

LABETTE COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 10, 2020

5:30 p.m.

Cardinal Event Center

Review Copy

EXHIBIT 1

Labette Community College
Board of Trustees Meeting Agenda
Thursday, December 10, 2020
5:30 p.m.
Cardinal Event Center

- I. Adoption of Agenda..... (Exhibit 1)
- II. Approval of November 12, 2020, Regular Meeting Minutes (Exhibit 2)
- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. Administrative Reports
 - 1. Comparison of Expenditures to Budget
 - 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. Approval of Bills..... (Agenda Item V.B.)
..... (Exhibit 4)
- VI. Public Comment

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

In the event that a large number of citizens are present and wish to speak in favor or in opposition to an issue before the Board, the Board reserves the right to poll the number of citizens in favor of and in opposition to the issue at hand as well as to limit the number of spokespersons representing opposing viewpoints. The Board also retains the right to set time limits as deemed appropriate.
- VII. Next Regular Board Meeting: January 14, 2021, 5:30 p.m., Cardinal Event Center, and Tentative Agenda Items
- VIII. Adjournment

EXHIBIT 2

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
November 12, 2020

The Board of Trustees met at 5:30 p.m. on Thursday, November 12, 2020 in the Cardinal Event Center.

Members Present

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

Others Present

Dr. Mark Watkins	Greg Chalker	Kara Wheeler
Leanna Doherty	Jessica Hicks	Kevin Doherty
Cathy Kibler	Janice Every	Bethany Kendrick
Dr. Jason Sharp	Tammy Fuentez	Theresa Hundley
Lindi Forbes	Ned Wall	Gary Wall
Donna Scoggins	Teresa Hays	Jodeci Turner
Billi Hedrick	Terri Saye	Jody Thompson
Dr. Wayne Gilmore	Terri Leroy	Susan Johnson
Brenna Hoppes	Vernell Hawkins	Carleigh Meier
Mackenzie Martin		

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 6-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Winchell asked for corrections or additions to the October 8, 2020 regular meeting minutes. Mr. McReynolds moved to approve the minutes as presented. Mr. Landrum seconded and motion carried 6-0.

Reports and/or Board Discussion

Faculty Senate Report

None

SGA Report

Terri Leroy introduced three Student Government Association members, and Vernell Hawkins, SGA Vice-President, gave a short report.

Administrative Report

Comparison of expenditures to the budget – Leanna Doherty had placed the October financial report at the table. At the end of October, we were 33% through the year. The general fund was 29% expended and the technical education/vocational fund was 32% expended. She invited questions from the Trustees.

EXHIBIT 2

President's Report

President Watkins gave a short report

Lindi Forbes gave a Capital Campaign update. Only \$91,990 is needed to reach the Capital Campaign goal.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

None

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Approval of Bills

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

Public Comment

Dr. Wayne Gilmore, Gary Wall, Jody Thompson, Greg Chalker, Susan Johnson and Billi Hedrick all expressed their support and gratitude to Lindi Forbes for her dedication to the college and work on the Capital Campaign and other fundraising efforts.

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 6:11pm for 30 minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at 6:41pm in this room. President Watkins and Greg Chalker were invited to stay.

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

Mr. McReynolds seconded and motion carried 6-0

Reconvened into open session at 6:41pm.

Mr. Landrum moved to extend the executive session at 6:41pm for 15 minutes for the purpose of discussing non-elected personnel.

The executive session was required to protect the privacy interests of the individual(s) to be discussed. President Watkins was invited into the session.

Mr. Taylor seconded and motion carried 6-0.

Reconvened at 6:56pm.

Mr. Landrum moved to extend the executive session at 7:00pm for 5 minutes for the purpose of discussing non-elected personnel.

The executive session was required to protect the privacy interests of the individual(s) to be discussed. President Watkins was invited into the session.

Mr. McReynolds seconded and motion carried 6-0.

Reconvened at 7:05pm.

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 December 10, 2020 at 5:30 p.m., Cardinal Event Center.

Adjournment

Mr. Howerter moved to adjourn the meeting at 7:11pm. Mr. Landrum seconded and motion carried 6-0.

Jennifer Thompson, Clerk of the Board

DRAFT

Agenda Item #: V.A.

Date: December 10, 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

Jennifer Katzer has accepted the position of Student Support Services Academic Coordinator.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the Professional Staff Employment letter for Jennifer Katzer, Student Support Services Academic Coordinator, at an annual salary of \$37,500, starting December 14, 2020 and authorize administration to begin a search for Financial Aid Specialist.

Biography

Jennifer Katzer

Ms. Jennifer Katzer has accepted the Student Support Services Academic Coordinator position beginning December 14, 2020. Jennifer began work at LCC in 2016 as the Cherokee Center Assistant. She transferred to the Financial Aid Specialist position earlier this past summer. She has taught adjunct and tutored for English.

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

POSITION DESCRIPTION**STUDENT SUPPORT SERVICES ACADEMIC COORDINATOR****Reports to: Student Support Services Director****Organizational Unit: Professional Staff****Salary Range: Coordinator/Coach/Counselor, Exempt, Full time****Date: October 2020****Temporary Position for Length of Grant****I. Basic Purpose of Position**

The Student Support Services Academic Coordinator is responsible for coordinating the LCC Tutoring program, consisting of peer and professional tutors for LCC students. Additionally, the Academic Coordinator provides Student Support Services participants with appropriate counseling, 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 develop academic skills resources for project participants and targeted LCC student groups
- E. Ability to assist in the intake process for project participants
- F. Ability to develop individualized learning plans for project participants based on assessment results
- G. Ability to provide academic, career, social/personal, financial and transfer counseling to individuals and groups of students in the project
- H. Ability to consult with faculty, financial aid office, admissions, Student Support Services project staff and the Student Success Center on behalf of project students
- I. Ability to report directly to the Student Support Services Director and provide progress and data reports as needed
- J. Ability to coordinate the tutoring program for Labette Community College, including recruiting, hiring, and training qualified tutors
- K. Ability to follow all LCC policy/procedures
- L. Ability to perform other duties 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.

EXHIBIT 3

- 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.
- D. Consults with faculty members regarding tutoring procedures and policies

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.
- F. Ability to work cooperatively and effectively with college staff, general public and students

VI. **Preferred Experience**

- A. Teaching/tutoring experience with college students in a high-demand academic area, specifically Math, English, or Science
- B. Advising in community college environment.
- C. Providing needs assessment and learning plan development with college students, preferably those from first generation families or those with limited income backgrounds.
- D. Providing career development, financial aid and academic advising.
- E. Teaching to diverse audiences.
- F. Working with persons with academic disabilities

VII. **Educational Background**

- A. Master's degree required, Math, English, Science, or other high-demand academic area preferred
- B. A bachelor's degree in a health science field can be substituted for a master's degree

VIII. **Working Conditions/Environment**

Usual office environment, no windows

Agenda Item #: V.B.

Date: December 10, 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

EXHIBIT 4

11/6/2020

Check Number	Vendor	Description	Account Number	Amount	Total
128351	A T and T	Phone Charges - Cherokee Center	11-7103-631-000	\$654.66	
		Phone Charges - WTC	12-4204-631-000	\$273.50	\$928.16
128352	A T and T	Internet	11-6401-631-000	\$4,090.14	\$4,090.14
128356	City of Parsons	Water Service	11-7102-632-000	\$2,267.84	
		Water Service - WTC	12-4204-632-000	\$137.05	
		Water Service	16-9482-632-000	\$300.97	\$2,705.86
128357	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$194.42	
		Cable - Cherokee Center	11-7103-701-000	\$104.22	\$298.64
128362	Evergry Kansas Central INC	Electricity	11-7102-634-000	\$13,595.22	
		Electricity - WTC	12-4204-634-000	\$564.51	
		Electricity	16-9482-634-000	\$539.61	\$14,699.34
128363	Kara Good	Reimburse Food for Respiratory Weel	12-1211-700-000	\$44.47	
		ReimburseResp Jackets for Class/Clin	12-1211-700-000	\$165.95	\$210.42
128364	Ross Harper	Wreath Class Supplies	12-4204-701-000	\$600.00	\$600.00
128365	Ross Harper	Reimburse Mileage - HS & KMI (4)	12-4204-601-000	\$369.73	\$369.73
128366	Karlee D Henson	Reimburse Mileage - Recruiting	11-5302-601-000	\$72.28	\$72.28
128367	Kansas Gas Service	Gas Service	11-7103-633-000	\$48.80	\$48.80
128368	Kansas Outdoor Advertising	November Advertising	11-6301-613-000	\$300.00	
		November Billboard Rental	11-6301-613-000	\$575.00	\$875.00
128372		AR Refund	11-0100-484-000	\$1.00	\$1.00
128373	Ashley Moore	Reimburse Continuing Ed & Prof Ren	11-4200-630-030	\$96.13	\$96.13
128374	Mytown Media, Inc	Reissue February Advertising	11-6301-613-000	\$240.00	\$240.00
128376	Mitchell A Rolls	Reimburse Mileage - Tulsa Airport (2)	11-5503-601-000	\$258.75	
		Reimburse Halloween Pizza Party	11-5503-601-000	\$84.35	\$343.10
128377	Rural Water District #5	Utility Water, Cherokee	11-7103-632-000	\$38.55	\$38.55

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	11/6/2020	Account Number	Amount	Total
128379	Verizon Wireless	J Burzinski Phone Charges		11-6401-701-000	\$239.04	
		Custodians Phone Charges		11-7102-649-000	\$334.50	\$573.54
128380	Kara L Wheeler	Reimburse Mileage - LCHS Eval		11-4202-602-000	\$13.80	\$13.80
					<u>\$26,204.49</u>	
		11-General Fund	\$23,208.70			
		12-Postsecondary Technical Education Fund	\$2,155.21			
		16-Auxillary Ent Fund	\$840.58			
		64-Deferred Maintenance	\$0.00			
		67-Capital Outlay	\$0.00			
			<u>\$26,204.49</u>			

Checks approved for release prior to Board action

Mark Watkins
President

Leanna Deberry
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

EXHIBIT 4

Check Number	Vendor	11/12/2020		Description	Account Number	Amount	Total
128381	Baxter Springs District 508			Fall Math Instructor/Sara Harris	11-1133-523-002	\$1,470.00	\$1,470.00
128385	Commercial Bank/Cash			Cash for Fall Buybacks	16-0000-103-001	\$4,000.00	\$4,000.00
128387	Evegy Kansas Central INC			Electricity - Cherokee Center	11-7103-634-000	\$1,203.20	\$1,203.20
128388	FedEx Express			Package Shipping	11-5303-701-000	\$111.79	\$111.79
128389	Mike Ford			Umpire For Cottey College	11-5509-680-000	\$165.00	\$165.00
128390	Ross Harper			Reimburse Mileage - HS & Joplin (4)	12-4204-601-000	\$125.35	\$125.35
128391	Jason Hinson			Reimburse Mileage - Recruiting	11-5508-603-000	\$52.90	\$52.90
128393	IGS Inc			Batting Cages Turf	11-0100-484-000	\$17,450.00	\$17,450.00
128394	Jock's Nitch/Parsons			Merchandise Sale - 7/1/20 to 8/31/20	16-9381-741-000	\$1,854.35	\$1,854.35
128396	Kansas Department of Revenue			Bookstore Sales Tax/Oct	16-0000-216-001	\$83.22	\$83.22
				Food Service Sales Tax/Oct	16-0000-216-002	\$489.78	\$489.78
128397	Kansas Gas Service			Gas Service	11-7102-633-000	\$735.00	\$735.00
				Gas Service	16-9482-633-000	\$115.59	\$115.59
128400				Reissue Outstanding WorkStudy Check	11-0100-484-000	\$247.80	\$247.80
128401	Lucille McCune			Reimburse TechSmith Video Capture	12-1218-700-000	\$49.00	\$49.00
128402	Danry Myers			SB Umpire for Cottey College	11-5509-680-000	\$165.00	\$165.00
128404	Ashton M Sangster			Reimburse Mileage - Recruiting (2)	11-5509-603-000	\$281.75	\$281.75
128405	Sparklight			Cable Service	11-7202-648-000	\$162.63	\$162.63
128406	Touchtone Communications			Long Distance	11-6501-631-000	\$92.39	\$92.39

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	11/12/2020	Account Number	Amount	Total
128406	Touchtone Communications	Long Distance - Cherokee Center		11-7103-631-000	\$22.08	\$114.47
	11-General Fund		\$22,159.54			
	12-Postsecondary Technical Education Fund		\$174.35			
	16-Auxillary Ent Fund		\$6,542.94			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$28,876.83</u>		<u>\$28,876.83</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

EXHIBIT 4

Check Number	Vendor	11/20/2020		Description	Account Number	Amount	Total
128415	A T and T			Phone Charges	11-6501-631-000	\$2,473.95	
				Phone Charges	11-6501-631-000	\$135.25	\$2,609.20
128416	A T and T			Internet	11-6401-631-000	\$776.35	\$776.35
128417	Amazon.com LLC			The Plague by Albert Camus	11-1109-700-000	\$92.90	
				The Plague	11-1109-700-000	\$99.90	
				iPad Screen Replacement	11-6401-646-002	\$25.99	
				Clorox Company 01599 Disinfectant V	11-6401-701-000	\$144.00	
				SanDisk 8GB Cruzer Blade	11-6401-701-000	\$69.00	
				Ethernet LAN Network Adapter, USB /	11-6403-701-000	\$124.91	\$556.70
128419	B P			Gasoline	11-6502-720-000	\$7.50	\$7.50
128422	Linda Gale Brown			Reimburse Mileage - Evaluation	11-4202-602-000	\$62.10	\$62.10
128423	Cardmember Service			Renew Amazon Prime	11-0100-484-000	\$179.00	
				Blue Iris Software License	11-6401-701-000	\$76.42	
				OnStar for LCC Vehicles	11-6502-720-000	\$131.26	
				Groundskeeping Supplies	11-7102-649-000	\$192.32	
				Abdomen Registry Fee -	12-1214-681-000	\$250.00	
				Registry Fee -	12-1214-681-000	\$250.00	
				Registry Fee -	12-1214-681-000	\$250.00	
				Registry Fee -	12-1214-681-000	\$250.00	
				Registry Fee -	12-1214-681-000	\$250.00	
				Registry Fee -	12-1214-681-000	\$250.00	
				Registry Fee -	12-1214-681-000	\$250.00	
				Vascular Registry Fee -f	12-1214-681-000	\$250.00	
				Credit for Tax on Vectra Neo Systems	12-1246-850-003	(\$278.45)	
				Credit of Tax for Vectra Neo Systems	12-1246-850-003	(\$212.30)	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

11/20/2020

Check Number	Vendor	Description	Account Number	Amount	Total
128423	Cardmember Service	Vectra Neo Systems - PTA	12-1246-850-003	\$3,288.71	
		EMT Prosplint Extremity Kit	12-4204-701-000	\$179.08	
		CNA Certification-Parsons 1	12-4204-701-000	\$184.50	
		Wire Wreath Frame	12-4204-701-000	\$98.30	
		Columbus CNA Certification	12-4204-701-000	\$184.50	
		CNA Certification-Pitt 1	12-4204-701-000	\$184.50	
		CNA Certification-Pitt 2	12-4204-701-000	\$205.00	
		CMA Certification-Columbus	12-4204-701-000	\$82.00	\$6,494.84
128424	Cherokee County News Advocate	Newspaper Subscription Renewal	11-4101-704-001	\$65.52	\$65.52
128426	Constellation Newenergy - Gas	DivisionGas Service	11-7102-633-000	\$604.42	
		Gas Service	16-9482-633-000	\$63.97	\$668.39
128427	Kenneth Cook	Replacement of Payroll Check Lost	11-0100-484-000	\$216.56	\$216.56
128431	Angela D Durborow	Reissue Outstanding Payroll Check	11-0100-484-000	\$22.16	\$22.16
128432	Erie First Christian Church	Refund 2 Boxes of Chips	16-9381-742-000	\$29.84	\$29.84
128433	FedEx Express	Package Shipping	11-5303-701-000	\$27.65	
		Package Shipping	12-1208-670-000	\$30.43	\$58.08
128434	Brittany Haley	Reimburse NATA and BOC Professor	11-5507-601-000	\$249.00	
		Reimburse KS AT Licensure Renewal	11-5507-601-000	\$68.68	
		Reimburse Collins Sports Medicine	11-5507-701-000	\$44.72	\$362.40
128435	Ross Harper	Reimburse Mileage - Chanute, Chetop	12-4204-601-000	\$78.20	\$78.20
128436	Joe Smith Company, Inc	Concessions	16-9381-742-000	\$147.66	
		Concessions	16-9381-742-000	\$263.86	\$411.52
128442	Kylie Lucas	Reimburse Mileage - Area HS (4)	11-5302-601-000	\$83.38	\$83.38
128443	Trent Steven McGown	Reimburse Mileage - Site Visits (3)	12-1213-602-000	\$310.50	\$310.50
128444	Tracie D Moon	Reimburse SQL Coursework	11-6401-601-000	\$517.75	\$517.75

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

EXHIBIT 4

Check Number	Vendor	11/20/2020		Description	Account Number	Amount	Total
128445	Ashley Moore			Reimburse Mileage - Clinicals (5)	12-1210-602-000	\$460.00	\$460.00
128446	Ozarks Coca-Cola/Dr Pepper Bottling			Pop for Fountain	16-9684-743-000	\$98.01	\$544.29
128447	Parsons Sun			Print Advertising	11-6301-613-000	\$113.50	\$113.50
128448	Robert E Perez			Reimburse Mileage - Cherokee Cente	11-4202-602-000	\$34.50	\$69.00
128449	Phillips 66 - Conoco - 76			Reimburse Mileage - Cherokee Cente	11-4202-602-000	\$34.50	\$284.95
128450	Ryan S. Phillips			Gasoline	11-6502-720-000	\$284.95	\$629.63
128451	Miranda D Plumlee			Reimburse Mileage - Recruiting (3)	11-5509-603-000	\$629.63	\$95.75
128453	Ashton M Sangster			Reimburse Teaching Resources (boot	11-4200-630-026	\$95.75	\$336.38
128454	Styers Equipment Company			Reimburse Mileage - Recruiting (2)	11-5509-603-000	\$336.38	\$2,027.61
128455	The Villas at LCC, LLC			Oki Supplies	11-6503-701-000	\$2,027.61	\$2,153.00
				Housing/	11-0000-201-001	\$2,153.00	\$509.00
				Housing/!	11-0000-201-001	\$509.00	\$79.00
				Housing/	11-0000-201-001	\$79.00	\$938.00
				Housing/	11-0000-201-001	\$938.00	\$656.00
				Housing/!	11-0000-201-001	\$656.00	\$1,641.00
				Housing/	11-0000-201-001	\$1,641.00	\$2,419.00
				Housing/!	11-0000-201-001	\$2,419.00	\$650.00
				Housing/	11-0000-201-001	\$650.00	\$1,278.00
128457	Wichita State University			WSU CEDBR LB Cty Conf - Jason Sr	11-4201-601-000	\$50.00	\$10,323.00
				CEDBR Conf - Ross Harper	12-4204-605-000	\$50.00	\$100.00
128458	American Heritage Life Insurance			Cancer Premiums	11-0000-273-000	\$36.44	\$36.44
128459	Bay Bridge Administrators, LLC			f/b/o SEmployee 403(b) Contribution	11-0000-258-000	\$13,148.00	\$353.52
				Cancer Premiums	11-0000-273-000	\$353.52	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	11/20/2020	Account Number	Amount	Total
128459	Bay Bridge Administrators, LLC f/b/o S	Disability Premiums		11-0000-275-000	\$445.74	
		Term Life Insurance Premiums		11-0000-276-000	\$856.33	
		Medical Reimb/Child Care Exp		11-0000-277-000	\$1,718.15	
		Employer 403(b) Matching		11-6501-590-001	\$4,745.00	
		Term Life Insurance		11-6501-590-001	\$322.50	\$21,589.24
128460	L C C Faculty Association	Faculty Dues		11-0000-264-000	\$1,053.83	\$1,053.83
128461	L C C Foundation	Employee Contributions		11-0000-268-000	\$1,105.01	\$1,105.01
128462	W.H. Griffin Trustee	Garnishment		11-0000-270-000	\$167.00	\$167.00
					<u>\$52,266.62</u>	

11-General Fund	\$44,372.03
12-Postsecondary Technical Education Fund	\$6,844.97
16-Auxillary Ent Fund	\$1,049.62
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$52,266.62</u>

Checks approved for release prior to Board action


President


Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

EXHIBIT 4

Check Number	Vendor	Description	Account Number	Amount	Total
128463	Ace Hardware, Inc.	Weed and Feed	11-7102-649-000	\$58.99	
		Maintenance Supplies	11-7102-649-000	\$35.53	
		Maintenance Supplies	11-7102-649-000	\$12.99	
		Bushings	11-7102-649-000	\$1.99	
		Groundskeeping Supplies	11-7102-649-000	\$15.35	
		Maintenance Supplies	11-7102-649-000	\$42.75	
		Groundskeeping Supplies	11-7102-649-000	\$31.16	
		Credit on Maintenance Supplies	11-7102-649-000	(\$2.00)	
		Maintenance Supplies	11-7102-649-000	\$16.07	
		Wire Rope Clips	11-7102-649-000	\$59.40	
		Bolts, Nuts	11-7102-649-000	\$16.68	
		Cables, Fasteners	11-7102-649-000	\$180.05	
		Fasteners	11-7102-649-000	\$4.60	
		Maintenance Supplies	11-7102-649-000	\$134.31	
		Maintenance Supplies	11-7102-649-000	\$92.08	
		Maintenance Supplies	11-7102-649-000	\$65.94	
		Plumbing Supplies	11-7102-649-000	\$52.00	
		Saw Blades	11-7102-649-000	\$24.99	
		Drain Cock, Pipe Strap	11-7102-649-000	\$10.34	
		Groundskeeping Supplies	11-7102-649-000	\$64.97	
		CLR	11-7102-702-000	\$5.99	\$924.18
128464	ACEN	ACEN Site Visit Fee	12-1208-670-000	\$7,425.00	\$7,425.00
128465	All Seasons Floral, LLC	Balloon & Candy/Bode New Baby	11-6102-709-000	\$35.00	\$35.00
128466	American Electric Company	LED Lamp	11-7102-649-000	\$9.75	\$9.75
128467	Apple Inc.	Apple iPad Air	11-4200-630-024	\$699.00	

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Check Number	Vendor	Description	Account Number	Amount	Total
128467	Apple Inc.	Apple iPad Air	11-4200-630-025	\$699.00	\$1,398.00
128468	Biddle Consulting Group, Inc.	OPAC License	12-1218-700-000	\$590.00	\$590.00
128469	BIO Corporation	Aluminum Pan with Pad 13" x 9"	11-1103-850-000	\$347.49	\$347.49
128470	C and S Solutions	Software for Simulation-RESP	12-1246-701-008	\$1,633.50	\$1,633.50
128471	C D W Government Inc	Lexmark C2535dw - printer - color	11-6401-646-002	\$249.03	
		Lexmark C2535dw - printer - color	11-7102-649-000	\$249.03	\$498.06
128472	Carolina Biological Supply Company	Sheep Heart, Plain, Bulk Bag	11-1103-700-000	\$374.42	\$374.42
128473	Community Health Center	Dec Rent/Dental Assisting Program	12-1215-642-000	\$250.00	\$250.00
128474	Copy Products Inc	Copy Usage for Cherokee Center	11-7103-701-000	\$89.96	\$89.96
128475	Culligan of Wichita	Dionizer Service/Biology Lab	11-1102-646-000	\$214.00	
		Dionizer Service/Chemistry Lab	11-1106-700-000	\$214.00	\$428.00
128476	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000	\$34.73	\$34.73
128477	Ebsco Information Services	E-book Subscription	11-4101-710-000	\$1,800.00	\$1,800.00
128478	Fastenal Company	Groundskeeping Supplies	11-7102-649-000	\$29.06	
		Clocks	11-7102-649-000	\$152.37	
		Drill Set	12-1219-700-000	\$125.55	
128479	Graves Menu Maker Foods	Supplies	16-9684-701-000	\$110.21	\$306.98
		Supplies	16-9684-701-000	\$111.57	
		Supplies	16-9684-701-000	\$44.90	
		Supplies	16-9684-701-000	\$172.12	
		Supplies	16-9684-701-000	\$286.45	
		Supplies	16-9684-701-000	\$122.01	
		Food	16-9684-743-000	\$896.21	
		Food	16-9684-743-000	\$949.18	
		Food and Supplies	16-9684-743-000	\$702.05	

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CLAIMS REGISTER FOR APPROVAL
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EXHIBIT 4

Check Number	Vendor	Description	Account Number	Amount	Total
128479	Graves Menu Maker Foods	Food	16-9684-743-000	\$500.69	
		Food	16-9684-743-000	\$482.75	
		Food	16-9684-743-000	\$870.46	
		Food	16-9684-743-000	\$338.38	\$5,586.98
128480	Green's Vegetation Control/William Gr	Granular Field Fertilizer	11-5502-701-000	\$310.00	\$310.00
128481	Herff Jones Inc.	Credit on Tax	11-5303-706-001	(\$0.34)	
		Diploma	11-5303-706-001	\$17.07	\$16.73
128482	Herring Bank	ID Card Supplies	11-6401-701-000	\$505.50	\$505.50
128483	Herrman Lumber	Lumber	11-7102-649-000	\$392.72	\$392.72
128484	Hugo's Industrial Supply, Inc	Lavender Enzyme	11-7102-702-000	\$439.20	
		Urinal Mats	11-7102-702-000	\$633.00	\$1,072.20
128485	IngMar Medical, LLC	Lung Simulator-Respiratory	12-1246-850-007	\$4,885.00	\$4,885.00
128486	Jock's Nitch/Parsons	Wrestling Team Gear	11-5505-701-000	\$1,827.00	
		Cleats, Adidas Turfs for SB Team	11-5509-701-000	\$2,754.00	\$4,581.00
128487	Joplin Supply Company, Inc.	Electrical Plugs	12-1219-700-004	\$277.20	\$277.20
128488	K L K C	October Advertising	11-6301-613-000	\$400.00	
		October Advertising	11-6301-613-000	\$200.00	\$600.00
		October Advertising	11-6301-613-000	\$850.00	\$850.00
128490	Kansas Council of Workforce Educatio	2021-2021 Institutional Membership	12-4204-701-000	\$250.00	\$250.00
128491	KMI Metals	Steel	12-1219-700-000	\$208.44	\$208.44
128492	KONE Inc	Maintenance Agreement	11-7202-648-000	\$147.70	
		Maintenance Agreement	11-7202-648-000	\$457.52	\$605.22
		Treat Bag Handout Ad	11-6301-613-000	\$60.00	
128493	Labette Avenue	Mask Up Cardinals Ad	11-6301-613-000	\$48.00	
		Student Support Services Acad Coord	11-6504-613-000	\$60.00	\$168.00

**LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	11/30/2020		Description	Account Number	Amount	Total
128495	McCarty's Office Machines Inc			Past Due Stamp	11-6201-701-000	\$11.95	
				Canon Color Copier Maintenance	11-6503-648-000	\$126.97	
				Office Supplies	11-6503-701-000	\$566.05	
				Copier Supplies	11-6503-701-000	\$117.49	
				Office Furniture	11-7102-649-000	\$420.00	
				Copy Usage - WTC	12-1219-700-000	\$2.03	\$1,244.49
128496	Medco Sports Medicine			Athletic Training Supplies	11-5507-701-000	\$3.95	
				Athletic Training Supplies	11-5507-701-000	\$8.17	
				Athletic Training Supplies	11-5507-701-000	\$28.68	
				Athletic Training Supplies	11-5507-701-000	\$122.37	
				Athletic Training Supplies	11-5507-701-000	\$1,577.51	\$1,740.68
128497	Mytown Media, Inc			October Advertising	11-6301-613-000	\$240.00	\$240.00
128498	Napa Auto Parts			Auto Parts, PK3	11-6502-720-000	\$21.20	
				Groundskeeping Supplies	11-7102-649-000	\$20.96	\$42.16
128499	Nexstar Broadcasting, Inc			October Advertising/KSNF	11-6301-613-000	\$750.00	
				October Advertising/FourStates	11-6301-613-000	\$200.00	
				October Advertising/FourStates	11-6301-613-000	\$200.00	
				October Advertising/FourStates	11-6301-613-000	\$295.68	
				October Advertising/FourStates	11-6301-613-000	\$500.00	\$1,945.68
128500	Overhead Door Co. of Springfield, Inc.			Door Repair, Cherokee	11-7103-649-000	\$763.00	\$763.00
128501	P1 Group Inc			M309 Unit Maintenance	11-7102-649-000	\$1,021.44	
				Maintenance Parts	11-7102-649-000	\$801.88	
				Maintenance Agreement	11-7103-649-000	\$500.00	
				Maintenance Agreement	11-7202-648-000	\$4,907.00	\$7,230.32
128502	Parsons Sun			School News Ad	11-6301-613-000	\$76.00	

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CLAIMS REGISTER FOR APPROVAL

EXHIBIT 4

Check Number	Vendor	11/30/2020		Description	Account Number	Amount	Total
128502	Parsons Sun			Mask Up Ads	11-6301-613-000	\$45.40	
				Mask Up Ads	11-6301-613-000	\$90.80	
				Nursing Notice Ad	11-6301-613-000	\$34.05	
				Nursing Notice Ad	11-6301-613-000	\$68.10	
				Treat Bag Ad	11-6301-613-000	\$56.75	
				Treat Bag Ad	11-6301-613-000	\$113.50	
				Position Ann PT Asst. Wrestling Coach	11-6504-613-000	\$51.08	\$535.68
128503	Patterson Dental Supply, Inc			Thermaknife Trimming Knife	12-1246-850-009	\$248.51	
				Handpiece Oiler-DNAS	12-1246-850-009	\$1,777.42	\$2,025.93
128505	Proforma			Colored Felt Pennant	11-5302-701-000	\$497.54	\$497.54
128506	QueenB Television of Kansas/Missouri			October Advertising/KFJX	11-6301-613-000	\$1,440.00	\$1,440.00
128507	Reserve Account			PBP #20352357 (Postage)	11-6503-611-000	\$2,000.00	\$2,000.00
128508	Roy's Auto Service, LLC			Vehicle Maintenance, RV22	11-6502-720-000	\$25.00	\$25.00
128509	Schiltz Lawn and Garden LLC			Groundskeeping Supplies	11-7102-649-000	\$47.99	\$47.99
128510	Sherwin-Williams Company			Painting Supplies	11-7102-649-000	\$128.77	\$128.77
128511	SiteOne Landscape Supply, LLC			LESCO Turface Gamesaver Dying Ag	11-7102-649-000	\$2,087.94	\$2,087.94
128512	Sunbelt Rentals, INC			Temporary AC, Gym	11-7102-649-000	\$4,782.05	\$4,782.05
128513	Thompson Bros. Supplies, INC			Cylinder Rental	12-1219-700-002	\$169.77	
				Electrodes	12-1219-700-004	\$361.20	
				Cutting Wheels	12-1219-700-004	\$174.02	\$704.99
128514	UniFirst Corporation			Mats, Mops, Towels, Uniforms	11-7103-649-000	\$61.34	
				Mats, Mops, Towels, Uniforms	11-7103-649-000	\$74.04	
				Mats, mops, Towels, Uniforms	11-7103-649-000	\$68.71	
				Uniforms	11-7202-648-000	\$61.32	
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$128.74	

**LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	Description	Account Number	Amount	Total
128514	UniFirst Corporation	Uniforms	11-7202-648-000	\$67.25	
		Uniforms	11-7202-648-000	\$67.25	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$152.41	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$152.41	
		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	\$983.47
128515	Mark Watkins	Vehicle Expense	11-6501-590-001	\$900.00	\$900.00
128516	Wood-Dulohery Insurance Inc	Notary Bond & Fee/Megan O'Brien	11-6201-701-000	\$75.00	\$75.00
				<u>\$65,894.75</u>	
	11-General Fund			\$41,780.13	
	12-Postsecondary Technical Education Fund			\$18,377.64	
	16-Auxillary Ent Fund			\$5,736.98	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$65,894.75</u>	