

**LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

May 7, 2020

5:30 p.m.

Zoom Meeting

<https://us02web.zoom.us/j/89091657198>

Review Copy

EXHIBIT 1

Labette Community College
Board of Trustees Meeting Agenda
Thursday, May 7, 2020
5:30 p.m.
Join Zoom Meeting
<https://us02web.zoom.us/j/89091657198>

- I. Adoption of Agenda(Exhibit 1)
- II. Approval of April 9, 2020 Regular Meeting Minutes (Exhibit 2)
- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. Administrative Reports
 - i. Budget Assumptions for 2020-2021
 - C. President’s Report
- IV. Old Business (Action, Report, or Discussion)
 - A. Construction Management at Risk Selection
- V. New Business (Action, Report, or Discussion)
 - A. Professional Staff Employment Letter(Agenda Item V.A.)
(Exhibit 3)
 - B. Approval of Bills.....(Agenda Item V.B.)
(Exhibit 4)
- VI. Public Comment

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

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

EXHIBIT 1

VII. Next Regular Board Meeting: Thursday, June 11, 2020, 5:30 p.m., Conference Room, Student Success Center

VIII. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
Thursday, April 9, 2020

The Board of Trustees met at 5:30pm on Thursday, April 9, 2020 via Zoom.

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
Dr. Jason Sharp
Bethany Kendrick
Jody Burzinski
Sara Comer
Kevin Doherty

Janice Every
Theresa Hundley
Cathy Hyten
Kathy Johnston
Daneen Landis
Rebecca Roach
Elizabeth Robinson

Megan Fugate recorded the minutes.

Public Hearing-Construction Management at Risk

At 5:32pm Trustee Winchell opened the Public Hearing for the Construction Management at Risk. There were no comments from the public.

At 5:37pm Trustee Winchell closed the Public Hearing for the Construction Management at Risk.

Adoption of Agenda (ACTION ITEM)

Chair Winchell asked for changes or additions to the printed agenda. President Watkins had no changes. Mr. Landrum moved to approve the agenda as presented. Mr. Hoskins seconded. Roll call vote: Carl Hoskins: Yes; Mike Howerter: Yes; Rod Landrum: Yes; Pat McReynolds: Yes; Montie Taylor: Yes; David Winchell: Yes. Motion carried 6-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Winchell asked for corrections or additions to the March 5, 2020 regular meeting minutes, Mr. Howerter moved to approve the minutes as presented. Mr. Landrum seconded. Roll call vote: Carl Hoskins: Yes; Mike Howerter: Yes; Rod Landrum: Yes; Pat McReynolds: Yes; Montie Taylor: Yes; David Winchell: Yes. Motion carried 6-0.

Approval of Special Meeting Minutes (ACTION ITEM)

Chair Winchell asked for corrections or additions to the March 11, 2020 special meeting minutes, Mr. Hoskins moved to approve the minutes as presented. Mr. Landrum seconded. Roll call vote:

Carl Hoskins: Yes; Mike Howerter: Yes; Rod Landrum: Yes; Pat McReynolds: Yes; Montie Taylor: Yes; David Winchell: Yes. Motion carried 6-0.

Reports and/or Board Discussion

Faculty Senate Report

None

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

None

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Administrative Employment Contract

Mr. Hoskins moved to approve the Administrative Employment Contract for Dr. Jason Sharp, Vice-President of Academic Affairs, at a salary of \$90,000, beginning July 1, 2020. Mr. Landrum seconded. Roll call vote: Carl Hoskins: Yes; Mike Howerter: Yes; Rod Landrum: Yes; Pat McReynolds: Yes; Montie Taylor: Yes; David Winchell: Yes. Motion carried 6-0.

Mr. McReynolds moved to approve administration to begin a search for Dean of Instruction. Mr. Hoskins seconded. Roll call vote: Carl Hoskins: Yes; Mike Howerter: Yes; Rod Landrum: Yes; Pat McReynolds: Yes; Montie Taylor: Yes; David Winchell: Yes. Motion carried 6-0.

Board Policy Approval

Mr. Landrum moved to approve Policy 1.16 Emergency Executive Succession Plan. Mr. Taylor seconded. Roll call vote: Carl Hoskins: Yes; Mike Howerter: Yes; Rod Landrum: Yes; Pat McReynolds: Yes; Montie Taylor: Yes; David Winchell: Yes. Motion carried 6-0.

New Faculty Position

Mr. McReynolds moved to approve a new faculty position for Welding. Mr. Landrum seconded. After further discussion, Mr. McReynolds amended his motion to approve a new faculty position for Welding and authorize administration to begin a search for the position. Mr. Landrum seconded. Roll call vote: Carl Hoskins: Yes; Mike Howerter: No; Rod Landrum: Yes; Pat McReynolds: Yes; Montie Taylor: No; David Winchell: Yes. Motion carried 4-2.

Approval of Bills

Mr. Hoskins moved to approve the Claims Register. Mr. Landrum seconded. Roll call vote: Carl Hoskins: Yes; Mike Howerter: Yes; Rod Landrum: Yes; Pat McReynolds: Yes; Montie Taylor: Yes; David Winchell: Yes. Motion carried 6-0.

Public Comment

Sara Comer has been following the Cares Act through the Department of Education and asked what the College was planning to do to help the students.

Leanna Doherty stated that LCC is set to receive \$812,000 to be split between LCC and LCC Students. No decision has been made on how the money will be spent.

Next Board Meeting

Chair Winchell reminded everyone of the next regular meeting of the Board of Trustees is scheduled for Thursday, May 7, 2020 at 5:30pm via Zoom.

Adjournment

Mr. Landrum moved to adjourn the meeting at 6:22pm. Mr. Howerter seconded. Roll call vote: Carl Hoskins: Yes; Mike Howerter: Yes; Rod Landrum: Yes; Pat McReynolds: Yes; Montie Taylor: Yes; David Winchell: Yes. Motion carried 6-0.

Megan Fugate, Clerk of the Board

LABETTE COMMUNITY COLLEGE
Board of Trustees
May 7, 2020

Budget Assumptions

The budget timetable for 2020-2021 calls for a review and discussion of basic budget assumptions by the Board of Trustees. The following assumptions are presented to the Board for review, discussion and general support:

Revenue Issues: Revenue sources for Labette Community College can be broadly categorized into the areas of local revenues, state revenues, student tuition and other general or miscellaneous sources.

- 1.) The budget will be built on the assumption that our state revenue will likely decline due to COVID 19. Specific assumptions relative to the funding formula issues are as follows:
 - a.) With the decrease in state revenue we are currently planning for a 10% decrease in state operating grant funding.
 - b.) The SB155 Post-Secondary Training for Secondary Students is continuing. This seems to be the only area where we can anticipate additional funding if our enrollment increases.
 - c.) Enrollment for the year has declined compared to last year. It is unknown what effect COVID 19 will have on our enrollment. Historically in times of high unemployment we have seen an increase in enrollment.
- 2.) Student fees were increased \$4 per credit hour at the March meeting. Currently Labette's rate is below the average of the Kansas community colleges.
- 3.) In the past the Board of Trustees has been reluctant to increase property taxes.
 - a.) Total assessed valuation for Labette County is anticipated to be near the same level for next year. Although we do expect the assessed valuation to decline in future years due to the negative effects of COVID 19 on businesses.
 - b.) We are also anticipating an increase in the delinquency rate.
 - c.) We have been told tax revenue for oil and gas may be reduced by half or about \$64,000. This does not impact LCC as much as some

Kansas Community Colleges.

- d.) There will be no provisions passed that will require reversal of any property tax considerations from prior years.
- 4.) Grants and outside funding will be utilized to the extent possible.
- a.) There will be a \$2,278 decrease in the Carl Perkins grant for next year, from \$66,901 to \$64,623.
 - b.) We have received the official notice we are eligible to receive a total of \$812,240 from the Coronavirus Aid Relief & Economic Security (CARES) Act. Half of the funds are to be awarded to the students for expenses related to the disruption of campus operations due to the coronavirus. Eligible expenses under a student's cost of attendance include items such as food, housing, course materials, technology, health care and child care. These funds are being awarded to students through an application process. The other half of the CARES Act funding is for institutional expenses related to COVID 19.

Expenditure Issues: Expenditures are budgeted and carried out in a manner to ensure that total expenditures for any given fiscal year do not exceed the projected revenue for that period.

- 1.) Health Insurance will be increasing by 4.5%, \$73,274. Last year our health insurance increase was \$54,000.
- 2.) We anticipate athletic insurance and property insurance will increase, but do not have an estimate at this time.
- 3.) The final payment of \$121,000 will be made on the Cherokee Center in August.
- 4.) We will be starting the welding program at Baxter Springs High School and adding a new full-time welding instructors. This will expand our SB155 offerings.
- 5.) We are evaluating each open position to determine if we can delay hiring for the position.
- 6.) Numerous cuts have already been made to personnel and other expenditures in previous years making it difficult to find places to cut without impacting student learning.
- 7.) A general price increases in paper, supplies and other miscellaneous items are anticipated as well as utilities.

Closing: Budget recommendations will be developed by the application of the budget process including all work groups, administration, and the Board of Trustees budget workshop in June or July.

Agenda Item #: V.A.

Date: May 7, 2020

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

Megan Fugate has accepted the position of Director of Financial Aid. See exhibit 3 for more information.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the Professional Staff Employment letter for Megan Fugate, Director of Financial Aid, at an annual salary of \$40,000, beginning May 1, 2020, release her from her remaining contract and authorize administration to begin a search for Executive Assistant to the President and Clerk of the Board.

Biography – Megan Fugate

Ms. Megan Fugate has accepted the position of Director of Financial Aid beginning May 1, 2020. Ms. Fugate has worked at LCC for 16 years. She has served as the Executive Assistant to the President since 2007 and Clerk of the Board since 2012. Prior to those positions, Megan worked in the Public Relations/Foundation department since her hire. Prior to her joining LCC, she worked as an Office Administrator for Heartland Financial Group. She has also taught College Success Skills, Pre College Reading and Writing, and tutored. She also serves as the Executive Assistant to the Council on Accreditation for Two Year Colleges since 2011.

Ms Fugate has a Legal Administrative Assistant Certificate, an Associate Degree in Business Education from Labette Community College and a Bachelor's degree in Organizational Management and Leadership from Friend's University. Her years of experience at LCC will be an asset in her new role.

DESCRIPTION

DIRECTOR OF FINANCIAL AID

Reports to: Dean of Enrollment Management
Organizational Unit: Professional Staff, Full Time
Salary range: Support Director, Exempt
Revision Date: March 2020

I. Basic Purpose of Position

The Director of Financial Aid is responsible for the general management and administration of the Office of Financial Aid and supervision of its associated staff. The Director of Financial Aid works closely with the Business Office, the Admissions Director and Student Affairs Staff.

II. Essential Job Functions

- A. Ability to oversee the daily functions of the department and coordinate workflow
- B. Ability to supervise financial aid staff
- C. Ability to complete the FISAP report
- D. Ability to manage Financial Aid Department budgets
- E. Ability to counsel students and/or parents regarding federal aid programs and requirements
- F. Ability to assist with parent workshops and work with local high schools
- G. Ability to complete all areas of verification for student financial aid files
- H. Ability to calculate all awards, (Federal and Institutional), as well as COD reporting and disbursing funds to the Business Office
- I. Ability to reconcile federal and institutional funds
- J. Ability to complete SAP (Satisfactory Academic Progress) for all students receiving financial aid
- K. Ability to correspond and assist Wright International Student Services (WISS) with default management
- L. Ability to assist Student Support Services advisor with veteran matters
- M. Ability to continue professional development by reading new regulations and attending professional conferences when feasible
- N. Ability to serve as a Campus Security Authority (CSA) and complete annual training
- O. Ability to follow all LCC policy and procedures
- P. Ability to maintain regular and timely attendance
- Q. Ability to perform other duties as assigned

III. Consulting Tasks

- A. Vice President Student Affairs
- B. Dean of Enrollment Management

- C. Business Office staff
- D. Appropriate agencies
- E. Department heads

IV. Supervises the Following Staff

- A. Financial Aid Counselor
- B. Financial Aid Specialist
- C. Financial Aid Work-study

V. Required Knowledge, Skills and Personal Qualifications

- A. Five years' experience in Financial Aid Office
- B. Supervision experience
- C. High degree of tact, judgment and ability to deal with students, parents, and persons in all types of positions
- D. Demonstrated ability to independently organize, prioritize, and complete multiple work assignments in a complex work environment.
- E. Commitment to professional growth within Student Affairs and Financial Aid.
- F. Demonstrated ability to use judgment when dealing with highly confidential information
- G. Ability to ensure positive financial aid communications with a culturally diverse student body
- H. Knowledge of office equipment such as computer and calculator

VI. Preferred Experience

- A. Knowledge of financial aid software
- B. Proven ability to create and maintain positive working relationships while demonstrating a caring and proactive attitude working with students, staff, faculty, administrators, and external agencies
- C. Demonstrated ability to work with accuracy and attention to detail
- D. Proven positive attitude with excellent communication, customer interaction, and interpersonal skills

VII. Educational Background

Bachelor degree or higher

VIII. Working Conditions/Environment

- A. Usual office environment, no windows
- B. Significant amount of computer usage

Agenda Item: V.B.
Date: May 7, 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**


4/3/2020

Check Number	Vendor	Description	Account Number	Amount	Total
127200	A T and T	Phone Service - Cherokee Center	11-7103-631-000	\$545.50	
		Phone Service - WTC	12-4204-631-000	\$263.42	\$808.92
127201	Ethan D Appleby	Reissue Reimburse Mileage-Pick Play	11-5502-603-000	\$128.76	\$128.76
127203	City of Parsons	Water Service	11-7102-632-000	\$763.44	
		Water Service - WTC	12-4204-632-000	\$137.05	
		Water Service	16-9482-632-000	\$330.25	\$1,230.74
127205	Commercial Bank/Cash	Fall Book Buybacks	16-9381-740-000	\$3,247.76	\$3,247.76
127206	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$175.08	
		Cable - Cherokee Center	11-7103-701-000	\$104.21	\$279.29
127207	Evergy Kansas Central INC	Electricity - 1230 Main	11-7102-634-000	\$240.82	\$240.82
127209	Kansas Gas Service	Gas Service	11-7102-633-000	\$436.91	
		Gas Service - 1230 Main	11-7102-633-000	\$134.24	
		Gas Service - 1306 Main	11-7102-633-000	\$166.83	
		Gas Service - WTC	12-4204-633-000	\$634.89	\$1,372.87
127210	Kansas Outdoor Advertising	April Billboard Rental	11-6301-613-000	\$575.00	
		April Advertising	11-6301-613-000	\$300.00	\$875.00
127212	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$249.24	
		Custodian Phone Charges	11-7102-649-000	\$291.90	\$541.14
				<u>\$8,725.30</u>	

EXHIBIT 4

Checks approved for release prior to Board action


 Mark Watkins
 President


 Leann Schoenly
 Vice President of Finance & Operations

11-General Fund	\$4,111.93
12-Postsecondary Technical Education Fund	\$1,035.36
16-Auxiliary Ent Fund	\$3,578.01
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$8,725.30</u>

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/9/2020

Check Number	Vendor	Description	Account Number	Amount	Total
127213	A T and T	Internet	11-6401-631-000	\$4,068.23	\$4,068.23
127214		Refund Meal Plan	16-0884-478-001	\$183.26	\$183.26
127215	Linda Gale Brown	Reimburse Zoom Video Conferencing	11-6401-701-000	\$17.92	\$17.92
127216	City of Parsons	Water Service	11-7102-632-000	\$1,680.64	\$1,680.64
127217	Commerce Bank	Rental Car, Men's BB Recruiting	11-5508-603-000	\$110.76	\$110.76
127219	Evergy Kansas Central INC	Electricity	11-7102-634-000	\$12,985.50	
		Electricity - WTC	12-4204-634-000	\$408.70	
		Electricity	16-9482-634-000	\$772.20	\$14,166.40
127220		Refund Meal Plan	16-0884-478-001	\$183.26	\$183.26
127221	Kara Good	Reimburse Zoom User Account	11-6401-701-000	\$17.92	\$17.92
127223	Jock's Nitch/Parsons	Merchandise Sold - 1/1/20 to 2/29/20	16-9381-741-000	\$1,331.92	\$1,331.92
127224	Kansas Department of Revenue	PrintShop Sales Tax/March	11-6503-701-000	\$1.27	
		Bookstore Sales Tax/March	16-0000-216-001	\$108.38	
		Food Service Sales Tax/March	16-0000-216-002	\$372.13	\$481.78
127225	Kansas Gas Service	Gas Service - Cherokee Center	11-7103-633-000	\$84.32	\$84.32
127226		Refund Meal Plan	16-0884-478-001	\$183.26	\$183.26
127228	Rural Water District #5	Utility Water, Cherokee	11-7103-632-000	\$41.20	\$41.20
127229		Refund Meal Plan	16-0884-478-001	\$175.26	\$175.26
127230	Sparklight	Cable Service	11-7202-648-000	\$162.63	\$162.63
127231	Touchtone Communications	Long Distance	11-6501-631-000	\$89.88	
		Long Distance - Cherokee Center	11-7103-631-000	\$22.29	\$112.17
127232	W C A Waste Corporation	Trash Removal, Cherokee	11-7103-649-000	\$140.44	\$140.44

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	4/9/2020	Account Number	Amount	Total
127233		Refund Meal Plan		16-0884-478-001	\$183.26	\$183.26
	11-General Fund		\$19,423.00			
	12-Postsecondary Technical Education Fund		\$408.70			
	16-Auxillary Ent Fund		\$3,492.93			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$23,324.63</u>		<u>\$23,324.63</u>	

Checks approved for release prior to Board action



 President



 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/16/2020

Check Number	Vendor	Description	Account Number	Amount	Total
127234	A T and T	Phone Service	11-6501-631-000	\$76.81	
127235	Amazon.com LLC	Phone Service	11-6501-631-000	\$2,986.19	\$3,063.00
127236	B P	Ear Plugs	12-1208-700-000	\$32.28	\$32.28
127237	Constellation Newenergy - Gas	Gasoline	11-6502-720-000	\$42.55	\$42.55
		DivisionGas Service	11-7102-633-000	\$667.92	
		Gas Service	16-9482-633-000	\$55.20	\$723.12
127238	Evergy Kansas Central INC	Electricity - Cherokee Center	11-7103-634-000	\$905.20	\$905.20
127239	FedEx Express	Package Shipping (3)	11-5303-701-000	\$78.76	
		Package Shipping (3)	12-1215-700-000	\$197.81	\$276.57
127240	Kara Good	Reimburse Pins for Respiratory Pinnir	12-1211-700-000	\$44.34	
		Reimburse Clinical Simulation Books	12-1211-700-000	\$154.00	\$198.34
127241	Jennifer Harding	Reimburse Mileage - Clinicals (6)	12-1211-602-000	\$485.30	\$485.30
127242	Kansas Gas Service	Gas Service	11-7102-633-000	\$854.64	
		Gas Service	16-9482-633-000	\$114.51	\$969.15
127244	Mitchell A Rolls	Reimburse Mileage - Airport (4)	11-5503-601-000	\$517.50	\$517.50
				<u>\$7,213.01</u>	

11-General Fund	\$6,129.57
12-Postsecondary Technical Education Fund	\$913.73
16-Auxillary Ent Fund	\$169.71
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$7,213.01</u>

Checks approved for release prior to Board action


President


Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/22/2020

Check Number	Vendor	Description	Account Number	Amount	Total
127255	American Heritage Life Insurance Com	Cancer Premiums	11-0000-273-000	\$80.59	\$80.59
127256	Bay Bridge Administrators, LLC f/b/o S	Employee 403(b) Contributions	11-0000-258-000	\$13,839.00	
		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 Reimburs/Child Care Exp	11-0000-277-000	\$2,157.32	
		Employer 403(b) Matching	11-6501-590-001	\$5,130.00	\$22,774.73
127257	L C C Faculty Association	April Faculty Dues	11-0000-264-000	\$1,032.22	\$1,032.22
127258	L C C Foundation	April Employee Contributions	11-0000-268-000	\$580.00	\$580.00
127259	W.H. Griffin Trustee	April Gamishment	11-0000-270-000	\$369.00	\$369.00
				<u>\$24,836.54</u>	

11-General Fund	\$24,836.54
12-Postsecondary Technical Education Fund	\$0.00
16-Auxillary Ent Fund	\$0.00
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$24,836.54</u>

Checks approved for release prior to Board action

Mark Watkins
President

Deanna Disher
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/23/2020

Check Number	Vendor	Description	Account Number	Amount	Total
127260	A T and T	Internet	11-6401-631-000	\$1,568.40	\$1,568.40
127261	Cardmember Service	Refund KAH Con Reg - Tim Miller	11-4200-630-016	(\$45.00)	
		Azure Dev. Tools for Teaching	11-4200-630-021	\$545.16	
		Refund HLC Reg - Mark Watkins	11-6101-601-000	(\$575.00)	
		Refund Hyatt - HLC Conf M Watkins	11-6101-601-000	(\$227.74)	
		LogMeIn Remote Support	11-6401-701-000	\$162.78	
		Zoom - Yearly IT	11-6401-701-000	\$179.16	
		OnStar for LCC Vehicles	11-6502-720-000	\$131.11	
		Retired National Exam(PEAT)	12-1213-700-000	\$1,106.00	
		Physics Registry	12-1214-681-000	\$225.00	
		Parsons CNA Certifications	12-4204-701-000	\$218.05	
		CNA Certification-Columbus	12-4204-701-000	\$196.45	
		CNA Certification-Baxter	12-4204-701-000	\$218.05	
		CNA Certification-Pittsburg	12-4204-701-000	\$218.05	\$2,352.07
127264	Orscheln	Groundskeeping Supplies	11-7102-649-000	\$79.10	\$79.10
127265	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$396.08	\$396.08
127267	The Villas at LCC, LLC	Housing/	11-0000-201-001	\$461.26	
		Housing/	11-0000-201-001	\$1,018.26	
		Housing/	11-0000-201-001	\$8.00	
		Housing/	11-0000-201-001	\$18.00	
		Housing/	11-0000-201-001	\$650.00	
		Housing/	11-0000-201-001	\$879.88	
		Housing/	11-0000-201-001	\$348.29	
		Housing/	11-0000-201-001	\$183.26	\$3,566.95
127268	Wal-Mart Community	Automotive Battery, RV22	11-6502-720-000	\$100.67	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/23/2020

Check Number	Vendor	Description	Account Number	Amount	Total
127268	Wal-Mart Community	Groundskeeping Supplies	11-7102-649-000	\$69.14	
		Groundskeeping Supplies	11-7102-649-000	\$162.93	
		Groundskeeping Supplies	11-7102-649-000	\$64.29	
		Supplies	16-9684-701-000	\$20.36	\$417.39
				<u>\$8,379.99</u>	
	11-General Fund			\$6,178.03	
	12-Postsecondary Technical Education Fund			\$2,181.60	
	16-Auxillary Ent Fund			\$20.36	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$8,379.99</u>	

Checks approved for release prior to Board action


President


Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/29/2020

Check Number	Vendor	Description	Account Number	Amount	Total
127269	American United Life Ins Co Group	Prd.life Insurance Premiums	11-6501-590-001	\$367.23	\$367.23
127270		POY 1st Place Research	11-4101-701-000	\$100.00	\$100.00
127271	Bay Bridge Administrators, LLC	403(b) EE Contributions	11-0000-258-000	\$54.00	\$54.00
127272		POY Creative 3rd Place	11-4101-701-000	\$50.00	\$50.00
127273		Paper of the Year 3rd Place Research	11-4101-701-000	\$50.00	\$50.00
		POY Research 2nd Place	11-4101-701-000	\$75.00	\$125.00
127274		POY Creative 2nd Place	11-4101-701-000	\$75.00	\$75.00
127275	Evergy Kansas Central INC	Electricity - 1230 Main	11-7102-634-000	\$214.15	\$214.15
127276	Kansas Gas Service	Gas Service	11-7102-633-000	\$307.36	
		Gas Service - 1230 Main	11-7102-633-000	\$95.86	
		Gas Service - 1306 Main	11-7102-633-000	\$98.28	
		Gas Service - WTC	12-4204-633-000	\$296.35	\$797.85
127279	Professional Window Cleaning, Inc.	Window Cleaning	11-7202-648-000	\$3,935.00	\$3,935.00
127280		POY Creative 1st Place	11-4101-701-000	\$100.00	\$100.00
				<u>\$5,818.23</u>	

11-General Fund	\$5,521.88
12-Postsecondary Technical Education Fund	\$296.35
16-Auxillary Ent Fund	\$0.00
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$5,818.23</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**

4/30/2020

Check Number	Vendor	Description	Account		Amount	Total
			Number			
127281	Ace Hardware, Inc.	Maintenance Supplies	11-7102-649-000		\$23.06	
		Groundskeeping Supplies	11-7102-649-000		\$477.57	
		Groundskeeping Supplies	11-7102-649-000		\$37.95	
		Flowers and Plants	11-7102-649-000		\$321.92	
		Returned Supplies	11-7102-649-000		(\$7.59)	
		Groundskeeping Supplies	11-7102-649-000		\$309.98	
		Weed Eater	11-7102-649-000		\$407.58	
		Maintenance Supplies	11-7102-649-000		\$7.59	
		Maintenance Supplies	11-7102-649-000		\$37.99	
		Groundskeeping Supplies	11-7102-649-000		\$7.98	
		Groundskeeping Supplies	11-7102-649-000		\$64.14	
		Maintenance Supplies	11-7102-649-000		\$1.99	
		Maintenance Supplies	11-7102-649-000		\$12.05	
		Maintenance Supplies	11-7102-649-000		\$25.98	
		Dusters	11-7102-702-000		\$33.96	\$1,762.15
127282	All Seasons Floral, LLC	Plant - Shania Lewis Service	11-6102-709-000		\$55.00	\$55.00
127283	American Electric Company	Credit on Electrical Supplies	11-7102-649-000		(\$1,020.69)	
		Electrical Supplies	11-7102-649-000		\$613.75	
		Facilities Supplies	11-7102-649-000		\$336.61	
		Electrical Supplies	11-7102-649-000		\$112.50	
		Electrical Supplies	11-7102-649-000		\$12.39	\$54.56
127284	American Media Investments	March Advertising	11-6301-613-000		\$330.00	\$330.00
127285	C D W Government Inc	Barracuda Email Security Annual Upd	11-6401-701-000		\$7,870.80	\$7,870.80
127286	Carolina Biological Supply Company	Biology Supplies	11-1102-850-000		\$443.55	\$443.55
127287	Copy Products Inc.	Copy Usage for Cherokee Center	11-7103-701-000		\$76.58	\$76.58

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/30/2020

Check Number	Vendor	Description	Account Number	Amount	Total
127288	DESCO Consulting, LLC	Grant Writing	11-4201-661-000	\$1,500.00	\$1,500.00
127289	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000	\$9.55	\$9.55
127290	Henry Schein Dental , Inc	Freight Charges	11-4202-701-000	\$2.74	
		Freight Charge	11-4202-701-000	\$2.74	
		Pro-Matrix Band System	12-1246-701-010	\$485.00	
		Spot Vital Signs Monitor	12-1246-850-009	\$2,500.00	\$2,990.48
127291	Herff Jones Inc.	Red-White Tassel w/20 CS	11-5303-706-001	\$1,123.81	\$1,123.81
127292	Herring Bank	ID Card Supplies	11-6401-701-000	\$420.40	\$420.40
127293	Herrman Lumber	Groundskeeping Supplies	11-7102-649-000	\$71.74	\$71.74
127294	Hillyard/Springfield	Disinfectant	11-7102-702-000	\$1,848.64	
		Disinfectant	11-7102-702-000	\$462.16	
		Custodial Supplies	11-7102-702-000	\$688.16	\$2,998.96
127295	Independence Daily Reporter	Position Announcement	11-6504-613-000	\$73.60	
		Position Announcement	11-6504-613-000	\$73.60	\$147.20
127296	Jock's Nitch/Parsons	Baseball Game Hats	11-5502-701-000	\$1,384.00	
		Nationals Gear for Wrestling	11-5505-701-000	\$1,093.75	\$2,477.75
127297	Johnson Controls	Service Agreement	11-7202-648-000	\$7,010.00	\$7,010.00
127298	Joplin Supply Company, Inc.	Facilities Supplies	11-7102-649-000	\$1,166.11	\$1,166.11
127299	K L K C	March Advertising	11-6301-613-000	\$100.00	
		March Advertising	11-6301-613-000	\$40.00	
		March Advertising	11-6301-613-000	\$400.00	\$540.00
127300	K S Y N-FM	March Advertising	11-6301-613-000	\$1,050.00	\$1,050.00
127301	Kansas Assn of Community College TrPTK/KACCT Luncheon	March Advertising	11-6101-702-000	\$504.07	\$504.07
127302	Kansas Association of School Boards	Human Resource Training-J Every	11-6504-630-000	\$100.00	\$100.00
127303	KONE Inc	Elevator Maintenance	11-7102-649-000	\$870.00	\$870.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	4/30/2020		Amount	Total
			Account Number	Account Number		
127304	Labette Avenue	Spring Green Edition Ad	11-6301-613-000		\$152.00	
		Position Announcement	11-6504-613-000		\$60.00	
		Position Announcement	11-6504-613-000		\$60.00	
		Position Announcement	11-6504-613-000		\$50.00	\$322.00
127305	Laser Designs/PSHTC	Summa Cum Laude Awards	11-5303-706-001		\$429.00	\$429.00
127306	Marmic Fire and Safety Co Inc	Fire Inspection	11-7202-648-000		\$1,100.00	\$1,100.00
127307	McCarty's Office Machines Inc	Signature Stamps	11-5303-601-000		\$47.00	
		Board of Trustee Supplies	11-6102-709-000		\$421.98	
		BOT Supplies	11-6102-709-000		\$127.20	
		Canon Color Copier Maintenance	11-6503-648-000		\$154.18	
		Office Chair	11-7102-649-000		\$275.00	
		Copy Usage - WTC	12-1219-700-000		\$241.12	
		Floor Mat	16-9482-701-000		\$69.30	\$1,335.78
127308	Mytown Media, Inc	March Advertising	11-6301-613-000		\$300.00	\$300.00
127309	Nexstar Broadcasting, Inc	March Advertising/KSNF	11-6301-613-000		\$30.00	
		March Advertising/KSNF	11-6301-613-000		\$720.00	
		March Advertising/FourStates	11-6301-613-000		\$500.00	
		March Advertising/FourState	11-6301-613-000		\$348.40	\$1,598.40
127310	P1 Group Inc	Maintenance Agreement	11-7103-649-000		\$500.00	
		Maintenance Agreement	11-7202-648-000		\$4,907.00	\$5,407.00
127311	Parsons Sun	Notice of Public Hearing	11-6201-701-000		\$44.05	
		Labette Community Guide Ad	11-6301-613-000		\$325.00	
		Auction Ad	11-6301-613-000		\$221.33	
		Position Announcement	11-6504-613-000		\$79.45	
		Position Announcement	11-6504-613-000		\$51.08	\$720.91

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/30/2020

Check Number	Vendor	Description	Account Number	Amount	Total
127312	Pitney Bowes Inc.	Postage Machine Rental	11-6503-641-000	\$1,277.13	\$1,277.13
127313	Pittsburg State University Art Association	Honorarium	11-1101-702-000	\$150.00	\$150.00
127314	Pocket Nurse Enterprises, Inc.	Shipping & Handling	11-4202-701-000	\$46.50	
		Shipping & Handling	11-4202-701-000	\$46.50	
		AED Trainers	12-1246-850-004	\$416.84	
		Rolling IV Poles	12-1246-850-004	\$573.60	\$1,083.44
127315	Practicon, Inc	New Teeth for Mannequins	12-1215-700-000	\$217.44	\$217.44
127316	Prestwick House, Inc.	Frankenstein	11-1109-700-000	\$27.90	\$27.90
127317	Scorebuilders	ScoreBuilder Board Prep Course	12-1213-700-000	\$3,000.00	\$3,000.00
127318	Sherwin-Williams Company	Paint	11-7102-649-000	\$69.50	\$69.50
127319	Sports in Kansas, LLC	March Advertising	11-6301-613-000	\$200.00	
		February Advertising	11-6301-613-000	\$200.00	\$400.00
127320	Sweetwater Sounds, Inc.	Shure WL185 Card Lab Mic w/Shure	11-6403-850-000	\$108.00	
		Shure BLX Wls Backpack TXM, H10	11-6403-850-000	\$139.00	\$247.00
127321	The Higher Learning Commission	Mid-Term Monitoring	11-4201-601-001	\$2,500.00	\$2,500.00
127322	Thompson Bros. Supplies, INC	Cylinder Rental	12-1219-700-002	\$165.00	\$165.00
127323	V W R International LLC	Pipette Sterilizing Canister	11-1102-700-000	\$60.68	\$60.68
127324	Vance Lawn Care	Groundskeeping, Cherokee	11-7103-649-000	\$210.00	\$210.00
127325	Wallcur	Practipowder	12-1208-700-000	\$30.72	\$30.72

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	4/30/2020	Account Number	Amount	Total
127326	Mark Watkins	Vehicle Expense		11-6501-590-001	\$900.00	\$900.00
	11-General Fund		\$47,425.59			
	12-Postsecondary Technical Education Fund		\$7,629.72			
	16-Auxillary Ent Fund		\$69.30			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$55,124.61</u>			
					<u>\$900.00</u>	<u>\$900.00</u>
					<u>\$55,124.61</u>	

