

**LABETTE COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**June 14, 2018**

**5:30 p.m.**

**Conference Room**

**Review Copy**



# EXHIBIT 1

**Labette Community College  
Board of Trustees Meeting Agenda  
Thursday, June 14, 2018  
5:30 p.m.  
Conference Room #1, Student Success Center**

- I. Adoption of Agenda.....(Exhibit 1)
- II. Approval of May 3, 2018 Regular Meeting Minutes..... (Exhibit 2)
- III. Approval of May 24, 2018 Special Meeting Minutes.....(Exhibit 3)
- IV. Reports and/or Board Discussion
  - A. Faculty Senate Report
  - B. Administrative Reports
    - i. Comparison of Expenditures to Budget
    - ii. Insurance Update
  - C. President's Report
- V. Old Business (Action, Report, or Discussion)
- VI. New Business (Action, Report, or Discussion)
  - A. Professional Staff Employment Letter.....(Agenda Item VI.A.)  
(Exhibit 4)
  - B. Program Certificate Change.....(Agenda Item VI.B.)  
(Exhibit 5)
  - C. New Course Approval .....(Agenda Item VI.C.)  
(Exhibit 6)
  - D. Administrative Employment Letter .....(Agenda Item VI.D.)  
(Exhibit 7)
  - E. Approval of Bills .....(Agenda Item VI.E.)  
(Exhibit 8)

VII. Public Comment

The Board of Trustees agenda shall contain one opportunity for public comment. This structure has been designed to provide the public with an opportunity to comment on any topic. The Chair of the Board explains the Board's approach to the public comment with the following statement: **“At this time we invite anyone in the audience to speak to the Board about any item or concern that pertains to the college. By policy, at this time the Board will not take any action on any item**

# **EXHIBIT 1**

**or concern, but we will be happy to take it under advisement for possible future action.”**

The Board also retains the right to set time limits on public comment.

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

VIII. Next Regular Board Meeting: Thursday, July 12, 2018, 5:30 p.m., **Conference Room, Student Success Center**

IX. Adjournment

## EXHIBIT 2

LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
May 3, 2018

The Board of Trustees met at 5:30 p.m. on Thursday, May 3, 2018 in the Conference Room, Student Success Center Building.

### Members Present

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

### Others Present

Dr. Mark Watkins  
Leanna Doherty  
Janice Every  
Joe Burke  
Linseh Johnson  
Kevin Doherty  
Bethany Kendrick

Lindi Forbes  
Ed Kurtz  
Terry Hardman  
Dr. Dee Bohnenblust  
Dr. Doug Ecoff  
Kathy Johnston  
Henrike Kattoll

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. Winchell moved to approve the revised agenda as presented. Mr. Hoskins seconded and motion carried 4-0.

Trustee Howerter arrived at 5:31pm.

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

Chair McReynolds asked for corrections or additions to the April 12, 2018 regular meeting minutes. Mr. Landrum moved to approve the minutes as presented. Mr. Hoskins seconded and motion carried 5-0.

### Program Review: Chemistry

The Chemistry Program Review was discussed. Dr. Doug Ecoff was in attendance to answer any questions. Mr. Howerter moved to approve the Chemistry Program Review. Mr. Hoskins seconded and motion carried 5-0.

### Reports and/or Board Discussion

#### Faculty Senate Report

None

#### Administrative Report

*Comparison of expenditures to the budget* – Leanna Doherty had placed the April financial report at the table. At the end of April we were 83% through the year. The general fund was 93% expended and the technical education/vocational fund was 81% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

*Update on spec building* – Ed Kurtz and Terry Hardman were in attendance to review the proposed remodeling project for the spec building. Mr. Hoskins moved to approve Design Group Architects to finalize design specs for the project to go out for bids. Mr. Landrum seconded and motion carried 5-0.

*Facilities Update* – Kevin Doherty gave an update on the facilities projects that are currently underway.

Trustee Taylor arrived at 6:12pm.

### President's Report

Dr. Watkins informed the Trustees that the KU Nursing Program approached Dr. Dee Bohnenblust about collaborating with LCC Nursing Program to allow students to complete the BSN at KU while attending the two year program at LCC. Mr. Winchell made a motion to proceed with the collaboration of the KU Nursing BSN program to allow our students enrolled in the LCC Nursing Program to obtain a BSN through KU while working towards an Associate of Applied Science at LCC. Mr. Landrum seconded and motion carried 6-0.

Dr. Watkins informed the Trustees of the upcoming KACCT meeting to be held at Kansas City Kansas Community College on June 1-2, 2018. He welcomed any of the Trustees to attend.

Board worksession on Fiduciary Responsibility will be held on Thursday, June 7<sup>th</sup> at 5:30pm.

Discussed possible names for the spec building. No decision was made.

Joe Burke announced that the performance agreement was approved by the Kansas Board of Regents.

### PTK

Henrike Kattoll reported that the PTK Convention was held in Kansas City to celebrate the 100<sup>th</sup> birthday of PTK and announced the awards that were received.

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

None

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

#### Policy Review

Mr. Howerter moved to approve Policy 6.01 Foundation. Mr. Landrum seconded and motion carried 6-0.

#### Approval of Bills

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

#### New Position Approval

Mr. Taylor moved to approve the new professional staff position, Career Technical Education (CTE) Recruiter. Mr. Winchell seconded and motion carried 6-0.

#### Public Comment

Kathy Johnston reminded everyone of Commencement on Friday, May 11<sup>th</sup> at 7:30pm at the Municipal Auditorium.

Mr. Taylor commented that the LCC Music Program held on Sunday, April 29<sup>th</sup> was very good.

Mr. Landrum wanted to congratulate Lindi Forbes on the success of the Foundation Auction for Scholarships. The total amount raised was over \$50,000.

Mr. Winchell commented he liked the location of the pre-auction party and commended everyone on a great night.

Janice Every announced that we awarded Cathy Kibler with the Distinguished Faculty Award this week. Also, we had retirement receptions for both Deborah Newby, English Instructor and Dr. Diane Thompson, Biology Instructor.

Bethany Kendrick announced that she and Dr. Dee Bohnenblust received notification that the LCC Nursing department is ranked 8<sup>th</sup> of 34 Kansas colleges and universities for N-CLEX pass rates.

## EXHIBIT 2

### 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 June 14, 2018 at 5:30 p.m., Conference Room, Student Success Center Building.

### Adjournment

Mr. Landrum moved to adjourn the meeting at 6:50pm. Mr. Winchell seconded and motion carried 6-0.

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Megan Fugate, Clerk of the Board

RR FF





LABETTE COMMUNITY COLLEGE  
Board of Trustees Special Meeting Minutes  
Thursday, May 24, 2018  
12:00 p.m.

The Board of Trustees met at 12:00 p.m. on Thursday, May 24, 2018 in the Conference Room of the Student Success Center Building.

**Members Present**

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

Mr. Mike Howerter  
Mr. Montie Taylor

**Members Absent**

Mr. Rod Landrum

**Others Present**

Leanna Doherty  
Bethany Kendrick  
Terry Hardman  
Dr. Mark Watkins  
Linseh Johnson

Kevin Doherty  
Jody Burzinski  
Ed Kurtz  
Melissa Bruce

Megan Fugate recorded the minutes.

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

**Adoption of Agenda (ACTION ITEM)**

Chair McReynolds asked for changes or additions to the printed agenda. Mr. Winchell moved to approve the agenda as presented. Mr. Taylor seconded and motion carried 5-0.

**Reports and/or Board Discussion**

None

**Faculty Senate Report**

None

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

None

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

After a discussion, Mr. Hoskins moved to approve the bid specs as presented with amendments discussed. Mr. Winchell seconded and motion carried 5-0.

**Public Comment**

Linseh Johnson announced that Fire School would be held next week. Linseh also introduced Melissa Bruce, Workforce Assistant.

**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 June 14, 2018 at 5:30 p.m., Conference Room, Student Success Center Building.

**Adjournment**

Mr. Howerter moved to adjourn the meeting at 12:54pm. Mr. Winchell seconded and motion carried 5-0.

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Megan Fugate, Clerk of the Board

RRF

Agenda Item #: VI.A.  
Date: June 14, 2018

**SUBJECT**

Professional Staff Employment Letter Confirmation

**REASON FOR CONSIDERATION BY THE BOARD**

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

**BACKGROUND**

Mr. Ross Harper has accepted the position of CTE Recruiter, see exhibit 4.

**PRESIDENT'S RECOMMENDATION**

The Board of Trustees approve the Professional Staff Employment letter for Ross Harper, CTE Recruiter, at a salary of \$33,211, beginning July 1, 2018.



## **Biography**

### **Ross Harper**

Ross Harper has accepted the position of CTE (Career Technical Education) Recruiter. Ross earned an Associate of Applied Science degree in Respiratory Therapy (RT) from LCC. He is certified through the Kansas State Board of Healing Arts as a Respiratory Therapist. Ross has been an adjunct instructor for LCC since 2014. He has also served in the Respiratory Therapy Marketing Coordinator and recruiting position. His most recent duties have been as the Admission Recruiter since 2016.

Ross will begin his new duties July 1, 2018.

# POSITION DESCRIPTION

## CAREER TECHNICAL EDUCATION (CTE) RECRUITER

**Reports to: Director of Admissions**  
**Organizational Unit: Professional Staff – Exempt**  
**Salary range: Specialist**  
**Revision Date: April 2018**

### I. Basic Purpose of Position

The primary responsibility of the CTE Recruiter is to serve as a recruiter of new CTE students (especially Health Science students), assisting with campus visits and Admissions events, and advising. This person also assists the Director of Admissions and the Dean of Instruction in prospective student recruitment and retention efforts, with a focus on Health Science students.

### II. Essential Job Functions

- A. Ability to recruit students for Health Science Programs, with an emphasis on non-traditional participation and non-traditional completion.
- B. Ability to visit assigned high schools to develop and cultivate positive relationships with area high school administrators, prospective students, counselors, and especially science and health care instructors.
- C. Ability to visit area businesses to develop relationships with employers to encourage workers to return to college to complete their certificate or degree.
- D. Ability to assist with student campus visits, especially those majoring in Health Science Programs.
- E. Ability to attend CTE Advisory Committee meetings.
- F. Ability to assist in the planning and coordination of events for Health Science students as well as other CTE and general college events such as Cardinal Enrollment Day, Senior Day, and Junior Day.
- G. Ability to assist in the successful completion of financial aid applications for CTE students.
- H. Ability to attend college days, nights, and college fairs in assigned area, especially those related to health science programs.
- I. Ability to assist with correspondence with high school counselors, faculty, students, and parents throughout the year to keep all parties abreast of upcoming recruitment/enrollment events and dates, especially for health science students.
- J. Ability to follow up on leads, contact cards, and applications from prospective students by telephone, e-mail and letter, especially with health science students.
- K. Ability to enroll/advise pre-health science major students. During peak enrollment times, the CTE Recruiter will also assist with enrolling/advising general studies and undeclared students.
- L. Ability to work with Director of Admissions, Dean of Instruction, Extension and Concurrent Coordinator, Health Science Program Directors, and high school contacts to advise and enroll students for concurrent and dual credit enrollment related to health science programs.
- M. Ability to serve as a member of Student Affairs staff and other college committees.
- N. Ability to complete other tasks as assigned.
- O. Ability to maintain regular and timely attendance.

### **III. Consulting Tasks**

- A. Financial Aid personnel
- B. Health Science Program directors
- C. Extension and Concurrent Coordinator
- D. Dean of Instruction
- E. Area high school personnel, students, and parents
- F. Area business personnel
- G. Other College professionals

### **IV. Required Knowledge, Skills and Personal Qualifications:**

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

### **VI. Preferred Experience**

One or more years' experience in Student Affairs and/or Health Sciences

### **VII. Educational Background**

Bachelor's degree required in behavioral sciences or a health science area

### **VIII. Working Conditions**

- A. Busy office conditions at times with evening and occasional weekend hours required
- B. Travel required, especially during Mid-September to mid-November and mid-January to Mid-March as well as other times as career fairs, college planning conferences, and high school visits are needed.





Agenda Item #: VI.B.

Date: June 14, 2018

**SUBJECT**

Program Certificate Change

**REASON FOR CONSIDERATION BY THE BOARD**

Program changes submitted to the Board of Regents require Board of Trustees approval.

**BACKGROUND**

The exhibit represents the new courses for addition to the Graphic Design Program. This was also submitted to the Institutional Curriculum and Instruction Committee. Board of Trustee approval is required by Kansas Board of Regents to move from CERT A to CERT B.

**PRESIDENT'S RECOMMENDATION**

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

- Graphic Design Program moving from Cert A to Cert B.

Approval is recommended.



### **Graphic Design Proposal to move from Cert A to Cert B**

The Graphic Design department would like to allow two additional courses to be considered for elective credit. Both Engineering Graphics and Intro to Desktop Publishing would make excellent choices for students interested in the Graphic Design Certificate.

The revised program would add one additional 3 credit hour Concentration Elective to the Certificate. The total number of credit hours required for the certificate will now be 30. Previously, with only one, 3 credit hour course required as a Concentration Elective, the total number of credit hours was 27. 27 credit hours fits under the CERT A category (16-29 credit hours), The CERT B category starts with at least 30 credit hours (30-44 credit hours) so we are moving to a Cert B.

This change requires the submission of a Revised Program Request Form, known as a CA2, to KBOR. One of those requirements is approval of the College's Governing Board. This change has already been approved by the Curriculum and Instruction Committee (May 7<sup>th</sup> meeting minutes) and the Graphic Design Advisory Committee (May 4 meeting minutes).

## CA2a Program Revision Application Program Comparison Chart

**Name of Institution**

**Labette Community College**

List all courses in Current Program below. <i>Note the courses to be changed with an * before the course</i>		List all courses in the Revised Program below. <i>Note the NEW courses with ** before the course</i>	
Current Program Title: Graphic Design Technology Certificate (Cert A)		Proposed Program Title: Graphic Design Technology Certificate (Cert B)	
Current Program Courses	Number of Credits	Proposed Program Courses	Number of Credits
<b>Concentration Requirements:</b>		<b>Concentration Requirements:</b>	
GRAP 103 Introduction to Graphic Design	3	GRAP 103 Introduction to Graphic Design	3
GRAP 118 Typography	3	GRAP 118 Typography	3
GRAP 120 Color Theory	3	GRAP 120 Color Theory	3
GRAP 200 Portfolio Development	3	GRAP 200 Portfolio Development	3
GRAP 202 Digital Photography	3	GRAP 202 Digital Photography	3
GRAP 204 Digital Illustration	3	GRAP 204 Digital Illustration	3
GRAP 206 Photo Editing Software	3	GRAP 206 Photo Editing Software	3
GRAP 210 Digital Page Layout	3	GRAP 210 Digital Page Layout	3
<b>Concentration Electives (Students select 1 course)</b>		<b>Concentration Electives (Students select *2 courses)</b>	
GRAP 203 Digital Photography II	3	GRAP 203 Digital Photography II	3
INDU 210 Computer Aided Drafting & Design	3	INDU 210 Computer Aided Drafting & Design	3
		*INDU 131 Engineering Graphics	3
		*GRAP 107 Intro to Desktop Publishing	3
<b>Total Credits in Current Program</b>	<b>27</b>	<b>Total Credits in Revised Program</b>	<b>30</b>

Signature of College Official \_\_\_\_\_ Date \_\_\_\_\_

Signature of KBOR Official \_\_\_\_\_ Date \_\_\_\_\_

Submit the completed application and supporting documents to the following:  
 Director of Workforce Development  
 Kansas Board of Regents  
 1000 SW Jackson, Ste. 520  
 Topeka, KS 66612-1368

Agenda Item #: VI.C.

Date: June 14, 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:

Courses

- Introduction to Industrial Coating and Safety, 5 credit hours

Approval is recommended.



## List of New Courses 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
Introduction to Industrial Coating and Safety	5	INDU XXX	5/30/2018	FY 2019
<p>This new course would be the first course in Industrial Coating which is a Stand Alone Program. The program is still being developed and will be submitted for approval at a later time.</p> <p>Local businesses and industry leaders have requested LCC to teach industrial coating classes to help fill their workforce needs. The plan right now is that the Industrial Coating program would have three courses:</p> <ul style="list-style-type: none"> <li>• INDU XXX Introduction to Industrial Coating and Safety (starting Fall 2018)</li> <li>• INDU XXX Advanced Industrial Coating and Safety (slated to come before C&amp;I at a future meeting for approval for Spring 2019)</li> <li>• INDU 155 OSHA 10 Safety (which is already offered)</li> </ul> <p>Until the Workforce Training Center is built, the courses will be taught at A&amp;R and CST—two businesses in the community that use industrial coating.</p> <p>Course Description: This course is an introductory study of coating systems in today's industrial setting. Students will learn the basics of HAZMAT, wet painting, and dry powder coating. Students will be required to attend an orientation prior to the start of class to have their pulmonary function test done and provide proof of OSHA certificate.</p>				





Agenda Item #: VI.D.  
Date: June 14, 2018

**SUBJECT**

Administrative Employment Letter Confirmation

**REASON FOR CONSIDERATION BY THE BOARD**

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

**BACKGROUND**

Mr. Jason Sharp has accepted the position of Dean of Instruction, see exhibit 7.

**PRESIDENT'S RECOMMENDATION**

The Board of Trustees approve the Administrative Employment letter for Jason Sharp, Dean of Instruction, at a salary of \$68,000, beginning July 9, 2018.



## Biography

### Jason Sharp

Mr. Jason Sharp has accepted the position of Dean of Instruction beginning July 9, 2018. Jason comes to LCC from the City of Parsons as Police Chief for the past four years. He also held a sergeant/detective position at the Police Department for eight years prior to the chief's position. Mr. Sharp has taught criminal justice courses and coordinated the program at LCC since 2008. He has taught for MSSU since 2010 and the Law Enforcement Training Institute for 2 years.

Jason earned an Associate in General Studies from LCC, a Bachelor of Science degree in Criminal Justice and a Masters in Criminal Justice both from Washburn University. He is currently pursuing his Educational Doctorate degree from the University of Arkansas in Adult and Lifelong Learning.

He holds professional memberships in the International Law Enforcement Educator and Trainers Association, the Kansas Association of Chiefs of Police and the International Associations of Chiefs of Police. He was presented with the LCC Distinguished Adjunct Faculty award in 2014 and the LCC Distinguished Alumni Award in 2017, the Care and Compassion Award from the Labette Center for Mental Health and numerous other honors and awards.

# POSITION DESCRIPTION

## DEAN OF INSTRUCTION

**Reports to: Vice President of Academic Affairs**

**Organizational Unit: Administrative - Exempt**

**Salary Range: Dean of Instruction**

**Revision Date: April 2018**

### I. Basic Purpose of Position

The Dean of Instruction is responsible for leadership and administration of the instructional division that includes supervising faculty and staff. The supervision scope includes all General Education programs and faculty as well as all CTE (Career Technical Education) programs including supervising and evaluating program directors. The Dean of Instruction reports to the Vice President of Academic Affairs.

### II. Essential Job Functions

- A. Ability to develop and recommend course schedule in collaboration with the Vice President of Academic Affairs.
- B. Ability to evaluate Outcome and Assessment reports and make appropriate recommendations for improvements or changes.
- C. Ability to review and make Student Learning Outcomes' and Program Outcomes' recommendations to the departments.
- D. Ability to review and ensure all courses offered each semester have updated syllabi.
- E. Ability to review and coordinate the updating of two-year courses rotations for appropriate departments.
- F. Ability to coordinate and update operational plans.
- G. Ability to maintain faculty, staff, and directors records as appropriate.
- H. Ability to analyze enrollment numbers to determine if courses taught by adjuncts and overload courses for full-time instructors are offered, prorated, or not offered each semester.
- I. Ability to generate annual career focus reports for CTE programs to utilize for recruitment efforts, (labor market statistics, trends, and job requirements).
- J. Ability to prepare and approve adjunct and overload contracts.
- K. Ability to track adjunct faculty progress plans for those not meeting credential requirements.
- L. Ability to conduct staff evaluations and assist with other related evaluations.
- M. Ability to advise students as needed.
- N. Ability to review Faculty Handbook and update annually.
- O. Ability to review, develop, revise and recommend curriculum, course descriptions, course content, and objectives.
- P. Ability to manage and coordinate articulation agreements with colleges, universities, and regional high schools.
- Q. Ability to monitor evaluations and track the activities of CTE Programs (Core Indicators of Performance; business/industry involvement; Outcomes and Assessment reports; Strategic Improvement Plans; nontraditional gender occupation; promotional materials; tracking industry-recognized credential and certificate/degree awards).
- R. Ability to develop, recommend, and manage the budget for the appropriate departments.

- S. Ability to evaluate tenured full-time and adjunct faculty members per evaluation schedule.
- T. Ability to develop and recommend instructional division staffing plans in collaboration with the vice president of academic affairs.
- U. Ability to serve as chair to select and recommend hiring of full-time and adjunct faculty in collaboration with the human resources staff.
- V. Ability to conduct and attend regular CTE meetings for CTE faculty and staff.
- W. Ability to attend all CTE program advisory committee meetings twice a year.
- X. Ability to manage enrollment and analyze course offerings and times offered each semester in conjunction with the extension & concurrent coordinator, admissions director, and others.
- Y. Ability to chair the Instructional Outcomes and Assessment Committees.
- Z. Ability to chair the Distinguished Faculty and Adjunct Faculty Award Selection Committee.
- AA. Ability to manage any CTE career fair and job fair activities.
- BB. Ability to attend Kansas Board of Regents (KBOR) Conferences/Workshops or other meetings that support CTE Initiatives.
- CC. Ability to coordinate class schedules with Cherokee Center personnel.
- DD. Ability to write and submit grants
- EE. Ability to follow-up on mentoring process with full-time faculty and adjunct faculty established through supplemental contracts
- FF. Ability to perform other duties/activities as assigned.
- GG. Ability to maintain regular and timely attendance.

### **III. Consulting Tasks**

- A. Ability to consult with instructional staff on matters pertaining to course offerings, staffing, state requirements, budget, and instructional issues
- B. Ability to consult with institutional/administrative staff on matters pertaining to budget and affiliate contracts
- C. Ability to consult with career/technical program committees on instructional issues

### **IV. Supervises the Following Staff**

- A. Instructional Assistant
- B. Health Science Program Directors
- C. Full time and adjunct faculty teaching in AA, AS, AAS, and AGS programs
- D. General oversight of any student or other part-time workers within the Academic Affairs area

### **V. Required Knowledge, Skill and Personal Qualifications**

- A. Demonstrated skill in management and supervision of personnel and resources
- B. Demonstrated ability to work in a participatory environment
- C. Demonstrated computer capability in applications including spreadsheet, word processing, e-mail, etc.
- D. Demonstrate a basic understanding of CTE legislative initiatives affecting postsecondary requirements, such as SB155 (Senate Bill) or Perkins collaborations with high schools and businesses
- E. Minimum of three years community college teaching experience

F. Minimum of two years background in Career Technical Education

**VI. Preferred Experience**

A. Oversight of faculty and research based teaching strategies (Bloom's Taxonomy, Marzano's teaching strategies, etc.)

B. Experience with online instruction

**VII. Educational Background**

Minimum of a Master's degree

**VIII. Working Conditions**

A. Usual office environment

B. Occasional evening and weekend work hours

C. Must be able to work proficiently in a busy, multi-office functioning work area

D. Requires travel as appropriate

Agenda Item: VI.E.  
Date: June 14, 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**

5/4/2018

Check Number	Vendor	Description	Account Number	Amount	Total
121746	A T and T	Phone Service	11-6501-631-000	\$321.57	
		Phone Service - Cherokee Center	11-7103-631-000	\$325.02	\$646.59
121747	American Association for Respiratory	Registration - Kara Good	12-1246-630-000	\$365.00	\$365.00
121751	Cherokee County Treasurer	Property Tax/2nd Half	11-6501-662-000	\$66.07	\$66.07
121752	City of Parsons	Water Service	11-7102-632-000	\$1,656.68	
		Water Service	16-9482-632-000	\$215.31	\$1,871.99
121754	Alexander J Coplon	Reimburse Hotel - Recruiting	11-5502-603-000	\$127.65	\$127.65
121755	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$154.56	
		Cable - Cherokee Center	11-7103-701-000	\$94.05	\$248.61
121756	Crossroads Charters Inc.	Bus Trip, Baseball - 4/27/18	11-6502-720-000	\$24.72	
		Bus Trip, Baseball - 4/27/18	11-6502-720-000	\$2,235.28	\$2,260.00
121760	Enterprise Rent-a-Car	Car Rental - Recruiting	11-5508-603-000	\$612.00	\$612.00
121761	Janice S Every	Reimburse Retirement Gift - DN	11-6504-692-001	\$50.00	\$50.00
121762	Lori Ford	Reimburse Mileage - Internship Visit	12-1218-602-000	\$63.22	\$63.22
121763	Kara Good	Reimburse Lab Supplies	12-1211-700-000	\$127.66	\$127.66
121764	Graves Menu Maker Foods	Food	16-9684-743-000	\$515.86	
		Food	16-9684-743-000	\$540.67	
		Food	16-9684-743-000	\$450.25	
		Food	16-9684-743-000	\$366.98	
		Food	16-9684-743-000	\$1,047.47	
		Food	16-9684-743-000	\$917.69	\$3,838.92
121768	Brittany Haley	Reimburse Battle Ropes	11-5507-701-000	\$154.78	
		Reimburse Supplies	11-5507-701-000	\$229.97	\$384.75
121769	Jennifer Harding	Reimburse Mileage - Clinicals (17)	12-1211-602-000	\$1,710.21	
		Reimburse Stethoscope	12-1211-700-000	\$84.65	\$1,794.86

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	5/4/2018		Total
			Account Number	Amount	
121776	Kansas Gas Service	Gas Service	11-7102-633-000	\$569.33	
		Gas Service	11-7102-633-000	\$165.08	\$734.41
121777	Kansas Outdoor Advertising	April Advertising	11-6301-613-000	\$575.00	\$575.00
121779	Kitchen Pass, Inc.	Lunch Meeting-Steering Committee	11-6101-709-000	\$35.77	
		Advisory Comm Meeting Luncheon	12-1204-709-000	\$84.39	
		Welding Advisory Council Lunch	12-4204-711-000	\$91.28	\$211.44
121780	Labette County Treasurer	Real Estate Taxes/1306 Main/2nd Hat	11-6501-662-000	\$3,560.08	
		Real Estate Taxes/1230 Main/2nd Hat	11-6501-662-000	\$6,143.57	\$9,703.65
121783	Leigh Ann Martin	Reimburse Mileage-Sites, Main Camp	12-1215-601-000	\$298.66	\$298.66
121785	Deborah Newby	Reimburse Meals - Memoir Personal	11-4200-630-010	\$165.56	
		Reimburse Taxi - Memoir Personal Cc	11-4200-630-010	\$162.00	
		Reimburse Mileage - Memoir Persona	11-4200-630-010	\$493.27	\$820.83
121786	Overland Charters.com	Bus Trip, Softball 4/7/18	11-5509-601-000	\$714.72	
		Bus Trip, Softball 4/10/18	11-5509-601-000	\$1,424.56	
		Bus Trip, Softball - 4/7/18	11-6502-720-000	\$332.48	
		Bus Trip, Softball - 4/10/18	11-6502-720-000	\$400.44	\$2,872.20
121788	Pepsi-Cola	Pop for Fountain	16-9684-743-000	\$448.63	\$448.63
121790	Playaway Library	Earbuds	11-4101-701-000	\$6.95	\$6.95
121791	Miranda D Plumlee	Reimburse Mileage - Clinicals (3)	12-1208-602-000	\$152.06	
		Reimburse Meals - NEI Conf	12-1246-630-000	\$52.82	\$204.88
121792	Mitchell A Rolls	Reimburse Mileage - Recruiting	11-5503-603-000	\$348.80	
		Reimburse Mileage - Recruiting	11-5503-603-000	\$81.75	\$430.55
121794	Sherwin-Williams Company	Paint Supplies	11-7102-649-000	\$60.47	\$60.47
121795	Cheryl Smith	Reimburse Mileage - Clinicals (5)	12-1208-602-000	\$196.20	\$196.20
121798	Brian Vediz	Reimburse Meals - ESP Conf	12-1246-630-000	\$107.36	\$107.36

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

5/4/2018

Check Number	Vendor	Description	Account Number	Amount	Total
121799	Veritiv	Envelopes	11-6503-705-000	\$715.13	\$715.13
121800	Verizon Wireless	J Burzinski/Phone Charges	11-6401-701-000	\$248.34	
		Custodians/Phone Charges	11-7102-649-000	\$267.13	\$515.47
121801	Weatherproofing Technologies, Inc	Sealant - Main Building	11-6201-659-007	\$47,331.19	\$47,331.19
121802	Westar Energy, Inc	Electricity	11-7102-634-000	\$12,006.44	
		Electricity - Cherokee Center	11-7103-634-000	\$987.09	
		Electricity	16-9482-634-000	\$661.73	\$13,655.26
				<u>\$91,345.60</u>	

11-General Fund	\$82,847.50
12-Postsecondary Technical Education Fund	\$3,333.51
16-Auxillary Ent Fund	\$5,164.59
67-Capital Outlay	\$0.00
	<u>\$91,345.60</u>

Checks approved for release prior to Board action

Mark Watkins  
President

Deanna Scherzky  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

5/11/2018

Check Number	Vendor	Description	Account Number	Amount	Total
121865	A T and T	Internet	11-6401-631-000	\$3,570.69	\$3,570.69
121870	Travis T Brumback	Student Meal Reimbursement	12-4204-701-000	\$37.92	\$37.92
121871	CableONE	Cable Service	11-7202-648-000	\$138.72	\$138.72
121873	Tarah L Cockrell	Reimburse Mileage - Main Campus	11-7103-602-000	\$33.79	\$33.79
121874	Jill Coral Coomes	Reimburse Parking - Simulation Conf	12-1246-630-000	\$50.00	\$50.00
121875	Alexander J Coplon	Reimburse Meals - Simulation Conf.	12-1246-630-000	\$138.98	\$188.98
121877	Lori Ford	Reimburse Mileage - Recruiting	11-5502-603-000	\$80.66	\$80.66
121878	Tammy Fuentes	Reimburse TechSmith	12-1218-700-000	\$49.00	\$49.00
		Reimburse Meals - KCCLI	11-5701-601-000	\$45.75	
		Reimburse Mileage - KCCLI	11-5701-601-000	\$205.47	\$251.22
121881	Brittany Haley	Reimburse Balance Trainer	11-5507-701-000	\$183.94	
		Rouge Slam Balls	11-5507-701-000	\$330.99	\$514.93
121882	Tyler Christopher Hatcher	Reimburse Mileage - Recruiting	11-5502-603-000	\$444.72	\$444.72
121885	Linseh Johnson	Reimburse Mileage - Meetings (3)	12-4204-601-000	\$113.91	\$113.91
121887	Aaron Keal	Reimburse Mileage - Recruiting	11-5502-603-000	\$240.35	\$240.35
121896	Lucille McCune	Reimburse TechSmith Subscription	12-1218-700-000	\$49.00	\$49.00
121899	Ashley Moore	Reimburse Mileage - Clinicals (6)	12-1210-602-000	\$447.99	\$447.99
121903	Parsons Sun	1 Year Subscription Renewal	11-4101-704-001	\$102.52	\$102.52
121908	Rural Water District #5	Utility Water, Cherokee	11-7103-632-000	\$34.88	\$34.88
121910	Cheryl Smith	Reimburse Meals - Simulation Conf	12-1246-630-000	\$112.68	
		Reimburse Uber Trans. - Simulation C	12-1246-630-000	\$154.51	\$267.19
121911	Julian Smith	Reimburse Mileage - Recruiting	11-5505-603-000	\$377.71	\$377.71
121913	The Villas at LCC, LLC	Housing/Quinton Taylor	11-0000-131-001	\$1,478.00	\$1,478.00
121914	Jeffrey Michael Vesta	Reimburse Mileage - Recruiting (5)	11-5505-603-000	\$880.72	\$880.72

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
121916	Washburn University Of Topeka	KCOG Registrations	11-4201-630-002	\$114.59	\$114.59
				<u>\$9,417.49</u>	
	11-General Fund			\$8,263.50	
	12-Postsecondary Technical Education Fund			\$1,153.99	
	16-Auxillary Ent Fund			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$9,417.49</u>	

Checks approved for release prior to Board action

  
 \_\_\_\_\_  
 President

  
 \_\_\_\_\_  
 Vice President of Finance & Operations



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

5/17/2018

Check Number	Vendor	Description	Account Number	Amount	Total
121922	A T and T	Phone Service	11-6501-631-000	\$5,417.61	\$5,417.61
121923	Amazon.com LLC	Books for Libray	11-4101-703-000	\$329.03	
		3 feet Satellite Tripod	11-6401-646-002	\$68.50	
		SureCall Fusion4Home Omni/Whip	11-6401-646-002	\$568.10	
		Shure BLX24/PG58-H10 Wireless Vo	11-6403-701-000	\$299.00	
		Retirement - Deborah Newby	11-6504-692-001	\$69.26	
		Security Cameras	11-7102-649-000	\$451.60	
		Nursing Books-Simulation	12-1208-700-001	\$353.29	
		Teeth Eruption Development Model	12-1215-700-000	\$40.99	
		Mini-Fridge	16-9482-701-000	\$207.31	\$2,387.08
121924	American Dental Association	CODA Yearly Accreditation Fee	12-1215-670-000	\$1,925.00	\$1,925.00
121926	B P	Gasoline	11-6502-720-000	\$244.69	\$244.69
121927	CableONE	Ted Hill Internet	11-6401-631-000	\$88.94	\$88.94
121928	Tarah L Cockrell	Reimburse Mileage - Main Campus	11-7103-602-000	\$33.79	\$33.79
121929	Community Health Center	Dental Program-Sept 17-Dec 17	12-1215-642-000	\$2,000.00	\$2,000.00
121932	FedEx Express	Package Shipping (3)	11-5303-701-000	\$69.29	\$69.29
121935	Ross Harper	Reimburse Mileage - Area High Scho	11-5302-601-000	\$99.19	\$99.19
121938	Kansas Department of Revenue	PrintShop Sales Tax/April	11-6503-701-000	\$2.54	
		Bookstore Sales Tax/April	16-0000-216-001	\$170.88	
		Food Service Sales Tax/April	16-0000-216-002	\$607.04	\$780.46
121939	Kansas Gas Service	Gas Service	11-7102-633-000	\$709.59	
		Gas Service	11-7103-633-000	\$114.29	
		Gas Service	16-9482-633-000	\$101.31	\$925.19
121940	Aaron Keal	Reimburse Mileage - KJCCC/Region I	11-5502-601-000	\$153.69	\$153.69
121942	Kylie Lucas	Reimburse Mileage - Area Schools (7)	11-5302-601-000	\$196.20	\$196.20

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**


5/17/2018

Check Number	Vendor	Description	Account Number	Amount	Total
121944	N THERM, LLC	Gas Service	11-7102-633-000	\$205.07	
		Gas Service	11-7102-633-000	\$43.29	
		Gas Service	11-7102-633-000	\$18.23	
		Gas Service	11-7102-633-000	\$375.95	
		Gas Service	16-9482-633-000	\$52.41	\$694.95
121945	Julie Page	Reimburse Mileage - Clinical	12-1208-602-000	\$38.15	\$38.15
121947	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$691.38	\$691.38
121952	Touchtone Communications	Long Distance	11-6501-631-000	\$99.26	
		Long Distance - Cherokee Center	11-7103-631-000	\$21.20	\$120.46
121954	American Heritage Life Insurance	ComCancer Premiums	11-0000-273-000	\$150.39	\$150.39
121955	Arnold Scott Harris	Garnishment	11-0000-270-000	\$221.15	\$221.15
121956	Bay Bridge Administrators, LLC f/b/o S	Employee 403(b) Contributions	11-0000-258-000	\$14,606.00	
		Cancer Premiums	11-0000-273-000	\$403.39	
		Disability Premiums	11-0000-275-000	\$564.28	
		Term Life Ins Premiums	11-0000-276-000	\$721.93	
		Employer 403(b) matching	11-6501-590-001	\$4,140.00	\$20,435.60
121957	L C C Faculty Association	Faculty Dues	11-0000-264-000	\$1,007.60	\$1,007.60
121958	L C C Foundation	Employee Contributions	11-0000-268-000	\$962.64	\$962.64
121959	Security Benefit Life Insurance Co.	Medical Reimb/Child Care Exp	11-0000-277-000	\$2,651.65	\$2,651.65

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	5/17/2018	Account Number	Amount	Total
121960	L C C Foundation	Employee Contributions		11-0000-268-000	\$1,432.96	\$1,432.96
	11-General Fund		\$37,231.68			
	12-Postsecondary Technical Education Fund		\$4,357.43			
	16-Auxillary Ent Fund		\$1,138.95			
	67-Capital Outlay		\$0.00			
					<u>\$42,728.06</u>	

Checks approved for release prior to Board action

  
President

  
Vice President of Finance & Operations



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

5/24/2018

Check Number	Vendor	Description	Account Number	Amount	Total
121962	A T and T	Internet	11-6401-631-000	\$1,570.40	\$1,570.40
121963	Bank of Parsons	Principal - Zetmeir Building	11-6201-761-000	\$28,625.88	
		Interest - Zetmeir Building	11-6201-762-000	\$328.57	\$28,954.45
121964	Delyna R Bohnenblust	Reimburse Reg-SE Nurse Fac Conf	12-1246-630-000	\$499.00	
		Reimburse Airfare-SE Nurse Fac Con	12-1246-630-000	\$420.60	\$919.60
121970	Linseh Johnson	Reimburse Mileage - Meetings (2)	12-4204-601-000	\$89.38	\$89.38
121972	Tammy Kimrey	Reimburse Meals - Physics Conf	12-1246-630-000	\$101.11	\$101.11
121974	KJCCC	Softball Officials	11-5509-680-000	\$1,148.00	\$1,148.00
121975	Tracie D Moon	Reimburse Airfare - JAM	11-6401-601-000	\$259.76	\$259.76
121976	Orscheln	Groundskeeping Supplies	11-7102-649-000	\$281.97	\$281.97
121979	Wal-Mart Community	Biology Supplies	11-1102-700-000	\$31.42	
		Biology Supplies	11-1102-700-000	\$248.20	
		Supplies & Ferns for Graduation Cere	11-5303-706-001	\$221.73	
		Retirement Gift - Diane Thompson	11-6504-692-001	\$151.71	
		Retirement Gift - Deborah Newby	11-6504-692-001	\$5.97	
		Retirement Gifts - Deborah Newby	11-6504-692-001	\$25.00	
		Cherokee Supplies	11-7103-701-000	\$46.34	
		Facilities Supplies, Cherokee	11-7103-702-000	\$60.96	
		Supplies - Nurses Week	12-1208-700-000	\$42.00	
		Sim Supplies	12-1208-700-001	\$37.48	
		Gift Cards for LCC Supporters	12-1215-700-000	\$125.00	
		Supplies for Advisory Council meeting	12-1215-709-000	\$13.23	
		Supplies	16-9684-701-000	\$40.08	
		Food	16-9684-743-000	\$69.13	
		Food	16-9684-743-000	\$57.80	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

5/24/2018

Check Number	Vendor	Description	Account Number	Amount	Total
121979	Wal-Mart Community	Food	16-9684-743-000	\$108.47	
		Food	16-9684-743-000	\$59.25	
		Food	16-9684-743-000	\$49.17	
		Food	16-9684-743-000	\$15.82	
		Food	16-9684-743-000	\$74.96	
		Food	16-9684-743-000	\$28.76	
		Food	16-9684-743-000	\$22.42	
		Food	16-9684-743-000	\$13.84	
		Food	16-9684-743-000	\$35.84	
		Food	16-9684-743-000	\$38.30	
		Food	16-9684-743-000	\$119.83	
		Food	16-9684-743-000	\$21.78	
		Food	16-9684-743-000	\$207.59	
		Food	16-9684-743-000	\$41.60	
		Food	16-9684-743-000	\$108.80	
		Food	16-9684-743-000	\$42.98	\$2,165.46
121980	Weatherproofing Technologies, Inc	Sealant - Main Building	11-6201-659-007	\$100,615.43	\$100,615.43
121981	Scotty M Zollars	Reimburse Mileage - SEKLS Brd Mtg. 11-4101-602-000		\$79.03	\$79.03
				<u>\$136,184.59</u>	

Checks approved for release prior to Board action

11-General Fund	\$133,700.37
12-Postsecondary Technical Education Fund	\$1,327.80
16-Auxillary Ent Fund	\$1,156.42
67-Capital Outlay	\$0.00
	<u>\$136,184.59</u>

*Mark Watkins*  
President

*Deanna DeSherry*  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	5/30/2018		Total
			Account Number	Amount	
121982	A T and T	Phone Service	11-6501-631-000	\$321.86	
		Phone Service/Cherokee Center	11-7103-631-000	\$325.16	\$647.02
121984	Joseph Burke	Reimburse Mileage - KCIA Meeting	11-4201-601-000	\$140.07	
		Reimburse Meals - KCIA Meeting	11-4201-601-000	\$32.22	\$172.29
121985	Cardmember Service	Fairfield Inn, Baseball Game	11-5502-601-000	\$1,595.62	
		KCCLI Hotel-Tammy Fuentes	11-5701-601-000	\$97.37	
		Graphic Design Resources	11-6301-661-000	\$100.00	
		KS Human Rights Comm Seminar-M	11-6504-630-000	\$85.00	
		NBRC Exams for Students	12-1211-696-000	\$570.00	
		Overcharged by DoubleTree	12-1213-700-000	(\$23.85)	
		Physics Registry - I	12-1214-681-000	\$225.00	
		Physics Registry	12-1214-681-000	\$225.00	
		Physics Registry -	12-1214-681-000	\$225.00	
		Physics Registry	12-1214-681-000	\$225.00	
		Credit from Society of Diagnostic Med	12-1214-700-000	(\$5.00)	
		Board Exam Practice Tests	12-1215-700-000	\$631.80	
		Resource for Educators/Students	12-1215-700-000	\$120.00	
		Additional Dental Modules	12-1215-700-000	\$663.00	
		Renaissance-J Coomes, C Smith Sim	12-1246-630-000	\$548.43	
		Omni Hotel-Songraphy to ESP	12-1246-630-000	\$1,183.35	
		Dental Assisting Modules	12-1246-701-002	\$2,547.00	
		Resource for Educators/Students	12-1246-701-004	\$1,258.80	
		Shipping Summer 2018	16-9381-740-000	\$714.07	\$10,985.59
121986	Commercial Bank	Safe Deposit Box 1295	11-6201-701-000	\$80.00	\$80.00
121987	Alexander J Coplon	Reimburse Mileage - Recruiting	11-5502-603-000	\$191.84	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account		Amount	Total
			5/30/2018	Number		
121987	Alexander J Copley	Reimburse Mileage - Recruiting	11-5502-603-000		\$59.95	\$251.79
121988	Cox Communications	Internet - Cherokee Center	11-6401-631-000		\$169.55	\$263.60
		Cable - Cherokee Center	11-7103-701-000		\$94.05	\$75.00
121992	Kansas Board of Regents	KBOR Data Conference-Kathy Johnst	11-5303-601-000		\$75.00	\$254.16
121993	Kansas Gas Service	Gas Service	11-7102-633-000		\$254.16	\$52.38
121995	Nancy Newby	Gas Service	11-7102-633-000		\$52.38	\$253.43
121996	North Texas Tollway Authority	Reimburse Mileage - Area High Schoo	11-4209-601-000		\$253.43	\$10.44
121999	Westar Energy, Inc	Toll Charges - Sonography to ESP	12-1214-601-000		\$10.44	\$14,318.64
		Electricity	11-7102-634-000		\$14,318.64	\$1,132.06
		Electricity - Cherokee Center	11-7103-634-000		\$1,132.06	\$715.42
		Electricity	16-9482-634-000		\$715.42	<u>\$29,211.82</u>
	11-General Fund				\$19,378.36	
	12-Postsecondary Technical Education Fund				\$8,403.97	
	16-Auxillary Ent Fund				\$1,429.49	
	67-Capital Outlay				\$0.00	
					<u>\$29,211.82</u>	

Checks approved for release prior to Board action

Mark Watkins  
President

Deann Doherty  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	5/31/2018		Description	Account Number	Amount	Total
122000	Ace Hardware, Inc.			Gallery Supplies	11-1101-702-000	\$9.18	
				Gallery Supplies	11-1101-702-000	\$9.18	
				Plants for Graduation	11-5303-706-001	\$109.94	
				Door Stop and Clock	11-7102-649-000	\$25.58	
				Goundskeeping Supplies	11-7102-649-000	\$14.97	
				Gloves and Moth Balls	11-7102-649-000	\$21.17	
				Groundskeeping Supplies	11-7102-649-000	\$367.52	
				Maintenance Supplies	11-7102-649-000	\$9.99	
				Lock	11-7102-649-000	\$16.99	
				Silicone	11-7102-649-000	\$6.99	
				Maintenance Pencil	11-7102-649-000	\$3.99	
				Maintenance Supplies	11-7102-649-000	\$79.99	
				Insecticide	11-7102-649-000	\$69.99	
				Safety Glasses and Garden Sprayer	11-7102-649-000	\$26.98	
				Staples and Nail Gun	11-7102-649-000	\$35.98	
				Groundskeeping Supplies	11-7102-649-000	\$23.97	
				Aluminum Screen	11-7102-649-000	\$6.99	
				Duct Tape, Fasteners	11-7102-649-000	\$5.98	
				Plumbing Supplies	11-7102-649-000	\$0.99	
				Maintenance Supplies	11-7102-649-000	\$5.55	
				Maintenance Supplies	11-7102-649-000	\$38.89	
				Groundskeeping Supplies	11-7102-649-000	\$72.97	
				Maintenance Supplies	11-7102-649-000	\$6.97	
				Flex Duct	11-7102-649-000	\$34.99	
				Plumbing Supplies	11-7102-649-000	\$32.51	



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

5/31/2018

Check Number	Vendor	Description	Account Number	Amount	Total
122000	Ace Hardware, Inc.	Safety Glasses	11-7102-649-000	\$7.59	
		Chain and Padlock	11-7102-671-000	\$17.36	\$1,063.20
122001	All Seasons Floral, LLC	Plant-Phil Jack Sister's Service	11-6102-709-000	\$45.00	\$45.00
122002	B and H Photo Video	Graphic Design Supplies	12-1203-700-000	\$793.81	
		Graphic Design Supplies	12-1203-700-000	\$38.95	\$832.76
122003	Baudville, INC	Supplies	11-4202-701-000	\$101.65	\$101.65
122004	Benco Dental Supply Co	Yearly Preventative Maintenance	12-1215-700-000	\$236.92	\$236.92
122005	BIO Corporation	Double Fetal Pig	11-1102-700-000	\$143.48	
		Double Skinned Cat	11-1102-700-000	\$215.00	
		Double Fetal Pig	11-1102-700-000	\$277.26	\$635.74
122006	Blick Art Materials	Repair Equipment	11-1101-648-000	\$52.80	
		Repair Equipment	11-1101-648-000	\$61.00	
		Repair Equipment	11-1101-648-000	\$125.28	\$239.08
122007	C D W Government Inc	Lexmarks	11-6401-646-002	\$1,594.94	
		IT Supplies	11-6401-701-000	\$43.16	
		IT Supplies	11-6403-701-000	\$161.92	
		IT Equipment	11-6403-850-000	\$59.53	
		IT Equipment	11-6403-850-000	\$29.06	
		IT Equipment	11-6403-850-000	\$4,674.78	\$6,563.39
122008	Career Dimensions, Inc	Focus 2 Career	11-4202-701-000	\$1,314.00	\$1,314.00
122009	Carolina Biological Supply Company	A & P Supplies	11-1103-700-000	\$204.79	\$204.79
122010	City of Parsons	Rental for RN Pinning	11-5303-706-001	\$124.00	
		Rental for Commencement	11-5303-706-001	\$199.00	\$323.00
122011	Copy Products Inc	Toner/Cherokee Center	11-7103-701-000	\$49.60	
		Copy Usage for Cherokee Center	11-7103-701-000	\$84.94	\$134.54

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

5/31/2018

Check Number	Vendor	Description	Account Number	Amount	Total
122012	Corporate Business Systems ofMO, In	Savin Copier Maintenance	11-6503-648-000	\$114.22	\$114.22
122013	Data Source Media, Inc	IT Supplies	11-6401-701-000	\$1,023.63	
		IT Supplies	11-6401-701-000	\$2,611.11	
		MS610 Toner	11-6401-701-000	\$1,220.44	\$4,855.18
122014	Daves Communications Services	Fax Line Repair	11-6501-631-000	\$150.00	\$150.00
122015	E N V Services Inc.	Travel Fee	11-1102-646-000	\$1,320.00	
		Biological Safety Cabniet Cert.	11-1102-646-000	\$440.00	\$1,760.00
122016	Robert M Emery	Announcing for Athletics 2017-2018	11-5506-576-000	\$1,650.00	\$1,650.00
122017	Fastenal Company	Maintenance Supplies	11-7102-649-000	\$10.49	
		Maintenance Supplies	11-7102-649-000	\$368.29	
		Maintenance Supplies	11-7102-649-000	\$171.92	
		Batteries and Drill Bit	11-7102-649-000	\$8.41	
		Batteries	11-7102-649-000	\$134.02	
		Tables	11-7102-649-000	\$386.12	
		Maintenance Supplies	11-7102-649-000	\$5.50	
		Maintenance Supplies	11-7102-649-000	\$20.65	
		Maintenance Supplies	11-7102-649-000	\$7.22	\$1,112.62
122018	Flinn Scientific Inc	Chemistry Supplies	11-1106-700-000	\$1,065.21	
		Chemistry Supplies	11-1106-700-000	\$1,121.87	
		Chemistry Supplies	11-1106-700-000	\$1,007.54	\$3,194.62
122019	Four State Maintenance SupplyInc	Trash Cans	11-7102-649-000	\$157.10	
		Custodial Supplies	11-7102-702-000	\$12.00	\$169.10
122020	Graves Menu Maker Foods	Supplies	16-9684-701-000	\$82.70	
		Supplies	16-9684-701-000	\$140.02	
		Supplies	16-9684-701-000	\$307.68	

**LABETTE COMMUNITY COLLEGE  
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Check Number	Vendor	Description	Account Number	Amount	Total
122020	Graves Menu Maker Foods	Supplies	16-9684-701-000	\$ 193.59	
		Supplies	16-9684-701-000	\$ 57.58	
		Food	16-9684-743-000	\$1,462.25	
		Food	16-9684-743-000	\$326.78	
		Food	16-9684-743-000	\$ 183.55	
		Food	16-9684-743-000	\$1,396.12	
		Food	16-9684-743-000	\$567.33	
		Food	16-9684-743-000	\$736.70	
		Food	16-9684-743-000	\$580.99	
		Food	16-9684-743-000	\$69.90	
		Food	16-9684-743-000	\$677.91	\$6,783.10
122021	Herff Jones Inc.	Master Regency Gown Replacement	11-5303-706-001	\$60.27	
		Credit	11-5303-706-001	(\$63.13)	
		Diplomas and Shipping	11-5303-706-001	\$630.78	
		Diploma Covers	11-5303-706-001	\$997.48	
		Cap and Gowns, Tassels- Students	11-5303-706-001	\$3,081.45	\$4,706.85
122022	Herrman Lumber	Gallery Supplies	11-1101-702-000	\$94.23	
		Maintenance Supplies	11-7102-649-000	\$10.58	
		Fireschool Supplies	12-4204-699-000	\$1,248.83	\$1,353.64
122023	Hubert Company, LLC	Aluminum Shelf	16-9482-701-000	\$126.46	\$126.46
122024	IDVille	Maker Zenius Classic Base Kit	11-6503-641-000	\$1,649.00	
		Printer Ribbon - Zenius	11-6503-701-000	\$144.53	\$1,793.53
122025	J H Recognition Company	Pinning Ceremony Pins	12-1213-700-000	\$730.10	\$730.10
122026	Jock's Nitch/Parsons	Adidas Pullovers	11-5502-701-000	\$63.00	
		Spikes and Trainers for Transfers	11-5502-701-000	\$322.36	



**LABETTE COMMUNITY COLLEGE  
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Check Number	Vendor	5/31/2018		Description	Account Number	Amount	Total
122026	Jock's Nitch/Parsons			Custom Baseball Hats	11-5502-701-000	\$668.64	
				Wrestling Gear	11-5505-701-000	\$269.70	
				Custom No Hitter V-Neck Jerseys	11-5506-690-000	\$3,097.18	
				Adidas White Baseball Pants	11-5506-690-000	\$2,203.12	
				Basketball Nets	11-5506-701-000	\$120.50	
				Athlete of Year Plaques	11-5506-701-000	\$49.00	\$6,793.50
122027	K L K C			April Advertising	11-6301-613-000	\$300.00	\$300.00
122028	K S Y N-FM			April Advertising	11-6301-613-000	\$900.00	\$900.00
122029	Jan Kirk			Substitute Pay - Watercolor	11-1133-523-001	\$93.78	\$93.78
122030	L and R Specialties, Inc.			Shimpo RK whisper potters wheel	11-1101-700-000	\$1,175.00	\$1,175.00
122031	L C C Foundation			Auction Purchase	11-5302-711-000	\$81.95	
				Donation Retirement Gift - LH	11-6504-692-001	\$150.00	\$231.95
122032	Labette Avenue			Auction Ad	11-6301-613-000	\$78.00	
				Position Announcement	11-6504-613-000	\$40.00	\$118.00
122033	Labette Health			Distinguished Alumni Luncheon	11-6505-701-000	\$425.00	\$425.00
122034	Laser Creations			Distinguished Faculty Award	11-6504-692-002	\$99.98	\$99.98
122035	Laser Designs/PSHTC			Name Plate-Trustee	11-6102-709-000	\$2.00	\$2.00
122036	Marmic Fire and Safety Co Inc			Sprinkler Inspection	11-7202-648-000	\$250.00	\$250.00
122037	MBS Direct, LLC			FA Vouchers	16-0000-131-002	\$3,709.36	
				FA Books	16-0000-131-002	\$909.86	
				FA Books	16-0000-131-002	\$810.98	\$5,430.20
122038	McCarty's Office Machines Inc			Color Ink Cartridges	11-6101-702-000	\$109.42	
				Signature Stamp	11-6201-701-000	\$33.50	
				Canon	11-6503-641-000	\$3,200.00	
				Canon	11-6503-641-000	\$3,200.00	

**LABETTE COMMUNITY COLLEGE  
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5/31/2018

Check Number	Vendor	Description	Account Number	Amount	Total
122038	McCarty's Office Machines Inc	Copier Maintenance-Nursing	11-6503-648-000	\$540.00	
		Copier Maintenance-Radiography	11-6503-648-000	\$540.00	
		Credit on Toner	11-6503-701-000	(\$58.99)	
		Binder, Correction Tape	11-6503-701-000	\$129.17	
		Labels, Scissors	11-6503-701-000	\$132.00	
		Staplers, Calendars	11-6503-701-000	\$104.96	
		Printer Cartridges	11-7102-649-000	\$632.26	\$8,562.32
122039	Mid America Sanitation	Porta-Potty, Baseball	11-7102-649-000	\$80.00	\$80.00
122040	Napa Auto Parts	Solenoid for mower	11-5502-701-000	\$14.99	\$14.99
122041	Nasco	Art Supplies	11-1101-700-000	\$13.46	
		Art Supplies	11-1101-700-000	\$775.31	
		Black r Board & Drawing Pad	11-1101-700-000	\$514.40	\$1,303.17
122042	National CineMedia, LLC	Advertising	11-6301-613-000	\$520.00	
		Advertising	11-6301-613-000	\$520.00	\$1,040.00
122043	Nexstar Broadcasting, Inc	April Advertising	11-6301-613-000	\$500.00	\$500.00
122044	OfficeSupply.com	Business Source 3" 3-Ring View Bind	11-1103-700-000	\$164.70	\$164.70
122045	O'Reilly Automotive Stores , Inc	Facilities Supplies	11-6502-720-000	\$201.97	\$201.97
122046	Overhead Door of Wichita	Keys	11-7102-671-000	\$90.90	\$90.90
122047	P1 Group Inc	Troubleshoot Chiller	11-7102-649-000	\$6,335.13	
		Student Union Maintenance	11-7102-649-000	\$382.60	
		Refrigerant For Kitchen	11-7102-649-000	\$325.75	
		Replace Exhaust Fan	11-7102-649-000	\$2,100.00	
		Maintenance Agreement	11-7103-649-000	\$500.00	
		Maintenance Agreement	11-7103-649-000	\$500.00	
		Maintenance Agreement	11-7202-648-000	\$4,749.00	

**LABETTE COMMUNITY COLLEGE  
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5/31/2018

Check Number	Vendor	Description	Account Number	Amount	Total
122047	P1 Group Inc	Maintenance Agreement	11-7202-648-000	\$4,646.00	\$19,538.48
122048	Par Forms Corporation	Credit on Purchase	11-5302-711-000	(\$175.00)	
		Drawstring Back Packs	11-5302-711-000	\$1,108.11	\$933.11
122049	Parsons State Hospital Endowment	AsLCC T-Shirts	11-6301-709-000	\$675.00	\$675.00
122050	Parsons Sun	Chaglaz Art Show	11-6301-613-000	\$56.75	
		Chaglaz Art Show	11-6301-613-000	\$113.50	
		LCC Concert Ads	11-6301-613-000	\$85.12	
		LCC Concert Ads	11-6301-613-000	\$170.25	
		Library Open House	11-6301-613-000	\$56.75	
		Position Announcement	11-6504-613-000	\$45.40	\$527.77
122051	Proforma	LCC Table Cloth	11-6301-701-000	\$192.12	
		LCC Lanyards	11-6301-701-000	\$195.00	\$387.12
122052	PSU HHPR Dept	Materials-Lifetime Fitness SU18	11-1112-700-001	\$545.00	\$545.00
122053	Quality Printing, Inc. (AP)	Check Stock	11-6201-701-000	\$1,218.00	\$1,218.00
122054	QueenB Television of Kansas/Missouri	April Advertising/KOAM	11-6301-613-000	\$1,235.00	
		April Advertising/KFJX	11-6301-613-000	\$780.00	\$2,015.00
122055	Reserve Account	PBP #20352357 (Postage)	11-6503-611-000	\$2,500.00	\$2,500.00
122056	ROAR Postal Supplies & Solutions	RPS 787-1 Postage Meter Ink	11-6503-701-000	\$224.00	\$224.00
122057	Roy's Auto Service, LLC	Vehicle Maintenance, PK2	11-6502-720-000	\$463.74	\$463.74
122058	Salem Press	Reference Books	11-4101-703-000	\$280.75	
		Reference Books	11-4101-703-000	\$948.48	\$1,229.23
122059	Sheerin Scientific Inc.	Microscopes Servicing, Parts, Dissect	11-1102-646-000	\$2,240.00	\$2,240.00
122060	Shop Anatomical, Inc.	Skeleton Base	12-1213-700-000	\$259.98	\$259.98
122061	SkillsUSA	Membership - Logan Oplotnic	12-4204-701-000	\$15.00	\$15.00
122062	Styers Equipment Company	Oki Waste Toner Box	11-6503-648-000	\$30.78	

**LABETTE COMMUNITY COLLEGE  
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Check Number	Vendor	Description	Account Number	Amount	Total
122062	Styers Equipment Company	Oki Supplies	11-6503-701-000	\$2,105.43	\$2,136.21
122063	The Cleaners	Press Regalia	11-5303-706-001	\$107.07	\$107.07
122064	The CORE - Labette Health	PED16200063-Aquasize-15 Students	11-1133-523-001	\$234.50	
		PED16200062-Arthritis-18 Students	11-1133-523-001	\$234.50	
		PED16200061-Aquasize-20 Students	11-1133-523-001	\$234.50	
		PED16200060-Aquasize-18 Students	11-1133-523-001	\$234.50	
		PED16200059-Aquasize-19 Students	11-1133-523-001	\$234.50	
		PED16200058-Aquasize-17 Students	11-1133-523-001	\$234.50	
		PED16200057-Aquasize-20 Students	11-1133-523-001	\$234.50	
		PED16200056-Arthritis-19 Students	11-1133-523-001	\$234.50	
		PED16200055-Aquasize-18 Students	11-1133-523-001	\$234.50	
		PED16200054-Aquasize-17 Students	11-1133-523-001	\$234.50	
		PED16200053-Aquasize-17 Students	11-1133-523-001	\$234.50	
		PED16200052-Aquasize-19 Students	11-1133-523-001	\$234.50	
		PED16200051-Aquasize-19 Students	11-1133-523-001	\$234.50	
		PED16200050-Arthritis-17 Students	11-1133-523-001	\$234.50	
		PED18500003 - Lifesaving - 9 Studen	11-1133-523-001	\$938.00	\$4,221.00
122065	The Wright Signs	All-American Board Update	11-5505-701-000	\$40.00	\$40.00
122066	Thompson Bros. Supplies, INC	Oxygen Rental	12-1211-700-000	\$45.50	
		Welding Cylinder	12-4204-701-000	\$45.50	
		Welding Supplies	12-4204-701-000	\$234.28	
		Welding Supplies	12-4204-701-000	\$29.60	\$354.88
122067	Tom Davis Auto Group, LLC	Vehicle Maintenance, PK-3	11-6502-720-000	\$215.84	\$215.84
122068	Troy Brown Heating and Cooling Inc.	Unhook IT Air Conditioner	11-7102-649-000	\$200.00	
		Air Conditioner Replacement and Inst:	16-9482-649-000	\$3,950.00	\$4,150.00

**LABETTE COMMUNITY COLLEGE  
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5/31/2018

Check Number	Vendor	Description	Account Number	Amount	Total
122069	UniFirst Corporation	Mats, Mops, Towels, Uniforms	11-7103-649-000	\$49.48	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$39.53	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$39.53	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$39.53	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$39.53	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.04	
		Uniforms	11-7202-648-000	\$50.41	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.04	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.04	
		Uniforms	11-7202-648-000	\$50.41	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.04	
		Uniforms	11-7202-648-000	\$50.41	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	\$909.56
122070	Vance Lawn Care	Groundskeeping, Cherokee	11-7103-649-000	\$360.00	\$360.00
122071	Mark Watkins	Vehicle Expense	11-6501-590-001	\$900.00	\$900.00

**LABETTE COMMUNITY COLLEGE  
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Check Number	Vendor	Description	5/31/2018	Account Number	Amount	Total
122072	Weatherproofing Technologies, Inc	Downspouts, Cherokee		11-7103-649-000	\$2,950.00	\$2,950.00
	11-General Fund		\$96,946.55			
	12-Postsecondary Technical Education Fund		\$3,678.47			
	16-Auxillary Ent Fund		\$16,461.92			
	67-Capital Outlay		\$0.00			
					<u>\$117,086.94</u>	