

**LABETTE COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**March 8, 2018**

**5:30 p.m.**

**Conference Room**

**Review Copy**



# EXHIBIT 1

**Labette Community College  
Board of Trustees Meeting Agenda  
Thursday, March 8, 2018, 5:30 p.m.  
Conference Room #1, Student Support Services Building**

- I. Adoption of Agenda.....(Exhibit 1)
- II. Approval of February 8, 2018, Regular Meeting Minutes.....(Exhibit 2)
- III. Approval of February 21, 2018 Special Meeting Minutes.....(Exhibit 3)
- IV. Reports and/or Board Discussion
  - A. Faculty Senate Report
  - B. Student Government Association Report
  - C. Administrative Report
    - i. Budget Process and Basic Assumptions for 2018-2019 Budget
    - ii. Comparison of Expenditures to Budget
  - D. President's Report
- V. PTK
- VI. Old Business (Action, Report, or Discussion)
  - A. Tuition and Fees Approval for 2018-2019.....(Agenda Item VI.A.)  
(Exhibit 4)
  - B. Bids for Welding Equipment.....(Agenda Item VI.B.)
- VII. New Business (Action, Report, or Discussion)
  - A. Program Review: Respiratory Therapy.....(Agenda Item VII.A.)  
(Exhibit 5)
  - B. Policy Approval .....(Agenda Item VII.B.)  
(Exhibit 6)
  - C. Board Meeting Date Change.....(Agenda Item VII.C.)
  - D. Program/Course Approval .....(Agenda Item VII.D.)  
(Exhibit 7)
  - E. Approval of Bills.....(Agenda Item VII.E.)  
(Exhibit 8)
- VIII. 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

## EXHIBIT 1

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.

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

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

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

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

X. Next Regular Board Meeting: Thursday, April 12, 2018, 5:30 p.m., Conference Room, and Tentative Agenda Items

XI. Adjournment

## EXHIBIT 2

LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
February 8, 2018

The Board of Trustees met at 5:30 p.m. on Thursday, February 8, 2018 in the Conference Room, Student Success Center Building.

**Members Present**

Mr. Carl Hoskins  
Mr. David Winchell  
Mr. Pat McReynolds  
Mr. Mike Howerter  
Mr. Montie Taylor  
Mr. Rod Landrum

**Others Present**

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

Kathy Johnston  
Linseh Johnston  
Melissa Kipp  
Colleen Williamson  
Jacob Rion  
Josh Ghering  
Henry Gatewood

Megan Fugate recorded the minutes.

**Adoption of Agenda (ACTION ITEM)**

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

**Approval of Regular Meeting Minutes (ACTION ITEM)**

Chair McReynolds asked for corrections or additions to the December 14, 2017 regular meeting minutes, Mr. Winchell moved to approve the minutes as presented. Mr. Taylor seconded and motion carried 6-0.

**Reports and/or Board Discussion**

**Faculty Senate Report**

No report

**SGA Report**

No report

**Administrative Report**

*Comparison of expenditures to the budget* – Leanna Doherty had placed the January financial report at the table. At the end of January we were 58% through the year. The general fund was 71% expended and the technical education/vocational fund was 57% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

**President's Report**

Dr. Watkins gave a short report.

Chair McReynolds presented the Board of Trustees with the 1<sup>st</sup> PTK Board of Trustees Hallmark Award that was received at the annual Association of Community College Trustees meeting. All of the trustees received a lapel pin and a medallion.

**Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)**

None

**New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)**

**Institute of Technology & Architect Approval**

Linseh Johnson and Rick Carpenter announced that the grant was fully funded by the Department of Commerce for the Institute of Technology Center. She reviewed the possible programs and building specs. After further discussion, Mr. Winchell moved to accept the building from the City of Parsons, hire an architect and give the current occupants 30-45 days notice to clear items out of the building. Mr. Landrum seconded and motion carried 6-0.

Dr. Watkins took a moment to introduce Josh Ghering, Jacob Rion, President of the Student Veterans Organization and Henry Gatewood, 3<sup>rd</sup> District Commander Kansas. Josh addressed the Board regarding an upcoming event the Student Veterans Organization is hosting. 1 Day 22 Souls, Ruck March & Live Memorial Carving will be held on Saturday, March 10 from 9am-4pm at Forest Park.

**Tuition and Fees for 2018-2019**

Information is for review only. No action taken.

**Course Approval**

Mr. Taylor moved to approve Digital Photography II, 3 credit hours. Mr. Howerter seconded and motion carried 6-0.

**Policy Review**

Presented policy 1.04 Membership of Board for review. Action will be taken in March.

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

Mr. Winchell moved we recess into executive session at 7:15pm (time) for 15 minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at 7:30pm in this room. Inviting in Dr. Mark Watkins.

The executive session is required to protect the privacy interests of the individual(s) to be discussed. No action will be taken

Trustee Howerter left the meeting at 7:13pm and returned at 7:20pm.

Trustee Winchell left the meeting at 7:14pm and returned at 7:20 pm.

Mr. Hoskins seconded and motion carried 4-0

Reconvened into open session at 7:30pm.

Mr. Landrum moved we recess into executive session at \_\_\_7:30pm\_\_\_ (time)for \_\_\_10\_\_\_ minutes or the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at \_\_\_7:40pm\_\_\_ in this room. Inviting in Dr. Mark Watkins.

The executive session is required to protect the privacy interests of the individual(s) to be discussed. No action will be taken

Mr. Hoskins seconded and motion carried 6-0

Reconvened into open session at 7:40pm.

#### Evaluation of the College President

Based on the six-month evaluation of the President, Mr. Hoskins moved to approve a \$5000 increase in salary for Dr. Mark Watkins to begin in July 2018. Mr. Landrum seconded and motion carried 6-0.

#### Approval of Bills

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

#### Public Comment

- Mr. Howerter addressed the board that he is the one that had the Public Comment sections implemented into the board agendas.
- Mr. Taylor wanted to thank his fellow Trustees for their candor in tough discussions.

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

Chair McReynolds reminded everyone of the next regular meeting of the Board of Trustees scheduled for March 8, 2018 at 5:30 p.m., Conference Room, Student Success Center Building.

#### Adjournment

Mr. Winchell moved to adjourn the meeting at 7:48pm. Mr. Howerter seconded and motion carried 6-0.

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Megan Fugate, Clerk of the Board





LABETTE COMMUNITY COLLEGE  
Board of Trustees Special Meeting Minutes  
Wednesday, February 21, 2018  
12:00 p.m.

The Board of Trustees met at 12:00 p.m. on Wednesday, February 21, 2018 in the Conference Room of the Student Success Center Building.

**Members Present**

Mr. Rod Landrum  
Mr. Carl Hoskins  
Mr. Pat McReynolds

Mr. Montie Taylor  
Mr. David Winchell  
Mr. Mike Howerter

**Others Present**

Leanna Doherty  
Joe Burke  
Dr. Mark Watkins  
Tammy Fuentez

Linseh Johnson  
Kevin Doherty  
Rick Carpenter

Megan Fugate recorded the minutes.

Chair McReynolds called the meeting to order at 12:00pm.

**Adoption of Agenda (ACTION ITEM)**

Chair McReynolds asked for changes or additions to the printed agenda. Mr. Hoskins moved to approve the agenda as presented. Mr. Taylor seconded and motion carried 6-0.

**Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)**

None

**New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)**

**Reports and/or Board Discussion**

**Welding Bid Specs**

Linseh Johnson was in attendance to explain the welding equipment. Mr. Winchell moved to approve the request to obtain bids based on the specs provided, including one more bid requirement, the ability to service the welding equipment and add Millers Direct to the bidders list. Mr. Hoskins seconded and motion carried 6-0.

**Faculty Senate Report**

None

**Public Comment**

Mr. Howerter appreciated the way President Watkins handled the bidding procedure.

Mr. Taylor wanted to congratulate the two students that were honored at the PTK Luncheon last week.

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

Chair McReynolds reminded everyone of the next regular meeting of the Board of Trustees scheduled for March 8, 2018 at 5:30 p.m., Conference Room, Student Success Center Building.

**Adjournment**

Mr. Taylor moved to adjourn the meeting at 12:32pm. Mr. Hoskins seconded and motion carried 6-0.

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Megan Fugate, Clerk of the Board

DRAFT

**LABETTE COMMUNITY COLLEGE**  
**Board of Trustees**  
**March 9, 2017**

**Budget Assumptions**

The budget timetable for 2018-2019 calls for a review and discussion of basic budget assumptions by the Board of Trustees at the March Board meeting. The following assumptions are presented to the Board for review, discussion and general support:

**Revenue Issues:** Revenue sources for Labette Community College can be broadly categorized into the areas of local revenues, state revenues, student tuition and other general or miscellaneous sources.

- 1.) The budget will be built on the assumption that our state revenue will decrease. Specific assumptions relative to the funding formula issues are as follows:
  - a.) Although request have been made to restore the previous funding cuts, we are anticipating receiving the same level of State funding as last year.
  - b.) The SB155 Post-Secondary Training for Secondary Students is continuing. KBOR has requested more funding for SB155 to fund the growing increase in credit hours. If there is no increase in funding each credit hour will be worth less as current funds are prorated.
  - c.) After a few years of declining enrollment, we were pleased to see an increase in enrollment last year and it is continuing this year. Although with the current state budget situation we will not be receiving additional funding for the enrollment increase unless re-centering of the operating grant funds occurs.
- 2.) Student tuition and incidental fee increases to partially offset increasing expenses will be considered. Currently Labette's rate is below the average of the Kansas community colleges.
- 3.) In the past the Board of Trustees has been reluctant to increase property taxes.
  - a.) Total assessed valuation for Labette County is anticipated to be at approximately the same level.
  - b.) There will be no provisions passed that will require reversal of any property tax considerations from prior years.

4.) Grants and outside funding will be utilized to the extent possible.

a.) We anticipate an increase of \$17,377 in the Carl Perkins grant for next year, from \$63,385 to \$80,762.

**Expenditure Issues:** Expenditures are budgeted and carried out in a manner to ensure that total expenditures for any given fiscal year do not exceed the projected revenue for that period.

- 1.) Health Insurance will be increasing by 7.7%, \$116,424. Last year our health insurance increase was \$82,000.
- 2.) We anticipate athletic insurance will increase, but do not have an estimate at this time.
- 3.) The bridge loan for the Zetmeir building will repaid in October 2018.
- 4.) Numerous cuts have already been made to personnel and other expenditures in previous years making it difficult to find places to cut without impacting student learning.
- 5.) To save funds we held off on replacing a full-time English instructor for FY18 and will need to do this in FY19 as it is extremely difficult to find enough qualified adjunct instructors to fill this gap.
- 6.) Mental health issues are on the rise with college students. We hope to hire a Counselor/Advisor to address this critical need. Currently we have no counselors on staff.
- 7.) We are experiencing a decline in enrollment in our health care programs. These programs are expensive to operate. To address this issue we are looking into having a dedicated recruiter position which would focus a majority of their time on recruiting in the health care area. Carl Perkins funding may be available to aiding in funding this position.
- 8.) A general price increases in paper, supplies and other miscellaneous items are anticipated as well as utilities.

**Closing:** Budget recommendations will be developed by the application of the budget process including all work groups, administration, and the Board of Trustees budget workshop in June or July.

**SUBJECT**

Tuition and Fees for 2018-2019

**REASON FOR CONSIDERATION BY THE BOARD**

Kansas Statutes state that the Board of Trustees' approval is required for adoption of student tuition and fees.

**BACKGROUND**

Last month the Board reviewed the tuition and fees for Labette Community College and the comparison to other schools. Currently the college charges \$98 per credit hour for in-state tuition and fees. The charge for out-of-state tuition and fees is \$123 per credit hour. A border state rate of \$119 per credit hour is charged for residents of Arkansas, Missouri and Oklahoma. The international students' rate is \$182 per credit hour.

The college is committed to affordable educational costs and strives to keep costs for students as low as feasible. In developing a recommendation for the total rate per credit hour for tuition and fees for 2018-2019, the following factors have been considered:

- LCC's total in-state student cost per credit hour is below the state average and slightly below the SEK average. Refer to the exhibit on the next page for a comparison of the colleges.
- Although most colleges have not acted on tuition and fees for 2018-2019, conversations with other colleges suggests increases will occur.
- Last year tuition and fees were increased a total of \$6 (\$3 tuition and \$3 fee).
- Many institutions charge an additional amount to students based on the location at which the course is taught. Currently we are charging an additional fee of \$10 per credit hour at the Cherokee Center.
- Enrollment is beginning to increase.

Each year the college should address in the next budget the effects of inflationary increases in the cost of goods and services as well as the changing mix of revenue sources available to the college balancing this with what the students can afford and the cost of attendance at other institutions. For next year a \$2 increase in tuition and a \$2 increase in fees, for a total of a \$4 increase is recommended in all residency categories.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees review and approve the recommendation for a \$2 increase in tuition and \$2 increase in fees, for a total of a \$4 increase in all residency categories for the 2018-2019 school year.



# Kansas Community Colleges FY2018 Tuition and Fees Schedule

Institution	Resident			Non-Resident			International		
	Tuition	Inc. Fees	Total	Tuition	Inc. Fees	Total	Tuition	Inc. Fees	Total
ALLEN COUNTY CC	\$60.00	\$40.00	\$100.00	\$60.00	\$40.00	\$100.00	\$147.00	\$40.00	\$187.00
BARTON COUNTY CC	\$72.00	\$36.00	\$108.00	\$72.00	\$36.00	\$108.00	\$155.00	\$36.00	\$191.00
BUTLER COUNTY CC	\$78.00	\$31.00	\$109.00	\$138.00	\$31.00	\$169.00	\$190.00	\$24.00	\$214.00
CLOUD COUNTY CC	\$76.00	\$30.00	\$106.00	\$79.00	\$30.00	\$109.00	\$79.00	\$30.00	\$109.00
COFFEYVILLE CC	\$35.00	\$37.00	\$72.00	\$84.00	\$37.00	\$121.00	\$100.00	\$99.00	\$199.00
COLBY CC	\$72.00	\$43.00	\$115.00	\$126.00	\$43.00	\$169.00	\$152.00	\$43.00	\$195.00
COWLEY COUNTY CC	\$65.00	\$40.00	\$105.00	\$112.00	\$40.00	\$152.00	\$159.00	\$40.00	\$199.00
DODGE CITY CC	\$49.00	\$60.00	\$109.00	\$57.00	\$60.00	\$117.00	\$60.00	\$65.00	\$125.00
FORT SCOTT CC	\$50.00	\$47.00	\$97.00	\$106.00	\$47.00	\$153.00	\$128.00	\$47.00	\$175.00
GARDEN CITY CC	\$61.00	\$35.00	\$96.00	\$80.00	\$35.00	\$115.00	\$98.00	\$35.00	\$133.00
HIGHLAND CC	\$70.00	\$43.00	\$113.00	\$70.00	\$43.00	\$113.00	\$265.00	\$43.00	\$308.00
HUTCHINSON CC	\$87.00	\$19.00	\$106.00	\$118.00	\$19.00	\$137.00	\$127.00	\$29.00	\$156.00
INDEPENDENCE CC	\$60.00	\$43.00	\$103.00	\$67.00	\$43.00	\$110.00	\$151.00	\$43.00	\$194.00
JOHNSON COUNTY CC	\$94.00	\$16.00	\$110.00	\$204.00	\$16.00	\$220.00	\$204.00	\$16.00	\$220.00
KANSAS CITY KS CC	\$86.00	\$22.00	\$108.00	\$246.00	\$22.00	\$268.00	\$246.00	\$22.00	\$268.00
LABETTE CC	\$52.00	\$46.00	\$98.00	\$77.00	\$46.00	\$123.00	\$136.00	\$46.00	\$182.00
NEOSHO COUNTY CC	\$70.00	\$45.00	\$115.00	\$70.00	\$67.00	\$137.00	\$143.00	\$49.00	\$192.00
PRATT CC	\$61.00	\$45.00	\$106.00	\$71.00	\$45.00	\$116.00	\$85.00	\$45.00	\$130.00
SEWARD COUNTY CC	\$61.00	\$34.00	\$95.00	\$98.00	\$34.00	\$132.00	\$98.00	\$34.00	\$132.00

\*Values are per credit hour

State Resident Average:  
\$103.74

Non-State Resident Average:  
\$140.47

International Average:  
\$184.68

Southeast Average Residents  
\$97.50

Southeast Average Non-residents  
\$124.00

Southeast Average International  
\$188.17

Pittsburg State University - Resident: \$251 Non-Resident: \$620





Agenda Item #: VLB.  
Date: March 8, 2018

**SUBJECT**

Welding Bid Specs

**REASON FOR CONSIDERATION BY THE BOARD**

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

**BACKGROUND**

Through grant funding we are able to purchase multiple welding units for the LCC Institute of Technology. Our students will benefit from having the latest technology in the new facility.

**PRESIDENT'S RECOMMENDATION**

The bids will be opened on Monday, March 5<sup>th</sup> at 2:00pm. Staff will review the bids and have a recommendation at the regular meeting on Thursday, March 8<sup>th</sup>.

(agnPropCasInsBidSpecs)



Agenda Item #:VII.A.  
Date: March 8, 2018

**SUBJECT**

Program Review: Respiratory Therapy

**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: Respiratory Therapy as presented.



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

Report Prepared by: Program/Discipline Committee

Kara Good  
*Kara Good*  
**Lead Faculty**

*Kara Good*  
**Signature**

2-21-18  
**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

Kathy Johnston *Kathy Johnston*

Vice President of Finance and Operations or Designate

Megan Hentzen *Megan Hentzen*

Director of Public Relations or Designate

Kimberly Dowling *Kimberly Dowling*

Director of Information Technology or Designate

Coleen Carter *Coleen Carter*

Dean of Instruction

Rick Carpenter *Rick Carpenter*

Educational Support Staff

Tonya Evans *Tonya Evans*

Faculty

Jennifer Harding *Jennifer Harding*

Faculty

Ross Harper *RH*

Faculty

Brian Vediz *Brian Vediz*

Vice President of Academic Affairs

Joe Burke *Joseph C. Burke* 2/23/18

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

President's Council Designate

Date

*[Handwritten Signature]*

*2/27/18*

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

President

Date

Dr. Mark  
Watkins

*Mark Watkins*

*2.28.18*

## Executive Summary

The purpose of the five year Program Review is to evaluate the viability and quality of a particular program and institute a process to improve services to our students and supporting constituency. The Respiratory Therapy Program underwent a Program Review in 2012, and then a follow up in 2013. It was decided to have a follow-up review as, at the time, the respiratory therapy program underwent a change in leadership with three different directors and instructors within three years' time. In addition, there had been three curriculum changes between the years of 2009 and 2012. The actions of a previous director had placed the program in jeopardy, and the program underwent 11 months of probation from the accrediting site, the Commission on Accreditation for Respiratory Care. The aforementioned issues were fixed. The director and clinical coordinator have been stable in their positions. The curriculum has been fixed and aligned with KBOR. Most importantly, the issue that caused the probationary status, which was the national board exam pass rates, has been recuperated, and held superior, above the national average since 2012.

The major changes that are related to the improvements within the Respiratory Therapy Program include:

- Part time Marketing Coordinator
- Stable leadership
- Improved professional development
- Improved clinical coordinator job description
- Clinical sites added
- Flipping the classroom
- Improved laboratory space
- Improved computer laboratory
- Addition of student housing

These changes are directly related to the previous program review. The plan of the previous review was to hire adjunct instructors to allow the director to recruit. This plan was put into place. The class size improved. However, it was noticed the pass rates for the sections of the national board exam, associated with the classes taught by adjunct instructors, fell from 100% to 86%. The threshold for the national board exam is 85%. The number one key, with the previous 5 year history, is the ability to prove our program is impeccable. Therefore, after discussion with HR and the VP of Academic Affairs, the plan was changed so that the director was back in the classroom, and program would hire a part time marketing coordinator. This took place in 2014. With that move, our enrollment tripled. Not only was the quantity of the students improved, but there was an improvement in quality of students with the marketing coordinator. However, after one year, the marketing coordinator hours were cut from 18 to seven, to allow more time for admissions, and our class size followed suit. Nevertheless, we are working with the admissions department to make the most of those seven hours. The Marketing Coordinator and the Director have shared responsibilities regarding recruiting and marketing. In some instances, the students have been a part of the recruiting and marketing process. We have amped up our social media advertising, and as always, the word of mouth advertising from current students



has proven to be our best advertisement. I am proud to say we have seen an increase in interest in our program as a result of these improvements as well.

In June of 2012, Kara Good became the director of the department, and has held that position for nearly six years. With her leadership, the pass rates and job placement rates have increased above national standards, the curriculum has remained strong, and the accreditation agency has stated the program is “right on target”. Since the placement of this director, area hospitals are hiring our graduates over other respiratory therapy programs. In the fiscal year of 2017, the program developed a new job description for the clinical coordinator. This has further improved relationships between the clinical sites and Labette Community College. Also, in fiscal year 2017, the teaching staff of the respiratory therapy department started the practice of flipping the classroom. This has proved beneficial, as it allows for more time in the laboratory for hands-on training. It also allows the students to hear the lectures multiple times while at their places of residence. This change ties in with the addition of the Zetmeir Health Science Building, with enhanced laboratory, simulation, and computer laboratory space. These areas are needed to educate our students with hands-on and simulated training. Flipping the classroom further allows our students better use the state-of-the art accommodations of the Zetmeir Health Science building, as flipping the classroom allows more time for hands-on practice and computer simulation. Prior to the move to the health science building, the students did not have adequate lab space or storage. Furthermore, there was not room for computers. This is no longer the case. The outcomes have greatly been improved as a result of this addition. Lastly, the addition of The Villas has improved the class number, as we currently have three students living in The Villas. We have one student from Joplin, and two from Wichita, that have chosen LCC because of the great outcomes of our graduates, and student housing.

We have a quality Respiratory Therapy Program. Our focus is to increase awareness and enrollment. We have been working with Admissions, Public Relations, and Administration to further improve the knowledge and understanding regarding the vocation of respiratory therapy. Our Marketing Coordinator recently worked with the Graphic Design program to improve media to interested students. We also travel to numerous high schools within the area to discuss the role and need of respiratory therapists in the health field. We are active with Greenbush, and Kansas University’s outreach programs. These partnerships have helped out public relations within area schools and hospitals.

Students enrolled in Respiratory Therapy complete general education courses which contribute to additional college funding sources. Furthermore, the Respiratory Therapy program helps LCC maintain students, by guiding them into the LCC Diagnostic Medical Sonography (DMS) program. Currently, half of the first year DMS class is from the Respiratory graduating class of 2017. In addition, there are Respiratory Therapy students who are slated to graduate in May of 2018 who will apply to the DMS program.

It is clear to see the Respiratory Therapy program is a valuable service not only to the area hospitals and clinical sites, but also to LCC itself. We have developed a business model that works for our program. We have hired a part time marketing coordinator while being more frugal with adjunct instructors. This model keeps our intrinsic and extrinsic customers greatly satisfied. There is a regional demand for our graduates. Now that we have proven the success of our program, students are excited about being a part of our program, and local hospitals, as well as those across the nation, reach out to us routinely to hire our students.

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**ACADEMIC PROGRAM/DISCIPLINE REVIEW**  
**Labette Community College**

**Introduction to Program**

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

Labette Community College provides quality learning opportunities in a supportive environment for success in a changing world. The Respiratory Program relates to this mission. Our goal is to produce competent advanced-level graduate respiratory therapists that are capable of providing quality respiratory care anywhere in the healthcare field. The world of medicine is in a constant state of change and improvement. The program addresses this challenge by keeping up-to-date through use of current textbooks, journal readings, conferences, and relevant clinical exposure. Furthermore, we have improved our use of technology to better serve our students, through hybrid courses, and flipping the classroom.

The college's mission statement, core values, and strategic plan are found on it's website at [www.labette.edu](http://www.labette.edu).

***B. Program Recognition/Accreditation***

The Respiratory Program was awarded 10 year accreditation in 2012. This is the longest term for accreditation possible, which shows the accreditation has faith in our program. The Director, Kara Good was awarded the Distinguished Alumni award in 2015. Kara has also been asked to talk at international seminars for the American Association of Respiratory Care; she has talked at KU Health Career Symposiums, and has even taught classes for our own nursing program, regarding the functions of the heart, and the respiratory system. The Respiratory Program has earned service awards from the Student Government Association for practices of hosting an annual Cystic Fibrosis fundraiser, and participating in LCC charitable events.

***C. Program/Discipline Demand/Need***

Respiratory Therapists are allied health care professionals who care for patients with deficiencies and abnormalities in the cardiopulmonary system. This includes patients with heart and/or lung disease. Disease states or conditions that require respiratory therapy include, but are not limited to: asthma, emphysema, chronic obstructive pulmonary disease (COPD), pneumonia, cystic fibrosis, shock, trauma, heart attack, surgery, etc.

LCCs curriculum prepares our students to work in the hospital setting, home health setting, physician's office, rehabilitation unit, or in a unit in which the respiratory therapist conducts polysomnography (for sleep apnea), or pulmonary function testing. Our graduates are also prepared to transfer to a four-year university to earn a bachelors in

Respiratory Therapy, or Health Care Management. Our curriculum is designed to allow students to matriculate to Wichita State University, or Missouri State University to become a Physician's Assistant. In addition, we have had a few graduates go on to medical school. There is a wide career path, with a history of success for our graduates.

Furthermore, the demand for Respiratory Therapists is expected to continue to increase. The United States Bureau of Labor Statistics projects employment of respiratory therapists to increase by 23% over the next 10 years. This is faster than average as a result of growth in the middle-aged and elderly population mixed with more active role in the case management and emergency care, for example, hospitals have begun teaching RTs the role of ultrasound, and arterial line catheters, formerly performed by anesthesiologists.

The median pay for Respiratory Therapists in 2016 was \$58,670, with the lowest 10 percent earning less than \$42,490, and the highest 10 percent earning \$81,550. Information regarding the demand and salary follows:

<b>Quick Facts: Respiratory Therapists</b>	
<b><u>2016 Median Pay</u></b>	\$58,670 per year \$28.21 per hour
<b><u>Typical Entry-Level Education</u></b>	Associate's degree
<b><u>Work Experience in a Related Occupation</u></b>	None
<b><u>On-the-job Training</u></b>	None
<b><u>Number of Jobs, 2016</u></b>	130,200
<b><u>Job Outlook, 2016-26</u></b>	23% (Much faster than average)
<b><u>Employment Change, 2016-26</u></b>	30,500

Table 1 - <https://www.bls.gov/ooh/healthcare/respiratory-therapists.htm>

## Respiratory Therapists National Median Pay

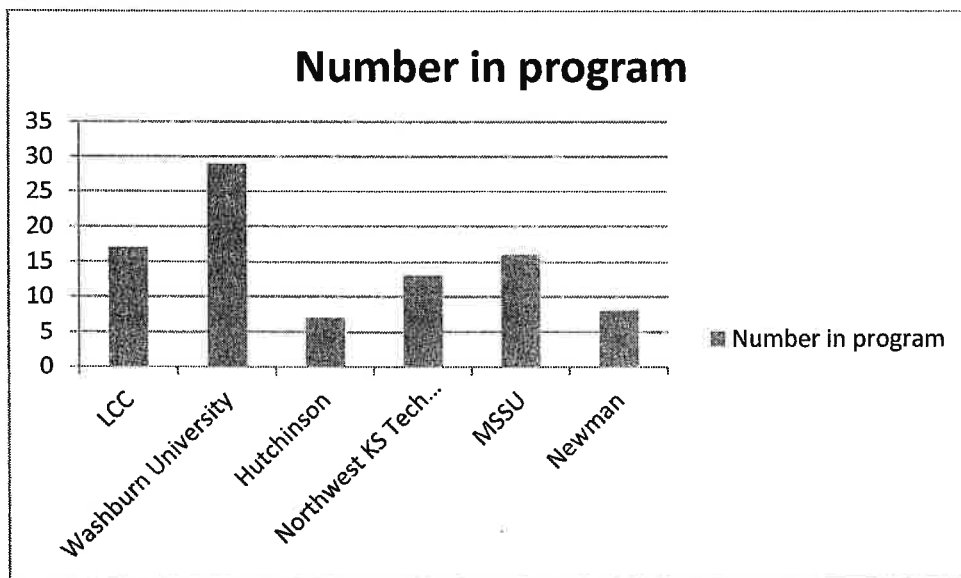
Median annual wages, May 2016

Health diagnosing and treating practitioners	Respiratory therapists	Total, all occupations
	\$77,980	
	\$58,670	

Table 2 - <https://www.bls.gov/ooh/healthcare/respiratory-therapists.htm#tab-5>

According to the Kansas Bureau of Labor Statistics, the mean hourly wage for Respiratory Therapists for 2016 is \$25.41, with the annual mean wage of \$52, 860. [https://www.bls.gov/oes/current/oes\\_ks.htm#29-0000](https://www.bls.gov/oes/current/oes_ks.htm#29-0000)

In addition to the above information, there is a regional need for our graduates. During every semester, the Respiratory Therapy Program administers surveys to students, graduates, advisory committee members, and employers of our graduates. It is noted there is a constant need for our graduates. The market is not saturated; in fact the Program Director receives multiple emails from areas all over Kansas and the nation asking for our graduates. See below (Graph 1), showing the number of students currently in the LCC Respiratory Therapy Program, compared to those of other institutions within our region.



Graph 1. Data compiled February of 2018.

#### **D. Summary Statement of Faculty Qualifications**

(Data found in appendix)

According to the Committee for Accreditation for Respiratory Care (CoARC), a program director must have a minimum of a Bachelor Degree, hold the registry credential for the National Board for Respiratory Care (NBRC), and have a minimum of four years as a Registered Respiratory Therapist. The program director, Kara Good, meets all these criteria. Kara has over 20 years experience in the medical field. She has worked in the Neonatal, Pediatric, Medical, Surgical, Cardiac, and Neuromuscular Intensive Care Units. She also worked in the Emergency Room, and was a member of the Neonatal Transport Team. Kara was the Supervisor at a top 100 hospital in Springfield, Missouri, and has written protocols that statistically saved one post-operative patient per month. She was part of a team that also wrote ventilator protocols that saved the hospital \$4.5 million dollars per year. Kara has spoken at the American Association for Respiratory Care

International Convention, and at a KU Healthcare symposium. She is a Registered Respiratory Therapist, and is working on her Master's Degree.

CoARC states the clinical coordinator must have a minimum of a Bachelor Degree, hold the registry credential from the NBRC and have a minimum of four years as an RRT. Jennifer Harding is our clinical instructor and meets these requirements. She has been a Registered Respiratory Therapist for 18 years, and has seven years of hospital experience, mixed with 15 years at LCC. She has worked in the Surgical, Medical, and Burn Intensive Care Units. Jennifer is a very valuable member of the team as she has exceptional networking abilities with the clinical sites, and their staff.

CoARC has no requirements for adjunct instructors. Ross Harper has five years experience as a Certified Respiratory Therapist, with a background in home health. Ross teaches two didactic classes and up to two laboratory classes per year. He also has a background in public relations. As with Jennifer, Ross is very valuable to the college, as he has connections to several businesses and high schools.

All three instructors are graduates of LCC. We ultimately came back to work here because we believe in the institution and wish to pay forward our successes.

### ***E. Faculty Recognition***

Kara Good

- Nominated for Distinguished Faculty Award during first year of teaching
- Distinguished Alumni Award, 2015
- Spoke at KU's Health Care Symposium, 2017
- First director to identify and put into use the position of Marketing Coordinator (recruiter), as an important part of the business model, resulting in a tripled enrollment.
- Increased pass rates from 55% in 2010 to 100% by 2013, and maintained pass rates above national average over the past seven years

Jennifer Harding

- LCC's Operation Excel "Shed the Light" Award
- Improved Job Description to improve student outcomes, and relationships with clinical sites.

### ***F. How Does the Discipline Use Professional Development?***

The American Association for Respiratory Care Summer Forum conference is specific to managers and educators in the respiratory field. It provides the latest technology, protocols, and updated material for the program director. Kara has attended this seminar annually for the past three years, and it is paid for with Perkins Grant money. Jennifer Harding also attends a state conference on an annual basis. This helps with networking among regional hospitals, and provides information

regarding new and improved practices within hospitals across the state of Kansas, and Missouri.

**G. Student Enrollment**

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

**Number Admitted to the Program (listed by year of admission)**

2013	2014	2015	2016	2017
13	4	13	4	14

**Number Newly Declared Majors by year (Still taking General Education Courses)**

2013	2014	2015	2016	2017
9	17	14	12	10

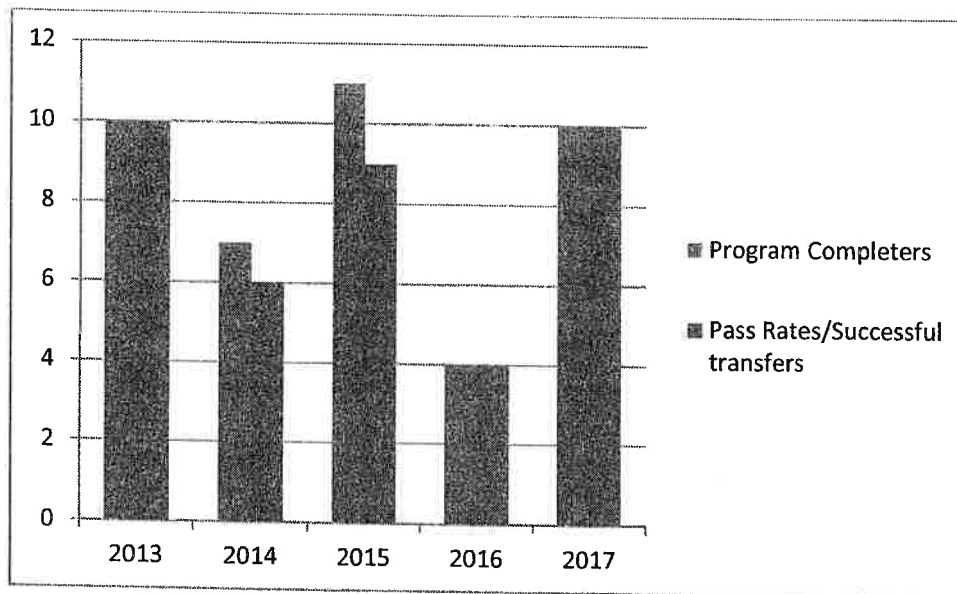
**Program Completers (listed by graduation year)**

2013	2014	2015	2016	2017
10	7	11	4	10

**Transfer/Licensure Rates (listed by graduation date)**

2013	2014	2015	2016	2017
10	6	9	4	10





Graph 2 – comparison of Completers/Pass rates.

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

The Respiratory Therapy Program promotes awareness of the program with social media, recruiting trips to high schools, career fairs, and courses held at Labette Community College. The most beneficial avenue for recruiting has been identified as the high school visits. Therefore, the Marketing Coordinator visits each high school in the area at least once per year to promote the Respiratory Therapy Program. We also work with the Public Relations and Graphic Design departments to update the college website, and provide pamphlets and flyers for the program to potential students. The Respiratory Therapy Department also markets within the college itself. We market within the College Success Skills courses as time permits, with the possibility of using videos when Respiratory Personnel are not available. Furthermore, we are working on making connections and networking with a CNA class. In addition to visiting with these courses, we reach out to LCC students who did not get into other healthcare programs, to let them know they have another option in the field of Respiratory Therapy.

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

Course Code	Course Title	2013	2014	2015	2016	2017	Total
RESP 101	Fundamentals of Respiratory Care I	10	14	4	13	6	47
RESP102	Fundamentals of Respiratory Care II	10	13	4	12	5	44
RESP105	RC Pharmacology	10	14	4	13	6	47
RESP 107	Cardiopul A and P	10	14	4	13	6	47
RESP 109	Clinical Practice I	9	13	4	12	5	43
RESP 110	Clinical Practice II	11	8	11	4	12	46
RESP 113	Pediatric Respiratory Care	11	8	11	4	12	46
RESP 115	Intro to Mechanical Ventilation	10	13	4	12	5	44
RESP 148	Comprehensive RC	12	8	11	4	11	46
RESP153	Cert Respiratory Therapist Review	11	8	11	4	12	46
RESP 158	Fundamentals of RC Lab	10	14	4	13	6	47
RESP 160	Fundamentals of RC Lab II	10	13	4	12	5	44
RESP 161	Fund of Respiratory Care Lab III	8	11	4	12	5	40
RESP 203	Fund of Respiratory Care III	8	11	4	12	5	40
RESP 205	Respiratory Diseases	9	13	4	12	5	43
RESP 207	Critical Care Medicine	11	7	11	4	11	44
RESP 211	Clinical Practice III	11	7	11	4	11	44
RESP 212	Respiratory Care Professional Forum	11	7	11	4	11	44
RESP 213	RC Topics and Proc	11	8	11	4	12	46
	<b>Totals</b>	<b>193</b>	<b>204</b>	<b>132</b>	<b>168</b>	<b>151</b>	<b>848</b>

**3b. Mean class size of courses per year.**

Courses are offered only one time per year. Therefore the mean and total are the same data.

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

Clinical Practice I, II, and III, are off campus, at various clinical locations such as hospitals, physician clinics, and home health facilities.

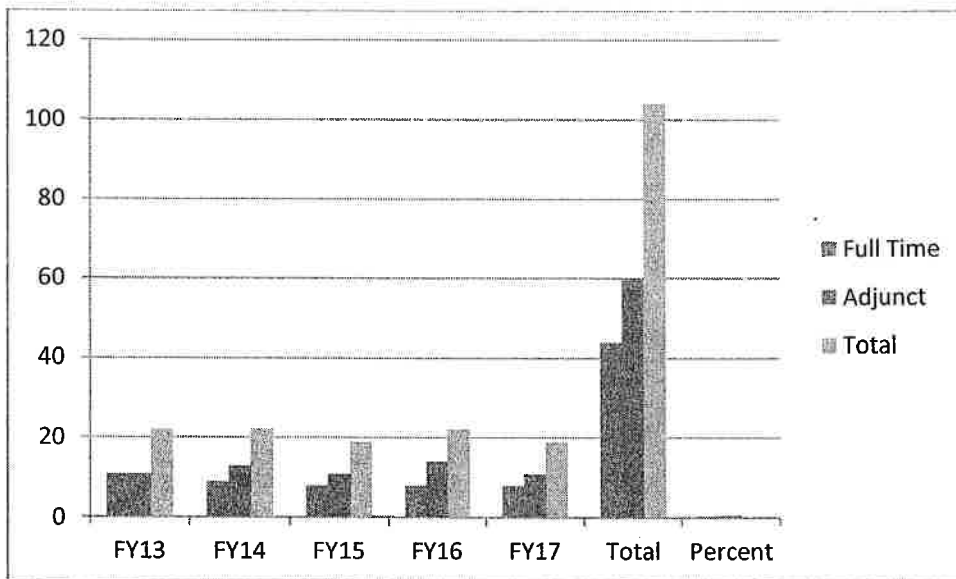
All other courses are taught on main campus. RESP 148 was the only online course in years 2013-2015. In 2016, this course was adapted to a hybrid course.

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

The Program Director and Marketing Coordinator are considered adjunct instructors. The Clinical Coordinator is contracted to teach six hours per semester. Therefore, all adjunct instructors are, in fact, full time employees. As noted in the summary, when outside adjunct instructors were hired in fiscal year 2013, the pass rates fell below threshold levels.

	FY13	FY14	FY15	FY16	FY17	Total	Percent
Full Time	11	9	8	8	8	44	42%
Adjunct	11	13	11	14	11	60	58%
Total	22	22	19	22	19	104	

Of note, the number of faculty is set based upon the Standards of our accrediting committee (CoARC), policies within Labette Community College, and KBOR. The CoARC standard states that there must be a Program Director, a Clinical Director (Clinical Coordinator), and “sufficient personnel” to provide effective instruction in the didactic, laboratory, and clinical setting. In clinical rotations and laboratory settings, the student to faculty ratio cannot exceed 6:1. Kansas Board of Regents and Labette Community College, respectively, have adopted the policy that states the Program Director is not allowed to teach more than 10 credit hours per semester. The clinical coordinator is to teach six hours per semester, leaving time for the clinical coordinator to attend clinical rotations.



Graph 3 - Full time vs Adjunct teaching hours, in relation to total hours taught

## H. Program Assessment

### What are the Program Outcomes Results?

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

Program Outcomes are the major learning areas within the discipline in which students will demonstrate mastery. These are linked to LCC's mission, "...to provide quality learning opportunities in a supportive environment for success in a changing world." They are comprised of Course Outcomes selected from concentration (student major course of study) courses. Program Outcomes have been, and will continue to be, used to: market the Respiratory Therapy Program to potential students, manage student expectations, demonstrate content relevance to students, and support placement of Respiratory Therapy Graduates. Program Outcomes are included with Course Outcomes in the form of a matrix. These outcomes are shared with the Higher Learning Commission and Commission on Accreditation for Respiratory Care. In keeping with the LCC goal of proving institutional effectiveness, the Respiratory Program also shares Student Learning Outcomes and Program Outcomes, as well as all surveys administered within the program, with our advisory committee.

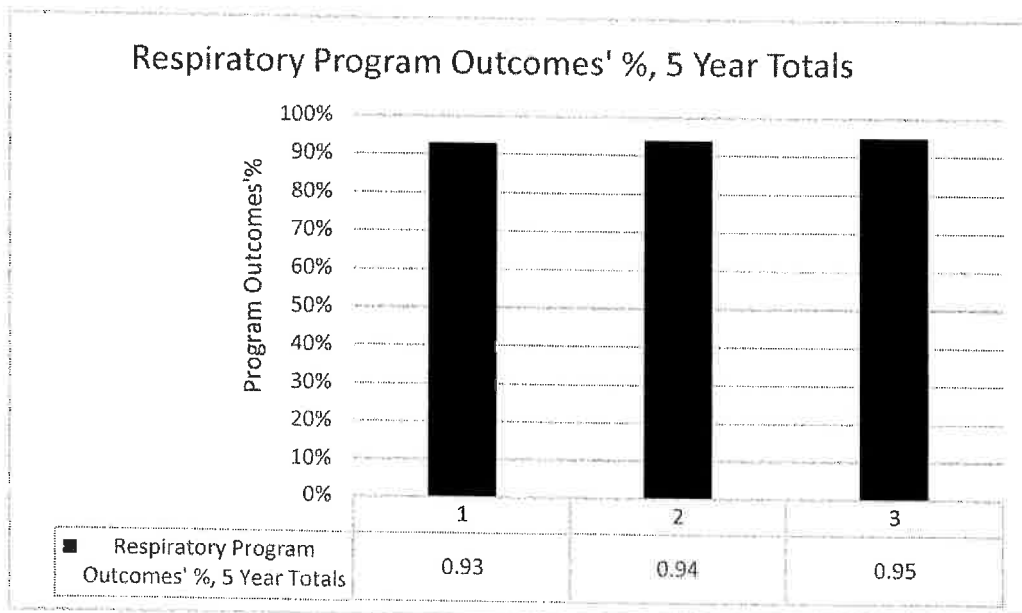
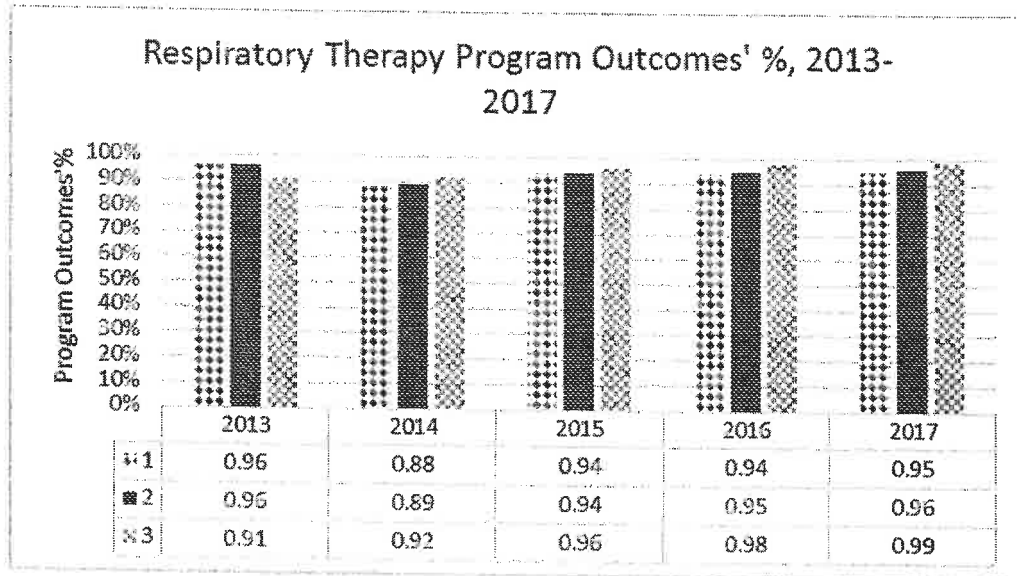
### Respiratory Therapy Program Outcomes Matrix

Graduates will be able to:

**PO1.** Demonstrate knowledge competencies and decision-making skills expected of an advanced –level respiratory therapist.

**PO2.** Demonstrate clinical proficiency/psychomotor skills required of an advanced level respiratory therapist

**PO3.** Demonstrate interpersonal skills required of an advanced-level respiratory therapist.



## ***I. Learning Resources***

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

**Are the facilities adequate for the program/discipline teaching needs? Please provide comments.**

Yes, the Respiratory Therapy Program is housed in the Zetmeir Health Science Building. Respiratory Therapy has a classroom, and lab space that allows students to have lecture, computer lab, and laboratory space, all in one area. Furthermore, the students are scheduled to be in the simulation area of the building at least once per week. The simulation lab is a valuable tool that allows students to become familiar with potential traumas, and patient cases that may not be seen in a clinical visit. The simulations also allow for debriefing. The debriefing period is a time for students to analyze the simulation, assess the performance, and develop a plan of action on how to improve the treatment. This is all performed in a controlled environment, so the future Respiratory Therapist will not have an element of surprise when faced with real patients in critical condition. The equipment within the Respiratory Therapy program has been purchased through grant funding. We use the machines and equipment not only for instruction, but also recruiting. The majority of the supplies used are covered by student fees associated with the Respiratory Laboratory Courses.

## ***J. Partnerships***

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

The program director has developed a partnership with the surrounding hospitals, clinics, and doctors' offices. The program has also been involved with surrounding schools to help recruit and educate the students of the future. The program director and the marketing coordinator are members of area high school advisory committees. The director and Marketing Coordinator attend job fairs, and visit high school classes throughout Southeast Kansas, Northeast Oklahoma, and Southwest Missouri. The program participates in activities sponsored by the Greenbush Education Center. The program director has taught the topics of respiratory therapy and heart function and assessment to the LCC nursing class. She has helped facilitate Certified Nursing Aid, Certified Medication Aid, and Pharmaceutical Technician pinning ceremonies to show support in these disciplines. The Respiratory Therapy Program has teamed up with the Respiratory Manager at Labette Health, to gain experience in writing procedures and protocols for a Respiratory Department.

## Review of Previous Action Plan

<b>Weaknesses/Opportunities/Challenges</b>	<b>Program Outcome/Objective</b>	<b>Results</b>
Inadequate laboratory space	Construction of Zetmeir Health Science building	Completed
Financial Hardship preventing the attending of seminars that would be beneficial for staff and program	Perkins Grant funding for Professional Development improved	Completed and Ongoing
Three directors since 2008, resulting in program instability	Stable personnel within program	Completed. Program Director in place for five years. Clinical Coordinator in place for 15 years.
Three curriculum changes between 2009 and 2012	Maintain stable curriculum	Completed. Classes have been aligned with KBOR and remain stable.
High costs associated with a Health Science program	Look for ways to increase revenues	Ongoing. Perkins Grants completed. Fees increased to cover supplies. New fees added to RESP 153 and RESP 148 increase money in respiratory care budget under Board exams.
There is a regional demand for our graduates	Maintain and strengthen relationships with clinical sites	Completed and Ongoing
Opportunities for increase recruiting with new Health Science building	Natural Draw to increase enrollment	Completed.
Low enrollment	Work with LCC PR department to develop and implement a plan to market the Respiratory Therapy Program	Ongoing. Also working with Graphic Design Program, and Admissions

1. SUMMARY REPORT: Strengths, Weaknesses, Opportunities, Challenges

**ACADEMIC PROGRAM REVIEW**

**Date: 2/19/2018**

**Academic Program/Discipline:**

**REVIEW COMMITTEE IDENTIFIED STRENGTHS**

*Discuss the major strengths of the academic program/discipline.*

The major strength of the Respiratory Therapy Program is the fast growing market. The market is showing a 23% increase over the next eight years. The Respiratory Therapy Program is one of seven accredited programs in Kansas. Our closest competitor is MSSU in Joplin Missouri, which is reportedly more expensive than LCC. The Respiratory Therapy Program offers students the ability to be credentialed as Certified Respiratory Therapists, with knowledge to take a secondary test to become a Registered Respiratory Therapists. (The Registered Respiratory Therapist exam allows for higher wages and higher job sustainability, as a more valuable employee.) The students also have the option to continue at LCC as part of the Diagnostic Medical Sonography Program. Other strengths include:

1. High Pass rates for our students: Pass rates for the national credentialing exams are above the national average, and have been over the past 5 years.
2. Accreditation Achieved: The Respiratory Program received a ten year Accreditation, which is the longest time frame allowable.
3. High Retention of students: The Retention rate is above threshold of 86%.
4. Job Placement rates are above the national average.
5. Cost analysis of other respiratory therapy programs in the area show our cost is less than most programs. We currently have students from Wichita, Kansas, and Joplin, and Nevada, Missouri.
6. Campus housing: We currently have three students living in the Villas.
7. Qualified and stable employees: All members of the program are graduates of the LCC Respiratory Therapy Program; and as a result bring buy in, dedication, and over 40 years combined experience to the classroom.
8. Facilities: The Zetmeir Health Science Building is optimal for student learning
9. Supportive Advisory Committee
10. Relationships with Clinical Sites: The newly rewritten job description for the clinical coordinator has strengthened the visibility and relationships with clinical sites.
11. Director Recruiting: The Program Director takes an active role in recruiting, by means of talking to area High School Students, LCC students enrolled in College Success Skills, Health Science Career Days, LCC Senior Days, Greenbush sponsored activities, and other opportunities as they come available.



**SUMMARY REPORT  
ACADEMIC PROGRAM REVIEW**

**Date: 2/19/2018**

**Academic Program/Discipline:**

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

*Discuss the major weaknesses, opportunities, or challenges of the academic program/discipline.*

**Enrollment numbers:** The number of students within the program is directly related to the actions of Public Relations and Recruiting. Also, there is not an advisor for the Zetmeir Health Science Building. Therefore, if the faculty is in a meeting, instructing, at clinical sites, or recruiting, a potential student has no individual with whom to connect.

**Increase Recruitment Funds:** There is a regional demand for our graduates, and an opportunity to increase enrollment with available student housing. There is a possibility of a new position for a Recruiter/Advisor, within the college. If this does not take place, additional monies may be needed for the Marketing Coordinating mileage.

**Outdated Equipment:** Much of the laboratory equipment is 5-10 years old, or older. The wear and tear of the equipment is quite evident, and can make the teaching of hands-on practices somewhat difficult

## Program Action Plan

Date: 02/19/2018

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

Weaknesses/ Opportunities/ Challenges	Program Outcome/ Objective	Estimated Cost/ Department Budget	Operational Plan Year of Implementation, Associated Core Value and Outcome, and/or Completion or Proposed Administrative Action	Person Responsible DOI/Advisory Committee
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Enrollment numbers Availability of Marketing Coordinator (recruiter) No advisor for Health Science building	Possible Recruiter/Advisor Work with Public Relations, Graphic Design, and Admissions	No additional Budget cost	FY 2019 Relies upon administrative decision for Recruiter/Advisor Core Value 3D	DOI/Director
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Recruitment Funds	Work with accounting to reorganize budget to pay for mileage/recruiting materials. Continue with Health Fairs, Career Fairs, Healthcare Seminars, Greenbush activities, and High School Visits	\$500 increased mileage for recruiting	FY2019 Core Value 4C	Director
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<p>Outdated Equipment.          Much of the laboratory equipment is 5-10 years old, or older. The wear and tear of the equipment is quite evident, and can make the teaching of hands-on practices somewhat difficult</p>	<p>Request grant money from Perkins as grants become available.</p>	<p>Grant funded. Innovative Grants from KBOR</p>	<p>FY 2020          Core Value 1D</p>	<p>Director/DOI/Perkins Coordinator</p>
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## **Appendix A: List of Courses**

Concentration Requirements	Credit Hrs	
RESP		
101	Fundamentals of Respiratory Care I	3
RESP		
102	Fundamentals of Respiratory Care II	3
RESP		
105	Respiratory Care Pharmacology	3
RESP		
107	Cardiopulmonary Anatomy and Physiology	2
RESP		
109	Clinical Practice I	2
RESP110	Clinical Practice II	5
RESP		
113	Pediatric Respiratory Care	3
RESP		
115	Introduction to Mechanical Ventilation	3
RESP		
148	Respiratory Comprehensive Review	2
RESP		
153	CRT Review	1
RES 158	Fundamentals of Respiratory Care I Lab	1
RESP		
160	Fundamentals of Respiratory Care II Lab	2
RESP		
161	Fundamentals of Respiratory Care III Lab	2
RESP		
203	Fundamentals of Respiratory Care III Lab	3
RESP		
205	Respiratory Care Diseases	3
RESP		
207	Critical Care Medicine	3
RESP		
211	Clinical Practice III	5
RESP		
212	Respiratory Care Professional Forum	2
RESP		
213	Respiratory Care Topics and Procedures	3

## **Appendix B: Faculty in Program Qualifications**

### **Summary of faculty qualifications**

Name of instructor: **Kara Good**

Education:

- B.S. Business Management, University of Phoenix, online, 2006.
- A.A.S. Respiratory Care, Labette Community College, 2000.

Courses being taught at LCC during the past five year

- Fundamentals of Respiratory Care Lab I
- Fundamentals of Respiratory Care Lab II
- Introduction to Mechanical Ventilation
- Fundamentals of Respiratory Care III
- Fundamentals of Respiratory Care Lab III
- Pediatric Respiratory Care
- RC Topics and Procedures
- CRT Review
- Critical Care Medicine
- RC Professional Forum
- Comprehensive RC

Does the instructor's degree meet the minimum requirements for the courses being taught?

Yes. According to Committee for Accreditation Respiratory Care (CoARC), a program director must have a minimum of a Bachelor Degree, hold the registry credential from the National Board for Respiratory Care, and have a minimum 4 years' experience as a registered respiratory therapist (RRT). The Program Director meets and exceeds all these standards.

Name of instructor: **Jennifer Harding**

- Education: B.S. Technical Teacher Education, Pittsburg State University, Pittsburg, KS, 2007
- A.A.S. Respiratory Care, Labette Community College, Parsons, KS, 2000

Courses being taught during the past five years:

- Fundamentals of Respiratory Care I
- Fundamentals of Respiratory Care I Lab
- Fundamentals of Respiratory Care II
- Fundamentals of Respiratory Care II Lab
- RC Pharmacology
- Clinical Practice I

- Clinical Practice II
- Clinical Practice III
- Clinical Practice IV

Does the instructor's degree meet the minimum requirements for the courses being taught?

Yes. According to Committee for Accreditation Respiratory Care (CoARC), a clinical coordinator must have a minimum of a Bachelor Degree, hold the registry credential from the National Board for Respiratory Care, and have a minimum 4 years' experience as a registered respiratory therapist (RRT). This individual meets these requirements.

Name of instructor: Ross Harper

- Education: AAS in Respiratory Therapy, 2013, Labette Community College, Certified Respiratory Therapist, 2013.
- Currently working on Bachelor of Science, with expected graduation in 2020  
Yes, approved as appropriately credentialed by accreditor, COARC, to teach

Courses taught during the past five years:

- Cardiopulmonary Anatomy and Physiology
- Respiratory Care Diseases
- Fundamentals of Respiratory Care Lab I
- Fundamentals of Respiratory Care Lab II
- Fundamentals of Respiratory Care Lab III

### ***Appendix C: Perkins Core Performance Data***

To assess the extent to which the State of Kansas and local recipients have improved the quality of career and technical education programs, Perkins legislation sets forth minimum core indicators of performance for career and technical education programs at the postsecondary level. [Sec. 113(b)(1)(B)] These measures of performance are incorporated into the State plan as a condition of approval by the U.S. Department of Education, must be valid and reliable and include, at a minimum, measures of each of the following:

#### **Postsecondary Core Indicators of Performance**

- **1P1 - Technical Skill Attainment**—Student attainment of challenging career and technical skill proficiencies, including student achievement on technical assessments, that are aligned with industry-recognized standards, if available and appropriate. Measures any student identified as a concentrator who attempted a technical skill assessment test.

Numerator = number of CTE concentrators who passed technical skill assessments that are aligned with industry-recognized standards, if available and appropriate, during the reporting year

Denominator = number of CTE concentrators who attempted technical skills assessments during the reporting year

Note: A list of Technical Skill Assessments and corresponding credentials can be found on the [kansasregents.org](http://kansasregents.org) website.

- **2P1 - Credential, Certificate, or Degree**—Student attainment of an industry-recognized credential, a certificate, or a degree. Measures concentrators who earned an award and are NO LONGER enrolled in postsecondary education.
  - Numerator = number of CTE concentrators who receive an industry recognized credential, a certificate, or a degree during the reporting year
  - Denominator = number of CTE concentrators who are no longer enrolled in post-secondary education during the reporting year
- **3P1 - Student Retention and Transfer**—Student retention in postsecondary education or transfer to a baccalaureate degree program. Measures concentrators who were enrolled during the reporting year and remained in postsecondary education the following fall. All students who earned an award or an industry recognized credential are REMOVED from the analysis.
  - Numerator = number of CTE concentrators who remained enrolled in their original postsecondary institution or transferred to another 2- or 4- year postsecondary institution during the reporting year and who were enrolled in postsecondary education in the fall of the previous reporting year
  - Denominator = number of CTE concentrators who were enrolled in postsecondary education in the fall of the previous reporting year and who did not earn an industry-recognized credential, a certificate, or a degree in the previous reporting year
- **4P1 - Student Placement (Follow-up)**—Student placement in military service or apprenticeship programs or placement or retention in employment, including placement in high skill, high wage, or high demand occupations or professions. Measures placement of all concentrators who are NO LONGER enrolled in postsecondary education. Only students who have completed, earned an industry recognized credential or have dropped out of postsecondary education are included in the analysis.
  - Numerator = number of CTE concentrators who were placed or retained in employment or placed in military service or apprenticeship programs in the 2<sup>nd</sup> quarter following the program year in which they left postsecondary education (i.e., unduplicated placement status for CTE concentrators)

who graduated by June 30, 2010 would be assessed between October 1, 2010 and December 31, 2010)  
Denominator = number of CTE concentrators who are no longer enrolled in postsecondary education during the reporting year

- **5P1 - Nontraditional Participation** -- Student participation in career and technical education programs that lead to employment in nontraditional fields. [Sec 113(b)(2)(B)]. Measures all participants and concentrators enrolled in gender underrepresented programs.  
Numerator = number of CTE participants from underrepresented gender groups who participated in a program that leads to employment in nontraditional fields during the reporting year  
Denominator = number of CTE participants who participated in a program that leads to employment in nontraditional fields during the reporting year
- **5P2 - Nontraditional Completion**—Student completion of career and technical education programs that lead to employment in nontraditional fields. [Sec 113(b)(2)(B)]. Measures all nontraditional concentrators who earned an award in a gender underrepresented program.  
Numerator = number of CTE concentrators from underrepresented gender groups who completed a program that leads to employment in nontraditional fields during the reporting year  
Denominator = number of CTE concentrators who completed a program that leads to employment in nontraditional fields during the reporting year

Note: A list of gender nontraditional occupations can be found on the [kansasregents.org](http://kansasregents.org) website.



Agenda Item #: VII.B.  
Date: March 8, 2018

**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 1.04 Membership of the Board

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees approve the Policy 1.04 Membership of the Board. Approval is recommended.



**POLICY 1.04****MEMBERSHIP OF BOARD**

- A. Election of Members: The Board shall consist of six members to be nominated and elected in conformity with the state laws and regulations applicable thereto. Usually this is accomplished by the qualified voters of the district at the general school election in April November of each odd numbered year. Their term of office shall begin on the first day of July January following their election. 71-1401-1420
- B. Officers: At the regular meeting in July of each year, the Board elects for one year a chairperson and vice-chairperson from its members. The first item on the agenda for the July regular meeting will be election of officers. The chairperson from the previous fiscal year (or other presiding officer) will conduct the election of a chairperson for the current fiscal year. The newly elected chairperson will assume the office at once and preside over the remainder of the board meeting. A member of the board will not be eligible to serve as chairperson for more than two successive terms. The Board also elects a secretary-clerk for a term of one year and another person, who cannot be a member of the Board, to serve as treasurer. The Board also employs and retains legal counsel. 71-201
- C. Vacancies: Vacancies in the Board of Trustees shall be filled by the Board by appointment as stated in 71-201(15).
- D. Power to Appoint other Officers and Agents: The Board of Trustees shall have power to appoint such other officers and agents as the Board may deem necessary for transaction of the business of the Board.
- E. Authority of Members: No member of the Board of Trustees shall have power to act in the name of the Board of Trustees outside regular or special Board meetings unless so directed by the Board of Trustees.
- F. Executive Functions: Board policies are executed under the direction of the President.

Revised: 3/12/98

Revised: 3/8/18



Agenda Item #: VII.C.  
Date: March 8, 2018

**SUBJECT**

Change one meeting date for the Board of Trustees

**REASON FOR CONSIDERATION BY THE BOARD**

**BACKGROUND**

We need to move the May regularly scheduled meetings of the Board of Trustees.

**PRESIDENT'S RECOMMENDATION**

Recommend changing the May 10<sup>th</sup> Board of Trustees meeting to Thursday, May 3<sup>rd</sup>.



Agenda Item #: VII.D.

Date: March 8, 2018

**SUBJECT**

New Program/Course Approval

**REASON FOR CONSIDERATION BY THE BOARD**

New programs/courses submitted to the Board of Regents require Board of Trustees approval.

**BACKGROUND**

Current courses are reviewed annually and new courses and programs are added to insure continuous instructional improvement. The exhibit represents new courses for addition to the LCC's curriculum by the Institutional Curriculum and Instruction Committee.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees approve the following new/revised programs/courses:

Programs

- Social & Human Services AS Degree

Courses

- Psychology as a Profession I, 2 credit hours

Approval is recommended.





## List of New Courses/Programs Approved by the Curriculum and Instruction Committee (C&I)

New/Revised Course Name & Course Description	Credit Hours	Code & Course Number	Date C&I Approved	Date Effective
Social and Human Services AS Degree			2/20/2018	FY 2019
<p>This program is designed for transfer to a four-year institution with a concentration in Developmental Disabilities in Human Services. This program is appropriate if the student wishes to launch a career in community-oriented social and human services occupations. The degree program can also prepare a student for immediate work in the field.</p> <p>The Board had previously approved a Social and Human Services Assistant Certificate and AAS Degree. After further discussion with Dr. David Hurford, the chair of the Psychology Department at PSU, and Dr. Mike Dixon, CEO of Parsons State Hospital and Training Center, it was decided that the Social and Human Services AS Degree would be a more practical choice because after graduation the student can gain entry-level employment or the student can transfer to PSU with our 2+2 Articulation Agreement to pursue a bachelor's degree. PSU is allowing LCC to teach Abnormal Psychology as part of the 2+2 agreement. This course is typically a 500-level course. They are also allowing us to teach Psychology as a Profession I which is also a PSU course.</p>				
Psychology as a Profession I	2	PSYC XXX	2/21/2018	Fall 2019
<p>The purpose of this course is to provide an overview of psychology as a major for undergraduates and careers in psychology and related fields. Additionally, this class will provide information regarding preparing for selected fields in these areas. Finally, this course will review the knowledge bases, skills, abilities, and other characteristics (KSAOs) that are necessary to acquire in order to be successful as a psychology major and beyond.</p>				



Agenda Item: VII.E.  
Date: March 8, 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**

2/2/2018

Check Number	Vendor	Description	Account Number	Amount	Total
120462	A T and T	Phone Service	11-6501-631-000	\$319.09	
		Phone Service - Cherokee Center	11-7103-631-000	\$291.17	\$610.26
120465	Travis T Brumback	Reimburse Mileage - Welding Class	12-4204-601-000	\$54.50	\$54.50
120466	Cardmember Service	Amazon Prime Membership	11-0100-484-000	\$19.98	
		La Quinta Inn, Wrestlig Hotel	11-5505-601-000	\$541.56	
		Hawthorn Suites, Wrestling Hotel	11-5505-601-000	\$1,071.60	
		SARA Annual Membership Dues	11-6501-681-000	\$2,000.00	
		Lynda.com Subscription Renewal	12-4200-630-014	\$359.88	
		Textbooks and Shipping Spring 2018	16-9381-740-000	\$100.63	\$4,093.65
120467	CareerSafe	OSHA Vouchers	12-4204-701-000	\$275.00	
		OSHA Vouchers	12-4204-701-000	\$1,550.00	\$1,825.00
120468	City of Parsons	Water Service	11-7102-632-000	\$1,637.02	
		Water Service	16-9482-632-000	\$141.88	\$1,778.90
120470	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$154.26	
		Cable - Cherokee Center	11-7103-701-000	\$88.65	\$242.91
120473	Lindi D Forbes	Reimburse Mileage - SEK Devep Dir	11-6505-601-000	\$42.51	\$42.51
120475	Ross Harper	Reimburse Mileage - Recruiting (9)	11-5302-601-000	\$366.24	\$366.24
120476	Tyler Christopher Hatcher	Reimburse Mileage - Recruiting	11-5502-603-000	\$109.00	\$109.00
120477	Theresa M Hundley	Reimburse Mileage - Cherokee Cente	11-5201-601-000	\$67.58	\$67.58
120478	Linseh Johnson	Reimburse Mileage - Meetings (3)	12-4204-601-000	\$53.96	\$53.96
120479	Kansas Gas Service	Gas Service	11-7102-633-000	\$1,027.24	
		Gas Service	11-7102-633-000	\$401.64	\$1,428.88
120480	Kansas Outdoor Advertising	January Advertising	11-6301-613-000	\$575.00	\$575.00
120481	Aaron Keal	Baseball Travel - 2/20/18	11-5502-601-000	\$550.00	\$550.00
120482	Aaron Keal	Baseball Travel - 2/8/18	11-5502-601-000	\$550.00	\$550.00

EXHIBIT

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

2/2/2018

Check Number	Vendor	Description	Account Number	Amount	Total
120483	KJCCC	Baseball Umpires for Spring 2018	11-5502-680-000	\$6,832.00	
		Officials for Home SB games	11-5509-680-000	\$2,624.00	\$9,456.00
120484	Leigh Ann Martin	Reimburse Mileage - LCC & Erie (3)	12-1215-601-000	\$115.54	\$115.54
120485	Leigh Ann Martin	Dental Clinic	12-1215-601-000	\$100.00	\$100.00
120486	NAPHE	NAPHE Reg - Kathi Bennett	12-1246-630-000	\$500.00	
		NAPHE Reg - Miranda Plumlee	12-1246-630-000	\$500.00	
		NAPHE Reg - Burce Bowles	12-1246-630-000	\$500.00	
		NAPHE Reg - Julie Page	12-1246-630-000	\$500.00	
		NAPHE Reg - Kimbra Beachner	12-1246-630-000	\$500.00	\$2,500.00
120487	Parsons Chamber of Commerce	Chamber Banquet Ticket-Mark Watkir	11-6101-709-000	\$30.00	\$30.00
120488	Ryan S. Phillips	Softball Travel - 2/23/18	11-5509-601-000	\$2,778.40	\$2,778.40
120489	Ryan S. Phillips	Softball Travel - 2/21/18	11-5509-601-000	\$766.88	\$766.88
120490	Ryan S. Phillips	Softball Travel - 2/16/18	11-5509-601-000	\$250.00	\$250.00
120491	Ryan S. Phillips	Softball Travel - 2/13/18	11-5509-601-000	\$300.00	\$300.00
120494	Mitchell A Rolls	Women's Basketball Travel - 2/21/18	11-5503-601-000	\$350.00	\$350.00
120495	Mitchell A Rolls	Women's Basketball Travel - 2/17/18	11-5503-601-000	\$300.00	\$300.00
120496	Mitchell A Rolls	Women's Basketball Travel - 2/10/17	11-5503-601-000	\$400.00	\$400.00
120497	Mitchell A Rolls	Women's Basketball Travel - 2/7/18	11-5503-601-000	\$300.00	\$300.00
120499	Jerrold W Stanford	Men's Basketball Travel - 2/21/18	11-5508-601-000	\$500.00	\$500.00
120500	Jerrold W Stanford	Men's Basketball Travel - 2/17/18	11-5508-601-000	\$550.00	\$550.00
120501	Jerrold W Stanford	Men's Basketball Travel - 2/10/18	11-5508-601-000	\$550.00	\$550.00
120502	Jerrold W Stanford	Men's Basketball Travel - 2/7/18	11-5508-601-000	\$550.00	\$550.00
120506	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$863.37	
		Custodians Phone Charges	11-7102-649-000	\$215.04	\$1,078.41
120507	Jeffrey Michael Vesta	Wrestling Travel - 2/2/18	11-5505-601-000	\$400.00	\$400.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	2/2/2018		Total
			Account Number	Amount	
120508	Westar Energy, Inc	Electricity	11-7102-634-000	\$13,703.01	
		Electricity - Cherokee Center	11-7103-634-000	\$1,031.89	
		Electricity	16-9482-634-000	\$554.04	\$15,288.94
120509	Scotty M Zollars	Reimburse Mileage - Iola Board Mtg	11-4101-602-000	\$67.04	\$67.04
				<u>\$48,979.60</u>	
	11-General Fund			\$43,174.17	
	12-Postsecondary Technical Education Fund			\$5,008.88	
	16-Auxillary Ent Fund			\$796.55	
	67-Capital Outlay			\$0.00	
				<u>\$48,979.60</u>	

Checks approved for release prior to Board action

Mark Watkins  
President

Leanna Doherty  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

2/8/2018

Check Number	Vendor	Description	Account Number	Amount	Total
120510	A T and T	Internet	11-6401-631-000	\$3,574.16	\$3,574.16
120512	CableONE	Cable Service	11-7202-648-000	\$138.72	\$138.72
120514	Coleen Carter	Reimburse Mileage - Cherokee Cente	11-6401-601-000	\$33.25	\$33.25
120517	Tammy Fuentes	Reimburse Meals - KCCLI	11-5701-601-000	\$72.18	
		Reimburse Mileage - KCCLI	11-5701-601-000	\$192.39	\$264.57
120522	Labette County Treasurer	Vehicle Registration, RV28	11-6502-720-000	\$28.75	\$28.75
120525	Tracie D Moon	Reimburse Mileage - Cherokee Cente	11-6401-601-000	\$33.79	\$33.79
120526	Phi Theta Kappa Honor Society	Registrations for PTK Intl Convention	11-1126-604-000	\$2,207.75	\$2,207.75
120527	Pittsburg State University	GCEA Conference - Melissa Kipp	11-4200-630-014	\$40.00	\$40.00
120529	Rural Water District #5	Utility Water, Cherokee	11-7103-632-000	\$23.63	\$23.63
120534	Veritiv	Copy Paper	11-6503-705-000	\$3,450.00	\$3,450.00
120535	Jeffrey Michael Vesta	Wrestling Travel - Regionals	11-5505-601-000	\$1,300.00	\$1,300.00
120536	W C A Waste Corporation	Trash Removal, Cherokee	11-7103-649-000	\$117.51	\$117.51
120537	Wildcat Extension District	Registration - Becky Leistikow	11-6504-630-000	\$10.00	\$10.00
				<u>\$11,222.13</u>	

11-General Fund.	\$11,222.13
12-Postsecondary Technical Education Fund	\$0.00
16-Auxillary Ent Fund	\$0.00
67-Capital Outlay	\$0.00
	<u>\$11,222.13</u>

Checks approved for release prior to Board action

*Mark Watkins*  
President

*Debra Roberts*  
Vice President of Finance & Operations



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

2/15/2018

Check Number	Vendor	Description	Account Number	Amount	Total
120538	Accident Fund	Workman's Comp	11-6501-590-001	\$3,500.40	\$3,500.40
120541	Linda G Brown	Reimburse Mileage - Clinical	12-1210-601-000	\$68.67	\$68.67
120542	Jody Burzinski	Reimburse Mileage - Cherokee Cente	11-6401-601-000	\$244.16	\$244.16
120543	Cherokee County News Advocate	Newspaper Renewal	11-4101-704-001	\$52.00	\$52.00
120546	FedEx Express	Package Shipping (6)	11-5303-701-000	\$132.52	\$132.52
120547	Brittany Haley	Reimburse PCA Courses	11-5507-701-000	\$90.00	
		Reimburse Vornado	11-5507-701-000	\$99.99	
		Reimburse Humidifier	11-5507-701-000	\$21.44	\$211.43
120548	Ross Harper	Reimburse Mileage - Recruiting (7)	11-5302-601-000	\$342.81	\$342.81
120550	Linseh Johnson	Reimburse Mileage - Meetings (3)	12-4204-605-000	\$103.55	
		Reimburse Meals - Meeting Luncheon	12-4204-605-000	\$30.76	\$134.31
120551	Kansas Department of Revenue	Printshop Sales Tax/Jan	11-6503-701-000	\$1.95	
		Bookstore Sales Tax/Jan	16-0000-216-001	\$8,586.07	
		Food Service Sales Tax/Jan	16-0000-216-002	\$341.72	\$8,929.74
120552	Kansas Gas Service	Gas Service	11-7102-633-000	\$1,230.19	
		Gas Service	11-7102-633-000	\$1,768.97	
		Gas Service	16-9482-633-000	\$174.99	\$3,174.15
120556	Kylie Lucas	Reimburse Mileage - Recruiting (7)	11-5302-601-000	\$274.68	\$274.68
120558	Ashley Moore	Reimburse Mileage - Clinical	12-1210-602-000	\$70.62	\$70.62
120559	N THERM, LLC	Gas Service	11-7102-633-000	\$531.70	
		Gas Service	11-7102-633-000	\$147.25	
		Gas Service	11-7102-633-000	\$75.11	
		Gas Service	11-7102-633-000	\$951.90	
		Gas Service	16-9482-633-000	\$199.71	\$1,905.67
120561	Parsons USD 503	Welding Instructor - T Brumback	11-1133-523-002	\$2,271.96	\$2,271.96

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
		2/15/2018			
120562	Pepsi-Cola	Pop for Fountain Machine	16-9684-701-000	\$724.54	\$724.54
120563	Ryan S. Phillips	Officials for Temple Tournament	11-5509-680-000	\$375.00	\$375.00
120564	Seth Roach	Reimburse KS Music Educators Assoc	11-4201-630-002	\$196.00	\$196.00
120567	Jeffrey Michael Vesta	Wrestling Travel - 2/23/18	11-5505-601-000	\$2,200.00	\$2,200.00
				<u>\$24,808.66</u>	
	11-General Fund			\$14,508.03	
	12-Postsecondary Technical Education Fund			\$273.60	
	16-Auxiliary Ent Fund			\$10,027.03	
	67-Capital Outlay			\$0.00	
				<u>\$24,808.66</u>	

Checks approved for release prior to Board action

Mark Watkins  
President

Shanna Doherty  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

2/23/2018

Check Number	Vendor	Description	Account Number	Amount	Total
121058	A T and T	Phone Service	11-6501-631-000	\$5,197.75	\$5,197.75
121059	A T and T	Internet	11-6401-631-000	\$1,616.40	\$1,616.40
121060	Amazon.com LLC	Popular Songs-Sing in theBarbershop	11-1111-700-000	\$59.96	
		Wireless Headset & Handset Lifter	11-5303-701-000	\$376.06	
		Cheetah Mounts APMEW Universal P	11-6401-646-002	\$24.69	
		IT Supplies	11-6401-701-000	\$801.76	
		LG K20 Plus Case	11-6401-701-000	\$19.65	
		IT Equipment	11-6402-850-000	\$343.97	
		IT Supplies	11-6402-850-000	\$85.76	
		Screws	11-7102-649-000	\$28.86	
121062	B P	Ear Plugs	12-1208-700-000	\$16.99	\$1,757.70
121063	Bank of Parsons	Gasoline	11-6502-720-000	\$693.55	\$693.55
		Principal - Zetmeir Building	11-6201-761-000	\$28,537.20	
		Interest - Zetmeir Building	11-6201-762-000	\$417.25	\$28,954.45
121064	Joseph Burke	Reimburse Mileage - KCIA Meeting	11-4201-601-000	\$163.50	\$163.50
121065	CableONE	Ted Hill Internet	11-6401-631-000	\$88.94	\$88.94
121066	CareerSafe	OSHA 10 Vouchers - General	12-4204-701-000	\$100.00	\$100.00
121068	Sara Comer	Reimburse Meals - Veterans Conf	11-5701-601-000	\$98.60	
		Reimburse Hotel - Veterans Conf	11-5701-601-000	\$207.79	
		Reimburse Parking - Veterans Conf	11-5701-601-000	\$95.12	\$401.51
121069	Alexander J Coplon	Reimburse Mileage - Recruiting	11-5502-603-000	\$234.35	\$234.35
121070	Crossroads Charters Inc.	WBB/MBB Bus Trip, Highland, KS	11-6502-720-000	\$1,280.00	
		WBB/MBB Bus Trip, Overland Park, K	11-6502-720-000	\$1,280.00	\$2,560.00
121071		Returned Books - Paid by Check	16-9381-740-000	\$60.48	\$60.48
121072	Tammy Fuentez	Reimburse Meals - KSCAA and PTK	11-5701-601-000	\$30.00	\$30.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	2/23/2018		Description	Account Number	Amount	Total
121072	Tammy Fuentez			Reimburse Hotel - KSCAA and PTK	11-5701-601-000	\$98.37	
				Reimburse Mileage - KCSAA and PTK	11-5701-601-000	\$174.40	\$302.77
121074	Graston Technique LLC			Seminar Reg - Ben McKenzie	11-4200-630-035	\$1,976.00	
				Seminar Reg - Ben McKenzie	11-4201-630-002	\$419.00	\$2,395.00
121075				Returned Books - Paid by Check	16-9381-740-000	\$183.60	\$183.60
121076	Aaron Keal			Baseball Travel - 3/29/17	11-5502-601-000	\$550.00	\$550.00
121077	Aaron Keal			Baseball Travel - 3/24/18	11-5502-601-000	\$550.00	\$550.00
121078	Aaron Keal			Baseball Travel - 3/15/18	11-5502-601-000	\$550.00	\$550.00
121079	Aaron Keal			Baseball Travel - 3/8/18	11-5502-601-000	\$550.00	\$550.00
121080	Aaron Keal			Baseball Travel - 3/1/18	11-5502-601-000	\$550.00	\$550.00
121082	Phillips 66 - Conoco - 76			Gasoline	11-6502-720-000	\$836.16	\$836.16
121083	Shell Fleet Plus			Gasoline	11-6502-720-000	\$25.93	\$25.93
121085	The Sentinel-Times			Newspaper Renewal	11-4101-704-001	\$47.00	\$47.00
121086	The Villas at LCC, LLC			Housing	11-0000-131-001	\$2,000.00	
				Housing	11-0000-131-001	\$946.22	
				Housing	11-0000-131-001	\$1,600.00	
				Housing	11-0000-131-001	\$1,368.00	
				Housing/	11-0000-131-001	\$3,225.00	
				Housing/	11-0000-131-001	\$2,400.00	
				Housing/	11-0000-131-001	\$2,000.00	
				Housing	11-0000-131-001	\$1,207.00	
				Housing/	11-0000-131-001	\$1,785.00	
				Housing	11-0000-131-001	\$2,506.44	
				Housing	11-0000-131-001	\$1,854.01	
				Housing	11-0000-131-001	\$522.00	



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	2/23/2018		Description	Account Number	Amount	Total
121086	The Villas at LCC, LLC			Housing	11-0000-131-001	\$1,253.00	
				Housing	11-0000-131-001	\$3,300.00	
				Housing	11-0000-131-001	\$2,000.00	
				Housing	11-0000-131-001	\$2,000.00	
				Housing	11-0000-131-001	\$803.46	
				Housing	11-0000-131-001	\$596.00	
				Housing	11-0000-131-001	\$2,000.00	
				Housing	11-0000-131-001	\$678.00	
				Housing	11-0000-131-001	\$572.00	
				Housing	11-0000-131-001	\$2,000.00	
				Housing	11-0000-131-001	\$1,409.61	
				Housing	11-0000-131-001	\$1,170.00	
				Housing	11-0000-131-001	\$1,303.00	
121088	Touchtone Communications			Housing	11-0000-131-001	\$1,492.00	\$82,931.82
				Long Distance	11-6501-631-000	\$147.39	
121089	Wal-Mart Community			Long Distance - Cherokee Center	11-7103-631-000	\$21.09	\$168.48
				Water and Faculty Microwave	11-7103-701-000	\$69.38	
				Distilled Water for Lab	12-1215-700-000	\$5.28	
				Food	16-9684-743-000	\$18.96	
				Food	16-9684-743-000	\$113.58	
				Food	16-9684-743-000	\$152.18	
				Food	16-9684-743-000	\$39.68	
				Food	16-9684-743-000	\$3.96	
				Food	16-9684-743-000	\$37.96	\$440.98
				Food	16-9684-743-000	\$150.39	\$150.39
121090	American Heritage Life Insurance Com			Cancer Premiums	11-0000-273-000	\$150.39	\$150.39



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

2/23/2018

Check Number	Vendor	Description	Account Number	Amount	Total
121091	American United Life Ins Co Group	Pre-life Insurance Premiums	11-6501-590-001	\$371.03	\$371.03
121092	Arnold Scott Harris	Garnishment	11-0000-270-000	\$306.53	\$306.53
121093	Arnold Scott Harris	Garnishment	11-0000-270-000	\$221.15	\$221.15
121094	Bay Bridge Administrators, LLC f/b/o S	Employee 403(b) Contributions	11-0000-258-000	\$15,106.00	
		Cancer Premiums	11-0000-273-000	\$403.39	
		Disability Premium	11-0000-275-000	\$564.28	
		Term Life Insurance Premiums	11-0000-276-000	\$721.93	
		Employer 403(b) Matching	11-6501-590-001	\$4,230.00	\$21,025.60
121095	Kahrs Law Offices PA	Garnishment	11-0000-270-000	\$350.00	\$350.00
121096	L C C Faculty Association	Faculty Dues	11-0000-264-000	\$1,007.60	\$1,007.60
121097	L C C Foundation	Employee Contributions	11-0000-268-000	\$615.00	\$615.00
121098	Security Benefit Life Insurance Co.	Medical Reimb/Child Care Exp	11-0000-277-000	\$2,651.65	\$2,651.65
				<u>\$158,609.32</u>	

11-General Fund	\$157,876.65
12-Postsecondary Technical Education Fund	\$122.27
16-Auxillary Ent Fund	\$610.40
67-Capital Outlay	\$0.00
	<u>\$158,609.32</u>

Checks approved for release prior to Board action

Mark Watkins  
President

Kenneth Doherty  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check  
Number

Vendor

Account  
Number

Description

Amount

Total

121102 Ace Hardware, Inc.

2/28/2018

Check Number	Vendor	Account Number	Description	Amount	Total
121102	Ace Hardware, Inc.	11-7102-649-000	Garden Sprayer	\$33.98	
		11-7102-649-000	Rubber Stop	\$0.86	
		11-7102-649-000	Gloves	\$6.99	
		11-7102-649-000	Pinch Point	\$36.99	
		11-7102-649-000	WD40	\$3.49	
		11-7102-649-000	Sand Tube	\$19.95	
		11-7102-649-000	Maintenance Supplies	\$7.38	
		11-7102-649-000	Spray Paint and O Rings	\$6.83	
		11-7102-649-000	Shop Towels and Drain Cleaner	\$26.98	
		11-7102-649-000	Spray Paint	\$6.00	
		11-7102-649-000	Maintenance Supplies	\$17.08	
		11-7102-649-000	Light Bulbs	\$12.99	
		11-7102-649-000	Maintenance Supplies	\$24.66	
		11-7102-649-000	Maintenance Supplies	\$49.73	
		11-7102-649-000	Plumbing Supplies	\$61.98	
		11-7102-649-000	Drain Cleaner	\$21.99	
		11-7102-649-000	Drain Cleaner	\$7.99	
		11-7102-649-000	Clock	\$17.99	
		11-7102-649-000	Heater	\$22.99	
		11-7102-649-000	Maintenance Supplies	\$20.69	
		11-7102-649-000	Bottlejack	\$21.99	
		11-7102-649-000	Maintenance Supplies	\$12.99	
		11-7102-649-000	Paint Brushes	\$1.79	
		11-7102-649-000	Pliers, Paint Supplies	\$18.47	
		11-7102-649-000	Gloves, Fence Grip	\$22.98	



LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

2/28/2018

Check Number	Vendor	Description	Account Number	Amount	Total
121102	Ace Hardware, Inc.	Turnbuckle	11-7102-649-000	\$27.96	
		Maintenance Supplies	11-7102-649-000	\$17.91	
		200 Ft Tape Measure	11-7102-649-000	\$19.99	\$551.62
121103	American Historical Association	Membership - Tim Miller	11-4200-630-016	\$131.00	\$131.00
121104	American Media Investments	January Advertising	11-6301-613-000	\$198.00	\$198.00
121105	B's Massage and Yoga	PED19300012- All Levels Yoga- 5 Stu	11-1133-523-001	\$390.85	
		PED19300011 - Vinyasa Yoga - 7 Stu	11-1133-523-001	\$469.00	
		PED19300010 - Vinyasa Yoga - 6 Stu	11-1133-523-001	\$469.00	
		PED19300009 - Yin Yoga - 12 Studen	11-1133-523-001	\$469.00	
		PED19300008 - Hot Yoga - 6 Student	11-1133-523-001	\$469.00	
		PED19300007 - Pilates-Yoga - 8 Stud	11-1133-523-001	\$469.00	
		PED19300006- Beg Yoga - 12 Studen	11-1133-523-001	\$469.00	
		PED19300005- Interm Vinyasa- 11 St	11-1133-523-001	\$469.00	
		PED19300004-Restorative Yoga -8 St	11-1133-523-001	\$469.00	
		PED19300003 -Beg Yoga - 11 Studen	11-1133-523-001	\$469.00	\$4,611.85
121106	Burbank Sport Nets	Dugout Netting	11-7102-649-000	\$1,148.00	\$1,148.00
121107	C D W Government Inc	Casio Advanced XJ-F210WN - DLP pi	11-6401-646-002	\$958.16	
		VMware Support and Subscription Prc	11-6402-850-000	\$1,556.35	
		Microsoft Surface Pro Education Editi	12-1208-670-000	\$1,430.31	\$3,944.82
121108	Cengage Learning	Textbooks and Shipping Spring 2018	16-9381-740-000	\$1,161.96	\$1,161.96
121109	Chinese Chef	Nursing Advisory Meeting Meal	12-1208-709-000	\$283.32	\$283.32
121110	City of Parsons	Security 1/24 Game/Isaiah Hicks	11-5506-576-000	\$84.39	
		Security 1/31 Game/Isaiah Hicks	11-5506-576-000	\$84.39	
		Security 2/14 Game/Kyle Wiford	11-5506-576-000	\$72.88	
		Security 2/24 Game/Kyle Wiford	11-5506-576-000	\$80.98	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

2/28/2018

Check Number	Vendor	Description	Account Number	Amount	Total
12110	City of Parsons	Security 2/3 Game/Isaiah Hicks	11-5506-576-000	\$98.46	\$421.10
12111	Copy Products Inc	Copy Usage for Cherokee Center	11-7103-701-000	\$95.27	\$95.27
12112	Corectec	Corectec's Online Review	12-1246-701-006	\$960.00	\$960.00
12113	Corporate Business Systems ofMO, InCopier Maintenance	Savin Copier Staplers	11-6503-648-000	\$157.48	\$237.31
12114	Curious Minds Discovery Zone	Curious Minds Auction Sponsorship	11-6301-709-000	\$100.00	\$100.00
12115	Ebsco Information Services	EBSCO Magazine renewal list 2018	11-4101-704-001	\$9,477.83	\$9,477.83
12116	Ed Bozarth Chevrolet, Inc	12 Passenger Key	11-6502-720-000	\$27,084.39	\$27,084.39
12117	Fastenal Company	Maintenance Supplies	11-7102-649-000	\$69.90	
		Cable Ties	11-7102-649-000	\$25.45	
		Cable Ties	11-7102-649-000	\$15.27	
		Batteries and Eye Wash Station	11-7102-649-000	\$187.94	
		Returned Supplies	11-7102-649-000	(\$24.65)	
		Returned Supplies	11-7102-649-000	(\$69.94)	
		Returned Supplies	11-7102-649-000	(\$2.87)	
		Maintenance Supplies	11-7102-649-000	\$14.83	
		Maintenance Supplies	11-7102-649-000	\$99.26	
		Maintenance Supplies	11-7102-649-000	\$5.10	\$320.29
12118	Joyce Fields	JAM Instructor Fee	11-1133-523-001	\$325.00	\$650.00
		JAM Instructor	11-1133-523-001	\$325.00	\$650.00
12119	Flinn Scientific Inc	Chemistry Supplies	11-1106-700-000	\$564.71	\$564.71
12120	Four State Maintenance SupplyInc	Disinfectant Wipes	11-7102-702-000	\$187.47	
		Urinal Screens	11-7102-702-000	\$210.00	
		Disinfectant Wipes	11-7102-702-000	\$437.43	\$834.90
12122	Global Technologies	Replacement Teeth for Manikins	12-1215-700-000	\$291.95	\$291.95

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

2/28/2018

Check Number	Vendor	Description	Account Number	Amount	Total
121123	Grand Rental Station	Auger	11-7102-649-000	\$63.68	
		Auger	11-7102-649-000	\$37.46	\$101.14
121124	Graves Menu Maker Foods	Supplies	16-9684-701-000	\$344.32	
		Supplies	16-9684-701-000	\$253.75	
		Supplies	16-9684-701-000	\$308.05	
		Supplies	16-9684-701-000	\$36.91	
		Supplies	16-9684-701-000	\$88.12	
		Supplies	16-9684-701-000	\$24.14	
		Food	16-9684-743-000	\$871.06	
		Food	16-9684-743-000	\$278.48	
		Food	16-9684-743-000	\$600.84	
		Food	16-9684-743-000	\$513.11	
		Credit on Food	16-9684-743-000	(\$73.41)	
		Credit on Food	16-9684-743-000	(\$132.82)	
		Food	16-9684-743-000	\$718.59	
		Food	16-9684-743-000	\$694.16	
		Food	16-9684-743-000	\$6.89	
		Food	16-9684-743-000	\$906.66	
		Food	16-9684-743-000	\$633.83	\$6,072.68
121125	Green's Vegetation Control/William Gr	Fertilizer for SB Field	11-5509-701-000	\$230.00	\$230.00
121126	Herrman Lumber	Maintenance Supplies	11-7102-649-000	\$30.77	
		Maintenance Supplies	11-7102-649-000	\$17.80	\$48.57
121127	Higher Ed Jobs.Corn	Position Announcements	11-6504-613-000	\$1,000.00	\$1,000.00
121128	Hillyard/Springfield	Cusodial Cloths and Bathroom Tissue	11-7102-702-000	\$837.54	
		Custodial Supplies	11-7102-702-000	\$1,920.45	\$2,757.99

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

2/28/2018

Check Number	Vendor	Description	Account Number	Amount	Total
121129	Hubert Company, LLC	Kitchen Mats	16-9482-701-000	\$139.26	\$139.26
121130	IndiCo	Textbooks and Shipping Spring 2018	16-9381-740-000	\$943.56	\$943.56
121131	InfoGroup, Inc.	Polk City Directory 2018	11-4101-703-000	\$210.00	\$210.00
121132	J W Pepper and Son, Inc	Music Supplies	11-1111-700-000	\$1.95	
		Music Supplies	11-1111-700-000	\$17.55	
		Music Supplies	11-1111-700-000	\$400.99	
		Music Supplies	11-1111-700-000	\$25.00	
		Music Supplies	11-1111-700-000	\$192.99	\$638.48
121133	Jenzabar, Inc.	Custom SB155 Maintenance	11-6401-646-001	\$1,000.00	
		Izenda Renewal	11-6401-646-001	\$2,323.00	
		Migration Services	11-6401-646-001	\$168.75	\$3,491.75
121134	Jock's Nitch/Parsons	Ebroidery Logo	11-5509-701-000	\$74.80	\$74.80
121135	Joplin Supply Company, Inc.	Relief Valves	11-7102-649-000	\$314.84	\$314.84
121136	K L K C	January Advertising	11-6301-613-000	\$300.00	\$300.00
121137	K S Y N-FM	January Advertising	11-6301-613-000	\$900.00	\$900.00
121138	Katy Days	Katy Days Banner	11-6301-709-000	\$250.00	\$250.00
121139	Kitchen Pass, Inc.	Fire School Planning Meeting	12-4204-709-000	\$148.24	
		Wind Energy Lunch Meeting	12-4204-709-000	\$43.70	\$191.94
121140	Locke Supply Co	Maintenance Supplies	11-7102-649-000	\$327.95	
		Galvanized Pipe	11-7102-649-000	\$369.68	\$697.63
121141	Darren Lubbers	PED19600003 - 1 Student	11-1133-523-001	\$78.17	
		PED19600001 - 4 Students	11-1133-523-001	\$312.66	\$390.83
121142	Marmic Fire and Safety Co Inc	Kitchen Inspection	11-7202-648-000	\$152.00	\$152.00
121143	McCarty's Office Machines Inc	Storage Cabinet	11-4201-701-000	\$1,284.40	
		Notary Stamp - Hannah Jack	11-6201-701-000	\$29.50	\$29.50

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

2/28/2018

Check Number	Vendor	Description	Account Number	Amount	Total
121143	McCarty's Office Machines Inc	Supplies	11-6503-701-000	\$91.84	
		Office Supplies	11-6503-701-000	\$87.71	\$1,493.45
121144	McGraw-Hill Companies	Textbooks and Shipping Spring 2018	16-9381-740-000	\$2,603.51	\$2,603.51
121145	Medco Sports Medicine	Supplies	11-5507-701-000	\$343.29	\$343.29
121146	Medical Training Solutions, INC	MTS Subscription for Phlebotomy Stu	12-4204-701-000	\$225.00	\$225.00
121147	Meridian Professional Imaging	Folded Cards	11-6301-661-000	\$84.15	
		Folded Cards	11-6301-661-000	\$128.70	\$212.85
121148	Mid-America Sports Advantage, Inc.	L Screen for Baseball field	11-5502-701-000	\$592.83	\$592.83
121149	Nasco	Art Supplies	11-1101-700-000	\$227.31	
		Supplies and shipping Spring 2018	16-9381-701-000	\$498.87	
		Supplies and Shipping Spring 2018	16-9381-740-000	\$258.41	\$984.59
121150	National CineMedia, LLC	Advertising	11-6301-613-000	\$520.00	
		Advertising	11-6301-613-000	\$770.00	\$1,290.00
121151	Nexstar Broadcasting, Inc	January Advertising	11-6301-613-000	\$500.00	\$500.00
121152	Northeast Kansas Library System	Kansas Library Express Courier 2018	11-4101-701-000	\$2,400.00	\$2,400.00
121153	OfficeSupply.com	Chemistry Supplies	11-1106-700-000	\$115.79	\$115.79
121154	O'Reilly Automotive Stores , Inc	License Plate Screws	11-6502-720-000	\$2.69	
		Spark Plug	11-6502-720-000	\$2.09	
		Facilities Supplies	11-7102-649-000	\$6.99	
121155	P1 Group Inc	VRF Low Refrigerant	11-7102-649-000	\$11,213.15	
		Boiler Parts	11-7102-649-000	\$297.00	
		Troubleshoot	11-7102-649-000	\$1,196.82	
		Install Motor	11-7102-649-000	\$813.39	
		Replace Motor	11-7102-649-000	\$986.92	
		Replace Relief Valve	11-7102-649-000	\$381.28	



LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	Account Number	Amount	Total
121155	P1 Group Inc	Contract	11-7103-649-000	\$500.00	
		Contract	11-7202-648-000	\$4,646.00	\$20,034.56
121156	Parsons Sun	Veteran's Benefit Briefing Ad	11-6301-613-000	\$113.50	
		Position Announcement	11-6504-613-000	\$45.40	
		Position Announcement	11-6504-613-000	\$45.40	\$204.30
121157	Pitney Bowes Inc.	Postage Machine Rental	11-6503-641-000	\$1,437.00	\$1,437.00
121158	Pittsburg State University Art Association	Honorarium	11-1101-702-000	\$150.00	\$150.00
121159	QueenB Television of Kansas/Missouri	January Advertising - KOAM	11-6301-613-000	\$1,350.00	
		January Advertising - KFJX	11-6301-613-000	\$900.00	
		January Advertising - KFJX	11-6301-613-000	\$795.00	\$3,045.00
121160	Reserve Account	PBP #20352357 (Postage)	11-6503-611-000	\$2,500.00	\$2,500.00
121161	Rowman & Littlefield Publishers, Inc.	Books	11-4101-703-000	\$19.75	
		Books	11-4101-703-000	\$172.25	
		Books	11-4101-703-000	\$27.25	\$219.25
121162	Roy's Auto Service, LLC	Vehicle Maintenance, RV24	11-6502-720-000	\$45.25	
		Vehicle Maintenance, PK3	11-6502-720-000	\$74.95	\$120.20
121163	Southeast Kansas Library System	2018 contribution to SEKLS for e-book	11-4101-710-000	\$480.00	\$480.00
121164	The CORE - Labette Health	PED16200012 - Aquasize - 22 Studer	11-1133-523-001	\$469.00	
		PED16200011 - Aquasize - 19 Studen	11-1133-523-001	\$469.00	
		PED16200010 - Aquasize - 19 Studer	11-1133-523-001	\$469.00	
		PED16200009 - Aquasize - 20 Studer	11-1133-523-001	\$469.00	
		PED16200008 - Aquasize - 21 Studer	11-1133-523-001	\$469.00	
		PED16200007-Arthritis Aqua - 18 Stur	11-1133-523-001	\$469.00	
		PED16200006 - Aquasize - 17 Studer	11-1133-523-001	\$469.00	
		PED16200005-Aquasize - 16 Studen	11-1133-523-001	\$469.00	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check  
Number

Vendor

2/28/2018

Account  
Number

Amount

Total

Description

121164	The CORE - Labette Health	PED16200004-Arthritis Aqua - 16 Stud	11-1133-523-001	\$469.00	\$469.00
		PED16200003 - Aquasize - 18 Studer	11-1133-523-001	\$469.00	\$469.00
		PED16200002-Aquasize - 20 Student	11-1133-523-001	\$469.00	\$469.00
		PED16200001-Arthritis Aqua- 17 Stud	11-1133-523-001	\$469.00	\$469.00
		PED16200014 - Aquasize - 14 Studer	11-1133-523-001	\$469.00	\$469.00
		PED16200013-Arthritis Aqua - 17 Stud	11-1133-523-001	\$469.00	\$6,566.00
121165	The Wright Signs	Billboard with Installation	11-6301-613-000	\$750.00	\$750.00
121166	Triple S Pumping/Jeffrey Spielbusch	Grease Trap Service	11-7202-648-000	\$370.00	\$370.00
121167	UniFirst Corporation	Mats, Mops, Towels, Uniforms	11-7103-649-000	\$39.53	\$39.53
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$41.32	\$41.32
		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
		Uniforms	11-7202-648-000	\$50.41	\$50.41
		Uniforms	11-7202-648-000	\$50.41	\$50.41
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$83.92	\$83.92
		Uniforms	11-7202-648-000	\$50.41	\$50.41
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.04	\$82.04
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.04	\$82.04
		Uniforms	11-7202-648-000	\$50.41	\$50.41
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.04	\$82.04
		Uniforms	11-7202-648-000	\$51.23	\$51.23
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	\$43.04
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	\$43.04

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

2/28/2018

Check Number	Vendor	Description	Account Number	Amount	Total
121167	UniFirst Corporation	Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	\$1,079.59
121168	Vance Lawn Care	Groundskeeping, Cherokee	11-7103-649-000	\$275.00	
		Snow Removal, Cherokee	11-7103-649-000	\$350.00	\$625.00
121169	Mark Watkins	Reimburse Final Moving Expenses	11-6501-590-001	\$300.00	
		Vehicle Expense	11-6501-590-001	\$900.00	\$1,200.00
121170	Kenneth R. Weaver	Piano Tuning	11-1111-648-000	\$100.00	
		Damp-Chaser Pad Replacement	11-1111-648-000	\$10.00	\$110.00
121171	Wilson X-Ray Company Inc.	Supplies for X-Ray Machine	12-1247-850-000	\$2,795.65	\$2,795.65
121172	Wood-Dulohery Insurance Inc	KS State Filing Fee	11-6201-701-000	\$25.00	
		Notary Bond - Hannah Jack	11-6201-701-000	\$50.00	
		Insurance - X-Ray Machine	11-6501-621-000	\$62.00	\$137.00
				<u>\$124,570.42</u>	

11-General Fund	\$106,498.80
12-Postsecondary Technical Education Fund	\$6,178.17
16-Auxillary Ent Fund	\$11,893.45
67-Capital Outlay	\$0.00
	<u>\$124,570.42</u>