

**LABETTE COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**July 11, 2019**

**5:30 p.m.**

**Conference Room**

**Review Copy**



# EXHIBIT 1

Labette Community College  
Board of Trustees Meeting Agenda  
Thursday, July 11, 2019  
Budget Worksession, 4:00 p.m.  
Board Meeting, 5:30 p.m.  
Conference Room, Student Success Center

- I. Election of Officers for the Board of Trustees
- II. Adoption of Agenda ..... (Exhibit 1)
- III. Approval of June 13, 2019, Meeting Minutes ..... (Exhibit 2)
- IV. Reports and/or Board Discussion
  - A. Faculty Senate Report
  - B. Administrative Reports
    - i. Comparison of Expenditures to Budget
    - ii. Athletic Insurance
    - iii. Facilities Update
  - C. President's Report
- V. Old Business (Action, Report, or Discussion)
- VI. New Business (Action, Report, or Discussion)
  - A. Regular Meeting Dates for the Board of Trustees ..... (Agenda Item VI.A.)  
(Exhibit 3)
  - B. Professional Staff Resignation..... (Agenda Item VI.B.)
  - C. Faculty Contract Ratification..... (Agenda Item VI.C.)  
(Exhibit 4)
  - D. Approval of Bills ..... (Agenda Item VI.D.)  
(Exhibit 5)

VII. Public Comment

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

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

## **EXHIBIT 1**

VIII. 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.

IX. Next Regular Board Meeting: Tentative Date-Thursday, August 8, 2019, Tentative Agenda Items

X. Adjournment

## EXHIBIT 2

LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
June 13, 2019

The Board of Trustees met at 5:30 p.m. on Thursday, June 13, 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  
Joe Burke  
Kevin Doherty  
Bethany Kendrick

Lindi Forbes  
Kathy Johnston  
Brandi Irish  
Tylie Baumgardner  
Jason Sharp  
Kae Yeoman

Megan Fugate recorded the minutes.

### **Adoption of Agenda (ACTION ITEM)**

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

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

Chair McReynolds asked for corrections or additions to the May 2, 2019 regular meeting minutes. Mr. Winchell moved to approve the minutes as presented. Mr. Landrum seconded and motion carried 5-0.

### **Reports and/or Board Discussion**

#### **Faculty Senate Report**

None

#### **Administrative Report**

*Comparison of expenditures to the budget* - Leanna Doherty had placed the June financial report at the table. At the end of June we were 92% through the year. The general fund was 86% expended and the technical education/vocational fund was 83% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

#### **Insurance Update**

Vice-President Doherty presented the insurance information. Mr. Taylor moved to continue the insurance coverage with MHEC Property and set aside \$300,000 in a reserve account for the deductible if needed. Mr. Winchell seconded and motion carried 5-0.

#### **Facilities Update**

An update was given on the Event Center. Mr. Hoskins moved to approve installing a 2" water line for a cost of \$9,580. Mr. Landrum seconded and motion carried 4-1. Mr. Taylor abstained from voting.

A discussion of the alternate projects for the Event Center was discussed. Mr. Hoskins moved to accept the bids for alternate projects one and two for a total cost of \$40,975. Mr. Landrum seconded and motion carried 4-1. Mr. Taylor abstained from voting.

### President's Report

Dr. Watkins introduced three new employees: Kae Yeoman, Assistant Volleyball Coach, Brandi Irish, CTE Recruiter, and Tylie Baumgardner, Financial Aid Specialist.

Dr. Watkins gave a short report.

Lindi Forbes gave an update on the athletic capital campaign.

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

None

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

#### Faculty Contract Ratification

Mr. Landrum moved to approve the following faculty contracts:

- Tarah Cockrell, Exercise Science Instructor beginning August 12, 2019 at a Masters plus step 30, at a salary of \$44,070 and to fill the open position at the Cherokee Center.
- Aaron Smith, Nurse Educator beginning August 12, 2019 at QV, step 25, at a salary of \$51,550.
- Rocky Becker, Welding Instructor at LCHS beginning August 12, 2019 at QV, Step 6, at a salary of \$38,630 plus additional 15 days @ \$227.24 per diem for a total of \$42,039.

Mr. Winchell seconded and motion carried 5-0.

#### Professional Staff Employment Letter

Mr. Winchell moved to approve the following Professional Staff Employment Letters:

- Brandi Irish, CTE Recruiter, at a salary of \$34,000, beginning June 10, 2019.
- Tylie Baumgardner, Financial Aid Specialist, at a salary of \$29,000, beginning June 11, 2019.
- Aaron Keal, Athletic Director, at a salary of \$62,850, beginning July 1, 2019.
- Alex Coplon, Head Baseball Coach, at a salary of \$36,500, beginning July 1, 2019.
- Ethan Appleby, Part-Time Assistant Baseball Coach, for a 10-month letter at a salary of \$19,560, beginning June 3, 2019.

Mr. Taylor seconded and motion carried 5-0.

#### Approval of Bills

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

#### Public Comment

- Mr. Hoskins attended KACCT last weekend and gave an update.
- Mr. Taylor asked a few more questions regarding the cost overruns of the welding center and the event center. He also inquired about what benefits the college receives from being a member of KASB. We will research other organizations that mainly support community colleges.
- Mr. McReynolds referenced an article regarding the reorganization meeting that is coming up in July.
- Mr. Landrum thanked Mr. McReynolds for his leadership as Board Chair.

## EXHIBIT 2

- Mr. Burke encouraged everyone to attend the concert in the park at 7:00pm.
- Mr. Taylor attended a great concert in Riverton this past weekend that both Dr. Watkins and Joe Burke participated in.

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

### **Adjournment**

Mr. Landrum moved to adjourn the meeting at 6:25pm. Mr. Hoskins seconded and motion carried 5-0.

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Megan Fugate, Clerk of the Board

RR





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

**SUBJECT**

Setting Regular Meeting Dates and Times for the Fiscal Year 2019-2020 Board of Trustees Meetings

**REASON FOR CONSIDERATION BY THE BOARD**

**BACKGROUND**

The Board of Trustees traditionally establishes the dates, times and locations for its regular meetings at the July Board meeting. The attached Exhibit reflects dates second Thursday at 5:30pm of each month for the 2019-20 academic year. Once the dates are set, this information is widely disseminated to local media, which meets one of the requirements of the Open Meeting's Act.

**PRESIDENT'S RECOMMENDATION**

Subject to Board consensus, that the regular meetings of the Board of Trustees be the second Thursday of each month at 5:30 p.m., on campus in the Conference Room of the Student Union Building.



# EXHIBIT 3

## LCC BOARD OF TRUSTEES MEETING DATES 2019-2020

2<sup>nd</sup> Thursday, Monthly, 5:30 p.m.

August 8, 2019	February 13, 2020
*September 12, 2019	March 12, 2020
October 10, 2019	April 9, 2020
November 14, 2019	**May 7, 2020
December 12, 2019	June 11, 2020
January 9, 2020	July 9, 2020

\*The September meeting will be held in Oswego.

\*\*Moved the May meeting from the 14<sup>th</sup> to the 7<sup>th</sup> to avoid conflicts with pinning ceremonies.



**SUBJECT**

Professional Staff Resignation

**REASON FOR CONSIDERATION BY THE BOARD**

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

**BACKGROUND**

Marcie Ryan, Case Worker/Advisor, has submitted her letter of resignation effective August 9, 2019.

**PRESIDENT'S RECOMMENDATION**

The Board of Trustees approve the resignation of Marcie Ryan, Case Worker/Advisor, effective August 9, 2019, and authorize administration to search for a replacement.



Agenda Item #: VI.C.

Date: July 11, 2019

**SUBJECT**

Ratification of Faculty Contract

**REASON FOR CONSIDERATION BY THE BOARD**

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

**BACKGROUND**

Tom Brungardt has accepted the Biology Instructor position. See exhibit 4.

**PRESIDENT'S RECOMMENDATION**

The Board of Trustees approve a Faculty Contract for Tom Brungardt, Biology Instructor. The contract begins on August 12, 2019 at Masters plus 6, step 10, at a salary of \$43,390. Approval is recommended.





## Biography

### Tom Brungardt

Mr. Tom Brungardt has accepted the Biology Instructor position beginning August 12, 2019. Tom earned an Associate in Science degree from LCC, a BS in Biology with a minor in Chemistry and Physical Science and a Master's degree in Biology from Pittsburg State University. Several years ago, Tom worked as an Adult Education Specialist in the Student Success Center. More recently he has been adjunct teaching Microbiology, Botany, Chemistry, and Physical Science for LCC.

# 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

Agenda Item: VI.D.  
Date: July 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**

6/6/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124945	A T and T	Phone Service - Cherokee Center	11-7103-631-000	\$391.20	\$391.20
124946	A T and T	Internet	11-6401-631-000	\$3,469.99	\$3,469.99
124948	CareerSafe	OSHA 10 Vouchers	12-4204-701-000	\$125.00	\$125.00
124949	City of Parsons	Water Service	11-7102-632-000	\$2,131.79	
		Water Service - WTC	12-4204-632-000	\$136.05	
		Water Service	16-9482-632-000	\$256.11	\$2,523.95
124951	Commerce Bank	Rental Van	11-6502-720-000	\$828.00	
		Rental Van	11-6502-720-000	\$520.65	
		Credit on Rental Van	11-6502-720-000	(\$68.65)	\$1,280.00
124952	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$174.77	
124953	Crossroad Tours	Cable - Cherokee Center	11-7103-701-000	\$97.85	\$272.62
124955	Trudy E Hill	Bus Trip, Baseball	11-6502-720-000	\$2,785.00	\$2,785.00
		Reimburse Gas - Sterling	11-6502-720-000	\$35.95	
		Reimburse Mileage - Inst Evaluations	12-4204-601-000	\$75.40	\$111.35
124956	Kansas Gas Service	Gas Service	11-7102-633-000	\$100.00	
		Gas Service - WTC	12-4204-633-000	\$130.44	\$230.44
124957	Kansas Outdoor Advertising	June Billboard Rental	11-6301-613-000	\$300.00	
		June Advertising	11-6301-613-000	\$575.00	\$875.00
124958	Tammy Kimrey	Reimburse Meals - WCEC	11-4200-630-031	\$171.18	\$171.18
124961	North Texas Tollway Authority	Toll Charges - Sonography to ESP	12-1214-602-000	\$8.20	\$8.20
124962	Elizabeth R Robinson	Reimburse PTA Online PEAT	11-4203-701-000	\$202.00	\$202.00
124963	Rural Water District #5	Utility Water, Cherokee	11-7103-632-000	\$44.93	\$44.93
124964	Kelly Stammer	Groundskeeping, WTC	11-7202-648-000	\$200.00	\$200.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	6/6/2019	Account Number	Amount	Total
124965	W C A Waste Corporation	Trash Removal, Cherokee		11-7103-649-000	\$128.51	\$128.51
	11-General Fund		\$12,088.17			
	12-Postsecondary Technical Education Fund		\$475.09			
	16-Auxiliary Ent Fund		\$256.11			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			\$12,819.37			
					\$12,819.37	

Checks approved for release prior to Board action

Mark Watkins  
President

Shannon Dehnbach  
Vice President of Finance & Operations



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

6/13/2019

Check Number	Vendor	Description	Account Number	Amount	Total
124967	Kim Beachner	Reimburse Hotel - KBOR Nursing Cor	12-1208-601-000	\$96.15	\$96.15
124968	Kathleen A Bennett	Reimburse Hotel - KBOR Nursing Cor	12-1208-601-000	\$96.15	\$96.15
124969	Delyna R Bohnenblust	Reimburse Hotel - KBOR Nursing Cor	12-1208-601-000	\$288.45	
		Reimburse Meals - KBOR Nursing Co	12-1208-601-000	\$67.70	
		Reimburse Registration - KBOR Nursi	12-1208-670-000	\$75.00	\$431.15
124973	CableONE	Cable Service	11-7202-648-000	\$143.80	\$143.80
124974	Coleen Carter	Reimburse Mileage - Cherokee Cente	11-6401-601-000	\$35.96	\$35.96
124975	Daniel Colon	PagePack Billing	11-4203-701-000	\$52.00	\$52.00
124976	Alexander J Coplon	Reimburse Mileage - Recruiting	11-5502-603-000	\$73.08	
		Reimburse Mileage - Recruiting	11-5502-603-000	\$219.24	\$292.32
124981	Leanna Doherty	Reimburse Mileage-KACCBO, Cheroke	11-6201-601-000	\$310.88	
		Reimburse Meals KACCBO	11-6201-601-000	\$24.20	\$335.08
124982	Lindsey Anne Drummond	Reimburse Meals - Data Conf	12-1246-630-000	\$25.18	\$25.18
124987	Brittany Haley	Reimburse Ice Wrap	11-5507-701-000	\$72.04	
		Reimburse Zuka Tools	11-5507-701-000	\$359.00	\$431.04
124989	Lois D Hembree	Reimburse KPERS Opt Life	11-0000-267-000	\$7.21	\$7.21
124993	Kansas Gas Service	Gas Service - Cherokee Center	11-7103-633-000	\$50.74	\$50.74
124997	Leigh Ann Martin	Reimburse Baggage - ADEA Conf	12-1246-630-000	\$60.00	
		Reimburse Meals - ADEA Conf	12-1246-630-000	\$155.63	\$215.63
124998	N J C A A	Registration Fee - Margaret Doherty	11-5506-601-000	\$75.00	
		Registration Fee - Aaron Keal	11-5506-601-000	\$75.00	\$150.00
125000	Robert E Perez	Reimburse Mileage - NISOD	11-4201-630-002	\$406.85	
		Reimburse Registration - NISOD	11-4201-630-002	\$685.00	\$1,091.85
125004	Soroptimist International of Parsons	Soroptimist International Dues	11-5302-681-000	\$120.00	\$120.00
125010	Touchtone Communications	Long Distance	11-6501-631-000	\$98.34	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

6/13/2019

Check Number	Vendor	Description	Account Number	Amount	Total
125010	Touchtone Communications	Long Distance - Cherokee Center	11-7103-631-000	\$19.82	\$118.16
125011	Triple S Pumping/Jeffrey Spielbusch	Grease Trap Service	11-7202-648-000	\$370.00	\$370.00
125014	Westar Energy, Inc	Electricity - Cherokee Center	11-7103-634-000	\$1,103.51	\$1,103.51
				<u>\$5,165.93</u>	

11-General Fund	\$4,301.67
12-Postsecondary Technical Education Fund	\$864.26
16-Auxillary Ent Fund	\$0.00
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$5,165.93</u>

Checks approved for release prior to Board action

  
 \_\_\_\_\_  
 President

  
 \_\_\_\_\_  
 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

6/20/2019

Check Number	Vendor	Description	Account Number	Amount	Total
125017	A T and T	Phone Service	11-6501-631-000	\$76.36	
		Phone Service	11-6501-631-000	\$2,775.90	\$2,852.26
125018	A T and T	Internet	11-6401-631-000	\$1,568.40	\$1,568.40
125019	Amazon.com LLC	Camera Supplies	11-6301-704-000	\$30.58	
		Camera Supplies	11-6301-704-000	\$14.78	
		Camera Supplies	11-6301-704-000	\$12.50	
		IT Supplies	11-6401-701-000	\$461.40	
		Ubiquiti-PowerBeam-PBE	11-6402-850-000	\$254.97	
		Mevo Plus Live Event Camera by Live	11-6403-850-000	\$1,295.98	
		Ice Machine	11-7103-701-000	\$259.46	
		Frams - Dental Assisting	12-1215-700-000	\$93.12	
		Frames - Dental Assisting	12-1215-700-000	\$18.49	
		Returned Frame	12-1215-700-000	(\$18.49)	
		Ice Machine	12-1215-700-000	\$259.47	\$2,682.26
125020	B P	Gasoline	11-6502-720-000	\$449.30	\$449.30
125021	Kim Beachner	Reimburse Meal - Clinicial Teaching Ir	11-4200-630-025	\$19.00	\$19.00
125022	Delyna R Bohnenblust	Reimburse Hotel - KSNB/KCADNE	12-1208-601-000	\$220.68	
		Reimburse Mileage - KBOR, KSNB,K	12-1208-601-000	\$739.50	
		Reimburse Meals - KSNB/KCADNE	12-1208-601-000	\$81.35	\$1,041.53
125023	Jody Burzinski	Reimburse Airport Mileage - JAM	11-6401-601-000	\$156.60	
		Reimburse Meals - JAM	11-6401-601-000	\$206.27	
		Reimburse Airport Shuttle - JAM	11-6401-601-000	\$35.00	
		Reimburse Airport Parking - JAM	11-6401-601-000	\$77.00	
		Reimburse Luggage - JAM	11-6401-601-000	\$60.00	\$534.87
125024	Cardmember Service	Credit Hilton - L Drummond - KBOR	11-0100-484-000	(\$139.38)	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	6/20/2019		Description	Account Number	Amount	Total
125024	Cardmember Service			Hampton Inn, S Zollars, KLA/CULS C	11-4101-601-000	\$349.89	
				Courtyard, Dr Bharathi, HAPS Conf	11-4200-630-003	\$592.90	
				Hotel - NISOD - Robert Perez	11-4200-630-034	\$727.76	
				Hotel at Old Town, J Burke, KCIA Mee	11-4201-601-000	\$142.46	
				Hotel - NISOD - Robert Perez	11-4201-630-002	\$55.39	
				Courtyard, Dr Bharathi, HAPS Conf	11-4201-630-002	\$315.70	
				Hampton Inn, T Hundley, KBOR Data	11-5201-601-000	\$248.24	
				Travel Insurance - All Star Game	11-5503-601-000	\$27.00	
				Rental Car-NJCAA All Star Game	11-5503-601-000	\$138.91	
				Airfare-M Rolls-NJCAA All Star Game	11-5503-601-000	\$361.60	
				Airfare-J Martino-NJCAA All Star Gam	11-5503-601-000	\$296.60	
				Credit on Travel - NJCAA	11-5506-601-000	(\$76.01)	
				Credit on Travel - NJCAA	11-5506-601-000	(\$20.00)	
				Airfare and Hotel - NJCAA	11-5506-601-000	\$1,693.75	
				Courtyard, B Haley, Graston Tech	11-5507-601-000	\$280.58	
				Holiday Inn, C Hoskins, KACCT Quar	11-6102-601-000	\$130.60	
				Holiday Inn, M Watkins, KACCT Quar	11-6102-601-000	\$130.60	
				Best Western, L Doherty, KACCBO M	11-6201-601-000	\$90.58	
				Registration-Budget Workshop-LD & C	11-6201-601-000	\$150.00	
				Facebook Advertising	11-6301-613-000	\$119.65	
				Digital Camera and Lens	11-6301-701-000	\$2,248.99	
				Grand Hyatt - Jody Burzinski - JAM	11-6401-601-000	\$1,395.66	
				Grand Hyatt- Tracie Moon - JAM	11-6401-601-000	\$1,235.15	
				Seagate Hard Drive Lab	11-6402-850-000	\$49.00	
				OnStar for LCC Vehicles	11-6502-720-000	\$261.88	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

**6/20/2019**

Check Number	Vendor	Description	Account Number	Amount	Total
125024	Cardmember Service	Picture Framing	11-6504-692-002	\$107.00	
		Vascular Registry Fee -	12-1214-681-000	\$250.00	
		Hampton Inn, L Drummond, Data Que	12-1246-630-000	\$241.82	
		Grand Hyatt, LA Martin, ADEA Dental	12-1246-630-000	\$629.94	
		KTEEA Reg - Ross Harper	12-4204-605-000	\$30.00	\$12,066.26
125026	Jill Coral Coomes	Reimburse Mileage - KU Medical Cen	12-1208-602-000	\$160.08	\$160.08
125028	Dillons	Flowers for Pinning Ceremony	12-1215-700-000	\$124.87	\$124.87
125029	FedEx Express	Package Shipping (12)	11-5303-701-000	\$256.80	\$256.80
125031	Grand Hyatt San Antonio	Male Hotel Room - PBL NLC	11-1127-604-000	\$694.22	
		Advisor Hotel Room PBL NLC	11-1127-604-000	\$1,290.66	\$1,984.88
125032	Iowa Community College Athletic Conf	CCAC Event Entry Fee	11-5503-603-000	\$250.00	\$250.00
125033	Kansas Department of Revenue	PrintShop Sales Tax/May	11-6503-701-000	\$29.64	
		Bookstore Sales Tax/May	16-0000-216-001	\$106.13	
		Food Service Sales Tax/May	16-0000-216-002	\$251.64	\$387.41
125035	Kansas Gas Service	Gas Service	11-7102-633-000	\$41.32	
		Gas Service	16-9482-633-000	\$4.08	\$45.40
125036	Cathy D Kibler	PBL National Leadership	11-1127-604-000	\$750.00	\$750.00
125040	Tracie D Moon	Reimburse Meals - KBOR	11-6401-601-000	\$26.09	
		Reimburse Mileage - KBOR Topeka	11-6401-601-000	\$187.34	
		Reimburse Airport Parking - JAM	11-6401-601-000	\$37.50	
		Reimburse Shuttle - JAM	11-6401-601-000	\$48.84	
		Reimburse Meals - JAM	11-6401-601-000	\$41.42	
		Reimburse Mileage - JAM	11-6401-601-000	\$226.20	\$567.39
125041	N THERM, LLC	Gas Service	11-7102-633-000	\$28.64	
		Gas Service	11-7102-633-000	\$59.49	

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	Account Number	Amount	Total
125041	N THERM, LLC	Gas Service	11-7102-633-000	\$28.64	
		Gas Service	11-7102-633-000	\$8.81	
		Gas Service	16-9482-633-000	\$35.25	\$160.83
125042	Parsons Rotary Club	Quarterly Dues - Mark Watkins	11-6101-702-000	\$138.00	\$138.00
125044	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$478.58	\$478.58
125045	Bharathi Sudatsanam	Reimburse Mileage - HAPS Conf	11-4200-630-003	\$116.39	
		Reimburse Hotel & Parking - HAPS C	11-4200-630-003	\$132.77	
		Reimburse Meals - HAPS Conf	11-4200-630-003	\$169.34	
		Reimburse Cab Fare - HAPS Conf	11-4200-630-003	\$214.60	\$633.10
				<u>\$27,151.22</u>	
	11-General Fund			\$23,923.29	
	12-Postsecondary Technical Education Fund			\$2,830.83	
	16-Auxillary Ent Fund			\$397.10	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$27,151.22</u>	

Checks approved for release prior to Board action

  
President

  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

6/24/2019

Check Number	Vendor	Description	Account Number	Amount	Total
125059	American Heritage Life Insurance Com	Cancer Premiums	11-0000-273-000	\$99.55	\$99.55
125060	Arnold Scott Harris	Garnishment	11-0000-270-000	\$328.33	\$328.33
125061	Bay Bridge Administrators, LLC f/b/o S	Employee 403(b) Contributions	11-0000-258-000	\$14,263.00	
		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	
		Employer 403(b) Matching	11-6501-590-001	\$4,440.00	\$20,385.95
125064	L C C Faculty Association	Faculty Dues	11-0000-264-000	\$1,083.46	\$1,083.46
125065	L C C Foundation	Employee Contributions	11-0000-268-000	\$1,465.46	\$1,465.46
125066	Security Benefit Life Insurance Co.	Employee Med Reimb/Child Care Exp	11-0000-277-000	\$2,426.66	\$2,426.66
125067	W.H. Griffin Trustee	Garnishment	11-0000-270-000	\$369.00	\$369.00
				<u>\$26,158.41</u>	

11-General Fund	\$26,158.41
12-Postsecondary Technical Education Fund	\$0.00
16-Auxillary Ent Fund	\$0.00
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$26,158.41</u>

Checks approved for release prior to Board action

*Mark Watkins*  
President

*Deanna Stobert*  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	6/26/2019		Description	Account Number	Amount	Total
125068	Accident Fund			Workman's Comp	11-6501-590-001	\$3,076.80	\$3,076.80
125069	Delyna R Bohnenblust			Reimburse Mileage - KUCCNP Summ	12-1208-602-000	\$178.64	
				Reimburse Reg - NLN MO Director C	12-1208-670-000	\$350.00	
				Reimburse Meals - KU CC Partners S	12-1208-670-000	\$29.25	
				Reimburse Hotel - KU CC Partners S	12-1208-670-000	\$147.66	\$705.55
125070	Linda G Brown			Reimburse Mileage - Clinicals (3)	12-1210-601-000	\$196.04	\$196.04
125073	Coleen Carter			Reimburse Mileage - Cherokee Cente	11-6401-601-000	\$35.96	\$35.96
125075	Alexander J Coplton			Reimburse Mileage - Recruiting	11-5502-603-000	\$306.24	\$306.24
125076	Design Group Architects LTD			Architect Fees - Cardinal Event Cente	11-6201-659-002	\$188.25	\$188.25
125077	Margaret M Doherty			Reimburse Mileage - NJCAA Meeting	11-5506-601-000	\$45.82	\$45.82
125082	Grant Writing USA			Registration - Ross Harcer	12-4204-605-000	\$455.00	\$455.00
125086	Joe Smith Company, Inc			Credit on Concessions	16-9381-742-000	(\$7.56)	
				Concessions - Snacks	16-9381-742-000	\$292.02	\$284.46
125087	Marvin Jones			Groundskeeping, WTC	11-7102-649-000	\$1,000.00	\$1,000.00
125088	Kansas Gas Service			Gas Service	11-7102-633-000	\$32.02	
				Gas Service - Cardinal Event Center	11-7102-633-000	\$30.08	\$62.10
125089	Aaron Keal			Reimburse Meals - NJCAA Meeting	11-5506-601-000	\$11.56	
				Reimburse Parking Airport - NJCAA M	11-5506-601-000	\$22.00	
				Reimburse Mileage - NJCAA Meeting	11-5506-601-000	\$150.22	\$183.78
125090	Tammy Kimrey			Reimburse Mileage - Clinicals (4)	12-1210-602-000	\$218.66	\$218.66
125092	JoLene Klumpp			Overpayment of KPERS	11-0000-253-000	\$561.27	\$561.27
125093	Labette County High School			Instruction - Electronic Classes	12-1220-523-000	\$7,896.88	
				Revenue Sharing	12-1220-523-000	\$13,440.00	\$21,336.88
125096	Ashley Moore			Reimburse Mileage - Clinicals (4)	12-1210-602-000	\$283.04	\$283.04
125098	Orschehn			Seats	11-6502-720-000	\$79.99	



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

6/26/2019

Check Number	Vendor	Description	Account Number	Amount	Total
125098	Orscheln	Rachet Straps	11-7102-649-000	\$89.94	\$169.93
125099	Julie Page	Reimburse Mileage - KUCCNP Summ	12-1208-601-000	\$164.72	\$164.72
125103	Save-a-Lot	Food	16-9684-743-000	\$2.67	
		Food	16-9684-743-000	\$7.12	\$9.79
125106	Traci Lynn Stanford	Cookies - Retirement Party	11-6504-692-001	\$40.00	\$40.00
125109	W C A Waste Corporation	Utility Waste Removal, Cherokee	11-7103-649-000	\$128.51	\$128.51
125110	Wal-Mart Community	Facilities Supplies	11-7102-649-000	\$90.82	
		Mulch	11-7102-649-000	\$128.05	
		Paint	11-7102-649-000	\$145.00	
		Office Supplies	11-7103-701-000	\$35.42	
		Water and Batteries	11-7103-701-000	\$29.46	
		Mouse Traps	11-7103-702-000	\$3.92	
		Food for Clinical Instructor Course	12-1213-700-000	\$43.74	
		Food for Clinical Instructor Course	12-1213-700-000	\$9.98	
		Food for Clinical Instructor Course	12-1213-700-000	\$40.71	
		Food for Clinical Instructor Course	12-1213-700-000	\$57.98	
		Food for Clinical Instructor Course	12-1213-700-000	\$42.90	
		Food for Clinical Instructor Course	12-1213-700-000	\$90.13	
		Supplies for Pinning Ceremony	12-1215-700-000	\$51.45	
		Crates - Fire School	12-4204-699-000	\$11.94	
		Fire School Coolers and Popcorn	12-4204-699-000	\$65.52	
		Supplies	16-9684-701-000	\$74.30	
		Food	16-9684-743-000	\$34.04	
		Food	16-9684-743-000	\$100.77	
		Food	16-9684-743-000	\$136.26	

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

6/30/2019

Check Number	Vendor	Description	Account Number	Amount	Total
125172	Rodeway Inn & Suites	Hotel Room - Fire School	12-4204-699-000	\$77.37	
		Hotel Rooms - Fire School	12-4204-699-000	\$154.74	\$1,005.81
125173	Mitchell A Rolls	Reimburse Mileage - Recruiting (12)	11-5503-603-000	\$910.60	\$910.60
125174	Satterlee Mechanical Contracting Corp	Hughes Bathroom Remodeling - Plum	11-6201-659-001	\$4,657.00	\$4,657.00
125175	Sherwin-Williams Company	Paint	11-7102-649-000	\$33.45	
		Painting Supplies	11-7102-649-000	\$9.89	
		Paint	11-7102-649-000	\$33.45	
		Paint	11-7102-649-000	\$43.27	\$120.06
125176	Southeast Kansas Living	Summer 2019 Ad	11-6301-613-000	\$48.75	\$48.75
125177	T H Rogers Lumber Company	Returned Live Burn Materials - Fire School	12-4204-699-000	(\$160.27)	
		Live Burn Materials - Fire School	12-4204-699-000	\$6.98	
		Live Burn Materials - Fire School	12-4204-699-000	\$1,572.63	\$1,419.34
125178	The CORE - Labette Health	PED18500002 9 students	12-1220-523-000	\$950.00	
		PED 18500001 7 students	12-1220-523-000	\$950.00	
		PED 18500001 9 students	12-1220-523-000	\$950.00	\$2,850.00
125179	The Wright Signs	All-American Board Update	11-5505-701-000	\$70.00	
		Door Signs	11-7102-649-000	\$85.50	
		Install Sign - WTC	64-7100-649-001	\$1,960.00	\$2,115.50
125180	UniFirst Corporation	Mats, Mops, Towels, Uniforms	11-7103-649-000	\$49.51	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$49.51	
		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	\$55.90	
		Aprons, Mops, Mats, Cloths	11-7202-648-000	\$104.79	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$104.79	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

**6/30/2019**

Check Number	Vendor	Description	Account Number	Amount	Total
125180	UniFirst Corporation	Aprons, Mats, Mops, Cloths	11-7202-648-000	\$104.79	
		Uniforms	11-7202-648-000	\$84.03	
		Uniforms	11-7202-648-000	\$55.90	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$104.79	
		Uniforms	11-7202-648-000	\$55.90	
		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	\$1,068.93
125181	Vance Lawn Care	Groundskeeping, Cherokee	11-7202-648-000	\$1,420.00	\$1,420.00
125182	Mark Watkins	Reimburse Meal - KACCT	11-6101-601-000	\$19.14	
		Reimburse Meal - HLC	11-6101-601-000	\$21.00	
		Vehicle Expense	11-6501-590-001	\$900.00	\$940.14
125183	West IP Communications	School Messenger Renewal	11-6402-850-000	\$3,125.00	\$3,125.00
125184	Wood-Dulohery Insurance Inc	Notary Bond Renewal- Megan Fugate	11-6101-702-000	\$75.00	
		Commercial Property Ins	11-6501-621-000	\$31,414.00	
		Liability Insurance	11-6501-622-000	\$32,348.00	
		Auto Insurance	11-6502-623-000	\$5,826.00	\$69,663.00
				<u>\$257,597.29</u>	
	11-General Fund			\$230,601.84	
	12-Postsecondary Technical Education Fund			\$21,066.38	
	16-Auxillary Ent Fund			\$3,969.07	
	64-Deferred Maintenance			\$1,960.00	
	67-Capital Outlay			\$0.00	
				<u>\$257,597.29</u>	

