

**LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

September 12, 2019

5:30 p.m.

Conference Room

Review Copy

EXHIBIT 1

Labette Community College
Board of Trustees Meeting Agenda
September 12, 2019
TIME 5:30 p.m.

Oswego County Commissioners Room; Oswego, KS

- I. Adoption of Agenda(Agenda Item I)
(Exhibit 1)

- II. Approval of August 8, 2019, Meeting Minutes(Agenda Item II)
(Exhibit 2)

- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. SGA Report
 - C. Administrative Reports
 - i. Comparison of Expenditures to Budget
 - D. President’s Report

- IV. Old Business (Action, Report, or Discussion)

- V. New Business (Action, Report, or Discussion)
 - A. 2019 Annual Report(Agenda Item V.A.)

 - B. Policy Approval(Agenda Item V.B.)
(Exhibit 3)

 - C. Professional Staff Employment Letter.....(Agenda Item V.C.)
(Exhibit 4)

 - D. Approval of Bills.....(Agenda Item V.D.)
(Exhibit 5)

VI. Public Comment

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

EXHIBIT 1

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.

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

I move we recess into executive session at _____(time)for _____minutes for the purpose of discussing personnel matters of nonelected personnel.

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

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

- VIII. Next Regular Board Meeting: October 10, 2019, 5:30 p.m., **Conference Room, Student Success Center Building**, Tentative Agenda Items

- IX. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
August 8, 2019

The Board of Trustees met at 5:30 p.m. on Thursday, August 8, 2019 in the Conference Room, Student Success Center Building.

Members Present

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

Others Present

Dr. Mark Watkins
Leanna Doherty
Joe Burke
Tammy Fuentez
Kathy Johnston
Kevin Doherty
Regina Decker
Jason Sharp
Aaron Keal
Gary Wall
Jim Zaleski
Jody Thompson

Janice Every
Lindi Forbes
Bethany Kendrick
Eugene Rexwinkle
Ethan Appleby
Debbie Lamb
Carol Eddington
Greg Chalker
Terri Leroy
Brian West
Wayne Gilmore

Megan Fugate recorded the minutes.

Public Hearing

At 5:30 pm, Chair Winchell opened the public hearing for the 2019-2020 Community College budget. There has been no increase in the mill levy for the last 16 years. There were no comments, Chair Winchell closed the public hearing at 5:31 pm.

Adoption of Agenda (ACTION ITEM)

Chair Winchell asked for changes or additions to the agenda. President Watkins had no changes. Mr. Taylor moved to approve the agenda as presented. Mr. Landrum seconded and motion carried 6-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

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

Reports and/or Board Discussion

Faculty Senate Report

No report

Administrative Report

Comparison of expenditures to the budget – Leanna Doherty had placed the July financial report at the table. At the end of July we were 8% through the year. The general fund was 8% expended and the technical education/vocational fund was 6% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

Kevin Doherty gave a facilities update on the Event Center and the Rees H. Hughes Building.

President's Report

Dr. Watkins introduced two new employees; Regina Decker, Case Manager/Advisor and Ethan Appleby, Assistant Baseball Coach.

Lindi Forbes gave an update on the Athletic Capital Campaign.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Approval of 2019-2020 Budget

Mr. Landrum moved to approve the adoption of the 2019-2020 Budget. Mr. Hoskins seconded and motion carried 6-0.

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Capital Campaign

Gary Wall, Eugene Rexwinkle, and Brian West all spoke to the Trustees in support of the Capital Campaign and how important it is to the College and the community. Mr. Landrum moved to approve the authorization of \$1 million dollars of college funds being utilized to aid in the expansion of the athletic and academic facility. Mr. Hoskins seconded. After more discussion, motion carried 4-2. Trustee Howerter and Trustee Taylor voted against the motion.

Professional Staff Employment Letter

Mr. McReynolds moved to approve the Professional Staff Employment letter for Regina Williams-Decker, Case Manager/Advisor, at a salary of \$38,000 beginning August 5, 2019. Mr. Landrum seconded and motion carried 6-0.

Faculty Contract Ratification

Mr. Hoskins moved to approve the Faculty Contract for Deanna Huffman, Psychology Instructor, at a salary of Masters +48, step 3, \$46,620 beginning August 12, 2019. Mr. Taylor seconded and motion carried 6-0.

Parsons Neighborhood Revitalization

Jim Zaleski was present to answer any questions. Mr. Landrum moved to approve the Parsons Neighborhood Revitalization. Mr. Hoskins seconded and motion carried 6-0.

Oswego Neighborhood Revitalization

Carol Eddington, Oswego City Clerk, was present to answer any questions. Mr. Landrum moved to approve the Oswego Neighborhood Revitalization. Mr. Howerter seconded and motion carried 6-0.

Policy Review

The board will review Policy 7.01 Administrators and Professional Staff: Conditions of Employment and Policy 8.01 Educational Support Staff: Conditions of Employment. We will ask for action to be taken at the September meeting.

EXHIBIT 3

Policy Approval

Mr. Howerter moved to approve Policy 4.021 Labette Community College Return of Unearned Tuition Assistance Funds. Mr. McReynolds seconded and motion carried 6-0.

Approval of Bills

Mr. Howerter moved to approve the Claims Register. Mr. Landrum seconded and motion carried 6-0.

Public Comment

There was further discussion regarding the capital campaign.

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

Chair Winchell reminded everyone of the next regular meeting of the Board of Trustees scheduled for September 12, 2019 at 5:30 p.m., Council Room, Oswego, KS.

Adjournment

Mr. McReynolds moved to adjourn the meeting at 6:58pm. Mr. Howerter seconded and motion carried 6-0.

Megan Fugate, Clerk of the Board

RR

Agenda Item #: V.A.

Date: September 12, 2019

SUBJECT

LCC Annual Report

REASON FOR CONSIDERATION BY THE BOARD

Report showing the highlights of the College.

BACKGROUND

This is an annual report.

PRESIDENT'S RECOMMENDATION

We will review the annual report.

Agenda Item #: V.B.
Date: September 12, 2019

SUBJECT

Approval of Board Policy

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Updated/created the following policies for approval:

Policy 7.01 Administrators and Professional Staff: Conditions of Employment

Policy 8.01 Educational Support Staff: Conditions of Employment

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve Policy 7.01 Administrators and Professional Staff: Conditions of Employment and Policy 8.01 Educational Support Staff: Conditions of Employment

POLICY 7.01**ADMINISTRATORS AND PROFESSIONAL STAFF:
CONDITIONS OF EMPLOYMENT**

Administrators and professional staff provide leadership and management of instruction, student development, administrative and financial services, and other College functions that support the mission of the College. The President is the chief executive officer and is responsible for general administration of the College, as specified in a position description approved by the Board of Trustees and as approved in Policy 1.04 Membership of Board (F). The chief executive officer will administer the affairs of the institution and may delegate to any officer, employee, student, or committee any part of such authority or such duties, unless prohibited by statutes, or policies of the Board of Trustees.

Whereas "conditions of employment" relate to the acquisition, allocation and/or expenditure of resources (fiscal, human, and/or physical), and contracts/employment confirmation letter for administrators and professional staff require approval of the Board of Trustees. These conditions of employment are considered policy statements which are subject to approval by the Board of Trustees.

Procedures in support of these policy statements may be approved by the President.

- A. General: All sections below constitute the conditions of employment under which administrators and professional staff are employed. Each notice of appointment (contract issuance/employment confirmation letter for administrators and professional staff) will incorporate by reference these conditions of employment. Such notice will provide that acceptance of the notice of employment is recognition that these conditions of employment are applicable.
- B. Employment procedures
Employment of administrators and professional staff will conform to all applicable federal, state, and local laws, ordinances and regulations, as well as policies of the Board. The need for administrators and professional staff will be determined by the President, and recruitment and selection will be consistent with procedures developed by the Human Resource Office. Contracts/employment confirmation letter for administrators and professional staff require approval of the Board of Trustees. An official transcript/proof of education/appropriate credentials are required upon offer of employment and before the contract/employment confirmation letter is presented.
- C. Terms of appointment
Administrators and professional staff perform duties and responsibilities as assigned by the President and/or designees.

Appointments which are dependent on funding from a specific source(s) other than College district budgeted funds will so state in the notice of appointment. Appointments,

including compensation or working conditions, dependent on non-College funds may be changed or terminated when the funding has been changed or no longer available.

D. Compensation

Salary ranges for administrators and professional staff are determined by the President, with contracts and employment confirmation letters for new hires after 8/29/11 subject to approval of the Board. Salaries for reappointments will depend upon available funding. Employees hired before 8/29/11 will continue to receive a contract unless otherwise notified by date specified in contract.

E. Employment Evaluation

All administrators and professional staff are evaluated by their immediate supervisor at least two times per fiscal year during their first two full years of employment and at least annually thereafter. Special evaluations may be conducted any time the immediate supervisor feels it is appropriate. At every evaluation, the administrators' and professional staffs' performance is reviewed with the respect to his/her position description and other performance factors. The evaluation is designed to provide a means of two-way communication between the employee and supervisor. It also serves as a means of employee development, by pointing out both strong and weak points in an individual's performance.

Evaluation will be conducted in compliance with approved policy and procedures.

F. Promotion, Reassignment and/or Transfers

The mission of Labette Community College (LCC) and external forces sometimes require changes to meet or better serve the needs of our students and service area. Accordingly, the College will from time to time find it necessary to create new positions or modify the duties of existing ones or reassign employees from one position to another.

Because the College values its staff, LCC attempts to provide reasonable opportunities for promotion and transfer to current employees. Announcements of educational support administrative, faculty and professional staff vacancies will be made available to all appropriate personnel with instructions for applying. The College also provides opportunities for employees to improve their employability through opportunities to obtain additional education and to attend professional development workshops and seminars.

LCC also attempts to pay its employees as fairly as circumstances allow. However, when the College finds it necessary to modify an existing position, it is important to remember that not all job title changes or additions of new responsibilities or job complexity are sufficient to qualify the employee for a promotion or raise.

Promotion - A promotion is defined as movement from one position to another that entails a marked increase in: (1) the complexity of duties and/or (2) the addition of increased responsibilities sufficient to merit the assignment of a new job or position title

change that also (3) qualifies for inclusion into a higher salary range and carries a higher compensation.

Promotions will normally be made using the College's regular hiring procedure to ensure that all interested qualified employees receive consideration for the position. The President may promote administrators and professional staff by direct appointment when, in his/her best judgment, the best interests of the College will be served by passing regular procedure and directly making such an appointment.

Promotions should also be based on other appropriate factors as well, including personal development and performance of current responsibilities.

Salary Adjustment: A salary adjustment is defined as a one-time increase in salary granted to an employee within his/her salary range given to: (1) recognize that employee's outstanding performance of his/her duties, or (2) to address an inequity between the employee's pay and similarly situated persons, or (3) to recognize and increase in the employee's value to the College due to market forces.

Planned adjustments or promotions based on the restructuring of an existing position through the addition of new job responsibilities or more complex job duties or creation of a new position must be made by the Vice President of Finance and Operations in collaboration with the Director of Human Resources. The Director of Human Resources (HR) is responsible for ensuring that promotions/salary adjustments are made in a manner consistent with the College compensation plan and past practice. In the case of disagreement, the Vice President of Finance and Operations will decide the issue.

Reassignment - A reassignment is defined as an administratively initiated transfer of an employee from one position to another. Reassignments are not required to be voluntary in nature, although the administration will consider the concerns of the employee being reassigned whenever possible.

The President may reassign administrators and professional staff within the College when, in his/her judgment, the best interests of the College will be served by such a reassignment. Such action will not negatively affect the salary or benefits of the employee under contract during the fiscal year(s) in which the action takes place. However, the employee's salary may be frozen or lowered in years subsequent to the expiration of the fiscal year (s) in effect when the reassignment occurs. Such action may negatively affect the salary or benefits of the employee on an employment letter during the fiscal year(s) in which the action takes place. The President may alter or amend assigned duties, change titles or reassign employees at any time.

Transfer - A transfer is defined as a voluntary, employee-initiated movement from one position to another within the same salary range or to a lower salary range. Any employee transferring from one position to another within the same salary range should not have an expectation of receiving an increase in salary. The College may raise a transferring employee's salary in cases where an issue of equity exists.

In cases where an employee elects to transfer to a position on a lower salary range, the employee will be placed at approximately the same position on the lower salary range as the employee held on the higher salary range. For example, a director level employee whose salary is at the 25th percentile of the director salary range moving to a coordinator salary range position would be placed approximately at the 25th percentile of the coordinator salary range and receive a proportional salary reduction as a result.

G. Work Schedule

Hours: The normal week for administrators and professional staff is thirty seven and one-half (37 1/2) hours per week from 8:00 a.m. to 4:30 p.m., Monday through Friday, with one (1) hour for lunch period. For seasonal requirements or special work demands, additional hours may be required.

Administrators and exempt professional staff are not entitled to overtime pay or compensatory time off for hours worked in excess of the College's normal workweek. Nonexempt professional staff will be offered overtime or compensatory time off under the terms of the College's Educational Support Staff Compensatory Time Procedure.

The normal workweek during the summer work schedule will generally be from 7:00 a.m. to 4:30 p.m., Monday through Thursday, with a forty-five (45) minute lunch period.

Specified summer hours shall be determined by the President in the spring of each year.

H. Absence and Tardiness

Punctuality and regular attendance are an important factor in consideration for job retention and promotion. If an administrator or professional staff is going to be late or absent, the immediate supervisor should be notified. (*See notification requirements*)

I. Wage and Salary: Pay Periods

Paychecks for all administrators and professional staff are issued on the 20th of each month. If the 20th falls on a Saturday, Sunday or other College recognized holiday, paychecks will be distributed on the preceding working day. Pay checks received are based on wages earned in accordance with the individual administrator's and professional staff's contract/employment confirmation letter provision.

Paychecks: must be picked up by the employee or there must be a signed authorization before another person can receive an employee's check.

Direct deposit is available for full time employees.

J. Payroll Deductions

Payroll deductions are made as required for Federal Income Tax, Kansas State Income Tax, and Kansas Public Employees Retirement System. If authorized by the employee in writing and approved by the Human Resource Office, other deductions will be made as desired by the employees.

If an employee discovers an error on their paycheck, they should immediately contact the payroll benefits accountant, the vice president of finance and operations, or the human resource director and the business office will timely respond to the complaint. If an improper deduction has occurred, the employee will be reimbursed and the office will make a good faith commitment to future compliance.

If there is any change in a dependency status it is the individual's responsibility to advise the Human Resource Office to this effect.

K. Pay Increases

Compensation for each administrator and professional staff shall be reviewed annually by the administration and the Board of Trustees. Recommended increases based on such revision take effect at the beginning of the fiscal year, July 1st. Salary adjustments may be granted at other times of the year to allow for promotions, job reclassifications or recently hired personnel.

L. Health Insurance

Health insurance benefits will be provided for full-time and or part time employees working 20 or more hours a week as per the position description. Except as provided through an individual employee contract/employment confirmation letter, the Board of Trustees will pay 90 percent of a single membership. In addition to single membership, if an employee desires family coverage, employee and spouse, or employee and child, payroll deductions from the employee's pay will be made for the above options.

Participation in the insurance plan, at least for single membership, is mandatory for all employees, unless the employee can provide evidence of group coverage by another insurance carrier.

Employees who work more than 630 hours per year and/or more than 12.5 hours per week but less than 19 hours a week are eligible for part time health insurance benefits at the part time rate.

Details concerning this policy and related procedures may be obtained from the Human Resource Office.

M. K.P.E.R.S.

Membership in Kansas Public Employees Retirement System is mandatory for all full-time College employees or employees working more than 630 hours a year and not considered seasonal or temporary. Information concerning the program is available in the Human Resource Office.

N. Social Security

Labette Community College participates in the Federal Program of Social Security. Deductions are made as required by law.

O. Workers Compensation

Each employee of the College is covered by workers compensation covering injuries arising out of, and in the course of, one's employment with the College. LCC utilizes a preferred physician; see Policy/Procedure 10.17 Return to Work Program when employees are injured at work. Any injury received on the job must be reported to the employee's immediate supervisor within 24 hours per Procedure 10.17 Return to Work Program form, Appendix C. The supervisor in turn will file a written report of accident, Procedure 10.17 Return to Work Program form, Appendix D, with the Human Resource Office.

Employees not eligible for the Return to Work Program may elect to use sick leave time, apply to the Labette Community College Sick Leave Bank or receive work compensation lost wage payments currently paid at 67%. However, employees are not allowed to receive sick leave and lost wage compensation for the same lost days of work. Waiting period for temporary total disability (TTD) applies to the first seven days claimant is off work. If worker is off for three consecutive weeks, then employer shall pay worker TTD for waiting period. (See also Policy/Procedure Return to Work Program, 10.17, *Sick Leave & FMLA policy*).

P. Holidays

The following holidays will be observed annually:

1. New Year's Day
2. Martin Luther King Day
3. Week of Spring Break
4. Good Friday
5. Memorial Day
6. Week of Independence Day
7. Labor Day
8. Veteran's Day
9. Week of Thanksgiving Day
10. Christmas Day

Additional holidays may be observed during the holiday recess or at other times as announced by the President. (See also *Policy 7.06*)

Q. Vacation & Personal Days

Vacation leave is accrued at one day a month for Administrators and Professional Staff hired to work 12 months per year and 20 or more hours per week. For full time in the fifth year of employment, vacation shall accrue at the rate of 20 days per year based upon anniversary date of employment. For three-quarter time, vacation will accrue at 5.62 hours and one-half time, 4.00 hours monthly. Initial employment after the 15th of any month shall not earn a vacation day credit but the first of the following month shall be used for leave credit purposes. Except for emergency leave and termination, new employees are not authorized to take vacation leave until a six (6) month period of employment has elapsed. (See *Policy 7.07 for Recording Vacation Time*).

Administrators and professional staff hired to work nine to eleven months per year on a (½) one-half time or more basis will not be granted vacation time. Instead of vacation, they will be granted four personal days per fiscal year that may be used in the same manner as vacation. These days will not accrue.

Vacation leave and personal days may be accumulated to a maximum of thirty (30) days. At the termination of employment, the employee will be compensated at their current rate of pay for earned but unused vacation or personal days. Vacation leave or personal days shall be taken in increments of no less than one hour and is granted at the convenience of the institution. Annual vacation requests should be submitted as far in advance as possible and at least thirty (30) days if at all possible.

R. Sick Leave

Each Administrators and Professional Staff hired to work 12 months per year on a 20 hours per week or more basis can accumulate up to 7.5 hours, (one day) of sick leave credit for each month of employment. For full time, sick leave shall accrue at the rate of 7.5 hours or 12 days per year. For three-quarter time, sick leave will accrue at 5.62 hours and one-half time, 4.00 hours monthly. Initial employment subsequent to the fifteenth of any month shall not be considered a month of employment for leave credit.

Administrators and professional staff hired to work nine to eleven months per year on a (½) one-half time or more basis will not accrue sick leave. They will be granted 10 days of sick leave per fiscal year.

Employees who have accrued 30 days of sick leave at the end of any fiscal year, will have accumulating factors eliminated and will be granted 90 days sick leave. If fewer than 30 days are accrued, accumulating factors go back into place until 30 days are accrued. In no case shall an employee be allowed to accrue more than 90 days of sick leave. If an employee elects to contribute days to the sick leave bank, his/her sick leave days will be decreased by that number of days up to a maximum of five (5) days per contribution period.

Sick leave shall not be payable until an employee is absent from work because of illness or injury including illness caused or contributed to by pregnancy. The College reserves the right to require medical confirmation for illnesses/injuries lasting 3 working days or more.

Sick Leave Usage: For purposes of clarifying Policy 7.01 (R) Conditions of Employment and determining eligibility under the Sick Leave section, the first sentence of the fifth paragraph will be interpreted as if it read: Up to fifteen (15) days of accumulated sick leave may be used in each calendar year for an illness or a death in the immediate family (husband, wife, father, mother, son or daughter or any person who is wholly dependent on the employee).

Additionally, within the 15-day limitation, accumulated sick leave can be taken for the care of an illness which is catastrophic or life threatening and/or death of, brother, sister, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, grandmother, or grandfather.

A catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the patient. Such illness must be severe, continuing and unusual. The President may approve additional days in unusual circumstances. (See also 7.08 - Administrator and Professional Staff sick leave and 7.09- Sick Leave Bank.)

Employees may have rights to additional unpaid leave through the Family and Medical Leave Act see **Policy 2.08, Family and Medical Leave Act (FMLA) Compliance** for details.

Employees who find they are unable to be present for the discharge of their assigned duties will call their immediate supervisor as far in advance as possible. If the duration of the absence is unknown, a call will be made to the immediate supervisor. It is the employee's responsibility to complete and submit for approval the Request for Leave form for each absence.

At the termination of employment, no sick leave benefits will be paid for accumulated but unused sick leave.

S. Sick Leave Bank

Occasionally, an employee who is eligible for sick leave experiences a catastrophic injury or illness at a time when the employee has exhausted his/her sick leave days. To demonstrate compassion and provide charitable assistance to fellow employees, a sick leave bank will be established to allow full-time employees to donate accrued sick leave days according to procedures approved by the President. (*See Sick Leave Bank Procedure*)

T. Military Leave

The College will comply with all military leave laws.

U. Educational Benefits

Labette Community College will scholarship tuition, incidental and material fees for the employee, spouse, and all dependent children of any employee who works 20 hours or more per week for courses taken for credit at the College. The enrollee shall pay for tuition, material and incidental fees for noncredit courses, seminars, and workshops. (*See Policy 7.10 for Book Loans and Policy 7.11 for Taking Classes during Working Hours*)

V. Cafeteria Plan

Professional Employees may elect to participate in an optional Security Flex 125 program administered through a financial service company. The program includes medical reimbursement, disability income insurance, group life insurance, and a cancer policy.

W. Tax Sheltered Annuity Proposal

LCC will match contributions of up to \$55 per month or \$660 per year to a tax sheltered annuity. Employer contributions will vest according to the following schedule:

Years of Service (from date of hire)	Vesting %
5	25%
6	40%
7	55%
8	70%
9	85%
10	100%

Note: Regardless of previous years of service, the vesting years will begin at your most recent hire date.

X. Discipline and Termination

As part of their supervisory responsibilities, Labette Community College supervisors must provide continuing guidance to employees they supervise and take prompt, appropriate action for correcting any behaviors which deviate from acceptable standards or what is considered to be unsatisfactory performance of duties. Supervisors are urged to deal with infractions of acceptable standards through informal approaches such as advisement, closer supervision and verbal conferences. If the same unsatisfactory performance or misconduct persists, more severe measures will be taken. When further action becomes necessary, the supervisor will comply with appropriate steps as outlined in Policy 2.16 Performance Improvement and Procedure 2.16 Performance Improvement.

Y. Grievance

Introduction

This procedure is provided to resolve complaints of employees concerning the application or interpretation of Board policies and procedures of the College or any Board policy or administrative regulations affecting the terms and conditions of service by employees not covered by the terms and conditions of a collective bargaining agreement with the College. For the purpose of this document, an "administrative regulation" is a procedure that is included in the procedures manual and has been approved by the President.

Time limits are given herein for prompt action. If the employee presenting the problem does not appeal from one step to the next within the time limit stated, the case will be considered closed and no further appeal is permitted. If the employee does not receive a response within the time limit stated, the employee may appeal to the next level. The time limits may be extended by mutual written consent of the parties.

Definition

1. The term "employee" shall include full-time administrators and professional staff not covered by the terms and conditions of a collective bargaining agreement with the College.
2. The term "working days" shall mean calendar days excluding Saturday, Sunday and College holidays. Interpretation of working days shall be the responsibility of the Director of Human Resources.
3. The term "policies and procedures" shall include policies approved by the Board of Trustees or procedures in the procedures manual, which have been approved by the President. A non-renewal notice by the College is not a grievable action.

Procedures

Level 1 – The employee shall first submit the grievance in writing to his/her immediate supervisor, using the appropriate grievance form within five (5) working days of the incident in question. The supervisor shall respond to the employee's complaint within five (5) working days from the date he/she receives the grievance. In the event that a grievance is initiated as a result of the action taken as a disciplinary procedure and the employee so wishes, Level 1 may be eliminated and the procedure may begin at Level 2.

Level 2 – If the grievance is not satisfactorily resolved with the employee's immediate supervisor, then such employee may submit the grievance in writing using the appropriate grievance form to the employee's next highest-ranking supervisor. This step must be taken within five (5) working days after receipt of such grievance.

This same process of appeal in Level 2 will continue until a decision of the supervising vice president has been issued. In the case where no vice president is within the chain of command, the highest-ranking position, which reports to the president, will be considered an equivalent.

Level 3 – If the employee's grievance is not satisfactorily resolved with her/his Vice President, the employee may submit such grievance in writing on the appropriate grievance form to the office of the President. This step must be taken within five (5) working days after the Vice President's decision to the employee under Level 2. The President (or designee) will review the employee's grievance and make a decision in writing within ten (10) working days, which shall be final and binding.

In the case of a decision to terminate employment, the employee may file a written request for appeal to the Board of Trustees. Such written appeal will be filed with the Secretary-Clerk of the Board within fifteen (15) working days after receipt of the termination notice. The Board of Trustees will respond to the request for appeal within

forty-five (45) working days of the date of receipt of the written request for appeal. The employee will be entitled to a hearing with the Board.

Z. Reduction in Force

If the Board decides that the size of non-instructional staff must be reduced, guidelines in the following rule shall be followed:

The educational goals and needs of the college, individual qualifications, certifications, training, skills, evaluations, interests and length of service shall be considered.

If all have similar qualifications, certifications, training, skills, evaluations, and interests, the non-instructional staff who best meets the needs of the college, considering the factors outlined above and any other relevant factors will be retained.

Any employee who has not been reemployed as a result of the non-instructional staff reduction shall be considered for reemployment if a vacancy exists for which the non-instructional staff would qualify. The president will recommend to the Board reinstatement of any non-instructional staff he/she seems qualified and able to serve the best interests of the College. The Board shall not be required to consider reinstatement of any non-instructional staff after a period of one year from the date of exit.

Assistance for those affected by reduction in force:

- Extension of the tuition and fee fringe benefit policy for a period of one academic year for employee/end of same semester for dependents
- Use of the LCC Student Success Center/Library or computer labs for resume preparation and or job searches up to one year

Revised: 3/9/17, 7/20/17, 7/12/18

Reviewed:

POLICY 8.01 EDUCATIONAL SUPPORT STAFF: CONDITIONS OF EMPLOYMENT

Educational Support Staff provides a variety of services in support of instructional, student development, and administrative services activities to achieve the mission and purposes of the College. Whereas "conditions of employment" relate to the acquisition, allocation and/or expenditure of resources (fiscal, human, and/or physical), these conditions of employment are considered policy statements, which are subject to approval, by the Board of Trustees.

Procedures in support of these policy statements shall be approved by the President.

A. Employment Procedures

Employment of Educational Support Staff will conform to all applicable federal, state, and local laws, ordinances and regulations, as well as policies of the Board. A transcript/proof of education/appropriate credentials are required upon offer of employment.

B. Compensation

Salaries for Educational Support Staff are determined through the Educational Support Staff Salary Schedule and approved by the President. (*See Policy 8.12 for Shift Differential pay*)

C. Definition of Educational Support Staff

"Educational Support Staff" includes all full-time Labette Community College personnel except part-time faculty, administrators, professional staff, and those covered by a collective bargaining agreement. Educational Support Staff personnel shall not be employed for any specified term.

Full-time hours per week employees are those persons who work 39 consecutive weeks or more with a minimum of 20. All full-time employees are entitled to receive all fringe benefits provided by the College.

Part-time employees are those persons who work as the need arises or on a schedule of fewer than twenty (20) hours per week and are not entitled to any fringe benefits.

Part-time employees may work a maximum of 40 hours per week for a limited period of time.

D. Employment Evaluation

All Educational Support Staff are evaluated by their immediate supervisor at least two times a school year for the first two full years of employment and at least annually thereafter, but may be evaluated more often at the discretion of the supervisor. At this time the employee's performance is reviewed with respect to his or her position description and other performance factors. The evaluation is designed to provide a means

of two-way communication between employee and supervisor. It also serves as a means of employee development, by pointing out both strong and weak points in an individual's performance. Evaluation is also used to determine if an employee should be retained or dismissed from employment.

E. Promotion, Reassignment and/or Transfers

The mission of Labette Community College (LCC) and external forces sometimes require changes to meet or better serve the needs of our students and service area. Accordingly, the College will from time to time find it necessary to create new positions or modify the duties of existing ones or reassign employees from one position to another.

Because the College values its staff, LCC attempts to provide reasonable opportunities for promotion and transfer to current employees. Announcements of educational support, administrator, faculty and professional staff vacancies will be made available to all appropriate personnel with instructions for applying. The College also provides opportunities for employees to improve their employability through opportunities to obtain additional education and to attend professional development workshops and seminars.

LCC also attempts to pay its employees as fairly as circumstances allow. However, when the College finds it necessary to modify an existing position, it is important to remember that not all job title changes or additions of new responsibilities or job complexity are sufficient to qualify the employee for a promotion or salary adjustment.

Promotion- A promotion is defined as movement from one position to another that entails a marked increase in: (1) the complexity of duties and/or (2) the addition of increased responsibilities sufficient to merit the assignment of a new job or position title change that also (3) qualifies for inclusion into a higher salary range and carries a higher compensation.

Promotions will normally be made using the College's regular hiring procedure to ensure that all interested qualified employees receive consideration for the position. The President may promote Educational Support Staff by direct appointment when, in her/his judgment, the best interests of the College will be served by bypassing regular procedure and directly making such an appointment. Promotions should also be based on other appropriate factors as well, including personal development and performance of current responsibilities.

Salary Adjustment - A salary adjustment is defined as a one-time increase in salary granted to an employee within her/his salary range given to: (1) recognize that employee's outstanding performance of his/her duties, or (2) to address an inequity between the employee's pay and similarly situated persons, or (3) to recognize an increase in the employee's value to the College due to market forces.

Planned salary adjustments or promotions based on the restructuring of an existing position through the addition of new job responsibilities or more complex job duties or creation of a new position must be made in collaboration with the Director of Human

Resources (HR). The Director of HR is responsible for ensuring that promotions/salary adjustments are made in a manner consistent with the College compensation plan and past practice. In the case of disagreement, the Vice President of Finance and Operations will decide the issue.

Reassignment - A reassignment is defined as an administratively initiated transfer of an employee from one position to another. Reassignments are not required to be voluntary in nature, although the administration will consider the concerns of the employee being reassigned whenever possible.

The President may reassign Educational Support Staff within the College when, in her/his judgment, the best interests of the College will be served by such a reassignment. Such action may include freezing or lowering the effected employee's salary to place the employee appropriately in the salary range of the new position. The President may alter or amend assigned duties, change titles or reassign employees at any time.

Transfer - A transfer is defined as a voluntary, employee-initiated movement from one position to another within the same salary range or to a lower salary range. Any employee transferring from one position to another within the same salary range should not have an expectation of receiving an increase in salary. Although the College may raise a transferring employee's salary in cases where an issue of equity exists.

In cases where an employee elects to transfer to a position on a lower salary range, the employee will be placed at approximately the same position on the lower salary range as the employee held on the higher salary range. For example, an OPSS I level employee whose salary is at the 25th percentile of the that salary range moving to an OPSS II salary range position would be placed approximately at the 25th percentile of the OPSS II salary range and receive a proportional salary reduction as a result.

F. Work Schedule

Hours - The normal week for Educational Support Staff personnel is thirty seven and one-half (37 1/2) hours per week from 8:00 a.m. to 4:30 p.m., Monday through Friday, with one (1) hour for lunch period. For seasonal requirements or special work demands, a Dean of Instruction may alter the official workweek.

The workweek of the summer work schedule will generally be from 7:00 a.m. to 4:30 p.m. Monday through Thursday with a forty-five (45) minute lunch period.

Specified summer hours shall be determined by the President in the spring of each year.

G. Absence and Tardiness

Punctuality and regular attendance are an important factor in consideration for job retention and promotion. If an employee is going to be late or absent, he/she should notify his/her immediate supervisor. (See additional information on notification and recording)

H. Wage and Salary

1. *Pay Periods*

Paychecks for all Educational Support Staff personnel are issued on the 20th of each month. If the 20th falls on a Saturday, Sunday or other College recognized holiday, paychecks will be distributed on the preceding workday. Paychecks received are based on wages earned from the 16th of the previous month through the 15th of the current month.

Payroll checks must be picked up by the employee or there must be a signed authorization before another person can receive an employee's check.

Direct deposit is available for full time employees.

2. *Payroll Deductions*

Payroll deductions are made as required for FICA, Federal Income Tax, Kansas State Income Tax, and Kansas Public Employee Retirement System. If authorized by the employee in writing and approved by the Human Resource Office, other deductions will be made as desired by the employee.

If an employee discovers an error on their paycheck, they should immediately contact the payroll benefits accountant, the vice president of finance and operations, or the human resource director and the business office will timely respond to the complaint. If an improper deduction has occurred, the employee will be reimbursed and the office will make a good faith commitment to future compliance.

If there are any changes in a dependency status it is the employees' responsibility to advise the Human Resource Office of the change.

3. *Compensatory Time*

Statement of Principle

Labette Community College's practice is to comply with the requirements of all federal and state employment laws. To comply with the provisions of the Fair Labor Standards Act, the following procedure is established to: ensure compliance with the compensatory time provisions of the FLSA, promote equitable treatment of all non-exempt staff and provide for adequate record keeping to administer the compensatory time procedure of Labette Community College.

Procedure

The Director of Human Resources shall be responsible for the implementation and administration of this procedure including the maintenance of the master

compensatory time file for all non-exempt (hourly) employees. All non-exempt employees of Labette Community College are eligible for participation in the Compensatory Pay Procedure with approval of their supervisor.

For all non-exempt (hourly) staff, all hours worked in excess of the normal workday must be approved in advance by the appropriate supervisor and recorded on forms provided by the Human Resource department. It is understood that all hours in excess of 37 ½ hours actually worked during the regular workweek by non-exempt staff will be paid as overtime or accrued as compensatory time. Employees who work extra hours without the permission of their supervisor may be subject to disciplinary action.

In the absence of a written work rule on file in the payroll office, it will be assumed that all hours in excess of 37 ½ worked in a regular work week are compensatory time for payroll and leave purposes. With the approval of the appropriate Dean, each department of the College which employs non-exempt staff may establish a specific department wide work rule in consultation with its non-exempt staff concerning whether hours worked in excess of 37 ½ per week will be treated as overtime or compensatory time. If there is a departmental work rule on file with payroll office, it will be considered the effective rule for payroll and leave purposes until a revised rule is received.

Any time worked over 37 ½ hours per week, which is to be handled differently than that department's usual practice must be agreed to by the appropriate Dean, supervisor and the employee in advance of the work being performed. In the event that mutual agreement cannot be reached and the supervisor requires the non-exempt employee to work the extra hours, the extra hours will be treated per the departmental work rule or this procedure if a departmental rule is not in effect.

Compensatory time will be computed at the rate of 1 and ½ hours of compensatory time for every hour worked over 37 ½ hours per workweek. If an hourly employee works more than 7 ½ hours in a day, the supervisor may elect to give the employee time off during the same week on the basis of one extra hour worked to one hour off in lieu of comp time.
(See Policy 8.05 for additional information)

Every eligible employee may accrue up to 75 hours of compensatory time (equivalent to 50 hours worked). In the event that an eligible employee accrues more than 75 hours of compensatory time, the excess over 75 hours will be paid to the employee no later than the next regular pay day following posting of the accrued hours. Payment for compensatory time in excess of 75 hours will be made at the rate currently earned by the employee.

Employees who are transferred to another department or division at the request of the College administration retain their accrued compensatory time and the new department will assume the liability. If a non-exempt employee's status is changed to being exempt by the College for any reason, the employee will be paid for all accrued compensatory time not later than the next pay day following the status change.

Employees leaving employment for any reason will be paid for all of their remaining accrued compensatory time on their final paycheck. Payment of compensatory time to employees leaving employment will be based on the higher of:

- a. the average regular rate of pay for the previous three years of employment, or
- b. the final regular rate of pay received by the employee prior to termination.

All compensatory time taken by non-exempt employees will be reported to payroll using College leave forms. (*See Policy 8.05*)

Under FLSA rules, employers must make compensatory hours readily available for use by their employees and may set reasonable limitations on use. Employees will notify their supervisor of their intent to take compensatory time no less than 2 full working days (a week's notice is preferred) prior to the start of such leave except in exceptional circumstances. Supervisors will grant the leave requested unless doing so will unreasonably disrupt the operations of the department. (Refusal due to simple inconvenience to the supervisor or department will not be considered an acceptable reason to deny leave.)

Employees who feel they have unreasonably been denied the opportunity to use compensatory time by their supervisor may appeal their supervisor's decision directly to the Director of Human Resources. The Director of Human Resources will consult with the appropriate Dean or the President, in cases where the supervisor is also the Dean, as soon as it is practical and they will jointly reach a decision on the matter that will be final.

4. *Employment Letter*

Educational Support Staff employees will receive an employment confirmation letter when hired after 8/29/11. This is an employment-at-will position and your employment may be terminated at will and no oral statements or statements in the LCC Policy/Procedure Manual are intended to create a right to continuing employment.

5. *Pay Increases*

Each employees' compensation shall be reviewed annually by the administration and the Board of Trustees. Recommended increases take effect at the beginning of the fiscal year, July 1st. Wage adjustments may be granted at other times of the year to allow for promotions, job reclassification or recently hired personnel. See Also Procedure 10.03 Classification Appeal/Review and Procedure 10.030 Administrative Classification Appeal/Review)

I. Health Insurance

Health insurance benefits will be provided for full-time employees and or part time employees working 20 or more hours a week as per the position description. Except as provided through an individual employee contract, the Board of Trustees will pay 90 percent of a single membership. In addition to single membership, if an employee desires family coverage, employee and spouse, or employee and child, payroll deductions from the employee's pay will be made for the above options.

Participation in the insurance plan, at least for single membership, is mandatory for all employees, unless the employee can provide evidence of group coverage by another insurance carrier.

Employees who work more than 630 hours per year and/or more than 12.5 hours per week but less than 19 hours a week are eligible for part time health insurance benefits at the part time rate.

Details concerning this policy and related procedures may be obtained from the Human Resource Office.

J. K.P.E.R.S.

Membership in Kansas Public Employees Retirement System is mandatory for all full-time College employees or employees working more than 630 hours a year and not considered seasonal or temporary. Information concerning this program is available in the Human Resource Office.

K. Social Security

Labette Community College participates in the Federal Program of Social Security. A required deduction is made from the employees' paycheck with a matching contribution made by the College.

L. Workers Compensation

Each employee of the College is covered by workers compensation covering injuries arising out of, and in the course of, one's employment with the College. LCC utilizes a preferred physician; see Policy/Procedure 10.17 Return to Work Program when employees are injured at work. Any injury received on the job must be reported to the employee's immediate supervisor within 24 hours per Procedure 10.17 Return to Work Program form, Appendix C. The supervisor in turn will file a written report of accident, Procedure 10.17 Return to Work Program form, Appendix D, with the Human Resource Office.

Employees not eligible for the Return to Work Program may elect to use sick leave time, apply to the Labette Community College Sick Leave Bank or receive work compensation lost wage payments currently paid at 67%. However, employees are not allowed to receive sick leave and lost wage compensation for the same lost days of work. Waiting period for temporary total disability (TTD) applies to the first seven days claimant is off work. If worker is off for three consecutive weeks, then employer shall pay worker TTD for waiting period. (See also Policy/Procedure, Return to Work Program, 10.17, Sick Leave & FMLA policy).

M. Holidays

The following holidays will be observed annually:

1. New Year's Day
2. Martin Luther King Day
3. Week of Spring Break
4. Good Friday
5. Memorial Day
6. Week of Independence Day
7. Labor Day
8. Veteran's Day
9. Week of Thanksgiving Day
10. Christmas Day

Additional holidays may be observed during the holiday recess or at other times as announced by the President. (See Policy 8.06 for further information.)

N. Vacation

Vacation leave is accrued at one day a month for Educational Support Staff hired to work 12 months per year and 20 or more hours per week. For full time in the fifth year of employment, vacation shall accrue at the rate of 20 days per year based upon anniversary date of employment. For three-quarter time, vacation will accrue at 5.62 hours and one-half time, 4.00 hours monthly. Initial employment after the 15th of any month shall not earn a vacation day credit but the first of the following month shall be used for leave credit purposes. Except for emergency leave and termination, new employees are not authorized to take vacation leave until a six (6) month period of employment has elapsed.

Educational Support Staff hired to work nine to eleven months per year on a 20 hours per week or more basis will not be granted vacation time. Instead of vacation, they will be granted four personal days per fiscal or grant year that may be used in the same manner as vacation. These days will not accrue.

Vacation leave and personal days may be accumulated to a maximum of thirty (30) days. At the termination of employment, the employee will be compensated, at their current rate of pay, for earned but unused vacation and personal days. Vacation leave shall consist of no less than one hour and is granted at the convenience of the institution. Annual vacation requests should be submitted as far in advance as possible and at least thirty (30) days if at all possible. (See Policy 8.07 for further details)

O. Sick Leave

Each Educational Support Staff hired to work 12 months per year on a 20 hours per week or more basis can accumulate up to 7.5 hours, (one day) of sick leave credit for each month of employment. For full time, sick leave shall accrue at the rate of 7.5 hours or 12 days per year. For three-quarter time, sick leave will accrue at 5.62 hours and one-half

time, 4.00 hours monthly. Initial employment subsequent to the fifteenth of any month shall not be considered a month of employment for leave credit.

Educational Support Staff hired to work nine to eleven months per year on a 20 hours per week or more basis will not accrue sick leave. They will be granted 10 days of sick leave per fiscal or grant year as appropriate.

At the end of any fiscal year in which 30 days have been accumulated, all accumulating factors are eliminated and 90 days sick leave will be granted. If fewer than 30 days are accrued, accumulating factors go back into place until 30 days are accrued. If an employee elects to contribute days to the sick leave bank, his/her sick leave days will be decreased by that number of days up to a maximum of five (5) days per contribution period.

Sick leave shall not be payable until an employee is absent from work because of illness or injury including illness caused or contributed to by pregnancy. The College reserves the right to require medical confirmation for illnesses/injuries lasting 3 or more working days.

Sick Leave Usage: For purposes of clarifying Policy 8.01 (O) Conditions of Employment and determining eligibility under the Sick Leave section, the first sentence of the fifth paragraph will be interpreted as if it read: Up to fifteen (15) days of accumulated sick leave may be used in each calendar year for an illness or a death in the immediate family (husband, wife, father, mother, son or daughter or any person who is wholly dependent on the employee).

Additionally, within the 15-day limitation, accumulated sick leave can be taken for the care of an illness which is catastrophic or life threatening and/or death of, brother, sister, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, grandmother, or grandfather.

A catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the patient. Such illness must be severe, continuing and unusual. The President may approve additional days in unusual circumstances. (See also 8.08 - Educational Support Staff Sick Leave and 8.09 – Educational Support Staff Sick Leave Bank.)

Employees may have rights to additional unpaid leave through the Family and Medical Leave Act see Policy 2.08, Family and Medical Leave Act (FMLA) Compliance, for details.

Employees who find they are unable to be present for the discharge of their assigned duties will call their immediate supervisor as far in advance as possible. If the duration of the absence is unknown, a call will be made to the immediate supervisor. It is the employee's responsibility to complete and submit for approval the Request for Leave form for each absence.

At the termination of employment, no sick leave benefits will be paid for accumulated but unused sick leave.

P. Sick Leave Bank

Occasionally, an employee who is eligible for sick leave experiences a catastrophic injury or illness at a time when the employee has exhausted her/his sick leave days. To demonstrate compassion and provide charitable assistance to fellow employees, a sick leave bank will be established to allow full-time employees to donate accrued sick leave days according to procedures approved by the President. (See Policy 8.09 for details)

Q. Military Leave

The College will comply with all military leave laws.

R. Educational Benefits

Labette Community College will scholarship tuition, incidental and material fees for the employee, spouse, and all dependent children of any employee who works 20 hours or more per week for courses taken for credit at the College. The enrollee shall pay for tuition, material and incidental fees for noncredit courses, seminars, and workshops. (See Policy 8.10 for Book Loans and Policy 8.11 for Taking Classes during Working Hours).

S. Cafeteria Plan

Employees may elect to participate in an optional Security Flex 125 program administered through a financial service company. The program includes medical reimbursement, disability income insurance, group life insurance, and a cancer policy.

T. Tax Sheltered Annuity Proposal

LCC will match contributions of up to \$55 per month or \$660 per year to a tax sheltered annuity. Employer contributions will vest according to the following schedule:

Years of Service (from date of hire)	Vesting %
5	25%
6	40%
7	55%
8	70%
9	85%
10	100%

Note: Regardless of previous years of service, the vesting years will begin at your most recent hire date.

U. Discipline And Termination

As part of their supervisory responsibilities, Labette Community College supervisors must provide continuing guidance to employees they supervise and take prompt, appropriate action for correcting any behaviors which deviate from acceptable standards or what is considered to be unsatisfactory performance of duties. Supervisors are urged to deal with infractions of acceptable standards through informal approaches such as advisement, closer supervision and verbal conferences. If the same unsatisfactory performance or misconduct persists, more severe measures will be taken. When further action becomes necessary, the supervisor will comply with appropriate steps as outlined in Policy 2.16 Performance Improvement and Procedure 2.16 Performance Improvement.

V. Grievance

Introduction

This procedure is provided to resolve complaints of employees concerning the application or interpretation of Board policies and procedures of the College or any Board policy or administrative regulations affecting the terms and conditions of service by employees not covered by the terms and conditions of a collective bargaining agreement with the College. For the purpose of this document, an "administrative regulation" is a procedure that is included in the procedures manual and has been approved by the President.

Time limits are given herein for prompt action. If the employee presenting the problem does not appeal from one step to the next within the time limit stated, the case will be considered closed and no further appeal is permitted. If the employee does not receive a response within the time limit stated, the employee may appeal to the next level. The time limits may be extended by mutual written consent of the parties.

Definition

1. The term "employee" shall include full-time administrators, professional staff, and educational support staff not covered by the terms and conditions of a collective bargaining agreement with the College.
2. The term "working days" shall mean calendar days excluding Saturday, Sunday and College holidays. Interpretation of working days shall be the responsibility of the Director of Human Resources.
3. The term "policies and procedures" shall include policies approved by the Board of Trustees or procedures in the procedures manual, which have been approved by the President. A non-renewal notice by the College is not a grievable action.

Procedures

Level 1 – The employee shall first submit the grievance in writing to his/her immediate supervisor, using the appropriate grievance form within five (5) working days of the incident in question. The supervisor shall respond to the employee's complaint within five (5) working days from the date he/she receives the grievance. In the event that a grievance is initiated as a result of the action taken as a disciplinary procedure and the employee so wishes, Level 1 may be eliminated and the procedure may begin at Level 2.

Level 2 – If the grievance is not satisfactorily resolved with the employee's immediate supervisor, then such employee may submit the grievance in writing using the appropriate grievance form to the employee's next highest-ranking supervisor. This step must be taken within five (5) working days after receipt of such grievance.

This same process of appeal in Level 2 will continue until a decision of the supervising vice president has been issued. In the case where no vice president is within the chain of command, the highest-ranking position, which reports to the president, will be considered an equivalent.

Level 3 – If the employee's grievance is not satisfactorily resolved with her/his Vice President, the employee may submit such grievance in writing on the appropriate grievance form to the office of the President. This step must be taken within five (5) working days after the Vice President's decision to the employee under Level 2. The President (or designee) will review the employee's grievance and make a decision in writing within ten (10) working days, which shall be final and binding.

In the case of a decision to terminate employment, the employee may file a written request for appeal to the Board of Trustees. Such written appeal will be filed with the Secretary-Clerk of the Board within fifteen (15) working days after receipt of the termination notice. The Board of Trustees will respond to the request for appeal within forty-five (45) working days of the date of receipt of the written request for appeal. The employee will be entitled to a hearing with the Board.

W. Reduction in Force

If the Board decides that the size of non-instructional staff must be reduced, guidelines in the following rule shall be followed:

The educational goals and needs of the college, individual qualifications, certifications, training, skills, evaluations, interests and length of service shall be considered.

If all have similar qualifications, certifications, training, skills, evaluations, and interests, the non-instructional staff who best meets the needs of the college, considering the factors outlined above and any other relevant factors will be retained.

Any employee who has not been reemployed as a result of the non-instructional staff reduction shall be considered for reemployment if a vacancy exists for which the non-instructional staff would qualify. The president will recommend to the Board reinstatement of any non-instructional staff he/she seems qualified and able to serve the best interests of the College. The Board shall not be required to consider reinstatement of any non-instructional staff after a period of one year from the date of exit

Assistance for those affected by reduction in force:

- Extension of the tuition and fee fringe benefit policy for a period of one academic year for employee/end of same semester for dependents
- Use of the LCC Student Success Center/Library or computer labs for resume preparation and or job searches up to one year

Revised: 3/9/17, /20/17, 7/12/18

Reviewed:

Agenda Item #: V.C.

Date: September 12, 2019

SUBJECT

Professional Staff Employment Letter Confirmation

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Karlee Henson has accepted the position of Admissions Recruiter/Advisor. Please see exhibit 4 for biography information.

Stephanie Spitz has accepted the temporary grant position titled Part-Time Career Technical Education Success Coach. Please see exhibit 4 for biography information.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the Professional Staff Employment letter for Karlee Henson, Admissions Recruiter Advisor, at a salary of \$30,000, beginning August 26, 2019.

The Board of Trustees approve the Professional Staff Employment letter for Stephanie Spitz, part-time CTE Success Coach, at \$20.00/hour beginning September 2019.

Biography

Karlee Henson

Karlee Henson has accepted the position of Admissions Recruiter/Advisor. Karlee earned two degrees, BS Business Management and BS Biology/Wildlife-Ecology from the University of the Ozarks in Clarksville AR.

She most recently worked at the Clarksville-Johnson Co. Chamber of Commerce as Director of Marketing and Communications where she gained experience in social media, creating flyers and materials for recruitment, conducted online marketing, event planning workshops and presentations as well as administrative duties.

Karlee has recently moved to Parsons and will begin work on August 26, 2019.

POSITION DESCRIPTION

ADMISSIONS RECRUITER/ADVISOR

Reports to: Director of Admissions
Organizational Unit: Professional Staff – Exempt, full time
Salary range: Specialist
Revision Date: June 2019

I. Basic Purpose of Position

The primary responsibility of the Admissions Recruiter/Advisor is to serve as a recruiter of new students. Other duties include assisting with campus visits and college events, providing academic advising and enrollment to students, and helping the Admissions Director in any prospective student recruitment and retention efforts.

II. Essential Job Functions

- A. Ability to visit assigned high schools to develop and cultivate positive relationships with area high school administrators, especially counselors, and prospective students
- B. Ability to assist with student campus visits
- C. Ability to assist in the Student Ambassador Program at LCC
- D. Ability to assist in the planning and coordination of Cardinal Enrollment Days, Senior Day, 8th Grade Days, and other college events.
- E. Ability to assist in the successful completion of financial aid applications for students
- F. Ability to attend college fairs and evening events pertaining to student recruitment
- G. 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
- H. Ability to follow up on leads, contact cards, and applications from prospective students by telephone, e-mail and letter
- I. Ability to advise/enroll students
- J. Ability to work with Director of Admissions, Extension and Concurrent Coordinator and high school contacts to advise and enroll students for concurrent and dual credit enrollment
- K. Ability to recruit at area high school extracurricular activities
- L. Ability to recruit at Southeast Kansas community events
- M. Ability to serve as a member of Student Affairs staff and other college committees
- N. Ability to be FERPA trained
- O. Ability to follow all LCC policy and procedures
- P. Ability to complete other tasks as assigned as it relates to Student Affairs
- Q. Ability to maintain regular and timely attendance

III. Consulting Tasks

- A. Financial Aid personnel

- B. Program Directors
- C. Extension and Concurrent Coordinator
- D. Area high school personnel, students, and parents
- E. Other College/University professionals with similar responsibilities

IV. Supervises the Following Staff

Student Ambassadors

IV. Required Knowledge, Skills and Personal Qualifications:

- A. Excellent verbal and written communication skills
- B. Excellent human relations and organizational skills
- C. Knowledge of computer software programs
- D. Ability to cultivate positive professional relationships with prospective students and parents
- E. Self-starter who is able to work efficiently and productively with minimal supervision
- F. Fast learner, able to adapt easily to new situations and tasks
- G. Possess motivational and supervisory skills

VI. Preferred Experience

One or more years' experience in Student Affairs, especially in Admissions and Financial Aid

VII. Educational Background

Bachelor's Degree required

VIII. Working Conditions/Environment

- A. Busy office conditions at times with evening and occasional weekend hours required
- B. Travel required, especially from September through April, as well as other times as career fairs, college planning conferences, and high school visits are needed.

Biography

Stephanie Spitz

Stephanie Spitz has accepted the temporary grant position titled Part Time CTE (Career Technical Education) Success Coach.

Stephanie earned a Bachelor of Art degree in Psychology and Justice Studies and a Master of Science degree in General Psychology, both from PSU. She currently serves as an LCC adjunct online instructor of Psychology. She is also employed part time at the Safehouse Crisis Center as a shelter advocate.

Stephanie will begin her new duties in September.

POSITION DESCRIPTION

CAREER TECHNICAL EDUCATION (CTE) SUCCESS COACH

Reports to: Assessment Coordinator/ESL, Literacy and Technology and Dean of Instruction (DOI)

Organizational Unit: Professional Staff, Non Exempt/Non Benefit Eligible/Part Time

Salary Range: Coordinator/Coach/Counselor

Revision Date: July 2019

Temporary position for length of grant

I. Basic Purpose of Position

Working approximately ten (10) hours a week for approximately thirty six (36) weeks a year, the position is a member of the Adult Education department who reports to the Assessment Coordinator/Adult Education Instructor. This position is responsible for advising a defined, consistent group of at-risk students throughout their enrollment in technical education programs. The Success Coach will regularly interact with students to support them as they identify and reach academic goals, develop study and life skills, and overcome challenges to realize their personal potential.

II. Essential Job Functions

- A. Ability to act as a liaison between CTE Program Directors and Adult Education addressing academic challenges and student success in CTE programs.
- B. Ability to demonstrate knowledge of and commitment to effective teaching strategies, including active learning and methods to enhance student success at community colleges.
- C. Ability to conduct all class sessions in a professional manner and exhibit good judgment and professional behavior.
- D. Ability to provide proactive interventions to students as they create a personalized academic plan and set goals.
- E. Ability to share resources that address obstacles within and beyond the classroom to help students achieve their personal potential.

Areas of focus include:

- General Academic Advising based on TABE and other required testing
 - Goal Setting and Achievement
 - Career Development
 - Financial literacy
 - Personal and Academic Success Strategies including decision making, confidence, motivation, test-taking, organization, and time management
 - Engagement and Campus Involvement
 - Navigating Campus and Community Resources
- F. Ability to communicate and collaborate closely with faculty to monitor academic performance and form academic support plans for students.
 - G. Ability to participate in ongoing training and professional development to continually improve their academic coaching skills with best practices.

- H. Ability to follow all LCC policy and procedures.
- I. Ability to perform additional job related duties as assigned or appropriate.
- J. Ability to collect, analyze, and report data and findings for completed assessment reports required by the institution.

III. Consulting Tasks

The Success Coach will collaborate with the Adult Education Instructor/Assessment Coordinator and CTE Program Director (primarily nursing and PTA), Adult Education staff, and technical faculty to comply with all grant reporting requirements.

IV. Supervises the Following Staff

None

V. Required Knowledge, Skills and Personal Qualifications

Knowledge of study skills, future planning, and how to break down big projects (like a dissertation or a science project) into manageable chunks. Success coach should have experience in career technical education fields such as but not limited to healthcare. A commitment to equal opportunity and experience working with diverse populations. Initiative and flexibility in a fast-paced and fluid work environment. The desire and ability to work in a collaborative, team environment focused upon student success. Effective communication skills, time management, and organizational skills. Excellence in utilizing technology such as Microsoft Word, Excel, email, and the Internet. Previous experience working with adult learners preferred.

VI. Education and Experience

Bachelor's degree required

VII. Working Conditions/Environment

- A. Teaching duties may be performed in various settings.
- B. Work is normally performed in a typical classroom environment.
- C. Some travel with overnight trips and evening hours are required.

Agenda Item: V.D.
Date: September 12, 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**

8/8/2019

EXHIBIT 5

Check Number	Vendor	Description	Account Number	Amount	Total
125309	A T and T	Phone Charges - Cherokee Center	11-7103-631-000	\$393.22	\$393.22
125310	A T and T	Internet	11-6401-631-000	\$3,509.86	\$3,509.86
125312	Delyna R Bohnenblust	Reimburse Am Nurses Assoic Membe	12-1208-670-000	\$298.00	
125313	Linda G Brown	Reimburse Am. Psychiatric Nurses M	12-1208-670-000	\$135.00	\$433.00
125314	City of Parsons	Reimburse Mileage - Clinicals (3)	12-1210-601-000	\$186.18	\$186.18
		Water Service	11-7102-632-000	\$2,154.84	
		Water Service - WTC	12-4204-632-000	\$136.05	
		Water Service	16-9482-632-000	\$186.84	\$2,477.73
125315	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$174.77	
		Cable - Cherokee Center	11-7103-701-000	\$97.85	\$272.62
125317	Farm Bureau Financial Services	Life Insurance Premiums - T Fuentes	11-6501-590-001	\$130.00	
		Life Insurance Premium - L Doherty	11-6501-590-001	\$222.00	\$352.00
125318	Kara Good	Reimburse AARC Membership	12-1211-681-000	\$159.00	
		Reimburse Hotel - AARC Conf	12-1246-630-000	\$202.27	
		Reimburse Mileage - AARC Conf	12-1246-630-000	\$128.76	
		Reimburse Parking/Uber - AARC Con	12-1246-630-000	\$96.40	
		Reimburse Meals - AARC Conf	12-1246-630-000	\$79.35	\$665.78
125320	Brittany Haley	Reimburse Supplies	11-5507-701-000	\$285.59	\$285.59
125321	Jennifer Harding	Reimburse AARC Membership	11-4200-630-033	\$109.00	\$109.00
125322	Healthcare Providers Service Organiza	Liability Insurance - PTA	12-1213-700-000	\$349.65	
		Liability Insurance - Sonography	12-4204-701-000	\$149.85	
		Liability Insurance - Emergency Medic	12-4204-701-000	\$499.50	
		Liability Insurance - CMA & CNA	12-4204-701-000	\$1,948.05	\$2,947.05
125323	J and M Gym Pros LLC	Gym Floor Maintenance	11-7102-649-000	\$800.00	\$800.00
125324	Jock's Nitch/Parsons	Merchandise Sold - 6/1/19 to 6/30/19	16-9381-741-000	\$309.25	\$309.25

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

8/8/2019

Check Number	Vendor	Description	Account Number	Amount	Total
125326	Kansas Outdoor Advertising	August Billboard Rental	11-6301-613-000	\$300.00	
		August Advertising	11-6301-613-000	\$575.00	\$875.00
125327	Aaron Keal	Reimburse Meals - KJCCC/Region VI	11-5506-601-000	\$52.84	
125328	Tammy Kimrey	Reimburse Mileage - KJCCC /Region	11-5506-601-000	\$234.90	\$287.74
125329	Kelly D. Kirkpatrick	Reimburse Mileage Rad - Clinicals (4)	12-1210-602-000	\$273.18	\$273.18
		Reimburse SDS Assessment and Fin	11-4203-701-000	\$12.00	
		Reimburse Self Dir. Search Assessme	11-4203-701-000	\$15.00	
		Reimburse SDS Form R	11-4203-701-000	\$15.00	\$42.00
125330	KJCCC	Softball Officials for Playoffs	11-5509-680-000	\$328.00	\$328.00
125332	Ashley Moore	Reimburse Mileage - Clinicals (4)	12-1210-602-000	\$360.76	\$360.76
125337	Mitchell A Rolls	Reimburse Mileage - Tulsa Airport (2)	11-5503-603-000	\$261.00	\$261.00
125340	Jason Sharp	Reimburse Mileage - Perkins V Meetir	12-1249-601-000	\$227.36	\$227.36
125341	Triple S Pumping/Jeffrey Spielbusch	Grease Trap Service	11-7202-648-000	\$370.00	\$370.00
125342	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$248.73	
		Custodians Phone Charges	11-7102-649-000	\$318.00	\$566.73
125343	Jeffrey Michael Vesta	Wrestling Move-in Day Food	11-5505-601-000	\$300.00	\$300.00
125344	W C A Waste Corporation	Waste Removal, Cherokee	11-7103-649-000	\$128.51	\$128.51
125345	Jimmie J Wilson	Reimburse Batteries Patient Lift	12-1213-646-000	\$37.94	\$37.94

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	8/8/2019	Account Number	Amount	Total
125346	Wood-Dulohery Insurance Inc	Athletic Insurance		11-55506-625-000	\$68,797.61	\$68,797.61
	11-General Fund		\$79,833.72			
	12-Postsecondary Technical Education Fund		\$5,267.30			
	16-Auxillary Ent Fund		\$496.09			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$85,597.11</u>			
					<u>\$85,597.11</u>	

Checks approved for release prior to Board action

Mark Watkins
President

Keanna Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

8/16/2019

Check Number	Vendor	Description	Account Number	Amount	Total
125352	Ethan D Appleby	Reimburse Mileage - Pick Player Up	11-5502-603-000	\$128.76	\$128.76
125353	B P	Gasoline	11-6502-720-000	\$651.36	\$651.36
125354	Kathleen A Bennett	Reimburse Spring/Summer 19 Tuition	11-4200-630-027	\$600.00	\$600.00
125356	Linda G Brown	Reimburse Mileage-Student Remedia	12-1210-601-000	\$107.88	\$107.88
125357	Butler Community College	Butler CC Preseason Scrimmage	11-5504-601-000	\$75.00	\$75.00
125358	Alexander J Coplon	Reimburse Mileage - Recruiting	11-5502-603-000	\$127.60	\$127.60
125361	Design Group Architects LTD	Architect Fees - Cardinal Event Cente	64-7100-649-002	\$238.45	\$238.45
125362	FedEx Express	Shipping Package (5)	11-5303-701-000	\$102.18	\$102.18
		Shipping Package (12)	11-5303-701-000	\$256.80	\$358.98
125363	Brittany Haley	Reimburse Recovery Items- Ankle for	11-5507-701-000	\$71.97	\$71.97
125364	Ross Harper	Reimburse Mileage - Cobalt	12-4204-601-000	\$37.70	\$37.70
125365	Gregory Hinman	Cardinal Event Center	64-7100-649-002	\$64,451.00	\$64,451.00
125366	Theresa M Hundley	Reimburse TitleIX Train Reg	11-5701-690-000	\$175.00	\$175.00
125367	Kansas Department of Revenue	PrintShop Sales Tax/July	11-6503-701-000	\$25.40	\$25.40
		Bookstore Sales Tax/July	16-0000-216-001	\$50.63	\$50.63
		Food Service Sales Tax/July	16-0000-216-002	\$116.61	\$116.61
125369	Kansas Gas Service	Gas Service	11-7102-633-000	\$263.25	\$263.25
		Gas Service	16-9482-633-000	\$81.07	\$81.07
125370	Jennifer Lynn Katzer	Reimburse Mileage - Main Campus	11-7103-602-000	\$35.96	\$35.96
125371	KJCCC	KJCCC Dues 2019-2020	11-5506-681-000	\$8,875.00	\$8,875.00
125372	KJCCC	2019 Volleyball Officials	11-5504-680-000	\$3,040.00	\$3,040.00
125376	Kylie Lucas	Reimburse Mileage - Recruiting	11-5302-601-000	\$38.86	\$38.86
125377	Janice M Miller	Window Blinds	11-7102-649-000	\$1,788.00	\$1,788.00
125378	N J C A A	NJCAA 2019-2020 Membership Dues	11-5506-681-000	\$3,753.00	\$3,753.00
125379	N J C A A Region VI	Region VI Dues 2019-2020	11-5506-681-000	\$1,655.00	\$1,655.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

8/16/2019

Check Number	Vendor	Description	Account Number	Amount	Total
125380	N THERM, LLC	Gas Service	11-7102-633-000	\$8.28	
		Gas Service	11-7102-633-000	\$12.42	
		Gas Service	16-9482-633-000	\$24.85	\$45.55
125381	Miranda D Plumlee	Reimburse Summer 19 Tuition	11-4200-630-026	\$600.00	\$600.00
125382	Elizabeth R Robinson	Reimburse LASSI 3rd Ed	11-4203-701-000	\$249.00	\$249.00
125383	Mitchell A Rolls	Reimburse Team Pizza	11-5503-601-000	\$41.93	
125384	Rural Water District #5	Reimburse Mileage - Airport Pickup (2	11-5503-603-000	\$261.00	\$302.93
125385	Ashley N Savage	Utility Water, Cherokee	11-7103-632-000	\$45.05	\$45.05
		Reimburse Mileage - Main Campus	11-7103-602-000	\$35.96	
		Reimburse Mileage - Main Campus	11-7103-602-000	\$35.96	\$71.92
125386	Barry Seal	Reimburse Mileage - Main Campus	11-7103-602-000	\$35.96	\$35.96
125387	Sparklight	Cable Service	11-7202-648-000	\$143.80	\$143.80
125388	Kelly Stammer	Groundskeeping, WTC	11-7202-648-000	\$700.00	\$700.00
125389	Touchtone Communications	Long Distance	11-6501-631-000	\$95.58	
		Long Distance - Cherokee Center	11-7103-631-000	\$19.92	\$115.50
125390	Westar Energy, Inc	Electricity - Cherokee Center	11-7103-634-000	\$1,354.25	\$1,354.25
125391	Wichita State University	Workforce Innov Reg-J Sharp, R Har	12-1246-630-000	\$200.00	\$200.00
125392	Scotty M Zollars	Reimburse Mileage - SEKLS Exec Br	11-4101-602-000	\$67.86	\$67.86
				<u>\$90,678.30</u>	

Checks approved for release prior to Board action

11-General Fund	\$25,370.11
12-Postsecondary Technical Education Fund	\$345.58
16-Auxillary Ent Fund	\$273.16
64-Deferred Maintenance	\$64,689.45
67-Capital Outlay	\$0.00
	<u>\$90,678.30</u>

Mark Watkins
President

Deanna Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

8/23/2019

Check Number	Vendor	Description	Account Number	Amount	Total
125393	A T and T	Phone Service	11-6501-631-000	\$116.55	
		Phone Service	11-6501-631-000	\$2,839.97	\$2,956.52
125394	A T and T	Internet	11-6401-631-000	\$1,568.40	\$1,568.40
125395	Accident Fund	Workman's Comp	11-6501-590-001	\$3,076.80	\$3,076.80
125396	Agile Sports Technologies	Subscription - Volleyball	11-5504-701-000	\$800.00	\$800.00
125397	Amazon.com LLC	Apple iPads and Cases	11-4203-701-000	\$515.98	
		MCSS Lounge Supplies	11-4205-701-000	\$240.36	
		MCSS Lounge Supplies	11-4205-701-000	\$20.88	
		Surface Replacement Screens	11-6401-646-002	\$251.98	
		IT Supplies	11-6401-701-000	\$18.99	
		Standing Desk Converter	11-6401-701-000	\$197.98	
		Wireless HDMI Adapter	11-6403-701-000	\$207.56	
		Standing Desk Converter	11-6504-702-000	\$98.99	
		Rubber Cable Protectors	12-4204-701-000	\$59.99	\$1,612.71
125399	Cardmember Service	Points Redeemed	11-0100-484-000	(\$1,325.00)	
		ScreenCast Membership-Doug Ecoff	11-1106-700-000	\$49.00	
		Credit on Hotel - PBL NLC	11-1127-604-000	(\$212.78)	
		Study Membership - Tarah Cockrell	11-4200-630-035	\$479.99	
		Southwest-J Sharp-CATYC Conf	11-4202-601-000	\$207.04	
		NAVPA Institutional Membership	11-4205-681-000	\$175.00	
		AVECO Membership	11-4205-681-000	\$50.00	
		Credit on Airfare-NJCCC All Star Gam	11-5503-601-000	(\$361.60)	
		Hampton Inn-A Keal-KJCCC/Region \	11-5506-601-000	\$98.70	
		Court Board with Court Cart	11-5508-701-000	\$523.00	
		Sanderson's Game-Based Training S)	11-5508-701-000	\$145.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
			8/23/2019		
125399	Cardmember Service	Basketball Immersion Membership	11-5508-701-000	\$251.94	
		KS CPA Membership Dues - L Doherty	11-6201-701-000	\$320.00	
		Skillshare Continued Education	11-6301-661-000	\$99.00	
		Blue Iris Software Upgrade	11-6401-701-000	\$98.16	
		OnStar for LCC Vehicles	11-6502-720-000	\$262.18	
		Title IX Heartland Campus - Reg J Ev	11-6504-601-001	\$175.00	
		SEK Business Conf Reg - M O'Brien	11-6504-630-000	\$75.00	
		Years of Service Pins	11-6504-692-001	\$221.74	
		NPTE Reports	12-1213-681-000	\$190.00	
		Vascular Registry Exam -	12-1214-681-000	\$250.00	
		Massage Chairs	12-1246-850-003	\$640.06	
		Aloft Wichita Northeast	12-1249-601-000	\$102.23	\$2,513.66
125400	CareerSafe	General Industry OSHA Vouchers	12-4204-701-000	\$500.00	
		Healthcare OSHA Vouchers	12-4204-701-000	\$500.00	
		OSHA General Vouchers	12-4204-701-000	\$125.00	\$1,125.00
125403	Fort Scott Comm College	Fort Scott Tourney Fees	11-5504-601-000	\$600.00	\$600.00
125404	Freeman Health Systems	Freeman Badges for Level II	12-1208-672-000	\$350.00	\$350.00
125406	Archana Lal	Reimburse Reg - ASMCUE 2019	11-4200-630-004	\$809.59	\$809.59
125408	Haley Renee Miller	Volleyball Travel - 8/23/19	11-5504-601-000	\$400.00	\$400.00
125409	Haley Renee Miller	Volleyball Travel - 8/28/19	11-5504-601-000	\$250.00	\$250.00
125411	Patterson Dental Supply, Inc	Credit for Service on Equipment	12-1215-700-000	(\$268.40)	
		Service on Equipment	12-1215-700-000	\$355.30	\$86.90
125412	Pepsi-Cola	Pop for Pop Machine	16-9684-743-000	\$836.09	\$836.09
125413	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$268.57	\$268.57
125414	QueenB Television of Kansas/Missouri	May Advertising/KFJX	11-6301-613-000	\$570.00	\$570.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

8/23/2019

Check Number	Vendor	Description	Account Number	Amount	Total
125418	Veritiv	Copy Paper	11-6503-705-000	\$3,283.55	\$3,283.55
125419	Wal-Mart Community	Inservice Supplies	11-4201-627-001	\$106.39	
		Red Hat Enrollment & Ambassador St	11-5302-711-000	\$29.94	
		Supplies	11-5504-701-000	\$126.87	
		Security Monitor	11-6401-646-002	\$298.00	
		Supplies	11-6401-701-000	\$30.81	
		Ice Cream Social	11-7103-701-000	\$11.81	
		Office Supplies	11-7103-701-000	\$59.40	
		Water	11-7103-701-000	\$26.00	
		Deodorizer	11-7103-702-000	\$3.58	
		Dental Assisting Orientation	12-1215-700-000	\$26.14	
		Office Supplies	12-1215-700-000	\$105.00	
		Supplies	16-9684-701-000	\$139.38	
		Food	16-9684-743-000	\$11.25	
		Food	16-9684-743-000	\$61.83	
		Food	16-9684-743-000	\$43.70	
		Food	16-9684-743-000	\$15.20	
		Food	16-9684-743-000	\$26.26	
		Food	16-9684-743-000	\$33.94	
		Food	16-9684-743-000	\$33.42	
		Food	16-9684-743-000	\$21.68	
		Food	16-9684-743-000	\$20.74	\$1,231.34
125420	American Heritage Life Insurance	ComCancer Premiums	11-0000-273-000	\$80.59	\$80.59
125421	Bay Bridge Administrators, LLC	f/b/o SEmployee 403(b) Contributions	11-0000-258-000	\$13,488.00	
		Cancer Premiums	11-0000-273-000	\$312.01	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

8/23/2019

Check Number	Vendor	Description	Account Number	Amount	Total
125421	Bay Bridge Administrators, LLC f/b/o SDisability Premium	Term Life Insurance Premiums	11-0000-275-000	\$459.48	
		Employer 403(b) Matching	11-0000-276-000	\$816.27	
125422	Mike Brotherton	Refund for closed account	11-6501-590-001	\$4,415.00	\$19,490.76
125423	L C C Foundation	Employee Contributions	11-0000-258-000	\$60.00	\$60.00
125424	Security Benefit Life Insurance Co.	EE Medical Reimb/Child Care Exp	11-0000-268-000	\$1,201.80	\$1,201.80
125425	W.H. Griffin Trustee	Garnishment	11-0000-277-000	\$2,426.66	\$2,426.66
			11-0000-270-000	\$369.00	\$369.00
				<u>\$45,967.94</u>	

11-General Fund	\$41,789.13
12-Postsecondary Technical Education Fund	\$2,935.32
16-Auxillary Ent Fund	\$1,243.49
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$45,967.94</u>

Checks approved for release prior to Board action


 President

 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

8/29/2019

Check Number	Vendor	Description	Account Number	Amount	Total
125428	CareerSafe	General Industry OSHA Vouchers	12-4204-701-000	\$750.00	\$750.00
125429	Coleen Carter	Reimburse Mileage - Cherokee Cente	11-6401-601-000	\$35.96	\$35.96
125432	Kara Good	Reimburse Hotel - AARC	12-1246-630-000	\$644.26	\$644.26
125435	Isch's Kitchen Exhaust System Services	Kitchen Maintenance	11-7202-648-000	\$650.00	\$650.00
125436	KACRAO	Annual Conf Registration - Karlee Her	11-5302-601-000	\$190.00	\$190.00
		Annual Conf Registration - Kylie Luca:	11-5302-601-000	\$190.00	\$190.00
		Annual Conf Registration - Brandi Irisl	12-1204-601-000	\$190.00	\$570.00
125437	Kansas Association of School Boards	LAF Contract Renewal	11-6501-681-000	\$2,100.00	
		Membership Renewal	11-6501-681-000	\$3,200.00	\$5,300.00
125438	Kansas Gas Service	Gas Service - 1230 Main	11-7102-633-000	\$31.95	
		Gas Service - 1306 Main	11-7102-633-000	\$30.08	\$62.03
125439	Melissa Kipp	Reimburse Annual Premium Members	11-4200-630-014	\$239.88	\$239.88
125444	Miranda D Plumlee	Reissue Reimburse Meals-KCADNE F	12-1246-630-000	\$12.35	\$12.35
125449	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$249.32	
		Custodians Phone Charges	11-7102-649-000	\$323.37	\$572.69
125450	Westar Energy, Inc	Electricity - 1230 Main	11-7102-634-000	\$331.60	\$331.60
				<u>\$9,168.77</u>	

11-General Fund	\$7,572.16
12-Postsecondary Technical Education Fund	\$1,596.61
16-Auxillary Ent Fund	\$0.00
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$9,168.77</u>

Checks approved for release prior to Board action

Mark Watkins
President

Shannon D. Shertey
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

8/31/2019

Check Number	Vendor	Description	Account Number	Amount	Total
125451	Ace Hardware, Inc.	Gas Can 2 Gal, Echo Oil	11-5502-701-000	\$26.98	
		Network for WIFI	11-6401-646-002	\$57.74	
		Hooks	11-7102-649-000	\$9.99	
		Wrench Basin	11-7102-649-000	\$13.99	
		Faucet and Marker	11-7102-649-000	\$111.58	
		Maintenance Supplies	11-7102-649-000	\$58.56	
		Maintenance Supplies	11-7102-649-000	\$49.30	
		LED Security Light Credit	11-7102-649-000	(\$29.99)	
		Light Bulb	11-7102-649-000	\$12.99	
		Maintenance Supplies	11-7102-649-000	\$31.33	
		Pole Contactor	11-7102-649-000	\$19.59	
		Maintenance Supplies	11-7102-649-000	\$9.99	
		Maintenance Supplies	11-7102-649-000	\$100.95	
		Picture Hangers	11-7102-649-000	\$2.39	
		Light Bulbs	11-7102-649-000	\$47.94	
		Groundskeeping Supplies	11-7102-649-000	\$20.98	
		Maintenance Supplies	11-7102-649-000	\$40.98	
		Mounting Tape	11-7102-649-000	\$13.99	
		Flex Tape	11-7102-649-000	\$19.99	
		Gloves	11-7102-649-000	\$6.99	
		Maintenance Supplies	11-7102-649-000	\$19.98	
		Maintenance Supplies	11-7102-649-000	\$104.91	
		Cable Ties	11-7102-649-000	\$14.99	
		Maintenance Supplies	11-7102-649-000	\$76.56	
		Blades	11-7102-649-000	\$24.99	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

8/31/2019

Check Number	Vendor	Description	Account Number	Amount	Total
125451	Ace Hardware, Inc.	Mousetraps	11-7102-649-000	\$7.98	
		Maintenance Supplies	11-7102-649-000	\$17.48	
		Keys	11-7102-671-000	\$9.95	
		Custodial Supplies	11-7102-702-000	\$47.56	
		Dehumidifier	11-7103-649-000	\$259.99	\$1,210.65
125452	ACEN	ACEN Annual Accreditation Fee	12-1208-670-000	\$2,875.00	\$2,875.00
125453	All Seasons Floral, LLC	Plant - Richard Giefer Service	11-6102-709-000	\$55.00	\$55.00
125454	American Electric Company	LED Lamps	11-7102-649-000	\$1,344.72	
		Electrical Supplies	11-7102-649-000	\$834.00	
		Electrical Supplies	11-7102-649-000	\$1,020.69	
		Anchor Kit, Wire Caps	11-7103-649-000	\$23.05	\$3,222.46
125455	American Media Investments	July Advertising	11-6301-613-000	\$630.00	\$630.00
125456	American Welding Society, Inc	AWS EIM RENEWAL	12-1219-670-000	\$264.00	\$264.00
125457	Anselmi Something LLC	Video Production	11-6301-661-000	\$2,250.00	\$2,250.00
125458	APTA	APTA Dues	12-1213-681-000	\$505.00	
		Student APTA Memberships	12-1213-700-000	\$1,620.00	\$2,125.00
125459	ArkACRAO	ArkACRAO Membership	11-5302-681-000	\$100.00	\$100.00
125460	ASRT	ASRT Fluoroscopy Modules-RADI	12-1246-630-000	\$696.20	\$696.20
125461	Assessment Technologies Institute, LL	ATI Coursework 0521 FA19	12-1208-661-000	\$7,905.00	
		ATI Coursework 0520 FA19	12-1208-661-000	\$8,047.50	\$15,952.50
125462	Association of Community College Tru	Membership Renewal	11-6501-681-000	\$3,437.00	\$3,437.00
125463	Bleacher Gear	Student Ambassador T-Shirts	11-5302-701-000	\$185.40	\$185.40
125464	C D W Government Inc	Lexmark B2442 Printers	11-6401-646-002	\$567.39	
		Symantec Protection Suite Renewal	11-6401-701-000	\$5,075.00	\$5,075.00
		Premier Universal Projector Mount M/	11-6403-701-000	\$153.56	\$153.56

**LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	Description	Account Number	Amount	Total
125464	C D W Government Inc	Adobe Renewal Graphic Design	12-1203-700-000	\$4,177.24	\$9,973.19
125465	Carolina Biological Supply Company	Leica DM 300 Microscope	11-1102-850-000	\$880.00	
		Twine	11-1103-700-000	\$5.80	
		A & P Supplies	11-1103-700-000	\$343.65	
		A & P Supplies	11-1103-700-000	\$120.61	
		Penlight	11-1103-850-000	\$78.45	\$1,428.51
125466	City of Parsons	Shop with A Cop Sponsorship	11-6301-709-000	\$100.00	\$100.00
125467	Daniel Colon	June/July Copy Usage	11-4203-701-000	\$109.04	
		May/June Copy Usage	11-4203-701-000	\$231.44	\$340.48
125468	Copy Products Inc	Cartridge Refill - Cherokee Center	11-7103-701-000	\$86.88	
		Copy Usage for Cherokee Center	11-7103-701-000	\$70.56	\$157.44
125469	Data Source Media, Inc	MS517 Toner	11-6401-701-000	\$536.94	
		B2442 Toner	11-6401-701-000	\$405.60	\$942.54
125470	Daves Communications Services	Telephone Line Repairs	11-6401-646-002	\$300.00	\$300.00
125471	DESCO Consulting, LLC	Grant Writing	11-4201-661-000	\$1,500.00	\$1,500.00
125472	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000	\$605.00	
		Lanier Copier Maintenance	11-6503-648-000	\$51.99	\$656.99
125473	Document Destruction Inc	Bulk Shredding	11-6503-701-000	\$337.50	\$337.50
125475	Ernesto's Mexican Food	Student Ambassador Training Lunch	11-5302-711-000	\$213.19	\$213.19
125476	Fastenal Company	Maintenance Supplies	11-7102-649-000	\$26.95	\$26.95
125477	Four State Maintenance SupplyInc	Burnisher Maintenance	11-7102-702-000	\$194.79	
		Liquid Enzyme	11-7102-702-000	\$430.00	\$624.79
125478	Gale Cengage Learning	Online Database Renewal	11-4101-710-000	\$1,318.52	\$1,318.52
125479	Graves Menu Maker Foods	Supplies	16-9684-701-000	\$293.54	
		Supplies	16-9684-701-000	\$144.16	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

8/31/2019

Check Number	Vendor	Description	Account Number	Amount	Total
125479	Graves Menu Maker Foods	Supplies	16-9684-701-000	\$133.22	
		Supplies	16-9684-701-000	\$228.38	
		Food	16-9684-743-000	\$1,372.31	
		Food	16-9684-743-000	\$57.72	
		Food	16-9684-743-000	\$1,403.00	
		Food	16-9684-743-000	\$1,252.31	
		Food	16-9684-743-000	\$712.08	
		Food	16-9684-743-000	\$841.54	\$6,438.26
125480	Herff Jones Inc.	Degree, Labette Comm College	11-5303-706-001	\$19.56	\$19.56
125481	Herring Bank	ID Cards Supplies	11-6401-701-000	\$497.30	\$497.30
125482	Hillyard/Springfield	Gym Floor Maintenance, Supplies	11-7102-702-000	\$1,584.42	\$1,584.42
125483	Home Store	Hughes Building Bathroom Remodel	11-6201-659-001	\$10,204.80	\$10,204.80
125484	Hugo's Industrial Supply, Inc	Hand Sanitizer	11-7102-702-000	\$635.90	
		Disinfectant	11-7102-702-000	\$1,228.40	\$1,864.30
125485	IDVille	Office Services Supplies	11-6503-701-000	\$556.71	\$556.71
125486	Independence Daily Reporter	Position Announcement	11-6504-613-000	\$73.60	\$73.60
125487	J R C - D M S	JRC-DMS Annual Accreditation Fees	12-1214-670-000	\$1,300.00	\$1,300.00
125488	Jaeger Sports INC	J-Bands (Adult-Baseball)	11-5502-701-000	\$349.82	\$349.82
125489	Jenzabar, Inc.	Annual Custom Maintenance - Herring	11-6401-646-001	\$1,080.00	
		Netnet Interface	11-6401-646-001	\$4,463.00	\$5,543.00
125490	Jock's Nitch/Parsons	Team Workout Gear	11-5503-701-000	\$456.84	
		Basketballs	11-5503-701-000	\$313.93	
		Wrestling Team Dual Jackets	11-5505-701-000	\$165.00	\$935.77
125491	K L K C	July Advertising	11-6301-613-000	\$350.00	\$350.00
125492	K S Y N-FM	July Advertising	11-6301-613-000	\$150.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

8/31/2019 Account Number

Check Number	Vendor	Description	Account Number	Amount	Total
125492	K S Y N-FM	July Advertising	11-6301-613-000	\$1,200.00	\$1,350.00
125493	Kansas Library Association	KLA membership renewal Phylis	11-4101-701-000	\$40.00	\$40.00
125494	Kansas Library Association	KLA membership renewal Hillary	11-4101-701-000	\$40.00	\$80.00
125495	KCADNE	KLA membership renewal Scotty	11-4101-701-000	\$40.00	\$75.00
125496	KCPNE	KCADNE Membership	12-1208-670-000	\$75.00	\$75.00
125497	Kitchen Pass, Inc.	KCPNE Membership	12-1208-670-000	\$75.00	\$75.00
125498	L and R Specialties, Inc.	Softball Recruit Meal	11-5509-603-000	\$49.29	\$49.29
125499	Labette Avenue	Shimpo RK Whisper Potters Wheel	11-1101-700-000	\$1,225.00	\$1,225.00
		Newspaper Renewal	11-4101-704-001	\$47.00	
		Sports Booster Ad	11-6301-613-000	\$60.00	
		Red Hot Enrollment Ad	11-6301-613-000	\$72.00	
		Labette County Fair Ad	11-6301-613-000	\$62.50	
		Position Announcement	11-6504-613-000	\$90.00	\$331.50
125500	Labette Center for Mental Health Servi	Sponsorship	11-6301-709-000	\$250.00	\$250.00
125501	Labette County Fair Association	Labette County Fair Sponsorship	11-6301-709-000	\$300.00	\$300.00
125502	Labette County High School Booster	CLCHS Booster Club Sponsorship	11-6301-613-000	\$250.00	\$250.00
125503	Labette Health	Labette Health-ACLS Cards	12-4204-701-000	\$42.00	\$42.00
125504	Labette Health Foundation	Gala Sponsorship	11-6301-709-000	\$1,500.00	\$1,500.00
125505	Laerdal Medical Corporation	Neonatal Intubation Trainer	12-1246-701-008	\$622.42	\$622.42
125506	Landauer Inc	Student Radiation Monitors	12-1210-700-000	\$387.80	\$387.80
125507	Laser Designs/PSHTC	Name Badges	11-4202-701-000	\$40.00	
		Name Badge	11-4208-701-000	\$5.00	
		Name Badges	11-5201-701-000	\$15.00	
		Name Badges - Student Ambassador	11-5302-701-000	\$70.00	
		Name Badges	11-6201-701-000	\$10.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account		Amount	Total
				Number		
125507	Laser Designs/PSHTC	Name Badges		12-1208-700-000	\$5.00	
		Name Badges		12-4204-701-000	\$15.00	\$160.00
125508	Leadership Labette	Leadership Labette Tuition-Brandi Mc		11-5302-681-000	\$325.00	\$325.00
125509	Locke Supply Co	Maintenance Supplies		11-7102-649-000	\$146.47	
		Facilities Supplies		11-7102-649-000	\$51.68	
		Union		11-7103-649-000	\$2.73	\$200.88
125510	MBS Direct, LLC	SSS Books		11-4203-701-000	\$1,761.00	
		SSS Books Returned		11-4203-701-000	(\$149.10)	
		Employee Books		11-6501-590-001	\$449.99	
		FA Books		16-0000-131-002	\$12,905.77	
		FA Books		16-0000-131-002	\$29,087.85	
		FA Books		16-0000-131-002	\$11,033.18	
		FA Books		16-0000-131-002	\$1,336.72	
		FA Books		16-0000-131-002	\$17,964.99	\$74,390.40
125511	McCarty's Office Machines Inc	Supplies		11-4208-701-000	\$146.25	
		Copier Parts, Toner		11-6503-648-000	\$153.10	
		Copier Drum-PTA		11-6503-648-000	\$133.00	
		Copier Maintenance-Business Office		11-6503-648-000	\$975.00	
		Legal Paper		11-6503-705-000	\$56.51	
		Welding Copy Usage		12-1219-700-000	\$0.28	\$1,464.14
125512	Medical Equipment Affiliates	PTA Student Supply Bag		12-1213-700-000	\$2,990.60	\$2,990.60
125513	Medline Industries, INC	Credit on Amount		12-1246-850-005	(\$30.61)	
		Wheelchair-RADI		12-1246-850-005	\$361.56	\$330.95
125514	Mytown Media, Inc	July Advertising		11-6301-613-000	\$240.00	\$240.00
125515	Nasco	Wagner Heat Gun, Deluxe Pencil Sha		11-1101-700-000	\$163.95	\$163.95

**LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	Description	Account Number	Amount	Total
125516	National Business Education Association	Membership Dues - Lori Ford	11-4200-630-005	\$100.00	\$100.00
125517	Newsbank Inc.	Online Subscription Renewal	11-4101-710-000	\$7,334.00	\$7,334.00
125518	Nexstar Broadcasting, Inc	July Advertising/KSNF	11-6301-613-000	\$740.00	
		July Advertising/KODE	11-6301-613-000	\$991.00	
		July Advertising/FourState	11-6301-613-000	\$200.00	
		July Advertising/FourState	11-6301-613-000	\$500.00	\$2,431.00
125519	OfficeSupply.com	Chemistry Supplis	11-1106-700-000	\$143.36	\$143.36
125520	P1 Group Inc	LG Indoor Unit Repair	11-7102-649-000	\$742.49	
		Troubleshoot LG Unit	11-7102-649-000	\$3,726.91	
		Maintenance Agreement, P1	11-7103-649-000	\$500.00	
		Maintenance Agreement	11-7202-648-000	\$4,907.00	\$9,876.40
125521	ParCom Telephone Company	Mobile Internet Device Upgrade	11-6401-631-000	\$99.99	\$99.99
125522	Parsons High School Booster Club	Viking Booster Club Ad	11-6301-613-000	\$500.00	\$500.00
125523	Parsons Sun	FY20 Published Budget	11-6201-701-000	\$118.50	
		FY20 Published Budget	11-6201-701-000	\$118.50	
		Art Collection Ad	11-6301-613-000	\$90.80	
		Enrollment Ad	11-6301-613-000	\$136.20	
		Back to School Ad	11-6301-613-000	\$113.50	
		Position Announcement	11-6504-613-000	\$45.40	
		Position Announcement	11-6504-613-000	\$90.80	
		Credit on Ad Ran Twice	11-6504-613-000	(\$56.75)	
		Position Announcement	11-6504-613-000	\$56.75	\$713.70
125524	Patterson Dental Supply, Inc	Dental Supplies	12-1215-700-000	\$23.39	
		Dental Supplies	12-1215-700-000	\$1,378.55	\$1,401.94
125525	Practicon, Inc	Typodonts Cheek Masks, Stands	12-1246-701-010	\$3,676.00	\$3,676.00

**LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	Description	Account Number	Amount	Total
125526	QueenB Television of Kansas/Missouri	July Advertising/KFJX	11-6301-613-000	\$2,570.00	
		July Advertising/KOAM	11-6301-613-000	\$3,185.00	\$5,755.00
125527	Reserve Account	PBP #20352357 (Postage)	11-6503-611-000	\$2,500.00	\$2,500.00
125528	Roy's Auto Service, LLC	Control Head Repair (Toro field drag)	11-5502-701-000	\$184.90	\$184.90
125529	Sherwin-Williams Company	Paint and Supplies	11-7102-649-000	\$58.67	
		Paint	16-9482-701-000	\$70.99	\$129.66
125530	Show Me Communications/Radcliff Agel/4	Magazine Ad	11-6301-613-000	\$350.00	\$350.00
125531	Southeast High School Booster Club	Booster Club Ad	11-6301-613-000	\$100.00	\$100.00
125532	St. Patrick's Catholic School	Auction Sponsorship	11-6301-709-000	\$125.00	\$125.00
125533	Styers Equipment Company	Oki Parts	11-6503-648-000	\$2,885.88	\$2,885.88
125534	Synergy Sports Technology, LLC	Video Service - Men Basketball	11-5508-701-000	\$1,000.00	\$1,000.00
125535	The College Board	PowerFAIDS Maintenance & Support, 11-5201-698-000	11-5201-698-000	\$15,841.00	\$15,841.00
125536	The Higher Learning Commission	Request to Open WTC	11-6501-681-000	\$950.00	\$950.00
125537	Thompson Bros. Supplies, INC	Cold Chisels	12-1219-700-000	\$53.08	\$53.08
125538	Tom Davis Auto Group, LLC	Vehicle Maintenance, CA13	11-6502-720-000	\$34.35	\$34.35
125539	ULine, Inc.	Wood dollie 30"x18", 3" wheels	11-1101-700-000	\$69.29	\$69.29
125540	UniFirst Corporation	Mats, Mops, Towels, Uniforms	11-7103-649-000	\$57.31	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$49.51	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$222.21	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$57.31	
		Mats, Mops, Towels, Uniforms	11-7202-648-000	\$49.51	
		Uniforms	11-7202-648-000	\$71.88	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$119.29	
		Uniforms	11-7202-648-000	\$55.90	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$104.79	

**LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	Description	Account Number	Amount	Total
125540	UniFirst Corporation	Uniforms	11-7202-648-000	\$55.90	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$104.79	
		Uniforms	11-7202-648-000	\$71.88	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$119.29	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
		Aprong, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	\$1,339.57
125541	Vance Lawn Care	August Groundskeeping, Cherokee	11-7103-649-000	\$1,210.00	
		June Groundskeeping, Cherokee	11-7103-649-000	\$630.00	
		July Groundskeeping, Cherokee	11-7103-649-000	\$420.00	\$2,260.00
125542	Mark Watkins	Vehicle Expense	11-6501-590-001	\$900.00	\$900.00
125543	Wichita Hoops, LLC	Juco Jamboree Entry	11-5508-701-000	\$100.00	\$100.00
				<u>\$228,338.90</u>	
	11-General Fund			\$112,236.13	
	12-Postsecondary Technical Education Fund			\$37,065.01	
	16-Auxillary Ent Fund			\$79,037.76	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$228,338.90</u>	

