

**Labette Community College  
Board of Trustees Meeting Agenda  
Thursday, April 10, 2025  
Board Meeting 5:30 p.m.  
Cardinal Event Center**

*"Labette Community College provides quality learning opportunities in a supportive environment for success in a changing world."*

- I. Adoption of Agenda..... Exhibit 1
- II. Approval of March 13, 2025, Regular Meeting Minutes ..... Exhibit 2
- III. Reports and/or Board Discussion
  - A. Faculty Senate Report
  - B. SGA Report
  - C. Administrative Reports
    - i. Comparison of Expenditure to Budget
    - ii. Facilities Report
  - D. President's Report
- IV. Old Business (Action, Report, or Discussion)
  - A. 2025-2026 Tuition..... Exhibit 3
- V. New Business (Action, Report, or Discussion)
  - A. Academic Program Reviews *Education/Respiratory Care*..... Exhibit 4/5
  - B. Staff Employment Letters ..... Exhibit 6/7/8
  - C. Roof Bids ..... Exhibit 9
  - D. Approval of Bills ..... Exhibit 10
- 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.

## EXHIBIT 1

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. Executive Session for matters relating to employer-employee negotiations whether or not in consultation with the representative of the body or agency.
- VIII. Next Regular Board Meeting: Thursday, May 8, 2025, 5:30 p.m., Cardinal Event Center
- IX. Adjournment

**LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
March 13, 2025**

The Board of Trustees met at 5:30 p.m. on Thursday, March 13, 2025, at the Cardinal Event Center.

**Members Present**

Greg Chalker  
Becky Dantic  
Rod Landrum (arrived at 5:36 p.m.)  
Montie Taylor  
David Winchell

**Members Absent**

Carl Hoskins

**Others Present**

Dr. Mark Watkins	Dr. Jason Sharp	Leanna Doherty	Kelly Kirkpatrick
Ross Harper	Theresa Hundley	Dr. Ken Elliott	Lindi Forbes
Kevin Doherty	Molly Coomes	Randee Baty	Melissa Kipp
Tonya Neises	Roxie Howard	Emily Franks	

Heidi Flora recorded the minutes.

**Adoption of Agenda (ACTION ITEM)**

Chair Dantic asked for changes or additions to the meeting agenda. There were none. Trustee Landrum moved to approve the meeting agenda as presented. Trustee Chalker seconded the motion and the motion carried 4-0.

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

Chair Dantic asked for corrections or additions to the February 13, 2025, regular meeting minutes. There were none. Trustee Winchell moved to approve the minutes as presented. Trustee Taylor seconded the motion and the motion carried 4-0.

**Reports and/or Board Discussion**

**Faculty Senate Report:** None

**Student Government Report:** None

**Administrative Report:**

**Comparison of Expenditures to Budget:** The February financial report was placed on the tables. At the end of February, we were 67% through the year. The general fund was 59% expended and the technical education/vocational fund was 61% expended. Vice-President Doherty invited questions from the Trustees.

**Audit:** Emily Franks with Jarred, Gilmore & Phillips presented the audit report for the year ended June 30, 2024.

**Facilities Report:** Kevin Doherty, Facilities Director gave an update on the HVAC unit issues at the Athletic Complex. He reported that Carrier has agreed to cover costs for parts and labor, however, we are still waiting to hear about a warranty, covering costs incurred and a new vibration test.

Kevin also reported that the city had come out to locate the sewer at the women's softball field in preparation for the new restroom facilities.

He also shared that the framework was complete on the new classroom at the Workforce Center and the contractor was currently waiting for sheetrock to arrive.

**President's Report:** Molly Coomes, Director of Workforce and CTE presented a PowerPoint of the 43<sup>rd</sup> Annual Fire School that was held March 15-16, 2025.

Dr. Sharp reported on the Greece Trip that faculty members Tonya Neises and Deanna Huffman have coordinated for Spring of 2026.

Dr. Sharp also shared that Deanna Huffman has been chosen as a lead faculty for the Kansas City Symposium.

Dr. Watkins reported on the Kansas Senate Ways and Means Committee that he and several other community college presidents attended earlier this week regarding the higher education budget. He said that this will continue to be monitored closely.

He also discussed Senate Bill 293 which is intended to allow community colleges to affiliate with universities. And, shared that a blue ribbon task force was formed to explore ideas for better efficiency.

Dr. Watkins congratulated the LCC Wrestling team as all ten members qualified to attend the NJCAA National Wrestling Tournament in Council Bluffs, IA. Three of them made All American.

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

#### **2024-2025 Tuition Review**

VP Doherty presented the 2024-2025 Tuition for review. Tuition for 2025-2026 will be presented at the April 10, 2025 Board meeting.

#### **Employee Retirement**

Trustee Taylor moved to release Coleen Carter from her contract as IT Coordinator and accept her letter of retirement effective April 1, 2025. Trustee Winchell seconded the motion and the motion carried 5-0.

#### **Department Review**

VP Doherty and Roxie Howard, Print and Graphic Services Coordinator, presented the Print and Graphic Services Department Review. Trustee Landrum moved to accept the Print and Graphic Services Department Review. Trustee Winchell seconded the motion and the motion carried 5-0.

This discussion serves as Board of Trustee training in the Print and Graphic Services Department.

### **Academic Program Review**

Dr. Ken Elliott and Tonya Neises, Speech and Communication Instructor, presented the 2024-2025 Comprehensive Program Review for the Communication Department.

Ross Harper, Dean of Workforce and CTE, and Melissa Kipp, Graphic Design Instructor, presented the 2024-2025 Comprehensive Program Review for Graphic Design Technology.

Trustee Winchell moved to accept both Program Reviews. Trustee Landrum seconded the motion and the motion carried 5-0.

This discussion serves as Board of Trustee training in the Communication Department and Graphic Design Technology.

### **Approval of Bills**

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

### **Public Comment**

Trustee Taylor spoke about a mural project that is being planned for the downtown area and mentioned LCC providing support for that endeavor if possible.

### **Executive Session**

Trustee Chalker moved to recess into executive session at 7:04 p.m. for 5 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 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, and Leanna Doherty.

The Board returned to open meeting at 7:09 p.m.

### **Adjournment**

Trustee Taylor moved to adjourn the meeting at 7:10 p.m. Trustee Winchell seconded the motion and the motion carried 5-0.

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**Heidi Flora, Clerk of the Board**

SUBJECT

Tuition and Fees for 2025-2026

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Last month the Board reviewed the tuition and fees for Labette Community College and the comparison to other schools. The exhibit shows how tuition and fees at LCC compare to the other Kansas schools. For comparison purposes, per credit hour technology fees are not included with the fees. Last year the increase was \$2 in tuition and \$1 in fees.

PRESIDENT'S RECOMMENDATION

The President recommends that the Board of Trustees approve a \$3 increase in tuition and a \$1 increase in fees for all residency categories for the 2025-2026 academic year.

# EXHIBIT 3

## Kansas Community Colleges FY2025 Tuition and Fees Schedule

Institution	Resident			Non-Resident			International		
	Tuition	Inc. Fees	Total	Tuition	Inc. Fees	Total	Tuition	Inc. Fees	Total
COFFEYVILLE CC	\$40.00	\$60.00	\$100.00	\$70.00	\$60.00	\$130.00	\$80.00	\$120.00	\$200.00
LABETTE CC	\$59.00	\$60.00	\$119.00	\$84.00	\$60.00	\$144.00	\$143.00	\$60.00	\$203.00
KANSAS CITY KS CC	\$96.00	\$24.00	\$120.00	\$208.00	\$24.00	\$232.00	\$209.00	\$24.00	\$233.00
JOHNSON COUNTY CC	\$105.00	\$16.00	\$121.00	\$221.00	\$16.00	\$237.00	\$221.00	\$16.00	\$237.00
CLOUD COUNTY CC	\$78.00	\$47.00	\$125.00	\$103.00	\$47.00	\$150.00	\$122.00	\$47.00	\$169.00
GARDEN CITY CC	\$63.00	\$62.00	\$125.00	\$82.00	\$62.00	\$144.00	\$100.00	\$62.00	\$162.00
BARTON COUNTY CC	\$78.00	\$48.00	\$126.00	\$107.00	\$48.00	\$155.00	\$170.00	\$48.00	\$218.00
FORT SCOTT CC	\$62.00	\$66.00	\$128.00	\$62.00	\$66.00	\$128.00	\$128.00	\$66.00	\$194.00
HUTCHINSON CC	\$99.00	\$29.00	\$128.00	\$130.00	\$29.00	\$159.00	\$139.00	\$39.00	\$178.00
BUTLER COUNTY CC	\$103.00	\$27.00	\$130.00	\$163.00	\$27.00	\$190.00	\$163.00	\$27.00	\$190.00
SEWARD COUNTY CC	\$78.00	\$52.00	\$130.00	\$102.00	\$67.00	\$169.00	\$102.00	\$67.00	\$169.00
PRATT CC	\$73.00	\$60.00	\$133.00	\$88.00	\$60.00	\$148.00	\$116.00	\$60.00	\$176.00
COLBY CC	\$82.00	\$54.00	\$136.00	\$136.00	\$54.00	\$190.00	\$162.00	\$54.00	\$216.00
NEOSHO COUNTY CC	\$95.00	\$52.00	\$147.00	\$95.00	\$74.00	\$169.00	\$168.00	\$56.00	\$224.00
ALLEN COUNTY CC	\$85.00	\$67.00	\$152.00	\$95.00	\$67.00	\$162.00	\$105.00	\$67.00	\$172.00
HIGHLAND CC	\$81.00	\$74.00	\$155.00	\$81.00	\$74.00	\$155.00	\$288.00	\$74.00	\$362.00
INDEPENDENCE CC	\$80.00	\$78.00	\$158.00	\$87.00	\$78.00	\$165.00	\$171.00	\$78.00	\$249.00
COWLEY COUNTY CC	\$80.00	\$90.00	\$170.00	\$130.00	\$90.00	\$220.00	\$180.00	\$90.00	\$270.00
DODGE CITY CC	\$60.00	\$125.00	\$185.00	\$70.00	\$125.00	\$195.00	\$80.00	\$125.00	\$205.00

\*Values are per credit hour

State Resident Average:  
\$136.21

Non-State Resident Average:  
\$170.63

International Average:  
\$211.95

Southeast Average Residents  
\$134.00

Southeast Average Non-residents  
\$149.67

Southeast Average International  
\$207.00

Pittsburg State University - Resident: \$309 Non-Resident: \$687

Agenda Item #: V.A.

Date: April 10, 2025

### SUBJECT

Academic Program Reviews: Education and Respiratory Care

### REASON FOR CONSIDERATION BY THE BOARD

Part of the Board's responsibility is to maintain oversight on the quality of the academic and administrative programs and services. This has been an on-going feature of our regular Board meetings.

### BACKGROUND

The purpose of a program review is to assess the quality of our academic offerings as well as to assess program strengths and weaknesses. The program review report format will more accurately reflect the mission of the college, to "provide quality learning opportunities in a supportive environment," at a reduced cost, thus increasing our efficiency.

### PRESIDENT'S RECOMMENDATION

President recommends acceptance of the Academic Program Reviews for Education and Respiratory Care.





## **Comprehensive Program Review 2025**

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Program Name: Education (Early Childhood, Elementary and Secondary)

Semesters Reviewed:

AY 2021: Fall 2021, Spring 2021, and Summer 2022 (AY22)

AY 2022: Fall 2022, Spring 2023, and Summer 2023 (AY23)

AY 2023: Fall 2023, Spring 2024, and Summer 2024 (AY24)

Completed by: Dr. Jason Sharp

Date: March 2025

### **Assessment Committee Recommendation:**

The committee agrees to accept the review and the Program Vitality Statement Category 1: Potential Enhancement. The program has not only shown stability and success, but it shows great potential for growth with a full-time faculty member at the helm.

### **President's Council Recommendation:**

The President's Council accepts the review and the Program Vitality Statement Category 1: Potential Enhancement.

## **1.0 Program Summary**

Provide a descriptive summary of the program.

### **Narrative:**

The Associate in Science degree with the emphasis in Early Childhood Education provides an excellent foundation in childhood learning and development. This program provides knowledge and understanding to create an environment that fosters the learning and developmental needs of children.

The Associate in Science degree with the emphasis in Elementary Education provides the first two years of curricular requirements for a Bachelor's degree in Elementary Education and was recently aligned within the State of Kansas.

The Associate in Science degree with the emphasis in Secondary Education provides the education and content specific foundation for a Bachelor's degree, allowing students to specialize in areas such as art, biology, math, history, etc.

The Elementary and Secondary Education programs cover a solid foundation to understand curriculum development, classroom management, and the education classroom of today.

## **2.0 Student Success**

Provide a definition of how student success is defined by the program.

Student success for the education program includes academic achievement, practical teaching skills, personal growth, and professional readiness. Successful students demonstrate strong academic performance through a solid understanding of educational theories, curriculum design, and teaching methodologies. They actively engage in classroom discussions, complete coursework exercises, and exhibit critical thinking and problem-solving skills.

Classroom observations are key indicators of success. Students thrive when they are able to apply theoretical knowledge to real-world teaching, effectively managing classrooms, planning lessons, and adapting to diverse student needs. They also display communication, leadership, and interpersonal skills, fostering positive relationships with students, peers, and mentors.

Personal growth is another marker of success, including the development of empathy, cultural competency, and ethical decision-making. Graduates of education programs are expected to embrace lifelong learning and reflect on their teaching practices for continuous improvement.

Professionally, successful students build a strong foundation for their careers by furthering their education to prepare for possible licensure or certification, networking within the education community, and preparing for roles in K-12 schools, higher education, or specialized teaching environments.

### **2.1 Achieve/Promote Student Success**

Describe how the program achieves and promotes student success. Focus on those activities and innovation that are within the three-year comprehensive cycle.

Students must demonstrate strong academic performance through a solid understanding of educational theories, curriculum design, and teaching methodologies. They actively engage in classroom discussions, complete coursework exercises, and exhibit critical thinking and problem-solving skills.

Students participate in classroom observations; they are able to apply theoretical knowledge to real-world teaching, effectively managing classrooms, planning lessons, and adapting to diverse student needs. They are also encouraged to display communication, leadership, and interpersonal skills, fostering positive relationships with students, peers, and mentors.

Additionally, graduates of education programs are expected to embrace lifelong learning and reflect on their teaching practices for continuous improvement.

Professionally, successful students build a strong foundation for their careers by furthering their education to prepare for possible licensure or certification, networking within the education community, and preparing for roles in K-12 schools, higher education, or specialized teaching environments.

### **3.0 Reflection on Current Curriculum**

Please describe curriculum holistically, speaking specifically to the breadth, depth, and level of the discipline. Additionally, provide narrative on the coherence of the curriculum and the processes by which the program updates and keeps curriculum relevant.

The education program has seen some significant changes in the last couple of years. The most notable is the realignment of the elementary education program with the state. A committee was formed at the state to align a 60-credit hour program to streamline transfer to any public college in Kansas. This work was completed for the elementary education program, which guarantees transfer of all credits.

Further enhancing the curriculum at Labette, instructors have always had field experience, and they are able to bring their experience to the class, whether through discussion, assignments, or career references.

The curriculum also establishes a standard core for each program and then branches into other areas depending on the grade level of interest. Administration works closely with local universities and school districts to ensure our curriculum remains relevant.

### **3.1 Degrees and Certificate Offerings**

List what degrees and certificates are offered and describe how the program curriculum supports other degrees and certificates awarded by the college (if applicable).

The degree offered is an Associate in Science.

Students within the program can choose which grade level they would like to focus on to complete their studies: early childhood, elementary, or secondary. Each of these emphasis areas use a similar foundational course (Exploration in Education and Technology for Teaching).

Students who choose early childhood and elementary education focus on a broad scope of topics such as art education, children's music, children's literature, and either the early education curriculum or the child development curriculum. Students who choose secondary education focus more specifically on their discipline area such as English, math, or biology.

## **4.0 Faculty Success**

Faculty success over the three-year comprehensive cycle should be highlighted in this section. The accomplishments can embrace academic achievement in the discipline, national or regional honors, campus activities that support student success, or other innovations, research, teaching, and community service.

Jamie Davis is the primary adjunct instructor and has 20 years of education experience. Davis graduated college in 2005 with a Bachelor of Science in Education with an emphasis in Industrial Technology from Missouri Southern University. Davis continued her studies and in 2009 graduated from Lindenwood University with a Master in Educational Leadership. During the past 20 years, Davis has taught grades 7-12 at Galena High School, as well as education courses for Labette Community College. Davis has or had multiple responsibilities at Galena School District such as the District Vocational Director, District Curriculum Chair, member of the district Kansas Education Systems Accreditation (KESA) team, as well as lunch room monitor.

Former adjuncts who taught in the programs consist of Janell Houk and Dr. Kara Wheeler. Houk holds a Bachelor of Science in Education, majoring in elementary education and minoring in teaching middle school math (5-9), from Pittsburg State University. In addition, Houk graduated with a Master of Science in Educational Technology. Houk has extensive teaching experience in the K-12 and community college systems. Dr. Wheeler holds a Master of Science in education from Arkansas Tech University and a Doctorate of Education in Organizational Leadership. Dr. Wheeler has extensive teaching experience in K-12 and community college systems, both in Kansas and Missouri.

## **5.0 Program Accomplishments and Reflection on Data/Trends**

In this section, departments should highlight noteworthy program accomplishments over the three-year comprehensive cycle. Programs should also provide thoughtful reflection on the data provided on student success, attrition, completion, etc. Programs should also report on findings from course and program assessment data. Programs should also provide context of any trends in the data, as well as external trends that may have affected the data.

The elementary education program was completely revamped at the state level, and all 60 credit hours are aligned. This accomplishment means that any student within the elementary education program of study will have a guaranteed transfer of all 60 credit hours to any Kansas public university. This initiative was to enhance state curriculum and help fill the shortage of teachers in Kansas.

**Average Class Size, Completer Success, and Attrition:** Some of the education courses within the program are shared between the early childhood education and elementary education programs, so enrollment numbers reflect students in all three majors. Developmental Psychology is required, but it is also a general education requirement for many majors, so the total enrollment is much greater in this course than in other psychology courses. Explorations in Education has been offered, when enrollment demands are needed, in both the fall and spring, which increases enrollment numbers.

In assessing EDUC 135 Exploration in Education, which is the entry level course for each program of study, the data demonstrates a strong demand for the programs by having steady year-to-year enrollment: 69 in 2022, 58 in 2023, and 67 in 2024.

Education Course Success: All of the education courses are offered online, and student success holds at 88% for early childhood education, 89% for elementary education, and 90% for secondary education, which is good. Being able to take courses online allows students to work as para-professionals or, for those that have already been hired, to teach while they complete their degree.

Declared Awards, Transfers, and Placements: Each program of study has and maintains graduates, but elementary education tends to be the most popular. See Appendix A for detailed information.

Student Credit Hours by Faculty Type: The three education programs are taught completely by adjuncts, with oversight from the Academic Deans. For the first two years being assessed, the programs generated over a 1,000 credit hours. In the last year, due to some transition in staffing and courses, the credit hours have dropped. This is an area that could be improved.

## **6.0 Mission Alignment**

Programs should indicate how the program's offerings align with the LCC mission: Labette Community College provides quality learning opportunities in a supportive environment for success in a changing world.

The Education Program at Labette Community College aligns itself with the college mission by offering a well-rounded and rigorous curriculum that meets academic standards and industry demands. The courses are flexible and incorporate modern technology and digital tools to prepare students for the field of teaching. The programs are career-focused and provide practical experience through service learning, partnerships, and real-world skills that will enhance employability.

## **7.0 External Constituency and Significant Trends**

An important component of maintaining a superior program lies in awareness and understanding of other possible factors that may impact the program and/or student outcomes. After consideration of these other factors, program directors/faculty should document the relevant information within this section.

Several trends are shaping early childhood education today. Here are some key ones:

Play-Based and Child-Centered Learning – More educators are emphasizing play as a vital tool for cognitive and social-emotional development.

- Curriculum Impact: More emphasis on hands-on, exploratory learning rather than rigid academic instruction.
- Classroom Strategy: Teachers create play-rich environments with open-ended materials like blocks, sensory bins, and role-playing areas.

Social-Emotional Learning (SEL) – Schools are prioritizing emotional intelligence, self-regulation, and interpersonal skills alongside academics.

- Curriculum Impact: SEL programs are embedded into daily activities, focusing on empathy, self-awareness, and conflict resolution.
- Classroom Strategy: Teachers use story time to discuss emotions, encourage peer collaboration, and incorporate "calm corners" for self-regulation.

Technology Integration – Digital learning tools, interactive apps, and AI-driven platforms are increasingly being used to enhance early education.

- Curriculum Impact: Digital literacy is introduced early, and blended learning approaches are more common.
- Classroom Strategy: Use of interactive apps, digital storytelling, and age-appropriate AI tools to personalize learning experiences.

Outdoor and Nature-Based Learning – Many programs are incorporating more outdoor education and experiential learning in natural settings.

- Curriculum Impact: Lessons incorporate more real-world, nature-based experiences to promote curiosity and physical activity.
- Classroom Strategy: Outdoor classrooms, gardening projects, and nature walks used as part of daily learning.

Other trends include, but are not limited to, Inclusive and Diverse Education, STEM and STEAM in Early Learning, Parental Involvement and Home-School Connections, Trauma-Informed Teaching, Mindfulness and Well-being, and Universal Pre-K and Policy Changes.

There are several significant trends shaping elementary and secondary education today:

Personalized Learning:

- Schools are increasingly adopting personalized learning approaches, using technology and data to tailor instruction to individual student needs, strengths, and learning styles.

Technology Integration & AI in Education:

- The use of digital tools, AI-powered tutoring, and virtual learning platforms is expanding, enhancing both in-person and remote learning experiences.

Social-Emotional Learning (SEL):

- Schools are prioritizing SEL to help students develop emotional intelligence, resilience, and interpersonal skills, recognizing their impact on academic success and well-being.

Competency-Based Education (CBE):

- More schools are shifting toward CBE, where students' progress based on mastery of skills rather than seat time, ensuring they are truly prepared for the next level.

STEM and Career Readiness:

- Increased emphasis on STEM (Science, Technology, Engineering, and Mathematics) education, along with career and technical education (CTE), helps students prepare for the workforce of the future.

### Greater Parental and Community Engagement:

- Schools are fostering stronger partnerships with parents and communities to enhance student learning and create more supportive educational environments.

Other trends impacting elementary and secondary education are things like cultural awareness which focuses on efforts to close achievement gaps to include culturally responsive teaching, diverse curricula, mental health support with on-site counselors, wellness programs, and trauma-informed teaching strategies, hybrid/blended models combining in-person and online instruction to create flexible learning environments or project based/experimental learning with hands-on, real-world learning experiences are being emphasized to improve critical thinking, problem-solving, and collaboration skills

These trends reflect the evolving landscape of education, aiming to better prepare students for the challenges of the 21st century.

### Teacher Shortages and High Demand

- Trend: Many states are facing teacher shortages, especially in subjects like special education, STEM (science, technology, engineering, and mathematics), and English as a Second Language (ESL).
- Job Outlook: The U.S. Bureau of Labor Statistics (BLS) projects a steady demand for elementary and secondary school teachers. Some regions, especially rural and inner-city schools, will have higher demand.

### Increased Focus on STEM and Digital Learning

- Trend: Schools are emphasizing STEM education and integrating more technology into classrooms. Coding, robotics, and digital literacy are becoming essential components of curricula.
- Job Outlook: STEM teachers are in high demand, and educators with skills in technology integration are more likely to secure competitive positions.

### Social-Emotional Learning (SEL) and Mental Health Support

- Trend: Schools are focusing more on students' emotional well-being, resilience, and mental health support, integrating SEL into everyday learning. More schools are hiring counselors and behavioral specialists.
- Job Outlook: Positions for school counselors and psychologists are growing at a rate of about 5-6%, faster than the average for other professions.

### Personalized and Competency-Based Learning

- Trend: More schools are moving toward personalized education, allowing students to progress at their own pace. Technology and AI-driven learning platforms are becoming more common.
- Job Outlook: Teachers who adapt to new learning models and integrate technology effectively will have stronger job prospects.

### Expansion of Career and Technical Education (CTE)

- Trend: High schools are increasing vocational and technical training programs to prepare students for various career pathways beyond traditional four-year college degrees.
- Job Outlook: CTE teachers are expected to see job stability, particularly in fields like healthcare, technology, and skilled trades.

#### Growth of Bilingual and ESL Education

- Trend: With increasing numbers of multilingual students, there is a higher demand for bilingual educators and English as a Second Language (ESL) specialists.
- Job Outlook: ESL and bilingual education teachers are among the most in-demand positions, particularly in states with high immigrant populations.

#### Teacher Pay and Retention Challenges

- Trend: Low salaries, high workloads, and burnout are leading to higher teacher turnover, prompting states and districts to explore higher pay, better benefits, and support systems.
- Job Outlook: While teaching remains a stable career, improving conditions and incentives will be key to attracting and retaining educators.

#### Rise of Hybrid and Online Education

- Trend: Blended learning models and virtual teaching opportunities have expanded, especially since the COVID-19 pandemic. Many districts are offering remote learning options.
- Job Outlook: Teachers with experience in online education and digital tools will have more opportunities in both traditional and virtual schools.

#### Legislative and Policy Changes

- Trend: Changing state and federal policies on standardized testing, school funding, and curriculum requirements are impacting education systems.
- Job Outlook: Teachers who stay informed and adaptable to policy shifts will have a competitive edge.

While the overall job growth for early childhood, elementary and secondary education is moderate, certain specializations (STEM, special education, ESL, mental health support) are seeing strong demand. The field is evolving rapidly, and teachers who embrace technology, inclusion, and innovative teaching strategies will have the best job prospects.

The job outlook for educators range from state to state, level to level, etc. with an outlook of growth ranging from one to four percent or greater depending on specialty area and a significant number of educators who are eligible to retire.

#### Early Childhood Education:

Preschool Teachers : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics










# Preschool Teachers

PRINTER-FRIENDLY 

Summary	What They Do	Work Environment	How to Become One	Pay	Job Outlook	State & Area Data	Similar Occupations	More Info
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## Summary

### Quick Facts: Preschool Teachers

2023 Median Pay 	\$37,130 per year \$17.85 per hour
Typical Entry-Level Education 	Associate's degree
Work Experience in a Related Occupation 	None
On-the-job Training 	None
Number of Jobs, 2023 	528,500
Job Outlook, 2023-33 	4% (As fast as average)
Employment Change, 2023-33 	23,300




# Preschool Teachers

PRINTER-FRIENDLY 

Summary	What They Do	Work Environment	How to Become One	Pay	Job Outlook	State & Area Data	Similar Occupations	More Info
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## Job Outlook

About this section 

Employment of preschool teachers is projected to grow 4 percent from 2023 to 2033, about as fast as the average for all occupations.

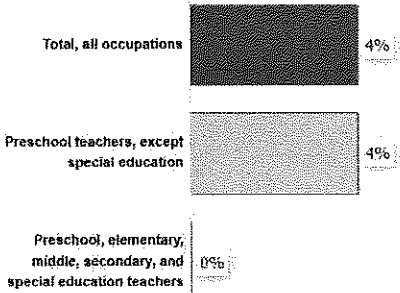
About 61,400 openings for preschool teachers are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

### Employment

Early childhood education is important for a child's intellectual and social development. More preschool teachers should be needed to meet the demand for early childhood education.

### Preschool Teachers

Percent change in employment, projected 2023-33



Note: All Occupations includes all occupations in the U.S. Economy.  
Source: U.S. Bureau of Labor Statistics, Employment Projections program

### Employment projections data for preschool teachers, 2023-33

Occupational Title	SOC Code	Employment, 2023	Projected Employment, 2033	Change, 2023-33		Employment by Industry
				Percent	Numeric	
Preschool teachers, except special education	25-2011	528,500	551,800	4	23,300	<a href="#">Get data</a>

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

# Preschool Teachers

PRINTER-FRIENDLY

Summary	What They Do	Work Environment	How to Become One	Pay	Job Outlook	State & Area Data	Similar Occupations	More Info
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## Pay

About this section

The median annual wage for preschool teachers was \$37,130 in May 2023. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$28,200, and the highest 10 percent earned more than \$60,900.

In May 2023, the median annual wages for preschool teachers in the top industries in which they worked were as follows:

Educational services, state, local, and private	\$50,760
Individual and family services	41,970
Religious, grantmaking, civic, professional, and similar organizations	39,270
Child daycare services	36,030

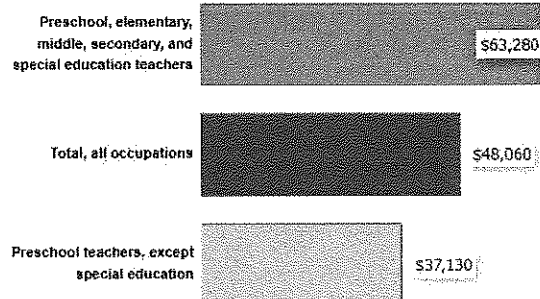
Preschool teachers in public schools generally work during school hours. Many work the traditional 10-month school year and a 2-month break during the summer. Some preschool teachers may teach in summer programs.

Teachers in districts with a year-round schedule typically work 8 weeks in a row and then have a break for 1 week before starting a new school session. They also have a 5-week midwinter break.

Those working in daycare settings may work year-round and have longer hours.

## Preschool Teachers

Median annual wages, May 2023



Note: All Occupations includes all occupations in the U.S. Economy.  
Source: U.S. Bureau of Labor Statistics, Occupational Employment and Wage Statistics

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Preschool Teachers, at <https://www.bls.gov/ooh/education-training-and-library/preschool-teachers.htm> (visited February 07, 2025).

## Elementary Education:

Kindergarten and Elementary School Teachers : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics

# Kindergarten and Elementary School Teachers

PRINTER-FRIENDLY

Summary	What They Do	Work Environment	How to Become One	Pay	Job Outlook	State & Area Data	Similar Occupations	More Info
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## Summary

### Quick Facts: Kindergarten and Elementary School Teachers

2023 Median Pay	\$63,670 per year
Typical Entry-Level Education	Bachelor's degree
Work Experience in a Related Occupation	None
On-the-job Training	None
Number of Jobs, 2023	1,563,700
Job Outlook, 2023-33	-1% (Decline)
Employment Change, 2023-33	-11,500

What Kindergarten and Elementary School Teachers Do



# Kindergarten and Elementary School Teachers

PRINTER-FRIENDLY

Summary	What They Do	Work Environment	How to Become One	Pay	<b>Job Outlook</b>	State & Area Data	Similar Occupations	More Info
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## Job Outlook

About this section

Overall employment of kindergarten and elementary school teachers is projected to decline 1 percent from 2023 to 2033.

Despite declining employment, about 106,500 openings for kindergarten and elementary school teachers are projected each year, on average, over the decade. All of those openings are expected to result from the need to replace workers who transfer to other occupations or exit the labor force, such as to retire.

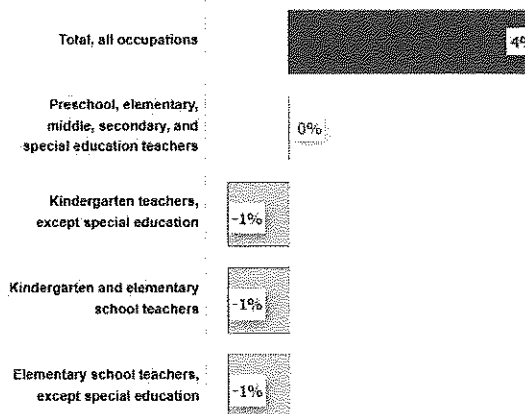
### Employment

The number of students enrolling in public kindergarten and elementary schools is expected to decrease over the projections decade. However, as parents and teachers support smaller class sizes, the number of classes should remain stable and result in a need for more teachers of students in these schools.

Employment growth for kindergarten and elementary school teachers also will depend on state and local government budgets. If state and local governments experience budget deficits, they may lay off employees, including teachers.

## Kindergarten and Elementary School Teachers

Percent change in employment, projected 2023-33



# Kindergarten and Elementary School Teachers

PRINTER-FRIENDLY

Summary	What They Do	Work Environment	How to Become One	Pay	<b>Job Outlook</b>	State & Area Data	Similar Occupations	More Info
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## Pay

About this section

The median annual wage for elementary school teachers, except special education was \$63,650 in May 2023. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$46,350, and the highest 10 percent earned more than \$104,450.

The median annual wage for kindergarten teachers, except special education was \$62,690 in May 2023. The lowest 10 percent earned less than \$45,650, and the highest 10 percent earned more than \$100,390.

In May 2023, the median annual wages for elementary school teachers, except special education in the top industries in which they worked were as follows:

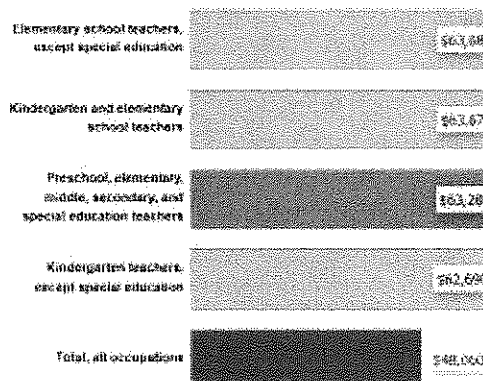
Elementary and secondary schools; local	\$64,380
Elementary and secondary schools; private	\$51,360

In May 2023, the median annual wages for kindergarten teachers, except special education in the top industries in which they worked were as follows:

Elementary and secondary schools; local	\$65,580
Elementary and secondary schools; private	\$50,840
Child daycare services	\$49,120

## Kindergarten and Elementary School Teachers

Median annual wages, May 2023



Note: All Occupations includes all occupations in the U.S. Economy.  
Source: U.S. Bureau of Labor Statistics, Occupational Employment and Wage Statistics

Kindergarten and elementary school teachers generally work during school hours when students are present. They may meet with parents, students, and other teachers before and after school. They often spend time in the evenings and on weekends grading papers and preparing lessons.

Many kindergarten and elementary school teachers work the traditional 10-month school year and have a 2-month break during the summer. They also have a short midwinter break. Some teachers work during the summer.

Teachers in districts with a year-round schedule typically work 9 weeks in a row and then have a break for 3 weeks before starting a new school session.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Kindergarten and Elementary School Teachers, at <https://www.bls.gov/ooh/education-training-and-library/kindergarten-and-elementary-school-teachers.htm> (visited December 15, 2024).

Secondary Education:

High School Teachers: Occupational Outlook Handbook: U.S. Bureau of Labor Statistics

High School Teachers

Summary

What They Do

Work Environment

How to Become One

Pay

Job Outlook

State & Area Data

Similar Occupations

More Info

Summary

Quick Facts: High School Teachers

2023 Median Pay

505,220 per year

Typical Entry-level Education

Bachelor's degree

Work Experience in a Related Occupation

None

On-the-job Training

None

Number of Jobs, 2023

1,071,400

Job Outlook, 2023-33


-1% (Decline)

Employment Change: 2023-33

-6,900

What High School Teachers Do

High school teachers teach academic lessons and various skills that students will need to attend college and to enter the job market.



High School Teachers

Summary

What They Do

Work Environment

How to Become One

Pay

Job Outlook

State & Area Data

Similar Occupations

More Info

Job Outlook

Employment of high school teachers is projected to decline 1 percent from 2023 to 2033.

Despite declining employment, about 64,000 openings for high school teachers are projected each year, on average, over the decade. All of those openings are expected to result from the need to replace workers who transfer to other occupations or exit the labor force, such as to retire.

Employment

Employment growth for public high school teachers may depend on state and local government budgets. If state and local governments experience budget deficits, school boards may lay off employees, including teachers. As a result, those budget deficits may slow the employment growth projected for high school teachers. Conversely, budget surpluses at the state and local level could lead to additional employment growth for high school teachers.

Projected declines over the decade in both the school-aged demographic and student enrollment could reduce demand for high school teachers.

High School Teachers

Percent change in employment, projected 2023-33

Total, all occupations

4%

Preschool, elementary, middle, secondary, and special education teachers

4%

Secondary school teachers, except special and career/technical education

-1%

Note: All Occupations includes all occupations in the U.S. Economy. Source: U.S. Bureau of Labor Statistics, Employment Projections program.

Employment projections data for high school teachers, 2023-33

Occupational Title	SOC Code	Employment, 2023	Projected Employment, 2033	Change, 2023-33 Percent	Numeric	Employment by Industry
Secondary school teachers, except special and career/technical education	25-2031	1,071,400	1,064,500	-1	-6,900	<a href="#">Get data</a>

Source: U.S. Bureau of Labor Statistics, Employment Projections program

Pay

State & Area Data

DISCLAIMER

U.S. Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, High School Teachers, <https://www.bls.gov/ooh/education-training-and-library/high-school-teachers.htm> (visited February 14, 2025).

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## High School Teachers

PRINTED PAGE 10/11

Summary	About This Out	Work Requirements	How to Become One	<b>Pay</b>	Job Outlook	More & Extra Data	Related Occupations	More Info
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### Pay

Update this content

The median annual wage for high school teachers was \$65,229 in May 2023. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$49,640, and the highest 10 percent earned more than \$106,380.

In May 2023, the median annual wages for high school teachers in the top industries in which they worked were as follows:

Elementary and secondary schools, local	\$68,070
Elementary and secondary schools, private	\$61,296

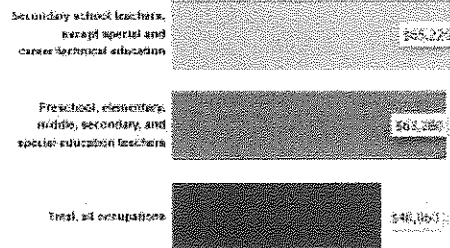
High school teachers generally work during school hours when students are present. They may meet with parents, students, and other teachers before and after school. They often spend time in the evenings and on weekends grading papers and preparing lessons. Teachers who coach sports or advise clubs generally do so before or after school.

Many teachers work a traditional 10-month school year and have a 2-month break during the summer. They also have a short midwinter break. Although most do not teach during the summer, some teach in summer school programs for which they are paid.

Teachers in districts with a year-round schedule typically work 9 weeks in a row and then have a break for 3 weeks before starting a new school session.

### High School Teachers

Median annual wages, May 2023



Note: All occupations includes all occupations in the U.S. economy.  
Source: U.S. Bureau of Labor Statistics, Occupational Employment and Wage Statistics

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, High School Teachers, at <https://www.bls.gov/ooh/education-training-and-library/high-school-teachers.htm> (visited February 07, 2025).

## 8.0 Program Vitality Assessment

Program faculty should use all available information to consider the category assignment which best reflects the program's current status and subsequent goals and anticipated action plans.

### Vitality Category Chosen:

#### Category 1: Potential Enhancement Opportunities

Staffing enhancements are reasonable and evidence suggests that adding a full-time faculty member to support the programs of study will be needed in the near future with the enhanced state aligned curriculum and workforce needs.

## 9.0 Program Goals

Each program should set 1-3 short-term goals (will be completed in the next year) and 1-3 long-term goals (will be completed by next comprehensive program review). These goals should be SMART goals that can be reflected upon in the upcoming annual or comprehensive review.

Previous Goals for all programs:

### Previous Short-Term:

1. By May 2023, align the program to meet KBOR's new general education requirements.
  - a. Goal met for elementary education. All 60 hours are now state aligned.

- b. Goal met for early childhood education with the specifically designated math course required for the program of study (Quantitative Reasoning).
- c. There are no KBOR goals for Secondary Education.

**Previous Long-Term:**

1. By May 2025, update assessments for all required courses to ensure alignment with new program outcomes.
  - a. Goal met as the assessment plans for each of the programs were realigned to meet the new changes with state, math or course alignments.

**Comprehensive Review Goals:**

**Short-Term:**

1. By the end of the fall 2025 term, create and implement an education pathway for local high school students.
2. Increase student enrollment in Exploration in Education (EDUC 135) and EDUC 201 (Technology for Teaching and Learning (EDUC 201) courses by 10% in the next year.

**Long-Term:**

1. Work with Pittsburg State University to update the Secondary Education program articulation agreement to be completed by summer 2026.
2. By Fall 2026 complete research and compile data, trends, etc. to decide whether or not to hire a full-time faculty to oversee, maintain and enhance the programs offering to start Fall 2027.

# Appendix A: Curriculum Maps and Data Sheets

## Early Childhood Education

Labette Community College

Programs of Study 78

### EARLY CHILDHOOD EDUCATION

#### ACADEMIC CURRICULUM MAP

An academic map is a suggested two-year schedule of courses based on degree requirements. This sample schedule serves as a general guideline to help build a full schedule each term. Milestones, courses, and special requirements necessary for timely progress to complete a major are designated to keep you on track to graduate in two years.

This map is not a substitute for academic advisement—contact your advisor if you have any questions about scheduling or about your degree requirements. Also see the current academic catalog for a complete list of requirements and electives. Note: Requirements are continually under revision, and there is no guarantee they will not be changed or revoked; contact an advisor, the department and/or program area for current information.

First Year					
First Semester			Second Semester		
Course	Credit Hours	Notes	Course	Credit Hours	Notes
English 010 ENGL 101 or ENGL 103	3		English 010 ENGL 102	3	
Communication 020	3		Natural & Physical Sciences 040	5	
Math & Statistics 050 MATH 129 or MATH 126	3		Arts & Humanities 060	3	
Arts & Humanities 060	3		EDUC 201 Technology for Teaching and Learning	3	
EDUC 135 Explorations in Education	3		General Elective	3	
Total Hours	15		Total Hours	17	
Second Year					
First Semester			Second Semester		
Course	Credit Hours	Notes	Course	Credit Hours	Notes
Social and Behavioral Science 080	3		Social and Behavioral Science 080	3	
Personal & Professional Behavior 070	3		Personal & Professional Behavior 070	3	
ART 102 Art Education	3		EDUC 151 Children's Literature	3	
EDUC 112 Early Education Curriculum	3		PSYC 201 Developmental Psychology	3	
MUSI 102 Children's Music	3		General Elective	1	
Total Hours	15		Total Hours	13	

You may choose to attend a summer term to reduce your load during fall or spring terms but still stay on track to graduate in two years. NOTE: Learning Support courses will alter the sequences on this map.

#### Systemwide General Education Key:

010 English      020 Communication      030 Math & Statistics      040 Natural & Physical Sciences  
050 Social & Behavioral Sciences      060 Arts & Humanities      070 Personal & Professional Behavior

General Electives can be found on page 53  
Statewide General Education Requirements can be found on page 56

## EDUCATION

### EARLY CHILDHOOD EDUCATION

#### ASSOCIATE IN SCIENCE

The Associate in Science Degree in Early Childhood Education provides an excellent foundation in childhood learning and development. This program provides knowledge and understanding to the student to create an environment that fosters the learning and developmental needs of children. Curriculum development is also highlighted.

**Credits Required:** 60

**Major Advisor:** Regina Decker  
620-820-1254  
reginad@labette.edu

#### Recommended Courses:

EDUC 110 Social & Behavioral Sciences  
PSYC 101 Social & Behavioral Sciences  
BUAD 205 Personal & Professional Behavior  
PED 114 Personal & Professional Behavior  
PED 118 General Elective

#### After Graduation

Upon completion, students meet the educational requirements for employment as a Para-professional in a public school in addition to a variety of early childhood settings. Students can transfer to a university or college to pursue a Bachelor of Science Degree in Early Childhood Unified that would allow licensure with Kansas Department of Education, to teach regular and special education from the birth to third grade level.

Concentration Requirements			21
<input type="checkbox"/>	ART 102	Art Education	3
<input type="checkbox"/>	EDUC 112	Early Education Curriculum	3
<input type="checkbox"/>	EDUC 135	Explorations in Education	3
<input type="checkbox"/>	EDUC 151	Children's Literature	3
<input type="checkbox"/>	EDUC 201	Technology for Teaching and Learning	3
<input type="checkbox"/>	MUSI 102	Children's Music	3
<input type="checkbox"/>	PSYC 201	Developmental Psychology	3
General Education Requirement			35
<b>English</b>			
<input type="checkbox"/>	ENGL 101	English Composition I	or
	ENGL 103	English Composition I with Review	3
<input type="checkbox"/>	ENGL 102	English Composition II	3
<b>Communication</b>			
	Choose one class		
<input type="checkbox"/>			3
<b>Math &amp; Statistics</b>			
<input type="checkbox"/>	MATH 129	Quantitative Reasoning	or
	MATH 126	Quantitative Reasoning with Review	3
<b>Natural &amp; Physical Science</b>			
	Choose one class		
<input type="checkbox"/>			5
<b>Social &amp; Behavioral Sciences</b>			
	Choose two classes from different subject areas		
<input type="checkbox"/>			3
<input type="checkbox"/>			3
<b>Arts &amp; Humanities</b>			
	Choose two classes from different subject areas		
<input type="checkbox"/>			3
<input type="checkbox"/>			3
<b>Personal &amp; Professional Behavior</b>			
	Choose two classes		
<input type="checkbox"/>			3
<input type="checkbox"/>			3
<b>General Electives</b>			4
<input type="checkbox"/>			3
<input type="checkbox"/>			1

General Electives can be found on page 53  
Statewide General Education Requirements can be found on page 56





# LABETTE COMMUNITY COLLEGE

## Program Review Data Summary

Note: All Definitions of data pulled for this summary can be found in Appendix 1 of the Academic Program Review, Planning, and Development Handbook.

### Program: Early Childhood Education

#### Average Class Size, Completion Success, and Attrition

Year (AY dates)	Subject Prefix	Course Name	Total Enrollment	# of Sections	Average Class Size	% Student Completion	% Student Success	% Student Attrition	Student Credit Hours
2022	EDUC 112	Early Childhood Curriculum	5	1	5	100%	80%	0%	15
2023			13	1	13	69%	100%	31%	39
2024			7	1	7	100%	71%	0%	21
2022	EDUC 135	Explorations in Education	69	3	23	90%	78%	10%	207
2023			58	3	19	79%	98%	21%	174
2024			67	3	22	91%	89%	9%	201
2022	EDUC 151	Children's Literature	29	1	29	79%	76%	21%	87
2023			27	1	27	85%	96%	15%	81
2024			22	1	22	91%	95%	9%	66
2022	EDUC 201	Technology for Teaching and Learning	23	1	23	96%	91%	4%	69
2023			26	1	26	85%	91%	15%	78
2024			28	1	28	96%	93%	4%	84

#### Course Completion, Success, & Attrition by Location

Year (AY dates)	Location	Total Enrollment	# of Sections	Average Class Size	% Student Completion	% Student Success	% Student Attrition	Student Credit Hours
2022	Cherokee	16	2	8	88%	81%	12%	48
2023		14	2	7	100%	100%	0%	42
2024		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2022	Online	336	17	20	90%	83%	10%	1,008
2023		346	20	20	87%	92%	13%	1,038
2024		124	6	20	93%	90%	7%	372
2022	Main Campus	49	4	12	94%	90%	6%	147
2023		32	3	10	96%	100%	4%	96
2024		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2022	Concurrent	33	4	8	100%	100%	0%	99
2023		38	4	9	100%	97%	0%	114
2024		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2022	Other (Arrg, Off-campus, etc.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2023		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2024		N/A	N/A	N/A	N/A	N/A	N/A	N/A

#### Declared Awards, Transfers, and Placements

Year (AY Dates)	# of Degrees/Certs Awarded	# of Graduates Transferring from previous AY year	% Placement Rate for Graduates (CTE Only)
2022	1	0	N/A
2023	5	3	N/A
2024	2	1	N/A

#### Student Credit Hours by Faculty Type

Year (AY)	Number of Faculty		Student Credit Hours by Faculty Type				Total Credit Hours
	Full Time	Part Time	Full Time	% for Full Time	Part Time	% for Part Time	
2022	0	10	0	0%	1,302	100%	1,302
2023	0	14	0	0%	1,290	100%	1,290
2024	0	3	0	0%	372	100%	372

#### Faculty Name by Type for Most Recent Academic Year Full Time:

Part Time: Jamie Davis, Kara Wheeler & Elizabeth Stoneberger

# Elementary Education

## ELEMENTARY EDUCATION ACADEMIC CURRICULUM MAP

An academic map is a suggested two-year schedule of courses based on degree requirements. This sample schedule serves as a general guideline to help build a full schedule each term. Milestones, courses, and special requirements necessary for timely progress to complete a major are designated to keep you on track to graduate in two years.

This map is not a substitute for academic advisement—contact your advisor if you have any questions about scheduling or about your degree requirements. Also see the current academic catalog for a complete list of requirements and electives. Note: Requirements are continually under revision, and there is no guarantee they will not be changed or revoked; contact an advisor, the department and/or program area for current information.

First Year					
First Semester			Second Semester		
Course	Credit Hours	Notes	Course	Credit Hours	Notes
English 010 ENGL 101 or ENGL 103	3		English 010 ENGL 102 English Composition II	3	
Communication 020	3		Natural & Physical Sciences 010 BIOL 120, BIOL 122 or BIOL 130	5	
Math & Statistics 030 MATH 129 or MATH 126	3		Arts & Humanities 060 (ART, ENGL, or MUSI)	3	
Arts & Humanities 060 HIST 101 or HIST 102	3		EDUC 201 Technology for Teaching and Learning	3	
EDUC 135 Explorations in Education	3				
Total Hours	15		Total Hours	14	
Second Year					
First Semester			Second Semester		
Course	Credit Hours	Notes	Course	Credit Hours	Notes
Social and Behavioral Science 050 PSYC 101	3		Social and Behavioral Science 050 (ECON, GEOG, POLS, or SOCI)	3	
Personal & Professional Behavior 070 POLS 105 or SOCI 208 or Any Systemwide General Education Requirement	3		Personal & Professional Behavior 070 POLS 105 or SOCI 208 or Any Systemwide General Education Requirement	3	
EDUC 110 Child Development or EDUC 112 Early Education Curriculum	3		EDUC 151 Children's Literature	3	
ART 102 Art Education or MUSI 102 Children's Music	3		PSYC 201 Developmental Psychology	3	
EDUC 205 Educating Exceptional Students	3		Physical Science/Physics Physical Science (PHSC, PHYS)	4	
Total Hours	15		Total Hours	16	

You may choose to attend a summer term to reduce your load during fall or spring terms but still stay on track to graduate in two years. NOTE: Learning Support courses will alter the sequences on this map.

### Systemwide General Education Key:

010 English      020 Communication      030 Math & Statistics      040 Natural & Physical Sciences  
050 Social & Behavioral Sciences      060 Arts & Humanities      070 Personal & Professional Behavior

General Electives can be found on page 53  
Statewide General Education Requirements can be found on page 56

## EDUCATION

### ELEMENTARY EDUCATION

#### ASSOCIATE IN SCIENCE

The courses in this program will meet the requirements for an Associate in Science Degree in Elementary Education at Labette Community College. This program is a solid foundation to understanding curriculum development, classroom management, and the elementary education school setting. Courses are transferable to Kansas Regent schools, and recently have been program to program aligned in the State of Kansas.

**Credits Required:** 60

**Major Advisor:** Regina Decker  
620-820-1254  
reginad@labette.edu

**Recommended Courses:**

See academic program map

#### After Graduation

Students will be prepared to continue their education at a 4-year college. A Bachelor's Degree is the minimum requirement to pursue a career as an elementary teacher (K-6). Students transferring to a 4-year college should contact the advisor at that university to ensure transferability of course work. It is the student's responsibility to follow the transfer requirements for his/her transfer institution.

Concentration Requirements				21
<input type="checkbox"/>	ART 102	Art Education	or	
<input type="checkbox"/>	MUSI 102	Children's Music		3
<input type="checkbox"/>	EDUC 110	Child Development	or	
<input type="checkbox"/>	EDUC 112	Early Education Curriculum		3
<input type="checkbox"/>	EDUC 135	Explorations in Education		3
<input type="checkbox"/>	EDUC 151	Children's Literature		3
<input type="checkbox"/>	EDUC 201	Technology for Teaching and Learning		3
<input type="checkbox"/>	EDUC 205	Educating Exceptional Students		3
<input type="checkbox"/>	PSYC 201	Developmental Psychology		3
General Education Requirement				35
English				
<input type="checkbox"/>	ENGL 101	English Composition I	or	
<input type="checkbox"/>	ENGL 103	English Composition I with Review		3
<input type="checkbox"/>	ENGL 102	English Composition II		3
Communication				
Choose one Class				
<input type="checkbox"/>	COMM 101	Public Speaking	or	
<input type="checkbox"/>	COMM 102	Interpersonal Communication		3
Math & Statistics				
<input type="checkbox"/>	MATH 129	Quantitative Reasoning	or	
<input type="checkbox"/>	MATH 126	Quantitative Reasoning with Review		3
Natural & Physical Science				
Choose one Class				
<input type="checkbox"/>	BIOL 120	General Biology	or	
<input type="checkbox"/>	BIOL 122	Environmental Life Science	or	
<input type="checkbox"/>	BIOL 130	Anatomy and Physiology		5
Social & Behavioral Sciences				
Choose two classes from different subject areas				
<input type="checkbox"/>	PYSC 101	General Psychology		3
(Choose from ECON 203, ECON 204, GEOG 101, POLS 105, POLS 106, SOCI 101, SOCI 201, SOCI 202, SOCI 203 or SOCI 207)				
<input type="checkbox"/>				3
Arts & Humanities				
Choose two classes from different subject areas				
<input type="checkbox"/>	HIST 101	American History to 1877	or	
<input type="checkbox"/>	HIST 102	American History since 1877		3
(Choose from ART 130, MUSI 101, ENGL 206 or ENGL 209)				
<input type="checkbox"/>				3
Personal & Professional Behavior				
Choose two classes				
<input type="checkbox"/>	POLS 105	American Government	or	
<input type="checkbox"/>	SOCI 208	Culture and Ethnicity	or	
Additional course from any of the above Systemwide General Education Requirement categories				
<input type="checkbox"/>				3
Physical Science/Physics				4
(PHSC 101, PHSC 103, PHSC 105, PHYS 201, PHYS 203)				
<input type="checkbox"/>				4

General Electives can be found on page 55  
Statewide General Education Requirements can be found on page 56



# LABETTE COMMUNITY COLLEGE

## Program Review Data Summary

Note: All Definitions of data pulled for this summary can be found in Appendix 1 of the Academic Program Review, Planning, and Development Handbook.

Program: Elementary Education

Average Class Size, Completer Success, and Attrition

Year (AY dates)	Subject Prefix	Course Name	Total Enrollment	# of Sections	Average Class Size	% Student Completion	%Student Success	%Student Attrition	Student Credit Hours
2022	EDUC 135	Explorations in Education	69	3	23	90%	78%	10%	207
2023			58	3	19	79%	98%	21%	174
2024			67	3	22	91%	89%	9%	201
2022	EDUC 151	Children's Literature	29	1	29	79%	76%	21%	87
2023			27	1	27	85%	96%	15%	81
2024			22	1	22	91%	95%	9%	66
2022	EDUC 201	Technology for Teaching and Learning	23	1	23	96%	91%	4%	69
2023			26	1	26	85%	91%	15%	78
2024			28	1	28	96%	93%	4%	84

### Course Completion, Success, & Attrition by Location

Year (AY dates)	Location	Total Enrollment	# of Sections	Average Class Size	% Student Completion	%Student Success	%Student Attrition	Student Credit Hours
2022	Cherokee	16	2	8	88%	81%	12%	48
2023		14	2	7	100%	100%	0%	42
2024		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2022	Online	317	15	21	86%	83%	14%	951
2023		277	16	22	87%	92%	13%	831
2024		137	7	18	92%	91%	8%	411
2022	Main Campus	49	4	12	94%	90%	6%	147
2023		32	3	10	96%	100%	4%	96
2024		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2022	Concurrent	33	4	8	100%	100%	0%	99
2023		38	4	9	100%	97%	0%	114
2024		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2022	Other (Arrg, Off-campus, etc.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2023		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2024		N/A	N/A	N/A	N/A	N/A	N/A	N/A

### Declared Awards, Transfers, and Placements

Year (AY Dates)	# of Degrees/Certs Awarded	# of Graduates Transferring from previous AY year	% Placement Rate for Graduates (CTE Only)
2022	12	6	N/A
2023	13	11	N/A
2024	6	6	N/A

### Student Credit Hours by Faculty Type

Year (AY)	Number of Faculty		Student Credit Hours by Faculty Type				Total Credit Hours
	Full Time	Part Time	Full Time	% for Full Time	Part Time	% for Part Time	
2022	0	10	0	0%	1,245	100%	1,245
2023	0	13	0	0%	1,251	100%	1,251
2024	0	3	0	0%	351	100%	351

Faculty Name by Type for Most Recent Academic Year Full Time:

Part Time: Jamie Davis, Kara Wheeler & Elizabeth Stoneberger

# Secondary Education

## SECONDARY EDUCATION ACADEMIC CURRICULUM MAP

An academic map is a suggested two-year schedule of courses based on degree requirements. This sample schedule serves as a general guideline to help build a full schedule each term. Milestones, courses, and special requirements necessary for timely progress to complete a major are designated to keep you on track to graduate in two years.

**This map is not a substitute for academic advisement**—contact your advisor if you have any questions about scheduling or about your degree requirements. Also see the current academic catalog for a complete list of requirements and electives. Note: Requirements are continually under revision, and there is no guarantee they will not be changed or revoked; contact an advisor, the department and/or program area for current information.

First Year					
First Semester			Second Semester		
Course	Credit Hours	Notes	Course	Credit Hours	Notes
English 010 ENGL 101 or ENGL 103	3		English 010 ENGL 102	3	
Communication 020	3		Natural & Physical Sciences 040	5	
Math & Statistics 030	3		Arts & Humanities 060	3	
Arts & Humanities 060	3		EDUC 201 Technology for Teaching and Learning	3	
EDUC 135 Explorations in Education	3		Content Area Emphasis	3	
Total Hours	15		Total Hours	17	
Second Year					
First Semester			Second Semester		
Course	Credit Hours	Notes	Course	Credit Hours	Notes
Social and Behavioral Science 050	3		Social and Behavioral Science 050	3	
Personal & Professional Behavior 070	3		Personal & Professional Behavior 070	3	
Content Area Emphasis	3		Content Area Emphasis	3	
Content Area Emphasis	3		PSYC 201 Developmental Psychology	3	
General Elective	1		General Elective	3	
Total Hours	13		Total Hours	15	

You may choose to attend a summer term to reduce your load during fall or spring terms but still stay on track to graduate in two years. NOTE: Learning Support courses will alter the sequences on this map.

### Systemwide General Education Key:

010 English      020 Communication      030 Math & Statistics      040 Natural & Physical Sciences  
050 Social & Behavioral Sciences      060 Arts & Humanities      070 Personal & Professional Behavior

General Electives can be found on page 53

Statewide General Education Requirements can be found on page 56

## EDUCATION SECONDARY EDUCATION

### ASSOCIATE IN SCIENCE

The courses in this program will meet the requirements for an Associate in Science Degree in Secondary Education at LCC. Since requirements at 4-year colleges vary, students must refer to the 4-year college of their choice to determine the transferability of courses. An Associate in Science in Secondary Education will help prepare a student to transfer to a 4-year college and be successful in future endeavors.

**Credits Required:** 60

**Major Advisor:** Regina Decker  
620-820-1254  
reginad@labette.edu

#### After Graduation

Students will be prepared to continue their education at a 4-year college. A Bachelor's Degree is the minimum requirement to pursue a career as a secondary education teacher. Students transferring to a 4-year college should contact the advisor at that university to ensure transferability of coursework. It is the student's responsibility to follow the transfer requirements for his/her transfer institution.

#### Emphasis Area Courses

Courses counted in concentration must be different than General Elective.

**Art:** ART 102, ART 103, ART 111, ART 113, ART 115

**Biology:** BIOL 128, BIOL 129, BIOL 130, BIOL 201

**Business:** ACCT 112, ACCT 114, BUAD 101, BUAD 205

**Chemistry:** CHEM 120, CHEM 124, CHEM 126, CHEM 204, CHEM 207, MATH 130, PHYS 201, PHYS 203, PHYS 205, PHYS 208

**English:** ENGL 200, ENGL 206, ENGL 207, ENGL 208, ENGL 209, ENGL 215

**Foreign Language:** LANG 104, LANG 127, LANG 128

**History:** HIST 101, HIST 102, HIST 103, HIST 104, HIST 201, POLS 105, ECON 203, ECON 204, GEOG 101, SOCI 207

**Math 6-12:** MATH 120, MATH121, MATH130, MATH 131, MATH 201, COMP135

**Math 5-8:** MATH 120, MATH 121, MATH 130, COMP 135

**Physical Education:** PED 101, PED 103, PED 118, BIOL 120, BIOL 130

**Physics:** PHYS 201, PHYS 203, PHYS 205, PHYS 208, PHSC 105, MATH 130, MATH131, CHEM 124, CHEM 126

**Speech Theatre:** COMM 102, COMM 105, COMM 106, ENGL 118

**Technology & Engineering Ed:** GRAP 102, GRAP 121, GRAP 125, GRAP 126, GRAP 205, GRAP 208

#### Concentration Requirements 21

☐ EDUC 135 Explorations in Education 3

☐ EDUC 201 Technology for Teaching and Learning 3

☐ PSYC 201 Developmental Psychology 3

**Content Area Emphasis 12**

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

#### General Education Requirement 35

##### English

☐ ENGL 101 English Composition I or

ENGL 103 English Composition I with Review 3

☐ ENGL 102 English Composition II 3

##### Communication

Choose one class

☐ \_\_\_\_\_ 3

##### Math & Statistics

Choose one class (see below)

☐ \_\_\_\_\_ 3

##### Natural & Physical Science

Choose one class

☐ \_\_\_\_\_ 5

##### Social & Behavioral Sciences

Choose two classes from different subject areas

☐ \_\_\_\_\_ 3

☐ \_\_\_\_\_ 3

##### Arts & Humanities

Choose two classes from different subject areas

☐ \_\_\_\_\_ 3

☐ \_\_\_\_\_ 3

##### Personal & Professional Behavior

Choose two classes

☐ \_\_\_\_\_ 3

☐ \_\_\_\_\_ 3

#### General Elective 4

☐ \_\_\_\_\_ 3

☐ \_\_\_\_\_ 1

**MATH 115 College Algebra or MATH 114 College Algebra with Review:** Biology, Business, Chemistry, Math 6-12, Math 5-8, Physical Education, Physics, Technology & Engineering

**MATH 129 Quantitative Reasoning or MATH 126 Quantitative Reasoning with Review:** Art, English, Foreign Language, History, Speech Theatre

General Electives can be found on page 55  
Statewide General Education Requirements can be found on page 56



# LABETTE COMMUNITY COLLEGE

## Program Review Data Summary

Note: All Definitions of data pulled for this summary can be found in Appendix 1 of the Academic Program Review, Planning, and Development Handbook.

Program: Secondary Education

Average Class Size, Completer Success, and Attrition

Year (AY dates)	Subject Prefix	Course Name	Total Enrollment	# of Sections	Average Class Size	% Student Completion	%Student Success	%Student Attrition	Student Credit Hours
2022	EDUC 135	Explorations in Education	69	3	23	90%	78%	10%	207
2023			58	3	19	79%	98%	21%	174
2024			67	3	22	91%	89%	9%	201
2022	EDUC 201	Technology for Teaching and Learning	23	1	23	96%	91%	4%	69
2023			26	1	26	85%	91%	15%	78
2024			28	1	28	96%	93%	4%	84

Course Completion, Success, & Attrition by Location

Year (AY dates)	Location	Total Enrollment	# of Sections	Average Class Size	% Student Completion	%Student Success	%Student Attrition	Student Credit Hours
2022	Cherokee	16	2	8	88%	81%	12%	48
2023		14	2	7	100%	100%	0%	42
2024		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2022	Online	243	14	17	93%	85%	7%	729
2023		250	15	20	87%	92%	13%	750
2024		95	4	25	93%	90%	7%	285
2022	Main Campus	45	4	11	94%	90%	6%	147
2023		32	3	10	96%	100%	4%	96
2024		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2022	Concurrent	33	4	8	100%	100%	0%	99
2023		38	4	9	100%	97%	0%	114
2024		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2022	Other (Arrg, Off-campus, etc.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2023		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2024		N/A	N/A	N/A	N/A	N/A	N/A	N/A

Declared Awards, Transfers, and Placements

Year (AY Dates)	# of Degrees/Certs Awarded	# of Graduates Transferring from previous AY year	% Placement Rate for Graduates (CTE Only)
2022	3	1	N/A
2023	1	1	N/A
2024	1	0	N/A

Student Credit Hours by Faculty Type

Year (AY)	Number of Faculty		Student Credit Hours by Faculty Type				
	Full Time	Part Time	Full Time	% for Full Time	Part Time	% for Part Time	Total Credit Hours
2022	0	12	0	0%	1,011	100%	1,011
2023	0	10	0	0%	1,002	100%	1,002
2024	0	2	0	0%	285	100%	285

Faculty Name by Type for Most Recent Academic Year Full Time:

Part Time: Jamie Davis & Kara Wheeler

SUBJECT

Staff Employment Letters

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Brandi Clark has accepted the Diagnostic Medical Sonography Engagement Coordinator position.

Tessa Newman has accepted the Assistant Volleyball Coach position.

Lauren Holmes has accepted the Academic Accessibility Manager position.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the Staff Employment letters for Brandi Clark, Diagnostic Medical Sonography Engagement Coordinator, to be begin 4/1/2025, at a salary of \$45,466/annually; Tessa Newman, Assistant Volleyball Coach, to begin 4/1/2025, at a salary of \$25,798/annually; and, Lauren Holmes, Academic Accessibility Manager, to begin 5/1/25, at a salary of \$48,981/annually.



## **Biography**

### **Brandi Clark**

Brandi Clark has accepted the position of Diagnostic Medical Sonography Engagement Coordinator to begin on April 1, 2025. Brandi earned an Associate of Applied Science degree in Respiratory Therapy (RT) from LCC and her Bachelor's degree in Career and Technical Education from PSU. Brandi has served LCC as the DMS Program Specialist for almost 3 years, prior to that she was our Career Technical Education (CTE) Recruiter for 3 years.

<b>Job Title:</b>	<b>Diagnostic Medical Sonography Engagement Coordinator</b>	<b>Job Number:</b>	<b>ACAD-0045</b>
<b>Department:</b>	<b>Academic Affairs</b>	<b>Job Grade:</b>	<b>30</b>
<b>Reports To:</b>	<b>Director of Diagnostic Medical Sonography</b>	<b>FLSA Status:</b>	<b>Exempt</b>

**Job Purpose and Objectives:**

The DMS Engagement Coordinator is integral to the success of the program, focusing on clinical site placement for new applicants and collaborating with recruiters to enhance targeted outreach efforts. This position is responsible for building and nurturing partnerships with schools and healthcare organizations, managing and coordinating the application process, monitoring applicant progress, and ensuring all program requirements are fulfilled. Once students are admitted, the coordinator provides ongoing support, addressing both clinical placement and academic needs to ensure a seamless and successful program experience.

**Supervisory/Management Responsibilities:**
☐ Yes ☒ No

This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

**Job Competencies: Essential Functions** include the following. Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments and work location may be changed at any time, as required by business necessity.

1. Coordinate efforts to identify, establish, and secure clinical site partnerships to expand observation and training opportunities for students.
2. Create and maintain an up-to-date database of clinical site information, including requirements, instructor credentials, and ensure team adherence to data management protocols.
3. Establish and nurture partnerships by coordinating with colleges and community organizations to enhance program pathways for qualified applicants.
4. Coordinate processes to resolve challenges related to clinical site availability by collaborating with healthcare organizations to identify new partnership opportunities and optimize existing agreements.
5. Coordinate with students to address challenges in securing clinical placements, providing guidance and alternative solutions.
6. Guide and oversee the management of affiliate agreements in collaboration with the DMS Program Director, ensuring compliance with program and institutional standards.
7. Coordinate affiliate agreements to ensure they are renewed or approved on time, maintaining up-to-date records and compliance with renewal deadlines.
8. Coordinate processes for clinical site onboarding (specific per clinical sites) and the documentation to reduce delays and ensure timely student placement.
9. Contact healthcare entities across the country to coordinate clinical placement opportunities to help students secure locations
10. Coordinate and manage application process, ensuring timely collection and organization of all required documentation.
11. Coordinate program interviews, ensuring applicants meet admission criteria and are evaluated effectively.
12. Collect and organize pre-clinical documentation to ensure timely submission and compliance, while coordinating clinical site onboarding and documentation to minimize delays and ensure prompt student placement.
13. Assist Clinical Coordinator with tracking and managing student clinical hours, ensuring compliance with program requirements and accreditation standards.
14. Coordinate and manage pre-program clinical observation and assist with post entry clinical and academic requirements for students throughout the program.
15. Coordinate targeted recruiting for prospective DMS students, with an emphasis on attracting non-traditional and diverse applicants.
16. Coordinate engagement initiatives for the department such as department campaigns, email outreach, social media, and other digital efforts to engage prospective students.
17. Provide leadership and guidance to Program Specialists, helping them set goals, grow professionally, and enhance their contributions through regular feedback.

18. Helps develop departmental strategic, operational, and technology plans
19. Participates in public relations activities and promotes the program within the region
20. Potential health hazards include exposure to contagious disease
21. Occasional travel may be required
22. Enforces and maintains compliance with all federal, state and local laws and ordinances
23. Performs other duties as assigned or deemed necessary
24. Complies with all organizational and departmental policies and procedures
25. Operates all job-related equipment, machinery, tools and other aids as required or needed
26. Protects and maintains any confidential information you have access to, whether oral, written, or electronic

**Position Requirements and Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Requirements:**

1. Bachelor degree in healthcare, education or a related field
2. Three years of experience in higher education, healthcare recruitment, or clinical site coordination
3. Experience in a Diagnostic Medical Sonography program or other health science program preferred.
4. Experience with accreditation standards, affiliation agreements and regulatory requirements for Diagnostic Medical Sonography program or healthcare preferred.
5. Occasional evening and weekend hours

**Certifications / Licenses:**

1. None

**Skills/Knowledge/Abilities:**

1. Ability to manage complex processes independently, including application management and clinical site coordination.
2. Good organization and communication skills
3. Knowledge of basic computer systems, programs and software
4. Excellent time management skills and ability to multi-task and prioritize work
5. Ability to fulfill all duties with minimal supervision and to work independently
6. Assess situations rapidly and make logical decisions in a timely manner
7. Analyze facts and exercise sound judgment
8. Ability to effectively manage projects and multiple priorities simultaneously
9. Strong written and verbal communication skills
10. Problem solving and critical thinking skills
11. Strong math, spelling, computer, and calculator abilities
12. Ability to communicate in a professional, calm and courteous manner with the general public and employees
13. Attention to detail
14. Proficiency in clinical operations, including the use of Trajecsys or similar clinical management platforms.
15. Ability to learn recruitment strategies, digital marketing, and content creation tools (e.g., Adobe Creative Suite, Canva).

**Work Environment and Physical Demands:** The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high volume environment.
- Daily attendance is required, schedules may fluctuate to accommodate needs, deadlines and delivery of services. Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent periods of sitting, standing, walking, and carrying items will be required.
- Average use of computer, phones, and other position related technology required per position.
- Office located on \_\_\_2nd\_\_\_\_\_ floor of building. Office with \_\_\_0\_\_\_\_\_ # windows.

Confidential and/or sensitive information, if any, is accessible by an employee to perform the duties of the job:

- |  |   |
|--|---|
| <input type="checkbox"/> Employee Information                      | <input type="checkbox"/> Managerial Information   |
| <input checked="" type="checkbox"/> Organizational Information     | <input type="checkbox"/> Professional Information |
| <input checked="" type="checkbox"/> Customer / Contact Information | <input type="checkbox"/> Other:                   |

Personal contacts an employee makes with others (face-to-face and telephone) to perform the duties of the job:

- ☒ Within the immediate organization, department, office, project, or work unit, and in related or support units; and/or with members of the public in very highly structured situations
- ☒ With employees in the same organization, but outside the immediate department or division and/or with members of the public, as individuals or groups, in a moderately structured setting
- ☒ With individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different
- ☐ With high-ranking officials from outside the organization at national or international levels in highly unstructured settings

**Acknowledgement:**

*This job description was reviewed with me and I understand that nothing in this job description restricts The Organization's right to assign, reassign or eliminate duties and responsibilities to this job at any time This job description reflects The Organization's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by The Organization or myself*

Employee Name (Print)	Signature	Date
Supervisor / Department Director (Print)	Signature	Date

Revision History			
Revision #	Revision Author	Date	Description of Revision(s)
00			
01			
02			
03			

## **Biography**

### **Tessa Newman**

Tessa Newman has accepted the position of Assistant Volleyball Coach to begin on April 1, 2025. Tessa earned an Associate of General Studies from LCC and a Bachelor of Science from KSU. She has experience as Head Coach for multiple Club teams, played for LCC while attending here, and has recently been the Assistant Coach for volleyball and track for Rock Creek Middle School in Saint George.

<b>Job Title:</b>	<b>Assistant Volleyball Coach</b>	<b>Job Number:</b>	<b>STUD-0009</b>
<b>Department:</b>	<b>Student Affairs - Athletics</b>	<b>Job Grade:</b>	<b>13</b>
<b>Reports To:</b>	<b>Head Volleyball Coach</b>	<b>FLSA Status:</b>	<b>Exempt</b>

**Job Purpose and Objectives:**

1. Responsible for the assistance in recruitment, supervision and placement of students who are skilled in the areas of competitive volleyball at the college level.

**Supervisory/Management Responsibilities:**

- ☐ Yes ☒ No This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

**Job Competencies: Essential Functions** include the following. Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments and work location may be changed at any time, as required by business necessity.

1. Assists with the promotion and development of the volleyball program of Labette Community College
2. Builds a schedule that suits the athletic program and assists in scheduling a gym for practices and games
3. Assists in ordering all equipment and uniforms
4. Ability to work camps for recruiting and publicity purposes
5. Educate, counsel and monitor academic progress of student athletes
6. Assist with concessions, game set up and cleaning the weight room
7. Additional hours may be required on occasion, including overnight, evening and weekend hours
8. Enforces and maintains compliance with all federal, state and local laws and ordinances
9. Performs other duties as assigned or deemed necessary
10. Complies with all organizational and departmental policies and procedures
11. Operates all job-related equipment, machinery, tools and other aids as required or needed
12. Protects and maintains any confidential information you have access to, whether oral, written, or electronic

**Position Requirements and Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Requirements:**

1. Associate's degree
2. Two years playing and/or coaching volleyball experience preferred

**Certifications / Licenses:**

1. Valid driver's license

**Skills/Knowledge/Abilities:**

1. Basic knowledge of the fundamentals of volleyball
2. Knowledge of requirements for eligibility for all student athletes
3. Good organization and communication skills
4. Excellent time management skills and ability to multi-task and prioritize work
5. Ability to fulfill all duties with minimal supervision and to work independently
6. Assess situations rapidly and make logical decisions in a timely manner
7. Analyze facts and exercise sound judgment
8. Ability to effectively manage projects and multiple priorities simultaneously
9. Strong written and verbal communication skills
10. Problem solving and critical thinking skills
11. Strong math, spelling, computer, and calculator abilities
12. Ability to communicate in a professional, calm and courteous manner with the general public and employees
13. Attention to detail

**Work Environment and Physical Demands:** The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high volume environment.
- Daily attendance is required, schedules may fluctuate to accommodate needs, deadlines and delivery of services. Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent periods of sitting, standing, walking, and carrying items will be required.
- Average use of computer, phones, and other position related technology required per position.
- Office located on \_\_\_\_1st\_\_\_\_ floor of building. Office with \_\_\_\_1\_\_\_\_ # windows.
- Ability to lift equipment up to 60lbs, walk, climb, stoop and bend. Be able to work at varying heights inside and outside of a building on seldom occasions.

Confidential and/or sensitive information, if any, is accessible by an employee to perform the duties of the job:

- |  |   |
|--|---|
| <input type="checkbox"/> Employee Information                      | <input type="checkbox"/> Managerial Information   |
| <input checked="" type="checkbox"/> Organizational Information     | <input type="checkbox"/> Professional Information |
| <input checked="" type="checkbox"/> Customer / Contact Information | <input type="checkbox"/> Other:                   |

Personal contacts an employee makes with others (face-to-face and telephone) to perform the duties of the job:

- ☒ Within the immediate organization, department, office, project, or work unit, and in related or support units; and/or with members of the public in very highly structured situations
- ☒ With employees in the same organization, but outside the immediate department or division and/or with members of the public, as individuals or groups, in a moderately structured setting
- ☒ With individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different
- ☐ With high-ranking officials from outside the organization at national or international levels in highly unstructured settings

**Acknowledgement:**

*This job description was reviewed with me and I understand that nothing in this job description restricts The Organization's right to assign, reassign or eliminate duties and responsibilities to this job at any time This job description reflects The Organization's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by The Organization or myself*

Employee Name (Print)	Signature	Date
Supervisor / Department Director (Print)	Signature	Date

Revision History			
Revision #	Revision Author	Date	Description of Revision(s)
00	Hayley Howe- TAG	06/01/2024	Formatted and finalized from previous JD and job analysis questionnaire/process
01			
02			
03			

## **Biography**

### **Lauren L. Holmes**

Lauren Holmes has accepted the Academic Accessibility Manager position to begin May 1, 2025.

Lauren has been serving LCC since 2021 and has recently held the Student Support Services Academic Coordinator position. Before that, she started her career at LCC as the Student Life Specialist before moving to the SSS Academic Advisor position.

A fun fact about Lauren is that her favorite hobby is fishing!



<b>Job Title:</b>	<b>Academic Accessibility Manager</b>	<b>Job Number:</b>	<b>STUD-0039</b>
<b>Department:</b>	<b>Student Affairs</b>	<b>Job Grade:</b>	<b>32</b>
<b>Reports To:</b>	<b>Vice President of Student Affairs</b>	<b>FLSA Status:</b>	<b>Exempt</b>

### Job Purpose and Objectives:

Responsible for coordinating academic success and accessibility for all students by ensuring appropriate academic accommodations, providing academic skills instruction, managing the tutoring program, ensuring compliance with disability laws, and promoting an inclusive environment at Labette Community College.

### Supervisory/Management Responsibilities:

☐ Yes ☒ No

This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

**Job Competencies: Essential Functions** include the following. Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments and work location may be changed at any time, as required by business necessity.

- Ensures LCC's policies and practices comply with the ADA, Section 504 of the Rehabilitation Act, and other relevant disability laws
- Manages and coordinates processes for receiving and reviewing requests for student accommodations received from students, faculty, and staff
- Collaborates with students, faculty, and staff to implement reasonable accommodations for individuals with disabilities
- Maintains records of accommodation requests and develops processes to monitor and ensure their implementation
- Serves as a point of contact for students, faculty, and staff regarding accommodations for students' disabilities, offering guidance on available resources and support services
- Consults with faculty and administrators to ensure course materials and teaching methods are accessible
- Manages the budget for ADA-related initiatives, including accessibility improvements and accommodation services
- Prepares reports for college leadership, accrediting bodies, and government agencies as required
- In consultation with the Director of Human Resources, monitor changes in federal, state, and local disability laws and regulations, in order to develop, implement, and update LCC's accommodation policies and procedures to ensure compliance and equity
- Ability to coordinate all aspects of the tutoring program for the college by recruiting, hiring, training, and evaluating qualified tutors
- Collaborates with Human Resources and Payroll to onboard tutors, ensuring all required new hire paperwork is completed accurately and submitted promptly
- Manages the system for tutor timekeeping, including monitoring timesheets and addressing discrepancies as needed
- Ensures all timekeeping documentation is submitted on schedule to facilitate timely payroll processing for tutors
- Ability to implement the Plagiarism Intervention process in coordination with the Vice President of Student Affairs
- Manages the budget for tutoring-related initiatives
- Ability to conduct individual assessments to identify students' strengths and areas for improvement in study habits, time management, test-taking strategies, and other meta-cognitive skills
- Ability to develop personalized plans to address specific academic challenges
- Provides individual and small-group instruction on topics such as effective study techniques, note-taking skills, time management, and overcoming test anxiety
- Provides personalized coaching sessions to help students set academic goals, develop study plans, and build essential skills for academic success
- Instructs students regarding metacognitive strategies to improve learning outcomes and self-regulation
- Collaborates with faculty, academic advisors, and other support services to identify students who may benefit from academic skills support and provide comprehensive assistance
- Ability to serve as a member of student affairs and college committees
- Ability to become FERPA trained
- Additional hours may be required on occasion, including evening and weekend hours
- Enforces and maintains compliance with all federal, state, and local laws and ordinances
- Performs other duties as assigned or deemed necessary
- Complies with all organizational and departmental policies and procedures

28. Operates all job-related equipment, machinery, tools and other aids as required or needed
29. Protects and maintains any confidential information you have access to, whether oral, written, or electronic, including data that may be protected by the Health Insurance Portability and Accountability Act (HIPAA)

**Position Requirements and Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Requirements:**

1. Master's degree in education or high-demand academic area required; Bachelor's degree in education or high-demand academic area, plus two years of directly-related professional experience acceptable.
2. Teaching/tutoring experience with college students in a high-demand academic area preferred.
3. Professional experience in areas of special education or accommodations administration preferred.

**Certifications / Licenses:**

1. None

**Skills/Knowledge/Abilities:**

1. Ability to anticipate students' needs and develop appropriate short- and long-term goals
2. Effectively counsels and advises students with compassion and understanding
3. Ability to teach to diverse populations
4. Knowledge of federal, state, and local disability laws and regulations
5. Good communication and organization skills
6. Knowledge of basic computer operations including MS Office
7. Excellent time management skills and ability to multi-task and prioritize work
8. Ability to fulfill all duties with minimal supervision and to work independently
9. Assess situations rapidly and make logical decisions in a timely manner
10. Analyze facts and exercise sound judgment
11. Ability to effectively manage projects and multiple priorities simultaneously
12. Strong written and verbal communication skills
13. Problem-solving and critical thinking skills
14. Strong math, spelling, computer, and calculator abilities
15. Ability to communicate in a professional, calm, and courteous manner with the general public and employees
16. Attention to detail

**Work Environment and Physical Demands:** The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high-volume environment.
- Daily attendance is required, schedules may fluctuate to accommodate needs, deadlines and delivery of services. Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent periods of sitting, standing, walking, and carrying items will be required.
- Average use of computers, phones, and other position-related technology required per position.
- Office located on \_\_1<sup>st</sup> floor\_\_\_\_\_ floor of building. Office with \_\_\_\_0\_\_\_\_ # windows.

Confidential and/or sensitive information, if any, is accessible by an employee to perform the duties of the job:

- |  |   |
|--|---|
| <input type="checkbox"/> Employee Information                      | <input type="checkbox"/> Managerial Information   |
| <input checked="" type="checkbox"/> Organizational Information     | <input type="checkbox"/> Professional Information |
| <input checked="" type="checkbox"/> Customer / Contact Information | <input type="checkbox"/> Other:                   |

Personal contacts an employee makes with others (face-to-face and telephone) to perform the duties of the job:

- ☒ Within the immediate organization, department, office, project, or work unit, and in related or support units; and/or with members of the public in very highly structured situations

- ☒ With employees in the same organization, but outside the immediate department or division and/or with members of the public, as individuals or groups, in a moderately structured setting
- ☒ With individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different
- ☐ With high-ranking officials from outside the organization at national or international levels in highly unstructured settings

**Acknowledgement:**

*This job description was reviewed with me and I understand that nothing in this job description restricts The Organization's right to assign, reassign or eliminate duties and responsibilities to this job at any time This job description reflects The Organization's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by The Organization or myself*

Employee Name (Print)	Signature	Date
Supervisor / Department Director (Print)	Signature	Date

Revision History			
Revision #	Revision Author	Date	Description of Revision(s)
00			
01			
02			
03			

SUBJECT

Replacement Bids

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

In February of 2023 a timeline was put in place to repair campus roofs. The Student Success Center and the Student Union roofs were slated to be repaired in FY25. The Student Union roof was completed earlier this fiscal year. The Annex roof was shaded for FY26. Exhibit 9 contains two quotes from Weatherproofing Technologies through the Greenbush cooperative for the roof restoration of the Student Success Center and the roof repair and restoration for the Annex. The work will be completed after graduation with the Student Success Center being first and then the Annex roof.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve both quotes from Weatherproofing Technologies for the Student Success Center roof restoration in the amount of \$36,213.34 and the Annex roof restoration and repair in the amount of \$112,312.01.

High Performance Roofing, Building Envelopes and Construction Services

# Budget Report for Roof Restoration



Long  
Live  
Your  
Buildings



LABETTE  
COMMUNITY  
COLLEGE

Proposal: #5060429



March 10, 2025

**Mr. Kevin Doherty**  
**Facilities Management**  
**Labette Community College**  
200 S 14<sup>th</sup> St  
Parsons, KS 67357

**RE: Labette Community College- Student Success Building**  
***Roof Repair and Restoration***

At your request, Weatherproofing Technologies Inc has performed a due diligence condition assessment of the Student Success Building located at 200 S 14<sup>th</sup> St, Parsons, KS 67357. Below are the recommendations to alleviate your concerns with the roof.



The following is a summary of the observed conditions and recommendations for repairs to be made to the Student Success Building, for Labette Community College, Parsons, KS. The Scope covers a solution to repair roofing concerns.

## BASE SCOPE OF WORK

### GENERAL CONDITIONS

Mobilization – Demobilization temporary protection including set up and maintaining all necessary temporary partitions and barricades around work area:

- Install temporary protection warning lines.
- Install perimeter netting and/or fencing to meet OSHA safety requirements.
- Protection of adjacent building walls and facilities required by State Laws and City Ordinances.
- Mobilization, site preparation, and demobilization of equipment.
- Site cleaning and restoration to original condition required for completion of the work.

### STUDENT SUCCESS BUILDING ROOF RESTORATION

- Power wash exiting metal roof system minimum 2,000 psi.
- Wire brush loose rust.
- Apply rust inhibitor aluminum coating to all rust areas.
- Back brush polyurethane seam sealer to all end laps.
- At penetrations apply alternative courses of seam sealer and polyester reinforcement.
- At fasteners: Loose fasteners tighten, stripped fasteners or missing fasteners replace, where gaps in panels are more than 1/8" add additional fasteners to draw uplifted sheets together.
- Coat entire area with self-priming aluminum coating at 2 gallons per square.

### 20 YEAR QA PLUS WARRANTY

- Below 10,000 sqft

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We have included in the project costs all labor, materials, equipment, and incidentals to complete the work, as outlined, including construction management, profit, and overhead. **For the proposed base scope of work, we estimate 10 working days for completion not including any weather delays.**

**BASE SCOPE OF WORK: \$36,213.34**

The preceding recommended repair program and budget estimate assumes the following:

1. Work shall be performed during normal working hours on weekdays.
2. Work will be performed at one time, under one contract.
3. Work cannot be completed during inclement weather.

4. We have included one mobilization per subcontractor for the project. Additional mobilization will result in additional charges.
5. Barricades and signs along with traffic and pedestrian control protection will be provided as needed.
6. Use of building electric power and water assumed during project duration.
7. City Permits have been excluded from the budget report.
8. Budget report supports OSHA's 29 CFR 1926.1153 Respirable Crystalline Silica Standard.
9. Sales taxes have been excluded.
10. A Payment Performance Bond has not been included in the cost above.

This budget report is valid for sixty (60) days and does not include taxes.

Very Truly Yours,  
**WEATHERPROOFING TECHNOLOGIES, INC.**



Scott McGill  
Central Region  
Construction Manager  
CC: Matt Wegenka, Tremco  
Jack Millikan, WTI  
Dave Bauer, WTI

Services requested beyond the above scope of work shall be considered additional services. Separate or multiple cost opinions, if requested, shall be prepared at additional cost.

This Budget report is an offer by WTI to provide the Scope of Work set forth above to the Customer on the terms and conditions set forth herein and in WTI's standard terms and conditions (a copy of which may be obtained at <http://www.tremcoroofing.com/files/share/terms/TandCWTI.pdf>), which are hereby incorporated by reference (together, the "Terms and Conditions"). The Terms and Conditions will govern the Work to the exclusion of any other or different terms, including in any customer purchase order, unless otherwise expressly agreed in writing pursuant to a Master Agreement or similar contract with Customer signed by an authorized representative of WTI. Any Performance and Payment Bonds issued for associated repair work are limited to the performance of the repairs and one year warranty on such repairs. Bonds, if issued, do not apply to the TremCare extended service agreement. Please confirm your acceptance by return e-mail to the representative identified below. Upon receipt of acceptance, WTI will process your order and promptly begin the Scope of Work.



High Performance Roofing, Building Envelopes and Construction Services

# Budget Report for Roof Restoration



Long  
Live  
Your  
Buildings



LABETTE  
COMMUNITY  
COLLEGE

Proposal: #5060863



March 10, 2025

**Mr. Kevin Doherty**  
**Facilities Management**  
**Labette Community College**  
200 S 14<sup>th</sup> St  
Parsons, KS 67357

**RE: Labette Community College- Classroom Building**  
*Roof Restoration*

At your request, Weatherproofing Technologies Inc has performed a due diligence condition assessment of the Classroom Building located at 200 S 14<sup>th</sup> St, Parsons, KS 67357. Below are the recommendations to alleviate your concerns with the roof.



The following is a summary of the observed conditions and recommendations for repairs to be made to the Classroom Building, for Labette Community College, Parsons, KS. The Scope covers a solution to repair roofing concerns.

## BASE SCOPE OF WORK

### GENERAL CONDITIONS

Mobilization – Demobilization temporary protection including set up and maintaining all necessary temporary partitions and barricades around work area:

- Install temporary protection warning lines.
- Install perimeter netting and/or fencing to meet OSHA safety requirements.
- Protection of adjacent building walls and facilities required by State Laws and City Ordinances.
- Mobilization, site preparation, and demobilization of equipment.
- Site cleaning and restoration to original condition required for completion of the work.

### CLASSROOM BUILDING ROOF RESTORATION

- Install safety warning lines.
- Power-wash roof and flashings.
- Prime roof (required on PVC)
- Install AG Bio at 3 gallons per square.
- Embed polyester mat into base coat.
- Install topcoat at 2 gallons per-square.
- Apply AG Bio base at rate of 4 gallon per sq. embed with a polyester mat.
- Apply AG Bio Topcoat at rate of 3 gallon per sq.
- Remove debris.

### 20 YEAR QA PLUS WARRANTY

- Below 10,000 sqft

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We have included in the project costs all labor, materials, equipment, and incidentals to complete the work, as outlined, including construction management, profit, and overhead. **For the proposed base scope of work, we estimate 22 working days for completion not including any weather delays.**

**BASE SCOPE OF WORK: \$112,312.01**

The preceding recommended repair program and budget estimate assumes the following:

1. Work shall be performed during normal working hours on weekdays.
2. Work will be performed at one time, under one contract.
3. Work cannot be completed during inclement weather.

4. We have included one mobilization per subcontractor for the project. Additional mobilization will result in additional charges.
5. Barricades and signs along with traffic and pedestrian control protection will be provided as needed.
6. Use of building electric power and water assumed during project duration.
7. City Permits have been excluded from the budget report.
8. Budget report supports OSHA's 29 CFR 1926.1153 Respirable Crystalline Silica Standard.
9. Sales taxes have been excluded.
10. A Payment Performance Bond has been included in the cost above.

This budget report is valid for sixty (60) days and does not include taxes.

Very Truly Yours,

**WEATHERPROOFING TECHNOLOGIES, INC.**



Scott McGill

Central Region

Construction Manager

CC: Matt Wegenka, Tremco

Jack Millikan, WTI

Dave Bauer, WTI

Services requested beyond the above scope of work shall be considered additional services. Separate or multiple cost opinions, if requested, shall be prepared at additional cost.

This Budget report is an offer by WTI to provide the Scope of Work set forth above to the Customer on the terms and conditions set forth herein and in WTI's standard terms and conditions (a copy of which may be obtained at <http://www.tremcoroofing.com/files/share/terms/TandCWTI.pdf>), which are hereby incorporated by reference (together, the "Terms and Conditions"). The Terms and Conditions will govern the Work to the exclusion of any other or different terms, including in any customer purchase order, unless otherwise expressly agreed in writing pursuant to a Master Agreement or similar contract with Customer signed by an authorized representative of WTI. Any Performance and Payment Bonds issued for associated repair work are limited to the performance of the repairs and one year warranty on such repairs. Bonds, if issued, do not apply to the TremCare extended service agreement. Please confirm your acceptance by return e-mail to the representative identified below. Upon receipt of acceptance, WTI will process your order and promptly begin the Scope of Work.

Agenda Item: V.D.  
Date: April 10, 2025

SUBJECT

Approval of Bills

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

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

PRESIDENT'S RECOMMENDATION

The President recommends approval of the bills.

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	3/6/2025		Account Number	Amount	Total
139527	A T and T	Internet			11-6401-631-000	\$1,434.56	\$1,434.56
139528	AKCCOP Dues	2025 Membership Dues			11-4101-701-000	\$21.00	
		2025 Membership Dues			11-6501-601-000	\$28.00	\$49.00
139529	Gerald L Ashford	Fire School Instructor Fee			12-4204-699-000	\$240.00	\$240.00
139531	Chicken Annie's of Girard	Delivery Charge			12-4204-699-000	\$30.00	
		Catering for Fire School Lunch			12-4204-699-000	\$1,640.00	\$1,670.00
139532	City of Parsons	Water Service			11-7102-632-000	\$3,305.94	
		Water Service - WTC			12-4204-632-000	\$162.55	
		Water Service - Student Union			16-9482-632-000	\$233.48	\$3,701.97
139533	Molly E Coomes	Reimburse Mileage - Arma & Concord			12-4204-602-000	\$441.70	
		Reimburse Meals - Arma & Concordia			12-4204-605-000	\$30.79	\$472.49
139534	Alexander J Coplon	Baseball Travel - 3/1/2025			11-5502-601-000	\$340.00	\$340.00
139535	Alexander J Coplon	Baseball Meal Money - 3/29/2025			11-5502-601-000	\$525.00	\$525.00
139536	Alexander J Coplon	Baseball Meal Money - 3/18/2025			11-5502-601-000	\$420.00	\$420.00
139537	Alexander J Coplon	Baseball Meal Money - 3/13/2025			11-5502-601-000	\$700.00	\$700.00
139538	Alexander J Coplon	Baseball Meal Money - 3/8/2025			11-5502-601-000	\$700.00	\$700.00
139539	Crossroad Tours	Bus Trip - Baseball - Carl Albert			11-5502-601-000	\$1,620.40	
		Bus Trip - Baseball - Carl Albert			11-6502-720-000	\$1,269.60	
		Bus Trip - Men's Basketball - Highland			11-6502-720-000	\$2,889.00	\$5,779.00
139540	Evergy Kansas Central INC	Electricity			11-7102-634-000	\$18,031.67	
		Electricity - WTC			12-4204-634-000	\$741.85	
		Electricity - Student Union			16-9482-634-000	\$1,064.95	\$19,838.47
139541	FAB Creative Services, LLC	Southeast Kansas Living Renewal			11-4101-704-001	\$30.00	\$30.00
139542	Randolph Feltner	Fire School Instructor Fee			12-4204-699-000	\$320.00	\$320.00
139543	Tyler Hailey	Fire School Instructor Fee			12-4204-699-000	\$250.00	\$250.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
139544	Jennifer Harding	Reimburse - KS License Renewal	11-4200-630-033	\$73.80	\$73.80
139546	Ross Harper	Reimburse Hotel - Meeting at Concor	12-1205-601-000	\$150.74	
		Reimburse Meal - Cloud County CC	12-1205-601-000	\$11.26	
		Reimburse Mileage - Cloud County C	12-1205-601-000	\$378.00	\$540.00
139549	Independent Fire Training, LLC	Fire School Instructor Fee	12-4204-699-000	\$240.00	\$240.00
139550	Andrew Johnston	Reimburse - Fire School Meeting Lun	12-4204-699-000	\$41.02	\$41.02
139551	Kansas Department of Administration	2024 Audit Filing Fee	11-6201-701-000	\$200.00	\$200.00
139552	Kansas Gas Service	Gas Service	11-7102-633-000	\$1,058.33	\$1,058.33
139553	Kansas Society of Radiologic Technolo	KSRT Registration - Tammy Kimrey	12-1246-630-000	\$100.00	
		KSRT Registration - Ashley Moore	12-1246-630-000	\$100.00	\$200.00
139554	Hannah Kennedy	Reimburse - After Hours Refreshment	11-6301-701-000	\$57.95	\$57.95
139556	Preston Lyons	Fire School Instructor Fee	12-4204-699-000	\$240.00	\$240.00
139558	Mark Misek	Fire School Instructor Fee	12-4204-699-000	\$200.00	\$200.00
139559	MV Fire Rescue TX, LLC	Fire School Instructor Fee	12-4204-699-000	\$1,100.00	\$1,100.00
139560	Daniel A Nelms	Fire School Instructor Fee	12-4204-699-000	\$2,720.00	\$2,720.00
139561	Parsons Rotary Club	Quarterly Dues - Mark Watkins	11-6101-702-000	\$138.00	\$138.00
139562	Shawn Raymond	Fire School Instructor Fee	12-4204-699-000	\$120.00	\$120.00
139564	John Vanatta	Fire School Instructor Fee	12-4204-699-000	\$320.00	\$320.00
139565	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$412.09	
		Blue Emergency Lights	11-6501-631-000	\$88.68	
		Facilities Phone Charges	11-7102-649-000	\$203.41	\$704.18
139566	Wave Wireless	Internet Service - WTC	11-6401-631-000	\$69.00	\$69.00
139567	Wex Bank	Rebates - February 2025	11-6502-720-000	(\$12.24)	
		Fuel Purchases - February 2025	11-6502-720-000	\$623.97	\$611.73

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	3/6/2025	Account Number	Amount	Total
139568	WSU Campus of Applied Sciences & TAKCCOP	Conference Registrations		11-6501-601-000	\$100.00	\$100.00
					<u>\$45,204.50</u>	
	11-General Fund		\$34,328.16			
	12-Postsecondary Technical Education Fund		\$9,577.91			
	16-Auxiliary Ent Fund		\$1,298.43			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$45,204.50</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	3/13/2025		Description	Account		Amount	Total
					Number			
139569	A T and T			Internet	11-6401-631-000		\$4,885.34	\$4,885.34
139570	Amazon Capital Services			Mindset: The New Psychology of Suc	11-1109-700-000		\$21.88	
				Textbook for Student	11-4201-701-000		\$52.77	
				1.5 Inch D Ring Binders, 6 pack	11-4203-701-000		\$33.99	
				Outdoor PTZ IP POE Camera	11-6401-646-002		\$358.00	
				REOLINK Duo 3V PoE	11-6401-646-002		\$512.10	
				REOLINK RLC-811A PoE IP Security	11-6401-646-002		\$310.62	
				RJ45 Keystone Jack	11-6401-646-002		\$138.60	
				Promotion Discount	11-6401-646-002		(\$25.61)	
				SUNBA Auto Tracking PTZ Camera	11-6401-646-002		\$760.00	
				Handheld USB QR Barcode Scanner	11-6401-701-000		\$30.38	
				AT&T SB3014 Conference Phone	11-6401-701-000		\$157.26	
				25' Telephone Cord (Black)	11-6401-701-000		\$6.49	
				Retirement Gift - C Carter	11-6504-692-001		\$218.49	
				Fog Machine Fluid - Fire School	12-4204-699-000		\$119.94	
				EMT Storage Items	12-4204-701-002		\$109.98	
				EMS Watches	12-4204-701-002		\$29.97	
				EMT Supplies - Notepads, Pen Flashli	12-4204-701-002		\$65.96	
				CNA Textbook	12-4204-701-002		\$65.79	\$2,966.61
139571	Kaylena Marie Andersen			Reimburse Supplies	11-5503-701-000		\$48.08	\$48.08
139572	B P Business Solutions			Gasoline	11-6502-720-000		\$534.71	\$534.71
139573	Robert J Bartelli			Reimburse - NBEA Membership	11-4200-630-008		\$149.00	\$149.00
139574	Carly Nicole Beachner			Reimburse - NEI Conference Registra	12-1246-630-000		\$575.00	\$575.00
139575	Haley Shae Beeman			Reimburse - CNE Practice Exams	11-4200-630-026		\$150.00	
				Reimburse - NEI Conference Registra	12-1246-630-000		\$575.00	\$725.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

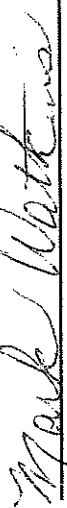
Check Number	Vendor	3/13/2025		Description	Account	Amount	Total
					Number		
139577	Linda Gale Brown			Reimburse Mileage - Clinical Admin M	12-1210-601-000	\$449.40	\$449.40
139578	Card Services			Bomgaars - Rubber Mats for Baseball	11-5502-701-000	\$579.87	
				Bomgaars - Maintenance Supplies	11-7102-649-000	\$259.96	\$839.83
139579	Haley Renee Cook			KPERS Withholding Correction	11-0000-253-000	\$62.75	\$62.75
139580	CPI Technologies, Inc			Copy Usage - Cherokee Center	11-7103-701-000	\$137.83	\$137.83
139581	Gabrielle Evans			Reimburse - Cordless Steamer	11-6505-701-000	\$19.99	\$19.99
139582	Evergy Kansas Central INC			Electricity - Cherokee Center	11-7103-634-000	\$682.33	\$682.33
139583	First Dakota Indemnity Company			Workman's Comp	11-6501-590-001	\$1,213.00	\$1,213.00
139584	Kylie M Gero			Reimburse - NEI Conference Registr	12-1246-630-000	\$575.00	\$575.00
139585	Jennifer Harding			Reimburse - OK License Renewal	11-4200-630-033	\$100.00	\$100.00
139586	Jason Hinson			Recruiting Trip Advance	11-5508-603-000	\$500.00	\$500.00
139587	Mia Kathryn Howard			Reimburse Mileage - HS Recruiting (2	11-5302-601-000	\$228.20	
				Reimburse Mileage - Joplin HS	11-5302-601-000	\$77.00	\$305.20
139588	Theresa M Hundley			Reimburse - KASFAA Registration	11-5303-601-000	\$150.00	
				Reimburse - JAM Session Registration	11-5303-601-000	\$359.00	
				Reimburse - Graduate Night Supplies	11-5303-706-001	\$145.70	\$654.70
139590	Kansas Department of Revenue			Bird's Nest Sales Tax - February	16-0000-216-001	\$28.76	
				Cardinal Cafe Sales Tax - February	16-0000-216-002	\$435.20	\$463.96
139591	Kansas Gas Service			Gas Service	11-7102-633-000	\$1,331.64	
				Gas Service - Cherokee Center	11-7103-633-000	\$693.88	
				Gas Service - Student Union	16-9482-633-000	\$261.85	\$2,287.37
139592	Tammy Kimrey			Reimburse Mileage - Clinicals	12-1210-602-000	\$270.20	
				Reimburse Mileage - Clinicals (Jan/Fe	12-1210-602-000	\$291.20	\$561.40
139593	Kelly D. Kirkpatrick			Reimburse - NASPA Conference Regi	11-5701-701-000	\$120.00	\$120.00
139596	Jesus Medina			Reimburse Mileage - PTK Spring Con	11-1126-604-000	\$518.00	\$518.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	3/13/2025	
			Account Number	Amount
139597	Ashley Moore	Reimburse Mileage - Clinicals (Jan-Mi	12-1210-602-000	\$487.20
139598	Philadelphia Indemnity Insurance Comp	Property Insurance Coverage Adjustr	11-6501-621-000	\$25.00
139599	Proforma	Freight	12-4204-701-000	\$33.50
		Workforce Education Stylus Pens	12-4204-701-000	\$600.00
139601	Rural Water District #5	Water Service - Cherokee Center	11-7103-632-000	\$22.60
139602	Sparklight	Cable Service	11-6401-631-000	\$218.64
139603	Susan Stolte	Reimburse - TMC Student Review Tes	12-1211-700-002	\$250.00
139604	Touchtone Communications	Fax Lines	11-6501-631-000	\$122.93
139605	Veritiv	Paper	11-6503-705-000	\$1,068.05
139606	Jeffrey Michael Vesta	Reimburse Mileage - State HS Events	11-5505-603-000	\$459.90
139607	Haley Walker	Reimburse Meals - KCCLI/Topeka	11-6504-601-001	\$52.77
		Reimburse Mileage - KCCLI/Topeka	11-6504-601-001	\$187.60
139608	Regina L Williams-Decker	Reimburse Meals - NACADA Conf/Me	11-5701-701-000	\$121.82
139609	Henrietta Jean Wyland	Reimburse Meals - NACADA Confere	11-5701-701-000	\$129.17
				<u>\$23,153.68</u>

11-General Fund	\$17,929.73
12-Postsecondary Technical Education Fund	\$4,498.14
16-Auxillary Ent Fund	\$725.81
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$23,153.68</u>

Checks approved for release prior to Board action

  
President

  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	3/27/2025		Account Number	Amount	Total
139634	A T and T	Phone Service			11-6501-631-000	\$147.97	
		Phone Service			11-6501-631-000	\$1,897.25	\$2,045.22
139635	A T and T	Internet			11-6401-631-000	\$1,580.95	
		Internet			11-6401-631-000	\$1,098.30	
		Internet			11-6401-631-000	\$957.63	\$3,636.88
139636	Carly Nicole Beachner	Reimburse - CNE Practice Exams			11-4200-630-023	\$150.00	\$150.00
139637	Frederick Burt Bucher	Reimburse - NAEA Membership			11-4200-630-002	\$90.00	\$90.00
139638	Capital One	Office Supplies			11-5302-701-000	\$4.88	
		Homecoming Supplies			11-6301-709-000	\$15.25	
		Office Storage			11-6503-701-000	\$20.91	
		Food			16-9684-743-000	\$103.00	
		Food			16-9684-743-000	\$11.26	
		Food			16-9684-743-000	\$23.82	
		Food			16-9684-743-000	\$166.63	
		Food			16-9684-743-000	\$25.66	
		Food			16-9684-743-000	\$89.70	
		Food			16-9684-743-000	\$374.89	
		Food			16-9684-743-000	\$129.66	
		Food			16-9684-743-000	\$40.70	
		Food			16-9684-743-000	\$138.98	
		Food			16-9684-743-000	\$17.04	\$1,162.38
139639	Daniel Colon	Color Clicks			11-4203-701-000	\$89.32	
		Black Clicks			11-4203-701-000	\$51.39	\$140.71
139640	Commercial Bank	Loan 110221672 - Principal			11-6201-761-000	\$38,976.84	
		Loan 110221672 - Interest			11-6201-762-000	\$669.42	\$39,646.26

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	3/27/2025		Description	Account		Amount	Total
					Number			
139641	Community National Bank			Funds for New CD	11-0000-102-000		2,500,000.00	\$2,500,000.00
139642	Molly E Coomes			Reimburse Mileage - Fire School & CI	12-4204-602-000		\$296.10	\$296.10
139643	Crossroad Tours			Bus Trip - Baseball - Cowley College	11-5502-601-000		\$1,332.60	
				Bus Trip - Baseball - KCK Comm Coll	11-5502-601-000		\$650.00	
				Bus Trip - Baseball - Cowley College	11-6502-720-000		\$1,352.40	
				Bus Trip - Baseball - KCK Comm Coll	11-6502-720-000		\$1,518.00	
				Bus Trip - Wrestling - Pratt Comm Col	11-6502-720-000		\$1,242.00	
				Bus Trip - Softball - Rose State Colleg	11-6502-720-000		\$2,889.00	\$8,984.00
139644	Elan Financial Services			AnyCubic - Foreign Transaction Fee	11-1101-700-000		\$32.56	
				AnyCubic - PLA Filament (14 colors)	11-1101-700-000		\$155.43	
				Crown Awards - HS Art Comp. Medals	11-1101-706-002		\$143.12	
				AnyCubic - Foreign Transaction Fee	11-1101-850-000		\$16.56	
				AnyCubic - Kobra S1 Combo 3D Print	11-1101-850-000		\$828.00	
				AnyCubic - Photon Mono 3D Printers	11-1101-850-000		\$1,473.00	
				Holiday Inn - PTK Spring Cong - Oma	11-1126-604-000		\$479.80	
				MissouriArt - Spring Conf Reg - B Buc	11-4200-630-002		\$200.00	
				HLC - Virtual Workshop Reg - J Sharf	11-4201-601-000		\$750.00	
				GraphPad - Prism Academic Subscrip	11-4201-630-002		\$250.00	
				SurveyMonkey - Annual Subscription	11-4201-701-000		\$372.00	
				Southwest - NASFAA Conf - Nickell/V	11-5201-601-000		\$923.12	
				DriveKS - Turnpike Tolls - Wrestling	11-5505-601-000		\$5.40	
				Expedia - B Vogel - Recruiting/Virginia	11-5505-603-000		\$297.73	
				Delta - B Vogel - Recruiting/Virginia	11-5505-603-000		\$408.37	
				Rodeway Inn - Salina - B Vogel	11-5505-603-000		\$62.35	
				Courtyard - Council Bluffs - Wrestling	11-5506-600-000		\$687.32	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	3/27/2025	Description	Account Number	Amount	Total
139644	Elan Financial Services		Courtyard - Council Bluffs - Wrestling	11-5506-600-000	\$5,340.16	
			MedPac Bags - Wheeled Medical Kit	11-5507-701-000	\$407.90	
			Sheraton - NACADA Conf - Decker/W	11-5701-701-000	\$1,583.46	
			Courtyard - Council Bluffs - M Watkins	11-6101-601-000	\$330.95	
			FairfieldInn - Overland Park - M Watki	11-6101-601-000	\$164.59	
			Residence Inn - M Watkins - Topeka	11-6101-601-000	\$154.01	
			Jenzabar - JAM Registration - Error	11-6401-601-000	\$710.00	
			Jenzabar - T Moon - JAM Registration	11-6401-601-000	\$689.00	
			HLC - 2025 Conf Reg - J Burzinski	11-6401-601-000	\$835.00	
			Instructure - Canvas Technical	11-6401-646-003	\$500.00	
			Vimeo - Athletics Livestream Annual	11-6401-701-000	\$780.00	
			Vimeo - Athletics Livestream Annual F	11-6401-701-000	\$780.00	
			USPS - Stamps for Business Office	11-6503-611-000	\$31.05	
			HyattPlace - Topeka/KCCLI - H Walke	11-6504-601-001	\$124.12	
			Facebook - Open Positions Ad Boost	11-6504-613-000	\$25.00	
			Chinese Chef - Rad Advisory Lunch	12-1210-709-000	\$323.77	
			ULTRSNDREG - Sono Registry Revie	12-1214-700-000	\$2,837.50	
			ProctorFree - Sono Proctored Exams	12-1214-700-000	\$742.00	
			KRCS - T Kotzman - Spring Conf Re	12-1246-630-000	\$125.00	
			KRCS - S Stolte - Spring Conf Reg	12-1246-630-000	\$125.00	
			Holiday Inn - Concordia - M Coomes	12-4204-605-000	\$291.30	
			KS.gov - Cafe KDA License Renewal	16-9684-683-000	\$250.00	
			Ozarks Coca-Cola - Bag in the Box Pr	16-9684-743-000	\$392.66	\$24,627.23
139645	Evergny Kansas Central INC		Electricity - 1230 Main	11-7102-634-000	\$262.30	
			Electricity - Athletic Expansion	11-7102-634-000	\$4,100.34	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	3/27/2025		Account Number	Amount	Total
139645	Evergy Kansas Central INC	Electricity - Vehicle Lot			11-7102-634-000	\$76.97	\$4,439.61
139646	GFL Environmental	Trash Removal - Cherokee Center			11-7103-649-000	\$341.54	\$341.54
139647	Harrison William Hall	Reimburse Mileage - Leadership Lab			11-5302-601-000	\$182.00	\$182.00
139648	Ross Harper	Reimburse Mileage - HS Evaluations			11-4209-601-000	\$284.90	\$284.90
139649	Adam Haywood	Fire School Instructor Fee			12-4204-699-000	\$240.00	\$240.00
139650	Laura R Howerter	Reimburse Mileage - CNA Orientation			12-4204-602-000	\$68.04	
		Reimburse Mileage - Allied Health Mtg			12-4204-602-000	\$16.80	
		Reimburse Mileage - Fire School & CI			12-4204-602-000	\$124.32	\$209.16
139651	Johnson County Community College	FKAP Conf Registrations - Forbes & Ev			11-6505-701-000	\$200.00	\$200.00
139653	Kansas Gas Service	Gas Service - 1306 Main			11-7102-633-000	\$153.32	
		Gas Service - 1230 Main			11-7102-633-000	\$198.77	
		Gas Service - WTC			12-4204-633-000	\$555.75	\$907.84
139654	Kansas HOSA	SLC Expo Conference Reg - Resp Ca			12-1211-601-000	\$97.00	\$97.00
139656	Brandi McCall	2025 PTK Catalyst Advance			11-1126-604-000	\$1,500.00	\$1,500.00
139658	Cortney L O'Brien	Reimburse Mileage - February & Marc			11-4209-601-000	\$340.20	\$340.20
139660	Ryan S. Phillips	Softball Travel - 4/29/2025			11-5509-601-000	\$1,100.00	\$1,100.00
139661	Ryan S. Phillips	Softball Travel - 4/26/2025			11-5509-601-000	\$500.00	\$500.00
139662	Ryan S. Phillips	Softball Travel - 4/17/2025			11-5509-601-000	\$500.00	\$500.00
139663	Ryan S. Phillips	Softball Travel - 4/10/2025			11-5509-601-000	\$1,000.00	\$1,000.00
139664	Ryan S. Phillips	Softball Travel - 4/3/2025			11-5509-601-000	\$500.00	\$500.00
139665	Sam's Club Direct	Fire School Food			12-4204-699-000	\$636.07	
		Fire School Supplies and Food			12-4204-699-000	\$161.88	\$797.95
139666	Society of Health and Physical Education	Professional Membership - R Crawford			11-4200-630-035	\$139.00	\$139.00
139667	The Villas at LCC, LLC	Housing			11-0000-201-001	\$2,116.00	
		Housing			11-0000-201-001	\$1,587.00	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	3/27/2025	Account Number	Amount	Total
139667	The Villas at LCC, LLC	Housing		11-0000-201-001	\$916.00	\$4,619.00
139668	Matthew Valdez	Fire School Instructor Fee		12-4204-699-000	\$1,100.00	\$1,100.00
139669	Jeffrey Michael Vesta	Reimburse Travel - Nationals Meals		11-5506-600-000	\$279.58	\$279.58
139670	WoodRiver Energy LLC	Natural Gas Service		11-7102-633-000	\$2,506.35	
		Natural Gas Service - WTC		12-4204-633-000	\$1,055.56	
		Natural Gas Service - Student Union		16-9482-633-000	\$438.47	\$4,000.38
139671	Scotty M Zollars	Reimburse Mileage - SEKLS Meeting		11-4101-602-000	\$86.80	\$86.80
					<u>\$2,604,143.74</u>	

11-General Fund	\$2,593,145.18
12-Postsecondary Technical Education Fund	\$8,796.09
16-Auxillary Ent Fund	\$2,202.47
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$2,604,143.74</u>

Checks approved for release prior to Board action

Mark Watkins  
President

James Doherty  
Vice President of Finance & Operations



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	3/31/2025		Description	Account		Amount	Total
					Number			
139672	A Book Company			Financial Aid Books	16-0000-131-002		\$443.30	\$443.30
139673	Ace Hardware, Inc.			Field Stripping Paint (white)	11-5502-701-000		\$59.34	
				Supplies for Baseball Field	11-5502-701-000		\$70.53	
				Irrigation Supplies for SB field	11-5506-701-000		\$34.16	
				Irrigation Supplies for SB field	11-5506-701-000		\$35.37	
				Maintenance Supplies	11-7102-649-000		\$2.76	
				Maintenance Supplies	11-7102-649-000		\$139.74	
				Maintenance Supplies	11-7102-649-000		\$33.98	
				Maintenance Supplies	11-7102-649-000		\$46.56	
				Maintenance Supplies	11-7102-649-000		\$14.99	
				Maintenance Supplies	11-7102-649-000		\$97.34	
				Maintenance Supplies	11-7102-649-000		\$16.57	
				Maintenance Supplies	11-7102-649-000		\$22.93	
				Maintenance Supplies	11-7102-649-000		\$89.99	
				Maintenance Supplies	11-7102-649-000		\$146.15	
				Maintenance Supplies	11-7102-649-000		\$25.98	
				Maintenance Supplies	11-7102-649-000		\$6.50	
				Maintenance Supplies	11-7102-649-000		\$36.53	
				Maintenance Supplies	11-7102-649-000		\$2.59	
				Maintenance Supplies	11-7102-649-000		\$11.98	
				Maintenance Supplies	11-7102-649-000		\$89.99	
				Maintenance Supplies	11-7102-649-000		\$4.59	
				Paint Cleaner	12-1219-700-000		\$71.98	
				Drill Bits and Oil	12-1219-700-000		\$152.94	
				Paint	12-1219-700-000		\$151.96	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	3/31/2025		Account Number	Amount	Total
139673	Ace Hardware, Inc.	Air Fittings			12-1219-700-000	\$10.78	
		Paint			12-1219-700-000	\$95.98	\$1,472.21
139674	American Electric Company	24W LED Lamps & 125V Outlet			11-7102-649-000	\$65.20	\$65.20
139675	Atlas Steel Products, Inc	Steel			12-1219-700-001	\$230.00	\$230.00
139676	Baxter Springs District 508	Spring Math Instructor - Sara Davis			11-1133-523-000	\$4,012.50	\$4,012.50
139677	Blick Art Materials	Glazes, Fusing Kit, Mechanical Eraser			11-1101-700-000	\$478.11	\$478.11
139678	Micheal Brown	Shot Clock - Spring 2025 Basketball			11-5506-576-000	\$450.00	\$450.00
139679	C D W Government Inc	Proline 35m LC to LC Aqua Fiber			11-6401-646-002	\$49.17	
		Tripp Lite Cat6 Cat5e 110 Style Punct			11-6401-646-002	\$55.10	
		StarTech.com Cat5e Ethernet Cable			11-6401-646-002	\$111.72	
		C2G Decorative Single Cutout Wall Pl			11-6401-646-002	\$2.53	
		C2G 1-Gang HDMI Wall Plate			11-6401-646-002	\$33.90	
		StarTech.com 50ft HDMI Cable - 4K			11-6401-646-002	\$48.32	
		StarTech.com 50ft Blue CAT5e Cable			11-6401-646-002	\$284.64	
		Tripp Lite 2-Port Dual Outlet RJ45 Uni			11-6401-646-002	\$30.36	
		Netgear 16-Port 183W			11-6401-646-002	\$227.49	
		Barracuda Renewal - 2 years			11-6401-646-003	\$6,480.00	\$7,323.23
139680	C. D. L. Electric Co., INC	Gym Water Heater Repair - Materials			11-7102-649-000	\$801.19	
		Gym Water Heater Repair - Labor			11-7102-649-000	\$1,567.50	\$2,368.69
139681	Carolina Biological Supply Company	Lab Supplies			11-1102-700-000	\$326.70	
		Lab Supplies			11-1102-700-000	\$262.48	
		Lab Supplies			11-1102-700-000	\$197.16	
		Preserved Frogs			11-1103-700-000	\$46.60	
		Shipping			11-1103-700-000	\$90.33	\$923.27
139682	Cintas Corp	Soap Dispenser & Sanitizer Refills			11-7102-702-000	\$109.88	\$109.88

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	3/31/2025		Description	Account		Amount	Total
					Number			
139683	Continental Research Corporation			DND Herbicide (5 gallon/container)	11-7102-649-000		\$543.35	
				Shipping Charge	11-7102-649-000		\$25.29	\$568.64
139684	Credit World Services, INC			Student Account Collection Fee	11-0100-484-000		\$530.01	\$530.01
139685	Dave's Phone Service			Duct Detectors & Pull Station Install	11-6201-659-010		\$2,880.00	
				Duct Detectors & Pull Station Material	11-6201-659-010		\$1,579.32	
				Fire Panel Replacement - Materials	11-6201-659-010		\$1,259.76	
				Replacement PE Duct Detector	11-6201-659-010		\$1,932.24	
				New Fire Alarm Panel - Main Building	11-6201-659-010		\$2,368.33	
				Fire Panel Replacement - Install	11-6201-659-010		\$4,200.00	\$14,219.65
139686	Dell Marketing L P			Precision 3680 Tower	11-6402-850-000		\$2,297.97	\$2,297.97
139687	DH Pace Company, Inc			Fire Door Closers & Install - Main	11-7102-649-000		\$2,751.00	\$2,751.00
139688	Digital Connections Inc.			Lanier Copier Maintenance	11-6503-648-000		\$71.72	\$71.72
139689	Fastenal Company			Copertop Batteries (4 types)	11-7102-649-000		\$390.90	\$390.90
139690	John (Tony) Fuentez			Announcer - Spring 2025 Athletics	11-5506-576-000		\$650.00	\$650.00
139691	Tyler Gordon			Scorekeeper Track - 2024-2025 Wres	11-5506-576-000		\$200.00	\$200.00
139692	Graves Foods			Supplies	16-9684-701-000		\$97.62	
				Supplies	16-9684-701-000		\$209.42	
				Supplies	16-9684-701-000		\$141.61	
				Credit - Undelivered Food	16-9684-743-000		(\$43.56)	
				Food	16-9684-743-000		\$24.30	
				Food	16-9684-743-000		\$982.64	
				Food	16-9684-743-000		\$1,420.04	
				Food	16-9684-743-000		\$69.96	
				Food	16-9684-743-000		\$771.12	\$3,673.15
139693	Herrman Lumber			Maintenance Materials	11-7102-649-000		\$23.49	\$23.49

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	3/31/2025		Total
			Account Number	Amount	
139695	IDVille	Badge Holder - Color Bar - 3.5 x 2	11-6503-701-000	\$450.00	
		Freight	11-6503-701-000	\$44.10	
		Strap Clip - Clear	11-6503-701-000	\$180.00	\$674.10
139696	Jock's Nitch/Parsons	Merchandise Sales - 1/1 to 2/28/2025	16-9381-741-000	\$2,248.50	
		Merchandise Sales - 11/1 to 12/31/20;	16-9381-741-000	\$2,194.64	\$4,443.14
139697	Johnson Controls	Replacement Damper Actuator	11-7102-649-000	\$462.17	\$462.17
139698	K L K C	Video Stream Sponsor - HS	11-6301-613-000	\$200.00	
		February Advertising	11-6301-613-000	\$400.00	\$600.00
139699	Kansas Association of School Boards	Membership Renewal 2025-26	11-6501-681-000	\$3,200.00	
		LAF Contract Renewal 2025-26	11-6501-681-000	\$2,750.00	\$5,950.00
139700	Kansas Outdoor Advertising	March Digital Billboard	11-6301-613-000	\$300.00	
		March Billboard Rentals	11-6301-613-000	\$725.00	\$1,025.00
139701	Kitchen Pass, Inc.	Welding Advisory Meeting Lunch	12-1219-709-000	\$137.00	\$137.00
139702	KMI Metals	Steel	12-1219-700-000	\$1,448.62	
		Steel	12-1219-700-004	\$420.75	\$1,869.37
139703	KONE Inc	Maintenance Agreement	11-7202-648-000	\$191.50	
		Maintenance Agreement	11-7202-648-000	\$1,234.96	\$1,426.46
139704	Laser Creations	Retirement Plaque - C Carter	11-6504-692-001	\$49.99	\$49.99
139705	Laser Designs/PSHTC	Name Badge - L Doherty	11-6201-701-000	\$5.00	
		Name Badge - E Knox	12-1205-701-000	\$5.00	\$10.00
139706	Jessica A Letterman	Stats & Table Worker - Spring 2025	11-5506-576-000	\$700.00	\$700.00
139707	Marmic Fire and Safety Co Inc	Backflow Repair	11-7102-649-000	\$1,072.89	\$1,072.89
139708	Marrone's Inc.	Supplies	16-9684-701-000	\$113.84	
		Supplies	16-9684-701-000	\$82.95	
		Food	16-9684-743-000	\$503.32	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	3/31/2025		Amount	Total
			Account Number			
139708	Marrone's Inc.	Food	16-9684-743-000	\$787.14		
		Food	16-9684-743-000	\$95.90		
		Food	16-9684-743-000	\$826.54		\$2,409.69
139709	McCarthy's Office Machines Inc	Gym Copier Repairs	11-6401-646-002	\$241.67		
		C5550I Cannon Copier - Workforce E	11-6402-850-000	\$2,800.00		
		Copier Contract - Workforce Educatio	11-6503-648-000	\$240.00		
		Copy Usage - Print Shop	11-6503-648-000	\$245.33		
		Supplies	11-6503-701-000	\$346.38		
		Supplies	11-6503-701-000	\$217.40		
		Supplies	11-6503-701-000	\$107.43		
		Supplies	11-6503-701-000	\$111.40		
		Supplies	11-6503-701-000	\$237.00		
		Supplies	11-6503-701-000	\$228.76		
		Address Stamp	11-6503-701-000	\$34.50		
		Copy Usage - WTC	12-1219-700-000	\$6.58		\$4,816.45
139710	McKinzie Pest Control	Contract Treatment - Student Union	11-7102-649-000	\$85.00		\$85.00
139711	David Melchiori	Lingo Install (Fax Replacements)	11-6501-631-000	\$197.97		\$197.97
139712	Mid America Sanitation	Portable Toilets - Softball Field	11-7102-649-000	\$200.00		
		Portable Toilets - Baseball Field	11-7102-649-000	\$200.00		\$400.00
139713	Midwest Tape, LLC	Hoopla Digital Charges - February 20	11-4101-710-000	\$145.15		\$145.15
139714	Connie Nance	Scorebook - Spring 2025 Basketball	11-5506-576-000	\$450.00		\$450.00
139715	OCLC INC	EZProxy Database Access Renewal	11-6401-701-000	\$2,294.74		\$2,294.74
139716	P1 Service, LLC	Spare Circuit Boards for Zetmeir Unit	11-7102-649-000	\$2,712.01		
		Maintenance Agreement	11-7103-649-000	\$750.00		
		Maintenance Agreement	11-7202-648-000	\$6,071.00		\$9,533.01

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	3/31/2025		Description	Account		Total
					Number	Amount	
139717	Parsons Chamber of Commerce			Golf Tournament Sponsorship	11-6301-709-000	\$100.00	\$100.00
139718	Parsons Sun			Best of Labette County - Hendershot	11-6301-613-000	\$550.00	
				Labette County Community Guide Ad	11-6301-613-000	\$325.00	
				School News Display	11-6301-613-000	\$72.00	\$947.00
139719	Pitney Bowes Global Financial Services			Postage Machine Quarterly Lease	11-6503-641-000	\$1,065.63	\$1,065.63
139720	Pocket Nurse Enterprises, Inc.			Shipping	12-1208-646-000	\$84.99	
				Nurse Training Baby Deluxe	12-1208-646-000	\$1,114.20	
				Catheterization Simulator Set (Full)	12-1208-646-000	\$1,713.56	
				MedicSkin Injectable Newborn Leg (lig	12-1208-646-000	\$231.79	\$3,144.54
139721	Presbyterian Manor			Background Checks - KDADS	12-4204-701-002	\$101.00	\$101.00
139722	Professional Window Cleaning, Inc.			Window Cleaning - Event Center & Lil	11-7202-648-000	\$150.00	
				Window Cleaning - Gym & Broadway	11-7202-648-000	\$350.00	
				Window Cleaning - Student Union & H	11-7202-648-000	\$575.00	
				Window Cleaning - Zetmeir Building	11-7202-648-000	\$1,675.00	
				Window Cleaning - Main Building	11-7202-648-000	\$1,625.00	\$4,375.00
139723	Promounds, Inc			Shipping	11-5502-701-000	\$102.85	
				Wind Screens with Full Print	11-5502-701-000	\$1,148.00	\$1,250.85
139724	QueenB Television of Kansas/Missouri			February Advertising - KOAM	11-6301-613-000	\$2,500.00	
				February Advertising - KFJX	11-6301-613-000	\$175.00	\$2,675.00
139725	SiteOne Landscape Supply, LLC			Delivery Charge	11-7102-649-000	\$150.00	
				LESCO Turface Gamesaver	11-7102-649-000	\$595.80	
				LESCO Turface All Sport Solid Cond.	11-7102-649-000	\$996.38	\$1,742.18
139726	T H Rogers Lumber Company			Maintenance Materials	11-7102-649-000	\$32.93	
				Maintenance Supplies	11-7102-649-000	\$49.99	
				Fire School Supplies - HOT Classes	12-4204-699-000	\$178.74	\$261.66

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	3/31/2025		Account Number	Amount	Total
139727	Technology Group Solutions, LLC	Cisco Duo Essentials Renewal			11-6401-646-003	\$836.50	\$836.50
139728	The Sherwin Williams Co	Painting Supplies			11-7102-649-000	\$13.92	\$13.92
139729	The Wright Signs	Fire School Banners			11-6503-701-000	\$625.00	\$625.00
139730	Thompson Bros. Supplies, INC	Welpers			12-1219-700-000	\$49.75	
		Cylinder Refills (6)			12-1219-700-000	\$359.42	
		Cylinder Rentals			12-1219-700-002	\$252.98	\$662.15
139731	UniFirst Corporation	Mats, Mops, Cloths			11-7103-649-000	\$59.91	
		Mats, Mops, Cloths			11-7103-649-000	\$59.91	
		Aprons, Mats, Mops, Cloths			11-7202-648-000	\$149.58	
		Aprons, Mats, Mops, Cloths			11-7202-648-000	\$149.58	
		Aprons, Mats, Mops, Cloths			11-7202-648-000	\$149.58	
		Aprons, Mats, Mops, Cloths			16-9482-701-000	\$55.00	
		Aprons, Mats, Mops, Cloths			16-9482-701-000	\$55.00	
		Aprons, Mats, Mops, Cloths			16-9482-701-000	\$55.00	\$733.56
139732	Uplink, LLC	Monthly Monitoring Fee			11-7202-648-000	\$45.00	\$45.00
139733	Vance Lawn Care, Inc	Spread Ice Control - Cherokee Center			11-7103-649-000	\$350.00	
		Snow Removal - Cherokee Center			11-7103-649-000	\$700.00	\$1,050.00
139734	Vietti Marketing Group	Feb Enrollment Campaign - Socials			11-6301-613-000	\$1,540.00	
		Feb Digital Marketing - ThunderBurst			11-6301-613-000	\$800.00	\$2,340.00
139735	Mark Watkins	Reimburse Meal - Legislative Meeting			11-6101-709-000	\$24.23	
		Reimburse Meals - Wrestling National			11-6101-709-000	\$164.93	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	3/31/2025	Account Number	Amount	Total
139735	Mark Watkins	Vehicle Expense		11-6501-590-001	\$900.00	\$1,089.16
					<u>\$105,063.20</u>	
	11-General Fund		\$87,110.90			
	12-Postsecondary Technical Education Fund		\$6,818.02			
	16-Auxillary Ent Fund		\$11,134.28			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$105,063.20</u>			