

**LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 11, 2018
5:30 p.m.
Conference Room**

Review Copy

EXHIBIT 1

Labette Community College Board of Trustees Meeting Agenda

Thursday, October 11, 2018

5:30 p.m.

Conference Room #1, Student Success Center Building

- I. Adoption of Agenda.....(Exhibit 1)
- II. Approval of September 13, 2018, Regular Meeting Minutes (Exhibit 2)
- III. Reports and/or Board Discussion
 - 1. Faculty Senate Report
 - 2. Student Government Association Report
 - 3. Administrative Reports
 - a. Comparison of Expenditures to Budget
 - b. Architects
 - 4. President's Report
- IV. Old Business (Action, Report, or Discussion)
- V. New Business (Action, Report, or Discussion)
 - A. Report of Student Learning.....(Agenda Item V.A.)
 - B. Program Review: Physical Therapist Assistant.....(Agenda Item V.B.)
(Exhibit 3)
 - C. Policy Approval.....(Agenda Item V.C.)
(Exhibit 4)
 - D. Approval of Bills.....(Agenda Item V.D.)
(Exhibit 5)

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.

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

EXHIBIT 1

spokespersons representing opposing viewpoints. The Board also retains the right to set time limits as deemed appropriate.

- VII. Next Regular Board Meeting: Thursday, November 8, 2018, 5:30 p.m. and Tentative Agenda Items
- VIII. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
September 13, 2018

The Board of Trustees met at 5:30 p.m. on Thursday, September 13, 2018 in the Conference Room, Student Success Center Building.

Members Present

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

Members Absent

Mr. Carl Hoskins

Others Present

Dr. Mark Watkins
Leanna Doherty
Joe Burke
Jason Sharp
Lindi Forbes
Bethany Kendrick
Lori Ford
Daneen Landis

Ken Elliott
Ranee Baty
Ed Kurtz
Terry Hardman
Terri Leroy
Dr. Archana Lal
Conner O'Hare
Kevin Doherty

Megan Fugate recorded the minutes.

Adoption of Agenda (ACTION ITEM)

Chair McReynolds asked for changes or additions to the agenda. President Watkins had no changes. Mr. Winchell moved to approve the agenda as presented. Mr. Landrum seconded and motion carried 5-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair McReynolds asked for corrections or additions to the August 9, 2018 regular meeting minutes. Mr. Taylor moved to approve the minutes as presented. Mr. Winchell seconded and motion carried 5-0.

Approval of Special Meeting Minutes (ACTION ITEM)

Chair McReynolds asked for corrections or additions to the August 21, 2018 special meeting minutes. Mr. Landrum moved to approve the minutes as presented. Mr. Winchell seconded and motion carried 5-0.

Approval of Special Meeting Minutes (ACTION ITEM)

Chair McReynolds asked for corrections or additions to the September 6, 2018 special meeting minutes. Mr. Winchell moved to approve the minutes as presented. Mr. Landrum seconded and motion carried 4-1. Mr. Howerter abstained.

Reports and/or Board Discussion

Faculty Senate Report

Lori Ford gave a short faculty update.

SGA Report:
Conner O'Hare, SGA President gave a short report.

Administrative Report

Comparison of expenditures to the budget – Leanna Doherty had placed the August financial report at the table. At the end of August we were 17% the year. The general fund was 16% expended and the technical education/vocational fund was 16% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

Ed Kurtz and Terry Hardman were in attendance to discuss the preliminary renovation designs with the Board for the Factory Connections building. The Board reviewed the plans and will make a decision on how to proceed at the October meeting.

President Watkins introduced Ken Elliott, English Faculty, Randee Baty, English Faculty, Dr. Archana Lal, Biology Faculty, and Daneen Landis, Talent Search Director.

President's Report

President Watkins gave a short report.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

None

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

2018 Annual Report

Vice-President Burke reviewed the Annual Report.

Policy Review

The Board reviewed Policy 2.01 Nondiscrimination, Equal Opportunity, and Harassment. Action will be taken in October.

Program/Course Approval

Mr. Howerter moved to approve the Health Science Associate of Science Degree. Mr. Landrum seconded and motion carried 5-0.

Mr. Taylor moved to approve the following:

- Advanced Emergency Medical Technician, 9 credit hours
- Advanced Emergency Medical Technician-Clinical & Field Internship, 9 credit hours

Mr. Howerter seconded and motion carried 5-0.

Mr. Landrum moved to approve Advanced Welding Projects, 3 credit hours, Mr. Winchell seconded and motion carried 5-0.

Approval of Bills

Mr. Howerter moved to approve the Claims Register. Mr. Taylor seconded and motion carried 5-0.

Public Comment

Mr. Landrum had lunch with Dr. Watkins in the Cardinal Café and enjoyed being around all the students.

Mr. McReynolds said he attended the first fall home softball game since 2010.

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

Adjournment

Mr. Howerter moved to adjourn the meeting at 6:40pm. Mr. Landrum seconded and motion carried 5-0.

Megan Fugate, Clerk of the Board

RRF

SUBJECT

Report of Student Learning

REASON FOR CONSIDERATION BY THE BOARD

To keep the Trustees informed about our students.

BACKGROUND

Each year the Instructional Outcomes and Assessment committee prepares a Report of Student Learning for the LCC faculty and staff, Board of Trustees, and community. The report examines the Outcomes Assessment plan, analyzes assessment data for the past year, and makes recommendations for the upcoming year.

The Report of Student Learning is included in your board packet envelope.

PRESIDENT'S RECOMMENDATION

Jason Sharp will give an overview of this report.

SUBJECT

Program Review: Physical Therapist Assistant

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

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

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve the Program Review: Physical Therapist Assistant as presented.

COVER SHEET
ACADEMIC PROGRAM REVIEW
SELF STUDY AND SUMMARY REPORT

Academic Program/Discipline: Physical Therapist Assistant

Report Prepared by: Program/Discipline Committee

Jimmie Wilson

Jimmie Wilson

9-25-18

Lead Faculty

Signature

Date Completed

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

Committee Members

Signatures

Date

Vice President of Student Affairs or Designate

Elizabeth Robinson

Elizabeth Robinson

9/25/18

Vice President of Finance and Operations or Designate

Megan Hentzen

Megan Hentzen

9/25/18

Director of Public Relations or Designate

Bethany Kendrick

Bethany Kendrick

9/25/18

Director of Information Technology or Designate

Tracie Moon

Tracie Moon

9/25/18

Dean of Instruction

Jason Sharp

Jason Sharp

9/25/18

Faculty

Elizabeth Stoneberger

Elizabeth Stoneberger

9/26/18

Tom Duran

Tom Duran

9/25/18

Delyna Bohnenblust *Delyna Bohnenblust* 9/25/18

Vice President of Academic Affairs

Joe Burke *Joe C. Burke* 9/26/18

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

President's Council Designate

Date

Megan Hyatt 10/2/18

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

President

Date

Mark Watkins 10.2.18

Executive Summary

The purpose of the five year program review is to evaluate the viability and quality of a particular program and institute a process to improve services to our students and supporting constituency. The Physical Therapist Assistant (PTA) program received a five (5) year initial accreditation in 2012 from the Commission on the Accreditation in Physical Therapy Education (CAPTE). Shortly thereafter, the director resigned and unfortunately due to no staffing there was not a PTA class offered for the 2015/2016 academic year. Furthermore, CAPTE accreditation requires 85% ultimate pass rate over 2 years. This caused CAPTE to request additional information in May of 2016, make recommended changes and required compliance reporting.

Dr. Jimmie Wilson was hired as the new PTA Program Director in January of 2016. He has extensive knowledge in rehabilitation services that spans into Kansas, Missouri, and Arkansas. He also holds a license to practice in each of these states. He serves on the board of directors for the Missouri Physical Therapy Association. Dr. Wilson promptly started re-organizing, re-developing, and moving the program forward. Trent McGown was hired in May of 2016 as the Academic Clinical Coordinator of Education. He also brings a wealth of knowledge from the field as he is a former graduate of the LCC PTA program, and is certified to practice in Kansas. In addition to Dr. Wilson and Mr. McGown, Dr. Lisa Farris, DPT teaches in the program. Dr. Farris has 19 years of experience in a variety of different settings. All employees meet the CAPTE requirements for instruction in a PTA program.

It was vital to Dr. Wilson and the college to move the program forward for our communities served, as the Bureau of Labor Statistics ranks PTA as the 8th most job in demand from 2016-2026, with an estimated growth of 30% in this same time period. It is estimated that students graduating the PTA program have the potential to earn a salary between \$46,920 to \$57,620.

While re-establishing the program, Dr. Wilson ran into some initial difficulties with constituency cooperation because of their prior experience with the program and no class offerings. Classes did resume however in the 2016/2017 academic year under the direction and oversight of the new staff. The number of students in this first class offering with the new staff was held to a minimal number to allow for continued, successful growth in both the faculty and program. The program has since increased the number of students in the PTA program making LCC very comparable to other PTA student enrollment numbers in Kansas (ranging between 15-25). LCC PTA accepted sixteen (16) students in 2016 and twenty-three (23) students were accepted in 2018. CAPTE approved our twenty-three (23) seat class maximum for enrollment, and would need to approve any further increases. CAPTE accepts a minimum of two (2) full-time instructors but recommend three (3).

While the faculty critiqued their own first and second year greatly, they gathered a lot of data to implement future changes along the way. The most recent change, August 2018, surrounds student retention by requiring a formal, documented remedial training to

students who may be struggling within the program. The combined, per CAPTE, FY17 and FY18 student NPTE pass rate average is 70.9%. Those passing the board exam have a 100% job placement rate.

Dr. Wilson and staff have built strong relationships with a variety of different organizations in the field. They have a strong base foundation for clinical sites and all students have been hired upon graduation of the program. Currently, PTA has 30 agreements in place for clinical site usage. The variety of locations are throughout Kansas, Missouri, and Oklahoma.

In October of 2017, the PTA program underwent a planned CAPTE onsite review process for re-accreditation. On July 24, 2018 the CAPTE commission met and awarded Labette Community College PTA program a 10 year accreditation for the program with no compliance reporting. It shall be noted this is the maximum length that can be awarded to an institution.

Dr. Wilson and staff's successful rebuilding of this program can be validated by the program receiving a full 10 year accreditation with no compliance reporting mandates, and an average student graduation rate of 91%. There was full-student program enrollment for FY2018, and currently there are over 30 PTA agreements made with institutions providing locations for our students to further learn about the job field.

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ACADEMIC PROGRAM/DISCIPLINE REVIEW
Labette Community College

Introduction to Program

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

Labette Community College provides quality learning opportunities in a supportive environment for success in a changing world. The Physical Therapist Assistant (PTA) Program supports this mission. Our goal is to prepare our PTA graduates to be competent to work in any setting where physical therapy services are provided. The world of health care and rehabilitation is in a constant state of change and improvement. The program addresses this challenge by keeping up-to-date through the use of current textbooks, journal readings, conferences, and relevant clinical exposure. To meet these challenges we stress the need for continuous learning by our students. We work to acquire clinical settings that are meeting these challenges and provide a great, hands on learning experience for our students.

B. Program Recognition/Accreditation

The PTA program received a 5 year initial accreditation in 2012 from the Commission on the Accreditation in Physical Therapy Education (CAPTE). After the initial accreditation the program struggled with achieving the CAPTE standard for pass rate on the national exam. In 2015, the program director that started the program resigned. As a result of not having the required faculty for the program, no class was accepted for the 2015/2016 academic year. When new faculty was hired, the program moved forward with a class for the academic year of 2016-2017. This combination of events led CAPTE to request for additional information to determine the status of the program. The document was submitted and the program remained accredited with a request for the program to submit compliance reports that addressed concerns of the commission. CAPTE concerns included qualified faculty and lower than required pass rates. The compliance reports informed CAPTE of the changes and the plans for the program. These changes were accepted and continued accreditation was granted.

In October of 2017, the PTA Program underwent a planned onsite review by CAPTE for re-accreditation. The onsite team stated they would recommend accreditation. The commission met on July 24, 2018 and granted a 10 year accreditation for the program with no compliance reports requested. This is the maximum amount of time allotted for accreditation.

C. Program/Discipline Demand/Need

According to the Bureau of Labor Statistics (BOLS), PTA is currently ranked as the 8th most job in demand from 2016-2026. PTA has a projected growth of 30-31% during that ten year period. The mean salary range on the BOLS ranges from \$46,920-\$57,620 (Table 1 below). Several companies contact the program frequently to post job opportunities in the region and nation

Our region has several PTA programs. The number of students in each of the programs is very comparable. Programs at Ozark Technical College (OTC), Hutchinson Community College (HCC), and Kansas City Kansas Community College (KCKCC) admit 2 cohorts per year. North East Oklahoma A & M (NEO) and Colby Community College (CCC) has one cohort per year.

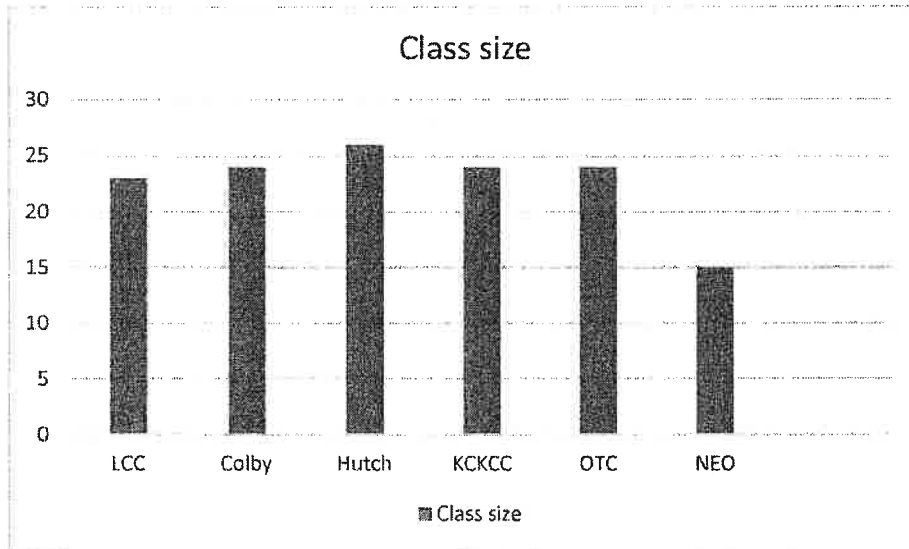
See Graph 1 below.

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
90,170	1.4 %	\$27.70	\$57,620	0.4 %

Table 1 <https://www.bls.gov/ooh/fastest-growing.htm> 9/14/2018

Quick Facts: Physical Therapist Assistants and Aides	
2017 Median Pay	\$46,920 per year \$22.56 per hour
Typical Entry-Level Education	Associate's degree
Work Experience in a Related Occupation	None
Number of Jobs, 2016	140,300
Job Outlook, 2016-26	30% (Much faster than average)
Employment Change, 2016-26	42,700

Table 2- <https://www.bls.gov/ooh/healthcare/physical-therapist-assistants-and-aides.htm>
9/14/2018



Graph 1. Data compiled July 2018

D. Summary Statement of Faculty Qualifications (appendix B)

According to CAPTE the program director must have:

- A minimum of master's degree,
- Hold a current license/certification to practice as a PT or PTA in any United States jurisdiction,
- A minimum of five years full time, post licensure experience that includes a minimum of three years of clinical experience, didactic or clinical teaching experience, experience in administration/management, and
- Experience in education theory and methodology, instructional design, student evaluation and outcome assessment, including the equivalent of nine credit hours in educational foundations.

The program director, Jimmie Wilson, meets all of the above criteria. He earned his master's degree from the University of Central Arkansas followed by completion of a doctoral degree from the University of Kansas. Dr. Wilson has worked in a wide range of settings from rural hospital and Home Health to major medical centers. He has worked in acute care and rehabilitation centers. Dr. Wilson was the director of rehabilitation services for a large regional medical center for 6 years. Dr. Wilson is currently licensed to practice in Kansas, Missouri, and Arkansas. He has been a member of the American Physical Therapy Association for 26 years. He currently serves on the board of directors for the Missouri Physical Therapy Association. He is also a member of the Kansas Physical Therapy Association. Dr. Wilson has completed 9 credit hours in the area of educational foundations to meet the CAPTE requirement.

The CAPTE requirements for the Academic Clinical Coordinator of Education are as follows:

- A PT or PTA that holds a license or certificate in any jurisdiction of the United States,
- Has a minimum of three years full time post-licensure clinical experience, and
- A minimum of two years of clinical practice as a Clinical Coordinator of Education or a Clinical Instructor, or two years of experience in teaching.

Trent McGown, CPTA is the clinical coordinator for the PTA program. Mr. McGown is a graduate of the LCC PTA program in 2014 and holds a certificate to practice in Kansas. He has just under two years clinical experience at Coffeyville Regional Hospital. While at the hospital, he worked in a variety of setting and gained valuable experiences. He developed excellent clinical skills. Mr. McGown's credentials and experience was impressive, even though did not meet CAPTE minimum requirement for years of experience. The program director consulted with CAPTE to develop a professional development plan that would be acceptable to CAPTE. The plan called for Mr. McGown to attend an APTA sponsored clinical instructor certification course and become a certified clinical instructor. He was also required to acquire a total of 1920 hours of additional clinical experience. Mr. McGowen was hired as the clinical coordinator at LCC and he was granted release time to acquire these hours. Mr. McGown meet all CAPTE requirements in May 2018.

CAPTE requires that the collective academic faculty of the PTA program include an effective blend of individuals who possess the appropriate educational preparation and/or professional experiences sufficient to meet program goals and expected student outcomes as related to program mission and institutional expectations and assigned program responsibilities. In addition to the program director and clinical coordinator, the program has one adjunct instructor for the fall and spring semester. Currently one instructor is filling this role for both of these semesters. Dr. Lisa Farris DPT has 19 years of experience in a wide variety of settings. Dr. Farris works full time at Labette Health as a staff physical Therapist. She has certifications in the areas neurological rehabilitation and in women's health. She provides pediatric rehabilitation. Dr. Farris has been an adjunct instructor for the PTA program for every graduating class. She provides valuable instruction and experience to the PTA Program.

E. Faculty Recognition

Jimmie Wilson, PT, DPT

- Board of director for the Missouri Physical Therapy Association
- Certified Clinical instructor for 15 years
- Identified weaknesses of the PTA program upon being hired
- Developed and implemented a plan to address areas of weakness
- Increased the rigor of the program
- Implemented computer based testing for the PTA program
- Achieved CAPTE re-accreditation
- Achieved positive student feedback on student surveys
- Developed rigorous remediation plan in effort to increase pass rates
- Serves on the LCC retention committee

Trent McGown, CPTA

- Certified clinical instructor for 2 years
- Identified weaknesses of the PTA program upon being hired
- Developed and implemented a plan to address areas of weakness
- Increased the rigor of the program
- Developed rigorous remediation plan in effort to increase pass rates
- Develop and maintain positive relationships with clinical sites for the PTA program
- Sponsor for the PTA club which earned the LCC Silver Service Award
- Certified Green Zone team member
- Military veteran
- Co-Advisor for the Student Veterans Organization
- Serves on the military friendly committee for LCC
- Serves on the Diversity committee for LCC
- Youth athletic coach for recreational league in Coffeyville
- Site council member for Coffeyville elementary school

Dr. Lisa Farris, DPT

- Certified in Neurological Developmental Technique for rehabilitation
- Women's health physical therapy
- APTA certified clinical instructor
- Serves on the LCC PTA advisory committee
- 6 years of class room instruction experience

F. How Does the Discipline Use Professional Development?

Most of our professional development funds are acquired from Perkins Grant. As a member of the board of directors for the Missouri Physical Therapy Association, Dr. Wilson acquires free attendance to all conferences developed by this organization. This has provided a wide array of educational opportunities. Dr. Wilson utilizes Perkin's funds to attend the KPTA spring conference. The PTA faculty attends the spring conference with the PTA class. While supervising the students at the conference the faculty attends a variety of courses. These courses allow the faculty to remain current with interventions and issues impacting the field of Physical Therapy. This education is also required to maintain licensure for the state of Kansas.

Trent McGown attends the fall KPTA conference to acquire education on a variety of topics that allows him and the program to remain current in the field of Physical Therapy. Any acquired information is brought back and shared with the program faculty and students.

We had adequate Perkin's funds to send Mr. McGown to Combined Sections Meeting sponsored by the APTA in 2018. This meeting typically provides information specifically for educators in the field of Physical Therapy. The conference provides updates on education requirements and seeks input from schools for needed changes. He attended the conference in New Orleans in 2018. At this conference, he attended a training session regarding the national test and obtained information on how to write more rigorous test questions.

The program director and clinical coordinator believe attendance by both instructors at this annual conference would provide extremely valuable resources for the PTA program.

G. Student Enrollment

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

The maximum number of students that can be accepted into the program is 23. The program has been near capacity for most of the academic years since development. In 2016, the program had no faculty, therefore no students were accepted. The number of students accepted in the fall of 2016 was kept low due to the new faculty not having any formal experience in the classroom. In the fall of 2017, a number of qualified applicants were declined and 18 students were accepted, but 1 student did not attend. The current class of fall of 2018 began with 22 students.

As noted previously, the program had been notified by CAPTE in 2016 and 2017 to address the pass rates for the national exam due to not meeting the CAPTE standard. The standard requires an average of 85% for a two year period. This issue started as a result of the very low pass rate of 2014. Several

factors can be discussed for the cause, but in part this was due to selection of students with lower total points earned in the application process. Points are assigned to application components. These components include GPA of pre-requisite courses, TEAS test score, hand written essay, and program interview to identify some of these areas.

The 2015 pass rate improved but substantial extra efforts were made outside of classroom to facilitate this achievement. Several attempts to pass the national exam were made by this class. The new incoming program director assisted these students with supplemental study plans to assist the student in passing. The 2017 pass rate is lower than desired but the two year average meets CAPTE requirements. In the 2017 class, eleven of the students were originally selected to be in the 2016 class that was cancelled. Some of these students had lower scores with their GPA and on the TEAS test which are used as part of the selection process. The scores for 2017 in part are also due to inexperienced faculty. With that said the scores are improved as compared to those of the 2014 class.

In the fall of 2017, the new faculty had acquired one year of experience and more knowledge and involvement in the selection process of students. The graduating class of 2018 consisted of 16 students. 15 students took the NPTE on July 10th and achieved a first attempt pass rate of 60%. The students who did not pass on their first attempt plan to test again in October of 2018. The program faculty has contacted this group of students and provided structured study plans for them to utilize. Students have up to 6 attempts to take the exam. First attempt passing is very important because each student attempt has a total cost of \$550.

	2014	2015	2016	2017	2018
New declared major	30	27	25	48	24
Applicants to PTA	42	40	23	45	32
Admitted	21	23	0	17	18
Graduated	20	21	0	16	16
Graduation rate	95%	91%	0	94%	88.9%
Passed NPTE	68.4%	90.5%	0	81.3%	60.0%- Only one attempt

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

The PTA program promotes the program through social media, recruitment trips to high schools, and career fairs. The PTA program is also promoted on the LCC website and the LCC catalog. Placement of our students in clinical sites throughout the region also serves as marketing the program in those areas. The PTA program has also worked with public relations to promote community awareness of the program through all forms of traditional advertising. These events include participation in the fall festival, community balance screenings, and discussing the program on Cardinal Corner. The faculty also promotes the program when at state and national conferences. The program staff contacts all students who complete a request for information with an interest in the PTA program.

The PTA faculty monitors each student's progress and grades very closely during the program. If a student demonstrates any sign of difficulty, the faculty will intervene with the student to identify options to help the student. This can include additional study and practice time with the instructor to assist with study habit and skills. Suggestions may be made for the student to work with a classmate who has a good understanding of the material. Students may also be referred to the Student Success Center to receive assistance as well. A variety of options are provided to help the student succeed if at all possible.

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

Course code	Course Title	2014	2015	2016	2017	2018	Total
PTA 101	Intro to PTA	21	23	0	17	18	79
PTA 102	PTA Kinesiology	21	23	0	17	18	79
PTA 103	Physical Agents and Therapy interventions	21	23	0	17	18	79
PTA 104	Therapeutic Exercise	21	23	0	17	18	79
PTA 105	Clinical Education I	21	23	0	17	18	79
PTA 201	Pathology for the PTA	21	21	0	17	18	77
PTA 202	PTA Musculoskeletal	21	21	0	17	18	77
PTA 203	Neuromuscular Rehabilitation	21	22	0	17	18	78
PTA 204	Clinical Education II	21	21	0	17	18	77
PTA 205	Clinical Education III	20	22	0	16	16	74

3b. Mean class size of courses per year.

The classes are offered one time per year. The mean and the totals are the same.

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

All courses are on the main campus with the exception of Clinical Education courses I, II, and III. These clinical education courses occur in a variety of clinical settings throughout the region. The program had one course, PTA 201 online for the academic year 2014-2015. The PTA advisory board and the instructors made a recommendation to return this class to a traditional class.

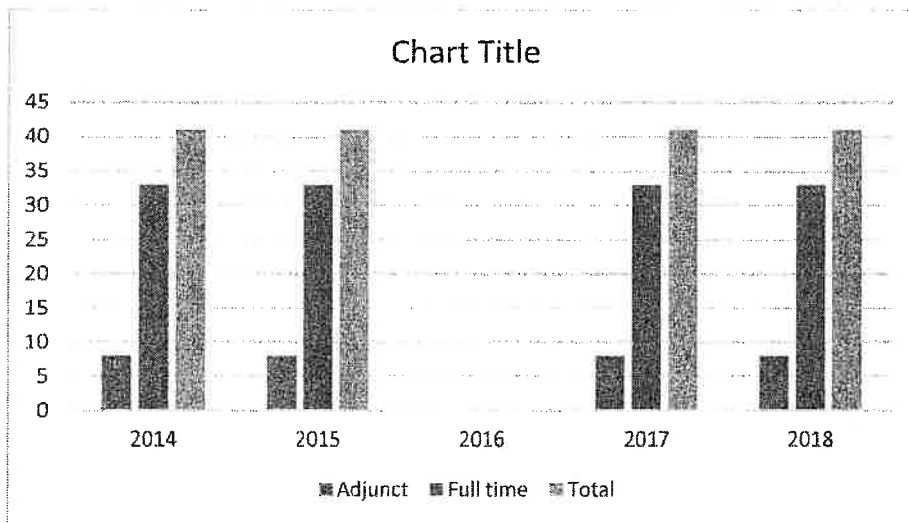
5. Number of courses and percentage of courses taught by full-time and adjunct instructors in the discipline. (Five year total)

The program director and clinical coordinator are full time employees but are defined as adjunct instructors. The program utilizes a part time adjunct instructor for one class in the fall and spring semesters.

Number of credit hours taught by

	2014	2015	2016	2017	2018	Total	%
Full time	33	33	0	33	33	132	80.5%
Adjunct	8	8	0	8	8	32	19.5%
Total	41	41	0	41	41	164	

Table 3



Graph 2 Full time instruction hours compared to adjunct.

CAPTE requires that the collective academic faculty of the PTA program include an effective blend of individuals who possess the appropriate educational preparation and/or professional experiences sufficient to meet program goals and expected student outcomes as related to program mission and institutional expectations and assigned program responsibilities. CAPTE also requires that a program must have at least 2 full time employees. CAPTE has discussed requiring at least 3 full time employees in the future for a program of this size.

The program director's position description allows a maximum of 10 credit hours per semester and maximum of 25 credit hours per year. The clinical coordinator position description has a maximum of 8 credit hours per semester for a maximum of 24 credit hours per year.

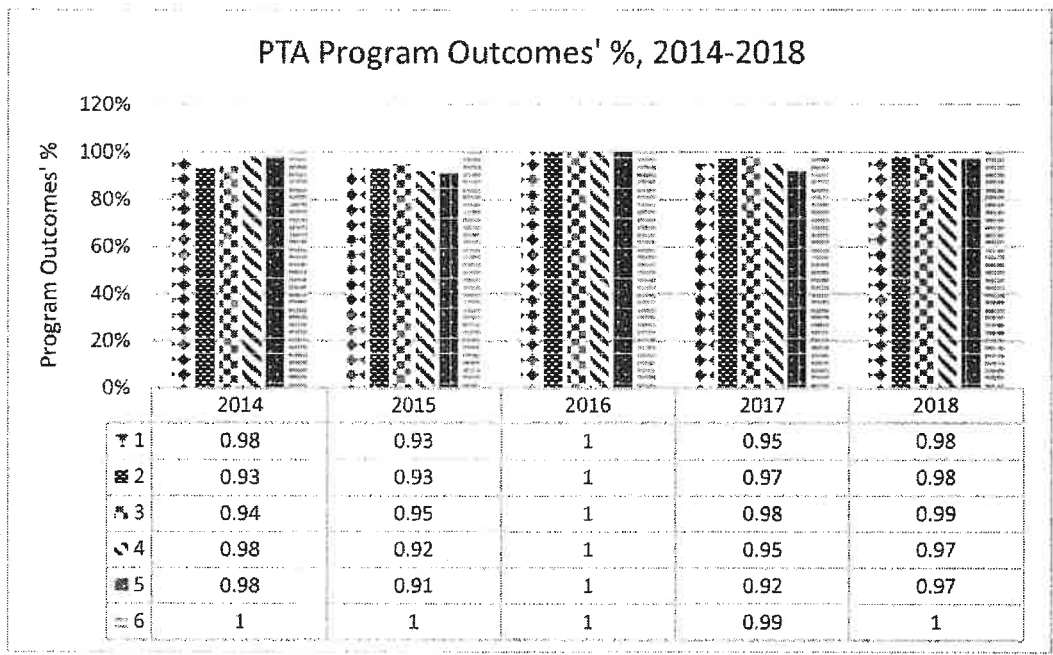
H. Assessment

What are the Program Outcomes Results?

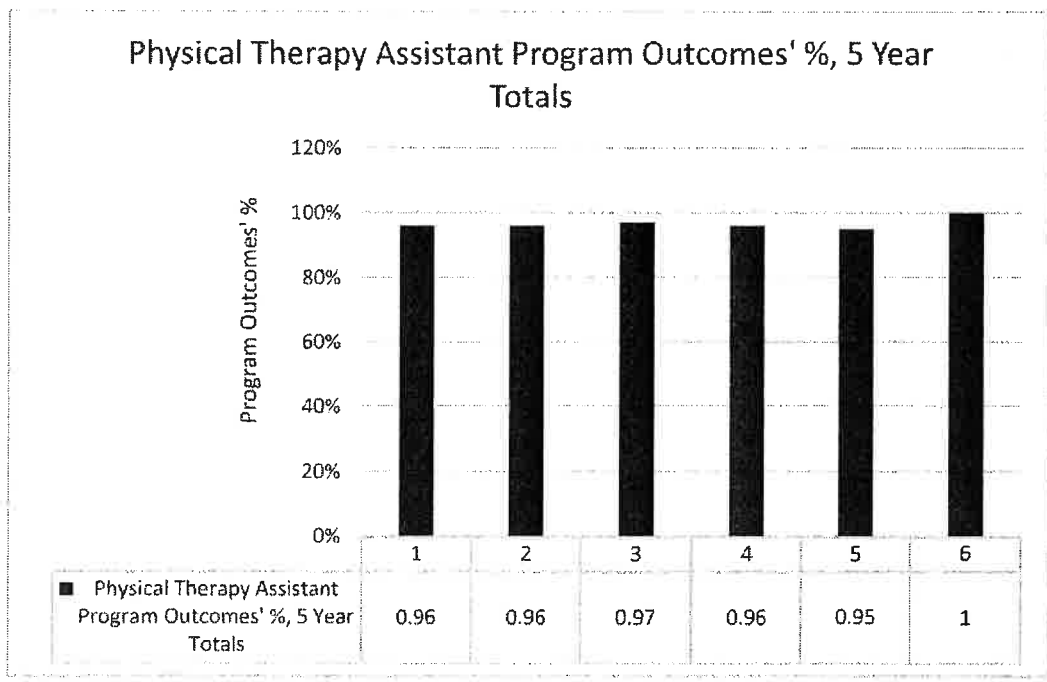
Program data is based on course outcomes results. Refer to Appendix A for program courses.

Physical Therapy Assistant's Combined Program Outcomes

- 1. Work under the supervision of a physical therapist in a competent, ethical, legal and professional manner.**
- 2. Implement a comprehensive treatment plan developed by the supervising physical therapist.**
- 3. Recognize and implement the use of outcomes for patients in a variety of settings.**
- 4. Demonstrate effective oral, written and non-verbal communication skills.**
- 5. Successfully integrate concepts from coursework into the practice of physical therapy.**
- 6. Demonstrate a commitment to life-long learning, evidence based practice and professional growth.**



Graph 3



Graph 4

Describe other assessment data/summaries if appropriate.

The PTA class of 2017 started with 3 of the 4 instructors being new. The size of the class was limited to 17 students to allow for the new instructors to develop their teaching skills. The first time pass rate for this group was 56.3% which was a decline as compared to the 2015 class. The instructors for the 2013 cohort and 2017 cohort were in their first year of classroom instruction. The first time pass rate for 2013 was 45% and for 2017 was 56% respectively. This was a step in the right direction. The ultimate pass rate currently for the class of 2017 is 81.3%.

Several changes have been implemented with the new PTA faculty. PTA practice test scores comparison between the 2017 and 2018 class is demonstrating an average increase of 25 points for the 2018 class.

On 7/10/18, 15 of the 16 students took the NPTE with a first attempt pass rate of 9 of 15 students for 60%. One student did not take the test and plans to test in October. 3 of the 6 that did not pass, scored above 590. The required score to pass is 600. As a result, the program will need all but 2 graduates to pass the NPTE to maintain the 85% 2 year average for pass rates. The program has reached out to the students who did not pass and provided a structured study and review plan.

The program implemented immediate changes that will be in effect starting the academic year of 2018-2019. These changes include the following:

1. Must maintain a test average of 80% or higher for each course prior to taking the final.
2. The minimal passing score for each course final will be 80% with no re-take option. This excludes the comprehensive finals for PTA 102 and PTA 202.
3. The comprehensive finals for PTA 102 and PTA 202 require a minimal passing score of 75% with one re-take option for each course.

The program has assessed that all graduates from 2017 and 2018 who met the above criteria passed the NPTE on the first attempt.

				Summary Performance for the School by Graduation Year			Summary Performance for All U.S.-Accredited Candidates by Graduation Year		
Graduation Year	Group	Number of Candidates	Number of Passing Candidates	Pass Rate	Mean Scale Score	Confidence Interval of the Mean	Pass Rate	Mean Scale Score	Standard Deviation Scale Score
2013	First Time	20	9	45.00%	596.2	10.8	84.20%	659.7	59
	Ultimate	20	18	90.00%	620.8	11.1	95.40%	665.4	52.7
2014	First Time	19	8	42.10%	589	14.1	86.10%	660.3	57.9
	Ultimate	19	13	68.40%	608.2	12.9	95.50%	665.2	52.3
2015	First Time	21	13	61.90%	618.3	10.2	85.40%	659.8	59
	Ultimate	21	20	95.20%	630.5	9.1	95.30%	665.1	52.9
2016	First Time	0	0	0.00%	0	0	0.00%	0	0
	Ultimate	0	0	0.00%	0	0	0.00%	0	0
2017	First Time	16	9	56.30%	615.4	15.3	87.60%	665.9	58
	Ultimate	16	13	81.30%	624.6	14.2	94.00%	669.2	54.2

I. Learning Resources

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

The available space in the Ted Hill Physical Therapist Assistant building is adequate for the needs of the program. The program has one large room that serves as the classroom and lab area. Separate rooms adjoin the classroom that allow for equipment storage, lockers, and laundry needs. Another area of the building provides 4 spots for a computer lab. There are times when a second room could be used such as clinical skill checks. This is accomplished currently by the use of portable dividers. These work well to provide a visual divide, but are not effective for sound. The PTA program has utilized the simulation space at the Zetmeir building on occasion. We are exploring options on how to implement the use of the space in the future to enhance our student preparation.

J. Partnerships

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

The PTA program has developed relationships with a number of community partners who participate in our advisory board. The advisory board provides input on needed changes for the program.

The PTA program currently has 30 agreements in place with clinical sites in Kansas, Missouri, and Oklahoma. These sites accept our students to provide clinical training. Each site has a clinical instructor that works with our students for

the required 3, 4, or 6 week period depending on the clinical education course. These sites are not paid for the services they provide. The Clinical Coordinator and program director have worked hard to regain clinical sites after the termination of the 2016 class. Several sites were not receptive to accept LCC PTA based on prior experiences. Many of these sites have provided a second chance for our program. At this time, we are receiving positive feedback from all sites.

Review of Previous Action Plan

2013 Program Action Plan

An Action Plan addressing weaknesses, opportunities, and challenges found during the Program Review process was developed by the full-time faculty in the program and the Dean of Instruction or Director. The Action Plan's goals will be included in the program Operational Plans for the upcoming years as a part of the Strategic Planning process.

Weaknesses/ Opportunities/ Challenges	Program Outcome/ Objective	Results
Pass Rate = 59.05%	Ultimate pass rate at 80% or greater.	This has been achieved. The standard has now changed. Must have a 2 year average of 85%.
Increase applicant pool > 50 mile radius	<ol style="list-style-type: none"> 1. Increase student recruiting radius which will help us maintain placement rates as local jobs are filled with LCC graduates for those who pass the NPTE at >93%. 2. Develop online and hybrid courses (1 online and 6 hybrid). 	<ol style="list-style-type: none"> 1. Students from Wichita and Joplin area have been accepted and completed the program. 2. One course was developed and implemented online. Student surveys indicated dislike for the course to be online.
Director needs experience in educational theory and methodology (per CAPTE).	Attain and maintain CAPTE accreditation status.	Current director has acquired the required education in education theory to meet the CAPTE requirements. Accreditation has been renewed.
We currently do not offer CEUs for PTA workers	Explore the possibility of offering CEUs	1. This has not been implemented as of this date. The program is working to provide a clinical education certification course for our clinical instructors for free or reduced price if a grant can be acquired to cover the expense.

SUMMARY REPORT: Strengths, Weaknesses, Opportunities, Challenges

ACADEMIC PROGRAM REVIEW

Date: October 2018

Academic Program/Discipline: Physical Therapy Assistant

REVIEW COMMITTEE IDENTIFIED STRENGTHS

Discuss the major strengths of the academic program/discipline.

One of the strengths for the program is a very high demand in the nation for PTA's. PTA demand is predicted to grow by 30% by 2026. Demand for PTA's in the region remains steady. There are 4 other PTA programs in Kansas. Other PTA programs in the region, include location of Springfield, Missouri and Miami, Oklahoma. All of these programs, including LCC, have approximately the same class size capacity. Hutchinson Community college has a very similar class size, but has two cohorts per year. LCC offers the program for a few credit hours lower than most of the other programs. The LCC program is also one of the lower cost programs.

Additional strength of the program is the Ted Hill building that is designated for the PTA program. The program has very nice space and equipment. All of the current faculty are a great asset for the program as well. The faculty are motivated to provide high level education and work to motivate and work with students to help them to be high achievers. This has been validated by many of the clinical sites providing positive feedback to the program acknowledging the substantial improvements that have been noted by the clinicians in the region.

The program prepares the graduate to function as entry level PTA. The students are well prepared to successfully pass the nation exam. Upon successfully passing the national exam, the graduate will be able to acquire a license in any state. After a student acquires two years of post-license experience, they can apply for a bridge program that will allow them work to acquire a Doctoral degree in Physical Therapy.

Summary of strengths

1. High graduation rate
2. High retention rate
3. Improving national test pass rate
4. Job placement rate of 100%
5. Low cost program compared to other PTA programs in the region
6. Student housing has assisted in recruitment of at least three student
7. Qualified and stable faculty

8. The Ted Hill Physical Therapist Assistant building
9. Supportive advisory committee
10. Active recruiting by the PTA faculty
11. Great relationships with clinical sites that is growing in numbers

**SUMMARY REPORT
ACADEMIC PROGRAM REVIEW**

Date: October 2018

Academic Program/Discipline: Physical Therapy Assistant

REVIEW COMMITTEE IDENTIFIED WEAKNESSES/OPPORTUNITIES/CHALLENGES
--

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

WEAKNESSES

Inconsistent pass rates

Limited instructional experience in the classroom

Program changes were made on qualitative data as quantitative data was not available

Some clinical sites would not accept PTA students due to lack of preparedness

STRENGTHS

Instructors' experience and dedication

Current faculty open to suggestions for improvement

Strong community interest

Support from other LCC health care programs/Administration

PTA program has reestablished relationships with clinical sites and added numerous other sites

100% employment rate after board exam completion

Program Action Plan

Date: October 2018

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

Weaknesses/ Opportunities/ Challenges	Program Outcome/ Objective	Estimated Cost/ Department Budget	Operational Plan Year of Implementation, Associated Core Value and Outcome, and/or Completion or Proposed Administrative Action	Person Responsible DOI/Advisory Committee
NPTE pass rates	85% first time pass rate	No known additional costs at this time	2018 Program Outcomes 1-6	Program Director
Non-Traditional Participation 5P1	Identify non-traditional student and provide information to CTE Recruiter	No known additional costs at this time	2018 Program Outcome 6	Program Director, CTE Recruiter and advisory committee
Data Collection	Increase quantitative data to validate information used for program decisions	No known additional costs at this time	2018 and reoccurring Program Outcomes 1-6	Program Director, staff, and advisory committee

Appendix A: List of Courses

Fall

Course No. Course Title Hours

PTA 101 Introduction to PTA.....1

PTA 106 Patient Care.....4

PTA 102 PTA

Kinesiology.....5

PTA 103 Physical Agents and Therapeutic Interventions.....5

PTA 201 Pathology for the PTA.....3

PTA 105 Clinical Education I2

Spring

PTA 104 Therapeutic Exercise.....3

PTA 202 PTA

Musculoskeletal.....5

PTA 203 Neuromuscular Rehabilitation5

PTA 207 PTA Seminar.....2

PTA 204 Clinical Education

II.....3

Summer

PTA 205 Clinical Education III

.....7

Physical Therapist Assistant Program

Requirements.....45 hours

Total Physical Therapist Assistant Program

Hours.....71 hours

Appendix B: Faculty in Program Qualifications

Summary of faculty qualifications

Instructor: **Jimmie Wilson**

Education:

- Doctorate in Physical Therapy, University of Kansas
- MS in Physical Therapy, University of Central Arkansas
- 9 credit hours of education foundation and theory from the University of Central Missouri
- APTA certified clinical instructor 2003
- Clinical instructor for approximately 70 students 1994-2014

Other CAPTE required qualifications

- Licensure in Kansas, Arkansas, and Missouri
- 25 years of clinical practice
- 7 years of management experience

Courses taught since starting in 2016

- Intro to PTA and lab
- PTA Kinesiology and lab
- PTA Musculoskeletal

Does the instructor's degree meet the minimum requirements for the courses being taught? Yes. Dr. Wilson exceeds the minimum requirements for clinical and managerial experience to be the program director.

Instructor: **Trent McGown**

Education:

- A.A.S. Physical Therapist Assistant, Labette Community College
- APTA certified clinical instructor
- Veteran

Other CAPTE required qualifications

- Certification to practice in Kansas
- Three years of clinical experience
- Two years of clinical instruction or teaching experience

Courses taught since starting in 2016

- Physical Agents and Therapeutic Interventions
- Clinical education I, II, III
- Pathology for the PTA

Does the instructor's degree meet the minimum requirements for the courses being taught? Yes. Mr. McGown meets the minimum requirement for clinical experience at this point to be the clinical coordinator.

Instructor: **Lisa Farris**

Education:

- Doctorate in Physical Therapy, Creighton University
- B.S. Biology Pittsburg State University
- Neural Development Technique certified

Other qualifications:

- Clinical Coordinator for clinical education at Labette Health 2009
- Teaching experience starting in 2012

Courses taught:

- Neuromuscular rehabilitation
- Pathology

Does the instructor's degree meet the minimum requirements for the courses being taught? Yes. Dr. Farris's experience exceeds the minimum requirements to be an instructor.

Instructor: **Josh Trosper**

Education:

- Doctorate in Physical Therapy Rocky Mountain University
- M.S. Physical Therapy Wichita State University

Courses taught:

- Therapeutic Exercise

Does the instructor's degree meet the minimum requirements for the courses being taught? Yes. Dr. Trosper's experience exceeds the minimum requirements to be an instructor.

Appendix C: Perkins Core Performance Data

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

Postsecondary Core Indicators of Performance

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

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

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

Note: A list of Technical Skill Assessments and corresponding credentials can be found on the kansasregents.org website.

- **2P1 - Credential, Certificate, or Degree**—Student attainment of an industry-recognized credential, a certificate, or a degree. Measures concentrators who earned an award and are NO LONGER enrolled in postsecondary education.

Numerator = number of CTE concentrators who receive an industry recognized credential, a certificate, or a degree during the reporting year

Denominator = number of CTE concentrators who are no longer enrolled in post-secondary education during the reporting year

- **3P1 - Student Retention and Transfer**—Student retention in postsecondary education or transfer to a baccalaureate degree program. Measures concentrators who were enrolled during the reporting year and remained in postsecondary education the following fall. All students who earned an award or an industry recognized credential are REMOVED from the analysis.

Numerator = number of CTE concentrators who remained enrolled in their original postsecondary institution or transferred to another 2- or 4- year postsecondary institution during the

reporting year and who were enrolled in postsecondary education in the fall of the previous reporting year
Denominator = number of CTE concentrators who were enrolled in postsecondary education in the fall of the previous reporting year and who did not earn an industry-recognized credential, a certificate, or a degree in the previous reporting year

- **4P1 - Student Placement (Follow-up)**—Student placement in military service or apprenticeship programs or placement or retention in employment, including placement in high skill, high wage, or high demand occupations or professions. Measures placement of all concentrators who are NO LONGER enrolled in postsecondary education. Only students who have completed, earned an industry recognized credential or have dropped out of postsecondary education are included in the analysis.

Numerator = number of CTE concentrators who were placed or retained in employment or placed in military service or apprenticeship programs in the 2nd quarter following the program year in which they left postsecondary education (i.e., unduplicated placement status for CTE concentrators who graduated by June 30, 2010 would be assessed between October 1, 2010 and December 31, 2010)

Denominator = number of CTE concentrators who are no longer enrolled in postsecondary education during the reporting year

- **5P1 - Nontraditional Participation** – Student participation in career and technical education programs that lead to employment in nontraditional fields. [Sec 113(b)(2)(B)]. Measures all participants and concentrators enrolled in gender underrepresented programs.

Numerator = number of CTE participants from underrepresented gender groups who participated in a program that leads to employment in nontraditional fields during the reporting year

Denominator = number of CTE participants who participated in a program that leads to employment in nontraditional fields during the reporting year

- **5P2 - Nontraditional Completion**—Student completion of career and technical education programs that lead to employment in nontraditional fields. [Sec 113(b)(2)(B)]. Measures all nontraditional concentrators who earned an award in a gender underrepresented program.

Numerator = number of CTE concentrators from underrepresented gender groups who completed a program that leads to employment in nontraditional fields during the reporting year

Denominator = number of CTE concentrators who completed a program that leads to employment in nontraditional fields during the reporting year

Note: A list of gender nontraditional occupations can be found on the kansasregents.org website.

SUBJECT

Approval of Board Policy

REASON FOR CONSIDERATION BY THE BOARD

Per Policy 1.13, adopted 12/12/00, the President would conduct a review and update the policies of the Board of Trustees.

BACKGROUND

Updated/created the following policies for approval:

Policy 2.01 Nondiscrimination, Equal Opportunity, and Harassment

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve the Policy 2.01 Nondiscrimination, Equal Opportunity, and Harassment. Approval is recommended.

POLICY 2.01

NONDISCRIMINATION, EQUAL OPPORTUNITY, AND HARASSMENT

Labette Community College affirms its commitment to promote the goals of fairness and equity in all aspects of educational enterprise. Applicants for admission and employment, students, employees, visitors, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with LCC are hereby notified that this college is committed to nondiscrimination on the basis of race, color, ethnic or national origin, sex, gender identity, sexual orientation, marital status, religion, age, ancestry, disability, military status, or veteran status in admission or access to, or treatment or employment in, its programs and activities.

All policies below are subject to resolution using the College's Grievance Process, as detailed in Procedure 4.081-082 for students and the Condition of Employment Procedures, Procedures 7.01 and 8.01 for non-instructional staff and in the Master Agreement for faculty. The College reserves the right to act on incidents occurring on-campus or off-campus, when off-campus conduct could have an on-campus impact or impact on the educational mission of the College.

The Director of Human Resources serves as the employee Title IX Coordinator, and the Vice President of Student Affairs serves as the student Title IX Coordinator. Both positions oversee implementation of the College's Equal Opportunity plan, disability compliance, and the College's policy on equal opportunity, harassment, and nondiscrimination. Reports of discrimination, harassment, and/or retaliation should be made to the appropriate coordinator promptly, but there is no time limitation on the filing of grievances, as long as the accused individual remains subject to the College's jurisdiction. All reports are acted upon promptly, while every effort is made by the College to preserve the privacy of reports. Anonymous reports may be filed online, using the reporting form posted under the About LCC tab at www.labette.edu. Reporting is also addressed more specifically below. Reports of discrimination by either Title IX Coordinator should be reported to the College President.

This policy applies to behaviors that take place on campus, at college-sponsored events, and may also apply to off-campus actions and online activity when a Title IX Coordinator(s) determines that the off-campus conduct could impact a College interest. A College interest is defined to include the following:

- Any action that constitutes criminal offense as defined by federal or Kansas state law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law committed in the municipality where the College is located;
- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
- Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder;
- Any situation that is detrimental to the educational interests of the College;
- Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the

~~College's control (e.g., not on College networks, websites, or between College email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial or material on-campus disruption. Otherwise, such communications are considered speech protected by the 1st Amendment.~~

~~Off-campus discriminatory or harassing speech by employees may be regulated by the College only when such speech is made in an employee's official or work-related capacity. Inquiries about this policy and procedure may be made internally to~~

Tammy Fuentez
Vice President of Student Affairs
Labette Community College, 200 South 14th St., Parsons, KS 67357
620-820-1268
tammyf@labette.edu

Janice Every
Human Resource Director
Labette Community College, 200 South 14th St., Parsons, KS 67357
620-820-1234
janicec@labette.edu

Inquiries can be made externally to

Equal Employment Opportunity Commission
400 State Ave., 9th Floor
Kansas City, KS 66101
(800) 669-4000
TTY 1 (800) 669-6820

Or

United States Department of Education
Office for Civil Rights Kansas City
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550
Facsimile: (816) 268-0559
Email: OCR.KansasCity@ed.gov
~~8930 Ward Parkway, Suite 2037~~
~~Kansas City, MO 64114-3302~~
~~(816) 268-0550~~
~~Fax (816) 823-1404~~
~~KansasCity@ed.gov~~

Or

~~Kansas Human Rights Commission~~

900 SW Jackson, Suite 568-S
Topeka KS 66612-1258
(785) 296-3206
Fax (785) 296-0589
www.khrc.net

Or

Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368
Phone: 785-296-3421

Agenda Item: V.D
Date: October 11, 2018

SUBJECT

Approval of Bills

REASON FOR CONSIDERATION BY THE BOARD

Kansas statutes require Board of Trustees' approval of all expenditures.

BACKGROUND

Each month a listing of claims to be paid is presented to the Board for approval.

PRESIDENT'S RECOMMENDATION

Approval is recommended.

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

9/7/2018

EXHIBIT 5

Check Number	Vendor	Description	Account Number	Amount	Total
122748	A T and T	Phone Service - Cherokee Center	11-7103-631-000	\$342.50	\$342.50
122749	A T and T	Internet	11-6401-631-000	\$3,468.32	\$3,468.32
122750	American United Life Ins Co Group Pr	Life Insurance Premiums	11-6501-590-001	\$363.67	\$363.67
122751	Randee Baty	Reimburse Mileage - Faculty Teaching	11-4202-602-000	\$52.32	\$52.32
122752	Bleacher Gear	Student Ambassador T-Shirts	11-5302-711-000	\$153.75	\$153.75
122753	CableONE	Cable Service	11-7202-648-000	\$138.72	\$138.72
122754	City of Parsons	Water Service	11-7102-632-000	\$3,425.06	
		Water Service	16-9482-632-000	\$204.66	\$3,629.72
122755	Alexander J Coplon	Reimburse Mileage - Recruiting	11-5502-601-000	\$132.84	\$132.84
122756	Dana M Eggers	Reimburse Mileage - Cherokee Cente	11-6403-602-000	\$38.15	\$38.15
122757	Kenneth Elliott	Reimburs Mileage - Faculty Teaching	11-4202-602-000	\$118.81	\$118.81
122759	Aaron Keal	Reimburse Paying VB Scorekeeper	11-5506-576-000	\$40.00	\$40.00
122760	Aaron Keal	Baseball Travel - 9/20/18	11-5502-601-000	\$450.00	\$450.00
122761	JoLene Klumpp	Reimburse Mileage - Faculty Teaching	11-4202-602-000	\$172.22	\$172.22
122763	Leigh Ann Martin	Reimburse Mileage - Main Campus (5	12-1215-602-000	\$163.50	\$163.50
122764	National Wrestling Coaches Associatio	National Duals Entry Fee	11-5505-601-000	\$300.00	\$300.00
122765	Nexion	Airfare - Ashley Moore - WCEC Conf	11-4200-630-030	\$490.77	
		Airfare - Tammy Kimrey - WCEC Conf	11-4200-630-031	\$490.77	
		Airfare - Gale Brown - WCEC Conf	12-1246-630-000	\$490.77	\$1,472.31
122768	Ryan S. Phillips	Softball Travel - 9/30/18	11-5509-601-000	\$300.00	\$300.00
122769	Ryan S. Phillips	Softball Travel - 9/16/18	11-5509-601-000	\$300.00	\$300.00
122773	Topeka Public Schools	Topeka CPC Reg-Ross Harper	11-5302-601-000	\$50.00	\$50.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	9/7/2018	Account Number	Amount	Total
122774	Jeffrey Michael Vesta	Reimburse Spikeball Set		11-5505-701-000	\$99.99	\$99.99
	11-General Fund		\$10,927.89			
	12-Postsecondary Technical Education Fund		\$654.27			
	16-Auxillary Ent Fund		\$204.66			
	67-Capital Outlay		\$0.00			
			<u>\$11,786.82</u>			
					<u>\$11,786.82</u>	

Checks approved for release prior to Board action

Mark Watkins

President

Deanna Doherty

Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

9/14/2018

Check Number	Vendor	Description	Account Number	Amount	Total
122775	B P	Gasoline	11-6502-720-000	\$114.49	\$114.49
122777	Jody Burzinski	Reimburse Mileage	LCHS Accuplacer 11-6403-602-000	\$13.08	
122778	CableONE	Reimburse Mileage - Cherokee Supp	11-6403-602-000	\$104.64	\$117.72
122779	CareerSafe	Ted Hill Internet	11-6401-631-000	\$88.94	\$88.94
122780	Council of North Central Two-Year Coll	Health Science OSHA Vouchers	12-4204-701-000	\$375.00	\$375.00
122783	Tammy Fuentez	PTK Leadership	11-6101-601-000	\$350.00	\$350.00
122784	Kenneth Gott	Reimburse Mileage - Manufacturing	11-1126-604-000	\$500.00	\$500.00
122785	Ross Harper	Reimburse Mileage - Recruiting (8)	12-4204-601-000	\$20.71	\$20.71
122786	Linseh Johnson	Reimburse Mileage - Workforce Conf	11-5302-601-000	\$564.62	\$564.62
122787	Kansas Department of Revenue	Reimburse Lunch-Manufacturing Mee	12-4204-709-000	\$161.32	\$204.38
122788	Kansas Gas Service	Printshop Sales Tax - August	11-6503-701-000	\$5.08	
122789	Kansas Outdoor Advertising	Bookstore Sales Tax - August	16-0000-216-001	\$353.37	
122793	Kylie Lucas	Food Service Sales Tax - August	16-0000-216-002	\$458.09	\$816.54
122794	Leigh Ann Martin	Gas Service - Cherokee Center	11-7103-633-000	\$37.51	\$37.51
122795	Haley Renee Miller	September Billboard Rental	11-6301-613-000	\$300.00	
122796	Pepsi-Cola	September Advertising	11-6301-613-000	\$575.00	\$875.00
122797	Rural Water District #5	Reimburse Mileage - Recruiting (3)	11-5302-601-000	\$76.30	\$76.30
122798	Sam's Club Direct	Reimburse DANB Recertification	12-1215-681-000	\$65.00	\$65.00
		Reimburse Volleyball VIP Party Suppli	11-5504-701-000	\$23.00	
		Reimburse Pizza-Volleyball VIP Party	11-5504-701-000	\$63.75	\$86.75
		Pop for Machine	16-9684-701-000	\$461.08	\$461.08
		Utility Water, Cherokee	11-7103-632-000	\$35.24	\$35.24
		Service Fee	11-6501-681-000	\$50.00	
		Membership Dues	11-6501-681-000	\$90.00	\$140.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

9/14/2018

Check Number	Vendor	Description	Account Number	Amount	Total
122800	Jason Sharp	Reimburse Meals - CATYC	11-4202-601-000	\$38.99	
122801	Kelly Stammer	Reimburse Mileage Instructor Evaluat	11-4202-602-000	\$34.88	\$73.87
122803	Touchtone Communications	Groundskeeping, Welding Building	11-7102-649-000	\$825.00	\$825.00
		Long Distance	11-6501-631-000	\$103.63	
122804	Jeffrey Michael Vesta	Long Distance - Cherokee Center	11-7103-631-000	\$21.49	\$125.12
122805	W C A Waste Corporation	Reimburse Wrestling BBQ	11-5505-601-000	\$171.57	\$171.57
		Waste Removal, Cherokee	11-7103-649-000	\$117.51	\$117.51
				<u>\$6,242.35</u>	

11-General Fund	\$4,304.72
12-Postsecondary Technical Education Fund	\$665.09
16-Auxiliary Ent Fund	\$1,272.54
67-Capital Outlay	\$0.00
	<u>\$6,242.35</u>

Checks approved for release prior to Board action

Mark Watkins
President

Kearna Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

9/21/2018

Check Number	Vendor	Description	Account Number	Amount	Total
122806	A T and T	Phone Service	11-6501-631-000	\$69.63	
		Phone Service	11-6501-631-000	\$2,567.95	\$2,637.58
122807	A T and T	Internet	11-6401-631-000	\$1,570.40	\$1,570.40
122808	Accident Fund	Workman's Comp	11-6501-590-001	\$3,348.90	\$3,348.90
122809	Amazon.com LLC	MLA 8 Handbook	11-1109-700-000	\$28.50	
		Lighting Equipment	11-6301-701-000	\$54.72	
		A&P Book for Fall 2018	11-6504-702-000	\$52.00	
		Washing Machine Hinge	11-7102-649-000	\$71.94	
		Student White Boards	12-1208-700-000	\$47.98	
		EMT/AEMT Badges	12-4204-701-000	\$48.60	\$303.74
122810	Bank of Parsons	Principal - Zetmeir Building	11-6201-761-000	\$28,641.56	
		Interest - Zetmeir Building	11-6201-762-000	\$58.78	\$28,700.34
122811	Barco Products Co	Picnic Tables	11-7102-649-000	\$4,028.11	\$4,028.11
122812	CareerSafe	OSHA Vouchers	12-4204-701-000	\$625.00	\$625.00
122813	Tarah L Cockrell	Reimburse Mileage - KCCLI	11-7103-601-000	\$176.58	
		Reimburse Meals - KCCLI	11-7103-601-000	\$15.36	\$191.94
122816	Kimberly M Dowling	Reimburse Mileage - Conf	11-6301-601-000	\$136.25	
		Reimburse Registration - Conf	11-6301-601-000	\$175.00	\$311.25
122818	F B L A - P B L	PBL NFLC Hotel	11-1127-604-000	\$538.00	
		PBL NFLC Registration	11-1127-604-000	\$125.00	\$663.00
122819	FedEx Express	Package Shipping (16)	11-5303-701-000	\$317.52	
		Package Shipping (1)	11-6201-701-000	\$19.24	\$336.76
122820	Kenneth Gott	Reimburse Personal Enrichment Supp	12-4204-701-000	\$25.65	\$25.65
122821	Ross Harper	Reimburse Mileage - Recruiting (6)	11-5302-601-000	\$457.80	\$457.80
122823	Kansas Gas Service	Gas Service	11-7102-633-000	\$293.08	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

9/21/2018

Check Number	Vendor	Description	Account Number	Amount	Total
122823	Kansas Gas Service	Gas Service	16-9482-633-000	\$88.49	\$381.57
122824	Kansas Region Phi Theta Kappa	PTK Leadership Conference Reg and	11-1126-604-000	\$1,210.00	\$1,210.00
122827	Leadership Labette	Tuition - Rhonda Baker	11-5201-601-000	\$325.00	\$325.00
122828	Kylie Lucas	Reimburse Mileage - Recruiting(5)	11-5302-601-000	\$167.32	\$167.32
122829	NTHERM, LLC	Gas Service	11-7102-633-000	\$34.65	
		Gas Service	11-7102-633-000	\$23.99	
		Gas Service	16-9482-633-000	\$39.98	\$98.62
122831	Parsons Rotary Club	Last Quarter Dues - M Watkins	11-6101-702-000	\$2.00	
122832	Phillips 66 - Conoco - 76	Quarterly Dues - Mark Watkins	11-6101-702-000	\$138.00	\$140.00
122833	Andrea Delcarmen Schibi	Gasoline	11-6502-720-000	\$812.28	\$812.28
122834	Sherry L. Simpson	Volleyball Libero Tracking	11-5504-701-000	\$160.00	\$160.00
122835	Veritiv	Reimburse Mileage - Cherokee Cente	12-1208-602-000	\$16.73	\$16.73
		Copy Paper	11-6503-705-000	\$3,910.80	\$3,910.80
				<u>\$50,422.79</u>	

11-General Fund	\$49,530.36
12-Postsecondary Technical Education Fund	\$763.96
16-Auxillary Ent Fund	\$128.47
67-Capital Outlay	\$0.00
	<u>\$50,422.79</u>

Checks approved for release prior to Board action.



 President



 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

9/26/2018

Check Number	Vendor	Description	Account Number	Amount	Total
122908	Barton Community College	Volleyball Tourney	11-5504-601-000	\$300.00	\$300.00
122909	Delyna R Bohnenblust	Reimburse Hotel - KSNB/KCADNE	12-1208-601-000	\$201.16	
		Reimburse Meals - KSNB/KCADNE	12-1208-601-000	\$50.87	
		Reimburse Mileage - Meetings (9)	12-1208-602-000	\$869.28	\$1,121.31
122910	Joseph Burke	Reimburse Mileage - KCIA	11-4201-601-000	\$163.50	\$163.50
122911	Cardmember Service	Credit - Points Redeemed	11-0100-484-000	(\$1,200.00)	
		Accessibility Workshop Series	11-4201-630-002	\$1,610.00	
		Hilton Hotel, Jason Sharp CATCY	11-4202-601-000	\$314.42	
		Victorian Inn, Volleyball 9/17/18	11-5504-601-000	\$654.00	
		La Quinta, Volleyball 9/13/18	11-5504-601-000	\$1,513.40	
		Best Western, Volleyball 8/31/18	11-5504-601-000	\$587.94	
		Volleyball Film Exchange	11-5504-701-000	\$700.00	
		Econolodge, Wrestling 11/10/18	11-5505-601-000	\$425.10	
		Sleep Inn, Wrestling 12/1/18	11-5505-601-000	\$640.78	
		Sleep Inn, Wrestling 11/16/18	11-5505-601-000	\$425.15	
		Sleep Inn, Wrestling 11/3/18	11-5505-601-000	\$360.85	
		Hotel.com, Men's BB 10/11/18	11-5508-601-000	\$1,305.57	
		Fast Draw - Men's Basketball	11-5508-701-000	\$74.99	
		Holiday Inn, Mark Watkins	11-6101-601-000	\$123.12	
		Hilton Hotel, Mark Watkins to CATYC	11-6101-601-000	\$314.42	
		KS CPA Membership Renewal-L Doherty	11-6201-701-000	\$300.00	
		OnStar for LCC Vehicles	11-6502-720-000	\$130.94	
		Tablecloth Cleaning for SEK Business	11-6504-701-000	\$15.00	
		Holiday Inn, Tarah Cockrell to KCCLI	11-7103-601-000	\$99.74	
		Replacement Parts for XRay Mannequin	12-1215-700-000	\$24.88	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

9/26/2018 Account Number

Check Number	Vendor	Description	Account Number	Amount	Total
122911	Cardmember Service	Color Scanner	12-1246-701-005	\$294.96	
		Westin, Linseh Johnson ACT Wkf Cor	12-4204-605-000	\$219.36	
		Student CNA Payment	12-4204-701-000	\$23.66	\$8,958.28
122912	Tarah L Cockrell	Reimburse Mileage - Emergency Sub	11-4202-602-000	\$67.58	\$67.58
122914	Alexander J Coplon	Reimburse Mileage - Recruiting	11-5502-603-000	\$127.44	\$127.44
122915	Design Group Architects LTD	Architect Fees - Event Center	11-6201-659-002	\$709.00	\$709.00
122916	Janice S Every	Reimburse Mileage - Health Ins Mtg	11-6504-601-001	\$40.33	\$40.33
122917	Kara Good	Reimburse Lab Supplies	12-1211-700-000	\$43.39	\$43.39
122918	Brittany Haley	Reimburse Athletic Training Room Iter	11-5507-701-000	\$101.86	\$101.86
122919	Joe Smith Company, Inc	Concessions	16-9381-742-000	\$288.60	\$288.60
122920	Linseh Johnson	Reimburse Mileage - Meetings (3)	12-4204-601-000	\$95.92	\$95.92
122921	Kansas Gas Service	Gas Service	11-7102-633-000	\$122.93	
		Gas Service	11-7102-633-000	\$36.44	\$159.37
122923	Aaron Keal	Baseball Travel - 10/9/18	11-5502-601-000	\$450.00	\$450.00
122924	Aaron Keal	Baseball Travel - 10/4/18	11-5502-601-000	\$450.00	\$450.00
122925	Haley Renee Miller	Volleyball Travel - 9/27/18	11-5504-701-000	\$250.00	\$250.00
122926	Haley Renee Miller	Volleyball Travel - 10/1/18	11-5504-701-000	\$250.00	\$250.00
122927	Haley Renee Miller	Volleyball Travel - 10/5/18	11-5504-701-000	\$800.00	\$800.00
122928	Haley Renee Miller	Volleyball Travel - 10/15/18	11-5504-701-000	\$250.00	\$250.00
122929	Haley Renee Miller	Volleyball Travel - 10/17/18	11-5504-701-000	\$250.00	\$250.00
122930	Orscheln	Security Camera-WTC	12-4204-701-000	\$174.78	\$174.78
122931	Parsons Rotary Club	Annual Membership - D Bohnenblust	12-1208-670-000	\$522.00	\$522.00
122932	Ryan S. Phillips	Softball Travel - 10/20/18	11-5509-601-000	\$300.00	\$300.00
122933	Ryan S. Phillips	Softball Travel - 10/13/18	11-5509-601-000	\$300.00	\$300.00
122934	Ryan S. Phillips	Softball Travel - 10/10/18	11-5509-601-000	\$300.00	\$300.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

9/26/2018

Check Number	Vendor	Description	Account Number	Amount	Total
122935	Ryan S. Phillips	Softball Travel - 10/6/18	11-5509-601-000	\$300.00	\$300.00
122936	Ryan S. Phillips	Softball Travel - 10/2/18	11-5509-601-000	\$300.00	\$300.00
122937	Shell Fleet Plus	Gasoline	11-6502-720-000	\$339.15	\$339.15
122938	The Villas at LCC, LLC	Housing/	11-0000-131-001	\$1,822.00	
		Housing/	11-0000-131-001	\$841.00	
		Housing/	11-0000-131-001	\$1,760.00	
		Housing	11-0000-131-001	\$1,886.00	
		Housing/	11-0000-131-001	\$1,873.00	
		Housing/	11-0000-131-001	\$2,026.00	
		Housing/	11-0000-131-001	\$2,400.00	
		Housing	11-0000-131-001	\$1,260.00	
		Housing/	11-0000-131-001	\$1,900.00	
		Housing	11-0000-131-001	\$1,108.40	
		Housing/	11-0000-131-001	\$1,155.00	
		Housing/	11-0000-131-001	\$2,379.00	
		Housing/	11-0000-131-001	\$1,260.00	
		Housing/	11-0000-131-001	\$1,680.00	
		Housing	11-0000-131-001	\$763.00	
		Housing/	11-0000-131-001	\$984.00	
		Housing/	11-0000-131-001	\$2,146.00	
		Housing/	11-0000-131-001	\$1,440.00	
		Housing	11-0000-131-001	\$2,200.00	
		Housing/	11-0000-131-001	\$1,920.00	
		Housing/	11-0000-131-001	\$2,200.00	
		Housing/	11-0000-131-001	\$2,975.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

9/26/2018

Check Number	Vendor	Description	Account Number	Amount	Total
122938	The Villas at LCC, LLC	Housing/	11-0000-131-001	\$88.00	
		Housing/	11-0000-131-001	\$561.00	
		Housing/	11-0000-131-001	\$1,680.00	
		Housing/	11-0000-131-001	\$1,680.00	
		Housing/	11-0000-131-001	\$690.78	
		Housing/	11-0000-131-001	\$2,103.00	
		Housing/	11-0000-131-001	\$2,055.00	
		Housing/	11-0000-131-001	\$2,400.00	
		Housing/	11-0000-131-001	\$1,260.00	
		Housing/	11-0000-131-001	\$568.00	
		Housing/	11-0000-131-001	\$994.68	
		Housing/	11-0000-131-001	\$2,400.00	
		Housing/	11-0000-131-001	\$2,230.00	
		Housing/	11-0000-131-001	\$1,436.00	
		Housing/	11-0000-131-001	\$87.00	
		Housing/	11-0000-131-001	\$2,100.00	
		Housing/	11-0000-131-001	\$1,920.00	
		Housing/	11-0000-131-001	\$1,121.00	
		Housing/	11-0000-131-001	\$1,926.23	
		Housing/	11-0000-131-001	\$2,200.00	
		Housing/	11-0000-131-001	\$718.67	
		Housing/	11-0000-131-001	\$1,884.00	
		Housing/	11-0000-131-001	\$1,090.00	
		Housing/	11-0000-131-001	\$1,603.00	
		Housing/	11-0000-131-001	\$1,920.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

9/26/2018

Check Number	Vendor	Description	Account Number	Amount	Total
122938	The Villas at LCC, LLC	Housing/	11-0000-131-001	\$1,680.00	
		Housing/	11-0000-131-001	\$2,113.00	
		Housing/	11-0000-131-001	\$1,407.00	
		Housing	11-0000-131-001	\$1,664.00	
		Housing/	11-0000-131-001	\$796.00	
		Housing/	11-0000-131-001	\$2,975.00	
		Housing/f	11-0000-131-001	\$214.00	
		Housing "	11-0000-131-001	\$1,796.00	
		Housing/.	11-0000-131-001	\$2,380.00	
		Housing	11-0000-131-001	\$2,400.00	
		Housing/	11-0000-131-001	\$2,100.00	
		Housing/	11-0000-131-001	\$1,651.29	
		Housing	11-0000-131-001	\$2,100.00	
		Housing/	11-0000-131-001	\$2,100.00	
		Housing/	11-0000-131-001	\$2,199.00	
		Housing/	11-0000-131-001	\$1,920.00	
		Housing	11-0000-131-001	\$720.00	
		Housing/	11-0000-131-001	\$1,019.00	
		Housing/	11-0000-131-001	\$1,260.00	
		Housing	11-0000-131-001	\$946.00	
		Housing/	11-0000-131-001	\$1,760.00	
		Housing	11-0000-131-001	\$2,033.00	
		Housing	11-0000-131-001	\$1,079.00	
		Housing/	11-0000-131-001	\$649.00	
		Housing.	11-0000-131-001	\$2,100.00	\$115,756.05

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

9/26/2018

Check Number	Vendor	Description	Account Number	Amount	Total
122939	Wal-Mart Community	Biology Lab supplies	11-1102-700-000	\$34.98	
		Supplies	11-5504-701-000	\$163.88	
		Supplies	11-5504-701-000	\$144.24	
		Volleyball Supplies	11-5504-701-000	\$151.15	
		Volleyball Supplies	11-5504-701-000	\$84.50	
		Food for Game	11-5504-701-000	\$66.40	
		Supplies	11-5508-701-000	\$63.69	
		Camera Memory Card	11-6301-701-000	\$39.85	
		PR Supplies	11-6301-701-000	\$33.03	
		Bulletin Board	11-7102-649-000	\$8.97	
		10th Anniversary Celebration	11-7103-701-000	\$69.58	
		Kids Fall Fest/Workforce Supplies	12-4204-701-000	\$161.20	
		Personal Enrichment Class Supplies	12-4204-701-000	\$94.90	
		Food	16-9684-743-000	\$35.00	
		Food	16-9684-743-000	\$54.62	
		Food	16-9684-743-000	\$91.03	
		Food	16-9684-743-000	\$83.17	
		Food	16-9684-743-000	\$72.25	
		Food	16-9684-743-000	\$89.20	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
122939	Wal-Mart Community	Food	16-9684-743-000	\$40.78	\$1,582.42
	11-General Fund				
	12-Postsecondary Technical Education Fund				
	16-Auxillary Ent Fund				
	67-Capital Outlay				
				<u>\$134,750.98</u>	
					<u>\$134,750.98</u>

Checks approved for release prior to Board action

Mark Watkins
President

Deanna Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
122940	American Heritage Life Insurance Com	Cancer Premiums	11-0000-273-000	\$150.39	\$150.39
122941	American United Life Ins Co Group	PreLife Insurance Premiums	11-6501-590-001	\$368.62	\$368.62
122942	Bay Bridge Administrators, LLC f/b/o S	Employee 403(b) Contributions	11-0000-258-000	\$13,821.00	
		Cancer Premiums	11-0000-273-000	\$388.13	
		Disability Premiums	11-0000-275-000	\$488.06	
		Term Life Insurance Premiums	11-0000-276-000	\$713.28	
122943	L C C Foundation	Employer 403(b) Matching	11-6501-590-001	\$4,010.00	\$19,420.47
122945	Security Benefit Life Insurance Co.	Employee Contributions	11-0000-268-000	\$1,374.17	\$1,374.17
		Medical Reimb/Child Care Expenses	11-0000-277-000	\$2,430.82	\$2,430.82
				<u>\$23,744.47</u>	

11-General Fund	\$23,744.47
12-Postsecondary Technical Education Fund	\$0.00
16-Auxillary Ent Fund	\$0.00
67-Capital Outlay	\$0.00
	<u>\$23,744.47</u>

Checks approved for release prior to Board action

Mark Watkins
President

Shanna Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

9/30/2018

Check Number	Vendor	Description	Account Number	Amount	Total
122946	Ace Hardware, Inc.	Returned Air Ducts	11-7102-649-000	(\$13.16)	
		Paint Brush	11-7102-649-000	\$6.59	
		Roof Patch	11-7102-649-000	\$22.99	
		Painting Supplies	11-7102-649-000	\$52.68	
		Maintenance Supplies	11-7102-649-000	\$44.99	
		Mouse Traps	11-7102-649-000	\$4.47	
		Maintenance Supplies	11-7102-649-000	\$4.99	
		Air Ducts	11-7102-649-000	\$13.16	
		Air Ducts	11-7102-649-000	\$37.35	
		Light Bulbs	11-7102-649-000	\$25.98	
		Clock	11-7102-649-000	\$80.97	
		Groundskeeping Supplies	11-7102-649-000	\$31.98	
		Maintenance Supplies	11-7102-649-000	\$3.99	
		Plumbing Supplies	11-7102-649-000	\$12.97	
		5 Gallon Bucket	11-7102-649-000	\$2.79	
		Screws	11-7102-649-000	\$5.99	
		Painting Supplies	11-7102-649-000	\$124.92	
		Groundskeeping Supplies	11-7102-649-000	\$25.57	
		Bungee Cord	11-7102-649-000	\$3.99	
		Flea Powder	11-7102-649-000	\$14.99	
		Bolt Cutter	11-7102-649-000	\$32.99	
		Putty Knives	11-7102-649-000	\$10.43	
		Plumbing Supplies	11-7102-649-000	\$18.17	
		Heat Shrinks	11-7102-649-000	\$13.95	
		Maintenance Supplies	11-7102-649-000	\$23.98	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

9/30/2018

Check Number	Vendor	Description	Account Number	Amount	Total
122946	Ace Hardware, Inc.	Maintenance Supplies	11-7102-649-000	\$40.98	
		Plumbing Supplies	11-7102-649-000	\$58.72	
		Paint and PVC Pipe	11-7102-649-000	\$11.57	
		Maintenance Supplies	11-7102-649-000	\$37.68	
		Supplies	16-9684-701-000	\$39.97	\$796.64
122947	All Seasons Floral, LLC	Plant - L Gates Service	11-6102-709-000	\$48.00	\$48.00
122948	American Association of Community C	President's Academy Fee	11-6501-681-000	\$75.00	
		Institutional Membership	11-6501-681-000	\$2,751.00	\$2,826.00
122949	American Media Investments	August Advertising	11-6301-613-000	\$444.00	\$444.00
122950	American Welding Society, Inc	Welding Books	12-4204-701-000	\$965.70	\$965.70
122951	APTA	APTA Dues	12-1213-681-000	\$505.00	\$505.00
122952	B S N Sports	New Basketballs	11-5508-701-000	\$210.00	\$210.00
122953	Bleacher Gear	Welding Shirts	12-4204-701-000	\$406.60	\$406.60
122954	C A P T E	Annual Accrediation Fee	12-1213-670-000	\$4,250.00	\$4,250.00
122955	C D W Government Inc	Apple Keyboard	11-6301-701-000	\$98.00	\$98.00
122956	Carolina Biological Supply Company	Elodea densa, Pack of 12	11-1102-700-000	\$19.70	
		Biology Supplies - Tubes, Cultures	11-1102-700-000	\$92.00	
		Biology Supplies - Tubes, Cultures, et	11-1102-700-000	\$1,971.10	\$2,082.80
122957	Chinese Chef	Fall Advisory Committee Meeting-Rad	12-1210-709-000	\$174.31	\$174.31
122958	Continental Research Corporation	Patch 15	11-7102-649-000	\$249.57	\$249.57
122959	Copy Products Inc	Konica Copier Maintenance	11-6503-648-000	\$950.67	
		Konica Copier Maintenance	11-6503-648-000	\$260.00	
		Konica Copier Maintenance	11-6503-648-000	\$2,330.32	
		Copy Usage for Cherokee Center	11-7103-701-000	\$70.97	\$3,611.96
122960	Corporate Business Systems ofMO, In	Savin Copier Staples	11-6503-701-000	\$79.83	\$79.83

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

9/30/2018

Check Number	Vendor	Description	Account Number	Amount	Total
122961	Credo Reference Limited	Annual Database Subscription	11-4101-710-000	\$1,742.00	\$1,742.00
122962	Data Source Media, Inc	T640 Toner	11-6401-701-000	\$1,284.48	
		T640 Toner	11-6401-701-000	\$856.32	
		T630 Toner	11-6401-701-000	\$567.00	\$2,707.80
122963	Daves Communications Services	Voicemail System Hardware Repair	11-6501-631-000	\$635.00	\$635.00
122964	Davis Communications	Radio	11-7102-649-000	\$135.00	\$135.00
122965	Demco	Name Plate for Desk	11-4101-701-000	\$17.44	\$17.44
122966	Document Destruction Inc	Shredding Service	11-6503-701-000	\$225.00	\$225.00
122967	Erie High School	Yearbook Ad	11-6301-613-000	\$70.00	\$70.00
122968	Fastenal Company	Batteries	11-7102-649-000	\$214.14	
		Batteries	11-7102-649-000	\$53.27	
		Maintenance Supplies	11-7102-649-000	\$43.75	
		Maintenance Supplies	11-7102-649-000	\$31.43	\$342.59
122969	Four State Maintenance Supply/Inc	Trash Cans	11-7102-702-000	\$157.10	\$157.10
122970	Graves Menu Maker Foods	Food and Supplies	16-9684-701-000	\$86.85	
		Supplies	16-9684-701-000	\$96.51	
		Supplies	16-9684-701-000	\$175.92	
		Supplies	16-9684-701-000	\$214.61	
		Supplies	16-9684-701-000	\$226.03	
		Food	16-9684-743-000	\$996.23	
		Food	16-9684-743-000	\$872.22	
		Food	16-9684-743-000	\$676.84	
		Food	16-9684-743-000	\$886.89	
		Food	16-9684-743-000	\$923.26	\$5,155.36
122971	Headsets.com	Phone Headset Parts	11-6503-648-000	\$63.87	\$63.87

**LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	Description	Account Number	Amount	Total
122972	Herrman Lumber	Returned Lumber Supplies	11-6201-659-009	(\$67.92)	
		Returned Drywall.	11-6201-659-009	(\$12.09)	
		Lumber	11-6201-659-009	\$45.00	
		Lumber	11-6201-659-009	\$50.94	
		Drywall	11-6201-659-009	\$255.79	
		Lumber and Screws	11-6201-659-009	\$353.53	
		Mainteance Supplies	11-6201-659-009	\$11.98	
		Shim Shingles	11-6201-659-009	\$7.79	
		Lumber Supplies	11-6201-659-009	\$238.93	
		Maintenance Supplies	11-7102-649-000	\$37.60	
		Screws	11-7102-649-000	\$7.29	
		Eggbeater Mixer	11-7102-649-000	\$18.99	
		Returned Maintenance Supplies	11-7102-649-000	(\$37.60)	
		Maintenance Supplies	11-7102-649-000	\$34.62	
		Paint and Caulk Gun	11-7102-649-000	\$38.98	
		Maintenance Supplies	11-7102-649-000	\$69.40	\$1,053.23
122973	Hillyard/Springfield	Toilet Paper and Paper Towels	11-7102-702-000	\$1,388.40	\$1,388.40
122974	Home Store	Biology Lab Remodel	11-7102-649-000	\$7,256.00	
		Student Lounge Remodel	16-9482-649-000	\$8,092.00	\$15,348.00
122975	J W Pepper and Son, Inc	Sheet Music	11-1111-700-000	\$29.99	
		Sheet Music	11-1111-700-000	\$396.99	\$426.98
122976	Jenzabar, Inc.	Jenzabar eLearning Migration	11-6401-646-001	\$2,550.00	\$2,550.00
122977	Jock's Nitch/Parsons	Team Shirts	11-5502-701-000	\$1,099.57	
		Team Shirts	11-5502-701-000	\$1,099.58	
		Team Shirts	11-5502-701-000	\$1,146.17	

**LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	Description	Account Number	Amount	Total
122977	Jock's Nitch/Parsons	Team Shirts	11-5502-701-000	\$1,099.57	
		Fall Baseball Hats	11-5502-701-000	\$1,204.73	
		Team Shorts	11-5502-701-000	\$1,471.07	
		Hoodies	11-5504-701-000	\$85.11	
		Coach Apparel	11-5504-701-000	\$210.23	
		Coach Shoes	11-5504-701-000	\$198.00	
		Volleyball Score Book	11-5504-701-000	\$12.79	
		Practice Shirts	11-5505-701-000	\$607.48	
		Wrestling Shoes	11-5505-701-000	\$66.53	
		Competition Shirts	11-5505-701-000	\$495.00	
		Practice Shorts	11-5505-701-000	\$206.42	
		Men's Basketball Shirts	11-5508-701-000	\$926.12	
		Men's Basketball Gear	11-5508-701-000	\$1,842.51	
		Supplies	11-5508-701-000	\$296.17	\$12,067.05
122978	JRCERT	JRC Interim Report Fee	12-1210-670-000	\$1,500.00	\$1,500.00
122979	K L K C	August Advertising	11-6301-613-000	\$350.00	\$350.00
122980	K S Y N-FM	May Advertising	11-6301-613-000	\$1,200.00	
		August Advertising	11-6301-613-000	\$1,100.00	\$2,300.00
122981	Kansas Library Association	KLA-CULS Membership Dues--Bode	11-4101-701-000	\$10.00	
		Kansas Library Association Dues--Box	11-4101-701-000	\$40.00	
		CULS Section Membership Dues--P C	11-4101-701-000	\$10.00	
		CULS Section Membership Dues--S Z	11-4101-701-000	\$10.00	
		Membership Dues--Phylis Coomes	11-4101-701-000	\$40.00	
		Membership Dues--Scotty Zollars	11-4101-701-000	\$40.00	\$150.00
122982	KCPNE	Membership Dues	12-1208-670-000	\$50.00	\$50.00

**LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	Description	Account Number	Amount	Total
122983	Kitchen Pass, Inc.	Workforce Advisory Luncheon	12-4204-709-000	\$146.83	\$146.83
122984	KONE Inc	Maintenance Agreement	11-7202-648-000	\$421.70	
		Maintenance Agreement	11-7202-648-000	\$136.14	\$557.84
122985	L and R Specialties, Inc.	Art Supplies	11-1101-700-000	\$482.75	\$482.75
122986	L C C Foundation	Gift - Leon Whetzel	11-0100-484-000	\$3,000.00	\$3,000.00
122987	Labette Avenue	Congrats Student Ad	11-6301-613-000	\$72.00	
		Fall Enrollment Ad	11-6301-613-000	\$80.00	
		Congrats Students Ad	11-6301-613-000	\$72.00	
		Fair Edition Ad	11-6301-613-000	\$31.25	
		Position Announcement	11-6504-613-000	\$60.00	\$315.25
122988	Labette Health	Basic Life Support Provider Cards	12-4204-701-000	\$50.00	\$50.00
122989	Laerdal Medical Corporation	Arterial Arm Stick-RESP	12-1211-700-000	\$29.26	
		Arterial Arm Stick-RESP	12-1246-850-007	\$1,134.00	\$1,163.26
122990	Landauer Inc	Student Radiation Monitors	12-1210-700-000	\$422.97	\$422.97
122991	Darren Lubbers	Volleyball Strength & Conditioning	11-5504-701-000	\$400.00	\$400.00
122992	Marmic Fire and Safety Co Inc	Fire Extinguisher Maintenance	11-7202-648-000	\$781.00	
		Fire Inspection	11-7202-648-000	\$917.50	
		Fire Inspection	11-7202-648-000	\$547.00	\$2,245.50
122993	MBS Direct, LLC	Microbiology Online Access Code	11-1102-700-000	\$1,631.00	
		FA Books	16-0000-131-002	\$33.73	
		FA Books	16-0000-131-002	\$3,652.85	
		FA Books	16-0000-131-002	\$1,591.84	\$6,909.42
122994	McCarty's Office Machines Inc	Thermal Paper Roll	11-6401-701-000	\$33.34	
		Office Chair	11-7102-649-000	\$149.00	
		Office Chairs	11-7102-649-000	\$415.68	

**LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	Description	Account Number	Amount	Total
122994	McCarty's Office Machines Inc	Sign Holder	11-7102-649-000	\$18.90	
		Office Chair	16-9482-701-000	\$249.00	\$865.92
122995	MCR Medical Supply, Inc	Infant Manikins	12-4204-701-000	\$484.56	\$484.56
122996	Medical Equipment Affiliates	PTA Student Supply Bag	12-1213-700-000	\$3,416.19	\$3,416.19
122997	Mytown Media, Inc	August Advertising	11-6301-613-000	\$260.00	\$260.00
122998	Napa Auto Parts	Facilities Supplies	11-7102-649-000	\$10.99	\$10.99
122999	Nasco	Art Supplies	11-1101-700-000	\$120.71	
		Swine Lung Kit - RESP	12-1211-700-000	\$2.50	
		Swine Lung Kit-RESP	12-1246-701-008	\$187.50	\$310.71
123000	National CineMedia, LLC	August Advertising	11-6301-613-000	\$520.00	
		August Advertising	11-6301-613-000	\$520.00	\$1,040.00
123001	NCLEX Program Reports	NCLEX Program Reports	12-1208-670-000	\$650.00	\$650.00
123002	Nexstar Broadcasting, Inc	August Advertising - FourState	11-6301-613-000	\$100.00	
		August Advertising - FourState	11-6301-613-000	\$200.00	
		August Advertising - KSNF	11-6301-613-000	\$750.00	
		August Advertising - FourState	11-6301-613-000	\$500.00	
		August Advertising - KODE	11-6301-613-000	\$1,805.00	
		August Advertising - FourStates	11-6301-613-000	\$200.00	\$3,555.00
123003	Bryson Nutter	Forklift Repair	12-4204-701-000	\$253.00	\$253.00
123004	Oswegofest	Table Sponsorship	12-4204-711-000	\$250.00	\$250.00
123005	Overhead Door Co. of Springfield, Inc.	Door Maintenance	11-7102-671-000	\$382.00	\$382.00
123006	Overhead Door of Wichita	Keys	11-7102-671-000	\$71.61	
		Keys	11-7102-671-000	\$58.36	\$129.97
123007	P1 Group Inc	Maintenance Agreement	11-7103-649-000	\$500.00	
		Monthly Contract	11-7202-648-000	\$4,749.00	\$5,249.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account		Amount	Total
				Number		
123008	Parsons Sun	FY19 1st Published Budget	11-6201-701-000		\$180.00	
		FY19 2nd Published Budget	11-6201-701-000		\$123.50	
		Pass Rate Ad	11-6301-613-000		\$68.10	
		Pass Rate Ad	11-6301-613-000		\$136.20	
		Position Announcement	11-6504-613-000		\$45.40	\$553.20
123009	Proforma	Workforce Sign	12-4204-701-000		\$182.49	
		Stylus Pens	12-4204-701-000		\$157.50	\$339.99
123010	Quality Printing, Inc. (AP)	Viewbooks	11-5302-701-000		\$2,546.50	\$2,546.50
123011	QueenB Television of Kansas/Missouri	August Advertising	11-6301-613-000		\$1,920.00	
		August Advertising	11-6301-613-000		\$2,505.00	\$4,425.00
123012	Reserve Account	PBP #20352357 (Postage)	11-6503-611-000		\$2,500.00	\$2,500.00
123013	Henry Schein, Inc.	Athletic Trainer Supplies	11-5507-701-000		\$8.48	
		Athletic Trainer Supplies	11-5507-701-000		\$72.88	
		Athletic Trainer Supplies	11-5507-701-000		\$16.32	
		Athletic Trainer Supplies	11-5507-701-000		\$1,043.18	\$1,140.86
123014	Sherwin-Williams Company	Paint	11-6201-659-009		\$80.69	
		Paint Primer	11-6201-659-009		\$78.09	
		Paint	11-6201-659-009		\$57.99	
		Paint	11-7102-649-000		\$31.71	
		Paint Supplies	11-7102-649-000		\$29.87	
		Paint	11-7102-649-000		\$31.71	
		Paint Supplies	11-7102-649-000		\$14.78	
		Paint Supplies	16-9482-649-000		\$5.86	\$330.70
123015	Southeast High School	Yearbook Ad	11-6301-613-000		\$50.00	\$50.00
123016	Southeast Kansas Living	Fall 2018 Ad	11-6301-613-000		\$48.75	\$48.75

**LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	Description	Account		Amount	Total
			Number	Number		
123017	Styers Equipment Company	Oki Supplies	11-6503-701-000		\$2,720.10	\$2,720.10
123018	The Wright Signs	Window Vinyl	11-7102-649-000		\$112.00	\$112.00
123019	Thompson Bros. Supplies, INC	Welding Cylinder Refil	12-4204-701-000		\$39.00	
		Highschool Welding Jackets	12-4204-701-000		\$317.03	\$356.03
123020	Triple S Pumping/Jeffrey Spielbusch	Grease Trap Service	11-7102-649-000		\$370.00	\$370.00
123021	Troy Brown Heating and Cooling Inc.	AC Maintenance	11-7102-649-000		\$95.00	\$95.00
123022	ULine, Inc.	Adhesive Transfer Tape	11-1101-700-000		\$118.53	\$118.53
123023	UniFirst Corporation	Mats, Mops, Towels, Uniforms	11-7103-649-000		\$45.42	
		Mats, Mops, Towels, Uniforms	11-7103-649-000		\$45.42	
		Mats, Mops, Towels, Uniforms	11-7103-649-000		\$73.74	
		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	
		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	
		Uniforms	11-7202-648-000		\$57.03	
		Aprons, Mats, Mops, Cloths	11-7202-648-000		\$96.54	
		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	
		Aprons, Mats, Mops, Cloths	16-9482-701-000		\$43.04	
123024	Vance Lawn Care	Groundskeeping, Cherokee	11-7103-649-000		\$1,180.00	\$1,180.00

**LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	9/30/2018	Description	Account Number	Amount	Total
123025	Mark Watkins		Reimburse Parking - CNCTYC	11-6101-601-000	\$26.00	
			Reimburse Meals - CNCTYC	11-6101-601-000	\$42.61	
			Vehicle Expense	11-6501-590-001	\$900.00	\$968.61
					<u>\$116,631.52</u>	
			11-General Fund		\$82,064.31	
			12-Postsecondary Technical Education Fund		\$15,574.44	
			16-Auxillary Ent Fund		\$18,992.77	
			67-Capital Outlay		<u>\$0.00</u>	
					\$116,631.52	