

**LABETTE COMMUNITY COLLEGE**

**BOARD OF TRUSTEES**

**February 13, 2020**

**5:30 p.m.**

**Conference Room**

**Review Copy**



# EXHIBIT 1

Lafayette Community College  
Board of Trustees Meeting Agenda  
Thursday, February 13, 2020  
5:30 p.m.  
Conference Room #1, Student Success Center Building

- I. Election of Officers for the Board of Trustees
- II. Adoption of Agenda .....(Exhibit 1)
- III. Approval of January 9, 2020, Regular Meeting Minutes .....(Exhibit 2)
- IV. Reports and/or Board Discussion
  - A. Faculty Senate Report
  - B. Student Government Association Report
  - C. Administrative Report
    - 1. Comparison of Expenditures to Budget
  - D. President’s Report
- V. Old Business (Action, Report, or Discussion)
- VI. New Business (Action, Report, or Discussion)
  - A. Regular Meeting Dates of the Board of Trustees .....(Agenda Item VI.A.)  
(Exhibit 3)
  - B. Tuition and Fees for 2020-2021 .....(Agenda Item VI.B.)  
(Exhibit 4)
  - C. City of Chetopa Neighborhood Revitalization .....(Agenda Item VI.C.)  
(Exhibit 5)
  - D. City of Oswego Neighborhood Revitalization .....(Agenda Item VI.D.)  
(Exhibit 6)
  - E. Course Approval .....(Agenda Item VI.E.)  
(Exhibit 7)
  - F. Policy Review .....(Agenda Item VI.F.)  
(Exhibit 8)
  - G. Faculty Retirement .....(Agenda Item VI.G.)
  - H. Professional Staff Resignation .....(Agenda Item VI.H.)

# EXHIBIT 1

- I. Professional Staff Employment Letter .....(Agenda Item VI.I.)  
(Exhibit 9)
- J. Approval of Bills.....(Agenda Item VI.J.)  
(Exhibit 10)
- K. Executive Session for the purpose of discussing non-elected personnel to protect the interests of the individual(s) to be discussed.

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

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

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

- L. Evaluation of College President

## VII. Public Comment

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

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

## VIII. Next Regular Board Meeting: March 5, 2020, 5:30 p.m., CR and Tentative Agenda Items

## IX. Adjournment

LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
January 9, 2020

The Board of Trustees met at 5:30 p.m. on Thursday, January 9, 2020 in the Conference Room, Student Success Center Building.

### **Members Present**

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

### **Others Present**

Dr. Mark Watkins  
Leanna Doherty  
Tammy Fuentez  
Jason Sharp  
Bethany Kendrick  
Kathy Johnston

Janice Every  
Keisha Richenburg  
Haley Miller  
Deardin Kelley  
Neil Phillips

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. Landrum moved to approve the revised agenda as presented. Mr. McReynolds seconded and motion carried 6-0.

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

Chair Winchell asked for corrections or additions to the December 12, 2019 regular meeting minutes, Mr. McReynolds moved to approve the minutes as presented. Mr. Hoskins seconded and motion carried 6-0.

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

#### **Faculty Senate Report**

None

#### **Administrative Report**

*Comparison of expenditures to the budget* – Leanna Doherty had placed the December financial report at the table. At the end of December we were 50% through the year. The general fund was 48% expended and the technical education/vocational fund was 45% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

### President's Report

President Watkins introduced new employee Deardin Kelly, Part-Time Assistant Volleyball Coach.

President Watkins gave a short report and an update on the Capital Campaign.

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

#### City of Parsons Neighborhood Revitalization

Mr. Howerter moved to approve the resolution for the City of Parsons Neighborhood Revitalization.

Mr. Landrum seconded and motion carried 6-0.

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

#### Policy Approval

Mr. McReynolds moved to approve Policy 2.09 Use of Tobacco/Nicotine/Vaping Products. Mr. Landrum seconded and motion carried 5-1. Mr. Howerter voted against.

#### Professional Staff Employment Letter Confirmation

Mr. Hoskins moved to approve the Professional Staff Employment letter for Deardin Kelley, Part-Time Assistant Volleyball Coach, for a 10 month contract, at a salary of \$19,560 beginning January 6, 2020. Mr. Howerter seconded and motion carried 6-0.

#### Audit

Neil Phillips from Jared, Gilmore and Phillips was in attendance to present the audit. It was an unmodified opinion.

#### Approval of Bills

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

#### Public Comment

Mr. Taylor commended the baseball team for the delivery of the Stella Wells Christmas Trees again this year.

### 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 February 13, 2020 at 5:30 p.m., Conference Room, Student Success Center Building.

### Adjournment

Mr. Howerter moved to adjourn the meeting at 6:28pm. Mr. Landrum seconded and motion carried 6-0.

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Megan Fugate, Clerk of the Board

**REF**





Agenda Item #: VI.A.

Date: February 13, 2020

**SUBJECT**

Setting Regular Meeting Dates and Times for the Calendar Year 2020-2021 Board of Trustees Meetings

**REASON FOR CONSIDERATION BY THE BOARD**

**BACKGROUND**

Due to statute K.S.A. 72-1133 and K.S.A. 72-1138 the meeting dates, times and locations for the regular meeting of the LCC Board of Trustees will be set on or after the second Monday of January for the calendar year. The attached Exhibit reflects dates for the second Thursday at 5:30pm of each month for the 2020-21 calendar year. Once the dates are set, this information is widely disseminated to local media, which meets one of the requirements of the Open Meeting's Act.

**PRESIDENT'S RECOMMENDATION**

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



# EXHIBIT 3

## LCC BOARD OF TRUSTEES MEETING DATES 2020-2021

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

February 13, 2020

\*March 5, 2020

April 9, 2020

\*\*May 7, 2020

June 11, 2020

July 9, 2020

August 13, 2020

September 10, 2020

October 8, 2020

November 12, 2020

December 10, 2020

January 14, 2021

\*The March meeting will be moved from the 12<sup>th</sup> to the 5<sup>th</sup> due to the PTK Luncheon in Topeka.

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



Agenda Item #: VI.B.  
Date: February 13, 2020

**SUBJECT**

Tuition and Fees Review for 2020-2021

**REASON FOR CONSIDERATION BY THE BOARD**

Kansas Statutes state that the Board of Trustees' approval is required for adoption of student tuition and fees.

**BACKGROUND**

This is the first review of tuition and fees for Labette Community College. The exhibit shows how tuition and fees at LCC compares to the other Kansas schools. Tuition and fees for the 2020-2021 academic year should be set at the March meeting.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees reviews the tuition and fees schedule with no action to be taken at this meeting.



# Kansas Community Colleges FY2020 Tuition and Fees Schedule

Institution	Resident			Non-Resident			International		
	Tuition	Inc. Fees	Total	Tuition	Inc. Fees	Total	Tuition	Inc. Fees	Total
ALLEN COUNTY CC	\$60.00	\$64.00	\$124.00	\$60.00	\$64.00	\$124.00	\$60.00	\$64.00	\$124.00
BARTON COUNTY CC	\$74.00	\$40.00	\$114.00	\$94.00	\$40.00	\$134.00	\$157.00	\$40.00	\$197.00
BUTLER COUNTY CC	\$87.25	\$33.75	\$121.00	\$146.25	\$33.75	\$180.00	\$191.25	\$33.75	\$225.00
CLOUD COUNTY CC	\$78.00	\$35.00	\$113.00	\$84.00	\$35.00	\$119.00	\$84.00	\$35.00	\$119.00
COFFEYVILLE CC	\$39.00	\$46.00	\$85.00	\$88.00	\$46.00	\$134.00	\$104.00	\$108.00	\$212.00
COLBY CC	\$75.50	\$45.50	\$121.00	\$129.50	\$45.50	\$175.00	\$155.50	\$45.50	\$201.00
COWLEY COUNTY CC	\$68.00	\$47.00	\$115.00	\$116.00	\$47.00	\$163.00	\$163.00	\$47.00	\$210.00
DODGE CITY CC	\$47.00	\$64.00	\$111.00	\$57.00	\$66.00	\$123.00	\$60.00	\$71.00	\$131.00
FORT SCOTT CC	\$62.00	\$55.00	\$117.00	\$62.00	\$55.00	\$117.00	\$128.00	\$55.00	\$183.00
GARDEN CITY CC	\$61.00	\$47.00	\$108.00	\$80.00	\$47.00	\$127.00	\$98.00	\$47.00	\$145.00
HIGHLAND CC	\$73.00	\$50.00	\$123.00	\$73.00	\$50.00	\$123.00	\$268.00	\$50.00	\$318.00
HUTCHINSON CC	\$91.00	\$23.00	\$114.00	\$122.00	\$23.00	\$145.00	\$131.00	\$33.00	\$164.00
INDEPENDENCE CC	\$60.00	\$78.00	\$138.00	\$67.00	\$78.00	\$145.00	\$151.00	\$78.00	\$229.00
JOHNSON COUNTY CC	\$96.00	\$16.00	\$112.00	\$207.00	\$16.00	\$223.00	\$207.00	\$16.00	\$223.00
KANSAS CITY KS CC	\$88.00	\$22.00	\$110.00	\$195.00	\$22.00	\$217.00	\$195.00	\$22.00	\$217.00
LABETTE CC	\$54.00	\$51.00	\$105.00	\$79.00	\$51.00	\$130.00	\$138.00	\$51.00	\$189.00
NEOSHO COUNTY CC	\$75.00	\$47.00	\$122.00	\$75.00	\$69.00	\$144.00	\$148.00	\$51.00	\$199.00
PRATT CC	\$63.00	\$49.00	\$112.00	\$75.00	\$49.00	\$124.00	\$91.00	\$49.00	\$140.00
SEWARD COUNTY CC	\$68.00	\$40.00	\$108.00	\$105.00	\$40.00	\$145.00	\$105.00	\$40.00	\$145.00

\*Values are per credit hour

State Resident Average:  
\$114.37

Non-State Resident Average:  
\$146.95

International Average:  
\$187.95

Southeast Average Residents  
\$115.17

Southeast Average Non-residents  
\$132.33

Southeast Average International  
\$189.33

Pittsburg State University - Resident: \$266	Non-Resident: \$644
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**EXHIBIT**





Agenda Item #: VI.C.  
Date: February 13, 2020

**SUBJECT**

Resolution to Adopt the Neighborhood Revitalization Act for the City of Chetopa.

**REASON FOR CONSIDERATION BY THE BOARD**

Statutes require Board of Trustees approval for inter-agency agreements.

**BACKGROUND**

The Attorney General requested to have a resolution passed by each signing organization on the interlocal agreement.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees approve the resolution for the Neighborhood Revitalization Plan in Chetopa.



Resolution No. \_\_\_\_

A RESOLUTION OF LABETTE COMMUNITY COLLEGE ADOPTING A NEIGHBORHOOD REVITALIZATION PLAN AND DESIGNATING A REVITALIZATION AREA, ALL AS PROVIDED FOR IN K.S.A. 12-17,114 ET. SEQ. AND RATIFYING AN INTERLOCAL AGREEMENT TO ACCOMPLISH THE SAME.

Be it resolved by Labette Community College:

Section 1. Neighborhood Revitalization Plan.

The Chetopa City Council held a public hearing on July 2, 2019, to hear and consider a Neighborhood Revitalization plan as required by K.S.A. 12-17,117. The City Council of the City of Chetopa has subsequently adopted the Neighborhood Revitalization plan, attached hereto, labeled Exhibit A and incorporated by reference as if fully set forth herein as provided by K.S.A. 12-17,117. Labette Community College desires to join the City of Chetopa in adopting said Neighborhood Revitalization plan and does so by approving this resolution.

Section 2. Labette Community College hereby enters into an Interlocal Agreement with the City of Chetopa, Labette County, Kansas, Labette Community College, Unified School District 505 and Oak Hill Cemetery Association for the purpose of all entities adopting the proposed Neighborhood Revitalization Plan.

PASSED by the LCC Board of Trustees, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

ATTEST:

\_\_\_\_\_



Agenda Item #: VI.D.  
Date: February 13, 2020

**SUBJECT**

Resolution to Adopt the Neighborhood Revitalization Act for the City of Oswego.

**REASON FOR CONSIDERATION BY THE BOARD**

Statutes require Board of Trustees approval for inter-agency agreements.

**BACKGROUND**

The Attorney General requested to have a resolution passed by each signing organization on the interlocal agreement.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees approve the resolution for the Neighborhood Revitalization Plan in Oswego.



Resolution No. \_\_\_\_

A RESOLUTION OF LABETTE COMMUNITY COLLEGE ADOPTING A NEIGHBORHOOD REVITALIZATION PLAN AND DESIGNATING A REVITALIZATION AREA, ALL AS PROVIDED FOR IN K.S.A. 12-17,114 ET. SEQ. AND RATIFYING AN INTERLOCAL AGREEMENT TO ACCOMPLISH THE SAME.

Be it resolved by Labette Community College:

Section 1. Neighborhood Revitalization Plan.

The Oswego City Council held a public hearing on August 12, 2019, to hear and consider a Neighborhood Revitalization plan as required by K.S.A. 12-17,117. The Oswego City Council has subsequently adopted the Neighborhood Revitalization plan, attached hereto, labeled Exhibit A and incorporated by reference as if fully set forth herein as provided by K.S.A. 12-17,117. Labette Community College desires to join the City of Oswego in adopting said Neighborhood Revitalization plan and does so by approving this resolution.

Section 2. Labette Community College hereby enters into an Interlocal Agreement with the City of Oswego, Labette County, Unified School District 504 and the Oswego Cemetery Association for the purpose of all entities adopting the proposed Neighborhood Revitalization Plan.

PASSED by the LCC Board of Trustees, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

ATTEST:

\_\_\_\_\_





Agenda Item #: VI.E.  
Date: February 13, 2020

**SUBJECT**

New Program/Course Approval

**REASON FOR CONSIDERATION BY THE BOARD**

New programs/courses submitted to the Board of Regents require Board of Trustees approval.

**BACKGROUND**

Current courses are reviewed annually and new courses and programs are added to insure continuous instructional improvement. The exhibit represents new courses for addition to the LCC's curriculum by the Institutional Curriculum and Instruction Committee.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees approve the following new/revised programs/courses:

Courses

- Advanced Medical Terminology for the PTA, 1 credit hour.

Approval is recommended.



**List of New Courses and Programs Approved by the  
Curriculum and Instruction Committee (C&I)**

<b>New/Revised Course Name &amp; Course Description</b>	<b>Credit Hours</b>	<b>Code &amp; Course Number</b>	<b>Date C&amp;I Approved</b>	<b>Date Effective</b>
Advanced Medical Terminology for the PTA	1	PTA 100	1/15/2020	Summer 2020
This course is designed to advance the student's knowledge to the origins of medical terminology. A word building system is introduced and abbreviations & symbols are discussed. Orientation to the understanding of the application of medical terminology in medical charts and physical therapy documentation is covered giving the student in-depth application and knowledge of medical terminology.				



Agenda Item #: VI.F.  
Date: February 13, 2020

**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 1.04 Membership of the Board

The attached exhibits show the proposed changes.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees review Policy 1.04 Membership of the Board. We will request action to be taken at the March Board Meeting.



- A. Election of Members: The Board shall consist of six members to be nominated and elected in conformity with the state laws and regulations applicable thereto. Usually this is accomplished by the qualified voters of the district at the general school election in November of each odd numbered year. Their term of office shall begin on the second Monday in January following their election. 71-1401 et seq.
- B. Officers: At the regular meeting on or after the second Monday in January ~~July~~ of each year (K.S.A. 72-1133 and K.S.A. 72-1138), the Board elects for one year a chairperson and vice-chairperson from its members. The first item on the agenda for the ~~July~~ regular meeting on or after the second Monday in January will be election of officers. The chairperson from the previous ~~fiscal~~ calendar year (or other presiding officer) will conduct the election of a chairperson for the current ~~fiscal~~ calendar year. The newly elected chairperson will assume the office at once and preside over the remainder of the board meeting. A member of the board will not be eligible to serve as chairperson for more than two successive terms. The Board also elects a secretary-clerk for a term of one year and another person, who cannot be a member of the Board, to serve as treasurer. The Board also employs and retains legal counsel.
- C. Vacancies: Vacancies in the Board of Trustees shall be filled by the Board by appointment as stated in 71-201(15).
- D. Power to Appoint other Officers and Agents: The Board of Trustees shall have power to appoint such other officers and agents as the Board may deem necessary for transaction of the business of the Board.
- E. Authority of Members: No member of the Board of Trustees shall have power to act in the name of the Board of Trustees outside regular or special Board meetings unless so directed by the Board of Trustees.
- F. Executive Functions: Board policies are executed under the direction of the President.

Revised: 3/12/98

Revised: 3/8/18

Revised: 5/2/19





Agenda Item #: VI.G.

Date: February 13, 2020

**SUBJECT**

Faculty Resignation

**REASON FOR CONSIDERATION BY THE BOARD**

Article III under Retained Rights of the Board states that the Board shall hire Professional Employees.

**BACKGROUND**

Jack Burke, Computer Science Faculty, has submitted his letter of retirement effective at the end of his current contract.

**PRESIDENT'S RECOMMENDATION**

The Board of Trustees authorize the administration to begin a search for replacement for Jack Burke, Computer Science Faculty.



Agenda Item #: VI.H.

Date: February 13, 2020

**SUBJECT**

Professional Staff Resignation

**REASON FOR CONSIDERATION BY THE BOARD**

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

**BACKGROUND**

Keisha Richenburg, Interim Director of Financial Aid, has submitted her letter of resignation effective February 21, 2020.

**PRESIDENT'S RECOMMENDATION**

The Board of Trustees approve the resignation of Keisha Richenburg, Interim Director of Financial Aid, effective February 21, 2020, release her from her contract and authorize the administration to search for a replacement.



**SUBJECT**

Professional Staff Employment Letter Confirmation

**REASON FOR CONSIDERATION BY THE BOARD**

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

**BACKGROUND**

Rhonda Baker has agreed to work temporarily and part-time until we can fill the counselor and director positions.

Tyra Jones has agreed to be the temporary Assistant Women's Basketball Coach.

**PRESIDENT'S RECOMMENDATION**

The Board of Trustees approve the Professional Staff Employment letter for Rhonda Baker, temporary part-time financial aid, at a monthly salary of \$1,400, from February 3, 2020 to June 30, 2020.

The Board of Trustees approve the Professional Staff Employment letter for Tyra Jones, temporary Assistant Women's Basketball Coach, at a monthly salary of \$1,950, from February 3, 2020 to May 4, 2020.



## Biography – Rhonda Baker

Rhonda Baker retired from LCC in 2019 as the Financial Aid Director. Rhonda earned an Associate of Arts Degree from Coffeyville Community College and a Bachelor's Degree in Business Management from Friends' University. She had worked in the LCC Financial Aid Department since 2010 and brought 11 years' experience, to LCC, working in Financial Aid at the community college level.

Rhonda has agreed to work temporarily and part time until we can fill the counselor and director positions.

# POSITION DESCRIPTION

## FINANCIAL AID COUNSELOR-TEMPORARY PART TIME

Reports to: Director of Financial Aid

Organizational Unit: Professional Staff

Pay Rate Range: Coordinator/Coach/Counselor. Exempt. Non benefit eligible

Revision Date: January 2020

### I. Basic Purpose of Position

To counsel students/parents about financial aid, complete/maintain financial aid files, assist in disbursement of loan/Pell funds to students, and cooperate with outside agencies. Works with PowerFAIDS support to customize software to fit LCC needs.

### II. Essential Job Functions

- A. Ability to counsel students and/or parents regarding federal aid programs and requirements
- B. Ability to calculate all awards, (Federal and Institutional), as well as COD reporting and disbursing funds to the Business Office
- C. Ability to complete SAP (Satisfactory Academic Progress) for all student receiving financial aid
- D. Ability to verify information reported on the FAFSA based on the regulations set by the Department of Education
- E. Ability to research federal regulations to ensure the financial aid office stays in compliance
- F. Ability to follow all LCC policy and procedures
- G. Ability to maintain regular and timely attendance
- H. Ability to perform other duties as assigned

### III. Consulting Tasks

- A. Maintain communication with Business Office, Registrar, and Admissions departments concerning those students receiving financial aid
- B. Communication with appropriate agencies

### IV. Required Knowledge, Skills and Personal Qualifications

- A. High degree of tact, judgment and ability to deal with and influence not only students and parents, but persons in all types of positions
- B. Knowledge of office equipment such as calculator and computer
- C. Proficiency with Microsoft Word

### V. Preferred Experience

- A. Knowledge of PowerFAIDS software
- B. Minimum 3 years' experience in a Financial Aid Office
- C. Working knowledge of Jenzabar software



**VI. Educational Background**

A. Minimum Bachelor degree

**VII. Working Conditions/Environment**

A. Usual office environment, no windows

B. Significant amount of computer usage



## **BIOGRAPHY**

### **Tyra Jones**

Ms. Tyra Jones will work temporarily as the Women's Assistant Basketball Coach.

Tyra came to Lapeere from Detroit, MI to attend LCC the spring of 2016 and graduated with an Associate in Arts degree May, 2017. While at Lapeere, Tyra was a 1st Team All-American and had her jersey hung in the Women's Basketball Hall of Fame for her accomplishments. She also was a 1st Team All-KJCCC Conference and 1st Team All-Region VI selection. Tyra went on to play two seasons at Emporia State University where she was an Honorable Mention All-American her senior season.

Upon leaving Emporia State, Tyra has spent the last year in Spain playing professionally for Kemegal Cortegada where she averaged a double-double and led her team in scoring & rebounds.

# POSITION DESCRIPTION

## **ASSISTANT WOMEN'S BASKETBALL COACH**

**Reports to: Head Woman's Basketball Coach**  
**Organizational Unit: Professional Staff – Exempt**  
**Salary range: Specialist**  
**Revision Date: August 2019**

### **I. Basic Purpose of Position**

Working 42 weeks a fiscal year, the Assistant Women's Basketball Coach is responsible for assisting with recruiting and implementing the women's basketball squad, creating a pleasant learning environment for the student athletes, and counseling student athletes in everyday crises on and off the floor.

### **II. Essential Job Functions**

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

### **III. Consulting Tasks**

- A. Consults with advisors on student athlete's class schedules
- B. Consults with faculty on student athlete's academic progress

- C. Consults with other college coaches to schedule events
- D. Interacts with Business Office and other college personnel

**IV. Supervises the Following Staff**

- A. Student trainers
- B. Volunteer assistant coaches

**V. Required Knowledge, Skills and Personal Qualifications**

- A. Knowledge of fundamentals of basketball
- B. Good organizational skills
- C. Good communication skills
- D. A valid driver's license is required

**VI. Preferred Experience**

Two years playing and or coaching experience

**VII. Educational Background**

Bachelor's Degree required

**VIII. Working Conditions/Environment**

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



Agenda Item: VI.J.  
Date: February 13, 2020

**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**

1/3/2020

**EXHIBIT 10**

Check Number	Vendor	Description	Account Number	Amount	Total
126524	Cardmember Service	Lilly Conference Reg- Tonya Bell	11-4200-630-013	\$475.00	
		DoubleTree, Tonya Bell, Lilly Conf	11-4200-630-013	\$198.53	
		AHA ELearning Course - Tarah Cockr	11-4200-630-035	\$34.00	
		BLS Instructor Package	11-4202-701-000	\$279.00	
		UNK Midwest Duals (Hotel)	11-5505-601-000	\$357.92	
		National Convention NFCA	11-5506-600-000	\$403.47	
		National Convention NFCA	11-5509-601-000	\$205.34	
		HLC Airfare-Mark Watkins	11-6101-601-000	\$250.60	
		DoubleTree, Mark Watkins, KACCT	11-6101-601-000	\$128.62	
		DoubleTree, Carl Hoskins, KACCT	11-6102-601-000	\$128.62	
		Turf	11-6201-659-000	\$1,527.00	
		Live Stream Annual Renewal	11-6401-701-000	\$499.00	
		Blue Iris Security Cameral License	11-6401-701-000	\$76.42	
		Rental Van	11-6502-720-000	\$1,068.33	
		Tires	11-6502-720-000	\$289.36	
		Tubing Roller	12-1219-700-000	\$1,328.72	
		Harbor Freight Electric Pipe Threader	12-1219-700-000	\$215.20	
		ARDMS License	12-1246-630-000	\$85.00	
		SDMS License	12-1246-630-000	\$160.00	
		Wyndham Hotel - EDGAR Fall Forum	12-1249-601-000	\$329.43	
		HOC-CMA Recert Fee	12-4204-701-000	\$45.26	
		Fred Pryor Seminar - Ross Harper	12-4204-709-000	\$99.00	\$8,183.82
126525	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$174.77	
		Cable - Cherokee Center	11-7103-701-000	\$97.85	\$272.62
126526	Evergy Kansas Central INC	Electricity - 1230 Main	11-7102-634-000	\$271.64	\$271.64

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

1/3/2020

Check Number	Vendor	Description	Account Number	Amount	Total
126527	Kansas Gas Service	Gas Service	11-7102-633-000	\$172.62	
		Gas Service - 1230 Main	11-7102-633-000	\$159.86	\$332.48
126528	Veritiv	Reissue Check - Envelopes	11-6503-705-000	\$349.65	\$349.65
126529	Westco Home Furnishings	Refrigerator - Event Center	11-7102-649-000	\$1,483.32	\$1,483.32
				<u>\$10,893.53</u>	
	11-General Fund			\$8,630.92	
	12-Postsecondary Technical Education Fund			\$2,262.61	
	16-Auxillary Ent Fund			\$0.00	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			<u>\$0.00</u>	
				<u>\$10,893.53</u>	

Checks approved for release prior to Board action

Mark Watkins  
President

Kearna Decker  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

**1/7/2020**

Check Number	Vendor	Description	Account Number	Amount	Total
126530	City of Parsons	Water Service	11-7102-632-000	\$2,785.21	
		Water Service - WTC	12-4204-632-000	\$136.05	
		Water Service	16-9482-632-000	\$244.65	\$3,165.91
126532	Kansas Gas Service	Gas Service	11-7102-633-000	\$561.63	
		Gas Service - WTC	12-4204-633-000	\$844.79	\$1,406.42
126533	Kansas Outdoor Advertising	January Advertising	11-6301-613-000	\$300.00	
		January Billboard Rental	11-6301-613-000	\$575.00	\$875.00
126534	SESAC	Music License Fee	11-1111-682-000	\$310.22	\$310.22
126535	Sparklight	Cable Service	11-7202-648-000	\$143.80	\$143.80
126536	Verizon Wireless	J Burzinski - Phone Charges	11-6401-701-000	\$249.32	
		Custodians - Phone Charges	11-7102-649-000	\$301.10	\$550.42
126537	Wal-Mart Community	Parade Items	11-6301-709-000	\$12.68	
		Parade Items	11-6301-709-000	\$137.64	
		Holiday Luncheon Decor	11-6505-701-000	\$5.78	
		Holiday Luncheon Decor	11-6505-701-000	\$62.29	
		Supplies	11-7103-701-000	\$73.38	
		Food	16-9684-743-000	\$162.16	
		Food	16-9684-743-000	\$33.63	
		Food	16-9684-743-000	\$157.52	
		Food	16-9684-743-000	\$68.97	
		Food	16-9684-743-000	\$79.91	
		Food	16-9684-743-000	\$7.72	
		Food	16-9684-743-000	\$105.17	
		Food	16-9684-743-000	\$93.31	
		Food	16-9684-743-000	\$24.48	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

1/7/2020

Check Number	Vendor	Description	Account Number	Amount	Total
126537	Wal-Mart Community	Food	16-9684-743-000	\$115.62	\$1,140.26
126538	Wex Bank	Gasoline	11-6502-720-000	\$91.40	\$91.40
126539	Wal-Mart Community	Parade Items	11-6301-709-000	\$12.68	
		Parade Items	11-6301-709-000	\$137.64	
		Holiday Luncheon Decorations	11-6505-701-000	\$5.78	
		Holiday Luncheon Decoration	11-6505-701-000	\$62.29	
		Supplies	11-7103-701-000	\$73.38	
		Food	16-9684-743-000	\$68.97	
		Food	16-9684-743-000	\$79.91	
		Food	16-9684-743-000	\$7.72	
		Food	16-9684-743-000	\$105.17	
		Food	16-9684-743-000	\$162.16	
		Food	16-9684-743-000	\$33.63	
		Food	16-9684-743-000	\$157.52	
		Food	16-9684-743-000	\$93.31	
		Food	16-9684-743-000	\$24.48	
		Food	16-9684-743-000	\$115.62	\$1,140.26
				\$8,823.69	

11-General Fund	\$5,901.22
12-Postsecondary Technical Education Fund	\$980.84
16-Auxillary Ent Fund	\$1,941.63
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	\$8,823.69

Checks approved for release prior to Board action

Mark Watkins  
President

Deann J. DeWitt  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

1/10/2020

Check Number	Vendor	Description	Account Number	Amount	Total
126540	A T and T	Phone Service - Cherokee Center	11-7103-631-000	\$450.72	
		Phone Service - WTC	12-4204-631-000	\$259.78	\$710.50
126541	A T and T	Internet	11-6401-631-000	\$2,875.97	\$2,875.97
126542	American United Life Ins Co Group Pr	Life Insurance Premiums	11-6501-590-001	\$367.98	\$367.98
126545	Delyna R Bohnenblust	Reimburse Meals - KCADNE Fall Fort	12-1208-601-000	\$42.91	
		Reimburse Meals - KSBN/KCADNE	12-1208-601-000	\$113.61	
		Reimburse Hotel - KSBN/KCADNE	12-1208-601-000	\$194.00	
		Reimburse Mileage - KSBN, KCADNE	12-1208-602-000	\$381.06	\$731.58
126546	Linda G Brown	Reimburse Airfare - Digital Seminar	12-1246-630-000	\$254.40	\$254.40
126548	Alexander J Coplon	Reimburse Mileage - Recruiting	11-5502-603-000	\$131.08	\$131.08
126550	DESCO Consulting, LLC	Grant Writing	11-4201-661-000	\$1,500.00	\$1,500.00
126551	Division of Radiologic Science	Reg for Digital Seminar-Gale Brown	12-1246-630-000	\$700.00	\$700.00
126552	Evergy Kansas Central INC	Electricity	11-7102-634-000	\$14,132.43	
		Electricity - WTC	12-4204-634-000	\$602.77	
		Electricity	16-9482-634-000	\$854.49	\$15,589.69
126554	Forbes-Hoffman Funeral Home	Reissue Memorial - Gene Nance	11-6102-709-000	\$50.00	\$50.00
126555	Brittany Haley	Reimburse Book for CEUs	11-5507-601-000	\$52.00	
		Reimburse Evidence-Based Practice	11-5507-601-000	\$58.00	
		Reimburse Musculoskeletal CEUs	11-5507-601-000	\$133.00	
		Reimburse Nutrient Timing CEUs	11-5507-601-000	\$29.00	
		Reimburse Ice Purchase	11-5507-701-000	\$8.08	\$280.08
126556	Kansas Department of Health and EnvKS	Registration Equip Annual Fee	12-1210-646-000	\$300.00	\$300.00
126557	Kansas Department of Revenue	Bookstore Sales Tax/Dec	16-0000-216-001	\$60.22	
		Food Service Sales Tax/Dec	16-0000-216-002	\$204.44	\$264.66
126561	Haley Renee Miller	Reimburse Mileage - Recruiting	11-5504-603-000	\$151.96	\$151.96

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
126562	Tracie D Moon	Reimburse Ultimate Suite 2018 for Ex	11-6401-701-000	\$39.50	\$39.50
126564	Ozark Imaging Sales & Services, Inc	Student Tigerview Software Lab Rene	12-1210-700-000	\$1,100.00	\$1,100.00
126567	Mitchell A Rolls	Reimburse Mileage Tulsa Airport Brea	11-5503-601-000	\$130.50	\$130.50
126568	Rural Water District #5	Utility Water, Cherokee	11-7103-632-000	\$69.90	\$69.90
126571	Touchtone Communications	Long Distance	11-6501-631-000	\$76.80	
		Long Distance - Cherokee Center	11-7103-631-000	\$18.85	\$95.65
126572	W C A Waste Corporation	Trash Removal, Cherokee	11-7103-649-000	\$140.44	\$140.44
				<u>\$25,483.89</u>	
	11-General Fund			\$20,416.21	
	12-Postsecondary Technical Education Fund			\$3,948.53	
	16-Auxillary Ent Fund			\$1,119.15	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$25,483.89</u>	

Checks approved for release prior to Board action

*Mark Watkins*  
\_\_\_\_\_  
President

*Deanna Doherty*  
\_\_\_\_\_  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

1/17/2020

Check Number	Vendor	Description	Account Number	Amount	Total
126577	A T and T	Phone Service	11-6501-631-000	\$2,873.30	
		Phone Service - WTC	11-6501-631-000	\$75.29	\$2,948.59
126578	Accident Fund	Workman's Comp	11-6501-590-001	\$3,076.80	\$3,076.80
126579	Amazon.com LLC	TX Instruments TI-83 Plus Graph. Cal	11-4203-701-000	\$447.50	
		Microwave, Event Center	11-7102-649-000	\$99.99	\$547.49
126581	B P	Gasoline	11-6502-720-000	\$176.27	\$176.27
126582	Commerce Bank	Rental Cars	11-5508-603-000	\$532.00	
		Rental Car	11-6502-720-000	\$600.00	
		Rental Van, WBB	11-6502-720-000	\$609.30	\$1,741.30
126584	Evergy Kansas Central INC	Electricity - Cherokee Center	11-7103-634-000	\$1,033.10	\$1,033.10
126585	FedEx Express	Package Shipping	11-5303-701-000	\$17.20	\$17.20
126587	Brittany Haley	Reimburse WBB Ankle Support	11-5507-701-000	\$75.98	\$75.98
126588	Ross Harper	Reimburse Mileage - Sam's Joplin	12-4204-601-000	\$80.50	
		Reimburse Supplies - Pie Making Cla	12-4204-709-000	\$306.39	\$386.89
126591	Theresa M Hundley	Reimburse Hotel - KCCLI	11-5201-601-000	\$88.56	
		Reimburse Meals - KCCLI	11-5201-601-000	\$26.00	
		Reimburse Mileage - KCCLI	11-5201-601-000	\$186.30	\$300.86
126593	Kansas Department of Health and Env	Kansas Registration of Radiation Devi	12-1215-700-000	\$350.00	\$350.00
126595	Kansas Gas Service	Gas Service	11-7102-633-000	\$1,103.45	
		Gas Service - Cherokee Center	11-7103-633-000	\$166.70	
		Gas Service	16-9482-633-000	\$165.09	\$1,435.24
126600	Trent Steven McGown	Reimburse KS PTA License Renewal	12-1213-681-000	\$73.80	\$73.80
126602	Ozarks Coca-Cola/Dr Pepper Bottling	Pop for Fountain Machine	16-9684-743-000	\$776.08	\$776.08
126604	Robert E Perez	Reimburse ASA Annual Membership	11-4200-630-034	\$257.00	\$257.00
126607	Lee Reilford	Stipend Diversity Training	11-5701-690-000	\$150.00	\$150.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	1/17/2020	Account Number	Amount	Total
126608	Mitchell A Rolls	Reimburse Mileage - Tulsa Airport (4)		11-5503-603-000	\$522.00	
126610	The Villas at LCC, LLC	Reimburse Mileage - Tulsa Airport (2)		11-5503-603-000	\$258.75	\$780.75
		Housing/		11-0000-201-001	\$1,980.00	\$1,980.00
					<u>\$16,107.35</u>	
	11-General Fund		\$14,355.49			
	12-Postsecondary Technical Education Fund		\$810.69			
	16-Auxillary Ent Fund		\$941.17			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$16,107.35</u>			

Checks approved for release prior to Board action

Mark Watkins  
President

Deanna DeBerry  
Vice President of Finance & Operations



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

1/24/2020

Check Number	Vendor	Description	Account Number	Amount	Total
126612	A T and T	Internet	11-6401-631-000	\$1,568.40	\$1,568.40
126614	Arkansas Student Affairs Association	Conf Registration - Karlee Henson	11-5302-601-000	\$30.00	
		Conf Registration - Brandi Irish	12-1204-601-000	\$30.00	\$60.00
126616	Cardmember Service	NJCAA Midwest Duals (Hotels)	11-5505-601-000	\$383.50	
		Best Western, Men's BB, Cancelled	11-5508-601-000	\$719.04	
		Registration for Training-Janice Every	11-6201-601-000	\$198.00	
		FY19 Audit Filing Fee	11-6201-701-000	\$100.00	
		SARA Annual Membership Fee	11-6501-681-000	\$2,000.00	
		OnStar for LCC Vehicles	11-6502-720-000	\$131.10	
		HOC CMA Fees	12-4204-701-000	\$45.26	\$3,576.90
126618	Constellation Newenergy - Gas	DivisionGas Service	11-7102-633-000	\$1,399.08	
		Gas Service	16-9482-633-000	\$165.54	\$1,564.62
126619	Alexander J Coplon	Baseball Travel - 2/24/20	11-5502-601-000	\$450.00	\$450.00
126620	Alexander J Coplon	Baseball Travel - 2/22/20	11-5502-601-000	\$450.00	\$450.00
126621	Alexander J Coplon	Baseball Travel - 2/1/20	11-5502-601-000	\$450.00	\$450.00
126624	Higher Education Publications Inc	Higher Education Publication	11-6101-702-000	\$75.00	\$75.00
126625	Joe Smith Company, Inc	Concessions - Snacks	16-9381-742-000	\$139.40	\$139.40
126626	Kansas Department of Health and Env	Wastewater Permit	11-7103-649-000	\$185.00	\$185.00
126627	Jennifer Lynn Katzer	Reimburse Mileage - Main Campus	11-7103-602-000	\$35.54	\$35.54
126628	Deardin Gracen Kelley	Reimburse Meals - Recruiting	11-5504-603-000	\$43.27	\$43.27
126629	Kettering National Seminars	Kettering Seminar - Kara Good	12-1211-696-000	\$1,950.00	\$1,950.00
126630	KJCCC	Baseball Umpires Spring 2020	11-5502-680-000	\$9,728.00	
		Umpires for Home SB Games	11-5509-680-000	\$3,936.00	\$13,664.00
126632	Haley Renee Miller	Reimburse Mileage - Recruiting	11-5504-603-000	\$170.20	\$170.20
126634	Parsons Chamber of Commerce	SE KS Lunch and Learn	11-4202-601-000	\$10.00	\$10.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

1/24/2020

Check Number	Vendor	Description	Account Number	Amount	Total
126635	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$515.58	\$515.58
126636	Ryan S. Phillips	Softball Travel - 2/27/20	11-5509-601-000	\$350.00	\$350.00
126637	Ryan S. Phillips	Softball Travel - 2/22/20	11-5509-601-000	\$546.32	\$546.32
126638	Ryan S. Phillips	Softball Travel - 2/21/20	11-5509-601-000	\$500.00	\$500.00
126639	Ryan S. Phillips	Softball Travel - 2/16/20	11-5509-601-000	\$400.00	\$400.00
126640	Ryan S. Phillips	Softball Travel - 2/13/20	11-5509-601-000	\$350.00	\$350.00
126641	Pittsburg State University	Honorarium - Hendershot Gallery Exh	11-1101-702-000	\$150.00	\$150.00
126642	Mitchell A Rolls	Women's Basketball Travel - 2/22/20	11-5503-601-000	\$300.00	\$300.00
126643	Mitchell A Rolls	Women's Basketball Travel - 2/12/20	11-5503-601-000	\$400.00	\$400.00
126644	Mitchell A Rolls	Women's Basketball Travel - 2/8/20	11-5503-601-000	\$400.00	\$400.00
126645	Mitchell A Rolls	Women's Basketball Travel - 2/1/20	11-5503-601-000	\$300.00	\$300.00
126646	Barry Seal	Reimburse Mileage - Main Campus	11-7103-602-000	\$38.12	\$38.12
126647	Jerrold W Stanford	Men's Basketball Travel - 2/22/20	11-5508-601-000	\$272.00	\$272.00
126648	Jerrold W Stanford	Men's Basketball Travel - 2/12/20	11-5508-601-000	\$272.00	\$272.00
126649	Jerrold W Stanford	Men's Basketball Travel - 2/8/20	11-5508-601-000	\$272.00	\$272.00
126650	Jerrold W Stanford	Men's Basketball Travel - 2/1/20	11-5508-601-000	\$272.00	\$272.00
126651	Triple S Pumping/Jeffrey Spielbusch	Grease Trap Service	11-7202-648-000	\$370.00	\$370.00
126653	Veritiv	Credit on Overpayment	11-6503-705-000	(\$349.65)	
126654	Wal-Mart Community	Paper Order	11-6503-705-000	\$3,333.77	\$2,984.12
		Inservice Supplies	11-4201-627-001	\$131.21	
		Inservice Coffee Bar Supplies	11-6401-701-000	\$37.61	
		Folders	12-4204-701-000	\$11.64	
		Supplies	16-9684-701-000	\$43.73	
		Pop	16-9684-743-000	\$21.92	
		Food	16-9684-743-000	\$65.04	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

1/24/2020

Check Number	Vendor	Description	Account Number	Amount	Total
126654	Wal-Mart Community	Food	16-9684-743-000	\$142.24	\$453.39
126655	Wex Bank	Gasoline	11-6502-720-000	\$49.00	\$49.00
126656	American Heritage Life Insurance Com	Cancer Premiums	11-0000-273-000	\$80.59	\$80.59
126657	American United Life Ins Co Group	PreTerm Life Insurance Premiums	11-6501-590-001	\$397.88	\$397.88
126658	Bay Bridge Administrators, LLC	f/b/o SEMPLOYEE 403(b) Contributions	11-0000-258-000	\$12,348.00	
		Cancer Premiums	11-0000-273-000	\$363.86	
		Disability Premiums	11-0000-275-000	\$470.10	
		Term Life Insurance Premiums	11-0000-276-000	\$814.45	
		Medical Reimb/Child Care	11-0000-277-000	\$2,157.32	
		ER 403(b) Matching	11-6501-590-001	\$7,050.00	\$23,203.73
126659	L C C Faculty Association	Faculty Dues	11-0000-264-000	\$1,032.22	\$1,032.22
126660	L C C Foundation	EE Contributions	11-0000-268-000	\$630.00	\$630.00
126661	W.H. Griffin Trustee	Garnishment	11-0000-270-000	\$369.00	\$369.00
				<u>\$59,300.28</u>	

11-General Fund	\$56,685.51
12-Postsecondary Technical Education Fund	\$2,036.90
16-Auxillary Ent Fund	\$577.87
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$59,300.28</u>

Checks approved for release prior to Board action

Mark Watkins  
President

Kearna Doherty  
Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	Account Number	Amount	Total
126663	A T and T	Phone Service - Cherokee Center	11-7103-631-000	\$449.56	
		Phone Service - WTC	12-4204-631-000	\$257.68	\$707.24
126665	Delyna R Bohnenblust	Reimburse ACEN Evaluation Panel Tr	12-1208-601-000	\$70.00	
126666	Jody Burzinski	Reimburse KS Org of Nurse Leaders	12-1208-670-000	\$60.00	\$130.00
126667	Coleen Carter	Reimburse Mileage - Cherokee Cente	11-6403-602-000	\$78.20	\$78.20
		Reimburse Mileage - Cherokee Cente	11-6401-601-000	\$35.65	
126670	Cox Communications	Reimburse Mileage - Cherokee Cente	11-6401-601-000	\$35.65	\$71.30
		Internet - Cherokee Center	11-6401-631-000	\$175.08	
		Cable - Cherokee Center	11-7103-701-000	\$104.21	\$279.29
126671	Evergy Kansas Central INC	Electricity - 1230 Main	11-7102-634-000	\$278.16	\$278.16
126672	Ross Harper	Reimburse Mileage - Meetings (2)	12-4204-601-000	\$86.83	
		Supplies	12-4204-701-000	\$10.93	\$97.76
126673	Jason Hinson	Reimburse Mileage - Recruiting	11-5508-603-000	\$224.25	\$224.25
126674	Kansas Gas Service	Gas Service - 1230 Main	11-7102-633-000	\$202.06	
		Gas Service - 1306 Main	11-7102-633-000	\$239.22	\$441.28
126679	Jerrold W Stanford	Reimburse Mileage - Recruiting	11-5508-603-000	\$132.25	\$132.25
126680	Veritiv	Copy Paper	11-6503-705-000	\$76.15	\$76.15
126681	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$249.24	
		Custodian Phone Charges	11-7102-649-000	\$300.02	\$549.26
126682	Jeffrey Michael Vesta	Wrestling Travel - 2/22/20	11-5505-601-000	\$1,200.00	\$1,200.00
126683	Jeffrey Michael Vesta	Wrestling Travel - 2/8/20	11-5505-601-000	\$1,200.00	\$1,200.00
126684	W C A Waste Corporation	Waste Removal, Cherokee	11-7103-649-000	\$140.44	\$140.44

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	1/30/2020	Account Number	Amount	Total
126685	Scotty M Zollars	Reimburse Mileage - SEKLS Board M 11-4101-602-000			\$71.30	\$71.30
	11-General Fund		\$5,191.44			
	12-Postsecondary Technical Education Fund		\$485.44			
	16-Auxillary Ent Fund		\$0.00			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			\$5,676.88			
					\$5,676.88	

Checks approved for release prior to Board action

Mark Watkins  
President

Learned Doherty  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
126686	Ace Hardware, Inc.	Fiberglass Measure Tape	11-5502-701-000	\$24.99	
		Materials for Indoor SB Cage	11-5509-701-000	\$30.30	
		Groundskeeping Supplies	11-7102-649-000	\$43.56	
		Maintenance Supplies	11-7102-649-000	\$20.98	
		Groundskeeping Supplies	11-7102-649-000	\$21.06	
		Maintenance Supplies	11-7102-649-000	\$4.58	
		Maintenance Supplies	11-7102-649-000	\$94.64	
		Returned Spreader	11-7102-649-000	(\$2.00)	
		Groundskeeping Supplies	11-7102-649-000	\$9.58	
		Fasteners	11-7102-649-000	\$6.85	
		Facilities Supplies	11-7102-649-000	\$12.58	
		Groundskeeping Supplies	11-7102-649-000	\$19.98	
		Maintenance Supplies	11-7102-649-000	\$38.44	
		Maintenance Supplies	11-7102-649-000	\$20.17	
		Super Glue and Fasteners	11-7102-649-000	\$11.77	
		Custodial Supplies	11-7102-702-000	\$131.94	
		Floor Finish and Mop Bucket	11-7102-702-000	\$25.98	
		Floor Finish and Mophead	11-7102-702-000	\$75.96	
		IT Supplies	11-7103-649-000	\$102.83	
		Supplies	16-9684-701-000	\$16.58	
		Supplies	16-9684-701-000	\$20.17	
		Supplies - Event Center	64-7100-649-002	\$140.53	\$871.47
126687	American Electric Company	Light Bulbs	11-7102-649-000	\$192.00	\$192.00
126688	American Historical Association	AHA Membership - Tim Miller	11-4200-630-016	\$131.00	\$131.00
126689	American Media Investments	December Advertising	11-6301-613-000	\$1,431.00	\$1,431.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

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Check Number	Vendor	Description	Account Number	Amount	Total
126690	Assessment Technologies Institute, LL0521	Coursework_ATI	12-1208-661-000	\$7,395.00	
		0520 ATI Coursework	12-1208-661-000	\$8,047.50	\$15,442.50
126691	B and H Photo Video	Hikvision WMP-PV Wall Mount	11-7102-649-000	\$153.88	
		Hikvision PanoVu Series, Corner Mou	11-7102-649-000	\$2,039.90	\$2,193.78
126692	Blick Art Materials	Art Supplies	11-1101-700-000	\$181.28	
		Art Supplies	11-1101-700-000	\$1,417.21	\$1,598.49
126693	Boyd Metals of Joplin	Steel for Welding	12-1219-700-000	\$336.00	
		Steel for Welding	12-1219-700-000	\$764.00	\$1,100.00
126694	Mike Brotherton	Reviewing HLC Assurance Argument	11-6101-702-000	\$500.00	\$500.00
126695	Burkhart Dental Supply	Credit for Tax	12-1215-700-000	(\$493.92)	
		Intraoral Digital Sensor	12-1215-700-000	\$5,833.55	\$5,339.63
126696	C D W Government Inc	APC Backup UPS 550	11-6401-701-000	\$116.34	
		APC Backup UPS 550	11-6401-701-000	\$58.17	\$174.51
126697	C. D. L. Electric Co., INC	Parking Lot Light Repairs	11-7102-649-000	\$4,200.00	\$4,200.00
126698	Carolina Biological Supply Company	Supplies	11-1102-700-000	\$20.00	
		BactiCinerators	11-1102-850-000	\$720.91	
		A & P Supplies	11-1103-700-000	\$1,024.93	
		A & P Equipment	11-1103-850-000	\$68.60	\$1,834.44
126699	Central Restaurant Products	Coffee Dispenser	16-9482-701-000	\$179.06	
		Platform Cart	16-9482-701-000	\$177.71	\$356.77
126700	City of Parsons	Security 1/16/20 Game/Steven Shield	11-5506-576-000	\$56.26	
		Security 12/14 Game/Torry Busby	11-5506-576-000	\$70.33	
		Security 12/10 Game/Torry Busby	11-5506-576-000	\$56.26	\$182.85
126701	Continental Research Corporation	Groundskeeping Supplies	11-7102-649-000	\$588.96	\$588.96
126702	Copy Products Inc	Copy Usage for Cherokee Center	11-7103-701-000	\$76.58	\$76.58

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	1/31/2020		Amount	Total
			Account Number	Account Number		
126703	Crow Burlingame Co	Paint and Paint Supplies	12-1219-700-000		\$286.87	\$286.87
126704	Daves Communications Services	Event Center Phone Installations	64-7100-649-002		\$399.00	\$399.00
126705	DESCO Consulting, LLC	Grant Writing	11-4201-661-000		\$1,500.00	\$1,500.00
126706	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000		\$28.21	\$28.21
126707	Dringenberg LLC	Draft Blower	11-7102-649-000		\$211.25	\$211.25
126708	FAB Creative Services, LLC	Magazine Subscription Renewal	11-4101-704-001		\$23.00	\$23.00
126709	Fastenal Company	Fastenal Zip Ties (100 pk)	11-5502-701-000		\$54.26	\$54.26
		Credit on Return	11-7102-649-000		(\$304.68)	
		Cabinet	11-7102-649-000		\$789.66	
		Welding Supplies	12-1219-700-000		\$33.51	
		Welding Supplies	12-1219-700-000		\$78.36	\$651.11
126710	Finn Scientific Inc	Chemistry Supplies	11-1106-700-000		\$305.43	\$305.43
126711	Four State Maintenance SupplyInc	Urinal Mats	11-7102-702-000		\$153.03	
		Toilet Bowl Cleaner	11-7103-702-000		\$187.50	\$340.53
126712	Gaumard Scientific Company	Noelle L&D Simulator/Newborn Troy A	11-6404-850-001		\$14,170.00	
		Noelle L&D Simulator/Newborn Troy	11-6404-850-002		\$7,085.00	
		Noelle L&D Simulator/Newborn Troy A	12-1208-700-001		\$3,897.00	
		Noelle L&D Simulator/Newborn Troy	12-1246-850-004		\$22,000.00	\$47,152.00
126713	Graves Menu Maker Foods	Supplies	16-9684-701-000		\$102.69	
		Supplies	16-9684-701-000		\$235.09	
		Supplies	16-9684-701-000		\$294.00	
		Supplies	16-9684-701-000		\$270.75	
		Food	16-9684-743-000		\$404.39	
		Food	16-9684-743-000		\$263.94	
		Food	16-9684-743-000		\$54.84	



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

1/31/2020

Check Number	Vendor	Description	Account Number	Amount	Total
126713	Graves Menu Maker Foods	Food	16-9684-743-000	\$738.99	
		Credit on Food	16-9684-743-000	(\$36.28)	
		Food	16-9684-743-000	\$955.29	
		Food	16-9684-743-000	\$1,109.91	\$4,393.61
126714	Herff Jones Inc.	Degree Diplomas	11-5303-706-001	\$113.70	\$113.70
126715	Herring Bank	ID Card Supplies	11-6401-701-000	\$463.80	\$463.80
126716	Hillyard/Springfield	Custodial Supplies	11-7102-702-000	\$1,440.14	
		Trash Bags	11-7103-702-000	\$225.35	\$1,665.49
126717	Hubert Company, LLC	Food Cart	16-9482-701-000	\$1,146.93	\$1,146.93
126718	Independence Daily Reporter	Position Announcement	11-6504-613-000	\$128.60	\$128.60
126719	Jarred, Gilmore & Phillips, PA	FY19 Audit	11-6201-663-000	\$3,500.00	\$3,500.00
126720	Jock's Nitch/Parsons	Credit on Team Sales	11-5504-701-000	(\$1,200.00)	
		Volleyball Shorts, Hoodies & Pants	11-5504-701-000	\$2,181.77	
		Volleyball Shirts	11-5504-701-000	\$2,432.08	
		Volleyball Supplies	11-5504-701-000	\$679.78	
		Team Gear	11-5505-701-000	\$2,523.00	
		Team Gear	11-5505-701-000	\$525.00	
		Team Gear	11-5505-701-000	\$629.64	
		Team Gear	11-5505-701-000	\$812.20	
		Team Gear	11-5505-701-000	\$140.42	
		Jackets & Pants	11-5508-701-000	\$1,538.33	
		Stadium Backpacks	11-5508-701-000	\$636.17	
		Alphabounce Shoe	11-5508-701-000	\$115.22	
		Men's BB Shoes	11-5508-701-000	\$215.98	
		Safari Hat	11-5508-701-000	\$12.00	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	1/31/2020		Description	Account Number	Amount	Total
126720	Jock's Nitch/Parsons			Logo Added to Jacket	11-5508-701-000	\$102.00	
				Men's BB Shoes	11-5508-701-000	\$1,283.64	
				Jocks Nitch 5501	11-5508-701-000	\$48.75	\$12,675.98
126721	Joplin Supply Company, Inc.			Facilities Supplies	11-7102-649-000	\$145.92	\$145.92
126722	K L K C			December Advertising	11-6301-613-000	\$200.00	
				December Advertising	11-6301-613-000	\$400.00	\$600.00
126723	K S Y N-FM			December Advertising	11-6301-613-000	\$1,050.00	\$1,050.00
126724	KONE Inc			Maintenance Agreement	11-7202-648-000	\$457.52	
				Maintenance Agreement	11-7202-648-000	\$147.70	\$605.22
126725	Labette Avenue			Spring Classes Ad	11-6301-613-000	\$60.00	
				Holiday Concert Ad	11-6301-613-000	\$60.00	
				Spring Class Ad	11-6301-613-000	\$60.00	\$180.00
126726	Labette Health			Basic Life Support eCard	11-4202-701-000	\$54.00	\$54.00
126728	Laser Designs/PSHTC			Name Badge	11-6101-702-000	\$5.00	
				Retirement Plaque	11-6301-661-000	\$40.00	
				Name Badge	12-1211-700-000	\$10.00	
				Name Badge	12-4204-701-000	\$10.00	\$65.00
126729	League of Kansas Municipalities			Magazine Subscrip Renewal	11-4101-704-001	\$40.00	\$40.00
126730	Legal Eagle Eye Newsletter			Legal Eagle Eye Newsletter	12-1208-670-000	\$120.00	\$120.00
126731	Locke Supply Co			Recovery Cylinders	11-7102-649-000	\$219.97	
				Recovery Cylinders	11-7102-649-000	\$219.97	\$439.94
126732	Mall Deli			Food for Nitrous Training Day	12-1215-700-000	\$57.50	\$57.50
126733	MBS Direct, LLC			Employee Books	11-6501-590-001	\$946.99	
				FA Books	16-0000-131-002	\$17,484.55	
				FA Books	16-0000-131-002	\$17,541.67	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

1/31/2020

Check Number	Vendor	Description	Account Number	Amount	Total
126733	MBS Direct, LLC	FA Books	16-0000-131-002	\$2,706.48	
		FA Books	16-0000-131-002	\$2,040.94	
		FA Books	16-0000-131-002	\$6,280.62	
		FA Books	16-0000-131-002	\$6,592.02	
		FA Books	16-0000-131-002	\$9,214.72	\$62,807.99
126734	McCarty's Office Machines Inc	Smead Hanging Folders	11-6201-701-000	\$341.82	
		Date Stamp Update	11-6503-648-000	\$33.00	
		Office Supplies	11-6503-701-000	\$131.20	
		Office Supplies	11-6503-701-000	\$614.81	
		Office Chair	11-7102-649-000	\$275.00	
		Simulation Rx Notebooks/Binders	12-1208-700-001	\$867.30	
		Copy Usage - Welding	12-1219-700-000	\$3.71	
		Copy Usage - WTC	12-1219-700-000	\$4.76	
		Supplies	16-9684-701-000	\$22.89	\$2,294.49
126735	Mytown Media, Inc	December Advertising	11-6301-613-000	\$300.00	\$300.00
126736	Napa Auto Parts	Groundskeeping Supplies	11-7102-649-000	\$25.94	
		Groundskeeping Supplies	11-7102-649-000	\$63.14	
		Groundskeeping Supplies	11-7102-649-000	\$32.27	\$121.35
126737	National CineMedia, LLC	Dec/Jan Advertising	11-6301-613-000	\$520.00	\$520.00
126738	Nexstar Broadcasting, Inc	December Advertising/FourStates	11-6301-613-000	\$350.00	
		December Advertising/FourStates	11-6301-613-000	\$184.00	
		December Advertising/KSNF	11-6301-613-000	\$20.00	
		December Advertising/KODE	11-6301-613-000	\$980.00	
		December Advertising/FourStates	11-6301-613-000	\$500.00	
		December Advertising/FourStates	11-6301-613-000	\$500.00	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	1/31/2020		Description	Account Number	Amount	Total
126738	Nexstar Broadcasting, Inc			December Advertising/KSNF	11-6301-613-000	\$770.00	\$3,304.00
126739	Nutter Electric, LLC			Electrical Work, Cherokee	11-7103-649-000	\$713.06	\$713.06
126740	O'Reilly Automotive Stores, Inc			Door Handle, RV24	11-6502-720-000	\$98.99	
				Door Handle, PK2	11-6502-720-000	\$8.49	\$107.48
126741	Overhead Door Co. of Springfield, Inc.			Door Maintenance and Repair	11-7102-649-000	\$1,385.70	\$1,385.70
126742	Overhead Door of Wichita			Door Maintenance, Event Center	11-7102-671-000	\$399.71	\$399.71
126743	P1 Group Inc			Maintenance Agreement	11-7103-649-000	\$500.00	
				Maintenance Agreement	11-7202-648-000	\$4,907.00	\$5,407.00
126744	Par Forms Corporation			Envelopes, Financial Aid	11-6503-705-000	\$138.00	\$138.00
126745	Parsons Chamber of Commerce			Chamber Banquet Table	11-6301-709-000	\$500.00	\$500.00
126746	Parsons High School Business Office			Sponsorship Banner	11-6301-613-000	\$100.00	\$100.00
126747	Parsons Sun			Holiday Wrap Ad	11-6301-613-000	\$56.75	
				Position Announcement	11-6504-613-000	\$79.45	\$136.20
126748	Patterson Dental Supply, Inc			Dental Supplies	12-1215-700-000	\$260.94	\$260.94
126749	Pitney Bowes Inc.			Postage Machine Lease	11-6503-641-000	\$1,277.13	\$1,277.13
126750	Practicon, Inc			Storage System	12-1215-700-000	\$186.96	\$186.96
126751	Proforma			Microfiber Cloth	12-4204-701-000	\$221.00	\$221.00
126752	Promounds, Inc			Batting Cage Indoor	11-5506-701-000	\$2,795.00	\$2,795.00
126753	Quality Printing, Inc. (AP)			Business Cards	11-6301-661-000	\$41.00	\$41.00
126754	QueenB Television of Kansas/Missouri			December Advertising/KFJX-CW	11-6301-613-000	\$248.00	
				December Advertising/KOAM	11-6301-613-000	\$400.00	
				December Advertising/KFJX	11-6301-613-000	\$1,328.00	
				December Advertising/KOAM	11-6301-613-000	\$2,035.00	\$4,011.00
126755	Bruce A Rea			Pole Banners	11-6201-659-000	\$4,994.85	\$4,994.85
126756	Reserve Account			PBP #20352357 (Postage)	11-6503-611-000	\$2,500.00	\$2,500.00

**LABETTE COMMUNITY COLLEGE  
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Check Number	Vendor	Description	Account		Amount	Total
			1/31/2020	Number		
126757	Roy's Auto Service, LLC	Vehicle Maintenance, CA13	11-6502-720-000		\$42.35	\$42.35
126758	S E K Education Service Center	Greenbush Energy Services	11-7202-648-000		\$591.76	\$591.76
126759	S E K Human Resources Assoc	Membership & Dues - Janice Every	11-6504-601-001		\$40.00	\$40.00
126760	Sandbag Store LLC	Poly Sand bags, Heavy Duty 100 pk	11-5502-701-000		\$129.90	\$129.90
126761	Scantron Corporation	Scantron Repair	11-6403-850-000		\$928.87	\$928.87
126762	Sherwin-Williams Company	Paint and Supplies	11-7102-649-000		\$74.57	\$74.57
126763	Thompson Bros. Supplies, INC	Bottle Rental	12-1219-700-002		\$165.00	\$165.00
126764	ULine, Inc.	Velcro dots 7/8 white	11-1101-702-000		\$213.28	\$213.28
126765	UniFirst Corporation	Mats, Mops, Towels, Uniforms	11-7103-649-000		\$57.31	\$57.31
		Mats, Mops, Towels, Uniforms	11-7103-649-000		\$57.31	\$57.31
		Mats, Mops, Towels, Uniforms	11-7103-649-000		\$57.31	\$57.31
		Mats, Mops, Towels, Uniforms	11-7103-649-000		\$57.31	\$57.31
		Aprons, Mats, Mops, Cloths	11-7202-648-000		\$119.29	\$119.29
		Uniforms	11-7202-648-000		\$64.51	\$64.51
		Aprons, Mats, Mops, Cloths	11-7202-648-000		\$119.29	\$119.29
		Uniforms	11-7202-648-000		\$64.51	\$64.51
		Aprons, Mats, Mops, Cloths	11-7202-648-000		\$119.29	\$119.29
		Uniforms	11-7202-648-000		\$64.51	\$64.51
		Aprons, Mats, Mops, Cloths	16-9482-701-000		\$50.00	\$50.00
		Aprons, Mats, Mops, Cloths	16-9482-701-000		\$50.00	\$50.00
		Aprons, Mats, Mops, Cloths	16-9482-701-000		\$50.00	\$50.00
		Aprons, Mats, Mops, Cloths	16-9482-701-000		\$50.00	\$50.00
126766	Vance Lawn Care	Groundskeeping Cherokee	11-7103-649-000		\$1,050.00	\$1,164.44

**LABETTE COMMUNITY COLLEGE  
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Check Number	Vendor	Description	1/31/2020		Amount	Total
			Account Number	Account Number		
126766	Vance Lawn Care	Groundskeeping, Cherokee	11-7103-649-000		\$350.00	
126767	Mark Watkins	Groundskeeping, Cherokee	11-7103-649-000		\$350.00	\$1,750.00
		Reimburse Meals - KBOR	11-6101-601-000		\$45.07	
		Vehicle Expense	11-6501-590-001		\$900.00	\$945.07
126768	Kenneth R. Weaver	Two Piano Tunings	11-1111-648-000		\$260.00	\$260.00
126769	Wright International Student Services	Student Loaded & Removed from Dell	11-5201-613-000		\$695.00	\$695.00
					\$216,080.17	
		11-General Fund		\$97,437.65		
		12-Postsecondary Technical Education Fund		\$50,085.04		
		16-Auxillary Ent Fund		\$68,017.95		
		64--Deferred Maintenance		\$539.53		
		67-Capital Outlay		\$0.00		
				\$216,080.17		