

**Labette Community College
Board of Trustees Meeting Agenda
Thursday, November 14, 2024
Board Meeting 5:30 p.m.
Cardinal Event Center**

"Labette Community College provides quality learning opportunities in a supportive environment for success in a changing world."

- I. Adoption of Agenda..... Exhibit 1
- II. Approval of October 10, 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. WTC Classroom Quote..... Exhibit 3
- V. New Business (Action, Report, or Discussion)
 - A. Department Reviews Exhibit 4/5
 - B. Approval of Bills Exhibit 6
- 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

EXHIBIT 1

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, December 10, 2024, 5:30 p.m., Cardinal Event Center
- VIII. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
October 10, 2024

The Board of Trustees met at 5:30 p.m. on Thursday, October 10, 2024, at the Cardinal Event Center.

Members Present

Greg Chalker
 Becky Dantic
 Carl Hoskins
 David Winchell

Members Absent

Rod Landrum
 Montie Taylor

Others Present

Dr. Mark Watkins	Dr. Jason Sharp	Leanna Doherty	Kelly Kirkpatrick
Theresa Hundley	Dr. Ken Elliott	Lindi Forbes	Kevin Doherty
Harrison Hall	Briauna Valdez	Kaila Ozier	Ray Nolting

Heidi Flora recorded the minutes.

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 Hoskins seconded the motion and the motion carried 4-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Dantic asked for corrections or additions to the September 12, 2024, regular meeting minutes. There were none. Trustee Hoskins moved to approve the minutes as presented. Trustee Winchell seconded the motion and the motion carried 4-0.

Reports and/or Board Discussion

Faculty Senate Report: None

Student Government Report: Harrison Hall, Student Life Specialist, reported on the recent and upcoming SGA events and activities.

Administrative Report:

Comparison of Expenditures to Budget: The September financial report was placed on the tables. At the end of September, we were 25% through the year. The general fund was 23% expended and the technical education/vocational fund was 23% expended. Vice-President Doherty invited questions from the Trustees.

Facility Report: Kevin Doherty, Facilities Director, reported on the athletic complex HVAC issues, a new option for portable restrooms at the softball field, and the annex exterior renovation.

President's Report: Dr. Sharp gave an HLC update and went over the LCC vision, mission statement, core values, and new HLC criterion.

Old Business (ACTION, INFORMATION, OR DISCUSSION ITEMS)

Policy Approval

Trustee Winchell moved to approve the revisions to Policy 7.01 Administrators and Staff: Conditions of Employment and Policy 8.01 Educational Support Staff: Conditions of Employment. Trustee Chalker seconded the motion and the motion carried 4-0.

New Business (ACTION, INFORMATION, OR DISCUSSION ITEMS)

2024 Report of Student Learning

Dr. Elliott presented the 2024 Report of Student Learning. Trustee Chalker moved to accept the 2024 Report of Student Learning. Trustee Hoskins seconded the motion and the motion carried 4-0.

Faculty Contract

Trustee Winchell moved to approve the Faculty Contract for Tom Brungardt, Science Faculty, at a salary of \$57,608, to begin 1/13/2025. Trustee Chalker seconded the motion and the motion carried 4-0.

Approval of Bills

Trustee Hoskins moved to approve the Claims Register. Trustee Winchell seconded the motion and the motion carried 4-0.

WTC Classroom Quote

This agenda item was tabled for more information until the November 14, 2024, Board Meeting.

Public Comment

None

Next Board Meeting

Chair Dantic reminded everyone of the next regular meeting of the Board of Trustees scheduled for November 14, 2024, at 5:30 p.m. in the Cardinal Event Center.

Adjournment

Trustee Chalker moved to adjourn the meeting at 6:16 p.m. Trustee Hoskins seconded the motion and the motion carried 4-0.

Heidi Flora, Clerk of the Board

SUBJECT

Department Reviews: Advising Center, Library

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

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

VPSA and department staff will present the Advising Center Department Review and VPAA and department staff will present the Library Department Review to the Board of Trustees.

PRESIDENT'S RECOMMENDATION

President recommends the acceptance of the department reviews for Advising Center and the Library.



LABETTE COMMUNITY
COLLEGE

Advising Center

**Comprehensive Review
August 1, 2022 – July 31, 2024**

**Prepared by:
April Bolinger, Director of Advising**

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1.0 Department Summary

The mission of the Advising Center at Labette Community College (LCC) is to assist all students and community members in forming and completing their plans to acquire foundational skills and knowledge essential for their education, work, and life. The Advising Center staff foster meaningful and supportive relationships, facilitate career exploration, and guide students through the course registration and enrollment process.

The Advising Center creates a supportive environment that helps students transition to college while fostering a lasting sense of community throughout their time at LCC. By promoting collaboration among students, families, faculty, and staff, the Center guides students through key milestones from enrollment to graduation and transfer. It cultivates a welcoming atmosphere by offering free refreshments, hosting events in partnership with Student Life, and sponsoring giveaways. With a focus on personalized support, the Advising Center connects students to vital campus resources and remains a consistent, approachable presence for those seeking encouragement or assistance.

Additionally, the Center administers the Early Academic Warning (EAW) plan, which identifies students earning below-average grades in their classes at set intervals during the semester. Advisors contact each of these students individually to help connect them to supportive academic and personal resources in hopes of improving their persistence and academic success. Advising staff also celebrate students' academic achievements each semester by acknowledging those on the President's and Dean's Honor Rolls.

The Advising Center opened its doors in an office suite within the Student Success Center on LCC's Main Campus in Parsons in August 2022. It is led by the Director of Advising, who oversees all advising services across campus. The advising team consists of the Director and two full-time Academic Advisors, who report directly to the Director. The Director of Advising, in turn, reports to the Vice President of Student Affairs and collaborates closely with the Director of Student Support Services to ensure comprehensive student support. This organizational structure facilitates seamless communication and coordination within the broader framework of student success initiatives at the College.

During AY24, advisors partnered with the Case Manager to provide Student Affairs services to students at the Cherokee Center, including answering phones and general student questions, proctoring exams and placement tests, as well as advising and enrolling students.

1.1 Quantitative and Qualitative Data

During AY24 the Advising Center averaged about 300 student contacts per month, roughly 20 students per day. Since its inception in Fall 2022, the Center has hosted four Transfer Fairs, allowing representatives from regional colleges and universities an opportunity to connect not only with LCC students who wish to transfer after completing their studies at LCC but also with students who have not previously considered transfer. In line with our mission to serve the community at large, these fairs welcome community members to attend and interact with the college representatives.

One of the primary objectives of the Advising Center is to ensure that students are consistently informed about their academic performance. In addition, the Center seeks to make students aware of the resources available to support their understanding of course material, ultimately enhancing their academic success. With the establishment of a data collection system to track student achievement, the Advising Center aims to analyze whether early identification of students facing academic challenges, paired with access to institutional resources, can positively impact their grades.

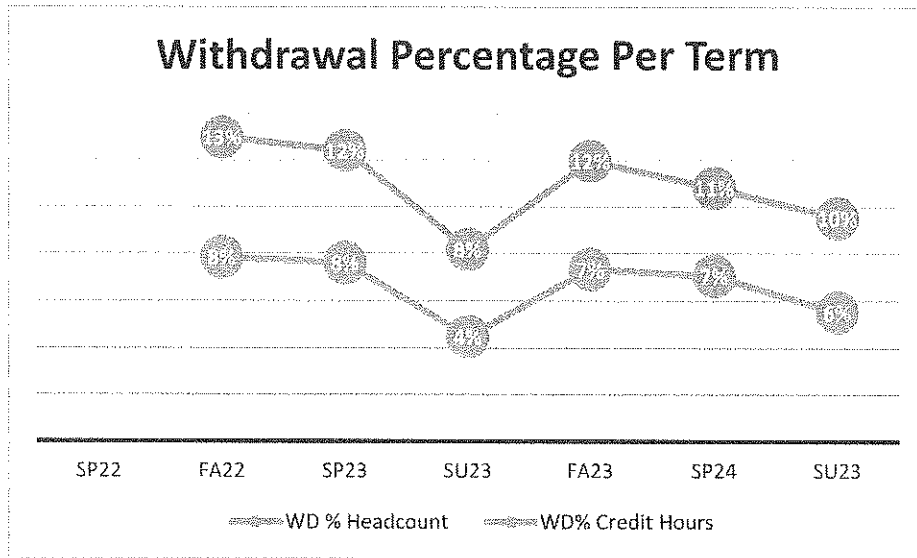
Early Academic Warning (EAW) Data Overview

Semester	EAW headcount	Semester Headcount	% on list
FW22	392	1588	24.68%
SP23	301	1364	22%
SU23	89	411	21.60%
FW23	346	1490	23.20%
SP24	345	1388	24.90%
SU24	53	389	13.60%

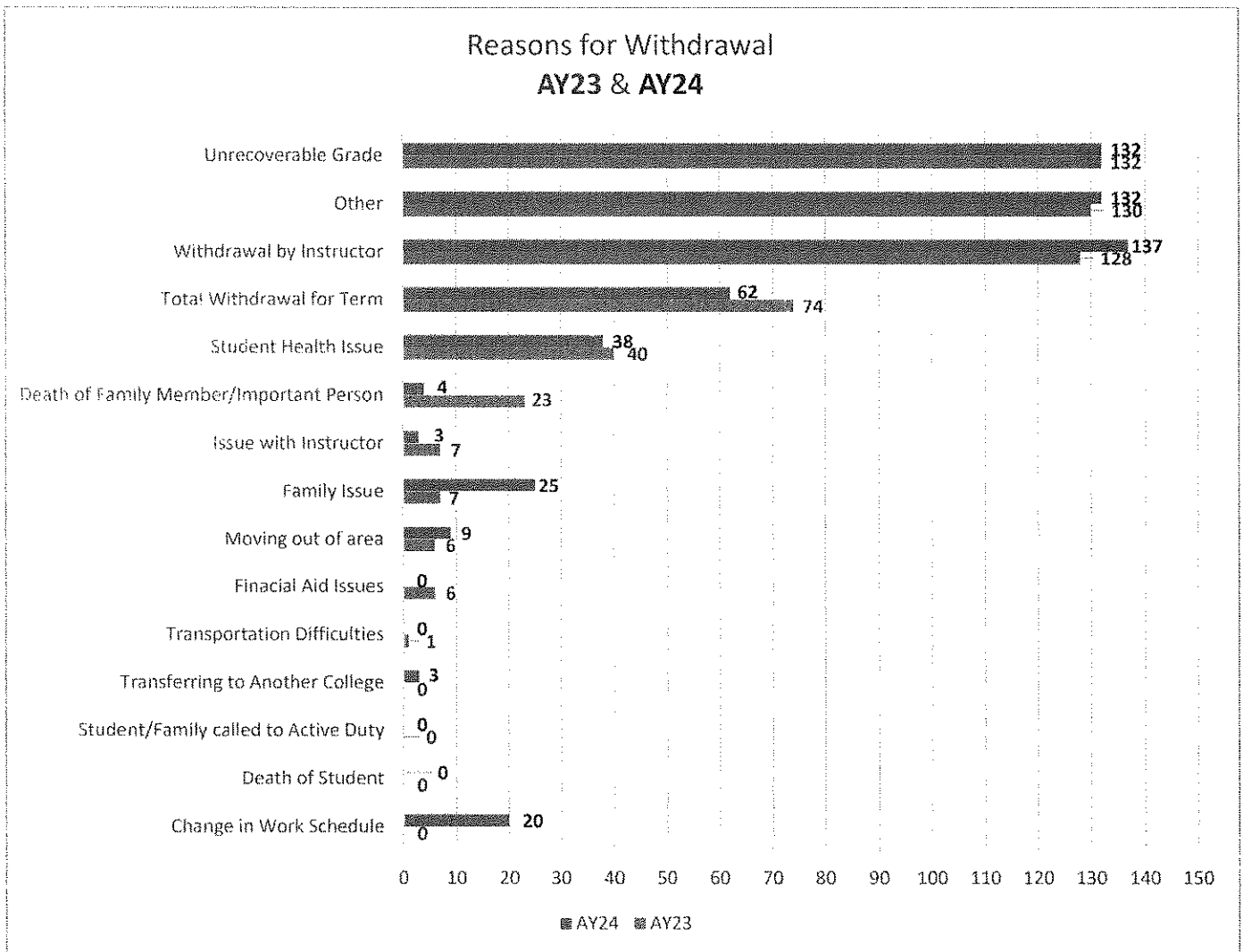
This data table highlights the trends in the number of students placed on the EAW list across recent semesters, as well as the proportion of these students relative to the total semester enrollment. By tracking these metrics, the Advising Center can better assess the effectiveness of its interventions and resource referrals. For students, a greater awareness of both their academic progress within the semester, and the supportive options available to them, helps empower students to make better, more-informed choices about their enrollment status.

Withdrawal Data

In some cases, the wiser choice for a student is to withdraw from a class prior to its conclusion. The Advising Center tracks this data as well:



In addition to gross withdrawal statistics, the Advising Center also tracks the reason students give for withdrawing:



The percentage changes in withdrawal reasons from AY23 to AY24 reveal notable shifts. The most significant change occurred in the "Change in Work Schedule" category, as this reason was not tracked or reported in AY23.

Similarly, the "Family Issue" reason saw an 18% increase, growing from 7 to 25 instances. This indicates that personal or family-related challenges became a more prominent factor for students who withdrew from a course. "Withdrawal by Instructor" had a modest 7% increase, showing a slight uptick from 128 to 137 cases. "Transferring to Another College" and "Moving out of area" saw small but noticeable increases of 3%, though the absolute numbers remain relatively low.

These shifts highlight how certain external factors, like family responsibilities and work schedules, have played an increasingly influential role in student withdrawals over time. This data is shared across campus to identify trends and adjust services and supports to ensure student persistence within the semester. Continued data collection and analysis will inform future strategic interventions spearheaded by the Advising Center in order to improve student success.

Academic Success Data

The Advising Center also recognizes students’ academic achievements and tracks students appearing on the Dean’s and President’s Honor Rolls each Fall and Spring semesters:

Semester	Honor Roll headcount	Semester Headcount	% on Honor Roll
FW22	193	1588	12%
SP23	165	1364	12%
FW23	220	1490	15%
SP24	189	1388	14%

Student Satisfaction Data

Each spring, LCC partners with Ruffalo-Noel Levitz to administer the Student Satisfaction Inventory (SSI), a widely-used survey designed to assess student satisfaction and priorities in higher education. The survey typically asks students to rate various aspects of their college experience, such as academic support, campus services, and overall campus environment. Institutions use this data to identify areas for improvement, enhance student retention, and align institutional services with student needs.

The SSI as administered in the spring semesters of AYs 22, 23, and 24, measured LCC student satisfaction with several areas related to academic advising and course registration:

	Importance	Satisfaction	Gap
SSI Item: 3-year average (AY22, AY23, ay24)			
<i>My academic advisor is available when I need help.</i>	9.0	8.6	.4
<i>I am able to register for the classes I need with few conflicts.</i>	9.4	8.8	.6
<i>My advisor helps me apply my program of study to career goals.</i>	9.3	8.5	.8
<i>Registration processes and procedures are convenient.</i>	9.1	8.5	.6
<i>My academic advisor is knowledgeable about transfer requirements of other schools.</i>	9.2	8.5	.7

The smaller the gap between an item's importance and its satisfaction, the stronger the Institution's performance is in this area. Of the items listed above, "My academic advisor is available when I need help" has the smallest gap, indicating that LCC is better meeting student expectations in this area compared to, "My advisor helps me apply my program of study to career goals" which has a larger gap.

Beginning AY24, the advising center conducted its own internal survey of student satisfaction. In the 6 months the survey, 77% of the student surveyed indicated they were extremely satisfied with services provided during their appointment with their Academic Advisor.

2.0 Department Support of Student Success

The Advising Center plays an integral role in advancing LCC's mission to provide quality learning opportunities in a supportive environment for success in a changing world by offering individualized support and connecting students with campus and community resources that foster both academic and personal growth.

The Advising Center's core responsibility is to provide personalized academic guidance, ensuring that students are aware of their academic progress each semester and receive support in navigating the most effective path toward their goals. Recognizing that success is influenced by a range of factors beyond GPA, the Center takes a holistic approach, tailoring advice to meet each student's unique circumstances.

In addition to academic advising, the Center actively contributes to student success initiatives across campus. The Director of Advising has actively participated in the Student Success Academy, reflecting the Center's dedication to continuous improvement and academic excellence. Advisors serve on various institutional committees and play key roles in programs such as New Student Orientation, TRiO Day, and Campus Visit Days. They also provide direct support to students through participation in the Student Food Pantry, Belonging Committee, and other student services.

The Advising Center is committed to accessibility, offering appointments beyond regular office hours to accommodate students' schedules. Advisors prioritize building long-term relationships with students, maintaining regular communication throughout their academic journey at LCC. By fostering these connections, advisors ensure that students receive consistent support as they work toward achieving their educational and career objectives.

3.0 Department Outcomes

Goal #1	Provide students with feedback and resources according to their academic progress.
Measurement of Success	The Advising Center will conduct a grade check at 4, 8 and 12 weeks during the semester.
Achievement Plan	<ul style="list-style-type: none"> ▪ Conduct grade checks at 4, 8, and 12 weeks to identify students with below-average grades. ▪ Email and follow up with phone calls or meetings for students receiving below-average grades. ▪ Provide feedback on academic standing and discuss challenges with students. ▪ Offer tailored resources such as tutoring, study skills workshops, or referrals to campus services. ▪ Monitor student progress after each intervention and schedule additional check-ins if needed. ▪ Collaborate with Student Life to recognize students on the academic honor rolls at the end of each semester. ▪ Provide incentives such as certificates or small awards to honor roll students to encourage continued success.
Relevance	This feedback and support system is designed to both motivate students who are struggling academically and acknowledge those excelling, helping all students make informed decisions about their courses and overall academic path.
Time frame	ongoing

Goal #2	Provide all students with ongoing communication about important advising topics and dates.
Measurement of Success	The Advising Center will send newsletters to all students at least twice per semester, ensuring consistent communication about key advising topics and deadlines.
Achievement Plan	<ul style="list-style-type: none"> ▪ Set a newsletter distribution schedule for key semester dates ▪ Create content aligned with advising deadlines, events, and campus updates. ▪ Collect content from relevant departments (e.g., financial aid, student support, academics). ▪ Email newsletters to students and archive on the college website.
Relevance	This communication ensures students are informed of key advising topics and deadlines, helping them stay engaged and proactive in their academic planning. Archiving newsletters on the website offers an additional resource for students.
Time frame	AY25

Goal #3	Provide the LCC campus community with an Advising Policy and Procedure Guide.
Measurement of Success	The Advising Center will publish a comprehensive advising policy and procedure guide for campus-wide use.
Achievement Plan	<ul style="list-style-type: none"> ▪ Draft the guide in collaboration with the VPSA ▪ Ensure the guide aligns with institutional policies and advising best practices. ▪ Review and revise the document with input from relevant campus departments. ▪ Publish the final guide on the LCC website and share with faculty and staff.
Relevance	This guide will standardize advising practices and inform decision-making across campus, ensuring consistency in advising services.
Time frame	AY25

Goal #4	Enhance data systems and collection.
Measurement of Success	Implementation of formal data collection system to aid in analysis of trends and impacts, especially those relating to student advising and academic progress.
Achievement Plan	<ul style="list-style-type: none"> ▪ Track advising contacts from initial meeting through key academic milestones. ▪ Use data gathered from the system to identify factors influencing student retention and academic success. ▪ Apply insights from the data to improve Advising Center programming and service delivery.
Relevance	The Advising Center staff will use this data to continuously improve advising practices and better support student success.
Time frame	AY26

Goal #5	Hire and train an additional full-time advisor to support Health Science students.
Measurement of Success	A full-time advisor position will be created and funded, enabling the Director to hire additional staff.
Achievement Plan	<ul style="list-style-type: none"> ▪ Collaborate with the VP of Student Affairs to develop an operational plan and budget for the new position. ▪ Define the role and responsibilities of the additional advisor to meet the needs of Health Science students. ▪ Implement a recruitment and training process to ensure the new advisor is equipped to support students effectively.
Relevance	The addition of an advisor is essential to manage increased enrollment and data responsibilities, allowing the Director to focus on data analysis and strategies for student success.
Time frame	AY26

Goal #6	Centralize advising services within the Advising Center.
Measurement of Success	All advising for LCC students will be conducted exclusively in the Student Success Center, as assigned by the Director of Advising
Achievement Plan	<ul style="list-style-type: none"> ▪ Hire an additional advisor as described in Goal #5 to accommodate the increased advising needs of health science students. ▪ Secure adequate office space and resources for the new advisor to effectively support students. ▪ Develop a transition plan to ensure a smooth shift of advising responsibilities to the Advising Center.
Relevance	Centralizing advising services will enhance accessibility for students, streamline communication, and provide a cohesive support system for their academic journey.
Time frame	AY27

3.1 Significant Impacts

Since the opening of the Advising Center, Labette Community College (LCC) has experienced an upward trend in enrollment. While this increase cannot be attributed solely to the Advising Center, our proactive outreach to students who have not enrolled, coupled with the provision of a centralized location for advising, has likely contributed to this positive trend.

Over the past two decades, educational institutions across the country have recognized that student success and retention are significantly influenced by their ability to provide access to caring and knowledgeable advisors. In response to this need, many institutions, including LCC, have established centralized advising centers. At the time of its inception, LCC opted for a blended advising model, allowing students to work with both general advisors in the Advising Center and major-specific advisors within academic departments. This model enables year-round access to guidance, facilitating students' academic journeys. As the Advising Center has gained prominence and established credibility within the institution, there has been a noticeable increase in students seeking assistance for various academic and personal needs. Consequently, LCC will begin the process of centralizing advising services under full-time professional advisors located within the Student Success Center.

This transition will clarify the points of contact for students facing different issues and enhance the overall advising experience. The Advising Center will continue to foster and strengthen collaborative relationships between advisors, faculty, and other key departments across campus.

4.0 External Constituency and Significant Trends

The Advising Center actively collaborates with all campus departments to support students and community members. Since our opening, numerous community members have approached the office seeking advice or resources. Many of these individuals are referred to us when they inquire about specific classes. However, we have found that, in many instances, what they truly need is not a class but rather a supportive ear and guidance to help direct them toward appropriate resources for their specific challenges.

5.0 Department Success

- Advising Center established in AY23 to assist students and empower advisors.
- Hired a director and new full-time academic advisors.
- Planned and implemented advising roundtables and workshops for all campus advisors on topics such as preparing students for graduation and the new general education package.
- Informed advisors and students of below-average grades multiple times each semester and congratulated students who achieved the academic honor roll.
- Hosted two Kansas Association of Collegiate Registrars and Admissions Officers (KACRAO) transfer fairs each year, featuring over 20 regional colleges and universities for student interaction.
- Published a newsletter several times a year to inform students about upcoming activities and important dates.
- Transitioned new student advising from a one-day event to individual appointments to better meet student needs and foster relationships.
- Staff participated in professional development through organizations such as National Academic Advising Association (NACADA), Kansas Academic Advising Network (KAAN), Kansas International Educators (KIE), and Association of International Educators (NAFSA)

5.1 Staff Accomplishments

Commitment to Continuous Learning: The Advising Center staff is dedicated to ongoing professional development.

Professional Memberships

- KAAN
- KACRAO
- KIE
- NACADA
- NAFSA

Professional Development

- KAAAN Annual Conference AY23 & AY24
- NACADA course “Academic Success and the Student Athlete” AY23
- NACADA course “Career Advising” AY23
- NAFSA Region 2 Conference AY24
- Kansas State University Transfer Summit AY23
- Higher Learning Commission Student Success Academy Conference AY24

Campus Engagement: The Advising Center staff has actively participated in various campus activities, including:

- Engaging in student life events.
- Attending sporting events.
- Serving on the Belonging Committee.
- Contributing to other campus initiatives.

7.0 Supervising Administrator Response

As the Vice President of Student Affairs, I commend the Advising Center for its unwavering commitment to supporting students throughout their academic journey. The comprehensive review underscores the department's strengths, particularly its focus on fostering meaningful relationships and guiding students in their career exploration. From hosting Transfer Fairs to providing personalized academic guidance, the Advising Center plays an essential role in creating a supportive environment that enhances the overall student experience at Labette Community College. This dedication not only empowers students to take ownership of their educational pathways but also cultivates a sense of community that is vital to student success.

Moreover, I would like to emphasize the Advising Center's recognition of key opportunities for continued growth. The establishment of a data collection system to track student achievement is a significant step forward, enabling the department to assess the effectiveness of its interventions and tailor support to meet individual student needs. The staff's commitment to ongoing professional development further demonstrates a proactive approach to ensuring excellence in advising practices. By building on these data-driven initiatives and exploring additional resources, the Advising Center will enhance its support for students, particularly those facing academic challenges.

I fully endorse the Advising Center's short- and long-term goals, which align with LCC's mission of providing quality learning opportunities in a supportive environment. The focus on increasing student engagement with advising services, data collection efforts, and centralizing advising practices reflects our commitment to continuous improvement and student support. Through these initiatives, we aim to strengthen our students' academic success and well-being, ensuring they are equipped to thrive in an ever-changing world.



Library

**Comprehensive Review
August 2022 – July 2024**

**Prepared by:
Scotty Zollars, Director of Library Services**

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1.0 Department Summary

The mission of the Labette Community College Library is to supplement and enhance the curriculum provided to the students by the faculty of the College. The purpose of the Library is to provide activities, resources, and services that supplement and enhance the College's curriculum and to work to resolve the information-seeking needs of the students and employees of Labette Community College, as well as those of the citizens of the College's service area.

The Library provides print and electronic resources and services to assist the students, the employees, and the citizens of the College's service area in meeting their information-seeking needs, whether they are for curriculum supporting research or for personal informational needs. The Library's caring and qualified staff members provide a variety of resources and services in a supportive environment. The Library Director also has developed and teaches two courses, Research Skills and Information Literacy, to assist students in developing their research and information seeking abilities. The Library in cooperation with the Library Committee awards students the annual Paper of the Year awards.

1.1 Quantitative and Qualitative Data

Staffing

Staffing and Work Study Comparison

FY23	FY24
Full-Time Staff	Full-Time Staff
Library Director FT	Library Director FT
Library Associate FT	Library Associate FT
Library Aide FT	Library Aide FT
Approximate Work Study	Approximate Work Study
0.42	0.17
Total Staff	Total Staff
3 plus .42 WS	3 plus .17 WS

Staffing levels have been a concern of the Library Department over the last couple years. The Library currently employees one Director, one Library Associate, and one Library Aide, to cover full operational hours from 8:00 a.m. to 9:00 p.m. Job descriptions for each employee are located in Appendix A—Staffing, along with a chart outlining the staffing for each year and the use of Work Study students. The Library staff has cut hours and rearranged scheduling to maximize the use of the staff members that we have. The hour shifts cut were Friday afternoons, before the College was closing on Fridays. Each of the staff members have been cross trained on aspects of the other staff members positions, so that each library employee is able to step in wherever necessary.

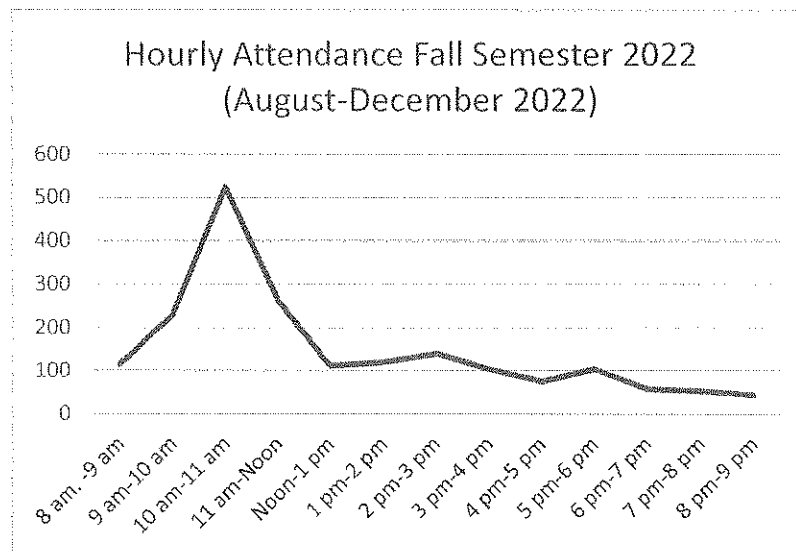
Many times, employees are working by themselves which the library believes is a safety issue because the department is located on Main Street, and because of the incidents that have occurred and type of public

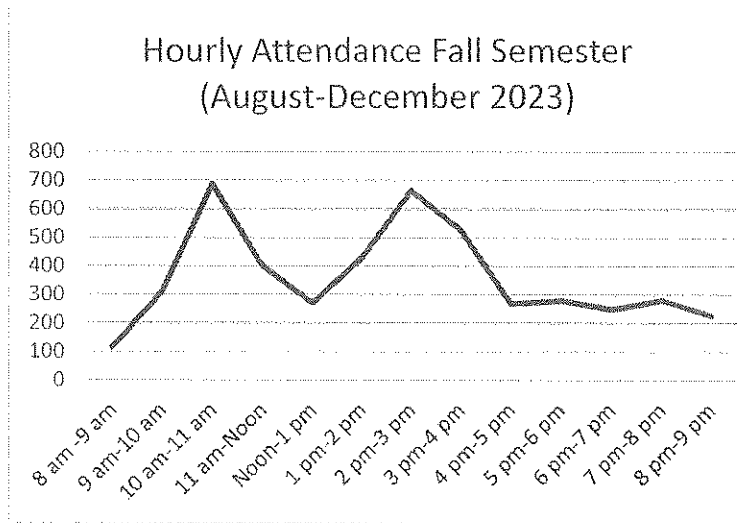
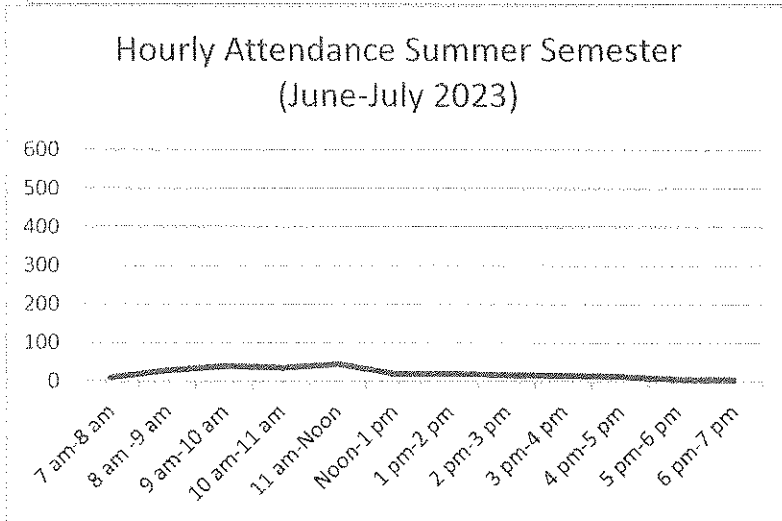
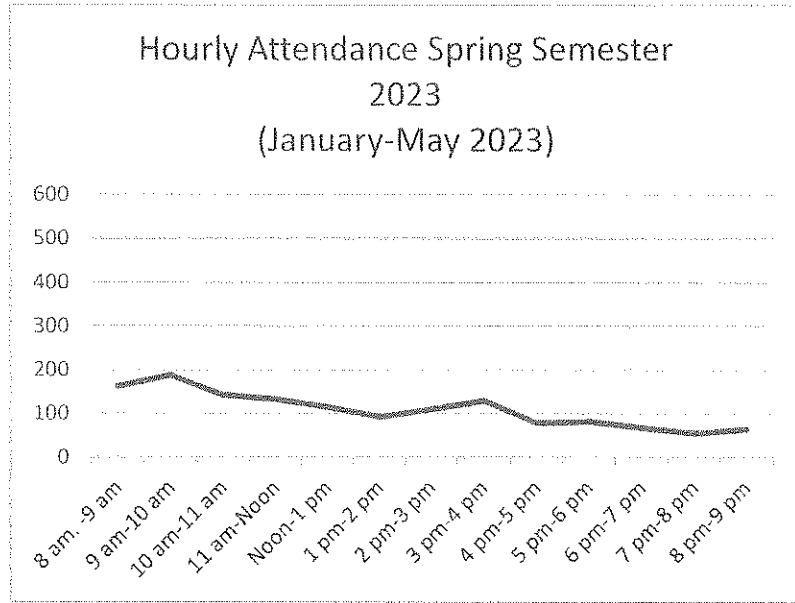
patrons that have utilized our services. This also means, at times, leaving a work study to run the Library by themselves in the evening because of absent employees and/or employees that have already worked their set hours for the day. Also, we are typically open later than any other office on campus.

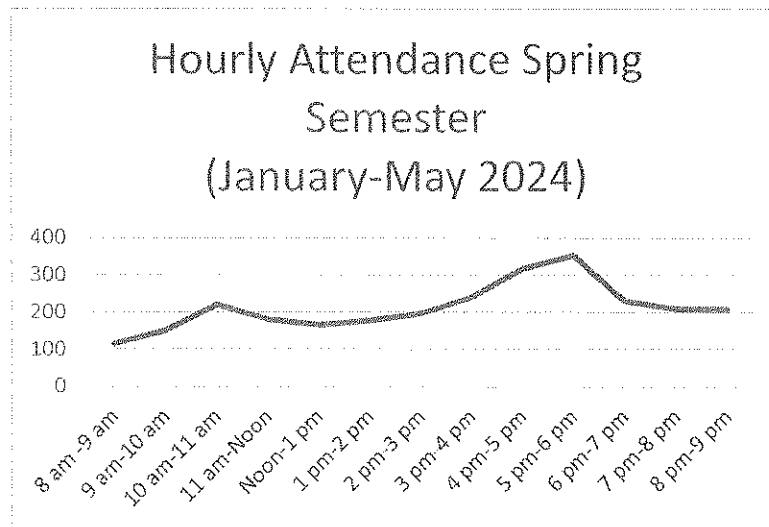
A spreadsheet detailing daily and hourly activity is available below, in chart format. This data is categorized by the combination of semesters: August to December for the Fall Semester, January through May for the Spring Semester, and July 2022 to June 2023 for the Summer Semester. Library employees track and log this data for the Library Director. The data below suggest that within the regular semesters, the most popular times for Library usage are before 6 PM, while during the Summer Semester, peak hours occur between 8 AM and 5 PM.

A possible solution to the staffing concern would be to restructure the operational hours of the library, with staffed personnel. The Library Aide, who mainly works evenings, could be moved to mid-day hours, this would add more flexibility in the scheduling of staff. The evening hours' headcounts shown in the chart below that this could be done without affecting a large number of students. There would be some processes that would need to be discussed for implementation (intercom, key card access, etc.)

The Vice President of Academic Affairs and the Library Director have been discussing the concerns, operational hours and data. Through the discussions the Vice President of Academic Affairs has shared data with the decline of evening classes from years, prior due to the enrollment trend shifts, may shift student needs for library services. With these discussions, data, etc. in mind, the Library Director is creating a plan to adjust library operational hours yet still meet student needs.







A final staffing concern coming in the near future is the retirement of staff members. Within the next five years the Library Director and the Library Associate will become available for retirement. They will be thinking of this as they begin in the next few years to weed and downsize their offices and files in preparation for retirement on or before FY28. Succession planning along with strategic planning is occurring to ensure a smooth transition in hopes to minimize disruption.

Customers

Headcount by Patron Type AY 2023 to AY2024		
	AY 2023	AY 2024
Students	1,098	4,359*
LCC Employees	497	622
Community	2,365	3,747
Total Headcount	3,960	8,728

Library staff members diligently track usage by monitoring the number of patrons present each hour. This data is categorized into three distinct types of users: students, LCC employees, and community members. The academic year 2024 (AY 2024) has shown remarkable growth in headcount, with figures more than double that of the previous year. In the previous academic year, community members were the predominant users, followed closely by students and then employees.

Several initiatives have contributed significantly to the increased headcount. The Admissions Department has been proactive in encouraging Library use during campus tours, which has likely attracted more visitors. Additionally, the library has welcomed back the Men’s Basketball Team for study sessions, further boosting attendance. These efforts have effectively influenced usage statistics and enhanced the Library’s role as a vital resource on campus. (*)

Historically, the Library has served as a valuable resource for community members, distinguishing itself from the public library, which charges for printouts and imposes time limits on computer usage. The recent move to Main Street has also introduced a new clientele alongside established community users. However, this influx of different patrons has included some individuals who do not represent the best aspects of the community.

The Library Director has worked for years to reshape the perception that the Library is exclusively for students and faculty. While some employees have utilized Library services in the past, AY 2024 has seen a concerted effort to increase employee usage, which appears to have been successful. (Chat GPT assisted writing)

Funding

FY	Budget Requested	Budget Received
2023	\$110,869.00	\$56,919.62
2024	\$70,869.00	\$53,318.00

Adequate funding has also been a concern. The Library staff recognizes that it is to provide an adequate level of service to the college and to the community. However, limited available funding, At the same time, it is challenging to be creative and future-seeking to find additional services that would fit within the parameters of the Library.

The Library Director has attempted to introduce new ideas into the budget process. However, they have had to be removed due to lack of college funds. CINAHL, a medical database covering all of our health science fields, has been removed due to the cost and since the State Library currently provides an alternate health science database. The Vice President of Academic Affairs has encouraged the Library Director to include the database in the budget preparation each year with an understanding that it could be removed depending on budget priority and state access. Each year the Vice President has conversations with the Nursing Program Director and the Library Director to assess priority and then compare that to institutional priorities. The state provided database could no longer be available due to cost whenever it goes for state bids. The Library would be without a specific health science database. So far, we have been fortunate and the State Library has been able to keep the provided database.

Likewise, increasing staffing has been suggested by the Library Director, but had to be removed due to lack of college funds and priority assessments. The Library Department and Administration have been collaborating on ways to increase coverage and maintain efficiencies of library services. Some things that have occurred in the collaboration was a shift in position hours, implementation of after-hours key card access, and a study of the shift of course offerings, especially evening courses. Through the meetings, the Library Department and the Administration have identified some potential solutions which are outlined in Section 3: Goals. (See Supervisor's comments.)

Also, the current budgeting release model, the college uses, does not always fit within the time frames of our library vendors. The release amounts, which have not been more than 80% for many years, can cause issues. The Library receives, at a maximum, on most of our line items, 80% of the needed amount. This

causes delays in purchasing, or even forgoing purchasing items we have listed as needed to maintain the current level of service. To assist with this, the Library currently has two line items that are released to 100%.

The development of a new line item that would be released to 100% for membership dues would help solve the issue of the timing of membership payments. Currently membership dues for professional organizations are listed in the Supplies budget line item. The current line item is only released to a maximum of 80%. The creation of a new line item with the above stipulations for memberships would resolve this concern. This project is reflected in the Goals section of this document.

Revenue

The Library's main source of revenue, besides the receipt of general funds from the College, is through the grants that the Library staff members make applications. The main endower of the grants for the Library is the Southeast Kansas Library System (SEKLS). The System offers various grants for various purposes, and the Library takes advantage of these opportunities whenever possible. Through the years the SEKLS has provided the Library with many items that we would not have been able to purchase with the allotment of general funds that the Library receives from the College.

The Library also receives a grant annually from the State Library of Kansas to purchase the Kansas Notable Books. There have been some years in the past that with budget cuts, this was the only source of funding to purchase books. The grant covers the cost of the books after they have been purchased.

AY	Grant Revenue Received
2023	\$5,732.75
2024	\$6,371.62

2.0 Department Support of Student Success

Success in the Library at Labette Community College is achieved through a multifaceted approach that aligns with the educational goals of the institution. Through collaboration with the faculty, the library endeavors to supplement and enrich the curriculum offered to students, providing a diverse range of activities, resources, and services that enhance the learning experience. By catering to the information-seeking needs of students, employees, and the wider community, the library acts as a vital resource hub for individuals within the college's service area. Offering both traditional print and modern electronic resources, the library supports a variety of research and personal informational needs. Staff members create a welcoming environment, where students are nurtured in developing their research and information seeking skills. Furthermore, the library's dedication to academic excellence is exemplified through initiatives like the annual Paper of the Year award, which acknowledges outstanding creative and research papers submitted by students, fostering a culture of academic achievement and scholarship.

(generated by ChatGPT)

3.0 Department Outcomes

Short Term Goals

Goal #1	Assess the Library Using the American Library Association (ALA) Standards for Libraries in Higher Education
Measurement of Success	The Library staff completes the assessment
Achievement Plan	<p>The Library staff members will assess the Library on</p> <ul style="list-style-type: none"> • Institutional effectiveness • Professional value • Educational role • Discovery capabilities • Collection • Space • Management • Personnel • External relations
Relevance	The ALA recently updated these Standards. Assessing the Library by these standards will show where we are strong and weak according to national standards. The weaknesses will become objectives in later plans or be used as ideas for grant applications.
Time-Frame	FY25

Goal #2	Compile an index of the LCC cookbooks
Measurement of Success	The index will be completed.
Achievement Plan	The Library staff will compile the index of the cookbooks showing the year and page number of the recipes.
Relevance	The College produced an annual cookbook for many years. There were no indexes created with them, making them cumbersome to use. An index will make them more accessible.
Time-Frame	FY25

Goal #3	Assist the Foundation in the enhancement of the Alumni database.
Measurement of Success	The database will be enhanced with information.
Achievement Plan	<ul style="list-style-type: none"> • This may be a multiyear project • An Excel spreadsheet will be made of the graduates from the yearbooks and commencement programs available in the archives. • Contact information will be researched for living members.
Relevance	The Foundation already has the beginnings of an alumni database. The Library staff has the archive materials that might contain relevant data to help enhance the number of alumni member's information that might be missing from the existing database.
Time-Frame	FY25 to begin the project that will be continued.
Goal #4	Restructure staff and operating hours
Measurement of Success	Staffing will be more efficiently used.

Achievement Plan	<ul style="list-style-type: none"> Library Director will work with the Vice President of Academic Affairs to deal with the logistics of the Emergency Intercom. Library Aide will be rescheduled to work with a small overlap into the evening for evening courses. The new operating hours will be announced campus wide.
Relevance	Evening class enrollment has declined and staffing could be used more efficiently and effectively in the regular operating hours.
Time-Frame	FY25 to begin the project that will be continued.

Goal #5	Work with the Business Office and Vice President of Academic Affairs to create a new line item for memberships.
Measurement of Success	Memberships will be paid in a timely manner.
Achievement Plan	<ul style="list-style-type: none"> The Library Director will work with the Business Office and Vice President of Academic Affairs to create a new line item for memberships. Memberships will be moved to the new line item from the Supplies line item The FY26 budget will be prepared with this change.
Relevance	This expense is currently in the Supplies line item that is released in increments. The memberships have specific dates for renewals that do not always coincide with the amount released in the current line item. A line item released to 100% will take care of this concern.
Time-Frame	FY26 to begin the project that will be continued.

Long Term Goals

Goal #1	Weeding and downsizing office files in preparation for Director's retirement.
Measurement of Success	The files in the office will be weeded.
Achievement Plan	<ul style="list-style-type: none"> The Director will cull out files that are no longer needed. The Director will begin to remove personal items from the office. Loose ends will be dealt with involved with the position.
Relevance	The current Library Director will retire on or before FY 27. In preparation for the new Library Director, the office and files will be downsized and weeded.
Time-Frame	FY26-27

Goal #2	Collaborate with the Maintenance and Grounds Department to remodel the Library entry
Measurement of Success	Plans will be developed for the remodeling of the entry.
Achievement Plan	<ul style="list-style-type: none"> The Library Director will meet with the Director of the maintenance and Grounds department to review the suggested renovations. Once the renovations are decided upon, the two Directors will work together to begin the process of the renovations.

	<ul style="list-style-type: none"> • Funding for the project will be determined. • The work will be completed.
Relevance	The noise level of the Library could be reduced by remodeling the entry and the handicapped parking will be relocated to a more appropriate space. In discussions with the Maintenance and Grounds Department, there have been some possible renovations suggestions made. With this goal, the plans will be solidified.
Time-Frame	FY26

Goal #3	Reconfigure shelving to house the game collection
Measurement of Success	The game collection will be located in its shelving location.
Achievement Plan	<ul style="list-style-type: none"> • A permanent location for the game collection will be determined. • Necessary reconfigurations will be made to make the needed shelving available. • The collection will be moved to the new shelving location.
Relevance	In an attempt to increase the foot traffic of students to the Library, the Library staff obtained with grant funding a game collection. The processed collection will need a permanent storage area in the collection area.
Time-Frame	FY26

3.1 Significant Impacts

- The Library continues to assess various demographics of the college as to their satisfaction and perceived needs.
- The Library’s Board policies, administrative procedures, and departmental procedures are reviewed on an ongoing basis and necessary amendments are made as needed.
- The Library is opened and staffed with qualified employees for 13 hours a day, 52 hours a week.
- After hours, keycard access allows the students to have access to library resources beyond the staffed hours.
- The Library provides print and electronic resources and services to assist the students, the employees, and the citizens of the College’s service area in meeting their information-seeking needs.
- The Library is actively collecting material for the College’s archive. The collection has outgrown the area that has been set aside for it. It has proven to be an asset to the college in finding information, such as the Alma Mater and its composer.
- The staff members provide a variety of resources and services in a supportive environment.
- The Library Director has developed and teaches two courses, Research Skills and Information Literacy, to assist students in developing their research and information seeking abilities.
- The Library, in cooperation with the Library Committee, awards students the annual Paper of the Year awards.
- Funding from grants has provided the Library with many items. Some of the items bought with these grants include a microfilm reader and printer, various forms of seating, a white board, a set of shelving, various books, a computer and a computer desk, a scanner, and a printer to use to

process books that have been cataloged.

- Many times employees or work study students are working by themselves which is a safety issue because we are located on Main Street, away from surrounding buildings, at hours after others have gone home, and employees sometimes have to deal with not the best examples of our public patrons.
- Some staff members will be retiring in less than five years.
- A lack of adequate funding has always been an issue.
- The current budgeting release model does not always fit within the time frames of our vendors. To assist with this, the Library currently has two line items that are released to 100%, and would like a third for memberships.
- Due to the decline of evening classes and the need for the hours worked by the Library Aide to be in the regular operating hours, the Emergency Intercom should be turned off and the Library closed in the evenings. The hour of closing will be determined by the Vice President of Academic Affairs and the Library Director working jointly on the issue.

4.0 External Constituency and Significant Trends

The Library staff members hold membership in national, regional and state level library organizations. Each of these organizations provide professional development opportunities and guide the Library in keeping up with the latest trends in the profession. These organizations include the American Library Association (ALA), the Mountain Plains Library Association (MPLA), the Kansas Library Association (KLA), the Southeast Kansas Library System (SEKLS), and the Southeast Kansas Academic Librarians Council (SEKALC). There are entities within these organizations that are tailored to the academic side of libraries. For example, on the state level, these include the College and University Libraries Section of KLA (CULS), the Kansas Council of Academic Library Deans and Directors (KCALDD), and the Two-Year Library Directors Council (TYLDC).

Community college libraries have seen significant trends that reflect the evolving needs of their diverse student populations and surrounding communities. One major trend is the increasing integration of technology and digital resources, allowing libraries to provide online access to databases and e-books, thereby catering to students who may prefer remote learning or who have varying schedules. Additionally, community college libraries are embracing collaborative spaces that encourage group work and active learning, fostering an environment that supports academic success. Another notable trend is a shift towards inclusive programming that actively engages community members, not just students, emphasizing the library's role as a hub for lifelong learning and community engagement. Libraries are also focusing on providing services that address the unique needs of non-traditional students, such as flexible hours, workshops, and resources tailored to various educational pathways. Furthermore, the ongoing challenge of demonstrating their value in an era of budget cuts has prompted community college libraries to employ data-driven approaches to track usage and outcomes, thereby showcasing their impact on student retention and success. Overall, these trends highlight the importance of adaptability and responsiveness in community college libraries as they strive to meet the changing demands of their users. (Last three paragraphs generated by AI Chatbot)

5.0 Department Success

- A total inventory and count was completed after a twelve year's lapse. The Library has 15,668 volumes.
- The History of the Cardinal Mural designed by LCC Graphic Design students, and hung as a last duty by long-time employee, Phil Jack, was installed in the Library.
- The Library staff, in conjunction with the Belonging Committee, helped to present a program on Diversity, with Chief Glenna J. Wallace of the Eastern Shawnee Tribe.
- The Library has presented the annual Papers of the Year awards for over twenty years. The awards come with monetary prizes given to the student winners.
- David Beach, the newly retired Math professor, agreed to serve as the Community Member on the Library Committee.
- The Library held an author night featuring five authors with ties to the college sharing their works and thoughts about writing.
- There was an increase in LCC staff use after we advertised the Hoopla service.

5.1 Staff Accomplishments

- Each staff member attended webinars and professional development opportunities as they were available. These include, but are not limited to, the following:
 - Scotty Zollars, Director of Library Resources
 - Prepared for Pride Month: A Conversation
 - The annual Southeast Kansas Library System Academic In-Service
 - The Southeast Kansas Library System Annual Meeting and In-service
 - Happiness at Work.
 - JSTOR Orientation for Administrators Webinar
 - JSTOR Updates webinar.
 - Kansas Library Association annual conferences
 - The College and University Library Section of the Kansas Library Association annual conferences.
 - Meetings of the Southeast Kansas Academic Librarians Council
 - Phylis Coomes, Library Associate
 - A national COVID webinar from the Southeast Kansas Library System.
 - A webinar on Consumer Health Complete by InfoBase databases
 - The annual Southeast Kansas Library System Academic In-Service
 - The Southeast Kansas Library System Annual Meeting and In-service
 - The monthly Southeast Kansas Library System's online forums.
 - A webinar on the databases offered statewide by the State Library of Kansas.
 - Hillary Bode, Library Aide
 - The annual Southeast Kansas Library System Academic In-Service
 - The Southeast Kansas Library System Annual Meeting and In-service
 - Come Play at the Library: How to Launch a Library Board Game Program for Everyone
- Scotty Zollars, Director of Library Services
 - Scotty worked with the Library Education faculty from the University of Nebraska

Omaha (UNO) to begin to develop the Library Technician plan, originally being worked on with Emporia State University. Emporia State had to back out of the planning stages and suggested UNO. The group began to work together on the preliminaries. However, with budget cuts and the multiple changes with the accrediting bodies, the project was once again put on hold.

- Scotty gave a presentation to the President's Council about the Library's Annual Report for FY21 and about the Library Committee.
- Scotty served on a task force to evaluate the State Library of Kansas.
- Scotty consulted with other academic library directors and graduate students on policies and procedures and other research.
- Scotty contributed ideas to a group of faculty and administrators at another community college in the state that were looking a possible Library Technicians program.
- Scotty is the Chair of the Southeast Kansas Library System Executive Board.
- Scotty has held various state level offices in KCALDD, TYLDC, and CULS and done committee work for MPLA.
- Scotty made a presentation to the Board of Trustees about the Library and his views on the future of libraries in higher education.
- Scotty spoke at in-service about using the Library for student displays, giving help to design Library-related assignments for courses, and inviting ALL the employees to use the Library, not just the faculty and the students.
- Scotty spoke with the Student Life Director about using the Library for organizations' meetings and other campus activities.
- Scotty assisted a colleague with her research on information literacy in rural libraries.
- Scotty reached out to the health science directors to receive information from their site visits that pertained to the Library in order to work on any deficiencies.
- Scotty assisted a colleague in a book chapter she is writing
- Scotty completed the review of the Bylaws for the Southeast Kansas Library System and made suggestions for future changes.
- Scotty completed the Survey of Academic Library Leadership.
- Scotty is part of the Parsons Police Department's Domestic Abuse Initiative team.
- Scotty is an elected Precinct Chairman for the Democratic Party in Labette County.
- Scotty completed two surveys for two different companies on the future of libraries and library analytics.
- Scotty advised the high school librarian on databases.
- Scotty worked with a colleague on her research about staff development at small academic libraries.
- Scotty is a member of the Kansas Council of Chief Diversity Officers.
- Scotty completed a survey for a colleague on working in a small academic library.
- Scotty developed displays of the books from the collection celebrating themes that are from various areas of popular culture.
- Scotty met with instructors in departments to ascertain their needs from the Library and ensure that the Library's resources are compatible with the alternate course methods being employed. He reminded the instructors of the Library's willingness to display student work and host student meetings.

- Scotty assisted a colleague in developing a policy.
- Scotty completed a research study on Phi Theta Kappa and Honors Students use of the Library.
- Phylis Coomes, Library Associate
 - Phylis served on a task force to evaluate the State Library of Kansas.
 - Phylis serves as President of the Erie Public Library Board.
 - Phylis serves a Secretary of her church's Board of Trustees.
 - Phylis developed displays of the books from the collection celebrating themes that are from various areas of popular culture.
- Hillary Bode, Library Aide
 - Hillary worked with Scotty to host game nights with mixed success.
 - Hillary developed displays of the books from the collection celebrating themes that are from various areas of popular culture.

7.0 Supervising Administrator Response

I appreciate the time and effort put forth by the Library Staff with generating this assessment. The Library Director and I have had several meetings over the past year to year and a half in an effort to identify strengths, challenges, and opportunities for the library. During these meetings, we have experienced differing perspectives which are healthy to move an organization forward and have continually worked collaboratively in finding solutions to these differences.

We will continue to collaborate with the focus on taking advantage of opportunities and challenges while maintaining fiscal responsibility.

Appendix A—Staffing

POSITION DESCRIPTION

Director of Library Services

Reports to: Vice President of Academic Affairs

Organizational Unit: Professional Staff

Salary Range: Support Director, Exempt, Full time

Revision Date: July 2021

I. **Basic Purpose of Position**

The Director of Library Services is the administrator of the Library and its services and shall be responsible for all matters pertaining to library scheduling and/or approving of library hours and staff working hours; supervising professional and paraprofessional staff; formulating and executing library services policies and procedures; and purchasing all library materials.

II. **Essential Job Functions**

- A. Ability to schedule library activities
- B. Ability to determine library operating hours and work with library assistant to schedule staff
- C. Ability to select and acquire library materials through purchase and donation
- D. Ability to process archive material
- E. Ability to maintain a list of the contents of the archive
- F. Ability to prepare and administer budget for library
- G. Ability to record statistics and prepare appropriate reports and surveys including the annual book count
- H. Ability to perform computer searches through the Internet
- I. Ability to interview and recommend for appointment staff members for library
- J. Ability to train, supervise, and evaluate job performances of library staff and all hours of library operation
- K. Ability to operate the Emergency Intercom System and its components
- L. Ability to update position descriptions of library staff
- M. Ability to keep current in library field through professional development and reading
- N. Ability to evaluate and modify library policies and procedures as needed and as approved by Vice President of Academic Affairs
- O. Ability to select and acquire library supplies, equipment and furnishing
- P. Ability to answer staff and student questions during library hours
- Q. Ability to maintain the Library's Web pages and databases, and integrated library system
- R. Ability to serve as a Campus Security Authority (CSA) and complete annual training
- S. Ability to follow all LCC policy and procedure
- T. Ability to perform other duties as assigned
- U. Ability to maintain regular and timely attendance

III. **Consulting Tasks**

- A. Faculty, staff, administration in compiling lists of titles to order and in dealing with issues regarding information literacy and copyright
- B. Booksellers, customer service departments of publishers and jobbers
- C. Area librarians
- D. Student Success Center staff

IV. **Supervises the Following Staff**

- A. Library Associate
- B. Library Aide
- C. Work-Study

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

- A. Thorough knowledge of library procedures (reference, cataloging, etc.)
- B. Ability to prepare budget requests and administer library budget
- C. Some familiarity with audiovisual hardware, specifically microfilm/fiche reader

- D. Working knowledge of computer technology and fax machines
- E. Demonstrated commitment to students

VI. Preferred Experience

Three to four years' library experience at the community college level or in a public library including one to two years of administrative experience (in either a library or some other institution or business)

VII. Educational Background

Master's Degree in Library Science or equivalent from an ALA accredited institution

VIII. Working Conditions/Environment

- A. Normal library environment
- B. Worker must be able to reach high or low shelves
- C. Substantial time will be spent working at computer screen effectively using keyboard and mouse
- D. Occasional heavy lifting required
- E. Flexible hours may be necessary
- F. Occasional travel may be required
- G. Weekend and evening work may be required

POSITION DESCRIPTION

Library Associate

Reports to: Director of Library Services

Organizational Unit: Educational Support Staff - non exempt

Salary Range: ISS I

Revision Date: August 2015

I. Basic Purpose of Position

The Library Assistant acts as the Administrative Assistant and is responsible to the Library Director. The Library Assistant provides reference services to Library patrons, provides interlibrary loan material upon request, assists in Library orientations and tours, performs serials control, supervises the periodicals holding lists, supervises circulation activities, supervises shelf and card catalog maintenance, and supervises the technical processing of Library materials.

II. Essential Job Functions

- A. Ability to perform clerical and assistant office duties as requested, which may include receiving incoming communications, answering and transferring phone calls, drafting letters, memos, invoices, and reports using word processing skills, including the use of the number pad, filing, typing, and data entry.
- B. Ability to provide good customer service in assisting students and employees with taking payments, calculating fines, and setting holds on students' accounts.
- C. Ability to provide reference service to Library patrons
- D. Ability to send, receive, and fill interlibrary loan requests
- E. Ability to supervise circulation activities
- F. Ability to supervise the library at night.
- G. Ability to operate the Emergency Intercom System and its components.
- H. Ability to supervise periodical check-in and claims
- I. Ability to handle monetary transactions
- J. Ability to prepare electronic and print documentation for purchasing

- K. Ability to supervise shelving of books, periodicals and AV materials
- L. Ability to transfer student data from the Jenzabar system to the Koha system
- M. Ability to shelf reads in assigned area
- N. Ability to assist with annual inventory *and book count*
- O. Ability to prepare regular statistics reports on interlibrary loan circulation for S.E.K.'s Library Consortium and Kansas State Library
- P. Ability to conduct orientations and tours as requested
- Q. Ability to create monthly displays
- R. Ability to catalog new Library materials, gifts and donations
- S. Ability to maintain the Library's holding records on the Kansas Library Catalog and cataloging as needed.
- T. Ability to oversee the scheduling of staff
- U. Ability to act as director in the Director's absence
- V. Ability to keep information confidential.
- W. Ability to record daily statistics
- X. Ability to provide monthly statistics to the Director
- Y. Ability to handle required paperwork and shipping of BACKSERV material
- Z. Ability to process archive material
- AA. Ability to maintain list of archive contents
- BB. Ability to perform other duties as assigned
- CC. Ability to maintain regular and timely attendance

III. Consulting Tasks

- A. Works on serials control to claim missing issues
- B. Works with Library Director on acquisitions, withdrawals and special collections
- C. Works with Library Director on purchasing and budgets
- D. Works with area libraries in providing interlibrary loan services
- E. Works with the Library Director to organize and coordinate events

IV. Supervises the Following Staff

- A. Library Aides
- B. Work Study Students

V. Required Knowledge, Skills and Personal Qualifications

- A. Knowledge of Library reference tools, circulation procedures, serials control and technical processing operations
- B. Minimum of two years' experience performing general office duties.
- C. Excellent customer service skills.
- D. Ability to communicate effectively with students, faculty and staff (Replace with Ability to communicate well, both verbally and written.)
- E. Ability to prioritize and work independently
- F. Ability to work as a team member

- G. Ability to keep information confidential
- H. Ability to supervise paraprofessionals and student help
- I. Ability to work under pressure of deadlines
- J. Knowledge of Microsoft Excel, Word and Access software

VI. Preferred Experience

At least one year Library experience

VII. Educational Background

Associate of Applied Science or Associate Arts degree in English or equivalent

VIII. Working Conditions

- A. Normal Library environment, no windows
- B. Employee must be able to reach upper and lower shelves
- C. Occasional lifting and moving of books and magazines from one area to another may be required
- D. Extensive keyboarding and reading of CRT required
- E. Staying on task with periodic interruptions
- F. Flexible hours may be necessary

POSITION DESCRIPTION

Library Aide

Reports to: Director of Library Services

Organizational Unit: Educational Support Staff

Pay Rate Range: ISS II, nonexempt, full time

Revision Date: June 2022

I. Basic Purpose of Position

Library Aide is the immediate supervisor of the User Services area of the Library and assists with circulation; technical processing and public relations duties, helps students and faculty locate Library materials, maintains periodicals holdings lists and completes other duties as required.

II. Essential Job Functions

- A. Ability to oversee the User Services Area
- B. Ability to supervise the library at night
- C. Ability to provide good customer service in assisting patrons with taking payments and calculating fines
- D. Ability to operate the Emergency Intercom System and its components
- E. Ability to shelf books and periodicals
- F. Ability to help students and faculty locate Library materials
- G. Ability to perform technical processing on Library materials
- H. Ability to assist with periodical receiving and serials record keeping
- I. Ability to assist with acquisitions

- J. Ability to schedule orientations, tours, and activities for students as needed
- K. Ability to assist with annual inventory and book count
- L. Ability to create materials for Library signage, pamphlets, name badges and other public relations materials
- M. Ability to create monthly displays
- N. Ability to maintain the Library's social networking sites and online videos
- O. Ability to assist with circulation activities, such as check outs, check ins, and instructional reserves
- P. Ability to handle monetary transactions as needed
- Q. Ability to shelf reads in assigned area
- R. Ability to record daily statistics
- S. Ability to provide monthly statistics to Director
- T. Ability to maintain the Faculty Video list
- U. Ability to follow all LCC policy and procedures
- V. Ability to keep information confidential
- W. Ability to perform other duties as required
- X. Ability to maintain regular and timely attendance

III. Consulting Tasks

Works with the Director to organize and carry out Library events

IV. Supervises the Following Staff

- A. Work-study students, as needed

V. Required Knowledge, Skills and Personal Qualifications

- A. Must be familiar with Library catalogs, standard equipment like photocopiers, microfilm readers/printers, keyboarding
- B. Minimum one-year experience performing general office duties.
- C. Excellent customer service skills.
- D. Ability to communicate well, both verbally and written
- E. Ability to prioritize tasks and work independently
- F. Ability to keep information confidential, as applicable
- G. Ability to work as a team member.
- H. Must be familiar with basic print and electronic reference tools
- I. Must be able to make change
- J. Must be familiar with social networking sites
- K. Must be familiar with Microsoft Word, desktop publishing, and other creative software programs
- L. Must be able to learn computer programs quickly
- M. Must be familiar with operating a digital camera and digital audio and video recording devices

VI. Preferred Experience

One year of Library experience

VII. Educational Background

Associate Degree

VIII. Working Conditions/Environment

- A. Normal Library environment
- B. Employee must be able to reach upper and lower shelves
- C. Occasional lifting and moving of books and magazines from one area to another may be required
- D. Extensive keyboarding and reading of CRT required
- E. Periodic interruptions of work flow
- F. Flexible hours may be required

Agenda Item: V.B.
Date: November 14, 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

10/3/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138415	A T and T	Phone Service - WTC	12-4204-631-000	\$362.18	\$362.18
138416	A T and T	Internet	11-6401-631-000	\$1,434.56	\$1,434.56
138417	Kaylena Marie Andersen	WBB Team Meal - 10/5/2024	11-5503-601-000	\$200.00	\$200.00
138418	City of Parsons	Water Service	11-7102-632-000	\$2,972.19	
		Water Service - WTC	12-4204-632-000	\$164.45	
		Water Service - Student Union	16-9482-632-000	\$269.57	\$3,406.21
138419	Haley Renee Cook	Volleyball Travel - 10/18-19/2024	11-5504-601-000	\$850.00	\$850.00
138420	Haley Renee Cook	Volleyball Travel - 10/9/2024	11-5504-601-000	\$350.00	\$350.00
138421	Haley Renee Cook	Volleyball Travel - 10/23/2024	11-5504-601-000	\$350.00	\$350.00
138423	Alexander J Coplon	Baseball Travel - 10/4/2024	11-5502-601-000	\$350.00	\$350.00
138424	Alexander J Coplon	Baseball Travel - 10/1/2024	11-5502-601-000	\$500.00	\$500.00
138425	Evergy Kansas Central INC	Electricity	11-7102-634-000	\$21,250.86	
		Electricity - WTC	12-4204-634-000	\$855.24	
		Electricity - Student Union	16-9482-634-000	\$593.51	\$22,699.61
138427	Brandy Marie Habiger	Landscaping	11-7202-648-000	\$200.00	\$200.00
138428	Harrison William Hall	Reimburse Meals - KACRAO Conf	11-5302-601-000	\$53.17	\$53.17
138429	Jason Hinson	Men's BB Travel - 10/5/2024	11-5508-601-000	\$400.00	\$400.00
138430	Mia Kathryn Howard	Reimburse Mileage - Arma/Northeast	11-5302-601-000	\$61.64	
		Reimburse Meals - KACRAO Conf	11-5302-601-000	\$59.00	\$120.64
138431	DeAnna Jean Huffman	Reimburse - Class Supplies	11-1114-700-000	\$23.96	\$23.96
138432	Theresa M Hundley	Reimburse Hotel - KACRAO Conf	11-5303-601-000	\$421.24	
		Reimburse Mileage - Dodge City//KAC	11-5303-601-000	\$388.60	
		Reimburse Meals - KACRAO Conf	11-5303-601-000	\$32.29	\$842.13
138433	KACRAO	Membership Renewal	11-5303-701-000	\$80.00	\$80.00
138434	Kansas Gas Service	Gas Service	11-7102-633-000	\$177.32	\$177.32

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	10/3/2024		Total
			Account Number	Amount	
138435	Kansas Society of Radiologic Technologists	KSRT Student Memberships	12-1210-700-002	\$975.00	\$975.00
138436	Aaron Keal	Reimburse Mileage - Pittsburg & Joplin	11-5506-601-000	\$201.00	\$201.00
138437	Kelly D. Kirkpatrick	Reimburse Mileage - Airport/CATYC	11-5701-701-000	\$241.20	
		Reimburse Hotel - CATYC/Detroit	11-5701-701-000	\$460.80	
		Reimburse - TS Grant Writing Workst	11-5701-701-000	\$500.00	
		Reimburse Meals - CATYC/Detroit	11-5701-701-000	\$35.14	
		Reimburse - CATYC Conf Reg	11-5701-701-000	\$275.00	\$1,512.14
138438	Elizabeth Anne Kitterman	Reimburse Meals - KACRAO Conf	11-5302-601-000	\$60.75	\$60.75
138440	Archana Lal	Reimburse Flights - ASMCUE Conf	11-4200-630-004	\$19.91	
		Reimburse Flights - ASMCUE Conf	11-4201-630-002	\$583.54	\$603.45
		Reimburse Mileage - OKC	11-5508-603-000	\$245.22	\$245.22
138441	Jermaine J Maybank	Reimburse Mileage - Dodge City/KAC	11-5302-601-000	\$410.04	
138442	Brandi McCall	Reimburse Meals - KACRAO Conf	11-5302-601-000	\$64.54	\$474.58
138443	Jaelen Milus	Reimburse Mileage - Recruiting Trip	11-5503-603-000	\$286.76	
		Reimburse Meal - Recruiting Trip	11-5503-603-000	\$16.51	\$303.27
138444	Parsons Sun	Newspaper Renewal - Library	11-4101-704-001	\$67.00	\$67.00
138445	Ryan S. Phillips	Reimburse - Hitting & Pitching Platforn	11-5509-701-000	\$89.37	\$89.37
138448	Veritiv	Paper	11-6503-705-000	\$1,024.00	\$1,024.00
138449	Wave Wireless	Internet Service - WTC	11-6401-631-000	\$69.00	\$69.00

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	Account Number	Amount	Total
138450	Wichita State University	Kansas Core Outcomes Group Confe	11-4201-601-000	\$100.00	\$100.00
				<u>\$38,124.56</u>	
	11-General Fund			\$34,904.61	
	12-Postsecondary Technical Education Fund			\$2,356.87	
	16-Auxillary Ent Fund			\$863.08	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$38,124.56</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

10/10/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138451	A S C A P	Annual Licensing Fee	11-1111-682-000	\$375.00	\$375.00
138452	A T and T	Internet	11-6401-631-000	\$3,378.25	\$3,378.25
138453	B P	Gasoline	11-6502-720-000	\$422.62	\$422.62
138454	April Bolinger	Reimburse Mileage - KAAAN Conferen	11-5701-701-000	\$178.22	
		Reimburse Meal - KAAAN Conference	11-5701-701-000	\$17.20	
		Reimburse Parking - KAAAN Conferen	11-5701-701-000	\$11.20	\$206.62
138455	Linda Gale Brown	Reimburse Mileage - Clinical Meeting	12-1210-601-000	\$204.35	\$204.35
138456	Marisha Nicole Collins	Reimburse Mileage - Clinicals	12-1208-602-000	\$229.14	\$229.14
138457	Commission To Every Nation	Memorial - DeLisa Hoppes	11-6102-709-000	\$50.00	\$50.00
138458	Molly E Coomes	Reimburse Meal - WIOA Conference	12-1246-630-000	\$36.93	
		Reimburse Mileage - WIOA Conferen	12-1246-630-000	\$299.49	\$336.42
138459	Alexander J Coplon	Baseball Travel - 10/15/2024	11-5502-601-000	\$525.00	\$525.00
138461	Everyy Kansas Central INC	Electricity - Cherokee Center	11-7103-634-000	\$1,011.01	\$1,011.01
138464	Kylie M Gero	Reimburse - KC Healthcare Sim Conf	11-4200-630-022	\$250.00	
		Reimburse Mileage - KC Sim Conf	12-1208-602-000	\$180.90	\$430.90
138465	Brandy Marie Habiger	Landscaping	11-7202-648-000	\$200.00	\$200.00
138466	Ross Harper	Reimburse Mileage - WIOA Conferen	12-1246-630-000	\$313.56	
		Reimburse Meals - WIOA Conference	12-1246-630-000	\$182.30	\$495.86
138467	Jason Hinson	Men's Basketball Travel - 10/19/2024	11-5508-601-000	\$2,000.00	\$2,000.00
138468	Mia Kathryn Howard	Reimburse Meals - CPC Events (7)	11-5302-601-000	\$117.30	
		Reimburse Mileage - CPC Events (7)	11-5302-601-000	\$624.44	\$741.74
138470	Kansas Department of Revenue	Bird's Nest Sales Tax - September	16-0000-216-001	\$122.00	
		Cardinal Cafe Sales Tax - September	16-0000-216-002	\$579.00	\$701.00
138471	Kansas Gas Service	Gas Service - Cherokee Center	11-7103-633-000	\$52.21	\$52.21
138472	Elizabeth Anne Kitterman	Reimburse Mileage - Recruiting KCK	11-5302-601-000	\$209.04	\$209.04

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	10/10/2024		Description	Account Number	Amount	Total
138473	Labette Health			Respiratory Care Drug Screen	12-1211-700-002	\$20.00	\$20.00
138474	Brandi McCall			Reimburse Meals - PTK Conference	11-1126-604-000	\$159.88	
				Reimburse Mileage - Fall PTK Confer	11-1126-604-000	\$282.74	
				Reimburse Meal - Recruiting Monett	11-5302-601-000	\$13.74	
				Reimburse Mileage - Recruiting Mone	11-5302-601-000	\$128.64	\$585.00
138475	Jesus Medina			Reimburse Mileage - PTK Fall Confer	11-1126-604-000	\$113.90	
				Reimburse Meal - PTK Fall Conferen	11-1126-604-000	\$40.40	\$154.30
138476	Proforma			Setup Charge & Freight	11-5302-711-000	\$79.25	
				Setup Charge & Freight	11-5302-711-000	\$69.25	
				4" x 10" Colored Felt Pennants	11-5302-711-000	\$475.00	
				3" Round Car Coasters	11-5302-711-000	\$385.00	\$1,008.50
138477	Rural Water District #5			Water Service - Cherokee Center	11-7103-632-000	\$22.66	\$22.66
138478	Sam's Club Direct			Membership Renewal	11-0100-484-000	\$45.00	\$45.00
138479	Ashley N Savage			Reimburse Meal - KAAAN Conference	11-5701-701-000	\$32.78	\$32.78
138480	Sparklight			Cable Service	11-6401-631-000	\$207.19	\$207.19
138481	Verizon Wireless			J Burzinski Phone Charges	11-6401-701-000	\$408.53	
				Blue Emergency Lights	11-6501-631-000	\$88.19	
				Facilities Phone Charges	11-7102-649-000	\$189.47	\$686.19
138482	Jeffrey Michael Vesta			Wrestling Team Meal - 10/26/2024	11-5505-601-000	\$300.00	\$300.00
138483	Wex Bank			Fuel Purchases - September 2024	11-6502-720-000	\$1,042.92	
				Car Wash Purchases - September 20	11-6502-720-000	\$30.60	\$1,073.52
138484	Henrietta Jean Wyland			Reimburse Meal - KAAAN Conference	11-5701-701-000	\$18.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	10/10/2024	Account Number	Amount	Total
138484	Henrietta Jean Wyland	Reimburse Travel - KAAAN Conference		11-5701-701-000	\$10.07	\$28.07
		11-General Fund	\$13,564.70			
		12-Postsecondary Technical Education Fund	\$1,466.67			
		16-Auxiliary Ent Fund	\$701.00			
		64-Deferred Maintenance	\$0.00			
		67-Capital Outlay	\$0.00			
			<u>\$15,732.37</u>		<u>\$15,732.37</u>	

Checks approved for release prior to Board action


 President


 Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

10/17/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138485	A T and T	Internet	11-6401-631-000	\$1,098.30	
		Internet	11-6401-631-000	\$827.66	\$1,925.96
138486	Amazon Capital Services	Glass Test Tubes	11-1102-700-000	\$18.99	
		Packaging for Car Coasters	11-5302-711-000	\$15.98	
		ATR Supplies	11-5507-701-000	\$87.51	
		ATR Order for September	11-5507-701-000	\$247.13	
		WR Shoulder Sully Brace	11-5507-701-000	\$149.53	
		Batteries and Basket Supplies	11-6301-701-000	\$83.14	
		Founder's Day Giveaways	11-6301-709-000	\$95.52	
		APC UPS Battery Backup	11-6401-646-002	\$311.88	
		Office Depot Cleaning Duster	11-6401-701-000	\$139.90	
		Microphone, Microphone Stand, Cablk	11-6401-701-000	\$197.01	
		External DVD Drive	11-6401-701-000	\$42.74	
		Trip Lite Battery Back Up	11-6401-701-000	\$299.99	
		2-Pack 22 inch Monitor Anti Glare Scr	11-6401-701-000	\$23.99	
		Trip Lite Rack Mount Power	11-6401-701-000	\$90.04	
		Employee Textbook	11-6501-590-001	\$81.05	
		Replacement Battery, Light Bulbs, Ru	11-7102-649-000	\$735.79	
		Markers and White Boards	12-1208-700-000	\$47.73	
		Supplies for Students	12-1211-700-002	\$509.47	
		EMT Supplies	12-4204-701-002	\$47.38	
		Headphones (6-pack)	16-9381-701-000	\$38.99	
		Cleaning Brush and Filter Holder	16-9684-701-000	\$51.50	\$3,315.26
138488	CPI Technologies, Inc	Copy Usage - Cherokee Center	11-7103-701-000	\$137.83	\$137.83
138490	First Dakota Indemnity Company	Workman's Comp - Audit	11-6501-590-001	\$1,092.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

10/17/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138490	First Dakota Indemnity Company	Workman's Comp	11-6501-590-001	\$1,213.00	\$2,305.00
138491	Brandy Marie Habiger	Landscaping	11-7202-648-000	\$200.00	\$200.00
138492	Ross Harper	Reimburse Travel - NCWE Conferenc	12-1246-630-000	\$190.29	
		Reimburse Meals - NCWE Conferenc	12-1246-630-000	\$298.91	
		Reimburse Mileage - KCI Airport/NCW	12-1246-630-000	\$247.90	\$737.10
138493	Jason Hinson	Reimburse Supplies	11-5508-701-000	\$58.91	\$58.91
138494	Mia Kathryn Howard	Reimburse Mileage - CPC Events	11-5302-601-000	\$382.57	
		Reimburse Meals - CPC Events (8)	11-5302-601-000	\$55.10	\$437.67
138495	Kansas Gas Service	Gas Service	11-7102-633-000	\$360.78	
		Gas Service - WTC	12-4204-633-000	\$88.58	
		Gas Service - Student Union	16-9482-633-000	\$118.81	\$568.17
138496	Kansas HOSA	Fall Expo Conference Reg - Resp Car	12-1211-601-000	\$45.00	\$45.00
138497	Kansas Library Association	CULS Conference Reg - S Zollars	11-4101-701-000	\$80.00	
		Membership Renewal - P Coomes	11-4101-701-000	\$50.00	
		Membership Renewal - S Zollars	11-4101-701-000	\$50.00	\$180.00
138498	Melissa Kipp	Reimburse Classroom Supplies	12-1203-700-000	\$55.94	\$55.94
138499	Elizabeth Anne Kitterman	Reimburse Mileage - Recruiting Trips	11-5302-601-000	\$121.27	\$121.27
138500	KJCCC	Men's Basketball Officials	11-5508-680-000	\$10,608.00	\$10,608.00
138503	Brandi McCall	Reimburse Mileage - Recruiting Trips	11-5302-601-000	\$191.62	\$191.62
138504	Ashley Moore	Reimburse Mileage - Clinicals (Sept)	12-1210-602-000	\$428.80	\$428.80
138505	Proud Animal Lovers Shelter	Memorial - Kay Waters	11-6102-709-000	\$50.00	\$50.00
138506	Ashley N Savage	Reimburse Flights - NAFSA Conferen	11-5701-701-000	\$437.95	\$437.95
138507	Jason L Sharp	Reimburse Mileage - Topeka & Pittsbt	11-4201-601-000	\$238.52	\$238.52

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	10/17/2024	Account Number	Amount	Total
138508	Touchtone Communications	Fax Lines		11-6501-631-000	\$105.74	\$105.74
	11-General Fund		\$19,979.44			
	12-Postsecondary Technical Education Fund		\$1,960.00			
	16-Auxiliary Ent Fund		\$209.30			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$22,148.74</u>		<u>\$22,148.74</u>	

Checks approved for release prior to Board action


President


Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

10/24/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138560	A T and T	Phone Service	11-6501-631-000	\$147.40	
		Phone Service	11-6501-631-000	\$1,860.69	\$2,008.09
138561	A T and T	Internet	11-6401-631-000	\$2,056.70	\$2,056.70
138562	Kim Beachner	Reimburse Mileage - KCADNE/WSU	12-1246-630-000	\$171.52	\$171.52
138563	Haley Shae Beeman	Reimburse Mileage - KCADNE/WSU	12-1246-630-000	\$171.52	\$171.52
138564	Delyna R Bohnenbiust	Reimburse Hotels - KCADNE Conf	12-1208-601-000	\$72.00	
		Reimburse Flights - OADN Nurse Ed	12-1208-670-000	\$367.20	
		Reimburse - OADN Nurse Ed Conf R	12-1208-670-000	\$795.00	
		Reimburse Hotels - KCADNE Conf	12-1246-630-000	\$1,044.00	
		Reimburse Group Meals - KCADNE	12-1246-630-000	\$301.07	\$2,579.27
138565	Joseph Burke	Piano Tuning	11-1111-648-000	\$75.00	\$75.00
138566	Capital One	Supplies	11-5504-701-000	\$18.85	
		Supplies for Professional Dev Lunch	11-6504-630-000	\$17.04	
		Foundation Basket Supplies	11-6505-701-000	\$20.37	
		Fall Nursing Advisory Luncheon	12-1208-709-000	\$325.08	
		Fire School Meeting Supplies	12-4204-699-000	\$57.69	
		KEYS Booth Supplies	12-4204-701-000	\$167.57	
		Supplies	16-9684-701-000	\$31.25	
		Food	16-9684-743-000	\$63.81	
		Food	16-9684-743-000	\$9.84	
		Food	16-9684-743-000	\$162.72	
		Food	16-9684-743-000	\$148.29	
		Food	16-9684-743-000	\$17.91	
		Food	16-9684-743-000	\$332.06	
		Food	16-9684-743-000	\$9.07	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	10/24/2024		Description	Account Number	Amount	Total
138566	Capital One			Food	16-9684-743-000	\$52.55	
				Food	16-9684-743-000	\$238.02	\$1,672.12
138567	Daniel Colon			Black Clicks	11-4203-701-000	\$28.38	
				Color Clicks	11-4203-701-000	\$76.01	\$104.39
138568	Commercial Bank			Loan 110221672 - Principal	11-6201-761-000	\$38,763.85	
				Loan 110221672 - Interest	11-6201-762-000	\$882.41	\$39,646.26
138569	Molly E Coomes			Reimburse Mileage - Columbus & Pitt	12-4204-602-000	\$188.27	
				Reimburse - Fire School Meeting Lun	12-4204-699-000	\$52.37	
				Reimburse - Display Board & Supplie	12-4204-701-000	\$35.33	\$275.97
138570				Refund of Fall 24 Payments	11-0100-484-000	\$2,650.00	\$2,650.00
138571	Elan Financial Services			Holiday Inn - T Kizzire - Dodge City	11-4200-630-038	\$257.04	
				Comfort Suites - J Sharp/Topeka	11-4201-601-000	\$139.10	
				Quality Inn - M Howard - Russell	11-5302-601-000	\$120.00	
				Holiday Inn - M Howard - Colby	11-5302-601-000	\$124.61	
				Hampton Inn - H Hall - KACRAO	11-5302-601-000	\$644.76	
				Econo Lodge - M Howard - Phillipsbur	11-5302-601-000	\$85.00	
				Hampton Inn - B McCall - KACRAO	11-5302-601-000	\$677.16	
				Comfort Inn - M Howard - Hutchinson	11-5302-601-000	\$113.45	
				Hampton Inn - E Kitterman - KACRAC	11-5302-601-000	\$644.76	
				Holiday Inn - M Howard - Atchison	11-5302-601-000	\$172.79	
				StriveScan - College Fair Credits	11-5302-701-000	\$500.00	
				Holiday Inn - Volleyball - Hutchinson	11-5504-601-000	\$1,116.01	
				Foreign Trans Fee - PlaymakerLCD	11-5508-701-000	\$2.50	
				Trophy - Custom Chain	11-5508-701-000	\$99.00	
				PlaymakerLCD - Pro Coaches Bundle	11-5508-701-000	\$125.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	10/24/2024		Description	Account Number	Amount	Total
138571	Elan Financial Services			The Oread Lawrence - Advising Dept	11-5701-701-000	\$373.32	
				Hyatt Place - M Watkins - Detroit/CAT	11-6101-601-000	\$440.91	
				TaxBandits - 3rd Qtr 941 Filing Fee	11-6201-701-000	\$5.95	
				Healthy Roster - Annual Renewal	11-6401-701-000	\$2,247.00	
				DoubleTree - H Walker - KCCLI	11-6504-601-001	\$152.67	
				Tax Credit - DoubleTree - H Walker	11-6504-601-001	(\$12.06)	
				Taco Mayo - Lunch for Professional D	11-6504-630-000	\$968.75	
				In The Garden - In Memory Tree (Gyn)	11-7102-649-000	\$258.33	
				Hyatt Place - R Harper - Detroit/CATY	12-1205-601-000	\$427.65	
				Level Up RN - Comprehensive Collect	12-1208-646-000	\$207.54	
				ACEN - Annual Nursing Accreditation	12-1208-670-000	\$3,100.00	
				Chinese Chef - Rad Advisory Lunch	12-1210-709-000	\$238.63	
				Holiday Inn - M Coomes - Salina/WIO	12-1246-630-000	\$250.82	
				Hyatt - R Harper - Minneapolis/NCWE	12-1246-630-000	\$755.70	
				Holiday Inn - R Harper - Salina/WIOA	12-1246-630-000	\$250.82	
				Holiday Inn - L Howerter - Salina/WIO	12-1246-630-000	\$250.82	
				Level Up RN - Comp Nursing Collectiv	12-1246-701-004	\$753.77	
				Canva - Subscription Renewal	12-4204-701-000	\$119.40	
				CareerSafe - OSHA Vouchers	12-4204-701-001	\$2,048.00	
				KS.gov - KDADS Fees	12-4204-701-002	\$143.50	
				KS.gov - KDADS Fees	12-4204-701-002	\$123.00	
				KS.gov - KDADS Fees	12-4204-701-002	\$61.50	
				KS.gov - KDADS Fees	12-4204-701-002	\$205.00	
				KS.gov - KDADS Fees	12-4204-701-002	\$102.50	
				Sticker Mule - EMT Marketing Stickers	12-4204-711-000	\$19.00	\$18,313.70

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	10/24/2024		Description	Account Number	Amount	Total
138572	Evergy Kansas Central INC			Electricity - 1230 Main	11-7102-634-000	\$406.96	
				Electricity - Athletic Expansion	11-7102-634-000	\$5,362.91	
				Electricity - Vehicle Lot	11-7102-634-000	\$78.25	\$5,848.12
138573	GFL Environmental			Trash Removal - Cherokee Center	11-7103-649-000	\$339.25	\$339.25
138574	Brandy Marie Habiger			Landscaping	11-7202-648-000	\$200.00	\$200.00
138575	Jason Hinson			Men's Basketball Travel - 11/1/2024	11-5508-601-000	\$800.00	\$800.00
138576	Jason Hinson			Men's Basketball Meal - 11/5/2024	11-5508-601-000	\$125.00	\$125.00
138577	Jason Hinson			Men's Basketball Travel - 11/8/2024	11-5508-601-000	\$800.00	\$800.00
138578	Jason Hinson			Men's Basketball Meal - 11/13/2024	11-5508-601-000	\$125.00	\$125.00
138579	Jason Hinson			Men's Basketball Travel - 11/15/2024	11-5508-601-000	\$800.00	\$800.00
138580	Jason Hinson			Men's Basketball Meal - 11/21/2024	11-5508-601-000	\$125.00	\$125.00
138581	Jason Hinson			Men's Basketball Travel - 11/26/2024	11-5508-601-000	\$400.00	\$400.00
138582	Mia Kathryn Howard			Reimburse Meals - Recruiting (4)	11-5302-601-000	\$47.77	
				Reimburse Mileage - Recruiting (4)	11-5302-601-000	\$340.36	\$388.13
138583	Kansas Gas Service			Gas Service - 1306 Main	11-7102-633-000	\$47.91	
				Gas Service - 1230 Main	11-7102-633-000	\$51.93	\$99.84
138584	Elizabeth Anne Kitterman			Reimburse Mileage - Carthage	11-5302-601-000	\$84.42	\$84.42
138585	Brandi McCall			Reimburse Mileage - Manhattan & Co	11-5302-601-000	\$358.45	\$358.45
138588	Ryan S. Phillips			Reimburse Mileage - Aug to Oct 24	11-5509-603-000	\$844.20	\$844.20
138590	Ashley N Savage			Reimburse Mileage - Tulsa Airport/NA	11-5701-701-000	\$166.16	
				Reimburse Meals - NAFSA Conferenc	11-5701-701-000	\$100.88	\$267.04
138591	St. Jude's Children's Research Hospital			Memorial - Karen Mahan	11-6102-709-000	\$50.00	\$50.00
138592	The Villas at LCC, LLC			Housing	11-0000-201-001	\$2,116.00	
				Housing	11-0000-201-001	\$2,116.00	
				Housing	11-0000-201-001	\$1,473.00	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

10/24/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138592	The Villas at LCC, LLC	Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$2,116.00	
		Housing	11-0000-201-001	\$1,345.00	
		Housing	11-0000-201-001	\$1,556.00	
		Housing	11-0000-201-001	\$2,516.00	
		Housing	11-0000-201-001	\$1,728.00	
		Housing	11-0000-201-001	\$2,065.00	\$19,147.00
138593	The Wright Signs	Down Payment - Ted Hill Building Sigr	12-4204-701-000	\$1,300.00	\$1,300.00
138594	Jeffrey Michael Vesta	Wrestling Travel - 11/1/2024	11-5505-601-000	\$500.00	\$500.00
138595	Jeffrey Michael Vesta	Wrestling Travel - 11/2/2024	11-5505-601-000	\$1,000.00	\$1,000.00
138596	Jeffrey Michael Vesta	Wrestling Travel - 11/3/2024	11-5505-601-000	\$1,000.00	\$1,000.00
138597	Jeffrey Michael Vesta	Wrestling Travel - 11/6/2024	11-5505-601-000	\$600.00	\$600.00
138598	Jeffrey Michael Vesta	Wrestling Travel - 11/9/2024	11-5505-601-000	\$2,000.00	\$2,000.00
138599	Jeffrey Michael Vesta	Wrestling Travel - 11/14/2024	11-5505-601-000	\$600.00	\$600.00
138600	Jeffrey Michael Vesta	Wrestling Travel - 11/16/2024	11-5505-601-000	\$2,000.00	\$2,000.00
138601	Jeffrey Michael Vesta	Wrestling Team Meal - 11/20/2024	11-5505-601-000	\$300.00	\$300.00
138602	Jeffrey Michael Vesta	Wrestling Travel - 11/23/2024	11-5505-601-000	\$2,000.00	\$2,000.00
138603	WoodRiver Energy LLC	Natural Gas Service	11-7102-633-000	\$134.84	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	Account Number	Amount	Total
138603	WoodRiver Energy LLC	Natural Gas Service - Student Union	16-9482-633-000	\$42.92	\$177.76
				<u>\$112,003.75</u>	
	11-General Fund			\$96,789.04	
	12-Postsecondary Technical Education Fund			\$14,106.27	
	16-Auxillary Ent Fund			\$1,108.44	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$112,003.75</u>	

Checks approved for release prior to Board action

Mark Watters
President

Deanna Dokes
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	10/30/2024		Description	Account Number	Amount	Total
138604	Jody Burzinski			Reimburse Travel - Educause Conf	11-6401-601-000	\$540.00	
				Reimburse Meals - Educause Conf	11-6401-601-000	\$214.76	\$754.76
138607	Kenneth Elliott			Reimburse Flights - CATYC in Detroit	11-4202-601-000	\$396.95	
				Reimburse Hotel - CATYC in Detroit	11-4202-601-000	\$285.10	
				Reimburse Travel - CATYC in Detroit	11-4202-601-000	\$132.89	
				Reimburse Mileage - Tulsa Airport	11-4202-602-000	\$148.74	\$963.68
138608	Farm Talk Newspaper			Newspaper Subscription Renewal	11-4101-704-001	\$58.00	\$58.00
138609	Brandy Marie Habiger			Landscaping	11-7202-648-000	\$200.00	\$200.00
138610	Ross Harper			Reimburse Mileage - OSHA, CPR, Me	12-1205-602-000	\$227.13	\$227.13
138611	Mia Kathryn Howard			Reimburse Meals - CPC Events (5)	11-5302-601-000	\$98.17	
138614	Elizabeth Anne Kitterman			Reimburse Mileage - CPC Events (5)	11-5302-601-000	\$410.71	\$508.88
138617	Archana Lal			Reimburse Mileage - Garnett	11-5302-601-000	\$113.23	\$113.23
138618	Landauer Inc			Reimburse - ASM Membership Renew	11-4201-630-002	\$105.00	\$105.00
138619	Cortney L O'Brien			Student Radiation Monitor	12-1210-700-002	\$50.70	\$50.70
138620	Phillips 66 - Conoco - 76			Reimburse Mileage - Colony & LCHS	11-4209-601-000	\$103.18	\$103.18
138624	Susan Stolte			Gasoline	11-6502-720-000	\$134.88	\$134.88
138626	Unified School District 506			Reimburse - Resp Care Advisory Lun	12-1211-709-000	\$72.56	\$72.56
				FY24 Revenue Sharing - Electronics	12-1220-523-000	\$13,335.17	
				FY24 Revenue Sharing - Welding	12-1220-523-000	\$8,882.99	\$22,218.16
138627	Veritiv			Fuel Surcharge	11-6503-705-000	\$16.39	\$16.39
138628	Haley Walker			Reimburse Meals - HR Training/Chan	11-6504-601-001	\$35.76	
				Reimburse Mileage - HR Training/Cha	11-6504-601-001	\$50.52	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	10/30/2024	Account Number	Amount	Total
138628	Haley Walker	Reimburse Mileage - KCCLJ at JCCC		11-6504-601-001	\$158.79	\$245.07
		11-General Fund	\$3,203.07			
		12-Postsecondary Technical Education Fund	\$22,568.55			
		16-Auxiliary Ent Fund	\$0.00			
		64-Deferred Maintenance	\$0.00			
		67-Capital Outlay	\$0.00			
			<u>\$25,771.62</u>		<u>\$25,771.62</u>	

Checks approved for release prior to Board action

Mark Walker
President

Deanna Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

10/31/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138629	A Book Company	Credit - Financial Aid Books	16-0000-131-002	(\$536.75)	
		Financial Aid Books	16-0000-131-002	\$3,502.39	\$2,965.64
138630	Ace Hardware, Inc.	Socket Set 3/8x1/2	11-5502-701-000	\$16.00	
		SB Field Weed Eater String	11-5509-701-000	\$39.00	
		Maintenance Supplies	11-7102-649-000	\$26.33	
		Maintenance Supplies	11-7102-649-000	\$22.98	
		Maintenance Supplies	11-7102-649-000	\$27.58	
		Maintenance Supplies	11-7102-649-000	\$33.98	
		Groundskeeping Supplies	11-7102-649-000	\$47.96	
		Maintenance Supplies	11-7102-649-000	\$241.96	
		Maintenance Supplies	11-7102-649-000	\$9.71	
		Groundskeeping Supplies	11-7102-649-000	\$73.98	
		Maintenance Supplies	11-7102-649-000	\$46.99	
		Groundskeeping Supplies	11-7102-649-000	\$115.95	
		Maintenance Supplies	11-7102-649-000	\$2.99	
		Maintenance Supplies	11-7102-649-000	\$51.79	
		Maintenance Supplies	11-7102-649-000	\$8.01	
		Maintenance Supplies	11-7102-649-000	\$70.86	
		Maintenance Supplies	11-7102-649-000	\$18.18	
		Maintenance Supplies	11-7102-649-000	\$47.42	
		Maintenance Supplies	11-7102-649-000	\$139.93	
		Maintenance Supplies	11-7102-649-000	\$67.96	
		Maintenance Supplies	11-7102-649-000	\$139.98	
		Maintenance Supplies	11-7102-649-000	\$14.75	
		Maintenance Supplies	11-7102-649-000	\$9.59	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	10/31/2024		Description	Account Number	Amount	Total
138630	Ace Hardware, Inc.			Maintenance Supplies	11-7102-649-000	\$15.95	
				Maintenance Supplies	11-7102-649-000	\$18.99	
				Maintenance Supplies	11-7102-649-000	\$40.56	
				Maintenance Supplies	11-7102-649-000	\$2.50	
				Maintenance Supplies	11-7102-649-000	\$8.58	
				Maintenance Supplies	11-7102-649-000	\$11.98	
				Maintenance Supplies	11-7102-649-000	\$53.68	
				Paint and Supplies	12-1219-700-000	\$278.52	
				Dust Masks	12-1219-700-000	\$11.18	\$1,715.82
138631	American Association of Community C			2025 Institutional Membership	11-6501-681-000	\$2,950.00	
				2025 President's Academy Fee	11-6501-681-000	\$75.00	\$3,025.00
138632	American Electric Company			9W LED Flood Lamp	11-7102-649-000	\$129.50	
				8W LED Replacement Lamp	11-7102-649-000	\$271.20	
				Ivory 600W Split & 3-Way Dimmer	11-7102-649-000	\$68.61	
				LED EM Fixtures	11-7102-649-000	\$1,249.50	\$1,718.81
138633	Anatomage, Inc			Shipping and Handling	12-1246-701-004	\$150.00	
				Galaxy Tablet 4-Pack Bundle	12-1246-701-004	\$9,500.00	\$9,650.00
138634	Atlas Steel Products, Inc			Steel	12-1219-700-001	\$1,800.00	\$1,800.00
138635	Baxter Springs District 508			Fall Math Instructor - Sara Davis	11-1133-523-000	\$3,787.50	\$3,787.50
138636	Blick Art Materials			Ceramics Supplies	11-1101-700-000	\$507.64	\$507.64
138637	C D W Government Inc			Lexmark MS431dn - printer - B W - la	11-6401-646-002	\$1,007.73	\$1,007.73
138638	C. D. L. Electric Co., INC			Locate Underground at Softball Field	11-7102-649-000	\$354.50	
				Relocate Relay for Fire Hood	11-7102-649-000	\$107.00	\$461.50
138639	Carolina Biological Supply Company			Lab Supplies	11-1102-700-000	\$283.11	
				Agar Media Plates	11-1102-700-000	\$23.40	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	10/31/2024		Total
			Account Number	Amount	
138639	Carolina Biological Supply Company	Nutrient Agar Plates and Shipping	11-1102-700-000	\$187.32	
		Antibiotic Discs and Shipping	11-1102-700-000	\$210.25	
		Agar Media Plates	11-1102-700-000	\$52.46	
		Agar Media and Shipping	11-1102-700-000	\$37.30	
		Antibiotic Magazine and Shipping	11-1102-700-000	\$29.80	
		Oxidase Test Plates and Shipping	11-1102-700-000	\$358.44	
		Micro Spatulas	11-1103-850-000	\$54.40	
		Carolina® Hot Plate/Stirrer	11-1103-850-000	\$981.00	
		Spatulas	11-1103-850-000	\$47.00	
		Fast-Release Pipet Pump III	11-1103-850-000	\$160.38	
		Magnetic Stirring Bars, 1 x 5/16", Pac	11-1103-850-000	\$20.78	\$2,445.64
138640	Brooklyn Raquel Chase	Line Judge - Fall 2024 VB	11-5506-576-000	\$300.00	\$300.00
138641	Cintas Corporation No. 2	Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$121.84	
		Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$121.84	
		Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$121.84	
		Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$121.84	\$487.36
138642	Continental Research Corporation	15-Minute Concrete Patch (45lbs/pail)	11-7102-649-000	\$204.65	
		Shipping	11-7102-649-000	\$76.85	
		Rid-O-Grease, Aerosol (12 cans/case)	11-7102-649-000	\$235.00	\$516.50
138643	Credit World Services, INC	Student Account Collection Fee	11-0100-484-000	\$926.22	\$926.22
138644	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000	\$152.07	\$152.07
138645	Kenly Jo Dixon	Line Judge & Libero Tracker - Fall 24	11-5506-576-000	\$450.00	\$450.00
138646	Doyle Glass Co. LLC	Vehicle Maintenance - Chevy 2500	11-6502-720-000	\$191.91	\$191.91
138647	Brianna Ely	Libero Tracker - Fall 2024 VB	11-5506-576-000	\$250.00	\$250.00
138648	Fastenal Company	Hardware	12-1219-700-000	\$1.85	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account		Amount	Total
			10/31/2024	Number		
138648	Fastenal Company	Welding Inspection Lights	12-1219-700-000		\$87.98	
		Misc Bolts and Hardware	12-1219-700-000		\$78.22	
		Drill Batteries & Charger	12-1219-700-000		\$539.98	
		Hardware 3/8x3 LDT	12-1219-700-000		\$30.00	\$738.03
138649	John (Tony) Fuentes	Announcer - Fall 2024 VB	11-5506-576-000		\$180.00	\$180.00
138650	Graves Foods	Supplies	16-9684-701-000		\$64.99	
		Supplies	16-9684-701-000		\$15.32	
		Supplies	16-9684-701-000		\$159.40	
		Supplies	16-9684-701-000		\$76.80	
		Supplies	16-9684-701-000		\$195.93	
		Supplies	16-9684-701-000		\$607.72	
		Supplies	16-9684-701-000		\$29.87	
		Supplies	16-9684-701-000		\$56.92	
		Food	16-9684-743-000		\$627.83	
		Food	16-9684-743-000		\$61.56	
		Food	16-9684-743-000		\$30.40	
		Food	16-9684-743-000		\$711.89	
138651	Green's Vegetation Control/William GræVeed Control at Baseball Field	Food	16-9684-743-000		\$74.53	
		Food	16-9684-743-000		\$641.88	\$3,355.04
		Food	11-5502-701-000		\$480.00	
		Seed & Fertilizer for SB Field	11-5509-701-000		\$545.00	
		Broadleaf Spray Softball Field	11-5509-701-000		\$360.00	\$1,385.00
		ID Cards, Printer Leases, Flex Dollars	11-6401-701-000		\$828.00	\$828.00
		Maintenance Materials	11-7102-649-000		\$43.04	
		Maintenance Supplies	11-7102-649-000		\$26.90	\$69.94
		Herring Bank				
		Herrman Lumber				

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
138654	Hillyard/Springfield	Paper Towels (6 rolls/cs)	11-7102-702-000	\$829.20	
		Trash Liners, 60 gal (100/cs)	11-7102-702-000	\$871.41	
		Custodial Supplies	11-7102-702-000	\$207.62	
		Toilet Paper (36 rolls/cs)	11-7102-702-000	\$967.65	\$2,875.88
138655	Hugo's Industrial Supply, Inc	Facial Tissue - 4 box/pk, 6 pk/carton	11-7102-702-000	\$584.25	
		Latex Powder Free Gloves	11-7102-702-000	\$172.50	
		Custodial Supplies	11-7102-702-000	\$345.75	
		Utensil Dispenser Refill - Forks	16-9684-701-000	\$154.40	\$1,256.90
138656	Jarred, Gilmore & Phillips, PA	FY24 Audit	11-6201-663-000	\$12,000.00	\$12,000.00
138657	Jenzabar, Inc.	JFA Implementation	11-6401-646-001	\$1,110.00	
		Infomaker Renewal	11-6401-646-001	\$1,475.00	
		Admissions CRM Renewal	11-6401-646-001	\$3,067.00	
		Unity Configuration	11-6401-646-003	\$120.00	
		Canvas Unity Integration	11-6401-646-003	\$6,600.00	\$12,372.00
138658	Jock's Nitch/Parsons	Wrestling - Practice Shorts	11-5505-701-000	\$1,000.00	
		Shipping - Wrestling - Warm Ups/Bag	11-5505-701-000	\$63.00	
		Wrestling - Warm Up Joggers	11-5505-701-000	\$900.00	
		Shipping - Wrestling - Practice Gear	11-5505-701-000	\$56.00	
		Wrestling - Practice Shirts	11-5505-701-000	\$960.00	
		Wrestling - Adidas Wrestling Bags	11-5505-701-000	\$1,240.00	
		Wrestling - Warm Up Shirts	11-5505-701-000	\$978.75	
		Respiratory Care Student Scrubs - Pa	12-1211-700-002	\$363.25	
		Shipping - Respiratory Care Scrubs	12-1211-700-002	\$15.00	
		Respiratory Care Student Scrubs - To	12-1211-700-002	\$303.00	
		EMT - Black Hats with Logo	12-4204-701-002	\$272.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	10/31/2024		Total
			Account Number	Amount	
138658	Jock's Nitch/Parsons	EMT - Tees w/Front & Back Logo (30	12-4204-701-002	\$444.00	
		EMT - Polos with Crest (24 ct)	12-4204-701-002	\$928.00	
		EMT - Zip Hoodie Sweatshirts (5 ct)	12-4204-701-002	\$134.00	\$7,657.00
138659	K L K C	Cardinal Corner - September	11-6301-613-000	\$100.00	
		September Advertising	11-6301-613-000	\$400.00	
		Video Stream Sponsor - HS	11-6301-613-000	\$200.00	\$700.00
138660	Kansas Outdoor Advertising	October Billboard Rentals	11-6301-613-000	\$725.00	
		October Digital Billboard	11-6301-613-000	\$300.00	\$1,025.00
138661	Kitchen Pass, Inc.	Van Meter Selection Committee Meal	11-6505-701-000	\$98.41	
		Allied Health Advisory Committee Lun	12-4204-709-000	\$188.54	\$286.95
138662	KMI Metals	Metal	12-1219-700-000	\$473.76	\$473.76
138663	Laser Designs/PSHTC	Name Badge - C Kibler	11-1105-700-000	\$5.00	
		Name Badge - A Reynolds	11-1124-700-000	\$5.00	
		Name Badge - B Valdez	11-5201-701-000	\$5.00	
		Name Badge - A Johnston	11-6301-701-000	\$5.00	
		Name Badge - K Ozier	11-6504-701-000	\$5.00	
		Name Badge - K Jones	11-7102-702-000	\$5.00	\$30.00
138664	Jessica A Letterman	Scorebook - Fall 2024 VB	11-5506-576-000	\$500.00	\$500.00
138665	Locke Supply Co	Refrigerant (25 lb each)	11-7102-649-000	\$1,375.92	\$1,375.92
138666	Marrone's Inc.	Supplies	16-9684-701-000	\$129.08	
		Supplies	16-9684-701-000	\$139.94	
		Food	16-9684-743-000	\$1,365.36	
		Food	16-9684-743-000	\$625.74	\$2,260.12
138667	McCarty's Office Machines Inc	Lorell Glass Board and Accessory Tra	11-4201-701-000	\$457.96	
		MCCFX8CMPT Toner	11-6401-701-000	\$49.99	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	10/31/2024		Total
			Account Number	Amount	
138667	McCarty's Office Machines Inc	LEXC3210M0 Magenta Toner	11-6401-701-000	\$214.70	
		Copy Usage - Print Shop	11-6503-648-000	\$555.72	
		Supplies	11-6503-701-000	\$69.98	
		Supplies	11-6503-701-000	\$103.89	
		Supplies	11-6503-701-000	\$501.62	
		Lorell Office Chair & Magnetic Dry-Ere	11-7102-649-000	\$836.96	
		HON Pedestal Desk - 66 x30	11-7102-649-000	\$1,575.00	
		HON Right Return - 48 x24	11-7102-649-000	\$1,035.00	
		Copy Usage - WTC	12-1219-700-000	\$24.56	\$5,425.38
138668	McKinzie Pest Control	Contract Treatment - Student Union	11-7102-649-000	\$85.00	\$85.00
138669	Monkeyshine LLC	Giveaways - Workforce Travel Mugs	12-4204-711-000	\$972.00	\$972.00
138670	Mountain Measurement, Inc	NCLEX Program Reports	12-1208-670-000	\$718.00	\$718.00
138671	Jordan Musser	Fall 24 SB Home Game Official	11-5509-680-000	\$240.00	\$240.00
138672	Napa Auto Parts	Windshield Washer Fluid	11-6502-720-000	\$4.99	\$4.99
138673	Overhead Door Co. of Springfield, Inc.	Keys	11-7102-671-000	\$195.60	\$195.60
138674	P1 Service, LLC	Room Z208 Maintenance - Motor & Br	11-7102-649-000	\$3,041.47	
		Remove and Install Mini Split Unit	11-7102-649-000	\$5,005.60	
		Room Z208 Maintenance - Other Cos	11-7102-649-000	\$93.52	
		Room Z208 Maintenance - Labor	11-7102-649-000	\$138.00	
		Maintenance Agreement	11-7103-649-000	\$750.00	
		Maintenance Agreement	11-7202-648-000	\$6,071.00	\$15,099.59
138675	Parsons High School Booster Club	Big Booster Sponsorship	11-6301-709-000	\$300.00	\$300.00
138676	Parsons Sun	School News Ad	11-6301-613-000	\$72.00	
		SEK Family Ad	11-6301-613-000	\$120.00	\$192.00
138677	Pitney Bowes Bank, Inc	Postage - Account #20352357	11-6503-611-000	\$2,000.00	\$2,000.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	10/31/2024		Description	Account Number	Amount	Total
138678	Pocket Nurse Enterprises, Inc.			Didactic Miniature Skulls	12-1246-701-006	\$883.87	
				Shipping & Handling	12-1246-701-006	\$119.99	\$1,003.86
138679	Evelyn Rodriguez			Line Judge - Fall 2024 VB	11-5506-576-000	\$400.00	\$400.00
138680	Russell Cellular Inc			Cell Phone Replacement	11-6501-631-000	\$42.00	\$42.00
138681	Scantron Corporation			Shipping	11-4202-701-000	\$22.16	
				Scantron Sheets (500/pkg)	11-4202-701-000	\$74.00	\$96.16
138682	Connor Schlegel			Fall SB Home Game Official	11-5509-680-000	\$240.00	\$240.00
138683	Keven Son			Black/Red Scrimmage Official	11-5505-680-000	\$300.00	\$300.00
138684	The Sherwin Williams Co			Paint Supplies - Annex Exterior	11-7102-649-000	\$204.95	
				Paint Supplies - Annex Exterior	11-7102-649-000	\$231.80	
				Tax Credit - Paint Supplies	11-7102-649-000	(\$19.63)	\$417.12
138685	Thompson Bros. Supplies, INC			Cylinder Refills (6)	12-1219-700-000	\$547.70	
				Credit - Returned Cylinders	12-1219-700-000	(\$160.00)	
				Welder Repair	12-1219-700-000	\$286.72	
				Flux Core Wire & MIG Liners	12-1219-700-000	\$173.07	
				Drive Roll Kit	12-1219-700-000	\$109.24	
				Hypertherm Bulk Plasma Tips	12-1219-700-000	\$1,760.00	
				Bulk Welding Wire (72 spools)	12-1219-700-000	\$3,326.40	
				Cylinder Rentals	12-1219-700-000	\$242.85	
				TIG Torch	12-1219-700-000	\$208.00	
				Welder Repair	12-1219-700-000	\$298.68	
				Hypertherm Bulk Plasma Tips	12-1219-700-000	\$900.00	
				Cylinder Rentals	12-1219-700-002	\$237.44	
				Torch Tips	12-1219-700-004	\$26.08	
				Welding Supplies	12-1219-700-004	\$651.19	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account		Amount	Total
				Number		
138685	Thompson Bros. Supplies, INC	Weld Supplies		12-1219-700-004	\$169.65	
		Plasma Cutter Shields		12-1219-700-004	\$221.00	\$8,998.02
138686	Triple S Pumping/Jeffrey Spielbusch	Grease Trap Service		11-7202-648-000	\$410.00	\$410.00
138687	Uline, Inc.	Red Plastic Bags - 500 per box		11-5302-701-000	\$81.27	\$81.27
138688	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	
		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	\$154.58	
		Aprons, Mats, Mops, Cloths		11-7202-648-000	\$154.58	
		Aprons, Mats, Mops, Cloths		11-7202-648-000	\$154.83	
		Aprons, Mats, Mops, Cloths		11-7202-648-000	\$154.58	
		Aprons, Mats, Mops, Cloths		11-7202-648-000	\$154.58	
		Aprons, Mats, Mops, Cloths		16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths		16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths		16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths		16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths		16-9482-701-000	\$50.00	\$1,322.70
138689	Uplink, LLC	Monthly Monitoring Fee		11-7202-648-000	\$45.00	\$45.00
138690	US Med-Equip, LLC	Shipping and Handling		12-1211-700-000	\$89.27	
		paraPac Plus MRI Respiratory		12-1246-850-007	\$5,495.00	
		Pro-X Respiratory Aerogen		12-1246-850-007	\$1,425.00	
		EV300 Respiratory Philips Respironic:		12-1246-850-007	\$8,950.00	\$15,959.27
138691	Vance Lawn Care, Inc	Groundskeeping - Cherokee Center		11-7103-649-000	\$460.00	\$460.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	10/31/2024		Total
			Account Number	Amount	
138692	Vietti Marketing Group	Sept Enrollment Campaign - Socials	11-6301-613-000	\$1,540.00	
		Sept Advertising - NBC Sports	11-6301-613-000	\$350.00	
		Sept Advertising - Business Showcast	11-6301-613-000	\$250.00	
		Sept Digital Marketing - ThunderBurst	11-6301-613-000	\$800.00	
		Sept Advertising - NBC Sports	11-6301-613-000	\$125.00	
138693	Mark Watkins	Reimburse Travel - CATYC in Detroit	11-6101-601-000	\$181.00	
		Reimburse Meals - CATYC in Detroit	11-6101-601-000	\$166.10	
		Vehicle Expense	11-6501-590-001	\$900.00	
				<u>\$141,048.94</u>	
	11-General Fund			\$88,788.75	
	12-Postsecondary Technical Education Fund			\$43,274.99	
	16-Auxillary Ent Fund			\$8,985.20	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$141,048.94</u>	