

**LABETTE COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**August 11, 2016**

**5:30 p.m.**

**Conference Room**

**Review Copy**



**NOTICE OF PUBLIC HEARING  
2016-2017 BUDGET**

The governing body of Labette Community College, Labette County, will meet on August 11, 2016, at 5:30 p.m., at Conference Room in Student Success Center for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of tax to be levied, and to consider amendments. Detailed budget information is available at the LCC Business Office and will be available at this hearing.

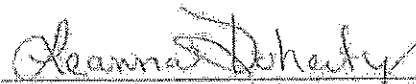
**BUDGET SUMMARY**

The Expenditures and the Amount of 2016 Tax to be Levied (as shown below) establish the maximum limits of the 2016-2017 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to slight change depending on final assessed valuation.

	2014-2015		2015-2016		PROPOSED BUDGET 2016-2017		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2016 Tax to be Levied	Est. Tax Rate*
Current Funds Unrestricted							
General Fund	8,995,972	35.122	7,110,914	34.973	9,107,138	4,495,733	34.999
Postsecondary Tech Ed	3,452,137		3,157,537		4,751,814	XXXXXXXXXX	XXX
Adult Education	48,182	0.400	48,182	0.399	60,170	51,336	0.400
Adult Supp Education	0	XXX	0	XXX	0	XXXXXXXXXX	XXX
Motorcycle Driver	0	XXX	0	XXX	0	XXXXXXXXXX	XXX
Truck Driver Training	0	XXX	0	XXX	0	XXXXXXXXXX	XXX
Auxiliary Enterprise	593,158	XXX	497,863	XXX	997,964	XXXXXXXXXX	XXX
Plant Funds		XXX		XXX		XXXXXXXXXX	XXX
Capital Outlay	0		0		0	0	0.000
Bond and Interest	0		0		0	0	0.000
Special Assessment	0		0		0	0	0.000
No Fund Warrants	0		0		0	0	0.000
Revenue Bonds	0	XXX	0	XXX	0	XXXXXXXXXX	XXX
<b>Total All Funds</b>	<b>13,089,449</b>	<b>35.522</b>	<b>10,814,496</b>	<b>35.372</b>	<b>14,917,086</b>	<b>XXXXXXXXXX</b>	<b>35.399</b>
<b>Total Tax Levied</b>	<b>4,427,138</b>		<b>4,515,333</b>		<b>XXXXXXXXXX</b>	<b>4,547,069</b>	
<b>Assessed Valuation</b>	<b>124,630,878</b>		<b>127,652,748</b>		<b>128,451,754</b>		

	Outstanding Indebtedness, July 1		
	2014	2015	2016
G.O. Bonds			
Capital Outlay Bonds			
Revenue Bonds			
No-Fund Warrants			
Temporary Notes			
Lease Purchase Principal	1,305,693	1,501,802	762,372
<b>Total</b>	<b>1,305,693</b>	<b>1,501,802</b>	<b>762,372</b>

\*Tax Rates are expressed in mills.

  
 Leanna Doherty  
 VP of Finance & Operations



**EXHIBIT 2**

**Labette Community College  
Board of Trustees Meeting Agenda**

**August 11, 2016**

**PUBLIC HEARING**

**TIME 5:30 p.m.**

**Student Success Center, Conference Room**

- I. Public Hearing – 2016-2017 Community College Budget .....(Agenda Item I)  
(Exhibit 1)
- II. Adoption of Agenda.....(Agenda Item II)  
(Exhibit 2)
- III. Approval of July 14, 2016, Meeting Minutes .....(Agenda Item III)  
(Exhibit 3)
- IV. 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.

- V. Reports and/or Board Discussion
  - A. Bluffstone Report
  - B. Faculty Senate Report
  - C. SGA Report
  - D. Administrative Reports
    - i. Comparison of Expenditures to Budget
  - E. President's Report

- VI. Old Business (Action, Report, or Discussion)
  - A. Adoption of 2016-2017 Budget .....(Agenda Item VI.A.)
  - B. Regular Meeting Dates of the Board of Trustees.....(Agenda Item VI.B.)  
(Exhibit 4)
  - C. Discontinuance of Degree/Certificate .....(Agenda Item VI.C.)  
(Exhibit 5)

## EXHIBIT 2

VII. Executive session for the purpose of matters relating to the purpose of discussing employer-employee negotiations, to protect the public interest in negotiating a fair and equitable contract.

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

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

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

VIII. 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.

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

A. Master Agreement Contract Ratification .....(Agenda Item IX.A.)  
(Exhibit 6)

B. Administration, Professional Staff Salary Increase....(Agenda Item IX.B.)

C. Educational Support Staff Salary Increase.....(Agenda Item IX.C.)

D. Professional Staff Employment Letter .....(Agenda Item IX.D.)  
(Exhibit 7)

E. Approval of Bills.....(Agenda Item IX.E.)  
(Exhibit 8)

## EXHIBIT 2

### X. Public Comment

The Board of Trustees agenda shall contain one opportunity for public comment. This structure has been designed to provide the public with an opportunity to comment on any topic. The Chair of the Board explains the Board's approach to the public comment with the following statement: **"At this time we invite anyone in the audience to speak to the Board about any item or concern that pertains to the college. By policy, at this time the Board will not take any action on any item or concern, but we will be happy to take it under advisement for possible future action."** The Board also retains the right to set time limits on public comment.

In the event that a large number of citizens are present and wish to speak in favor or in opposition to an issue before the Board, the Board reserves the right to poll the number of citizens in favor of and in opposition to the issue at hand as well as to limit the number of spokespersons representing opposing viewpoints. The Board also retains the right to set time limits as deemed appropriate.

### XI. Next Regular Board Meeting: TBA, 2016, 5:30 p.m., **Conference Room**, Tentative Agenda Items

### XII. Adjournment





LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
July 14, 2016

The Board of Trustees met at 5:30 p.m. on Thursday, July 14, 2016 in the Conference Room, Student Success Center Building.

**Members Present**

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

**Trustees Absent**

Mr. Mike Howerter

**Others Present**

Dr. George Knox  
Leanna Doherty  
Joe Burke  
Bethany Kendrick  
Tammy Fuentez  
Lindi Forbes  
Janice Every  
Kathy Johnston  
Colleen Williamson

Aaron Keal  
Kelly Young  
Brian Vediz  
Debbie Lamb  
Sue Brouk  
Pat Sherman  
Kevin McKee  
Tammy Kimrey

Megan Fugate recorded the minutes.

**Election of Officers for the Board of Trustees**

Vice-Chair McReynolds opened the floor for Board Chair nominations. Mr. Taylor nominated Carl Hoskins for chairperson. Mrs. Zetmeir seconded. Nominations ended and motion carried 5-0.

For Vice-Chair, Mrs. Zetmeir nominated Pat McReynolds and Mr. Taylor seconded. Nominations ended and motion carried 5-0.

Mrs. Zetmeir moved to approve Megan Fugate as Clerk of the Board, Mr. McReynolds seconded and motion carried 5-0.

Mr. McReynolds moved to approve Leanna Doherty as Treasurer. Mrs. Zetmeir seconded and motion carried 5-0.

Mr. McReynolds moved to approve David Markham and KASB as the legal services provider for the year. Mrs. Zetmeir seconded and motion carried 5-0.

Chair Hoskins appointed Pat McReynolds, KACCT (Kansas Association of Community Colleges) and Dave Winchell as alternate.

Chair Hoskins appointed the Parsons Sun as the paper of record.

Mrs. Zetmeir moved to approve the following Presidential appointments:

- The Emergency Executive Succession Plan as presented.
- The Sexual Harassment Plan as presented.
- Megan Hentzen, Payroll Specialist, ADA Coordinator
- Leanna Doherty, VP of Finance and Operation & Janice Every, Human Resource Director, Affirmative Action Officers (students also have the option of going to the Vice President of Student Affairs with a problem).
- Leanna Doherty, Public Information Officer.
- Kevin Doherty, Emergency Services Contact.
- Dr. George Knox, President and Bethany Kendrick, Public Relations Director, Kansas Association of School Boards (KASB) Governmental Relations Network Contact.

Mr. Taylor seconded and motion carried 5-0.

**Adoption of Agenda (ACTION ITEM)**

Chair Hoskins asked for changes or additions to the revised agenda. President Knox had no changes. Mrs. Zetmeir moved to approve the revised agenda as presented. Mr. McReynolds seconded and motion carried 5-0.

**Approval of Regular Meeting Minutes (ACTION ITEM)**

Chair Hoskins asked for corrections or additions to the June 9, 2016 regular meeting minutes, Mr. McReynolds moved to approve the minutes as presented. Mrs. Zetmeir seconded and motion carried 5-0.

**Reports and/or Board Discussion**

**Bluffstone Report**

Kelly Young, Kevin McKee, and Pat Sherman were in attendance. Kelly gave a brief report of where the project stands at this point. Kevin McKee reported that the financing was almost complete. Mr. Taylor moved to extend the agreement with Bluffstone to August 31, 2016. Mrs. Zetmeir seconded and motion carried 5-0.

**Faculty Senate Report**

No report

**Administrative Report**

**Comparison of expenditures to the budget** – Leanna Doherty had placed the June financial report at the table. At the end of June we were through the year. The general fund was 97% expended and the technical education/vocational fund was 89% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

Vice President Doherty gave an update on the athletic insurance. Mrs. Zetmeir moved to approve the athletic insurance with Bolinger Insurance. Mr. McReynolds seconded and motion carried 5-0.

Vice-President Doherty reported that the audit is scheduled for the week of September 19, 2016.

**President's Report**

Dr. Knox had no report.

**Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)**

None

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

BOT Regular Meeting Dates and Times

After a short discussion, Mrs. Zetmeir moved to approve the regular meeting scheduled for August 11, 2016. Other dates will be reviewed at the August meeting. Mr. Taylor seconded and motion carried 5-0.

Program Review: Diagnostic Medical Sonography Program

The Diagnostic Medical Sonography Program Review was discussed. Brian Vediz and Tammy Kimrey were in attendance to answer any questions. Mrs. Zetmeir moved to approve the Diagnostic Medical Sonography Program Review. Mr. Winchell seconded and motion carried 5-0.

Professional Staff Retirement

Mr. Winchell moved to approve the release of contract for Ricardo Mitchell, Student Support Services Academic Advisor, effective July 28, 2016 and authorize administration to begin a search for a replacement. Mrs. Zetmeir seconded and motion carried 5-0.

Discontinuance of Degree/Certificate

The Board reviewed the discontinuance of the Child Care and Support Services Management AAS degree and Child Care certificate. Action will be taken in August.

Approval of Bills

Mrs. Zetmeir moved to approve the Claims Register. Mr. Winchell seconded and motion carried 5-0.

Faculty Resignation

Mr. Winchell moved to approve the resignation of Hali Schultheiss, Nurse Educator, release her from her contract, waive the liquidated damages, and authorize administration to begin a search for a replacement. Mrs. Zetmeir seconded and motion carried 5-0.

Mr. Winchell moved to approve a faculty contract for Hali Schultheiss, Nurse Educator, for the Fall 2016 semester. Mrs. Zetmeir seconded and motion carried 5-0.

Public Comment

Mr. Taylor reported hearing positive press about Labette Community College at a public location in town.

Mr. McReynolds commented that he was impressed by the Labette Health nurses that attended our nursing program.

Executive Session

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

Mrs. Zetmeir moved to recess into executive session at 6:27pm (time) for 5 minutes for the purpose of discussing employer-employee negotiations. Inviting in Dr. George Knox, Leanna Doherty, Janice Every, and Joe Burke.

The Board will return to open meeting at 6:33pm in this room. Mr. McReynolds seconded and motion carried 5-0.

## EXHIBIT 3

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

Mrs. Zetmeir moved to recess into executive session at 6:34pm (time) for 5 minutes for the purpose of discussing employer-employee negotiations. Inviting in Dr. George Knox, Leanna Doherty, Janice Every, and Joe Burke.

The Board will return to open meeting at 6:39pm in this room. Mr. McReynolds seconded and motion carried 5-0.

The Board reconvened at 6:39pm 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 August 11, 2016 at 5:30 p.m., Conference Room, Student Success Center Building.

### **Adjournment**

Mrs. Zetmeir moved to adjourn the meeting at 6:40pm. Mr. McReynolds seconded and motion carried 5-0.

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Megan Fugate, Clerk of the Board

Agenda Item #: VI. A.  
Date: August 11, 2016

**SUBJECT**

Adoption of the 2016-2017 Labette Community College Budget

**REASON FOR CONSIDERATION BY THE BOARD**

Kansas Statutes require the Board of Trustees' approval of the annual budget.

**BACKGROUND**

Since January the FY 2016-2017 budget has been under development. Information about the budget was presented to the Board in a special budget work session in July.

The published, proposed budget for the general and PTE funds at \$10,858,952 which reflects a legal spending limit of \$13,858,952 with no increase in the mill levy.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees approve the proposed 2016-2017 Labette Community College Budget as presented in Exhibit I.

(agnbudget07-08adopt)



Agenda Item #: VI.B.  
Date: August 11, 2016

**SUBJECT**

Setting Regular Meeting Dates and Times for the Fiscal Year 2016-2017 Board of Trustees Meetings

**REASON FOR CONSIDERATION BY THE BOARD**

**BACKGROUND**

The Board of Trustees traditionally establishes the dates, times and locations for its regular meetings at the July Board meeting. The attached Exhibit reflects dates for the second Monday, Tuesday, Wednesday and Thursday at 5:30pm of each month for the 2016-17 academic year. Once the dates are set, this information is widely disseminated to local media, which meets one of the requirements of the Open Meeting's Act.

**PRESIDENT'S RECOMMENDATION**

Subject to Board consensus, that the regular meetings of the Board of Trustees be the second Wednesday of each month at 5:30 p.m., on campus in the Conference Room of the Student Success Center.





LCC BOARD OF TRUSTEES  
MEETING DATES  
2016-2017

2<sup>nd</sup> Monday, Monthly, 5:30 p.m.

September 12, 2016	February 13, 2017
October 10, 2016	March 13, 2017
November 14, 2016	April 10, 2017
December 12, 2016	May 8, 2017
January 9, 2017	June 12, 2017
	July 10, 2017

2<sup>nd</sup> Tuesday, Monthly, 5:30 p.m.

September 13, 2016	February 14, 2017
October 11, 2016	March 14, 2017
November 8, 2016	April 11, 2017
December 13, 2016	May 9, 2017
January 10, 2017	June 13, 2017
	July 11, 2017

2<sup>nd</sup> Wednesday, Monthly, 5:30 p.m.

September 14, 2016	March 8, 2017
October 12, 2016	April 12, 2017
November 9, 2016	May 10, 2017
December 14, 2016	June 14, 2017
January 11, 2017	July 12, 2017
February 15, 2017	

2<sup>nd</sup> Thursday, Monthly, 5:30 p.m.

August 11, 2016	February 9, 2017
September 8, 2016	March 9, 2017
October 13, 2016	April 13, 2017
November 10, 2016	*May 4, 2017
December 8, 2016	June 8, 2017
January 12, 2017	July 14, 2017

\*Move the May meeting from the 11<sup>th</sup> to the 4<sup>th</sup> due to commencement and pinning ceremonies.



**SUBJECT**

Discontinuance of Child Care and Support Services Management AAS degree and Child Care certificate

**REASON FOR CONSIDERATION BY THE BOARD**

Consideration is based on Policy and Procedure 3.34.

For the Child Care and Support Services Management AAS degree and Child Care certificate, the following apply: low enrollment in program courses, little demand for the program and certificate, and not in demand from area businesses.

**BACKGROUND**

There are four courses that are shared as concentration requirements for the Early Childhood Education AS degree and additional five courses that are shared as concentration or early childhood education elective courses. All of these courses will continue to be offered to support the Early Childhood Education AS degree. Lack of enrollment in the Child Care and Support Services Management AAS degree and Child Care certificate are primarily due to limited career options following completion. Enrollment in the Early Childhood Education AS degree is more advantageous because this credential allows graduates to be employed in paraprofessional positions with public elementary schools in addition to providing greater transferability for those graduates pursuing further education at a four-year institution. The AAS degree and certificate will both be discontinued immediately following board action as there are no students enrolled who will need to complete requirements.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees approves the discontinuance of the Child Care and Support Services Management AAS degree and Child Care certificate.



**Discontinuance of Child Care and Support Services Management AAS Degree  
and Child Care Certificate**

The following proposal presents information and data to support discontinuing the AAS degree and certificate in Child Care. Due to the circumstances outlined below, it is recommended that the resources currently divided between the Early Childhood Education AS degree and the Child Care and Support Services Management AAS degree be combined and used to support the Early Childhood Education AS degree.

**A. The impact of the program closure on the mission of the college and on other academic/technical areas.**

There has been little enrollment demand for the AAS degree and certificate as indicated by the low enrollment numbers reported to the Kansas Board of Regents (KBOR). Although we have not had to request conditional approval from KBOR yet due to substantive program revisions completed a couple of years ago, we are well below the enrollment threshold required for approval. KBOR allows new and substantively revised programs three years before they begin monitoring enrollment numbers. The minimum number of concentrators (students who have earned at least 12 credits in a CTE program) is an average of 8 per year using data from the most recent two years. In both AY14 and AY15, only one student was enrolled each year in the Child Care and Support Services Management AAS degree.

**B. The strength and quality of the program and of its faculty.**

The level of demand for this program is the best indicator of the overall strength and quality of the program. The AAS degree and certificate in Child Care do not lead to as many career choices and options as the Early Childhood Education AS degree. Therefore, few students are selecting either the AAS degree or certificate options. However, many of the courses are also required for the AS Early Childhood Education degree. There are 23 students currently enrolled with the AS Early Childhood degree as their declared major.

**C. Any duplication of work done in the program by work done in other programs or departments.**

The courses that are also required for the AS Early Education degree will need to be continued. Sharla Hopper will continue to receive a supplemental duty contract for advising and coordinating program activities for the Early Childhood Education degree. However, the amount of this contract will be reduced significantly because she will no longer be performing the duties required to support the Child Care degree and certificate.

**D. Student Demand and projected enrollment in the program.**

As stated in section A above, the number of students enrolled in the program has been below the threshold required by KBOR to be a Perkins approved program.

Please see table below for number of declared majors reported to KBOR per Academic Year:

<b>Declared Majors Reported to KBOR by Academic Year</b>					
	<b>AY15</b>	<b>AY14</b>	<b>AY13</b>	<b>AY12</b>	<b>AY11</b>
Child Care & Support Services Mgt.	1	1	6	0	0

During AY15, there was only one student enrolled in the Child Care and Support Services Management AAS degree. The student has been contacted and is switching over to the Early Childhood Education AS degree.

**E. The current and predicted comparative cost analysis/effectiveness of the program.**

Information not available.

**F. Competition from other institutions.**

Information not available.

**G. Employment opportunities for graduates.**

As stated earlier, fewer career opportunities are available for graduates of the Child Care and Support Services Management AAS degree and certificate. The AS degree in Early Childhood Education offers more employment options and also transfers to four-year colleges for those who want to further their education.

Agenda Item #: IX.A.  
Date: August 11, 2016

**SUBJECT**

Ratification of Faculty Association Master Agreement Changes

**REASON FOR CONSIDERATION BY THE BOARD**

Changes in the Master Agreement requires Board of Trustees' approval.

**BACKGROUND**

The faculty and administration have meet to discuss language changes that both parties feel should be made to the Master Agreement. Statutes stipulate that the Board of Trustees shall ratify changes agreed upon in the Master Agreement with the Faculty Association covering the 2016-2017 school year.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees approve the attached changes to the Master Agreement effective for 2016 - 2017.





**Negotiations Tentative Agreement FY17**

Step Movement on the salary schedule

Educational Movement on the salary schedule

Increase online payment from 1.25 to 1.4

No change to the 403 (b) match

Add a committee to disburse unused professional development funds

Minor changes to the online curriculum development process

Add the return work procedure for worker's compensation

Minor wording changes to the classroom visitation portion of the evaluation



Agenda Item #: IX.B.  
Date: August 11, 2016

**SUBJECT**

Administrative and Professional Staff Contract Ratification

**REASON FOR CONSIDERATION BY THE BOARD**

The Board of Trustees acts on compensation-related items for full-time employees.

Kansas Statutes require Board of Trustees' approval of selected employment contracts.

**BACKGROUND**

Contracts should be approved by the Board of Trustees, and any base-salary increases should be acted on. The proposed budget for 2016-2017 does include the capacity for salary increases.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees approve a 1.5% salary increase for administration and professional staff.



**SUBJECT**

Educational Support Staff

**REASON FOR CONSIDERATION BY THE BOARD**

The Board of Trustees acts on compensation-related items for full-time employees.

**BACKGROUND**

Contracts should be approved by the Board of Trustees, and any base-salary increases should be acted on. The proposed budget for 2016-2017 does include the capacity for a salary increases.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees approve a 1.5% salary increase for Educational Support Staff.



**SUBJECT**

Professional Staff Employment Letter Confirmation

**REASON FOR CONSIDERATION BY THE BOARD**

Kansas Statutes require Board of Trustees' approval of selected employment contracts.

**BACKGROUND**

Mrs. Kylie Lucas has been promoted to the Admissions Director position effective September 1, 2016. Kylie began work at LCC part time in the LCC Public Relations department in July 2008. She earned a Bachelor's degree in Communication with an emphasis in Public Relations and Minor in Leadership Studies and a Master of Arts degree in Communication, both from Pittsburg State University.

In July 2012, Kylie began work full time as the Admissions Coordinator. She has taught LCC courses as an adjunct since 2009.

Trey Osborne has accepted the position of Assistant Women's Basketball Coach. Coach Osborne graduated with honors from Haskell Indian Nations University with a Bachelor of Science in Business Administration.

While attending school, Coach Osborne earned Division II Academic All American Men's Basketball honors. He also was named three times as the Men's Basketball Athlete of the Year and was MCAC honorable mention for All Conference two consecutive years. He served as a student coach for one year.

More recently Trey has been the assistant varsity coach and junior varsity coach at Wesleyan Christian School in Bartlesville OK. He also coached elementary basketball grades 3-5 at Dewey Elementary School.

**PRESIDENT'S RECOMMENDATION**

The Board of Trustees approve the Professional Staff Employment letter for Kylie Lucas, Admissions Director, at a salary of \$38,570, beginning September 1, 2016.

The Board of Trustees approve the Professional Staff Employment letter for Donald (Trey) Osborne, Assistant Women's Basketball Coach, at a salary of \$19,560, 42 weeks, beginning August 1, 2016.





## **Biography**

### **Kylie Piva**

Mrs. Kylie Lucas has been promoted to the Admissions Director position effective September 1, 2016. Kylie began work at LCC part time in the LCC Public Relations department in July 2008. She earned a Bachelor's degree in Communication with an emphasis in Public Relations and Minor in Leadership Studies and a Master of Arts degree in Communication, both from Pittsburg State University.

In July 2012, Kylie began work full time as the Admissions Coordinator. She has taught LCC courses as an adjunct since 2009.

# POSITION DESCRIPTION

## DIRECTOR OF ADMISSIONS

**Reports to: Vice President of Student Affairs**  
**Organizational Unit: Professional Staff - Exempt**  
**Salary range: Support Director**  
**Revision Date: June 2016**

### I. Basic Purpose of Position:

The Director of Admissions is responsible for the development, implementation, and management of the admissions recruiting program. The director is further responsible for all administrative and supervisory functions needed to plan, develop, and support comprehensive admissions and recruiting programs.

### II. Essential Job Functions:

- A. Ability to coordinate student campus visits.
- B. Ability to coordinate the Student Ambassador Program.
- C. Ability to coordinate Cardinal Enrollment Day, Senior Day, and similar events.
- D. Ability to coordinate and assign recruiting territory for Admissions Recruiter and Director.
- E. Ability to visit assigned high schools to develop and cultivate positive relationships with area high school administrators, prospective students, and counselors.
- F. Ability to attend college days, nights and college fairs in assigned area.
- G. Ability to coordinate correspondence, posters, mailings, etc. to high school counselors, faculty, students, and parents throughout the year to keep all parties abreast of upcoming recruitment/enrollment events and dates.
- H. Ability to recommend for hire, train, and evaluate staff.
- I. Ability to plan and develop admissions communications program including recruiting materials, direct mail, email, telephone, recruitment software, and advertising, in cooperation with appropriate administrative staff and agency personnel.
- J. Ability to establish procedures for processing admissions records of prospective students in the Jenzabar system.
- K. Ability to follow up on leads, contact cards, and applications from prospective students by telephone, e-mail and letters using data from the Jenzabar system.
- L. Ability to monitor the processing of applications from assigned students in the Jenzabar system.
- M. Ability to manage the Admissions Module within the Jenzabar system and assist with the management of the Advising Module within the Jenzabar system.
- N. Ability to enroll/advise new and undeclared major students along with Education Majors during peak enrollment times (mid-November to mid-January and mid-March to mid-September).
- O. Ability to prepare an annual budget for the Admissions Office and supervise expenditures by the Admissions Recruiter and the Director.
- P. Ability to serve as a member of student affairs and college committees.

- Q. Ability to coordinate with Outreach Director in planning and implementing concurrent and dual credit enrollment.
- R. Ability to assist the Dean of Enrollment Management and Vice President Student Affairs in planning and coordination of promotional and administrative assignments including the divisional website.
- S. Ability to complete other tasks as assigned as it relates to Student Affairs.
- T. Ability to maintain regular and timely attendance.

**III. Consulting Tasks:**

- A. Financial Aid personnel
- B. Program Directors
- C. Outreach Coordinator
- D. Area high school personnel, students, and parents
- E. Other College/University professionals with similar responsibilities
- F. Consults regularly with VPSA regarding plans and activities.

**IV. Supervises the Following Staff:**

- A. Admissions Recruiter
- B. Student Ambassadors

**V. Required Knowledge, Skills and Personal Qualifications:**

- A. Excellent verbal and written communication skills.
- B. Familiar with computer software.
- C. Ability to relate to traditional and nontraditional students.
- D. Strong organizational abilities
- E. Goal oriented with strong leadership skills
- F. Supervisory skills to motivate and direct staff
- G. Ability to work effectively with minimal supervision

**VI. Preferred Experience:**

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

**VII. Educational Background:**

Bachelor's degree required. Master's degree preferred, in Student Affairs or related field, such as the behavioral sciences.

**VIII. Working Conditions:**

- A. Busy office conditions at times with occasional evening and weekend hours required
- B. Travel required, especially during Mid-September to mid-November and mid-January to Mid-March as well as other times as career fairs, college planning conferences, and high school visits are needed.



## **BIOGRAPHY**

### **Donald (Trey) Osborne**

Trey Osborne has accepted the position of Assistant Women's Basketball Coach. Coach Osborne graduated with honors from Haskell Indian Nations University with a Bachelor of Science in Business Administration.

While attending school, Coach Osborne earned Division II Academic All American Men's Basketball honors. He also was named three times as the Men's Basketball Athlete of the Year and was MCAC honorable mention for All Conference two consecutive years. He served as a student coach for one year.

More recently Trey has been the assistant varsity coach and junior varsity coach at Wesleyan Christian School in Bartlesville OK. He also coached elementary basketball grades 3-5 at Dewey Elementary School.

Coach Osborne will arrive on campus August 1, 2016.

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# POSITION DESCRIPTION

## **ASSISTANT WOMEN'S BASKETBALL COACH**

**Reports to: Head Woman's Basketball Coach**  
**Organizational Unit: Professional Staff – Exempt**  
**Salary range: Specialist**  
**Revision Date: April 2016**

### **I. Basic Purpose of Position**

Working 42 weeks a fiscal year, the Assistant Women's Basketball Coach is responsible for assisting with recruiting and implementing the women's basketball squad, creating a pleasant learning environment for the student athletes, and counseling student athletes in everyday crises on and off the floor.

### **II. Essential Job Functions**

- A. Ability to assist with the promotion and development of the women's basketball program
- B. Ability to assist in scheduling of gymnasium for practices and games
- C. Ability to assist in building a basketball schedule that suits the athletic program
- D. Ability to send athletic contracts to opponents and officials for women's basketball
- E. Ability to assist in ordering equipment and uniforms
- F. Ability to report to Athletic Director on upcoming games and events
- G. Ability to assist in scheduling transportation and obtaining required funds with Business Office
- H. Ability to assist in the preparation of annual operating budget
- I. Ability to aide in publicity for recruiting
- J. Ability to work camps for recruiting and publicity purposes
- K. Ability to educate and counsel athletes
- L. Ability to monitor academic progress of student athletes
- M. Ability to adhere to all KJCCC (Kansas Jayhawk Community College Conference) and NJCAA (National Junior College Athletic Association) rules and regulations
- N. Ability to assist Athletic Director in administering intercollegiate athletic program
- O. Ability to attend meetings of Region 6 and Jayhawk Conference if requested by Athletic Director
- P. Ability to assist Athletic Director as department's Facilities Maintenance and Concessions Coordinator
- Q. Ability to maintain regular and timely attendance

### **III. Consulting Tasks**

- A. Consults with advisors on student athlete's class schedules
- B. Consults with faculty on student athlete's academic progress
- C. Consults with other college coaches to schedule events
- D. Interacts with Business Office and other college personnel

**IV. Supervises the Following Staff**

- A. Student trainers
- B. Volunteer assistant coaches

**V. Required Knowledge, Skills and Personal Qualifications**

- A. Knowledge of fundamentals of basketball
- B. Good organizational skills
- C. Good communication skills
- D. A valid driver's license is required

**VI. Preferred Experience**

Two years playing and or coaching experience

**VII. Educational Background**

Bachelor's Degree required

**VIII. Working Conditions**

- A. Must possess physical ability to demonstrate required skills
- B. Evening and weekend work will be required
- C. Occasional overnight travel will be required





Agenda Item: IX.E.  
Date: August 11, 2016

**SUBJECT**

Approval of Bills

**REASON FOR CONSIDERATION BY THE BOARD**

Kansas statutes require Board of Trustees' approval of all expenditures.

**BACKGROUND**

Each month a listing of claims to be paid is presented to the Board for approval.

**PRESIDENT'S RECOMMENDATION**

Approval is recommended.



LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL


7/11/2016

EXHIBIT 8

Check Number	Vendor	Description	Account Number	Amount	Total
114308	A T and T	Phone Charges - Cherokee Center	11-6501-631-000	\$26.13	
		Phone Charges	11-7103-631-000	\$258.60	\$284.73
114309	A T and T	Internet	11-6401-631-000	\$3,422.38	\$3,422.38
114310	CableONE	Cable Service	11-7202-648-000	\$82.38	\$82.38
114311	City of Parsons	Water Service	11-7102-632-000	\$1,245.21	
		Water Service	16-9482-632-000	\$169.21	\$1,414.42
114312	Commercial Bank/Cash	Cash for Summer Book Buybacks	16-0000-103-001	\$8,000.00	\$8,000.00
114319	Kansas Gas Service	Gas Service	11-7102-633-000	\$136.66	\$136.66
114320	Kansas Outdoor Advertising	June Advertising	11-6301-613-000	\$575.00	\$575.00
114321	Rural Water District #5	Water Bill - Cherokee	11-7103-632-000	\$29.23	\$29.23
114323	Touchtone Communications	Long Distance	11-6501-631-000	\$36.28	
		Long Distance - Cherokee Center	11-7103-631-000	\$20.01	\$56.29
114324	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$245.58	
		Custodians Phone Charges	11-7102-649-000	\$200.50	\$446.08
				<u>\$14,447.17</u>	

11-General Fund	\$6,277.96
12-Postsecondary Technical Education Fund	\$0.00
16-Auxillary Ent Fund	\$8,169.21
67-Capital Outlay	\$0.00
	<u>\$14,447.17</u>

Checks approved for release prior to Board action

President  
  
 Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

7/21/2016

Check Number	Vendor	Description	Account Number	Amount	Total
114346	A T and T	Phone Service	11-6501-631-000	\$4,587.80	\$4,587.80
114347	A T and T	Internet	11-6401-631-000	\$1,616.40	\$1,616.40
114348	B P	Gasoline	11-6502-720-000	\$29.51	\$29.51
114349	CableONE	Ted Hill Internet	11-6401-631-000	\$84.45	\$84.45
114350	CenterPoint Energy Services, Inc	Gas Service	11-7102-633-000	\$26.15	
		Gas Service	16-9482-633-000	\$39.22	\$65.37
114351	D A N B	DANB Exam Fee -	12-1215-700-000	\$425.00	\$425.00
114352	D A N B	DANB Exam Fee -	12-1215-700-000	\$425.00	\$425.00
114353	D A N B	DANB Exam Fee -	12-1215-700-000	\$425.00	\$425.00
114354	D A N B	DANB Exam Fee -	12-1215-700-000	\$425.00	\$425.00
114355	D A N B	DANB Exam Fee -	12-1215-700-000	\$425.00	\$425.00
114356	D A N B	DANB Exam Fee -	12-1215-700-000	\$425.00	\$425.00
114357	D A N B	DANB Exam Fee -	12-1215-700-000	\$425.00	\$425.00
114358	D A N B	DANB Exam Fee -	12-1215-700-000	\$425.00	\$425.00
114359	D A N B	DANB Exam Fee -	12-1215-700-000	\$425.00	\$425.00
114360	D A N B	DANB Exam Fee -	12-1215-700-000	\$425.00	\$425.00
114362	Design Group Architects LTD	Architectural Fees - Library	11-6201-659-001	\$2,890.75	\$2,890.75
114364	FedEx Express	Package Shipping (1)	11-5303-701-000	\$16.87	
		Package Shipping (1)	12-1215-700-000	\$24.18	\$41.05
114365	Crystal Garcia	Reimburse MO RN License Endorsement	11-4200-630-027	\$80.00	\$80.00
114366	Rhonda Gilpin	Reimburse Meals - Nursing Conf	11-4200-630-026	\$41.00	\$41.00
114367	Kathy Johnston	Reimburse Mileage - KBOR Data Con	11-5303-601-000	\$167.40	\$167.40
114368	KACRAO	Conference Registration-Kathy Johns	11-5303-601-000	\$135.00	\$135.00
		Conference Registration-Cindy Dyson	11-5303-601-000	\$135.00	\$270.00
114369	Kansas Department of Revenue	Bookstore Sales Tax/June	16-0000-216-001	\$1,088.79	\$1,088.79

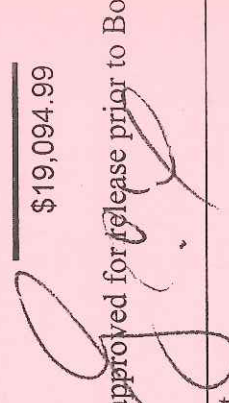
**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**


7/21/2016

Check Number	Vendor	Description	Account Number	Amount	Total
114369	Kansas Department of Revenue	Food Service Sales Tax/June	16-0000-216-002	\$224.29	\$1,313.08
114370	Kansas Gas Service	Gas Service	11-7102-633-000	\$294.60	
		Gas Service	11-7103-633-000	\$39.45	
		Gas Service	16-9482-633-000	\$97.46	\$431.51
114371	KJCCC	Region VI playoff Softball officials	11-5509-680-000	\$656.00	\$656.00
114373	Labette County Treasurer	Vehicle Registration	11-6502-720-000	\$52.25	
		Vehicle Registration	11-6502-720-000	\$261.25	
		Vehicle Registration	11-6502-720-000	\$136.75	\$450.25
114375	P1 Group Inc	Credit taken in error	11-7102-649-000	\$1,201.25	\$1,201.25
114376	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$201.52	\$201.52
114377	Ryan Seme	Reimburse Mileage - Meetings (6)	12-4204-601-000	\$327.24	\$327.24
114379	Jerrold W Stanford	Reimburse Mileage - Recruiting	11-5508-603-000	\$177.12	\$177.12
114380	Wal-Mart Community	Water	11-7202-648-000	\$17.68	
		Food	16-9684-743-000	\$88.03	
		Food	16-9684-743-000	\$31.89	
		Food	16-9684-743-000	\$23.12	
		Food	16-9684-743-000	\$10.64	
		Food	16-9684-743-000	\$41.93	\$213.29

\$19,094.99

Checks approved for release prior to Board action

  
 J. P. Doherty  
 President

  
 Shannon Doherty  
 Vice President of Finance & Operations

11-General Fund	\$12,848.20
12-Postsecondary Technical Education Fund	\$4,601.42
16-Auxiliary Ent Fund	\$1,645.37
67-Capital Outlay	\$0.00
	<u>\$19,094.99</u>

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/26/2016

Check Number	Vendor	Description	Account Number	Amount	Total
114381	American Heritage Life Insurance Com	Cancer Premiums	11-0000-273-000	\$98.81	\$98.81
114382	American United Life Ins Co Group	Pre_Life Insurance Premiums	11-6501-590-001	\$751.56	\$751.56
114383	Bay Bridge Administrators, LLC f/b/o SEE 403(b)	Contributions	11-0000-258-000	\$12,903.00	
		Cancer Premiums	11-0000-273-000	\$331.43	
		Disability Premiums	11-0000-275-000	\$642.02	
		Term Life Ins Premiums	11-0000-276-000	\$842.32	
		ER 403(b) Matching	11-6501-590-001	\$3,775.00	\$18,493.77
114384	Kansas Payment Center	Garnishment	11-0000-265-000	\$492.00	\$492.00
114385	L C C Foundation	EE Contributions	11-0000-268-000	\$1,625.82	\$1,625.82
114386	Laurie B Williams	Garnishment	11-0000-270-000	\$675.00	\$675.00
114387	Security Benefit Life Insurance Co.	Medical Reimb/Child Care	11-0000-277-000	\$2,188.83	\$2,188.83
114388	US Bank	Coleen Carter - 30200278853	11-6501-590-001	\$1,175.00	\$1,175.00
114389	US Bank	Abby Churning - 30200366066	11-6501-590-001	\$800.00	\$800.00
114390	US Bank	Leanna Doherty - 30200278568 EE/E	11-6501-590-001	\$1,396.00	\$1,396.00
114391	US Bank	Dana Eggers - 30200300207 EE/ER	11-6501-590-001	\$1,200.00	\$1,200.00
114392	US Bank	Janice Every - 30200277532 EE/ER	11-6501-590-001	\$842.00	\$842.00
114393	US Bank	Tammy Fuentez - 30200277784 EE/E	11-6501-590-001	\$1,396.00	\$1,396.00
114394	US Bank	Megan Fugate - 30200276903 EE/ER	11-6501-590-001	\$1,318.84	\$1,318.84
114395	US Bank	Crystal Garcia - 30200333049 EE/ER	11-6501-590-001	\$800.00	\$800.00
114396	US Bank	Theresa Hundley-30200286590 EE/E	11-6501-590-001	\$1,225.00	\$1,225.00
114397	US Bank	Catherine Hyten - 30200279227 EE/E	11-6501-590-001	\$825.00	\$825.00
114398	US Bank	Hannah Jack - 30200276963 EE/ER	11-6501-590-001	\$855.00	\$855.00
114399	US Bank	Phillip Jack III-30200279105 EE/ER	11-6501-590-001	\$800.00	\$800.00
114400	US Bank	Cathy Kibler - 30200336693 EE/ER	11-6501-590-001	\$1,395.00	\$1,395.00
114401	US Bank	Peggy Kinsch - 30200335903 EE/ER	11-6501-590-001	\$1,175.00	\$1,175.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

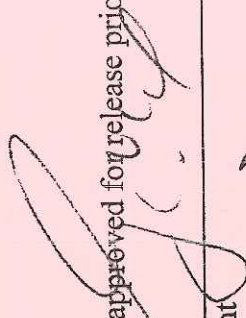
7/26/2016

Check Number	Vendor	Description	Account Number	Amount	Total
114402	US Bank	Brandi McCall - 30200278688	EE/ER 11-6501-590-001	\$815.00	\$815.00
114403	US Bank	Ben McKenzie - 30200335629	11-6501-590-001	\$1,275.00	\$1,275.00
114404	US Bank	Ricardo Mitchell - 30200290539	EE/E 11-6501-590-001	\$287.50	\$287.50
114405	US Bank	Tracie Moon - 30200278107	EE/ER 11-6501-590-001	\$1,225.00	\$1,225.00
114406	US Bank	Melissa Nance - 30200291884	EE/ER 11-6501-590-001	\$1,396.00	\$1,396.00
114407	US Bank	Connie Nance - 30200286583	EE/ER 11-6501-590-001	\$1,225.00	\$1,225.00
114408	US Bank	Nancy Newby - 30200300127	EE/ER 11-6501-590-001	\$1,500.00	\$1,500.00
114409	US Bank	Deborah Newby 30200300176	EE/ER 11-6501-590-001	\$1,500.00	\$1,500.00
114410	US Bank	Cody Nuttt - 30200278167	EE/Er 11-6501-590-001	\$800.00	\$800.00
114411	US Bank	Megan O'Brien - 30200335971	EE/EF 11-6501-590-001	\$850.00	\$850.00
114412	US Bank	Teri Pearce - 30200345452	EE/ER 11-6501-590-001	\$825.00	\$825.00
114413	US Bank	Kylie Lucas - 30200286589	EE/ER 11-6501-590-001	\$1,325.00	\$1,325.00
114414	US Bank	Nichole Reeves 30200278282	EE/ER 11-6501-590-001	\$800.00	\$800.00
114415	US Bank	Seth Roach - 30200277281	EE/ER 11-6501-590-001	\$1,175.00	\$1,175.00
114416	US Bank	Hali Schultheiss 30200338589	EE/ER 11-6501-590-001	\$800.00	\$800.00
114417	US Bank	Jerrold Stanford 30200329054	EE/ER 11-6501-590-001	\$1,175.00	\$1,175.00
114418	US Bank	Jeffery Vest Jr 30200329051	EE/ER 11-6501-590-001	\$1,175.00	\$1,175.00
114419	US Bank	Jonathan Wilhoft 30200279018	EE/EF 11-6501-590-001	\$1,225.00	\$1,225.00
114420	US Bank	Jimmie Wilson - 30200356936	EE/ER 11-6501-590-001	\$800.00	\$800.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	7/26/2016	Account Number	Amount	Total
114421	US Bank	Trudy Yockey - 30200278018 EE/ER		11-6501-590-001	\$820.00	\$820.00
	11-General Fund		\$60,522.13			
	12-Postsecondary Technical Education Fund		\$0.00			
	16-Auxiliary Ent Fund		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$60,522.13</u>			
					<u>\$60,522.13</u>	

Checks approved for release prior to Board action

  
 \_\_\_\_\_  
 President

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



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/27/2016

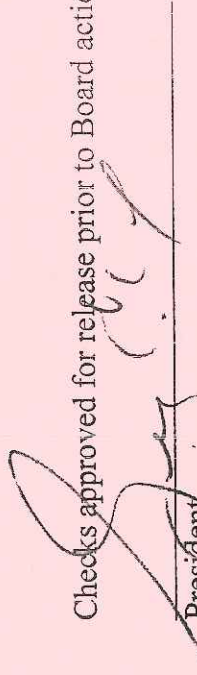
Check Number	Vendor	Description	Account Number	Amount	Total
114422	Bank of Parsons	Principal - Zetmeir Building	11-6201-761-000	\$27,524.12	
		Interest - Zetmeir Building	11-6201-762-000	\$1,430.33	\$28,954.45
114424	Delyna R Bohnenblust	Reimburse Meals - KNEP/CTI	12-1208-601-000	\$51.58	
		Reimburse Hotel - KNEP/CTI	12-1208-601-000	\$213.90	
		Reimburse Mileage - Meetings, Confe	12-1208-602-000	\$345.60	
		Reimburse - American Nurses Assoic	12-1208-670-000	\$298.00	\$909.08
114426	Coleen Carter	Reimburse Mileage - Cherokee Cente	11-6401-601-000	\$33.48	
		Reimburse Tape for Label Maker	11-6401-701-000	\$7.44	\$40.92
114427	Kara Good	Reimburse AARC Membership Dues	12-1211-681-000	\$139.00	
		Reimburse Meals - AARC Summer Fc	12-1246-630-000	\$105.79	
		Reimburse Baggage - AARC Summer	12-1246-630-000	\$25.00	
		Reimburse KCI Airport Parking-AARC	12-1246-630-000	\$37.50	
		Reimburse Mileage-KCI-AARC Forum	12-1246-630-000	\$186.84	
		Reimburse Transporation at AARC Fc	12-1246-630-000	\$361.00	\$855.13
114428	Intrust Card Center	Hotel Phillips-Lori Ford Conference	11-4200-630-005	\$352.66	
		Great American Sport-MBB Coaches	11-5508-603-000	\$150.00	
		Mullen's Sports-Men's BB Recruiting	11-5508-603-000	\$200.00	
		Hampton Inn-G Knox, P McReynolds	11-6102-601-000	\$276.06	
		.EDU Domain Renewal	11-6401-701-000	\$40.00	
		OnStar for LCC Vehicles	11-6502-720-000	\$130.87	
		Registry Fees -	12-1214-681-000	\$250.00	
		Registry Fees -	12-1214-681-000	\$250.00	
		Registration - Leigh Ann Martin	12-1246-630-000	\$1,907.50	
		Marriott-Kara Good to AARC Summer	12-1246-630-000	\$645.36	
		SDMS Registration - Brian Vediz	12-1246-630-000	\$525.00	\$4,727.45

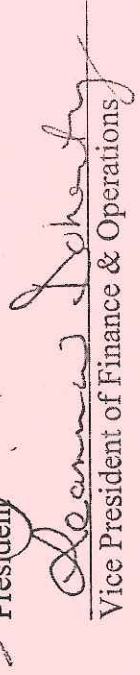
**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	7/27/2016		Total
			Account Number	Amount	
114432	Leigh Ann Martin	Reimburse Ceremony Pins	12-1215-700-000	\$69.90	\$446.10
		Reimburse Airline Ticket-Conf	12-1246-630-000	\$376.20	
114437	Mitchell A Rolls	Reimburse Toll - Recruiting	11-5503-603-000	\$8.00	\$412.59
		Reimburse Meals - Recruiting	11-5503-603-000	\$46.45	
		Reimburse Hotel - Recruiting	11-5503-603-000	\$107.04	
		Reimburse Mileage - Recruiting	11-5503-603-000	\$251.10	
114439	US Foods, Inc	Supplies	16-9684-701-000	\$262.83	\$607.60
		Food	16-9684-743-000	\$344.77	
114440	Mark Watkins	Reimburse Mileage-KCCLI & NCCC C	11-4202-602-000	\$91.80	\$104.56
		Reimburse Supplies - KCCLI	11-4202-701-000	\$12.76	
				<u>\$37,057.88</u>	

11-General Fund	\$30,662.11
12-Postsecondary Technical Education Fund	\$5,788.17
16-Auxillary Ent Fund	\$607.60
67-Capital Outlay	\$0.00
	<u>\$37,057.88</u>

Checks approved for release prior to Board action

  
 \_\_\_\_\_  
 President

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

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

7/31/2016

Check Number	Vendor	Description	Account Number	Amount	Total
114441	A C T	Compass Testing Units	11-6401-661-001	\$134.00	\$134.00
114442	Ace Hardware, Inc.	Killzall	11-7102-649-000	\$59.99	
		Citrus Deodorizer	11-7102-649-000	\$19.96	
		Tape and Carpet Potpurri	11-7102-702-000	\$18.96	
		Carpet Cleaner	11-7102-702-000	\$18.99	
		Carpet Cleaner	11-7102-702-000	\$18.99	\$136.89
114443	All Seasons Floral and Gifts	Flowers L VanLeeuwen Service	11-6102-709-000	\$59.00	
		Flowers Delilah Lauer Service	11-6102-709-000	\$52.00	
		Flowers Kylie Lucas New Baby	11-6102-709-000	\$40.00	
		Flowers N Schiefelbusch Service	11-6102-709-000	\$40.00	\$191.00
114444	American Media Investments	June Advertising	11-6301-613-000	\$300.00	\$300.00
114445	Bob's Super-Saver, Inc.	Food	16-9684-743-000	\$3.99	
		Food	16-9684-743-000	\$9.48	
		Food	16-9684-743-000	\$45.99	
		Food	16-9684-743-000	\$7.21	
		Food	16-9684-743-000	\$8.98	
		Food	16-9684-743-000	\$16.36	\$92.01
114446	Career Dimensions, Inc	Focus 2 software	11-4202-701-000	\$1,314.00	\$1,314.00
114447	Community-News Digital	Digital Marketing	11-6301-613-000	\$1,250.00	\$1,250.00
114448	Copy Products Inc	Copy Usage for Cherokee Center	11-7103-701-000	\$45.61	\$45.61
114449	Corporate Business Systems ofMO, InCopier Maintenance		11-6503-648-000	\$51.00	\$51.00
114450	Document Destruction Inc	Bulk Shredding Service	11-6503-701-000	\$112.50	\$112.50
114451	Fastenal Company	Pliers	11-7102-649-000	\$9.74	
		Dome Mirrors	11-7102-649-000	\$122.23	\$131.97
114452	Fools of Oz, Inc	Chanute Round Trip	12-4204-699-000	\$38.88	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/31/2016

Check Number	Vendor	Description	Account Number	Amount	Total
114452	Fools of Oz, Inc	Topeka Round Trip	12-4204-699-000	\$155.52	
		Olathe Round Trip	12-4204-699-000	\$138.24	
		Wichita Round Trip -4 Vehicles	12-4204-699-000	\$565.92	
		Lieutenant Shift Exchanges	12-4204-699-000	\$300.00	\$1,198.56
114453	Grand Rental Station	Weed Eater Repair	11-7102-649-000	\$97.14	\$97.14
114454	Jay Hawks	Coordination of 2016 Fire School	12-4204-699-000	\$1,386.00	\$1,386.00
114455	Jarold Head	Coordination of 2016 Fire School	12-1220-523-000	\$1,386.00	\$1,386.00
114456	Heiff Jones Inc.	IN08365 Degree	11-5303-706-001	\$3.54	\$3.54
114457	Heirman Lumber	Fire School Supplies	12-4204-699-000	\$93.59	\$93.59
114458	Hillyard/Springfield	Battery for C3 Machine	11-7102-702-000	\$86.15	\$86.15
114459	Terry Hunter	Door for Cherokee Center	11-7103-649-000	\$3,350.04	\$3,350.04
114460	K F J X - TV	June Advertising	11-6301-613-000	\$800.00	\$800.00
114461	K L K C	June Advertising	11-6301-613-000	\$300.00	\$300.00
114462	K O A M - TV	June Advertising	11-6301-613-000	\$1,040.00	\$1,040.00
114463	K S Y N-FM	June Advertising	11-6301-613-000	\$100.00	
		June Advertising	11-6301-613-000	\$315.00	\$415.00
114464	George Knox	Vehicle Expense	11-6501-590-001	\$900.00	\$900.00
114465	KONE Inc	Elevator Maintenance	11-7202-648-000	\$125.84	
		Elevator Maintenance	11-7202-648-000	\$389.80	\$515.64
114466	Laser Designs/PSHTC	Name Badge	11-4202-701-000	\$5.00	
		Name Badge	11-5201-701-000	\$5.00	
		Name Badge	11-5302-701-000	\$5.00	
		Name Badges	11-6201-701-000	\$5.00	
		Name Badge	11-7103-701-000	\$10.00	
		Name Badge	12-1213-700-000	\$5.00	\$35.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/31/2016

Check Number	Vendor	Description	Account Number	Amount	Total
114467	Donald Leapheart	Coordination of 2016 Fire School	12-1220-523-000	\$1,386.00	\$1,386.00
114468	McCarty's Office Machines Inc	Copier Maintenance	11-6503-648-000	\$975.00	
		Copier Maintenance	11-6503-648-000	\$540.00	
		Office Supplies	11-6503-701-000	\$395.16	\$1,910.16
114469	McGraw-Hill Companies	Textbooks/Shipping Summer/Fall 201	16-9381-740-000	\$12,490.07	\$12,490.07
114470	Mid America Sanitation	Portable Toilet Rental for Fire School	12-4204-699-000	\$75.00	\$75.00
114471	P1 Group Inc	Repair on Compressor	11-7102-649-000	\$12.09	
		Monthly Contract	11-7103-649-000	\$500.00	
		Monthly Contract	11-7202-648-000	\$4,496.00	\$5,008.09
114472	Parsons Fine Jewelry	Retirement Gift	11-6504-692-001	\$153.75	\$153.75
114473	Parsons State Hospital DetailShop	Vehicle Detailing	11-6502-720-000	\$550.00	\$550.00
114474	Parsons Sun	Enrollment Ad	11-6301-613-000	\$350.00	
		Position Announcements	11-6504-613-000	\$94.05	\$444.05
114475	Reserve Account	PBP #20352357 (Postage)	11-6503-611-000	\$2,000.00	\$2,000.00
114476	Sherwin-Williams Company	Paint for Bookstore	16-9482-701-000	\$63.58	\$63.58
114477	T H Rogers Lumber Company	Lumber for Bookstore	16-9482-701-000	\$15.60	\$15.60
114478	The College Board	080102517 PowerFAIDS Maintenance	11-5201-698-000	\$15,724.00	\$15,724.00
114479	The CORE - Labette Health	SPEC12500010-Aquasize-15 Student	11-1133-523-001	\$1,386.00	
		SPEC12500009-Aquasize-17 Student	11-1133-523-001	\$1,386.00	
		PED18500001-Lifesaving-9 Students	11-1133-523-001	\$924.00	
		HEAL10300002-FirstAidCPR-6 Studer	11-1133-523-001	\$231.00	
		HEAL10300001-FirstAidCPR-5 Studer	11-1133-523-001	\$192.50	
		PED18500001-Lifesaving-14 Students	11-1133-523-001	\$924.00	
		SPEC12500008-Arthritis-17 Students	11-1133-523-001	\$1,386.00	
		SPEC12500007-Arthritis-16 Students	11-1133-523-001	\$1,386.00	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/31/2016

Check Number	Vendor	Description	Account Number	Amount	Total
114479	The CORE - Labette Health	SPEC12500006-Aquasize-18 Student	11-1133-523-001	\$1,386.00	
		SPEC12500005-Aquasize-15 Student	11-1133-523-001	\$1,386.00	
		SPEC12500004-Aquasize-17 Student	11-1133-523-001	\$1,386.00	
		SPEC12500003-Aquasize-15 Student	11-1133-523-001	\$1,386.00	
		SPEC12500002-Aquasize-17 Student	11-1133-523-001	\$1,386.00	
		SPEC12500001-Arthritis-17 Students	11-1133-523-001	\$1,386.00	\$16,131.50
114480	The Higher Learning Commission	Dues	11-6501-681-000	\$5,004.65	\$5,004.65
114481	Tucker and Markham Attorneys at Law	Legal Services	11-6501-662-000	\$280.00	\$280.00
114482	UniFirst Corporation	Mats, Mops, Towels, Uniforms	11-7103-649-000	\$36.13	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$36.13	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$36.13	
		Uniforms	11-7202-648-000	\$54.84	
		Uniforms	11-7202-648-000	\$54.84	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$78.39	
		Uniforms	11-7202-648-000	\$54.84	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$78.39	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$78.39	
		Uniforms	11-7202-648-000	\$54.84	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$78.39	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$39.20	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$39.20	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$39.20	

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

7/31/2016

Check Number	Vendor	Description	Account Number	Amount	Total
114482	UniFirst Corporation	Aprons, Mats, Mops, Cloths	16-9482-701-000	\$39.20	\$798.11
				<u>\$77,400.20</u>	

11-General Fund	\$59,051.99
12-Postsecondary Technical Education Fund	\$5,530.15
16-Auxillary Ent Fund	\$12,818.06
67-Capital Outlay	\$0.00
	<u>\$77,400.20</u>

