered in day only.	Offer more courses at night or hybrid in order to better accommodate working students.			

Appendix A: List of Courses

Course	Credit Hours
OTEC 101 Keyboarding	1
OTEC 102 College Keyboarding	3
OTEC 106 Formatting	3
OTEC 107 Medical Document Formatting *	3
OTEC 109 Office Machines-10 key *	1
OTEC 111 Records Management	3
OTEC 113 Business Accounting	3
OTEC 119 Business Math	3
OTEC 121 Office Procedures	3
OTEC 122 Office Training I	1-3
OTEC 123 Office Training II	3
OTEC 124 Medical Terminology	3
OTEC 125 Advanced Medical Terminology	3
OTEC 127 Transcription Skills	1
OTEC 128 Medical Transcription	2
OTEC 130 Advanced Medical Transcription *	3
OTEC 132 Legal Transcription	3
OTEC 133 Medical Coding	3
OTEC 134 Medical Coding II	3
OTEC 136 Office Apps.: Admin. Assist.	3
OTEC 137 Office Apps.: Medical	3
OTEC 138 Office Apps.: Legal	3
OTEC 142 Pharm. & Diag. for Med *	3
OTEC 155 Word Processing & Applications	3

*Courses discontinued after 2013.

Appendix B: Faculty in Program Qualifications

Full-time Faculty
Name of Instructor: Lori Ford
Education: MS-Human Resource Development, Pittsburg State University, 1995; BS-Business Administration, Missouri Southern, 1986; BS-Education, Missouri Southern, 1982

Adjunct Faculty
Name of Instructor: Virginia Bowman
Education: BS-Health Information Management, Stephens College, 1986

Name of Instructor: Debra Gatton
Education: AAS-Medical Record Technician, El Paso, Texas Community College, 1998

Name of Instructor: Marita Meech
Education: MS-Business Education, Emporia State University, 1998; BSEd-Business Education, Emporia State University, 1989

Name of Instructor: Lucille McCune
Education: MS-Technical Teacher Education, Pittsburg State University, 2006; BS-Business Administration-Accounting, Pittsburg State University, 1976

Name of Instructor: Anna Belle Thornton
Education: MS-Education, University of Kansas, 1987; BSEd-Elementary Education, Bethel College, 1980

Appendix C: Perkins Performance Measures

To assess the extent to which the State of Kansas and local recipients have improved the quality of career and technical education programs, Perkins legislation sets forth minimum core indicators of performance for career and technical education programs at the postsecondary level. [*Sec. 113(b)(1)(B)*] These measures of performance are incorporated into the State plan as a condition of approval by the U.S. Department of Education, must be valid and reliable and include, at a minimum, measures of each of the following:

Postsecondary Core Indicators of Performance

- **1P1 - Technical Skill Attainment**—Student attainment of challenging career and technical skill proficiencies, including student achievement on technical assessments, that are aligned with industry-recognized standards, if available and appropriate. Measures any student identified as a concentrator who attempted a technical skill assessment test.
  - Numerator = number of CTE concentrators who passed technical skill assessments that are aligned with industry-recognized standards, if available and appropriate, during the reporting year
  - Denominator = number of CTE concentrators who attempted technical skills assessments during the reporting year

  Note: A list of Technical Skill Assessments approved for Office Technology Programs is provided at the end of this document.

- **2P1 - Credential, Certificate, or Degree**—Student attainment of an industry-recognized credential, a certificate, or a degree. Measures concentrators who earned an award and are NO LONGER enrolled in postsecondary education.
  - Numerator = number of CTE concentrators who receive an industry recognized credential, a certificate, or a degree during the reporting year
  - Denominator = number of CTE concentrators who are no longer enrolled in post-secondary education during the reporting year

- **3P1 - Student Retention and Transfer**—Student retention in postsecondary education or transfer to a baccalaureate degree program. Measures concentrators who were enrolled during the reporting year and remained in postsecondary education the following fall. All students who earned an award or an industry recognized credential are REMOVED from the analysis.
  - Numerator = number of CTE concentrators who remained enrolled in their original postsecondary institution or transferred to another 2- or 4- year postsecondary institution during the

reporting year and who were enrolled in postsecondary education in the fall of the previous reporting year

Denominator = number of CTE concentrators who were enrolled in postsecondary education in the fall of the previous reporting year and who did not earn an industry-recognized credential, a certificate, or a degree in the previous reporting year

- **4P1 - Student Placement (Follow-up)**—Student placement in military service or apprenticeship programs or placement or retention in employment, including placement in high skill, high wage, or high demand occupations or professions. Measures placement of all concentrators who are NO LONGER enrolled in postsecondary education. Only students who have completed, earned an industry recognized credential or have dropped out of postsecondary education are included in the analysis.

  Numerator = number of CTE concentrators who were placed or retained in employment or placed in military service or apprenticeship programs in the 2nd quarter following the program year in which they left postsecondary education (i.e., unduplicated placement status for CTE concentrators who graduated by June 30, 2010 would be assessed between October 1, 2010 and December 31, 2010)

  Denominator = number of CTE concentrators who are no longer enrolled in postsecondary education during the reporting year

- **5P1 - Nontraditional Participation** -- Student participation in career and technical education programs that lead to employment in nontraditional fields. [Sec 113(b)(2)(B)]. Measures all participants and concentrators enrolled in gender underrepresented programs.

  Numerator = number of CTE participants from underrepresented gender groups who participated in a program that leads to employment in nontraditional fields during the reporting year

  Denominator = number of CTE participants who participated in a program that leads to employment in nontraditional fields during the reporting year

- **5P2 - Nontraditional Completion**—Student completion of career and technical education programs that lead to employment in nontraditional fields. [Sec 113(b)(2)(B)]. Measures all nontraditional concentrators who earned an award in a gender underrepresented program.

  Numerator = number of CTE concentrators from underrepresented gender groups who completed a program that leads to employment in nontraditional fields during the reporting year

Denominator = number of CTE concentrators who completed a program that leads to employment in nontraditional fields during the reporting year

Note: A list of gender nontraditional occupations can be found on the kansasregents.org website.

Technical Skill Assessments approved by the Kansas Board of Regents for Office Technology Programs

- MICROSOFT OFFICE ACCESS 2007-PRESENT
- MICROSOFT OFFICE EXCEL 2007-PRESENT
- MICROSOFT OFFICE OUTLOOK 2007-PRESENT
- MICROSOFT OFFICE POWERPOINT 2007-PRESENT
- MICROSOFT OFFICE WORD 2007-PRESENT
- OFFICE PROFICIENCY CERTIFICATION(S) (OPAC)

Agenda Item #: VI.H.
Date: February 18, 2016

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:

Courses

- Fundamentals in Dental Assisting, 2 credit hours
- Infection Control for Dental Practices, 2 credit hours
- Dental Materials I, 4 credit hours
- Chairside Assisting I, 4 credit hours
- Dental Radiology I, 3 credit hours
- Dental Anatomy, 2 credit hours
- Anatomy for Dental Assistants, 1 credit hour
- Dental Health Education, 2 credit hours
- Dental Science, 2 credit hours
- Clinical Experience I, 4 credit hours
- Chairside Assisting II, 3 credit hours
- Dental Practice Management, 3 credit hours
- Clinical Experience II, 3 credit hours

Approval is recommended.

EXHIBIT 3

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
Dental Assistant Program Changes					
Fundamentals in Dental Assisting	2	DNAS 101		2/5/2016	FY2017
Infection Control for Dental Practices	2	DNAS 110		2/5/2016	FY2017
Dental Materials I	4	DNAS 111		2/5/2016	FY2017
Chairside Assisting 1	4	DNAS 114		2/5/2016	FY2017
Dental Radiology 1	3	DNAS 118		2/5/2016	FY2017
Dental Anatomy	2	DNAS 119		2/5/2016	FY2017
Change the prerequisite to "Acceptance into Dental Assistant Program" on the following courses: DNAS 101. Currently "Admission to Dental Assistant Program". DNAS 110. Currently "DNAS 101 Fundamentals in Dental Assisting". DNAS 111. Currently "Completion of or enrolled in DNAS 114 Chairside Assisting I & DNAS 119 Dental Anatomy". DNAS 114. Currently "DNAS 111 Dental Materials I & DNAS 119 Dental Anatomy". DNAS 118. Currently "Completion of or enrollment in DNAS 105 Anatomy for Dental Assistants & DNAS 114 Chairside Assisting I". DNAS 119. Currently "Completion of or enrollment in DNAS 105 Anatomy for Dental Assistants".					

New/Revised Course Name & Course Description	Credit Hours	Code & Course Number	Estimated Number of Student Enrollment	Date C&I Approved	Date Effective
Anatomy for Dental Assistants	1	DNAS 105		2/5/2016	FY2017
Dental Health Education	2	DNAS 107		2/5/2016	FY2017
Dental Science	2	DNAS 125		2/5/2016	FY2017
Clinical Experience I	4	DNAS 144		2/5/2016	FY2017
Change the prerequisite to "Successful completion of of DNAS 101, DNAS 110, DNAS 111, DNAS 114, DNAS 118 and DNAS 119" on the following courses: DNAS 105. Currently "Admission to Dental Assistant Program". DNAS 107. Currently "DNAS 111 - Dental Materials I & DNAS 114 Chairside Assisting". DNAS 125. Currently "DNAS 105 Anatomy for Dental Assistants & DNAS 135 Chairside Assisting II." DNAS 144. Currently "Acceptance into Dental Assistant Program".					
Chairside Assisting II	3	DNAS 135		2/5/2016	FY2017
Change the prerequisite from "DNAS 115 Chairside Assisting I" to "DNAS 114 Chairside Assisting I".					
Dental Practice Management	3	DNAS 140		2/5/2016	FY2017
Change the prerequisite from "DNAS 101 Fundamentals in Dental Assisting" to "Successful completion of DNAS 105, DNAS 107, DNAS 125, DNAS 135, DNAS 138 and DNAS 144".					
Clinical Experience II	3	DNAS 151		2/5/2016	FY2017
Change the prerequisite from "Acceptance into Dental Assistant Program" to "DNAS 144 Clinical Experience I".					

Agenda Item: VI.I.
Date: February 18, 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.

(O:W/Board07-08agnbills)

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL
1/8/2016

Check Number	Vendor	Description	Account Number	Amount	Total
112022	A T and T	Phone Service	11-6501-631-000	$215.75	
		Phone Service - Cherokee Center	11-7103-631-000	$220.10	$435.85
112023	A T and T	Internet	11-6401-631-000	$3,415.00	
		Internet	11-6401-631-000	$1,602.40	$5,017.40
112024	Accident Fund	Workman's Comp	11-6501-590-001	$5,055.00	$5,055.00
112025	Amazon.com LLC	Gone Girl, DVD	11-1109-700-000	$75.78	
		Gone Girl, DVD	11-1109-700-000	$75.78	
		Gone Girl, DVD	11-1109-700-000	$50.52	
		Gone Girl, paperback	11-1109-700-000	$72.72	
		Table for lab	12-1214-700-000	$82.99	
		Computer Equipment - Cafe'	16-9482-850-000	$330.25	$688.04
112027	CenterPoint Energy Services, Inc	Gas Service	11-7102-633-000	$688.52	
		Gas Service	11-7102-633-000	$445.44	
		Gas Service	16-9482-633-000	$52.43	
		Gas Service	16-9482-633-000	$44.94	$1,231.33
112028	Alexander J Coplon	Mileage reimbursement recruiting	11-5502-603-000	$315.10	$315.10
112029	Cox Communications	Internet - Cherokee Center	11-6401-631-000	$128.73	
		Cable - Cherokee Center	11-7103-701-000	$76.93	$205.66
112030	Crossroads Charters Inc.	Men & Women Basketball Travel 2/24	11-6502-720-000	$1,060.00	
		Men & Women Basketball Travel 2/17	11-6502-720-000	$1,060.00	
		Men & Women Basketball Travel 2/10	11-6502-720-000	$1,060.00	$3,180.00
112033	H P E Kansas Premiums	January Health Insurance Premiums	11-6501-590-001	$98,611.35	$98,611.35
112035	Kansas Gas Service	Gas Service	11-7102-633-000	$440.27	$440.27
112036	Kansas Outdoor Advertising	December Advertising	11-6301-613-000	$575.00	$575.00
112037	Kiwanis Club of Parsons	Kiwanis Dues - Joe Burke	11-4201-681-000	$100.50	$100.50

EXHIBIT 9

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL
1/8/2016

Check Number	Vendor	Description	Account Number	Amount	Total
112040	Kara McIlvain	Reimburse Mileage -Clinical Visit	12-1211-601-000	$138.00	$138.00
112041	Benjamin McKenzie	Reimburse Travel Hote - Lindenwood	11-5505-601-000	$447.46	$447.46
112042	Benjamin McKenzie	Wrestling Travel - 1/23/16	11-5505-601-000	$250.00	
		Kansas Cup Registration	11-5505-601-000	$300.00	$550.00
112043	Benjamin McKenzie	Wrestling Travel - 1/21/16	11-5505-601-000	$150.00	$150.00
112044	Benjamin McKenzie	Wrestling Travel - 1/19/16	11-5505-601-000	$175.00	$175.00
112045	Benjamin McKenzie	National Duals Entry Fee	11-5505-601-000	$250.00	$250.00
112046	Midwest Fence	Completion of Baseball Field Damage	11-6201-659-002	$15,989.12	$15,989.12
112048	Nancy Newby	Reimburse Mileage - High School Visi	11-4209-601-000	$175.95	$175.95
112049	Parsons Rotary Club C/O Phil Eaton	Dues - Dee Bohnenblust	12-1208-670-000	$474.86	$474.86
112051	Jeremiah Pecha	Repairs to Baseball Dugout	11-6201-659-002	$3,800.00	$3,800.00
112052	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	$1,235.16	$1,235.16
112054	Mitchell A Rolls	Reimburse Flight - Recruiting	11-5503-603-000	$534.30	
		Reimburse Mileage - Recruiting	11-5503-603-000	$225.40	
		Reimburse International i-20 ship cost	11-5503-603-000	$55.00	
		Reimburse Hotel - Recruiting	11-5503-603-000	$86.94	$901.64
112055	Mitchell A Rolls	Women's BB Travel - 1/20/16	11-5503-601-000	$300.00	$300.00
112056	Mitchell A Rolls	Women's BB Travel - 1/13/16	11-5503-601-000	$400.00	$400.00
112057	Rural Water District #5	Water Utilities, Cherokee	11-7103-632-000	$31.68	$31.68
112058	Ryan Seme	Reimburse Mileage - Meetings (5)	12-4204-601-000	$343.85	
		Reimburse Mileage - Workshop	12-4204-601-000	$178.20	$522.05
112059	Shell Fleet Plus	Gasoline	11-6502-720-000	$234.39	$234.39
112061	Jerrod W Stanford	Men's BB Travel - 1/20/16	11-5508-601-000	$360.00	$360.00
112062	Jerrod W Stanford	Men's BB Travel - 1/13/16	11-5508-601-000	$360.00	$360.00
112063	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	$531.41	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL
1/8/2016

Check Number	Vendor	Description	Account Number	Amount	Total
112063	Verizon Wireless	Custodian Phone Charges	11-7102-649-000	$332.37	$863.78
112064	W C A Waste Corporation	Trash Collection, Cherokee	11-7202-648-000	$100.98	$100.98
112065	Wal-Mart Community	Christmas Parade Candy	11-6301-709-000	$27.86	
		Food and Supplies	16-9684-701-000	$14.74	
		Supplies	16-9684-701-000	$14.91	
		Supplies	16-9684-701-000	$3.98	
		Food	16-9684-743-000	$251.83	
		Food	16-9684-743-000	$60.72	
		Food	16-9684-743-000	$73.44	
		Food	16-9684-743-000	$17.73	
		Food	16-9684-743-000	$100.03	
		Food	16-9684-743-000	$66.33	$631.57
112066	Westar Energy, Inc	Electricity	11-7102-634-000	$13,834.87	
		Electricity - Cherokee Center	11-7103-634-000	$1,176.56	
		Electricity	16-9482-634-000	$955.49	$15,966.92
				$159,914.06	

11-General Fund	$156,709.34
12-Postsecondary Technical Education Fund	$1,217.90
16-Auxillary Ent Fund	$1,986.82
67-Capital Outlay	$0.00
	$159,914.06

Checks approved for release prior to Board action

President

Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL
1/15/2016

Check Number	Vendor	Description	Account Number	Amount	Total
112069	A T and T	Internet	11-6401-631-000	$2,328.89	$2,328.89
112071	Kalynn S Amundson	Reimburse - Books for Class	11-4200-630-034	$82.74	$82.74
112072	Butler Community College Foundation	Ray Vietti Scholarship Memorial	11-6201-709-000	$50.00	$50.00
112073	CableONE	Ted Hill Internet	11-6401-631-000	$74.50	
		Cable Service	11-7202-648-000	$77.27	$151.77
112074	Tarah L Cockrell	Reimburse Mileage-Cherokee Center	11-7103-602-000	$33.48	$33.48
112075	Daniel Colon	Copy usage	11-4203-701-000	$203.81	$203.81
112076	Leanna Doherty	Reimburse Mileage - Cherokee Cente	11-6201-601-000	$8.05	
		Reimburse Mileage - KCCLI	11-6201-601-000	$285.12	
		Reimburse Meals - KCCLI	11-6201-601-000	$15.50	$308.67
112077	Kyle G Drennan	Reimburse Mileage - Recruiting to Te:	11-5508-603-000	$1,927.98	$1,927.98
112078	Lauren O Falohun	Reimburse Mileage-Recruiting	11-5503-603-000	$184.00	$184.00
112079	Brittany Haley	Reimburse Fitness Mentors Study Pa	11-5507-601-000	$49.00	$49.00
112082	John Deere Financial	Parts for John Deere Snowblower	11-6502-720-000	$155.16	$155.16
112083	K C S D V	Registration - Janice Every	11-6504-630-000	$75.00	$75.00
112084	Kansas Department of Health and Envi	KS Registration Equip Annual Fee	12-1210-646-000	$170.00	$170.00
112085	Kansas Department of Health and Envi	KDHE Annual Registration	12-1215-700-000	$240.00	$240.00
112086	Kansas Department of Health and Envi	WasteWater Permit	11-7103-649-000	$185.00	$185.00
112087	Kansas Department of Revenue	Printshop 2nd Quarter Sales Tax	11-6503-701-000	$5.50	
		Bookstore Sales Tax/Dec	16-0000-216-001	$105.38	
		Food Service Sales Tax/Dec	16-0000-216-002	$174.23	$285.11
112088	Kansas Gas Service	Gas Service	11-7102-633-000	$1,065.78	
		Gas Service	16-9482-633-000	$116.68	$1,182.46
112089	KJCCC	Women's basketball officials 2015-20	11-5503-680-000	$5,640.00	$5,640.00
112091	Labette County Treasurer	Vehicle Registration, Trailer	11-6502-720-000	$88.00	$88.00

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL
1/15/2016

Check Number	Vendor	Description	Account Number	Amount	Total
112093	Parsons Rotary Club C/O Phil Eaton	Rotary dues for Sue Brouk	12-1204-681-000	$120.00	$120.00
112094	Ashley N Savage	Reimburse Mileage-Cherokee Center	11-7103-602-000	$33.48	$33.48
112095	Slane's Floral Shop	Flowers-Ron McNickle Funeral	11-6102-709-000	$50.00	$50.00
112096	Touchtone Communications	Long Distance	11-6501-631-000	$30.20	
		Long Distance - Cherokee Center	11-7103-631-000	$17.56	$47.76
				$13,592.31	

11-General Fund	$12,666.02
12-Postsecondary Technical Education Fund	$530.00
16-Auxillary Ent Fund	$396.29
67-Capital Outlay	$0.00
	$13,592.31

Checks approved for release prior to Board action

President

Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL
1/22/2016

Check Number	Vendor	Description	Account Number	Amount	Total
112097	A T and T	Phone Charges	11-6501-631-000	$3,893.59	$3,893.59
112098	A T and T	Internet	11-6401-631-000	$3,204.80	$3,204.80
112099	Accident Fund	Workman's Comp	11-6501-590-001	$5,055.00	$5,055.00
112100	Amazon.com LLC	Hikvision DS-1602ZJ Aluminum Alloy	11-6402-850-000	$51.28	
		Hikvision DS-2DE4220-AE OUTDOOI	11-6402-850-000	$485.35	$536.63
112102	CenterPoint Energy Services, Inc	Gas Service	11-7102-633-000	$1,287.42	
		Gas Service	16-9482-633-000	$77.29	$1,364.71
112103	Janice S Every	Reimburse Supplies-ALICE Kits	11-6201-701-000	$13.50	$13.50
112104	FedEx Express	Package Shipping (10)	11-5303-701-000	$174.70	$174.70
112107	Intrust Card Center	Rodeway Inn, Wrestling Team to Mee	11-5505-601-000	$244.16	
		Holiday Inn, Leanna Doherty to KCCL	11-6201-601-000	$89.25	
		Completion of Baseball Field Damage	11-6201-659-002	$5,000.00	
		Audit Filing Fee	11-6201-701-000	$75.00	
		OnStar for LCC Vehicles	11-6502-720-000	$130.85	
		Board Exam -	12-1211-700-000	$190.00	
		Vasc registry fee for	12-1214-681-000	$250.00	$5,979.26
112110	Kansas Gas Service	Gas Service - Cherokee Center	11-7103-633-000	$197.40	$197.40
112113	Labette County	HepA/HepB Combo-Brandi McCall	11-6201-701-000	$55.00	
		HepA/HepB Combo-Trudy Yockey	11-6201-701-000	$55.00	$110.00
112114	Pepsi-Cola	Pop	16-9684-743-000	$342.03	$342.03
112115	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	$1,583.53	$1,583.53
112117	SESAC	Music License Fee	11-1111-682-000	$286.90	$286.90
112118	Cheryl Smith	Reimburse Hotel 3 Faculty-ACEN	12-1246-630-000	$1,556.04	
		Reimburse Airfare 3 Faculty - ACEN	12-1246-630-000	$1,448.88	
		Reimburse Registration 3 Faculty - AC	12-1246-630-000	$1,035.00	$4,039.92

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL
1/22/2016

Check Number	Vendor	Description	Account Number	Amount	Total
112119	Wal-Mart Community	Office Supplies	11-7103-701-000	$23.97	
		Food	16-9684-743-000	$36.95	
		Food	16-9684-743-000	$37.36	
		Food	16-9684-743-000	$173.50	$271.78
112120	Mark Watkins	Reimburse Mileage-Cherokee Center	11-4202-602-000	$133.92	
		Reimburse Mileage-Faculty Evaluatio	11-4202-602-000	$155.25	$289.17
				$27,342.92	

11-General Fund	$22,195.87
12-Postsecondary Technical Education Fund	$4,479.92
16-Auxillary Ent Fund	$667.13
67-Capital Outlay	$0.00
	$27,342.92

Checks approved for release prior to Board action

President

Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL
1/28/2016

Check Number	Vendor	Description	Account Number	Amount	Total
112121	H P E Kansas Premiums	February Health Ins Premiums	11-6501-590-001	$101,113.76	$101,113.76
112122	US Bank	Coleen Carter - 30200278853	11-6501-590-001	$1,175.00	$1,175.00
112123	US Bank	Mary Colson - 30200279652	11-6501-590-001	$987.50	$987.50
112124	US Bank	Leanna Doherty - 30200278568	11-6501-590-001	$1,396.00	$1,396.00
112125	US Bank	Dana Eggers - 30200300207	11-6501-590-001	$1,200.00	$1,200.00
112126	US Bank	Janice Every - 30200277532	11-6501-590-001	$842.00	$842.00
112127	US Bank	Tammy Fuentez - 30200277784	11-6501-590-001	$1,396.00	$1,396.00
112128	US Bank	Megan Fugate - 30200276903	11-6501-590-001	$1,318.84	$1,318.84
112129	US Bank	Crystal Garcia - 30200333049	11-6501-590-001	$800.00	$800.00
112130	US Bank	Jennifer Harmon - 30200278514	11-6501-590-001	$800.00	$800.00
112131	US Bank	Theresa Hundley - 30200286590	11-6501-590-001	$1,175.00	$1,175.00
112132	US Bank	Catherine Hyten - 30200279227	11-6501-590-001	$800.00	$800.00
112133	US Bank	Hannah Jack - 30200276963	11-6501-590-001	$855.00	$855.00
112134	US Bank	Phillip Jack III - 30200279105	11-6501-590-001	$800.00	$800.00
112135	US Bank	Cathy Kibler - 30200336693	11-6501-590-001	$1,395.00	$1,395.00
112136	US Bank	Peggy Kinsch - 30200335903	11-6501-590-001	$1,175.00	$1,175.00
112137	US Bank	Brandi McCall - 30200278688	11-6501-590-001	$815.00	$815.00
112138	US Bank	Ben McKenzie - 30200335629	11-6501-590-001	$1,275.00	$1,275.00
112139	US Bank	Ricardo Mitchell - 30200290539	11-6501-590-001	$1,315.00	$1,315.00
112140	US Bank	Tracie Moon - 30200278107	11-6501-590-001	$1,225.00	$1,225.00
112141	US Bank	Melissa Nance - 30200291884	11-6501-590-001	$1,396.00	$1,396.00
112142	US Bank	Connie Nance - 30200286583	11-6501-590-001	$1,225.00	$1,225.00
112143	US Bank	Nancy newby - 30200300127	11-6501-590-001	$1,565.00	$1,565.00
112144	US Bank	Deborah Newby - 30200300176	11-6501-590-001	$1,591.00	$1,591.00
112145	US Bank	Cody Nutt - 30200278167	11-6501-590-001	$800.00	$800.00

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL
1/28/2016

Check Number	Vendor	Description	Account Number	Amount	Total
112146	US Bank	Megan O'Brien - 30200335971	11-6501-590-001	$850.00	$850.00
112147	US Bank	Teri Pearce - 30200345452	11-6501-590-001	$800.00	$800.00
112148	US Bank	Kylie Piva - 30200286589	11-6501-590-001	$1,325.00	$1,325.00
112149	US Bank	Nichole Reeves - 30200278282	11-6501-590-001	$800.00	$800.00
112150	US Bank	Seth Roach - 30200277281	11-6501-590-001	$1,175.00	$1,175.00
112151	US Bank	Hali Schultheiss - 30200338589	11-6501-590-001	$800.00	$800.00
112152	US Bank	Jerrod Stanford - 30200329054	11-6501-590-001	$1,175.00	$1,175.00
112153	US Bank	Jeffrey Vesta Jr - 30200329051	11-6501-590-001	$1,175.00	$1,175.00
112154	US Bank	Jonathan Wilhoft - 30200279018	11-6501-590-001	$1,225.00	$1,225.00
112155	US Bank	Trudy Yockey - 30200278018	11-6501-590-001	$820.00	$820.00
112156	American Heritage Life Insurance Com	Cancer Premiums	11-0000-273-000	$98.81	$98.81
112157	American United Life Ins Co Group Pre	Life Insurance Premiums	11-6501-590-001	$390.88	$390.88
112158	Bay Bridge Administrators, LLC f/b/o Sc	January Employee 403b Contributions	11-0000-258-000	$13,123.00	
		Cancer Premiums	11-0000-273-000	$417.61	
		Disability Premiums	11-0000-275-000	$680.44	
		Term Life Ins Premium	11-0000-276-000	$853.54	
		January Employer 403b Matching	11-6501-590-001	$3,935.00	$19,009.59
112159	Kansas Payment Center	January Garnishment	11-0000-265-000	$259.00	$259.00
112160	L C C Faculty Association	January Faculty Dues	11-0000-264-000	$1,187.20	$1,187.20
112161	L C C Foundation	January EE Contributions	11-0000-268-000	$1,187.50	$1,187.50
112162	Security Benefit Life Insurance Co.	Medical Reimb/Child Care	11-0000-277-000	$2,338.83	$2,338.83
112163	US Bank	Teri Pearce - 30200345452	11-6501-590-001	$825.00	$825.00
112164	Bank of Parsons	Principal - Zetmeir Building	11-6201-761-000	$26,510.69	
		Interest - Zetmeir Building	11-6201-762-000	$2,443.76	$28,954.45
112165	Kim Beachner	Reimburse Midwest Nurse Conferenc	11-4200-630-025	$299.00	$299.00

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CLAIMS REGISTER FOR APPROVAL
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Check Number	Vendor	Description	Account Number	Amount	Total
112166	Delyna R Bohnenblust	Reimburse KS Organzation of Nurse I	12-1208-670-000	$60.00	$60.00
112167	Linda G Brown	Reimburse Mileage - Clinical Visits (2)	12-1210-601-000	$150.12	$150.12
112168	Coleen Carter	Reimburse Mileage - Cherokee Cente	11-6401-601-000	$100.44	$100.44
112169	Alexander J Coplon	Reimburse Mileage - Recruiting (3)	11-5502-603-000	$394.74	$394.74
112172	Crystal Garcia	Reimburse Midwest Nurse Educator C	11-4200-630-027	$299.00	$299.00
112173	Ross Harper	Reimburse Mileage - Clinical Visit	12-1211-602-000	$64.80	$64.80
112175	Joe Smith Company, Inc	Concessions	16-9381-742-000	$363.76	$363.76
112176	Bethany A Kendrick	Reimburse Mileage to Pittsburg	11-6301-601-000	$43.20	$43.20
112177	KJCCC	Spring Baseball officials	11-5502-680-000	$6,100.00	
		Spring Softball Officials	11-5509-680-000	$2,952.00	$9,052.00
112178	Leigh Ann Martin	Reimburse Mileage - Main Campus (2	12-1204-602-000	$64.80	$64.80
112179	Benjamin McKenzie	Reimburse Hotel Wrestling Travel	11-5505-601-000	$1,025.90	$1,025.90
112181	Tracie D Moon	Reimburse Mileage - Cherokee Cente	11-6401-601-000	$67.39	$67.39
112183	Ryan S. Phillips	Softball Travel - 3/1/16	11-5509-601-000	$250.00	$250.00
112184	Ryan S. Phillips	Softball Travel - 2/17/16	11-5509-601-000	$2,043.60	
		Softball Travel - 2/17/16	11-5509-680-000	$300.00	$2,343.60
112185	Ryan S. Phillips	Softball Travel - 2/12/16	11-5509-601-000	$300.00	$300.00
112186	Ryan S. Phillips	Mid-West JUCO Tournament 3/12/16	11-5509-680-000	$50.00	$50.00
112187	Mitchell A Rolls	Women's Basketball Travel - 2/24/16	11-5503-601-000	$400.00	$400.00
112188	Mitchell A Rolls	Women's Basketball Travel - 2/17/16	11-5503-601-000	$250.00	$250.00
112189	Mitchell A Rolls	Women's Basketball Travel - 2/10/16	11-5503-601-000	$400.00	$400.00
112190	Mitchell A Rolls	Women's Basketball Travel - 2/3/16	11-5503-601-000	$200.00	$200.00
112192	Cheryl Smith	Reimburse Midwest Nurse Educator C	11-4200-630-022	$299.00	$299.00
112193	Jerrod W Stanford	Men's BB Travel - 2/24/16	11-5508-601-000	$360.00	$360.00
112194	Jerrod W Stanford	Men's BB Travel - 2/17/16	11-5508-601-000	$360.00	$360.00

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CLAIMS REGISTER FOR APPROVAL
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Check Number	Vendor	Description	Account Number	Amount	Total
112195	Jerrod W Stanford	Men's BB Travel - 2/10/16	11-5508-601-000	$360.00	$360.00
112196	Jerrod W Stanford	Men's BB Travel - 2/3/16	11-5508-601-000	$360.00	$360.00
112197	U S Postal Service	BRM Annual Maintenance Fee	11-6503-611-000	$700.00	$700.00
112198	U S Postal Service	BRM Permit Fee	11-6503-611-000	$225.00	$225.00
112199	University Press of Kansas	Textbooks/Shipping Spring 2016	16-9381-740-000	$189.67	$189.67
112200	W C A Waste Corporation	Trash Removal, Cherokee	11-7202-648-000	$100.98	$100.98
				$211,965.76	

11-General Fund	$211,072.61
12-Postsecondary Technical Education Fund	$339.72
16-Auxillary Ent Fund	$553.43
67-Capital Outlay	$0.00
	$211,965.76

Checks approved for release prior to Board action

President

Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL
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Check Number	Vendor	Description	Account Number	Amount	Total
112201	Ace Hardware, Inc.	Antifreeze	11-6502-720-000	$13.99	
		Saw Blad	11-7102-649-000	$6.49	
		Facilities Supplies	11-7102-649-000	$66.00	
		Filters	11-7102-649-000	$66.68	
		Wall Anchor	11-7102-649-000	$8.64	
		Plumbing Supplies	11-7102-649-000	$19.98	
		Hooks for Z Building	11-7102-649-000	$11.47	
		Light Bulbs	11-7102-649-000	$20.98	
		Liquid Nails	11-7102-649-000	$5.98	
		Woodworking Supplies	11-7102-649-000	$36.96	
		Maintenance Supplies	11-7102-649-000	$9.98	
		Lock Repar Supplies	11-7102-671-000	$43.99	$311.14
112202	Altamont Grade School	Altamont Grade School Yearbook Ad	11-6301-613-000	$25.00	$25.00
112203	American Electric Company	Battery	11-7102-649-000	$27.93	
		Light Bulb	11-7102-649-000	$14.42	$42.35
112204	American Media Investments	December Advertising	11-6301-613-000	$1,140.00	$1,140.00
112205	Assessment Technologies Institute, LL	ATI Med Surg	12-1208-661-000	$6,120.00	
		ATI Level II	12-1208-661-000	$5,607.00	$11,727.00
112206	Bob's Super-Saver, Inc.	Food	16-9684-743-000	$3.89	$3.89
112207	C D W Government Inc	Microsoft Natural Ergonomic Keyboar	11-6401-701-000	$174.60	$174.60
112208	C. D. L. Electric Co., INC	Pole Light Maintenance	11-7102-649-000	$801.64	$801.64
112209	Carol Hucke and Company Inc	Competitor Practice Shirts	11-5509-701-000	$666.67	$666.67
112210	Cengage Learning	Textbooks and Shipping Spring 2016	16-9381-740-000	$2,039.18	
		Textbooks and Shipping Spring 2016	16-9381-740-000	$466.64	
		Textbooks and Shipping Spring 2016	16-9381-740-000	$479.00	$2,984.82

LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	Description	Account Number	Amount	Total
112211	Cherokee County News Advocate	1 Year Renewal	11-4101-704-001	$52.00	$52.00
112212	Copy Products Inc	Color Drum Unit Freight-2	11-6503-648-000	$15.00	
		Color Drum Freight	11-6503-648-000	$15.00	
		Copy Usage for Cherokee Center	11-7103-701-000	$37.51	$67.51
112213	Credo Reference Limited	Credo reference online subscription	11-4101-710-000	$1,692.00	$1,692.00
112214	Cynmar Corporation	Chemistry Supplies	11-1106-700-000	$402.90	$402.90
112215	Daves Communications Services	Phone Relocations and Additions	11-6401-701-000	$165.00	$165.00
112216	Dell Marketing L P	Dell PowerEdge Server 730	11-6402-850-000	$10,868.88	$10,868.88
112217	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000	$99.48	$99.48
112218	Elsevier Inc.	Textbooks and Shipping 2016	16-9381-740-000	$1,642.48	
		Textbooks and Shipping Spring 2016	16-9381-740-000	$2,236.87	
		Returned Textbooks	16-9381-740-000	($1,303.82)	
		Returned Textbooks	16-9381-740-000	($3,542.51)	
		Returned Textbooks	16-9381-740-000	($1,457.45)	
		Textbooks and Shipping Spring 2016	16-9381-740-000	$7,420.13	$4,995.70
112219	eScience Labs, LLC	Textbooks and Shipping Spring 2016	16-9381-740-000	$5,897.50	$5,897.50
112220	Fastenal Company	Batteries	11-6503-701-000	$10.38	
		Batteries	11-7102-649-000	$4.50	
		Screwdrivers	11-7102-649-000	$17.99	
		AAA Batteries	11-7102-649-000	$14.37	$47.24
112221	Flinn Scientific Inc	Chemistry Supplies	11-1106-700-000	$554.43	$554.43
112222	Four State Maintenance SupplyInc	Custodial Supplies	11-7102-702-000	$329.20	$329.20
112223	John (Tony) Fuentez	Scorebook and Score clock opeator	11-5506-576-000	$90.00	$90.00
112224	Graves Menu Maker Foods	Supplies	16-9684-701-000	$258.96	
		Food	16-9684-743-000	$314.80	

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Check Number	Vendor	Description	Account Number	Amount	Total
112224	Graves Menu Maker Foods	Food and Supplies	16-9684-743-000	$185.67	$759.43
112225	Green Country Auto Group LLC	Vehicle Maintenance, CA-13	11-6502-720-000	$41.11	
		Vehicle Maintenance, MV-40	11-6502-720-000	$177.31	$218.42
112226	Herff Jones Inc.	Diploma	11-5303-706-001	$23.49	$23.49
112227	Hillyard/Springfield	Trash Bags	11-7102-702-000	$808.35	
		Cleaning Cloths, Weight Room	11-7102-702-000	$34.02	
		Custodial Supplies	11-7102-702-000	$1,191.37	
		Custodial Supplies, Cherokee	11-7103-702-000	$396.24	$2,429.98
112228	Home Store	Carpet for Gymnasium Offices	11-7102-649-000	$2,047.20	
		Carpet, Gymnasium	11-7102-649-000	$572.04	$2,619.24
112230	Jason Jackson	JRS Soap	11-5508-701-000	$50.00	$50.00
112231	Jarred, Gilmore & Phillips, PA	FY15 Final Audit	11-6201-663-000	$4,500.00	$4,500.00
112232	Jock's Nitch/Parsons	Shoes for Transfer Player	11-5503-701-000	$71.50	$71.50
112233	Joplin Schools	LCC Marketing- Flag	11-5302-711-000	$100.00	
		LCC Marketing - Flag	11-6301-704-000	$100.00	$200.00
112234	Joplin Supply Company, Inc.	Facilities Supplies	11-7102-649-000	$139.20	$139.20
112235	JSTOR	Online Database Renewal	11-4101-710-000	$5,000.00	$5,000.00
112236	K F J X - TV	December Advertising	11-6301-613-000	$1,320.00	$1,320.00
112237	K L K C	December Advertising	11-6301-613-000	$300.00	$300.00
112238	K O A M - TV	December Advertising	11-6301-613-000	$1,070.00	$1,070.00
112239	K O D E - TV	December Advertising - KSNF	11-6301-613-000	$490.00	
		December Advertising - RSNF	11-6301-613-000	$500.00	
		December Advertising - KODE	11-6301-613-000	$480.00	
		December Advertising - KODE	11-6301-613-000	$1,677.00	$3,147.00
112240	K S Y N-FM	December Advertising	11-6301-613-000	$945.00	$945.00

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Check Number	Vendor	Description	Account Number	Amount	Total
112241	Kansas Bankers Association	Textbooks and Shipping Spring 2016	16-9381-740-000	$309.26	$309.26
112242	George Knox	Vehicle Expense	11-6501-590-001	$900.00	$900.00
112243	KONE Inc	Elevator Maintenance	11-7202-648-000	$389.80	
		Elevator Maintenance	11-7202-648-000	$125.84	$515.64
112244	L C C Foundation	Ted Hill Rental	11-6201-642-000	$2,251.01	$2,251.01
112245	Labette Avenue	LCC Offers More Ad	11-6301-613-000	$60.00	
		LCC Offers More Ad	11-6301-613-000	$60.00	$120.00
112246	Legal Eagle Eye Newsletter	Legal Eagle Eye Nursing Newsletter	12-1208-670-000	$120.00	$120.00
112247	Locke Supply Co	Plumbing Supplies	11-7102-649-000	$56.48	$56.48
112248	M B S Textbook Exchange, Inc.	Textbooks and shiping Spring 2016	16-9381-740-000	$341.62	$341.62
112249	Magna Publications, Inc	Magna Commons Subscripton	11-4201-630-002	$1,118.00	$1,118.00
112250	McCarty's Office Machines Inc	Signature Stamp	11-6201-701-000	$32.00	
		Canon Copier Drum	11-6503-648-000	$133.00	
		Office Supplies	11-6503-701-000	$21.92	
		Expo Markers	11-6503-701-000	$74.28	
		Merchandise Spring 2016	16-9381-741-000	$299.00	
		Filing Cabinet Supplies	16-9482-701-000	$66.86	$627.06
112251	McCoy	Merchandise and Shipping Spring 201	16-9381-741-000	$684.70	$684.70
112252	Medco Sports Medicine	Athletic Trainer Supplies	11-5507-701-000	$12.17	
		Athletic Trainer Supplies	11-5507-701-000	$170.57	
		Athletic Trainer Supplies	11-5507-701-000	$447.09	$629.83
112253	Nasco	6 ply railroad board 25 pcs black	11-1101-700-000	$47.42	
		Merchandise and Shipping Spring 201	16-9381-741-000	$35.01	
		Art Supplies Spring 2016	16-9381-741-000	$235.68	
		Art Suppies Spring 2016	16-9381-741-000	$190.60	$508.71

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Check Number	Vendor	Description	Account Number	Amount	Total
112254	P1 Group Inc	Monthly Contract	11-7103-649-000	$500.00	
		Contract	11-7103-649-000	$500.00	
		Contract	11-7202-648-000	$4,496.00	
		Repair on Unit in Fine Arts Building	11-7202-648-000	$972.50	
		Boiler repair	11-7202-648-000	$457.00	
		Main Building Water Heater	11-7202-648-000	$235.38	
		Boiler and Pump	11-7202-648-000	$605.50	
		Heater Maintenance	11-7202-648-000	$1,531.69	
		Monthly Contract	11-7202-648-000	$4,496.00	
		Work on Condensing Unit	11-7202-648-000	$79.06	$13,873.13
112255	Parsons Chamber of Commerce	Chamber Banquet Expense-Mark Wa	11-4202-601-000	$30.00	
		Membership Dues	11-6501-681-000	$500.00	
		Voluntary Chamber Contribution	11-6501-681-000	$10.00	$540.00
112256	Parsons Sun	Winter Concert Ad	11-6301-613-000	$60.00	
		LCC Offers More Ad	11-6301-613-000	$60.00	
		LCC Offers More Ad	11-6301-613-000	$100.00	
		Seasons Greetings Ad	11-6301-613-000	$100.00	
		Viking Voyager Ad	11-6301-613-000	$125.00	$445.00
112257	Pearson Education, Inc	Textbooks and Shipping Spring 2016	16-9381-740-000	$405.56	
		Textbooks and Shipping Spring 2016	16-9381-740-000	$720.47	$1,126.03
112258	Jeremiah Pecha	Concrete	11-7102-649-000	$775.00	$775.00
112259	R R Donnelley	1098 Forms and Envelopes	11-6201-701-000	$454.75	$454.75
112260	S E K Human Resources Assoc	SEKHRA Yearly Dues	11-6504-601-001	$25.00	$25.00
112261	Sherwin-Williams Company	Paint	11-7102-649-000	$54.89	$54.89
112262	Gerald Snider	Men's BB Recruiting Services	11-5508-603-000	$195.00	$195.00

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Check Number	Vendor	Description	Account Number	Amount	Total
112263	Southeast Kansas Living	Magazine Subscription	11-4101-704-001	$21.30	$21.30
112264	Southeast Kansas Living	Winter 2015 Ad	11-6301-613-000	$48.75	$48.75
112265	T H Rogers Lumber Company	Lumber	11-7102-649-000	$20.40	$20.40
112266	The Higher Learning Commission	HLC Comprehensive Visit team exper	11-4201-601-001	$500.00	
		HLC Team Visit Expenses	11-4201-601-001	$5,545.86	$6,045.86
112267	The Irrigation Co LLC	Irrigation Winterizing/Maintenance	11-7102-649-000	$379.00	$379.00
112268	Townsend Press Book Center	Textbooks and Shipping Spring 2016	16-9381-740-000	$1,204.44	$1,204.44
112269	Triple S Pumping/Jeffrey Spielbusch	Pump Grease Trap, Cafe	11-7102-649-000	$370.00	$370.00
112270	ULine, Inc.	Velcro tape (hook only) 5/8 , black	11-1101-700-000	$74.48	$74.48
112271	UniFirst Corporation	Mats, Mops, Cloths	11-7202-648-000	$88.79	
		Uniforms	11-7202-648-000	$52.74	
		Uniforms	11-7202-648-000	$52.74	
		Mats, Mops, Towels	11-7202-648-000	$35.43	
		Uniforms	11-7202-648-000	$52.74	
		Mops	11-7202-648-000	$78.39	
		Mops, Mats, Towels, Uniforms,	11-7202-648-000	$35.43	
		Uniforms	11-7202-648-000	$52.74	
		Mops	11-7202-648-000	$78.39	
		Cherokee,Mats,Mops,Towels,Unifo	11-7202-648-000	$35.43	
		Uniforms	11-7202-648-000	$54.49	
		Mops	11-7202-648-000	$78.39	
		Mats, Mops, Cloths, Aprons	11-7202-648-000	$110.79	
		Mats, Mops, Cloths, Aprons	16-9482-701-000	$39.20	
		Aprons, Towels	16-9482-701-000	$39.20	
		Aprons, Mats, Cloths	16-9482-701-000	$39.20	

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Check Number	Vendor	Description	Account Number	Amount	Total
112271	UniFirst Corporation	Aprons, Towels	16-9482-701-000	$39.20	$963.29
112272	US Foods, Inc	Food	16-9684-743-000	$1,084.58	
		Food	16-9684-743-000	$1,159.84	$2,244.42
112273	Utility Rebate Consultants, Inc	Utilities, Water, Sewer	11-7102-632-000	$9.15	
		Westar Energy	11-7102-634-000	$103.62	
		Westar Energy	11-7102-634-000	$120.78	
		Westar Energy	11-7102-634-000	$125.49	
		Westar Energy	11-7102-634-000	$207.50	
		Westar Energy	11-7102-634-000	$730.43	
		Westar Energy	11-7102-634-000	$333.73	
		Westar Energy	11-7102-634-000	$9.86	
		Westar Energy	11-7102-634-000	$3.84	
		Kansas Gas Service, Cherokee	11-7103-633-000	$13.04	
		Westar Energy	11-7103-634-000	$107.94	$1,765.38
112274	Weatherproofing Technologies,Inc	Cherokee Center Roof	11-6201-659-013	$9,760.20	$9,760.20
112275	Wood-Dulohery Insurance Inc	Commercial Property/February	11-6501-621-000	$2,839.00	
		Liability Insurance/February	11-6501-622-000	$1,021.00	
		Auto Insurance/February	11-6502-623-000	$511.00	$4,371.00
				$118,871.84	

11-General Fund	$85,489.08
12-Postsecondary Technical Education Fund	$11,847.00
16-Auxillary Ent Fund	$21,535.76
67-Capital Outlay	$0.00
	$118,871.84