

**Labette Community College  
Board of Trustees Meeting Agenda  
Thursday, September 12, 2024  
Board Meeting 5:30 p.m.  
Cardinal Event Center**

- I. Public Hearing -- Revenue Neutral Rate ..... Exhibit 1
- II. Public Hearing – 2024-2025 Labette Community College Budget .... Exhibit 1
- III. Adoption of Agenda..... Exhibit 2
- IV. Approval of August 8, 2024, Regular Meeting Minutes ..... Exhibit 3
- V. 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
- VI. New Business (Action, Report, or Discussion)
  - A. Approval of Revenue Neutral Rate ..... Exhibit 1
  - B. Approval of 2024-2025 Budget ..... Exhibit 1
  - C. 2024 Annual Report..... Exhibit 4
  - D. Co-Curricular Report..... Exhibit 5
  - E. Policy Review ..... Exhibit 6
  - F. Professional Staff Employment Letters..... Exhibit 7/8
  - G. Discontinuation of Mathematics Program ..... No Exhibit
  - H. Approval of Bills ..... Exhibit 9
- VII. Public Comment
 

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

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

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

- VIII. Next Regular Board Meeting: Thursday, October 10, 2024, 5:30 p.m., Cardinal Event Center
  
- IX. Adjournment

**LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
August 8, 2024**

The Board of Trustees met at 5:30 p.m. on Thursday, August 8, 2024, at the Cardinal Event Center.

**Members Present**

Greg Chalker (via conference call)  
Becky Dantic  
Carl Hoskins  
Rod Landrum  
Montie Taylor  
David Winchell (via conference call)

**Others Present**

Dr. Mark Watkins	Dr. Jason Sharp	Leanna Doherty	Kelly Kirkpatrick
Theresa Hundley	Ross Harper	Dr. Ken Elliott	Haley Walker
Lindi Forbes	Aaron Keal	Ray Nolting	Jim Zaleski

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 Landrum moved to approve the revised meeting agenda as presented. Trustee Hoskins 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 July 11, 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.

**Reports and/or Board Discussion**

**Faculty Senate Report:** None

**Student Government Report:** None

**Administrative Report:**

**Comparison of Expenditures to Budget:** The July financial report was placed on the tables. At the end of July, we were 8% through the year. The general fund was 8% expended and the technical education/vocational fund was 7% expended. Vice-President Doherty invited questions from the Trustees.

**Facility Report:** Vice-President Doherty gave an update on the Student Union roof repair and the gymnasium floor restoration.

**President's Report:** President Watkins reported on the new ATM at the LCC Library, new fencing/railing for the baseball field dugouts, and the recent SEKCAP in-service held on campus. Dr. Watkins also reported LCC faculty would be returning to work the following week for in-service.

Vice-President Kirkpatrick reported on the LCC enrollment progress, the Villa's occupancy, and new student orientation which will be held on August 15-16. She invited all Board members to attend the NSO cook-outs which will be held both days.

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

**City of Parsons Interlocal Agreement/Neighborhood Revitalization**

Trustee Taylor moved to approve the Interlocal Agreement for Neighborhood Revitalization for the City of Parsons. Trustee Landrum seconded the motion and the motion carried 6-0.

**Professional Staff Employment Letters**

Trustee Landrum moved to approve the Professional Staff Employment Letters for Mallory Dixon, Accounts Receivable Specialist, at a salary of \$36,878/annually, starting 8/5/2024; Brandi McCall-Tyler, Director of Admissions, at a salary of \$50,742/annually, starting 8/1/2024; Jaelen Milus, Assistant Women's Basketball Coach, at a salary of \$25,788/44 weeks, starting 8/12/2024, and, Sara Nickell, Financial Aid Coordinator, at a salary of \$34,468/annually, starting 8/16/2024. Trustee Hoskins seconded the motion and the motion carried 6-0.

**Policy Approval**

Trustee Hoskins moved to approve the revision to Policy 4.05 Residency. Trustee Taylor seconded the motion and the motion carried 6-0.

**Approval of Bills**

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

**Baseball/Softball Fields Discussion**

Trustee Landrum moved to accept the donation of the baseball and softball fields from the city of Parsons. There was no second. Trustee Landrum withdrew the motion.

Trustee Chalker moved to accept the donation of the baseball and softball fields from the city of Parsons. Trustee Landrum seconded the motion and the motion failed 2-4. Trustees Chalker and Landrum voted in favor. Trustees Dantic, Hoskins, Taylor and Winchell voted against.

**New Professional Staff Position(s)**

Trustee Winchell moved to approve the hiring of a Director for the Physical Therapist Assistant Program. Trustee Hoskins seconded the motion and the motion carried 6-0.

Trustee Hoskins moved to approve the hiring of a Clinical Coordinator for the Physical Therapist Assistant Program. Trustee Landrum seconded the motion and the motion carried 6-0.

**Public Comment**

Trustee Landrum reported on the campus blue emergency lights. Trustee Taylor requested a report on the usage of the emergency lights. Vice-President Doherty will provide the report.

**Next Board Meeting**

Chair Dantic reminded everyone of the next regular meeting of the Board of Trustees scheduled for September 12, 2024, at 5:30 p.m. in the Cardinal Event Center.

**Adjournment**

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

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**Heidi Flora, Clerk of the Board**

REF  
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SUBJECT

Approval of Revenue Neutral Rate

REASON FOR CONSIDERATION BY THE BOARD

Senate Bill 13 requires the Board of Trustees to vote on a resolution to exceed the revenue-neutral rate.

BACKGROUND

Senate Bill 13 requires that the County be notified of our intent to exceed the revenue neutral rate by July 20<sup>th</sup>. The notice of the intent to exceed the revenue-neutral rate was submitted to the County. As required by Senate Bill 13 the Board of Trustees has also published a notice as well as provided a hearing.

The proposed published budget keeps the mill levy at approximately the same value (35.40), which in turn increases the tax request by approximately \$163,323. The mill levy request is based on the estimated valuation number provided by the County in June which includes the pending exemptions which will be heard by the Board of Tax Appeals.

The Board of Trustees has typically attempted to keep the mill levy the same from year to year which results in decreases/increases in revenue based on the final valuation which is certified in November of each year.

PRESIDENT'S RECOMMENDATION

The President recommends the Board approve the revenue-neutral rate resolution as shown in Exhibit 1.

Agenda #: VI.B.  
Date: September 12, 2024

SUBJECT

Approval of the 2024-2025 Labette Community College Budget

REASON FOR CONSIDERATION BY THE BOARD

Kansas statutes require the Board of Trustees' approval of the annual budget.

BACKGROUND

Since January the FY 2024-2025 budget has been under development. Information about the budget was presented to the Board in a special budget work session in July.

The published, proposed budget for the general and PTE funds at \$13,840,247 which reflects a legal spending limit of \$20,113,297 with no increase in the mill levy.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the proposed 2024-2025 Labette Community College Budget as presented in Exhibit 1.

# EXHIBIT 1

Budget Form CC-1

(First published in the Parsons Sun, Aug. 23, 2024)

STATE OF KANSAS

## NOTICE OF HEARING TO EXCEED THE REVENUE NEUTRAL RATE AND BUDGET HEARING

The governing body of Labette Community College in Labette County will meet on September 12, 2024 at 5:30 PM at Labette Community College - Cardinal Event Center for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of tax to be levied, the revenue neutral rate, and to consider amendments. Detailed budget information is available at Labette Community College - Business Office and will be available at this hearing.

### BUDGET SUMMARY

The Expenditures and the Amount of 2024 Tax to be Levied (as shown below) establish the maximum limits of the 2024-2025 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to change depending on final assessed valuation.

	2022-2023		2023-2024		Proposed Budget 2024-2025		Amount of 2024 Tax to be Levied	Est. Tax Rate*
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Revenue Neutral Rate**		
Current Funds Unrestricted								
General Fund	10,918,666		10,043,025	35,000	14,515,332	5,512,364	35,000	
Postsecondary Tech Ed	3,447,941		4,121,363	0.400	5,597,965	xxxxxxx	xxx	
Adult Education	48,182		66,528		124,650	62,929	0.400	
Adult Supp Education	0	xxx	0	xxx	0	xxxxxxx	xxx	
Motorcycle Driver	0	xxx	0	xxx	0	xxxxxxx	xxx	
Truck Driver Training	0	xxx	0	xxx	0	xxxxxxx	xxx	
Auxiliary Enterprise	272,574	xxx	183,211	xxx	326,004	xxxxxxx	xxx	
Plant Funds		xxx		xxx		xxxxxxx	xxx	
Capital Outlay	874,976		331,474		1,777,157	(9)	0.000	
Bond and Interest	0		0		0	0	0.000	
Special Assessment	0		0		0	0	0.000	
No Fund Warrants	0		0		0	0	0.000	
Revenue Bonds	0	xxx	0	xxx	0	xxxxxxx	xxx	
Total All Funds	15,562,339	0.000	14,745,601	35,400	22,341,108	xxxxxxx	35,400	
Revenue Neutral Rate** 34.363								
Total Tax Levied	5,250,827		5,414,473		xxxxxxx	5,575,292		
Assessed Valuation	148,366,113		152,951,215		157,495,510			
Outstanding Indebtedness, July 1								
	2022		2023		2024			
G.O. Bonds								
Capital Outlay Bonds								
Revenue Bonds								
No-Fund Warrants								
Temporary Notes								
Lease Purchase Principal								
Total	0		1,408,918		910,405			
			1,408,918		910,405			

*Learnna Doherty*  
Learnna Doherty, VP of Finance & Operations

\* Tax Rates are expressed in mills.  
\*\* Revenue Neutral Rate as defined by KSA 79-2988



Agenda Item #: VI.C.  
Date: September 12, 2024

SUBJECT

Labette Community College Fiscal Year 2024 Annual Report

REASON FOR CONSIDERATION BY THE BOARD

The reason for the Annual Report is to show highlights of the college as well as evaluate our progress and process over the past year.

BACKGROUND

This is an annual report.

PRESIDENT'S RECOMMENDATION

To review the FY2024 Annual Report.

SUBJECT

Labette Community College Academic Year 2024 Co-Curricular Report

REASON FOR CONSIDERATION BY THE BOARD

Part of the Board's responsibility is to maintain oversight of the quality of academic, administrative, and co-curricular programs and services. Beginning in AY24, coaches and sponsors set Organizational Student Learning Outcomes aligned with the college's Student Learning Outcomes, develop related activities, and create an assessment plan approved by the Vice President of Student Affairs.

BACKGROUND

The Co-Curricular Annual Report framework facilitates a systematic approach to enhancing student learning outside the classroom. This process aims to align co-curricular activities with LCC's Student Learning Outcomes, ensure the coherence and quality of these activities, and maintain a focus on continuous improvement. By summarizing learning outcomes, detailing activities, and evaluating their effectiveness, the report upholds the college's mission to provide quality learning opportunities in a supportive environment for success in a changing world.

The VPSA will present the Co-Curricular Annual Review to the Board of Trustees each fall.

PRESIDENT'S RECOMMENDATION

President recommends the acceptance of the AY2024 Co-Curricular Report.

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 policies for review:

Policy 7.01-Administrators/Staff: Conditions of Employment

Policy 8.01- Educational Support Staff: Conditions of Employment

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees review Policy 7.01- Administrators/Staff: Conditions of Employment and Policy 8.01- Educational Support Staff: Conditions of Employment.

**EXHIBIT 6\***

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POLICY 7.01

ADMINISTRATORS AND STAFF: CONDITIONS OF EMPLOYMENT

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Administrators and non-instructional staff provide leadership and management of instruction, student development, administration, a supportive environment, financial services, and other College functions that support the mission of the College. The president is the chief executive officer and is responsible for the general administration of the College, as specified in a position description approved by the Board of Trustees and as approved in Policy 1.04 Membership of Board (f). The president will administer the affairs of the College and may delegate to any officer, employee, student, or committee any part of such authority or such duties unless prohibited by statutes or policies of the Board of Trustees.

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Whereas "conditions of employment" relate to the acquisition, allocation, and/or expenditure of resources (fiscal, human, and/or physical), contracts/employment confirmation letters for administrators and staff require approval of the Board of Trustees. These conditions of employment are considered policy statements that are subject to approval by the Board of Trustees.

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Procedures in support of these policy statements may be approved by the president.

A. General: All sections below constitute the conditions of employment under which administrators and staff are employed. Each notice of appointment (contract issuance/employment confirmation letter for administrators and staff) will incorporate by reference these conditions of employment. Such notice will provide that acceptance of the notice of employment is a recognition that these conditions of employment are applicable.

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B. Employment procedures  
The employment of administrators and staff will conform to all applicable federal, state, and local laws, ordinances, and regulations, as well as the policies of the Board. The need for administrators and staff will be determined by the president, and recruitment and selection will be consistent with procedures developed by the Human Resources Office. Contracts/employment confirmation letters for administrators and staff require the approval of the Board of Trustees. An official transcript/proof of education/appropriate credentials are required upon offer of employment when appropriate.

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C. Terms of appointment  
Administrators and staff perform duties and responsibilities as assigned

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by the president and/or designees. Administrators and staff will receive either a contract or an employment confirmation letter as defined in Procedure 7.05 Administrator and Staff Agreement Contracts and Employment Letters. Employment contracts and letters are approved by the Board of Trustees as listed in the meeting agenda. See Procedure 7.05 Administrator and Staff Contract Agreement and Employment.

**D. Employment Evaluation**

All administrators and staff are evaluated by their immediate supervisor at least two times per fiscal year during their first two full years of employment and at least annually thereafter. Special evaluations may be conducted any time the immediate supervisor feels it is appropriate. At every evaluation, the administrator's and staff's performance is reviewed with respect to their position description and other performance factors. The evaluation is designed to provide a means of two-way communication between the employee and supervisor. It also serves as a means of employee development, by pointing out both strong and weak points in an individual's performance. Evaluations will be conducted in compliance with approved policies and procedures.

**Deleted:** Appointments that are dependent on funding from a specific source(s) other than College district budgeted funds will so be stated in the notice of appointment. Appointments, including compensation or working conditions, dependent on non-College funds may be changed or

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Salary ranges for administrators and professional staff are determined by the president, with contracts and employment confirmation

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**E. Promotion, Reassignment, and/or Transfers**

The mission of Labette Community College (LCC) sometimes require changes to meet or better serve the needs of our students and service area. Accordingly, the College will from time to time find it necessary to create new positions, modify the duties of existing ones, or reassign employees from one position to another.

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Because the College values its staff, LCC attempts to provide reasonable opportunities for promotion and transfer to current employees. Announcements of administrative, faculty, and staff vacancies will be made available to all appropriate personnel with instructions for applying. The College also provides opportunities for employees to improve their employability through opportunities to obtain additional education and to attend professional development workshops and seminars.

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LCC also attempts to pay its employees as fairly as circumstances allow. However, when the College finds it necessary to modify an existing position, not all job title changes or additions of new responsibilities or job complexity are sufficient to qualify the employee for a promotion or raise.

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Promotion - A promotion is defined as movement from one position to

**EXHIBIT 6**

another that entails a marked increase in the complexity of duties and/or, the addition of increased responsibilities sufficient to merit the assignment of a new job or position title change that qualifies the employee for inclusion into a higher salary range and carries a higher compensation.

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Promotions will normally be made using the College's regular hiring procedure to ensure that all interested qualified employees receive consideration for the position. The president may promote administrators and staff by direct appointment when, in their best judgment, the best interests of the College will be served by passing over regular procedures and directly making such an appointment. Promotions should also be based on other appropriate factors as well, including professional development and performance of current responsibilities.

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Salary Adjustment - A salary adjustment is defined as a one-time increase in salary granted to an employee within their salary range given to (1) recognize that employee's outstanding performance of their duties, or (2) to address an inequity between the employee's pay and similarly situated persons, or (3) to recognize and increase in the employee's value to the College due to market forces.

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Planned adjustments or promotions based on the restructuring of an existing position through the addition of new job responsibilities, more complex job duties, or the creation of a new position must be made by the vice president of finance and operations in collaboration with the director of human resources. The director of human resources (HR) is responsible for ensuring that promotions and salary adjustments are made in a manner consistent with the College compensation plan and past practice. In the case of disagreement, the vice president of finance and operations will decide the issue.

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Reassignment - A reassignment is defined as an administratively initiated transfer of an employee from one position to another. Reassignments are not required to be voluntary in nature, although the administration will consider the concerns of the employee being reassigned whenever possible.

The president may reassign administrators and staff within the College when, in their judgment, the best interests of the College will be served by such a reassignment. Such action will not negatively affect the salary or benefits of the employee under contract during the fiscal year(s) in which the action takes place. However, the employee's salary may be frozen or lowered in years subsequent to the expiration of the fiscal

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year(s) in effect when the reassignment occurs. Such action may negatively affect the salary or benefits of the employee not under a contract but on an employment letter during the fiscal year(s) in which the action takes place. The president may alter or amend assigned duties, change titles, or reassign employees at any time.

Transfer - A transfer is defined as a voluntary, employee-initiated movement from one position to another within the same salary range or to a lower salary range. Any employee transferring from one position to another within the same salary range should not have an expectation of receiving an increase in salary. The College may raise a transferring employee's salary in cases where an issue of equity exists.

**F. Work Schedule**

Hours:

The normal week for full-time administrators and staff is thirty-six (36) hours per week with working times approved by the supervisor. The operating hours of Monday through Thursday, 8:00 am to 4:30 pm must be staffed for public access. Part-time employees' hours are set by the supervisor to fulfill departmental need. The president can set required Fridays to work each year, typically based on school need such as graduation day.

Administrators and exempt staff are not entitled to overtime pay or compensatory time off for hours worked in excess of the College's normal workweek. Nonexempt employees are eligible for compensatory time and/or overtime for qualified positions when the hours-worked threshold is met. Part-time employees may work a maximum of 36 hours per week for a limited period of time with approval from the Human Resources Office which takes into consideration the maintaining benefits thresholds.

**G. Absence and Tardiness**

Punctuality and regular attendance are important factors in being considered for job retention and promotion. If an administrator or staff is going to be late or absent, the immediate supervisor should be notified. Excessive absenteeism will be subject to positive discipline by the supervisor or reviewed for ADA or FMLA criteria.

**H. Compensation**

Compensation for each administrator and staff shall be reviewed annually by the administration and the Board of Trustees. Recommended

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<#>Paychecks for all administrators and professional staff are issued on the 20th of each month. If the 20th falls on a non-operational day, paychecks will be distributed on the preceding working day.¶  
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increases based on such ~~review~~ take effect no earlier than at the beginning of the fiscal year, July 1st. Salary adjustments may be granted at other times of the year to allow for promotions, job reclassifications, recently hired personnel, or other adjustment occurrences necessary for business needs.

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An administrator or staff must be employed with LCC for 4 full months by the month prior to the increase effective date in order to receive an annual increase.

Compensatory time will be earned by eligible non-exempt staff when the hours worked threshold is met. (See procedure 7.10.)

Pay Periods:

The pay period for non-exempt full-time employees is one of two period times; the 16<sup>th</sup> of the month to the 15<sup>th</sup> of the following month, or the 1<sup>st</sup> to the end of the month.

The pay periods for exempt employees is the 1<sup>st</sup> of the month to the end of the month.

The pay periods for nonexempt part-time employees is the 10<sup>th</sup> of the month to the 9<sup>th</sup> of the following month.

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Payroll Deductions:

Payroll deductions are made as required for Federal Income Tax, Kansas State Income Tax, Social Security, and Kansas Public Employees Retirement System (KPERs). If authorized by the employee in writing and approved by the Human Resources Office, other deductions will be made as desired by the employee. If an improper deduction has occurred, the employee will be reimbursed and the office will make a good-faith commitment to future compliance.

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**i. Health Insurance and Retirement Benefits**

Health insurance benefits will be available for eligible full-time and part-time employees working 20 or more hours a week, as per the position description. The College will pay 90 percent of a single membership, except when notated differently through an employee's contract terms. In addition to single membership, if an employee desires employee and spouse, employee and child, or employee and family coverage, payroll deductions from the employee's pay will be made for the above options. Employees who work a minimum of 1,000 hours per year, but less than 1,560 hours per year, are eligible for part-time health insurance benefits at the part-time rate. Adjunct-only employees on contracts are not eligible for benefits.

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**EXHIBIT 6**

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KPERS:

Membership in Kansas Public Employees Retirement System is mandatory for all full-time College employees or employees working more than 630 hours a year and not considered seasonal or temporary. Employees are required to automatically contribute to KPERS through payroll deduction. Information concerning the program is available in the Human Resources Office.

Staff may elect to participate in an optional "cafeteria plan" Security Flex 125 program administered through a financial service company. The program includes medical reimbursement, disability income insurance, group life insurance, and cancer insurance.

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Tax Sheltered Annuity Proposal—403(b) and KPERS457:

LCC will match contributions at an amount set annually to a tax-sheltered annuity, also known as a 403(b) or KPERS457. Employer contributions will vest with a 403(b) according to the following schedule:

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<u>Years of Service (from date of hire)</u>	<u>Vesting %</u>
<u>5</u>	<u>25%</u>
<u>6</u>	<u>40%</u>
<u>7</u>	<u>55%</u>
<u>8</u>	<u>70%</u>
<u>9</u>	<u>85%</u>
<u>10</u>	<u>100%</u>

Staff who have been employed at LCC for 10 years or more may elect to use this match in KPERS457 retirement plan instead of the 403(b), resulting in full vesting at that time.

Note: Regardless of the previous years of service, the vesting years will be based the most recent benefit eligible hire date.

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Membership in Kansas Public Employees Retirement System is mandatory for all full-time College employees or employees working more than 630 hours a year and not considered seasonal or temporary. Information concerning the program is available in the Human Resource Office.¶  
¶  
Social Security¶  
Labette Community College participates in the Federal Program of Social Security. Deductions are made as required by

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J. Workers Compensation

Each employee of the College is covered by workers' compensation, covering injuries arising out of, and in the course of, one's employment with the College. LCC utilizes a preferred physician; see Policy/Procedure 10.17 Return to Work Program, when employee is injured at work. Any injury received on the job must be reported to the employee's

**EXHIBIT 6**

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immediate supervisor within 24 hours per Procedure 10.17 Return to Work Program form, Appendix C. The supervisor, in turn, will file a written report of the accident, Procedure 10.17 Return to Work Program form, Appendix D, with the Human Resource Office.

Employees not eligible for the Return to Work Program may elect to use sick leave time, apply to the Labette Community College Sick Leave Bank, or receive workers' compensation lost wage payments currently paid at 66%. However, employees are not allowed to receive sick leave and lost wage compensation for the same lost days of work. The waiting period for temporary total disability (TTD) applies to the first seven days claimant is off work. If a worker is off for three consecutive weeks, then the employer shall pay the worker TTD for the waiting period. (See also Policy/Procedure 10.17 Return to Work Program).

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**Deleted:** <#>Holidays  
**Deleted:** <#>The following  
**Deleted:** <#> holidays will be observed annually:  
<#>  
<#>New Year's Day  
<#>Martin Luther King Day  
<#>Memorial Day  
<#>Juneteenth  
<#>Week of Independence Day  
<#>Labor Day  
<#>Week of Thanksgiving Day  
<#>Christmas Day  
<#>Additional holidays may be observed during the holiday recess or at other times as announced by the president. See Policy 7.06 Administrators and Professional Staff Holidays  
<#>

**K. Vacation and Sick Leave**

Vacation and Sick leave time allow employees to balance work and life needs while maintaining their income. Leave allowances improve morale, employer-employee relationships, and retention rates. For reporting and payroll purposes, vacation and sick time will be used according the FLSA standard in regard to the exempt or nonexempt status of the positions. Employees will accrue time monthly for vacation and sick leave. Further information can be found in Procedure 7.07 Administrators and Staff Vacation, Procedure 7.08 Administrators and Staff Sick Leave. Military Leave

The College will comply with all military leave laws.

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**L. Educational Benefits**

Labette Community College will waive tuition, fees, and material fees for the employee, spouse, and all dependent children of any employee who works 20 hours or more per week for courses taken for credit at the College. The enrollee shall pay for all fees associated with workshops and seminars.

See Procedure 7.11 Taking Courses During Scheduled Work Hours and Procedure 10.15 Employee Book Loan Program.

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Vacation leave is accrued at 7.5 hours a month for Administrators and Professional Staff hired to work 12 months per year at full-time status. For full-time in the fifth year of employment, vacation shall ... [7]

**Deleted:** per month. For one-half time, vacation ... [8]

**Deleted:** (15<sup>th</sup>) of any month shall not be ... [9]

**Deleted:** Sick Leave Bank. To demonstrate ... [10]

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**M. Discipline and Termination**

As part of their supervisory responsibilities, Labette Community College supervisors must provide continuing guidance to employees they supervise and take prompt, appropriate action for correcting any behaviors which deviate from acceptable standards or what is considered to be satisfactory performance of duties. Supervisors are

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**EXHIBIT 6**

urged to deal with infractions of acceptable standards through informal approaches such as advisement, closer supervision, conferences and written communication. If the same unsatisfactory performance or misconduct persists, more severe measures will be taken. When further action becomes necessary, the supervisor will comply with appropriate steps as outlined in Policy and Procedure 2.16 Performance Improvement Counseling.

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**N. Grievance**

The grievance procedure exists to resolve complaints of employees concerning the application or interpretation of Board policies, College procedures, or any Board policy or administrative regulation(s) affecting the terms and conditions of service for employees not covered by the terms and conditions of a collective bargaining agreement with the College.

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Time limits are given herein for prompt action. If the employee presenting the grievance does not appeal from one step to the next within the time limit stated, the case will be considered closed and no further appeal is permitted. If the employee does not receive a response within the time limit stated, the employee may appeal to the next level. The time limits may be extended by mutual written consent of the parties.

**Deleted:** For the purpose of this document, an "administrative regulation" is a procedure that is included in the procedures manual and has been approved by the president.

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**O. Reduction in Force**

If the Board and administration decide that the size of non-instructional staff must be reduced (not to include involuntary termination for cause), the following guidelines shall be followed:

**Deleted:** <#>DefinitionThe term "employee" shall include full-time administrators and professional staff not covered by the terms and conditions of a collective bargaining agreement with the College.¶ <#>The term "working days" shall mean calendar days excluding Saturday, Sunday, and College holidays. Interpretation

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The educational goals and needs of the College, individual qualifications, certifications, training, skills, evaluations, interests, and length of service shall be considered.

**Deleted:** <#> of working days shall be the responsibility of the director of human resources.¶ <#>¶ <#>The term "policies and procedures" shall include policies approved by the Board of Trustees or procedures in the procedures manual, which have been approved by the president. A non-... [15]

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If all have similar qualifications, certifications, training, skills, evaluations, and interests, the non-instructional staff who best meets the needs of the College, considering the factors outlined above and any other relevant factors, will be retained.

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Any employee who has not been reemployed as a result of the non-instructional staff reduction shall be considered for reemployment if a vacancy exists for which the non-instructional staff qualifies. The president will recommend to the Board reinstatement of any non-instructional staff they deem qualified and able to serve the best interests of the College. The Board shall not be required to consider the

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**EXHIBIT 6**

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reinstatement of any non-instructional staff after a period of one year from the date of exit.

Assistance for those affected by the reduction in force:

- Extension of the employee education benefit policy for a period of one academic year for employees/end of the same semester for dependents
- Use of the LCC Student Success Center or computer labs for resume preparation and job searches for up to one year

**Deleted:** tuition and fee

**Deleted:** fringe

**Deleted:** /Library

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Revised: 3/9/17, 7/20/17, 7/12/18, 9/12/19, 5/5/2020, 10/20/2022; 7/13/2023

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EXHIBIT 6

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POLICY 8.01 EDUCATIONAL SUPPORT STAFF: CONDITIONS OF EMPLOYMENT

Educational Support Staff have been combined with Professional Staff to become "staff". Chapter 8 contents have been relocated to Chapter 7.

Revised: 3/9/17, 7/20/17, 7/12/18, 9/12/19, 5/5/2020, 10/20/2022, 7/13/2023

**Deleted:** Educational Support Staff provides a variety of services in support of instructional, student development, and administrative services activities to achieve the mission and purposes of the College

**Deleted:** Whereas "conditions of employment" relate to the acquisition, allocation, and/or expenditure of resources (fiscal, human, and/or physical), these conditions of employment are considered policy statements, which are subject to approval, by the Board of Trustees.¶

**Deleted:** Procedures in support of these policy statements shall be approved by the President.¶  
Employment Procedures¶  
Employment of Educational Support Staff will conform to all applicable federal, state, and local laws, ordinances, and regulations, as well as policies of the Board. A transcript/proof of education/appropriate credentials is required upon offer of employment.¶

Compensation¶  
Salaries for Educational Support Staff are determined through the Educational Support Staff Salary Schedule and approved by the President. See Procedure 8.12 Wage and Salary – Shift Differential.¶

Definition of Educational Support Staff¶  
"Educational Support Staff" includes all full-time Labette Community College personnel except part-time faculty, administrators, professional staff, and those covered by a collective bargaining agreement. Educational Support Staff personnel shall not be employed for any specified term.¶

¶  
All full-time employees and part-time employees who work twenty (20) hours per week or more are entitled to receive all fringe benefits provided by the College.¶

¶  
Part-time employees are those persons who work as the need arises or on a schedule of fewer than twenty (20) hours per week and are not entitled to any fringe benefits.¶  
Part-time employees may work a maximum of 40 hours per week for a limited period of time.¶

Employment Evaluation¶  
All Educational Support Staff are evaluated by their immediate supervisor at least two times a school year for the first two full years of employment and at least annually thereafter, but may be evaluated more often at the discretion of the supervisor. At this time the employee's performance is reviewed with respect to their position description and other performance factors. The evaluation is designed to provide a means of two-way communication between employees and supervisors. It also serves as a means of employee development, by pointing out both strong and weak points in an individual's performance. Evaluation is also used to determine if an employee should be retained or dis...

SUBJECT

Professional Staff Employment Letters

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Kaila Ozier has accepted the position of Payroll & Benefits Coordinator.  
Briauna Valdez has accepted the position of Financial Aid Specialist.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the Professional Staff Employment letters for Kaila Ozier, Payroll & Benefits Coordinator, at a salary of \$35,430/annually, to begin 10/1/24, and, Briauna Valdez, Financial Aid Specialist, at a salary of \$31,730/annually, to begin 9/17/24.

## Biography

### Kaila Ozier

Kaila Ozier has accepted the position of Payroll & Benefits Coordinator to begin on October 10, 2024. Kaila is pursuing her associate's degree at LCC currently. She has ran her own business in the area for years and brings experience from working in the insurance industry.

A fun fact about Kaila is that she enjoys traveling!

## POSITION DESCRIPTION

### PAYROLL & BENEFITS COORDINATOR

**Reports to: Director of Human Resources & Organizational Development**

**Organizational Unit: Professional Staff**

**Salary range: Coordinator, non-exempt, Full time**

**Revision Date: July 2024**

#### **A. Basic Purpose of Position**

The Payroll & Benefits Coordinator reports to the Director of HR & Organizational Development and works closely with the Business office. The major responsibilities are producing the monthly payroll, completing all reporting requirements and reconciliations, and managing the College's benefit plan, including Family Medical Leave and Worker's Compensation.

#### **B. Essential Job Functions**

- A. Ability to independently produce monthly payroll and reports, W-2s, transfers, tax deposits, quarterly reports, etc., pertaining to payroll
- B. Ability to prepare journal entries and pay invoices through ACH or check for payroll and benefits
- C. Ability to keep current on laws and regulations affecting payroll and benefits
- D. Ability to complete monthly balancing of all payroll accounts and bank reconciliation for the payroll account
- E. Ability to assist in creating timesheets for work-study students and create and reconcile time and leave records for non-exempt employees. Assist employees with payroll inquiries.
- F. Ability to calculate, prepare, distribute, and track contracts and personnel status memorandums for faculty and staff
- G. Ability to respond to queries regarding past and present employees for unemployment, bank loans, governmental agencies, garnishments, and other verifications
- H. Ability to process travel vouchers for travel for employees, clubs, and groups making reservations as needed, and reconcile receipts upon return
- I. Ability to complete surveys as assigned
- J. Ability to serve as the health insurance group leader and assist employees with health insurance changes, questions, and problems. Keep current on insurance laws.
- K. Ability to administer and track college benefits to ensure the required paperwork is submitted for existing and new personnel
- L. Ability to administer and be responsible for the annual open enrollment for health insurance benefits, section 125 benefits plan, optional group life insurance, and 403(b) retirement and send monthly remittances to third-party administrators.
- M. Ability to assist the VP of Finance & Operations in the bidding process for insurance, Workman's Compensation, Athletic Insurance, and Property and Casualty insurance as needed
- N. Ability to manage the college's responsibilities on worker's compensation claims in coordination with the Human Resources Director
- O. Ability to complete annual audits for workers compensation, annual financial audit, I-9 internal audits (every 2 years),



## EXHIBIT 7

- P. Ability to keep confidential protected health information under the provisions of HIPPA and treat this information per the privacy provisions of the HIPPA act including requirements for safeguarding, releasing, and recording the release of such information
- Q. Ability to assist employees with KPERS enrollments, withdrawals, purchase of service credit, optional life insurance, retirements, disability, and death claims
- R. Ability to handle correspondence with KPERS, complete annual KPERS reports, and assist with KPERS audits.
- S. Ability to complete special assignments and perform research tasks and other duties as directed by the Vice President of Finance & Operations
- T. Ability to complete FMLA forms in conjunction with the Director of Human Resources
- U. Ability to process employee and dependent tuition discounts
- V. Ability to assist Business Office staff with deposits or tasks and assist students with payments or accounts receivable inquiries as needed.
- W. Ability to reconcile apparel consignment inventory
- X. Ability to follow all LCC policy and procedures
- Y. Ability to be trained on HIPPA and FERPA requirements
- Z. Ability to maintain regular and timely attendance

### **C. Consulting Tasks**

- A. Director of Human Resources
- B. KPERS, benefits, and insurance companies' personnel
- C. Various auditors

### **D. Supervises the Following Staff**

None

### **E. Required Knowledge, Skills, and Personal Qualifications**

- A. Excellent interpersonal skills
- B. Previous experience in human resource functions
- C. Above average working knowledge of state and federal payroll laws
- D. Strong accounting or payroll background
- E. Experience using Excel
- F. Ability to efficiently organize and manage multiple tasks successfully

### **F. Preferred Experience**

Three years of accounting or payroll experience

### **G. Educational Background**

Bachelor's degree required, Business or Accounting emphasis preferred.

### **H. Working Conditions/Environment**

Busy office conditions, and an office with a window

Significant amount of sedentary computer work

## Biography

### Briauna Valdez

Briauna Valdez has accepted the position of Financial Aid Specialist to begin on September 17, 2024. Briauna holds a bachelor of business administration from Wichita State University and an Associates of Science in Accounting from LCC. She recently has been managing a coffee shop in the Wichita area.

A fun fact about Briauna is that she used live in Hawaii.

**DESCRIPTION****FINANCIAL AID SPECIALIST**

**Reports to: Director of Financial Aid**  
**Grade 14 – non exempt**  
**Revision Date: July 2024**

**I. Basic Purpose of Position**

The financial aid specialist assists in the operation of the Financial Aid (FA) Office by assisting students/parents with Free Application Federal Student Aid (FAFSA), financial aid verification, maintaining student financial aid files, maintaining consumer information, assisting in the verification process and a consistent atmosphere depicting excellence in customer service. The Financial Aid Specialist works in the Jenzabar Financial Aid software. Also, the Financial Aid Specialist assists with recruitment, special enrollment and visit days on campus.

**II. Essential Job Functions**

- A. Ability to assist/counsel students and parents with questions about their FAFSA and other federal aid programs and requirements
- B. Ability to assist with student/parent workshops
- C. Ability to validate and collect documentation for Title IV verification processes
- D. Ability to complete all areas of verification and/or second verification for student financial aid files and correct student records through FAA Access or JFA group processing for FAFSA
- E. Ability to produce and send communication to students via email or mail
- F. Ability to understand which documents are required to complete student's FA file
- G. Ability to assist loading student ISIR records and the email/letter writing process
- H. Ability to maintain and organize student files
- I. Ability to manage and process student appeals
- J. Ability to maintain consumer information
- K. Ability to maintain default management as well as actively work to lower student default rate
- L. Ability to assist with Satisfactory Academic Progress (SAP)
- M. Ability to monitor and request changes to the LCC website's FA information
- N. Ability to review and process Kansas Promise Scholarship
- O. Ability to follow all LCC policy and procedures
- P. Ability to serve on committees as assigned
- Q. Ability to attend work in a regular and timely manner
- R. Ability to perform other duties as assigned

**III. Consulting Tasks**

- A. Maintain communication with Business Office, Registrar, and Admissions departments concerning those students receiving financial aid
- B. Communication with appropriate agencies

**IV. Required Knowledge, Skills and Personal Qualifications**

- A. Proficiency with Microsoft Office products
- B. Understanding of data entry and database manipulations of JFA software
- C. High degree of tact, judgment and ability to deal with and influence not only students and parents, but persons in all types of positions
- D. Thorough knowledge of tax returns for validating student aid reports
- E. Good oral and written communication skills
- F. Knowledge of general office procedures and maintain the flow of the FA department
- G. Capable of performing multiple tasks
- H. Professional appearance and conduct – must be able to get along well with diverse customer base
- I. Ability to organize and prioritize tasks efficiently with moderate supervision
- J. Self-starter and self-motivator, organized, disciplined, flexible, and able to adapt well to change
- K. Ability to make decisions based on college policies and Federal Regulations
- L. Team oriented - able to work well with others, keeping constant communications, as well as asking/answering questions with FA staff and other LCC employees

**V. Preferred Experience**

Previous office management experience with at least two years' experience in a fast-paced office environment; experience working directly with customers in a team-oriented office

**VI. Educational Background**

Bachelor's degree or equivalent experience and Associates degree

**VII. Working Conditions/Environment**

- A. Fast-paced office environment – no windows
- B. Significant amount of computer work
- C. Occasional travel, overtime, and evenings are required

SUBJECT

Program Discontinuation: Mathematics (CIP 27.0101) program of study.

REASON FOR CONSIDERATION BY THE BOARD

Consideration is based on Procedure 3.34 including the number of students enrolled, projected enrollment, demand for graduates, and cost analysis and effectiveness.

BACKGROUND

At the request of LCC's full-time math faculty, the college moves to discontinue the math program. Several variables played a part in the decision-making process such as low to no declared math majors, state initiatives focusing on developmental and math core courses, lack of the ability to offer higher-level math courses, and the changing dynamic within the program discipline. The college will still be able to work with students interested in the math discipline through either secondary education or general studies.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approves the discontinuation of the Mathematics program of study.

Agenda Item: VI.H.  
Date: September 12, 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


EXHIBIT 8

Check Number	Vendor	8/1/2024		Description	Account Number	Amount	Total
137906	A T and T			Phone Service - WTC	12-4204-631-000	\$360.57	\$360.57
137907	A T and T			Internet	11-6401-631-000	\$1,434.56	\$1,434.56
137910	Delyna R Bohnenblust			Reimburse Hotel - CTI/KBOR Confer	12-1208-601-000	\$232.72	
				Reimburse Meals - CTI/KBOR Confer	12-1208-601-000	\$59.00	
				Reimburse - CTI/KBOR Conf Reg	12-1208-670-000	\$70.00	
				Reimburse - ANA Membership	12-1208-681-000	\$298.00	\$659.72
137911	Daniel Colon			Color Clicks	11-4203-701-000	\$52.25	
				Black Clicks	11-4203-701-000	\$16.86	
				Black Clicks	11-4203-701-000	\$23.40	
				Color Clicks	11-4203-701-000	\$48.51	\$141.02
137912	Council on Accreditation for Two-Year			CATYC Conf. Reg - Mark Watkins	11-6101-601-000	\$275.00	\$275.00
137913	Evegy Kansas Central INC			Electricity	11-7102-634-000	\$20,962.87	
				Electricity - WTC	12-4204-634-000	\$738.91	
				Electricity - Student Union	16-9482-634-000	\$465.99	\$22,167.77
137914	Brandy Marie Habiger			Landscaping	11-7202-648-000	\$200.00	\$200.00
137915	Healthcare Providers Service Organiza			Liability Insurance - Nursing/IV Therap	12-1208-700-002	\$1,234.58	
				Liability Insurance - Radiography	12-1210-700-002	\$550.55	
				Liability Insurance - Respiratory Care	12-1211-700-002	\$153.82	
				Liability Insurance - DMS	12-1214-700-002	\$331.67	
				Liability Insurance - EMT	12-4204-701-000	\$413.75	
				Liability Insurance - Phlebotomist	12-4204-701-002	\$273.61	
				Liability Insurance - CMA & CNA	12-4204-701-002	\$3,314.02	\$6,272.00
137916	Mia Kathryn Howard			Reimburse Mileage - WSU KACRAO	11-5302-601-000	\$176.88	\$176.88
137917	Kansas Gas Service			Gas Service	11-7102-633-000	\$173.35	
				Gas Service - 1306 Main	11-7102-633-000	\$43.86	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	8/1/2024		Account Number	Amount	Total
137917	Kansas Gas Service	Gas Service - 1230 Main			11-7102-633-000	\$46.22	\$263.43
137920	NJCAA	NJCAA Membership Dues 2024-2025			11-5506-681-000	\$5,400.00	\$5,400.00
137921	NJCAA Coaches Association Inc	Coaches Assoc. Dues 2024-2025			11-5506-681-000	\$745.00	\$745.00
137922	OWN, Inc.	Topographic Survey - Softball Field			11-7202-648-000	\$4,000.00	\$4,000.00
						<u>\$42,095.95</u>	
		11-General Fund		\$33,598.76			
		12-Postsecondary Technical Education Fund		\$8,031.20			
		16-Auxiliary Ent Fund		\$465.99			
		64-Deferred Maintenance		\$0.00			
		67-Capital Outlay		\$0.00			
				<u>\$42,095.95</u>			

Checks approved for release prior to Board action

  
 President

  
 Vice President of Finance & Operations



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

8/8/2024

Check Number	Vendor	Description	Account Number	Amount	Total
137924	City of Parsons	Water Service	11-7102-632-000	\$2,651.87	
		Water Service - WTC	12-4204-632-000	\$155.55	
		Water Service - Student Union	16-9482-632-000	\$163.28	\$2,970.70
137926	Evergry Kansas Central INC	Electricity - Cherokee Center	11-7103-634-000	\$1,082.27	\$1,082.27
137927	Brandy Marie Habiger	Landscaping	11-7202-648-000	\$200.00	\$200.00
137928	Ross Harper	Reimburse Mileage - Area HS Meeting	12-1205-602-000	\$152.09	
		Reimburse Mileage - Perkins Training	12-1246-630-000	\$455.60	
		Reimburse Meals - Perkins Training	12-1246-630-000	\$75.86	\$683.55
137929	Jason Hinson	Reimburse Mileage - KC Airport	11-5508-601-000	\$369.84	\$369.84
137930	Jock's Nitch/Parsons	Wrestling - Club Shirts (71 ct)	11-5505-701-000	\$599.10	
		Wrestling - Coaches Gear	11-5505-701-000	\$115.48	
		Wrestling - Shipping Cost	11-5505-701-000	\$30.00	
		Wrestling - Team Shoes	11-5505-701-000	\$160.00	\$904.58
137931	Kansas Academic Advising Network	KAAN Registration - H Wyland	11-5304-681-000	\$80.00	\$80.00
137932	Kansas Academic Advising Network	KAAN Registration - A Savage	11-5304-681-000	\$80.00	\$80.00
137933	Kansas Academic Advising Network	KAAN Registration - A Bolinger	11-5304-681-000	\$80.00	\$80.00
137934	Kelly D. Kirkpatrick	Reimburse Mileage - Title IX Training	11-5701-690-000	\$268.00	
		Reimburse - AACRAO Membership	11-5701-701-000	\$900.00	
		Reimburse Flight - CATYC Conf/Detr	11-5701-701-000	\$312.96	
		Reimburse - NAFSA Memberships	11-5701-706-000	\$698.00	\$2,178.96
137935	Tiffany Kotzman	Reimburse Parking - KC Airport	12-1246-630-000	\$45.00	
		Reimburse Travel - Santa Clara, CA	12-1246-630-000	\$269.38	
		Reimburse Mileage - KC Airport	12-1246-630-000	\$229.14	
		Reimburse Meals - Anatomage Conf	12-1246-630-000	\$195.78	\$739.30
137936	Audrey Jo Miller	Reimburse Mileage - Recruiting Trips	11-5509-603-000	\$1,189.25	\$1,189.25


LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL


8/8/2024

Check Number	Vendor	Description	Account Number	Amount	Total
137937	Parsons Soroptimist	Dues - Regina Williams-Decker	11-4208-701-000	\$140.00	\$140.00
137938	Philadelphia Indemnity Insurance Com	FY25 Commercial Property Ins	11-6501-621-000	\$115,938.00	
		FY25 Liability Insurance	11-6501-622-000	\$25,179.00	
		FY25 Auto Insurance	11-6502-623-000	\$9,874.00	\$150,991.00
137939	Rural Water District #5	Water Service - Cherokee Center	11-7103-632-000	\$22.63	\$22.63
137940	Veritiv	Fuel Surcharge	11-6503-705-000	\$8.19	
		Paper	11-6503-705-000	\$532.28	\$540.47
137941	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$408.47	
		Blue Emergency Lights	11-6501-631-000	\$88.19	
		Facilities Phone Charges	11-7102-649-000	\$185.96	\$682.62
137942	Wave Wireless	Internet Service - WTC	11-6401-631-000	\$69.00	\$69.00
				<u>\$163,004.17</u>	

11-General Fund	\$161,262.49
12-Postsecondary Technical Education Fund	\$1,578.40
16-Auxillary Ent Fund	\$163.28
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$163,004.17</u>

Checks approved for release prior to Board action

  
President

  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

8/15/2024

Check Number	Vendor	Description	Account Number	Amount	Total
137944	A T and T	Internet	11-6401-631-000	\$3,365.28	\$3,365.28
137945	Amazon Capital Services	Social Work & Social Welfare Textbo	11-4202-701-000	\$160.48	
		Advisor Appreciation Items	11-5304-701-000	\$59.78	
		Locker Room & Office Supplies	11-5504-701-000	\$306.64	
		Locker Room Supplies	11-5508-701-000	\$190.58	
		Rechargeable Light Clip	11-6301-701-000	\$19.99	
		Employee Textbook - CRIM 101	11-6501-590-001	\$98.79	
		Circuit Breaker & Water Filter Cartridg	11-7102-649-000	\$200.82	
		Custodial Supplies	11-7102-702-000	\$14.99	
		Phlebotomy Essentials Textbook	12-4204-701-002	\$76.51	
		Supplies	16-9684-701-000	\$133.30	\$1,261.88
137953	Haley Renee Cook	Volleyball Travel - 8/15/2024	11-5504-601-000	\$400.00	\$400.00
137954	Haley Renee Cook	Volleyball Travel - 8/17/2024	11-5504-601-000	\$450.00	\$450.00
137955	Brandy Marie Habiger	Landscaping	11-7202-648-000	\$200.00	\$200.00
137957	Kansas Department of Revenue	Bird's Nest Sales Tax - July	16-0000-216-001	\$56.98	
		Cardinal Cafe Sales Tax - July	16-0000-216-002	\$292.92	\$349.90
137958	Kansas Gas Service	Gas Service	11-7102-633-000	\$283.02	
		Gas Service - Cherokee Center	11-7103-633-000	\$51.52	
		Gas Service - WTC	12-4204-633-000	\$88.58	
		Gas Service - Student Union	16-9482-633-000	\$116.65	\$539.77
137959	Alexis Renee Kapales	Reimburse Mileage - Recruiting in KC	11-5504-603-000	\$186.26	\$186.26
137960	KJCCC	Volleyball Officials	11-5504-680-000	\$4,342.00	\$4,342.00
137961	Landauer Inc	Class of 2026 OTO Radiation Monitor	12-1210-700-002	\$327.50	\$327.50
137962	Ashley Moore	Reimburse Mileage - Clinicals (July)	12-1210-602-000	\$372.52	\$372.52
137963	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$867.29	\$867.29

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	8/15/2024		Amount	Total
			Account Number	Amount		
137964	Ryan S. Phillips	Reimburse Mileage - Summer Recruit	11-5509-603-000	\$1,805.65		
		Reimburse Meal - Recruits	11-5509-603-000	\$67.08		\$1,872.73
137966	Sam's Club Direct	Bird's Nest Concessions	16-9381-742-000	\$150.92		
		Bird's Nest Concessions	16-9381-742-000	\$390.64		\$541.56
137967	Touchtone Communications	Fax Lines	11-6501-631-000	\$115.94		\$115.94
137968	Wichita Public Schools	Futures Fair Registration - M Howard	11-5302-601-000	\$150.00		\$150.00
137969	WoodRiver Energy LLC	Natural Gas Service	11-7102-633-000	\$28.65		
		Natural Gas Service - Student Union	16-9482-633-000	\$46.60		\$75.25
				<u>\$15,417.88</u>		

11-General Fund	\$13,364.76
12-Postsecondary Technical Education Fund	\$865.11
16-Auxiliary Ent Fund	\$1,188.01
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$15,417.88</u>

Checks approved for release prior to Board action

  
President

  
Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

8/22/2024

Check Number	Vendor	Description	Account Number	Amount	Total
137970	A T and T	Phone Service	11-6501-631-000	\$1,857.81	
		Phone Service	11-6501-631-000	\$147.29	\$2,005.10
137971	A T and T	Internet	11-6401-631-000	\$1,090.35	
		Internet	11-6401-631-000	\$821.48	\$1,911.83
137973	Capital One	Supplies for In-Service Lunch	11-4201-627-001	\$43.48	
		Popcorn Supplies for Inservice	11-4201-627-001	\$41.76	
		Student Ambassador Supplies	11-5302-701-000	\$95.00	
		Student Ambassador Welcome Bags	11-5302-701-000	\$82.82	
		Honor Roll Giveaway	11-5304-701-000	\$198.84	
		Travel Supplies	11-5504-601-000	\$195.78	
		Locker Room Supplies	11-5504-701-000	\$240.81	
		Pre-Season Supplies	11-5504-701-000	\$292.61	
		ATR Supplies	11-5507-701-000	\$186.62	
		Locker Room Supplies	11-5508-701-000	\$250.10	
		Supplies for In-Service Lunch	11-6201-701-000	\$120.66	
		Ice Cream Social Supplies	11-6201-701-000	\$44.30	
		Samsung 75" TV, Mount Kit, HDMI Ca	11-6402-850-000	\$510.66	
		Retirement Party Items - Pearce	11-6504-692-001	\$94.07	
		Supplies	16-9684-701-000	\$249.78	
		Supplies	16-9684-701-000	\$7.96	
		Food	16-9684-743-000	\$133.25	
		Food	16-9684-743-000	\$42.99	
		Food	16-9684-743-000	\$244.08	
		Food	16-9684-743-000	\$98.26	
		Food	16-9684-743-000	\$107.86	

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

8/22/2024

Check Number	Vendor	Description	Account Number	Amount	Total
137973	Capital One	Food	16-9684-743-000	\$166.58	
		Food	16-9684-743-000	\$189.41	
		Food	16-9684-743-000	\$40.37	
		Food	16-9684-743-000	\$16.14	
		Food	16-9684-743-000	\$6.28	
		Food	16-9684-743-000	\$40.54	
		Food	16-9684-743-000	\$144.76	\$3,885.77
137974	Haley Renee Cook	Volleyball Travel - 8/23/2024	11-5504-601-000	\$1,550.00	\$1,550.00
137975	Copy Products Inc	Copy Usage - Cherokee Center	11-7103-701-000	\$128.83	\$128.83
137976	Council on Accreditation for Two-Year	CATYC Conf. Reg - K Elliott	11-4202-601-000	\$275.00	\$275.00
137977	Elan Financial Services	Provisional Credit - bluehost.com	11-0100-484-000	(\$65.40)	
		Provisional Credit - Sendinblue	11-0100-484-000	(\$81.00)	
		Rvsl - Frgn Trans Fee - Sendinblue	11-0100-484-000	(\$1.62)	
		Web*bluehost.com - Software (Fraud)	11-0100-484-000	\$65.40	
		El Pueblito - Ambassador Training Lur	11-5302-701-000	\$316.12	
		Daylight Donuts - Student Ambassadc	11-5302-701-000	\$22.88	
		Hudl - Unlimited Subscription Renewa	11-5504-701-000	\$700.00	
		DO Method - VB Team Mindset Trainii	11-5504-701-000	\$500.00	
		Resilite.com - Mat Cleaning Supplies	11-5505-701-000	\$403.23	
		Walmart.com - Wrestling Room Speal	11-5505-701-000	\$299.00	
		NAFSA - A Savage - Conference Reg	11-5701-701-000	\$595.00	
		TaxBandits - 2nd Qtr 941 Filing Fee	11-6201-701-000	\$5.95	
		Timber Creek Meats - In-Service Lunç	11-6201-701-000	\$225.10	
		PromoBears - Mascot Items, Stickers	11-6301-701-000	\$1,378.86	
		Foreign Transaction Fee - Promo Bea	11-6301-701-000	\$27.57	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

8/22/2024

Check Number	Vendor	Description	Account Number	Amount	Total
137977	Elan Financial Services	PRC - Company Olympics Registratio	11-6301-709-000	\$308.48	
		Educause - J Burzinski - Conf Reg	11-6401-646-003	\$1,579.00	
		AbleBits - Database Renewal	11-6401-701-000	\$82.20	
		Walmart - TCL 50" 4K Roku TV	11-6402-850-000	\$228.00	
		Home Depot - Retirement Gift - T Pea	11-6504-692-001	\$180.01	
		ProctorFree - Sono Proctored Exams	12-1214-700-000	\$224.00	
		Hilton Garden - R Harper - Hays, KS	12-1246-630-000	\$161.48	
		Marriott - T Kotzman - Anatomage Coi	12-1246-630-000	\$1,302.38	
		KS.gov - KDADS Fees	12-4204-701-002	\$82.00	
		Walmart - Wagon for Workforce	12-4204-701-002	\$139.00	
		KS.gov - KDADS CMA Fee	12-4204-701-002	\$20.50	
		KS.gov - KDADS Fees	12-4204-701-002	\$184.50	
		KS.gov - KDADS Fees	12-4204-701-002	\$184.50	
		Ozarks Coca-Cola - Bag in the Box Pr	16-9684-743-000	\$330.01	
		Ozarks Coca-Cola - Bag in the Box Pr	16-9684-743-000	\$834.48	
		Ozarks Coca-Cola - Returned CO2 Ta	16-9684-743-000	(\$75.00)	\$10,156.63
137978	Evergy Kansas Central INC	Electricity - Athletic Expansion	11-7102-634-000	\$7,026.69	\$7,026.69
137979	First Dakota Indemnity Company	Workman's Comp	11-6501-590-001	\$1,213.00	\$1,213.00
137980	Freeman Health Systems	Clinical Badges	12-1208-681-000	\$150.00	\$150.00
137982	Gary's Custom Awards	2024 HS Art Competition Awards	11-1101-706-002	\$352.00	\$352.00
137983	GFL Environmental	Trash Removal - Cherokee Center	11-7103-649-000	\$341.65	\$341.65
137984	Brandy Marie Habiger	Landscaping	11-7202-648-000	\$200.00	\$200.00
137985	Ross Harper	Reimburse Flights - CATYC/ Detroit	12-1205-601-000	\$371.96	
		Reimburse Flights - NCWE Conferenc	12-1246-630-000	\$553.96	\$925.92
137986	Tammy Kimrey	Reimburse Mileage - Clinicals (July)	12-1210-602-000	\$238.52	\$238.52

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

8/22/2024 Account

Check Number	Vendor	Description	Account Number	Amount	Total
137987	Kiwanis Club of Parsons	Dues - Ross Harper	12-1205-681-000	\$117.00	\$117.00
137988	KJCCC	Wrestling Coaches Dues/Web Fees	11-5506-681-000	\$80.00	
		Women's BB Coaches Dues/Web Fee	11-5506-681-000	\$90.00	
		Volleyball Coaches Dues/Web Fees	11-5506-681-000	\$80.00	
		Softball Coaches Dues/Web Fees	11-5506-681-000	\$80.00	
		Men;'s BB Coaches Dues/Web Fees	11-5506-681-000	\$90.00	
		Baseball Coaches Dues/Web Fees	11-5506-681-000	\$90.00	
		KJCCC Lightning Software	11-5506-681-000	\$708.00	
		Membership Dues 2024-2025	11-5506-681-000	\$10,500.00	\$11,718.00
137992	Mennonite Central Committee	Memorial - John C Miller	11-6102-709-000	\$50.00	\$50.00
137993	N J C A A Region VI	Membership Dues 2024-2025	11-5506-681-000	\$2,135.00	\$2,135.00
137994	Sparklight	Cable Service	11-6401-631-000	\$207.19	\$207.19
				<u>\$44,588.13</u>	

11-General Fund	\$38,280.58
12-Postsecondary Technical Education Fund	\$3,729.80
16-Auxillary Ent Fund	\$2,577.75
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$44,588.13</u>

Checks approved for release prior to Board action

*Mark Watkins*  
President

*Deanna Doherty*  
Vice President of Finance & Operations



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

8/29/2024


Check Number	Vendor	Description	Account		Amount	Total
			Number	Number		
137997	A T and T	Internet	11-6401-631-000		\$2,044.35	\$2,044.35
138000	Daniel Colon	Color Clicks	11-4203-701-000		\$138.71	
		Black Clicks	11-4203-701-000		\$27.72	\$166.43
138001	Commercial Bank	Loan 110221672 - Principal	11-6201-761-000		\$38,682.02	
		Loan 110221672 - Interest	11-6201-762-000		\$964.24	\$39,646.26
138002	Haley Renee Cook	Volleyball Travel - 9/4/2024	11-5504-601-000		\$600.00	\$600.00
138003	Molly E Coomes	Reimburse Mileage - Galena, CNA Or	12-4204-602-000		\$71.02	\$71.02
138005	Evergy Kansas Central INC	Electricity - Vehicle Lot	11-7102-634-000		\$69.67	
		Electricity - 1230 Main	11-7102-634-000		\$456.75	\$526.42
138006	Brandy Marie Habiger	Landscaping	11-7202-648-000		\$200.00	\$200.00
138007	Mia Kathryn Howard	Reimburse Mileage - Carl Junction, Ki	11-5302-601-000		\$66.06	\$66.06
138008	Jock's Nitch/Parsons	Merchandise Sales - 5/1 to 6/30/2024	16-9381-741-000		\$1,466.95	\$1,466.95
138009	Joe Smith Company, Inc	Bird's Nest Concessions	16-9381-742-000		\$248.53	\$248.53
138010	KACRAO	Conference Reg - M Howard	11-5302-601-000		\$150.00	
		Conference Reg - T Hundley	11-5303-601-000		\$150.00	\$300.00
138011	Kansas Gas Service	Gas Service - 1306 Main	11-7102-633-000		\$43.86	
		Gas Service - 1230 Main	11-7102-633-000		\$46.72	\$90.58
138012	KONE Inc	Down Payment - Student Union Eleva	67-7100-649-002		\$16,957.50	\$16,957.50
138014	Daudi Langat	Reimburse - Kahoot Renewal	11-1103-700-000		\$60.00	\$60.00
138016	Parsons Lions Club	Dues - Jason Sharp	11-4201-681-000		\$50.00	\$50.00
138018	Ryan S. Phillips	Softball Travel - 9/28/2024	11-5509-601-000		\$600.00	\$600.00
138019	Ryan S. Phillips	Softball Travel - 9/22/2024	11-5509-601-000		\$600.00	\$600.00
138020	Ryan S. Phillips	Softball Travel - 9/19/2024	11-5509-601-000		\$600.00	\$600.00
138021	Ryan S. Phillips	Reimburse Meal - Team Cookout	11-5509-701-000		\$233.78	\$233.78
138024	Veritiv	Paper	11-6503-705-000		\$768.00	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	8/29/2024	Account Number	Amount	Total
138024	Veritiv	Paper		11-6503-705-000	\$90.80	\$858.80
					<u>\$65,386.68</u>	
	11-General Fund		\$46,642.68			
	12-Postsecondary Technical Education Fund		\$71.02			
	16-Auxiliary Ent Fund		\$1,715.48			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$16,957.50			
			<u>\$65,386.68</u>			

Checks approved for release prior to Board action

  
 \_\_\_\_\_  
 President

  
 \_\_\_\_\_  
 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

8/31/2024

Check Number	Vendor	Description	Account		Amount	Total
			Number	Number		
138025	A Book Company	Credit - Financial Aid Books	16-0000-131-002		(\$5.05)	
		Financial Aid Books	16-0000-131-002		\$5,422.47	\$5,417.42
138026	Ace Hardware, Inc.	String Trimmer & Replacement Line	11-5502-701-000		\$317.99	
		IT Supplies	11-6402-850-000		\$12.58	
		IT Supplies	11-6402-850-000		\$223.10	
		IT Supplies	11-6402-850-000		\$26.99	
		Maintenance Supplies	11-7102-649-000		\$29.97	
		Maintenance Supplies	11-7102-649-000		\$39.16	
		Maintenance Supplies	11-7102-649-000		\$109.93	
		Maintenance Supplies	11-7102-649-000		\$35.98	
		Maintenance Supplies	11-7102-649-000		\$59.97	
		Maintenance Supplies	11-7102-649-000		\$36.74	
		Maintenance Supplies	11-7102-649-000		\$63.56	
		Maintenance Supplies	11-7102-649-000		\$33.58	
		Maintenance Supplies	11-7102-649-000		\$9.99	
		Maintenance Supplies	11-7102-649-000		\$37.58	
		Maintenance Supplies	11-7102-649-000		\$15.99	
		Cypress Mulch (10 bags)	11-7102-649-000		\$45.90	
		Cypress Mulch (10 bags)	11-7102-649-000		\$45.90	
		Maintenance Supplies	11-7102-649-000		\$65.97	
		Maintenance Supplies	11-7102-649-000		\$10.00	
		Maintenance Supplies	11-7102-649-000		\$15.97	
		Maintenance Supplies	11-7102-649-000		\$3.96	
		Maintenance Supplies	11-7102-649-000		\$21.98	
		Maintenance Supplies	11-7102-649-000		\$74.72	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

8/31/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138026	Ace Hardware, Inc.	Maintenance Supplies	11-7102-649-000	\$85.14	
		Cypress Mulch (20 bags)	11-7102-649-000	\$91.80	
		Maintenance Supplies	11-7102-649-000	\$48.95	
		Maintenance Supplies	11-7102-649-000	\$38.97	
		Maintenance Supplies	11-7102-649-000	\$61.58	
		Custodial Supplies	11-7102-702-000	\$33.99	
		Spray Paint and Brooms	12-1219-700-000	\$161.94	
		WD40 and Brushes	12-1219-700-000	\$45.15	
		Spray Paint	12-1219-700-000	\$73.99	\$1,979.02
138027	All Seasons Floral, LLC	Plant - Sallie Clark Service	11-6102-709-000	\$55.00	\$55.00
138028	American Electric Company	LED Line, Wignuts, Cable, Bushings	11-7102-649-000	\$1,224.50	\$1,224.50
138029	Assessment Technologies Institute, LLC	ATI 0525 Coursework Fall 2024	12-1208-700-002	\$15,040.00	
		ATI 0526 Coursework Fall 2024	12-1208-700-002	\$18,800.00	\$33,840.00
138030	B and H Photo Video	Elite Screens Manual Projector Screen	11-6403-850-000	\$99.00	\$99.00
138031	Bleacher Gear	Admissions Shirts (240 ct)	11-5302-711-000	\$1,398.00	\$1,398.00
138032	Blick Art Materials	Art Class Supplies	11-1101-700-000	\$749.49	\$749.49
138033	Brown Industries, Inc.	Employee Years of Service Pins	11-6504-692-001	\$160.95	\$160.95
138034	C D W Government Inc	Adobe Software Renewals	11-6401-701-000	\$897.81	
		Adobe Illustrator & Photoshop for Tea	11-6401-701-000	\$258.72	
		Adobe Acrobat License Renewals	11-6401-701-000	\$5,635.84	
		Epson PowerLite 992F Projector	11-6403-850-000	\$855.00	
		Adobe Creative Cloud Licenses	12-1203-700-000	\$5,035.80	\$12,683.17
138035	Cengage Learning Inc/Gale	Online Database Renewal	11-4101-710-000	\$1,468.77	\$1,468.77
138036	Choice Appliance by Millis	Amara Dryer	11-7102-649-000	\$499.99	\$499.99
138037	Commercial Laundry Sales & Service	Labor & Parts - Repair Washing Mac	11-7102-649-000	\$495.00	\$495.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

8/31/2024 Account

Check Number	Vendor	Description	Account Number	Amount	Total
138038	Credit World Services, INC	Student Account Collection Fee	11-0100-484-000	\$457.00	\$457.00
138039	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000	\$381.04	\$381.04
138040	Doyle Glass Co. LLC	Vehicle Maintenance - RV 30	11-6502-720-000	\$634.03	\$634.03
138041	Grand Rental Station	Rental - Trailer 6x12	11-7102-649-000	\$33.00	\$33.00
138042	Graves Foods	Supplies	16-9684-701-000	\$285.87	
		Supplies	16-9684-701-000	\$166.25	
		Supplies	16-9684-701-000	\$193.69	
		Supplies	16-9684-701-000	\$96.24	
		Food	16-9684-743-000	\$638.92	
		Food	16-9684-743-000	\$1,244.02	
		Food	16-9684-743-000	\$1,917.99	
		Food	16-9684-743-000	\$413.97	
		Food	16-9684-743-000	\$1,037.75	\$5,994.70
138043	Green's Vegetation Control/William Gr	Granular Fertilizer - Baseball Field	11-5502-701-000	\$320.00	
		Granular Fertilizer - Softball Field	11-5509-701-000	\$240.00	\$560.00
138044	Herring Bank	ID Cards, Printer Leases & ACH items	11-6401-701-000	\$478.30	\$478.30
138045	Herrman Lumber	Maintenance Materials	11-7102-649-000	\$63.99	
		Maintenance Materials	11-7102-649-000	\$23.34	\$87.33
138046	Hillyard/Springfield	Custodial Supplies	11-7102-702-000	\$1,036.47	\$1,036.47
138047	Hugo's Industrial Supply, Inc	Custodial Supplies	11-7102-702-000	\$451.14	
		Utensil & Napkin Dispenser Refills	16-9684-701-000	\$413.78	\$864.92
138048	Independence Daily Reporter	4th of July Edition	11-6301-613-000	\$175.00	\$175.00
138049	Jenzabar, Inc.	JFA Implementation	11-6401-646-001	\$323.75	
		LMS Integration	11-6401-646-003	\$840.00	\$1,163.75
138050	Jock's Nitch/Parsons	Admissions - Student Ambassador Po	11-5302-701-000	\$722.00	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

8/31/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138050	Jock's Nitch/Parsons	Softball - NJCAA Game Balls	11-5509-701-000	\$950.00	
		Softball - Fall Jerseys	11-5509-701-000	\$450.00	
		Softball - Shipping for Jerseys	11-5509-701-000	\$21.00	
		Nursing - Student Polos w/Embroidery	12-1208-700-002	\$824.00	\$2,967.00
138051	Joe Harding Sales & Service	Delivery Charge	16-9684-850-000	\$350.00	
		6" Plate Casters	16-9684-850-000	\$225.00	
		Zephaire-100-E Convection Oven	16-9684-850-000	\$13,980.00	\$14,555.00
138052	JRC-DMS	Annual Accreditation Fee	12-1214-670-000	\$2,000.00	\$2,000.00
138053	K L K C	Cardinal Corner - July	11-6301-613-000	\$125.00	
		July Advertising	11-6301-613-000	\$400.00	\$525.00
138054	Kansas Outdoor Advertising	August Digital Billboard	11-6301-613-000	\$300.00	
		August Billboard Rentals	11-6301-613-000	\$725.00	\$1,025.00
138055	KMI Metals	14 Ga Sheets	12-1219-700-000	\$1,000.00	\$1,000.00
138056	Labette Avenue	Labette County Fair Edition	11-6301-613-000	\$82.50	\$82.50
138057	Labette Center for Mental Health Servi	Banquet Sponsorship	11-6301-709-000	\$250.00	\$250.00
138058	Labette Health	Nursing Drug Screens	12-1208-700-002	\$495.00	\$495.00
138059	Labette Health Foundation	Parlor Gala Sponsorship	11-6301-709-000	\$1,500.00	\$1,500.00
138060	Laser Designs/PSHTC	Name Badge - B McCall-Tyler	11-5302-701-000	\$5.00	
		Name Badges - J Milus	11-5503-701-000	\$10.00	
		Name Badge - J Maybank	11-5508-701-000	\$5.00	
		Name Badge - M Dixon	11-6201-701-000	\$5.00	\$25.00
138061	Macmillan Holdings, LLC	Achieve Access Codes - COMM 102	11-1123-700-000	\$2,176.00	\$2,176.00
138062	Marmic Fire and Safety Co Inc	Annual Sprinkler Inspection - Gym	11-7202-648-000	\$486.88	
		Annual Sprinkler Inspections	11-7202-648-000	\$1,040.79	\$1,527.67
138063	McCarty's Office Machines Inc	Copier Contract - Business Office	11-6503-648-000	\$600.99	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

**8/31/2024**

<b>Check Number</b>	<b>Vendor</b>	<b>Description</b>	<b>Account Number</b>	<b>Amount</b>	<b>Total</b>
138063	McCarty's Office Machines Inc	Stapler Cartridge	11-6503-648-000	\$68.00	
		Copy Usage - Print Shop	11-6503-648-000	\$108.49	
		Supplies	11-6503-701-000	\$12.18	
		Supplies	11-6503-701-000	\$76.94	
		Supplies	11-6503-701-000	\$45.52	
		Supplies	11-6503-701-000	\$59.21	
		Supplies	11-6503-701-000	\$98.86	
		Supplies	11-6503-701-000	\$96.97	
		Supplies	11-6503-701-000	\$61.12	
		Finance Charge	11-6503-701-000	\$0.02	
		Toner Cartridges for Color Printer	11-7102-649-000	\$550.20	
		Copy Usage - WTC	12-1219-700-000	\$0.31	\$1,778.81
138064	McGraw-Hill Companies	ALEKS 360 Access Codes	11-1124-700-001	\$6,187.50	
		ALEKS 360 Access Codes	11-1124-700-001	\$1,687.50	\$7,875.00
138065	McKinzie Pest Control	Contract Treatment - Student Union	11-7102-649-000	\$85.00	\$85.00
138066	Midwest Tape, LLC	Hoopla Digital Charges - July 2024	11-4101-710-000	\$122.25	\$122.25
138067	Jennifer Miller	Team Practice and Travel Shirts	11-5509-701-000	\$1,892.00	\$1,892.00
138068	P1 Service, LLC	Zetmeir 1st & 2nd Floor - Parts	11-7102-649-000	\$1,569.71	
		Replace Zetmeir Condenser - Materia	11-7102-649-000	\$1,000.92	
		Replace Zetmeir Condenser - Labor	11-7102-649-000	\$1,624.00	
		Zetmeir Maintenance - Labor	11-7102-649-000	\$260.00	
		Zetmeir Maintenance - Materials	11-7102-649-000	\$2,032.54	
		Maintenance Agreement	11-7103-649-000	\$750.00	
		Maintenance Agreement	11-7202-648-000	\$6,071.00	\$13,308.17
138069	Parsons Area Community Foundation	Parsons PD Legacy Fund Sponsorshi	11-6301-709-000	\$500.00	\$500.00

**LABETTE COMMUNITY COLLEGE  
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8/31/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138070	Parsons Sun	Health Science Programs Ad	11-6301-613-000	\$100.00	
		Labette County Fair Book	11-6301-613-000	\$175.00	
		Now Hiring Ads - 2 Positions	11-6504-613-000	\$54.00	\$329.00
138071	Pitney Bowes Bank, Inc	Postage - Account #20352357	11-6503-611-000	\$2,000.00	\$2,000.00
138072	Prestwick House, Inc.	The Time Machine Novel	11-1109-700-000	\$32.66	\$32.66
138073	Proforma	Shipping - Admissions Frolico Pens	11-5302-711-000	\$51.25	
		Admissions Frolico Pens	11-5302-711-000	\$620.00	\$671.25
138074	Roy's Auto Service, LLC	Vehicle Maintenance - RV27	11-6502-720-000	\$897.26	\$897.26
138075	Scenario Learning, LLC	SafeColleges Training	11-5701-690-000	\$5,750.00	\$5,750.00
138076	T H Rogers Lumber Company	Ceiling Tiles	11-7102-649-000	\$250.00	\$250.00
138077	The Finishing Touch	Distinguished Faculty Award Frame	11-6504-692-002	\$186.60	\$186.60
138078	The Sentinel-Times	Subscription Renewal	11-4101-704-001	\$50.00	\$50.00
138079	The Sherwin Williams Co	Paint Supplies - Bleachers	11-7102-649-000	\$40.59	
		Paint Supplies - Billboard	11-7102-649-000	\$173.87	
		Paint Supplies	11-7102-649-000	\$33.06	\$247.52
138080	The Wright Signs	2023-2024 All-American Board Decals	11-5505-701-000	\$60.00	
		Workforce Ed Signage and Install	12-4204-701-000	\$750.00	\$810.00
138081	Thompson Bros. Supplies, INC	Student Welding Equipment	12-1219-700-000	\$2,067.51	
		Welder	12-1219-700-000	\$3,272.05	
		Welding Supplies	12-1219-700-000	\$157.81	
		Propane Cylinders for Forklift	12-1219-700-002	\$97.01	
		Welding Supplies	12-1219-700-004	\$504.19	
		Welding Goggles	12-1219-700-004	\$40.70	\$6,139.27
138082	Triad Environmental Services	Lagoon Inspections - Cherokee Cente	11-7103-649-000	\$528.00	\$528.00
138083	UniFirst Corporation	Mats, Mops, Cloths	11-7103-649-000	\$59.91	



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	8/31/2024		Description	Account Number	Amount	Total
138083	UniFirst Corporation			Mats, Mops, Cloths	11-7103-649-000	\$59.91	
				Mats, Mops, Cloths	11-7103-649-000	\$59.91	
				Mats, Mops, Cloths	11-7103-649-000	\$59.91	
				Mats, Mops, Cloths	11-7103-649-000	\$59.91	
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$142.68	
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$125.39	
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$142.68	
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$142.68	
				Aprons, Mats, Mops, Cloths	16-9482-701-000	\$55.00	
				Aprons, Mats, Mops, Cloths	16-9482-701-000	\$55.00	
				Aprons, Mats, Mops, Cloths	16-9482-701-000	\$55.00	
				Aprons, Mats, Mops, Cloths	16-9482-701-000	\$55.00	\$1,072.98
138084	Uplink, LLC			Monthly Monitoring Fee	11-7202-648-000	\$45.00	\$45.00
138085	Vance Lawn Care, Inc			Groundskeeping - Cherokee Center	11-7103-649-000	\$460.00	\$460.00
138086	Vietti Marketing Group			July Enrollment Campaign - Socials	11-6301-613-000	\$1,040.00	\$1,040.00
138087	Mark Watkins			Reimburse Hotel - KACCT Meeting	11-6101-601-000	\$317.30	
				Reimburse Meals - KACCT Meeting	11-6101-709-000	\$45.65	
				Vehicle Expense	11-6501-590-001	\$900.00	\$1,262.95

**LABETTE COMMUNITY COLLEGE  
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Check Number	Vendor	Description	8/31/2024	Account Number	Amount	Total
138088	Zimmer Radio, Inc	July Advertising - KSYN-FM		11-6301-613-000	\$1,323.00	\$1,323.00
	11-General Fund		\$71,754.38			
	12-Postsecondary Technical Education Fund		\$50,365.46			
	16-Auxillary Ent Fund		\$26,600.90			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
					<u>\$148,720.74</u>	
						<u>\$148,720.74</u>