

**LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

November 10, 2016

5:30 p.m.

Conference Room

Review Copy

EXHIBIT 1

Labette Community College
Board of Trustees Meeting Agenda
Thursday, November 10, 2016
5:30 p.m.

Conference Room #1, Student Union Building

- I. Adoption of Agenda.....(Exhibit 1)
- II. Approval of October 13th, 2016, Regular Meeting Minutes .(Exhibit 2)
- III. Reports and/or Board Discussion
 - 1. Cardinal Villas Student Housing Update
 - 2. Faculty Senate Report
 - 3. Student Government Association Report
 - 4. Administrative Reports
 - a. Comparison of Expenditures to Budget
 - 5. President's Report
 - 6. Presidential Hire
- IV. Old Business (Action, Report, or Discussion)
 - A. Library Bid Specs.....(Agenda Item IV.A.)
(Exhibit 3)
- V. New Business (Action, Report, or Discussion)
 - A. Program Review: Dental Assistant(Agenda Item V.A.)
(Exhibit 4)
 - B. Policy Approval.....(Agenda Item V.B.)
(Exhibit 5)
 - C. Policy Review.....(Agenda Item V.C.)
(Exhibit 6)
 - D. Approval of Bills.....(Agenda Item V.D.)
(Exhibit 7)

I. Public Comment

The Board of Trustees agenda shall contain one opportunity for public comment. This structure has been designed to provide the public with an opportunity to comment on any topic. The Chair of the Board explains the Board's approach to the public comment with the following statement: **"At this time we invite anyone in the audience to speak to the Board about any item or concern that pertains to the college. By policy, at this time the Board will not take any action on any item or concern, but we will be happy to take it under advisement for possible future action."** The Board also retains the right to set time limits on public comment.

EXHIBIT 1

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

- VI. Next Regular Board Meeting: Thursday, December 8, 2016, 5:30 p.m. and Tentative Agenda Items
- VII. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
October 12, 2016

The Board of Trustees met at 5:30 p.m. on Thursday, October 12, 2016 in the Conference Room, Student Success Center Building.

Members Present

Mr. Montie Taylor
Mrs. Sophia Zetmeir
Mr. Carl Hoskins
Mr. Pat McReynolds
Mr. Mike Howerter

Members Absent

Mr. David Winchell

Others Present

Dr. George Knox
Leanna Doherty
Joe Burke
Bethany Kendrick
Lindi Forbes
Janice Every
Kathy Johnston
Sue Brouk

Chandler Gravett
Kevin Doherty
Dee Bohnenblust
Jill Coomes
Kim Beachner
Sherry Simpson
Mark Watkins

Megan Fugate recorded the minutes.

Adoption of Agenda (ACTION ITEM)

Chair Hoskins asked for changes or additions to the agenda. President Knox had no changes Mrs. Zetmeir moved to approve the agenda as presented. Mr. McReynolds seconded and motion carried 5-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Hoskins asked for corrections or additions to the September 8, 2016 regular meeting minutes, Mr. Taylor moved to approve the minutes as presented. Mrs. Zetmeir seconded and motion carried 5-0.

Reports and/or Board Discussion

Cardinal Villas Student Housing Update

President Knox reported that we had a great groundbreaking ceremony

Faculty Senate Report

None

SGA Report

Chandler Gravett was in attendance to give a short report.

Administrative Report

Comparison of expenditures to the budget – Leanna Doherty had placed the September financial report at the table. At the end of September we were 25% through the year. The general fund was 25% expended and the technical education/vocational fund was 25% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

President's Report

Dr. Knox gave a short report.

Presidential Hire

The Board of Trustees selected the members of the search committee for the presidential hire.

Mr. McReynolds moved to approve Cathy Hyten, Educational Support Staff, to the presidential hiring committee, Mr. Howerter seconded and motion carried 5-0.

Mr. McReynolds nominated Leanna Doherty to serve on the committee for Administration, Mr. Taylor nominated Joe Burke. Mr. McReynolds moved to close the nominations, Mr. Howerter seconded and motion carried 5-0.

The Board Chair asked for a show of hands for Leanna Doherty: Mr. McReynolds, Mr. Hoskins, and Mrs. Zetmeir. Mr. Taylor and Mr. Howerter voted no. Motion failed by lack of quorum 3-2.

The Board Chair asked for a show of hands for Joe Burke: Mr. Taylor and Mr. Howerter. Mr. McReynolds, Mr. Hoskins, and Mrs. Zetmeir voted no. Motion failed by lack of quorum 2-3.

Trustee Howerter suggested another vote for Leanna Doherty by show of hands. Mr. Howerter, Mr. McReynolds, Mr. Hoskins and Mrs. Zetmeir. Mr. Taylor voted no. Motion carried 4-1.

Mrs. Zetmeir nominated Tim Miller to serve on the committee for faculty, Mr. McReynolds nominated Kalynn Amundson. Mrs. Zetmeir moved to close the nominations, Mr. Howerter seconded and motion carried 5-0.

The Board Chair asked for a show of hands for Tim Miller: Mr. Howerter, Mr. Taylor, Mr. Hoskins, and Mrs. Zetmeir. Mr. McReynolds voted no. Motion carried 4-1.

Mrs. Zetmeir nominated Bethany Kendrick to serve on the committee for professional staff, Mr. Taylor nominated Megan Fugate. Mrs. Zetmeir moved to close the nominations, Mr. McReynolds seconded and motion carried 5-0.

The Board Chair asked for a show of hands for Bethany Kendrick: Mr. Howerter, Mr. Hoskins, and Mrs. Zetmeir. Mr. McReynolds and Mr. Taylor voted no. Motion died for lack of quorum 3-2.

The Board Chair asked for a show of hands for Megan Fugate: Mr. Taylor and Mr. McReynolds. Mr. Howerter, Mr. Hoskins, and Mrs. Zetmeir voted no. Motion died for lack of quorum 2-3.

Bethany Kendrick declined the nomination.

The Board Chair called the vote again for Megan Fugate by show of hands: Mr. Taylor, Mr. McReynolds, Mr. Hoskins and Mrs. Zetmeir. Mr. Howerter abstained, motion carried 4-1.

Mr. Howerter nominated Chandler Gravett to serve on the committee for the student position. Mr. Howerter moved to close the nominations, Mrs. Zetmeir seconded and motion carried 5-0.

The Board Chair asked for a show of hands for Chandler Gravett: Mr. Taylor, Mrs. Zetmeir, Mr. Hoskins, Mr. McReynolds, and Mr. Howerter.

Mrs. Zetmeir nominated Montie Taylor and Pat McReynolds to fill the Trustee position on the committee. Mr. Howerter nominated Dave Winchell. Mr. Howerter moved to close the nominations. Mr. McReynolds seconded and motion carried 5-0.

The Board Chair asked for a show of hands for Pat McReynolds: Mr. Howerter, Mr. Hoskins, Mrs. Zetmeir, Mr. Taylor and Mr. McReynolds, motion carried 5-0.

The Board Chair asked for a show of hands for Montie Taylor: Mr. Howerter, Mr. Hoskins, Mrs. Zetmeir, and Mr. McReynolds. Mr. Taylor abstained. Motion carried 4-1.

The Board Chair asked for a show of hands for Dave Winchell: No one. Mr. Taylor, Mr. McReynolds, Mrs. Zetmeir, and Mr. Hoskins voted against, Mr. Howerter abstained. Motion failed 0-5.

Community members to serve on the committee were discussed and Mr. Howerter moved to table the nomination of community members until next month. Bethany Kendrick will work with Janice Every on a press release to be sent out and interest from community members was expressed to the Board. Mr. McReynolds seconded and motion carried 5-0.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

None

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

2016 Report of Student Learning

Dr. Mark Watkins, Dean of Instruction reviewed the information.

Program Review: Nursing

The Nursing Program Review was discussed. Sue Brouk and Dee Bohnenblust were in attendance to answer any questions. Mr. Howerter moved to approve the Nursing Program Review. Mrs. Zetmeir seconded and motion carried 5-0.

Policy Review

The Board of Trustees will review the following policies:

Policy 3.23 Intellectual Property

Policy 3.24 Academic Freedom

Policy 3.26 New Course or New Program Approval

Action will be taken in November.

Approval of Bills

Mr. McReynolds moved to approve the payment of the bills. Mrs. Zetmeir seconded and motion carried 5-0.

Kevin Doherty gave an update on the renovation plans for the library. He also gave an update on the Cherokee Center Roof.

Public Comment

None

Next Board Meeting: Date, Place, Time, and Tentative Agenda Items

Chair Hoskins reminded everyone of the next regular meeting of the Board of Trustees scheduled for November 10, 2016 at 5:30 p.m., Conference Room, Student Success Center Building.

Adjournment

Mrs. Zetmeir moved to adjourn the meeting at 6:57pm. Mr. McReynolds seconded and motion carried 5-0.

Megan Fugate, Clerk of the Board

Agenda Item: IV.A.
Date: November 10, 2016

SUBJECT

Library Renovations

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

Since the purchase of the former Bank of Parsons building we have been working on plans to renovate the space to move the library to this building. The plans that were reviewed at the October meeting have now been approved by the Kansas State Fire Marshal.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve the bid specs for the library renovations.

(agnbudget07-08adopt)

DIVISION 0 INSTRUCTIONS TO BIDDERS

- A. Scope of Project
1. The project consists of the renovations for a building to be used as a library for Labette Community College, (herein called the Owner), at 1230 Main Street, in Parsons, Kansas including, Architectural, Mechanical, Electrical and Site Work.
 2. Each proposal includes a BASE BID AMOUNT which represents a summary of all costs. The Bidder is required to break down his costs into major building components. The costs given for these building components must add together to equal the amount given in the BASE BID AMOUNT. The Owner reserves the right to award a contract based on the bids or reject any or all bids. The Owner also reserves the right to waive informalities or minor irregularities in any bid.
- B. Plans & Specifications
1. Plans and specifications may be obtained from Labette Community College, Kevin Doherty or by contacting the Project Architect's office. The address is:
Design Group Architects Ltd.
206 South Killingsworth Avenue
Bolivar, MO 65613-1868
(417) 327-7465, www.dgalttonline.com
Ed Kurtz, AIA, Project Architect, ed@dgalttonline.com
 2. All requests for plans and specifications must be received by the Owner or in the office of the Project Architect on or before November 14, 2106 to be made available for bidding.
- C. Familiarity with Conditions
1. Prior to the submission of the Proposal, the Bidder shall make and shall be deemed to have made a careful examination of the Plans and Specifications, Proposal Form, Contract Agreement, Contractor's Bond attached thereto; visited the site of the work; examined carefully local conditions; informed themselves by their independent research of the difficulties to be encountered and judged for themselves the accessibility of the work and all attending circumstances affecting the cost of doing the work or the time required for its completion; and obtained all information required to make an intelligent proposal. Bidders shall rely exclusively upon their own estimates, investigations, and other data which are necessary for full information upon which the proposal may be based. It is mutually agreed that submission of a proposal will be evidence that the Bidder has made the examination and investigations required herein.
- D. Interpretation of Plans and Specifications
1. If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the plans, specifications, or other proposed contract documents, he may submit to the Architect a written request for an interpretation thereof. An interpretation of the proposed documents will be made by Addendum duly issued at least one (1) week prior to bid date and a copy of such Addendum will be mailed or delivered to each person receiving a set of such documents. All request for interpretation must be submitted to the Architect in ample time to be included in the above-mentioned Addendum. No requests for interpretation or approval of materials or manufactures of materials other than those specified will be accepted after this date. The Owner will not be responsible for any explanation or interpretations of the proposed documents. The Architect will be contacted when the Bidder has questions or is in doubt of the true meaning of the work and materials required by the Documents when the work or materials relate to architectural requirements.
- E. Receipt and Opening of the Bids
1. Labette Community College invites bids on the form attached hereto, all blanks of which must be appropriately filled in. Bids will be received by the Owner at Labette Community College, 200 South 14th Street, Parsons, KS 67357 to the attention of Mr. Kevin Doherty, until Thursday, December 1, 2016 at or before 4:00 p.m. Bids will be publicly opened on December 1st at 4:00 p.m. in the Student union lobby on the second floor of the Student Union Building. All bids will be reviewed by the LCC Board of Directors on December 8th and their response will be released to all bidders in a timely manner. All bids must be received in sealed envelopes marked with the project name on the envelope. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within 30 days after the actual date of the bid opening thereof.

- F. **Telegraphic Modification**
1. Any Bidder may modify their bid by telegraphic or facsimile communication at any time prior to the scheduled closing time for receipt of bids, provided such telegraphic or facsimile communication is received by the Owner prior to the closing time, and, provided further, the Owner is satisfied that a written confirmation of the telegraphic or facsimile modification over the signature of the bidder was mailed prior to the closing time.
 2. The telegraphic or facsimile communication should not reveal the bid price but should provide the addition or subtraction or other modification so that the final prices or terms will not be known by the Owner until the sealed bid is opened.
 3. If written confirmation is not received within two days from the closing time, no consideration will be given to the telegraphic or facsimile modification.
- G. **Qualification of the Bidder**
1. The Owner may make such investigations as is deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request.
 2. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.
- H. **Bid Security**
1. Each bid shall be accompanied by cash, certified check of the bidder, or a bid bond, duly executed by the bidder as principal and having as surety thereon a surety company approved by the Owner in the amount of 5% of the bid. Such cash, checks or bid bonds will be returned to all except the three lowest bidders, within three days after the opening of bids, and the remaining cash, checks or bid bonds will be returned promptly after the Owner and the accepted bidder have executed the contract.
- I. **Liquidated Damages for Failure to Enter into Contract**
1. The successful Bidder, upon their failure or refusal to execute and deliver the contract and bonds required within 10 days after they have received notice of the acceptance of their bid, shall forfeit to the Owner, as liquidated damages for such failure or refusal, the security deposited with their bid.
- J. **Time of Completion and Liquidated Damages**
1. Bidder must agree to commence work on or before a date to be specified in a written "Notice to Proceed" of the Owner and to fully complete the project within the allotted number of consecutive calendar days thereafter, as agreed by the Owner, Architect, and Contractor during contract negotiations after the acceptance of the bid. Bidder must agree also to pay, as liquidated damages, the sum of Two Hundred and Fifty dollars (\$250.00) dollars for each consecutive calendar day thereafter as hereinafter provided in the General Conditions.
- K. **Addenda and Interpretations**
1. No interpretation of the meaning to the plans, specification or other pre-bid documents will be made to any bidder orally.
 1. Every request for such interpretations should be made in writing addressed to Ed Kurtz, Project Architect, Design Group Architects Ltd., 206 South Killingsworth Avenue, Bolivar, MO 65613, (417) 327-7465, or via e-mail to ed@dgaltdonline.com with return receipt requested.
 2. Failure of any bidder to receive any such addendum or interpretation shall not relieve such bidder from any obligation under their bid as submitted. All addendum so insured shall become part of the contract documents.
- L. **Method of Award**
1. **Lowest Qualified Bidder:** If at the time this contract is to be awarded, the lowest base bid submitted by a responsible bidder does not exceed the amount of funds then estimated by the Owner as available to finance the contract, the contract will be awarded on the base bid only. If such bid exceeds such amount, the Owner may reject all bids or may award the contract on the base bid combined with such deductible alternates applied in numerical order in which they are listed in the Form of Bid, as produces a net amount which is within the available funds.
- M. **Obligations of the Bidder**
1. At the time of the opening of the bids, each bidder will be presumed to have inspected the site and to have read and to be thoroughly familiar with the plans and contract documents, including all addenda.
 2. The failure or omission of any bidder to examine any form, instrument or document shall in no way relieve

any bidder from any obligation in respect of their bid.

N. Safety Standards and Accident Prevention

1. With respect to all work performed under this contract, the Contractor shall:
 - a. Comply with the safety standards provisions of applicable laws, building and construction codes, and the Manual of Accident Prevention in Construction" published by the Associated General Contractors of America, the requirements of the Occupational Safety and Health Act of 1970 (Public Law 91-596), and the requirements of Title 29 of the Code of Federal Regulations, Section 1518 as published in the "Federal Register", Volume 36, No. 75, Saturday, April 17, 1971.
 - b. Exercise every precaution at all times for the prevention of accidents and the protection of all persons (including employees) and property.
 - c. Maintain at their office or other well-known place at the job site, all articles necessary for giving first aid to the injured, and shall make arrangements for the immediate removal to a hospital or a doctor's care of any and all persons (including employees) who may be injured on the job site.

O. Conditions of the Work

1. Each bidder must inform themselves fully of the conditions relating to the construction of the project and the employment or labor thereon. Failure to do so will not relieve a successful bidder of their obligation to furnish all materials and labor necessary to carry out the provisions of their contract.
2. Insofar as possible, the contractor, in carrying out the work, must not employ such methods or means as will not cause any interruption of or interference with the work of any other contractor.

P. Security for Faithful Performance

1. Simultaneously with the delivery of the executed contract, the Contractor shall furnish a surety bond or bonds as security for the faithful performance of this contract and for the payment of all persons performing labor on the project under this contract and furnishing materials in connection with this contract, as specified in the General Conditions included herein. The surety on such bond or bonds shall be a duly authorized surety company satisfactory to the Owner.

Q. Sales Tax Exemption

1. The General Contractor can access and utilize the Owner's sales tax exemption status for the length of the construction period for this project. Specific guidelines for the use of this status will be outlined as a condition of the Contract for the construction of this project. In no way, shall this status be extended beyond the construction period of for another project not related to this project.
2. The General Contractor shall be responsible to document and submit all instances of the utilization of this status.

R. Unit prices to be included in the bid

1. The bidders shall include the following unit price(s) in their bid to the Owner:
 - a. Carpet tiles, foam backed - \$5.60 per SF

S. Alternates to the bids

1. Each bidder shall provide an alternate to the bids as follows:
 - a. Alternate No. 1 – Provide a new concrete accessible ramp and railing at the east side of the building per sheet A1. This ramp shall be attached to the existing landing and steps in that location. This alternate shall include the ramp, railings, re-swing of door no. 2, and the relocation of the existing gas meter in the area.



206 South Killingsworth Ave.
Bolivar, MO 65613-1868
(417) 327-7465
www.dgaltdonline.com

Labette Community College
Library renovation, 1230 Main Street
Parsons, Kansas

Suggested Bidders List

As of October 24, 2016

General Contractors

Decker Construction, Inc.

1215 East 8th Street
Coffeyville, KS 67337
(620) 251-7693
Mr. Lee Harris, lee@decker-construction.com

Forbes Construction

429 North 26th Street
Parsons, KS 67357
(620) 421-4830
Mr. Gregg Forbes

HCC General Contractors

420 West Atkinson
Pittsburg, KS 66762
(620) 231-0992
Mr. Bill Shaffer, hcc@hccgeneralcontractors.com

Home Improvements

3830 Main Street
Parsons, KS 67357
(620) 421-9443
Mr. Mark Forbes

Hometown Renovations

409 North 20th Street
Parsons, KS 67357
(620) 423-3807
Mr. Terry Hunter

Greg Hinman Construction

14660 Sue Street
Erie, KS 66733
(620) 820-1683
Mr. Greg Hinman, greghinmanconstruction@yahoo.com

LaForge and Budd Construction Co., Inc.

2020 North 21st Street
Parsons, KS 67357
(620) 421-4470
Mr. Terry Hardman, terry@laforgebudd.com

Mark Martin Construction

1758 25000 Road
Parsons, KS 67357
(620) 423-0895
Mr. Mark Martin

Newberry Construction

6 Center Street
Galesburg, KS 66740
(620) 763-2320
Mr. Kelley Newberry

Tri State Building

816 East Jefferson
Pittsburg, KS 66762
(620) 231-5260
Mr. Aaron Murphy, aaron@tristatebuilding.net

Bid Form

Labette Community College
Library renovations, 1230 Main Street
Parsons, Kansas

To: Labette Community College
200 South 14th Street
Parsons, KS 67357
Attn: Mr. Kevin Doherty

Dear Labette Community College;

Contract Price

1. I propose, as a General Contractor, to furnish all labor and materials required for the above Project and to construct the Project in strict conformity with all plans, Instructions to Bidders, and other specifications and drawings provided by the Owner and Architect and any laws, statutes, ordinances, rules and regulations of any government agencies or public authorities relating to the Project for the sum of:

Base Bid Amount: \$ _____

Alternate No. 1: \$ _____

Time of Completion

2. I agree to execute a Contract for the Project, deliver the bonds required by that contract, commence actual work on the Project immediately and further agree to have the project to Substantial Completion in _____ calendar days as specified in the contract documents issued in connection with the Project.

Examinations and Investigations

3. I acknowledge that I have performed the following:
 - A. Carefully examined the drawings and specifications for the Project as provided by the Owner and Architect.
 - B. Carefully examined all documents issued in connection with the project.
 - C. Examined the job site on which the project is to be constructed, including all existing conditions and new construction opportunities identified in the project documents.
 - D. Determined to my own satisfaction all conditions or limitations that exist or that may arise affecting the project all difficulties that may be encountered in the construction of the project.
 - E. Made this bid on the basis of the above examinations, inspections, and determinations, and not on the basis of any representations or promises made to me by Labette Bank or Design Group Architects Ltd, or by any agent of the same.

Receipt of Addenda

We acknowledge receipt of addenda as follows:

(list addendum and date)

Bidder's signature

Date:

Bidder's printed name

Bidder's address: _____

Bidder's contact phone number: _____

Bidder's email address: _____

Agenda Item #: V.A.
Date: November 10, 2016

SUBJECT

Program Review: Dental Assistant

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

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

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve the Program Review: Dental Assistant as presented.

COVER SHEET
ACADEMIC PROGRAM REVIEW
SELF STUDY AND SUMMARY REPORT

Academic Program/Discipline: Dental Assistant

Report Prepared by: Dental Assistant Program Review Committee

Program Director

Leigh Ann Martin..... *Leigh Ann Martin* 24 Oct 16

Based on the information presented in this program review, the committee recommends this approved Program Review report to President's Council.

Committee Members

Signatures

Date

Vice President of Student Affairs or Designate

Sam Jack..... *SH*

Vice President of Finance and Operations or Designate

Connie Nance..... *Connie Nance*

Director of Public Relations or Designate

Kimi Dowling..... *Kimi Dowling*

Director of Information Technology or Designate

Cody Nutt..... *Cody Nutt*

Dean of Instruction or CTE Director

Susan Brouk..... *Susan Brouk* 10/26/16

Educational Support Staff

Ashley Savage..... *Ashley N. Savage* 10/24/16

Vice President of Academic Affairs

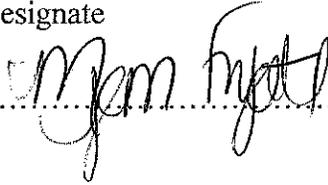
Joe Burke..... *Joe C. Burke* 10/31/16

Based on the information presented in this program review, the President's Council recommends this approved program to the President.

President's Council Designate

Date

Megan Fugate.....



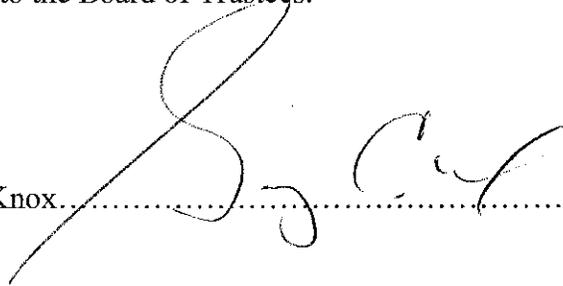
10/31/16

Based on the information presented in this program review, the President recommends this approved program to the Board of Trustees.

President

Date

Dr. George C. Knox.....



10/31/16

Executive Summary

The Dental Assisting program is one of three new programs that were made possible by the Title III grant and is the only Labette Community College (LCC) program offered exclusively at the Cherokee Center.

Although the Dental Assisting program is still in the growing phase, it is showing steady growth and is nearly at maximum enrollment capacity. In addition, the program is becoming known in the region for graduating quality dental assistants as evidenced by increasing number of calls from area dental offices seeking to hire graduates. LCC's Dental Assisting program is one of four programs in Kansas accredited by the Commission on Dental Accreditation (CODA).

In addition to the financial support provided by the Title III grant, LCC's Dental Assisting program would not have been launched without our partnership with the Community Health Center of Southeast Kansas (CHCSEK). CHCSEK personnel were involved from the very beginning with the planning phase and offered use of their clinic in Pittsburg for labs so that the program could be accredited. Initially all labs for the program were scheduled at CHCSEK for access to all of the equipment necessary per CODA standards and to be under the direction of a licensed dentist as required for certain activities. Even though we have expanded the lab space and equipment available at the Cherokee Center, we will need to continue leasing space from CHCSEK for some labs to remain in compliance with all CODA standards.

Recent renovations at the Cherokee Center have given the Dental Assisting program the additional space needed to accommodate increased enrollment but the program continues to share classroom and lab space with other classes. This situation is manageable but there is no room for growth or additional offerings of the biological science courses.

As the Dental Assisting program reaches full capacity, it will be necessary to add a part-time Clinical Coordinator position to help manage the work load. Currently the only full-time person supporting the Dental Assisting program is the program director. Although adjunct instructors are used with the didactic and lab portions of the program, adjuncts cannot be utilized for administrative functions.

It is the recommendation of the program review committee that LCC continues to offer the Dental Assisting program. The Dental Assisting program is an anchor for the Cherokee Center and its presence will help attract students.

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ACADEMIC PROGRAM/DISCIPLINE REVIEW
Labette Community College

Introduction to Program

The Dental Assistant Program was one of three allied health programs developed under the Title III grant received in 2009. Utilizing the grant money made it possible to graduate the first graduating class in 2013. This will be the first program review submitted for the Dental Assistant Program.

A. Program Relation to College Mission, Core Values, and Strategic Plan

In alignment with Labette Community College's Vision and Mission Statements, the Dental Assistant Program strives for excellence in developing graduates that are altruistic, quality-oriented and strive for life-long learning opportunities. Graduates will, under the supervision and direction of dentists, assist with or provide dental services to patients in a safe, legal, competent and effective manner.

The Dental Assistant program incorporates LCC's core values as the guiding principles for training the dental assistant students:

Student Learning: Labette Community College makes every effort to provide collegial programs and services by providing a caring and qualified faculty/staff to assist all students and community members in attaining the foundational skills and knowledge essential for success in work and in life, in a supportive and accountable environment.

Education for a Globally Connected World: Labette Community College promotes the diversity in our communities and our world by valuing the dignity, worth, and potential of all persons; by using diverse delivery methods and evolving technology; and by improving the communities we serve through civic engagement opportunities.

Continuous Improvement: Labette Community College strives for continual institutional improvement through strategic planning, program and department reviews, outcome assessments, professional development, performance agreements, policy and procedure updates, and campus environment enhancement.

Integrity and Transparency: Labette Community College operates in an environment of integrity and transparency through honest ethical practices, open communication, and accountability, for transactions with all constituencies.

Sustainability of the Institution: Labette Community College encourages innovation and personal growth, maintains financial accountability, supports student retention and success, and plans strategically for the future, while adhering to state, federal, and governing agency guidelines.

B. Program Recognition/Accreditation

The Dental Assistant Program has been granted full accreditation by the Commission on Dental Accreditation (CODA). The program's next scheduled site visit will be in 2020. LCC's Dental Assisting program is one of four accredited programs in Kansas.

Since the initial accreditation, CODA has approved the expansion of the Cherokee Center space (renovations completed this summer to adjoin the lab and adjacent classroom to create separate spaces for lab activities and classroom instruction) and is currently reviewing a program change request to approve enrollment of up to 12 students. Enrollment will be capped at 12 students due to the maximum capacity of the facility and available resources to students as well as the number of graduates that can be supported by the local labor market.

C. Program/Discipline Demand/Need

The Dental Assistant is a skilled health care worker that assists the dentist in providing dental care to patients in a variety of clinical settings. Duties include gathering and recording diagnostic treatment information, assisting the dentist with dental procedures, exposing radiographs, performing lab procedures associated with dental treatment, applying principles of infection control and providing patient education.

The United States Bureau of Labor Statistics projects employment of dental assistants to grow 18% from 2014 to 2024, much faster than the average. This can be directly related to the aging baby-boom population. Also, more individuals than ever have access to health insurance due to the federal health insurance reform. Now that more individuals have dental insurance, they are more likely to visit the dentist than in years past.

U.S. Bureau of Labor Statistics for Dental Assistants

Dental Assistants	
2015 Median Pay	\$35,980 per year, \$17.30 per hour
Typical Entry-Level Education	Postsecondary nondegree award
Work Experience in a Related Occupation	None
On-the-job Training	None
Number of Jobs, 2014	318,800
Job Outlook, 2014-24	18% increase (Much faster than average)
Employment Change, 2014-24	58,600

Kansas Bureau of Labor Statistics for Dental Assistants

Wages and Employment by Occupation			
2015 Kansas Wage Survey			
Dental Assistants			
	Employment	Mean Ave. Hourly Salary	Mean Annual Salary
Kansas	2,810	\$16.71	\$34,754

Source: Kansas Department of Labor, Labor Market information Services in conjunction with the Bureau of Labor Statistics, Occupational Employment Statistics

Missouri Bureau of Labor Statistics for Dental Assistants

Wages and Employment by Occupation			
2015 Missouri Wage Survey			
Dental Assistants			
	Employment	Mean Ave. Hourly Salary	Mean Ave. Annual Salary
Joplin, MO Metro Statistical Area	180	\$15.71	\$32,680
Kansas City, MO-KS Metro Statistical Area	1,970	\$17.67	\$36,750
St. Joseph, MO-KS Metro Statistical Area	80	\$15.97	\$33,230
St. Louis, MO-IL Metro Statistical Area	2,700	\$16.79	\$34,920
Springfield, MO Metro Statistical Area	510	\$16.75	\$34,830

Source: Division of Occupational Employment Statistics, U.S. Bureau of Labor Statistics

D. Summary Statement of Faculty Qualifications

(data found in Appendix B)

E. Faculty Recognition

Leigh Ann Martin was recognized as LCC's Employee of the Month in August 2015.

F. How Does the Discipline Use Professional Development?

Using Perkins funds, Leigh Ann Martin has attended the Dental Educators Boot Camp in Amelia Island, Florida for the past two years. This conference includes the teaching methodology courses that are required by CODA.

G. Student Enrollment

1. Number of students admitted to the program/declared majors and program completers and transfer/licensure rates.

Dental Assisting	AY2013	AY2014	AY2015	AY2016
Total Student Enrollment	7	8	6	10
Certificate Completers	7	8	6	10
AAS Program Completers	1	4	4	9
DANB Certification	4	3	5	*

*AY2016 graduates are in the process of testing. All 10 have applied to take the exam.

Note: Dental Assistants are not required to take the DANB Certification exam to practice as a dental assistant. However, they are strongly encouraged to test.

Perkins Core Indicators of Performance: Dental Assisting AAS Degree

Note: See Appendix C for definitions of Perkins performance indicators and the formulas used to calculate each indicator.

Perkins Core Indicator	AY 2013		AY 2014		AY 2015	
Technical Skill Attainment	4/6	67%	8/10	80%	8/10	80%
Credential Certificate/Degree	1/3	33%	5/8	63%	10/11	91%
Retention	1/3	33%	3/3	100%	4/4	100%
Placement	3/3	100%	7/8	88%	8/11	73%
Non-Traditional Participation	13/25	52%	1/22	4.6%	1/14	7.1%
Non-Traditional Completion	0/4	0%	0/7	0%	1/8	13%

Perkins Core Indicators of Performance: All CTE Programs

Perkins Core Indicator	AY 2012		AY 2013		AY 2014		AY 2015	
	Neg. Rate	Actual Rate						
Tech. Skill Attainment	96%	97%	96%	86%	94%	85%	94%	87%
Credential Cert./Degree	80%	78%	80%	71%	79%	61%	79%	77%
Retention	81%	82%	81%	72%	79%	84%	80%	81%
Placement	71%	90%	72%	85%	73%	84%	73%	86%
Non-Trad. Participation	36%	57%	37%	52%	37%	50%	38%	34%
Non-Trad. Completion	10%	7.6%	10%	18%	10%	4.8%	10%	10%

2. What recruiting and retention strategies are used by the program/discipline?

Recruiting strategies:

- ✓ The Dental Assistant program utilizes flyers, brochures and social media to increase program visibility.
- ✓ With the help of LCC's Public Relations Office, two commercials have been shot in the past two years.
- ✓ Press releases for big events/donations
- ✓ Dental Assistant main website is updated frequently.
- ✓ Regular, ongoing contact with prospective students via e-mail, mail and telephone.
- ✓ KU Camp Med
- ✓ Presentations at area high schools

Retention strategies:

- ✓ Private class Facebook page enables students and instructors to communicate effectively outside of class.
- ✓ Private mid-term meetings with each student. If needed, an improvement plan is implemented.
- ✓ Open door policy for instructors
- ✓ Encouraging/positive classroom atmosphere

3. Total number of students by course per year.

Code	Course Title	AY '13	AY '14	AY '15	AY '16
DNAS 101	Fundamentals in Dental Assisting I	7	8	6	10
DNAS 105	Anatomy for Dental Assistants	7	8	6	10
DNAS 107	Dental Health Education	7	8	6	10
DNAS 110	Infection Control for Dental Practices	7	8	6	10
DNAS 111	Dental Materials I	7	8	6	10
DNAS 114	Chairside Assisting I	7	8	6	10
DNAS 118	Dental Radiology I	7	8	6	10
DNAS 119	Dental Anatomy	7	8	6	10
DNAS 125	Dental Science	7	8	6	10
DNAS 135	Chairside Assisting II	7	8	6	10
DNAS 140	Dental Practice Management	7	8	6	10
DNAS 144	Clinical Experience I	7	8	6	10
DNAS 151	Clinical Experience II	7	8	6	10

4. Total number of program students sorted by main campus, concurrent, online, and Cherokee per year.

The Dental Assistant program is offered only at the Cherokee Center; all dental assisting courses with the exception of the two clinical experience courses are taught on-ground at the Cherokee Center. Space for some of the dental assisting labs is leased from the Community Health Center of Southeast Kansas (CHCSEK) in Pittsburg, Kansas. For the clinical experience courses, students complete their clinical experience hours at various dental offices and clinics in southeast Kansas and southwest Missouri.

5. Number of courses and percentage of courses taught by full-time and adjunct instructors in the discipline. (Five year total)

Per the standards set by the Commission on Dental Accreditation, LCC is required to have one instructor per six students in the lab portions of all courses. Therefore, the table below indicates classroom instruction and lab instruction and identifies the number of classroom and lab hours taught by the director and those taught by adjunct instructors. There are no full-time faculty who teach in the Dental Assistant program.

	AY2013	AY2014	AY2015	AY2016
Director Classroom Instruction	11	15	10	10
Adjunct Classroom Instruction	0	0	4	4
Director Lab Instruction	9	13	5	2
Adjunct Lab Instruction	2	2	6	18

H. Program Assessment

What are the Program Outcomes Results?

The Dental Assisting program seeks to prepare students to assume a professional and active role within the dental community. Program Outcomes help link program goals to Labette Community College's Vision and Mission Statements.

The program outcomes seek to:

- Produce dental assistants that are prepared to competently meet entry level duties of a dental assistant in a variety of settings.

- Produce dental assistants that are prepared to successfully complete the Dental Assistant National Board Examination (DANB).

- Develop and deliver an integrated academic program leading to the successful completion of the guidelines developed by the Kansas Board of Regents (KBOR) and the Commission on Dental Accreditation (CODA).
- Advance the recognition of the field of dentistry and the role of the dental assistant within that field.
- Promote the importance of continued personal and professional development through life-long learning and membership in professional organizations.

Graduates will be able to:

1. Work under the supervision of a dentist in an ethical, legal and professional manner.
2. Assist with and implement a comprehensive treatment plan developed by the dentist.
3. Recognize and implement the use of outcomes for patients in a variety of settings.
4. Demonstrate effective oral, written and non-verbal communication skills.
5. Successfully integrate concepts from the prerequisite course work, basic sciences and DA programming into the practice of dental assistant.
6. Demonstrate a commitment to life-long learning, evidence based practice and ongoing professional growth in dental practice.

Program Core Courses:

DNAS 101, 105, 107, 110, 111, 114, 118, 119, 125, 135, 138, 140, 144, 151

Course Name	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5	Outcome 6
DNAS 101 Fundamentals in Dental Assisting	2, 3, 4, 5, 6,	3, 5, 6, 7	2, 3, 5, 6, 7	6, 7	2, 3, 4, 5, 6, 7	2, 4
DNAS 105 Anatomy for Dental Assistants	***	***	***	1 through 15	***	***
DNAS 107 Dental Health Education	1, 2, 3, 4	1, 2, 3, 4	1, 2, 3, 4	1, 2, 3, 4	1, 2, 3, 4	***
DNAS 110 Infection Control for Dental Practices	9		2, 3, 4, 5, 6, 7, 8, 9	1, 2, 9	1, 2, 3, 4, 5, 6, 7, 8, 9	2, 3
DNAS 111 Dental Materials	1, 2,	4, 5, 6, 7, 8	2, 3, 4, 5, 6, 7, 8	1, 2, 3, 4, 5, 6, 7, 8	1, 2, 3, 4, 5, 6, 7, 8	***
DNAS 114 Chairside Assisting I	1, 2, 3, 4, 5, 6	1, 2, 3, 4, 5, 6	1, 2, 3, 4, 5, 6	1, 2, 3, 4, 5, 6	1, 2, 3, 4, 5, 6,	***
DNAS 118 Dental Radiology I	1, 3, 4, 7	4, 7	1, 2, 4, 6, 7	1, 2, 3, 4, 5, 6, 7	1, 2, 3, 4, 5, 6, 7	***
DNAS 119 Dental Anatomy	5	5	5	1, 2, 3, 4, 5	4, 5	***
DNAS 125 Dental Science	1, 2, 3, 4, 5	1, 3, 6	1 through 12	1, 3	1, 2, 3, 4, 5, 6	5
DNAS 135 Chairside Assisting II	***	1 through 12	1, 2, 3, 4, 5, 6	1 through 12	1 through 12	***
DNAS 138 Dental Radiology II	1, 21	***	2, 3, 4, 5, 6,	1, 2, 3, 4, 5, 6	1, 2, 3, 4, 5, 6	***
DNAS 140 Dental Practice Management	1, 3, 6	5, 6	2, 3, 7	1, 2, 3, 4, 5, 6, 7	1, 2, 3, 4, 5, 6,	7
DNAS 144 Clinical Experience I	1, 2, 3, 4, 5	1, 4	1, 4, 5	1, 4, 5	1, 2, 3, 4, 5	1, 2, 3, 4, 5
DNAS 151 Clinical Experience II	1, 2, 3, 4, 5	1, 4	1, 4, 5	1, 4, 5	1, 2, 3, 4, 5	1, 2, 3, 4, 5

Describe other assessment data/summaries if appropriate.

Pre-Clinical Competence	Multiple skill assessments are completed in the lab setting during the fall and spring semesters. These assessments ensure students are competent in specific techniques and procedures used daily in dentistry. The students evaluate themselves first, are evaluated by a peer then finally sit with the instructor for the evaluation. The assessment must be completed at 80% or better to pass. Remediation is offered if needed.
Clinical Competence	A midterm and final evaluation are completed by the clinical sites during the student's spring and summer clinicals. Items evaluated include basic skills, chairside procedure skills, radiology skills, lab skills and dental office procedures. The rating scale goes from 5-advanced to 1-student needs remediation. A work ethics evaluation is also included in both the midterm and final evaluations. Items evaluated include: Attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation and respect. Rating scale: 3-exceeds expectations; 0-unacceptable.

Graduates of LCC's Dental Assisting program are eligible to take the Dental Assisting National Board (DANB) exam to become a certified dental assistant. The DANB exam consists of three sections: Radiation, Infection Control, and Chairside Assisting. All three sections of the exam must be passed to become a certified dental assistant. If a tester fails a section, only the failed section is retaken. Graduates of the Dental Assistant program are not required to pass the DANB exam to practice as a dental assistant; therefore not all graduates take the exam even though the testing fee is included in the student fees paid to LCC for the Dental Assistant program. However, efforts are made to encourage the students to take the exam not only to comply with KBOR reporting requirements but to help them secure employment and earn higher wages. Courses taken at LCC will not transfer. However, selection into a dental hygiene program will be more probable with successful completion of an accredited dental assisting program.

I. Expenses for Program/Discipline

Account Description	YTD Expenditures			
	FY 2013*	FY 2014*	FY 2015	FY 2016
Dental Assisting Director	\$0	\$7,997.67	\$41,112.79	\$51,929.34
Dental Assisting Travel	\$0	\$0	\$0	\$177.12
Dental Assisting Mileage	\$137.30	\$514.72	\$1,228.74	\$544.09
Dental Assisting Rental	\$0	\$0	\$5,250.00	\$2,000.00
Dental Assisting Accreditation	\$1050.00	\$1,500.00	\$1,655.00	\$1,720.00
Dental Assisting Dues	\$125.00	\$25.00	\$0	\$330.00
Dental Assisting Supplies	\$11,083.70	\$10,709.80	\$5,171.14	\$8,915.14
Dental Assisting Advisory Committee	\$0	\$103.75	\$149.30	\$172.75
Total	\$12,396.00	\$20,850.94	\$54,566.97	\$65,788.44

*The Dental Assistant program was one of the three programs made possible through the Title III Grant. The Title III Grant provided funds for equipment and supplies as well as a portion of the Director's salary during the first two years the program was offered. In addition, Perkins grant funds have been used for small equipment and/or resources and professional development for the Program Director.

J. Learning Resources

Are the learning resources adequate for the program/discipline teaching needs?

Recent renovations at the Cherokee Center allow the Dental Assistant program to have separate spaces for didactic instruction and hands on learning lab and increased storage space. These changes have improved the learning environment tremendously. The increased space, especially for lab activities, allows for more efficient classroom management and better quality learning experiences for the students. With the expansion, students are now able to complete many of their labs at the Cherokee Center and have reduced the time needed at the CHCSEK by half during the fall semester of the program.

When the program first began, students used the clinic at the CHCSEK for all lab activities. With the lab now in place at the Cherokee Center, efforts are being made to build our equipment inventory to meet the CODA accreditation standards. An additional electric dental chair, dental lights and more dental instruments are needed to fully comply with the standards.

K. Partnerships

To what extent has the program/discipline developed external partnerships?

The Community Health Center of Southeast Kansas (CHCSEK) was instrumental in assisting LCC with offering of the Dental Assistant program. They have been heavily involved since the very early discussions. In fact, when they learned that our planned lab facilities did not comply with CODA standards, they offered to allow LCC to lease space in the Pittsburg clinic so that we could be accredited and begin offering the program. In addition to providing lab space, CHCSEK has graciously donated various materials/supplies for student use. In addition, they are a non-paid marketing agent for the program and a constant source of encouragement to the students and program director.

The Dental Assistant Program has continued their partnership with the CHCSEK. We recently renegotiated our contract to reflect less time spent at their facility since the Cherokee Center can now support certain lab classes in the curriculum. We continue to rely on them for two of our labs, Infection Control lab and Radiology I lab, due to equipment needs and lack of a supervising dentist on our staff here at LCC. In an effort to reciprocate the support, the dental assisting students help CHCSEK every fall with dental screenings in the local elementary schools in Pittsburg, Kansas.

The program continues to partner with area dental offices for clinical externships. We currently work closely with approximately 20 dental offices ranging from as far west as Coffeyville, Kansas, as far north as Girard, Kansas, as far east as Joplin, Missouri and as far south as Baxter Springs, Kansas. Efforts are being made to secure additional clinical sites for upcoming students.

Our newest partnership is with the Dental Careers Institute. This partnership will allow the dental assisting students at LCC and dental assistants throughout Kansas to become certified in the monitoring of nitrous oxide. Dental Careers Institute has partnered with LCC's Dental Assistant program because our program is one of four accredited programs in Kansas. The partnership allows Dental Careers Institute's nitrous oxide training to be approved/accredited by CODA. LCC will benefit financially from this partnership. Dental Careers Institute will pay LCC \$35 per person trained who is not a LCC student. LCC dental assisting students will be certified at no charge. Waived expenses include course registration fee, books and materials (approximate total of \$385). Funds generated from the partnership will be put into an account to help with occasional repairs, upkeep of equipment, and possibly new equipment. The first class will be held October 29, 2016 and has seven dental assistants enrolled. (None are current LCC students. Our students will attend when base knowledge is high enough to understand the course material.)

The partnerships that have developed with the Advisory Committee members and the dental supply representative from Henry Schein have been invaluable to the program. They have provided the program with honest feedback that has enabled the program to improve and grow. Both have been generous in donating expired supplies and equipment to the program on multiple occasions.

The Dental Assisting programs has frequently partnered with the Kansas Mission of Mercy. In 2016, this event was scheduled in Topeka, Kansas. Free dental services were

provided to 1,231 patients with the total value of over \$1,211,000.00 for donated dental services. Due to the positive feedback from the students, plans are being made to attend the next KMOM event scheduled to be in Manhattan, Kansas in January 2017.

Review of Previous Action Plan

This will be the Dental Assistant program's first review.

SUMMARY REPORT: Strengths, Weaknesses, Opportunities, Challenges

ACADEMIC PROGRAM REVIEW

Date: November 2016

Academic Program/Discipline: Dental Assistant Program

REVIEW COMMITTEE IDENTIFIED STRENGTHS

Discuss the major strengths of the academic program/discipline.

1. Partnership with the Community Health Center of Southeast Kansas
2. Recent renovations have improved classroom flow and student privacy during clinical examinations
3. Qualified instructors: all four meet CODA education standards.
4. Noticeable increase in program visibility
5. Steady increase in enrollment over last three years. Current enrollment for FA16 is 11 students.
6. Excellent retention rates
7. One of four accredited programs in Kansas

**SUMMARY REPORT
ACADEMIC PROGRAM REVIEW**

Date: November 2016

Academic Program/Discipline: Dental Assistant Program

**REVIEW COMMITTEE IDENTIFIED
WEAKNESSES/OPPORTUNITIES/CHALLENGES**

Discuss the major weaknesses, opportunities, or challenges of the academic program/discipline.

1. The increase in enrollment has caused many challenges. The addition of a part-time clinical coordinator would relieve some of the growing pains associated with the increase in enrollment.
2. To comply with CODA standards, there are some remaining equipment needs to be addressed. Most notably, another electric dental chair and light is needed for the Cherokee Center lab.
3. Sharing the classroom and lab space with two other instructors from different departments has been a challenge. Scheduling around their classes, not having access to the area when prepping for the next day's lecture/lab and students not being able to enter the classroom early or stay late to study have been the main challenges. We are making it work, but it is not ideal.
4. Due to the ever-changing practice of dentistry, continuing education/professional development is imperative for the faculty of the dental assisting program to succeed. If opportunities for continuing education/professional development arise, particularly for adjunct instructors, assistance with costs would be appreciated.

Program Action Plan

Date: November 2016

An Action Plan addressing weaknesses, opportunities, and challenges found during the Program Review process was developed by the full-time faculty in the program and the Program Director, Dean of Instruction or CTE Director. The Action Plans goals will be included in the program Operational Plans for the upcoming years as a part of the Strategic Planning process. The associated Core Value and Outcome should be included for Operational Plan reference, such as 1A for Core Value 1 and Outcome A. The person or persons responsible will determine the necessary actions to complete the suggestions needed in the Weaknesses/Opportunities/Challenges for the specific areas that are being reviewed.

Weaknesses/ Opportunities/ Challenges	Program Outcome/ Objective	Estimated Cost/ Department Budget	Operational Plan Year of Implementation, Associated Core Value and Outcome, and/or Completion or Proposed Administrative Action	Person Responsible DOI/Advisory Committee
1. Relieve some of the growing pains associated with the increase in enrollment.	Hire a part-time clinical coordinator to oversee all aspects of the clinical experience portion of program.	Salary would need to be added to department budget.	FY18 2C	CTE Director Program Director
2. To Comply with CODA standards, there are some remaining equipment needs: one additional electric dental chair and light.	Continue to purchase equipment with available Perkins funding and/or funds generated from Dental Careers Institute partnership.	\$10,000	1E	CTE Director Program Director
3. Sharing classroom and lab space with other programs/instructors. Difficulty scheduling around their classes, not having access to the area when needed.	Maintain communication with other instructors and consult with Academic Affairs regarding classroom scheduling for upcoming semesters.		1B	Program Director Dean of Instruction

<p>4. Continuing education/Professional development for faculty of the dental assisting program.</p>	<p>Continue to request and use Perkins grant monies to support professional development. Encourage adjuncts to take advantage of less-expensive, web-based opportunities.</p>		<p>3C</p>	<p>CTE Director Program Director Academic Affairs Office</p>
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Appendix A: List of Courses

Code	Course Title
DNAS 101	Fundamentals in Dental Assisting I
DNAS 105	Anatomy for Dental Assistants
DNAS 107	Dental Health Education
DNAS 110	Infection Control for Dental Practices
DNAS 111	Dental Materials I
DNAS 114	Chairside Assisting I
DNAS 118	Dental Radiology I
DNAS 119	Dental Anatomy
DNAS 125	Dental Science
DNAS 135	Chairside Assisting II
DNAS 140	Dental Practice Management
DNAS 144	Clinical Experience I
DNAS 151	Clinical Experience II

Appendix B: Faculty in Program Qualifications

Dental Assistant Program Director

Leigh Ann Martin, RDH, CDA

Missouri Southern State University, Associate of Science degree in Dental Hygiene

University of Kansas, Bachelor of General Studies-Psychology

Registered Dental Hygienist

Certified Dental Assistant

Dental Assistant Adjunct Faculty

Didactic Instruction and Lab

Melissa Carson, RDH, CDA

Missouri Southern State University, Bachelor of Science in Health Science

University of Arkansas, Fort Smith, Associate in Applied Science in Dental Hygiene

Registered Dental Hygienist

Certified Dental Assistant

Lab

Tamara Logan, CDA

Labette Community College, Dental Assistant Certificate

Certified Dental Assistant

Kassidy Young, CDA

Labette Community College, Dental Assistant Certificate

Certified Dental Assistant

Appendix C: Perkins Performance Measures

To assess the extent to which the State of Kansas and local recipients have improved the quality of career and technical education programs, Perkins legislation sets forth minimum core indicators of performance for career and technical education programs at the postsecondary level. [Sec. 113(b)(1)(B)] These measures of performance are incorporated into the State plan as a condition of approval by the U.S. Department of Education, must be valid and reliable and include, at a minimum, measures of each of the following:

Postsecondary Core Indicators of Performance

- **1P1 - Technical Skill Attainment**—Student attainment of challenging career and technical skill proficiencies, including student achievement on technical assessments, that are aligned with industry-recognized standards, if available and appropriate. Measures any student identified as a concentrator who attempted a technical skill assessment test.

Numerator = number of CTE concentrators who passed technical skill assessments that are aligned with industry-recognized standards, if available and appropriate, during the reporting year

Denominator = number of CTE concentrators who attempted technical skills assessments during the reporting year

Note: A list of Technical Skill Assessments approved for Office Technology Programs is provided at the end of this document.

- **2P1 - Credential, Certificate, or Degree**—Student attainment of an industry-recognized credential, a certificate, or a degree. Measures concentrators who earned an award and are NO LONGER enrolled in postsecondary education.

Numerator = number of CTE concentrators who receive an industry recognized credential, a certificate, or a degree during the reporting year

Denominator = number of CTE concentrators who are no longer enrolled in post-secondary education during the reporting year

- **3P1 - Student Retention and Transfer**—Student retention in postsecondary education or transfer to a baccalaureate degree program. Measures concentrators who were enrolled during the reporting year and remained in postsecondary education the following fall. All students who earned an award or an industry recognized credential are REMOVED from the analysis.

Numerator = number of CTE concentrators who remained enrolled in

their original postsecondary institution or transferred to another 2- or 4- year postsecondary institution during the reporting year and who were enrolled in postsecondary education in the fall of the previous reporting year

Denominator = number of CTE concentrators who were enrolled in postsecondary education in the fall of the previous reporting year and who did not earn an industry-recognized credential, a certificate, or a degree in the previous reporting year

- **4P1 - Student Placement (Follow-up)**—Student placement in military service or apprenticeship programs or placement or retention in employment, including placement in high skill, high wage, or high demand occupations or professions. Measures placement of all concentrators who are NO LONGER enrolled in postsecondary education. Only students who have completed, earned an industry recognized credential or have dropped out of postsecondary education are included in the analysis.

Numerator = number of CTE concentrators who were placed or retained in employment or placed in military service or apprenticeship programs in the 2nd quarter following the program year in which they left postsecondary education (i.e., unduplicated placement status for CTE concentrators who graduated by June 30, 2010 would be assessed between October 1, 2010 and December 31, 2010)

Denominator = number of CTE concentrators who are no longer enrolled in postsecondary education during the reporting year

- **5P1 - Nontraditional Participation** -- Student participation in career and technical education programs that lead to employment in nontraditional fields. [Sec 113(b)(2)(B)]. Measures all participants and concentrators enrolled in gender underrepresented programs.

Numerator = number of CTE participants from underrepresented gender groups who participated in a program that leads to employment in nontraditional fields during the reporting year

Denominator = number of CTE participants who participated in a program that leads to employment in nontraditional fields during the reporting year

- **5P2 - Nontraditional Completion**—Student completion of career and technical education programs that lead to employment in nontraditional fields. [Sec 113(b)(2)(B)]. Measures all nontraditional concentrators who earned an award in a gender underrepresented program.

Numerator = number of CTE concentrators from underrepresented gender groups who completed a program that leads to

employment in nontraditional fields during the reporting
year
Denominator = number of CTE concentrators who completed a program
that leads to employment in nontraditional fields during
the reporting year

Note: A list of gender nontraditional occupations can be found on the
kansasregents.org website.

Agenda Item #: V.B.
Date: November 10, 2016

SUBJECT

Approval of Board Policy

REASON FOR CONSIDERATION BY THE BOARD

Per Policy 1.13, adopted 12/12/00, the President would conduct a review and update the policies of the Board of Trustees.

BACKGROUND

Updated/created the following policies for approval:

Policy 3.23 Intellectual Property

Policy 3.24 Academic Freedom

Policy 3.26 New Course or New Program Approval

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve the edits to Policy 3.23 Intellectual Property, Policy 3.24 Academic Freedom, Policy 3.26 New Course or New Program Approval. Approval is recommended.

POLICY 3.23**INTELLECTUAL PROPERTY**

Labette Community College fosters an environment conducive to the creation, dissemination, discussion, and exploration of knowledge. To encourage the investment of time, thought, creativity, and energy in the development of academic works, including copyright, books, articles, works of art, musical compositions, and course materials, ownership of academic intellectual property resides with the creator.

This policy applies to all intellectual property related to academic works of faculty and students, except in the following circumstances:

- A. Works written or produced for grants or contracts that specify that ownership belong to the funding or contracting party or for College administrative software.
- B. Student-created products that are not claimed by students within 30 days of the close of the semester in which those products were created. After this period, these works belong to the institution except as noted in the course syllabus.
- C. If intellectual property developed at the College is commercialized by someone other than the College, the institution retains the right to control whether the institution's name or logo is displayed in association with the work and to require appropriate acknowledgment of institutional support of the creation of the work. The College should be notified of intent to commercialize use or affix the LCC logo or other related affiliation prior to any commercial agreements.
- D. If the creator was assigned, directed, or specifically funded by the College to develop the material, the institution can recover direct expenses related to the development of intellectual property from revenue subsequently collected by the creator.
- E. Unless otherwise agreed in writing prior to the creation of copyrightable material that is developed for College courses or curriculum, the creator may use the material for his/her own purpose after five years. However, the College will continue to have non-exclusive, royalty-free, use of the work and the ability to modify the work for its use within the institution so that the College's continued use of such material for educational purposes is not jeopardized.
- F. ~~Mediated eCourseware~~ shall not be sold, leased, rented or otherwise used in a manner that competes in a substantial way with the for-credit offering of Labette Community College while the creator is employed by this institution, unless that transaction has received the approval of the chief academic officer.
- G. This policy does not apply to intellectual property developed before this policy was formally approved.

If the College determines that any of the above exceptions apply, the creator of the intellectual property who disagrees with the determination may appeal the determination through the established grievance procedure outlined in the LCC policy and procedure manual.

Adopted: 6/12/01

Revised: 7/9/09

Revised:

POLICY 3.24

ACADEMIC FREEDOM

Academic freedom in teaching is fundamental for the protection of faculty members' rights to teach and students' rights to learn. However, these rights are qualified and selected examples of such qualifications are presented below. The College endorses fully the statement on academic freedom in the 1940 Statement of Principles of the American Association of University Professors, and the following specifically:

The instructors of Labette Community College are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties. Research for pecuniary return should be based upon a written agreement ~~understanding~~ with the ~~administration~~ Chief Academic Officer.

The instructors of Labette Community College are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter that has no subject relevance.

The instructors of Labette Community College are citizens, members of a learned profession, and representatives of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As scholars and professionals, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times endeavor to be accurate, should exercise appropriate restraint, and should show respect for the opinions of others. As private citizens, they should make every effort to indicate they are not speaking as representatives of LCC.

For sound androgogical reasons, faculty members may decide that it is necessary to use course materials that some students may find offensive. When these materials include explicit representations of human sexual acts or other graphic depictions that could reasonably be expected to be offensive to some students, a faculty member has an obligation to give students, in advance of the presentation, information sufficient to enable individual students to make a knowledgeable choice about whether or not to attend that class period. Where reasonable, the faculty member should provide reasonable accommodation to that student. Nonetheless, students remain responsible for learning class materials and for completing course requirements. If a course makes considerable use of such material throughout the semester, students should receive, no later than on the first day of class, information sufficient to enable each of them to make an informed decision about whether or not to take the course.

Appeals concerning academic freedom can be made through the established grievance procedure outlined in the LCC policy and procedure manual.

Adopted: 6/12/01
Revised: 11/29/07
Revised:

Commented [AS1]: Where this could take considerable time away from teaching and other duties, perhaps a "written agreement" would be better than an "understanding".

Commented [AS2]: Perhaps you want to list a particular position.

POLICY 3.26**NEW COURSE OR NEW PROGRAM APPROVAL**

To ensure that the College is in compliance with Kansas statutes, Kansas Board of Regents policies and procedures, and expectations of accrediting organizations, this policy regarding New Course or New Program Approval is established.

~~This policy is based on K.S.A. 1999 Supp. 71-601 which stipulates that the Kansas Board of Regents must approve courses for which credit hours are awarded in community colleges. This policy is based on K.S.A. 71-601 et seq., K.S.A. 71-1891 et seq., K.S.A. 72-4480 and K.S.A. 72-4482 which requires that the Kansas Board of Regents approve courses for which credit hours are awarded in community colleges.~~ Further, this policy requires compliance with Chapter 71, Article 6 regarding the definition of credit hour level of courses (not to exceed course levels offered in universities at the sophomore level), standards for determining number of credit hours for courses (time-based standard or competency-based standard), and lastly that the local Board of Trustees shall direct the college President to develop a procedure to address quality issues and faculty involvement in the New Course or New Program Approval process.

Adopted: 2/11/03

Revised:

Agenda Item #: V.C.
Date: November 10, 2016

SUBJECT

Review of Board Policy

REASON FOR CONSIDERATION BY THE BOARD

Per Policy 1.13, adopted 12/12/00, the President would conduct a review and update the policies of the Board of Trustees.

BACKGROUND

Updated/created the following policies for review:

Policy 3.36 Hybrid Courses

The attached exhibits show the proposed changes.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees review Policy 3.36 Hybrid Courses. We will request action to be taken at the December Board Meeting.

POLICY 3.36**HYBRID COURSES**

A hybrid course is one that has a portion of the course meeting through distance education - meaning faculty and students are physically separated in place or time, and a portion of the course meeting in a face-to-face classroom. A minimum of 1/3 of the time will meet either face-to-face or through distance education. For example, a hybrid course that meets at least 1/3 of the time face-to-face will meet up to 2/3 of the time through distance education. This could mean one face-to-face class meeting per week for a 3 credit hour course, with the other portion of the class meeting through distance education. These courses are designated in the schedule as "hybrid courses" so that students are aware that there is a required distance education component.

By contrast, a distance education (online) course is one in which 2/3 **or more** of the instruction is provided in which faculty and students are physically separated in place or time.

Approved: 11/8/12

Change Above:

A hybrid course is one where a portion of the course meets online, meaning faculty and students are physically separated by place and time, and a portion of the course meets in a classroom. A minimum of 25% and a maximum of 75% of a hybrid course will be taught online. The remaining time will be taught in a classroom. For example, a hybrid course that meets 25% of the time in a classroom will meet 75% of the time online. A hybrid course could also, for example, meet 50% of the time in a classroom and 50% online. These courses are designated in the schedule as hybrid courses so students are aware that there is a required online component.

By contrast, an online course is one in which 76% **or more** of the instruction is provided where faculty and students are physically separated by place and time.

Revised:

Agenda Item: V.D.
Date: November 10, 2016

SUBJECT

Approval of Bills

REASON FOR CONSIDERATION BY THE BOARD

Kansas statutes require 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

Approval is recommended.

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

10/7/2016

EXHIBIT 7

Check Number	Vendor	Description	Account Number	Amount	Total
115478	A T and T	Phone Service	11-6501-631-000	\$336.27	
		Phone Service - Cherokee Center	11-7103-631-000	\$272.70	\$608.97
115479	A T and T	Internet	11-6401-631-000	\$3,424.21	\$3,424.21
115480	CableONE	Cable Service	11-7202-648-000	\$82.38	\$82.38
115481	City of Parsons	Water Service	11-7102-632-000	\$2,284.91	
		Water Service	16-9482-632-000	\$217.12	\$2,502.03
115482	Alexander J Coplon	Reimburse Mileage - Recruiting	11-5502-603-000	\$231.12	\$231.12
115485	Cynthia Dyson	Reimburse Meals - KACRAO Conf	11-5303-601-000	\$31.38	\$31.38
115486	Crystal Garcia	Reimburse Mileage - Clinicals (3)	12-1208-602-000	\$175.72	\$175.72
115487	Brittany Haley	Reimburse Elbow Pads	11-5507-701-000	\$37.48	\$37.48
115488	Ross Harper	Reimburse Mileage-Recruit & Conf (8)	11-5302-601-000	\$651.24	
		Reimburse Meals - KACRAO Conf	11-5302-601-000	\$55.08	\$706.32
115489	Kathy Johnston	Reimburse Meals - KACRAO	11-5303-601-000	\$29.64	\$29.64
115491	Kansas Gas Service	Gas Service	11-7102-633-000	\$126.54	\$126.54
115492	Kansas Outdoor Advertising	September Advertising	11-6301-613-000	\$575.00	\$575.00
115493	Kylie Lucas	Reimburse Mileage - HS Visits (7)	11-5302-601-000	\$360.18	\$360.18
115495	Leigh Ann Martin	Reimburse Mileage September	12-1215-602-000	\$64.80	\$64.80
115496	Pepsi-Cola	Pop	16-9684-743-000	\$403.55	\$403.55
115497	Rural Water District #5	Water Utilities, Cherokee	11-7103-632-000	\$34.07	\$34.07
115498	Ashley N Savage	Reimburse Donor Luncheon Supplies	11-7103-701-000	\$19.07	\$19.07
115499	Ryan Seme	Reimburse Mileage-Meetings (5)	12-4204-601-000	\$303.48	
		Reimburse Mileage - Meetings (5)	12-4204-601-000	\$423.90	\$866.38
		Reimburse PMI Membership	12-4204-701-000	\$139.00	
115501	Veritiv	Envelopes, Offset Paper	11-6503-705-000	\$276.13	\$276.13
115502	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$293.31	\$293.31

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	10/7/2016	Account Number	Amount	Total
115502	Verizon Wireless	Custodian Phone Charges		11-7102-649-000	\$180.59	\$473.90
115504	Mark Watkins	Reimburse Meals - KCCLI Conf		11-4202-601-000	\$45.52	
		Reimburse Mileage - KCCLI Conf		11-4202-602-000	\$124.20	\$169.72
115505	O'Brien Rock Co., Inc.	Concrete for Batting Cages		11-6201-659-003	\$7,632.00	\$7,632.00
					<u>\$18,830.59</u>	
	11-General Fund		\$17,103.02			
	12-Postsecondary Technical Education Fund		\$1,106.90			
	16-Auxiliary Ent Fund		\$620.67			
	67-Capital Outlay		\$0.00			
			<u>\$18,830.59</u>			

Checks approved for release prior to Board action.

President

Deanne Sheets
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

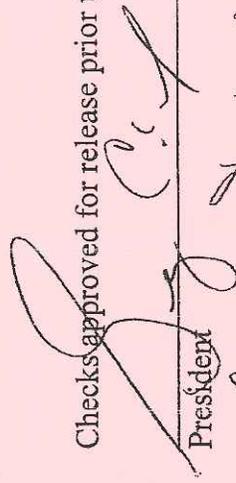
10/13/2016

Check Number	Vendor	Description	Account Number	Amount	Total
115510	CableONE	Ted Hill Internet	11-6401-631-000	\$87.95	\$87.95
115511	Peter J Cook	Honorarium Speaker	11-4201-627-002	\$50.00	\$50.00
115512	Copy Products Inc	Toshiba Copier for Cherokee Center	11-7103-701-000	\$4,500.00	\$4,500.00
115513	Crossroads Charters Inc.	Softball Bus Trip, Springfield	11-6502-720-000	\$1,080.00	
		Softball Bus Trip, Lawrence	11-6502-720-000	\$1,080.00	
		Softball Bus, Tulsa	11-6502-720-000	\$1,080.00	\$3,240.00
115514	Farm Bureau Financial Services	Life Insurance Policy - George Knox	11-6501-590-001	\$1,201.00	\$1,201.00
115516	Ross Harper	Reimburse Meal - Recruiting	11-5302-601-000	\$19.80	
		Reimburse Hotel - Recruiting	11-5302-601-000	\$156.00	
		Reimburse Mileage-Recruiting (8)	11-5302-601-000	\$530.28	\$706.08
115517	Kansas Department of Revenue	Food Service Sales Tax/September	16-0000-216-001	\$758.74	
		Bookstore Sales Tax/September	16-0000-216-001	\$755.59	\$1,514.33
115521	Nexion	Ashley Moore to West Coast Ed Conf	12-1246-630-000	\$631.00	
		Gale Brown to West Coast Ed Conf	12-1246-630-000	\$631.00	\$1,262.00
115523	Parsons Rotary Club C/O Phil Eaton	Quarterly Dues and Meals-Sue Brouk	12-1204-681-000	\$120.00	\$120.00
115525	Joey W Pogue	Honoarium Speaker	11-4201-627-002	\$100.00	\$100.00
115527	Mitchell A Rolls	Women's BB Travel - 10/24/16	11-5503-601-000	\$200.00	\$200.00
115528	Mitchell A Rolls	Women's BB Travel - 10/22/16	11-5503-601-000	\$350.00	\$350.00
115529	Mitchell A Rolls	Women's BB Travel - 10/15/16	11-5503-601-000	\$350.00	\$350.00
115531	Brian Vediz	Reimburse Meals - SDMS Conf	12-1214-601-000	\$152.96	\$152.96

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	10/13/2016	Account Number	Amount	Total
115532	Vernon College	Volleyball Tournament Fee		11-5504-601-000	\$275.00	\$275.00
					<u>\$14,109.32</u>	
	11-General Fund		\$11,060.03			
	12-Postsecondary Technical Education Fund		\$1,534.96			
	16-Auxillary Ent Fund		\$1,514.33			
	67-Capital Outlay		<u>\$0.00</u>			
			<u>\$14,109.32</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	10/14/2016	Account Number	Amount	Total
115533	Jerrold W Stanford	Men's BB Travel - 10/16/16		11-5508-601-000	\$500.00	\$500.00
	11-General Fund		\$500.00			
	12-Postsecondary Technical Education Fund		\$0.00			
	16-Auxillary Ent Fund		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$500.00</u>			

Checks approved for release prior to Board action

James Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

10/20/2016

Check Number	Vendor	Description	Account Number	Amount	Total
115534	A T and T	Phone Service	11-6501-631-000	\$6,811.89	\$6,811.89
115535	A T and T	Internet	11-6401-631-000	\$1,616.40	\$1,616.40
115536	Accident Fund	Workman's Comp	11-6501-590-001	\$3,281.40	\$3,281.40
115537	Amazon.com LLC	Maintenance Items	11-6401-646-002	\$1,012.39	
		Maintenance Items	11-6401-646-002	\$385.98	
		Maintenance Items	11-6401-646-002	\$599.95	
		Technology Supplies	11-6401-701-000	\$59.96	
		Technology Supplies	11-6401-701-000	\$305.29	
		Technology Supplies	11-6401-701-000	\$127.90	
		iPad 2 Screen replacement	11-6401-701-000	\$27.27	
		Technology Supplies	11-6401-701-000	\$100.74	
		Technology Equipment	11-6402-850-000	\$499.99	
		Technology Equipment	11-6402-850-000	\$59.98	
		Technology Equipment	11-6402-850-000	\$373.57	
		Notebook Lock and Security Cable	11-6402-850-000	\$154.80	
		Notebook Lock and Security Cable	11-6402-850-000	\$387.00	\$4,094.82
115538	B P	Gasoline	11-6502-720-000	\$214.33	\$214.33
115539	Commercial Bank/Cash	Summer Book Buybacks	16-9381-740-000	\$4,955.00	\$4,955.00
115540	Crossroads Charters Inc.	Softball Bus Trip	11-6502-720-000	\$1,080.00	\$1,080.00
115541	FedEx Express	Package Shipping (3)	11-5303-701-000	\$54.58	\$54.58
115543	Crystal Garcia	Reimburse NLN Summit 2017 Registr	11-4200-630-027	\$1,262.00	\$1,262.00
115545	Ross Harper	Reimburse Mileage-Recruiting (4)	11-5302-601-000	\$497.88	
		Reimburse Mileage-Respiratory Recr	12-1211-602-000	\$30.24	\$528.12
115547	Kansas Gas Service	Gas Service	11-7102-633-000	\$403.16	
		Gas Service	11-7103-633-000	\$66.08	\$469.24

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

10/26/2016

Check Number	Vendor	Description	Account Number	Amount	Total
115606	American Heritage Life Insurance Com	Cancer Premiums	11-0000-273-000	\$98.81	\$98.81
115607	American United Life Ins Co Group Pr	Life Insurance Premiums	11-6501-590-001	\$349.12	\$349.12
115608	Bay Bridge Administrators, LLC f/b/o S	October EE 403(b) Contributions	11-0000-258-000	\$12,773.00	
		Cancer Premiums	11-0000-273-000	\$341.77	
		Disability Premiums	11-0000-275-000	\$684.86	
		Term Life Ins Premiums	11-0000-276-000	\$848.32	
		October ER 403(b) Matching	11-6501-590-001	\$3,735.00	\$18,382.95
115609	Carl B. Davis, Trustee	October Garnishment	11-0000-270-000	\$675.00	\$675.00
115611	L C C Faculty Association	October Faculty Dues	11-0000-264-000	\$992.18	\$992.18
115612	L C C Foundation	Oct EE Contributions	11-0000-268-000	\$927.63	\$927.63
115613	Security Benefit Life Insurance Co.	Medical Reimb/Child Care	11-0000-277-000	\$2,188.83	\$2,188.83
				<u>\$23,614.52</u>	

11-General Fund	\$23,614.52
12-Postsecondary Technical Education Fund	\$0.00
16-Auxillary Ent Fund	\$0.00
67-Capital Outlay	\$0.00
	<u>\$23,614.52</u>

Checks approved for release prior to Board action

President

Deanna W. Schenck
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	10/28/2016		Description	Account Number	Amount	Total
115614	Bank of Parsons			Principal - Zeitmeir Building	11-6201-761-000	\$27,560.41	
115615	Cengage Learning			Interest - Zeitmeir Building	11-6201-762-000	\$1,394.04	\$28,954.45
115617	Clark Conover			Textbooks and Shipping Fall 2016	16-9381-740-000	\$824.80	\$824.80
115620	Kimberly M Dowling			Referee 10/28 Neosho Dual	11-5505-680-000	\$275.00	\$275.00
115621	Tammy Fuentez			Reimburse Mileage - Recruiting	11-6301-601-000	\$33.48	\$33.48
115623	Jacob R Fulsom			Reimburse Title IX Training	11-5701-601-000	\$99.00	\$99.00
115624	Brittany Haley			Reimburse AVCA Registration	11-5504-603-000	\$533.00	\$533.00
115625	Ross Harper			Reimburse Skins Recovery Pants	11-5507-701-000	\$139.99	\$139.99
115626	Intrust Card Center			Reimburse Mileage - Recruiting (6)	11-5302-601-000	\$345.06	\$345.06
				AMATYC Reg/Dues - Alan Pommier	11-4200-630-019	\$473.00	
				Hilton-Joe Burke, Nancy Newby CNC	11-4201-601-000	\$683.96	
				Doubletree-Mark Watkins to KCCLI	11-4202-601-000	\$140.61	
				Fairfield Inn-Ross Harper to KACRAO	11-5302-601-000	\$241.68	
				Hilton-Kathy Johnston to KACRAO	11-5303-601-000	\$241.68	
				Hilton-George Knox to ACCT Leaders	11-6101-601-000	\$512.98	
				Holiday Inn-Pat McReynolds to KACC	11-6102-601-000	\$104.94	
				OnStar for LCC Vehicles	11-6502-720-000	\$130.87	
				Title IX Training - Janice Every	11-6504-630-000	\$99.00	
				Registry Fee -	12-1214-681-000	\$250.00	
				West Coast Educators Reg-A Moore	12-1246-630-000	\$180.00	
				West Coast Educators Reg-G Brown	12-1246-630-000	\$180.00	
				Hyatt Regany-Brian Vediz to SDMS C	12-1246-630-000	\$968.34	
				Ramada Inn-Sue Brouks Perkins Best	12-1246-630-000	\$88.81	\$4,295.87
115627	Jana's Campaign			Title IX Training - Tammy Fuentez	11-5701-601-000	\$175.00	\$175.00
115628	Joe Smith Company, Inc			Concessions and Delivery Charge	16-9381-742-000	\$170.64	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account		Amount	Total
			10/28/2016	Number		
115628	Joe Smith Company, Inc	Concessions and Delivery Charge	16-9381-742-000		\$119.24	\$289.88
115629	Kansas Gas Service	Gas Service	11-7102-633-000		\$36.68	\$36.68
115630	Aaron Keal	Reimburse Mileage - KJCCC Meeting	11-5506-601-000		\$135.54	\$135.54
115631	Bethany A Kendrick	Reimburse Mileage - Recruiting (3)	11-6301-601-000		\$146.88	\$146.88
115632	Tammy Kimrey	Reimburse Mileage - Clinicals (3)	12-1214-602-000		\$112.32	\$112.32
115633	Kylie Lucas	Reimburse Mileage - Recruiting	11-5302-601-000		\$58.32	\$58.32
115636	Benjamin McKenzie	Wrestling Travel - 11/18/16	11-5505-601-000		\$1,500.00	\$1,500.00
115637	Benjamin McKenzie	Wrestling Travel - 11/11/16	11-5505-601-000		\$1,500.00	\$1,500.00
115638	Benjamin McKenzie	Wrestling Travel - 11/4/16	11-5505-601-000		\$150.00	\$150.00
115639	Mitchell A Rolls	Reimburse Mileage - KC Airport	11-5503-603-000		\$178.20	\$178.20
115640	Mitchell A Rolls	Women's BB Travel - 11/2/16	11-5503-601-000		\$200.00	\$200.00
115641	Mitchell A Rolls	Women's BB Travel - 11/5/16	11-5503-601-000		\$200.00	\$200.00
115642	Mitchell A Rolls	Women's BB Travel - 11/8/16	11-5503-601-000		\$200.00	\$200.00
115643	Mitchell A Rolls	Women's BB Travel - 11/10/16	11-5503-601-000		\$350.00	\$350.00
115644	Mitchell A Rolls	Women's BB Travel - 11/12/16	11-5503-601-000		\$350.00	\$350.00
115646	Ryan Seme	Reimburse PMI Exam Fee	12-4204-701-000		\$405.00	\$405.00
115647	Jerrold W Stanford	Men's BB Travel - 11/2/16	11-5508-601-000		\$160.00	\$160.00
115648	Jerrold W Stanford	Men's BB Travel - 11/5/16	11-5508-601-000		\$160.00	\$160.00
115649	Jerrold W Stanford	Men's BB Travel - 11/8/16	11-5508-601-000		\$160.00	\$160.00
115650	Jerrold W Stanford	Men's BB Travel - 11/11/16	11-5508-601-000		\$900.00	\$900.00
115651	US Foods, Inc	Supplies	16-9684-701-000		\$336.13	
		Supplies	16-9684-701-000		\$144.74	
		Supplies	16-9684-701-000		\$186.84	
		Supplies	16-9684-701-000		\$105.60	
		Supplies	16-9684-701-000		\$316.47	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

10/28/2016

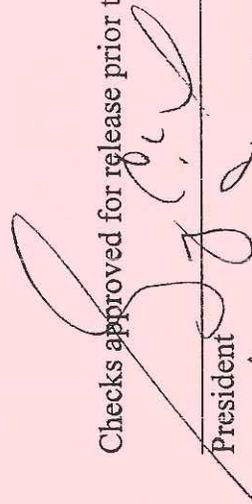
Check Number	Vendor	Description	Account Number	Amount	Total
115651	US Foods, Inc	Supplies	16-9684-701-000	\$ 110.13	
		Supplies	16-9684-701-000	\$247.87	
		Supplies	16-9684-701-000	\$124.21	
		Food	16-9684-743-000	\$1,174.21	
		Food	16-9684-743-000	\$518.54	
		Food	16-9684-743-000	\$1,140.84	
		Food	16-9684-743-000	\$887.58	
		Credit	16-9684-743-000	(\$10.00)	
		Credit on Food	16-9684-743-000	(\$39.30)	
		Credit	16-9684-743-000	(\$10.00)	
		Food	16-9684-743-000	\$1,264.33	
		Food	16-9684-743-000	\$1,952.34	
		Food	16-9684-743-000	\$1,116.20	\$9,566.73
115652	Brian Vediz	Reimburse Advisory Meeting supplies	12-1214-700-000	\$75.48	\$75.48
115653	W C A Waste Corporation	Trash Removal, Cherokee	11-7103-649-000	\$109.07	\$109.07
115654	Wal-Mart Community	Volleyball Travel - 9/17/16	11-5504-701-000	\$87.16	
		Office Supplies	11-7103-701-000	\$25.72	
		Custodial Supplies, Cherokee	11-7103-702-000	\$25.21	
		KNOL Supplies	12-1208-700-000	\$47.32	
		Supplies	16-9684-701-000	\$29.56	
		Food	16-9684-743-000	\$11.92	
		Food	16-9684-743-000	\$102.96	
		Food	16-9684-743-000	\$56.04	
		Food	16-9684-743-000	\$64.82	
		Food	16-9684-743-000	\$44.54	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	Account Number	Amount	Total
115654	Wal-Mart Community	Food	16-9684-743-000	\$46.88	\$542.13
115655	Westar Energy, Inc	Electricity	11-7102-634-000	\$16,969.82	
		Electricity - Cherokee Center	11-7103-634-000	\$1,489.59	
		Electricity	16-9482-634-000	\$624.14	\$19,083.55
115657	Scotty Zollars	Reimburse-Meal/Parking KLA Conf	11-4101-601-000	\$79.67	
		Reimburse Mileage - KLA Meeting	11-4101-602-000	\$141.48	
		Reimburse Mileage - Tilford Conf (2)	11-4101-602-000	\$77.76	\$298.91
				<u>\$72,544.34</u>	

11-General Fund	\$58,574.80
12-Postsecondary Technical Education Fund	\$2,307.27
16-Auxillary Ent Fund	\$11,662.27
67-Capital Outlay	\$0.00
	<u>\$72,544.34</u>

Checks approved for release prior to Board action


President


Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check
Number

10/31/2016

Vendor

115658 Ace Hardware, Inc.

Total

Amount

Account
Number

Description

Check Number	Vendor	Account Number	Description	Amount	Total
115658	Ace Hardware, Inc.	11-5508-701-000	Padlocks	\$36.95	
		11-5508-701-000	Extension Cord	\$13.99	
		11-7102-649-000	Facilities Supplies	\$29.99	
		11-7102-649-000	Valves	\$87.98	
		11-7102-649-000	Filters	\$119.97	
		11-7102-649-000	Heater	\$24.99	
		11-7102-649-000	Maintenance Supplies	\$8.59	
		11-7102-649-000	Maintenance Supplies	\$5.24	
		11-7102-649-000	Screws	\$13.98	
		11-7102-649-000	Oil and Work Gloves	\$17.48	
		11-7102-649-000	Drill Bits	\$8.55	
		11-7102-649-000	Tube	\$0.57	
		11-7102-649-000	Pipe and Fittings	\$15.54	
		11-7102-649-000	Maintenance Supplies	\$4.29	
		11-7102-649-000	Screwdriver	\$2.29	
		11-7102-649-000	Maintenance Supplies	\$21.96	
		11-7102-649-000	9V Batteries	\$14.99	
		11-7102-649-000	Maintenance Supplies	\$16.97	
		11-7102-649-000	Filters	\$102.97	
		11-7102-649-000	Maintenance Supplies	\$21.26	
		11-7102-649-000	Putty Knives and Silicone	\$7.77	
		11-7102-649-000	Utility Knife and Blade	\$8.47	
		11-7102-649-000	Maintenance Supplies	\$60.98	
		11-7102-649-000	Liquid Nails	\$4.58	
		11-7102-649-000	Gas Can and Holster	\$46.97	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

10/31/2016

Check Number	Vendor	Description	Account Number	Amount	Total
115658	Ace Hardware, Inc.	Maintenance Supplies	11-7102-649-000	\$27.71	
		Screws	11-7102-649-000	\$11.98	\$737.01
115659	Agile Sports Technologies	MBB Online Video Editing/Analysis	11-5506-681-000	\$200.00	
		WBB Online Video Editing/Analysis	11-5506-681-000	\$200.00	\$400.00
115660	All Seasons Floral and Gifts	Plant Illness - Bharathi Sudarsanam	11-6102-709-000	\$35.00	
		Plant Funeral - Gary Sevart	11-6102-709-000	\$50.00	
		Flowers Surgery - Trudy Hill	11-6102-709-000	\$30.00	\$115.00
115661	American Dental Education Association	ADEA Yearly Membership	12-1215-681-000	\$125.00	\$125.00
115662	American Electric Company	Electrical Supplies	11-7102-649-000	\$961.34	\$961.34
115663	American Media Investments	September Advertising	11-6301-613-000	\$297.00	\$297.00
115664	Blue Chip Athletic, Inc.	Portable Scale & Monster Mop	11-5505-701-000	\$844.95	\$844.95
115665	Bob's Super-Saver, Inc.	Food	16-9684-743-000	\$10.00	
		Food	16-9684-743-000	\$11.96	\$21.96
115666	Broadcast Music Inc.	Licensing Fee	11-1111-682-000	\$393.46	\$393.46
115667	C A P T E	CAPTE Accreditation Fee	12-1213-670-000	\$4,000.00	\$4,000.00
115668	C D W Government Inc	Syantec Renewal	11-6401-701-000	\$4,987.50	\$4,987.50
115669	C J's Uniforms Unlimited	Student Polo shirts - PTA	12-1213-700-000	\$510.00	\$510.00
115670	Chinese Chef	Graphic Design Advisory Committee	12-1204-709-000	\$92.63	
		Nursing Advisory Luncheon	12-1208-709-000	\$260.58	\$353.21
115671	Community Health Center	Nov Rent/Dental Assisting Program	12-1215-642-000	\$500.00	\$500.00
115672	Copy Products Inc	Copy Usage for Cherokee Center	11-7103-701-000	\$158.72	\$158.72
115673	Corporate Business Systems ofMO, InCopier Maintenance		11-6503-648-000	\$61.64	\$61.64
115674	Data Source Media, Inc	Fargo DTC1000 Color Ribbon	11-6401-701-000	\$235.65	\$235.65
115675	Dell Marketing L P	Dell - Power adapter - 65 Watt	11-4203-701-000	\$44.99	\$44.99
115676	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000	\$90.41	\$90.41

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

10/31/2016

Check Number	Vendor	Description	Account Number	Amount	Total
115677	Farm Talk Newspaper	Newspaper Renewal	11-4101-704-001	\$45.00	\$45.00
115678	Fastenal Company	Maintenance Supplies	11-7102-649-000	\$33.76	
115679	Henry Schein Dental, Inc	AED w/ Cabinet	11-7102-649-000	\$1,931.00	\$1,964.76
		Athletic Trainer Supplies	11-5507-701-000	\$63.41	
		Athletic Trainer Supplies	11-5507-701-000	\$26.52	
		Athletic Trainer Supplies	11-5507-701-000	\$39.56	
		Athletic Trainer Supplies	11-5507-701-000	\$1,301.33	\$1,430.82
115680	Hillyard/Springfield	Trash Bags, Cleaner	11-7102-702-000	\$882.44	
115681	Holman Seed Co.	Paper Towels, Toilet Paper, Latex Glic	11-7102-702-000	\$1,289.15	\$2,171.59
115682	J W Pepper and Son, Inc	24 Tons of Red Infield Conditioner	11-7102-649-000	\$4,884.00	\$4,884.00
115683	Jenzabar, Inc.	Music Supplies	11-1111-700-000	\$292.59	\$292.59
115684	Jock's Nitch/Parsons	Annual Maintenance	11-6401-646-001	\$53,309.00	\$53,309.00
115685	Joplin Family Worship Center	Jump Ropes	11-5508-701-000	\$87.00	\$87.00
115686	K L K C	Memorial for William Newby	11-6102-709-000	\$50.00	\$50.00
115687	K O D E - TV	September Advertising	11-6301-613-000	\$300.00	\$300.00
		September Advertising - RSNF	11-6301-613-000	\$100.00	
		September Advertising - RSNF	11-6301-613-000	\$500.00	\$1,090.00
		September Advertising - KSNF	11-6301-613-000	\$490.00	
115688	K S Y N-FM	September Advertising	11-6301-613-000	\$175.00	\$1,050.00
		September Advertising	11-6301-613-000	\$875.00	
115689	Kitchen Pass, Inc.	Office Tech Advisory Committee Meal	12-1204-709-000	\$63.00	
		Workforce Advisory Committee Meal	12-4204-709-000	\$148.38	\$211.38
115690	George Knox	Reimburse Meals - AACC	11-6101-601-000	\$69.90	
		Reimburse Cab, Parking - AACC	11-6101-601-000	\$103.51	
		Reimburse Hotel Deposit-AACC	11-6101-601-000	\$256.49	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

10/31/2016

Check Number	Vendor	Description	Account Number	Amount	Total
115690	George Knox	Vehicle Expense	11-6501-590-001	\$900.00	\$1,329.90
115691	Labette Avenue	E-Edition Renewal	11-6301-704-000	\$30.00	\$30.00
115692	Locke Supply Co	Supplies, Cherokee	11-7103-649-000	\$53.90	
		Supplies, Cafe	16-9482-649-000	\$115.33	\$169.23
115693	McCarty's Office Machines Inc	Copier Service Contract	11-4201-701-000	\$660.00	
		Fax Fuser	11-6503-648-000	\$266.62	
		Copier Repair - Nursing	11-6503-648-000	\$156.16	
		Supplies, Calendars	11-6503-701-000	\$333.09	\$1,415.87
115694	Mohawk Hospital Equipment, Inc	Welch Allyn Standard Diagnostic Set	12-1246-850-004	\$518.94	\$518.94
115695	National Association of Workforce Dev	WCDP Renewal	12-4204-701-000	\$75.00	\$75.00
115696	Overhead Door Co. of Springfield, Inc.	Door Repair	11-7102-671-000	\$360.75	\$360.75
115697	P1 Group Inc	Bookstore Split System Repair	11-7102-649-000	\$1,292.79	
		Maintenance Agreement	11-7103-649-000	\$500.00	
		Maintenance Agreement	11-7202-648-000	\$4,496.00	\$6,288.79
115698	Parsons Glass Company LLC	Vehicle Maintenance, RV-27	11-6502-720-000	\$45.00	\$45.00
115699	Parsons Sun	Debate Watch Party Ad	11-6301-613-000	\$50.00	
		Debate Watch Party Ad	11-6301-613-000	\$100.00	
		Enrollment Ad	11-6301-613-000	\$415.80	\$565.80
115700	Personnel Concepts	Compliance Poster Updates	11-6504-701-000	\$329.89	\$329.89
115701	Proforma	Stadium Cups - Promo Items	11-6301-709-000	\$219.35	\$219.35
115702	Quill Corporation	IT Supplies	11-6401-701-000	\$404.44	\$404.44
115703	Reserve Account	PBP #20352357 (Postage)	11-6503-611-000	\$2,000.00	\$2,000.00
115704	Henry Schein, Inc.	Dental Lab Supply	12-1215-700-000	\$165.93	
		Dental Lab Supplies	12-1215-700-000	\$141.10	\$307.03
115705	Sherwin-Williams Company	Paint	11-7102-649-000	\$33.19	\$33.19

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

10/31/2016

Check Number	Vendor	Description	Account Number	Amount	Total
115706	Southwest Binding and Laminating	Punch-Comb Die	11-6503-641-000	\$552.51	\$552.51
115707	Sportgraphics	Baseball Tarp Cover	11-5502-701-000	\$228.00	\$228.00
115708	Styers Equipment Company	Oki Parts, Toner	11-6503-648-000	\$648.33	\$648.33
115709	Swanny's Roundball Review	Swanny's Roundball Review	11-5508-701-000	\$225.00	\$225.00
115710	T & E Auto Sales	Vehicle Maintenance, PK-2	11-6502-720-000	\$43.33	
		Vehicle Maintenance, CA-13	11-6502-720-000	\$39.88	
		Vehicle Maintenance, RV-23,	11-6502-720-000	\$40.73	
		Vehicle Maintenance, PK-3	11-6502-720-000	\$41.43	
		Vehicle Maintenance, RV-22	11-6502-720-000	\$41.14	
		Vehicle Maintenance, RV-26	11-6502-720-000	\$40.73	
		Vehicle Maintenance, RV-24	11-6502-720-000	\$166.03	\$413.27
115711	T H Rogers Lumber Company	Facilities Supplies	11-7102-649-000	\$42.67	
		Facilities Supplies	11-7102-649-000	\$130.05	\$172.72
115712	The CORE - Labette Health	SPEC12500024-Aquasize-18 Student	11-1133-523-001	\$1,386.00	
		SPEC12500023-Arthritis-19 Students	11-1133-523-001	\$1,386.00	
		SPEC12500022-Aquasize-17 Student	11-1133-523-001	\$1,386.00	
		SPEC12500021-Aquasize-16 Student	11-1133-523-001	\$1,386.00	
		SPEC12500020-Arthritis-14 Students	11-1133-523-001	\$1,386.00	
		SPEC12500019-Aquasize-13 Student	11-1133-523-001	\$1,386.00	
		SPEC12500018-Arthritis-18 Students	11-1133-523-001	\$1,386.00	
		SPEC12500017-Aquasize-20 Student	11-1133-523-001	\$1,386.00	
		SPEC12500016-Aquasize-16 Student	11-1133-523-001	\$1,386.00	
		SPEC12500015-Aquasize-17 Student	11-1133-523-001	\$1,386.00	
		SPEC12500014-Aquasize-19 Student	11-1133-523-001	\$1,386.00	
		SPEC12500013-Aquasize-20 Student	11-1133-523-001	\$1,386.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

10/31/2016

Check Number	Vendor	Description	Account Number	Amount	Total
115712	The CORE - Labette Health	SPEC12500012-Arthritis-16 Students	11-1133-523-001	\$1,386.00	\$18,018.00
115713	The Wright Signs	Van Graphics	11-6502-720-000	\$400.00	
		LCC Decal	16-9482-701-000	\$40.00	\$440.00
115714	Tucker and Markham Attorneys at Law	Legal Service	11-6501-662-000	\$100.00	\$100.00
115715	ULine, Inc.	Art Supplies	11-1101-700-000	\$81.05	\$81.05
115716	UniFirst Corporation	Mats, Mops, Towels, Uniforms	11-7103-649-000	\$36.13	
		Mats, Mops, Towels, Uniforms, Chero	11-7103-649-000	\$36.13	
		Mats, mops, Towels, Uniforms	11-7103-649-000	\$36.13	
		Uniforms	11-7202-648-000	\$54.84	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$78.39	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$78.39	
		Aprons, Mops, Mats, Cloths	11-7202-648-000	\$78.39	
		Uniforms	11-7202-648-000	\$54.84	
		Uniforms	11-7202-648-000	\$54.84	
		Aprons, Mops, Mats, Cloths	11-7202-648-000	\$78.39	
		Uniforms	11-7202-648-000	\$54.84	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$39.20	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$39.20	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$39.20	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$39.20	\$798.11

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	10/31/2016	Account Number	Amount	Total
115717	West IP Communications	EMC Maintenance Renewal		11-6401-646-002	\$2,200.00	\$2,200.00
	11-General Fund		\$112,759.50			
	12-Postsecondary Technical Education Fund		\$6,600.56			
	16-Auxillary Ent Fund		\$334.09			
	67-Capital Outlay		\$0.00			
			<u>\$119,694.15</u>			
					<u>\$119,694.15</u>	

