

EXHIBIT 1

Labette Community College
Board of Trustees Meeting Agenda
Thursday, August 11, 2022
5:30 p.m.
Cardinal Event Center

- I. Adoption of Agenda..... (Exhibit 1)
- II. Approval of July 14, 2022, Special Meeting Minutes..... (Exhibit 2)
- III. Approval of July 14, 2022, Regular Meeting Minutes..... (Exhibit 3)
- IV. Approval of July 26, 2022, Special Meeting Minutes..... (Exhibit 4)
- V. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. SGA Report
 - C. Administrative Reports
 - i. Comparison of Expenditures to Budget
 - ii. Construction Report – Kevin Doherty, Director of Facilities
 - D. President’s Report
 - i. Department Presentation – Scott Zollars, Library
- VI. Old Business (Action, Report, or Discussion)
- VII. New Business (Action, Report, or Discussion)
 - A. Professional Staff Employment Letters..... (Exhibits 5/6/7/8)
 - B. Faculty Contract Ratification..... (Exhibit 9)
 - C. Executive Session for the purpose of discussing personnel matters for non-elected personnel.....

I move we recess into executive session until _____(time) for _____minutes for the purpose of discussing personnel matters for non-elected personnel to protect the privacy interests of an identifiable individual. The Board will return to open meeting at _____ (time) in this room.

 - D. Professional Staff Resignations.....
 - E. Approval of Bills..... (Exhibit 10)

VIII. 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:

EXHIBIT 1

“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 opposition to an issue before the Board, the Board reserves the right to poll the number of citizens in favor of and 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.

IX. Next Regular Board Meeting: Thursday, September 8, 2022, 5:30 p.m., Cardinal Event Center

X. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees *Special Meeting Minutes*
July 14, 2022

The Board of Trustees met at 3:45 p.m. on Thursday, July 14, 2022, in the Cardinal Event Center.

Members Present

Mr. Rod Landrum by telephone
Mr. Montie Taylor
Mr. David Winchell
Mr. Carl Hoskins

Members Absent

Mr. Mike Howerter

Others Present

Dr. Mark Watkins	Tammy Fuentez	Hailey Phillips
Dr. Jason Sharp	Becky Dantic	
Leanna Doherty	Annette Tucker	

Janice Every recorded the minutes.

Adoption of *Special Meeting Agenda* (ACTION ITEM)

Vice Chair Hoskins asked for changes or additions to the presented meeting agenda. There were none. Trustee Taylor moved to approve the agenda as presented. Trustee Winchell seconded and the motion carried 4-0.

Reports and/or Board Discussion

Faculty Senate Report

None

New Business (ACTION, REPORT, OR DISCUSSION ITEMS)

Appointment of New Board Member

Dr. Watkins advised the Board members that after the Tuesday, June 5, 2022, special Board meeting that Doug Allen had removed his name from the Board of Trustee candidates.

Trustee Landrum moved to approve the appointment of Becky Dantic as the new Labette Community College Board of Trustee member. Trustee Taylor seconded the motion and the motion passed 4-0.

New Trustee Becky Dantic signed the State of Kansas Oath of Officer form with Janice Every notarizing the form.

The Trustees each welcomed and invited Trustee Dantic to take her place at the table.

Public Comment

None

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

Trustee Hoskins reminded everyone of the next regular meeting of the Board of Trustees scheduled for July 14, 2022, at 5:30 p.m., in the Cardinal Event Center.

Adjournment

Trustee Winchell moved to adjourn the meeting at 3:51 p.m. Trustee Taylor seconded the motion and the motion carried 5-0 with Trustee Dantic's show of hand.

Janice Every, Acting Clerk of the Board

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LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
July 14, 2022

The Board of Trustees met at 5:35 p.m. on Thursday, July 14, 2022, in the Cardinal Event Center.

Members Present

Mr. Rod Landrum by telephone
Mr. Montie Taylor
Mr. David Winchell
Mr. Carl Hoskins
Mr. Mike Howerter
Ms. Becky Dantic

Others Present

Dr. Mark Watkins	Colin Coronado	Cole Proehl
Leanna Doherty	Hannah Baker	Brenna Shepard
Dr. Jason Sharp	Aaron Hight	Theresa Hundley
Tammy Fuentes	Jody Burzinski	
Kevin Doherty	Colleen SurrIDGE	

Janice Every recorded the minutes.

Adoption of Revised Agenda (ACTION ITEM)

Vice Chair Hoskins asked for changes or additions to the presented revised agenda. Dr. Watkins asked to add Agenda item V.j. Office Furniture Purchase. Trustee Landrum moved to approve the revised agenda as presented adding Dr. Watkin's request to add Agenda item V.j. Trustee Winchell seconded and the motion carried 6-0.

Approval of June 7, 2022, Regular Meeting Minutes (ACTION ITEM)

Trustee Hoskins asked for corrections or additions to the June 7, 2022, regular meeting minutes. There were none. Trustee Taylor moved to approve the minutes as presented. Trustee Winchell seconded and the motion carried 6-0.

Approval of July 5, 2022, Special Meeting Minutes (ACTION ITEM)

Trustee Hoskins asked for corrections or additions to the July 5, 2022, special meeting minutes. There were none. Trustee Taylor moved to approve the minutes as presented. Trustee Winchell seconded and the motion carried 6-0.

Reports and/or Board Discussion

Faculty Senate Report
None

Administrative Reports

Comparison of Expenditures to the Budget – The June financial report was placed on the tables. At the end of June, the budget was 100% through the year. The general fund was 89% expended and the postsecondary technical education fund was 92% expended. Leanna Doherty invited questions from the Trustees and welcomed phone calls at a later date.

New Parking Lot – Kevin Doherty informed Board members that the City of Parsons parking lot, as discussed at last month's meeting, to park LCC's vehicles would cost \$25,951 for the six foot fence from Four State Fence Company and \$2,000 for cameras. Trustee Winchell moved to approve the purchases and Trustee Landrum seconded. Motion carried 6-0

Construction Update - Aaron Hight with Crossland Construction gave a report on the progress of the Gymnasium addition. The interior punch list has been completed with minor items to repair. The exterior list will be done in the next two weeks. The protected fence should be removed soon.

Athletic Insurance Renewal – Leanna Doherty informed Board members that the athletic insurance would increase \$340 this next year due to adding Cheerleading. The total cost is 75,998. Trustee Taylor moved to approve and Trustee Winchell seconded. Motion carried 6-0.

Presidents Report

Dr. Watkins introduced two new employees – Hannah Baker, Accounts Payable Coordinator and Colin Coronado, Admissions Recruiter.

Efficiency Study – Dr. Watkins asked Board members to guide him on the efficiency study that had been discussed at previous meetings. After discussion, Dr. Watkins said he would schedule a presenter for the next meeting.

Information Technology Department Presentation – Jody Burzinski, Information Technology Director, passed a handout to the Trustees with information on the department and reported on her staff and what they do for the College. She then invited questions from the Trustees.

Dr Watkins reported that the College COVID numbers were at zero isolations and zero quarantines for both students and staff.

New Business (ACTION, REPORT OR DISCUSSION ITEMS)Executive Session for Matters of Non-Elected Personnel

Trustee Winchell moved to recess into executive session at 6:29 p.m. for 10 minutes for the purpose of non-elected personnel to protect the interests of the individual(s) to be discussed. Invited to the session was Dr. Mark Watkins.

Trustee Dantic seconded and the motion carried 6-0.
The Board reconvened into open session at 6:39 p.m.

Executive Session for the Purpose of Discussing Employer-Employee Negotiations

Trustee Winchell moved to recess into executive session at 6:42 p.m. for five minutes for the purpose of discussing employer-employee negotiations to protect the public interest in negotiating a fair and equitable contract. Dr. Watkins, Dr. Jason Sharp, Leanna Doherty, and Janice Every, were invited into the session.

Trustee Taylor seconded and the motion carried 6-0.

The Board reconvened into open session at 6:47 p.m.

Master Agreement Contract Ratification

Trustee Winchell moved to approve the changes as shown in Exhibit 4 to the Master Agreement for the 2022-2023 year. Trustee Landrum seconded and the motion carried 6-0.

Administration, Professional Staff, Educational Support Staff Salary Increases and \$5 increase to the 403 (b) match

Trustee Taylor moved to approve a 7% salary increase for administration, exempting Dr. Watkins, for professional staff and educational support staff beginning July 2022. The motion also included a \$5 increase to the 403(b) monthly matching contribution to begin in August for administration, professional staff, and educational support staff. Trustee Howerter seconded and the motion carried 6-0.

Professional Staff Resignation

Trustee Taylor moved to approve the August 4, 2022, resignation and the search for a replacement for Kylie Lucas, Director of Admissions. Trustee Hoskins seconded and the motion carried 6-0.

Professional Staff Employment Letters

Trustee Howerter moved to approve professional staff employment letters for Teri Pearce, Accounts Receivable Specialist, beginning July 18, 2022, at a salary of \$30,250; and Darcie Martinez-Wall, Financial Aid Specialist, also beginning July 18, 2022, at a salary of \$30,500. Trustee Dantic seconded and the motion carried 6-0.

Acquisition of Real Property

Trustee Howerter moved to approve the transfer of the 1401 Main Street property (Ted Hill Building) from the Labette Community College Foundation to the College. Trustee Landrum seconded and the motion carried 6-0.

Approval of Bills

Trustee Howerter moved to approve the Claims Register. Trustee Taylor seconded and the motion carried 6 - 0.

New Faculty Position Approval

Dr. Watkins asked the Board members to look at Exhibit 9. Dr. Sharp stated that at this time we did not have any qualified applicants for the Welding Program Director position. He said we did have two applicants that would possibly qualify as welding instructors. With enrollment in mind, he asked to put the director position on hold and approve a new welding instructor position. Trustee Landrum moved to approve the new position and Trustee Hoskins seconded. Motion carried 6-0.

Office Furniture Purchase

Leanna advised the Board that she discovered office furniture for the new Gymnasium building would cost \$31,691.56. Dr. Watkins asked the Board members how they would like to handle a purchase. Trustee Howerter moved to advertise in the local newspapers for bids, two times. Trustee Winchell seconded and the motion carried 6-0. There was discussion of scheduling a special board meeting in two weeks to review the bids.

Public Comment

- Trustee Taylor welcomed Trustee Dantic to the Board.
- Trustee Winchell thank LCC Food Service for the food and all the staff that worked on budget preparations.
- Trustee Landrum thanked Leanna and Jason for their work on negotiations. He welcomed Trustee Dantic. He also thanked all LCC staff for the jobs they do.

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

Trustee Hoskins reminded everyone of the next regular meeting of the Board of Trustees scheduled for August 11, 2022, at 5:30 p.m., in the Cardinal Event Center.

Adjournment

Trustee Howerter moved to adjourn the meeting at 7:10 pm. Trustee Winchell seconded and the motion carried 6-0.

Janice Every, Acting Clerk of the Board

LABETTE COMMUNITY COLLEGE
Board of Trustees *Special Meeting Minutes*
July 26, 2022

The Board of Trustees met at 12:30 p.m. on Tuesday, July 26, 2022, in the Cardinal Event Center.

Members Present

Rod Landrum
Montie Taylor
David Winchell
Carl Hoskins
Becky Dantic

Members Absent

Mike Howerter

Others Present

Dr. Mark Watkins
Bethany Kendrick

Dr. Jason Sharp
Kevin Doherty

Leanna Doherty

Heidi Flora recorded the minutes.

Adoption of Special Meeting Agenda (ACTION ITEM)

Chair Landrum asked for changes or additions to the special agenda. There were none. Trustee Winchell moved to approve the agenda as presented. Trustee Dantic seconded the motion and the motion carried 5-0.

Reports and/or Board Discussion

Faculty Senate Report
None

New Business (ACTION, REPORT, OR DISCUSSION ITEMS)

Selection of Furniture Bids

Trustee Taylor moved to approve the furniture bid from McCarty's Office Machines in the amount of \$31,421.56. Trustee Winchell seconded the motion and the motion carried 5-0.

Executive Session for the Purpose of Discussing Non-Elected Personnel

Trustee Winchell moved to recess into executive session at 12:38 p.m. for 10 minutes for the purpose of discussing personnel matters of non-elected personnel to protect the interests of the individual(s) to be discussed. Trustee Hoskins seconded the motion and the motion carried 5-0. Dr. Watkins was invited to attend.

Chair Landrum moved to extend the session at 12:48 p.m. for an additional 5 minutes. Trustee Hoskins seconded the motion and the motion carried 5-0.

Chair Landrum moved to extend the session at 12:53 p.m. for an additional 5 minutes. Trustee Hoskins seconded the motion and the motion carried 5-0.

The Board meeting reconvened into an open session at 12:58 p.m.

Trustee Winchell moved to approve a 3% raise with a \$5,000 one-time bonus for Dr. Watkins. Trustee Dantic seconded the motion and the motion carried 5-0.

Public Comment

Trustee Taylor spoke to the Board regarding a recent meeting with a constituent about utilizing a building scheduled for demolition as a parking garage for campus vehicles. Although it is too late to make this consideration, Trustee Taylor wished to point out that it may have been an opportunity the Board missed.

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

Chair Landrum reminded everyone of the next regular meeting of the Board of Trustees scheduled for August 11, 2022, at 5:30 p.m., in the Cardinal Event Center.

Adjournment

Trustee Winchell moved to adjourn the meeting at 1:08 p.m. Trustee Hoskins seconded the motion and the motion carried 5-0.

Heidi Flora, Clerk of the Board

SUBJECT

Professional Staff Employment Letters

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

April Bolinger has accepted the position of Director of Advising.
Gabiella Cortez has accepted the position of Part-time Assistant Women's Basketball Coach.
Jason Hinson has accepted the position of Head Men's Basketball Coach.
Tyler Allen has accepted the position of Director of Admissions.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the Professional Staff Employment letters for April Bolinger, Director of Advising at a salary of \$42,000 starting July 25, 2022; Gabiella Cortez, Part-time Assistant Women's Basketball Coach at a 10-month salary of \$21,976 starting August 1, 2022; Jason Hinson, Head Men's Basketball Coach at a salary of \$41,000 starting July 28, 2022; and, Tyler Allen, Director of Admissions at a salary of \$41,000 starting July 25, 2022.

Biography

April Bolinger

Ms. April Bolinger has accepted the position of Director of Advising beginning July 25, 2022. April earned a Bachelor of Science degree in Education and a Master of Science in Education, both from PSU. April brings experience to LCC as a former charter school director. She also has had experience starting a daycare, writing programming, budgeting, and directed the entire operation. She has also had experience teaching preschool and kindergarten. April served in one of the Cherokee Center Assistant roles but most recently, she has been in the Student Affairs Advising office at LCC.

POSITION DESCRIPTION

DIRECTOR OF ADVISING

Reports to: Vice President of Student Affairs
Organizational Unit: Professional Staff
Salary range: Support Director, Exempt, Full time
Revision Date: June 2022

I. Basic Purpose of Position

The Director of Advising is responsible for the development, implementation, and management of the advising program. The director is further responsible for all administrative and supervisory functions needed to plan, develop, and support intrusive advising at Labette Community College to support retention and completion of students.

II. Essential Job Functions

- A. Ability to develop, coordinate, implement, and manage intrusive advising program
- B. Ability to coordinate academic advising data collection and dissemination
- C. Ability to manage the advising module within the Jenzabar system
- D. Ability to develop and implement training for advising staff
- E. Ability to lead and participate in providing academic advising, vocation guidance, and placement into appropriate programs and classes for all Labette students towards graduation and/or transfer
- F. Ability to complete Degree Checks for students
- G. Ability to coordinate with CTE directors and faculty on academic advising needs for students applying to specific programs
- H. Ability to coordinate correspondence regarding academic advising and enrollment times for current LCC students and staff
- I. Ability to recommend for hire, train, and evaluate staff
- J. Ability to coordinate with the Student Affairs and Academic Affairs areas to ensure positive communication between the Advising Office and faculty
- K. Ability to establish processes and procedures related to academic advising
- L. Ability to implement system and follow up with students on Early Alert list each semester
- M. Ability to research, develop, implement, and market advising deliver models as beneficial to Labette students
- N. Ability to enroll/advise new and current students regardless of major
- O. Ability to enroll and advise student athletes
- P. Ability to oversee and assist with enrollment of international students
- Q. Ability to oversee and assist with enrollment of students needing developmental coursework
- R. Ability to prepare an annual budget for the Advising office and supervise expenditures by the academic advisors and the director
- S. Ability to serve as a member of Student Affairs and college committees

- T. Ability to serve as a Campus Security Authority (CSA) and complete annual training
- U. Ability to follow all LCC policy and procedures
- V. Ability to complete other tasks as assigned
- W. Ability to maintain regular and timely attendance

III. Consulting Tasks

- A. Admissions Office
- B. Student Success Center staff
- C. Financial Aid personnel
- D. Registrar
- E. Program Directors
- F. Concurrent Coordinator
- G. Other college/university professionals with similar responsibilities
- H. Consults regularly with VPSA regarding plans and activities.

IV. Supervises the Following Staff

- A. Academic Advisors

V. Required Knowledge, Skills and Personal Qualifications

- A. Academic advising experience
- B. Excellent verbal and written communication skills.
- C. Familiar with computer software.
- D. Ability to relate to traditional and nontraditional students.
- E. Ability to provide supervision and leadership
- F. Strong organizational abilities
- G. Ability to work effectively with minimal supervision

VI. Preferred Experience

- A. Community College experience
- B. Knowledge of academic courses and programs as well as transfer programs

VII. Educational Background

Bachelor's degree required. Master's degree preferred, in Student Affairs or related field, such as the behavioral sciences.

VIII. Working Conditions/Environment

- A. Busy office conditions at times with occasional evening and weekend hours required
- B. No office windows

BIOGRAPHY

Gabriella (Gabby) Cortez

Gabriella Cortez has accepted the position of Part-Time Assistant Women's Basketball Coach beginning August 1, 2022.

Coach Cortez earned an Associate Degree in General Studies from Southwest Community College in McComb, MS, and a Bachelor's Degree in Criminal Justice from the University of Louisiana, Monroe, LA. Gabby had five years of playing experience that included a Division I school in addition to international playing experience in France. While playing Anglet' Cote Basque Basket in France, Gabby also coached girls' basketball, ages 6-10 and 15-18 years of age. Gabby coached alongside Coach Rolls, here at LCC, during the 2020/2021 season, before she left for another coaching position. She showed interest in returning to the Cardinals and is excited to assist Coach Rolls again.

POSITION DESCRIPTION

ASSISTANT WOMEN'S BASKETBALL COACH

Reports to: Head Woman's Basketball Coach

Organizational Unit: Professional Staff

Salary range: Specialist, Exempt

Revision Date: August 2022

I. Basic Purpose of Position

Working 42 weeks a fiscal year, the Assistant Women's Basketball Coach is responsible for assisting with recruiting and implementing the women's basketball squad, creating a pleasant learning environment for the student athletes, and counseling student athletes in everyday crises on and off the floor.

II. Essential Job Functions

- A. Ability to assist with the promotion and development of the women's basketball program
- B. Ability to assist in scheduling of gymnasium for practices and games
- C. Ability to assist in building a basketball schedule that suits the athletic program
- D. Ability to send athletic contracts to opponents and officials for women's basketball
- E. Ability to assist in ordering equipment and uniforms
- F. Ability to report to Athletic Director on upcoming games and events
- G. Ability to assist in scheduling transportation and obtaining required funds with Business Office
- H. Ability to assist in the preparation of annual operating budget
- I. Ability to aide in publicity for recruiting
- J. Ability to work camps for recruiting and publicity purposes
- K. Ability to educate and counsel athletes
- L. Ability to monitor academic progress of student athletes
- M. Ability to adhere to all KJCCC (Kansas Jayhawk Community College Conference) and NJCAA (National Junior College Athletic Association) rules and regulations
- N. Ability to assist Athletic Director in administering intercollegiate athletic program
- O. Ability to attend meetings of Region 6 and Jayhawk Conference if requested by Athletic Director
- P. Ability to assist Athletic Director as department's Facilities Maintenance and Concessions Coordinator
- Q. Ability to follow all LCC policy and procedures
- R. Ability to perform other duties as assigned
- S. Ability to maintain regular and timely attendance

III. Consulting Tasks

- A. Consults with advisors on student athlete's class schedules

- B. Consults with faculty on student athlete's academic progress
- C. Consults with other college coaches to schedule events
- D. Interacts with Business Office and other college personnel

IV. Supervises the Following Staff

- A. Student trainers
- B. Volunteer assistant coaches

V. Required Knowledge, Skills and Personal Qualifications

- A. Knowledge of fundamentals of basketball
- B. Good organizational skills
- C. Good communication skills
- D. A valid driver's license is required

VI. Preferred Experience

Two years playing and or coaching experience

VII. Educational Background

Bachelor's Degree required

VIII. Working Conditions/Environment

- A. Must possess physical ability to demonstrate required skills
- B. Evening and weekend work will be required
- C. Occasional overnight travel will be required

BIOGRAPHY

Jason Hinson

Jason Hinson has accepted the position of Interim Head Men's Basketball Coach. Coach Hinson earned Associate and Bachelor of Science degrees in Multidisciplinary Studies from Grantham University and a Master's of Science in Performance Improvement, also from Grantham.

Jason has had prior experience as lead assistant at Northwestern Oklahoma State University and Northern Oklahoma College. Jason has been LCC's Assistant Men's Basketball Coach since 2017.

He begins work on July 28, 2022.

POSITION DESCRIPTION

INTERIM HEAD MEN'S BASKETBALL COACH

Reports to: Director of Athletics

Organizational Unit: Professional Staff

Salary range: Coordinator/Coach/Counselor, Exempt, Full time

Revision Date: June 2022

I. **Basic Purpose of Position**

The Men's Basketball Coach is charged with the recruitment, supervision, and placement of students who are skilled in the areas of competitive amateur basketball at the college level. As an integral part of a well-rounded program, the sport requires that the coach cover areas of support to the men's basketball students on and off the court. The coach acts as a liaison between student athletes, the community and the school.

II. **Essential Job Functions**

Recruitment and Retention Related

- A. Ability to recruit potential student athletes
- B. Ability to promote the program at high schools, in the community, and to other sources of potential student athletes through media (printed, audio, video)
- C. Ability to hold camps for recruiting and publicity purposes
- D. Ability to promote program to increase attendance at events to support student athletes
- E. Ability to evaluate student athletes
- F. Ability to communicate recruit signing as appropriate, in collaboration with Public Relations
- G. Ability to educate and counsel athletes
- H. Ability to evaluate academic ability of student athlete as well as supervise academic stability

General

- A. Ability to place student athletes at the four year level
- B. Ability to schedule facilities for practices and games
- C. Ability to build a season and pre-season schedule that suits the athletic program
- D. Ability to send athletic contracts to opponents and officials for program
- E. Ability to order equipment and uniforms
- F. Ability to schedule transportation and required funds with Business Office
- G. Ability to prepare annual operating budget
- H. Ability to evaluate all aspects of program
- I. Ability to set up and supervise home events
- J. Ability to report to Athletic Director on upcoming games and events
- K. Ability to provide data and information to Athletic Director and Vice President of Student Affairs for reporting purposes
- L. Ability to attend annual media days and provide correspond with the media
- M. Ability to recognize and evaluate athletic injuries in collaboration with the Athletic Trainer

- N. Ability to coordinate supplemental jobs for student athletes
- O. Ability to serve on the CSA (campus security authority) team for Title IX
- P. Ability to serve as a Campus Security Authority (CSA) and complete annual training
- Q. Ability to follow all LCC policy and procedures
- R. Ability to perform other duties as assigned
- S. Ability to maintain regular and timely attendance

III. Consulting Tasks

- A. Consults with advisors on athlete's class schedules
- B. Consults with faculty on student athlete's academic progress
- C. Consults with Director of Public Relations regarding all media items related to program
- D. Consults with the Business Office and other college personnel
- E. Consults with other college coaches to schedule events
- F. Consults with other coaches to participate in and sponsor workshops, camps, and clinics in county and community, as well as state and nationwide

IV. Supervises the Following Staff

- A. Assistant Coaches
- B. Student assistants assigned to their area

V. Required Knowledge, Skills and Personal Qualifications:

- A. Knowledge of fundamentals of basketball
- B. The ability to establish rapport with media and all College personnel
- C. Knowledge of requirements for eligibility
- D. Good organizational skills with attention to details
- E. Good oral and written communication skills

VI. Preferred Experience

Three years college basketball coaching experience

VII. Educational Background

Bachelor's degree required; Master's preferred

VIII. Working Conditions/Environment

- A. Must possess physical ability to validate skills
- B. Evening and weekend work required
- C. Occasional overnight travel required
- D. Must maintain valid driver's license

Biography

Tyler S. Allen

Tyler Allen has accepted the Director of Admissions position beginning July 25, 2022. Mr. Allen is a former LCC student and moved on to earn a Bachelor of Arts in Ministry degree from Mid America Nazarene University in Olathe. Tyler has worked with junior high through college-aged students at various place around the county in the nonprofit sector for almost 10 years. He has had experience developing leaders, managing projects, recruiting, creating & overseeing events, including public speaking.

Most recently Tyler served as the Academic Advisor for Student Support Services at LCC. He has also been serving and will continue as the Public Address Announcer for Cardinal Athletics.

POSITION DESCRIPTION

DIRECTOR OF ADMISSIONS

Reports to: Vice President of Student Affairs
Organizational Unit: Professional Staff
Salary range: Support Director, Exempt, Full time
Revision Date: June 2022

I. Basic Purpose of Position

The Director of Admissions is responsible for the development, implementation, and management of the admissions recruiting program. The director is further responsible for all administrative and supervisory functions needed to plan, develop, and support comprehensive admissions and recruiting programs.

II. Essential Job Functions

- A. Ability to coordinate student campus visits
- B. Ability to coordinate the Student Ambassador Program
- C. Ability to coordinate Cardinal Enrollment Day, Senior Day, and similar events
- D. Ability to coordinate and assign recruiting territory for admissions recruiter, CTE recruiter, and director
- E. Ability to visit assigned high schools to develop and cultivate positive relationships with area high school administrators, prospective students, and counselor.
- F. Ability to attend college days, nights and college fairs in assigned area
- G. Ability to coordinate correspondence, posters, mailings, etc. to high school counselors, faculty, students, and parents throughout the year to keep all parties abreast of upcoming recruitment/enrollment events and date.
- H. Ability to recommend for hire, train, and evaluate staff
- I. Ability to plan and develop admissions communications program including recruiting materials, direct mail, email, telephone, recruitment software, and advertising, in cooperation with appropriate administrative staff and agency personnel
- J. Ability to establish procedures for processing admissions records of prospective students in the Jenzabar system
- K. Ability to follow up on leads, contact cards, and applications from prospective students by telephone, e-mail and letters using data from contact card and College Planning Conference (CPC) leads
- L. Ability to monitor the processing of applications from assigned students in the Jenzabar system
- M. Ability to manage the admissions module within the Jenzabar system
- N. Ability to enroll/advise new and undeclared major students
- O. Ability to prepare an annual budget for the Admissions office and supervise expenditures by the admissions recruiter and the director
- P. Ability to serve as a member of student affairs and college committees

- Q. Ability to coordinate with extension and concurrent coordinator in planning and implementing concurrent and dual credit enrollment
- R. Ability to assist the dean of enrollment management and vice president student affairs in planning and coordination of promotional and administrative assignments including the divisional website
- S. Ability to serve as a Campus Security Authority and complete annual training
- T. Ability to follow all LCC policy and procedures
- U. Ability to complete other tasks as assigned
- V. Ability to maintain regular and timely attendance

III. Consulting Tasks

- A. Financial Aid personnel
- B. Program directors
- C. Extension and concurrent coordinator
- D. Area high school personnel, students, and parents
- E. Other college/university professionals with similar responsibilities
- F. Consults regularly with VPSA regarding plans and activities.

IV. Supervises the Following Staff

- A. Admissions recruiter
- B. Admissions assistant
- C. Student ambassadors

V. Required Knowledge, Skills and Personal Qualifications

- A. Excellent verbal and written communication skills.
- B. Familiar with computer software.
- C. Ability to relate to traditional and nontraditional students.
- D. Strong organizational abilities
- E. Goal oriented with strong leadership skills
- F. Supervisory skills to motivate and direct staff
- G. Ability to work effectively with minimal supervision

VI. Preferred Experience

Two or more years' experience in Student Affairs, especially in admissions and financial aid

VII. Educational Background

Bachelor's degree required. Master's degree preferred, in Student Affairs or related field, such as the behavioral sciences.

VIII. Working Conditions/Environment

- A. Busy office conditions at times with occasional evening and weekend hours required
- B. No office windows
- C. Travel required, especially during Mid-September to mid-November and mid-January to Mid-March as well as other times as career fairs, college planning conferences, and high school visits are needed.

SUBJECT

Ratification of Faculty Contract

REASON FOR CONSIDERATION BY THE BOARD

Kansas Statutes require the Board of Trustees's approval of selected employment contracts.

BACKGROUND

Bryanna DeWitt has accepted the Welding Instructor position.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve a faculty contract for Bryanna DeWitt, Welding Instructor, QV, Step 3, beginning August 15, 2022, at a salary of \$43,340.

Biography

Bryanna Dewitt

Bryanna Dewitt has accepted the Welding Instructor position beginning August 15, 2022. Ms. Dewitt is a former LCC student and is currently enrolled at Pittsburg State working on her Bachelor of Science Degree in Career and Technical Education.

Bryanna comes to LCC with 5 years of welding courses and 3 years of welding experience in the workplace and private businesses.

POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME)

Reports to: Dean of Instruction/Program Director
Organizational Unit: Faculty – Exempt
Salary Range: Per Master Agreement
Revision Date: September 2019
See also addendum - Program/Department specific

I. Basic Purpose of Position

Instructors' responsibilities encompass all courses assigned, committees assigned, or other activities required or agreed upon between faculty members and administration as specified in the LCC Master Agreement and LCC Policy/Procedures Manual. Instructors must demonstrate computer literacy in appropriate computer software and be able to demonstrate fluency in written and oral communications.

II. Essential Job Functions

- A. Ability to demonstrate knowledge of and commitment to effective teaching strategies, including active learning and methods to enhance student success at community colleges
- B. Ability to conduct all class sessions in a professional manner and exhibit good judgment and professional behavior
- C. Ability to develop and carry out testing/assessment plans in all courses taught that meet the criteria set forth by the Curriculum and Instruction Committee and the Outcomes Assessment Committee
- D. Ability to be available to advise students according to College policy
- E. Ability to maintain accurate records and reports and submit them in a timely manner to the appropriate person
- F. Ability to provide students with opportunities for community service, service learning activities, community projects, and volunteerism as appropriate
- G. Ability to promote the general welfare of students and the college
- H. Ability to follow the master course syllabus and coordinate course outlines and book selections in accordance with established deadlines when adjunct faculty members teach different sections of the same course
- I. Ability to develop new courses as required by the administration
- J. Ability to develop and provide online instruction in discipline area as needed
- K. Ability to take the LCC Online Teaching course during the first year of teaching if appropriate
- L. Ability to maintain a professional attitude and conduct toward teaching and professional relationships
- M. Ability to actively support the philosophy of shared governance
- N. Ability to provide ongoing communication and professional development opportunities to adjunct and concurrent faculty (particularly at in-service breakout sessions) in such areas as pedagogy, instructional design, course management, instructional delivery, skill improvement, curricular reform initiatives and assessment strategies
- O. Ability to provide concurrent instructors with necessary materials to assess their students according to the Kansas Board of Regents (KBOR) Concurrent Enrollment Partnership (CEP) agreement using the same grading standards, same scoring rubrics and methods (i.e. papers, portfolios,

quizzes, labs) and same final exam as a representative on-campus exam, to ensure all students are held to the same standards of achievement.

- P. Ability to provide necessary support for and student referrals to educational support programs and functions
- Q. Ability to maintain and update the technical competencies necessary to perform the job function
- R. Ability to communicate effectively with students of diverse ethnic, socioeconomic, and cultural backgrounds, including students with disabilities
- S. Ability to actively participate in College Standing Committees and Program Review Committees
- T. Ability to promote the College as a responsive community asset through personal representation
- U. Ability to work cooperatively with students, peers, colleagues and administrators
- V. Ability to perform other duties as may be assigned by the appropriate Director, Dean of Instruction, or Vice President of Academic Affairs
- W. Ability to follow all LCC policies/procedures and state and federal laws
- X. Ability to perform additional items per addendum if applicable

III. Consulting Tasks

- A. Ability to consult with other departmental faculty to revise curriculum and address student and departmental issues.
- B. Ability to consult with College committees and faculty to ensure students' needs are met, to gain understanding of College operations and issues outside the department, and to help formulate educational policies.

IV. Supervises the Following Staff

None

V. Required Knowledge, Skills and Personal Qualifications

- A. Ability to effectively work with other faculty, administrators, students, and other College staff
- B. Ability to set priorities and use appropriate interpersonal skills
- C. Ability to demonstrate knowledge of and commitment to community college philosophy and the College's Strategic Plan
- D. Ability to demonstrate knowledge of commonly used instructional software and education media
- E. Ability to demonstrate understanding of student learning and curriculum development
- F. Ability to demonstrate excellent verbal and written communication skills
- G. Ability to perform job responsibilities and complete work in a timely manner

VI. Preferred Experience

At least three years recent teaching or professional experience in the areas to be taught.

VII. Educational Background

- A. Faculty teaching general education (transfer) courses are required to have the following qualifications:
 - Master's degree or higher in the teaching discipline or subfield taught.
 - Master's degree or higher in a discipline or subfield other than that taught with a minimum of 18 graduate credit hours in the discipline taught.

SUBJECT

Professional Staff Resignations

REASON FOR CONSIDERATION BY THE BOARD

LCC Procedure 10.08 Separation of Employment Guideline states the member must request release from the contract and obtain Board approval.

BACKGROUND

Allie Kashka, Concurrent Dual Credit Coordinator, has submitted her letter of resignation effective August 11, 2022.

Bethany Kendrick, Director of Public Relations, has submitted her letter of resignation effective August 19, 2022.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the resignations of Allie Kaska, Concurrent Dual Credit Coordinator, and Bethany Kendrick, Director of Public Relations.

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	Description	Account		Amount	Total
			7/14/2022	Number		
133415	A T and T	Phone Service - Cherokee Center	11-7103-631-000		\$63.15	
		Phone Service - WTC	12-4204-631-000		\$729.64	\$792.79
133416	A T and T	Internet	11-6401-631-000		\$1,366.86	\$1,366.86
133417	A T and T	Internet	11-6401-631-000		\$4,059.06	\$4,059.06
133418	City of Parsons	Water Service	11-7102-632-000		\$2,306.11	
		Water Service - WTC	12-4204-632-000		\$139.05	
		Water Service	16-9482-632-000		\$200.43	\$2,645.59
133420	Evergy Kansas Central INC	Utility Electricity	11-7102-634-000		\$19,348.27	
		Utility Electricity - Cherokee Center	11-7103-634-000		\$1,311.63	
		Utility Electricity - WTC	12-4204-634-000		\$453.86	
		Utility Electricity	16-9482-634-000		\$374.03	\$21,487.79
133421	GFL Environmental	Trash Removal - Cherokee Center	11-7103-649-000		\$241.00	\$241.00
133422	Brandy Marie Habiger	Landscaping	11-7102-550-000		\$200.00	
		Landscaping	11-7102-550-000		\$200.00	\$400.00
133423	Kansas Department of Revenue	Bookstore Sales Tax/June	16-0000-216-001		\$57.32	
		Food Service Sales Tax/June	16-0000-216-002		\$199.20	\$256.52
133424	Kansas Gas Service	Gas Service - Cherokee Center	11-7103-633-000		\$45.00	\$45.00
133425	McCarty's Office Machines Inc	Canon C5540i Maintenance Contract	11-6503-648-000		\$1,462.46	
		Supplies	11-6503-701-000		\$736.50	
		Supplies	11-6503-701-000		\$285.93	
		Supplies	11-6503-701-000		\$638.84	
		Transcript Paper Printing	11-6503-705-000		\$179.46	
		Advising Center Desk Elbows	11-7102-649-000		\$1,262.13	
		Copy Usage - WTC	12-1219-700-000		\$0.87	\$4,566.19
133426	Orscheln	Groundskeeping Supplies	11-7102-649-000		\$59.99	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

7/14/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133426	Orscheln	Groundskeeping Supplies	11-7102-649-000	\$58.50	\$118.49
133427	Rural Water District #5	Utility Water - Cherokee Center	11-7103-632-000	\$22.85	\$22.85
133428	Sparklight	Cable Service	11-6501-631-000	\$181.80	\$181.80
133429	Touchtone Communications	Long Distance	11-6501-631-000	\$70.23	
		Long Distance - Cherokee Center	11-7103-631-000	\$25.37	\$95.60
				<u>\$36,279.54</u>	

11-General Fund \$34,125.14
 12-Postsecondary Technical Education Fund \$1,323.42
 16-Auxillary Ent Fund \$830.98
 64-Deferred Maintenance \$0.00
 67-Capital Outlay \$0.00
\$36,279.54

Checks approved for release prior to Board action

Mark Watkins

 President

Shanna Doherty

 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	7/20/2022		Total
			Account Number	Amount	
133434	A T and T	Phone Service	11-6501-631-000	\$3,354.04	
		Phone Service	11-6501-631-000	\$48.92	\$3,402.96
133435	A T and T	Internet Service	11-6401-631-000	\$4,569.13	\$4,569.13
133436	Amazon.com LLC	Glo Germ Gel & Blacklights	12-1208-700-001	\$97.20	\$97.20
133437	B P	Gasoline	11-6502-720-000	\$451.26	\$451.26
133438	Kim Beachner	Reimburse - OK Nursing License	11-4200-630-025	\$75.00	\$75.00
133439	Cardmember Service	HECMA Annual Conf. - R Decker	11-4208-601-000	\$1,044.85	
		Flight Ins. for NJCAA All-Star Game	11-5701-601-000	\$28.16	
		Internet Service - Cherokee Center	11-6401-631-000	\$190.05	
		OnStar for LCC Vehicles	11-6502-720-000	\$269.48	
		KS Comm & Tech Dev - L Forbes	11-6505-601-000	\$498.36	
		Cable Service - Cherokee Center	11-7103-701-000	\$116.84	\$2,147.74
133440	Credit World Services, INC	Student Account Collection Fee	11-0100-484-000	\$111.25	\$111.25
133441	Encore Energy Services, Inc	Gas Service	11-7102-633-000	\$201.48	
		Gas Service	16-9482-633-000	\$100.74	\$302.22
133442	FedEx Express	Package Shipping (2)	11-5303-701-000	\$96.87	\$96.87
133443	First Dakota Indemnity Company	Workman's Comp	11-6501-590-001	\$1,134.00	\$1,134.00
133444	Lori Ford	Reimburse Hotel - MPBEA Conf.	11-4200-630-005	\$342.57	\$342.57
133445	Brandy Marie Habiger	Landscaping	11-7102-550-000	\$200.00	\$200.00
133446	Jennifer Harding	Reimburse - MO License Renewal	11-4200-630-033	\$31.25	\$31.25
133447	Kansas Gas Service	Gas Service	11-7102-633-000	\$339.62	
		Gas Service	16-9482-633-000	\$95.34	\$434.96
133448	Philadelphia Indemnity Insurance Com	Athletic Insurance	11-5506-625-000	\$75,674.00	\$75,674.00
133449	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$1,214.83	\$1,214.83
133450	Vance Lawn Care	Spread Ice Control - Cherokee Center	11-7103-649-000	\$350.00	\$350.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

7/20/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133451	Wildcat Extension District #14	Exam for ServSafe	16-96884-701-000	\$50.00	\$50.00
133452	Regina L Williams-Decker	Reimburse Hotel - HECMA Conf.	11-4208-601-000	\$168.47	
		Reimburse Food - HECMA Conf.	11-4208-601-000	\$183.14	
		Reimburse Mileage - HECMA Conf.	11-4208-601-000	\$514.38	
		Reimburse Mileage - HECMA Conf.	11-4208-601-000	\$481.46	\$1,347.45
133453	Wood Insurance Center, Inc	Liability Insurance	11-6501-622-000	\$2,449.00	\$2,449.00
				<u>\$94,481.69</u>	

11-General Fund	\$94,138.41
12-Postsecondary Technical Education Fund	\$97.20
16-Auxillary Ent Fund	\$246.08
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$94,481.69</u>

Checks approved for release prior to Board action

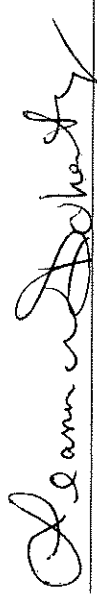
Mark Watkins
President

Deanna Dehert
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	7/21/2022		Total
			Account Number	Amount	
133454	L C C Foundation	July 2022 Foundations Contribs	11-0000-268-000	\$1,720.45	\$1,720.45
133455	Newman, Hess & Associates, P.A.	July 2022 Garnishment	11-0000-270-000	\$142.55	\$142.55
				<u>\$1,863.00</u>	
	11-General Fund			\$1,863.00	
	12-Postsecondary Technical Education Fund			\$0.00	
	16-Auxillary Ent Fund			\$0.00	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$1,863.00</u>	

Checks approved for release prior to Board action


Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

7/27/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133457	Jill Coral Coomes	Reimburse - CNE Renewal	11-4200-630-023	\$350.00	
		Reimburse Mileage - Wichita Airport	11-4200-630-023	\$153.27	
		Reimburse Food - Simulation Conf.	11-4200-630-023	\$23.59	\$526.86
133458	Evergy Kansas Central INC	Electricity - 1230 Main	11-7102-634-000	\$542.56	
		Electricity - 1200 Main	11-7102-634-000	\$10,650.69	\$11,193.25
133459	Lori Ford	Reimburse Food - MPBEA Conf	11-4200-630-005	\$13.93	
		Reimburse - TechSmith Subscription	12-1218-700-000	\$49.00	\$62.93
133460	Kansas Gas Service	Gas Service - 1230 Main	11-7102-633-000	\$36.58	
		Gas Service - 1306 Main	11-7102-633-000	\$32.38	\$68.96
133461	Kiwanis Club of Parsons	Dues - Ross Harper	12-4204-701-000	\$175.45	\$175.45
133463	Ashley Moore	Reimburse Mileage - Clinicals (3)	12-1210-602-000	\$250.38	\$250.38
133464	Parsons Lions Club	Dues - Jason Sharp	11-4201-681-000	\$40.00	\$40.00
133466	Presbyterian Manors	Background Check Fee	12-4204-701-002	\$13.00	\$13.00
133467	The Cleaners	Tablecloth Cleaning	12-4204-701-000	\$61.50	\$61.50
133468	The Topeka Capital-Journal	June Advertising	11-6301-613-000	\$4,500.00	\$4,500.00
				<u>\$16,892.33</u>	

11-General Fund	\$16,343.00
12-Postsecondary Technical Education Fund	\$549.33
16-Auxiliary Ent Fund	\$0.00
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$16,892.33</u>

Checks approved for release prior to Board action

Mark Watkins
President

Rhonda Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account		Amount	Total
			Number	Number		
133470	A Book Company	FA Books	16-0000-131-002		\$124.99	\$124.99
133471	Ace Hardware, Inc.	KILLZALL Super Conc 32 Oz	11-5502-701-000		\$33.99	
		Groundskeeping Supplies	11-7102-649-000		\$32.02	
		Groundskeeping Supplies	11-7102-649-000		\$63.97	
		Custodial Supplies	11-7102-649-000		\$24.95	
		Groundskeeping Supplies	11-7102-649-000		\$143.94	
		Maintenance Supplies	11-7102-649-000		\$15.99	
		Groundskeeping Supplies	11-7102-649-000		\$198.62	
		Groundskeeping Supplies	11-7102-649-000		\$19.99	
		Maintenance Supplies	11-7102-649-000		\$117.46	
		Groundskeeping Supplies	11-7102-649-000		\$40.20	
		Credit on Killzall Concen.	11-7102-649-000		(\$159.99)	
		Groundskeeping Supplies	11-7102-649-000		\$38.00	
		Maintenance Supplies	11-7102-649-000		\$7.99	
		Groundskeeping Supplies	11-7102-649-000		\$22.58	
		Groundskeeping Supplies	11-7102-649-000		\$30.33	
		Custodial Supplies	11-7102-649-000		\$171.14	
		Groundskeeping Supplies	11-7102-649-000		\$42.58	
		Groundskeeping Supplies	11-7102-649-000		\$59.75	
		Groundskeeping Supplies	11-7102-649-000		\$63.98	
		Maintenance Supplies	11-7102-649-000		\$32.95	
		Groundskeeping Supplies	11-7102-649-000		\$56.97	
		Maintenance Supplies	11-7102-649-000		\$92.14	
		Maintenance Supplies	11-7102-649-000		\$13.18	
		Groundskeeping Supplies	11-7102-649-000		\$15.58	\$1,178.31

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

7/31/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133472	American Electric Company	Electrical Supplies	11-7102-649-000	\$797.50	\$797.50
133473	Blick Art Materials	Art Supplies	11-1101-700-000	\$112.42	
		Art Supplies	11-1101-700-000	\$166.39	\$278.81
133474	Butler Community College	KCCLI Participant - R Harper	11-6501-681-000	\$750.00	\$750.00
133475	C. D. L. Electric Co., INC	Fire Alarm Monitoring - 1200 Main	11-7102-649-000	\$45.00	\$45.00
133476	Cintas Corporation No. 2	Autosoap Dispenser & Hand Sanitizer	11-7102-702-000	\$114.58	
		Autosoap Dispenser & Hand Sanitizer	11-7102-702-000	\$114.58	
		Autosoap Dispenser & Hand Sanitizer	11-7102-702-000	\$114.58	
		Autosoap Dispenser & Hand Sanitizer	11-7102-702-000	\$114.58	\$458.32
133477	Copy Products Inc	Copy Usage - Cherokee Center	11-7103-701-000	\$107.16	\$107.16
133478	Council of North Central Two-Year Coll	Membership Dues	11-6501-681-000	\$125.00	\$125.00
133479	Dave's Phone Service	Card Reader for Gym Entry	11-7102-649-000	\$5,539.91	\$5,539.91
133480	Digital Connections Inc.	MP9003 & IM9000 Maint Contracts	11-6503-648-000	\$35.11	\$35.11
133481	Health Facilities Group, LLC	Architect Services/Athletic Expansion	67-9900-661-000	\$15,976.39	\$15,976.39
133482	Herff Jones Inc.	Returned Caps, Gowns, Tassels	11-5303-706-001	(\$287.40)	
		Diplomas	11-5303-706-001	\$14.00	
		Diploma Covers	11-5303-706-001	\$2,156.99	
		Gold Honor Cords	11-5303-706-001	\$414.49	\$2,298.08
133483	Herring Bank	ID Card Supplies	11-6401-701-000	\$486.10	\$486.10
133484	Hillyard/Springfield	Custodial Supplies	11-7102-702-000	\$462.93	\$462.93
133485	J and M Gym Pros LLC	Gym Floor Refinishing	11-7102-649-000	\$2,281.40	\$2,281.40
133486	K L K C	June Advertising	11-6301-613-000	\$400.00	\$400.00
133487	KanREN	KanRen Membership and Consortium	11-6401-701-000	\$3,568.80	\$3,568.80
133488	Kansas Council of Workforce Educatio	2022-2023 Institutional Membership	12-4204-701-001	\$250.00	\$250.00
133489	Kansas Outdoor Advertising	June Billboard Rental	11-6301-613-000	\$575.00	\$575.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account		Amount	Total
			Number	Number		
133490	KONE Inc	Maintenance Agreement	11-7202-648-000		\$161.02	
		Maintenance Agreement	11-7202-648-000		\$498.80	\$659.82
133491	Labette Avenue	Trustee Vacancy Ad	11-6301-613-000		\$92.00	
		Position Announcement- FA Specialist	11-6504-613-000		\$57.50	
		Position Announcement	11-6504-613-000		\$115.00	
		Position Announcements	11-6504-613-000		\$69.00	
		Position Announcements	11-6504-613-000		\$69.00	\$402.50
133492	Labette Health	Nursing Drug Screens	12-1208-672-000		\$118.80	
		Radiography Drug Screens	12-1210-700-000		\$435.60	
		Sonography Drug Screens	12-1214-700-000		\$19.80	\$574.20
133493	Marmic Fire and Safety Co Inc	Quarterly Inspection	11-7202-648-000		\$362.00	
		Extinguisher Inspection	11-7202-648-000		\$56.00	\$418.00
133494	McCarty's Office Machines Inc	Canon Copier Contracts	11-6503-648-000		\$277.08	
		Supplies	11-6503-701-000		\$19.32	
		Supplies	11-6503-701-000		\$182.20	\$478.60
133495	Medco Sports Medicine	Supplies	11-5507-701-000		\$46.88	\$46.88
133496	Napa Auto Parts	Credit on Spark Plug	11-7102-649-000		(\$0.10)	
		Engine Cleaner & Spark Plug	11-7102-649-000		\$28.11	\$28.01
133497	P1 Group Inc	Chiller Maintenance	11-7102-649-000		\$1,609.04	
		Maintenance Agreement	11-7103-649-000		\$607.00	
		Maintenance Agreement	11-7202-648-000		\$5,466.00	\$7,682.04
133498	Parsons Sun	SEK Family Ad	11-6301-613-000		\$180.00	
		Trustee Vacancy Ad	11-6301-613-000		\$45.40	
		Position Announcement	11-6504-613-000		\$68.10	
		Position Announcement	11-6504-613-000		\$56.75	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

7/31/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133498	Parsons Sun	Position Announcement	11-6504-613-000	\$56.75	
		Position Announcements	11-6504-613-000	\$96.48	\$503.48
133499	PSU HHPR Dept	Lifetime Fitness Materials - Summer 2	11-1112-700-001	\$88.00	\$88.00
133500	QueenB Television of Kansas/Missouri	June Advertising	11-6301-613-000	\$1,950.00	\$1,950.00
133501	Roy's Auto Service, LLC	Vehicle Maintenance - RV28	11-6502-720-000	\$631.36	\$631.36
133502	School Datebooks, Inc.	Student Planners	11-5302-701-000	\$634.61	\$634.61
133503	Scorebuilders	PTA Exams	12-1213-700-000	\$350.00	\$350.00
133504	Sherwin-Williams Company	Painting Supplies - Sonography	11-7102-649-000	\$57.92	\$57.92
133505	Show Me Communications/Radcliff Ag	6SEK News Ad	11-6301-613-000	\$375.00	\$375.00
133506	Sports in Kansas, LLC	State Tournament Package	11-6301-613-000	\$360.00	
		KLKC/Sports in KS Package	11-6301-613-000	\$200.00	\$560.00
133507	Styers Equipment Company	IntoPrint SP1360	11-6503-641-000	\$13,605.00	\$13,605.00
133508	UniFirst Corporation	Uniforms	11-7202-648-000	\$65.85	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$148.16	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$148.16	
		Uniforms	11-7202-648-000	\$65.85	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	\$528.02
133509	Veritiv	60# Offset Paper	11-6503-705-000	\$110.75	\$110.75
133510	Vietti Marketing Group	June Advertising	11-6301-613-000	\$500.00	
		May Advertising	11-6301-613-000	\$500.00	
		June Advertising	11-6301-613-000	\$47.00	
		June Advertising	11-6301-613-000	\$500.00	\$1,547.00
133511	Mark Watkins	Vehicle Expense	11-6501-590-001	\$900.00	\$900.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

7/31/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133512	Mark Watkins	Reimburse Food - Moving Athletics	11-6101-702-000	\$377.75	\$377.75
	11-General Fund			\$50,872.17	
	12-Postsecondary Technical Education Fund			\$1,174.20	
	16-Auxillary Ent Fund			\$224.99	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$15,976.39	
				<u>\$68,247.75</u>	
					<u>\$68,247.75</u>