

**LABETTE COMMUNITY COLLEGE**

**BOARD OF TRUSTEES**

**October 13, 2016**

**5:30 p.m.**

**Conference Room**

**Review Copy**



# EXHIBIT 1

Labette Community College  
Board of Trustees Meeting Agenda  
Thursday, October 13, 2016  
5:30 p.m.

Conference Room #1, Student Success Center Building

- I. Adoption of Agenda.....(Exhibit 1)
- II. Approval of September 8, 2016, Regular Meeting Minutes ..(Exhibit 2)
- III. Reports and/or Board Discussion
  - 1. Cardinal Villas Student Housing Update
  - 2. Faculty Senate Report
  - 3. Student Government Association Report
  - 4. Administrative Reports
    - a. Comparison of Expenditures to Budget
  - 5. President's Report
  - 6. Presidential Hire
- IV. Old Business (Action, Report, or Discussion)
- V. New Business (Action, Report, or Discussion)
  - A. Report of Student Learning.....(Agenda Item V.A.)
  - B. Program Review: Nursing.....(Agenda Item V.B.)  
(Exhibit 3)
  - C. Policy Review.....(Agenda Item V.C.)  
(Exhibit 4)
  - D. Approval of Bills.....(Agenda Item V.D.)  
(Exhibit 5)

I. 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

## **EXHIBIT 1**

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.

- VI. Next Regular Board Meeting: Thursday, November 10, 2016, 5:30 p.m. and Tentative Agenda Items
- VII. Adjournment



LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
September 8, 2016

The Board of Trustees met at 5:30 p.m. on Thursday, September 8, 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  
Mr. Mike Howerter

**Others Present**

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

Ray Nolting  
Sue Brouk  
Chandler Gravett  
JoLene Klumpp  
Sara Daniel  
Kevin Doherty

Megan Fugate recorded the minutes.

**Adoption of Agenda (ACTION ITEM)**

Chair Hoskins asked for changes or additions to the revised agenda. President Knox added another executive session after Item IX for non-elected personnel. Mrs. Zetmeir moved to approve the revised agenda as presented. Mr. Winchell seconded and motion carried 6-0.

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

Chair Hoskins asked for corrections or additions to the August 11, 2016 regular meeting minutes, Mr. Winchell moved to approve the minutes as presented. Mrs. Zetmeir seconded and motion carried 6-0.

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

Chair Hoskins asked for corrections or additions to the August 26, 2016 special meeting minutes, Mr. Winchell moved to approve the minutes as presented. Mrs. Zetmeir seconded and motion carried 6-0.

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

Chair Hoskins asked for corrections or additions to the August 29, 2016 special meeting minutes, Mr. Winchell moved to approve the minutes as presented. Mrs. Zetmeir seconded and motion carried 6-0.

**Introductions**

President Knox introduced Dr. JoLene Klumpp, Psychology Instructor, and Sara Daniel, Student Support Services Academic Advisor.

**Reports and/or Board Discussion**

**Bluffstone Report**

Dr. Knox reported that they have closed on all the properties and the owners will vacate by September 30<sup>th</sup>. Bluffstone and LCC Administrators will have weekly meetings regarding the construction.

Faculty Senate Report

None

SGA Report

Chandler Gravett was in attendance to give a short report.

Administrative Report

*Comparison of expenditures to the budget* – Leanna Doherty had placed the August financial report at the table. At the end of August we were 17% through the year. The general fund was 16% expended and the technical education/vocational fund was 17% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

Vice-President Doherty placed the information about the Cherokee Center at the Trustees place as requested by Trustee Howerter.

Kevin Doherty gave an update on the renovations of the library, there will be bid specs at the October meeting. He also gave an update on the Cherokee Center Roof.

President's Report

Dr. Knox gave a short report.

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

None

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

2016 Annual Report

Joe Burke, VP of Academic Affairs reviewed the information.

Professional Staff Employment Letter

Mr. McReynolds moved to approve the Professional Staff Employment Letter for Sara Daniel, Student Support Services Academic Advisor, at a salary of \$32,000, beginning September 6, 2016. Mrs. Zetmeir seconded and motion carried 6-0.

Approval of Bills

Mr. Winchell moved to approve the payment of the bills. Mrs. Zetmeir seconded and motion carried 6-0.

Public Comment

Trustee Hoskins commented about the positive feedback he has heard in the community with the progression of student housing.

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 10 minutes for the purpose of discussing personnel matters of nonelected personnel. Inviting in Dr. George Knox, Leanna Doherty, Janice Every, and Joe Burke.

The Board will return to open meeting at 6:20pm in this room. Mr. Winchell seconded and motion carried 6-0.

The Board reconvened taking no action.

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 6:25pm (time) for 15 minutes for the purpose of discussing personnel matters of nonelected personnel. Inviting in Leanna Doherty and Janice Every.

The Board will return to open meeting at 6:40pm in this room. Mr. McReynolds seconded and motion carried 6-0.

The Board reconvened at 6:40 pm.

Mr. Taylor moved to authorize Janice Every to start the process of a presidential search with an initial budget amount of \$10,000. Mrs. Zetmeir seconded and motion carried 5-1. Trustee Winchell voted against the motion.

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

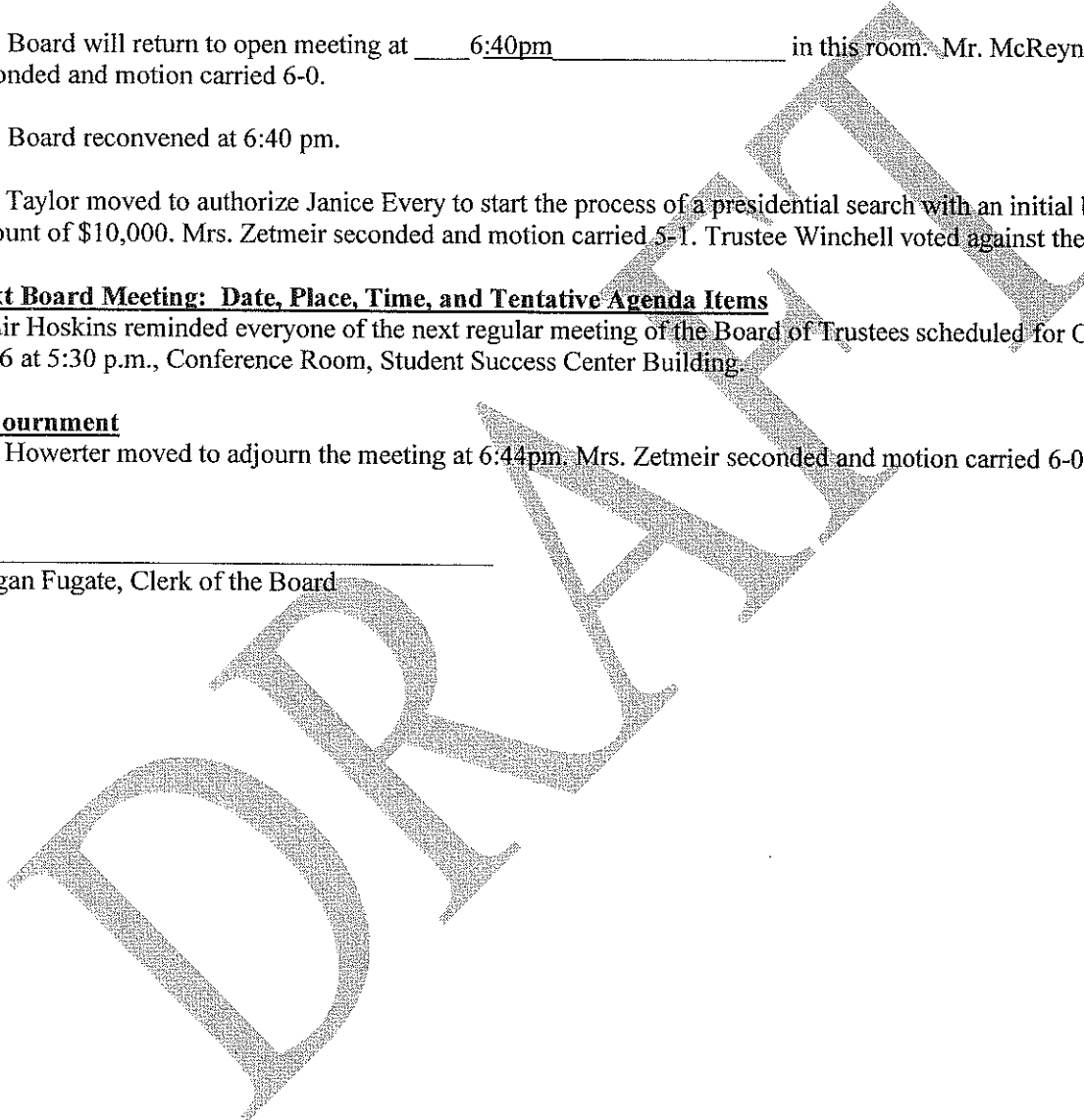
Chair Hoskins reminded everyone of the next regular meeting of the Board of Trustees scheduled for October 13, 2016 at 5:30 p.m., Conference Room, Student Success Center Building.

**Adjournment**

Mr. Howerter moved to adjourn the meeting at 6:44pm. Mrs. Zetmeir seconded and motion carried 6-0.

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Megan Fugate, Clerk of the Board





Agenda Item #: V.A.  
Date: October 13, 2016

**SUBJECT**

Report of Student Learning

**REASON FOR CONSIDERATION BY THE BOARD**

To keep the Trustees informed about our students.

**BACKGROUND**

Each year the Instructional Outcomes and Assessment committee prepares a Report of Student Learning for the LCC faculty and staff, Board of Trustees, and community. The report examines the Outcomes Assessment plan, analyzes assessment data for the past year, and makes recommendations for the upcoming year.

The Report of Student Learning is included in your board packet envelope.

**PRESIDENT'S RECOMMENDATION**

Dr. Mark Watkins will give an overview of this report.



Agenda Item #: V.B.  
Date: October 13, 2016

**SUBJECT**

Program Review: Nursing

**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: Nursing as presented.





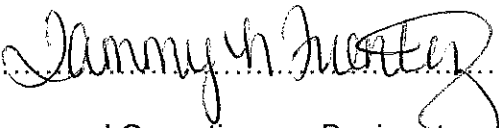
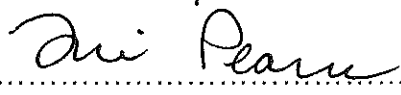
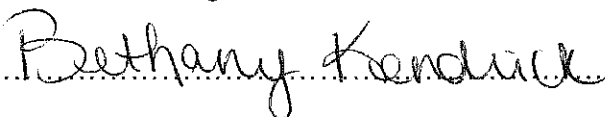
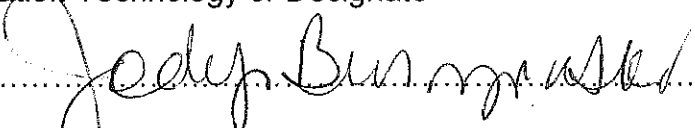
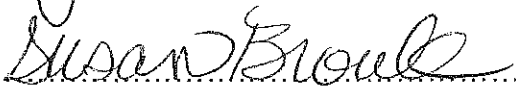

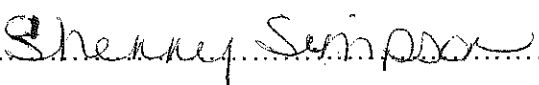
<p>COVER SHEET ACADEMIC PROGRAM REVIEW SELF STUDY AND SUMMARY REPORT</p>
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Academic Program/Discipline: Nursing Program

Report Prepared by: Nursing Program Review Committee

<b>Lead Faculty</b>	<b>Signature</b>	<b>Date Completed</b>
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Based on the information presented in this program review, the committee recommends this approved Program Review report to President's Council.

<i>Committee Members</i>	<i>Signatures</i>	<i>Date</i>
<i>Vice President of Student Affairs or Designate</i>		
Tammy Fuentez.....		9/13/16
<i>Vice President of Finance and Operations or Designate</i>		
Teri Pearce.....		9/13/16
<i>Director of Public Relations or Designate</i>		
Bethany Kendrick.....		9/15/16
<i>Director of Information Technology or Designate</i>		
Jody Burzinski.....		9/22/16
<i>Dean of Instruction or CTE Director</i>		
Susan Brouk.....		9/13/16
<i>Director of Nursing Program</i>		
Dr. Dee Bohnenblust.....		9/21/16
<i>Educational Support Staff</i>		
Sherry Simpson.....		9/21/16

Faculty:

Kim Beachner..... *Kim Beachner* 9-15-16

Jill Coomes..... *Jill Coomes* 9-21-16

Crystal Garcia..... *Crystal Garcia* 9-21-16

Rhonda Gilpin..... *Rhonda Gilpin* 9/21/16

Julie Page..... *Julie A Page* 9/21/16

Hali Schultheiss..... *Hali Schultheiss* 9-21-16

Cheryl Smith..... *Cheryl Smith* 9-15-16

Vice President of Academic Affairs

Joe Burke..... *Joseph C. Burke* 9/19/16

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 \_\_\_\_\_

Megan Fugate..... *Megan Fugate* 9/23/16

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

President \_\_\_\_\_ Date \_\_\_\_\_

Dr. George C. Knox..... *George C. Knox* 9/23/16

## **Executive Summary**

(Include the major changes from previous program review.)

The Nursing program is one of the longest-standing programs at Labette Community College. The first cohort of nursing students graduated in 1970. As expected, the Nursing program has evolved and changed continuously over the years to keep abreast of advances in healthcare and the requirements of multiple accrediting organizations.

The most substantial change for the Nursing Program since the 2011 Program Review has been the move into the Zetmeir Health Science building. Moving the Nursing Program into this newly constructed state-of-the art facility has greatly expanded not only the physical space for the program but also the technology available to students. The Simulation Center and the two large classrooms equipped with student computers are the most significant advances in technology.

Other changes since the 2011 Program Review include updates in the curriculum (general education requirements only) and the program length (reduced from 72 credits to 66). These changes allow continued compliance with the Accreditation Commission for Education in Nursing (ACEN) standards and also comply with the Kansas Board of Regents (KBOR), the Kansas State Board of Nursing Practice Act, and the LCC catalog requirements for an AAS degree.

KBOR updated the ADN Program alignment outcomes in 2016 and the LCC Nursing program adapted the revised outcomes effective fall 2016. Course syllabi, the Student Nurse Handbook, and the Strategic Plan of Evaluation documents.

The final change made was the decision to accept College Algebra as the only math prerequisite for the program. Previously, students could complete either Applied Math or College Algebra.

As demonstrated by the list of strengths identified on page 22, the Nursing program is a strong and vital part of LCC and serves as the anchor for the Zetmeir Health Science building. The quality of LCC's Nursing program is recognized not only in Southeast Kansas but even state-wide and beyond.

Even a strong program has opportunities and challenges that must be addressed to continue the position of strength and success. Increasing student retention and improving first-time pass rates on both the NCLEX-RN and NCLEX-PN licensure exams are constant challenges as the level of difficulty on both licensure exams increases with each update.

The recruitment and retention of master's prepared faculty is also a challenge. It can be difficult to find qualified candidates who want to teach as their career in nursing. There are many lucrative career options within the nursing field for those with the advanced degree.

It is the recommendation of the Program Review Committee that the Nursing Program be continued.

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**ACADEMIC PROGRAM/DISCIPLINE REVIEW**  
**Labette Community College**

**Introduction to Program**

The Labette Community College Nursing Program is a Bi-Level program. A Bi-Level (step-out-program) has one application process. The faculty teach PN and RN content from day one. The student can opt out of the RN program, take the National Council of State Boards of Nursing-Practical Nursing exam (NCLEX-PN®), and become licensed as a PN or they can matriculate through the entire program and take the National Council of State Boards of Nursing-Registered Nursing (NCLEX-RN®) to become licensed as a RN. This program is designed for career mobility for the Licensed Practical Nurse (LPN) to transition into the role of the Registered Nurse (RN). Graduates are prepared to take both the Practical Nurse Licensure Exam and the Registered Nurse Licensure Exam. Under the Kansas Statewide Nursing Articulation Plan, LCC nursing graduates may also continue studies at colleges or universities that offer a Bachelor of Science degree in nursing. The LCC Nursing Program is distinguished for graduating competent, caring, and quality nurses.

The LCC Nursing Program uses a competitive admissions process and admits forty (40) generic students each fall into the first level of the program. The second level is approved for up to forty (40) students who either have successfully completed the first level of the program or are Articulating LPNs from other like nursing programs.

The LCC Nursing program complies with the Kansas statewide nursing articulation plan endorsed by Kansas State Board of Nursing (KSBN). The Council for Articulation in Kansas (CNAK Plan) is utilized to transition LPNs into the second level of the LCC Nursing Program. As space and faculty ratios allow, the LCC Nursing Program also welcomes transfer students from other nursing programs to complete their educational goals at LCC.

This program review will focus on students who have been accepted and are enrolled into the LCC Nursing Program. The nursing program is one of the largest student groups at LCC. Of the 163 health science students enrolled in the six (6) health care programs for the fall 2016 semester, seventy (70) or 43% of them are nursing program students.

In addition to the 70 students enrolled in the nursing program in the fall 2016, there are many students with a declared major of nursing who are enrolled in general education requirements for either the LCC Nursing Program or the Pre BSN degree option. For the fall 2016 semester, there are a total of 252 nursing declared majors enrolled at LCC. These declared nursing major students are generating 696 nursing course credit hours and 1,361 general education credit hours.

The Bi-Level Curriculum is comprised of twenty-five (25) or 38% general education credits and forty-one (41) or 62% nursing credits. This curriculum is in compliance with the Kansas Board of Regents (KBOR) Associate Degree Nursing Alignment Plan, the Kansas State Board of Nursing (KSBN), and the Accreditation Commission for Education in Nursing (ACEN).

## Bi-Level Nursing Curriculum

2016-2017

PREREQUISITES		
MATH 115	College Algebra	3 Credits
BIOL 130	Anatomy & Physiology with lab	5 Credits
PSYC 101	General Psychology	3 Credits
ENGL 101	English Composition I	3 Credits

### LEVEL I

#### General Education Requirements

NURS 207	Pathophysiology (Prerequisite – A&P)	3 Credits
PSYC 201	Developmental Psychology	3 Credits

#### Nursing Requirements

NURS 120	Fundamentals of Nursing	10 Credits (8 theory, 2 clinical)
NURS 122	Medical-Surgical Nursing	9 Credits (6 theory, 3 clinical)
NURS 124	Family Nursing I	3 Credits (2 theory, 1 clinical)

Practical Nurse Certificate awarded after successfully completing Level I  
Optional: Eligible to take the NCLEX-PN®

Articulating LPNs ONLY		
NURS 126	Bridge Course for LPNs	1 Credits

### LEVEL II

#### General Education Requirements

BIOL 201	Microbiology with lab	5 Credits
ENGL 102	English Composition II <i>or</i>	3 Credits
COMM 101	Fundamentals of Speech	3 Credits

#### Nursing Requirements

NURS 201	Mental Health Nursing	4 Credits (2 theory, 2 clinical)
NURS 203	Family Nursing II	4 Credits (2 theory, 2 clinical)
NURS 205	Advanced Medical-Surgical Nursing	8 Credits (4 theory, 4 clinical)

Associate in Applied Science Degree in Nursing awarded after successfully completing Levels I and II  
Eligible to take the NCLEX-RN®

## Major Changes from Previous Program Review

### Curriculum and Program Length Change

In order to comply with the Accreditation Commission for Education in Nursing (ACEN) Standard 4 Curriculum and to ensure the program length is congruent with national guidelines and best practices, the nurse faculty made a motion on October 6, 2014 to drop Sociology and accept either Speech or

English Composition II. This decision took the total program length from 72 credits to 66 credits. This decision was approved by all nurse faculty members after an in-depth evaluation of the Kansas Board of Regents (KBOR) ADN-Nurse Alignment, Kansas State Board of Nursing (KSBN) Nurse Practice Act, and LCC catalog requirements for an AAS degree. Sociology is not listed by KBOR as a nursing general education course and the ADN alignment allows the selection of either Speech or English Composition II. The nursing program will continue to encourage all students to take Sociology and both English Composition II and Speech to achieve the RN-to-BSN degree requirements. In addition to a decrease in overall program credit hours, the Nurse Faculty Organization voted to move NURS 124 Family Nursing I from the summer semester to the spring semester. This realignment in level I of the program will decrease the total number of semesters from six (6) to five (5), further accomplishing compliance with ACEN Standards and Criteria. The planned substantive change did not affect the core nursing courses or student learning outcomes for the program. The change merely affected the number and type of general education courses required to complete the AAS degree in Nursing at LCC.

#### Kansas Board of Regents (KBOR) 2016 ADN Program Alignment Outcomes

The Kansas Board of Regents updated the Associate Degree Nursing Program Outcomes as part of an overall alignment evaluation. The LCC Nursing program adapted the new 2016 ADN Program Outcomes to be effective in fall 2016 and have made the change in course syllabus, the Student Nurse Handbook, and in the Strategic Plan of Evaluation documents. In addition, the program will continue the use of the bi-level outcomes as well as current course outcomes for program evaluation.

#### Math

After an extensive evaluation and a comparative analysis by the program director and nurse faculty, the decision was made to remove the option of Applied Math as a math prerequisite for the bi-level program. College Algebra is the only math prerequisite accepted for the program.

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

#### Nursing Program Mission Statement

LCC Nursing Program provides quality learning opportunities to prepare competent practical and associate degree nurses in a supportive environment for success in a changing world.

#### Nursing Program Purpose Statement

The purpose of the Nursing Program at LCC is to prepare practical nurses to provide health promotion interventions and care for clients in structured settings and to prepare professional associate degree nurses to practice culturally competent nursing care across the life span in all health care settings.

#### Nursing Program Philosophy

The nurse faculty believes that the nursing student studies the art and science of helping individuals, families, and the community to achieve optimal wellness. The nurse faculty creates an environment that is conducive to learning. It is the responsibility of the nurse faculty to keep current on evidence-based practice developments in nursing education and clinical practice, and to facilitate student learning and growth as professionals. In the process of promoting health, students use critical thinking to shape clinical decision-making in the application of the nursing process. An integral part of the nursing process is communication and the ability to teach clients how to care for themselves safely and effectively. As a manager of care, the student nurse prioritizes client needs according to Maslow's Hierarchy of Needs. Collaboration with other members of the health care team is necessary to achieve client outcomes. Practical nurses are educated to provide health promotion interventions and care for ill

clients experiencing low risk health needs in structured settings. Professional nurses are prepared to practice culturally competent nursing care across the lifespan for health care consumers with low risk or high-risk health needs, in community, institutional, acute care, rehabilitation, and critical care settings. It is the responsibility of each student to achieve academic excellence for the purpose of preparing him/herself to provide evidence-based nursing care in a changing health care environment. Graduates must be committed to engage in lifelong learning, adhere to principles of ethics and legal standards in the state in which they are licensed, and base their practice upon the American Nurse Association (ANA) Standards of Practice.

**B. Program Recognition/Accreditation**

The Practical Nursing (PN) program is approved by the Kansas State Board of Nursing (KSBN). The Associate Degree Nursing (ADN) program is approved by the KSBN and accredited by Accreditation Commission for Education in Nursing (ACEN), formally known as the National League of Nursing Accrediting Commission (NLNAC).

**C. Program/Discipline Demand/Need**

Registered Nurse (RN)

2015 Median Pay	\$67,490 per year \$32.45 per hour
Number of Jobs, 2014	2,751,000
Job Outlook, 2014-24	16% (Much faster than average)
Employment Change, 2014-24	439,300

The national median annual wage for registered nurses was \$67,490 in May 2015. The median annual wage for registered nurses in Southeast Kansas is \$41,360 in September 2016.

Anticipated Demand for Program Graduates:

Employment of registered nurses is projected to grow 16 percent from 2014 to 2024, much faster than the average for all occupations. Growth will occur for a number of reasons, including an increased emphasis on preventive care; growing rates of chronic conditions, such as diabetes and obesity; and demand for healthcare services from the baby-boom population, as they live longer and more active lives. (Data collected from U.S. Department of Labor Bureau of Labor Statistics. *Occupational Outlook Handbook 7/27/16.*)

Licensed Practical Nurse (LPN)

2015 Median Pay	\$43,170 per year \$20.76 per hour
Number of Jobs, 2014	719,900
Job Outlook, 2014-24	16% (Much faster than average)
Employment Change, 2014-24	117,300

The national median annual wage for licensed practical nurses was \$43,170 in May 2015. The median annual wage for licensed practical nurses in Southeast Kansas is \$26,100 in September 2016.



#### Anticipated Demand for Program Graduates:

Employment of licensed practical nurses is projected to grow 16 percent from 2014 to 2024, much faster than the average for all occupations. As the baby-boom population ages, the overall need for healthcare services is expected to increase. LPNs will be needed in residential care facilities and in home health environments to care for older patients. (*Data collected from U.S. Department of Labor Bureau of Labor Statistics. Occupational Outlook Handbook 7/27/16.*)

#### Program Courses Transfer Options:

1. Diagnostic Medical Sonography (DMS) program post LPN certification or RN License.
2. RN-to-BSN curriculum plans are available from most universities, which allow RN graduates to transfer their associate degree in nursing to a BSN track to complete their bachelor degree in nursing. LCC Nursing has specific curriculum alignment RN-to-BSN curriculum plans with Pittsburg State University and Kansas University. Newman University, Baker University, Ft. Hays University, Ottawa University, and Emporia State University actively recruit LCC Nursing graduates into their BSN programs.
3. Nursing Completion for ADN-to-BSN Track. This curriculum plan has been designed specifically by Pittsburg State University Irene Ransom Bradley School of Nursing to allow LCC ADN nursing students to be admitted and be enrolled into BSN level coursework at PSU while completing their Associate Degree at LCC. This partnership is scheduled to begin in fall 2016 with four (4) LCC nursing students participating in the curriculum plan. Upon graduation from LCC, these students can choose either a full-time or part-time option with PSU Nursing to complete their BSN degree.
4. Pre-BSN Associate in Science degree. This LCC degree is designed for those students who wish to complete bachelor degree general education requirements at a community college, and then transfer to a University to complete a generic BSN degree. Students who choose this curriculum plan are not admitted into the LCC nursing program, but are advised and provided guidance for their general education options.

#### **D. Summary Statement of Faculty Qualifications**

Qualified faculty and staff provide leadership and support necessary to attain the goals and outcomes of the nursing education unit. All full-time faculty meet the academic and professional requirements of Labette Community College (LCC), Kansas State Board of Nursing (KSBN), and Accreditation Commission for Education in Nursing (ACEN). As required by KSBN, all nurses attend a minimum of thirty (30) hours of approved continuing education every two years. All seven (7) full-time faculty have earned a Master in Nursing degree. The majority of the part-time nurse faculty are not credentialed with a master's degree in nursing. One (1) part-time nurse faculty member holds a bachelor's degree in nursing and a master's degree in public health; one other part-time nurse faculty member holds a bachelor's degree in nursing as the highest degree.

Adequate number of faculty ensure that clinical groups include ten (10) or fewer students. Theory class includes forty (40) or fewer students taught using the team teaching model. All nursing courses are taught by full-time nurse faculty.

Embracing LCC's Mission and Core Values of Student Learning Engagement, nurse faculty serve as role models at the college for creative teaching, student learning activities, and the use of classroom technology. Faculty performance reflects scholarship, evidence-based teaching, and clinical practices

as evidenced by innovative teaching methodology, positive student-faculty relationships, clinical practice with actual patients, and high fidelity patient simulation.

### **E. Faculty Recognition**

Cheryl Smith – Kansas Department of Aging and Disabilities Services – Friends and Family Taskforce

Rhonda Gilpin – Parsons State Hospital Training Center Sunbelt Rodeo Nurse Volunteer

Julie Page – Labette Health Ethics Committee

Jill Coomes - Presbyterian Manner Advisory Board

Dee Bohnenblust – Labette Center for Mental Health Services Board of Directors - Chairperson

Labette Health Board of Trustee – Vice President

Kansas Commission for Nursing Education and Practice -Appointment

Kansas Council of Associate Degree Nursing Education – Vice President

Southeast Kansas Regional Health Board of Trustee

PSU and ESU Nursing Advisory Boards

ACEN Site-Visitor and Evaluation Review Panel-Appointment

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

Continuing Education for 2015/2016:

Kim Beachner- KCADNE Oct., 2015, NEI April 2016, Nurse Tim Webinars: Clinical Reasoning Case Studies for NCLEX Success-Nov. 2015, Pharmacology Across the Curriculum, Nov. 2015. NCLEX Regional Workshop for Educators, Nov. 2015, Midwest Nurse Educator Update: Best Practices for Faculty and Student Success May 2016, Pediatric Update: Advancing Evidence-Based Guidelines for School and Pediatric Nurses.7/16.

Jill Coomes- Eighth Annual HC Sim Conference 9/11-12/2015, NCSBN National Simulation Study Results Webinar 9/16/15, KCADNE Fall Forum 10/29-30/2015, Medical Marijuana and Other Cannabinoids online 11-9-15, Ischemic Stroke online 11-18-15, Chronic Pain Syndromes: Current Concepts and Treatment Strategies 11-30-15, KU Camp Med presenter 4/5 & 7/2016, GIFT presenter for Distant Ed Committee 3/12/16.

Delyna Bohnenblust: Fire Up: A Journey to Transformation 9/11/15, KCADNE Fall Forum 10/29-30/2016, KNA Convention 9-11-15, Legal Issues in Nursing Education 8-7-15, KS Action Coalition Summit 7/16-17/2015, Alternate Format Test Nurse Tim Webinar 7/29/15. NEI 4/2016, Missouri League of Nursing Administrative Leadership June 2016, Presenter KNEP Teaching Test Taking Strategies 7/21/16.

Crystal Garcia: KCADNE Conference Oct. 2015, CRP recert. 12/2015, NRP recert. 2/2016, ACEN Conference 3/24 & 25/2016, Nurse Tim Webinar-Clicking: How to Bring the Classroom to Life 3/2016, NEI Conference April 13-15/2016.

Rhonda Gilpin: KCADNE 10/29-30/2016, NEI 4/2015, Nurse Tim Webinars- Nursing Skills Lab Teaching Strategies 4/7/16, Monday Morning Mentor- How can I enhance class using story, popular media and objects? 3-28-16, How Do I prepare a SoTL article for publication? 4-4-16. Midwest Nurse Educator Update: Best practices for faculty and student success 5/19-20/2016.

Julie Page: KCADNE Fall 2016, Nurse Educator Institute, April 2016, Nurse Tim Webinar- Teaching Mental Health Nursing: Engaging Students to Facilitate Learning Spring 2016. NCLEX Regional Workshop for Educators Fall 2015.

Hali Schultheiss: Oklahoma Wesleyan University- MSN program 2015-2016, KCADNE Fall Forum 10-29,30-2015, Connections Quality Service Training Program, 1-8-16, ACEN Self-Study Conference 3-24-24-2016, Webinars: Concept Mapping: Active Learning for Transformative Nursing Education, 3-9-16, Certified Nurse Educator Prep Course, 1-15-16, Assessing and Promoting Students Clinical Performance, 11-13-15, NCLEX Across the Curriculum, 11-13-15.

Cheryl Smith :KCADNE Fall Forum, Fall 2015, ACEN Self-Study Conference, Spring 2015, NEI Conference Spring 2016, Starlink DVD: Effective Teaching Strategies 4-12-16, Nurse Tim Webinars: Nurses Leading the Way to Fit and Healthy Lifestyles, 1-5-16, Pharmacology Across the Curriculum, 1-23-16, Item Analysis Made Easy, 3-25-16, CNE Prep Course

Review, 1-29-16, Monday Morning Mentor: What Key Concepts Improve Student Learning and Memory?, 2-16-16, How Do I assign Students to Groups, 2-2-16, Midwest Nurse Educator, Pediatric Update, July 2016.

**G. Student Enrollment**

*The purpose of this program review will focus on students who have been accepted and are enrolled into the LCC Nursing Program.*

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

<b>Nursing</b>	<b>AY2012</b>	<b>AY2013</b>	<b>AY2014</b>	<b>AY2015</b>	<b>AY2016</b>
1 <sup>st</sup> Year Students	62	38	38	30	39
2 <sup>nd</sup> Year Students	45	46	28	30	20
Total Student Enrollment	107	84	66	60	59
AAS Program Completers (Graduates)	44*	43*	28	29	17
LPN Certification (1 <sup>st</sup> yr. students)					
1 <sup>st</sup> Attempt Percent	96.88%	100%	100%	90.90%	100%
Cumulative Percent	100%	100%	100%	100%	100%
RN Licensure (2 <sup>nd</sup> .yr. students)					
1 <sup>st</sup> Attempt Percent	93.18%	81.25%	92.86%	100%	82%
Cumulative Percent	97.73%	100%	96.42%	100%	94%**

\*During the first two years of the program review cycle, the nursing program enrolled two cohorts each academic year. Beginning in AY2014, a single cohort is admitted.

\*\*Results pending for one student.

**Perkins Core Indicators of Performance: AAS Nursing Only**

<b>Perkins Core Indicator</b>	<b>AY 2012</b>		<b>AY 2013</b>		<b>AY 2014</b>		<b>AY 2015</b>	
Tech. Skill Attainment	43/43	100%	39/42	93%	28/29	97%	29/29	100%
Credential Cert./Degree	39/44	89%	29/41	71%	22/29	76%	22/30	73%
Retention	44/49	90%	28/38	74%	30/38	79%	32/37	86%
Placement	43/44	98%	36/41	88%	27/29	93%	28/30	93%
Non-Trad. Participation	26/189	14%	32/200	16%	18/158	11%	12/105	11%
Non-Trad. Completion	4/44	9.1%	5/42	12%	1/29	3.5%	1/29	3.5%

### Perkins Core Indicators of Performance: All CTE Programs

Perkins Core Indicator	AY 2012		AY 2013		AY 2014		AY 2015	
	Neg. Rate	Actual Rate	Neg. Rate	Actual Rate	Neg. Rate	Actual Rate	Neg. Rate	Actual Rate
Tech. Skill Attainment	96%	97%	96%	86%	94%	85%	94%	87%
Credential Cert./Degree	80%	78%	80%	71%	79%	61%	79%	77%
Retention	81%	82%	81%	72%	79%	84%	80%	81%
Placement	71%	90%	72%	85%	73%	84%	73%	86%
Non-Trad. Participation	36%	57%	37%	52%	37%	50%	38%	34%
Non-Trad. Completion	10%	7.6%	10%	18%	10%	4.8%	10%	10%

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?

The program director and nurse faculty participate in recruitment and outreach activities throughout the year in community service and service-learning events. Events such as KU Camp Med, Children's Teddy Bear Clinic, High School Health Science Programs, Blood Drives, Flu shot and Blood Pressure Clinics, and Student Nurse Club are examples of ways the program reaches out to the community through service and learning. Additionally, the program works with the Public Relations Director to market the program through TV commercials, digital billboards, and printed brochures.

The Nursing Program has a specific retention/remediation policy to help retain students in the program. The following steps are used to ensure retention of nursing students in the program:

- ❖ The student and instructor become aware that the student has a problem with taking or passing exams.
- ❖ If the student has an exam grade below 80% an exam analysis must be completed with a nursing instructor. In addition, if the cumulative exam average is below 80% the student must complete 2 hours of study time at the college before the next scheduled exam. The next exam cannot be taken until the required study time/exam analysis is completed. The test make-up policy will be implemented for any exam not taken with the class.
- ❖ The student and instructor discuss the Summary of Exam techniques.
- ❖ The student and instructor review each question that the student missed on the exam. The student uses the exam techniques to answer these questions. (The student does not look at his/her former answer or at the correct answer on the answer key).
- ❖ The student and instructor identify the main category and specific problem or contributing factor for why the student missed each question.

- ❖ The instructor/student records why each item was missed on the exam analysis worksheet.
- ❖ The instructor/student totals the number of items missed and the percentages for each specific problem and each main category.
- ❖ Suggested interventions are developed with input from the student and recorded on the Suggestions to Improve Exam Performance checklist.
- ❖ A copy of the Student Remediation exam analysis is given to the student, and another is retained in the student's record.
- ❖ Follow-up appointments (or referrals) for help with exam skills, tutoring, counseling and evaluation of progress are made per student request.

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

Code	Course Title	AY '12	AY '13	AY '14	AY '15	AY '16
NURS 112*	Phlebotomy	23	22	26	16	16
NURS 113/ NURS 206*	Health Assessment for Nursing Practice	7	0	6	9	0
NURS 116*	Pharmacology for Health Care Professionals	28	21	19	8	7
NURS 117/ NURS 207*	Pathophysiology	124	94	84	85	78
NURS 118*	IV Therapy for LPN's	15	12	11	6	8
NURS 120	Fundamentals of Nursing	29	38	38	30	39
NURS 122	Medical-Surgical Nursing	62	32	37	23	36
NURS 124	Family Nursing I	42	21	23	30	50
NURS 126*	LPN Bridge Course	4	0	5	1	4
NURS 151*	Therapeutic Nutrition	3	28	10	8	0
NURS 201	Mental Health Nursing	38	25	28	29	20
NURS 203	Family Nursing II	36	25	28	29	19
NURS 204*	NCLEX RN Review Preparation	16	41	21	25	9
NURS 205	Advanced Medical-Surgical Nursing	45	46	28	30	17

\*Course is not a concentration requirement for the Associate in Applied Science Nursing degree. These courses would be considered either general education or elective courses for students pursuing the pre-nursing program or the pre-BSN degree, students entering LCC's program who already have an LPN, or for practicing nurse professionals refreshing or acquiring additional skills.

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

The nursing program has no distance education for the core curriculum courses, however the RedZone student learning system is utilized to strengthen content and allow for varied teaching strategies. All Nursing classes are offered on-ground on the main campus with the exception of NURS 207 Pathophysiology and NURS 116 Pharmacology for Health Care Professionals. NURS 207 is offered both on-ground and on-line and NURS 116 is offered only online. All core nursing curriculum courses have an off-campus clinical component.

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

Full-time nurse faculty teach both in the classroom and the clinical setting. Adjunct faculty teach non-nursing program courses and clinical instructors teach in the clinical setting as needed. Preceptors are utilized in the final capstone nursing course for a total of twenty-four (24) hours. Nurse faculty accompany students to clinical setting as required by KSBN and ACEN for all other clinical experiences. Kansas State Board of Nursing defines a preceptor as a “registered professional nurse who is not employed by the nursing education program but who provides clinical supervision for professional nursing students in a nursing education program” (Kansas Nurse Practice Act 60-1-104a).

Faculty/Student Ratio

Spring 2016

Course	Theory Students	Clinical	Faculty
NURS 122 Medical Surgical Nursing	36	4 groups	2 FT Faculty 1 FT Simulation 2PT Clinical
NURS 124 Family Nursing I	30	6 groups	2 FT Faculty 1 FT Simulation
NURS 205 Advanced Medical Surgical Nursing	17	2 groups	2 FT Faculty 1 FT Simulation

Fall 2016

Course	Theory Students	Clinical	Faculty
NURS 120 Fundamentals of Nursing	38	4 groups	2 FT Faculty 1 FT Simulation 2PT Clinical
NURS 203 Family Nursing II	32	8 groups	2 FT Faculty 1 FT Simulation
NURS 201 Mental Health Nursing	32	4 groups	2 FT Faculty 1 FT Simulation

Note: The Kansas State Board of Nursing rules and regulations allow no more than ten (10) students in a clinical setting per faculty member (Kansas Nurse Practice Act 60-2-105 Clinical Resources). In addition, many clinical facilities will allow only five (5) students into specialty units such as labor/delivery and mental health.

## **H. Program Assessment**

Program outcomes are performance indicators that reflect the extent to which the purpose of the nursing program are achieved. Program Outcomes are the major learning areas within the discipline in which students will demonstrate mastery. Outcomes are linked to the LCC's mission, "...to provide quality learning opportunities in a supportive environment for success in a changing world"... and... "continuous improvement". LCC Nursing Student Learning Outcomes (SLOs) incorporate Course Outcomes, Level Outcomes, ADN Program Outcomes, Clinical Outcomes, and ACEN Nursing Program Outcomes. These outcomes guide the nursing curriculum and are used as the foundation of the program's systematic evaluation plan.

## **BI-LEVEL AND PROGRAM OUTCOMES**

### **Level I Outcomes**

The student will:

1. Define accountability in practicing nursing within the legal scope of practice for practical nurses in Kansas.
2. Utilize the nursing process in providing safe care in evidence-based practice for individuals, families, and communities with low risk health needs.
3. Effectively identify and incorporate appropriate verbal and nonverbal therapeutic communication skills in caring for individuals with low risk health needs, and document care appropriately.
4. Identify teaching needs for individuals, their families, and communities with low risk health needs.
5. Collaborate with other members of the health care team in the management of resources to effectively provide care for individuals, families and communities with low risk health needs.

### **Level II Outcomes**

The student will:

1. Demonstrate accountability in practicing nursing within the legal scope of practice for registered nurses in Kansas.
2. Interpret the nursing process in providing safe care in evidence-based practice for individuals, families, and communities with low to high-risk health needs.
3. Effectively articulate and incorporate appropriate verbal and nonverbal therapeutic communication skills in caring for individuals with low to high-risk health needs, and document care appropriately.
4. Analyze teaching needs for individuals, their families, and communities with low to high-risk health needs, and develop a teaching plan.
5. Evaluate the prioritization of nursing care and management of resources in providing effective care for individuals, families, and communities with low to high-risk health needs with other members of the health care team.

### **Kansas ADN Alignment Program Outcomes**

1. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.
2. Implement professional standards and scope of practice within legal, ethical, and regulatory frame works.

3. Collaborate with clients and members of the inter-professional health care team to optimize client outcomes.
4. Formulate safe and effective clinical judgments guided by the nursing process, clinical reasoning, and evidence-based practice.
5. Manage care and provide leadership to meet client needs using available resources and current technology.
6. Generate teaching and learning process to promote and maintain health and reduce risks for a global population.
7. Demonstrate effective communication methods to manage client needs and to interact with other health care team members.

**Clinical Outcomes:**

1. Demonstrates professional accountability.
2. Utilize the nursing process in providing safe care in evidenced based practice for individuals, families and communities.
3. Effectively identify and incorporate appropriate verbal, written, and therapeutic communication skills in caring for clients and document care appropriately. Communicate accurately and effectively with clinical staff, students, and faculty to facilitate optimal functioning of the health care team.
4. Identify teaching needs for individuals, families, and communities and develop a teaching plan.
5. Collaborate with other members of the health care team in the prioritization of nursing care and management of resources to effectively provide care for individuals, families, and communities.

**Accreditation Commission for Education in Nursing (ACEN) Nursing Program Outcomes:**

1. Program Completion
2. NCLEX Pass Rates
3. Employment
4. Graduate Satisfaction
5. Employee Satisfaction



### ADN Program and Course Outcome Matrix

Program/Degree: Nursing/Associate of Applied Science in Nursing (ADN)

Program Core/Concentration Courses: NURS 120, 122, 124, 203, 201, 205, 117

PO = Program Outcome

CO = Course Outcome

Course Number	Course Name	PO1	PO2	PO3	PO4	PO5	PO6	PO7
		Integrate caring behaviors in practicing the art and science of nursing within a diverse population.	Implement professional standards and scope of practice within legal, ethical, and regulatory frameworks.	Collaborate with clients and members of the interdisciplinary health care team to optimize client outcomes.	Formulate safe and effective clinical judgments guided by the nursing process, clinical reasoning, and evidence-based practice.	Manage care and provide leadership to meet client needs using available resources and current technology.	Generate teaching and learning processes to promote and maintain health and to reduce risks for a variety of clients.	Demonstrate effective communication methods to manage client needs and to interact with other health care team members.
NURS 120	Fundamental of Nursing	CO2,5	CO2,5	CO3,5	CO 5	CO1	CO5	CO2,4
NURS 122	Medical Surgical Nursing	CO2,5	CO2,5	CO3,5	CO5	CO1	CO5	CO2,4
NURS 124	Family Nursing I	CO2,5	CO2,5	CO3,5	CO5	CO1	CO5	CO2,4
NURS 203	Family Nursing II	CO2,5	CO2,5	CO3,5	CO5	CO1	CO5	CO2,4
NURS 201	Mental Health Nursing	CO2,5	CO2,5	CO3,5	CO5	CO1	CO5	CO2,4
NURS 205	Advanced Medical Surgical Nursing	CO2,5	CO2,5	CO3,5	CO5	CO1	CO5	CO2,4
NURS 117	Pathophysiology							CO1,3

### I. Expenses for Program/Discipline

	YTD Expenditures				
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Director of Nursing	\$71,154.96	\$79,223.00	\$85,098.96	\$90,300.96	\$91,053.16
Nursing Salaries	\$230,951.96	\$237,453.26	\$280,543.28	\$315,172.58	\$296,947.89
Nursing Education Secretary	\$23,763.96	\$23,918.86	\$22,154.00	\$22,596.96	\$22,785.16
Nursing Travel	\$2,658.41	\$2,293.81	\$1,099.90	\$1,636.14	\$2,684.48
Nursing Mileage	\$6,340.79	\$5,454.47	\$6,756.83	\$6,936.53	\$5,377.24
Nursing Assessment Technology	\$27,252.00	\$34,239.00	\$29,041.00	\$25,805.00	\$25,588.50
Nursing Accreditation	\$7,019.65	\$16,472.83	\$9,507.85	\$5,533.90	\$6,672.86
Nursing Drug Screens	\$440.50	\$199.50	\$280.00	\$0	\$200.00
Nursing Supplies	\$15,459.60	\$7,812.72	\$10,156.50	\$7,927.49	\$2,728.04
Nursing Laundry	\$0	\$50.00	\$0	\$0	\$0
Nursing Simulation Center	\$0	\$0	\$0	\$0	\$6,228.78
Nursing Advisory Committee	\$511.71	\$392.82	\$211.83	\$370.00	\$476.46
<b>Total</b>	<b>\$385,553.54</b>	<b>\$407,510.27</b>	<b>\$444,850.15</b>	<b>\$476,279.56</b>	<b>\$460,742.57</b>

Note: Nursing Assessment Technology (ATI) account is funded by student fees. Students pay for the standardized package of assessment as part of fees each semester.

The Nursing Program also receives Carl Perkins funding used for acquisition of equipment and professional development. The 2016-2017 Perkins grant allocation for the Nursing Program is \$6009.00. In addition, the Perkins grant pays for the Nurse Tim webinar subscription service that is available for all Health Science faculty and adjunct instructors. The Kansas Nurse Initiative (KNI) grant, sponsored by Kansas Board of Regents designed to address the nursing shortage, has funded one-half ( $\frac{1}{2}$ ) of one (1) nurse faculty salary for the past eight (8) years.

### ***J. Learning Resources***

Fiscal, physical, and learning resources promote the achievement of the goals and outcomes of the nursing education unit and are strengths of the program. The program has received financial support from the college, providing a stable budget in difficult economic times. The faculty are involved in the department budget process annually through program operational planning. The nursing program moved into the new Zetmeir Health Science building in spring 2014. Classrooms are well-equipped with current technology and furnishings. The Nursing Program considers itself privileged to have an extensive variety of current instructional aids, technology software, hardware, and technical support that promotes student learning and program outcomes. The program has a well-designed and equipped nursing skills lab and simulation center. The skills lab includes hospital beds and adult static manikins used for basic skill development. The simulation center is equipped with high-fidelity simulators that simulate medical emergencies and child birth for student learning opportunities. Patient simulation experiences include infant, pediatrics, adult, and women's health. The simulation center is utilized by all LCC Health Science programs and by community health care institutions to train staff members in uncommon but current health care patient situations.

### ***K. Partnerships***

Communities of interest have input into program process and decision making. Communities of interest work closely with the nursing program to meet the program outcomes. Communities of interest include area high schools, public health agencies, clinical agencies, program students, graduates, and members of the community. These representatives attend advisory committee meetings twice a year, providing their input into program changes and revisions. This committee is not a policy making committee but an information sharing group. Furthermore, the advisory committee also reviews the programs ongoing evaluation plan and data collection each year and is given the opportunity to provide input into the success of the program. Graduates have input into the program by completing an exit survey at the end of each level of the program. The surveys are collated and shared with nurse faculty, administration, and the nursing advisory committee.

Partnerships exist that promote excellence in nursing education, enhance the profession, and benefit the community. Partnerships that exist with the local clinical sites and community agencies are important. Competition for clinical sites is increasing; therefore, retention of the sites is imperative. Nurse faculty attend round-table discussions with clinical sites to discuss clinical rotations each academic year. The clinical site develops a spreadsheet document of all nursing programs and patient care units utilized by each school to ensure that nursing programs partner together and share the clinical space. All courses contain a Community Service and/or Service Learning Project that promote partnerships between the nursing program and the community. For example, in NURS 201 Mental Health Nursing, students partner with the Senior Center to present service-learning projects related to

depression in the elderly and in NURS 203 Family Nursing II, students work with community preschools to partner with well-child assessment, diabetic screenings, and present service-learning projects about hand washing to prevent the spread of disease.

In 2006 the nursing program joined with Pittsburg State University (PSU) nursing program and Ft. Scott Community College (FSCC) nursing program to form a partnership in simulation to capture Kansas Nursing Initiative Grant monies. PSU received \$1.4 million and developed a simulation center and purchased a site license for METI scenarios. The two community college nursing programs have access to the simulation center at PSU for student learning opportunities. In addition, the community college programs also have access to patient care scenarios from PSU.

The LCC Nursing Program has participated in the Kansas Board of Regents Nurse Initiative grant since 2007. This grant allows the program to fund one-half ( $\frac{1}{2}$ ) of the salary of one (1) full-time nursing faculty position. The program continues to participate in the Carl Perkins Career Technology grants to promote excellence in education and enhance the profession of nursing. These grants allow the program to purchase evidence based student and faculty resources that promote the student learning and program outcomes.

In 2011, the LCC Nursing Program joined forces again with PSU and FSCC to develop the Southeast Kansas Nursing Education Collaboration to develop a pilot project creating learning modules that could be downloaded and used by any of the nursing programs. The project received Kansas State Board of Nursing approval. The initial modules were developed in mental health and are housed on the PSU's Angel learning system. All partners are looking forward to adding more modules as learning resources in the future.

LCC Nursing Program and Kansas University (KU) School of Nursing hold an articulation agreement that was signed by both schools on September 11, 2012. The University is accepting all of our curriculum courses and allowing the graduate to complete post-degree credits to complete general education courses at LCC. The RN LCC-graduate can then finish the BSN degree through KU with 30-35 hours that are all completed online.

Additionally, on October 12, 2012 the LCC Nursing Program began formal conversation with Pittsburg State University (PSU) School of Nursing to formulate a written articulation agreement for RN graduates at LCC to have the option to complete a RN-to-BSN degree closer to home. PSU is approximately 30 miles from the LCC campus.

## Review of Previous Action Plan

### Program Action Plan:

Date: 3/18/2011

1. Explore curriculum changes for the needs for the community.  
Complete – The program added NURS 116 Pharmacology and NURS 206 Health Assessment to benefit RN-to-BSN transfer students.
2. Alignment of program with KSBN/KBOR curriculum requirements.  
Complete – The program is in compliance.
3. Lack of time for collaboration within the department for faculty and director.  
Complete – The program has incorporated “Lunch and Learn” to accomplish this goal.
4. Full-time nurse faculty and director ratio to nursing students (pre-nursing and program students) is not favorable to a positive advisement system.  
On-going – Nursing Advisement includes nurse faculty, program director, program assistant, and two academic advisors.
5. Number of full-time nurse faculty (6) to students (155) proportion is very low compared to other Bi-Level program in Southeast Kansas.  
Complete – The program has transitioned into a team teaching model.
6. Create a technology replacement plan and expand technology to include more online testing in each nursing academic course.  
Complete – The program has technology to test online in two large classrooms.

## Review of Previous Action Plan

### Program Action Plan:

Date: 3/18/2011

Weakness/ Opportunities/ Challenges	Department Goal/Action	Budget Estimate/ Funding Source	Timeline	Person Responsible
1. Explore curriculum changes for the needs for the community.	Add Pharmacology, Health Assessment, Trends I and II, Transitions from LPN to RN as standalone courses. Include advisory committee members as part of this process.		Spring 2012	Nurse Faculty Dee
2. Alignment of program with KSBN/KBOR curriculum requirements.	NFO action needed. Move English I and General Psychology from level general education requirements to prerequisites. Make changes to student handbook, program information booklet, and website.		Fall 2011	Nurse Faculty Dee Charlotte
3. Lack of time for collaboration within the department for faculty and director.	Add an online discussion board option. Curriculum retreat to complete systematic evaluation plan. Encourage the attendance of KCADNE state conference each fall. Compile program documents such as minutes and curriculum evaluations in one central area on the computer for easy access to all members of the department.		Fall 2011	Nurse Faculty Dee Charlotte
4. Full-time nurse faculty and director ratio to nursing students (pre-nursing and program students) is not favorable to a positive advisement system.	Work with advising committee to evaluate the best options for advising the large number of nursing students. Director to set advising group times for student advising each semester for pre-nursing, program students, and BSN transfer students. With addition of more health related programs, add a college wide health science student advisor to relieve director and faculty.		Spring 2012	Sara Harris Angela Holmes Nurse Faculty Dee
5. Number of full-time nurse faculty (6) to students (155) proportion is very low compared to other Bi-Level program in Southeast Kansas.	Evaluate the need to increase full time nurse faculty and add ½ time additional program assistant position or consider single entry each fall to facilitate faculty to team teach. Fill vacant full-time nurse faculty position.		Spring 2012 Spring 2011	Nurse Faculty Dee Sara Harris
6. Create a technology replacement plan and expand technology to include more online testing in each nursing academic course.	Involve the director of IT and simulation nurse to steer this plan to replace program technology. Plan to include equipment, cost, date of replacement, and options for funding. Maintenance plan for use of laptop computers for other CTE programs when computers are not in use by nursing.		Fall 2011	Jody Burzinski Jill Coomes

# SUMMARY REPORT: Strengths, Weaknesses, Opportunities, Challenges

## ACADEMIC PROGRAM REVIEW

Date: Fall 2016

Academic Program/Discipline: Nursing

### REVIEW COMMITTEE IDENTIFIED STRENGTHS

*Discuss the major strengths of the academic program/discipline.*

1. New state-of-the-art Health Science building.
2. The simulation center is equipped with state-of-the-art high fidelity mannequins.
3. The program has recruited qualified, committed, and creative faculty members.
4. Faculty and Director are involved in scholarship areas of teaching, integration/creativity, and application/service and are recognized for accomplishments at local, state, and national levels.
5. Program students are recognized for accomplishments at local, state, and national levels.
6. The nursing program works as a team to address and overcome challenges.
7. The average first-time pass rates for NCLEX PN and RN is at or above the national and state level. (2015 1<sup>st</sup>-time NCLEX-RN was 100% for the first time since the program began documenting pass rates.)
8. The nursing program has a positive image in the community.
9. The nursing program has maintained continued approval from KSBN and accreditation from ACEN (otherwise known as NLN and NLNAC).
10. The Nursing Major/Program enrollment accounts for one of the largest number of student groups at LCC.
11. The Nursing Program has strong college administrative and community support.
12. All full-time nurse faculty teach in the classroom and the clinical setting.
13. Both graduates and employees rate the program as either “satisfied or very satisfied” on follow-up reports.
14. Each nursing course has a community/service-learning component.

**SUMMARY REPORT  
ACADEMIC PROGRAM REVIEW**

**Date: Fall 2016**

**Academic Program/Discipline: Nursing**

<p><b>REVIEW COMMITTEE IDENTIFIED WEAKNESSES/OPPORTUNITIES/CHALLENGES</b></p>
-----------------------------------------------------------------------------------

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

1. Student retention is less than national average for ADN programs.
2. Attract more diverse students into program through minority recruitment.
3. Improve 1<sup>st</sup> time pass rates on both the NCLEX-RN and NCLEX-PN exams.
4. The Pre-BSN degree program is being utilized by students to gain access to financial aid, without a specific University RN-to-BSN or BSN generic track.
5. Retention of faculty who want to teach as their career in nursing.

## Program Action Plan

Date: October 2016

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
1. Student retention is less than national average for ADN programs.	Recruitment of highly qualified student applicants for program selection.		1B, 1C	Program Director Nurse Faculty
2. Attract more diverse students into program through minority recruitment.	Serve on Diversity Committee at LCC and participate in the community diversity taskforce.		2A	Program Assistant Program Director Nurse Faculty LCC Advisors
3. Improve 1 <sup>st</sup> time pass rates for both the NCLEX-RN and NCLEX-PN exams.	<p>Increase Pharmacology content, increasing the exposure to alternative testing questions, clinical reasoning/critical thinking skills in the curriculum.</p> <p>Consider the requirement of 80% on unit exams prior to advancement through the program.</p> <p>Seek funding to assist "at risk" students to complete an additional RN review course from a national vendor such as KAPLAN.</p>		<p>3A</p> <p>3A</p> <p>5B</p>	Program Director Nurse Faculty
4. The Pre-BSN degree program is being utilized by students to gain access to financial aid, without a specific University RN-to-BSN or BSN generic track.	Explore options for students who want to take coursework at LCC toward a BSN degree.		1E, 2A	Program Director Nurse Faculty Director Financial Aid CTE Director





### Appendix A: List of Courses

NURS 112*	Phlebotomy
NURS 113*	Health Assessment for Nursing Practice
NURS 116*	Pharmacology for Health Care Professionals
NURS 117*	Pathophysiology
NURS 118*	IV Therapy for LPN's
NURS 120	Fundamentals of Nursing
NURS 122	Medical-Surgical Nursing
NURS 124	Family Nursing I
NURS 126*	LPN Bridge Course
NURS 151*	Therapeutic Nutrition
NURS 201	Mental Health Nursing
NURS 203	Family Nursing II
NURS 204*	NCLEX RN Review Preparation
NURS 205	Advanced Medical-Surgical Nursing

\*Course is not a concentration requirement for the Associate in Applied Science Nursing degree. These courses would be considered either general education or elective courses for students pursuing the pre-nursing program or the pre-BSN degree, students entering LCC's program who already have an LPN, or for practicing nurse professionals refreshing or acquiring additional skills.

## **Appendix B: Faculty in Program Qualifications**

### **Director of Nursing Program**

Dr. DeLyna Bohnenblust, Ed.D, MSN, RN, APRN-CNS, CNE  
Pittsburg State University, Bachelor of Science in Nursing  
Wichita State University, Master of Science in Nursing: CNS Psychiatric/Mental Health Nursing  
Pittsburg State University, Education Specialist: Industrial Education  
Kansas State University, Doctorate of Education: Educational Administration and Leadership  
Certified Nurse Educator, National League of Nursing

### **Nursing Faculty**

Kim Beachner, MSN, RN, APRN-CNS  
Professor of Nursing  
Kansas State University, Associate in Life Science  
Wichita State University, Bachelor of Science in Nursing  
Pittsburg State University, Master of Science in Nursing: CNS Family Health Education

Jill Coomes, MSN, RN, APRN-CNS, CNE  
Professor of Nursing  
Pittsburg State University, Bachelor of Science in Nursing  
Pittsburg State University, Master of Science: Technical Teacher Education  
Pittsburg State University, Master of Science in Nursing: CNS Gerontological Nursing  
Certified Nurse Educator, National League of Nursing

Crystal Garcia, MSN, RN  
Assistant Professor of Nursing  
Labette Community College, Associate in Applied Science in Nursing  
University of Texas at Arlington, Bachelor of Science in Nursing  
Kaplan University, Master of Science in Nursing: Nurse Administrator

Rhonda Gilpin, Ed.S. MN, RN, CNE  
Professor of Nursing  
Labette Community College, Associate in Applied Science in Nursing  
Pittsburg State University, Bachelor of Science in Nursing  
University of Kansas, Master of Nursing  
Pittsburg State University, Education Specialist: Community College and Higher Education  
Certified Nurse Educator, National League of Nursing

Julie Page, MSN, RN, APRN-CNS  
Professor of Nursing  
Pittsburg State University, Bachelor of Science in Nursing  
Pittsburg State University, Master of Science in Nursing: CNS Family Health Education

Hali Schultheiss, MSN, RN  
Assistant Professor of Nursing  
Coffeyville Community College, Associate in Applied Science: Nursing  
Oklahoma Wesleyan University, Bachelor of Science in Nursing  
Oklahoma Wesleyan University, Master of Science in Nursing

Cheryl Smith, MSN, RN  
Associate Professor of Nursing  
Neosho County Community College, Associate of Applied Science: Nursing  
Neosho County Community College, Associate of Science  
Pittsburg State University, Bachelor of Science in Nursing  
University of Phoenix, Master of Science in Nursing: Health Care Education

## 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 postsecondary 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 2<sup>nd</sup> 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](http://kansasregents.org) website.

Agenda Item #: V.C.  
Date: October 13, 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 3.23 Intellectual Property  
Policy 3.24 Academic Freedom  
Policy 3.26 New Course or New Program Approval

The attached exhibits show the proposed changes.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees review Policy 3.23 Intellectual Property, Policy 3.24 Academic Freedom, and Policy 3.26 New Course or New Program Approval. We will request action to be taken at the November Board Meeting.





**POLICY 3.23****INTELLECTUAL PROPERTY**

Labette Community College fosters an environment conducive to the creation, dissemination, discussion, and exploration of knowledge. To encourage the investment of time, thought, creativity, and energy in the development of academic works, including copyright, books, articles, works of art, musical compositions, and course materials, ownership of academic intellectual property resides with the creator.

This policy applies to all intellectual property related to academic works of faculty and students, except in the following circumstances:

- A. Works written or produced for grants or contracts that specify that ownership belong to the funding or contracting party or for College administrative software.
- B. Student-created products that are not claimed by students within 30 days of the close of the semester in which those products were created. After this period, these works belong to the institution except as noted in the course syllabus.
- C. If intellectual property developed at the College is commercialized by someone other than the College, the institution retains the right to control whether the institution's name or logo is displayed in association with the work and to require appropriate acknowledgment of institutional support of the creation of the work. The College should be notified of intent to commercialize use or affix the LCC logo or other related affiliation prior to any commercial agreements.
- D. If the creator was assigned, directed, or specifically funded by the College to develop the material, the institution can recover direct expenses related to the development of intellectual property from revenue subsequently collected by the creator.
- E. Unless otherwise agreed in writing prior to the creation of copyrightable material that is developed for College courses or curriculum, the creator may use the material for his/her own purpose after five years. However, the College will continue to have non-exclusive, royalty-free, use of the work and the ability to modify the work for its use within the institution so that the College's continued use of such material for educational purposes is not jeopardized.
- F. Mediated eCourseware shall not be sold, leased, rented or otherwise used in a manner that competes in a substantial way with the for-credit offering of Labette Community College while the creator is employed by this institution, unless that transaction has received the approval of the chief academic officer.
- G. This policy does not apply to intellectual property developed before this policy was formally approved.

If the College determines that any of the above exceptions apply, the creator of the intellectual property who disagrees with the determination may appeal the determination through the established grievance procedure outlined in the LCC policy and procedure manual.

Adopted: 6/12/01

Revised: 7/9/09

Revised:

## POLICY 3.24

## ACADEMIC FREEDOM

Academic freedom in teaching is fundamental for the protection of faculty members' rights to teach and students' rights to learn. However, these rights are qualified and selected examples of such qualifications are presented below. The College endorses fully the statement on academic freedom in the 1940 Statement of Principles of the American Association of University Professors, and the following specifically:

The instructors of Labette Community College are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties. Research for pecuniary return should be based upon a written agreement ~~in understanding~~ with the ~~administration~~ Chief Academic Officer.

The instructors of Labette Community College are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter that has no subject relevance.

The instructors of Labette Community College are citizens, members of a learned profession, and representatives of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As scholars and professionals, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times endeavor to be accurate, should exercise appropriate restraint, and should show respect for the opinions of others. As private citizens, they should make every effort to indicate they are not speaking as representatives of LCC.

For sound androgogical reasons, faculty members may decide that it is necessary to use course materials that some students may find offensive. When these materials include explicit representations of human sexual acts or other graphic depictions that could reasonably be expected to be offensive to some students, a faculty member has an obligation to give students, in advance of the presentation, information sufficient to enable individual students to make a knowledgeable choice about whether or not to attend that class period. Where reasonable, the faculty member should provide reasonable accommodation to that student. Nonetheless, students remain responsible for learning class materials and for completing course requirements. If a course makes considerable use of such material throughout the semester, students should receive, no later than on the first day of class, information sufficient to enable each of them to make an informed decision about whether or not to take the course.

Appeals concerning academic freedom can be made through the established grievance procedure outlined in the LCC policy and procedure manual.

Adopted: 6/12/01  
Revised: 11/29/07  
Revised:

**Commented [A51]:** Where this could take considerable time away from teaching and other duties, perhaps a "written agreement" would be better than an "understanding".

**Commented [A52]:** Perhaps you want to list a particular position.

**POLICY 3.26****NEW COURSE OR NEW PROGRAM APPROVAL**

To ensure that the College is in compliance with Kansas statutes, Kansas Board of Regents policies and procedures, and expectations of accrediting organizations, this policy regarding New Course or New Program Approval is established.

~~This policy is based on K.S.A. 1999 Supp. 71.601 which stipulates that the Kansas Board of Regents must approve courses for which credit hours are awarded in community colleges. This policy is based on K.S.A. 71-601 et seq., K.S.A. 71-1891 et seq., K.S.A. 72-4480 and K.S.A. 72-4482 which requires that the Kansas Board of Regents approve courses for which credit hours are awarded in community colleges.~~ Further, this policy requires compliance with Chapter 71, Article 6 regarding the definition of credit hour level of courses (not to exceed course levels offered in universities at the sophomore level), standards for determining number of credit hours for courses (time-based standard or competency-based standard), and lastly that the local Board of Trustees shall direct the college President to develop a procedure to address quality issues and faculty involvement in the New Course or New Program Approval process.

Adopted: 2/11/03

Revised:



Agenda Item: V.D.  
Date: October 13, 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

9/2/2016

Check Number	Vendor	Description	Account Number	Amount	Total
114713	A T and T	Phone Service	11-6501-631-000	\$297.37	
		Phone Service - Cherokee Center	11-7103-631-000	\$281.22	\$578.59
114715	American United Life Ins Co Group Pre	September Life Insurance Premiums	11-6501-590-001	\$388.51	\$388.51
114717	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$141.46	
		Cable - Cherokee Center	11-7103-701-000	\$82.06	\$223.52
114718	Kyle G Drennan	Reimburse Mileage - Recruiting	11-5508-603-000	\$140.40	\$140.40
114719	Kara Good	Reimburse Gary Persing NBRC review	12-1211-700-000	\$68.09	\$68.09
114720	Brittany Haley	Reimburse Supplies	11-5507-701-000	\$37.88	\$37.88
114721	Theresa M Hundley	Reimburse Parking Fee-Dept of Ed Tr	11-5201-601-000	\$12.00	
		Reimburse Mileage - Dept of Ed Train	11-5201-601-000	\$156.60	\$168.60
114722	KACRAO	CPC Registration Fees-Kylie Lucas	11-5302-701-000	\$200.00	\$200.00
114723	Kansas Gas Service	Gas Service	11-7102-633-000	\$36.66	
		Gas Service	11-7102-633-000	\$112.25	\$148.91
114724	Kansas Outdoor Advertising	August Advertising	11-6301-613-000	\$575.00	\$575.00
114726	Tammy Kimrey	Reimburse SDMS membership	11-4200-630-031	\$160.00	\$160.00
114727	L C C Foundation	Cherokee Center Rental	11-6201-642-000	\$121,000.00	\$121,000.00
114729	N J C A A Region VI	Volleyball	11-5506-681-000	\$210.00	
		Softball	11-5506-681-000	\$350.00	
		Women's Basketball	11-5506-681-000	\$100.00	
		Men's Basketball	11-5506-681-000	\$100.00	
		Baseball	11-5506-681-000	\$295.00	
		Region VI Membership Dues for 2016	11-5506-681-000	\$600.00	\$1,655.00
114730	Ryan S. Phillips	Softball Travel - 9/25/16	11-5509-601-000	\$250.00	\$250.00
114731	Ryan S. Phillips	Softball Travel - 9/21/16	11-5509-601-000	\$200.00	\$200.00
114732	Ryan S. Phillips	Softball Travel - 9/18/16	11-5509-601-000	\$300.00	\$300.00




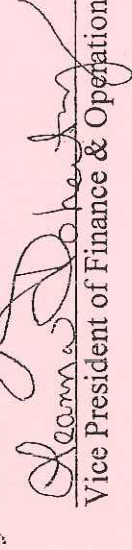
**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/2/2016

Check Number	Vendor	Description	Account Number	Amount	Total
114733	Ryan S. Phillips	Softball Travel - 9/10/16	11-5509-601-000	\$300.00	\$300.00
114736	Barry Seal	Reimburse Mileage - Main Campus	11-7103-602-000	\$33.48	\$33.48
114737	Shawnee Mission College Clinic	CPC Registration Fee - Ross Harper	11-5302-701-000	\$119.00	\$119.00
114740	Topeka Public Schools	CPC Registration Fee-Kylie Lucas	11-5302-701-000	\$50.00	\$50.00
114741	US Foods, Inc	Supplies	16-9684-701-000	\$170.40	
		Food	16-9684-743-000	\$1,798.99	
		Food	16-9684-743-000	\$725.31	\$2,694.70
114742	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$338.31	
		Custodians Phone Charges	11-7102-649-000	\$180.59	\$518.90
114743	W C A Waste Corporation	Waste Removal, Cherokee	11-7103-649-000	\$109.07	\$109.07
114744	Westar Energy, Inc	Electricity	11-7102-634-000	\$17,400.83	
		Electricity - Cherokee Center	11-7103-634-000	\$1,328.31	
		Electricity	16-9482-634-000	\$311.64	\$19,040.78
114745	Wood-Dulohery Insurance Inc	Athletic Insurance	11-5506-625-000	\$84,922.00	\$84,922.00
				<u>\$233,882.43</u>	

11-General Fund	\$230,808.00
12-Postsecondary Technical Education Fund	\$68.09
16-Auxillary Ent Fund	\$3,006.34
67-Capital Outlay	\$0.00
	<u>\$233,882.43</u>

Checks approved for release prior to Board action

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



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	9/7/2016	Account Number	Amount	Total
114746	Labette County Treasurer	Tags for New Van		11-6502-720-000	\$28.75	\$28.75
	11-General Fund		\$28.75			
	12-Postsecondary Technical Education Fund		\$0.00			
	16-Auxillary Ent Fund		\$0.00			
	67-Capital Outlay		\$0.00			
					<u>\$28.75</u>	

Checks approved for release prior to Board action

  
 Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL


9/9/2016

Check Number	Vendor	Description	Account Number	Amount	Total
114747	A T and T	Internet	11-6401-631-000	\$3,422.50	\$3,422.50
114750	CableONE	Cable Service	11-7202-648-000	\$82.38	\$82.38
114751		Refund Book Paid by Cash	16-9381-740-000	\$64.80	\$64.80
114752	City of Parsons	Water Service	11-7102-632-000	\$1,967.67	
		Water Service	16-9482-632-000	\$184.05	\$2,151.72
114753	Community Health Center	Sept Rent/Dental Assisting Program	12-1215-642-000	\$500.00	\$500.00
114754	Alexander J Coplon	Reimburse Mileage - Recruiting	11-5502-603-000	\$232.20	\$232.20
114755		Refund Book Paid by Cash	16-9381-740-000	\$116.64	\$116.64
114756	Kansas Assn of Community College Tr	2016-2017 KACCT Dues	11-6501-681-000	\$12,135.00	\$12,135.00
114757	Kansas Association of School Boards	Membership Renewal	11-6501-681-000	\$3,200.00	\$3,200.00
114758	Kansas Physical Therapy Association	KPTA Fall Conf Reg - Trent McGown	12-1246-630-000	\$240.00	\$240.00
114759	Kansas Society of Certified Public Acc	Membership/Dues/Leanna Doherty	11-6501-681-000	\$280.00	\$280.00
114760	Kansas-Nebraska Region Phi Theta Ka	PTK Leadership Conference	11-1126-604-000	\$492.00	\$492.00
114761	Aaron Keal	Baseball Travel - 9/30/16	11-5502-601-000	\$400.00	\$400.00
114762	Aaron Keal	Baseball Travel - 9/28/16	11-5502-601-000	\$400.00	\$400.00
114763	Aaron Keal	Baseball Travel - 9/16/16	11-5502-601-000	\$800.00	\$800.00
114764	Aaron Keal	Baseball Travel - 9/12/16	11-5502-601-000	\$400.00	\$400.00
114765	KJCCC	Volleyball Officials	11-5504-680-000	\$3,288.00	\$3,288.00
114766	Kylie Lucas	Reimburse Mileage-HS & College Visi	11-5302-601-000	\$169.02	\$169.02
114768	Pepsi-Cola	Pop in the Box	16-9684-701-000	\$849.24	\$849.24
114769	Rural Water District #5	Utility Water, Cherokee	11-7103-632-000	\$29.97	\$29.97
114771	Ryan Seme	Reimburse Mileage - Meetings (12)	12-4204-605-000	\$481.68	\$481.68
114772	Jerrold W Stanford	Reimburse Mileage - Recruiting	11-5508-603-000	\$151.20	\$151.20
114773	Veritiv	Office Services Paper	11-6503-705-000	\$291.12	
		Credit on Paper	11-6503-705-000	(\$77.55)	

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	9/9/2016	Account Number	Amount	Total
114773	Veritiv	Office Services Envelopes & Paper		11-6503-705-000	\$544.97	\$758.54
					<u>\$30,644.89</u>	
	11-General Fund		\$28,208.48			
	12-Postsecondary Technical Education Fund		\$1,221.68			
	16-Auxillary Ent Fund		\$1,214.73			
	67-Capital Outlay		\$0.00			
			<u>\$30,644.89</u>			

Checks approved for release prior to Board action

  
\_\_\_\_\_  
President

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



LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

9/16/2016

Check Number	Vendor	Description	Account Number	Amount	Total
114775	Amazon.com LLC	A & P Instructor Guide	11-4209-701-000	\$48.00	
		Textbooks and Shipping Fall 2016	16-9381-740-000	\$606.68	
		Textbooks and Shipping Fall 2016	16-9381-740-000	\$68.64	
		Textbooks and Shipping Fall 2016	16-9381-740-000	\$160.15	\$883.47
114776	APTA	Student APTA membership dues	12-1213-700-000	\$1,530.00	\$1,530.00
114778	Joseph Burke	Reimburse Meals - CNCTYC trip	11-4201-601-000	\$27.48	
		Reimburse Parking - CNCTYC Trip	11-4201-601-000	\$36.00	\$63.48
114779	Jody Burzinski	Reimburse Mileage-Cherokee Ctr Aug	11-6403-602-000	\$151.20	
		Reimburse Mileage-Riverton Accuplacer	11-6403-602-000	\$51.84	
		Reimburse Mileage-LCHS Accuplacer	11-6403-602-000	\$10.80	\$213.84
114780	CableONE	Ted Hill Internet	11-6401-631-000	\$87.95	\$87.95
114781	Coleen Carter	Reimburse Mileage - Cheokee Center	11-6401-601-000	\$66.96	
		Reimburse Supplies	11-6401-701-000	\$10.07	\$77.03
114782	Jill Coomes	Reimburse Hotel-Institute Sim Educat	11-4200-630-023	\$512.84	\$512.84
114783	Crossroads Charters Inc.	Bus for Softball Travel	11-6502-720-000	\$1,080.00	\$1,080.00
114786	Farm Bureau Financial Services	Life Insurance Policy George Knox	11-6501-590-001	\$1,201.00	
		Life Insurance Policy Tammy Fuentez	11-6501-590-001	\$130.00	
		Life Insurance Policy for Joseph Burke	11-6501-590-001	\$922.00	
		Life Insurance Policy Leanna Doherty	11-6501-590-001	\$222.00	\$2,475.00
114787	FedEx Express	Package Shipping (7)	11-5303-701-000	\$131.05	\$131.05
114788	Tammy Fuentez	PTK Leadership - Student Trip	11-1126-604-000	\$300.00	\$300.00
114789	Jacob R Fulsom	Reimburse Volleyball Travel	11-5504-601-000	\$139.94	\$139.94
114791	Ross Harper	Reimburse Mileage - Recruiting (4)	11-5302-601-000	\$139.32	
		Reimburse Mileage - Respiratory Rec	12-1211-602-000	\$40.50	\$179.82
114792	J R C - D M S	JRC-DMS Clinical Change Fee	12-1214-670-000	\$50.00	\$50.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**


Check Number	Vendor	Description	Account Number	Amount	Total
114794	Kansas Department of Revenue	Printshop Sales Tax/August	11-6503-701-000	\$4.63	
		Food Service Sales Tax/August	16-0000-216-001	\$315.64	
		Bookstore Sales Tax/August	16-0000-216-001	\$13,114.51	\$13,434.78
114795	Kansas Gas Service	Gas Service	11-7102-633-000	\$297.78	
		Gas Service	11-7103-633-000	\$40.38	
		Gas Service	16-9482-633-000	\$91.11	\$429.27
114797	KCADNE	KCADNE Registration-Bohnenblust	12-1246-630-000	\$75.00	
		KCADNE Registration-Page	12-1246-630-000	\$75.00	
		KCADNE Registration-Coomes	12-1246-630-000	\$75.00	
		KCADNE Registration-Beachner	12-1246-630-000	\$75.00	
		KCADNE Registration-Smith	12-1246-630-000	\$75.00	
		KCADNE Registration-Gilpin	12-1246-630-000	\$75.00	
		KCADNE Registration-Garcia	12-1246-630-000	\$75.00	
		KCADNE Registration-Schultheiss	12-1246-630-000	\$75.00	\$600.00
114800	Kylie Lucas	Reimburse Mileage-HS, KC Visit	11-5302-601-000	\$306.72	\$306.72
114801	Deborah L Miller	Reimburse Screencast.com 1 year su	11-1106-700-000	\$49.00	\$49.00
114802	Nancy Newby	Reimburse Meals - CNCTYC Trip	11-4209-601-000	\$25.84	\$25.84
114805	Touchtone Communications	Long Distance	11-6501-631-000	\$47.98	




LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	Account Number	Amount	Total
114805	Touchtone Communications	Long Distance - Cherokee Center	11-7103-631-000	\$19.96	\$67.94
				<u>\$22,637.97</u>	
	11-General Fund			\$6,060.74	
	12-Postsecondary Technical Education Fund			\$2,220.50	
	16-Auxillary Ent Fund			\$14,356.73	
	67-Capital Outlay			<u>\$0.00</u>	
				<u>\$22,637.97</u>	

Checks approved for release prior to Board action

  
\_\_\_\_\_  
President

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

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

9/22/2016

Check Number	Vendor	Description	Account Number	Amount	Total
114808	A S C A P	Licensing Fee	11-1111-682-000	\$380.80	\$380.80
114809	A T and T	Phone Service	11-6501-631-000	\$4,813.64	\$4,813.64
114810	A T and T	Internet	11-6401-631-000	\$1,616.40	\$1,616.40
114811	Bank of Parsons	Principal - Zetmeir Building	11-6201-761-000	\$27,586.36	
		Interest - Zetmeir Building	11-6201-762-000	\$1,368.09	\$28,954.45
114813	Delyna R Bohnenblust	Reimburse Hotel - KSBN/KCADNE	12-1208-601-000	\$206.74	
		Reimburse Meals - KSBN/KCADNE	12-1208-601-000	\$65.52	
		Reimburse Mileage - Meetings (4)	12-1208-602-000	\$549.72	\$821.98
114814	Susan Brouk	Reimburse Mileage - Cherokee Cente	12-1204-602-000	\$32.40	
		Reimburse Meals - Perkins Meeting	12-1246-630-000	\$11.00	
114815		Reimburse Mileage - Perkins Meeting	12-1246-630-000	\$162.00	\$205.40
114817		Refund Book - Paid by Check	16-9381-740-000	\$121.27	\$121.27
114818	Ralph Gouvion	Refund Book - Paid by Check	16-9381-740-000	\$38.24	\$38.24
114819	Ross Harper	Refund Book-Paid by Check	16-9381-740-000	\$37.80	\$37.80
114820		Reimburse Mileage - Recruiting (7)	11-5302-601-000	\$237.06	\$303.48
		Reimburse Mileage - Freeman	12-1211-602-000	\$66.42	
		Refund Book Paid by Check	16-9381-740-000	\$130.01	\$130.01
114821	Intrust Card Center	Instructor Resources	11-4209-701-000	\$64.79	
		Hotel Vernon-Volleyball Tournament	11-5504-601-000	\$855.90	
		ACCT Leadership Congress - G Knox	11-6101-601-000	\$825.00	
		Accuplacer Test Units	11-6401-661-001	\$1,850.00	
		Security Camera Server Dri Blue Iris	11-6401-701-000	\$75.28	
		OnStar for LCC Vehicles	11-6502-720-000	\$130.87	
		Registry Review CD's	12-1214-700-000	\$29.55	
		Registry Review CD's	12-1246-701-010	\$2,175.00	



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/22/2016

Check Number	Vendor	Description	Account Number	Amount	Total
114821	Intrust Card Center	Textbooks and Shipping Fall 2016	16-9381-740-000	\$72.14	
		Textbooks and Shipping Fall 2016	16-9381-740-000	\$444.09	
		Bookstore Supplies	16-9482-649-000	\$296.47	\$6,819.09
114822	Joe Smith Company, Inc	Concessions	16-9381-742-000	\$234.26	\$234.26
114825		Refund Book - Paid by Check	16-9381-740-000	\$49.68	\$49.68
114827	Leigh Ann Martin	Reimburse Mileage - Main Campus (	12-1215-601-000	\$97.20	\$97.20
114828	Patrick E McReynolds	Reimburse Mileage - KACCT Meeting	11-6102-601-000	\$376.92	\$376.92
114829	Parsons Rotary Club C/O Phil Eaton	Quarterly Dues-Mark Watkins	11-4202-681-000	\$120.00	
		Quarterly Dues-Geroge Knox	11-6101-702-000	\$120.00	\$240.00
114830	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$781.44	\$781.44
114833	Ryan Seme	Reimburse Mileage - Meetings (7)	12-4204-605-000	\$442.26	\$442.26
114834	The CORE - Labette Health	PED 1850002-Lifesaving-6 Students	11-1133-523-001	\$924.00	\$924.00
114835	Wal-Mart Community	Items for PTK Awareness Week	11-1126-604-000	\$13.76	
		Items for PTK Awareness Week	11-1126-604-000	\$90.97	
		Supplies	11-6401-701-000	\$152.67	
		Cherokee Welcome Week Items	11-7103-701-000	\$33.47	
		Supplies for classroom/lab	12-1215-700-000	\$45.89	
		Supplies	12-4204-701-000	\$183.64	
		Supplies	16-9684-701-000	\$2.98	
		Food	16-9684-743-000	\$93.60	
		Food	16-9684-743-000	\$65.24	
		Food	16-9684-743-000	\$8.00	
		Food	16-9684-743-000	\$36.64	
		Food	16-9684-743-000	\$16.80	
		Food	16-9684-743-000	\$51.83	

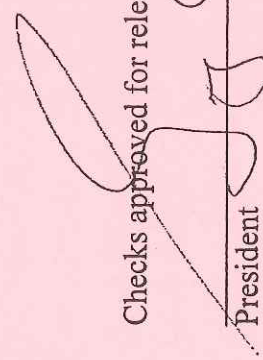



LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

9/22/2016

Check Number	Vendor	Description	Account Number	Amount	Total
114835	Wal-Mart Community	Food	16-9684-743-000	\$93.95	
		Food	16-9684-743-000	\$15.80	
		Food	16-9684-743-000	\$233.69	
		Food	16-9684-743-000	\$17.96	\$1,156.89
				<u>\$48,545.21</u>	
	11-General Fund			\$42,417.42	
	12-Postsecondary Technical Education Fund			\$4,067.34	
	16-Auxillary Ent Fund			\$2,060.45	
	67-Capital Outlay			<u>\$0.00</u>	
				\$48,545.21	

Checks approved for release prior to Board action

  
President

  
Vice President of Finance & Operations

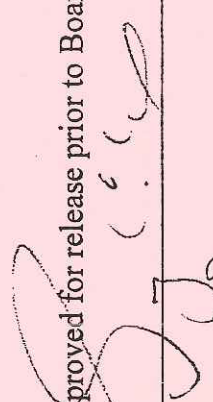

LABELLE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

9/23/2016

Check Number	Vendor	Description	Account Number	Amount	Total
114836	American Heritage Life Insurance Com	Cancer Premiums	11-0000-273-000	\$98.81	\$98.81
114837	Bay Bridge Administrators, LLC f/b/o SE	Employee 403(b) Contributions	11-0000-258-000	\$12,733.00	
		Cancer Premiums	11-0000-273-000	\$331.43	
		Disability Premiums	11-0000-275-000	\$633.38	
		Life Insurance Premiums	11-0000-276-000	\$842.32	
		Employer Matching 403(b)	11-6501-590-001	\$3,695.00	\$18,235.13
114838	Kansas Payment Center	Garnishment	11-0000-265-000	\$492.00	\$492.00
114839	L C C Faculty Association	September Faculty Dues	11-0000-264-000	\$992.18	\$992.18
114840	L C C Foundation	Employee Contributions	11-0000-268-000	\$1,276.08	\$1,276.08
114841	Laurie B Williams	Garnishment	11-0000-270-000	\$675.00	\$675.00
114842	Security Benefit Life Insurance Co.	Medical Reimb/Child Care	11-0000-277-000	\$2,188.83	\$2,188.83
				<u>\$23,958.03</u>	

11-General Fund	\$23,958.03
12-Postsecondary Technical Education Fund	\$0.00
16-Auxillary Ent Fund	\$0.00
67-Capital Outlay	\$0.00
	<u>\$23,958.03</u>

Checks approved for release prior to Board action

  
 President  
  
 Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	9/26/2016	Account Number	Amount	Total
114843	Scotty Zollars	Instructors Textbook		11-4201-701-000	\$143.12	\$143.12
	11-General Fund		\$143.12			
	12-Postsecondary Technical Education Fund		\$0.00			
	16-Auxillary Ent Fund		\$0.00			
	67-Capital Outlay		\$0.00			
					<u>\$143.12</u>	

Checks approved for release prior to Board action

  
Vice President of Finance & Operations



LABELE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

9/29/2016

Check Number	Vendor	Description	Account Number	Amount	Total
114844	American United Life Ins Co Group PreOctober Life Insurance Premiums		11-6501-590-001	\$613.62	\$613.62
114845	Delyna R Bohnenblust	Reimburse APNA Conference Flight	12-1208-670-000	\$257.20	
		Reimburse APNA Member Dues	12-1208-670-000	\$135.00	
		Reimburse APNA Annual Conference	12-1208-670-000	\$495.00	\$887.20
114846	Linda G Brown	Reimburse Mileage - Clinical Visits (3)	12-1210-601-000	\$111.24	\$111.24
114848	Cox Communications	Internet	11-6401-631-000	\$141.55	
		Cable	11-7103-701-000	\$84.11	\$225.66
114850	Janice S Every	Reimburse Mileage - SHRM Conf 201	11-6504-601-001	\$141.48	\$141.48
114851	Jacob R Fulsom	Volleyball Travel - 10/27/16	11-5504-601-000	\$200.00	\$200.00
114852	Jacob R Fulsom	Volleyball Travel - 10/25/16	11-5504-601-000	\$150.00	\$150.00
114853	Jacob R Fulsom	Volleyball Travel - 10/18/16	11-5504-601-000	\$150.00	\$150.00
114854	Jacob R Fulsom	Volleyball Travel - 10/14/16	11-5504-601-000	\$200.00	\$200.00
114855	Jacob R Fulsom	Volleyball Travel - 10/4/16	11-5504-601-000	\$200.00	\$200.00
114858	Kansas Gas Service	Gas Service	11-7102-633-000	\$36.64	\$36.64
114861	Aaron Keal	Baseball Travel - 10/17/16	11-5502-601-000	\$400.00	\$400.00
114862	Aaron Keal	Baseball Travel - 10/14/16	11-5502-601-000	\$400.00	\$400.00
114863	Aaron Keal	Baseball Travel - 10/3/16	11-5502-601-000	\$400.00	\$400.00
114865	Tammy Kimrey	Reimburse Mileage - Clinicals (5)	12-1210-602-000	\$208.44	\$208.44
114867	KJCCC	Annual Conference Dues 2016-17	11-5506-681-000	\$8,000.00	\$8,000.00
114868	Ashley Moore	Reimburse Kansas License Renewal	11-4200-630-030	\$46.13	
		Reimburs ARRT Registry Renewal	11-4200-630-030	\$25.00	
		Reimburse Mileage - Clinicals (6)	12-1210-602-000	\$460.62	\$531.75
114869	Neosho County Community College	Reissued Check FY16-Volleyball Fee	11-5504-601-000	\$350.00	\$350.00
114871	Oswego Lions Club	Reissued Check-Memorial Fred Taylo	11-6102-709-000	\$50.00	\$50.00
114872	Ryan S. Phillips	Softball Travel - 10/21/16	11-5509-601-000	\$200.00	\$200.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/29/2016

Check Number	Vendor	Description	Account Number	Amount	Total
114873	Ryan S. Phillips	Softball Travel - 10/16/16	11-5509-601-000	\$250.00	\$250.00
114874	Ryan S. Phillips	Softball Travel - 10/8/16 MSSU	11-5509-601-000	\$250.00	\$250.00
114875	Ryan S. Phillips	Softball Travel - 10/8/16	11-5509-601-000	\$250.00	\$250.00
114876	Ryan S. Phillips	Softball Travel - 10/5/16	11-5509-601-000	\$250.00	\$250.00
114877	Ryan S. Phillips	Softball Travel - 10/2/16	11-5509-601-000	\$300.00	\$300.00
114878	Ryan S. Phillips	Softball Travel - 10/1/16	11-5509-601-000	\$300.00	\$300.00
114879	Shell Fleet Plus	Gasoline	11-6502-720-000	\$192.59	\$192.59
114881	US Foods, Inc	Supplies	16-9684-701-000	\$175.47	\$175.47
		Supplies	16-9684-701-000	\$146.90	\$146.90
		Supplies	16-9684-701-000	\$146.72	\$146.72
		Food	16-9684-743-000	\$985.31	\$985.31
		Food	16-9684-743-000	\$1,543.17	\$1,543.17
		Food	16-9684-743-000	\$687.47	\$687.47
		Food	16-9684-743-000	\$1,065.30	\$1,065.30
114882	Vernon College	Volleyball Tournament Fee	11-5504-601-000	\$275.00	\$275.00
114883	W C A Waste Corporation	Waste Removal, Cherokee	11-7103-649-000	\$109.07	\$109.07
114884	Westar Energy, Inc	Electricity	11-7102-634-000	\$18,085.60	\$18,085.60
		Electricity - Cherokee Center	11-7103-634-000	\$1,408.06	\$1,408.06



LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	9/29/2016	Account Number	Amount	Total
114884	Westar Energy, Inc	Electricity		16-9482-634-000	\$530.85	\$20,024.51
					<u>\$40,407.54</u>	
	11-General Fund		\$33,458.85			
	12-Postsecondary Technical Education Fund		\$1,667.50			
	16-Auxillary Ent Fund		\$5,281.19			
	67-Capital Outlay		<u>\$0.00</u>			
			<u>\$40,407.54</u>			

Checks approved for release prior to Board action

  
\_\_\_\_\_  
President

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

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

9/30/2016

Check Number	Vendor	Description	Account Number	Amount	Total
115372	A C T	Compass Placement Test Units	11-6401-661-001	\$67.00	
		Compass Placement Test Units	11-6401-661-001	\$67.00	
		Compass Testing Unit	11-6401-661-001	\$67.00	\$201.00
115373	Ace Hardware, Inc.	Zip Ties for Baseball Field	11-5502-701-000	\$61.91	
		Returned Ball Mount	11-6502-720-000	(\$25.99)	
		Ball, Ball Mount, Pin	11-6502-720-000	\$39.57	
		Ball Mount	11-6502-720-000	\$19.99	
		Brad Nail	11-7102-649-000	\$5.49	
		Maintenance Supplies	11-7102-649-000	\$15.47	
		Bungee Cord	11-7102-649-000	\$3.99	
		Wire and WD-40	11-7102-649-000	\$67.32	
		Maintenance Supplies	11-7102-649-000	\$21.91	
		Mouse and Spider Traps	11-7102-649-000	\$22.75	
		Shelf Bracket	11-7102-649-000	\$9.16	
		Wheel	11-7102-649-000	\$25.98	
		Shelf Bracket	11-7102-649-000	\$16.03	
		Hasp	11-7102-649-000	\$19.74	
		Facilities Supplies	11-7102-649-000	\$14.15	
		Support Shelf	11-7102-649-000	\$4.98	
		Maintenance Supplies	11-7102-649-000	\$40.35	
		Liquid Nails	11-7102-649-000	\$3.99	
		Lube Lock Ease	11-7102-671-000	\$2.79	
		Scour Pad and Magic Eraser	11-7102-702-000	\$6.58	
		Custodial Supplies	11-7102-702-000	\$25.96	
		Bookstore Supplies	16-9482-649-000	\$8.48	



LABE I E COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

9/30/2016

Check Number	Vendor	Description	Account Number	Amount	Total
115373	Ace Hardware, Inc.	Bookstore Supplies	16-9482-649-000	\$33.56	\$444.16
115374	ACEN	ACEN Annual Accreditation Fee	12-1208-670-000	\$2,875.00	\$2,875.00
115375	All Seasons Floral and Gifts	D Langat Father-in-law Service	11-6102-709-000	\$35.00	\$35.00
115376	American Association of Community	Institutional Membership	11-6501-681-000	\$2,704.00	\$2,704.00
115377	American Electric Company	Light Bulbs	11-7102-649-000	\$198.00	\$198.00
115378	American Media Investments	August Advertising	11-6301-613-000	\$670.00	\$670.00
115379	C and S Solutions	Clinical Simulatioin & Therapist Exam:	12-1246-701-008	\$1,633.50	\$1,633.50
115380	C D W Government Inc	Adobe Cloud License Renewal	12-1203-700-000	\$2,763.35	\$2,763.35
115381	C I Sport, Inc	Merchandise and Shipping Spring 201	16-9381-741-000	\$655.74	\$655.74
115382	Daniel J Cagle	Vehicle Maintenance, RV-23	11-6502-720-000	\$328.18	\$328.18
115383	Cengage Learning	Testbooks and Shipping Fall 2016	16-9381-740-000	\$720.00	\$720.00
		Returned Textbooks	16-9381-740-000	(\$868.47)	
115384	Central Restaurant Products	Textbooks and Shipping Fall 2016	16-9381-740-000	\$868.47	\$720.00
115385	Chinese Chef	Food Thermometer and Probe	16-9482-850-000	\$261.94	\$261.94
		Network Admin Advisory Committee M	12-1204-709-000	\$70.63	
115386	Community Health Center	Fall Radiography Advisory Mtg	12-1210-709-000	\$247.61	\$318.24
115387	Copy Products Inc	Oct Rent/Dental Assisting Program	12-1215-642-000	\$500.00	\$500.00
		Color Konica Copier Maintenance	11-6503-648-000	\$905.37	
		Copy Usage for Cherokee Center	11-7103-701-000	\$170.02	\$1,075.39
115388	Corporate Business Systems ofMO, In	Savon Copier Maintenance	11-6503-648-000	\$202.70	\$202.70
115389	Crossroads Charters Inc.	Softball Travel Bus - 9/18/16	11-6502-720-000	\$1,080.00	\$1,080.00
115390	Dallas County Community College-Sta	STARLINK Annual Membership	11-4201-630-002	\$600.00	\$600.00
		STARLINK annual membership	12-1246-630-000	\$300.00	\$900.00
115391	Data Source Media, Inc	T640 Toner	11-6401-701-000	\$797.56	
		T640 Toner	11-6401-701-000	\$1,595.12	\$1,595.12



LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

9/30/2016 Account

Check Number	Vendor	Description	Account Number	Amount	Total
115391	Data Source Media, Inc	T642, E360, MS410 Toners	11-6401-701-000	\$3,167.57	\$5,560.25
115392	Dell Marketing L P	Server Harddrive	11-6401-646-002	\$353.39	\$353.39
115393	Design Group Architects LTD	Library Renovation	11-6201-659-001	\$1,141.93	\$1,141.93
115394	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000	\$187.62	\$187.62
115396	Ed Bozarth Chevrolet, Inc	New 12 Passenger Van	11-6502-720-000	\$25,535.00	\$25,535.00
115397	Erie First Christian Church	Memorial for Laura Watkins	11-6102-709-000	\$50.00	\$50.00
115398	Erie High School	Yearbook Ad	11-6301-613-000	\$70.00	\$70.00
115399	Flinn Scientific Inc	Chemistry Supplies	11-1106-700-000	\$825.72	
115400	Fort Hays State Univ	Shipping - Replacement Burner Head: 11-1106-700-000	11-1106-700-000	\$25.16	\$850.88
115401	Four State Maintenance SupplyInc	Gun Survey of Students and Staff	11-6201-701-000	\$100.00	\$100.00
115402	Framing Memories	Urinal Block	11-7102-702-000	\$28.71	
115403	Green Country Auto Group LLC	Liquid Enzyme	11-7102-702-000	\$410.00	
		Liquid Enzyme	11-7103-702-000	\$123.00	\$561.71
		Thiebaud Picture Frame	11-7102-649-000	\$64.16	\$64.16
		Vehicle Maintenance, RV-23	11-6502-720-000	\$553.47	
		Vehicle Maintenance, RV-26	11-6502-720-000	\$130.90	
		Vehicle Maintenance, RV-24	11-6502-720-000	\$7.95	
		Vehicle Maintenance, PK-2	11-6502-720-000	\$411.30	\$1,103.62
115404	Hartman Publishing	Textbooks and Shipping Fall 2016	16-9381-740-000	\$332.66	\$332.66
115405	Henry Schein Dental , Inc	Portable LED Light	12-1215-700-000	\$10.00	
		Dental Lab Supplies	12-1215-700-000	\$31.99	
		Dental Lab Supplies	12-1215-700-000	\$17.99	
		Dental Lab Supplies	12-1215-700-000	\$505.96	
		Kavo America Diagnodent Pen	12-1246-850-009	\$2,211.00	
		Dentsply Nor RDH Freedom Hygiene	12-1246-850-009	\$764.00	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/30/2016

Check Number	Vendor	Description	Account Number	Amount	Total
115405	Henry Schein Dental , Inc	Aseptico, IN Portable LED Light	12-1246-850-009	\$940.00	\$4,480.94
115406	Hillyard/Springfield	Hand Sanitizer	11-7102-702-000	\$558.86	
		Custodial Supplies	11-7103-702-000	\$500.07	\$1,058.93
115407	Jarred, Gilmore & Phillips, PA	FY16 Audit	11-6201-663-000	\$10,000.00	\$10,000.00
115408	Jenzabar, Inc.	Advising Training Contracting	11-6401-646-001	\$168.75	\$168.75
115409	Jesco Products Inc.	Lapping compound for reel mower	11-5502-701-000	\$62.00	\$62.00
115410	Jock's Nitch/Parsons	Practice Baseballs	11-5502-701-000	\$802.67	
		Custom Quick turn hats	11-5502-701-000	\$1,220.95	
		Black Fall T-Shirts	11-5502-701-000	\$487.53	
		Black Fall T-Shirts	11-5502-701-000	\$487.54	
		Black Fall T-Shirts	11-5502-701-000	\$487.54	
		Adidas Catchers gear	11-5502-701-000	\$420.37	
		Volleyball Supplies	11-5504-701-000	\$3,241.55	\$7,148.15
115411	Joplin Globe	Print Advertising	11-6301-613-000	\$495.00	\$495.00
115412	Joplin Supply Company, Inc.	Water Fountain	11-7102-649-000	\$1,425.47	\$1,425.47
115413	K L K C	August Advertising	11-6301-613-000	\$300.00	\$300.00
115414	K O A M - TV	Livin Life Tour	11-6301-613-000	\$1,750.00	
		August Advertising	11-6301-613-000	\$2,500.00	\$4,250.00
115415	K O D E - TV	August Advertising - KSNF	11-6301-613-000	\$500.00	
		August Advertising	11-6301-613-000	\$100.00	
		August Advertising - KSNF	11-6301-613-000	\$250.00	
		August Advertising - KODE	11-6301-613-000	\$2,044.00	
		August Advertising - RSNF	11-6301-613-000	\$500.00	\$3,394.00
115416	K S Y N-FM	August Advertising	11-6301-613-000	\$1,175.00	\$1,175.00
115417	KCIA	KCIA DUES	11-4201-681-000	\$200.00	\$200.00



LABETTE COMMUNITY COLLEGE  
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Check Number	Vendor	Description	Account Number	Amount	Total
115418	KCPNE	KCPNE Membership	12-1208-670-000	\$50.00	\$50.00
115419	Kitchen Pass, Inc.	Fire School Advisory Council Lunche	12-4204-709-000	\$77.69	\$77.69
115420	George Knox	Reimburse Meals - AACC Conf	11-6101-601-000	\$108.29	
		Vehicle Expense	11-6501-590-001	\$900.00	\$1,008.29
115421	KONE Inc	Elevator Maintenance Contract	11-7202-648-000	\$389.80	
		Elevator Maintenance Contract	11-7202-648-000	\$125.84	\$515.64
115422	L and R Specialties, Inc.	Art Supplies	11-1101-700-000	\$278.00	\$278.00
115423	Labette Avenue	Non-Discrimination Notice	11-6301-613-000	\$64.70	
		LCC Offers More Ad	11-6301-613-000	\$80.00	\$144.70
115424	Labette Center for Mental Health Servi	Recovery Month Silver Sponsorship	11-6301-709-000	\$250.00	\$250.00
115425	Landauer Inc	Dosimeters	12-1215-700-000	\$444.00	\$444.00
115426	Laser Designs/PSHTC	Name Badge	11-1102-700-000	\$5.00	
		Name Badge	11-1123-700-000	\$5.00	
		Name Badge	11-4202-701-000	\$5.00	
		Name Badge	11-6505-701-000	\$5.00	
		Name Badge	11-7102-702-000	\$5.00	
		Name Badge	12-1208-700-000	\$5.00	
		Name Badge	12-1211-700-000	\$5.00	
		Name Badge	12-1213-709-000	\$5.00	
		Name Badge	12-1215-700-000	\$5.00	
		Name Badges	12-4204-701-000	\$10.00	\$55.00
115427	M B S Textbook Exchange, Inc.	Textbooks and Shipping Fall 2016	16-9381-740-000	\$303.89	\$303.89
115428	Marmic Fire and Safety Co Inc	Fire Sprinkler Inspection	11-7202-648-000	\$462.00	\$462.00
115429	McCarty's Office Machines Inc	Business Card Holder	11-5302-701-000	\$5.42	
		Signature Stamp - Kathy Johnston	11-5303-701-000	\$25.60	

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Check Number	Vendor	Description	Account Number	Amount	Total
115429	McCarty's Office Machines Inc	Signature Stamp - Red Ink	11-5303-701-000	\$22.60	
		Ink Cartridges	11-6101-702-000	\$84.10	
		Steno books, Fax toner	11-6503-701-000	\$223.26	
		Stapler	11-6503-701-000	\$25.01	\$385.99
115430	McKesson Medical-Surgical INC	Walach Doppler, Basic Module	12-1246-850-004	\$565.85	\$565.85
115431	Medco Sports Medicine	Athletic Trainer Supplies	11-5507-701-000	\$300.23	\$300.23
115432	Mytown Media, Inc	August Advertising	11-6301-613-000	\$300.00	\$300.00
115433	Nasco	Merchandise and Shipping Fall 2016	16-9381-741-000	\$489.24	\$489.24
115434	NCLEX Program Reports	NCLEX Program Reports	12-1208-670-000	\$650.00	\$650.00
115435	Organization of American Historians	OAH Membership	11-4200-630-016	\$95.00	\$95.00
115436	P H S Booster Club	Booster Club Ad	11-6301-613-000	\$500.00	\$500.00
115437	P1 Group Inc	Service Call	11-7102-649-000	\$1,003.88	
		Service Call	11-7102-649-000	\$1,508.89	
		Monthly Contract	11-7103-649-000	\$500.00	
		Monthly Contract	11-7202-648-000	\$4,496.00	\$7,508.77
115438	Par Forms Corporation	Pens for Recruiting	11-5302-701-000	\$762.94	
		Back Packs for Recruiting	11-5302-701-000	\$1,302.41	
		Pencils for Recruiting	11-5302-701-000	\$260.42	\$2,325.77
115439	ParCom Telephone Company	Reverse 3 Cell Phone	11-6501-631-000	\$29.99	\$29.99
115440	Parsons Chamber of Commerce	Golf Tournament Sponsor	11-6301-709-000	\$50.00	\$50.00
115441	Parsons High School Business Office	Yearbook Ad	11-6301-613-000	\$100.00	\$100.00
115442	Parsons Lions Club	Flag Display Sponsor	11-6301-709-000	\$110.00	\$110.00
115443	Parsons Sun	Active Living Ad	11-6301-613-000	\$225.00	
		Non-Discrim Policy	11-6301-613-000	\$119.10	\$344.10
115444	Patterson Medical Supply, Inc.	PTA Equipment Inspections	12-1213-646-000	\$628.13	\$628.13



**LABETTE COMMUNITY COLLEGE  
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Check Number	Vendor	Description	Account Number	Amount	Total
115445	Jeremiah Pecha	Concrete Pad for Batting Cages	11-6201-659-003	\$12,537.00	\$12,537.00
115446	Pennington Seed, Inc.	Seed for Baseball Field	11-7102-649-000	\$3,728.75	
		Seed for Softball Field	11-7102-649-000	\$2,565.00	\$6,293.75
115447	Proforma	MaxGlide Click Corporate Pens	11-6301-709-000	\$188.18	\$188.18
115448	Quality Printing, Inc. (AP)	Viewbooks	11-5302-701-000	\$2,805.00	\$2,805.00
115449	Reserve Account	PBP# 20352357 (Postage)	11-6503-611-000	\$2,000.00	\$2,000.00
115450	Henry Schein, Inc.	Supplies of Lab	12-1215-700-000	\$229.86	\$229.86
115451	School Specialty, Inc	9/10 Week Class Record Book	11-6503-701-000	\$171.69	\$171.69
115452	Show Me Communications/Radcliff Ag	1/4 Page Magazine Ad	11-6301-613-000	\$350.00	\$350.00
115453	Southeast High School	Yearbook Ad	11-6301-613-000	\$100.00	\$100.00
115454	Southeast High School Booster Club	Booster Club Ad	11-6301-613-000	\$125.00	\$125.00
115455	Southeast Kansas Living	Fall 2016 Ad	11-6301-613-000	\$48.75	\$48.75
115456	Swartz Tractor Sales & Service	Seeder - Spreader for baseball field	11-5502-701-000	\$597.33	\$597.33
115457	T & E Auto Sales	Vehicle Maintenance, RV-24	11-6502-720-000	\$40.73	\$40.73
115458	T H Rogers Lumber Company	Facilities Supplies	11-7102-649-000	\$6.58	
		Lumber and Flashlight	11-7102-649-000	\$27.79	
		Lumber	11-7102-649-000	\$14.69	
		Lumber	11-7102-649-000	\$29.38	\$78.44
115459	Thompson Bros. Supplies, INC	Oxygen tanks	12-1211-700-000	\$45.50	\$45.50
115460	Townsend Press Book Center	Textbooks and Shipping Fall 2016	16-9381-740-000	\$1,346.01	\$1,346.01
115461	Troy Brown Heating and Cooling Inc.	Air Conditioning Repair	11-7102-649-000	\$144.00	\$144.00
115462	Tucker and Markham Attorneys at Law	Legal Services	11-6501-662-000	\$1,720.00	\$1,720.00
115463	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	

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

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Check Number	Vendor	Description	Account Number	Amount	Total
115463	UniFirst Corporation	Mats, Mops, Towels, Uniforms	11-7103-649-000	\$36.13	
		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	
		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	16-9482-701-000	\$39.20	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$39.20	
		Aprons, Mats, Mlops, Cloths	16-9482-701-000	\$39.20	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$39.20	\$834.24
115464	W H Boyce LLC	Textbooks and Shipping Fall 2016	16-9381-740-000	\$1,921.91	\$1,921.91
115465	Wood-Dulchery Insurance Inc	Credit Inland Marine Ins/October	11-6501-621-000	(\$1.00)	
		Crime Ins/October	11-6501-621-000	\$159.00	
		Linebacker Ins/October	11-6501-622-000	\$1,595.00	
		Data Compromise Ins/October	11-6501-622-000	\$179.00	
		Umbrella Ins/October	11-6501-622-000	\$924.00	
		General Liability Ins/October	11-6501-622-000	\$861.00	
		Business Auto Ins/ October	11-6502-623-000	\$1,326.00	

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Check Number	Vendor	Description	9/30/2016	Account Number	Amount	Total
115465	Wood-Dulohery Insurance Inc	2017 Chevy Express		11-6502-623-000	\$743.00	\$5,786.00
	11-General Fund		\$121,149.04			
	12-Postsecondary Technical Education Fund		\$15,592.06			
	16-Auxillary Ent Fund		\$6,230.23			
	67-Capital Outlay		\$0.00			
					<u>\$142,971.33</u>	
						<u>\$142,971.33</u>



