

**Labette Community College
Board of Trustees Revised Meeting Agenda
Thursday, July 10, 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. Adoption of *Revised Agenda*..... Exhibit 1
- II. Approval of June 12, 2025, Regular Meeting Minutes..... Exhibit 2
- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. SGA Report
 - C. Administrative Reports
 - i. Comparison of Expenditure to Budget
 - D. Facilities Report
 - E. President's Report
- IV. Executive Session for matters relating to employer-employee negotiations whether or not in consultation with the representative or representative of the body or agency.
- V. New Business (Action, Report, or Discussion)
 - A. Policy Review Exhibit 3
 - B. Athletic Insurance
 - C. Approval of Bills Exhibit 4
 - D. New Staff Employment Letter Exhibit 5
 - E. Master Agreement Contract Ratification Exhibit 6
 - F. Administrative & Staff Salary Increase.....
- VI. Public Comment

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

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

EXHIBIT 1

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

- VII. Next Regular Board Meeting: Thursday, August 14, 2025, 5:30 p.m., Cardinal Event Center
- VIII. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
June 12, 2025

The Board of Trustees met at 5:30 p.m. on Thursday, June 12, 2025, at the Cardinal Event Center.

Members Present

Greg Chalker (via Zoom)
Becky Dantic (left meeting at 6:39 p.m.)
Carl Hoskins
Rod Landrum
Montie Taylor
David Winchell

Others Present

Dr. Mark Watkins	Dr. Jason Sharp	Leanna Doherty	Kelly Kirkpatrick (via Zoom)
Theresa Hundley	Dr. Ken Elliott	Lindi Forbes	Kevin Doherty
Randee Baty	Ray Nolting	Scott Ozier	Elizabeth Robinson

Heidi Flora recorded the minutes.

Adoption of Agenda (ACTION ITEM)

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

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Dantic asked for corrections or additions to the May 8, 2025, regular meeting minutes. There were none. Trustee Landrum moved to approve the minutes as presented. Trustee Taylor seconded the motion, and the motion carried 6-0.

Reports and/or Board Discussion

Faculty Senate Report: None

Student Government Report: None

Administrative Report:

Comparison of Expenditures to Budget - The May financial report was placed on the tables. At the end of May, we were 92% through the year. The general fund was 86% expended, and the technical education/vocational fund was 89% expended. Vice-President Doherty invited questions from the Trustees.

Insurance Renewal – Vice President Doherty presented the insurance premium comparison that shows a 6% increase overall.

Trustee Hoskins moved to approve the new premium. Trustee Landrum seconded the motion and the motion carried 6-0.

Facilities Report: Kevin Doherty, Facilities Director, reported on some HVAC issues at the Zetmeir building. He is waiting on additional information to proceed. He also reported that 75% of the controls in the Main Building, Hughes Building, and the Student Success Center are not currently working correctly. He stated that a Johnson Controls representative was recently on campus.

Power washing the Student Success Center and annex roofs has been delayed due to rain.

Kevin also shared that the new van has been having some issues. Mike Carpino, the dealership it was purchased from has been notified, however, they have been extremely busy and unable to get to it as of yet. Kevin also said they would be selling some of the old vans soon.

And, finally, he reported the three additional offices in the Student Success Center are near completion. This project was done in-house for less than \$10,000.

President's Report: Vice President Kirkpatrick discussed a new federal bill and how it could affect TRIO funding for Student Success Services and Talent Search programs and in turn how this would affect LCC.

VP Kirkpatrick also expressed her concern for proposed changes to Pell Grant eligibility and award amounts and gave examples of what effect it would have on LCC students.

Dr. Watkins reported that Clint Morris was putting together information for a renewable energy system for LCC. This was a suggestion made by Trustee Chalker.

Dr. Watkins shared that Becky Dantic and Rod Landrum had both registered to run for LCC Board re-election this year. He said this still leaves one vacancy where a "write-in" candidate could run.

He also mentioned that the LCC campus would be closed on June 19 in celebration of Juneteenth and also the week of June 30-July 3 for summer break.

The 2025 Radiography graduates had a 100% pass rate on their state boards!

Finally, Dr. Watkins shared plans to move future commencements to the LCC gymnasium. He cited several reasons for this decision which include weather and capacity.

Dr. Sharp gave an HLC update and provided handouts outlining institutional learning outcomes and updated criteria for accreditation.

New Business (ACTION, INFORMATION, OR DISCUSSION ITEMS)

Staff Employment Letter

Trustee Taylor moved to approve the employment letter for Morgan Augustine, Diagnostic Medical Sonography Program Specialist, to begin June 9, 2025, at a salary of \$33,209/annually. Trustee Hoskins seconded the motion, and the motion carried 5-0.

Jock's Nitch/Adidas Contract

Information was presented regarding the new five-year Jock's Nitch/Adidas contract. Scott Ozier, Manager for Jock's Nitch was in attendance to answer any questions.

Approval of Bills

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

Faculty Retirement

Trustee Taylor moved to release Archana Lal from her contract as Biology Instructor and accept her letter of retirement, effective July 31, 2025. Trustee Landrum seconded the motion, and the motion carried 5-0.

Public Comment

Elizabeth Robison discussed additional grant information, graduation stats, and pathways.

Trustee Hoskins shared his appreciation for the administration and their efforts to stay on top of all the federal changes.

Adjournment

Trustee Hoskins moved to adjourn the meeting at 6:49 p.m. Trustee Taylor seconded the motion, and the motion carried 5-0.

Heidi Flora, Clerk of the Board

Agenda Item #: V.A.
Date: July 10, 2025

SUBJECT

Review of Board Policy Changes

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

The President has created the following policy for review:

Policy 7.02 – Compensation Policy

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees review Policy 7.02 – Compensation Policy.

Policy 7.02 – Wage and Salary Compensation

To attract and retain qualified employees to fill openings at all levels, Labette Community College maintains fair and competitive salary ranges consistent with the economic requirements of the organization, and commensurate with those of the community in which the College operates. This policy is for all Administration and Staff and does not apply to faculty or adjunct instructors.

Objectives

1. To obtain the highest possible level of employee performance, morale, and loyalty through fair and equitable salary administration.
2. To ensure internal equity and consistency within and between all departments and divisions of the organization.
3. To support external competitiveness by developing and maintaining compensation levels reflective of current market rates of pay.
4. To provide an effective means of controlling payroll costs and salary expenditures.
5. To provide uniform methods for establishing and applying salary rates, and to facilitate the employment, classification, and advancement.

Agenda Item #: V.B.
Date: July 10, 2025

SUBJECT

Athletic Insurance

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Two years ago, the college switched from Philadelphia to Dissinger Reed for the athletic insurance. The renewal premium for the 2025-2026 school year increased \$6,031 which is an 8% increase.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the renewal with Dissinger Reed at a cost of \$83,400.

Agenda Item: V.C.
Date: July 10, 2025

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

6/5/2025

EXHIBIT 4

Check Number	Vendor	Description	Account Number	Amount	Total
140115	A T and T	Phone Service - WTC	12-4204-631-000	\$708.34	\$708.34
140118	City of Parsons	Water Service	11-7102-632-000	\$2,665.32	
		Water Service - WTC	12-4204-632-000	\$162.55	
		Water Service - Student Union	16-9482-632-000	\$251.87	\$3,079.74
140119	Daniel Colon	Black Clicks	11-4203-701-000	\$23.76	
		Color Clicks	11-4203-701-000	\$48.40	\$72.16
140120	Commerce Bank	Rental Car & Toll - Men's BB Recruitment	11-5508-603-000	\$182.92	
		Rental Van - Softball to Regionals	11-6502-720-000	\$1,073.41	\$1,256.33
140121	Commercial Bank	Loan 110221672 - Principal	11-6201-761-000	\$39,070.61	
		Loan 110221672 - Interest	11-6201-762-000	\$575.65	\$39,646.26
140122	Commercial Bank	Safe Deposit Box - 1295	11-6201-701-000	\$80.00	\$80.00
140123	Molly E Coomes	Reimburse Mileage - CNA Orientation	12-4204-602-000	\$51.80	
		Reimburse Mileage - CNA Supplies	12-4204-602-000	\$51.80	\$103.60
140124	Phyllis A Coomes	Reimburse Mileage - SEKLS @ Fall R	11-4101-602-000	\$81.34	\$81.34
140126	Evergny Kansas Central INC	Electricity	11-7102-634-000	\$16,519.63	
		Electricity - WTC	12-4204-634-000	\$671.82	
		Electricity - Student Union	16-9482-634-000	\$641.55	\$17,833.00
140127	Janice S Every	Weekly Landscaping (5/27 to 5/30)	11-7202-648-000	\$200.00	
		Weekly Landscaping (5/19 to 5/23)	11-7202-648-000	\$200.00	\$400.00
140128	Ross Harper	Reimburse Mileage - HS Meetings	11-4209-601-000	\$278.60	\$278.60
140129	Jason Hinson	Reimburse Meals - Recruiting Trips	11-5508-603-000	\$44.27	
		Reimburse Hotel - Midwest City, OK	11-5508-603-000	\$155.97	
		Reimburse Mileage - Midwest City, OK	11-5508-603-000	\$352.80	\$553.04
140130	Laura R Howerter	Reimburse Mileage - CNA Orientation	12-4204-602-000	\$63.42	\$63.42
140131	Theresa M Hundley	Reimburse Hotel - Nashville for JAM	11-5303-601-000	\$869.13	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
6/5/2025					
140131	Theresa M Hundley	Reimburse Meals - Nashville for JAM	11-5303-601-000	\$60.76	
		Reimburse Mileage - Nashville for JAM	11-5303-601-000	\$889.00	\$1,818.89
140133	Joe Smith Company, Inc	Bird's Nest Concessions	16-9381-742-000	\$127.21	\$127.21
140134	Kansas Gas Service	Gas Service	11-7102-633-000	\$177.04	\$177.04
140135	Kelly D. Kirkpatrick	Reimburse Mileage - Tulsa Airport	11-5701-701-000	\$155.40	
		Reimburse Meals - JAM @ Nashville	11-5701-701-000	\$125.46	
		Reimburse Hotel - JAM @ Nashville	11-5701-701-000	\$735.33	
		Reimburse Travel - JAM @ Nashville	11-5701-701-000	\$88.94	
		Reimburse - NAFSA Bronze Members	11-5701-701-000	\$898.00	\$2,003.13
140141	Veritiv	Paper/Envelopes	11-6503-705-000	\$1,125.04	\$1,125.04
140142	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$421.23	
		Blue Emergency Lights	11-6501-631-000	\$93.03	
		Facilities Phone Charges	11-7102-649-000	\$216.80	\$731.06
140143	Wave Wireless	Internet Service - WTC	11-6401-631-000	\$69.00	\$69.00
140144	Wex Bank	Rebates - May 2025	11-6502-720-000	(\$25.03)	
		Car Wash Purchases - May 2025	11-6502-720-000	\$12.00	
		Fuel Purchases - May 2025	11-6502-720-000	\$1,015.53	\$1,002.50
140145	Scotty M Zollars	Reimburse Mileage - SEKLS at Fall R	11-4101-602-000	\$95.90	\$95.90
				<u>\$71,305.60</u>	

Checks approved for release prior to Board action

11-General Fund	\$68,575.24
12-Postsecondary Technical Education Fund	\$1,709.73
16-Auxiliary Ent Fund	\$1,020.63
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$71,305.60</u>

Mark Withers
President

Deanna Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	6/12/2025		Description	Account		Amount	Total
					Number			
140147	A T and T			Internet Service	11-6401-631-000		\$1,900.92	\$1,900.92
140148	Amazon Capital Services			Debbie Groff Textbooks	11-4203-701-000		\$347.53	
				Debbie Groff Textbooks	11-4203-701-000		\$1,181.25	
				Medium Command Strips	11-4203-701-000		\$19.62	
				Office Supplies & Desk Partitions	11-4203-701-000		\$504.07	
				Laminated Portfolios, Red (50 pk)	11-4203-701-000		\$35.99	
				Tall Narrow Bookshelf, 6-Tier	11-4203-701-000		\$61.73	
				Replacement Air Filters	11-4203-701-000		\$112.66	
				Air Purifier for the Learning Lab	11-4203-701-000		\$49.99	
				Microbiology: An Introduction	11-4203-701-000		\$299.49	
				Bankers Boxes, 4 Pack	11-4208-701-000		\$17.99	
				Filing and Office Supplies	11-4208-701-000		\$146.59	
				Car Coaster Packaging	11-5302-701-000		\$11.99	
				Giveaways - Hydro Jugs & Stanleys	11-5302-711-000		\$386.34	
				Command Clips and Napkins	11-5304-701-000		\$20.79	
				Capshi 6.6ft 8K 4K@120Hz HDMI Cal	11-6401-701-000		\$64.90	
				Screen Extender & Standing Desk Str	11-6401-701-000		\$417.95	
				Lightning Male to USB3.0 Female Ad	11-6401-701-000		\$24.95	
				REOLINK 4K Dual-Lens Floodlight Se	11-6401-701-000		\$338.18	
				Bluetooth Speaker and Spiral Notebo	11-6401-701-000		\$165.21	
				TV Wall Mounts and HDMI Transmitt	11-6401-701-000		\$213.36	
				Acer Storage Drives 512GB	11-6401-701-000		\$271.04	
				APC UPS Battery Backups	11-6401-701-000		\$491.94	
				Ethernet Patch Cables, 5 and 10 feet	11-6401-701-000		\$103.48	
				Cables Direct Online 20FT HDMI	11-6401-701-000		\$45.85	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	6/12/2025	
			Account Number	Amount
140148	Amazon Capital Services	PC Power Cord, Dell Slim Charger	11-6401-701-000	\$110.01
		Anker USB C to HDMI Adapter	11-6401-701-000	\$74.04
		Textbooks for Employees	11-6501-590-001	\$147.68
		7 Tier Desk File Organizer	11-6503-701-000	\$33.97
		Landscaping and Maintenance Suppli	11-7102-649-000	\$118.47
		8" Electric Floor Scraper - Tile, Carpel	11-7102-649-000	\$1,804.99
		Ultrasound Gel, 1 Liter Squeeze Bottl	12-1214-700-002	\$14.86
		2025-2026 Dry-Erase Wall Calendar	12-4204-701-000	\$7.98
		Bird's Nest Concessions	16-9381-742-000	\$57.84
		Cafe Supplies	16-9684-701-000	\$56.84
		Cafe Food Equipment	16-9684-850-000	\$173.42
140149	B P Business Solutions	Gasoline	11-6502-720-000	\$357.03
140150	Hannah Jo Baker	Reimburse Mileage - JAM in Nashville	11-6201-601-000	\$781.20
		Reimburse Meals - JAM in Nashville	11-6201-601-000	\$159.48
140152	Linda Gale Brown	Reimburse Mileage - Clinicals Admin	12-1210-601-000	\$175.00
140153	Card Services	Bomgaars - Flowers for Commencem	11-5303-706-001	\$109.22
		Bomgaars - Flowers for Landscaping	11-7102-649-000	\$69.08
140155	Mallory Dixon	Reimburse Mileage - Oswego Courthr	11-6201-601-000	\$29.40
140156	Leanna Doherty	Reimburse Hotel - Atchison for KACC	11-6201-601-000	\$128.52
		Reimburse Mileage - KACCBO Meetir	11-6201-601-000	\$218.40
		Reimburse Meal - KACCBO Meeting	11-6201-601-000	\$9.84
140157	Evergy Kansas Central INC	Electricity - Cherokee Center	11-7103-634-000	\$730.58
140158	Janice S Every	Weekly Landscaping (6/2 to 6/5)	11-7202-648-000	\$200.00
140159	Lindi D Forbes	Reimburse Meal - KAP Conference	11-6505-601-000	\$30.11
		Reimburse Mileage - Butler & JCCC	11-6505-601-000	\$368.90
				\$399.01
				\$7,932.99
				\$357.03
				\$940.68
				\$175.00
				\$178.30
				\$29.40
				\$356.76
				\$730.58
				\$200.00
				\$30.11
				\$368.90
				\$399.01

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
140160	Kylie M Gero	Reimburse - KS Board of Pharm Rent	12-1208-681-000	\$51.25	\$51.25
140161	Kansas Department of Revenue	Bird's Nest Sales Tax - May	16-0000-216-001	\$104.87	
		Cardinal Cafe Sales Tax - May	16-0000-216-002	\$338.43	\$443.30
140162	Kansas Gas Service	Gas Service	11-7102-633-000	\$403.25	
		Gas Service - Cherokee Center	11-7103-633-000	\$69.64	
		Gas Service - WTC	12-4204-633-000	\$73.17	
		Gas Service - Student Union	16-9482-633-000	\$95.53	\$641.59
140165	Lingo Telecom LLC	New Fax Line System	11-6501-631-000	\$121.70	\$121.70
140167	Tracie D Moon	Reimburse Mileage - JAM in Nashville	11-6401-601-000	\$802.20	
		Reimburse Meals - JAM in Nashville	11-6401-601-000	\$124.46	\$926.66
140168	Rural Water District #5	Water Service - Cherokee Center	11-7103-632-000	\$22.96	\$22.96
140171	Sparklight	Cable Service	11-6401-631-000	\$218.64	\$218.64
140172	Touchtone Communications	Fax Lines	11-6501-631-000	\$141.12	\$141.12
				\$15,767.89	

11-General Fund	\$14,618.70
12-Postsecondary Technical Education Fund	\$322.26
16-Auxiliary Ent Fund	\$826.93
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$15,767.89</u>

Checks approved for release prior to Board action

Mark Watkins
President

Deanna Doherty
Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	6/16/2025	Account Number	Amount	Total
140173	Labette Bank	Funds for New CD		11-0000-102-000	1,500,000.00	\$1,500,000.00
					<u>1,500,000.00</u>	
		11-General Fund	\$1,500,000.00			
		12-Postsecondary Technical Education Fund	\$0.00			
		16-Auxillary Ent Fund	\$0.00			
		64-Deferred Maintenance	\$0.00			
		67-Capital Outlay	\$0.00			
			<u>\$1,500,000.00</u>			

Checks approved for release prior to Board action

Mark Watkins
President

Deanna Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	6/18/2025		Description	Account	Amount	Total
					Number		
140174	A T and T			Phone Service	11-6501-631-000	\$2,704.97	
				Phone Service	11-6501-631-000	\$215.28	\$2,920.25
140175	A T and T			Internet Service	11-6401-631-000	\$1,098.30	
				Internet Service	11-6401-631-000	\$959.22	\$2,057.52
140176	Bay Bridge Administrators, LLC			May 2025 403(b) Contribution - A Lal	11-0000-258-000	\$900.00	\$900.00
140177	DeLyna R Bohnenblust			Reimburse Mileage - Pittsburg and Jo	12-1208-601-000	\$100.80	
				Reimburse Hotel - KS Nursing Mtgs	12-1208-601-000	\$363.81	
				Reimburse Meals - KS Nursing Mtgs	12-1208-601-000	\$128.76	\$593.37
140178	C J's Uniforms Unlimited			Radiography Student Scrub Sets	12-1210-700-002	\$3,772.50	\$3,772.50
140179	CPI Technologies, Inc			Copy Usage - Cherokee Center	11-7103-701-000	\$137.83	\$137.83
140180	Elan Financial Services			Southwest & United - J Burzinski	11-0100-484-000	\$489.99	
				Hilton Garden - J Sharp - Topeka	11-4201-601-000	\$117.63	
				Dollar Tree - Social Media Giveaways	11-5302-711-000	\$16.39	
				Herff Jones - Stage Clips for Graduate	11-5303-706-001	\$1,495.00	
				Holiday Inn - Hinson - Recruiting	11-5508-603-000	\$241.98	
				AHEAD - L Holmes - 2025 Conf Reg	11-5701-701-000	\$395.00	
				Sonesta Hotel - L Holmes - AHEAD C	11-5701-701-000	\$884.17	
				Southwest - L Holmes - AHEAD Conf	11-5701-701-000	\$215.96	
				Holiday Inn - M Watkins - Atchison	11-6101-601-000	\$257.04	
				Gaylord Opryland - H Baker - JAM Co	11-6201-601-000	\$203.06	
				Gaylord Opryland - H Baker - JAM Co	11-6201-601-000	\$1,225.54	
				Southwest - J Burzinski - Instructor	11-6401-601-000	\$249.18	
				United - J Burzinski - Instructor	11-6401-601-000	\$240.81	
				Gaylord Opryland - T Moon - JAM Cor	11-6401-601-000	\$1,662.10	
				Educause - Domain Renewal	11-6401-701-000	\$77.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
		6/18/2025			
140180	Elan Financial Services	ID123 - Digital ID Subscription	11-6401-701-000	\$392.00	
		Facebook - Boosted Ads for Openings	11-6504-613-000	\$148.00	
		Facebook - Boosted Ads for Openings	11-6504-613-000	\$82.00	
		TaxBandits - E-Filing Tax Forms (134	11-6504-701-000	\$351.36	
		Drury Inn - L Forbes/G Evans - KAP C	11-6505-601-000	\$606.04	
		HomeDepot - Maintenance Supplies	11-7102-649-000	\$16.94	
		Canva - Annual Subscription Renewal	12-1205-681-000	\$119.99	
		AED Superstore - CPR Manikins	12-1205-701-001	\$2,074.13	
		PearsonVue - NCSBN Exam Fee	12-1208-700-002	\$200.00	
		ProctorFree - Sono Proctored Exams	12-1214-700-002	\$539.00	
		KS.gov - KDADS CMA Fees	12-4204-701-002	\$20.50	
		KS.gov - KDADS CMA	12-4204-701-002	\$102.50	
		StickerMule - Allied Health Marketing	12-4204-711-000	\$234.00	\$12,657.31
140181	Janice S Every	Weekly Landscaping (6/9 to 6/13)	11-7202-648-000	\$200.00	\$200.00
140182	GFL Environmental	Trash Removal - Cherokee Center	11-7103-649-000	\$411.45	\$411.45
140184	Jason Hinson	Reimburse Mileage - Tulsa Recruiting	11-5508-603-000	\$158.20	\$158.20
140185	Kelly D. Kirkpatrick	Reimburse Hotel - Clery Academy KC	11-5701-701-000	\$903.34	
		Reimburse Mileage - Clery Academy	11-5701-701-000	\$234.50	
		Reimburse Meals - Clery Academy KC	11-5701-701-000	\$202.01	\$1,339.85
140188	Parsons Rotary Club	Quarterly Dues - Mark Watkins	11-6101-702-000	\$138.00	\$138.00
140190	Jason L Sharp	Reimburse Mileage - Topeka Meeting	11-4201-601-000	\$210.00	\$210.00
140191	WoodRiver Energy LLC	Natural Gas Service	11-7102-633-000	\$372.14	
		Natural Gas Service - WTC	12-4204-633-000	\$20.90	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	6/18/2025	Account Number	Amount	Total
140191	WoodRiver Energy LLC	Natural Gas Service - Student Union	16-9482-633-000		\$58.55	\$451.59
					<u>\$25,947.87</u>	
	11-General Fund		\$18,212.43			
	12-Postsecondary Technical Education Fund		\$7,676.89			
	16-Auxiliary Ent Fund		\$58.55			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$25,947.87</u>			

Checks approved for release prior to Board action


President


Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	6/26/2025		Description	Account		Amount	Total
					Number			
140259	A T and T			Internet Service	11-6401-631-000		\$1,580.95	\$1,580.95
140260	Hannah Jo Baker			Reimburse - JRCERT Mercy Clinical F	12-1210-670-000		\$258.75	\$258.75
140262	DeLyna R Bohnenblust			Reimburse - UKMC Conf Registration	12-1208-601-000		\$70.00	\$70.00
140263	Capital One			AA Office Supplies	11-4201-701-000		\$49.92	
				Retirement Gift - C Dyson	11-6504-692-001		\$200.00	
				Retirement Party Supplies - C Dyson	11-6504-692-001		\$13.48	
				Red Rubber Mulch (30 bags)	11-7102-649-000		\$179.10	
				Red Rubber Mulch (60 bags)	11-7102-649-000		\$358.20	
				Food	16-9684-743-000		\$5.80	
				Food	16-9684-743-000		\$141.67	
				Food	16-9684-743-000		\$97.28	
				Food	16-9684-743-000		\$37.90	
				Food	16-9684-743-000		\$110.10	
				Food	16-9684-743-000		\$247.17	
				Food	16-9684-743-000		\$62.39	
				Food	16-9684-743-000		\$93.39	
				Food	16-9684-743-000		\$14.82	
				Food	16-9684-743-000		\$226.40	
				Food	16-9684-743-000		\$38.24	
				Food	16-9684-743-000		\$51.41	\$1,927.27
140264	Commercial Bank			Loan 110221672 - Principal	11-6201-761-000		\$39,098.10	
				Loan 110221672 - Interest	11-6201-762-000		\$548.16	\$39,646.26
140265	Gabriella I Cortez			Reimburse Mileage - Summer Recruit	11-5503-603-000		\$813.40	\$813.40
140267	Evergy Kansas Central INC			Electricity - 1230 Main	11-7102-634-000		\$321.67	
				Electricity - Athletic Expansion	11-7102-634-000		\$6,266.21	

Check Number	Vendor	Description	Account Number	Amount	Total
140267	Every Kansas Central INC	Electricity - Vehicle Lot	11-7102-634-000	\$68.11	\$6,655.99
140268	Janice S Every	Weekly Landscaping (6/15 to 6/21)	11-7202-648-000	\$200.00	\$200.00
140269	Kansas Gas Service	Gas Service - 1306 Main	11-7102-633-000	\$44.76	\$93.66
		Gas Service - 1230 Main	11-7102-633-000	\$48.90	
140273	Mike Carpino Ford Parsons, Inc	Admin Fee - Van Purchase	11-6502-720-000	\$300.00	\$60,140.00
		2025 Ford Transit	11-6502-720-000	\$59,840.00	
140274	Ashley Moore	Reimburse Mileage - June Clinicals	12-1210-602-000	\$438.20	\$526.40
		Reimburse Mileage - Clinical	12-1210-602-000	\$88.20	
				\$111,912.68	

Mark Wetters
President

President
Deanna Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
140277	A Book Company	Financial Aid Books	16-0000-131-002	\$1,895.75	\$1,895.75
140278	Ace Hardware, Inc.	Maintenance Supplies	11-7102-649-000	\$23.53	
		Groundskeeping Supplies	11-7102-649-000	\$12.99	
		Groundskeeping Supplies	11-7102-649-000	\$8.99	
		Maintenance Supplies	11-7102-649-000	\$157.41	
		Maintenance Supplies	11-7102-649-000	\$17.93	
		Maintenance Supplies	11-7102-649-000	\$47.57	
		Maintenance Supplies	11-7102-649-000	\$8.59	
		Maintenance Supplies	11-7102-649-000	\$17.99	
		Maintenance Supplies	11-7102-649-000	\$33.98	
		Maintenance Supplies	11-7102-649-000	\$27.97	
		Maintenance Supplies	11-7102-649-000	\$13.98	
		Maintenance Supplies	11-7102-649-000	\$44.87	
		Maintenance Supplies	11-7102-649-000	\$48.57	
		Maintenance Supplies	11-7102-649-000	\$38.00	
		Maintenance Supplies	11-7102-649-000	\$80.96	
		Maintenance Supplies	11-7102-649-000	\$31.16	\$614.49
140279	All Seasons Floral, LLC	Arrangement for Connie Spinks	11-6102-709-000	\$36.05	\$36.05
140280	Amazon Capital Services	Debbie Groff Textbooks	11-4203-701-000	\$246.33	
		Returned - Debbie Groff Textbooks	11-4203-701-000	(\$333.98)	
		Debbie Groff Textbooks	11-4203-701-000	\$372.21	
		Locker Room Supplies	11-5508-701-000	\$683.91	
		JBL Flip 5 Speaker, Red	11-5701-701-000	\$179.90	
		Avery Flexible Printable Name Tags	11-5701-701-000	\$39.99	
		Polaroid Go Generation 2 Camera Bu	11-5701-701-000	\$199.98	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
140280	Amazon Capital Services	EUHOMY Nugget Ice Maker	11-5701-701-000	\$379.98	
		REOLINK 4K Dual-Lens Floodlight Se	11-6401-701-000	\$507.27	
		Acer Storage Drives 512GB	11-6401-701-000	\$67.76	
		APC UPS Battery Backups	11-6401-701-000	\$163.98	
		Print Shop Supplies	11-6503-701-000	\$42.28	\$2,549.61
140281	American Electric Company	Supplies for SSC Remodel	11-7102-649-000	\$636.24	
		Electrical Supplies for SSC Remodel	11-7102-649-000	\$604.20	\$1,240.44
140282	Anatomage, Inc	Anatomage Galaxy Tablets (4 pack)	12-1208-646-000	\$897.55	
		Shipping	12-1208-646-000	\$150.00	\$1,047.55
140283	Apple Inc.	iMac for PR	11-6402-850-000	\$1,599.00	\$1,599.00
140285	C D W Government Inc	Transcend Flash Memory Card 4GB	11-6401-701-000	\$25.92	
		SanDisk Ultra 64GB Memory Card	11-6401-701-000	\$48.20	
		Replacement Equipment for Fields	11-6402-850-000	\$1,242.25	
		Replacement Equipment for Fields	11-6402-850-000	\$265.28	
		Replacement Equipment for Fields	11-6402-850-000	\$201.42	
		Replacement Equipment for Fields	11-6402-850-000	\$2,164.50	
		Replacement Equipment for Fields	11-6402-850-000	\$2,425.50	
		Epson PowerLite 992F	11-6403-850-000	\$975.57	\$7,348.64
140286	C. D. L. Electric Co., INC	Electrical Work for WTC Classroom	12-1205-701-001	\$9,416.00	\$9,416.00
140287	Capital One	Nursing Orientation Snacks	12-1208-700-000	\$92.05	
		Food	16-9684-743-000	\$138.41	\$230.46
140288	CFC Security, Inc.	Sentinel One and Oversight Security	11-6402-850-000	\$5,908.72	\$5,908.72
140289	Choice Appliance by Millis	GE 17.5 Top-Freezer Refrigerator	12-4204-850-000	\$648.00	\$648.00
140290	Cintas Corp	Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$112.97	\$112.97
140291	Dell Marketing L P	Dell Pro QBS1250	11-6401-646-002	\$16,656.40	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	6/30/2025		Description	Account		Total
					Number	Amount	
140291	Dell Marketing L P			Dell Pro 16 Laptops	11-6402-850-000	\$5,691.48	
				Dell Pro 16 Laptops	11-6402-850-000	\$15,331.50	
				Dell Pro 24 All in One	11-6402-850-000	\$7,385.84	
				Dell Pro 24 All in One	11-6404-850-001	\$1,846.46	
				Dell Pro 16 - Room M309	11-6404-850-001	\$12,776.25	\$59,687.93
140292	DH Pace Company, Inc			Student Lounge Door Repair	11-7102-649-000	\$2,843.99	\$2,843.99
140293	Digital Connections Inc.			Lanier Copier Maintenance	11-6503-648-000	\$57.67	\$57.67
140294	Doyle Glass Co. LLC			Vehicle Maintenance - Replace Windc	11-6502-720-000	\$398.17	\$398.17
140295	Lisa Duncan			Consulting Services - PTA Program	12-1205-701-001	\$1,400.00	\$1,400.00
140296	Elan Financial Services			SpringHill Anaheim - S Nickell - NASF	11-5201-601-000	\$1,459.00	
				SpringHill Anaheim - B Valdez - NASF	11-5201-601-000	\$1,663.75	
				Facebook - Boosted Ads for Openings	11-6504-613-000	\$99.77	
				KS.gov - CNA KDADS	12-4204-701-002	\$205.00	
				KS.gov - KDADS CMA	12-4204-701-002	\$41.00	
				KS.gov - CNA KDADS	12-4204-701-002	\$123.00	
				KS.gov - CNA KDADS	12-4204-701-002	\$143.50	\$3,735.02
140297	Environmental Marketing Services, LLC			Chemical Waste Disposal Containers	11-7102-649-000	\$10,345.00	\$10,345.00
140298	Graves Foods			Food	16-9684-743-000	\$86.13	
				Food	16-9684-743-000	\$38.47	\$124.60
140300	H W Wilson Company, Inc			Current Biography Yearbook Renewal	11-4101-703-000	\$185.35	
				Readers' Guide Subscription Renewal	11-4101-703-000	\$451.75	\$637.10
140301	Herff Jones Inc.			Diploma	11-5303-706-001	\$15.21	
				Diploma Covers (300 ct)	11-5303-706-001	\$2,580.85	
				Diploma Envelopes (500 ct)	11-5303-706-001	\$456.00	\$3,052.06
140302	Herrman Lumber			Returned Maintenance Materials	11-7102-649-000	(\$58.32)	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	6/30/2025		Amount	Total
			Account Number			
140302	Herrman Lumber	Maintenance Materials	11-7102-649-000		\$306.62	\$248.30
140303	Hillyard/Springfield	Supplies for Gym Floor	11-7102-649-000		\$2,988.84	\$2,988.84
140304	Hugo's Industrial Supply, Inc	Knockout Degreaser (4 gallons)	16-9684-701-000		\$79.40	\$79.40
140305	Infobase	Online Database Renewal	11-4101-710-000		\$2,239.36	\$2,239.36
140306	Jenzabar, Inc.	NSC Configuration	11-5701-701-000		\$60.00	
		JFA Implementation	11-6401-646-002		\$138.75	\$198.75
140307	Jock's Nitch/Parsons	Men's Basketball - Team Gear	11-5508-701-000		\$158.00	
		Merchandise Sales - 3/1 to 4/30/2025	16-9381-741-000		\$3,415.07	\$3,573.07
140308	K L K C	May Advertising	11-6301-613-000		\$400.00	\$400.00
140310	Kansas Outdoor Advertising	June Billboard Rentals	11-6301-613-000		\$725.00	
		June Digital Billboard	11-6301-613-000		\$300.00	\$1,025.00
140311	Labette Avenue	Cardinal Citation Display	11-6301-613-000		\$80.00	
		Distinguished Alumni Display	11-6301-613-000		\$80.00	
		Summer Sports Schedule Ad	11-6301-613-000		\$15.00	
		Enroll Today! Ads	11-6301-613-000		\$120.00	\$295.00
140312	Laerdal Medical Corporation	LLEAP Software License	12-1208-700-002		\$6,399.00	
		Laptop for use with LLEAP	12-1211-700-002		\$2,299.00	
		Portable Router & Shipping and Hand	12-1211-700-002		\$971.85	\$9,669.85
140313	Laser Designs/PSHTC	Name Badges - H Beeman	12-1208-700-000		\$10.00	
		Name Badge - M Augustine	12-1214-700-000		\$5.00	\$15.00
140314	Lead Tell Company, Inc	Student Lead Markers - 2027 Class	12-1210-700-002		\$805.40	\$805.40
140315	McCarty's Office Machines Inc	Lexmark LEX20N1HY0 Yellow Toner	11-6401-701-000		\$674.97	
		Lexmark LEX20N1HM0 Magenta	11-6401-701-000		\$674.97	
		Lexmark LEX20N1HC0 Cyan Toner	11-6401-701-000		\$674.97	
		Lexmark LEX20N1HK0 Toner	11-6401-701-000		\$507.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

6/30/2025

Check Number	Vendor	Description	Account Number	Amount	Total
140315	McCarty's Office Machines Inc	Copy Usage - Print Shop	11-6503-648-000	\$1,096.01	
		Supplies	11-6503-701-000	\$703.50	
		Stamps	11-6503-701-000	\$60.50	
		Supplies	11-6503-701-000	\$348.95	
		Supplies	11-6503-701-000	\$217.70	
		Supplies	11-6503-701-000	\$84.80	
		Lorell Mid-Back Mesh Office Chair	11-7102-649-000	\$359.00	
		Lorell Mid-Back Mesh Office Chair	11-7102-649-000	\$359.00	
		Front-to-Back Hanging File Rails	11-7102-649-000	\$455.00	
		Copy Usage - Workforce Ed	12-4204-701-001	\$72.94	\$6,289.31
140316	Medco Supply Company	May Supply Order - ATR	11-5507-701-000	\$23.82	
		May Supply Order - ATR	11-5507-701-000	\$186.32	
		May Supply Order - ATR	11-5507-701-000	\$68.01	
		May Supply Order - ATR	11-5507-701-000	\$42.34	\$320.49
140317	Napa Auto Parts	Replacement Battery	11-6502-720-000	\$112.31	\$112.31
140318	Nordson Corporation	Freight	12-1205-701-001	\$167.97	
		VBF Dolly	12-1205-701-001	\$5,599.00	\$5,766.97
140319	P1 Service, LLC	Chiller Maintenance	11-7102-649-000	\$678.72	
		Maintenance Agreement	11-7103-649-000	\$785.00	
		Maintenance Agreement	11-7202-648-000	\$6,377.00	\$7,840.72
		Commencement Display	11-6301-613-000	\$120.00	
140320	Parsons Sun	Teacher Appreciation Display	11-6301-613-000	\$120.00	
		School News Display	11-6301-613-000	\$72.00	
		Katy Days Display	11-6301-613-000	\$120.00	
		Ad - Evening Custodian	11-6504-613-000	\$24.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	6/30/2025		Account Number	Amount	Total
140320	Parsons Sun	Ad - Evening Custodian			11-6504-613-000	\$24.00	
		Ad - Evening Custodian			11-6504-613-000	\$24.00	
		Ad - Evening Custodian			11-6504-613-000	\$24.00	\$528.00
140321	Pitney Bowes Global Financial Services	Postage Machine Quarterly Lease			11-6503-641-000	\$1,065.63	\$1,065.63
140322	Presbyterian Manor	KDADS Background Checks (10)			12-4204-701-002	\$113.14	
		KDADS Background Check			12-4204-701-002	\$11.32	
		Background Check			12-4204-701-002	\$11.32	\$135.78
140323	Proforma	Setup Charge & Shipping			12-4204-701-000	\$85.00	
		Workforce Vivid Vent Sticks			12-4204-701-000	\$200.00	\$285.00
140324	QueenB Television of Kansas/Missouri	May Digital Advertising - KOAM			11-6301-613-000	\$2,500.00	\$2,500.00
140325	Ryonet Corporation	Supplies for Exposure Unit			11-1101-648-000	\$600.00	
		Baselayr V Exposure Unit & Supplies			11-1101-700-000	\$3,280.20	
		Supplies for Washout Booth/Press			12-1203-700-000	\$1,112.55	
		Supplies for Washout Booth/Press			12-1203-700-000	\$495.00	
		Supplies for Washout Booth/Press			12-1203-700-000	\$132.55	
		Sgreen Washout Booth & Riley Mount			12-1203-700-000	\$2,659.90	\$8,280.20
140326	Sonocent, LLC	Glean for Education Licenses (75 use			11-5701-701-000	\$8,100.00	\$8,100.00
140327	Styers Equipment Company	Waste Toner Boxes/SP1360			11-6503-648-000	\$64.49	\$64.49
140328	T H Rogers Lumber Company	Maintenance Supplies			11-7102-649-000	\$9.18	\$9.18
140329	The Emery-Pratt Company	Allied Health and Misc Books (6 ct)			11-4101-703-000	\$656.71	
		Allied Health and Misc Books (6 ct)			11-4101-703-000	\$413.23	
		Allied Health and Misc Books (5 ct)			11-4101-703-000	\$366.23	\$1,436.17
140330	The Globe Pequot Publishing Group	17 Books with Shipping			11-4101-703-000	\$1,489.65	\$1,489.65
140331	The Home Store	Carpet Tiles - SSC Remodel			11-7102-649-000	\$1,888.22	\$1,888.22
140332	The Sherwin Williams Co	Paint and Supplies - SSC Remodel			11-7102-649-000	\$119.70	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
140332	The Sherwin Williams Co	Paint and Supplies - SSC Remodel	11-7102-649-000	\$263.86	
		Paint and Supplies - SSC Remodel	11-7102-649-000	\$85.82	
		Paint and Supplies - SSC Remodel	11-7102-649-000	\$47.07	
		Paint and Supplies - SSC Remodel	11-7102-649-000	\$41.12	\$557.57
140333	Thompson Bros. Supplies, INC	Transportation Charges	12-1219-700-001	\$450.00	
		Ellis Model 1800 Band Saw	12-1219-700-001	\$4,995.00	
		Cylinder Rentals	12-1219-700-002	\$256.06	\$5,701.06
140334	Turnitin LLC	Canvas Annual Renewal	11-6401-701-000	\$5,925.45	\$5,925.45
140335	Uline, Inc.	Shipping and Handling	11-6503-705-000	\$61.80	
		Printable Security Envelopes (500/box)	11-6503-705-000	\$272.00	\$333.80
140336	UniFirst Corporation	Mats, Mops, Cloths	11-7103-702-000	\$59.91	
		Mats, Mops, Cloths	11-7103-702-000	\$59.91	
		Mats, Mops, Cloths	11-7103-702-000	\$59.91	
		Mats, Mops, Cloths	11-7103-702-000	\$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	\$1,057.96
140337	Uplink, LLC	Monthly Monitoring Fee	11-7202-648-000	\$45.00	\$45.00
140338	Vance Lawn Care, Inc	Groundskeeping - Cherokee Center	11-7103-649-000	\$460.00	\$460.00
140339	Vietti Marketing Group	May Digital Marketing - ThunderBurst	11-6301-613-000	\$800.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	6/30/2025		Account Number	Amount	Total
140339	Vietti Marketing Group	May Enrollment Campaign - Socials			11-6301-613-000	\$2,540.00	
		May Advertising - Business Showcase			11-6301-613-000	\$250.00	\$3,590.00
140340	Mark Watkins	Vehicle Expense			11-6501-590-001	\$900.00	\$900.00
140341	Weatherproofing Technologies, Inc	Student Success Center Roof Repair			11-6201-659-015	\$36,213.34	\$36,213.34
						<u>\$237,363.49</u>	
	11-General Fund			\$191,522.16			
	12-Postsecondary Technical Education Fund			\$39,968.10			
	16-Auxillary Ent Fund			\$5,873.23			
	64-Deferred Maintenance			\$0.00			
	67-Capital Outlay			\$0.00			
				<u>\$237,363.49</u>			

Agenda Item #: V.D.
Date: July 10, 2025

SUBJECT

New Staff Employment Letter

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Chelsea Beville has accepted the position of Assistant Softball Coach.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the New Staff Employment letter for Chelsea Beville, Assistant Softball Coach, at a salary of \$25,027/year, starting 7/7/25.

Biography

Chelsea Beville

Chelsea Beville has accepted the position of Assistant Softball Coach to begin on July 7, 2025. Chelsea earned a Bachelor degree in Business Management from Pittsburg State University and has been a student athlete at Crowder College and PSU.

A fun fact about Chelsea is that she loves to make chocolate dipped desserts.

Job Title:	Assistant Softball Coach	Job Number:	STUD-0008
Department:	Student Affairs - Athletics	Job Grade:	13
Reports To:	Head Softball Coach	FLSA Status:	Exempt

Job Purpose and Objectives:

Responsible for the assistance in recruitment, supervision and placement of students who are skilled in the areas of competitive softball 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.

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. Assists with the promotion and development of the softball program of Labette Community College
2. Builds a schedule that suits the athletic program and assists in scheduling a field for practices and games
3. Sends athletic contracts to opponents and officials for softball
4. Assists in ordering all equipment and uniforms
5. Schedules transportation and obtains required funds from the business office
6. Reports upcoming games and events to the Athletic Director
7. Prepares the annual operating budget with assistance
8. Ability to work camps for recruiting and publicity purposes
9. Educate, counsel and monitor academic progress of student athletes
10. Ability to assist the Athletic Director in administering an intercollegiate athletic program
11. Attends meetings of Region 6 and Jayhawk Conference if requested by Athletic Director
12. Assists the Athletic Director as department's Weight Facility/Strength and Conditioning Coordinator
13. Additional hours may be required on occasion, including overnight, evening and weekend hours
14. Enforces and maintains compliance with all federal, state and local laws and ordinances
15. Performs other duties as assigned or deemed necessary
16. Complies with all organizational and departmental policies and procedures
17. Operates all job-related equipment, machinery, tools and other aids as required or needed
18. Protects and maintains any confidential information you have access to, whether oral, written, or electronic
19. Travel required

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. Associate's degree
2. Two years playing and/or coaching experience preferred
3. Pitch coach experience preferred
4. Overnight, weekend, and evening hours

Certifications / Licenses:

1. Valid driver's license

Skills/Knowledge/Abilities:

1. Basic knowledge of the fundamentals of softball
2. Knowledge of requirements for eligibility for all student athletes
3. Good organization and communication skills
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

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:

- | | |
|--|---|
| ☐ Employee Information | ☐ Managerial Information |
| ☒ Organizational Information | ☐ Professional Information |
| ☒ Customer / Contact Information | ☐ 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			

Agenda Item #: V.E.
Date: July 10, 2025

SUBJECT

Master Agreement Contract Ratification

REASON FOR CONSIDERATION BY THE BOARD

Changes in the Master Agreement require the Board of Trustees' approval

BACKGROUND

The faculty and administration have met to discuss language and compensation changes that both parties feel should be made to the Master Agreement. Statutes stipulate that the Board of Trustees shall ratify changes agreed upon in the Master Agreement with the Faculty Association covering the 2025-2026 school year.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the changes to the Master Agreement effective for 2025-2026.

Faculty Negotiations Tentative Agreement 2025-2026

1. An increase in the salary schedule base of \$3,319 (7%) from \$47,408 to \$50,727
2. Step movements and educational movements on the salary schedule.
3. Increase the 403(b) match by \$5 per month, from \$70 to \$75 per month.
4. Minor addition to sick leave language to prorate sick leave for faculty who begin work mid-year.
5. Change mileage reimbursement which matches the IRS rate, to only increase on July 1 for budgeting purposes.
6. Increase overload pay from \$600 per credit hour to \$625 per credit hour.
7. Remove the reference to payment for peer mentoring from the professional development section and the committee to be formed in FY24. Peer mentoring is also mentioned in Conditions of Employment on page 10. Agreed to have more discussion on peer mentoring next year.
8. Addition of language stating grades must be updated in the LMS within two weeks of the assignment due date.
9. Minor updates to supplemental pay language. Any tier may be split between employees. The VP of Academic Affairs will issue the supplemental contracts instead of Human Resources.
10. Changes to professional compensation for salary movement for graduate/credentials/licensing that clarifies how the process is to be reported, how the salary movement is figured and removal of two of the credentials, CNS and CAP.

SUBJECT

Approval of Salary Increase for Administrative and Staff

REASON FOR CONSIDERATION BY THE BOARD

The Board of Trustees acts on compensation-related items and contracts for full-time employees.

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

BACKGROUND

Contracts should be approved by the Board of Trustees, and any base-salary increases should be acted on. The proposed 2025-2026 budget includes capacity for the recommended increase.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve the amount of \$154,817 to adjust salaries for staff and administration for the 2025-2026 fiscal year which will include salary scale step placement and salary scale implementation as appropriate from the compensation study.

That the Board of Trustees approves a \$5 increase to the 403(b) monthly matching contribution to begin in September for administrative and staff salaries bringing the amount from \$70 to \$75 per month.