

**LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

December 8, 2016

5:30 p.m.

Conference Room

Review Copy

EXHIBIT 1

Labette Community College
Board of Trustees Meeting Agenda
Thursday, December 8, 2016

5:30 p.m.

Conference Room #1, Student Union Building

- I. Adoption of Agenda.....(Exhibit 1)
- II. Approval of November 10, 2016, Regular Meeting Minutes (Exhibit 2)
- III. Reports and/or Board Discussion
 - A. Cardinal Villas Student Housing Update
 - B. Faculty Senate Report
 - C. Administrative Reports
 - 1. Comparison of Expenditures to Budget
 - D. President's Report
 - E. Presidential Hire
- IV. Old Business (Action, Report, or Discussion)
 - A. Westar Energy Easement(Agenda Item IV.A.)
 - B. Library Bid Specs(Agenda Item IV.B.)
- V. New Business (Action, Report, or Discussion)
 - A. Policy Approval(Agenda Item V.A.)
(Exhibit 3)
 - B. Faculty Contract Ratification(Agenda Item V.B.)
(Exhibit 4)
 - C. Approval of Bills.....(Agenda Item V.C.)
(Exhibit 5)
- VI. Public Comment

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

EXHIBIT 1

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

- VII. Next Regular Board Meeting: January 12, 2017, 5:30 p.m., CR, Student Union Building, and Tentative Agenda Items
- VIII. Adjournment

EXHIBIT 2

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
November 10, 2016

The Board of Trustees met at 5:30 p.m. on Thursday, November 10, 2016 in the Conference Room, Student Success Center Building.

Members Present

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

Others Present

Dr. George Knox
Leanna Doherty
Joe Burke
Janice Every
Kathy Johnston
Sue Brouk
Morgan Herlocker

Kevin Doherty
Dee Bohnenblust
David Beach
Mark Watkins
Colleen Williamson
Leigh Ann Martin

Megan Fugate recorded the minutes.

Adoption of Agenda (ACTION ITEM)

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

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Hoskins asked for corrections or additions to the October 13, 2016 regular meeting minutes, Mrs. Zetmeir moved to approve the minutes as presented. Mr. Taylor seconded and motion carried 6-0.

Reports and/or Board Discussion

Cardinal Villas Student Housing Update

Leanna Doherty reported that there was a revised development agreement. Bluffstone requested to make a change order on the parking lot from concrete to asphalt. Mr. Howerter moved to table the discussion until a few questions could be answered. Mr. Taylor seconded and motion carried 6-0.

Leanna Doherty spoke with Brian Gustafson from Bluffstone. The concrete would be a base layer of rock and 4 inches of concrete. The asphalt would have six inches of rock and 3 inches of asphalt.

Mr. Winchell moved to take the discussion off the table. Mr. McReynolds seconded and motion carried 6-0.

Mr. McReynolds moved to approve the amended agreement to allow the parking lot to be asphalt with and extended 10 years of maintenance. Mr. Winchell seconded and motion carried 4-2. Mr. Taylor and Mr. Howerter voted against the motion.

Faculty Senate Report

None

SGA Report

Morgan Herlocker was in attendance to give a short report.

EXHIBIT 2

Administrative Report

Comparison of expenditures to the budget – Leanna Doherty had placed the October financial report at the table. At the end of October we were 33% through the year. The general fund was 32% expended and the technical education/vocational fund was 33% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

President's Report

Dr. Knox gave a short report.

Presidential Hire

The Board of Trustees selected the community members of the search committee for the presidential hire.

Mr. Taylor nominated Ron Holtstein and Bob Brandenburg to serve on the committee. Mrs. Zetmeir nominated Mike Keal and Ron Holstein to serve on the committee. Mr. McReynolds nominated Rod Landrum to serve on the committee.

Mrs. Zetmeir moved to close the nominations, Mr. McReynolds seconded and motion carried 6-0.

Mr. Howerter moved to approve Mike Keal to serve on the committee. Mr. McReynolds seconded. The Board Chair asked for a show of hands for Mike Keal: Mr. Howerter, Mr. Hoskins, Mr. Winchell, and Mrs. Zetmeir voted yes. Mr. McReynolds and Mr. Taylor voted no. Motion carried 4-2.

Mr. Taylor moved to approve Ron Holstein to serve on the committee. Mrs. Zetmeir seconded. The Board Chair asked for a show of hands for Ron Holstein: Mr. Howerter, Mr. Hoskins, Mrs. Zetmeir, Mr. McReynolds, Mr. Taylor and Mr. Winchell voted yes. Motion carried 6-0.

Mr. Howerter moved to approve Mike Keal by acclamation. Mrs. Zetmeir seconded and motion carried 6-0.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Library Bid Specs

Mr. McReynolds moved to approve the bid specs for the library renovation. Mrs. Zetmeir seconded and motion carried 5-1. Mr. Howerter voted against.

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Program Review: Dental Assistant

The Dental Assistant Program Review was discussed. Leigh Ann Martin was in attendance to answer any questions. Mr. Taylor moved to approve the Dental Assistant Program Review. Mrs. Zetmeir seconded and motion carried 6-0.

Policy Approval

Mr. McReynolds moved to approve Policy 3.23 Intellectual Property. Mrs. Zetmeir seconded and motion carried 6-0.

Mrs. Zetmeir moved to approve Policy 3.24 Academic Freedom. Mr. McReynolds seconded and motion carried 6-0.

Mrs. Zetmeir moved to approve Policy 3.26 New Course or New Program Approval. Mr. Taylor seconded and motion carried 6-0.

Policy Review

The Board of Trustees will review the following policies:

Policy 3.36 Hybrid Courses

Action will be taken in December.

Approval of Bills

EXHIBIT 2

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

Mr. Howerter exited the meeting at 6:34pm.

Executive Session

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

Mrs. Zetmeir moved to recess into executive session at 6:35pm for 10 minutes for the purpose of discussing personnel matters of nonelected personnel, inviting in Joe Burke, Janice Every, and Dee Bohnenblust.

The Board will return to open meeting at 6:45pm in this room.

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

Mr. Howerter returned to the meeting at 6:37pm.

Returned to open session at 6:45pm.

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

Mrs. Zetmeir moved to recess into executive session at 6:45pm for 5 minutes for the purpose of discussing personnel matters of nonelected personnel, inviting in Joe Burke, Janice Every, and Dee Bohnenblust.

The Board will return to open meeting at 6:50pm in this room.

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

Returned to open session at 6:50pm.

Faculty Resignation

Mrs. Zetmeir moved to approve the resignation of Kim Beachner, Nurse Educator, effective December 31, 2016, releasing her from the remainder of her contract, enforcing the liquidated damages of \$1,000 and authorized the administration to begin a search for a replacement. Mr. Taylor seconded and motion carried 6-0.

Public Comment

Mrs. Zetmeir commended Ryan Seme on the Leadership & Training that has been going on at Grandview.

Mr. Burke commended Dr. JoLene Klumpp on the great things she is doing with her Developmental Psychology class.

Mr. Hoskins reminded everyone about the Veterans Day Parade on Friday morning at 10am.

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

Chair Hoskins reminded everyone of the next regular meeting of the Board of Trustees scheduled for December 8, 2016 at 5:30 p.m., Conference Room, Student Success Center Building.

Adjournment

Mrs. Zetmeir moved to adjourn the meeting at 6:54pm. Mr. McReynolds seconded and motion carried 6-0.

Megan Fugate, Clerk of the Board

RF

Agenda Item #: IV.A.
Date: December 8, 2016

SUBJECT

Westar Energy Easement

REASON FOR CONSIDERATION BY THE BOARD

To comply with the request by Westar Energy and the City of Parsons.

BACKGROUND

This would allow Westar Energy an easement to bury the overhead power lines and make repairs when needed.

PRESIDENT'S RECOMMENDATION

The signing of the easement presented by Westar Energy is recommended.

(agnbudget07-08adopt)

Agenda Item #: IV.B.
Date: December 8, 2016

SUBJECT

Library Renovations

REASON FOR CONSIDERATION BY THE BOARD

College policy states that the Board of Trustees' approval is normally required for items costing in excess of \$19,999.

BACKGROUND

Since the purchase of the former Bank of Parsons building we have been working on plans to renovate the space to move the library to this building.

PRESIDENT'S RECOMMENDATION

The bid information received will be discussed at the meeting.

(agnbudget07-08adopt)

Agenda Item #: V.A.
Date: December 8, 2016

SUBJECT

Approval of Board Policy

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Updated/created the following policies for approval:

Policy 3.36 Hybrid Courses

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve the edits to Policy 3.36 Hybrid Courses. Approval is recommended.

POLICY 3.36**HYBRID COURSES**

A hybrid course is one that has a portion of the course meeting through distance education - meaning faculty and students are physically separated in place or time, and a portion of the course meeting in a face-to-face classroom. A minimum of 1/3 of the time will meet either face-to-face or through distance education. For example, a hybrid course that meets at least 1/3 of the time face-to-face will meet up to 2/3 of the time through distance education. This could mean one face-to-face class meeting per week for a 3 credit hour course, with the other portion of the class meeting through distance education. These courses are designated in the schedule as "hybrid courses" so that students are aware that there is a required distance education component.

By contrast, a distance education (online) course is one in which 2/3 or more of the instruction is provided in which faculty and students are physically separated in place or time.

Approved: 11/8/12

Change Above:

A hybrid course is one where a portion of the course meets online, meaning faculty and students are physically separated by place and time, and a portion of the course meets in a classroom. A minimum of 25% and a maximum of 75% of a hybrid course will be taught online. The remaining time will be taught in a classroom. For example, a hybrid course that meets 25% of the time in a classroom will meet 75% of the time online. A hybrid course could also, for example, meet 50% of the time in a classroom and 50% online. These courses are designated in the schedule as hybrid courses so students are aware that there is a required online component.

By contrast, an online course is one in which 76% or more of the instruction is provided where faculty and students are physically separated by place and time.

Revised:

SUBJECT

Ratification of Faculty Contract

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Kim Beachner has accepted a nursing position beginning January 1, 2017. Kim has been an adjunct clinical instructor for LCC since fall 1997 and began full time in March 2008. She currently teaches Family Nursing II, Advanced Medical Surgical Nursing, Pathophysiology and NCLEX Review courses. Kim had prior RN experience at Labette Health for 24 years with 22 of those in the obstetrics unit. Kim earned her Bachelor's in Science, Nursing from Wichita State University and her Masters in Nursing from Pittsburg State University. She is certified in Basic Cardiac Life Support and a member of the NLN, National League for Nursing and KONL, Kansas Organization of Nurse Leaders.

Bruce Bowles has accepted a nursing position beginning January 1, 2017. Bruce earned a paramedic certificate and Associate in Applied Science degree from Coffeyville Community College. He earned an Associate in Applied Science in Nursing from LCC, a Bachelor of Science in Nursing and a Master's of Science in Nursing, both from American Sentinel University, Aurora CO. He has had experience as a paramedic/RN and house supervisor for a rural hospital. He has worked as a flight RN and nurse for ARCH Air Medical Service. He has had transfer coordinator experience at one of the busiest Level I trauma centers in the country along with flight nurse experience. Additional experience includes day shift RN, travel RN, clinical adjunct faculty and clinical educator/informatics coordinator. Most recently, Bruce was the Director of Nursing Services at Windsor Place in Coffeyville.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve a Faculty Contract for Kim Beachner, Nurse Faculty. The contract begins on January 1, 2017 at Master's +36 Step 29, \$60,187.

The Board of Trustees approve a Faculty Contract for Bruce Bowles, Nurse Faculty. The contract begins on January 1, 2017 at Master's +12 Step 21, \$50,667.

BIOGRAPHY

Kim Beachner, MSN, APRN-CNS

Kim Beachner has accepted a nursing position beginning January 1, 2017. Kim has been an adjunct clinical instructor for LCC since fall 1997 and began full time in March 2008. She currently teaches Family Nursing II, Advanced Medical Surgical Nursing, Pathophysiology and NCLEX Review courses. Kim had prior RN experience at Labette Health for 24 years with 22 of those in the obstetrics unit. Kim earned her Bachelor's in Science, Nursing from Wichita State University and her Masters in Nursing from Pittsburg State University. She is certified in Basic Cardiac Life Support and a member of the NLN, National League for Nursing and KONL, Kansas Organization of Nurse Leaders.

POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME) CLINICAL NURSING ADDENDUM

Reports to: Dean of Instruction/Director
Organizational Unit: Faculty - Exempt
Salary Range: Per Master Agreement
Revision Date: April 2012

I. Basic Purpose of Position

Nursing instructors provide classroom instruction and clinical education in one or more areas of nursing practice; counsel and advise nursing students on class scheduling and academic problems; participate in curriculum revision; and assist in program assessment.

II. Essential Job Functions

- A. Ability to teach assigned nursing courses in accordance with the description published in the catalog, the schedule of classes, and the course syllabus
- B. Ability to maintain current knowledge of nursing practice in the specialties to be taught
- C. Ability to plan, coordinates and conduct classroom, clinical and laboratory experiences that are appropriate to didactic and clinical requirements of the course based upon accepted principles of adult learning
- D. Ability to maintain and update knowledge of current clinical policies and procedures and interprets them for students
- E. Ability to maintain cooperative, professional relationships with clinical agencies and nurse managers to promote continuation of partnerships with clinical sites and selection of appropriate student learning experiences
- F. Ability to work collaboratively with adjunct clinical instructors in development of clinical calendars, supervision of students, and completion of clinical evaluations
- G. Ability to provide clinical sites with a listing of clinical objectives and schedules
- H. Ability to conduct pre-and post-conferences to prepare, guide, and support students as they complete clinical assignments
- I. Ability to counsel students concerning academic problems and reports any issues that need special consideration to the Director of Nursing
- J. Ability to assist the Director of Nursing in gathering data for state and national reports, etc. by providing grade and other required information in a timely and accurate manner
- K. Ability to participate in nursing curriculum revision and ongoing program assessment as prescribed by accreditation criteria

III. Consulting Tasks

Consults with other full time and adjunct nurse faculty members to revise curriculum and address student and departmental issues

IV. Required Knowledge, Skills and Personal Qualifications

- A. Maintenance of licensure as an RN in Kansas and any other state(s) in which instruction will occur
- B. Ability to effectively work with nursing faculty, clinical site staff, students and other college staff
- C. Current knowledge of one or more nursing specialties

V. Working Conditions

- A. Working environment: usual classroom & hospital environment, standing for extended periods lifting, squatting and bending at the waist as required to effectively supervise students during clinical assignments
- B. Health hazards: exposure to contagious disease in clinical settings
- C. Maintain same physical, immunizations, CPR requirements and background check as nursing students requirements

POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME)

Reports to: Dean of Instruction/Career Technical Director/Program Director

Organizational Unit: Faculty - Exempt

Salary Range: Per Master Agreement

Revision Date: February 2016

See also addendum - Program/Department specific

I. Basic Purpose of Position

Instructors' responsibilities encompass all courses assigned, committees assigned, or other activities required or agreed upon between faculty members and administration as specified in the LCC Master Agreement and LCC Policy/Procedures Manual. Instructors must demonstrate computer literacy in appropriate computer software and be able to demonstrate fluency in written and oral communications.

II. Essential Job Functions

- A. Ability to demonstrate knowledge of and commitment to effective teaching strategies, including active learning and methods to enhance student success at community colleges
- B. Ability to conduct all class sessions in a professional manner and exhibits good judgment and professional behavior
- C. Ability to develop and carry out testing/assessment plans in all courses taught that meets the criteria set forth by the Curriculum and Instruction Committee and the Outcomes Assessment Committee
- D. Ability to be available to advise students according to College policy
- E. Ability to maintain accurate records and reports and submit them in a timely manner to the appropriate person
- F. Ability to provide students with opportunities for community service and volunteerism as appropriate
- G. Ability to promote the general welfare of students and the college
- H. Ability to actively support the service area communities through service learning activities and projects as appropriate
- I. Ability to follow the master course syllabus and coordinate course outlines and book selections in accordance with established deadlines when faculty members teach different sections of the same course
- J. Ability to develop new courses as required by the administration
- K. Ability to develop and provide online instruction in discipline area as needed
- L. Ability to take the LCC Online Teaching course during the first year of teaching if appropriate
- M. Ability to maintain a professional attitude and conduct toward teaching and professional relationships
- N. Ability to actively support the philosophy of shared governance
- O. Ability to provide ongoing communication and professional development opportunities to adjunct and concurrent faculty (particularly at in-service breakout sessions) in such areas as pedagogy, instructional design, course management, instructional delivery, skill improvement, curricular reform initiatives and assessment strategies

- P. Ability to provide concurrent instructors with necessary materials to assess their students according to the Kansas Board of Regents (KBOR) Concurrent Enrollment Partnership (CEP) agreement using the same grading standards, same scoring rubrics and methods (i.e. papers, portfolios, quizzes, labs) and same final exam as a representative on-campus exam, to ensure all students are held to the same standards of achievement.
- Q. Ability to provide necessary support for and student referrals to educational support programs and functions
- R. Ability to maintain and update the technical competencies necessary to perform the job function
- S. Ability to communicate effectively with students of diverse ethnic, socioeconomic, and cultural backgrounds, including students with disabilities
- T. Ability to actively participate in College Standing Committees and Program Review Committees
- U. Ability to promote the College as a responsive community asset through personal representation
- V. Ability to work cooperatively with students, peers, colleagues and administrators
- W. Ability to perform other duties as may be assigned by the appropriate Director, Dean of Instruction, or Vice President of Academic Affairs
- X. Ability to follow all LCC policies/procedures and state and federal laws
- Y. Ability to perform additional items per addendum if applicable

III. Consulting Tasks

- A. Ability to consult with other departmental faculty to revise curriculum and address student and departmental issues.
- B. Ability to consult with College committees and faculty to ensure students' needs are met, to gain understanding of College operations and issues outside the department, and to help formulate educational policies.

IV. Supervises the Following Staff

None

V. Required Knowledge, Skills and Personal Qualifications

- A. Ability to effectively work with other faculty, administrators, students, and other College staff
- B. Ability to set priorities and use appropriate interpersonal skills
- C. Ability to demonstrate knowledge of and commitment to community college philosophy and the College's Strategic Plan
- D. Ability to demonstrate knowledge of commonly used instructional software and education media
- E. Ability to demonstrate understanding of student learning and curriculum development
- F. Ability to demonstrate excellent verbal and written communication skills
- G. Ability to perform job responsibilities and complete work in a timely manner

VI. Preferred Experience

At least three years recent teaching or professional experience in the areas to be taught.

VII. Educational Background

When determining acceptable qualifications of its faculty, LCC gives primary consideration to the highest earned degree in the discipline in conjunction with related work experiences, competence, and teaching effectiveness.

- A. Faculty teaching general education courses (such as English, Math, Liberal Arts, Sciences) will meet the following qualification:
 - Master's degree or higher in the teaching discipline or related field; or
 - Successful completion of at least 18 graduate credit hours in the teaching discipline or related field, with a Bachelor's degree in the academic discipline/related field; or
 - Master's degree in an educational area (i.e. education, technology, curriculum and instruction, etc.) with a Bachelor's degree in the academic discipline/related field; or
 - In extenuating circumstances: Bachelor's degree in the teaching discipline or related field with at least three years of successful teaching experience at an accredited institution and currently teaching in a high school or college. Use of this standard required review and approval of the Vice President of Academic Affairs
- B. Faculty teaching in programs that are accredited or approved by outside agencies shall have teaching credentials that meet the standards specified by that agency.
- C. Faculty teaching non-transfer courses including Career Technical Education (CTE) courses, developmental or college preparation course, College Success Skills, continuing education workshops and workforce education courses must have an appropriate degree and/or credentials, special training, experience, creative production, or other accomplishments or distinctions appropriated to the discipline as determined by the Vice President of Academic Affairs.

VIII. Working Conditions

- A. Working environment: usual classroom environments
- B. Ability to travel to off-campus instructional sites
- C. Ability to be on time and interact with students on a regular basis
- D. Ability to utilize a variety of instructional techniques in a classroom environment
- E. Ability to teach evening courses

BIOGRAPHY

Bruce Bowles, MSN

Bruce Bowles has accepted a nursing position beginning January 1, 2017. Bruce earned a paramedic certificate and Associate in Applied Science degree from Coffeyville Community College. He earned an Associate in Applied Science in Nursing from LCC, a Bachelor of Science in Nursing and a Master's of Science in Nursing, both from American Sentinel University, Aurora CO. He has had experience as a paramedic/RN and house supervisor for a rural hospital. He has worked as a flight RN and nurse for ARCH Air Medical Service. He has had transfer coordinator experience at one of the busiest Level I trauma centers in the country along with flight nurse experience. Additional experience includes day shift RN, travel RN, clinical adjunct faculty and clinical educator/informatics coordinator. Most recently, Bruce was the Director of Nursing Services at Windsor Place in Coffeyville.

POSITION DESCRIPTION

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Reports to: Dean of Instruction/Director
Organizational Unit: Faculty - Exempt
Salary Range: Per Master Agreement
Revision Date: April 2012

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- D. Ability to maintain and update knowledge of current clinical policies and procedures and interprets them for students
- E. Ability to maintain cooperative, professional relationships with clinical agencies and nurse managers to promote continuation of partnerships with clinical sites and selection of appropriate student learning experiences
- F. Ability to work collaboratively with adjunct clinical instructors in development of clinical calendars, supervision of students, and completion of clinical evaluations
- G. Ability to provide clinical sites with a listing of clinical objectives and schedules
- H. Ability to conduct pre-and post-conferences to prepare, guide, and support students as they complete clinical assignments
- I. Ability to counsel students concerning academic problems and reports any issues that need special consideration to the Director of Nursing
- J. Ability to assist the Director of Nursing in gathering data for state and national reports, etc. by providing grade and other required information in a timely and accurate manner
- K. Ability to participate in nursing curriculum revision and ongoing program assessment as prescribed by accreditation criteria

III. Consulting Tasks

Consults with other full time and adjunct nurse faculty members to revise curriculum and address student and departmental issues

IV. Required Knowledge, Skills and Personal Qualifications

- A. Maintenance of licensure as an RN in Kansas and any other state(s) in which instruction will occur
- B. Ability to effectively work with nursing faculty, clinical site staff, students and other college staff
- C. Current knowledge of one or more nursing specialties

V. Working Conditions

- A. Working environment: usual classroom & hospital environment, standing for extended periods lifting, squatting and bending at the waist as required to effectively supervise students during clinical assignments
- B. Health hazards: exposure to contagious disease in clinical settings
- C. Maintain same physical, immunizations, CPR requirements and background check as nursing students requirements

POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME)

Reports to: Dean of Instruction/Career Technical Director/Program Director

Organizational Unit: Faculty - Exempt

Salary Range: Per Master Agreement

Revision Date: February 2016

See also addendum - Program/Department specific

I. Basic Purpose of Position

Instructors' responsibilities encompass all courses assigned, committees assigned, or other activities required or agreed upon between faculty members and administration as specified in the LCC Master Agreement and LCC Policy/Procedures Manual. Instructors must demonstrate computer literacy in appropriate computer software and be able to demonstrate fluency in written and oral communications.

II. Essential Job Functions

- A. Ability to demonstrate knowledge of and commitment to effective teaching strategies, including active learning and methods to enhance student success at community colleges
- B. Ability to conduct all class sessions in a professional manner and exhibits good judgment and professional behavior
- C. Ability to develop and carry out testing/assessment plans in all courses taught that meets the criteria set forth by the Curriculum and Instruction Committee and the Outcomes Assessment Committee
- D. Ability to be available to advise students according to College policy
- E. Ability to maintain accurate records and reports and submit them in a timely manner to the appropriate person
- F. Ability to provide students with opportunities for community service and volunteerism as appropriate
- G. Ability to promote the general welfare of students and the college
- H. Ability to actively support the service area communities through service learning activities and projects as appropriate
- I. Ability to follow the master course syllabus and coordinate course outlines and book selections in accordance with established deadlines when faculty members teach different sections of the same course
- J. Ability to develop new courses as required by the administration
- K. Ability to develop and provide online instruction in discipline area as needed
- L. Ability to take the LCC Online Teaching course during the first year of teaching if appropriate
- M. Ability to maintain a professional attitude and conduct toward teaching and professional relationships
- N. Ability to actively support the philosophy of shared governance
- O. Ability to provide ongoing communication and professional development opportunities to adjunct and concurrent faculty (particularly at in-service breakout sessions) in such areas as pedagogy, instructional design, course management, instructional delivery, skill improvement, curricular reform initiatives and assessment strategies

- P. Ability to provide concurrent instructors with necessary materials to assess their students according to the Kansas Board of Regents (KBOR) Concurrent Enrollment Partnership (CEP) agreement using the same grading standards, same scoring rubrics and methods (i.e. papers, portfolios, quizzes, labs) and same final exam as a representative on-campus exam, to ensure all students are held to the same standards of achievement.
- Q. Ability to provide necessary support for and student referrals to educational support programs and functions
- R. Ability to maintain and update the technical competencies necessary to perform the job function
- S. Ability to communicate effectively with students of diverse ethnic, socioeconomic, and cultural backgrounds, including students with disabilities
- T. Ability to actively participate in College Standing Committees and Program Review Committees
- U. Ability to promote the College as a responsive community asset through personal representation
- V. Ability to work cooperatively with students, peers, colleagues and administrators
- W. Ability to perform other duties as may be assigned by the appropriate Director, Dean of Instruction, or Vice President of Academic Affairs
- X. Ability to follow all LCC policies/procedures and state and federal laws
- Y. Ability to perform additional items per addendum if applicable

III. Consulting Tasks

- A. Ability to consult with other departmental faculty to revise curriculum and address student and departmental issues.
- B. Ability to consult with College committees and faculty to ensure students' needs are met, to gain understanding of College operations and issues outside the department, and to help formulate educational policies.

IV. Supervises the Following Staff

None

V. Required Knowledge, Skills and Personal Qualifications

- A. Ability to effectively work with other faculty, administrators, students, and other College staff
- B. Ability to set priorities and use appropriate interpersonal skills
- C. Ability to demonstrate knowledge of and commitment to community college philosophy and the College's Strategic Plan
- D. Ability to demonstrate knowledge of commonly used instructional software and education media
- E. Ability to demonstrate understanding of student learning and curriculum development
- F. Ability to demonstrate excellent verbal and written communication skills
- G. Ability to perform job responsibilities and complete work in a timely manner

VI. Preferred Experience

At least three years recent teaching or professional experience in the areas to be taught.

VII. Educational Background

When determining acceptable qualifications of its faculty, LCC gives primary consideration to the highest earned degree in the discipline in conjunction with related work experiences, competence, and teaching effectiveness.

- A. Faculty teaching general education courses (such as English, Math, Liberal Arts, Sciences) will meet the following qualification:
- Master's degree or higher in the teaching discipline or related field; or
 - Successful completion of at least 18 graduate credit hours in the teaching discipline or related field, with a Bachelor's degree in the academic discipline/related field; or
 - Master's degree in an educational area (i.e. education, technology, curriculum and instruction, etc.) with a Bachelor's degree in the academic discipline/related field; or
 - In extenuating circumstances: Bachelor's degree in the teaching discipline or related field with at least three years of successful teaching experience at an accredited institution and currently teaching in a high school or college. Use of this standard required review and approval of the Vice President of Academic Affairs
- B. Faculty teaching in programs that are accredited or approved by outside agencies shall have teaching credentials that meet the standards specified by that agency.
- C. Faculty teaching non-transfer courses including Career Technical Education (CTE) courses, developmental or college preparation course, College Success Skills, continuing education workshops and workforce education courses must have an appropriate degree and/or credentials, special training, experience, creative production, or other accomplishments or distinctions appropriated to the discipline as determined by the Vice President of Academic Affairs.

VIII. Working Conditions

- A. Working environment: usual classroom environments
- B. Ability to travel to off-campus instructional sites
- C. Ability to be on time and interact with students on a regular basis
- D. Ability to utilize a variety of instructional techniques in a classroom environment
- E. Ability to teach evening courses

Agenda Item: V.C.
Date: December 8, 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

11/4/2016

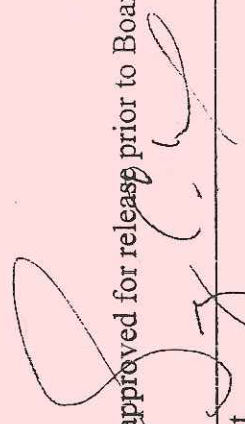
EXHIBIT 5

Check Number	Vendor	Description	Account Number	Amount	Total
115718	A T and T	Phone Service	11-6501-631-000	\$310.65	
		Phone Service - Cherokee Center	11-7103-631-000	\$272.56	\$583.21
115720	Kim Beachner	Reimburse Teaching Resources	11-4200-630-025	\$151.90	\$151.90
115721	Delyna R Bohnenblust	Reimburse Meals - KCADNE	12-1208-601-000	\$35.51	
		Reimburse Hotel - ACEN	12-1208-601-000	\$106.95	
		Reimburse Mileage - Evals, Conf (5)	12-1208-602-000	\$387.18	
		Reimburse Baggage Fee - CNS Conf	12-1208-670-000	\$50.00	
		Reimburse Meals - CNS Conference	12-1208-670-000	\$24.35	
		Reimburse Transportation CNS Confe	12-1208-670-000	\$133.50	
115722	Joseph Burke	Reimburse Hotel - CNS Conference	12-1208-670-000	\$639.40	\$1,376.89
115723	City of Parsons	Reimburse Mileage - Conferences (2)	11-4201-601-000	\$199.80	\$199.80
		Water Service	11-7102-632-000	\$2,144.79	
		Water Service	16-9482-632-000	\$216.61	\$2,361.40
115724	Daniel Colon	Aug Copy Usage	11-4203-701-000	\$37.55	\$37.55
115725	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$141.55	
		Cable - Cherokee Center	11-7103-701-000	\$84.11	\$225.66
115729	ESSDACK	ESSDACK Career Fair Registration F	11-5302-601-000	\$200.00	\$200.00
115730	Rhonda Gilpin	Reimburse Meals - KCADNE	11-4200-630-026	\$22.55	\$22.55
115733	Ross Harper	Reimburse Mileage - Recruiting (5)	11-5302-601-000	\$230.58	\$230.58
115735	Kansas Department of Health and Env	AMX4 KS Registration	12-1210-646-000	\$8.75	\$8.75
115736	Kansas Gas Service	Gas Service	11-7102-633-000	\$126.58	\$126.58
115737	Kansas Outdoor Advertising	October Advertising	11-6301-613-000	\$575.00	\$575.00
115739	Kiwanis Club of Parsons	Dues - Joe Burke	11-4201-681-000	\$237.20	
		Dues - Ryan Seme	12-4204-701-000	\$334.70	\$571.90
115740	Kylie Lucas	Reimburse Mileage - Recruiting (4)	11-5302-601-000	\$236.52	\$236.52

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	Account Number	Amount	Total
115741	Leigh Ann Martin	Reimburse Mileage-Main Campus (3)	12-1215-602-000	\$97.20	\$97.20
115744	Pittsburg State University	Tilford Diversity Conf Registration	11-4201-601-000	\$500.00	\$500.00
115746	Ryan Seme	Reimburse Mileage - Meetings (11)	12-4204+605-000	\$443.34	\$443.34
115747	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$563.30	\$745.97
		Custodian Phone Charges	11-7102-649-000	\$182.67	
115748	Washburn University Of Topeka	KCOG Registration	11-4202-601-000	\$90.00	\$90.00
				<u>\$8,784.80</u>	
		11-General Fund		\$6,307.31	
		12-Postsecondary Technical Education Fund		\$2,260.88	
		16-Auxillary Ent Fund		\$216.61	
		67-Capital Outlay		\$0.00	
				<u>\$8,784.80</u>	

Checks approved for release prior to Board action



President

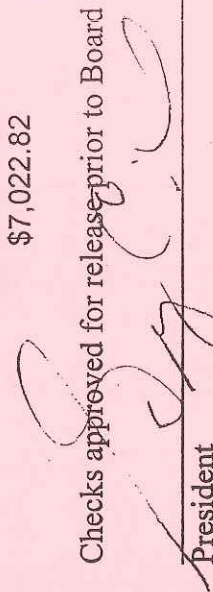


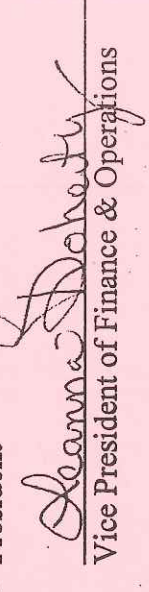
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
115765	A T and T	Internet	11-6401-631-000	\$3,422.66	\$3,422.66
115766	American Association of Community C	Annual Convention Registration-G Kn	11-6101-601-000	\$805.00	\$805.00
115767	Susan Brouk	Reimburse Mileage - Meeting (3)	12-1204-602-000	\$82.08	\$82.08
115768	CableONE	Cable Service	11-7202-648-000	\$82.38	\$82.38
115769	Coleen Carter	Reimburse Mileage - Cherokee Cente	11-6401-601-000	\$33.48	\$33.48
115771	Leanna Doherty	Reimburse Meals - KACCBO	11-6201-601-000	\$12.71	\$12.71
115772	Rhonda Gilpin	Reimburse Mileage - KACCBO	11-6201-601-000	\$157.68	\$170.39
115774	Brittany Haley	Reimburse Mileage-Orient., Clinicals (12-1208-602-000	\$119.88	\$119.88
115775	Ross Harper	Reimburse NATA ATC Membership R	11-5507-601-000	\$244.00	\$244.00
115777	Tammy Kimrey	KS ATC License Renewal Fee	11-5507-601-000	\$68.68	\$312.68
115778	Ashley Moore	Reimburse Mileage - Recruiting (6)	11-5302-601-000	\$257.04	\$257.04
115779	Mitchell A Rolls	Reimburse Mileage - Clinicals (5)	12-1210-602-000	\$368.82	\$368.82
115780	Mitchell A Rolls	Reimburse Mileage - Clinicals (6)	12-1210-602-000	\$342.90	\$342.90
115781	Rural Water District #5	Women's BB Travel - 11/18/16	11-5503-601-000	\$400.00	\$400.00
115784	Scotty Zollars	Reimburse Mileage- Recruiting Trip	11-5503-603-000	\$147.96	\$147.96
115785	Enterprise Rent-a-Car	Water Bill - Cherokee Center	11-7103-632-000	\$55.96	\$55.96
		Reimburse Mileage - LSTA Focus Grc	11-4101-602-000	\$65.34	\$65.34
		Rental Van	11-6502-720-000	\$356.25	\$356.25
				<u>\$7,022.82</u>	

Checks approved for release prior to Board action


President


Vice President of Finance & Operations

11-General Fund	\$6,109.14
12-Postsecondary Technical Education Fund	\$913.68
16-Auxillary Ent Fund	\$0.00
67-Capital Outlay	\$0.00
	<u>\$7,022.82</u>

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

11/18/2016

Check Number	Vendor	Description	Account Number	Amount	Total
115848	A T and T	Phone Service	11-6501-631-000	\$2,812.24	\$2,812.24
115849	Accident Fund	Workman's Comp	11-6501-590-001	\$3,286.40	\$3,286.40
115850	Amazon.com LLC	TRENDnet Gigabit PoE Injector	11-6401-646-002	\$161.53	
		Technology Supplies	11-6401-701-000	\$57.34	
		Technology Supplies	11-6401-701-000	\$57.34	
		Technology Supplies	11-6401-701-000	\$57.34	
		Technology Supplies	11-6401-701-000	\$57.34	
		Technology Supplies	11-6401-701-000	\$114.99	
		Technology Supplies	11-6401-701-000	\$57.34	
		Technology Equipment	11-6402-850-000	\$169.99	
		Technology Equipment	11-6402-850-000	\$29.99	
		Technology Equipment	11-6402-850-000	\$29.99	\$793.19
115851	American Volleyball Coaches Associati	AVCA-Membership Renewal	11-5504-603-000	\$165.00	\$165.00
115852	Apple Inc.	Lightning to USB Cable (1m)	11-6401-701-000	\$38.00	
		Apple 12W USB Power Adapter	11-6401-701-000	\$38.00	\$76.00
115853	B P	Gasoline	11-6502-720-000	\$164.74	\$164.74
115854	Bank of Parsons	Principal - Zetmeir Building	11-6201-761-000	\$27,769.87	
		Interest - Zetmeir Building	11-6201-762-000	\$1,184.58	\$28,954.45
115857	Mike Brotherton	Reimburse Mileage - Evaluations (2)	11-4202-602-000	\$23.76	\$23.76
115858	CableONE	Ted Hill Internet	11-6401-631-000	\$87.95	\$87.95
115859	Careforde, Inc	Wallcur Practi-Injecta Pad Simulator	12-1246-850-004	\$239.90	\$239.90
115860	Cavallo Bus Lines, Inc	Basketball Bus Trip Deposit 2/18/17	11-6502-720-000	\$240.00	
		Basketball Bus Trip Deposit 2/15/17	11-6502-720-000	\$374.00	
		Basketball Bus Trip Deposit 2/4/17	11-6502-720-000	\$264.00	
		Basketball Bus Trip Deposit 2/1/17	11-6502-720-000	\$382.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

11/18/2016

Check Number	Vendor	Description	Account Number	Amount	Total
115860	Cavallo Bus Lines, Inc	Basketball Bus Trip 1/18/17	11-6502-720-000	\$284.00	\$1,544.00
115861	Jill Coomes	Reimburse Meals - KCADNE	11-4200-630-023	\$27.65	\$27.65
115862	Phylis A Coomes	Reimburse Mileage - Library Worksho	11-4101-602-000	\$45.90	\$45.90
115863	Alexander J Coplou	Reimburse Mileage - Recruiting	11-5502-603-000	\$417.96	\$417.96
115865	Enterprise Rent-a-Car	Rental Van, Men's Basketball	11-6502-720-000	\$593.75	\$593.75
115870	Crystal Garcia	Reimburse Mileage - KCADNE, 5 Clin	12-1208-602-000	\$405.76	\$405.76
115871	Kara Good	Reimburse Mileage - Teacher Evaluat	11-4202-602-000	\$54.00	\$54.00
115872	Ross Harper	Reimburse Mileage - Recruiting (4)	11-5302-601-000	\$283.50	\$283.50
		Reimburse Mileage - Resp Clinical	12-1211-602-000	\$123.12	\$406.62
115873	Kansas Department of Revenue	Bookstore Sales Tax/October	16-0000-216-001	\$677.13	\$677.13
		Food Service Sales Tax/October	16-0000-216-002	\$661.90	\$1,339.03
115875	Kansas Gas Service	Gas Service	11-7102-633-000	\$353.32	\$353.32
		Gas Service - Cherokee Center	11-7103-633-000	\$21.69	\$21.69
		Gas Service	16-9482-633-000	\$92.70	\$467.71
115876	Kansas Human Rights Commission	Human Resource Training-Megan Hel	11-6504-630-000	\$85.00	\$85.00
		Human Resource Training - Janice Ev	11-6504-630-000	\$85.00	\$170.00
115877		A/R Refund Check	11-0100-484-000	\$661.00	\$661.00
115878	KJCCC	Men Basketball Officials	11-5508-680-000	\$9,024.00	\$9,024.00
115879	Labette County Treasurer	Real Estate Taxes/1415 Broadway/1s	11-6501-662-000	\$43.38	\$43.38
		Real Estate Taxes/1419 Broadway/1s	11-6501-662-000	\$43.38	\$83.78
		Real Estate Taxes/1431 Broadway/1s	11-6501-662-000	\$83.78	\$83.78
		Real Estate Taxes/1401 Broadway/1s	11-6501-662-000	\$45.40	\$45.40
		Real Estate Taxes/1407 Broadway/1s	11-6501-662-000	\$41.36	\$41.36
		Real Estate Taxes/1411 Broadway/1s	11-6501-662-000	\$43.38	\$43.38
		Real Estate Taxes/1230 Main/1st Half	11-6501-662-000	\$6,357.00	\$6,657.68

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

11/18/2016

Check Number	Vendor	Description	Account Number	Amount	Total
115881	Midwest JUCO Jamboree	WBB Wichita Entry Fee	11-5503-601-000	\$95.00	\$95.00
115882	Parsons Chamber of Commerce	Golf Tournament Sponsor	11-6301-709-000	\$50.00	\$50.00
115883	Pepsi-Cola	Pop	16-9684-743-000	\$614.79	
		Pop	16-9684-743-000	\$347.48	\$962.27
115884	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$1,072.45	\$1,072.45
115885	Mitchell A Rolls	Women's BB Travel - 12/3/16	11-5503-601-000	\$350.00	\$350.00
115886	Keven Son	Wrestling Scrimmage Referee	11-5505-680-000	\$275.00	\$275.00
115887	Jerrold W Stanford	Men's BB Travel - 12/3/16	11-5508-601-000	\$320.00	\$320.00
115888	Jerrold W Stanford	Men's BB Travel - 12/10/16	11-5508-601-000	\$320.00	\$320.00
115889	The Courts E-Zone, LLC	WBB Jamboree Entry Fee	11-5503-601-000	\$75.00	\$75.00
115890	Touchtone Communications	Long Distance	11-6501-631-000	\$31.83	
		Long Distance - Cherokee Center	11-7103-631-000	\$19.40	\$51.23
115891	US Foods, Inc	Supplies	16-9684-701-000	\$251.57	
		Supplies	16-9684-701-000	\$159.22	
		Food	16-9684-743-000	\$1,102.50	
		Food	16-9684-743-000	\$878.79	
		Food	16-9684-743-000	\$105.30	\$2,497.38
115892	Mark Watkins	Reimburse Meal - KCCLI	11-4202-601-000	\$22.04	
		Reimburse Hotel - KCCLI	11-4202-601-000	\$88.56	
		Reimburse Mileage - KCCLI & 2 Eval	11-4202-602-000	\$251.64	\$362.24
115893	Paula S Weidert	Reimburse Meals - AKCCOP Board	11-6501-601-000	\$25.18	
		Reimburse Mileage - AKCCOP Board	11-6501-601-000	\$185.22	\$210.40
115894	American Heritage Life Insurance Com	Cancer Premiums	11-0000-273-000	\$98.81	\$98.81
115895	Bay Bridge Administrators, LLC f/b/o S	Employee 403(b) Contributions	11-0000-258-000	\$12,738.00	
		Cancer Premiums	11-0000-273-000	\$341.77	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

11/18/2016

Check Number	Vendor	Description	Account Number	Amount	Total
115895	Bay Bridge Administrators, LLC f/b/o SDisability Premiums	Term Life Insurance Premiums	11-0000-275-000	\$684.86	
		Employer 403(b) Matching	11-0000-276-000	\$848.32	
115896	Carl B. Davis, Trustee	Garnishment	11-6501-590-001	\$3,700.00	\$18,312.95
115897	L C C Faculty Association	Faculty Dues	11-0000-270-000	\$675.00	\$675.00
115898	L C C Foundation	Employee Contributions	11-0000-264-000	\$992.18	\$992.18
115899	PHEAA	Garnishment	11-0000-268-000	\$1,995.50	\$1,995.50
115900	Security Benefit Life Insurance Co.	Medical Reimb/Child Care	11-0000-270-000	\$93.07	\$93.07
			11-0000-277-000	\$2,188.83	\$2,188.83
				<u>\$89,416.00</u>	

11-General Fund	\$83,755.84
12-Postsecondary Technical Education Fund	\$768.78
16-Auxillary Ent Fund	\$4,891.38
67-Capital Outlay	\$0.00
	<u>\$89,416.00</u>

Checks approved for release prior to Board action

President

[Signature]
Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

11/30/2016

Check Number	Vendor	Description	Account Number	Amount	Total
115901	A&R Custom Forms & Fabrication, LLC	Diamond Plate for Weight Room	11-5506-701-000	\$1,900.00	\$1,900.00
115902	Ace Hardware, Inc.	Drano	11-7102-649-000	\$4.99	
		Facilities Supplies	11-7102-649-000	\$19.97	
		Paint Supplies	11-7102-649-000	\$15.48	
		Caulk Gun	11-7102-649-000	\$7.99	
		Weed Cutter	11-7102-649-000	\$17.99	
		Maintenance Supplies	11-7102-649-000	\$13.98	
		Sawzall Blad	11-7102-649-000	\$22.99	
		Mouse Traps	11-7102-649-000	\$3.18	
		Paint Roller	11-7102-649-000	\$6.49	
		Cable Ties	11-7102-649-000	\$18.47	
		Chain Link	11-7102-649-000	\$3.98	
		Drill Bits	11-7102-649-000	\$5.98	
		Maintenance Supplies	11-7102-649-000	\$6.98	
		Facilities Supplies	11-7102-649-000	\$57.96	
		Returned Plumbing Supplies	11-7102-649-000	(\$11.98)	
		Facilities Supplies	11-7102-649-000	\$3.16	
		Plumbing Supplies	11-7102-649-000	\$38.16	
		Edger Bilade	11-7102-649-000	\$9.99	
		Mouse Traps	11-7102-649-000	\$9.58	
		Maintenance Supplies	11-7102-649-000	\$1.22	
		Hanging Strips	11-7102-649-000	\$7.49	
		Trash Can 50 Gallon	11-7102-702-000	\$79.99	
		Laundry Detergent	11-7102-702-000	\$11.97	
		Credit on Hand Mixer	16-9684-701-000	(\$15.00)	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

11/30/2016

Check Number	Vendor	Description	Account Number	Amount	Total
115902	Ace Hardware, Inc.	Hand Mixer	16-9684-701-000	\$39.99	\$381.00
115903	All Seasons Floral and Gifts	Flowers T Hunley Surgery	11-6102-709-000	\$49.00	
115904	American Electric Company	Flowers J Vestal's New Baby	11-6102-709-000	\$40.00	\$89.00
		Electric Supplies	11-7102-649-000	\$54.96	
		LED Lights	11-7102-649-000	\$390.00	
		Batteries	11-7103-649-000	\$116.00	\$560.96
115905	AMX Solutions, Inc	Mobile X-Ray Machine	12-1246-850-005	\$19,193.62	\$19,193.62
115906	BIO Corporation	Double Fetal Pigs	11-1102-700-000	\$358.15	\$358.15
115907	Chicken Annie's	Dental Assistant Advisory Board Meal	12-1215-709-000	\$75.00	\$75.00
115908	City of Parsons	Security 11/17 Game/Shannon Vail	11-5506-576-000	\$72.88	
		Security 11/21 Game/Cheryl Siu	11-5506-576-000	\$58.40	
		Security 11/5 Game/Cheryl Siu	11-5506-576-000	\$58.40	\$189.68
115909	Cliff Keen Wrestling Products	Singlets	11-5505-701-000	\$75.56	\$75.56
115910	CoARC	CoARC Accreditation Annual Fee	12-1211-670-000	\$1,900.00	\$1,900.00
115911	Community Health Center	Dec Rent/Dental Assisting Program	12-1215-642-000	\$500.00	\$500.00
115912	Copy Products Inc	Copy Usage for Cherokee Center	11-7103-701-000	\$197.48	\$197.48
115913	Corporate Business Systems ofMO, InSavon Copier Maintenance	Online Database Renewal	11-6503-648-000	\$150.29	\$150.29
115914	Credo Reference Limited	Paper Statement Fee	11-4101-710-000	\$1,742.00	\$1,742.00
115915	Culligan of Wichita	Dionizer Service - Biology Lab	11-1102-646-000	\$2.00	
		Paper Statement Fee	11-1106-700-000	\$2.00	
		Dionizer Service - Chemistry Lab	11-1106-700-000	\$206.00	\$381.00
115916	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000	\$51.57	\$51.57
115917	Family Traditions	Family Tradition Children's Books	11-6301-704-000	\$198.65	\$198.65
115918	Goanimate, Inc	GoAnimate Software Renewal	12-1208-700-000	\$239.00	\$239.00

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

11/30/2016 Account

Check Number	Vendor	Description	Account Number	Amount	Total
115919	Jenzabar, Inc.	Credit Funds Custom Maintenance	11-6401-646-001	\$1,000.00	
		Izenda Maintenance	11-6401-646-001	\$2,202.00	
		Jenzabar Contracting JICS	11-6401-646-001	\$281.25	
		Jenzabar Contracting Advising	11-6401-646-001	\$56.25	
		Jenzabar Contracting eLearning	11-6401-646-001	\$56.25	\$3,595.75
115920	Jock's Nitch/Parsons	Utility Pocketed Shorts for Baseball	11-5502-701-000	\$978.58	
		Basketball Shoes	11-5508-701-000	\$76.75	
		Black T-shirts	11-5508-701-000	\$326.00	
		White T-Shirts	11-5508-701-000	\$314.00	\$1,695.33
115921	K F J X - TV	October Advertising	11-6301-613-000	\$406.00	
		October Advertising	11-6301-613-000	\$1,750.00	\$2,156.00
115922	K L K C	October Advertising	11-6301-613-000	\$300.00	\$300.00
115923	K O D E - TV	October Advertising - RSNF	11-6301-613-000	\$100.00	
		October Advertising - KSNF	11-6301-613-000	\$500.00	
		October Advertising - RSNF	11-6301-613-000	\$500.00	\$1,100.00
115924	K S Y N-FM	October Advertising	11-6301-613-000	\$725.00	\$725.00
115925	Kitchen Pass, Inc.	Hall of Fame Dinner	11-5506-601-000	\$100.70	
		Fire School Advisory Committee Luncheon	12-4204-709-000	\$114.74	\$215.44
115926	George Knox	Vehicle Expense	11-6501-590-001	\$900.00	
		Reimburse Blow-Out Float Trailer	11-7102-649-000	\$199.88	\$1,099.88
115927	KONE Inc	Elevator Maintenance	11-7202-648-000	\$125.84	
		Elevator Maintenance	11-7202-648-000	\$389.80	\$515.64
115928	Labette Avenue	Fall Fest Ad	11-6301-613-000	\$80.00	
		Fall Fest Ad	11-6301-613-000	\$40.00	\$40.00
		Rent-A-Player Ad	11-6301-613-000	\$64.00	\$64.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

11/30/2016

Check Number	Vendor	Description	Account Number	Amount	Total
115928	Labette Avenue	Rent-A-Player Ad	11-6301-613-000	\$32.00	
		College President Hiring Ad	11-6504-690-000	\$24.00	\$240.00
115929	Labette County High School	Yearbook Ad	11-6301-613-000	\$70.00	\$70.00
115930	League of Kansas Municipalities	Magazine Renewal	11-4101-704-001	\$40.00	\$40.00
115931	Locke Supply Co	Credit on a Return	11-7103-649-000	(\$29.23)	
		Facilities Supplies	11-7103-649-000	\$115.33	\$86.10
115932	McCarty's Office Machines Inc	Supplies	11-5303-701-000	\$70.20	\$70.20
115933	Medco Sports Medicine	Athletic Trainer Supplies	11-5507-701-000	\$43.80	
		Athletic Trainer Supplies	11-5507-701-000	\$17.52	
		Athletic Trainer Supplies	11-5507-701-000	\$2,493.34	
		Athletic Trainer Supplies	11-5507-701-000	\$91.95	
		Athletic Trainer Supplies	11-5507-701-000	\$62.39	
		Athletic Trainer Supplies	11-5507-701-000	\$45.69	
		Athletic Trainer Supplies	11-5507-701-000	\$73.60	
		Athletic Trainer Supplies	11-5507-701-000	\$371.05	\$3,199.34
115934	Meridian Professional Imaging	Printed Photograph	11-6301-661-000	\$0.29	\$0.29
115935	National League for Nursing, Inc	NLN Program Membership Dues	12-1208-670-000	\$1,165.00	\$1,165.00
115936	O'Reilly Automotive Stores , Inc	Windshield Wipers	11-6502-720-000	\$35.98	\$35.98
115937	P1 Group Inc	Monthly Contract	11-7103-649-000	\$500.00	
		Monthly Contract	11-7202-648-000	\$4,496.00	\$4,996.00
115938	Parsons Sun	Rent-A-Player Ad	11-6301-613-000	\$50.00	
		Rent-A-Player Ad	11-6301-613-000	\$100.00	
		Kids Fall Fest Ad	11-6301-613-000	\$50.00	
		Kids Fall Fest Ad	11-6301-613-000	\$100.00	
		Debate Watch Party	11-6301-613-000	\$60.00	

LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	Description	Account Number	Amount	Total
115938	Parsons Sun	Debate Watch Party	11-6301-613-000	\$100.00	
		Indie Lens Pop-Up Ad	11-6301-613-000	\$36.00	
		Indie Lens Pop-Up Ad	11-6301-613-000	\$60.00	
		2017 Parsons Sun Calendar	11-6301-613-000	\$550.00	
		Fall Fest Ad	11-6301-613-000	\$48.00	
		Fall Fest Ad	11-6301-613-000	\$80.00	
		Van Meter Ad	11-6301-613-000	\$48.00	
		Van Meter Ad	11-6301-613-000	\$80.00	
		Student Housing Ad	11-6301-613-000	\$60.00	
		Student Housing Ad	11-6301-613-000	\$100.00	
		Hall of Fame Dual Ad	11-6301-613-000	\$60.00	
		Hall of Fame Dual Ad	11-6301-613-000	\$60.00	
		Hall of Fame Dual Ads	11-6301-613-000	\$100.00	
		Music Recital Ad	11-6301-613-000	\$48.00	
		Music Recital Ad	11-6301-613-000	\$80.00	
		Position Announcement	11-6504-690-000	\$24.00	
		Position Announcements	11-6504-690-000	\$40.00	\$1,934.00
115939	Pitney Bowes, Inc.	Postage Machine	11-6503-641-000	\$1,437.00	\$1,437.00
115940	Proforma	Frisbee Giveaways	11-6301-709-000	\$175.76	\$175.76
115941	R R Donnelley	1098 Forms and Envelopes	11-6201-701-000	\$409.29	\$409.29
115942	Reserve Account	PBP #20352357 (Postage)	11-6503-611-000	\$2,000.00	\$2,000.00
115943	Henry Schein, Inc.	Dental Lab Supplies	12-1215-700-000	\$100.11	\$100.11
115944	Sherwin-Williams Company	Paint	11-7102-649-000	\$104.85	
		Paint Supplies	11-7102-649-000	\$39.27	
		Paint	11-7102-649-000	\$28.79	\$172.91

**LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	Description	Account Number	Amount	Total
115945	Sigma-Aldrich Inc.	Chemistry Supplies	11-1106-700-000	\$106.63	\$106.63
115946	T & E Auto Sales	Vehicle Maintenance, RV-25	11-6502-720-000	\$40.73	\$40.73
115947	T H Rogers Lumber Company	Maintenance Supplies	11-7102-649-000	\$33.79	
		Fence	11-7102-649-000	\$45.76	
		Maintenance Supplies	11-7102-649-000	\$73.58	\$153.13
115948	The Center for Work Ethic Development	Shipping Charge	11-4201-701-000	\$45.00	
		Work Ethic Curriculum Guides	12-1246-691-000	\$4,375.00	\$4,420.00
115949	The CORE - Labette Health	SPEC12500032-Adult Swimming-8	11-1133-523-001	\$462.00	\$462.00
115950	Triple S Pumping/Jeffrey Spielbusch	Grease Trap Service	11-7202-648-000	\$370.00	\$370.00
115951	UniFirst Corporation	Mats, Mops, Towels, Uniforms	11-7103-649-000	\$36.13	
		Uniforms, Mats, Mops, Towels	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	
		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	
		Uniforms	11-7202-648-000	\$54.84	
		Uniforms	11-7202-648-000	\$54.84	
		Uniforms	11-7202-648-000	\$54.84	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$78.39	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$78.39	
		Uniforms	11-7202-648-000	\$54.84	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$78.39	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$78.39	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$39.20	

**LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	Description	Account Number	Amount	Total
115951	UniFirst Corporation	Aprons, Mats, Mops, Cloths	16-9482-701-000	\$39.20	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$39.20	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$39.20	\$1,042.80
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$39.20	\$1,200.00
115952	Wilbert Funeral Services	Plaques for LCC HOF	11-5506-701-000	\$1,200.00	\$1,200.00
				<u>\$63,513.27</u>	

11-General Fund	\$35,629.81
12-Postsecondary Technical Education Fund	\$27,662.47
16-Auxillary Ent Fund	\$220.99
67-Capital Outlay	\$0.00
	<u>\$63,513.27</u>