

**Labette Community College
Board of Trustees Meeting Agenda
Thursday, February 13, 2025
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. Election of the Officers for the Board of Trustees (2025 Reorganization)
- II. Adoption of Agenda..... Exhibit 1
- III. Approval of January 9, 2025, Regular Meeting Minutes..... Exhibit 2
- IV. Approval of January 14, 2025, Special Meeting Minutes Exhibit 3
- V. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. SGA Report
 - C. Administrative Reports
 - i. Comparison of Expenditure to Budget
 - ii. Facilities Report
 - D. President's Report
- VI. Executive Session for the purpose of discussing personnel matters for nonelected personnel.
- VII. Executive Session for the purpose of discussing personnel matters for nonelected personnel.
- VIII. New Business (Action, Report, or Discussion)
 - A. 2025 Regular Meeting Dates of the Board of Trustees Exhibit 4
 - B. New Staff Employment Letter Exhibit 5
 - C. New Course Approvals Exhibit 6
 - D. Academic Program Review..... Exhibit 7
 - E. New Staff Position Exhibit 8
 - F. Jenzabar Workforce/Retention Package Exhibit 9
 - G. Departmental Review Exhibit 10
 - H. Approval of Bills Exhibit 11
- IX. 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.

- X. Executive Session for preliminary discussion relating to the acquisition of real property.
- XI. Next Regular Board Meeting: Thursday, March 13, 2025, 5:30 p.m., Cardinal Event Center
- XII. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
January 9, 2025

The Board of Trustees met at 5:30 p.m. on Thursday, January 9, 2025, at the Cardinal Event Center.

Members Present

Greg Chalker (via conference call – left meeting at 5:37 p.m.)
 Becky Dantic
 Carl Hoskins
 Rod Landrum (arrived at the meeting at 5:32 p.m.)
 Montie Taylor
 David Winchell (via conference call)

Others Present

Dr. Mark Watkins	Dr. Jason Sharp	Leanna Doherty	Kelly Kirkpatrick
Ross Harper	Dr. Ken Elliott	Kevin Doherty	Aaron Keal
Ray Nolting			

Heidi Flora recorded the minutes.

Adoption of Revised Agenda (ACTION ITEM)

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

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Dantic asked for corrections or additions to the December 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 5-0.

Reports and/or Board Discussion

Faculty Senate Report: None

Student Government Report: Vice President Kirkpatrick provided a report on upcoming student events and activities.

Administrative Report:

Comparison of Expenditures to Budget: The December financial report was placed on the tables. At the end of December, we were 50% through the year. The general fund was 45% expended and the technical education/vocational fund was 45% expended. Vice-President Doherty invited questions from the Trustees.

Facilities Report: Kevin Doherty, Facilities Director, gave an update on the new softball field restroom facility and the new Workforce Training classroom.

Dr. Watkins reported he had heard back from Carrier regarding the Athletic Complex HVAC issues. He said a meeting with them would be scheduled.

President's Report: Dr. Watkins reminded everyone that the reorganization meeting would be held during the February Board of Trustee meeting.

Also, the Faculty will be returning to campus next week to participate in the spring welcome session and inservices.

A reminder that LCC will be closed on January 20, 2025, in observance of the Martin Luther King, Jr. holiday

Dr. Watkins reported that the spring 2025 enrollment is up 13%.

Dr. Watkins shared that he will be traveling to Topeka for the Legislative Gathering next week.

Dr. Watkins requested Trustees to attend a special Board meeting for an executive session. It was decided to hold the special meeting on Tuesday, January 14, 2025, at 12 p.m. Lunch will be provided.

New Business (ACTION, INFORMATION, OR DISCUSSION ITEMS)

Department Review

Vice President Kirkpatrick and Aaron, Keal, Athletic Director, presented the 2024 Athletic Department Review. Trustee Landrum moved to accept the Athletic Department Review. Trustee Hoskins seconded the motion and the motion carried 5-0.

This discussion will serve as Board of Trustee training in Athletics.

Staff Employment Letter Trustee Hoskins moved to approve the Staff Employment Letters for Agustina Charvarria, Custodian, at a salary of \$14.56/hour, to begin 1/6/25; and, Jacoby Harris, Custodian, at a salary of \$13.91/hour, to begin 1/13/25. Trustee Landrum seconded the motion and the motion carried 5-0.

Neighborhood Revitalization Renewal

Trustee Taylor moved to approve the resolution for renewal of the Neighborhood Revitalization Plan for the City of Altamont for 2025-2029. Trustee Landrum seconded the motion and the motion carried 5-0.

Approval of Bills

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

Public Comment

Trustee Taylor requested Dr. Watkins get with the other Trustees regarding some information he had recently shared. Dr. Watkins agreed to do so.

Trustee Hoskins requested some information about The Villas inspection. Vice President Kirkpatrick responded to his question.

Adjournment

Trustee Landrum moved to adjourn the meeting at 6:08 p.m. Trustee Winchell seconded the motion and the motion carried 5-0.

Heidi Flora, Clerk of the Board

REF

LABETTE COMMUNITY COLLEGE
Board of Trustees Special Meeting Minutes
January 14, 2025

The Board of Trustees met at 12:00 p.m. on Tuesday, January 14, 2025, 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
Christian Keisler

Heidi Flora recorded the minutes.

Adoption of Agenda (ACTION ITEM)

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

Executive Session

Trustee Landrum moved to recess into executive session at 12:04 p.m. for 15 minutes for a preliminary discussion relative to the acquisition of real property to protect the institution's financial interest and bargaining position. Trustee Chalker seconded the motion and the motion carried 6-0.

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

Trustee Taylor left the meeting at 12:07 p.m.

At 12:19 p.m. Trustee Landrum moved to extend the executive session for 15 more minutes. Trustee Chalker seconded the motion and the motion carried 5-0.

At 12:34 p.m. Trustee Landrum moved to extend the executive session for 10 more minutes. Trustee Chalker seconded the motion and the motion carried 5-0.

The Board returned to open meeting at 12:44 p.m.

Public Comment

There was no public comment.

Adjournment

Trustee Landrum moved to adjourn the meeting at 12:47 p.m. Trustee Chalker seconded the motion and the motion carried 5-0.

Heidi Flora, Clerk of the Board

DRAFT

Agenda Item #: VIII.A.
Date: February 13, 2025

SUBJECT

Setting Regular Meeting Dates and Times for the Calendar Year 2025 Board of Trustees Meetings

REASON FOR CONSIDERATION BY THE BOARD

Due to statute K.S.A. 72-1133 and K.S.A. 72-1138 the meeting dates, times, and locations for the regular meeting of the LCC Board of Trustees will be set on or after the second Monday of January for the calendar year.

BACKGROUND

The attached Exhibit reflects dates for the second Thursday at 5:30 pm of each month for the 2025 calendar year. Once the dates are set, this information is widely disseminated to local media, which meets one of the requirements of the Open Meetings Act.

PRESIDENT'S RECOMMENDATION

The President recommends that the regular meetings of the Board of Trustees be the second Thursday of each month at 5:30 pm on campus in the Cardinal Event Center.

**LCC Board of Trustees
2025 Regular Meeting Dates**

2nd Thursday of each month

February 13, 2025

March 13, 2025

April 10, 2025

May 8, 2025

June 12, 2025

July 10, 2025

August 14, 2025

September 11, 2025

October 9, 2025

November 13, 2025

December 11, 2025

Agenda Item #: VIII.B.
Date: February 13, 2025

SUBJECT

Staff Employment Letter

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Deardin Kelley has accepted Head Volleyball Coach position.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the Staff Employment letter for Deardin Kelley, Head Volleyball Coach, to begin 1/29/25, at \$39,316/annually.

Biography

Deardin Kelley

Deardin Kelley has accepted the position of Head Volleyball Coach to begin on January 29, 2025.

Deardin brings years of experience as a coach, previously working as Head Coach for William Jewel, Coffeyville Community College, and coaching overseas for the Americas team in Spain and Australia. Deardin is returning to LCC, where she served as the Assistant Volleyball Coach for 1 year and Interim Head Coach for 1 year. She has experience playing at the Junior College level along with playing for a national traveling club team. Coach Kelley holds a Master's degree of Science in Human Resource Development from PSU.

A fun fact about Coach Kelley is that she played and coached in the same conference!

Job Title:	Head Volleyball Coach	Job Number:	STUD-0020
Department:	Student Affairs	Job Grade:	30
Reports To:	Director of Athletics	FLSA Status:	Exempt

Job Purpose and Objectives:

Responsible for the recruitment, supervision and placement of students who are skilled in the areas of competitive volleyball at the college level.

Supervisory/Management Responsibilities:

Yes No

This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Supervisory/Management Competencies (applicable to all organizational employees in supervisory/management positions):

People Management: Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.

Operations Management – Directs and guides operations in alignment with organizational and departmental overall goals and objectives; ensures the execution of efficient processes to maximize organizational and departmental resources; utilizes operational knowledge to make sound decisions.

Strategic Leadership: Determines the strategic direction of the team or department in alignment with overall organizational goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Job Competencies: Essential Functions include the following. Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments and work location may be changed at any time, as required by business necessity.

1. Supervises, directs and evaluates assigned staff, addresses employee concerns and problems, directs work, counsels, disciplines and completes employee performance appraisals
2. Responsible for recruitment of potential student athletes
3. Promotes the volleyball program at high schools, in the community, and through media to attract potential student athletes and to increase attendance at events to support current student athletes
4. Organizes and holds camps for recruiting and publicity purposes
5. Educate, counsel and evaluate academic progress of student athletes
6. Responsible for communicating recruit signing in collaboration with public relations
7. Schedules facilities and fields for upcoming practices and games
8. Builds a season and pre-season schedule that suits the athletic program
9. Sends athletic contracts to opponents and officials for the volleyball program
10. Orders all equipment and uniforms and maintains a playing field year round
11. Schedules transportation and obtains required funds from the business office
12. Prepares the annual operating budget
13. Evaluates all aspects of the volleyball program
14. Orchestrates and supervises volleyball home events
15. Reports to the Athletic Director on upcoming games and events
16. Provides data and information to Athletic Director and Vice President of Student Affairs for reporting purposes
17. Corresponds with the media on annual media days
18. Recognizes and evaluates athletic injuries in collaboration with the Athletic Trainer
19. Coordinates supplemental jobs for student athletes
20. Serves as Campus Security Authority (CSA) and completes annual training
21. Assist with concessions, game set up and cleaning the weight room
22. Additional hours may be required on occasion, including overnight, evening and weekend hours
23. Enforces and maintains compliance with all federal, state and local laws and ordinances
24. Performs other duties as assigned or deemed necessary
25. Complies with all organizational and departmental policies and procedures
26. Operates all job-related equipment, machinery, tools and other aids as required or needed

27. Protects and maintains any confidential information you have access to, whether oral, written, or electronic

Position Requirements and Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Requirements:

1. Bachelor’s degree, or equivalent volleyball coaching experience and an Associate degree
2. Three years of coaching college volleyball and/or athletic team statistics experience preferred

Certifications / Licenses:

1. Valid driver’s license

Skills/Knowledge/Abilities:

1. Basic knowledge of the fundamentals of volleyball
2. Ability to establish rapport with media and all college personnel
3. Knowledge of requirements for eligibility for all student athletes
4. Good organization and communication skills
5. Excellent time management skills and ability to multi-task and prioritize work
6. Ability to fulfill all duties with minimal supervision and to work independently
7. Assess situations rapidly and make logical decisions in a timely manner
8. Analyze facts and exercise sound judgment
9. Ability to effectively manage projects and multiple priorities simultaneously
10. Strong written and verbal communication skills
11. Problem solving and critical thinking skills
12. Strong math, spelling, computer, and calculator abilities
13. Ability to communicate in a professional, calm and courteous manner with the general public and employees
14. Attention to detail

Work Environment and Physical Demands: The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high-volume environment.
- Daily attendance is required, schedules may fluctuate to accommodate needs, deadlines and delivery of services. Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent periods of sitting, standing, walking, and carrying items will be required.
- Average use of computer, phones, and other position related technology required per position.
- Office located on _____1st_____ floor of building. Office with _____1_____ # windows.

Confidential and/or sensitive information, if any, is accessible by an employee to perform the duties of the job:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Employee Information | <input checked="" type="checkbox"/> Managerial Information |
| <input checked="" type="checkbox"/> Organizational Information | <input type="checkbox"/> Professional Information |
| <input checked="" type="checkbox"/> Customer / Contact Information | <input type="checkbox"/> Other: |

Personal contacts an employee makes with others (face-to-face and telephone) to perform the duties of the job:

- Within the immediate organization, department, office, project, or work unit, and in related or support units; and/or with members of the public in very highly structured situations
- With employees in the same organization, but outside the immediate department or division and/or with members of the public, as individuals or groups, in a moderately structured setting
- With individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different
- With high-ranking officials from outside the organization at national or international levels in highly unstructured settings

Acknowledgement:

This job description was reviewed with me and I understand that nothing in this job description restricts The Organization's right to assign, reassign or eliminate duties and responsibilities to this job at any time This job description reflects The Organization's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by The Organization or myself

Employee Name (Print)	Signature	Date
Supervisor / Department Director (Print)	Signature	Date

Revision History			
Revision #	Revision Author	Date	Description of Revision(s)
00	Hayley Howe- TAG	06/01/2024	Formatted and finalized from previous JD and job analysis questionnaire/process
01			
02			
03			

SUBJECT

New Program/Course Approval

REASON FOR CONSIDERATION BY THE BOARD

New programs/courses submitted to the Kansas Board of Regents require approval from the Board of Trustees.

BACKGROUND

Current courses are reviewed annually and new courses and programs are added to ensure continuous instructional improvement. The exhibit represents new courses for addition to LCC's curriculum by the Institutional Curriculum and Instruction Committee.

- College Algebra with Review
- Elementary Stats with Review
- Quantitative Reasoning with Review

PRESIDENT'S RECOMMENDATION

The President recommends approval of the new courses College Algebra with Review, Elementary Stats with Review, and Quantitative Reasoning with Review.

**List of New Courses and Programs Approved
by the Curriculum and Instruction Committee (C & I)**

New Course Name	Credit Hours	Code & Course Number	Date C&I Approved	Date Effective
College Algebra with Review	5	MATH 114	1/13/2025	Fall 2025
Description:	This course covers the same material as MATH 115 College Algebra with additional instruction. The course covers the properties of functions and their inverses, properties and graphs of the exponential and logarithmic functions, graphing techniques for general higher order polynomials and rational functions, and various solution techniques for solving higher order linear systems of equations. Topics on sequences and series will be presented as time permits. Use of technology such as the graphing calculator and some computer packages will be incorporated into the course.			

New Course Name	Credit Hours	Code & Course Number	Date C&I Approved	Date Effective
Elementary Statistics with Review	4	Math 119	1/13/2025	Fall 2025
Description:	This course covers the same material as MATH 120 Elementary Statistics with additional instruction. This course is an introduction to fundamental statistical concepts and techniques with computer capability for applying these techniques to data. Includes descriptive statistics, nonparametric statistics, sampling techniques, hypothesis testing and other statistical inference.			

New Course Name	Credit Hours	Code & Course Number	Date C&I Approved	Date Effective
Quantitative Reasoning with Review	4	Math 126	1/13/2025	Fall 2025
Description:	This course covers the same material as MATH 129 Quantitative Reasoning with additional instruction. This course will prepare students for mathematics encountered in other college courses that use quantitative reasoning. There will be an emphasis on critical thinking skills needed to understand major issues in society. This course is designed for students NOT planning to major in a field that requires advanced mathematical skills.			

*These courses use the statewide aligned outcomes and will be a statewide KRSN aligned course.

SUBJECT

Academic Program Review: Medical Diagnostic Sonography (DMS)

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

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

PRESIDENT'S RECOMMENDATION

President recommends acceptance of the Academic Program Review for Medical Diagnostic Sonography (DMS).



Comprehensive Program Review 2024-2025

Program Name: **Diagnostic Medical Sonography**

Semesters Reviewed:

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

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

AY 2024: Fall 2023, Spring 2024, and Summer 2024

Completed by: **Brian Veditz**

Date: 1/27/2025

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

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

1.0 Program Summary

Provide a descriptive summary of the program.

Narrative:

The Sonography Program was originally accredited in 2013 for on-campus learning, and then transitioned from an on-campus format to a fully accredited hybrid format in May 2021. This transformation marked a pivotal moment, as the program experienced significant growth and success. The sonography program was awarded a five-year extension by the JRD-DMS after the last site visit in January of 2023. This marked the second consecutive five-year approval and the program will be able to apply for a ten-year extension during the next site visit in 2028.

The first hybrid cohort almost doubled the size of the final on-campus cohort, setting the stage for a steady increase in enrollment. Each subsequent year has seen a significant rise in interest. With the sonography program now likely to meet capacity of 25 students between the general and vascular sonography concentrations, discussions are underway to address the growing demand and ensure the program can continue to meet the needs of prospective students.

To address the national sonographer shortage, the sonography program has partnered with surrounding states to implement a "Grow Your Own Sonographer" initiative. This innovative approach is designed to train and retain sonographers within their local communities and has gained considerable momentum in recent years. We have now exceeded 600 program inquires during the current application period, underscoring the program's immense popularity and relevance.

Exciting opportunities have emerged through our "Grow Your Own Sonographer" program. We've partnered with HCA in Virginia, currently hosting 2 students with a potential for 2-3 more. We've also established an agreement with Maine Health to open doors for students in that region. Most recently, the Minnesota Rural Health Association expressed interest in sending 3-5 students annually, once agreements are finalized. These partnerships highlight the growth and success of the program.

Texas A&M Medical School has reached out to explore the opportunity of incorporating our sonography program into their program. This would allow their students to graduate as credentialed sonographers in addition to their medical credentials. With their internship and documentation of completed exams, students would be eligible to sit for the ARDMS boards. We have an upcoming meeting to discuss potential curriculum options for their program, and hope to finalize things this year.

When transitioning to the hybrid format, the sonography program also developed a General Physics course to meet the accreditation standards set by CAAHEP (DMS) and CAPTE (PTA). This course has been highly sought after, consistently reaching full capacity (22-30 seats) and requiring additional sections to be added to accommodate the demand. We expect this course demand to increase with the return of the PTA program.

As the sonography program continues to grow and evolve, it remains dedicated to addressing the sonographer shortage, enhancing accessibility, and delivering a high-quality educational experience that prepares students to meet the healthcare industry's critical needs.

2.0 Student Success

Provide a definition of how student success is defined by the program.

Narrative:

The Sonography Program defines and measures student success through a well-rounded approach that combines academic, clinical, and professional competencies. Each aspect of the program is designed to ensure that students are thoroughly prepared in the sonography field and meet the demands of a dynamic healthcare environment.

In the clinical setting, student success is measured through hands-on competency exams. These exams allow students to demonstrate their knowledge and skills in performing required procedures under the guidance of clinical instructors. Each student is required to perform multiple practice exams prior to achieving proficiency, ensuring mastery of the competencies essential to sonographic practice.

Academically, traditional assessment methods, including quizzes, tests, and homework, play a key role in tracking student progress. Homework assignments are designed to reinforce critical thinking and facilitate an in-depth review of anatomy, ensuring students build an understanding of the subject matter. Comprehensive final exams provide the students the opportunity to test their knowledge in preparation for national board certifications, which further reflect the program's commitment to student knowledge required for long-term success in the sonography profession.

Ongoing communication between students, staff, and clinical instructors is vital to the sonography program. Regular interaction via text, email, phone, and Zoom fosters a collaborative learning environment, enabling students to clarify concepts, address concerns, and stay on track with their studies.

To further enhance student success, the sonography program recently introduced a dedicated sonography tutor—the first in our program's history. This tutor, a distinguished graduate of the sonography program, provides specialized support tailored to the unique challenges of sonography coursework, offering students an additional resource to strengthen their understanding and skills.

Through this comprehensive approach, the Sonography Program not only prepares students to excel academically and clinically but also ensures they are well-positioned to succeed in their careers.

The below goals are set by the sonography program accreditation. The goals are obtained through annual program outcomes, evaluations, advisory committee members, clinical instructor input, and annual sonography program effectiveness bench marks set by the accreditation. The overall measurement is the successful passing of the national board exams.

GOAL 1 Students will be clinically competent.

GOAL 2 Students will communicate effectively.

GOAL 3 Students will use critical thinking and problem-solving skills.

GOAL 4 Students will evaluate the importance of professional growth and development.

GOAL 5 "To prepare competent entry-level sonographers in the cognitive (knowledge),

psychomotor (skills), and affective (behavior) learning domains in the following

concentration." Vascular Sonography

GOAL 6 "To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in the following concentrations." Abdominal-Extended Sonography and Obstetrics and Gynecology Sonography

2.1 Achieve/Promote Student Success

Describe how the program achieves and promotes student success. Focus on those activities and innovation that are within the three-year comprehensive cycle.

Narrative:

The sonography program has demonstrated commitment to student success through a comprehensive and innovative three-year cycle of development and continuous improvement.

Year One: As the sonography program transitioned to a hybrid format, efforts were focused on this new delivery method to ensure a seamless learning experience for students. The staff collaborated to refine to hybrid teaching techniques, integrating interactive tools and virtual simulations to bridge the gap between traditional and remote education. This year laid the groundwork for consistent student engagement and effective knowledge transfer.

Year Two: With the hybrid format well-established, the sonography program honed its methods for measuring student success. Comprehensive evaluations were implemented, encompassing grades, clinical performance, demonstrated competencies during rotations, and outcomes on national board exams. These metrics provided an overall view of student achievement, ensuring graduates met the high standards of the profession. The emphasis on rigorous assessment not only upheld sonography program quality, but also prepared students to excel in their careers.

Year Three: By the third year, the sonography program had reached new heights, driven by strategic innovations and targeted growth initiatives. A major milestone was the introduction of the "Grow Your Own Sonographer" program, a groundbreaking approach designed to address workforce shortages by partnering with hospitals nationwide. This initiative enabled hospitals in underserved states, particularly those lacking accredited sonography programs, to cultivate talent from within their communities. Additionally, collaborations with larger universities paved the way for non-degree-seeking options, allowing more individuals to pursue an education in sonography as part of broader academic offerings.

Throughout these three years, targeted marketing efforts were instrumental in expanding the program's reach and reputation. Collaborating with hospital departments across the United States, the sonography program effectively addressed regional gaps in sonography education, drawing a diverse cohort of dedicated students. This rapid growth has resulted in competent graduates who pass their national board exams, enter the workforce in good standing, and contribute meaningfully to the healthcare industry.

3.0 Reflection on Current Curriculum

Please describe curriculum holistically, speaking specifically to the breadth, depth, and level of the discipline. Additionally, provide narrative on the coherence of the curriculum and the processes by which the program updates and keeps curriculum relevant.

Narrative:

The sonography program curriculum is designed to provide a comprehensive, cohesive, and continuously evolving educational experience that prepares students for excellence in the field of sonography. The breadth of the curriculum ensures coverage of all foundational and advanced topics necessary for the discipline, including anatomy, physiology, pathology, imaging techniques, and patient care. Each course dives deeply into its subject matter, offering academic knowledge that coincides with practical application. The curriculum's level is aligned with professional standards, preparing students not only for board exams but also for real-world clinical scenarios.

The sonography program's curriculum adheres to the guidelines and standards established by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), ensuring that it meets the highest benchmarks.

The sonography program is committed to keeping the curriculum relevant and responsive to advancements in sonography and healthcare. Our staff actively participate in annual sonography conferences to keep up on emerging technologies, techniques, and best practices. Additionally, board exam results are closely monitored and analyzed to identify areas for curriculum enhancement. Based on this approach, material and content are continually updated to reflect the latest industry standards and address any gaps in student preparedness.

In 2025, we plan to integrate a new sono-simulator into the curriculum, enhancing the hands-on learning opportunities available to our students. This cutting-edge technology will allow students to practice scanning techniques from the comfort of their homes, utilizing their existing computers. The sono-simulator offers a realistic and interactive platform for developing proficiency in ultrasound imaging, providing the student the opportunity for further hands-on clinical practice.

This holistic and forward-thinking approach to curriculum design ensures that our program remains a leader in sonography education, equipping students with the skills and knowledge needed to excel in their careers.

3.1 Degrees and Certificate Offerings

List what degrees and certificates are offered and describe how the program curriculum supports other degrees and certificates awarded by the college (if applicable).

Narrative:

The sonography program offers an associate's degree and two certificates designed to meet the needs of a diverse student population. Due to issues with financial aid reduction with certification programs, the sonography program approved an associate's degree pathway for students. This would allow the student to receive a higher percentage of financial aid disbursement.

The sonography program was accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in 2013 and has maintained accreditation since, which grants our students a distinct advantage. Students are eligible to sit for their board exams two months prior to completing the program—an opportunity not available to unaccredited institutions. This early eligibility provides our students with a competitive edge, allowing them to enter the workforce ahead of their peers from other schools.

Students in the sonography program can choose concentrations in vascular or general which includes abdominal and obstetrics/gynecology (OB/GYN) sonography, with corresponding board exams available for each specialty. This flexibility allows graduates to tailor their careers, unlocking pathways to specialized roles within the growing field of diagnostic imaging.

4.0 Faculty Success

Faculty success over the three-year comprehensive cycle should be highlighted in this section. The accomplishments can embrace academic achievement in the discipline, national or regional honors, campus activities that support student success, or other innovations, research, teaching, and community service.

Narrative:

A notable success of the sonography program was the rapid need for increased staffing. Originally, the hybrid delivery was launched in 2021 and was directed by Brian Vediz, with Tammy Kimrey as an adjunct. The program saw overwhelming success after being offered in a hybrid format. This led to the addition of a full-time navigator Brandi Clark, a full-time coordinator/adjunct instructor Jessica Garretson (to replace Tammy Kimrey), and an adjunct Kacie Joseph. There are currently plans underway to welcome a sonography coordinator. The new coordinator will aid with clinical site placement for applicants that are struggling to find a site to host them. Each member is credentialed in their specific modality, bringing a wealth of hands-on experience to the classroom.

This growth illustrates the sonography program's commitment to excellence and its impact on student preparedness and professional success. The combined achievements of the program employees highlight their dedication to fostering a dynamic and supportive learning environment, ensuring the program remains a leader in education of health sciences.

5.0 Program Accomplishments and Reflection on Data/Trends

In this section, departments should highlight noteworthy program accomplishments over the three-year comprehensive cycle. Programs should also provide thoughtful reflection on the data provided on student success, attrition, completion, etc. Programs should also report on findings from course and program assessment data. Programs should also provide context of any trends in the data, as well as external trends that may have affected the data.

Narrative:

Over the past three years, the sonography department has experienced remarkable growth and success, highlighted by noteworthy program accomplishments, (testament to our efforts.) Exponential growth has

resulted, in an impressive total of over 600 inquiries during the current enrollment period, underscoring the high demand and reputation of our program.

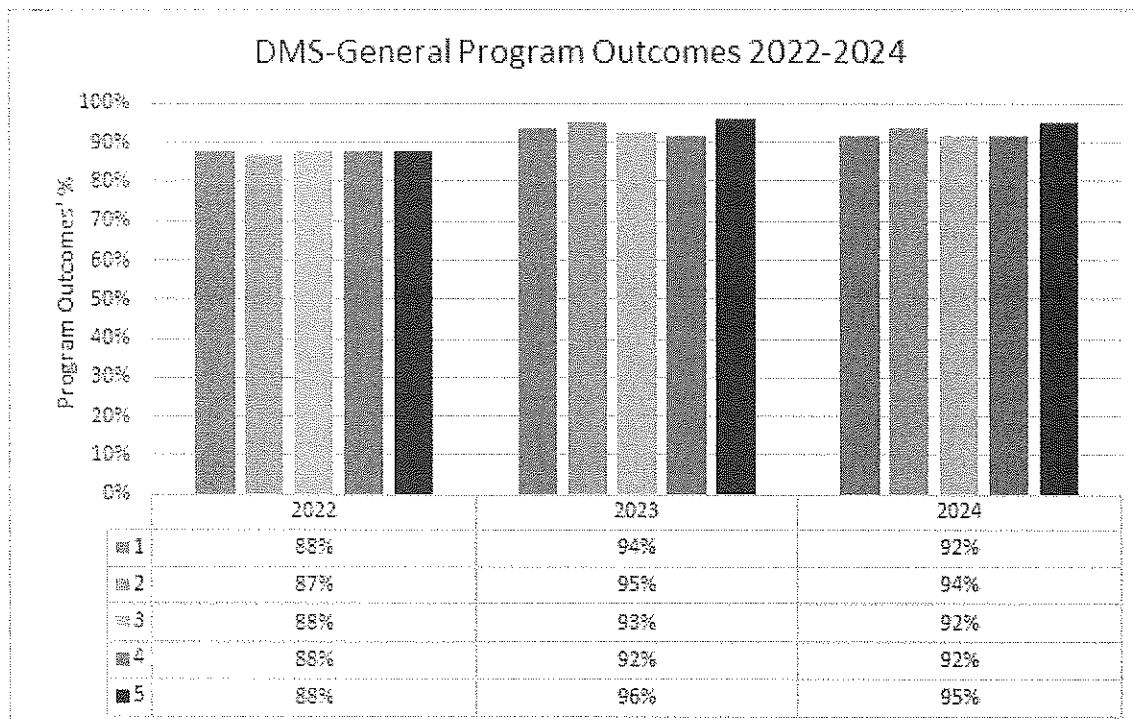
A key feature of our offerings is the ability for students to attend one concentration and return later for another.

The data on student success and completion rates reflect this positive trajectory. The sonography program has identified a consistent upward trend in student completion and retention. These insights have helped us fine-tune our curriculum and support services, aligning them more effectively with student needs.

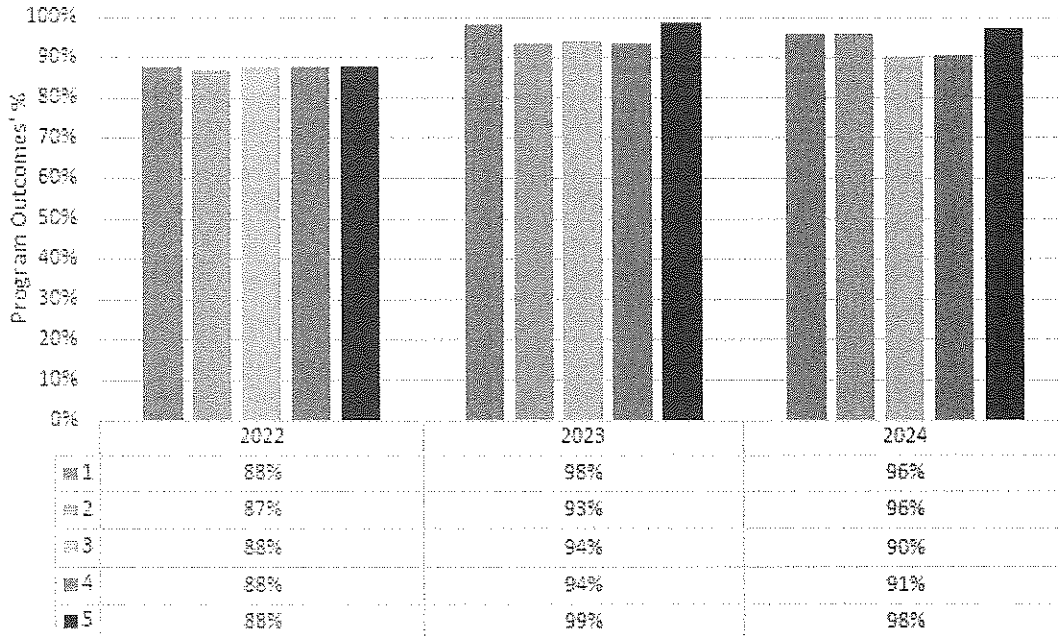
As one of only four distance-learning sonography programs across the United States, the program leverages its unique structure to adapt to local challenges while maintaining a broader, national scope. This distinction not only strengthens its ability to persevere through regional changes but also reinforces its commitment to delivering exceptional education and student outcomes, regardless of external factors.

To sustain and support this growth, we are actively exploring ways to expand our instructional and support staff to increase our 25-student maximum seating capacity. These efforts will ensure that we can meet the rising demand while maintaining the high quality of education for which we are known.

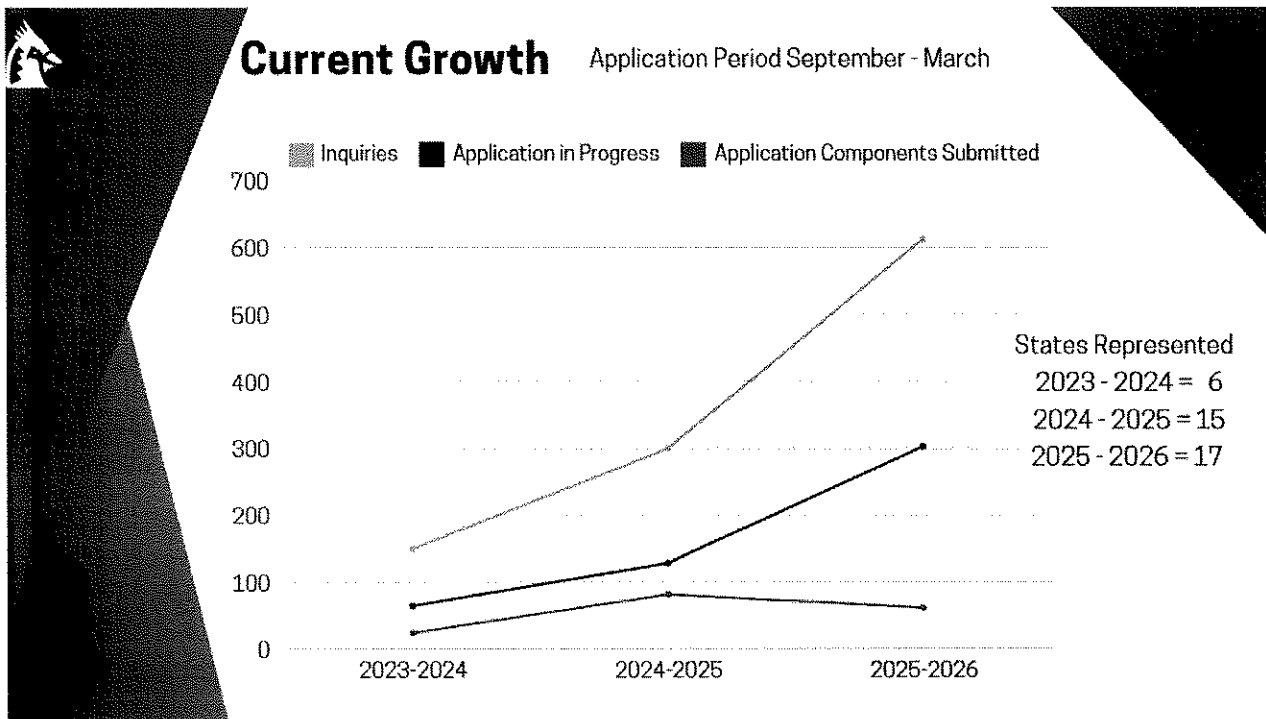
Year (AY Dates)	# of Degrees/Certs Awarded	# of Graduates Transferring from previous AY year	% Placement Rate for Graduates (CTE Only)
2022	5	0	100%
2023	8	0	100%
2024	12-General 4-Vascular	1-Vascular	100%



DMS-Vascular Program Outcomes 2022-2024



The current growth graph, seen below, shows the steady increase in demand along with the states represented. The sonography program started out representing six different states in 2023 and has expanded to seventeen states. Year 2024-25 was the total numbers collected last year (end of application period). The 2025-26 show the process with six weeks left until the application deadline of March 11, 2025. These numbers are projected to follow the increasing trend.

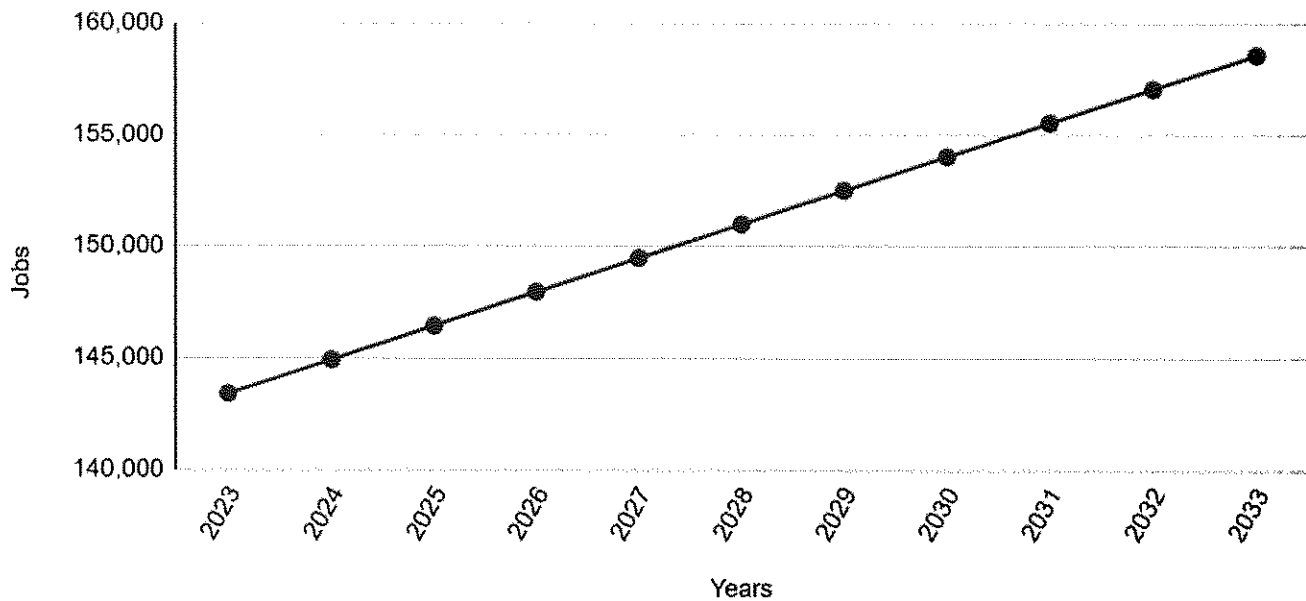


The job outlook for sonographers has shown a constant growth over the last couple years with no signs of slowing. The median pay has continued a steady increase over the years, as well. Below, the table shows the current numbers and the graph shows the impressive incline.

Quick Facts: Diagnostic Medical Sonographers and Cardiovascular Technologists and Technicians	
2023 Median Pay	\$80,850 per year \$38.87 per hour
Typical Entry-Level Education	Associate's degree
Work Experience in a Related Occupation	None
On-the-job Training	None
Number of Jobs, 2023	143,400
Job Outlook, 2023-33	11% (Much faster than average)
Employment Change, 2023-33	15,200

Diagnostic Medical Sonography

Job Growth Projection 2023-2033



Diagnostic Medical Sonography Program Effectiveness Data														
Institution Information														
Institution Name:		Lafayette Community College												
Concentrations CAAHEP Accredited:		Abdomen-Extended, Obstetrics and Gynecology and Vascular												
Student Retention: Total # of Graduates/Total # of Students Enrolled														
Cohort Number and Track Name (if applicable)	2023			2022			2021			3-Year Average Retention Rate %				
Cohort 1 General and Vascular On Campus			# of graduates	5 / 5		# Enrolled			# of graduates	6 / 8		# Enrolled	38	
				100 %						75 %				
Cohort 2 Vascular Distance	# of graduates		4 / 4		# Enrolled			# of graduates	3 / 4		# Enrolled			
			100 %						75 %					
Cohort 3 General Distance	# of graduates		12 / 12		# Enrolled			# of graduates	12 / 12		# Enrolled			
			100 %						100 %					
Job Placement: Total # of graduates employed in 6 months/Total # of Graduates														
Cohort Number and Track Name (if applicable)	2023			2022			2021			3-Year Average Job Placement Rate %				
Cohort 1 General and Vascular On Campus			employed grads #	3 / 3		# grads			employed grads #	5 / 6		# grads	61	
				100 %						83 %				
Cohort 2 Vascular Distance	employed grads #		3 / 4		# grads			employed grads #	2 / 3		# grads			
			75 %						67 %					
Cohort 3 General Distance	employed grads #		10 / 12		# grads			employed grads #	4 / 3		# grads			
			83 %						80 %					
Test Takers Rate: Total # of Test Takers/Total # of Graduates														
Cohort #	Concentration	2023			2022									
1	Abdomen-Extended			# Test Takers	2 / 5		# grads							
					40 %									
1	Obstetrics & Gynecology			# Test Takers	2 / 5		# grads							
					40 %									
1	Vascular			# Test Takers	4 / 5		# grads							
					80 %									
2	Vascular	# Test Takers		3 / 4		# grads			# Test Takers	2 / 3		# grads		
				75 %						67 %				
3	Abdomen-Extended	# Test Takers		3 / 12		# grads			# Test Takers	2 / 12		# grads		
				25 %						17 %				
3	Obstetrics & Gynecology	# Test Takers		4 / 12		# grads			# Test Takers	2 / 12		# grads		
				33 %						17 %				
Credential Success Rate: Total # of Graduates successfully earning credential/Total # of Test Takers														
Cohort # & Concentration	Credentialing Exam(s)	2023			2022			2021			3-Year Average Success Rate %			
1 AB	RDMS(AB)			# earners	2 / 2		# Test Takers			# earners	3 / 3		# Test Takers	67
					100 %						100 %			
1 OB/GYN	RDMS(OB/GYN)			# earners	2 / 2		# Test Takers			# earners	2 / 2		# Test Takers	67
					100 %						100 %			
1 VASC	RVT(VT) or RVS			# earners	4 / 4		# Test Takers			# earners	4 / 5		# Test Takers	60
					100 %						80 %			
2 VASC	RVT(VT) or RVS	# earners		2 / 3		# Test Takers			# earners	2 / 2		# Test Takers		
				67 %						100 %				
3 AB	RDMS(AB)	# earners		2 / 3		# Test Takers			# earners	2 / 2		# Test Takers		
				67 %						100 %				
3 OB/GYN	RDMS(OB/GYN)	# earners		3 / 4		# Test Takers			# earners	2 / 2		# Test Takers		
				75 %						100 %				

6.0 Mission Alignment

Programs should indicate how the program's offerings align with the LCC mission: Labette Community College provides quality learning opportunities in a supportive environment for success in a changing world.

Narrative:

Sonography Program at Labette Community College: Transforming Lives Through Opportunity

The Sonography Program at Labette Community College (LCC) exemplifies our commitment to providing *quality learning opportunities in a supportive environment for success in a changing world*. As one of the few programs designed to meet the needs of individuals who face barriers to traditional education, we take pride in bringing education directly to those who might otherwise be left behind.

The sonography program is uniquely tailored to support students who cannot uproot their lives due to financial constraints, family commitments, or deep community ties. Unlike other institutions where students have to relocate, LCC comes to them.

Through our innovative hybrid approach, we offer a pathway for students to attain the skills and qualifications necessary for a career in sonography. This approach not only benefits the individuals but also positively impacts their families and communities. Graduates of our program often inspire their children to value education.

By aligning our program's mission with LCC's core values, we ensure that our graduates leave not just with a diploma, but with the confidence and skills to succeed in a changing world.

7.0 External Constituency and Significant Trends

An important component of maintaining a superior program lies in awareness and understanding of other possible factors that may impact the program and/or student outcomes. After consideration of these other factors, program directors/faculty should document the relevant information within this section.

Narrative:

Program Awareness and Adaptation to External Factors

Maintaining a superior sonography program requires a keen awareness and understanding of the various factors that may influence the program and student outcomes. Program staff play a pivotal role in identifying these factors and taking proactive steps to address them. One of the most significant hurdles faced annually is securing sufficient student clinical sites primarily due to the inquiry and application growth. These sites are essential for hands-on learning and skill development, yet they remain a challenging area due to fluctuating availability and external influences.

To navigate this, the program staff collaborates closely with clinical instructors and an advisory committee. This partnership fosters open communication and ensures a joint effort in enhancing clinical opportunities. While student outcomes naturally vary based on individual capabilities and circumstances, the sonography

program is actively working to minimize undesirable outcomes by providing tailored support and addressing gaps in performance.

Program Advisory Committee:

LCC Advisory Board Member Roster

Advisory Table with Name and Title/role

Title/role	Member Name and Credentials	Employment
Administration Representative	Ross Harper, CRT, Dean of CTE	Labette Community College
Medical Advisor	Dr. Robert Gibbs, MD	Labette Health, Parsons KS
Program Director	Brian Vediz, RDMS (AB, OB/GYN), RDCS, RVT	Labette Community College
Program Representative (Instructor/Clinical Coordinator)	Jessica Garretson, RDMS (AB, OB/GYN), RVT	Labette Community College
Program Representative (Adjunct Instructor)	Kacie Joseph, RDMS (AB, OB/GYN), RVT	Labette Community College
Student Representative per cohort	Haven Harvey	Student at Labette Community College
Lead Sonographer	Deb Mosier, RDMS (AB, OB/GYN) RDCS, AE, RVT	Labette Health, Parsons, KS
Graduate Representative	Lauren Hall, RVT	Labette Health, Parsons, KS
Clinical Affiliate Representative	Brandi Clark, RRT	Labette Community College
Public Member	Dr. CJ Hayes	Joplin Dental Care, Joplin, MO
Imaging Director	Kerri Williams, R.T.(R)(MR)(CT)	Mercy Hospital, Joplin, MO
Lead Sonographer	Abby Lopez, RDMS (OB/GYN), RVT,	Ashley Clinic, Chanute, KS
Sonographer	Elizabeth Goad, RDMS (AB), RDCS, AE, RVT	Coffeyville Regional Medical Center, Coffeyville, KS
Travel Sonographer	Jenea Hilderbrand, RVT	Focal Point Imaging
Lead Sonographer	Beth May, RDMS (AB, OB/GYN), RVT	Coffeyville Regional Medical Center, Coffeyville, KS
Imaging Director	Thomas McCall, RDMS (AB, BR, OB/GYN), RDCS, AE, RVT	Lakewood Health Systems, Staples, MN
Alumni	Joni Scott, RDMS (AB, OB/GYN), RVT, RDCS	Retired
Travel Sonographer	Emily Wilson, RDMS (AB, OB/GYN), RVT, RDCS	Mercy Hospital, Carthage, MO
Imaging Director	Travis Battagler, RN	Mercy, Pittsburg, KS
Lead Sonographer	Stephen Verheyen, RDMS (AB, OB/GYN), RVT	Mercy Health, Joplin, MO
Lead Sonographer	Matthew Keller, RVT	Integris, Miami, OK

Lead Sonographer	Robyn Miller, RDMS (OB/GYN), RVT	St. Luke's, Marion, KS
Lead Sonographer	Melinda Robertson, RDMS (AB, OB/GYN), RVT	Freeman Health, Joplin, MO
Lead Sonographer	Mikayla Thiessen, RDMS (AB, OB/GYN), RVT	CommonSpirit, Grand Island, NE
Lead Sonographer	Matthew Whittaker, RDMS (AB, BR, OB/GYN), RDCS, AE, RVT	Sentara Health, Halifax, VA
Lead Sonographer	Judi Maphet, RDMS (AB, OB/GYN), FE, RVT	Cypress Imaging, Wichita, KS
Lead Sonographer	Erin Lewis, RDMS (AB, OB/GYN), RVT	Jefferson Memorial, Jefferson, TN
Lead Sonographer	Mark Bates, RVT, ABVM	GW Medical, Washington, DC
Lead Sonographer	Ron Kalt, RDCS, AE, PE, RVT	Midland Memorial, Midland, TX
Imaging Director	Kirsten Runyan, R.T.(R)(M)(ARRT)	Integrus Health, Oklahoma City, OK
Imaging Director	Jesse Juenemann, R.T.(R)(MR)(CT)(ARRT)	Community Hospital, McCook, NE
Lead Sonographer	Deaun Renee Phillips, RDMS (AB, OB/GYN, BR), RVT	Ascension, Wichita, KS
Lead Sonographer	Wanda Nutley, RDMS (AB, OB/GYN), RVT	Lake Chelan, Chelan, WA
Lead Sonographer	Judit Nagy Billena, RDMS (AB)	HCA, Stone Springs, VA
Lead Sonographer	Roseanne Lafferty, RDMS (AB, OB/GYN, BR), RVT	HCA, LewisGale, VA
Imaging Director	Jimmy Marrs, R.T.(R)(MR)(CT)(ARRT)	HCA, LewisGale, VA
Lead Sonographer	Abby Stewart, RDMS (AB, OB/GYN), RVT	Mercy, Pittsburg, KS
Lead Sonographer	Tessa Marker, RDMS (AB)	Providence, Healdsburg, CA
Imaging Director	Jacqueline Dykstra,	Providence, Healdsburg, CA
Lead Sonographer	Maria Zuech, RDMS (AB, OB/GYN, BR), NE, RDCS, AE, RVT	Kaiser Permanente, Honolulu, HI
Lead Sonographer	Tasha Rudd, RDMS (AB, OB/GYN), PS, RVT	University of Kentucky, Lexington, KY
Imaging Director	Hasia Galindo, M.S.Ed, RDMS (AB, OB/GYN), RVT	Exceptional Imaging, Miami, FL
Lead Sonographer	Stephanie Cookenour, RDMS (AB, OB/GYN), RVT	Franklin Woods, Johnson City, TN

Refer to JRC-DMS # 806 Advisory Committee Composition for members and definition of public member

Other External Constituencies:

Listed above in the narrative.

Significant Trends:

No significant trends affecting our program at this time.

8.0 Program Vitality Assessment

Program faculty should use all available information to consider the category assignment which best reflects the program's current status and subsequent goals and anticipated action plans.

Vitality Category Chosen:

Category 2: Maintain Current Levels of Support/Continuous Improvement

Programs with consistent successful outcomes will want to ensure that trends, resources, and/or other factors remain at high quality with minor modifications suggested for improvement. Even very successful programs need to look at small ways to continuously improve. These initiatives should be reflected in the program goals and action plans. Some guidelines which indicate a program should be given a Category 2 vitality recommendation are:

- Program is on par with LCC comparative discipline data medians/averages on most criteria.
- Program shows a stable trend in majors and student credit hour production.
- Program is near LCC comparative discipline data average for student retention, transfer and/or graduation.
- Cost per student is close to national averages or other comparative numbers available for this type of program.
- Student FTE per faculty is at or slightly above other comparative numbers available for this type of program.

9.0 Program Goals

Each program should set 1-3 short-term goals (will be completed in the next year) and 1-3 long-term goals (will be completed by next comprehensive program review). These goals should be SMART goals that can be reflected upon in the upcoming annual or comprehensive review.

The Sonography Program, one of only four of its kind in the nation, has seen a surge in interest, with prospective student inquiries skyrocketing by 150% compared to the previous year—a growth trajectory showing no signs of slowing. Despite its limited seating capacity, the program has offered an opportunity for students nationwide.

Short-Term:

The three short term goals set at the last program review were all completed. Moving forward the three goals are as followed.

1. Implement the "Grow Your Own Sonographer" program starting April, 2025- March 2026 application period by targeting states with limited DMS program options. This will give potential applicants for the upcoming class.
2. Continue to complete the hiring process for a sonography coordinator and present to the board in February 2025. If approved, have the coordinator start early 2025.

3. Add Sono-simulators to the summer 2025 semester. Update student fees prior to the new 2025 cohort. Student's clinical instructors will be able to give feedback on the addition of new simulators.

Long-Term:

The three long term goals were all reached from the previous program review.

Moving forward the three long term goals are as followed.

1. Continue to upload annual documentation to CAAHEP. Work towards a 10-year approval award of accreditation in 2028.
2. By 2026 work towards securing a contract with Texas A&M medical school. This would allow us to team up with their medical students to learn sonography, or even take the place of their current section of ultrasound. If both parties can come to an agreement.
3. By 2026 work towards securing working contract for a non-degree seeking option for facilities, like a medical school, to attend outside our accreditation. This would allow the prospective students to take our courses but not limited to our accreditation requirements. They would be able to take the courses of their choice.



LAFAYETTE COMMUNITY COLLEGE

Program Review Data Summary

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

Program: Diagnostic Medical Sonography

Average Class Size, Completer Success, and Attrition

Year (AY dates)	Subject Prefix	Course Name	Total Enrollment	# of Sections	Average Class Size	% Student Completion	%Student Success	%Student Attrition	Student Credit Hours
2022	DMS 200	Sonography Virtual Lab	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2023			15	1	15	100%	100%	0%	90
2024			21	1	21	100%	100%	0%	126
2022	DMS 201	Introduction to Sonography	9	1	9	100%	100%	0%	27
2023			15	1	15	100%	100%	0%	45
2024			16	1	16	100%	100%	0%	48
2022	DMS 205	Sono Sect Anatomy/Abdom Pathology I	5	1	5	100%	100%	0%	20
2023			12	1	12	100%	100%	0%	24
2024			16	1	16	100%	100%	0%	32
2022	DMS 206	OB/GYN for Sonography I	5	1	5	100%	100%	0%	15
2023			12	1	12	100%	100%	0%	36
2024			16	1	16	100%	100%	0%	48
2022	DMS 207	OB/GYN for Sonography II	5	1	5	100%	100%	0%	15
2023			12	1	12	100%	100%	0%	36
2024			15	1	15	100%	100%	0%	45
2022	DMS 208	Sono Patho of Abdomen & Small Parts	5	1	5	100%	100%	0%	10
2023			12	1	12	100%	92%	0%	24
2024			16	2	8	100%	100%	0%	32
2022	DMS 211	Sono Physics & Instrumentation	9	1	9	100%	100%	0%	27
2023			15	1	15	100%	100%	0%	45

2024			16	1	16	100%	100%	0%	48
2022	DMS 220	General Sono Clinical Training I	4	1	4	100%	100%	0%	20
2023			13	1	13	100%	100%	0%	65
2024			15	1	15	100%	100%	0%	75
2022	DMS 221	General Sono Clinical Training II	5	1	5	100%	100%	0%	25
2023			12	1	12	100%	100%	0%	60
2024			14	1	14	100%	100%	0%	70
2022	DMS 222	Gen Sono Clinical Training III	5	1	5	100%	100%	0%	25
2023			12	1	12	100%	100%	0%	60
2024			14	1	14	100%	93%	0%	70
2022	DMS 230	Vascular Sonography I	4	1	4	100%	100%	0%	12
2023			4	1	4	100%	100%	0%	12
2024			2	1	2	100%	100%	0%	6
2022	DMS 231	Vascular Sonography II	8	2	4	100%	100%	0%	24
2023			4	1	4	100%	100%	0%	12
2024			2	1	2	100%	100%	0%	6
2022	DMS 234	Sono Physics & Inst/Reg Rev	8	1	8	100%	100%	0%	24
2023			15	1	15	100%	100%	0%	45
2024			15	1	15	100%	100%	0%	45
2022	DMS 237	Vascular Sonography Registry Review	3	1	3	100%	100%	0%	6
2023			4	1	4	100%	100%	0%	12
2024			2	1	2	100%	100%	0%	4
2022	DMS 251	Vascular Sonography Clinical I	4	1	4	100%	100%	0%	20
2023			4	1	4	100%	100%	0%	20

2024			2	1	2	100%	100%	0%	10
2022	DMS 252	Vascular Sonography Clinical II	3	1	3	100%	100%	0%	15
2023			4	1	4	100%	100%	0%	20
2024			2	1	2	100%	100%	0%	10
2022	DMS 253	Vascular Sonography Clinical III	3	1	3	100%	100%	0%	15
2023			4	1	4	100%	75%	0%	20
2024			2	1	2	100%	100%	0%	10

Course Completion, Success, & Attrition by Location

Year (AY dates)	Location	Total Enrollment	# of Sections	Average Class Size	% Student Completion	% Student Success	% Student Attrition	Student Credit Hours
2022	Cherokee	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2023		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2024		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2022	Online	56	10	6	100%	100%	0%	160
2023		148	14	11	100%	99%	0%	505
2024		169	15	11	100%	100%	0%	586
2022	Main Campus	20	4	5	100%	100%	0%	70
2023		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2024		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2022	Concurrent	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2023		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2024		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2022	Other (Arrg, Off-campus, etc.)	29	7	4	100%	100%	0%	150
2023		33	4	8	100%	97%	0%	165
2024		34	5	5	100%	100%	0%	167

Declared Awards, Transfers, and Placements

Year (AY Dates)	# of Degrees/Certs Awarded	# of Graduates Transferring from previous AY year	% Placement Rate for Graduates (CTE Only)
2022	5	0	100%
2023	8	0	100%
2024	12-General 4-Vascular	1-Vascular	100%

Student Credit Hours by Faculty Type

Year (AY)	Number of Faculty		Student Credit Hours by Faculty Type				Total Credit Hours
	Full Time	Part Time	Full Time	% for Full Time	Part Time	% for Part Time	
2022	0	4	0	0%	380	100%	380
2023	0	3	0	0%	670	100%	670
2024	0	4	0	0%	753	100%	753

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

Part Time: Kacie Joseph, Brian Veditz, Jessica Garrettson

SUBJECT

New Staff Position

REASON FOR CONSIDERATION BY THE BOARD

Kansas Statutes require the Board of Trustees' approval for new staff positions.

BACKGROUND

Diagnostic Medical Sonography over the last couple of years has made significant changes to the program. The transition from an on-ground to a distance delivery has significantly increased enrollment numbers from a variety of different states. Adding the DMS Engagement Coordinator position will allow the program to continue to grow, maintain compliance & accreditation, and most importantly effectively serve students.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the new staff position of Diagnostic Medical Sonography Engagement Coordinator.

Job Title:	Diagnostic Medical Sonography Engagement Coordinator	Job Number:	ACAD-0045
Department:	Academic Affairs	Job Grade:	30
Reports To:	Director of Diagnostic Medical Sonography	FLSA Status:	

Job Purpose and Objectives:

The DMS Engagement Coordinator is integral to the success of the program, focusing on clinical site placement for new applicants and collaborating with recruiters to enhance targeted outreach efforts. This position is responsible for building and nurturing partnerships with schools and healthcare organizations, managing and coordinating the application process, monitoring applicant progress, and ensuring all program requirements are fulfilled. Once students are admitted, the coordinator provides ongoing support, addressing both clinical placement and academic needs to ensure a seamless and successful program experience.

Supervisory/Management Responsibilities:

Yes No

This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Job Competencies: Essential Functions include the following. Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments and work location may be changed at any time, as required by business necessity.

1. Coordinate efforts to identify, establish, and secure clinical site partnerships to expand observation and training opportunities for students.
2. Create and maintain an up-to-date database of clinical site information, including requirements, instructor credentials, and ensure team adherence to data management protocols.
3. Establish and nurture partnerships by coordinating with colleges and community organizations to enhance program pathways for qualified applicants.
4. Coordinate processes to resolve challenges related to clinical site availability by collaborating with healthcare organizations to identify new partnership opportunities and optimize existing agreements.
5. Coordinate with students to address challenges in securing clinical placements, providing guidance and alternative solutions.
6. Guide and oversee the management of affiliate agreements in collaboration with the DMS Program Director, ensuring compliance with program and institutional standards.
7. Coordinate affiliate agreements to ensure they are renewed or approved on time, maintaining up-to-date records and compliance with renewal deadlines.
8. Coordinate processes for clinical site onboarding (specific per clinical sites) and the documentation to reduce delays and ensure timely student placement.
9. Contact healthcare entities across the country to coordinate clinical placement opportunities to help students secure locations
10. Coordinate and manage application process, ensuring timely collection and organization of all required documentation.
11. Coordinate program interviews, ensuring applicants meet admission criteria and are evaluated effectively.
12. Collect and organize pre-clinical documentation to ensure timely submission and compliance, while coordinating clinical site onboarding and documentation to minimize delays and ensure prompt student placement.
13. Assist Clinical Coordinator with tracking and managing student clinical hours, ensuring compliance with program requirements and accreditation standards.
14. Coordinate and manage pre-program clinical observation and assist with post entry clinical and academic requirements for students throughout the program.
15. Coordinate targeted recruiting for prospective DMS students, with an emphasis on attracting non-traditional and diverse applicants.
16. Coordinate engagement initiatives for the department such as department campaigns, email outreach, social media, and other digital efforts to engage prospective students.
17. Provide leadership and guidance to Program Specialists, helping them set goals, grow professionally, and enhance their contributions through regular feedback.

18. Helps develop departmental strategic, operational, and technology plans
19. Participates in public relations activities and promotes the program within the region
20. Potential health hazards include exposure to contagious disease
21. Occasional travel may be required
22. Enforces and maintains compliance with all federal, state and local laws and ordinances
23. Performs other duties as assigned or deemed necessary
24. Complies with all organizational and departmental policies and procedures
25. Operates all job-related equipment, machinery, tools and other aids as required or needed
26. Protects and maintains any confidential information you have access to, whether oral, written, or electronic

Position Requirements and Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Requirements:

1. Bachelor degree in healthcare, education or a related field
2. Three years of experience in higher education, healthcare recruitment, or clinical site coordination
3. Experience in a Diagnostic Medical Sonography program or other health science program preferred.
4. Experience with accreditation standards, affiliation agreements and regulatory requirements for Diagnostic Medical Sonography program or healthcare preferred.
5. Occasional evening and weekend hours

Certifications / Licenses:

1. None

Skills/Knowledge/Abilities:

1. Ability to manage complex processes independently, including application management and clinical site coordination.
2. Good organization and communication skills
3. Knowledge of basic computer systems, programs and software
4. Excellent time management skills and ability to multi-task and prioritize work
5. Ability to fulfill all duties with minimal supervision and to work independently
6. Assess situations rapidly and make logical decisions in a timely manner
7. Analyze facts and exercise sound judgment
8. Ability to effectively manage projects and multiple priorities simultaneously
9. Strong written and verbal communication skills
10. Problem solving and critical thinking skills
11. Strong math, spelling, computer, and calculator abilities
12. Ability to communicate in a professional, calm and courteous manner with the general public and employees
13. Attention to detail
14. Proficiency in clinical operations, including the use of Trajecsys or similar clinical management platforms.
15. Ability to learn recruitment strategies, digital marketing, and content creation tools (e.g., Adobe Creative Suite, Canva).

Work Environment and Physical Demands: The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high volume environment.
- Daily attendance is required, schedules may fluctuate to accommodate needs, deadlines and delivery of services. Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent periods of sitting, standing, walking, and carrying items will be required.
- Average use of computer, phones, and other position related technology required per position.
- Office located on _____ floor of building. Office with _____ # windows.

Confidential and/or sensitive information, if any, is accessible by an employee to perform the duties of the job:

- | | |
|--|---|
| <input type="checkbox"/> Employee Information | <input type="checkbox"/> Managerial Information |
| <input checked="" type="checkbox"/> Organizational Information | <input type="checkbox"/> Professional Information |
| <input checked="" type="checkbox"/> Customer / Contact Information | <input type="checkbox"/> Other: |

Personal contacts an employee makes with others (face-to-face and telephone) to perform the duties of the job:

- Within the immediate organization, department, office, project, or work unit, and in related or support units; and/or with members of the public in very highly structured situations
- With employees in the same organization, but outside the immediate department or division and/or with members of the public, as individuals or groups, in a moderately structured setting
- With individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different
- With high-ranking officials from outside the organization at national or international levels in highly unstructured settings

Acknowledgement:

This job description was reviewed with me and I understand that nothing in this job description restricts The Organization's right to assign, reassign or eliminate duties and responsibilities to this job at any time This job description reflects The Organization's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by The Organization or myself

Employee Name (Print)	Signature	Date
Supervisor / Department Director (Print)	Signature	Date

Revision History			
Revision #	Revision Author	Date	Description of Revision(s)
00			
01			
02			
03			

SUBJECT

Jenzabar Workforce/Retention Package

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

For many years, Student Affairs professionals at LCC have recognized the need for better data sharing, communication, and student success tracking tools. While staff and faculty have worked diligently to support students, our current systems create inefficiencies that hinder our ability to identify at-risk students early, track interventions consistently, and coordinate efforts across departments. The absence of a fully integrated solution means that critical student information is often siloed, limiting our ability to take proactive steps that could improve retention and student outcomes.

Jenzabar's solution integrates with our current system, thus reducing IT burden, increasing efficiency and effectiveness, and providing enhanced data security.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the purchase of the new Jenzabar One Package for a total cost of \$282,410.

SUBJECT

Departmental Reviews: Workforce

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 Workforce and Print & Graphic Services Departmental Reviews to the Board of Trustees.

PRESIDENT'S RECOMMENDATION

President recommends the acceptance of the Departmental Review for Workforce.



Workforce Education and Career Training

Comprehensive Review AY22, AY23, AY24

Prepared by:

Molly Coomes

Director of Workforce Education and Career Training

Laura Howerter

Workforce Allied Health Coordinator

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1.0 Department Summary

The Workforce Education, Career Training & Personal Enrichment Division at Labette Community College is dedicated to meeting the dynamic educational and training needs of our community. Offering an extensive range of credit and non-credit courses, seminars, and workshops, our department strives to provide accessible, relevant, and engaging learning opportunities for individuals across all backgrounds, from career-oriented students to lifelong learners.

Central to our mission is a commitment to exceptional customer service and a welcoming classroom environment that promotes learning in a supportive and relaxed atmosphere. Each instructor in our division is carefully chosen based on their expertise and passion for teaching, ensuring that students gain insights from industry leaders and professionals who are deeply knowledgeable in their fields.

Our department serves as a critical resource for local economic and workforce development, delivering targeted training solutions for businesses and organizations. Through specialized programs like EMT, Allied Health, Fire School, and customized contract training, we equip students with the skills and certifications needed to thrive in essential industries. We also support community well-being and personal growth through continuing education and enrichment courses, such as yoga, life-long learning opportunities, and unique special interest classes.

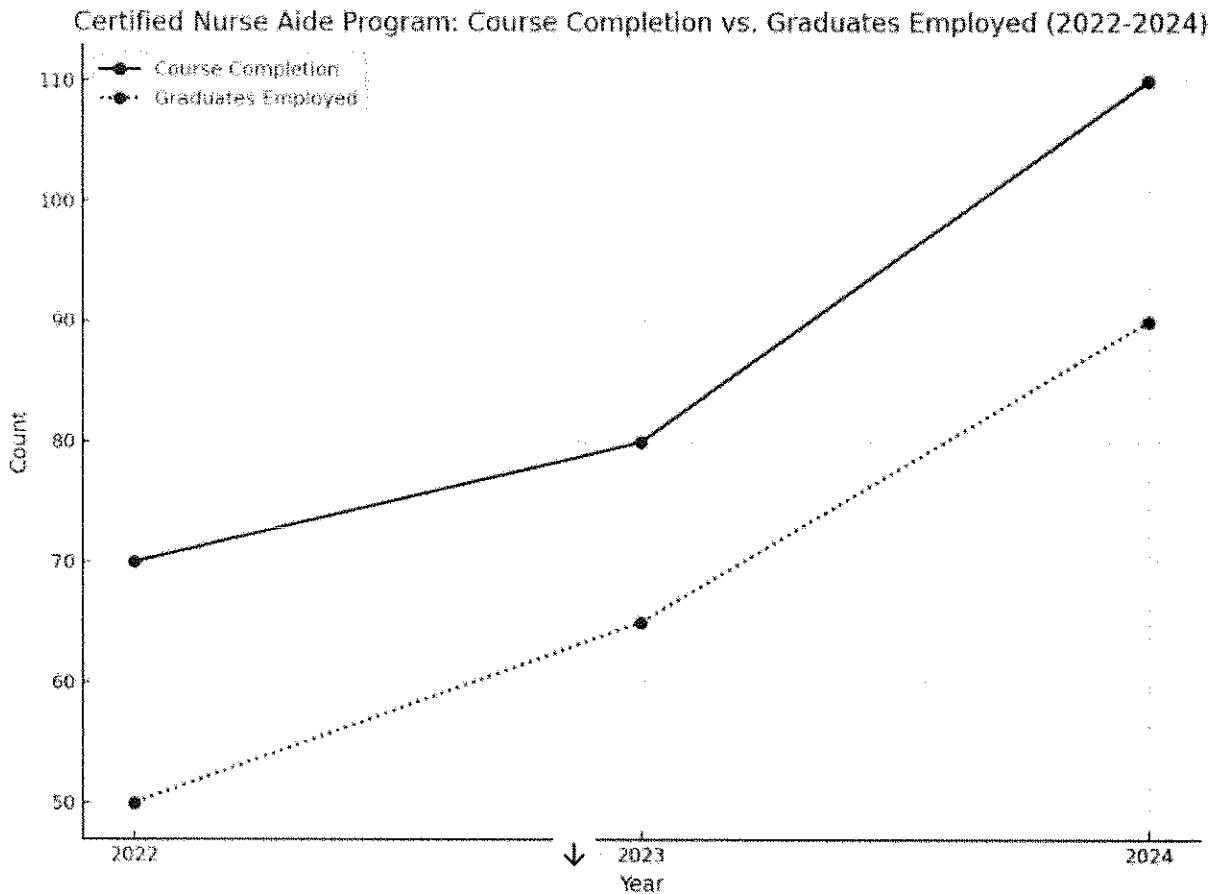
At Labette Community College, our Allied Health programs encompass EMT, CNA, CMA, and Phlebotomy, providing essential support to Health Science pathways. EMT (Emergency Medical Technician) focuses on life-saving care in emergency situations, offering quick, on-the-spot medical attention. CNA (Certified Nurse Aide) prepares students for direct patient care, emphasizing compassion and hands-on assistance in long-term or acute care settings. CMA (Certified Medication Aide) builds on CNA skills, specializing in medication administration under nursing supervision. Phlebotomy trains students in blood collection techniques, ensuring accurate lab testing and patient comfort. Together, these programs form a strong foundation for advancing healthcare careers.

Our core program offerings include:

- **Career Programs (EMT, Allied Health, Fire School):** Providing foundational and advanced training for those pursuing careers in emergency response and healthcare.
- **Continuing Education:** Enabling professionals to maintain certifications and stay updated on industry advancements.
- **Business & Industry Training:** Addressing specific skill gaps within local industries, these programs are tailored to meet employer needs and support regional economic growth.
- **Contract & Customized Training:** Developing specialized courses for local employers to train their workforce effectively.
- **Economic Development Initiatives:** Partnering with community leaders and organizations to strengthen the local economy through education.
- **Life-Long Learning:** Offering enrichment courses for individuals who want to pursue new interests or deepen existing skills.
- **Special Interest Courses & Non-Credit Offerings:** Providing classes on topics ranging from wellness to technology, enhancing personal and professional development.

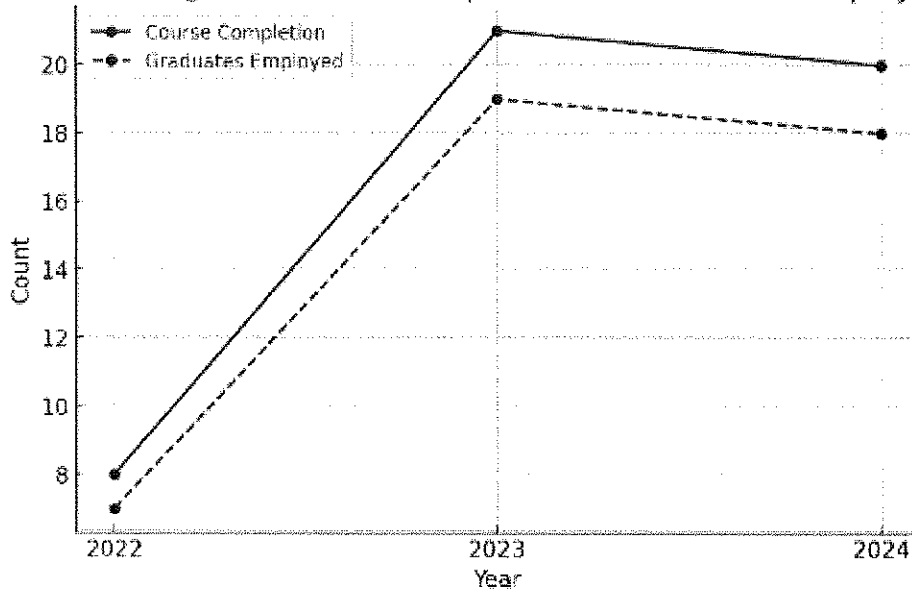
This department continuously evolves to meet the emerging needs of our community, expanding offerings and building strategic partnerships to reinforce Labette Community College's role as a key educational and workforce development hub.

1.1 Quantitative and Qualitative Data



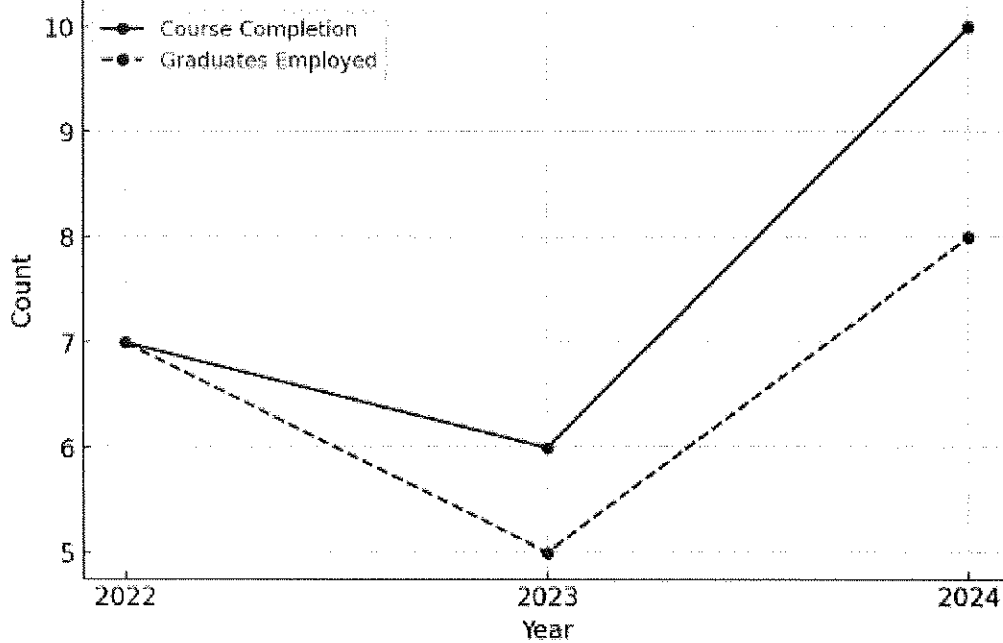
This line graph shows the Certified Nurse Aide program data for the years 2022 to 2024. The difference between course completion and employment in the CNA program is influenced by our collaboration with several area high schools. Many high school students are required to complete the CNA class as part of their health science curriculum, which supports their academic and career readiness. However, not all of these students pursue employment as CNAs after completing the course. This distinction highlights the dual purpose of the program—preparing students for immediate employment while also serving as a foundational step for further education or career pathways in healthcare.

Certified Med Aide Program: Course Completion vs. Graduates Employed (2022-2024)



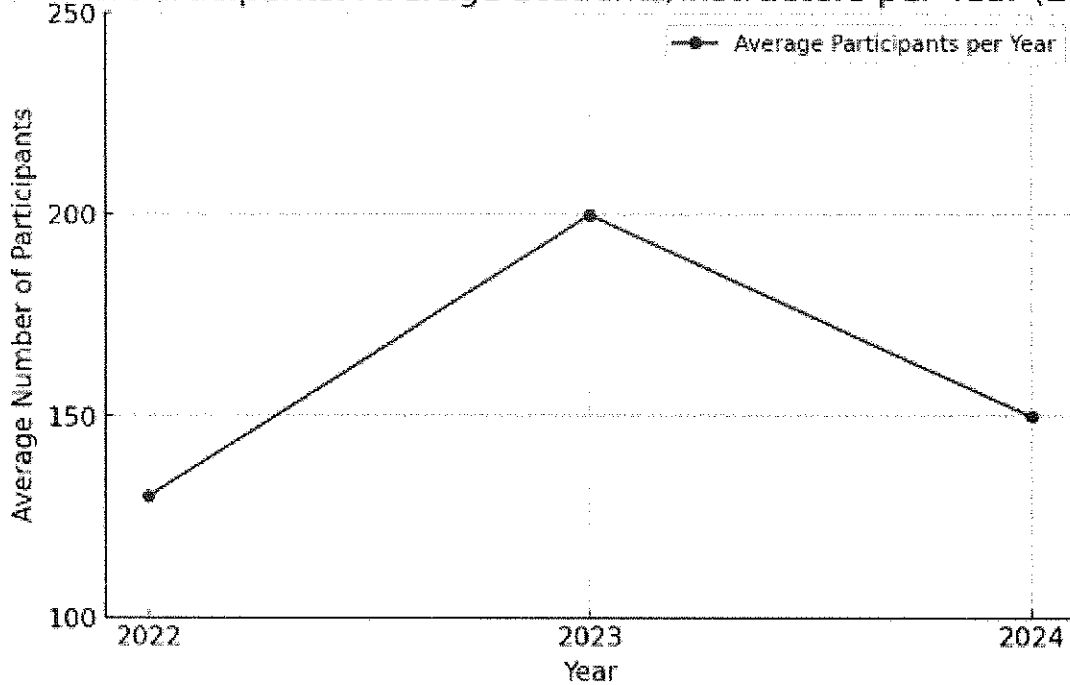
This line graph displays the Certified Med Aide (CMA) program data for 2022 to 2024. The small gap between course completion and employment is due to some students, particularly high school students, who are required to take the CNA/CMA program as part of their health science curriculum. While they complete the course, they do not always pursue employment in the field, leading to a slight difference between the number of graduates and those who secure jobs. This explains why course completion numbers are consistently higher than employment figures.

EMT Program: Course Completion vs. Graduates Employed (2022-2024)

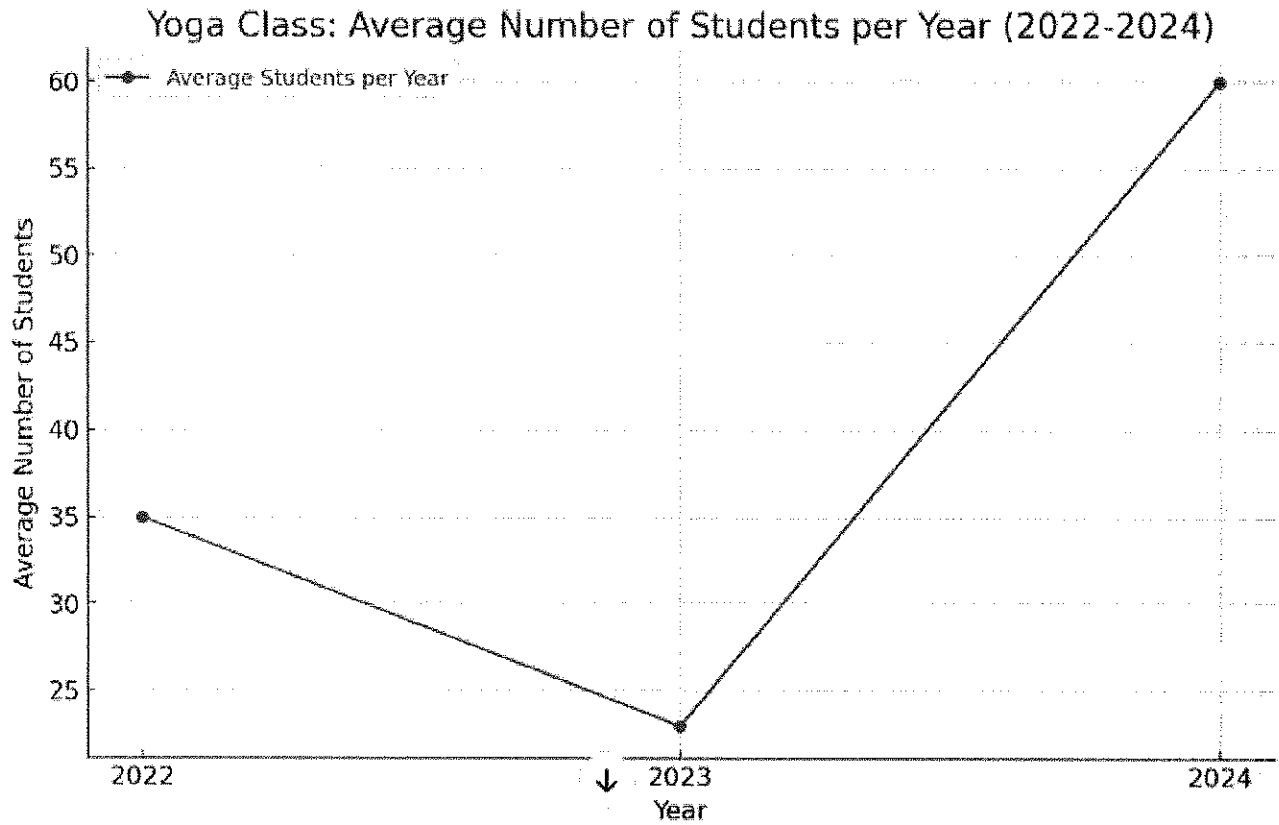


This line graph for the EMT program, showing the comparison between degrees/certifications awarded and graduates who exited and found employment for the years 2022 to 2024. The small gap between course completion and employment is due to several factors. Some graduates choose to pursue different career paths after completing the program, using it as a foundation for other healthcare roles. Others may experience delays in obtaining certifications or licenses, which can postpone their entry into the workforce. Additionally, some students seek part-time or alternative work instead of full-time employment in the field. These factors contribute to the difference between the number of students completing the course and those immediately securing jobs.

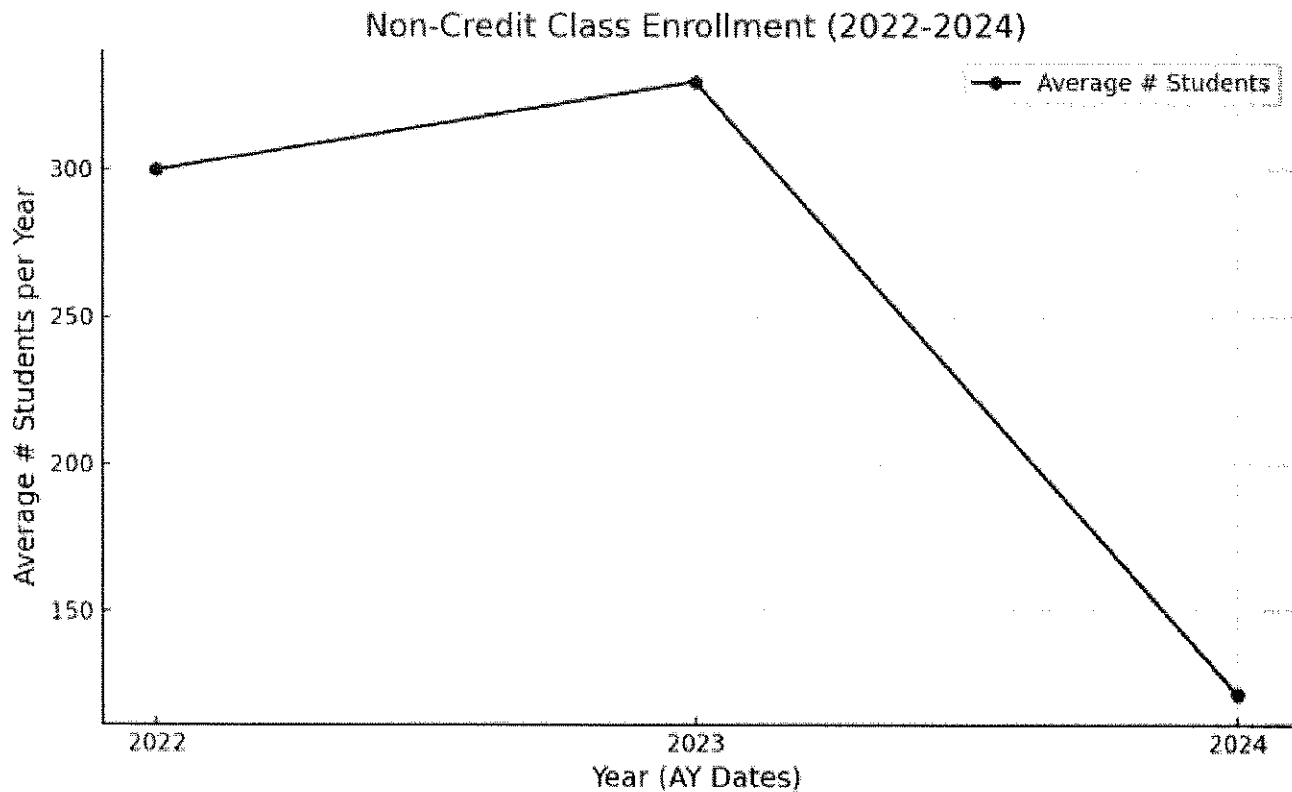
Fire School Participants: Average Students/Instructors per Year (2022-2024)



Here is the line graph showing the average number of participants (students and instructors) at the Fire School for each year between 2022 and 2024. The decline in participation last year was due to scheduling in close proximity with both the national firefighter conference (FDIC) and the state conference (KSFFA), which limited the number of firefighters available to attend our event. However, this presented an opportunity to focus on our volunteer firefighter attendees, who typically do not attend those larger conferences. This allowed us to provide more targeted training and support for this essential group within our firefighting community. For 2025, we have ensured there will be no date conflicts, allowing for greater attendance and participation.



Here is the line graph showing the average number of students per year in the Yoga class from 2022 to 2024. The data highlights an increase in 2024 after a slight dip in 2023. The addition of our new instructor has been a pleasant experience and certainly increases interest and enrollment.



Over 2022 and 2023, the cookie decorating classes alone attracted an impressive 500 students across 13 sessions, reflecting strong community engagement. In 2024, however, the department shifted its focus to onboarding a new director, navigating a departmental transition, and relocating to a new building. This period of adjustment temporarily limited the expansion of non-credit course offerings, allowing the team to prioritize foundational improvements and long-term strategic planning.

As we look ahead, we are rebranding some of our non-credit classes as "Workforce Workshops" to better align with industry needs and professional development opportunities. This new focus aims to provide targeted skill-building sessions that support workforce readiness and career advancement. While 2024 was a year of transition, we are committed to establishing a solid schedule of Workforce Workshops for the next year, ensuring a diverse and impactful selection of courses for our community.

2.0 Department Support of Student Success

Our department is committed to providing students with the essential tools and support they need to excel in their chosen programs. Through excellent communication channels, students have direct and continuous access to highly experienced faculty members who bring real-world expertise into the classroom. The faculties' hands-on approach and genuine commitment to student success foster an engaging and responsive learning environment. Students in our CNA, CMA, Phlebotomy, and EMT programs benefit particularly from state-of-the-art facilities and specialized equipment, allowing them to develop the practical skills needed to confidently transition into their careers.

The Workforce Education and Career Training Department offers diverse classes to meet a variety of student needs. From leadership training for local businesses and industry-focused programs like welding to wellness-focused *Yoga* and creative non-credit courses such as *Canva for Beginners*, *CPR Certification*, and *Cookie Decorating*, our programs equip students with practical skills and opportunities for personal growth. These offerings ensure students have access to meaningful educational experiences that align with their professional and personal goals.

A distinct advantage of our department is that our staff focuses exclusively on student support and resource coordination rather than teaching duties. This structure allows us to dedicate all our time and resources to ensuring that students have a streamlined, supportive educational journey. From program guidance to personalized assistance, our staff is fully available to meet the needs of each student, addressing challenges quickly and enhancing the learning experience. This approach not only improves student outcomes but also fosters a positive, resource-rich environment where students can thrive academically and personally.

3.0 Department Outcomes

Goal #1	Create networking opportunities that lead to increased employability and job placement.
Measurement of Success	The Workforce Department will hold two CNA days (fall and Spring) at the Ted Hill Building.
Achievement Plan	<ul style="list-style-type: none"> • Workforce staff will plan a CNA day for the fall and spring term in AY26. • Students from CNA courses and local businesses will be invited. • The intent will be to connect students with a variety of businesses to see career opportunities and for employers to meet with students from the CNA programs. • A speaker(s) will be present to discuss allied health and impact it has in our region. • An in-house demo / showcase of equipment and preparation that would tie LCC, Students, and Employers together with a depth of understanding from start to finish.
Relevance	The department's skills-based programs such as CNA, CMA, Phlebotomy and EMT quip students with certification and hands-on experience required by employers. Bridging the gap even further by connecting the class with the company would provide a smoother transition, deeper understanding between parties, and create networking opportunities for workforce ready participants.
Time-Frame	AY26

Goal #2	Increase participation in community health and safety programs, such as Fire School.
Measurement of Success	Increase by 10% compared to AY24 levels (e.g., from 150 to 165 Fire School participants).
Achievement Plan	<ul style="list-style-type: none"> • Create a streamlined brand and social media presence for Fire School • Expanding outreach to local emergency services • Implementing targeted recruitment campaigns • Enhancing program content with updated emergency response techniques to meet regional public safety needs. Success will be measured through enrollment records and participant evaluations.
Relevance	This will reinforce the department's mission to support community health and safety through targeted training programs. By increasing participation in EMT training and Fire School, the department addresses critical workforce needs in emergency response and healthcare, ensuring the community has access to skilled professionals during emergencies. Additionally, this growth strengthens partnerships with local emergency services and positions the department as a key contributor to regional public safety and workforce development.
Time-Frame	AY26

Workforce Education and Career Training AY22, AY23, AY24 Comprehensive Review

Goal #3	Establish and deliver the Emerging Leaders program in collaboration with Kansas Manufacturing Solutions.
Measurement of Success	Enroll at least 16 participants from local businesses between the two training levels.
Achievement Plan	<ul style="list-style-type: none"> • The program will include 6–12-week program customized leadership workshops tailored to manufacturing industry needs • 90% of participants reporting improved leadership skills in post-training evaluations.
Relevance	<p>The relevance of hosting the Emerging Leaders program at Labette Community College (LCC) would stem from several key factors:</p> <ol style="list-style-type: none"> 1. Accessibility and Central Location: LCC's location and facilities make it an ideal venue for local industries to send their employees for professional development. As a community-centered institution, LCC is already a trusted resource for education and workforce training in the region. 2. Alignment with Workforce Development Goals: The program aligns with LCC's mission to support the economic and professional growth of the community by offering tailored educational opportunities. This program would directly address local manufacturing needs by developing leadership skills in employees, fostering career growth, and improving workplace dynamics. 3. Established Partnerships: LCC's collaboration with Kansas Manufacturing Solutions (KMS) and local industries underscores its role as a hub for workforce development. Facilitating the program demonstrates LCC's commitment to bridging the gap between education and industry demands. 4. Leveraging Resources and Expertise: LCC can provide access to trained educators, subject matter experts, and state-of-the-art facilities to enhance the program's effectiveness. Its existing infrastructure is well-suited for hosting workshops, seminars, and hands-on training sessions. 5. Career Pathway Integration: By offering this program, LCC strengthens its role in creating career pathways for students and professionals. It supports employee retention and skill advancement within the local manufacturing sector. 6. Community Impact and Recognition: Hosting the Emerging Leaders program positions LCC as a leader in workforce education, fostering stronger ties with local businesses and enhancing its reputation as an institution committed to community and economic development. <p>By facilitating the program, LCC not only serves as a catalyst for leadership development but also strengthens its relationships with local employers and the broader community, ensuring a sustainable impact on the region's workforce.</p>
Time-Frame	AY26/27

Workforce Education and Career Training AY22, AY23, AY24 Comprehensive Review

Goal #4	Hire and onboard a full-time Allied Health Instructor to enhance clinical and technical training in programs such as CNA, CMA, and Phlebotomy.
Measurement of Success	Finalizing the hiring process by the end of AY26 for AY27
Achievement Plan	<ul style="list-style-type: none"> • Ensure the instructor is fully integrated into the program and delivering high-quality instruction for at least three on-ground courses by the start of AY27. • Conducting biannual reviews with the Allied Health Advisory Committee to align training with evolving industry standards. • Add health enrichment courses (both credit bearing and non-credit bearing) provided by workforce.
Relevance	This goal directly addresses the growing demand for skilled healthcare professionals in the region. Adding a full-time Allied Health Instructor ensures consistent, high-quality instruction across key programs like CNA, CMA, and Phlebotomy, which are essential for meeting local workforce needs. It also allows the department to expand course offerings, reduce waitlists, and improve student access to critical training, ultimately increasing employability and supporting the healthcare infrastructure in the community. This aligns with the department's mission to prepare students for immediate entry into high-demand careers while contributing to regional economic and workforce development.
Time-Frame	AY26/27

Goal #5	Increase non-credit classes/special interest classes to once a month or more.
Measurement of Success	Once a month or more non-credit classes/special interest classes and increased enrollment numbers.
Achievement Plan	<ul style="list-style-type: none"> • Introduce at least 12 new (or popularly offered) classes throughout the year, based on community interest • Promote them through targeted marketing campaigns.
Relevance	This goal aligns with the department's mission to foster lifelong learning and personal enrichment within the community. By expanding the variety and frequency of non-credit classes, the department enhances its role as a key resource for residents seeking to develop new skills and pursue hobbies, strengthening community engagement. Additionally, offering a broad range of topics allows LCC to serve diverse interests, supporting the department's goal of providing accessible and engaging learning opportunities that complement workforce development initiatives.
Time-Frame	AY26

3.1 Significant Impacts

The Workforce Education and Career Training Department has significantly contributed to Labette Community College's mission by expanding educational pathways that address immediate workforce needs and by broadening the scope of career-focused training. With a growing demand for healthcare professionals, our department has worked to increase the number of allied health classes available, such as CNA, CMA, Phlebotomy, and EMT, providing students with vital skills that lead directly to employment. These programs not only fulfill regional healthcare staffing needs but also strengthen the college's reputation as a key provider of essential healthcare training in the community.

For over 42 years, the LCC Fire School has been a cornerstone of fire safety training in southeast Kansas, providing vital education to thousands of firefighters and emergency personnel. This program has enhanced public safety across the region by equipping participants with critical skills to respond effectively to emergencies. Beyond its life-saving contributions, the Fire School has elevated the college's reputation as a leader in workforce education and strengthened community ties through its commitment to regional safety and preparedness.

By prioritizing short-term, skill-based education options, our department has also shifted the college's focus toward flexible career training, appealing to individuals seeking a faster, more affordable route to a stable career. For many students, the prospect of entering a high-demand field without the commitment of a traditional two- or four-year degree is highly appealing. This approach has attracted a wider range of students to Labette, including adult learners, career-changers, and those who may not have previously considered college.

Through these initiatives, our department has broadened the college's reach and increased enrollment, aligning education with local workforce needs and economic development goals. This shift not only enhances student success but also reinforces Labette Community College's role as an adaptable, community-centered institution, responsive to changing industry demands and dedicated to regional growth.

4.0 External Constituency and Significant Trends

Our department actively collaborates with other departments within Labette Community College and key external constituencies to guide its vision and ensure its programs remain relevant and effective. We work closely with academic departments and student services to align workforce training with academic offerings, creating a seamless educational experience for students. This internal collaboration ensures that students receive comprehensive support and access to a wide range of resources, helping them succeed in their educational and career goals.

Externally, our department collaborates with local businesses, healthcare providers, and industry leaders to gain insights into workforce needs and adjust our programs accordingly. We also consult with our **Allied Health Advisory Committee** twice a year to ensure our programs align with current industry trends, address skill gaps, and seize emerging opportunities. By integrating these insights, we ensure our department's vision remains responsive to both community needs and the evolving job market, positioning Labette Community College as a key contributor to workforce development and economic growth.

Our Fire School Committee is our guiding force that helps ensure that Fire School is up to date on its content and first-hand experience in the field. This committee is made up of a variety of experts in the fire service field.

5.0 Department Success

- The recent office relocation was a successful transition, despite facing challenges along the way. This included moving the EMT program into its own dedicated space.
- The department celebrates the success of the first on-ground Phlebotomy class, which began this past 8 weeks. Our instructor has agreed to teach a class every semester, with plans to increase participation in this area.
- The Fire School event for the last 3 years has been a success, drawing nearly 200 visitors per year to Labette Community College and the Parsons area.
- The Summer Pottery Class with a local artist was a success, with participants enjoying the opportunity to create freely under her expert guidance. Our instructor was easy to work with, and the class had a positive experience.
- The department is pleased to have secured our new instructor for the yoga class, with over 20 students enrolled for Summer '24, Fall '24, and Spring '25 sessions. This has been a significant improvement on enrollment and consistency within the course.
- The non-credit classes spanned a variety of topics. From cookie decorating to stain glass making and BBQ class, students had no shortage of options. The cookie classes alone saw nearly 500 participants over 13 classes in 2022-2023.
- The Ed2Go feature of our website is an online learning platform with a large variety of topics. These trainings are taught completely online and at the student's pace. We receive a portion of the fees from Ed2Go.
- The implementation of the CPR class for the public has been well-received, and it has now been incorporated as a requirement for the CNA classes, enhancing the program's overall value.

5.1 Staff Accomplishments

- Successfully bringing back the Phlebotomy program at LCHS Spring 2024, with plans to offer the on-ground class and testing for the certificate at LCC starting Fall 2024.
- Participation at the 2024 KansasWorks Workforce Innovation Conference in Salina, KS
- Adding the on-ground CNA class to the department's offerings.
- Facilitating a smooth transition as the department navigated the changes brought by a new Workforce Director and new Workforce building/offices.
- Building strong relationships with both LCHS and PHS, fostering collaboration and communication.
- Cultivating positive and productive relationships with adjunct instructors, enhancing the quality of instruction across programs.
- Actively involved in the development and implementation of new course offerings and programs to meet community and workforce needs.
- Our CNA instructor at the Galena facility uses the Cherokee Center for her lab hours and has appreciated the extra space and dedication to our Allied Health courses.
- Assisted with organizing and participating in the **Labette County Fair, Flag Day Parade** in Altamont, **Parsons Christmas Parade**, and the **Veterans Day Parade** in Parsons, engaging with the community.
- Contributed to the **Company Olympics, Fire School**, and participated in various **community outreach activities** that foster student and community engagement.
- Active member of several committees, including the **Allied Health Committee, Fire School Committee, Welding CTE Committee, Auction Committee, C3 Committee, and Retention Committee**, helping to shape departmental initiatives and strategies.
- Assisted **Admissions** with school visit days, supporting efforts to attract prospective students.
- Delivered presentations at **CTE and Health Science Days**, promoting programs and opportunities to prospective students and local partners.

6.0 Supervising Administrator Response

The Workforce Department has seen some changes in staffing and their location over the last year. As the supervising Vice President, I commend the work the department put forth for this review during this transitional time. This comprehensive review highlights the departments' ability to adapt, grow, and evolve for the community and stakeholders in our area. They have outlined important community impact areas such as Fire School and non-credit enrichment opportunities, innovation with program expansion with local demands reflective of the Emerging Leaders program, and student-centric approaches with customer service through completion for industry relevant skills such as CNA, CMA, EMT and other allied health programs.

The outlined goals are ambitious yet achievable and are aligned with the college and department missions. There are many opportunities within the region to grow community-centered workforce education which prepare community members for success and contribute significantly to economical development and societal well-being.

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 11


Check Number	Vendor	1/9/2025		Description	Account Number	Amount	Total
139067	A T and T			Internet	11-6401-631-000	\$1,434.56	\$1,434.56
139068	Kaylena Marie Andersen			Women's Basketball Travel - 1/25/202	11-5503-601-000	\$300.00	\$300.00
139069	Kaylena Marie Andersen			Women's Basketball Travel - 1/18/202	11-5503-601-000	\$300.00	\$300.00
139070	Kaylena Marie Andersen			Women's Basketball Travel - 1/15/202	11-5503-601-000	\$300.00	\$300.00
139071	Kaylena Marie Andersen			Reimburse Mileage - MCI Airport	11-5503-603-000	\$241.20	\$241.20
139072	B P Business Solutions			Gasoline	11-6502-720-000	\$275.56	\$275.56
139073	Broadcast Music Inc.			Licensing Fee	11-1111-682-000	\$375.65	\$375.65
139074	City of Parsons			Water Service	11-7102-632-000	\$2,772.39	
				Water Service - WTC	12-4204-632-000	\$162.55	
				Water Service - Student Union	16-9482-632-000	\$228.19	\$3,163.13
139075	Commerce Bank			Vehicle Rental - Men's Basketball	11-5508-603-000	\$514.15	\$514.15
139077	Evergy Kansas Central INC			Electricity	11-7102-634-000	\$17,462.83	
				Electricity - WTC	12-4204-634-000	\$616.18	
				Electricity - Student Union	16-9482-634-000	\$1,074.58	\$19,153.59
139078	Evergy Kansas Central INC			Electricity - Cherokee Center	11-7103-634-000	\$688.22	\$688.22
139081	Jason Hinson			Men's Basketball Meal - 1/25/2025	11-5508-601-000	\$350.00	\$350.00
139082	Jason Hinson			Men's Basketball Travel - 1/15/2025	11-5508-601-000	\$350.00	\$350.00
139083	Jason Hinson			Men's Basketball Travel - 1/18/2025	11-5508-601-000	\$350.00	\$350.00
139084	Kansas Gas Service			Gas Service	11-7102-633-000	\$639.18	\$639.18
139085	Labette County Treasurer			Trailer Registrations	11-6502-720-000	\$95.50	\$95.50
139086	Parsons Rotary Club			Yearly Dues - Dee Bohnenblust	12-1208-681-000	\$617.02	\$617.02
139088	SESAC			Music License Fee	11-1111-682-000	\$379.97	\$379.97
139089	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

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	1/9/2025	Account Number	Amount	Total
139090	Wave Wireless	Internet Service - WTC		11-6401-631-000	\$69.00	\$69.00
139091	Wex Bank	Rebates - December 2024		11-6502-720-000	(\$40.68)	
		Car Wash Purchase - December 2024		11-6502-720-000	\$14.00	
		Fuel Purchases - December 2024		11-6502-720-000	\$644.84	\$618.16
					<u>\$30,901.57</u>	
		11-General Fund	\$28,203.05			
		12-Postsecondary Technical Education Fund	\$1,395.75			
		16-Auxillary Ent Fund	\$1,302.77			
		64-Deferred Maintenance	\$0.00			
		67-Capital Outlay	\$0.00			
			<u>\$30,901.57</u>			

Checks approved for release prior to Board action


President


Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

1/17/2025

Check Number	Vendor	Description	Account Number	Amount	Total
139095	Amazon Capital Services	The Complete Grimms Fairy Tales	11-1109-700-000	\$95.60	
		Into The Woods DVD	11-1109-700-000	\$48.93	
		Pharmacology for Health Care Providr	11-4203-701-000	\$81.96	
		Social Problems Textbook	11-4203-701-000	\$78.99	
		UTV Snow Plow Skid Shoe	11-7102-649-000	\$36.62	
		Ribbons for Employee Cook-Off Winn	16-9684-701-000	\$39.96	\$382.06
139099	CPI Technologies, Inc	Copy Usage - Cherokee Center	11-7103-701-000	\$137.83	\$137.83
139100	FedEx Express	Package Shipping	11-5303-701-000	\$61.37	\$61.37
139101	First Dakota Indemnity Company	Workman's Comp	11-6501-590-001	\$1,213.00	\$1,213.00
139102	Ross Harper	Reimburse Flight - HLC Conf/Chicago	12-1205-601-000	\$29.20	
		Reimburse Flight - HLC Conf/Chicago	12-1205-601-000	\$364.97	\$394.17
139103	Kansas Department of Health and Env	Annual Radiation Equipment Registra	12-1210-646-000	\$300.00	\$300.00
139104	Kansas Department of Revenue	Bird's Nest Sales Tax - December	16-0000-216-001	\$95.00	
		Cardinal Cafe Sales Tax - December	16-0000-216-002	\$255.69	\$350.69
139106	Kansas Gas Service	Gas Service	11-7102-633-000	\$1,034.43	
		Gas Service - Cherokee Center	11-7103-633-000	\$384.79	
		Gas Service - WTC	12-4204-633-000	\$425.23	
		Gas Service - Student Union	16-9482-633-000	\$212.21	\$2,056.66
139107	KJCCC	Women's Basketball Officials - Spring	11-5503-680-000	\$4,641.00	\$4,641.00
139109	Pittsburg State University	KCCTE Conf Reg - R Harper	12-1246-630-000	\$50.00	\$50.00
139110	Proforma	Repeat Screen Charge & Freight	11-5302-701-000	\$40.09	
		Cardinal Stress Relievers	11-5302-701-000	\$712.50	\$752.59
139111	Rural Water District #5	Water Service - Cherokee Center	11-7103-632-000	\$32.51	\$32.51
139112	Sam's Club Direct	Stacker Document Boxes (5 pack)	11-5302-701-000	\$59.61	\$59.61
139113	Sparklight	Cable Service	11-6401-631-000	\$226.64	\$226.64

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	1/17/2025		Account Number	Amount	Total
139115	Touchtone Communications	Fax Lines			11-6501-631-000	\$100.18	\$100.18
139116	WoodRiver Energy LLC	Natural Gas Service			11-7102-633-000	\$1,816.48	
		Natural Gas Service - WTC			12-4204-633-000	\$776.92	
		Natural Gas Service - Student Union			16-9482-633-000	\$322.82	\$2,916.22
						<u>\$13,674.53</u>	

11-General Fund	\$10,802.53
12-Postsecondary Technical Education Fund	\$1,946.32
16-Auxillary Ent Fund	\$925.68
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$13,674.53</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	1/23/2025		Description	Account Number	Amount	Total
139119	A T and T			Phone Service	11-6501-631-000	\$147.42	
				Phone Service	11-6501-631-000	\$1,890.40	
				Phone Service - WTC	12-4204-631-000	\$910.90	\$2,948.72
139120	A T and T			Internet	11-6401-631-000	\$1,098.30	
				Internet	11-6401-631-000	\$829.85	\$1,928.15
139121	Delyna R Bohnenblust			Reimburse - APNA Membership	12-1208-681-000	\$145.00	\$145.00
139122	Capital One			Binders for Chemistry Books	11-1106-700-000	\$17.28	
				Honor Roll and Coffee Bar Items	11-5304-701-000	\$63.48	
				Coffee Bar and IT Dept Supplies	11-6401-701-000	\$116.77	
				Fire School Meeting Refreshments	12-4204-699-000	\$49.08	
				Food	16-9684-743-000	\$36.33	
				Food	16-9684-743-000	\$131.24	
				Food	16-9684-743-000	\$143.72	
				Food	16-9684-743-000	\$224.47	
				Food	16-9684-743-000	\$16.66	\$799.03
139123	Alexander J Coplon			Baseball Meal Money - 2/27/2025	11-5502-601-000	\$680.00	\$680.00
139124	Alexander J Coplon			Baseball Meal Money - 2/4/2025	11-5502-601-000	\$850.00	\$850.00
139125	Alexander J Coplon			Baseball Meal Money - 1/30/2025	11-5502-601-000	\$510.00	\$510.00
139126	Elan Financial Services			HLC - 2025 Conf Reg - J Sharp	11-4201-601-000	\$765.00	
				HUDL - Silver Subscription	11-5503-680-000	\$549.00	
				Expedia - Days Inn Miami - Wrestling	11-5505-601-000	\$1,103.62	
				Remnant Cafe - Lunch for Board 1/14	11-6102-709-000	\$94.34	
				Chupp - Softball Field Restrooms	11-6201-659-007	\$4,120.00	
				TaxBandits - 4th Qtr 941 Filing Fee	11-6201-701-000	\$5.95	
				Entrust - SSL Multi-Domain Renewal	11-6401-701-000	\$442.27	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	1/23/2025		Amount	Total
		Description	Account Number		
139126	Elan Financial Services	Credit - O'Reilly Auto - Replace Batter	11-6502-720-000	(\$149.33)	
		O'Reilly Auto - Replacement Battery	11-6502-720-000	\$149.33	
		Casey's - Retirement Pizza - J Downe	11-6504-692-001	\$105.82	
		HLC - 2025 Conf Reg - R Harper	12-1205-601-000	\$765.00	
		APTA - CAPTE Workshop - L Duncan	12-1205-701-001	\$175.00	
		APTA - CAPTE Workshop - R Harper	12-1205-701-001	\$175.00	
		Discount Mags - Scientific American 1	12-1208-670-000	\$79.00	
		NBRC - ACCS Exam for T Kotzman	12-1211-681-000	\$300.00	
		ProctorFree - Sono Proctored Exams	12-1214-700-000	\$2,912.00	
		ProctorFree - Annual Hosting Fee	12-1214-700-000	\$750.00	
		TJM Promos - Fire School Giveaways	12-4204-699-000	\$615.63	
		TJM Promos - Fire School Challenge	12-4204-699-000	\$483.50	
		CareerSafe - OSHA Vouchers	12-4204-701-001	\$960.00	\$14,401.13
139127	Evergy Kansas Central INC	Electricity - 1230 Main	11-7102-634-000	\$271.60	
		Electricity - Athletic Expansion	11-7102-634-000	\$5,525.49	
		Electricity - Vehicle Lot	11-7102-634-000	\$88.53	\$5,885.62
139128	Kylie M Gero	Reimburse Tuition - Northwest Missol	11-4200-630-022	\$500.00	\$500.00
139129	GFL Environmental	Trash Removal - Cherokee Center	11-7103-649-000	\$338.33	\$338.33
139130	Brittany Haley	Reimburse - MMACS Course	11-5507-701-000	\$234.00	
		Reimburse - Continuing Ed Courses	11-5507-701-000	\$149.00	\$383.00
139132	Jason Hinson	Men's BB Travel - 1/29/2025	11-5508-601-000	\$350.00	\$350.00
139133	Mia Kathryn Howard	Reimburse Mileage - Oklahoma Unior	11-5302-601-000	\$70.00	\$70.00
139135	Kelly D. Kirkpatrick	Reimburse - Orientation Lunch - Deck	11-5701-701-000	\$50.00	
		Reimburse - NACADA Conf Reg - Dec	11-5701-701-000	\$525.00	\$575.00
139138	Proud Animal Lovers Shelter	Memorial - Sandra Cunningham	11-6102-709-000	\$50.00	\$50.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	1/23/2025	Account Number	Amount	Total
139140	Haley Walker	Reimburse Mileage - KCCL/SEKHRA	11-6504-601-001		\$92.12	\$92.12
		11-General Fund	\$21,633.57			
		12-Postsecondary Technical Education Fund	\$8,320.11			
		16-Auxillary Ent Fund	\$552.42			
		64-Deferred Maintenance	\$0.00			
		67-Capital Outlay	\$0.00			
			<u>\$30,506.10</u>			
					<u>\$30,506.10</u>	

Checks approved for release prior to Board action

Mark Watterson
President

Deanne Doherty
Vice President of Finance & Operations


LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	1/30/2025		Total
			Account Number	Amount	
139141	A T and T	Internet	11-6401-631-000	\$1,580.95	\$1,580.95
139142	Kaylena Marie Andersen	Women's Basketball Travel - 2/22/202	11-5503-601-000	\$300.00	\$300.00
139143	Kaylena Marie Andersen	Women's Basketball Travel - 2/15/202	11-5503-601-000	\$300.00	\$300.00
139144	Kaylena Marie Andersen	Women's Basketball Travel - 2/5/2025	11-5503-601-000	\$300.00	\$300.00
139145	Commercial Bank	Loan 110221672 - Principal	11-6201-761-000	\$38,895.95	
		Loan 110221672 - Interest	11-6201-762-000	\$750.31	\$39,646.26
139146	Molly E Coomes	Reimburse Mileage - LCHS and Arma	12-4204-602-000	\$97.30	\$97.30
139147	Megan Fugate	Reimburse Mileage - Oswego FAFSA	11-5201-601-000	\$56.00	\$56.00
139148	Ross Harper	Reimburse Mileage - Area HS Meeting	11-4209-601-000	\$182.00	
		Reimburse Flights - NACTEI Conferer	12-1246-630-000	\$541.35	\$723.35
139149	Jason Hinson	Men's Basketball Travel - 2/5/2025	11-5508-601-000	\$400.00	\$400.00
139150	Jason Hinson	Men's Basketball Travel - 2/15/2025	11-5508-601-000	\$350.00	\$350.00
139151	Jason Hinson	Men's Basketball Travel - 2/22/2025	11-5508-601-000	\$400.00	\$400.00
139152	Kansas Gas Service	Gas Service - 1306 Main	11-7102-633-000	\$470.43	
		Gas Service - 1230 Main	11-7102-633-000	\$399.99	\$870.42
139154	McGraw-Hill Companies	Student RadReview Software Access	12-1210-700-002	\$1,582.00	\$1,582.00
139156	Ryan S. Phillips	Softball Travel - 2/27/2025	11-5509-601-000	\$600.00	\$600.00
139157	Ryan S. Phillips	Softball Travel - 2/22-23/2025	11-5509-601-000	\$1,200.00	\$1,200.00
139158	Ryan S. Phillips	Softball Travel - 2/14/2025	11-5509-601-000	\$750.00	\$750.00
139159	Ryan S. Phillips	Softball Travel - 2/11/2025	11-5509-601-000	\$750.00	\$750.00
139160	Premier X-Ray Solutions, LLC	Tigerview Annual Software	12-1210-700-002	\$1,595.00	\$1,595.00
139161	Sherry L. Simpson	Reimburse Mileage	12-1208-602-000	\$46.62	\$46.62


**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	1/30/2025	Account Number	Amount	Total
139162	Veritiv	Paper and Envelopes		11-6503-705-000	\$1,094.26	\$1,094.26
					<u>\$52,642.16</u>	
		11-General Fund	\$48,779.89			
		12-Postsecondary Technical Education Fund	\$3,862.27			
		16-Auxillary Ent Fund	\$0.00			
		64-Deferred Maintenance	\$0.00			
		67-Capital Outlay	\$0.00			
			<u>\$52,642.16</u>			

Checks approved for release prior to Board action



 President



 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

1/31/2025

Check Number	Vendor	Description	Account Number	Amount	Total
139164	A Book Company	Financial Aid Books	16-0000-131-002	\$2,168.63	\$2,168.63
139165	Ace Hardware, Inc.	Supplies for Baseball Field Maintenanc	11-5502-701-000	\$178.97	
		Field Striping Paint	11-5502-701-000	\$53.40	
		Maintenance Supplies	11-7102-649-000	\$65.98	
		Maintenance Supplies	11-7102-649-000	\$83.97	
		Maintenance Supplies	11-7102-649-000	\$13.89	
		Maintenance Supplies	11-7102-649-000	\$27.98	
		Maintenance Supplies	11-7102-649-000	\$3.99	
		Maintenance Supplies	11-7102-649-000	\$75.45	
		Maintenance Supplies	11-7102-649-000	\$20.97	
		Groundskeeping Supplies	11-7102-649-000	\$159.90	
		Groundskeeping Supplies	11-7102-649-000	\$31.98	
		Maintenance Supplies	11-7102-649-000	\$35.53	
		Maintenance Supplies	11-7102-649-000	\$10.76	
		Maintenance Supplies	11-7102-649-000	\$61.74	
		Maintenance Supplies	11-7102-649-000	\$52.99	
		Maintenance Supplies	11-7102-649-000	\$3.99	
		Maintenance Supplies	11-7102-649-000	\$34.98	
		Maintenance Supplies	11-7102-649-000	\$27.98	
		Maintenance Supplies	11-7102-649-000	\$55.47	
		Maintenance Supplies	11-7102-649-000	\$11.99	
		Tape Measures	12-1219-700-000	\$339.83	
		Drill Bits	12-1219-700-000	\$29.98	
		Tape Measures	12-1219-700-001	\$143.76	
		Seafoam Motor Treatment for Ambula	12-4204-701-002	\$25.98	\$1,551.46

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	1/31/2025		Total
			Account Number	Amount	
139166	American Electric Company	4FT LED Line Lamps	11-7102-649-000	\$1,118.75	\$1,148.25
		Maintenance Supplies	11-7102-649-000	\$29.50	
139167	Assessment Technologies Institute, L	ATI 0526 Coursework Spring 2025	12-1208-700-002	\$15,510.00	\$30,080.00
		ATI 0525 Coursework Spring 2025	12-1208-700-002	\$14,570.00	
139168	Beasley Automotive, LLC	New Tires for Workforce Ambulance	11-6502-720-000	\$310.90	\$621.80
		New Tires for Workforce Ambulance	12-4204-701-000	\$310.90	
139169	C. D. L. Electric Co., INC	Plumbing Maintenance - 1306 Main	11-7102-649-000	\$438.33	\$438.33
139170	Cintas Corp	Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$109.88	
139171	Corectec	Student Review Software Access	12-1210-700-002	\$1,200.00	\$1,200.00
139172	Dave's Phone Service	Fire Panel Inspections (10 panels)	11-7102-649-000	\$760.00	
139173	Dell Marketing L P	Microsoft Licensing Renewal	11-6401-701-000	\$13,898.59	\$13,898.59
139174	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000	\$118.01	
139175	Lisa Duncan	Consulting Services - PTA Program	12-1205-701-001	\$1,333.33	\$1,333.33
139176	Fastenal Company	11" & 14.5" Zip Ties (300 ct)	11-5502-701-000	\$59.67	
		Maintenance Supplies	11-7102-649-000	\$90.65	(\$843.25)
		Credit - Welding Supplies	12-1219-700-000		
		Welding Supplies	12-1219-700-000	\$1,341.10	\$648.17
		Food	16-9684-743-000	\$563.34	
139177	Graves Foods	Food		\$563.34	\$908.96
139178	Hawkes Learning Systems	Precalculus Software & eBooks	11-1124-700-001	\$908.96	
139179	Herff Jones Inc.	December Graduate Diplomas	11-5303-706-001	\$198.35	\$198.35
139180	Herrman Lumber	Maintenance Materials	11-7102-649-000	\$110.00	
139181	Hugo's Industrial Supply, Inc	Custodial Supplies	11-7102-702-000	\$332.46	\$332.46
139182	InfoUSA Marketing, Inc	Polk City Directory 2025 Parsons	11-4101-703-000	\$227.40	
139183	Instructure, Inc.	Canvas - Intelligent Insights	11-5701-701-000	\$2,517.14	\$2,517.14
139184	Jenzabar, Inc.	SB155 Custom Maintenance Renewal	11-6401-646-001	\$1,099.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	1/31/2025		Description	Account Number	Amount	Total
139184	Jenzabar, Inc.			JFA Implementation	11-6401-646-003	\$46.25	\$1,145.25
139185	Jock's Nitch/Parsons			Merchandise Sales - 7/1 to 8/31/2024	11-0100-484-000	\$3,335.10	
				Men's Basketball - Utility XL Backpack	11-5508-701-000	\$136.00	
				Men's Basketball - Coach's Shoes	11-5508-701-000	\$228.00	
				Men's Basketball - Adidas Tech T-Shir	11-5508-701-000	\$288.00	
				Shipping - MBB - Travel Gear	11-5508-701-000	\$82.00	
				Men's Basketball - Adidas Knit Hoodie	11-5508-701-000	\$1,242.00	
				Men's Basketball - Striker Backpacks	11-5508-701-000	\$595.00	
				Men's Basketball - Training Jackets	11-5508-701-000	\$943.00	
				Men's Basketball - Adidas Sport Shirts	11-5508-701-000	\$384.00	
				Men's Basketball - Adidas Pants (Coa	11-5508-701-000	\$108.00	
				Men's Basketball - Adidas Knit Pants	11-5508-701-000	\$1,104.00	
				Men's Basketball - Woven Pants (Coa	11-5508-701-000	\$112.00	
				Men's Basketball - Adidas Shoes (Coa	11-5508-701-000	\$93.00	
				Men's Basketball - Embroidery on Ite	11-5508-701-000	\$64.00	
				Men's Basketball - Woven Jackets (C	11-5508-701-000	\$118.00	
				Men's Basketball - Team Shoes	11-5508-701-000	\$1,248.00	
				Shipping - MBB - Team Shoes	11-5508-701-000	\$41.00	\$10,121.10
139186	K L K C			December Advertising	11-6301-613-000	\$400.00	
				Christmas Package	11-6301-613-000	\$100.00	
				Video Stream Sponsor - HS	11-6301-613-000	\$200.00	\$700.00
139187	Kansas Outdoor Advertising			January Digital Billboard	11-6301-613-000	\$300.00	
				January Billboard Rentals	11-6301-613-000	\$725.00	\$1,025.00
139188	Kiwanis Club of Parsons			Dues - Ross Harper	12-1205-681-000	\$175.45	\$175.45
139189	KMI Metals			Weld Metal	12-1219-700-004	\$298.90	\$298.90

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	1/31/2025		Description	Account Number	Amount	Total
139190	KONE Inc			Maintenance Agreement	11-7202-648-000	\$191.50	
				Maintenance Agreement	11-7202-648-000	\$1,234.96	\$1,426.46
139191	Labette Avenue			Spring Enrollment Ad	11-6301-613-000	\$80.00	\$80.00
139192	Laerdal Medical Corporation			Nursing Anne Simulator - Gen Valves	12-1208-646-000	\$48.00	
				Shipping	12-1208-646-000	\$30.00	
				SPO2 Probe USB Interface	12-1208-646-000	\$92.00	\$170.00
139193	Laser Designs/PSHTC			Name Badge - T Brungardt	11-4202-701-000	\$5.00	
				Name Badges - H Kennedy	11-6301-701-000	\$10.00	
				Name Badges - Chavarria & Harris	11-7102-702-000	\$10.00	\$25.00
139194	Macmillan Holdings, LLC			Achieve Access Codes - COMM 102	11-1123-700-000	\$2,496.00	\$2,496.00
139195	Marmic Fire and Safety Co Inc			Annual Inspections - Kitchen	11-7202-648-000	\$641.19	\$641.19
139196	McCarty's Office Machines Inc			Copy Usage - Print Shop	11-6503-648-000	\$68.24	
				Supplies	11-6503-701-000	\$66.94	
				Supplies	11-6503-701-000	\$173.61	
				Copy Usage - WTC	12-1219-700-000	\$2.07	\$310.86
139197	Med One Equipment Services LLC			Shipping	12-1246-850-007	\$72.00	
				Hill-Rom MetaNeb System	12-1246-850-007	\$2,850.00	\$2,922.00
139198	Midwest Tape, LLC			Hoopla Digital Charges - December 2	11-4101-710-000	\$63.40	\$63.40
139199	Napa Auto Parts			New Battery for Baseball Field Drag	11-5502-701-000	\$89.66	
				Replacement Battery	11-6502-720-000	\$115.13	\$204.79
139200	Organization for Associate Degree NurOADN Program Membership				12-1208-681-000	\$595.00	\$595.00
139201	P1 Service, LLC			Zetmeir Condenser Repair - Labor	11-7102-649-000	\$1,380.00	
				Heat Exchanger Repair - 1227 Broadw	11-7102-649-000	\$5,191.73	\$5,191.73
				Zetmeir Condenser Repair - Materials	11-7102-649-000	\$459.35	
				Maintenance Agreement	11-7103-649-000	\$750.00	\$750.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	1/31/2025		Account Number	Amount	Total
139201	P1 Service, LLC	Maintenance Agreement			11-7202-648-000	\$6,071.00	\$13,852.08
139202	Parsons Chamber of Commerce	Chamber Membership & Contribution			11-6301-709-000	\$625.00	
		Chamber Banquet Table Sponsor			11-6301-709-000	\$500.00	\$1,125.00
139203	Parsons Sun	SEK Family Display			11-6301-613-000	\$120.00	
		Letter to Santa Display			11-6301-613-000	\$48.00	
		Seasons Greetings Display			11-6301-613-000	\$40.00	
		New Year's Display			11-6301-613-000	\$40.00	
		School News			11-6301-613-000	\$72.00	\$320.00
139204	Pitney Bowes Bank, Inc	Postage - Account #20352357			11-6503-611-000	\$2,000.00	\$2,000.00
139205	QueenB Television of Kansas/Missouri	December Advertising - KOAM			11-6301-613-000	\$1,000.00	
		December Digital Advertising - KOAM			11-6301-613-000	\$2,500.00	
		December Advertising - KFJX			11-6301-613-000	\$660.00	\$4,160.00
139206	Quill LLC	1098T Envelopes (100/pk)			11-6201-701-000	\$379.80	\$379.80
139207	Roy's Auto Service, LLC	Vehicle Maintenance - RV24			11-6502-720-000	\$699.94	
		Vehicle Maintenance - RV27			11-6502-720-000	\$74.24	\$774.18
139208	SonoSim, Inc	Shipping and Handling			12-1248-850-000	\$150.00	
		SonoSim Hardware Bundle			12-1248-850-000	\$6,225.00	\$6,375.00
139209	Southeast Kansas Education Service	Greenbush Energy Group Annual Fee			11-7202-648-000	\$590.76	\$590.76
139210	Sun Graphics	Cardinal Die Cuts			11-5302-701-000	\$758.65	\$758.65
139211	Thompson Bros. Supplies, INC	Mig Gun			12-1219-700-001	\$448.00	
		Welding Supplies			12-1219-700-001	\$48.06	
		Welding Supplies			12-1219-700-001	\$448.00	
		Cylinder Rentals			12-1219-700-002	\$251.72	
		Welding Supplies			12-1219-700-004	\$796.64	
		Welding Supplies			12-1219-700-004	\$142.40	\$2,134.82

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

1/31/2025

Check Number	Vendor	Description	Account Number	Amount	Total
139212	Triple S Pumping/Jeffrey Spielbusch	Grease Trap Service	11-7202-648-000	\$410.00	\$410.00
139213	UniFirst Corporation	Mats, Mops, Cloths	11-7103-649-000	\$59.91	
		Mats, Mops, Cloths	11-7103-649-000	\$59.91	
		Mats, Mops, Cloths	11-7103-649-000	\$59.91	
		Mats, Mops, Cloths	11-7103-649-000	\$59.91	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$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	11-7202-648-000	\$149.58	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$55.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$55.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$55.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$55.00	
139214	Uplink, LLC	Monthly Monitoring Fee	11-7202-648-000	\$45.00	\$1,057.96
139215	US Med-Equip, LLC	Flow Meter	12-1246-850-007	\$153.00	\$45.00
		Airvo 2 Respiratory Stand	12-1246-850-007	\$450.00	
		Airvo 2 Respiratory w/Tray & C Clamp	12-1246-850-007	\$1,250.00	\$1,853.00
139216	Vance Lawn Care, Inc	Snow Removal/Ice Control - Cherokee	11-7103-649-000	\$700.00	
		Spread Ice Control - Cherokee Center	11-7103-649-000	\$350.00	\$1,050.00
139217	Vietti Marketing Group	Dec Advertising - NBC Sports (SNF)	11-6301-613-000	\$420.00	
		Dec Digital Marketing - ThunderBurst	11-6301-613-000	\$800.00	
		Dec Advertising - Business Showcase	11-6301-613-000	\$250.00	
		Dec Enrollment Campaign - Socials	11-6301-613-000	\$2,540.00	\$4,010.00
139218	Mark Watkins	Reimburse Meal - Legislative Meeting	11-6101-709-000	\$34.53	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	1/31/2025	Account Number	Amount	Total
139218	Mark Watkins	Vehicle Expense		11-6501-590-001	\$900.00	\$934.53
	11-General Fund		\$71,725.44			
	12-Postsecondary Technical Education Fund		\$48,487.87			
	16-Auxillary Ent Fund		\$2,951.97			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$123,165.28</u>			
					<u>\$900.00</u>	<u>\$123,165.28</u>