

LABETTE COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 12, 2019

5:30 p.m.

Conference Room

Review Copy

EXHIBIT 1

Labette Community College
Board of Trustees Meeting Agenda
Thursday, December 12, 2019

5:30 p.m.

Conference Room #1, Student Union Building

- I. Adoption of Agenda.....(Exhibit 1)
- II. Approval of November 14, 2019, Regular Meeting Minutes .(Exhibit 2)
- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. Administrative Reports
 1. Comparison of Expenditures to Budget
 2. Audit
 - C. President’s Report
- IV. Old Business (Action, Report, or Discussion)
 - A. Administration Position Employment Search (Agenda Item IV.A.)
 - B. Professional Staff Position Employment Search (Agenda Item IV.B.)
- V. New Business (Action, Report, or Discussion)
 - A. Policy Approval(Agenda Item V.A.)
(Exhibit 3)
 - B. Policy Review(Agenda Item V.B.)
(Exhibit 4)
 - C. Biology Program Review.....(Agenda Item V.C.)
(Exhibit 5)
 - D. Approval of Bills(Agenda Item V.D.)
(Exhibit 6)
- 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**

EXHIBIT 1

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.

VII. Next Regular Board Meeting: January 9, 2020, 5:30 p.m., CR, Student Union Building, and Tentative Agenda Items

VIII. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
November 14, 2019

The Board of Trustees met at 5:30 p.m. on Thursday, November 14, 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
Mr. Mike Howerter

Others Present

Dr. Mark Watkins
Leanna Doherty
Joe Burke
Lindi Forbes
Tammy Fuentez
Bethany Kendrick
Kevin Doherty
Kassie LaForte

Kathy Johnston
Janice Every
Teri Leroy
Karlee Henson
Darbi Forbes
Channler Davenport
Theresa Hundley
Kiesha Richenburg

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. Landrum seconded and motion carried 6-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Winchell asked for corrections or additions to the October 10, 2019 regular meeting minutes, Mr. Hoskins moved to approve the minutes as presented. Mr. Landrum seconded and motion carried 6-0.

Reports and/or Board Discussion

Faculty Senate Report

None

SGA Report

SGA President Channler Davenport gave a short report.

Administrative Report

Comparison of expenditures to the budget – Leanna Doherty had placed the October financial report at the table. At the end of October we were 33% through the year. The general fund was 32% expended and the technical education/vocational fund was 31% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

Kevin Doherty gave an update on current facilities projects.

President's Report

Dr. Watkins introduced new employee, Karlee Henson, Advisor/Recruiter.

Lindi Forbes gave a Capital Campaign update.

Dr. Watkins announced there would be a SEK Legislative Forum on January 7, 2020 from 4pm-6pm at Neosho County Community College.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

None

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

Mr. Landrum moved to recess into executive session at 5:48pm (time) for 15 minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at 6:03pm in this room. Inviting in Dr. Mark Watkins, Leanna Doherty, Tammy Fuentez, and Kathy Johnston.

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

Mr. McReynolds seconded and motion carried 6-0

Reconvened into open session at 6:03pm.

Mr. Landrum moved we recess into executive session at 6:03pm (time) for 10 minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at 6:13pm in this room. Inviting in Dr. Mark Watkins, Leanna Doherty, Tammy Fuentez, Kathy Johnston and Janice Every.

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

Mr. Hoskins seconded and motion carried 6-0

Reconvened into open session at 6:13pm.

Mr. McReynolds moved we recess into executive session at ___6:15pm___ (time) for ___15___ minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at ___6:30pm___ in this room. Inviting in Dr. Mark Watkins.

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

Mr. Hoskins seconded and motion carried 6-0.

Reconvened into open session at 6:30pm.

Mr. Landrum moved we recess into executive session at ___6:30pm___ (time) for ___15___ minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at ___6:45pm___ in this room. Inviting in Dr. Mark Watkins.

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

Mr. Hoskins seconded and motion carried 6-0.

Reconvened into open session at 6:45pm.

Mr. Landrum moved to approve the retirement of Kathy Johnston, Dean of Enrollment Management, effective March 1, 2020 and release her from the remainder of her contract. Mr. Hoskins seconded and motion carried 6-0.

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Administrative Retirement

Mr. Hoskins moved to approve Theresa Hundley, Interim Dean of Enrollment Management, for a six-month contract to run January 1, 2020-June 30, 2020 at an annual salary of \$65,000. Mr. Howerter seconded and motion carried 4-2. Mr. McReynolds and Mr. Landrum voted against the motion.

Mr. Hoskins moved to approve Keisha Richenburg, Interim Director of Financial Aid, for a six-month contract to run January 1, 2020-June 30, 2020 at an annual salary of \$45,071. Mr. Howerter seconded and motion carried 4-2. Mr. McReynolds and Mr. Landrum voted against the motion.

Mr. Hoskins moved to approve administration to begin a search for a Financial Aid Counselor. Mr. Taylor seconded and motion carried 6-0.

EXHIBIT 3

Policy Review

Policy 2.10 Alcoholic Beverages and Policy 4.112 Military Connected In-State Tuition Benefit are up for review. Some changes and clarifications will be addressed on the policies. We will ask for approval at the December meeting.

Approval of Bills

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

Public Comment

Tammy Fuentez announced the PTK Induction Ceremony will be held Tuesday evening.

Mr. Taylor announced that he will not be here for the December Board Meeting. He also noted that he has reviewed the information that KASB sends out to the Trustees and there is no information in it that pertains to community colleges.

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 December 12, 2019 at 5:30 p.m., Conference Room, Student Success Center Building.

Adjournment

Mr. Hoskins moved to adjourn the meeting at 7:10pm. Mr. Landrum seconded and motion carried 6-0.

Megan Fugate, Clerk of the Board

Agenda Item #: IV.A.

Date: December 12, 2019

SUBJECT

Administrative Position Employment Search

REASON FOR CONSIDERATION BY THE BOARD

Kansas Statutes require Board of Trustees' approval of selected administrative positions.

BACKGROUND

We need to fill the positions for Vice-President of Academic Affairs, Dean of Instruction and Dean of Enrollment Management

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve administration to begin a search for Vice-President of Academic Affairs, Dean of Instruction and Dean of Enrollment Management.

Agenda Item #: IV.B.

Date: December 12, 2019

SUBJECT

Professional Staff Position Employment Search

REASON FOR CONSIDERATION BY THE BOARD

Kansas Statutes require Board of Trustees' approval of selected professional staff positions.

BACKGROUND

We need to fill the position for Director of Financial Aid.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve administration to begin a search for Director of Financial Aid.

Agenda Item #: V.A.
Date: December 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 2.10 Drug and Alcohol Abuse Prevention
Policy 4.112 Military Connected In-State Tuition Benefit

PRESIDENT'S RECOMMENDATION

That the Board of Trustees review Policy 2.10 Drug and Alcohol Abuse Prevention and Policy 4.112 Military Connected In-State Tuition Benefit. Approval is recommended.

POLICY 2.10

DRUG AND ALCOHOL ABUSE PREVENTION

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 #: V.B.
Date: December 12, 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 2.09 Use of Tobacco/Nicotine/Vaping Products

The attached exhibits show the proposed changes.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees review Policy 2.09 Use of Tobacco/Nicotine/Vaping Products. We will request action to be taken at the January Board Meeting.

POLICY 2.09 USE OF TOBACCO AND NICOTINE PRODUCTS

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

Formatted: Highlight

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

Formatted: Highlight

Specifically:

1. Tobacco use in any form and/or vaping electronic cigarettes including but not limited to nicotine delivery devices is prohibited on all College-owned property and within leased College office, classroom space and vehicles. The use of all tobacco and nicotine delivery devices and products, vaping products are prohibited on College-owned facilities and facilities leased and controlled by the College.
2. Tobacco and nicotine delivery devices and vaping products use are prohibited in all indoor and outdoor facilities, including athletic fields, entrance steps and ramps, restrooms, pedestrian walkways, entryways, portable buildings, and in privately owned vehicles on college property.
3. Tobacco and nicotine delivery devices and product and vaping product use is prohibited, other than in designated smoking areas, at meetings and conferences sponsored by Labette Community College or during any travel sponsored by the College.

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

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

Adopted: 7/8/10, 9/8/11, 11/14/13
Revised: 5/2/19

Agenda Item #:V.C.
Date: December 12, 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 program review report format will more accurately reflect the mission of the college, to "provide quality learning opportunities in a supportive environment," at a reduced cost, thus increasing our efficiency.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve the Program Review: Biology as presented.

Revised 7/26/2017

**COVER SHEET
ACADEMIC PROGRAM REVIEW
SELF STUDY AND SUMMARY REPORT**

Academic Program/Discipline: **Biology**

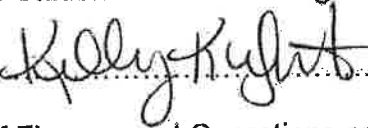
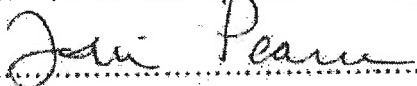
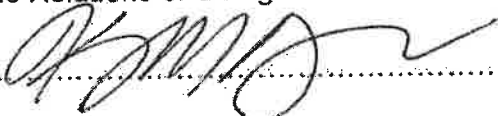
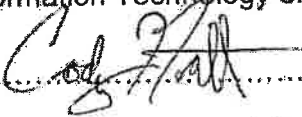
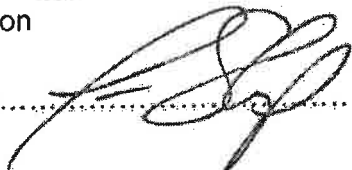
Report Prepared by: Program/Discipline Committee

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.....*Joseph C. 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

[Signature].....*12/2/19*

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

President

Date

Mark Watkins.....*12.2.19*

Executive Summary

(Include the major changes from previous program review.)

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

Table of Contents	
Executive Summary	3
Introduction to Program.....	5
A. Program Relation to College Mission, Core Values, and Strategic Plan.....	5
B. Program Recognition/Accreditation	6
C. Program/Discipline Demand/Need	7
D. Summary Statement of Faculty Qualifications	9
E. Faculty Recognition	10
F. How Does the Discipline Use Professional Development?	10
G. Student Enrollment	12
H. Program Assessment.....	15
I. Learning Resources.....	16
J. Partnerships.....	16
Review of Previous Action Plan	177
SUMMARY REPORT: Strengths, Weaknesses, Opportunities, Challenges	18
Program Action Plan.....	20
Appendix A: List of Courses	21
Appendix B: Faculty in Program Qualifications	28

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.

Dr. Archana Lal:

- An active member of the American Society for Microbiology and keep up with the latest developments in microbiology education. I have been actively involved in mentoring microbiology educators, chairing and organizing sessions on teaching and research, and panel discussions in American Society for Microbiology Conference for Undergraduate Education (ASMCUE).
- Subscribes to the newsletter from Center for Disease Control (CDC.gov) to learn about new diseases and disease outbreaks and share them with students in my microbiology classes.
- Reads articles on latest research in microbiology (*Microbe*), listen to different podcasts (*This Week in Microbiology (TWIM)*, *This Week in Virology (TWIV)*), and read about innovative pedagogical techniques (*Journal of Microbiology & Biology Education, (JMBE)*). Though I do not teach the detailed research methodology, I do encourage students to see the relevance of learning in my class to real-world problems. My participation in conferences and reading of research articles has enabled me to use relevant teaching and research techniques in my classes.
- Reads about the latest issues and research in the field of biology and medicine and discuss them in class.

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, AY15 – AY19

		AY 15	AY 16	AY 17	AY 18	AY 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, AY15 – AY19

		AY 15	AY 16	AY 17	AY 18	AY 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

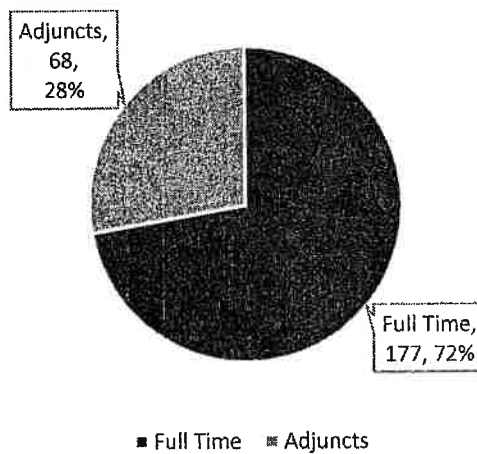
4. Total number of program students sorted by main campus, concurrent, online, and Cherokee per year, AY15 – AY19

	AY 15	AY 16	AY 17	AY 18	AY 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 AY15 – AY19

	AY 15	AY 16	AY 17	AY 18	AY 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



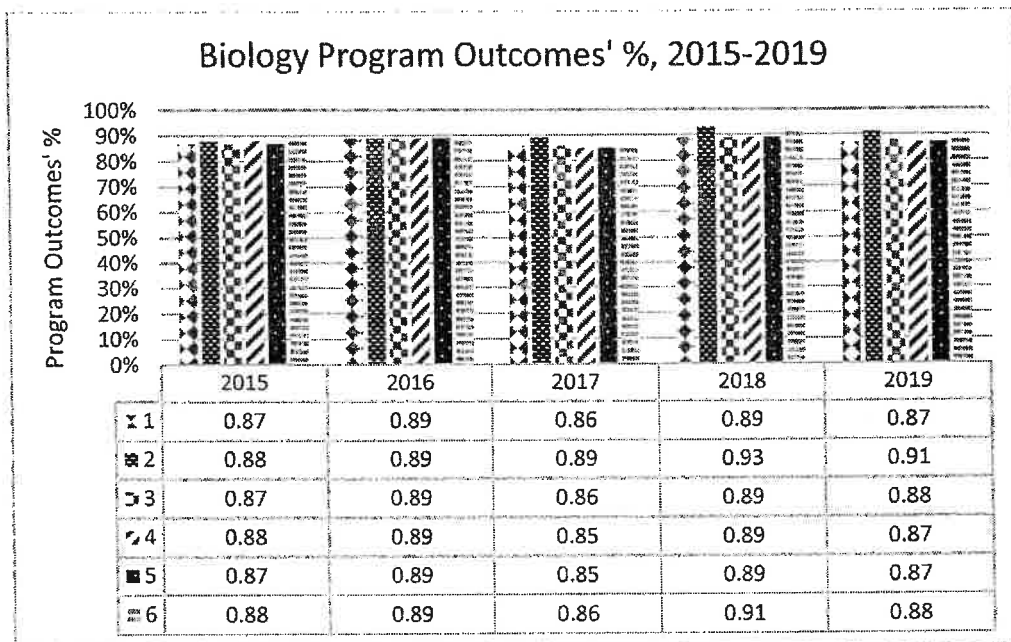
H. Program Assessment

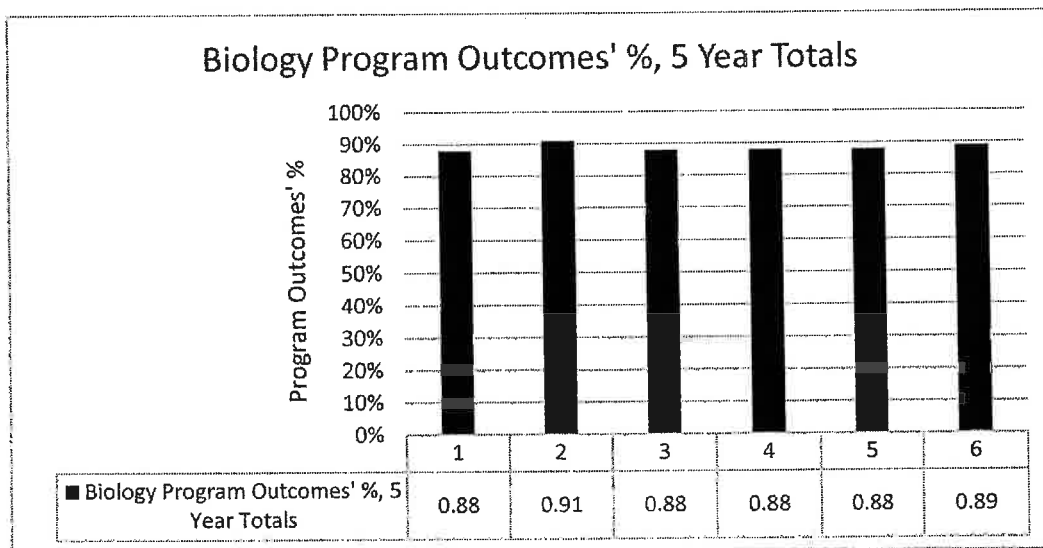
What are the Program Outcomes Results?

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. Apply the scientific process, including designing and conducting experiments and testing hypotheses.
5. Students will effectively communicate underlying principles of biology.
6. Express an awareness of the careers and professions available in the biological sciences and an understanding of the significance ethics plays in the field.





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.

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

Appendix A: List of Courses

Biology Program Concentration Courses, (AY 2014 – AY 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)
----------	------------------------------

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: V.D.
Date: December 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**

11/11/2019

Check Number	Vendor	Description	Account Number	Amount	Total
126069	A T and T	Phone Service - Cherokee Center	11-7103-631-000	\$452.38	\$452.38
126070	Kathleen A Bennett	Reimburse Mileage - Clinical	12-1208-602-000	\$29.00	\$29.00
126071	Broadcast Music Inc.	Licensing Fee	11-1111-682-000	\$369.21	\$369.21
126074	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$174.77	
		Cable - Cherokee Center	11-7103-701-000	\$97.85	\$272.62
126075	Crossroad Tours	Bus Trip, Volleyball	11-5504-601-000	\$1,295.50	
		Bus Trip, Volleyball	11-6502-720-000	\$834.00	\$2,129.50
126076	Tonya Evans	Reimburse Mileage - AKCCOP Board	11-6501-601-000	\$225.62	
		Reimburse Meals - AKCCOP Board M	11-6501-601-000	\$31.84	\$257.46
126077	Farm Talk Newspaper	Newspaper Subscription Renewal	11-4101-704-001	\$45.00	\$45.00
126079	Brittany Haley	Reimburse Crutch, Compression Pant	11-5507-701-000	\$125.00	\$125.00
126080	Karlee D Henson	Reimburse Mileage - Recruiting (5)	11-5302-601-000	\$453.62	\$453.62
126081	Kansas Gas Service	Gas Service	11-7102-633-000	\$140.03	
		Gas Service - WTC	12-4204-633-000	\$47.25	\$187.28
126082	KJCCC	Wrestling Officials	11-5505-680-000	\$690.00	\$690.00
126083	Leigh Ann Martin	Reimburse Mileage - Main Campus (2)	12-1215-602-000	\$69.60	\$69.60
126084	Haley Renee Miller	Reimburse Mileage - Recruiting (5)	11-5504-603-000	\$205.32	\$205.32
126085	Ashley Moore	Reimburse Mileage - Clinicals (6)	12-1210-602-000	\$439.64	\$439.64
126087	Orscheln	Groundskeeping Supplies	11-7102-649-000	\$80.83	
		Groundskeeping Supplies	11-7102-649-000	\$88.31	\$169.14
126088	Parsons Rotary Club	Annual Dues - Dee Bohnenblust	12-1208-670-000	\$522.00	\$522.00
126089	Parsons USD 503	Choral Risers w/Back Rails	11-1111-700-000	\$2,000.00	\$2,000.00
126090	Robert E Perez	Reimburse Mileage - Cherokee Ctr (2)	11-4202-602-000	\$69.60	\$69.60
126091	Ryan S. Phillips	Reimburse Mileage - Recruiting (4)	11-5509-603-000	\$611.90	\$611.90
126092	Mitchell A Rolls	Women's Basketball Travel - 11/18/19	11-5503-601-000	\$200.00	\$200.00

EXHIBIT 6

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	11/1/2019		Total
			Account Number	Amount	
126093	Mitchell A Rolls	Women's Basketball Travel - 11/15/19	11-5503-601-000	\$800.00	\$800.00
126094	Mitchell A Rolls	Women's Basketball Travel - 11/8/19	11-5503-601-000	\$900.00	\$900.00
126096	Jason L Sharp	Reimburse Hotel - Workforce Innov C	12-1249-601-000	\$215.32	\$215.32
126098	Julian Smith	Reimburse Mileage - Recruiting	11-5505-603-000	\$182.12	\$182.12
126099	Jerrold W Stanford	Men's Basketball Travel - 11/19/19	11-5508-601-000	\$272.00	\$272.00
126100	Jerrold W Stanford	Men's Basketball Travel - 11/15/19	11-5508-601-000	\$544.00	\$544.00
126101	Jerrold W Stanford	Men's Basketball Travel - 11/8/19	11-5508-601-000	\$816.00	\$816.00
126102	Jerrold W Stanford	Men's Basketball Travel - 11/1/19	11-5508-601-000	\$544.00	\$544.00
126103	Laura Emilee Vance	Reimburse Mileage - Recruiting (2)	11-5509-603-000	\$142.10	\$142.10
126104	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$249.32	\$249.32
		Custodians Phone Charges	11-7102-649-000	\$269.91	\$269.91
126106	Jeffrey Michael Vesta	Wrestling Travel - 11/7/19	11-5505-601-000	\$200.00	\$200.00
126107	Jeffrey Michael Vesta	Wrestling Travel - 11/9/19	11-5505-601-000	\$1,500.00	\$1,500.00
				<u>\$15,933.04</u>	
	11-General Fund			\$14,610.23	
	12-Postsecondary Technical Education Fund			\$1,322.81	
	16-Auxiliary Ent Fund			\$0.00	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$15,933.04</u>	

Checks approved for release prior to Board action

Mark Watkins
President

Deanna Stohety
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

11/8/2019

Check Number	Vendor	Description	Account Number	Amount	Total
126110	A T and T	Internet	11-6401-631-000	\$3,512.24	\$3,512.24
126111	Ariana Maria Bennett	Shot Clock Operator	11-5506-576-000	\$30.00	\$30.00
126114	Linda G Brown	Reimburse Mileage - Clinicals (4)	12-1210-601-000	\$269.12	\$269.12
126115	City of Parsons	Water Service	11-7102-632-000	\$3,579.40	
		Water Service - WTC	12-4204-632-000	\$136.05	
		Water Service	16-9482-632-000	\$353.07	\$4,068.52
126117	Evergy Kansas Central INC	Electricity	11-7102-634-000	\$15,694.85	
		Electricity - WTC	12-4204-634-000	\$592.25	
		Electricity	16-9482-634-000	\$623.00	\$16,910.10
126118	Janice S Every	Reimburse Mileage - CUPA Conf	11-6504-601-001	\$162.40	\$162.40
126120	Tammy Fuentes	Reimburse Mileage - HIA Conf	11-5701-601-000	\$380.48	\$380.48
126121	Kara Good	Reimburse Mileage - Evals (2)	11-4202-602-000	\$118.32	
		Reimburse Mileage - Columbus HS	12-1211-602-000	\$41.41	
		Reimburse Food for RC Week	12-1211-700-000	\$31.57	\$191.30
126123	Brittany Haley	Reimburse Wrestling Shoulder Brace	11-5507-701-000	\$64.99	
		Reimburse Compression Pants	11-5507-701-000	\$77.08	
		Reimburse Wrestling AT Supplies	11-5507-701-000	\$117.88	\$259.95
126124	Ross Harper	Reimburse Mileage - Meetings (10)	12-4204-601-000	\$60.90	\$60.90
126127	Kansas Gas Service	Gas Service - Cherokee Center	11-7103-633-000	\$39.94	\$39.94
126128	Kansas Outdoor Advertising	November Advertising	11-6301-613-000	\$300.00	
		November Billboard Rental	11-6301-613-000	\$575.00	\$875.00
126130	Aaron Keal	Reimburse Mileage - Iola MBB Game	11-5506-601-000	\$79.46	\$79.46
126136	Kylie Lucas	Reimburse Mileage - HS & College Vi	11-5302-601-000	\$234.32	\$234.32
126142	Andrea Delcarmen Schibi	Scorebook for VB Matches	11-5506-576-000	\$270.00	\$270.00
126144	Sparklight	Cable Service	11-7202-648-000	\$143.80	\$143.80

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

11/8/2019

Check Number	Vendor	Description	Account Number	Amount	Total
126146	The Wright Signs	WTC Sign	11-6201-659-004	\$2,957.50	\$2,957.50
126147	Touchtone Communications	Long Distance	11-6501-631-000	\$102.02	
126148	W C A Waste Corporation	Long Distance - Cherokee Center	11-7103-631-000	\$19.60	\$121.62
126149	Jimmie J Wilson	Trash Removal, Cherokee	11-7103-649-000	\$128.51	\$128.51
126150	Scotty M Zollars	Reimburse PTA Advisory Mtg Supplies	12-1213-709-000	\$16.32	\$16.32
		Reimburse Parking - KLA Conf	11-4101-601-000	\$54.00	
		Reimburse Meals - KLA Conf	11-4101-601-000	\$86.60	
		Reimburse Mileage - KLA Conf	11-4101-602-000	\$187.92	\$328.52
				<u>\$31,040.00</u>	

11-General Fund	\$28,916.31
12-Postsecondary Technical Education Fund	\$1,147.62
16-Auxillary Ent Fund	\$976.07
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$31,040.00</u>

Checks approved for release prior to Board action


President


Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

11/13/2019

Check Number	Vendor	Description	Account Number	Amount	Total
126151	Accident Fund	Workman's Comp	11-6501-590-001	\$3,076.80	\$3,076.80
126153	Commerce Bank	Toll Charges	11-6502-720-000	\$41.74	
		Rental Van - MBB	11-6502-720-000	\$1,130.00	
		Rental Van - MBB	11-6502-720-000	\$1,130.00	
		Rental Van - Volleyball	11-6502-720-000	\$1,130.00	
		Rental Van - Volleyball	11-6502-720-000	\$452.00	
		Rental Van - Nursing	11-6502-720-000	\$678.00	
		Rental Van - Volleyball	11-6502-720-000	\$904.00	
		Rental Van - Volleyball	11-6502-720-000	\$1,000.00	
		Rental Van - MBB	11-6502-720-000	\$600.00	
		Rental Van - Volleyball	11-6502-720-000	\$678.00	
		Rental Van - WBB	11-6502-720-000	\$678.00	\$8,421.74
126154	Commercial Bank/Cash	Summer Book Buybacks	16-9381-740-000	\$792.37	\$792.37
126155	Commercial Bank/Cash	Cash for Fall Buybacks	16-0000-103-001	\$8,000.00	\$8,000.00
126156	Alexander J Coplon	Reimburse Mileage - Recruiting	11-5502-603-000	\$146.16	\$146.16
126158	Evergy Kansas Central INC	Electricity - Cherokee Center	11-7103-634-000	\$1,273.16	\$1,273.16
126159	Karlee D Henson	Reimburse Mileage - Recruiting (7)	11-5302-601-000	\$554.07	\$554.07
126160	Jason Hinson	Reimburse Mileage - Recruiting	11-5508-603-000	\$180.96	\$180.96
126162	Theresa M Hundley	Reimburse Meal - KCCLI	11-5201-601-000	\$22.00	
		Reimburse Mileage - KCCLI	11-5201-601-000	\$116.00	\$138.00
126164	Jana's Campaign	Title IX Training - Jason Sharp	11-5701-690-000	\$175.00	\$175.00
126165	Joe Smith Company, Inc	Credit on Concessions	16-9381-742-000	(\$9.21)	
		Concessions - Snacks	16-9381-742-000	\$230.88	\$221.67
126166	Kansas Department of Revenue	Bookstore Sales Tax/Oct	16-0000-216-001	\$165.47	
		Food Service Sales Tax/Oct	16-0000-216-002	\$700.37	\$865.84

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

11/13/2019

Check Number	Vendor	Description	Account Number	Amount	Total
126167	Tammy Kimrey	Reimburse Mileage - Clinicals (8)	12-1210-602-000	\$541.14	\$541.14
126170	Labette Health	Drug Screens - PTA	12-1213-700-000	\$365.10	
126173	Kylie Lucas	Drug Tests - PTA	12-1213-700-000	\$59.50	\$424.60
126174	Trent Steven McGown	Reimburse Mileage - HS Visit	11-5302-601-000	\$62.64	\$62.64
126176	National Fastpitch Coaches Association	Reimburse Mileage - Clinicals (5)	12-1213-602-000	\$563.64	\$563.64
126177	N THERM, LLC	NFCA Conference Registration Travel	11-5509-601-000	\$410.00	\$410.00
		Gas Service	11-7102-633-000	\$194.46	
		Gas Service	11-7102-633-000	\$121.28	
		Gas Service	16-9482-633-000	\$23.00	\$338.74
126178	Teri Pearce	Reimburse Mileage - Cherokee Cente	11-6201-601-000	\$35.96	\$35.96
126179	Pepsi-Cola	Pop for Pop Machine	16-9684-743-000	\$615.34	\$615.34
126182	Rural Water District #5	Utility Water, Cherokee	11-7103-632-000	\$164.05	\$164.05
126183	Ashley N Savage	Reimburse Mileage - Main Campus	11-7103-602-000	\$44.66	\$44.66
126184	Jerrold W Stanford	Reimburse Recruiting Meals/Visit Exp	11-5508-603-000	\$286.45	\$286.45
126185	Winnie Doofan Tyobee	Scoreclock Operator 11-2-19	11-5506-576-000	\$30.00	\$30.00
126186	Jeffrey Michael Vesta	Wrestling Travel - 11/16/19	11-5505-601-000	\$1,200.00	\$1,200.00
126187	Youth Crisis Shelter, Inc.	Dinner Sponsorship	11-6301-709-000	\$100.00	\$100.00
126188	Scotty M Zollars	Reimburse Mileage - SEKALC Mtg	11-4101-602-000	\$71.92	\$71.92
				<u>\$28,734.91</u>	

Checks approved for release prior to Board action

11-General Fund	\$16,687.31
12-Postsecondary Technical Education Fund	\$1,529.38
16-Auxillary Ent Fund	\$10,518.22
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$28,734.91</u>

Mark Watkins
President

Deanna DePent
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

11/21/2019

Check Number	Vendor	Description	Account Number	Amount	Total
126211	A T and T	Phone Service	11-6501-631-000	\$75.54	
		Phone Service	11-6501-631-000	\$2,887.16	\$2,962.70
126212	Amazon.com LLC	Tripod	11-6301-701-000	\$13.95	
		Water Fountain Filters	11-7102-649-000	\$150.18	
		Nursing Books	12-1208-670-000	\$28.17	
		Cardinal Event Center Supplies	64-7100-649-002	\$608.73	
		Cardinal Event Center Supplies	64-7100-649-002	\$41.90	
		Cardinal Event Center Supplies	64-7100-649-002	\$2,358.00	\$3,200.93
126213	B P	Gasoline	11-6502-720-000	\$472.80	\$472.80
126214	Robert J Bartelli	Reimburse Meals - Economics Conf	11-4200-630-008	\$31.01	
		Reimburse Hotel - Economics Conf	11-4200-630-008	\$174.23	\$205.24
126215	Tonya D Bell	Reimburse Mileage - Evals	11-4202-602-000	\$13.92	\$13.92
126216	Linda G Brown	Reimburse Mileage - Evals (5)	11-4202-602-000	\$170.52	\$170.52
126217	Cardmember Service	Renew Amazon Prime	11-0100-484-000	\$179.00	
		Sheraton, S Zollars to KLA Conv	11-4101-601-000	\$570.42	
		Annual Membership - Archana Lal	11-4200-630-004	\$90.00	
		Butler Accessibility Series - JenniferK	11-4201-630-001	\$135.00	
		Hotels Drury Open Wrestling	11-5505-601-000	\$384.42	
		Hotels OCU Open Wrestling	11-5505-601-000	\$433.26	
		Hotels Lindenwood Open Wrestling	11-5505-601-000	\$426.15	
		Hotels Bethany Swede Open Wrestling	11-5505-601-000	\$505.48	
		Harrah's Hotel Deposit - NFCA R Phill	11-5506-600-000	\$129.53	
		Airfare - NFCA - R Phillips	11-5506-600-000	\$467.00	
		Best Western, MBB, Greeley, CO-	11-5508-601-000	\$920.00	
		Candlewood, MBB to KCKCC Classic	11-5508-601-000	\$777.52	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	11/21/2019		Description	Account Number	Amount	Total
126217	Cardmember Service			Hotel for Title IX - Sharp	11-5701-690-000	\$84.88	
				Plant-Tracie Moon's Sister's Service	11-6102-709-000	\$77.67	
				Clubhouse Inn, L Doherty to KACCBC	11-6201-601-000	\$101.65	
				Holiday Inn, T Evans to AKCCOP Boa	11-6501-601-000	\$132.68	
				OnStar for LCC Vehicles	11-6502-720-000	\$262.20	
				Timer	11-7102-649-000	\$201.77	
				Package Mailed	11-7102-649-000	\$109.60	
				Chair Rack - Event Center	11-7102-649-000	\$1,003.56	
				Holiday Inn, B Irish to Reg College	12-1204-601-000	\$148.20	
				PTA Advisory Meeting Meal	12-1213-709-000	\$50.19	
				KPTA Fall Conf. Reg - Trent McGown	12-1246-630-000	\$121.00	
				Holiday Inn, T McGown to KPTA Fall	12-1246-630-000	\$105.93	
				Hilton Inn, Nursing to KCADNE	12-1246-630-000	\$465.20	
				Complete Giant Sarcomere Model	12-1246-701-009	\$1,004.81	
				Shoulder Rotator Cuff Model	12-1246-701-009	\$233.75	
				HOC-Nurse Aide Certification	12-4204-701-000	\$174.85	
				HOC-CNA Rosters	12-4204-701-000	\$218.05	
				HOC-CMA Fees	12-4204-701-000	\$66.86	
				HOC-CMA Recert Fees	12-4204-701-000	\$88.46	
				BLS instructor Course - Ross Harper	12-4204-701-000	\$34.00	
				Kitchen Supplies	16-9482-701-000	\$220.56	\$9,923.65
126218	Coleen Carter			Reimburse Mileage - Cherokee Cente	11-6401-601-000	\$35.96	\$35.96
126219	Cherokee County News Advocate			Newspaper Renewal	11-4101-704-001	\$65.52	\$65.52
126220	Sara Comer			Reimburse Mileage - Cherokee Ctr (2	11-4205-601-000	\$70.99	\$70.99
126221	Design Mechanical, Inc			Chiller Replacement	64-7100-649-003	\$262,325.40	\$262,325.40

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	11/21/2019		Description	Account Number	Amount	Total
126222	Leanna Doherty			Reimburse Meals - KACCBO	11-6201-601-000	\$34.48	
				Reimburse Mileage - KACCBO, Cheryl	11-6201-601-000	\$193.72	
				Reimburse Sam's Membership-R Harj	11-6501-681-000	\$16.67	
				Reimburse Sam's Membership-T Yoc	11-6501-681-000	\$16.67	\$261.54
126223	Janice S Every			Reimburse Meal - Heartland Safety S	11-5701-690-000	\$15.34	
				Postal Mail Expense	11-6504-701-000	\$6.85	\$22.19
126224	FedEx Express			Shipping Packages (3)	11-5303-701-000	\$84.17	\$84.17
126225	Tammy Fuentes			PTK Service Trip	11-1126-604-000	\$500.00	\$500.00
126226	H and B Engineers			Engineering Services - Chiller	64-7100-649-003	\$1,995.00	\$1,995.00
126227	Brittany Haley			Reimburse KS and National Renewal	11-5507-601-000	\$317.68	\$317.68
126228	Theresa M Hundley			Reimburse Meals - Heartland Summi	11-5201-601-000	\$34.14	
				Reimburse Mileage - Heartland Sumr	11-5201-601-000	\$168.20	\$202.34
126229	Brandi Irish			Reimburse Mileage - Recruiting (2)	12-1204-601-000	\$134.56	\$134.56
126230	Kansas Gas Service			Gas Service	11-7102-633-000	\$489.61	
				Gas Service	16-9482-633-000	\$79.46	\$569.07
126231	Jennifer Lynn Katzer			Reimburse Mileage - Main Campus	11-7103-602-000	\$35.84	\$35.84
126232	Melissa Kipp			Reimburse Supplies	12-1203-700-000	\$63.00	
				Reimburse Advisory Meeting Catering	12-1203-709-000	\$35.66	\$98.66
126234	Leigh Ann Martin			Reimburse KS Dental License Renew	12-1215-696-000	\$131.00	\$131.00
126235	Trent Steven McGown			Reimburse Hotel - KPTA Conf	12-1246-630-000	\$97.65	
				Reimburse Meals - KPTA Conf	12-1246-630-000	\$63.82	
				Reimburse Mileage - KPTA Conf	12-1246-630-000	\$389.88	\$551.35
126236	Haley Renee Miller			Sophomore Showcase	11-5504-701-000	\$500.00	\$500.00
126238	Phillips 66 - Conoco - 76			Gasoline	11-6502-720-000	\$1,889.23	\$1,889.23
126239	Mitchell A Rolls			Women's Basketball Travel - 12/12/19	11-5503-601-000	\$200.00	\$200.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	11/21/2019		Description	Account Number	Amount	Total
126240	Mitchell A Rolls			Women's Basketball Travel - 12/10/19	11-5503-601-000	\$200.00	\$200.00
126241	Jason L Sharp			Mileage Reimburse-Heartland Summi	11-5701-690-000	\$162.40	\$162.40
126242	Jerrold W Stanford			Men's Basketball Travel - 12/4/19	11-5508-601-000	\$272.00	\$272.00
126243	The Villas at LCC, LLC			Housing,	11-0000-201-001	\$125.18	
				Housing,	11-0000-201-001	\$1,320.00	
				Housing,	11-0000-201-001	\$2,422.40	
				Housing/	11-0000-201-001	\$2,242.00	
				Housing	11-0000-201-001	\$2,129.00	
				Housing/	11-0000-201-001	\$2,171.29	
				Housing/	11-0000-201-001	\$1,828.00	
				Housing	11-0000-201-001	\$644.00	\$12,881.87
126244	Veritiv			Copy Paper	11-6503-705-000	\$1,264.00	\$1,264.00
126245	Jeffrey Michael Vesta			Wrestling Travel - 11/23/19	11-5505-601-000	\$1,500.00	\$1,500.00
126246	Wal-Mart Community			Supplies for Biology/Microbiology Lab:	11-1102-700-000	\$22.77	
				College Planning Conference Supplies:	11-5302-701-000	\$72.62	
				Senior Day Supplies	11-5302-701-000	\$85.58	
				8th Grade Day Supplies	11-5302-701-000	\$24.00	
				Supplies	11-5504-701-000	\$35.88	
				Supplies	11-5504-701-000	\$71.49	
				Supplies	11-5504-701-000	\$210.35	
				Mirror	11-7102-649-000	\$14.98	
				Supplies	11-7103-701-000	\$30.58	
				Nursing Supplies	12-1208-700-000	\$251.62	
				Simulation Supplies	12-1208-700-001	\$11.82	
				Nursing Advisory Supplies	12-1208-709-000	\$33.10	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

11/21/2019

Check Number	Vendor	Description	Account Number	Amount	Total
126246	Wal-Mart Community	Dental Advisory Council Mtg Supplies	12-1215-709-000	\$29.50	
		Supplies for Donor Luncheon	12-4204-701-000	\$17.83	
		Returned Bags	16-9381-701-000	(\$5.88)	
		Candy for Garfield Halloween Bags	16-9381-701-000	\$77.26	
		Supplies	16-9684-701-000	\$19.88	
		Food	16-9684-743-000	\$14.09	
		Food	16-9684-743-000	\$80.62	
		Food	16-9684-743-000	\$32.80	
		Food	16-9684-743-000	\$35.88	
		Food	16-9684-743-000	\$77.72	
		Food	16-9684-743-000	\$52.00	
		Food	16-9684-743-000	\$25.10	
		Food	16-9684-743-000	\$95.68	
		Food	16-9684-743-000	\$43.57	
		Food and Supplies	16-9684-743-000	\$136.25	
		Food	16-9684-743-000	\$22.36	
		Food	16-9684-743-000	\$16.28	
		Food	16-9684-743-000	\$107.65	\$1,743.38
126247	American Heritage Life Insurance	ComCancer Premiums	11-0000-273-000	\$80.59	\$80.59
126248	Bay Bridge Administrators, LLC	f/b/o SEmployee 403(b) Contributions	11-0000-258-000	\$13,298.00	
		Cancer Premiums	11-0000-273-000	\$312.01	
		Disability Premiums	11-0000-275-000	\$424.06	
		Term Life Insurance Premiums	11-0000-276-000	\$785.27	
		Employer 403(b) Matching	11-6501-590-001	\$4,820.00	\$19,639.34
126249	L C C Faculty Association	November Faculty Dues	11-0000-264-000	\$1,032.22	\$1,032.22

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	11/21/2019	Account Number	Amount	Total
126250	L C C Foundation	November EE Contributions		11-0000-268-000	\$645.00	\$645.00
126251	Security Benefit Life Insurance Co.	Medical Reimb/Child Care Expense		11-0000-277-000	\$2,376.66	\$2,376.66
126252	W.H. Griffin Trustee	Garnishment		11-0000-270-000	\$369.00	\$369.00
					<u>\$329,106.72</u>	
	11-General Fund		\$56,647.50			
	12-Postsecondary Technical Education Fund		\$3,998.91			
	16-Auxiliary Ent Fund		\$1,131.28			
	64-Deferred Maintenance		\$267,329.03			
	67-Capital Outlay		\$0.00			
			<u>\$329,106.72</u>			

Checks approved for release prior to Board action

Mark Watkins
President

Annaw D Shostky
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

11/30/2019

Check Number	Vendor	Description	Account Number	Amount	Total
126254	Ace Hardware, Inc.	KILLZALL Super Conc 1Gal	11-5502-701-000	\$41.99	
		Groundskeeping Supplies	11-7102-649-000	\$34.97	
		Maintenance Supplies	11-7102-649-000	\$49.97	
		Plumbing Fittings	11-7102-649-000	\$6.98	
		Plumbing Fittings	11-7102-649-000	\$106.68	
		Maintenance Supplies	11-7102-649-000	\$104.20	
		Groundskeeping Supplies	11-7102-649-000	\$138.12	
		Event Center Renovation	11-7102-649-000	\$28.96	
		Returned Maintenance Supplies	11-7102-649-000	(\$8.30)	
		Facilities Supplies	11-7102-649-000	\$87.17	
		Groundskeeping Supplies	11-7102-649-000	\$31.06	
		Groundskeeping Supplies	11-7102-649-000	\$35.97	
		Facilities Supplies	11-7102-649-000	\$74.82	
		Groundskeeping Supplies	11-7102-649-000	\$57.96	
		Event Center Renovation	11-7102-649-000	\$140.92	
		Light Panel	11-7102-649-000	\$13.99	
		Maintenance Supplies	11-7102-649-000	\$65.74	
		Maintenance Supplies	11-7102-649-000	\$5.38	
		Soldering Iron	11-7102-649-000	\$24.98	
		Groundskeeping Supplies	11-7102-649-000	\$39.96	
		Light Bulbs	11-7102-649-000	\$4.99	
		Keys	11-7102-671-000	\$9.95	
		Broom and Dustpan	11-7102-702-000	\$29.98	
		Ajax and Brush	11-7102-702-000	\$13.96	
		Paint Supplies	12-1219-700-000	\$31.98	\$1,172.38

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	11/30/2019		Amount	Total
			Account Number	Account Number		
126255	American Dental Education Association	ADEA Yearly Membership	12-1215-681-000		\$125.00	\$125.00
126256	Best Western Parsons Inn	Hotel For SB Recruit	11-5509-603-000		\$99.64	\$99.64
126257	Blanks USA	Security Paper	11-6503-705-000		\$357.24	\$357.24
126258	Boyd Metals of Joplin	Steel Sheets	12-1219-700-000		\$680.50	
		Steel	12-1219-700-000		\$1,217.50	
		Steel	12-1219-700-000		\$188.80	
		Metal for Welding	12-1219-700-001		\$1,803.20	\$3,890.00
126259	C. D. L. Electric Co., INC	Event Center Sign	11-7102-649-000		\$2,843.64	
		Electrical Work, WTC	11-7102-649-000		\$4,446.00	
		Backfill from Digging	11-7103-649-000		\$80.00	\$7,369.64
126260	Carolina Biological Supply Company	Biology/Microbiology Lab Supplies	11-1102-700-000		\$660.22	
		Incubator for C 115	11-1102-850-000		\$723.47	
		A & P Supplies	11-1103-700-000		\$108.00	
		A & P Equipment	11-1103-850-000		\$507.63	\$1,999.32
126261	CoARC	CoARC Accreditation Fees	12-1211-670-000		\$2,100.00	\$2,100.00
126262	Daniel Colon	Sept/Oct Copy Usage	11-4203-701-000		\$205.72	\$205.72
126263	Copy Products Inc	Copy Usage for Cherokee Center	11-7103-701-000		\$136.59	\$136.59
126264	Craw-Kan	Fiber Bury Event Center	11-6402-850-000		\$2,435.00	\$2,435.00
126265	Daigger Scientific INC	Pipettes and Pipette Tips	11-1102-700-000		\$101.92	
		Credit on Pipettes and Pipette Tips	11-1102-700-000		(\$520.15)	
		Pipettes and Pipette Tips	11-1102-700-000		\$760.00	\$341.77
126266	Daves Communications Services	Port Service	11-6501-631-000		\$75.00	\$75.00
126267	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000		\$64.80	\$64.80
126268	Driveline Baseball Enterprises, LLC	Driveline Plyo Balls	11-5502-701-000		\$120.00	\$120.00
126269	Fastenal Company	Credit on Pottery Wheel Motor	11-7102-649-000		(\$58.99)	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

11/30/2019

Check Number	Vendor	Description	Account Number	Amount	Total
126269	Fastenal Company	Credit on Pottery Wheel Motor	11-7102-649-000	(\$58.54)	
		Folding Tables	11-7102-649-000	\$227.37	
		Groundskeeping Supplies	11-7102-649-000	\$38.40	
		Center Punch	12-1219-700-000	\$25.23	
		Hole Saw Kit	12-1219-700-000	\$105.99	\$279.46
126270	Flinn Scientific Inc	Chemisty Supplies	11-1106-700-000	\$202.15	
		Chemistry Equipment	11-1106-850-000	\$124.30	\$326.45
126271	Grand Rental Station	Scissor Lift	11-7102-649-000	\$186.24	\$186.24
126272	Graves Menu Maker Foods	Supplies	16-9684-701-000	\$29.75	
		Supplies	16-9684-701-000	\$180.60	
		Supplies	16-9684-701-000	\$217.11	
		Supplies	16-9684-701-000	\$461.67	
		Supplies	16-9684-701-000	\$218.25	
		Supplies	16-9684-701-000	\$90.18	
		Supplies	16-9684-701-000	\$51.52	
		Supplies	16-9684-701-000	\$370.45	
		Food	16-9684-743-000	\$1,045.56	
		Food	16-9684-743-000	\$802.03	
		Credit on Food	16-9684-743-000	(\$11.18)	
		Credit on Food	16-9684-743-000	(\$46.94)	
		Credit on Food	16-9684-743-000	(\$38.25)	
		Credit on Food	16-9684-743-000	(\$72.29)	
		Food	16-9684-743-000	\$608.78	
		Food	16-9684-743-000	\$1,273.52	
		Food	16-9684-743-000	\$1,045.09	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

11/30/2019

Check Number	Vendor	Description	Account Number	Amount	Total
126272	Graves Menu Maker Foods	Credit on Food	16-9684-743-000	(\$29.71)	
		Food	16-9684-743-000	\$635.38	
		Food	16-9684-743-000	\$481.03	
		Food	16-9684-743-000	\$514.70	
		Food	16-9684-743-000	\$1,010.14	\$8,837.39
126273	Heck and Wicker Inc	Crane	11-7102-649-000	\$736.00	\$736.00
126274	Herring Bank	ID Card Supplies	11-6401-701-000	\$459.10	\$459.10
126275	Hillyard/Springfield	Gym Floor Covering	11-7102-649-000	\$983.11	\$983.11
126276	InfoGroup, Inc.	Book	11-4101-703-000	\$215.00	\$215.00
126277	J W Pepper and Son, Inc	Sheet Music	11-1111-700-000	\$2.50	
		Sheet Music	11-1111-700-000	\$19.95	
		Sheet Music	11-1111-700-000	\$243.89	
		Sheet Music	11-1111-700-000	\$147.00	
		Sheet Music	11-1111-700-000	\$12.90	\$426.24
126278	Jenzabar, Inc.	Jenzabar Annual Maitenance	11-6401-646-001	\$93,201.00	\$93,201.00
126279	Jock's Nitch/Parsons	Diamond Baseballs	11-5502-701-000	\$2,409.91	
		Bookstore Shirts	16-9381-701-000	\$183.00	\$2,592.91
126280	JRCERT	Radiography Accreditation Fee 2020	12-1210-670-000	\$2,270.00	\$2,270.00
126281	JSTOR	JSTOR Renewal	11-4101-710-000	\$5,000.00	\$5,000.00
126282	K L K C	October Advertising	11-6301-613-000	\$200.00	
		October Advertising	11-6301-613-000	\$400.00	\$600.00
126283	K S Y N-FM	October Advertising	11-6301-613-000	\$775.00	\$775.00
126284	Kansas Association of School Boards	Legal Service	11-6501-681-000	\$542.50	\$542.50
126285	Kitchen Pass, Inc.	Welding Advisory Luncheon	12-1219-709-000	\$77.78	
		Allied Health Fall Advisory Meeting	12-4204-709-000	\$119.24	\$197.02

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

11/30/2019

Check Number	Vendor	Description	Account Number	Amount	Total
126286	KONE Inc	Maintenance Agreement	11-7202-648-000	\$438.80	\$438.80
126287	L and R Specialties, Inc.	Shimpo rk Work Table sm	11-1101-850-000	\$144.00	\$144.00
126288	Labette Avenue	Van Meter Award Ad	11-6301-613-000	\$36.00	
		Fall Harvest Edition Ad - Fall Fest	11-6301-613-000	\$80.00	
		Fall Harvest Edition Ad - Recital	11-6301-613-000	\$64.00	
		Manufacturing Day Ad	11-6301-613-000	\$54.00	
		Cardinal Event Center Dedication Ad	11-6301-613-000	\$48.00	
		WTC Open House Ad	11-6301-613-000	\$48.00	
		Music Recital Ad	11-6301-613-000	\$32.00	
		Kids Fall Fest Ad	11-6301-613-000	\$40.00	\$402.00
126289	McCarty's Office Machines Inc	Toner	11-6503-701-000	\$158.40	
		Office Services Supplies	11-6503-701-000	\$305.52	
		Chairmat	11-7102-649-000	\$83.98	
		Scratch Guards	11-7102-649-000	\$54.47	
		Student Lounge Furniture	11-7102-649-000	\$17,065.97	
		Chair Mat	11-7102-649-000	\$104.09	
		Keys	11-7102-671-000	\$28.00	
		ACEN Files	12-1208-670-000	\$5.06	
		Magazine Holder Supplies	12-1208-670-000	\$25.08	\$17,830.57
126290	Mountain Plains Library Association	MPLA Renewal	11-4101-701-000	\$65.00	\$65.00
126291	Mytown Media, Inc	October Advertising	11-6301-613-000	\$240.00	\$240.00
126292	Napa Auto Parts	Rearview Mirror Repair	11-6502-720-000	\$37.97	
		Groundskeeping Supplies	11-7102-649-000	\$132.64	
		Groundskeeping Supplies	11-7102-649-000	\$53.12	\$223.73
126293	Nexstar Broadcasting, Inc	October Advertising/KSNF	11-6301-613-000	\$750.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	11/30/2019		Description	Account Number	Amount	Total
126293	Nexstar Broadcasting, Inc			October Advertising/FourStates	11-6301-613-000	\$500.00	
				October Advertising/FourStates	11-6301-613-000	\$350.00	
				October Advertising/FourStates	11-6301-613-000	\$184.00	
				October Advertising/KODE	11-6301-613-000	\$110.00	\$1,894.00
126294	O'Reilly Automotive Stores , Inc			Vehicle Maintenance, RV23	11-6502-720-000	\$23.98	
				Groundskeeping Supplies	11-7102-649-000	\$26.47	\$50.45
126295	P1 Group Inc			Heating and Cooling Maintenance	11-7102-649-000	\$2,628.80	\$2,628.80
126296	Parsons Recreation Commission			Event Sponsorships	11-6301-709-000	\$500.00	\$500.00
126297	Parsons Sun			Van Meter Award Ad	11-6301-613-000	\$68.10	
				Event Center Grand Opening Ad	11-6301-613-000	\$56.75	
				MFG Day Ad	11-6301-613-000	\$102.15	
				WTC Open House Ad	11-6301-613-000	\$34.05	
				Event Center Grant Opening Ad	11-6301-613-000	\$113.50	
				Kids Fall Fest Ad	11-6301-613-000	\$56.75	
				Trick or Treat Recital Ad	11-6301-613-000	\$45.40	
				WTC Open House Ad	11-6301-613-000	\$68.10	
				Kids Fall Fest Ad	11-6301-613-000	\$113.50	
				Trick or Treat Recital Ad	11-6301-613-000	\$90.80	\$749.10
126298	Pearson Education, Inc			Credit for E-Text	12-4204-701-000	(\$169.98)	
				My Brady Lab E-Text	12-4204-701-000	\$3.40	
				My Brady Lab E-Text	12-4204-701-000	\$949.50	\$782.92
126299	Pitney Bowes Inc.			Red Meter Ink	11-6503-701-000	\$246.49	\$246.49
126300	Pocket Nurse Enterprises, Inc.			Digital Monitor w/Mobile Stand	12-1208-700-000	\$756.92	\$756.92
126301	Proforma			Pens	11-5302-701-000	\$815.00	\$815.00
126302	Quality Printing, Inc. (AP)			Business Cards	11-6301-661-000	\$180.00	\$180.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	11/30/2019		Description	Account Number	Amount	Total
126303	Reserve Account			PBP #20352357 (Postage)	11-6503-611-000	\$2,500.00	\$2,500.00
126304	Roy's Auto Service, LLC			Mower Repair - Baseball	11-5502-701-000	\$123.32	
				Vehicle Maintenance, RV23	11-6502-720-000	\$45.25	
				Vehicle Maintenance, MV40	11-6502-720-000	\$37.35	\$205.92
126305	Save-a-Lot			Food	16-9684-743-000	\$2.78	\$2.78
126306	Scorebuilders			PTA Board Review Course Deposit	12-1213-700-000	\$500.00	\$500.00
126307	Thompson Bros. Supplies, INC			Plasma Consumables	12-1219-700-000	\$881.00	
				Welding Supplies	12-1219-700-000	\$26.24	
				Welding Supplies	12-1219-700-001	\$57.80	
				Welding Jacket	12-1219-700-001	\$33.00	
				Welding Supplies	12-1219-700-001	\$985.19	
				Welding Supplies	12-1219-700-001	\$244.23	
				Cylinder Rental	12-1219-700-002	\$133.25	\$2,360.71
126308	Triad Environmental Services			Lagoon Inspections, Cherokee	11-7103-649-000	\$3,221.00	\$3,221.00
126309	ULine, Inc.			Graphic Design Supplies	12-1203-700-000	\$94.28	\$94.28
126310	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	
				Mats, Mops, Towels, Uniforms	11-7202-648-000	\$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	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
126310	UniFirst Corporation	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	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	\$1,193.92
126311	V W R International LLC	Supplies for Biology/Microbiology Lab	11-1102-700-000	\$167.84	\$167.84
126312	Vance Lawn Care	Groundskeeping, Cherokee	11-7103-649-000	\$350.00	
		Groundskeeping, Cherokee	11-7103-649-000	\$210.00	\$560.00
126313	Mark Watkins	Vehicle Expense	11-6501-590-001	\$900.00	\$900.00
126314	Wright International Student Services	Student Loaded & Removed from Dell	11-5201-613-000	\$650.00	\$650.00
				<u>\$178,423.75</u>	
	11-General Fund	\$155,930.39			
	12-Postsecondary Technical Education Fund	\$13,270.19			
	16-Auxillary Ent Fund	\$9,223.17			
	64-Deferred Maintenance	\$0.00			
	67-Capital Outlay	\$0.00			
		<u>\$178,423.75</u>			