

**Labette Community College
Board of Trustees Meeting Agenda
Tuesday, December 10, 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 November 14, 2024, Regular Meeting Minutes..... Exhibit 2
- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. SGA Report
 - C. Administrative Reports
 - i. Comparison of Expenditure to Budget
 - ii. Facilities Report
 - D. President's Report
- IV. New Business (Action, Report, or Discussion)
 - A. Department Review Exhibit 3
 - B. Approval of Bills Exhibit 4

V. Public Comment

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

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

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

EXHIBIT 1

- VI. Next Regular Board Meeting: Thursday, January 9, 2025, 5:30 p.m., Cardinal Event Center
- VII. Adjournment

**LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
November 14, 2024**

The Board of Trustees met at 5:30 p.m. on Thursday, November 14, 2024, at the Cardinal Event Center.

Members Present

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

Others Present

Dr. Mark Watkins	Dr. Jason Sharp	Leanna Doherty	Kelly Kirkpatrick
Theresa Hundley	Ross Harper	Dr. Ken Elliott	Lindi Forbes
Haley Walker	Kevin Doherty	Harrison Hall	Ray Nolting
Amy Wilkerson	Toni Crumrine	April Bolinger	Scotty Zollars

Heidi Flora recorded the minutes.

Trustee Chalker made a motion to move item V.C. City of Chetopa Neighborhood Revitalization to the top of the meeting. Trustee Taylor seconded the motion and the motion carried 6-0.

Adoption of Agenda (ACTION ITEM)

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

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Dantic asked for corrections or additions to the October 10, 2024, regular meeting minutes. There were none. Trustee Winchell moved to approve the minutes as presented. Trustee Hoskins seconded the motion and the motion carried 6-0.

City of Chetopa Neighborhood Revitalization

Trustee Winchell moved to approve the neighborhood revitalization plan for the city of Chetopa. Trustee Landrum seconded the motion and the motion carried 6-0.

Reports and/or Board Discussion

Faculty Senate Report: None

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

Administrative Report:

Comparison of Expenditures to Budget: The October financial report was placed on the tables. At the end of October, we were 33% through the year. The general fund was 31% expended and the technical education/vocational fund was 31% expended. Vice-President Doherty invited questions from the Trustees.

Facility Report: Kevin Doherty, Facilities Director, gave an update on the athletic complex HVAC issues and shared several options available.

Trustee Landrum moved to pay Satterlee the amount currently owed and move forward with a unit vibration study. Trustee Winchell seconded the motion and the motion carried 6-0.

Dr. Watkins gave an update on the softball field restroom facility. Trustee Landrum reported on a recent conversation with the City Manager. Dr. Watkins reported he would follow up on that conversation.

President's Report: Dr. Sharp reported on the plan to begin classes at the Cherokee Center in the Fall of 2025.

Dr. Sharp also gave an explanation of course revenue that had previously been requested by the Board.

Old Business (ACTION, INFORMATION, OR DISCUSSION ITEMS)

WTC Classroom Quote

Trustee Landrum moved to approve the quote from Roger Tobel Construction with an additional \$800 for 12" ceiling joist for a total cost of \$139,458 for the construction of a 30x50 classroom inside the Workforce Training Center. Trustee Hoskins seconded the motion and the motion carried 6-0.

New Business (ACTION, INFORMATION, OR DISCUSSION ITEMS)

Department Reviews

Dr. Sharp and Director of Library Services, Scotty Zollars presented the 2024 Library Department Review. Vice President Kirkpatrick and Director of Advising, April Bolinger presented the 2024 Advising Center Department Review. Trustee Landrum moved to accept both the Library and the Advising Center Department Reviews. Trustee Chalker seconded the motion and the motion carried 6-0.

Approval of Bills

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

Public Comment

Trustee Landrum commended the LCC Spirit Squad on their recent BINGO fundraiser.

Next Board Meeting

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

Adjournment

Trustee Landrum moved to adjourn the meeting at 6:30 p.m. Trustee Winchell seconded the motion and the motion carried 6-0.

Heidi Flora, Clerk of the Board

REF

SUBJECT

Department Review: Financial Aid

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 Financial Aid Department Review to the Board of Trustees.

PRESIDENT'S RECOMMENDATION

President recommends the acceptance of the department review for Financial Aid.



Financial Aid

**Comprehensive Review
July 1, 2021 – June 30, 2024
FY22, FY23, FY24**

**Prepared by:
Megan Fugate, Director of Financial Aid**

Table of Contents

1.0 Department Summary 3
1.1 Quantitative and Qualitative Data 6
2.0 Department Support of Student Success 9
3.0 Department Outcomes 10
3.1 Significant Impacts 11
4.0 External Constituency and Significant Trends 13
5.0 Department Success 15
5.1 Staff Accomplishments 15
7.0 Supervising Administrator Response 16

1.0 Department Summary

The mission of the Labette Community College (LCC) Financial Aid office is to provide federal, state, institutional, and all other sources of financial aid services accurately and timely in a respectful and welcoming manner that will assist students in completing their educational goals.

Labette Community College Financial Aid has three full-time positions within the department: a director, a counselor, and a specialist. The Director of Financial Aid reports to the Dean of Enrollment Management, while the Financial Aid Counselor and Financial Aid Specialist each report to the Director.

Financial Aid Specialist: The Financial Aid Specialist (Job Grade 14) assists students with the FAFSA, counseling students and parents, maintaining files, financial aid verification, and offering excellent customer service. This entry-level position is structured to develop the Specialist's skills and knowledge of financial aid processes and provide promotion to Financial Aid Counselor when specific metrics are achieved within a defined timeframe.

Financial Aid Counselor: The Financial Aid Counselor (Job Grade 15) is responsible for counseling students and parents, completing and maintaining financial aid student files, working through the verification process, and aiding with disbursements. This position also helps with financial aid nights and special events.

Director of Financial Aid: The Director is responsible for the management and administration of the Financial Aid office and supervision of the two other positions in the department. Tasks include counseling students, parents, providing guidance through the financial aid process, awarding of Federal Aid, administering scholarships, keeping up with Federal regulations and Kansas Promise Scholarship.

The Financial Aid Department plays a crucial role in assisting students with the financial aspects of their education.

Information Dissemination: Financial Aid Department staff provide information to students about the types of financial aid available, including grants, scholarships, loans, and work-study programs. They also inform students about eligibility criteria, application processes, deadlines, and required documentation.

Application Assistance: Department staff help students navigate the financial aid application process, including completing the Free Application for Federal Student Aid (FAFSA) or other relevant forms. This often involves providing guidance on gathering necessary documents and ensuring accuracy in applications.

Financial Counseling: Staff offer personalized guidance to students on loan repayment options, and understanding the terms and conditions of their financial aid packages. They may also provide information on financial literacy and debt management.

Verification and Compliance: Staff verifies the accuracy of financial information provided by

students and may request additional documentation to ensure compliance with federal and state regulations, and to maintain the integrity of the process and prevent fraud.

Awarding Aid: Based on the information provided in applications, the financial aid office determines students' eligibility for various types of financial aid and awards aid accordingly. This may involve evaluating financial need, academic achievement, and other factors specified by the aid programs. The types of financial aid awarded may include Federal Pell Grant; Federal Student Loans (subsidized, unsubsidized and parent plus), state scholarships, institutional scholarships, foundation scholarships, outside scholarships and tribal scholarships.

Disbursement of Funds: Once aid awards are finalized, the financial aid office coordinates the disbursement of funds to students' accounts. Staff members ensure that funds are applied appropriately to cover tuition, fees, and other educational expenses.

Maintaining Records: The office maintains accurate records of students' financial aid applications, awards, disbursements, and related correspondence. This includes documenting any changes in students' financial circumstances or academic progress that may affect their eligibility for aid.

Outreach and Education: Financial aid staff engage in outreach efforts to raise awareness about financial aid opportunities and provide educational workshops or presentations to students, parents, and community members.

Resolution of Issues: The financial aid office addresses inquiries, concerns, and appeals from students regarding their financial aid status, eligibility, or specific aid packages. They work to resolve issues promptly and fairly, advocating for students' interests when necessary.

Compliance Reporting: The office ensures compliance with federal, state, and institutional policies and regulations governing financial aid programs. This includes submitting required reports, audits, and disclosures to relevant authorities and accrediting agencies.

Acronyms and specialized terms used in the financial aid office:

- **Title IV:** Title IV Federal Student Aid Programs refers to the financial aid programs for postsecondary students, authorized under Title IV of the Higher Education Act of 1965, as amended and administered by the U.S. Department of Education. This aid includes, but is not limited to, Pell grants, student loans, and work study funds.
 - **Pell Grants:** The Pell Grant is the largest federal grant program offered to undergraduates and is designed to assist students from low-income households. A Federal Pell Grant, unlike a loan, does not have to be repaid, except under certain circumstances. To qualify for a Pell Grant, a student must demonstrate financial need through the FAFSA.
 - **Student Loans:** Student loans provide federal funds directly to students which must be repaid according to terms set by federal law. The federal government originates these loans and owns them, while private contractors handle origination and

servicing.

- **Federal Work Study:** Work Study is a need-based financial aid award that provides money to students to help pay for their education primarily through on-campus employment.
- **Free Application for Federal Student Aid (FAFSA):** The FAFSA is the uniform application for all federal student aid administered by the Department of Education.
- **Satisfactory Academic Progress (SAP):** Students receiving federal student aid must maintain SAP in order to maintain their aid eligibility. SAP is measured in two ways: a minimum 2.0 GPA and successful completion of a minimum of 67% of the credit hours attempted.
- **Jenzabar Financial Aid (JFA):** Jenzabar is the student information system Labette Community College uses. JFA is the financial aid module which integrates student information from LCC and the US Department of Education. LCC transitioned from its previous service provider, PowerFAIDS, to JFA in FY24.
- **Integrated Postsecondary Education Data System (IPEDS):** IPEDS is a system of 12 interrelated survey components conducted annually that gathers data from every college, university, and technical and vocational institution that participates in the federal student financial aid programs.
- **National Center for Education Statistics (NCES):** NCES is the primary federal entity for collecting and analyzing data related to education.
- **Higher Education Emergency Relief Fund (HEERF):** The HEERF program provided funds to postsecondary institutions to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to the COVID-19 pandemic.
- **Full Time/First Time (FT/FT):** Students who are enrolled in a minimum of 12 credit hours in their first post-secondary enrollment period.

1.1 Quantitative and Qualitative Data

The LCC Financial Aid department is required to report statistical data to IPEDS each year as a contingency for continuing to receive Title IV aid. These reports submitted each year are for the previous fiscal year. What follows is a summary of some of the data relating to student aid for FY22 and FY23. (FY24 data is currently being compiled for submission and is not ready for publication.)

Student Aid Report			
Line No.	Description	FY23	FY22
01	All students enrolled in Fall semester	1,425	1,454
02	Degree- or certificate-seeking students	751 53%	--- ¹
03	FT/FT students from Line 02	167 22%	212
04	Students from Line 03 who were awarded any federal work study, student loan, grant or scholarship from federal/state/local government, the institution, or other source known to the institution	158	212
05	Students from Line 01 who were awarded any grant or scholarship from federal/state/local government, the institution, or other source known to the institution	594 42% \$2,538,603	1,444 99% \$4,196,350
	Average award amount	\$4,274	\$2,906
06	Students from Line 01 who were awarded Pell grants	312 22% \$1,391,681	342 24% \$1,483,288
	Average Pell grant amount	\$4,461	\$4,337
07	Students from Line 01 who were awarded Federal student loans	143 10% \$813,542	112 8% \$571,515
	Average student loan amount	\$5,689	\$5,103

Source: IPEDS Student Financial Aid Report, FY22 & FY23

Line 05 shows a larger number and percentage of students who received aid in FY22 compared to FY23 and what we anticipate for FY24. The variance here is attributed to the final HEERF funds that were awarded to all students enrolled in FY22. HEERF funds were awarded in FY20 and FY21 as well. The size of the HEERF awards was much smaller than typical scholarship, loan, and grant amounts, leading to the average size of the award for FY22 to be considerably smaller than FY23. We anticipate that going forward, number, percentage, and average size of these

¹ Data first measured in FY23

awards will be in line with FY23 amounts.

Line 07 shows a larger number and percentage of students awarded Federal student loans, with a commensurate increase in the average loan amount. We believe this variance may be influenced by student loan forgiveness trends, leading more students to apply for student loans in larger amounts.

Other Student Financial Assistance		
Fund	Disbursed FY23	Disbursed FY22
Institutional Awards ²	\$ 323,712	\$ 323,311
Labette County High School Students ³	\$ 72,479	\$ 63,579
Other High School Students ³	\$ 300,196	\$ 307,548
Athletics	\$ 252,911	\$ 297,300
CTE Agreements ⁴	\$ 211,350	\$ 199,274
Excel in CTE Courses (SB155) ⁵	\$ 127,990	\$ 86,550
LCC Employees ⁶	\$ 52,622	\$ 45,443
Labette County Senior Citizens ⁷	\$ 4,524	\$ 4,708
Foster Care ⁸	\$ 903	\$ 2,797
Subtotal	\$1,346,687	\$1,033,210
LCC Foundation	\$ 111,709	\$ 101,996
Total All Funds	\$1,458,396	\$1,432,506

Source: Consumer Transparency Data, FY22 & FY23

Some of these costs are reimbursable to the college by external organizations. Employers often pay the tuition and fees for their employees covered by a CTE agreement directly to LCC, while the State of Kansas funds Excel in CTE courses and Foster Care waivers. LCC Foundation scholarships disbursed are all funded by private donors and proceeds from the annual Auction for Scholarships.

² Includes Academic scholarships (Presidential, VP, Merit, Cardinal Academic), Cardinal Pathway scholarships, General, International, and Labette County Resident Assistance, and other departmental awards.

³ Jumpstart Scholarships which reduce per credit hour costs for high school students.

⁴ Agreements with area employers to reduce the cost of tuition and fees for their employees attending LCC.

⁵ The Excel in CTE bill allows LCC to waive the cost of tuition for high school students who meet Kansas residency requirements for enrollment in any tiered career technical course.

⁶ Employees working 20+ hours per week are entitled to a tuition, fee, and material fee waiver for themselves, their spouses and their dependents; Adjuncts and their spouses and dependents are entitled to an in-state tuition and fee waiver for up to three credit hours in semesters in which they are teaching.

⁷ Tuition and fees are waived for Labette County residents over the age of 60.

⁸ Kansas Statutory Provision for the Foster Child Educational Assistance Act Program allows eligible Foster Care students to enroll in Kansas educational institutions without payment of tuition and required fees.

Total Aid Disbursed		
Description	FY23	FY22
Pell grants (Line 06, Student Aid Report chart)	\$1,391,681	\$1,483,288
Federal student loans (Line 07, Student Aid Report chart)	\$813,542	\$571,515
Other Student Financial Assistance	\$1,458,396	\$1,432,506
Total Disbursement	\$3,663,619	\$3,487,309

The Financial Aid department also tracks Cost of Attendance figures as required by the US Department of Education for Consumer Transparency. This data is compiled and published by NCES under their College Navigator, which allows students and families to see clear cost of attendance data for each school they are considering and enables a better cost comparison between schools.

Annual Cost of Attendance			
Category	FY24	FY23	FY22
Tuition and Fees			
In-state	\$ 3,968	\$ 3,968	\$ 3,488
Out-of-state	\$ 4,768	\$ 4,768	\$ 4,288
Books and Supplies	\$ 2,050	\$ 1,050	\$ 1,050
Living Arrangement			
Off Campus Food and Housing	\$ 9,000	\$ 9,000	\$ 9,000
Other Off Campus Expenses	\$ 2,500	\$ 3,500	\$ 3,500
Other Off Campus Expenses with Family	\$ 2,500	\$ 3,500	\$ 3,500
Total Expenses In-state			
Off Campus	\$ 17,518	\$ 17,518	\$ 17,038
Off Campus with Family	\$ 8,518	\$ 8,518	\$ 8,038
Total Expenses Out-of-state			
Off Campus	\$ 18,318	\$ 18,318	\$ 17,838
Off Campus with Family	\$ 9,318	\$ 9,318	\$ 8,838

Source: NCES College Navigator for Labette Community College, retrieved 11/2024

2.0 Department Support of Student Success

The Financial Aid department plays a significant role in supporting student success by addressing financial barriers that may otherwise hinder students' ability to pursue and complete their education.

Access to Education: The Financial Aid department assists students in navigating the financial aid process at LCC by providing information about available financial aid programs, eligibility requirements, and application procedures.

Affordability: The Financial Aid department helps make education more affordable by awarding grants, scholarships, work-study opportunities, and loans to eligible students. These financial resources reduce the financial burden on students and their families, making it easier for them to afford tuition, fees, textbooks, and other educational expenses.

Retention and Persistence: Financial aid can significantly impact students' retention rates by alleviating financial stressors that may otherwise compel students to drop out or take breaks from their studies. By providing ongoing financial support, the Financial Aid department helps students stay enrolled, progress toward their degrees, and ultimately complete their educational goals.

Financial Counseling and Education: Financial Aid staff offer loan counseling services and educational resources to help students manage their finances effectively. By empowering students with financial literacy skills, the department equips them to make informed decisions about their finances both during college and beyond.

Advising and Support Services: Financial Aid staff members work closely with academic advisors and other departments engaged in student support services to address students' individual needs comprehensively, whether they relate to financial aid, academic planning, career development, or personal challenges.

Advocacy and Awareness: The Financial Aid department advocates for policies and procedures that promote equitable access to education and financial aid resources by raising awareness about financial aid opportunities, advocating for increased funding for need-based aid programs, and supporting legislative efforts to address systemic barriers to college affordability.

Data Analysis and Improvement: The Financial Aid department, along with other LCC departments analyze data on student demographics, financial aid utilization, retention rates, and graduation rates to identify trends and areas for improvement.

Overall, the Financial Aid department plays a critical role in fostering student success by ensuring that all students have access to the financial resources and support services they need to pursue and complete their education. By addressing financial barriers and empowering students with the tools for financial stability, the department contributes to the academic achievement and socioeconomic mobility of the student body.

3.0 Department Outcomes

Goal #1	Successfully transition all financial aid processes from PowerFAIDS to JFA, including data migration, staff training and system integration.
Measurement of Success	Achieve a successful migration of 100% of financial aid data, complete training for all relevant staff, and ensure that 90% of financial aid processes are functioning correctly within the new system.
Achievement Plan	Collaborate with the IT department and Jenzabar support team to develop a detailed project plan that includes timelines, responsibilities, and resources needed for the transition.
Relevance	This transition is essential for improving operational efficiency, enhancing user experience, and ensuring compliance with federal financial aid regulations.
Time frame	FY25

Goal #2	Develop and implement a counseling process for students not meeting SAP with the aim to increase the students' understanding of their academic standing, identify areas for improvement and develop strategies to regain SAP.
Measurement of Success	Success is determined by the student meeting SAP or showing directional improvement during a specified time-frame.
Achievement Plan	Identify Areas for Improvement: Students determine specific academic or personal challenges to SAP success. Set Clear Academic Goals: Outline achievable goals based on the student's academic needs and SAP requirements. Create a Support Network: Connect student to academic support resources such as tutoring. Evaluate Course Load: Recommend connecting with student's academic advisor to make adjustments to the student's course load to ensure a manageable workload that supports academic success. Set Checkpoints and Track Progress: Establish regular check-ins with an academic advisor to monitor the student's progress, make necessary adjustments to the plan, and provide ongoing support.
Relevance	Students must maintain SAP to be eligible for Federal Aid. This process aligns with LCC's commitment to student success and retention.
Time frame	FY26

Goal #3	Increase the number of student athletes who complete FAFSA applications before the start of the academic year.
Measurement of Success	Target goal of 80% of incoming and returning student athletes complete FAFSA by June 30.
Achievement Plan	Provide workshops, one-on-one assistance, and online resources to guide student athletes and their families through the FAFSA process
Relevance	Ensuring student athletes complete the FAFSA is crucial for securing financial aid, which directly impacts their ability to enroll and succeed in college.
Time frame	FY27

3.1 Significant Impacts

Funding Constraints: LCC operates on a limited budget, and the Financial Aid department faces challenges securing adequate funding to meet the growing demand for financial aid. Changing budget priorities at the federal, state, and local level can further strain resources, making it difficult to provide sufficient aid to students.

Rising Tuition and Fees: As tuition and fees at community colleges continue to rise, the need for financial aid also increases. Financial aid departments must navigate the balance between limited resources and the rising cost of attendance, often resulting in difficult decisions about prioritizing aid distribution.

Increasing Demand: The demand for financial aid at LCC and other community colleges is on the rise, driven by factors such as economic downturns, job displacement, and the increasing cost of living. Financial aid departments must manage a growing volume of applications while ensuring equitable distribution of aid to students with the greatest financial need.

Complexity of Financial Aid Process: The financial aid process can be complex and daunting for students, particularly those who are first-generation or from underserved backgrounds. Financial aid departments face the challenge of providing comprehensive support and guidance to help students navigate the application process, understand eligibility requirements, and access available resources.

Regulatory Compliance: Financial aid programs are subject to extensive federal, state, and institutional regulations, which can be complex and constantly evolving. Financial aid departments must stay abreast of regulatory changes, ensure compliance with requirements, and navigate administrative burdens associated with reporting, auditing, and monitoring.

Technological Challenges: Many financial aid processes, such as application submission, document verification, and disbursement of funds, rely on technology. Financial aid departments may face challenges related to outdated or inefficient systems, cybersecurity risks, and limited resources for investing in technology upgrades or enhancements.

Equity and Access: Ensuring equitable access to financial aid is a priority for community

colleges, but achieving this goal can be challenging. Financial aid departments must address disparities in access to information, resources, and support services among diverse student populations.

Retention and Completion: Financial aid is critical for supporting student retention and completion, but financial challenges can still contribute to dropout rates and low graduation rates. Financial aid departments must collaborate with other campus departments to implement holistic support services that address non-financial barriers to student success, such as academic advising, tutoring, and career counseling.

Student Debt Concerns: With the increasing emphasis on student debt and loan repayment, financial aid departments face pressure to minimize student borrowing and promote responsible financial decision-making. Balancing the need for financial aid with concerns about student debt requires careful consideration of loan limits, debt counseling, and financial literacy initiatives.

Pandemic Impacts: The COVID-19 pandemic exacerbated many existing challenges faced by community college financial aid departments, including financial insecurity among students, disruptions to campus operations, and shifts to remote service delivery. Adapting to these challenges while maintaining support for students has required flexibility, creativity, and resilience.

4.0 External Constituency and Significant Trends

External Constituencies:

Students and Families: The primary recipients of financial aid services, students, and their families are crucial constituencies. Their needs, preferences, and demographics (such as income levels, first-generation status, and diversity) shape the demand for financial aid programs and influence the department's outreach efforts.

Federal and State Governments: Government agencies, including the U.S. Department of Education and state-level education departments, establish policies, regulations, and funding allocations for financial aid programs. Community colleges must stay informed about changes in legislation, grant programs, and compliance requirements.

Employers and Workforce Partners: Local employers and workforce development agencies are increasingly involved in initiatives aimed at closing skills gaps and promoting workforce readiness. Financial aid departments may collaborate with these stakeholders to design aid programs tailored to workforce needs, such as tuition assistance for specific fields or employer-sponsored scholarships.

Community Organizations and Foundations: Nonprofit organizations, community foundations, and philanthropic groups often provide scholarships, grants, and other forms of financial support to community college students. Financial aid departments may partner with these organizations to expand access to financial aid resources and leverage external funding opportunities.

K-12 Schools and Counselors: High schools and guidance counselors play a critical role in helping students prepare for college, including navigating the financial aid process. Financial aid departments may engage with K-12 institutions to provide outreach, resources, and workshops on financial aid planning and application assistance.

Significant Trends:

Rising Demand for Financial Aid: Economic factors, including fluctuations in unemployment rates and the rising cost of higher education, contribute to increased demand for financial aid services. Community colleges must anticipate and respond to growing enrollment and aid application volumes.

Emphasis on Equity and Access: There is a growing focus on promoting equity and expanding access to higher education, particularly for underserved and underrepresented populations. Financial aid departments may prioritize initiatives aimed at reducing barriers to access, addressing equity gaps, and supporting historically marginalized student groups.

Digital Transformation and Automation: Advancements in technology and data analytics are reshaping how financial aid processes are managed and delivered. Automation tools, online portals, and mobile applications streamline application workflows, enhance communication, and improve the overall student experience.

Policy Changes and Regulatory Compliance: Changes in federal and state financial aid policies, such as updates to eligibility criteria, awarding formulas, and verification requirements, impact how aid is administered. Financial aid departments must stay abreast of regulatory changes and ensure compliance with evolving standards.

Financial Literacy and Student Success Initiatives: Recognizing the importance of financial literacy in promoting student success and reducing loan default rates, financial aid departments may implement initiatives to enhance students' financial knowledge and skills. These efforts may include financial education workshops, debt management counseling, and resources for budgeting and financial planning.

By understanding the needs of external constituencies and staying informed about significant trends, financial aid departments at community colleges can adapt their strategies and services to better support students and enhance access to higher education.

5.0 Department Success

Software and Technology Implementation

- Collaborated with IT on selecting appropriate Financial Aid software for cloud transition (JFA or PowerFAIDS)
- Launched the JFA Portal, a user-friendly, transparent platform for managing financial aid, benefiting students for use beginning Fall 2024
- Completed ongoing JFA training to optimize setup and support

Outreach and Support

- Delivered financial aid presentations at various orientations on campus (Nursing, Radiography, PTA), and attended Senior Day, Junior Day, and other events for prospective students
- Participated in financial aid nights at area high schools to provide guidance on federal aid processes

Scholarship Management and Support

- Extended the Labette County Scholarship deadline for students to the end of the semester or their last attendance day
- Implemented and processed the Kansas Promise Act Scholarship, ensuring ongoing support for students accessing this funding
- Collaborated with Athletics, LCC Foundation, and the VP of Student Affairs to develop new scholarships for incoming freshmen

Training and Development

- Completed Federal Student Aid Fundamentals Training and participated in the KASFAA Conference (Wichita and Salina locations)
- Financial Aid Director and Counselor attended the annual Jenzabar Annual Meeting (JAM)

Board and Campus Engagement

- Presented Financial Aid updates and initiatives to the Board of Trustees
- Contributed to student-focused scholarship events and orientations, fostering greater understanding and utilization of financial aid resources

5.1 Staff Accomplishments

- Attended financial aid nights at area high schools
- Spoke at various orientation days across campus
- Implemented and trained on brand new software that is being used for Fall 2024
- Staff is a member of several committees, on and off campus
- Staff attended the annual KASFAA Conference in Salina
- FA Director and FA Counselor attended the annual Jenzabar Annual Meeting in May

7.0 Supervising Administrator Response

As the Vice President of Student Affairs, I commend the Financial Aid department for its steadfast commitment to assisting students in overcoming financial barriers and achieving their educational goals. The comprehensive review highlights the department's strengths, particularly its focus on personalized guidance, community outreach, and proactive support for financial literacy. By offering essential services like FAFSA workshops, targeted support for student athletes, and one-on-one financial counseling, the Financial Aid team is playing an instrumental role in making college more accessible and affordable for our students. This dedication is vital not only to students' academic success but also to fostering a campus environment where students feel supported and empowered to succeed.

I also appreciate the Financial Aid department's commitment to continuous improvement and adaptability in the face of changing student needs and external regulations. The transition to the Jenzabar Financial Aid system exemplifies the department's proactive approach to enhancing operational efficiency and compliance. Additionally, the emphasis on financial literacy initiatives, equity in aid distribution, and professional development for staff reflects our shared commitment to student-centered support and institutional excellence. I fully endorse the department's goals and strategies, which align seamlessly with LCC's mission to provide quality learning opportunities in a supportive environment. Through these initiatives, we are equipping our students to navigate their financial journeys and thrive in an evolving world.

Agenda Item: IV.B.
Date: December 10, 2024

SUBJECT

Approval of Bills

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

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

PRESIDENT'S RECOMMENDATION

The President recommends approval of the bills.

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

EXHIBIT 4

Check Number	Vendor	11/7/2024		Description	Account Number	Amount	Total
138694	A T and T			Phone Service - WTC	12-4204-631-000	\$363.36	\$363.36
138695	A T and T			Internet	11-6401-631-000	\$1,434.56	\$1,434.56
138697	Everg Kansas Central INC			Electricity	11-7102-634-000	\$17,624.78	
				Electricity - WTC	12-4204-634-000	\$726.22	
				Electricity - Student Union	16-9482-634-000	\$633.92	\$18,984.92
138698	Everg Kansas Central INC			Electricity - Cherokee Center	11-7103-634-000	\$845.84	\$845.84
138699	Brandy Marie Habiger			Landscaping	11-7202-648-000	\$200.00	\$200.00
138700	Mia Kathryn Howard			Reimburse Mileage - Recruiting (4 trip)	11-5302-601-000	\$205.02	\$205.02
138701	Kansas Department of Revenue			Bird's Nest Sales Tax - October	16-0000-216-001	\$142.21	
				Cardinal Cafe Sales Tax - October	16-0000-216-002	\$732.90	\$875.11
138702	Kansas Gas Service			Gas Service	11-7102-633-000	\$193.64	
				Gas Service - Cherokee Center	11-7103-633-000	\$49.59	\$243.23
138704	Ashley Moore			Reimburse - ARRT & KS License Ren	11-4200-630-030	\$76.13	\$76.13
138705	Rural Water District #5			Water Service - Cherokee Center	11-7103-632-000	\$22.57	\$22.57
138706	Sparklight			Cable Service	11-6401-631-000	\$207.19	\$207.19
138707	Susan Stolte			Reimburse Meals - ESSDACK/Hutchii	12-1211-601-000	\$101.06	
				Reimburse Mileage - Conferences (3)	12-1211-602-000	\$720.92	\$821.98
138708	Verizon Wireless			J Burzinski Phone Charges	11-6401-701-000	\$408.63	
				Blue Emergency Lights	11-6501-631-000	\$88.50	
				Facilities Phone Charges	11-7102-649-000	\$189.55	\$686.68
138709	Wave Wireless			Internet Service - WTC	11-6401-631-000	\$69.00	\$69.00
138710	Wex Bank			Rebate Adjustment	11-6502-720-000	(\$11.18)	
				Car Wash Purchases - October 2024	11-6502-720-000	\$14.00	
				Fuel Purchases - October 2024	11-6502-720-000	\$2,079.97	\$2,082.79
138711	Scotty M Zollars			Reimburse Parking - KLA Conf/Wichit	11-4101-601-000	\$6.00	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	Account Number	Amount	Total
138711	Scotty M Zollars	Reimburse Mileage - KLA Conf/Wichit	11-4101-602-000	\$176.21	\$182.21
				<u>\$27,300.59</u>	
	11-General Fund			\$23,880.00	
	12-Postsecondary Technical Education Fund			\$1,911.56	
	16-Auxillary Ent Fund			\$1,509.03	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$27,300.59</u>	

Checks approved for release prior to Board action

Mark Watkinson
President

Deanna Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	11/14/2024		Description	Account Number	Amount	Total
138764	Amazon Capital Services			Admissions Giveaways	11-5302-711-000	\$865.57	
				Hot Cocoa Bar for Students	11-5304-701-000	\$109.05	
				ATR Supplies	11-5507-701-000	\$181.69	
				Shoulder Stabilizer - Wrestler	11-5507-701-000	\$125.99	
				Steamer for Cloth Backdrops	11-6301-701-000	\$24.66	
				Microphone Cable & Stand	11-6401-701-000	\$109.99	
				Floor Cable Cover	11-6401-701-000	\$140.97	
				Trip Lite Battery Backup	11-6401-701-000	\$599.98	
				Trip Lite Rack Mount Power	11-6401-701-000	\$180.08	
				24 Port Extension Cord	11-6401-701-000	\$121.98	
				Mugteeve Stereo Cable	11-6401-701-000	\$89.38	
				J & D Cable Splitters	11-6401-701-000	\$21.56	
				SKW Aux Cables	11-6401-701-000	\$31.48	
				Opaque Envelopes - White A1 (250 pl	11-6503-701-000	\$31.70	
				HVAC System Supplies	11-7102-649-000	\$1,004.91	
				Rechargeable AA NiCD Batteries	11-7102-649-000	\$18.92	
				Credit - Item Not Received	12-1211-700-002	(\$55.21)	
				Open House Supplies	12-4204-701-000	\$22.95	
				CMA Textbook	12-4204-701-002	\$170.63	
				Fall Fest Items & Easel	12-4204-701-002	\$69.84	
				Fall Fest Supplies	12-4204-701-002	\$50.52	\$3,916.64
138765	Kaylena Marie Andersen			Reimburse Team Meal - 10/30/2024	11-5503-601-000	\$43.96	\$43.96
138766	B P			Gasoline	11-6502-720-000	\$244.21	\$244.21
138767	Delyna R Bohnenblust			Reimburse Meals - OADN Conf in Tar	12-1208-670-000	\$185.74	\$185.74
138768	City of Parsons			Water Service	11-7102-632-000	\$3,246.23	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

11/14/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138768	City of Parsons	Water Service - WTC	12-4204-632-000	\$155.55	
		Water Service - Student Union	16-9482-632-000	\$301.88	\$3,703.66
138769	Alexander J Coplon	Reimburse Mileage - Bentonville HS	11-5502-603-000	\$160.80	\$160.80
138770	CPI Technologies, Inc	Copy Usage - Cherokee Center	11-7103-701-000	\$137.83	\$137.83
138771	Brandy Marie Habiger	Landscaping	11-7202-648-000	\$200.00	\$200.00
138772	Aaron Keal	Reimburse Meal & Hotel - Meetings	11-5506-601-000	\$137.33	
		Reimburse Mileage - Meetings in KC	11-5506-601-000	\$273.36	\$410.69
138773	Elizabeth Anne Kitterman	Reimburse Mileage - Fredonia	11-5302-601-000	\$60.30	\$60.30
138774	Brandi McCall	Reimburse Meals - Recruiting	11-5302-601-000	\$138.52	\$138.52
138775	S E K Human Resources Association	SEKHRA Membership - K Ozier	11-6504-630-000	\$40.00	
		SEKHRA Membership - H Walker	11-6504-630-000	\$40.00	\$80.00
138776	Sam's Club Direct	Office Supplies	11-6201-701-000	\$64.92	
		Bottled Water	11-6504-701-000	\$8.28	\$73.20
138777	The Villas at LCC, LLC	Housing	11-0000-201-001	\$2,116.00	\$2,116.00
138778	Touchtone Communications	Fax Lines	11-6501-631-000	\$108.57	\$108.57
138779	Veritiv	Paper	11-6503-705-000	\$1,024.70	\$1,024.70
138780	Hailey Walker	Reimburse Meals - KCCLI in Hutch	11-6504-601-001	\$21.68	
		Reimburse Mileage - KCCLI in Hutch	11-6504-601-001	\$231.69	\$253.37
				<u>\$12,858.19</u>	

Checks approved for release prior to Board action

Mark Walker
President

Heanna Doherty
Vice President of Finance & Operations

11-General Fund	\$11,956.29
12-Postsecondary Technical Education Fund	\$600.02
16-Auxillary Ent Fund	\$301.88
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$12,858.19</u>

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

11/21/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138783	A T and T	Phone Service	11-6501-631-000	\$1,896.79	
		Phone Service	11-6501-631-000	\$147.38	\$2,044.17
138784	A T and T	Internet	11-6401-631-000	\$827.66	
		Internet	11-6401-631-000	\$1,098.30	
		Internet	11-6401-631-000	\$1,929.83	\$3,855.79
138785	Carly Nicole Beachner	Reimburse - CNE Review Course	11-4200-630-023	\$175.00	
		Reimburse Mileage - Clinicals (6 trips)	12-1208-602-000	\$482.40	\$657.40
138786	Kim Beachner	Reimburse Mileage - Clinicals (6 trips)	12-1208-602-000	\$522.60	\$522.60
138787	Haley Shae Beeman	Reimburse - CNE Review Course	11-4200-630-026	\$175.00	\$175.00
138788	Capital One	CPC Supplies	11-5302-701-000	\$33.02	
		Health Science Day Supplies	11-5302-711-000	\$145.09	
		8th Grade Day Items	11-5302-711-000	\$19.12	
		8th Grade Day Supplies	11-5302-711-000	\$83.04	
		Men's Basketball Travel Supplies	11-5508-601-000	\$110.46	
		Candy for Kids Fall Fest	11-6301-709-000	\$49.84	
		Radiography Tech Week Basket	12-1211-700-000	\$20.21	
		Respiratory Care Advisory Lunch	12-1211-709-000	\$72.34	
		Respiratory Care Advisory Supplies	12-1211-709-000	\$60.00	
		Respiratory Care Advisory Lunch	12-1211-709-000	\$76.00	
		Open House Supplies	12-4204-701-000	\$15.22	
		Open House Supplies	12-4204-701-000	\$50.19	
		Fall Fest & Touch-A-Truck Supplies	12-4204-701-000	\$201.55	
		Candy for Garifield Halloween Parade	16-9381-701-000	\$54.40	
		Supplies	16-9684-701-000	\$21.34	
		Food	16-9684-743-000	\$184.47	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

11/21/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138788	Capital One	Food	16-9684-743-000	\$25.44	
		Food	16-9684-743-000	\$21.66	
		Food	16-9684-743-000	\$29.16	
		Food	16-9684-743-000	\$172.39	
		Food	16-9684-743-000	\$319.40	
		Food	16-9684-743-000	\$279.62	
		Food	16-9684-743-000	\$122.88	
		Food	16-9684-743-000	\$104.75	
		Food	16-9684-743-000	\$312.02	
		Food	16-9684-743-000	\$342.93	
		Food	16-9684-743-000	\$31.58	
		Food	16-9684-743-000	\$69.23	
		Food	16-9684-743-000	\$231.33	\$3,258.68
138789	Marisha Nicole Collins	Reimburse - Conference Registration	11-4200-630-028	\$100.00	\$100.00
138790	Daniel Colon	Color Clicks	11-4203-701-000	\$37.73	
		Black Clicks	11-4203-701-000	\$16.74	\$54.47
138791	Elan Financial Services	Comfort Inn - M Howard - Garden City	11-5302-601-000	\$99.00	
		Quality Inn - M Howard - Dodge City, I	11-5302-601-000	\$102.35	
		Hyatt Place - M Howard - Topeka, KS	11-5302-601-000	\$135.89	
		Best Western - M Howard - Manhattan	11-5302-601-000	\$94.44	
		Hyatt Place - M Howard - Wichita, KS	11-5302-601-000	\$307.98	
		Holiday Inn - M Howard - Salina, KS	11-5302-601-000	\$120.03	
		Domino's - 8th Grade Day Lunch	11-5302-711-000	\$61.09	
		Comfort Inn - Wrestling - Grandview C	11-5505-601-000	\$1,006.47	
		Quality Inn - Wrestling - Decorah, IA	11-5505-601-000	\$2,665.42	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	11/21/2024		Description	Account Number	Amount	Total
138791	Elan Financial Services			Comfort Inn - B Vogel - Des Moines, I.	11-5505-603-000	\$355.43	
				FastModel - Software License Renewal	11-5508-701-000	\$149.99	
				Hilton - A Savage - Shreveport/NAFSA	11-5701-706-000	\$621.28	
				Hilton Parking - J Burzinski - Texas	11-6401-601-000	\$297.70	
				Hilton - J Burzinski - Texas/Educause	11-6401-601-000	\$1,578.10	
				Comfort Inn - H Walker - KCCLI at Hu	11-6504-601-001	\$107.49	
				Facebook - Open Position Ads	11-6504-613-000	\$94.96	
				USPS - Overnight Shipping HR	11-6504-701-000	\$32.00	
				Tampa Marriott - D Bohnenblust/OADI	12-1208-670-000	\$887.75	
				Fairfield - Resp Care - ESSDACK/Hut	12-1211-601-000	\$340.26	
				KS.gov - KDADS Fees	12-4204-701-002	\$20.50	
				KS.gov - KDADS Fees	12-4204-701-002	\$61.50	
				StickerMule - Phlebotomy Marketing	12-4204-711-000	\$61.00	
				Ozarks Coca-Cola - Bag in the Box Pr	16-9684-743-000	\$411.33	
				Ozarks Coca-Cola - Returned CO2 Ta	16-9684-743-000	(\$75.00)	\$9,536.96
138792	First Dakota Indemnity Company			Workman's Comp	11-6501-590-001	\$1,213.00	\$1,213.00
138793	Heidi S Flora			Reimburse - Veteran's Day Float	11-6101-702-000	\$8.99	
				Reimburse - Donor Luncheon Items	11-6101-702-000	\$20.00	\$28.99
138794	Kylie M Gero			Reimburse Meal - Sim Training at NE	12-1208-601-000	\$11.35	
				Reimburse Mileage - Sim Training at I	12-1208-602-000	\$49.58	\$60.93
138795	GFL Environmental			Trash Removal - Cherokee Center	11-7103-649-000	\$336.84	\$336.84
138796	Brandy Marie Habiger			Landscaping	11-7202-648-000	\$200.00	\$200.00
138797	Brittany Haley			Reimburse - Professional Renewals	11-5507-601-000	\$358.68	\$358.68
138798	Jason Hinson			Men's BB Meal - 11/22/2024	11-5508-601-000	\$125.00	\$125.00
138799	Mia Kathryn Howard			Reimburse Mileage - Carl Junction	11-5302-601-000	\$64.32	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	11/21/2024		Total
			Account Number	Amount	
138799	Mia Kathryn Howard	Reimburse Meals - Recruiting	11-5302-601-000	\$80.05	
		Reimburse Mileage - Recruiting	11-5302-601-000	\$457.61	\$601.98
138800	Kansas Gas Service	Gas Service	11-7102-633-000	\$520.61	
		Gas Service - WTC	12-4204-633-000	\$88.58	
		Gas Service - Student Union	16-9482-633-000	\$125.29	\$734.48
138801	Kelly D. Kirkpatrick	Reimburse - NACADA Conf Regs	11-5701-701-000	\$2,150.00	
		Reimburse - NACADA Membership	11-5701-701-000	\$225.00	\$2,375.00
138803	Archana Lal	Reimburse Meals - ASMCUE Conf in I	11-4201-630-002	\$166.34	
		Reimburse Hotel - ASMCUE Conf in F	11-4201-630-002	\$666.90	
		Reimburse Travel - Uber at ASMCUE	11-4201-630-002	\$55.92	
		Reimburse Mileage - Joplin Airport	11-4201-630-002	\$36.18	\$925.34
138805	Ashley Moore	Reimburse Mileage - Clinicals (Oct)	12-1210-602-000	\$439.52	\$439.52
138806	Cortney L O'Brien	Reimburse Mileage - HS Enrollment C	11-4209-601-000	\$184.25	\$184.25
138807	Julie Page	Reimburse Mileage - Clinicals (6 trips)	12-1208-602-000	\$522.60	\$522.60
138808	Parsons Senior Center	Memorial - Marjorie Troy	11-6102-709-000	\$50.00	\$50.00
138809	Satterlee Mechanical Contracting Corp	HVAC Repair - Labor	67-7100-649-002	\$3,375.00	
		HVAC Repair - Materials	67-7100-649-002	\$4,436.09	\$7,811.09
138810	Marlys Shomber-Jones	Catering Supplies	11-6505-701-000	\$148.97	
		Catering for Donor Luncheon	11-6505-701-000	\$1,440.00	\$1,588.97
138811	Southwestern College	Men's BB JV Game Guarantee	11-5508-601-000	\$100.00	\$100.00
138813	Jeffrey Michael Vesta	Wrestling Team Meal - 12/4/2024	11-5505-601-000	\$300.00	\$300.00
138814	Jeffrey Michael Vesta	Wrestling Travel - 12/8/2024	11-5505-601-000	\$2,000.00	\$2,000.00
138815	Jeffrey Michael Vesta	Wrestling Travel - 12/15/2024	11-5505-601-000	\$2,000.00	\$2,000.00
138816	WoodRiver Energy LLC	Natural Gas Service	11-7102-633-000	\$432.83	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	11/21/2024	Account Number	Amount	Total
138816	WoodRiver Energy LLC	Natural Gas Service - Student Union		16-9482-633-000	\$62.34	\$495.17
					<u>\$42,656.91</u>	
		11-General Fund	\$28,016.11			
		12-Postsecondary Technical Education Fund	\$3,983.15			
		16-Auxillary Ent Fund	\$2,846.56			
		64-Deferred Maintenance	\$0.00			
		67-Capital Outlay	\$7,811.09			
			<u>\$42,656.91</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

11/22/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138817	Evergy Kansas Central INC	Electricity - 1230 Main	11-7102-634-000	\$323.58	
		Electricity - Athletic Expansion	11-7102-634-000	\$2,895.26	
		Electricity - Vehicle Lot	11-7102-634-000	\$82.96	\$3,301.80
138818	Kansas Gas Service	Gas Service - 1306 Main	11-7102-633-000	\$80.85	
		Gas Service - 1230 Main	11-7102-633-000	\$78.81	\$159.66
				<u>\$3,461.46</u>	

11-General Fund	\$3,461.46
12-Postsecondary Technical Education Fund	\$0.00
16-Auxillary Ent Fund	\$0.00
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$3,461.46</u>

Checks approved for release prior to Board action


Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	11/30/2024		Description	Account Number	Amount	Total
138819	A Book Company			Financial Aid Books	16-0000-131-002	\$144.97	\$144.97
138820	Ace Hardware, Inc.			Maintenance Supplies	11-7102-649-000	\$139.98	
				Maintenance Supplies	11-7102-649-000	\$29.17	
				Maintenance Supplies	11-7102-649-000	\$17.98	
				Maintenance Supplies	11-7102-649-000	\$9.59	
				Maintenance Supplies	11-7102-649-000	\$4.99	
				Maintenance Supplies	11-7102-649-000	\$35.98	
				Maintenance Supplies	11-7102-649-000	\$22.99	
				Groundskeeping Supplies	11-7102-649-000	\$66.14	
				Maintenance Supplies	11-7102-649-000	\$12.99	
				Maintenance Supplies	11-7102-649-000	\$14.56	
				Maintenance Supplies	11-7102-649-000	\$34.98	
				Credit - Returned Maintenance Suppli	11-7102-649-000	(\$17.99)	
				Maintenance Supplies	11-7102-649-000	\$10.55	
				Groundskeeping Supplies	11-7102-649-000	\$32.93	
				Groundskeeping Supplies	11-7102-649-000	\$8.99	
				Maintenance Supplies	11-7102-649-000	\$17.58	
				Maintenance Supplies	11-7102-649-000	\$38.97	
				Custodial Supplies	11-7102-702-000	\$17.98	
				Custodial Supplies	11-7102-702-000	\$53.98	
				Welder Plug	12-1219-700-000	\$18.99	\$571.33
138821	American Electric Company			Digital Timer	11-7102-649-000	\$130.00	
				20W LED Wall Pack	11-7102-649-000	\$193.50	
				4 ft Emergency LED Lamps	11-7102-649-000	\$630.00	
				4 ft Emergency LED Lamp	11-7102-649-000	\$70.00	\$1,023.50

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

11/30/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138822	C D W Government Inc	Adobe In Design	11-6401-701-000	\$111.81	
		Adobe Creative Cloud Named User	11-6401-701-000	\$200.56	
		Lexmark CS331DW	11-6401-701-000	\$221.66	\$534.03
138823	Cintas Corporation No. 2	Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$124.91	
		Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$124.91	
		Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$124.91	
		Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$121.84	
		Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$124.91	\$621.48
138824	CoARC	Annual Accreditation Fee	12-1211-670-000	\$2,800.00	\$2,800.00
138825	Credit World Services, INC	Student Account Collection Fee	11-0100-484-000	\$330.34	\$330.34
138826	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000	\$139.76	\$139.76
138827	Gaumard Scientific Company	Shipping and Handling	12-1208-646-000	\$15.00	
		Battery Pack Assembly - Rechargeabl	12-1208-646-000	\$105.00	\$120.00
138828	Graves Foods	Supplies	16-9684-701-000	\$153.73	
		Supplies	16-9684-701-000	\$181.51	
		Food	16-9684-743-000	\$69.62	
		Food	16-9684-743-000	\$972.37	
		Food	16-9684-743-000	\$88.61	
		Food	16-9684-743-000	\$1,123.68	\$2,589.52
138829	Green's Vegetation Control/William Gre	Granular Fertilizer - Softball Field	11-5509-701-000	\$270.00	\$270.00
138830	Herff Jones Inc.	Diploma	11-5303-706-001	\$49.06	\$49.06
138831	Herring Bank	Printer and Terminal Leases	11-6401-701-000	\$387.00	\$387.00
138832	Jenzabar, Inc.	J1 SaaS Full Suite Renewal	11-6401-646-001	\$128,100.00	
		Transact Integration - 2nd Year	11-6401-646-003	\$6,700.00	\$134,800.00
138833	Jock's Nitch/Parsons	Shipping - Volleyball - Jerseys	11-5504-701-000	\$74.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	11/30/2024		Total
			Account Number	Amount	
138833	Jock's Nitch/Parsons	Volleyball - Adidas Hilo Jerseys (2 ct)	11-5504-701-000	\$125.00	
		Volleyball - Adidas Jerseys (White/Gre	11-5504-701-000	\$1,242.00	
		Volleyball - Adidas Jerseys (Shock Pir	11-5504-701-000	\$1,368.00	
		Volleyball - Sept Event Night Shirts	11-5504-701-000	\$788.00	
		Volleyball - Tie-Dye Pinkout Shirts	11-5504-701-000	\$616.00	
		Volleyball - Volleyball Net & Antenna	11-5504-701-000	\$525.00	
		Volleyball - Mizuno Kneepads (White)	11-5504-701-000	\$262.00	
		Workforce Key Chains - Giveaways	12-4204-711-000	\$450.00	\$5,450.00
138834	Joe Harding Sales & Service	Service Call - Cafe Dishwasher Repai	11-7102-649-000	\$288.00	\$288.00
138835	K A S F A A	Annual Membership Dues	11-5201-701-000	\$150.00	\$150.00
138836	K L K C	October Advertising	11-6301-613-000	\$400.00	
		Cardinal Corner - October	11-6301-613-000	\$25.00	
		Video Stream Sponsor - HS	11-6301-613-000	\$200.00	\$625.00
138837	Kansas Outdoor Advertising	November Digital Billboard	11-6301-613-000	\$300.00	
		November Billboard Rentals	11-6301-613-000	\$725.00	\$1,025.00
138838	Kitchen Pass, Inc.	Welding Advisory Committee Lunch	12-1219-709-000	\$227.26	\$227.26
138839	KONE Inc	Maintenance Agreement	11-7202-648-000	\$179.06	
		Maintenance Agreement	11-7202-648-000	\$1,154.64	\$1,333.70
138840	Labette Avenue	Spring Enrollment Ad	11-6301-613-000	\$60.00	\$60.00
138841	Labette Health	Simulation Supplies	12-1208-646-000	\$265.95	\$265.95
138842	Laser Designs/PSHTC	Tumblers and Keychains for Foundatir	11-6505-701-000	\$495.50	\$495.50
138843	Locke Supply Co	1225 Broadway - Indoor Wall Mount	11-7102-649-000	\$1,306.94	
		1225 Broadway - Mini Split Installator	11-7102-649-000	\$286.05	
		1225 Broadway - Outdoor Heat Pump	11-7102-649-000	\$1,960.08	\$3,553.07
138844	Magna Publications, Inc	Monday Morning Mentor Renewal	11-4201-630-002	\$989.00	\$989.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	11/30/2024		Description	Account Number	Amount	Total
138845	Marmic Fire and Safety Co Inc			Quarterly Inspection - Athletic Comple	11-7202-648-000	\$279.99	
				Quarterly Inspection - Zetmeir Building	11-7202-648-000	\$506.98	\$786.97
138846	Marrone's Inc.			Supplies	16-9684-701-000	\$103.94	
				Supplies	16-9684-701-000	\$114.95	
				Food	16-9684-743-000	\$55.75	
				Food	16-9684-743-000	\$482.98	
				Food	16-9684-743-000	\$743.58	\$1,501.20
138847	McCarty's Office Machines Inc			Lexmark C3210M0 - Magenta Toner	11-6401-701-000	\$429.40	
				Lexmark B241H00 Toner	11-6401-701-000	\$820.72	
				Copy Usage - Print Shop	11-6503-648-000	\$733.89	
				Supplies	11-6503-701-000	\$23.55	
				Supplies	11-6503-701-000	\$551.16	
				Copy Usage - WTC	12-1219-700-000	\$4.36	\$2,563.08
138848	Mike Carpino Ford Parsons, Inc			Vehicle Maintenance - RV30	11-6502-720-000	\$80.54	\$80.54
138849	National League for Nursing, Inc			NLN Program Membership	12-1208-670-000	\$1,275.00	\$1,275.00
138850	P1 Service, LLC			Replace 1st Floor Condenser - Other	11-7102-649-000	\$495.52	
				Replace 1st Floor Condenser - Materi	11-7102-649-000	\$7,868.56	
				Replace 1st Floor Condenser - Labor	11-7102-649-000	\$3,588.00	
				Maintenance Agreement	11-7103-649-000	\$750.00	
				Unit 9 Heat Exchanger - Cheokee Cei	11-7202-648-000	\$3,087.00	
				Unit 3 Heat Exchanger - Cheokee Cei	11-7202-648-000	\$3,677.00	
				Maintenance Agreement	11-7202-648-000	\$6,071.00	\$25,537.08
138851	Parsons Sun			WTC Classroom Bid Ad	11-6201-701-000	\$36.00	
				School News Ad	11-6301-613-000	\$72.00	\$108.00
138852	Royal Publishing, Inc			2024 Circle T Bird Classic Ad	11-6301-613-000	\$195.00	\$195.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	11/30/2024		Total
			Account Number	Amount	
138853	T & E Auto Sales and Service	Vehicle Maintenance - Ford F-150	11-6502-720-000	\$98.14	
		Vehicle Maintenance - Chevy Pickup	11-6502-720-000	\$366.45	\$464.59
138854	The Sherwin Williams Co	Painting Supplies	11-7102-649-000	\$102.34	
		Painting Supplies	11-7102-649-000	\$11.99	
		Painting Supplies	11-7102-649-000	\$20.30	\$134.63
138855	The Wright Signs	Christmas Parade Banners	11-6301-661-000	\$161.25	\$161.25
138856	Thompson Bros. Supplies, INC	Credit - Welding Supplies	12-1219-700-000	(\$23.41)	
		Welding Lens	12-1219-700-000	\$48.18	
		Cylinder Refills (3)	12-1219-700-000	\$207.85	
		Cylinder Rental	12-1219-700-002	\$247.94	
		Welding Electrodes	12-1219-700-004	\$255.00	
		Welding Supplies	12-1219-700-004	\$195.80	\$931.36
138857	Triad Environmental Services	Replace Lagoon Pump	11-7103-649-000	\$534.00	
		Lagoon Inspections - Cherokee Cente	11-7103-649-000	\$627.00	\$1,161.00
138858	UniFirst Corporation	Mats, Mops, Cloths	11-7103-649-000	\$59.91	
		Mats, Mops, Cloths	11-7103-649-000	\$59.91	
		Mats, Mops, Cloths	11-7103-649-000	\$59.91	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$149.58	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$149.58	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$149.58	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$55.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$55.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$55.00	\$793.47
138859	Uplink, LLC	Monthly Monitoring Fee	11-7202-648-000	\$45.00	\$45.00
138860	Vietti Marketing Group	Oct Advertising - Business Showcase	11-6301-613-000	\$250.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

11/30/2024

Check Number	Vendor	Description	Account Number	Amount	Total
138860	Vietti Marketing Group	Oct Enrollment Campaign - Socials	11-6301-613-000	\$2,290.00	
		Oct Advertising - NBC Sports (Big 10)	11-6301-613-000	\$100.00	
		Oct Advertising - NBC Sports (SNF)	11-6301-613-000	\$280.00	
		Oct Digital Marketing - ThunderBurst	11-6301-613-000	\$1,200.00	\$4,120.00
138861	Mark Watkins	Reimburse Hotel - KJCCC Meetings	11-6101-601-000	\$106.69	
		Reimburse Meals - KJCCC Meetings	11-6101-709-000	\$69.64	
		Vehicle Expense	11-6501-590-001	\$900.00	\$1,076.33
				<u>\$199,777.97</u>	

11-General Fund	\$189,284.36
12-Postsecondary Technical Education Fund	\$6,092.92
16-Auxiliary Ent Fund	\$4,400.69
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$199,777.97</u>