

**NOTICE OF HEARING TO EXCEED THE REVENUE NEUTRAL RATE AND BUDGET HEARING  
2022-2023 BUDGET**

The governing body of Labette Community College will meet on September 8, 2022 at 5:30 PM at Labette Community College Cardinal Event Center for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of tax to be levied, the revenue neutral rate, and to consider amendments. Detailed budget information is available at LCC Business Office and will be available at this hearing.

**BUDGET SUMMARY**

The Expenditures and the Amount of 2022 Tax to be Levied (as shown below) establish the maximum limits of the 2022-2023 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to change depending on final assessed valuation.


	2020-2021		2021-2022		Proposed Budget 2022-2023			
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2021 Tax to be Levied	Est. Tax Rate*	
Current Funds Unrestricted								
General Fund	8,942,667		8,808,521		14,085,442	5,196,424	35.000	
Postsecondary Tech Ed	3,365,964		3,322,561		4,383,400	XXXXXXXXXX	XXX	
Adult Education	48,182		62,901		100,448	59,403	0.400	
Adult Supp Education	0	XXX	0	XXX	0	XXXXXXXXXX	XXX	
Motorcycle Driver	0	XXX	0	XXX	0	XXXXXXXXXX	XXX	
Truck Driver Training	0	XXX	0	XXX	0	XXXXXXXXXX	XXX	
Auxiliary Enterprise	248,299	XXX	172,528	XXX	211,092	XXXXXXXXXX	XXX	
Plant Funds		XXX		XXX		XXXXXXXXXX	XXX	
Capital Outlay	538,787		0		4,999,967	0	0.000	
Bond and Interest	0		0		0	0	0.000	
Special Assessment	0		0		0	0	0.000	
No Fund Warrants	0		0		0	0	0.000	
Revenue Bonds	0	XXX	0	XXX	0	XXXXXXXXXX	XXX	
<b>Total All Funds</b>	<b>13,143,900</b>	<b>0.000</b>	<b>12,366,511</b>	<b>0.000</b>	<b>23,780,349</b>	<b>XXXXXXXXXX</b>	<b>35.400</b>	
<i>Revenue Neutral Rate**</i>								<b>33.738</b>
Total Tax Levied	4,978,514		5,008,979		XXXXXXXXXX	5,255,827		
Assessed Valuation	140,639,952		141,368,789		148,469,708			

**Outstanding Indebtedness, July 1**

	2020	2021	2022
G.O. Bonds			
Capital Outlay Bonds			
Revenue Bonds			
No-Fund Warrants			
Temporary Notes			
Lease Purchase Principal	121,000	121,000	
<b>Total</b>	<b>121,000</b>	<b>121,000</b>	<b>0</b>

\* Tax Rates are expressed in mills.

\*\*Revenue Neutral Rate as defined by KSA 79-2988

  
Leanna Doherty, VP of Finance & Operations

## EXHIBIT 2

Labette Community College  
Board of Trustees Meeting Agenda  
September 8, 2022  
5:30 p.m.  
Cardinal Event Center

- I. Public Hearing -- Revenue Neutral Rate ..... (Exhibit 1)
- II. Public Hearing – 2022-2023 Community College Budget..... (Exhibit 1)
- III. Adoption of Agenda..... (Exhibit 2)
- IV. Approval of August 11, 2022, Regular Meeting Minutes ..... (Exhibit 3)
- V. Approval of August 17, 2022, Special Meeting Minutes..... (Exhibit 4)
- VI. Reports and/or Board Discussion
  - A. Faculty Senate Report
  - B. SGA Report
  - C. Administrative Reports
    - i. Comparison of Expenditures to Budget
    - ii. Construction Report – Aaron Hight, Crossland Construction
    - iii. Entegrity Report
  - D. President’s Report
    - i. Department Presentation
- VII. Old Business (Action, Report, or Discussion)
- VIII. New Business (Action, Report, or Discussion)
  - A. Approval of Revenue Neutral Rate ..... (Exhibit 1)
  - B. Approval of 2022-2023 Budget..... (Exhibit 1)
  - C. 2022 Annual Report ..... (Exhibit 5)
  - D. Professional Staff Employment Letter..... (Exhibit 6)
  - E. Professional Staff Resignation.....
  - F. Policy Reviews..... (Exhibits 7,8,9,10)
  - G. Approval of Bills..... (Exhibit 11)
- IX. 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**

## **EXHIBIT 2**

**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.

- X. Next Regular Board Meeting: October 13, 2022, 5:30 p.m., Cardinal Event Center.
- XI. Adjournment

**LABETTE COMMUNITY COLLEGE**  
**Board of Trustees Minutes**  
**August 11, 2022**

The Board of Trustees met at 5:30 p.m. on Thursday, August 11, 2022, at the Cardinal Event Center.

**Members Present**

Rod Landrum  
David Winchell  
Montie Taylor  
Carl Hoskins  
Mike Howerter  
Becky Dantic

**Members Absent**

**Others Present**

Dr. Mark Watkins	Bethany Kendrick	Janice Every	Tammy Fuentez
Theresa Hundley	Lindi Forbes	Leanna Doherty	Darcie Martinez
Dr. Jason Sharp	Dr. Kara Wheeler	Kevin Doherty	Teri Pearce
Scotty Zollars	Lauren Holmes	Mackenzie Martin	

Heidi Flora recorded the minutes.

**Adoption of Agenda (ACTION ITEM)**

Chair Landrum asked for changes or additions to the meeting agenda. There were none. Trustee Hoskins moved to approve the meeting agenda as presented. Trustee Howerter seconded the motion and the motion carried 6-0.

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

Chair Landrum asked for corrections or additions to the July 14, 2022, special meeting minutes. There were none. Trustee Winchell moved to approve the minutes as presented. Trustee Taylor seconded the motion and the motion carried 6-0.

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

Chair Landrum asked for corrections or additions to the July 14, 2022, regular meeting minutes. There were none. Trustee Hoskins moved to approve the minutes as presented. Trustee Taylor seconded the motion and the motion carried 6-0.

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

Chair Landrum asked for corrections or additions to the July 26, 2022, special meeting minutes. There were none. Trustee Dantic moved to approve the minutes as presented. Trustee Hoskins seconded the motion and the motion carried 6-0.

**Reports and/or Board Discussion**

**Faculty Senate Report: None**

**Student Government Report:**

Lauren Holmes, Student Life Specialist, introduced Mackenzie Martin, 2022-2023 Student Government President.

**Administrative Report:**

**Comparison of Expenditures to Budget** – The July financial report was placed on the tables. At the end of July, we were 8% through the year. The general fund was 7% expended and the technical education/vocational fund was 5% expended. Leanna invited questions from the Trustees.

**Construction Update** – Kevin Doherty, Director of Facilities, gave an update.

**President's Report** – Scott Zollars, Library Director, gave a presentation that included the annual report and various flyers from the library.

**New Business (ACTION, INFORMATION, OR DISCUSSION ITEMS)****Professional Staff Employment Letters**

Trustee Winchell moved to approve the professional staff employment letters for April Bolinger, Director of Advising at a salary of \$41,000 starting July 25, 2022; Gabriella Cortez, Part-time Assistant Women's Basketball Coach at a 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 \$42,000 starting July 25, 2022. Trustee Dantic seconded the motion and the motion carried 6-0.

**Faculty Contract Ratification**

Chair Landrum moved to approve a faculty contract for Bryanna DeWitt, Welding Instructor, QV, Step 3, at a salary of \$43,340 starting August 15, 2022. Trustee Hoskins seconded the motion and the motion carried 6-0.

**Executive Session**

Trustee Hoskins moved to recess into executive session at 6:24 p.m. for 10 minutes for the purpose of discussing personnel matters for non-elected personnel to protect the privacy interests of an identifiable individual. Trustee Taylor seconded the motion and the motion carried 6-0. The following were invited to participate in the executive session: Leanna Doherty, Tammy Fuentez, Dr. Jason Sharp, Dr. Mark Watkins, and Janice Every.

Trustee Howerter moved to extend the executive session at 6:34 p.m. for an additional 5 minutes. Trustee Hoskins seconded and the motion carried 6-0.

The Board returned to the open meeting at 6:39 p.m.

Trustee Winchell left the meeting.

**Professional Staff Resignation**

Trustee Hoskins moved to approve the resignations of Allie Kashka, Concurrent Dual Credit Coordinator, effective August 11, 2022; and Bethany Kendrick, Director of Public Relations, effective August 19, 2022. Chair Landrum seconded the motion and the motion carried 5-0.

**Approval of Bills**

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

**Public Comment**

Bethany Kendrick thanked the board and administration for 20 great years at LCC. Chair Landrum thanked her for her service and wished her well in her new job.

**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 September 8, 2022, at 5:30 p.m., at the Cardinal Event Center.

**Adjournment**

Trustee Howerter moved to adjourn the meeting at 6:42 p.m. Trustee Taylor seconded the motion and the motion carried 5-0.

---

**Heidi Flora, Clerk of the Board**

DRAFT

LABETTE COMMUNITY COLLEGE

Board of Trustees Special Meeting Minutes

August 17, 2022

The Board of Trustees met at 12:00 noon on Wednesday, August 17, 2022, in the Cardinal Event Center.

**Members Present**

Mr. Rod Landrum  
Mr. Carl Hoskins  
Ms. Becky Dantic  
Mr. Mike Howerter  
Mr. David Winchell

**Members Absent**

Mr. Montie Taylor

**Others Present**

Dr. Mark Watkins  
Leanna Doherty  
Dr. Jason Sharp  
Tammy Fuentez  
Cody Nutt  
Jody Burzinski

Janice Every recorded the minutes.

The Board Waiver of Notice was passed around the room, signed and returned.

**Adoption of Special Meeting Agenda (ACTION ITEM)**

Board Chair Landrum asked for a motion to approve the presented agenda. Trustee Winchell moved to approve the agenda and Trustee Howerter seconded. Motion carried 5/0.

**Reports and/or Board Discussion**

- A. Faculty Senate Report – none

**Old Business**

None

**New Business**

- A. At 12:04 p.m., Trustee Hoskins motioned to recess into executive session for the purpose of school security matters to ensure the security of the school, its buildings, and/or its systems is not jeopardized and the exception for matters which would be deemed privileged in the attorney-client relationship for one (1) hour, inviting Dr. Mark Watkins, Dr. Jason Sharp, Leanna Doherty, Tammy Fuentez, Jody Burzinski, Cody Nutt, Kyle Schnowske, Karen Bridges, Kristen

Maley, Michael Stuart, Chris Layer, Art Garcia, and Bob Wood by invitation. Trustee Winchell seconded and motion carried 5/0. The meeting will resume in this room.

At 12:05 p.m. the Board entered executive session with the following individuals: Dr. Mark Watkins, Dr. Jason Sharp, Leanna Doherty, Tammy Fuentez, Jody Burzinski, and Cody Nutt.

At 12:33 p.m. the Board invited the following into the Executive Session: Kyle Schnowske, Karen Bridges, Kristen Maley, Michael Stuart, Chris Layer, and Art Garcia by video conferencing.

At 1:04 p.m. the Board reconvened to open session. At 1:05 p.m. Trustee Howerter motioned to extend the Executive Session 10 minutes to resume in this room. Trustee Winchell seconded and motion carried 5/0.

At 1:15 p.m. the Board reconvened to open session. At 1:16 p.m. Trustee Landrum motioned to extend the Executive Session 5 minutes to resume in this room. Trustee Hoskins seconded and motion carried 5/0.

At 1:16 p.m. the Board invited Bob Wood into the Executive Session by phone.

At 1:21 p.m. the Board reconvened to open session.

Trustee Winchell motioned to pay an amount not to exceed \$1,040,000.00 for information technology services. Trustee Dantic seconded and motion carried 5/0.

**Public Comment**

None

**Next Regular Board Meeting**

September 8, 2022, 5:30 p.m. Cardinal Event Center

**Adjournment**

At 1:25 p.m. Trustee Howerter motioned to adjourn. Trustee Hoskins seconded and motion carried 5/0.

---

Janice Every, Acting Clerk of the Board



SUBJECT

Approval of Revenue Neutral Rate

REASON FOR CONSIDERATION BY THE BOARD

Senate Bill 13 requires the Board of Trustees to vote on a resolution to exceed the revenue-neutral rate.

BACKGROUND

Senate Bill 13 requires that the County be notified of our intent to exceed the revenue neutral rate by July 20<sup>th</sup>. The notice of the intent to exceed the revenue-neutral rate was submitted to the County. As required by Senate Bill 13 the Board of Trustees has also published a notice as well as provided a hearing.

The proposed published budget keeps the mill levy at approximately the same value (35.40), which in turn increases the tax request by approximately \$251,340. The mill levy request is based on the estimated valuation number provided by the County in June which includes the pending exemptions which will be heard by the Board of Tax Appeals.

The Board of Trustees has typically attempted to keep the mill levy the same from year to year which results in decreases/increases in revenue based on the final valuation which is certified in November of each year.

PRESIDENT'S RECOMMENDATION

The President recommends the Board approve the revenue-neutral rate resolution as shown in Exhibit 1.

Agenda Item #: VIII.B.

Date: September 8, 2022

SUBJECT

Approval of the 2022-2023 Labette Community College Budget

REASON FOR CONSIDERATION BY THE BOARD

Kansas statutes require the Board of Trustees' approval of the annual budget.

BACKGROUND

Since January the FY 2022-2023 budget has been under development. Information about the budget was presented to the Board in a special budget work session in July.

The published, proposed budget for the general and PTE funds at \$12,860,918 which reflects a legal spending limit of \$18,468,842 with no increase in the mill levy.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the proposed 2022-2023 Labette Community College Budget as presented in Exhibit 1.

Agenda Item #: VIII. C.  
Date: September 8, 2022

SUBJECT

Labette Community College Fiscal Year 2022 Annual Report

REASON FOR CONSIDERATION BY THE BOARD

The reason for the Annual Report is to show highlights of the college as well as evaluate our progress and process over the past year.

BACKGROUND

This is an annual report.

PRESIDENT'S RECOMMENDATION

The FY2022 Annual Report will be reviewed.

Agenda Item: VIII. D.  
Date: September 8, 2022

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

Shannon Schibi has accepted the position of Academic Advisor.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the Professional Staff Employment letter for Shannon Schibi, Academic Advisor, at a salary of \$31,000 starting September 9, 2022.

## **Biography**

### **Shannon Schibi**

Ms. Shannon Schibi has accepted the Academic Advisor position and will begin work on September 9, 2022. Shannon earned a Bachelor of Science degree in Business and Health Science from Missouri Southern State University. Shannon brings several years of retail and customer service experience along with proven experience in building relationships while working on insurance claims. Previously, Shannon worked in the Finance and Operations Assistant position in the LCC Business Office.

## POSITION DESCRIPTION

### ACADEMIC ADVISOR

**Reports to: Director of Advising**  
**Organizational Unit: Professional Staff**  
**Salary range: Specialist, Non-Exempt, Full time**  
**Revision Date: February 2022**

#### I. Basic Purpose of Position

The Academic Advisor will provide academic advising, career and occupational planning, and retention services to present and potential students.

#### II. Essential Job Functions

- A. Ability to advise and enroll students in regard to Labette Community College degree requirements and/or transfer programs to other colleges
- B. Ability to enroll and advise students who require developmental coursework
- C. Ability to enroll and advise international students
- D. Ability to enroll and advise student-athletes
- E. Ability to provide regular contact and follow up with assigned advisees
- F. Ability to complete Degree Checks for students
- G. Ability to assist students with goal setting, career, and personal exploration, CTE program applications, and transferring.
- H. Ability to assist all college departments with recruitment and advisement of prospective students
- I. Ability to assist with the administrative portion and maintenance of the advisement system
- J. Ability to update student records as necessary and work alongside Admissions and Registrar Departments to ensure student information is up to date.
- K. Ability to follow up with students on the Early Alert list each semester
- L. Ability to refer students to various resources for tutoring, counseling, and financial assistance
- M. Ability to serve as a member of student affairs and college committees
- N. Ability to follow all LCC policies and procedures
- O. Ability to complete other tasks as assigned
- P. 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. Other college/university professionals with similar responsibilities

**IV. Supervises the Following Staff**

- A. None

**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. Ability to provide leadership and direct work of others
- F. Ability to work effectively with minimal supervision
- G. Strong knowledge base in career and occupational information

**VI. Preferred Experience**

Academic advising experience with college students

**VII. Educational Background**

Bachelor's degree required in Student Affairs or related fields, 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

Agenda Item #: VIII. E.  
Date: September 8, 2022

SUBJECT

Professional Staff Resignation

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

Brenna Shepard, Student Support Services Academic Advisor, has submitted her letter of resignation effective August 26, 2022.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the resignation of Brenna Shepard, Student Support Services Academic Advisor.



Agenda #: VIII.F.

Date: September 8, 2022

SUBJECT

Review of Board Policy Changes

REASON FOR CONSIDERATION BY THE BOARD

Per Policy 1.13, adopted 12/12/2020, the President would conduct a review and update the policies of the Board of Trustees.

BACKGROUND

The President has updated the following policies for review:

Policy 5.01 Purchasing

Policy 7.01 Administrators & Professional Staff: Employment Conditions

Policy 8.01 Educational Support Staff: Employment Conditions

Policy 10.19 Records Retention

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees review Policy 5.01 Purchasing; Policy 7.01 Administrators & Professional Staff: Employment Conditions; Policy 8.01 Educational Support Staff: Employment Conditions; and, Policy 10.19 Records Retention.

The Board of Trustees of Labette Community College will provide faculty, staff, and students with the necessary and appropriate supplies, equipment, and services to complete the educational mission of the College. In carrying out this objective, it is the policy of the Board to purchase such goods and services at the best possible cost within the provisions of the cash-basis law and budget restrictions.

A. Code of Conduct

The following code of conduct is adopted for all College personnel concerning their involvement in the purchasing process:

1. Give first consideration to institutional policies and objectives.
2. Obtain the maximum value for each dollar expended.
3. Demand honesty in sales representation whether offered through oral or written statements, advertising, or product samples.
4. Grant all competitive bidders equal consideration; regard each transaction on its own merit. Promote fair, ethical, and legal trade practices.
5. Use, only by consent, the original ideas, and designs devised by one vendor for competitive purchasing purposes.
6. Decline personal gifts or gratuities.
7. Accord a prompt and courteous reception to everyone calling on legitimate business.

It shall be the policy of the Board not to enter into any contract for the purchase of property or services with any person or with any members of the immediate family of any person who is:

1. A member of the Board of Trustees, President, Vice Presidents, Dean of Instruction of the College, or with any firm in which any of these persons or their immediate family have a financial interest.
2. An employee of the College involved in the requisitioning or purchasing of the property or service involved, or in the selection of prospective bidders, or in the awarding of contracts on behalf of the College or from any firm in which any of the above-mentioned classes of persons or any members of their immediate families (spouse, child or a person living in the same household) have a financial interest.

B. Bidding Policy

The Board of Trustees will seek sealed competitive bids for all purchases of supplies, equipment, and services for which the estimated cost is in excess of \$19,999. Authority to purchase items whose estimated cost is less than \$20,000 is delegated to the President or their designee.

This bid practice will apply to all purchases of the College except under the following circumstances:

1. "Sole source" procurements of unique goods or services available only from a single supplier with no competition. The Board will act on "sole source" purchases after reviewing the information.
2. Services supplied by regulated public utilities and transportation companies.
3. Wages, salaries, and fringe benefits to College personnel and reimbursements for travel and other work-related expenses.
4. Purchases of goods for resale by the College bookstore or other departments of the College.
5. Educational materials directly related to the curriculum and secured by copyright.
6. Purchases of goods and services by a separate student, alumni, and other organizations through accounts maintained for them by the College as fiscal agents.
7. Other purchases deemed by the President to not be appropriate for bidding.

C. Board Bidding Procedure

The purchase of all materials, equipment, and services subject to this procedure shall be made on the basis of conformity to specifications developed by the administration and reviewed by the Board of Trustees in an open session. Such specifications will constitute an adequate basis for defining and evaluating the quality and quantity of the goods or services being procured, and the capability of the vendor to provide the goods or services in the specified time frame and in the specified quality and quantity. No such specifications will be fixed in a manner that effectively precludes reasonably competitive bids on alternative products or services which adequately meet the needs of the College. Specifications that are brand specific, whether the brand name is mentioned or not, must be accompanied by a written justification.

All bid specifications shall clearly establish the following rights of the Board of Trustees:

1. The right to reject any or all bids or proposals, 2.) to accept a bid or proposal which appears to be in the best interest of the College, 3.) to waive any informalities in any part of any bid or proposal.

D. Bid Opening

Bids will be opened in public session, with at least three individuals from the College present, at the time and place stated in the bid notice, and will be evaluated for conformity with the bid specifications by administrative review. Board action will normally take place at the first regularly scheduled Board meeting after the bid opening.

Any bids received after the formal bid opening will be returned unopened to the vendor. Bidders will not be allowed to modify bids after being opened except as might be required to clarify whether or not a bid is in conformity with specifications. No bid will be considered unless it conforms to specifications.

E. Awarding of Contract

The Board of Trustees will normally award the contract to the low bidder who meets specifications. Exceptions may occur under the following circumstances:

- A. The quality, suitability, and usability of the goods or services are unacceptable for the purpose intended.
- B. Evidence exists to question the vendor's ability to perform the required services.
- C. It is the policy of the Board of Trustees to support bidders domiciled within the taxing district of the College. Therefore, if the low bid is submitted by a bidder domiciled outside the College's taxing district, a bidder domiciled within the College's taxing district may be deemed the preferred bidder and awarded the bid if:
  - 1. The quality, suitability, and/or usability of the goods or services are equal and fully comply with the minimum bid specifications, and the vendor has the capability to adequately service the product.
  - 2. The amount of the bid of bidder domiciled within the College taxing district is not more than 1% greater than the amount of the low bid.

A bidder will be considered to be domiciled within the taxing district if it operates a place of business within the taxing district or if it has a sales representative whose residence is within the taxing district.

Revised: 5/11/04, 6/10/21

Reviewed: 5/11/04, 2/14/17

Administrators and professional staff provide leadership and management of instruction, student development, administrative and financial services, and other College functions that support the mission of the College. The president is the chief executive officer and is responsible for the general administration of the College, as specified in a position description approved by the Board of Trustees and as approved in Policy 1.04 Membership of Board (F). The chief executive officer will administer the affairs of the institution and may delegate to any officer, employee, student, or committee any part of such authority or such duties unless prohibited by statutes, or policies of the Board of Trustees.

Whereas "conditions of employment" relate to the acquisition, allocation, and/or expenditure of resources (fiscal, human, and/or physical), and contracts/employment confirmation letters for administrators and professional staff require approval of the Board of Trustees. These conditions of employment are considered policy statements that are subject to approval by the Board of Trustees.

Procedures in support of these policy statements may be approved by the president.

- A. General: All sections below constitute the conditions of employment under which administrators and professional staff are employed. Each notice of appointment (contract issuance/employment confirmation letter for administrators and professional staff) will incorporate by reference these conditions of employment. Such notice will provide that acceptance of the notice of employment is a recognition that these conditions of employment are applicable.
- B. Employment procedures  
The employment of administrators and professional staff will conform to all applicable federal, state, and local laws, ordinances, and regulations, as well as policies of the Board. The need for administrators and professional staff will be determined by the president, and recruitment and selection will be consistent with procedures developed by the Human Resource Office. Contracts/employment confirmation letters for administrators and professional staff require approval of the Board of Trustees. An official transcript/proof of education/appropriate credentials are required upon offer of employment and before the contract/employment confirmation letter is presented.
- C. Terms of appointment  
Administrators and professional staff perform duties and responsibilities as assigned by the president and/or designees.

Appointments that are dependent on funding from a specific source(s) other than College district budgeted funds will so stated in the notice of appointment. Appointments,

including compensation or working conditions, dependent on non-College funds may be changed or terminated when the funding has been changed or is no longer available.

**D. Compensation**

Salary ranges for administrators and professional staff are determined by the president, with contracts and employment confirmation letters for new hires after 8/29/11 subject to the approval of the Board. Salaries for reappointments will depend upon available funding. Employees hired before 8/29/11 will continue to receive a contract unless otherwise notified by the date specified in the contract.

**E. Employment Evaluation**

All administrators and professional staff are evaluated by their immediate supervisor at least two times per fiscal year during their first two full years of employment and at least annually thereafter. Special evaluations may be conducted any time the immediate supervisor feels it is appropriate. At every evaluation, the administrators and professional staff's performance is reviewed with respect to their position description and other performance factors. The evaluation is designed to provide a means of two-way communication between the employee and supervisor. It also serves as a means of employee development, by pointing out both strong and weak points in an individual's performance.

Evaluations will be conducted in compliance with approved policies and procedures.

**F. Promotion, Reassignment, and/or Transfers**

The mission of Labette Community College (LCC) and external forces sometimes require changes to meet or better serve the needs of our students and service area. Accordingly, the College will from time to time find it necessary to create new positions or modify the duties of existing ones or reassign employees from one position to another.

Because the College values its staff, LCC attempts to provide reasonable opportunities for promotion and transfer to current employees. Announcements of classified, administrative, faculty, and professional staff vacancies will be made available to all appropriate personnel with instructions for applying. The College also provides opportunities for employees to improve their employability through opportunities to obtain additional education and to attend professional development workshops and seminars.

LCC also attempts to pay its employees as fairly as circumstances allow. However, when the College finds it necessary to modify an existing position, it is important to remember that not all job title changes or additions of new responsibilities or job complexity are sufficient to qualify the employee for a promotion or raise.

**Promotion** - A promotion is defined as movement from one position to another that entails a marked increase in (1) the complexity of duties and/or (2) the addition of

increased responsibilities sufficient to merit the assignment of a new job or position title change that also (3) qualifies for inclusion into a higher salary range and carries a higher compensation.

Promotions will normally be made using the College's regular hiring procedure to ensure that all interested qualified employees receive consideration for the position. The president may promote administrators and professional staff by direct appointment when, in their best judgment, the best interests of the College will be served by passing regular procedures and directly making such an appointment.

Promotions should also be based on other appropriate factors as well, including personal development and performance of current responsibilities.

**Salary Adjustment:** A salary adjustment is defined as a one-time increase in salary granted to an employee within their salary range given to (1) recognize that employee's outstanding performance of their duties, or (2) to address an inequity between the employee's pay and similarly situated persons, or (3) to recognize and increase in the employee's value to the College due to market forces.

Planned adjustments or promotions based on the restructuring of an existing position through the addition of new job responsibilities or more complex job duties or the creation of a new position must be made by the vice president of finance and operations in collaboration with the director of human resources. The director of human resources (HR) is responsible for ensuring that promotions/salary adjustments are made in a manner consistent with the College compensation plan and past practice. In the case of disagreement, the vice president of finance and operations will decide the issue.

**Reassignment** - A reassignment is defined as an administratively initiated transfer of an employee from one position to another. Reassignments are not required to be voluntary in nature, although the administration will consider the concerns of the employee being reassigned whenever possible.

The president may reassign administrators and professional staff within the College when, in their judgment, the best interests of the College will be served by such a reassignment. Such action will not negatively affect the salary or benefits of the employee under contract during the fiscal year(s) in which the action takes place. However, the employee's salary may be frozen or lowered in years subsequent to the expiration of the fiscal year (s) in effect when the reassignment occurs. Such action may negatively affect the salary or benefits of the employee on an employment letter during the fiscal year(s) in which the action takes place. The president may alter or amend assigned duties, change titles, or reassign employees at any time.

**Transfer** - A transfer is defined as a voluntary, employee-initiated movement from one position to another within the same salary range or to a lower salary range. Any

employee transferring from one position to another within the same salary range should not have an expectation of receiving an increase in salary. The College may raise a transferring employee's salary in cases where an issue of equity exists.

In cases where an employee elects to transfer to a position in a lower salary range, the employee will be placed at approximately the same position in the lower salary range as the employee held in the higher salary range. For example, a director-level employee whose salary is at the 25<sup>th</sup> percentile of the director salary range moving to a coordinator salary range position would be placed approximately at the 25<sup>th</sup> percentile of the coordinator salary range and receive a proportional salary reduction as a result.

G. Work Schedule

Hours: The normal week for administrators and professional staff is thirty-seven and one-half (37 1/2) hours per week from 8:00 a.m. to 4:30 p.m., Monday through Friday, with one (1) hour for the lunch period. For seasonal requirements or special work demands, additional hours may be required.

Administrators and exempt professional staff are not entitled to overtime pay or compensatory time off for hours worked in excess of the College's normal workweek. Nonexempt professional staff will be offered overtime or compensatory time off under the terms of the College's Educational Support Staff Compensatory Time Procedure.

The normal workweek during the summer work schedule will generally be from 7:00 a.m. to 4:30 p.m., Monday through Thursday, with a forty-five (45) minute lunch period.

Specified summer hours shall be determined by the president in the spring of each year.

H. Absence and Tardiness

Punctuality and regular attendance are important factors in consideration for job retention and promotion. If an administrator or professional staff is going to be late or absent, the immediate supervisor should be notified. (See notification requirements)

I. Wage and Salary: Pay Periods

Paychecks for all administrators and professional staff are issued on the 20th of each month. If the 20th falls on a Saturday, Sunday, or other College recognized holiday, paychecks will be distributed on the preceding working day. Paychecks received are based on wages earned in accordance with the individual administrator's and professional staff's contract/employment confirmation letter provision.

Paychecks: must be picked up by the employee or there must be a signed authorization before another person can receive an employee's check.

Direct deposit is available for full-time employees.



J. Payroll Deductions

Payroll deductions are made as required for Federal Income Tax, Kansas State Income Tax, and Kansas Public Employees Retirement System. If authorized by the employee in writing and approved by the Human Resource Office, other deductions will be made as desired by the employees.

If an employee discovers an error on their paycheck, they should immediately contact the payroll benefits coordinator, the vice president of finance and operations, or the human resource director and the Business Office will timely respond to the complaint. If an improper deduction has occurred, the employee will be reimbursed and the office will make a good faith commitment to future compliance.

If there is any change in a dependency status it is the individual's responsibility to advise the Human Resource Office to this effect.

K. Pay Increases

Compensation for each administrator and professional staff shall be reviewed annually by the administration and the Board of Trustees. Recommended increases based on such revision take effect at the beginning of the fiscal year, July 1st. Salary adjustments may be granted at other times of the year to allow for promotions, job reclassifications, or recently hired personnel.

L. Health Insurance

Health insurance benefits will be provided for full-time and/or part-time employees working 20 or more hours a week as per the position description. Except as provided through an individual employee contract/employment confirmation letter, the Board of Trustees will pay 90 percent of a single membership. In addition to single membership, if an employee desires family coverage, employee and spouse, or employee and child, payroll deductions from the employee's pay will be made for the above options.

Participation in the insurance plan, at least for a single membership, is mandatory for all employees, unless the employee can provide evidence of group coverage by another insurance carrier.

Employees who work more than 630 hours per year and/or more than 12.5 hours per week but less than 19 hours a week are eligible for part-time health insurance benefits at the part-time rate.

Details concerning this policy and related procedures may be obtained from the Human Resource Office.

M. K.P.E.R.S.

Membership in Kansas Public Employees Retirement System is mandatory for all full-time College employees or employees working more than 630 hours a year and not

considered seasonal or temporary. Information concerning the program is available in the Human Resource Office.

N. Social Security

Labette Community College participates in the Federal Program of Social Security. Deductions are made as required by law.

O. Workers Compensation

Each employee of the College is covered by workers' compensation, covering injuries arising out of, and in the course of, one's employment with the College. LCC utilizes a preferred physician; see Policy/Procedure 10.17 Return to Work Program, when employees are injured at work. Any injury received on the job must be reported to the employee's immediate supervisor within 24 hours per Procedure 10.17 Return to Work Program form, Appendix C. The supervisor, in turn, will file a written report of the accident, Procedure 10.17 Return to Work Program form, Appendix D, with the Human Resource Office.

Employees not eligible for the Return to Work Program may elect to use sick leave time, apply to the Labette Community College Sick Leave Bank, or receive workers' compensation lost wage payments currently paid at 67%. However, employees are not allowed to receive sick leave and lost wage compensation for the same lost days of work. The waiting period for temporary total disability (TTD) applies to the first seven days claimant is off work. If a worker is off for three consecutive weeks, then the employer shall pay the worker TTD for the waiting period. (See also Policy/Procedure Return to Work Program, 10.17, Sick Leave & FMLA policy).

P. Holidays

The following holidays will be observed annually:

1. New Year's Day
2. Martin Luther King Day
3. Good Friday
4. Memorial Day
5. Juneteenth
6. Week of Independence Day
7. Labor Day
8. Veteran's Day
9. Week of Thanksgiving Day
10. Christmas Day

Additional holidays may be observed during the holiday recess or at other times as announced by the president. (See also Policy 7.06)

Q. Vacation & Personal Days

Vacation leave is accrued at one day a month for Administrators and Professional Staff hired to work 12 months per year and 20 or more hours per week. For full-time in the fifth year of employment, vacation shall accrue at the rate of 20 days per year based upon the anniversary date of employment. For three-quarter time, vacation will accrue at 5.62 hours and one-half time, 4.00 hours monthly. Initial employment after the 15th of any month shall not earn a vacation day credit but the first of the following month shall be used for leave credit purposes. Except for emergency leave and termination, new employees are not authorized to take vacation leave until a six (6) month period of employment has elapsed. (See Policy 7.07 for Recording Vacation Time).

Administrators and professional staff hired to work nine to eleven months per year on a (½) one-half time or more basis will not be granted vacation time. Instead of vacation, they will be granted four personal days per fiscal year that may be used in the same manner as a vacation. These days will not accrue.

Vacation leave ~~and personal days~~ may be accumulated to a maximum of thirty (30) days. At the termination of employment, the employee will be compensated at their current rate of pay for earned but unused vacation or personal days. Vacation leave or personal days shall be taken in increments of no less than one hour and is granted at the convenience of the institution. Annual vacation requests should be submitted as far in advance as possible and at least thirty (30) days if at all possible.

R. Sick Leave

Each Administrator and Professional Staff hired to work 12 months per year on a 20 hours per week or more basis can accumulate up to 7.5 hours (one day) of sick leave credit for each month of employment. For full-time, sick leave shall accrue at the rate of 7.5 hours or 12 days per year. For three-quarter time, sick leave will accrue at 5.62 hours and one-half time, 4.00 hours monthly. Initial employment subsequent to the fifteenth of any month shall not be considered a month of employment for leave credit.

Administrators and professional staff hired to work nine to eleven months per year on a (½) one-half time or more basis will not accrue sick leave. They will be granted 10 days of sick leave per fiscal year.

Employees who have accrued 30 days of sick leave at the end of any fiscal year, will have accumulating factors eliminated and will be granted 90 days of sick leave. If fewer than 30 days are accrued, accumulating factors go back into place until 30 days are accrued. In no case shall an employee be allowed to accrue more than 90 days of sick leave. If an employee elects to contribute days to the sick leave bank, their sick leave days will be decreased by that number of days up to a maximum of five (5) days per contribution period.

## EXHIBIT 8

Sick leave shall not be payable until an employee is absent from work because of illness or injury including illness caused or contributed to by pregnancy. The College reserves the right to require medical confirmation for illnesses/injuries lasting 3 working days or more.

Sick Leave Usage: For purposes of clarifying Policy 7.01 (R) Conditions of Employment and determining eligibility under the Sick Leave section, the first sentence of the fifth paragraph will be interpreted as if it read: Up to fifteen (15) days of accumulated sick leave may be used in each calendar year for an illness or a death in the immediate family (husband, wife, father, mother, son or daughter or any person who is wholly dependent on the employee). Additionally, within the 15-day limitation, accumulated sick leave can be taken for the care of, or death of, brother, sister, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, grandmother, or grandfather for an illness which is catastrophic or life-threatening.

A catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the patient. Such illness must be severe, continuing, and unusual. The president may approve additional days in unusual circumstances. (See Policy 7.08 –Administrator and Professional Staff sick leave and 7.09 – Sick Leave Bank)

Employees may have the right to additional unpaid leave through the Family and Medical Leave Act see Policy 2.08, Family and Medical Leave Act (FMLA) Compliance for details.

Employees who find they are unable to be present for the discharge of their assigned duties will call their immediate supervisor as far in advance as possible. If the duration of the absence is unknown, a call will be made to the immediate supervisor. It is the employee's responsibility to complete and submit for approval the Request for Leave form for each absence.

At the termination of employment, no sick leave benefits will be paid for accumulated but unused sick leave.

### S. Sick Leave Bank

Occasionally, an employee who is eligible for sick leave experiences a catastrophic injury or illness at a time when the employee has exhausted their sick leave days. To demonstrate compassion and provide charitable assistance to fellow employees, a sick leave bank will be established to allow full-time employees to donate accrued sick leave days according to procedures approved by the president. (See Sick Leave Bank Procedure)

### T. Military Leave

The College will comply with all military leave laws.

**U. Educational Benefits**

Labette Community College will scholarship tuition and material fees for the employee, spouse, and all dependent children of any employee who works 20 hours or more per week for courses taken for credit at the College. The enrollee shall pay for tuition and material fees for noncredit courses, seminars, and workshops. (*See Policy 7.10 for Book Loans and Policy 7.11 for Taking Classes during Working Hours*)

**V. Cafeteria Plan**

Professional Employees may elect to participate in an optional Security Flex 125 program administered through a financial service company. The program includes medical reimbursement, disability income insurance, group life insurance, and a cancer policy.

**W. Tax Sheltered Annuity Proposal**

LCC will match contributions of up to \$60 per month or \$720 per year to a tax-sheltered annuity. Employer contributions will vest according to the following schedule:

Years of Service (from date of hire)	Vesting %
5	25%
6	40%
7	55%
8	70%
9	85%
10	100%

Staff who have been employed at LCC for 10 years or more may elect to use this match in KPERs 457 retirement plan instead of the 403(b).

Note: Regardless of the previous years of service, the vesting years will begin at your most recent hire date.

**X. Discipline and Termination**

As part of their supervisory responsibilities, Labette Community College supervisors must provide continuing guidance to employees they supervise and take prompt, appropriate action for correcting any behaviors which deviate from acceptable standards or what is considered to be an unsatisfactory performance of duties. Supervisors are urged to deal with infractions of acceptable standards through informal approaches such as advisement, closer supervision, and verbal conferences. If the same unsatisfactory performance or misconduct persists, more severe measures will be taken. When further action becomes necessary, the supervisor will comply with appropriate steps as outlined in Policy 2.16 Performance Improvement and Procedure 2.16 Performance Improvement.

**Y. Grievance***Introduction*

This procedure is provided to resolve complaints of employees concerning the application or interpretation of Board policies and procedures of the College or any Board policy or administrative regulations affecting the terms and conditions of service by employees not covered by the terms and conditions of a collective bargaining agreement with the College. For the purpose of this document, an "administrative regulation" is a procedure that is included in the procedures manual and has been approved by the president.

Time limits are given herein for prompt action. If the employee presenting the problem does not appeal from one step to the next within the time limit stated, the case will be considered closed and no further appeal is permitted. If the employee does not receive a response within the time limit stated, the employee may appeal to the next level. The time limits may be extended by mutual written consent of the parties.

*Definition*

1. The term "employee" shall include full-time administrators and professional staff not covered by the terms and conditions of a collective bargaining agreement with the College.
2. The term "working days" shall mean calendar days excluding Saturday, Sunday, and College holidays. Interpretation of working days shall be the responsibility of the director of human resources.
3. The term "policies and procedures" shall include policies approved by the Board of Trustees or procedures in the procedures manual, which have been approved by the president. A non-renewal notice by the College is not a grievable action.

*Procedures*

Level 1 – The employee shall first submit the grievance in writing to their immediate supervisor, using the appropriate grievance form within five (5) working days of the incident in question. The supervisor shall respond to the employee's complaint within five (5) working days from the date they receive the grievance. In the event that a grievance is initiated as a result of the action taken as a disciplinary procedure and the employee so wishes, Level 1 may be eliminated and the procedure may begin at Level 2.

Level 2 – If the grievance is not satisfactorily resolved with the employee's immediate supervisor, then such employee may submit the grievance in writing using the

appropriate grievance form to the employee's next highest-ranking supervisor. This step must be taken within five (5) working days after receipt of such grievance.

This same process of appeal in Level 2 will continue until a decision of the supervising vice president has been issued. In the case where no vice president is within the chain of command, the highest-ranking position, which reports to the president, will be considered an equivalent.

Level 3 – If the employee's grievance is not satisfactorily resolved with their vice president, the employee may submit such grievance in writing on the appropriate grievance form to the Office of the President. This step must be taken within five (5) working days after the vice president's decision to the employee under Level 2. The president (or designee) will review the employee's grievance and make a decision in writing within ten (10) working days, which shall be final and binding.

In the case of a decision to terminate employment, the employee may file a written request for appeal to the Board of Trustees. Such written appeal will be filed with the Secretary-Clerk of the Board within fifteen (15) working days after receipt of the termination notice. The Board of Trustees will respond to the request for appeal within forty-five (45) working days of the date of receipt of the written request for appeal. The employee will be entitled to a hearing with the Board.

Z. Reduction in Force

If the Board decides that the size of non-instructional staff must be reduced, guidelines in the following rule shall be followed:

The educational goals and needs of the college, individual qualifications, certifications, training, skills, evaluations, interests, and length of service shall be considered.

If all have similar qualifications, certifications, training, skills, evaluations, and interests, the non-instructional staff who best meets the needs of the college, considering the factors outlined above and any other relevant factors, will be retained.

Any employee who has not been reemployed as a result of the non-instructional staff reduction shall be considered for reemployment if a vacancy exists for which the non-instructional staff would qualify. The president will recommend to the Board reinstatement of any non-instructional staff they deem qualified and able to serve the best interests of the College. The Board shall not be required to consider the reinstatement of any non-instructional staff after a period of one year from the date of exit.

Assistance for those affected by the reduction in force:

- Extension of the tuition and fee fringe benefit policy for a period of one academic year for employees/end of the same semester for dependents

## EXHIBIT 8

- Use of the LCC Student Success Center/Library or computer labs for resume preparation and/or job searches for up to one year

Revised: 3/9/17

Revised: 7/20/17

Revised: 7/12/18

Revised: 9/12/19

Revised: 5/5/2020



**POLICY 8.01 EDUCATIONAL SUPPORT STAFF: CONDITIONS OF EMPLOYMENT**

Educational Support Staff provides a variety of services in support of instructional, student development, and administrative services activities to achieve the mission and purposes of the College. Whereas "conditions of employment" relate to the acquisition, allocation, and/or expenditure of resources (fiscal, human, and/or physical), these conditions of employment are considered policy statements, which are subject to approval, by the Board of Trustees.

Procedures in support of these policy statements shall be approved by the President.

A. Employment Procedures

Employment of Educational Support Staff will conform to all applicable federal, state, and local laws, ordinances, and regulations, as well as policies of the Board. A transcript/proof of education/appropriate credentials is required upon offer of employment.

B. Compensation

Salaries for Educational Support Staff are determined through the Educational Support Staff Salary Schedule and approved by the President. (*See Policy 8.12 for Shift Differential pay*)

C. Definition of Educational Support Staff

"Educational Support Staff" includes all full-time Labette Community College personnel except part-time faculty, administrators, professional staff, and those covered by a collective bargaining agreement. Educational Support Staff personnel shall not be employed for any specified term.

Full-time hours per week employees are those persons who work 39 consecutive weeks or more with a minimum of 20. All full-time employees are entitled to receive all fringe benefits provided by the College.

Part-time employees are those persons who work as the need arises or on a schedule of fewer than twenty (20) hours per week and are not entitled to any fringe benefits.

Part-time employees may work a maximum of 40 hours per week for a limited period of time.

D. Employment Evaluation

All Educational Support Staff are evaluated by their immediate supervisor at least two times a school year for the first two full years of employment and at least annually thereafter, but may be evaluated more often at the discretion of the supervisor. At this time the employee's performance is reviewed with respect to their position description and other performance factors. The evaluation is designed to provide a means of two-way communication between employees and supervisors. It also serves as a means of

employee development, by pointing out both strong and weak points in an individual's performance. Evaluation is also used to determine if an employee should be retained or dismissed from employment.

E. Promotion, Reassignment, and/or Transfers

The mission of Labette Community College (LCC) and external forces sometimes require changes to meet or better serve the needs of our students and service area. Accordingly, the College will from time to time find it necessary to create new positions or modify the duties of existing ones or reassign employees from one position to another.

Because the College values its staff, LCC attempts to provide reasonable opportunities for promotion and transfer to current employees. Announcements of educational support, administrator, faculty, and professional staff vacancies will be made available to all appropriate personnel with instructions for applying. The College also provides opportunities for employees to improve their employability through opportunities to obtain additional education and to attend professional development workshops and seminars.

LCC also attempts to pay its employees as fairly as circumstances allow. However, when the College finds it necessary to modify an existing position, it is important to remember that not all job title changes or additions of new responsibilities or job complexity are sufficient to qualify the employee for a promotion or salary adjustment.

**Promotion-** A promotion is defined as movement from one position to another that entails a marked increase in (1) the complexity of duties and/or (2) the addition of increased responsibilities sufficient to merit the assignment of a new job or position title change that also (3) qualifies for inclusion into a higher salary range and carries a higher compensation.

Promotions will normally be made using the College's regular hiring procedure to ensure that all interested qualified employees receive consideration for the position. The President may promote Educational Support Staff by direct appointment when, in their judgment, the best interests of the College will be served by bypassing regular procedure and directly making such an appointment. Promotions should also be based on other appropriate factors as well, including personal development and performance of current responsibilities.

**Salary Adjustment -** A salary adjustment is defined as a one-time increase in salary granted to an employee within their salary range given to (1) recognize that employee's outstanding performance of their duties, or (2) address an inequity between the employee's pay and similarly situated persons, or (3) to recognize an increase in the employee's value to the College due to market forces.

Planned salary adjustments or promotions based on the restructuring of an existing position through the addition of new job responsibilities or more complex job duties or

the creation of a new position must be made in collaboration with the director of human resources (HR). The director of HR is responsible for ensuring that promotions/salary adjustments are made in a manner consistent with the College compensation plan and past practice. In the case of disagreement, the vice president of finance and operations will decide the issue.

**Reassignment** - A reassignment is defined as an administratively initiated transfer of an employee from one position to another. Reassignments are not required to be voluntary in nature, although the administration will consider the concerns of the employee being reassigned whenever possible.

The President may reassign Educational Support Staff within the College when, in their judgment, the best interests of the College will be served by such a reassignment. Such action may include freezing or lowering the affected employee's salary to place the employee appropriately in the salary range of the new position. The President may alter or amend assigned duties, change titles or reassign employees at any time.

**Transfer** - A transfer is defined as a voluntary, employee-initiated movement from one position to another within the same salary range or to a lower salary range. Any employee transferring from one position to another within the same salary range should not have an expectation of receiving an increase in salary. Although the College may raise a transferring employee's salary in cases where an issue of equity exists.

In cases where an employee elects to transfer to a position in a lower salary range, the employee will be placed at approximately the same position in the lower salary range as the employee held in the higher salary range. For example, an OPSS I level employee whose salary is at the 25<sup>th</sup> percentile of that salary range moving to an OPSS II salary range position would be placed approximately at the 25<sup>th</sup> percentile of the OPSS II salary range and receive a proportional salary reduction as a result.

F. Work Schedule

Hours - The normal week for Educational Support Staff personnel is thirty-seven and one-half (37 1/2) hours per week from 8:00 a.m. to 4:30 p.m., Monday through Friday, with one (1) hour for the lunch period. For seasonal requirements or special work demands, a dean of instruction may alter the official workweek.

The workweek of the summer work schedule will generally be from 7:00 a.m. to 4:30 p.m. Monday through Thursday with a forty-five (45) minute lunch period.

Specified summer hours shall be determined by the President in the spring of each year.

G. Absence and Tardiness

Punctuality and regular attendance are important factors in consideration for job retention and promotion. If an employee is going to be late or absent, they should notify their immediate supervisor. (See additional information on notification and recording)

H. Wage and Salary

1. *Pay Periods*

Paychecks for all Educational Support Staff personnel are issued on the 20th of each month. If the 20th falls on a Saturday, Sunday, or other College recognized holiday, paychecks will be distributed on the preceding workday. Paychecks received are based on wages earned from the 16th of the previous month through the 15th of the current month.

Payroll checks must be picked up by the employee or there must be a signed authorization before another person can receive an employee's check.

Direct deposit is available for full-time employees.

2. *Payroll Deductions*

Payroll deductions are made as required for FICA, Federal Income Tax, Kansas State Income Tax, and Kansas Public Employee Retirement System. If authorized by the employee in writing and approved by the Human Resource Office, other deductions will be made as desired by the employee.

If an employee discovers an error on their paycheck, they should immediately contact the payroll benefits coordinator, the vice president of finance and operations, or the human resource director and the Business Office will timely respond to the complaint. If an improper deduction has occurred, the employee will be reimbursed and the office will make a good faith commitment to future compliance.

If there are any changes in a dependency status it is the employees' responsibility to advise the Human Resource Office of the change.

3. *Compensatory Time*

Statement of Principle

Labette Community College's practice is to comply with the requirements of all federal and state employment laws. To comply with the provisions of the Fair Labor Standards Act, the following procedure is established to: ensure compliance with the compensatory time provisions of the FLSA, promote equitable treatment of all non-exempt staff and provide for adequate record keeping to administer the compensatory time procedure of Labette Community College.

Procedure

The director of human resources shall be responsible for the implementation and administration of this procedure including the maintenance of the master compensatory time file for all non-exempt (hourly) employees. All non-exempt employees of Labette Community College are eligible for participation in the Compensatory Pay Procedure with the approval of their supervisor.

For all non-exempt (hourly) staff, all hours worked in excess of the normal workday must be approved in advance by the appropriate supervisor and recorded on forms provided by the Human Resource Office. It is understood that all hours in excess of 37 ½ hours actually worked during the regular workweek by non-exempt staff will be paid as overtime or accrued as compensatory time. Employees who work extra hours without the permission of their supervisor may be subject to disciplinary action.

In the absence of a written work rule on file in the payroll office, it will be assumed that all hours in excess of 37 ½ worked in a regular work week are a compensatory time for payroll and leave purposes. With the approval of the appropriate dean, each department of the College that employs non-exempt staff may establish a specific department-wide work rule in consultation with its non-exempt staff concerning whether hours worked in excess of 37 ½ per week will be treated as overtime or compensatory time. If there is a departmental work rule on file with the payroll office, it will be considered the effective rule for payroll and leave purposes until a revised rule is received.

Any time worked over 37 ½ hours per week, which is to be handled differently than that department's usual practice must be agreed to by the appropriate dean, supervisor, and the employee in advance of the work being performed. In the event that mutual agreement cannot be reached and the supervisor requires the non-exempt employee to work the extra hours, the extra hours will be treated per the departmental work rule or this procedure if a departmental rule is not in effect.

Compensatory time will be computed at the rate of 1 and ½ hours of compensatory time for every hour worked over 37 ½ hours per workweek. If an hourly employee works more than 7 ½ hours in a day, the supervisor may elect to give the employee time off during the same week on the basis of one extra hour worked to one hour off in lieu of comp time. *(See Policy 8.05 for additional information)*

Every eligible employee may accrue up to 75 hours of compensatory time (equivalent to 50 hours worked). In the event that an eligible employee accrues more than 75 hours of compensatory time, the excess over 75 hours will be paid to the employee no later than the next regular payday following the posting of the accrued hours. Payment for the compensatory time in excess of 75 hours will be made at the rate currently earned by the employee.

Employees who are transferred to another department or division at the request of the College administration retain their accrued compensatory time and the new department will assume the liability. If a non-exempt employee's status is changed to being exempt by the College for any reason, the employee will be paid for all accrued compensatory time no later than the next payday following the status change.

Employees leaving employment for any reason will be paid for all of their remaining accrued compensatory time on their final paycheck. Payment of compensatory time to employees leaving employment will be based on the higher of:

- a. the average regular rate of pay for the previous three years of employment, or
- b. the final regular rate of pay received by the employee prior to termination.

All compensatory time taken by non-exempt employees will be reported to payroll using College leave forms. (See Policy 8.05)

Under FLSA rules, employers must make compensatory hours readily available for use by their employees and may set reasonable limitations on use. Employees will notify their supervisor of their intent to take compensatory time no less than 2 full working days (a week's notice is preferred) prior to the start of such leave except in exceptional circumstances. Supervisors will grant the leave requested unless doing so will unreasonably disrupt the operations of the department. (Refusal due to simple inconvenience to the supervisor or department will not be considered an acceptable reason to deny leave.)

Employees who feel they have unreasonably been denied the opportunity to use compensatory time by their supervisor may appeal their supervisor's decision directly to the director of human resources. The director of human resources will consult with the appropriate dean or the president, in cases where the supervisor is also the dean, as soon as it is practical and they will jointly reach a decision on the matter that will be final.

#### 4. *Employment Letter*

Educational Support Staff employees will receive an employment confirmation letter when hired after 8/29/11. This is an employment-at-will position and your employment may be terminated at will and no oral statements or statements in the LCC Policy/Procedure Manual are intended to create a right to continuing employment.

5. *Pay Increases*

Each employee's compensation shall be reviewed annually by the administration and the Board of Trustees. Recommended increases take effect at the beginning of the fiscal year, July 1st. Wage adjustments may be granted at other times of the year to allow for promotions, job reclassification, or recently hired personnel. See Also Procedure 10.030 Administrative Classification Appeal/Review

I. Health Insurance

Health insurance benefits will be provided for full-time employees and/or part-time employees working 20 or more hours a week as per the position description. Except as provided through an individual employment contract, the Board of Trustees will pay 90 percent of a single membership. In addition to single membership, if an employee desires family coverage, employee and spouse, or employee and child, payroll deductions from the employee's pay will be made for the above options.

Participation in the insurance plan, at least for a single membership, is mandatory for all employees, unless the employee can provide evidence of group coverage by another insurance carrier.

Employees who work more than 630 hours per year and/or more than 12.5 hours per week but less than 19 hours a week are eligible for part-time health insurance benefits at the part-time rate.

Details concerning this policy and related procedures may be obtained from the Human Resource Office.

J. K.P.E.R.S.

Membership in Kansas Public Employees Retirement System is mandatory for all full-time College employees or employees working more than 630 hours a year and is not considered seasonal or temporary. Information concerning this program is available in the Human Resource Office.

K. Social Security

Labette Community College participates in the Federal Program of Social Security. A required deduction is made from the employee's paycheck with a matching contribution made by the College.

L. Workers Compensation

Each employee of the College is covered by workers' compensation covering injuries arising out of, and in the course of, one's employment with the College. LCC utilizes a preferred physician; see Policy/Procedure 10.17 Return to Work Program, when employees are injured at work. Any injury received on the job must be reported to the employee's immediate supervisor within 24 hours per Procedure 10.17 Return to Work, Program form, Appendix C. The supervisor, in turn, will file a written report of the

accident, Procedure 10.17 Return to Work Program form, Appendix D, with the Human Resource Office.

Employees not eligible for the Return to Work Program may elect to use sick leave time, apply to the Labette Community College Sick Leave Bank, or receive workers' compensation lost wage payments currently paid at 67%. However, employees are not allowed to receive sick leave and lost wage compensation for the same lost days of work. The waiting period for temporary total disability (TTD) applies to the first seven days claimant is off work. If the worker is off for three consecutive weeks, then the employer shall pay the worker TTD for the waiting period. (See also Policy/Procedure, Return to Work Program, 10.17, Sick Leave & FMLA policy).

M. Holidays

The following holidays will be observed annually:

1. New Year's Day
2. Martin Luther King Day
3. Good Friday
4. Memorial Day
5. Juneteenth
6. Week of Independence Day
7. Labor Day
8. Veteran's Day
9. Week of Thanksgiving Day
10. Christmas Day

Additional holidays may be observed during the holiday recess or at other times as announced by the President. (See Policy 8.06 for further information.)

N. Vacation

Vacation leave is accrued at one day a month for Educational Support Staff hired to work 12 months per year and 20 or more hours per week. For full-time in the fifth year of employment, vacation shall accrue at the rate of 20 days per year based upon the anniversary date of employment. For three-quarter time, vacation will accrue at 5.62 hours and one-half time, 4.00 hours monthly. Initial employment after the 15th of any month shall not earn a vacation day credit but the first of the following month shall be used for leave credit purposes. Except for emergency leave and termination, new employees are not authorized to take vacation leave until a six (6) month period of employment has elapsed.

Educational Support Staff hired to work nine to eleven months per year on a 20 hours per week or more basis will not be granted vacation time. Instead of vacation, they will be granted four personal days per fiscal or grant year that may be used in the same manner as a vacation. These days will not accrue.



Vacation leave and personal days may be accumulated to a maximum of thirty (30) days. At the termination of employment, the employee will be compensated, at their current rate of pay, for earned but unused vacation and personal days. Vacation leave shall consist of no less than one hour and is granted at the convenience of the institution. Annual vacation requests should be submitted as far in advance as possible and at least thirty (30) days if at all possible. (See Policy 8.07 for further details)

O. Sick Leave

Each Educational Support Staff hired to work 12 months per year on a 20 hours per week or more basis can accumulate up to 7.5 hours, (one day) of sick leave credit for each month of employment. For full-time, sick leave shall accrue at the rate of 7.5 hours or 12 days per year. For three-quarter time, sick leave will accrue at 5.62 hours and one-half time, 4.00 hours monthly. Initial employment subsequent to the fifteenth of any month shall not be considered a month of employment for leave credit.

Educational Support Staff hired to work nine to eleven months per year on a 20 hours per week or more basis will not accrue sick leave. They will be granted 10 days of sick leave per fiscal or grant year as appropriate.

At the end of any fiscal year in which 30 days have been accumulated, all accumulating factors are eliminated and 90 days sick leave will be granted. If fewer than 30 days are accrued, accumulating factors go back into place until 30 days are accrued. If an employee elects to contribute days to the sick leave bank, their sick leave days will be decreased by that number of days up to a maximum of five (5) days per contribution period.

Sick leave shall not be payable until an employee is absent from work because of illness or injury including illness caused or contributed to by pregnancy. The College reserves the right to require medical confirmation for illnesses/injuries lasting 3 or more working days.

Sick Leave Usage: For purposes of clarifying Policy 8.01 (O) Conditions of Employment and determining eligibility under the Sick Leave section, the first sentence of the fifth paragraph will be interpreted as if it read: Up to fifteen (15) days of accumulated sick leave may be used in each calendar year for an illness or a death in the immediate family (husband, wife, father, mother, son or daughter or any person who is wholly dependent on the employee).

Additionally, within the 15-day limitation, accumulated sick leave can be taken for the care of, or death of, brother, sister, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, grandmother, or grandfather for an illness which is catastrophic or life threatening.

A catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the patient. Such illness must be severe, continuing, and unusual. The President may approve additional days in unusual circumstances. *See Policy 8.08 – Educational Support Staff Sick Leave and 8.09 – Educational Support Staff Sick Leave Bank.*)

Employees may have rights to additional unpaid leave through the Family and Medical Leave Act see Policy 2.08, Family and Medical Leave Act (FMLA) Compliance, for details.

Employees who find they are unable to be present for the discharge of their assigned duties will call their immediate supervisor as far in advance as possible. If the duration of the absence is unknown, a call will be made to the immediate supervisor. It is the employee's responsibility to complete and submit for approval the Request for Leave form for each absence.

At the termination of employment, no sick leave benefits will be paid for accumulated but unused sick leave.

P. Sick Leave Bank

Occasionally, an employee who is eligible for sick leave experiences a catastrophic injury or illness at a time when the employee has exhausted their sick leave days. To demonstrate compassion and provide charitable assistance to fellow employees, a sick leave bank will be established to allow full-time employees to donate accrued sick leave days according to procedures approved by the President. *(See Policy 8.09 for details)*

Q. Military Leave

The College will comply with all military leave laws.

R. Educational Benefits

Labette Community College will scholarship tuition and material fees for the employee, spouse, and all dependent children of any employee who works 20 hours or more per week for courses taken for credit at the College. The enrollee shall pay for tuition and material fees for noncredit courses, seminars, and workshops. *(See Policy 8.10 for Book Loans and Policy 8.11 for Taking Classes during Working Hours).*

S. Cafeteria Plan

Professional Employees may elect to participate in an optional Security Flex 125 program administered through a financial service company. The program includes medical reimbursement, disability income insurance, group life insurance, and a cancer policy.

T. Tax Sheltered Annuity Proposal

LCC will match contributions of up to \$60 per month or \$720 per year to a tax-sheltered annuity. Employer contributions will vest according to the following schedule:

Years of Service (from date of hire)	Vesting %
5	25%
6	40%
7	55%
8	70%
9	85%
10	100%

Staff who have been employed at LCC for 10 years or more may elect to use this match in KPERS 457 retirement plan instead of the 403(b).

Note: Regardless of previous years of service, the vesting years will begin at your most recent hire date.

U. Discipline And Termination

As part of their supervisory responsibilities, Labette Community College supervisors must provide continuing guidance to employees they supervise and take prompt, appropriate action for correcting any behaviors which deviate from acceptable standards or what is considered to be unsatisfactory performance of duties. Supervisors are urged to deal with infractions of acceptable standards through informal approaches such as advisement, closer supervision, and verbal conferences. If the same unsatisfactory performance or misconduct persists, more severe measures will be taken. When further action becomes necessary, the supervisor will comply with appropriate steps as outlined in Policy 2.16 Performance Improvement and Procedure 2.16 Performance Improvement.

V. Grievance

*Introduction*

This procedure is provided to resolve complaints of employees concerning the application or interpretation of Board policies and procedures of the College or any Board policy or administrative regulations affecting the terms and conditions of service by employees not covered by the terms and conditions of a collective bargaining agreement with the College. For the purpose of this document, an "administrative regulation" is a procedure that is included in the procedures manual and has been approved by the President.

Time limits are given herein for prompt action. If the employee presenting the problem does not appeal from one step to the next within the time limit stated, the case will be considered closed and no further appeal is permitted. If the employee does not receive a

response within the time limit stated, the employee may appeal to the next level. The time limits may be extended by mutual written consent of the parties.

### *Definition*

1. The term "employee" shall include full-time administrators and professional staff, and educational support staff not covered by the terms and conditions of a collective bargaining agreement with the College.
2. The term "working days" shall mean calendar days excluding Saturday, Sunday, and College holidays. Interpretation of working days shall be the responsibility of the director of human resources.
3. The term "policies and procedures" shall include policies approved by the Board of Trustees or procedures in the procedures manual, which have been approved by the President. A non-renewal notice by the College is not a grievable action.

### *Procedures*

Level 1 – The employee shall first submit the grievance in writing to their immediate supervisor, using the appropriate grievance form within five (5) working days of the incident in question. The supervisor shall respond to the employee's complaint within five (5) working days from the date they receive the grievance. In the event that a grievance is initiated as a result of the action taken as a disciplinary procedure and the employee so wishes, Level 1 may be eliminated and the procedure may begin at Level 2.

Level 2 – If the grievance is not satisfactorily resolved with the employee's immediate supervisor, then such employee may submit the grievance in writing using the appropriate grievance form to the employee's next highest-ranking supervisor. This step must be taken within five (5) working days after receipt of such grievance.

This same process of appeal in Level 2 will continue until a decision of the supervising vice president has been issued. In the case where no vice president is within the chain of command, the highest-ranking position, which reports to the president, will be considered an equivalent.

Level 3 – If the employee's grievance is not satisfactorily resolved with their vice president, the employee may submit such grievance in writing on the appropriate grievance form to the Office of the President. This step must be taken within five (5) working days after the vice president's decision to the employee under Level 2. The president (or designee) will review the employee's grievance and make a decision in writing within ten (10) working days, which shall be final and binding.

In the case of a decision to terminate employment, the employee may file a written request for appeal to the Board of Trustees. Such written appeal will be filed with the Secretary-Clerk of the Board within fifteen (15) working days after receipt of the termination notice. The Board of Trustees will respond to the request for appeal within forty-five (45) working days of the date of receipt of the written request for appeal. The employee will be entitled to a hearing with the Board.

W. Reduction in Force

If the Board decides that the size of non-instructional staff must be reduced, guidelines in the following rule shall be followed:

The educational goals and needs of the college, individual qualifications, certifications, training, skills, evaluations, interests, and length of service shall be considered.

If all have similar qualifications, certifications, training, skills, evaluations, and interests, the non-instructional staff who best meets the needs of the college, considering the factors outlined above and any other relevant factors, will be retained.

Any employee who has not been reemployed as a result of the non-instructional staff reduction shall be considered for reemployment if a vacancy exists for which the non-instructional staff would qualify. The president will recommend to the Board reinstatement of any non-instructional staff they deem qualified and able to serve the best interests of the College. The Board shall not be required to consider reinstatement of any non-instructional staff after a period of one year from the date of exit

Assistance for those affected by reduction in force:

- Extension of the tuition and fee fringe benefit policy for a period of one academic year for employee/end of same semester for dependents
- Use of the LCC Student Success Center/Library or computer labs for resume preparation and/or job searches up to one year

Revised: 3/9/17

Revised: 7/20/17

Revised: 7/12/18

Revised: 9/12/19

Revised: 5/5/2020

**POLICY 10.19****RECORDS RETENTION**

In accordance with K.S.A. 72-5369. (1975 HB 2390 -1), the Labette Community College Board of Trustees provides for and authorizes any officer, official, or employee charged with or having custody of the College records, documents, or other papers to destroy the same at the time indicated herein, and if more than one time can be made to apply, the longer time shall apply (as will departmental retention guidelines if these guidelines exceed the retention periods noted in Procedure 10.19): to authorize the destruction of a student, financial, and employment records according to the schedule.

Agenda Item: VIII.G.  
Date: September 8, 2022

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

8/4/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133513	A T and T	Phone Service - Cherokee Center	11-7103-631-000	\$171.71	
		Phone Service - WTC	12-4204-631-000	\$25.46	\$197.17
133514	A T and T	Internet Service	11-6401-631-000	\$1,366.86	\$1,366.86
133515	Delyna R Bohnenblust	Reimburse Meals - KBOR Conf.	12-1208-601-000	\$34.76	
		Reimburse Hotel - KBOR Conf.	12-1208-601-000	\$102.23	
		Reimburse Mileage - KBOR Conf.	12-1208-602-000	\$187.50	
		Reimburse - CNE Renewal	12-1208-670-000	\$350.00	
		Reimburse - ANA Membership	12-1208-681-000	\$298.00	\$972.49
133516	Linda Gale Brown	Reimburse Mileage - Clinical	12-1210-601-000	\$42.12	
		Reimburse Mileage - Clinical	12-1210-601-000	\$91.25	\$133.37
133517	Capital One	Supplies for BOT Special Meeting	11-6102-709-000	\$14.34	
		Groundskeeping Supplies	11-7102-649-000	\$59.74	
		Groundskeeping Supplies	11-7102-649-000	\$31.39	
		Food	16-9684-743-000	\$205.94	
		Food	16-9684-743-000	\$103.65	
		Food	16-9684-743-000	\$166.31	
		Food	16-9684-743-000	\$67.16	
		Food	16-9684-743-000	\$68.44	
		Food	16-9684-743-000	\$10.10	
		Food	16-9684-743-000	\$165.75	
		Food	16-9684-743-000	\$377.58	
		Food	16-9684-743-000	\$7.48	\$1,277.88
133518	City of Parsons	Water Service	11-7102-632-000	\$2,192.68	
		Water Service - WTC	12-4204-632-000	\$139.05	
		Water Service - Union	16-9482-632-000	\$200.14	\$2,531.87



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

8/4/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133519	Daniel Colon	Color Clicks	11-4203-701-000	\$91.85	
		Black Clicks	11-4203-701-000	\$7.41	\$99.26
133520	Columbus News-Report	Newspaper Renewal	11-4101-704-001	\$135.00	\$135.00
133521	Alexander J Coplton	Reimburse Mileage - Joplin, MO 7/16	11-5502-603-000	\$71.25	
		Reimburse Mileage - Catoosa, OK 7/11	11-5502-603-000	\$101.25	
		Reimburse Mileage - Joplin, MO 6/24	11-5502-603-000	\$64.35	\$236.85
133522	Council of North Central Two-Year Coll	CATYC Conf. Reg. - Jason Sharp	11-4201-601-000	\$275.00	
		CATYC Conf Reg - Kara Wheeler	11-4202-601-000	\$275.00	\$550.00
133523	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$190.05	
		Cable - Cherokee Center	11-7103-701-000	\$116.84	\$306.89
133524	Evegry Kansas Central INC	Electricity	11-7102-634-000	\$25,364.51	
		Electricity - WTC	12-4204-634-000	\$489.64	
		Electricity - Union	16-9482-634-000	\$455.98	\$26,310.13
133525	Lori Ford	Reimburse Mileage - MPBEA Conf	11-4200-630-005	\$134.55	\$134.55
133526	GFL Environmental	Trash Removal, Cherokee Center	11-7103-649-000	\$241.00	\$241.00
133527	Brandy Marie Habiger	Landscaping	11-7102-550-000	\$200.00	
		Landscaping	11-7102-550-000	\$200.00	\$400.00
133528	Kansas Gas Service	Gas Service	11-7102-633-000	\$130.93	\$130.93
133529	Aaron Keal	Reimburse Mileage - Jayhawk & Regi	11-5506-601-000	\$163.75	\$163.75
133530	Tammy Kimrey	Reimburse Mileage - Clinicals (2)	12-1210-602-000	\$136.89	
		Reimburse Mileage - Clinicals (3)	12-1210-602-000	\$255.31	\$392.20
133531	KJCCC	Volleyball Officials - Fall 2022	11-5504-680-000	\$3,344.00	\$3,344.00
133533	Ashley Moore	Reimburse Mileage - Clinicals (4)	12-1210-602-000	\$313.75	\$313.75
133534	Parsons Sun	Newspaper Renewal- Library	11-4101-704-001	\$112.77	\$112.77
133535	Cheryl Smith	Reimburse - KS Pharm Board Permit	12-1208-670-000	\$50.00	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

8/4/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133535	Cheryl Smith	Reimburse - Simulation Booklets	12-1208-700-001	\$25.00	\$75.00
133536	The Sentinel-Times	Newspaper Renewal	11-4101-704-001	\$48.00	\$48.00
133537	USD 506 Labette County	Payment - Warren INDU Classes	11-1133-523-002	\$8,993.00	\$8,993.00
133538	Verizon Wireless	Admissions iPads	11-5302-701-000	\$49.78	
		J Burzinski Phone Charges	11-6401-701-000	\$392.60	
		Blue Emergency Lights	11-6501-631-000	\$120.97	
		Custodians Phone Charges	11-7102-649-000	\$171.88	\$735.23
133539	Kara L Wheeler	Reimburse Travel - CATYC Conf.	11-4202-601-000	\$425.97	\$425.97
				<u>\$49,627.92</u>	

11-General Fund	\$45,258.43
12-Postsecondary Technical Education Fund	\$2,540.96
16-Auxillary Ent Fund	\$1,828.53
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$49,627.92</u>

Checks approved for release prior to Board action

Mark Watkins  
President

Deanna Schoenly  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

8/11/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133542	A T and T	Internet	11-6401-631-000	\$4,093.42	\$4,093.42
133543	Butler Community College	Butler Scrimmage Fee	11-5504-601-000	\$75.00	\$75.00
133544	Daniel Colon	Color Clicks	11-4203-701-000	\$129.14	
		Black Clicks	11-4203-701-000	\$24.81	
		Xerox Page Pack Base	11-4203-701-000	\$52.00	\$205.95
133546	Alexander J Coplon	Reimburse Mileage - Edmond, OK 7/2	11-5502-603-000	\$212.50	\$212.50
133547	Crossland Construction Company	Athletics Expansion Project	67-9900-820-000	\$187,291.73	\$187,291.73
133548	Evergry Kansas Central INC	Electricity - Cherokee Center	11-7103-634-000	\$1,445.46	\$1,445.46
133549	Lindi D Forbes	Reimburse Mileage - Colby Conf.	11-6505-601-000	\$481.46	\$481.46
133550	Lori Ford	Reimburse Supplies - Folders	12-1218-700-000	\$5.25	
		Reimburse Supplies - Legal Pads	12-1218-700-000	\$8.75	\$14.00
133551	Brandy Marie Habiger	Landscaping	11-7102-550-000	\$200.00	\$200.00
133552	Health Facilities Group, LLC	Architect Services/Athletic Expansion	67-9900-661-000	\$3,960.00	\$3,960.00
133553	Kansas Department of Revenue	Bookstore Sales Tax/July	16-0000-216-001	\$84.21	
		Food Service Sales Tax/July	16-0000-216-002	\$151.57	\$235.78
133554	Kansas Gas Service	Gas Service - Cherokee Center	11-7103-633-000	\$41.66	\$41.66
133555	Bethany A Kendrick	Reimburse Mileage - Oswego Fair Bo	11-6301-601-000	\$57.50	\$57.50
133556	Kandi Midgett	Volleyball Travel - 8/13/22	11-5504-601-000	\$350.00	\$350.00
133557	Kandi Midgett	Reimburse Mileage - Ottawa 7/23	11-5504-603-000	\$162.50	
		Reimburse Mileage - Tulsa 7/27	11-5504-603-000	\$132.50	\$295.00
133558	Haley Renee Miller	Reimburse Mileage - KC 7/24	11-5504-603-000	\$207.50	\$207.50
133559	Haley Renee Miller	Volleyball Travel - 8/19/22	11-5504-601-000	\$950.00	\$950.00
133560	Haley Renee Miller	Volleyball Travel - 8/29/22	11-5504-601-000	\$350.00	\$350.00
133562	Ozarks Coca-Cola/Dr Pepper Bottling	Return Empty CO2 Tanks	16-9684-743-000	(\$150.00)	
	Pop		16-9684-743-000	\$398.79	\$248.79

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

8/4/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133513	A T and T	Phone Service - Cherokee Center	11-7103-631-000	\$171.71	
		Phone Service - WTC	12-4204-631-000	\$25.46	\$197.17
133514	A T and T	Internet Service	11-6401-631-000	\$1,366.86	\$1,366.86
133515	Delyna R Bohnenblust	Reimburse Meals - KBOR Conf.	12-1208-601-000	\$34.76	
		Reimburse Hotel - KBOR Conf.	12-1208-601-000	\$102.23	
		Reimburse Mileage - KBOR Conf.	12-1208-602-000	\$187.50	
		Reimburse - CNE Renewal	12-1208-670-000	\$350.00	
		Reimburse - ANA Membership	12-1208-681-000	\$298.00	\$972.49
133516	Linda Gale Brown	Reimburse Mileage - Clinical	12-1210-601-000	\$42.12	
		Reimburse Mileage - Clinical	12-1210-601-000	\$91.25	\$133.37
133517	Capital One	Supplies for BOT Special Meeting	11-6102-709-000	\$14.34	
		Groundskeeping Supplies	11-7102-649-000	\$59.74	
		Groundskeeping Supplies	11-7102-649-000	\$31.39	
		Food	16-9684-743-000	\$205.94	
		Food	16-9684-743-000	\$103.65	
		Food	16-9684-743-000	\$166.31	
		Food	16-9684-743-000	\$67.16	
		Food	16-9684-743-000	\$68.44	
		Food	16-9684-743-000	\$10.10	
		Food	16-9684-743-000	\$165.75	
		Food	16-9684-743-000	\$377.58	
		Food	16-9684-743-000	\$7.48	\$1,277.88
133518	City of Parsons	Water Service	11-7102-632-000	\$2,192.68	
		Water Service - WTC	12-4204-632-000	\$139.05	
		Water Service - Union	16-9482-632-000	\$200.14	\$2,531.87

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

8/25/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133570	Capital One	Popcorn Supplies	11-4201-627-001	\$28.04	
		Intructional Supplies	11-4202-701-000	\$137.86	
		Ambassador Training Day Supplies	11-5302-701-000	\$47.72	
		Food for Volleyball Team	11-5504-701-000	\$303.40	
		Volleyball Supplies	11-5504-701-000	\$330.09	
		Volleyball Supplies	11-5504-701-000	\$27.69	
		Food for Volleyball Team	11-5504-701-000	\$137.66	
		Athletic Trainer Supplies	11-5507-701-000	\$399.65	
		Team Cookout Supplies	11-5509-701-000	\$87.24	
		Drinks for Council Retreat	11-6101-709-000	\$17.64	
		Flash Drives & Storage	11-6401-701-000	\$213.96	
		Maintenance Supplies	11-7102-649-000	\$13.88	
		Supplies	16-9684-701-000	\$38.14	
		Food	16-9684-743-000	\$147.39	
		Food	16-9684-743-000	\$25.29	
		Food	16-9684-743-000	\$16.44	
		Food	16-9684-743-000	\$23.26	
		Food	16-9684-743-000	\$11.34	
		Food	16-9684-743-000	\$13.97	
		Food	16-9684-743-000	\$28.89	
		Food	16-9684-743-000	\$102.42	
		Food	16-9684-743-000	\$24.97	
		Food	16-9684-743-000	\$86.71	
		Food	16-9684-743-000	\$107.63	
		Food	16-9684-743-000	\$47.31	

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

8/4/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133535	Cheryl Smith	Reimburse - Simulation Booklets	12-1208-700-001	\$25.00	\$75.00
133536	The Sentinel-Times	Newspaper Renewal	11-4101-704-001	\$48.00	\$48.00
133537	USD 506 Labette County	Payment - Warren INDU Classes	11-1133-523-002	\$8,993.00	\$8,993.00
133538	Verizon Wireless	Admissions iPads	11-5302-701-000	\$49.78	
		J Burzinski Phone Charges	11-6401-701-000	\$392.60	
		Blue Emergency Lights	11-6501-631-000	\$120.97	
		Custodians Phone Charges	11-7102-649-000	\$171.88	\$735.23
133539	Kara L Wheeler	Reimburse Travel - CATYC Conf.	11-4202-601-000	\$425.97	\$425.97
				<u>\$49,627.92</u>	

11-General Fund	\$45,258.43
12-Postsecondary Technical Education Fund	\$2,540.96
16-Auxillary Ent Fund	\$1,828.53
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$49,627.92</u>

Checks approved for release prior to Board action

Mark Watkins  
President

Deanna Schoenly  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
133583	Ryan S. Phillips	Reimburse Food - Softball Cookout	11-5509-701-000	\$131.79	\$1,530.25
133584	Mitchell A Rolls	Reimburse Mileage - Tulsa, OK 8/13	11-5503-603-000	\$106.25	
		Reimburse Mileage - Tulsa, OK 7/18	11-5503-603-000	\$106.25	
		Reimburse Mileage - Atlanta, GA 7/19	11-5503-603-000	\$833.75	\$1,046.25
133585	Trudy Yockey	Reimburse - Donuts for In-Service	11-4201-627-001	\$89.94	\$89.94
				<u>\$9,448.49</u>	

11-General Fund \$8,211.27  
 12-Postsecondary Technical Education Fund \$543.13  
 16-Auxillary Ent Fund \$694.09  
 64-Deferred Maintenance \$0.00  
 67-Capital Outlay \$0.00  
\$9,448.49

Checks approved for release prior to Board action

Mark Watkins  
 President

Dannas Dechery  
 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

8/11/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133564	Rural Water District #5	Utility Water - Cherokee Center	11-7103-632-000	\$20.73	\$20.73
133565	Southeast Community College	Southeast Tournament Fee	11-5504-601-000	\$400.00	\$400.00
133566	Sparklight	Cable Service	11-6501-631-000	\$181.80	\$181.80
133567	Susan Stolte	Reimburse Hotel - AARC	12-1246-630-000	\$784.36	
		Reimburse Meals - AARC	12-1246-630-000	\$111.70	
		Reimburse Parking - Tulsa Airport	12-1246-630-000	\$41.44	
		Reimburse Travel - Airport to Hotel	12-1246-630-000	\$33.65	
		Reimburse Flight - Palm Springs, CA	12-1246-630-000	\$616.76	
		Reimburse Reg - AARC	12-1246-630-000	\$494.00	\$2,081.91
133568	Veritiv	Supplies	11-6503-705-000	\$18.03	\$18.03
133569	Kara L Wheeler	Reimburse Meals - Perkins Training	11-4202-601-000	\$40.49	
		Reimburse Mileage- Perkins Training	12-1246-630-000	\$246.88	\$287.37
				<u>\$203,705.59</u>	

11-General Fund	\$9,626.50
12-Postsecondary Technical Education Fund	\$2,342.79
16-Auxiliary Ent Fund	\$484.57
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$191,251.73
	<u>\$203,705.59</u>

Checks approved for release prior to Board action

  
President

  
Vice President of Finance & Operations



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

8/26/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133591	Cardmember Service	Tools for Maintenance	11-7102-649-000	\$1,779.00	
		National Test Reports	12-1213-700-000	\$190.00	
		2022 CAAHEP Annual Fee	12-1214-670-000	\$600.00	
		JRC-DMS Annual Fee 22-23	12-1214-670-000	\$1,545.00	
		Application Fee - OB/GYN	12-1214-681-000	\$250.00	
		Credit on ARDMS Fee	12-1214-681-000	(\$150.00)	\$10,213.75
133592	Kenneth Elliott	Reimburse - NCTE Dues & Textbooks	11-4200-630-011	\$175.00	
		Reimburse - MLA Membership	11-4200-630-011	\$144.00	\$319.00
133593	Everyg Kansas Central INC	Electricity - 1230 Main	11-7102-634-000	\$547.12	
		Electricity - Athletic Expansion	11-7102-634-000	\$11,385.26	\$11,932.38
133594	FedEx Express	Package Shipping	11-5303-701-000	\$49.08	
		Package Shipping	11-6503-611-000	\$8.14	\$57.22
133595	First Dakota Indemnity Company	Workman's Comp	11-6501-590-001	\$1,134.00	\$1,134.00
133596	GFL Environmental	Trash Removal - Cherokee Center	11-7103-649-000	\$299.24	\$299.24
133597	KACRAO	Annual Conf Reg - Theresa Hundley	11-5303-601-000	\$170.00	\$170.00
133598	Kansas Gas Service	Gas Service	11-7102-633-000	\$313.08	
		Gas Service - WTC	12-4204-633-000	\$113.23	
		Gas Service - Union	16-9482-633-000	\$95.34	\$521.65
133599	KJCCC	KJCCC Lightning Software	11-5506-681-000	\$694.00	
		Wrestling Coaches Dues & Web Fee	11-5506-681-000	\$80.00	
		Women's BB Coaches Dues & Web F	11-5506-681-000	\$75.00	
		Volleyball Coaches Dues & Web Fee	11-5506-681-000	\$75.00	
		Softball Coaches Due & Web Fee	11-5506-681-000	\$75.00	
		Men's BB Coaches Dues & Web Fee	11-5506-681-000	\$75.00	
		Baseball Coach Due & Web Fee	11-5506-681-000	\$75.00	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

8/25/2022 Account

Check Number	Vendor	Description	Account Number	Amount	Total
133570	Capital One	Food	16-9684-743-000	\$20.33	\$2,438.92
133571	Alexander J Coplon	Baseball Travel - 10/11	11-5502-601-000	\$432.00	\$432.00
133572	Alexander J Coplon	Baseball Travel - 10/1	11-5502-601-000	\$540.00	\$540.00
133573	Alexander J Coplon	Baseball Travel - 9/24	11-5502-601-000	\$520.00	\$520.00
133574	Alexander J Coplon	Baseball Travel - 9/15	11-5502-601-000	\$540.00	\$540.00
133575	Alexander J Coplon	Baseball Travel - 9/13	11-5502-601-000	\$432.00	\$432.00
133576	Gabriella I Cortez	Reimburse Mileage - Joplin, MO 8/12	11-5503-603-000	\$62.50	
		Reimburse Mileage - Tulsa, OK 8/6	11-5503-603-000	\$106.25	
		Reimburse Mileage - Tulsa, OK 8/1	11-5503-603-000	\$106.25	
		Reimburse Mileage - Tulsa, OK 7/23	11-5503-603-000	\$106.25	
		Reimburse Mileage - Tulsa, OK 7/19	11-5503-603-000	\$106.25	\$487.50
133577	Freeman Health Systems	Clinical Badges	12-1208-672-000	\$250.00	\$250.00
133578	Brandy Marie Habiger	Landscaping	11-7102-550-000	\$200.00	
		Landscaping	11-7102-550-000	\$200.00	\$400.00
133579	Jennifer Harding	Reimburse Dues - AARC Renewal	11-4200-630-033	\$116.00	
		Reimburse Mileage - Clinicals (2)	12-1211-602-000	\$293.13	\$409.13
133581	Haley Renee Miller	Volleyball Travel - 8/25	11-5504-601-000	\$300.00	\$300.00
133582	Teri Pearce	Reimburse Mileage - Oswego HS	11-6201-601-000	\$32.50	\$32.50
133583	Ryan S. Phillips	Reimburse Mileage - Tulsa Elite 6/10	11-5509-603-000	\$157.95	
		Remiburse Mileage - Shawnee Area 6	11-5509-603-000	\$219.38	
		Reimburse Mileage - Choctaw, OK 6/2	11-5509-603-000	\$263.25	
		Reimburse Mileage - Branson, MO 6/1	11-5509-603-000	\$204.75	
		Reimburse Mileage - Derby, KS 7/14	11-5509-603-000	\$181.25	
		Reimburse Mileage - Shawnee, KS 7/1	11-5509-603-000	\$203.13	
		Reimburse Mileage - Broken Arrow, O	11-5509-603-000	\$168.75	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

8/31/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133609	A Book Company	FA Books	16-0000-131-002	\$2,730.17	\$2,730.17
133610	Ace Hardware, Inc.	Killzall Super Conc 1 Gallon	11-5502-701-000	\$89.99	
		Groundskeeping Supplies	11-7102-649-000	\$32.97	
		Maintenance Supplies	11-7102-649-000	\$78.16	
		Maintenance Supplies	11-7102-649-000	\$36.58	
		Maintenance Supplies	11-7102-649-000	\$68.56	
		Groundskeeping Supplies	11-7102-649-000	\$34.99	
		Maintenance Supplies	11-7102-649-000	\$43.76	
		Maintenance Supplies	11-7102-649-000	\$192.26	
		Groundskeeping Supplies	11-7102-649-000	\$18.57	
		Groundskeeping Supplies	11-7102-649-000	\$48.17	
		Maintenance Supplies	11-7102-649-000	\$134.92	
		Maintenance Supplies	11-7102-649-000	\$29.58	
		Maintenance Supplies	11-7102-649-000	\$107.95	
		Groundskeeping Supplies	11-7102-649-000	\$49.99	
		Groundskeeping Supplies	11-7102-649-000	\$324.33	
		Maintenance Supplies	11-7102-649-000	\$22.17	
		Maintenance Supplies	11-7102-649-000	\$8.59	
		Groundskeeping Supplies	11-7102-649-000	\$56.24	
		Groundskeeping Supplies	11-7102-649-000	\$13.99	
		Maintenance Supplies	11-7102-649-000	\$3.36	\$1,395.13
133611	American Library Association	ALA Membership - P Coomes	11-4101-701-000	\$150.00	
		ALA Membership & Groups - S Zollars	11-4101-701-000	\$254.00	\$404.00
133612	B and H Photo Video	AC Transmitter & Receiver	11-6301-701-000	\$24.74	\$24.74
133613	Blick Art Materials	Art Supplies	11-1101-700-000	\$85.20	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

8/26/2022 Account

Check Number	Vendor	Description	Account Number	Amount	Total
133586	A T and T	Phone Service	11-6501-631-000	\$3,608.66	
		Phone Service	11-6501-631-000	\$103.72	\$3,712.38
133587	A T and T	Internet	11-6401-631-000	\$2,044.35	\$2,044.35
133588	Amazon.com LLC	Official ATI TEAS Study Manual 2022-	11-4203-701-000	\$125.00	
		LED Floor Lamp & Power Strip	11-6301-701-000	\$73.78	
		Moread DisplayPort (DP) to VGA Adaj	11-6401-701-000	\$139.96	
		Optic Cables & USB Extender	11-6401-701-000	\$222.37	
		StarTech.com 2m Fiber Optic Cable -	11-6401-701-000	\$125.70	
		Newyork Cables™ 5M OS2 SC to ST	11-6401-701-000	\$21.98	
		Spark Plug for Polaris Ranger	11-7102-649-000	\$28.99	
		KCCLI Textbook	12-4204-701-000	\$15.64	\$769.41
		Textbook	12-4204-701-000	\$15.99	\$15.00
133589	B P	Gasoline	11-6502-720-000	\$15.00	\$15.00
133590	Bleacher Gear	Black Polo - Nursing	12-1208-700-002	\$721.40	\$721.40
133591	Cardmember Service	Chronicle Store - Book	11-4201-701-000	\$128.00	
		Region IV & Jayhawk - A Keal	11-5506-601-000	\$89.24	
		Council Retreat Meal - Kitchen Pass	11-6101-709-000	\$161.45	
		Plant - Gail Abshier's Wife Clova	11-6102-709-000	\$83.33	
		Square POS Hardware	11-6401-646-002	\$1,412.60	
		Blue Iris Security Software	11-6401-701-000	\$98.16	
		LogMeIn Rescue Remote Annual	11-6401-701-000	\$880.00	
		Healthy Roster, Inc Subscription	11-6401-701-000	\$2,247.00	
		Credit on Replacement Tools	11-6401-701-000	(\$198.00)	
		Replacement Tools	11-6401-701-000	\$143.97	
		Replacement Tools	11-6401-701-000	\$954.00	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

8/31/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133626	Graves Menu Maker Foods	Food	16-9684-743-000	\$2,253.56	
		Food	16-9684-743-000	\$1,213.72	
		Food	16-9684-743-000	\$565.84	
		Food	16-9684-743-000	\$1,594.19	\$7,017.98
133627	Green's Vegetation Control/William Gr	Field Fertilizer	11-5502-701-000	\$320.00	
		Fertilizer for SB Field 22-3-11	11-5509-701-000	\$240.00	
		Nutsedge/Weed Control SB Field	11-5509-701-000	\$240.00	\$800.00
133628	Heck and Wicker Inc	Crane Rental	11-7102-649-000	\$600.00	\$600.00
133629	Herff Jones Inc.	Diploma	11-5303-706-001	\$4.09	
		Diploma Envelopes	11-5303-706-001	\$410.97	\$415.06
133630	Herring Bank	ID Card Supplies	11-6401-701-000	\$445.40	\$445.40
133631	Herrman Lumber	Maintenance Supplies	11-7102-649-000	\$171.92	
		Maintenance Supplies	11-7102-649-000	\$15.15	\$187.07
133632	Hillyard/Springfield	Dispensers & Sanitizers	11-7102-702-000	\$1,429.48	
		Custodial Supplies	11-7102-702-000	\$42.74	
		Supplies - Locker Rooms & Restroom	11-7102-702-000	\$4,257.89	
133633	Infobase Publishing	Laundry Soap Dispenser & Refills	11-7102-702-000	\$698.10	\$6,428.21
133634	Jock's Nitch/Parsons	Shipping	11-4101-710-000	\$1,884.24	\$1,884.24
		SB Practice Shorts- Black	11-5509-701-000	\$51.00	
		SB Practice Shorts- Red	11-5509-701-000	\$1,290.00	
133635	K L K C	July Advertising	11-5509-701-000	\$1,200.00	\$2,541.00
133636	K S Y N-FM	July Advertising	11-6301-613-000	\$400.00	\$400.00
133637	Kansas Outdoor Advertising	August Billboard Rental	11-6301-613-000	\$900.00	\$900.00
133638	KCPNE	KCPNE Membership	12-1208-681-000	\$575.00	\$575.00
				\$75.00	\$75.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account		Amount	Total
			8/26/2022	Number		
133599	KJCCC	KJCCC Membership Dues 2022-2023	11-5506-681-000		\$8,943.00	\$10,092.00
133601	N J C A A	NJCAA Membership Dues 2022-2023	11-5506-681-000		\$3,200.00	\$3,200.00
133602	NJCAA Coaches Association Inc	NJCAA Coaches Assoc. Dues 2022-2	11-5506-681-000		\$723.00	\$723.00
133603	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000		\$793.42	\$793.42
133604	The Topeka Capital-Journal	July Advertising	11-6301-613-000		\$4,565.20	\$4,565.20
133605	Touchtone Communications	Long Distance - Cherokee Center	11-6501-631-000		\$25.40	
		Long Distance	11-6501-631-000		\$75.70	\$101.10
133607	Vance Lawn Care	Groundskeeping - Cherokee Center	11-7103-649-000		\$460.00	\$460.00
133608	WoodRiver Energy LLC	Gas Service	11-7102-633-000		\$62.54	
		Gas Service	16-9482-633-000		\$86.01	\$148.55
					<u>\$51,993.05</u>	
		11-General Fund			\$48,510.44	
		12-Postsecondary Technical Education Fund			\$3,301.26	
		16-Auxillary Ent Fund			\$181.35	
		64-Deferred Maintenance			\$0.00	
		67-Capital Outlay			\$0.00	
					<u>\$51,993.05</u>	

Checks approved for release prior to Board action

*Mark Watkins*  
President

*Deann Stoherty*  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

8/31/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133645	Marmic Fire and Safety Co Inc	Kitchen System Inspection	11-7202-648-000	\$232.13	
		Fire Extinguisher Inspections	11-7202-648-000	\$1,434.84	\$2,406.47
133646	McCarty's Office Machines Inc	Nameplate	11-6102-709-000	\$8.95	
		Business Office Date Stamp	11-6201-701-000	\$35.00	
		Stamps & Canon Calculators	11-6201-701-000	\$362.50	
		Canon Maintenance Contract	11-6503-648-000	\$603.95	
		Copier Contract - Business Office	11-6503-648-000	\$566.50	
		Supplies	11-6503-701-000	\$20.88	
		Supplies	11-6503-701-000	\$32.71	
		Supplies	11-6503-701-000	\$84.30	
		Supplies	11-6503-701-000	\$7.26	
		Supplies	11-6503-701-000	\$78.06	
		Supplies	11-6503-701-000	\$105.76	
		Paper	11-6503-705-000	\$459.90	
		Copy Paper	11-6503-705-000	\$459.90	
		Copy Usage - WTC	12-1219-700-000	\$2.60	
		Furniture for Athletic Offices	67-9900-850-000	\$3,273.36	
		Furniture for Athletic Offices	67-9900-850-000	\$15,344.80	
		Furniture for Athletic Offices	67-9900-850-000	\$12,803.40	
		White Boards for Locker Rooms	67-9900-850-000	\$1,230.64	\$35,480.47
133647	McGraw-Hill Companies	Connect Math Codes	11-1124-700-001	\$4,160.00	
		Connect Math Code Supplies	11-1124-700-001	\$3,120.00	\$7,280.00
133648	Jennifer Miller	Practice/Recruiting Shirts	11-5509-701-000	\$1,584.00	\$1,584.00
133649	Molten USA, INC	Game Balls - Molten	11-5504-701-000	\$280.58	\$280.58
133650	Morningstar	Database Renewal	11-4101-710-000	\$3,660.00	\$3,660.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

8/31/2022 Account

Check Number	Vendor	Description	Account Number	Amount	Total
133613	Blick Art Materials	Art Supplies	11-1101-700-000	\$32.12	\$117.32
133614	C J's Uniforms Unlimited	Nursing Student Scrub Sets	12-1208-700-002	\$4,540.86	\$4,540.86
133615	Cintas Corporation No. 2	Soap Dispenser & Hand Sanitizer Ref	11-7102-702-000	\$109.63	
		Soap Dispenser & Hand Sanitizer Ref	11-7102-702-000	\$114.58	
		Soap Dispenser & Hand Sanitizer Ref	11-7102-702-000	\$114.58	
		Soap Dispenser & Hand Sanitizer Ref	11-7102-702-000	\$114.58	
		Soap Dispenser & Hand Sanitizer Ref	11-7102-702-000	\$114.58	\$567.95
133616	Columbus News-Report	Graduation Ads	11-6301-613-000	\$112.50	\$112.50
133617	Copy Products Inc	Copy Usage - Cherokee Center	11-7103-701-000	\$107.16	\$107.16
133618	Daves Communications Services	Athletic Complex Phone Installation	11-6401-701-000	\$435.00	
		Fire Line Installation - Gym	11-6501-631-000	\$195.00	\$630.00
133619	Dave's Phone Service	Fire Panel Inspections	11-7102-649-000	\$850.00	\$850.00
133621	Ebsco Information Services	Online Database Renewal	11-4101-710-000	\$2,520.00	\$2,520.00
133622	Four State Fence, Inc	Fence for Vehicle Lot	11-6201-659-009	\$26,353.98	\$26,353.98
133623	Gale Cengage Learning	Online Database Renewal	11-4101-710-000	\$1,358.08	\$1,358.08
133624	Good News Publishing, Inc.	Enrollment/Orientation Day Ad	11-6301-613-000	\$75.00	
		Enrollment/Orientation Day Ad	11-6301-613-000	\$75.00	
		Enrollment/Orientation Day Ad	11-6301-613-000	\$75.00	
		Enrollment/Orientation Day Ad	11-6301-613-000	\$75.00	\$300.00
133625	Grand Rental Station	Bit Core Drill & Drill Hammer	11-7102-649-000	\$77.44	
		Excavator E10 Bobcat	11-7102-649-000	\$114.40	
		Scissor Lift 2632E	11-7102-649-000	\$209.56	\$401.40
133626	Graves Menu Maker Foods	Supplies	16-9684-701-000	\$486.05	
		Supplies	16-9684-701-000	\$211.06	
		Supplies	16-9684-701-000	\$693.56	



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

8/31/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133662	Thompson Bros. Supplies, INC	Welding Supplies	12-1219-700-000	\$234.75	
		Welding Supplies	12-1219-700-000	\$144.91	
		Welding Supplies	12-1219-700-000	\$151.62	
		Welding Supplies - Baxter HS	12-1219-700-004	\$1,073.43	\$1,704.47
133663	Trajecsys Corporation	System Access - Class of 2024	12-1210-700-000	\$2,400.00	\$2,400.00
133664	Triple S Pumping/Jeffrey Spielbusch	Drain Cleaning	11-7202-648-000	\$230.00	
		Grease Trap Service	11-7202-648-000	\$390.00	\$620.00
		Mats, Mops, Cloths	11-7103-649-000	\$62.21	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$151.91	
		Uniforms	11-7202-648-000	\$65.85	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$151.91	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$151.91	
		Uniforms	11-7202-648-000	\$65.85	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$151.91	
		Uniforms	11-7202-648-000	\$65.85	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$151.91	
		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	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
		July Digital Media/Streaming	11-6301-613-000	\$2,200.00	\$1,335.16
133666	Vietti Marketing Group	July Advertising / IKSNF	11-6301-613-000	\$500.00	
		Credit from June Payment	11-6301-613-000	(\$423.02)	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	8/31/2022		Total
			Account Number	Amount	
133639	KMI Metals	Steel	12-1219-700-000	\$1,325.30	\$1,325.30
133640	Labette Avenue	Labette County Fair Edition	11-6301-613-000	\$77.50	
		4 Day Class Schedule Ad	11-6301-613-000	\$95.00	
		Welding Instructor	11-6504-613-000	\$69.00	
		Public Rel Concurrent Dual Cred Cool	11-6504-613-000	\$103.50	
		SSS Advisor Health Science Ad	11-6504-613-000	\$69.00	\$414.00
133641	Labette Health	Student Drug Screening	12-1208-700-002	\$277.20	
		ACLS eCard	12-1211-700-000	\$67.50	
		Student Drug Screening	12-1213-700-000	\$19.80	\$364.50
133642	Landauer Inc	Clinical Monitor Supplies & Set Up	12-1210-700-000	\$83.00	\$83.00
133643	Laser Designs/PSHTC	Name Badge - T Seller Neises	11-1123-700-000	\$5.00	
		Name Badge - J Sharp	11-4201-701-000	\$10.00	
		Name Badges - K Wheeler	11-4202-701-000	\$10.00	
		Name Badge - R Decker	11-4208-701-000	\$5.00	
		Name Badge - D Martinez	11-5201-701-000	\$5.00	
		Name Badges - Allen & Coronado	11-5302-701-000	\$15.00	
		Name Badge - A Bolinger	11-5304-701-000	\$5.00	
		Name Badge - B Dantic	11-6102-709-000	\$5.00	
		Name Badge - Pearce & Schibi	11-6201-701-000	\$10.00	
		Name Badges - C Pratt-Waggoner	11-7103-701-000	\$10.00	
		Name Badges - C Waggoner-Platt	11-7103-701-000	\$10.00	
		Name Badge - B Dewitt	12-1219-700-000	\$5.00	\$95.00
133644	Locke Supply Co	Maintenance Supplies	11-7102-649-000	\$2,982.25	
		Mini Split Unit, 1229 Broadway	11-7102-649-000	\$400.18	\$3,382.43
133645	Marmic Fire and Safety Co Inc	Annual Inspection	11-7202-648-000	\$739.50	



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	8/31/2022		Total
			Account Number	Amount	
133651	Napa Auto Parts	Maintenance Supplies	11-7102-649-000	\$4.63	
		Maintenance Supplies	11-7102-649-000	\$63.12	\$67.75
133652	National Business Education Association	NBEA Membership Dues - L Ford	11-4200-630-005	\$149.00	\$149.00
133653	P1 Group Inc	Unit Maintenance - Food Pantry	11-7102-649-000	\$322.00	
		Unit Maintenance - Zetmeir	11-7102-649-000	\$472.00	
		Maintenance Agreement	11-7103-649-000	\$607.00	
		Maintenance Agreement	11-7202-648-000	\$5,466.00	\$6,867.00
133654	Parsons High School Booster Club	Viking Booster Club Ad	11-6301-709-000	\$500.00	\$500.00
133655	Parsons Sun	Bid Request - Athletics Furniture	11-6201-701-000	\$14.19	
		Bid Request - Athletics Furniture	11-6201-701-000	\$14.19	
		Labette County Fair Recap	11-6301-613-000	\$92.50	
		Labette County Fair Book	11-6301-613-000	\$185.00	
		Welding Instructor	11-6504-613-000	\$56.75	
		Academic Advisor	11-6504-613-000	\$51.00	
		Asst. Men's Basketball Coach	11-6504-613-000	\$56.75	\$470.38
133656	QueenB Television of Kansas/Missouri	July Advertising / KFJX	11-6301-613-000	\$500.00	
		July Advertising / KOAM TV	11-6301-613-000	\$700.00	\$1,200.00
133657	Reserve Account	PBP# 20352357 (Postage)	11-6503-611-000	\$2,000.00	\$2,000.00
133658	Roy's Auto Service, LLC	Vehicle Maintenance - CA 13	11-6502-720-000	\$105.50	
		Vehicle Maintenance - RV 25	11-6502-720-000	\$2,838.07	
		Vehicle Maintenance - RV 25	11-6502-720-000	\$730.17	\$3,673.74
133659	Show Me Communications/Radcliff Ag	Back to School Ad	11-6301-613-000	\$375.00	\$375.00
133660	Synergy Sports Technology, LLC	Automated Camera System	11-6402-850-000	\$4,500.00	\$4,500.00
133661	The College Board	PowerFacts Subscription Renewal	11-5201-698-000	\$17,465.00	\$17,465.00
133662	Thompson Bros. Supplies, INC	Welding Supplies	12-1219-700-000	\$99.76	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	8/31/2022		Total
			Account Number	Amount	
133666	Vietti Marketing Group	July Advertising / KSNF	11-6301-613-000	\$500.00	
		July Advertising / KODE	11-6301-613-000	\$605.00	\$3,381.98
133667	Mark Watkins	Reimburse Food - Council Retreat	11-6101-702-000	\$18.83	
		Reimburse Food - New Trustee Lunch	11-6101-709-000	\$31.06	
		Vehicle Expense	11-6501-590-001	\$900.00	\$949.89
133668	World Archives Holdings, LLC	Online Database Renewal	11-4101-710-000	\$3,578.00	\$3,578.00
				<u>\$172,275.37</u>	
	11-General Fund			\$119,124.29	
	12-Postsecondary Technical Education Fund			\$10,500.73	
	16-Auxillary Ent Fund			\$9,998.15	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			<u>\$32,652.20</u>	
				<u>\$172,275.37</u>	