

**LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

August 9, 2018

5:30 p.m.

Conference Room

Review Copy

EXHIBIT 2

Labette Community College
Board of Trustees Meeting Agenda
August 9, 2018
TIME 5:30 p.m.
Student Success Center, Conference Room

- I. Adoption of Agenda.....(Agenda Item I)
(Exhibit 1)

- II. Approval of July 12, 2018, Meeting Minutes(Agenda Item II)
(Exhibit 2)

- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. SGA Report
 - C. Administrative Reports
 - i. Comparison of Expenditures to Budget
 - D. President’s Report

- IV. Old Business (Action, Report, or Discussion)
 - A. Publication of 2018-2019 Budget(Agenda Item IV.A.)
(Exhibit 3)

- V. New Business (Action, Report, or Discussion)
 - A. Follow-up to 2016 Graphic Design Program Review
.....(Agenda Item V.A.)
(Exhibit 4)

 - B. Professional Staff Employment Letter(Agenda Item V.B.)
(Exhibit 5)

 - C. Approval of Bills.....(Agenda Item V.C.)
(Exhibit 6)

VI. Public Comment

The Board of Trustees agenda shall contain one opportunity for public comment. This structure has been designed to provide the public with an opportunity to comment on any topic. The Chair of the Board explains the Board’s approach to the public comment with the following statement: **“At this time we invite anyone in the audience to speak to the Board about any item or concern that pertains to the college. By policy, at this time the Board will not take any action on any item or concern, but we will be happy to take it under advisement for possible future action.”** The Board also retains the right to set time limits on public comment.

EXHIBIT 2

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.

- VII. Next Regular Board Meeting: September 13, 2018, 5:30 p.m., **Conference Room**, Tentative Agenda Items
- VIII. Adjournment

EXHIBIT 3

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
July 12, 2018

The Board of Trustees met at 5:30 p.m. on Thursday, July 12, 2018 in the Conference Room, Student Success Center Building.

Members Present

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

Others Present

Dr. Mark Watkins
Leanna Doherty
Joe Burke
Janice Every

Jason Sharp
Lindi Forbes
Tammy Fuentez

Megan Fugate recorded the minutes.

Election of Officers for the Board of Trustees

Vice-Chair Winchell opened the floor for Board Chair nominations. Mr. Landrum nominated Pat McReynolds for chairperson. Mr. Hoskins seconded. Nominations ended and motion carried 6-0.

For Vice-Chair, Mr. Taylor nominated David Winchell and Mr. Landrum seconded. Nominations ended and motion carried 6-0.

Mr. McReynolds moved to approve Carl Hoskins, KACCT (Kansas Association of Community Colleges), Mr. Howerter seconded and motion carried 6-0. Mr. Winchell moved to approve Rod Landrum as alternate, Mr. Taylor seconded and motion carried 6-0.

Mr. Howerter moved to approve the following:

- Megan Fugate as Clerk of the Board
- Leanna Doherty as Treasurer
- David Markham and KASB as the legal services provider for the year
- Parsons Sun as the paper of record.

Mr. Hoskins seconded and motion carried 6-0.

Mr. Winchell moved to approve the following Presidential appointments:

- The Emergency Executive Succession Plan as presented.
- The Sexual Harassment Plan as presented.
- Megan Hentzen, Payroll Specialist, ADA Coordinator

EXHIBIT 3

- Leanna Doherty, VP of Finance and Operation & Janice Every, Human Resource Director, Affirmative Action Officers (students also have the option of going to the Vice President of Student Affairs with a problem).
- Leanna Doherty, Public Information Officer.
- Kevin Doherty, Emergency Services Contact.
- Dr. Mark Watkins, President and Bethany Kendrick, Public Relations Director, Kansas Association of School Boards (KASB) Governmental Relations Network Contact.
- Title IX Coordinator, Tammy Fuentez

Mr. Winchell seconded and motion carried 6-0.

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 6-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair McReynolds asked for corrections or additions to the June 14, 2018 regular meeting minutes, Mr. Winchell moved to approve the minutes with two amendments. Mr. Landrum seconded and motion carried 6-0.

Approval of Special Meeting Minutes (ACTION ITEM)

Chair McReynolds asked for corrections or additions to the June 19, 2018 special meeting minutes. Mr. Hoskins moved to approve the minutes as presented. Mr. Winchell seconded and motion carried 6-0.

Reports and/or Board Discussion

Faculty Senate Report

No report

Administrative Report

Comparison of expenditures to the budget – Leanna Doherty had placed the June financial report at the table. At the end of June we were through the year. The general fund was 111% expended and the technical education/vocational fund was 97% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

Vice President Doherty gave an update on the athletic insurance. Mr. Taylor moved to approve renewing the athletic insurance with Bollinger Insurance, Wood-Dulohery, in the amount of \$79,829, with no increase. Mr. Hoskins seconded and motion carried 6-0.

President's Report

Dr. Watkins introduced Jason Sharp, Dean of Instruction.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

None

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Master Agreement Contract Ratification

Mr. Taylor moved to approve the Master Agreement for the 2018-2019 school year. Mr. Hoskins seconded and motion carried 6-0.

EXHIBIT 3

Administration, Professional Staff, Educational Support Staff Salary Increases

Mr. Landrum moved to approve the following:

- Issuance of administration and professional staff contracts for the 2018-2019 fiscal year according to the current terms and provisions of such contracts. Such contracts include a 2.8% salary increase.
- A 2.8% salary increase for educational support staff for the fiscal year 2018-2019.
- A \$5 increase to the 403(b) monthly matching contribution to begin in September for administration, professional staff and educational support staff.

Mr. Hoskins seconded and motion carried 6-0.

Policy Approval

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

BOT Regular Meeting Dates and Times

Mr. Hoskins moved to approve the regular meeting scheduled for the second Thursday of the month at 5:30pm through July 2019. Mr. Winchell seconded and motion carried 6-0.

Approval of Bills

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

Professional Staff Employment Letter

Mr. Taylor moved to approve the Professional Staff Employment letter for Marcie Ryan, Case Manager Advisor, at a salary of \$40,000 beginning July 16, 2018 and the Professional Staff Employment Letter for Tiffany Poyner, Assistant Women's Volleyball Coach, at a salary of \$18,000, beginning July 23, 2018. Mr. Howerter seconded and motion carried 6-0.

Public Comment

Tammy Fuentez announced that PTK would be celebrity servers at Shredders on Wednesday, July 18th from 5pm-8pm.

Chair McReynolds announced the Workforce Awards Night is August 7th.

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 August 9, 2018 at 5:30 p.m., Conference Room, Student Success Center Building.

Adjournment

Mr. Howerter moved to adjourn the meeting at 6:05pm. Mr. Landrum seconded and motion carried 6-0.

Megan Fugate, Clerk of the Board

Agenda Item #: IV. A.
Date: August 9, 2018

SUBJECT

Publication of the 2018-2019 Labette Community College Budget

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Since January the FY 2018-2019 budget has been under development. Information about the budget was presented to the Board in a special budget work session in July.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees authorize publishing the 2018-2019 Labette Community College Budget as presented in Exhibit 3.

(agnbudget07-08adopt)

**NOTICE OF PUBLIC HEARING
2018-2019 BUDGET**

The governing body of Labette Community College, Labette County, will meet on August 21, 2018, at 12:00 p.m., at the Conference Room in the Student Success Center for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of tax to be levied, and to consider amendments. Detailed budget information is available at LCC Business Office and will be available at this hearing.

BUDGET SUMMARY

The Expenditures and the Amount of 2018 Tax to be Levied (as shown below) establish the maximum limits of the 2018-2019 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to slight change depending on final assessed valuation. The proposed budget includes revenue from property taxes on assessed valuation which increased in excess of the prior Consumer price index for all urban consumers. This notice is provided in accordance with KSA 79-2925b.

	2016-2017		2017-2018		Proposed Budget 2018-2019		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2018 Tax to be Levied	Est. Tax Rate*
Current Funds Unrestricted							
General Fund	8,359,175	34.900	8,751,119	35.000	11,601,154	4,702,841	35.001
Postsecondary Tech Ed	3,070,453		2,722,384		4,430,231	XXXXXXXXXX	XXX
Adult Education	48,182	0.400	48,182	0.400	74,602	53,694	0.400
Adult Supp Education	0	xxx	0	xxx	0	XXXXXXXXXX	xxx
Motorcycle Driver	0	xxx	0	xxx	0	XXXXXXXXXX	xxx
Truck Driver Training	0	xxx	0	xxx	0	XXXXXXXXXX	xxx
Auxiliary Enterprise	538,124	xxx	465,443	xxx	219,555	XXXXXXXXXX	xxx
Plant Funds		xxx		xxx		XXXXXXXXXX	xxx
Capital Outlay	0		0		1,500,000	0	0.000
Bond and Interest	0		0		0	0	0.000
Special Assessment	0		0		0	0	0.000
No Fund Warrants	0		0		0	0	0.000
Revenue Bonds	0	xxx	0	xxx	0	XXXXXXXXXX	xxx
Total All Funds	12,015,934	35.300	11,987,128	35.400	17,825,542	XXXXXXXXXX	35.400
Total Tax Levied	4,532,825		4,579,024		XXXXXXXXXX	4,756,535	
Assessed Valuation	128,408,638		129,349,560		134,364,378		
Outstanding Indebtedness, July 1							
	2016		2017		2018		
G.O. Bonds							
Capital Outlay Bonds							
Revenue Bonds							
No-Fund Warrants							
Temporary Notes							
Lease Purchase Principal	762,372		428,696		86,863		
Total	762,372		428,696		86,863		

* Tax Rates are expressed in mills.

Signature and Title

Agenda Item #:V.A.
Date: August 9, 2018

SUBJECT

Follow Up to 2016 Program Review for Graphic Design

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 Board had asked for an update to the program review for Graphic Design at the February 18, 2016 board meeting.

PRESIDENT'S RECOMMENDATION

This is information only regarding the progress of the Graphic Design Program.

SUBJECT: Graphic Design Technology Program Review Two-Year Follow Up

Dear Board of Trustees:

Thank you for your continued support of the Graphic Design Technology Program. We greatly appreciate the time you have taken to ensure our program is successful and constantly improving.

The Graphic Design Technology Program submitted a five-year program review at the February 18, 2016 board meeting with the following action plans:

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
All courses are offered on-ground and only at the main campus.	Continue the development of hybrid courses to meet the needs of a broader student base. Investigate piloting an online course.	TBD	Ongoing	Greg Brewer Melissa Kipp
Need for an ongoing and consistent marketing plan.	Implement and maintain an ongoing and consistent marketing plan.	None	Fall 2016	Greg Brewer Melissa Kipp Bethany Kendrick
Fluctuating program enrollment. With the loss of the Recording Arts Technology Program and the elimination of the Interactive Media degree, three courses were eliminated from the program and enrollment declined due to shared program electives.	Explore inviting high school students on campus for a "fun day" of design related activities and to receive program information.	None	Fall 2016	Greg Brewer Melissa Kipp
Reevaluate course outcomes to keep current with industry standards.	Explore revising course outcomes to reflect current industry trends and practices.	None	Spring 2017	Greg Brewer Melissa Kipp
Revise curriculum in all graphic design courses to	Seek input from Advisory Committee to strengthen student portfolios.	None	Spring 2017	Greg Brewer Melissa Kipp

provide a comprehensive exploration of design projects.				Advisory Committee
The increased enrollment numbers due to SB155 and the articulation agreement with Parsons High School may negatively impact Perkins performance because many of those students will not attend LCC or complete the program.	Explore reinstating certificate program to improve overall completion rates.	None	Fall 2016	Greg Brewer Melissa Kipp Susan Brouk
On-going challenge for instructors to keep skills up-to-date with rapidly changing technology.	Investigate options for continuous professional development through online training for all program instructors.	TBD	Spring 2016	Greg Brewer Melissa Kipp
Software costs are expected to be the most challenging resource to manage in the future. Material fees have been increased to allow industry standard software upgrades.	Continue to work with IT on cost effective ways of implementing software upgrades.	TBD	Ongoing	Greg Brewer Melissa Kipp Jody Burzinski

Over the past two years, Melissa Kipp, Graphic Design Technology program faculty, has made many efforts to remedy program weaknesses and challenges, including curriculum revision, marketing and recruitment initiatives, and budget revisions. With these efforts, the GDT program has demonstrated increased enrollment and completion rates.

CURRICULUM REVISION

With Advisory Committee support, Melissa Kipp revised the overall program sequence and developed a one-year certificate program. This allows students to earn a certificate after completion of first year courses and allows a seamless transition for those students completing the two-year program. The curriculum revisions give students the option to select concentration electives, allowing more specialization within the field of graphic design.

MARKETING/RECRUITMENT

Melissa Kipp developed a new departmental logo and modernized program graphics for marketing materials, in addition to a departmental website redesign showcasing student work. With assistance from the PR department, GDT faculty and students recorded a new TV commercial, and departmental t-shirts were designed and worn regularly by students as a means of promotion and visibility both on and off campus. Student testimonials are being collected from recent graduates to develop a program guidebook for recruitment.

Other recruitment efforts involve participation in LCC Senior Days and 8th Grade, providing program information and demonstrations during campus tours. A new initiative was implemented in the Spring 2018 semester, which involved second year GDT students providing graphic design demonstrations to high school students during the annual High School Art Competition.

BUDGET REVISIONS

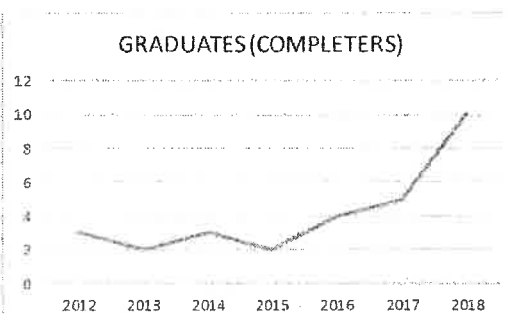
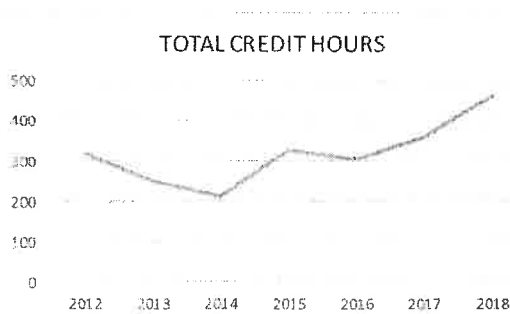
Overall program costs have been reduced over the past two years with the elimination of a full-time faculty position. All departmental courses are taught by Melissa Kipp, with the exception of one course per semester taught by an adjunct instructor. Melissa has also worked closely with the IT Director to purchase bulk software licensing at a considerable discount. All Adobe Creative Cloud software is purchased through material fees assessed to students.

ENROLLMENT/COMPLETION RATES

Overall enrollment has steadily increased over the last several years, and completion rates have doubled from the 2017 to 2018 academic year. Of the six students completing the two-year program requirements in May of 2018, five will be transferring to a four-year university and one has secured full-time employment in the industry and plans to continue her education online. In the first year of implementation of the new certificate program, four students completed certificate requirements. Two students that earned one-year certificates are employed full-time in the design industry with one graduate earning \$20 per hour as a marketing associate.

	2012	2013	2014	2015	2016	2017	2018
GRAP 101 Graphic Comm/GRAP 103 Intro to GD	7	6	7	8	7	12	11
GRAP 107 Intro to Desktop Publishing	9	7	9	7	8	13	9
GRAP 113 Packaging Design	8	5	6	12	4	8	4
GRAP 118 Typography	9	7	5	12	8	11	9
GRAP 120 Color Theory	7	5	6	10	4	10	10
GRAP 122 Illustration	7	6	5	10	6	12	1
GRAP 128 Digital Animation	5	6	4	5	8	9	5
GRAP 130 Advertising Design	8	4	2	5	7	5	11
GRAP 200 Portfolio Development	5	5	1	4	8	1	11
GRAP 202 Digital Photography	N/A	4	9	7	8	9	23
GRAP 204 Digital Illustration	8	4	6	10	4	11	11
GRAP 206 Photo Edit Software	12	8	5	6	8	8	21
GRAP 208 Website Design Software	10	7	2	4	8	3	6
GRAP 210 Digital Page Layout	6	4	2	4	7	2	17
GRAP 216 Graphic Design Print Media	5	5	2	5	6	6	5

	2012	2013	2014	2015	2016	2017	2018
TOTAL CLASS ENROLLMENT	106	83	71	109	101	120	154
TOTAL CREDIT HOURS	318	249	213	327	303	360	462
PERCENTAGE CHANGE FROM PREVIOUS YEAR		-22%	-14%	54%	-7%	19%	28%
GRADUATES (COMPLETERS)	3	2	3	2	4	5	10



With the changes in program curriculum, marketing and recruitment efforts, and budget revisions, the Graphic Design Technology program has demonstrated an increase in enrollment, completion rates, and overall student success. Thank you again for your continued support of the Graphic Design Technology Program.

Agenda Item #: V.B.
Date: August 9, 2018

SUBJECT

Professional Staff Employment Letter Confirmation

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Ms. Daneen Landis has accepted the Talent Search Director Grant position. Please see exhibit 5 for biography information.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the Professional Staff Employment letter for Daneen Landis, Talent Search Project Director, at a salary of \$45,000, beginning September 1, 2018.

Biography

Daneen Landis

Ms. Daneen Landis has accepted the Talent Search Project Director Grant position. Daneen earned a Bachelor of Arts degree in Organizational Communications from Tabor College in Hillsboro KS and a Master of Arts degree in Communication Studies from Bellevue University, Bellevue NE.

Ms. Landis has had 13 years' experience in higher education and comes to LCC from Tabor College where she was employed as the Director of Career Services and Academic Support Coordinator for Project Search. Working with at risk students, she mentored and taught classes to help and encourage these students to attend college. She has also taught online adjunct for Bellevue University for several years. Daneen begins work on September 1, 2018.

POSITION DESCRIPTION

TALENT SEARCH PROJECT DIRECTOR

Reports to: Vice President of Student Affairs

Organizational Unit: Professional Staff - exempt

Salary range: Support Director (Temporary Position for length of grant)

Revision Date: May 2018

I. Basic Purpose of Position

The Talent Search Project Director is responsible for planning, developing, implementing, and directing the Talent Search program in consultation and cooperation with college officials; participating school district administrators, counselors and teachers; as well as interested community agencies, organizations and individuals.

II. Essential Job Functions

- A. Ability to plan and direct Talent Search activities in coordination with staff and interested parties
- B. Ability to direct and monitor activities of Talent Search personnel and coordinate their activities in support of project goals and timelines as set out by the grant document
- C. Ability to serve as liaison with the federal Program Officer
- D. Ability to ensure consistent and complete adherence to all federal and institutional policies
- E. Ability to maintain open communications among and between project staff and other college personnel, target middle school/high school faculty members, counselors and administrators
- F. Ability to monitor project progress towards achieving specific milestones and objectives
- G. Ability to ensure that project objectives and college priorities are harmonized
- H. Ability to provide proper fiscal accountability and administrative oversight to prevent misuse of federal funds
- I. Ability to conduct Talent Search information presentations at target schools and community agencies
- J. Ability to actively promote Talent Search project to the area media to increase public awareness of the services offered
- K. Ability to assist in the gathering, classifying and dissemination of program data for reporting purposes and ensures federal reports are submitted on time
- L. Ability to prepare Talent Search promotional materials and disseminates information about availability of services to the target area
- M. Ability to serve as Talent Search liaison with college departments, target school administrators and community agencies
- N. Ability to identify eligible participants and oversee recruitment and selection of students into project
- O. Ability to assure equal access to project services for all students
- P. Ability to develop and conduct orientations (in-services) for staff and participants
- Q. Ability to represent the project at all appropriate meetings
- R. Ability to actively assist in the counseling of students

- S. Ability to maintain regular and timely attendance
- T. Ability to complete other duties as assigned

III. Consulting Tasks

- A. Consults regularly with all Talent Search project stakeholders, committees, cooperating entities, students and parents to ensure that project goals are being met and services are being provided as envisioned by the project guidelines.
- B. Consults regularly with Talent Search staff to ensure open communications are maintained and problem areas are rapidly addressed.
- C. Consults regularly with federal Talent Search Program evaluator to ensure that the necessary data is being collected and forwarded to the evaluator in an appropriate format and in a timely manner.

IV. Supervises the Following Staff

- 1. Talent Search Advisors
- 2. Talent Search Assistant

V. Required Knowledge, Skills and Personal Qualifications

- A. Ability to effectively supervise professional staff.
- B. Will adhere to the institution's approved policy regarding nondiscrimination (Policy 2.01).
- C. Ability to communicate effectively with students, staff and interested persons from diverse backgrounds.
- D. Above average organizational administrative skills.
- E. Good public relations skills.
- F. A background similar to that of the participants is preferred.

VI. Required Experience

- A. A minimum of five years administrative/budget experience required in an education setting.
- B. Previous job experience designing, managing or implementing programs for low-income and/or academically disadvantaged youth.
- C. Demonstrated teaching and/or academic counseling experience required.
- D. Demonstrated sensitivity to the needs of disadvantaged students required.
- E. Prior experience with management of staff, budgets and federal projects required.
- F. Experience with grant management and operating Trio programs is preferred.

VII. Educational Background

Master's Degree (or above) required in developmental studies, counseling, special education, educational leadership/administration, sociology, social work, or a related field, or any combination of education and experience which is equivalent to a Master's level degree in one of the preferred fields of study.

VIII. Working Conditions

- A. Twelve month contract
- B. Indoors - office setting
- C. Flexible schedule with some evening and weekend work

- D. Travel on a daily basis between schools may be required
- E. Holiday and vacation schedule may be altered to coincide with school districts' and LCC
- F. Complies with all check-in procedures, protocols and work rules of school districts and LCC

Agenda Item: V.C.
Date: August 9, 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**

7/12/2018

Check Number	Vendor	Description	Account Number	Amount	Total
122342	A T and T	Phone Service	11-6501-631-000	\$321.86	
		Phone Service - Cherokee Center	11-7103-631-000	\$325.16	\$647.02
122343	A T and T	Internet	11-6401-631-000	\$3,465.93	\$3,465.93
122346	CableONE	Ted Hill Internet	11-6401-631-000	\$88.94	
		Cable Service	11-7202-648-000	\$138.72	\$227.66
122349	City of Parsons	Water Service	11-7102-632-000	\$1,529.04	
		Water Service	16-9482-632-000	\$191.26	\$1,720.30
122350	Commercial Bank/Cash	Cash for Summer Book Buybacks	16-0000-103-001	\$8,000.00	\$8,000.00
122351	Commercial Bank/Cash	Spring Book Buybacks	16-9381-740-000	\$6,898.00	\$6,898.00
122356	Kansas Gas Service	Gas Service	11-7102-633-000	\$122.24	\$122.24
122357	Kansas Outdoor Advertising	June Advertising	11-6301-613-000	\$575.00	\$575.00
122362	Rural Water District #5	Utility Water, Cherokee Center	11-7103-632-000	\$27.61	\$27.61
122368	Touchtone Communications	Long Distance	11-6501-631-000	\$94.57	
		Long Distance - Cherokee Center	11-7103-631-000	\$20.28	\$114.85
122369	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$230.58	
		Custodians Phone Charges	11-7102-649-000	\$275.72	\$506.30
122371	Westar Energy, Inc	Electricity	11-7102-634-000	\$16,170.59	
		Electricity - Cherokee Center	11-7103-634-000	\$1,143.57	\$17,314.16

EXHIBIT 6

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	7/12/2018	Account Number	Amount	Total
122371	Westar Energy, Inc	Electricity		16-9482-634-000	\$362.09	\$17,676.25
	11-General Fund		\$24,529.81			
	12-Postsecondary Technical Education Fund		\$0.00			
	16-Auxillary Ent Fund		\$15,451.35			
	67-Capital Outlay		\$0.00			
			<u>\$39,981.16</u>		<u>\$39,981.16</u>	

Checks approved for release prior to Board action


 President


 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

7/19/2018

Check Number	Vendor	Description	Account		Amount	Total
			Number			
122375	A T and T	Phone Service	11-6501-631-000		\$2,541.85	\$2,541.85
122376	Accident Fund	Workman's Comp	11-6501-590-001		\$3,348.90	\$3,348.90
122377	Amazon.com LLC	Replacement Otoscope Batteries	12-1208-700-001		\$134.67	\$134.67
122378	B P	Gasoline	11-6502-720-000		\$630.33	\$630.33
122381	Alexander J Coplon	Reimburse Mileage - Recruiting (2)	11-5502-603-000		\$216.91	\$216.91
122384	FedEx Express	Package Shipping (8)	11-5303-701-000		\$189.96	\$189.96
122385	Lois D Hembree	Reimburse for Charge	16-0000-131-002		\$47.98	\$47.98
122386	Kansas Department of Revenue	Printshop Sales Tax/June	11-6503-701-000		\$1.69	\$1.69
		Bookstore Sales Tax/June	16-0000-216-001		\$33.77	\$33.77
		Food Service Sales Tax/June	16-0000-216-002		\$186.13	\$186.13
122387	Kansas Gas Service	Gas Service	11-7102-633-000		\$278.67	\$278.67
		Gas Service - Cherokee Center	11-7103-633-000		\$78.50	\$78.50
		Gas Service	16-9482-633-000		\$85.29	\$85.29
122388	Kansas Works	Not Enrolled - Heather Burns	11-0100-484-000		\$70.00	\$70.00
122389	Aaron Keal	Reimburse Mileage- KJCCC/ Region \	11-5506-601-000		\$206.01	\$206.01
122390	Melissa Kipp	Reimburse Textbooks	12-1203-700-000		\$63.85	\$63.85
122392	Leigh Ann Martin	Reimburse Dental Assisting pins	12-1215-700-000		\$35.94	\$35.94
122394	N THERM, LLC	Gas Service	11-7102-633-000		\$7.72	\$7.72
		Gas Service	11-7102-633-000		\$25.73	\$25.73
		Gas Service	16-9482-633-000		\$33.46	\$33.46
122395	Parsons Babe Ruth League	Baseball Sponsorship	11-6301-709-000		\$100.00	\$100.00
122396	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000		\$402.51	\$402.51
122400	Jeffrey Michael Vesta	Reimburse Mileage - Recruiting (5)	11-5505-603-000		\$759.73	\$759.73
122402	American Heritage Life Insurance	ComCancer Premiums	11-0000-273-000		\$150.39	\$150.39
122403	Bay Bridge Administrators, LLC	f/b/o SEmployee 403(b) Contributions	11-0000-258-000		\$13,901.00	\$13,901.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	7/19/2018	Account Number	Amount	Total
122403	Bay Bridge Administrators, LLC f/b/o SCancer Premiums			11-0000-273-000	\$403.39	
		Disability Premiums		11-0000-275-000	\$564.28	
		Term Life Insurance Premiums		11-0000-276-000	\$721.93	
		Employer 403(b) Matching		11-6501-590-001	\$4,050.00	\$19,640.60
122404	Mike Brotherton	Health Insurance Refund		11-6501-590-001	\$99.95	\$99.95
122405	L C C Foundation	Employee Contributions		11-0000-268-000	\$1,095.10	\$1,095.10
122406	Security Benefit Life Insurance Co.	Medical Reimb/Child Care Exp		11-0000-277-000	\$2,651.65	\$2,651.65
					<u>\$33,117.29</u>	

11-General Fund	\$32,496.20
12-Postsecondary Technical Education Fund	\$234.46
16-Auxillary Ent Fund	\$386.63
67-Capital Outlay	\$0.00
	<u>\$33,117.29</u>

Checks approved for release prior to Board action



 President



 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

7/25/2018

Check Number	Vendor	Description	Account Number	Amount	Total
122409	A T and T	Phone Service	11-6501-631-000	\$222.94	\$222.94
122410	A T and T	Internet	11-6401-631-000	\$1,570.40	\$1,570.40
122411	American United Life Ins Co Group	PreLife Insurance Premiums	11-6501-590-001	\$339.35	\$339.35
122412	Bank of Parsons	Principal - Zetmeir Building	11-6201-761-000	\$28,787.49	
		Interest - Zetmeir Building	11-6201-762-000	\$166.96	\$28,954.45
122413	Cardmember Service	Credit on Hotel - PBL Nationals	11-1127-604-000	(\$5.85)	
		Hampton Inn, Aaron Keal, KJCCC Mtg	11-5506-601-000	\$105.93	
		SSL Certificate Renewal MAIL	11-6401-701-000	\$646.41	
		Supplies	11-7102-649-000	\$50.00	
		PTA CPI/CSIF	12-1213-681-000	\$1,200.00	
		DANB Exam fees	12-1215-700-000	\$2,550.00	
		Pittsburg Economic Conf-L Johnson	12-4204-701-000	\$75.00	\$4,621.49
122416	Council of North Central Two-Year Coll	CATYC 2018 Fall Conf-J Sharp	11-4202-601-000	\$350.00	\$350.00
122419	Farm Bureau Financial Services	Life Insurance Premium - LD	11-6501-590-001	\$222.00	\$222.00
122423	Joe Smith Company, Inc	Concessions	16-9381-742-000	\$149.58	\$149.58
122424	Labette County Treasurer	Vehicle Tags	11-6502-720-000	\$398.00	\$398.00
122425	Pepsi-Cola	Pop for Fountain	16-9684-743-000	\$497.85	\$497.85
122428	Wal-Mart Community	Returned Retirement Gift-C Rabig	11-6504-692-001	(\$5.19)	
		Supplies	11-7102-649-000	\$8.38	
		Food	16-9684-743-000	\$29.98	
		Food	16-9684-743-000	\$65.77	
		Food	16-9684-743-000	\$116.60	
		Food	16-9684-743-000	\$26.12	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	7/25/2018	Account Number	Amount	Total
122428	Wal-Mart Community	Food		16-9684-743-000	\$113.64	\$355.30
	11-General Fund		\$32,856.82			
	12-Postsecondary Technical Education Fund		\$3,825.00			
	16-Auxillary Ent Fund		\$999.54			
	67-Capital Outlay		\$0.00			
			<u>\$37,681.36</u>		<u>\$37,681.36</u>	

Checks approved for release prior to Board action

Mark Watkins
President

Debra Stoherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

7/31/2018

Check Number	Vendor	Description	Account Number	Amount	Total
122443	Ace Hardware, Inc.	Fuel Filter and Pliers	11-5502-701-000	\$24.98	
		Filter	11-7102-649-000	\$20.97	
		PVC Cap	11-7102-649-000	\$5.34	
		Maintenance Supplies	11-7102-649-000	\$40.76	
		Wasp Spray	11-7102-649-000	\$7.97	
		Groundskeeping Supplies	11-7102-649-000	\$437.50	
		Wrenches	11-7102-649-000	\$19.99	
		Dropcloth	11-7102-649-000	\$39.98	
		Groundskeeping Supplies	11-7102-649-000	\$59.07	
		Paint Supplies	11-7102-649-000	\$11.78	
		Painting Supplies	11-7102-649-000	\$2.18	
		Screws	11-7102-649-000	\$5.99	
		Lacquer	11-7102-649-000	\$11.99	
		Epsom Salt	11-7102-649-000	\$4.99	
		Tape	11-7102-702-000	\$33.95	
		Cutting Wheel/Welding Supplies	12-4204-701-000	\$18.13	
		Welding Supplies	12-4204-701-000	\$6.99	\$752.56
122444	American Media Investments	June Advertising	11-6301-613-000	\$315.00	\$315.00
122445	Benco Dental Supply Co	Credit on Equipment	12-1215-700-000	(\$12.95)	
		Credit on Equipment	12-1215-700-000	(\$25.36)	
		Credit on Equipment	12-1215-700-000	(\$48.33)	
		Parts for Equipment	12-1215-700-000	\$241.45	\$154.81
122446	Brown Industries, Inc.	Years of Service Pins	11-6504-692-001	\$253.49	\$253.49
122447	B's Massage and Yoga	PED1930009 Vinyasa 7 students	11-1133-523-001	\$234.50	
		PED1930008 Vinyasa	11-1133-523-001	\$117.24	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
122447	B's Massage and Yoga	PED19300001 Beginner Yoga 11 stud	11-1133-523-001	\$234.50	
		PED19300010 All Levels Yoga 8 studt	11-1133-523-001	\$234.50	
		PED19300007 Yin Yoga 7 Students	11-1133-523-001	\$234.50	
		PED19300006 Hot Yoga 6 students	11-1133-523-001	\$234.50	
		PED19300005 Pilates 6 students	11-1133-523-001	\$234.50	
		PED19300004 Beginner Yoga 10 Stur	11-1133-523-001	\$234.50	
		PED19300003 Int. Vinyasa 9 students	11-1133-523-001	\$469.00	
		PED19300002 Restorative 7 Students	11-1133-523-001	\$234.50	\$2,462.24
122448	C. D. L. Electric Co., INC	Pole Lights Maintenance	11-7102-649-000	\$1,431.67	\$1,431.67
122449	Carolina Biological Supply Company	Supplies	11-1103-700-000	\$36.00	\$36.00
122450	Callie Carpenter	Welding Design	12-4204-701-000	\$50.00	\$50.00
122451	Copy Products Inc	Copy Usage for Cherokee Center	11-7103-701-000	\$34.66	\$34.66
122452	Corporate Business Systems ofMO, InSavin	Copier Maintenance	11-6503-648-000	\$41.37	\$41.37
122453	Council of North Central Two-Year Coll	Membership Dues	11-6501-681-000	\$125.00	\$125.00
122454	Dillons	Flowers for DA Pinning Ceremony	12-1215-700-000	\$68.96	\$68.96
122455	Fastenal Company	Maintenance Supplies	11-7102-649-000	\$282.11	
		Cutting Wheel, Safety Glasses	11-7102-649-000	\$10.90	
		Maintenance Supplies	11-7102-649-000	\$33.74	
		Safety Glasses	11-7102-649-000	\$9.73	
		Maintenance Supplies	11-7102-649-000	\$7.38	
122456	Amanda Beth Fields	JAM Instructor Fee	11-1133-523-001	\$325.00	\$343.86
122457	Joyce Fields	JAM Instructor	11-1133-523-001	\$650.00	\$325.00
122458	Get Inclusive, Inc	Title IX Training	11-5701-690-000	\$5,400.00	\$650.00
122459	Health Facilities Group, LLC	Architect Fees/Athletic Expansion	11-6201-659-000	\$1,555.00	\$5,400.00
122460	Herring Bank	ID Card Supplies	11-6401-701-000	\$725.30	\$1,555.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

7/31/2018

Check Number	Vendor	Description	Account Number	Amount	Total
122460	Herring Bank	ID Card Supplies	11-6401-701-000	\$1,464.00	\$2,189.30
122461	Herrman Lumber	Returned Supplies	11-7102-649-000	(\$28.75)	
		Returned Supplies	11-7102-649-000	(\$39.00)	
		Maintenance Supplies	11-7102-649-000	\$14.48	
		Metal Studs and Track	11-7102-649-000	\$478.74	
		Maintenance Supplies	11-7102-649-000	\$90.72	
		Maintenance Supplies	11-7102-649-000	\$583.81	\$1,100.00
122462	Hugo's Industrial Supply, Inc	Latex Gloves	11-7102-702-000	\$483.00	
		Cordless Vacuum and Battery	11-7102-702-000	\$1,475.00	\$1,958.00
122463	K L K C	June Advertising	11-6301-613-000	\$300.00	\$300.00
122464	K S Y N-FM	June Advertising	11-6301-613-000	\$600.00	\$600.00
122465	KACRAO	KACRAO Dues	11-5302-681-000	\$80.00	\$80.00
122466	Kansas Assn of Community College Tr	2018-2019 KACCT Dues	11-6501-681-000	\$12,385.00	\$12,385.00
122467	Kansas Association of School Boards	Legal Fees	11-6501-662-000	\$525.00	\$525.00
122468	KCIA	Dues - Joe Burke	11-4201-681-000	\$200.00	\$200.00
122469	Labette Center for Mental Health Servi	Evening of Recovery Sponsorship	11-6301-709-000	\$250.00	\$250.00
122470	Labette County Fair Association	Fair Booth and Sponsorship	11-6301-709-000	\$325.00	\$325.00
122471	Labette County High School Booster	CLCHS Booster Club Sponsorship	11-6301-709-000	\$250.00	\$250.00
122472	Landauer Inc	Student Lab Radiation Monitors	12-1210-700-000	\$98.43	\$98.43
122473	Locke Supply Co	P1 AC Supplies	11-7103-649-000	\$70.04	
		Copulings	11-7103-649-000	\$13.29	\$83.33
122474	MBS Direct, LLC	FA Books - Fall 2018	16-0000-131-002	\$6,889.49	\$6,889.49
122475	McCarty's Office Machines Inc	Folders, Tape Gun	11-6503-701-000	\$117.04	
		Office Chair, PTA	11-7102-649-000	\$249.00	\$366.04
122476	Mid America Sanitation	Portable Toilet	11-7102-649-000	\$80.00	\$80.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
122477	MidWest Master Beekeeper Program	Midwest Master Beekeeping	11-1133-523-001	\$240.00	\$240.00
122478	Mytown Media, Inc	June Advertising	11-6301-613-000	\$260.00	\$260.00
122479	National CineMedia, LLC	June Advertising	11-6301-613-000	\$770.00	\$770.00
122480	Nexstar Broadcasting, Inc	June Advertising - FourStates	11-6301-613-000	\$500.00	\$500.00
122481	P1 Group Inc	Ice Machine Maintenance	11-7102-649-000	\$503.43	
		Maintenance Agreement	11-7103-649-000	\$500.00	
		Maintenance Agreement	11-7202-648-000	\$4,749.00	\$5,752.43
122482	Parsons Fine Jewelry	Retirement Gift - P Haddan	11-6504-692-001	\$101.25	\$101.25
122483	Parsons Sun	LCC Seeking Construction Ad	11-6201-701-000	\$45.40	
		LCC Seeking Construction Ad	11-6201-701-000	\$45.40	
		Position Announcement	11-6504-613-000	\$45.40	
		Position Announcement	11-6504-613-000	\$45.40	
		Workforce Education Ad	12-4204-701-000	\$150.00	\$331.60
122484	Pitney Bowes Inc.	Postage Machine Lease	11-6503-641-000	\$1,277.13	\$1,277.13
122485	QueenB Television of Kansas/Missouri	June Advertising - KOAM	11-6301-613-000	\$1,235.00	
		June Advertising - KFJX	11-6301-613-000	\$735.00	\$1,970.00
122486	Reserve Account	PBP #20352357 (Postage)	11-6503-611-000	\$2,500.00	\$2,500.00
122487	Sherwin-Williams Company	Paint	11-7102-649-000	\$68.41	
		Sander & Disc	11-7102-649-000	\$47.84	
		Painters Paper & Tape	11-7102-649-000	\$4.58	
		Returned Painters Paper & Tape	11-7102-649-000	(\$4.58)	\$116.25
122488	Show Me Communications/Radcliff Age	Age/4 Magazine Ad	11-6301-613-000	\$350.00	\$350.00
122489	Southeast Kansas Living	Summer 2018 Ad	11-6301-613-000	\$48.75	\$48.75
122490	St. Patrick's Catholic School	Auction Sponsorship	11-6301-709-000	\$125.00	\$125.00
122491	Kelly Stammer	Groundskeeping, Spec Building	11-7202-648-000	\$425.00	\$425.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

7/31/2018

Check Number	Vendor	Description	Account Number	Amount	Total
122492	The Higher Learning Commission	Dues	11-6501-681-000	\$5,117.40	\$5,117.40
122493	The Wright Signs	Sign and Installation	11-7102-649-000	\$500.00	\$500.00
122494	Triple S Pumping/Jeffrey Spielbusch	Grease Trap Service	11-7202-648-000	\$370.00	\$370.00
122495	Troy Brown Heating and Cooling Inc.	Library Air Conditioner	11-7102-649-000	\$6,195.00	\$6,195.00
122496	UniFirst Corporation	Mats, Mops, Towels, Uniforms	11-7103-649-000	\$45.42	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$54.98	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$45.42	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$45.42	
		Uniforms	11-7202-648-000	\$57.03	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$96.54	
		Uniforms	11-7202-648-000	\$57.03	
		Uniforms	11-7202-648-000	\$57.03	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$96.54	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$96.54	
		Uniforms	11-7202-648-000	\$53.84	
		Uniforms	11-7202-648-000	\$50.41	
		Aprons, Mops, Mats, Cloths	11-7202-648-000	\$82.04	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.04	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	
		Apron, 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	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	
122497	Vance Lawn Care	Groundskeeping, Cherokee	11-7103-649-000	\$360.00	\$1,135.48
122498	Mark Watkins	Vehicle Expense	11-6501-590-001	\$900.00	\$360.00
				\$900.00	\$900.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
122499	West IP Communications	School Messenger Renewal	11-6401-701-000	\$3,125.00	\$3,125.00
122500	Wood-Dulohery Insurance Inc	Catastrophic Accidental Medical	11-5506-625-000	\$10,864.00	
		Renew Althetic Insurance	11-5506-625-000	\$68,965.00	
		Company Fee - Renew	11-6501-621-000	\$190.14	
		Surplus Lines Tax - Renew	11-6501-621-000	\$681.17	
		Commercial Property - Renew	11-6501-621-000	\$19,981.68	\$100,681.99
				<u>\$174,831.49</u>	

11-General Fund	\$167,179.48
12-Postsecondary Technical Education Fund	\$547.32
16-Auxillary Ent Fund	\$7,104.69
67-Capital Outlay	\$0.00
	<u>\$174,831.49</u>