

**LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

November 14, 2019

5:30 p.m.

Conference Room

Review Copy

EXHIBIT 1

Labette Community College
Board of Trustees Meeting Agenda
Thursday, November 14, 2019
5:30 p.m.

Conference Room #1, Student Union Building

- I. Adoption of Agenda(Exhibit 1)
- II. Approval of October 10th, 2019, Regular Meeting Minutes..(Exhibit 2)
- III. Reports and/or Board Discussion
 - 1. Faculty Senate Report
 - 2. Student Government Association Report
 - 3. Administrative Reports
 - a. Comparison of Expenditures to Budget
 - 4. President's Report
- IV. Old Business (Action, Report, or Discussion)
- V. 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.

- VI. New Business (Action, Report, or Discussion)
 - A. Administrative Retirement.....(Agenda Item VI.A.)
 - B. Program Review: Biology.....(Agenda Item VI.B.)
(Exhibit 3)
 - C. Policy Review(Agenda Item VI.C.)
(Exhibit 4)
 - D. Approval of Bills.....(Agenda Item VI.D.)
(Exhibit 5)

EXHIBIT 1

VII. Public Comment

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

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

VIII. Next Regular Board Meeting: Thursday, December 12, 2019, 5:30 p.m. and Tentative Agenda Items

IX. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
October 10, 2019

The Board of Trustees met at 5:30 p.m. on Thursday, October 10, 2019 in the Conference Room of the Student Success Center.

Members Present

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

Members Absent

Mr. Mike Howerter

Others Present

Dr. Mark Watkins
Leanna Doherty
Joe Burke
Jason Sharp
Lindi Forbes
Tammy Fuentes
Bethany Kendrick
Kevin Doherty
Kassie LaForte
Travis Brumback
Toni Crumrine
Rocky Becker

Aaron Smith
Dee Bohnenblust
Kathy Johnston
Janice Every
Ross Harper
Teri Leroy
Tristan Gardner
David Wilson
Danely Ortiz-Fapatero
Josie Smith
Tom Brungardt
Chandler Davenport

Megan Fugate recorded the minutes.

Adoption of Agenda (ACTION ITEM)

Chair Winchell asked for changes or additions to the revised agenda. President Watkins had no changes. Mr. Hoskins moved to approve the revised agenda as presented. Mr. Taylor seconded and motion carried 4-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Winchell asked for corrections or additions to the September 12, 2019 regular meeting minutes, Mr. Winchell moved to approve the minutes as presented. Mr. Hoskins seconded and motion carried 4-0.

Approval of the Special Meeting Minutes (ACTION ITEM)

Chair Winchell asked for corrections or additions to the October 2, 2019 special meeting minutes, Mr. Taylor moved to approve the minutes as presented. Mr. Hoskins seconded and motion carried 4-0.

Reports and/or Board Discussion

Faculty Senate Report

None

Mr. Landrum arrived at 5:32 pm.

SGA Report

The officers were introduced and Tristan Gardner gave a short report.

Administrative Report

Comparison of expenditures to the budget – Leanna Doherty had placed the September financial report at the table. At the end of September we were 25% through the year. The general fund was 23% expended and the technical education/vocational fund was 21% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

The audit will begin next week and we hope to have someone to present on it at the December meeting.

Kevin Doherty gave an update on current facilities projects.

President's Report

Dr. Watkins introduced the following new employees:

- Travis Brumback, Welding Instructor
- Rocky Becker, Welding Instructor (LCHS)
- Aaron Smith, Nursing Instructor
- Tom Brungardt, Biology Instructor
- Deanna Garrett-Huffman, Psychology Instructor (not present)
- Karlee Henson, Advisor/Recruiter (not present)

Lindi Forbes gave a Capital Campaign update.

Jason Sharp and Ross Harper gave an update on the Welding Program and other Workforce courses.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

None

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

2019 Report of Student Learning

Jason Sharp reviewed the Report of Student Learning.

Chetopa Neighborhood Revitalization

Toni Crumrine, Chetopa City Clerk, was present to answer any questions. Mr. Landrum moved to approve the Interlocal Agreement with the City of Chetopa for the neighborhood revitalization program. Mr. Taylor seconded and motion carried 5-0.

Approval of Bills

Mr. Taylor moved to approve the Claims Register. Mr. McReynolds seconded and motion carried 5-0.

Public Comment

Bethany Kendrick announced the Workforce Training Center open house will be on Tuesday, October 15th from 10:00am to 11:30am at the Workforce Training Center. The Cardinal Event Center open house will be Tuesday, October 22nd from 11:30am-1:30pm. October 25th is Manufacturing Day at the rec center.

She also told the Trustees about the STEM Academy grant that Daneen Landis wrote and we received.

Mr. Taylor announced that our contracted grant writer introduced a new business to the Parsons Great Plains Industrial Park. It now appears the business will be opening a new location in the park.

Mr. Burke informed the Trustees that we are at the mid-time review with HLC. The information was sent to the peer reviewer and they have until November 1st to review the information.

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 November 14, 2019 at 5:30 p.m., Conference Room, Student Success Center Building.

Adjournment

Mr. Landrum moved to adjourn the meeting at 6:22pm. Mr. Hoskins seconded and motion carried 5-0.

Megan Fugate, Clerk of the Board

Agenda Item #: VI.A.

Date: November 14, 2019

SUBJECT

Administration Retirement

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Kathy Johnston, Dean of Enrollment Management, has submitted her letter of retirement effective March 1, 2020.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the retirement for Kathy Johnston, Dean of Enrollment Management, effective March 1, 2020 and release her from the remainder of her contract.

Agenda Item #:VI.B.

Date: November 14, 2019

SUBJECT

Program Review – Biology

REASON FOR CONSIDERATION BY THE BOARD

Part of the Board's responsibility is to maintain oversight on the quality of the academic and administrative programs and services. This has been an on-going feature of our regular Board meetings.

BACKGROUND

The purpose of program review is to assess the quality of our academic offerings as well as to assess program strengths and weaknesses. The Table of Contents reflects these components. This is also a very collegial process where there is a strong faculty presence in the review committee. This underscores LCC's commitment to a faculty-driven curriculum.

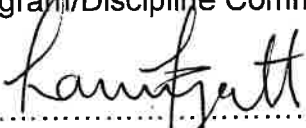
PRESIDENT'S RECOMMENDATION

That the Board of Trustees accept the Program Review for Biology and endorse the recommendations.

COVER SHEET
ACADEMIC PROGRAM REVIEW
SELF STUDY AND SUMMARY REPORT

Academic Program/Discipline: **Biology**

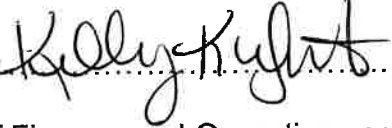
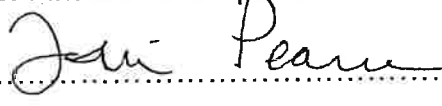
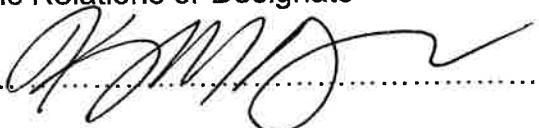
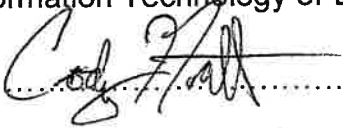
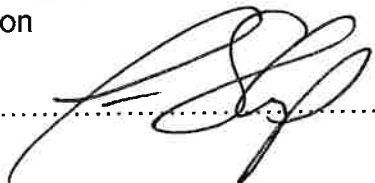
Report Prepared by: Program/Discipline Committee

Dr. Daudi Langat  10/10/2019
Lead Faculty **Signature** **Date Completed**

Dr. Archana Lal  10/10/2019
Lead Faculty **Signature** **Date Completed**

Tom Brungardt  10/10/2019
Lead Faculty **Signature** **Date Completed**

Based on the information presented in this program review, the committee recommends this approved Program Review report to President's Council.

<i>Committee Members</i>	<i>Signatures</i>	<i>Date</i>
Vice President of Student Affairs or Designate		
Kelly Kirkpatrick		10/17/19
Vice President of Finance and Operations or Designate		
Teri Pearce		10/10/19
Director of Public Relations or Designate		
Kimi Dowling		10/10/19
Director of Information Technology or Designate		
Cody Nutt		10/10/19
Dean of Instruction		
Dr. Jason Sharp		10/10/19

Educational Support Staff

Margaret Doherty *Margaret Doherty*

Faculty

Dr. Doug Ecoff *Douglas Ecoff*

Faculty

Alan Pommier *Alan Pommier*

Faculty

Dr. Kenneth Elliott *Dr. Kenneth Elliott*

Vice President of Academic Affairs

Joe Burke *Joe Burke*

Based on the information presented in this program review, the President's Council recommends this approved program to the President.

President's Council Designate

Date

Megan Hyatt *10/25/19*

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

President

Date

Mark Watkins *10.28.19*

Executive Summary

(Include the major changes from previous program review.)

The purpose of a five-year Program Review is to evaluate the viability and quality of a particular program and institute a process to improve services to our students and supporting constituency. The Program Review committee has reviewed the appropriateness of the action plan.

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

- The committee reviewed progress from the 2015 Program Review.
- The biology department has updated its course offerings. All the biology courses in the program are recently realigned to match the KCOG approved courses that will transfer seamlessly to all the KBOR institutions.
- Two faculty members in the department serve as co-advisors in the Biology Club. It will serve as a platform for student engagement outside the classrooms and hopefully, will serve as a tool in retention of declared majors.
- The biology department has a strong working relationship with the health science programs. The department offers some of the prerequisite courses to enter into health science programs. These courses provide students a solid foundation and prepare them well to succeed in those fields.
- Biology faculty members participate in the annual Kansas core outcome meetings.

The committee identified program strengths which include:

- Three well-qualified faculty members, two with a PhD degree and one with Masters in biological field.
- Faculty members who are members of national societies, participate in professional development opportunities, and are recognized in their fields.
- The four program courses that are aligned with the KCOG course offerings for seamless transfer to any Regents institution.
- Class offerings by full time faculty members in both the campuses (main campus and Cherokee Center), in all three formats (on ground, hybrid, and online), and during the day-time and evenings.
- Course offerings that are prerequisites for entering into health science fields.
- Partnerships with local high schools with concurrent course offerings

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ACADEMIC PROGRAM/DISCIPLINE REVIEW

Labette Community College

Introduction to Program

The biology Department offers several courses and maintains excellence in every course. The courses offered are all transfer courses to Regent schools. Labette Community College's Health Science Department is one of the best in Kansas and about 80% of the Health science students take courses such as Biology, Anatomy and Physiology, and Microbiology. Students who are biology majors, biology minors, and pre-professional students who enter into pharmacy, medical technology, physical therapy, occupational therapy, mortuary science, dentistry, osteopathic medicine, pre-medical students, and other biology fields, take courses from the biology Department. Additionally, many Associate of Arts, Associate of Science, and Associate of General Studies majors take courses from the biology Department to fulfill their science requirement.

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

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

MISSION STATEMENT

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

The biology program at Labette Community College provides students excellent opportunities for students to be prepared for a career in the biology and related fields and to successfully transfer to a four-year university. The courses completed at LCC seamlessly transfer to any Kansas Board of Regents institutions. Due to small class sizes, capped at 22-24, students have more opportunities to get individual attention and interact with faculty.

CORE VALUES

The vision and mission of Labette Community College reflect a set of core values shared by students, faculty, staff, administration, and Board of Trustees. These core values serve as the guiding principles of the college community as we plan for the future.

Student Learning: The faculty in the biology program are dedicated to provide quality education to students enrolled in all the biology courses and maintain a classroom environment that is conducive to learning. Student learning is also ensured by establishing course outcomes for each course and assessing them through the course assessment process at the end of each semester.

Student Engagement: The biology department has a Biology Club and two faculty members in the program serve as club advisors. The Biology Club promotes leadership, and both the intellectual and social growth of its members beyond the classroom by encouraging members to be involved in different activities on and off campus and in their community.

Education for a Globally Connected World: The biology faculty is aware that today's students are an important part of the entire global village and they educate their students by providing the real-world examples as part of their learning to make them educated global citizens.

Continuous Improvement: The faculty in the biology department make sure that students receive the latest information in the rapidly changing field of biology. They make sure to keep abreast with the latest information in their respective fields and continuously improve their own knowledge by reading scientific literature.

Integrity and Transparency: The faculty in the biology program promote and follow the Academic Integrity policy of the college. The faculty members emphasize the importance of academic honesty to all the students in their classes.

Sustainability of the Institution: The faculty in the biology program meet with the adjunct and concurrent instructors during in-service as well as other times to maintain consistency with curriculum, rigor, and instruction. The courses are tailored to adhere with KBOR Core Outcomes guidelines to ensure seamless transfer of all courses offered to other Regents institutions. The faculty also encourage personal growth of their students by guiding them and advising them to achieve their goals. The faculty also supports student retention and success and plans strategically for the future.

B. Program Recognition/Accreditation

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

C. Program/Discipline Demand/Need

Fastest Growing Occupations for 2018—2028 Related to the Program (Require biology Courses such as Anatomy & Physiology and/or Microbiology)

Home Health Aides	Physical Therapist Assistants
Personal Care Aides	Phlebotomists
Occupational Therapy Assistants	Physical Therapist Aides
Physician Assistants	Medical Assistants
Nurse Practitioners	

- Retrieved on October 3, 2019 from <https://www.bls.gov/ooh/fastest-growing.htm>

Jobs Related to the Program

Agriculture: Farm and Ranch Management,	Life Scientist
County Extension Agent	
Anthropology	Medical Researcher, Animal or Human
Astrobiology	Medicine, Animal or Human
Biochemist and Biophysicist	Microbiologist: Lab, Research,
Bioengineering	Epidemiologist
Bioinformatics	Natural History Museum Archivist
Botanist	Nutritionist
Ecologist	Paleontologist
Entomologist	Parasitology
Epidemiologist	Pharmacology
Forensic science	Photobiology
Foresters	Science Writer
Genetics Counselor	Systematics (classification of life)
Hydrologist	Zoologist

Biological scientists (19-1020) held about 114,040 jobs in 2018. In addition, many biological scientists held biology faculty positions in colleges and universities but are not included in these numbers.

Occupational Title	**SOC Code	*Employment 2018	*Projected Employment, 2028	*Change, 2018-2028 Number	*Change, 2018-2028 Percent
Biochemists and Biophysicists	19-1021	30,400	32,300	1,900	6
Microbiologists	19-1022	21,700	22,700	1,100	5
Zoologists and Wildlife Biologists	19-1023	19,300	20,200	900	5
Biological scientists, all other	19-1029	42,640	***	***	***

*data retrieved October 3, 2019 from:

Biochemist: <https://www.bls.gov/ooh/life-physical-and-social-science/biochemists-and-biophysicists.htm>

Microbiologist: <https://www.bls.gov/ooh/life-physical-and-social-science/microbiologists.htm>

Zoologist: <https://www.bls.gov/ooh/life-physical-and-social-science/zoologists-and-wildlife-biologists.htm>

Biological Scientists: <https://www.bls.gov/oes/2017/may/oes191029.htm>

**Standard Occupational Classification System

***Too many SOC occupations in this category for projections.

Earnings

Median annual wages of biochemists and biophysicists employed in scientific research and development services were \$93,280 in May 2018. The middle 50 percent earned between \$49,230 and \$177,680. The lowest 10 percent earned less than \$49,230, and the highest 10 percent earned more than \$177,680.

The median annual wage for microbiologists was \$71,560 in May 2018. The median wage is the wage at which half the workers in an occupation earns more than that amount and half earned less. The lowest 10 percent earned less than \$41,820, and the top 10 percent earned more than \$133,550.

The median annual wage for zoologists and wildlife biologists was \$63,420 in May 2018. The median wage is the wage at which half the workers in an occupation earns more than that amount and half earned less. The lowest 10 percent earned less than \$40,290, and the top 10 percent earned more than \$102,830. *Bureau of Labor Statistics' Occupational Outlook Handbook*, September 4, 2019.

D. Summary Statement of Faculty Qualifications

(Data found in appendix)

The biology program at LCC has three full-time highly qualified and experienced faculty who take pride in teaching the students in their courses.

During the five-year period, there have been an average of 3-5 adjuncts

Faculty in the biology program:

Current Full-Time Faculty:

Dr. Daudi Langat: Doctor of Philosophy in Reproductive Biology

Dr. Archana Lal: Doctor of Philosophy in Botany

Tom Brungardt: Master of Science in Biology

Retired Faculty:

Dr. Bharathi Sudarsanam: Doctor of Philosophy in Biology (retired July 2019)

Diane Thompson: Master of Science in Secondary Education (retired July 2018)

E. Faculty Recognition

Dr. Archana Lal:

- Dr. Lal was selected to join the Research Experiences in Microbiomes Network (REMNet), NSF funded research coordination network for Undergraduate biology educators to create a nationwide community for advancing and supporting course-based microbiome research projects. She was awarded a stipend of \$1500 to defray the cost of attending American Society for Microbiology Conference for Undergraduate Educators (ASMCUE) held at Tysons, VA from Aug 1 – Aug 4, 2019. She opted to work in the assessment working group in the project. All the members in the group will remain connected online in REMNet group on QubesHub. Based on the outcomes of these working groups the members intend to develop a set of training workshops that can be regional or associated with national conferences.
- Member of the Immunology Concept Inventory Development Team Organized at ASMCUE 2019
- Selected to become a member of Task Force Committee for Microbiology in Nursing and Health science (MINAH) (Fall 2016 to Spring 2018)
- Selected to become a panelist in a panel discussion of microbiology in nursing task force committee at ASMCUE 2017
- Selected to be a mentor for the 2017 ASMCUE Leadership Grant for International Educators (Spring 2017 to Fall 2017)
- Selected to be a mentor in the Disciplinary Based Education Research (DBER) Design and Implementation Online Course (Fall 2017) offered by American Society for Microbiology
- Was selected to participate in the Biology Scholars Program: Writing and Publishing Course: From Science Education Research to Publication, 2016, American Society for Microbiology

F. How Does the Discipline Use Professional Development?

Dr. Daudi Langat:

- Active member, Human Anatomy and Physiology Society (HAPS). I attend Annual National and Regional Conferences of the Society and keep up with the latest developments in the field of Anatomy and Physiology Education through HAPS newsletters and webinars. I also subscribe to scientific journals like *New Scientist* and *Science* to keep abreast with the advances in Science and Technology, and incorporate relevant information in my classroom, to link up what they learn in the classroom with real-world issues as they complete A&P and proceed to the healthcare professions.

G. Student Enrollment

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

Academic Year	Associate of Science	Declared Majors	Completers
2014-2015	Biology	35	0
2015-2016	Biology	29	1
2016-2017	Biology	33	0
2017-2018	Biology	33	0
2018-2019	Biology	21	0

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

The faculty in the biology department use the following recruiting and retention strategies:

- Follow up with students in high school who show initial interest in biology by sending them an email that includes information about the biology department at LCC and encouraging them to contact the faculty in case of any questions.
- Advise biology majors for enrolling in the appropriate classes to keep them on track for graduation.
- Biology courses are offered at the Main campus, Cherokee center, online, and in the hybrid format to provide different options to students.
- Mentor students in the program and talk to them about various options available to them as biology majors.
- Encourage them to meet with the faculty during office hours and use the tutoring services to receive help.

3a. Total number of students by course per year, FY15 – FY19

		FY 15	FY 16	FY 17	FY 18	FY 19	Total
BIOL 101	Biology	3	1	1	0	0	5
BIOL 120	Biology with Lab	89	138	145	138	134	644
BIOL 121	Biology Lab	19	0	0	0	0	19
BIOL 122	Environmental Life Science	91	90	95	74	108	458
BIOL 124	General Botany	2	7	7	4	2	22
BIOL 126	General Zoology	7	0	5	4	3	19
BIOL 130	Anatomy & Physiology	303	269	328	345	280	1525
BIOL 131	Anatomy & Physiology Lab	33	42	44	26	0	145
BIOL 201	Microbiology	105	89	121	200	132	647
BIOL 202	Microbiology Lab	77	64	44	0	0	185
Total		729	700	790	791	659	3669

3b. Mean class size of courses per year, FY15 – FY19

		FY 15	FY 16	FY 17	FY 18	FY 19
BIOL 101	Biology	3	1	1	0	0
BIOL 120	Biology with Lab	14	12	13	12	12
BIOL 121	Biology Lab	19	0	0	0	0
BIOL 122	Environmental Life Science	13	15	15	14	21
BIOL 124	General Botany	2	7	7	4	2
BIOL 126	General Zoology	7	0	5	4	3
BIOL 130	Anatomy & Physiology	18	15	19	19	18
BIOL 131	Anatomy & Physiology Lab	8	10	11	13	0
BIOL 201	Microbiology	13	12	15	16	14
BIOL 202	Microbiology Lab	12	16	22	0	0

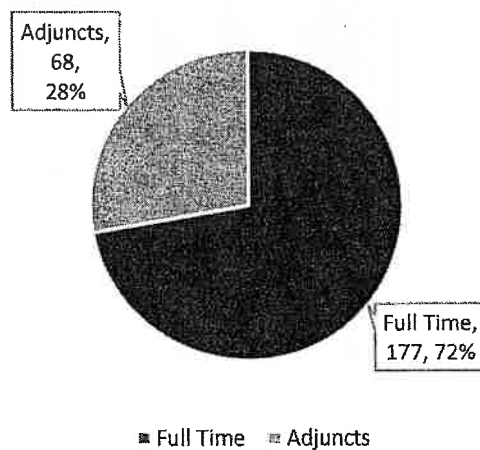
4. Total number of program students sorted by main campus, concurrent, online, and Cherokee per year, FY15 – FY19

	FY 15	FY 16	FY 17	FY 18	FY 19
Main Campus	328	230	227	214	191
Cherokee	97	146	147	214	155
Online	291	268	376	307	278
Concurrent	13	56	40	56	35

5. Number of courses and percentage of courses taught by full-time and adjunct instructors in the discipline FY15 – FY19

	FY 15	FY 16	FY 17	FY 18	FY 19	Total
Full Time	41	39	39	33	25	177
Adjunct	10	12	12	17	17	68

Total Number and Percentage of Courses Taught by full-time and adjunct faculty



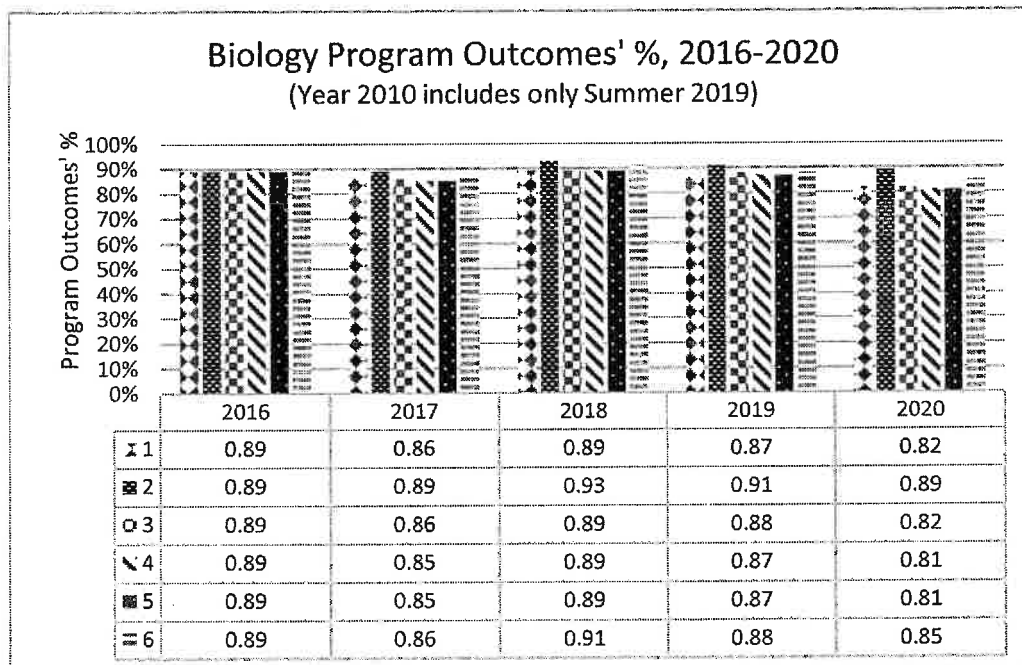
H. Program Assessment

What are the Program Outcomes Results?

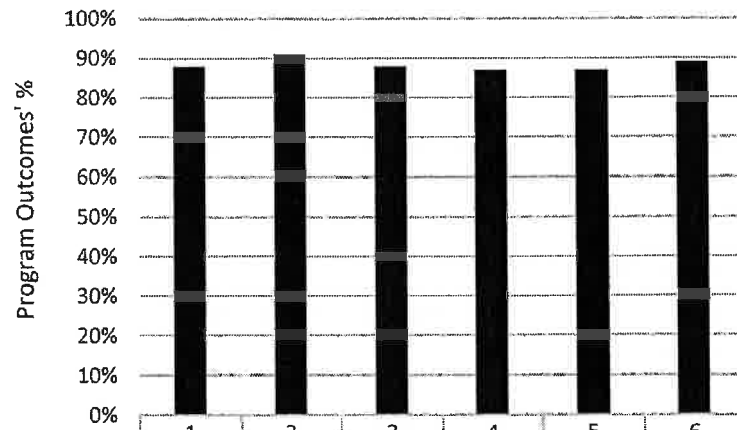
Program data is based on course outcomes results. Refer to Appendix A for program courses.

Biology Program's Combined Program Outcomes

1. Students will demonstrate knowledge of the concepts that comprise the biological sciences.
2. Students will demonstrate the ability to read, understand, and critically review scientific papers and prepare oral and written reports in a standard scientific format.
3. Students will be able to think critically and reason analytically.
4. Students will apply the scientific process, including designing and conducting experiments and testing hypotheses.
5. Students will effectively communicate underlying principles of biology.
6. Students will express an awareness of the careers and professions available in the biological sciences and an understanding of the significance ethics plays in the field.



Biology Program Outcomes' %, 5 Year Totals



■ Biology Program Outcomes' %, 5 Year Totals	1	2	3	4	5	6
	0.88	0.91	0.88	0.87	0.87	0.89

I. Learning Resources

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

Yes, the learning resources (facilities, technology, equipment, instructional support services) are adequate for the program/discipline teaching needs.

J. Partnerships

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

- We have recently realigned our course offerings to match the courses that are statewide transferrable under the governance of the Kansas Board of Regents so that students can seamlessly transfer courses to a 4-year institution.
- With the realignment, the course learning outcomes and competencies in all the biology program courses either meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for the courses as approved by the Kansas Board of Regents.
- Palmer College of Chiropractic Articulation agreement since 2013.
- Partnerships with Columbus, Oswego, and Parsons High Schools for biology course concurrent offerings.

Review of Previous Action Plan

Accomplished/Ongoing:

- Biology Department needs were additional adjunct instructors (*on-going, hired as needed*).
- An additional biology Lab is needed for Biology, A&P, and Environmental Life Science at the Cherokee Center (*accomplished, completed Summer 2019*)
- There are numerous equipment needs such as computers, software, and microscopes for both the existing labs and the new lab (*on-going, Microscopes with oil emulsion lens purchased for Cherokee Center, computer and software updates ongoing*).
- Biology online includes a take-home kit for labs (*accomplished, but kit is expensive, so we are considering virtual lab alternative*)
- M106 Microbiology Lab needs floor tiles replaced or fixed, slippery floor (*accomplished, tiles replaced*)
- M106 Microbiology Lab needs working lab adjustable chairs (*accomplished*)

SUMMARY REPORT: Strengths, Weaknesses, Opportunities, Challenges

ACADEMIC PROGRAM REVIEW

Date: 10/10/2019

Academic Program/Discipline: Biology

REVIEW COMMITTEE IDENTIFIED STRENGTHS

Discuss the major strengths of the academic program/discipline.

- The biology department has three qualified and experienced faculty who have PhD or Master's degree in the field.
- The faculty keep up with the latest development in their areas and discuss the latest developments and trends in their classrooms.
- Biology department courses are aligned with the courses offered in the Kansas Board of Regents institutions and hence, are seamlessly transferred.
- The department offers courses that are the pre-requisites for entering the health science programs.
- The department offers courses at main campus as well as the Cherokee Center. Two full-time faculty members teach courses at both the campuses.
- The department offers on-ground, hybrid, and online courses to meet the demand for different students. The courses are offered during the daytime and in the evenings.
- The biology lab at the Cherokee Center has been fully equipped to teach biology courses offered by the department.

**SUMMARY REPORT
ACADEMIC PROGRAM REVIEW**

Date: 10/10/2019

Academic Program/Discipline: Biology

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

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

Weaknesses:

- The data indicates that the students who start as biology majors do not complete the degree. Students start at LCC as biology majors and a majority of these students simply complete the prerequisite courses to apply into health science programs. Some of them transfer to other schools and others change their majors.
- The storage room in M 106 classroom needs maintenance. The floor and the doors to the storage shelves are in bad condition and require maintenance or change.
- The current location of whiteboard in M 106 prevents the full use of whiteboard and the projector screen simultaneously. The whiteboard should be shifted to the left so that there is minimum overlap between the projector screen and whiteboard.

Opportunities and Challenges:

- To meet the demand and to maintain quality course offerings there is a lack of qualified adjuncts in SEK.
- All of the Regent institutions require at least one science course as part of the general education requirements.
- To reduce the cost but still be able to provide the quality lab experience to the online students, the program faculty is considering replacing online kit with the virtual labs for our non-major class.

Program Action Plan

Date: 10/10/2019

An Action Plan addressing weaknesses, opportunities, and challenges found during the Program Review process was developed by the full-time faculty in the program and the Program Director, if appropriate, and the Dean of Instruction. The Action Plans goals will be included in the program Operational Plans for the upcoming years as a part of the Strategic Planning process. The associated Core Value and Outcome should be included for Operational Plan reference, such as 1A for Core Value 1 and Outcome A. The person or persons responsible will determine the necessary actions to complete the suggestions needed in the Weaknesses/Opportunities/Challenges for the specific areas that are being reviewed.

Weaknesses/ Opportunities/ Challenges	Program Outcome/ Objective	Estimated Cost/ Department Budget	Operational Plan Year of Implementation, Associated Core Value and Outcome, and/or Completion or Proposed Administrative Action	Person Responsible DOI/Advisory Committee
Inadequate number of adjuncts to assist with biology course offering needs	Find and recruit credentialed instructors	N/A	On going	Faculty and DOI
Equipment needs such as the autoclave	Search for grants or funding source for equipment needs	\$20,000	On going	Faculty & DOI
Lab material costs	Review options to keep cost minimal but meet KBOR KCOG course objectives effectively.	Unknown	On going	Faculty
Storage room in M 106	Floor and doors to the storage shelves need to be updated.	\$7500	AY 2021	Faculty & Facilities
Location of Whiteboard in M 106	Shift it so that there is minimum overlap between the whiteboard and projector screen	Can be completed internally for a minimal cost	AY 2020	Faculty & Facilities

Retaining declared majors into the program	Utilize Biology Club as a tool for student engagement and retention of declared majors	None	AY 2020	Faculty
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Appendix A: List of Courses

Biology Program Concentration Courses, (FY 2014 – FY 2019)

BIOL 120	Biology with Lab
BIOL 124	General Botany
BIOL 126	General Zoology
BIOL 130	Anatomy & Physiology
BIOL 201	Microbiology

Biology Program Outcomes:

1. Students will demonstrate knowledge of the concepts that comprise the biological sciences.
2. Students will demonstrate the ability to read, understand, and critically review scientific papers and prepare oral and written reports in a standard scientific format.
3. Students will be able to think critically and reason analytically.
4. Students will apply the scientific process, including designing and conducting experiments and testing hypotheses.
5. Students will effectively communicate underlying principles of biology.
6. Students will express an awareness of the careers and professions available in the biological sciences and an understanding of the significance ethics plays in the field.

Program Matrix (Links of course outcomes to program outcomes)

Course Number	Course Name	Program Outcome 1	Program Outcome 2	Program Outcome 3	Program Outcome 4	Program Outcome 5	Program Outcome 6
BIOL124	General Botany	1,2,3,4,5	1,2,3,4	1,2,3,4,5	1,2,5	1,2,4,5	5
BIOL130	Anatomy and Physiology	1,2,3,4,5,6,7,8	1	1,2,3,4,5,6,7,8	1,2,3,4,5,6,7,8	1,2,3,4,5,6,7,8	1
BIOL201	Microbiology	1,2,3,4	1,2,3	1,2,3,4	2,3,4	2,3,5	5
BIOL126	General Zoology	1,2,3	2,5	2,3,4,5	1,2,3,4,5,6	2,4,6	1,3

CHEM 126	College Chemistry II		1	1,2,3,4,5			
CHEM 204	Organic Chemistry I		1	1,2,3,4,5			
PHYS 201	College Physics I		1	1,2,3,4,5			

Biology Course Outcomes

Biology with Lab

1. Define, analyze, and apply the characteristics of life, scientific method, basic chemistry of life, cell structure and function, and the nature of science to life.
2. Understand, evaluate, and apply the levels of organization and emergent properties of life to the world we live in.
3. Apply and possess the knowledge of enzymes, understand enzymatic activity, and the characteristics of bioenergetics.
4. Understand, evaluate, and analyze the importance of reproduction in maintaining the continuity of life.
5. Evaluate, understand, and apply genetics and the unity and diversity of life.
6. Understand and discuss evolution as the mechanism of change in biology.
7. Understand and be able to discuss the principles of ecology.

General Botany

1. Analyze, comprehend, and interpret history and development of plant study and diversification of plants.
2. Analyze and understand, interpret the process of diffusion, osmosis, turgor, imbibition and active transport.
3. Analyze and interpret plant genetics, plant biotechnology, propagation and evolution.
4. Analyze and interpret plant names and classification, kingdoms monera, viruses, Protista, fungi, lichens bryophytes, vascular plants, gymnosperms and flowering plants.
5. Analyze and describe angiosperms and gymnosperms, flowering plants and civilization and ecology.

Anatomy and Physiology

1. Explain the relationship of cell physiology to gross anatomy and physiology and how it applies to the health care field.

2. Identify and describe the major gross and microscopic anatomical components of the musculoskeletal system and explain their functional roles in body movement, maintenance of posture, repair, and heat production.
3. Identify and describe the major gross and microscopic anatomical components of the neuroendocrine and integumentary systems and explain their functional roles in communication and homeostasis.
4. Identify and describe the major gross and microscopic anatomical components of the cardiorespiratory.
5. Identify and describe the major gross and microscopic anatomical components of the lymphatic system and explain their functional roles in fluid dynamics and immunity.
6. Identify and describe the major gross and microscopic anatomical components of the digestive system and explain their functional roles in digestion, absorption, excretion and elimination.
7. Identify and describe the major gross and microscopic anatomical components of the urinary system and explain their functional roles in controlling fluid/electrolyte balance and acid/base balance.
8. Identify and describe the major gross and microscopic anatomical components of the reproductive system and explain their functional roles in reproduction and inheritance.

Microbiology

1. Understand the relationship between microorganisms, the surrounding environment and the importance of microorganisms in nature.
2. Compound light microscope, pure culture methods, and staining, and know the biochemical reactions of different microorganisms.
3. Knowledge about the microbial world, microbial genetics and how to control and inhibit microbial growth.
4. Understand the different types of interactions between microbes and host.
5. Understand microorganisms and human diseases, interactions and impact of microorganism in the environment.

General Zoology

1. Discuss the major evolutionary principles and animal diversity.
2. Classify the major animals (common, economically or medically important or significant) into their phyla of Kingdom Animalia.
3. Compare and contrast the various disciplines encompassed by the field of zoology.
4. Apply the basic principles of genetics.
5. Describe the life history of major animals representing each phylum.
6. Demonstrate knowledge of the scientific method.

Updated Biology Program Concentration Courses, w.e.f. Spring 2019:

BIOL 128	Principles of Biology I
BIOL 129	Principles of Biology II
BIOL 130	Anatomy & Physiology
BIOL 201	Microbiology

Biology General Education Course:

BIOL 120	General Biology (Non-Majors)
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Program Matrix (Links of course outcomes to program outcomes)

Course Number	Course Name	Program Outcome 1	Program Outcome 2	Program Outcome 3	Program Outcome 4	Program Outcome 5	Program Outcome 6
BIOL128	Principles of Biology I	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6	6	1,2,3,4,5,6	1,2,3,4,5
BIOL130	Anatomy and Physiology	1,2,3,4,5,6,7,8	1,2,3,4,5,6	1,2,3,4,5,6,7,8	1,2,3,4,5,6,7,8	1,2,3,4,5,6,7,8	1
BIOL201	Microbiology	1,2,3,4,5,6	1,2,3	1,2,3,4,5,6	6	1,2,3,4,5,6	2,3,4,5,6
BIOL129	Principles of Biology II	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6	4,5	1,2,3,4,5,6	3,4
CHEM 124	*College Chemistry I	1,2	6,7,8	3,4,6,7,8	6,7,8		2,3,4,6
CHEM 126	*College Chemistry II	3	1	1,2,3,4			5
CHEM 204	*Organic Chemistry I		1	1,2,3,4,5			
PHYS 201	*College Physics I		1	1,2,3,4,5	4		

*These courses are required for the biology degree (as a general education requirement) but are not offered by the biology department.

Biology Course Outcomes

Principles of Biology I

1. Demonstrate an understanding of nature of science.
2. Explain the levels of organization and emergent properties of life.
3. Illustrate the principles of bioenergetics.
4. Develop an understanding of cellular reproduction.

5. Identify the basic principles of Mendelian and molecular genetics and relate these to the basic principles of Natural Selection and evolution.
6. Design and perform experiments in a laboratory setting.

Anatomy and Physiology

1. Demonstrate measurable understanding of the concept of homeostasis and the relationship of cell physiology to gross anatomy and physiology and how it applies to the health care field.
2. Demonstrate measurable understanding of the major gross and microscopic anatomical components of the musculoskeletal system and explain their functional roles in body movement, maintenance of posture, repair, and heat production.
3. Demonstrate measurable understanding of the major gross and microscopic anatomical components of the neuroendocrine and integumentary systems and explain their functional roles in communication and homeostasis.
4. Demonstrate measurable understanding of the major gross and microscopic anatomical components of the cardiorespiratory systems and their function.
5. Demonstrate measurable understanding of the major gross and microscopic anatomical components of the lymphatic system and explain their functional roles in fluid dynamics and immunity.
6. Demonstrate a measurable understanding of the major gross and microscopic anatomical components of the digestive system, explain their functional roles in digestion, absorption, excretion and elimination, and the functional relationship among cellular, tissue and organ-level metabolic processes.
7. Demonstrate measurable understanding of the major gross and microscopic anatomical components of the urinary system and explain their functional roles in controlling fluid/electrolyte balance and acid/base balance.
8. Demonstrate measurable understanding of the major gross and microscopic anatomical components of the reproductive system and explain their functional roles in reproduction and inheritance.

Microbiology

1. Develop an understanding of microbial cell biology.
2. Interpret microbial genetics.
3. Analyze the interactions and impact of microorganisms and humans.
4. Identify the interactions and impact of microorganisms in the environment.
5. Demonstrate measurable understanding of integrating themes such as microbial evolution and microbial diversity.
6. Microbiology laboratory skills in listed microbiology topics

Principles of Biology II

1. Summarize and explain the processes and mechanisms of evolution.
2. Interpret organismal diversity using phylogenetic hypotheses.
3. Relate structure to function in organisms.
4. Explain how organisms interact with their environments.

5. Design and perform experiments incorporating organisms in a laboratory setting.

College Chemistry I

1. Solve BASIC CHEMICAL CALCULATIONS (chapter 1), Explain ATOMIC STRUCTURE and NAME simple compounds (chapter 2).
2. Quantify atoms and molecules and solve STOICHIOMETRY problems (chapter 3); Classify CHEMICAL REACTIONS and write chemical equations (chapter 4).
3. Explain the behavior of GASES (chapter 5); Explain THERMOCHEMISTRY and the relationship of matter with energy (chapter 6).
4. Explain ATOMIC STRUCTURE and Periodicity (chapter 7); Describe and Identify BONDING (chapter 8).
5. Explain bonding by the Localized Electron and Molecular Orbital Models (chapter 9).
6. Work in the laboratory in accordance with good laboratory practices.
7. Gather and record qualitative and quantitative data accurately.
8. Handle and evaluate data in logical, productive, and meaningful ways.
9. Correlate laboratory work with principal topics in College Chemistry I lecture.

College Chemistry II

1. Explain intermolecular forces and the properties of liquids and solids. Explain the properties of solutions and solve solution problem.
2. Explain chemical kinetics and solve kinetics problems. Explain chemical equilibrium and solve equilibrium problems.
3. Explain acids and bases and solve acid-base problems; Compare and solve equilibria problems.
4. Explain thermochemistry and solve thermochemistry problems; Explain electrochemistry and solve electrochemistry problems.
5. Explain nuclear chemistry and its applications to medicine.

Organic Chemistry I

1. Explain bonding and shapes of molecules; Name and explain the structures and reactions of alkanes and cycloalkanes.
2. Explain and identify Bronsted-Lowry and Lewis acids and bases. Explain stereoisomerism.
3. Name and explain the structures, properties, and reactions of alkenes. Explain the reactions of alkyl halides.
4. Write reactions, compare, and predict nucleophilic substitution and elimination reactions; Name, draw the structures and explain the reactions of alcohols & thiols.
5. Name, draw the structures & explain the reactions of ethers.

College Physics I

1. The student will be able to evaluate situations involving Physics I topics by choosing the appropriate conceptual frameworks.
2. The student will be able to recall relevant physical models and to successfully apply these models using techniques of symbolic and numerical analysis in order to generate solutions to problems in Physics I topics.
3. The student will be able to think critically by utilizing problem solving techniques to evaluate and analyze context rich, multi-step problems in Physics I topics, selecting relevant information, selecting an approach to solving the problem and carry out the analysis needed to generate and communicate solution(s).
4. The student will be able to perform measurements using physical apparatus, analyze the collected data including appropriate treatment of errors and uncertainties, generate and communicate conclusions based on the data and analysis for experimental investigations in Physics I topics.

Appendix B: Faculty in Program Qualifications

Higher Learning Commission requires a Masters degree in the discipline or a Masters degree in other areas with 18 graduate hours in the discipline.

All the full time and adjunct faculty meet or exceed HLC's requirements or are on a credentialing plan to be compliant.

Dr. Daudi Langat:

- Ph.D. (Reproductive Biology): University of Nairobi, Kenya (2002)
- M.Sc. (Physiology): University of Nairobi, Kenya (1996)
- B.Sc. (Zoology): Moi University, Kenya (1993)

Ph.D. Dissertation:

Molecular characterization of *Paan-AG*, an HLA-G-like molecule expressed in baboon placentas

Advisor: Dr. Joan Hunt (University of Kansas Medical Center)

- Have 25 publications in peer-reviewed journals including a book chapter.
- Reviewed a book chapter for the 13th edition of *Holes Anatomy and Physiology* textbook, McGraw Hill Higher Education Inc.

Dr. Archana Lal:

- Ph.D. (Botany): Washington State University, Pullman, WA (1995)
- M.Sc. (Botany): Rohilkhand University, India (1983)
- B.Sc. (Botany, Zoology, and Chemistry): Kanpur University, India (1981)

Ph.D. Dissertation:

Analysis of Inhibition of Photosynthesis under Water Stress in C₃ and C₄ Species: Electron transport, CO₂ Fixation, and Carboxylation Capacity

Advisor: Dr. Gerald E. Edwards

Coursera.org:

1. Virology I: How Viruses Work Completed with distinction, Nov 2013
2. Virology II: How Viruses Cause Disease Completed with distinction, Apr 2014

- Have 10 publications in peer-reviewed journals.
- Have published questions in Student Learning Assessments in Microbiology Database (SLAMD) in MicrobeLibrary of American Society for Microbiology. May 2014 & Apr 2015
- Reviewed the art & text of Chapter 6, Chromosome & Cell Division, for the 3rd edition of *What is Life? A guide to Biology with Physiology* Biology textbook, W H Freeman & Company. May 2013
- Reviewed the art & text of Chapter 18, Growth and Reproduction in Plants, for the 3rd edition of *What is Life? A guide to Biology with Physiology* Biology textbook, W H Freeman & Company. March 2014

- Reviewed submissions in Student Learning Assessments in Microbiology Database (SLAMD) in MicrobeLibrary of American Society for Microbiology. Sept 2015
- Reviewed LATE NITE LABS, a virtual online platform for biology Labs, published by Bedford, Freeman, & Worth Publishing Group, LLC. Sept 2017
- Reviewer in MicrobeLibrary Protocols of American Society for Microbiology.

Tom Brungardt:

- M.Sc. (Biology): Pittsburg State University, Pittsburg, KS (1999)
- B.Sc. (Biology with double minor in Chemistry and Physical Science [Physics]): Pittsburg State University, Pittsburg, KS (1993)
- Associate in Science (Pre-Pharmacy): Labette Community College, Parsons, KS (1990)

Master's Thesis:

Caryophanales: Culture, Characteristics, and Isolation
 Advisor: Dr. Hugh Campbell

Biology Adjuncts – Current

Prince Agbedanu, Ph.D.	BIOL 120
Amanda Fields, Masters	BIOL 122
Victoria Schneider, Masters	BIOL 122
Arthur Commons, Masters	Concurrent
Ken Cook, Bachelors (Credentialing plan)	Concurrent

Biology Adjuncts – previous

Tiffany Phillips, Masters	BIOL 120
Diane Watkins, Ed.D	BIOL 120/201
Dennis Wilson, Ed.D.	BIOL 120
Michael Ferro, Ed.S.	BIOL 120
Tom Brungardt, Masters	BIOL 120/201
Vickie Stein, Masters	BIOL 122
Amanda Fields, Masters	BIOL 122
Jason Kearns, MPA	BIOL 130
Thomas Weaver, DC	BIOL 120/201
J.C. Morgan, Bachelors	Concurrent
Jayne Jones, Masters	Concurrent

Agenda Item #: Vi.C.
Date: November 14, 2019

SUBJECT

Review of Board Policy

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Updated/created the following policies for review:

Policy 2.10 Alcoholic Beverages

Policy 4.112 Military Connected In-State Tuition Benefit

The attached exhibits show the proposed changes.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees review Policy 2.10 Alcoholic Beverages and Policy 4.112 Military Connected In-State Tuition Benefit. We will request action to be taken at the December Board Meeting.

POLICY 2.10

ALCOHOLIC BEVERAGES

To ensure that the College is in compliance with local, state, and federal laws, and judiciously expends public funds, this policy is established. Furthermore, Labette Community College (LCC) is in compliance with the Federal Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

A. Definition of Terms:

1. "College property" means any property owned, leased or rented by Labette Community College including hotel rooms, rental cars, and meeting rooms or facilities rented by the College on a short or long term basis.
2. "Alcoholic beverages" as used in this policy, mean beverages which are alcoholic liquor or cereal malt beverages as defined in Kansas Statutes.
3. "College funds" mean any funds managed and controlled within the College's financial accounting system. Funds of the LCC Foundation are not included in this because they are not directly controlled by the College.

B. General Regulations

1. Alcoholic beverages may not be consumed on College owned or leased property or in a College-owned or leased vehicle.
2. As a general operational policy, alcohol may not be purchased with College funds.
3. College employees or students may not operate a College owned or leased vehicle while under the influence of alcoholic beverages or illegal drugs or while impaired by the use of prescription medications.
4. College employees or students may not transport fellow employees or students or drive in a personally owned or leased vehicle while under the influence of alcoholic beverages or illegal drugs or while impaired by the use of prescription medications while on College business or on a College sponsored trip.
5. College employees or students may not be on College owned or leased property while under the influence of alcoholic beverages or illegal drugs.

C. Exceptions

1. Alcohol may be served at select events in the Cardinal Event Center with written permission from the College President.

2. Request to serve alcohol at an event in the Cardinal Event Center must be made in writing to the College President at least two weeks in advance of the event.

D. Violations

Employees or students who violate this policy are subject to applicable disciplinary actions. Violation of section B-3 & 4 above will be considered a serious offense and may be punishable by termination or expulsion for a first offense. Please refer to Policy 2.16 Performance Improvement.

The College may file complaints with local law enforcement agencies or ban members of the general public who violate this policy.

Procedures in support of this policy must be approved by the President.

Revised: 7/5/05

Approved: 9/13/12

Revised:

Per the Choice Act of 2014 and the State House Bill 2154 and 2567, Labette Community College will offer the in-state tuition rate to qualified individuals.

Qualified individuals include:

- Current members of the armed forces* of the United States
- Spouses and dependent children of current members of the armed forces* of the United States
- Veterans and their spouse and dependent children who were permanently stationed in Kansas during their service in the armed forces**
- Veterans and their spouse and dependent children who had established residency in Kansas prior to service in the armed forces**
- Veterans eligible for VA educational benefits (Post 9/11, Montgomery, Chapter 1606/1607 reserves)**
- Spouses and dependent children of veterans with entitlement to a VA educational benefit (Post 9/11, Fry scholarship, Chapter 35 DEA)**

*The term "armed forces" includes the army, navy, marine corps, air force, coast guard, Kansas army or air national guard or any branch of the military reserves of the United States.

** Requirements: Must live in Kansas while attending school.

Note: It is not a requirement to use the VA educational benefit to receive the in-state rate. In-state rate continues even after benefit has been exhausted with continuous enrollment.

Questions and inquiries regarding instate tuition are handled through the Military Connected Coordinator or the Admissions Office.

Approved:

Agenda Item: VI.D.
Date: November 14, 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**

10/4/2019

EXHIBIT 5

Check Number	Vendor	Description	Account Number	Amount	Total
125824	A T and T	Phone Services - Cherokee Center	11-7103-631-000	\$448.02	\$448.02
125825	Barton Community College	Volleyball Tourney Fee	11-5504-601-000	\$300.00	\$300.00
125826	Kim Beachner	Reimburse Meals - NLN Conf	11-4200-630-025	\$129.12	\$129.12
125827	Delyna R Bohnenblust	Reimburse Meals - NLN Conf.	12-1208-670-000	\$159.67	
		Reimburse Airport Hotel - NLN Conf	12-1208-670-000	\$236.96	
		Reimburse Taxi Airport/Hotel - NLN Conf	12-1208-670-000	\$126.70	\$523.33
125828	City of Parsons	Water Service	11-7102-632-000	\$3,092.93	
		Water Service - WTC	12-4204-632-000	\$136.05	
		Water Service	16-9482-632-000	\$258.69	\$3,487.67
125829	Alexander J Coplon	Baseball Travel - 10/15/19	11-5502-601-000	\$400.00	\$400.00
125830	Alexander J Coplon	Baseball Travel - 10/6/19	11-5502-601-000	\$400.00	\$400.00
125831	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$174.77	
		Cable - Cherokee Center	11-7103-701-000	\$97.85	\$272.62
125835	Brittany Haley	Reimburse Supplies	11-5507-701-000	\$54.00	\$54.00
125836	Ross Harper	Reimburse Mileage - Meetings (16)	12-4204-601-000	\$388.60	\$388.60
125838	Kansas Gas Service	Gas Service	11-7102-633-000	\$120.32	
		Gas Service - WTC	12-4204-633-000	\$47.25	\$167.57
125839	Kansas Outdoor Advertising	October Advertising	11-6301-613-000	\$575.00	
		October Billboard Rental	11-6301-613-000	\$300.00	\$875.00
125840	KCADNE	KCADNE Registration-Nursing	12-1246-630-000	\$800.00	\$800.00
125843	Kylie Lucas	Reimburse Meals - Recruiting	11-5302-601-000	\$56.56	\$56.56
125844	Leigh Ann Martin	Reimburse Mileage - Main Campus (2	12-1215-602-000	\$69.60	\$69.60
125846	Ashley Moore	Reimburse Kansas License Renewal	11-4200-630-030	\$46.25	\$46.25
125848	Julie Page	Reimburse Meals - NLN Conf	11-4200-630-024	\$139.46	\$139.46
125849	Robert E Perez	Reimburse Mileage - CKAM Instruct	11-4202-602-000	\$69.60	\$69.60

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	10/4/2019		Amount	Total
			Account Number			
125850	Ryan S. Phillips	Softball Travel - 10/19/19	11-5509-601-000		\$350.00	\$350.00
125852	Mitchell A Rolls	Reimburse Team Meal	11-5503-601-000		\$57.80	
		Reimburse Mileage - Recruiting	11-5503-603-000		\$130.50	
		Reimburse Mileage - Joplin Airport	11-5503-603-000		\$60.90	\$249.20
125853	Mitchell A Rolls	Women's Basketball Travel - 10/19/19	11-5503-601-000		\$300.00	\$300.00
125854	Mitchell A Rolls	Women's Basketball Travel - 10/12/19	11-5503-601-000		\$700.00	\$700.00
125856	Jason L Sharp	Reimburse Mileage - Perkins V	12-1249-601-000		\$90.48	\$90.48
125857	Aaron Mabe Smith	Reimburse Meals - NLN Conf	11-4200-630-028		\$135.28	\$135.28
125858	Cheryl Smith	Reimburse Mileage - NLN Conf	11-4200-630-022		\$125.55	\$125.55
125859	Jerrold W Stanford	Men's Basketball Travel - 10/19/19	11-5508-601-000		\$272.00	\$272.00
125860	Jerrold W Stanford	Men's Basketball Travel - 10/10/19	11-5508-601-000		\$928.00	\$928.00
125861	Verizon Wireless	J Burzinski - Phone Charges	11-6401-701-000		\$249.32	
		Custodians - Phone Charges	11-7102-649-000		\$323.50	\$572.82
125862	Westar Energy, Inc	Electricity	11-7102-634-000		\$20,111.86	
		Electricity - WTC	12-4204-634-000		\$598.56	
		Electricity	16-9482-634-000		\$612.01	\$21,322.43
125863	Wichita State University	CEDBR Conference - Ross Harper	12-4204-701-000		\$50.00	\$50.00
					<u>\$33,723.16</u>	
	11-General Fund			\$30,148.59		
	12-Postsecondary Technical Education Fund			\$2,703.87		
	16-Auxillary Ent Fund			\$870.70		
	64-Deferred Maintenance			\$0.00		
	67-Capital Outlay			\$0.00		
				<u>\$33,723.16</u>		

Checks approved for release prior to Board action

Mark Watkinson
President

Shannon Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

10/10/2019

Check Number	Vendor	Description	Account Number	Amount	Total
125870	A S C A P	Licensing Fee	11-1111-682-000	\$372.02	\$372.02
125871	A T and T	Internet	11-6401-631-000	\$3,509.86	\$3,509.86
125872	CareerSafe	OSHA Vouchers	12-4204-701-000	\$1,000.00	\$1,000.00
125874	Tiffany R Conner	Reimburse Mileage - Tulsa Airport	11-5503-603-000	\$130.50	\$130.50
125877	F B L A - P B L	Professional Member Dues	11-1127-604-000	\$25.00	\$25.00
125879	Brittany Haley	Reimburse Supplies	11-5507-701-000	\$60.12	\$60.12
125880	Ross Harper	Reimburse Meals - Workforce Inn Cor	12-4204-605-000	\$51.39	\$51.39
125881	Jason Hinson	Reimburse Supplis	11-5508-701-000	\$6.99	\$6.99
125882	Brandi Irish	Reimburse Mileage - Recruiting (6)	12-1204-601-000	\$448.92	\$448.92
125883	Jock's Nitch/Parsons	Merchandise Sold 7/1/19 to 8/31/19	16-9381-741-000	\$1,766.20	\$1,766.20
125885	Kansas Department of Revenue	Bookstore Sales Tax/Sept	16-0000-216-001	\$122.39	
		Food Service Sales Tax/Sept	16-0000-216-002	\$656.57	\$778.96
125886	Kansas Gas Service	Gas Service - Cherokee Center	11-7103-633-000	\$38.10	\$38.10
125888	Jessica A Letterman	Reimburse Mileage - KRDS Training	11-6201-601-000	\$51.62	\$51.62
125889	Kylie Lucas	Reimburse Mileage - HS Visits (6)	11-5302-601-000	\$291.16	\$291.16
125890	Tracie D Moon	Reimburse Meals - SCRUG 2019 Cor	11-6401-601-000	\$11.30	
		Reimburse Mileage - SCRUG 2019 C	11-6401-601-000	\$121.80	\$133.10
125891	Pepsi-Cola	Pop for Pop Machine	16-9684-701-000	\$369.12	\$369.12
125892	Mitchell A Rolls	Reimburse Mileage - Tulsa Airport	11-5503-603-000	\$130.50	\$130.50
125894	Jason L Sharp	Reimburse Meals - Workforce Inn Cor	11-4202-601-000	\$51.31	\$51.31
125895	Kelly Stammer	Groundskeeping, WTC	11-7202-648-000	\$300.00	\$300.00
125896	Touchtone Communications	Long Distance	11-6501-631-000	\$76.22	
		Long Distance - Cherokee Center	11-7103-631-000	\$19.23	\$95.45
125897	Triple S Pumping/Jeffrey Spielbusch	Grease Trap Service	11-7202-648-000	\$370.00	\$370.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	10/10/2019	Account Number	Amount	Total
125898	Veritiv	Index, Envelopes		11-6503-705-000	\$306.66	\$306.66
					<u>\$10,286.98</u>	
		11-General Fund	\$5,872.39			
		12-Postsecondary Technical Education Fund	\$1,500.31			
		16-Auxiliary Ent Fund	\$2,914.28			
		64-Deferred Maintenance	\$0.00			
		67-Capital Outlay	\$0.00			
			<u>\$10,286.98</u>			

Checks approved for release prior to Board action

Mark Watkins

President

Deanna Doherty

Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

10/18/2019

Check Number	Vendor	Description	Account Number	Amount	Total
125899	A T and T	Phone Service	11-6501-631-000	\$75.72	
		Phone Service	11-6501-631-000	\$2,894.67	\$2,970.39
125900	Accident Fund	Workman's Comp	11-6501-590-001	\$3,076.80	\$3,076.80
125901	Amazon.com LLC	Correna Drafting Chair	11-6401-646-002	\$149.00	
		Vankey Soft Mouse Support	11-6401-701-000	\$9.68	
		ATV Gator Tires	11-6502-720-000	\$122.99	
		Maintenance Supplies	11-7102-649-000	\$17.99	\$299.66
125902	B P	Gasoline	11-6502-720-000	\$544.86	\$544.86
125905	Commerce Bank	Rental Car, Men's Basketball Recruitir	11-5508-603-000	\$186.45	
		Rental Van, Softball	11-6502-720-000	\$452.00	
		Rental Van, Softball	11-6502-720-000	\$452.00	\$1,090.45
125906	Alexander J Coplon	Reimburse Mileage - Recruiting	11-5502-603-000	\$269.12	\$269.12
125907	Evergy Kansas Central INC	Electricity - Cherokee Center	11-7103-634-000	\$1,639.37	\$1,639.37
125908	FedEx Express	Shipping Packages (5)	11-5303-701-000	\$128.19	\$128.19
125909	Karlee D Henson	Reimburse Mileage - Recruiting (7)	11-5302-601-000	\$630.52	\$630.52
125910	Brandi Irish	Reimburse Mileage - Recruiting (3)	12-1204-601-000	\$312.04	\$312.04
125911	Josie's Restaurante	Dental Advisory Council Meal	12-1215-709-000	\$156.50	\$156.50
125913	Kansas Gas Service	Gas Service	11-7102-633-000	\$355.56	\$355.56
125915	Cathy D Kibler	PBL Career Connections	11-1127-604-000	\$200.00	\$200.00
125919	Haley Renee Miller	Volleyball Travel - 10/19/19	11-5504-601-000	\$400.00	\$400.00
125920	Haley Renee Miller	Volleyball Travel - 10/25/19	11-5504-601-000	\$500.00	\$500.00
125921	Haley Renee Miller	Volleyball Travel - 10/28/19	11-5504-601-000	\$250.00	\$250.00
125922	N THERM, LLC	Gas Service	11-7102-633-000	\$12.30	
		Gas Service	11-7102-633-000	\$12.30	
		Gas Service	16-9482-633-000	\$34.85	\$59.45

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	10/18/2019		Total
			Account Number	Amount	
125923	Parsons Lions Club	Dues - Jason Sharp	11-4202-681-000	\$55.00	\$55.00
125924	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$1,869.24	\$1,869.24
125926	Rural Water District #5	Utility Water, Cherokee	11-7103-632-000	\$33.43	\$33.43
125927	Aaron Mabe Smith	Reimburse Mileage - Clinical	12-1208-602-000	\$116.00	\$116.00
125928	Sparklight	Cable Service	11-7202-648-000	\$143.80	\$143.80
125929	Samuel Swartz	Reimburse Mileage - Recruiting	11-5502-603-000	\$132.24	\$132.24
125930	U S Postal Service	BRM Advance Deposit	11-6503-611-000	\$500.00	\$500.00
125931	Jeffrey Michael Vesta	Wrestling Scrimmage - 10/26/19	11-5505-601-000	\$500.00	\$500.00
				<u>\$16,232.62</u>	
11-General Fund				\$15,613.23	
12-Postsecondary Technical Education Fund				\$584.54	
16-Auxillary Ent Fund				\$34.85	
64-Deferred Maintenance				\$0.00	
67-Capital Outlay				\$0.00	
				<u>\$16,232.62</u>	

Checks approved for release prior to Board action

Mark Waldman

President

Deanna Doherty

Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

10/25/2019

Check Number	Vendor	Description	Account Number	Amount	Total
125944	A T and T	Internet	11-6401-631-000	\$1,568.40	\$1,568.40
125945	Kim Beachner	Reimburse Mileage - Clinicals (3)	12-1208-602-000	\$226.20	\$226.20
125946	Delyna R Bohnenblust	Reimburse Mileage - KSNB, KCADNE	12-1208-602-000	\$592.18	\$592.18
125947	Travis T Brumback	Reimburse 50 Deg Hitch for Trailer	12-1219-700-000	\$40.00	\$40.00
125948	Joseph Burke	Reimburse Mileage - Evaluations (2)	11-4201-601-000	\$49.30	\$49.30
125949	Jody Burzinski	Reimburse Mileage - Cherokee Cente	11-6401-601-000	\$111.36	\$111.36
125950	Cardmember Service	Reg KCOG Conf - John Ford	11-4202-701-000	\$15.00	\$15.00
		Reg KCOG Conf - Doug Baty	11-4202-701-000	\$15.00	\$15.00
		Reg KCOG Conf - Jason Sharp	11-4202-701-000	\$15.00	\$15.00
		Country Inn, K Henson, College Planr	11-5302-601-000	\$90.88	\$90.88
		Bluemont, K Henson, College Plannin	11-5302-601-000	\$153.44	\$153.44
		Fairfield Inn, KL, BI, KH-KACRAO Col	11-5302-601-000	\$539.71	\$539.71
		Holiday Inn, K Henson, College Plann	11-5302-601-000	\$141.35	\$141.35
		Women's BB Hotel - Texas Jamboree	11-5503-601-000	\$474.57	\$474.57
		Holiday Inn, Volleyball to Great Bend	11-5504-601-000	\$1,481.88	\$1,481.88
		Spikeball Pro Set	11-5505-701-000	\$218.48	\$218.48
		Laundry Loops Plus	11-5505-701-000	\$147.00	\$147.00
		Best Western, WBB, Rocky Mt Jambc	11-5508-601-000	\$920.00	\$920.00
		Hyatt, M Watkins, HLC, April	11-6101-601-000	\$227.74	\$227.74
		Registration - HLC - Mark Watkins	11-6101-601-000	\$575.00	\$575.00
		Plant-J Gallentine Service	11-6102-709-000	\$69.90	\$69.90
		Hotel - Jenzabar Reg Mtg - Tracie Mo	11-6401-601-000	\$192.30	\$192.30
		OnStar for LCC Vehicles	11-6502-720-000	\$131.09	\$131.09
		Gas Receipt	11-6502-720-000	\$43.17	\$43.17
		Folding Chairs, Event Center	11-7102-649-000	\$4,447.80	\$4,447.80

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	10/25/2019		Description	Account Number	Amount	Total
125950	Cardmember Service			Light Fixtures, Event Center	11-7102-649-000	\$134.91	
				Spirometer	12-1211-700-000	\$6.93	
				Walker-PTA	12-1246-850-003	\$600.85	
				Spirometer-Respiratory	12-1246-850-007	\$2,500.00	
				Fall Forum 2019 Perkins, WIOA-J Sh	12-1249-601-000	\$1,185.00	
				Hyatt - Workforce Inn Conf-J Sharp	12-1249-601-000	\$215.32	
				HOC-Parsons CNA Class	12-4204-701-000	\$218.05	
				HOC Credentialing-PITT CNA	12-4204-701-000	\$218.05	
				Canva Pro Workforce Flyers	12-4204-701-000	\$119.40	
				FA Book	16-0000-131-002	\$158.14	\$15,255.96
125951	Tarah L Cockrell			Reimburse Mileage - Evaluation	11-4202-602-000	\$22.04	\$22.04
125953	Design Group Architects LTD			Architect Fees - Cardinal Event Cente	64-7100-649-002	\$188.25	\$188.25
125954	Evergy Kansas Central INC			Electricity	11-7102-634-000	\$335.63	\$335.63
125955	Brady Finton			Wrestling Official	11-5505-680-000	\$300.00	\$300.00
125957	Tammy Fuentez			PTK - HIA Trip	11-1126-604-000	\$500.00	\$500.00
125959	Trudy E Hill			Reimburse Mileage-Evals/Orientation	12-4204-601-000	\$353.22	\$353.22
125960	Theresa M Hundley			Reimburse Mileage - KCCLI	11-5201-601-000	\$168.20	
				Reimburse Mileage - KASB Training	11-5201-601-000	\$150.80	
				Reimburse Meals - KCCLI	11-5201-601-000	\$49.91	
				Reimburse Hotel - KCCLI	11-5201-601-000	\$344.32	\$713.23
125961	Brandi Irish			Reimburse Meal - College Fair	12-1204-601-000	\$19.40	
				Reimburse Mileage - College Fairs (4)	12-1204-601-000	\$497.64	\$517.04
125962	Joe Smith Company, Inc			Credit on Item Not Received	16-9381-742-000	(\$9.21)	
				Concessions	16-9381-742-000	\$286.93	\$277.72
125963	Kansas Association of School Boards			Effective Supervisor-Theresa Hundley	11-5201-601-000	\$100.00	\$100.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

10/25/2019

Check Number	Vendor	Description	Account Number	Amount	Total
125964	Kansas Gas Service	Gas Service - 1230 Main	11-7102-633-000	\$31.93	\$62.01
		Gas Service - 1306 Main	11-7102-633-000	\$30.08	
125966	Kelly D. Kirkpatrick	Reimburse Flight - SSS Grant Writing	11-5701-601-000	\$405.98	\$405.98
125967	KJCCC	Men's Basketball Officials	11-5508-680-000	\$7,917.00	\$7,917.00
125970	Kylie Lucas	Reimburse Mileage - College Planning	11-5302-601-000	\$316.10	\$316.10
125971	Leigh Ann Martin	Reimburse 2 Parts for Mobile Xray Un	12-1215-700-000	\$577.96	\$577.96
125972	Julie Page	Reimburse Mileage - Clinicals (3)	12-1208-602-000	\$261.00	\$261.00
125973	Cheryl Smith	Reimburse Professional Membership	11-4200-630-022	\$216.00	
		Reimburse Professional Org Members	11-4200-630-022	\$161.00	
125975	Jerrod W Stanford	Reimburse Mileage - Clinicals (5)	12-1208-602-000	\$287.10	\$664.10
125976	The Villas at LCC, LLC	Reimburse Mileage - Recruiting	11-5508-603-000	\$133.40	\$133.40
		Housing/	11-0000-201-000	\$2,406.95	
		Housing/	11-0000-201-000	\$1,424.00	
		Housing/	11-0000-201-000	\$1,623.00	
		Housing/	11-0000-201-000	\$125.00	
		Housing/	11-0000-201-000	\$960.00	
		Housing/	11-0000-201-000	\$83.45	
		Housing/	11-0000-201-000	\$2,365.12	
		Housing/	11-0000-201-000	\$1,154.65	
		Housing/	11-0000-201-000	\$3,445.00	
		Housing/	11-0000-201-000	\$1,440.00	
		Housing/	11-0000-201-000	\$708.00	
		Housing/	11-0000-201-000	\$1,730.00	\$17,465.17
125977	W C A Waste Corporation	Trash Removal, Cherokee	11-7103-649-000	\$128.51	\$128.51
125978	Wal-Mart Community	Lab Supplies	11-1102-700-000	\$21.48	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	10/25/2019		Description	Account Number	Amount	Total
125978	Wal-Mart Community			8th Grade Day Supplies	11-5302-701-000	\$24.00	
				Recruiting Promotions	11-5302-711-000	\$95.20	
				Supplies	11-5504-601-000	\$208.42	
				Supplies	11-5504-701-000	\$115.17	
				Maintenance Supplies	11-7102-649-000	\$41.54	
				Facilities Supplies, Cherokee	11-7103-649-000	\$48.48	
				Supplies	11-7103-701-000	\$31.04	
				Classroom/Lab Supplies	12-1215-700-000	\$113.87	
				OSHA Lunch & Learn Supplies	12-1215-700-000	\$66.97	
				Supplies	16-9684-701-000	\$35.70	
				Food	16-9684-743-000	\$129.22	
				Food	16-9684-743-000	\$21.32	
				Food	16-9684-743-000	\$194.75	
				Food	16-9684-743-000	\$69.16	
				Food	16-9684-743-000	\$61.32	
				Food	16-9684-743-000	\$8.73	
				Food	16-9684-743-000	\$106.81	
				Food	16-9684-743-000	\$73.52	
				Food	16-9684-743-000	\$164.32	
				Food	16-9684-743-000	\$47.84	
				Food	16-9684-743-000	\$230.68	\$1,909.54

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

10/25/2019

Check Number	Vendor	Description	Account Number	Amount	Total
125979	Wex Bank	Gasoline	11-6502-720-000	\$101.69	\$101.69
				<u>\$51,092.99</u>	
	11-General Fund			\$41,226.37	
	12-Postsecondary Technical Education Fund			\$8,099.14	
	16-Auxillary Ent Fund			\$1,579.23	
	64-Deferred Maintenance			\$188.25	
	67-Capital Outlay			\$0.00	
				<u>\$51,092.99</u>	

Checks approved for release prior to Board action



President



Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

10/30/2019

Check Number	Vendor	Description	Account Number	Amount	Total
125985	American Heritage Life Insurance Com	Cancer Premiums	11-0000-273-000	\$80.59	\$80.59
125986	American United Life Ins Co Group Pr	Life Insurance Premiums	11-6501-590-001	\$351.88	\$351.88
125987	Bay Bridge Administrators, LLC f/b/o S	Employee 403(b) Contributions	11-0000-258-000	\$13,243.00	
		Cancer Preimiums	11-0000-273-000	\$312.01	
		Disability Premiums	11-0000-275-000	\$424.06	
		Term Life Insurance Premiums	11-0000-276-000	\$785.27	
125988	L C C Faculty Association	Employer 403(b) Matching	11-6501-590-001	\$4,765.00	\$19,529.34
125989	L C C Foundation	Faculty Dues	11-0000-264-000	\$1,032.31	\$1,032.31
125990	Security Benefit Life Insurance Co.	Employee Contributions	11-0000-268-000	\$705.00	\$705.00
125991	W.H. Griffin Trustee	Oct Medical Reimb/Child Care	11-0000-277-000	\$2,376.66	\$2,376.66
		Garnishment	11-0000-270-000	\$369.00	\$369.00
				<u>\$24,444.78</u>	

11-General Fund	\$24,444.78
12-Postsecondary Technical Education Fund	\$0.00
16-Auxillary Ent Fund	\$0.00
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$24,444.78</u>

Checks approved for release prior to Board action

Mark Watkins
President

Deanna Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	10/31/2019		Description	Account Number	Amount	Total
125992	Ace Hardware, Inc.			Combination Locks	11-5505-701-000	\$145.34	
				Groundskeeping Supplies	11-7102-649-000	\$35.12	
				Returned Supplies	11-7102-649-000	(\$1.02)	
				Facilities Supplies	11-7102-649-000	\$51.39	
				Maintenance Supplies	11-7102-649-000	\$25.47	
				Groundskeeping Supplies	11-7102-649-000	\$92.80	
				Groundskeeping Supplies	11-7102-649-000	\$67.97	
				Groundskeeping Supplies	11-7102-649-000	\$50.26	
				Maintenace Supplies	11-7102-649-000	\$1.29	
				Terminals	11-7102-649-000	\$6.49	
				Groundskeeping Supplies	11-7102-649-000	\$14.59	
				Bolts	11-7102-649-000	\$1.98	
				Groundskeeping Supplies	11-7102-649-000	\$105.54	
				Facilities Supplies	11-7102-649-000	\$24.94	
				Socket Set	11-7102-649-000	\$4.79	
				Screws	11-7102-649-000	\$3.59	
				Groundskeeping Supplies	11-7102-649-000	\$30.15	
				Groundskeeping Supplies	11-7102-649-000	\$164.95	
				Flo Temp	11-7102-649-000	\$17.99	
				Returned Adapter	11-7102-649-000	(\$4.59)	
				Light Bulb	11-7102-649-000	\$7.69	
				Maintenance Supplies	11-7102-649-000	\$13.58	
				Maintenance Supplies	11-7102-649-000	\$26.57	
				Adapters	11-7102-649-000	\$8.58	
				Custodial Supplies	11-7102-702-000	\$27.98	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account		Amount	Total
			10/31/2019	Number		
125992	Ace Hardware, Inc.	Hose and Hose Reel	12-4204-701-000		\$32.58	
		Supplies	16-9684-701-000		\$14.98	\$971.00
125993	All Seasons Floral, LLC	Plant-P McReynold's Father-n-law Ser	11-6102-709-000		\$55.00	
		Plant - Phil Jack's Surgery	11-6102-709-000		\$40.00	\$95.00
125994	American Dental Association	Medical Emergencies Guide Book	12-1215-700-000		\$134.30	\$134.30
125995	American Media Investments	September Advertising	11-6301-613-000		\$330.00	\$330.00
125996	Anselmi Something LLC	Video Production	11-6301-661-000		\$500.00	\$500.00
125997	Biddle Consulting Group, Inc.	OPAC Software	12-1218-700-000		\$590.00	\$590.00
125998	Blade & Co	Manufacturing Day Catering	12-4204-701-000		\$270.00	\$270.00
125999	Bleacher Gear	Respiratory Care Week Shirts	12-1211-700-000		\$138.00	\$138.00
126000	Blue Chip Athletic, Inc.	Wrestling Mat Tape	11-5505-701-000		\$329.80	\$329.80
126001	Boyd Metals of Joplin	Welding Supplies	12-1219-700-000		\$3,000.00	\$3,000.00
126002	Carolina Biological Supply Company	Biology/Microbiology Lab Supplies	11-1102-700-000		\$9.95	
		Biology/Microbiology Lab Supplies	11-1102-700-000		\$548.10	\$558.05
126003	Central Restaurant Products	Tax Adjustment	11-7102-649-000		(\$375.74)	
		Ice Machine - Cardinal Event Center	11-7102-649-000		\$4,437.74	\$4,062.00
126004	Chinese Chef	Nursing Advisory Luncheon	12-1208-709-000		\$348.48	\$348.48
126005	Copy Products Inc	Copy Usage for Cherokee Center	11-7103-701-000		\$113.33	\$113.33
126006	Culligan of Wichita	Dionizer Service - Biology Lab	11-1102-646-000		\$143.00	
		Dionizer Service - Chemistry Lab	11-1106-700-000		\$106.00	\$249.00
126007	D and D Scales	Scale Certification	11-5505-701-000		\$30.00	\$30.00
126008	Data Source Media, Inc	B2442 Toner	11-6401-701-000		\$540.80	\$540.80
126009	Dell Marketing L P	Dell Latitude 3400	11-4203-701-000		\$3,445.00	
		Dell Pro Stereo Soundbar	11-6401-646-002		\$1,301.04	\$4,746.04
126010	Demco	Mag Check-in Cards	11-4101-701-000		\$31.33	\$31.33

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

10/31/2019

Check Number	Vendor	Description	Account Number	Amount	Total
126011	DESCO Consulting, LLC	Grant Writing	11-4201-661-000	\$1,500.00	\$1,500.00
126012	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000	\$85.06	\$85.06
126013	Family Traditions	Family Tradition Children's Books	11-6301-704-000	\$621.16	\$621.16
126014	Fastenal Company	Facilities Supplies	11-7102-649-000	\$502.27	
		Batteries	11-7102-649-000	\$49.95	
		Maintenance Supplies	11-7102-649-000	\$191.07	
		Batteries	11-7102-649-000	\$143.23	
		Welding Supplies	12-1219-700-000	\$423.98	\$1,310.50
126015	Flinn Scientific Inc	Nitrile Gloves, Medium, Large Powder	11-1103-700-000	\$258.48	
		Chemistry Supplies	11-1106-700-000	\$70.50	
		Chemistry Equipment	11-1106-850-000	\$312.20	\$641.18
126016	Four State Maintenance SupplyInc	Toilet Bowl Cleaner	11-7102-702-000	\$375.00	
		Enzyme, Bowl Cleaner	11-7102-702-000	\$645.00	\$1,020.00
126017	Grand Rental Station	All Terrain Mower, Rental	11-7102-649-000	\$90.63	\$90.63
126018	Graves Menu Maker Foods	Supplies	16-9684-701-000	\$132.18	
		Supplies	16-9684-701-000	\$212.20	
		Supplies	16-9684-701-000	\$29.75	
		Supplies	16-9684-701-000	\$230.93	
		Supplies	16-9684-701-000	\$150.21	
		Food	16-9684-743-000	\$1,484.14	
		Food	16-9684-743-000	\$615.13	
		Food	16-9684-743-000	\$671.37	
		Food	16-9684-743-000	\$660.67	
		Food	16-9684-743-000	\$845.67	\$5,032.25
126019	Herff Jones Inc.	Degree and Back Date Charge	11-5303-706-001	\$21.04	\$21.04

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	10/31/2019		Description	Account Number	Amount	Total
126020	Herring Bank			ID Card Supplies	11-6401-701-000	\$1,257.80	\$1,257.80
126021	Herrman Lumber			Maintenance Supplies	11-7102-649-000	\$20.87	
				Maintenance Supplies	11-7102-649-000	\$13.78	
				Maintenance Supplies	11-7102-649-000	\$96.13	
				Maintenance Supplies	11-7102-649-000	\$51.76	\$182.54
126022	Hillyard/Springfield			Custodial Supplies	11-7102-702-000	\$1,436.10	\$1,436.10
126023	Hugo's Industrial Supply, Inc			Tissues	11-7102-702-000	\$601.35	
				Sanitary Napkin Receptacles and Bag	11-7102-702-000	\$225.47	
				Trash Cans	11-7102-702-000	\$582.50	\$1,409.32
126024	Jarred, Gilmore & Phillips, PA			FY19 Audit	11-6201-663-000	\$12,000.00	\$12,000.00
126025	Jock's Nitch/Parsons			Team Backpack	11-5502-701-000	\$65.98	
				Team Shoes	11-5503-701-000	\$1,023.29	
				Team Backpacks	11-5503-701-000	\$519.76	
				Team Sweats	11-5503-701-000	\$1,544.42	
				Custom VB Uniforms Black	11-5506-690-000	\$784.64	
				Custom VB uniforms Onix	11-5506-690-000	\$784.87	
				Sublimated Fall Jersey/Spring BP Top	11-5509-701-000	\$890.00	
				Adidas Tech Tee Shirts, Shorts,	11-5509-701-000	\$5,741.00	
				Cafeteria Shirts	16-9684-701-000	\$138.00	\$11,491.96
126026	K L K C			September Advertising	11-6301-613-000	\$400.00	\$400.00
126027	K S Y N-FM			September Advertising	11-6301-613-000	\$625.00	\$625.00
126028	Kitchen Pass, Inc.			BAT Advisory Committee Meals	12-1218-709-000	\$88.44	
				Fire School Advisory Meeting	12-4204-709-000	\$88.28	\$176.72
126029	MBS Direct, LLC			Employee Book	11-6501-590-001	\$119.99	\$119.99
126030	McCarty's Office Machines Inc			Copy Usage - Academic Affairs	11-4201-701-000	\$556.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	10/31/2019		Description	Account Number	Amount	Total
126030	McCarty's Office Machines Inc			Supplies	11-6503-701-000	\$18.56	
				Correction Tape	11-6503-701-000	\$79.92	
				Office Services Supplies	11-6503-701-000	\$96.06	
				Supplies	11-6503-701-000	\$24.66	
				Paper	11-6503-705-000	\$52.92	
				Copy Usage - Welding	12-1219-700-000	\$0.28	\$828.40
126031	Medco Sports Medicine			Athletic Training Supplies	11-5507-701-000	\$10.08	
				Athletic Training Supplies	11-5507-701-000	\$71.86	
				Athletic Training Supplies	11-5507-701-000	\$20.40	
				Athletic Training Supplies	11-5507-701-000	\$18.96	
				Athletic Training Supplies	11-5507-701-000	\$42.69	
				Athletic Training Supplies	11-5507-701-000	\$1,351.00	
				Athletic Training Supplies	11-5507-701-000	\$4.88	\$1,519.87
126032	Mytown Media, Inc			September Advertising	11-6301-613-000	\$300.00	\$300.00
126033	Napa Auto Parts			Groundskeeping Supplies	11-7102-649-000	\$33.34	
				Groundskeeping Supplies	11-7102-649-000	\$20.65	
				Battery and Battery Charger	12-4204-701-000	\$123.37	\$177.36
126034	National CineMedia, LLC			Oct/Nov Advertising	11-6301-613-000	\$520.00	
				Sept/Oct Advertising	11-6301-613-000	\$520.00	\$1,040.00
126035	National League for Nursing, Inc			NLN Program Membership	12-1208-670-000	\$1,201.00	\$1,201.00
126036	NCLEX Program Reports			NCLEX Program Reports	12-1208-670-000	\$650.00	\$650.00
126037	Nexstar Broadcasting, Inc			September Advertising/FourStates	11-6301-613-000	\$184.00	
				September Advertising/KSNF	11-6301-613-000	\$760.00	
				September Advertising/FourStates	11-6301-613-000	\$500.00	
				September Advertising/FourStates	11-6301-613-000	\$350.00	\$1,794.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	10/31/2019		Total
			Account Number	Amount	
126038	O'Reilly Automotive Stores , Inc	Maintenance Supplies	11-7102-649-000	\$15.48	\$15.48
126039	P1 Group Inc	Maintenance Agreement	11-7103-649-000	\$500.00	
		Maintenance Agreement	11-7202-648-000	\$4,907.00	\$5,407.00
126040	Par Forms Corporation	Add/Drop Forms	11-6503-701-000	\$264.00	
		Die Cut Covers	11-6503-701-000	\$1,042.80	
		#10 Envelopes	11-6503-705-000	\$371.00	\$1,677.80
126041	Parsons Chamber of Commerce	Ladies Luncheon Table Sponsor	11-6301-709-000	\$150.00	\$150.00
126042	Parsons Sun	SEK Family Magazine	11-6301-613-000	\$450.00	
		Gym Floor Acrylic	11-6301-613-000	\$22.57	\$472.57
126043	Parsons USD 503	Elementary Art Display in Hendershot	11-1101-702-000	\$150.00	\$150.00
126044	Photography Options, LLC	Virtual Tour updates	11-5302-711-000	\$200.00	\$200.00
126045	Pitney Bowes Inc.	Postage Machine Lease	11-6503-641-000	\$1,277.13	\$1,277.13
126046	Positive Promotions	Respiratory Care Week	12-1211-700-000	\$72.32	\$72.32
126047	PreCheck, Inc.	Background Check	11-6504-672-000	\$53.50	\$53.50
126048	Proforma	LED Flashlights	11-6301-701-000	\$223.29	
		LED Flashlights	12-4204-701-000	\$223.29	\$446.58
126049	Reserve Account	PBP #20352357 (Postage)	11-6503-611-000	\$2,500.00	\$2,500.00
126050	Roy's Auto Service, LLC	Vehicle Maintenance, RV28	11-6502-720-000	\$73.35	
		Vehicle Maintenance, MV40	11-6502-720-000	\$1,348.81	\$1,422.16
126051	Save-a-Lot	Food	16-9684-743-000	\$13.44	
		Food	16-9684-743-000	\$1.99	\$15.43
126052	Henry Schein, Inc.	Athletic Training Supplies	11-5507-701-000	\$7.84	
		Athletic Training Supplies	11-5507-701-000	\$223.20	
		Athletic Training Supplies	11-5507-701-000	\$1,347.27	\$1,578.31
126053	Sherwin-Williams Company	Paint	11-7103-702-000	\$52.97	\$52.97

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

10/31/2019

Check Number	Vendor	Description	Account		Amount	Total
			Number	Number		
126054	Southeast Kansas Living	College Co-Op Ad	11-6301-613-000		\$48.75	\$48.75
126055	John Speary, Jr	Assurance Narrative Draft	11-6101-702-000		\$500.00	\$500.00
126056	Sports in Kansas, LLC	September Advertising	11-6301-613-000		\$200.00	\$200.00
126057	Sun Graphics	Viewbook	11-5302-701-000		\$3,390.00	\$3,390.00
126058	Sweetwater Sounds, Inc.	Audio Equipment for Event Center	64-7100-649-002		\$849.00	
		Audio Equipment for Event Center	64-7100-649-002		\$2,649.15	\$3,498.15
126059	The Wright Signs	Door Signs	11-7102-649-000		\$37.50	
		Door Signs	11-7102-649-000		\$90.00	
		Sign - WTC	11-7102-649-000		\$660.00	\$787.50
126060	Thompson Bros. Supplies, INC	Supplies	12-1219-700-000		\$89.16	
		Supplies	12-1219-700-000		\$306.90	
		Supplies	12-1219-700-000		\$10.50	
		Welding Wire	12-1219-700-000		\$325.90	
		Cylinder Bottle Rental	12-1219-700-002		\$113.75	\$846.21
126061	Troy Brown Heating and Cooling Inc.	AC Maintenance	11-7102-649-000		\$88.01	\$88.01
126062	ULine, Inc.	Melamine whiteboard 4' x 3'	11-1101-700-000		\$99.29	\$99.29
126063	UniFirst Corporation	Mats, Mops, Towels, Uniforms	11-7103-649-000		\$57.31	
		Mats, Mops, Towels, Uniforms	11-7103-649-000		\$57.31	
		Mats, Mops, Towels, Uniforms	11-7103-649-000		\$57.31	
		Uniforms	11-7202-648-000		\$71.88	
		Aprons, Mats, Mops, Cloths	11-7202-648-000		\$119.29	
		Aprons, Mats, Mops, Cloths	11-7202-648-000		\$119.29	
		Uniforms	11-7202-648-000		\$71.88	
		Uniforms	11-7202-648-000		\$71.88	
		Aprons, Mats, Mops, Cloths	11-7202-648-000		\$119.29	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

10/31/2019

Check Number	Vendor	Description	Account Number	Amount	Total
126063	UniFirst Corporation	Aprons, Mats, Mops, Cloths	11-7202-648-000	\$119.29	
		Uniforms	11-7202-648-000	\$71.88	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
126064	Vance Lawn Care	Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	\$1,136.61
126065	Mark Watkins	Groundskeeping, Cherokee	11-7103-649-000	\$630.00	\$630.00
		Vehicle Expense	11-6501-590-001	\$900.00	\$900.00
126066	Wolters Kluwer Health	NLN Nursing Reference Book	12-1208-670-000	\$54.61	\$54.61
126067	Wood-Dulohery Insurance Inc	Catastrophic Accidental Medical	11-5506-625-000	\$12,168.00	\$12,168.00
126068	Wright International Student Services	Student Loaded & Removed from Deli	11-5201-613-000	\$920.00	\$920.00
				<u>\$104,727.39</u>	
	11-General Fund			\$87,543.44	
	12-Postsecondary Technical Education Fund			\$8,285.14	
	16-Auxillary Ent Fund			\$5,400.66	
	64-Deferred Maintenance			\$3,498.15	
	67-Capital Outlay			\$0.00	
				<u>\$104,727.39</u>	