

**Labette Community College
Board of Trustees Meeting Agenda
Thursday, April 11, 2024
Board Meeting 5:30 p.m.
Cardinal Event Center**

- I. Adoption of Agenda..... Exhibit 1
- II. Approval of March 21, 2024, Regular Meeting Minutes Exhibit 2
- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. SGA Report
 - C. Administrative Reports
 - i. Comparison of Expenditure to Budget
 - ii. Facilities Report
 - D. President’s Report
- IV. New Business (Action, Report, or Discussion)
 - A. Policy Review Exhibit 3
 - B. Approval for Equipment Purchase Exhibit 4
 - C. Program Reviews – English/History..... Exhibit 5/6
 - D. Department Reviews – Admissions/Human Resources Exhibit 7/8
 - E. Student Union Roof Repair & Restoration Exhibit 9
 - F. Professional Staff Employment Letter..... Exhibit 10
 - G. Approval of Bills Exhibit 11

V. Executive Session - for matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency.

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

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

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

- VII. Next Regular Board Meeting: Thursday, May 16, 2024, 5:30 p.m., Cardinal Event Center
- VIII. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
March 21, 2024

The Board of Trustees met at 5:30 p.m. on Thursday, March 21, 2024, at the Cardinal Event Center.

Members Present

Greg Chalker
 Becky Dantic
 Carl Hoskins
 Rod Landrum
 Montie Taylor
 David Winchell

Others Present

Dr. Mark Watkins	Dr. Jason Sharp	Leanna Doherty	Kelly Kirkpatrick
Theresa Hundley	Ross Harper	Haley Walker	Kevin Doherty
Tyler Allen	Harrison Hall	Allie Kashka	Ray Nolting
Cathy Kibler	Dr. Ken Elliott	Glee Clark	Amy Reynolds
Jeff Vesta	Melissa Kipp	Archana Lal	Elizabeth Stoneberger
Emily Franks	Ralph Gouvion		

Heidi Flora recorded the minutes

Adoption of Agenda (ACTION ITEM)

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

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Dantic asked for corrections or additions to the February 8, 2024, regular meeting minutes. There were none. Trustee Landrum moved to approve the minutes as presented. Trustee Taylor seconded the motion and the motion carried 6-0.

Approval of Special Meeting Minutes (ACTION ITEM)

Chair Dantic asked for corrections or additions to the March 6, 2024, special meeting minutes. There were none. Trustee Landrum moved to approve the minutes as presented. Trustee Hoskins seconded the motion and the motion carried 6-0.

Reports and/or Board Discussion

Faculty Senate Report:

None

Student Government Report: Harrison Hall, Student Life Specialist, provided an update on recent and upcoming events.

Administrative Report:

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

Audit: Emily Franks with Jarred, Gilmore & Phillips gave the audit report for 2023.

Trustee Hoskins moved to accept the 2023 Audit Report. Trustee Landrum seconded the motion and the motion carried 6-0.

Facility Report: Kevin Doherty, Facilities Director gave an update on the Hughes Building elevator and elevator alarm monitoring.

President's Report:

Dr. Watkins recognized Coach Jeff Vesta who was awarded with the NWCA NJCAA Men's National Coach of the Year and congratulated him on his team's successful season.

Dr. Watkins reported on the recent Hendershot Art Gallery 100-Year exhibit & event curated by Mike Brotherton and the newly acquired Grant Wood lithograph.

Old Business (ACTION, INFORMATION, OR DISCUSSION ITEMS)

Cherokee Center Update

Dr. Sharp reported on the current situation of the Cherokee Center and provided the Administration's recommendation.

Tuition and Fees for 2024-2025

Trustee Taylor moved to approve an increase of \$2 in tuition and \$1 in fees for all residency categories. Trustee Chalker seconded the motion and the motion carried 6-0.

New Business (ACTION, INFORMATION, OR DISCUSSION ITEMS)

Professional Staff Employment Letter

Trustee Winchell moved to approve the Professional Staff Employment Letter for Molly Coomes, Workforce Director, starting February 26, 2024, at a salary of \$47,000. Trustee Landrum seconded the motion and the motion carried 6-0.

Program Reviews

Dr. Sharp presented the Mathematics Program Review. Trustee Landrum moved to accept the Mathematics Program Review. Trustee Hoskins seconded the motion and the motion carried 6-0.

Dr. Sharp presented the Biology Program Review. Trustee Taylor moved to accept the Biology Program Review. Trustee Chalker seconded the motion and the motion carried 6-0.

Approval of Bills

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

Administrative Contract Approval

Trustee Winchell moved to approve the Administrative Contract for Dr. Ken Elliott, Dean of Instruction and Distance Learning, starting July 8, 2024, at a salary of \$67,000. Trustee Landrum seconded the motion and the motion carried 6-0.

Executive Session

Trustee Landrum moved to go into executive session at 6:28 p.m. for 5 minutes for the purpose of discussing personnel matters for nonelected personnel to protect the privacy interests of an identifiable individual. Trustee Hoskins seconded the motion and the motion carried 6-0.

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

The Board returned to an open meeting at 6:33 p.m.

Trustee Landrum moved to approved new faculty positions exercise science and welding. Trustee Hoskins seconded the motion and the motion carried 6-0.

Executive Session

Trustee Landrum moved to go into executive session at 6:35 p.m. for 5 minutes for matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency to protect the institution's right to the confidentiality of its negotiating position and the public interest. Trustee Hoskins seconded the motion and the motion carried 6-0.

The following were invited to participate in the executive session: Dr. Mark Watkins, Dr. Jason Sharp, Leanna Doherty, and Haley Walker.

The Board returned to an open meeting at 6:40 p.m.

Public Comment

Amy Reynolds spoke in support of Art Instructor, Heidi Schaaf.

Trustee Landrum commended everyone who has helped with the 100-year celebration events thus far.

Next Board Meeting

Chair Dantic reminded everyone of the next regular meeting of the Board of Trustees scheduled for April 11, at 5:30 p.m. in the Cardinal Event Center.

Adjournment

Trustee Landrum moved to adjourn the meeting at 6:45 p.m. Trustee Chalker seconded the motion and the motion carried 6-0.

Heidi Flora, Clerk of the Board

REF
R

Agenda Item #: IV.A.

Date: April 11, 2024

SUBJECT

Review of Board Policy Changes

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

The President has updated the following policy for review:
Policy 2.16 Animals on Campus

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees review Policy 2.16 – Animals on Campus.

POLICY 2.18 ANIMALS ON CAMPUS

Pets and/or other animals are prohibited from all College facilities except for service animals or animals used as part of a College academic program. Exceptions may be granted by the Vice President of Student Affairs. Permitted pets and/or other animals must be leashed or otherwise secured and shall not be left in automobiles, tethered on campus, or otherwise endangered.

Adopted: 7/20/09
Revised: 2/14/19
Reviewed: 9/19/16; 5/19/22

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¶
Lafayette Community College has the responsibility to provide a safe and healthy learning environment. The uncontrolled or unsupervised presence of animals on campus compromises that environment. This procedure applies to all students, employees and visitors. ¶

¶
A "service animal" is one that is individually trained to do work or perform tasks for the benefit of an individual with a disability, and the work or tasks performed by the animal are directly related to the individual's disability. This definition encompasses all "service animals" as defined by the applicable regulations to the Americans with Disabilities Act, and encompasses all "assistance dogs" as defined by applicable Kansas statutes. ¶

All domestic animals on College property, including open space, athletic fields, playing fields and intramural areas, must be leashed and under personal control of the owner at all times. Animals are not to be tied to or secured to trees, posts, shrubs and/or left unattended. Each owner is responsible for their animal, including clean-up. ¶

To protect public health and safety, animals are not permitted in College buildings or grounds, subject to the following exceptions: ¶

A service animal assisting an individual with a disability; ¶
The service animal must be under the control of its handler. Where it is not readily apparent that an animal is a service animal, the College may ask if the animal is required because of a disability and what work or task the animal has been trained to perform. ¶

LCC may exclude a service animal if the animal is not housebroken; would pose a direct threat to the health, safety or property of others that cannot be reduced or eliminated by a reasonable accommodation; is out of control and the individual does not take effective action to control it; would fundamentally alter the nature of a program or activity; or is not being cared for by the individual. ¶

LCC is not responsible for the care or supervision of service animals. Individuals handling a service animal are responsible. ¶

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Agenda Item: IV.B.

Date: April 11, 2024

SUBJECT

Purchases/Replacement Bids

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Labette Community College has been granted additional state funds to support programs that cater to the needs of local businesses and industries. These funds are being allocated towards the purchase of a new hydraulic press, replacing the current piece of equipment. This investment will enhance the college's ability to provide cutting-edge training and resources for students pursuing careers in fields such as manufacturing and welding.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the Thompson Brothers bid for the purchase of a new hydraulic press.



An American Company
Family Owned Since 1948

THOMPSON BROTHERS

GASES • WELDING • INDUSTRIAL • SAFETY

WWW.TBSWELDS.COM | PHONE 800.830.8848 | FAX 620.252.6390

MAIN STORE
2319 W 5TH ST.
COFFEYVILLE, KS

BRANCH
214 E ELM
CHANUTE, KS

BRANCH
405 MADISON
FREDONIA, KS

MAILING ADDRESS:
THOMPSON BROTHERS
PO BOX 895
COFFEYVILLE, KS 67337

BRANCH
3700 E TURKEDO
BARTLESVILLE, OK

QUOTATION

Sold To: 312310

Ship To: 312312

QUOTATION
864702

LCCC
LABETTE CO COMM COLLEGE
200 S 14TH
PARSONS KS 67357

LCCC - WELDING DEPT
1520 FLYNN DR
PARSONS KS 67357

Hardgoods PO #	Gas PO #	Ship VIA	Salesman	Terms	Date	
		OUR TRUCK	TBS-C	NET 30	12/07/2023	
Stock Number	Description	Quantity	Unit	Price	Cylinders Shp Rtn	Amount
THANKS FOR THE OPPORTUNITY TO QUOTE THE FOLLOWING:						
1 BA9-1000835	BALEIGH HYDRAULIC MODEL BP-6778NC 67 TON	1.00	EA	54965.7600		54965.76
ESTIMATED SHIPPING TO CUSTOMER SITE: \$1550.00						
TERMS: FULL PAYMENT WITHIN 10 DAYS OF RECEIPT OF EQUIPMENT.						
Sub Total	54965.76		Sales Tax		Total	54965.76

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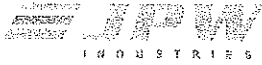


EXHIBIT 4 QUOTATION

JPW INDUSTRIES INC.
Ph:615-793-8900
www.jpwindustries.com



QUOTATION#: 20012896
ORDER DATE:01/18/2024
CUSTOMER#: 1000000000
VALID TO:02/18/2024

SOLD TO:
Labette Community College
Travis Brumback
200 S 14th St
Parsons KS 67357
US

SHIPPING TO:
Labette Community College
Travis Brumback
200 S 14th St
Parsons KS 67357
US

REF./ PO #	6206742204	Order Special Instructions (If any):
REF./ PO DATE	01/18/2024	
PAYMENT TERMS	Payable immediately without deduction	
DELIVERY TERMS	Prepaid	

* Price Quote may not be valid if a price increase has occurred or past 30 calendar days.
* Curbside or Dock Deliveries Only. Forklift, Crane and-or Loading Dock to get off truck maybe required. Be sure to inspect shipment prior to signing off.
Damages may not be covered after delivery. For more information see T&C link.

LINE	PART NUMBER & DESCRIPTION	COO	QTY	UOM	UNIT PRICE	TOTAL
10	BA9-1000835 (1000835) BP-6778NC-67ton 78 Hyd. Press Brake Import/ Export Code: 8462.29.0030 EAN / UPC# 731325394597	TW	1	EA	59,999.00	59,999.00
TOTAL EXCLUDING TAX. \$						59,999.00
SHIPPING & HANDLING CHARGES. \$						2,000.00
TOTAL AMOUNT. \$						61,999.00

ADDRESS FOR MAILING THE CHECKS:
Lockbox Deposits

JPW Industries Inc
P.O. Box 95137
Chicago, IL 60694-5137

ACCOUNT INFORMATION FOR DIRECT DEPOSITS & WIRE TRANSFERS:
JPW INDUSTRIES INC
ABA ROUTING#: 071000288
ACCOUNT#: 3036951
SWIFT CODE: HATRUS44
BANK NAME: BMO Harris Bank N.A.
BANK ADDRESS: 111 West Monroe St , Chicago , IL 60603

This document is amended and applicable to the actual terms and conditions. The actual terms and conditions can be viewed on our website <http://www.jpwindustries.com/termsandconditions>

JPW Industries Inc.
427 New Sanford Road , La Vergne , TN USA , 37086
Tel: 615-793-8900

ABA ROUTING#: 071000288 ; ACCOUNT#: 3036951
SWIFT CODE: HATRUS44
JPW INDUSTRIES INC.



Agenda Item #: IV.C.

Date: April 11, 2024

SUBJECT

Program Reviews: History and English

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

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

VPAA, Dean and Program staff will present the program review to the Board of Trustees.

PRESIDENT'S RECOMMENDATION

President recommends the acceptance of the program reviews for History and English.



Comprehensive Program Review 2023

Program Name: English

Semesters Reviewed:

AY 2021: Fall 2020, Spring 2021, and Summer 2021

AY 2022: Fall 2021, Spring 2022, and Summer 2022

AY 2023: Fall 2022, Spring 2023, and Summer 2023

Completed by: Elizabeth Stoneberger, Kenneth Elliott, and Randee Baty

Date: February 2024

Assessment Committee Recommendation: The committee agrees with the Program Vitality statement; Category 2: Maintain current levels of support/continuous improvement.

President's Council Recommendation: President's Council agrees with the recommendation of the Program Vitality statement, Category 2: Maintain current levels of support/continuous improvement.

1.0 Program Summary

Narrative:

The mission of the English program is to prepare students to enter the job market in a variety of fields which require written and oral communication and critical thinking. Students with this degree can also transfer to a university in numerous fields of study. This degree will prepare students to pivot into emerging professions.

English Program Outcomes are as follows:

1. Demonstrate effective writing skills.
2. Understand and apply the specific vocabulary of literature.
3. Apply critical thinking skills to explore and understand the layers and ambiguity of meaning in written texts.
4. Demonstrate effective critical reading skills.
5. Incorporate the world of the author, the world of the text, and the student's own world and experiences to produce meaning.

2.0 Student Success

Narrative:

Students must achieve a grade of 70% in English courses to be considered successful.

After graduation, students may gain immediate employment in offices and businesses that require strong reading, writing and communication skills. Students who go on to complete a Bachelor's Degree may gain employment in Journalism, Creative Writing, Copywriting, Technical writing, Science writing, Freelance Writing, Grant writing, and any positions that require critical thinking.

2.1 Achieve/Promote Student Success

Narrative:

Beginning students may take ENGL 103 (English Composition with Review) if they have low skills or low placement, for a more intensive course worth 5 credit hours which meets 4 times per week. Most students can take the regular ENGL 101 and ENGL 102 courses in succession. English majors have several options for electives to suit their individual needs and preferences.

3.0 Reflection on Current Curriculum

Narrative:

LCC English courses are KCOG approved, meaning that Kansas Community Colleges and Universities have met and approved outcomes for the courses to transfer. Any courses not yet approved are scheduled for future approval by the KCOG cohort. KCOG courses are reviewed regularly and updated.

Moreover, we constantly review our curriculum to ensure that our courses are not only compatible with other first- and second-year English programs throughout the state for transfer, but also to ensure currency with technological innovations and pedagogical best practices.

3.1 Degrees and Certificate Offerings

Narrative:

LCC offers an Associate of Arts Degree. Degrees in all other departments require at least Composition I as a requirement for degrees in those areas. Many degrees also require Composition II. Both courses are part of the General Education Degree Package.

4.0 Faculty Success

Narrative:

Randee Baty – In addition to teaching Composition I and II, General Literature, and British Literature, Ms. Baty has written our current General Literature textbook. She leads book talks around the State of Kansas for Humanities Kansas. She also scores AP literature essays in the summer for the Educational Testing Service of the College Board. Ms. Baty is also a current member of the Lions Club. Finally, she teaches children's classes at Westside Christian Church.

Kenneth Elliott – In addition to teaching all composition classes, world literature, and film appreciation, Dr. Elliott has restarted his daily writing habit and personal research. He is currently sending poems to literary journals. He donates to the LCC Pantry and has donated his time to the monthly free dinners for students. During the summer, Dr. Elliott scores AP composition essays for the Educational Testing Service of the College Board. Finally, he is a member of the City of Parsons Arts and Humanities Council and has helped to organize and curate the receptions and shows.

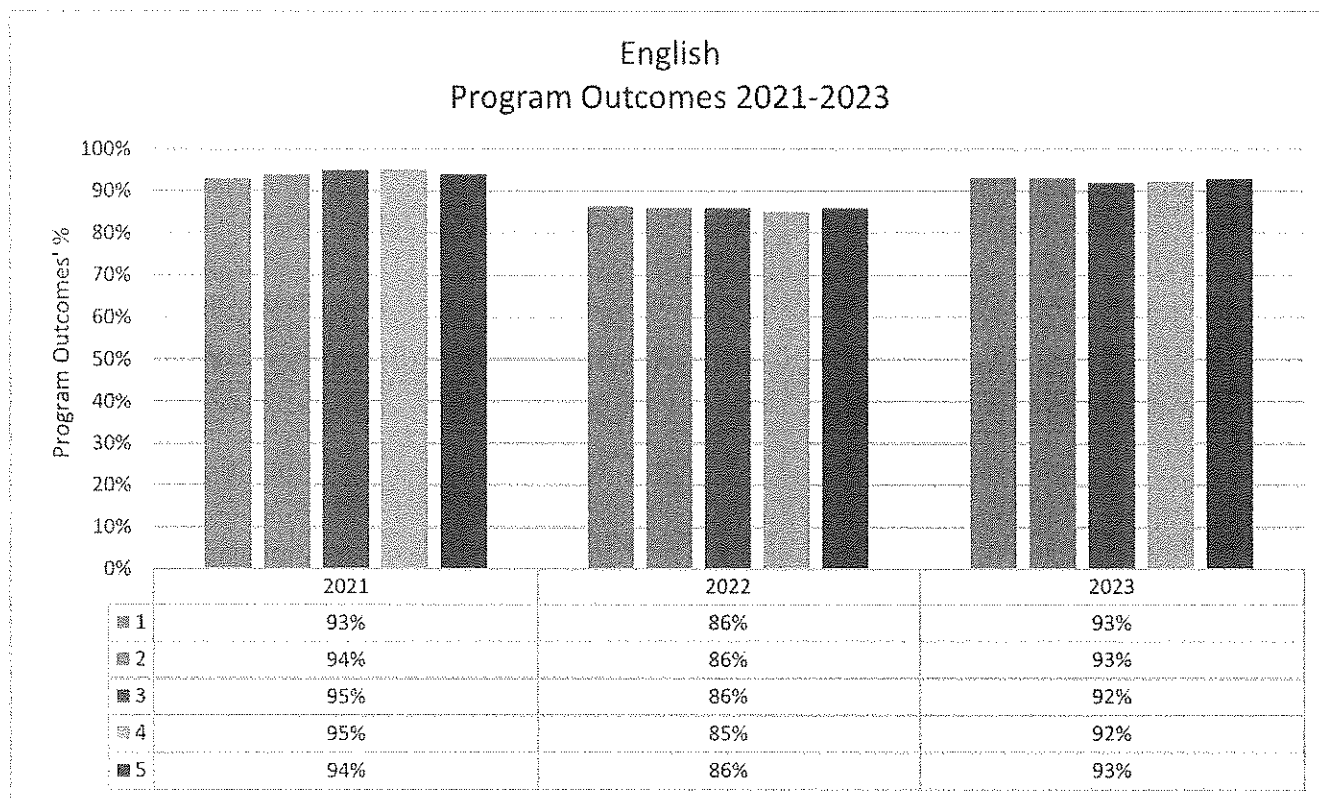
Elizabeth Stoneberger- In addition to teaching Composition, Creative Writing, American Literature, Theatre Appreciation, and Science Fiction, Professor Stoneberger continues her writing practice. She is the choir/bells director for First Presbyterian Church/First Christian Church, is a member of PEO, and is part of the Space Group which has a community garden which feeds local residents.

5.0 Program Accomplishments and Reflection on Data/Trends

Narrative:

In accordance with KBOR’s evolving ethos, the English Department has eliminated the developmental composition course and replaced it with a Composition I with Review. The Department is at the vanguard of this emerging trend in Kansas higher education.

Free Online Educational Resources (OER) have replaced many of the required texts for Program courses. This use of OER has reduced student expense for their education and ensured that they all have the required texts in a timely manner.



- What did you learn from the data?
 - The data fluctuated year to year so more training with English instructors will be conducted at in service and throughout the year to improve consistency in reporting and maintaining course and program expectations.
- What did you not learn from the data?
 - We did not learn what specific practices are working for teachers. We would like to see all instructors suggest more strategies for personal pedagogical improvement.
- What do you hope to learn and do differently this academic year?
 - We will reemphasize, at our in-service meetings, the importance of the information teachers provide. Additionally, we will feature one innovative teaching strategy.

6.0 Mission Alignment

Narrative:

The English Program aligns with LCC's mission

1. **To provide quality learning opportunities** by offering not only required composition courses for other college majors, but also discipline-specific courses for English majors. The curricula of the composition courses comply not only with KBOR-suggested outcomes, but are also tailored to the students' needs. The English Department uses a variety of delivery and teaching methods to strengthen every student's weak spots and to encourage every student's strengths. Additionally, the Department has developed the ENGL 103: Composition I with Review class to replace the previous ENGL 099 and ENGL 090 classes for developmental students. ENGL 103 meets four times a week for five hours total to give students the extra help they need to succeed in English Composition I. This course also prepares them for English Composition II and other college classes without adding an extra semester to get through the required English courses. This streamlined approach is designed to increase retention and reduce time to completion. The English faculty also collaborate with adjunct faculty and concurrent enrollment faculty not only to ensure the quality of the teaching of the adjuncts and concurrent faculty, but also to allow the for the free exchange of ideas to improve the Department as a whole.
2. **In a supportive environment** – The English faculty work as closely with students as the student's desire. Students are encouraged to work closely with English faculty to succeed in their classes and meet their educational goals. Faculty also take a proactive approach and actively seek out struggling students to discover the source of the difficulties and provide what academic help and referral to resources that are available.
3. **For success in a changing world** – Students are encouraged to think not only critically but creatively, to read not only actively, but aggressively, and to write in different styles for different rhetorical situations. The Department understands that the pace of technological and societal change is accelerating and that current students will probably hold many different jobs throughout their lives. Many of these jobs don't yet exist and/or use not-yet-invented technologies. Consequently, students are encouraged to develop their adaptability to novel situations.

7.0 Fiscal Resource Narrative

Narrative:

No additional budget request is foreseen at this time.

8.0 External Constituency and Significant Trends

Program Advisory Committee: N/A

Other External Constituencies:

The English department at LCC works closely with the LCC library for research resources.

The English department also partners with the Foundation to present the Gribben Lecture series every October. This lecture series brings in college and high school English teachers from all over SE Kansas for free professional development. It is a long-standing and highly respected lecture series that brings in nationally known speakers for the benefit of SE Kansas.

Significant Trends:

The US Bureau of Labor Statistics' Occupational Outlook Handbook list several professions that are open to English majors.

- **Writers and authors** - Median pay is \$35.17 per hour or \$73,150.00 per year. The growth in that field is 4% per year.
- **Editors** - Median pay is \$35.14 per hour or \$73,080 per year. This is a stable field.
- **Technical writers** - Median pay is \$38.44 per hour or \$79,960 per year. The growth in this field is 7% per year which is faster than average.
- **Teachers** - Median pay for high school teachers is \$62,360 per year. This is a stable field as far as number of jobs available, and currently there is a shortage of applicants to fill those jobs.

In addition to specific jobs in the English field, an English degree is a foundational degree for many people pursuing a law degree or an MBA.

Other professions for English majors are teaching, social media specialist, content manager, publisher, communications manager, or press secretary.

As more content is created online for consumers, more writers, editors, and content managers will be needed.

9.0 Program Vitality Assessment

Vitality Category Chosen:

Category 2: Maintain Current Levels of Support/Continuous Improvement

English is a core requirement in every degree curriculum and many certificate programs in the College and in the state. English Composition I and II are both required in the General Education Package.

All full-time faculty are qualified to teach any of the courses that are offered.

10.0 Program Goals

Short-Term:

Increase awareness of our literature classes by a comprehensive advertising campaign

Specific – Through the LCC PR department, we will advertise our literature classes

Measurable – Number of ads in various media for our literature classes can be measured

Achievable – Having a PR department whose focus is advertising the college events and classes makes this achievable.

Relevance / Results Focused – The purpose of this advertising is to inform our students and the community at large about the variety of offerings available through the English Dept. at LCC. Community members who are interested in literature but not current students may find offerings that interest them that they were formerly unaware of, bringing new students into the college.

Timely – Boosting enrollment in college classes is imperative at this time of low student numbers.

Long-Term:

Write our own textbooks

Specific – The English department will write textbooks for General Literature (completed), ENGL 101/103, and ENGL 102. Faculty will collaborate to write the texts in order to tailor texts to the unique financial and academic needs of our students.

Measurable – (1) The textbooks will be 100% written. (2) The textbooks will be assigned to all classes.

Achievable – Yes, it is achievable. Most of the content is already written in the form of presentations, handouts, etc.

Relevance / Results Focused – The purpose English Department's writing these texts is to consolidate the needed information into a single text contains what we want to the students to know in the vocabulary that the English Department uses while eliminating any extraneous and distracting information. The texts will be

readily available and free to the students. We hope the result will be greater student success in these classes and greater student satisfaction with these classes.

Timely – We expect to have these texts ready to be deployed for the Spring 2025 semester. There is no particular sense of urgency, as we are able to make use of existing OER resources and self-generated texts.



Program Review Data Summary

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

Program: English

Average Class Size, Completer Success, and Attrition

Year (AY dates)	Subject Prefix	Course Name	Total Enrollment	# of Sections	Average Class Size	% Student Completion	% Student Success	% Student Attrition	Student Credit Hours
2021	ENGL 090	Accelerated Learning	38	7	5	66%	61%	34%	76
2022			N/A	N/A	N/A	N/A	N/A	N/A	N/A
2023			N/A	N/A	N/A	N/A	N/A	N/A	N/A
2021	ENGL 097	Reading/Writing Essentials	17	3	6	82%	76%	18%	51
2022			9	1	9	78%	78%	22%	27
2023			4	1	4	75%	67%	25%	12
2021	ENGL 099	Pre-College Reading/Writing	39	5	8	85%	69%	15%	117
2022			24	4	6	75%	63%	25%	72
2023			12	2	6	92%	91%	8%	36
2021	ENGL 101	English Comp I	406	35	12	82%	76%	18%	1,218
2022			349	28	12	80%	77%	20%	1,047
2023			337	25	13	91%	97%	9%	1,011
2021	ENGL 102	English Comp II	286	26	11	80%	74%	20%	858
2022			289	22	13	82%	75%	18%	867
2023			319	23	14	80%	93%	20%	957
2021	ENGL 103	English Comp I with Review	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2022			44	4	11	70%	52%	30%	220
2023			41	5	8	76%	71%	24%	205
2021	ENGL 118	Theatre Appreciation	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2022			10	1	10	100%	90%	0%	30
2023			N/A	N/A	N/A	N/A	N/A	N/A	N/A
2021	ENGL 200	Creative Writing	5	1	5	80%	80%	20%	15
2022			9	1	9	100%	89%	0%	27
2023			14	2	7	93%	100%	7%	42
2021	ENGL 206	General Lit	37	5	7	78%	78%	22%	111
2022			50	5	10	84%	74%	16%	150
2023			40	3	13	88%	89%	13%	120
2021	ENGL 208	World Lit	5	1	5	80%	60%	20%	15
2022			1	1	1	100%	100%	0%	3
2023			N/A	N/A	N/A	N/A	N/A	N/A	N/A
2021	ENGL 209	American Lit	1	1	1	0%	0%	100%	3
2022			1	1	1	100%	100%	0%	3
2023			1	1	1	100%	100%	0%	3
2021	ENGL 215	Science Fiction	2	1	2	100%	50%	0%	6
2022			N/A	N/A	N/A	N/A	N/A	N/A	N/A
2023			1	1	1	100%	100%	0%	3
2021	ENGL 219	Film Appreciation	15	1	15	80%	73%	20%	45
2022			13	1	13	85%	77%	15%	39

2023			8	1	8	75%	100%	25%	24
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Course Completion, Success, & Attrition by Location

Year (AY dates)	Location	Total Enrollment	# of Sections	Average Class Size	% Student Completion	%Student Success	%Student Attrition	Student Credit Hours
2021	Cherokee	45	8	6	87%	80%	13%	141
2022		56	6	9	73%	70%	27%	168
2023		5	1	5	80%	75%	20%	15
2021	Online	304	25	12	75%	69%	25%	912
2022		304	18	17	75%	68%	25%	912
2023		328	20	15	76%	92%	24%	984
2021	Main Campus	270	33	8	69%	60%	31%	852
2022		219	24	9	71%	60%	29%	657
2023		184	21	8	80%	87%	20%	634
2021	Concurrent	232	20	12	99%	97%	1%	696
2022		218	20	11	99%	99%	1%	654
2023		215	17	12	100%	100%	0%	645
2021	Other (Arrangement, Off-campus, etc.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2022		2	2	1	100%	100%	0%	6
2023		2	2	1	100%	100%	0%	6

Declared Awards, Transfers, and Placements

Year (AY Dates)	# of Degrees/Certs Awarded	# of Graduates Transferring from previous AY year	% Placement Rate for Graduates (CTE Only)
2021	1	1	N/A
2022	1	0	N/A
2023	0	0	N/A

Student Credit Hours by Faculty Type

Year (AY)	Number of Faculty		Student Credit Hours by Faculty Type				Total Credit Hours
	Full Time	Part Time	Full Time	% for Full Time	Part Time	% for Part Time	
2021	3	13	1476	56%	1155	44%	2631
2022	3	10	1733	69%	789	31%	2522
2023	3	8	1591	66%	822	34%	2413

Faculty Name by Type for Most Recent Academic Year

Full Time: Randee Baty, Kenneth Elliott, Elizabeth Stoneberger

Part Time: Karen Barger, Kylie Booth, Catherine Campbell, Sally Clay, Jennifer Katzer, Casey Mayfield, Deatrea Rose, Peggy Walters, Thad White, Scotty Zollars, Rebecca McDonald, Angie Norris



Comprehensive Program Review 2023

Program Name: History

Semesters Reviewed:

AY 2021: Fall 2020, Spring 2021, Summer 2021

AY 2022: Fall 2021, Spring 2022, Summer 2022

AY 2023: Fall 2022, Spring 2023, Summer 2023

Completed by: Tim Miller

Date: February 29, 2024

Assessment Committee Recommendation: The committee agrees with the Program Vitality statement; Category 2: Maintain current level of support/continuous improvement.

President's Council Recommendation: President's Council agrees with the recommendation of the Program Vitality Statement, Category 2: Maintain current levels of support/continuous improvement.

1.0 Program Summary

Narrative:

The Department of History at Labette Community College uses one full-time faculty member, five adjunct instructors, and three concurrent/dual instructors.

The LCC History Department seeks to provide quality-learning opportunities to LCC students by providing qualified instructors with sufficient degrees or graduate hours in the disciplines to teach courses within the program. The department is dedicated to creating a positive student experience and assisting students in meeting general education requirements at Labette Community College. The department currently offers an Associate of Science degree with an advisor available to work with participating students. The program seeks to prepare students for further study at a four-year institution.

The current outcomes of the History department are:

1. Demonstrate ability to evaluate sources.
2. Demonstrate ability to analyze and evaluate change over time.
3. Demonstrate effective written communication skills.
4. Demonstrate ability to analyze causes and consequences of major events

2.0 Student Success

Narrative:

For most students enrolled in history courses, success is measured when they are able to meet their general education and concentration requirements. LCC history courses teach students the basics of historical events, which are often needed to fully understand today's events. The class emphasizes critical thinking about historical events, and students explore different viewpoints from throughout history.

2.1 Achieve/Promote Student Success

Narrative:

The history department offers two courses in world history, before and after the year 1500, and two courses in US history, before and after 1877 (there is also a Kansas history class that is rarely offered and is not covered under KCOG). The majority of students taking the classes are not history majors, and these courses are likely to be the only history classes they will take during their college career. As such, the classes are geared toward non-history majors coming into the class with only a small amount of knowledge of history. The classes are set up to give students a grounding in both knowledge of historical events, and also interpretation of those events.

The textbooks used in all the classes are OER (Open Educational Resources). They can be freely downloaded as PDFs or read on the internet, and printed copies are relatively inexpensive. This reduces a barrier for some students, particularly at the beginning of the semester when textbooks may be backordered, or students do not have the funds to purchase books. This helps them to be successful in these classes.

3.0 Reflection on Current Curriculum

Narrative:

The program offers four survey courses, together covering all of both world and US history. The classes are divided into units based on time period, moving forward in time as the class goes on. A set of standard textbooks is used for both sets of courses. The purpose of the textbooks is to give students a firm grounding in each time period, although the books tend not to dwell too much on any particular event because of the need to provide so much breadth of coverage. To supplement the readings instructors, provide lectures that often give more detail on particular events, such as the Vietnam War or the construction of the atomic bomb. In addition, students read and discuss primary source documents throughout the semester. These documents are from the time period studied, and include eyewitness accounts of rebellions, a participant's account of the Boston Tea Party, and letters from Civil War and World War I soldiers. In this way students can get a deeper insight into events of the past.

The curriculum is updated regularly with new information from recent historical research, which is often folded into lectures. Textbooks can be changed to provide better knowledge to students, or to provide more easily accessible material.

3.1 Degrees and Certificate Offerings

Narrative:

The history program offers an Associate of Science in history. At least one history class is required by the Elementary Education program, and students majoring in Secondary Education with an emphasis in history are also required to take history classes. The classes fulfill general education requirements for most majors, and are covered under KCOG so that they will transfer to the state universities and other community colleges.

HISTORY

ASSOCIATE IN SCIENCE

Historians research and interpret past events, and the program emphasizes critical thinking, so history can be a gateway to a variety of careers including journalism, the law, and education.

Credits Required: 60

Major Advisor: Dr. Tim Miller
620-820-1187
timm@lafayette.edu

Recommended Courses:

- GEOG 101 Social & Behavioral Sciences
- POLS 105 Social & Behavioral Sciences
- HIST 201 General Elective

After Graduation

Students transfer to Kansas and out-of-state universities. After finishing a bachelor's degree, and additional schooling, many history majors become history professors, lawyers, and museum directors.

Concentration Requirements 12

- HIST 101 American History to 1877 3
- HIST 102 American History Since 1877 3
- HIST 103 World History to 1500 3
- HIST 104 World History Since 1500 3

General Education Requirement 35

English

- ENGL 101 English Composition I or
- ENGL 103 English Composition I with Review 3
- ENGL 102 English Composition II 3

Communications

Choose one class

- _____ 3

Math & Statistics

Choose one class

- _____ 3

Natural & Physical Science

Choose one class

- _____ 5

Social & Behavioral Sciences

Choose two classes from different subject areas

- _____ 3

- _____ 3

Arts & Humanities

Choose two classes from different subject areas

- _____ 3

- _____ 3

Personal & Professional Behavior

Choose two classes

- _____ 3

- _____ 3

General Electives 13

- _____ 3

- _____ 3

- _____ 3

- _____ 3

- _____ 1

4.0 Faculty Success

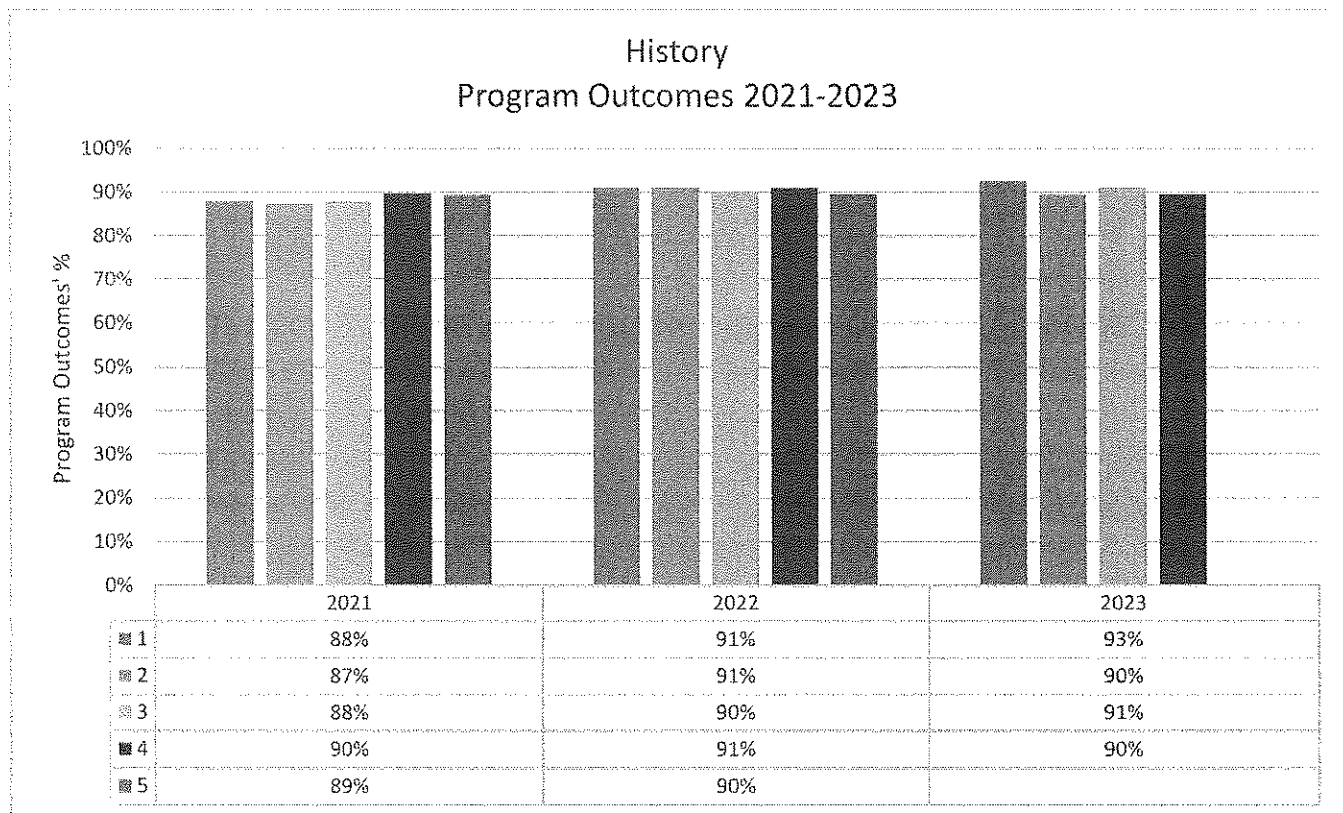
Narrative:

Dr. Miller has served on a variety of college committees, including the Library Committee and Onboarding Committee, and he has served on numerous hiring committees. He is currently the college's representative on the Board of Regents's Open Educational Resources Committee, where he interacts with peers at colleges and universities across Kansas. He regularly participates in sessions at the annual Kansas Association of Historians conference, and this spring will be chairing a session on the possibility of splitting one of the American History survey courses into two different courses.

5.0 Program Accomplishments and Reflection on Data/Trends

Narrative:

Most students taking history classes are doing so to complete their general education requirements. Attrition rates for history classes are within a reasonable rate. History classes remain very popular for concurrent and dual enrollment students, which is reflected in the split between full time faculty and adjuncts. About half of the number of students, credit hours, and classes are taught by teachers in the high schools. Because so many students take a history class in high school there has been a declining demand for history classes by full-time LCC students. The program outcomes have continued to be reasonably high.



- What did you learn from the data?
 - It's difficult to learn much, since the data isn't very granular, and it's hard to see why numbers might go up or down.
- What did you not learn from the data?
 - Why numbers increased or decreased year to year.
- What do you hope to learn and do differently this academic year?
 - I'd like to make some changes so that outcomes map to specific assignments, which may be difficult because each of my history classes only has two outcomes.

6.0 Mission Alignment

Narrative:

This program provides quality learning opportunities for students. The instructors use a variety of teaching methods during class, including showing videos, analyzing various sources, having students write essays and papers, and analyzing arguments. They do this while providing a supportive environment in which students can ask questions during class, talk to instructors on-on-one outside of class, and contact instructors through e-mail or phone calls. Finally, these classes prepare students for success in a changing world with the subject matter they provide. History classes give students exposure to people of other cultures and to varying ideas.

7.0 Fiscal Resource Narrative

Narrative:

This program is not requesting budgeted money.

8.0 External Constituency and Significant Trends

Program Advisory Committee:

This program does not have a Program Advisory Committee.

Other External Constituencies:

The four survey classes offered by the History department are all covered by KCOG, so they will transfer to all of the state universities. Additionally, the classes are popular with concurrent and dual credit students through local high schools, and a number of schools outside of LCC's service zone have students take the classes online through LCC.

One constituency that affects the History program is the Kansas Board of Regents. The list of categories of general education courses was recently revised by KBOR, and the change negatively affected the program as most students are essentially penalized for taking more than one history class (the extra class will not generally count toward their degree). At the same time, though, KBOR has recently issued course requirements for all elementary education majors at KBOR institutions, and those students are now required to take a history class. This, obviously, should positively affect the program.

Significant Trends:

The number of History majors has declined over the past number of years at LCC. This is likely because of two factors. First, History is within the humanities, and the humanities in general have suffered from declining numbers, particularly in the past several years. Second, LCC now offers a General Studies major that large numbers of students have signed up for, rather than choosing a more specific major. Students who previously may have thought about majoring in history without fully wanting to commit to it are now likely to simply major in General Studies.

9.0 Program Vitality Assessment

Vitality Category Chosen:

Category 2: Maintain Current Levels of Support/Continuous Improvement

The program has a steady supply of students taking history classes, and it has the staffing to continue to offer those classes. It does not have many history majors, but offering the major does present another option for students, who otherwise may simply move on to PSU or another university without taking classes at LCC.

10.0 Program Goals

Short-Term:

Explore the value for students of the instructor posting each week's reading, in each class, on separate web pages. The entire books are already available online, but this would give students the ability to go to a certain page and know that the week's readings are there. This may be able to be done through Canvas.

Long-Term:

Connect class outcomes in each class to something more than just the overall grade the student receives in the class. This includes looking at connecting the outcomes to specific assignments in the class.

Declared Awards, Transfers, and Placements

Year (AY Dates)	# of Degrees/Certs Awarded	# of Graduates Transferring from previous AY year	% Placement Rate for Graduates (CTE Only)
2021	0	0	N/A
2022	0	0	N/A
2023	0	0	N/A

Student Credit Hours by Faculty Type

Year (AY)	Number of Faculty		Student Credit Hours by Faculty Type				Total Credit Hours
	Full Time	Part Time	Full Time	% for Full Time	Part Time	% for Part Time	
2021	1	3	471	39%	750	61%	1,221
2022	1	5	348	33%	702	67%	1,050
2023	1	3	483	49%	495	51%	978

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

Part Time: John Mack, Diana Moss, Max Nehrbass, Kevin Thomure, Greg Traxson, Loni Quarton

Agenda Item #: IV.D.

Date: April 11, 2024

SUBJECT

Department Reviews: Human Resources and Admissions

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

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

VPFA, VPSA, and Department staff will present the Department Review to the Board of Trustees.

PRESIDENT'S RECOMMENDATION

President recommends the acceptance of the department reviews for Human Resources and Admissions.



Admissions Department

FY23

**Comprehensive Review
July 1, 2022-June 30, 2023**

**Prepared by:
Tyler Allen, Director of Admissions**

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1.0 Department Summary

Labette Admissions encompasses three full-time staff positions along with a number of student worker positions.

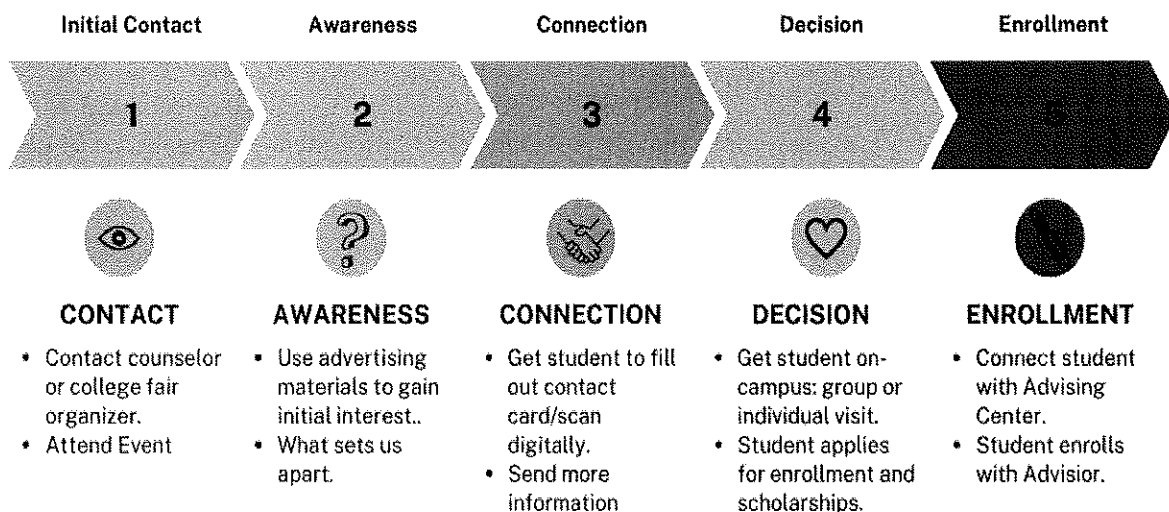
Director of Admissions: oversees staff and student ambassadors. Sets direction for the department in terms of strategy, event attendance, visit days, etc. Builds connections with high school administrators and counselors/teachers to help their students transition from high school to the college.

Admissions Recruiter: attends recruiting events (college fairs, high school visits, on-campus visit days, etc.) to represent the institution. Helps oversee student ambassadors, communicates with potential students via various methods of communication including email, phone call, texting application, etc.

Admissions Assistant: works with Director and Recruiter to implement recruiting strategies. Serves as main point of contact between potential students and LCC. Serves as individual campus visit coordinator. Works with Student Ambassadors to cover the front desk.

Student Ambassadors: Students who have been selected to represent Labette Admissions and LCC through an application process. These students assist with on-campus recruiting efforts including group visit days, individual campus tours, and working the front desk (answering phones, preparing materials, etc.). Students work two hours per week in the Admissions Department and receive a scholarship, book voucher, and a stipend at the end of each semester.

Prospective Student Recruiting Cycle



Labette Admissions functions as the first point of contact between prospective students and Labette Community College. The Department makes initial contact with students through various methods including: attend college and career fairs, going on visits to individual high schools,

inviting students and counselors/teachers to attend group visit days at LCC, and providing individual campus tours. The model in the graphic above demonstrates the recruiting cycle from initial contact to the mesh point of a prospective student meeting with an Advisor to enroll in classes at LCC.

Terms used in this report:

KACRAO: Kansas Association of Collegiate Registrars and Admissions Officers, an organization providing professional development and networking for Registrars and Admissions officers, and coordinates most of the college fairs Labette Admissions and other Kansas institutions attend throughout the year.

Scans: The capture of interested student data at an event. A student scan is one way Labette Admissions can collect data on student interest and connections. All KACRAO college fairs and most other college fairs use a program through the StriveScan corporation that makes getting prospective student information efficient. Before a college fair, students create a profile through StriveScan that includes all of their relevant information. They are then given a barcode. When at the college fair, college representatives can use their version of StriveScan to scan the barcode of interested students and then efficiently get the student information. This process simplifies the process both for both students, who can visit more college tables and more quickly give their information to the schools they are interested in, and institutions, who can easily and instantly get student information for further recruiting without having to decipher student handwriting on paper cards.

Student Contacts: Any way in which a prospective student indicates their interest in the institution. Contacts primarily consist of scans via StriveScan, paper cards filled out at individual high school visits or while at college fairs that don't utilize StriveScan, counting prospective students who attend group visit days, and counting prospective students who attend individual campus tours.

1.1 Quantitative and Qualitative Data

FALL 2022

Total Travel Days: **36**

58 institutions visited in 36 Days

High Schools Visited: **36**

Of Students Connected with*: **229**

College Fairs Attended: **22**

Of Students Connected with*: **383**

Admissions staff attended 11 of the same events as 2021, at those 11 events, averaging a **274% increase** in student contacts. Overall, LCC Admissions had a **20% increase in scans** at All college fairs compared to Fall 2021 college fair attendance.

Highlights:

- **100% increase** in student contacts at Cowley County College Planning Conference (CPC)
- **75% increase** in student contacts at the Wichita State Futures Fair
- **75% increase** in student contacts at the CPC hosted at LCC
- **60% increase** in student contacts at Kansas City Legends Field CPC

TOTAL # of Students Connected with at visits and CPCs*: 612

Senior Days Hosted: **4**

of Students: **171**

Junior Days Hosted: **1**

of Students: **34**

8th Grade Days Hosted: **2**

of Students: **416**

Campus Visits Scheduled: **34**

of attended visits: **25**

TOTAL # of Students hosted on Campus*: 646

OVERALL TOTAL # OF STUDENTS CONNECTED & HOSTED: 1,258

**Number of Students Connected with = students who filled out a connected card or scanned their barcode at StriveScan events to indicate their interest in Labette Community College.*

#increases are increases as compared to AY 2022

SPRING 2023

Total *Travel Days*: **37**
32 institutions visited

On-Campus Events **7**
 1 Senior Day
 1 Junior Day
 1 Private High School On-Campus Visit Day
 4 Enrollment Days
 # Of people hosted: **288**

Number of High Schools Visited: **32**
 *# Of Students Connected with**: **295**

Individual LCC Campus Visits **19**

Total # of Connections: **602**

Admissions Appearances: **16**
 7 Scholarship Nights
 4 Awards Assemblies
 4 Academic Signing Days
 1 LCC Nurse Pinning Celebration

2 Observations and Evaluations at other Institutions
 Pratt Community College
 Wichita State University

8 Returning Student Ambassadors for 2023-2024
8 New Student Ambassadors Selected for 2023-2023
16 Total Student Ambassadors for 2023-2024

2.0 Department Support of Student Success

Labette Admissions functions as part of the overall Student Success mission. Specifically, the department supported Student Success in these areas:

- Organized and oversaw New Student Orientation.
- Represented LCC on various local news reports.
- Hosted Cardinal Connect Business Showcase that connects current students with local businesses and organizations.
- Assisted with TRiO Day for local high school students involved in TRiO programs that included a college fair as well as speech from motivational speaker and former professional athlete, Kendall Gammon.
- Served as the emcees of LCC Grad Night event that promoted students signing up for and participating in Commencement.
- Actively represented the institution at multiple community events:
 - Parades, Sun Graphics Recognition luncheon, St. Patrick’s Auction, etc.

3.0 Department Outcomes

GOAL #1	Increase the professional nature of the Student Ambassador program
Measurement of Success	Analysis of Student Ambassador Exit Interviews
Achievement Plan	<ul style="list-style-type: none"> ▪ Admissions professional staff model professional conduct and behavior to set an appropriate standard for Student Ambassadors to follow ▪ Distribute the schedule of events for the year to Student Ambassadors in August ▪ Purchase one t-shirt and one more professional polo-style shirt for each Student Ambassador to enhance their overall professional appearance at on-campus and community events
Relevance	These interviews and analysis serve to provide a framework for the Student Ambassador program. They also serve as the basis for setting goals with those Student Ambassadors who will be returning to the program the following year.
Time-frame	FY24

GOAL #2	Collaborate with Dean of CTE on CTE-specific events, both on- and off-campus
Measurement of Success	Host at least one CTE-specific on-campus event Attend at least one CTE-specific event off-campus
Achievement Plan	Joint Admissions/CTE attendance at career fairs and other recruiting events
Relevance	This collaboration serves to both better increase Labette’s ability to attend even more recruiting events while also helping to decrease silos and increase bridges between departments on campus.
Time-frame	FY24

LABETTE ADMISSIONS FY23 Comprehensive Review

GOAL #3	Increase Admissions department visibility with LCC leadership
Measurement of Success	Admissions department staff attendance at Student Affairs division meetings, All Employee meetings with President’s Cabinet, and LCC Board of Trustees meetings
Achievement Plan	<ul style="list-style-type: none"> ▪ Consider schedule of meetings when planning Admissions travel and recruiting events ▪ Ensure all Admissions staff members are knowledgeable and empowered to confidently address admissions-related matters that arise with LCC leadership.
Relevance	Demonstrates the department’s support of the college mission. Gives LCC leadership more opportunities to be informed about the activities conducted by Labette Admissions.
Time-frame	FY24

GOAL #4	Create an Education/Visit Day sporting event
Measurement of Success	LCC hosts at least one such event during the Academic Year
Achievement Plan	<ul style="list-style-type: none"> ▪ Consult with Cardinal Athletics to identify possible dates and sports for showcase sporting event ▪ Schedule Admissions presentation and tours for invited students in the morning of event day ▪ Provide lunch in the Cardinal Café for invited students ▪ Athletic game/showcase in the afternoon
Relevance	A partnership with Athletics to host a sporting event that would take place during the typical school day with area school students in attendance to serve as both an LCC Visit Day and Cardinal Athletics showcase
Time-frame	FY25

GOAL #5	Continue strategic partnerships with other institutions
Measurement of Success	Admissions staff hosts an external evaluator from another institution
Achievement Plan	<ul style="list-style-type: none"> ▪ Admissions professionals from an outside entity will visit LCC Admissions to provide feedback on staff practices, procedures, and processes
Relevance	LCC Admissions staff use this feedback to engage in continuous program improvement
Time-frame	FY25

LABETTE ADMISSIONS FY23 Comprehensive Review

GOAL #6	Reach 100+ Admissions Appearances/Visits and connect with 2000 people
Measurement of Success	Appearance/Visit: scheduling visits and appearances with school counselors/administrators. Reviewing Admissions Calendar to ensure visits are conducted by staff. Connection: a student who filled out a connected card or scanned their barcode at StriveScan events to indicate their interest in LCC
Achievement Plan	<ul style="list-style-type: none"> ▪ Continued emphasis on connecting with schools ▪ Attend more college planning conferences west of Wichita ▪ Make more Health Science-focused connections in the Tulsa/NE Oklahoma area ▪ Shift Visit Day scholarships to use funds to support targeted schools to LCC Admissions on site for assembly/classroom presentations
Relevance	Admissions being visible demonstrates that LCC cares about connecting with potential students while staff the opportunity to connect with school leaders/administrators.
Time-frame	FY25 and beyond

GOAL #7	Increase number of graduating high school students who are prepared to apply to LCC Health Science programs
Measurement of Success	More graduating high school students demonstrate readiness to apply to LCC Health Science programs
Achievement Plan	<ul style="list-style-type: none"> ▪ Collaborate with Health Science and Jumpstart programs to create Health Science Curriculum Maps targeted to Jumpstart students ▪ Consult with Public Relations department to create targeted advertising related to high school Health Science Curriculum Maps
Relevance	As an institution, we are already well known for our incredible Health Science Programs, leveraging this tremendous reputation could drastically increase recruiting and retention of local students, specifically those already pursuing college credits while in High School
Time-frame	FY25 and beyond

GOAL #8	Enhance data systems and collection
Measurement of Success	Implementation of formal data collection system to aid in analysis of trends and impacts, especially those relating to strategic enrollment management
Achievement Plan	<ul style="list-style-type: none"> ▪ Track admissions contacts from initial visit through enrollment decisions ▪ Use data gathered from collection system to identify key factors contributing to student enrollment decisions ▪ Use identification of key contributing factors to enhance Admissions department programming and service delivery
Relevance	LCC Admissions staff use this feedback to engage in continuous program improvement
Time-frame	FY26

3.1 Significant Impacts

Collaborative Strategic Partnerships

- Increased connections with LCC Student Life department
- Established working relationships with LCC departments for recruiting events and college fairs
- Identified key mesh points and handoffs between Admissions and Advising staffs

4.0 External Constituency and Significant Trends

Changes to Visit Days

- Career-Focused Visit Days open to all high school students.
 - Health Sciences Day
 - Welding/Tech Day
- Reduction in FALL 2023 Visit Days and Drastic Increase in Spring 2024 Visit Days
- Fall 2023 Visit Days will be 1 Health Science Day, 1 Tech Day, 1-2 Senior Days, and 1-2 8th Grade Days.

Student Ambassadors:

- Increased the overall number of Student Ambassadors for from 13 to 16.
- Completed exit interviews/evaluations with every 22-23 Ambassador.
- Identified targeted skills development and experiences for each returning Student Ambassador
 - Examples of targeted skills development: Public Speaking, Event Planning, Media Skills
- Improved retention rate of Student Ambassadors to provide continuity of services to LCC Admissions and enhance Student Ambassador leadership, communication, and event planning skills.
- Increased Ambassador Training Day to a full day to allow for training from Student Life and others along with standard Admissions team training.
- Student Ambassadors also represented LCC at Kids' Fall Fest, Distinguished Alumni Presentation, and Special Sun Graphics Recognition event.
 - Student Ambassadors were awarded an LCC Student Life 5 Star Organization

5.0 Department Success

Overall Academic Year 23 Data Totals:

Total *Travel Days*: **73**

99 institutions visited in 73 Days

65 Unique Institutions Visited

On-Campus Events: **16**

5 Senior Days

2 Junior Days

2 8th Grade Days

3 On-Campus School Specific Days

4 Enrollment Days

Individual Campus Visit Days: **44**

Admissions Appearances: **16**

7 Scholarship Nights

4 Awards Assemblies

4 Academic Signing Days

1 LCC Nurse Pinning

OVERALL TOTAL # OF STUDENTS CONNECTED and/or HOSTED: 1,860

**Number of Students Connected with = students who filled out a connected card or scanned their barcode at StriveScan events to indicate their interest in Labette Community College.*

5.1 Staff Accomplishments

All members of the department participated in professional development opportunities.

- Admissions Assistant attended Association of Kansas Community College Occupational Professionals (AKCCOP) events.
- Admissions Director and Recruiter attended Kansas Association of Collegiate Registrars and Admissions Officers (KACRAO) annual conference.
 - Director served on KACRAO Scholarship Committee.

Labette Admissions Student Ambassadors Organization earned Five Star Organization recognition at annual LCC Awards Ceremony.

Supervising Administrator Response

As the Vice President of Student Affairs, I commend the LCC Admissions Department for their exemplary efforts in fostering student engagement and increasing community outreach. This review highlights numerous achievements, from a substantial increase in student contacts to the establishment of strategic partnerships both within and outside the institution which underscore Admissions staff's commitment to providing prospective students with meaningful connections to Labette Community College and facilitating their transition into the academic community.

Additionally, the outlined short and long-term goals demonstrate a forward-thinking approach to strategic enrollment management and student success, aligning perfectly with Labette Community College's overarching mission of delivering high-quality learning opportunities within a supportive environment. By focusing on enhancing professionalism, increasing visibility, and leveraging data-driven insights, the Admissions Department is poised to play a pivotal role in shaping the future success of our students in an ever-evolving educational landscape.



Human Resources Department

FY23

Comprehensive Review

July 1, 2022 – June 30, 2023

Prepared by:

**Haley Walker, Director of Human Resources
& Organizational Development**

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Supervising Administrator Response	6

1.0 Department Summary

The Human Resources department includes two full-time employees, the Director of Human Resources & Organizational Development and the Payroll/Benefits Coordinator, both reporting to the Vice President of Finance and Operations. The department displays positive guidance for current employees, future employees, and the community by ensuring inclusive, clear employment practices. By serving the Mission Statement, the HR department focuses on the continuous improvement of the institution by strategically implementing various policies, assisting in employee culture, and executing payroll. The secondary focus of the department is to ensure that trained, qualified employees contribute directly to student learning success as well as maintaining current legal compliance, coordinating the hiring process, and providing employee benefits.

1.1 Quantitative and Qualitative Data

Department Data

- Implemented a flexible/compressed work schedule to attract and retain employees.
- Oversaw 3 employee retirements
- Able to maintain health insurance benefit pricing since January 2022.
- Hired 19 new employees and 16 internal employees transferred to new positions.

Institution-Wide Data:

- Annual Turnover percentage: as of 7/20/23 – 114 FT/18 separations = 16% left LCC
- Internal Turnover percentage as of 07/20/23 – 114 FT/16 separations = 14% internal transfer
- Total Turnover percentage as of 07/20/23 – 114 FT/34 separations = 30% total of left + internal
- Full-time Separations: 18 (3 retire)
- Presented in August 2022 recognitions for Years of Service in 5-year increments:
Adjunct – 40 yrs (1), 25 yrs (1), 20 yrs (3), 15 yrs (2), 10 yrs (7), 5 yrs (2)
Full time – 35 yrs (1), 30 yrs (1), 25 yrs (1), 15 yrs (6), 10 yrs (6), 5 yrs (4)

Bureau of Labor Statistics trends show that the combined inflation rose to 3.2 from 07/22 to 07/23 for all items which include food and energy – compared to the increase of 8.5 for year-end of 07/22 and 5.4 for year-end of 07/21.

Source:

<https://www.bls.gov/opub/ted/2023/consumer-prices-up-3-2-percent-from-july-2022-to-july-2023.htm>

2.0 Department Support of Student Success

Success is reached when the following factors are met: quality candidates are hired who can contribute to students' learning and overall environment of services, employees are paid timely, benefits are administrated and issues are addressed timely. Performance management is completed to ensure employee improvement and recognition. Continued employee recognition is successful when employees feel valued and appreciated at work.

3.0 Department Outcomes

Reflection on FY23:

Prepared policy changes to present to the Board of Trustees in July 2023 to amend 7.01 and 8.01 to a 36-hour work week stemming from the President's "Happy Survey" and 4-day work week pilot. The HR department conducted continuous updates and reviews of the Policy & Procedure manual chapter 3 to be completed in June 2024. Issued online training for each semester in Safe Colleges and offered ALICE training on 01/10 and 01/11/23. Redflag Identity theft training was completed in August 2022 and January 2023.

Short-term goals for FY24:

Finalize the reviewing of the Policy and Procedure manual chapter 3 with any updates. Begin training and implementation of updated Performance Review forms and processes for non-instructional staff. Finalize and strategize the implementation of findings from the Compensation Study conducted by the Arnold Group.

Long-term goals for FY24, FY25, FY26:

Continue meeting compliance and conducting training in various topics including ALICE, mental health support, and CPR. Begin reviewing and updating as needed to Policy and Procedure Manual chapter 4 and chapter 5. Implement and utilize pay structure changes as proposed by the Arnold Group.

3.1 Significant Impacts

The department oversaw 19 new hires and 16 internal transfers within the College. This positive impact shines a light on the desire people have to be a part of LCC's internal community and culture. Transferring from one position to another within the company allows for professional growth and personal satisfaction.

Other significant impacts included the growing need for a pay study, which would evaluate market value wages, compare positions across campus, and create a universal pay scale that eliminates any unfair pay practices. The current salary structure creates pay disparities and compression for long-standing employees and new hires. Pay compression is caused when pay structures fail to keep pace with inflation, which in turn allows new employees to enter the company at pay rates that are closer to the long-standing employees. Pay disparities are caused when the classification or duties of positions changes and adequate compensation for those are not allocated to the employee.

The HR Department and Administration began researching companies that could conduct a pay study to evaluate these impacts. This study began in the Fall of 2023. To continue to enhance the culture, the department in coordination with the Administration assisted in implementing a flexible 4-day schedule, launching a pilot in the Spring of 2023 and making a permanent change to this model in the Summer of 2023.

4.0 External Constituency and Significant Trends

HR Director represented LCC as the SEK Human Resource Association Vice President, providing and coordinating relevant workforce programs to local HR and business representatives. The former HR Director served as the Secretary in 2022 in the same organization.

Legislation:

- PUMP Act effective April 2023 – the employer cannot deny break time to pump and must provide a location, other than a bathroom, for up to 1 year.
Source: <https://www.dol.gov/agencies/whd/pump-at-work>
- PWFA, Pregnant Workers Fairness Act effective June 27, 2023 – the employer must provide “reasonable accommodations” to an employee’s known limitation related to pregnancy, childbirth or related medical conditions unless the accommodation will cause the employer “undue hardship.”
Source: <https://www.eeoc.gov/wysk/what-you-should-know-about-pregnant-workers-fairness-act>
- Salary History Ban and Pay Transparency laws changing – none for Kansas yet. 30 states currently have ban laws.
Source: <https://www.shrm.org/topics-tools/news/talent-acquisition/state-state-salary-history-bans-pay-transparency-laws>
- DOL Overtime proposed changes to annual salary exemption, \$55,000.00 not yet in effect, possibly April 2024.
Source: <https://www.dol.gov/agencies/whd/overtime/rulemaking>

5.0 Department Success

The HR Department has implemented various fillable or downloadable forms on RedZone for employee access. With the help of the Administration, the department wrote policies and procedures to implement the flexible/compressed work schedule to attract and retain employees. The department has hired 19 new employees and 16 internal employees transferred to new positions. During the fiscal year of 2023, the department researched and began the process of searching for a company to conduct a compensation study.

The HR Director implemented monthly employee appreciation for birthdays and anniversaries and awarded the Distinguished Faculty Award in May, 2023 to Aaron Smith. The Payroll/Benefits Coordinator and former HR Director also purged or archived personnel files, a practice which must be done every 1 to 2 years. The Payroll/Benefits Coordinator has also been able to maintain benefit pricing since January 2022

5.1 Staff Accomplishments

Payroll/Benefits Coordinator:

- Received a Master's degree in Human Resources
- Celebrated 5 years of service
- Attended Employment Law Conference and KPERS employer workshops as the Designated Agent
- Organized and hosted open enrollment for various insurances and retirement plans offered
- Organized and led time sheet and leave form training sessions at the Fall 2022 Inservice
- Completed electronic process to file quarterly 941's to IRS
- Attended the National SHRM conference virtually in June 2022

Former HR Director:

- Retired with 35 years of service in May 2023
- Attended KPERS and Personal Officer Training in September 2022
- Volunteered for various committees and events
- Served as Relay for Life coordinator for college representation
- Held Mental Health & First Aid training in October and November 2022
- Organized Bloodborne Pathogens training in October 2022

Current HR Director:

- Maintains SHRM-CP certificate by earning CEU's
- Completed Title IX training online through Husch-Blackwell
- Became a notary
- Held Vice President volunteer role for Southeast Kansas SHRM chapter

Supervising Administrator Response

As the VP of Finance & Operations, I am proud of the work the HR Department does to foster a positive, nurturing environment for our current and future employees. The review highlights various achievements including working to improve employee satisfaction by playing a large role in the implementation of the flexible work schedule, compensation study and providing professional development opportunities as well as insuring mandatory trainings are completed.

The HR department has identified short and long-term goals to ensure continues improvement and legal compliance as well as proactively watching legislation which could require change. The work of the HR department is critical to ensure a quality workforce that is supportive of the success of our students.

Agenda Item: IV.E.

Date: April 11, 2023

SUBJECT

Student Union Roof Repair-Restoration

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

In February of 2023 a timeline was put in place to repair campus roofs. The Student Success Center and the Student Union roofs are slated to be repaired in FY25. The Student Union roof is the first priority as it is in worse condition. Exhibit 9 is the quote from Weatherproofing Technologies for the roof repair through the Greenbush cooperative. The work will be completed this summer.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the quote from Weatherproofing Technologies for the Student Union roof repair in the amount of \$159,337.39.

High Performance Roofing, Building Envelopes and Construction Services

Roof Restoration Proposal

Long Live Your Buildings



**LAFAYETTE
COMMUNITY
COLLEGE**

WTI Proposal: #5059112



Association of Educational Roofing Contractors

IFB #021-D



GREENBUSH

THE EDUCATION SERVICE CENTER

March 29, 2024

Mr. Kevin Doherty
Facilities Management
Labette Community College
200 S 14th St
Parsons, KS 67357

RE: Labette Community College- Campus Union Roof Restoration
Roof Repair and Restoration

At your request, Weatherproofing Technologies Inc has performed a due diligence condition assessment of the Campus Union located at 200 S 14th St, Parsons, KS 67357. Below is the recommendations to alleviate your concerns with the roof.



The following is a summary of the observed conditions and recommendations for repairs to be made to the Campus Union, for Labette Community College, Parsons, KS. The Scope includes the installation of a fluid applied roof system over the Campus Union low slope roof areas.

BASE SCOPE OF WORK

GENERAL CONDITIONS

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

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

CAMPUS UNION ROOF RESTORATION

- Install safety warning lines.
- Clean roof and repair any damaged areas.
- Apply AG Bio base at rate of 4 gallon per sq or 64 mils to roof and flashings.
- Embed a polyester mat into the base coat.
- Apply AG Bio Topcoat at rate of 2 gallon per square to roof and flashings.
- Remove debris and clean up jobsite.

20 YEAR QA PLUS WARRANTY

- Project includes a 20 Year Labor and Material Warranty, includes PM inspections in Year, 2, 5, 10 and 15. All Tremco warranties include a roof asset management program @ myoli.com
-

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

BASE SCOPE OF WORK:

\$159,337.39


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

1. Work shall be performed during normal working hours on weekdays.
2. Work will be performed at one time, under one contract.
3. Work cannot be completed during inclement weather.
4. We have included one mobilization for the project. Additional mobilization will result in additional charges.

5. Barricades and signs along with traffic and pedestrian control protection will be provided as needed.
6. Use of building electric power and water assumed during project duration.
7. City Permits have been excluded from the budget report.
8. Sales taxes have been excluded.
9. A Payment Performance Bond has been included in the cost above.

The proposal is valid for sixty (60) days and does not include taxes.

Very Truly Yours,
WEATHERPROOFING TECHNOLOGIES, INC.



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

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

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

Agenda Item #: IV.F.

Date: April 11, 2024

SUBJECT

Professional Staff Employment Letter

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Alexis Kapales has accepted the Assistant Volleyball Coach position.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the Professional Staff Employment letter for Alexis Kapales, starting May 13, 2024, at a salary of \$20,949.

Biography

Alexis Kapales

Alexis Kapales has accepted the position of Assistant Volleyball Coach to begin May 13, 2024.

Alexis is earning her Bachelor's degree in Sports Education and Coaching from Gardner Webb University in May. She is an LCC alumni who played on our volleyball team and served as Captain in 2019. Alexis has also played volleyball at Northeast Community College and Saint Peters University. She recently completed a season as a professional volleyball player in Pljevlja, Montenegro.

A fun fact about Alexis is that she loves her dog, Aspen, who is a black labradoodle.

POSITION DESCRIPTION

ASSISTANT VOLLEYBALL COACH

Reports to: Head Volleyball Coach
Organizational Unit: Professional Staff
Salary Range: Specialist, Exempt, Part Time
Revision Date: June 2023

I. Basic Purpose of Position

Working 42 weeks a fiscal year, the Volleyball Coach Assistant is responsible for assisting with recruiting and implementing the volleyball team, creating a pleasant learning environment for the student-athletes, and counseling student-athletes in everyday crises on and off the floor.

II. Essential Job Functions

Volleyball Coach Assistant

- A. Ability to assist with the promotion and development of the volleyball program
- B. Ability to assist in scheduling of gymnasium for practices and games
- C. Ability to assist in ordering equipment and uniforms
- D. Ability to aide in publicity for recruiting
- E. Ability to work camps for recruiting and publicity purposes
- F. Ability to educate and counsel athletes
- G. Ability to monitor academic progress of student-athletes
- H. Ability to adhere to all KJCCC (Kansas Jayhawk Community College Conference) and NJCAA (National Junior College Athletic Association) rules and regulations
- I. Ability to follow all LCC policy and procedures
- J. Ability to maintain regular and timely attendance
- K. Ability to perform other duties as assigned

Other

- A. Ability to assist Sports Information Coordinator as needed
- B. Concessions
- C. Game set up
- D. Weight room cleaning

III. Consulting Tasks

- A. Consults with advisors on student athlete's class schedules
- B. Consults with faculty on student athlete's academic progress
- C. Consults with other college coaches to schedule events
- D. Interacts with Business Office and other college personnel

IV. Supervises the Following Staff

none

V. Required Knowledge, Skills and Personal Qualifications

- A. Knowledge of fundamentals of volleyball
- B. Good organizational skills
- C. Good communication skills
- D. A valid driver's license is required

VI. Preferred Experience

Two years playing and or coaching experience

VII. Educational Background

- A. Associate Degree required
- B. Bachelor's Degree preferred or equivalent coaching experience

VIII. Working Conditions/Environment

- A. Must possess physical ability to demonstrate required skills
- B. Evening and weekend work may be required
- C. Occasional overnight travel may be required
- D. Office with windows

Agenda Item: IV.G.
Date: April 11, 2024

SUBJECT

Approval of Bills

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

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

PRESIDENT'S RECOMMENDATION

The President recommends approval of the bills.

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

3/7/2024

Check Number	Vendor	Description	Account Number	Amount	Total
137046	A T and T	Phone Service - Cherokee Center	11-7103-631-000	\$1,660.55	
		Phone Service - WTC	12-4204-631-000	\$364.65	\$2,025.20
137047	A T and T	Internet	11-6401-631-000	\$1,431.32	\$1,431.32
137048	AKCCOP Dues	2024 Membership Dues	11-6501-601-000	\$56.00	\$56.00
137049	Tyler S Allen	Reimburse Mileage - Recruiting (2)	11-5302-601-000	\$83.75	\$83.75
137050	Kim Beachner	Reimburse - NEI Conf Registration	12-1246-630-000	\$575.00	\$575.00
137052	Kathleen A Bennett	Reimburse - NEI Conf Registration	12-1246-630-000	\$575.00	\$575.00
137053	April Bolinger	Reimburse Mileage - JCCC	11-5304-601-000	\$187.60	\$187.60
137055	Chinese Chef	Spring Advisory Committee - Radiogr	12-1210-709-000	\$325.00	\$325.00
137056	City of Parsons	Water Service	11-7102-632-000	\$3,709.20	
		Water Service - WTC	12-4204-632-000	\$155.55	
		Water Service - Student Union	16-9482-632-000	\$237.52	\$4,102.27
137057	Daniel Colon	Color Clicks	11-4203-701-000	\$75.24	
		Black Clicks	11-4203-701-000	\$27.84	\$103.08
137058	Alexander J Coplon	Baseball Travel - 3/28/2024	11-5502-601-000	\$740.00	\$740.00
137059	Alexander J Coplon	Baseball Travel - 3/23/2024	11-5502-601-000	\$555.00	\$555.00
137060	Alexander J Coplon	Baseball Travel - 3/15/2024	11-5502-601-000	\$555.00	\$555.00
137061	Alexander J Coplon	Baseball Travel - 3/7/2024	11-5502-601-000	\$450.00	\$450.00
137062	Crossroad Tours	Bus Trip - Baseball - Arkansas State	11-5502-601-000	\$857.24	
		Bus Trip - Baseball - Carl Albert	11-5502-601-000	\$680.88	
		Bus Trip - MBB & WBB - Highland	11-6502-720-000	\$2,889.00	
		Bus Trip - MBB & WBB - Hesston	11-6502-720-000	\$1,890.00	
		Bus Trip - MBB & WBB - Kansas City	11-6502-720-000	\$2,085.00	
		Bus Trip - Baseball - Arkansas State	11-6502-720-000	\$1,937.76	
		Bus Trip - Baseball - Carl Albert	11-6502-720-000	\$1,209.12	\$11,549.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

3/7/2024

Check Number	Vendor	Description	Account Number	Amount	Total
137065	Evergry Kansas Central INC	Electricity	11-7102-634-000	\$16,532.21	
		Electricity - WTC	12-4204-634-000	\$575.25	
		Electricity - Student Union	16-9482-634-000	\$770.96	\$17,878.42
137067	Jennifer Harding	Reimburse - KRCS Conf Registration	12-1246-630-000	\$120.00	\$120.00
137068	Ross Harper	Reimburse Mileage - Meetings (5)	12-4204-602-000	\$400.66	\$400.66
137069	Jason Hinson	Reimburse Team Meals - 3/4/24	11-5508-601-000	\$225.38	\$225.38
137072	Kansas Department of Revenue	Bookstore Sales Tax - February	16-0000-216-001	\$88.32	
		Food Service Sales Tax - February	16-0000-216-002	\$439.90	\$528.22
137073	Kansas Gas Service	Gas Service	11-7102-633-000	\$632.64	\$632.64
137077	Julie Page	Reimburse - NEI Conf Registration	12-1246-630-000	\$575.00	\$575.00
137078	Parsons Rotary Club	Quarterly Dues - Mark Watkins	11-6101-702-000	\$138.00	\$138.00
137079	Porkys LLC	Breakfast for KCCLI Event	11-6101-702-000	\$500.00	\$500.00
137081	Elizabeth R Robinson	Reimburse Flights - Training in PA	11-5701-601-000	\$370.96	\$370.96
137082	Cheryl Smith	Reimburse - NEI Conf Registration	12-1246-630-000	\$575.00	\$575.00
137083	Sparklight	Cable Service	11-6401-631-000	\$207.19	\$207.19
137084	Veritiv	Paper Fuel Surcharge	11-6503-705-000	\$8.19	\$8.19
137085	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$403.65	
		Blue Emergency Lights	11-6501-631-000	\$88.13	
		Facilities Phone Charges	11-7102-649-000	\$178.66	\$670.44
137086	Wave Wireless	Internet Service - WTC	11-6401-631-000	\$69.00	\$69.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

3/7/2024

Check Number	Vendor	Description	Account Number	Amount	Total
137087	Regina L Williams-Decker	Reimburse - Snacks & Thank You lter 11-4208-701-000		\$33.79	\$33.79
	11-General Fund				
	12-Postsecondary Technical Education Fund				
	16-Auxillary Ent Fund				
	64-Deferred Maintenance				
	67-Capital Outlay				
				<u>\$46,246.11</u>	

Checks approved for release prior to Board action

Mark Watkins
President

Heaven Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

3/18/2024

Check Number	Vendor	Description	Account Number	Amount	Total
137088	A T and T	Internet	11-6401-631-000	\$2,794.93	\$2,794.93
137089	B P	Gasoline	11-6502-720-000	\$508.03	\$508.03
137090	Evergy Kansas Central INC	Electricity - Cherokee Center	11-7103-634-000	\$957.74	\$957.74
137091	FedEx Express	Package Shipping	11-6503-611-000	\$34.58	\$34.58
137092	Brandy Marie Habiger	Landscaping	11-7102-550-000	\$200.00	\$200.00
137093	Kansas Gas Service	Gas Service	11-7102-633-000	\$803.69	
		Gas Service - Cherokee Center	11-7103-633-000	\$204.48	
		Gas Service - WTC	12-4204-633-000	\$283.49	
		Gas Service - Student Union	16-9482-633-000	\$178.23	\$1,469.89
137096	Rural Water District #5	Water Service - Cherokee Center	11-7103-632-000	\$24.82	\$24.82
				<u>\$5,989.99</u>	

11-General Fund	\$5,528.27
12-Postsecondary Technical Education Fund	\$283.49
16-Auxillary Ent Fund	\$178.23
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$5,989.99</u>

Checks approved for release prior to Board action


President


Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

3/21/2024

**Account
Number**

**Check
Number**

Vendor

Description

Amount

Total

Check Number	Vendor	Description	Account Number	Amount	Total
137097	A T and T	Phone Service	11-6501-631-000	\$1,413.09	\$1,413.09
137098	A T and T	Internet	11-6401-631-000	\$790.92	
		Internet	11-6401-631-000	\$1,180.43	
		Internet	11-6401-631-000	\$2,044.35	\$4,015.70
137099	Amazon.com LLC	Wire Looping Rods & 24 Gauge Wire	11-1101-700-000	\$36.65	
		Text to Speech Devices	11-4206-701-000	\$169.98	
		Quiet Room Furnishings	11-4208-701-000	\$164.62	
		Wireless Doorbells for Offices	11-5201-701-000	\$31.49	
		Preventative Items	11-5507-701-000	\$90.44	
		VEEKTOX Power Bank	11-6403-701-000	\$26.99	
		ACDC Adapter for Elmo STEM Cam	11-6403-701-000	\$64.73	
		20" Tire Assembly for Cart	11-7102-649-000	\$58.36	
		Sim Lab Supplies	12-1208-700-001	\$513.84	
		Cupcake Stands & Serving Trays	16-9684-701-000	\$124.97	\$1,282.07
137100	Linda Gale Brown	Reimburse Travel - KSRT Conf Atlant	12-1246-630-000	\$60.00	
		Reimburse Meals - KSRT Conf Atlant	12-1246-630-000	\$175.15	\$235.15
137101	Bureau Veritas	Elevator Pressure Tests & Filing Fees	11-7202-648-000	\$1,200.00	\$1,200.00
137102	Capital One	Grad Night Supplies	11-5303-706-001	\$153.15	
		Groundskeeping Supplies	11-7102-649-000	\$174.74	
		Maintenance Supplies	11-7102-649-000	\$49.92	
		Groundskeeping Supplies	11-7102-649-000	\$94.80	
		Supplies	16-9684-701-000	\$67.16	
		Food	16-9684-743-000	\$23.36	
		Food	16-9684-743-000	\$80.91	
		Food	16-9684-743-000	\$163.58	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

3/21/2024

Check Number	Vendor	Description	Account Number	Amount	Total
137102	Capital One	Food	16-9684-743-000	\$120.53	
		Food	16-9684-743-000	\$102.45	
		Food	16-9684-743-000	\$133.53	
		Food	16-9684-743-000	\$39.54	
		Credit - Returned Food	16-9684-743-000	(\$22.55)	
		Food	16-9684-743-000	\$94.21	
		Food	16-9684-743-000	\$753.01	\$2,028.34
137103	Glee Clark	Reimburse Mileage - Oswego, KS	11-6201-601-000	\$27.51	
		Reimburse Mileage - Oswego, KS	11-6201-601-000	\$31.36	\$58.87
137105	Elan Financial Services	Credit Tax - OfficeSupply.com	11-1105-700-000	(\$12.74)	
		OfficeSupply - Financial Calculators	11-1105-700-000	\$150.46	
		Gaylord Hotels - PTK Catalyst - Florid	11-1126-604-000	\$2,671.65	
		SurveyMonkey - Annual Renewal	11-4202-701-000	\$372.00	
		HECMA - R Decker - Conf Reg	11-4208-601-000	\$400.00	
		Jenzabar - T Hundley - JAM Registrat	11-5303-601-000	\$1,059.00	
		JCCC - A Savage - Conference Reg	11-5304-601-000	\$40.00	
		Credit - Quality Inn - Wrestling	11-5505-601-000	(\$79.10)	
		Credit - Quality Inn - Wrestling	11-5505-601-000	(\$9.90)	
		Riedel DTG - Nationals Shirts (36 ct)	11-5505-701-000	\$817.20	
		Hampton Inn- Wrestling - Cleaning Fe	11-5506-600-000	\$250.00	
		Hampton Inn- Wrestling - Noise Comf	11-5506-600-000	\$250.00	
		Hampton Inn - Wrestling - Nationals	11-5506-600-000	\$4,981.76	
		NTTA - Texas Tollway - MBB	11-5508-601-000	\$32.02	
		Courtyard - Watkins - Council Bluffs, I	11-6101-601-000	\$413.20	
		Jenzabar - H Baker - JAM Registratio	11-6201-601-000	\$1,059.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

3/21/2024

Check Number	Vendor	Description	Account Number	Amount	Total
137105	Elan Financial Services	KS.gov - 2024 Audit Filing Fee	11-6201-701-000	\$200.00	
		TaxBandits - 1098-T Filing Extension	11-6201-701-000	\$4.99	
		Walgreens - Wrestling Banner	11-6301-709-000	\$45.87	
		Southwest - J Burzinski - HLC Conf	11-6401-601-000	\$265.96	
		Credit - Comfort Suites - HR	11-6504-601-001	(\$14.08)	
		Credit - Comfort Suites - HR	11-6504-601-001	(\$20.19)	
		Landauer - Student Clinical Monitor	12-1210-700-000	\$383.40	
		URR - Access to Sono Exam Practice	12-1214-700-000	\$125.00	
		ProctorFree - Sono Proctored Exams	12-1214-700-000	\$833.00	
		AWS - Annual Membership	12-1219-670-000	\$273.00	
		KRCS - S Stolte - Conference Reg	12-1246-630-000	\$120.00	
		KRCS - T Kotzman - Conference Reg	12-1246-630-000	\$120.00	
		Crowne Plaza - Radiography - Atlanta	12-1246-630-000	\$757.76	
		KS.gov - License Renewal - R Harper	12-4204-701-000	\$73.80	
		Credit Fee - AARC Membership Fee	12-4204-701-002	(\$12.50)	
		Kansas.gov - KDADS Testing	12-4204-701-002	\$143.50	
		Kansas.gov - KDADS Testing	12-4204-701-002	\$164.00	
		Kansas.gov - KDADS Testing	12-4204-701-002	\$164.00	
		Refund - Coca-Cola - Cans of Pop	16-9684-743-000	(\$479.88)	
		Coca-Cola - Bag in the Box Pop	16-9684-743-000	\$709.03	
		Coca-Cola - Bag in the Box Pop	16-9684-743-000	\$62.50	\$16,313.71
137106	First Dakota Indemnity Company	Workman's Comp	11-6501-590-001	\$1,166.00	\$1,166.00
137107	Lindi D Forbes	Reimburse Mileage - KCCLI, Topeka	11-6505-601-000	\$203.68	
		Reimburse Meals - KCCLI, Topeka	11-6505-601-000	\$73.78	\$277.46
137108	Brandy Marie Habiger	Landscaping	11-7102-550-000	\$200.00	\$200.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

3/21/2024

Check Number	Vendor	Description	Account Number	Amount	Total
137109	Harrison William Hall	Reimburse Mileage - Riverton HS	11-5302-601-000	\$65.66	\$65.66
137110	Ross Harper	Reimburse Travel - HLC Flight Insura	12-1205-601-000	\$35.33	
		Reimburse Flights - HLC Conference	12-1205-601-000	\$476.20	
		Reimburse Mileage - Galena/Pittsburg	12-4204-602-000	\$124.62	
		Reimburse - Tablecloth Dry Cleaning	12-4204-701-000	\$36.00	\$672.15
137111	Jason Hinson	Reimburse Mileage - Overland Park	11-5508-601-000	\$151.42	
		Reimburse Hotel - Recruiting Trip	11-5508-603-000	\$164.97	\$316.39
137112	Kansas Department of Transportation	Replacement Billboard License Plate	11-6301-613-000	\$25.00	\$25.00
137113	Tammy Kimrey	Reimburse Meal - KSRT Conf Atlanta	12-1246-630-000	\$197.91	
		Reimburse Travel - KSRT Conf Atlant	12-1246-630-000	\$60.00	
		Reimburse Airport Shuttle - KSRT Cor	12-1246-630-000	\$189.42	\$447.33
137114	Elizabeth Anne Kitterman	Reimburse Mileage - Riverton HS	11-5302-601-000	\$65.66	\$65.66
137116	L C C Foundation	Reimburse-All Seasons - 100 Yr Ballo	11-6301-709-000	\$100.00	\$100.00
137118	Ashley Moore	Reimburse Meals - KSRT Conf Atlant	12-1246-630-000	\$185.37	
		Reimburse Travel - KSRT Conf Atlant	12-1246-630-000	\$146.66	
		Reimburse Mileage - Tulsa Airport	12-1246-630-000	\$147.40	\$479.43
137119	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$994.34	\$994.34
137120	Proforma	Shipping & Setup Charge	12-4204-699-000	\$97.95	
		Fire School Items - Flashlight/Lighters	12-4204-699-000	\$1,248.00	\$1,345.95
137121	Elizabeth R Robinson	Reimburse - Time Tap Renewal	11-4203-701-000	\$809.46	\$809.46
137124	The Higher Learning Commission	Multi-Location Visit - Base Fee	11-6501-681-000	\$1,500.00	
		Reviewer Travel Expenses	11-6501-681-000	\$503.47	\$2,003.47
137125	Touchtone Communications	Long Distance	11-6501-631-000	\$106.97	\$106.97
137126	Touchtone Communications	Long Distance - Cherokee Center	11-7103-631-000	\$13.19	\$13.19
137127	WoodRiver Energy LLC	Natural Gas Service	11-7102-633-000	\$2,248.52	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	3/21/2024	Account Number	Amount	Total
137127	WoodRiver Energy LLC	Natural Gas Service - WTC		12-4204-633-000	\$814.64	
		Natural Gas Service - Student Union		16-9482-633-000	\$374.75	\$3,437.91
					<u>\$39,073.30</u>	
	11-General Fund		\$29,072.75			
	12-Postsecondary Technical Education Fund		\$7,653.45			
	16-Auxillary Ent Fund		\$2,347.10			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$39,073.30</u>			

Checks approved for release prior to Board action

Mark Watkins

President

Deanna Deberry

Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	3/27/2024		Total
			Account Number	Amount	
137138	Tyler S Allen	Reimburse Meal - Olathe Recruiting	11-5302-601-000	\$17.84	
		Reimburse Mileage - Olathe Recruiting	11-5302-601-000	\$270.68	\$288.52
137140	April Bolinger	Reimburse - Donuts for Advisor Meeti	11-5304-701-000	\$18.09	\$18.09
137143	Commercial Bank	Loan 110221672 - Principal	11-6201-761-000	\$38,469.63	
		Loan 110221672 - Interest	11-6201-762-000	\$1,176.63	\$39,646.26
137144	Molly E Coomes	Reimburse Mileage - LCHS & Columb	12-4204-602-000	\$48.91	\$48.91
137145	Alexander J Coplon	Baseball Meal Money - 5/4/2024	11-5502-601-000	\$450.00	\$450.00
137146	Alexander J Coplon	Baseball Meal Money - 4/24-25/2024	11-5502-601-000	\$1,400.00	\$1,400.00
137147	Alexander J Coplon	Baseball Meal Money - 4/20/2024	11-5502-601-000	\$525.00	\$525.00
137148	Alexander J Coplon	Baseball Meal Money - 4/11/2024	11-5502-601-000	\$450.00	\$450.00
137149	Alexander J Coplon	Baseball Meal Money - 4/6/2024	11-5502-601-000	\$450.00	\$450.00
137150	Evergy Kansas Central INC	Electricity - Athletic Expansion	11-7102-634-000	\$4,255.34	
		Electricity - 1230 Main	11-7102-634-000	\$206.68	
		Electricity - Vehicle Lot	11-7102-634-000	\$80.07	\$4,542.09
137151	GFL Environmental	Trash Removal - Cherokee Center	11-7103-649-000	\$342.45	\$342.45
137152	Brandy Marie Habiger	Landscaping	11-7102-550-000	\$200.00	\$200.00
137156	Kansas Gas Service	Gas Service - 1230 Main	11-7102-633-000	\$193.78	
		Gas Service - 1306 Main	11-7102-633-000	\$183.05	\$376.83
137160	Overland Charters	Bus Trip - Wrestling - Des Moines, IA	11-6502-720-000	\$5,525.00	\$5,525.00
137162	Ryan S. Phillips	Softball Travel - 4/29/2024	11-5509-601-000	\$600.00	\$600.00
137163	Ryan S. Phillips	Softball Travel - 4/27/2024	11-5509-601-000	\$600.00	\$600.00
137164	Ryan S. Phillips	Softball Travel - 4/18/2024	11-5509-601-000	\$500.00	\$500.00
137165	Ryan S. Phillips	Softball Travel - 4/15/2024	11-5509-601-000	\$750.00	\$750.00
137166	Ryan S. Phillips	Softball Travel - 4/13/2024	11-5509-601-000	\$750.00	\$750.00
137167	Ryan S. Phillips	Softball Travel - 4/6/2024	11-5509-601-000	\$750.00	\$750.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

3/27/2024

Check Number	Vendor	Description	Account Number	Amount	Total
137170	Susan Stolte	Reimburse - KS License Renewal	12-1211-681-000	\$73.80	\$73.80
137171	The Higher Learning Commission	Desk Review - Substantive Change	11-6501-681-000	\$1,075.00	\$1,075.00
137172	The Villas at LCC, LLC	Housing	11-0000-201-001	\$965.00	
		Housing	11-0000-201-001	\$1,530.00	
		Housing	11-0000-201-001	\$128.00	
		Housing	11-0000-201-001	\$1,482.00	
		Housing	11-0000-201-001	\$2,040.00	
		Housing	11-0000-201-001	\$218.00	
		Housing	11-0000-201-001	\$1,980.00	\$8,343.00
137173	Veritiv	Paper	11-6503-705-000	\$1,158.25	\$1,158.25
137174	Scotty M Zollars	Reimburse Mileage - SEKLS Meeting, 11-4101-602-000		\$83.75	\$83.75
				<u>\$68,946.95</u>	

11-General Fund	\$68,824.24
12-Postsecondary Technical Education Fund	\$122.71
16-Auxiliary Ent Fund	\$0.00
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$68,946.95</u>

Checks approved for release prior to Board action

Mark Watkins
President

Keenan Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

3/31/2024

Check Number	Vendor	Description	Account Number	Amount	Total
137175	Ace Hardware, Inc.	Maintenance Supplies	11-7102-649-000	\$154.94	
		Maintenance Supplies	11-7102-649-000	\$5.99	
		Groundskeeping Supplies	11-7102-649-000	\$395.86	
		Groundskeeping Supplies	11-7102-649-000	\$31.98	
		Maintenance Supplies	11-7102-649-000	\$17.98	
		Maintenance Supplies	11-7102-649-000	\$13.99	
		Groundskeeping Supplies	11-7102-649-000	\$190.95	
		Maintenance Supplies	11-7102-649-000	\$53.31	
		Maintenance Supplies	11-7102-649-000	\$139.99	
		Maintenance Supplies	11-7102-649-000	\$34.74	
		Maintenance Supplies	11-7102-649-000	\$9.59	
		Maintenance Supplies	11-7102-649-000	\$55.56	
		Maintenance Supplies	11-7102-649-000	\$22.98	
		Maintenance Supplies	11-7102-649-000	\$58.98	
		Maintenance Supplies	11-7102-649-000	\$18.00	
		Maintenance Supplies	11-7102-649-000	\$13.97	
		Maintenance Supplies	11-7102-649-000	\$9.77	
		Custodial Supplies	11-7102-702-000	\$229.98	\$1,458.56
137176	All Seasons Floral, LLC	Plant - J Burzinski Mom's Service	11-6102-709-000	\$50.00	\$50.00
137177	Blick Art Materials	Taskboard - White, 1/16", 20" x 30"	11-1101-700-000	\$69.47	
		Liquitex Medium - Modeling Paste, 32	11-1101-700-000	\$45.47	\$114.94
137178	Micheal Brown	Shot Clock for Basketball SP '24	11-5506-576-000	\$675.00	\$675.00
137179	ByWater Solutions	KOHA Support/Hosting Library ILS	11-4101-710-000	\$3,394.00	\$3,394.00
137180	C D W Government Inc	Lexmark B2865 Replacement 550 Sh	11-6401-646-002	\$297.23	\$297.23
137181	C. D. L. Electric Co., INC	Plumbing Maintenance - 1306 Main	11-7102-649-000	\$1,019.97	\$1,019.97

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

3/31/2024

Check Number	Vendor	Description	Account Number	Amount	Total
137182	Carolina Biological Supply Company	Media Plates for Microbiology Lab	11-1102-700-000	\$774.74	
		Shipping	11-1103-700-000	\$41.97	
		Snellen Eye Examination Chart, Pack	11-1103-700-000	\$14.80	
		Preserved Perch	11-1103-700-000	\$21.06	
		Preserved Cow Eyes, Plain	11-1103-700-000	\$71.00	\$923.57
137183	CFC Security, Inc.	Solis Cyber Software and Service	11-6401-646-003	\$5,953.50	\$5,953.50
137184	Cintas Corporation No. 2	Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$121.84	
		Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$121.84	
		Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$121.84	
		Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$121.84	\$487.36
137185	Copy Products Inc	Copy Usage - Cherokee Center	11-7103-701-000	\$128.83	\$128.83
137186	Dell Marketing L P	Microsoft License Renewal	11-6401-701-000	\$13,898.59	\$13,898.59
137187	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000	\$145.67	\$145.67
137188		Stats for Basketball - 2/24/2024	11-5506-576-000	\$90.00	\$90.00
137189	Extreme Rental, LLC	Machinery Rental - Floor Stripper	11-7102-649-000	\$74.00	\$74.00
137190	Fastenal Company	Batteries - AA, AAA, C-Cell, D-Cell	11-7102-649-000	\$288.79	
		14" Analog Wall Clocks	11-7102-649-000	\$378.90	
		5' x 8' Tough Tex US Flag	11-7102-649-000	\$120.38	
		72" x 30" Folding Tables	11-7102-649-000	\$601.53	
		Weld Hood Batteries	12-1219-700-000	\$52.16	\$1,441.76
137191	Four State Maintenance Supply Inc	Urinal Mats (6 cases)	11-7102-649-000	\$376.06	\$376.06
137192	Good News Publishing, Inc.	February Advertising	11-6301-613-000	\$25.00	\$25.00
137193	Tyler Gordon	Scorekeeper Track Wrestling SP '24	11-5506-576-000	\$100.00	\$100.00
137194	Graves Foods	Supplies	16-9684-701-000	\$104.60	
		Supplies	16-9684-701-000	\$268.53	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

3/31/2024

Check Number	Vendor	Description	Account Number	Amount	Total
137194	Graves Foods	Supplies	16-9684-701-000	\$111.08	
		Supplies	16-9684-701-000	\$202.99	
		Food	16-9684-743-000	\$986.22	
		Food	16-9684-743-000	\$31.03	
		Food	16-9684-743-000	\$791.00	
		Food	16-9684-743-000	\$680.66	
		Food	16-9684-743-000	\$1,151.83	\$4,327.94
137195	H W Wilson Company, Inc	Current Biography Yearbook Renewal	11-4101-703-000	\$185.35	
		Readers' Guide Subscription Renewal	11-4101-703-000	\$451.75	\$637.10
137196	Herring Bank	ID Cards, Printer Leases & ACH Items	11-6401-701-000	\$994.40	\$994.40
137197	Herrman Lumber	Maintenance Supplies	11-7102-649-000	\$10.99	
		Maintenance Supplies	11-7102-649-000	\$47.84	
		Maintenance Supplies	11-7102-649-000	\$26.40	\$85.23
137198	Hillyard/Springfield	Trash Can Liners	11-7102-702-000	\$662.23	
		Custodial Supplies	11-7102-702-000	\$1,053.70	
		Custodial Supplies	11-7102-702-000	\$201.86	\$1,917.79
137199	Hugo's Industrial Supply, Inc	Facial Tissues & Vinyl Gloves	11-7102-702-000	\$375.39	\$375.39
137200	Jenzabar, Inc.	JFA Implantation Financial Aid	11-6401-646-001	\$2,497.50	
		NetNet Maintenance	11-6401-646-001	\$1,800.00	\$4,297.50
137201	Jock's Nitch/Parsons	Credit - Volleyball Adidas Promo	11-5504-701-000	(\$347.79)	
		Shipping - Volleyball Shoes	11-5504-701-000	\$58.00	
		Volleyball - Team Shoes	11-5504-701-000	\$1,560.00	
		Volleyball - Team Shoes	11-5504-701-000	\$1,560.00	
		Volleyball - Adidas Shirts & Arm Sleeve	11-5504-701-000	\$368.91	
		Volleyball - Team Shirts (mixed colors)	11-5504-701-000	\$1,080.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

3/31/2024

Check Number	Vendor	Description	Account Number	Amount	Total
137201	Jock's Nitch/Parsons	Volleyball - Adidas Team Issue Duffels	11-5504-701-000	\$540.00	
		Volleyball - Adidas Backpacks	11-5504-701-000	\$820.00	
		Shipping - Jackets	11-5505-701-000	\$21.00	
		Wrestling Team - Jackets for National	11-5505-701-000	\$765.00	
		Shipping - Team Turfs	11-5509-701-000	\$41.00	
		Shipping - Team Cleats	11-5509-701-000	\$48.00	
		Shipping - Game Pants & Jackets	11-5509-701-000	\$61.00	
		Softball - Team Game Jackets	11-5509-701-000	\$1,170.00	
		Softball - Team Travel Game Pants	11-5509-701-000	\$1,200.00	
		Softball - Team Batting Gloves	11-5509-701-000	\$663.00	
		Softball - Team Socks (Black, White)	11-5509-701-000	\$216.00	
		Softball - Belts (Red, White, Black)	11-5509-701-000	\$300.00	
		Shipping - Team Gear & Jackets	11-5509-701-000	\$42.00	
		Softball - BP Cage Jacket (Grey)	11-5509-701-000	\$1,100.00	
		Softball - Team Visors (Red/Black/Gre	11-5509-701-000	\$1,026.00	
		Softball - Head Band/Ear Warmer (Blk	11-5509-701-000	\$420.00	
		Shipping - Softball Team Pants	11-5509-701-000	\$63.00	
		Softball - Replacement Pants (Black)	11-5509-701-000	\$275.00	
		Softball - Replacement Pants (Red)	11-5509-701-000	\$275.00	
		Softball - Adidas Team Pants (White)	11-5509-701-000	\$3,066.00	
		Shipping - Softball Field Items & Plate	11-5509-701-000	\$18.00	
		Softball - Bullpen Pitchers Plates	11-5509-701-000	\$60.00	
		Softball - Bullpen Throwdown Plates	11-5509-701-000	\$32.00	
		Softball - Field Paint (w/shipping)	11-5509-701-000	\$284.00	
		Softball - Field Mat Drag	11-5509-701-000	\$250.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

3/31/2024

Check Number	Vendor	Description	Account Number	Amount	Total
137201	Jock's Nitch/Parsons	Merchandise Sales - 1/1 to 2/29/24	16-9381-741-000	\$1,955.92	\$18,991.04
137202	Johnson Controls	Annual Service Agreement	11-7202-648-000	\$8,931.00	\$8,931.00
137203	K L K C	January Advertising	11-6301-613-000	\$400.00	
		Cardinal Corner - January	11-6301-613-000	\$100.00	
		Video Stream Sponsor - HS	11-6301-613-000	\$200.00	
		February Advertising	11-6301-613-000	\$400.00	
		Cardinal Corner - February	11-6301-613-000	\$100.00	
		Video Stream Sponsor - HS	11-6301-613-000	\$200.00	
		Video Stream Sponsor - HS	11-6301-613-000	\$200.00	\$1,600.00
137204	Kansas Association of School Boards	LAF Contract Renewal 2024-25	11-6501-681-000	\$2,750.00	
		Membership Renewal 2024-25	11-6501-681-000	\$3,200.00	\$5,950.00
137205	Kansas Outdoor Advertising	March Digital Billboard	11-6301-613-000	\$300.00	
		March Billboard Rentals	11-6301-613-000	\$725.00	\$1,025.00
137206	Kitchen Pass, Inc.	Advisory Committee Lunch - Welding	12-1219-709-000	\$132.56	\$132.56
137207	KONE Inc	Maintenance Agreement	11-7202-648-000	\$554.64	
		Maintenance Agreement	11-7202-648-000	\$179.06	\$733.70
137208	Labette Avenue	Hendersonshot Gallery Presentation	11-6301-613-000	\$178.92	
		Spring 8-Week Courses Ad	11-6301-613-000	\$64.00	
		Spring 8-Week Courses Ad	11-6301-613-000	\$64.00	\$306.92
137209	Labette County High School	1/4 Page Yearbook Ad	11-6301-613-000	\$75.00	\$75.00
137210	Laser Designs/PSHTC	Award for Mike Brotherton	11-1101-702-000	\$40.00	
		Name Badges - M Coomes	12-4204-701-000	\$10.00	\$50.00
137211	McCarty's Office Machines Inc	Canon Maintenance Contract	11-6503-648-000	\$623.76	
		Supplies	11-6503-701-000	\$335.21	
		Supplies	11-6503-701-000	\$220.93	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
137211	McCarty's Office Machines Inc	Office Supplies	12-1205-701-000	\$15.00	
		Copy Usage - WTC	12-1219-700-000	\$1.86	\$1,196.76
137212	McKinzie Pest Control	Contract Treatment - Student Union	11-7102-649-000	\$85.00	\$85.00
137213	Mid America Sanitation	Portable Toilets - Softball Field	11-7102-649-000	\$200.00	
		Portable Toilets - Baseball Field	11-7102-649-000	\$200.00	\$400.00
137214	Midwest Tape, LLC	Hoopla Digital Charges - Feb 2024	11-4101-710-000	\$114.72	\$114.72
137215	Connie Nance	Scorebook for Basketball SP '24	11-5506-576-000	\$675.00	\$675.00
137216	OCLC INC	EZProxy Database Access Renewal	11-6401-701-000	\$2,201.19	\$2,201.19
137217	Overhead Door Co. of Springfield, Inc.	Door Maintenance - Student Union	11-7102-649-000	\$1,320.39	\$1,320.39
137218	P1 Service, LLC	Nursing Sim Lab Maintenance - Mater	11-7102-649-000	\$288.20	
		Nursing Sim Lab Maintenance - Labor	11-7102-649-000	\$1,040.00	\$1,040.00
		Library Maintenance - Materials	11-7102-649-000	\$909.49	
		Library Maintenance - Labor	11-7102-649-000	\$260.00	\$260.00
		Zetmier Maintenance - Materials	11-7102-649-000	\$2,661.54	
		Zetmier Maintenance - Labor	11-7102-649-000	\$1,300.00	\$1,300.00
		Maintenance Agreement	11-7103-649-000	\$656.00	
		Cherokee Center Maintenance - Mate	11-7103-649-000	\$115.20	
		Cherokee Center Maintenance - Labo	11-7103-649-000	\$1,040.00	\$1,040.00
		Maintenance Agreement	11-7202-648-000	\$5,903.00	\$14,173.43
137219	Parsons Chamber of Commerce	Golf Tournament Sponsorship	11-6301-709-000	\$100.00	\$100.00
137220	Parsons Sun	Labette County Community Guide Ad	11-6301-613-000	\$229.00	
		Wrestling Nationals Send-Off Page	11-6301-613-000	\$96.00	
		Spring Enrollment Display	11-6301-613-000	\$96.00	\$421.00
137221	Pitney Bowes Global Financial Services	Postage Machine Quarterly Lease	11-6503-641-000	\$1,065.63	\$1,065.63
137222	Presbyterian Manor	Background Checks - KDADS	12-4204-701-002	\$135.77	\$135.77

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

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Check Number	Vendor	Description	Account Number	Amount	Total
137223	Print Image Solutions, Inc	Lexmark M2865 Toner	11-6401-701-000	\$952.50	
		Lexmark MS610 Toner	11-6401-701-000	\$1,188.00	
		Lexmark B2442 Toner	11-6401-701-000	\$620.00	
		MS315 Toner	11-6401-701-000	\$558.75	\$3,319.25
137224	Professional Window Cleaning, Inc.	Window Cleaning - Main Building & Ar	11-7202-648-000	\$1,625.00	
		Window Cleaning - Zetmeir Building	11-7202-648-000	\$1,675.00	
		Window Cleaning - Gym & Broadway	11-7202-648-000	\$500.00	
		Window Cleaning - Student Union & F	11-7202-648-000	\$575.00	\$4,375.00
137225	Proforma	Setup Cost & Shipping	12-4204-699-000	\$53.96	
		Fire School Key Chains	12-4204-699-000	\$470.00	
		Setup Charge & Freight	12-4204-701-001	\$205.99	
		Giveaways - Backpack/Duffle	12-4204-701-001	\$1,690.20	\$2,420.15
137226	QueenB Television of Kansas/Missouri	Feb Digital Advertising - KOAM	11-6301-613-000	\$1,900.00	\$1,900.00
137227	Roy's Auto Service, LLC	Vehicle Maintenance - CA 13	11-6502-720-000	\$1,008.79	
		Vehicle Maintenance - RV 29	11-6502-720-000	\$389.03	\$1,397.82
137228	Southeast Kansas Inc	Membership - Ross Harper	12-1205-681-000	\$250.00	\$250.00
137229	Taylor's Tins LLC	Shipping	12-4204-699-000	\$8.00	
		Giveaways - Shove Knives	12-4204-699-000	\$350.00	\$358.00
137230	Technology Group Solutions, LLC	Cisco Duo MFA License Renewals	11-6401-646-003	\$836.50	\$836.50
137231	The Morning Sun	Business Card Directory Display	11-6301-613-000	\$75.00	\$75.00
137232	The Sherwin Williams Co	Paint Supplies - Auction Decoration	11-7102-649-000	\$86.98	
		Paint Supplies - Ted Hill Building	11-7102-649-000	\$255.74	
		Returned Paint Supplies	11-7102-649-000	(\$29.96)	
		Paint Supplies - Ted Hill Building	11-7102-649-000	\$243.41	\$556.17
137233	The Wright Signs	LCC Main Building Signage	11-6301-661-000	\$1,400.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

3/31/2024

Check Number	Vendor	Description	Account Number	Amount	Total
137233	The Wright Signs	Workforce Center Signage	11-6301-661-000	\$1,000.00	
		100 Year History Exhibit Decals	11-6301-709-000	\$100.00	
		Fire School Banners	12-4204-699-000	\$238.00	\$2,738.00
137234	Thompson Bros. Supplies, INC	Welding Supplies	12-1219-700-001	\$8.64	
		Plasma Supplies	12-1219-700-001	\$100.00	
		Welding Supplies	12-1219-700-001	\$779.40	
		Welding Helmets	12-1219-700-001	\$1,000.00	
		Cylinder Rentals	12-1219-700-002	\$227.36	
		Welding Helmet Lens (5/pk)	12-1219-700-004	\$78.00	\$2,193.40
137235	Triad Environmental Services	Lagoon Inspection - Cherokee Center	11-7103-649-000	\$175.00	\$175.00
137236	UniFirst Corporation	Mats, Mops, Cloths	11-7103-649-000	\$60.51	
		Mats, Mops, Cloths	11-7103-649-000	\$60.51	
		Mats, Mops, Cloths	11-7103-649-000	\$60.51	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$149.06	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$149.06	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$149.06	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$149.06	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
137237	Uplink, LLC	Service Call - Athletic Expansion	11-7102-649-000	\$180.00	\$977.77
		Monthly Monitoring Fee	11-7102-649-000	\$45.00	\$225.00
137238	Vietti Marketing Group	Feb Digital Advertising - KBTN	11-6301-613-000	\$600.00	
		Feb Advertising - KBTN	11-6301-613-000	\$550.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

3/31/2024

Check Number	Vendor	Description	Account Number	Amount	Total
137238	Vietti Marketing Group	Feb Enrollment Campaign - Social	11-6301-613-000	\$1,040.00	
		Feb Advertising - KSNF	11-6301-613-000	\$100.00	\$2,290.00
137239	Wallcur LLC	Nursing Practice/Training Supplies	12-1208-700-001	\$913.88	\$913.88
137240	Mark Watkins	Reimburse Meals - Council Bluffs, IA	11-6101-709-000	\$53.63	
		Vehicle Expense	11-6501-590-001	\$900.00	\$953.63
137241	Weis Fire and Safety Equipment, LLC	Freight	12-1205-701-001	\$37.38	
		Fire School Nozzles - Water Way (ora	12-1205-701-001	\$1,458.00	
		Fire School Nozzles - Water Way (bla	12-1205-701-001	\$866.36	
		Fire School Nozzles - Short Barrel	12-1205-701-001	\$240.00	
		Freight Cost	12-1205-701-001	\$124.65	
		Fire School Axes, Pro-Bars & Straps	12-1205-701-001	\$1,578.08	\$4,304.47
				<u>\$133,232.54</u>	

11-General Fund	\$115,723.43
12-Postsecondary Technical Education Fund	\$11,025.25
16-Auxillary Ent Fund	\$6,483.86
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$133,232.54</u>