

**LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

August 10, 2017

5:30 p.m.

Conference Room

Review Copy

**NOTICE OF PUBLIC HEARING
2017-2018 BUDGET**

The governing body of Labette Community College, Labette County, will meet on August 10, 2017, at 5:30 p.m., at Conference Room in Student Success Center for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of tax to be levied, and to consider amendments. Detailed budget information is available at LCC Business Office and will be available at this hearing.

BUDGET SUMMARY

The Expenditures and the Amount of 2017 Tax to be Levied (as shown below) establish the maximum limits of the 2017-2018 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to slight change depending on final assessed valuation.

	2015-2016		2016-2017		PROPOSED BUDGET 2017-2018		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2017 Tax to be Levied	Est. Tax Rate*
Current Funds Unrestricted							
General Fund	8,927,410	34.973	8,416,593	34.900	10,272,222	4,527,253	35.000
Postsecondary Tech Ed	3,343,640		2,950,966		3,733,077	XXXXXXXXXX	XXX
Adult Education	60,370	0.399	48,182	0.400	60,882	51,772	0.400
Adult Supp Education	0	xxx	0	xxx	0	XXXXXXXXXX	XXX
Motorcycle Driver	0	xxx	0	xxx	0	XXXXXXXXXX	XXX
Truck Driver Training	0	xxx	0	xxx	0	XXXXXXXXXX	XXX
Auxiliary Enterprise	510,623	xxx	445,946	xxx	997,964	XXXXXXXXXX	XXX
Plant Funds		xxx		xxx		XXXXXXXXXX	XXX
Capital Outlay	0		0		1,500,000	0	0.000
Bond and Interest	0		0		0	0	0.000
Special Assessment	0		0		0	0	0.000
No Fund Warrants	0		0		0	0	0.000
Revenue Bonds	0	xxx	0	xxx	0	XXXXXXXXXX	XXX
Total All Funds	12,842,044	35.372	11,861,687	35.300	16,564,145	XXXXXXXXXX	35.400
Total Tax Levied	4,565,534		4,532,825		XXXXXXXXXX	4,579,024	
Assessed Valuation	127,652,748		128,408,638		129,349,560		

	Outstanding Indebtedness, July 1		
	2015	2016	2017
G.O. Bonds			
Capital Outlay Bonds			
Revenue Bonds			
No-Fund Warrants			
Temporary Notes			
Lease Purchase Principal	1,501,802	762,372	428,696
Total	1,501,802	762,372	428,696

*Tax Rates are expressed in mills.



 Leanna Doherty
 VP of Finance & Operations

EXHIBIT 2

**Labette Community College
Board of Trustees Meeting Agenda
August 10, 2017
PUBLIC HEARING
TIME 5:30 p.m.
Student Success Center, Conference Room**

- I. Public Hearing – 2017-2018 Community College Budget(Agenda Item I)
(Exhibit 1)
- II. Adoption of Agenda.....(Agenda Item II)
(Exhibit 2)
- III. Approval of July 20, 2017, Meeting Minutes(Agenda Item III)
(Exhibit 3)
- IV. Reports and/or Board Discussion
 - A. Student Housing/Bluffstone Report
 - B. Faculty Senate Report
 - C. SGA Report
 - D. Administrative Reports
 - i. Comparison of Expenditures to Budget
 - E. President’s Report
- V. Old Business (Action, Report, or Discussion)
 - A. Adoption of 2017-2018 Budget(Agenda Item V.A.)
- VI. New Business (Action, Report, or Discussion)
 - A. Professional Staff Resignation.....(Agenda Item VI.A.)
 - B. Policy Approval(Agenda Item VI.B.)
(Exhibit 4)
 - C. Policy Review(Agenda Item VI.C.)
(Exhibit 5)
 - D. Professional Staff Employment Letter.....(Agenda Item VI.D.)
(Exhibit 6)
 - E. Approval of Bills.....(Agenda Item VI.E.)
(Exhibit 7)

EXHIBIT 2

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. Next Regular Board Meeting: September 14, 2017, 5:30 p.m., **Conference Room**, Tentative Agenda Items

IX. Adjournment

**LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
July 20, 2017**

The Board of Trustees met at 5:30 p.m. on Thursday, July 20, 2017 in the Conference Room, Student Success Center Building.

Members Present

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

Others Present

Dr. Mark Watkins
Leanna Doherty
Joe Burke
Bethany Kendrick
Janice Every
Kathy Johnston

Kevin Doherty
Colleen Williamson
Patricia Moura
Alex Coplon
Tyler Hatcher
Rick Carpenter

Megan Fugate recorded the minutes.

Election of Officers for the Board of Trustees

Mrs. Zetmeir moved to approve the following:

- Megan Fugate as Clerk of the Board
- Leanna Doherty as Treasurer
- David Markham and KASB as the legal services provider for the year
- Pat McReynolds, KACCT (Kansas Association of Community Colleges) and Dave Winchell as alternate.
- Parsons Sun as the paper of record.

Mr. McReynolds seconded and motion carried 6-0.

Mrs. Zetmeir moved to approve the following Presidential appointments:

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

Mr. Winchell seconded and motion carried 6-0.

Adoption of Agenda (ACTION ITEM)

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

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Hoskins asked for corrections or additions to the June 15, 2017 regular meeting minutes, Mr. Taylor moved to approve the minutes as presented. Mr. Howerter seconded and motion carried 6-0.

Reports and/or Board Discussion

Bluffstone Report

A handout was handed out to the Trustees.

Faculty Senate Report

No report

Administrative Report

Comparison of expenditures to the budget – Leanna Doherty had placed the June financial report at the table. At the end of June we were through the year. The general fund was 92% expended and the technical education/vocational fund was 97% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

Vice President Doherty gave an update on the athletic insurance. We will renew the athletic insurance with Bollinger Insurance, Wood-Dulohery.

Vice-President Doherty reported that the audit is scheduled for the first week of October.

President's Report

Dr. Watkins gave a short report.

Introduction of New Employees

President Watkins introduced Alex Coplon, Baseball Coach, Tyler Hatcher, Assistant Baseball Coach and Patricia Moura, Assistant Volleyball Coach.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

None

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

Mrs. Zetmeir moved we recess into executive session at 5:48pm (time) for 15 minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at 6:03pm in this room. Inviting in Dr. Mark Watkins, Leanna Doherty, Joe Burke and Janice Every.

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

Mr. Taylor seconded and motion carried 6-0

Reconvened into to open session at 6:03.

Mrs. Zetmeir moved to accept the resignation of Susan Brouk, Career Technical Education Director, effective June 30, 2017 and the settlement agreement set forth. Mr. Taylor seconded and motion carried 6-0.

Executive Session

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

Mrs. Zetmeir moved to recess into executive session at 6:04pm (time)for 5 minutes for the purpose of discussing employer-employee negotiations. Inviting in Dr. Mark Watkins, Leanna Doherty, Janice Every, and Joe Burke.

The Board will return to open meeting at 6:09pm in this room. Mr. Taylor seconded and motion carried 6-0.

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

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Master Agreement Contract Ratification

Mr. McReynolds moved to approve the Master Agreement for the 2017-2018 school year. Mrs. Zetmeir seconded and motion carried 6-0.

Administration, Professional Staff Salary Increases

Mr. Winchell moved to approve a 2.25% salary increase for administration and professional staff. Mrs. Zetmeir seconded and motion carried 6-0.

Educational Support Staff Salary Increases

Mr. McReynolds moved to approve a 2.25% salary increase for educational support staff. Mr. Taylor seconded and motion carried 6-0.

BOT Regular Meeting Dates and Times

Mr. Taylor moved to approve the regular meeting scheduled for the second Thursday of the month at 5:30pm through January 2018. Mrs. Zetmeir seconded and motion carried 6-0.

Professional Staff Employment Letter

Mrs. Zetmeir moved to approve the Professional Staff Employment letter for Elizabeth Robinson, Student Support Services Academic Coordinator, at a salary of \$35,000 beginning July 24, 2017. Mr. Taylor seconded and motion carried 6-0.

Mrs. Zetmeir moved to 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. Mr. McReynolds seconded and motion carried 6-0.

Mr. McReynolds moved to approve the Professional Staff Employment Letter for Laura Vance, Assistant Softball Coach, at a salary of \$19,560 for 42 weeks, beginning August 1, 2017. Mr. Taylor seconded and motion carried.

Faculty Resignation

Mr. Taylor moved to approve the resignation of Crystal Garcia, Nurse Educator, release her from her contract, enforce the liquidated damage amount of \$400, and authorize administration to begin a search for a replacement. Mrs. Zetmeir seconded and motion carried 6-0.

Policy Review

The board will review Policy 4.05 Residency and Policy 4.08 Student Code of Conduct. We will ask for action to be taken at the August meeting.

Policy Approval

Mr. Winchell moved to approve policy 7.01 Administrators and Professional Staff: Conditions of Employment and Policy 8.01 Educational Support Staff: Conditions of Employment. Mrs. Zetmeir seconded and motion carried 6-0.

Faculty Contract Ratification

Mr. Taylor moved to approve the faculty contract for Robert Perez, Sociology Instructor beginning on August 14, 2017 at Master's Set 14, \$44,340. Mrs. Zetmeir seconded and motion carried 6-0.

Approval of Bills

Mr. Taylor moved to approve the Claims Register. Mr. Winchell seconded and motion carried 6-0.

Public Comment

Mr. Taylor commented that he has heard residents saying Dr. Watkins is doing a great job.

Mr. Howerter suggested having faculty be a part of advertising.

Mr. McReynolds wanted to let everyone know that the move in date for the Cardinal Villas is August 19th.

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

Chair Hoskins reminded everyone of the next regular meeting of the Board of Trustees scheduled for August 10, 2017 at 5:30 p.m., Conference Room, Student Success Center Building.

Adjournment

Mr. Howerter moved to adjourn the meeting at 6:30pm. Mrs. Zetmeir seconded and motion carried 6-0.

Megan Fugate, Clerk of the Board

Agenda Item #: V. A.
Date: August 10, 2017

SUBJECT

Adoption of the 2017-2018 Labette Community College Budget

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Since January the FY 2017-2018 budget has been under development. Information about the budget was presented to the Board in a special budget work session in July.

The published, proposed budget for the general and PTE funds at \$11,005,299 which reflects a legal spending limit of \$14,005,299 with no increase in the mill levy.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve the proposed 2017-2018 Labette Community College Budget as presented in Exhibit I.

(agnbudget07-08adopt)

Agenda Item #: V.I.A.
Date: August 10, 2017

SUBJECT

Professional Staff Resignation

REASON FOR CONSIDERATION BY THE BOARD

LCC Procedure 10.08 Separation of Employment Guideline states the member must request release from contract and obtain Board approval.

BACKGROUND

Melissa Nance, Student Life Coordinator, has submitted her letter of resignation effective July 27, 2017.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the resignation of Melissa Nance, Student Life Coordinator, effective July 27, 2017 and authorize administration to search for a replacement.

Agenda Item #: VI.B.
Date: August 10, 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 4.05 Residency

Policy 4.08 Student Code of Conduct

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve the edits to Policy 4.05 Residency, Policy 4.08 Student Code of Conduct. Approval is recommended.

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. 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~~ 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 #: VI.C.
Date: August 10, 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 4.03 Financial Aid

Policy 4.04 Scholarship and Assistance Goals

Policy 7.05 Administrator and Professional Staff Agreement

The attached exhibits show the proposed changes.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees review Policy 4.03 Financial Aid, Policy 4.04 Scholarship and Assistance Goals, Policy 7.05 Administrator and Professional Staff Agreement. We will request action to be taken at the September Board Meeting.

POLICY 4.03 FINANCIAL AID

The College offers, for eligible students, various financial aid programs to assist with the costs of education. Programs, including scholarships, grants, loans and work-related aid, are described in the College catalog and other publications. Procedures relative to application and awarding financial aid programs shall be determined by federal and state regulations and the ~~President~~ Vice President of Student Affairs.

Revised: 03/31/2017

POLICY 4.04

SCHOLARSHIP AND ASSISTANCE GOALS

Goals for the Labette Community College Scholarship/Assistance Program

Labette Community College has identified several goals relative to scholarship awards/assistance, which are the means by which the goals may be realized.

- A. The College is committed to rewarding excellent academic achievement. To meet this goal, ~~Merit~~ Academic scholarships are awarded.
- B. The College is committed to assisting students who have a financial need, which is determined by the College. To meet this goal, a General ~~a~~Assistance Scholarship ~~and Part-time student assistance are~~ is available.
- C. The College wishes to promote and encourage student talent in areas other than academic excellence. To meet this goal, Activity scholarships are awarded.
- D. The College is committed to assisting students who are returning to education after an extended absence to pursue a degree or certificate or to seek job retraining. These students often face substantial barriers to higher education, including lack of financial ability to attend, lack of employment or “subsistence” employment, responsibility for dependents, psychological impediments, and absence of encouragement or support systems. To meet this goal, ~~Non-traditional student assistance is offered~~ a General Assistance Scholarship is available.
- E. The College is committed to providing an opportunity for high school students in the area to experience College level courses in an effort to give them the confidence needed to continue their College education upon high school graduation. To meet this goal, Jump Start ~~a~~Assistance is offered.
- F. The College is committed to serving students in our service area and giving back to our community. To help meet this goal, the Labette County Assistance Scholarship is available.
- G. The College is committed to awarding students for volunteering their time to help with College events. To meet this goal, Cardinal Ambassador Scholarship is available.

Criteria are established for each scholarship and assistance program.
(See also Scholarship and Assistance Programs Procedure 4.04)

Revised: 12/12/00

POLICY 7.05**ADMINISTRATOR and PROFESSIONAL STAFF
AGREEMENT**

"Administrator agreement" refers to the employment contract between the Board of Trustees and personnel hired to fulfill administrative and professional staff positions. These positions include but are not limited to: Vice Presidents, Deans, Associate Deans, Directors, Coordinators, Coaches, Counselors, Specialists, and Administrative Assistant to the President. The President is hired under a separate contract approved and issued by the Board of Trustees.

Contract/Employment Confirmation Letter Terms

Contracts are offered to the above employees who meet the educational and/or experience qualifications required in the position descriptions for their specific positions. Vice Presidents, Deans, and Associate Deans are offered two year contracts.

Employment confirmation letters will be presented to designated employees hired after 8/29/11. This is an employment-at-will position and employment may be terminated at will and no oral statements or statements in the LCC Policy/Procedure Manual are intended to create a right to continuing employment.

Appointments dependent upon funding from a specific revenue source(s) other than College district budgeted funds will so state in the contract and may terminate when funding is no longer available.

Adopted:

Agenda Item #: V.I.D.
Date: August 10, 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. Tiffany Conner has accepted the position of Assistant Women's Basketball Coach, see exhibit 6.

Ms. Terri Leroy has accepted the position of Student Life Retention Specialist, see exhibit 6.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the Professional Staff Employment letter for Tiffany Conner, Assistant Women's Basketball Coach, at a salary of \$19,560 for 42 weeks, beginning August 21, 2017.

The Board of Trustees approve the Professional Staff Employment letter for Terri Leroy, Student Life Retention Specialist, at a salary of \$29,000, beginning August 14, 2017.

BIOGRAPHY

Tiffany R Conner

Ms. Tiffany Conner has accepted the position of Part Time Assistant Women's Basketball Coach. Assistant Coach Conner earned a Bachelor of Arts in Communications from the University of South Florida and a Master of Science in Sports Management from Southern New Hampshire University.

Prior to LCC, she was an assistant coach at Rutgers Newark University. While there, the team made history being a championship team in the NJAC for the first time while being the number 6 seed playing in the championship game. She has head coached an 11th grade AAU girls team. When she was assisting at Teaneck High School in New Jersey, they were league champions and contenders for a county championship. She has also had experience as head coach for 7th and 10th grade girl's teams. She has helped run clinics with up to 20 girls. She has also been a service representative for 24 Hour Fitness Clubs.

Tiffany begins work on August 21.

POSITION DESCRIPTION

ASSISTANT WOMEN'S BASKETBALL COACH

Reports to: Head Woman'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 Women's Basketball Coach is responsible for assisting with recruiting and implementing the women's basketball squad, creating a pleasant learning environment for the student athletes, and counseling student athletes in everyday crises on and off the floor.

II. Essential Job Functions

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

III. Consulting Tasks

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

IV. Supervises the Following Staff

- A. Student trainers
- B. Volunteer assistant coaches

V. Required Knowledge, Skills and Personal Qualifications

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

VI. Preferred Experience

Two years playing and or coaching experience

VII. Educational Background

Bachelor's Degree required

VIII. Working Conditions

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

Biography

Terri Leroy

Ms. Terri Leroy has accepted the Student Life Retention Specialist position. Ms. Leroy earned an Associate of Arts degree from Hutchinson Community College and a Bachelor's degree in Leadership, Management and Organization from Friends University.

Terri brings 23 years of educational experience to LCC. She worked alongside the principal at Reno Valley Middle School and the last 14 years at Hutchinson Community College as an advisor, orientation instructor and career development duties. She is atIXa (Association of Title IX Administrators) trained and certified, and a member of KAAN (Kansas Academic Advising Network).

She will begin work on August 14, 2017.

POSITION DESCRIPTION

STUDENT LIFE/RETENTION SPECIALIST

Reports to: Vice President of Student Affairs
Organizational Unit: Professional Staff – Exempt
Salary range: Specialist
Revision Date: June 2017

I. Basic Purpose of Position

The Student Life/Retention Specialist is responsible for the coordination and facilitation of extracurricular/nonacademic activities, including, but not limited to: student activities, Student Government Association, and student organizations. The specialist will evaluate needed retention services and strategies for students. In addition, the Specialist provides supporting roles in advising, financial aid, and admissions. Additionally, the specialist with English faculty approval and additional training, will tutor students in English.

II. Essential Job Functions

- A. Ability to serve as lead advisor to the Student Government Association (SGA) and Campus Activities Board (CAB), ensuring adherence to college policies and procedures and coordinate regular meetings with SGA, SGA Executive Board and CAB, disseminating pertinent information to all campus offices
- B. Ability to work to strengthen student organizations via offering workshops, resources and recruitment activities, i.e., the Fall Organization Fair and student leadership workshops
- C. Ability to supervise annual campus-wide events, e.g., Kids Fall Fest, Homecoming, Spring Fling, and the Student Awards Ceremony
- D. Ability to customize student activities and student life functions that best fits students wants and needs based on experimentation, research, evaluation and input from SGA and CAB.
- E. Ability to work to create and establish new student organizations and assist in the restarting of former ones
- F. Ability to coordinate programming of campus-wide events including contract negotiations, promotion, event security and program implementation
- G. Ability to work with the Student Housing Staff to coordinate events for students living in the residence hall.
- H. Ability to work effectively and cooperatively with students, college staff, and faculty to develop and implement programs pertinent to retention such as an Early Alert Program
- I. Ability to collect retention data and develop a retention plan to provide support for students
- J. Ability to assist in the successful completion of financial aid applications for students
- K. Ability to assist with recruitment activities such as high school visits and special enrollment days
- L. Ability to assist with student advising during high traffic times
- M. Ability to serve and maintain an active role on the Retention Committee and Green Committee
- N. Ability to tutor students in English
- O. Ability to maintain regular and timely attendance

III. Consulting Tasks

- A. Student affairs, instructional, and student success center personnel

- B. Other college/university personnel, dependent upon assigned tasks
- C. Financial Aid, Admissions, Registrar, and Housing personnel

IV. Supervises the Following Staff

- A. One or more student assistants
- B. Four SGA Executive Board officers, with primary responsibility in student governance and programming as well as four senators and four CAB officers

V. Required Knowledge, Skills and Personal Qualifications

- A. Work cooperatively and effectively with students, supervisor, faculty, and college staff
- B. Knowledge of computer software programs
- C. Excellent human relations and organizational skills
- D. Good verbal and written communication skills
- E. Self-starter who is able to work effectively and productively with minimal supervision
- F. Fast learner able to adapt easily to new situations and tasks
- G. Good motivational, supervisory and counseling skills

VI. Preferred Experience

Knowledge of the following: advising, financial aid, admissions, recruitment, enrollment management, marketing, etc.

VII. Educational Background

Bachelor's degree in communication or related field is required.

VIII. Working Conditions

- A. Busy office conditions at times with evening and weekend hours required
- B. Some area travel at times

Agenda Item: V.I.E.
Date: August 10, 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**

7/13/2017

EXHIBIT 7

Check Number	Vendor	Description	Account Number	Amount	Total
118248	A T and T	Phone Service	11-6501-631-000	\$428.03	
		Phone Service - Cherokee Center	11-7103-631-000	\$292.20	\$720.23
118249	A T and T	Internet	11-6401-631-000	\$3,563.44	\$3,563.44
118251	CableONE	Ted Hill Internet	11-6401-631-000	\$87.95	
		Cable Service	11-7202-648-000	\$90.63	\$178.58
118252	City of Parsons	Water Service	11-7102-632-000	\$1,512.06	
		Water Service	16-9482-632-000	\$183.63	\$1,695.69
118253	Commercial Bank/Cash	Cash for Summer Book Buybacks	16-0000-103-001	\$8,000.00	\$8,000.00
118257	Kansas Department of Revenue	Bookstore Sales Tax/June	16-0000-216-001	\$1,201.62	
		Food Service Sales Tax/June	16-0000-216-002	\$230.23	\$1,431.85
118258	Kansas Gas Service	Gas Service	11-7102-633-000	\$124.48	\$124.48
118259	Kansas Outdoor Advertising	June Advertising	11-6301-613-000	\$575.00	\$575.00
118260	Aaron Keal	Reimburse Mileage - KJCCC & Regio	11-5506-601-000	\$177.62	\$177.62
118261	Rural Water District #5	Water Bill - Cherokee Center	11-7103-632-000	\$23.99	\$23.99
118262	Jerrold W Stanford	Reimburse Mileage - Recruiting	11-5508-603-000	\$174.41	\$174.41
118263	Touchtone Communications	Long Distance	11-6501-631-000	\$102.53	\$102.53
118264	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$230.58	
		Custodians Phone Charges	11-7102-649-000	\$220.88	\$451.46
				<u>\$17,219.28</u>	

Checks approved for release prior to Board action

11-General Fund	\$7,603.80
12-Postsecondary Technical Education Fund	\$0.00
16-Auxillary Ent Fund	\$9,615.48
67-Capital Outlay	\$0.00
	<u>\$17,219.28</u>

Mark Watkins
President

Deanna Doherty
Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

7/20/2017

Check Number	Vendor	Description	Account Number	Amount	Total
118265	A T and T	Phone Service	11-6501-631-000	\$5,071.25	\$5,071.25
118266	A T and T	Internet	11-6401-631-000	\$1,616.40	\$1,616.40
118267	Accident Fund	Accident Fund	11-6501-590-001	\$3,500.40	\$3,500.40
118268	B P	Gasoline	11-6502-720-000	\$315.29	\$315.29
118269	FedEx Express	Package Shipping (2)	11-5303-701-000	\$41.32	\$41.32
118270	Kansas Gas Service	Gas Service	11-7102-633-000	\$264.36	\$264.36
		Gas Service - Cherokee Center	11-7103-633-000	\$41.00	\$41.00
		Gas Service	16-9482-633-000	\$82.07	\$82.07
118273	N THERM, LLC	Gas Service	11-7102-633-000	\$3.08	\$3.08
		Gas Service	11-7102-633-000	\$18.45	\$18.45
		Gas Service	11-7102-633-000	\$12.30	\$12.30
		Gas Service	16-9482-633-000	\$39.97	\$39.97
118274	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$149.48	\$149.48
				<u>\$11,155.37</u>	

11-General Fund	\$11,033.33
12-Postsecondary Technical Education Fund	\$0.00
16-Auxillary Ent Fund	\$122.04
67-Capital Outlay	\$0.00
	<u>\$11,155.37</u>

Checks approved for release prior to Board action

Mark Watkins
President

Shannon Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

7/27/2017

Check Number	Vendor	Description	Account Number	Amount	Total
118316	Stephen Armet	Interview Expense Reimbursement	11-6504-601-002	\$403.54	\$403.54
118318	Rhonda L Baker	Refund Business Office Charge	11-0000-260-000	\$100.00	
		Reimburse Transportation-FA Conf	11-5201-601-000	\$120.90	
		Reimburse Meals - FA Conf	11-5201-601-000	\$233.77	\$454.67
118319	Bank of Parsons	Principal - Zetmeir Building	11-6201-761-000	\$28,151.58	
		Interest - Zetmeir Building	11-6201-762-000	\$802.87	\$28,954.45
118322	Abby Berniece Churning	Reimburse Meals - VA Conf	11-5201-601-000	\$204.00	\$204.00
118325	Alexander J Coplon	Reimburse Mileage - ORU Recruiting	11-5502-603-000	\$128.40	\$128.40
118326	Enterprise Rent-a-Car	Rental Car	11-5508-603-000	\$216.00	
		Rental Car	11-5508-603-000	\$296.60	\$512.60
118328	Tammy Fuentes	Reimburse Mileage - KCCLI	11-5701-601-000	\$245.03	
		Reimburse Meals - KCCLI	11-5701-601-000	\$38.25	\$283.28
118330	Kara Good	Reimburse Transportation-AARC Senr	12-1211-601-000	\$19.74	
		Reimburse Shuttle - AARC Seminar	12-1211-601-000	\$112.10	
		Reimburse Airport Parking-AARC Sen	12-1211-601-000	\$92.00	
		Reimburse Meals - AARC Seminar	12-1211-601-000	\$102.90	
		Reimburse Mileage - AARC Conf	12-1211-602-000	\$180.83	
		Reimburse Teaching Supplies	12-1211-700-000	\$35.55	\$543.12
118331	Jennifer Harding	Reimburse Mileage - Clinicals	12-1211-602-000	\$57.25	\$57.25
118332	Theresa M Hundley	Reimburse Airport Parking-FA Conf	11-5201-601-000	\$60.00	
		Reimburse Meals - FA Conf	11-5201-601-000	\$223.52	\$283.52
118333	KACRAO	KACRAO Registration-Cindy Dyson	11-5303-601-000	\$135.00	
		KACRAO Registration-Kathy Johnstor	11-5303-601-000	\$135.00	\$270.00
118334	Gail A Kennedy	Reimburse Certification	11-4201-630-001	\$425.00	\$425.00
118335	Melissa Kipp	Reimburse Photoshop Week 2017	11-4200-630-014	\$299.00	\$299.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

7/27/2017

Check Number	Vendor	Description	Account Number	Amount	Total
118337	Labette County Treasurer	Vehicle Tags	11-6502-720-000	\$450.25	\$450.25
118339	Ashley Moore	Reimburse Mileage - Clinical Mileage	12-1210-602-000	\$67.41	\$67.41
118341	Nancy Newby	Reimburse Mileage - CAAP High Sch	11-4209-601-000	\$60.46	\$60.46
118343	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$84.05	\$84.05
118346	Touchtone Communications	Long Distance - Cherokee Center	11-7103-631-000	\$20.09	\$20.09
118347	Veritiv	Paper	11-6503-701-000	\$1,080.00	\$1,080.00
118348	Wal-Mart Community	Bicycle Tubes	11-7102-649-000	\$14.68	
		Bottled Water	11-7103-701-000	\$26.00	
		Supplies	16-9684-701-000	\$8.22	
		Food	16-9684-743-000	\$31.66	
		Food	16-9684-743-000	\$10.96	
		Food	16-9684-743-000	\$24.47	
		Food	16-9684-743-000	\$27.22	
		Food	16-9684-743-000	\$12.79	
		Food	16-9684-743-000	\$43.46	\$199.46
118350	Jimmie J Wilson	Reimburse Education Courses	12-1213-700-000	\$948.33	\$948.33
118351	American Heritage Life Insurance Com	Cancer Premiums	11-0000-273-000	\$150.39	\$150.39
118352	Bay Bridge Administrators, LLC f/b/o SEmployee	403(b) Contributions	11-0000-258-000	\$13,333.00	
		Cancer Premiums	11-0000-273-000	\$333.58	
		Disability Premiums	11-0000-275-000	\$595.30	
		Term Life Insurance Premiums	11-0000-276-000	\$738.17	
		ER 403(b) Matching	11-6501-590-001	\$3,500.00	\$18,500.05
118353	Carl B. Davis, Trustee	Garnishment	11-0000-270-000	\$675.00	\$675.00
118354	PHEAA	Garnishment	11-0000-270-000	\$173.07	\$173.07
118355	Security Benefit Life Insurance Co.	Medical Reimb/Child Care	11-0000-277-000	\$1,235.00	\$1,235.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	7/27/2017	Account Number	Amount	Total
118356	L C C Foundation	EE Contributions		11-0000-268-000	\$1,377.17	\$1,377.17
	11-General Fund		\$56,064.67			
	12-Postsecondary Technical Education Fund		\$1,616.11			
	16-Auxiliary Ent Fund		\$158.78			
	67-Capital Outlay		\$0.00			
			<u>\$57,839.56</u>			
					<u>\$57,839.56</u>	

Checks approved for release prior to Board action

Mark Watkins

President

Deanna Deherty

Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

7/31/2017

Account

Check Number

Vendor

Description

Number

Amount

Total

118357	1 Better LLC	15 Second Movie Theatre Ads	11-6301-613-000	\$283.34	\$283.34
118358	Ace Hardware, Inc.	Weed Eater Line	11-7102-649-000	\$14.99	
		Box Tape and Tape Gun	11-7102-649-000	\$20.97	
		Box Tape	11-7102-649-000	\$17.97	
		Bolts and Screws	11-7102-649-000	\$12.79	\$66.72
118359	American Media Investments	June Advertising	11-6301-613-000	\$297.00	\$297.00
118360	American Medical Association	Textbooks and Shipping Fall 2017	16-9381-740-000	\$1,087.39	\$1,087.39
118361	Best Western Parsons Inn	Interview Expense - Stephen Armet	11-6504-601-002	\$96.46	\$96.46
118362	Books of Discovery	Textbooks and Shipping Fall 2017	16-9381-740-000	\$713.56	\$713.56
118363	B's Massage and Yoga	SPEC12500018-Vinyasa- 9 Students	11-1133-523-001	\$462.00	
		SPEC12500017-YinYoga- 12 Student	11-1133-523-001	\$462.00	
		SPEC12500016-HotYoga- 6 Students	11-1133-523-001	\$462.00	
		SPEC12500015-Pilates- 5 Students	11-1133-523-001	\$385.00	
		SPEC12500014-IntermYoga- 11 Stud	11-1133-523-001	\$462.00	
		SPEC12500013-RestorYoga- 8 Stude	11-1133-523-001	\$462.00	
		SPEC12500012-BegYoga- 12 Studen	11-1133-523-001	\$462.00	
		SPEC12500024-BegYoga- 7 Student	11-1133-523-001	\$462.00	
		SPEC12500023-Vinyasa- 4 Students	11-1133-523-001	\$308.00	
		SPEC12500022-Gentle Flow- 8 Stude	11-1133-523-001	\$462.00	
		SPEC12500020-All Levels- 11 Studer	11-1133-523-001	\$462.00	
		SPEC12500019-WarmVin- 5 Student	11-1133-523-001	\$385.00	\$5,236.00
118364	C D W Government Inc	IT Supplies	11-6401-701-000	\$961.05	\$961.05
118365	Cengage Learning	Textbooks and Shipping Fall 2017	16-9381-740-000	\$13,422.49	\$13,422.49
118366	Copy Products Inc	Toner Freight	11-6503-701-000	\$15.00	
		Copy Usage for Cherokee Center	11-7103-701-000	\$67.30	\$82.30

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

7/31/2017

Check Number	Vendor	Description	Account Number	Amount	Total
118367	Corporate Business Systems of MO, InSavin Copier Maintenance		11-6503-648-000	\$6.50	
		Copier Staples	11-6503-701-000	\$79.83	\$86.33
118368	Council of North Central Two-Year Col	Membership Dues	11-6501-681-000	\$125.00	\$125.00
118369	E. T. Paddock Enterprises, Inc	Gym Bleacher Maintenance	11-6201-659-008	\$7,025.00	\$7,025.00
118370	Electrolife Battery, INC	Batteries	11-7102-649-000	\$32.64	\$32.64
118371	Elsevier Inc.	Textbooks and Shipping Fall 2017	16-9381-740-000	\$15,237.75	
		Textbooks and Shipping Fall 2017	16-9381-740-000	\$428.92	
		Textbooks and Shipping Fall 2017	16-9381-740-000	\$5,678.60	
		Textbooks and Shipping Fall 2017	16-9381-740-000	\$12,523.83	\$33,869.10
118372	eScience Labs, LLC	Textbooks and Shipping Fall 2017	16-9381-740-000	\$2,359.00	\$2,359.00
118373	Opal LeSage Ewbank	Laundry Service	16-9684-701-000	\$180.00	\$180.00
118374	F A Davis Company	Returned Textbooks	16-9381-740-000	(\$3,325.88)	
		Textbooks and Shipping Fall 2017	16-9381-740-000	\$5,268.55	\$1,942.67
118375	Joyce Fields	JAM Instructor Fee	11-1133-523-001	\$325.00	\$325.00
118376	Fools of Oz, Inc	Lieutenant Shift Exchanges	12-4204-699-000	\$763.32	\$763.32
118377	Get Inclusive, Inc	Title IX Training Modules	11-5701-690-000	\$6,000.00	\$6,000.00
118378	Graves Menu Maker Foods	Supplies	16-9684-701-000	\$121.64	
		Supplies	16-9684-701-000	\$45.41	
		Food	16-9684-743-000	\$804.06	
		Food	16-9684-743-000	\$342.01	
		Food	16-9684-743-000	\$513.70	\$1,826.82
118379	H and H Publishing Co, Inc	Textbooks and Shipping Fall 2017	16-9381-740-000	\$579.75	\$579.75
118380	Heck and Wicker Inc	Machine Rental	11-7102-649-000	\$180.00	\$180.00
118381	Herff Jones Inc.	Diploma	11-5303-706-001	\$24.58	\$24.58
118382	Hillyard/Springfield	Gym Floor Cover	11-7102-649-000	\$8,573.27	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

7/31/2017

Check Number	Vendor	Description	Account Number	Amount	Total
118382	Hillyard/Springfield	Air Freshener	11-7102-702-000	\$164.00	\$8,737.27
118383	Hubert Company, LLC	Kitchen Supplies	16-9482-701-000	\$141.25	\$141.25
118384	Hugo's Industrial Supply, Inc	Boxes	11-7102-649-000	\$91.83	\$91.83
118385	IndiCo	Textbooks and Shipping Fall 2017	16-9381-740-000	\$140.65	
		Textbooks and Shipping Fall 2017	16-9381-740-000	\$880.33	\$1,020.98
118386	K F J X - TV	June Advertising	11-6301-613-000	\$800.00	\$800.00
118387	K L K C	June Advertising	11-6301-613-000	\$300.00	\$300.00
118388	K O A M - TV	June Advertising	11-6301-613-000	\$1,195.00	\$1,195.00
118389	K O D E - TV	June Advertising/KODE	11-6301-613-000	\$600.00	
		June Advertising/KSNF	11-6301-613-000	\$500.00	\$500.00
		June Advertising/RSNF	11-6301-613-000	\$500.00	\$1,600.00
118390	K S Y N-FM	June Advertising	11-6301-613-000	\$300.00	
		June Advertising	11-6301-613-000	\$300.00	\$600.00
118391	KACRAO	KACRAO Membership	11-5302-681-000	\$80.00	\$80.00
118392	Kansas Assn of Community College	Tr2017-2018 KACCT Dues	11-6501-681-000	\$11,985.00	\$11,985.00
118393	Kansas Association of School Boards	Legal Services	11-6501-662-000	\$1,347.50	\$1,347.50
118394	KONE Inc	Bi-Monthly Contract	11-7202-648-000	\$131.06	
		Bi-Monthly Contract	11-7202-648-000	\$405.98	\$537.04
118395	Laser Designs/PSHTC	Name Badge	11-4201-701-000	\$5.00	\$5.00
118396	April Deena Lubbers	Photos Taken at Fire School	12-4204-699-000	\$200.00	\$200.00
118397	M B S Textbook Exchange, Inc.	Textbooks and Shipping Fall 2017	16-9381-740-000	\$3,476.83	
		Textbooks and Shipping Fall 2017	16-9381-740-000	\$421.24	\$3,898.07
118398	M P S	Textbooks and Shipping Fall 2017	16-9381-740-000	\$9,960.79	\$9,960.79
118399	McGraw-Hill Companies	Textbooks and Shipping Fall 2017	16-9381-740-000	\$1,308.72	
		Textbooks and Shipping Fall 2017	16-9381-740-000	\$4,482.82	\$4,482.82

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	7/31/2017		Total
			Account Number	Amount	
118399	McGraw-Hill Companies	Textbooks and Shipping Fall 2017	16-9381-740-000	\$3,391.01	
		Textbooks and Shipping Fall 2017	16-9381-740-000	\$5,613.70	\$14,796.25
118400	My Healthy Church	Textbooks and Shipping Fall 2017	16-9381-740-000	\$115.15	\$115.15
118401	Mytown Media, Inc	June Advertising	11-6301-613-000	\$500.00	\$500.00
118402	O'Reilly Automotive Stores, Inc	Battery, PK-3	11-6502-720-000	\$145.99	\$145.99
118403	Overhead Door of Wichita	Cores	11-7102-671-000	\$276.15	\$276.15
118404	P1 Group Inc	PTA Blower Motor Repair	11-7102-649-000	\$1,232.87	
		Contract	11-7103-649-000	\$500.00	
		Contract	11-7202-648-000	\$4,646.00	\$6,378.87
118405	Parsons Fine Jewelry	Retirement Gift	11-6504-692-001	\$131.25	\$131.25
118406	Parsons Sun	Retirement Reception Ad	11-6301-613-000	\$34.05	
		Retirement Reception Ad	11-6301-613-000	\$34.05	
		Retirement Reception Ad	11-6301-613-000	\$68.10	
		Clay Class Ad	11-6301-613-000	\$24.00	
		Clay Class Ad	11-6301-613-000	\$24.00	
		Clay Class Ad	11-6301-613-000	\$24.00	
		Classes Starting Ad	11-6301-613-000	\$400.00	
		Position Announcement	11-6504-613-000	\$72.25	
		Position Announcement	11-6504-613-000	\$72.25	
		Position Announcement	11-6504-613-000	\$52.70	
		Position Announcement	11-6504-613-000	\$52.70	
		Position Announcement	11-6504-613-000	\$50.15	
		Position Announcement	11-6504-613-000	\$50.15	\$958.40
118407	Pearson Education, Inc	Textbooks and Shipping Fall 2017	16-9381-740-000	\$7,486.70	\$7,486.70
118408	Proforma	Foundation Table Covers	11-6505-701-000	\$216.67	\$216.67

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	7/31/2017		Description	Account Number	Amount	Total
118409	Reserve Account			PBP #20352357 (Postage)	11-6503-611-000	\$2,500.00	\$2,500.00
118410	Save-a-Lot			Food	16-9684-743-000	\$3.98	\$3.98
118411	Scorebuilders			Textbooks and Shipping Fall 2017	16-9381-740-000	\$331.00	\$331.00
118412	Scott Manufacturing, LLC			Rees Hughes Sign	11-7102-649-000	\$203.50	\$203.50
118413	Show Me Communications/Radcliff Age			1/4 Page Magazine Ad	11-6301-613-000	\$375.00	\$375.00
118414	Taylor and Francis Group, LLC			Textbooks and Shipping Fall 2017	16-9381-740-000	\$1,219.65	\$1,219.65
118415	The CORE - Labette Health			PED18500004-Lifesaving- 11 Student	11-1133-523-001	\$924.00	
				PED18500003-Lifesaving- 20 Student	11-1133-523-001	\$924.00	
				SPEC12500010-Aquasize- 23 Studen	11-1133-523-001	\$1,386.00	
				SPEC12500009-Aquasize- 19 Studen	11-1133-523-001	\$1,386.00	
				SPEC12500008-Arthritis- 17 Students	11-1133-523-001	\$1,386.00	
				SPEC12500007-Arthritis- 17 Students	11-1133-523-001	\$1,386.00	
				SPEC12500006-Aquasize- 17 Studen	11-1133-523-001	\$1,386.00	
				SPEC12500005-Aquasize- 19 Studen	11-1133-523-001	\$1,386.00	
				SPEC12500004-Aquasize- 20 Studen	11-1133-523-001	\$1,386.00	
				SPEC12500003-Aquasize- 19 Studen	11-1133-523-001	\$1,386.00	
				SPEC12500002-Aquasize- 21 Studen	11-1133-523-001	\$1,386.00	
				SPEC12500001-Arthritis- 17 Students	11-1133-523-001	\$1,386.00	\$15,708.00
118416	The Higher Learning Commission			Dues	11-6501-681-000	\$4,867.40	\$4,867.40
118417	Townsend Press Book Center			Textbooks and Shipping Fall 2017	16-9381-740-000	\$868.11	\$868.11
118418	Tucker and Markham Attorneys at Law			Legal Service	11-6501-662-000	\$40.00	\$40.00
118419	UniFirst Corporation			Mats, Mops, Towels, Uniforms	11-7103-649-000	\$39.53	\$39.53
				Mats, Mops, Towels, Uniforms	11-7103-649-000	\$39.53	\$39.53
				Mats, Mops, Towels, Uniforms	11-7103-649-000	\$39.53	\$39.53
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.04	\$82.04

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

7/31/2017

Check Number	Vendor	Description	Account Number	Amount	Total
118419	UniFirst Corporation	Uniforms	11-7202-648-000	\$58.99	
		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	\$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	
118420	University of Chicago Press	Textbooks and Shipping Fall 2017	16-9381-740-000	\$125.51	\$670.80
118421	University of Kansas Press	Textbooks and Shipping Fall 2017	16-9381-740-000	\$145.84	\$125.51
118422	Vance Lawn Care	Groundskeeping, Cherokee	11-7103-649-000	\$1,360.00	\$145.84
118423	Mark Watkins	Vehicle Expense	11-6501-590-001	\$900.00	\$1,360.00
118424	Wolters Kluwer Health	Textbooks and Shipping Fall 2017	16-9381-740-000	\$3,826.07	\$900.00
118425	Wood-Dulohery Insurance Inc	Catastrophic Accidental Medical	11-5506-625-000	\$10,864.00	\$3,826.07
				<u>\$195,079.54</u>	\$10,864.00

11-General Fund	\$94,066.97
12-Postsecondary Technical Education Fund	\$963.32
16-Auxillary Ent Fund	\$100,049.25
67-Capital Outlay	\$0.00
	<u>\$195,079.54</u>

