

**LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

June 13, 2019

5:30 p.m.

Conference Room

Review Copy

EXHIBIT 1

Labette Community College
Board of Trustees Meeting Agenda
Thursday, June 13, 2019
5:30 p.m.

Conference Room #1, Student Success Center

- I. Adoption of Agenda.....(Exhibit 1)
- II. Approval of May 2, 2019 Regular Meeting Minutes..... (Exhibit 2)
- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. Administrative Reports
 - i. Comparison of Expenditures to Budget
 - ii. Insurance Update
 - iii. Facilities Update
 - C. President’s Report
- IV. Old Business (Action, Report, or Discussion)
- V. New Business (Action, Report, or Discussion)
 - A. Faculty Contract Ratification(Agenda Item V.A.)
(Exhibit 3)
 - B. Professional Staff Employment Letters.....(Agenda Item V.B.)
(Exhibit 4)
 - C. Approval of Bills.....(Agenda Item V.C.)
(Exhibit 5)

VI. Public Comment

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

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

EXHIBIT 1

appropriate.

VII. Next Regular Board Meeting: Thursday, July 11, 2019, 5:30 p.m., **Conference Room, Student Success Center**

VIII. Adjournment

EXHIBIT 2

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
May 2, 2019

The Board of Trustees met at 5:30 p.m. on Thursday, May 2, 2019 in the Conference Room, Student Success Center Building.

Members Present

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

Others Present

Dr. Mark Watkins
Leanna Doherty
Janice Every
Tammy Fuentes
Joe Burke
Jason Sharp

Kevin Doherty
Bethany Kendrick
Lindi Forbes
Kathy Johnston
Dee Bohnenbiust

Megan Fugate recorded the minutes.

Adoption of Agenda (ACTION ITEM)

Chair McReynolds asked for changes or additions to the agenda. President Watkins had one change, removed VIII. Executive Session. Mr. Landrum moved to approve the amended agenda. Mr. Winchell seconded and motion carried 6-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair McReynolds asked for corrections or additions to the April 11, 2019 regular meeting minutes. Mr. Hoskins moved to approve the minutes as presented. Mr. Winchell seconded and motion carried 6-0.

Approval of Special Meeting Minutes (ACTION ITEM)

Chair McReynolds asked for corrections or additions to the April 17, 2019 special meeting minutes. Mr. Landrum moved to approve the minutes as presented. Mr. Winchell seconded and motion carried 6-0.

Reports and/or Board Discussion

Faculty Senate Report

None

EXHIBIT 2

Administrative Report

Comparison of expenditures to the budget – Leanna Doherty had placed the April financial report at the table. At the end of April we were 83% through the year. The general fund was 82% expended and the technical education/vocational fund was 71% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

Vice-President Doherty reviewed a memo received from Allie Divine, KACCT Lobbyist, regarding funding for the next fiscal year.

Kevin Doherty gave an update on facilities projects.

President's Report

Dr. Watkins gave a short report.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

None

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Policy Approval

Presented the following policies for approval. Mr. Winchell moved to approve the following policies:

- 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

Mr. Hoskins seconded and motion carried 6-0.

Course Approval

Mr. Howerter moved to approve Nursing for Military Healthcare Personnel, 4 credit hours. Mr. Winchell seconded and motion carried 6-0.

Mr. Winchell moved to approve International Relations, 3 credit hours. Mr. Landrum seconded and motion carried 6-0.

Mr. Hoskins moved to approve Principles of Leadership, 3 credit hours. Mr. Landrum seconded and motion carried 6-0.

EXHIBIT 2

Program Review: Criminal Justice

The Criminal Justice Program Review was discussed. Trustee Taylor would like to have an update on the program enrollment only in a year. Mr. Taylor moved to approve the Criminal Justice Program Review. Mr. Howerter seconded and motion carried 6-0.

Approval of Bills

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

Public Comment

Joe Burke reminded the Trustees of two free concerts this weekend. The LCC Large Ensemble Spring Concert will be Sunday, May 5th at 3pm at the Parsons High School. The LCC Small Ensemble Spring Concert will be Monday, May 6th at 7pm in Thiebaud Theater.

Next Board Meeting: Date, Place, Time, and Tentative Agenda Items

Chair McReynolds reminded everyone of the next regular meeting of the Board of Trustees scheduled for June 13, 2019 at 5:30 p.m., Conference Room, Student Success Center Building.

Adjournment

Mr. Winchell moved to adjourn the meeting at 6:36pm. Mr. Landrum seconded and motion carried 6-0.

Megan Fugate, Clerk of the Board

Agenda Item #: V.A.

Date: June 13, 2019

SUBJECT

Ratification of Faculty Contract

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Tarah Cockrell has accepted the Exercise Science Instructor position. See exhibit 3.

Aaron Smith has accepted the Nurse Educator position. See exhibit 3.

Rocky Becker has accepted the Welding Instructor position. See exhibit 3.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve a Faculty Contract for Tarah Cockrell, Exercise Science Instructor. The contract begins on August 12, 2019 at Masters plus step 30, at a salary of \$44,070. Approval is recommended.

The Board of Trustees approve a Faculty Contract for Aaron Smith, Nurse Educator. The contract begins on August 12, 2019 at QV, step 25, at a salary of \$51,550. Approval is recommended.

The Board of Trustees approve a Faculty Contract for Rocky Becker, Welding Instructor, beginning August 12, 2019 at QV, Step 6, \$38,630 plus additional 15 days @ \$227.24 per diem for a total of \$42,039. Approval is recommended.

Biography

Tarah Cockrell

Ms. Tarah Cockrell has accepted the Exercise Science Faculty position beginning August 12, 2019. Ms. Cockrell has been employed at LCC since July 2010 when she began as the Enrollment Management Specialist – Student Life and then moved to her current position as Cherokee Center Coordinator in 2013. She has been teaching adjunct for nine years.

Tarah earned a Bachelor of Science degree in Recreation, Administration and a minor in Marketing; a Master's of Science in Health, Human Performance and Recreation and a Specialist in Education, Workforce Development and Education major, all from PSU. Most recently she has completed a Bachelor of Science in Workforce Development with an emphasis in Human Resource Development, also from PSU.

Prior to her LCC employment, Tarah had experience with the Pittsburg Family YMCA, Pittsburg Parks and Recreation Department and also worked at Project Alternative as a substitute teacher and para-educator.

POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME)

Reports to: Dean of Instruction/Career Technical Director/Program Director

Organizational Unit: Faculty - Exempt

Salary Range: Per Master Agreement

Revision Date: June 2017

See also addendum - Program/Department specific

I. Basic Purpose of Position

Instructors' responsibilities encompass all courses assigned, committees assigned, or other activities required or agreed upon between faculty members and administration as specified in the LCC Master Agreement and LCC Policy/Procedures Manual. Instructors must demonstrate computer literacy in appropriate computer software and be able to demonstrate fluency in written and oral communications.

II. Essential Job Functions

- A. Ability to demonstrate knowledge of and commitment to effective teaching strategies, including active learning and methods to enhance student success at community colleges
- B. Ability to conduct all class sessions in a professional manner and exhibits good judgment and professional behavior
- C. Ability to develop and carry out testing/assessment plans in all courses taught that meets the criteria set forth by the Curriculum and Instruction Committee and the Outcomes Assessment Committee
- D. Ability to be available to advise students according to College policy
- E. Ability to maintain accurate records and reports and submit them in a timely manner to the appropriate person
- F. Ability to provide students with opportunities for community service and volunteerism as appropriate
- G. Ability to promote the general welfare of students and the college
- H. Ability to actively support the service area communities through service learning activities and projects as appropriate
- I. Ability to follow the master course syllabus and coordinate course outlines and book selections in accordance with established deadlines when faculty members teach different sections of the same course
- J. Ability to develop new courses as required by the administration
- K. Ability to develop and provide online instruction in discipline area as needed
- L. Ability to take the LCC Online Teaching course during the first year of teaching if appropriate
- M. Ability to maintain a professional attitude and conduct toward teaching and professional relationships
- N. Ability to actively support the philosophy of shared governance
- O. Ability to provide ongoing communication and professional development opportunities to adjunct and concurrent faculty (particularly at in-service breakout sessions) in such areas as pedagogy, instructional design, course management, instructional delivery, skill improvement, curricular reform initiatives and assessment strategies

- P. Ability to provide concurrent instructors with necessary materials to assess their students according to the Kansas Board of Regents (KBOR) Concurrent Enrollment Partnership (CEP) agreement using the same grading standards, same scoring rubrics and methods (i.e. papers, portfolios, quizzes, labs) and same final exam as a representative on-campus exam, to ensure all students are held to the same standards of achievement.
- Q. Ability to provide necessary support for and student referrals to educational support programs and functions
- R. Ability to maintain and update the technical competencies necessary to perform the job function
- S. Ability to communicate effectively with students of diverse ethnic, socioeconomic, and cultural backgrounds, including students with disabilities
- T. Ability to actively participate in College Standing Committees and Program Review Committees
- U. Ability to promote the College as a responsive community asset through personal representation
- V. Ability to work cooperatively with students, peers, colleagues and administrators
- W. Ability to perform other duties as may be assigned by the appropriate Director, Dean of Instruction, or Vice President of Academic Affairs
- X. Ability to follow all LCC policies/procedures and state and federal laws
- Y. Ability to perform additional items per addendum if applicable

III. Consulting Tasks

- A. Ability to consult with other departmental faculty to revise curriculum and address student and departmental issues.
- B. Ability to consult with College committees and faculty to ensure students' needs are met, to gain understanding of College operations and issues outside the department, and to help formulate educational policies.

IV. Supervises the Following Staff

None

V. Required Knowledge, Skills and Personal Qualifications

- A. Ability to effectively work with other faculty, administrators, students, and other College staff
- B. Ability to set priorities and use appropriate interpersonal skills
- C. Ability to demonstrate knowledge of and commitment to community college philosophy and the College's Strategic Plan
- D. Ability to demonstrate knowledge of commonly used instructional software and education media
- E. Ability to demonstrate understanding of student learning and curriculum development
- F. Ability to demonstrate excellent verbal and written communication skills
- G. Ability to perform job responsibilities and complete work in a timely manner

VI. Preferred Experience

At least three years recent teaching or professional experience in the areas to be taught.

VII. Educational Background

- A. 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.

- 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.
- B. Faculty teaching in programs that are accredited or approved by outside agencies shall have teaching credentials that meet the standards specified by that agency.
- C. 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.
- D. Faculty teaching non-transfer courses, 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 appropriated to the discipline as determined by the Vice President of Academic Affairs.
- E. Other factors, including but not limited to equivalent experience, may be considered in determining whether a faculty member is qualified.
- F. Any exceptions due to special circumstances must be approved by the Vice President of Academic Affairs.

VIII. Working Conditions

- A. Working environment: usual classroom environments
- B. Ability to travel to off-campus instructional sites
- C. Ability to be on time and interact with students on a regular basis
- D. Ability to utilize a variety of instructional techniques in a classroom environment
- E. Ability to teach evening courses

BIOGRAPHY

Aaron M Smith, RN

Aaron M. Smith has accepted the LCC Nursing Educator position. She graduated from Fayetteville Tech Community College with an Associate in Applied Science in Nursing. She then graduated from PSU with a Bachelor of Science in Nursing. She is currently pursuing her Masters in Nursing Education also from PSU. Aaron brings 25 years of nursing experience in various healthcare settings that include acute inpatient (med/surgery, postpartum, newborn nursery, ICU) and outpatient care to include home infusion, home health and home hospice. She has also worked in several states including the territory of Guam while traveling with her husband while in the military.

Aaron begins work on August 12.

POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME)

Reports to: Dean of Instruction/Career Technical Director/Program Director

Organizational Unit: Faculty - Exempt

Salary Range: Per Master Agreement

Revision Date: June 2017

See also addendum - Program/Department specific

I. Basic Purpose of Position

Instructors' responsibilities encompass all courses assigned, committees assigned, or other activities required or agreed upon between faculty members and administration as specified in the LCC Master Agreement and LCC Policy/Procedures Manual. Instructors must demonstrate computer literacy in appropriate computer software and be able to demonstrate fluency in written and oral communications.

II. Essential Job Functions

- A. Ability to demonstrate knowledge of and commitment to effective teaching strategies, including active learning and methods to enhance student success at community colleges
- B. Ability to conduct all class sessions in a professional manner and exhibits good judgment and professional behavior
- C. Ability to develop and carry out testing/assessment plans in all courses taught that meets the criteria set forth by the Curriculum and Instruction Committee and the Outcomes Assessment Committee
- D. Ability to be available to advise students according to College policy
- E. Ability to maintain accurate records and reports and submit them in a timely manner to the appropriate person
- F. Ability to provide students with opportunities for community service and volunteerism as appropriate
- G. Ability to promote the general welfare of students and the college
- H. Ability to actively support the service area communities through service learning activities and projects as appropriate
- I. Ability to follow the master course syllabus and coordinate course outlines and book selections in accordance with established deadlines when faculty members teach different sections of the same course
- J. Ability to develop new courses as required by the administration
- K. Ability to develop and provide online instruction in discipline area as needed
- L. Ability to take the LCC Online Teaching course during the first year of teaching if appropriate
- M. Ability to maintain a professional attitude and conduct toward teaching and professional relationships
- N. Ability to actively support the philosophy of shared governance
- O. Ability to provide ongoing communication and professional development opportunities to adjunct and concurrent faculty (particularly at in-service breakout sessions) in such areas as pedagogy, instructional design, course management, instructional delivery, skill improvement, curricular reform initiatives and assessment strategies

- P. Ability to provide concurrent instructors with necessary materials to assess their students according to the Kansas Board of Regents (KBOR) Concurrent Enrollment Partnership (CEP) agreement using the same grading standards, same scoring rubrics and methods (i.e. papers, portfolios, quizzes, labs) and same final exam as a representative on-campus exam, to ensure all students are held to the same standards of achievement.
- Q. Ability to provide necessary support for and student referrals to educational support programs and functions
- R. Ability to maintain and update the technical competencies necessary to perform the job function
- S. Ability to communicate effectively with students of diverse ethnic, socioeconomic, and cultural backgrounds, including students with disabilities
- T. Ability to actively participate in College Standing Committees and Program Review Committees
- U. Ability to promote the College as a responsive community asset through personal representation
- V. Ability to work cooperatively with students, peers, colleagues and administrators
- W. Ability to perform other duties as may be assigned by the appropriate Director, Dean of Instruction, or Vice President of Academic Affairs
- X. Ability to follow all LCC policies/procedures and state and federal laws
- Y. Ability to perform additional items per addendum if applicable

III. Consulting Tasks

- A. Ability to consult with other departmental faculty to revise curriculum and address student and departmental issues.
- B. Ability to consult with College committees and faculty to ensure students' needs are met, to gain understanding of College operations and issues outside the department, and to help formulate educational policies.

IV. Supervises the Following Staff

None

V. Required Knowledge, Skills and Personal Qualifications

- A. Ability to effectively work with other faculty, administrators, students, and other College staff
- B. Ability to set priorities and use appropriate interpersonal skills
- C. Ability to demonstrate knowledge of and commitment to community college philosophy and the College's Strategic Plan
- D. Ability to demonstrate knowledge of commonly used instructional software and education media
- E. Ability to demonstrate understanding of student learning and curriculum development
- F. Ability to demonstrate excellent verbal and written communication skills
- G. Ability to perform job responsibilities and complete work in a timely manner

VI. Preferred Experience

At least three years recent teaching or professional experience in the areas to be taught.

VII. Educational Background

- A. 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.

- 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.
- B. Faculty teaching in programs that are accredited or approved by outside agencies shall have teaching credentials that meet the standards specified by that agency.
- C. 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.
- D. Faculty teaching non-transfer courses, 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 appropriated to the discipline as determined by the Vice President of Academic Affairs.
- E. Other factors, including but not limited to equivalent experience, may be considered in determining whether a faculty member is qualified.
- F. Any exceptions due to special circumstances must be approved by the Vice President of Academic Affairs.

VIII. Working Conditions

- A. Working environment: usual classroom environments
- B. Ability to travel to off-campus instructional sites
- C. Ability to be on time and interact with students on a regular basis
- D. Ability to utilize a variety of instructional techniques in a classroom environment
- E. Ability to teach evening courses

POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME) CLINICAL NURSING ADDENDUM

Reports to: Dean of Instruction/Director
Organizational Unit: Faculty - Exempt
Salary Range: Per Master Agreement
Revision Date: January 2017

I. Basic Purpose of Position

Nursing instructors provide classroom instruction and clinical education in one or more areas of nursing practice; counsel and advise nursing students on class scheduling and academic problems; participate in curriculum revision; and assist in program assessment.

II. Essential Job Functions

- A. Ability to teach assigned nursing courses in accordance with the description published in the catalog, the schedule of classes, and the course syllabus
- B. Ability to maintain current knowledge of nursing practice in the specialties to be taught
- C. Ability to plan, coordinates and conduct classroom, clinical and laboratory experiences that are appropriate to didactic and clinical requirements of the course based upon accepted principles of adult learning
- D. Ability to maintain and update knowledge of current clinical policies and procedures and interprets them for students
- E. Ability to maintain cooperative, professional relationships with clinical agencies and nurse managers to promote continuation of partnerships with clinical sites and selection of appropriate student learning experiences
- F. Ability to work collaboratively with adjunct clinical instructors in development of clinical calendars, supervision of students, and completion of clinical evaluations
- G. Ability to provide clinical sites with a listing of clinical objectives and schedules
- H. Ability to conduct pre-and post-conferences to prepare, guide, and support students as they complete clinical assignments
- I. Ability to counsel students concerning academic problems and reports any issues that need special consideration to the Director of Nursing
- J. Ability to assist the Director of Nursing in gathering data for state and national reports, etc. by providing grade and other required information in a timely and accurate manner
- K. Ability to participate in nursing curriculum revision and ongoing program assessment as prescribed by accreditation criteria

III. Consulting Tasks

Consults with other full time and adjunct nurse faculty members to revise curriculum and address student and departmental issues

IV. Required Knowledge, Skills and Personal Qualifications

- A. Maintenance of licensure as an RN in Kansas and any other state(s) in which instruction will occur
- B. Ability to effectively work with nursing faculty, clinical site staff, students and other college staff
- C. Current knowledge of one or more nursing specialties

- D. Each nurse faculty member responsible for clinical instruction shall possess a graduate degree in nursing, preferably in the clinical area being taught or provide to the Kansas State Board of Nursing (KSBN) a faculty degree plan that projects a completion of a graduate degree in nursing reflecting completion of the degree within six years. (Kansas State Board of Nursing, Nurse Practice Act 60-2-103)

V. Working Conditions

- A. Working environment: usual classroom & hospital environment, standing for extended periods lifting, squatting and bending at the waist as required to effectively supervise students during clinical assignments
- B. Health hazards: exposure to contagious disease in clinical settings
- C. Maintain same physical, immunizations, CPR requirements and background check as nursing students requirements

Biography

Rocky Becker

Mr. Rocky Becker has accepted the new welding instructor position for Labette County High School beginning August 12, 2019. Mr. Becker earned an Associate's Degree from Coffeyville Community College and a Bachelor's of Science from Oklahoma State University. Rocky also holds a Kansas State Board of Education professional license as well. He formerly taught for the Welch OK Public Schools as an Agricultural Education teacher and Fort Scott Community College in the John Deere program.

POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME)

Reports to: Dean of Instruction/Career Technical Director/Program Director

Organizational Unit: Faculty - Exempt

Salary Range: Per Master Agreement

Revision Date: June 2017

See also addendum - Program/Department specific

I. Basic Purpose of Position

Instructors' responsibilities encompass all courses assigned, committees assigned, or other activities required or agreed upon between faculty members and administration as specified in the LCC Master Agreement and LCC Policy/Procedures Manual. Instructors must demonstrate computer literacy in appropriate computer software and be able to demonstrate fluency in written and oral communications.

II. Essential Job Functions

- A. Ability to demonstrate knowledge of and commitment to effective teaching strategies, including active learning and methods to enhance student success at community colleges
- B. Ability to conduct all class sessions in a professional manner and exhibits good judgment and professional behavior
- C. Ability to develop and carry out testing/assessment plans in all courses taught that meets the criteria set forth by the Curriculum and Instruction Committee and the Outcomes Assessment Committee
- D. Ability to be available to advise students according to College policy
- E. Ability to maintain accurate records and reports and submit them in a timely manner to the appropriate person
- F. Ability to provide students with opportunities for community service and volunteerism as appropriate
- G. Ability to promote the general welfare of students and the college
- H. Ability to actively support the service area communities through service learning activities and projects as appropriate
- I. Ability to follow the master course syllabus and coordinate course outlines and book selections in accordance with established deadlines when faculty members teach different sections of the same course
- J. Ability to develop new courses as required by the administration
- K. Ability to develop and provide online instruction in discipline area as needed
- L. Ability to take the LCC Online Teaching course during the first year of teaching if appropriate
- M. Ability to maintain a professional attitude and conduct toward teaching and professional relationships
- N. Ability to actively support the philosophy of shared governance
- O. Ability to provide ongoing communication and professional development opportunities to adjunct and concurrent faculty (particularly at in-service breakout sessions) in such areas as pedagogy, instructional design, course management, instructional delivery, skill improvement, curricular reform initiatives and assessment strategies

- P. Ability to provide concurrent instructors with necessary materials to assess their students according to the Kansas Board of Regents (KBOR) Concurrent Enrollment Partnership (CEP) agreement using the same grading standards, same scoring rubrics and methods (i.e. papers, portfolios, quizzes, labs) and same final exam as a representative on-campus exam, to ensure all students are held to the same standards of achievement.
- Q. Ability to provide necessary support for and student referrals to educational support programs and functions
- R. Ability to maintain and update the technical competencies necessary to perform the job function
- S. Ability to communicate effectively with students of diverse ethnic, socioeconomic, and cultural backgrounds, including students with disabilities
- T. Ability to actively participate in College Standing Committees and Program Review Committees
- U. Ability to promote the College as a responsive community asset through personal representation
- V. Ability to work cooperatively with students, peers, colleagues and administrators
- W. Ability to perform other duties as may be assigned by the appropriate Director, Dean of Instruction, or Vice President of Academic Affairs
- X. Ability to follow all LCC policies/procedures and state and federal laws
- Y. Ability to perform additional items per addendum if applicable

III. Consulting Tasks

- A. Ability to consult with other departmental faculty to revise curriculum and address student and departmental issues.
- B. Ability to consult with College committees and faculty to ensure students' needs are met, to gain understanding of College operations and issues outside the department, and to help formulate educational policies.

IV. Supervises the Following Staff

None

V. Required Knowledge, Skills and Personal Qualifications

- A. Ability to effectively work with other faculty, administrators, students, and other College staff
- B. Ability to set priorities and use appropriate interpersonal skills
- C. Ability to demonstrate knowledge of and commitment to community college philosophy and the College's Strategic Plan
- D. Ability to demonstrate knowledge of commonly used instructional software and education media
- E. Ability to demonstrate understanding of student learning and curriculum development
- F. Ability to demonstrate excellent verbal and written communication skills
- G. Ability to perform job responsibilities and complete work in a timely manner

VI. Preferred Experience

At least three years recent teaching or professional experience in the areas to be taught.

VII. Educational Background

- A. 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.

- 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.
- B. Faculty teaching in programs that are accredited or approved by outside agencies shall have teaching credentials that meet the standards specified by that agency.
- C. 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.
- D. Faculty teaching non-transfer courses, 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 appropriated to the discipline as determined by the Vice President of Academic Affairs.
- E. Other factors, including but not limited to equivalent experience, may be considered in determining whether a faculty member is qualified.
- F. Any exceptions due to special circumstances must be approved by the Vice President of Academic Affairs.

VIII. Working Conditions

- A. Working environment: usual classroom environments
- B. Ability to travel to off-campus instructional sites
- C. Ability to be on time and interact with students on a regular basis
- D. Ability to utilize a variety of instructional techniques in a classroom environment
- E. Ability to teach evening courses

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

Brandi Irish has accepted the position of CTE Recruiter. Please see exhibit 4 for biography information.

Tylie Baumgardner has accepted the position of Financial Aid Specialist. Please see exhibit 4 for biography information.

Aaron Keal has transitioned to the fulltime Athletic Director position. Please see exhibit 4 for biography information.

Alex Coplon has accepted the position of Head Baseball Coach. Please see exhibit 4 for biography information.

Ethan Appleby has accepted the position of Part-Time Assistant Baseball Coach. Please see exhibit 4 for biography information.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the Professional Staff Employment letter for Brandi Irish, CTE Recruiter, at a salary of \$34,000, beginning June 10, 2019. Approval is recommended.

The Board of Trustees approve the Professional Staff Employment letter for Tylie Baumgardner, Financial Aid Specialist, at a salary of \$29,000, beginning June 11, 2019. Approval is recommended.

The Board of Trustees approve the Professional Staff Employment letter for Aaron Keal, Athletic Director, at a salary of \$62,850, beginning July 1, 2019. Approval is recommended.

The Board of Trustees approve the Professional Staff Employment letter for Alex Coplon, Head Baseball Coach, at a salary of \$36,500, beginning July 1, 2019. Approval is recommended.

The Board of Trustees approve the Professional Staff Employment letter for Ethan Appleby, Part-Time Assistant Baseball Coach, for a 10-month letter at a salary of \$19,560, beginning June 3, 2019. Approval is recommended.

Biography

Brandi Irish

Brandi Irish has accepted the position of CTE (Career Technical Education) Recruiter. Brandi earned an Associate of Applied Science degree in Respiratory Therapy (RT) from LCC. She is certified through the Kansas State Board of Healing Arts as a Respiratory Therapist.

Brandi most recently worked as the center manager at Lincare where she was named top center manager for all the Missouri/Kansas City area. In addition, she has nine years of work experience in the hospital setting.

Brandi will begin her new duties June 10, 2019.

POSITION DESCRIPTION

CAREER TECHNICAL EDUCATION (CTE) RECRUITER

Reports to: Dean of Instruction

Organizational Unit: Professional Staff – Exempt

Salary range: Coordinator/Coach/Counselor

Revision Date: April 2019

Temporary for length of Perkins Grant – beginning FY19

I. Basic Purpose of Position

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

II. Essential Job Functions

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

III. Consulting Tasks

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

IV. Required Knowledge, Skills and Personal Qualifications:

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

VI. Preferred Experience

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

VII. Educational Background

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

VIII. Working Conditions

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

Biography – Tylie Baumgardner

Tylie Baumgardner has accepted the Financial Aid Specialist position. Ms. Baumgardner earned an Associate's Degree from LCC and a Bachelor of Science in Communications from PSU.

Tylie previously worked at the Bank of Parsons where she opened CD's and IRA's along with assisting loan officers with holds, transfers and sweeps. She also worked at the Kansas Crossing Casino where she led teams during drops to ensure all protocols were being followed in the count room.

She will begin work on June 11.

DESCRIPTION

FINANCIAL AID SPECIALIST

Reports to: Director of Financial Aid
Organizational Unit: Professional Staff
Salary range: Specialist
Revision Date: April 2019

I. Basic Purpose of Position

The financial aid specialist assists in the operation of the Financial Aid (FA) Office by assisting students with Free Application Federal Student Aid (FAFSA), financial aid verification, maintaining student financial aid files, maintaining consumer information, maintaining default management, assisting in the verification process and a consistent atmosphere depicting excellence in customer service.

II. Essential Job Functions

- A. Ability to assist students with questions about their FAFSA
- B. Ability to validate/secure documentation for the FA processes
- C. Ability to produce and send communication to students via email or mail
- D. Ability to understand which documents are required to complete student's FA file
- E. Ability to assist with verification and correct student records via the central processing system for FAFSA
- F. Ability to assist loading student records and the letter writing process
- G. Ability to maintain and organize student files
- H. Ability to manage and process student appeals
- I. Ability to maintain consumer information
- J. Ability to maintain default management as well as actively work to lower default rate
- K. Ability to assist with Satisfactory Academic Progress (SAP)
- L. Ability to monitor and request changes to the LCC website's FA information
- M. Ability to serve on committees as assigned
- N. Ability to maintain regular and timely attendance
- O. Ability to perform other duties as assigned

III. Consulting Tasks

Business Office, Registrar and Admissions personnel

IV. Required Knowledge, Skills and Personal Qualifications

- A. Excellent word processing skills
- B. Understanding of data entry and database manipulations of PowerFAIDS software
- C. Good oral and written communication skills
- D. Knowledge of general office procedures and maintain the flow of the FA department
- E. Capable of performing multiple tasks

- F. Professional appearance and conduct – must be able to get along well with diverse clientele
- G. Ability to organize and prioritize tasks efficiently with moderate supervision
- H. Self-starter and self-motivator, organized, disciplined, flexible, and able to adapt well to change
- I. Ability to make decisions based on college policies and Federal Regulations
- J. Team oriented - able to work well with others, keeping constant communications, as well as asking/answering questions with FA staff and other LCC employees

V. Preferred Experience

Previous office management experience with at least two years' experience in a fast-paced office environment; experience working directly with customers in a team oriented office

VI. Educational Background

Bachelor's degree required.

VII. Working Conditions

- A. Fast-paced office environment
- B. Significant amount of computer work
- C. Occasional travel, overtime, and evenings are required

BIOGRAPHY

Aaron J. Keal

Mr. Aaron Keal has transitioned to full time Athletic Director beginning July 1, 2019. Aaron began his working career at LCC as the Interim Head Baseball Coach in 1999. While attending LCC as a student, Aaron pitched for two years. He then went on to earn a Bachelor of Science degree in Health, Physical Education and Sports Management from Berry College in Rome, Georgia and a Masters of Science in Kinesiology from Pittsburg State University.

While at Berry College, Coach Keal played for two years then and worked as Head Junior Varsity, Assistant Varsity, Head Assistant and Pitching Coach. He also served as a graduate assistant at LCC while attending PSU and as Assistant Baseball Coach during the 96-97 school year. The highlight of Aaron's baseball career was that the Seattle Mariners drafted him in 1993.

POSITION DESCRIPTION

DIRECTOR OF ATHLETICS

Reports to: Vice President of Student Affairs
Organizational Unit: Professional Staff – exempt full time
Salary range: Director
Revision Date: July 2019

I. Basic Purpose of Position

The Director of Athletics is responsible to the Vice President of Student Affairs for all matters of intercollegiate athletics; developing schedules, budgets, policies and procedures, approving and monitoring expenditures, coordinating facilities, securing appropriate insurance coverage and injury reports of athletes, approving eligibility lists of athletes, supervising coaching staff, and conducting the athletic program in general.

II. Essential Job Functions

- A. Ability to administer intercollegiate athletic program
- B. Ability to arrange and coordinate payments of officials
- C. Ability to develop the budget and approve expenditures for all areas in the athletic department
- D. Ability to maintain a schedule for the use of all athletic facilities and events on campus
- E. Ability to promote the athletic program with students, faculty, staff, and the community
- F. Ability to represent the college at local, regional, and national level on matters relating to intercollegiate athletics
- G. Ability to comply with rules and regulations for member conferences regarding the eligibility of all athletics
- H. Ability to assist coaches in emergency situations
- I. Ability to interview and recommend staff within the athletic department
- J. Ability to orient and mentor coaches
- K. Ability to attend all meetings of Region 6 and Jayhawk Conference
- L. Ability to supervise gate operations at all athletic events
- M. Ability to coordinate concessions for all LCC athletic events
- N. Ability to establish academic expectations for athletic department
- O. Ability to work cooperatively with the LCC Booster Club to support the athletic department
- P. Ability to complete the Equity in Athletics Report
- Q. Ability to participate in the strategic planning process to develop operational plan objectives for the athletic department
- R. Ability to work with the foundation office to raise funds for the athletic department
- S. Ability to work cooperatively with the financial aid department in regards to scholarships, work study, and other aid
- T. Ability to consult with director of public relations and sports information coordinator for brochure and all media items related to the athletic department

- U. Ability to work with the student housing manager concerning all students athletes who live in the Cardinal Villas
- V. Ability to follow all LCC policy and procedures
- W. Ability to serve as a Campus Security Authority (CSA) and complete annual training
- X. Ability to maintain regular and timely attendance
- Y. Ability to complete other duties as assigned

III. Consulting Tasks

- A. In consultation with the President, determines the number of athletic teams to be sponsored by the college.
- B. Coordinates requests for use of athletic facilities by off-campus groups with the facilities office
- C. Assists coaches with arranging necessary transportation for athletic teams with the facilities office
- D. Consults with the business office staff regarding athletic department budgets
- E. Consults with public relations and webmaster regarding department publicity
- F. Consults with other college coaches and athletic directors regarding scheduling, events, and other items
- G. Cardinal Villas student housing manager

IV. Supervises the Following Staff

- A. Athletic Department Assistant
- B. Baseball Coach
- C. Wrestling Coach
- D. Men's Basketball Coach
- E. Women's Basketball Coach
- F. Softball Coach
- G. Volleyball Coach
- H. Part-time Cheerleading Coach
- I. Athletic Trainer

V. Required Knowledge, Skills and Personal Qualifications

- A. Rapport with media and all College personnel
- B. Requirements for eligibility
- C. Budget planning and collegiate financing
- D. Organizational skills with attention to details
- E. Oral and written communication skills
- F. Supervisory experience

VI. Preferred Experience

Three years of experience in athletic administration at the secondary or postsecondary level

VII. Educational Background

Master's degree

VIII. Working Conditions/Environment

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

BIOGRAPHY

Alex Coplon

Alex Coplon has accepted the position of Head Baseball Coach beginning July 1, 2019. Alex held the LCC part time Assistant Baseball Coach beginning in 2014 and then the Associate Head Coach position since 2017.

Coach Coplon earned a Bachelor of Science degree from the College of Education and Professional Studies at the University of Central Oklahoma. His record career began at the high school level as a four year starter. In his senior year, he held a single season record for innings pitched (113). That same year the Tulsa World honored him as a 1st Team selected pitcher. Additionally, he was 1st Team Oklahoma All-State and Northeastern Oklahoma Pitcher of the Year. He then moved on to play two seasons under Coach Aaron Keal at LCC. Here, he was a 1st Team All Jayhawk Conference Pitcher and held a single season record for saves. He finished his playing career at The University of Central Oklahoma.

POSITION DESCRIPTION

HEAD BASEBALL COACH

Reports to: Director of Athletics/Vice President of Student Affairs
Organizational Unit: Professional Staff – exempt, full time
Salary range: Coordinator/Coach/Counselor
Revision Date: July 2019

I. Basic Purpose of Position

The Baseball Coach is charged with the recruitment, supervision, and placement of students who are skilled in the areas of competitive amateur baseball at the college level. As an integral part of a well-rounded program, the sport requires that the coach cover areas of support to the baseball students on and off the field. The coach acts as a liaison between student athletes, the community and the school.

II. Essential Job Functions

Recruitment and Retention Related

- A. Ability to recruit potential student athletes
- B. Ability to promote the program at high schools, in the community, and to other sources of potential student athletes through media (printed, audio, video)
- C. Ability to hold camps for recruiting and publicity purposes
- D. Ability to promote program to increase attendance at events to support student athletes
- E. Ability to evaluate student athletes
- F. Ability to communicate recruit signing as appropriate, in collaboration with Public Relations
- G. Ability to educate and counsel athletes
- H. Ability to evaluate academic ability of student athlete as well as supervise academic stability

General

- A. Ability to place student athletes at the four year level
- B. Ability to schedule facilities for practices and games
- C. Ability to build a season and pre-season schedule that suits the athletic program
- D. Ability to send athletic contracts to opponents and officials for program
- E. Ability to order equipment and uniforms
- F. Ability to schedule transportation and required funds with Business Office
- G. Ability to prepare annual operating budget
- H. Ability to maintain playing field year round
- I. Ability to evaluate all aspects of program
- J. Ability to set up and supervise home events
- K. Ability to report to Athletic Director on upcoming games and events
- L. Ability to provide data and information to Athletic Director and Vice President of Student Affairs for reporting purposes
- M. Ability to attend annual media days and provide correspond with the media

- N. Ability to recognize and evaluate athletic injuries in collaboration with the Athletic Trainer
- O. Ability to coordinate supplemental jobs for student athletes
- P. Ability to serve as a Campus Security Authority (CSA) and complete annual training
- Q. Ability to follow all LCC policy and procedures
- R. Ability to complete other duties as assigned
- S. Ability to maintain regular and timely attendance

III. Consulting Tasks

- A. Consults with advisors on athlete's class schedules
- B. Consults with faculty on student athlete's academic progress
- C. Consults with Director of Public Relations regarding all media items related to program
- D. Consults with the Business Office and other college personnel
- E. Consults with other college coaches to schedule events
- F. Consults with other coaches to participate in and sponsor workshops, camps, and clinics in county and community, as well as state and nationwide

IV. Supervises the Following Staff

- A. Assistant Coaches
- B. Student assistants assigned to their area

V. Required Knowledge, Skills and Personal Qualifications

- A. Knowledge of fundamentals of baseball
- B. The ability to establish rapport with media and all College personnel
- C. Knowledge of requirements for eligibility
- D. Good organizational skills with attention to details
- E. Good oral and written communication skills

VI. Preferred Experience

Three years college baseball coaching experience

VII. Educational Background

Bachelor's degree required; Master's preferred

VIII. Working Conditions/Environment

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

BIOGRAPHY

Ethan Appleby

Ethan Appleby has accepted the position of Part Time Assistant Baseball Coach.

Coach Appleby earned a Bachelor's in Exercise Science from Kansas University. He brings four years collegiate baseball playing experience along with two years' experience as a pitching and strengthening coach.

Most recently Coach Appleby has been the assistant baseball coach at Allen County Community College.

He begins work on June 3, 2019.

POSITION DESCRIPTION

ASSISTANT BASEBALL COACH

Reports to: Head Baseball Coach
Organizational Unit: Professional Staff – Exempt
Salary range: Specialist
Revision Date: May 2018

I. Basic Purpose of Position

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

II. Essential Job Functions

- A. Ability to assist with the promotion and development of the baseball program
- B. Ability to assist in scheduling of field for practices and games
- C. Ability to assist in building a baseball schedule that suits the athletic program
- D. Ability to send athletic contracts to opponents and officials for baseball
- E. Ability to assist in ordering equipment and uniforms
- F. Ability to report to Athletic Director on upcoming games and events
- G. Ability to assist in scheduling transportation and obtaining required funds with Business Office
- H. Ability to assist in the preparation of annual operating budget
- I. Ability to aide in publicity for recruiting
- J. Ability to work camps for recruiting and publicity purposes
- K. Ability to educate and counsel athletes
- L. Ability to monitor academic progress of student athletes
- M. Ability to adhere to all KJCCC (Kansas Jayhawk Community College Conference) and NJCAA (National Junior College Athletic Association) rules and regulations
- N. Ability to assist Athletic Director in administering intercollegiate athletic program
- O. Ability to attend meetings of Region 6 and Jayhawk Conference if requested by Athletic Director
- P. Ability to assist Athletic Director as department's Weight Facility/Strength and Conditioning Coordinator
- Q. Ability to complete other duties as assigned
- R. Ability to maintain regular and timely attendance

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 baseball
- 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 will be required
- C. Occasional overnight travel will be required

Agenda Item: V.C.
Date: June 13, 2019

SUBJECT

Approval of Bills

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

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

PRESIDENT'S RECOMMENDATION

Approval is recommended.

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/3/2019

Check Number	Vendor	Description	Account		Amount	Total
			Number	Number		
124675	A T and T	Phone Service - Cherokee Center	11-7103-631-000		\$391.06	\$391.06
124676	APTA	Clinical Course Registration Fees	12-1213-601-000		\$225.00	\$2,160.00
124677	Baxter Springs District 508	Reg. for Clinical Inst. Course-PTA	12-1246-630-000		\$1,935.00	\$1,534.01
124679	Cherokee County Treasurer	Spring Math Instructor-Sara Davis	11-1133-523-002		\$1,534.01	\$67.73
124681	Alexander J Coplon	Property Tax/2nd Half	11-6501-662-000		\$67.73	\$110.20
124682	Cox Communications	Reimburse Mileage - Recruiting	11-5502-603-000		\$110.20	\$169.70
124687	Kara Good	Internet - Cherokee Center	11-6401-631-000		\$169.70	\$97.85
124688	Mike Grissom	Cable - Cherokee Center	11-7103-701-000		\$97.85	\$463.01
124689	Jennifer Harding	Reimburse Meals - MSRC	11-4200-630-033		\$20.18	\$350.00
124690	Ross Harper	Reimburse Meals - KRCS	11-4200-630-033		\$57.25	\$77.43
124692	Kansas Board of Regents	Reimburse Mileage - Career Fair	11-5302-601-000		\$73.66	\$73.66
124693	Kansas Outdoor Advertising	Registration - KBOR Data-Theresa H	11-5303-706-001		\$50.00	\$50.00
124694	Aaron Keal	Registration - KBOR Data-Kathy John	11-5303-706-001		\$50.00	\$50.00
124696	Kiwanis Club of Parsons	Registration - KBOR Data - Tracie Mo	11-6401-601-000		\$50.00	\$50.00
124697	Labette County Treasurer	Registration -KBOR Data-Lindsey Dru	12-1246-630-000		\$50.00	\$200.00
124698	Regena Lance	May Advertising	11-6301-613-000		\$575.00	\$875.00
124701	Leigh Ann Martin	May Billboard Rental	11-6301-613-000		\$300.00	\$350.00
124703	Ashley Moore	Baseball Travel - 5/5/19	11-5502-601-000		\$350.00	\$100.50
		Quarterly Dues - Joe Burke	11-4201-681-000		\$100.50	\$2,723.39
		Real Estate Taxes/1306 Main 2nd Hal	11-6501-662-000		\$2,723.39	\$118.32
		Reimburse Mileage - Early Childhood	11-4201-601-000		\$118.32	\$316.68
		Reimburse Mileage - Clinicals, Mtg (4)	12-1215-601-000		\$316.68	\$447.76
		Reimburse Mileage - Clinicals (6)	12-1210-602-000		\$447.76	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
124704	Cody Nutt	Reimburse Mileage - Cherokee Ctr (6)	11-6401-601-000	\$202.74	
		Reimburse Mileage - Cherokee Ctr (6)	11-6401-601-000	\$215.76	\$418.50
124705	Julie Page	Reimburse Mileage - Clinicals (6)	12-1208-602-000	\$382.80	\$382.80
124706	Parsons USD 503	Additional Welding Instr - T Brumback	11-1133-523-002	\$1,022.69	
		Welding Instructor - Spring-T Brumba	11-1133-523-002	\$2,237.11	\$3,259.80
124707	Robert E Perez	Reimburse Mileage - Cherokee Ctr (2)	11-4202-602-000	\$69.60	\$69.60
124709	Miranda D Plumlee	Reimburse Case Study, Faculty Dev E	11-4200-630-026	\$150.29	\$150.29
124710	Brian Vediz	Reimburse Gas Receipt - Physics Trip	11-6502-720-000	\$17.70	
		Reimburse Meals - Physics Conf	12-1246-630-000	\$81.95	\$99.65
124711	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$248.30	
		Custodians Phone Charges	11-7102-649-000	\$317.65	\$565.95
124712	W C A Waste Corporation	Waste Removal, Cherokee	11-7103-649-000	\$128.51	\$128.51
124713	Westar Energy, Inc	Electricity	11-7102-634-000	\$13,574.20	
		Electricity	16-9482-634-000	\$731.92	\$14,306.12
				<u>\$30,007.52</u>	

11-General Fund	\$25,023.40
12-Postsecondary Technical Education Fund	\$4,252.20
16-Auxillary Ent Fund	\$731.92
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$30,007.52</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**

5/7/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124718	Aaron Keal	Baseball Travel - 5/9/19	11-5506-600-000	\$2,100.00	\$2,100.00
124719	Ryan S. Phillips	Softball Travel - 5/10/19	11-5509-601-000	\$2,250.00	\$2,250.00
				<u>\$4,350.00</u>	
	11-General Fund			\$4,350.00	
	12-Postsecondary Technical Education Fund			\$0.00	
	16-Auxillary Ent Fund			\$0.00	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			<u>\$0.00</u>	
				<u>\$4,350.00</u>	

Checks approved for release prior to Board action


Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/9/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124721	A T and T	Internet	11-6401-631-000	\$3,470.01	\$3,470.01
124723	Randee Baty	Reimburse Mileage - LCHS - (12)	11-4202-602-000	\$167.04	\$167.04
124725	Linda G Brown	Reimburse Mileage - Girard High Sch	12-1210-601-000	\$43.50	\$43.50
124726	CableONE	Cable Service	11-7202-648-000	\$143.80	\$143.80
124728	City of Parsons	Water Service	11-7102-632-000	\$2,110.21	
		Water Service - WTC	12-4204-632-000	\$147.20	
		Water Service	16-9482-632-000	\$258.84	\$2,516.25
124729	Daniel Colon	Copy Usage	11-4203-701-000	\$192.25	\$192.25
124730	Commerce Bank	Rental Car - Men's Basketball Recruit	11-5508-603-000	\$366.39	
		Rental Van	11-6502-720-000	\$414.00	
		Rental Van	11-6502-720-000	\$828.00	
		Rental Van	11-6502-720-000	\$414.00	
		Rental Van	11-6502-720-000	\$1,035.00	
		Rental Van	11-6502-720-000	\$452.00	
		Credit on Rental	11-6502-720-000	(\$38.00)	\$3,471.39
124731	Crossroad Tours	Bus Trip, Baseball	11-5502-601-000	\$467.72	
		Bus Trip, Baseball	11-6502-720-000	\$1,706.28	\$2,174.00
124736	Brittany Haley	Reimburse Fitness and ATR Items	11-5507-701-000	\$444.21	\$444.21
124738	Jennifer Harding	Reimburse Mileage-Clinical, Mtg (18)	12-1211-602-000	\$1,773.06	\$1,773.06
124740	Jonathan Hughes	Reimburse Travel - Candidate	11-6504-601-002	\$500.00	\$500.00
124742	Kansas Gas Service	Gas Service	11-7102-633-000	\$184.56	
		Gas Service - WTC	12-4204-633-000	\$827.26	\$1,011.82
124743	Tammy Kimrey	Reimburse Mileage - Clinicals (3)	12-1210-602-000	\$244.76	\$244.76
124745	Terri L Leroy	Reimburse Mileage - Student Life (7)	11-5601-601-000	\$119.02	\$119.02
124747		Enrollment Incentive Prize	11-5302-711-000	\$500.00	\$500.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/9/2019


Check Number	Vendor	Description	Account Number	Amount	Total
124748	Leigh Ann Martin	Reimburse Parking - CODA Silent Ob:	11-4201-630-002	\$36.00	
		Reimburse Meals - CODA Silent Obse	11-4201-630-002	\$46.54	
124749	Lucille McCune	Reimburse Baggage - CODA Silent O	11-4201-630-002	\$60.00	\$142.54
124755	Rural Water District #5	Reimburse Screencast Academic Lice	12-1218-700-000	\$49.00	\$49.00
124758	Kelly Stammer	Utility Water, Cherokee	11-7103-632-000	\$49.50	\$49.50
124760	The Villas at LCC, LLC	WTC Groundskeeping	11-7202-648-000	\$500.00	\$500.00
		Housing/	11-0000-201-001	\$29.00	
		Housing/	11-0000-201-001	\$296.00	\$325.00
124762	Upscale Country	Distinguished Alumni Luncheon	11-6505-701-000	\$1,050.00	\$1,050.00
				<u>\$18,887.15</u>	

11-General Fund	\$15,543.53
12-Postsecondary Technical Education Fund	\$3,084.78
16-Auxillary Ent Fund	\$258.84
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$18,887.15</u>

Checks approved for release prior to Board action



 President



 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/15/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124765	B P	Gasoline	11-6502-720-000	\$186.64	\$186.64
124766		Refund - Wallet Card	16-0000-217-000	\$96.43	\$96.43
124769	Department of Veterans Affairs	Return VA Funds - Michael Jackson	11-0100-484-000	\$118.00	\$118.00
124770	Tracey D Elliott	Cakes for Pinning Ceremony	12-1211-700-000	\$40.00	\$40.00
124771	FedEx Express	Package Shipping (5)	11-5303-701-000	\$116.62	\$116.62
124772	Kara Good	Reimburse Pinning Supplies	12-1211-700-000	\$91.68	
		Reimburse Simulation Books	12-1211-700-000	\$152.93	\$244.61
124774	Brittany Haley	Reimburse Meals - Softball Regionals	11-5507-701-000	\$35.50	\$35.50
124775	Ross Harper	Reimburse Food for Fire School	12-4204-699-000	\$433.61	\$433.61
124779	Jock's Nitch/Parsons	Merchandise Sold - 12/19/18-3/29/19	16-9381-741-000	\$3,545.69	\$3,545.69
124780	John Deere Financial	Lawnmower Maintenance, LT1	11-6502-720-000	\$364.90	
		Lawnmower Maintenance, LT2	11-6502-720-000	\$997.86	\$1,362.76
124781	K A C B O	Dues/Leanna Doherty	11-6501-681-000	\$25.00	\$25.00
124782	Kansas Department of Revenue	Bookstore Sales Tax/April	16-0000-216-001	\$163.80	
		Food Service Sales Tax/April	16-0000-216-002	\$555.67	\$719.47
124783	Kansas Gas Service	Gas Service - Cherokee Center	11-7103-633-000	\$129.54	\$129.54
124784	Kansas Outdoor Advertising	Billboard Advertising/Welding	12-1247-613-000	\$3,000.00	\$3,000.00
124787	Kylie Lucas	Reimburse Mileage - Award Assemblk	11-5302-601-000	\$133.40	\$133.40
124791	N THERM, LLC	Gas Service	11-7102-633-000	\$200.28	
		Gas Service	11-7102-633-000	\$59.82	
		Gas Service	11-7102-633-000	\$52.02	
		Gas Service	11-7102-633-000	\$2.60	
		Gas Service	16-9482-633-000	\$46.82	\$361.54
124792	Pepsi-Cola	Pop for Fountain Machine	16-9684-701-000	\$362.94	\$362.94
124796	Steve's Lock Out	Keys	11-7102-671-000	\$14.40	\$14.40

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	5/15/2019	Account Number	Amount	Total
124798	Touchtone Communications	Long Distance		11-6501-631-000	\$97.32	
		Long Distance - Cherokee Center		11-7103-631-000	\$20.14	\$117.46
124799	Westar Energy, Inc	Electricity - Cherokee Center		11-7103-634-000	\$1,070.97	\$1,070.97
					<u>\$12,114.58</u>	
	11-General Fund		\$3,625.01			
	12-Postsecondary Technical Education Fund		\$3,718.22			
	16-Auxiliary Ent Fund		\$4,771.35			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$12,114.58</u>			

Checks approved for release prior to Board action

Mark Watkins
President

Kelanna Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	5/21/2019		Total
			Account Number	Amount	
124801	American Heritage Life Insurance Com	Cancer Premiums	11-0000-273-000	\$99.55	\$99.55
124802	Bay Bridge Administrators, LLC f/b/o S	Employee 403(b) Contributions	11-0000-258-000	\$14,913.00	
		Cancer Premiums	11-0000-273-000	\$359.04	
		Disability Premiums	11-0000-275-000	\$507.64	
		Life Insurance Premiums	11-0000-276-000	\$816.27	
		Employer 403(b) Matching	11-6501-590-001	\$4,490.00	\$21,085.95
124803	L C C Faculty Association	Dues	11-0000-264-000	\$1,083.46	\$1,083.46
124804	L C C Foundation	Employee Contributions	11-0000-268-000	\$1,855.80	\$1,855.80
124805	Security Benefit Life Insurance Co.	Medical Reimb/Child Care	11-0000-277-000	\$2,426.66	\$2,426.66
124806	W.H. Griffin Trustee	Garnishment	11-0000-270-000	\$369.00	\$369.00
				<u>\$26,920.42</u>	
	11-General Fund			\$26,920.42	
	12-Postsecondary Technical Education Fund			\$0.00	
	16-Auxillary Ent Fund			\$0.00	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$26,920.42</u>	

Checks approved for release prior to Board action


President


Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/23/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124809	A T and T	Phone Service	11-6501-631-000	\$2,778.39	
		Phone Service	11-6501-631-000	\$73.87	\$2,852.26
124810	A T and T	Internet	11-6401-631-000	\$1,568.40	\$1,568.40
124812	Amazon.com LLC	Life of Pi DVD	11-1109-700-000	\$70.00	
		Physics Supplies	11-1113-700-000	\$200.45	
		Physics Supplies	11-1113-700-000	\$86.34	
		Physics Supplies	11-1113-700-000	\$29.99	
		Physics Supplies	11-1113-700-000	\$29.99	
		Physics Supplies	11-1113-700-000	\$35.91	
		iPad Tripod	11-6301-701-000	\$20.99	
		Retirement Supplies	11-6504-692-001	\$7.99	
		Retirement Gift - Dr Bharathi	11-6504-692-001	\$165.00	
		Bottle Filling Stations	11-7102-649-000	\$2,159.90	
		FlashForge 3D Printer	12-1208-700-001	\$699.00	
		2019 Dental Coding books	12-1215-700-000	\$99.95	\$3,605.51
124815	Jody Burzinski	Reimburse Airfare - Jenzabar Conf	11-6402-850-000	\$436.60	\$436.60
124816	Tarah L Cockrell	Reimburse Mileage - Main Campus	11-7103-602-000	\$35.96	
		Reimburse Mileage - Main Campus	11-7103-602-000	\$35.96	\$71.92
124817	Commercial Bank/Cash	Fall Book Buyback	16-9381-740-000	\$5,380.24	\$5,380.24
124818	Alexander J Coplon	Reimburse Mileage - Recruiting	11-5502-603-000	\$248.24	\$248.24
124819	Council of North Central Two-Year Coll	CATYC Registration - Mark Watkins	11-6101-601-000	\$350.00	\$350.00
124820	Design Group Architects LTD	Architect Fees - Cardinal Event Cente	64-7100-649-002	\$29.00	\$29.00
124822	Kenneth Elliott	Reimburse Mileage - Eng Inst LCHS (11-4202-602-000	\$317.49	\$317.49
124824	Ross Harper	Reimburse Mileage - Supplies, Trainir	12-4204-601-000	\$183.28	\$183.28
124825	Terry Hunter	Hughes Bathroom Remodeling-Half P	11-6201-659-001	\$8,475.00	\$8,475.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	5/23/2019		Description	Account Number	Amount	Total
124826	Joe Smith Company, Inc			Concessions - Snacks	16-9381-742-000	\$267.02	\$267.02
124828	KJCCC			Playoff Home Game Officials	11-5503-680-000	\$1,218.00	\$1,218.00
124830	Tracie D Moon			Reimburse - Airfare to San Diego	11-6401-601-000	\$299.96	\$299.96
124831	Parsons State Hospital Endowment			AsClinical Bags	12-1208-700-000	\$255.27	\$255.27
124832	Phillips 66 - Conoco - 76			Gasoline	11-6502-720-000	\$630.89	\$630.89
124833	Matthew Rhoads			Interview Expense Reimbursement	11-6504-601-002	\$490.84	\$490.84
124838	Wal-Mart Community			Plants and Supplies - Graduation	11-5303-706-001	\$220.99	\$220.99
				Water for Pinning	11-5303-706-001	\$7.12	\$7.12
				Facilities Supplies	11-7102-649-000	\$65.72	\$65.72
				Maintenance Supplies	11-7102-649-000	\$169.88	\$169.88
				Office Supplies	11-7103-701-000	\$34.47	\$34.47
				Simulation Supplies	12-1208-700-000	\$13.25	\$13.25
				Sim Supplies	12-1208-700-001	\$78.66	\$78.66
				Lab Supplies	12-1215-700-000	\$30.66	\$30.66
				Supplies for Advisory Council Meeting	12-1215-709-000	\$32.54	\$32.54
				Napkins for Citee	16-9684-701-000	\$10.67	\$10.67
				Supplies	16-9684-701-000	\$107.78	\$107.78
				Food	16-9684-743-000	\$75.36	\$75.36
				Food	16-9684-743-000	\$63.91	\$63.91
				Food	16-9684-743-000	\$15.54	\$15.54
				Food	16-9684-743-000	\$162.89	\$162.89
				Food	16-9684-743-000	\$174.73	\$174.73
				Food	16-9684-743-000	\$10.68	\$10.68
				Food	16-9684-743-000	\$42.98	\$42.98
				Food	16-9684-743-000	\$54.98	\$54.98

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/23/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124838	Wal-Mart Community	Food	16-9684-743-000	\$147.70	
		Food	16-9684-743-000	\$44.62	
		Food	16-9684-743-000	\$96.04	\$1,661.17
				<u>\$28,341.09</u>	

11-General Fund	\$20,264.34
12-Postsecondary Technical Education Fund	\$1,392.61
16-Auxillary Ent Fund	\$6,655.14
64-Deferred Maintenance	\$29.00
67-Capital Outlay	\$0.00
	<u>\$28,341.09</u>

Checks approved for release prior to Board action


President


Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	5/30/2019		Description	Account Number	Amount	Total
124840	American United Life Ins Co Group			PreLife Insurance Policy	11-6501-590-001	\$123.80	\$123.80
124843	Joseph Burke			Reimburse Meals - KCIA Meeting	11-4201-601-000	\$25.83	\$25.83
124845	Cardmember Service			Airfare - Recruiting - Alex Coplton	11-5502-603-000	\$665.41	
				Ramada - Softball Regionals	11-5506-600-000	\$609.83	
				Hampton Inn - Baseball Region Playo	11-5506-600-000	\$2,542.32	
				Ramada - Softball Regionals	11-5509-601-000	\$1,444.57	
				Graphic Design Resources	11-6301-701-000	\$100.00	
				Black Photography Backdrop	11-6301-701-000	\$81.00	
				Skillshare Continued Education	11-6301-701-000	\$0.99	
				Photography Hair Light	11-6301-701-000	\$103.95	
124848	Alexander J Coplton			Board Exam Vouchers	12-1211-696-000	\$1,140.00	\$6,688.07
124849	Dana M Eggers			Reimburse Mileage - Recruiting	11-5502-603-000	\$113.68	\$113.68
124850	Lindi D Forbes			Reimburse Mileage - Cherokee Cente	11-6403-602-000	\$35.96	\$35.96
124854	Kansas Gas Service			Reimburse Mileage - Pittsburg	11-6505-601-000	\$21.80	\$21.80
				Gas Service - 1306 Main	11-7102-633-000	\$30.08	
				Gas Service - 1230 Main	11-7102-633-000	\$42.41	\$72.49
124856	Nancy Newby			Reimburse Mileage - High School (7)	11-4209-601-000	\$326.54	\$326.54
124861	Cheryl Smith			Reimburse Mileage - Clinicals (2)	12-1208-602-000	\$81.20	\$81.20
124865	Verizon Wireless			J Burzinksi Phone Charges	11-6401-701-000	\$248.30	
				Custodians Phone Charges	11-7102-649-000	\$311.25	\$559.55
124866	Westar Energy, Inc			Electricity	11-7102-634-000	\$12,380.97	
				Electricity	16-9482-634-000	\$567.08	\$12,948.05
124868	Scotty M Zollars			Reimburse Meals - CULS Conf	11-4101-601-000	\$26.52	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	5/30/2019	Account Number	Amount	Total
124868	Scotty M Zollars	Reimburse Mileage - CULS Conf		11-4101-602-000	\$395.56	\$422.08
					<u>\$21,419.05</u>	
		11-General Fund	\$19,630.77			
		12-Postsecondary Technical Education Fund	\$1,221.20			
		16-Auxiliary Ent Fund	\$567.08			
		64-Deferred Maintenance	\$0.00			
		67-Capital Outlay	\$0.00			
			<u>\$21,419.05</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**

5/31/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124869	1 Better LLC	Movie Theater Advertising/Welding	12-1247-613-000	\$3,000.00	\$3,000.00
124870	Ace Hardware, Inc.	Plants for Graduation Ceremony	11-5303-706-001	\$47.85	
		Plants	11-5303-706-001	\$36.96	
		Hibiscus Tree	11-5303-706-001	\$49.99	
		Maintenance Supplies	11-7102-649-000	\$0.32	
		Toilet Seat	11-7102-649-000	\$51.98	
		Drain Cleaner	11-7102-649-000	\$27.96	
		Maintenance Supplies	11-7102-649-000	\$67.13	
		Groundskeeping Supplies	11-7102-649-000	\$53.97	
		Groundskeeping Supplies	11-7102-649-000	\$54.97	
		Batteries	11-7102-649-000	\$64.95	
		Groundskeeping Supplies	11-7102-649-000	\$31.93	
		Maintenance Supplies	11-7102-649-000	\$23.99	
		Maintenance Supplies	11-7102-649-000	\$15.97	
		Compression Sleeve	11-7102-649-000	\$0.49	
		Maintenance Supplies	11-7102-649-000	\$44.64	
		Groundskeeping Supplies	11-7102-649-000	\$22.56	
		Maintenance Supplies	11-7102-649-000	\$51.56	
		Boots and Gloves	11-7102-649-000	\$33.98	
		Oil	11-7102-649-000	\$8.99	
		Wringer Buckets	11-7102-702-000	\$59.97	
		Maintenance Supplies	11-7102-702-000	\$19.17	
		Wet Floor Sign	11-7102-702-000	\$18.99	
		Custodial Supplies	11-7102-702-000	\$94.95	
		Custodial Supplies	11-7102-702-000	\$31.76	\$915.03

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/31/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124871	Airgas, Inc	Airgas-Oxygen	12-1215-700-000	\$7.09	\$7.09
124872	All Seasons Floral, LLC	Loose Roses Nursing Pinning	11-5303-706-001	\$95.00	
124873	American Media Investments	Flowers-T Hundley-New Baby	11-6102-709-000	\$49.00	\$144.00
124874	BIO Corporation	Radio Advertising/Welding	12-1247-613-000	\$499.95	\$499.95
		Plain Cats	11-1103-700-000	\$682.50	
		Plain Cats	11-1103-700-000	\$585.00	
		Plain Cats	11-1103-700-000	\$682.50	\$1,950.00
124875	C D W Government Inc	JBL Charge 3 Portable Speaker	11-6403-850-000	\$178.10	\$178.10
124876	Carolina Biological Supply Company	A&P Equipment	11-1103-850-000	\$500.42	\$500.42
124877	Carolina Biological Supply Company	A & P Supplies	11-1103-700-000	\$366.66	
		Supplies	11-1103-850-000	\$10.00	\$376.66
124878	City of Parsons	Rental Municipal Auditorium-Commen	11-5303-706-001	\$207.00	
		Rental Municipal Auditorium-RN Pinnli	11-5303-706-001	\$124.00	\$331.00
124879	Copy Products Inc	Konica Copier Maintenance	11-6503-648-000	\$267.23	
		Copy Usage for Cherokee Center	11-7103-701-000	\$76.45	\$343.68
124880	Cynmar Corporation	Chemistry Supplies	11-1106-700-000	\$203.98	
		Chemistry Equipment	11-1106-850-000	\$138.00	\$341.98
124881	Cytek Media Systems, INC	SMARTBoard Projection systems	11-6401-701-000	\$2,071.21	
		SMARTBoard Projection systems	11-6401-701-000	\$5,563.79	\$5,563.79
		SMARTBoard Projection systems	11-6401-701-000	\$3,000.00	
		Smartboard Smart Sound Installation	11-6403-850-000	\$275.00	
		Smart Cart Smart Connectors	11-6403-850-000	\$588.00	
		SMARTBoard Projection systems	12-4204-701-000	\$3,545.00	\$15,043.00
124882	Data Source Media, Inc	MS610 Imaging Units	11-6401-646-002	\$206.13	
		T650 Toner	11-6403-701-000	\$1,928.48	\$2,134.61

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
124883	DESCO Consulting, LLC	Grant Writing	11-4201-661-000	\$1,500.00	\$1,500.00
124884	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000	\$56.13	
124885	Fastenal Company	Lanier Copier Maintenance	11-6503-648-000	\$39.55	\$95.68
124886	Forbes-Hoffman Funeral Home	Welding Supplies	12-4204-701-000	\$63.68	\$63.68
124887	Four State Maintenance Supply Inc	Memorial - Gene Nance Memorial	11-6102-709-000	\$50.00	\$50.00
124888	Good News Publishing, Inc.	Toilet Bowl Cleaner	11-7102-702-000	\$375.00	\$375.00
124889	Gordon J Christensen Practical Clinica	Good News Advertising	11-6504-613-000	\$59.88	
124890	Graves Menu Maker Foods	Good News Advertising	11-6504-613-000	\$79.84	\$139.72
		Classroom Videos	12-1215-700-000	\$815.00	\$815.00
		Supplies	16-9684-701-000	\$146.70	
		Supplies	16-9684-701-000	\$29.75	
		Supplies	16-9684-701-000	\$141.44	
		Food	16-9684-743-000	\$552.38	
		Food	16-9684-743-000	\$964.65	
		Food	16-9684-743-000	\$494.76	
		Food	16-9684-743-000	\$345.80	
		Food	16-9684-743-000	\$863.43	\$3,538.91
124891	H and B Engineers	Chiller Replacement	11-6201-659-008	\$997.50	\$997.50
124892	Herff Jones Inc.	Student Cap and Gown	11-5303-706-001	\$55.76	
		Premier Black Classkeeper Gowns an	11-5303-706-001	\$3,144.15	
		Dipolmas	11-5303-706-001	\$11.04	
		Diploma Covers	11-5303-706-001	\$2,662.44	\$5,873.39
124893	Herring Bank	ID Card Supplies	11-6401-701-000	\$484.80	\$484.80
124894	Herrman Lumber	Maintenance Supplies	11-7102-649-000	\$23.85	
		Carpet Knife Blades	11-7102-649-000	\$6.58	\$30.43

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/31/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124895	Hillyard/Springfield	Ride On Floor Scruber	11-7102-649-000	\$12,500.00	
		Custodial Supplies	11-7102-702-000	\$820.05	\$13,320.05
124896	Home Store	Cove Base Adhesive	11-7102-649-000	\$6.95	\$6.95
124897	Hugo's Industrial Supply, Inc	Tissues	11-7102-702-000	\$403.90	\$403.90
124898	Independence Daily Reporter	Position Announcement	11-6504-613-000	\$138.00	\$138.00
124899	Jenzabar, Inc.	Upgrade Maintenance	11-6401-646-002	\$1,200.00	\$1,200.00
124900	Jock's Nitch/Parsons	Custom Baseball Hats	11-5502-701-000	\$1,429.88	
		NJCAA Flat Seam Baseballs	11-5502-701-000	\$833.17	
		Volleyball Hoodies, Pants & Shirts	11-5504-701-000	\$1,901.95	
		Volleyball Pants & Shorts	11-5504-701-000	\$3,196.47	
124901	K L K C	Baseball Pants Gray and White	11-5506-690-000	\$2,217.87	\$9,579.34
		April Advertising	11-6301-613-000	\$350.00	
124902	K S Y N-FM	Radio Advertising/Welding	12-1247-613-000	\$500.00	\$850.00
		April Advertising	11-6301-613-000	\$675.00	
124903	Kansas State Board of Nursing	Radio Advertising/Welding	12-1247-613-000	\$1,000.00	\$1,675.00
124904	Kitchen Pass, Inc.	KSBN Annual Reapproval Fee	12-1208-670-000	\$400.00	\$400.00
124905	KONE Inc	Allied Health Advisory Luncheon	12-4204-709-000	\$102.27	\$102.27
		Maintenance Agreement	11-7202-648-000	\$438.80	
		Maintenance Agreement	11-7202-648-000	\$141.66	\$580.46
124906	Labette Avenue	Position Announcement	11-6504-613-000	\$60.00	\$60.00
		Position Announcement	11-6504-613-000	\$60.00	\$120.00
124908	Marmic Fire and Safety Co Inc	Sprinkler Inspection	11-7202-648-000	\$302.50	\$302.50
124909	MBS Direct, LLC	Employee Books	11-6501-590-001	\$75.00	
		FA Books	16-0000-131-002	\$1,063.25	
		FA Books	16-0000-131-002	\$1,823.83	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/31/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124909	MBS Direct, LLC	FA Books	16-0000-131-002	\$915.02	
		Returned Books	16-0000-131-002	(\$158.41)	\$3,718.69
124910	McCarty's Office Machines Inc	Chemistry Supplies	11-1106-700-000	\$1,669.94	
		Office Chairs	11-4201-701-000	\$1,100.00	
		Office Supply	11-6201-701-000	\$156.73	
		IT Furniture - Move	11-6402-850-000	\$4,303.95	
		File Folders	11-6503-701-000	\$66.08	
		Folders, Markers	11-6503-701-000	\$263.08	
		Folders, Correction Tape	11-6503-701-000	\$72.72	
		Shredder	12-1208-700-000	\$1,640.00	\$9,272.50
124911	McGraw-Hill Companies	Connect Math Code Supplies	11-1124-700-001	\$7,602.37	\$7,602.37
124912	Mid America Sanitation	Portable Toilet	11-7102-649-000	\$80.00	\$80.00
124913	Mytown Media, Inc	April Advertising	11-6301-613-000	\$260.00	\$260.00
124914	Nasco	Art Supplies	11-1101-700-000	\$22.02	
		Art Supplies	11-1101-700-000	\$1,424.68	
		Art Supplies	11-1101-700-000	\$233.08	\$1,679.78
124915	National CineMedia, LLC	May Advertising	11-6301-613-000	\$445.72	
		Movie Theater Advertising/Welding	12-1247-613-000	\$3,000.00	\$3,445.72
124916	Nexstar Broadcasting, Inc	April Advertising/FourStates	11-6301-613-000	\$500.00	
		April Advertising/FourStates	11-6301-613-000	\$200.00	
		April Advertising/KODE	11-6301-613-000	\$369.00	
		April Advertising/KSNF	11-6301-613-000	\$735.00	
		Radio Advertising/Welding	12-1247-613-000	\$4,500.00	\$6,304.00
124917	NIMCO, Inc.	Character Traits Posters	12-1208-700-000	\$37.95	\$37.95
124918	Overhead Door of Wichita	Door Cylinders and Locks, WTC	11-7102-671-000	\$177.51	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/31/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124918	Overhead Door of Wichita	Keys	11-7102-671-000	\$59.48	\$236.99
124919	P1 Group Inc	Replace Diode Bridges on Condenser	11-7102-649-000	\$1,285.64	
		Maintenance Agreement	11-7103-649-000	\$500.00	
		Maintenance Agreement	11-7202-648-000	\$4,907.00	\$6,692.64
124920	Parsons Chamber of Commerce	Golf Tournament Hole Sponsorship	11-6301-704-000	\$50.00	\$50.00
124921	Parsons Sun	Position Announcement	11-6504-613-000	\$79.45	
		Position Announcement	11-6504-613-000	\$56.75	\$136.20
124922	Pittsburg State University	Lifetime Fitness Materials - PSU	11-1112-700-001	\$640.00	\$640.00
124923	Pocket Nurse Enterprises, Inc.	Forceps - Nursing	12-1208-700-000	\$40.20	
		IV Poles for Simulation	12-1208-700-000	\$727.08	\$767.28
124924	Prestwick House, Inc.	Life of Pi (book)	11-1109-700-000	\$184.18	\$184.18
124925	QueenB Television of Kansas/Missouri	April Advertising	11-6301-613-000	\$1,215.00	
		Radio Advertising - Welding	12-1247-613-000	\$1,170.00	
		Radio Advertising - Welding	12-1247-613-000	\$1,130.00	
		Radio Advertising - Welding	12-1247-613-000	\$1,115.00	
		Radio Advertising - Welding	12-1247-613-000	\$1,085.00	\$5,715.00
124926	Reserve Account	PBP #20352357 (Postage)	11-6503-611-000	\$2,500.00	\$2,500.00
124927	Roy's Auto Service, LLC	Vehicle Maintenance, PK2	11-6502-720-000	\$37.35	
		Vehicle Maintenance, RV22	11-6502-720-000	\$45.25	
		Vehicle Maintenance, PK3	11-6502-720-000	\$42.35	\$124.95
124928	Save-a-Lot	Food	16-9684-743-000	\$6.27	\$6.27
124929	Scantron Corporation	Scantron Repair/Maintenance	11-6403-701-000	\$550.00	\$550.00
124930	Henry Schein, Inc.	Lab Supplies	12-1215-700-000	\$1,813.07	
		Lab Supplies	12-1215-700-000	\$9.99	
		Credit for Supplies	12-1215-700-000	(\$9.00)	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account		Amount	Total
				Number		
124930	Henry Schein, Inc.	Toothbrushes		12-1215-700-000	\$61.73	\$1,875.79
124931	Sheerin Scientific Inc.	Microscope Servicing and Repair		11-1102-646-000	\$2,250.00	\$2,250.00
124932	Sigma-Aldrich Inc.	Chemistry Supplies		11-1106-700-000	\$326.55	\$326.55
124933	SignWarehouse, Inc	Supplies		11-6503-705-000	\$838.68	\$838.68
124934	Sports in Kansas, LLC	April Advertising		11-6301-613-000	\$200.00	
		March Advertising		11-6301-613-000	\$200.00	\$400.00
124935	St. Mary's Colgan High School	Yearbook Sponsorship		11-6301-704-000	\$100.00	\$100.00
124936	Styers Equipment Company	Oki Supplies		11-6503-648-000	\$1,442.05	
		Oki Supplies		11-6503-701-000	\$2,315.02	\$3,757.07
124937	The Cleaners	Press Regalia		11-5303-706-001	\$110.70	\$110.70
124938	The Odee Company	Blue Certificate Blanks		11-6503-705-000	\$228.00	\$228.00
124939	Thompson Bros. Supplies, INC	Welding Supplies		12-4204-701-000	\$100.75	
		Lease Renewal		12-4204-701-000	\$45.50	
		Welding Supplies		12-4204-701-000	\$649.31	
		Gas Cylinders (TIG)		12-4204-701-000	\$262.50	\$1,058.06
124940	Tom Davis Auto Group, LLC	Vehicle Maintenance, MV40		11-6502-720-000	\$50.27	\$50.27
124941	UniFirst Corporation	Mats, Mops, Towels, Uniforms		11-7103-649-000	\$77.64	
		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	\$652.40	
		Aprons, Mats, Mops, Cloths		11-7202-648-000	\$104.79	
		Aprons, Mats, Mops, Cloths		11-7202-648-000	\$114.79	
		Uniforms		11-7202-648-000	\$55.90	
		Aprons, Mats, Mops, Cloths		11-7202-648-000	\$104.79	
		Uniforms		11-7202-648-000	\$55.90	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/31/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124941	UniFirst Corporation	Uniforms	11-7202-648-000	\$55.90	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$104.79	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$104.79	
		Uniforms	11-7202-648-000	\$55.90	
		Aprons, Mops, Mats, 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	\$40.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	\$1,826.61
124942	Vance Lawn Care	Groundskeeping, Cherokee Center	11-7103-649-000	\$420.00	\$420.00
124944	Mark Watkins	Reimburse Meals - KBOR	11-6101-601-000	\$15.34	
		Reimburse Meal - KICA Meeting	11-6101-601-000	\$17.76	
		Vehicle Expense	11-6501-590-001	\$900.00	\$933.10
				<u>\$132,587.45</u>	

11-General Fund	\$97,846.51
12-Postsecondary Technical Education Fund	\$27,312.07
16-Auxillary Ent Fund	\$7,428.87
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$132,587.45</u>

