

**LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

July 20, 2017

5:30 p.m.

Conference Room

Review Copy

EXHIBIT 1

**Labette Community College
Board of Trustees Meeting Agenda
Thursday, July 20, 2017
Budget Worksession, 4:00 p.m.
Board Meeting, 5:30 p.m.
Conference Room, 2nd Floor of the Student Union**

- I. Election of Officers for the Board of Trustees
- II. Adoption of Agenda.....(Exhibit 1)
- III. Approval of June 15, 2017, Meeting Minutes(Exhibit 2)
- IV. Reports and/or Board Discussion
 - A. Bluffstone Report
 - B. Faculty Senate Report
 - C. Administrative Reports
 - i. Comparison of Expenditures to Budget
 - D. President’s Report
- V. Old Business (Action, Report, or Discussion)
- VI. 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.

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

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

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

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

EXHIBIT 1

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

- A. Master Agreement Contract Ratification(Agenda Item VIII.A.)
(Exhibit 3)
- B. Administration, Professional Staff Salary Increase....(Agenda Item VIII.B.)
- C. Educational Support Staff Salary Increase.....(Agenda Item VIII.C.)
- D. Regular Meeting Dates for the Board of Trustees(Agenda Item VIII.D.)
(Exhibit 4)
- E. Professional Staff Employment Letter(Agenda Item VIII.E.)
(Exhibit 5)
- F. Faculty Resignation.....(Agenda VIII.F.)
- G. Policy Review(Agenda VIII.G.)
(Exhibit 6)
- H. Policy Approval(Agenda VIII.H.)
(Exhibit 7)
- I. Faculty Contract Ratification.....(Agenda VIII.I.)
(Exhibit 8)
- J. Approval of Bills.....(Agenda Item VIII.J.)
(Exhibit 9)

IX. 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.

X. Next Regular Board Meeting: Thursday, August 10, 2017, Tentative Agenda Items

XI. Adjournment

EXHIBIT 2

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
June 15, 2017

The Board of Trustees met at 5:30 p.m. on Thursday, June 15, 2017 in the Conference Room, Student Success Center Building.

Members Present

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

Members Absent

Mr. Carl Hoskins
Mr. Mike Howerter

Others Present

Dr. Mark Watkins
Leanna Doherty
Joe Burke
Janice Every
Bethany Kendrick
Tammy Fuentez

Michelle Goss
Kathy Johnston
Rick Carpenter
Jason Sharp
Colleen Williamson
Kevin Doherty

Megan Fugate recorded the minutes.

Adoption of Agenda (ACTION ITEM)

Vice-Chair McReynolds asked for changes or additions to the revised agenda. President Watkins had two changes to the revised agenda, revised VIII. executive session from non-elected personnel to attorney-client privilege; added Ryan Seme resignation to Item V.E. Mrs. Zetmeir moved to approve the agenda as presented. Mr. Taylor seconded and motion carried 4-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Vice-Chair McReynolds asked for corrections or additions to the May 4, 2017 regular meeting minutes, Mrs. Zetmeir moved to approve the minutes as presented. Mr. Taylor seconded and motion carried 4-0.

Reports and/or Board Discussion

Student Housing/Bluffstone Update

Michelle Goss gave a brief update.

Faculty Senate Report

None

Administrative Report

Comparison of expenditures to the budget – Leanna Doherty had placed the May financial report at the table. At the end of May we were 92% through the year. The general fund was 85% expended and the technical education/vocational fund was 88% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

Vice-President Doherty presented the insurance information. Mrs. Zetmeir moved to approve the insurance policies as presented by Wood-Dulohery Insurance Agency. Mr. Winchell seconded and motion carried 4-0.

President's Report

Dr. Watkins wanted to thank everyone for the support.

Dr. Watkins introduced Rick Carpenter, Dean of Instruction.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

None

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Policy Approval

Mr. Taylor moved to approve Policy 2.12 Disruptive Acts and Weapons on Campus or Activities and Policy 2.13 Violence on Campus. Mrs. Zetmeir seconded and motion carried 4-0.

Administrative Employment Letter

Mr. Winchell moved to approve the administrative employment letter for Rick Carpenter, Dean of Instruction, beginning June 12, 2017 at a salary of \$68,000. Mr. Taylor seconded and motion carried 4-0.

Faculty Resignation

Mrs. Zetmeir moved to approve the resignation of Kalynn Admundson, Sociology Instructor, effective August 31, 2017 and authorize administration to begin a search for a replacement.

Professional Staff Employment Letter Confirmation

Mr. Winchell moved to approve the following Professional Staff Employment Letters:

- Patricia Moura, part-time Assistant Volleyball Coach, at a salary of \$19,560 for 42 weeks.
- Alex Coplton, Associate Head Baseball Coach, at a salary of \$24,366 beginning July 1, 2017.
- Tyler Hatcher, part-time Assistant Baseball Coach, at a salary of \$19,560 for 42 weeks.

Mrs. Zetmeir seconded and motion carried 4-0.

Professional Staff Resignation

Mrs. Zetmeir moved to approve the following professional staff resignations and authorize administration to begin a search for a replacement:

- Sam Jack, Student Support Services Academic Coordinator, effective July 31, 2017
- Kae Lani Bryan, Assistant Women's Softball Coach, effective July 31, 2017
- Trey Osborne, Assistant Women's Basketball Coach, effective July 31, 2017
- Kyle Drennan, Assistant Men's Basketball Coach, effective July 31, 2017
- Ryan Seme, Workforce Education, Career Training, and Personal Enrichment, effective June 30, 2017

Mr. Taylor seconded and motion carried 4-0.

Approval of Bills

Mrs. Zetmeir moved to approve the payment of the bills. Mr. Winchell seconded and motion carried 4-0.

Public Comment

Tammy Fuentez gave an update on Summer enrollment.

EXHIBIT 2

Executive Session

Executive session for consultation with our attorney on a matter protected by attorney-client privilege.

Mrs. Zetmeir moved to recess into executive session at 6:38pm for 20 minutes for consultation with our attorney on a matter protected by attorney-client privilege inviting in Mark Watkins, Leanna Doherty, Joe Burke, and Janice Every.

The Board will return to open meeting at 6:58pm in this room.

The executive session is required to protect the privilege and the board's position in (litigation, potential litigation, administrative proceedings, etc.).

Mr. Winchell seconded and motion carried 4-0.

Reconvened into open session at 6:58pm.

Mrs. Zetmeir moved to recess into executive session at 6:58pm for 10 minutes for consultation with our attorney on a matter protected by attorney-client privilege inviting in Mark Watkins, Leanna Doherty, Joe Burke, and Janice Every.

The Board will return to open meeting at 7:08pm in this room.

The executive session is required to protect the privilege and the board's position in (litigation, potential litigation, administrative proceedings, etc.).

Mr. Taylor seconded and motion carried 4-0.

Reconvened into open session at 7:08pm.

Mrs. Zetmeir moved to recess into executive session at 7:13pm for 5 minutes for consultation with our attorney on a matter protected by attorney-client privilege inviting in Mark Watkins, Leanna Doherty, Joe Burke, and Janice Every.

The Board will return to open meeting at 7:18pm in this room.

The executive session is required to protect the privilege and the board's position in (litigation, potential litigation, administrative proceedings, etc.).

Mr. Taylor seconded and motion carried 4-0.

Reconvened into open session at 7:18pm.

Mrs. Zetmeir moved to recess into executive session at 7:18pm for 5 minutes for consultation with our attorney on a matter protected by attorney-client privilege inviting in Mark Watkins, Leanna Doherty, Joe Burke, and Janice Every.

The Board will return to open meeting at 7:23pm in this room.

The executive session is required to protect the privilege and the board's position in (litigation, potential litigation, administrative proceedings, etc.).

EXHIBIT 2

Mr. Taylor seconded and motion carried 4-0.

Reconvened into open session at 7:23pm.

Mr. Taylor moved to recess into executive session at 7:23pm for 10 minutes for consultation with our attorney on a matter protected by attorney-client privilege involving Mark Watkins, Leanna Doherty, Joe Burke, and Janice Every.

The Board will return to open meeting at 7:33pm in this room.

The executive session is required to protect the privilege and the board's position in (litigation, potential litigation, administrative proceedings, etc.).

Mr. Winchell seconded and motion carried 4-0.

Reconvened into open session at 7:33pm.

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

Vice-Chair McReynolds reminded everyone of the next regular meeting of the Board of Trustees scheduled for July 20, 2017 at 5:30 p.m., Conference Room, Student Success Center Building.

Adjournment

Meeting adjourned 7:33pm.

Megan Fugate, Clerk of the Board

Agenda Item #: VIII.A.
Date: July 20, 2017

SUBJECT

Ratification of Faculty Association Master Agreement Changes

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

The faculty and administration have meet to discuss language and compensation changes that both parties feel should be made to the Master Agreement. Statutes stipulate that the Board of Trustees shall ratify changes agreed upon in the Master Agreement with the Faculty Association covering the 2017-2018 school year.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve the attached changes to the Master Agreement effective for 2017 - 2018.

Faculty Negotiations Tentative Agreement 2017-2018

1. Minor wording changes to Appendix D – Professional Employee Evaluations
2. Overload – Article XVI C. #6 –correction to an error in the example
3. A \$5 monthly increase in the matching amount of the 403(b) Tax Sheltered Annuity (from \$40 to \$45 per month)
4. Step movements and educational movements on the salary schedule
5. A \$473 increase to the base salary amount from \$35,027 to \$35,500 – which also increases overload pay \$7 per credit hour

Agenda Item #: VIII.B.

Date: July 20, 2017

SUBJECT

Administrative and Professional Staff Compensation

REASON FOR CONSIDERATION BY THE BOARD

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

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

BACKGROUND

Contracts should be approved by the Board of Trustees, and any base-salary increases should be acted on. The proposed budget for 2017-2018 does include the capacity for salary increases.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve a 2.25% salary increase for administration and professional staff.

O/Board 06-07/agnemploy

Agenda Item #: VIII.C.

Date: July 20, 2017

SUBJECT

Educational Support Staff

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Contracts should be approved by the Board of Trustees, and any base-salary increases should be acted on. The proposed budget for 2017-2018 does include the capacity for a salary increases.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve a 2.25% salary increase for Educational Support Staff.

Agenda Item #: VIII.D.
Date: July 20, 2017

SUBJECT

Setting Regular Meeting Dates and Times for the Board of Trustees Meetings Through January 2018

REASON FOR CONSIDERATION BY THE BOARD

BACKGROUND

The Board of Trustees traditionally establishes the dates, times and locations for its regular meetings at the July Board meeting. Due to HB 2104, The Board will establish the dates, times and locations for the regular meetings through January 2018. The attached Exhibit reflects dates for the second Thursday at 5:30pm of each month through January 2018. Once the dates are set, this information is widely disseminated to local media, which meets one of the requirements of the Open Meeting's Act.

PRESIDENT'S RECOMMENDATION

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

EXHIBIT 4

LCC BOARD OF TRUSTEES MEETING DATES 2017-2018

2nd Thursday, Monthly, 5:30 p.m.

August 10, 2017
September 14, 2017
October 12, 2017

November 9, 2017
December 14, 2017
January 11, 2018

Agenda Item #: VIII.E.

Date: July 20, 2017

SUBJECT

Professional Staff Employment Letter Confirmation

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Ms. Elizabeth Robinson has accepted the position of Student Support Services Academic Coordinator, see exhibit 5.

Mr. Jason Hinson has accepted the position of Assistant Men's Basketball Coach, see exhibit 5.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the Professional Staff Employment letter for Elizabeth Robinson, Student Support Services Academic Coordinator, at a salary of \$35,000 beginning July 24, 2017.

The Board of Trustees approve the Professional Staff Employment letter for Jason, Hinson, Assistant Men's Basketball Coach, at a salary of \$19,560 for 42 weeks, beginning August 1, 2017.

Biography

Elizabeth Robinson

Ms. Elizabeth Robinson has accepted the Student Support Services Academic Coordinator position. Elizabeth earned a Bachelor of Science degree in Biochemistry from the University of Missouri in Columbia and a Master of Science in Psychology from PSU.

Most recently Elizabeth was employed as the Student Support Services Math/Science Specialist at Neosho County Community College where she also taught adjunct Psychology and Developmental Math. Elizabeth brings six years of experience in the TRIO area to LCC along with extensive experience serving students with disabilities.

Elizabeth holds membership in the American Psychological Association and is a certified K-12 Educational Advocate.

POSITION DESCRIPTION

STUDENT SUPPORT SERVICES ACADEMIC ADVISOR & COORDINATOR

Reports to: Student Support Services Director
Organizational Unit: Professional Staff - Exempt
Salary Range: Coordinator/Coach/Counselor
Date: May 2017

I. Basic Purpose of Position

The Student Support Services Academic Coordinator is responsible for providing tutoring in an area of academic specialty (preferably math, English, or science), and coordinates the LCC Peer Tutoring program. Additionally, the Academic Coordinator provides Student Support Services participants with appropriate counseling, advising, occupational information, placement and follow-up while working cooperatively with other Student Support Services staff and related support personnel of the college.

II Essential Job Functions

- A. Ability to recruit students from within the college through placement assessment, College Success Skills courses and speaking to classes or seminars
- B. Ability to assist in the process of identification and placement of eligible participants
- C. Ability to provide assessment, academic planning and advising, and monitoring for project students
- D. Ability to help coordinate Student Support Services orientation for new and returning project participants
- E. Ability to develop academic skills resources for project participants
- F. Ability to assist in the intake process for project participants
- G. Ability to develop individualized learning plans for project participants based on assessment results
- H. Ability to provide academic, career, social/personal, financial and transfer counseling to individuals and groups of students in the project
- I. Ability to consult with faculty, financial aid office, admissions, Student Support Services project staff and the Student Success Center on behalf of project students
- J. Ability to report directly to the Student Support Services Director and provide progress and data reports as needed
- K. Ability to provide tutoring in area of academic need, preferably Math, English, or Science
- L. Ability to coordinate the peer tutoring program for Labette Community College
- M. Ability to provide academic advising of general students during the summer and heavy enrollment times
- N. Ability to maintain regular and timely attendance

III. Consulting Tasks

- A. Consults with faculty, financial aid office, admissions office, various college administration and staff as well as community and business resources on behalf of program participants.
- B. Consults with other Student Support Services and Student Success Center staff to inform, obtain input and share concepts and information.
- C. Consults with college staff regarding special and personal needs of project students.

D. Consults with faculty members regarding tutoring procedures and policies

IV. Supervises the Following Staff

None.

V. Required Knowledge, Skills and Personal Qualifications

- A. Ability to effectively counsel and advise students, requiring the ability to understand others' concerns and respond with empathy.
- B. Ability to anticipate students' needs and develop appropriate short and long-range plans.
- C. Knowledge of the community college philosophy and LCC's graduation requirements, academic programs, and advising policy and procedures.
- D. Good organizational, oral and written communication skills.
- E. Knowledge of personal computer operations and software applications including MS Word.
- F. Ability to work cooperatively and effectively with college staff, general public and students

VI. Preferred Experience

- A. Teaching/tutoring experience with college students in a high-demand academic area, specifically Math, English, or Science
- B. Advising in community college environment.
- C. Providing needs assessment and learning plan development with college students, preferably those from first generation families or those with limited income backgrounds.
- D. Providing career development, financial aid and academic advising.
- E. Teaching to diverse audiences.
- F. Working with persons with academic disabilities

VII. Educational Background

Master's Degree in high-demand academic area required. Math, English, or Science preferred.

VIII. Working Conditions

- A. Usual office environment

BIOGRAPHY

Jason Hinson

Jason Hinson has accepted the position of Assistant Men's Basketball Coach. Coach Hinson earned Associate and Bachelor of Science degrees in Multidisciplinary Studies from Grantham University and a Master's of Science in Performance Improvement, also from Grantham.

Jason has had experience as lead assistant/director of basketball operations at Northwestern Oklahoma State University and Northern Oklahoma College. These experiences are comparable to the job duties for our position.

Some of his accomplishments include:

- Recruiting, coaching and molding two NJCAA All-Americans, five NJCAA All Region II students
 - Seven athletes, All OCAC conference selections, four OCAC All-tournament team selections, and four JUCO Top 100 selections
 - Averaged 20 wins a season for a three year stretch at the NJCAA D1 level, including a 26-7 record
 - a NJCAA national ranking, and Region II runner up to culminate the 2015-16 season
 - Coached under the 2015-16 Region II Coach of the Year
-

POSITION DESCRIPTION

ASSISTANT MEN'S BASKETBALL COACH

Reports to: Head Men's Basketball Coach
Organizational Unit: Professional Staff – Exempt
Salary range: Specialist
Revision Date: June 2017

I. Basic Purpose of Position

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

II. Essential Job Functions

- A. Ability to assist with the promotion and development of the Men's basketball program
- B. Ability to assist in scheduling of gymnasium for practices and games
- C. Ability to assist in building a basketball schedule that suits the athletic program
- D. Ability to send athletic contracts to opponents and officials for Men's basketball
- E. Ability to assist in ordering equipment and uniforms
- F. Ability to report to Athletic Director on upcoming games and events
- G. Ability to assist in scheduling transportation and obtaining required funds with Business Office
- H. Ability to assist in the preparation of annual operating budget
- I. Ability to aide in publicity for recruiting
- J. Ability to work camps for recruiting and publicity purposes
- K. Ability to educate and counsel athletes
- L. Ability to 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 as required
- 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 game operations coordinator
- Q. Ability to maintain regular and timely attendance

III. Consulting Tasks

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

IV. Supervises the Following Staff

- A. Student trainers
- B. Volunteer assistant coaches

V. Required Knowledge, Skills and Personal Qualifications

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

VI. Preferred Experience

Two years playing and or coaching experience

VII. Educational Background

Bachelor's Degree required

VIII. Working Conditions

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

Agenda Item #: VIII.F.

Date: July 20, 2017

SUBJECT

Faculty Resignation

REASON FOR CONSIDERATION BY THE BOARD

Article XIV.A. of the Master Agreement and LCC Procedure 10.08 - Separation of Employment Guidelines state that the professional faculty member must request release from contract by obtaining Board approval.

BACKGROUND

Crystal Garcia, Nurse Educator, has submitted her resignation to effective August 31, 2017.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees release her from the remainder of her contract, enforce the liquidated damage amount of \$400, and authorize the administration to begin a search for a replacement.

Agenda Item #: VIII.G.
Date: July 20, 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 4.05 Residency
Policy 4.08 Student Code of Conduct

The attached exhibits show the proposed changes.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees review Policy 4.05 Residency and Policy 4.08 Student Code of Conduct. We will request action to be taken at the August Board Meeting.

POLICY 4.05**RESIDENCY**

For purposes of charging tuition, the College is required by law to determine the residency of each prospective student.

The determination of residency is made in accordance with Kansas Statutes Annotated 71-406 and 71-407. Unless otherwise provided in K.S.A. 71-407, in order to be a resident student for the purposes of enrollment, the student, if 18 years of age or older, or the student's parent, if the student is under 18 years of age, must have been a resident of the state of Kansas for at least six months prior to enrollment. For students 18 years of age and older, residence means a person's place of habitation and, to which, whenever students are absent, they have the intention of returning. For students under 18 years of age, residence includes the place the student lives if living with a parent or person acting as a parent; if placed there by a district court or by the secretary of the Department for Children and Families; or if homeless.

~~Among significant factors which may be considered as proof of residency include, but not any one of which to be necessarily considered conclusive without support of convincing evidence, in determining intent to become a resident are: the payment of property taxes, purchase of license tags, driver's license registration, location of employment, and voter registration for voting purposes in the state of Kansas. However, none of these factors is necessarily considered conclusive on the issue of proof of residency without support of convincing evidence. Such factors must demonstrate the student, or the student's parent if the student is a minor, was residing in Kansas at least six months prior to the student's enrollment or re-enrollment, be in existence at least six months prior to enrollment or re-enrollment while the parent or student is living in the district. In the case of a student under 18 years of age, the parents (or parent) or court-appointed guardians must meet the residence requirements. The determination of residency is made in accordance with Kansas Statutes 71-406 and 71-407. Some exceptions do apply for:~~

- ~~1. persons in active military service, veterans, and spouses and dependent children thereof;~~
- ~~2. employees of the College;~~
- ~~3. persons having special domestic relations circumstances~~
- ~~4. persons who have graduated from or recently attended high school in Kansas who were previously domiciliary residents;~~
- ~~5. persons who have recently been relocated into the state by an employer;~~
- ~~1.~~
- ~~2. Domiciliary Residence~~
- ~~6. Undocumented-undocumented students; and~~
- ~~7. others as specified in K.S.A. 71-407.~~

At the beginning of each semester, the Registrar's Office shall determine the residency status for tuition purposes of each student who enrolls. Students who have not resided in Kansas for six months prior to the first day of classes or whose parent has not, in the case of minor students, are determined to be nonresident students and are charged out-of-state tuition rates. It is the

student's responsibility to enroll under the proper residence classification. If a student enrolls as a Kansas resident and is later determined by the Registrar to be a non-Kansas resident, the student will be charged as a nonresident, and payment will be required for all semesters the student was enrolled incorrectly. However, if a student that is classified as a nonresident upon enrollment disagrees with that classification, the student has the first two weeks of classes to appeal the classification.

All appeals must be made in writing to the Registrar's Office. If a student does not exercise the right to appeal within the time allotted, the classification or reclassification becomes final. All decisions, charges, and refunds will be in accordance with the state law and KBOR guidelines.

High School students determined to be out-of-state residents enrolled in concurrent courses during the school day according to the state guidelines governing community ~~Colleges~~colleges, will be assessed the in-state tuition rate while enrolled in concurrent courses. The same student will be charged the out-of-state rate for any non-concurrent courses in which he or she is enrolled before school graduation unless the residence status legally changes.

Revises: 9/13/12, 5/31/17

POLICY 4.08**STUDENT CODE OF CONDUCT**

Labette Community College strives to create an academic community conducive to the proper functioning of the educational process and the development of each student. To create the atmosphere in which these goals can be pursued, the College maintains disciplinary rules and regulations. Students are expected to behave in a manner which is supportive to the mission of the College. Labette Community College reserves the right to impose disciplinary sanctions for behavioral misconduct which occurs either on campus or off campus. Violations of the Student Code of Conduct must be reported by staff to the Vice President of Student Affairs within two ~~two~~ five working days of the incident along with any action taken.

Regulations

- A. Alcohol. The College will uphold and enforce the Kansas law concerning the possession and consumption of alcoholic liquor and beer.
- B. Tobacco. The College will uphold and enforce the Kansas law concerning the use of smoking products in public places. In addition, College Policy 2.09 prohibits the use of all tobacco products on campus.
- C. Illegal Drugs. The College supports the enforcement of the State of Kansas laws and federal laws on controlled substances. Use, possession and/or sale of such substances is prohibited whether on campus or off campus.
- D. Behavior Misconduct. Students are not to exhibit behavior, which threatens any person, harms or causes to place in harm any person, or conduct themselves in a lewd, indecent, obscene, or disorderly manner. A student may be directed to desist from behavior, which, in the opinion of a College official, is intended to or has the effect of subjecting a fellow student to this type of harassment or intimidation. A student who persists in this behavior after being so directed may be charged with failure to follow the reasonable directive of a College official.
- E. Rape. Any person has the right to say no to sexual activity. Lack of objection is not agreement to sexual contact. Any unwanted sexual activity, including date/acquaintance rape or gang rape, will not be tolerated and the "perpetrator(s)" could face both College judicial action and criminal charges.
- F. Assault. Any actual or threatened interference, physical or sexual attack, physical or verbal harassment, intimidation, or personal abuse against any member of the College community is forbidden. Face to face confrontation utilizing fighting words or racial epithets or putting any person in fear and apprehension of harm will not be tolerated.
- G. ~~Firearms-~~Fireworks and Other Weapons. Possession of ~~firearms-~~fireworks, explosives and unlawful weapons such as the following those described below shall be prohibited on College property. The use of any object to cause or to attempt to cause, either injury to a person or damage to property is prohibited. The possession or use of any fireworks, or

explosives or firearms on the College property is in violation of College regulations. Students identified as responsible for such activity will face serious disciplinary action, including suspension/dismissal from housing and/or suspension/dismissal from school, as well as criminal prosecution. Storage space for firearms or other weapons is not provided on College property. The term weapon is defined in Procedure 4.08, includes but is not limited to the following:

1. ~~A bludgeon, sand club, metal knuckles, or throwing star, or any knife, commonly referred to as a switch blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;~~
2. ~~a tear gas or smoke bomb or projector or any object containing a noxious liquid, gas or substance;~~
3. ~~a pistol, revolver or other firearm;~~
4. ~~a spring gun;~~
5. ~~any facsimile of the above weapons.~~

Revised: 5/12/2011, 6/1/17, 6/7/17

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Agenda Item #: VIII.H.
Date: July 20, 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 7.01 Administrators and Professional Staff: Conditions of Employment

Policy 8.01 Educational Support Staff: Conditions of Employment

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve the edits to Policy 7.01 Administrators and Professional Staff: Conditions of Employment and Policy 8.01 Educational Support Staff: Conditions of Employment. Approval is recommended.

Policy 7.01 – Administration and Professional Staff Conditions of Employment**W. Tax Sheltered Annuity Proposal**

Beginning in September 2009, revised May 9, 2011, June 20, 2013 and July 20, 2017, LCC will match contributions of up to \$45 per month or \$540 per year to a tax sheltered annuity. Employer contributions will vest according to the following schedule:

Years of Service (from date of hire)	Vesting %
5	25%
6	40%
7	55%
8	70%
9	85%
10	100%

Policy 8.01 – Educational Support Staff Condition of Employment**T. Tax Sheltered Annuity Proposal**

Beginning in September 2009, revised May 9, 2011, June 20, 2013 and July 20, 2017, LCC will match contributions of up to \$45 per month or \$540 per year to a tax sheltered annuity. Employer contributions will vest according to the following schedule:

Years of Service (from date of hire)	Vesting %
5	25%
6	40%
7	55%
8	70%
9	85%
10	100%

Agenda Item #: VIII.I

Date: July 20, 2017

SUBJECT

Ratification of Faculty Contract

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Mr. Robert Perez has accepted the Sociology full time faculty position. See exhibit 8.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve a Faculty Contract for Robert Perez, Sociology Instructor. The contract begins on August 14, 2017 at Master's, Step 14, \$44,340.

Biography

ROBERT PEREZ

Mr. Robert Perez has accepted the Sociology full time faculty position beginning fall 2017.

Mr. Perez earned a Bachelor of Science degree in Sociology and a Bachelor of Arts in Business, both from Newman University and a Masters in Sociology from Wichita State University. He also earned an online teaching certificate from West Los Angeles College.

Robert began teaching adjunct at LCC the summer of 2015. Prior to teaching at LCC he taught adjunct at West Los Angeles College for 25 years. He also worked for the Department of Public Works for the City of Los Angeles as senior management analyst for six years. Additionally, he worked for the Community Development Department for the City of Los Angeles as a senior management analyst for 13 years.

He is a member of the American Sociological Association and holds a lifetime teaching certificate as a California College Instructor.

POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME)

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

Organizational Unit: Faculty - Exempt

Salary Range: Per Master Agreement

Revision Date: June 2017

See also addendum - Program/Department specific

I. Basic Purpose of Position

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

II. Essential Job Functions

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

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

III. Consulting Tasks

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

IV. Supervises the Following Staff

None

V. Required Knowledge, Skills and Personal Qualifications

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

VI. Preferred Experience

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

VII. Educational Background

- A. Faculty teaching general education (transfer) courses are required to have the following qualifications:
 - Master's degree or higher in the teaching discipline or subfield taught.

- 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.
- B. Faculty teaching in programs that are accredited or approved by outside agencies shall have teaching credentials that meet the standards specified by that agency.
- C. Faculty teaching 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.
- D. Faculty teaching non-transfer 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 appropriated to the discipline as determined by the Vice President of Academic Affairs.
- E. Other factors, including but not limited to equivalent experience, may be considered in determining whether a faculty member is qualified.
- F. Any exceptions due to special circumstances must be approved by the Vice President of Academic Affairs.

VIII. Working Conditions

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

Agenda Item: VIII.J.
Date: July 20, 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**

6/1/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117852	A T and T	Phone Service	11-6501-631-000	\$327.82	
		Phone Service - Cherokee Center	11-7103-631-000	\$274.34	\$602.16
117853	American Association of Community	CDr. Bumphus' Taxi Expenses	11-6101-601-000	\$30.00	
		Dr. Bumphus' Hotel Expense	11-6101-601-000	\$184.06	
		Dr. Bumphus' Car Se vice Expense	11-6101-601-000	\$1,372.71	
		Dr. Bumphus' Airfare Expenses	11-6101-601-000	\$388.30	\$1,975.07
117855	Bank of Parsons	Principal - Zetmeir Building	11-6201-761-000	\$27,876.16	
		Interest - Zetmeir Building	11-6201-762-000	\$1,078.29	\$28,954.45
117858	Delyna R Bohnenblust	Reimburse NLN 2017 Education Sum	12-1208-670-000	\$1,020.00	
		Reimburse NLN 2017 Conference Air	12-1208-670-000	\$431.15	\$1,451.15
117860	Linda G Brown	Reimburse Mileage - Clinicals (2)	12-1210-601-000	\$107.00	\$107.00
117863	Joseph Burke	Reimburse Mileage - <CIA	11-4201-601-000	\$135.89	
		Reimburse Meals - <CIA	11-4201-601-000	\$35.26	\$171.15
117865	Cardmember Service	Business Source 3" 3-Ring View Bind	11-1102-700-000	\$411.54	
		Screencast Pro Membership	11-1124-700-000	\$49.00	
		Remnant Cafe for Indie Lens	11-4201-627-002	\$91.25	
		Baseball Travel - 5/1/17	11-5502-601-000	\$280.00	
		Gaylord - G Knox to FTK Ann Intl Cor	11-5506-600-000	\$423.85	
		Ramada Inn - Softbal to Playoffs	11-5506-600-000	\$1,797.60	
		Hampton Inn - Baseball to Playoffs	11-5506-600-000	\$2,118.70	
		Omni Hotel - Mark Watkins to AACCC /	11-6101-601-000	\$1,092.04	
		Hilton - George Knox to AACCC Annua	11-6101-601-000	\$908.37	
		AACC-Conference Fee-M Watkins	11-6101-601-000	\$500.00	
		Commencement Snachat Geofilter	11-6301-661-000	\$8.81	
		Studio Lights	11-6301-661-000	\$287.94	

EX-101

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

6/1/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117865	Cardmember Service	Retirement Reception Supplies	11-6301-701-000	\$174.19	
		Retirement Reception Supplies	11-6301-701-000	\$121.13	
		GoPro Karma Video Drone	11-6301-704-000	\$1,605.93	
		Accuplacer Testing Units	11-6401-661-001	\$1,850.00	
		Tableclothes	11-6505-701-000	\$505.20	
		NBRC Board Exams	12-1211-696-000	\$1,900.00	
		Omni Hotel - Sonography ESP	12-1214-601-000	\$1,266.15	
		Physic Vasc Registry Fee -	12-1214-681-000	\$250.00	
		Vasc Fee -	12-1214-681-000	\$250.00	
117867	Wesley M Cavin	DANB Practice Exams for Students	12-1215-700-000	\$1,093.95	\$16,985.65
117869	Commercial Bank	Construction on New Library	11-6201-659-001	\$1,985.00	\$1,985.00
117870	Cox Communications	Safe Deposit Box 1295	11-6201-701-000	\$80.00	\$80.00
		Internet - Cherokee Center	11-6401-631-000	\$154.28	
		Cable - Cherokee Center	11-7103-701-000	\$88.63	\$242.91
117876	Lindi D Forbes	Reimburse Mileage - Auction	11-6505-601-000	\$14.45	\$14.45
117890	Jock's Nitch/Parsons	Mechandise Sold - Jan - April 2017	16-9381-741-000	\$5,251.72	\$5,251.72
117892	Kansas Gas Service	Gas Service	11-7102-633-000	\$35.55	\$35.55
117893	KCKCC	Library Compact Shelving	11-6201-659-001	\$7,000.00	\$7,000.00
117894	Aaron Keal	Reimburse Mileage - Recruiting	11-5502-603-000	\$240.22	
		Reimburse Mileage - Recruiting	11-5506-601-000	\$89.88	\$330.10
117897	Cathy D Kibler	Reimburse Airline Tickets - PBL Nat	11-1127-604-000	\$458.96	\$458.96
117901		Reimburse Mileage - Auction	11-6505-601-000	\$14.45	\$14.45
117907	Parsons Sun	Parsons Sun Subscription Renewal	11-4101-704-001	\$102.52	\$102.52
117909	Ramada/Topeka	Lodging for KBOR Conf-Sue Brouk	12-1246-630-000	\$181.90	\$181.90
117913	Shell Fleet Plus	Gasoline	11-6502-720-000	\$136.46	\$136.46

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

6/1/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117919	W C A Waste Corporation	Waste Removal, Cherokee	11-7103-649-000	\$109.07	\$109.07
117920	Wal-Mart Community	Biology Supplies	11-1102-700-000	\$67.33	
		Biology Supplies	11-1102-700-000	\$178.40	
		Library Supplies and Finals Week Sup	11-4101-701-000	\$137.94	
		Ferns and Graduation Supplies	11-5303-706-001	\$231.91	
		Bottles of Water	11-5303-706-001	\$16.65	
		Welcome Basket-Bun phus	11-6101-702-000	\$14.08	
		Mulch	11-7102-649-000	\$150.00	
		Mulch	11-7102-649-000	\$150.00	
		Bottled Water	11-7102-649-000	\$9.96	
		Mulch	11-7102-649-000	\$150.00	
		Weed Killer	11-7103-649-000	\$18.76	
		Popcorn Machine Supplies	11-7103-701-000	\$8.84	
		Student Life Supplies	11-7103-701-000	\$61.63	
		Custodial Supplies	11-7103-702-000	\$8.09	
		Lab Supplies	12-1208-700-000	\$79.52	
		Lab Supplies	12-1208-700-000	\$67.98	
		Lab Supplies	12-1208-700-000	\$33.58	
		Gift Cards & Distilled Water	12-1215-700-000	\$103.52	
		Advisory Council Supplies	12-1215-709-000	\$27.84	
		Supplies	16-9684-701-000	\$42.42	
		Food	16-9684-743-000	\$105.72	
		Food	16-9684-743-000	\$20.16	
		Food	16-9684-743-000	\$42.98	
		Food	16-9684-743-000	\$114.06	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

6/1/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117920	Wal-Mart Community	Food	16-9684-743-000	\$11.92	
		Food	16-9684-743-000	\$14.96	
		Food	16-9684-743-000	\$107.41	
		Food	16-9684-743-000	\$75.26	
		Food	16-9684-743-000	\$43.73	
		Food	16-9684-743-000	\$68.96	
		Food	16-9684-743-000	\$10.42	
		Food	16-9684-743-000	\$11.88	
		Food	16-9684-743-000	\$12.18	\$2,198.09
117921	Westar Energy, Inc	Electricity	11-7102-634-000	\$13,712.01	
		Electricity - Cherokee Center	11-7103-634-000	\$1,208.75	
		Electricity	16-9482-634-000	\$695.94	\$15,616.70
117923	Scotty M Zollars	Reimburse Mileage - SEKLS Meeting	11-4101-602-000	\$62.60	\$62.60
				<u>\$84,067.11</u>	
	11-General Fund			\$70,624.80	
	12-Postsecondary Technical Education Fund			\$6,812.59	
	16-Auxiliary Ent Fund			\$6,629.72	
	67-Capital Outlay			<u>\$0.00</u>	
				\$84,067.11	

Checks approved for release prior to Board action


President


Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

6/8/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117924	A T and T	Internet	11-6401-631-000	\$3,562.16	\$3,562.16
117929	Jody Burzinski	Reimburse Mileage - Wichita Airport	J 11-6401-601-000	\$144.45	
		Reimburse Baggage - JAM Conf	11-6401-601-000	\$50.00	
		Reimburse Taxi, Shuttle-JAM Conf	11-6401-601-000	\$76.70	
		Reimburse Meals - JAM Conf	11-6401-601-000	\$159.46	\$430.61
117930	CableONE	Cable Service	11-7202-648-000	\$90.63	\$90.63
117931	Coleen Carter	Reimburse Airline Ticket-JAM Conf	11-6401-601-000	\$635.52	
		Reimburse Shuttle - AM Conc	11-6401-601-000	\$58.11	
		Reimburse Meals - JAM Conf	11-6401-601-000	\$80.37	
		Reimburse Mileage-MCI Airport-JAM	11-6401-601-000	\$157.29	
		Reimburse Baggage Fee-JAM Conf	11-6401-601-000	\$50.00	\$981.29
117932	City of Parsons	Water Service	11-7102-632-000	\$1,835.24	
		Water Service	16-9482-632-000	\$224.10	\$2,059.34
117933	Comfort Inn/Colby	Hotel - Mark Watkins - KACCT	11-6101-601-000	\$93.73	\$93.73
117934	Alexander J Coplon	Reimburse Mileage - Recruiting	11-5502-603-000	\$60.99	\$60.99
117939	Janice S Every	Reimburse Retirement Supplies	11-6504-692-001	\$9.97	\$9.97
117945	Kansas Gas Service	Gas Service	11-7102-633-000	\$170.60	\$170.60
117946	Kansas Outdoor Advertising	May Advertising	11-6301-613-000	\$575.00	\$575.00
117948	KJCCC	Softball Officials	11-5509-680-000	\$332.00	\$332.00
117950	L C C Foundation	Auction Credit Card Payments	11-0100-484-000	\$20,154.30	\$20,154.30
117951	Leigh Ann Martin	Reimburse Mileage - Main Campus, N	12-1215-602-000	\$84.00	\$84.00
117953	Rural Water District #5	Utility Water, Cherokee	11-7103-632-000	\$51.28	\$51.28
117955	Ryan Seme	Reimburse Mileage - Meetings (12)	12-4204-601-000	\$477.22	\$477.22
117957	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$248.31	\$248.31

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	6/8/2017	Account Number	Amount	Total
117957	Verizon Wireless	Custodians Phone Charges		11-7102-649-000	\$224.92	\$473.23
					<u>\$29,606.35</u>	
		11-General Fund	\$28,821.03			
		12-Postsecondary Technical Education Fund	\$561.22			
		16-Auxillary Ent Fund	\$224.10			
		67-Capital Outlay	\$0.00			
			<u>\$29,606.35</u>			

Checks approved for release prior to Board action

Mark Watkins
President

Deanna Fisher
Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

6/15/2017 Account

Check Number	Vendor	Description	Account Number	Amount	Total
117964	Susan Brouk	Reimburse Meals - K3OR Conf	12-1246-630-000	\$29.09	
		Reimburse Mileage - KBOR Conf	12-1246-630-000	\$160.50	\$189.59
117965	CableONE	Ted Hill Internet	11-6401-631-000	\$87.95	\$87.95
117968	Alexander J Coplon	Reimburse Mileage - Recruiting	11-5502-603-000	\$136.96	\$136.96
117969	Crossroads Charters Inc.	Bus Trip, Baseball	11-6502-720-000	\$3,930.00	\$3,930.00
117971	Leanna Doherty	HIPPA/Social Media (On Demand Wet	12-1208-670-000	\$199.00	\$199.00
117973	FedEx Express	Package Shipping (2)	11-5303-701-000	\$55.54	\$55.54
117976	Hilton Anaheim	Hotel Reservation for PBL Nationals	11-1127-604-000	\$2,095.59	\$2,095.59
117978	Holiday Inn at the Campus	Hotel-Teri Pearce-KASFAA Fiscal Offi	11-6201-601-000	\$110.60	\$110.60
117979	John Deere Financial	Mower Maintenance	11-6502-720-000	\$333.82	\$333.82
117980	JW Marriott Starr Pass Resort& Spa	Lodging for Kara Good, AARC Forum	12-1246-630-000	\$607.62	\$607.62
117981	Kansas Department of Revenue	Bookstore Sales Tax/May	16-0000-216-001	\$587.42	
		Food Service Sales Tax/May	16-0000-216-002	\$233.06	\$820.48
117984	Kansas Gas Service	Gas Service	11-7102-633-000	\$342.33	
		Gas Service - Cherokee Center	11-7103-633-000	\$44.93	
		Gas Service	16-9482-633-000	\$83.63	\$470.89
117985	Aaron Keal	Reimburse Mileage - Recruiting	11-5502-603-000	\$362.73	\$362.73
117987	Cathy D Kibler	PBL Nationals - Misc	11-1127-604-000	\$365.00	
		PBL Nationals - Meal;	11-1127-604-000	\$520.00	\$885.00
117988	Tracie D Moon	Reimburse Meals - K3OR Data Meeti	11-6401-601-000	\$26.72	
		Reimburse Mileage - KBOR Data Mee	11-6401-601-000	\$157.29	\$184.01
117989	Stephanie Mott	Presenter - Indie Len;	11-4201-627-002	\$250.00	\$250.00
117992	Nancy Newby	Reimburse Mileage - CAAP Test, Mtg	11-4209-601-000	\$149.80	\$149.80
117993	Anthony John Rabig	Reimburse Meals - K3OR Data Meeti	11-6401-601-000	\$29.87	\$29.87
117994	Mitchell A Rolls	Reimburse Mileage - Recruiting (2)	11-5503-603-000	\$310.30	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
			6/15/2017		
117994	Mitchell A Rolls	Reimburse Mileage - Recruiting (3)	11-5503-603-000	\$417.30	\$727.60
117997	The Radisson	Hotel - D Newby - Memoir & Personal	11-4200-630-010	\$640.62	\$640.62
117998	Touchtone Communications	Long Distance	11-6501-631-000	\$152.65	
		Long Distance - Cherokee Center	11-7103-631-000	\$19.64	\$172.29
				<u>\$12,439.96</u>	
	11-General Fund			\$10,539.64	
	12-Postsecondary Technical Education Fund			\$996.21	
	16-Auxillary Ent Fund			\$904.11	
	67-Capital Outlay			<u>\$0.00</u>	
				\$12,439.96	

Checks approved for release prior to Board action

Mark Watkins
President

Deann Scherby
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

6/22/2017

Check Number	Vendor	Description	Account		Amount	Total
			Number			
118000	A T and T	Phone Service	11-6501-631-000		\$5,081.38	\$5,081.38
118001	A T and T	Internet	11-6401-631-000		\$1,616.40	\$1,616.40
118002	Amazon.com LLC	Books for the Library	11-4101-703-000		\$39.00	
		Books for the Library	11-4101-703-000		\$12.81	
		Books for the Library	11-4101-703-000		\$32.89	
		Books for the Library	11-4101-703-000		\$80.46	
		Books for the Library	11-4101-703-000		\$191.38	
		Books for the Library	11-4101-703-000		\$68.19	
		Books for the Library	11-4101-703-000		\$68.71	
		Books for the Library	11-4101-703-000		\$78.25	
		Books for the Library	11-4101-703-000		\$94.46	
		Books for the Library	11-4101-703-000		\$31.41	
		Books for the Library	11-4101-703-000		\$1,088.39	
		Books for the Library	11-4101-703-000		\$243.93	
		Books for the Library	11-4101-703-000		\$795.48	
		Books for the Library	11-4101-703-000		\$254.70	
		Books for the Library	11-4101-703-000		\$13.34	
		Books for the Library	11-4101-703-000		\$7.97	
		Books for the Library	11-4101-703-000		\$12.45	
		Books for the Library	11-4101-703-000		\$22.48	
		Books for the Library	11-4101-703-000		\$37.00	
		Books for the Library	11-4101-703-000		\$44.77	
		Books for the Library	11-4101-703-000		\$42.99	
		Avery Economy View Binder 1" (1920:11-4203-701-000			\$71.60	
		Drone Accessories	11-6301-701-000		\$52.89	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

6/22/2017

Check Number	Vendor	Description	Account Number	Amount	Total
118002	Amazon.com LLC	Powerforlaptop® Battery For Asus	11-6401-701-000	\$17.99	
		Aurum Ultra Series	11-6402-850-000	\$119.99	
		IT Supplies	11-6403-701-000	\$146.13	
		IT Supplies	11-6403-701-000	\$22.86	
		IT Equipment	11-6403-850-000	\$622.23	
		IT Equipment	11-6403-850-000	\$1,875.00	
		IT Equipment	11-6403-850-000	\$19.97	
		IT Equipment	11-6403-850-000	\$15.99	
		LCD Projector	11-6403-850-000	\$1,593.66	\$7,819.37
118003	B P	Gasoline	11-6502-720-000	\$80.34	\$80.34
118006	Ernesto's Mexican Food	Retirement Reception Supplies	11-6301-704-000	\$574.38	\$574.38
118007	Lindi D Forbes	Reimburse Retirement Reception Sup	11-6301-701-000	\$12.00	\$12.00
118008	Kara Good	Lodging - AARC Forum	12-1246-630-000	\$607.62	\$607.62
118009	Tyler Christopher Hatcher	Reimburse Mileage - Recruiting	11-5502-603-000	\$249.31	\$249.31
118010	Trudy E Hill	Reimburse Mileage - Orientations (4)	12-4204-601-000	\$132.68	\$132.68
118011	J and M Gym Pros LLC	Gym Floor Annual Maintenance	11-7102-649-000	\$2,617.91	\$2,617.91
118012	Joe Smith Company, Inc	Concessions Summer 2017	16-9381-742-000	\$149.89	\$149.89
118013	Kiwanis Club of Parsons	Dues - Ryan Seme	12-4204-711-000	\$139.70	\$139.70
118015	Labette County Treasurer	Real Estate Taxes/1415 Broadway/2n	11-6501-662-000	\$43.89	
		Real Estate Taxes/1419 Broadway/2n	11-6501-662-000	\$43.89	
		Real Estate Taxes/1431 Broadway/2n	11-6501-662-000	\$84.77	
		Real Estate Taxes/1401 Broadway/2n	11-6501-662-000	\$45.93	
		Real Estate Taxes/1407 Broadway/2n	11-6501-662-000	\$41.85	
		Real Estate Taxes/1411 Broadway/2n	11-6501-662-000	\$43.89	
		Real Estate Taxes/1230 Main/2nd Hal	11-6501-662-000	\$6,431.89	\$6,736.11

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	6/22 '2017		Total
			Account Number	Amount	
118017	Tracie D Moon	Reimburse Hotel - KBOR Data Conf	11-6401-601-000	\$197.46	\$197.46
118019	N THERM, LLC	Gas Service	11-7102-633-000	\$2.90	
		Gas Service	11-7102-633-000	\$112.72	
		Gas Service	11-7102-633-000	\$49.14	
		Gas Service	11-7102-633-000	\$11.56	
		Gas Service	16-9482-633-000	\$40.46	\$216.78
118020	Overhead Door of Wichita	Keys	11-7102-671-000	\$52.20	\$52.20
118021	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$306.96	\$306.96
118023	Anthony John Rabig	Reimburse Hotel - KBOR Data Conf	11-6401-601-000	\$197.46	\$197.46
118024	Thomas Joseph Reynolds	Installing Compact Shelving	11-6201-659-001	\$4,434.70	\$4,434.70
118025	Seth Roach	Reimburse Trombone Repair/Mainten	11-1111-648-000	\$72.08	
		Reimburse Jazz Banc Sheet Music	11-1111-700-000	\$20.00	\$92.08
118026	Ryan Seme	Reimburse Mileage - Meetings (9)	12-4204-601-000	\$415.16	\$415.16
118027	Wal-Mart Community	Retirement Reception Supplies	11-6301-701-000	\$21.85	
		Retirement Reception Supplies	11-6301-701-000	\$73.88	
		Supplies	16-9684-701-000	\$15.10	
		Food	16-9684-701-000	\$22.34	
		Supplies	16-9684-701-000	\$8.68	
		Supplies	16-9684-701-000	\$109.44	
		Supplies	16-9684-701-000	\$19.01	
		Food	16-9684-743-000	\$132.56	
		Food	16-9684-743-000	\$391.64	
		Food	16-9684-743-000	\$112.53	
		Food	16-9684-743-000	\$59.77	
		Food	16-9684-743-000	\$36.80	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

6/22/2017

Check Number	Vendor	Description	Account Number	Amount	Total
118027	Wal-Mart Community	Food	16-9684-743-000	\$21.85	
		Food	16-9684-743-000	\$26.38	\$1,051.83
118028	Mark Watkins	Moving Expenses	11-6501-590-001	\$1,573.54	\$1,573.54
118029	American Heritage Life Insurance	ComCancer Premiums	11-0000-273-000	\$150.39	\$150.39
118030	Bay Bridge Administrators, LLC	fl/o SEmployees 403(b) Contributions	11-0000-258-000	\$14,013.00	
		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	\$3,620.00	\$19,331.17
118031	Carl B. Davis, Trustee	Garnishment	11-0000-270-000	\$675.00	\$675.00
118032	L C C Foundation	EE Contributions	11-0000-268-000	\$1,438.82	\$1,438.82
118033	PHEAA	Garnishment	11-0000-270-000	\$173.07	\$173.07
118034	Security Benefit Life Insurance Co.	Medical Reimb/Child Care	11-0000-277-000	\$1,335.00	\$1,335.00
				<u>\$57,458.71</u>	

11-General Fund	\$55,017.10
12-Postsecondary Technical Education Fund	\$1,295.16
16-Auxiliary Ent Fund	\$1,146.45
67-Capital Outlay	\$0.00
	<u>\$57,458.71</u>

Checks approved for release prior to Board action

Mark Watkins
President

Deanna Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

6/28/2017

Check Number	Vendor	Description	Account Number	Amount	Total
118130	Accident Fund	Workman's Comp	11-6501-590-001	\$3,500.40	\$3,500.40
118131	American United Life Ins Co Group	PreLife Insurance Premiums	11-6501-590-001	\$358.26	\$358.26
118132	Bank of Parsons	Principal - Zetmeir Building	11-6201-761-000	\$28,258.99	
		Interest - Zetmeir Building	11-6201-762-000	\$695.46	\$28,954.45
118135	Delyna R Bohnenblust	Reimburse Meals - NLN Conf	12-1208-601-000	\$54.56	
		Reimburse Hotel & Parking - NLN Co	12-1208-601-000	\$474.75	
		Reimburse Meals - KNEP	12-1208-601-000	\$13.73	
		Reimburse KU Partnership Lunch	12-1208-601-000	\$36.73	
		Reimburse Meals - KSBN	12-1208-601-000	\$77.29	
		Reimburse Hotel - KSBN	12-1208-601-000	\$211.40	
		Reimburse Mileage - Meetings (6)	12-1208-602-000	\$800.90	
118136	Linda G Brown	ReimburseKSBN Self Study Review/	12-1208-700-000	\$50.00	\$1,719.36
		Reimburse Mileage - Clinicals (2)	12-1210-601-000	\$134.82	\$134.82
118140	Cardmember Service	Credit - Points Redeemed	11-0100-484-000	(\$1,150.00)	
		Instructional Books	11-4101-703-000	\$129.60	
		Hotel At Old Town-J Burke KCIA	11-4201-601-000	\$151.16	
		Amazon Prime Membership	11-6201-701-000	\$10.99	
		Gaylord, J Burzinski, C Carter- JAM	11-6401-601-000	\$1,536.12	
		SuperShuttle - Airport	11-6401-601-000	\$41.40	
		Jenzabar Annual Meeting Airfare	11-6401-601-000	\$560.34	
		Aurum Ultra Series - Pack of 2 High S	11-6403-850-000	\$956.91	
		OnStar for LCC Vehicles	11-6502-720-000	\$130.89	
		Annual Nurse Director Conference	12-1208-670-000	\$300.00	
		NBRC Board Exam -	12-1211-696-000	\$200.00	
		NBRC Board Exam -	12-1211-696-000	\$200.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

6/28/2017

Check Number	Vendor	Description	Account Number	Amount	Total
118140	Cardmember Service	NBRC Board Exam -	12-1211-696-000	\$200.00	
118141	Coleen Carter	NBRC Board Exam -	12-1211-696-000	\$200.00	\$3,467.41
118143	Commercial Bank	Reimburse Mileage - Cherokee Cente	11-6401-601-000	\$66.34	\$66.34
118144	Commercial Bank/Cash	Safe Deposit Box 968	11-6201-701-000	\$80.00	\$80.00
118145	Cox Communications	Spring Book Buybacks	16-9381-740-000	\$18,025.58	\$18,025.58
		Internet - Cherokee Center	11-6401-631-000	\$154.28	
		Cable - Cherokee Center	11-7103-701-000	\$88.64	\$242.92
118146	Leanna Doherty	Reimburse Mileage - Cherokee Cente	11-6201-601-000	\$33.17	\$33.17
118155	Kansas Gas Service	Gas Service	11-7102-633-000	\$35.56	\$35.56
118156	Tammy Kimrey	Reimburse Mileage - Clinicals (3)	12-1210-602-000	\$81.32	
		Reimburse Mileage - Clinicals	12-1210-602-000	\$40.13	\$121.45
118158	Ashley Moore	Reimburse Mileage - Clinicals (6)	12-1210-602-000	\$384.67	
		Reimburse Mileage - Clinicals (2)	12-1210-602-000	\$149.80	\$534.47
118159	Parsons Rotary Club C/O Phil Eaton	Quarterly Dues - Mark Watkins	11-6101-702-000	\$136.00	\$136.00
118160	Ryan S. Phillips	Reimburse Travel	11-5509-601-000	\$195.71	\$195.71
118161	Sam's Club Direct	Services Fees	11-6501-681-000	\$50.00	
		Membership Fees	11-6501-681-000	\$90.00	\$140.00
118163	Shell Fleet Plus	Gasoline	11-6502-720-000	\$120.87	\$120.87
118167	W C A Waste Corporation	Waste Removal, Cherokee	11-7103-649-000	\$109.07	\$109.07
118168	Westar Energy, Inc	Electricity	11-7102-634-000	\$14,362.96	
		Electricity	11-7103-634-000	\$1,122.34	
		Electricity	16-9482-634-000	\$375.36	\$15,860.66
118170	Wood-Dulohery Insurance Inc	Surplus Line Tax - Renew	11-6501-621-000	\$807.61	
		Commercial Property - Renew	11-6501-621-000	\$16,825.11	
		Cybersolutions - Renew	11-6501-622-000	\$3,501.00	\$21,133.72

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	6/28/2017	Account Number	Amount	Total
118172	Angela Zarybnicky	Reimburse Meals - Interview Expense		11-6504-601-002	\$95.00	
		Reimburse Mileage - Interview Expen:		11-6504-601-002	\$284.62	\$379.62
					<u>\$95,349.84</u>	
	11-General Fund		\$73,338.80			
	12-Postsecondary Technical Education Fund		\$3,610.10			
	16-Auxillary Ent Fund		\$18,400.94			
	67-Capital Outlay		<u>\$0.00</u>			
			\$95,349.84			

Checks approved for release prior to Board action

Mark W. Adams
President

Kearna Doherty
Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

6/30/2017

Check Number	Vendor	Description	Account Number	Amount	Total
118175	1 Better LLC	15 Second Movie Theatre Ads	11-6301-613-000	\$283.34	\$283.34
118176	A C T	CAAP Testing	11-6401-661-001	\$2,654.25	\$2,654.25
118177	Ace Hardware, Inc.	Retirement Reception Supplies	11-6301-701-000	\$20.97	
		Clock	11-7102-649-000	\$17.99	
		Clock	11-7102-649-000	\$17.99	
		Facilities Supplies	11-7102-649-000	\$50.43	
		Maintenance Supplies	11-7102-649-000	\$2.20	
		Foam Brush and Drain Cleaner	11-7102-649-000	\$9.78	
		Groundskeeping Supplies	11-7102-649-000	\$184.85	
		Paint Supplies	11-7102-649-000	\$5.98	
		Bird and Insect Repellent	11-7102-649-000	\$41.96	
		Paint Supplies	11-7102-649-000	\$8.47	
		Duct Tape	11-7102-702-000	\$4.99	
		Duster	11-7102-702-000	\$9.99	
		Batteries for CPR & Office Fridge	12-4204-699-000	\$238.96	
		Fire School Supplies	12-4204-699-000	\$339.00	
		Glue for CPR Manequins	12-4204-699-000	\$23.94	
		Supplies	16-9684-701-000	\$39.98	
		Supplies	16-9684-701-000	\$15.93	\$1,033.41
118179	American Electric Company	Motion Lights	11-6201-659-012	\$4,667.00	
		Electrical Supplies	11-7102-649-000	\$218.00	
		Electrical Supplies	11-7102-649-000	\$396.45	
		LED Kits	11-7102-649-000	\$70.00	
		Electrical Supplies	11-7102-649-000	\$170.00	\$5,521.45
118180	American Media Investments	May Advertising	11-6301-613-000	\$435.00	\$435.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

6/30/2017

Check Number	Vendor	Description	Account Number	Amount	Total
118181	Apple Inc.	Apple iMac 21.5	11-6301-704-000	\$119.00	
		Apple iMac 21.5	11-6301-704-000	\$1,759.00	\$1,878.00
118182	Association of Community College Tru	Membership Dues	11-6501-681-000	\$3,240.00	\$3,240.00
118183	Beacon Athletics	Baseball Field Tarp	11-5502-701-000	\$8,615.00	\$8,615.00
118184	Best Western Parsons Inn	Graduation Speaker-W Bumphus	11-6101-601-000	\$96.46	\$96.46
118185	Blick Art Materials	Supplies	12-1203-700-000	\$36.16	
		Supplies	12-1203-700-000	\$49.00	\$85.16
118186	C D W Government Inc	IT Supplies	11-6401-701-000	\$88.98	
		IT Supplies	11-6401-701-000	\$202.10	
		IT Supplies	11-6401-701-000	\$2,055.28	
		IT Supplies	11-6401-701-000	\$3,597.33	
		IT Supplies	11-6401-701-000	\$153.98	
		Belkin HDMI cable – 10 ft long	11-6403-701-000	\$34.68	
		Epson Ultra Portable Projector Screer	11-6403-850-000	\$228.74	\$6,361.09
118187	Cardmember Service	Plane Ticket-A Coplon-Recruiting	11-5502-603-000	\$237.20	
		GASO Tournament Packet	11-5508-603-000	\$125.00	
		GasO Coaches Pass	11-5508-603-000	\$75.00	
		1 1/2" D-ring View Binders	11-6503-701-000	\$258.12	
		3" D-ring White Viewbinders	11-6503-701-000	\$238.26	
		NBRC Board Exam	12-1211-696-000	\$200.00	\$1,133.58
118188	Carolina Biological Supply Company	Biology Supplies	11-1102-700-000	\$915.70	
		Biology Supplies	11-1102-700-000	\$26.45	
		Biology Supplies	11-1102-700-000	\$703.05	\$1,645.20
118189	Community-News Digital	Digital Marketing	11-6301-613-000	\$800.00	\$800.00
118190	Copy Products Inc	Konica Color Maintenance	11-6503-648-000	\$1,293.54	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

6/30/2017

Check Number	Vendor	Description	Account Number	Amount	Total
118190	Copy Products Inc	Konica B/W Maintenance	11-6503-648-000	\$386.36	
		Konica Staples	11-6503-701-000	\$275.00	
		Copy Usage for Cherokee Center	11-7103-701-000	\$39.72	\$1,994.62
118191	Corporate Business Systems ofMO, In	Savin Copier Maintenance	11-6503-648-000	\$6.50	\$6.50
118192	Data Source Media, Inc	IT Supplies	11-6401-701-000	\$247.50	\$247.50
118193	Dell Marketing L P	Dell Latitude 3380	11-5201-701-000	\$950.73	
		Dell Projector 7760	11-6401-646-002	\$3,013.98	
		Mobile Percision 3510	11-6402-850-000	\$5,177.92	\$9,142.63
118194	E N V Services Inc.	Safety Cabinet Cert & Travel Fee	11-1102-646-000	\$1,650.00	\$1,650.00
118195	Amanda Beth Fields	JAM Instructor Fee	11-1133-523-001	\$325.00	\$325.00
118196	Finney Company, Inc	Business Books	11-4200-630-005	\$61.95	\$61.95
118197	Fisher Scientific Company; LLC	Biology Supplies	11-1102-700-000	\$168.00	
		Biology Supplies	11-1102-700-000	\$293.90	\$461.90
118198	Four State Maintenance SupplyInc	Carpet Fan	11-7102-702-000	\$192.86	\$192.86
118199	Grand Rental Station	Scissor Lift	11-7102-649-000	\$380.40	\$380.40
118200	Graves Menu Maker Foods	Supplies	16-9684-701-000	\$91.94	
		Supplies	16-9684-701-000	\$320.52	
		Supplies	16-9684-701-000	\$90.62	
		Supplies	16-9684-701-000	\$50.93	
		Food	16-9684-743-000	\$1,295.04	
		Food	16-9684-743-000	\$700.21	
		Food	16-9684-743-000	\$473.01	
		Food	16-9684-743-000	\$462.02	\$3,484.29
118201	Grey House Publishing	Financial Literacy Basics 3 vol. set	11-4101-703-000	\$359.00	\$359.00
118202	Heck and Wicker Inc	Forklift Rental	11-7102-649-000	\$180.00	\$180.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

6/30/2017

Check Number	Vendor	Description	Account Number	Amount	Total
118203	Herff Jones Inc.	Diplomas for Graduates	11-5303-706-001	\$605.05	\$605.05
118204	Higher Ed Jobs.Com	Position Announcements	11-6504-613-000	\$275.00	\$275.00
118205	Hillyard/Springfield	Gym Floor Maintenance Supplies	11-7102-702-000	\$1,582.09	
		Custodial Supplies	11-7102-702-000	\$3,408.98	
		Toilet Paper and Paper Towels	11-7102-702-000	\$1,322.70	\$6,313.77
118206	Home Store	Carpet for President's Office	11-7102-649-000	\$3,917.00	\$3,917.00
118207	Hugo's Industrial Supply, Inc	Window Vac	11-7102-702-000	\$50.00	\$50.00
118208	International Biochemical and Biomed	Biology Supplies	11-1102-700-000	\$2,704.77	\$2,704.77
118209	Jenzabar, Inc.	NetNet Custom Maintenance	11-6401-646-001	\$1,000.00	\$1,000.00
118210	JJ Keller and Associates, Inc.	Federal Law Posters	11-6504-701-000	\$132.30	\$132.30
118211	Jock's Nitch/Parsons	Supplies	11-5504-701-000	\$1,739.58	\$1,739.58
118212	John Deere Financial	Lawn Mower Parts	11-6502-720-000	\$41.39	\$41.39
118213	K L K C	May Advertising	11-6301-613-000	\$300.00	\$300.00
118214	K O A M - TV	May Advertising	11-6301-613-000	\$1,195.00	
		May Advertising	11-6301-613-000	\$800.00	\$1,995.00
118215	K O D E - TV	May Advertising - KSNF	11-6301-613-000	\$500.00	
		May Advertising - KODE	11-6301-613-000	\$1,910.00	
		May Advertising - RSNF	11-6301-613-000	\$500.00	
		May Advertising - RSNF	11-6301-613-000	\$450.00	\$3,360.00
118216	K S Y N-FM	May Advertising	11-6301-613-000	\$1,275.00	\$1,275.00
118217	Kansas Association of School Boards	Legal Travel - Sobba	11-6501-662-000	\$250.00	
		Legal Travel - Sobba	11-6501-662-000	\$250.00	
		Legal Mileage - Sobba	11-6501-662-000	\$162.00	
		Legal Services - Sobba	11-6501-662-000	\$350.00	
		Legal Services - Sobba	11-6501-662-000	\$262.50	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

6/30/2017

Check Number	Vendor	Description	Account Number	Amount	Total
118217	Kansas Association of School Boards	Legal Mileage - Sobba	11-6501-662-000	\$156.60	\$1,431.10
118218	George Knox	Vehicle Expense	11-6501-590-001	\$900.00	\$900.00
118219	KONE Inc	Elevator Maintenance	11-7102-649-000	\$1,143.62	\$1,143.62
118220	Labette Avenue	Cardinal Citee Ad	11-6301-613-000	\$60.00	
		Cardinal Citee Ad	11-6301-613-000	\$60.00	\$120.00
118221	Labette County	Hep B - Taylor Shepard	11-6201-701-000	\$45.00	\$45.00
118222	Labette County High School	Revenue Sharing	12-1220-523-000	\$6,888.00	
		Instruction - Electronic Classes	12-1220-523-000	\$5,024.25	\$11,912.25
118223	Laser Designs/PSHTC	Name Badges	11-4201-701-000	\$15.00	
		Name Badge	12-1203-700-000	\$5.00	\$20.00
118224	Lockwood Co Inc	W2 Forms	11-6201-701-000	\$372.14	\$372.14
118225	Marmic Fire and Safety Co Inc	Sur Charge	11-7102-649-000	\$23.13	\$23.13
118226	McCarty's Office Machines Inc	Engraved Nameplate	11-6101-702-000	\$11.30	
		CC Machine Paper	11-6201-701-000	\$35.06	
		Admissions Copier Repair	11-6503-648-000	\$62.50	
		Copier Maintenance, Business Office	11-6503-648-000	\$975.00	
		Copier Maintenance, Radiography	11-6503-648-000	\$597.32	
		Desk Catalog Rack	11-6503-701-000	\$89.36	
		Paper, Folders	11-6503-701-000	\$100.17	
		Paper Shredder	11-6505-701-000	\$289.71	
		HP LaserJet Color M750DN	11-6505-701-000	\$3,158.00	
		Bookstore Supplies	16-9381-701-000	\$226.84	
		Chair Mat	16-9482-701-000	\$421.68	
		Supplies	16-9684-701-000	\$2.84	\$5,969.78
118227	Meadows Medical Supply, LLC	Physicians Scale with Casters	12-1208-700-000	\$297.99	\$297.99

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

6/30/2017

Check Number	Vendor	Description	Account Number	Amount	Total
118228	Medco Sports Medicine	Supplies	11-5507-701-000	\$76.92	
		Supplies	11-5507-701-000	\$65.78	
		Supplies	11-5507-701-000	\$49.05	
		Supplies	11-5507-701-000	\$881.40	\$1,073.15
118229	Overhead Door of Wichita	Keys	11-7102-671-000	\$51.20	\$51.20
118230	P1 Group Inc	Refrigerant	11-7102-649-000	\$1,260.00	
		Chiller Repair	11-7102-649-000	\$2,554.33	
		Plumbing Repair Annex Bathroom	11-7102-649-000	\$794.75	
		Water Heater Pressure Switch	11-7102-649-000	\$319.54	
		Contract	11-7103-649-000	\$500.00	
		Contract	11-7202-648-000	\$4,646.00	\$10,074.62
118231	Parsons Sun	Full Page Commencement Ad	11-6301-613-000	\$1,430.00	
		Cardinal Citee Ad	11-6301-613-000	\$56.75	
		Summer Sizzlers	11-6301-613-000	\$139.00	
		Cardinal Citee Ad	11-6301-613-000	\$113.50	
		Graduation Ad	11-6301-613-000	\$113.50	
		Active Living Ad	11-6301-613-000	\$225.00	
		Katy Days Ad	11-6301-613-000	\$56.75	
		Position Announcement	11-6504-613-000	\$70.80	
		Position Announcement	11-6504-613-000	\$70.80	\$2,276.10
118232	Proforma	Compact USB Car Charger	11-5302-711-000	\$283.46	
		Rectangle Mousepad	11-5302-711-000	\$293.51	
		Promotional Pens	11-6301-704-000	\$715.85	
		Microfiber Eyeglass Cleaning Cloth	11-6505-701-000	\$200.96	
		Foundation Pens	11-6505-701-000	\$199.40	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

6/30/2017 Account Number

Check Number	Vendor	Description	Account Number	Amount	Total
118232	Proforma	Foundation Folders	11-6505-701-000	\$667.15	
118233	Quill Corporation	Display Board	11-6505-701-000	\$141.94	\$2,502.27
118234	Reserve Account	Napkins	16-9482-701-000	\$197.97	\$197.97
118235	Resilite Sports Prod, Inc	PBP # 20352357 (Postage)	11-6503-611-000	\$2,500.00	\$2,500.00
118236	Rodeway Inn & Suites	Wrestling Mat	11-5505-701-000	\$12,029.00	\$12,029.00
118237	Henry Schein, Inc.	Hotel - Recruit - G Bowie	11-5508-603-000	\$87.98	\$87.98
118238	Sheerin Scientific Inc.	Dental Supplies	12-1215-700-000	\$320.29	\$320.29
118239	Southeast Kansas Living	Eyepieces for Nikon ys and ys2	11-1102-646-000	\$860.00	\$860.00
118240	T & E Auto Sales	Summer 17 College Page Ad	11-6301-613-000	\$48.75	\$48.75
118241	The Cleaners	Vehicle Maintenance, PK-2	11-6502-720-000	\$47.69	
118242	The Wright Signs	Vehicle Maintenance, RV-26	11-6502-720-000	\$170.72	
		Vehicle Maintenance, CA-13	11-6502-720-000	\$136.58	
		Vehicle Maintenance, CA-13	11-6502-720-000	\$39.90	
		Vehicle Repair, RV-27	11-6502-720-000	\$40.95	\$435.84
		Pressing Robes	11-5303-706-001	\$88.15	\$88.15
		Promotional Hats	11-6301-709-000	\$675.00	
		Signs	11-7102-649-000	\$70.00	\$745.00
118243	UniFirst Corporation	Mat, Mops, Towels, Uniforms	11-7103-649-000	\$39.53	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$40.12	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$33.78	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$39.53	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$39.53	
		Aprons, Mats, Mops, Cloths	11-7103-649-000	\$43.04	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$39.53	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$39.53	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

6/30/2017

Check Number	Vendor	Description	Account Number	Amount	Total
118243	UniFirst Corporation	Uniforms	11-7202-648-000	\$180.54	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.04	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.04	
		Uniforms	11-7202-648-000	\$58.99	
		Uniforms	11-7202-648-000	\$58.99	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.04	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.04	
		Uniforms	11-7202-648-000	\$58.99	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.04	
		Uniforms	11-7202-648-000	\$61.37	
		Uniforms	11-7202-648-000	\$58.99	
		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	
118244	Vance Lawn Care	Lawn Care, Cherokee	11-7103-649-000	\$180.00	\$1,374.82
118245	Vascular Access Teaching Aids, Inc	Adv. Venipuncture Training	12-1208-700-000	\$632.44	\$180.00
		Adv. Venipuncture Training	12-1208-700-001	\$300.00	\$932.44
118246	Mark Watkins	Reimburse Meals - KACCT	11-6101-601-000	\$7.16	
		Vehicle Expense	11-6501-590-001	\$900.00	\$907.16
118247	West IP Communications	VM Hardware Rotation	11-6402-850-000	\$12,811.88	
		San Maintenance Support	11-6402-850-000	\$3,900.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	6/30/2017	Account Number	Amount	Total
118247	West IP Communications	VM Hardware Rotation		11-6402-850-000	\$2,356.00	\$19,067.88
	11-General Fund		\$135,048.36			
	12-Postsecondary Technical Education Fund		\$14,355.03			
	16-Auxillary Ent Fund		\$4,561.69			
	67-Capital Outlay		\$0.00			
			<u>\$153,965.08</u>			<u>\$153,965.08</u>