

**LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES
July 9, 2020
5:30 p.m.
Student Success Center, Conference Room**

Review Copy

EXHIBIT 1

**Labette Community College
Board of Trustees Meeting Agenda
Thursday, July 9, 2020
Budget Worksession, 4:00 p.m.
Board Meeting, 5:30 p.m.
Conference Room, Student Success Center**

- I. Adoption of Agenda (Exhibit 1)
- II. Approval of June 11, 2020, Meeting Minutes (Exhibit 2)
- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. Administrative Reports
 - i. Comparison of Expenditures to Budget
 - ii. Athletic Insurance
 - iii. Facilities Update
 - C. President’s Report
- IV. Old Business (Action, Report, or Discussion)
- V. New Business (Action, Report, or Discussion)
 - A. Professional Staff Employment Letter (Agenda Item V.A.)
(Exhibit 3)
 - B. Clerk of the Board (Agenda Item V.B.)
 - C. Approval of Bills (Agenda Item V.C.)
(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.

VII. Executive Session for the purpose of discussing employer-employee negotiations.

I move we recess into executive session at _____(time)for
_____minutes for the purpose of discussing employer-
employee negotiations.

EXHIBIT 1

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

The executive session is required to protect the public interest in negotiating a fair and equitable contract.

- VIII. 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.

- IX. Next Regular Board Meeting: Thursday, August 13, 2020, Tentative Agenda Items

- X. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
Thursday, June 11, 2020

The Board of Trustees met at 5:30pm on Thursday, June 11, 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
Dr. Jason Sharp

Bethany Kendrick
Janice Every
Theresa Hundley

Megan Fugate recorded the minutes.

Adoption of Agenda (ACTION ITEM)

Chair Winchell asked for changes or additions to the agenda. President Watkins had no changes. Mr. Landrum moved to approve the agenda as presented. Mr. Hoskins seconded and motion carried 6-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Winchell asked for corrections or additions to the May 7, 2020 regular meeting minutes, Mr. Hoskins moved to approve the minutes as presented. Mr. Landrum seconded and motion carried 6-0.

Reports and/or Board Discussion

Faculty Senate Report

None

Administrative Reports

Budget Process and Budget Assumptions for 2020-2021 - Leanna Doherty had placed the May financial report at the table. At the end of May we were 92% through the year. The general fund was 82% expended and the technical education/vocational fund was 84% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

Insurance Update – Vice-President Doherty reviewed the insurance information. Mr. McReynolds moved to approve the insurance premiums not to exceed 2019-2020 total in the amount of \$100,138.61 or the Board will hold a special meeting for further discussion. Mr. Hoskins seconded and motion carried 6-0.

Facilities Update

Leanna Doherty gave a short report.

President's Report

Dr. Watkins gave a short report.

After a discussion, Mr. McReynolds moved to instruct Dr. Watkins and staff to create a COVID-19 plan to include current policy, recommendations to The Villas, and a contingency plan, if there is a positive case at either LCC or The Villas. Mr. Taylor seconded and motion carried 4-2. Mr. Winchell and Mr. Howerter voted against the motion.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

None

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Administrative Contract Ratification

Mr. Howerter moved to approve the administrative employment contract for Kara Wheeler, Dean of Instruction, at a salary of \$68,000, beginning July 1, 2020. Mr. McReynolds seconded and motion carried 6-0.

Professional Staff Employment Letter

Mr. Hoskins moved to 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 and the Professional Staff Employment letter for Jennifer Katzer, Financial Aid Specialist, at an annual salary of \$30,000, beginning June 8, 2020. Mr. Howerter seconded and motion carried 6-0.

Approval of Bills

Mr. Howerter moved to approve the Claims Register. Mr. Landrum seconded and 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, July 9, 2020 at 5:30pm. We will hold a Budget Worksession on July 9, 2020 beginning at 4:00pm in the Conference Room of the Student Success Center.

Adjournment

Mr. Howerter moved to adjourn the meeting at 6:32pm. Mr. Landrum seconded and motion carried 6-0.

Megan Fugate, Clerk of the Board

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 September 2020.

Jennifer Thompson has accepted the position of Executive Assistant to the President/Clerk of the Board. Please see exhibit 3.

Ashton Sangster has accepted the position of Part-Time Assistant Softball Coach. Please see exhibit 3.

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 July 1, 2020 to September 30, 2020.

The Board of Trustees approve the Professional Staff Employment letter for Jennifer Thompson, Executive Assistant to the President/Clerk of the Board at an annual salary of \$30,000 beginning July 7, 2020.

The Board of Trustees approve the 10-month contract for Ashton Sangster, Part-time Assistant Softball Coach, beginning July 13, 2020 at a salary of \$19,560.

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 September 2020.

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

Jennifer Thompson

Ms. Jennifer Thompson has accepted the position of Executive Assistant to the President/Clerk of the Board. Jennifer is a graduate of Ohio Northern University with a Bachelor of Arts in Sport Management/Business and a Master of Science in Sports Administration from Fort Hays State University.

Jennifer brings experience to LCC as a general manager for Prep2Prep where she operated in all facets of the business including strategic planning, customer relations staff leadership and contract negotiations. She has also had experience as a marketing/office assistant for real estate and sales firms. Jennifer worked for LCC several years ago as the volleyball coach. She also worked at Fort Hays State University as an assistant coach.

She will begin work on July 7, 2020.

POSITION DESCRIPTION

EXECUTIVE ASSISTANT TO THE PRESIDENT

Reports to: President
Organizational Unit: Professional Staff
Pay Rate Range: Specialist, Non-Exempt, full time
Revision Date: May 2020

I. Basic Purpose of Position

The Executive Assistant is responsible for the office operations for the President's Office. The Executive Assistant will perform highly responsible and complex administrative support duties requiring initiative, independent judgment, and responsibility. The executive assistant works closely with the Board of Trustees, acting as the clerk and liaison between the President and the Board, providing assistance as needed, and is responsible for recording, transcribing and maintaining the official board meeting minutes. These duties will emphasize administrative detail and tasks under the direction of the President of the college. Additional duties will be performed under the direction of the Vice President Academic Affairs.

II. Essential Job Functions

- A. Ability to manage the office activities of the President.
- B. Ability to serve as Clerk of the Board of Trustees.
- C. Ability to assist the President with administrative detail and transmitting administrative decisions in a confidential and professional manner.
- D. Ability to track projects assigned by the president to administrators and other staff to ensure timely completion and appropriate follow up including operational plans.
- E. Ability to prepare/finalize correspondence and other documents for the President.
- F. Ability to manage the President's schedule, coordinating all meetings, business luncheons, etc.
- G. Ability to coordinate travel arrangements for the President.
- H. Ability to receive and review President's mail, communications, reports, etc.
- I. Ability to manage Christmas cards and other cards for distribution for the President.
- J. Ability to purchase office supplies and equipment.
- K. Ability to develop and manage the budgets and expenditures for the President's Office.
- L. Ability to prepare purchase requisitions for the college president.
- M. Ability to maintain and distribute listing of campus committees.
- N. Ability to prepare cover letter and distribute athletic activity passes to area superintendents, community college presidents, Board of Trustees members and others specified by the president.
- O. Ability to maintain official copy of the Board Policy Manual and Procedures Manual in the public folders, hardcopy in office library.
- P. Ability to post documents to public folders.
- Q. Ability to complete or coordinate special assignments and perform research tasks and other duties as directed by the President and Vice President of Academic Affairs.
- R. Ability to prepare and distribute necessary materials for monthly and special Board meetings, to trustees, press and other staff, and coordinate arrangements for the meetings.
- S. Ability to serve as Notary Public for Board of Trustees.

- T. Ability to attend all Board meetings and record official meeting minutes. Follow-up on details of Board meetings as needed or requested by the President.
- U. Ability to coordinate travel arrangements for the Board of Trustees
- V. Ability to serve as a member of President's Council by providing assistance and support, including scheduling meetings, and preparation of the agendas, supporting documentation, and taking notes.
- W. Ability to serve on the Strategic Operations Advisory Committee
- X. Ability to assist Director & staff as needed in planning and implementing activities related to Public Relations, the Foundation, and the Alumni Association
- Y. Ability to maintain Operational Plans
- Z. Ability to follow all LCC policy and procedures
- AA. Ability to perform other duties as assigned
- BB. Ability to maintain regular and timely attendance

III. Consulting Tasks

- A. President
- B. Board of Trustees
- C. Vice Presidents
- D. Deans
- E. Director of Public Relations
- F. Director of Foundation & Alumni

IV. Supervises the Following Staff

College work-study and other clerical staff working on projects or special assignments for the Office of the President

V. Required Knowledge, Skills and Personal Qualifications:

- A. Skilled in both verbal and written communication
- B. Executive/administrative secretarial skills, including expertise in all Microsoft Office Applications
- C. Personal initiative to assume responsibility for projects and execute them without direct supervision
- D. Eligible to obtain notary bond and seal.
- E. Organizational skills with the ability to prioritize projects and assignments
- F. Establish and maintain effective rapport with faculty, administrators, staff, and the President and Board of Trustees members
- G. Confidentiality imperative

VI. Preferred Experience

Three years as an executive/administrative assistant, preferably in a community college or other post-secondary institution

VII. Educational Background

Bachelor degree required in related field

VIII. Working Conditions/Environment

- A. Normal office environment
- B. Periodic overtime and evening work
- C. Front line presence

BIOGRAPHY

Ashton Sangster

Ashton Sangster has accepted the position of Part Time Assistant Softball Coach beginning July 13, 2020.

Coach Sangster earned an Associate in Arts degree and a Bachelor of Science degree in Health P.E. Wellness and Fitness, both from Arkansas Tech University. Ashton brings four years of playing experience at Arkansas Tech University, a Division II school. While earning her degree, she worked camps, with elementary school students, and the Special Olympics. She also recorded statistics and organized other athletic events for the University.

POSITION DESCRIPTION

ASSISTANT SOFTBALL COACH

Reports to: Head Softball Coach
Organizational Unit: Professional Staff
Salary range: Specialist, Exempt, Part time
Revision Date: May 2020

I. Basic Purpose of Position

Working 42 weeks a fiscal year, 10 months, the Assistant Softball Coach is responsible for assisting with recruiting and implementing the softball team, creating a pleasant learning environment for the student athletes, and counseling student athletes in everyday crises on and off the field.

II. Essential Job Functions

- A. Ability to assist with the promotion and development of the softball program
- B. Ability to assist in scheduling of field for practices and games
- C. Ability to assist in building a softball schedule that suits the athletic program
- D. Ability to send athletic contracts to opponents and officials for softball
- 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 follow all LCC policy and procedures
- O. Ability to complete other duties as assigned
- P. 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 softball
- 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
Pitching coach 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.

Agenda Item: V.B.
Date: July 9, 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**

Check Number	Vendor	Description	6/4/2020		Amount	Total
			Account Number	Account Number		
127465	A T and T	Phone Service - Cherokee Center	11-7103-631-000		\$545.22	
		Phone Service - WTC	12-4204-631-000		\$262.84	\$808.06
127466	A T and T	Internet	11-6401-631-000		\$4,062.29	\$4,062.29
127467	American United Life Ins Co Group	Life Insurance Premiums	11-6501-590-001		\$367.23	\$367.23
127469	City of Parsons	Water Service	11-7102-632-000		\$2,068.92	
		Water Service - WTC	12-4204-632-000		\$122.05	
		Water Service	16-9482-632-000		\$140.55	\$2,331.52
127470	Commercial Bank	Safe Deposit Box # 295	11-6201-701-000		\$80.00	\$80.00
127471	Cox Communications	Internet - Cherokee Center	11-6401-631-000		\$194.42	
		Cable - Cherokee Center	11-7103-701-000		\$104.21	\$298.63
127473	Kansas Gas Service	Gas Service	11-7102-633-000		\$179.52	
		Gas Service - WTC	12-4204-633-000		\$190.51	\$370.03
127474	Kansas Outdoor Advertising	June Billboard Rental	11-6301-613-000		\$575.00	
		June Advertising	11-6301-613-000		\$300.00	\$875.00
127475	Melissa Kipp	Reissue Reimburse Supplies	12-1203-700-000		\$85.99	\$85.99
127476	Labette County Treasurer	Vehicle Registration	11-6502-720-000		\$102.50	\$102.50
127479	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000		\$249.32	
		Custodians Phone Charges	11-7102-649-000		\$293.03	\$542.35
127480	W C A Waste Corporation	Waste Removal, Cherokee	11-7103-649-000		\$140.44	\$140.44

EXHIBIT 4

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	6/4/2020	Account Number	Amount	Total
127481	Jeff Wisdom	Interview Expense Reimbursement		11-6504-601-002	\$333.62	\$333.62
					<u>\$10,397.66</u>	
	11-General Fund		\$9,595.72			
	12-Postsecondary Technical Education Fund		\$661.39			
	16-Auxillary Ent Fund		\$140.55			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$10,397.66</u>			

Checks approved for release prior to Board action

Mark Watkins
President

Robert M. Pobery
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	6/11/2020		Account Number	Amount	Total
127482	Robert Neil Beasley	Services - Parker Beasley			11-6102-709-000	\$50.00	\$50.00
127483	Evergy Kansas Central INC	Electricity			11-7102-634-000	\$11,360.81	
		Electricity - WTC			12-4204-634-000	\$359.14	
		Electricity			16-9482-634-000	\$293.65	\$12,013.60
127484	Kansas Association of School Boards	LAF Contract Renewal 20-21			11-6501-681-000	\$2,100.00	
		Membership Renewal			11-6501-681-000	\$3,200.00	\$5,300.00
127485	Kansas Gas Service	Gas Service - Cherokee Center			11-7103-633-000	\$52.17	\$52.17
127486	Parsons Rotary Club	Quarterly Dues - Mark Watkins			11-6101-702-000	\$138.00	\$138.00
127487	Rural Water District #5	Utility Water, Cherokee			11-7103-649-000	\$22.68	\$22.68
127488	Sparklight	Cable Service			11-7202-648-000	\$162.63	\$162.63
127489	Touchtone Communications	Long Distance			11-6501-631-000	\$90.52	
		Long Distance - Cherokee Center			11-7103-631-000	\$21.86	\$112.38
						<u>\$17,851.46</u>	
	11-General Fund					\$17,198.67	
	12-Postsecondary Technical Education Fund					\$359.14	
	16-Auxillary Ent Fund					\$293.65	
	64-Deferred Maintenance					\$0.00	
	67-Capital Outlay					\$0.00	
						<u>\$17,851.46</u>	

Checks approved for release prior to Board action

Mark Watkins

President

James Deady

Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	6/18/2020		Description	Account Number	Amount	Total
127490	A T and T			Phone Service	11-6501-631-000	\$143.20	
				Phone Service	11-6501-631-000	\$5,111.11	\$5,254.31
127492	Amazon.com LLC			Young Frankenstein DVD	11-1109-700-000	\$119.10	
				Synology Diskstation	11-6402-850-000	\$272.99	
				Tripp Lite Rackmount Power Strip	11-6402-850-000	\$59.40	
				Hikvision 8MP POE Bullet Camera	11-6402-850-000	\$293.18	
				APC UPS Battery Replacement RBC1	11-6402-850-000	\$110.88	
				Trendnet POE Camera	11-6402-850-000	\$439.77	
				Tool Box	12-1215-700-000	\$120.97	\$1,416.29
127493	Atlas Safe Rooms			Safe Room	11-7102-649-000	\$8,695.00	\$8,695.00
127494	B P			Gasoline	11-6502-720-000	\$7.50	\$7.50
127496	Jody Burzinski			Reimburse Mileage - Cherokee Cente	11-6401-601-000	\$71.30	\$71.30
127497	Cardmember Service			EDU Domain Renewal	11-6401-701-000	\$77.00	
				Exchange Support	11-6401-701-000	\$499.00	
				NLN Accreditation Faculty Books	12-1208-670-000	\$944.23	
				Custom Flashdrives	12-1208-700-001	\$365.40	
				Refund Tax	16-0000-131-002	(\$6.77)	
				FA Book	16-0000-131-002	\$80.01	\$1,958.87
127498	Central States Medical Physics, Inc			Equipment Annual Inspection Physicis	12-1210-646-000	\$550.00	\$550.00
127500	Constellation Newenergy - GasDivision			Gas Service	11-7102-633-000	\$155.20	
				Gas Service	16-9482-633-000	\$27.16	\$182.36
127501	Evergy Kansas Central INC			Electricity - Cherokee Center	11-7103-634-000	\$736.70	\$736.70
127502	FedEx Express			Package Shipping	11-5303-701-000	\$26.09	\$26.09
127503	Forbes-Hoffman Funeral Home			Memorial - Warren McGown	11-6102-709-000	\$50.00	\$50.00
127504	J and M Gym Pros LLC			Gym Floor Maintenance	11-7102-649-000	\$2,389.00	\$2,389.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

6/18/2020

Check Number	Vendor	Description	Account Number	Amount	Total
127505	Kansas Department of Revenue	Print Shop Sales Tax/May	11-6503-701-000	\$16.93	
		Bookstore Sales Tax/May	16-0000-216-001	\$28.94	
		Food Service Sales Tax/May	16-0000-216-002	\$62.57	\$108.44
127506	Kansas Gas Service	Gas Service	11-7102-633-000	\$400.24	
		Gas Service	16-9482-633-000	\$89.71	\$489.95
127510	Nancy Newby	Reimburse Mileage - Area HS (5)	11-4209-601-000	\$53.36	
		Reimburse Mileage - Area HS (19)	11-4209-601-000	\$234.03	\$287.39
127511	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$244.44	\$244.44
127513	Soroptimist International of Parsons	Dues - Lindi Forbes	11-6505-701-000	\$120.00	\$120.00
127515	American Heritage Life Insurance Com	Cancer Premiums	11-0000-273-000	\$36.44	
127516	Bay Bridge Administrators, LLC f/b/o S	Employee 403(b) Contributions	11-0000-258-000	\$12,838.00	
		Cancer Premiums	11-0000-273-000	\$353.52	
		Disability Premiums	11-0000-275-000	\$418.62	
		Term Life Insurance Premiums	11-0000-276-000	\$808.53	
		Employer 403(b) Matching	11-0000-277-000	\$4,910.00	
		Medical Reimb/Child Care Expense	11-0000-277-000	\$2,077.32	\$21,405.99
127517	L C C Foundation	Employee Contributions	11-0000-268-000	\$580.00	\$580.00
127518	W.H. Griffin Trustee	Garnishment	11-0000-270-000	\$369.00	\$369.00
				<u>\$44,979.07</u>	

Checks approved for release prior to Board action


Mark Watkins
President


Jeanne Doherty
Vice President of Finance & Operations

11-General Fund	\$42,716.85
12-Postsecondary Technical Education Fund	\$1,980.60
16-Auxiliary Ent Fund	\$281.62
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$44,979.07</u>

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

6/24/2020

Check Number	Vendor	Description	Account Number	Amount	Total
127534	A T and T	Internet	11-6401-631-000	\$1,568.40	\$1,568.40
127535	Accident Fund	Workman's Comp	11-6501-590-001	\$2,120.60	\$2,120.60
127537	Ethan D Appleby	Reimburse Mileage - Recruiting (3)	11-5502-603-000	\$334.65	\$334.65
127538	Linda Gale Brown	Reimburse Mileage - Clinicals (2)	12-1210-601-000	\$116.15	\$116.15
127539	Cardmember Service	SnagIt 2020	11-1106-850-000	\$54.32	\$54.32
127540	Alexander J Coplon	Position Announcement - Welding Ins	11-6504-613-000	\$592.09	\$646.41
127541	Kansas Gas Service	Reimburse Mileage - Recruiting (4)	11-5502-603-000	\$235.75	\$235.75
127544	Orscheln	Gas Service - 1306 Main	11-7102-633-000	\$32.06	\$32.06
		Gas Service - 1230 Main	11-7102-633-000	\$32.71	\$64.77
		Groundskeeping Supplies	11-7102-649-000	\$144.22	\$144.22
		Groundskeeping Supplies	11-7102-649-000	\$57.85	\$57.85
		Groundskeeping Supplies	11-7102-649-000	\$54.11	\$54.11
127546	Wal-Mart Community	Batteries	12-1208-700-000	\$41.80	\$41.80
		Snacks and Drinks for Fire Workshop	12-4204-699-000	\$137.54	\$137.54
		Folders	12-4204-701-000	\$9.70	\$9.70
		Food	16-9684-743-000	\$47.26	\$47.26
		Food	16-9684-743-000	\$36.78	\$36.78
		Food	16-9684-743-000	\$67.50	\$67.50
		Food	16-9684-743-000	\$83.84	\$83.84
		Food	16-9684-743-000	\$38.76	\$38.76
		Food	16-9684-743-000	\$48.02	\$48.02
		Food	16-9684-743-000	\$1.88	\$1.88
		Food	16-9684-743-000	\$17.61	\$17.61

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	6/24/2020	Account Number	Amount	Total
127546	Wal-Mart Community	Food		16-9684-743-000	\$19.34	\$604.14
	11-General Fund		\$5,226.76			
	12-Postsecondary Technical Education Fund		\$305.19			
	16-Auxillary Ent Fund		\$360.99			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			\$5,892.94			
					\$5,892.94	

Checks approved for release prior to Board action

Mark Watkins
President

Kearney Johnson
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	6/25/2020		Total
			Account Number	Amount	
127547	Evergy Kansas Central INC	Electricity - 1230 Main	11-7102-634-000	\$309.30	\$309.30
127548	Ashley Moore	Reimburse Mileage - Clinicals (6)	12-1210-602-000	\$447.35	\$447.35
127549	Mitchell A Rolls	Reimburse Mileage-Tulsa Airport/Bus	11-5503-603-000	\$388.13	\$388.13
				<u>\$1,144.78</u>	
	11-General Fund			\$697.43	
	12-Postsecondary Technical Education Fund			\$447.35	
	16-Auxillary Ent Fund			\$0.00	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$1,144.78</u>	

Checks approved for release prior to Board action


Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	6/30/2020		Description	Account Number	Amount	Total
127550	Ace Hardware, Inc.			Groundskeeping Supplies	11-7102-649-000	\$63.88	
				Groundskeeping Supplies	11-7102-649-000	\$23.94	
				Capacitor	11-7102-649-000	\$2.99	
				Groundskeeping Supplies	11-7102-649-000	\$32.96	
				Groundskeeping Supplies	11-7102-649-000	\$49.90	
				Saw Sharpening Chain	11-7102-649-000	\$14.00	
				Painting Supplies	11-7102-649-000	\$54.16	
				Maintenance Supplies	11-7102-649-000	\$37.99	
				Groundskeeping Supplies	11-7102-649-000	\$55.97	
				Groundskeeping Supplies	11-7102-649-000	\$52.98	
				Maintenance Supplies	11-7102-649-000	\$105.36	
				Groundskeeping Supplies	11-7102-649-000	\$60.98	
				Caution Tape	11-7102-649-000	\$9.99	
				Carbide Scrubbers	11-7102-649-000	\$33.98	
				Maintenance Supplies	11-7102-649-000	\$9.99	
				Groundskeeping Supplies	11-7102-649-000	\$37.94	
				Groundskeeping Supplies	11-7102-649-000	\$26.98	
				Marking Flags and Level	11-7102-649-000	\$22.94	
				Rake	11-7102-649-000	\$25.99	
				Marking Flags and Labels	11-7102-649-000	\$18.97	
				Gloves and Crackstop	11-7102-649-000	\$20.98	
				Bleach	11-7102-702-000	\$10.97	\$773.84
127551	American Electric Company			Electrical Supplies	11-7102-649-000	\$30.00	\$30.00
127552	American Media Investments			May Advertising	11-6301-613-000	\$450.00	\$450.00
127553	Apple Inc.			iPad Air	11-6402-850-000	\$2,516.00	\$2,516.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	6/30/2020		Description	Account Number	Amount	Total
127554	B and H Photo Video			Epson UltraChrome K3 Vivid Light Ma	12-1203-700-000	\$109.20	\$109.20
127555	C D W Government Inc			Lexmark Printers	11-6401-646-002	\$3,347.53	
				Lexmark DDR3 2GB	11-6401-646-002	\$383.12	
				Adobe Acrobat Pro	11-6401-646-002	\$106.98	
				Phillips Voice Tracer DVT1150 - voice	11-6402-850-000	\$42.44	
				EVGA SuperNOVA 1300 G2 - power s	11-6402-850-000	\$408.14	
				Supermicro 1200W Gold Level PWR	11-6402-850-000	\$539.02	
				EVGA 1300W Supernova 1300 G2	11-6402-850-000	\$616.04	
				IT Supplies	11-6403-701-000	\$333.28	
				IT Equipment	11-6403-850-000	\$3.46	
				Logitech Presentation Remotes	11-6403-850-000	\$168.00	
				HP Chromebook	12-1208-700-001	\$3,347.80	
				DSM HP Laserjet 5500 Black Toner	12-1215-700-000	\$159.63	\$9,455.44
127556	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
127557	Council of North Central Two-Year Coll			Membership Dues	11-6501-681-000	\$125.00	\$125.00
127559	Dell Marketing L P			Microsoft Campus License Agreement	11-6401-701-000	\$12,086.08	
				Optiplex 3070	11-6402-850-000	\$15,600.00	
				Overpayment on IT Equipment	11-6402-850-000	(\$1,374.70)	
				Optiplex 5270 AIO	11-6402-850-000	\$6,992.16	\$33,303.54
127560	DESCO Consulting, LLC			Grant Writing	11-4201-661-000	\$1,500.00	\$1,500.00
127561	Digital Acoustics			IP7 - FX Intercomes	11-6401-646-002	\$2,015.00	\$2,015.00
127562	Digital Connections Inc.			Lanier Copier Maintenance	11-6503-648-000	\$21.44	\$21.44
127563	Displays2Go			Graphic Design Supplies	12-1203-700-000	\$128.86	\$128.86
127564	Dojan, Inc			Gym Floor Maintenance	11-7102-649-000	\$600.00	\$600.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

6/30/2020

Check Number	Vendor	Description	Account Number	Amount	Total
127565	Dringenberg LLC	AC Motor	11-7102-649-000	\$137.04	\$137.04
127566	Family Traditions	Family Tradition Children's Books	11-6301-704-000	\$310.58	\$310.58
127567	Flinn Scientific Inc	Chemistry Supplies	11-1106-700-000	\$179.50	
		Chemistry Supplies	11-1106-700-000	\$512.20	
		Chemistry Supplies	11-1106-700-000	\$1,416.12	\$2,107.82
127568	Graves Menu Maker Foods	Food	16-9684-743-000	\$312.58	
		Food	16-9684-743-000	\$568.41	\$880.99
127569	Heff Jones Inc.	Diplomas 2019	11-5303-706-001	\$663.97	\$663.97
127570	Herring Bank	ID Card Supplies	11-6401-701-000	\$1,322.10	\$1,322.10
127571	Herrman Lumber	Maintenance Supplies	11-7102-649-000	\$39.38	
		Maintenance Supplies	11-7102-649-000	\$30.76	
		Tape	11-7102-649-000	\$7.08	\$77.22
127573	Home Store	Cove Base Adhesive	11-7102-649-000	\$641.50	\$641.50
127574	Hugo's Industrial Supply, Inc	Custodial Supplies	11-7102-702-000	\$369.00	\$369.00
127575	Independence Daily Reporter	Presidents Assistant Position Ad	11-6504-613-000	\$129.00	\$129.00
127576	Intrado Interactive Services Corporatio	SchoolMessenger Renewal	11-6401-701-000	\$3,125.00	\$3,125.00
127577	JJ Keller and Associates, Inc.	Legal Posters Update Package	11-6504-701-000	\$147.30	\$147.30
127578	Jock's Nitch/Parsons	Men's Basketball Uniforms Jersey/Sh	11-5506-690-000	\$2,048.00	\$2,048.00
127579	Joplin Roofing, INC	Gym Roofing	11-6201-659-013	\$57,499.68	\$57,499.68
127580	K L K C	May Advertising	11-6301-613-000	\$400.00	\$400.00
127581	K S Y N-FM	May Advertising	11-6301-613-000	\$1,025.00	\$1,025.00
127582	Kansas Association of School Boards	Human Resource Training - Megan H	11-6201-601-000	\$100.00	\$100.00
127583	Labette Avenue	Summer & Fall Classes	11-6301-613-000	\$60.00	
		Exec Asst President Board Clerk	11-6504-613-000	\$60.00	
		Asst Softbal and Womens Basketball	11-6504-613-000	\$80.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account		Amount	Total
				Number		
127583	Labette Avenue	Welding Position Announcement	11-6504-613-000		\$50.00	\$250.00
127584	Labette County Fair Association	Livestock Show Sponsor	11-6301-701-000		\$300.00	\$300.00
127585	Labette County High School	Instruction - Electronic Classes	12-1220-523-000		\$8,330.00	
		Revenue Sharing	12-1220-523-000		\$13,440.00	\$21,770.00
127587	Locke Supply Co	Head Pressure Contro	11-7103-649-000		\$153.97	\$153.97
127588	Marmic Fire and Safety Co Inc	Fire Inspections	11-7102-649-000		\$74.25	
		Fire Inspections	11-7102-649-000		\$327.50	\$401.75
127589	MBS Direct, LLC	Employee Books	11-6501-590-001		\$163.50	
		FA Books	16-0000-131-002		\$940.62	
		FA Book Returned	16-0000-131-002		(\$142.01)	
		FA Books	16-0000-131-002		\$57.50	
		FA Books	16-0000-131-002		\$1,223.91	\$2,243.52
127590	McCarty's Office Machines Inc	Copier Maintenance Nursing	11-6503-648-000		\$1,212.50	
		Copier Maintenance Radiography	11-6503-648-000		\$902.60	
		Canon Color Copier Maintenance	11-6503-648-000		\$122.06	
		Copy Usage - WTC	12-1219-700-000		\$0.21	
		Lumbar Back Supports	16-9482-701-000		\$65.62	\$2,302.99
127591	Medco Sports Medicine	Supplies	11-5507-701-000		\$1,827.60	\$1,827.60
127592	Mytown Media, Inc	May Advertising	11-6301-613-000		\$300.00	\$300.00
127593	N A S F A A	NASFAA Membership- Theresa Hundl	11-5201-601-000		\$2,446.00	\$2,446.00
127594	Nexstar Broadcasting, Inc	May Advertising/FourStates	11-6301-613-000		\$5,500.00	
		May Advertising/FourStates	11-6301-613-000		\$500.00	
		May Advertising/KODE	11-6301-613-000		\$1,855.00	
		May Advertising/FourStates	11-6301-613-000		\$350.00	
		May Advertising/KSNF	11-6301-613-000		\$735.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	6/30/2020		Description	Account Number	Amount	Total
127594	Nexstar Broadcasting, Inc			May Advertising/FourStates	11-6301-613-000	\$1,000.00	\$9,940.00
127595	Overhead Door of Wichita			Facilities Supplies	11-7102-671-000	\$528.17	\$528.17
127596	P1 Group Inc			Compressor Installation	11-7102-649-000	\$2,353.44	
				Maintenance Agreement	11-7103-649-000	\$500.00	
				Maintenance Agreement	11-7202-648-000	\$4,907.00	\$7,760.44
127597	Parsons Sun			Graduation Ad	11-6301-613-000	\$113.50	
				Exec Asst President Board Clerk	11-6504-613-000	\$73.78	
				Asst Softbal and Womens Basketball	11-6504-613-000	\$79.45	\$266.73
127599	Proforma			Admissions Promotional Items	11-5302-711-000	\$1,055.00	
				Pens	12-4204-711-000	\$275.00	\$1,330.00
127600	QueenB Television of Kansas/Missouri			May Advertising/FourStates	11-6301-613-000	\$135.00	
				May Advertising/KFJX	11-6301-613-000	\$600.00	
				May Advertising/KOAM	11-6301-613-000	\$1,200.00	
				May Advertising/MeTv KOAM	11-6301-613-000	\$135.00	\$2,070.00
127601	Sherwin-Williams Company			Paint	11-7102-649-000	\$53.20	
				Paint	11-7102-649-000	\$89.18	
				Paint Supplies	11-7102-649-000	\$87.38	
				Paint	11-7102-649-000	\$111.81	
				Credit on Supplies	11-7102-649-000	(\$307.22)	
				Paint	11-7102-649-000	\$424.40	
				Painting Supplies	11-7102-649-000	\$714.63	
				Film Blade	11-7102-649-000	\$21.99	
				Paint and Supplies	16-9482-701-000	\$76.62	\$1,271.99
127602	Sports in Kansas, LLC			Postseason Basketball & Wrestling Ac	11-6301-613-000	\$360.00	
				May Advertising	11-6301-613-000	\$200.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

6/30/2020

Check Number	Vendor	Description	Account		Amount	Total
				Number		
127602	Sports in Kansas, LLC	April Advertising	11-6301-613-000		\$200.00	\$760.00
127603	Technology Group Solutions, LLC	Certified Migration Services	11-6402-850-000		\$8,100.00	\$8,100.00
127604	The Library Store	Supplies	11-4101-701-000		\$531.03	
		Supplies	11-4101-701-000		\$181.25	\$712.28
127605	The Wright Signs	Door Signs	11-7102-649-000		\$40.50	\$40.50
127606	Thompson Bros. Supplies, INC	Cylinder Rental	12-1219-700-002		\$165.00	\$165.00
127607	Triad Environmental Services	Lagoon Maintenance	11-7103-649-000		\$2,635.00	\$2,635.00
127608	U S Medical Specialities, Inc.	Test Lung & Flowmeters	12-1211-700-000		\$1,020.25	\$1,020.25
127609	U S Medical Specialities, Inc.	Supply bags	12-1211-700-000		\$1,399.75	\$1,399.75
127610	UniFirst Corporation	Mats, Mops, Towels, Uniforms	11-7102-649-000		\$61.34	
		Mats, Mops, Towels, Uniforms	11-7103-649-000		\$61.34	
		Mats, Mops, Towels, Uniforms	11-7103-649-000		\$61.34	
		Mats, Mops, Towels, Uniforms	11-7103-649-000		\$61.34	
		Aprons, Mats, Mops, Cloths	11-7202-648-000		\$128.74	
		Uniforms	11-7202-648-000		\$61.32	
		Uniforms	11-7202-648-000		\$61.32	
		Aprons, Mats, Mops, Cloths	11-7202-648-000		\$128.74	
		Aprons, Mats, Mops, Cloths	11-7202-648-000		\$128.74	
		Uniforms	11-7202-648-000		\$61.32	
		Aprons, Mats Mops, Cloths	11-7202-648-000		\$128.74	
		Uniforms	11-7202-648-000		\$89.41	
		Aprons, Mats Mops, Cloths	16-9482-701-000		\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000		\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000		\$50.00	
		Aprons, Mats Mops, Cloths	16-9482-701-000		\$50.00	\$1,233.69

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

6/30/2020

Check Number	Vendor	Description	Account Number	Amount	Total
127611	Vance Lawn Care	Groundskeeping, Cherokee	11-7103-649-000	\$420.00	\$420.00
127612	Wallcur	Practi-Powder, Practi-2 mL Amp	12-1208-700-001	\$346.67	\$346.67
127613	Mark Watkins	Vehicle Expense	11-6501-590-001	\$900.00	\$900.00
				<u>\$195,190.59</u>	

11-General Fund	\$163,164.97
12-Postsecondary Technical Education Fund	\$28,722.37
16-Auxillary Ent Fund	\$3,303.25
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$195,190.59</u>

