

**LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES
June 11, 2020
5:30 p.m.
Student Success Center, Conference Room**

Review Copy

EXHIBIT 1

Labette Community College
Board of Trustees Meeting Agenda
Thursday, June 11, 2020
5:30 p.m.
Conference Room #1, Student Success Center

- I. Adoption of Agenda(Exhibit 1)
- II. Approval of May 7, 2020 Regular Meeting Minutes (Exhibit 2)
- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. Administrative Reports
 - i. Comparison of Expenditures to Budget
 - ii. Insurance Update
 - iii. Facilities Update
 - C. President’s Report
- IV. Old Business (Action, Report, or Discussion)
- V. New Business (Action, Report, or Discussion)
 - A. Administrative Contract Ratification(Agenda Item V.A.)
(Exhibit 3)
 - B. Professional Staff Employment Letter.....(Agenda Item V.B.)
(Exhibit 4)
 - C. Approval of Bills.....(Agenda Item V.C.)
(Exhibit 5)

VI. Public Comment

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

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

EXHIBIT 1

appropriate.

VII. Next Regular Board Meeting: Thursday, July 9, 2020, 5:30 p.m., **Conference Room, Student Success Center**

VIII. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
Thursday, May 7, 2020

The Board of Trustees met at 5:30pm on Thursday, May 7, 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
Kevin Doherty

Janice Every
Theresa Hundley
Brent Castillo
Larry Crane
Andrew Rutenbeck

Megan Fugate recorded the minutes.

Adoption of Agenda (ACTION ITEM)

Chair Winchell asked for changes or additions to the revised agenda. President Watkins had two additions. Mr. Landrum moved to approve the revised 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 April 9, 2020 regular 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.

Construction Management at Risk

Mr. Hoskins moved to award the Construction Management at Risk contract to Crossland Construction based upon the submitted information. Initial basis and scope of work shall include working with Labette Community College and Health Facilities Group to set the project GMP and overall project schedule for \$0 (zero) dollars per the submitted proposal information.

Final Agreement terms to be determined with the following initial parameters:

- CM Fee Percentage: 3.75%
- General Conditions: \$23,550/month or \$235,500 (10-month schedule)
- CM Fee for Self-Performed Change Order Work: 10%

- CM Fee for Non-Self Performed Change Order Work: 8%

Mr. Howerter seconded. Roll call vote: Carl Hoskins: Yes; Mike Howerter: Yes; Rod Landrum: Yes; Pat McReynolds: No; Montie Taylor: Yes; David Winchell: Yes. Motion carried 5-1.

Reports and/or Board Discussion

Faculty Senate Report

None

Administrative Reports

Budget Process and Budget Assumptions for 2020-2021 - Vice-President Doherty reviewed the 2020-2021 budget assumptions with the Board. The revenue issues she addressed included dwindling state dollars, possible increase in tuition and fees, and property values. The expenditure issues were health insurance increase and general price increases in paper, supplies, and utilities were discussed.

President's Report

Dr. Watkins gave a short report.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

None

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Professional Staff Employment Letter

Mr. Howerter moved to 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. 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 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.

Professional Staff Resignation

Mr. Howerter moved to approve the resignation of Tylie Baumgardner, Financial Aid Specialist, effective May 7, 2020 and authorize administration to begin a search for a replacement. 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. Howerter moved to approve the resignation of Sara Comer, Student Support Services Academic Advisor and Military Connected Coordinator, effective May 21, 2020 and authorize administration to begin a search for a replacement. 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.

Public Comment

None

Next Board Meeting

Chair Winchell reminded everyone of the next regular meeting of the Board of Trustees is scheduled for Thursday, June 11, 2020 at 5:30pm via Zoom.

Adjournment

Mr. Landrum moved to adjourn the meeting at 6:28pm. Mr. McReynolds 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

Agenda Item #: V.A.
Date: June 11, 2020

SUBJECT

Administrative Employment Contract Confirmation

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Kara Wheeler has accepted the position of Dean of Instruction, see exhibit 3.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the Administrative Employment Contract for Kara Wheeler, Dean of Instruction, at a salary of \$68,000, beginning July 1, 2020.

Biography

Kara Wheeler

Ms. Kara Wheeler has accepted the Dean of Instruction position beginning July 6, 2020.

Ms. Wheeler comes to LCC from Allen Community College where she served as the Director of Admissions and Marketing this past year. Prior to working at Allen, Kara served as Vice President of Academic Affairs at Independence Community College for four years. She also brings past experiences with two other Missouri community colleges in admissions, advising and grants. Prior to working in higher education, she taught elementary and middle school math, science and language arts.

Kara earned a Bachelor of Science degree in Education from PSU, a Master of Science degree in College Student Personnel from Arkansas Tech University and is working on her Educational Doctorate degree in Organizational Leadership with an emphasis in Higher Education from Grand Canyon University.

POSITION DESCRIPTION

DEAN OF INSTRUCTION

Reports to: Vice President of Academic Affairs
Organizational Unit: Administrative – Exempt, Full time
Salary Range: Dean of Instruction
Revision Date: April 2020

I. Basic Purpose of Position

The Dean of Instruction is responsible for leadership and administration of the instructional division that includes supervising faculty and staff. The supervision scope includes all General Education programs and faculty as well as all CTE (Career Technical Education) programs including supervising and evaluating program directors. The Dean of Instruction reports to the Vice President of Academic Affairs.

II. Essential Job Functions

- A. Ability to develop and recommend course schedule in collaboration with the Vice President of Academic Affairs.
- B. Ability to evaluate Outcome and Assessment reports and make appropriate recommendations for improvements or changes.
- C. Ability to review and make Student Learning Outcomes' and Program Outcomes' recommendations to the departments.
- D. Ability to review and ensure all courses offered each semester have updated syllabi.
- E. Ability to review and coordinate the updating of two-year courses rotations for appropriate departments.
- F. Ability to coordinate and update operational plans.
- G. Ability to maintain faculty, staff, and directors records as appropriate.
- H. Ability to analyze enrollment numbers to determine if courses taught by adjuncts and overload courses for full-time instructors are offered, prorated, or not offered each semester.
- I. Ability to prepare and approve adjunct and overload contracts.
- J. Ability to track adjunct faculty progress plans for those not meeting credential requirements.
- K. Ability to conduct staff evaluations and assist with other related evaluations.
- L. Ability to advise students as needed.
- M. Ability to review Faculty Handbook and update annually.
- N. Ability to review, develop, revise and recommend curriculum, course descriptions, course content, and objectives.
- O. Ability to manage and coordinate articulation agreements with colleges, universities, and regional high schools.
- P. Ability to monitor evaluations and track the activities of CTE Programs (Core Indicators of Performance; business/industry involvement; Outcomes and Assessment reports; Strategic Improvement Plans; nontraditional gender occupation; promotional materials; tracking industry-recognized credential and certificate/degree awards).
- Q. Ability to develop, recommend, and manage the budget for the appropriate departments.
- R. Ability to evaluate tenured full-time and adjunct faculty members per evaluation schedule.

- S. Ability to develop and recommend instructional division staffing plans in collaboration with the vice president of academic affairs.
- T. Ability to serve as chair to select and recommend hiring of full-time and adjunct faculty in collaboration with the human resources staff.
- U. Ability to conduct and attend regular CTE meetings for CTE faculty and staff.
- V. Ability to attend all CTE program advisory committee meetings twice a year.
- W. Ability to manage enrollment and analyze course offerings and times offered each semester in conjunction with the extension & concurrent coordinator, admissions director, and others.
- X. Ability to provide administrative oversight for Workforce Education/Career Training/Personal Enrichment department
- Y. Ability to chair the Instructional Outcomes and Assessment Committees.
- Z. Ability to chair the Distinguished Faculty and Adjunct Faculty Award Selection Committee.
- AA. Ability to manage any CTE career fair and job fair activities.
- BB. Ability to attend Kansas Board of Regents (KBOR) Conferences/Workshops or other meetings that support CTE Initiatives.
- CC. Ability to coordinate class schedules with Cherokee Center personnel.
- DD. Ability to write, submit, and manage grants
- EE. Ability to follow-up on mentoring process with full-time faculty and adjunct faculty established through supplemental contracts
- FF. Ability to serve as a Campus Security Authority (CSA) and complete annual training
- GG. Ability to serve as an ex officio member and co-chair of the LCC Grievance Panel and complete annual training
- HH. Ability to follow all LCC policy and procedures
- II. Ability to perform other duties/activities as assigned.
- JJ. Ability to maintain regular and timely attendance.

III. Consulting Tasks

- A. Ability to consult with instructional staff on matters pertaining to course offerings, staffing, state requirements, budget, and instructional issues
- B. Ability to consult with institutional/administrative staff on matters pertaining to budget and affiliate contracts
- C. Ability to consult with career/technical program committees on instructional issues

IV. Supervises the Following Staff

- A. Instructional Assistant
- B. Health Science Program Directors
- C. Workforce Education/Career Training/Personal Enrichment Director
- D. Education-Elementary/Secondary Temporary Part-time Coordinator
- E. Full time and adjunct faculty teaching in AA, AS, AAS, and AGS programs
- F. General oversight of any student or other part-time workers within the Academic Affairs area

V. Required Knowledge, Skill and Personal Qualifications

- A. Demonstrated skill in management and supervision of personnel and resources

- B. Demonstrated ability to work in a participatory environment
- C. Demonstrated computer capability in applications including spreadsheet, word processing, e-mail, etc.
- D. Demonstrate a basic understanding of CTE legislative initiatives affecting postsecondary requirements, such as SB155 (Senate Bill) or Perkins collaborations with high schools and businesses
- E. Minimum of three years community college teaching experience
- F. Minimum of two years background in Career Technical Education

VI. Preferred Experience

- A. Oversight of faculty and research based teaching strategies (Bloom's Taxonomy, Marzano's teaching strategies, etc.)
- B. Experience with online instruction
- C. Perkins Grant management

VII. Educational Background

Minimum of a Master's degree

VIII. Working Conditions/Environment

- A. Usual office environment
- B. Occasional evening and weekend work hours
- C. Must be able to work proficiently in a busy, multi-office functioning work area
- D. Requires travel as appropriate

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

Gabriella Cortez has accepted the position of Part-Time Assistant Women's Basketball Coach. See exhibit 4 for more information.

Jennifer Katzer has accepted the position of Financial Aid Specialist. See exhibit 4 for more information.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the Professional Staff Employment letter for Gabriella Cortez, Part-Time Assistant Women's Basketball Coach, beginning July 6, 2020, in a 10-month position for \$19,560.

The Board of Trustees approve the Professional Staff Employment letter for Jennifer Katzer, Financial Aid Specialist, at an annual salary of \$30,000, beginning June 8, 2020.

BIOGRAPHY

Gabriella (Gabby) Cortez

Gabriella Cortez has accepted the position of Part Time Assistant Women's Basketball Coach beginning July 6, 2020.

Coach Cortez earned an Associate Degree in General Studies from Southwest Community College in McComb, MS and a Bachelor's Degree in Criminal Justice from the University of Louisiana, Monroe, LA. Gabby brings five years of playing experience that included a Division I school in addition to international playing experience in France.

While playing Anglet' Cote Basque Basket in France, Gabby also coached girls' basketball, ages 6-10 and 15-18 years of age. Most recently, Gabby has been an assistant women's coach at Centenary College in Shreveport, LA focusing on skill development and recruiting.

POSITION DESCRIPTION

ASSISTANT WOMEN'S BASKETBALL COACH

Reports to: Head Woman's Basketball Coach

Organizational Unit: Professional Staff

Salary range: Specialist, Exempt

Revision Date: June 2020

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

Biography

Jennifer Katzer

Ms. Jennifer Katzer has accepted the Financial Aid Specialist position beginning June 8, 2020. Jennifer began work at LCC in 2016 as the Cherokee Center Assistant. She has taught adjunct and tutored for English.

She earned a Bachelor's degree in English with a minor in Graphic Design and Master's Degree in Literature, both from PSU.

DESCRIPTION

FINANCIAL AID SPECIALIST

Reports to: Director of Financial Aid
Organizational Unit: Professional Staff
Pay Rate Range: Specialist – non exempt
Revision Date: May 2020

I. Basic Purpose of Position

The financial aid specialist assists in the operation of the Financial Aid (FA) Office by assisting students with Free Application Federal Student Aid (FAFSA), financial aid verification, maintaining student financial aid files, maintaining consumer information, assisting in the verification process and a consistent atmosphere depicting excellence in customer service.

II. Essential Job Functions

- A. Ability to assist students with questions about their FAFSA
- B. Ability to validate/secure documentation for the FA processes
- C. Ability to produce and send communication to students via email or mail
- D. Ability to understand which documents are required to complete student's FA file
- E. Ability to assist with verification and correct student records via the central processing system for FAFSA
- F. Ability to assist loading student records and the letter writing process
- G. Ability to maintain and organize student files
- H. Ability to manage and process student appeals
- I. Ability to maintain consumer information
- J. Ability to maintain default management as well as actively work to lower default rate
- K. Ability to assist with Satisfactory Academic Progress (SAP)
- L. Ability to monitor and request changes to the LCC website's FA information
- M. Ability to follow all LCC policy and procedures
- N. Ability to serve on committees as assigned
- O. Ability to maintain regular and timely attendance
- P. Ability to perform other duties as assigned

III. Consulting Tasks

Business Office, Registrar and Admissions personnel

IV. Required Knowledge, Skills and Personal Qualifications

- A. Excellent word processing skills
- B. Understanding of data entry and database manipulations of PowerFAIDS software
- C. Good oral and written communication skills
- D. Knowledge of general office procedures and maintain the flow of the FA department

- E. Capable of performing multiple tasks
- F. Professional appearance and conduct – must be able to get along well with diverse clientele
- G. Ability to organize and prioritize tasks efficiently with moderate supervision
- H. Self-starter and self-motivator, organized, disciplined, flexible, and able to adapt well to change
- I. Ability to make decisions based on college policies and Federal Regulations
- J. Team oriented - able to work well with others, keeping constant communications, as well as asking/answering questions with FA staff and other LCC employees

V. Preferred Experience

Previous office management experience with at least two years' experience in a fast-paced office environment; experience working directly with customers in a team oriented office

VI. Educational Background

Bachelor's degree required.

VII. Working Conditions/Environment

- A. Fast-paced office environment – no windows
- B. Significant amount of computer work
- C. Occasional travel, overtime, and evenings are required

Agenda Item: V.C.
Date: June 11, 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**

5/7/2020

EXHIBIT 5

Check Number	Vendor	Description	Account Number	Amount	Total
127327	A T and T	Phone Service - Cherokee Center	11-7103-631-000	\$545.04	
		Phone Service - WTC	12-4204-631-000	\$262.56	\$807.60
127328	A T and T	Internet	11-6401-631-000	\$4,062.29	\$4,062.29
127330	Robert J Bartelli	Reimburse NBEA Dues	11-4200-630-008	\$100.00	\$100.00
127331	Baxter Springs District 508	Spring Math Instructor - Sara Davis	11-1133-523-002	\$1,470.00	\$1,470.00
127332	Kim Beachner	Reimburse Mileage - Clinicals (4)	12-1208-602-000	\$276.00	\$276.00
127333	Delyna R Bohnenblust	Reimburse Mileage - Health Fairs (2)	12-1208-602-000	\$126.50	\$126.50
127334	Cherokee County Treasurer	Property Tax/2nd Half	11-6501-662-000	\$41.04	\$41.04
127335	City of Parsons	Water Service	11-7102-632-000	\$2,094.18	
		Water Service - WTC	12-4204-632-000	\$122.05	
		Electricity	16-9482-632-000	\$116.47	\$2,332.70
127336	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$175.08	
		Cable Service - Cherokee Center	11-7103-701-000	\$104.21	\$279.29
127337	Evergry Kansas Central INC	Electricity	11-7102-634-000	\$10,607.52	
		Electricity - WTC	12-4204-634-000	\$378.69	
		Electricity	16-9482-634-000	\$366.81	\$11,353.02
127340	KABT	Membership Dues - Tom Brungardt	11-4200-630-003	\$94.00	\$94.00
127341	Kansas Outdoor Advertising	May Advertising	11-6301-613-000	\$300.00	
		May Billboard Rental	11-6301-613-000	\$575.00	\$875.00
127342	Leigh Ann Martin	Meal for Dental Graduates	12-1215-700-000	\$65.29	\$65.29
127344	Ashley Moore	Reimburse Mileage - Clinicals (3)	12-1210-602-000	\$178.25	\$178.25
127345	Julie Page	Reimburse Mileage - Clinicals (3)	12-1208-602-000	\$224.25	
		Nurse Education Resources	12-1208-700-000	\$2.13	\$226.38
127347	Rural Water District #5	Utility Water, Cherokee	11-7103-632-000	\$33.05	\$33.05
127348	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$249.32	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	5/7/2020	Account Number	Amount	Total
127348	Verizon Wireless	Custodians Phone Charges		11-7102-649-000	\$293.03	\$542.35
127349	W C A Waste Corporation	Trash Removal, Cherokee		11-7103-649-000	\$140.44	\$140.44
					<u>\$23,003.20</u>	
	11-General Fund		\$20,884.20			
	12-Postsecondary Technical Education Fund		\$1,635.72			
	16-Auxillary Ent Fund		\$483.28			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$23,003.20</u>			

Checks approved for release prior to Board action

Mark Watkins
President

Kenneth Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/14/2020

Check Number	Vendor	Description	Account Number	Amount	Total
127353	Delyna R Bohnenblust	Reimburse KBOR CTI Nurse Conferen	12-1208-670-000	\$75.00	\$75.00
127354	City of Parsons	Alley Vacation	11-6201-701-000	\$50.00	\$50.00
127356	Constellation Newenergy - Gas	DivisionGas Service	11-7102-633-000	\$366.40	
		Gas Service	16-9482-633-000	\$28.80	\$395.20
127357	Evergy Kansas Central INC	Electricity - Cherokee Center	11-7103-634-000	\$653.07	\$653.07
127358	Lori Ford	Reissue Reimburse Supplies	12-1218-700-000	\$8.00	
		Reimb. for TechSmith Jing Videos	12-1218-700-000	\$49.00	\$57.00
127359	Kansas Gas Service	Gas Service	11-7102-633-000	\$635.95	
		Gas Service - Cherokee Center	11-7103-633-000	\$89.01	
		Gas Service	16-9482-633-000	\$94.93	\$819.89
127360	Melissa Kipp	Reimburse Supplies	12-1203-700-000	\$85.99	\$85.99
127361	Labette County Treasurer	Alley Vacation	11-6201-701-000	\$25.00	\$25.00
127362	Sparklight	Cable Service	11-7202-648-000	\$162.63	\$162.63
127364	Touchtone Communications	Long Distance	11-6501-631-000	\$86.06	
		Long Distance - Cherokee Center	11-7103-631-000	\$22.12	\$108.18
				<u>\$2,431.96</u>	

11-General Fund	\$2,090.24
12-Postsecondary Technical Education Fund	\$217.99
16-Auxillary Ent Fund	\$123.73
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$2,431.96</u>

Checks approved for release prior to Board action

Dianne Schuster
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/20/2020

Check Number	Vendor	Description	Account Number	Amount	Total
127365	American Heritage Life Insurance Com	Cancer Premiums	11-0000-273-000	\$36.44	\$36.44
127366	Bay Bridge Administrators, LLC f/b/o S	Employees 403b Contributions	11-0000-258-000	\$13,493.00	
		Cancer Premiums	11-0000-273-000	\$363.86	
		Disability Premiums	11-0000-275-000	\$470.10	
		Life Insurance Premiums	11-0000-276-000	\$814.45	
		Medical Reimb/Child Care Exp	11-0000-277-000	\$2,157.32	
		Employer 403b Matching	11-6501-590-001	\$5,075.00	\$22,373.73
127367	L C C Faculty Association	Faculty Dues	11-0000-264-000	\$1,032.22	\$1,032.22
127368	L C C Foundation	Employee Contributions	11-0000-268-000	\$580.00	\$580.00
127369	W.H. Griffin Trustee	Garnishment	11-0000-270-000	\$369.00	\$369.00
				<u>\$24,391.39</u>	

11-General Fund	\$24,391.39
12-Postsecondary Technical Education Fund	\$0.00
16-Auxiliary Ent Fund	\$0.00
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$24,391.39</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**

5/21/2020

Check Number	Vendor	Description	Account Number	Amount	Total
127370	A T and T	Phone Service	11-6501-631-000	\$2,987.12	
		Phone Service	11-6501-631-000	\$76.83	\$3,063.95
127371	A T and T	Internet	11-6401-631-000	\$1,568.40	\$1,568.40
127372	Amazon.com LLC	Retirement Gift K Johnson	11-6504-692-001	\$170.10	
		Batteries	11-7102-649-000	\$69.18	
		Batteries	11-7102-649-000	\$47.92	
		Credit on Water Fountain Filters	11-7102-649-000	(\$150.18)	
		Thermometers	12-1208-700-000	\$263.92	\$400.94
127373	Cardmember Service	Screencast Pro Membership-R Gouvi	11-1124-700-000	\$49.00	
		Registration - Magna - Tom Brungardt	11-4200-630-003	\$499.00	
		Credit from Azure Dev Tools for Teach	11-4200-630-021	(\$46.16)	
		Computer Hardware Parts and Equipr	11-6401-646-002	\$3,181.91	
		Credit on Hardware Parts & Equipmer	11-6401-646-002	(\$43.43)	
		Refund Remote Support	11-6401-701-000	(\$129.31)	
		LogMeIn Remote Support	11-6401-701-000	\$162.78	
		LogMeIn Remote Support	11-6401-701-000	\$1,201.75	
		OnStar for LCC Vehicles	11-6502-720-000	\$262.16	
		Jack Burke Retirement Gift	11-6504-692-001	\$175.00	
		NBRC Vouchers	12-1211-696-000	\$1,140.00	
		Refund AARC Conf Reg - Kara Good	12-1246-630-000	(\$497.00)	
		HOC-CNA Certification-Chetopa	12-4204-701-000	\$153.25	\$6,108.95
127375	FedEx Express	Package Shipping	11-5303-701-000	\$25.89	
		Package Shipping	11-6503-611-000	\$35.30	\$61.19
127378	Kiwanis Club of Parsons	Quarterly Dues - Ross Harper	12-4204-701-000	\$323.45	\$323.45
127381	Jessica A Letterman	Reimburse Plant - Bertha Proffitt Serv	11-6102-709-000	\$20.00	\$20.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	5/21/2020	Account Number	Amount	Total
127384	Phillips 66 - Conoco - 76	Gasoline		11-6502-720-000	\$199.45	\$199.45
127388	Wal-Mart Community	Microwave for Business Office		11-6201-701-000	\$49.88	\$49.88
					<u>\$11,796.21</u>	
	11-General Fund		\$10,412.59			
	12-Postsecondary Technical Education Fund		\$1,383.62			
	16-Auxillary Ent Fund		\$0.00			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$11,796.21</u>			

Checks approved for release prior to Board action



 President



 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	5/28/2020		Total
			Account Number	Amount	
127392	Evergy Kansas Central INC	Electricity - 1230 Main	11-7102-634-000	\$235.24	\$235.24
127393	Janice S Every	Reimburse Mileage - Cherokee Cente	11-6504-601-001	\$34.50	\$34.50
127394	Lisa M Finnegan	On-Site Accreditation Consultation	12-1213-670-000	\$3,200.00	\$3,200.00
127396	Joe Smith Company, Inc	Concessions	16-9381-742-000	\$180.36	\$180.36
127397	Kansas Gas Service	Gas Service	11-7102-633-000	\$48.01	
		Gas Service	11-7102-633-000	\$50.39	\$98.40
127398	Tammy Kimrey	Reimburse Mileage - Clinicals	12-1210-602-000	\$138.00	\$138.00
127399	Parsons Sun	Newspaper Subscription Renewal	11-4101-704-001	\$102.52	\$102.52
127400	Mitchell A Rolls	Reimburse WSU Coaching Clinic Entr	11-5503-603-000	\$60.00	\$60.00
				<u>\$4,049.02</u>	

11-General Fund	\$530.66
12-Postsecondary Technical Education Fund	\$3,338.00
16-Auxillary Ent Fund	\$180.36
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$4,049.02</u>

Checks approved for release prior to Board action


 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
127401	Ace Hardware, Inc.	Groundskeeping Supplies	11-7102-649-000	\$31.93	
		Mulch	11-7102-649-000	\$39.90	
		Caulk	11-7102-649-000	\$32.97	
		Mulch	11-7102-649-000	\$39.90	
		Groundskeeping Supplies	11-7102-649-000	\$71.48	
		Maintenance Supplies	11-7102-649-000	\$8.98	
		Maintenance Supplies	11-7102-649-000	\$174.92	
		Groundskeeping Supplies	11-7102-649-000	\$55.97	
		Spraypaint	11-7102-649-000	\$6.00	
		Groundskeeping Supplies	11-7102-649-000	\$12.26	
		Maintenance Supplies	11-7102-649-000	\$49.75	
		Deck Floor Brush	16-9684-701-000	\$10.99	\$535.05
127403	Assessment Technologies Institute, LLATI Proctoring		12-1208-661-000	\$575.00	\$575.00
127404	B and H Photo Video	Epson Premium Luster Photo Inkjet P	12-1203-700-000	\$69.99	\$69.99
127405	Biddle Consulting Group, Inc.	OPAC Certificates for BAT Completer	12-1218-700-000	\$150.00	\$150.00
127406	Bleacher Gear	POY Plaques	11-4101-701-000	\$50.00	
		Graduation Student Awards	12-1210-700-000	\$90.00	\$140.00
127407	Mike Brotherton	Nursing Accreditation Self-Study Revi	12-1208-670-000	\$200.00	\$200.00
127408	Brungardt Honomichl & Company, P. A.	Topographic Survey	11-6201-659-000	\$12,150.00	\$12,150.00
127409	Copy Products Inc	Konica Copier Maintenance	11-6503-648-000	\$205.19	
		Copy Usage for Cherokee Center	11-7103-701-000	\$76.58	\$281.77
127410	Corporate Business Systems ofMO, InW	Wide Format Maintenance	11-6503-648-000	\$75.00	\$75.00
127411	Data Source Media, Inc	Toners	11-6401-701-000	\$4,069.20	\$4,069.20
127412	DESCO Consulting, LLC	Grant Writing	11-4201-661-000	\$1,500.00	\$1,500.00
127413	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000	\$10.53	\$10.53

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/31/2020

Check Number	Vendor	Description	Account Number	Amount	Total
127414	Dillons	Flowers for Dental Students	12-1215-700-000	\$32.63	\$32.63
127416	E N V Services Inc.	Environmental Services	11-1102-646-000	\$1,540.00	\$1,540.00
127417	Brian Foreman	Lab Books	11-1102-700-000	\$230.00	\$230.00
127419	Gaumard Scientific Company	IV Training Arms	12-1246-701-004	\$685.00	\$685.00
127420	Green's Vegetation Control/William Gr	Fertilizer for SB Field	11-5509-701-000	\$230.00	
		Fertilizer and Weed Control for SB Fie	11-5509-701-000	\$315.00	
		Fertilizer for SB field	11-5509-701-000	\$230.00	\$775.00
127421	Grey House Publishing	Index Subscription	11-4101-703-000	\$458.00	
		Index Subscriptions	11-4101-703-000	\$179.10	\$637.10
127422	Headsets.com	Office Runner Battery	11-6503-648-000	\$77.84	\$77.84
127423	Henry Schein Dental , Inc	Stand for Spot Vital Signs Monitor-DN	12-1246-850-009	\$347.91	\$347.91
127424	Herff Jones Inc.	Diploma Covers	11-5303-706-001	\$4,032.60	\$4,032.60
127425	Herring Bank	Reissue ID Card Supplies	11-6401-701-000	\$1,257.80	
		ID Card Supplies	11-6401-701-000	\$755.70	\$2,013.50
127426	Hillyard/Springfield	Trash Bags	11-7102-702-000	\$481.65	\$481.65
127427	Stephen Hipfl	Restripe Parking Lot	11-7103-649-000	\$2,200.00	\$2,200.00
127429	Jenzabar, Inc.	Credit Acct Funds Custom Maintenan	11-6401-646-002	\$1,000.00	\$1,000.00
127430	Jock's Nitch/Parsons	Coaching Gear	11-5503-701-000	\$59.00	
		Adidas Apparel	11-5503-701-000	\$756.00	
		Adidas Slouch Hats	11-5503-701-000	\$93.00	
		Custom Red Jersey Re-order	11-5509-701-000	\$750.00	\$1,658.00
127431	K L K C	April Advertising	11-6301-613-000	\$400.00	\$400.00
127432	K S Y N-FM	April Advertising	11-6301-613-000	\$675.00	\$675.00
127433	Kansas State Board of Nursing	KSBN Annual Reapproval Fee	12-1208-670-000	\$400.00	\$400.00
127435	KONE Inc	Maintenance Agreement	11-7202-648-000	\$147.70	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	5/31/2020		Total
			Account Number	Amount	
127435	KONE Inc	Maintenance Agreement	11-7202-648-000	\$457.52	\$605.22
127436	L C C Foundation	Memorial - Johan Powers	11-6102-709-000	\$50.00	\$50.00
127437	Labette Avenue	Advertising Dean of Instruction	11-6504-613-000	\$50.00	\$50.00
127438	Labette Health	Labette Health Nursing Supplies	12-1208-700-000	\$5.99	
127439	Archana Lal	Lab Supplies	12-1208-700-000	\$43.72	\$49.71
127440	Laser Designs/PSHTC	Lab Books	11-1102-700-000	\$230.00	\$230.00
127441	Marmic Fire and Safety Co Inc	Retirement Plaque	11-6301-661-000	\$48.80	\$48.80
		Fire Alarm Installation	11-7102-649-000	\$2,705.00	
		Fire Alarm Installation	11-7202-648-000	\$1,765.00	
		Service Call	11-7202-648-000	\$720.00	
		Fire Inspection	11-7202-648-000	\$129.00	\$5,319.00
127442	MBS Direct, LLC	FA Books	16-0000-131-002	\$107.34	
		FA Books	16-0000-131-002	\$299.93	
		FA Books	16-0000-131-002	\$269.57	\$676.84
127443	McCarty's Office Machines Inc	Credit Card Paper	11-6201-701-000	\$50.49	
		Canon Color Copier Maintenance	11-6503-648-000	\$162.54	
		Office Supplies	11-6503-701-000	\$49.66	
		Copy Usage - WTC	12-1219-700-000	\$0.21	\$262.90
127444	McGraw-Hill Companies	Connect Math Code Supplies	11-1124-700-001	\$7,800.00	\$7,800.00
127445	Meadows Medical Supply, LLC	Simulator with Ostomy	11-4202-701-000	\$8.05	
		Simulator with ostomy	12-1246-850-004	\$1,032.87	\$1,040.92
127446	Mytown Media, Inc	April Advertising	11-6301-613-000	\$240.00	\$240.00
127447	Nasco	Pacon Railroad Board 22 x 28 in Blacl	12-1203-700-000	\$70.25	\$70.25
127448	Nexstar Broadcasting, Inc	April Advertising/FourStates	11-6301-613-000	\$350.00	
		April Advertising/FourStates	11-6301-613-000	\$500.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	5/31/2020		Total
			Account Number	Amount	
127448	Nexstar Broadcasting, Inc	April Advertising/KSNF	11-6301-613-000	\$750.00	
		April Advertising/KODE	11-6301-613-000	\$600.00	\$2,200.00
127449	OfficeSupply.com	Lexar JumpDrive S75 128 GB Flash E	11-1106-850-000	\$48.97	
		Binders for Chemistry	11-1106-850-000	\$1,114.54	\$1,163.51
127450	P1 Group Inc	Maintenance Agreement	11-7103-649-000	\$500.00	
		Maintenance Agreement	11-7202-648-000	\$4,907.00	\$5,407.00
127451	Par Forms Corporation	Pens	11-5302-711-000	\$559.50	
		Pencils	11-5302-711-000	\$335.30	
		Drawstring Backpacks	11-5302-711-000	\$1,239.40	\$2,134.20
127452	Parsons Sun	Notice of Public Hearing	11-6201-701-000	\$123.50	
		Welding Instructor Advertising	11-6504-613-000	\$51.08	
		Advertising Dean of Instruction	11-6504-613-000	\$51.08	
		Advertising Dean of Instruction	11-6504-613-000	\$51.08	\$276.74
127453	Patterson Dental Supply, Inc	Supplies for Lab	12-1215-700-000	\$124.10	\$124.10
127454	Pittsburg State University	Lifetime Fitness Material PSU	11-1112-700-001	\$489.50	\$489.50
127455	Proforma	Table Cloths (2)	12-4204-711-000	\$345.95	\$345.95
127456	Sigma-Aldrich Inc.	Silica Gel TLC Plates with indicator	11-1106-700-000	\$175.90	\$175.90
127457	SMI Awards LLC	All-American Watches	11-5505-603-000	\$339.31	\$339.31
127458	Scroptimist International of Parsons	Dues - Kylie Lucas	11-5302-681-000	\$120.00	\$120.00
127459	Technology Group Solutions, LLC	CORE Network Install	11-6402-850-000	\$2,500.00	\$2,500.00
127460	The Center for Work Ethic Development	Participant Workbooks	12-1218-700-000	\$125.81	\$125.81
127461	Thompson Bros. Supplies, INC	Oxygen Cylinder Rental	12-1211-700-000	\$45.50	
		Steel Tig Consumables	12-1219-700-000	\$22.45	
		Hypertherm Powermax Plasma & Cor	12-1219-700-000	\$3,993.51	
		Returned Jacket Weld	12-1219-700-001	(\$33.00)	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
			5/31/2020		
127461	Thompson Bros. Supplies, INC	Coat 30" Cotton Green Proban	12-1219-700-001	\$21.50	
		Cylinder Rental	12-1219-700-002	\$165.00	\$4,214.96
127462	UniFirst Corporation	Mats, Mops, Towels, Uniforms	11-7103-649-000	\$61.34	
		Uniforms	11-7202-648-000	\$69.02	
		Aprons, Mats, Mopsm, Cloths	11-7202-648-000	\$128.74	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	\$309.10
127463	Vance Lawn Care	Groundskeeping, Cherokee	11-7103-649-000	\$420.00	\$420.00
127464	Mark Watkins	Vehicle Expense	11-6501-590-001	\$900.00	\$900.00
				\$74,632.49	
	11-General Fund			\$65,380.27	
	12-Postsecondary Technical Education Fund			\$8,514.39	
	16-Auxiliary Ent Fund			\$737.83	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				\$74,632.49	