

**LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

January 11, 2018

5:30 p.m.

Conference Room

Review Copy

EXHIBIT 1

Labette Community College
Board of Trustees Meeting Agenda
Thursday, January 11, 2018
5:30 p.m.

Conference Room #1, Student Success Center Building

- I. Election of Officers for the Board of Trustees
- II. Adoption of Agenda.....(Exhibit 1)
- III. Approval of December 14, 2017, Regular Meeting Minutes.(Exhibit 2)
- IV. ~~Reports and/or Board Discussion~~
 - A. Faculty Senate Report
 - B. Administrative Reports
 - 1. Comparison of Expenditures to Budget
 - C. President’s Report
- V. Old Business (Action, Report, or Discussion)
- VI. New Business (Action, Report, or Discussion)
 - A. Program Review: Art(Agenda Item VI.A.)
(Exhibit 3)
 - B. Professional Staff Employment Letter(Agenda Item VI.B.)
(Exhibit 4)
 - C. Approval of Bills.....(Agenda Item VI.C.)
(Exhibit 5)
- 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

EXHIBIT 1

limits as deemed appropriate.

VIII. Executive session to have preliminary discussions about the acquisition of real property.

I move we recess into executive session at _____ (time) for _____ minutes to have preliminary discussions about the acquisition of real property.

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

The executive session is required to protect the public interest in obtaining the property at a fair price.

IX. 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.

X. Next Regular Board Meeting: February 8, 2018, 5:30 p.m., CR, Student Union Building, and Tentative Agenda Items

XI. Adjournment

EXHIBIT 2

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
December 14, 2017

The Board of Trustees met at 5:30 p.m. on Thursday, December 14, 2017 in the Conference Room, Student Success Center Building.

Members Present

Mr. Carl Hoskins
Mr. David Winchell
Mr. Pat McReynolds
Mr. Mike Howerter

Members Absent

Mr. Montie Taylor
Mrs. Sophia Zetmeir

Others Present

Dr. Mark Watkins
Leanna Doherty
Joe Burke
Kevin Doherty
Lindi Forbes
Janice Every

Rick Carpenter
Jim Zaleski
Linseh Johnson
Neil Phillips
Robert Armstrong

Megan Fugate recorded the minutes.

Adoption of Agenda (ACTION ITEM)

Chair Hoskins asked for changes or additions to the agenda. President Watkins had one change, deleted item VII. Policy Approval. Mr. McReynolds moved to approve the agenda with one change. Mr. Howerter seconded and motion carried 4-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Hoskins asked for corrections or additions to the November 9, 2017 regular meeting minutes, Mr. Winchell moved to approve the minutes as presented. Mr. McReynolds seconded and motion carried 4-0.

Reports and/or Board Discussion

Faculty Senate Report

No report

Administrative Report

Comparison of expenditures to the budget – Leanna Doherty had placed the November financial report at the table. At the end of November we were 42% through the year. The general fund was 57% expended and the technical education/vocational fund was 40% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

President's Report

Dr. Watkins gave a short report.

PTK Student Presentation

Robert Armstrong was in attendance to give an update on the different activities PTK has been doing.

Audit

Neil Phillips of Jarred, Gilmore, & Phillips was in attendance to review the audit. It was an unqualified opinion with no findings.

Mr. Phillips stated that LCC had a clean report with no issues.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Radiography Bid Specs

Mr. Winchell moved to approve the bid from Wilson X-Ray in the amount of \$35,000. Mr. Howerter seconded and motion carried 4-0.

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Building Donation from City of Parsons (Information Only)

Linseh Johnson shared information the administration has gathered regarding the donation of a building from the City of Parsons and the potential programs the building could house which included a welding program, industrial coating program, and other possibilities. Jim Zaleski from the City of Parsons was also in attendance to answer questions.

Approval of Bills

Mr. McReynolds moved to approve the Claims Register. Mr. Howerter seconded and motion carried 4-0.

Public Comment

- Lindi Forbes, Giving Tuesday, held on November 28th raised \$18,418.00 for the LCC Athletic Endowment Fund.

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 January 11, 2018 at 5:30 p.m., Conference Room, Student Success Center Building.

Adjournment

Mr. McReynolds moved to adjourn the meeting at 6:53pm. Mr. Howerter seconded and motion carried 6-0.

Megan Fugate, Clerk of the Board

SUBJECT

Program Review: Art

REASON FOR CONSIDERATION BY THE BOARD

Part of the Board's responsibility is to maintain oversight on the quality of the academic and administrative programs and services. This has been an on-going feature of our regular Board meetings.

BACKGROUND

The purpose of program review is to assess the quality of our academic offerings as well as to assess program strengths and weaknesses. The program review report format will more accurately reflect the mission of the college, to "provide quality learning opportunities in a supportive environment," at a reduced cost, thus increasing our efficiency.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve the Program Review: Art as presented.

<p>COVER SHEET ACADEMIC PROGRAM REVIEW SELF STUDY AND SUMMARY REPORT</p>
--

Academic Program/Discipline: ART

Report Prepared by: Program/Discipline Committee
John Ford

.....
Lead Faculty

John Ford
Signature

1-3-2018
Date Completed

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

Committee Members

Signatures

Date

Vice President of Student Affairs or Designate

K. Kirkpatrick
.....
Kelly Kirkpatrick

Vice President of Finance and Operations or Designate

Megan Hentzen
.....
Megan Hentzen

Director of Public Relations or Designate

Bethany Kendrick
.....
Bethany Kendrick

Director of Information Technology or Designate

Dana Eggers
.....
Dana Eggers

Dean of Instruction

Rick Carpenter
.....
Rick Carpenter

Educational Support Staff

Lindsey Drummond

1-3-18

Lindsey Drummond

Faculty

Cathy Kibler (MF)

Cathy Kibler

Faculty

Tonya Bell (MF)

Tonya Bell

Vice President of Academic Affairs

Joseph C. Burke

Joe Burke

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

President's Council Designate

Megan Erygate

Megan Erygate

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

President

Mark Watkins

Mark Watkins

Megan Fugate

From: Cathy Kibler
Sent: Wednesday, January 03, 2018 12:51 PM
To: Megan Fugate
Subject: Re: Art Program Review

I approve, thank you!

Sent from my Verizon Wireless 4G LTE DROID

On Jan 3, 2018 10:30 AM, Megan Fugate <MeganF@labette.edu> wrote:

Good morning ladies-

I have the Art Program Review going to the Board of Trustees next week. Can you both send me an email to let me know if you approve the Art Program Review and if it is okay that I sign the document on your behalf.

Thanks!

Megan Fugate
Executive Assistant to the President
Labette Community College
200 South 14th
Parsons, KS 67357
620-421-6700, ext. 1223
meganf@labette.edu

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Megan Fugate

From: Tonya Bell
Sent: Wednesday, January 03, 2018 1:26 PM
To: Megan Fugate
Subject: Re: Art Program Review

There appears to be a formatting issue with alignment on the table of contents page, but it could just be what I am using to view the document that has messed up the alignment. Otherwise the content itself looks good to me and I approve of the program art review. I appreciate you signing my name for me. Thank you!

From: Megan Fugate
Sent: Wednesday, January 3, 2018 10:30:22 AM
To: Tonya Bell; Cathy Kibler
Subject: Art Program Review

Good morning ladies-

I have the Art Program Review going to the Board of Trustees next week. Can you both send me an email to let me know if you approve the Art Program Review and if it is okay that I sign the document on your behalf.

Thanks!

Megan Fugate
Executive Assistant to the President
Labette Community College
200 South 14th
Parsons, KS 67357
620-421-6700, ext. 1223
meganf@labette.edu

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Executive Summary

(Include the major changes from previous program review.)

The purpose of a five year Program Review is to determine the viability and quality of a particular program and institute a process to provide better service to our students and supporting constituency. The Program Review committee recommended to maintain the current art program.

Program Review committee members included the lead faculty as well as other faculty, staff, and the Dean of Instruction. Program data was collected and analyzed for program relevance, quality, and effectiveness.

The committee reviewed progress from the previous Program Review and determined previous recommendations were satisfied. These included building improvements and an improved Art Department web presence.

The committee identified Art Program strengths which include a fiscally viable program, properly credentialed faculty, and support for the comprehensive community college mission, and up-to-date art equipment. The Art Department moved to the Hughes building, making the Art Program a more attractive draw for potential art students and providing a more up-to-date, attractive setting for classes. Finally, the Art Department instructor and students offer after school and summer programs for elementary art students.

Taking advantage of these opportunities and building upon the strengths of the Art Department should increase student enrollment in the Art Program and as a natural result, increase graduation numbers with art as a major emphasis.

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ACADEMIC PROGRAM/DISCIPLINE REVIEW
Labette Community College

Introduction to Program

The Associate of Arts in Art is designed for transfer to a four-year institution. The program is the appropriate first step toward the study of art, art history, art marketing, art business, or art education at a four-year institution. The degree can also prepare a student for immediate work in the field.

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

The LCC Art Department seeks to provide quality learning opportunities to LCC students by providing qualified instructors with appropriate degrees to teach courses within the program. Program faculty utilize various methods of instruction (online courses, incorporating computer technology, projects, discussion, etc.) to prepare LCC students for transfer and the workplace. The LCC Art Department is dedicated to the goal of strengthening student art knowledge and abilities. The purpose of art courses, as stated in General Program Outcomes is to provide students with a means to:

- * Demonstrate an understanding of the terminology and conventions of visual expression.
- * Critically interpret and analyze works of art in terms of form and content.
- * Demonstrate an understanding of art practices, meaning, values, and methods within historical and cultural contexts.
- * Participate in the discourse of current visual arts culture.

LCC's curriculum is designed for transfer to four-year programs in various art related fields at regent's universities in Kansas.

The college's mission, core values and strategic plan are found on its website, www.labette.edu.

B. Program Recognition/Accreditation

N/A

C. Program/Discipline Demand/Need

Craft and fine artists: Overall employment of craft and fine artists is projected to grow 8 percent from 2016 to 2026, about as fast as the average for all occupations. Employment growth for artists depends in large part on the overall state of the economy and whether people are willing to spend money on art, because people usually make art purchases when they can afford to spend the money.

Art and design: Employment of art and design occupations is projected to grow 5 percent from 2016 to 2026, about as fast as the average for all occupations, adding about 41,100 new jobs. More workers will be needed to meet the growing demand for animation and

visual effects in video games, movies, television, and on smartphones, as well as to help create visually appealing and effective layouts of websites and other media platforms. The median annual wage for art and design occupations was \$44,410 in May 2016, which was higher than the median annual wage for all occupations of \$37,040.

Teachers: Employment of high school teachers is projected to grow 8 percent from 2016 to 2026, about as fast as average for all occupations. Rising student enrollment should increase demand for high school teachers, but employment growth will vary by region. Employment growth for public high school teachers may depend on state and local government budgets. If state and local governments experience budget deficits, school boards may lay off employees, including teachers. As a result, employment growth of high school teachers may be reduced by state and local government budget deficits. Conversely, budget surpluses at the state and local level could lead to additional employment growth for high school teachers.

*Note: Teachers at the elementary level take at least one art education course (in education department, not art) so this info would apply to elementary teachers K-6 as well in a more indirect way.

U.S. Department of Labor, *Occupational Outlook Handbook, 2017 Edition, Art.*

D. Summary Statement of Faculty Qualifications (data found in appendix)

Instructors in the department are required to have a Master's Degree with at least 18 hours of graduate work in the subject or related field. The full-time faculty member meets that requirement. Instruction has been supported by adjunct faculty – see Appendix B.

E. Faculty Recognition

N/A

F. How Does the Discipline Use Professional Development?

The full-time instructor may attend the upcoming national ceramics educator's conference (NCECA) in Pittsburgh, Pa. in spring of 2018. We also are considering the idea of purchasing an iPad for the Art Department to explore drawing and painting software.

G. Student Enrollment

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

Declared majors, by year.

Major	2013	2014	2015	2016	2017*	Total
Art	5	8	4	6	6	29

*2017 does not include the summer session.

Completers by Year

Major	2013	2014	2015	2016	2017	Total
Art	2	4	2	0	2	10

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

The Art Department, in conjunction with Graphic Design, has an annual high school art competition that draws in an average of 13 high schools from as far away as Prairie view. We also have an after school and summer program for elementary students (Jr. Cardinal painting and ceramics). There is some data showing a need to recruit students at younger ages at; edweek.org "Elementary Students Encouraged to Set College Goals" and also at College Board "Own the Turf", "Elementary School counselors Guide".

3a. Total Number of Students by Course per Year.

Course Code	Course Title	2013	2014	2015	2016	2017*	Total
ART 103	Drawing I	49	62	51	48	41	251
ART 104	Drawing II	9	10	7	4	10	40
ART 107	Two Dimensional Design	7	13	10	8	4	42
ART 111	Ceramics I	51	43	50	44	41	229
ART 112	Ceramics II	8	9	6	11	5	39
ART 113	Sculpture	8		3			11
ART 115	Painting I	10		18	15	24	67
ART 116	Painting II	1		1	2	2	6
ART 117	Watercolor		6				6
ART 120	Photography I	28	45	33	26	12	144
ART 121	Photography II	10	6	8	8	1	33
ART 130	Art Appreciation	69	69	48	54	56	296
ART 203	Exploration in Art I	2	1				3
EDUC 154	Art Education	14	11	24	24	33	106
	Totals	266	275	259	244	229	1273

***Please note; the following courses are taught at the same time and are paid as one course: Drawing I and II; Ceramics I and II; and Painting I and II. For example; spring 2017, 13 students were enrolled in Ceramics I, and 2 students were enrolled in Ceramics II. Both courses, Ceramics I and Ceramics II, met together at 9AM on Tuesday and Thursday. Enrollment combined of 15 students. Teaching load is calculated at 3 hours, not 6 hours even though technically the instructor is teaching two courses. It is important to keep these facts in mind when you are looking at enrollment numbers per course, and also mean class sizes.**

3b. Mean Class Size of Courses per Year.

Mean Class Size

Course Code	Course Title	2013	2014	2015	2016	2017*
ART 103	Drawing I	8	8	10	8	8
ART 104	Drawing II	1	2	3	1	3
ART 107	Two Dimensional Design	7	13	10	8	4
ART 111	Ceramics I	12	14	12	11	13
ART 112	Ceramics II	2	3	3	5	2
ART 113	Sculpture I	8		3		
ART 115	Painting I	10		6	3	8
ART 116	Painting II	1		1	2	2
ART 117	Watercolor		6			
ART 120	Photography I	14	15	11	8	12
ART 121	Photography II	5	3	4	4	1
ART 130	Art Appreciation	9	11	12	9	9
ART 203	Exploration in Art I	1	1			
EDUC 154	Art Education	4	5	8	12	16

*Please note; the following courses are taught at the same time and are paid as one course: Drawing I and II; Ceramics I and II; and Painting I and II.

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

Students by Location							
Location	2013	2014	2015	2016	2017*	Total	Percent
Main	224	217	223	176	137	977	77%
Online					35	35	3%
Cherokee	42	58	36	67	57	260	20%
Total	266	275	259	243	229	1272	

*2017 does not include the summer session.

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

Number of Courses Taught by Full Time

Instructor Status	2013	2014	2015	2016	2017*	Total	Percent
Full Time	18	15	17	16	16	82	53%
Part Time	17	17	14	16	9	73	47%
	35	32	31	32	25	155	

*2017 does not include the summer session.

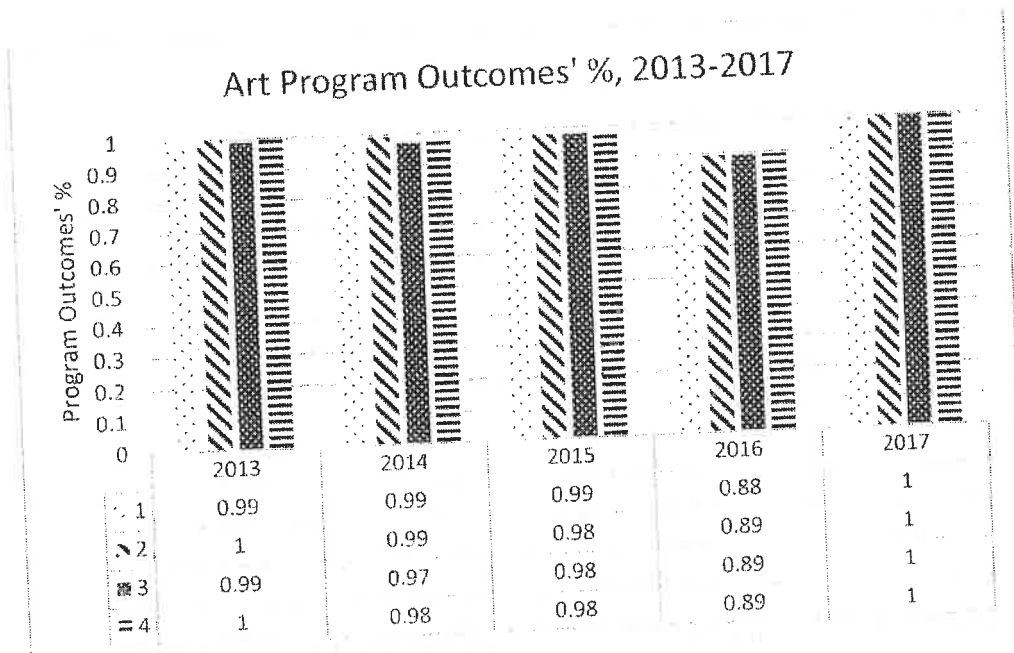
H. Program Assessment

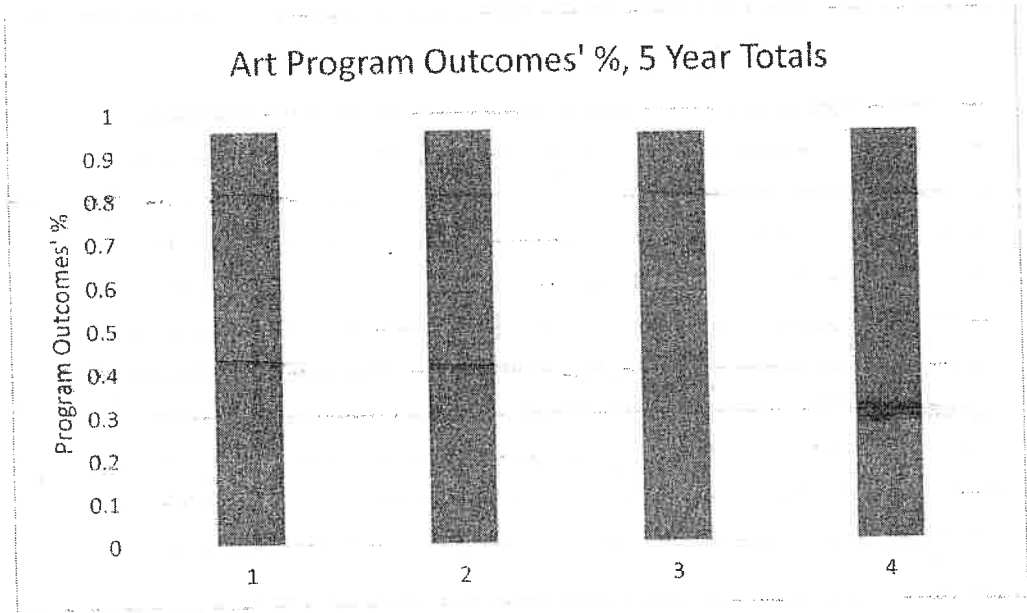
What are the Program Outcomes Results?

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

Art Program Outcomes are as follows:

1. Demonstrate an understanding of the terminology and conventions of visual expression.
2. Critically interpret and analyze works of art in terms of form and content.
3. Demonstrate an understanding of art practices, meaning, values, and methods within historical and cultural contexts.
4. Participate in the discourse of current visual arts culture.





I. Budget for Program/Discipline

Fiscal Year	Art Cont. Equipment Repair	Art Supplies	HS Art Competition	Art Equipment	Total
2013	\$256.74	\$1,091.10	\$1,200.95	\$84.99	\$2,634
2014	\$0	\$1,710.45	\$1,612.46	\$473.90	\$3,797
2015	\$77.21	\$1,840.33	\$365.08	\$0	\$2,283
2016	\$0	\$3,286.83	\$1,370	\$56.58	\$4,714
2017*	\$0	\$4,970.80	\$1,535.47	\$0	\$6,506

\$19,933

*2017 not complete

J. Learning Resources

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

Yes, especially after the move to the Hughes building. The new facility is more attractive, safe, comfortable and up to date. The kiln room is safer with better designed kiln and room venting, and able to be locked to keep people away from kilns while they are firing. The clay mixing area has much better dust ventilation.

A few items are still needed:

- *Remove the carpet in rooms H109 and H102; due to ceramic classroom dust being tracked onto the carpet in H102 (office); and the spilling and dropping of paint on the carpet in H109. Replace carpet with tile.
- *Create a pass-through between H103 and H109 to create a larger ceramics classroom and allow more enrollment. We have student storage for 30 students in ceramics but only seating for 15. The best location for said pass-through is probably through H106. Note: carpet must be removed for H109 to be used for ceramics due to dust.
- * Purchase a few more potter's wheels for ceramics, we currently do not have enough, we have to share.
- * We could use some new tables in H109 to replace the older folding models we are using.

K. Partnerships

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

Area-wide-every spring we partner with the graphic design department and 13 area high schools for our high school art show. An average of 150 high school students come on campus for one day in April and attend this event yearly. Locally- LCC current and former students serve as assistant instructors in the Jr. Cards painting and ceramic classes. In 2017, the Art Department partnered with former LCC coach and teacher, Jody Thompson; and Parsons elementary school counselor, Lou Stine, to offer a Jr. Cardinals painting class for 7-12 year olds for the first time. We enrolled 15 students in this painting course and the students had a very positive experience at LCC. Statewide we partner in the Kansas core outcomes group and have attended almost every meeting since inception.

Review of Previous Action Plan

Weaknesses/ Opportunities/ Challenges	Program Outcome/Objective	Results
---	------------------------------	---------

Weakness: Lack of physical space

Increase physical space for The Art Department

Completed.

<p>Opportunity: Grow the program</p>	<p>Increase the number of art program graduates. The planned move to the current Health Science building will provide a better setting for The Art Department and as a result, should attract more students into the program. This should occur with an increase in Art Program student recruitment. Make opportunities such as taking art students to school districts to interact with art students of all ages. This also encourages dialogue with school art teachers.</p>	<p>Ongoing.</p>
<p>Opportunity: Increase online art course offerings</p>	<p>Increase online course offerings to provide greater access to our Art Program</p>	<p>Art Appreciation and Art Education are completed. 2D Design and Drawing are ongoing.</p>

SUMMARY REPORT: Strengths, Weaknesses, Opportunities, Challenges

ACADEMIC PROGRAM REVIEW

Date: December 8, 2017.

Academic Program/Discipline:

REVIEW COMMITTEE IDENTIFIED STRENGTHS

- High school art show
- LCC student art show
- Instructor availability
- Online offerings (Art Appreciation and Art Education)
- Jr. Cardinals ceramics, painting, and sculpture class offerings

**SUMMARY REPORT
ACADEMIC PROGRAM REVIEW**

Date: December 8, 2017

Academic Program/Discipline:

**REVIEW COMMITTEE IDENTIFIED
WEAKNESSES/OPPORTUNITIES/CHALLENGES**

- Remove carpet/replace with tile in office H102 and classroom H109 to make cleaning easier/increase safety. Carpet removal in H109 will also allow H109 to be used by pottery class students. This would also allow us to add more potter's wheels to the classroom.
- Create a doorway between H109 and H103 to allow students to pass-between. Doorway between H109 and H103 will allow for increased ceramics class enrollment.
- Create more partnership/collaboration on projects or team-teaching with LCC graphic design department.

Program Action Plan

Date: December 8, 2017

Weaknesses/ Opportunities/ Challenges	Program Outcome/ Objective	Estimated Cost/ Department Budget	Operational Plan Year of Implementation, Associated Core Value and Outcome, and/or Completion or Proposed Administrative Action	Person Responsible DOI/Advisory Committee
---	----------------------------------	---	---	---

Investigate the cost to remove carpet/replace with tile in office H102 and classroom H109 to make cleaning easier/increase safety. Carpet removal in H109 will also allow H109 to be used by pottery class students. This would also allow us to add more potter's wheels to the classroom. If feasible, will be completed in 2020.

Core Value:

NA

Fall 2019/2020

Facilities

Investigate the cost to create a doorway between H109 and H103 to allow students to pass-between. Doorway between H109 and H103 will allow for increased ceramics class enrollment. If feasible, will be completed in 2020.	Core Value:	NA	Fall 2019/2020	Facilities
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Create more partnership/collaboration on projects or team-teaching with LCC graphic design department.

Core Value:

NA

Spring 2019

Appendix A: List of Courses

ART 103 Drawing I
ART 104 Drawing II
ART 107 Two Dimensional Design
ART 111 Ceramics I
ART 112 Ceramics II
ART 120 Photography I
ART 121 Photography II
ART 130 Art Appreciation
ART 117 Watercolor
ART 115 Painting I
ART 116 Painting II
ART 203 Exploration in Art I

Appendix B: Faculty in Program Qualifications

1. John Ford, B.F.A, M.A., M.F.A., Full-time
2. Melissa Kipp
3. Gregory Brewer
4. Craig Krug
5. Jordanna Perkins
6. Juliana Hughes
7. Julie Huston

Agenda Item #: V.B.
Date: January 11, 2018

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. Patricia Moura has accepted the position of temporary Head Volleyball Coach, see exhibit 4.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the Professional Staff Employment letter for Patricia Moura, temporary Head Volleyball Coach, at a salary of \$24,000, beginning December 19, 2017.

BIOGRAPHY

Patricia Hirata de Moura

Ms. Patricia Moura has accepted the position of Temporary Head Volleyball Coach. Patricia has held the assistant volleyball coach position at LCC since July.

Coach Moura earned a Bachelor of Arts degree in Physical Education, minoring in Business from Benedictine College and a Master of Education with emphasis in Athletic/Activity Administration from Southwest Baptist University in Bolivar MO.

She earned professional accomplishments in college volleyball with three conference championships and a 5th and 13th place return in NIAA Nationals tournaments. She had the opportunity to play professional sand volleyball in Brazil.

As a graduate assistant, she recruited and assisted in planning and conducting practices while teaching participants correct volleyball skills in addition to determining exercises for the student to perform during practice sessions.

POSITION DESCRIPTION

TEMPORARY HEAD VOLLEYBALL COACH

Reports to: Director of Athletics
Organizational Unit: Professional Staff Exempt
Salary range: Coordinator/Coach/Counselor
Revision Date: January 2018

I. Basic Purpose of Position

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

II. Essential Job Functions

Volleyball Recruitment and Retention Related

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

Volleyball General

- A. Ability to place student athletes at the four year level
- B. Ability to schedule facilities for practices and games
- C. Ability to build a season and pre-season schedule that suits the athletic program
- D. Ability to send athletic contracts to opponents and officials for program
- E. Ability to order equipment and uniforms
- F. Ability to schedule transportation and required funds with Business Office
- G. Ability to prepare annual operating budget
- H. Ability to evaluate all aspects of program
- I. Ability to set up and supervise home events
- J. Ability to report to Athletic Director on upcoming games and events
- K. Ability to provide data and information to Athletic Director and Vice President of Student Affairs for reporting purposes
- L. Ability to attend annual media days and provide correspond with the media
- M. Ability to recognize and evaluate athletic injuries in collaboration with the Athletic Trainer
- N. Ability to coordinate supplemental jobs for student athletes

O. Ability to maintain regular and timely attendance

Other

A. Ability to assist Sports Information Coordinator as needed

B. Concessions

C. Game set up

D. Weight room cleaning

III. Consulting Tasks

A. Advisors on athlete's class schedules

B. Faculty on student athlete's academic progress

C. Business Office and other college personnel

D. Other college coaches to schedule events

E. Other coaches to participate in and sponsor workshops, camps, and clinics in county and community, as well as state and nationwide

F. Interacts with Public Relations, IT, Business Office and other college personnel

G. Conference, Region, and National Governing Bodies

H. Sports Information Coordinator

IV. Supervises the Following Staff

A. Assistant Coaches

B. Student assistants assigned to their area

V. Required Knowledge, Skills and Personal Qualifications

A. Knowledge of fundamentals of volleyball

B. One to two years coaching and or playing experience

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

D. Knowledge of requirements for eligibility

E. Good organizational skills with attention to details

F. Good oral and written communication skills

G. Working knowledge and familiarity of computer software pertinent to duties

VI. Preferred Experience

A. Three years college volleyball coaching experience

B. Experience with athletic team statistics

VII. Educational Background

Bachelor's degree required; Master's preferred

VIII. Working Conditions

- A. Must possess physical ability to demonstrate required skills
- B. Evening and weekend work will be required
- C. Occasional overnight travel will be required
- D. Must maintain valid driver's license

Agenda Item: VI.C.
Date: January 11, 2018

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**

12/1/2017

Check Number	Vendor	Description	Account Number	Amount	Total
119966	A T and T	Phone Charges	11-6501-631-000	\$5,165.92	\$5,165.92
119967	A T and T	Internet	11-6401-631-000	\$1,616.40	\$1,616.40
119969	B P	Gasoline	11-6502-720-000	\$226.00	\$226.00
119970	Bank of Parsons	Principal/Zetmeir Building	11-6201-761-000	\$28,363.68	
		Interest/Zetmeir Building	11-6201-762-000	\$590.77	\$28,954.45
119971	Kim Beachner	Reimburse Mileage - Clinicals (5)	12-1208-602-000	\$342.40	\$342.40
119972	Broadcast Music Inc.	Licensing Fee	11-1111-682-000	\$406.61	\$406.61
119973	Cardmember Service	Amazon Prime Membership Fee	11-0100-484-000	\$10.99	
		Hyatt Regency/S Zollars/KS Library A	11-4101-602-000	\$274.36	
		Bluemont Hotel/K Lucas/CPC	11-5302-601-000	\$99.04	
		AVCA Registration	11-5504-603-000	\$543.00	
		Comfort Inn/Wrestling	11-5505-601-000	\$10.74	
		Hotel from KCCLI-Tammy Fuentez	11-5701-601-000	\$159.51	
		Hotel for PTK - KCCLI	11-5701-601-000	\$90.94	
		Clubhouse Inn/L Doherty/KACCRO	11-6201-601-000	\$95.23	
		Barracuda WebFilter Renewal	11-6401-701-000	\$1,099.00	
		Barracuda Spam Renewal	11-6401-701-000	\$1,298.00	
		Blue Iris Surveillance Software	11-6401-701-000	\$147.32	
		OnStar for LCC Vehicles	11-6502-720-000	\$130.94	
		Maintenance Supplies, Cherokee	11-7103-649-000	\$1,077.52	
		Nursing Software Renewal	12-1208-700-000	\$76.34	
		Fairfield Inn/R Harper/Career Expo	12-1211-601-000	\$105.93	
		Vasc Registry -	12-1214-681-000	\$250.00	
		Registration-APTA	12-1246-630-000	\$340.00	
		Embassy Suites/T McGown/KPTA	12-1246-630-000	\$294.68	

EXHIBIT 5

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

12/1/2017

Check Number	Vendor	Description	Account Number	Amount	Total
119973	Cardmember Service	Holiday Inn/Nursing/KCADNE	12-1246-630-000	\$570.70	\$6,674.24
119975	Cox Communications	Internet/Cherokee Center	11-6401-631-000	\$154.25	
119977	Enterprise Rent-a-Car	Cable/Cherokee Center	11-7103-701-000	\$88.64	\$242.89
		Rental Car - Recruiting	11-5508-603-000	\$354.00	
		Rental Car - Recruiting	11-5508-603-000	\$177.00	
		Rental Van, Wrestling	11-6502-720-000	\$1,000.00	
		Rental Van, Wrestling	11-6502-720-000	\$800.00	\$2,331.00
119978	Janice S Every	Reimburse Mileage - Title IX Training	11-6504-601-001	\$143.38	\$143.38
119979	Friends University	Men's Basketball JV Guarantee	11-5508-701-000	\$100.00	\$100.00
119980	Jennifer Harding	Reimburse Mileage - Clinicals (9)	12-1211-602-000	\$626.49	\$626.49
119981	Ross Harper	Reimburse Mileage - Recruiting (4)	11-5302-601-000	\$405.53	\$405.53
119982	Joe Smith Company, Inc	Concessions	16-9381-742-000	\$184.26	\$184.26
119983	Linseh Johnson	Reimburse Mileage - Meetings (5)	12-4204-601-000	\$177.62	\$177.62
119984	Kansas Gas Service	Gasoline	11-7102-633-000	\$82.84	\$82.84
119985	Kansas Outdoor Advertising	November Advertising	11-6301-613-000	\$575.00	\$575.00
119987	Labette County	Hep B - Taylor Shepard	11-6201-701-000	\$45.00	\$45.00
119988	Louisiana Christian Sports Academy	Men's BB Guarantee	11-5508-701-000	\$100.00	\$100.00
119989	Trent Steven McGown	Reimburse Mileage - Site Visits (5)	12-1213-602-000	\$475.08	\$475.08
119990	Nexion	Airfare Trent McGown New Orleans	12-1246-630-000	\$420.45	\$420.45
119991	Oklahoma Wesleyan University	Men's Basketball JV Guarantee	11-5508-701-000	\$200.00	\$200.00
119992	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$1,830.75	\$1,830.75
119993	Miranda D Plumlee	Reimburse Meals - KCADNE	11-4200-630-026	\$22.10	\$22.10
119995	Mitchell A Rolls	Women's Basketball Travel - 12/9/17	11-5503-601-000	\$300.00	\$300.00
119996	Mitchell A Rolls	Women's Basketball Travel - 12/7/17	11-5503-601-000	\$300.00	\$300.00
119999	Jeffrod W Stanford	Men's Basketball Travel - 12/9/17	11-5508-601-000	\$550.00	\$550.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	12/1/2017		Total
			Account Number	Amount	
120000	Jerrold W Stanford	Men's Basketball Travel - 12/5/17	11-5508-601-000	\$275.00	\$275.00
120001	Veritiv	Paper	11-6503-705-000	\$314.53	
		Paper	11-6503-705-000	\$72.63	\$387.16
120002	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$248.35	
		Custodians Phone Charges	11-7102-649-000	\$208.09	\$456.44
120003	Jeffrey Michael Vesta	Wrestling Travel - 11/30/17	11-5505-601-000	\$150.00	
		Wrestling Travel - 12/3/17	11-5505-601-000	\$1,300.00	\$1,450.00
120004	W C A Waste Corporation	Waste Removal, Cherokee	11-7103-649-000	\$112.06	\$112.06
120005	Wal-Mart Community	Soap and Clock Cords	11-5508-701-000	\$34.82	
		Public Relations Supplies	11-6301-701-000	\$19.76	
		Heater	11-7102-649-000	\$16.94	
		Donor Luncheon Table Supplies	11-7103-701-000	\$11.02	
		Supplies for KSBN Meeting	12-1208-670-000	\$166.88	
		Supplies for KSBN Meeting	12-1208-670-000	\$34.06	
		Advisory Council Meeting Supplies	12-1215-709-000	\$24.30	
		Candy for Trick-or-Treaters	16-9381-613-000	\$83.80	
		Supplies	16-9684-701-000	\$144.60	
		Supplies	16-9684-701-000	\$91.50	
		Supplies	16-9684-701-000	\$75.52	
		Food	16-9684-743-000	\$13.40	
		Food	16-9684-743-000	\$35.28	
		Food	16-9684-743-000	\$64.57	
		Food	16-9684-743-000	\$37.52	
		Food	16-9684-743-000	\$19.76	
120006	Westar Energy, Inc	Electricity	11-7102-634-000	\$13,738.61	\$873.73

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	12/1/2017	Account Number	Amount	Total
120006	Westar Energy, Inc	Electricity/Cherokee Center		11-7103-634-000	\$1,251.30	
		Electricity		16-9482-634-000	\$854.29	\$15,844.20
120007	Scotty M. Zollars	Reimburse Mileage - SEKALC Meetin		11-4101-602-000	\$135.36	\$135.36
					<u>\$72,032.36</u>	
	11-General Fund		\$66,522.93			
	12-Postsecondary Technical Education Fund		\$3,904.93			
	16-Auxillary Ent Fund		\$1,604.50			
	67-Capital Outlay		\$0.00			
			<u>\$72,032.36</u>			

Checks approved for release prior to Board action

Mark Watkins

President

Sean Doherty

Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	12/8/2017		Description	Account Number	Amount	Total
120008	A T and T			Phone Charges	11-6501-631-000	\$318.51	
				Phone Charges - Cherokee Center	11-7103-631-000	\$290.97	\$609.48
120010	Atlanta Student Seminar			Registration-Tammy Kimrey	12-1246-630-000	\$185.00	
				Registration-Ashley Moore	12-1246-630-000	\$185.00	
				Registration-Gale Brown	12-1246-630-000	\$185.00	\$555.00
120012	Linda G Brown			Reimburse Mileage - Recruiting (3)	12-1210-646-000	\$56.71	\$56.71
120013	CableONE			Cable Service	11-7202-648-000	\$164.78	\$164.78
120014	Cherokee County Treasurer			Property Tax/1st Half	11-6501-662-000	\$66.07	\$66.07
120015	City of Parsons			Water Service	11-7102-632-000	\$1,983.04	
				Water Service	16-9482-632-000	\$225.40	\$2,208.44
120017	Crossroads Charters Inc.			Baseball Bus Trip, Arkansas City	11-6502-720-000	\$419.20	\$419.20
120022	Jacob R Fulsom			Reimburse Meals - Recruiting	11-5504-603-000	\$84.87	\$84.87
120027	Linseh Johnson			Reimburse Mileage - Meetings (3)	12-4204-601-000	\$80.25	\$80.25
120029	Kansas Gas Service			Gas Service	11-7102-633-000	\$245.02	\$245.02
120030	Jan Kirk			Substitute Pay	11-1133-523-001	\$125.04	\$125.04
120031	Nancy J Korinek			Substitute Pay	11-1133-523-001	\$93.78	\$93.78
120032	Labette County Treasurer			Real Estate Taxes/1306 Main/1st Half	11-6501-662-000	\$3,560.08	
				Real Estate Taxes/Villas Parking/1st H	11-6501-662-000	\$232.26	
				Real Estate Taxes/1230 Main/1st Half	11-6501-662-000	\$6,143.57	\$9,935.91
120033	Rod Landrum			Reimburse Mileage - KACCT Mtg	11-6102-601-000	\$124.12	\$124.12
120034	Patrick E McReynolds			Reimburse Mileage - KACCT Meeting	11-6102-601-000	\$124.12	\$124.12
120037	Julie Page			Reimburse Mileage - Clinicals (10)	12-1208-602-000	\$727.60	\$727.60
120039	Pepsi-Cola			Pop for Fountain Machine	16-9684-743-000	\$466.51	\$466.51
120040	Rural Water District #5			Utility Water, Cherokee	11-7103-632-000	\$42.28	\$42.28
120041	Jerrold W.Stanford			Reimburse Mileage - Recruiting	11-5508-603-000	\$196.88	\$196.88

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	12/8/2017	Account Number	Amount	Total
120042	Jeffrey Michael Vesta	Wrestling Travel - 12/7/17		11-5505-601-000	\$150.00	\$150.00
120043	Jeffrey Michael Vesta	Wrestling Travel - 12/8/17		11-5505-601-000	\$500.00	\$500.00
					<u>\$16,976.06</u>	
	11-General Fund		\$14,864.59			
	12-Postsecondary Technical Education Fund		\$1,419.56			
	16-Auxillary Ent Fund		\$691.91			
	67-Capital Outlay		<u>\$0.00</u>			
			<u>\$16,976.06</u>			

Checks approved for release prior to Board action

Mark Watkins
President

Deanne Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

12/15/2017

Check Number	Vendor	Description	Account Number	Amount	Total
120134	A T and T	Internet	11-6401-631-000	\$3,571.65	\$3,571.65
120135	Accident Fund	Workman's Comp	11-6501-590-001	\$3,500.40	\$3,500.40
120137	Amazon.com LLC	GHOST STORY: THE TURN OF THE	11-1109-700-000	\$139.93	
		WD Bare Drives 320GB WD Blue	11-4203-701-000	\$38.00	
		Belkin Standard 8-Inch by 9-Inch Conn	11-6401-701-000	\$29.50	
		CableDeconn Gold Plated Display Poi	11-6401-701-000	\$61.95	\$269.38
120139	American United Life Ins Co Group Pre	December Life Insurance Premiums	11-6501-590-001	\$383.93	\$383.93
120142	Kathleen A Bennett	Reimburse Mileage - Clinicals (5)	12-1208-602-000	\$79.18	\$79.18
120144	Delyna R Bohnenblust	Reimburse Meals - KCADNE	12-1208-601-000	\$41.09	
		Reimburse Mileage - Meetings (10)	12-1208-602-000	\$700.32	
		Reimburse CNS Mental Health Conf.	12-1208-670-000	\$25.00	
		Reimburse Meals - MSN Nurse	12-1208-670-000	\$32.14	\$798.55
120145	Bruce Bowles	Reimburse Mileage - Recruiting (2)	12-1208-602-000	\$35.47	\$35.47
120146	CableONE	Ted Hill Internet	11-6401-631-000	\$88.94	\$88.94
120147	Howard R Carpenter	Reimburse Mileage - Meetings (4)	11-4202-602-000	\$55.11	\$55.11
120148	Tarah L Cockrell	Reimburse Mileage - Main Campus	11-7103-602-000	\$33.17	\$33.17
120151	Commerce Bank	Rental Car for Site Visit	12-1214-670-000	\$284.47	\$284.47
120153	Tammy Fuentez	Reimburse Meals - KCCLI	11-5701-601-000	\$40.60	
		Reimburse Mileage - KCCLI	11-5701-601-000	\$149.80	\$190.40
120156	Jennifer Harding	Reimburse MO license	11-4200-630-033	\$86.68	\$86.68
120157	Ross Harper	Reimburse Mileage - Recruit HS Visit	12-1211-602-000	\$356.85	\$356.85
120158	Tyler Christopher Hatcher	Reimburse Mileage - Recruiting	11-5502-603-000	\$217.75	\$217.75
120159	Jock's Nitch/Parsons	Merchandise Sold - 9/14/17 to 10/11/1	16-9381-741-000	\$3,056.54	\$3,056.54
120160	John Deere Financial	Groundskeeping Supplies	11-7102-649-000	\$85.40	\$85.40
120161	Linseh Johnson	Reimburse Mileage- Meetings (2)	12-4204-601-000	\$75.44	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
120161	Linseh Johnson	Reimburse Meal - Chamber Meeting	12-4204-709-000	\$8.38	\$83.82
120163	Kansas Department of Revenue	Bookstore Sales Tax/Nov	16-0000-216-001	\$103.52	
120165	Kansas Gas Service	Food Service Sales Tax/Nov	16-0000-216-002	\$581.18	\$684.70
		Gas Service	11-7102-633-000	\$665.14	
		Gas Service - Cherokee Center	11-7103-633-000	\$154.14	
		Gas Service	16-9482-633-000	\$96.11	\$915.39
120166	Aaron Keal	Reimburse Mileage-Recruit/Coach Cll	11-5502-603-000	\$342.40	\$342.40
120167	Tammy Kimrey	Reimburse Mileage - Rad Clinicals (2)	12-1210-602-000	\$120.91	
		Reimburse Mileage - Sono Clinicals (:	12-1214-602-000	\$123.59	
		Reimburse Egonomics Poster for Lab	12-1214-700-000	\$18.02	\$262.52
120172	Kylie Lucas	Reimburse Mileage - Recruiting	11-5302-601-000	\$40.13	\$40.13
120174	Ashley Moore	Reimburse Mileage - Clinicals (5)	12-1210-602-000	\$359.52	\$359.52
120176	N THERM, LLC	Gas Service	11-7102-633-000	\$210.32	
		Gas Service	11-7102-633-000	\$60.09	
		Gas Service	11-7102-633-000	\$21.85	
		Gas Service	11-7102-633-000	\$439.76	
		Gas Service	16-9482-633-000	\$60.09	\$792.11
120179	Sears Commercial One	Refrigerator for Biology	11-1102-646-000	\$1,039.99	\$1,039.99
120180	Cheryl Smith	Reimburse Mileage - Clinicals (15)	12-1208-602-000	\$813.20	\$813.20
120184	Touchtone Communications	Long Distance	11-6501-631-000	\$98.43	
		Long Distance - Cherokee Center	11-7103-631-000	\$20.25	\$118.68
120186	Jeffrey Michael Vesta	Meal Money 12/23/17	11-5505-601-000	\$750.00	\$750.00
120187	Jeffrey Michael Vesta	Wrestling Travel - 1/4/18	11-5505-601-000	\$1,300.00	\$1,300.00
120188	Jeffrey Michael Vesta	Wrestling Travel - 1/12/18	11-5505-601-000	\$1,300.00	\$1,300.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	12/15/2017	Account Number	Amount	Total
120189	Jimmie J Wilson	Reimburse Renewal of Kansas PT lic# 12-1213-681-000			\$68.25	\$68.25
					<u>\$21,964.58</u>	
	11-General Fund		\$14,925.31			
	12-Postsecondary Technical Education Fund		\$3,141.83			
	16-Auxillary Ent Fund		\$3,897.44			
	67-Capital Outlay		<u>\$0.00</u>			
			<u>\$21,964.58</u>			

Checks approved for release prior to Board action

Mark Warkentin
President

Deanne Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

12/19/2017

Account

Check Number	Vendor	Description	Account Number	Amount	Total
120254	American Heritage Life Insurance	ComCancer Premiums	11-0000-273-000	\$150.00	\$150.00
120255	Arnold Scott Harris	Garnishment	11-0000-270-000	\$300.70	\$300.70
120256	Bay Bridge Administrators, LLC f/b/o S	Employe 403(b) Contributions	11-0000-258-000	\$14,663.00	
		Cancer Premiums	11-0000-273-000	\$333.58	
		Disability Premiums	11-0000-275-000	\$558.34	
		Term Life Insurance Prem	11-0000-276-000	\$708.32	
		Employer 403(b) Contribution	11-6501-590-001	\$4,190.00	\$20,453.24
120257	L C C Faculty Association	December Faculty Dues	11-0000-264-000	\$1,007.60	\$1,007.60
120258	L C C Foundation	Employee Contributions	11-0000-268-000	\$838.85	\$838.85
120259	Security Benefit Life Insurance Co.	Medical Remib/Child Dependent Care	11-0000-277-000	\$1,360.00	\$1,360.00
120260	A T and T	Phone Charges	11-6501-631-000	\$5,165.92	\$5,165.92
120261	American Heritage Life Insurance	ComCancer Premiums	11-0000-273-000	\$150.39	\$150.39
120262	B P	Gasoline	11-6502-720-000	\$621.42	\$621.42
120264	Leanna Doherty	Reimburse Mileage - Cherokee Cente	11-6201-601-000	\$47.08	\$47.08
120265	FedEx Express	Package Shipping (5)	11-5303-701-000	\$112.54	\$112.54
120268	Terri L Leroy	Reimburse Mileage - Cherokee Centr	11-5601-601-000	\$142.31	\$142.31
120270	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$1,622.96	\$1,622.96
				<u>\$31,973.01</u>	

11-General Fund	\$31,973.01
12-Postsecondary Technical Education Fund	\$0.00
16-Auxiliary Ent Fund	\$0.00
67-Capital Outlay	\$0.00
	<u>\$31,973.01</u>

Checks approved for release prior to Board action

Mark Watkins
President

Deanna Schmitt
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	12/31/2017		Total
			Account Number	Amount	
120190	1 Better LLC	15 Second Movie Theatre Ad	11-6301-613-000	\$283.34	\$283.34
120191	Ace Hardware, Inc.	Maintenance Supplies	11-7102-649-000	\$24.47	
		Screwdriver	11-7102-649-000	\$2.99	
		Maintenance Supplies	11-7102-649-000	\$56.43	
		Maintenance Supplies	11-7102-649-000	\$30.45	
		Maintenance Supplies	11-7102-649-000	\$16.33	
		Hose Adapter	11-7102-649-000	\$3.49	
		Fittings	11-7102-649-000	\$18.07	
		Maintenance Supplies	11-7102-649-000	\$29.65	
		Door Hold	11-7102-649-000	\$16.28	
		Maintenance Supplies	11-7102-649-000	\$50.97	
		Facilities Supplies	11-7102-649-000	\$41.42	
		Maintenance Supplies	11-7102-649-000	\$23.58	
		Key	11-7102-671-000	\$2.59	\$316.72
120192	AHiMA	Textbooks and Shipping Spring 2018	16-9381-740-000	\$374.04	\$374.04
120193	American Electric Company	Electrical Supplies	11-7102-649-000	\$377.40	\$377.40
120194	American Media Investments	November Advertising	11-6301-613-000	\$300.00	
		November Advertising	11-6301-613-000	\$520.00	\$820.00
120195	Norma Blake	Assistance with Manufacturing Class	12-4204-701-000	\$25.00	\$25.00
120196	Blick Art Materials	Art Supplies	11-1101-700-000	\$35.89	\$35.89
120197	Carolina Biological Supply Company	A & P Supplies	11-1103-700-000	\$6,185.80	\$6,185.80
120198	Cengage Learning	Returned Textbooks	16-9381-740-000	(\$1,080.00)	
		Textbooks and Shipping Springf 2018	16-9381-740-000	\$10,768.82	\$9,688.82
120199	City of Parsons	Security 11/24 Game/Isaiah Hicks	11-5506-576-000	\$84.39	
		Security 12/1 Game/Steven Shields	11-5506-576-000	\$112.52	

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Check Number	Vendor	Description	Account Number	Amount	Total
120199	City of Parsons	Security 12/2 Game/Steven Shields	11-5506-576-000	\$112.52	\$309.43
120200	Copy Products Inc	Konica Copier Maintenance	11-6503-648-000	\$402.37	
		Color Copier Maintenance	11-6503-648-000	\$1,703.71	
		Copy Usage for Cherokee Center	11-7103-701-000	\$106.53	\$2,212.61
120201	Corporate Business Systems ofMO, In	Copier Maintenance	11-6503-648-000	\$102.78	\$102.78
120202	Craw-Kan	Cable and Conduit	11-6402-850-000	\$2,684.50	\$2,684.50
120203	Data Source Media, Inc	MS410 Toner	11-6401-701-000	\$624.21	\$624.21
120204	Dell Marketing L P	Dell Memory 32GB - Server Upgrade	11-6401-646-002	\$4,365.84	\$4,365.84
120205	Elsevier Inc.	Textbooks and Shipping Spring 2018	16-9381-740-000	\$2,433.73	
		Textbooks and Shipping Spring 2018	16-9381-740-000	\$8,821.71	
		Textbooks and Shipping Spring 2018	16-9381-740-000	\$6,964.44	\$18,219.88
120206	Elsevier Science	Textbooks and Shipping Spring 2018	16-9381-740-000	\$5,751.38	\$5,751.38
120207	Ernesto's Mexican Food	Gift Certificate	11-6201-701-000	\$80.00	\$80.00
120208	eScience Labs, LLC	Textbooks and Shipping Spring 2018	16-9381-740-000	\$1,179.50	\$1,179.50
120209	Fastenal Company	Batteries	11-7102-649-000	\$8.15	
		Maintenance Supplies	11-7102-649-000	\$43.28	\$51.43
120210	G I A Publications, Inc.	Textbooks and Shipping Spring 2018	16-9381-740-000	\$131.66	\$131.66
120211	Graves Menu Maker Foods	Supplies	16-9684-701-000	\$261.21	
		Supplies	16-9684-701-000	\$166.65	
		Supplies	16-9684-701-000	\$606.96	
		Food	16-9684-743-000	\$2,520.66	
		Food	16-9684-743-000	\$1,101.81	
		Food	16-9684-743-000	\$350.05	
		Food	16-9684-743-000	\$884.59	\$5,891.93
120212	Guthridge School Art Dept.	Art Gallery Honorarium	11-1101-702-000	\$150.00	\$150.00

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Check Number	Vendor	Description	Account Number	Amount	Total
120213	Hal Leonard Corporation	Textbooks and Shipping Spring 2018	16-9381-740-000	\$287.81	\$287.81
120214	Higher Education Publications Inc	Higher Education Directory	11-6101-702-000	\$75.00	\$75.00
120215	Hugo's Industrial Supply, Inc	Napkins	16-9482-701-000	\$713.80	\$713.80
120216	J R C - D M S	Expenses for Accreditation Site Visit	12-1214-670-000	\$890.76	\$890.76
120217	Jock's Nitch/Parsons	Supplies	11-5508-701-000	\$12.00	
		Men's Basketball Clothing	11-5508-701-000	\$99.95	
		Softball Supplies	11-5509-701-000	\$7,545.20	\$7,657.15
120218	JRCERT	Radiography Accreditation Annual Fee	12-1210-670-000	\$2,100.00	\$2,100.00
120219	K L K C	November Advertising	11-6301-613-000	\$300.00	\$300.00
120220	K S Y N-FM	November Advertising	11-6301-613-000	\$900.00	\$900.00
120221	Kendall Hunt Publishing Company	Textbooks and Shipping Spring 2018	16-9381-740-000	\$1,253.71	\$1,253.71
120222	Labette Avenue	Christmas Wish Book Ad	11-6301-613-000	\$80.00	\$80.00
120223	Laser Designs/PSHTC	Trustee Plaque	11-6102-709-000	\$20.00	
		Name Badge	12-1208-700-000	\$5.00	\$25.00
120224	Darren Lubbers	PED19600010 - Crossfit - 7 Students	11-1133-523-001	\$469.00	\$469.00
120225	M B S Textbook Exchange, Inc.	Textbooks and Shipping Spring 2018	16-9381-740-000	\$1,348.42	
		Textbooks and Shipping Spring 2018	16-9381-740-000	\$5,649.13	
		Textbooks and Shipping Spring 2018	16-9381-740-000	\$205.75	
		Textbooks and Shipping Spring 2018	16-9381-740-000	\$581.31	\$7,784.61
120226	M P S	Returned Textbooks	16-9381-740-000	(\$804.00)	
		Textbooks and Shipping Spring 2018	16-9381-740-000	\$1,167.03	\$363.03
120227	McCarty's Office Machines Inc	Supplies	11-6201-701-000	\$10.63	
		Cutter Knife	11-6503-648-000	\$284.00	
		Admissions Copier Drum	11-6503-648-000	\$133.00	
		Office Supplies	11-6503-701-000	\$158.98	

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Check Number	Vendor	Description	Account Number	Amount	Total
120227	McCarty's Office Machines Inc	Index Cards	11-6503-701-000	\$33.20	
		Ink Cartridge	11-7102-649-000	\$162.24	
		Keys	11-7102-671-000	\$42.50	
		Cabinets, Powerstrips, Cherokee	11-7103-649-000	\$1,394.20	
		Register Paper	16-9684-701-000	\$71.40	\$2,290.15
120228	McGraw-Hill Companies	Textbooks and Shipping Spring 2018	16-9381-740-000	\$1,356.42	
		Textbooks and Shipping Spring 2018	16-9381-740-000	\$2,984.97	
		Textbooks and Shipping Spring 2018	16-9381-740-000	\$5,767.79	
		Textbooks and Shipping Spring 2018	16-9381-740-000	\$529.29	\$10,638.47
120229	Morton Publishing Company	Textbooks and Shipping Spring 2018	16-9381-740-000	\$610.43	\$610.43
120230	Mytown Media, Inc	November Advertising	11-6301-613-000	\$500.00	\$500.00
120231	Nasco	Merchandise and Shipping Fall 2018	16-9381-740-000	\$180.80	\$180.80
120232	Nexstar Broadcasting, Inc	November Advertising	11-6301-613-000	\$300.00	
		November Advertising	11-6301-613-000	\$225.00	
		November Advertising	11-6301-613-000	\$500.00	
		November Advertising	11-6301-613-000	\$1,500.00	
		November Advertising	11-6301-613-000	\$100.00	\$2,625.00
120233	O'Reilly Automotive Stores, Inc	Lift Support, PK-2	11-6502-720-000	\$45.98	\$45.98
120234	Overhead Door of Wichita	Keys	11-7102-671-000	\$71.97	\$71.97
120235	P1 Group Inc	Heater Maintenance	11-7102-649-000	\$2,044.29	
		Contract	11-7103-649-000	\$500.00	
		Contract	11-7202-648-000	\$4,646.00	\$7,190.29
120236	Parsons Lions Club	Parsons Lions Club Flag Display	11-6301-709-000	\$115.00	\$115.00
120237	Parsons Recreation Commission	Annual Day of Play Sponsorship	11-6301-709-000	\$250.00	\$250.00
120238	Parsons Sun	Holiday Wrap Ad	11-6301-613-000	\$600.00	

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Check Number	Vendor	Description	Account Number	Amount	Total
120238	Parsons Sun	Nursing Meeting Ad	11-6301-613-000	\$40.86	
		Active Living Ad	11-6301-613-000	\$225.00	
		Winter Ensemble Ad	11-6301-613-000	\$113.50	\$979.36
120239	Pittsburg State University	Lifetime Fitness Fee	11-1112-700-001	\$410.00	\$410.00
120240	Pittsburg State University	AVCA Hotels/PSU	11-5504-603-000	\$238.00	\$238.00
120241	QueenB Television of Kansas/Missouri	November Advertising/KFJX	11-6301-613-000	\$795.00	
		November Advertising/KOAM	11-6301-613-000	\$1,235.00	
		November Advertising/KOAM	11-6301-613-000	\$800.00	\$2,830.00
120242	Reserve Account	PBP #20352357 (Postage)	11-6503-611-000	\$2,500.00	\$2,500.00
120243	Sage Publications, Inc.	Textbooks and Shipping Spring 2018	16-9381-740-000	\$1,393.17	\$1,393.17
120244	Scantron Corporation	Scantrons Ballot Result	11-4202-701-000	\$59.31	\$59.31
120245	Slack Incorporated	Textbooks and Shipping Spring 2018	16-9381-740-000	\$467.52	\$467.52
120246	Southeast Kansas Living	Winter 2017 Ad	11-6301-613-000	\$48.75	\$48.75
120247	Styers Equipment Company	Oki Supplies, black drums, toner	11-6503-701-000	\$510.65	
		Oki Supplies, drums, toner	11-6503-701-000	\$1,050.75	\$1,561.40
120248	Townsend Press Book Center	Textbooks and Shipping Spring 2018	16-9381-740-000	\$2,907.22	\$2,907.22
120249	UniFirst Corporation	Mats, Mops, Towels, Uniforms	11-7103-649-000	\$40.72	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$39.53	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.04	
		Uniforms	11-7202-648-000	\$54.70	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.04	
		Uniforms	11-7202-648-000	\$54.70	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	\$439.81
120250	United Scope, LLC	Compound Microscopes	11-1103-700-000	\$1,519.84	\$1,519.84

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Check Number	Vendor	Description	12/31/2017	Account Number	Amount	Total
120251	Vance Lawn Care	Lawn Maintenance, Cherokee		11-7103-649-000	\$180.00	
120252	Mark Watkins	Lawn Maintenance, Cherokee		11-7103-649-000	\$360.00	\$540.00
120253	Wilbert Memorials	Vehicle Expense		11-6501-590-001	\$900.00	\$900.00
		Stone for Hall of fame		11-5506-701-000	\$1,500.00	\$1,500.00
					<u>\$125,574.50</u>	
	11-General Fund		\$54,558.48			
	12-Postsecondary Technical Education Fund		\$3,020.76			
	16-Auxillary Ent Fund		\$67,995.26			
	67-Capital Outlay		\$0.00			
			<u>\$125,574.50</u>			