

**LABETTE COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**April 11, 2019**

**5:30 p.m.**

**Conference Room**

**Review Copy**



**Labette Community College  
Board of Trustees Meeting Agenda  
Thursday, April 11, 2019  
5:30 PM  
Conference Room #1, Student Success Center**

- I. Adoption of Agenda.....(Exhibit 1)
- II. Approval of March 21, 2019, Meeting Minutes .....(Exhibit 2)
- III. Approval of March 26, 2019, Special Meeting Minutes.....(Exhibit 3)
- IV. Reports and/or Board Discussion
  - A. Faculty Senate Report
  - B. Student Government Association Report
  - C. Administrative Reports
    - i. Comparison of Expenditures to Budget
  - D. President’s Report
- V. PTK
- VI. Old Business (Action, Report, or Discussion)
  - A. Chiller Bids .....(Agenda Item VI.A.)
- VII. New Business (Action, Report, or Discussion)
  - A. English Program Review .....(Agenda Item VII.A.)  
(Exhibit 4)
  - B. Computer Science Program Review .....(Agenda Item VII.B.)  
(Exhibit 5)
  - C. Professional Staff Employment Letter .....(Agenda Item VII.C.)  
(Exhibit 6)
  - D. Faculty Retirement.....(Agenda Item VII.D.)
  - E. Policy Review .....(Agenda Item VII.E.)  
(Exhibit 7)
  - F. Approval of Bills.....(Agenda Item VII.F.)  
(Exhibit 8)

VIII. Public Comment  
The Board of Trustees agenda shall contain one opportunity for public comment. This structure has been designed to provide the public with an opportunity to comment on any topic. The Chair of the Board explains the Board’s approach to the public comment with the

## EXHIBIT 1

following statement: **“At this time we invite anyone in the audience to speak to the Board about any item or concern that pertains to the college. By policy, at this time the Board will not take any action on any item or concern, but we will be happy to take it under advisement for possible future action.”** The Board also retains the right to set time limits on public comment.

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

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

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

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

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

### X. Next Regular Board Meeting: Thursday, May 2, 2019, 5:30 p.m., Conference Room, and Tentative Agenda Items

### XI. Adjournment

## EXHIBIT 2

LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
March 21, 2019

The Board of Trustees met at 5:30 p.m. on Thursday, March 21, 2019 in the Conference Room, Student Success Center Building.

**Members Present**

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

**Members Absent**

Mr. Mike Howerter

**Others Present**

Dr. Mark Watkins  
Leanna Doherty  
Janice Every  
Tammy Fuentez  
Kathy Johnston  
Joe Burke  
Robert Armstrong  
Stephanie Bush  
Mallorie Keltz  
Newton Grady  
Kevin Doherty

Sarah Rightmer  
Joshua Elliott  
Jack Burke  
Conner O'Hara  
Marcie Ryan  
Josie Smith  
Stephanie Bush  
Chandler Gravett  
Cathy Kibler  
Abbie Ford

Megan Fugate recorded the minutes.

**Adoption of Agenda (ACTION ITEM)**

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

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

Chair McReynolds asked for corrections or additions to the February 14, 2019 regular meeting minutes. Mr. Landrum moved to approve the minutes as presented. Mr. Winchell seconded and motion carried 5-0.

**Reports and/or Board Discussion**

**Faculty Senate Report**

Jack Burke-Faculty appreciated working with the Board.

**SGA Report**

Conner O'Hara gave a brief update of upcoming events.

**Administrative Report**

**Budget Process and Budget Assumptions for 2019-2020**

Vice-President Doherty reviewed the 2019-2020 budget assumptions with the Board. The revenue issues she addressed included dwindling state dollars, possible increase in tuition and fees, and property values. The expenditure issues were health insurance increase and general price increases in paper, supplies, and utilities were discussed.

*Comparison of expenditures to the budget* – Leanna Doherty had placed the February financial report at the table. At the end of February we were 67% through the year. The general fund was 63% expended and the technical

education/vocational fund was 59% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

### Facilities Update

Kevin Doherty was in attendance to give an update. He informed the Trustees about the problems with the chiller. The board would like to hold a special meeting to approve bid specs and go out for bids on a new chiller. Inside demolition will start next week at the old Factory Connection building.

Jason Sharp gave an update on the Workforce Training Center. Classes will start being held in the new facility on Monday, March 25<sup>th</sup>.

### President's Report

Dr. Watkins gave a short report.

### PTK

Tammy Fuentez introduced the students and announced the awards PTK received from the Regional Convention the group attended in Wichita.

### PBL

Cathy Kibler introduced the students and announced the awards PBL received from the State Leadership Conference the group attended at Butler Community College.

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

#### Tuition and Fees for 2019-2020

After a short discussion, Mr. Taylor moved to approve a \$3 increase in fees in all residency categories for the 2019-2020 school year. Mr. Winchell seconded and motion carried 5-0.

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

#### Master Agreement Unilateral Change

Mr. Landrum moved to approve the changes to Article V of the Master Agreement effective for the current school year. Mr. Winchell seconded and motion carried 5-0. The Board appreciated the faculty working with them to make these changes.

#### Discontinuance of Computer Support Specialist Program

Mr. Hoskins moved to approve the discontinuance of the Computer Support Specialist Program. Mr. Landrum seconded and motion carried 5-0.

#### Approval of Bills

Mr. Taylor moved to approve the payment of the bills. Mr. Landrum seconded and motion carried 5-0.

#### Professional Staff Employment Letter

Mr. Hoskins moved to approve the professional staff employment letter for Ross Harper, Workforce Director, at a salary of \$41,000, beginning April 10, 2019. Mr. Winchell seconded and motion carried 5-0.

Mr. Landrum moved to approve the administration to begin the search for a replacement of the CTE Recruiter. Mr. Winchell seconded and motion carried 5-0.

### Faculty Contract Ratification

Mr. Winchell moved to approve the following faculty contracts:

- Travis Brumback, Welding Instructor, at a salary of M36, Step 17, plus per diem for 12.5 more days (Parsons High School) \$313.24 or a total of \$57,166, to begin on August 12, 2019.

## EXHIBIT 2

- Keith Geren, Welding Instructor, at a salary of Qualified Vocational column, step 2, plus an additional 15 working days (Lafayette County High School) for a total amount of \$39,076, to begin on August 12, 2019.

Mr. Landrum seconded and motion carried 5-0.

### New Faculty Position

Mr. Hoskins moved to approve a new faculty position for Biology and authorize the start of a search for this position.  
Mr. Landrum seconded and motion carried 5-0.

### Public Comment

Joe Burke wanted to thank the Trustees for the flowers that were sent for his mother's funeral service.

Mr. Taylor referred to Ingram's magazine and an article regarding the top nursing programs in the state and LCC was not listed.

Mr. Landrum is excited for the Auction for Scholarships to be held on Saturday, March 30, 2019 at the VFW. The theme is the Roaring 20s.

Mr. McReynolds and Tammy Fuentez announced that the Kansas Food Bank came to visit and look at our facility. We are now able to order potatoes and fruit.

Mr. McReynolds wanted to thank the board for the good discussion and how they consider all topics that are brought before them. He also announced that the softball team won both of their games today.

### Executive Session

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

Mr. Landrum moved to recess into executive session at 7:10pm (time) for 5 minutes for the purpose of discussing employer-employee negotiations.

The Board will return to open meeting at 7:15pm in this room. Inviting in Dr. Mark Watkins, Janice Every, Leanna Doherty, and Joe Burke. Mr. Hoskins seconded and motion carried 5-0.

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

The Board reconvened at 7:15pm taking no action.

### 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 April 11, 2019 at 5:30 p.m., Conference Room, Student Success Center Building.

### Adjournment

Mr. Winchell moved to adjourn the meeting at 7:16pm. Mr. Landrum seconded and motion carried 5-0.

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Megan Fugate, Clerk of the Board





LABETTE COMMUNITY COLLEGE  
Board of Trustees Special Meeting Minutes  
Tuesday, March 26, 2019  
12:00 p.m.

The Board of Trustees met at 12:00 p.m. on Tuesday, March 26, 2019 in the Conference Room of the Student Success Center Building.

**Members Present**

Mr. Carl Hoskins  
Mr. Pat McReynolds  
Mr. Mike Howerter

Mr. David Winchell  
Mr. Montie Taylor  
Mr. Rod Landrum

**Others Present**

Dr. Mark Watkins  
Leanna Doherty  
Bethany Kendrick

Kevin Doherty

Megan Fugate recorded the minutes.

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

**Adoption of Agenda (ACTION ITEM)**

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

**Faculty Senate Report**

None

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

None

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

**Chiller Bid Specs**

Mr. Hoskins moved to approve the bid specs as presented and the list of bidders, adding on CDL. Mr. Howerter seconded and motion carried 6-0.

**Reports and/or Board Discussion**

**Faculty Senate Report**

None

**Public Comment**

Mr. Howerter wanted to see about leaving the door open during board meetings. It was discussed that sometimes there are students in the Student Success Center so the door is kept closed to not disturb the students. The College will put a sign up that others are welcome to come in to the meeting if the door is shut.

## EXHIBIT 3

Mr. Howerter asked where the bids are opened. Vice-President Doherty informed the Board that bids will be opened in the lobby of the Business Office.

Mr. Landrum invited the other Trustees to meet at the Foundation Office at 8am on Friday morning, if available, to help move items to the VFW for the auction.

Mr. McReynolds inquired about the welding students and Kevin informed the Trustees that the welding classes started in the Workforce Training Center on Monday evening.

### **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 Thursday, April 11, 2019 at 5:30 p.m., Conference Room, Student Success Center Building.

### **Adjournment**

Mr. Howerter moved to adjourn the meeting at 12:21pm. Mr. Landrum seconded and motion carried 6-0.

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Megan Fugate, Clerk of the Board

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Agenda Item #: VI.A.  
Date: April 11, 2019

**SUBJECT**

Chiller Replacement Bids

**REASON FOR CONSIDERATION BY THE BOARD**

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

**BACKGROUND**

At the March board meeting, replacing the chiller was discussed. Submitted bids were opened on Tuesday, April 9<sup>th</sup> at 10am in the lobby of the Business Office.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees approve the bid recommended by administration for the replacement chiller.

(agnPropCasInsBidSpecs)



Agenda Item #:VII.A.

Date: April 11, 2019

**SUBJECT**

Program Review: English

**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: English as presented.



Revised 7/26/2017

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

Report Prepared by: Program/Discipline Committee 3-21-19

Elizabeth Stoneberger *Elizabeth Stoneberger*  
 Randee Baty *Randee Baty* 3/21/19  
 Dr. Ken Elliott *Ken Elliott*

Lead Faculty	Signature	Date Completed
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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		
Kelly Kirkpatrick	<i>Kelly Kirkpatrick</i>	3-21-19
Vice President of Finance and Operations or Designate		
Pilar Mabrey	<i>Pilar Mabrey</i>	3-21-19
Director of Public Relations or Designate		
Kimi Dowling	<i>Kimi Dowling</i>	3-21-19
Director of Information Technology or Designate		
Dana Eggers	<i>Dana Eggers</i>	3-21-19
Dean of Instruction		
Jason Sharp	<i>Jason Sharp</i>	3-21-19
Educational Support Staff		
Taylor Shepard	<i>Taylor Shepard</i>	3-21-19

Faculty

Dr. Archana Lal *[Signature]* 3-21-19

Faculty

Dr. Time Miller *[Signature]* 3-21-19

Faculty

Robert Perez *[Signature]* 3-21-19

Vice President of Academic Affairs

Joe Burke *[Signature]*

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

*[Signature]* 4/2/19

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

President

Date

*[Signature]* 4.2.19



## **Executive Summary**

(Include the major changes from previous program review.)

The purpose of a 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 previous program review committee recommended strengthening the English program.

Program Review committee members included the lead faculty as well as other faculty, staff, and the Dean of Instruction. Program data were collected and analyzed for program relevance, quality, and effectiveness.

- The committee reviewed progress from the last Program Review.
- Developmental courses have been combined into levels of reading and writing combined. Students take a combined reading and writing course at one of two levels. This allows for less time for students in developmental courses before they can take the required courses. Without the opportunity to take these developmental courses, students are unable to enroll in other classes. The Developmental Reading and Writing Program is moving gradually to the Accelerated Learning Program (ALP) beginning Fall 2018. This will allow many students to complete the English sequence in a more timely manner.
- LCC faculty members participate in the annual Core Outcomes meetings.
- The full-time English Specialist to provide one-on-one instruction did not occur.

The committee identified program strengths which include:

- well-qualified English faculty staff who participate in professional development opportunities;
- English courses transfer seamlessly to other Kansas Board of Regents institutions;
- Jack and Ruth Gribben English Lecture Series; and
- English courses are located in high schools (concurrent) in our service area and flexible class offerings in and out of our service area.

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

**Introduction to Program**

The LCC English Department seeks to provide quality learning opportunities to LCC students by providing qualified instructors with sufficient degrees or graduate hours in the discipline to teach courses within the program. The faculty members in the program seek diverse methods of instruction (online courses, incorporating computer technology, projects, discussion, etc.) to better prepare LCC students for transfer to colleges, universities, or to the workplace.

The department offers courses for general education degree requirements at LCC (Reading and Writing Essentials, Pre-College Reading and Writing, English Composition I, English Composition II, Creative Writing, General Literature, Western Literature, Literature I: Poetry and Drama, Literature II: Prose and Fiction, Science Fiction, The Novel, Film Appreciation, and Explorations in Literature), courses for general education electives, terminal courses for degree programs at LCC, and courses for transfer to university bachelor's degree programs in various disciplines. In fall 2018, the English department began offering Accelerated Learning, a developmental English reading and writing class co-requisite with English Composition I. Also in fall 2018, Western Literature was dropped and World Literature added to the curriculum. All the literature courses meet the humanities requirement for LCC degrees and appear as part of the course requirements for English Associate of Arts and Secondary Education English Associate of Science degrees.

The English department delivers courses both on ground and online. The department uses a variety of delivery formats, including lecture, collaborative learning, peer review workshops, active learning activities, individualized student conferences, and group learning. Additionally, computer software packages, PowerPoint presentations, videos, Elmo, RedZone Course Management System, and other technologies are used in the delivery of course materials to students. For example, English courses are scheduled in computer labs when possible.

Curriculum and outcomes for LCC English courses are maintained and developed in consultation with other colleges and universities in the Kansas Core Outcomes Project.

The programs participate and use the outcomes assessment process at LCC for review and development of curriculum in English courses.

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

**How do the goals and measurable objectives for the program/discipline help the college meet its mission, core values, and strategic plan?**

**Vision:** The English department strives for excellence in its program by reviewing department-wide outcome reports/plans, by pursuing continual professional development, and by hosting a nationally renowned English lecture series.

**Mission:** The goals and objectives of the English Department support the college Mission Statement by

- Providing a regularly reviewed curriculum to insure *quality learning* opportunities
- Providing a *supportive environment* through limited class size, regular student-instructor conferences, and prompt and thorough feedback on writing drafts
- Providing information technology skills, research skills, and communication skills necessary for *success in a changing world*

**Core Values:**

**Student Learning:** The English department offers a variety of course delivery methods, provides timely feedback through RedZone, meets one-on-one with students regularly and as needed, offers a variety of teaching styles in response to the variety of student learning styles, and provides foundational life skills of effective writing, critical reading, and critical thinking (Program Outcomes 1, 3, and 4).

**Education for a Globally Connected World:** English department course curricular materials reflect diversity of culture, race, and gender. The department has offered international studies trips open to the entire local community. The department offers an annual English lecture workshop that hosts a nationally-known composition expert and invites English teachers from the four-state area. Members participate in community organizations and activities such as community music events, and the local hot air balloon club. The department engages with various local religious organizations.

**Continuous Improvement:** The English department participates in

- strategic planning with annual updates to the five-year plans
- program reviews every five years
- outcomes assessment individually and as a department multiple times each semester
- professional development through graduate coursework, professional memberships, and attendance at regional and national conferences

**Integrity and Transparency:** The department teaches and monitors academic honesty. When instances of plagiarism and cheating are observed, appropriate reporting is completed.

**Sustainability of the Institution:** The English department provides a mentoring program for new adjunct faculty to ensure ongoing consistency with curriculum and instruction. The department adheres to KBOR Core Outcomes guidelines to ensure transferability of Gen Ed courses. Department members do informal recruiting through contacts in the community and by distribution of LCC marketing materials.

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

As a department of Labette Community College, the English Department is accredited by the Higher Learning Commission.

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

### **Editors, Writers and Authors\***

In the United States, editors held about 127,400 jobs in 2016. Most editors work in offices; however, the number of editors working from home is growing. More than half of all editors work in the publishing industry. Types of editors include copy editors, publication assistants, executive editors, assistant editors, and managing editors. Writers and authors held about 131,200 jobs. Writers and authors develop written content for various types of media, including advertisements; books; magazines; movie, play, and television scripts; and blogs. Types of writers include copywriters, biographers, bloggers, novelists, speechwriters, playwrights, and screenwriters. The industries that employ the most writers and authors include the information sector; professional, scientific, and technical services; arts, entertainment, and recreation; educational services; and religious, grant making, and civil organizations.

Jobs are somewhat concentrated in major media and entertainment markets—Los Angeles, New York, and Washington, DC—but improved communications and Internet capabilities allow writers and authors to work from almost anywhere. Some writers and authors prefer to work outside these cities and travel regularly to meet with publishers and clients and to perform research or conduct in-person interviews.

About one in four writers and authors worked part time in 2016. Some writers keep regular office hours, although many writers set their own hours. Others may need to work evenings and weekends to produce something acceptable for an editor or client. Self-employed or freelance writers and authors may face the pressures of juggling multiple projects or continually looking for new work.

### **Teaching (Elementary, Middle School, Secondary, and Post-Secondary)\***

Preschool, kindergarten, elementary school, middle school, and secondary school teachers, except special education, held about 3.6 million jobs in 2016. Of the teachers in those jobs, about 1.5 million are kindergarten and elementary school teachers, 1,018,700 are secondary school teachers, 630,300 are middle school teachers, and 478,500 are preschool teachers. The vast majority work in elementary and secondary schools. Preschool teachers, except special education, are most often employed in child daycare services (57 percent), public and private educational services (17 percent), and religious organizations (18 percent). Employment of teachers is geographically distributed much the same as the population.

Postsecondary teachers held about 1.3 million jobs in 2016. Nearly 80 percent were employed in 4-year colleges, universities, and professional schools. Eighteen percent worked in 2-year community colleges. Other postsecondary teachers are employed by technical and trade schools, business schools, computer and management training facilities, and hospitals. Some career and technical education teachers work for state and local governments and job training facilities. Two of several specialties showing postsecondary teaching jobs having 20,000 or more jobs in 2012 are English language and literature teachers (84,600) and education teachers (74,500).

*\* Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2018 Edition, Editors, on the Internet at <http://www.bls.gov/oooh/media-and-communication/editors.htm> (visited February 27, 2019); Writers and Authors, on the Internet at <http://www.bls.gov/oooh/media-and-communication/writers-and-authors.htm> (visited February 21, 2019); Preschool Teachers, on the Internet at <http://www.bls.gov/oooh/education-training-and-library/preschool-teachers.htm> (visited February 21, 2019); Kindergarten and Elementary School Teachers, on the Internet at <http://www.bls.gov/oooh/education-training-and-library/kindergarten-and-elementary-school-teachers.htm> (visited February 21, 2019); Middle School Teachers, on the Internet at <http://www.bls.gov/oooh/education-training-and-library/middle-school-teachers.htm> (visited February 21, 2019); High School Teachers, on the Internet at <http://www.bls.gov/oooh/education-training-and-library/high-school-teachers.htm> (visited February 21, 2019); Postsecondary Teachers, on the Internet at <http://www.bls.gov/oooh/education-training-and-library/postsecondary-teachers.htm> (visited February 21, 2019).*

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

##### Current Full-Time Faculty:

Elizabeth Walker Stoneberger: Master of Arts in English with emphasis in Creative Writing

Randee Baty: Master of Arts in English with emphasis in Literature

Kenneth Elliott, Doctor of Philosophy in Humanities--Studies in Literature

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##### Retired Faculty:

Mary A. Colson: Master of Arts in English (retired August 2016)

Melvetta Severt: Master of Science in Comm. College Teaching (retired October 2016)

Deborah Newby: Master of Arts in English, ABD (retired May 2018)

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

- a. Creative Works Distinguished Thesis Award from PSU
- b. Pushcart Prize Nomination

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

- a. Faculty attend relevant conferences to discover new trends, and to network with other faculties.

- b. Faculty hosts the Gribben Lecture Series each year, providing professional development for themselves as well as others teaching writing.
- c. Faculty subscribe to Professional Organizations and Publications.
- d. Faculty use professional development funds to purchase personal computers to aid in off-campus online teaching.

**G. Student Enrollment**

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

	Associate of Arts	Declared Major	Completers
2013-2014	English	5	0
2014-2015	English	6	1
2015-2016	English	5	0
2016-2017	English	5	0
2017-2018	English	9	1

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

The English department uses the following recruiting and retention strategies.

- Follow up on referrals from advisors.
- Speak with and encourage all students interested in majoring in English.
- Talk about the English department in the community.
- Follow English majors closely and keep them on track for graduation.
- Use the Early Alert system when students seem to need intervention for academic and non-academic issues.

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

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

yr_cde	course	crs_title	students	sections_taught	avgsz	credhrs
2013	ENGL 093	Reading Essentials	14	3	4	42
2013	ENGL 094	College Reading	43	7	6	129
2013	ENGL 095	Writing Essentials	62	10	6	186

yr_cde	course	crs_title	students	sections_taught	avgsz	credhrs
2013	ENGL 096	Pre-Composition	99	12	8	297
2013	ENGL 101	English Composition I	540	36	15	1620
2013	ENGL 102	English Composition II	367	28	13	1101
2013	ENGL 200	Creative Writing	9	1	9	27
2013	ENGL 206	General Literature	94	9	10	282
2013	ENGL 208	World Literature	5	1	5	15
2013	ENGL 212	Literature I: Poetry and Drama	7	1	7	21
2013	ENGL 213	Literature II: Prose and Fiction	4	1	4	12
2013	ENGL 215	Science Fiction	10	1	10	30
2013	ENGL 219	Film Appreciation	7	1	7	21
2013	ENGL 222	Explorations in Literature	8	1	8	24

yr_cde	course	crs_title	students	sections_taught	avgsz	credhrs
2014	ENGL 093	Reading Essentials	8	3	2	24
2014	ENGL 094	College Reading	38	6	6	114
2014	ENGL 095	Writing Essentials	53	9	5	159
2014	ENGL 096	Pre-Composition	72	10	7	216
2014	ENGL 101	English Composition I	431	32	13	1293
2014	ENGL 102	English Composition II	327	27	12	981
2014	ENGL 200	Creative Writing	11	1	11	33
2014	ENGL 206	General Literature	103	8	12	309
2014	ENGL 217	THE NOVEL	4	1	4	12
2014	ENGL 219	Film Appreciation	19	2	9	57



yr_cde	course	crs_title	students	sections_taught	avgsz	credhrs
2015	ENGL 093	Reading Essentials	19	6	3	57
2015	ENGL 094	College Reading	46	8	5	138
2015	ENGL 095	Writing Essentials	66	8	8	198
2015	ENGL 096	Pre-Composition	84	9	9	252
2015	ENGL 101	English Composition I	435	32	13	1305
2015	ENGL 102	English Composition II	334	21	15	1002
2015	ENGL 200	Creative Writing	4	1	4	12
2015	ENGL 206	General Literature	96	7	13	288

yr_cde	course	crs_title	students	sections_taught	avgsz	credhrs
2016	ENGL 093	Reading Essentials	9	3	3	27
2016	ENGL 094	College Reading	42	6	7	126
2016	ENGL 095	Writing Essentials	71	9	7	213
2016	ENGL 096	Pre-Composition	74	9	8	222
2016	ENGL 101	English Composition I	442	37	11	1326
2016	ENGL 102	English Composition II	273	22	12	819
2016	ENGL 200	Creative Writing	8	1	8	24
2016	ENGL 206	General Literature	98	10	9	294
2016	ENGL 215	Science Fiction	5	1	5	15

yr_cde	course	crs_title	students	sections_taught	avgsz	credhrs
2017	ENGL 097	Reading & Writing Essentials	36	5	7	108
2017	ENGL 099	Pre-College Reading & Writing	117	12	9	351
2017	ENGL 101	English Composition I	499	39	12	1497

yr_cde	course	crs_title	students	sections_taught	avgsz	credhrs
2017	ENGL 102	English Composition II	282	19	14	846
2017	ENGL 200	Creative Writing	13	1	13	39
2017	ENGL 206	General Literature	89	10	8	267
2017	ENGL 208	World Literature	2	1	2	6
2017	ENGL 212	Literature I: Poetry and Drama	4	1	4	12
2017	ENGL 213	Literature II: Prose and Fiction	4	1	4	12
2017	ENGL 215	Science Fiction	5	1	5	15

yr_cde	course	crs_title	students	sections_taught	avgsz	credhrs
2018	ENGL 097	Reading & Writing Essentials	8	3	2	24
2018	ENGL 099	Pre-College Reading & Writing	103	13	7	309
2018	ENGL 101	English Composition I	509	37	13	1527
2018	ENGL 102	English Composition II	313	19	16	939
2018	ENGL 200	Creative Writing	10	2	5	30
2018	ENGL 206	General Literature	78	10	7	234
2018	ENGL 212	Literature I: Poetry and Drama	4	1	4	12
2018	ENGL 213	Literature II: Prose and Fiction	1	1	1	3
2018	ENGL 219	Film Appreciation	27	2	13	81

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

yr_cde	loc_cde	students	sections_taught	credhrs
2014	ALTA	82	5	246
2014	BAXT	37	2	111
2014	CHET	15	3	45
2014	CKCAM	170	24	510

yr_cde	loc_cde	students	sections_taught	credhrs
2014	COLU	21	3	63
2014	GALE	11	1	33
2014	MAIN	422	41	1266
2014	ONLIN	191	13	573
2014	OSWE	75	3	225
2014	PARS	23	2	69
2014	RIVE	19	2	57

yr_cde	loc_cde	students	sections_taught	credhrs
2015	ALTA	82	6	246
2015	BAXT	26	2	78
2015	CKCAM	174	20	522
2015	GALE	22	1	66
2015	MAIN	465	44	1395
2015	ONLIN	214	13	642
2015	OSWE	37	2	111
2015	PARS	22	2	66
2015	RIVE	42	2	126

yr_cde	loc_cde	students	sections_taught	credhrs
2016	ALTA	44	4	132
2016	ARRG	23	2	69
2016	BAXT	21	2	63
2016	CKCAM	153	15	459
2016	COLU	7	1	21
2016	MAIN	417	45	1251
2016	ONLIN	261	21	783
2016	OSWE	45	4	135
2016	PARS	16	2	48
2016	RIVE	35	2	105

yr_cde	loc_cde	students	sections_taught	credhrs
2017	ALTA	73	6	219
2017	ARRG	3	2	9
2017	BAXT	42	4	126
2017	CKCAM	142	15	426
2017	MAIN	446	38	1338
2017	ONLIN	229	15	687

yr_cde	loc_cde	students	sections_taught	credhrs
2017	OSWE	40	4	120
2017	PARS	30	2	90
2017	RIVE	46	4	138

yr_cde	loc_cde	students	sections_taught	credhrs
2018	ALTA	85	6	255
2018	BAXT	6	2	18
2018	CKCAM	161	17	483
2018	MAIN	444	36	1332
2018	ONLIN	263	17	789
2018	OSWE	23	4	69
2018	PARS	22	2	66
2018	RIVE	49	4	147

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

Year	Number of Courses Offered	Percentage Taught by Full Time Faculty	Percentage Taught by Adjuncts
2014	99	49%	51%
2015	92	51%	49%
2016	98	52%	48%
2017	90	33%	67%
2018	88	24%	76%

**H. Program Assessment**

**What are the Program Outcomes Results?**

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

Program Outcomes are the major learning areas within the discipline in which students demonstrate mastery. These Outcomes are linked to LCC's mission, "...to provide quality learning opportunities in a supportive environment for success in a changing world." They are comprised of Course Outcomes selected from concentration (student major) courses. Program Outcomes are used to manage student expectations, demonstrate content relevance to students, and identify program strengths and weaknesses through course outcomes' assessments. Program Outcomes are interconnected with Course Outcomes in the form of a matrix (Table 1).

Program Outcomes:

1. Demonstrate effective writing skills.
2. Understand and apply the specific vocabulary of literature.
3. Apply critical thinking skills to explore and understand the layers and ambiguity of meaning in written texts.
4. Demonstrate effective critical reading skills.
5. Incorporate the world of the author, the world of the text, and the student's own world and experiences to produce meaning.

***1. Learning Resources***

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

**Are the following instructional support services adequate for the program/discipline needs?**

Yes

**Information Technology**

The computer service department adequately supports the needs of the program. In almost all cases, support work is completed quickly, and computer service staff is sensitive to the schedules and the individual needs of instructors in the department. Most importantly, the staff is always willing to answer questions and help with individual computer problems.

Because faculty do not have the authorization to update software on their office computers, there is typically a lag time between when the notification update is received and when IT can accomplish the task.

**Library**

The library adequately supports the needs of the program. In fact, the library staff works with members of the department to coordinate instructional opportunities for students when possible. For example, the library maintains (on reserve) copies of textbooks, videos, and other instructor materials. Additionally, upon request, a member of the library staff provides instruction to classes on library facility and library database use, both on campus and off.

**Student Success Center**

Two ways the Center provides support are make-up testing and English tutoring.

**Instructional Media Center**

The Instructional Media Center adequately supports the needs of the program. The Center provides computer tips and professional development workshops. Professors are able to schedule technical support for special occasions such as the Gribben Lecture series.

**Print Shop**

The Print Shop supports the needs of the program. The Print Shop staff meets printing deadlines, offers extra support in critical times, and creates a positive working environment that supports the work of the department. Print Shop staff go out of their way to fulfill departmental requests.

**Facilities Department**

The physical facilities at Labette Community College are generally adequate for the needs of the program. The Facilities Department adequately supports the needs of the program. In most cases, individual requests and departmental requests are handled professionally and in a timely manner.

**Bookstore**

In most cases, requests are handled professionally and in a timely manner.

***J. Partnerships***

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

The English Department partners with the Foundation to present the Gribben Lecture Series every fall.

## Review of Previous Action Plan

**Weakness/Opportunities/Challenges (2013):** Combined developmental courses (two levels in one section/one instructor) reducing instructional effectiveness.

**Action:** Eliminate scheduling that combines two levels of developmental courses into a single section until a combined textbook, course, and curriculum can be developed.

Completed.

**Weakness/Opportunities/Challenges (2013):** Lack of full-time English Specialist position.

**Action:** Reinstate qualified English specialist tutor to support writing instruction across the curriculum. Possible solutions include reconfiguring a current position or hiring an adjunct for tutor hours.

This challenge continues unresolved.

**Weakness/Opportunities/Challenges (2013):** Limited library access hampers instruction of modern research techniques (Comp II research writing).

**Action:** Expanded access on Fridays for student and instructor use of library services when funds become available.

Completed.

Although the library is open only until noon on Friday, students may get a keycard for access to the library until 11:00 PM. In effect, students have access to the library from 6:00 AM until 11:00 PM weekdays when school is in session.

**Weakness/Opportunities/Challenges (2013):** Technological disadvantage for student composition/ writing compared to other nearby institutions.

**Action:** Reconfigure the computer classrooms in M305 and/or M308 for increased use by English department.

Completed.

# **SUMMARY REPORT: Strengths, Weaknesses, Opportunities, Challenges**

## **ACADEMIC PROGRAM REVIEW**

**Date: March 2019**

**Academic Program/Discipline: English**

### **REVIEW COMMITTEE IDENTIFIED STRENGTHS**

The three full-time English instructors represent a combined total of 83 years of teaching experience. In addition, members have taken 78 graduate course hours. Department members model learning through their own lifetime learning pursuits.

Because the English department is made up of faculty who have a proven dedication to professional development, it has been able to sustain a partnership with the Foundation, thus providing continuity for the thirty-five years of the Jack and Ruth Gribben English Lecture Series.

The department responds to the needs of the students and the administration by adjusting course schedules and delivery methods in order to quickly respond to the ever-changing needs of our student population.

Department members are deeply involved in college and community activities and have actively pursued professional development opportunities as well as participated in national, state, and regional professional conferences.

Department members hold weekly meetings to achieve departmental goals:

- Strategic and budgetary planning
- Textbook review
- Curriculum updates
- Institutional reports
- Semester course schedules
- Gribben English Lecture Series
- Adjunct support
- Committee reports and feedback
- Requests from administration
- Student issues and concerns

The English department has assumed responsibility for and coordination of the developmental reading program.



**SUMMARY REPORT  
ACADEMIC PROGRAM REVIEW**

**Date: March 2019**

**Academic Program/Discipline: English**

<p><b>REVIEW COMMITTEE IDENTIFIED WEAKNESSES/OPPORTUNITIES/CHALLENGES</b></p>
---

Developmental Courses were combined to provide reading and writing together in one course. These courses are Reading and Writing Essentials, and Pre-College Reading and Writing. This was the current trend among Kansas Community Colleges, which offer developmental courses. In the future, we will move to the Accelerated Learning model (ALP) which requires students to take Accelerated Learning paired with English Composition I, taught by the same instructor. This will allow us to combine the other developmental students into one level, Pre-College Reading and Writing, with the lowest readers being referred to Adult Education for remediation.

All students from across the curriculum and particularly those in English courses need a credentialed English Specialist in the Student Success Center. Writing is a skill that requires much guided practice over time. Many students arrive without adequate preparation for the rigor of college level writing and need additional support outside the classroom.

The English Department at LCC is technologically disadvantaged compared to other nearby institutions because of the lack of dedicated English computer classrooms. Experience has shown that the best writing instruction occurs **as students write**, and writing is a recursive process. Students should be on computers in the classroom so that the instructor can comment on progress--including progress on paper formatting--as it happens, and not after the fact. Additionally there should be face-to-face communication to help ensure that the student understands what is expected. The lack of sufficient English computer classrooms prevents the LCC English department from competing pedagogically at the cutting edge of composition instruction.

## Program Action Plan

Date: March 2019

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.

Weakness/Opportunities/ Challenges	Program Outcome/Objective	Estimated Cost/Dept Budget	Operational Plan Year Implementation and/or Completion	Person Responsible
Developmental Reading and Writing Sections were combined into 2 courses, rather than 4. These are Reading and Writing Essentials and Pre-College Reading and Writing. These will eventually be shifted to the Accelerated learning program, and dropping the Reading and Writing Essentials course by Fall 2019.	Statistics have shown that the traditional developmental courses do not produce the desired results for most students. Moving to the ALP model will achieve the student's goals in a timely manner.	No additional funding needed.	FY20	Administration and English department
Lack of full-time English and Reading Specialist position.	Developing a partnership with Eastern Kansas Adult Education to refer development students for reading and writing remediation.	No additional funding required	FY21	English Faculty/Student Success/EKAE
Technological disadvantage for student composition/ writing compared to other nearby institutions	Work with DOI for computer lab classrooms and have up to date computers in M107.	Unknown	Summer 2019	Administration, English department, and IT department

## ***Appendix A: List of Courses***

Reading and Writing Essentials (last offered Fall 2018)

Pre-College Reading and Writing

Accelerated Learning

English Composition I

English Composition II

Creative Writing

General Literature

Intro to Western Literature (World Literature)

Literature I (last offered Fall 2018)

Literature II (last offered Spring 2019)

Science Fiction

Film Appreciation

Theatre Appreciation

**Appendix B: Faculty in Program Qualifications**

<b>Full-time Faculty</b>	<b>Degree</b>	<b>Location</b>	<b>Courses</b>
Elizabeth Walker Stoneberger	Master of Arts	varies	varies
Ken Elliott	Doctor of Philosophy	varies	varies
Randee Baty	Master of Arts	varies	varies

<b>Adjunct Faculty</b>	<b>Degree</b>	<b>Location</b>	<b>Courses</b>
Miean Wren	Masters	CKCAM	ENGL 097
Megan Fugate	Bachelor	Main	ENGL 099
Detrea Rose	Masters	Main & CKCAM	ENGL 099
Mary A. Colson	Masters	Online	ENGL 101, 206, 219
Jiahong Wang	Masters	Online	ENGL 101
Jenifer Katzer	Masters	CKCAM	ENGL 101 & 102
Melissa Fosnight	Masters	CKCAM	ENGL 101
Richard Storey	Masters	CKCAM	ENGL 102
Leslie Bowman	Masters	Online & Baxter Springs High School	ENGL 101 & ENGL 206
Catherine Campbell	Masters	Oswego High School	ENGL 206
Casey Mayfield	Masters	Riverton High School	ENGL 206
Sally Clay	Masters	Parsons High School	ENGL 101
Kylie Booth	Credentialing Plan	Labette County High School	ENGL 101 & 102
Kathryn Pfeifer	Masters	Online	ENGL 102

Agenda Item #:VII.B.

Date: April 11, 2019

**SUBJECT**

Program Review: Computer Science

**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: Computer Science as presented.



COVER SHEET  
ACADEMIC PROGRAM REVIEW  
SELF STUDY AND SUMMARY REPORT

Academic Program/Discipline:

Report Prepared by: Program/Discipline Committee  
Jack Burke

..... *Jack Burke* ..... ~~3/27/2019~~ *3/27/2019*  
**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.

<i>Committee Members</i>	<i>Signatures</i>	<i>Date</i>
Vice President of Student Affairs or Designate		
Kathy Johnston	<u><i>Kathy Johnston</i></u>	<u>3-27-19</u>
Vice President of Finance and Operations or Designate		
Leanna Doherty	<u><i>Leanna Doherty</i></u>	<u>3-27-19</u>
Director of Public Relations or Designate		
Bethany Kendrick	<u><i>Bethany Kendrick</i></u>	<u>3-27-19</u>
Director of Information Technology or Designate		
Jody Burzinksi	<u><i>Jody Burzinksi</i></u>	<u>3-27-19</u>
Dean of Instruction		
Jason Sharp	<u><i>Jason Sharp</i></u>	<u>3-27-19</u>
Educational Support Staff		
Tracey Elliott	<u><i>Tracey Elliott</i></u>	<u>3-27-19</u>
Faculty		
Tonya Bell	<u><i>Tonya Bell</i></u>	<u>3-28-19</u>

Faculty

Ralph Gouvion  3-26-19

Faculty

Lori Ford  3-27-19

Vice President of Academic Affairs

Joe Burke  3-27-19

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

 4/2/19

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

President

Date

 4.2.19



## **Executive Summary**

The purpose of a 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.

Program Review committee members included the lead faculty as well as other faculty, staff and Dean of Instruction. Program data was collected and analyzed for program relevance, quality, and effectiveness.

The committee reviewed progress from the 2014 Program Review and determined previous recommendations were implemented or not implemented. The computer elective was discontinued as a degree requirement. Subsequently, the recommended additional full-time faculty was not needed. New computer equipment was purchased for the computer lab to facilitate additional experiment as well as additional shelving space to store the additional computer equipment. The department has also started using MindTap software from Cengage that allows students to access virtual servers and programs.

The Computer Science Department has several degree options offered in the last five years. The Associate of Science in Computer Science has been offered each of the last five years.

There are challenges to enrollment and retention within the Computer Science field. The complexity of necessary skills needed to complete computer science courses can be intimidating to students. Thus, the new action plan focuses heavily on working with students in an effort to successfully move and retain them through the course semester sequence and work towards aligning the computer science program with universities.

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

**Introduction to Program**

The LCC Computer Science Department provides opportunities in the area of Computer Science.

Students can earn Associate in Science in Computer Science which some courses will transfer and provide the foundation for higher educational degrees in computer science.

In addition, LCC provided the opportunity for students to obtain an Associate in Applied Science in Computer Support Specialist degree and for those who wish to expand their skill base or add to their credentials, the following short-term certificates are available: Computer Support Specialist: CompTIA A+ Certificate and Computer Support Specialist Certificate. Unfortunately, these were discontinued this year.

The Computer Science Department provides learning opportunities for members of the community to take courses to learn more about using computers for both personal and business purposes. Many courses in the Computer Science department are taught online to service students who are not able to travel for on-ground courses.

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

**MISSION STATEMENT:**

*Labette Community College provides quality learning opportunities in a supportive environment for success in a changing world.*

**How do the goals and measurable objectives for the program help the college meet its mission, core values, and strategic plan?**

---

The Computer Science Department addresses the mission in the following ways:

Curriculum, software, and computers are updated to provide current technology training in an ever changing world and to keep up with the existing job market.

The Computer Science/Computer Support Specialist Department is dedicated to updating the technology skills in an everyday changing world.

**B. Program Recognition/Accreditation**

The new Computer Support Specialist Program was approved for Fall 2017. First students enrolled for this program were in the Fall of 2018.

National Certifications for the Computer Support Program: (CompTIA)

A+ Certification  
Network+ Certification  
Security+ Certification  
Server+ Certification

**C: Program/Discipline Demand/Need**

**Jobs related to the program**

According to the Department of Labor's Occupational Outlook Handbook (OOH) for 2017, jobs in the computer field continue to be in high demand.

Computer Skills—when searching “computer skills” on the OOH web site, numerous occupations are listed as needing computer skills.

Here are quotes from the “Tomorrow’s Jobs” web page on the Department of Labor’s website:

Professional and business services. Employment in professional, scientific, and technical services will grow by 13 percent and add 560,000 new jobs by 2026. Employment growth will be driven by the increasing reliance of businesses on information technology and the continuing importance of maintaining system and network security. Demand for these services will be spurred by the increased use of new technology and computer software and the growing complexity of business.

The following are excerpts from the Occupational Outlook Handbook's web site on Computer Science. There are many more computer-related occupations than are listed here, and students who begin with an Associate in Science in Computer Science might transfer into any of the fields at a four-year university. However, for the purposes of this program review, only the following have been included:

Computer Scientists and Database Administrators

The rapid and widespread use of computers and information technology has generated a need for highly trained workers proficient in various job functions. These computer specialists include computer scientists, database administrators, and network systems and data communication analysts. Job tasks and occupational titles used to describe these workers evolve rapidly and continually, reflecting new areas of specialization or changes in technology, as well as the preferences and practices of employers.

With the Internet and electronic business generating large volumes of data, there is a growing need to be able to store, manage, and extract data effectively. Database administrator's work with database management systems software and determine ways to organize and store data.

Network systems and data communications analysts, also referred to as network architects, design, test, and evaluate systems such as local area networks (LANs), wide area networks (WANs), the Internet, intranets, and other data communications systems.

**Education and training.** While there is no universally accepted way to prepare for a job as a network systems analyst, computer scientist, or database administrator, most employers place a premium on some formal college education. A bachelor's degree is a prerequisite for many jobs; however, some jobs may require only a 2-year degree. Relevant work experience also is very important. For more technically complex jobs, persons with graduate degrees are preferred. Most computer scientist positions require a Ph.D. degree, as their main job function is research. Computer scientists having only a bachelor's or master's degree are generally limited in their ability to advance.

Given the rapid pace of technological change, a degree generally has more value as a demonstration of an individual's ability to learn, rather than as a certification of a certain skill set. Generally speaking, coursework in computer science and an undergraduate degree are sufficient qualifications, especially if the applicant has a reasonable amount of experience.

Median annual earnings of computer and information scientists, research, were \$114,520 in May 2017. The middle 50 percent earned between \$71,930 and \$118,100. Median annual earnings of computer and information scientists employed in computer systems design and related services in May 2017 were \$95,340.

Median annual earnings of database administrators were \$64,670 in May 2017. The middle 50 percent earned between \$48,560 and \$84,830. The lowest 10 percent earned less than \$37,350, and the highest 10 percent earned more than \$103,010. In May 2017, median annual earnings of database administrators employed in computer systems design and related services were \$72,510, and for those in management of companies and enterprises, earnings were \$67,680.

Median annual earnings of network systems and data communication analysts were \$64,600 in May 2017. The middle 50 percent earned between \$49,510 and \$82,630. Median annual earnings in the industries employing the largest numbers of network systems and data communications analysts in May 2017 are shown below:

Wired telecommunications carriers	\$72,480
Management of companies and enterprises	68,490
Management, scientific, and technical consulting services	67,830
Computer systems design and related services	67,080
State government	52,020

Median annual earnings of all other computer specialists employed in computer systems design and related services were \$67,370, and, for those in management of companies and enterprises, earnings were \$63,610 in May 2017.

Robert Half International, a firm providing specialized staffing services, noted the following salary ranges for computer-related occupations in their 2017 Salary Guide:

Database manager	\$84,750 - \$116,000
Network architect	78,000 - 112,250
Database developer	73,500 - 103,000

Senior web developer	71,000 - 102,000
Database administrator	70,250 - 102,000
Network manager	68,750 - 93,000
Web developer	54,750 - 81,500
LAN/WAN administrator	51,000 - 71,500
Web administrator	49,750 - 74,750
Web designer	47,000 - 71,500
Telecommunications specialist	47,500 - 69,500

### Computer Support Specialists (2018)

Computer support specialists provide help and advice to computer users and organizations. These specialists either support computer networks or they provide technical assistance directly to computer users.

**Education and training.** Due to the wide range of skills required, there are many paths of entry to a job as a computer support specialist or systems administrator. Training requirements for computer support specialist positions vary, but many employers prefer to hire applicants with some formal college education. A bachelor's degree in computer science or information systems is a prerequisite for some jobs; other jobs, however, may require only a computer-related associate degree. And for some jobs, relevant computer experience and certifications may substitute for formal education. For systems administrator jobs, many employers seek applicants with bachelor's degrees, although not necessarily in a computer-related field.

Median annual earnings of computer support specialists were \$52,810 in May 2017. The middle 50 percent earned between \$32,110 and \$53,640. Median annual earnings in the industries employing the largest numbers of computer support specialists in May 2017 were as follows:

Software publishers	\$46,270
Management of companies and enterprises	\$42,770
Computer systems design and related services	\$42,510
Colleges, universities, and professional schools	\$40,130
Elementary and secondary schools	\$37,880

Median annual earnings of network and computer systems administrators were \$62,130 in May 2017. The middle 50 percent earned between \$48,520 and \$79,160. Median annual earnings in the industries employing the largest numbers of network and computer systems administrators in May 2017 were as follows:

Wired telecommunications carriers	\$70,790
Computer systems design and related services	\$66,680
Management of companies and enterprises	\$66,020
Colleges, universities, and professional schools	\$54,590
Elementary and secondary schools	\$53,750

According to Robert Half Technology, starting salaries in 2017 ranged from \$27,500 to \$37,000 for help-desk workers. Starting salaries for desktop support analysts ranged from \$46,500 to \$65,250. For systems administrators, starting salaries ranged from \$50,000 to \$75,750.

\*Note this information was based on large cities in the U.S. and not local community salaries which are lower based on the economy.

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

Jack Burke,

Master degree in Management Information Systems

15 years faculty at LCC

Owned and operating a computer business for 25 years

Works as a computer contract technician during the summer (current)

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

N/A

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

The faculty has attended CompTIA training courses and cyber security workshops.

#### ***G. Student Enrollment***

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

	Student's	
	Declared	Completed
2013-2014 AS Computer Science	27	1
2013-2014 AS Information Processing	5	2
2013-2014 AAS Network Administration	18	1
2013-2014 CERT Management Information Systems	1	0
2013-2014 CERT Networking	0	0
2013-2014 CERT PC Technician	2	0
2014-2015 AS Computer Science	28	1
2014-2015 Computer Science Cert	0	0
2014-2015 AAS Computer Science Network	8	2
2015-2016 AS Computer Science	31	0
2015-2016 Computer Science Cert	0	0
2016-2017 AS Computer Science	29	1
2016-2017 Computer Science Cert	0	0
2017-2018 AS Computer Science	36	0
2017-2018 AAS Computer Support Specialist	*	*
2017-2018 Computer Support Specialist Cert	*	*
2017-2018 CSS Comptia	*	*
* New Program added		

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

In the summer of 2017 the Public Relations Department worked with the Computer Science Department and created a variety of marketing pieces (commercial and live showcase) that ran for roughly a year.

Labette Community College implemented a CTE Recruiter position to help specifically recruit students in the CTE areas.



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

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

yr_cde	course	crs_title	students	sections_taught	avgsz	credhrs
2014	COMP 110	Computer Concepts and Applications	173	15	11	519
2014	COMP 115	Spreadsheets (Microsoft Excel)	16	1	16	48
2014	COMP 120	Computer Information Systems	92	6	15	276
2014	COMP 130	Introduction to Programming Logic	11	1	11	33
2014	COMP 135	C++ Programming	7	1	7	21
2014	COMP 138	Visual Basic Programming	16	1	16	48
2014	COMP 180	Networking I	5	1	5	15
2014	COMP 182	Networking II	5	1	5	25
2014	COMP 192	Database Concepts(Microsoft Access)	7	1	7	21
2014	COMP 195	Network Security	1	1	1	3
2014	COMP 198	CompTIA A+ Essentials	6	1	6	18
2014	COMP 201	Server Administration I	2	1	2	10
2014	COMP 202	Server Administration II	2	1	2	10
2014	COMP 205	Special Topics Computing/Robotics	9	2	4	29
2014	COMP 212	Principles of Software Design	4	1	4	12
2014	COMP 214	Concepts of Computer Systems	2	1	2	6

yr_cde	course	crs_title	students	sections_taught	avgsz	credhrs
2015	COMP 110	Computer Concepts and Applications	169	11	15	507
2015	COMP 115	Spreadsheets (Microsoft Excel)	22	1	22	66
2015	COMP 120	Computer Information Systems	75	6	12	225
2015	COMP 130	Introduction to Programming Logic	9	1	9	27
2015	COMP 135	C++ Programming	4	2	2	12
2015	COMP 138	Visual Basic Programming	10	1	10	30
2015	COMP 180	Networking I	5	1	5	15
2015	COMP 182	Networking II	1	1	1	5
2015	COMP 192	Database Concepts(Microsoft Access)	6	1	6	18
2015	COMP 195	Network Security	2	1	2	6
2015	COMP 201	Server Administration I	2	1	2	10

yr_cde	course	crs_title	students	sections_taught	avgsz	credhrs
2016	COMP 110	Computer Concepts and Applications	118	11	10	354
2016	COMP 115	Spreadsheets (Microsoft Excel)	23	1	23	69
2016	COMP 120	Computer Information Systems	63	6	10	189
2016	COMP 130	Introduction to Programming Logic	11	1	11	33

2016	COMP 135	C++ Programming	1	1	1	3
2016	COMP 138	Visual Basic Programming	6	1	6	18
2016	COMP 180	Networking I	9	1	9	27
2016	COMP 182	Networking II	5	1	5	25
2016	COMP 192	Database Concepts(Microsoft Access)	8	1	8	24
2016	COMP 195	Network Security	2	1	2	6
2016	COMP 198	CompTIA A+ Essentials	3	1	3	9
2016	COMP 201	Server Administration I	3	2	1	15
2016	COMP 202	Server Administration II	2	1	2	10
2016	COMP 212	Principles of Software Design	1	1	1	3

yr_cde	course	crs_title	students	sections_taught	avgsz	credhrs
2017	COMP 110	Computer Concepts and Applications	139	14	9	417
2017	COMP 115	Spreadsheets (Microsoft Excel)	18	1	18	54
2017	COMP 120	Computer Information Systems	73	6	12	219
2017	COMP 130	Introduction to Programming Logic	12	1	12	36
2017	COMP 135	C++ Programming	3	1	3	9
2017	COMP 138	Visual Basic Programming	6	1	6	18
2017	COMP 180	Networking I	5	1	5	15
2017	COMP 182	Networking II	2	1	2	10
2017	COMP 192	Database Concepts(Microsoft Access)	4	1	4	12
2017	COMP 205	Special Topics Computing/Robotics	3	1	3	9
2017	COMP 212	Principles of Software Design	1	1	1	3

yr_cde	course	crs_title	students	sections_taught	avgsz	credhrs
2018	COMP 110	Computer Concepts and Applications	134	13	10	402
2018	COMP 115	Spreadsheets (Microsoft Excel)	28	1	28	84
2018	COMP 120	Computer Information Systems	92	7	13	276
2018	COMP 130	Introduction to Programming Logic	8	1	8	24
2018	COMP 135	C++ Programming	2	1	2	6
2018	COMP 138	Visual Basic Programming	7	1	7	21
2018	COMP 180	Networking I	8	1	8	24
2018	COMP 182	Networking II	1	1	1	3
2018	COMP 192	Database Concepts(Microsoft Access)	4	1	4	12

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

yr_cde	loc_cde	crs_comp4	course	crs_title	students	sections_taught	avgsizc	credhrs
2014	ARRG		COMP 205	Special Topics Computing/Robotics	1	1	1	5
2014	CKCAM		COMP 110	Computer Concepts and Applications	46	6	7	138
2014	CKCAM		COMP 120	Computer Information Systems	22	3	7	66
2014	MAIN		COMP 110	Computer Concepts and Applications	62	5	12	186
2014	MAIN		COMP 120	Computer Information Systems	17	1	17	51
2014	MAIN		COMP 135	C++ Programming	7	1	7	21
2014	MAIN		COMP 138	Visual Basic Programming	16	1	16	48
2014	MAIN		COMP 198	CompTIA A+ Essentials	6	1	6	18
2014	MAIN		COMP 201	Server Administration I	2	1	2	10
2014	MAIN		COMP 202	Server Administration II	2	1	2	10
2014	ONLIN	ON	COMP 110	Computer Concepts and Applications	65	4	16	195
2014	ONLIN	ON	COMP 115	Spreadsheets (Microsoft Excel)	16	1	16	48
2014	ONLIN	ON	COMP 120	Computer Information Systems	53	2	26	159
2014	ONLIN	ON	COMP 130	Introduction to Programming Logic	11	1	11	33
2014	ONLIN	ON	COMP 180	Networking I	5	1	5	15
2014	ONLIN	ON	COMP 182	Networking II	5	1	5	25
2014	ONLIN	ON	COMP 192	Database Concepts(Microsoft Access)	7	1	7	21
2014	ONLIN	ON	COMP 195	Network Security	1	1	1	3
2014	ONLIN	ON	COMP 212	Principles of Software Design	4	1	4	12
2014	ONLIN	ON	COMP 214	Concepts of Computer Systems	2	1	2	6
2014	PARS	CO	COMP 205	Special Topics Computing/Robotics	8	1	8	24

yr_cde	loc_cde	crs_comp4	course	crs_title	students	sections_taught	avgsz	credhrs
2015	CKCA M		COMP 110	Computer Concepts and Applications	10	1	10	30
2015	CKCA M		COMP 120	Computer Information Systems	17	2	8	51
2015	GALE	CO	COMP 110	Computer Concepts and Applications	14	1	14	42
2015	MAIN		COMP 110	Computer Concepts and Applications	45	3	15	135
2015	MAIN		COMP 120	Computer Information Systems	20	2	10	60
2015	MAIN		COMP 135	C++ Programming	3	1	3	9
2015	MAIN		COMP 138	Visual Basic Programming	10	1	10	30
2015	MAIN		COMP 201	Server Administration I	2	1	2	10
2015	ONLIN	HW	COMP 110	Computer Concepts and Applications	17	1	17	51
2015	ONLIN	ON	COMP 110	Computer Concepts and Applications	83	5	16	249
2015	ONLIN	ON	COMP 115	Spreadsheets (Microsoft Excel)	22	1	22	66
2015	ONLIN	ON	COMP 120	Computer Information Systems	38	2	19	114
2015	ONLIN	ON	COMP 130	Introduction to Programming Logic	9	1	9	27
2015	ONLIN	ON	COMP 135	C++ Programming	1	1	1	3
2015	ONLIN	ON	COMP 180	Networking I	5	1	5	15
2015	ONLIN	ON	COMP 182	Networking II	1	1	1	5
2015	ONLIN	ON	COMP 192	Database Concepts(Microsoft Access)	6	1	6	18
2015	ONLIN	ON	COMP 195	Network Security	2	1	2	6

yr_cde	loc_cde	crs_comp4	course	crs_title	students	sections_taught	avgsz	credits
2016	CKCAM		COMP 110	Computer Concepts and Applications	11	1	11	33
2016	CKCAM		COMP 120	Computer Information Systems	8	1	8	24
2016	GALE	CO	COMP 110	Computer Concepts and Applications	14	1	14	42
2016	MAIN		COMP 110	Computer Concepts and Applications	42	4	10	126
2016	MAIN		COMP 120	Computer Information Systems	6	1	6	18
2016	MAIN		COMP 135	C++ Programming	1	1	1	3
2016	MAIN		COMP 138	Visual Basic Programming	6	1	6	18
2016	MAIN		COMP 201	Server Administration I	2	1	2	10
2016	MAIN		COMP 202	Server Administration II	2	1	2	10
2016	ONLIN	HW	COMP 120	Computer Information Systems	3	1	3	9
2016	ONLIN	ON	COMP 110	Computer Concepts and Applications	51	5	10	153
2016	ONLIN	ON	COMP 115	Spreadsheets (Microsoft Excel)	23	1	23	69
2016	ONLIN	ON	COMP 120	Computer Information Systems	46	3	15	138
2016	ONLIN	ON	COMP 130	Introduction to Programming Logic	11	1	11	33
2016	ONLIN	ON	COMP 180	Networking I	9	1	9	27
2016	ONLIN	ON	COMP 182	Networking II	5	1	5	25
2016	ONLIN	ON	COMP 192	Database Concepts(Microsoft Access)	8	1	8	24
2016	ONLIN	ON	COMP 195	Network Security	2	1	2	6
2016	ONLIN	ON	COMP 198	CompTIA A+ Essentials	3	1	3	9
2016	ONLIN	ON	COMP 201	Server Administration I	1	1	1	5
2016	ONLIN	ON	COMP 212	Principles of Software Design	1	1	1	3

yr_cde	lss_cde	crs_comp4	course	crs_title	students	sections_taught	avgsz	credhrs
2017	CKCAM		COMP 110	Computer Concepts and Applications	12	2	6	36
2017	CKCAM		COMP 120	Computer Information Systems	16	2	8	48
2017	GALE	CO	COMP 110	Computer Concepts and Applications	20	2	10	60
2017	MAIN		COMP 110	Computer Concepts and Applications	31	2	15	93
2017	MAIN		COMP 120	Computer Information Systems	10	1	10	30
2017	MAIN		COMP 135	C++ Programming	3	1	3	9
2017	MAIN		COMP 138	Visual Basic Programming	6	1	6	18
2017	ONLIN	HW	COMP 110	Computer Concepts and Applications	5	2	2	15
2017	ONLIN	ON	COMP 110	Computer Concepts and Applications	57	5	11	171
2017	ONLIN	ON	COMP 115	Spreadsheets (Microsoft Excel)	18	1	18	54
2017	ONLIN	ON	COMP 120	Computer Information Systems	47	3	15	141
2017	ONLIN	ON	COMP 130	Introduction to Programming Logic	12	1	12	36
2017	ONLIN	ON	COMP 180	Networking I	5	1	5	15
2017	ONLIN	ON	COMP 182	Networking II	2	1	2	10
2017	ONLIN	ON	COMP 192	Database Concepts(Microsoft Access)	4	1	4	12
2017	ONLIN	ON	COMP 212	Principles of Software Design	1	1	1	3
2017	PARS	CO	COMP 205	Special Topics Computing/Robotics	3	1	3	9
2017	RIVE	CO	COMP 110	Computer Concepts and Applications	14	1	14	42

yr_cde	loc_cde	crs_comp4	course	crs_title	students	sections_taught	avgsz	credhrs
2018	CKCA M		COMP 110	Computer Concepts and Applications	13	2	6	39
2018	CKCA M		COMP 120	Computer Information Systems	19	2	9	57
2018	GALE	CO	COMP 110	Computer Concepts and Applications	8	1	8	24
2018	MAIN		COMP 110	Computer Concepts and Applications	38	4	9	114
2018	MAIN		COMP 120	Computer Information Systems	22	2	11	66
2018	MAIN		COMP 138	Visual Basic Programming	7	1	7	21
2018	ONLIN	ON	COMP 110	Computer Concepts and Applications	65	5	13	195
2018	ONLIN	ON	COMP 115	Spreadsheets (Microsoft Excel)	28	1	28	84
2018	ONLIN	ON	COMP 120	Computer Information Systems	51	3	17	153
2018	ONLIN	ON	COMP 130	Introduction to Programming Logic	8	1	8	24
2018	ONLIN	ON	COMP 135	C++ Programming	2	1	2	6
2018	ONLIN	ON	COMP 180	Networking I	8	1	8	24
2018	ONLIN	ON	COMP 182	Networking II	4	1	4	12
2018	ONLIN	ON	COMP 192	Database Concepts(Microsoft Access)	4	1	4	12
2018	RIVE	CO	COMP 110	Computer Concepts and Applications	10	1	10	30

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

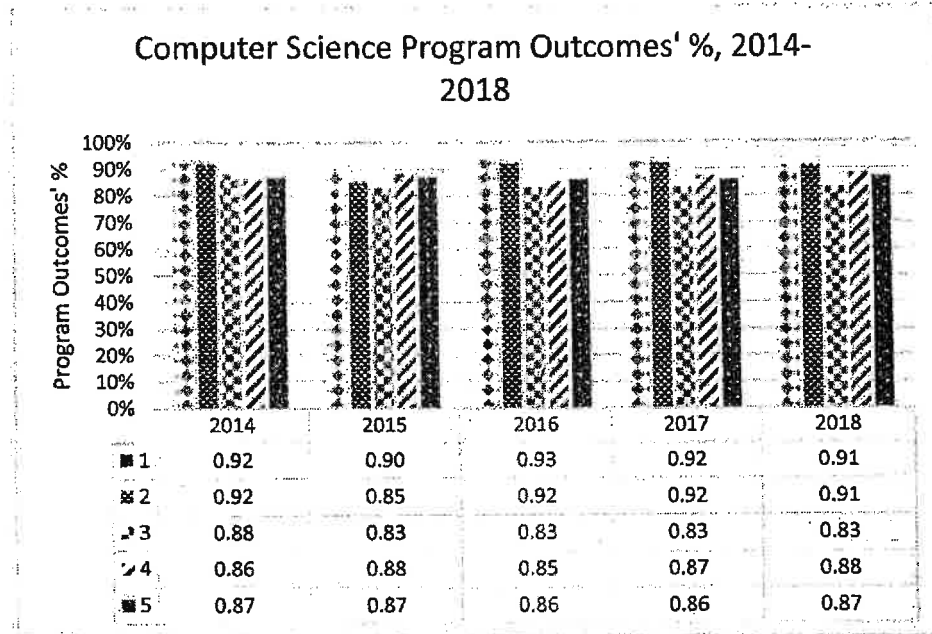
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Full Time</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Adjunct</b>	<b>8*</b>	<b>5*</b>	<b>8*</b>	<b>6*</b>	<b>7*</b>

\* varies each academic year

## H. Program Assessment

### What are the Program Outcomes Results?

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



Program/Degree:

Computer Science/Associate in Science

Program Outcomes:

1. Demonstrate the skill in developing and maintaining software.
2. Demonstrate an understanding for the correct techniques in designing software.
3. Apply critical thinking skills to explore and understand the layers of developing software.
4. Demonstrate clear oral and written instructions.
5. Demonstrate and develop organization skills for co-workers in designing software applications.



***I. Learning Resources***

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

MindTap is a new virtual online lab being used. The online virtual labs give the students the opportunity to use equipment without the expense of purchasing it.

***J. Partnerships***

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

The Computer Science Department has developed partnerships with local high schools, industry through advisory committee, and faculty is SKILLS USA state chairperson for networking.

## Review of Previous Action Plan 2014

### *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. The Action Plan goals will be included in the program Operational Plans for the upcoming years as part of the Strategic Planning process.

Weakness/Opportunities/Challenges	Program Outcome/Objective	Estimated Cost/Decl Budget	Operational Plan Year Implementation and/or Completion	Responsible Person(s)
Since a computer science course is not required for all students to graduate from LCC, the enrollment has dropped.	Add COMP110: Computer Concepts and Applications as a general education elective for the Associate of Science degree, as well as the Associate of Applied Science degree.	\$0	FY16	DOI
Two high schools in Labette County dropped the COMP110: Computer Concepts and Applications after the course requirement was removed.	Meet with high school principals and computer science teachers, Career Fair.	\$200 for Computer Science instructor mileage	FY16	Computer Science Instructor
The course outcomes for COMP110: Computer Concepts and Applications were approved by the Kansas Core Outcomes committee which allows the course to transfer seamlessly.	Continue to attend and provide input at KS Core Outcomes meetings. Inform students during the advising process.		FY15	Computer Science instructor, Advising personnel
There is a high demand for computer career occupations.	Inform prospective students of these opportunities during school visits by Computer Science instructor and perhaps an Advisory Committee member such as Cody. Develop videos for YouTube.	\$0	FY16	Recruiting, Computer Science instructor
There is an opportunity for increased advertising.	Increase advertising for Computer Science program.	Based on future financial constraints	FY16	Computer Science instructor, PR

# **SUMMARY REPORT: Strengths, Weaknesses, Opportunities, Challenges**

## **ACADEMIC PROGRAM REVIEW**

**Date: 2019**

**Academic Program/Discipline:**

**REVIEW COMMITTEE IDENTIFIED STRENGTHS**

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

The Computer Science Department's strengths are:

Computer Science is a high demand occupation.

High job placement rate upon graduation.

Textbook and virtual lab for computer classes are bundled into one cost efficient price (MindTap).

**SUMMARY REPORT  
ACADEMIC PROGRAM REVIEW**

**Date: 2019**

**Academic Program/Discipline:**

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

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

The Computer Science Department's challenges and weaknesses are:

Retention of students in the computer science program.

Lack of department requests for marketing and participation in recruitment events.

Reduction and lack of utilization of funding and scholarships.

Program not aligned to transfer to universities.

## Program Action Plan

Date:

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
Retention of Students	Maintain 75% of student enrollment from semester to semester.	None	Reoccurring	Faculty member
Limited on ground classes in Computer Science program	Provide more on-ground courses or hybrid courses to meet student recommendations. Provide COMP 120, COMP 130, COMP 135, COMP 138 and COMP 180 on ground.	\$0	Fall 2019	Faculty member
Specific Marketing Plan	Create marketing material for Computer Science.	\$500.00	Spring 2019 & Reoccurring (2021)	Faculty Member & Public Relations
Program Recruitment	Attend two recruiting or career fairs in our service area a year.	\$100.00	Reoccurring	Faculty Member
Program or Course Alignment	Align program or courses with two universities for easy course and degree transfer.	\$0	AY20	Faculty Member and Administration

## ***Appendix A: List of Courses***

COMP 110 Computer Concepts and Applications  
COMP 115 Spreadsheets (Microsoft Excel)  
COMP 120 Computer Information Systems  
COMP 130 Introduction to Programming Logic  
COMP 135 C++ Programming  
COMP 138 Visual Basic Programming  
COMP 180 Introduction to Networking I  
COMP 182 Networking II  
COMP 185 CompTIA Network+ Exam  
COMP 192 Database Concepts (Microsoft Access)  
COMP 195 Network Security  
COMP 196 Comp TIA Security+ Exam  
COMP 198 CompTIA A+ Essentials  
COMP 199 CompTIA A+ Practical Applications  
COMP 200 Operating Systems  
COMP 201 Server Administration I  
COMP 202 Server Administration II  
COMP 203 CompTIA A+ Exam  
~~COMP 204 CompTIA Server+ Exam~~  
COMP 205 Special Topics in Computing/Robotics  
COMP 212 Principles of Software Design  
COMP 214 Concepts of Computer Systems  
INDU 125 Fundamentals of Electronics

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

### **Faculty:**

Burke, Jack	Multiple class sessions	Online/On-ground	MS, MIS.
Ford, Lori	COMP 110 & COMP 115	Online/On-ground	MS

### **Adjuncts:**

Brown, Delaina	COMP 110 CO	RIVHS	MS, Educ Tech.
McCune, Lucille	COMP 110	M305	MS, Tech Teacher Ed.
Meech, Marita	COMP 120	C110	MS, Business Educ.
Rea, Bruce A	COMP 205 CO	PRSHS	MS, Technology
Simmons, Lori	COMP 110 CO	GALHS	MS, Educ Tech.
Strickland, Chelsea J	COMP 120 ON	ONLIN	MS, Educ Tech.





Agenda Item #: VII.C.

Date: April 11, 2019

**SUBJECT**

Professional Staff Employment Letter Confirmation

**REASON FOR CONSIDERATION BY THE BOARD**

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

**BACKGROUND**

Kaelyn (Kae) Yeoman has accepted the position of part-time Assistant Volleyball Coach. Please see exhibit 5 for biography information.

**PRESIDENT'S RECOMMENDATION**

The Board of Trustees approve the Professional Staff Employment letter for Kaelyn Yeoman, part-time Assistant Volleyball Coach, for a 10-month letter, at a salary of \$19,560, beginning May 13, 2019.



**BIOGRAPHY****Kaelyn (Kae) Yeoman**

Ms. Kaelyn Yeoman has accepted the position of Part Time Assistant Volleyball Coach.

Coach Yeoman earned an Associates of Science degree from Coffeyville Community College and is currently on track to graduate with her Bachelor's degree at Prairie View A & M University in Prairie View, TX this year.

Kae has played club volleyball since middle school and coached ages 13-18 year olds. She play volleyball at Coffeyville Community College and was team captain. She and her team earned several honors including conference, district, and national champions. She will bring her Jayhawk Conference knowledge to LCC. After Coffeyville, she then received a full ride transfer scholarship to play Division I volleyball at Prairie View.

Kae begins work on May 13.

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# POSITION DESCRIPTION

## VOLLEYBALL COACH ASSISTANT

Reports to: Head Volleyball Coach  
Organizational Unit: Professional Staff – Exempt  
Salary Range: Specialist  
Revision Date: March 2019

### I. Basic Purpose of Position

Working 42 weeks a fiscal year, the Volleyball Coach Assistant is responsible for assisting with recruiting and implementing the volleyball team, creating a pleasant learning environment for the student athletes, and counseling student athletes in everyday crises on and off the floor.

### II. Essential Job Functions

#### Volleyball Coach Assistant

- A. Ability to assist with the promotion and development of the volleyball program
- B. Ability to assist in scheduling of gymnasium for practices and games
- C. Ability to assist in ordering equipment and uniforms
- D. Ability to aide in publicity for recruiting
- E. Ability to work camps for recruiting and publicity purposes
- F. Ability to educate and counsel athletes
- G. Ability to monitor academic progress of student athletes
- H. Ability to adhere to all KJCCC (Kansas Jayhawk Community College Conference) and NJCAA (National Junior College Athletic Association) rules and regulations
- I. Ability to maintain regular and timely attendance
- J. Ability to perform other duties as assigned

#### Other

- A. Ability to assist Sports Information Coordinator as needed
- B. Concessions
- C. Game set up
- D. Weight room cleaning

### III. Consulting Tasks

- A. Consults with advisors on student athlete's class schedules
- B. Consults with faculty on student athlete's academic progress
- C. Consults with other college coaches to schedule events
- D. Interacts with Business Office and other college personnel

### IV. Supervises the Following Staff

- A. Student trainers
- B. Volunteer assistant coaches

**V. Required Knowledge, Skills and Personal Qualifications**

- A. Knowledge of fundamentals of volleyball
- B. Good organizational skills
- C. Good communication skills
- D. A valid driver's license is required

**VI. Preferred Experience**

Two years playing and or coaching experience

**VII. Educational Background**

Bachelor's Degree required

**VIII. Working Conditions**

- A. Must possess physical ability to demonstrate required skills
- B. Evening and weekend work may be required
- C. Occasional overnight travel may be required



Agenda Item #: VII.D.

Date: April 11, 2019

**SUBJECT**

Faculty Retirement

**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**

Dr. Bharathi Sudarsanam, Biology Instructor, has submitted her letter of retirement effective July 31, 2019.

**PRESIDENT'S RECOMMENDATION**

The Board of Trustees approve the retirement of Dr. Bharathi Sudarsanam, Biology Instructor.





Agenda Item #: VII.E.

Date: April 11, 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 1.04 Membership of the Board

Policy 1.15 Conflict of Interest

Policy 2.03 Evaluation

Policy 2.09 Use of Tobacco Products

Policy 3.26 New Course or New Program Material

Policy 9.01 Professional Employees: Conditions of Employment

The attached exhibits show the proposed changes.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees review Policy 1.04 Membership of the Board, Policy 1.15 Conflict of Interest, Policy 2.03 Evaluation, Policy 2.09 Use of Tobacco Products, Policy 3.26 New Course or New Program Material and Policy 9.01 Professional Employees: Conditions of Employment. We will request action to be taken at the May Board Meeting.



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

- A. **Election of Members:** The Board shall consist of six members to be nominated and elected in conformity with the state laws and regulations applicable thereto. Usually this is accomplished by the qualified voters of the district at the general school election in November of each odd numbered year. Their term of office shall begin on the first day of second Monday in January following their election. ~~71-1401-1403 or 1420 et seq.~~
- B. **Officers:** At the regular meeting in July of each year, the Board elects for one year a chairperson and vice-chairperson from its members. The first item on the agenda for the July regular meeting will be election of officers. The chairperson from the previous fiscal year (or other presiding officer) will conduct the election of a chairperson for the current fiscal year. The newly elected chairperson will assume the office at once and preside over the remainder of the board meeting. A member of the board will not be eligible to serve as chairperson for more than two successive terms. The Board also elects a secretary-clerk for a term of one year and another person, who cannot be a member of the Board, to serve as treasurer. The Board also employs and retains legal counsel.
- C. **Vacancies:** Vacancies in the Board of Trustees shall be filled by the Board by appointment as stated in 71-201(15).
- D. **Power to Appoint other Officers and Agents:** The Board of Trustees shall have power to appoint such other officers and agents as the Board may deem necessary for transaction of the business of the Board.
- E. **Authority of Members:** No member of the Board of Trustees shall have power to act in the name of the Board of Trustees outside regular or special Board meetings unless so directed by the Board of Trustees.
- F. **Executive Functions:** Board policies are executed under the direction of the President.

Revised: 3/12/98

Revised: 3/8/18

**POLICY 1.15****CONFLICT OF INTEREST**

It shall be the policy of the Board of Trustees to conduct business in a manner that meets or exceeds compliance with K.S.A. ~~72-8205~~ 72-1138, K.S.A. 75-4301a, and K.S.A. 75-4302a relative to conflict of interest.

Compliance with these statutes shall be incorporated into and become a part of POLICY 5.01 - PURCHASING.

Adopted: 12/12/00

Reviewed: 6-22-15

**POLICY 2.03****EVALUATION**

WHEREAS, the following written policy of personnel evaluation procedure has been developed by the Board of Trustees (hereinafter referred to as "Board") of Labette Community College (hereinafter referred to as the "College") in cooperation with the instructional and administrative employees of the College, and, to the extent practicable, consideration has been given to comments and suggestions from other community interests;

THEREFORE, the following is declared to be the written policy of personnel evaluation procedure of the College:

- A. Instructional and administrative employees who are under contract for services to the College for a term of not less than nine (9) months and whose services to the College are considered their principal employment (hereinafter called "Employees") shall be evaluated in accordance with this written policy of personnel evaluation procedure (hereinafter referred to as "Evaluation Policy").
- B. All evaluations shall be in writing and evaluation documents and responses thereto shall be maintained in a personnel file for each employee (with limited availability as set forth in Section L-K below) for a period of not less than three (3) years from the date each evaluation is made.
- C. Every employee in the first two (2) consecutive school years of employment shall be evaluated at least two (2) times per year, and during the third and fourth years of employment, each employee shall be evaluated at least one time each academic year. After the fourth (4th) year of employment, every employee shall be evaluated at least once in every three (3) years. (College evaluation procedures currently exceed this minimum standard. For more information, see Professional Staff Policy 7.01, Educational Support Staff Policy 8.01, Adjunct Faculty Evaluation and Appendix D of Faculty Master Agreement.)
- D. Evaluations shall give consideration to the following personal qualities and attributes: Efficiency, personal qualities, professional deportment, ability, results and performance, including in the case of teachers the capacity to maintain control of students.
- E. This policy reflects community attitudes toward support for and expectations with regard to educational programs.
- F. Evaluations of the President of the College (the chief administrator employed by the Board) shall be made by the Board.
- G. Primary responsibility for making evaluations of other employees is placed upon the administrative staff, under the direction of the President, who are authorized and directed to develop, and update as needed, appropriate evaluation forms and take such other actions as are necessary to implement this policy and to make evaluations of all other employees.

- H. Persons to be evaluated shall participate in their evaluations and shall be afforded the opportunity for self-evaluation.
- I. The contract of any person subject to evaluation shall not be non-renewed on the basis of incompetence unless an evaluation of such person has been made prior to such notice of nonrenewal of the contract and unless the evaluation is in substantial compliance with K.S.A.: 72-900372-2409, and amendments ~~thereof~~thereto.
- J. Whenever any evaluation is made of an employee, the written documents shall be presented to the employee, and the employee shall acknowledge such presentation by his or her signature thereon. At any time not later than two (2) weeks after such presentation, the employee may respond thereto in writing.
- K. Except by order of a court of competent jurisdiction, evaluation documents and responses thereto shall be available only to the evaluated employee, the Board, and the appropriate administrative staff designated by the Board from time to time, (it being understood that such staff members presently designated by the Board are the employee's immediate supervisor, appropriate Vice President/Dean, Director of Human Resources and the President), the attorney for the Board upon request of the Board, and other parties as described in K.S.A. 72-751572-258, the Board and administrative staff of any school to which such employee applied for employment, and other persons specified by the employee in writing to the Board.

Revised: 9/13/06  
Reviewed: 8/29/16

## **POLICY 2.09**

## **USE OF TOBACCO PRODUCTS**

Labette Community College recognizes scientific evidence, which indicates that the use of tobacco products is harmful to the health of the user. Scientific evidence also shows that smoking of tobacco products is known to be harmful to others who, due to close proximity with smokers, become “passive smokers” without choice. In addition, use of smokeless tobacco products creates cleanliness and sanitary problems. With the Kansas Indoor -Clean Air Act, ~~KSA 21-4010 or 21-6109 and 21-6110~~ July 1, 2010 K.S.A. 21-6109 and 21-6116, the campus is a public place and therefore required to be smoke free.

For these reasons, in conjunction with its mission to provide quality learning opportunities in a supportive environment, Labette Community College is a tobacco-free institution. The College employees, students, and visitors will share in the respectful adherence and enforcement of the tobacco-free policy.

Specifically:

1. Tobacco use in any form and/or electronic cigarettes is prohibited on all College-owned property and within leased College office, classroom space and vehicles. The use of all tobacco products, is prohibited on College-owned facilities and facilities leased and controlled by the College.
2. Tobacco use is prohibited in all indoor and outdoor facilities, including athletic fields, entrance steps and ramps, restrooms, pedestrian walkways, entryways, portable buildings, and in privately owned vehicles on college property.
3. Tobacco use is prohibited, other than in designated smoking areas, at meetings and conferences sponsored by Labette Community College or during any travel sponsored by the College.

Procedures for implementation of this policy will be determined by the President.

Adopted: 7/8/10, 9/8/11, 11/14/13

**POLICY 3.26****NEW COURSE OR NEW PROGRAM APPROVAL**

To ensure that the College is in compliance with Kansas statutes, Kansas Board of Regents policies and procedures, and expectations of accrediting organizations, this policy regarding New Course or New Program Approval is established.

This policy is based on K.S.A. 71-601 et seq., K.S.A. ~~71-1891-71-1801~~ et seq., K.S.A. ~~72-4480-74-32.468~~ and K.S.A. ~~72-4482-74-32.402~~ which requires that the Kansas Board of Regents approve courses for which credit hours are awarded in community colleges. Further, this policy requires compliance with Chapter 71, Article 6 regarding the definition of credit hour level of courses (not to exceed course levels offered in universities at the sophomore level), standards for determining number of credit hours for courses (time-based standard or competency-based standard), and lastly that the local Board of Trustees shall direct the college President to develop a procedure to address quality issues and faculty involvement in the New Course or New Program Approval process.

Adopted: 2/11/03

Revised: 12/8/16



**POLICY 9.01      PROFESSIONAL EMPLOYEES: CONDITIONS OF  
EMPLOYMENT**

A. General

Each instructor shall perform the duties and services necessary to the position for which employed, shall make and file reports required by the Board or President, shall cooperate with the Administration in the development and execution of the instructional program, and shall perform such other services as may be mutually agreed upon by the Administration and the instructor.

B. Due Process Procedures

An act concerning due process procedures upon termination of non-renewal of teachers' contracts; providing for the disposition of certain costs of hearings thereon; is stated in SB 460, amending KSA 1974 Supp. 72-5436 to 72-5440, 75-5442, 72-5443, and 72-5445 K.S.A. 72-2252 to 72-2258.

(Copies of this law may be reviewed in the office of the President or Vice President of Academic Affairs or obtained from the Faculty Senate.)

C. Professional Compensation

Salary for instructors covered by the Master Agreement shall be in accordance with current salary schedule.

(See Master Agreement, Article XVI.)

D. Meetings

See Master Agreement.

E. Office Hours

See Master Agreement.

F. Personnel Policies

Written personnel policies are instrumental in guiding the judgment of all persons concerned with the educational program. Written policies establish definite relationships among participants by setting standards to which all parties accept the responsibility of conforming.

(See Master Agreement)

G. Retirement

(See Master Agreement)

H. Teaching and Evaluation of Instruction

(See Master Agreement, Appendix D)

I. Qualifications

Labette Community College abides by the requirements of its accrediting body, the Higher Learning Commission (HLC), when determining faculty qualifications. ÷ These qualifications are required by all full-time, adjunct, concurrent, dual credit, and temporary faculty who teach for the college. All faculty are required to have appropriate documentation on file.

Faculty teaching general education (transfer) courses are required to have the following qualifications:

- Master's degree or higher in the teaching discipline or subfield taught
- A Master's degree or higher in a discipline or subfield other than that taught with a minimum of 18 graduate credit hours in the discipline taught.
- Faculty teaching in programs that are accredited or approved by outside agencies shall have teaching credentials that meet the standards specified by that agency.
- Faculty teaching Career and Technical (CTE) courses are required to have the following qualifications:

Bachelor's degree and or valid/current industry-recognized credentials and a minimum of 4,000 hours of work experience in the specific technical field taught.

- Faculty teaching non-transfer courses including developmental or college preparation courses, College Success Skills courses, continuing education workshops, Personal Enrichment courses, and workforce education courses must have an appropriate degree and/or credentials, special training, experience, creative production, or other accomplishments or distinctions appropriate to the discipline as determined by the Vice President of Academic Affairs.
- Other factors, including but not limited to equivalent experience, may be considered in determining whether a faculty member is qualified.
- Any exception due to special circumstances must be approved by the Vice President of Academic Affairs.

The Dean of Instruction/CTE Director as appropriate make the determination if a potential instructor is properly credentialed by reviewing transcripts and other

supporting documentation. If the potential instructor is not properly credentialed, the Dean of Instruction may approve a Degree/Credentialing plan to ensure full compliance by September 1, 2022, which meets our HLC approved extension to come into compliance. The approved plan must be updated annually.

In addition to meeting the HLC required faculty qualifications, faculty teaching concurrent general education courses must meet the requirements of the Kansas Board of Regents (KBOR) Concurrent Enrollment Partnership (CEP) agreement between the high school and Labette Community College.

#### J. Leave of Absence Policy

Upon request and subject to approval by the Board of Trustees, a faculty member may be allowed to take a leave of absence for up to one year in duration. These leave requests are to be limited to requests for study in an academic area approved by the Board of Trustees. The pertinent items relating to this Leave of Absence are as follows:

A faculty member shall:

1. Be employed for at least two (2) years before being eligible for a leave of absence. Application for leave may be submitted during the second semester of the second year.
2. Receive no remuneration from LCC during this leave period.
3. Be allowed to retain accumulated sick leave credit during the leave period. No credits will accrue during the leave period.
4. Be allowed to remain within the LCC medical health insurance group during this leave period. No portion of the premium will be paid by the Board during this leave period and prior arrangements must be made with the administration for these payments to be made.
5. Be reassigned in a comparable position with the one held prior to the leave period provided a vacancy exists and the request for reassignment to active employment is made on or before February 15 of the school year previous to reinstatement. If the date of return from Leave of Absence is other than the beginning of the contract year, then reinstatement of the faculty member will be subject to a vacancy occurring for which the instructor is qualified to fill as determined by the administration.

#### K. Reduction-in-Force

When one or more instructors are to be terminated or demoted because of a change in the size or nature of the student population, unavoidable budgetary limitations or similar factors affecting the overall operation of the College, part-time instructors shall be terminated first, provided full-time instructors are qualified replacement.

If after the above procedure has been followed it becomes necessary to reduce the instructional staff, the instructor or instructors to be terminated or transferred shall be determined on a seniority basis, provided that the affected instructor is qualified to perform the work of the instructor who is to be terminated.

Seniority is defined as: (Subject to Kansas continuing contract law)

1. For purposes of reduction-in-force, seniority is defined as continuous years of employment in a full-time instructional position at the College.
2. In the event of equal years of continuous full-time instruction, number of credit hours taught as an adjunct instructor at the College prior to current full-time instruction will be used to make a determination.
3. In the event the above two items are equal, educational qualifications will be used.
4. In the event the above three items are equal, performance evaluations and experience will be considered.

With respect to the application of the above, termination shall be made in inverse order of length of service from the most recent date of employment at the College.

Before terminating a faculty member, the College administration shall make a reasonable effort to place them in another suitable position within the College.

Revised: 6/12/01, 4/25/09, 7/14/11, 5/1/14, 9/12/14, 1/8/15, 4/13/17

Agenda Item: VII.F.  
Date: April 11, 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.

(O:W/Board07-08agnbills)



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

**3/1/2019**

**EXHIBIT 8**

Check Number	Vendor	Description	Account Number	Amount	Total
124189	Delyna R Bohnenblust	Reimburse Hotel - NEI Conf	12-1246-630-000	\$167.03	\$167.03
124190	Cardmember Service	Grand Hyatt - S Zollars - ALA Midwes	11-4101-601-000	\$1,160.20	
		Great Plains Conf Reg - Ken Elliott	11-4200-630-011	\$125.00	
		Survey Monkey Gen Acct Renewal	11-4202-701-000	\$336.00	
		Comfort Suites - Wrestling to Pratt	11-5505-601-000	\$520.65	
		Quality Inn - Julian Smith Recruiting	11-5505-603-000	\$66.65	
		Capri Motel - Men's Basketball	11-5508-601-000	\$419.93	
		Seminar Reg - T Pearce & P Mabrey	11-6201-601-000	\$298.00	
		HLC Annual Conf - J Burzinski	11-6401-601-000	\$1,040.00	
		OnStar for LCC Vehicles	11-6502-720-000	\$261.96	
		Registry Fee -	12-1214-681-000	\$250.00	
		abdomen registr	12-1214-681-000	\$250.00	
		Wyndham - Radiography - WECE Cor	12-1246-630-000	\$1,305.04	
		Food Service License Fee	16-9684-683-000	\$250.00	\$6,283.43
124192	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$169.54	
		Cable - Cherokee Center	11-7103-701-000	\$94.04	\$263.58
124194	Design Group Architects LTD	Architect Fees - 1306 Main	11-6201-659-002	\$190.03	
		Architect Fees - 1306 Main	11-6201-659-002	\$1,500.00	\$1,690.03
124197	Ross Harper	Reimburse Mileage - Recruiting (5)	11-5302-601-000	\$379.32	
		Reimburse State Licensure	12-1211-681-000	\$73.80	\$453.12
124198	K A S F A A	Registration - Kiesha Richenburg	11-5201-601-000	\$125.00	
		Registration - Theresa Hundley	11-5201-601-000	\$125.00	\$250.00
124199	Kansas Gas Service	Gas Service - 1306 Main	11-7102-633-000	\$368.73	\$368.73
124200	Kylie Lucas	Reimburse Mileage - Recruiting	11-5302-601-000	\$442.54	\$442.54
124201	Ashley Moore	Reimburse Meals - WCEC Conf	12-1246-630-000	\$116.45	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

3/1/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124201	Ashley Moore	Reimburse Shuttle - WCEC Conf	12-1246-630-000	\$34.00	\$150.45
124202	NAPHE	NEI Registration-Dee Bohnenblust	12-1246-630-000	\$250.00	
		NEI Conf Registration - Linda Jameso	12-1246-630-000	\$225.00	
		NEI Conf Registration - Jill Coomes	12-1246-630-000	\$225.00	\$700.00
124203	Nutter Electric, LLC	Electric Work, Cherokee	11-7103-649-000	\$2,053.81	\$2,053.81
124204	Orscheln	Mouse Traps	11-7102-649-000	\$3.99	
		Mouse Traps	11-7102-649-000	\$3.99	\$7.98
124208	Mitchell A Rolls	Women's Basketball Travel - 3/2/19	11-5503-601-000	\$600.00	\$600.00
124210	Julian Smith	Reimburse Mileage - Recruiting (2)	11-5505-603-000	\$583.48	\$583.48
124211	Jerrold W Stanford	Men's Basketball Travel - 3/2/19	11-5508-601-000	\$107.00	
		Men's Basketball Travel - 3/2/19	11-5508-601-000	\$300.00	\$407.00
124213	Jeffrey Michael Vesta	Reimburse Mileage - Recruiting (2)	11-5505-603-000	\$412.96	
		Reimburse Hotel - Recruiting	11-5505-603-000	\$66.65	\$479.61
124214	Westar Energy, Inc	Electricity	11-7102-634-000	\$13,430.46	
		Electricity	16-9482-634-000	\$823.69	\$14,254.15
				<u>\$29,154.94</u>	

11-General Fund	\$25,184.93
12-Postsecondary Technical Education Fund	\$2,896.32
16-Auxillary Ent Fund	\$1,073.69
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$29,154.94</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**

3/5/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124215	Aaron Keal	Baseball Travel - Pittsburg	11-5502-601-000	\$800.00	\$800.00
124216	Aaron Keal	Baseball Travel - 3/7/19	11-5502-601-000	\$800.00	\$800.00
124217	Ryan S. Phillips	Softball Travel - 3/31/19	11-5509-601-000	\$300.00	\$300.00
124218	Ryan S. Phillips	Softball Travel - 3/28/19	11-5509-601-000	\$300.00	\$300.00
124219	Ryan S. Phillips	Softball Travel - 3/23/19	11-5509-601-000	\$300.00	\$300.00
124220	Ryan S. Phillips	Softball Travel - 3/16/19	11-5509-601-000	\$300.00	\$300.00
124221	Ryan S. Phillips	Softball Travel - 3/12/19	11-5509-601-000	\$250.00	\$250.00
124222	Ryan S. Phillips	Softball Travel - 3/5/19	11-5509-601-000	\$250.00	\$250.00
				<u>\$3,300.00</u>	

11-General Fund	\$3,300.00
12-Postsecondary Technical Education Fund	\$0.00
16-Auxiliary Ent Fund	\$0.00
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$3,300.00</u>

Checks approved for release prior to Board action

  
 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

3/8/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124223	A T and T	Phone Service - Cherokee Center	11-7103-631-000	\$406.20	\$406.20
124224	A T and T	Internet	11-6401-631-000	\$3,475.70	\$3,475.70
124225	Randee Baty	Reimburse Mileage - LCHS (7)	11-4202-602-000	\$97.44	\$97.44
124227	Joseph Burke	Reimburse Mileage - KCIA Meeting	11-4201-601-000	\$174.00	\$174.00
124228	CableONE	Cable Service	11-7202-648-000	\$143.80	\$143.80
124229	Coleen Carter	Reimburse Mileage - Cherokee Cente	11-6401-601-000	\$35.96	\$35.96
124230	City of Parsons	Water Service	11-7102-632-000	\$2,340.25	
		Water Service - 1520 Flynn	12-4204-632-000	\$132.71	
		Water Service	16-9482-632-000	\$246.74	\$2,719.70
124232	Commerce Bank	Rental Car, Wrestling, Recruiting	11-5505-603-000	\$183.20	
		Car Tolls	11-6502-720-000	\$12.13	
		Rental Van, Softball	11-6502-720-000	\$621.00	
		Rental Van, Baseball	11-6502-720-000	\$414.00	
		Rental Van, Softball	11-6502-720-000	\$828.00	\$2,058.33
124233	Commercial Bank/Cash	Car Wash Money	11-6502-720-000	\$50.00	\$50.00
124234	Crossroad Tours	Bus Trip, MBB/WBB	11-6502-720-000	\$1,228.00	\$1,228.00
124237	Leanna Doherty	Reimburse Mileage - Cherokee Cente	11-6201-601-000	\$47.96	
		Reimburse Meals KACCBO Meeting	11-6201-601-000	\$35.67	
		Reimburse Mileage - KACCBO Mtg	11-6201-601-000	\$169.36	\$252.99
124240	Tammy Fuentez	PTK Regional Convention	11-5701-601-000	\$98.02	
		Reimburse Meals for All Kansas	11-5701-601-000	\$62.69	\$160.71
124241	Kara Good	Reimburse State License	12-1211-681-000	\$73.80	\$73.80
124242	Jennifer Harding	Reimburse - KRCS Registration	11-4200-630-033	\$110.00	
		Reimburse - Kansas License Renewa	11-4200-630-033	\$73.80	\$183.80
124243	Hofer & Hofer & Associates, Inc	WTC Renovations	64-7100-649-001	\$48,212.11	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

**3/8/2019**

Check Number	Vendor	Description	Account Number	Amount	Total
124243	Hofer & Hofer & Associates, Inc	WTC Renovations	64-7100-649-001	\$2,376.00	\$50,588.11
124244	Jock's Nitch/Parsons	Merchandise Sold - 7/1/18-12/31/18	16-9381-741-000	\$7,302.14	\$7,302.14
124245	Kansas Department of Revenue	PrintShop Sales Tax/Feb	11-6503-701-000	\$0.85	
		Bookstore Sales Tax/Feb	16-0000-216-001	\$98.15	
		Food Service Sales Tax/Feb	16-0000-216-002	\$488.60	\$587.60
124247	Kansas Gas Service	Gas Service	11-7102-633-000	\$800.95	
		Gas Service	16-9482-633-000	\$1,543.95	\$2,344.90
124248	Kansas Library Association	KLB Conf Registration - Scotty Zollars	11-4101-701-000	\$110.00	\$110.00
124249	Kansas Physical Therapy Association	PTA Student KPTA Conference Regis	12-1213-700-000	\$1,140.00	
		KPTA Registration - Trent McGown	12-1246-630-000	\$195.00	
		KPTA Registration- Lisa Farris	12-1246-630-000	\$312.00	\$1,647.00
124250	Aaron Keal	Baseball Travel - 3/28/19	11-5502-601-000	\$450.00	\$450.00
124251	Aaron Keal	Baseball Travel - 3/26/19	11-5502-601-000	\$450.00	\$450.00
124252	Aaron Keal	Baseball Travel - 3/23/19	11-5502-601-000	\$450.00	\$450.00
124253	Aaron Keal	Baseball Travel - 3/19/19	11-5502-601-000	\$450.00	\$450.00
124254	Aaron Keal	Baseball Travel - 3/14/19	11-5502-601-000	\$450.00	\$450.00
124255	Aaron Keal	Baseball Travel - 3/9/19	11-5502-601-000	\$450.00	\$450.00
124256	KJCCC	Officials for SB Home Games	11-5509-680-000	\$3,608.00	\$3,608.00
124258	Leigh Ann Martin	Reimburse Mileage - Clinicals 5, Mtg	12-1215-601-000	\$201.84	\$201.84
124260	McCarty's Office Machines Inc	Office Desk	11-5303-601-000	\$500.00	\$500.00
124261	Ashley Moore	Reimburse Mileage - Clinicals (5)	12-1210-602-000	\$409.48	\$409.48
124264	Parsons Chamber of Commerce	Lunch and Learn Speaker	11-1131-523-000	\$1,200.00	\$1,200.00
124265	Robert E Perez	Reimburse Mileage - Cherokee Ctr (2)	11-4202-602-000	\$69.60	\$69.60
124267	Rural Water District #5	Utility Water, Cherokee	11-7103-632-000	\$39.11	\$39.11
124269	Touchtone Communications	Long Distance	11-6501-631-000	\$90.96	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

3/8/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124269	Touchtone Communications	Long Distance - Cherokee Center	11-7103-631-000	\$20.06	\$111.02
124270	Triple S Pumping/Jeffrey Spielbusch	Grease Trap Service	11-7202-648-000	\$405.00	\$405.00
124271	Verizon Wireless	J Burzinski - Phone Charges	11-6401-701-000	\$248.37	
		Custodians - Phone Charges	11-7102-649-000	\$284.77	\$533.14
				<u>\$83,417.37</u>	

11-General Fund	\$20,684.85
12-Postsecondary Technical Education Fund	\$2,464.83
16-Auxillary Ent Fund	\$9,679.58
64-Deferred Maintenance	\$50,588.11
67-Capital Outlay	\$0.00
	<u>\$83,417.37</u>

Checks approved for release prior to Board action

Mark Watkins  
President

James Deherty  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

3/22/2019

Check Number	Vendor	Description	Account		Amount	Total
				Number		
124273	A T and T	Phone Charges	11-6501-631-000		\$2,802.26	
		Phone Charges	11-6501-631-000		\$73.94	\$2,876.20
124274	A T and T	Internet	11-6401-631-000		\$1,568.40	\$1,568.40
124275	Accident Fund	Workman's Comp	11-6501-590-001		\$3,348.90	\$3,348.90
124276	Amazon.com LLC	Devoko Drafting Chair/Flip-Up Arms	T 11-5303-601-000		\$95.98	
		Track Lighting Head	11-7102-649-000		\$64.95	
		Pins for Pinning Ceremony	12-1215-700-000		\$54.00	\$214.93
124279	B P	Gasoline	11-6502-720-000		\$533.91	\$533.91
124282	Linda G Brown	Reimburse Mileage - Clinical & Meetir	12-1210-601-000		\$236.64	\$236.64
124284	FedEx Express	Package Shipping (2)	11-5303-701-000		\$85.38	\$85.38
124285	Kara Good	Reimburse AdvoCare - Athletic Traine	11-5507-701-000		\$29.94	\$29.94
124286	Brittany Haley	Reimburse Recovery Pants - Basebal	11-5507-701-000		\$87.98	
		Reimburse Recovery Pants - Softball	11-5507-701-000		\$47.98	\$135.96
124287	Jennifer Harding	Reimburse - OK License Renewal	11-4200-630-033		\$100.00	\$100.00
124288	Ross Harper	Reimburse Mileage - Recruiting (6)	11-5302-601-000		\$343.94	\$343.94
124289	JJ Keller and Associates, Inc.	Human Resource Training	11-6504-630-000		\$994.00	\$994.00
124290	Joe Smith Company, Inc	Concessions - Snacks	16-9381-742-000		\$223.27	\$223.27
124291	Kansas Association of School Boards	Registration - Janice Every	11-6504-601-001		\$225.00	\$225.00
124292	Kansas Gas Service	Gas Service	11-7102-633-000		\$1,168.69	
		Gas Service - Cherokee Center	11-7103-633-000		\$212.33	
		Gas Service	16-9482-633-000		\$161.34	\$1,542.36
124293	Kansas Outdoor Advertising	March Advertising	11-6301-613-000		\$575.00	
		March Billboard Rental	11-6301-613-000		\$300.00	\$875.00
124294	Kylie Lucas	Reimburse Mileage - Recruiting (3)	11-5302-601-000		\$122.38	\$122.38
124296	N THERM, LLC	Gas Service	11-7102-633-000		\$998.80	



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

3/22/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124296	N THERM, LLC	Gas Service	11-7102-633-000	\$83.49	
		Gas Service	11-7102-633-000	\$157.71	
		Gas Service	11-7102-633-000	\$550.42	
		Gas Service	16-9482-633-000	\$194.81	\$1,985.23
124297	Pepsi-Cola	Pop for Fountain Machine	16-9684-743-000	\$855.61	\$855.61
124298	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$1,235.44	\$1,235.44
124302	W C A Waste Corporation	Waste Removal, Cherokee	11-7103-649-000	\$128.51	\$128.51
124303	Wal-Mart Community	Biology/Microbiology Supplies	11-1102-700-000	\$41.38	
		Tools	11-7102-649-000	\$154.70	
		Cherokee Supplies	11-7103-649-000	\$26.42	
		EMT State Site Testing Luncheon Sup	12-4204-709-000	\$38.22	
		Supplies	16-9684-701-000	\$9.87	
		Food	16-9684-743-000	\$17.88	
		Food	16-9684-743-000	\$13.84	
		Food	16-9684-743-000	\$6.92	
		Food	16-9684-743-000	\$113.46	
		Food	16-9684-743-000	\$10.18	
		Food	16-9684-743-000	\$39.52	
		Food	16-9684-743-000	\$18.24	
		Food	16-9684-743-000	\$60.20	
		Food	16-9684-743-000	\$73.70	
		Food	16-9684-743-000	\$78.92	
		Food	16-9684-743-000	\$13.82	\$717.27

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	3/22/2019	Account Number	Amount	Total
124304	Westar Energy, Inc	Electricity - Cherokee Center		11-7103-634-000	\$988.03	\$988.03
					<u>\$19,366.30</u>	
	11-General Fund		\$17,145.86			
	12-Postsecondary Technical Education Fund		\$328.86			
	16-Auxiliary Ent Fund		\$1,891.58			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$19,366.30</u>			

Checks approved for release prior to Board action

Mark Watkins  
President

Joanna W. Sherry  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

3/26/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124320	American Heritage Life Insurance Com	Cancer Premiums	11-0000-273-000	\$99.55	\$99.55
124321	American United Life Ins Co Group	PreMarch/April Life Insurance Premiums	11-6501-590-001	\$762.99	\$762.99
124322	Bay Bridge Administrators, LLC f/b/o S	Employee 403(b) Contributions	11-0000-258-000	\$14,863.00	
		Cancer Premiums	11-0000-273-000	\$359.04	
		Disability Premiums	11-0000-275-000	\$507.64	
		Term Life Insurance Premiums	11-0000-276-000	\$816.27	
124325	L C C Faculty Association	Employer 403(b) Matching	11-6501-590-001	\$4,490.00	\$21,035.95
124326	L C C Foundation	March Faculty Dues	11-0000-264-000	\$1,083.46	\$1,083.46
124327	Security Benefit Life Insurance Co.	Employee Contributions	11-0000-268-000	\$660.00	\$660.00
		Medical Reimb/Child Care Exp	11-0000-277-000	\$2,426.66	\$2,426.66
				<u>\$26,068.61</u>	

11-General Fund	\$26,068.61
12-Postsecondary Technical Education Fund	\$0.00
16-Auxillary Ent Fund	\$0.00
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$26,068.61</u>

Checks approved for release prior to Board action

*Mark W. Watkins*  
\_\_\_\_\_  
President

*Deanna W. Doherty*  
\_\_\_\_\_  
Vice President of Finance & Operations



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

3/28/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124329	Cardmember Service	Holiday Inn, R Baty, Great Plains Con	11-4200-630-009	\$90.94	
		Survey Monkey Auto Renew	11-4201-701-000	\$300.00	
		Refunded Facility - Pittsburg	11-5502-601-000	(\$450.00)	
		Baseball Travel - Facility Pittsburg	11-5502-601-000	\$650.00	
		Sleep Inn, Women's Basketball	11-5503-601-000	\$435.32	
		Courtyard, Wrestling to Nationals	11-5506-600-000	\$2,765.60	
		Plant - Jean Burke's Service	11-6102-709-000	\$45.00	
		Clubhouse, Leanna Doherty, KACCB	11-6201-601-000	\$96.30	
		FY18 Audit Filing Fee	11-6201-701-000	\$100.00	
		HLC Conference Hotel - Jody Burzins	11-6401-601-000	\$725.00	
		OnStar for LCC Vehicles	11-6502-720-000	\$130.96	
		Physics Conf. Brian Vediz Reg.	12-1246-630-000	\$450.00	
		Chateau, Jill Coomes, Nurse Ed Inst	12-1246-630-000	\$167.03	
		Chateau, D Bohnenblust, Nurse Ed In	12-1246-630-000	\$334.06	
		CNA License Fees/Pitts/Cherokee	12-4204-701-000	\$131.65	
		CNA License Fees/Parsons	12-4204-701-000	\$196.45	
		CNA License Fees/Pittsburgh	12-4204-701-000	\$218.05	
		CNA License Fee/Columbus	12-4204-701-000	\$174.85	\$6,561.21
124331	Alexander J Coplon	Reimburse Mileage - Recruiting (2)	11-5502-603-000	\$386.86	\$386.86
124332	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$169.54	
		Cable - Cherokee Center	11-7103-701-000	\$94.04	\$263.58
124333	Crossroad Tours	Bus Trip, Baseball	11-5502-601-000	\$382.00	
		Bus Trip, Baseball	11-5502-601-000	\$648.00	
		Bus Trip, Baseball	11-6502-720-000	\$702.00	
		Bus Trip, Baseball	11-6502-720-000	\$846.00	\$2,578.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

3/28/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124334	Crossroads Charters Inc.	Bus Trip, Baseball	11-5502-601-000	\$334.00	
		Bus Trip, Baseball	11-6502-720-000	\$846.00	\$1,180.00
124337	Brittany Haley	Reimburse Arm Recovery Sleeve	11-5507-701-000	\$46.92	\$46.92
124338	Kansas Gas Service	Electricity - 1306 Main	11-7102-633-000	\$331.06	
		Electricity - 1230 Main	11-7102-633-000	\$195.87	\$526.93
124339	Labette County Treasurer	Trailer Tags	11-6502-720-000	\$96.50	\$96.50
124340	Patrick E McReynolds	Reimburse Mileage - PTK Luncheon	11-6102-601-000	\$162.40	\$162.40
124341	Ashley Moore	Reimburse KSRT Renewal	11-4200-630-030	\$50.00	\$50.00
124342	Orschein	Antenna	11-7102-649-000	\$79.99	\$79.99
124345	Jason Sharp	Reimburse Mileage - Instructor Evals	11-4202-602-000	\$71.92	\$71.92
124347	The Villas at LCC, LLC	Housing/	11-0000-201-001	\$637.00	
		Housing/	11-0000-201-001	\$102.00	
		Housing	11-0000-201-001	\$2,100.00	\$2,839.00
124348	Veritiv	Copy Paper, Envelopes	11-6503-705-000	\$4,078.11	\$4,078.11
124349	W C A Waste Corporation	Waste Removal, Cherokee	11-7103-649-000	\$128.51	\$128.51
				<u>\$19,049.93</u>	

11-General Fund	\$17,377.84
12-Postsecondary Technical Education Fund	\$1,672.09
16-Auxiliary Ent Fund	\$0.00
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$19,049.93</u>

Checks approved for release prior to Board action

*Mark Watkins*  
President

*Kenneth Doherty*  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

3/31/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124351	Ace Hardware, Inc.	Core Wire	11-6401-646-002	\$79.99	
		Maintenance Supplies	11-7102-649-000	\$6.99	
		IT Supplies	11-7102-649-000	\$5.49	
		Maintenance Supplies	11-7102-649-000	\$40.80	
		Flap Discs	11-7102-649-000	\$8.99	
		Maintenance Supplies	11-7102-649-000	\$103.93	
		Drill Bits	11-7102-649-000	\$5.98	
		Maintenance Supplies	11-7102-649-000	\$3.99	
		Safety Glasses	11-7102-649-000	\$12.99	
		Returned Supplies	11-7102-649-000	(\$53.39)	
		Returned Supplies	11-7102-649-000	(\$15.96)	
		Maintenance Supplies	11-7102-649-000	\$15.96	
		Groundskeeping Supplies	11-7102-649-000	\$11.47	
		Keys	11-7102-671-000	\$11.95	
		Gloves	11-7102-702-000	\$13.98	
		Custodial Supplies, Workforce Buildin	11-7102-702-000	\$458.81	\$711.97
124352	Afton Direct, LLC	Chemistry Molecular Student Set	11-1106-700-000	\$269.12	\$269.12
124353	Airgas, Inc	Oxygen Tank	12-1215-700-000	\$20.00	\$20.00
124354	All Seasons Floral, LLC	Plant - Vera Cramer Funeral Service	11-6102-709-000	\$47.00	
		Plant - Roach's New Baby	11-6102-709-000	\$35.00	\$82.00
124355	American Dental Assistants Association	AADA Membership - Leigh Ann Martin	12-1215-681-000	\$145.00	\$145.00
124356	American Dental Association	CODA Fee	12-1215-670-000	\$2,005.00	\$2,005.00
124357	American Historical Association	Membership Renewal - Tim Miller	11-4200-630-016	\$131.00	\$131.00
124358	Benco Dental Supply Co	Autoclave Repairs	11-1102-646-000	\$486.50	
		Autoclave Repairs	11-1102-646-000	\$119.54	\$606.04

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

3/31/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124359	Ariana Maria Bennett	Shot Clock Operator for Playoffs	11-5506-576-000	\$60.00	\$60.00
124360	Boyd Metals of Joplin	Steel Tubes & Channels	12-4204-701-000	\$3,357.60	\$3,357.60
124361	ByWater Solutions	KOHA Support for ILS Renewal	11-4101-710-000	\$3,200.00	\$3,200.00
124362	C D W Government Inc	APC RBC4 Replacement Battery Cart	11-6401-701-000	\$118.56	\$118.56
124363	C. D. L. Electric Co., INC	Library Renovation, IT	11-6201-659-009	\$5,190.00	\$5,190.00
124364	Carolina Biological Supply Company	Biology/Microbiology Lab Supplies	11-1102-700-000	\$331.26	\$331.26
124365	Central ACCE Consortium	2019 CAC Dues	12-1213-681-000	\$85.00	\$85.00
124366	Chinese Chef	Nursing Advisory Luncheon	12-1208-709-000	\$309.45	\$309.45
124367	City of Parsons	Security 2/27 Game/Pam Burriss	11-5506-576-000	\$63.30	\$63.30
124368	Copy Products Inc	Color Copier Maintenance	11-6503-648-000	\$1,096.76	
124369	Data Source Media, Inc	Copy Usage for Cherokee Center	11-7103-701-000	\$69.84	\$1,166.60
124370	Dell Marketing L P	Maintenance Kit for the T640/T642	11-6401-646-002	\$653.66	\$653.66
124371	Document Destruction Inc	Dell Server Rack	11-6402-850-000	\$1,374.70	\$1,374.70
124372	Robert M Emery	Bulk Shredding	11-6503-701-000	\$150.00	\$150.00
124373	Fastenal Company	PA for VB/BB/ Wrestling	11-5506-576-000	\$1,530.00	\$1,530.00
		Maintenance Supplies	11-7102-649-000	\$11.86	
		Safety Glasses, Batteries	11-7102-649-000	\$24.42	
		Facilities Supplies	11-7102-649-000	\$724.50	
		Maintenance Supplies	11-7102-649-000	\$8.28	
		Snow Brush	11-7102-649-000	\$29.01	
		Ice Melt	11-7102-649-000	\$299.76	
		Casters	12-4204-701-000	\$429.21	\$1,527.04
124374	Joyce Fields	JAM Instructor	11-1133-523-001	\$325.00	\$325.00
124375	Four State Maintenance SupplyInc	Trash Cans	11-7102-702-000	\$157.10	
		Trash Cans	11-7102-702-000	\$78.55	\$235.65

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

3/31/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124376	Gaumard Scientific Company	Artificial Blood Concentrate consumat	12-4204-701-000	\$56.00	\$56.00
124377	Grand Rental Station	Scissor Lift	11-7102-649-000	\$175.14	
		Scissor Lift	11-7102-649-000	\$186.24	\$361.38
124378	Graves Menu Maker Foods	Supplies	16-9684-701-000	\$104.00	
		Supplies	16-9684-701-000	\$79.97	
		Supplies	16-9684-701-000	\$87.71	
		Supplies	16-9684-701-000	\$216.05	
		Supplies	16-9684-701-000	\$131.86	
		Food	16-9684-743-000	\$989.84	
		Food	16-9684-743-000	\$201.82	
		Food	16-9684-743-000	\$849.81	
		Food	16-9684-743-000	\$521.13	
		Food	16-9684-743-000	\$549.72	\$3,731.91
124379	Herring Bank	ID Card Supplies	11-6401-701-000	\$825.00	\$825.00
124380	Herrman Lumber	Maintenance Supplies	11-7102-649-000	\$23.07	\$23.07
124381	Higher Ed Jobs.Com	Job Announce Package	11-6504-613-000	\$1,100.00	\$1,100.00
124382	Hillyard/Springfield	Air Fresheners	11-7102-702-000	\$170.70	
		Glass Cleaner	11-7102-702-000	\$204.51	
		Glass Cleaner	11-7102-702-000	\$531.72	
		White Board Cleaner	11-7103-702-000	\$188.76	
		White Board Cleaner	11-7103-702-000	\$125.84	\$1,221.53
124384	Jenzabar, Inc.	Migration Services	11-6401-646-002	\$3,450.00	\$3,450.00
124385	Jock's Nitch/Parsons	Regionals Shirts	11-5505-701-000	\$955.00	
		National Team Gear	11-5505-701-000	\$583.67	\$1,538.67
124386	K L K C	February Advertising	11-6301-613-000	\$350.00	\$350.00



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

3/31/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124387	K S Y N-FM	February Advertising	11-6301-613-000	\$775.00	\$775.00
124388	Kitchen Pass, Inc.	OTEC Advisory Committee Meal	11-4202-701-000	\$108.37	\$220.43
124389	KONE Inc	Respiratory Advisory Meeting	12-1211-709-000	\$112.06	\$438.80
124390	L C C Foundation	Maintenance Agreement	11-7202-648-000	\$438.80	\$141.66
124391	Laser Designs/PSHTC	Maintenance Agreement	11-7202-648-000	\$141.66	\$3,500.00
124392	Leadership Labette	Gift - Leon Whetzel	11-0100-484-000	\$3,500.00	\$40.00
124393	Locke Supply Co	Retirement Plaque	11-6301-661-000	\$40.00	\$100.00
124394	Marmic Fire and Safety Co Inc	Event Sponsorship	11-6301-709-000	\$100.00	\$408.98
124395	McCarty's Office Machines Inc	Boiler Parts	11-7102-649-000	\$408.98	\$302.50
124396	Meridian Professional Imaging	Sprinkler Inspection and Maintenance	11-7202-648-000	\$302.50	\$544.04
124397	Mid America Sanitation	Markers, Badges, Phone Rest	11-6503-701-000	\$544.04	\$68.84
124398	Debra Elaine Mikulka	Human Resources Supplies	11-6504-701-000	\$68.84	\$249.00
124399	Mytown Media, Inc	Chair	16-9482-701-000	\$249.00	\$7.80
124400	National Business Education Association	Nameplate	16-9482-701-000	\$7.80	\$558.00
124401	National CineMedia, LLC	Office Chair	16-9482-701-000	\$558.00	\$37.95
124402	Nexstar Broadcasting, Inc	Printed Photographs	11-6301-661-000	\$37.95	\$80.00
124403	Oswego High School	Portable Toilets, Baseball	11-7102-649-000	\$80.00	\$1,500.00
		Grant Writing	11-4201-661-000	\$1,500.00	\$260.00
		February Advertising	11-6301-613-000	\$260.00	\$100.00
		March Advertising	11-4200-630-008	\$100.00	\$445.72
		February Advertising - KSNF	11-6301-613-000	\$445.72	\$720.00
		February Advertising - FourStates	11-6301-613-000	\$720.00	\$500.00
		February Advertising - FourStates	11-6301-613-000	\$500.00	\$200.00
		Yearbook Ad	11-6301-613-000	\$200.00	\$65.00
				\$65.00	\$1,420.00
				\$1,420.00	\$65.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

3/31/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124404	Overhead Door of Wichita	Keys	11-7102-671-000	\$69.74	\$69.74
124405	P1 Group Inc	Water Pump Repair	11-7102-649-000	\$5,003.99	
		Troubleshoot Chiller	11-7102-649-000	\$724.63	
		Maintenance Agreement	11-7103-649-000	\$500.00	
		Maintenance Agreement	11-7202-648-000	\$4,749.00	\$10,977.62
124406	ParCom Telephone Company	Replacement Cell Phone - Facilities	11-6501-631-000	\$130.00	
		Facilities Cell Phones	11-6501-631-000	\$259.98	\$389.98
124407	Parsons Babe Ruth League	Banner Sponsorship	11-6301-709-000	\$100.00	\$100.00
124408	Parsons Chamber of Commerce	Lunch and Learn Tickets	11-6301-709-000	\$20.00	\$20.00
124409	Parsons Sun	Community Guide Ad	11-6301-613-000	\$325.00	\$325.00
124410	Professional Window Cleaning, Inc.	Annual Window Cleaning	11-7202-648-000	\$3,900.00	\$3,900.00
124411	QueenB Television of Kansas/Missouri	February Advertising	11-6301-613-000	\$1,000.00	\$1,000.00
124412	Reserve Account	PBP #20352357 (Postage)	11-6503-611-000	\$2,500.00	\$2,500.00
124413	Save-a-Lot	Wrestling Send-Off Packages	11-6301-709-000	\$73.05	\$73.05
124414	Scorebuilders	PTA Review Course	12-1213-700-000	\$3,000.00	\$3,000.00
124415	Southeast Kansas Living	Spring 2019 Ad	11-6301-613-000	\$48.75	\$48.75
124416	Sports in Kansas, LLC	February Advertising	11-6301-613-000	\$200.00	
		State Basketball Title Sponsor	11-6301-613-000	\$300.00	\$500.00
124419	Thompson Bros. Supplies, INC	Cylinder Rental	12-4204-701-000	\$45.50	\$45.50
124420	Tom Davis Auto Group, LLC	Vehicle Maintenance, MV40	11-6502-720-000	\$1,314.88	\$1,314.88
124421	Uline, Inc.	Flat Envelopes for Diplomas	11-5303-706-001	\$64.87	\$64.87
124422	UniFirst Corporation	Mats, Mops, Towels, Uniforms	11-7103-649-000	\$49.51	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$49.51	
		Uniforms	11-7202-648-000	\$60.63	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$104.79	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	3/31/2019	Account Number	Amount	Total
124422	UniFirst Corporation	Uniforms		11-7202-648-000	\$60.63	
		Uniforms		11-7202-648-000	\$57.03	
		Aprons, Mats, Mops, Cloths		11-7202-648-000	\$89.58	
		Aprons, Mats, Mops, Cloths		11-7202-648-000	\$104.79	
		Uniforms		11-7202-648-000	\$60.63	
		Aprons, Mats, Mops, Cloths		11-7202-648-000	\$104.79	
		Aprons, Mats, Mops, Cloths		16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths		16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths		16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths		16-9482-701-000	\$50.00	\$941.89
124423	USD 506 Labette County	T-Shirt Sponsorship		11-6301-613-000	\$100.00	\$100.00
124424	V W R International LLC	Tables		11-7102-649-000	\$3,579.41	\$3,579.41
124425	Vance Lawn Care	Snow Removal, Cherokee		11-7103-649-000	\$700.00	\$700.00
124426	Mark Watkins	Vehicle Expense		11-6501-590-001	\$900.00	\$900.00
124427	Westside Christian Church	Memorial - Georgia Baty		11-6102-709-000	\$50.00	\$50.00
					<u>\$78,169.92</u>	
	11-General Fund		\$63,858.39			
	12-Postsecondary Technical Education Fund		\$9,564.82			
	16-Auxillary Ent Fund		\$4,746.71			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$78,169.92</u>			