

**Labette Community College  
Board of Trustees Meeting Agenda  
Thursday, February 9, 2023  
5:30 p.m.  
Cardinal Event Center**

- I. Adoption of Agenda..... (Exhibit 1)
- II. Approval of January 12, 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, Facilities Director
  - D. President’s Report
- IV. Old Business (Action, Report, or Discussion)
  - A. Policy Approval..... (Exhibit 3)
- V. New Business (Action, Report, or Discussion)
  - A. Tuition & Fees for 2023-2024..... (Exhibit 4)
  - B. Professional Staff Employment Letter..... (Exhibits 5/6)
  - C. Faculty Retirement.....
  - D. Policy Reviews..... (Exhibits 7/8/9/10)
  - E. Approval of Bills..... (Exhibit 11)
  - F. Executive Session for the purpose of discussing non-elected personnel to protect the interest of the individual(s) to be discussed.

*I move we recess into executive session at \_\_\_\_\_(time)for  
\_\_\_\_\_minutes for the purpose of discussing personnel matters  
of nonelected personnel.*

The Board will return to an open meeting at \_\_\_\_\_ in this room.

- G. Evaluation of College President
- 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, March 9, 2023, 5:30 p.m., Cardinal Event Center

VIII. Adjournment

**LABETTE COMMUNITY COLLEGE**  
**Board of Trustees Minutes**  
**January 12, 2023**

The Board of Trustees met at 5:30 p.m. on Thursday, January 12, 2023, 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	Tammy Fuentez
Dr. Kara Wheeler	Theresa Hundley	Janice Every	Lindi Forbes
Kevin Doherty	Janice Reese	Randee Baty	Ken Elliott
Elizabeth Stoneberger	Jody Burzinski	Cody Nutt	Matt Wegenka
Emily Franks	Neil Phillips		

Heidi Flora recorded the minutes.

**Election of Officers for the Board of Trustees**

Chair Landrum opened the floor for Board Chair nominations to serve for a period of one year or until a successor is elected. Trustee Howerter nominated Trustee Dantic. Trustee Dantic declined the nomination. Trustee Hoskins nominated Trustee Winchell. Trustee Taylor seconded. Nominations ended and the motion carried 6-0.

For Vice-Chair, Trustee Hoskins nominated Trustee Dantic for a period of one year or until a successor is elected. Trustee Landrum seconded. Nominations ended and the motion carried 6-0.

**Presidential Appointments**

Trustee Howerter moved to approve Heidi Flora as Clerk of the Board. Trustee Landrum seconded and the motion carried 6-0.

Trustee Howerter moved to approve Leanna Doherty as Treasurer. Trustee Dantic seconded and the motion carried 6-0.

Trustee Howerter moved to approve Kyle Fleming and KASB as the legal services provider for the year. Trustee Landrum seconded and the motion carried 6-0.

Trustee Howerter moved to approve Carl Hoskins, KACCT (Kansas Association of Community Colleges) representative. Trustee Landrum seconded and the motion carried 6-0.

Trustee Howerter moved to approve Parsons Sun as the paper of record. Trustee Hoskins seconded and the motion carried 6-0.

Trustee Landrum moved to approve the following Presidential appointments:

- The Emergency Executive Succession Plan
- The Sexual Harassment Plan
- Karen Barger, ADA Coordinator
- Leanna Doherty, VP of Finance and Operation & Janice Every, Human Resource Director, Affirmative Action Officers (students also have the option of going to the Vice President of Student Affairs with a problem).
- Leanna Doherty, Public Information Officer
- Kevin Doherty, Emergency Services Contact
- Tammy Fuentez, Title IX Coordinator
- Dr. Mark Watkins, President, and Janice Reese, Public Relations Director, Kansas Association of School Boards (KASB) Governmental Relations Network Contact.

Trustee Hoskins seconded and the motion carried 5-1.

**Adoption of Revised Agenda (ACTION ITEM)**

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

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

Chair Winchell asked for corrections or additions to the December 8, 2022, regular meeting minutes. There were none. Trustee Dantic moved to approve the minutes as presented. Trustee Landrum seconded the motion and the motion carried 6-0.

**New Business (ACTION, INFORMATION, OR DISCUSSION ITEMS)**

**IT Software Purchase**

Trustee Landrum moved to approve the purchase of IT security software through Solis for one year at a cost of \$70,542. Trustee Hoskins seconded the motion and the motion carried 5-1.

**Reports and/or Board Discussion**

**Faculty Senate Report:**

None

**Student Government Report:**

Harrison Hall, Student Life Specialist, provided a hand-out outlining recent and upcoming activities and events.

**Administrative Report:**

**Comparison of Expenditures to Budget** – The December financial report was placed on the tables. At the end of December, we were 50% through the year. The general fund was 48% expended and the technical education/vocational fund was 39% expended. Leanna invited questions from the Trustees.

**Audit Report** – Neil Phillips with Jarred, Gilmore & Phillips provided an audit report. Trustee Landrum moved to approve the audit report. Trustee Hoskins seconded the motion and the motion carried 6-0.

**Facilities Report** – Matt Wegenka with Tremco provided a PowerPoint presentation with information on the recent inspection of campus roofs and options for costs and repairs.

**President’s Report –**

Lindi Forbes, Foundation & Alumni Director, provided a PowerPoint presentation highlighting the Foundation.

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

**Comprehensive Salary Job Study**

Dr. Watkins revisited the administration’s request to hire the company Clearwater to provide a Comprehensive Salary Job Study at a cost of \$55,000. There was no motion to approve. Trustee Dantic suggested we give other recently added employee benefits time before moving forward with the job study.

**New Business (ACTION, INFORMATION, OR DISCUSSION ITEMS)**

**2023 Regular Meeting Dates of the Board of Trustees**

Trustee Howerter moved to approve the 2023 regular meeting dates of the LCC Board of Trustees as presented. Trustee Taylor seconded the motion and the motion carried 6-0.

**Professional Staff Retirement** Trustee Hoskins moved to approve releasing Janice Every from her contract as Director of Human Resources and accept her letter of retirement effective May 1, 2023. Trustee Landrum seconded the motion and the motion carried 6-0.

**Professional Staff Resignation**

Trustee Dantic moved to approve Shannon Schibi’s letter of resignation as Academic Advisor, effective December 20, 2022; and, Jennifer Katzer’s letter of resignation as Academic Coordinator, effective January 20, 2023. Trustee Hoskins seconded the motion and the motion carried 6-0.

**Policy Review**

Dr. Watkins recommended the Board of Trustees review changes to Policy 2.01 – Nondiscrimination, Equal Opportunity, and Harassment.

**Approval of Bills**

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

**Public Comment**

Lindi Forbes gave an invitation to the upcoming Cardinal Madness events.

Janice Reese thanked the Board for their work.

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

Dr. Watkins reminded everyone of the next regular meeting of the Board of Trustees scheduled for February 9, 2023, at 5:30 p.m., at the Cardinal Event Center.

**Adjournment**

Chair Winchell moved to adjourn the meeting at 7:34 p.m. Trustee Landrum 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 2.01 -Nondiscrimination, Equal Opportunity, and Harassment

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the updated 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](http://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 14<sup>th</sup> St., Parsons, KS 67357  
620-820-1268  
tammyf@labette.edu

Janice Every  
Human Resource Director  
Labette Community College, 200 South 14<sup>th</sup> 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 #: V.A.  
Date: February 9, 2023

SUBJECT

Tuition and Fees for 2023-2024

REASON FOR CONSIDERATION BY THE BOARD

Kansas Statutes state that the Board of Trustees' approval is required for the adoption of student tuition and fees.

BACKGROUND

This is the first review of tuition and fees for Labette Community College. This exhibit shows how tuition and fees at LCC compare to the other Kansas schools. Tuition and fees for the 2023-2024 academic year should be set at the March 9, 2023 meeting.

PRESIDENT'S RECOMMENDATION

The President recommends that the Board of Trustees review the tuition and fees schedule with no action to be taken at this meeting.

**EXHIBIT 4**

**Kansas Community Colleges FY2023 Tuition and Fees Schedule**

Institution	Resident			Non-Resident			International		
	Tuition	Inc. Fees	Total	Tuition	Inc. Fees	Total	Tuition	Inc. Fees	Total
COFFEYVILLE CC	\$39.00	\$56.00	\$95.00	\$88.00	\$56.00	\$144.00	\$104.00	\$118.00	\$222.00
COLBY CC	\$81.00	\$30.00	\$111.00	\$135.00	\$30.00	\$165.00	\$161.00	\$30.00	\$191.00
HIGHLAND CC	\$61.00	\$50.00	\$111.00	\$61.00	\$50.00	\$111.00	\$268.00	\$50.00	\$318.00
BARTON COUNTY CC	\$67.00	\$46.00	\$113.00	\$101.00	\$46.00	\$147.00	\$164.00	\$46.00	\$210.00
CLOUD COUNTY CC	\$78.00	\$35.00	\$113.00	\$84.00	\$35.00	\$119.00	\$84.00	\$35.00	\$119.00
KANSAS CITY KS CC	\$91.00	\$22.00	\$113.00	\$201.00	\$22.00	\$223.00	\$201.00	\$22.00	\$223.00
JOHNSON COUNTY CC	\$100.00	\$16.00	\$116.00	\$212.00	\$16.00	\$228.00	\$212.00	\$16.00	\$228.00
LABETTE CC	\$57.00	\$59.00	\$116.00	\$82.00	\$59.00	\$141.00	\$141.00	\$59.00	\$200.00
SEWARD COUNTY CC	\$74.00	\$43.00	\$117.00	\$111.00	\$43.00	\$154.00	\$111.00	\$43.00	\$154.00
GARDEN CITY CC	\$63.00	\$55.00	\$118.00	\$82.00	\$55.00	\$137.00	\$100.00	\$55.00	\$155.00
FORT SCOTT CC	\$62.00	\$58.00	\$120.00	\$62.00	\$58.00	\$120.00	\$128.00	\$58.00	\$186.00
HUTCHINSON CC	\$95.00	\$25.00	\$120.00	\$126.00	\$25.00	\$151.00	\$135.00	\$35.00	\$170.00
BUTLER COUNTY CC	\$97.00	\$26.00	\$123.00	\$157.00	\$26.00	\$183.00	\$157.00	\$26.00	\$183.00
PRATT CC	\$68.00	\$55.00	\$123.00	\$81.00	\$55.00	\$136.00	\$105.00	\$55.00	\$160.00
ALLEN COUNTY CC	\$61.00	\$65.00	\$126.00	\$61.00	\$65.00	\$126.00	\$61.00	\$65.00	\$126.00
DODGE CITY CC	\$47.00	\$91.00	\$138.00	\$57.00	\$106.00	\$163.00	\$57.00	\$114.00	\$171.00
INDEPENDENCE CC	\$70.00	\$68.00	\$138.00	\$77.00	\$68.00	\$145.00	\$161.00	\$68.00	\$229.00
NEOSHO COUNTY CC	\$90.00	\$48.00	\$138.00	\$90.00	\$70.00	\$160.00	\$163.00	\$52.00	\$215.00
COWLEY COUNTY CC	\$75.00	\$65.00	\$140.00	\$125.00	\$65.00	\$190.00	\$175.00	\$65.00	\$240.00

\*Values are per credit hour

State Resident Average:  
\$120.47

Non-State Resident Average:  
\$154.89

International Average:  
\$194.74

Southeast Average Residents  
\$122.17

Southeast Average Non-residents  
\$139.33

Southeast Average International  
\$196.33

Pittsburg State University - Resident:	\$259	Non-Resident:	\$637
--	-------	---------------	-------

Agenda Item #: V.B.  
Date: February 9, 2023

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

Lauren Holmes has accepted the position of Student Support Services Academic Coordinator. Shelly L. Shaw has accepted the position of Academic Advisor.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the Professional Staff Employment letters for Lauren Holmes, Student Support Services Academic Coordinator, beginning January 23, 2023, at a salary of \$41,000; and, Shelly L. Shaw, Academic Advisor, beginning February 13, 2023, at a salary of \$31,500.

## **Biography**

### **Lauren L. Holmes**

Ms. Lauren Holmes has accepted the Student Support Services Academic Coordinator position.

Lauren earned a Bachelor of General Studies degree from West Texas A & M University. She formerly worked at the Cal Farley's Boys Ranch for several years as a Caseworker where she worked with youth and families advocating for higher education. Lauren began work at LCC in the Student Life Specialist position organizing activities for students and working with the Student Government Association and most recently moved to the Student Support Service Academic Advisor position.

She will begin work in her new position on Monday, January 23, 2023.

## POSITION DESCRIPTION

### STUDENT SUPPORT SERVICES ACADEMIC COORDINATOR

**Reports to: Student Support Services Director**

**Organizational Unit: Professional Staff**

**Salary Range: Coordinator/Coach/Counselor, Exempt, Full time**

**Date: January 2023**

**Temporary Position for Length of Grant**

#### I. Basic Purpose of Position

The Student Support Services Academic Coordinator is responsible for coordinating the LCC Tutoring program, consisting of peer and professional tutors for LCC students. Additionally, the Academic Coordinator provides Student Support Services participants with appropriate counseling, advising, occupational information, placement and follow-up while working cooperatively with other Student Support Services staff and related support personnel of the college

#### II Essential Job Functions

- A. Ability to recruit students from within the college through placement assessment, College Success Skills courses and speaking to classes or seminars
- B. Ability to assist in the process of identification and placement of eligible participants
- C. Ability to provide assessment, academic planning and advising, and monitoring for project students
- D. Ability to develop academic skills resources for project participants and targeted LCC student groups
- E. Ability to assist in the intake process for project participants
- F. Ability to develop individualized learning plans for project participants based on assessment results
- G. Ability to provide academic, career, social/personal, financial and transfer counseling to individuals and groups of students in the project
- H. Ability to consult with faculty, financial aid office, admissions, Student Support Services project staff and the Student Success Center on behalf of project students
- I. Ability to report directly to the Student Support Services Director and provide progress and data reports as needed
- J. Ability to coordinate the tutoring program for Labette Community College, including recruiting, hiring, and training qualified tutors
- K. Ability to follow all LCC policy/procedures
- L. Ability to perform other duties as assigned
- M. Ability to maintain regular and timely attendance

#### III. Consulting Tasks

- A. Consults with faculty, financial aid office, admissions office, various college administration and staff as well as community and business resources on behalf of program participants.

- B. Consults with other Student Support Services and Student Success Center staff to inform, obtain input and share concepts and information.
- C. Consults with college staff regarding special and personal needs of project students.
- D. Consults with faculty members regarding tutoring procedures and policies

**IV. Supervises the Following Staff**

None.

**V. Required Knowledge, Skills and Personal Qualifications**

- A. Ability to effectively counsel and advise students, requiring the ability to understand others' concerns and respond with empathy.
- B. Ability to anticipate students' needs and develop appropriate short and long-range plans.
- C. Knowledge of the community college philosophy and LCC's graduation requirements, academic programs, and advising policy and procedures.
- D. Good organizational, oral and written communication skills.
- E. Knowledge of personal computer operations and software applications including MS Word.
- F. Ability to work cooperatively and effectively with college staff, general public and students

**VI. Preferred Experience**

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

**VII. Educational Background**

- A. Bachelor's required
- B. Master's in Math, English, Science or other high-demand academic area preferred

**VIII. Working Conditions/Environment**

Usual office environment, no windows



## **Biography**

### **Shelly L. Shaw**

Shelly Lynn Shaw has accepted the Academic Advisor Specialist position begin February 13, 2023. Shelly earned a Bachelor of Science in Secondary Education degree from Kansas State University and a Master of Science in Counseling/Psychology from the University of Kansas. In addition, she holds a Kansas State Board of Education license. Shelly has several years of experience as a school counselor in the Olathe Public School District. While serving as counselor, she worked with Johnston County Community College on financial aid, scholarships, career tech education and as a military liaison.

## 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 Lapeere 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 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 policy 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 field, such as the behavioral sciences.

**VIII. Working Conditions/Environment**

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

Agenda Item #: V.C.  
Date: February 9, 2023

SUBJECT

Faculty Retirement

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Dr. Doug Ecoff, Chemistry Instructor, has submitted his letter of retirement effective June 1, 2023.

PRESIDENT'S RECOMMENDATION

No recommendation at this time.

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 policy(s) for review:

- Policy 3.01 Curriculum
- Policy 3.02 Academic Standards
- Policy 3.04 Adjunct Faculty
- Policy 3.09 Library Copyright

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees review the updated Policies: Policy 3.01 Curriculum, Policy 3.02 Academic Standards, Policy 3.04 Adjunct Faculty, and Policy 3.09 Library Copyright.

The ~~Instructional Outcomes and Institutional~~ Assessment Committee, ~~chaired by the Dean of Instruction, establishes~~ will establish institutional learning outcomes that determine the knowledge, skills, abilities, and attitudes that students are expected to develop as a result of their overall experience with any aspect of LCC, including courses, programs, and student services, ~~for degrees and certificates referred to as student learning outcomes for programs of study.~~ These are then reviewed by President's Council and approved by the Board of Trustees. The vision, mission, and core values of the College's Strategic Plan are at the forefront throughout this process. The ~~student~~ institutional learning outcomes consist of:

- Communication
- Global Understanding and Civic Engagement
- Quantitative/Analytic Methods of Scientific Literacy
- Information and Digital Literacy
- Personal and Professional Behavior

Course outcomes and competencies are established by faculty and ~~Program Directors~~ based on their mastery of their discipline, scholarship, and expertise. These course outcomes and competencies also align with program outcomes. ~~Assessment of program and course outcomes will occur through program review.~~ Each course is reviewed annually by the master syllabus author assigned to the course. ~~Any changes are sent to the Dean's Office for review.~~

The Curriculum and Instruction (C&I) Committee approves changes to course titles, credit hours, course descriptions, course outcomes, and new programs/courses. New programs/courses are recommended to the Board of Trustees for approval. If appropriate, these are then submitted to the Kansas Board of Regents (KBOR) and the ~~Higher Learning Commission (HLC).~~

Some courses have been approved by the Kansas Board of Regents to be transfer and articulation courses designed to provide seamless transfer between all Kansas higher learning institutions. Course outcomes and competencies for these courses are determined by annual Kansas Core Outcomes Project meetings with instructors in the disciplines from colleges throughout the state. All LCC transfer and articulation courses include the approved KBOR statement regarding learning outcomes and competencies.

Revised: 6/12/01, 6/20/13, 3/10/16, 12/09/21

Academic standards and regulations are essential to ensure high quality in teaching and student learning. The President will be responsible for ~~policy~~ recommendations made to the Board of Trustees to determine academic standards. ~~including any procedures in support thereof.~~ Such academic standards ~~may will~~ include, but not be limited to: ~~catalog, adjunct faculty, credit for prior learning, intellectual property, academic freedom, and program review, advanced standing credits, class attendance, class load, grading standards and related practices, examinations, honors designations, course placement tests, academic probation and dismissal, transcript procedures, and repeat of courses.~~ These ~~policies~~ standards ~~will be reviewed according to the schedule outlined in Policy 1.13 – Review of Policies,~~ and approved by the Board of Trustees on a bi-yearly basis. ~~To ensure public notice to students, academic standards, such as those stated herein, will be included in the catalog. (See also Academic Honesty Policy)~~

Adopted: 6/13/94

Revised: 7/10/14

Due to the size of the College service area and associated logistics with delivery of instruction, the wide diversity of curriculum interests and demands, and the need for flexibility in staffing with instructional personnel, employment of adjunct faculty is an essential factor for achievement of the College's mission and purposes. Procedures for conditions of employment, development, evaluation, and compensation of adjunct faculty shall be determined by the President. (See Also ~~Procedure 3.04~~--Adjunct Faculty ~~Procedure~~)

Revised: 12/12/00

Reviewed: 8/31/16, 1/24/17



**EXHIBIT 10**

Formatted: Font: (Default) + Body (Calibri), 14 pt, Bold  
Formatted: Right

**POLICY 3.09**

**LIBRARY COPYRIGHT**

Copyright is by definition the legally protected right of an author of a work to prevent others from copying or making certain uses of the work. Since January of 1991, legislation has made it possible for state agencies to be sued in federal court for violation of copyright law. As professionals and educators, the College has an ethical and legal responsibility to adhere to the laws that protect copyrighted materials.

Deleted: as  
Deleted: both

LCC makes every effort to follow the "fair use" guidelines, given in Section 106 of the Federal Copyright Law (Public Law 94-553), which covers the categories of criticism, scholarship, comment, news reporting, teaching, and research. No charge is made to students beyond the actual cost of photocopying materials.

The following will be the policy of Labette Community College concerning copyright. A notice will be placed on each piece of equipment capable of copying materials concerning this.

Deleted: at

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

Under certain conditions specified in the law, libraries are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If a user makes a request for or later uses, a photocopy or reproduction for purposes in excess of fair use, that user may be liable for copyright infringement.

Deleted: .

The Library reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve a violation of copyright law.

Uses of some databases may also be restricted by a license agreement with the data provider. Specific information is posted with some databases, but most are limited to use by the administration, faculty, staff, and students of the College.

**LIBRARY SOFTWARE**

A number of books and reference materials now come with software/access codes included with the book, often duplicating or augmenting material in the book. In keeping with copyright restrictions, the software/access codes often may be used for individual purposes only and thus may not be used as library materials. The software and/or access codes are removed from the books upon cataloging unless the license agreement for the particular material states that the material may be used by all individuals.

Deleted: in a pocket in

Deleted: CDs

Adopted: 12/12/00  
Revised: 2/18/16

Agenda Item: V.E.  
Date: February 9, 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

1/5/2023

Check Number	Vendor	Description	Account Number	Amount	Total
134411	A T and T	Phone Service	11-6501-631-000	\$3,537.04	
		Phone Service	11-6501-631-000	\$105.76	
		Phone Service - Cherokee Center	11-7103-631-000	\$166.33	
		Phone Service - WTC	12-4204-631-000	\$350.10	\$4,159.23
134412	A T and T	Internet	11-6401-631-000	\$1,366.86	\$1,366.86
134413	A T and T	Internet	11-6401-631-000	\$2,044.35	\$2,044.35
134414	Amazon.com LLC	Apple 11-inch iPad Pro & Case	11-4200-630-002	\$896.98	
		Apple Pencil (2nd Generation)	11-6401-701-000	\$128.99	
		2 Pack Apple Pencil	11-6401-701-000	\$15.19	
		iPad Pro Cases	11-6401-701-000	\$79.62	
		Black Door Closer, Adjustable	11-7102-649-000	\$602.66	\$1,723.44
134415	Amazon.com LLC	The Martian: Classroom Edition	11-1109-700-000	\$40.17	
		Ready Player One: A Novel	11-1109-700-000	\$165.00	
		Life of Pi	11-1109-700-000	\$134.85	
		2022 Apple iPad Air	11-4200-630-030	\$559.00	
		Apple Pencil	11-4200-630-030	\$128.99	
		Keyboard Case for iPad	11-4200-630-030	\$84.99	
		Whirlpool Water Locks	11-5507-701-000	\$43.92	
		Corsair RMx Series Power Supply	11-6401-646-002	\$149.99	
		ELCRO Brand Tape & Cable Ties	11-6401-701-000	\$45.62	
		LOVIMAG Black Magnetic Hooks	11-6401-701-000	\$11.99	
		20W USB C Fast Charger	11-6401-701-000	\$69.95	
		Crucial MX500 500GB	11-6401-701-000	\$443.40	
		Crucial Conversation Books	12-1208-700-000	\$155.92	\$2,033.79
134416	B P	Gasoline	11-6502-720-000	\$584.37	\$584.37

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

1/5/2023

Check Number	Vendor	Description	Account Number	Amount	Total
134417	Delyna R Bohnenblust	Reimburse Meals - KSBN/KCADNE	12-1208-601-000	\$99.40	
		Reimburse Hotel - KSBN/KCADNE	12-1208-601-000	\$252.88	
		Reimburse Mileage - KCADNE/Clinice	12-1208-602-000	\$723.13	\$1,075.41
134418	Capital One	Christmas Tree	11-4202-701-000	\$45.96	
		Student Ambassador Supplies	11-5302-711-000	\$112.18	
		Ambassador Christmas Party Supplies	11-5302-711-000	\$30.36	
		Cookies for Advising Workshop	11-5304-701-000	\$15.90	
		Christmas Parade Candy	11-6301-709-000	\$39.44	
		Supplies - Foundation Office	11-6505-701-000	\$87.35	
		Groundskeeping Supplies	11-7102-649-000	\$137.40	
		Groundskeeping Supplies	11-7102-649-000	\$49.35	
		Groundskeeping Supplies	11-7102-649-000	\$45.97	
		Nursing Dept Supplies	12-1208-700-000	\$15.00	
		Simulation Center Supplies	12-1208-700-001	\$9.56	
		Supplies - EMT Graduation	12-4204-701-002	\$64.34	
		Food	16-9684-743-000	\$127.53	
		Food	16-9684-743-000	\$143.01	
		Food	16-9684-743-000	\$113.79	
		Food	16-9684-743-000	\$13.24	
		Food	16-9684-743-000	\$40.07	
		Food	16-9684-743-000	\$16.32	\$1,106.77
134419	Cardmember Service	Provisional Credit - AES Indiana	11-0100-484-000	(\$601.95)	
		Reverse Prov Credit - Hampton Inn	11-0100-484-000	\$837.72	
		Frankenstein (30 books)	11-1109-700-000	\$145.13	
		The Hound of Baskerville (30 books)	11-1109-700-000	\$160.57	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

1/5/2023

Check Number	Vendor	Description	Account Number	Amount	Total
134419	Cardmember Service	Shredder's - Student Ambassador Par	11-5302-711-000	\$136.00	
		Delta Airlines - Baseball Recruiting	11-5502-603-000	\$609.30	
		American Airlines - Baseball Recruitin	11-5502-603-000	\$234.30	
		Kodiak Bat Box - Red w/Logo	11-5502-701-000	\$330.00	
		Tax Credit - Comfort Inn	11-5503-601-000	(\$48.00)	
		Comfort Inn - Women's BB- Salina, K	11-5503-601-000	\$606.54	
		Wrestling - Quality Inn - Hays, KS	11-5505-601-000	\$414.00	
		Wrestling - Comfort Inn - Springfield	11-5505-601-000	\$716.10	
		KS SHRM - J Letterman Registration	11-6201-601-000	\$99.00	
		Chicken Mary's - Holiday Luncheon	11-6201-701-000	\$894.00	
		Livestream Subscription	11-6401-701-000	\$900.00	
		OnStar for LCC Vehicles	11-6502-720-000	\$229.49	
		Student Shirts	12-1214-700-000	\$380.00	
		Trajecsys - DMS System Access	12-1214-700-000	\$100.00	
		SDMS Annual Fee	12-1214-700-000	\$160.00	
		ARDMS Annual Fee	12-1214-700-000	\$95.00	
		Tools	12-1219-700-000	\$213.91	
		Fairfield Inn - KCCLI - R Harper	12-4204-601-000	\$104.86	
		KDADS Fees	12-4204-701-002	\$205.00	
		KDADS Fees	12-4204-701-002	\$102.50	
		KDADS Fees	12-4204-701-002	\$41.00	
		KDADS Fees	12-4204-701-002	\$184.50	\$7,248.97
134420	City of Parsons	Water Service	11-7102-632-000	\$2,941.19	
		Water Service - WTC	12-4204-632-000	\$149.05	
		Water Service - Student Union	16-9482-632-000	\$220.14	\$3,310.38

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

1/5/2023

Check Number	Vendor	Description	Account Number	Amount	Total
134421	Commercial Bank	Loan 110221672 - Interest	11-6201-762-000	\$1,162.38	\$1,162.38
134422	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$190.06	
		Cable - Cherokee Center	11-7103-701-000	\$116.84	\$306.90
134423	Evergry Kansas Central INC	Electricity - Main, Gym, Broadway	11-7102-634-000	\$21,940.36	
		Electricity - 1230 Main	11-7102-634-000	\$226.42	
		Electricity - Vehicle Lot	11-7102-634-000	\$89.39	
		Electricity - Athletic Complex	11-7102-634-000	\$6,823.43	
		Electricity - WTC	12-4204-634-000	\$564.51	
		Electricity - Student Union	16-9482-634-000	\$897.59	\$30,541.70
134426	GFL Environmental	Trash Removal - Cherokee Center	11-7103-649-000	\$303.55	\$303.55
134427	Kansas Gas Service	Gas Service - 1306 Main	11-7102-633-000	\$327.31	
		Gas Service - 1230 Main	11-7102-633-000	\$326.14	
		Gas Service	11-7102-633-000	\$784.18	\$1,437.63
134428	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$1,732.96	\$1,732.96
134429	Rural Water District #5	Utility Water - Cherokee Center	11-7103-632-000	\$30.48	\$30.48
134430	SESAC	Music License Fee	11-1111-682-000	\$358.98	\$358.98
134432	Lesta Diane Watkins	Reimburse - Lab Supplies	11-1102-700-000	\$42.14	\$42.14
				<u>\$60,570.29</u>	

11-General Fund	\$55,027.94
12-Postsecondary Technical Education Fund	\$3,970.66
16-Auxiliary Ent Fund	\$1,571.69
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$60,570.29</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	Description	1/12/2023		Total
			Account Number	Amount	
134433	Jeffrey Michael Vesta	Wrestling Travel - 1/13/2023	11-5505-601-000	\$1,200.00	\$1,200.00
134434	Jeffrey Michael Vesta	Wrestling Travel - 1/24/2023	11-5505-601-000	\$600.00	\$600.00
134435	Jeffrey Michael Vesta	Wrestling Travel - 1/29/2023	11-5505-601-000	\$1,200.00	\$1,200.00
				<u>\$3,000.00</u>	
	11-General Fund			\$3,000.00	
	12-Postsecondary Technical Education Fund			\$0.00	
	16-Auxiliary Ent Fund			\$0.00	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$3,000.00</u>	

Checks approved for release prior to Board action

  
 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

1/13/2023

Check Number	Vendor	Description	Account Number	Amount	Total
134436	A T and T	Internet	11-6401-631-000	\$4,078.10	\$4,078.10
134437	Tyler S Allen	Reimburse Mileage - Recruiting Trips	11-5302-601-000	\$195.19	\$195.19
134438	Amazon.com LLC	Life of Pi	11-1109-700-000	\$134.85	
		Ready Player One	11-1109-700-000	\$165.00	
		Admissions Mini-Fridge	11-5302-681-000	\$229.98	
		Office Supplies	11-5304-701-000	\$43.65	\$573.48
134440	Commerce Bank	Rental Car - Baseball	11-5502-603-000	\$248.00	
		Rental Car - Men's BB	11-5508-603-000	\$454.09	
		Rental Van - Athletics	11-6502-720-000	\$1,800.00	
		Rental Van - Athletics	11-6502-720-000	\$600.00	
		Rental Van - Athletics	11-6502-720-000	\$4,200.00	
		Rental Van - Athletics	11-6502-720-000	\$4,037.04	\$11,339.13
134441	Jaran Dixon	Reimburse Mileage - Recruiting (2)	11-5508-603-000	\$220.00	\$220.00
134443	Every Kansas Central INC	Electricity - Cherokee Center	11-7103-634-000	\$801.21	\$801.21
134444	Brittiany Haley	Reimburse - Continuing Ed Books	11-5507-701-000	\$249.00	\$249.00
134446	Ross Harper	Reimburse Mileage - KCCLI	12-4204-601-000	\$100.87	
		Reimburse Mileage - Cherokee CNA	12-4204-601-000	\$38.75	
		Reimburse Meal - KCCLI	12-4204-605-000	\$12.34	\$151.96
134450	Kansas Department of Revenue	Bookstore Sales Tax - Dec	16-0000-216-001	\$66.36	
		Food Service Sales Tax - Dec	16-0000-216-002	\$190.04	\$256.40
134451	Kansas Gas Service	Gas Service - Cherokee Center	11-7103-633-000	\$604.22	\$604.22
134452	Melissa Kipp	Reimburse - Classroom Supplies	12-1203-700-000	\$69.93	\$69.93
134454	Labette County Treasurer	Trailer Registrations	11-6502-720-000	\$94.50	\$94.50
134455	Legend Fitness	Utility Bench & Dumbbell Rack	67-9900-850-000	\$4,276.61	\$4,276.61
134457	Orschein - Card Services	Groundskeeping Supplies	11-7102-649-000	\$26.49	\$26.49




**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

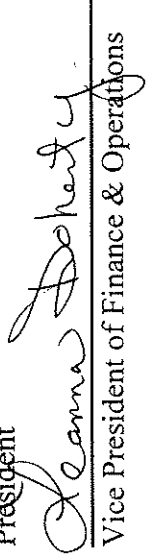
1/13/2023

Check Number	Vendor	Description	Account Number	Amount	Total
134458	S E K Human Resources Association	SEKHRA Dues	11-6504-601-001	\$40.00	\$40.00
134459	Sparklight	Cable Service	11-6401-631-000	\$192.12	\$192.12
134460	The Villas at LCC, LLC	Housing	11-0000-201-001	\$1,996.00	\$1,996.00
134461	Touchtone Communications	Long Distance	11-6501-631-000	\$84.69	
		Long Distance - Cherokee Center	11-7103-631-000	\$2.95	\$87.64
134462	Veritiv	Paper Fuel Surcharge	11-6503-705-000	\$18.03	\$18.03
134463	Verizon Wireless	J. Burzinski Phone Charges	11-6401-701-000	\$403.15	
		Blue Emergency Lights	11-6501-631-000	\$91.48	
		Custodian Phone Charges	11-7102-649-000	\$128.36	\$622.99
134464	Darcie Wall-Martinez	Reimburse - Donor Luncheon Items	11-4201-701-000	\$100.12	\$100.12
134465	Wave Wireless	Internet Service - WTC	11-6401-631-000	\$69.00	\$69.00
				<u>\$26,062.12</u>	

11-General Fund	\$21,307.22
12-Postsecondary Technical Education Fund	\$221.89
16-Auxillary Ent Fund	\$256.40
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$4,276.61
	<u>\$26,062.12</u>

Checks approved for release prior to Board action

  
President

  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

1/19/2023

Check Number	Vendor	Description	Account Number	Amount	Total
134468	A T and T	Phone Service	11-6501-631-000	\$100.13	
		Phone Service	11-6501-631-000	\$3,550.77	\$3,650.90
134469	Amazon.com LLC	Wireless Charging Pad & Pencil	11-4200-630-002	\$31.99	\$31.99
134470	B P	Gasoline	11-6502-720-000	\$866.46	\$866.46
134471	Carly Nicole Beachner	Reimburse Tuition - Pittsburg State	11-4200-630-023	\$1,000.00	\$1,000.00
134472	Haley Renee Cook	Reimburse Mileage - Kansas City	11-5504-603-000	\$200.43	\$200.43
134473	Colin H Coronado	Reimburse Meal - Belle Plaine	11-5302-601-000	\$30.50	\$30.50
134474	Diamond Coach Charter, LLC	Bus Trip, MBB & WBB, Johnson Cour	11-6502-720-000	\$2,339.00	\$2,339.00
134475	First Dakota Indemnity Company	Workman's Comp	11-6501-590-001	\$1,134.00	\$1,134.00
134476	Lori Ford	Reimburse Supplies - Folders	12-1218-700-000	\$6.25	\$6.25
134477	Ross Harper	Reimburse Mileage - LCHS, Columbu	12-4204-601-000	\$91.05	\$91.05
134478	Jason Hinson	Reimburse Travel - Texas & Georgia	11-5508-603-000	\$470.96	\$470.96
134479	Jason Hinson	Men's Basketball Travel - 1/21/23	11-5508-601-000	\$400.00	\$400.00
134480	Husch Blackwell LLP	Distance Learning Template Issues	12-1214-700-000	\$1,920.00	\$1,920.00
134481	Joe Smith Company, Inc	Bookstore Concessions	16-9381-742-000	\$291.58	\$291.58
134483	Kansas Gas Service	Gas Service	11-7102-633-000	\$676.77	
		Gas Service - WTC	12-4204-633-000	\$377.19	
		Gas Service - Student Union	16-9482-633-000	\$252.00	\$1,305.96
134484	Aaron Keal	Reimburse Mileage - Conf Meeting, H	11-5506-601-000	\$232.53	\$232.53
134486	Parsons Chamber of Commerce	Banquet Table Sponsor	11-6301-709-000	\$500.00	\$500.00
134487	Veritiv	Paper - White & Green	11-6503-705-000	\$512.00	\$512.00
134488	WoodRiver Energy LLC	Natural Gas	11-7102-633-000	\$3,175.09	
		Natural Gas - WTC	12-4204-633-000	\$1,427.51	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	1/19/2023	Account Number	Amount	Total
134488	WoodRiver Energy LLC	Natural Gas - Student Union		16-9482-633-000	\$823.51	\$5,426.11
	11-General Fund		\$15,220.63			
	12-Postsecondary Technical Education Fund		\$3,822.00			
	16-Auxillary Ent Fund		\$1,367.09			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$20,409.72</u>		<u>\$20,409.72</u>	

Checks approved for release prior to Board action

  
President

  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

1/26/2023

Check Number	Vendor	Description	Account Number	Amount	Total
134489	A T and T	Internet	11-6401-631-000	\$2,044.35	\$2,044.35
134490	Capital One	Supplies for Campus Visits	11-5302-701-000	\$57.78	
		Food	16-9684-743-000	\$120.94	
		Food	16-9684-743-000	\$107.86	
		Food	16-9684-743-000	\$160.33	
		Food	16-9684-743-000	\$27.96	
		Food	16-9684-743-000	\$15.56	
		Food	16-9684-743-000	\$34.31	
		Food	16-9684-743-000	\$57.42	
		Food	16-9684-743-000	\$136.86	\$719.02
134491	Cardmember Service	Recruiting - Hampton - Mulvane, KS	11-5302-601-000	\$124.61	
		Wrestling - Days Inn - Miami, OK	11-5505-601-000	\$421.36	
		Society of HR Member - J Letteman	11-6201-601-000	\$49.00	
		Entrust - SSL Renewal	11-6401-701-000	\$429.00	
		CREDIT - OnStar for LCC Vehicles	11-6502-720-000	(\$30.04)	
		AARC Membership - R Harper	12-1211-681-000	\$96.00	\$1,089.93
134492	Commercial Bank	Loan 110221672 - Principle	11-6201-761-000	\$38,144.84	
		Loan 110221672 - Interest	11-6201-762-000	\$1,501.42	\$39,646.26
134493	Alexander J Coplon	Baseball Travel - 2/15/23	11-5502-601-000	\$570.00	\$570.00
134494	Alexander J Coplon	Baseball Travel - 2/8/23	11-5502-601-000	\$460.00	\$460.00
134495	Alexander J Coplon	Baseball Travel - 2/2/23	11-5502-601-000	\$460.00	\$460.00
134496	Dana M Eggers	Reimburse Mileage - Cherokee Cente	11-6403-602-000	\$39.30	\$39.30
134497	Evergy Kansas Central INC	Electricity - 1230 Main	11-7102-634-000	\$212.58	
		Electricity - Vehicle Lot	11-7102-634-000	\$87.64	
		Electricity - 1200 Main	11-7102-634-000	\$7,041.86	\$7,342.08

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

1/26/2023

Check Number	Vendor	Description	Account Number	Amount	Total
134498	Gammon Equipment Co.	Shipping Cost	12-1246-850-005	\$125.00	
		Careview X-Ray Panel	12-1246-850-005	\$12,222.00	\$12,347.00
134499	GFL Environmental	Trash Removal - Cherokee Center	11-7103-649-000	\$295.53	\$295.53
134500	Jennifer Harding	Reimburse - TMC Exam Cost	11-4200-630-033	\$50.00	\$50.00
134501	Ross Harper	Reimburse Mileage - Area HS	12-4204-601-000	\$138.21	\$138.21
134508	Parsons Lions Club	Dues - Jason Sharp	11-4201-681-000	\$40.00	\$40.00
134509	Teri Pearce	Reimburse Mileage - Oswego Courthouse	11-6201-601-000	\$19.65	\$19.65
134510	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$1,003.21	\$1,003.21
				<u>\$66,264.54</u>	

11-General Fund	\$53,022.09
12-Postsecondary Technical Education Fund	\$12,581.21
16-Auxillary Ent Fund	\$661.24
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$66,264.54</u>

Checks approved for release prior to Board action

Mark Watkins  
President

James Donnelly  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

1/31/2023

Check Number	Vendor	Description	Account Number	Amount	Total
134514	A Book Company	FA Books	16-0000-131-002	\$13,179.62	\$13,179.62
134515	Ace Hardware, Inc.	Matte Primer - 1 Gallon	11-1101-850-000	\$19.99	
		Field Striping Paint & Killzall	11-5502-701-000	\$214.94	
		Cable Ties & Pliers	11-5502-701-000	\$24.98	
		Field Striping Paint & Bolts/Links	11-5502-701-000	\$102.23	
		Supplies for Net Repair	11-5509-701-000	\$11.99	
		Supplies for Net Repair	11-5509-701-000	\$5.57	
		Groundskeeping Supplies	11-7102-649-000	\$90.52	
		Groundskeeping Supplies	11-7102-649-000	\$60.16	
		Maintenance Supplies	11-7102-649-000	\$17.93	
		Maintenance Supplies	11-7102-649-000	\$269.97	
		Groundskeeping Supplies	11-7102-649-000	\$45.01	
		Maintenance Supplies	11-7102-649-000	\$89.98	
		Groundskeeping Supplies	11-7102-649-000	\$18.77	
		Groundskeeping Supplies	11-7102-649-000	\$479.70	
		Maintenance Supplies	11-7102-649-000	\$99.96	
		Maintenance Supplies	11-7102-649-000	\$63.96	
		Groundskeeping Supplies	11-7102-649-000	\$35.99	
		Maintenance Supplies	11-7102-649-000	\$51.95	
		Maintenance Supplies	11-7102-649-000	\$164.70	
		Groundskeeping Supplies	11-7102-649-000	\$25.97	
		Maintenance Supplies	11-7102-649-000	\$318.64	
		Groundskeeping Supplies	11-7102-649-000	\$31.56	
		Groundskeeping Supplies	11-7102-649-000	\$57.15	
		Groundskeeping Supplies	11-7102-649-000	\$56.76	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

1/31/2023

Check Number	Vendor	Description	Account Number	Amount	Total
134515	Ace Hardware, Inc.	Groundskeeping Supplies	11-7102-649-000	\$97.51	
		Groundskeeping Supplies	11-7102-649-000	\$74.11	
		Groundskeeping Supplies	11-7102-649-000	\$19.38	
		Groundskeeping Supplies	11-7102-649-000	\$36.97	
		Groundskeeping Supplies	11-7102-649-000	\$22.07	
		Maintenance Supplies	11-7102-649-000	\$41.98	
		Welding Tools	12-1219-700-001	\$399.00	\$3,049.40
134516	AK Athletic Equipment, Inc.	Rollup Wall Padding	11-7102-649-000	\$11,556.60	\$11,556.60
134517	American Media Investments	December Advertising	11-6301-613-000	\$1,348.00	\$1,348.00
134518	Assessment Technologies Institute, LL	ATI 0523 Coursework SP23	12-1208-661-000	\$9,982.00	
		ATI 0524 Coursework SP23	12-1208-661-000	\$8,226.75	\$18,208.75
134519	C D W Government Inc	Samsung 870 EVO MZ-77E500E - SE	11-6401-646-002	\$1,357.25	\$1,357.25
134520	C&G Investment Group, LLC	Clinical Management, Access Codes	12-1211-700-002	\$1,400.00	\$1,400.00
134521	C. D. L. Electric Co., INC	Gas Stove Hook-Up - Cafe	11-7102-649-000	\$140.11	
		Plumbing Maintenance - Union	11-7102-649-000	\$298.08	
		New Signage	11-7102-649-000	\$1,065.00	
		Plumbing Maintenance - Event Center	11-7102-649-000	\$851.09	\$2,354.28
134522	Carolina Biological Supply Company	Bacterial Cultures and Other Supplies	11-1102-700-000	\$392.13	
		Hydrion Regular pH Strips, Wide Ran	11-1102-700-000	\$34.51	
		Gloves, Emergency Eye Wash Station	11-1103-700-000	\$725.51	
		Equipment for Labs	11-1103-850-000	\$728.67	\$1,880.82
134523	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	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

1/31/2023

Check Number	Vendor	Description	Account Number	Amount	Total
134523	Cintas Corporation No. 2	Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$109.63	\$548.15
134524	Daniel Colon	Dec - Xerox Page Base & Clicks	11-4203-701-000	\$136.69	
		Nov - Xerox Page Base & Clicks	11-4203-701-000	\$150.75	
		Oct - Xerox Page Base & Clicks	11-4203-701-000	\$156.81	\$444.25
134525	Copy Products Inc	Copy Usage - Cherokee Center	11-7103-701-000	\$119.83	\$119.83
134526	Digital Connections Inc.	Lanier Copier Maintenance Contracts	11-6503-648-000	\$71.43	
		Lanier Copier Maintenance	11-6503-648-000	\$226.14	\$297.57
134527	Environmental Marketing Services, LLC	Disposal of Chemistry Lab Waste	11-7202-648-000	\$8,460.00	\$8,460.00
134528	FAB Creative Services, LLC	Southeast Kansas Living - Renewal	11-4101-704-001	\$25.00	\$25.00
134529	Fastenal Company	Zip Ties for SB Windscreen	11-5509-701-000	\$21.96	
		Maintenance Supplies	11-7102-649-000	\$338.36	
		Welding Supplies	12-1219-700-000	\$1,030.81	\$1,391.13
134530	Flinn Scientific Inc	Chemistry Supplies	11-1106-700-000	\$184.68	\$184.68
134531	Brian Foreman	Lab Books	11-1102-740-000	\$240.00	\$240.00
134532	Four State Fence, Inc	Fencing for Gym HVAC Units	11-7102-649-000	\$12,974.00	\$12,974.00
134533	Graves Foods	Supplies	16-9684-701-000	\$380.99	
		Supplies	16-9684-701-000	\$171.04	
		Supplies	16-9684-701-000	\$333.18	
		Food	16-9684-743-000	\$1,314.03	
		Food	16-9684-743-000	\$1,440.80	
		Food	16-9684-743-000	\$1,035.83	
		Food	16-9684-743-000	\$73.86	\$4,749.73
134534	Green's Vegetation Control/William Gr	Field Winterizer 18-24-12	11-5509-701-000	\$240.00	\$240.00
134535	Hawkes Learning Systems	Precalculus Software & eBook	11-1124-700-001	\$1,049.79	\$1,049.79
134536	Herff Jones Inc.	December Graduate Diplomas	11-5303-706-001	\$170.51	\$170.51



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

**1/31/2023**

<b>Check Number</b>	<b>Vendor</b>	<b>Description</b>	<b>Account Number</b>	<b>Amount</b>	<b>Total</b>
134537	Hillyard/Springfield	Paper Products & Soap Dispenser	11-7102-702-000	\$1,666.40	
		Microfiber Cloths (12 pack)	11-7102-702-000	\$46.51	\$1,712.91
134538	Hugo's Industrial Supply, Inc	Cutlery Dispensing System	16-9684-701-000	\$77.20	\$77.20
134539	Tim Isch	Kitchen Hood and Exhaust Maintenan	11-7102-649-000	\$825.00	\$825.00
134540	Jarred, Gilmore & Phillips, PA	FY22 Final Audit Reporting	11-6201-663-000	\$6,500.00	\$6,500.00
134541	Jenzabar, Inc.	Credit Funds Custom Maintenance	11-6401-646-001	\$1,000.00	
		J1 Implementation Kickoff	11-6401-646-001	\$138.75	
		December Tech Support	11-6401-646-002	\$740.00	\$1,878.75
134542	Joe Harding Sales & Service	Grill Installation	16-9684-850-000	\$3,420.00	\$3,420.00
134543	K L K C	Holiday Music & Ads	11-6301-613-000	\$100.00	
		Video Stream Sponsor - HS	11-6301-613-000	\$200.00	
		December Advertising	11-6301-613-000	\$400.00	\$700.00
134544	K S Y N-FM	December Advertising	11-6301-613-000	\$1,485.00	\$1,485.00
134545	Kansas Department of Health and Env	Wastewater Permit	11-7103-649-000	\$185.00	
		Annual Radiation Equipment Registra	12-1210-646-000	\$300.00	\$485.00
134546	Kansas Outdoor Advertising	January Billboard Rental	11-6301-613-000	\$575.00	\$575.00
134547	Kettering National Seminars	Comprehensive CRT/RRRT Seminar	12-1211-696-000	\$1,380.00	\$1,380.00
134548	KJCCC	Baseball Umpires 2023 Season	11-5502-680-000	\$7,850.00	
		Women's BB Officials	11-5503-680-000	\$8,151.00	
		Volleyball Officials - Spring 2023	11-5504-680-000	\$683.00	
		Volleyball Officials - Spring 2023	11-5504-701-000	\$683.00	
		Officials for Spring Home SB Games	11-5509-680-000	\$4,940.00	\$22,307.00
134549	KMI Metals	Welding Consumables - Steel	12-1219-700-004	\$446.71	\$446.71
134550	KONE Inc	Maintenance Agreement	11-7202-648-000	\$169.00	
		Maintenance Agreement	11-7202-648-000	\$523.50	\$692.50

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

1/31/2023

Check Number	Vendor	Description	Account Number	Amount	Total
134551	Labette Avenue	Spring Enrollment Ads	11-6301-613-000	\$60.00	
		Spring Enrollment Ads	11-6301-613-000	\$152.00	
		Where It's All About You Ads	11-6301-613-000	\$225.00	
		Save Your Seat Ads	11-6301-613-000	\$60.00	
		HR Director Ad	11-6504-613-000	\$69.00	
		Academic Advisor Job Posting	11-6504-613-000	\$69.00	\$635.00
134552	Labette Health	Simulation Supplies	12-1208-700-001	\$190.32	
		Student Drug Screens	12-1208-700-002	\$19.80	
		Nursing Drug Screens	12-1208-700-002	\$19.80	
		Student Drug Screens	12-1211-700-002	\$79.20	
		Respiratory Care Drug Screens	12-1211-700-002	\$118.80	\$427.92
134553	Labster, Inc	Labster Simulations	11-1106-850-000	\$885.00	\$885.00
134554	Archana Lal	Lab Books (General)	11-1102-740-000	\$240.00	
		Lab Books (Principles)	11-1102-740-000	\$725.00	\$965.00
134555	Laser Designs/PSHTC	Name Badge - Student Intern	11-5302-701-000	\$5.00	\$5.00
134556	McCarty's Office Machines Inc	Self Inking Stamp	11-6201-701-000	\$25.00	
		Canon Maintenance Contract	11-6503-648-000	\$295.47	
		Supplies	11-6503-701-000	\$15.18	
		Supplies	11-6503-701-000	\$102.51	
		Supplies	11-6503-701-000	\$85.03	
		Supplies	11-6503-701-000	\$132.69	
		Highlighters, Notebooks, Folders	16-9381-741-000	\$95.25	
		Spiral Notebooks	16-9381-741-000	\$22.41	\$773.54
134557	McGraw-Hill Companies	Connect Math Codes	11-1124-700-001	\$2,080.00	\$2,080.00
134559	Napa Auto Parts	Vehicle Maintenance & Supplies	11-6502-720-000	\$80.14	\$80.14

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

1/31/2023

Check Number	Vendor	Description	Account Number	Amount	Total
134560	Office of the State Fire Marshal	Boiler Inspections	11-7102-649-000	\$90.00	\$90.00
134561	Overhead Door Co. of Springfield, Inc.	Door Maintenance and Repair	11-7102-649-000	\$3,875.00	\$3,875.00
134562	Ozarks Coca-Cola/Dr Pepper Bottling	Return Empty CO2 Tanks	16-9684-743-000	(\$75.00)	
		Drinks - Cafe Fountain	16-9684-743-000	\$459.54	\$384.54
134563	P1 Service, LLC	Chiller Maintenance	11-7102-649-000	\$6,298.00	\$6,298.00
134564	Parsons Sun	School News Ad	11-6301-613-000	\$76.00	
		SEK Family Ad	11-6301-613-000	\$180.00	
		Holiday Wrap Ad	11-6301-613-000	\$400.00	
		Academic Advisor Position Announcer	11-6504-613-000	\$45.40	\$701.40
134565	Pitney Bowes Bank, Inc	Postage - Account #20352357	11-6503-611-000	\$2,000.00	\$2,000.00
134566	Pitney Bowes Global Financial Services	Postage Machine Quarterly Lease	11-6503-641-000	\$1,277.13	\$1,277.13
134567	Print Image Solutions, Inc	MS410 Toner	11-6401-701-000	\$644.00	
		T642 Toner	11-6401-701-000	\$700.00	\$1,344.00
134568	QueenB Television of Kansas/Missouri	December Advertising - KFJX	11-6301-613-000	\$904.00	
		December Advertising - KOAM	11-6301-613-000	\$2,450.00	
		December Advertising - KOAM	11-6301-613-000	\$1,500.00	\$4,854.00
134569	Royal Publishing, Inc	Wrestling Invitational Banner Ad	11-6301-613-000	\$195.00	\$195.00
134570	Roy's Auto Service, LLC	Vehicle Maintenance - RV 28	11-6502-720-000	\$71.24	
		Vehicle Maintenance - RV 23	11-6502-720-000	\$274.95	
		Vehicle Maintenance - Rental Van	11-6502-720-000	\$162.96	\$509.15
134571	Simple Syllabus	Simple Syllabus Renewal	11-6401-701-000	\$4,900.00	\$4,900.00
134572	SiteOne Landscape Supply, LLC	LESCO Turface & Packing Clay	11-7102-649-000	\$2,804.47	\$2,804.47
134573	Solutio, Inc	Year Website Advertisement	11-6301-613-000	\$415.00	\$415.00
134574	Southeast Kansas Education Service	Greenbush Energy Services	11-7202-648-000	\$630.26	\$630.26
134575	Southeast Kansas Inc	Dues - Ross Harper	12-4204-709-000	\$100.00	\$100.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

1/31/2023

Check Number	Vendor	Description	Account Number	Amount	Total
134576	Styers Equipment Company	OKI Toners	11-6503-648-000	\$1,671.38	
		Credit - IntoPrint Fuser Kit	11-6503-648-000	(\$180.50)	
		OKI SP1360 Fuser	11-6503-648-000	\$468.09	\$1,958.97
134577	Thompson Bros. Supplies, INC	Air Filter for Air Compressor	12-1219-700-000	\$216.39	
		Cylinder Rental	12-1219-700-002	\$229.22	
		Welding Consumables	12-1219-700-004	\$731.70	\$1,177.31
134578	Triple S Pumping/Jeffrey Spielbusch	Grease Trap Service	11-7202-648-000	\$425.00	\$425.00
134579	UniFirst Corporation	Mats, Mops, Cloths	11-7103-649-000	\$61.46	
		Mats, Mops, Cloths	11-7103-649-000	\$61.46	
		Uniforms	11-7202-648-000	\$65.10	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$151.24	
		Uniforms	11-7202-648-000	\$65.10	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$151.24	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$151.24	
		Uniforms	11-7202-648-000	\$65.85	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$151.99	
		Uniforms	11-7202-648-000	\$65.10	
		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	\$1,189.78
134580	Uplink, LLC	Monthly Monitoring Fee	11-7102-649-000	\$45.00	
		Monthly Monitoring Fee	11-7102-649-000	\$45.00	\$90.00
134581	Vance Lawn Care, Inc	Snow Removal & Spread Ice Control	11-7103-649-000	\$1,085.00	\$1,085.00
134582	Vietti Marketing Group	December Advertising - IKSIN	11-6301-613-000	\$240.00	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	1/31/2023		Description	Account Number	Amount	Total
134582	Vietti Marketing Group			December Advertising - KSNF	11-6301-613-000	\$400.00	
				December Advertising - KODE	11-6301-613-000	\$135.00	
				December Advertising - IKS NF	11-6301-613-000	\$500.00	
				Dec Digital Media & Streaming	11-6301-613-000	\$2,200.00	
				December Advertising - IKS N	11-6301-613-000	\$1,000.00	
				December Advertising - KODE	11-6301-613-000	\$975.00	\$5,450.00
134583	Wallcur			Shipping Cost	12-1208-700-000	\$43.66	
				Training Supplies - Sim Center	12-1208-700-001	\$211.85	\$255.51
134584	Mark Watkins			Reimburse Hotel - KBOR Meeting	11-6101-601-000	\$116.63	
				Reimburse Meal - KBOR Meeting	11-6101-709-000	\$15.16	
				Vehicle Expense	11-6501-590-001	\$900.00	\$1,031.79
						<u>\$176,607.34</u>	
				11-General Fund		\$129,352.58	
				12-Postsecondary Technical Education Fund		\$25,126.01	
				16-Auxillary Ent Fund		\$22,128.75	
				64-Deferred Maintenance		\$0.00	
				67-Capital Outlay		\$0.00	
						<u>\$176,607.34</u>	