

Labette Community College  
Board of Trustees Meeting Agenda  
Thursday, August 10, 2023  
Board Meeting 5:30 p.m.  
Cardinal Event Center

- I. Adoption of Agenda.....Exhibit 1
- II. Approval of July 13, 2023, *Corrected* 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. Elevators Report - Don Genrock with Kone
    - iii. Facilities Report – Kevin Doherty, Facilities Director
  - D. President’s Report
- IV. Old Business (Action, Report, or Discussion)
- V. New Business (Action, Report, or Discussion)
  - A. Administrative Employment Contract Confirmation.....Exhibit 3
  - B. Approval of Bills.....Exhibit 4
  - C. Policy Reviews.....Exhibits 5/6/7

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, September 14, 2023, 5:30 p.m., Cardinal Event Center

VIII. Adjournment

**LABETTE COMMUNITY COLLEGE**  
**Board of Trustees Corrected Minutes**  
**July 13, 2023**

The Board of Trustees met at 5:30 p.m. on Thursday, July 13, 2023, at the Cardinal Event Center.

**Members Present**

David Winchell  
 Becky Dantic  
 Mike Howerter  
 Rod Landrum  
 Montie Taylor

**Members Absent**

Carl Hoskins

**Others Present**

Dr. Mark Watkins	Dr. Jason Sharp (via Zoom)	Leanna Doherty	Tammy Fuentez
Dr. Kara Wheeler	Theresa Hundley	Haley Walker	Janice Reese
Kevin Doherty	Tyler Allen	Harrison Hall	Ashley Savage
Randee Baty	Melissa Kipp	Aja Johnston	Elizabeth Stoneberger
Ken Elliott	Shelly Shaw	Jody Burzinski	Greg Chalker
Kaylena Anderson	Cathy Kibler		

Heidi Flora recorded the minutes.

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

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

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

Chair Winchell asked for corrections or additions to the June 8, 2023, regular meeting minutes. There were none. Trustee Landrum moved to approve the minutes as presented. Trustee Howerter seconded the motion and the motion carried 5-0.

**Reports and/or Board Discussion**

**Faculty Senate Report:**

Elizabeth Stoneberger thanked Chair Winchell and Trustee Landrum for their work on the negotiations committee.

**Student Government Report:**

None

**Administrative Report:**

**Comparison of Expenditures to Budget** – The June financial report was placed on the tables. At the end of June, we were 100% through the year. The general fund was 92% expended and the technical education/vocational fund was 80% expended. Vice-President Doherty invited questions from the Trustees.

**Facility Report:**

Kevin Doherty, Director of Facilities, gave a report which included an update on the H-Building roof, HVAC issues at the Athletic Complex, handrail repairs, and the Student Union elevator. He also discussed the equipment storage buildings that are needing to be moved per the city's request.

**President's Report:**

Dr. Watkins reported that 100% of this year's Radiography students passed their boards.

Dr. Watkins reported that it appears that 100% of this year's Nursing students passed their national boards.

Dr. Watkins discussed the wrestling camp that was held on campus this past week.

Dr. Watkins informed everyone about Haley Bonython (former LCC softball player) qualifying for the Australian National Team.

Dr. Watkins gave a report on the Cardinal Villas for the upcoming school year.

Tyler Allen, Director of Admissions, reported on Recruitment.

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

Trustee Landrum moved to approve the revisions to Policy 7.01 Administrator and Professional Staff: Conditions of Employment; and, Policy 8.01 Educational Support Staff: Conditions of Employment. Trustee Dantic seconded the motion and the motion carried 4-1. Trustee Howerter cast the opposing vote.

**Executive Session**

Trustee Dantic moved to recess into executive session at 6:06 p.m. for 10 minutes for matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency. To protect the institution's right to the confidentiality of its negotiating position and the public interest. Trustee Landrum seconded the motion and the motion carried 5-0.

The following were invited to participate in the executive session: Dr. Mark Watkins, Dr. Jason Sharp (via Zoom), Leanna Doherty, and Haley Walker.

The Board returned to the open meeting at 6:16 p.m.

**New Business (ACTION, INFORMATION, OR DISCUSSION ITEMS)****Master Agreement Contract Ratification**

Trustee Landrum moved to approve the presented Master Agreement Contract Ratification. Chair Winchell seconded the motion and the motion carried 5-0.

**Administration, Professional Staff, and Education Support Staff Salary Increase**

Trustee Landrum moved to approve the proposed salary increases of 7% for staff making less than \$51,000/year and 5% for staff making more than \$51,000/year for Administrative Staff, Professional Staff, and Educational Support Staff, and, a \$5 increase to the 403(b) monthly matching contribution for a total of \$65 per year to begin in August for Administrative Staff, Professional Staff, and Educational Support Staff. Trustee Taylor seconded the motion and the motion carried 5-0.

**Athletic Insurance**

Trustee Taylor moved to approve the presented Athletic Insurance Contract with Dessinger Reed for \$77,369. Trustee Landrum seconded the motion and the motion carried 5-0.

**Professional Staff Employment Letters**

Trustee Landrum moved to approve the professional staff employment letters for Jaran Dixon, Women's Assistant Basketball Coach to begin July 1, 2023, at a salary of \$21,976; Brittany Haley, Athletic Trainer, 12-month contract effective August 1, 2023, at a salary of \$50,378 (salary did not change); Harrison Hall, Student Life Specialist to begin July 1, 2023, at a salary of \$28,000; Tiffany Kotzman, Respiratory Care Simulation & Skills Lab Coordinator and Instructor to begin July 10, 2023, at a salary of \$58,000; and, Jeremiah Voliva, Admissions Recruiter to begin July 17, 2023, at a salary of \$28,000. Trustee Dantic seconded the motion and the motion carried 5-0.

**Faculty Contract Approval**

Trustee Landrum moved to approve the Faculty Contract for Allie Kashka, Full-Time Mathematics Instructor, beginning August 14, 2023, at a salary of \$43,000. Trustee Dantic seconded the motion and the motion carried 5-0.

**New Learning Management System Purchase** Trustee Dantic moved to approve the purchase of the Canvas New Learning Management System for \$274,865.69 (over five years). Trustee Landrum seconded the motion and the motion carried 5-0

**New Program/Course Approval** Trustee Landrum moved to approve the Associate of Applied Science degree for both programs of study, Diagnostic Medical Sonography and Emergency Medical Services. Trustee Taylor seconded the Motion and the motion carried 5-0.

**Approval of Bills**

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

**Executive Session**

Trustee Dantic moved to recess into executive session at 7:05 p.m. for 10 minutes for personnel matters for nonelected personnel. To protect the privacy interests of an identifiable individual. Trustee Taylor seconded the motion and the motion carried 5-0.

The following were invited to participate in the executive session: Dr. Mark Watkins, Dr. Jason Sharp (via Zoom), Leanna Doherty, Tammy Fuentez, and Haley Walker.

The Board returned to the open meeting at 7:15 p.m.

**Public Comment**

Trustee Howerter invited all to attend the showing of "Sound of Freedom" at the local movie theater.

Trustee Landrum reported he had recently received some positive feedback on LCC from a community member.

President Watkins thanked the Board members for their support.

**Next Board Meeting**

Chair Winchell reminded everyone of the next regular meeting of the Board of Trustees scheduled for August 10, 2023, at 5:30 p.m. in the Cardinal Event Center.

**Adjournment**

Trustee Landrum moved to adjourn the meeting at 7:18 p.m. Trustee Taylor seconded the motion and the motion carried 5-0.

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**Heidi Flora, Clerk of the Board**

Agenda Item #: V.A  
Date: August 10, 2023

SUBJECT

Administrative Employment Contract Confirmation

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Ross Harper has been appointed Interim Dean of Career & Technical Education and Workforce.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the Professional Staff Employment letter for Ross Harper, Interim Dean of Career & Technical Education and Workforce to begin August 1, 2023, at a salary of \$62,000.

## **Biography**

### **Ross Harper**

Ross Harper has been appointed the position of Interim Dean of Career & Technical Education and Workforce to begin August 1, 2023.

Previously, Ross has held the title of Director of Workforce Education & Career Training since April 2019. He has also served as the Respiratory Therapy Marketing Coordinator, Adjunct Instructor, Admissions Recruiter, and CTE Recruiter in his 9 full-time years at LCC.

Ross has earned a Master of Science in Career Technical Education and a Bachelor of Science in Career Technical Education, both from Pittsburg State University. Prior to those he earned an Associate of Applied Science in Respiratory Therapy (RT) from LCC.

Ross currently holds a Career and Technical Education Administrator certificate and is a licensed Respiratory Therapist.

A fun fact about Ross is that he loves to travel and experience new places.

## POSITION DESCRIPTION

### DEAN OF CAREER & TECHNICAL EDUCATION AND WORKFORCE

**Reports to: Vice President of Academic Affairs**

**Organizational Unit: Administrative**

**Salary Range: Dean– Exempt, Full time**

**Revision Date: March 2023**

#### I. Basic Purpose of Position

Administrator of the Career & Technical Education degrees and technical certificates as well as workforce education. Serves as the College's representative for these programs with state agencies, councils and committees. Provides administrative leadership and guidance and monitors the effectiveness of instruction and learning within the areas of Career & Technical Education and Workforce Development. Provides administrative oversight on available funding sources for the college in these areas. The Dean of Career Technical Education and Workforce reports to the Vice President of Academic Affairs.

#### II. Essential Job Functions

- A. Ability to serve as the College's principal administrator for workforce/career/technical programs, collaborating closely with the President, Vice President of Academic Affairs, and other Vice Presidents, and Deans.
- B. Ability to provide leadership for the management of the Workforce Development/Career/Technical programs, to include initiative in maintaining and improving the quality of instruction and attainment of student learning outcomes.
- C. Ability to prepare, update, and recommend to the Vice President of Academic Affairs initiatives, changes, and improvements regarding academic programs, textbooks, and curriculum for the Workforce Development/Career/Technical programs.
- D. Ability to prepare, update and recommend to the Vice President of Academic Affairs new and revised student learning outcomes, course objectives, and competencies for the Workforce Development/Career/Technical programs.
- E. Ability to maintain the course syllabus and business and industry or accreditation standards for all courses assigned to the Workforce Development/Career/Technical programs.
- F. Ability to establish and monitor appropriate instructional standards for the Workforce Development/Career/Technical programs.
- G. Ability to plan for and conduct degree and certificate program reviews.
- H. Ability to research and identify grant opportunities based on funding amount needed, location and Workforce Development/Career/Technical needs.
- I. Ability to track and create a calendar of grant opportunities including deadlines dates, required materials, etc.
- J. Ability to prioritize, complete, and submit grant applications to secure funding for Workforce Development/Career/Technical needs.
- K. Ability to manage grant activities and budget expenditures and submit appropriate post follow up reports in conformance with the terms of the grants funded in Workforce Development/Career/Technical programs.



- L. Ability to act as the grant coordinator for grants secured such as, but not limited to, Perkins, JIIST, etc.
- M. Ability to oversee articulation agreements with universities and colleges for career technical programs.
- N. Ability to review and update job descriptions for positions assigned to the Workforce Development/Career/Technical programs.
- O. Ability to recruit and recommend the employment of full-time faculty, staff, and adjuncts assigned to the Workforce Development/Career/Technical programs.
- P. Ability to review and approve professional/travel leave, sick leave, and vacation leave requests for designated individuals assigned to the Workforce Development/ Career/Technical programs.
- Q. Ability to work in concert with the Vice President of Academic Affairs and Human Resources in preparing recommendations regarding the hiring, transfer, promotion, suspension, and dismissal of full-time faculty and staff assigned to the Workforce Development/Career/Technical programs.
- R. Ability to conduct informational and in-service training meetings each academic term.
- S. Ability to keep administration, faculty, and staff informed regarding pertinent data and/or reports.
- T. Ability to review student evaluations of full-time faculty and adjunct faculty assigned to the Workforce Development/Career/Technical/programs and provides appropriate recommendations regarding the feedback received from students.
- U. Ability to prepare, in collaboration with the administrators, annual performance evaluations for all Workforce Development/Career/Technical programs staff.
- V. Ability to conduct interviews and recommend the appointment of program directors to the Vice President of Academic Affairs.
- W. Ability to collaborate with VPAA, Dean of Instruction and Distance Learning, Program Directors, and full-time faculty to develop course schedules, new programs, and new/revised courses and faculty development of the Workforce Development/Career/Technical programs.
- X. Ability to keep abreast of relevant federal and state laws, policies, and regulations that pertain to the Workforce Development/Career/Technical programs.
- Y. Ability to prepare, implement, and evaluate objectives for the College's Strategic Plan.
- Z. Ability to initiate and review budget requests prepared for the Workforce Development/Career/Technical programs, and serve as the budget supervisor for all accounts assigned to the Workforce Development/Career/Technical programs.
- AA. Ability to assist and coordinate the production of brochures, career books and other publications, and promotional materials with the Director of Public Relations Office or Admissions Office.
- BB. Ability to assist College officials in resolving faculty and student problems related to the Workforce Development/Career/Technical programs.
- CC. Ability to assist the Vice President of Academic Affairs in updating Board of Trustees of items specifically relating to the Workforce Development/Career/Technical programs.
- DD. Ability to remain updated and initiate appropriate measures to ensure the College's accreditation with all institutional and program accreditation entities.
- EE. Ability to respond to various surveys and prepare reports for state and federal governmental agencies.

- FF. Ability to serve as a member of LCC's President's Council and other councils and committees as assigned by the Vice President of Academic Affairs.
- GG. Ability to serve as the College's point-of-contact for Workforce Development/Career/Technical programs and entities such as Kansas Works, Department of Commerce, etc.
- HH. Ability to recommend the establishment of appropriate technical advisory committees and their membership. Initiate and supervise suitable action on input and advice by the technical advisory committees. Assure College representation and leadership on the technical advisory committees.
- II. Ability to oversee and collaborate with Program Directors regarding scheduling and conducting advisory committee meetings.
- JJ. Ability to promote the coordination of career/technical programs and curriculum with the service area school districts.
- KK. Ability to oversee the use of LCC's simulation hospital.
- LL. Ability to perform other duties as assigned.
- MM. Ability to serve as a Campus Security Authority (CSA) and complete annual training.
- NN. Ability to serve as an ex officio member and co-chair of the LCC Grievance Panel and complete annual training.
- OO. Ability to follow all LCC policy and procedures.
- PP. Ability to perform other duties/activities as assigned.
- QQ. Ability to maintain regular and timely attendance.

### III. Consulting Tasks

- A. Ability to consult with instructional staff on matters pertaining to course offerings, staffing, state requirements, budget, and instructional issues
- B. Ability to consult with institutional/administrative staff on matters pertaining to budget and affiliate contracts
- C. Ability to consult with career/technical program committees on instructional issues

### IV. Supervises the Following Staff

- A. Academic Affairs Assistant
- B. Health Science Program Directors
- C. Workforce Education//Personal Enrichment Director
- D. Part-time Coordinator for programs
- E. Full time and adjunct faculty teaching in AAS and Certificate programs
- F. General oversight of any student or other part-time workers within the Academic Affairs area

### V. Required Knowledge, Skill and Personal Qualifications

- A. Demonstrated skill in management and supervision of personnel and resources
- B. Demonstrated ability to work in a participatory environment
- C. Demonstrated computer capability in applications including spreadsheet, word processing, e-mail, etc.

- D. Demonstrate a basic understanding of CTE legislative initiatives affecting postsecondary requirements, such as SB155 (Senate Bill) or Perkins collaborations with high schools and businesses
- E. Minimum of three years community college teaching experience
- F. Minimum of two years background in Career & Technical Education

**VI. Preferred Experience**

- A. Oversight of faculty and research based teaching strategies (Bloom's Taxonomy, Marzano's teaching strategies, etc.)
- B. Experience with online instruction
- C. Grant management

**VII. Educational Background**

Minimum of a Master's degree, doctorate preferred

**VIII. Working Conditions/Environment**

- A. Usual office environment
- B. Occasional evening and weekend work hours
- C. Must be able to work proficiently in a busy, multi-office functioning work area
- D. Requires travel as appropriate

Agenda Item: V.B.  
Date: August 10, 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

7/6/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135578	A T and T	Phone Service - Cherokee Center	11-7103-631-000	\$166.34	
		Phone Service - WTC	12-4204-631-000	\$350.38	\$516.72
135579	A T and T	Internet	11-6401-631-000	\$1,431.32	\$1,431.32
135580	City of Parsons	Water Service	11-7102-632-000	\$4,195.19	
		Water Service - WTC	12-4204-632-000	\$149.05	
		Water Service - Student Union	16-9482-632-000	\$190.96	\$4,535.20
135581	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$190.06	
		Cable - Cherokee Center	11-7103-701-000	\$125.60	\$315.66
135582	Evergy Kansas Central INC	Electricity	11-7102-634-000	\$16,458.93	
		Electricity - WTC	12-4204-634-000	\$339.65	
		Electricity - Student Union	16-9482-634-000	\$312.08	\$17,110.66
135583	Brandy Marie Habiger	Landscaping	11-7102-550-000	\$200.00	\$200.00
135584	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$407.28	
		Blue Emergency Lights	11-6501-631-000	\$95.58	
		Custodians Phone Charges	11-7102-649-000	\$185.84	\$688.70
135585	Wave Wireless	Internet Service - WTC	11-6401-631-000	\$69.00	\$69.00
				<u>\$24,867.26</u>	

11-General Fund	\$23,525.14
12-Postsecondary Technical Education Fund	\$839.08
16-Auxillary Ent Fund	\$503.04
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$24,867.26</u>

Checks approved for release prior to Board action

Mark Watkins  
President

Deanna Dehler  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/13/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135586	A T and T	Internet	11-6401-631-000	\$4,099.31	\$4,099.31
135587	B P	Gasoline	11-6502-720-000	\$76.43	\$76.43
135588	C J's Uniforms Unlimited	Student Scrub Sets (Men's)	12-1210-700-000	\$487.80	
		Student Scrub Sets (Women's)	12-1210-700-000	\$2,716.20	\$3,204.00
135589	C. D. L. Electric Co., INC	Install New Scoreboard Power	11-7102-649-000	\$2,886.62	\$2,886.62
135591	Everg Kansas Central INC	Electricity - Cherokee Center	11-7103-634-000	\$721.31	\$721.31
135592	FedEx Express	Package Shipping	11-6503-611-000	\$15.73	\$15.73
135593	Brandy Marie Habiger	Landscaping	11-7102-550-000	\$200.00	\$200.00
135594	Kansas Department of Revenue	Bookstore Sales Tax - June	16-0000-216-001	\$52.62	
		Food Service Sales Tax - June	16-0000-216-002	\$159.97	\$212.59
135595	Kansas Gas Service	Gas Service - Cherokee Center	11-7103-633-000	\$47.34	\$47.34
135596	P1 Service, LLC	Maintenance Agreement	11-7103-649-000	\$607.00	
		Maintenance Agreement	11-7202-648-000	\$5,466.00	\$6,073.00
135597	Rural Water District #5	Water Service - Cherokee Center	11-7103-632-000	\$3.95	\$3.95
135598	Sparklight	Cable Service	11-6401-631-000	\$192.12	\$192.12
135599	Touchtone Communications	Long Distance - Cherokee Center	11-7103-631-000	\$10.50	\$10.50
135600	Touchtone Communications	Long Distance	11-6501-631-000	\$87.81	\$87.81
				<u>\$17,830.71</u>	

11-General Fund	\$14,414.12
12-Postsecondary Technical Education Fund	\$3,204.00
16-Auxillary Ent Fund	\$212.59
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$17,830.71</u>

Checks approved for release prior to Board action

*Mark Watkins*  
\_\_\_\_\_  
President

*Deanna Dehondy*  
\_\_\_\_\_  
Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

7/20/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135602	ATIXA	Membership Renewal - T Fuentez	11-5701-690-000	\$599.00	\$599.00
135603	First Dakota Indemnity Company	Workman's Comp	11-6501-590-001	\$1,166.00	\$1,166.00
135604	Brandy Marie Habiger	Landscaping	11-7102-550-000	\$200.00	\$200.00
135605	Kansas Gas Service	Gas Service	11-7102-633-000	\$267.13	
		Gas Service - WTC	12-4204-633-000	\$81.27	
		Gas Service - Student Union	16-9482-633-000	\$102.65	\$451.05
135609	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$789.34	\$789.34
135610	Jason L Sharp	Reimburse Meals - ASIR Training	11-4201-601-000	\$45.64	
		Reimburse Mileage - ASIR Training	11-4201-601-000	\$262.00	\$307.64
135611	Sheerin Scientific Inc.	Microscope System Shipping	11-1103-700-000	\$35.00	\$35.00
135612	Wood Insurance Center, LLC	Liability Insurance - Cyber	11-6501-622-000	\$32,330.00	\$32,330.00
135613	WoodRiver Energy LLC	Natural Gas Service	11-7102-633-000	\$41.85	
		Natural Gas Service - Student Union	16-9482-633-000	\$38.36	\$80.21
				<u>\$35,958.24</u>	

11-General Fund	\$35,735.96
12-Postsecondary Technical Education Fund	\$81.27
16-Auxillary Ent Fund	\$141.01
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$35,958.24</u>

Checks approved for release prior to Board action

  
President

  
Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

7/27/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135615	A T and T	Phone Service	11-6501-631-000	\$11,869.31	
		Phone Service	11-6501-631-000	\$390.30	\$12,259.61
135616	A T and T	Internet	11-6401-631-000	\$2,044.35	
		Internet - Access Change	11-6401-631-000	\$1,583.54	
		Internet - IP Flex	11-6401-631-000	\$1,130.36	\$4,758.25
135617	Capital One	Food	16-9684-743-000	\$21.11	
		Food	16-9684-743-000	\$29.48	
		Food	16-9684-743-000	\$120.28	
		Food	16-9684-743-000	\$15.00	
		Food	16-9684-743-000	\$115.29	
		Food	16-9684-743-000	\$70.01	
		Food	16-9684-743-000	\$229.46	\$600.63
135618	Daniel Colon	Color Clicks	11-4203-701-000	\$20.35	
		Black Clicks	11-4203-701-000	\$12.72	\$33.07
135619	Commercial Bank	Loan 110221672 - Principle	11-6201-761-000	\$38,126.45	
		Loan 110221672 - Interest	11-6201-762-000	\$1,519.81	\$39,646.26
135620	Department of Veterans Affairs	Return VA Funds	11-0100-484-000	\$291.60	
		Return VA Funds	11-0100-484-000	\$208.59	\$500.19
135621	Elan Financial Services	Drury Inn - J Sharp - ASIR Training	11-4201-601-000	\$875.13	
		Title IX Training - H Walker	11-5701-690-000	\$550.00	
		TaxBandits - E-Filing Payroll Forms	11-6201-701-000	\$5.95	
		Soundstripe - Refund for Renewal	11-6301-701-000	(\$119.00)	
		Trello - Subscription for PR	11-6301-701-000	\$479.96	
		EDU Domain Name Renewal	11-6401-701-000	\$77.00	
		PreCheck - Nursing Background Check	11-6504-672-000	\$197.00	



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/27/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135621	Elan Financial Services	PreCheck - Nursing Background Check	11-6504-672-000	\$51.90	
		Nursing Orientation Lunch	12-1208-700-000	\$22.00	
		ProctorFree - Sono Proctored Exams	12-1214-700-000	\$336.00	\$2,475.94
135622	Evergy Kansas Central INC	Electricity - 1230 Main	11-7102-634-000	\$319.05	
		Electricity - Vehicle Lot	11-7102-634-000	\$62.46	
		Electricity - Athletic Complex	11-7102-634-000	\$4,359.88	\$4,741.39
135623	FedEx Express	Package Shipping	11-6503-611-000	\$17.81	\$17.81
135624	GFL Environmental	Trash Removal - Cherokee Center	11-7103-649-000	\$284.88	\$284.88
135625	Brandy Marie Habiger	Landscaping	11-7102-550-000	\$200.00	\$200.00
135626	Jennifer Harding	Reimburse - AARC Membership	11-4200-630-033	\$116.00	\$116.00
135628	Jason Hinson	Reimburse Mileage - Recruiting (KC)	11-5508-603-000	\$204.36	\$204.36
135629	KACRAO	Conference Reg. - T Hundley	11-5303-601-000	\$150.00	\$150.00
135630	Kansas Gas Service	Gas Service - 1306 Main	11-7102-633-000	\$43.22	
		Gas Service - 1230 Main	11-7102-633-000	\$46.31	\$89.53
135631	Aaron Keal	Reimburse Meals - KJCCC Meetings	11-5506-601-000	\$94.44	
		Reimburse Mileage - KJCCC Meeting	11-5506-601-000	\$247.59	\$342.03
135632	Daudi Langat	Reimburse - APS Membership	11-4200-630-020	\$220.00	\$220.00
135634	Audrey Jo Miller	Reimburse Mileage - Summer Recruit	11-5509-603-000	\$1,416.77	\$1,416.77
135636	Ryan S. Phillips	Reimburse Mileage - Summer Recruit	11-5509-603-000	\$1,477.03	\$1,477.03
135637	Susan Stolte	Reimburse Meals - AARC Conference	12-1246-630-000	\$307.80	
		Reimburse Travel - AARC Conf (FL)	12-1246-630-000	\$42.65	
		Reimburse Flight & Airport Parking	12-1246-630-000	\$530.91	
		Reimburse Mileage - Tulsa Airport	12-1246-630-000	\$142.79	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	7/27/2023	Account Number	Amount	Total
135637	Susan Stolte	Reimburse Hotel - AARC Conf. (FL)		12-1246-630-000	\$1,215.88	\$2,240.03
	11-General Fund		\$68,575.12			
	12-Postsecondary Technical Education Fund		\$2,598.03			
	16-Auxiliary Ent Fund		\$600.63			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			\$71,773.78		\$71,773.78	

Checks approved for release prior to Board action

*Mark Watkins*  
\_\_\_\_\_  
President

*Deanna Scherby*  
\_\_\_\_\_  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/31/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135639	A Book Company	FA Books	16-0000-131-002	\$597.17	\$597.17
135640	Ace Hardware, Inc.	Maintenance Supplies	11-7102-649-000	\$40.57	
		Groundskeeping Supplies	11-7102-649-000	\$46.94	
		Maintenance Supplies	11-7102-649-000	\$5.59	
		Groundskeeping Supplies	11-7102-649-000	\$35.53	
		Maintenance Supplies	11-7102-649-000	\$5.18	
		Maintenance Supplies	11-7102-649-000	\$38.76	
		Groundskeeping Supplies	11-7102-649-000	\$102.96	
		Maintenance Supplies	11-7102-649-000	\$52.97	
		Groundskeeping Supplies	11-7102-649-000	\$89.99	
		Maintenance Supplies	11-7102-649-000	\$44.99	
		Groundskeeping Supplies	11-7102-649-000	\$4.99	
		Maintenance Supplies	11-7102-649-000	\$10.58	
		Groundskeeping Supplies	11-7102-649-000	\$53.54	
		Maintenance Supplies	11-7102-649-000	\$113.00	
		Maintenance Supplies	11-7102-649-000	\$34.55	
		Groundskeeping Supplies	11-7102-649-000	\$49.56	
		Credit on Maintenance Supplies	11-7102-649-000	(\$5.99)	
		Groundskeeping Supplies	11-7102-649-000	\$26.74	
		Groundskeeping Supplies	11-7102-649-000	\$129.99	
		Maintenance Supplies	11-7102-649-000	\$11.99	
		Maintenance Supplies	11-7102-649-000	\$16.58	
		Maintenance Supplies	11-7102-649-000	\$10.00	
		Maintenance Supplies	11-7102-649-000	\$30.58	
		Maintenance Supplies	11-7102-649-000	\$18.58	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/31/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135640	Ace Hardware, Inc.	Maintenance Supplies	11-7102-649-000	\$30.96	
		Groundskeeping Supplies	11-7102-649-000	\$19.58	
		Groundskeeping Supplies	11-7102-649-000	\$16.99	
		Groundskeeping Supplies	11-7102-649-000	\$7.99	
		Groundskeeping Supplies	11-7102-649-000	\$7.99	
		Maintenance Supplies	11-7102-649-000	\$110.79	
		Custodial Supplies	11-7102-702-000	\$49.99	
		Custodial Supplies	11-7102-702-000	\$21.98	\$1,234.44
135641	Altamont Builder's Supply LLC	Materials for Office Remodel	11-7102-649-000	\$284.15	\$284.15
135642	American Library Association	Membership Renewal - P Coomes	11-4101-701-000	\$155.00	
		Membership Renewal - S Zollars	11-4101-701-000	\$260.00	\$415.00
135643	Assessment Technologies Institute, LLC	ATI 0525 Coursework Fall 2023	12-1208-661-000	\$17,163.00	
		ATI 0524 Coursework Fall 2023	12-1208-661-000	\$8,618.50	\$25,781.50
135644	Barco Products Co	Sterling Bench - 6' Gray Bench	11-7102-649-000	\$1,252.89	\$1,252.89
135645	Bleacher Gear	Admissions T-Shirts	11-5302-711-000	\$1,621.75	\$1,621.75
135646	Butler Community College	KCCLI Participant Fee - L Forbes	11-6501-681-000	\$850.00	\$850.00
135647	C J's Uniforms Unlimited	Nursing Student Scrubs (Women)	12-1208-700-002	\$6,290.00	
		Nursing Student Scrubs (Men)	12-1208-700-002	\$728.00	\$7,018.00
135648	C. D. L. Electric Co., INC	Plumbing Maintenance	11-7102-649-000	\$395.00	\$395.00
135649	CFC Security, Inc.	Solis Software and Reporting	11-6401-701-000	\$5,969.50	\$5,969.50
135650	Columbus News-Report	Subscription Renewal	11-4101-704-001	\$135.00	\$135.00
135651	Copy Products Inc	Copy Usage - Cherokee Center	11-7103-701-000	\$119.83	\$119.83
135652	Council on Accreditation for Two-Year	Membership Dues	11-6501-681-000	\$125.00	\$125.00
135653	Graves Foods	Supplies	16-9684-701-000	\$36.47	
		Supplies	16-9684-701-000	\$107.52	\$107.52

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/31/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135653	Graves Foods	Food	16-9684-743-000	\$77.84	
		Food	16-9684-743-000	\$134.89	
		Credits - Previous Orders	16-9684-743-000	(\$167.03)	\$189.69
135654	Green's Vegetation Control/William Gr	Softball Field Granular Fertilizer	11-5509-701-000	\$240.00	\$240.00
135655	Healthcare Providers Service Organiza	Liability Insurance - Nursing	12-1208-700-002	\$1,097.82	
		Liability Insurance - Radiography Tect	12-1210-700-000	\$523.21	
		Liability Insurance - Respiratory Care	12-1211-700-002	\$304.32	
		Liability Insurance - Sonography	12-1214-700-002	\$249.59	
		Liability Insurance - Emergency Med	112-4204-701-000	\$413.76	
		Liability Insurance - Med & Nurse Aide	12-4204-701-000	\$2,192.30	\$4,781.00
135656	Herff Jones Inc.	Replacement Diploma	11-5303-706-001	\$34.09	\$34.09
135657	Herring Bank	ID Card Supplies & Fees	11-6401-701-000	\$500.90	\$500.90
135658	Herrman Lumber	Gypsum Board	11-7102-649-000	\$52.47	\$52.47
135659	Hillyard/Springfield	Trash Bags, Cleaners	11-7102-702-000	\$2,260.65	\$2,260.65
135660	Infobase Publishing	Online Database Renewal	11-4101-710-000	\$2,014.25	\$2,014.25
135661	Tim Isch	Kitchen Hood and Exhaust Maintenan	11-7102-649-000	\$825.00	\$825.00
135662	Jenzabar, Inc.	Project Management JCloud	11-6401-646-002	\$92.50	\$92.50
135663	Jock's Nitch/Parsons	Men's BB Embroider Team Gear	11-5508-701-000	\$24.00	\$24.00
135664	K L K C	Cardinal Corner - June	11-6301-613-000	\$100.00	
		June Advertising	11-6301-613-000	\$400.00	\$500.00
135665	Kansas Outdoor Advertising	July Billboard Rental	11-6301-613-000	\$575.00	\$575.00
135666	KONE Inc	Maintenance Agreement	11-7202-648-000	\$169.00	
		Maintenance Agreement	11-7202-648-000	\$523.50	
		Zetmeir Elevator Repair	11-7202-648-000	\$2,467.00	\$3,159.50
135667	Labette Health	Nursing Drug Screens	12-1208-700-002	\$396.00	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/31/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135667	Labette Health	Radiography Drug Screens	12-1210-700-000	\$396.00	\$792.00
135668	Labette Health	Radiography Drug Screen	12-1210-700-000	\$20.00	\$20.00
135669	Landauer Inc	Radiation Monitor for Clinicals	12-1210-700-000	\$67.60	\$67.60
135670	Laser Designs/PSHTC	Name Badges - J Voliva	11-5302-701-000	\$10.00	
		Name Badge - S Stolte	12-1211-700-000	\$5.00	\$15.00
135671	Marmic Fire and Safety Co Inc	Fire Extinguisher Inspections	11-7202-648-000	\$1,738.89	
		Sprinkler System Service & Material	11-7202-648-000	\$3,704.15	\$5,443.04
135672	McCarty's Office Machines Inc	Canon Maintenance Contract	11-6503-648-000	\$163.16	
		Copy Usage - WTC	12-1219-700-000	\$15.31	\$178.47
135673	McKinzie Pest Control	Contract Treatment - Student Union	11-7102-649-000	\$85.00	\$85.00
135674	Morningstar	Online Database Renewal	11-4101-710-000	\$3,843.00	\$3,843.00
135675	Ozarks Coca-Cola/Dr Pepper Bottling	Bag in the Box Pop	16-9684-743-000	\$232.36	\$232.36
135676	P1 Service, LLC	Unit Installation - 1229 Broadway	11-7102-649-000	\$2,963.43	
		Unit Maintenance - Zetmier Compress	11-7102-649-000	\$4,228.08	
		Unit Maintenance - 1st Floor LG	11-7102-649-000	\$2,309.60	
		Maintenance Agreement	11-7103-649-000	\$656.00	
		Maintenance Agreement	11-7202-648-000	\$5,903.00	\$16,060.11
135677	Parsons Sun	SEK Magazine Ad	11-6301-613-000	\$125.00	
		Admissions Recruiter Ad	11-6504-613-000	\$48.00	
		Men's Assist. Basketball Coach Ad	11-6504-613-000	\$60.00	\$233.00
135678	Pitney Bowes Bank, Inc	Postage - Account #20352357	11-6503-611-000	\$2,000.00	\$2,000.00
135679	QueenB Television of Kansas/Missouri	June Advertising - KFJX	11-6301-613-000	\$1,630.00	
		June Advertising - KOAM	11-6301-613-000	\$1,100.00	
		June Advertising - KOAM	11-6301-613-000	\$1,680.00	\$4,410.00
135680	Scenario Learning, LLC	SafeColleges Training	11-5701-690-000	\$5,124.02	\$5,124.02

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

7/31/2023 Account

Check Number	Vendor	Description	Account Number	Amount	Total
135681	Show Me Communications/Radcliff Ag	SEK Features - 1/4 Page Ad	11-6301-613-000	\$375.00	\$375.00
135682	Technology Group Solutions, LLC	SOW T&M VPN	11-6401-646-002	\$4,357.50	\$4,357.50
135683	The Sentinel-Times	Subscription Renewal	11-4101-704-001	\$50.00	\$50.00
135684	Triad Environmental Services	Lagoon Maintenance - Cherokee Cen	11-7103-649-000	\$1,506.00	\$1,506.00
135685	Triple S Pumping/Jeffrey Spielbusch	Grease Trap Service	11-7202-648-000	\$425.00	\$425.00
135686	UniFirst Corporation	Uniforms	11-7202-648-000	\$71.12	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$144.85	
		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	
		Uniforms	11-7202-648-000	\$65.10	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$151.24	
		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	\$75.00	\$1,089.99
135687	Uplink, LLC	Monthly Monitoring Fee	11-7102-649-000	\$45.00	\$45.00
135688	Vance Lawn Care, Inc	Groundskeeping - Cherokee Center	11-7103-649-000	\$690.00	\$690.00
135689	Vietti Marketing Group	June Digital Media & Streaming	11-6301-613-000	\$2,200.00	
		June Advertising - KSNF	11-6301-613-000	\$420.00	
		June Advertising - IKSJ	11-6301-613-000	\$500.00	
		June Advertising - KODE	11-6301-613-000	\$55.00	\$3,175.00
135690	Mark Watkins	Vehicle Expense	11-6501-590-001	\$900.00	\$900.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/31/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135691	Workhere, LLC dba PivotCX	Annual Renewal - Messaging Platform	11-6401-701-000	\$10,962.00	\$10,962.00
	11-General Fund			\$83,402.74	
	12-Postsecondary Technical Education Fund			\$38,480.41	
	16-Auxillary Ent Fund			\$1,244.22	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$123,127.37</u>	
					<u>\$123,127.37</u>



SUBJECT

Review of Board Policy Changes

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

The President has updated the following policies for review:

Policy 2.12 - Weapons on Campus or at College Activities

Policy 2.13 - Disruptive Acts or Violence on Campus

Policy 3.35 - Program, Department, and Co-Curricular Review

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees review Policy 2.12 - Weapons on Campus, Policy 2.13 - Disruptive Acts, and Policy 3.35 - Program, Department, and Co-Curricular Review.

## POLICY 2.12

## WEAPONS ON CAMPUS OR AT COLLEGE ACTIVITIES

Labette Community College seeks to enhance the safety of its employees, students and the public by maintaining its properties and activities. Disruptive acts on campus or at college sponsored activities will not be tolerated. Persons threatening the safety of students, college personnel, or other persons; to damage college property; or to interfere with class or college activities or the educational process will be asked to leave the premises and any further legal or policy violations will be acted on as appropriate.

Beginning July 1, 2017, any individual who is 21 years of age or older, and beginning on July 1, 2021, any licensed individual who is 18-21 years of age, and who is not prohibited or disqualified by law and who is lawfully eligible to carry a concealed handgun in Kansas shall not be precluded from doing so on college campuses, including all facilities owned or leased by the college, except in buildings and public areas of buildings for which adequate security measures are provided.

In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 *et seq.*, as amended (the "Act") and other applicable federal/state laws, it is permissible and will not be a violation of the policy and procedure to conceal carry on campus.

Revised:

Lafayette Community College seeks to create a campus environment that is free of disruptive acts or violence. The College makes a sincere effort to prevent disruptive acts and violence on its campus and will take appropriate action against employees, students, or outside persons, who intimidate, disrupt, or threaten to commit these types of acts on College property.

The key to prevention lies in the willingness of employees and students to report persons who commit these types of behaviors. Victims of disruptive acts or violence are strongly urged to report the incident(s) to the appropriate Vice Presidents or the Director of Human Resources.

Reports will be investigated, and confirmed cases will be addressed through the College's disciplinary procedures, legal action or both as appropriate. Employees and students of the College may also use the College's grievance policy to formally pursue claims of violation of this policy.

Adopted: 2/13/01

Revised: 4/14/11; 12/15/16; 6/15/17

Reviewed: 4/14/11; 12/15/16; 6/15/17

EXHIBIT 7

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POLICY 3.35 PROGRAM, DEPARTMENT, AND CO-CURRICULAR REVIEW

The Academic Program, Department, and Co-Curricular Reviews are a process of reflection and analysis conducted for the purpose of improving program/department/activity quality and to document progress. The Institutional Assessment Committee work with the employees within the program, department, or activity being reviewed to complete the review. The process is comprehensive, focusing on all major aspects of the program/department/activity and conducted as part of an on-going system for continuous improvement. Completed Program, Department, and Co-Curricular Reviews are forwarded to President's Council and the Board of Trustees for their approval.

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Deleted: Members of the Academic and Non-Academic Review Committees are chosen from across the College and include all faculty/personnel involved in the program/activity being reviewed

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Adopted: 7/11/07

Revised: 10/8/15; 12/09/21