

**LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

January 10, 2019

5:30 p.m.

Conference Room

Review Copy

EXHIBIT 1

Labette Community College
Board of Trustees Meeting Agenda
Thursday, January 10, 2019
5:30 p.m.

Conference Room #1, Student Success Center Building

- I. Adoption of Agenda.....(Exhibit 1)
- II. Approval of December 13, 2018, Regular Meeting Minutes.(Exhibit 2)
- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. Administrative Reports
 - 1. Comparison of Expenditures to Budget
 - C. President's Report
- IV. Audit
- V. Old Business (Action, Report, or Discussion)
- VI. New Business (Action, Report, or Discussion)
 - A. Policy Review(Agenda Item VI.A.)
(Exhibit 3)
 - B. Faculty Resignation.....(Agenda Item VI.B.)
 - C. Approval of Bills.....(Agenda Item VI.C.)
(Exhibit 4)
- VII. Public Comment

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

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

EXHIBIT 1

limits as deemed appropriate.

VIII. Next Regular Board Meeting: February 14, 2019, 5:30 p.m., CR, Student Union Building, and Tentative Agenda Items

IX. Adjournment

EXHIBIT 2

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
December 13, 2018

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

Members Present

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

Members Absent

Mr. Montie Taylor

Others Present

Dr. Mark Watkins
Leanna Doherty
Tammy Fuentez
Joe Burke
Jason Sharp
Lindi Forbes
Bethany Kendrick

Kathy Johnston
Debra Mikulka
Linseh Johnson
Janice Every
Robert Armstrong
Marcie Ryan

Megan Fugate recorded the minutes.

Adoption of Agenda (ACTION ITEM)

Chair McReynolds asked for changes or additions to the revised agenda. President Watkins had no changes. Mr. Hoskins moved to approve the 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 November 8, 2018 regular meeting minutes, Mr. Winchell moved to approve the minutes as presented. Mr. Hoskins seconded and motion carried 5-0.

Reports and/or Board Discussion

Faculty Senate Report

None

Administrative Report

Comparison of expenditures to the budget – Leanna Doherty had placed the November financial report at the table. At the end of November we were 42% through the year. The general fund was 40% expended and the technical education/vocational fund was 39% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

Vice-President Doherty gave an update on the Workforce Training Center, the annex roof and informed the Trustees that a mechanical engineer had been hired for the chiller project.

President's Report

President Watkins gave a short report.

EXHIBIT 2

Jason Sharp discussed beginning a diesel tech program and CDL certification and prep courses. Linseh Johnson discussed possible grant opportunities that are available to help with costs related to these programs.

Dr. Watkins introduced Debra Mikulka.

PTK

Robert Armstrong gave an update on PTK activities.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

None

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Professional Staff Employment Letter

Mr. Landrum moved to approve the following:

- Kiesha Richenburg, Financial Aid Specialist, at a salary of \$31,000 beginning January 3, 2019.
- Cody Oliphant, part time temporary Assistant Baseball Coach, at a salary of \$3,000, beginning January 10, 2019 and ending May 10, 2019.

Mr. Hoskins seconded and motion carried 5-0.

Program Revisions

Vice-President Burke discussed upcoming program changes to reduce the number of credit hours to 60 for Associates' Degrees. This was information only.

Approval of Bills

Mr. Hoskins moved to approve the Claims Register. Mr. Landrum seconded and motion carried 5-0.

New Faculty Positions

Mr. Hoskins moved to approve two new faculty positions for Welding and authorized the start of a search for these positions. Mr. Landrum seconded and motion carried 5-0.

Public Comment

Dr. Watkins read a comment emailed in from Trustee Taylor to Aaron Keal:

"Aaron, thanks so much in allowing us to utilize 8 of your baseball players for help in delivering the Stella Wells Christmas Trees, Saturday morning, December 8th. They were all on time and did an excellent job! Please extend our thanks to each of them for their courteous and generous help.

The Stella Wells Christmas Tree Auction raised \$52,000 to help needy Parsons Citizens who suffer from lack of food, particularly during the holiday season.

Holiday wishes to you, your family and to your baseball players!"

Trustee Howerter wanted to say thank you to Dave Winchell for all of his help with Stella Wells. Also, to Kelly Kirkpatrick and Cathy Hyten for their help and computer knowledge.

Trustee McReynolds informed the Trustees about the donations to the food pantry that goes from Wal-Mart to Foursquare Church and then to our food pantry.

EXHIBIT 2

Tammy Fuentez informed the Trustees that the LCC Food Pantry will be featured in a back to school newsletter by the Food Bank.

Trustee Hoskins attended a KACCT meeting in Independence a few weeks ago and it was very informative.

Trustee Landrum wanted to tell Linseh Johnson what a great job she has been doing with the Workforce Training Center.

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

Mr. Landrum moved to recess into executive session at 6:20pm (time) for 10 minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at 6:30pm in this room. Inviting in Dr. Mark Watkins, Joe Burke, Leanna Doherty, Jason Sharp and Janice Every.

The executive session is required to protect the privacy interests of the individual(s) to be discussed.

Mr. Hoskins seconded and motion carried 5-0

Reconvened into open session at 6:30pm.

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 January 10, 2019 at 5:30 p.m., Conference Room, Student Success Center Building.

Adjournment

Mr. Landrum moved to adjourn the meeting at 6:31pm. Mr. Hoskins seconded and motion carried 5-0.

Megan Fugate, Clerk of the Board

Agenda Item #: VI.A.
Date: January 10, 2019

SUBJECT

Review 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 review:

Policy 2.18 Animals on Campus (Updated)

Policy 4.17 Tutoring Services (New)

The attached exhibits show the proposed changes.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees review Policy 2.18, Animals on Campus and Policy 4.17 Tutoring Services. We will request action to be taken at the February Board Meeting.

POLICY 2.18 ANIMALS ON CAMPUS

Pets and/or other animals are prohibited from all College facilities except for assisted service animals. ~~or animals who have received proper authorization from~~ Exceptions maybe granted by the Vice President of Finance and Operations for educational purposes. Permitted pets and/or other animals must be leashed or otherwise secured and shall not be left in automobiles, tethered on campus, or otherwise endangered.

Adopted: 7/20/09

Reviewed: 9/19/16

POLICY 4.17

TUTORING SERVICES

Introduction:

It is the policy of Labette Community College that supplemental instructional activities such as tutoring and other academic supports are essential services for students' academic success. As such, Labette Community College has established Tutoring Services in order to support and enhance the academic achievement, advancement, and retention of Labette Community College students. The Student Success Center supervises tutoring operations for the main campus and the Cherokee Center. Tutoring Services are available at no cost to currently-enrolled Labette Community College students.

The Student Success Center endeavors to offer meaningful academic supports for a variety of subjects, focusing primarily on math, science, and writing.

Definitions:

DROP-IN TUTORING: Drop-in tutoring services are available to all LCC students and do not require an appointment or contract. Sessions are scheduled at various times of the day and at various campus locations. Students using drop-in tutoring services should have no expectation of one-on-one time with the tutor.

INDIVIDUAL TUTORING: Individual tutoring appointments are available at student request at the discretion of the Academic Coordinator. Preference for individual appointments will be given to students that have demonstrated an academic need. Academic need will be deemed established for the following students, although this list is not exhaustive: SSS (Student Support Services) participants, students receiving ADA (Americans with Disabilities Act) accommodations, students with course grades below a C and/or students who are not available during current drop-in tutoring times. Students using individual tutoring services should have an expectation of one-on-one time with the tutor.

WRITING LABS: Writing labs are open to all LCC students. Students with a writing assignment in any course are encouraged to visit the writing lab for help in writing or reviewing papers. Services include, but are not limited to: brainstorming ideas, constructing a thesis, assistance in understanding citation styles, and grammar/paper review. Students may work on papers in the writing lab, but the tutor will not provide editing services or provide one-on-one help while they construct their paper.

ONLINE WRITING ASSISTANCE: Online writing assistance is provided to all LCC students via a link on the LCC Tutoring webpage. Students must complete the online submission form, upload the assignment requirements and upload their paper. Students must allow 24-48 business hours to receive a response. This "drop box" then notifies all professionals with access to the writing tutor email account.

TEAS EXAM PREPARATION: Due to the prominence of our health science programs, the Student Success Center receives regular requests from the community for assistance in studying for the TEAS Exam. In an attempt to meet this need, the Academic Coordinator conducts an online, non-credit bearing TEAS Review course through the RedZone.

TARGETED SKILL REMEDIATION: Certain students with low placement scores may apply for targeted remediation to improve those scores. This remediation can be accommodated via drop-in tutoring when available.

Agenda Item #: VI.B.

Date: January 10, 2019

SUBJECT

Faculty Resignation

REASON FOR CONSIDERATION BY THE BOARD

LCC Procedure 10.08 Separation of Employment Guideline states the member must request release from contract and obtain Board approval.

BACKGROUND

Ben McKenzie, Exercise Science Faculty, has submitted his letter of resignation effective January 11, 2019.

PRESIDENT'S RECOMMENDATION

The Board of Trustees accept the resignation of Ben McKenzie and authorize the administration to begin a search for replacement.

Agenda Item: V.I.C.
Date: January 10, 2019

SUBJECT

Approval of Bills

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

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

PRESIDENT'S RECOMMENDATION

Approval is recommended.

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

12/7/2018

EXHIBIT 4

Check Number	Vendor	Description	Account Number	Amount	Total
123561	A T and T	Phone Service - Cherokee Center	11-7103-631-000	\$336.98	\$336.98
123563	AHA Annual Meeting	AHA Registration-Tim Miller	11-4200-630-016	\$179.00	\$179.00
123564	Randee Baty	Reimburse Mileage - Instruction at LC	11-4202-602-000	\$104.64	\$104.64
123565	Baxter Springs District 508	Math Instuctor - Sara Davis	11-1133-523-002	\$3,131.95	\$3,131.95
123566	Kim Beachner	Reimburse AWHONN Membership	11-4200-630-025	\$216.00	\$216.00
123568	Travis T Brumback	Reimburse Mileage - Baxter Springs	(12-4204-601-000	\$163.50	\$163.50
123569	Cherokee County Treasurer	Property Tax/1st Half	11-6501-662-000	\$67.74	\$67.74
123570	City of Parsons	Water Service	11-7102-632-000	\$2,187.31	
		Water Service	16-9482-632-000	\$223.95	\$2,411.26
123572	Alexander J Coplon	Reimburse Mileage - Recruiting	11-5502-603-000	\$233.26	\$233.26
123573	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$169.54	
		Cable - Cherokee Center	11-7103-701-000	\$94.04	\$263.58
123577	Enterprise Rent-a-Car	Toll Charges - MBB	11-5508-601-000	\$29.70	\$29.70
123579	Tammy Fuentes	Reimburse Mileage - Cherokee Cente	11-5701-601-000	\$33.79	\$33.79
123580	Ross Harper	Reimburse Mileage - Recruiting (10)	11-5302-601-000	\$527.56	\$527.56
123582	Kansas Outdoor Advertising	December Advertising	11-6301-613-000	\$575.00	
		December Billboard Rental	11-6301-613-000	\$300.00	\$875.00
123583	Leigh Ann Martin	Reimburse Mileage - Mtg, Career Fair	12-1215-602-000	\$80.66	\$80.66
123586	Timothy Jon Miller	Reimburse Airfare to AHA 2019 meeti	11-4200-630-016	\$305.96	\$305.96
123587	Ashley Moore	Reimburse Mileage - Clinicals (4)	12-1210-602-000	\$328.64	\$328.64
123588	Nexion	Airfare - S Zollars-ALA Midwest Conf	11-4101-601-000	\$337.60	\$337.60
123589	Parsons USD 503	Welding Instructor - Fall - T Brumback	11-1133-523-002	\$2,237.11	\$2,237.11
123591	Ryan S. Phillips	Reimburse Mileage - Recruiting (12)	11-5509-603-000	\$2,086.26	\$2,086.26
123592	Miranda D Plumlee	Reimburse Mileage - Clinicals (10)	12-1208-602-000	\$479.60	\$479.60
123595	Cheryl Smith	Reimburse AWHONN Membership Du	11-4200-630-022	\$216.00	\$216.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	12/7/2018		Amount	Total
			Account Number	Account		
123597	Touchtone Communications	Long Distance	11-6501-631-000		\$93.20	
		Long Distance	11-7103-631-000		\$20.21	\$113.41
123598	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000		\$248.37	
		Custodians Phone Charges	11-7102-649-000		\$279.61	\$527.98
123599	Jeffrey Michael Vesta	Wrestling Travel - 12/9/18	11-5505-601-000		\$1,000.00	\$1,000.00
					<u>\$16,287.18</u>	
	11-General Fund				\$15,010.83	
	12-Postsecondary Technical Education Fund				\$1,052.40	
	16-Auxillary Ent Fund				\$223.95	
	64-Deferred Maintenance				\$0.00	
	67-Capital Outlay				\$0.00	
					<u>\$16,287.18</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	12/14/2018		Description	Account Number	Amount	Total
123617	A T and T			Internet	11-6401-631-000	\$3,480.62	\$3,480.62
123619	Accident Fund			Workman's Comp	11-6501-590-001	\$3,348.90	\$3,348.90
123621	Randee Baty			Reimburse Mileage - LCHS ENG (3)	11-4202-602-000	\$39.24	\$39.24
123623	Delyna R Bohnenblust			Reimburse Hotel - KSBN/KCADNE	12-1208-601-000	\$234.60	
				Reimburse Meals - KSBN/KCADNE	12-1208-601-000	\$85.50	
				Reimburse Mileage - Mtgs, KSBN,KC,	12-1208-602-000	\$606.04	\$926.14
123624	Linda G Brown			Reimburse Mileage - Clinical, Meeting	12-1210-601-000	\$128.62	\$128.62
123625	CableONE			Cable Service	11-7202-648-000	\$138.70	\$138.70
123626	CareerSafe			OSHA Vouchers	12-4204-701-000	\$100.00	\$100.00
123627	Tarah L Cockrell			Reimburse Meals - KCCLI	11-7103-601-000	\$25.57	
				Reimburse Mileage - KCCLI	11-7103-601-000	\$231.08	\$256.65
123629	Alexander J Coplon			Reimburse Mileage - Recruiting	11-5502-603-000	\$65.40	\$65.40
123630	Crossroad Tours			Bus Trip, WBB/MBB	11-6502-720-000	\$2,987.00	\$2,987.00
123631	Kenneth Elliott			Reimburse Mileage - LCHS/CKCAM (11-4202-602-000	\$243.07	\$243.07
123635	Joe Smith Company, Inc			Concessions	16-9381-742-000	\$125.69	\$125.69
123637	Kansas Department of Revenue			PrintShop Sales Tax/Nov	11-6503-701-000	\$3.39	
				Bookstore Sales Tax/Nov	16-0000-216-001	\$188.19	
				Food Service Sales/Tax	16-0000-216-002	\$505.34	\$696.92
123638	Kansas Gas Service			Gas Service	11-7102-633-000	\$999.55	
				Gas Service - Cherokee Center	11-7103-633-000	\$144.06	
				Gas Service	16-9482-633-000	\$141.35	\$1,284.96
123642	N THERM, LLC			Gas Service	11-7102-633-000	\$464.60	
				Gas Service	11-7102-633-000	\$134.57	
				Gas Service	11-7102-633-000	\$57.67	
				Gas Service	11-7102-633-000	\$836.28	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

12/14/2018

Check Number	Vendor	Description	Account Number	Amount	Total
123642	NTHERM, LLC	Gas Service	16-9482-633-000	\$153.80	\$1,646.92
123643	Julie Page	Reimburse Mileage - Clinicals (10)	12-1208-602-000	\$670.35	\$670.35
123644	Parsons Rotary Club	Quarterly Dues - Mark Watkins	11-6101-702-000	\$138.00	\$138.00
123646	Rural Water District #5	Utility Water, Cherokee	11-7103-632-000	\$40.50	\$40.50
123647	Sears Commercial One	Washing Machine, PTA	11-7102-649-000	\$499.99	\$499.99
123648	Cheryl Smith	Reimburse Membership Society Pedic	11-4200-630-022	\$173.00	\$173.00
123649	Southeast High School BoosterClub	Reissue Booster Club Ad Fall 2017	11-6301-613-000	\$125.00	\$125.00
123650	Kelly Stammer	Groundskeeping, Workforce Building	11-7202-648-000	\$300.00	\$300.00
123651	The Villas at LCC, LLC	Housing/	11-0000-201-001	\$692.00	
		Housing/	11-0000-201-001	\$2,200.00	
		Housing/	11-0000-201-001	\$1,639.13	
		Housing/	11-0000-201-001	\$2,660.94	\$7,192.07
123652	Jeffrey Michael Vesta	Wrestling Travel - 1/4/19	11-5505-601-000	\$1,500.00	\$1,500.00
123653	Jeffrey Michael Vesta	Food for Wrestlers-Christmas Break	11-5505-601-000	\$1,200.00	\$1,200.00
123654	Jeffrey Michael Vesta	Wrestling Travel - 1/11/19	11-5505-601-000	\$1,200.00	\$1,200.00
123655	Westar Energy, Inc	Electricity - Cherokee Center	11-7103-634-000	\$605.90	\$605.90
				<u>\$29,113.64</u>	

11-General Fund	\$26,174.16
12-Postsecondary Technical Education Fund	\$1,825.11
16-Auxillary Ent Fund	\$1,114.37
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$29,113.64</u>

Checks approved for release prior to Board action

Mark Watkins
President

Deanna Stoherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

12/18/2018

Check Number	Vendor	Description	Account Number	Amount	Total
123710	A T and T	Phone Service	11-6501-631-000	\$69.67	
		Phone Service	11-6501-631-000	\$2,571.58	\$2,641.25
123711	Ace Hardware, Inc.	Maintenance Supplies	11-7102-649-000	\$1.99	\$1.99
123712	Amazon.com LLC	Ready Player One (novel)	11-1109-700-000	\$52.74	\$52.74
123713	B P	Gasoline	11-6502-720-000	\$484.16	\$484.16
123715	Design Group Architects LTD	Architect Fees - 1306 Main	11-6201-659-002	\$1,781.48	
		Architect Fees - WTC	64-7100-649-001	\$227.50	\$2,008.98
123716	Dojan, Inc	Basketball Court Painting	11-7102-649-000	\$600.00	\$600.00
123717	Fastenal Company	Cable Ties	11-7102-649-000	\$12.96	\$12.96
123718	FedEx Express	Package Shipping (6)	11-5303-701-000	\$117.38	\$117.38
123719	Lori Ford	Remburse Mileage - Intern Vis	11-4202-602-000	\$59.95	\$59.95
123720	Herring Bank	ID Card Supplies	11-6401-701-000	\$460.30	\$460.30
123722		Reimburse Storage Containers for Lal	12-1215-700-000	\$23.00	\$23.00
123723	Kitchen Pass, Inc.	Diesel Advisory Meeting Luncheon	12-4204-709-000	\$114.45	\$114.45
123724	Labette Avenue	Christmas Wish book Ad	11-6301-613-000	\$80.00	
		Winter Concert Ad	11-6301-613-000	\$60.00	\$140.00
123725	McCarty's Office Machines Inc	Office Supplies	11-6503-701-000	\$419.34	\$419.34
123726	Debra Elaine Mikulka	Grant Writing	11-4201-661-000	\$1,500.00	\$1,500.00
123727	P1 Group Inc	Chiller Repair	11-7102-649-000	\$440.00	\$440.00
123728	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$1,183.60	\$1,183.60
123729	Roy's Auto Service, LLC	Vehicle Maintenance, CA13	11-6502-720-000	\$845.05	\$845.05
123730	Barry Seal	Employee Donations for House Fire	11-0000-260-000	\$615.00	\$615.00
123731	Sherwin-Williams Company	Paint Supplies, Softball Shed	11-7102-649-000	\$5.67	\$5.67
123732	Cheryl Smith	Reimburse Mileage - Clinicals (10)	12-1208-602-000	\$457.80	\$457.80
123734	Tom Davis Auto Group, LLC	Vehicle Maintenance, RV23	11-6502-720-000	\$1,040.18	\$1,040.18

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

12/18/2018

Check Number	Vendor	Description	Account Number	Amount	Total
123735	UniFirst Corporation	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	
		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	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	
		Apron, Mats, Mops, Cloths	16-9482-701-000	\$43.04	\$484.06
123736	American Heritage Life Insurance Com	Cancer Premiums	11-0000-273-000	\$150.39	\$150.39
123737	Bay Bridge Administrators, LLC f/b/o SEmployee	403(b) Contributions	11-0000-258-000	\$14,246.00	
		Cancer Premiums	11-0000-273-000	\$380.64	
		Disability Premiums	11-0000-275-000	\$488.06	
		Term Life Insurance Premiums	11-0000-276-000	\$713.28	
		Employer 403(b) Matching	11-6501-590-001	\$5,020.00	\$20,847.98
123738	L C C Faculty Association	Faculty Dues	11-0000-264-000	\$1,083.46	\$1,083.46
123739	L C C Foundation	Employee Contributions	11-0000-268-000	\$824.79	\$824.79
123740	Security Benefit Life Insurance Co.	Medical Reimbursement/Child Care E	11-0000-277-000	\$2,430.82	\$2,430.82
				<u>\$39,045.30</u>	

11-General Fund	\$38,136.47
12-Postsecondary Technical Education Fund	\$595.25
16-Auxillary Ent Fund	\$86.08
64-Deferred Maintenance	\$227.50
67-Capital Outlay	\$0.00
	<u>\$39,045.30</u>

Checks approved for release prior to Board action

Mark Watkins
President

Deanna Deberry
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

12/31/2018

Check Number	Vendor	Description	Account		Amount	Total
			Number			
123657	Ace Hardware, Inc.	Spring Snaps for Batting Cage	11-5502-701-000		\$15.92	
		Facilities Supplies	11-7102-649-000		\$84.94	
		Plumbing Supplies	11-7102-649-000		\$12.35	
		Electrical Surprise	11-7102-649-000		\$101.91	
		Pick Sticks	11-7102-649-000		\$55.98	
		Magnet	11-7102-649-000		\$2.99	
		Lubricant Spray	11-7102-649-000		\$4.99	
		Maintenance Supplies	11-7102-649-000		\$4.78	
		Pick Sticks	11-7102-649-000		\$49.98	
		Groundskeeping	11-7102-649-000		\$3.99	
		Maintenance Supplies	11-7102-649-000		\$63.73	
		Custodial Supplies	11-7102-702-000		\$16.97	\$418.53
123658	All Seasons Floral, LLC	Plant - P Jack's Step-Mother Service	11-6102-709-000		\$50.00	
		Plant - E Hatcher Service	11-6102-709-000		\$40.00	\$90.00
123659	American Media Investments	November Advertising	11-6301-613-000		\$330.00	\$330.00
123660	B and H Photo Video	Graphic Design Supplies	12-1203-700-000		\$349.03	\$349.03
123661	Boyd Metals of Joplin	Metal for Beams	12-4204-701-000		\$205.00	\$205.00
123662	C D W Government Inc	Lexmark MS417DN	11-6401-646-002		\$564.54	\$564.54
123663	Carolina Biological Supply Company	Bacteria Sterilizer	11-1102-700-000		\$1,727.25	\$1,727.25
123664	Copy Products Inc	Color Copier Maintenance	11-6503-648-000		\$1,004.50	
		Copy Usage for Cherokee Center	11-7103-701-000		\$63.84	\$1,068.34
123665	Corporate Business Systems ofMO, InSavin Copier Repair		11-6503-648-000		\$260.22	\$260.22
123666	Data Source Media, Inc	Toners	11-6401-701-000		\$1,284.48	
		Toners	11-6401-701-000		\$1,778.85	
		Toners	11-6401-701-000		\$1,256.72	\$4,320.05

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account		Amount	Total
				Number		
123668	Digital Connections Inc.	Lanier MP9003 Copier	11-6503-648-000		\$11,595.00	
		Lanier Copier Maintenance	11-6503-648-000		\$33.72	\$11,628.72
123669	Fastenal Company	Maintenance Supplies	11-7102-649-000		\$56.80	\$56.80
123671	Grand Rental Station	Scissor Lift	11-7102-649-000		\$186.24	\$186.24
123672	Graves Menu Maker Foods	Supplies	16-9684-701-000		\$253.74	
		Supplies	16-9684-701-000		\$77.54	
		Supplies	16-9684-701-000		\$223.78	
		Supplies	16-9684-701-000		\$268.34	
		Food	16-9684-743-000		\$1,016.92	
		Food	16-9684-743-000		\$1,486.62	
		Credit on Food	16-9684-743-000		(\$45.65)	
		Credit on Food	16-9684-743-000		(\$94.95)	
		Credit on Food	16-9684-743-000		(\$68.62)	
		Food	16-9684-743-000		\$808.63	
		Food	16-9684-743-000		\$709.37	\$4,635.72
123673	Heck and Wicker Inc	Crane, Rental	11-7102-649-000		\$600.00	\$600.00
123674	Higher Education PublicationsInc	Higher Education Publication	11-6101-702-000		\$75.00	\$75.00
123675	Jenzabar, Inc.	Izenda Yearly Maintenance	11-6401-646-002		\$2,508.00	\$2,508.00
123676	Jock's Nitch/Parsons	Red Convertible Jackets for BB team	11-5502-850-000		\$1,595.08	
		Custom Plaques for HOF	11-5506-701-000		\$383.47	\$1,978.55
123677	JRCERT	Radiography Accreditation Fee	12-1210-670-000		\$2,100.00	\$2,100.00
123678	K L K C	November Advertising	11-6301-613-000		\$350.00	\$350.00
123679	K S Y N-FM	November Advertising	11-6301-613-000		\$950.00	\$950.00
123680	Kitchen Pass, Inc.	Allied Health Advisory Meeting Lunch	12-4204-709-000		\$76.14	
		Fire School Advisory Lunch	12-4204-709-000		\$155.53	\$231.67

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

12/31/2018

Check Number	Vendor	Description	Account Number	Amount	Total
123681	Labette Avenue	Hall of Fame Ad	11-6301-613-000	\$60.00	
		Hall of Fame Ad	11-6301-613-000	\$60.00	
		Position Announcement	11-6504-613-000	\$60.00	
		Position Announcement	11-6504-613-000	\$60.00	
		Position Announcement	11-6504-613-000	\$40.00	\$280.00
123682	Locke Supply Co	Heater	11-7102-649-000	\$868.00	\$868.00
123683	McCarty's Office Machines Inc	Canon Toner	11-6503-701-000	\$161.67	
		Office Supplies	11-6503-701-000	\$209.82	
		Office Supplies	12-4204-701-000	\$232.11	
		Paid Stamp	12-4204-701-000	\$22.60	
		Desk	16-9482-701-000	\$1,517.00	
		Supplies	16-9684-701-000	\$4.34	
		Supplies	16-9684-701-000	\$93.98	\$2,241.52
123684	Meridian Professional Imaging	Holiday Cards	11-6101-702-000	\$70.09	\$70.09
123685	MeyerPT	PTA Supplies	12-1213-700-000	\$222.35	
		PTA Supplies	12-1213-700-000	\$21.57	\$243.92
123686	Mountain Plains Library Association	MPLA Membership 2019 Scott Zollars	11-4101-701-000	\$65.00	\$65.00
123687	Mytown Media, Inc	November Advertising	11-6301-613-000	\$260.00	\$260.00
123688	Napa Auto Parts	De-Icer	11-6502-720-000	\$23.88	\$23.88
123689	Nexstar Broadcasting, Inc	November Advertising - FourState	11-6301-613-000	\$500.00	
		November Advertising - FourState	11-6301-613-000	\$200.00	
		November Advertising - FourState	11-6301-613-000	\$200.00	
		November Advertising - FourState	11-6301-613-000	\$300.00	
		November Advertising - KSNF	11-6301-613-000	\$750.00	
		November Advertising - KODE	11-6301-613-000	\$250.00	\$2,200.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	12/31/2018		Amount	Total
			Account Number	Account Number		
123690	O'Reilly Automotive Stores, Inc	Vehicle Supplies	11-6502-720-000		\$24.48	
		Vehicle Supplies	11-6502-720-000		\$6.99	
		Vehicle Supplies	11-6502-720-000		\$30.88	\$62.35
123691	P1 Group Inc	JCI Actuator	11-7102-649-000		\$608.70	\$608.70
123692	Parsons Fine Jewelry	Retirement Gift - Jeri Essary	11-6504-692-001		\$136.00	\$136.00
123693	Parsons Sun	Basketball Magazine	11-6301-613-000		\$215.00	
		Holiday Concerts Ad	11-6301-613-000		\$113.50	
		Hall of Fame Ad	11-6301-613-000		\$113.50	
		Hall of Fame Ad	11-6301-613-000		\$113.50	
		Holiday Wrap Ad	11-6301-613-000		\$700.00	
		Position Announcement	11-6504-613-000		\$68.10	
		Position Announcement	11-6504-613-000		\$68.10	
		Position Announcement	11-6504-613-000		\$45.40	\$1,437.10
123694	Printers Shopper, LLC	Office Service Supplies	11-6503-701-000		\$193.50	\$193.50
123695	Quality Printing, Inc. (AP)	Workforce Plaque	12-4204-711-000		\$26.22	\$26.22
123696	QueenB Television of Kansas/Missouri	November Advertising	11-6301-613-000		\$1,215.00	\$1,215.00
123697	Reserve Account	PBP #20352357 (Postage)	11-6503-611-000		\$2,500.00	\$2,500.00
123698	Save-a-Lot	Food	16-9684-743-000		\$25.23	
		Food	16-9684-743-000		\$7.96	\$33.19
123699	Henry Schein, Inc.	Lab Supplies	12-1215-700-000		\$192.44	\$192.44
123700	Scorebuilders	Scorebuilder Review Course	12-1213-700-000		\$500.00	\$500.00
123701	Southeast Kansas Education Service	Apple Desktop Repair	11-6401-646-002		\$115.95	\$115.95
123702	Sports in Kansas, LLC	November Advertising	11-6301-613-000		\$200.00	\$200.00
123703	Thompson Bros. Supplies, INC	Welder stools	12-4204-701-000		\$425.00	
		Cylinder Rental	12-4204-701-000		\$32.50	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

12/31/2018

Check Number	Vendor	Description	Account Number	Amount	Total
123703	Thompson Bros. Supplies, INC	TIG Welder Repair	12-4204-701-000	\$476.43	\$933.93
123704	UniFirst Corporation	Mats, Mops, Towels, Uniforms Uniforms	11-7103-649-000 11-7202-648-000	\$43.42 \$57.03	
		Aprons, Mops, Mats, Cloths	11-7202-648-000	\$96.54	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	\$240.03
123705	Vernier Software and Technology LLC	Chemistry Supplies	11-1106-700-000	\$717.94	\$717.94
123706	Mark Watkins	Vehicle Expense	11-6501-590-001	\$900.00	\$900.00
123707	Wichita State University	Accessibility Courses - 7 Employees	11-4201-630-002	\$950.00	\$950.00
123708	Wilbert Memorials	Hall of Fame Stone	11-0100-484-000	\$1,075.00	
		Hall of Fame Stone	11-5506-701-000	\$225.00	\$1,300.00
123709	Wolters Kluwer Health	CT Textbook Instructor Copy	12-1210-700-000	\$88.00	\$88.00
				<u>\$53,236.42</u>	

11-General Fund	\$41,784.23
12-Postsecondary Technical Education Fund	\$5,124.92
16-Auxillary Ent Fund	\$6,327.27
64-Deferred Maintenance	\$0.00
67-Capital Outlay	<u>\$0.00</u>
	\$53,236.42

