

**LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

April 13, 2017

5:30 p.m.

Conference Room

Review Copy

**Labette Community College
Board of Trustees Meeting Agenda
Thursday, April 13, 2017
5:30 PM**

Conference Room #1, Student Success Center

- I. Adoption of Agenda.....(Exhibit 1)
- II. Approval of March 9, 2017, Meeting Minutes(Exhibit 2)
- III. Reports and/or Board Discussion
 - A. Bluffstone/Student Housing Update
 - B. Faculty Senate Report
 - C. Student Government Association Report
 - D. Administrative Reports
 - i. Comparison of Expenditures to Budget
 - E. President’s Report

IV. PTK

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

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

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

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

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

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

- A. Professional Staff Employment Letter(Agenda Item VI.A.)
(Exhibit 3)
- B. Athletic Training, Exercise Science, and Physical Education Program Review
.....(Agenda Item VI.B.)
(Exhibit 4)
- C. Policy Approval(Agenda Item VI.C.)
(Exhibit 5)

EXHIBIT 1

- D. Policy Review(Agenda Item VI.D.)
(Exhibit 6)

- E. Approval of Bills.....(Agenda Item VI.E.)
(Exhibit 7)

VII. Public Comment

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

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

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

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

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

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

IX. Next Regular Board Meeting: Thursday, May 4, 2017, 5:30 p.m., Conference Room, and Tentative Agenda Items

X. Adjournment

EXHIBIT 2

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
March 9, 2017

The Board of Trustees met at 5:30 p.m. on Thursday, March 9, 2017 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
Janice Every
Bethany Kendrick
Tammy Fuentez
Sue Brouk
Kathy Johnston
Mark Watkins
Joe Burke
Coleen Williamson
Michelle Goss

Megan Thompson
Sydney Horn
Nicole Smith
Henrike Katoh
Joshua Elliott
Lindsey Drummond
Stephanie Bush
Jolene Klumpp
Cathy Kibler
Michelle Green
Bonnie Howell

Megan Fugate recorded the minutes.

Adoption of Agenda (ACTION ITEM)

Chair Hoskins asked for changes or additions to the agenda. President Knox had two additions, add policy approval under Old Business, Item B. and add Faculty Retirement under New Business, Item E. Mr. McReynolds moved to approve the agenda as presented. Mrs. Zetmeir seconded and motion carried 6-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Hoskins asked for corrections or additions to the February 9, 2017 regular meeting minutes, Mrs. Zetmeir moved to approve the minutes as presented. Mr. McReynolds seconded and motion carried 6-0.

Reports and/or Board Discussion

Cardinal Villas Student Housing Update

Michelle Goss gave a brief update.

Faculty Senate Report

None

SGA Report

Megan Thompson, SGA President, gave a brief update of upcoming events.

Administrative Report

Vice-President Doherty discussed the IPEDS information.

Budget Process and Budget Assumptions for 2017-2018

Vice-President Doherty reviewed the 2017-2018 budget assumptions with the Board. The revenue issues she addressed included dwindling state dollars, possible increase in tuition and fees, and property values. The expenditure issues were health insurance increase, previous cuts to personnel, price increase for software maintenance and general price increases in paper, supplies, and utilities were discussed.

Deferred Maintenance Update

Kevin Doherty gave a brief update on deferred maintenance items that will need to be addressed in the future.

Comparison of expenditures to the budget – Leanna Doherty had placed the February financial report at the table. At the end of February we were 67% through the year. The general fund was 59% expended and the technical education/vocational fund was 64% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

Kevin Doherty gave a brief update on the library renovation. The project will be complete within the next few weeks.

President's Report

Dr. Knox gave a short report.

PTK

Tammy Fuentez introduced the students and announced the awards PTK received from the Kansas/Nebraska Region Convention the group attended in Wichita.

PBL

Cathy Kibler introduced the students and announced the awards PBL received from the State Leadership Conference the group attended recently.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Tuition and Fees for 2017-2018

After a short discussion, Mr. McReynolds moved to approve a \$3 increase in tuition and a \$3 increase in fees, for a total of \$6 in all residency categories for the 2017-2018 school year. Mrs. Zetmeir seconded and motion carried 4-2. Mr. Howerter and Mr. Taylor voted against.

Policy Approval

Mr. McReynolds moved to approve the changes in Policy 7.01 Administrators and Professional Staff: Conditions of Employment. Mrs. Zetmeir seconded and motion carried 6-0.

Mr. McReynolds moved to approve the changes in Policy 8.01 Educational Support Staff: Conditions of Employment. Mrs. Zetmeir seconded and motion carried 6-0.

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Board of Trustees Meeting Date Change

Mrs. Zetmeir moved to approved changing the July 13th board meeting to Thursday, July 20th. Mr. McReynolds seconded and motion carried 6-0.

Program Review: Social Science

The Social Science Program Review was discussed. Kalynn Amundson and Dr. Jolene Klump were in attendance to answer any questions. Mr. McReynolds moved to approve the Social Science Program Review. Mr. Taylor seconded and motion carried 6-0.

Policy Review

The Board will review the following policies for action to be taken in April:

- Policy 4.06 Student Directory Information

EXHIBIT 2

- Policy 9.01 Professional Employees: Conditions of Employment

Approval of Bills

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

Faculty Retirement

Mr. McReynolds moved to approve the retirement of Rhonda Gilpin, Nurse Faculty, effective June 1, 2017 and authorize administration to begin a search for a replacement. Mr. Taylor seconded and motion carried 6-0.

Public Comment

Mr. Winchell announced that there would be an open house with an art showcase at the newly renovated library during Katy Days.

Mr. McReynolds commended the athletic teams on a great season.

Executive Session

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

Mrs. Zetmeir moved to recess into executive session at 7:01pm (time) for 5 minutes for the purpose of discussing employer-employee negotiations.

The Board will return to open meeting at 7:06pm in this room. Mr. McReynolds seconded and motion carried 6-0.

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

The Board reconvened at 7:06pm taking no action.

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

Chair Hoskins reminded everyone of the next regular meeting of the Board of Trustees scheduled for April 13, 2017 at 5:30 p.m., Conference Room, Student Success Center Building.

Adjournment

Mr. Howerter moved to adjourn the meeting at 7:08pm. Mr. McReynolds seconded and motion carried 6-0.

Megan Fugate, Clerk of the Board

Agenda Item #: VI.A.

Date: April 13, 2017

SUBJECT

Professional Staff Employment Letter Confirmation

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Coach Jeffrey M. Vesta has accepted the position of Head Wrestling Coach. Coach Vesta graduated from Neosho County Community College with an Associate in Liberal Arts and Newberry College in Newberry, SC with a Bachelor of Science in Leisure Service.

Prior to coming to LCC in 2015 as assistant wrestling coach, Jeff worked as a graduate assistant coach at Newberry. While at Newberry, he also worked as a head coach at Whitmore High School and had additional experience working for the YMCA for three years as a counselor and activity director. He worked for several years at Maximum Fitness training high school student athletes and the elderly for mobility. He also developed nutrition and diet plans there.

Mr. Julian Smith has accepted the position of Assistant Wrestling Coach. Coach Smith graduated from McKendree University in Lebanon, IL with a Bachelor of Science in Physical Education and went on to earn a Master of Science in Health and Human Performance to be completed next month from Fort Hays State University.

Coach Smith recently finished his graduate assistant coaching duties at Fort Hays State University, the Major Decision Wrestling Club and Hazelwood Central Wrestling, both in Florissant, MO.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the Professional Staff Employment letter for Jeff Vesta, Head Wrestling Coach, at a salary of \$36,500, beginning April 1, 2017.

The Board of Trustees approve the Professional Staff Employment letter for Julian Smith, Assistant Wrestling Coach, at a salary of \$19,560 for 42 weeks.

BIOGRAPHY

Jeff Vesta

Coach Jeffrey M. Vesta has accepted the position of Head Wrestling Coach. Coach Vesta graduated from Neosho County Community College with an Associate in Liberal Arts and Newberry College in Newberry, SC with a Bachelor of Science in Leisure Service.

Prior to coming to LCC in 2015 as assistant wrestling coach, Jeff worked as a graduate assistant coach at Newberry. While at Newberry, he also worked as a head coach at Whitmore High School and had additional experience working for the YMCA for three years as a counselor and activity director. He worked for several years at Maximum Fitness training high school student athletes and the elderly for mobility. He also developed nutrition and diet plans there.

His achievements included:

- Junior College National champion at Neosho County
- Nation top pinner for all divisions at Newberry College
- Division II NCAA All-American at Newberry College
- Two time NCAA Division II National Qualifier at Newberry College
- Kansas State Champion
- Coached Whitmire School's first ever State Champion in any sport

He will begin work as head coach on April 1, 2017.

POSITION DESCRIPTION

WRESTLING COACH

Reports to: Director of Athletics
Organizational Unit: Professional Staff - exempt
Salary Range: Coordinator/Coach/Counselor
Revision Date: April 2017

I. Basic Purpose of Position

The Wrestling Coach is charged with the recruitment, supervision, and placement of students who are skilled in the areas of competitive amateur wrestling at the college level. As an integral part of a well-rounded program, the sport requires that the coach cover areas of support to the wrestling students on and off the mat. The coach acts as a liaison between student athletes, the community and the school.

II. Essential Job Functions

Recruitment and Retention Related

- A. Ability to recruit potential student athletes
- B. Ability to promote the program at high schools, in the community, and to other sources of potential student athletes through media (printed, audio, video)
- C. Ability to hold camps for recruiting and publicity purposes
- D. Ability to promote program to increase attendance at events to support student athletes
- E. Ability to evaluate student athletes
- F. Ability to communicate recruit signing as appropriate, in collaboration with public relations
- G. Ability to educate and counsel athletes
- H. Ability to evaluate academic ability of student athlete as well as supervise academic stability

General

- I. Ability to place student athletes at the four year level
- J. Ability to schedule facilities for practices and games
- K. Ability to build a season and pre-season schedule that suits the athletic program
- L. Ability to send athletic contracts to opponents and officials for program
- M. Ability to order equipment and uniforms
- N. Ability to schedule transportation and required funds with business office
- O. Ability to prepare annual operating budget
- P. Ability to evaluate all aspects of program
- Q. Ability to set up and supervise home events
- R. Ability to report to athletic director on upcoming games and events
- S. Ability to provide data and information to athletic director and vice president of student affairs for reporting purposes
- T. Ability to attend annual media days and provide correspond with the media
- U. Ability to recognize and evaluate athletic injuries in collaboration with the athletic trainer

V. Ability to coordinate supplemental jobs for student athletes

W. Ability to maintain regular and timely attendance

III. Consulting Tasks

A. Advisors on athlete's class schedules

B. Faculty on student athlete's academic progress

C. Director of public relations regarding all media items related to program

D. Business office and other college personnel

E. Athletic trainer

F. Other college coaches to schedule events

G. Consults with other coaches to participate in and sponsor workshops, camps, and clinics in county and community, as well as state and nationwide

IV. Supervises the Following Staff

A. Assistant coach

B. Student assistants assigned to area

V. Required Knowledge, Skills and Personal Qualifications

A. Knowledge of fundamentals of wrestling

B. The ability to establish rapport with media and all College personnel

C. Knowledge of requirements for eligibility

D. Good organizational skills with attention to details

E. Good oral and written communication skills

VI. Preferred Experience

Three years college wrestling coaching experience

VII. Educational Background

Bachelor's degree required; Master's preferred

VIII. Working Conditions

A. Must possess physical ability to demonstrate required skills

B. Evening and weekend work will be required

C. Occasional overnight travel will be required

BIOGRAPHY

Julian Smith

Mr. Julian Smith has accepted the position of Assistant Wrestling Coach. Coach Smith graduated from McKendree University in Lebanon, IL with a Bachelor of Science in Physical Education and went on to earn a Master of Science in Health and Human Performance to be completed next month from Fort Hays State University.

Coach Smith recently finished his graduate assistant coaching duties at Fort Hays State University, the Major Decision Wrestling Club and Hazelwood Central Wrestling, both in Florissant, MO.

His wrestling achievements include:

- Senior Year
 - NCAA Super Region III Champion at 197 lbs.
 - NCAA All American
- Junior Year
 - NCAA Super Region II Champion at 197 lbs.
 - NCAA Finalist
- Sophomore Year
 - NCWA National Champion at 197 lbs.

Julian also has assisted in running summer camps and coaching meets and tournaments.

POSITION DESCRIPTION

ASSISTANT WRESTLING COACH

Reports to: Head Wrestling Coach
Organizational Unit: Professional Staff – Exempt
Salary range: Specialist
Revision Date: February 2017

I. Basic Purpose of Position

Working 42 weeks a fiscal year, the Assistant Wrestling Coach responsible for assisting with recruiting and implementing the wrestling team, creating a pleasant learning environment for the student athletes, and counseling student athletes in everyday crises on and off the mat.

II. Essential Job Functions

- A. Ability to assist with the promotion and development of the wrestling program
- B. Ability to assist in scheduling of gymnasium for practices and games
- C. Ability to assist in building a wrestling schedule that suits the athletic program
- D. Ability to send athletic contracts to opponents and officials for wrestling
- E. Ability to assist in ordering equipment and uniforms
- F. Ability to report to Athletic Director on upcoming games and events
- G. Ability to assist in scheduling transportation and obtaining required funds with Business Office
- H. Ability to assist in the preparation of annual operating budget
- I. Ability to aide in publicity for recruiting
- J. Ability to work camps for recruiting and publicity purposes
- K. Ability to educate and counsel athletes
- L. Ability to monitor academic progress of student athletes
- M. Ability to adhere to all KJCCC (Kansas Jayhawk Community College Conference) and NJCAA (National Junior College Athletic Association) rules and regulations
- N. Ability to assist Athletic Director in administering intercollegiate athletic program
- O. Ability to attend meetings of Region 6 and Jayhawk Conference if requested by Athletic Director
- P. Ability to assist Athletic Director as department's Fundraising Coordinator
- Q. Ability to manage and team functions in absence of head coach due to scheduling conflicts
- R. Ability to cover wrestling relations for head coach during course instruction times
- S. Ability to represent Labette wrestling at community functions
- T. Ability to represent wrestling as an administrator for events when necessary
- U. Ability to maintain regular and timely attendance

III. Consulting Tasks

- A. Consults with advisors on student athlete's class schedules

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

IV. Supervises the Following Staff

- A. Student trainers
- B. Volunteer assistant coaches

V. Required Knowledge, Skills and Personal Qualifications

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

VI. Preferred Experience

Two years playing and or coaching experience

VII. Educational Background

Bachelor's Degree required

VIII. Working Conditions

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

Agenda Item #: VI.B.
Date: April 13, 2017

SUBJECT

Program Review: Athletic Training, Exercise Science, and Physical Education

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: Athletic Training, Exercise Science, and Physical Education as presented.

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

Report Prepared by: Program/Discipline Committee

 3/30/17
 Ben McKenzie

Lead Faculty	Signature	Date Completed
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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>
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Vice President of Student Affairs or Designate


 Kyle Piva

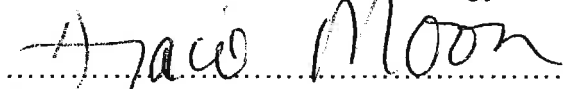
Vice President of Finance and Operations or Designate


 Brandi McCall

Director of Public Relations or Designate


 Kimberly Dowling

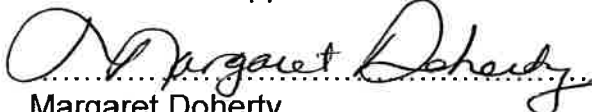
Director of Information Technology or Designate


 Tracie Moon

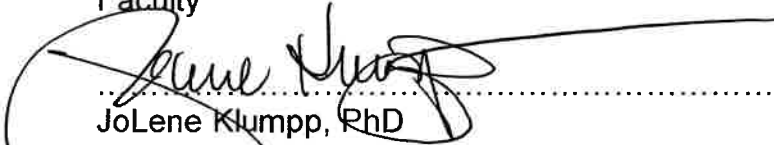
Dean of Instruction or CTE Director


 Dr. Mark Watkins

Educational Support Staff


Margaret Doherty

Faculty


JoLene Klumpp, PhD

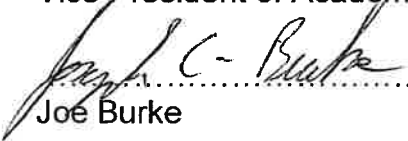
Faculty


Tonya Bell

Faculty


Cathy Kibler


Vice President of Academic Affairs


Joe Burke

Based on the information presented in this program review, the President's Council recommends this approved program to the President.

President's Council Designate

Date

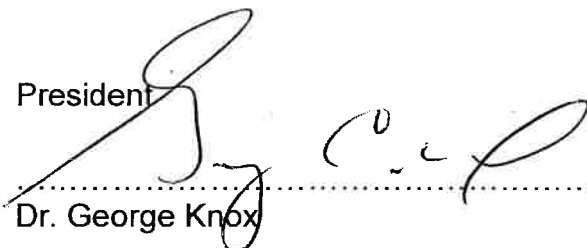

Megan Fugate

3/30/17

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

President

Date


Dr. George Knox

3/30/17

Executive Summary

The five year program review is completed to ensure that quality educational programs are being delivered to the students of Labette Community College. The program review is utilized to identify areas of both strength and weakness and to develop an action plan to improve on identified areas of weakness. The process included assembling a committee of faculty and staff to serve as the Physical Education, Athletic Training, and Exercise Science program review committee who all reviewed, edited, and approved the program review. The Program Review Committee recommended the report to the President's Council. The President's Council recommended the programs: Exercise Science, Athletic Training, and Physical Education to the President for approval.

The Physical Education, Athletic Training, and Exercise Science committee included the lead faculty for the department, three other full time faculty members, administrative staff and support staff. The Vice President of Academic Affairs also served on the committee.

The program review committee also reviewed the previous 2012 program review action plan to monitor the progress noted from that review. All of the previous action plan items have been addressed. A major identification in 2012 was the lack of a full time faculty member to represent the program. In the spring of 2014, the program hired a full-time faculty member for FY15. The program has also expanded both course and degree offerings, upgraded tables and chairs, and expanded instruction space by moving into the fine arts facilities. A generous donation also expanded the amount of lab space available to students as well as expanded the ability to offer fitness courses.

The committee identified a number of strengths within the program. Labette Community College has a variety of degree options available in the discipline. The program is involved in a number of college and community engagements for both staff and students. Students have a wide variety of service learning opportunities in coaching, personal training, and recreation. The department supports recruiting efforts by coaches and by participating in other recruiting efforts. The department also has developed internal partnerships on fitness courses to increase opportunities for faculty, staff, community, and students. The program also has a diverse student population serving students from a variety of cultural backgrounds.

Weaknesses and challenges identified by the committee include sharing facilities with other programs which make expanding the schedule a challenge. A lack of dedicated funds beyond the standard full time faculty funds being available for continuing education and certification is also a challenge. Expansion and upkeep continue to create a challenge. There are a limited number of faculty who meet the qualification as instructor.

The program review action plan is written to ensure the weaknesses and challenges of the program are identified with plans to address and improve on those areas.

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ACADEMIC PROGRAM/DISCIPLINE REVIEW
Labette Community College

Introduction to Program

Physical Education, Athletic Training, and Exercise Science provide students with a range of career and degree choices for students hoping to pursue a degree or career in health and human performance. The department also supports student's general education requirement with Lifetime Fitness courses and has partnered with specialty courses to offer Exercise Science students service learning opportunities in our lab facilities working with other students to develop exercise programs while also offering non exercise science students the ability to utilize our lab facilities (weight room) safely. Some physical education courses, such as First Aid, Basic Nutrition, and Personal and Community Health are also supported by allied health fields.

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

The Physical Education, Athletic Training and Exercise Science Programs support the institutional mission by providing students with the introductory concepts and theories in Physical Education, Athletic Training, and Exercise Science. The program also allows students the opportunity to apply these concepts and theories in the classroom and in the community. The program is represented in the strategic plan of the college through their participation in the operational plans for the future.

B. Program/Discipline Demand/Need

According to the Bureau of Labor statistics, outlook in the following career field are as follows.

Athletic Training

Athletic Trainers had a median salary in 2015 of \$44,650.00. The career field requires a bachelor's degree to become certified in the field.

Employment of athletic trainers is projected to grow 21 percent from 2014 to 2024, much faster than the average for all occupations. As people become more aware of sports-related injuries at a young age, demand for athletic trainers is expected to increase.

Courses in Athletic Training currently transfer to four year institutions. Students completing the coursework at LCC are ready to apply for entry into an accredited athletic training program. Athletic Training is moving the degree requirements for certification from a bachelor's degree to a master's degree. No timeline is available for when that change will occur at this time.

Physical Education

High school teachers made a median salary of \$57,200.00 in 2015 and had an expected job growth of six percent. Information was not available for coaching as part of the role of a teacher but usually increases the rate of pay with the increase in coaching duties.

Courses in Physical Education transfer to four year institutions toward a degree in Physical Education and staff has met with area university advisors to make sure courses are kept current and will transfer accordingly. Teaching requires the completion of a bachelor's degree to gain employment. Some courses within the program prepare students to work as an official or in some instances, a coaching career. Generally, completion of a bachelor's degree will be required.

Recreation/Leisure

The Recreation curriculum at LCC is designed to be a transfer degree for students seeking to earn a Bachelor Degree in Recreation. The Recreation Degree is an emphasis choice for students majoring in Physical Education. Recreation workers design and lead recreational and leisure activities for groups in volunteer agencies or recreation facilities, such as playgrounds, parks, camps, aquatic centers, and senior centers. They may lead activities such as arts and crafts, dance, sports, adventure programs, music, and camping.

Employment of recreation workers is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations. As more emphasis is placed on the importance of exercise, more recreation workers will be needed to work in local government parks and recreation departments, fitness centers, sports centers, and camps specializing in younger participants.

Exercise Science

The Exercise Science curriculum at LCC is designed to be a transfer curriculum for students majoring in Exercise Science or a related field. Students have several options with a degree in Exercise Science, and the ability to gain employment after completion is also a possibility. Several students select exercise science as a pre professional degree for physical therapy, athletic training, chiropractic medicine, and others.

Students completing the degree program could potentially gain employment as a fitness trainer upon completing a certification exam. From the occupational handbook, "Employment of fitness trainers and instructors is projected to grow eight percent from 2014 to 2024, about as fast as the average for all occupations. As businesses, government, and insurance organizations continue to recognize the benefits of health and fitness programs for their employees, incentives to join gyms or other types of health clubs are expected to increase the need for fitness trainers and instructors."

C. Summary Statement of Faculty Qualifications

Instructors in the Physical Education, Athletic Training, and Exercise Science are required to have a Master's Degree with at least 18 hours of graduate work in the subject or related field. The one full-time faculty member in the department meets that guideline as do all adjunct instructors teaching courses in the program areas.

D. Faculty Recognition

December 2016 Employee of the Month – Ben McKenzie

E. How Does the Discipline Use Professional Development?

Professional development has been utilized to attend national conferences and to join a national organization. Professional development funds are limited for the field as most certifications require well over the allotted amount for a faculty member.

F. Student Enrollment

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

Major	2013	2014	2015	2016	2017	Total
Athletic Training	11	16	7	5	7	46
Exercise Science	-	-	8	7	13	28
Physical Education	24	24	12	5	9	74
Total	35	40	27	17	29	148

* Number of students admitted to the program/declared majors, represents figures for the Spring Semester only.

Completers	2013	2014	2015	2016	*2017	Total
Athletic Training	2	7	5	6	-	20
Exercise Science	-	-	3	2	-	5
Physical Education	10	4	2	1	-	17
Total	12	11	10	9	-	42

* Number of Program Completers, is in progress. Data will not be available until May.

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

Physical Education and Exercise Science faculty meet with coaches and potential students regarding recruitment of students and as a potential retention strategy to make sure students are properly performing in the classroom. Faculty also serve on the Retention Committee and assist in developing retention strategies such as early alert system. Faculty regularly recruits through participating in 8th Grade Day, Junior Day, and Senior Day.

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

Course Code	Course Title	2013	2014	2015	2016	2017	Enrollment
PED 101	Introduction to Physical Education	26	24	13	5	12	80
PED 103	Care & Prevention of Athletic Injuries	38	35	31	28	25	157
PED 105	Personal & Community Health	55	35	42	39	43	214
PED 107	Community Recreation	5	1	-	1	1	8
PED 109	Recreational Activities	8	13	9	1	1	32
PED 110	Introduction to Exercise Science	-	-	13	19	23	55
PED 111	Athletic Training Practicum I	13	11	2	10	4	40
PED 114	Basic Nutrition	91	98	92	87	85	453
PED 115	Personal Training and Fitness Management	-	-	10	10	7	27
PED 117	Training and Conditioning Lab I	-	-	8	4	6	18
PED 118	First Aid	35	42	41	22	17	157
PED 189	Rules & Officiating	16	14	9	3	8	50
	Total Annual Enrollment	287	273	270	229	232	1291

3b. Mean class size of courses per year.

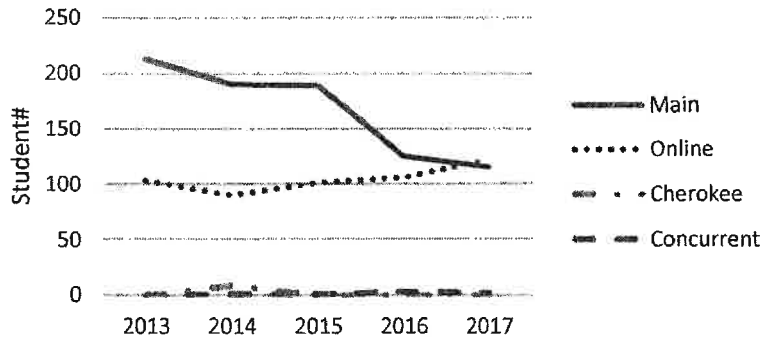
Course Code	Course Title	2013	2014	2015	2016	2017
PED 103	Care & Prevention of Athletic Injuries	13	9	16	14	13
PED 105	Personal & Community Health	14	12	14	10	14
PED 111	Athletic Training Practicum I	7	6	2	10	4
PED 114	Basic Nutrition	23	16	18	12	21
PED 118	First Aid	9	11	14	11	9
PED 110	Introduction to Exercise Science	-	-	13	6	12
PED 115	Personal Training and Fitness Management	-	-	10	10	7
PED 117	Training and Conditioning Lab I	-	-	4	2	6
PED 101	Introduction to Physical Education	9	12	13	3	6
PED 107	Community Recreation	5	1	-	1	1
PED 109	Recreational Activities	8	13	9	1	1
PED 189	Rules & Officiating	16	14	9	3	8

*2017 figures are incomplete and reflect only Spring enrollment
(Exercise Science courses began in FY15)

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

Enrollment by Location, 2013-2017	2013	2014	2015	2016	2017	Total	Total%
Main	213	190	189	125	115	832	0.608
Online	103	90	101	106	122	522	0.381
Cherokee	-	8	-	-	-	8	0.006
Concurrent	-	1	1	3	2	7	0.005
Total	316	289	291	234	239	1369	1.00

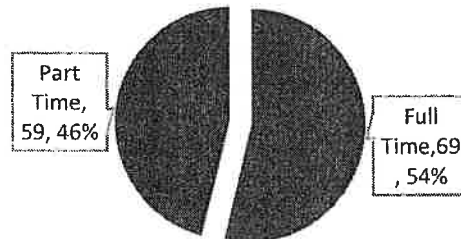
Enrollment by Location, 2013-2017



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

	2013	2014	2015	2016	2017	Total
Full Time	7	8	17	21	16	69
Part Time	19	19	8	7	6	59
Total	26	27	25	28	22	128

Number and Percent of Full-Time and Part Time Instructors, 2013-2017



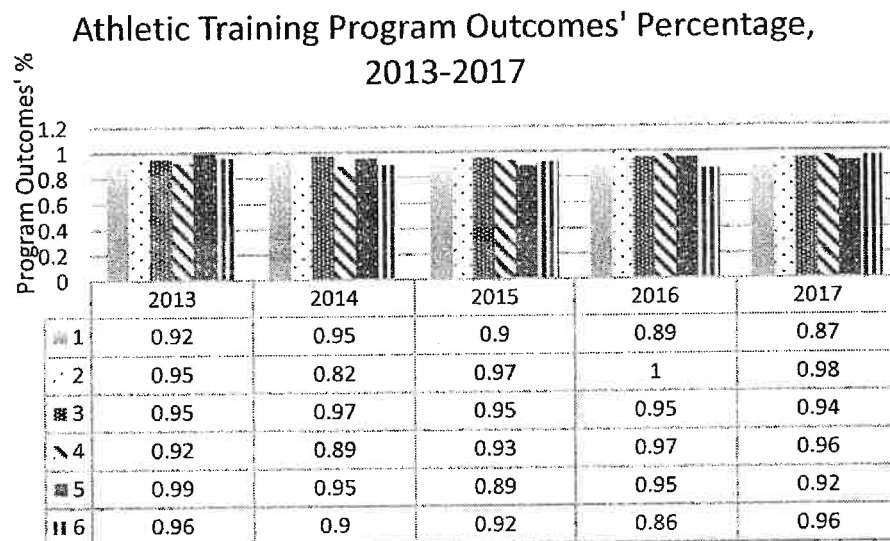
G. Program Assessment

What are the Program Outcomes Results?

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

Athletic Training Program Outcomes

1. Explain introductory concepts, common terminology, and history of Athletic Training.
2. Describe and detail the outline of an athletic training facility.
3. Apply concepts of harboring a safe playing environment through risk management, proper training, and diet.
4. Recognize the significance of teaching a healthy lifestyle and basic medical concepts, terms, and treatments for health related disorders and fitness related injuries.
5. Apply basic prophylactic taping, bandaging, and wrapping techniques.
6. Demonstrate the ability to recognize the need for and apply First Aid/CPR techniques.

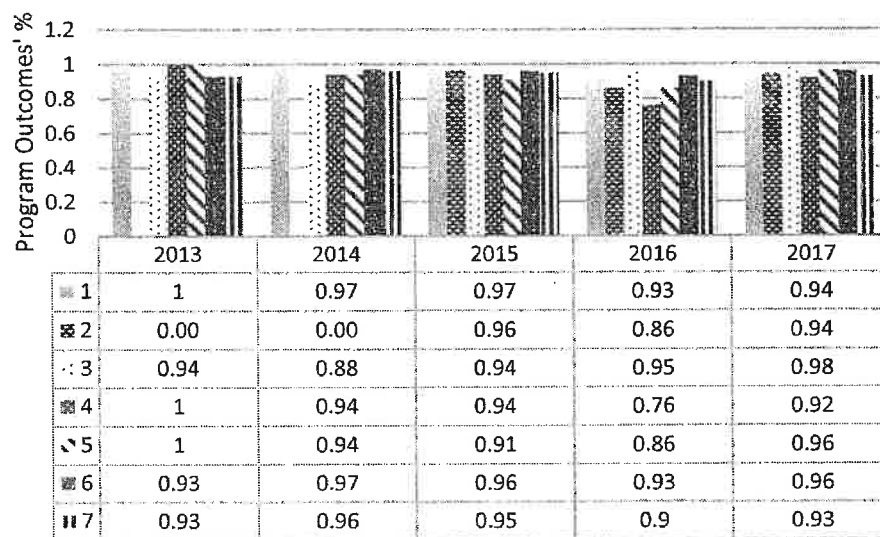


The percentages above reflect the demonstrated level of student competence upon completing the Athletic Training courses over the last five years. Athletic Training program outcome data reflects a high level of student success over the last five years. Physical Education, Athletic Training, and Exercise Science programs share a number of courses and outcomes.

Exercise Science Program Outcomes

1. Recognize the introductory concepts, common terminology, and history of Exercise Science.
2. Demonstrate concepts of fitness testing, examination, and prescription of fitness programs.
3. Recognize general medical conditions, injuries, and health concerns in exercise planning.
4. Demonstrate various methods of strength training, group exercise, and fitness training.
5. Analyze and define biomechanical movements and principles.
6. Analyze dietary concerns and demonstrate knowledge of dietary planning for health conditions.
7. Demonstrate the ability to prepare, instruct, and analyze a fitness program for individual and group work.

Exercise Science Program Outcomes' Percentage,
2013-2017

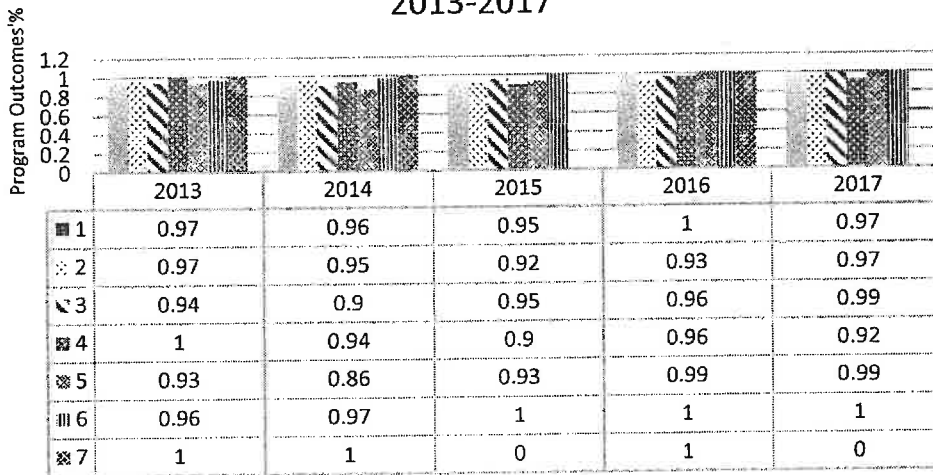


The percentages above reflect the demonstrated level of student competence upon completing the Exercise Science courses over the last five years. Exercise Science program outcome data reflects a high level of student success over the last five years. Physical Education, Athletic Training, and Exercise Science programs share a number of courses and outcomes.

Physical Education Program Outcomes

1. Identify introductory concepts, common terminology, and history of Physical Education, Recreation, and Athletic Training.
2. Compare and contrast concepts of fitness testing, examination, and prescription of physical education programs.
3. Utilize concepts of harboring a safe playing environment through risk management, through proper training, diet, and preparation, and through administration of First Aid/CPR techniques.
4. Illustrate basic design and administration of athletic facilities and various purchasing systems to acquire equipment and supplies for facilities.
5. Outline the significance of teaching a healthy lifestyle and basic medical concepts, terms, and treatments for health related disorders and fitness related injuries.
6. Demonstrate basic rules, officiating signals, and sportsmanship for various sports, fitness activities, and recreational activities.
7. Create, design, and implement recreational programs for various age groups and of varying fitness levels.

Physical Education Program Outcomes' Percentage, 2013-2017



The percentages above reflect the demonstrated level of student competence upon completing the Physical Education courses over the last five years. Physical Education program outcome data reflects a high level of student success over the last five years. Physical Education, Athletic Training, and Exercise Science programs share a number of courses and outcomes.

H. Learning Resources

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

Learning resources are adequate and have been improved by the donation of weight room equipment and a remodeled space. While there are many other available technologies that could be utilized, we have a pretty diverse selection of equipment to utilize for our courses. The department will continue to utilize all available resources to provide students with a diverse amount of experience in a variety of settings.

I. Partnerships

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

The program has set up a number of external partnerships to utilize resources in the community. Physical education classes have utilized Parsons Recreation Commission facilities for classes and demonstrations. Students have also assisted in recreation programming at that facility when available and appropriate. Exercise Science classes have shadowed various career facilities in town or utilized their space to perform lab assignments. Exercise science has also utilized local professionals as guest speakers in classes to provide students the ability to speak directly with professionals in the career field. Exercise Science students also partnered with Workforce Development to offer fitness and weight room courses on campus. Students in the Exercise Science department have been utilized to perform fitness testing and develop workout routines for students enrolled in the fitness courses.

Review of Previous Action Plan

1. **Challenge** - New tables are needed in the gym classroom.

Action taken - Tables and chairs were replaced with new ones.

2. **Challenge** - The facilities are not adequate for the number of students enrolled each semester.

Action taken - The department expanded to the old fine arts building and upgraded equipment.

3. **Challenge** - A new major dealing with exercise science should be researched for the physical education department.

Action taken - Added Exercise Science to our degrees in 2013-14.

4. **Challenge** - Some physical education students have difficulty enrolling in courses they need due to scheduling and course availability.

Action taken - An occasional difficulty still remains, however, with the increase in online courses most issues have been resolved.

5. **Challenge** -Lack of a full-time faculty member limits the ability of the program to grow and to serve students.

Action taken - Hired a full time faculty member in 2014 and expanded program offerings to include exercise science.

SUMMARY REPORT: Strengths, Weaknesses, Opportunities, Challenges

ACADEMIC PROGRAM REVIEW

Date: 3/30/2017

Academic Program/Discipline: Physical Education, Athletic Training, and Exercise Science

REVIEW COMMITTEE IDENTIFIED STRENGTHS

Strengths

1. A diverse amount of degree options available to students within the department.
2. College and community engagement opportunities by exercise science staff and students.
3. Service learning opportunities for coaching, personal training, and recreation are all available in a variety of settings to the students within the department.
4. Supportive recruiting efforts within the department.
5. Internal partnerships with specialty courses.
6. A diverse student population from a variety of cultural backgrounds within the program disciplines provides a unique student experience.

REVIEW COMMITTEE IDENTIFIED WEAKNESSES/OPPORTUNITIES/CHALLENGES

Weaknesses

1. Shared facilities provide challenges to scheduling during afternoon hours.
2. There is a lack dedicated extended funds for continuing education for instructor certification.
3. There is a limited number of adjunct faculty member who meet the qualifications for instructor.

Opportunities

1. Work with coaching staff to promote degree and schedule courses at times that meet their needs.
2. Work with other allied health programs to possibly give opportunity to students who do not make it in those programs.

Challenges

1. Work with coaching staff to make sure facilities are scheduled and utilized to their maximum potential for both athletics and academics.

Program Action Plan

Date: 3/30/17

An Action Plan addressing weaknesses, opportunities, and challenges found during the Program Review process was developed by the full-time faculty in the program and the Program Director, Dean of Instruction or CTE Director. The Action Plans goals will be included in the program Operational Plans for the upcoming years as a part of the Strategic Planning process. The associated Core Value and Outcome should be included for Operational Plan reference, such as 1A for Core Value 1 and Outcome A. The person or persons responsible will determine the necessary actions to complete the suggestions needed in the Weaknesses/Opportunities/Challenges for the specific areas that are being reviewed.

Weaknesses/ Opportunities/ Challenges	Program Outcome/ Objective	Estimated Cost/ Department Budget	Operational Plan Year of Implementation, Associated Core Value and Outcome, and/or Completion or Proposed Administrative Action	Person Responsible DOI/Advisory Committee
Shared facilities make scheduling afternoon fitness courses challenging.	Collaborate with college athletic teams to maintain maximum usage of facilities.	No estimated expenses expected at this time.	FY19, 3D	Ben McKenzie
Lack of dedicated extended continuing education funds available to further pursue certifications or maintain certifications.	Research expanding program to include the educational recognition through the National Strength and Conditioning Association.	Ongoing expenses of \$500.00-\$1000.00 annually.	FY20, 3D	Ben McKenzie
Limited adjunct faculty meeting qualification for instructor.	Increase advertising for qualified instructors when necessary.	No estimated expenses expected.	Ongoing as needed, 1A	Ben McKenzie
Work with allied health programs to give students who are not accepted into allied health an additional option for continuing their education at Labette Community College.	Develop a method for getting program information out to students who are not accepted.	No estimated expenses.	FY19, 2A	Ben McKenzie

Appendix A: List of Courses

Athletic Training Associate in Science		
Concentration Requirements		Credit Hours
PED 103	Care and Prevention of Athletics Injuries	3
PED 105	Personal & Community Health	3
PED 111	Athletic Training Practicum I	2
PED 118	First Aid	2
PED 114	Basic Nutrition	3

Exercise Science Associate in Science		
Concentration Requirements		Credit Hours
PED 110	Introduction to Exercise Science	3
PED 105	Personal and Community Health	3
PED 103	Care and Prevention of Athletic Injuries	3
PED 115	Personal Training and Fitness Management	3
PED 118	First Aid	2
PED 114	Basic Nutrition	3
PED 117	Training and Conditioning Lab I	1

Physical Education Associate in Science		
Concentration Requirements		Credit Hours
PED 101	Introduction to Physical Education	3
PED 103	Care and Prevention of Athletic Injuries	3
PED 105	Personal & Community Health	3
PED 118	First Aid	2

Appendix B: Faculty in Program Qualifications

ATHLETIC TRAINING

Ben McKenzie – full
Anna Nimz – adjunct
Holly McKenzie – adjunct
Jonathan Raney - adjunct
Ryan S. Phillips - adjunct
Shelby Hillman - adjunct
Stephen Moritz - adjunct
Tarah Cockrell - adjunct

EXERCISE SCIENCE

Ben McKenzie – full
Anna Nimz – adjunct
Holly McKenzie – adjunct
Jonathan Raney – adjunct
Ryan S. Phillips – adjunct
Shelby Hillman – adjunct
Stephen Moritz – adjunct
Tarah Cockrell – adjunct

PHYSICAL EDUCATION

Ben McKenzie – full
Anna Nimz – adjunct
Gary Crissman - adjunct
Holly McKenzie – adjunct
Jeff Vesta – adjunct
Jonathan Raney – adjunct
Patrick Duncan – adjunct
Ryan A. Phillips - adjunct
Ryan S. Phillips – adjunct
Shelby Hillman – adjunct
Stephen Moritz – adjunct

Agenda Item #: VI.C.
Date: April 13, 2017

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 4.06 Student Directory Information

Policy 9.01 Professional Employees: Conditions of Employment

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve the edits to Policy 4.06 Student Directory Information and Policy 9.01 Professional Employees: Conditions of Employment. Approval is recommended.

PROCEDURE 4.06 STUDENT DIRECTORY INFORMATION

Student records maintained by the Admissions Office include: admissions applications, transcripts, and enrollment forms.

Student records maintained in the Student Success Center include: SAT and ACT records, and individual test results.

Applications for admission to programs, transcripts, test results and confidential references are maintained in the program director's office for each student enrolled.

The Vice President of Student Affairs has control of student VA records, scholarship applications and recommendations, financial aid applications and family financial statements, federally insured loan applications and promissory notes, records of student earnings, and disbursements.

A charge of \$5-10 per copy will be assessed the student for a transcript. (See also Procedure 4.09 Student Records for further information on the release of records)

Revised: 7/5/05

**POLICY 9.01 PROFESSIONAL EMPLOYEES: CONDITIONS OF
EMPLOYMENT**

DRAFT 1/12/17

A. General

Each instructor shall perform the duties and services necessary to the position for which employed, shall make and file reports required by the Board or President, shall cooperate with the Administration in the development and execution of the instructional program, and shall perform such other services as may be mutually agreed upon by the Administration and the instructor.

B. Due Process Procedures

An act concerning due process procedures upon termination of non-renewal of teachers' contracts; providing for the disposition of certain costs of hearings thereon; is stated in SB 460, amending KSA 1974 Supp. 72-5436 to 72-5440, 75-5442, 72-5443, and 72-5445.

(Copies of this law may be reviewed in the office of the President or Vice President of Academic Affairs or obtained from the Faculty Senate.)

C. Professional Compensation

Salary for instructors covered by the Master Agreement shall be in accordance with current salary schedule.

(See Master Agreement, Article XVI.)

D. Meetings

See Master Agreement.

E. Office Hours

See Master Agreement.

F. Personnel Policies

Written personnel policies are instrumental in guiding the judgment of all persons concerned with the educational program. Written policies establish definite relationships among participants by setting standards to which all parties accept the responsibility of conforming.

(See Master Agreement)

G. Retirement

(See Master Agreement)

H. Teaching and Evaluation of Instruction

(See Master Agreement, Appendix D)

I. Qualifications

Labette Community College abides by ~~Criteria for Accreditation and Assumed Practices of the Higher Learning Commission of the North Central Association of Colleges and Schools~~ the requirements of its accrediting body, the Higher Learning Commission (HLC), when determining faculty qualifications. ~~Specifically related to faculty qualifications are Criterion 3.A.3 “the institution’s program quality and learning goals are consistent across all modes of delivery and all locations (on the main campus, at additional locations, by distance delivery, as dual credit, through contractual or consortial arrangements, or any other modality”, Criterion 3.C.2. All instructors are appropriately qualified, including those in dual credit, contractual, and consortial programs, and Criterion 4.A.4. “The institution maintains and exercises authority over the prerequisites for courses, rigor of courses, expectations for student learning, access to learning resources, and faculty qualifications for all its programs including dual credit programs. It assures that its dual credit courses or programs for high school students are equivalent in learning (course) outcomes and levels of achievement to its higher education curriculum” and Assumed Practice B.2.a. “Instructors ... possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process.~~ These qualifications are required by all full-time, adjunct, concurrent, dual credit, and temporary faculty who teach for the college. All faculty are required to have appropriate documentation on file.

~~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.~~

Faculty teaching general education (transfer) courses (such as English, Math, Liberal Arts, Sciences) will meet are required to have the following qualifications:

- ~~Master's degree or higher in the teaching discipline or subfield taught.~~ ~~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 A~~ Master's degree or higher in a discipline or subfield other than that taught with a minimum of 18 graduate credit hours in the discipline taught.
- ~~Enrollment Partnership Agreement. 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 3 years of successful teaching experience at an accredited institution and currently teaching in a high school or college. Use of this standard requires review and approval of the Vice President of Academic Affairs, an annual student and administrative evaluation, and the stipulation that the same final exam as is given in a representative section of the same course taught at the college will be used as the final exam in this course per standards of the KBOR Concurrent~~
- Faculty teaching in programs that are accredited or approved by outside agencies shall have teaching credentials that meet the standards specified by that agency.
- Faculty teaching Career and Technical (CTE) courses are required to have the following qualifications:

Bachelor's degree and or valid/current industry-recognized credentials and a minimum of 4,000 hours of work experience in the specific technical field taught.

- Faculty teaching non-transfer courses including developmental or college preparation courses, College Success Skills courses, continuing education workshops, Personal Enrichment courses, and workforce education courses must have an appropriate degree and/or credentials, special training, experience, creative production, or other accomplishments or distinctions appropriate to the discipline as determined by the Vice President of Academic Affairs.
- Other factors, including but not limited to equivalent experience, may be considered in determining whether a faculty member is qualified.
- Any exception due to special circumstances must be approved by the Vice President of Academic Affairs.

The Dean of Instruction/CTE Director as appropriate make the determination if a potential instructor is properly credentialed by reviewing transcripts and other supporting documentation. If the potential instructor is not properly credentialed, the

Dean of Instruction may approve a Degree/Credentialing plan to ensure full compliance by September 1, 2022, which meets our HLC approved extension to come into compliance. The approved plan must be updated annually.

~~Other factors, including but not limited to equivalent experience, may be considered in determining whether a faculty member is qualified.~~

In addition to meeting the HLC required faculty qualifications, faculty teaching concurrent general education courses must meet the requirements of the Kansas Board of Regents (KBOR) Concurrent Enrollment Partnership (CEP) agreement between the high school and Labette Community College.

~~Faculty teaching in programs that are accredited or approved by outside agencies shall have teaching credentials that meet the standards specified by that agency.~~

~~Faculty teaching non-transfer courses including Career Technical Education (CTE) courses, developmental or college preparation courses, College Success Skills courses, continuing education workshops, Personal Enrichment courses, and workforce education courses must have an appropriate degree and/or credentials, special training, experience, creative production, or other accomplishments or distinctions appropriate to the discipline as determined by the Vice President of Academic Affairs.~~

J. Leave of Absence Policy

Upon request and subject to approval by the Board of Trustees, a faculty member may be allowed to take a leave of absence for up to one year in duration. These leave requests are to be limited to requests for study in an academic area approved by the Board of Trustees. The pertinent items relating to this Leave of Absence are as follows:

A faculty member shall:

1. Be employed for at least two (2) years before being eligible for a leave of absence. Application for leave may be submitted during the second semester of the second year.
2. Receive no remuneration from LCC during this leave period.
3. Be allowed to retain accumulated sick leave credit during the leave period. No credits will accrue during the leave period.
4. Be allowed to remain within the LCC medical health insurance group during this leave period. No portion of the premium will be paid by the Board during this leave period and prior arrangements must be made with the administration for these payments to be made.

5. Be reassigned in a comparable position with the one held prior to the leave period provided a vacancy exists and the request for reassignment to active employment is made on or before February 15 of the school year previous to reinstatement. If the date of return from Leave of Absence is other than the beginning of the contract year, then reinstatement of the faculty member will be subject to a vacancy occurring for which the instructor is qualified to fill as determined by the administration.

K. Reduction-in-Force

When one or more instructors are to be terminated or demoted because of a change in the size or nature of the student population, unavoidable budgetary limitations or similar factors affecting the overall operation of the College, part-time instructors shall be terminated first, provided full-time instructors are qualified replacement.

If after the above procedure has been followed it becomes necessary to reduce the instructional staff, the instructor or instructors to be terminated or transferred shall be determined on a seniority basis, provided that the affected instructor is qualified to perform the work of the instructor who is to be terminated.

Seniority is defined as: (Subject to Kansas continuing contract law)

1. For purposes of reduction-in-force, seniority is defined as continuous years of employment in a full-time instructional position at the College.
2. In the event of equal years of continuous full-time instruction, number of credit hours taught as an adjunct instructor at the College prior to current full-time instruction will be used to make a determination.
3. In the event the above two items are equal, educational qualifications will be used.
4. In the event the above three items are equal, performance evaluations and experience will be considered.

With respect to the application of the above, termination shall be made in inverse order of length of service from the most recent date of employment at the College.

Before terminating a faculty member, the College administration shall make a reasonable effort to place them in another suitable position within the College.

Revised: 6/12/01, 4/25/09, 7/14/11, 5/1/14, 9/12/14, 1/8/15, 1/12/17

Agenda Item #: VI.D.
Date: April 14, 2017

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 4.16 Drug Testing for Health Science Students

The attached exhibits show the proposed changes.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees review Policy 4.16 Drug Testing for Health Science Students. We will request action to be taken at the May Board Meeting.

POLICY 4.16 DRUG TESTING FOR HEALTH SCIENCE STUDENTS

Introduction

It is the policy of Labette Community College that students who enroll in health science programs or Workforce Education allied health courses ~~including, but not limited to, Nursing, Respiratory Care, Radiologic Technology, Physical Therapist Assistant, Diagnostic Medical Sonography, Dental Assisting Programs and Certified Nurse Aide, Certified Medication Aide, and Pharmacy Technician Preparation for Exam~~ courses submit to drug and/or alcohol testing when required by a clinical facility, a specific healthcare program policy, or as directed by a reasonable cause event.

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Purpose

Students in LCC Health Science Programs and Workforce Education Allied Health Courses must adhere to the standards of conduct required of healthcare professionals. No student will be allowed in the classroom or clinical area while under the influence of drugs or alcohol. This policy is consistent with the "Student Code of Conduct Policy" in the LCC Catalog--
http://www.labette.edu/catalog/Student_Information.pdf. Health Science students found to be involved in any of these activities are subject to disciplinary action up to and including dismissal from their respective health science programs.

Labette Community College Health Science Programs strive to ensure the health and safety of students and patients are not compromised. Education of health science students at Labette Community College requires collaboration between the college and clinical facilities and cannot be complete without a quality clinical education component, generally referred to as a clinical rotation. Clinical facilities are increasingly required by their accrediting agencies, including The Joint Commission (TJC), to provide a drug screen for security purposes on individuals who supervise, care, render treatment, and provide services within the facility. ~~therefore,~~ Clinical facilities may require a negative drug screen on each student prior to that student arriving for his/her clinical rotation.

Approved: 6/19/14

Effective: 7/1/17

Agenda Item: VLE.
Date: April 13, 2017

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**

EXHIBIT 7

Check Number	Vendor	Description	Account Number	Amount	Total
117117	A T and T	Phone Service	11-6501-631-000	\$297.66	
117118	A T and T	Phone Service - Cherokee Center	11-7103-631-000	\$272.50	\$570.16
117121	Joseph Burke	Internet	11-6401-631-000	\$1,616.40	\$1,616.40
117122	Cardmember Service	Reimburse Mileage - KCIA Meeting	11-4201-601-000	\$160.50	\$160.50
		PTK Annual Convention Registration	11-1126-604-000	\$1,316.00	
		Comfort Suites-Wrestling Team Regic	11-5505-601-000	\$338.64	
		Quality Inn - Wrestling Team Kansas	11-5505-601-000	\$309.72	
		American Airlines-G Knox to AACC	11-6101-601-000	\$511.60	
		Hampton Inn-George Knox COP Mtg	11-6101-601-000	\$160.63	
		Gaylord-J Burzinski, C Carter Hotel J/	11-6401-601-000	\$469.64	
		Jenzabar Annual Meeting Registraior	11-6401-601-000	\$600.00	
		Living On One DVD for IDL Media	11-6401-701-000	\$26.79	
		SARA Membership Fee	11-6501-681-000	\$2,000.00	
		SimMan 3G Extended Warrantly	12-1208-700-001	\$6,200.00	
		Abdomen Registry -	12-1214-681-000	\$250.00	
		Registry Exam -	12-1214-681-000	\$250.00	\$12,433.02
117123	City of Parsons	Water Service	11-7102-632-000	\$1,958.07	
		Water Service	16-9482-632-000	\$231.44	\$2,189.51
117124	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$141.55	
117126	Leanna Doherty	Cable - Cherokee Center	11-7103-701-000	\$84.11	\$225.66
		Reimburse Meals - KACCBO Mtg	11-6201-601-000	\$10.96	
		Reimburse Mileage - KACCBO Mtg	11-6201-601-000	\$156.22	
117127	Kyle G Drennan	Reimburse Mileage - Recruiting (6)	11-5508-603-000	\$785.92	\$167.18
117130	Kara Good	Reimburse Mileage - KBOR Seminar	12-1211-602-000	\$32.40	\$785.92
117131	Ross Harper	Reimburse Mileage - Recruiting (3)	11-5302-601-000	\$241.29	\$32.40
				\$241.29	\$241.29

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	3/2/2017		Total
			Account Number	Amount	
117133	Kansas Gas Service	Gas Service	11-7102-633-000	\$215.81	\$215.81
117135	Tammy Kimrey	Reimburse KSRT Membership	11-4200-630-031	\$50.00	
		Reimburse Mileage - Clinicals (6)	12-1210-602-000	\$344.54	\$394.54
117136	Leigh Ann Martin	Reimburse Mileage - Main Campus (3	12-1215-601-000	\$92.02	\$92.02
117137	Ashley Moore	Reimburse Kansas Society Memberst	11-4200-630-030	\$50.00	
		Reimburse Mileage - Clinicals (6)	12-1210-602-000	\$450.47	\$500.47
117138	Newberry Construction Company, Inc	Work Done on New Library	11-6201-659-001	\$25,355.70	\$25,355.70
117139	Ryan S. Phillips	Softball Travel - 3/10/17	11-5509-601-000	\$3,500.00	
		Softball Travel - 3/18/17	11-5509-601-000	\$500.00	\$4,000.00
117140	Ryan S. Phillips	Softball Travel - 3/31/17	11-5509-601-000	\$1,000.00	\$1,000.00
117141	Ryan S. Phillips	Softball Travel - 3/21/17	11-5509-601-000	\$250.00	\$250.00
117142	Ryan S. Phillips	Softball Travel - 3/14/17	11-5509-601-000	\$600.00	\$600.00
117143	Remnant Cafe'	Catering for Indie Lens Pop-up	11-4201-627-002	\$162.00	\$162.00
117144	Jerrold W Stanford	Men's Basketball Travel - 3/4/17	11-5508-601-000	\$320.00	\$320.00
117145	Jerrold W Stanford	Men's Basketball Travel - 3/6/17	11-5508-601-000	\$320.00	\$320.00
117146	Jerrold W Stanford	Men's Basketball Travel - 3/8/17	11-5508-601-000	\$320.00	\$320.00
117147	Elizabeth A Stoneberger	Reimburse Mileage - Conference	11-4200-630-012	\$136.10	\$136.10
117148	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$248.29	
		Custodians Phone Charges	11-7102-649-000	\$180.39	\$428.68
117149	W C A Waste Corporation	Waste Removal, Cherokee	11-7103-649-000	\$109.07	\$109.07
117150	Westar Energy, Inc	Electricity	11-7102-634-000	\$12,995.71	
		Electricity - Cherokee Center	11-7103-634-000	\$1,322.68	\$1,322.68
		Electricity	16-9482-634-000	\$870.78	\$15,189.17
117151	Scotty M Zollars	Reimburse Parking - NACADA Conf	11-4101-602-000	\$10.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	3/2/2017	Account Number	Amount	Total
117151	Scotty M Zollars	Reimburse Mileage - NACADA Conf		11-4101-602-000	\$127.33	\$137.33
	11-General Fund		\$59,231.28			
	12-Postsecondary Technical Education Fund		\$7,619.43			
	16-Auxillary Ent Fund		\$1,102.22			
	67-Capital Outlay		\$0.00			
			<u>\$67,952.93</u>		<u>\$67,952.93</u>	

Checks approved for release prior to Board action

President

Deanna W. Scheidt
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

3/10/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117160	A T and T	Internet	11-6401-631-000	\$3,558.42	\$3,558.42
117162	American United Life Ins Co Group	PreMarch Life Insurance Premiums	11-6501-590-001	\$356.02	\$356.02
117165	Jencey Brinson	Recruit Flight-	11-5504-701-000	\$225.00	\$225.00
117166	CableONE	Cable Service	11-7202-648-000	\$90.62	\$90.62
117167	Leanna Doherty	Reimburse Baseball Team Hotel	11-5502-601-000	\$1,401.72	\$1,401.72
117168	Jacob R Fulsom	Reimburse Gas - Recruiting	11-5504-601-000	\$151.02	
		Reimburse Hotel - Recruiting	11-5504-601-000	\$79.83	
		Reimburse Meals - Recruiting	11-5504-603-000	\$135.84	\$366.69
117169	Trudy E Hill	Reimburse Fall Mileage - High School	12-4204-601-000	\$78.84	
		Reimburse Spring Mileage - High Sch	12-4204-601-000	\$136.96	\$215.80
117172	Kansas Gas Service	Gas Service	11-7102-633-000	\$705.66	\$705.66
117173	Kansas Outdoor Advertising	Febraury Advertising	11-6301-613-000	\$575.00	\$575.00
117174	Kansas Physical Therapy Association	KPTA Registration Fee - 17 Students	12-1213-700-000	\$459.00	
		KPTA Spring Conf. Registration-T. Mc	12-1246-630-000	\$240.00	
		KPTA Spring Conf. Registration-J.Wil:	12-1246-630-000	\$325.00	\$1,024.00
117175	Kylie Lucas	Reimburse Milleage - Recruiting (10)	11-5302-601-000	\$409.81	\$409.81
117176	Cody Nutt	Reimburse Sp Mileage - Cherokee Cti	11-6401-601-000	\$66.34	
		Fall Mileage - CC March to Dec - (13)	11-6401-601-000	\$435.24	\$501.58
117177	Pepsi-Cola	Pop in a Box	16-9684-701-000	\$465.51	\$465.51
117178	Rural Water District #5	Utility Water, Cherokee	11-7103-632-000	\$75.76	\$75.76
117179	Ryan Seme	Reimburse Mileage - Meetings (8)	12-4204-601-000	\$415.16	\$415.16
117180	Southeast Kansas Inc	Manufacturing Forum Admission-Ryar	12-4204-709-000	\$15.00	\$15.00
117181	Bharathi Sudarsanam	Reimburse Taxi - HARS Conf	11-4200-630-003	\$58.00	
		Reimburse Baggage - HARS Conf	11-4200-630-003	\$50.00	
		Reimburse Parking Fees-HARS Conf	11-4200-630-003	\$50.00	\$50.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	3/10/2017	Account Number	Amount	Total
117181	Bharathi Sudarsanam	Reimburse Meals - HARS Conf		11-4200-630-003	\$33.13	
		Reimburse Mileage - HARS Conf		11-4200-630-003	\$189.00	\$380.13
117182	Verizcn Wireless	J Burzinski Phone Charges		11-6401-701-000	\$248.29	
		Custodians Phone Charges		11-7102-649-000	\$180.39	\$428.68
					<u>\$11,210.56</u>	
	11-General Fund		\$9,075.09			
	12-Postsecondary Technical Education Fund		\$1,669.96			
	16-Auxillary Ent Fund		\$465.51			
	67-Capital Outlay		\$0.00			
			<u>\$11,210.56</u>			

Checks approved for release prior to Board action

President

Deanna DeShaney

Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

3/16/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117227	Accident Fund	Workman's Comp	11-6501-590-001	\$3,286.40	\$3,286.40
117228	Amazon.com LLC	Physics Supplies	11-1113-700-000	\$70.45	
		Physics Supplies	11-1113-700-000	\$216.09	
		Physics Supplies	11-1113-700-000	\$72.39	
		Physics Supplies	11-1113-700-000	\$46.80	
		Prosafe 5-Port Gigabit S	11-6401-646-002	\$124.95	
		SAS Hard Drive HDD Tray/Cadd	11-6401-646-002	\$36.28	
		Replacement Battery Cartridge	11-6401-701-000	\$576.40	
		Office Chair Mat	12-4204-701-000	\$73.98	\$1,217.34
117229	American Association of Community	CAACC President's Academy-M. Watki	11-6101-601-000	\$1,000.00	\$1,000.00
117231	B P	Gasoline	11-6502-720-000	\$74.62	\$74.62
117234	Tonya D Bell	Reimburse Airport Parking - Lilly Conf	11-4200-630-013	\$30.00	
		Reimburse Meals - Lilly Conf	11-4200-630-013	\$135.68	
		Reimburse Airfare - Lilly Conf	11-4200-630-013	\$189.00	
		Reimburse Mileage - Lilly Conf	11-4200-630-013	\$184.04	
		Reimburse Shuttle - Lilly Conf	11-4200-630-013	\$37.76	\$576.48
117235	Linda G Brown	Reimburse Meals - WCEC	12-1210-601-000	\$166.62	
		Reimburse Baggage Fees-West Coas	12-1246-630-000	\$50.00	
		Reimburse Taxi/Trolley-West Coast E	12-1246-630-000	\$44.00	\$260.62
117236	CableONE	Ted Hill Internet	11-6401-631-000	\$87.95	\$87.95
117237	Janice S Every	Reimburse Human Resource Training	12-1210-601-000	\$29.95	\$29.95
117238	FedEx Express	Package Shipping (4)	11-5303-701-000	\$81.62	
		Package Shipping (1)	12-1214-670-000	\$24.08	\$105.70
117240	Jennifer Harding	Reimburse KRCS Registration	11-4200-630-033	\$110.00	\$110.00
117241	Ross Harper	Reimburse Mileage - Recruiting (7)	11-5302-601-000	\$417.84	\$417.84

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

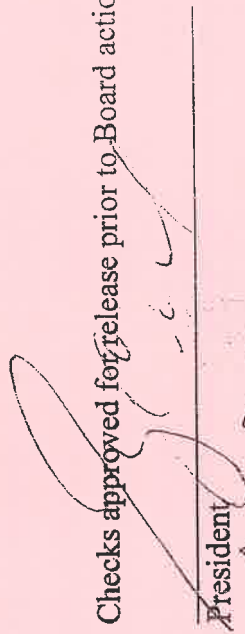
3/16/2017


Check Number	Vendor	Description	Account Number	Amount	Total
117244	Joe Smith Company, Inc	Concessions Spring 20107	16-9381-742-000	\$174.58	\$174.58
117245	Kansas Department of Revenue	Bookstore Sales Tax/February	16-0000-216-001	\$450.38	
		Food Service Sales Tax/February	16-0000-216-002	\$551.69	\$1,002.07
117246	Kansas Gas Service	Gas Service	11-7102-633-000	\$785.22	
		Gas Service - Cherokee Center	11-7103-633-000	\$128.71	
		Gas Service	16-9482-633-000	\$103.89	\$1,017.82
117247	Kansas Society of Radiologic Technologists	KSRT Registration - Ashley Moore	11-4200-630-030	\$70.00	
		KSRT Registration - Tammy Kimrey	11-4200-630-031	\$70.00	
		KSRT Registration - Gale Brown	12-1210-601-000	\$70.00	\$210.00
117249	Ashley Moore	Reimburse Meals - WCEC	11-4200-630-030	\$180.59	
		Reimburse Shuttle/Trolley - WCEC	12-1246-630-000	\$40.00	
		Reimburse Airport Parking - WCEC	12-1246-630-000	\$40.00	
		Reimburse Baggage - WCEC	12-1246-630-000	\$50.00	
		Reimburse Mileage - WCEC	12-1246-630-000	\$135.89	\$446.48
117250	N THERM, LLC	Gas Service	11-7102-633-000	\$484.68	
		Gas Service	11-7102-633-000	\$96.28	
		Gas Service	11-7102-633-000	\$33.20	
		Gas Service	11-7102-633-000	\$531.15	
		Gas Service	16-9482-633-000	\$89.64	\$1,234.95
117252	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$683.49	\$683.49
117253	Pittsburg State University Art Association	Honorarium	11-1101-702-000	\$150.00	\$150.00
117254	Mitchell A Rolls	Reimburse Sophomore Night Expenses	11-5503-601-000	\$131.68	
		Reimburse Mileage - Recruiting (4)	11-5503-603-000	\$502.90	\$634.58
117255	Jerrold W Stanford	Reimburse Mileage - Recruiting-OH,	11-5508-603-000	\$1,002.06	\$1,002.06
117257	Touchtone Communications	Long Distance	11-6501-631-000	\$81.38	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
			3/16/2017		
117257	Touchtone Communications	Long Distance - Cherokee Center	11-7103-631-000	\$19.95	\$101.33
117258	Mark Watkins	Reimburse Meals - KCCLI	11-4202-601-000	\$50.05	
		Reimburse Hotel - KCCLI	11-4202-601-000	\$252.28	
		Reimburse Mileage - KCCLI	11-4202-602-000	\$341.87	\$644.20
				<u>\$14,468.46</u>	
	11-General Fund			\$12,373.76	
	12-Postsecondary Technical Education Fund			\$724.52	
	16-Auxillary Ent Fund			\$1,370.18	
	67-Capital Outlay			<u>\$0.00</u>	
				\$14,468.46	

Checks approved for release prior to Board action



 President


 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

3/17/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117259	American Heritage Life Insurance Com	Cancer Premiums	11-0000-273-000	\$150.39	\$150.39
117260	Bay Bridge Administrators, LLC f/b/o S	Employee 403(b) Contributions	11-0000-258-000	\$13,753.00	
		Cancer Premiums	11-0000-273-000	\$333.58	
		Disability Premiums	11-0000-275-000	\$595.30	
		Term Life Insurance Premiums	11-0000-276-000	\$769.29	
		Employer 403(b) Matching	11-6501-590-001	\$3,740.00	\$19,191.17
117261	Carl B. Davis, Trustee	Garnishment	11-0000-270-000	\$675.00	\$675.00
117262	L C C Faculty Association	March Dues	11-0000-264-000	\$992.18	\$992.18
117263	L C C Foundation	March Employee Contributions	11-0000-268-000	\$700.00	\$700.00
117264	PHEAA	Garnishment	11-0000-270-000	\$54.20	\$54.20
117265	Security Benefit Life Insurance Co.	Medical Reimb/Child Care	11-0000-277-000	\$1,551.67	\$1,551.67
				<u>\$23,314.61</u>	

11-General Fund	\$23,314.61
12-Postsecondary Technical Education Fund	\$0.00
16-Auxillary Ent Fund	\$0.00
67-Capital Outlay	\$0.00
	<u>\$23,314.61</u>

Checks approved for release prior to Board action

President

Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

3/30/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117266	A T and T	Phone Service	11-6501-631-000	\$4,874.25	\$4,874.25
117267	A T and T	Internet	11-6401-631-000	\$1,616.40	\$1,616.40
117268	Bank of Parsons	Principal - Zetmeir Building	11-6201-761-000	\$27,909.37	
		Interest - Zetmeir Building	11-6201-762-000	\$1,045.08	\$28,954.45
117269	Cardmember Service	Holiday Inn-E Stoneberger Great Plair	11-4200-630-012	\$178.48	
		Doubletree-Tonya Bell to Lilly Conf	11-4200-630-013	\$510.06	
		Survey Monkey Renewal	11-4202-701-000	\$204.00	
		Priceline-Financial Aid to Training	11-5201-601-000	\$2,830.28	
		Comfort Suites-Wrestling to Nationals	11-5505-601-000	\$869.77	
		Holiday Inn - Softball Team Stay	11-5509-601-000	\$1,652.16	
		Airline Reservation	11-6101-601-000	\$436.88	
		AACC Registration-Mark Watkins	11-6101-601-000	\$641.25	
		Clubhouse Inn-Leanna Doherty to KA	11-6201-601-000	\$97.37	
		LiveStream Subscription Account	11-6403-701-000	\$499.00	
		OnStar for LCC Vehicles	11-6502-720-000	\$130.86	
		Replacement Part Shipping	11-6503-648-000	\$14.68	
		Position Announcement Dean of Instrn	11-6504-613-000	\$275.00	
		Registry Fee Vascular-Melissa Dunca	12-1214-681-000	\$250.00	
		Doubletree - A Moore, G Brown WCE	12-1246-630-000	\$607.52	
		Food Service License Fee	16-9684-683-000	\$225.00	\$9,422.31
117271	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$141.55	
		Cable - Cherokee Center	11-7103-701-000	\$84.11	\$225.66
117272	Crossroads Charters Inc.	Baseball Bus Trip, Kansas City	11-5502-601-000	\$395.20	
		Baseball Bus Trip, Baldwin City	11-5502-601-000	\$516.80	
		Baseball Bus Trip, Springfield	11-5502-601-000	\$396.80	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account		Amount	Total
				Number		
			3/30/2017			
117272	Crossroads Charters Inc.	Baseball Bus Trip, Kansas City		11-6502-720-000	\$884.80	
		Baseball Bus Trip, Baldwin City		11-6502-720-000	\$963.20	
		Baseball Bus Trip, Highland		11-6502-720-000	\$1,890.00	
		Baseball Bus Trip, Springfield		11-6502-720-000	\$683.20	\$5,730.00
117274	Dana M Eggers	Reimburse Mileage - Cherokee Cente		11-6401-601-000	\$33.17	\$33.17
117275	Tammy Fuentez	PTK Annual Convention		11-1126-604-000	\$971.83	\$971.83
117276	Jacob R Fulsom	Volleyball Travel - 3/30/17		11-5504-701-000	\$100.00	\$100.00
117277	Jacob R Fulsom	Volleyball Travel - 4/11/17		11-5504-701-000	\$100.00	\$100.00
117278	Jacob R Fulsom	Volleyball Travel - 4/20/17		11-5504-701-000	\$100.00	\$100.00
117279	Jacob R Fulsom	Volleyball Travel - 4/25/17		11-5504-701-000	\$100.00	\$100.00
117280	Crystal Garcia	Reimburse Mileage - Clinicals (7)		12-1208-602-000	\$299.60	\$299.60
117281	Kara Good	Reimburse State Licensure		12-1211-681-000	\$73.80	\$73.80
117283	Jennifer Harding	Reimburse License Renewal		11-4200-630-033	\$73.80	\$73.80
117284	Ross Harper	Reimburse State License		12-1211-681-000	\$73.80	\$73.80
117286	Aaron Keal	Baseball Travel - 4/8/17		11-5502-601-000	\$500.00	\$500.00
117287	Aaron Keal	Baseball Travel - 4/13/17		11-5502-601-000	\$500.00	\$500.00
117288	Aaron Keal	Baseball Travel - 4/22/17		11-5502-601-000	\$500.00	\$500.00
117289	Aaron Keal	Baseball Travel - 4/27/17		11-5502-601-000	\$500.00	\$500.00
117291		Reimburse Mileage - FD Distribute Pc		11-6505-601-000	\$7.49	\$7.49
117293	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
117294	Ryan S. Phillips	Softball Travel - 4/14/17		11-5509-601-000	\$250.00	\$250.00
117295	Ryan S. Phillips	Softball Travel - 4/11/2017		11-5509-601-000	\$250.00	\$250.00
117297	Shell Fleet Plus	Gasoline		11-6502-720-000	\$79.61	\$79.61
117299	W C A Waste Corporation	Waste Removal, Cherokee		11-7103-649-000	\$109.07	\$109.07

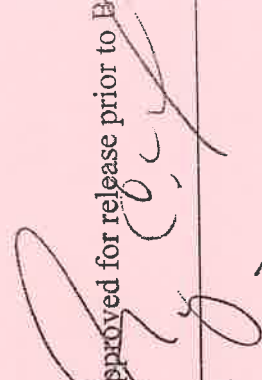
**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

3/30/2017


Check Number	Vendor	Description	Account Number	Amount	Total
117300	Wal-Mart Community	Financial Calculators	11-1105-700-000	\$105.00	
		Thank You Cards for Committee	11-6504-690-000	\$7.76	
		Supplies	16-9684-701-000	\$27.88	
		Food	16-9684-743-000	\$44.40	
		Food	16-9684-743-000	\$21.35	
		Food	16-9684-743-000	\$80.10	
		Food	16-9684-743-000	\$50.60	
		Food	16-9684-743-000	\$22.52	
		Food	16-9684-743-000	\$81.77	
		Food	16-9684-743-000	\$50.09	
		Food	16-9684-743-000	\$44.43	
		Food	16-9684-743-000	\$32.88	
		Food	16-9684-743-000	\$10.88	
		Food	16-9684-743-000	\$172.42	\$752.08
117302	Scotty M Zollars	Reimburse Mileage - SEKLS Meeting	11-4101-602-000	\$66.34	\$66.34
				<u>\$56,503.66</u>	

11-General Fund \$54,334.62
 12-Postsecondary Technical Education Fund \$1,304.72
 16-Auxillary Ent Fund \$864.32
 67-Capital Outlay \$0.00
\$56,503.66

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
117303	1 Better LLC	15 Second Movie Theatre Ads	11-6301-613-000	\$283.34	\$283.34
117304	Ace Hardware, Inc.	Returned Facilities Supplies	11-7102-649-000	(\$1.78)	
		Filter	11-7102-649-000	\$12.99	
		Screws and Nuts	11-7102-649-000	\$0.84	
		Tape	11-7102-649-000	\$4.99	
		Paint	11-7102-649-000	\$20.97	
		Maintenance Supplies	11-7102-649-000	\$8.99	
		Drano	11-7102-649-000	\$9.99	
		Shelf Bracket	11-7102-649-000	\$4.78	
		Facilities Supplies	11-7102-649-000	\$4.57	
		Facilities Supplies	11-7102-649-000	\$11.98	
		Fuel Line	11-7102-649-000	\$2.19	
		Facilities Supplies	11-7102-649-000	\$3.63	
		Screws	11-7102-649-000	\$2.60	
		Screws	11-7102-649-000	\$1.68	
		9V Batteries	11-7102-649-000	\$27.99	
		Maintenance Supplies	11-7102-649-000	\$42.46	\$158.87
117305	American Chemical Society	Membership - Doug Ecoff	11-4200-630-006	\$166.00	\$166.00
117306	American Dental Assistants Association	Membership Dues - Leigh Ann Martin	12-1215-681-000	\$145.00	\$145.00
117307	American Dental Association	CODA Accreditation Fee	12-1215-670-000	\$1,785.00	\$1,785.00
117308	American Electric Company	LED Light, Library	11-6201-659-001	\$3,640.00	
		Battery	11-7102-649-000	\$31.62	
		Bulbs and Batteries	11-7102-649-000	\$312.00	
		Electrical Supplies	11-7102-649-000	\$390.33	\$4,373.95
117309	Biddle Consulting Group, Inc.	OPAC Certificates-Lori Ford	12-1218-700-000	\$300.00	\$300.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

3/31/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117310	ByWater Solutions	Integrated Library System	11-4101-710-000	\$3,200.00	\$3,200.00
117311	C D W Government Inc	WD Elements Portable	11-6401-646-002	\$161.68	
		VMware Support Renewal	11-6401-701-000	\$1,556.35	\$1,718.03
117312	C. D. L. Electric Co., INC	Key Pad Repair, Cherokee	11-7103-649-000	\$65.00	\$65.00
117313	Chinese Chef	Spring Radiography Advisory Meeting	12-1210-709-000	\$179.38	\$179.38
117314	City of Parsons	Security 2/25 Game/Jeremy Capocasa	11-5506-576-000	\$80.98	
		Security 3/1 Game/Jeremy Capocasa	11-5506-576-000	\$80.98	\$161.96
117315	Copy Products Inc	Konica Minolta Pro 1100	11-6503-641-000	\$13,499.00	
		Color Copier Maintenance	11-6503-648-000	\$1,114.49	
		Copier Staples	11-6503-701-000	\$130.00	
		Copy Usage for Cherokee Center	11-7103-701-000	\$224.68	\$14,968.17
117316	Corporate Business Systems ofMO, InSavin	Copier Maintenance	11-6503-648-000	\$120.45	\$120.45
117317	Design Group Architects LTD	Architectural Fees	11-6201-659-001	\$643.50	\$643.50
117318	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000	\$3.98	
		Lanier Copier Maintenance	11-6503-648-000	\$113.05	\$117.03
117319	Doyle Glass Co. LLC	Door Closer	11-7102-649-000	\$137.95	\$137.95
117320	Ebsco Information Services	Magazine list	11-4101-704-001	\$9,117.03	\$9,117.03
117321	Fastenal Company	Zip Ties for Baseball Field	11-7102-649-000	\$10.18	
		Facilities Supplies	11-7102-649-000	\$54.62	\$64.80
		Chemistry Supplies	11-1106-700-000	\$711.49	
117322	Flinn Scientific Inc	Chemistry Equipment	11-1106-850-000	\$822.91	\$1,534.40
		Supplies	16-9684-701-000	\$112.39	
117323	Graves Menu Maker Foods	Supplies	16-9684-701-000	\$272.84	
		Supplies	16-9684-701-000	\$3.87	
		Supplies	16-9684-701-000	\$106.42	

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Check Number	Vendor	Description	Account Number	Amount	Total
117323	Graves Menu Maker Foods	Food	16-9684-743-000	\$903.42	
		Food	16-9684-743-000	\$1,060.14	
		Food	16-9684-743-000	\$741.05	\$3,200.13
117324	Green Country Auto Group LLC	Vehicle Maintenance, RV-25	11-6502-720-000	\$75.59	\$75.59
117325	Hillyard/Springfield	Air Fresheners	11-7102-702-000	\$228.72	
		Cloths	11-7102-702-000	\$27.83	
		Cloths and Paper Products	11-7102-702-000	\$1,241.95	
		Spray Bottles	11-7102-702-000	\$53.90	
		Custodial Supplies	11-7102-702-000	\$740.51	
		Trash Liners	11-7103-702-000	\$126.27	\$2,419.18
117326	Hubert Company, LLC	Pizza Savers	16-9482-701-000	\$80.68	
		Salad Bar Pans	16-9482-701-000	\$186.98	\$267.66
117327	Hugo's Industrial Supply, Inc	Vacuum Cleaner, Cherokee	11-7103-702-000	\$628.76	\$628.76
117328	International Biochemical and Biomedical	Biology Supplies	11-1102-700-000	\$336.84	
		Biology Supplies	11-1102-700-000	\$538.30	\$875.14
117329	J W Pepper and Son, Inc	Music Supplies	11-1111-700-000	\$42.00	
		Music Supplies	11-1111-700-000	\$454.99	\$496.99
117330	Jenzabar, Inc.	Advising Training - Exit Processing	11-6401-701-000	\$56.25	\$56.25
117331	JJ Keller and Associates, Inc.	Human Resource Training-J Every	11-6504-630-000	\$995.00	\$995.00
117332	Jock's Nitch/Parsons	Supplies	11-5504-701-000	\$199.75	\$199.75
117333	Joplin Supply Company, Inc.	Filters	11-7102-649-000	\$476.16	
		Water Fountain Filters	11-7102-649-000	\$238.08	\$714.24
117334	K F J X - TV	February Advertising	11-6301-613-000	\$325.00	\$325.00
117335	K L K C	February Advertising	11-6301-613-000	\$300.00	\$300.00
117336	K O A M - TV	February Advertising	11-6301-613-000	\$900.00	\$900.00

**LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	Description	3/31/2017		Total
			Account Number	Amount	
117337	K O D E - TV	February Advertising/KSNF	11-6301-613-000	\$500.00	
		February Advertising/RSNF	11-6301-613-000	\$450.00	
		February Advertising/RSNF	11-6301-613-000	\$500.00	\$1,450.00
117338	K S Y N-FM	February Advertising	11-6301-613-000	\$700.00	
		February Advertising	11-6301-613-000	\$300.00	\$1,000.00
117339	George Knox	Reimburse Hotel - PTK Wichita	11-6101-601-000	\$175.01	
		Reimburse Meal - KBOR Luncheon	11-6101-709-000	\$37.63	
		Vehicle Expense	11-6501-590-001	\$900.00	\$1,112.64
117340	KONE Inc	Elevator, Bi-Monthly Service	11-7202-648-000	\$405.98	
		Elevator, Bi-Monthly Service	11-7202-648-000	\$131.06	\$537.04
117341	L and R Specialties, Inc.	Art Supplies	11-1101-700-000	\$393.40	\$393.40
117342	L C C Foundation	Debbie Groff Book-S Teel	11-0100-484-000	\$148.00	\$148.00
117343	Marmik Fire and Safety Co Inc	Sprinkler Inspection	11-7202-648-000	\$250.00	\$250.00
117344	McCarty's Office Machines Inc	Copier Repair-Foundation	11-6503-648-000	\$140.35	
		Office Supplies	11-6503-701-000	\$202.75	
		Office Supplies	11-6503-701-000	\$282.54	
		View Binders	11-6503-701-000	\$231.00	
		Chair Mat	16-9482-701-000	\$93.63	\$950.27
117345	Medco Sports Medicine	Athletic Trainer Supplies	11-5507-701-000	\$145.60	
		Athletic Trainer Supplies	11-5507-701-000	\$244.19	\$389.79
117346	Mid America Sanitation	Porta Potty, Baseball Field	11-7102-649-000	\$80.00	\$80.00
117347	O'Reilly Automotive Stores , Inc	Paint	11-7102-649-000	\$13.98	\$13.98
117348	P1 Group Inc	Monthly Contract	11-7103-649-000	\$500.00	
		Monthly Contract	11-7202-648-000	\$4,496.00	\$4,996.00
117349	Parsons Recreation Commission	Program Guide Ad	11-6301-613-000	\$360.00	\$360.00

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Check Number	Vendor	Description	Account Number	Amount	Total
117350	Parsons State Hospital Endowment	AsBlack Clinical Bags	12-1208-700-000	\$240.00	\$240.00
117351	Parsons Sun	Credit on Barefoot in the Park	11-6301-613-000	(\$113.50)	
		Active Living	11-6301-613-000	\$225.00	
		Position Announcement	11-6504-613-000	\$41.65	
		Position Announcement	11-6504-613-000	\$41.65	\$194.80
117352	Professional Window Cleaning, Inc.	Window Cleaning	11-7202-648-000	\$3,900.00	\$3,900.00
117353	Reserve Account	PBP #20352357 (Postage)	11-6503-611-000	\$2,500.00	\$2,500.00
117354	Henry Schein, Inc.	Lab Supplies	12-1215-700-000	\$115.20	\$115.20
117355	Scorebuilders	Score Builder's Review Course	12-1213-700-000	\$3,000.00	\$3,000.00
117356	Sigma-Aldrich Inc.	Tetramethylsilane	11-1106-700-000	\$103.88	
		Chloroform-d, CDC3	11-1106-700-000	\$112.61	\$216.49
117357	Southeast Kansas Living	Spring 2017 Ad	11-6301-613-000	\$48.75	\$48.75
117358	T & E Auto Sales	Vehicle Maintenance, MV-40	11-6502-720-000	\$37.30	
		Vehicle Maintenance, RV-25	11-6502-720-000	\$40.69	\$77.99
117359	The CORE - Labette Health	SPEC12500012-Aquasize- 16 Studen	11-1133-523-001	\$1,386.00	
		SPEC12500011-Aquasize- 18 Studen	11-1133-523-001	\$1,386.00	
		SPEC12500010-Arthritis- 18 Students	11-1133-523-001	\$1,386.00	
		SPEC12500009-Aquasize- 15 Studen	11-1133-523-001	\$1,386.00	\$5,544.00
117360	Triad Environmental Services	Monthly Lagoon Inspection, Cherokee	11-7103-649-000	\$409.00	\$409.00
117361	Triple S Pumping/Jeffrey Spielbusch	Grease Trap Service	11-7202-648-000	\$370.00	\$370.00
117362	UniFirst Corporation	Mats, Mops, Towels, Uniforms	11-7103-649-000	\$39.53	
		Mats, Mops, Towels, Uniforms, Chero	11-7103-649-000	\$40.61	
		Mats, Mops, Towels, Uniforms, Chero	11-7103-649-000	\$39.53	
		Uniforms	11-7202-648-000	\$55.44	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.26	

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Check Number	Vendor	Description	Account Number	Amount	Total
117362	UniFirst Corporation	Uniforms	11-7202-648-000	\$54.70	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.26	
		Uniforms	11-7202-648-000	\$54.70	
		Uniforms	11-7202-648-000	\$54.70	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.26	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.26	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$78.39	
		Uniforms	11-7202-648-000	\$54.70	
		Apron, Mats, Mops, Cloths	11-7202-648-000	\$82.26	
		Apron, Mats, Mops, Cloths	16-9482-701-000	\$43.04	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$39.20	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	\$1,138.00
117363	Wood-Dulohery Insurance Inc	Inland Marine Ins/April	11-6501-621-000	(\$1.00)	
		Crime Insurance/April	11-6501-621-000	\$159.00	
		Data Compromise Ins/April	11-6501-622-000	\$179.00	
		Umbrella Insurance/April	11-6501-622-000	\$924.00	
		Liability Insurance/April	11-6501-622-000	\$861.00	
		Linebacker Insurance/April	11-6501-622-000	\$1,595.00	



**LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	Description	3/31/2017	Account Number	Amount	Total
117363	Wood-Dulohery Insurance Inc	Business Auto Ins/April		11-6502-623-000	\$1,326.00	\$5,043.00
	11-General Fund		\$75,591.50			
	12-Postsecondary Technical Education Fund		\$5,764.58			
	16-Auxillary Ent Fund		\$3,815.82			
	67-Capital Outlay		\$0.00			
					<u>\$85,171.90</u>	
						<u>\$85,171.90</u>

