

**Labette Community College  
Board of Trustees Meeting Agenda  
Thursday, August 14, 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 July 10, 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
  - D. Facilities Report
  - E. President's Report
- IV. Old Business (Action, Report, or Discussion)
  - A. Policy Approval..... Exhibit 3
- V. Executive Session for personnel matters for nonelected personnel.
- VI. New Business (Action, Report, or Discussion)
  - A. Staff Employment Letters ..... Exhibits 4-10
  - B. Approval of Bills..... Exhibit 11
- VII. Public Comment

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

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

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

## EXHIBIT 1

as to limit the number of spokespersons representing opposing viewpoints. The Board also retains the right to set time limits as deemed appropriate.

- VIII. Next Regular Board Meeting: Thursday, September 11, 2025, 5:30 p.m., Cardinal Event Center
- IX. Adjournment

**LABETTE COMMUNITY COLLEGE**  
**Board of Trustees Minutes**  
**July 10, 2025**

The Board of Trustees met at 5:30 p.m. on Thursday, July 10, 2025, at the Cardinal Event Center.

**Members Present**

Greg Chalker  
Becky Dantic  
Carl Hoskins  
Montie Taylor  
David Winchell

**Members Absent**

Rod Landrum

**Others Present**

Dr. Mark Watkins	Dr. Jason Sharp	Leanna Doherty	Kelly Kirkpatrick
Ross Harper	Lindi Forbes	Haley Walker	Hannah Kennedy
Kevin Doherty	Harrison Hall	Randee Baty	Ray Nolting
Morgan Augustine			

Heidi Flora recorded the minutes.

**Adoption of Agenda (ACTION ITEM)**

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

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

Chair Dantic asked for corrections or additions to the June 12, 2025, regular meeting minutes. There were none. Trustee Taylor moved to approve the minutes as presented. Trustee Winchell seconded the motion, and the motion carried 5-0.

**Reports and/or Board Discussion**

**Faculty Senate Report:** Randee Baty thanked all administrators and trustees who were involved with this year's faculty negotiations.

**Student Government Report:** Harrison Hall, Student Life Associate, provided activity calendars for the upcoming year, explaining that it will be much more detailed come August. He also gave a report on new and different activities for the student government this coming year.

**Administrative Report:**

**Comparison of Expenditures to Budget** - The June financial report was placed on the tables. At the end of June, we were 100% through the year. The general fund was 96% expended, and the technical education/vocational fund was 93% expended. Vice-President Doherty invited questions from the Trustees.

**Facilities Report:** Kevin Doherty, Facilities Director, reported that the student success center roof repairs were complete, and they were currently working on the annex roof.

He also updated on the following:

Waiting on parts for the athletic complex HVAC system, but says it is currently working well.

The new student success center offices are nearing completion. This project was done all in-house.

The gym floor has been refinished.

Elevator repair should start the week of July 28 and will reportedly take 3 weeks to complete.

Looking at new flooring for the gymnasium locker rooms, and the library.

**President's Report:** There was no President's report.

### **Executive Session**

Trustee Hoskins moved to recess into executive session at 5:38 p.m. for 5 minutes for matters relating to employer-employee negotiations, whether or not in consultation with the representatives of the body or agency. To protect the institution's right to the confidentiality of its negotiating position and the public interest. Trustee Chalker 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, Leanna Doherty, and Haley Walker.

The Board returned to opened meeting at 5:43 p.m.

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

#### **Policy Review**

Dr. Watkins asked the Trustees to review the new Policy 7.02 Wage and Salary Compensation. He will seek approval at the August Board of Trustees meeting.

#### **Athletic Insurance**

Trustee Winchell moved to approve the presented athletic insurance renewal contract with Dessinger Reed for \$83,400. Trustee Hoskins seconded the motion, and the motion carried 5-0.

#### **Approval of Bills**

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

**New Staff Employment Letter**

Trustee Taylor moved to approve the employment letter for Chelsea Beville, Assistant Softball Coach, to begin July 7, 2025, at a salary of \$25,027/annually. Trustee Hoskins seconded the motion, and the motion carried 5-0.

**Master Agreement Contract Ratification**

Trustee Winchell moved to approve the changes to the Master Agreement, effective for 2025-2026. Trustee Chalker seconded the motion, and the motion carried 5-0.

**Administrative & Staff Salary Increase**

Trustee Hoskins moved to approve the amount of \$154,817 to adjust salaries for staff and administration for the 2025-2026 fiscal year, which will include salary scale step placement and salary scale implementation as appropriate from the compensation study. And, to approve a \$5 increase to the 403(b) monthly matching contribution to begin in September for both staff and administration salaries, bringing the amount from \$70 to \$75 per month. Trustee Winchell seconded the motion, and the motion carried 5-0.

**New Faculty Contract**

Trustee Chalker moved to approve the faculty contract for Thomas Phillips, Biology Instructor, to begin August 11, 2025, at a salary of \$52,767. Trustee Hoskins seconded the motion, and the motion carried 5-0.

**Public Comment**

There was no public comment.

**Adjournment**

Trustee Chalker moved to adjourn the meeting at 5:55 p.m. Trustee Winchell seconded the motion, and the motion carried 5-0.

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**Heidi Flora, Clerk of the Board**

SUBJECT

Approval of Board Policy Changes

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

The President has created the following policy for approval:

Policy 7.02 – Compensation Policy

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve Policy 7.02 – Compensation Policy.

### **Policy 7.02 – Wage and Salary Compensation**

To attract and retain qualified employees to fill openings at all levels, Labette Community College maintains fair and competitive salary ranges consistent with the economic requirements of the organization, and commensurate with those of the community in which the College operates. This policy is for all Administration and Staff and does not apply to faculty or adjunct instructors.

#### **Objectives**

1. To obtain the highest possible level of employee performance, morale, and loyalty through fair and equitable salary administration.
2. To ensure internal equity and consistency within and between all departments and divisions of the organization.
3. To support external competitiveness by developing and maintaining compensation levels reflective of current market rates of pay.
4. To provide an effective means of controlling payroll costs and salary expenditures.
5. To provide uniform methods for establishing and applying salary rates, and to facilitate the employment, classification, and advancement.

**Executive Session(s)**  
**Board of Trustee Meeting**  
**August 14, 2025**

**IV. Executive Session**

I move that the Board go into executive session at \_\_\_\_\_ (**state time**) for 10 minutes for personnel matters for nonelected personnel. *To protect the privacy interest of an identifiable individual.*

The following are invited to participate in the executive session:

Mark Watkins

The Board will return to open meeting at \_\_\_\_\_ (**state time**) in this room.



SUBJECT

New Staff Employment Letters

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Coleen Carter has accepted the position of Part-Time IT Coordinator

Austin Curtis has accepted the position of Custodian

John Dhooghe has accepted the position of Custodian

Betty Ellis has accepted the position of Respiratory Care Simulation & Skill Lab Coordinator

Ray Hall has accepted the position of Assistant Wrestling Coach

Joanna Munroe has accepted the position of Assistant Basketball Coach

Kayla Thurman has accepted the position of Nursing Instructor

Tabitha Rosenblad has accepted the position of Academic Advisor

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the New Staff Employment letters for Coleen Carter Part-Time IT Coordinator, at \$36.32/hour, to begin 7/28/25; Austin Curtis, Custodian, at \$26,230/annually, to begin 7/21/25; John Dhooghe, Custodian, at \$26,886/annually, to begin 7/21/25; Betty Ellis, Respiratory Care Simulation & Skill Lab Coordinator, at \$57,261/annually, to begin 8/11/25; Ray Hall, Assistant Wrestling Coach, at \$27,625/annually, to begin 7/21/25; Joanna Munroe, Assistant Basketball Coach, at \$25,661/annually, to begin 8/15/25; Kayla Thurman, Nursing Instructor, at \$58,547/annually, to begin 8/11/25; Tabitha Rosenblad, Academic Advisor, at \$37,369/annually to begin 8/25/2025.

## **Biography**

### **Coleen Carter**

Coleen Carter has accepted the part-time position of IT Coordinator to begin on July 28, 2025. Coleen has an Associate in Applied Science in Computer Science, certificate in Network Administration, certificate in Office Technology from LCC. She also holds a Bachelor of Science in HR. Coleen previously served LCC for many years in the IT department.

<b>Job Title:</b>	<b>IT Coordinator</b>	<b>Job Number:</b>	<b>FINOPS-0008</b>
<b>Department:</b>	<b>Finance and Operation - IT</b>	<b>Job Grade:</b>	<b>30</b>
<b>Reports To:</b>	<b>Director of Information Technology</b>	<b>FLSA Status:</b>	<b>Non-exempt</b>

**Job Purpose and Objectives:**

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

1. Maintains and supports all institutional computers
2. Develops documentation for detailed office procedures in regard to using the college's computer equipment and software
3. Works with appropriate vendors to correct any hardware and software problems
4. Maintains new computer hardware and software for faculty and students
5. Delivers computer supplies to users and implements goals in the computer area of responsibility
6. Assists with instructional technology
7. Ability to setup and maintain SANS and other backup devices on both servers and workstations
8. Provides support on the School Messenger call system and the emergency intercom system
9. Maintains and supports the Avaya IP Phone Manager system, the TAPit Reporting software
10. Ability to set up new phones and run reports as necessary
11. Responsible for maintaining computer rotation schedule
12. Update and Maintain the Simulation Hospital Center
13. Provides faculty and student support on all aspects of the Redzone, Canvas, and all additional applications
14. Provides support and assistance to faculty and staff while meeting accessibility standards
15. Maintains a retention plan for current and new student email addresses and assists students with any email issues
16. Occasional weekend and evening hours may be required
17. Enforces and maintains compliance with all federal, state and local laws and ordinances
18. Performs other duties as assigned or deemed necessary
19. Complies with all organizational and departmental policies and procedures
20. Operates all job-related equipment, machinery, tools and other aids as required or needed
21. 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 with a major focus on data processing or equivalent work experience
2. Bachelor's degree preferred
3. Two years of experience with computer hardware, software and networking systems in education and administrative environments

**Certifications / Licenses:**

1. None

**Skills/Knowledge/Abilities:**

1. Knowledge of Windows operating systems and Server Technologies
2. Good communication and organization skills
3. Ability to utilize microcomputer hardware, networking, data communications and sharing of peripheral equipment
4. Basic knowledge of all computer programs including MS Office Products
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       open desk and 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 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			

## **Biography**

### **Austin Curtis**

Austin Curtis has accepted the position of Custodian to begin on July 21, 2025.

He brings experience in facilities from working for other local employers over the last few years.

<b>Job Title:</b>	<b>Custodian</b>	<b>Job Number:</b>	<b>FINOPS-0015</b>
<b>Department:</b>	<b>Finance and Operations - Facilities</b>	<b>Job Grade:</b>	<b>11</b>
<b>Reports To:</b>	<b>Custodian Supervisor</b>	<b>FLSA Status:</b>	<b>Non-exempt</b>

**Job Purpose and Objectives:**

Responsible for the general upkeep and cleanliness of the physical plant of 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.

1. Assists in the installation and movement of college properties and furniture on campus
2. Ability to perform outdoor maintenance, including snow removal, lawn mowing, and other needed outdoor maintenance
3. Performs all duties necessary to preserve the cleanliness of the campus, including chalkboard maintenance, trash, floors, stairwells, painting, restrooms, and all other areas of campus
4. Ability to handle and maintain cleaning chemicals and supplies
5. Ability to assist in the setup and breakdown of chairs, tables, and other equipment for various activities held on campus
6. Maintains security of buildings, grounds, and college property
7. Ability to have a personal and operational (provided) cell phone as required
8. Serves as Campus Security Authority (CSA) and completes annual training
9. Additional hours may be required on occasion
10. Enforces and maintains compliance with all federal, state, and local laws and ordinances
11. Performs other duties as assigned or deemed necessary
12. Complies with all organizational and departmental policies and procedures
13. Operates all job-related equipment, machinery, tools, and other aids as required or needed
14. Protects and maintains any confidential information you have access to, whether oral, written, or electronic
15. Travel may be required to other college properties

**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. High school diploma or other equivalent
2. Holiday, weekend, and overtime hours may be required
3. Experience in general custodial work preferred

**Certifications / Licenses:**

1. Valid driver's license

**Skills/Knowledge/Abilities:**

1. Knowledge of general custodial duties and responsibilities
2. Excellent time management skills and ability to multitask and prioritize work
3. Ability to fulfill all duties with minimal supervision and to work independently
4. Assess situations rapidly and make logical decisions in a timely manner
5. Analyze facts and exercise sound judgment
6. Ability to effectively manage projects and multiple priorities simultaneously
7. Strong written and verbal communication skills
8. Problem-solving and critical thinking skills
9. Strong math, spelling, computer, and calculator abilities
10. Ability to communicate in a professional, calm, and courteous manner with the general public and employees
11. 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 and long periods of sitting, standing, walking, and carrying items will be required.
- Average use of computers, phones, and other position-related technology required per position.
- Be exposed and in contact with cleaning chemicals
- Ability to lift, push, pull up to 50 pounds, be outdoors in various weather, maneuver stairs, and multiple steps.

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 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			

## **Biography**

### **John Dhooghe**

John Dhooghe has accepted the position of Custodian to begin on July 21, 2025.

John earned his Associate's in Business from LCC. He has experience in the printing industry in the local community.



## **Biography**

### **Betty Ellis**

Betty Ellis has accepted the position of Respiratory Care Simulation & Skills Lab Coordinator to begin on August 11, 2025.

Betty earned an Associate of Science in Respiratory Therapy from MSSU and has held an RT license for 16 years, bringing years of clinical experience and in the field training to LCC.

<b>Job Title:</b>	<b>Respiratory Care Simulation &amp; Skills Lab Coordinator</b>	<b>Job Number:</b>	<b>ACAD-0030</b>
<b>Department:</b>	<b>Academic Affairs-Respiratory</b>	<b>Job Grade:</b>	<b>32M</b>
<b>Reports To:</b>	<b>Director of Respiratory Care Program</b>	<b>FLSA Status:</b>	<b>Exempt</b>

**Job Purpose and Objectives:**

Responsible for the coordination and management of the Respiratory program's skills lab and simulations for Labette Community College. The coordinator will teach designated courses, assist with program accreditation, and assist with the recruitment of potential students.

**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 the Respiratory Care Program Director throughout the CoARC accreditation process, establishes and implements department goals, and assists in hiring and the development of new faculty
2. Develops, implements, updates, and monitors simulation lab policies, procedures, use, and operations
3. Monitors and schedules the use, signing out, and movement of simulation lab equipment
4. Updates and refines simulation/skills lab experiences based on needs and to serve as a resource for students' use of simulation/skills lab in classroom/lab activities
5. Develops, presents, evaluates, and refines scenarios for simulation/skills lab experiences, utilizing role playing, props, and dialogue to create a realistic learning environment
6. Assists in the recruitment and selection process of students for the program
7. Creates and maintains a respectful and professional working environment, incorporating active learning, reflective thinking, and a confidential debriefing process
8. Performs remediation with students in the program
9. Assists in the use of clinical software, evaluates clinical program, assists in evaluating educational program, students, and any other duties necessary to provide for program effectiveness
10. Works cooperatively with advisory committee, program director, and instructors to ensure logical sequencing of the curriculum objectives through didactic, simulation/skills lab, and clinical components of the program
11. Maintains current knowledge of legislative, regulatory, legal, and practice issues affecting respiratory care education, students, and the profession
12. Ability to travel to meetings/conferences and other educational opportunities as directed by the Respiratory Care Director
13. Identifies the need for and provides training for the simulation/skills labs as necessary
14. Teaches online didactic simulation/skills lab or clinical courses within the program as assigned and maintains accurate records/grades in a timely manner
15. Evaluates students' performance to determine their ability to integrate didactic, simulation/skills lab, and clinical learning experiences and to progress within the curriculum
16. Assists in coordinating development, scheduling, evaluation, and revision of curriculum
17. Maximizes available resources for the simulation/skills labs
18. Assists the program director in developing and administering a departmental budget
19. Serves on institutional committees as assigned by the program director and Vice President of Academic Affairs
20. Assists in developing departmental strategic, operational, and technology plans
21. Participates in public relations activities and promotes the program within the region
22. Consults with the Program Director and clinical education centers on matters pertaining to institutional policies, program accreditation and student supervision, scheduling, and evaluation
23. Communicates news and current information to all concerned stakeholders, including the academic institution, clinical education sites, clinical faculty, and students
24. Consults with various staff within the institution regarding resource sharing, enrollment, financial aid, budget, student accounts, and other
25. Additional hours may be required on occasion
26. Enforces and maintains compliance with all federal, state, and local laws and ordinances
27. Performs other duties as assigned or deemed necessary

28. Complies with all organizational and departmental policies and procedures
29. Operates all job-related equipment, machinery, tools, and other aids as required or needed
30. Protects and maintains any confidential information you have access to, whether oral, written, or electronic
31. Other travel may be required on occasion

**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 in Respiratory Care from a CoARC-approved program
2. Two years of clinical experience in the Respiratory Care field
3. Bachelor's degree in a related field preferred
4. Preferred previous experience in a Respiratory Care academic program and/or administrative experience in Simulation/Skills Lab, and two years of experience in teaching, curriculum development, and administration in a Respiratory Care Program
5. Preferred two years of critical care experience in the Respiratory Care field

**Certifications / Licenses:**

1. Licensure and Certification as a Respiratory Therapist
2. Active membership in state and national professional organizations
3. NBRC (National Board of Respiratory Care) credential required
4. RRT (Registered Respiratory Therapist) required

**Skills/Knowledge/Abilities:**

1. Working knowledge of computer systems and software
2. Excellent time management skills and ability to multitask and prioritize work
3. Ability to fulfill all duties with minimal supervision and to work independently
4. Assess situations rapidly and make logical decisions in a timely manner
5. Analyze facts and exercise sound judgment
6. Ability to effectively manage projects and multiple priorities simultaneously
7. Strong written and verbal communication skills
8. Problem-solving and critical thinking skills
9. Strong math, spelling, computer, and calculator abilities
10. Ability to communicate in a professional, calm, and courteous manner with the general public and employees
11. 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 \_\_\_\_1st\_\_\_\_ 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 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	Haley Walker	07/08/2025	Corrected spelling and grammar, added to job purpose.
01			
02			
03			

## **Biography**

### **Ray Hall**

Ray Hall has accepted the position of Assistant Wrestling Coach to begin on July 21, 2025.

Ray earned his Associates of Science in Communications from LCC. He has 8 years experience as the Assistant Wrestling Coach for Colorado State University.

<b>Job Title:</b>	<b>Assistant Wrestling Coach</b>	<b>Job Number:</b>	<b>STUD-0011</b>
<b>Department:</b>	<b>Student Affairs - Athletics</b>	<b>Job Grade:</b>	<b>13</b>
<b>Reports To:</b>	<b>Head Wrestling Coach</b>	<b>FLSA Status:</b>	<b>Exempt</b>

**Job Purpose and Objectives:**

Responsible for the assistance in recruitment, supervision and placement of students who are skilled in the areas of competitive wrestling 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 wrestling 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. Sends athletic contracts to opponents and officials for wrestling
4. Assists in ordering all equipment and uniforms
5. Schedules transportation and obtains required funds from the business office
6. Ability to manage team functions in absence of head coach
7. Reports upcoming games and events to the Athletic Director
8. Prepares the annual operating budget with assistance
9. Ability to work camps for recruiting and publicity purposes
10. Educate, counsel and monitor academic progress of student athletes
11. Ability to assist the Athletic Director in administering an intercollegiate athletic program
12. Attends meetings of Region 6 and Jayhawk Conference if requested by Athletic Director
13. Assists the Athletic Director as department's Weight Facility/Strength and Conditioning Coordinator
14. Additional hours may be required on occasion, including overnight, evening and weekend hours
15. Enforces and maintains compliance with all federal, state and local laws and ordinances
16. Performs other duties as assigned or deemed necessary
17. Complies with all organizational and departmental policies and procedures
18. Operates all job-related equipment, machinery, tools and other aids as required or needed
19. 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 wrestling experience preferred

**Certifications / Licenses:**

1. Valid driver's license

**Skills/Knowledge/Abilities:**

1. Basic knowledge of the fundamentals of wrestling
2. Good organization and communication skills
3. Excellent time management skills and ability to multi-task and prioritize work
4. Ability to fulfill all duties with minimal supervision and to work independently
5. Assess situations rapidly and make logical decisions in a timely manner
6. Analyze facts and exercise sound judgment
7. Ability to effectively manage projects and multiple priorities simultaneously
8. Strong written and verbal communication skills
9. Problem solving and critical thinking skills

10. Strong math, spelling, computer, and calculator abilities
11. Ability to communicate in a professional, calm and courteous manner with the general public and employees
12. 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
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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**

### **Joanna Munroe**

Joanna "JoJo" Munroe has accepted the position of Assistant Women's Basketball Coach to begin on August 15, 2025. JoJo earned an Associate of Science in Kinesiology & Exercise Science from Clarendon College and has been a student athlete for Coffeyville CC, Clarendon College, and Albany State University.



<b>Job Title:</b>	<b>Assistant Women's Basketball Coach</b>	<b>Job Number:</b>	<b>STUD-0010</b>
<b>Department:</b>	<b>Student Affairs - Athletics</b>	<b>Job Grade:</b>	<b>13</b>
<b>Reports To:</b>	<b>Head Women's Basketball Coach</b>	<b>FLSA Status:</b>	<b>Exempt</b>

**Job Purpose and Objectives:**

Responsible for the assistance in recruitment, supervision and placement of students who are skilled in the areas of competitive basketball 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 women's basketball 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. Sends athletic contracts to opponents and officials for basketball
4. Assists in ordering all equipment and uniforms
5. Schedules transportation and obtains required funds from the business office
6. Reports upcoming games and events to the Athletic Director
7. Prepares the annual operating budget with assistance
8. Ability to work camps for recruiting and publicity purposes
9. Educate, counsel and monitor academic progress of student athletes
10. Ability to assist the Athletic Director in administering an intercollegiate athletic program
11. Attends meetings of Region 6 and Jayhawk Conference if requested by Athletic Director
12. Assists the Athletic Director as department's Weight Facility/Strength and Conditioning Coordinator
13. Additional hours may be required on occasion, including overnight, evening and weekend hours
14. Enforces and maintains compliance with all federal, state and local laws and ordinances
15. Performs other duties as assigned or deemed necessary
16. Complies with all organizational and departmental policies and procedures
17. Operates all job-related equipment, machinery, tools and other aids as required or needed
18. Protects and maintains any confidential information you have access to, whether oral, written, or electronic
19. Travel 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
2. Two years playing and/or coaching basketball experience preferred
3. Overnight, weekend and evening hours

**Certifications / Licenses:**

1. Valid driver's license

**Skills/Knowledge/Abilities:**

1. Basic knowledge of the fundamentals of basketball
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

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- 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:

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

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#### Acknowledgement:

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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**

### **Kayla Thurman**

Kayla Thurman has accepted the position of Instructor of Nursing to begin on August 11, 2025.

Kayla earned a Bachelor of Science in Nursing from the University of Texas and has held an RN license for 13 years. Kayla is pursuing a Master's in Nursing with an emphasis in Educational Leadership.

# 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** March 2024

**See also addendum - Program/Department specific**

### I. Basic Purpose of Position

Instructors' responsibilities encompass all courses assigned, committees assigned, or 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 communications.

### 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 during the first year of teaching 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 functions
- Q. Ability to maintain and update the technical competencies necessary to perform the job function
- 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, Dean of Instruction and Distance Learning, Dean of Career & Technical Education and Workforce 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 Strategic Plan
- 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 general education (transfer) courses are required to have the following qualifications:
  - A. Master's degree or higher in the teaching discipline or subfield taught.
  - B. 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.
- 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. Faculty teaching Career and Technical (CTE) courses as required to have the following qualifications:
  - C. Bachelor's degree and/or valid/current industry-recognized credentials and a minimum of 4,000 hours of work experience in the specific technical field taught.

- D. Faculty teaching non-transfer courses, developmental or college preparation courses, College Success Skills courses, continuing education workshops, personal enrichment courses, and workforce education courses must have an appropriate degree and/or credentials, special training, experience, creative production, or other accomplishments or distinctions appropriated to the discipline as determined by the Vice President of Academic Affairs.
- E. Other factors, including but not limited to equivalent experience, may be considered in determining whether a faculty member is qualified as determined by the Vice President of Academic Affairs.
- F. Any exceptions due to special circumstances must be approved by the Vice President of Academic Affairs.

#### **VIII. Working Conditions/Environment**

- A. Working environment: usual classroom 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 NURSING ADDENDUM

Reports to: Dean of CTE & Workforce/Director  
Organizational Unit: Faculty - Exempt  
Salary Range: Per Master Agreement  
Revision Date: January 2017

### I. Basic Purpose of Position

Nursing instructors provide classroom instruction and clinical education in one 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
- C. Ability to plan, coordinates and conduct classroom, clinical and laboratory experiences that are appropriate to didactic and clinical requirements of the course based upon accepted principles of adult learning
- D. Ability to maintain and update knowledge of current clinical policies and procedures and interprets them for students
- E. Ability to maintain cooperative, professional relationships with clinical agencies and nurse managers to promote continuation of partnerships with clinical sites and selection of appropriate student learning experiences
- F. Ability to work collaboratively with adjunct clinical instructors in development of clinical calendars, supervision of students, and completion of clinical evaluations
- G. Ability to provide clinical sites with a listing of clinical objectives and schedules
- H. Ability to conduct pre-and post-conferences to prepare, guide, and support students as they complete clinical assignments
- I. Ability to counsel students concerning academic problems and reports any issues that need special consideration to the Director of Nursing
- J. Ability to assist the Director of Nursing in gathering data for state and national reports, etc. by providing grade and other required information in a timely and accurate manner
- K. 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 site staff, students and other college staff
- C. Current knowledge of one 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 & hospital 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



## **Biography**

### **Tabitha Rosenblad**

Tabitha Rosenblad has accepted the position of Academic Advisor to begin on August 25, 2025.

Tabitha holds a Bachelor's of Science in Communication. She brings experience in higher education admissions and counseling as well as experience in early education coordinator roles.

<b>Job Title:</b>	<b>Academic Advisor</b>	<b>Job Number:</b>	<b>STUD-0004</b>
<b>Department:</b>	<b>Student Affairs – Advising</b>	<b>Job Grade:</b>	<b>30</b>
<b>Reports To:</b>	<b>Director of Advising</b>	<b>FLSA Status:</b>	<b>Exempt</b>

**Job Purpose and Objectives:**

Provides academic advising, career and occupational planning, and retention services to present and potential students for 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.

1. Advise and enroll students in majors and special interest groups such as student athletes, international students, etc., as assigned by the Director of Advising
2. Accurately track advisees' progress toward educational goals and communicate that progress clearly to advisees
3. Provide regular communication and follow-up with assigned advisees
4. Assist advisees with goal setting, career and personal exploration, CTE program applications, and transfers
5. Ability to assist all college departments with recruitment and advisement of prospective students
6. Update student records and work alongside admissions and registrar departments to ensure student information is current
7. Ability to follow up with students on the Early Alert list each semester
8. Refer students to various resources for tutoring, counseling, and financial assistance as needed
9. Maintain accurate and detailed data related to assigned advisees
10. Ability to become FERPA trained
11. Additional hours may be required on occasion
12. Enforces and maintains compliance with all federal, state, and local laws and ordinances
13. Performs other duties as assigned or deemed necessary
14. Complies with all organizational and departmental policies and procedures
15. Operates all job-related equipment, machinery, tools, and other aids as required or needed
16. Protects and maintains any confidential information you have access to, whether oral, written, or electronic
17. Travel may be required on occasion

**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's degree in Education, Student Affairs, or related field
2. Academic advising experience with college students preferred

**Certifications / Licenses:**

1. none

**Skills/Knowledge/Abilities:**

1. Familiar with basic computer software
2. Ability to relate to traditional and non-traditional students
3. Ability to provide leadership and maintain strong organizational skills
4. Excellent time management skills and ability to multitask 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.

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- 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   1st   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:                   |

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_____ Employee Name (Print)	_____ Signature	_____ Date
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_____ Supervisor / Department Director (Print)	_____ Signature	_____ Date
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Revision History			
Revision #	Revision Author	Date	Description of Revision(s)
00	Haley Walker	07/08/25	Corrected spelling and grammar
01			
02			

Agenda Item: VI.B.  
Date: August 14, 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**

7/10/2025

Check Number	Vendor	Description	Account Number	Amount	Total
140342	A T and T	Phone Service - WTC	12-4204-631-000	\$708.34	\$708.34
140343	Affinity Insurance Services, Inc	Liability Insurance - Nursing	12-1208-700-002	\$1,043.00	
		Liability Insurance - Radiography	12-1210-700-002	\$605.00	
		Liability Insurance - Respiratory Care	12-1211-700-002	\$277.00	
		Liability Insurance - DMS	12-1214-700-002	\$318.00	
		Liability Insurance - EMT	12-4204-701-000	\$346.00	
		Liability Insurance - Phlebotomist	12-4204-701-002	\$164.00	
		Liability Insurance - CMA & CNA	12-4204-701-002	\$1,508.00	\$4,261.00
140344	B P Business Solutions	Gasoline	11-6502-720-000	\$222.84	\$222.84
140345	CAAHEP	Annual Accreditation Program Fee	12-1214-670-000	\$600.00	\$600.00
140346	Chubb Commercial Insurance	FY26 Commercial Property Ins	11-6501-621-000	\$115,386.00	\$115,386.00
140347	City of Parsons	Water Service	11-7102-632-000	\$2,486.34	
		Water Service - WTC	12-4204-632-000	\$162.55	
		Water Service - Student Union	16-9482-632-000	\$734.01	\$3,382.90
140348	Commerce Bank	Rental Car - Men's BB Recruiting	11-5508-603-000	\$175.11	\$175.11
140349	Commercial Bank	Safe Deposit Box - 968	11-6201-701-000	\$80.00	\$80.00
140350	Gabriella I Cortez	Reimburse Mileage - Summer Recruit	11-5503-603-000	\$642.60	\$642.60
140351	Evergy Kansas Central INC	Electricity - Cherokee Center	11-7103-634-000	\$939.51	\$939.51
140352	Evergy Kansas Central INC	Electricity	11-7102-634-000	\$17,806.54	
		Electricity - WTC	12-4204-634-000	\$498.45	
		Electricity - Student Union	16-9482-634-000	\$416.98	\$18,721.97
140353	Janice S Every	Weekly Landscaping (6/22 to 6/27)	11-7202-648-000	\$200.00	\$200.00
140354	Kansas Gas Service	Gas Service	11-7102-633-000	\$136.35	
		Gas Service - Cherokee Center	11-7103-633-000	\$50.99	\$187.34
140355	Lingo Telecom LLC	Fax Line System	11-6401-631-000	\$28.57	\$28.57

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/10/2025

Check Number	Vendor	Description	Account Number	Amount	Total
140356	Kaila Ozier	Reimburse - 2025 Fall Conf Registrati	11-6504-601-001	\$108.74	\$108.74
140357	Parsons Rotary Club	Quarterly Dues - Mark Watkins	11-6101-702-000	\$12.00	\$12.00
140358	Philadelphia Indemnity Insurance Com	FY26 Property Insurance	11-6501-621-000	\$640.00	
		FY26 Liability Insurance	11-6501-622-000	\$32,680.00	
		FY26 Auto Insurance	11-6502-623-000	\$11,295.00	\$44,615.00
140360	Rural Water District #5	Water Service - Cherokee Center	11-7103-632-000	\$22.48	\$22.48
140362	Touchtone Communications	Fax Line Service	11-6501-631-000	\$156.23	\$156.23
140363	Briauna Rachelle Valdez	Reimburse Mileage - Tulsa Airport	11-5201-601-000	\$155.40	
		Reimburse Travel - Airport Ubers	11-5201-601-000	\$80.59	
		Reimburse Meals - NASFAA Anaheim	11-5201-601-000	\$274.77	\$510.76
140364	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$421.23	
		Blue Emergency Tower Lights	11-6501-631-000	\$93.03	
		Facilities Phone Charges	11-7102-649-000	\$215.28	\$729.54
140366	Haley Walker	Reimburse Mileage - Title IX Training	11-5701-690-000	\$49.00	\$49.00
140367	Wave Wireless	Internet Service - WTC	11-6401-631-000	\$69.00	\$69.00
140368	Wex Bank	Fuel Purchases - June 2025	11-6502-720-000	\$479.72	
		Rebates - June 2025	11-6502-720-000	(\$19.35)	\$460.37
140369	Wood Insurance Center, LLC	FY26 Cyber Liability Insurance	11-6501-622-000	\$28,479.50	\$28,479.50
				<u>\$220,748.80</u>	
	11-General Fund			\$213,367.47	
	12-Postsecondary Technical Education Fund			\$6,230.34	
	16-Auxiliary Ent Fund			\$1,150.99	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$220,748.80</u>	

Checks approved for release prior to Board action

*Mark Wlatte*  
President

*Deanna Doherty*  
Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE  
ACH REGISTER FOR APPROVAL

Payment Date	Vendor Name	Description	Account Number	Amount	Total
7/16/2025	First Dakota Indemnity Company	Workman's Comp - June 2025	11-6501-590-001	\$3,795.00	\$3,795.00
				<u>\$3,795.00</u>	
	11-General Fund			\$3,795.00	
	12-Postsecondary Technical Educati			\$0.00	
	16-Auxillary Ent Fund			\$0.00	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$3,795.00</u>	

Checks approved for release prior to Board action

  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/17/2025

Check Number	Vendor	Description	Account Number	Amount	Total
140370	A T and T	Internet Service	11-6401-631-000	\$1,900.92	\$1,900.92
140371	April Bolinger	Reimburse - Advising Meeting Snacks	11-5304-701-000	\$33.63	\$33.63
140372	Linda Gale Brown	Reimburse Mileage - Clinical Admin	12-1210-601-000	\$172.20	\$172.20
140374	Molly E Coomes	Reimburse Mileage - Training/Wichita	12-1246-630-000	\$199.50	\$199.50
		Reimburse Meals - Training/Wichita	12-1246-630-000	\$63.00	\$262.50
140375	CPI Technologies, Inc	Copy Usage - Cherokee Center	11-7103-701-000	\$137.83	\$137.83
140376	Janice S Every	Weekly Landscaping (7/10 to 7/12)	11-7202-648-000	\$100.00	
		Weekly Landscaping (6/29 to 7/2)	11-7202-648-000	\$200.00	\$300.00
140377	First Dakota Indemnity Company	Workman's Comp - July 2025	11-6501-590-001	\$1,293.00	\$1,293.00
140378	Ross Harper	Reimburse Mileage - Cherokee Cente	12-1205-602-000	\$49.00	
		Reimburse Meals - Training/Wichita	12-1246-630-000	\$110.67	
		Reimburse Mileage - Training/Wichita	12-1246-630-000	\$203.00	
		Reimburse Mileage- Columbus/Arma	12-4204-602-000	\$114.80	\$477.47
140379	Kansas Department of Revenue	Bird's Nest Sales Tax - June	16-0000-216-001	\$15.33	
		Cardinal Cafe Sales Tax - June	16-0000-216-002	\$229.66	\$244.99
140380	Kansas Gas Service	Gas Service	11-7102-633-000	\$241.89	
		Gas Service - WTC	12-4204-633-000	\$60.77	
		Gas Service - Student Union	16-9482-633-000	\$93.03	\$395.69
140382	Sara Nickell	Reimburse Travel - Airport Parking	11-5201-601-000	\$84.00	
		Reimburse Meals - NASFAA Anaheim	11-5201-601-000	\$165.13	
		Reimburse Mileage - Tulsa Airport	11-5201-601-000	\$145.60	\$394.73
140385	Wichita State University	Workforce Innov Conf - R Harper	12-1246-630-000	\$100.00	\$100.00
140386	WoodRiver Energy LLC	Natural Gas Service	11-7102-633-000	\$102.29	



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/17/2025

Check Number	Vendor	Description	Account Number	Amount	Total
140386	WoodRiver Energy LLC	Natural Gas Service - Student Union	16-9482-633-000	\$55.42	\$157.71
				<u>\$5,870.67</u>	
	11-General Fund			\$4,404.29	
	12-Postsecondary Technical Education Fund			\$1,072.94	
	16-Auxiliary Ent Fund			\$393.44	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$5,870.67</u>	

Checks approved for release prior to Board action

Mark W. Blaine  
President

James P. Chesky  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/24/2025

Check Number	Vendor	Description	Account Number	Amount	Total
140401	A T and T	Phone Service	11-6501-631-000	\$2,675.74	
		Phone Service	11-6501-631-000	\$215.24	\$2,890.98
140402	A T and T	Internet Service	11-6401-631-000	\$1,098.30	
		Internet Service	11-6401-631-000	\$956.07	
		Internet Service	11-6401-631-000	\$1,580.95	\$3,635.32
140404	Chelsea Beville	Reimburse Mileage - Showcase/Tour	11-5509-603-000	\$693.00	\$693.00
140405	Delyna R Bohnenblust	Reimburse Hotel - KBOR Nursing Cor	12-1208-601-000	\$130.50	
		Reimburse Meal - KBOR Nursing Con	12-1208-601-000	\$11.96	
		Reimburse Mileage - KBOR Nursing C	12-1208-602-000	\$210.00	
		Reimburse - ANA Membership	12-1208-681-000	\$312.00	\$664.46
140406	Linda Gale Brown	Reimburse Mileage - Clinicals	12-1210-601-000	\$201.60	\$201.60
140407	Capital One	New Baby Gift Cards - Howerter & W	11-6102-709-000	\$100.00	
		Retirement & New Baby Cards	11-6504-692-001	\$10.90	
		Retirement Gift - A Lal	11-6504-692-001	\$200.00	
		Supplies	16-9684-701-000	\$59.95	
		Food	16-9684-743-000	\$85.19	
		Food	16-9684-743-000	\$80.82	
		Food	16-9684-743-000	\$187.54	
		Food	16-9684-743-000	\$16.64	
		Food	16-9684-743-000	\$11.52	
		Food	16-9684-743-000	\$19.12	\$771.68
140408	Daniel Colon	Black Clicks	11-4203-701-000	\$33.69	
		Color Clicks	11-4203-701-000	\$60.06	\$93.75
140409	Commercial Bank	Loan 110221672 - Principal	11-6201-761-000	\$39,154.55	
		Loan 110221672 - Interest	11-6201-762-000	\$491.71	\$39,646.26

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

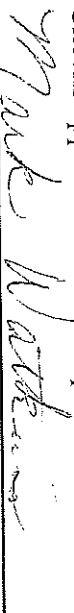
Check Number	Vendor	Description	7/24/2025		Amount	Total
			Account Number			
140411	Dissinger Reed, LLC	Athletic Insurance Renewal	11-5506-625-000	\$91,269.00	\$91,269.00	
140412	Elan Financial Services	Best Western - C Bowen - OKC Recr	11-5502-603-000	\$228.30		
		Comfort Inn - Volleyball - Sullivan, MC	11-5504-601-000	\$887.61		
		Trello - Annual Renewal	11-6301-701-000	\$479.96		
		HealthyRoster - Annual Renewals	11-6401-701-000	\$2,247.00		
		Facebook - Boosted Ads for Openings	11-6504-613-000	\$53.00		
		Brown Industries - 2025 Service Plns	11-6504-692-001	\$141.16		
		Credit - Brown Industries	11-6504-692-001	(\$10.56)		
		TaxBandits - 2nd Qtr 941 Filing Fee	11-6504-701-000	\$5.95		
		AmericanFlags.com - New US Flag	11-7102-649-000	\$112.75		
		Courtyard - R Harper - Perkins Trainin	12-1246-630-000	\$451.09		
		Courtyard - M Coomes - Perkins Train	12-1246-630-000	\$284.03		
140413	Evergy Kansas Central INC	Bruman Group - R Harper - Fall Forur	12-1246-630-000	\$1,595.00	\$6,475.29	
		Electricity - Athletic Expansion	11-7102-634-000	\$6,829.59		
		Electricity - 1230 Main	11-7102-634-000	\$431.57		
		Electricity - Vehicle Lot	11-7102-634-000	\$67.22	\$7,328.38	
140414	Janice S Every	Weekly Landscaping (7/14 to 7/20)	11-7202-648-000	\$200.00	\$200.00	
140415	GFL Environmental	Trash Removal - Cherokee Center	11-7103-649-000	\$410.49	\$410.49	
140416	Graves Foods	Food	16-9684-743-000	\$109.03		
		Food	16-9684-743-000	\$38.68	\$147.71	
140418	Hillyard/Springfield	Trash Can Liners, 33 gallon (200/case	11-7102-702-000	\$125.14	\$125.14	
140419	Jason Hinson	Reimburse Mileage - Recruiting in TX	11-5508-603-000	\$541.80		
		Reimburse - Custom Patches	11-5508-701-000	\$176.59	\$718.39	
140420	Lauren L Holmes	Reimburse Mileage - Tulsa Airport	11-5701-701-000	\$110.04		
		Reimburse Travel - AHEAD Conf/Den	11-5701-701-000	\$168.85		

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/24/2025

Check Number	Vendor	Description	Account Number	Amount	Total
140420	Lauren L Holmes	Reimburse Meals - AHEAD Conf/Den	11-5701-701-000	\$149.42	\$428.31
140421	Kansas Gas Service	Gas Service - 1306 Main	11-7102-633-000	\$43.32	
		Gas Service - 1230 Main	11-7102-633-000	\$46.60	\$89.92
140422	Aaron Keal	Reimburse Mileage - Region VI Meeti	11-5506-601-000	\$176.40	\$176.40
140423	Landauer Inc	Student Radiation Monitors	12-1210-700-002	\$196.70	\$196.70
140424	Premier X-Ray Solutions, LLC	Freight and Shipping	12-1246-850-005	\$875.00	
		Installation and Training	12-1246-850-005	\$1,000.00	
		AmRad Elevator/4-Way Float Top Tab	12-1246-850-005	\$5,000.00	\$6,875.00
140426	Sparklight	Cable Service	11-6401-631-000	\$218.64	\$218.64
140428	Trajecsys Corporation	Radiography System Access - 1 Stud	12-1210-700-002	\$100.00	\$100.00
140429	Veritiv	Paper	11-6503-705-000	\$879.28	\$879.28
				<u>\$164,235.70</u>	
	11-General Fund			\$153,259.33	
	12-Postsecondary Technical Education Fund			\$10,367.88	
	16-Auxillary Ent Fund			\$608.49	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$164,235.70</u>	

Checks approved for release prior to Board action

  
President

  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/30/2025

Check Number	Vendor	Description	Account Number	Amount	Total
140430	April Bolinger	Reimburse Meals - NACADA Conf/NY	11-5701-701-000	\$225.66	
		Reimburse Travel - NACADA Conf/NY	11-5701-701-000	\$90.94	\$316.60
140431	William C Bowen	Reimburse Mileage - Recruiting in OK	11-5502-603-000	\$364.00	\$364.00
140432	Janice S Every	Weekly Landscaping (7/21 to 7/27)	11-7202-648-000	\$200.00	\$200.00
140434	Archana Lal	KPERS Withholding Correction	11-0000-253-000	\$152.23	\$152.23
140436	Audrey Jo Miller	KPERS Withholding Correction	11-0000-253-000	\$193.73	\$193.73
140438	Elizabeth R Robinson	Reimburse Hotel - NACADA/A Bolinger	11-5701-701-000	\$280.44	
		Reimburse Meals - NACADA Conf/NY	11-5701-701-000	\$100.94	\$381.38
140439	Susan Stolte	Reimburse Mileage - Summer Clinical	12-1211-602-000	\$443.80	\$443.80
				<u>\$2,051.74</u>	

11-General Fund	\$1,607.94
12-Postsecondary Technical Education Fund	\$443.80
16-Auxiliary Ent Fund	\$0.00
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$2,051.74</u>

Checks approved for release prior to Board action

  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/31/2025

Check Number	Vendor	Description	Account Number	Amount	Total
140440	A Book Company	Financial Aid Books	16-0000-131-002	\$936.03	\$936.03
140441	Ace Hardware, Inc.	Shovels for SB Field Maintenance	11-5509-701-000	\$57.98	
		Maintenance Supplies	11-7102-649-000	\$40.57	
		Maintenance Supplies	11-7102-649-000	\$205.58	
		Maintenance Supplies	11-7102-649-000	\$76.96	
		Maintenance Supplies	11-7102-649-000	\$54.99	
		Maintenance Supplies	11-7102-649-000	\$258.45	
		Maintenance Supplies	11-7102-649-000	\$69.99	
		Maintenance Supplies	11-7102-649-000	\$41.95	
		Maintenance Supplies	11-7102-649-000	\$17.99	
		Maintenance Supplies	11-7102-649-000	\$74.12	
		Maintenance Supplies	11-7102-649-000	\$86.97	
		Maintenance Supplies	11-7102-649-000	\$65.56	
		Maintenance Supplies	11-7102-649-000	\$263.90	
		Maintenance Supplies	11-7102-649-000	\$92.57	
		Maintenance Supplies	11-7102-649-000	\$38.00	
		Maintenance Supplies	11-7102-649-000	\$76.57	
		Maintenance Supplies	11-7102-649-000	\$38.20	
		Maintenance Supplies	11-7102-702-000	\$18.58	
		Custodial Supplies	11-7102-702-000	\$7.18	\$1,586.11
140442	All Seasons Floral, LLC	Plants - D Winchell & R Landrum	11-6102-709-000	\$90.00	\$90.00
140443	American Electric Company	Motion Sensors, Power Packs, Switch	11-7102-649-000	\$1,759.50	
		Ceiling Motion Sensors	11-7102-649-000	\$2,450.00	
		Ivory Duplex Receptacle Plates	11-7102-649-000	\$10.80	\$4,220.30
140444	American Library Association	Membership Renewal - S Zollars	11-4101-681-000	\$231.00	\$231.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/31/2025

Check Number	Vendor	Description	Account Number	Amount	Total
140445	American Union Ventures Inc	eWaste CRT Charge	11-6401-701-000	\$120.00	\$120.00
140446	Apple Inc.	MacBook Air	11-6401-646-002	\$1,038.00	\$1,038.00
140447	ATIXA	Membership Renewal - K Kirkpatrick	11-5701-690-000	\$659.00	\$659.00
140448	Butler Community College	KCCL Participant Fee - K Kirkpatrick	11-6501-681-000	\$1,145.00	
		KCCL Participant Fee - H Baker	11-6501-681-000	\$1,145.00	\$2,290.00
140449	C J's Uniforms Unlimited	Nursing Student Scrub Mixed Sets	12-1208-700-002	\$798.00	
		Nursing Student Scrubs - Men's	12-1208-700-002	\$948.00	
		Nursing Student Scrubs - Women's	12-1208-700-002	\$4,176.00	\$5,922.00
140450	C. D. L. Electric Co., INC	SB Field Restrooms Set-Up - Labor	11-6201-659-007	\$7,647.50	
		SB Field Restrooms Set-Up - Material	11-6201-659-007	\$2,501.67	
		Electric Set-Up for SB Field Restroom	11-6201-659-007	\$4,950.00	
		Service Call - Lagoon Pump Issue	11-7103-649-000	\$90.00	\$15,189.17
140451	Carolina Biological Supply Company	pH Indicator Strips (100/pk)	11-1106-700-000	\$91.53	\$91.53
140452	CFC Security, Inc.	Security Service and Software	11-6401-701-000	\$5,908.72	\$5,908.72
140453	Cintas Corp	Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$112.97	\$112.97
140454	Columbus News-Report	Subscription Renewal	11-4101-704-001	\$135.00	\$135.00
140455	Council to Advance Two-Year Colleges	Annual Membership Dues	11-6501-681-000	\$125.00	\$125.00
140456	Culligan of Wichita	Deionizer Service - Biology Lab	11-1102-646-000	\$375.00	
		Deionizer Service - Chemistry Lab	11-1106-646-000	\$375.00	\$750.00
140457	DH Pace Company, Inc	Blank Cores and Keys for Handles	11-7102-649-000	\$428.68	
		Shipping and Handling	11-7102-649-000	\$17.00	
		Office Door Handles for SSC Remode	11-7102-649-000	\$1,455.15	\$1,900.83
140458	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000	\$100.07	\$100.07
140459	Document Destruction Inc	Bulk Shredding	11-6503-705-000	\$380.00	\$380.00
140460	Fastenal Company	AA PCIntense & C Coppertop Batterie	11-7102-649-000	\$268.27	\$268.27

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/31/2025

Check Number	Vendor	Description	Account Number	Amount	Total
140461	Graves Foods	Supplies	16-9684-701-000	\$115.91	\$115.91
140462	Guardians of the Greens	Parsons PD Legacy Fund Sponsorshi	11-6301-709-000	\$600.00	\$600.00
140463	Heff Jones Inc.	Diploma	11-5303-706-001	\$15.21	
		Diplomas	11-5303-706-001	\$32.05	\$47.26
140464	Herrman Lumber	Maintenance Materials	11-7102-649-000	\$6.30	
		Maintenance Materials	11-7102-649-000	\$199.98	
		Maintenance Materials	11-7102-649-000	\$112.24	
		Maintenance Materials	11-7102-649-000	\$35.94	\$354.46
140465	Higher Learning Commission	2025-2026 Membership Dues	11-6501-681-000	\$5,940.15	
		Additional Location Dues	11-6501-681-000	\$735.00	\$6,675.15
140466	Hillyard/Springfield	Custodial Supplies	11-7102-702-000	\$92.43	
		Trash Can Liners, Paper Towels, Tissi	11-7102-702-000	\$2,246.40	
		Custodial Supplies	11-7102-702-000	\$120.96	\$2,459.79
140467	Independence Daily Reporter	June Advertising	11-6301-613-000	\$135.00	\$135.00
140468	Instructure, Inc.	Canvas Intelligent Insights	11-5701-701-000	\$4,530.85	
		Canvas LMS Cloud Subscription	11-6401-701-000	\$23,967.52	
		Annual 24/7 Support	11-6401-701-000	\$4,793.50	
		Canvas Studio Cloud Subscription	11-6401-701-000	\$4,346.87	\$37,638.74
140469	J and M Gym Pros LLC	Credit for Provided Supplies	11-7102-649-000	(\$2,988.84)	
		Gym Floor Refinishing	11-7102-649-000	\$4,620.00	\$1,631.16
140470	K L K C	June Advertising	11-6301-613-000	\$400.00	\$400.00
140471	KanREN	Membership and Zoom Renewals	11-6401-701-000	\$3,141.36	\$3,141.36
140472	Kansas Association of Community Coll	KACC 2025-2026 Dues	11-6501-681-000	\$8,891.40	\$8,891.40
140473	Kansas Outdoor Advertising	July Digital Billboard	11-6301-613-000	\$300.00	
		July Billboard Rentals	11-6301-613-000	\$725.00	\$1,025.00



**LABETTE COMMUNITY COLLEGE  
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Check Number	Vendor	Description	7/31/2025		Account Number	Amount	Total
140474	KCADNE	Annual Membership Dues			12-1208-681-000	\$75.00	\$75.00
140475	KONE Inc	Maintenance Agreement			11-7202-648-000	\$191.50	
		Maintenance Agreement			11-7202-648-000	\$1,234.96	\$1,426.46
140476	Labette Health	Nursing Drug Screens			12-1208-700-002	\$200.00	
		Radiologic Technology Drug Screens			12-1210-700-002	\$860.00	\$1,060.00
140477	Labette Health	CPR Cards for CNA Students			12-4204-701-002	\$63.75	\$63.75
140478	Laser Creations	Retirement Plaque - A Lal			11-6504-692-001	\$49.99	\$49.99
140479	Laser Designs/PSHTC	Name Badge - T Phillips			11-1102-700-000	\$5.00	
		Name Badge - R Hall			11-5505-701-000	\$5.00	
		Name Badge - C Beville			11-5509-701-000	\$5.00	
		Name Badge - C Carter			11-6401-701-000	\$5.00	
		Name Badges - Curtis & Dhooghe			11-7102-702-000	\$10.00	
		Name Badge - K Thurman			12-1208-700-000	\$5.00	
		Name Badges - Brown, Kimrey, Moor			12-1210-700-000	\$15.00	\$50.00
140480	Locke Supply Co	Maintenance Supplies			11-7102-649-000	\$151.99	\$151.99
140481	Marmic Fire and Safety Co Inc	Valve Stems, Oring, Link Ansul			11-7102-649-000	\$277.48	
		6-Year Maintenance & Recharge			11-7102-649-000	\$225.96	
		Fire Extinguisher Chemicals - ABC			11-7102-649-000	\$658.23	
		Kitchen Hood System & Puff Test			11-7202-648-000	\$260.09	
		Annual Fire Extinguisher Inspections			11-7202-648-000	\$811.42	\$2,233.18
140482	McCarthy's Office Machines Inc	Copy Usage - Print Shop			11-6503-648-000	\$54.56	
		Supplies			11-6503-701-000	\$106.20	
		Supplies			11-6503-701-000	\$325.27	
		Supplies			11-6503-701-000	\$383.25	
		Supplies			11-6503-701-000	\$25.35	

**LABETTE COMMUNITY COLLEGE  
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**7/31/2025**

Check Number	Vendor	Description	Account Number	Amount	Total
140482	McCarty's Office Machines Inc	Copy Usage - Workforce Ed	12-4204-701-000	\$7.56	\$902.19
140483	David Melchiori	Transition Fax Lines from ATT	11-6501-631-000	\$991.25	\$991.25
140484	Morningstar Inc.	Online Database Renewal	11-4101-710-000	\$4,077.00	\$4,077.00
140485	P1 Service, LLC	Maintenance Agreement	11-7103-649-000	\$785.00	
		Maintenance Agreement	11-7202-648-000	\$6,377.00	\$7,162.00
140486	Parsons Sun	Best of Labette Cty - Cardinal Cleanel	11-6301-613-000	\$550.00	
		SEK Family Display	11-6301-613-000	\$150.00	\$700.00
140487	Pitney Bowes Bank, Inc	Postage - Account #20352357	11-6503-611-000	\$1,500.00	\$1,500.00
140488	PivotCX	Annual Renewal - Messaging Platform	11-5701-701-000	\$10,962.00	\$10,962.00
140489	QueenB Television of Kansas/Missouri June Digital Advertising - KOAM		11-6301-613-000	\$2,500.00	\$2,500.00
140490	Roy's Auto Service, LLC	Mower Maintenance	11-6502-720-000	\$217.50	\$217.50
140491	Styers Equipment Company	Transfer Belt and Freight Charge	11-6503-648-000	\$378.78	\$378.78
140492	The Sentinel-Times	Subscription Renewal	11-4101-704-001	\$50.00	\$50.00
140493	The Sherwin Williams Co	Painting Supplies	11-7102-649-000	\$176.41	\$176.41
140494	The Wright Signs	Remove Van Vinyl - RV25	11-6502-720-000	\$200.00	
		Remove Van Vinyl - RV23	11-6502-720-000	\$200.00	\$400.00
140495	Triple S Pumping/Jeffrey Spielbusch	Grease Trap Service	11-7202-648-000	\$410.00	\$410.00
140496	UniFirst Corporation	Mats, Mops, Cloths	11-7103-649-000	\$59.91	
		Mats, Mops, Cloths	11-7103-649-000	\$59.91	
		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	

**LABETTE COMMUNITY COLLEGE  
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7/31/2025

Check Number	Vendor	Description	Account Number	Amount	Total
140496	UniFirst Corporation	Aprons, Mats, Mops, Cloths	16-9482-701-000	\$55.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$55.00	\$853.38
140497	Uplink, LLC	Monthly Monitoring Fee	11-7202-648-000	\$45.00	\$45.00
140498	Vietti Marketing Group	June Enrollment Campaign - Socials	11-6301-613-000	\$240.00	
		June Digital Marketing - ThunderBursl	11-6301-613-000	\$1,650.00	\$1,890.00
140499	Mark Watkins	Vehicle Expense	11-6501-590-001	\$900.00	\$900.00
140500	Wright International Student Services	Students Removed from Delinquency	11-5201-613-000	\$160.00	
		Students Loaded	11-5201-613-000	\$195.00	\$355.00
				<u>\$144,750.11</u>	
11-General Fund				\$136,384.86	
12-Postsecondary Technical Education Fund				\$7,148.31	
16-Auxiliary Ent Fund				\$1,216.94	
64-Deferred Maintenance				\$0.00	
67-Capital Outlay				\$0.00	
				<u>\$144,750.11</u>	