

LABETTE COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
October 8, 2020  
5:30 p.m.  
Student Success Center, Conference Room

Review Copy



Labette Community College  
Board of Trustees Meeting Agenda  
October 8, 2020  
TIME 5:30 p.m.  
Conference Room; Student Success Center

- I. Adoption of Agenda ..... (Exhibit 1)
- II. Approval of September 10, 2020, Meeting Minutes..... (Exhibit 2)
- III. Reports and/or Board Discussion
  - A. Faculty Senate Report
  - B. SGA Report
  - C. Administrative Reports
    - i. Comparison of Expenditures to Budget
  - D. President’s Report
- IV. Old Business (Action, Report, or Discussion)
- V. New Business (Action, Report, or Discussion)
  - A. 2020 Report of Student Learning ..... (Agenda Item V.A.)  
..... (Exhibit 3)
  - B. Communication Program Review..... (Agenda Item V.B.)  
..... (Exhibit 4)
  - C. Professional Staff Employment Letter..... (Agenda Item V.C.)  
..... (Exhibit 5)
  - D. Approval of Bills..... (Agenda Item V.D.)  
..... (Exhibit 6)

VI. Public Comment

The Board of Trustees agenda shall contain one opportunity for public comment. This structure has been designed to provide the public with an opportunity to comment on any topic. The Chair of the Board explains the Board’s approach to the public comment with the following statement: **“At this time we invite anyone in the audience to speak to the Board about any item or concern that pertains to the college. By policy, at this time the Board will not take any action on any item or concern, but we will be happy to take it under advisement for 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 non-elected personnel to protect the interests of the individual(s) to be discussed.**

- A. Deferred Executive Session from August Board Meeting  
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.

**VIII. Next Regular Board Meeting**

November 12, 2020, 5:30 p.m.  
Conference Room, Student Success Center Building  
Tentative Agenda Items

**IX. Adjournment**

LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
September 10, 2020

The Board of Trustees met at 5:30 p.m. on Thursday, September 10, 2020 in the Conference Room of the Student Success Center building.

**Members Present**

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

**Members Absent**

Mr. Pat McReynolds

**Others Present**

Dr. Mark Watkins  
Leanna Doherty  
Aaron Keal  
Jason Sharp  
Lindi Forbes  
Bethany Kendrick  
Kevin Doherty  
Janice Every  
Kara Wheeler  
Theresa Hundley

Jennifer Thompson recorded the minutes.

**Adoption of Agenda (ACTION ITEM)**

Chair Winchell asked for changes or additions to the revised agenda. President Watkins had no changes. Mr. Hoskins moved to approve the revised agenda as presented. Mr. Landrum seconded and motion carried 5-0.

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

Chair Winchell asked for corrections or additions to the August 13, 2020 regular meeting minutes, Mr. Landrum moved to approve the minutes as presented. Mr. Taylor seconded and motion carried 5-0.

**Approval of Special Meeting Minutes (ACTION ITEM)**

Chair Winchell asked for corrections or additions to the September 8, 2020 special meeting minutes, Mr. Landrum moved to approve the minutes as presented. Mr. Taylor seconded and motion carried 5-0.

**Reports and/or Board Discussion**

**Faculty Senate Report**

None

SGA Report

None

Administrative Report

*Comparison of expenditures to the budget* – Leanna Doherty had placed the August financial report at the table. At the end of August we were 17% through the year. The general fund was 14% expended and the technical education/vocational fund was 15% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

President's Report

President Watkins gave a short report.

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

Bi-Polar Ionization Purchase Approval

Mr. Hoskins moved to approve the motion to proceed to purchase bi-polar ionization devices at a cost not to exceed \$170,000 using SPARK Phase II and CARES act funds. Mr. Taylor seconded and motion carried 5-0.

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

2019 Annual Report

President Watkins and Vice-President Sharp reviewed the Annual Report. Mr. Hoskins motioned to receive the FY2020 Annual Report. Mr. Howerter seconded and the motion carried 5-0.

Policy Numbering Change Approval

Mr. Taylor moved to approve a numbering change to Policy 2.01. Mr. Landrum seconded and motion carried 5-0.

Approval of Bills

Mr. Howerter moved to approve the Claims Register. Mr. Taylor seconded and motion carried 5-0.

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

Mr. Landrum moved to recess into executive session at 6:15pm for 15 minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at 6:30pm in this room. Inviting in Dr. Mark Watkins, Leanna Doherty, Janice Every, and Aaron Keal.

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

Mr. Hoskins seconded and motion carried 5-0

Reconvened into open session at 6:30pm.

Public Comment

Mr. Taylor mentioned that Lee Caldwell's wife has passed away.

Mr. Landrum complemented the use of PPE on campus and is very impressed with the changes that have been implemented due to COVID-19.

**Next Board Meeting: Date, Place, Time, and Tentative Agenda Items**

Chair Winchell reminded everyone of the next regular meeting of the Board of Trustees scheduled for October 8, 2020 at 5:30 p.m., Conference Room, Student Success Center Building.

**Adjournment**

Mr. Howerter moved to adjourn the meeting at 6:35pm. Mr. Landrum seconded and motion carried 5-0.

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Jennifer Thompson, Clerk of the Board

DRAFT





Agenda Item #: V.A.

Date: October 8, 2020

**SUBJECT**

Report of Student Learning

**REASON FOR CONSIDERATION BY THE BOARD**

To keep the Trustees informed about our students.

**BACKGROUND**

Each year the Instructional Outcomes and Assessment committee prepares a Report of Student Learning for the LCC faculty and staff, Board of Trustees, and community. The report examines the Outcomes Assessment plan, analyzes assessment data for the past year, and makes recommendations for the upcoming year.

**PRESIDENT'S RECOMMENDATION**

Dean of Instruction, Kara Wheeler, will give an overview of this report.



Agenda Item #: V.B.

Date: October 8, 2020

**SUBJECT**

Program Review: Communication

**REASON FOR CONSIDERATION BY THE BOARD**

Part of the Board's responsibility is to maintain oversight on the quality of the academic and administrative programs and services. This has been an on-going feature of our regular Board meetings.

**BACKGROUND**

The purpose of a program review is to assess the quality of our academic offerings as well as to assess program strengths and weaknesses. The program review report format will more accurately reflect the mission of the college, to "provide quality learning opportunities in a supportive environment," at a reduced cost, thus increasing our efficiency.

**PRESIDENT'S RECOMMENDATION**

Dean of Instruction, Kara Wheeler, will review this information with you.



<p>COVER SHEET          ACADEMIC PROGRAM REVIEW          SELF STUDY AND SUMMARY REPORT</p>
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Academic Program/Discipline:

Report Prepared by: Program/Discipline Committee

Tom Duran.....		
<b>Lead Faculty</b>	<b>Signature</b>	<b>Date Completed</b>

Tonya Bell.....		
<b>Lead Faculty</b>	<b>Signature</b>	<b>Date Completed</b>

Based on the information presented in this program review, the committee recommends this approved Program Review report to President's Council.

<i>Committee Members</i>	<i>Signatures</i>	<i>Date</i>
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Vice President of Student Affairs or Designate

Kylie Lucas .....

Vice President of Finance and Operations or Designate

Teri Pearce .....

Director of Public Relations or Designate

Bethany Kendrick .....

Director of Information Technology or Designate

Cody Nutt .....

Dean of Instruction or CTE Director

Kara Wheeler .....

Ralph Gouvion .....

Educational Support Staff

Tonya Evans .....

Faculty

Robert Bartelli .....

Faculty

Lori Ford .....

Faculty

Melissa Kipp .....

Vice President of Academic Affairs

Jason Sharp .....

Based on the information presented in this program review, the President's Council recommends this approved program to the President.

President's Council Designate

Date

.....

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

President

Date

.....

## **Executive Summary**

The Communication Department's goal is to be one of the best academic departments on campus in terms of customer service, program offering, recruitment, advising, and knowledgeable staff. The department program objectives include competencies in communication, theory, critical thinking, professional skills, professional identity, and values.

Since the previous program review several changes have occurred. The Communication Department has restructured the degree requirements to reflect the changing trend in the Communication field.

Department faculty developed and implemented Interpersonal Communication as an online course and it now serves as a core requirement of the Communication degree program.

New glass white boards were added to room H212 and H205, a Smart Board was also added to H205.

Full-time faculty in the Communication Department pride themselves in helping students make connections between course concepts and practical application. Examples of this are apparent through the partnerships and service learning opportunities made possible by the full-time Communication faculty.

Moving forward, the department will continue offering "real world" experiences to Communication majors and continue to look at additional ways to recruit Communication students.

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## **ACADEMIC PROGRAM/DISCIPLINE REVIEW** **Labette Community College**

### **Introduction to Program**

The Communication Program exists to provide the opportunity for students to improve their communication ability and knowledge. Our commitment to general education helps develop students' oral communication, listening skills, critical thinking skills, and their appreciation for communication diversity.

We have designed our courses to fulfill major requirements for Associate Degree seeking students. Our Department offers an Associate of Arts Degree with an emphasis in Communication.

Throughout their education, students majoring in Communication have opportunities for hands-on experiences both in and out of the classroom, acquiring valuable skills in:

- critical and analytical thinking,
- oral and written communication,
- research,
- computer literacy,
- and conflict resolution.

### ***A. Program Relation to College Mission, Core Values, and Strategic Plan***

The Communication Department at LCC supports the college mission statement in the following ways: We provide quality educational experiences in an atmosphere of support and encouragement. The Communication Department provides a caring environment that encourages responsibility, confidence, and motivation, and thereby results in both learning *and* satisfaction of communication skills obtained. We also work hard at creating a friendly and professional atmosphere for learning by establishing a relaxed, open two-way communication that allows for understanding and acceptance of information presented.

The department's goal is to excel in:

- customer service,
- program offering,
- recruitment,
- advising,
- and knowledgeable staff.

The Communication Department seeks to provide the opportunity for students to improve their communication ability and knowledge. Our commitment to general education helps develop students' oral communication and critical thinking skills and their appreciation for communication diversity.

We have designed our courses to fulfill major requirements for Associate Degree seeking students. Throughout their education, students have opportunities for hands-on experience both in and out of the classroom.

The Communication Department program objectives include competencies in:

- communication,
- theory,
- critical thinking,
- professional skills,

- professional identity,
- and values.

**B. Program Recognition/Accreditation**

Kansas Board of Regents and the Higher Learning Commission.

**C. Program/Discipline Demand/Need**

Overall employment of advertising, promotions, and marketing managers is projected to grow 6 percent from 2019 to 2029, faster than the average for all occupations. Employment growth will vary by occupation.

Employment of marketing managers is projected to grow 7 percent from 2019 to 2029, faster than the average for all occupations. Marketing managers will continue to be in demand as organizations use marketing campaigns to maintain and expand their market share. These managers will be sought after for their advice on crafting pricing strategies and finding new ways to reach customers.

Employment of advertising and promotions managers is projected to decline 1 percent from 2019 to 2029. The continued rise of electronic media will result in decreasing demand for print advertisements. The newspaper publishing industry, which employs many of these workers, is projected to lose jobs over the next 10 years. Despite overall employment declines for advertising and promotions managers, there may be some growth in industries that rely on these workers to create digital media campaigns that target customers through the use of websites, social media, or live chats.

Employment of public relations specialists is projected to grow 7 percent from 2019 to 2029, faster than the average for all occupations.

Organizations will continue to emphasize community outreach and customer relations as a way to maintain and enhance their reputation and visibility. Public opinion can change quickly, particularly because both good and bad news spread rapidly through the Internet. Consequently, public relations specialists will be needed to respond to news developments and maintain their organization’s reputation.

The use of social media also is expected to create opportunities for public relations specialists as they try to appeal to consumers and the general public in new ways. Public relations specialists will be needed to help their clients use these new types of social media effectively.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*

<https://www.bls.gov/ooh/management/advertising-promotions-and-marketing-managers.htm> (9/25/2020)

<https://www.bls.gov/ooh/media-and-communication/public-relations-specialists.htm> (9/25/2020)

**D. Summary Statement of Faculty Qualifications**

There are currently two full-time faculty members for the Communication Department; both full-time members of the department have Masters Degrees in Communication.

Over the past five years, an average of four adjunct faculty have taught the Public Speaking course for the Communication Department. Refer to Appendix B.

**E. Faculty Recognition**

**Tom Duran**

- Part-time Director of the Cherokee Center
- Elder at the Lighthouse Tabernacle Church
- Distinguished Faculty Award recipient 2016
- Development of online Public Speaking course
- 15 Years of Service Pin

**Tonya Bell**

- Distinguished Faculty Award recipient 2015
- Chaired committee to develop course outcomes and competencies for Interpersonal Communication state-wide transfer, developed as an online course at LCC
- Adjunct faculty evaluator
- LCC Faculty Association Member (since 2009, serving as Treasurer since 2012)
- USD 461 School Board Member (since 2007, serving multiple years as V.P. and President)
- USD 461 Booster Club Member
- Tri-County Special Education Board Member alternate
- Neodesha Community Foundation Board Member
- Member of St. Ignatius Catholic Church/member of Alter Society
- Neodesha Chamber of Commerce Community Volunteer of the Year 2015
- 10 Years of Service Pin

**F. How Does the Discipline Use Professional Development?**

**Tom Duran**

- Utilized professional development funds for tuition – working on an EdS degree
- Reads professional journals
- Views “Monday Morning Mentors”

**Tonya Bell**

- Utilizes professional development funds every two to three years to attend the Lilly Conference on Evidence Based Teaching and Learning
- Reads professional journals
- Views “Monday Morning Mentors”

**G. Student Enrollment**

**1. Number of students admitted to the program/declared majors and program completers and transfer/licensure rates.**

	2016	2017	2018	2019	2020	Total
Students Admitted	10	5	7	8	4	34
Program Completers	5	2	5	0	3	15

**2. What recruiting and retention strategies are used by the program/discipline?**

**Recruiting**

- Tom Duran
  - Assists with recruiting efforts at the Cherokee campus
  - Allows drop in visits for prospective students during campus visits
  - Utilizes social media to promote LCC
- Tonya Bell
  - Judges area high school forensics competitions each year and has the opportunity to engage in conversation with seniors to discuss post-secondary plans as a platform to promote LCC
  - Judges Senior Projects at Neodesha High School and has the opportunity to engage in conversation with seniors to discuss post-secondary plans as a platform to promote LCC
  - Judges the FFA Southeast District Agricultural Communications Contest
  - Represents LCC presenting at the Neodesha High School scholarship awards assembly
  - Allows drop in visits for prospective students during campus visits
  - Utilizes social media to promote LCC

**Retention**

- Faculty members consistently provide quality advising
- Faculty members email students enrolled in communication classes prior to the semester starting to welcome them and try to set their mind at ease (for speech classes). Faculty continue to email students throughout the semester with class reminders/updates.
- Faculty members email advisees to keep them informed of deadlines and encourage them to come in to enroll for classes early.
- Faculty members make an effort to get to know what activities students are involved in and make a point of showing them support both in and out of the classroom.

**3a. Total number of students by course per year.**

Course Code	Course Title	2016	2017	2018	2019	2020
COMM 101	Public Speaking	417	472	477	444	470
COMM 103	Intro to Advertising	12	9	8	0	10
COMM 105	Public Relations	12	10	3	2	13
COMM 106	Intro to Mass Media	5	11	7	*	*
COMM 110	Critical Thinking	39	25	22	7	*
COMM 102	Interpersonal Communication	N/A	N/A	N/A	N/A	37

\*- course not offered

N/A- course not yet developed

**3b. Mean class size of courses per year.**

Course Code	Course Title	2016	2017	2018	2019	2020
COMM 101	Public Speaking	15	13	12	12	14
COMM 103	Intro to Advertising	12	4	8	0	10
COMM 105	Public Relations	6	10	3	2	13
COMM 106	Intro to Mass Media	5	11	7	*	*
COMM 110	Critical Thinking	13	8	11	7	*
COMM 102	Interpersonal Communication	N/A	N/A	N/A	N/A	18

\*- course not offered

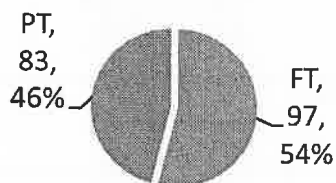
N/A- course not yet developed

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

Campus	2016	2017	2018	2019	2020
Main	219	251	231	176	150
Concurrent	100	82	56	63	76
Online	80	124	163	156	255
Cherokee	85	69	67	58	49

**5. Number of courses and percentage of courses taught by full-time and adjunct instructors in the discipline. (Five- year total)**

Course Code	Course Title	Full Time	Part Time
COMM 101	Public Speaking	74	83
COMM 103	Intro to Advertising	5	0
COMM 105	Public Relations	6	0
COMM 106	Intro to Mass Media	3	0
COMM 110	Critical Thinking	9	0
	<b>Total</b>	<b>97</b>	<b>83</b>



## H. Program Assessment

### What are the Program Outcomes Results?

Program data is based on course outcomes results. Refer to Appendix A for program courses.

Program Outcomes:

1. Students will demonstrate competencies in reading, writing, speaking, and listening so as to effectively acquire, develop, and convey information.
2. Students will be able to structure their ideas and state their positions on issues quickly, clearly, and concisely.
3. Students will demonstrate, understand, and apply key terms, concepts, models, and theories from Communication literature.
4. Students will be able to critically evaluate various elements of critical thinking, including evidence, reasoning, and fallacies, define argumentation and understand its structure, demonstrate competencies in the art of persuasion, argument analysis and reasoning.
5. Students will demonstrate competencies in professional writing and advertising and public relations program planning.
6. Students will demonstrate an understanding of ethical codes and standards of practice typically promoted within the field of Communication and its profession.
7. Students will demonstrate sensitivity to human diversity and the impact of culture on communication.

### Communication Department Matrix

Course Number	Course Name	Program Outcome 1	Program Outcome 2	Program Outcome 3	Program Outcome 4	Program Outcome 5	Program Outcome 6	Program Outcome 7
COMM 102	Interpersonal Communication	1, 3, 4, 5	2	4, 5				3
COMM 103	Intro to Advertising	2	1			1, 2		
COMM 105	Intro to Public Relations	2		2		1, 2	1	
COMM 106	Intro to Mass Media	1	2	1	2		1	
COMM 110	Critical Thinking & Argumentation	1, 2	2		1		1, 2	

### Interpersonal Communication

1. Demonstrate an ability to apply effective communication techniques within a variety of contexts.
2. Demonstrate an understanding of effective conflict management skills.
3. Demonstrate an understanding of the impact of gender and culture on interpersonal communication.
4. Demonstrate an ability to analyze effective listening habits and skills.

5. Evaluate the role of verbal and nonverbal messages in interpersonal communication.
6. Recognize the role of perception of self and others in interpersonal communication.

#### Intro to Advertising

1. Understand the role and significance of advertising.
2. Understand the basic terms and know the basic strategies, techniques and principles of advertising.

#### Intro to Public Relations

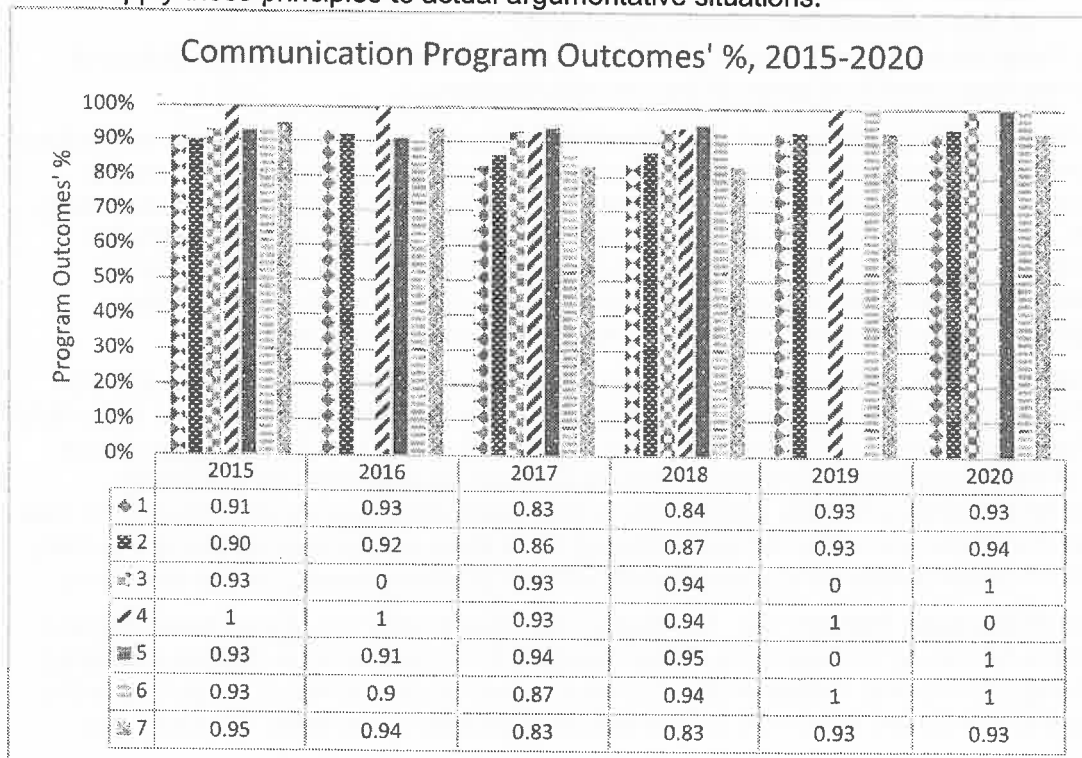
1. Understand the major differences between public relations, marketing and advertising.
2. Demonstrate an understanding of terms and theories of public relations, and how public relations can utilize technology to its advantage.

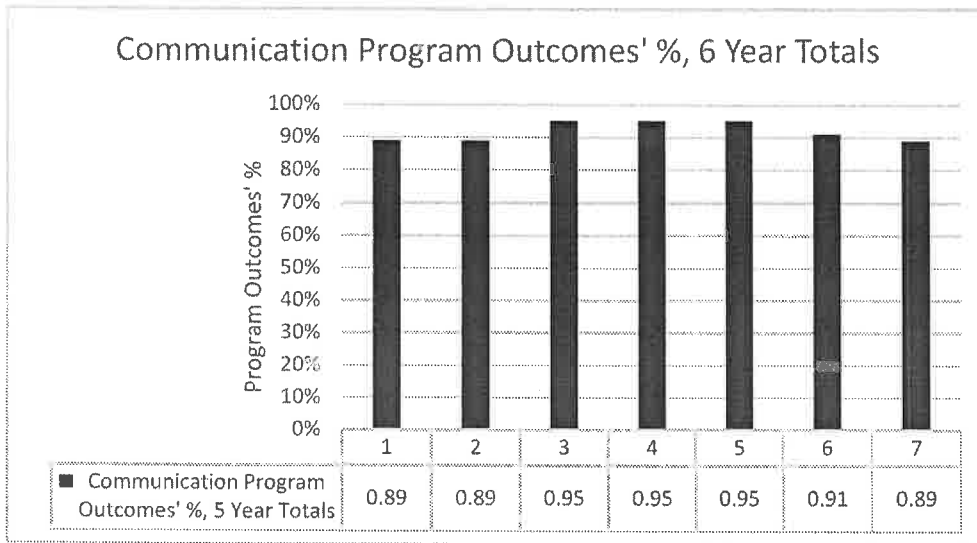
#### Intro to Mass Media

1. Demonstrate the ability to access, analyze, and evaluate information in a variety of media.
2. Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of mass communications in global society.
3. Demonstrate an understanding of the history and current state of mass communications.
4. Identify social, ethical, and legal issues in the media.

#### Critical Thinking and Argumentation

1. Demonstrate an understanding of principles of argument and persuasion.
2. Apply these principles to actual argumentative situations.





**Describe other assessment data/summaries if appropriate.**

An outcomes assessment form is completed for every course by every instructor at the end of each semester and submitted to the Dean of Instruction. Instructors receive assessment data from the Dean's office annually to review the reports and discuss any changes made to instruction based on the assessment.

**I. Learning Resources**

**Are the learning resources adequate for the program/discipline teaching needs? Please review resources available to you in the LCC Library as part of this process and provide comments.**

Yes, there are a range of resources to help teach students the knowledge, skills and activities they need in all areas of the program/discipline.

**Information Technology:** Yes, Communication faculty have access to basic technology for program delivery and in integrating these resources into their classes. Access to cutting edge technology is particularly important in the Public Relations and Advertising track, because corporate America is increasingly using computer-based training for employees and synchronous, computer-based communication between workers at distant sites. Computer services make every attempt to support the needs of the program. They are always helpful with networking issues or problems.

**Library:** Yes, the Library adequately supports the needs of the program. The Library staff is always helpful and also seeks input on new acquisitions for the Library in the field of Communication. During the course of the academic year, the Library staff provides lists of newly released books and textbooks that may be requested by the faculty member and ordered by the Library. Some Communication courses use research in their method of instruction. The Library is offering more items on the Internet and is providing research opportunities for students/faculty without physically having to visit the library.

**Student Success Center:** Yes, the Student Success Center has always been a useful resource for faculty and students. Some students in Communication courses are taking advantage of tutoring. Occasionally, Communication faculty members utilize the testing service and tests are left on-file for the staff to administer to students. Students also



utilize accommodations if special needs arise. Students utilize computer rooms in the Main building and Student Services. Qualified students utilize Student Support Services as another avenue for support. Student athletes also receive status checks and participate in study halls.

**Instructional Media Center:** Yes, instructors have access to the Instructional Media Center for laptops, and training services offered through Media Center personnel.

**Print Shop:** Yes, the faculty receives excellent support from Office Services including paper for office printer, basic supplies in the classroom, access to a copy machine, color printer, fax machine, scanner, and mail service.

**Facilities Department:** Yes, the Communication Department maintains excellent working relations with the facilities department.

**Public Relations:** Yes, the Public Relations Department provides excellent support by providing announcements to the media (print, radio, television) regarding Department news or activities.

### **J. Partnerships**

#### **To what extent has the program/discipline developed external partnerships?**

While it is not a relationship with a particular school, Tom Duran and Tonya Bell have been involved with the annual KCOG meetings to talk about course requirements across the state of Kansas, meeting with professors from other schools to discuss course objectives.

The following courses have been aligned across the state:

COMM 101 Public Speaking

COMM 102 Interpersonal Communication

COMM 106 Intro to Mass Media

#### **Tonya Bell**

- Judge forensics tournaments at area high schools
- Judge senior projects at Neodesha High School
- Judge FFA contests
- Established partnerships:
  - Chamber of Commerce: Established a partnership with the Parsons Chamber of Commerce to offer internships to communication students. Students have worked to help promote Katy Days.
  - KOAM TV: Tonya organizes a trip each spring for students in the public relations class and the mass media class to tour KOAM TV. They have the opportunity to be on set during the noon news and speak to news anchors following the news to get an inside look at working in television broadcasting.
  - KLKC Radio Station: Tonya organizes a trip each spring to KLKC for the public relations class to tour KLKC radio station. They have the opportunity to get an inside look at working in radio broadcasting. They also have the chance to record a public service announcement for whatever class event they happen to be promoting.
- Service Learning Opportunities
  - Each spring the public relations students select a cause/non-profit organization, a campus "need" or a community member in need and

develop a campaign and/or an event to benefit the organization or individual. The students learn about a variety of public relations tactics to utilize in promoting their culminating event. Events/causes over the previous 5 years have included:

- 2016- Miles for Meals 5K Glow Run to benefit the LCC Food Pantry
- 2017- Dodge, Duck, and Dive for Dreams Dodge Ball Tournament to benefit the Youth Crisis Shelter and Big Brothers Big Sisters
- 2018- One Step Closer to Awareness 5K to benefit the Safehouse Crisis Center in Pittsburg
- 2019- Foster Care Aware Super Hero Party to benefit TFI Family Services
- 2020- King of the Cobs Corn Hole Tournament (canceled due to COVID) to benefit the Parsons Recreation Commission Youth Scholarship Fund.

### Review of Previous Action Plan

#### Program Offering

- There is a need to develop a program that helps Communication students find scholarships. **Ongoing**
- The department lost the Forensic/Debate program. ***There were no goals set to revitalize or bring back the Forensic/Debate program in the past 5 years (and there is still no intention to), but wanted to note it was a weakness found with the Communication program 5 years ago for this review.***
- The department lost the Photo Communication emphasis. ***There were no goals set to revitalize or bring back the Photo Communication emphasis in the past 5 years (and there is still no intention to), but wanted to note it was a weakness found with the Communication program 5 years ago for this review.***
- No longer a need to develop the Interpersonal Communication course. ***Interpersonal Communication Course was later developed at the request of administration.***

#### Program Size

- The department has not taken additional measures to recruit minority students. ***Continuing to work with Admissions office***

#### Facilities

- There is a need for separate faculty offices (Cherokee Center). **Ongoing**
- There is a need for new “glass” white boards that will properly erase in two classrooms utilized to teach the majority of all communication courses; rooms H205 and H212. ***Rooms H205 and H212 have new glass boards, and H205 has a new smart board***
- There is a need for a cable to connect a “tablet” into the projector in rooms H205 and H212. ***Completed, and newer technology has also been added.***

### **Adjunct Faculty**

- There is a need for additional training on meeting core requirements and completing assessments. ***This has been accomplished with continuous and effective communication with Adjunct Faculty***

## SUMMARY REPORT: Strengths, Weaknesses, Opportunities, Challenges

### ACADEMIC PROGRAM REVIEW

Date: September 8, 2020

Academic Program/Discipline: Communications

#### REVIEW COMMITTEE IDENTIFIED STRENGTHS

First, is the **faculty**:

- Faculty's accessibility and involvement with students.
- Full-time faculty and the majority of the adjunct faculty have extensive experience in their fields.
- Advising students and engaging with them in and out of the classroom has led to students persisting through the program.
- Instructors enhance student learning by incorporating work experience from business and government agencies into their classroom.
- Full-time faculty work with adjunct faculty to establish a strong professional relationship with all groups and areas of the institution.
- Full-time faculty gained practical experience in the field of communication while in private sector.
- Full-time faculty have developed contacts in the field of communication for student internships.

A second strength is the **size of the department and the classes**:

- The relatively small classes foster an opportunity to learn course content better, compared to mass lecture classes.
- The relatively small size of the department is credited with creating a sense of community within the department.
- The Communication department offers day and evening courses on campus and evening courses at extensions sites. In addition, it offers online courses.
- The Communication department is innovative, flexible, self-reviewing.

The third area in which the department is strong is the department's resilient **focus on students**:

- Faculty continually strive to ascertain students' needs, to deliver instruction when and where they need it, to provide learning support and student services at convenient hours, and to involve students in institutional activities and decision-making processes.
- Teaching is the highest priority of the faculty and is evaluated regularly and rigorously, with student involvement. Faculty spend many hours learning new instructional technologies, advising students and otherwise assisting student learning.

The fourth area in which the department is strong is the department's **college wide relationships**:

- The Communication Department maintains excellent relationships with other departments in the college such as Graphic Design, English, Math, and Science.
- The Communication Department constantly strives to create a friendly atmosphere by establishing a relaxed, open and two-way communication that allows for cohesiveness among colleagues campus wide.
- Over the past five years, the Communication Program has supported other program enrollment by fulfilling general education requirements. The enrollment generated from the Communication Department contributes to other programs at the college and the overall viability/stability of LCC.
- The Communication Department works closely with the Graphic Design Department for cooperative learning opportunities.

The fifth area in which the department is strong is in **adaptation**:

- Faculty met the needs of students in the spring semester when COVID-19 shut down in-person classes and all instruction moved to an online format.
- Instructors have worked with IT to purchase laptops that will be used to allow for alternative means for delivering coursework through platforms such as Zoom when health reasons make students unable to attend class in person.

**SUMMARY REPORT  
ACADEMIC PROGRAM REVIEW**

**Date: September 8, 2020**

**Academic Program/Discipline:**

**REVIEW COMMITTEE IDENTIFIED  
WEAKNESSES/OPPORTUNITIES/CHALLENGES**

The following weakness/opportunities/challenges are broken into specific elements.

**Program Offering**

- There is a need to develop more scholarships for Communication students so that they can be offered at events as a recruitment tool.
- The department needs to do a better job of marketing its program offerings and visibility.

**Program Size**

- The department has not taken additional measures to recruit minority students, although we would be open to suggestions from recruiters as to viable approaches to doing so.
- Declining student enrollment in face to face classes and core Communication classes.

**Technology**

- Headsets with microphones are needed for communicating while delivering services alternatively.

**Program Action Plan**  
Date: September 8, 2020:

An Action Plan addressing weaknesses, opportunities, and challenges found during the Program Review process was developed by the full-time faculty in the program and the Program Director, Dean of Instruction or CTE Director. The Action Plans goals will be included in the program Operational Plans for the upcoming years as a part of the Strategic Planning process. The associated Core Value and Outcome should be included for Operational Plan reference, such as 1A for Core Value 1 and Outcome A. The person or persons responsible will determine the necessary actions to complete the suggestions needed in the Weaknesses/Opportunities/Challenges for the specific areas that are being reviewed.

<b>Weaknesses/ Opportunities/ Challenges</b>	<b>Program Outcome/ Objective</b>	<b>Estimated Cost/ Department Budget</b>	<b>Operational Plan Year of Implementation, Associated Core Value and Outcome, and/or Completion or Proposed Administrative Action</b>	<b>Person Responsible DOI/Advisory Committee</b>
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**Program Offering**

There is a need to develop more scholarships for Communication students so that they can be offered at events as a recruitment tool.	Increase the number of Communication scholarships from the current level (Toni Tippet Memorial Scholarship & Clyde & Betty Reed Scholarship)	Work with Foundation Director and Director of Financial Aid	1C	Financial Aid, Foundation
Better job of marketing program offerings and visibility	Improve enrollment in core Communication courses and create an awareness of program offerings	Collaborate with Public Relations department and the Graphic Design program	1C	Public Relations, Graphic Design department

## Program Size

Develop additional measures to recruit minority students	In an effort to subsist the Education for a Globally Connected World institutional value it is important to improve minority recruitment efforts	Work with Admissions Director and staff	2B	Faculty, LCC Recruiters
Develop measures to increase enrollment in face to face and core Communication classes	In an effort to increase on ground enrollment, a review of the course offering dates and times is necessary	Work with Dean's office and Instructional Assistant	5A	Faculty, Dean of Instruction and Instructional Assistant

## Technology

Need for headset with microphone	In an effort to improve alternative delivery	Work with Computer Services	3D	Computer Services
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## Appendix A: List of Courses

COMM 101	Public Speaking- KSRN Aligned
COMM 102	Interpersonal Communication- KSRN Aligned
COMM 103	Introduction to Advertising
COMM 105	Introduction to Public Relations
COMM 106	Introduction to Mass Media- KSRN Aligned

### COMMUNICATION

**ASSOCIATE IN ARTS**

The goal of the Communication Program is to provide the opportunity for students to improve their communication ability and knowledge. Our commitment to General Education helps develop students' oral communication and critical thinking skills and their appreciation for communication diversity. Our courses are designed to fulfill major requirements for Associate Degree-seeking students. Throughout their education, students have opportunities for hands-on experience both in and out of the classroom.

**Credits Required:** 60

**Major Advisor:** Tim Dusan  
620-820-1171  
tomd@labette.edu

Tanya Bell  
620-820-1121  
tonyab@labette.edu

**Recommended Course Sequence**  
**SEM 1:** COMM 102, Concentration Elective  
**SEM 2:** COMM 106, Concentration Elective  
**SEM 3:** COMM 103, Concentration Elective  
**SEM 4:** COMM 105

**After Graduation**  
 Students can gain immediate, entry-level employment in Government and Social Services, Public Relations Agencies, Event Planning, Sales, etc. If already employed, obtain career advancement opportunities. Students can transfer to a university or college to pursue a bachelor's degree in Communication.

**Select 6 hours from the following**

<input type="checkbox"/> GRAP 107 Intro to Desktop Publishing	3
<input type="checkbox"/> GRAP 118 Typography	3
<input type="checkbox"/> GRAP 130 Advertising Design	3
<input type="checkbox"/> GRAP 202 Digital Photography	3
<input type="checkbox"/> GRAP 206 Photo Editing software	3
<input type="checkbox"/> GRAP 210 Digital Page Layout	3

**\*Recommended Humanities Electives**

<input type="checkbox"/> ART 107 Two Dimensional Design	3
<input type="checkbox"/> ENGL 200 Creative Writing	3
<input type="checkbox"/> HIST 108 Current World Affairs	3
<input type="checkbox"/> PHIL 104 Introduction to Logic	3

<b>Concentration Requirements</b>	<b>18</b>
<input type="checkbox"/> COMM102 Interpersonal Communication	3
<input type="checkbox"/> COMM103 Introduction to Advertising	3
<input type="checkbox"/> COMM105 Introduction to Public Relations	3
<input type="checkbox"/> COMM106 Introduction to Mass Media	3
<b>Concentration Electives</b>	<b>6</b>
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<b>General Education Requirements</b>	<b>42</b>
<input type="checkbox"/> COMM101 Public Speaking	3
<input type="checkbox"/> ENGL 101 English Composition I	3
<input type="checkbox"/> ENGL 102 English Composition II	3
<input type="checkbox"/> MATH 115 College Algebra	3
Physical/Natural Science Elective with Lab	3
<input type="checkbox"/> _____	
<b>*Humanities Electives</b>	<b>6</b>
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<b>Social and Behavioral Science Electives</b>	<b>6</b>
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<b>General Education Electives</b>	<b>12</b>
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<b>Select one of the following</b>	
<input type="checkbox"/> LEAR 101 College Success Skills	1
<input type="checkbox"/> EDUC 133 Research Skills	1
<input type="checkbox"/> PED 116 Lifetime Fitness	1

## ***Appendix B: Faculty in Program Qualifications***

### **Current Full Time Faculty**

Bell, Tonya- BA, Communication (Public Relations); MA, Communication (Interpersonal Communication)

Duran, Thomas- AA, Liberal Studies; BA, Communication (Broadcasting); MA, Communication (Human Behavior)

### **Current Adjunct Faculty**

Brown, Delaina - MS Educational Technology; Bachelor Science in Education/English, AA; 18 hours complete in Communication Discipline

Finley, Lacey - Doctorate of Philosophy, Masters Business Administration, currently on credentialing plan

Lloyd, Christina - Juris Doctorate, Bachelor of Arts/English, currently on credentialing plan

Lucas, Kylie - Masters of Arts/Communication, Bachelors of Science/Communications

Wilson, Heather - Masters of Science/Teaching Secondary, Bachelors of Science in Education/Communication

Agenda Item #: V.C.

Date: October 8, 2020

**SUBJECT**

Professional Staff Employment Letter Confirmation

**REASON FOR CONSIDERATION BY THE BOARD**

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

**BACKGROUND**

Brenna Hoppes has accepted the position of Student Support Services Academic Advisor.

**PRESIDENT'S RECOMMENDATION**

The President recommends the Board of Trustees approve the Professional Staff Employment letter for Brenna Hoppes, Student Support Services Academic Advisor, at an annual salary of \$36,000, starting October 1, 2020.



## Biography

### **Brenna Hoppes**

Ms. Brenna Hoppes has accepted the Student Support Services Academic Advisor position. Ms. Hoppes earned an Associate of Arts degree in Psychology from LCC, a Bachelor of Arts degree in Psychology from PSU, and a Master of Social Work degree from Washburn University in Topeka. She holds a temporary Masters of Social Work licensure with her full licensure expected October 2020. She is a member of Phi Theta Kappa Honor Society and was on the President's and Dean's honor rolls in both her graduate and undergraduate programs.

Brenna has most recently been employed at the Community Health Center of Southeast Kansas, in Parsons working in the USD503 district. She has also been employed as a substitute teacher for USD503 and USD506.

Brenna begins work on October 1, 2020

**POSITION DESCRIPTION****STUDENT SUPPORT SERVICES ACADEMIC ADVISOR**

**Reports to: Student Support Services Director**

**Organizational Unit: Professional Staff**

**Salary range: Coach/Coordinator/Counselor, Exempt, full time**

**Revision Date: September 2020**

**Temporary Position for Length of Grant**

**I. Basic Purpose of Position**

The academic advisor is responsible for providing Student Support Services participants with appropriate case management, advising, occupational information, placement and follow-up while working cooperatively with other Student Support Services staff and related support personnel of the college.

**II. Essential Job Functions**

- A. Ability to recruit students from within the college through placement assessment, College Success Skills courses and speaking to classes or seminars
- B. Ability to assist in the process of identification and placement of eligible participants
- C. Ability to provide assessment, academic planning and advising, and monitoring for project students
- D. Ability to help coordinate Student Support Services orientation for new and returning project participants
- E. Ability to develop academic skills resources for project participants
- F. Ability to assist in the intake process for project participants
- G. Ability to develop individualized learning plans for project participants based on assessment results
- H. Ability to provide academic, career, social/personal, financial and transfer counseling to individuals and groups of students in the project
- I. Ability to consult with faculty, financial aid office, admissions, Student Support Services project staff and the Student Success Center on behalf of project students
- J. Ability to report directly to the Student Support Services Director and provide progress and data reports as needed
- K. Ability to follow all LCC policy and procedures
- L. Ability to complete other tasks as assigned
- M. Ability to maintain regular and timely attendance

**III. Consulting Tasks**

- A. Consults with faculty, financial aid office, admissions office, various college administration and staff as well as community and business resources on behalf of program participants.
- B. Consults with other Student Support Services and Student Success Center staff to inform, obtain input and share concepts and information.

- C. Consults with college staff regarding special and personal needs of project students.

**IV. Supervises the Following Staff**

None

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

- A. Ability to effectively counsel and advise students, requiring the ability to understand others' concerns and respond with empathy.
- B. Ability to anticipate students' needs and develop appropriate short and long-range plans.
- C. Knowledge of the community college philosophy and LCC's graduation requirements, academic programs, and advising policy and procedures.
- D. Good organizational, oral and written communication skills.
- E. Knowledge of personal computer operations and software applications including MS Word.

**VI. Preferred Experience**

- A. Advising in community college environment.
- B. Providing needs assessment and learning plan development with college students, preferably those from first generation families or those with limited income backgrounds.
- C. Providing career development, financial aid and academic advising.
- D. Teaching to diverse audiences.
- E. Working with persons with academic disabilities.

**VII. Educational Background**

- A. Bachelor's degree in education, psychology, or related field is required.
- B. Master's degree in counseling, student personnel or other related areas preferred.

**VIII. Working Conditions/Environment**

Usual office environment





Agenda Item #: V.D.

Date: October 8, 2020

**SUBJECT**

Approval of Bills

**REASON FOR CONSIDERATION BY THE BOARD**

Kansas statutes require the 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**

The President recommends approval of the bills.



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	9/4/2020		Description	Account Number	Amount	Total
127930	A T and T			Phone Service - Cherokee Center	11-7103-631-000	\$718.42	
				Phone Service - WTC	12-4204-631-000	\$261.32	\$979.74
127934	City of Parsons			Water Service	11-7102-632-000	\$2,629.31	
				Water Service - WTC	12-4204-632-000	\$137.05	
				Water Service	16-9482-632-000	\$211.88	\$2,978.24
127936	Alexander J Coplon			Reimburse Mileage - Recruiting	11-5502-603-000	\$131.10	\$131.10
127937	Cox Communications			Internet - Cherokee Center	11-6401-631-000	\$194.42	
				Cable - Cherokee Center	11-7103-701-000	\$104.22	\$298.64
127939	Evergny Kansas Central INC			Electricity	11-7102-634-000	\$18,281.80	
				Electricity - WTC	12-4204-634-000	\$462.34	
				Electricity	16-9482-634-000	\$381.86	\$19,126.00
127942	Kara Good			Reimburse AARC Membership	12-1211-681-000	\$159.00	\$159.00
127943	Ross Harper			Reimburse Mileage - BSHS, KMI Met	12-4204-601-000	\$72.45	\$72.45
127945	Kansas Association of School Boards			Virtual Legal Training Fee - J Every	11-6504-630-000	\$75.00	\$75.00
127946	Kansas Gas Service			Gas Service	11-7102-633-000	\$124.32	
				Gas Service - WTC	12-4204-633-000	\$48.91	\$173.23
127947	Kansas Outdoor Advertising			Sepember Advertising	11-6301-613-000	\$300.00	
				September Billboard Rental	11-6301-613-000	\$575.00	\$875.00
127948	KCADNE			KCADNE Membership	12-1208-670-000	\$75.00	\$75.00
127949	Kylie Lucas			Reimburse Mileage - Cherokee Cente	11-5302-601-000	\$34.50	\$34.50
127951	Ozarks Coca-Cola/Dr Pepper Bottling			Pop for Fountain	16-9684-743-000	\$194.02	\$194.02
127955	Verizon Wireless			J Burzinski Phone Charges	11-6401-701-000	\$273.93	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	9/4/2020	Account Number	Amount	Total
127955	Verizon Wireless	Custodians Phone Charges		11-7102-649-000	\$333.26	\$607.19
					<u>\$25,779.11</u>	
		11-General Fund	\$23,775.28			
		12-Postsecondary Technical Education Fund	\$1,216.07			
		16-Auxillary Ent Fund	\$787.76			
		64-Deferred Maintenance	\$0.00			
		67-Capital Outlay	\$0.00			
			<u>\$25,779.11</u>			

Checks approved for release prior to Board action

Mark Watkins  
President

Sean W. Doherty  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**


9/9/2020

Check Number	Vendor	Description	Account Number	Amount	Total
127956	A T and T	Internet	11-6401-631-000	\$4,087.89	\$4,087.89
127957	CareerSafe	OSHA Vouchers	12-4204-701-000	\$625.00	\$625.00
127958	D A N B	CDA Renewal	12-1215-681-000	\$75.00	\$75.00
127959	Janice S Every	Reimburse Mileage - Cherokee Cente	11-6504-601-001	\$71.30	\$71.30
127965	Kansas Gas Service	Gas Service	11-7103-633-000	\$37.51	\$37.51
127966	Megan O'Brien	Reimburse Mileage - Cherokee Cente	11-6504-601-001	\$35.65	\$35.65
127967	Robert E Perez	Reimburse Mileage - Cherokee Cente	11-4202-602-000	\$34.50	\$34.50
127969	Rural Water District #5	Utility Water, Cherokee	11-7103-632-000	\$36.80	\$36.80
127970	Sparklight	Cable Service	11-7202-648-000	\$162.63	\$162.63
				\$5,166.28	

11-General Fund	\$4,466.28
12-Postsecondary Technical Education Fund	\$700.00
16-Auxillary Ent Fund	\$0.00
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
\$5,166.28	

Checks approved for release prior to Board action

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	9/18/2020		Description	Account Number	Amount	Total
127972	Amazon.com LLC			Whiteboard & Large White Strips	11-4203-701-000	\$57.64	
				IT Supplies	11-6401-646-002	\$149.95	
				ZUGU CASE - 2019 iPad Air 10.5/201	11-6401-701-000	\$59.99	
				IT Supplies	11-6401-701-000	\$107.52	
				Ipad Tripods	12-1208-700-000	\$55.58	
				Telescopic Teachers Pointer	12-1218-700-000	\$5.98	\$436.66
127973	B P			Gasoline	11-6502-720-000	\$7.50	\$7.50
127974	Constellation Newenergy - Gas			DivisionGas Service	11-7102-633-000	\$30.65	
				Gas Service	16-9482-633-000	\$34.73	\$65.38
127975	Evergy Kansas Central INC			Electricity - Cherokee Center	11-7103-634-000	\$1,328.03	\$1,328.03
127976	Janice S Every			Reimburse Mileage - Cherokee Cente	11-6504-601-001	\$34.50	\$34.50
127977	FedEx Express			Package Shipping (2)	11-5303-701-000	\$46.89	\$46.89
127978	Gabriella I Cortez			Reimburse Mileage - Tulsa Airport	11-5503-603-000	\$129.38	\$129.38
127979	Brittany Haley			Reimburse Softball Sliding Mitt	11-5507-701-000	\$49.99	
				Reimburse ATR Game Day Clothing	11-5507-701-000	\$180.00	\$229.99
127980	Ross Harper			Reimburse Mileage - Orientation,Hobt	12-4204-601-000	\$88.55	
				Reimburse Stained Glass Supplies	12-4204-701-000	\$155.95	\$244.50
127981	Kansas Assn of Community College Tr			2020-2021 KACCT Dues	11-6501-681-000	\$6,300.00	\$6,300.00
127982	Kansas Association of School Boards			Title IX Training - Jason Sharp	11-5701-690-000	\$25.00	
				Title IX Trainings - Jason Sharp	11-5701-690-000	\$38.00	
				Title IX Training	11-5701-690-000	\$75.00	\$138.00
127983	Kansas Department of Revenue			PrintShop Sales Tax/August	11-6503-701-000	\$3.39	
				Bookstore Sales Tax/August	16-0000-216-001	\$212.36	
				Food Service Sales Tax/August	16-0000-216-002	\$316.04	\$531.79
127985	Kansas Gas Service			Gas Service	11-7102-633-000	\$288.07	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/18/2020

Check Number	Vendor	Description	Account Number	Amount	Total
127985	Kansas Gas Service	Gas Service	16-9482-633-000	\$94.89	\$382.96
127990	Parsons Rotary Club	Quarterly Dues - Mark Watkins	11-6101-702-000	\$138.00	\$138.00
127991	Patterson Dental Supply, Inc	Equipment Repairs	12-1215-700-000	\$282.70	\$282.70
127992	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$219.53	\$219.53
127994	Mitchell A Rolls	Reimburse Mileage - Tulsa Airport	11-5503-603-000	\$129.38	\$129.38
127995	Cheryl Smith	Reimburse Laptop	11-4200-630-022	\$909.99	
127996	Touchtone Communications	Reimburse Reg NLN Virtual Summit 2	11-4200-630-022	\$423.94	\$1,333.93
		Long Distance	11-6501-631-000	\$94.92	
		Long Distance - Cherokee Center	11-7103-631-000	\$22.39	\$117.31
127997	Wood-Dulohery Insurance Inc	Premium - Athletic Accident Policies	11-5506-625-000	\$75,357.00	\$75,357.00
				<u>\$87,453.43</u>	

11-General Fund	\$86,206.65
12-Postsecondary Technical Education Fund	\$588.76
16-Auxiliary Ent Fund	\$658.02
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$87,453.43</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	9/25/2020		Total
			Account Number	Amount	
128036	A T and T	Phone Service	11-6501-631-000	\$134.11	
		Phone Service	11-6501-631-000	\$2,437.95	\$2,572.06
128037	A T and T	Internet	11-6401-631-000	\$1,579.38	\$1,579.38
128039	American Association of Community C	President's Academy Fee	11-6501-681-000	\$75.00	
		Institutional Membership	11-6501-681-000	\$2,834.00	\$2,909.00
128042	Cardmember Service	KACRAO Virtual CPC Registration	11-5302-681-000	\$240.00	
		KACRAO Membership	11-5302-681-000	\$65.00	
		Fast Draw Subscription - Men's BB	11-5508-701-000	\$89.99	
		Safety Summit Reg - Janice Every	11-5701-690-000	\$75.00	
		Safety Summit Reg - Tammy Fuentez	11-5701-690-000	\$75.00	
		Plant - Pat McReynolds Hospital	11-6102-709-000	\$51.02	
		Plant - Pat McReynolds Hospital	11-6102-709-000	\$78.88	
		KS CPA Membership Dues	11-6501-681-000	\$325.00	
		CMA Certifications	12-4204-701-000	\$45.26	\$1,045.15
128049	Kimberly M Dowling	Reimburse Mileage - Auction	11-6301-601-000	\$24.15	\$24.15
128052	Evegy Kansas Central INC	Electricity - 1230 Main	11-7102-634-000	\$347.60	\$347.60
128054	Ross Harper	Reimburse Mileage - Area HS (2)	12-4204-605-000	\$125.35	\$125.35
128057	Joe Smith Company, Inc	Concessions	16-9381-742-000	\$167.53	\$167.53
128058	Kansas Gas Service	Gas Service - 1306 Main	11-7102-633-000	\$30.76	
		Gas Service - 1230 Main	11-7102-633-000	\$32.78	\$63.54
128059	KCADNE	KCADNE Conf. Registration-Nursing	12-1246-630-000	\$400.00	\$400.00
128060	Deardin Gracen Kelley	Reimburse Mileage - Recruiting (2)	11-5504-603-000	\$146.63	\$146.63
128061	Bethany A Kendrick	Reimburse Mileage - Video Shcots	11-6301-601-000	\$35.65	\$35.65
128065	Haley Renee Miller	Reimburse Mileage - Recruiting	11-5504-603-000	\$41.40	\$41.40
128066	Orscheln	Gas	11-6502-720-000	\$51.28	



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	9/25/2020		Description	Account Number	Amount	Total
128066	Orscheln			Groundskeeping Supplies	11-7102-649-000	\$108.45	
128067	Ozarks Coca-Cola/Dr Pepper Bottling			Groundskeeping Supplies	11-7102-649-000	\$72.74	\$232.47
				CO2 Tanks	16-9684-701-000	\$232.04	
128069	Ryan S. Phillips			Pop for Fountain	16-9684-743-000	\$331.05	\$563.09
				Reimburse for Recruits Hotel	11-5509-603-000	\$116.08	
				Reimburse HB, Hotdogs SB Team Co	11-5509-701-000	\$154.64	
128071	Jerrold W Stanford			Reimburse Condiments, for SB Team	11-5509-701-000	\$127.33	\$398.05
128072	The Villas at LCC, LLC			Reimburse Mileage - Recruiting	11-5508-603-000	\$356.50	\$356.50
				Housing/	11-0000-201-001	\$3,045.00	
				Housing/	11-0000-201-001	\$731.01	
				Housing/	11-0000-201-001	\$1,738.00	
				Housing/	11-0000-201-001	\$25.00	
				Housing/	11-0000-201-001	\$1,685.00	
				Housing/	11-0000-201-001	\$2,326.00	
				Housing/	11-0000-201-001	\$2,425.00	
				Housing/	11-0000-201-001	\$2,053.00	
				Housing/.	11-0000-201-001	\$999.00	
				Housing/	11-0000-201-001	\$1,503.00	
				Housing/	11-0000-201-001	\$2,675.00	
				Housing.	11-0000-201-001	\$2,266.00	
				Housing/	11-0000-201-001	\$2,313.61	
				Housing/	11-0000-201-001	\$2,425.00	
				Housing,	11-0000-201-001	\$916.00	
				Housing/(	11-0000-201-001	\$2,675.00	
				Housing/(	11-0000-201-001	\$1,940.00	

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	Account Number	Amount	Total
128072	The Villas at LCC, LLC	Housing/	11-0000-201-001	\$1,811.00	
		Housing/	11-0000-201-001	\$1,982.00	
		Housing/	11-0000-201-001	\$1,570.39	
		Housing/	11-0000-201-001	\$1,811.00	
		Housing/	11-0000-201-001	\$1,788.00	
		Housing/	11-0000-201-001	\$1,791.96	
		Housing/	11-0000-201-001	\$1,455.00	
		Housing/	11-0000-201-001	\$979.14	
		Housing/	11-0000-201-001	\$801.00	
		Housing/	11-0000-201-001	\$669.60	
		Housing/	11-0000-201-001	\$2,675.00	
		Housing	11-0000-201-001	\$1,940.00	
		Housing/	11-0000-201-001	\$2,190.00	
		Housing/	11-0000-201-001	\$2,161.00	
		Housing/	11-0000-201-001	\$2,489.00	
		Housing/	11-0000-201-001	\$1,682.00	
		Housing/	11-0000-201-001	\$1,378.00	
		Housing/	11-0000-201-001	\$2,903.00	
		Housing/	11-0000-201-001	\$2,425.00	
		Housing/	11-0000-201-001	\$1,796.00	
		Housing/	11-0000-201-001	\$2,625.00	
		Housing/	11-0000-201-001	\$2,425.00	
		Housing/	11-0000-201-001	\$145.00	
		Housing/	11-0000-201-001	\$1,578.00	
		Housing/	11-0000-201-001	\$46.00	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	9/25/2020		Description	Account Number	Amount	Total
128072	The Villas at LCC, LLC			Housing/	11-0000-201-001	\$2,550.00	
				Housing/	11-0000-201-001	\$1,324.00	
				Housing/	11-0000-201-001	\$1,080.00	
				Housing/	11-0000-201-001	\$649.11	
				Housing/	11-0000-201-001	\$1,920.00	
				Housing/	11-0000-201-001	\$1,916.00	
				Housing/	11-0000-201-001	\$1,455.00	
				Housing	11-0000-201-001	\$1,904.00	
				Housing/	11-0000-201-001	\$1,238.00	
				Housing/.	11-0000-201-001	\$1,544.00	\$90,437.82
		128073	Wal-Mart Community			Biology Supplies	11-1102-700-000
				Biology Supplies	11-1102-700-000	\$19.80	
				Supplies	11-5302-701-000	\$20.57	
				Supplies	11-6505-701-000	\$87.35	
				Mulch	11-7102-649-000	\$21.47	
				CNA Supplies	12-4204-701-000	\$34.32	
				Food	16-9684-743-000	\$41.06	
				Food	16-9684-743-000	\$29.58	
				Food	16-9684-743-000	\$95.40	
				Food	16-9684-743-000	\$7.74	
				Food	16-9684-743-000	\$96.05	
				Food	16-9684-743-000	\$11.50	
				Food	16-9684-743-000	\$2.18	
				Food	16-9684-743-000	\$76.03	
		Food	16-9684-743-000	\$79.19			

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

9/25/2020

Check Number	Vendor	Description	Account Number	Amount	Total
128073	Wal-Mart Community	Food	16-9684-743-000	\$29.39	
		Food	16-9684-743-000	\$18.72	
		Food	16-9684-743-000	\$42.18	\$812.01
				<u>\$102,257.38</u>	
	11-General Func			\$100,392.81	
	12-Postsecondary Technical Education Fund			\$604.93	
	16-Auxillary Ent Fund			\$1,259.64	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$102,257.38</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**

9/29/2020

Check Number	Vendor	Description	Account Number	Amount	Total
128074	American Heritage Life Insurance	ComCancer Premiums	11-0000-273-000	\$36.44	\$36.44
128075	Bay Bridge Administrators, LLC	f/b/o SEmployee 403(b) Contributions	11-0000-258-000	\$12,783.00	
		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	
		Medical Reimb/Child Care Exp	11-0000-277-000	\$1,943.15	
		Employer 403(b) Matching	11-6501-590-001	\$4,855.00	
		Term Life Insurance Premiums	11-6501-590-001	\$318.20	\$21,480.02
128076	L C C Foundation	Employee Contributions	11-0000-268-000	\$440.00	\$440.00
128077	W.H. Griffin Trustee	Garnishment	11-0000-270-000	\$369.00	\$369.00
				<u>\$22,325.46</u>	
	11-General Fund			\$22,325.46	
	12-Postsecondary Technical Education Fund			\$0.00	
	16-Auxillary Ent Fund			\$0.00	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$22,325.46</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	9/30/2020		Total
			Account Number	Amount	
128078	Ace Hardware, Inc.	Maintenance Supplies	11-7102-649-000	\$30.91	
		Maintenance Supplies	11-7102-649-000	\$26.58	
		Groundskeeping Supplies	11-7102-649-000	\$18.57	
		Groundskeeping Supplies	11-7102-649-000	\$10.77	
		Groundskeeping Supplies	11-7102-649-000	\$31.98	
		Maintenance Supplies	11-7102-649-000	\$36.95	
		Mums	11-7102-649-000	\$38.97	
		Maintenance Supplies	11-7102-649-000	\$8.96	
		Groundskeeping Supplies	11-7102-649-000	\$41.99	
		Mums	11-7102-649-000	\$19.99	
		Maintenance Supplies	11-7102-649-000	\$21.29	
		Maintenance Supplies	11-7102-649-000	\$16.95	
		Potting Soil, Mums	11-7102-649-000	\$60.95	
		Groundskeeping Supplies	11-7102-649-000	\$8.58	
		Maintenance Supplies	11-7102-649-000	\$58.95	
		Mums	11-7102-649-000	\$64.95	
		Brooms and Dustpans	11-7102-702-000	\$31.97	
		Funnels	11-7102-702-000	\$8.17	\$537.48
128079	American Dental Education Association	ADEA Membership - Leigh Ann Martin	12-1215-681-000	\$113.00	\$113.00
128080	American Media Investments	August Advertising	11-6301-613-000	\$480.00	\$480.00
128081	American Welding Society, Inc	AWS Membership Renewal	12-1219-670-000	\$264.00	\$264.00
128082	Anselmi Something LLC	Video Production	11-6301-613-000	\$3,750.00	\$3,750.00
128083	APACHE INDUSTRIES INC	Plasma Table Repair	12-1219-700-000	\$120.00	\$120.00
128084	APTA	Annual Accreditation Fee for 2020	12-1213-670-000	\$4,500.00	\$4,500.00
128085	APTA	Membership Renewal 2020-Jimmie W	12-1213-681-000	\$505.00	\$505.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/30/2020

Check Number	Vendor	Description	Account Number	Amount	Total
128086	Beacon Athletics	Refund on Tax	11-5502-701-000	(\$40.90)	
		Weighted Fieldshield Tarp	11-5502-701-000	\$482.90	\$442.00
128087	Beasley Automotive, LLC	2 Tires for Workforce/Facilities Trailer	11-6502-720-000	\$78.42	
		2 Tires for Workforce/Facilities Trailer	12-4204-701-000	\$78.42	\$156.84
128088	Bleacher Gear	Student Ambassador Shirts	11-5302-701-000	\$156.50	\$156.50
128089	Bowen Pharmacy, Inc.	Thick-It	12-4204-701-000	\$21.09	\$21.09
128090	C J's Uniforms Unlimited	PTA Polo Shirts	12-1213-700-000	\$300.00	\$300.00
128091	CoARC	Accreditation Dues	12-1211-670-000	\$2,200.00	\$2,200.00
128092	Copy Products Inc	Konica Copier Staples	11-6503-701-000	\$260.00	
		Copier Staples	11-6503-701-000	\$94.13	
128093	Crow Burlingame Co	Copy Usage for Cherokee Center	11-7103-701-000	\$76.58	\$430.71
128094	Data Source Media, Inc	Paint and Paint Thinner to Finish Cag	12-1219-700-000	\$163.05	\$163.05
		B23100 Toner	11-6401-701-000	\$249.00	
		HP 5500 Black Toner	11-6401-701-000	\$297.00	\$546.00
128095	Daves Communications Services	Polycom Wireless Conference Phone	11-6403-701-000	\$325.00	\$325.00
128096	DESCO Consulting, LLC	Grant Writing	11-4201-661-000	\$1,500.00	\$1,500.00
128097	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000	\$92.22	\$92.22
128099	Family Traditions	Family Tradition Children's Books	11-6301-704-000	\$310.58	\$310.58
128100	Fastenal Company	Hinges, Cut Off Wheels, Wrenches	12-1219-700-000	\$161.38	
		Hinges, Cut Off Wheels, Wrenches	12-1219-700-000	\$143.25	
		Hinges, Cut Off Wheels, Wrenches	12-1219-700-000	\$218.50	
		Hinges, Cut Off Wheels, Wrenches	12-1219-700-000	\$246.71	
		Grinding Wheels and Fork Extensions	12-1219-700-000	\$132.87	
		Grinding Wheels and Fork Extensions	12-1219-700-000	\$740.59	\$1,643.30
128101	Global Equipment Company Inc.	SpeedPress 154G Cutting Mat w/Grid	11-6503-641-000	\$333.90	\$333.90

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	9/30/2020		Description	Account		Amount	Total
					Number	Number		
128102	Graves Menu Maker Foods			Supplies	16-9684-701-000		\$236.59	
				Supplies	16-9684-701-000		\$101.87	
				Supplies	16-9684-701-000		\$61.59	
				Supplies	16-9684-701-000		\$71.25	
				Supplies	16-9684-701-000		\$164.05	
				Supplies	16-9684-701-000		\$240.69	
				Supplies	16-9684-701-000		\$89.13	
				Supplies	16-9684-701-000		\$227.72	
				Supplies	16-9684-701-000		\$112.28	
				Food	16-9684-743-000		\$426.38	
				Food	16-9684-743-000		\$511.29	
				Food	16-9684-743-000		\$759.08	
				Food	16-9684-743-000		\$775.00	
				Food	16-9684-743-000		\$393.24	
				Food	16-9684-743-000		\$528.84	
				Food	16-9684-743-000		\$251.77	
				Food	16-9684-743-000		\$463.04	
				Credit on Food	16-9684-743-000		(\$26.24)	
				Credit on Food	16-9684-743-000		(\$29.08)	
				Credit on Food	16-9684-743-000		(\$14.28)	
				Credit on Food	16-9684-743-000		(\$19.41)	\$5,324.80
128103	Herring Bank			ID Card Supplies	11-6401-701-000		\$1,032.30	\$1,032.30
128104	Hillyard/Springfield			Trash Bags	11-7102-702-000		\$331.40	
				Paper Towels, Toilet Paper	11-7102-702-000		\$1,198.05	\$1,529.45
128105	Hugo's Industrial Supply, Inc			Trash Cans	11-7102-649-000		\$190.75	



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	9/30/2020		Total
			Account Number	Amount	
128105	Hugo's Industrial Supply, Inc	Enzyme Cleaner	11-7102-702-000	\$439.20	\$629.95
128106	J H Recognition Company	PTA Class Pins	12-1213-700-000	\$205.75	\$205.75
128107	J W Pepper and Son, Inc	80-1 File Finder Box - Choral	11-1111-700-000	\$80.99	\$80.99
128108	Jock's Nitch/Parsons	Adidas Tees, Shirts, Shorts	11-5502-701-000	\$4,065.00	
		Classic Fall Jersey, Facemasks	11-5509-701-000	\$1,000.00	
128109	K L K C	Adidas Practice Shorts & Shirts	11-5509-701-000	\$5,221.00	\$10,286.00
128110	Kansas Library Association	August Advertising	11-6301-613-000	\$400.00	\$400.00
128111	KMI Metals	Memberships Scotty & Phyllis	11-4101-701-000	\$90.00	\$90.00
		Steel	12-1219-700-000	\$1,751.61	
		Steel	12-1219-700-000	\$213.26	
		5" Steel Tube for Project	12-1219-700-000	\$141.25	
128112	KONE Inc	1-1/2 Steel	12-1219-700-000	\$101.50	\$2,207.62
		Maintenance Agreement	11-7202-648-000	\$147.70	
		Maintenance Agreement	11-7202-648-000	\$457.52	\$605.22
128113	Labette Avenue	Fall Classes Start	11-6301-613-000	\$80.00	
		Montgomery County 4-H Fair Scrapbc	11-6301-613-000	\$62.50	
		Student Support Services Acad Advisr	11-6504-613-000	\$50.00	
		Ad Cherokee Cent Asst and Eve Cust	11-6504-613-000	\$80.00	\$272.50
128114	Laser Designs/PSHTC	Retirement Plaque	11-6301-661-000	\$40.00	\$40.00
128115	Locke Supply Co	Regulator, Cartridge	11-7102-649-000	\$65.01	
		Blower Control	11-7102-649-000	\$202.07	\$267.08
128116	Marmic Fire and Safety Co Inc	Sprinkler Inspection	11-7202-648-000	\$539.75	\$539.75
128117	MBS Direct, LLC	FA Books	16-0000-131-002	\$123.21	
		FA Books	16-0000-131-002	(\$14.58)	
		FA Books	16-0000-131-002	\$3,379.36	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account		Amount	Total
			9/30/2020	Number		
128117	MBS Direct, LLC	FA Books	16-0000-131-002		(\$79.75)	\$3,408.24
128118	McCarty's Office Machines Inc	Toner	11-4101-701-000		\$105.60	
		Color Copier Maintenance	11-6503-648-000		\$152.54	
		Contract Billing - Academic Affairs	11-6503-648-000		\$556.00	
		Copy Usage - WTC	12-1219-700-000		\$4.55	
		Register Tape	16-9684-701-000		\$101.12	\$919.81
128119	Medical Equipment Affiliates	PTA Student Supply Bags	12-1213-700-000		\$1,489.40	\$1,489.40
128120	Meridian Professional Imaging	Nursing Wall Photo Prints	11-6301-661-000		\$7.64	\$7.64
128121	Morningstar	Online Database 1 yr Unlimited Subs.	11-4101-710-000		\$3,500.00	\$3,500.00
128122	Mytown Media, Inc	August Advertising	11-6301-613-000		\$300.00	\$300.00
128123	Napa Auto Parts	Groundskeeping Supplies	11-7102-649-000		\$41.02	\$41.02
128124	Nasco	Art Supplies	11-1101-700-000		\$223.95	
		Art Supplies	11-1101-700-000		\$156.45	\$380.40
128125	National Business Education Association	NBEA Membership Dues - Lori Ford	11-4200-630-005		\$149.00	\$149.00
128126	National League for Nursing, Inc	NLN Program Membership	12-1208-670-000		\$1,215.00	\$1,215.00
128127	NCLEX Program Reports	Mountain Measurement NCLEX Repo	12-1208-670-000		\$650.00	\$650.00
128128	Nexstar Broadcasting, Inc	August Advertising/FourStates	11-6301-613-000		\$200.00	
		August Advertising/KODE	11-6301-613-000		\$1,690.00	
		August Advertising/FourStates	11-6301-613-000		\$300.00	
		August Advertising/FourStates	11-6301-613-000		\$200.00	
		August Advertising/KSNF	11-6301-613-000		\$765.00	
		August Advertising/FourStates	11-6301-613-000		\$500.00	
		August Advertising/KSNF	11-6301-613-000		\$100.00	
128129	O'Reilly Automotive Stores, Inc	August Advertising/Digital Grant	12-1247-613-000		\$3,250.00	\$7,005.00
		Sockets	11-7102-649-000		\$8.99	\$8.99

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	9/30/2020		Description	Account Number	Amount	Total
128130	Organization of American Historians			OAH Membership - Tim Miller	11-4200-630-016	\$95.00	\$95.00
128131	P1 Group Inc			Maintenance	11-7102-649-000	\$676.50	
				Maintenance	11-7102-649-000	\$872.00	
				Material for Maintenance	11-7102-649-000	\$266.77	
				Maintenance Agreement	11-7103-649-000	\$500.00	
				Maintenance Agreement	11-7202-648-000	\$4,907.00	\$7,222.27
128132	ParCom Telephone Company			Orbic Journey Cell Phone	11-6501-631-000	\$99.99	\$99.99
128133	Parsons Sun			Fair Recap Ad	11-6301-613-000	\$90.00	
				Cherokee Cent Asst and Eve Custodi	11-6504-613-000	\$62.43	\$152.43
128134	Pennington Seed, Inc.			Seed, Baseball Field	11-7102-649-000	\$6,838.50	\$6,838.50
128135	Pitney Bowes, Inc.			Postage Meter Lease	11-6503-641-000	\$1,277.13	\$1,277.13
128136	Practicon, Inc			Supplies for Classroom/Lab	12-1215-700-000	\$199.95	\$199.95
128137	Promounds, Inc			Batting Mats for Pitchers Bullpen	11-5509-701-000	\$573.33	\$573.33
128138	Quality Printing, Inc. (AP)			Check Stock	11-6201-701-000	\$1,276.00	\$1,276.00
128139	QueenB Television of Kansas/Missouri			August Advertising/KOAM	11-6301-613-000	\$1,610.00	
				August Advertising/KFJX	11-6301-613-000	\$700.00	
				August Advertising/KFJX-CW	11-6301-613-000	\$184.00	
				August Advertising/KOAM	11-6301-613-000	\$184.00	
				August Advertising/KOAM	11-6301-613-000	\$1,450.00	\$4,128.00
128140	Reserve Account			PBP #20352357 (Postage)	11-6503-611-000	\$2,000.00	\$2,000.00
128141	Sherwin-Williams Company			Paint	11-7102-649-000	\$175.27	\$175.27
128142	Southeast High School			Yearbook Ad	11-6301-613-000	\$50.00	\$50.00
128143	Styers Equipment Company			Oki Supplies	11-6503-701-000	\$2,408.07	
				Oki Supplies	11-6503-701-000	\$2,151.03	\$4,559.10
128144	Sunbelt Rentals, INC			Gym Air Conditioning	11-7102-649-000	\$4,782.05	\$4,782.05

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
			9/30/2020		
128145	T H Rogers Lumber Company	Maintenance Supplies	11-7102-649-000	\$457.84	\$457.84
128146	Thompson Bros. Supplies, INC	Welding Equipment - Baxter Springs	11-6404-850-001	\$14,170.00	
		Welding Equipment - Baxter Springs	11-6404-850-002	\$7,085.00	
		Mild Steel Saw Blade	12-1219-700-000	\$120.50	
		Welding Hood Kits	12-1219-700-000	\$282.40	
		Welding Equipment - (BSHS)	12-1219-850-000	\$940.38	
		Welding Equipment - (BSHS)	12-1219-850-000	\$2,309.12	
		Welding Equipment - (BSHS)	12-1219-850-000	\$10,068.89	
		Welding Equipment - Baxter Springs	12-1219-850-000	\$926.40	
		Welding Equipment - Baxter Springs	12-1219-850-000	\$1,295.00	\$37,197.69
128147	UniFirst Corporation	Mats, Mops, Towels, Uniforms	11-7103-649-000	\$63.09	
		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	
		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	
		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	
		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	16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	9/30/2020	Account Number	Amount	Total
128147	UniFirst Corporation	Aprons, Mats, Mops, Cloths		16-9482-701-000	\$50.00	
128148	Vance Lawn Care	Aprons, Mats, Mops, Cloths		16-9482-701-000	\$50.00	\$1,268.69
128149	Veritiv	Groundskeeping, Cherokee		11-7103-649-000	\$420.00	\$420.00
128150	Mark Watkins	Paper, Envelopes		11-6503-705-000	\$2,607.99	\$2,607.99
		Vehicle Expense		11-6501-590-001	\$900.00	\$900.00
					<u>\$137,757.81</u>	
	11-General Fund		\$93,650.83			
	12-Postsecondary Technical Education Fund		\$35,072.82			
	16-Auxillary Ent Fund		\$9,034.16			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$137,757.81</u>			

