

**Labette Community College
Board of Trustees Meeting Agenda
Thursday, August 13, 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 July 16, 2026, Regular Meeting Minutes Exhibit 2
- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. Student Life Report
 - C. Administrative Reports
 - i. Comparison of Expenditure to Budget
 - ii. Facilities Report
 - D. President's Report
- IV. Executive Session for Personnel Matters for Non-Elected Personnel
- V. New Business (Action, Report, or Discussion)
 - A. New Faculty Position Exhibit 3
 - B. Faculty Contract.....
 - C. New Staff Employment Letter Exhibit 4
 - D. HAL® S5301 Patient Simulator Purchase Exhibit 5
 - E. New Vehicle Purchase..... Exhibit 6
 - F. Policy Reviews..... Exhibit 7/8
 - G. Approval of Bills Exhibit 9
- VI. Public Comment

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

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

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

to set time limits as deemed appropriate.

- VII. Executive Session for Personnel Matters for Non-Elected Personnel
- VIII. Next Regular Board Meeting: Thursday, September 10, 2026, 5:30 p.m.,
Cardinal Event Center
- IX. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
July 16, 2026

The Board of Trustees met at 5:30 p.m. on Thursday, July 16, 2026, at the Cardinal Event Center.

Members Present

Greg Chalker
Becky Dantic
John "JR" Keene
Rod Landrum
Montie Taylor
David Winchell

Others Present

Dr. Jason Sharp	Dr. John Gillette	Leanna Doherty	Kelly Kirkpatrick
Dr. Ken Elliott	Sonia Gugnani	Lindi Forbes	Kevin Doherty
Colleen Williamson	Harrison Hall	Macey Allison	Randee Baty
Zach Coble	Cody Nutt	Cathy Kibler	Sean Frye

Heidi Flora recorded the minutes.

Adoption of Revised Agenda (ACTION ITEM)

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

Dr. Sharp recognized and welcomed new employees Zach Coble, IT Support Specialist; Macey Allison, Admissions Recruiter; Colleen Williamson, PR Director; Dr. John Gillette, Vice-President of Academic Affairs; and Sonia Gugnani, Dean of Instruction and Distance Learning.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Landrum asked for corrections or additions to the June 11, 2026, regular meeting minutes. There were none. Trustee Chalker moved to approve the minutes as presented. Trustee Keene seconded the motion, and the motion carried 6-0.

Reports and/or Board Discussion

Faculty Senate Report: None

Student Life Report: Harrison Hall gave an update on summer activities for the admissions teams. He reported on a new initiative they were planning for the upcoming academic year as well as NSO and welcome week activities. He said the ambassadors and student government association members would be attending a training workshop at Greenbush again this year.

He also expressed excitement about the new Admissions Recruiter and the great enthusiasm she has already brought to the department. And recognized the new coaches for doing an outstanding job collaborating with campus visits and recruitment efforts.

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 97% expended, and the post-secondary technical education fund was 94% expended. Vice-President Doherty invited questions from the Trustees.

Facilities – Kevin Doherty, Director of Facilities, gave an update on the Zetmeir elevator repair. He reported that the parts have been ordered, and the repair will take several days. KONE is hoping to have it completed before the start of classes.

His report also included various issues caused by a recent lightning strike; PI finishing up the 2nd floor of the Zetmeir building; updates made to the library; and carpet replacement in the H-building.

President's Report:

Dr. Sharp reported that he was completing onboarding training with the new Vice-President of Academic Affairs, Dean of Instruction & Distance Learning, and the Public Relations Director. He said he and the PR Director had met with a KOAM representative on July 15.

He also reported that he had a good discussion with Dr. Newsom from PSU at the recent SEK Inc. Legislative Dinner and would be meeting with a representative from Fort Hayes University on July 20.

He shared some upcoming events, including a KBOR VP of Workforce touring the Health Science Center on July 27; a KACC meeting in Great Bend, August 2-3; Fall In-service starting August 10; and the Kansas Water Authority (KWA) consult meeting at the Cardinal Event Center on August 13.

Other activities to be finalized are a meeting with Rep. Schmidt and articulation signing for Exercise Science.

He thanked the employees who are gearing up for the start of the academic year and faculty for another smooth negotiations process.

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

Trustee Taylor moved to approve revisions to 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. Trustee Keene seconded the motion, and the motion carried 6-0.

Executive Session

Trustee Chalker moved to recess into executive session at 5:46 p.m. for 10 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. Jason Sharp, Dr. John Gillette, Leanna Doherty, Kelly Kirkpatrick.

The Board returned to open meeting at 5:56 p.m.

New Business (ACTION, INFORMATION, OR DISCUSSION ITEMS)

Athletic Insurance

Trustee Winchell moved to approve the Athletic Insurance renewal with Dissinger Reed at \$91,269. Trustee Keene seconded the motion, and the motion carried 6-0.

Staff Employment Letters

Trustee Winchell moved to approve the new staff employment letters for Adrianna Jimenez, Success Center Testing Specialist, starting 7/6/2026, at a salary of \$33,396/year; Ty Lain, Head Baseball Coach, starting 7/9/2026, at a salary of \$46,348/year; Misty Russell, Academic Advisor, starting 9/1/2026, at a salary of \$45,547/year; and, Colleen Williamson, Director of Public Relations, starting 7/6/2026, at a salary of \$58,264/year. Trustee Dantic seconded the motion, and the motion carried 6-0.

New Faculty Position

Trustee Chalker moved to approve a new full-time 11-month Respiratory Care Instructor position with a Clinical/Simulation Addendum. Trustee Keene seconded the motion, and the motion carried 6-0.

Faculty Contract Approval

Trustee Taylor moved to approve the reassignment of Betty Ellis to the Respiratory Care Instructor position QV, Step 19, 11-month salary of \$75,713, and approve a faculty contract transfer for Jennifer Harding from a 9-month to an 11-month faculty contract QV Step 24, 11-month salary of \$79,869. Trustee Chalker seconded the motion, and the motion carried 6-0.

Tax Levy Certification

Trustee Taylor moved to approve the Certification Regarding 2027 Property Tax Levy and to have Chair Landrum sign on behalf of the Trustees. Trustee Winchell seconded the motion, and the motion carried 6-0.

Master Agreement Contract Ratification

Trustee Winchell moved to approve the changes to the Master Agreement effective for 2026-2027. Trustee Keene seconded the motion, and the motion carried 6-0.

Administrative & Staff Salary Increase

Chair Landrum moved to approve a 1.5% increase to the base and step moves as appropriate for staff and administration for the 2026-2027 fiscal year and a \$5 increase to the 403(b) or KPERS 457 monthly matching contribution to begin in September for administrative and staff salaries, bringing the amount from \$75 to \$80 per month. Trustee Keene seconded the motion, and the motion carried 6-0.

Approval of Bills

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

Public Comment

None

Adjournment

Trustee Dantic moved to adjourn the meeting at 6:08 p.m. Trustee Winchell seconded the motion, and the motion carried 6-0.

Heidi Flora, Clerk of the Board

SUBJECT

New Faculty Position Approval

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

The Diagnostic Medical Sonography (DMS) Program has experienced enrollment growth due to its transition to a hybrid/blended model, and the department needs to make adjustments to the program to accommodate that growth. Additionally, the position will enhance the program's educational offering while supporting continued compliance with The Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) standards.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approves a new full-time 11-month Diagnostic Medical Sonography Instructor position with a Clinical Addendum.

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 Diagnostic Medical Sonography Addendum

Reports to: Dean of CTE & Workforce/Director

Organizational Unit: Faculty – Exempt

Date: July 2026

I. Basic Purpose of Position

Responsible for planning, coordinating, facilitating, and tracking activities on behalf of the Diagnostic Medical Sonography (DMS) program. Coordinates with didactic and clinical faculty and maintains ongoing communication among DMS program staff, clinical instructors, clinical affiliates, and students.

II. Job Functions

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.

- A. Assists the DMS Program Director with accreditation activities, including renewal processes, reports, documentation, and the orientation and training of new faculty.
- B. Assists in establishing and implementing department goals, maintaining program records, and evaluating the clinical education component of the program.
- C. Communicates effectively by telephone, email, video conference, and other approved communication methods.
- D. Maintains appropriate availability to students by telephone, email, or other approved methods during established business hours.
- E. Assists in evaluating the educational program and in the development, scheduling, and revision of the curriculum.
- F. Works with the advisory committee, DMS Program Director, and faculty to ensure logical sequencing and integration of the curriculum.
- G. Maintains current knowledge of legislative, regulatory, legal, accreditation, and professional practice issues affecting clinical education, students, and the DMS profession.
- H. Develops, monitors, refines, and documents the clinical education component of the curriculum to support quality student learning.
- I. Teaches assigned didactic and clinical courses, including online courses as applicable, and maintains accurate attendance, assessment, and grade records in a timely manner.
- J. Assists in evaluating student performance and the ability to integrate didactic knowledge with clinical learning experiences.
- K. Maximizes available resources for clinical education and assists in developing and maintaining partnerships for clinical placements.
- L. Assists with student recruitment and selection and provides advising to current and prospective students, as assigned.
- M. Assists the DMS Program Director with development and administration of the departmental budget, as assigned.
- N. Travels to clinical affiliate sites and other locations as required to perform assigned duties.

- O. Ensures compliance with applicable federal, state, and local laws, regulations, accreditation standards, and ordinances.
- P. Complies with all College, organizational, departmental, and clinical affiliate policies and procedures.
- Q. Operates job-related equipment, machinery, tools, and other instructional or clinical aids as required.
- R. Protects and maintains the confidentiality of information accessed in oral, written, or electronic form.

III. Required Knowledge, Skills and Personal 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.

- S. Ability to exercise sound judgment, maintain confidentiality, and work collaboratively in a multi-tasked environment.
- T. Ability to use instructional technology, learning management systems, and clinical tracking systems required by the program.
- U. Ability to organize clinical placements, maintain accurate records, meet deadlines, and communicate effectively with students, faculty, and clinical partners.
- V. Knowledge of applicable accreditation standards, clinical affiliation requirements, and professional practice expectations.
- W. Knowledge of DMS clinical education, curriculum, assessment, and student evaluation practices.

IV. Required Education and Experience

In addition to the requirements of the full-time faculty position description: associate degree in Diagnostic Medical Sonography or a related field.

Minimum of two years of clinical experience in the DMS field.

V. Required and Preferred Credentials

Current professional sonography certification/credential appropriate to assigned teaching and clinical responsibilities.

Experience as a DMS clinical instructor preferred.

VI. Working Conditions

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.
- Regular use of computers, telephones, and other position-related technology is required.

SUBJECT

Faculty Contract Approval

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

The Diagnostic Medical Sonography (DMS) Program has experienced enrollment growth due to its transition to a hybrid/blended model, and the department needs to make adjustments to the program to accommodate that growth. Additionally, the position will enhance the program's educational offering while supporting continued compliance with The Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) standards.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approves the reassignment of Jessica Garretson to the Diagnostic Medical Sonography Instructor position QV, Step 6, 11-month salary of \$65,838.67.

Agenda Item: V.C.
Date: August 13, 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

Kierra Brimzy has accepted the position of Assistant Women's Basketball Coach

PRESIDENT'S RECOMMENDATION

The Board of Trustees approves the new staff employment letter for Kierra Brimzy, Assistant Women's Basketball Coach, starting 7/27/26, at a salary of \$25,932.

Biography

Kierra Brimzy

Kierra Brimzy has accepted the position of Assistant Women's Basketball Coach to begin July 27, 2026.

Kierra has played basketball at the junior college and university level and coached in youth club leagues for 3 years. Kierra holds a Bachelor of Arts in Education.

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

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

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:

- | | |
|--|---|
| ☐ Employee Information | ☐ Managerial Information |
| ☒ Organizational Information | ☐ Professional Information |
| ☒ Customer / Contact Information | ☐ Other: |

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

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

Acknowledgement:

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

Employee Name (Print)

Signature

Date

Supervisor / Department Director (Print)

Signature

Date

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

SUBJECT

Purchase of HAL® S5301 Patient Simulator

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

The Respiratory Care Department is seeking to purchase the HAL® S5301 Patient Simulator from Gaumard. This is a highly advanced patient simulator that also comes with Gaumard's support services. This simulator has unique capabilities not found in comparable models, making it a sole source. It provides an incredibly realistic and immersive learning environment, and having this equipment will enhance the simulation students are exposed to, while supporting continued compliance with the Commission on Accreditation for Respiratory Care (CoARC) accreditation standards.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the sole source bid from Gaumard for \$150,083.96 for the HAL® S5301 Patient Simulator.



Gaumard®
Simulators for Health Care Education

June 24th, 2026

To Whom It May Concern,

We are writing to provide justification for the decision to procure the HAL® S5301, exclusively available from Gaumard Scientific Company, Inc. ("Gaumard"). This highly advanced patient simulator, coupled with Gaumard's unmatched support services, offers unrivaled realism and user experience in the field of healthcare simulation.

Unique Capabilities: The HAL® S5301 has unique capabilities not found in comparable models in the healthcare simulation field, providing an incredibly realistic and immersive learning environment that allows practitioners to create opportunities for participants to enhance their skills and increase their readiness for real-world healthcare scenarios.

Salient Features

The following is a list of salient features of HAL® S5301, and should not be interpreted as an exhaustive list of features. For the complete list of features, please reference the product brochure or web page.

- Full-body, lifelike skin with palpable landmarks and seamless joints
- Advanced articulation: arm and leg abduction and adduction
- Programmable bilateral and unilateral eye movement and stimuli tracking
- Conversational Speech enhanced by artificial intelligence¹
- Active mouth movement synchronizes with speech
- Programmable lifelike facial expressions: facial droop, pain, scared, smiling, and more
- Sound localization: automatically turns head and eyes towards speaker
- Active motor reflexes: shake hand, raise hand, pain withdrawal, abnormal posturing
- Pain response: Programmable, automated response to pressure-sensitive sites
- Supports Train of Four monitoring using real devices
- Fully internal dynamic lungs and airway accommodate real mechanical ventilators and patient circuits

¹ Internet access is required. Feature currently available in some areas. See product page for details.



Gaumard®
Simulators for Health Care Education

- Supports mechanical ventilation while fully mobile without adapters, calibration, or converters
- Design and generate custom cardiac injury, ischemia, and necrosis, and view resultant 12-lead on real monitors
- Monitor intra-arterial blood pressure using real adjuncts, sensors, and devices
- Computer-controlled urinary output rate and urine/blood mixture

Value Proposition: HAL® S5301 from takes experiential learning to a whole new level, medical situations with immersive fidelity. This capability transforms healthcare simulation training, offering a platform for educators to enhance skill acquisition and ultimately better prepare participants for their roles in medical scenarios.

Should you have any questions or concerns regarding this matter, please feel free to contact us. Thank you for your support in this procurement decision.

Best Regards,

Karen Valdes

Karen Valdes
Customer Service - US
karen.valdes@gaumard.com



Gaumard®
Simulators for Health Care Education

14700 SW 136th Street
Miami FL 33196
T: 305-971-3790 | F: 305-252-0755

EXHIBIT 5 Quotation

Quote Number: 140474
Quote Date: 07/16/26

Page: 1 of 2

Quoted To:

Labette Community College
200 S 14th St Business Office
Parsons KS 67357-4201
USA

Ship To:

Labette Community College
200 S 14th St
Parsons KS 67357-4201
USA

Contact:

Betty Ellis RRT
620-820-1193
bettye@labette.edu

Customer ID	Good Through	Shipping Method	Sales Representative
C101817	08/16/26	ABF Freight	David Sommerkamp

Qty.	Item	Description	Unit Price	Amount
1	S5301.PK.M	HAL(r) S5301 medium skin tone advanced interdisciplinary patient simulator package. Includes: HAL S5301 patient simulator (Gaumard Ultrasound Ready), Windows Tablet PC preloaded with UNI 3.0, 4G LTE Wi-Fi router*, HAL S5301 SLE(tm) Scenario package - SLE Facilitator's Guide & UNI programming, abdominal bleeding wound insert, patient simulator accessories, 2-day inservice (1-day installation, 1-day on-site training), access to Gaumard in-person and online training services, 1-year limited warranty *LTE plan is optional. Contact your provider for details on LTE availability, support, compatibility, pricing, SIM card, and activation Gaumard Ultrasound system and pathology packages sold separately. Conversational Speech Beta requires internet access; service is available in the US only; service available in English.	127,360.00	127,360.00
1	30081435A	Bedside Virtual Monitor accessory for HAL® S5301 advanced interdisciplinary patient simulator	2,775.00	2,775.00

Prices and taxes are subject to change without notice.

To gather information about the products quote we invite you to visit our website: <http://www.gaumard.com>

If you should have any questions, please feel free to contact your sales representative David Sommerkamp at davids@gaumard.com

All sales are subject to Gaumard Scientific terms and conditions which can be viewed at <https://www.gaumard.com/sales-term-conditions>.

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity and/or national origin, or for inquiring about, discussing, or disclosing information about compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.



Gaumard®
Simulators for Health Care Education

14700 SW 136th Street
Miami FL 33196
T: 305-971-3790 | F: 305-252-0755

Quotation

Quote Number: 140474

Quote Date: 07/16/26

Page: 2 of 2

Quoted To:

Labette Community College
200 S 14th St Business Office
Parsons KS 67357-4201
USA

Ship To:

Labette Community College
200 S 14th St
Parsons KS 67357-4201
USA

Contact:

Betty Ellis RRT
620-820-1193
bettye@labette.edu

Qty.	Item	Description	Unit Price	Amount
1	GC.PR1.G9	GC Premium 1 Year for S5301 or s5XXX. Includes parts and labor for covered repairs; plan also includes annual PM service at customer site. Onsite repair service is included with plan, but a loaner simulator will be provided should product need to be sent to factory. The standard support of 24 hour email; live Tech Support M-F 8am -5:30pm EST is available for life of product. All repair cases will be assigned a customer experience POC, who will guide customer through process. All warranty work is guaranteed for term of the plan coverage. Gaumard will repair or replace product at its sole discretion. Access to continued product knowledge training (at Gaumard, or via webinars) is available for lifetime of plan coverage.	18,945.00	18,945.00
All Quotes are subject to credit approval Customer must supply Sales Tax Exempt Certificate and W-9 with Purchase Order, if applicable If your shipping address differs from that of your billing address, please include the information with your order.			Subtotal	149,080.00
			Est. Freight & Handling	1,003.96
			Est. Sales Tax	0.00
			Total US\$	150,083.96

NOTE TO CUSTOMER: THIS SHIPMENT WILL BE DELIVERED ON PALLET(S) BY A FREIGHT CARRIER. IF YOUR ORGANIZATION IS NOT EQUIPPED WITH A FORKLIFT OR PALLET JACK TO RECEIVE PALLETS, PLEASE NOTIFY US IMMEDIATELY.

Estimated shipping date: Approximately 10 to 12 weeks after receipt of order.

Shipment Via: ABF Freight

Gaumard Scientific is the sole source for this tetherless simulator(s).

For credit approval, please submit completed customer forms to GaumardCR@gaumard.com. Customer forms may be obtained by emailing a request to QuoteEmailGroup@gaumard.com.

Prices and taxes are subject to change without notice.

To gather information about the products quote we invite you to visit our website: <http://www.gaumard.com>

If you should have any questions, please feel free to contact your sales representative David Sommerkamp at davids@gaumard.com

All sales are subject to Gaumard Scientific terms and conditions which can be viewed at <https://www.gaumard.com/sales-term-conditions>.

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity and/or national origin, or for inquiring about, discussing, or disclosing information about compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

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 Board of Trustees' policies.

BACKGROUND

The President is presenting the following policies for review:

Policy 1.13 – Review of Policies

Policy 1.16 – Emergency Executive Succession Plan

PRESIDENT'S RECOMMENDATION

The President recommends that the Board of Trustees review Policy - 1.13 Review of Policies and Policy - 1.16 Emergency Executive Succession Plan. These will be presented for approval at the September 10, 2026 Board of Trustees Meeting.

POLICY 1.13**REVIEW OF POLICIES**

It shall be the policy of the Board of Trustees to direct the President to conduct a review of Board policies for currency, compliance, and appropriateness on an ongoing basis. Further, although outside the purview of the Board, the President shall also conduct a review of administrative policies and procedures on an ongoing basis.

Adopted: 12/12/00

Revised: 7/15/21

Reviewed: 6/22/15

POLICY 1.16**EMERGENCY EXECUTIVE SUCCESSION PLAN**

The Board of Trustees recognizes that continuous coverage of leadership duties is critical to the ongoing operations of Labette Community College and its commitment to the citizens of Labette and Cherokee counties.

The Board of Trustees acknowledges that due diligence in exercising its governance functions requires that an emergency executive succession plan be put in place to ensure continuity by facilitating the transition to both interim and longer-term leadership in the event of an unplanned absence of the President.

In order to protect the College and its Board from sudden loss of presidential services, the President shall designate at the organizational meeting no fewer than two other executive staff members familiar with Board and presidential issues and procedures.

The Labette Community College Board of Trustees approves the Executive Succession Plan for the temporary appointment of an Acting President in the event of an unplanned absence of the President of the College.

Adopted: 7/11/07

Revised: 4/9/20

Reviewed: 4/28/14, 4/9/20, 5/27/21

Agenda Item: V.G.
Date: August 13, 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**

EXHIBIT 9

Check Number	Vendor	Description	7/9/2026		Account Number	Amount	Total
143030	Jody Burzinski	Reimburse - Wireless NIC Adapters			11-6402-850-000	\$97.86	\$97.86
143031	Chubb Commercial Insurance	FY27 Commercial Property Ins			11-6501-621-000	\$118,747.00	\$118,747.00
143032	City of Parsons	Water Service			11-7102-632-000	\$2,435.44	
		Water Service - WTC			12-4204-632-000	\$164.50	
		Water Service - Sudent Union			16-9482-632-000	\$229.82	\$2,829.76
143033	Commercial Bank	Safe Deposit Box Rental			11-6201-701-000	\$80.00	\$80.00
143034	Evergy Kansas Central INC	Electricity - Cherokee Center			11-7103-634-000	\$978.04	\$978.04
143035	Evergy Kansas Central INC	Electricity			11-7102-634-000	\$19,017.14	
		Electricity - WTC			12-4204-634-000	\$507.17	
		Electricity - Student Union			16-9482-634-000	\$389.04	\$19,913.35
143036	Janice S Every	Weekly Landscaping (6/22 to 6/29)			11-7202-648-000	\$200.00	\$200.00
143037	FedEx	Package Shipping			11-5303-701-000	\$37.47	
		Package Shipping			11-5303-701-000	\$44.13	\$81.60
143038	Instructure, Inc.	Annual 24/7 Support			11-6401-701-000	\$5,034.28	
		Canvas LMS Cloud Subscription			11-6401-701-000	\$25,171.41	
		Canvas Studio Cloud Subscription			11-6401-701-000	\$4,567.43	\$34,773.12
143039	Kansas Department of Revenue	Bird's Nest Sales Tax - June			16-0000-216-001	\$67.24	
		Cardinal Cafe Sales Tax - June			16-0000-216-002	\$189.94	\$257.18
143040	Kansas Gas Service	Gas Service			11-7102-633-000	\$134.42	
		Gas Service - Cherokee Center			11-7103-633-000	\$52.84	\$187.26
143041	Lingo Telecom LLC	Fax Lines			11-6501-631-000	\$290.36	\$290.36
143042	Lingo Telecom LLC	Alarm Line			11-6501-631-000	\$28.74	\$28.74
143043	Midwest Metal	Maintenance Materials - Metal			11-7102-649-000	\$367.95	\$367.95
143044	Philadelphia Indemnity Insurance Com	FY27 Property Insurance			11-6501-621-000	\$640.00	
		FY27 Liability Insurance			11-6501-622-000	\$37,858.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
143044	Philadelphia Indemnity Insurance Com	Auto Insurance - 2026 Ford Explorer	11-6502-623-000	\$26.00	
		FY27 Auto Insurance	11-6502-623-000	\$13,418.00	\$51,942.00
143045	Rural Water District #5	Water Service - Cherokee Center	11-7103-632-000	\$35.29	\$35.29
143046	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$400.55	
		Blue Emergency Tower/Lights	11-6501-631-000	\$101.85	
		Facilities Phone Charges	11-7102-649-000	\$232.73	\$735.13
143047	Wave Wireless	Internet Service - WTC	11-6401-631-000	\$69.00	\$69.00
143049	Wex Bank	Fuel Purchases - June 2026	11-6502-720-000	\$1,018.53	\$1,018.53
143050	Wood Insurance Center, LLC	FY27 Cyber Liability Insurance	11-6501-622-000	\$28,605.27	\$28,605.27
				<u>\$261,237.44</u>	

11-General Fund	\$259,689.73
12-Postsecondary Technical Education Fund	\$671.67
16-Auxiliary Ent Fund	\$876.04
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$261,237.44</u>

Checks approved for release prior to Board action

President

Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

7/23/2026

Check Number	Vendor	Description	Account Number	Amount	Total
143062	A T and T	Phone Service	11-6501-631-000	\$216.41	\$216.41
143063	A T and T	Internet Service	11-6401-631-000	\$2,197.11	
		Internet Service	11-6401-631-000	\$995.29	
		Internet Service	11-6401-631-000	\$1,105.33	
		Internet Service	11-6401-631-000	\$1,588.75	\$5,886.48
143064	Kim Beachner	KPERS Overpayment Refund	11-0000-253-000	\$382.84	\$382.84
143065	Haley Shae Beeman	Reimburse Meals - Nurse Edu Conf/C	11-4200-630-026	\$155.74	
		Reimburse Hotel - Nurse Edu Conf/C	11-4200-630-026	\$739.35	
		Reimburse Mileage - Tulsa Airport	11-4200-630-026	\$152.60	\$1,047.69
143066	Bridges Experience, Inc	Bridges EXP Student Clinical Access	12-1214-700-002	\$20.00	
		Bridges EXP Student Clinical Access	12-1214-700-002	\$20.00	\$40.00
143067	Linda Gale Brown	Reimburse Mileage - June Clinical Adi	12-1210-601-000	\$727.30	
		Reimburse Mileage - Clinical Admin	12-1210-601-000	\$290.00	\$1,017.30
143068	CAAHEP	Annual Accreditation Program Fee	12-1214-670-000	\$660.00	\$660.00
143069	Molly E Coomes	Reimburse Mileage - Joplin, MO	12-4204-602-000	\$79.80	
		Reimburse Mileage - SEK Inc Forum	12-4204-602-000	\$51.48	
		Reimburse - Fire School Lunch	12-4204-699-000	\$55.92	
		Reimburse - Bambu Lab Filament	12-4204-701-000	\$113.12	
		Reimburse Supplies - Wreath Making	12-4204-701-000	\$75.84	
		Reimburse - Micro SD Cards for Dron	12-4204-701-000	\$87.76	\$463.92
143070	CPI Technologies, Inc	Copier Contract - Cherokee Center	11-7103-701-000	\$169.81	\$169.81
143071	Leanna Doherty	Reimburse - Frame for DFA 2026	11-6504-692-002	\$182.10	\$182.10
143072	Elan Financial Services	Walmart + June 2026	11-0100-484-000	\$14.02	
		Hampon Inn - Howard/Allison - Hutchi	11-5302-601-000	\$170.13	
		Hampon Inn - H Hall - Hutchinson	11-5302-601-000	\$127.33	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	7/23/2026	Account Number	Amount	Total
143072	Elan Financial Services	Hampon Inn - B McCall - Hutchinson		11-5302-601-000	\$148.73	
		Apple Music - Monthly Subscription		11-5506-701-000	\$10.99	
		Trello - Annual Renewal		11-6301-701-000	\$479.96	
		InstructureCon - J Burzinski - Conf Re		11-6401-601-000	\$530.00	
		Delta - J Burzinski - InstructureCon		11-6401-601-000	\$674.39	
		Indeed - Open Positions Posting		11-6504-613-000	\$87.87	
		Brown Industries - 2026 Service Pins		11-6504-692-001	\$194.70	
		TaxBandits - 2nd Qtr 941 Filing Fee		11-6504-701-000	\$5.95	
		Home Depot - Portable AC, IT Server		11-7102-649-000	\$649.95	
		KS.gov - CMA KDADS Fees		12-4204-701-002	\$20.50	\$3,114.52
143073	Gabrielle Evans	Reimburse Mileage - KAP Conference		11-6505-601-000	\$195.30	\$195.30
143074	Evergy Kansas Central INC	Electricity - 1230 Main		11-7102-634-000	\$376.49	
		Electricity - Athletic Expansion		11-7102-634-000	\$6,154.58	
		Electricity - Vehicle Lot		11-7102-634-000	\$73.66	\$6,604.73
143075	Janice S Every	Weekly Landscaping (6/29 to 7/12)		11-7202-648-000	\$200.00	
		Weekly Landscaping (7/13 to 7/19)		11-7202-648-000	\$200.00	\$400.00
143076	FedEx Freight Corp	Freight - Supplies for Gym Floor		11-7102-649-000	\$210.00	\$210.00
143077	Lindi D Forbes	Reimburse Mileage - KAP Conference		11-6505-601-000	\$202.30	\$202.30
143079	Kansas Gas Service	Gas Service		11-7102-633-000	\$519.93	
		Gas Service - WTC		12-4204-633-000	\$66.92	
		Gas Service - Student Union		16-9482-633-000	\$128.72	\$715.57
143080	Deardin Gracen Kelley	Reimburse Mileage - June Recruiting		11-5504-603-000	\$185.50	\$185.50
143081	Deardin Gracen Kelley	Team Dinner		11-5504-601-000	\$400.00	\$400.00
143083	Landauer Inc	Student Radiation Monitor		12-1210-700-002	\$12.60	\$12.60
143084	Medco Supply Company	Classic Wrap, 4" x 650', 6/case		11-5507-701-000	\$163.75	\$163.75

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	7/23/2026		Account Number	Amount	Total
143085	P1 Service, LLC	2nd Floor Zetmeir - Labor & Materials	64-7100-649-000		\$507,167.00	\$507,167.00	
143086	Kevin Pommier	Cardinal Cafe House Account Refund	16-0000-217-000		\$46.86	\$46.86	
143087	Elizabeth R Robinson	Reimburse Meals - NACADA Conf/IA	11-5701-701-000		\$211.88		
		Reimburse Hotel - E Robinson - NAC	11-5701-701-000		\$1,295.28		
		Reimburse Hotel - A Bolinger - NACA	11-5701-701-000		\$1,115.52		
		Reimburse Mileage - NACADA Conf/I	11-5701-701-000		\$414.70	\$3,037.38	
143089	Susan Stolte	Reimburse Rental Car - AARC Conf	12-1246-630-000		\$363.34		
		Reimburse Parking - AARC Conf	12-1246-630-000		\$49.00		
		Reimburse Mileage - AARC Conf/Airp	12-1246-630-000		\$160.95	\$573.29	
143091	Touchtone Communications	Toll Free Fax Line	11-6501-631-000		\$115.86	\$115.86	
143092	WoodRiver Energy LLC	Natural Gas Service	11-7102-633-000		\$218.61		
		Natural Gas Service - Student Union	16-9482-633-000		\$31.68	\$250.29	
						<u>\$533,461.50</u>	

11-General Fund	\$23,232.71
12-Postsecondary Technical Education Fund	\$2,854.53
16-Auxillary Ent Fund	\$207.26
64-Deferred Maintenance	\$507,167.00
67-Capital Outlay	\$0.00
	<u>\$533,461.50</u>

Checks approved for release prior to Board action

President

Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
143093	Affinity Insurance Services, Inc	Liability Insurance - Nursing	12-1208-700-002	\$1,166.00	
		Liability Insurance - Radiologic Tech	12-1210-700-002	\$496.00	
		Liability Insurance - Respiratory Care	12-1211-700-002	\$277.00	
		Liability Insurance - DMS	12-1214-700-002	\$304.00	
		Liability Insurance - EMT	12-4204-701-002	\$208.00	
		Liability Insurance - Phlebotomist	12-4204-701-002	\$274.00	
		Liability Insurance - CMA & CNA	12-4204-701-002	\$2,822.00	\$5,547.00
143094	Macey Lynn Allison	Reimburse Meal - KACRAO/Hutch	11-5302-601-000	\$15.19	\$15.19
143095	Amazon Capital Services	Returned - Privacy Panel Feet	11-4203-701-000	(\$110.55)	
		Conditioning & Locker Room Supplies	11-5504-701-000	\$407.94	
		Locker Room Supplies	11-5504-701-000	\$482.16	
		Carlisle Turf Tires for SB Mower	11-5509-701-000	\$269.38	
		Emergency Bags Restock	11-6201-701-000	\$109.98	
		Emergency Bags Restock	11-6201-701-000	\$350.90	
		Exit Sign Emergency Light Batteries	11-7102-649-000	\$65.92	
		12V Rechargeable Battery & Door Ma	11-7102-649-000	\$109.84	
		Ear Plugs, 250 Pairs	12-1208-700-000	\$24.59	
		KCCLI Reading Material and Magnets	12-4204-701-000	\$41.53	\$1,751.69
143097	Gabriella I Cortez	Reimburse Mileage - June Recruiting	11-5503-603-000	\$826.00	\$826.00
143098	Janice S Every	Weekly Landscaping (7/20 to 7/26)	11-7202-648-000	\$200.00	\$200.00
143099	First Dakota Indemnity Company	Worker's Compensation Ins - Aug 202	11-6501-590-001	\$1,380.00	\$1,380.00
143100	Fort Scott Comm College	VB Tournament Entry Fee	11-5504-701-000	\$450.00	\$450.00
143101	Harrison William Hall	Reimburse Meals - KACRAO/Hutchin	11-5302-601-000	\$42.08	
		Reimburse Mileage - KACRAO/Hutchi	11-5302-601-000	\$261.00	\$303.08
143102	Mia Kathryn Howard	Reimburse Meals - KACRAO/Hutchin	11-5302-601-000	\$31.42	\$31.42

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	7/30/2026		Total
			Account Number	Amount	
143103	Theresa M Hundley	Reimburse Turnpike Tolls - JAM Conf	11-5303-601-000	\$45.26	\$45.26
143105	Kansas Gas Service	Gas Service - 1306 Main	11-7102-633-000	\$44.33	
		Gas Service - 1230 Main	11-7102-633-000	\$47.51	\$91.84
143106	KCKCC	VB Tournament Fee	11-5504-701-000	\$475.00	\$475.00
143107	Deardin Gracen Kelley	Volleyball Travel - 8/8-9/2026	11-5504-601-000	\$900.00	\$900.00
143108	Deardin Gracen Kelley	Volleyball Travel - 8/14/2026	11-5504-601-000	\$500.00	\$500.00
143109	Deardin Gracen Kelley	Volleyball Travel - 8/21-22/2026	11-5504-601-000	\$1,000.00	\$1,000.00
143110	Deardin Gracen Kelley	Volleyball Travel - 8/26/2026	11-5504-601-000	\$400.00	\$400.00
143111	Brandi McCall	Reimburse Meals - KACRAO/Hutchins	11-5302-601-000	\$29.81	\$29.81
143114	Rock Valley College	VB Tournament Fee	11-5504-701-000	\$500.00	\$500.00
143117	TreviPay	Walmart - IT Supplies	11-6401-701-000	\$32.71	
		Walmart - Security Camera TV Monitor	11-7102-649-000	\$478.00	
		Walmart - Red Rubber Mulch, 20 bags	11-7102-649-000	\$119.40	
		Walmart - Cardinal Cafe Food Items	16-9684-743-000	\$60.16	
		Walmart - Cardinal Cafe Food Items	16-9684-743-000	\$118.46	
		Walmart - Cardinal Cafe Food Items	16-9684-743-000	\$18.86	
		Walmart - Cardinal Cafe Food Items	16-9684-743-000	\$51.28	
		Walmart - Cardinal Cafe Food Items	16-9684-743-000	\$14.57	
		Walmart - Cardinal Cafe Food Items	16-9684-743-000	\$86.59	
		Walmart - Cardinal Cafe Food Items	16-9684-743-000	\$20.54	\$1,000.57
143118	Veritiv	Paper	11-6503-705-000	\$1,026.17	\$1,026.17

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	7/30/2026	Account Number	Amount	Total
143119	Wichita Public Schools	Futures Fair Registration - Admissions	11-5302-681-000		\$350.00	\$350.00
					<u>\$16,823.03</u>	
		11-General Fund	\$10,839.45			
		12-Postsecondary Technical Education Fund	\$5,613.12			
		16-Auxiliary Ent Fund	\$370.46			
		64-Deferred Maintenance	\$0.00			
		67-Capital Outlay	\$0.00			
			<u>\$16,823.03</u>			

Checks approved for release prior to Board action

President

Ann Shup
Deanna J. Doherty

Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

7/31/2026

Check Number	Vendor	Description	Account Number	Amount	Total
143121	A Book Company	Returned Financial Aid Books	16-0000-131-002	(\$394.97)	
		Financial Aid Books	16-0000-131-002	\$802.48	\$407.51
143122	American Electric Company	Maintenance Materials	11-7102-649-000	\$48.75	
		Floor Buffer Switch	11-7102-649-000	\$30.18	
		Maintenance Materials	11-7102-649-000	\$339.00	\$417.93
143123	American Library Association	Membership Renewal - P Coomes	11-4101-681-000	\$70.00	
		Membership Renewal - S Zollars	11-4101-681-000	\$234.00	\$304.00
143124	Butler Community College	KCCLJ Participant Fee - M Coomes	11-6501-681-000	\$1,428.57	\$1,428.57
143125	C D W Government Inc	Adobe Acrobat Studio Renewals	11-6401-701-000	\$9,024.80	
		Adobe Enterprise Software Renewals	11-6401-701-000	\$1,086.74	
		Adobe Creative Cloud Licenses	11-6401-701-000	\$2,187.63	
		Adobe Acrobat Pro Renewals	11-6401-701-000	\$4,394.75	\$16,693.92
143126	C. D. L. Electric Co., INC	Monthly Alarm Monitoring Fee	11-7202-648-000	\$45.00	\$45.00
143127	Columbus News-Report	Subscription Renewal	11-4101-704-001	\$150.00	\$150.00
143128	Credit World Services, INC	Student Account Collection Fee	11-0100-484-000	\$51.50	\$51.50
143129	Digital Connections Inc.	Lanier Copier Maintenance Contracts	11-6503-648-000	\$22.76	\$22.76
143130	EVCO Wholesale Food Corp.	Supplies	16-9684-701-000	\$149.29	
		Supplies	16-9684-701-000	\$165.13	
		Food Items	16-9684-743-000	\$861.79	
		Food Items	16-9684-743-000	\$263.97	
		Credit - Wrong Food Item	16-9684-743-000	(\$86.48)	\$1,353.70
143131	Fastenal Company	Water Bottle Filling Station - Library	11-7102-649-000	\$1,981.77	\$1,981.77
143132	Herff Jones, LLC	Diploma Covers, 200 ct,	11-5303-706-001	\$1,710.60	\$1,710.60
143133	Higher Learning Commission	Dues for Additional Locations	11-6501-681-000	\$840.00	
		2026-2027 Membership Dues	11-6501-681-000	\$6,312.90	\$7,152.90

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	7/31/2026		Total
			Account Number	Amount	
143134	Hipfl Construction Inc	Parking Lot Sealcoat - 13th & Broadw	67-7100-649-002	\$2,536.00	
		Parking Lot Repair - 13th & Broadway	67-7100-649-002	\$4,100.00	
		Parking Lot Sealcoat - Event Center	67-7100-649-002	\$2,786.75	
		Parking Lot Repair - Event Center	67-7100-649-002	\$3,900.00	\$13,322.75
143135	Hurst Review Services Inc	PN NCLEX Prep Reviews	11-4203-701-000	\$318.00	\$318.00
143136	Illumia, LLC	Campus Payment System Renewal	11-6401-701-000	\$19,576.00	\$19,576.00
143137	J and M Gym Pros LLC	Credit - Products Provided	11-6201-659-005	(\$2,917.58)	
		Gym Floor Refinishing - Two Coats	11-6201-659-005	\$4,620.00	\$1,702.42
143138	JJ Keller & Associates, Inc.	Federal Employment Posters	11-6504-701-000	\$117.06	\$117.06
143139	Jock's Nitch/Parsons	Shipping - Nursing - Student Polos	12-1208-700-002	\$23.00	
		Nursing - Student Polos w/Embroidery	12-1208-700-002	\$684.00	\$707.00
143140	Johnson Controls Building Solutions, L	BSSC HVAC System Repair Service Ce	11-7102-649-000	\$255.00	
		SSC HVAC System Repair - Labor	11-7102-649-000	\$826.00	\$1,081.00
143141	Joplin Supply Company, Inc.	Alderoni 7793 Level Sensor	11-7102-649-000	\$421.72	
		Zoeller 137-0002 Sump Pump	11-7102-649-000	\$549.11	\$970.83
143142	KanREN	Membership & Zoom License Renewal	11-6401-701-000	\$3,408.00	\$3,408.00
143143	Kansas Association of Community Coll	Lightcast Impact Study - College Shar	11-6501-681-000	\$10,679.47	
		2026-2027 Membership Dues	11-6501-681-000	\$8,712.00	\$19,391.47
143144	Kansas Outdoor Advertising	July Digital Billboard	11-6301-613-000	\$300.00	
		July Billboard Rentals	11-6301-613-000	\$725.00	\$1,025.00
143145	KCADNE	Annual Membership Dues	12-1208-670-000	\$75.00	\$75.00
143146	Kitchen Pass, Inc.	New Board Member Orientation/Lunct	11-6505-701-000	\$179.95	\$179.95
143147	KLKC FM	June Advertising	11-6301-613-000	\$400.00	\$400.00
143148	KONE Inc	Maintenance Agreement	11-7202-648-000	\$207.20	
		Maintenance Agreement	11-7202-648-000	\$1,336.24	\$1,543.44

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
143149	Labette Health	CPR Cards	12-4204-701-002	\$144.00	
		CPR Cards	12-4204-701-002	\$48.00	\$192.00
143150	Labette Health	Nursing Drug Screens	12-1208-700-002	\$320.00	
		Radiologic Tech Drug Screens, 1st Yr	12-1210-700-002	\$460.00	
		Radiologic Tech Drug Screens, 2nd Yr	12-1210-700-002	\$440.00	\$1,220.00
143151	Laser Designs/PSHTC	Name Badge - E Riggs	11-4202-701-000	\$5.00	
		Name Badge - A Jimenez	11-4203-701-000	\$5.00	
		Name Badge - M Russell	11-5304-701-000	\$5.00	
		Name Badge - T Lain	11-5502-701-000	\$5.00	
		Name Badge - J Maybank	11-5508-701-000	\$5.00	
		Name Badge - C Williamson	11-6301-701-000	\$5.00	
		Name Badge - K Foster	12-1208-700-000	\$5.00	\$35.00
143152	Marmic Fire and Safety Co Inc	Recharge, ABC & Link Ansul, Nozzle	11-7102-649-000	\$715.83	
		Kitchen Hood System & Puff Test	11-7202-648-000	\$475.00	
		Annual Fire Extinguisher Inspections	11-7202-648-000	\$846.00	\$2,036.83
143153	Marrone's Inc.	Supplies	16-9684-701-000	\$175.26	
		Food Items	16-9684-743-000	\$835.71	\$1,010.97
143154	McCarty's Office Machines Inc	Rubber Stamp	11-6101-702-000	\$38.95	
		Copy Usage - Gymnasium	11-6401-701-000	\$11.07	
		IRADV Copier Toner	11-6401-701-000	\$308.00	
		Copy Usage - Print Shop	11-6503-648-000	\$208.95	
		Supplies	11-6503-701-000	\$72.32	
		Supplies	11-6503-701-000	\$120.94	
		Supplies	11-6503-701-000	\$245.77	
		Lorell Mid-back Mesh Office Chair	11-7102-649-000	\$359.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	7/31/2026		Account Number	Amount	Total
143154	McCarty's Office Machines Inc	Copy Usage - WTC			12-1219-700-000	\$0.33	
		Copy Usage - Workforce Education			12-4204-701-000	\$93.87	\$1,459.20
143155	P1 Service, LLC	Maintenance Agreement			11-7103-649-000	\$129.80	
		Maintenance Agreement			11-7202-648-000	\$6,360.20	\$6,490.00
143156	Parsons Sun	SEK Family Display			11-6301-613-000	\$150.00	
		Years in Business Display			11-6301-613-000	\$35.00	\$185.00
143157	Pitney Bowes Bank, Inc	Postage - Account #20352357			11-6503-611-000	\$1,500.00	\$1,500.00
143158	QueenB Television of Kansas/Missouri	June Digital Advertising - KOAM			11-6301-613-000	\$2,050.00	\$2,050.00
143159	Quill LLC	Blank Check Stock, 500 count			11-6201-701-000	\$102.99	\$102.99
143160	Respondus	Lock Down Browser License Renewal			11-6401-701-000	\$3,295.00	
		Monitor Tiered License Renewal			12-1214-700-000	\$5,950.00	\$9,245.00
143161	Jason L Sharp	Vehicle Expense - August			11-6501-590-001	\$900.00	\$900.00
143162	Jeffrey Spielbusch	Grease Trap Service			11-7202-648-000	\$410.00	\$410.00
143163	Sports Imports, Inc	Shipping & Handling			11-5504-701-000	\$114.75	
		Volleyball Ball Cart			11-5504-701-000	\$275.00	
		Coaches Boxes - 24 inch			11-5504-701-000	\$870.00	\$1,259.75
143164	The Home Store	Maintenance Materials			11-7102-649-000	\$259.00	
		Maintenance Materials			11-7102-649-000	\$259.00	
		Maintenance Materials			11-7102-649-000	\$48.50	\$566.50
143165	The Morning Sun	Job Opening Ad - Allied Health Faculty			11-6504-613-000	\$75.00	
		Job Opening Ad - Allied Health Faculty			11-6504-613-000	\$75.00	\$150.00
143166	The Sherwin Williams Co	Paint and Supplies			11-7102-649-000	\$107.05	\$107.05
143167	UniFirst Corporation	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	\$270.89

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	7/31/2026	Account Number	Amount	Total
143167	UniFirst Corporation	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	
		Aprons, Mats, Mops, Cloths		16-9482-701-000	\$70.00	\$1,428.25
143168	Vance Lawn Care, Inc	Groundskeeping - Cherokee Center		11-7103-649-000	\$690.00	\$690.00
143169	Vietti Marketing Group	June Enrollment Campaign - Socials		11-6301-613-000	\$1,890.00	\$1,890.00
143170	Westlake Hardware, Inc	Maintenance Supplies		11-7102-649-000	\$17.98	
		Maintenance Supplies		11-7102-649-000	\$15.98	
		Maintenance Supplies		11-7102-649-000	\$21.98	
		Maintenance Supplies		11-7102-649-000	\$11.17	
		Maintenance Supplies		11-7102-649-000	\$42.94	
		Maintenance Supplies		11-7102-649-000	\$49.11	
		Maintenance Supplies		11-7102-649-000	\$50.95	
		Maintenance Supplies		11-7102-649-000	\$125.45	
		Maintenance Supplies		11-7102-649-000	\$7.59	
		Maintenance Supplies		11-7102-649-000	\$204.90	
		Maintenance Supplies		11-7102-649-000	\$18.99	
		Maintenance Supplies		11-7102-649-000	\$116.72	
		Maintenance Supplies		11-7102-649-000	\$15.55	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	7/31/2026	Account Number	Amount	Total
143170	Westlake Hardware, Inc	Maintenance Supplies		11-7102-649-000	\$55.58	\$754.89
					<u>\$129,221.51</u>	
	11-General Fund		\$104,603.38			
	12-Postsecondary Technical Education Fund		\$8,243.20			
	16-Auxiliary Ent Fund		\$3,052.18			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$13,322.75			
			<u>\$129,221.51</u>			