

**Labette Community College
Board of Trustees Meeting Agenda
Thursday, June 11, 2026
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 May 21, 2026, 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. Budget Assumptions
 - iii. Insurance Renewal
 - iv. Facilities Report
 - D. President's Report
- IV. New Business (Action, Report, or Discussion)
 - A. Policy Reviews..... Exhibit 3/4/5/6/7
 - B. Department Review Exhibit 8
 - C. Approval of Bills Exhibit 9
 - D. Faculty Contract Approval Exhibit 10
 - E. New Staff Employment Letter Exhibit 11
 - F. New Vehicle Purchase.....

- V. Public Comment
The Board of Trustees agenda shall contain one opportunity for public comment. This structure has been designed to provide the public with an opportunity to comment on any topic. The Chair of the Board explains the Board's approach to public comment with the following statement:

"At this time we invite anyone in the audience to speak to the Board about any item or concern that pertains to the college. By policy, at this time the Board will not take any action on any item or concern, but we will be happy to take it under advisement for possible future action." The Board also retains the right to set time limits on public comment.

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

EXHIBIT 1

- VI. Next Regular Board Meeting: Thursday, July 16, 2026, 5:30 p.m., Cardinal Event Center
- VII. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
May 21, 2026

The Board of Trustees met at 5:30 p.m. on Thursday, May 21, 2026, at the Cardinal Event Center.

Members Present

Greg Chalker
Becky Dantic
John "JR" Keene
Rod Landrum
Montie Taylor
David Winchell – arrived at 5:31 p.m.

Others Present

Dr. Mark Watkins	Dr. Jason Sharp	Kelly Kirkpatrick	Dr. Ken Elliott
Theresa Hundley	Ross Harper	Lindi Forbes	Kevin Doherty
Harrison Hall	Randee Baty	Sean Frye	

Heidi Flora recorded the minutes.

Adoption of Revised Agenda (ACTION ITEM)

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

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Landrum asked for corrections or additions to the April 9, 2026, regular meeting minutes. There were none. Trustee Chalker moved to approve the minutes as presented. Trustee Dantic seconded the motion, and the motion carried 5-0.

Executive Session

Trustee Chalker moved to recess into executive session at 5:30 p.m. for 15 minutes for personnel matters for non-elected personnel. To protect the privacy interests of an identifiable individual. Trustee Dantic 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 VP Kelly Kirkpatrick.

At 5:45 p.m., Trustee Chalker moved to extend the executive session for 10 minutes. Trustee Dantic seconded the motion, and the motion carried 6-0.

At 5:55 p.m., Trustee Chalker moved to extend the executive session for 10 minutes. Trustee Keene seconded the motion, and the motion carried 6-0.

The Board returned to open meeting at 6:05 p.m.

Executive Session

Trustee Chalker moved to recess into executive session at 6:05 p.m. for 15 minutes for personnel matters for non-elected personnel. To protect the privacy interests of an identifiable individual. Trustee Dantic seconded the motion, and the motion carried 6-0.

The following were invited to participate in the executive session: Dr. Mark Watkins, Dr. Jason Sharp, and VP Kelly Kirkpatrick.

At 6:20 p.m., Trustee Chalker moved to extend the executive session for 10 minutes. Trustee Dantic seconded the motion, and the motion carried 6-0.

At 6:30 p.m., Trustee Chalker moved to extend the executive session for 5 minutes. Trustee Taylor seconded the motion, and the motion carried 6-0.

The Board returned to open meeting at 6:35 p.m.

Reports and/or Board Discussion

Faculty Senate Report: None

Student Government Report: Harrison Hall, Student Life Associate, gave a report on the recent Student Government and Admissions activities and events, including year-end award ceremonies.

Administrative Report:

Comparison of Expenditures to Budget - The April financial report was placed on the tables. At the end of April, we were 83% through the year. The general fund was 80% expended, and the post-secondary technical education fund was 79% expended. The Board was asked to contact VP Doherty with any questions.

Facilities – Kevin Doherty, Director of Facilities, reported that P1 was on campus and started work on the Zetmeir Building on Monday. Kevin stated that he believes this job will go smoothly.

President's Report:

Dr. Watkins thanked the Board members for their attendance at the recent commencement ceremonies and pinnings. As well as the Distinguished Alumni and Cardinal Citee receptions. He also thanked the city of Parsons for the use of the stage for commencement at no cost and all the LCC employees for their support.

He also discussed the "Reduced Credit Hour" Bachelor's degree that the state of Kansas is considering. This degree will allow students to finish school and get into the workforce more quickly, as well as reduce costs.

Dr. Watkins reported that there are currently 19 community colleges in Kansas that belong to the Kansas Association of Community Colleges (KACC) and that there are also several technical colleges requesting to join. He said there have been ongoing discussions regarding the pros and cons of this.

Dr. Watkins reminded all in attendance that the college would be closed on Monday, May 25, for Memorial Day.

Dr. Sharp gave an HLC update. He reported that the final report has been received and that there is a timeframe to mid-June to provide any responses, which he stated he will be working on. He said we can expect the final approval somewhere around August or September.

New Business (ACTION, INFORMATION, OR DISCUSSION ITEMS)

Faculty Contract Approval

Trustee Winchell moved to approve a faculty contract for Elizabeth Riggs, Assistant Professor of English, at a salary of \$50,727/year, starting in the fall of 2026. Trustee Taylor seconded the motion, and the motion carried 6-0.

New Staff Employment Letters

Trustee Keene moved to approve the new staff employment letters for Jaelen Milus, Assistant Men's Basketball Coach, at a salary of \$26,294/year, starting 4/13/26; and Macey Allison, Admissions Recruiter, at a salary of \$30,317/year, starting 6/15/2026. Trustee Winchell seconded the motion, and the motion carried 6-0.

Approval of Bills

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

New Position Approval

Trustee Dantic moved to approve the new Faculty Position of Allied Health. Trustee Chalker seconded the motion, and the motion carried 6-0.

Public Comment

Trustee Winchell commented that he thought the recent commencement ceremonies went very well, and both Trustee Keene and Trustee Taylor agreed.

Trustee Chalker congratulated Foundation Director, Lindi Forbes, on exceeding the goal for this year's Auction for Scholarships.

Chair Landrum said that he thought Dr. Trinity Davis was an excellent choice for this year's Cardinal Citee award.

Trustee Taylor asked about attendance at this year's PHS Scholarship Banquet. VP Kirkpatrick replied that personnel from Admissions were in attendance to present scholarships.

Executive Session

Trustee Chalker moved to recess into executive session at 7:08 p.m. for 5 minutes for matters relating to employer-employee negotiations, whether or not in consultation with the representative or representative of the body or agency. To protect the institution's right to the confidentiality of its negotiating position and the public interest. Trustee Dantic seconded the motion, and the motion carried 6-0.

The following were invited to participate in the executive session: Dr. Mark Watkins and Dr. Jason Sharp.

The Board returned to open meeting at 7:13 p.m.

Adjournment

Trustee Winchell moved to adjourn the meeting at 7:14 p.m. Trustee Dantic seconded the motion, and the motion carried 6-0.

Heidi Flora, Clerk of the Board

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SUBJECT

Review of Board Policy Changes

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

The President is presenting the following policies for review:

- Policy 1.06 – Meeting of the Board of Trustees
- Policy 1.07 – Trustee Ethics
- Policy 1.08 – General Policy
- Policy 1.10 – Board of Trustees Travel
- Policy 1.11 – College Unencumbered Cash Balance

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees review Policies – 1.06, 1.07, 1.08, 1.10, and, 1.11. These will be presented for approval at the July 16, 2026 Board of Trustee Meeting.

POLICY 1.06 MEETING OF THE BOARD OF TRUSTEES

A. Time and Place

The regular monthly board meeting shall be held at a time and place established annually by resolution of the Board. Additional meetings of both a regular and special nature may be scheduled at the discretion of the Board as a whole, the chairperson, or any two members of the Board so requesting same. All such meetings will be subject to the conditions as defined in the Kansas Statutes.

The Board may adjourn or recess any meeting for specific reasons such as an executive session, etc.

B. Quorum

A majority of all members of the Board shall constitute a quorum (4) for the transaction of business.

Any resolution passed must do so through the use of procedures as is consistent with the Kansas Statutes. At any time the vote of the members of the Board is not unanimous, or a member fails to vote, all votes are to be recorded as "yes" or "no" or "pass" if requested by any members.

C. Special Meetings

A special meeting of the Board of Trustees shall be called by the chair, or any two members, by serving on the other members a notice at least twenty-four (24) hours before the hour of the meeting. No business shall be transacted except that for which the meeting is called.

D. Meeting Open to the Public

All regular meetings of the Board of Trustees shall be open to the public. At any time that a quorum of the Board is present, the meetings will be handled in strict compliance with 75-4317 et seq.

E. Order of Business

At all meetings, the order of business shall follow an agenda. Such agenda shall be subject to adoption and/or amendment by the Board.

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F. Call to Order

At each meeting of the Board, the Board shall be called to order by the chairperson, or in the chairperson's absence, by the vice-chairperson, or in the absence of both the chair and the vice-chair, by any member when a chair pro tempore shall be elected. The clerk shall record the names of the members present and absent.

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G. Budget

The Board shall receive from the President a full and complete estimate of the needs of the College for the next fiscal year, and with these estimates in view, the Board shall prepare a full and complete budget according to the requirements of the laws of the state.

H. Committees

The chairperson of the Board of Trustees shall appoint special committees as are deemed necessary by the Board of Trustees. A special committee shall report recommendations to the Board for appropriate action. A special committee shall be dissolved when its report is complete and accepted by the Board.

I. Payment of Funds

All warrant-checks for payment of funds shall be signed by the chairperson, attested by the secretary and countersigned by the treasurer as provided in 10-803 and 10-805.

J. Agenda

The President in consultation with the chairperson of the Board will prepare the agenda for all meetings of the Board.

Members desiring to have an item placed on the agenda should notify the chairperson or President at least five (5) days in advance of the meeting date.

There shall be one opportunity for Public Comment on each agenda.

K. 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 the 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.”

Deleted: This is the time when the general public can speak to the Board about items and concerns that pertain to the college and college activities. At this time, the Board does not take anything under consideration for action or guarantee future attention. Also, please take a minute to silent your cell phones

The Board also retains the right to set time limits on public comment.

In the event that a large number of citizens are present and wish to speak in favor or in opposition to an issue before the Board, the Board reserves the right to poll the number of citizens in favor of and in 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.

L. Distribution of the Agenda

The agenda and supporting material will be delivered to each Board member at least forty-eight (48) hours prior to the meeting time.

M. Executive Sessions

Executive session may be conducted as presented by law.

Revised: 6/14/05, 6/11/15, 6/12/21

Reviewed: 3/11/19

POLICY 1.07 TRUSTEE ETHICS

Code of Ethics for members of Community College Board of Trustees:

- A. To become knowledgeable so that I can execute my duties and carry out my responsibilities in a creditable manner.
- B. To cooperate with my fellow Board members and respect their differences of opinion.
- C. To vote my honest conviction on all issues based on facts and concern for all persons affected rather than on personal bias or political or other outside pressure.
- D. To support all policy votes of the Board regardless of how I voted.
- E. To remember that the President and the Board as a whole are the only official spokespersons for the institution.
- F. To support the President as chief administrative officer of the institution.
- G. To direct to the President or Chairperson of the Board of Trustees all complaints or criticisms brought to me about either the institution or the President.
- H. To resist the temptation to use my position for personal gain.
- I. To place as high a priority on the educational programs of the institution as I place on the business of College operation.
- J. To function as a policy-maker and not an administrator of the institution.
- K. To understand and abide by the Open Meetings Law by encouraging attendance of interested citizens, organizations, and the media when current institution operations and future plans are being discussed.
- L. To solicit support of county commissioners, legislators and private companies in obtaining funds for the operation and maintenance of the institution.
- M. To support the state and national community college trustees associations.
- N. To strive constantly toward ideal conditions for the most effective board service.

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Adopted 6/13/94
Revised: 5/1/14
Reviewed: 6/22/15, 5/13/21

POLICY 1.08

GENERAL

- A. Authority of Members of the Board of Trustees: The Board members have authority for official Board action only during official meetings. No member of the Board shall have the power to act in the name of the Board unless authorized to do so by the majority of the Board in an official meeting.
- B. Opportunities for Development: Members of the Board of Trustees are expected to participate in professional development activities including national, state, and regional programs related to the Community College. If authorized by the Board and/or the chairperson of the Board, normal travel expenses incurred in connection with College business will be reimbursed in the same manner as that used for reimbursement of staff expenses.
- C. Suspension or Amendment of Policies: The policies of the Board may be suspended at any meeting by a vote of four (4) or more members. They may be amended by a majority of members at a regular, adjourned, or special meeting of the Board.
- D. Bonding of Officers and/or Employees: The treasurer, and such other officers or employees as shall handle money on behalf of the Community College, shall first secure a suitable bond by a responsible bonding company. Such bond, or bonds, shall be paid for by the College.

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Revised: 6/13/94

Reviewed: 6/22/15, 5/13/21

A. The Board encourages participation of its members at appropriate conferences, workshops, conventions, seminars and meetings. Board members will work with the President to determine which meetings appear to be most promising in terms of producing benefits to the Community College. When an approved meeting is not attended by the entire Board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

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B. Each year, at least one member of the Board of Trustees shall endeavor to attend a regional or national meeting at the expense of the Community College, with preference given to the chair unless they attended the previous year. Should the chair choose not to attend, or if they attended the preceding year, another trustee will be designated by the Board.

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C. A maximum number of two members may attend a regional or national convention (i.e., American Association of Community Colleges or American Association of Community College Trustees) in any given year at the college's expense. The Board may, by majority vote, exceed this guideline.

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D. Funds for Board members' participation at various meetings will be provided for in the budget each year.

Adopted: 12/8/98
Reviewed: 6/22/15, 5/13/21
Revised: XX/XX/2026

POLICY 1.11

COLLEGE UNENCUMBERED CASH BALANCE

Because of the cyclical nature of the receipt of moneys by Labette Community College, it is essential that the College maintain, at the start of each fiscal year, an unencumbered cash balance that is sufficient to maintain the financial stability of the College throughout the year.

It shall be the policy of the Board of Trustees of Labette Community College to establish a guideline regarding the unencumbered cash balance for the College as a percent of the total annual expenditures from the College's ~~unrestricted funds~~ as measured by the total annual expenditures of the General Fund ~~and Post-Secondary Education Fund (PTE)~~. The measurement of the unencumbered cash for the purpose of this policy shall take place at the start of each fiscal year as of June 30 each year.

Further, it is hereby established that the unencumbered cash balance shall not be less than ten per cent (10%) of the annual expenditures.

Revised: 10/12/07

Reviewed: 4/28/14, 6/22/15, 5/13/21

Revised: xx/xx/2026

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- ~~Deleted: Vocational Fund~~
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- ~~Deleted: Employee Benefit Fund and Adult Education Fund of the College.~~
- ~~Deleted: The unencumbered cash balance as reported in the annual financial audit of the College and the related percentage of the annual expenditures shall be reported to the Board of Trustees, along with comparable figures for the previous nine (9) years, at the conclusion of the financial audit conducted each year.¶~~

SUBJECT

Comprehensive Departmental Review: Information Technology

REASON FOR CONSIDERATION BY THE BOARD

Part of the Board's responsibility is to maintain oversight of the quality of academic and administrative programs and services. Labette Community College completed Departmental (Non-Academic Program) Reviews for many years. However, the process was paused for a time due to a variety of factors. The process has been updated and has resumed as of the 23-24 Fiscal Year.

BACKGROUND

The Departmental Review, Planning, and Development framework facilitates a systematic approach to continuous improvement. This process aims to maintain a focus on student success and community needs, enhance departmental coherence and quality, align departmental needs with campus priorities and budgeting, and ensure consistency with the college's mission to provide quality learning opportunities in a supportive environment for success in a changing world. VPFA and department staff will present the Computer Services-IT Departmental Review to the Board of Trustees.

PRESIDENT'S RECOMMENDATION

President recommends the acceptance of the Comprehensive Departmental Review for Information Technology.



LABETTE COMMUNITY
COLLEGE

Information Technology

Comprehensive Review
July 1, 2023 – June 30, 2025
FY23-25

Prepared by:

Jody Burzinski, IT Director

Presented by:

Leanna Doherty, Vice President of Finance and Operations

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1.0 Department Summary

The Information Technology (IT) Department plays a critical role in supporting teaching, learning, administration, and institutional research through effective and secure technology solutions and a dedicated staff. The department ensures that digital tools, infrastructure, and systems are robust, accessible, and aligned with the institution's academic and operational goals.

Key Responsibilities:

- **Network & Infrastructure Management:** Maintaining campus-wide internet access, servers, Wi-Fi, and classroom technology.
- **Learning Technology:** Supporting the use of educational technologies such as Learning Management Systems (LMS), virtual classrooms, smart boards, and simulation technologies.
- **Technical Support:** Assisting faculty, staff, and students with hardware and software issues to ensure minimal disruptions in teaching and learning.
- **Cybersecurity:** Protecting student records, research data, and institutional information with the use of software tool and third party services.
- **System Administration:** Managing user accounts, access controls, institutional email systems, and cloud-based platforms like Google Workspace or Microsoft 365.
- **Data Management & Compliance:** Ensuring secure handling of academic records and compliance with data protection regulations (e.g., FERPA, GDPR).
- **Institutional Reporting:** Responsible for all regulatory reporting, as well as supporting the Campus with ad hoc reporting needs.
- **Telecommunications:** Responsible for managing and supporting the college's telecommunication systems including the Avaya telephone system.

The IT Department serves as a backbone for digital information, enabling LCC to deliver high quality, technology-enhanced learning and administrative services, with a student centered focus.

Staff: The IT Department currently employees 3.5 personnel.

FY25/26

Jody Burzinski – IT Director

Tracie Moon – Database Administrator

Cody Nutt – Network Administrator

Coleen Carter – Part Time Computer Support

FY24/25

The IT Department consisted of 4.5 personnel. Those listed above plus Dana Eggers/Training Coordinator. Dana retired in December 2025.

FY23/24

The IT Department consisted of five personnel. Those listed above; however, the Computer Support position was Full Time.

Not only is the IT staff dedicated to the success and mission of LCC, we are also have one of the highest combined years of service to the institution.

1.1 Quantitative and Qualitative Data

Quantitative Data (Measurable Metrics)

Operational Data

- System uptime/downtime (%)
- Number of system failures or incidents
- Network latency and bandwidth utilization
- IT asset inventory (hardware count)
 - 1717 Network assets
 - 14 Virtual Servers
 - 7 Physical Servers

Users

Number of users supported:

2134 Students

205 Faculty and Staff

668.2:1 User-to-IT staff ratio

* IT also supports many community members and organizations throughout the year.

Security

LCC has made significant security enhancements over the last 4 years. We deployed Sentinel, XDR, and Umbrella for added security and network oversight.

Fixed Vulnerability Counts

Fixed Vulnerability Counts by Active Risk Breakdown					
Active Risk	Critical (ARS 90 - 100)	High (ARS 80 - 90)	Medium (ARS 70 - 80)	Low (ARS 20 - 70)	Trivial (ARS 0 - 20)
Fixed within last week:	52	37	57	1176	814
Fixed within last month:	113	57	50	1236	1267
Fixed within 3 months:	158	64	36	1137	1114
Fixed within last year:	407	282	256	3046	2273
Fixed overall:	1082	584	493	8127	6963

Project Management

The following projects were managed and complete (or in progress) in the last three years:

- Canvas LMS Migration
- JFA
- Sentinel
- XDR (Extended Detection and Response)
- Umbrella
- Turnitin/Draft Coach
- J1 Web Rollout (Advising, Registration, Student Life)
- Digital ID
- Office 365
- Additional Departmental Specific rollouts

Qualitative Data (Descriptive Insights)

These provide subjective feedback, perceptions, and contextual understanding.

Workload – The IT Workload is the highest it has ever been in my tenure. This could be the result of several factors:

- Covid – All personal now use technology, even those who previously did not rely on tech. Employees learned to work on their own schedule, which expanded the work hours of the IT staff.
- Security – The risk of threat is much more prevalent currently.
- Reduced Staff – Our staff numbers are lower than they have been in the past due to retirements.

Documentation & Process Review

IT has a number of Policy and Procedures that are reviewed annually. Newly added policies include:

AI Policy

Accessibility Policy

Data Retention Policy

LCC has also adopted a formal IT Incident Response Plan. This plan is tested annually.

Policies in development include Surveillance and Business Continuity.

3.0 Department Outcomes

Over the 2024–2025 academic year, the IT Department has continued to play a vital role in supporting the institution’s mission of delivering high-quality education through reliable, secure, and innovative technology services. This report outlines our achievements, ongoing projects, challenges faced, and future goals.

Key Outcomes & Achievements

1. Operational Excellence

- **99.95% System Uptime** across LMS, student portals, and administrative systems.
- **Helpdesk Ticket Resolution Time** less than 24 hours (average).

2. Distance Learning Support

- **Expanded Learning Management System (LMS)** capabilities with new integrations (Zoom, plagiarism detection, e-assessment tools).
- **Supported 1800+ Online Classes** with technical readiness and live support.

3. Cybersecurity & Compliance

- Completed Annual Cybersecurity Audit – **no critical findings.**
- Mandatory Cybersecurity Awareness Training (Redflag Training) **completed by 97% of full time staff and faculty.**
- Implemented Multi-Factor Authentication (MFA) **for all staff VPN and Outlook logins.**

4. Infrastructure Improvements

- **Campus Wi-Fi Upgrade** –Increase in coverage and bandwidth.
- **Migrated Key Services to Cloud** - Improving scalability and backup resilience.
- **Campus Network Hardware Upgrade** – Replaced several outdated switches and converters

5. Operational Support

- Supported all Network and Computing Systems
- Supported Security Camera Infrastructure
- Supported the Avaya Telephone System
- Supported all users of the institutions technology systems including Staff, Faculty, and Students.
- Completed or assisted in all regulatory reporting requirements.

Challenges

- **Policy Enforcement:** Some policies are difficult to monitor and maintain. They are currently operating as self-governed compliance, which is not always effective (Data Retention).
- **Cybersecurity Threat Volume:** Increased phishing and malware attempts (mitigated but resource intensive).
- **Hardware Balance:** Balancing the need for additional technology with the budget, staff, and usage for the technology.

Goals for 2026–2027

- Explore AI/Automation Tools.
- J1 Web Rollout Roll out additional Web Modules
- Data Analytics: Use data to support institutional decision-making.

3.1 Significant Impacts

The Information Technology (IT) Department is plays a vital role of the institution’s academic mission: provides quality-learning opportunities in a supportive environment for success in a changing world. In an increasingly digital learning environment, the IT Department ensures that technology enhances—not hinders—the educational experience.

Over the past academic year, the IT team has played a pivotal role in transforming teaching and learning by expanding access to digital tools, upgrading campus-wide network infrastructure, and supporting hybrid and remote learning environments. Key accomplishments include the deployment of a new learning management systems (LMS), classroom technology upgrades, and enhanced student information systems (SIS) that support data-driven decision-making.

The department has also strengthened cybersecurity measures to protect sensitive student and staff data while ensuring compliance with educational technology standards and regulations.

By aligning technology initiatives with institutional goals, the IT Department continues to have a significant impact on academic achievement, operational efficiency, and the overall educational experience.

4.0 External Constituency and Significant Trends

IT works with several external constituents. We often help community members when they stop by with specific technology questions. We work with community groups to help with their events and technology needs such as the Parsons Museum, Stella Wells, the Historical Society, etc.

The IT Department and Staff are consistently volunteering to assist with technology, or in other ways, for community events within both the institution and outside organizations.

5.0 Department Success

The Information Technology Department is successful when it delivers reliable, secure, and student-centered technology services that support teaching, learning, and the operational needs of the college community.

We achieve success by:

- Providing technology tools that enhance student learning, support academic success, and close digital equity gaps.
- Ensuring consistent, secure, and high-performance IT infrastructure that supports classroom instruction, online learning, and campus-wide operations.
- Supporting faculty and staff with responsive, effective technology solutions that enable innovation in teaching, student support, and administration.
- Collaborating with academic and administrative departments to align IT services with the college's goal to provide access, equity, and workforce readiness.
- Maintaining strong cybersecurity practices to protect institutional data, student privacy, and system integrity.
- Promoting digital literacy, technology training, and user support to empower students, faculty, and staff.
- Continuously evaluating and improving systems and services to meet the changing needs of a diverse and dynamic college community.

Our department plays a vital role in enabling student success, operational efficiency, and institutional growth through strategic, inclusive, and innovative use of technology.

5.1 Staff Accomplishments

Over the past academic year, the Information Technology (IT) staff at LCC has demonstrated exceptional performance, innovation, and dedication in advancing the college's mission of accessible, high-quality education. Their efforts have significantly contributed to enhancing the learning environment, improving operational efficiency, and ensuring robust technological support for students, faculty, and staff.

Some of the most notable achievements was the successful implementation of Canvas, a campus-wide Learning Management System (LMS) upgrade, Wi-Fi infrastructure enhancement, cybersecurity focused technologies, and enhancing decision making with reporting.

In response to growing cybersecurity threats in higher education, the IT staff implemented critical system updates, multifactor authentication, and user awareness campaigns. As a result, the college experienced a measurable decrease in phishing incidents and security vulnerabilities.

Beyond technical accomplishments, the IT team has consistently demonstrated a student-centered mindset—providing responsive help desk services.

Their contributions exemplify excellence in service, innovation, and institutional support, and they have played a vital role in the college's ongoing digital transformation. This achievement reflects not just technical skill, but a deep commitment to the success and well-being of the entire campus community.

None of the accomplishments would be possible without the collaboration of all departments working together to rollout new technologies to continue to improve.

Supervising Administrator Response

As the Vice President of Finance & Operations at Labette Community College, I would like to express my appreciation for the Information Technology Department and its vital role in supporting the College's mission. The department consistently enhances the student educational experience while providing timely and effective technology support to faculty and staff.

One of the department's greatest strengths is the longevity and experience of its staff, whose institutional knowledge and dedication contribute significantly to the College's success. Over the past several years, the IT Department has made substantial advancements in strengthening the College's cybersecurity infrastructure and remains committed to further enhancing security measures as technology and threats continue to evolve.

I also appreciate the department's ongoing evaluation of the College's technology needs and its proactive approach to maintaining current, reliable, and secure technology resources. The IT Department's commitment to continuous improvement helps ensure that Labette Community College remains well positioned to support student success and operational excellence.

Agenda Item: IV.C.
Date: June 11, 2026

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

5/7/2026

Account
Number

Check Number	Vendor	Description	Account Number	Amount	Total
142649	Haley Shae Beeman	Reimburse Mileage - Spring Clinicals	12-1208-602-000	\$232.96	\$232.96
142651	Linda Gale Brown	Reimburse Mileage - Clinical Admin M	12-1210-601-000	\$405.30	\$405.30
142652	City of Parsons	Water Service	11-7102-632-000	\$3,060.91	
		Water Service - WTC	12-4204-632-000	\$164.50	
		Water Service - Student Union	16-9482-632-000	\$277.87	\$3,503.28
142653	Molly E Coomes	Reimburse Mileage - Tulsa Airport	12-4204-602-000	\$155.40	
		Reimburse Meals - NACTEI Conferen	12-4204-605-000	\$287.06	
		Reimburse Travel - NACTEI Conferen	12-4204-605-000	\$252.60	
		Reimburse Hotel - NACTEI Conferen	12-4204-605-000	\$884.72	\$1,579.78
142654	Gabriella I Cortez	Reimburse Mileage - Recruiting Trip	11-5503-603-000	\$630.00	\$630.00
142655	Crossroad Tours	Bus Trip - Baseball - Johnson County	11-5502-601-000	\$1,473.12	
		Bus Trip - Baseball - Highland	11-5502-601-000	\$1,983.32	
		Bus Trip - Baseball - Cowley College	11-5502-601-000	\$1,967.40	
		Bus Trip - Baseball - KCK Comm Coll	11-5502-601-000	\$1,284.80	
		Bus Trip - Softball - Eastern Oklahom	11-5509-601-000	\$1,629.20	
		Bus Trip - Softball - Rose State Colleg	11-5509-601-000	\$1,965.32	
		Bus Trip - Softball - Eastern Oklahom	11-6502-720-000	\$864.80	
		Bus Trip - Softball - Rose State Colleg	11-6502-720-000	\$923.68	
		Bus Trip - MBB & WBB - KCK Comm	11-6502-720-000	\$2,192.00	
		Bus Trip - Baseball - Highland	11-6502-720-000	\$1,291.68	
		Bus Trip - Baseball - Cowley College	11-6502-720-000	\$717.60	
		Bus Trip - Baseball - KCK Comm Coll	11-6502-720-000	\$883.20	
		Bus Trip - Baseball - Johnson County	11-6502-720-000	\$794.88	\$17,971.00
142657	DH Pace Company, Inc	SFIC Cores, SFIC Cut Keys and Freig	11-7102-649-000	\$646.14	
		Entrance Locksets for WTC	11-7102-649-000	\$3,492.36	\$4,138.50

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/7/2026

Check Number	Vendor	Description	Account Number	Amount	Total
142659	Everg Kansas Central INC	Electricity	11-7102-634-000	\$16,875.19	
		Electricity - WTC	12-4204-634-000	\$561.41	
		Electricity - Student Union	16-9482-634-000	\$675.38	\$18,111.98
142660	Everg Kansas Central INC	Electricity - Cherokee Center	11-7103-634-000	\$788.15	\$788.15
142661	Janice S Every	Weekly Landscaping (4-27 to 5/3)	11-7202-648-000	\$200.00	\$200.00
142662	FedEx	Package Shipping	11-5303-701-000	\$45.44	\$45.44
142663	Harrison William Hall	Reimburse Mileage - Riverton High Sc	11-5302-601-000	\$68.32	\$68.32
142664	Jennifer Harding	Reimburse Mileage - Spring Clinicals	12-1211-602-000	\$1,950.90	\$1,950.90
142665	Ross Harper	Reimburse Mileage - Meetings/Conf/C	12-1205-602-000	\$478.80	
		Reimburse Meals - NACTEI Conferen	12-1205-701-001	\$324.65	
		Reimburse Travel - Tulsa Airport Park	12-1205-701-001	\$75.00	
		Reimburse - Minneapolis Airport to Hc	12-1205-701-001	\$50.99	
		Reimburse Hotel - NACTEI Conferenc	12-1205-701-001	\$884.72	\$1,814.16
142666	Mia Kathryn Howard	Reimburse Mileage - HS Signing Day	11-5302-601-000	\$560.00	\$560.00
142667	Kansas Department of Revenue	Bird's Nest Sales Tax - April	16-0000-216-001	\$205.34	
		Cardinal Cafe Sales Tax - April	16-0000-216-002	\$553.58	\$758.92
142668	Kansas Gas Service	Gas Service	11-7102-633-000	\$192.81	\$192.81
142669	Kelly D. Kirkpatrick	Reimburse AACRAO Membership Rei	11-5701-701-000	\$719.00	
		Reimburse - NACADA Membership Ri	11-5701-701-000	\$190.00	\$909.00
142670	Elizabeth Anne Kitterman	Reimburse Mileage - Cheryvale HS	11-5302-601-000	\$35.00	\$35.00
142672	Landauer Inc	Student Radiation Fetal Monitor Lab F	12-1210-700-002	\$180.25	\$180.25
142674	Tracie D Moon	Reimburse Mileage - Auction Item Pic	11-6505-601-000	\$196.00	\$196.00
142675	Cortney L O'Brien	Reimburse Mileage - HS Enrollments	11-4209-601-000	\$247.80	\$247.80
142676	Elizabeth R Robinson	Reimburse - NACADA IAA Reg/Boling	11-5701-701-000	\$1,525.00	\$1,525.00
142679	Touchtone Communications	Toll Free Fax Line	11-6501-631-000	\$165.28	\$165.28

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/7/2026

Check Number	Vendor	Description	Account Number	Amount	Total
142680	TreviPay	Walmart - Supplies for Poetry Day	11-4101-701-000	\$37.77	
		Walmart - Candy for Signing Day Bag	11-5302-711-000	\$209.23	
		Walmart - MBB Supplies	11-5508-701-000	\$295.00	
		Walmart - MBB Supplies	11-5508-701-000	\$59.99	
		Walmart - Mulch & Shrub Plants	11-7102-649-000	\$81.58	\$683.57
142681	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$400.53	
		Blue Emergency Tower Lights	11-6501-631-000	\$101.67	
		Facilities Phone Charges	11-7102-649-000	\$232.65	\$734.85
		Internet Service - WTC	11-6401-631-000	\$69.00	\$69.00
142682	Wave Wireless	Car Wash Purchases - April 2026	11-6502-720-000	\$29.30	
142683	Wex Bank	Fuel Purchases - April 2026	11-6502-720-000	\$1,334.32	\$1,363.62
142684	Wex Bank	Fuel Purchases - April 2026	11-6502-720-000	\$258.41	\$258.41
142685	Wright International Student Services	Students Removed from Delinquency	11-5201-613-000	\$80.00	
		Students Loaded	11-5201-613-000	\$30.00	\$110.00
				<u>\$59,429.28</u>	

11-General Fund	\$50,827.85
12-Postsecondary Technical Education Fund	\$6,889.26
16-Auxillary Ent Fund	\$1,712.17
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$59,429.28</u>

Checks approved for release prior to Board action

Mark Watkinson
President

Deanna Docherty
Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/14/2026

Check Number	Vendor	Description	Account Number	Amount	Total
142709	A T and T	Internet Service	11-6401-631-000	\$2,197.11	\$2,197.11
142710	Amazon Capital Services	HS Art Competition Supplies	11-1101-706-002	\$603.55	
		High School Art Competition Items	11-1101-706-002	\$537.23	
		3 Tier Metal Utility Rolling Carts	11-1101-850-000	\$350.00	
		Barrel Chair Spilcovers, black and whi	11-1101-850-000	\$45.88	
		Freestanding Double-Wide Utility Sink	11-1101-850-000	\$249.99	
		VekMax 70" Heavy Duty Workbenche:	11-1101-850-000	\$1,503.94	
		Flash Drives, 4 GB, 20 pack	11-4203-701-000	\$148.14	
		Ear Plugs for Testing, 250 pairs	11-4203-701-000	\$24.59	
		Black Spiral Notebooks, 60 Pack	11-5302-701-000	\$119.98	
		Advising Coffee/Tea Bar Supplies	11-5304-701-000	\$477.21	
		WBB Locker Room Supplies	11-5503-701-000	\$363.88	
		Compression Boots, Water Bottles & I	11-5508-701-000	\$645.95	
		Men's Basketball Training Equipment	11-5508-701-000	\$833.63	
		25' Mic Cable	11-6402-850-000	\$150.54	
		Shure SM58S Microphones	11-6402-850-000	\$374.40	
		Yamaha MG12XU Mixer	11-6402-850-000	\$359.99	
		150' Microphone Cable	11-6402-850-000	\$506.84	
		Floor Mic Stands	11-6402-850-000	\$118.36	
		Shure Wireless Audio System	11-6402-850-000	\$445.55	
		8-Outlet Surge Protector, 8' Cord	11-6402-850-000	\$29.90	
		125' Microphone Cable	11-6402-850-000	\$154.95	
		Foundation Event Supplies	11-6505-701-000	\$305.11	
		16" Plastic Planters, 3 Pack	11-7102-649-000	\$52.98	
		Heat Pump Defrost Control Circuit Bo.	11-7102-649-000	\$55.09	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/14/2026

Check Number	Vendor	Description	Account Number	Amount	Total
142710	Amazon Capital Services	JBL Rolling Base for Speaker	12-1205-701-001	\$188.09	
		Nursing Week Promotions	12-1208-700-000	\$185.01	
		Hypertherm 65 and 85 Electrodes, Bu	12-1219-700-000	\$876.85	
		Weld On Hinges for Fire School Cage	12-4204-699-000	\$21.98	
		Cardinal Cafe Supplies	16-9684-701-000	\$420.94	\$10,150.55
142712	Best Buy Business	mosiso - Laptop Shoulder Messenger	11-4200-630-031	\$30.09	
		Lenovo - IdeaPad Slim	11-4200-630-031	\$549.99	\$580.08
142714	Betty Ellis	Reimburse Mileage - Career Fairs	12-1211-602-000	\$221.90	
		Reimburse - KRCS Spring Meeting Rt	12-1211-681-000	\$145.00	\$366.90
142715	Janice S Every	Weekly Landscaping (5/4 to 5/10)	11-7202-648-000	\$200.00	\$200.00
142717	Brittany Haley	Reimburse - NASM Personal Trainer	(11-5507-701-000	\$999.00	\$999.00
142718	Mia Kathryn Howard	Reimburse Mileage - HS Schlrshp/Sig	11-5302-601-000	\$123.20	\$123.20
142719	Kansas Gas Service	Gas Service	11-7102-633-000	\$483.40	
		Gas Service - Cherokee Center	11-7103-633-000	\$66.19	
		Gas Service - WTC	12-4204-633-000	\$111.79	
		Gas Service - Student Union	16-9482-633-000	\$116.26	\$777.64
142720	Tammy Kimrey	Reimburse Mileage - Spring Clinicals	12-1210-602-000	\$466.20	
		Reimburse Mileage - Spring Clinicals	12-1210-602-000	\$296.80	\$763.00
142721	Kelly D. Kirkpatrick	Reimburse Hotel - KCCLI/Kirkpatrick	11-5701-601-000	\$155.64	
		Reimburse Mileage - KCCLI @ Kansa	11-5701-601-000	\$217.00	
		Reimburse Hotel - KCCLI/Baker	11-6201-601-000	\$143.64	
		Reimburse Meals - KCCLI/Kansas Cit	11-6201-601-000	\$19.30	\$535.58
142722	Kitchen Pass, Inc.	AKCCOP Dinner (Thursday Night)	11-6501-601-000	\$540.50	\$540.50
142723	Lingo Telecom LLC	Alarm Line	11-6501-631-000	\$28.67	\$28.67
142724	Lingo Telecom LLC	Fax Lines	11-6501-631-000	\$289.84	\$289.84

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/14/2026

Check Number	Vendor	Description	Account Number	Amount	Total
142725	Markley Inc	Bad Boy Mower Repairs	11-6502-720-000	\$226.28	\$226.28
142726	Ashley Moore	Reimburse Mileage - March Clinicals	12-1210-602-000	\$459.20	\$688.80
		Reimburse Mileage - April Clinicals	12-1210-602-000	\$229.60	
142727	Ryan S. Phillips	Reimburse Mileage - Fall 2025 Recrui	11-5509-603-000	\$1,494.50	\$1,494.50
142728	Rural Water District #5	Water Service - Cherokee Center	11-7103-632-000	\$26.92	\$26.92
142729	Sam's Club	Refreshments for Latzer Award Exhibi	11-1101-702-000	\$100.19	
		Plus Membership Renewals (4)	11-6501-681-000	\$245.00	
		Lifetime 8" Folding Tables, White	12-4204-850-000	\$399.92	
		Seville Classics Storage Cabinets	12-4204-850-000	\$658.00	
		Bird's Nest Concessions	16-9381-742-000	\$55.56	\$1,458.67
142730	Mariys Shomber-Jones	Catering Supplies	11-6505-701-000	\$213.85	
		Catering for Cardinal Citation	11-6505-701-000	\$1,100.00	\$2,713.85
		Catering for Distinguished Alumni	11-6505-701-000	\$1,400.00	
142731	Kayla Thurman	Reimburse Mileage - Spring Clinicals	12-1208-602-000	\$672.00	\$672.00
142732	Jeffrey Michael Vesta	Reimburse Mileage - Recruiting in Top	11-5505-603-000	\$203.00	\$203.00
142733	Westlake Hardware, Inc	Reissue Payment - Maintenance Suppl	11-7102-649-000	\$19.97	
		Reissue Payment - Maintenance Suppl	11-7102-649-000	\$179.98	
		Reissue Payment - Maintenance Suppl	11-7102-649-000	\$49.95	
		Reissue Payment - Maintenance Suppl	11-7102-649-000	\$31.36	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	Account Number	Amount	Total
142733	Westlake Hardware, Inc	Reissue Payment - Maintenance Supp	11-7102-649-000	\$59.15	\$340.41
				<u>\$25,376.50</u>	
	11-General Fund			\$19,851.40	
	12-Postsecondary Technical Education Fund			\$4,932.34	
	16-Auxillary Ent Fund			\$592.76	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$25,376.50</u>	

Checks approved for release prior to Board action

Mark Watkinson

President

Kenneth Boherty

Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/21/2026

Check Number	Vendor	Description	Account Number	Amount	Total
142736	A T and T	Phone Service	11-6501-631-000	\$216.27	\$216.27
142737	A T and T	Internet Service	11-6401-631-000	\$974.23	\$974.23
142738	A T and T	Internet Service	11-6401-631-000	\$1,103.33	\$1,103.33
142739	A T and T	Internet Service	11-6401-631-000	\$1,588.75	\$1,588.75
142740	DeLyna R Bohnenblust	Reimburse Mileage - Clinicals/Meeting	12-1208-601-000	\$693.00	\$693.00
142741	Brown Industries, Inc.	DMS Student Class Pins	12-1214-700-000	\$310.25	\$310.25
142742	Alexander J Copton	KPERS Withholding Refund	11-0000-253-000	\$110.12	\$110.12
142743	CPI Technologies, Inc	Copy Usage - Cherokee Center	11-7103-701-000	\$169.81	\$169.81
142745	Elan Financial Services	Walmart+ April 2026	11-0100-484-000	\$14.02	\$14.02
		Obey Giant - Shepard Fairey Prints	11-1101-702-000	\$373.36	\$373.36
		Amazon - Gift Cards for HS Art Comp	11-1101-706-002	\$30.00	\$30.00
		OfficeSupply.com - 1" D-Ring Binders	11-1106-700-000	\$77.58	\$77.58
		OfficeSupply.com - 1 1/2" Slant Binde	11-1106-700-000	\$83.58	\$83.58
		OfficeSupply.com - 1-Ply Paper Towel	11-1106-700-000	\$83.38	\$83.38
		Domino's - Pizza for Psychology Club	11-1114-700-000	\$45.83	\$45.83
		TechSmith - Screencast Pro Renewal	11-1124-700-000	\$99.99	\$99.99
		Walmart - HS Art Show Giveaways	11-5302-701-000	\$56.73	\$56.73
		StickerMule - Die Cut Stickers	11-5302-701-000	\$303.00	\$303.00
		Holiday Inn - Baseball - Atchison, KS	11-5502-601-000	\$1,456.30	\$1,456.30
		Courtyard - Softball - Overland Park, I	11-5506-600-000	\$7,030.40	\$7,030.40
		InterContinental KC - NJCAA Con - K	11-5506-601-000	\$683.58	\$683.58
		Apple Music - Monthly Subscription	11-5506-701-000	\$10.99	\$10.99
		Suples - Wrestling Recovery Supplies	11-5507-701-000	\$1,965.00	\$1,965.00
		Rouge Fitness - Conditioning Supplies	11-5507-701-000	\$1,027.13	\$1,027.13
		KXKShop - Men's BB Practice Uniform	11-5508-701-000	\$1,095.99	\$1,095.99

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/21/2026

Check Number	Vendor	Description	Account Number	Amount	Total
142745	Elan Financial Services	LaundryBags.com - Small/Large Mesh	11-5508-701-000	\$87.97	
		Holiday Inn - M Watkins - Concordia, I	11-6101-601-000	\$145.95	
		Box - Secure Document Portal Renew	11-6401-701-000	\$1,800.00	
		Schiltz Lawn & Garden - Mower Parts	11-6502-720-000	\$28.34	
		Schiltz Lawn & Garden - Mower Parts	11-6502-720-000	\$106.82	
		Indeed - Sponsored Jobs Ad Posting	11-6504-613-000	\$39.26	
		Facebook - Posted Ads for Openings	11-6504-613-000	\$17.36	
		Facebook - Posted Ads for Openings	11-6504-613-000	\$32.53	
		KendraScott - K Beachner Retirement	11-6504-692-001	\$214.14	
		Walgreens - Retirement Gift, Stonebe	11-6504-692-001	\$200.00	
		Bomgaars - Landscaping Supplies	11-7102-649-000	\$40.47	
		Bomgaars - Landscaping Supplies	11-7102-649-000	\$17.97	
		Walmart - Landscaping Supplies	11-7102-649-000	\$64.05	
		Walmart - Red Rubber Mulch, 30 bag:	11-7102-649-000	\$179.10	
		Walmart - Red Rubber Mulch, 25 bag:	11-7102-649-000	\$149.25	
		Atlas Safe Rooms - WTC Storm Sheit	11-7102-671-000	\$40.00	
		ACTE - R Harper - ACTE Membership	12-1205-701-000	\$135.00	
		Cricut - Cricut Maker, Press, Supplies	12-1205-701-001	\$1,258.11	
		xTool - Tax Credit for Laser Cutter	12-1205-701-001	(\$840.25)	
		xTool - Accessories for Laser Cutter	12-1205-701-001	\$1,966.80	
		xTool - xTool SafetyPro AP2 Air Purifie	12-1205-701-001	\$2,257.66	
		xTool - P2S Desktop CO2 Laser Cutte	12-1205-701-001	\$5,970.76	
		BambuLab - Bambu Lab X2D 3D Prin	12-1205-701-001	\$982.17	
		BambuLab - Filaments and Cool Plate	12-1205-701-001	\$2,108.84	
		BambuLab - Bambu Lab X2D 3D Prin	12-1205-701-001	\$899.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
142745	Elan Financial Services	PSJ - Resp Care SAE Practice Exams	12-1211-700-000	\$280.00	
		NBRC - TMC Student Exam Vouchers	12-1211-700-002	\$760.00	
		NCWE - R Harper - 2026 Conf Regist	12-1246-630-000	\$985.00	
		eBuyGB Crafts - Laserable Blank Coz	12-4204-701-000	\$122.83	
		The Cutest Gifts - Laserable Keychair	12-4204-701-000	\$188.84	
		Sublimation Kings - Laserable Bottles	12-4204-701-000	\$269.37	
		AGEucate - DementiaLive Subscriptio	12-4204-701-002	\$1,714.50	
		KS.gov - CNA KDADS Fees	12-4204-701-002	\$184.50	
		KS.gov - CNA KDADS Fees	12-4204-701-002	\$184.50	
		KS.gov - CNA KDADS Fees	12-4204-701-002	\$184.50	
		KS.gov - CNA KDADS Fees	12-4204-701-002	\$184.50	
		KS.gov - CNA KDADS Fees	12-4204-701-002	\$102.50	
		Walmart - Cardinal Cafe Food Items	16-9684-743-000	\$27.94	
		Walmart - Cardinal Cafe Food Items	16-9684-743-000	\$5.49	
		Walmart - Cardinal Cafe Food Items	16-9684-743-000	\$269.12	
		Walmart - Cardinal Cafe Food Items	16-9684-743-000	\$59.98	
		Walmart - Cardinal Cafe Food Items	16-9684-743-000	\$41.57	
		Walmart - Cardinal Cafe Food Items	16-9684-743-000	\$13.29	
		Walmart - Cardinal Cafe Food Items	16-9684-743-000	\$93.07	
		Ozarks Coca-Cola - Bag in the Box Pr	16-9684-743-000	\$208.11	
		Ozarks Coca-Cola - Bag in the Box Pr	16-9684-743-000	\$208.11	
		Walmart - Cardinal Cafe Food Items	16-9684-743-000	\$21.86	
		Walmart - Cardinal Cafe Food Items	16-9684-743-000	\$18.82	
		Walmart - Cardinal Cafe Food Items	16-9684-743-000	\$24.44	\$38,491.00
142746	Evergy Kansas Central INC	Electricity - 1230 Main	11-7102-634-000	\$282.07	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/21/2026

Check Number	Vendor	Description	Account Number	Amount	Total
142746	Evergy Kansas Central INC	Electricity - Athletic Expansion	11-7102-634-000	\$5,745.95	
		Electricity - Vehicle Lot	11-7102-634-000	\$70.74	\$6,098.76
142747	Janice S Every	Weekly Landscaping (5/11 to 5/17)	11-7202-648-000	\$200.00	\$200.00
142748	Jennifer Harding	Reimburse - Missouri License Renewal	11-4200-630-033	\$43.09	\$43.09
142749	Ross Harper	Reimburse Mileage - OSHA/CPR/Mtg	12-1205-602-000	\$126.00	\$126.00
142750	Mia Kathryn Howard	Reimburse Mileage - Area HS Events	11-5302-601-000	\$166.60	\$166.60
142752	Theresa M Hundley	Reimburse Graduation Supplies/Plant	11-5303-706-001	\$72.57	\$72.57
142754	Cathy D Kibler	Reimburse Flights - NLC FBLA Colleg	11-1127-604-000	\$434.46	\$434.46
142756	Cortney L O'Brien	Reimburse Mileage - HS Enrollments	11-4209-601-000	\$175.00	\$175.00
142757	Proforma	Freight	11-5302-701-000	\$30.39	
		Cardinal Stress Relievers	11-5302-701-000	\$787.50	
		Freight Charge	11-5303-706-001	\$20.00	
		6' Stretch, Open Back Table Cover	11-5303-706-001	\$225.00	\$1,062.89
142759	Trajecsys Corporation	Radiologic Tech System Access, 1 Stu	12-1210-700-002	\$100.00	\$100.00
142760	TreviPay	Walmart - Nursing Open House Suppl	11-5303-706-001	\$10.54	
		Walmart - TCL 75" TV and Wall Moun	11-6402-850-000	\$492.48	
		Walmart - Retirement Party Supplies	11-6504-692-001	\$39.93	
		Walmart - Landscaping Supplies	11-7102-649-000	\$133.10	
		Walmart - Black Rubber Mulch	11-7102-649-000	\$11.94	
		Walmart - Cardinal Cafe Food Items	16-9684-743-000	\$118.43	
		Walmart - Cardinal Cafe Food Items	16-9684-743-000	\$139.40	
		Walmart - Cardinal Cafe Food Items	16-9684-743-000	\$71.54	\$1,017.36
142761	Veritiv	Paper and Envelopes	11-6503-705-000	\$1,045.91	\$1,045.91
142762	WoodRiver Energy LLC	Natural Gas Service	11-7102-633-000	\$404.31	
		Natural Gas Service - WTC	12-4204-633-000	\$64.17	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	5/21/2026	Account Number	Amount	Total
142762	WoodRiver Energy LLC	Natural Gas Service - Student Union		16-9482-633-000	\$70.60	\$539.08
	11-General Fund		\$32,154.16			
	12-Postsecondary Technical Education Fund		\$21,192.55			
	16-Auxillary Ent Fund		\$1,391.77			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
					<u>\$54,738.48</u>	

Checks approved for release prior to Board action

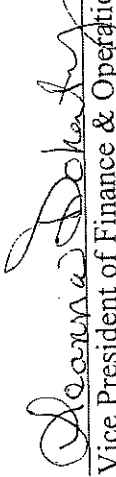
Mark Watkins
President

Keenan D. Dehertog
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	5/22/2026		Account Number	Amount	Total
142763	Baxter Springs District 508	Spring Math Instructor - Sara Davis			11-1133-523-000	\$3,554.70	\$3,554.70
		11-General Fund	\$3,554.70				
		12-Postsecondary Technical Education Fund	\$0.00				
		16-Auxillary Ent Fund	\$0.00				
		64-Deferred Maintenance	\$0.00				
		67-Capital Outlay	\$0.00				
						<u>\$3,554.70</u>	

Checks approved for release prior to Board action


Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/31/2026

Check Number	Vendor	Description	Account Number	Amount	Total
142764	All Seasons Floral, LLC	Roses for Nursing Pinning	11-5303-706-001	\$260.00	\$260.00
142765	American Electric Company	25W 4' LED Tube Light Bulbs	11-7102-649-000	\$300.00	\$300.00
142766	Apple Inc.	iPad Pro 13" Black	11-4200-630-030	\$1,199.00	
		Magic Keyboard	11-6401-701-000	\$329.00	\$1,528.00
142767	B and H Photo Video	Sony FE 50mm Lens	11-6301-701-000	\$185.60	
		Sony a7 III Mirrorless Camera	11-6301-701-000	\$1,678.20	
		Vivid Colors Filter/TetherPro USB, 15'	12-1203-700-000	\$63.70	
		Impact Multiclips/Seamless Paper, WI	12-1203-700-000	\$60.67	
		Watson 4-Bay Chargers for AA/AAA N	12-1203-700-000	\$58.62	
		Impact Monolights Adapter/Flash Trig	12-1203-700-000	\$110.96	
		Godox AD300Pro Outdoor Flash	12-1203-700-000	\$419.00	
		Impact Seamless Background Paper,	12-1203-700-000	\$97.48	
		Epson Premium Photo Paper, 16" x 11	12-1203-700-000	\$287.01	
		Epson UltraChrome K3 Ink Cartridges	12-1203-700-000	\$549.00	\$3,510.24
142768	BIO Corporation	Shipping	11-1103-700-000	\$230.41	
		Preserved Cats, 14" - 18", Plain	11-1103-700-000	\$1,075.00	
		Fetal Pigs, 14" - 17" Plain	11-1103-700-000	\$38.70	\$1,344.11
142769	C. D. L. Electric Co., INC	Monthly Alarm Monitoring Fee	11-7202-648-000	\$45.00	\$45.00
142770	Cintas Corp	Hand Sanitizer Dispenser Refills	11-7102-702-000	\$112.97	\$112.97
142771	Dell Marketing L P	Microsoft License Renewals	11-6401-701-000	\$13,971.25	
		Dell Pro Max 16	12-1205-701-000	\$52.86	
		Dell Pro Max 16	12-1246-701-001	\$8,657.04	\$22,681.15
142772	Demco Inc	Shipping and Handling	11-4101-701-000	\$55.75	
		Mailing Labels	11-4101-701-000	\$60.99	
		"NEW BOOKS" Sign	11-4101-701-000	\$39.19	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/31/2026 Account

Check Number	Vendor	Description	Account Number	Amount	Total
142772	Demco Inc	"FICTION" Sign	11-4101-701-000	\$39.19	\$195.12
142773	Digital Connections Inc.	Lanier Copier Maintenance Contracts	11-6503-648-000	\$57.70	\$57.70
142774	EVCO Wholesale Food Corp.	Supplies	16-9684-701-000	\$120.81	\$456.44
		Food	16-9684-743-000	\$335.63	
142775	Good News Publishing, Inc.	Enrollment Ad	11-6301-613-000	\$165.00	\$330.00
		Enrollment Ad	11-6301-613-000	\$165.00	
142776	Grand Rental Station	Rental - Chairs for Commencement	11-5303-706-001	\$1,428.00	
		Rental - Scissor Lift for Commencement	11-5303-706-001	\$865.30	
		Machinery Rental - Towable Lift 4527	11-7102-649-000	\$320.10	\$2,613.40
142777	Green's Vegetation Control/William Gr	Crabgrass/Broadleaf Control - Baseba	11-5502-701-000	\$480.00	
		Granular Fertilizer - Baseball Field	11-5502-701-000	\$360.00	
		Granular Fertilizer - Baseball Field	11-5502-701-000	\$360.00	
		Granular Fertilizer - Baseball Field	11-5502-701-000	\$360.00	
		Granular Fertilizer - Baseball Field	11-5502-701-000	\$360.00	
		Starter Fertilizer - Baseball Field	11-5502-701-000	\$360.00	\$2,280.00
142778	Herff Jones Inc.	Faculty Regalia	11-5303-706-001	\$1,324.70	
		Credit - Dipoma Paper, 100 ct	11-5303-706-001	(\$65.00)	
		Diploma Paper, 400 ct	11-5303-706-001	\$1,514.50	\$2,774.20
142779	Herrman Lumber	Landscaping Supplies	11-7102-649-000	\$83.85	
		Landscaping Supplies	11-7102-649-000	\$4.55	
		Landscaping Supplies	11-7102-649-000	\$4.55	\$92.95
142780	Hillyard/Springfield	Custodial Supplies	11-7102-702-000	\$30.88	
		Trash Can Liners, 12-16/60 gal, 15 ca	11-7102-702-000	\$1,170.30	
		Paper Towels & Toilet Paper, 12 case	11-7102-702-000	\$1,453.44	\$2,654.62
142781	Jenzabar, Inc.	J1 Retention Upgrade	11-5701-701-000	\$293.00	\$293.00

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/31/2026

Check Number	Vendor	Description	Account Number	Amount	Total
142782	Jock's Nitch/Parsons	Shipping - Baseball - Travel Gear	11-5502-701-000	\$78.00	
		Baseball - Adidas Icon Cage Jackets	11-5502-701-000	\$2,596.00	
		Baseball - Adidas Essential Pants	11-5502-701-000	\$1,980.00	
		Baseball - Adidas Fleece Hood Jacket	11-5502-701-000	\$1,628.00	
		Baseball - Adidas Basecoach Jackets	11-5502-701-000	\$1,980.00	
		Shipping - Baseball - Season Basebal	11-5502-701-000	\$290.00	
		Baseball - Practice Baseballs	11-5502-701-000	\$1,020.00	
		Baseball - NJCAA Game Baseballs	11-5502-701-000	\$3,000.00	
		Shipping - Volleyball - Jaypro Net	11-5504-701-000	\$600.00	
		Volleyball - Jaypro T-Base Net System	11-5504-701-000	\$4,025.00	
		Wrestling - Adidas Singlets, Silver	11-5505-701-000	\$680.00	
		Wrestling - Adidas Adizero & Duramo	11-5505-701-000	\$1,570.00	
		Shipping - Baseball - Team Hats	11-5506-690-000	\$72.00	
		Baseball - Team Game Hats (blk/blk/r	11-5506-690-000	\$1,560.00	
		Baseball - Team Game Hats (blk/red/r	11-5506-690-000	\$936.00	
		Merchandise Sales 3/1 to 4/30/2026	16-9381-741-000	\$3,107.25	\$25,122.25
142783	Kansas Outdoor Advertising	May Digital Billboard	11-6301-613-000	\$300.00	
		May Billboard Rentals	11-6301-613-000	\$725.00	\$1,025.00
142784	Kansas State Board of Nursing	KSBN Annual Reapproval Fee	12-1208-670-000	\$400.00	\$400.00
142785	KLKC FM	April Advertising	11-6301-613-000	\$400.00	\$400.00
142786	KMI Metals	Bulk Metal	12-1219-700-000	\$3,731.16	
		Steel	12-1219-700-004	\$62.01	\$3,793.17
142787	KONE Inc	Maintenance Agreement	11-7202-648-000	\$1,336.24	
		Maintenance Agreement	11-7202-648-000	\$207.20	\$1,543.44
142788	Labette Avenue	Cardinal Citation Award Display	11-6301-613-000	\$80.00	\$80.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/31/2026

Check Number	Vendor	Description	Account Number	Amount	Total
142789	Labette County Fair Board	2026 Horse Show Sponsor	11-6301-661-000	\$500.00	\$500.00
142790	Labette Health	CPR Cards	12-4204-701-002	\$232.00	\$232.00
142791	Laser Designs/PSHTC	Name Badges - Perez & Sharp	11-4201-701-000	\$15.00	
		Name Badge - Gugnani	11-4202-701-000	\$5.00	
		Name Badge - Milus	11-5508-701-000	\$5.00	
		Name Badge - Johnson	16-9684-701-000	\$5.00	\$30.00
142792	Marmic Fire and Safety Co Inc	Quarterly Inspection - Zetmeir Building	11-7202-648-000	\$529.55	
		Quarterly Inspection - Athletic Complex	11-7202-648-000	\$215.55	\$745.10
142793	Marrone's Inc.	Supplies	16-9684-701-000	\$64.77	
		Supplies	16-9684-701-000	\$118.73	
		Food	16-9684-743-000	\$314.08	\$497.58
142794	McCarty's Office Machines Inc	MB2442 Toner	11-6401-646-002	\$433.82	
		Math Dept Annual Copier Contract	11-6401-646-002	\$556.43	
		Copy Usage - Gymnasium	11-6401-646-002	\$16.95	
		MS417 Toner	11-6401-701-000	\$598.28	
		Lexmark 3224 Black Toner	11-6401-701-000	\$408.64	
		Lexmark 3224 Cyan Toner	11-6401-701-000	\$356.55	
		Lexmark 3224 Yellow	11-6401-701-000	\$366.93	
		Lexmark MC3224 Magenta	11-6401-701-000	\$356.55	
		Nursing Annual Copier Usage	11-6503-648-000	\$422.38	
		Radiography Annual Copier Usage	11-6503-648-000	\$49.63	
		Supplies	11-6503-701-000	\$184.15	
		Supplies	11-6503-701-000	\$38.77	
		Supplies	11-6503-701-000	\$140.73	
		Lorell Essentials Credenza Shell	11-6503-701-000	\$272.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/31/2026

Check Number	Vendor	Description	Account Number	Amount	Total
142794	McCarty's Office Machines Inc	Lorell Essentials Desk Return Shell	11-6503-701-000	\$196.82	
		Copier Usage - Print Shop	11-6503-701-000	\$325.18	
		Lorell Relevance Series Tabletops	12-1205-701-001	\$770.00	
		Lorell Invent Training Table Bases	12-1205-701-001	\$730.00	
		Copy Usage - WTC	12-1219-700-000	\$3.17	
		Copy Usage - Workfroce Ed	12-4204-701-000	\$22.57	\$6,249.55
142795	Mid America Sanitation	Portable Toilets - Baseball Field	11-7102-649-000	\$200.00	
		Portable Toilets - Softball Field	11-7102-649-000	\$200.00	\$400.00
142796	P1 Service, LLC	Replace Part on Gym Unit - Materials	11-7102-649-000	\$389.30	
		Replace Part on Gym Unit - Labor	11-7102-649-000	\$149.00	
		Maintenance Agreement	11-7103-649-000	\$785.00	
		Maintenance Agreement	11-7202-648-000	\$6,377.00	\$7,700.30
142797	Parsons Chamber of Commerce	Golf Tournament Sponsorship	11-6301-709-000	\$100.00	\$100.00
142798	Parsons Lions Club	Dues - Jason Sharp	11-4201-681-000	\$50.00	\$50.00
142799	Parsons Sun	School News Display	11-6301-613-000	\$72.00	
		Love Labette Display	11-6301-613-000	\$149.00	\$221.00
142800	QueenB Television of Kansas/Missouri	Spring Biz Builder Campaign - KFJX	11-6301-613-000	\$265.00	
		Spring Biz Builder Campaign - KOAM	11-6301-613-000	\$535.00	
		Spring Biz Builder Digital Ads - KOAM	11-6301-613-000	\$400.00	
		April Digital Advertising - KOAM	11-6301-613-000	\$2,050.00	\$3,250.00
142801	SEK Auto Sales, Inc	Replace 2 Mower Tires	11-6502-720-000	\$42.99	\$42.99
142802	Sheerin Scientific Inc.	Annual Microscope Maintenance	11-1102-646-000	\$1,320.00	\$1,320.00
142803	Styers Equipment Company	Black Toner/SP1360 & Freight	11-6503-648-000	\$189.66	
		Magenta and Yellow Toner/SP1360	11-6503-648-000	\$1,196.00	\$1,385.66
142804	T & E Auto Sales and Service	Vehicle Maintenance - 2004 Chevy Tr	11-6502-720-000	\$1,043.45	\$1,043.45

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/31/2026

Check Number	Vendor	Description	Account Number	Amount	Total
142805	T H Rogers Lumber Company	Maintenance Materials for Ramp	11-7102-649-000	\$127.68	\$127.68
142806	The Sherwin Williams Co	Paint for Ramp	11-7102-649-000	\$113.19	
		Paint Supplies - Ramp	11-7102-649-000	\$20.79	
		Paint & Painting Supplies - Ramp	11-7102-649-000	\$174.69	
		Paint and Painting Supplies	11-7102-649-000	\$63.68	
		Paint & Painting Supplies	11-7102-649-000	\$296.68	\$669.03
142807	Thompson Bros. Supplies, INC	Cylinder Lease Renewal	12-1211-646-000	\$52.00	
		Cylinder Rentals	12-1219-700-002	\$284.10	
		Cylinder Refills (Argon)	12-1219-700-002	\$112.32	\$448.42
142808	Turnitin LLC	Canvas Annual Renewal	11-6402-850-000	\$6,399.49	\$6,399.49
142809	Uline, Inc.	Shipping	11-7102-649-000	\$105.01	
		Traffic Cones - 28", Orange	11-7102-649-000	\$264.00	\$369.01
142810	UniFirst Corporation	Mats, Mops, Cloths	11-7103-649-000	\$64.69	
		Mats, Mops, Cloths	11-7103-649-000	\$64.69	
		Mats, Mops, Cloths	11-7103-649-000	\$64.69	
		Mats, Mops, Cloths	11-7103-649-000	\$64.69	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$270.89	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$270.89	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$270.89	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$70.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$70.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$70.00	\$1,281.43
142811	Vance Lawn Care, Inc	Groundskeeping - Cherokee Center	11-7103-649-000	\$690.00	\$690.00
142812	Vietti Marketing Group	April Advertising - KSYN-FM	11-6301-613-000	\$1,250.00	
		April Enrollment Campaign - Socials	11-6301-613-000	\$2,890.00	\$4,140.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	5/31/2026		Total
			Account Number	Amount	
142813	Mark Watkins	Reimburse Meals - KACC Meeting	11-6101-709-000	\$72.16	
		Vehicle Expense	11-6501-590-001	\$900.00	\$972.16
142814	Westlake Hardware, Inc	Athletic Field Striping Paint	11-5502-701-000	\$65.94	
		Maintenance Supplies	11-7102-649-000	\$75.17	
		Maintenance Supplies	11-7102-649-000	\$24.99	
		Landscaping Supplies	11-7102-649-000	\$50.32	
		Maintenance Supplies	11-7102-649-000	\$50.94	
		Maintenance Supplies	11-7102-649-000	\$55.98	
		Maintenance Supplies	11-7102-649-000	\$1.25	
		36" Tower Fans with Remotes	11-7102-649-000	\$149.98	
		Office Cleaning Supplies	11-7102-702-000	\$20.77	\$671.30
		Fire School Cage Supplies	12-4204-699-000	\$175.96	\$847.26
142815	Wood Insurance Center, LLC	Public Official Treasurer Bond-L Dohe	11-6501-622-000	\$300.00	\$300.00
				<u>\$113,728.91</u>	

11-General Fund	\$92,521.01
12-Postsecondary Technical Education Fund	\$16,931.63
16-Auxillary Ent Fund	\$4,276.27
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$113,728.91</u>

Agenda Item: IV.D.
Date: June 11, 2026

SUBJECT

Faculty Contract Approval

REASON FOR CONSIDERATION BY THE BOARD

Kansas Statutes require the Board of Trustee's approval of selected employment contracts.

BACKGROUND

Kelsie Foster has accepted the Instructor of Nursing position.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve a faculty contract for Kelsie Foster, Instructor of Nursing, at a salary of \$55,147/year, starting 8/10/2026.

Biography

Kelsie Foster

Kelsie Foster has accepted the position of Instructor of Nursing to begin August 10, 2026.

Kelsie has been an adjunct instructor at LCC for a year and a half, teaching the CNA and CMA clinicals in long term care facilities. Previously she has worked at the MDS Coordinator, Director of Nursing, and Medical Records Coordinator at a local long-term care facility. She also has experience as a floor RN in local hospitals.

Kelsie earned her BSN from Pittsburg State and Associate of Nursing from LCC.

POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME)

Reports to: Dean of Instruction and Distance Learning/ Dean of Career & Technical Education and
Workforce/Program Director

Organizational Unit: Faculty – Exempt

Salary Range: Per Master Agreement

Revision Date: June 2025

See also addendum - Program/Department specific

I. Basic Purpose of Position

Instructors' responsibilities encompass all courses assigned, committees assigned, and other activities required or agreed upon between faculty members and administration as specified in the LCC Master Agreement and LCC Policy/Procedures Manual. Instructors must demonstrate computer literacy in appropriate computer software and be able to demonstrate fluency in written and oral communication.

II. Essential Job Functions

- A. Ability to demonstrate knowledge of and commitment to effective teaching strategies, including active learning and methods to enhance student success at community colleges
- B. Ability to conduct all class sessions in a professional manner and exhibit good judgment and professional behavior
- C. Ability to develop and carry out testing/assessment plans in all courses taught that meet the criteria set forth by the Curriculum and Instruction Committee and the Outcomes Assessment Committee
- D. Ability to be available to advise students according to College policy
- E. Ability to maintain accurate records and reports and submit them in a timely manner to the appropriate person
- F. Ability to provide students with opportunities for community service, service learning activities, community projects, and volunteerism as appropriate
- G. Ability to promote the general welfare of students and the College
- H. Ability to follow the master course syllabus and coordinate course outlines and book selections in accordance with established deadlines when adjunct faculty members teach different sections of the same course
- I. Ability to develop new courses as required by the administration
- J. Ability to develop and provide online instruction in discipline area as needed
- K. Ability to take the LCC Online Teaching course if appropriate
- L. Ability to maintain a professional attitude and conduct toward teaching and professional relationships
- M. Ability to actively support the philosophy of shared governance
- N. Ability to provide ongoing communication and professional development opportunities to adjunct and concurrent faculty (particularly at in-service breakout sessions) in such areas as pedagogy, instructional design, course management, instructional delivery, skill improvement, curricular reform initiatives and assessment strategies
- O. Ability to provide concurrent instructors with necessary materials to assess their students according to the Kansas Board of Regents (KBOR) Concurrent Enrollment Partnership (CEP) agreement using the same grading standards, same scoring rubrics and methods (i.e. papers, portfolios, quizzes, labs) and same final exam as a representative on-campus exam, to ensure all students are held to the same standards of achievement.

- P. Ability to provide necessary support for and student referrals to educational support programs and their functions when needed
- Q. Ability to maintain and update the technical competencies necessary to perform the job
- R. Ability to communicate effectively with students of diverse ethnic, socioeconomic, and cultural backgrounds, including students with disabilities
- S. Ability to actively participate in College Standing Committees and Program Review Committees
- T. Ability to promote the College as a responsive community asset through personal representation
- U. Ability to work cooperatively with students, peers, colleagues and administrators
- V. Ability to perform other duties as may be assigned by the appropriate Director, Academic Dean, or Vice President of Academic Affairs
- W. Ability to follow all LCC policies/procedures and state and federal laws
- X. Ability to perform additional items per addendum if applicable

III. Consulting Tasks

- A. Ability to consult with other departmental faculty to revise curriculum and address student and departmental issues.
- B. Ability to consult with College committees and faculty to ensure students' needs are met, to gain understanding of College operations and issues outside the department, and to help formulate educational policies.

IV. Supervises the Following Staff

None

V. Required Knowledge, Skills and Personal Qualifications

- A. Ability to effectively work with other faculty, administrators, students, and other College staff
- B. Ability to set priorities and use appropriate interpersonal skills
- C. Ability to demonstrate knowledge of and commitment to community college philosophy and the College's mission
- D. Ability to demonstrate knowledge of commonly used instructional software and education media
- E. Ability to demonstrate understanding of student learning and curriculum development
- F. Ability to demonstrate excellent verbal and written communication skills
- G. Ability to perform job responsibilities and complete work in a timely manner

VI. Preferred Experience

At least three years recent teaching or professional experience in the areas to be taught.

VII. Educational Background

- A. Faculty teaching courses are required to have the following qualifications:
 - Master's degree or higher in the teaching discipline or subfield taught,
 - Master's degree or higher in a discipline or subfield other than that taught with a minimum of 18 graduate credit hours in the discipline taught, or
 - Other factors, including but not limited to related work experience, research publications, professional licensure or certifications, special training, honors or awards, documented teaching excellence may be considered in determining whether a faculty member is qualified as determined by the Vice president of Academic Affairs.

- B. Faculty teaching in programs that are accredited or approved by outside agencies shall have teaching credentials that meet the standards specified by that agency.
- C. Any exceptions due to special circumstances must be approved by the Vice President of Academic Affairs.

VIII. Working Conditions/Environment

- A. Usual classroom, office, and online environments
- B. Ability to travel to off-campus instructional sites
- C. Ability to be on time and interact with students on a regular basis
- D. Ability to utilize a variety of instructional techniques in a classroom environment
- E. Ability to teach evening courses

POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME) CLINICAL SIMULATION NURSING ADDENDUM

Reports to: Dean of CTE & Workforce/Director
Organizational Unit: Faculty - Exempt
Salary Range: Per Master Agreement
Revision Date: March 2022

I. Basic Purpose of Position

Nursing instructors provide classroom instruction and clinical simulation education in two or more areas of nursing practice; counsel and advise nursing students on class scheduling and academic problems; participate in curriculum revision; and assist in program assessment.

II. Essential Job Functions

- A. Ability to teach assigned nursing courses in accordance with the description published in the catalog, the schedule of classes, and the course syllabus
- B. Ability to maintain current knowledge of nursing practice in the specialties to be taught and provide clinical simulation instruction including demonstrations, testing, attendance, discipline, and safety
- C. Ability to plan, coordinate and conduct classroom, clinical simulation, and laboratory experiences that are appropriate to didactic and clinical requirements of the course based upon accepted principles of adult learning
- D. Ability to organize, direct, supervise and coordinate the simulation clinical component of the curriculum for students and clinical partners
- E. Ability to schedule students for simulation clinical experiences and coordinates schedules among nurse educators and other HealthCare Programs
- F. Ability to maintain and update knowledge of current clinical practices and procedures and interprets them for students
- G. Ability to maintain updated clinical simulation experiences across the curriculum
- H. Ability to maintain cooperative and professional relationships with clinical agencies that promote partnerships with clinical simulation and serve as a liaison between the program and clinical partners
- I. Ability to provide clinical simulation demonstrations and on-site tours to prospective students and interested community partners
- J. Ability to conduct high quality learning clinical simulation, pre-and post-conferences, guidance, and evaluation of students as they complete clinical simulation assignments
- K. Ability to ensure the quantity and quality of program inventory supplies and equipment ensuring each are maintained in optimal condition for instruction in the Skills Laboratory and Simulation Center
- L. Ability to counsel students concerning academic problems and reports any issues that need special consideration to the Director of Nursing
- M. Ability to assist the Director of Nursing in gathering data for state and national reports, etc. by providing grades and other required information in a timely and accurate manner
- N. Ability to participate in nursing curriculum revision and ongoing program assessment as prescribed by accreditation criteria

III. Consulting Tasks

Consults with other full time and adjunct nurse faculty members to revise curriculum and address student and departmental issues

IV. Required Knowledge, Skills and Personal Qualifications

- A. Maintenance of licensure as an RN in Kansas and any other state(s) in which instruction will occur
- B. Ability to effectively work with nursing faculty, clinical staff, students, and other college staff
- C. Current knowledge of two or more nursing specialties
- D. Each nurse faculty member responsible for clinical instruction shall possess a graduate degree in nursing, preferably in the clinical area being taught or provide to the Kansas State Board of Nursing (KSBN) a faculty degree plan that projects a completion of a graduate degree in nursing reflecting completion of the degree within six years. (Kansas State Board of Nursing, Nurse Practice Act 60-2-103)

V. Working Conditions

- A. Working environment: usual classroom & clinical environment, standing for extended periods lifting, squatting and bending at the waist as required to effectively supervise students during clinical assignments
- B. Health hazards: exposure to contagious disease in clinical settings
- C. Maintain same physical, immunizations, CPR requirements and background check as nursing students requirements

Agenda Item: IV.E.
Date: June 11, 2026

SUBJECT

New Staff Employment Letter

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Zachary Coble, has accepted the position of IT Support Technician Assistant

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the new staff employment letter for Zachary Coble, IT Support Technician, at a salary of \$41,107/year, starting 6/15/2026.

Biography

Zachary Coble

Zachary has accepted the position of IT Support Specialist to begin June 15, 2026.

Zachary has recent experience as a Helpdesk Technician and ISP Network Support for a local telephone company. He is pursuing a B.S. in Cybersecurity and Information Assurance and has obtained an A.A.S from LCC.

FINANCE AND OPERATION-IT Support Technician

Job Title:	IT Support Technician	Job Number:	FINOPS-0011
Department:	Finance and Operation - IT	Job Grade:	31
Reports To:	Director of Information Technology	FLSA Status:	Non-exempt

Job Purpose and Objectives:

Responsible for supporting all computing and networking systems, including maintenance and repair for Lafayette 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.

1. Maintains and supports all institutional computers and analyzes computer procedures
2. Develops documentation for detailed procedures in regard to using the college's computer equipment and software
3. Works with appropriate vendors to correct any hardware and software problems. Complete any training or certifications required to submit warranty replacement orders.
4. Maintains computer hardware and software for faculty and students
5. Assists with instructional technology
6. Maintains and supports the Avaya IP Phone Manager system, the TAPit Reporting software
7. Assists in supporting the College network
8. Maintains and Update equipment inventory
9. Ability to assist the Network Administrator in the cabling and installation of network and security equipment.
10. Provides support for all computing needs to include, faculty, staff, students, and community, occasionally after hours
11. Assist with the computer rotation schedule
12. Support, troubleshoot, update and maintain the Simulation Hospital Center
13. Provide support for specialized software and equipment in the facility
14. Provides faculty and student support on all aspects of the Redzone, Canvas, and all additional applications
15. Maintains a retention plan for student and staff email addresses and assists with any email issues
16. Assist with setup for internal and external events and meetings that use technology
17. Assists and troubleshoots Zoom meetings and other online conferences as needed
18. Ability to record guest speakers and convert to a video on an online format
19. Performs PC compatible and Macintosh computer repair, maintenance, and installation
20. Provide Event Streaming when needed, and Audio-Visual Support Requests
21. Occasional weekend and evening hours 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, electronic
27. Travel may be required

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 with a major focus on Computer Science/Networking and work experience
2. Bachelor's degree or Professional Certification preferred
3. Two years of experience with computer hardware, software and networking systems, and /or Audio Visual in education or administrative environments (Windows Server Systems, MS Office and SQL) preferred

Certifications / Licenses:

1. Valid Driver's license

Skills/Knowledge/Abilities:

1. Knowledge of Windows operating systems, Exchange Server, and Office 365
2. Ability to utilize microcomputer hardware, networking, data communications and sharing of peripheral equipment
3. Knowledge of all computer programs including MS Office Products
4. Knowledge Audio Visual Equipment and Implementation
5. Excellent time management skills and ability to multi-task and prioritize work
6. Ability to fulfill all duties with minimal supervision and to work independently
7. Assess situations rapidly and make logical decisions in a timely manner
8. Analyze facts and exercise sound judgment
9. Ability to effectively manage projects and multiple priorities simultaneously
10. Strong written and verbal communication skills
11. Problem solving and critical thinking skills
12. Strong math, spelling, computer, and calculator abilities
13. Ability to communicate in a professional, calm and courteous manner with the general public and employees
14. 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 _____4_____ # windows.
- Ability to use ladders, lift equipment up to 50lbs, walk, climb, stoop and bend. Be able to work at varying heights inside and outside of a building on seldom occasions. Ability to go into confined spaces on seldom occasions for specific tasks.
- Ability to travel to other college locations as needed.

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

- | | |
|--|---|
| <input checked="" 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