

**Labette Community College  
Board of Trustees Meeting Agenda  
Thursday, October 10, 2024  
Board Meeting 5:30 p.m.  
Cardinal Event Center**

- I. Adoption of Agenda..... Exhibit 1
- II. Approval of September 12, 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. Old Business (Action, Report, or Discussion)
  - A. Policy Approvals ..... Exhibit 3
- V. New Business (Action, Report, or Discussion)
  - A. 2024 Report of Student Learning..... Exhibit 4
  - B. Faculty Contract..... Exhibit 5
  - C. Approval of Bills ..... Exhibit 6
  - D. WTC Classroom Quote..... Exhibit 7

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, November 14, 2024, 5:30 p.m., Cardinal Event Center
- VIII. Adjournment

**LABETTE COMMUNITY COLLEGE**  
**Board of Trustees Minutes**  
**September 12, 2024**

The Board of Trustees met at 5:30 p.m. on Thursday, September 12, 2024, at the Cardinal Event Center.

**Members Present**

Greg Chalker  
Becky Dantic  
Carl Hoskins  
Rod Landrum  
David Winchell

**Members Absent**

Montie Taylor

**Others Present**

Dr. Mark Watkins	Dr. Jason Sharp	Leanna Doherty	Kelly Kirkpatrick
Theresa Hundley	Ross Harper	Dr. Ken Elliott	Lindi Forbes
Kevin Doherty	Aaron Keal	Ray Nolting	Rebeka Crawford
Randee Baty	Tyler Kizzire	Jermaine Maybank	Mary Jane Emerson
Kylie Gero	Mallory Dixon	Jaelen Milus	

Heidi Flora recorded the minutes.

**Public Hearing – Revenue Neutral Rate**

At 5:30 p.m. Chair Dantic opened the public hearing for the Revenue Neutral Rate. There were no comments. Chair Dantic closed the public hearing at 5:31 p.m.

**Public Hearing – 2025-2025 College Budget**

At 5:32 p.m. Chair Dantic opened the public hearing for the 2024-2025 College Budget. There were no comments. Chair Dantic closed the public hearing at 5:32 p.m.

**Adoption of Agenda (ACTION ITEM)**

Chair Dantic asked for changes or additions to the meeting agenda. There were none. Trustee Winchell moved to approve the meeting agenda as presented. Trustee Landrum seconded the motion and the motion carried 5-0.

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

Chair Dantic asked for corrections or additions to the August 8, 2024, regular meeting minutes. There were none. Trustee Landrum moved to approve the minutes as presented. Trustee Hoskins seconded the motion and the motion carried 5-0.

**Reports and/or Board Discussion**

**Faculty Senate Report:** None

**Student Government Report:** Mary Jane Emerson, SGA President, reported on the recent and upcoming SGA events and activities.

**Administrative Report:**

**Comparison of Expenditures to Budget:** The August financial report was placed on the tables. At the end of August, we were 17% through the year. The general fund was 16% expended and the technical education/vocational fund was 16% expended. Vice-President Doherty invited questions from the Trustees.

**Approval of Bills**

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

**Facility Report:** Kevin Doherty, Facilities Director, gave a report and timeline on the student union roof repair, painting the annex building, and the gymnasium floor restoration.

**President's Report:** President Watkins invited Kelly Kirkpatrick, Vice-President of Student Affairs, to report on the research done for temporary restroom facilities at the women's softball field. It was decided to move forward with upgraded, portable restroom options.

Vice-President Sharp gave an update on the PTA program and the Cherokee Center.

President Watkins requested the Board approve changing the December 12, 2024, Board of Trustee meeting. Trustee Chalker moved to approve changing the December Board of Trustee meeting to Tuesday, December 10, 2024. Trustee Winchell seconded the motion and the motion carried 5-0.

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

**Revenue Neutral Rate**

Trustee Winchell moved to approve the Revenue Neutral Rate as presented. Trustee Landrum seconded the motion. A roll call vote was requested by Chair Dantic.

Trustee Chalker	Yes
Chair Dantic	Yes
Trustee Hoskins	Yes
Trustee Landrum	Yes
Trustee Winchell	Yes

**2024-2025 College Budget**

Trustee Landrum moved to approve the 2024-2025 College Budget as presented. Trustee Hoskins seconded the motion and the motion carried 5-0.

**2024 Annual Report**

Dr. Watkins presented the 2024 Annual Report. Trustee Landrum moved to accept the 2024 Annual Report. Trustee Hoskins seconded the motion and the motion carried 5-0.

### **2024 Co-Curricular Report**

Kelly Kirkpatrick, Vice-President of Student Affairs, presented the 2024 Co-Curricular Report. Trustee Winchell moved to accept the 2024 Co-Curricular Report. Trustee Chalker seconded the motion and the motion carried 5-0.

### **Policy Review**

Dr. Watkins asked the Trustees to review the revisions to Policy 7.01 Administrators and Staff: Conditions of Employment and Policy 8.01 Educational Support Staff: Conditions of Employment. He will seek approval at the October Board of Trustee Meeting.

### **Professional Staff Employment Letters**

Trustee Hoskins moved to 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, Briana Valdez, Financial Aid Specialist, at a salary of \$31,730/annually, to begin 9/17/24. Trustee Winchell seconded the motion and the motion carried 5-0.

### **Discontinuation of Mathematics Program**

Trustee Chalker moved to approve the discontinuation of the mathematics program. Trustee Winchell seconded the motion and the motion carried 5-0.

### **Public Comment**

Trustee Winchell complimented the recent Founder's Day event.

Trustee Chalker commented on PSU now offering Associate degrees.

### **Next Board Meeting**

Chair Dantic reminded everyone of the next regular meeting of the Board of Trustees scheduled for October 10, 2024, at 5:30 p.m. in the Cardinal Event Center.

### **Adjournment**

Trustee Landrum moved to adjourn the meeting at 6:39 p.m. Trustee Chalker seconded the motion and the motion carried 5-0.

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**Heidi Flora, Clerk of the Board**

SUBJECT

Approval of Board Policy Changes

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

The President has updated the following policies for approval:

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 approve changes to Policy 7.01-Administrators/Staff: Conditions of Employment and Policy 8.01- Educational Support Staff: Conditions of Employment.

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**POLICY 7.01**

**ADMINISTRATORS AND STAFF: CONDITIONS OF EMPLOYMENT**

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.

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.

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.

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.

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.

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**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.

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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



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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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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.)

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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 (K-PERS). 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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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.

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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</u> <u>(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.

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

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

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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. ¶**  
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**Social Security¶**  
**Labette Community College participates in the Federal Program of Social Security. Deductions are made as required by**  
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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).

**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.

**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.

**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 apatisfactory performance of duties. Supervisors are

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<#>  
<#>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  
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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.

**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.

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.

**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:

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

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.

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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**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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**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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**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, whid ... [15]

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**EXHIBIT 3**

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

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 3**

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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



SUBJECT

Report of Student Learning

REASON FOR CONSIDERATION BY THE BOARD

To keep the Trustees informed about our students.

BACKGROUND

Each year the Instructional Outcomes and Assessment committee prepares a Report of Student Learning for the LCC faculty and staff, Board of Trustees, and community. The report examines the Outcomes Assessment plan, analyzes assessment data for the past year, and makes recommendations for the upcoming year.

Ken Elliott, Dean of Instruction, will present the AY2024 Report of Student Learning for Board acceptance.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees accept the AY24 Report of Student Learning.

Agenda Item #: V.B.  
Date: October 10, 2024

SUBJECT

Faculty Contract Approval

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Tom Brungardt has accepted the position of Science Faculty.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approves the Faculty Contract for Tom Brungardt, Science Faculty, at a salary of \$57,608, starting 1/13/25.

## Biography

### Tom Brungardt

Tom Brungardt has accepted the position of Science Faculty to begin on January 13, 2025. Tom holds a BS in Biology with a minor in Chemistry and Physical Science and a Master's degree in Biology from Pittsburg State University. Several years ago, Tom worked as an Adult Education Specialist in the Student Success Center. He has been an adjunct instructor teaching Microbiology, Chemistry, and Physical Science for LCC for many years.

Agenda Item: V.C.  
Date: October 10, 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

9/5/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138089	A T and T	Phone Service - WTC	12-4204-631-000	\$362.18	\$362.18
138090	A T and T	Internet	11-6401-631-000	\$1,434.56	\$1,434.56
138091	Karen R Barger	Reimburse - Postage for Student Boo	11-4206-701-000	\$8.95	\$8.95
138092	Delyna R Bohnenblust	Reimburse - KS Board of Pharmacy S	12-1208-646-000	\$50.00	\$50.00
138093	Linda Gale Brown	Reimburse Mileage - Clinical Visits	12-1210-601-000	\$318.92	\$318.92
138094	City of Parsons	Water Service	11-7102-632-000	\$3,210.52	
		Water Service - WTC	12-4204-632-000	\$155.55	
		Water Service - Student Union	16-9482-632-000	\$227.34	\$3,593.41
138096	Haley Renee Cook	Volleyball Travel - 9/11/2024	11-5504-601-000	\$350.00	\$350.00
138097	Haley Renee Cook	Volleyball Travel - 9/9/2024	11-5504-601-000	\$350.00	\$350.00
138098	Haley Renee Cook	Volleyball Travel - 9/18/2024	11-5504-601-000	\$350.00	\$350.00
138099	Haley Renee Cook	Reimburse Mileage - Recruiting	11-5504-603-000	\$223.78	\$223.78
138100	Crossroad Tours	Bus Trip - Volleyball - Garden City CC	11-6502-720-000	\$3,960.00	\$3,960.00
138101	ESSDACK	Career Expo Reg - S Stolte	12-1211-601-000	\$250.00	\$250.00
138102	Evergy Kansas Central INC	Electricity	11-7102-634-000	\$20,643.52	
		Electricity - WTC	12-4204-634-000	\$762.44	
		Electricity - Student Union	16-9482-634-000	\$462.86	\$21,868.82
138103	Evergy Kansas Central INC	Electricity - Cherokee Center	11-7103-634-000	\$1,073.38	\$1,073.38
138105	Brandy Marie Habiger	Landscaping	11-7202-648-000	\$200.00	\$200.00
138106	Brittany Haley	Reimburse - VB Athlete Injury Insoles	11-5504-701-000	\$60.00	
		Reimburse - VB Athlete Injury Insoles	11-5507-701-000	\$117.29	\$177.29
138108	Jason Hinson	Men's BB Travel - 9/10/2024	11-5508-601-000	\$300.00	\$300.00
138109	Laura R Howter	Reimburse Mileage - CNA Orientation	12-4204-602-000	\$140.70	\$140.70
138110	Kansas Department of Revenue	Bird's Nest Sales Tax - August	16-0000-216-001	\$340.71	
		Cardinal Cafe Sales Tax - August	16-0000-216-002	\$410.83	\$751.54

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/5/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138111	Kansas Gas Service	Gas Service	11-7102-633-000	\$177.34	\$177.34
138112	Alexis Renee Kapales	Reimburse Mileage - Recruiting	11-5504-603-000	\$217.08	\$217.08
138114	Archana Lal	Reimburse - ASMCUE Conference Re	11-4200-630-004	\$625.00	\$625.00
138117	Cortney L O'Brien	Reimburse Mileage - HS Trips (Augus	11-4209-601-000	\$123.95	\$123.95
138118	Rural Water District #5	Water Service - Cherokee Center	11-7103-632-000	\$22.78	\$22.78
138119	Sam's Club Direct	Food	16-9684-743-000	\$303.77	\$303.77
138120	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	\$189.51	\$686.17
138121	Wave Wireless	Internet Service - WTC	11-6401-631-000	\$69.00	\$69.00
138122	Wex Bank	Fuel Purchases - August 2024	11-6502-720-000	\$566.61	\$566.61
					<u>\$38,555.23</u>
	11-General Fund			\$34,769.93	
	12-Postsecondary Technical Education Fund			\$2,039.79	
	16-Auxiliary Ent Fund			\$1,745.51	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
					<u>\$38,555.23</u>

Checks approved for release prior to Board action

*Mark Watkins*  
President

*Deanna Roberts*  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/12/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138123	AT and T	Internet	11-6401-631-000	\$3,378.25	\$3,378.25
138124	Amazon Capital Services	Business Prime Membership Renewal	11-0100-484-000	\$129.00	
		The Time Machine (DVD)	11-1109-700-000	\$11.98	
		Senior Day Giveaways	11-5302-711-000	\$152.18	
		Conditioning Supplies	11-5504-701-000	\$222.92	
		Kneepads & Arm Pads for VB Athlete	11-5507-701-000	\$36.67	
		Ribbon for Cardinal Mascot	11-6301-701-000	\$12.99	
		Founder's Day Supplies	11-6301-709-000	\$394.88	
		Netgear 10-Port Gigabit	11-6401-646-002	\$581.01	
		Netgear 26-Port PoE Gigabit	11-6401-646-002	\$757.80	
		Netgear 48-Port Gigabit Ethernet	11-6401-646-002	\$739.98	
		150-pack Reusable Cable Ties	11-6401-701-000	\$6.99	
		Velcro Heavy Duty Tape	11-6401-701-000	\$17.04	
		Dell 100W Laptop Charger	11-6401-701-000	\$59.88	
		50 pack Self Adhesive Cable Manage	11-6401-701-000	\$27.90	
		Employee Textbooks	11-6501-590-001	\$156.14	
		Water Filters & Filter Cartridges	11-7102-649-000	\$1,044.71	
		Oximeters (2)	12-4204-701-002	\$27.90	
		Office Supplies	12-4204-701-002	\$37.99	
		Supplies	16-9684-701-000	\$45.99	\$4,463.95
		Gasoline	11-6502-720-000	\$228.88	\$228.88
138125	B P				
138127	Coleen Carter	Reimburse - Founder's Day Supplies	11-6301-709-000	\$46.72	\$46.72
138128	Haley Renee Cook	Volleyball Travel - 9/20-21/2024	11-5504-601-000	\$1,500.00	\$1,500.00
138129	Phyllis A Coomes	Reimburse Mileage - SEKLS Meeting	11-4101-602-000	\$30.15	\$30.15
138130	Crossroad Tours	Bus Trip - Volleyball - Highland	11-5504-601-000	\$2,479.60	

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

9/12/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138130	Crossroad Tours	Bus Trip - Volleyball - Highland	11-6502-720-000	\$809.60	\$3,289.20
138131	FedEx Express	Package Shipping	11-5303-701-000	\$54.18	\$54.18
138132	Lindi D Forbes	Reimburse - Founder's Day Banner	11-6301-709-000	\$15.99	\$15.99
138133	Brandy Marie Habiger	Landscaping	11-7202-648-000	\$200.00	\$200.00
138134	Ross Harper	Reimburse Miliage - OSHA & CNA M	12-1205-602-000	\$250.58	\$250.58
138135		Founder's Day Cookies	11-6301-709-000	\$132.00	\$132.00
138136	Hutchinson Community College	Hutch CC VB Tournament Reg	11-5504-601-000	\$450.00	\$450.00
138137	Joe Smith Company, Inc	Concessions Supplies	16-9381-742-000	\$343.21	\$343.21
138138	KACRAO	Conference Reg - H Hall	11-5302-681-000	\$150.00	\$150.00
		Conference Reg - E Kitterman	11-5302-681-000	\$150.00	\$450.00
		Conference Reg - B McCall	11-5302-681-000	\$150.00	\$150.00
138139	Kansas Gas Service	Gas Service - Cherokee Center	11-7103-633-000	\$49.56	\$49.56
138140	Kansas HOSA	Fall Expo Conference Reg - Admissio	11-5302-681-000	\$150.00	\$150.00
138142	Landauer Inc	Radiation Monitors - Class of 2026	12-1210-700-002	\$592.50	\$592.50
138143	Mid America Sanitation	Portable Toilets - Baseball Field	11-7102-649-000	\$200.00	\$200.00
		Portable Toilets - Softball Field	11-7102-649-000	\$200.00	\$200.00
		Portable Toilets - Baseball Field	11-7102-649-000	\$100.00	\$100.00
		Portable Toilets - Softball Field	11-7102-649-000	\$100.00	\$600.00
138144	Jaelen Milus	Reimburse Mileage - Recruiting (Aug)	11-5503-603-000	\$622.43	\$622.43
138145	Sparklight	Cable Service	11-6401-631-000	\$207.19	\$207.19
138146	Susan Stolte	Reimburse - UKMC Symposium Reg	12-1211-601-000	\$25.00	\$25.00
138147	Touchtone Communications	Fax Lines	11-6501-631-000	\$100.38	\$100.38
138148	Veritiv	Paper	11-6503-705-000	\$831.15	\$831.15
		Paper Fuel Surcharge	11-6503-705-000	\$16.39	\$847.54
138149	Haley Walker	Reimburse Mileage - KCCLL, Butler	11-6504-601-001	\$144.72	\$144.72



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/12/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138150	Scotty M Zollars	Reimburse Mileage - SEKLS Meeting	11-4101-602-000	\$56.95	\$56.95
138151	Alexander J Coplon	Baseball Travel - 9/14/2024	11-5502-601-000	\$525.00	\$525.00
				<u>\$18,754.38</u>	
	11-General Fund			\$17,431.21	
	12-Postsecondary Technical Education Fund			\$933.97	
	16-Auxiliary Ent Fund			\$389.20	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$18,754.38</u>	

Checks approved for release prior to Board action

Mark W. [Signature]  
President


Deanna [Signature]  
Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

9/17/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138152	Alexander J Coplon	Baseball Travel - 9/19/2024	11-5502-601-000	\$375.00	\$375.00
	11-General Fund			\$375.00	
	12-Postsecondary Technical Education Fund			\$0.00	
	16-Auxillary Ent Fund			\$0.00	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$375.00</u>	

Checks approved for release prior to Board action

  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/19/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138153	A T and T	Phone Service	11-6501-631-000	\$147.29	
		Phone Service	11-6501-631-000	\$1,857.81	\$2,005.10
138154	A T and T	Internet	11-6401-631-000	\$1,098.30	
		Internet	11-6401-631-000	\$821.48	\$1,919.78
138156	Kathleen A Bennett	Reimburse - White Coat Ceremony Si	12-1208-700-000	\$35.65	\$35.65
138157	Delyna R Bohnenblust	Reimburse Hotel - KSBN/KCADNE M.	12-1208-601-000	\$230.98	
		Reimburse Meals - KSBN/KCADNE N	12-1208-601-000	\$95.35	
		Reimburse Mileage - Meetings & C	12-1208-602-000	\$744.37	\$1,070.70
138158	Card Services	Bomgaars - Cedar Mulch (13 bags)	11-7102-649-000	\$85.07	
		Bomgaars - Cedar Mulch (15 bags)	11-7102-649-000	\$120.00	\$205.07
138160	Alexander J Coplon	Baseball Travel - 9/26/2024	11-5502-601-000	\$700.00	\$700.00
138161	Copy Products Inc	Copy Usage - Cherokee Center	11-7103-701-000	\$128.83	\$128.83
138162	Council on Accreditation for Two-Year	CCATYC Conf. Reg - Ross Harper	12-1205-601-000	\$275.00	\$275.00
138163	First Dakota Indemnity Company	Workman's Comp	11-6501-590-001	\$1,213.00	\$1,213.00
138164	Heidi S Flora	Reimburse Mileage - LCC Fair Booth	11-6301-601-000	\$27.14	\$27.14
138165	GFL Environmental	Trash Removal - Cherokee Center	11-7103-649-000	\$340.85	\$340.85
138166	Brandt Marie Habiger	Fall Mums	11-7102-649-000	\$200.00	
		Landscaping	11-7202-648-000	\$200.00	\$400.00
138167	Brittany Haley	Reimburse Mileage - VB Game at PSI	11-5507-601-000	\$48.24	\$48.24
138169	Kansas Gas Service	Gas Service	11-7102-633-000	\$296.00	
		Gas Service - WTC	12-4204-633-000	\$88.58	
		Gas Service - Student Union	16-9482-633-000	\$118.81	\$503.39
138170	KCADNE	Conference Registrations - Nursing D.	12-1246-630-000	\$800.00	\$800.00
138171	Labette Avenue	Newspaper Renewal	11-4101-704-001	\$52.00	\$52.00
138172	Markley Inc	Repair Mower	11-7102-649-000	\$531.21	\$531.21

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/19/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138173	Brandi McCall	Reimburse Mileage - Maize HS Visit	11-5302-601-000	\$192.96	\$192.96
138174	Parsons Rotary Club	Yearly Dues - Dee Bohnenblust	12-1208-681-000	\$617.02	\$617.02
138176	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$416.79	\$416.79
138177	Sam's Club Direct	Office Supplies	11-6201-701-000	\$36.46	
		Bird's Nest Concessions	16-9381-742-000	\$24.66	
		Bird's Nest Concessions	16-9381-742-000	\$16.98	\$78.10
138178	Topoka Public Schools	TCALC Registration - M Howard	11-5302-681-000	\$100.00	\$100.00
138179	Trajeccys Corporation	DMS Clinical Software Access	12-1214-700-002	\$1,800.00	
		DMS Clinical Software Access	12-1214-700-002	\$300.00	\$2,100.00
138180	Haley Walker	Reimburse Mileage - SHRM State Col	11-6504-601-001	\$179.56	
		Reimburse Meal - KS SHRM Meeting	11-6504-601-001	\$28.77	\$208.33
138181	WoodRiver Energy LLC	Natural Gas Service	11-7102-633-000	\$43.06	
		Natural Gas Service - Student Union	16-9482-633-000	\$43.06	\$86.12
				<u>\$14,055.28</u>	
	11-General Fund			\$8,864.82	
	12-Postsecondary Technical Education Fund			\$4,986.95	
	16-Auxillary Ent Fund			\$203.51	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$14,055.28</u>	

Checks approved for release prior to Board action

*Mark Waterman*  
President

*James J. Boherty*  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/26/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138324	A T and T	Internet	11-6401-631-000	\$2,056.70	\$2,056.70
		Lab Supplies	11-1102-700-000	\$39.73	
138326	Capital One	Admissions Supplies	11-5302-701-000	\$34.86	
		College Visit Snacks	11-5302-711-000	\$55.84	
		Senior Day Drinks and Prizes	11-5302-711-000	\$194.76	
		Founder's Day Supplies	11-6301-709-000	\$150.82	
		Maintenance Supplies	11-7102-649-000	\$71.15	
		Food	16-9684-743-000	\$100.66	
		Food	16-9684-743-000	\$17.64	
		Food	16-9684-743-000	\$225.13	
		Food	16-9684-743-000	\$25.57	
		Food	16-9684-743-000	\$262.15	
		Food	16-9684-743-000	\$28.08	
		Food	16-9684-743-000	\$45.32	
		Food	16-9684-743-000	\$146.00	
		Food	16-9684-743-000	\$184.06	
		Food	16-9684-743-000	\$55.88	
		Food	16-9684-743-000	\$91.79	
		Food	16-9684-743-000	\$128.02	
		Food	16-9684-743-000	\$35.48	
		Food	16-9684-743-000	\$27.52	\$1,920.46
138329	Commercial Bank	Loan 110221672 - Principal	11-6201-761-000	\$38,717.98	
		Loan 110221672 - Interest	11-6201-762-000	\$928.28	\$39,646.26
138330	Elian Financial Services	Country Inn - Volleyball, Garden City	11-5504-601-000	\$1,356.80	
		Hudl - Hudl Assist Game & Scouting	11-5504-701-000	\$500.00	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/26/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138330	Elan Financial Services	Riedel DTG - Wrestling Shirts (52 ct)	11-5505-701-000	\$1,146.00	
		Laundry Loops - Wrestling Locker Ro	11-5505-701-000	\$204.00	
		NACADA - Conf Reg - A Savage	11-5701-701-000	\$300.00	
		KSCPA - Annual Membership L Doherty	11-6201-701-000	\$355.00	
		Dominio's - Founder's Day Pizza	11-6301-709-000	\$409.69	
		Netgear - Annual Insight Premium	11-6401-701-000	\$93.90	
		Datacard - Entrust SSL Cert Renewal	11-6401-701-000	\$957.00	
		USPS - Postage for Board Packets	11-6503-611-000	\$60.56	
		Holiday Inn - H Walker, El Dorado/KC	11-6504-601-001	\$106.43	
		Hampton Inn - H Walker, Mulvane, KS	11-6504-601-001	\$253.98	
		Walmart.com - Mainstays 11x17 Fram	11-6505-701-000	\$36.26	
		Home Depot - Supplies & Tools	11-7102-649-000	\$439.82	
		Knox Co - KnoxBox 3200 (2)	11-7102-649-000	\$1,023.00	
		Walmart.com - Mini-Fridge for Lab	12-1211-700-000	\$125.00	
		ProctorFree - Sono Proctored Exams	12-1214-700-000	\$217.00	
		Harbor Freight - Paint Supplies & Tool	12-1219-700-000	\$973.44	
		ASRT - Exam Specific Rad Guide	12-1246-701-006	\$1,805.00	
		CareerSafe - OSHA Vouchers	12-4204-701-001	\$800.00	
		CareerSafe - OSHA Vouchers	12-4204-701-001	\$800.00	
		Ozarks Coca-Cola - Bag in the Box P	16-9684-743-000	\$376.29	
		Ozarks Coca-Cola - Bag in the Box P	16-9684-743-000	\$437.36	\$12,776.53
138331	Evergy Kansas Central INC	Electricity - Athletic Expansion	11-7102-634-000	\$8,096.90	
		Electricity - 1230 Main	11-7102-634-000	\$495.06	
		Electricity - Vehicle Lot	11-7102-634-000	\$78.09	\$8,670.05
138332	Brandy Marie Habiger	Landscaping	11-7202-648-000	\$200.00	\$200.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/26/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138333	Ross Harper	Reimburse Mileage - KC Airport & Gal	12-1205-601-000	\$321.60	
		Reimburse Travel - CATYC Conf.	12-1205-601-000	\$199.74	
		Reimburse Meals - CATYC Conf.	12-1205-601-000	\$92.73	
		Reimburse Mileage - CNA Orientation	12-4204-602-000	\$73.70	\$687.77
138334	Kansas Gas Service	Gas Service - 1306 Main	11-7102-633-000	\$43.86	
		Gas Service - 1230 Main	11-7102-633-000	\$46.69	\$90.55
138335	Tyler Ray Kizzire	Reimburse Meals - Dodge City/Works	11-4200-630-038	\$70.02	
		Reimburse Mileage - Dodge City/Work	11-4200-630-038	\$383.24	\$453.26
		Reimburse Mileage - Sept HS Trips (3	11-4209-601-000	\$147.40	\$147.40
138339	Cortney L O'Brien	JUCCO Showcase 2024 - Registration	11-5502-601-000	\$300.00	\$300.00
138341	PBR Tournament KC LLC	Softball Travel - 10/20/2024	11-5509-601-000	\$400.00	\$400.00
138342	Ryan S. Phillips	Softball Travel - 10/4/2024	11-5509-601-000	\$500.00	\$500.00
138343	Ryan S. Phillips	Housing	11-0000-201-001	\$1,748.00	
		Housing	11-0000-201-001	\$1,311.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$1,473.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$1,876.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$1,478.00	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/26/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138346	The Villas at LCC, LLC	Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$2,516.00	
		Housing	11-0000-201-001	\$2,516.00	
		Housing	11-0000-201-001	\$1,368.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$1,437.00	
		Housing	11-0000-201-001	\$1,630.00	
		Housing	11-0000-201-001	\$1,516.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$2,516.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$2,116.00	
Housing	11-0000-201-001	\$1,083.00			
Housing	11-0000-201-001	\$1,768.66			
Housing	11-0000-201-001	\$165.00			
Housing	11-0000-201-001	\$2,116.00			
Housing	11-0000-201-001	\$2,053.00			
Housing	11-0000-201-001	\$2,116.00			



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/26/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138346	The Villas at LCC, LLC	Housing	11-0000-201-001	\$1,758.07	\$64,184.73
	11-General Fund			\$124,438.55	
	12-Postsecondary Technical Education Fund			\$5,408.21	
	16-Auxillary Ent Fund			\$2,186.95	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$132,033.71</u>	

Checks approved for release prior to Board action

*Mark W. [Signature]*  
 \_\_\_\_\_  
 President

*Deanna [Signature]*  
 \_\_\_\_\_  
 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/30/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138348	A Book Company	Employee Textbooks	11-6501-590-001	\$103.61	
		Financial Aid Books	16-0000-131-002	\$25,147.15	
		Credit - Financial Aid Books	16-0000-131-002	(\$281.00)	\$24,969.76
		Maintenance Supplies	11-7102-649-000	\$31.58	
		Maintenance Supplies	11-7102-649-000	\$41.55	
		Maintenance Supplies	11-7102-649-000	\$48.97	
		Maintenance Supplies	11-7102-649-000	\$13.17	
		Maintenance Supplies	11-7102-649-000	\$105.21	
		Maintenance Supplies	11-7102-649-000	\$17.99	
		Maintenance Supplies	11-7102-649-000	\$5.59	
		Maintenance Supplies	11-7102-649-000	\$58.92	
		Maintenance Supplies	11-7102-649-000	\$29.97	
		Maintenance Supplies	11-7102-649-000	\$204.77	
		Maintenance Supplies	11-7102-649-000	\$22.98	
		Maintenance Supplies	11-7102-649-000	\$15.99	
		Maintenance Supplies	11-7102-649-000	\$4.68	
		Maintenance Supplies	11-7102-649-000	\$29.16	
		Groundskeeping Supplies	11-7102-649-000	\$79.56	
		Maintenance Supplies	11-7102-649-000	\$65.31	
		Paint Supplies	12-1219-700-000	\$271.94	
		Flap Disks & Fasteners	12-1219-700-000	\$296.20	\$1,343.54
138350	Agile Sports Technologies, Inc	Hudl Live Streaming 2024-2025	11-5506-681-000	\$1,500.00	\$1,500.00
138351	Michael Anderson	Libero Tracker - 2024 VB	11-5506-576-000	\$65.00	\$65.00
138352	Apple Inc.	iMac PR	11-6402-850-000	\$1,898.00	\$1,898.00
138354	Bo Campbell	Fall SB Game Official	11-5509-680-000	\$240.00	\$240.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/30/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138355	Carolina Biological Supply Company	Lab Supplies	11-1102-700-000	\$76.90	
		UV Goggle Sanitizer Cabinet	11-1102-700-000	\$646.20	
		Urine Exam Kits and Glucose Test Str	11-1103-700-000	\$144.54	
		Parafilm, 4 in x 125 ft	11-1103-700-000	\$29.92	
		Shipping	11-1103-700-000	\$321.71	
		Dialysis Tubing and Benedict's Solutic	11-1103-700-000	\$21.73	
		Preserved Cats, 14"-18"	11-1103-700-000	\$2,565.00	
		Masking Tape and Protein Test Strips	11-1103-700-000	\$26.22	
		Economy Parafilm Dispenser	11-1103-850-000	\$37.12	\$3,869.34
		IR Planning Review and Tabletop	11-6401-646-003	\$1,500.00	
138356	CFC Security, Inc.	DNS Security Campus Wide	11-6401-646-003	\$24,150.00	\$25,650.00
138357	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	\$365.52
		Student Account Collection Fee	11-0100-484-000	\$373.49	\$373.49
138358	Credit World Services, INC	Line Repairs and Attendant Maintenanr	11-6501-631-000	\$195.00	\$195.00
138359	Daves Communications Services	Dell Latitude 3550	11-6402-850-000	\$860.72	\$860.72
138360	Dell Marketing L P	Lanier Copier Maintenance	11-6503-648-000	\$218.52	\$218.52
138361	Digital Connections Inc.	Scorebook - 2024 VB	11-5506-576-000	\$65.00	\$65.00
138362	Erin Kathleen Duncan	Groundskeeping Supplies	11-7102-649-000	\$33.61	
138364	Fastenal Company	72" x 30" Folding Tables	11-7102-649-000	\$1,503.82	\$1,537.43
138365	Good News Publishing, Inc.	ABC of Schools Ad	11-6301-613-000	\$40.00	\$40.00
138366	Graves Foods	Supplies	16-9684-701-000	\$76.46	
		Supplies	16-9684-701-000	\$283.69	
		Credit - Undelivered Supplies	16-9684-701-000	(\$106.36)	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/30/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138366	Graves Foods	Food	16-9684-743-000	\$36.61	
		Food	16-9684-743-000	\$1,375.28	
		Credit - Undelivered Food	16-9684-743-000	(\$451.28)	
		Food	16-9684-743-000	\$24.01	
		Food	16-9684-743-000	\$122.09	
		Food	16-9684-743-000	\$611.61	\$1,972.11
138367	Grey House Publishing	Social Media & Your Mental Health Bc	11-4101-703-000	\$163.00	\$163.00
		Diploma	11-5303-706-001	\$15.21	
138368	Heff Jones Inc.	Credit - Returned Gowns, Caps, Tass	11-5303-706-001	(\$291.55)	
		Diploma Supplies	11-5303-706-001	\$152.79	
		Diploma Envelopes	11-5303-706-001	\$274.63	\$151.08
138369	Herring Bank	ID Cards, Printer Leases & ACH Items	11-6401-701-000	\$475.80	\$475.80
138370	Hillyard/Springfield	Laundry Detergent and Sanitizer	11-7102-702-000	\$1,737.47	\$1,737.47
138371	Independence Overhead Door, Inc	Service Call - WTC Overhead Door	11-7102-649-000	\$80.00	\$80.00
138372	Tim Isch	Kitchen Hood and Exhaust Maintenance	11-7102-649-000	\$950.00	\$950.00
138373	Jenzabar, Inc.	Unity Integration Services	11-6401-646-001	\$420.00	
		Unity Implementation Service	11-6401-646-001	\$231.25	
		Unity Install	11-6401-646-003	\$462.50	\$1,113.75
138374	JSTOR	Online Database Renewal	11-4101-710-000	\$1,500.00	\$1,500.00
138375	K L K C	August Advertising	11-6301-613-000	\$400.00	
		Cardinal Corner - August	11-6301-613-000	\$100.00	\$500.00
138376	Kansas City Air Filter, LLC	Freight	11-7102-649-000	\$93.27	
		Air Filters - 15 7/8 x 17 3/8 x 1	11-7102-649-000	\$432.00	
		Air Filters - 12 3/8 x 13 7/8 x 1	11-7102-649-000	\$227.50	\$752.77
138377	Kansas Outdoor Advertising	September Digital Billboard	11-6301-613-000	\$300.00	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/30/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138377	Kansas Outdoor Advertising	September Billboard Rentals	11-6301-613-000	\$725.00	\$1,025.00
138378	KCPNE	KCPNE Membership	12-1208-681-000	\$75.00	\$75.00
138379	KMI Metals	Metal Tubing	12-1219-700-000	\$638.48	
		Metal	12-1219-700-000	\$379.30	
		Square Tubing	12-1219-700-000	\$347.20	
		Metal	12-1219-700-004	\$53.77	\$1,418.75
138380	KONE Inc	Maintenance Agreement	11-7202-648-000	\$179.06	
		Maintenance Agreement	11-7202-648-000	\$1,154.64	\$1,333.70
138381	Labette Avenue	Enrollment Ads	11-6301-613-000	\$200.00	
		Now Hiring Ads - 2 Positions	11-6504-613-000	\$72.00	\$272.00
138382	Labette Health	Nursing Drug Screens	12-1208-700-002	\$138.60	
		Respiratory Care Drug Screens	12-1211-700-002	\$118.80	\$257.40
138383	Lankford Enterprises, Inc.	Replace Aluminum Plate on Perimeter	11-6201-659-005	\$10,100.00	
		Resand and Refinish Maple Gym Floor	11-6201-659-005	\$20,600.00	
		Staining and Painting Logos	11-6201-659-005	\$16,100.00	\$46,800.00
138384	Laser Designs/PSHTC	Name Badges - Title Changes	11-6501-590-001	\$400.50	\$400.50
138385	Locke Supply Co	Pressure Sensing Switch	11-7102-649-000	\$41.01	
		Materials for Install - SGA Office	11-7102-649-000	\$430.11	
		Mini-Split Outdoor Unit - SGA Office	11-7102-649-000	\$1,117.29	
		Emergency Lights	11-7102-649-000	\$95.08	
		Mini-Split Indoor Unit - SGA Office	11-7102-649-000	\$1,055.59	\$2,739.08
138386	McCarty's Office Machines Inc	Lexmark T650 Toner	11-6401-701-000	\$478.00	
		Lexmark C3224 Black	11-6401-701-000	\$180.24	
		Lexmark C3224 Cyan Toner	11-6401-701-000	\$205.34	
		Lexmark MS310D Imaging Unit	11-6401-701-000	\$173.50	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/30/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138386	McCarty's Office Machines Inc	Lexmark T640 Toner	11-6401-701-000	\$438.50	
		Lexmark M410 Toner	11-6401-701-000	\$572.67	
		Lexmark Yellow Toner	11-6401-701-000	\$205.34	
		Lexmark B2442 Toner	11-6401-701-000	\$636.00	
		Lexmark B2865 Toner	11-6401-701-000	\$352.00	
		Lexmark MX431 Photoconductor Unit	11-6401-701-000	\$139.00	
		Copier Contract - Academic Affairs	11-6503-648-000	\$607.55	
		Copy Usage - Print Shop	11-6503-648-000	\$527.81	
		Supplies	11-6503-701-000	\$67.08	
		Supplies	11-6503-701-000	\$80.00	
		Supplies	11-6503-701-000	\$62.73	
		Supplies	11-6503-701-000	\$150.04	
		Lorell Mesh Office Chairs	11-7102-649-000	\$1,137.00	
		Copy Usage - WTC	12-1219-700-000	\$2.83	
		Double Sided White Board	12-4204-701-002	\$375.08	\$6,390.71
138387	Medco Supply Company	Exercise Science Supplies	11-1112-700-000	\$138.12	
		August Supply Order	11-5507-701-000	\$1,145.41	
		August Supply Order	11-5507-701-000	\$41.69	\$1,325.22
138388	Midwest Tape, LLC	Hoopla Digital Charges - August 2024	11-4101-710-000	\$96.34	\$96.34
138389	Montgomery County Chronicle	4-H Fair Scrapbook Ad	11-6301-613-000	\$82.50	\$82.50
138390	Nate's Lawn and Landscape	Delivery Charge	11-7102-649-000	\$250.00	
		Double Eagle Rye - Baseball Field	11-7102-649-000	\$5,400.00	
		Double Eagle Rye - Softball Field	11-7102-649-000	\$3,600.00	
		Unit Maintenance - Labor & Materials	11-7102-649-000	\$977.17	\$9,250.00
138391	P1 Service, LLC	Maintenance Agreement	11-7103-649-000	\$750.00	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/30/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138391	P1 Service, LLC	Maintenance Agreement	11-7202-648-000	\$6,071.00	\$7,798.17
138392	Parsons Sun	Budget Hearing Notice	11-6201-701-000	\$514.00	
		Labette County Fair Ad	11-6301-613-000	\$120.00	
		Back to School Ad	11-6301-613-000	\$105.00	\$739.00
138393	Pitney Bowes Global Financial Service	Postage Machine Quarterly Lease	11-6503-641-000	\$1,065.63	\$1,065.63
138394	PreCheck, Inc.	Nursing Faculty Background Checks	11-6504-672-000	\$286.08	\$286.08
138395	Premier Electric, LLC	Retrofit Lights - Gymnasium	11-7102-649-000	\$1,620.00	\$1,620.00
138396	Proforma	Lanyard Printing Charge & Freight	11-5302-711-000	\$60.00	
		Stress Relievers Screen Charge & Fre	11-5302-711-000	\$57.95	
		Cardinal Lanyards 5/8"	11-5302-711-000	\$351.00	
		Cardinal Stress Relievers	11-5302-711-000	\$712.50	\$1,181.45
138397	QueenB Television of Kansas/Missouri	August Digital Advertising - KOAM	11-6301-613-000	\$2,275.00	
		August Advertising - KFJX	11-6301-613-000	\$1,310.00	\$3,585.00
138398	Roy's Auto Service, LLC	Vehicle Maintenance - RV28	11-6502-720-000	\$168.85	
		Vehicle Maintenance - RV28	11-6502-720-000	\$158.94	\$327.79
138399	Connor Schlegel	Fall SB Scrimmage Official	11-5509-680-000	\$240.00	\$240.00
138400	Southeast High School	Yearbook Ad - 1/5 Page Color	11-6301-704-000	\$100.00	\$100.00
138401	St. Mary's Colgan High School	Yearbook Ad - 1/4 Page	11-6301-704-000	\$100.00	\$100.00
138402	St. Paul High School	Yearbook Ad - 1/4 Page Color	11-6301-704-000	\$100.00	\$100.00
138403	Syers Equipment Company	Cyan, Magenta, Yellow Drums - SP13	11-6503-648-000	\$1,344.00	
		Yellow Toner - SP1360	11-6503-648-000	\$837.00	
		Freight	11-6503-648-000	\$44.81	
		Black Toner - SP1360	11-6503-648-000	\$471.00	
		Magenta Toner - SP1360	11-6503-648-000	\$558.00	\$3,254.81
138404	The Arnold Group	Consulting Services	11-6501-590-001	\$3,318.00	\$3,318.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/30/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138405	The Sherwin Williams Co	Painting Supplies - Annex	11-7102-649-000	\$39.31	
		Painting Supplies - Annex Exterior	11-7102-649-000	\$13.99	
		Painting Supplies	11-7102-649-000	\$88.17	
		Painting Supplies	11-7102-649-000	\$76.00	
		Painting Supplies - Annex Exterior	11-7102-649-000	\$491.96	
		Painting Supplies	11-7102-649-000	\$42.50	\$751.93
138406	Thompson Bros. Supplies, INC	Gas Cylinder Grabber	12-1219-700-000	\$129.00	
		MIG Liner	12-1219-700-000	\$33.91	
		Carry Bags for Students	12-1219-700-000	\$1,752.30	
		Cylinder Refills	12-1219-700-000	\$207.35	
		Plasma Shields	12-1219-700-000	\$143.40	
		Welding Supplies	12-1219-700-000	\$278.60	
		Cylinder Grabber	12-1219-700-000	\$129.00	
		Welding Tips	12-1219-700-000	\$388.91	
		TIG Torch	12-1219-700-000	\$104.00	
		MIG Gun	12-1219-700-000	\$462.13	
		Flapper Wheels	12-1219-700-000	\$878.00	
		Tig Wire	12-1219-700-000	\$62.50	
		Grinders and Chop Saw	12-1219-700-000	\$731.90	
		Cylinder Refills (15)	12-1219-700-002	\$1,090.79	
		Welding Helmets	12-1219-700-004	\$197.76	
		Welding Supplies	12-1219-700-004	\$32.70	\$6,622.25
138407	Troy Brown Heating and Cooling Inc.	Service Call - 1227 Broadway	11-7102-649-000	\$105.00	\$105.00
138408	Uline, Inc.	Plastic Bags for CPC - 500 per box	11-5302-701-000	\$81.12	\$81.12
138409	UniFirst Corporation	Mats, Mops, Cloths	11-7103-649-000	\$59.91	



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/30/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138409	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	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$142.68	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$142.68	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$142.68	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$149.58	
		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	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$55.00	\$1,037.26
138410	Uplink, LLC	Monthly Monitoring Fee	11-7202-648-000	\$45.00	\$45.00
138411	Vance Lawn Care, Inc	Weed Control - Cherokee Center	11-7103-649-000	\$1,000.00	
		Groundskeeping - Cherokee Center	11-7103-649-000	\$690.00	\$1,690.00
138412	Vietti Marketing Group	Sept Enrollment Campaign - Socials	11-6301-613-000	\$1,840.00	
		Sept Digital Marketing - ThunderBurst	11-6301-613-000	\$2,300.00	\$4,140.00
138413	Mark Watkins	Vehicle Expense	11-6501-590-001	\$900.00	\$900.00
138414	Weatherproofing Technologies, Inc	Student Union Roof Repairs	67-7100-649-002	\$59,314.27	\$59,314.27
					<u>\$242,456.26</u>
	11-General Fund			\$146,764.28	
	12-Postsecondary Technical Education Fund			\$9,319.45	
	16-Auxiliary Ent Fund			\$27,058.26	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$59,314.27	
					<u>\$242,456.26</u>

Agenda Item #: V.D.  
Date: October 10, 2024

SUBJECT

Workforce Training Center Classroom Addition

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

The College has received two quotes on constructing a 30 x 50 quote inside the Workforce Training Center.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the quote from Roger Tobel Construction in the amount of \$116,958.

**Labette Community College**  
**Workfore Training Center Classroom Addition Quotes**  
**October 3, 2024**

**EXHIBIT 7**

Hometown Reonovation - Terry Hunter	\$164,724
Rober Tobel Construction	\$116,958