

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

- I. Adoption of Agenda..... (Exhibit 1)
- II. Approval of November 10, 2022, Regular Meeting Minutes..... (Exhibit 2)
- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. SGA Report
 - C. Administrative Reports
 - i. Comparison of Expenditures to Budget
 - ii. Facilities Report – Kevin Doherty, Director of Facilities
 - D. President’s Report
 - i. Department Presentation – Lindi Forbes, Foundation & Alumni Director
- IV. Old Business (Action, Report, or Discussion)
 - A. Policies Approval..... (Exhibit 3/4/5)
- V. New Business (Action, Report, or Discussion)
 - A. Professional Staff Employment Letter..... (Exhibit 6)
 - B. Comprehensive Salary Job Study..... (Exhibit 7)
 - C. Approval of Bills..... (Exhibit 8)

VI. Public Comment

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

In the event that a large number of citizens are present and wish to speak in favor or opposition to an issue before the Board, the Board reserves the right to poll the number of citizens in favor of and opposition to the issue at hand as well as to limit the number of spokespersons representing opposing viewpoints. The Board also retains the right to set time limits as deemed appropriate.

VII. Next Regular Board Meeting: Thursday, January 12, 2023, 5:30 p.m., Cardinal Event Center

VIII. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
November 10, 2022

The Board of Trustees met at 5:30 p.m. on Thursday, November 10, 2022, at the Cardinal Event Center.

Members Present

Rod Landrum
David Winchell
Montie Taylor
Carl Hoskins
Becky Dantic

Members Absent

Mike Howerter

Others Present

Dr. Mark Watkins	Dr. Jason Sharp	Leanna Doherty	Tammy Fuentez
Dr. Kara Wheeler	Janice Every	Lindi Forbes	Kevin Doherty
Aaron Hight	Lori Ford	Dr. Delyna Bohnenblust	Cheryl Smith
Jody Burzinski	Cody Nutt	Sherry Simpson	Jaran Dixon
Jason Hinson	Larry Crane	Lauren Shepard	

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 Winchell seconded the motion and the motion carried 5-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Landrum asked for corrections or additions to the October 20, 2022, regular meeting minutes. There were none. Trustee Winchell moved to approve the minutes as presented. Trustee Taylor seconded the motion and the motion carried 5-0.

Trustee Howerter arrived at 5:42 p.m.

Reports and/or Board Discussion

Faculty Senate Report:

None

Student Government Report:

None.

Administrative Report:

Comparison of Expenditures to Budget – The October financial report was placed on the tables. At the end of September, we were 33% through the year. The general fund was 34% expended and the technical education/vocational fund was 27% expended. Leanna invited questions from the Trustees.

Construction Update – Larry Crane with HFG Architecture gave a punch list/closeout report.

Facilities Report – Kevin Doherty, Facilities Director, gave a report on landscaping plans and an update on the roof evaluations.

President’s Report –

Dr. Bohnenblust, Nursing Program Director gave a PowerPoint presentation on the LCC Nursing Program. She answered questions from the Board members afterward.

Old Business (ACTION, REPORT, OR DISCUSSION ITEMS)

None.

New Business (ACTION, INFORMATION, OR DISCUSSION ITEMS)

Policy Reviews

Dr. Watkins presented the following updated policies for review by the Board: Policy 2.11 - Soliciting, Distributing Literature, and Advertising on College Property, Policy 3.03 – Catalog, Policy 3.05 – Credit for Prior Learning.

Program Discontinuation

Dr. Sharp presented information to request the discontinuation of the Engineering Technology and Physics & Engineering programs of study. Trustee Taylor asked to put this request on hold in order to make an inquiry and provide that information.

Executive Session

Trustee Hoskins moved to recess into executive session at 6:27 p.m. for 15 minutes for the purpose of consultation with an attorney to protect attorney-client privilege and the public interest. Trustee Dantic seconded the motion and the motion carried 6-0. The following were invited to participate in the executive session: Leanna Doherty, Tammy Fuentes, Dr. Jason Sharp, Dr. Mark Watkins, Jody Burzinski, and Cody Nutt.

Trustee Hoskins moved to extend the executive session at 6:46 p.m. for an additional 10 minutes. Chair Landrum seconded and the motion carried 6-0.

Trustee Dantic moved to extend the executive session at 6:56 p.m. for an additional 10 minutes. Chair Landrum seconded and the motion carried 6-0.

The Board returned to the open meeting at 7:06 p.m.

Approval of Bills

Trustee Winchell moved to approve the Claims Register. Trustee Hoskins seconded the motion and the motion carried 6-0.

Public Comment

Chair Landrum commented on what a great success the recent Bingo Night fundraiser was.

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

Adjournment

Trustee Dantic moved to adjourn the meeting at 7:09 p.m. Trustee Winchell seconded the motion and the motion carried 6-0.

Heidi Flora, Clerk of the Board

DRAFT

SUBJECT

Approval 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 policy(s) for approval:

Policy 2.11 - Soliciting, Distributing Literature, and Advertising on College Property

Policy 3.03 – Catalog

Policy 3.05 – Credit for Prior Learning

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve Policy 2.11 - Soliciting, Distributing Literature, and Advertising on College Property, Policy 3.03 – Catalog, and Policy 3.05 – Credit for Prior Learning.

POLICY 2.11

SOLICITING, DISTRIBUTING LITERATURE, AND ADVERTISING ON COLLEGE
PROPERTY

It is the intent of LCC to provide a means by which College, non-profit and profit organizations that offer a service or product to students or employees that make a request may visit, provide literature or advertise such services on the campus. It is also the intent of the College to provide opportunities for such functions in a manner that is least disruptive to the academic process.

Profit organizations will be given consideration and approval or disapproval by the College President or the Vice President of Student Affairs. College and non-profit organizations shall be approved or disapproved by the Student Life/Retention Specialist or the Director of Advising Admissions.

Adopted: 12/12/00

Revised: 5/7/15

Reviewed: 5/7/15, 8/31/16

The College regularly publishes a catalog. At the time of printing, the Catalog represents current policies, procedures, curriculum, educational plans, offerings, tuition, rates, fees, and requirements. However, the information may be altered to carry out the purposes and objectives of the College. Labette Community College retains the right to cancel programs or course offerings when enrollments are insufficient to continue them on an educationally sound and/or economically efficient basis. The catalog content may be ~~reviews~~ reviewed by all faculty and staff before publication. Final Publication is approved by the Curriculum and Instruction Committee.

Adopted: 6/13/94

Revised: 2/9/17; 10/14/21

POLICY 3.05

CREDIT FOR PRIOR LEARNING

Labette Community College may award credit for knowledge acquired outside the traditional classroom to encourage and assist students to complete degrees. LCC credits must be awarded in subject fields in which LCC offers comparable courses or curricula. Procedures regarding this policy are available in the Admissions Office. ~~(See following Procedure for Details)~~ (See Procedure 3.05 for details)

Revised: 12/12/00, 2/9/17

Reviewed: 12/12/00, 2/9/17

Agenda Item: V.A.
Date: December 8, 2022

SUBJECT

Professional Staff Employment Letter

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Harrison Hall has accepted the position of Student Life Specialist.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the Professional Staff Employment letter for Harrison Hall, Student Life Specialist, at a salary of \$28,000, starting November 18, 2022.

Biography

Harrison W. Hall

Mr. Harrison Hall has accepted the Interim Student Life Specialist position beginning November 18, 2022. Harrison formerly worked at Wal Mart and was an LCC Workstudy in the Foundation/Alumni office. He was also a Student Ambassador, SGA Secretary, President of the Cardinal Crew, and a member of PTK Honor Society. Harrison is currently working on his Business Administration and Communications degrees.

POSITION DESCRIPTION**STUDENT LIFE SPECIALIST**

Reports to: Vice President of Student Affairs
Organizational Unit: Professional Staff
Pay Rate Range: Specialist, Non Exempt, Full time
Revision Date: October 2022

I. Basic Purpose of Position

The Student Life Specialist is responsible for the planning and facilitation of extracurricular/nonacademic activities, including, but not limited to: student activities, Student Government Association, LCC Pantry, and student organizations.

II. Essential Job Functions

- A. Ability to serve as lead advisor to the Student Government Association (SGA) and Campus Activities Board (CAB), ensuring adherence to college policies and procedures and coordinating regular meetings with SGA, SGA Executive Board, and CAB, disseminating pertinent information to all campus offices
- B. Ability to work to strengthen student organizations via offering workshops, resources, and recruitment activities, i.e., the Fall Organization Fair and student leadership workshops
- C. Ability to coordinate and supervise annual campus-wide events, e.g., Kids Fall Fest, Homecoming, Welcome Week, and the Student Awards Ceremony
- D. Ability to customize student activities and student life functions that best fits students' wants and needs based on experimentation, research, evaluation, and input from SGA and CAB
- E. Ability to work to create and establish new student organizations and assist in the restarting of former ones
- F. Ability to coordinate programming of campus-wide events including contract negotiations, promotion, event security, and program implementation
- G. Ability to work with the Villas Staff to coordinate events for students living in the residence hall
- H. Ability to oversee operations of the LCC Pantry, LCC Free Dinners, and other initiatives to address food insecurity
- I. Ability to coordinate the blood drive in collaboration with the American Red Cross each semester
- J. Ability to create student life handbook
- K. Ability to monitor student organization participation in SGA events
- L. Ability to provide documentation for co-curricular outcomes for HLC (Higher Learning Commission)
- M. Ability to serve as a Campus Security Authority (CSA) and complete annual training
- N. Ability to follow all LCC policies and procedures
- O. Ability to perform other duties as assigned
- P. Ability to maintain regular and timely attendance
- Q.

III. Consulting Tasks

- A. Student affairs, instructional, and student success center personnel
- B. Other college/university personnel, dependent upon assigned tasks
- C. Financial aid, admissions, case manager, and housing personnel

IV. Supervises the Following Staff

- A. One or more student assistants
- B. Four SGA Executive Board officers, with primary responsibility for student governance and programming as well as senators and CAB officers

V. Required Knowledge, Skills, and Personal Qualifications

- A. Work cooperatively and effectively with students, supervisor, faculty, and college staff
- B. Knowledge of computer software programs
- C. Excellent human relations and organizational skills
- D. Good verbal and written communication skills
- E. Self-starter who is able to work effectively and productively with minimal supervision
- F. Fast learner able to adapt easily to new situations and tasks
- G. Good motivational, supervisory, and counseling skills

VI. Preferred Experience

Event planning

VII. Educational Background

Bachelor's degree in communication or a related field is required.

VIII. Working Conditions/Environment

- A. Busy office conditions at times with evening and weekend hours required
- B. Some area travel at times

Agenda Item: V.B.
Date: December 8, 2022

SUBJECT

Classification/Compensation Review Bids

REASON FOR CONSIDERATION BY THE BOARD

College policy states that the Board of Trustees' approval is normally required for items costing in excess of \$19,999.

BACKGROUND

President's Cabinet and Human Resources have been researching companies to perform a classification/compensation review. Exhibit 7 shows a comparison of the bids reviewed.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the bid from Clearwater at a cost of \$55,000.

Compensation Review Company Comparisons

	AP Compensation	Clearwater	Croner	Lawrence
	\$14K	\$55K	\$37-\$41K	\$17K
	8-12	12	10	8
Cost (does not include expenses)				
Time to complete (weeks)				
Initial consultation/gather information	x	x	x	x
Compensation philosophy and strategy survey		x	x	
Executive interviews		x		
Conduct employee focus groups		x		
Comprehensive Presentation Steering Team		x		
Evaluate Labette Jobs	x	x		x
Collect and analyze market pay data	x	x	x	x
Quality assurance on benchmark job evaluation/market pricing	x	x		
Develop base pay structure(s)		x		x
Conduct job evaluation training		x		
Develop job titling convention		x		
Financial impact analysis		x		x
Develop Compensation Resource Guide		x	x	
Review/Critique deliverables	x	x	x	
On going annual information & suggestions on salary structure and increases		x		
Higher Education Experience		x	x	

12/1/2022

Agenda Item: V.C.
Date: December 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

11/4/2022

Check Number	Vendor	Description	Account Number	Amount	Total
134106	A T and T	Phone Service - Cherokee Center	11-7103-631-000	\$164.94	
		Phone Service - WTC	12-4204-631-000	\$348.02	\$512.96
134107	A T and T	Internet	11-6401-631-000	\$1,366.86	\$1,366.86
134108	Carly Nicole Beachner	Reimburse Meals - KCADNE	12-1246-630-000	\$31.89	\$31.89
134109	Kim Beachner	Reimburse Meal - KCADNE	12-1246-630-000	\$38.22	\$38.22
134110	Haley Shae Beeman	Reimburse Meal - KCADNE	12-1246-630-000	\$40.14	\$40.14
134111	Kathleen A Bennett	Reimburse Supplies - Postertape	12-1208-700-000	\$18.30	
		Reimburse Meal - KCADNE	12-1246-630-000	\$21.69	
		Reimburse Mileage - KCADNE	12-1246-630-000	\$168.75	\$208.74
134112	Delyna R Bohnenblust	Reimburse Meal - KCADNE	12-1246-630-000	\$70.74	\$70.74
134114	City of Parsons	Water Service	11-7102-632-000	\$2,843.81	
		Water Service - WTC	12-4204-632-000	\$139.05	
		Water Service - Student Union	16-9482-632-000	\$287.44	\$3,270.30
134115	Colin H Coronado	Reimburse Mileage - Recruiting (5)	11-5302-601-000	\$337.50	\$337.50
134116	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$190.06	
		Cable - Cherokee Center	11-7103-701-000	\$116.84	\$306.90
134119	Samantha D Gilstrap	Official for OKWU Game 10/18	11-5509-680-000	\$180.00	\$180.00
134120	Brittany Haley	Reimburse Supplies - Recovery Pants	11-5507-701-000	\$149.43	\$149.43
134121	Jason Hinson	Men's Basketball Travel - 11/11/22	11-5508-601-000	\$860.00	\$860.00
134123	JH Sign Designs, LLC	Interior Signage for Athletic Complex	67-9900-850-000	\$2,990.40	\$2,990.40
134124	L C C Foundation	Van Meter Dinner - 10/10/22	11-6505-701-000	\$129.97	\$129.97
134126	Orscheln - Card Services	Groundskeeping Supplies	11-7102-649-000	\$79.94	\$79.94
134127	Julie Page	Reimburse Meal - KCADNE	12-1246-630-000	\$26.64	
		Reimburse Mileage - KCADNE	12-1246-630-000	\$168.75	\$195.39
134129	Aaron Mabe Smith	Reimburse Meal - KCADNE	12-1246-630-000	\$30.41	\$30.41

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	11/4/2022		Total
			Account Number	Amount	
134130	Cheryl Smith	Reimburse Meal - KCADNE	12-1246-630-000	\$33.03	\$33.03
134131	Veritiv	Envelopes & Copy Paper	11-6503-705-000	\$596.95	
134132	Verizon Wireless	60# Opaque Paper & Index Paper	11-6503-705-000	\$1,376.34	\$1,973.29
		J Burzinski Phone Charges	11-6401-701-000	\$403.96	
		Blue Emergency Lights	11-6501-631-000	\$91.54	
		Custodian Phone Charges	11-7102-649-000	\$188.31	\$683.81
134133	Michael Wilson	Official for OKWU Game 10/18	11-5509-680-000	\$180.00	\$180.00
134134	Scotty M Zollars	Reimburse Meals - KLA Conference	11-4101-601-000	\$77.73	
		Reimburse Travel - KLA Conference	11-4101-601-000	\$32.00	
		Reimburse Mileage - KLA Conference	11-4101-602-000	\$165.31	\$275.04
134135	Brandy Marie Habiger	Landscaping	11-7102-550-000	\$200.00	\$200.00
				<u>\$14,144.96</u>	
		11-General Fund		\$9,731.49	
		12-Postsecondary Technical Education Fund		\$1,135.63	
		16-Auxillary Ent Fund		\$287.44	
		64-Deferred Maintenance		\$0.00	
		67-Capital Outlay		\$2,990.40	
				<u>\$14,144.96</u>	

Checks approved for release prior to Board action

Mark Watkins

 President

Deanna Decker

 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	11/10/2022		Total
			Account Number	Amount	
134136	A S C A P	Licensing Fee	11-1111-682-000	\$353.00	\$353.00
134137	A T and T	Internet	11-6401-631-000	\$4,078.10	\$4,078.10
134138	Tyler S Allen	Reimburse Mileage - Recruiting & CP	11-5302-601-000	\$387.50	\$387.50
134139	Commerce Bank	Rental Vans, Athletics	11-6502-720-000	\$4,200.00	\$4,200.00
		Rental Vans, Athletics	11-6502-720-000	\$4,200.00	\$8,400.00
134140	Colin H Coronado	Reimburse Mileage - Recruiting (4)	11-5302-601-000	\$268.75	\$268.75
		Reimburse Mileage - Recruiting (3)	11-5302-601-000	\$234.38	\$503.13
134142	Diamond Coach Charter, LLC	Bus Trip, Softball, Springfield - Drury	11-5509-601-000	\$1,477.00	\$1,477.00
		Bus Trip, Softball, Springfield - Drury	11-6502-720-000	\$410.00	\$1,887.00
134143	Evergy Kansas Central INC	Electricity	11-7102-634-000	\$20,129.70	\$20,129.70
		Electricity - WTC	12-4204-634-000	\$569.79	\$569.79
134144	Evergy Kansas Central INC	Electricity - Student Union	16-9482-634-000	\$679.76	\$21,379.25
134145	FedEx Express	Electricity - Cherokee Center	11-7103-634-000	\$982.47	\$982.47
134147	Gammon Equipment Co.	Package Shipping (2)	12-1208-700-001	\$35.06	\$35.06
134148	Brandy Marie Habiger	Partial Payment - X-Ray Panel	12-1246-850-005	\$12,087.00	\$12,087.00
134150	KACRAO	Landscaping	11-7102-550-000	\$200.00	\$200.00
134151	Kansas Department of Revenue	Membership Dues	11-5302-681-000	\$65.00	\$65.00
		Bookstore Sales Tax - Oct	16-0000-216-001	\$169.67	\$169.67
		Food Service Sales Tax - Oct	16-0000-216-002	\$549.07	\$718.74
134152	Kansas Gas Service	Gas Service - Cherokee Center	11-7103-633-000	\$55.45	\$55.45
134153	Kiwanis Club of Parsons	Dues - Ross Harper	12-4204-701-000	\$117.00	\$117.00
134154	Darcie Martinez-Wall	Reimburse Mileage - HS Enrollment (11-4209-601-000	\$52.50	\$52.50
134158	Audrey Jo Miller	Reimburse Mileage - July to Sept 202	11-5509-603-000	\$707.50	\$707.50
		Reimburse Mileage - June 2022	11-5509-603-000	\$938.34	\$1,645.84
134159	Proforma	Gassetto Pens	11-5302-701-000	\$527.69	\$527.69


**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	11/10/2022		Total
			Account Number	Amount	
134160	Rural Water District #5	Utility Water - Cherokee Center	11-7103-632-000	\$26.63	\$26.63
134161	Sparklight	Cable Service	11-6501-631-000	\$192.10	\$192.10
134162	Susan Stolte	Reimburse - ESSDACK Reg.	12-1211-601-000	\$250.00	
		Reimburse Hotel - ESSDACK	12-1211-601-000	\$292.28	
		Reimburse Mileage - Hutchinson, KS	12-1211-601-000	\$225.00	\$767.28
134163	Elizabeth A Stoneberger	Reimburse Mileage - Evals (8)	11-4202-602-000	\$321.88	\$321.88
134164	Wave Wireless	Internet Service - WTC	11-6401-631-000	\$69.00	\$69.00
134165	Tyler S Allen	Reimburse Mileage - Recruiting & CP	11-5302-601-000	\$467.50	\$467.50
				<u>\$55,319.12</u>	
	11-General Fund			\$40,344.49	
	12-Postsecondary Technical Education Fund			\$13,576.13	
	16-Auxillary Ent Fund			\$1,398.50	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$55,319.12</u>	

Checks approved for release prior to Board action



 President



 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	11/18/2022		Account Number	Amount	Total
134176	A T and T	Phone Service			11-6501-631-000	\$3,537.04	
		Phone Service			11-6501-631-000	\$102.68	\$3,639.72
134181	Crossland Construction Company	Athletic Expansion Project			67-9900-820-000	\$33,599.22	\$33,599.22
134183	Farm Talk Newspaper	Annual Subscription Renewal			11-4101-704-001	\$55.00	\$55.00
134185	First Dakota Indemnity Company	Workman's Comp			11-6501-590-001	\$1,134.00	\$1,134.00
134186	Heidi S Flora	Reimburse - Donor Table Decor			11-6101-702-000	\$43.88	\$43.88
134187	Forbes-Hoffman Funeral Home	FBO Kenneth Jones' Children Educati			11-6102-709-000	\$50.00	\$50.00
134188	Brandy Marie Habiger	Landscaping			11-7102-550-000	\$200.00	\$200.00
134189	Jennifer Harding	Reimburse Mileage - Clinicals (7)			12-1211-602-000	\$385.63	\$385.63
134190	Ross Harper	Reimburse Mileage - KCCLI & OSHA			12-4204-601-000	\$221.25	
		Reimburse Meals - KCCLI			12-4204-605-000	\$59.40	\$280.65
134191	Jason Hinson	Reimburse Meal - Hutchinson			11-5508-601-000	\$204.71	
		Reimburse - Coaching Board			11-5508-701-000	\$76.22	\$280.93
134192	Jason Hinson	Men's Basketball Travel - 12/3/22			11-5508-601-000	\$350.00	\$350.00
134193	Kansas Academic Advising Network	Conf. Regs. - Bolinger & Savage			11-5304-601-000	\$150.00	\$150.00
134194	Kansas Gas Service	Gas Service			11-7102-633-000	\$472.43	
		Gas Service - WTC			12-4204-633-000	\$112.42	\$689.66
		Gas Service - Student Union			16-9482-633-000	\$104.81	
134196	L C C Foundation	Memorial - Erlene Cares			11-6102-709-000	\$50.00	\$50.00
134198	Philadelphia Indemnity Insurance Com	Property Insurance - Athletic Complex			11-5506-625-000	\$8,568.00	
		Athletic Insurance 22-23			11-5506-625-000	\$7,361.00	\$15,929.00
134199	Jason L Sharp	Reimburse Meal - KCIA			11-4201-601-000	\$24.06	
		Reimburse Mileage - Evals & KCIA			11-4201-601-000	\$316.25	\$340.31
134200	The Villas at LCC, LLC	Housing /			11-0000-201-001	\$1,043.00	
		Housing /			11-0000-201-001	\$411.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	11/18/2022		Description	Account Number	Amount	Total
134200	The Villas at LCC, LLC			Housing /	11-0000-201-001	\$499.00	
				Housing /	11-0000-201-001	\$499.00	
				Housing /	11-0000-201-001	\$916.00	\$3,368.00
134201	Touchtone Communications			Long Distance	11-6501-631-000	\$71.53	\$71.53
134202	Veritiv			Fuel Surcharge	11-6503-705-000	\$36.05	
				Fuel Surcharge - Error	11-6503-705-000	(\$3.28)	
				Paper	11-6503-705-000	\$605.00	\$637.77
134203	Jeffrey Michael Vesta			Wrestling Travel - 12/01/22	11-5505-601-000	\$500.00	\$500.00
134204	Jeffrey Michael Vesta			Wrestling Travel - 12/11/22	11-5505-601-000	\$1,500.00	\$1,500.00
134205	Jeffrey Michael Vesta			Wrestling Travel - 12/3/22	11-5505-601-000	\$1,500.00	\$1,500.00
134206	Kara L Wheeler			Reimburse - HLC Conference	11-4202-601-000	\$1,030.96	
				Reimburse Supplies	11-4202-701-000	\$44.98	\$1,075.94
134207	WoodRiver Energy LLC			Gas Service	11-7102-633-000	\$646.42	
				Gas Service - WTC	12-4204-633-000	\$140.51	
				Gas Service - Union	16-9482-633-000	\$112.41	\$899.34
							<u>\$66,730.58</u>

11-General Fund	\$31,994.93
12-Postsecondary Technical Education Fund	\$919.21
16-Auxillary Ent Fund	\$217.22
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$33,599.22
	<u>\$66,730.58</u>

Checks approved for release prior to Board action

Mark Watkins

President

Deanna Doherty

Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	11/30/2022		Description	Account Number	Amount	Total
134212	A Book Company			FA Books	16-0000-131-002	\$26.54	\$26.54
134213	Ace Hardware, Inc.			PVC Cap, Rubber Cement & Pipe Ins Supplies	11-5509-701-000 11-6401-701-000	\$18.57 \$76.45	
				Groundskeeping Supplies	11-7102-649-000	\$74.48	
				Groundskeeping Supplies	11-7102-649-000	\$68.18	
				Maintenance Supplies	11-7102-649-000	\$131.96	
				Maintenance Supplies	11-7102-649-000	\$66.37	
				Returned Groundskeeping Supplies	11-7102-649-000	(\$35.98)	
				Maintenance Supplies	11-7102-649-000	\$25.14	
				Groundskeeping Supplies	11-7102-649-000	\$81.97	
				Groundskeeping Supplies	11-7102-649-000	\$85.95	
				Maintenance Supplies	11-7102-649-000	\$51.98	
				Groundskeeping Supplies	11-7102-649-000	\$41.14	
				Maintenance Supplies	11-7102-649-000	\$34.57	
				Groundskeeping Supplies	11-7102-649-000	\$46.34	
				Maintenance Supplies	11-7102-649-000	\$192.53	
				Groundskeeping Supplies	11-7102-649-000	\$18.00	
				Maintenance Supplies	11-7102-649-000	\$89.98	
				Groundskeeping Supplies	11-7102-649-000	\$61.75	
				Groundskeeping Supplies	11-7102-649-000	\$27.67	
				Maintenance Supplies	11-7102-649-000	\$5.59	
				Groundskeeping Supplies	11-7102-649-000	\$100.16	
				Tape Measures	12-1219-700-001	\$143.76	\$1,406.56
134214	BIO Corporation			10" - 14" Plain Cat	11-1103-700-000	\$2,075.54	\$2,075.54
134215	Hannah Layne Christie			Libero Tracker VB 2022	11-5506-576-000	\$60.00	\$60.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	11/30/2022		Description	Account Number	Amount	Total
134216	Cintas Corporation No. 2			Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$109.63	
				Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$109.63	
				Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$109.63	
				Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$109.63	
				Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$109.63	\$548.15
134217	City of Parsons			Security 11/18 Game / Rory Johnson	11-5506-576-000	\$89.19	\$89.19
134218	Copy Products Inc			Copy Usage - Cherokee Center	11-7103-701-000	\$118.66	\$118.66
134219	Data Source Media, Inc			Lexmark MB2338	11-6401-701-000	\$437.50	\$437.50
134220	Demco			Library supplies and shipping	11-4101-701-000	\$170.34	\$170.34
134221	Digital Connections Inc.			Lanier Maintenance Agreements	11-6503-648-000	\$52.90	\$52.90
134222	Document Destruction Inc			Bulk Shredding	11-6503-705-000	\$332.50	\$332.50
134223	Erin Kathleen Duncan			Scorebook VB 2022	11-5506-576-000	\$120.00	\$120.00
134224	Brianna Ely			Scorebook for VB 2022	11-5506-576-000	\$180.00	\$180.00
134225	Fastenal Company			Zip Ties for Windscreens	11-5502-701-000	\$26.64	
				Zip Ties for SB Windscreen	11-5509-701-000	\$43.92	\$70.56
134226	Graves Menu Maker Foods			Supplies	16-9684-701-000	\$237.34	
				Supplies	16-9684-701-000	\$313.68	
				Food	16-9684-743-000	\$1,022.95	
				Food	16-9684-743-000	\$300.91	
				Food	16-9684-743-000	\$1,187.47	\$3,062.35
134227	Green's Vegetation Control/William Gr			Granular Fertilizer	11-5502-701-000	\$320.00	
				Granular Field Fertilizer	11-5509-701-000	\$240.00	\$560.00
134228	Herring Bank			ID Card Supplies	11-6401-701-000	\$459.00	\$459.00
134229	Hillyard/Springfield			Laundry Detergent & Sanitizer	11-7102-702-000	\$1,709.51	
				Hand Sanitizer	11-7102-702-000	\$587.01	\$2,296.52

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	11/30/2022		Description	Account Number	Amount	Total
134230	Morgan Leigh Hizey			Scorebook/Libero Tracker VB 2022	11-5506-576-000	\$90.00	\$90.00
134231	ICU Medical Sales, Inc.			IV Pump Tubing	12-1208-700-001	\$578.32	\$578.32
134232	Independence Daily Reporter			Financial Aid & Student Life Ads	11-6504-613-000	\$73.60	\$73.60
134233	Jenzabar, Inc.			CRM Admissions & eLearning Renewal	11-6401-646-001	\$7,904.00	
				J1 SaaS Annual Renewal	11-6401-646-001	\$120,900.00	
				Infomaker Licenses	11-6401-701-000	\$1,475.00	\$130,279.00
134234	Jock's Nitch/Parsons			Merchandise Sales - 7/1 to 10/31/22	16-9381-741-000	\$4,957.58	\$4,957.58
134235				Scorebook/Libero Tracker for VB 2022	11-5506-576-000	\$90.00	\$90.00
134236	K A S F A A			Annual Membership	11-5201-701-000	\$150.00	\$150.00
134237	K L K C			Video Stream Sponsor - HS	11-6301-613-000	\$200.00	
				October Advertising	11-6301-613-000	\$400.00	\$600.00
134238	Kansas Outdoor Advertising			November Billboard Rental	11-6301-613-000	\$575.00	\$575.00
134239	Kitchen Pass, Inc.			Bus Admin Tech Advisory Lunch	12-1218-709-000	\$108.37	
				Advisory Committee Lunch	12-1219-709-000	\$116.21	
				Allied Health Fall Advisory Meeting	12-4204-709-000	\$170.02	\$394.60
134240	KJCCC			Wrestling Officials	11-5505-680-000	\$464.00	\$464.00
134241	KONE Inc			Maintenance Agreement	11-7202-648-000	\$161.02	
				Maintenance Agreement	11-7202-648-000	\$498.80	\$659.82
134242	Labette Avenue			Advertising	11-6301-613-000	\$139.00	
				Fall Fest Ads	11-6301-613-000	\$142.50	
				Christmas Wish Book Ad	11-6301-613-000	\$76.00	
				Congrats - Van Meter Ad	11-6301-613-000	\$76.00	
				Finance Aid & Student Life Ads	11-6504-613-000	\$69.00	\$502.50
134243	Labster, Inc			Labster Sim Bundle- Subscription	11-1106-850-000	\$635.00	\$635.00
134244	Landauer Inc			Cook T Radiation Monitor	12-1210-700-000	\$38.35	\$38.35

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	11/30/2022		Total
			Account Number	Amount	
134245	Laser Designs/PSHTC	Engraved Plaquard	11-6505-701-000	\$2.00	\$2.00
134246	Law Publications	Advertising, Law Enforcement Publica	11-6301-613-000	\$749.00	\$749.00
134247	Magna Publications, Inc	Monday Morning Mentor Subscription	11-4201-630-002	\$899.00	\$899.00
134248	Marmic Fire and Safety Co Inc	Quartely Inspection	11-7202-648-000	\$422.00	\$422.00
134249	McCarty's Office Machines Inc	Printer Maintenance - Canon IR1730	11-6503-701-000	\$223.55	
		Supplies	11-6503-701-000	\$43.94	
		Supplies	11-6503-701-000	\$40.25	\$307.74
134250	McKinzie Pest Control	Treatment - Student Union	11-7102-649-000	\$85.00	\$85.00
134251	Napa Auto Parts	Headlight Bulbs & Battery Tester	11-6502-720-000	\$82.13	\$82.13
134252	National League for Nursing, Inc	NLN Program Membership	12-1208-681-000	\$1,245.00	\$1,245.00
134253	Ozarks Coca-Cola/Dr Pepper Bottling	Bottle Water and Pop	16-9684-743-000	\$416.65	\$416.65
134254	Parsons Sun	School News Ad	11-6301-613-000	\$76.00	
		Kids Fall Fest Ad	11-6301-613-000	\$56.75	
		Kids Fall Fest Ad	11-6301-613-000	\$113.50	
		Finance Aid & Student Life Ads	11-6504-613-000	\$79.45	
		Position Announcements	11-6504-613-000	\$79.45	\$405.15
134255	Presbyterian Manors	Background Checks	12-4204-701-002	\$101.00	\$101.00
134256	Promounds, Inc	Batting Mat Pro - Clay & Green	11-5502-701-000	\$1,027.02	\$1,027.02
134257	Royal Publishing, Inc	Sponsorship Ad	11-6301-613-000	\$195.00	\$195.00
134258	Roy's Auto Service, LLC	Vehicle Maintenance - RV 27	11-6502-720-000	\$218.95	
		Vehicle Maintenance - MV 40	11-6502-720-000	\$52.35	\$271.30
134259	Sun Graphics	Admissions Viewbooks	11-5302-701-000	\$2,874.00	\$2,874.00
134260	T H Rogers Lumber Company	Maintenance Supplies	11-7102-649-000	\$74.44	\$74.44
134261	Thompson Bros. Supplies, INC	Cylinder Rental	12-1219-700-002	\$238.70	\$238.70
134262	UniFirst Corporation	Mats, Mops, Cloths	11-7103-649-000	\$62.21	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	11/30/2022		Description	Account Number	Amount	Total
134262	UniFirst Corporation			Mats, Mops, Cloths	11-7103-649-000	\$62.21	
				Mats, Mops, Cloths	11-7103-649-000	\$62.21	
				Uniforms	11-7202-648-000	\$65.85	
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$151.99	
				Uniforms	11-7202-648-000	\$65.85	
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$151.99	
				Uniforms	11-7202-648-000	\$65.85	
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$151.99	
				Uniforms	11-7202-648-000	\$65.85	
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$151.99	
				Uniforms	11-7202-648-000	\$65.85	
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$151.99	
		134263	Vietti Marketing Group			Aprons, Mats, Mops, Cloths	16-9482-701-000
				Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
				Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
				Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	\$1,257.99
				Oct. Digital Media & Streaming	11-6301-613-000	\$2,200.00	
				October Advertising - IKS NF	11-6301-613-000	\$500.00	
				October Advertising - KSNF	11-6301-613-000	\$500.00	
		October Advertising - IKS N	11-6301-613-000	\$300.00	\$3,500.00		

