

**Labette Community College
Board of Trustees Meeting Agenda
Thursday, January 12, 2023
5:30 p.m.
Cardinal Event Center**

- I. Election of the Officers for the Board of Trustees (2023 Reorganization)
- II. Adoption of Agenda..... (Exhibit 1)
- III. Approval of December 8, 2022, Regular Meeting Minutes..... (Exhibit 2)
- IV. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. SGA Report
 - C. Administrative Reports
 - i. Comparison of Expenditures to Budget
 - ii. Audit Report – Neil Phillips with Jarred, Gilmore & Phillips
 - iii. Facilities Report – Kevin Doherty, Facilities Director
 - D. President’s Report
 - i. Department Presentation – Lindi Forbes, Foundation & Alumni Director
- V. Old Business (Action, Report, or Discussion)
 - A. Comprehensive Salary Job Study.....
- VI. New Business (Action, Report, or Discussion)
 - A. 2023 Regular Meeting Dates of the Board of Trustees..... (Exhibit 3)
 - B. Professional Staff Retirement.....
 - C. Professional Staff Resignation.....
 - D. IT Software Purchase.....
 - E. Policy Review..... (Exhibit 4)
 - F. Approval of Bills..... (Exhibit 5)

VII. 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.

VIII. Next Regular Board Meeting: Thursday, February 9, 2023, 5:30 p.m., Cardinal Event Center

IX. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
December 8, 2022

The Board of Trustees met at 5:30 p.m. on Thursday, December 8, 2022, at the Cardinal Event Center.

Members Present

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

Members Absent

Others Present

Dr. Mark Watkins	Dr. Jason Sharp	Leanna Doherty	Dr. Kara Wheeler
Theresa Hundley	Janice Every	Kevin Doherty	Janice Reese
Harrison Hall	Randee Baty	Ken Elliott	Travis Brumback

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 6-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Landrum asked for corrections or additions to the November 10, 2022, regular meeting minutes. There were none. Trustee Taylor moved to approve the minutes as presented. Trustee Dantic seconded the motion and the motion carried 6-0.

Reports and/or Board Discussion

Faculty Senate Report:

None

Student Government Report:

None.

Administrative Report:

Comparison of Expenditures to Budget – The November financial report was placed on the tables. At the end of November, we were 42% through the year. The general fund was 42% expended and the technical education/vocational fund was 33% expended. Leanna invited questions from the Trustees.

Facilities Report – Kevin Doherty, Facilities Director, gave a report on fencing for AC units outside the Athletic Complex. He also gave an update on the roof inspections with the potential costs. Trustee Winchell requested the Board be presented with a plan on how to proceed with the roof repairs at the January 2023 meeting. Kevin completed his report with the current punch list progress of the new construction.

President's Report –

Travis Brumback, Director of the Workforce Welding Program, provided handouts and gave a presentation about the welding program to the Board of Trustees. Travis answered questions from the Board members.

Old Business (ACTION, REPORT, OR DISCUSSION ITEMS)**Policies Approval**

Trustee Taylor moved to approve the revisions to Policy 2.11 - Soliciting, Distributing Literature, and Advertising on College Property; Policy 3.03 – Catalog; and, Policy 3.05 – Credit for Prior Learning. Trustee Howerter seconded the motion and the motion carried 6-0.

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

Trustee Hoskins moved to approve the professional staff employment letter for Harrison Hall, Interim Student Life Specialist at a salary of \$28,000 starting November 18, 2022. Trustee Landrum seconded the motion and the motion carried 6-0.

Comprehensive Salary Job Study

Dr. Watkins discussed the reasons Administration feels the job study is necessary for LCC and provided information on the company they chose for the study. The Board of Trustees requested time to review the information and will address it at the January 2023 Board meeting.

Approval of Bills

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

Public Comment

Trustee Taylor commended LCC for their contribution to the recent Stella Wells fundraiser.

Trustee Howerter encouraged the Board to be more transparent with the public.

Dr. Watkins reminded everyone of the LCC Holiday Luncheon.

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 January 12, 2023, at 5:30 p.m., at the Cardinal Event Center.

Adjournment

Trustee Hoskins moved to adjourn the meeting at 6:40 p.m. Trustee Taylor seconded the motion and the motion carried 6-0.

Heidi Flora, Clerk of the Board

SUBJECT

Setting Regular Meeting Dates and Times for the Calendar Year 2023 Board of Trustees Meetings

REASON FOR CONSIDERATION BY THE BOARD

BACKGROUND

Due to statute K.S.A. 72-1133 and K.S.A. 72-1138 the meeting dates, times, and locations for the regular meeting of the LCC Board of Trustees will be set on or after the second Monday of January for the calendar year. The attached Exhibit reflects dates for the second Thursday at 5:30 pm of each month for the 2023 calendar year. Once the dates are set, this information is widely disseminated to local media, which meets one of the requirements of the Open Meetings Act.

PRESIDENT'S RECOMMENDATION

The President recommends that the regular meetings of the Board of Trustees be the second Thursday of each month at 5:30 pm, on campus in the Cardinal Event Center.

LCC BOARD OF TRUSTEES MEETING DATES for 2023

2nd Thursday of each month; 5:30 p.m.

January 12, 2023

February 9, 2023

March 9, 2023

April 13, 2023

May 4, 2023

June 8, 2023

July 13, 2023

August 10, 2023

September 14, 2023

October 12, 2023

November 9, 2023

December 14, 2023

Agenda Item #: VI.B.
Date: January 12, 2023

SUBJECT

Professional Staff Retirement

REASON FOR CONSIDERATION BY THE BOARD

Article III under Retained Rights of the Board states that the Board shall hire Professional Employees.

BACKGROUND

Janice Every, Director of Human Resources, has submitted her Letter of Retirement effective May 1, 2023.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees release Janice Every from her contract as Director of Human Resources and accept her Letter of Retirement.

Agenda Item #: VI.C.
Date: January 12, 2023

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 their contract and obtain Board approval.

BACKGROUND

Shannon Schibi, Academic Advisor, has submitted her letter of resignation effective January 20, 2023.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the resignation of Shannon Schibi, Academic Advisor.

SUBJECT

Security Software and Services

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

LCC has received a quote to continue bridge services for the 2023 Calendar Year. These services will help to secure LCC's network, as well as meet recommendation of the security assessment for continued insurance protection. The IT budget priorities have shifted to pay for this expenditure. KACCT has requested the Governor put funding into next year's budget for cyber security to help community colleges with cyber security improvements.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the purchase of IT security software through Solis for one year at a cost of \$70,542.

Agenda Item #: VI.E.
Date: January 12, 2023

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 2.01 – Nondiscrimination, Equal Opportunity, and Harassment

PRESIDENT’S RECOMMENDATION

The President recommends the Board of Trustees review changes to Policy 2.01 – Nondiscrimination, Equal Opportunity, and Harassment.

POLICY 2.01

NONDISCRIMINATION, EQUAL OPPORTUNITY, AND HARASSMENT

Labette Community College affirms its commitment to promoting the goals of fairness and equity in all aspects of the educational enterprise. Applicants for admission and employment, students, employees, visitors, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with LCC are hereby notified that this college is committed to nondiscrimination on the basis of race, color, ethnic or national origin, sex, gender identity, sexual orientation, marital status, religion, age, ancestry, genetic information, disability, military status, or veteran status in the admission or access to, or treatment or employment in, its programs and activities.

All policies below are subject to resolution using the College's Grievance Process, as detailed in Procedure 4.082 for students and the Condition of Employment Procedures, Procedures 7.01 and 8.01 for non-instructional staff, and in the Master Agreement for faculty. The College reserves the right to act on incidents occurring on-campus or off-campus when off-campus conduct could have an on-campus impact or impact on the educational mission of the College.

The Director of Human Resources serves as the employee Title IX Coordinator, and the Vice President of Student Affairs serves as the student Title IX Coordinator. Both positions oversee the implementation of the College's Equal Opportunity plan, disability compliance, and the College's policy on equal opportunity, harassment, and nondiscrimination. Reports of discrimination, harassment, and/or retaliation should be made to the appropriate coordinator promptly, but there is no time limitation on the filing of grievances, as long as the accused individual remains subject to the College's jurisdiction. All reports are acted upon promptly, while every effort is made by the College to preserve the privacy of reports. Anonymous reports may be filed online, using the reporting form posted under the About LCC tab at www.labette.edu. Reporting is also addressed more specifically below. Reports of discrimination by either Title IX Coordinator should be reported to the College President.

This policy applies to behaviors that take place on campus, at college-sponsored events, and may also apply to off-campus actions and online activity when a Title IX Coordinator(s) determines that the off-campus conduct could impact a College interest. A College interest is defined to include the following:

- Any action that constitutes a criminal offense as defined by federal or Kansas state law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law committed in the municipality where the College is located;
- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
- Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder;
- Any situation that is detrimental to the educational interests of the College;
- Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the

College's control (e.g., not on College networks, websites, or between College email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial or material disruption.

Inquiries about this policy and procedure may be made internally to

Tammy Fuentez
Vice President of Student Affairs
Labette Community College, 200 South 14th St., Parsons, KS 67357
620-820-1268
tammyf@labette.edu

Janice Every
Human Resource Director
Labette Community College, 200 South 14th St., Parsons, KS 67357
620-820-1234
janicec@labette.edu

Inquiries can be made externally to

Equal Employment Opportunity Commission
400 State Ave., 9th Floor
Kansas City, KS 66101
(800) 669-4000
TTY 1 (800) 669-6820

Or

United States Department of Education
Office for Civil Rights Kansas City
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550
Facsimile: (816) 268-0559
Email: OCR.KansasCity@ed.gov
Or

Kansas Human Rights Commission
900 SW Jackson, Suite 568-S
Topeka KS 66612-1258
(785) 296-3206
Fax (785) 296-0589
www.khrc.net

Or

Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368
Phone: 785-296-3421

Revised: 7/5/05, 2/19/09, 10/21/10, 11/8/12, 11/13/14, 10/12/17, 10/11/18, 9/3/2020

Reviewed: 7/5/05, 2/19/09, 10/21/10, 11/8/12, 11/13/14, 10/12/17, 10/11/18

Agenda Item: VI.F.
Date: January 12, 2023

SUBJECT

Approval of Bills

REASON FOR CONSIDERATION BY THE BOARD

Kansas statutes require the Board of Trustees' approval of all expenditures

BACKGROUND

Each month a listing of claims to be paid is presented to the Board for approval.

PRESIDENT'S RECOMMENDATION

The President recommends approval of the bills.


LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	12/2/2022		Description	Account Number	Amount	Total
134265	A T and T			Internet	11-6401-631-000	\$2,044.35	\$2,044.35
134266	Tyler S Allen			Reimburse Mileage - Recruiting (6)	11-5302-601-000	\$296.25	\$296.25
134267	Amazon.com LLC			Avery 1" 3-ring binders, 12pk	11-4203-701-000	\$63.34	
				Standing Desk Riser & Gift Bags	11-5302-701-000	\$241.28	
				Transceivers & Media Converter	11-6401-646-002	\$710.78	
				Security Cameras for Vehicle Lot	11-6401-646-002	\$962.86	
				Adapters, Battery Backups, Mounts	11-6401-646-002	\$620.91	
				Intel Core i9 Processor	11-6401-646-002	\$599.00	
				Small Computer Maintenance	11-6401-646-002	\$588.92	
				Nursing Books	12-1208-700-000	\$38.38	
				Thermolabels for Dishwasher	16-9684-701-000	\$42.58	\$3,868.05
134269	Colin H Coronado			Reimburse Mileage - Recruiting (4)	11-5302-601-000	\$250.00	\$250.00
134270	Cox Communications			Internet - Cherokee Center	11-6401-631-000	\$190.06	
				Cable - Cherokee Center	11-7103-701-000	\$116.84	\$306.90
				Electricity - Athletic Complex	11-7102-634-000	\$6,669.02	
				Electricity - 1230 Main	11-7102-634-000	\$228.11	
				Electricity - Vehicle Lot	11-7102-634-000	\$66.94	\$6,964.07
134272	FedEx Express			Package Shipping	12-1208-700-001	\$16.97	\$16.97
134273	Heidi S Flora			Reimburse - Donor Apprec. Luncheon	11-6101-702-000	\$17.50	\$17.50
134274	Lindi D Forbes			Reimburse - Veteran's Day Banner	11-6301-661-000	\$19.19	\$19.19
134276	Brandy Marie Habiger			Landscaping	11-7102-550-000	\$200.00	\$400.00
				Landscaping	11-7102-550-000	\$200.00	\$400.00
134277	Ross Harper			Reimburse Meal - Lunch for Meeting	12-4204-699-000	\$35.96	\$35.96
134279	Jason Hinson			Men's Basketball Travel - 1/7/22	11-5508-601-000	\$400.00	\$400.00
134280	Jason Hinson			Men's Basketball Travel - 1/14/22	11-5508-601-000	\$350.00	\$350.00


**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
134281	Kansas Gas Service	Gas Service - 1306 Main	11-7102-633-000	\$152.51	
		Gas Service - 1230 Main	11-7102-633-000	\$134.32	
		Gas Service	11-7102-633-000	\$219.33	\$506.16
134282	Tammy Kimrey	Reimburse Mileage - Clinicals (5)	12-1210-602-000	\$367.50	\$367.50
134283	Kandi Midgett	Reimburse Mileage - Recruiting (2)	11-5504-603-000	\$467.50	\$467.50
134287	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$2,260.37	\$2,260.37
134288	Ryan S. Phillips	TV for SB Locker room	11-5509-701-000	\$218.00	
		Material for Backlapping SB Mower	11-5509-701-000	\$13.98	\$231.98
134289	Reading Partners	Memorial - Brent Johnson	11-6102-709-000	\$50.00	\$50.00
134290	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$390.62	
		Blue Emergency Lights	11-6501-631-000	\$91.54	
		Custodians Phone Charges	11-7102-649-000	\$198.07	\$680.23
				<u>\$19,532.98</u>	
	11-General Fund			\$19,031.59	
	12-Postsecondary Technical Education Fund			\$458.81	
	16-Auxillary Ent Fund			\$42.58	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$19,532.98</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	12/9/2022		Description	Account Number	Amount	Total
134296	A T and T			Phone Service - Cherokee Center	11-7103-631-000	\$166.33	
				Phone Service - WTC	12-4204-631-000	\$350.10	\$516.43
134297	A T and T			Internet	11-6401-631-000	\$1,366.86	\$1,366.86
134298	Carly Nicole Beachner			Reimburse Mileage - Clinicals	12-1208-602-000	\$450.00	\$450.00
134299	Kim Beachner			Reimburse Mileage - Clinicals (6)	12-1208-602-000	\$487.50	\$487.50
134300	Delyna R Bohnenblust			Reimburse Meals & Travel - OADN Co	12-1208-670-000	\$332.76	
				Reimburse Hotel - OADN Conf. NO, L	12-1208-670-000	\$842.16	\$1,174.92
134301	Broadcast Music Inc.			Licensing Fee - 2023	11-1111-682-000	\$349.88	\$349.88
134302	Capital One			Cardinal Kindness - Coat for Student	11-0100-484-000	\$39.98	
				Supplies for Fall Fest	11-5302-701-000	\$52.15	
				8th Grade Day Supplies	11-5302-701-000	\$22.20	
				Supplies for Advising Workshop	11-5304-701-000	\$10.61	
				Assorted Candy Bars	11-5304-701-000	\$154.10	
				Halloween Candy	11-5304-701-000	\$50.12	
				Supplies	11-6301-701-000	\$14.94	
				Sophomore Night Frames & Candy	11-6301-709-000	\$210.00	
				Wi-Fi Router for Workforce	11-6401-646-002	\$176.88	
				Office Supplies	11-6505-701-000	\$45.02	
				CoARC Lunch Supplies	12-1211-670-000	\$105.53	
				Supplies	16-9684-701-000	\$17.52	
				Food	16-9684-743-000	\$27.83	
				Food	16-9684-743-000	\$24.89	
				Food	16-9684-743-000	\$89.14	
				Food	16-9684-743-000	\$152.51	
				Food	16-9684-743-000	\$26.80	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

12/9/2022

Check Number	Vendor	Description	Account Number	Amount	Total
134302	Capital One	Food	16-9684-743-000	\$99.68	
		Food	16-9684-743-000	\$89.76	
		Food	16-9684-743-000	\$30.49	
		Food	16-9684-743-000	\$109.66	
		Food	16-9684-743-000	\$128.60	
		Food	16-9684-743-000	\$37.52	
		Food	16-9684-743-000	\$68.58	
		Food	16-9684-743-000	\$137.44	
		Food	16-9684-743-000	\$171.44	
		Food	16-9684-743-000	\$67.60	\$2,160.99
134303	Cardmember Service	Hampton Inn Rev Prov Credit	11-0100-484-000	\$628.29	
		Hampton Inn Prov Credit - Trio Trip	11-0100-484-000	(\$837.72)	
		Hampton Inn Prov Credit - Trio Trip	11-0100-484-000	(\$628.29)	
		AES Indiana	11-0100-484-000	\$601.95	
		Hyatt Regency Tax Credit	11-4101-601-000	(\$2.26)	
		Hyatt Regency - KLA Annual Meeting	11-4101-601-000	\$335.04	
		HLC Conference Registration	11-4201-601-000	\$715.00	
		Hotel - HLC Conf. 2023	11-4201-601-000	\$722.36	
		Flights - HLC Conf. 2023	11-4201-601-000	\$519.96	
		CEDBR Registration	11-4201-601-000	\$55.00	
		Bluemont Hotel - KCIA J Sharp	11-4201-601-000	\$150.43	
		Ed2Go Course - C Spinks	11-4202-701-000	\$129.00	
		Comfort Inn - Lawrence, KS	11-5302-601-000	\$122.59	
		Sleep Inn - Topeka, KS	11-5302-601-000	\$99.12	
		Best Western Tax Credit	11-5302-601-000	(\$8.05)	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	12/9/2022		Description	Account Number	Amount	Total
134303	Cardmember Service			Best Western - Manhattan, KS	11-5302-601-000	\$104.79	
				Holiday Inn - Wichita, KS	11-5302-601-000	\$117.77	
				Holiday Inn Tax Credit	11-5302-601-000	(\$11.39)	
				StriveScan - College Fair Credits	11-5302-701-000	\$192.00	
				Ambassador Lunch - 8th Grade Day	11-5302-711-000	\$116.73	
				Expedia Fee - Puerto Rico 12/12	11-5502-603-000	\$7.75	
				Flight Protection - Puerto Rico 12/12	11-5502-603-000	\$104.21	
				Best Western - Great Bend, KS	11-5503-601-000	\$603.90	
				Hudl Software Renewal	11-5503-701-000	\$450.00	
				Comfort Inn - St. Charles, MO	11-5505-601-000	\$906.70	
				Comfort Inn - St. Charles, MO	11-5505-601-000	\$362.58	
				Comfort Inn - West Des Moines	11-5505-601-000	\$784.70	
				Hotel - Preseason Nationals	11-5505-603-000	\$180.99	
				Floor Mats for AT Room	11-5507-701-000	\$196.43	
				Kansas CPA Membership	11-6501-681-000	\$330.00	
				TH Rogers - Lumber & Fees	11-7102-649-000	\$46.98	
				Jay Hatfield - Oil Change Kit for Polari	11-7102-649-000	\$62.98	
				Tools	12-1219-700-000	\$126.84	
				Holiday Inn Express - KADNE Conf.	12-1246-630-000	\$663.60	
				OSHA Vouchers	12-4204-701-001	\$288.00	
				CMA KDADS Fee	12-4204-701-002	\$20.50	\$8,258.48
134304	Cherokee County Treasurer			Property Tax/Year	11-6501-662-000	\$346.80	\$346.80
134305	City of Parsons			Water Service	11-7102-632-000	\$3,039.15	
				Water Service - WTC	12-4204-632-000	\$139.05	
				Water Service - Student Union	16-9482-632-000	\$229.76	\$3,407.96

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

12/9/2022

Check Number	Vendor	Description	Account Number	Amount	Total
134306	Commerce Bank	Toll Charge	11-6502-720-000	\$35.94	
		Rental Van - Athletics	11-6502-720-000	\$4,200.00	
		Rental Van - Athletics	11-6502-720-000	\$4,200.00	\$8,435.94
134308	Evergy Kansas Central INC	Electricity	11-7102-634-000	\$21,457.31	
		Electricity - WTC	12-4204-634-000	\$644.77	
		Electricity - Student Union	16-9482-634-000	\$967.82	\$23,069.90
134309	GFL Environmental	Trash Removal - Cherokee Center	11-7103-649-000	\$302.21	\$302.21
134310	Brandy Marie Habiger	Landscaping	11-7102-550-000	\$200.00	\$200.00
134311	Brittany Haley	Reimburse Supplies - Ace Hardware	11-5507-701-000	\$53.56	\$53.56
134312	Jennifer Harding	Reimburse - NBRC Annual Renewal	11-4200-630-033	\$25.00	\$25.00
134313	Ross Harper	Reimburse Meal - KCCLI Meeting	12-4204-605-000	\$24.17	
		Reimburse Mileage - KCCLI Meeting 12-4204-605-000		\$237.50	\$261.67
134314	Kansas Department of Revenue	Bookstore Sales Tax - Nov	16-0000-216-001	\$115.04	
		Food Service Sales Tax - Nov	16-0000-216-002	\$373.12	\$488.16
134316	Haley Renee Miller	Reimburse Mileage - Recruiting KC	11-5504-603-000	\$168.75	\$168.75
134317	Ashley Moore	Reimburse Mileage - Clinicals (8)	12-1210-602-000	\$481.88	\$481.88
134318	Tonya D Neises	Reimburse Flight - San Diego Lilly Co	11-4200-630-013	\$373.97	
		Reimburse - ITLC Lilly Conf.	11-4200-630-013	\$560.00	\$933.97
134319	Orschein - Card Services	Groundskeeping Supplies	11-7102-649-000	\$87.86	\$87.86
134320	Julie Page	Reimburse Mileage - Clinicals (6)	12-1208-602-000	\$487.50	\$487.50
134322	Rural Water District #5	Utility Water - Cherokee Center	11-7103-632-000	\$29.28	\$29.28
134323	Sparklight	Cable Service	11-6501-631-000	\$192.10	\$192.10
134324	The Higher Learning Commission	Student Success Academy Memberst	11-6101-601-001	\$9,000.00	\$9,000.00
134325	The Villas at LCC, LLC	Housing	11-0000-201-001	\$200.00	
		Housing	11-0000-201-001	\$499.00	\$499.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	12/9/2022		Total
			Account Number	Amount	
134325	The Villas at LCC, LLC	Housing	11-0000-201-001	\$163.00	
		Housing	11-0000-201-001	\$354.00	
		Housing	11-0000-201-001	\$499.00	
		Housing	11-0000-201-001	\$150.00	
		Housing	11-0000-201-001	\$220.00	
		Housing	11-0000-201-001	\$150.00	
				\$2,235.00	
				\$2,000.00	
134326	The Wright Signs	Deposit - Vinyl Wrap for Ambulance	12-4204-701-002	\$2,000.00	\$2,000.00
134327	Jeffrey Michael Vesta	Wrestling Meals - 12/20/22	11-5505-601-000	\$1,500.00	\$1,500.00
134328	Brady W Vogel	Reimburse Mileage - Recruiting	11-5505-603-000	\$289.60	\$289.60
134329	Wave Wireless	Internet Service - WTC	11-6401-631-000	\$69.00	\$69.00
				<u>\$68,831.20</u>	
	11-General Fund			\$58,184.14	
	12-Postsecondary Technical Education Fund			\$7,681.86	
	16-Auxillary Ent Fund			\$2,965.20	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$68,831.20</u>	

Checks approved for release prior to Board action

Mark Watkins
President

Kearna Schoenly
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	12/16/2022		Amount	Total
			Account Number	Account Number		
134331	A T and T	Internet	11-6401-631-000		\$4,078.10	\$4,078.10
134332	Advanced Exercise, Inc	Freight, Delivery & Install	67-9900-850-000		\$1,950.00	
		Integrity D SL Recumbent Bike	67-9900-850-000		\$3,464.25	
		Integrity D SL Cross-Trainer	67-9900-850-000		\$4,671.75	
		Integrity D SL Treadmill	67-9900-850-000		\$19,595.25	\$29,681.25
134333	Tyler S Allen	Reimburse Mileage - Career Fair	11-5302-601-000		\$62.50	\$62.50
134334	Baxter Springs District 508	Fall Math Instructor/Sara Davis	11-1133-523-002		\$6,600.00	\$6,600.00
134335	Commercial Bank/Cash	Car Wash Money	11-6502-720-000		\$100.00	\$100.00
134336	Alexander J Coplon	Reimburse Mileage - Recruiting Tulsa	11-5502-603-000		\$136.25	\$136.25
134337	Colin H Coronado	Reimburse Mileage - Career Fair	11-5302-601-000		\$62.50	\$62.50
134338	Crossland Construction Company	Athletic Expansion Project	67-9900-820-000		\$18,747.86	\$18,747.86
134340	Every Kansas Central INC	Electricity - Cherokee Center	11-7103-634-000		\$990.93	\$990.93
134341	First Dakota Indemnity Company	Workman's Comp	11-6501-590-001		\$1,134.00	\$1,134.00
134343	Brandy Marie Habiger	Landscaping	11-7102-550-000		\$200.00	\$200.00
134345	Kansas Gas Service	Gas Service	11-7102-633-000		\$732.32	
		Gas Service - Cherokee Center	11-7103-633-000		\$316.70	
		Gas Service - WTC	12-4204-633-000		\$203.47	
		Gas Service - Student Union	16-9482-633-000		\$154.15	\$1,406.64
134349	Touchtone Communications	Long Distance	11-6501-631-000		\$74.00	\$74.00
134350	Veritiv	Fuel Surcharge	11-6503-705-000		\$14.75	
		Paper	11-6503-705-000		\$512.00	\$526.75
134351	Darcie Wall-Martinez	Reimburse Mileage - Area HS (4)	11-4209-601-000		\$100.00	\$100.00
134353	WoodRiver Energy LLC	Natural Gas Service	11-7102-633-000		\$2,082.11	
		Natural Gas Service - WTC	12-4204-633-000		\$618.32	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	12/16/2022	Account Number	Amount	Total
134353	WoodRiver Energy LLC	Natural Gas Service - Student Union		16-9482-633-000	\$381.95	\$3,082.38
	11-General Fund		\$17,196.16			
	12-Postsecondary Technical Education Fund		\$821.79			
	16-Auxillary Ent Fund		\$536.10			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$48,429.11			
			<u>\$66,983.16</u>		<u>\$66,983.16</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	12/31/2022		Description	Account Number	Amount	Total
134359	Ace Hardware, Inc.			Groundskeeping Supplies	11-7102-649-000	\$24.57	
				Maintenance Supplies	11-7102-649-000	\$9.59	
				Groundskeeping Supplies	11-7102-649-000	\$56.96	
				Groundskeeping Supplies	11-7102-649-000	\$42.96	
				Groundskeeping Supplies	11-7102-649-000	\$39.96	
				Maintenance Supplies	11-7102-649-000	\$147.14	
				Maintenance Supplies	11-7102-649-000	\$5.59	
				Groundskeeping Supplies	11-7102-649-000	\$30.47	
				Groundskeeping Supplies	11-7102-649-000	\$24.99	
				Groundskeeping Supplies	11-7102-649-000	\$9.18	
				Maintenance Supplies	11-7102-649-000	\$63.56	\$484.95
				Maintenance Supplies	11-7102-649-000	\$29.98	
134360	Micheal Brown			Shotclock Fall 2022 Basketball	11-5506-576-000	\$210.00	\$210.00
134361	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	\$328.89
134362	CoARC			Site Visit - October 26-28, 2022	12-1211-670-000	\$1,673.66	\$1,673.66
134363	Copy Products Inc			Staple Cartridge Maitenance	11-6401-701-000	\$71.12	
				Copy Usage - Cherokee Center	11-7103-701-000	\$119.83	\$190.95
134364	Corectec			Student Review Software	12-1210-700-000	\$640.00	\$640.00
134365	Data Source Media, Inc			T650 Toner	11-6401-701-000	\$690.00	\$690.00
134366	Daves Communications Services			Locating Lines & Removal	11-6501-631-000	\$180.00	\$180.00
134367	Digital Connections Inc.			Lanier Copier Maintenance	11-6503-648-000	\$256.97	\$256.97
134368	Extreme Rental, LLC			Machine Rental - Generator (Parade)	11-7102-649-000	\$138.00	\$138.00
134369	Fastenal Company			Zip Ties for Wind Screens	11-5502-701-000	\$26.64	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	12/31/2022		Total
			Account Number	Amount	
134369	Fastenal Company	Maintenance Supplies	11-7102-649-000	\$78.19	\$104.83
134370	Graves Menu Maker Foods	Supplies	16-9684-701-000	\$697.64	
		Supplies	16-9684-701-000	\$381.93	
		Supplies	16-9684-701-000	\$304.90	
		Food	16-9684-743-000	\$2,198.79	
		Food	16-9684-743-000	\$1,378.30	
		Food	16-9684-743-000	\$487.47	
		Food	16-9684-743-000	\$62.06	\$5,511.09
134371	Green's Vegetation Control/William Gra	Granular Fertilizer	11-5502-701-000	\$320.00	\$320.00
134372	Herff Jones Inc.	Diploma-Reverse Transfer	11-5303-706-001	\$15.09	\$15.09
134373	Jenzabar, Inc.	Izenda Reporting Renewal	11-6401-701-000	\$1,400.00	\$1,400.00
134374	JRCERT	2023 Annual Fee	12-1210-670-000	\$2,270.00	\$2,270.00
134375	K L K C	Video Stream Sponsor - HS	11-6301-613-000	\$200.00	
		November Advertising	11-6301-613-000	\$400.00	\$600.00
134376	K S Y N-FM	November Advertising	11-6301-613-000	\$270.00	\$270.00
134377	Kansas Outdoor Advertising	December Billboard Rental	11-6301-613-000	\$575.00	\$575.00
134378	KMI Metals	Aluminum and Steel	12-1219-700-000	\$183.60	
		Steel	12-1219-700-004	\$91.95	\$275.55
134379	Laser Designs/PSHTC	Name Badges - J Sharp	11-4201-701-000	\$10.00	
		Name Badges - K Wheeler	11-4202-701-000	\$10.00	
		Name Badges - Student Ambassador	11-5302-701-000	\$75.00	
		Naem Badge - T Wiseman	11-6201-701-000	\$5.00	
		Name Badge - A Valdez	11-7102-702-000	\$5.00	
		Name Badge - K Jones	11-7103-701-000	\$5.00	
134380	Locke Supply Co	HVAC Supplies - Food Pantry	11-7102-649-000	\$624.63	\$110.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	12/31/2022		Total
			Account Number	Amount	
134380	Locke Supply Co	HVAC Supplies - Food Pantry	11-7102-649-000	\$205.17	
		HVAC Unit - Food Pantry	11-7102-649-000	\$2,498.52	\$3,328.32
134381	Master Pitching Machine, LLC	Nylon Tunnel Net & Freight	11-7102-649-000	\$6,453.00	\$6,453.00
134382	Peggy Maxson	Donor Appreciation Luncheon	11-6505-701-000	\$1,424.05	\$1,424.05
134383	McCarty's Office Machines Inc	Canon Maintenance Contract	11-6503-648-000	\$549.15	
		Canon Maintenance Contract	11-6503-648-000	\$219.99	
		Supplies	11-6503-701-000	\$276.86	
		Lexmark Printer Toner	11-6503-701-000	\$475.85	
		Desk Calendars	11-6503-701-000	\$191.76	
		File Folder Suspension Glides	11-7102-649-000	\$1,659.00	\$3,372.61
134384	McGraw-Hill Companies	Connect Math Codes	11-1124-700-001	\$6,240.00	
		Student RadReview Access	12-1210-700-000	\$756.00	\$6,996.00
134385	Jennifer Miller	Twill Team Jackets for Freshman	11-5509-701-000	\$167.00	\$167.00
134386	Mountain Plains Library Association	Membership Renewal	11-4101-701-000	\$65.00	\$65.00
134387	Connie Nance	Scorebook Fall 2022 Basketball	11-5506-576-000	\$240.00	\$240.00
134388	Napa Auto Parts	Oil and Cleaner	11-6502-720-000	\$40.97	\$40.97
134389	NC-SARA	Membership Fee	11-6501-681-000	\$2,000.00	\$2,000.00
134390	P1 Group Inc	Maintenance Agreement	11-7103-649-000	\$607.00	
		Maintenance Agreement	11-7202-648-000	\$5,466.00	\$6,073.00
134391	Parsons Sun	School News Ad	11-6301-613-000	\$76.00	
		Wrestling Preview	11-6301-613-000	\$180.00	
		Center Court Basketball Ad	11-6301-613-000	\$400.00	
		Van Meter Award Ads	11-6301-613-000	\$136.20	\$792.20
134392	Presbyterian Manors	Background Checks (5)	12-4204-701-002	\$68.00	
		Background Checks (3)	12-4204-701-002	\$35.00	\$103.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

12/31/2022

Check Number	Vendor	Description	Account Number	Amount	Total
134393	Proforma	Retractor Kits for Banners	11-5302-711-000	\$433.70	\$433.70
134394	QueenB Television of Kansas/Missouri	November Advertising - KOAM	11-6301-613-000	\$2,450.00	\$2,450.00
134395	Rowman & Littlefield Publishers, Inc.	Exhibits and Displays	11-4101-703-000	\$64.85	\$64.85
134396	Roy's Auto Service, LLC	Vehicle Maintenance - CA 13	11-6502-720-000	\$115.80	
		Vehicle Maintenance - RV 25	11-6502-720-000	\$764.04	
		Vehicle Maintenance - RV 25	11-6502-720-000	\$65.24	
		Vehicle Maintenance - Rental Van	11-6502-720-000	\$435.82	\$1,380.90
134397	Russell Cellular Inc	Cell Phone Fee	11-6401-701-000	\$14.96	
		Cell Phone Activation	11-6401-701-000	\$35.00	
		Cell Phone Activation	11-6401-701-000	\$35.00	\$84.96
134398	Sherwin-Williams Company	Painting Supplies	11-7102-649-000	\$2.97	
		Painting Supplies	11-7102-649-000	\$221.68	\$224.65
134399	SignWarehouse, Inc	Cartridges & Banner Supplies	11-6503-648-000	\$2,192.00	\$2,192.00
134400	The Fleming Law Firm	Legal Fees	11-6501-662-000	\$112.50	\$112.50
134401	The Golf Warehouse, LLC	Matte Bat Helmet - Black LXL	11-5502-701-000	\$306.79	
		Matte Bat Helmet - Black ML	11-5502-701-000	\$251.01	\$557.80
134402	Thompson Bros. Supplies, INC	Welding Curtains & S-Hooks	12-1219-700-001	\$148.74	
		Cylinder Rental	12-1219-700-002	\$231.00	\$379.74
134403	Triad Environmental Services	Lagoon Inspections - Cherokee Cente	11-7103-649-000	\$428.00	\$428.00
134404	UniFirst Corporation	Mats, Mops, Cloths	11-7103-649-000	\$62.21	
		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	\$65.85
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$151.99	\$151.99
		Uniforms	11-7202-648-000	\$65.85	\$65.85

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	12/31/2022		Total
			Account Number	Amount	
134404	UniFirst Corporation	Aprons, Mats, Mops, Cloths	11-7202-648-000	\$151.99	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	\$722.31
134405	Vance Lawn Care, Inc	Groundskeeping - Cherokee Center	11-7103-649-000	\$230.00	
		Groundskeeping - Cherokee Center	11-7103-649-000	\$1,920.00	\$2,150.00
134406	Vietti Marketing Group	Nov. Digital Media & Streaming	11-6301-613-000	\$2,200.00	
		November Advertising - IKSNF	11-6301-613-000	\$500.00	
		November Advertising - KSNF	11-6301-613-000	\$600.00	
		November Advertising - KOAM	11-6301-613-000	\$300.00	\$3,600.00
134407	Mark Watkins	Vehicle Expense	11-6501-590-001	\$900.00	\$900.00
134408	Weatherproofing Technologies, Inc	Roof Inspections & Diagnostics	11-7102-649-000	\$4,900.00	\$4,900.00
				<u>\$67,881.54</u>	
	11-General Fund			\$56,172.50	
	12-Postsecondary Technical Education Fund			\$6,097.95	
	16-Auxillary Ent Fund			\$5,611.09	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$67,881.54</u>	