

BOARD OF TRUSTEES REGULAR MEETING
Zoom Webinar - 7:00 p.m.
April 20, 2020

AMENDED AGENDA
Additional Documents Under President's Update

I. ROUTINE

- A. Call to Order
- B. Approval of Agenda Action
- C. Welcome Guests
- D. Pledge of Allegiance
- E. Mission Statement – Independence Community College serves the best interests of students and the community by providing academic excellence while promoting cultural enrichment and economic development.
- F. Vision Statement – To be a community college that provides an exceptional educational experience by cultivating intellect, encouraging creativity and enhancing character in a student and community centered environment.

II. INSTITUTIONAL OPERATIONS

- A. Faculty Senate Update – Tamara Blaes Report Section 1
- B. Financial Report Action Section 2
- C. Allow Payables Action Section 3
- D. Budget Planning Process Report Section 4
- E. Lawn Care Equipment 2020 Action Section 5
- F. President’s Update Report Section 6
 - College Status Regarding COVID – 19
 - Emergency Response Plan – Vincent Bowhay
 - Strategic Planning Update – Cordell Jordan

III. CONSENT AGENDA

- A. Personnel Report (acknowledge receipt) Action
 - B. Grant Progress Report Section 7
 - C. Approval of March 9, 2020 meeting minutes Section 8
- Section 9

IV. EXECUTIVE SESSION –Employer-Employee Negotiations.

I move that we recess for an executive session for the purpose of discussing (*insert subject to be discussed*), pursuant to the employer-employee negotiation exception, K.S.A. 75-4319(b)(3). Open Session will resume at (*insert time*) in CLC 104 of the Cessna Learning Center. Those invited to attend are: (*list attendees*).

V. ADJOURN

Action

PUBLIC PARTICIPATION AT BOARD MEETING

Items on the Agenda

Members of the public wishing to address the Board concerning an item which is on the agenda must submit the item through the webinar link provided. There are three opportunities for public comment during regular meetings.

First, the public may comment on any item on the agenda during a period at the beginning of meetings, with a total comment period of ten minutes and individual comments limited to two minutes. This comment period may be extended by Board vote.

Second, prior to each Board vote, the public will be invited to speak directly to the issue being voted upon.

Third, any member of the public may make a lengthier presentation on agenda items, provided that a request for such a presentation is made in writing in advance of the meeting. Permission to make such presentations, and their length, is at the discretion of the Board Chair.

Information to the Audience

The Board members receive the complete agenda along with background material that they study individually before action is taken at the meeting. Any member of the Board may remove items from the consent agenda at the time of the meeting.

Examples of Motions for Executive Session

Remember that a motion to move into executive session needs to state the subject, provide justification, and state a time and place for return to open session

EXECUTIVE SESSION: Non-Elected Personnel

Sample Subjects: Employee job performance; employee evaluations; or annual review of probationary employees.

I move that we recess for an executive session for discussion of *(insert subject to be discussed)*, pursuant to the non-elected personnel exception, K.S.A. 75-4319(b)(1). Open Session will resume at *(insert time)* in CLC 104 of the Cessna Learning Center. Those invited to attend are: *(list attendees)*.

EXECUTIVE SESSION: Negotiations

Sample Subject: Faculty and Board proposals.

I move that we recess for an executive session for the purpose of discussing *(insert subject to be discussed)*, pursuant to the employer-employee negotiation exception, K.S.A. 75-4319(b)(3). Open Session will resume at *(insert time)* in CLC 104 of the Cessna Learning Center. Those invited to attend are: *(list attendees)*.

EXECUTIVE SESSION: Possible Acquisition of Real Estate

Sample Subject: For future expansion.

I move that we recess for an executive session for discussion of *(insert subject to be discussed)*, pursuant to the preliminary discussion on acquisition of real estate exception, K.S.A. 75-4319(b)(6). Open Session will resume at *(insert time)* in CLC 104 of the Cessna Learning Center. Those invited to attend are: *(list attendees)*.

EXECUTIVE SESSION: Attorney/Client Privilege.

Sample Subjects: Ongoing litigation; a settlement proposal; or a claim made against the College.

I move that we recess for an Executive Session for consultation with the College attorney regarding *(insert subject to be discussed)*, pursuant to the attorney/client privilege exception, K.S.A. 75-4319(b)(2). Open Session will resume at *(insert time)* in CLC 104 of the Cessna Learning Center. Those invited to attend are: *(list attendees)*.



Memo

To: Independence Community College Board of Trustees

From: George C. Knox, EdD
President

Date: April 20, 2020

Re: Faculty Senate Report

Responding to a request made by the Board of Trustees, the Faculty Senate President will provide monthly updates during the regularly scheduled Board meetings.

INDEPENDENCE COMMUNITY COLLEGE
2019-2020
Unaudited
Budget Summary - Revenue
For The Month End: 03/31/2020

| | 2019-20 | 2019-20 | 2019-20 | Estimated |
|---|-------------------------------|-------------------------------|------------------------------|----------------------|
| | Published Budget | Operating Budget | Current YTD Revenue | % Budget Recorded |
| General Fund (11) | | | | |
| Student Revenue | | | | |
| Tuition | (\$1,041,495.87) | (\$1,041,495.87) | (\$1,182,495.00) | 113.54% |
| Fees | (1,656,856.61) | (1,656,856.61) | (1,703,025.00) | 102.79% |
| | <u>(2,698,352.48)</u> | <u>(2,698,352.48)</u> | <u>(2,885,520.00)</u> | 106.94% |
| Local Income | | | | |
| Real Estate Distribution | (5,939,935.00) | (5,939,935.00) | (3,334,111.90) | 56.13% |
| Motor Vehicle | (597,972.90) | (597,972.90) | (475,232.83) | 79.47% |
| Rec Vehicle/Watercraft | (10,859.00) | (10,859.00) | (9,705.45) | 89.38% |
| Delinquent Taxes | (103,452.13) | (103,452.13) | (195,139.71) | 188.63% |
| Other - Oil Distr., Excise, Revenue in Lieu | 0.00 | 0.00 | (1,667.05) | 0.00% |
| | <u>(6,652,219.03)</u> | <u>(6,652,219.03)</u> | <u>(4,015,856.94)</u> | 60.37% |
| State of Kansas | | | | |
| State Operating Grant | (1,427,559.00) | (1,427,559.00) | (1,427,559.00) | 100.00% |
| State Grants and Contracts | 0.00 | 0.00 | 0.00 | 0.00% |
| Technology Grant - other | (16,573.00) | (16,573.00) | (16,573.00) | 100.00% |
| | <u>(1,444,132.00)</u> | <u>(1,444,132.00)</u> | <u>(1,444,132.00)</u> | 100.00% |
| Federal Income | | | | |
| Indirect Costs | (44,690.00) | (44,690.00) | (17,544.03) | 39.26% |
| Other | | | | |
| ICC Foundation | (60,000.00) | (60,000.00) | 0.00 | 0.00% |
| Interest | 0.00 | 0.00 | 0.00 | 0.00% |
| Sales Tax Payable | 0.00 | 0.00 | (1,143.93) | 0.00% |
| Misc. | (20,000.00) | (20,000.00) | (484,666.99) | 2423.33% |
| Fees (non-course fees) | (18,115.99) | (18,115.99) | (3,736.00) | 20.62% |
| | <u>(98,115.99)</u> | <u>(98,115.99)</u> | <u>(489,546.92)</u> | 498.95% |
| Transfers, Allowances and Carry-overs | 0.00 | 0.00 | 0.00 | 0.00% |
| Total General Fund | <u>(10,937,509.50)</u> | <u>(10,937,509.50)</u> | <u>(8,852,599.89)</u> | <u>80.94%</u> |
| Postsecondary Technical Education (12) | | | | |
| Student Revenue | | | | |
| Tuition | (302,203.00) | (302,203.00) | (48,898.00) | 16.18% |
| Fees | (223,885.00) | (223,885.00) | (56,685.00) | 25.32% |
| | <u>(526,088.00)</u> | <u>(526,088.00)</u> | <u>(105,583.00)</u> | 20.07% |
| Other | | | | |
| State of Kansas PTE | (557,932.00) | (557,932.00) | (557,932.00) | 100.00% |
| State of Kansas SB155 | (110,775.00) | (110,775.00) | (110,775.00) | 100.00% |
| Cosmetology | (26,626.00) | (26,626.00) | (6,973.03) | 26.19% |
| Other | (151,000.00) | (151,000.00) | 0.00 | 0.00% |
| | <u>(846,333.00)</u> | <u>(846,333.00)</u> | <u>(675,680.03)</u> | 79.84% |
| Transfers, Allowances and Carry-overs | | | | |
| Total Postsecondary Fund | <u>(1,372,421.00)</u> | <u>(1,372,421.00)</u> | <u>(781,263.03)</u> | <u>56.93%</u> |
| Adult Education/GED (13) | | | | |
| Other Income | (15,000.00) | (15,000.00) | 0.00 | 0.00% |
| Non-mandatory Transfer | 0.00 | 0.00 | 0.00 | 0.00% |
| | <u>(15,000.00)</u> | <u>(15,000.00)</u> | <u>0.00</u> | <u>0.00%</u> |
| Total Funds, 11, 12, 13 | <u>(12,324,930.50)</u> | <u>(12,324,930.50)</u> | <u>(9,633,862.92)</u> | <u>78.17%</u> |

| Auxiliary | | | | |
|--|-------------------------------|-------------------------------|-------------------------------|----------------------|
| Bookstore | | | | |
| Sales | (596,601.00) | (596,601.00) | (106,051.31) | 17.78% |
| Non-mandatory Transfer | (4,361.00) | (4,361.00) | 0.00 | 0.00% |
| | <u>(600,962.00)</u> | <u>(600,962.00)</u> | <u>(106,051.31)</u> | <u>10.72%</u> |
| Meals | | | | |
| Student Sources | (904,000.00) | (904,000.00) | (768,756.00) | 85.04% |
| Other Sources | (13,895.00) | (13,895.00) | (1,461.69) | 10.52% |
| Non-mandatory Transfer | | | | |
| | <u>(917,895.00)</u> | <u>(917,895.00)</u> | <u>(770,217.69)</u> | <u>83.91%</u> |
| Dorms | | | | |
| Student Sources | 0.00 | 0.00 | 0.00 | 0.00% |
| Student Sources- Dorms/Bluffstone | (760,040.00) | (760,040.00) | (564,309.51) | 74.25% |
| Student Accident Insurance | 0.00 | 0.00 | (28,025.00) | 0.00% |
| Non-mandatory Transfer | 0.00 | 0.00 | 0.00 | 0.00% |
| | <u>(760,040.00)</u> | <u>(760,040.00)</u> | <u>(592,334.51)</u> | <u>77.93%</u> |
| Inge Center/Festival | | | | |
| Inge Center | (20,000.00) | (20,000.00) | (4,216.00) | 21.08% |
| Inge Festival | (78,800.00) | (78,800.00) | (6,119.00) | 7.77% |
| Non-Mandatory Transfer | 0.00 | 0.00 | 0.00 | |
| | <u>(98,800.00)</u> | <u>(98,800.00)</u> | <u>(10,335.00)</u> | <u>10.46%</u> |
| Transfers, Allowances and Carry-overs | (4,361.00) | (4,361.00) | 0.00 | 0.00% |
| Total Auxiliary | <u>(2,382,058.00)</u> | <u>(2,382,058.00)</u> | <u>(1,478,938.51)</u> | <u>62.09%</u> |
| ICC Foundation | | | | |
| Scholarship Support | 0.00 | 0.00 | (56,599.32) | 0.00% |
| Total ICCFoundation | 0.00 | 0.00 | (56,599.32) | 0.00% |
| Plant Funds | | | | |
| West Main | | | | |
| Capital Outlay | 0.00 | 0.00 | (4,193.37) | 0.00% |
| Foundation Support | 0.00 | 0.00 | 0.00 | 0.00% |
| Student Athlete Fee | 0.00 | 0.00 | (21,525.00) | 0.00% |
| Total Plant Funds | 0.00 | 0.00 | (25,718.37) | 0.00% |
| Federally Funded Programs | | | | |
| Upward Bound | (391,159.00) | (391,159.00) | (261,166.96) | 66.77% |
| Student Support Services | (291,415.00) | (291,415.00) | (169,708.75) | 58.24% |
| Carl Perkins | 0.00 | 0.00 | 0.00 | 0.00% |
| Total Federally Funded Programs | <u>(682,574.00)</u> | <u>(682,574.00)</u> | <u>(430,875.71)</u> | <u>63.13%</u> |
| Total College Operations | <u>(15,389,562.50)</u> | <u>(15,389,562.50)</u> | <u>(11,625,994.83)</u> | <u>75.54%</u> |

INDEPENDENCE COMMUNITY COLLEGE
2019-2020
Unaudited
Budget Summary-Expenditures
For Month End:3/31/2020

| | 2019-20 | 2019-20 | 2019-20 | Estimated |
|-----------------------------------|---------------------|---------------------|-------------------------|----------------------|
| | Published Budget | Operating Budget | Current YTD Expenses | % Budget Recorded |
| General Fund (11) | | | | |
| Academic Instruction | | | | |
| 11-1100 General Instruction | \$288,064.00 | \$288,064.00 | \$0.00 | 0.00% |
| 11-1140 Online Instruction | 27,766.00 | 27,766.00 | 0.00 | 0.00% |
| 11-1141 Health & Wellness | 1,800.00 | 1,800.00 | 38,952.71 | 2164.04% |
| 11-1150 Theatre | 194,546.00 | 197,668.00 | 119,564.93 | 60.49% |
| 11-1151 Music | 171,903.00 | 175,025.00 | 115,108.35 | 65.77% |
| 11-1152 Foreign Language | 0.00 | 0.00 | 0.00 | 0.00% |
| 11-1154 English | 198,635.00 | 192,930.00 | 200,810.82 | 104.08% |
| 11-1155 Art | 69,278.00 | 70,651.00 | 47,241.86 | 66.87% |
| 11-1156 Communications/Journalism | 73,831.00 | 75,661.00 | 63,368.64 | 83.75% |
| 11-1160 Workforce Development | 3,500.00 | 3,500.00 | 4,495.83 | 128.45% |
| 11-1161 Community Education | 0.00 | 0.00 | 0.00 | 0.00% |
| 11-1173 Social Sciences | 273,858.00 | 282,793.00 | 290,891.96 | 102.86% |
| 11-1174 Physical Science | 76,651.00 | 79,019.00 | 61,102.77 | 77.33% |
| 11-1175 Chemistry | 82,453.00 | 84,821.00 | 54,426.98 | 64.17% |
| 11-1176 Biology | 149,633.00 | 153,293.00 | 114,224.92 | 74.51% |
| 11-1177 Math | 61,991.00 | 176,020.00 | 126,077.27 | 71.63% |
| 11-1187 Accounting | 56,638.00 | 59,007.00 | 11,917.93 | 20.20% |
| 11-1188 Business | 4,800.00 | 4,800.00 | 0.00 | 0.00% |
| 11-1223 Fab Lab/Entrepreneur | 182,835.00 | 195,037.00 | 108,906.08 | 55.84% |
| Total Academic Instruction | 1,918,182.00 | 2,067,855.00 | 1,357,091.05 | 65.63% |
| Academic Support | | | | |
| 11-4100 Library | 97,376.00 | 99,810.00 | 52,712.61 | 52.81% |
| 11-4200 Academic Affairs | 272,357.00 | 270,654.00 | 141,653.69 | 52.34% |
| 11-4210 Online Administration | 65,225.00 | 0.00 | 0.00 | 0.00% |
| 11-4220 ICC West | 53,775.00 | 47,440.00 | 30,093.89 | 63.44% |
| 11-4230 Academic Advising | 0.00 | 0.00 | 0.00 | 0.00% |
| 11-4240 Online Administration | 22,295.00 | 22,295.00 | 134.47 | 0.60% |
| 11-4250 Tutoring | 23,270.00 | 23,270.00 | 16,288.44 | 70.00% |
| Total Academic Support | 534,298.00 | 463,469.00 | 240,883.10 | 51.97% |
| Total Instruction | 2,452,480.00 | 2,531,324.00 | 1,597,974.15 | 63.13% |

Postsecondary Technical Education (see detail below)

Student Services

| | | | | |
|---------------------------------|------------|------------|------------|---------|
| 11-5200 Financial Aid | 172,863.00 | 184,101.00 | 133,134.85 | 72.32% |
| 11-5300 Admissions | 144,438.00 | 147,393.00 | 57,504.19 | 39.01% |
| 11-5310 Navigators | 270,532.00 | 275,333.00 | 134,113.06 | 48.71% |
| 11-5400 Registrar | 54,367.00 | 7,737.00 | 4,251.04 | 54.94% |
| 11-5500 Athletic Administration | 502,446.00 | 518,055.00 | 361,328.63 | 69.75% |
| 11-5510 Football | 460,290.00 | 469,817.00 | 701,868.39 | 149.39% |
| 11-5520 Men's Basketball | 152,260.00 | 156,032.00 | 114,770.70 | 73.56% |
| 11-5530 Volleyball | 103,481.00 | 104,673.00 | 60,387.85 | 57.69% |
| 11-5540 Women's Basketball | 144,277.00 | 147,403.00 | 102,354.54 | 69.44% |
| 11-5560 Softball | 105,151.00 | 107,134.00 | 61,400.14 | 57.31% |
| 11-5580 Baseball | 0.00 | 0.00 | 0.00 | 0.00% |
| 11-5590 Cheer & Dance | 78,762.00 | 80,329.00 | 45,918.95 | 57.16% |
| 11-5595 Athletic Training | 126,771.00 | 129,358.00 | 73,838.53 | 57.08% |
| 11-5600 ICC NOW | 16,731.00 | 16,731.00 | 80,804.01 | 482.96% |
| 11-5700 Student Life | 171,953.00 | 167,903.00 | 56,505.16 | 33.65% |

| | | | | |
|---|----------------------|----------------------|---------------------|---------------|
| Total Student Services | 2,504,322.00 | 2,511,999.00 | 1,988,180.04 | 79.15% |
| Institutional Support | | | | |
| 11-6000 Board of Trustees | 14,525.00 | 14,525.00 | 22,783.47 | 156.86% |
| 11-6100 President's Office | 408,480.00 | 409,958.00 | 301,909.92 | 73.64% |
| 11-6110 Human Resources | 186,895.00 | 188,845.00 | 83,428.93 | 44.18% |
| 11-6200 Financial Services | 317,143.00 | 319,404.00 | 175,262.13 | 54.87% |
| 11-6300 Public Relations - Marketing | 235,696.00 | 238,396.00 | 171,227.75 | 71.82% |
| 11-6310 Recruiting-International | 8,000.00 | 8,000.00 | 892.45 | 11.16% |
| 11-6420 Institutional Research | 81,373.00 | 82,856.00 | 61,916.45 | 74.73% |
| 11-6500 Institutional Support | 1,716,481.00 | 1,716,481.00 | 822,614.55 | 47.92% |
| 11-6510 Compliance | 65,381.00 | 65,381.00 | 12,672.01 | 19.38% |
| 11-6600 Computing Department | 411,775.00 | 466,345.00 | 281,200.17 | 60.30% |
| 11-8900 Grant Writing | 0.00 | 0.00 | 0.00 | 0.00% |
| Total Insitutional Support | 3,445,749.00 | 3,510,191.00 | 1,933,907.83 | 55.09% |
| Scholarships | | | | |
| 11-8100 Scholarships | 1,039,941.00 | 1,039,941.00 | 1,099,806.20 | 105.76% |
| Total Scholarships | 1,039,941.00 | 1,039,941.00 | 1,099,806.20 | 105.76% |
| Transfers | | | | |
| 11-9200 Transfers and Carryovers | 383,162.00 | 383,162.00 | 402,627.53 | 105.08% |
| Operations and Maintenance | | | | |
| 11-7100 Repairs & Maintenance | 531,976.00 | 559,822.00 | 262,803.77 | 46.94% |
| 11-7200 Transportation | 169,475.00 | 169,475.00 | 176,384.88 | 104.08% |
| 11-7300 Grounds-Security | 32,451.00 | 32,451.00 | 15,028.61 | 46.31% |
| 11-7500 Campus Improvements | 560,419.00 | 529,419.00 | 269,538.02 | 50.91% |
| Total Operations and Maintenance | 1,294,321.00 | 1,291,167.00 | 723,755.28 | 56.05% |
| Transfer PTE Indirect Costs | 0.00 | 0.00 | 0.00 | 0.00% |
| Total Fund 11 (does not include PTEamount above) | 11,119,975.00 | 11,267,784.00 | 7,744,155.64 | 68.73% |
| Postsecondary Technical Education (12) | | | | |
| Indirect Costs | 0.00 | 0.00 | 0.00 | 0.00% |
| 12-1200 General Instruction | 13,766.00 | 13,766.00 | 0.00 | 0.00% |
| 12-1220 Vet Tech | 248,191.00 | 252,336.00 | 90,652.79 | 35.93% |
| 12-1221 Culinary | 29,095.00 | 0.00 | 0.00 | 0.00% |
| 12-1222 Automotive Technology | 0.00 | 0.00 | 0.00 | 0.00% |
| 12-1268 Engineering | 0.00 | 0.00 | 0.00 | 0.00% |
| 12-1272 Administrative Office Management | 0.00 | 0.00 | 0.00 | 0.00% |
| 12-1273 Cosmetology | 199,839.00 | 206,943.00 | 192,059.14 | 92.81% |
| 12-1274 Early Childhood Development | 0.00 | 0.00 | 4,143.99 | 0.00% |
| 12-1276 Mid-Management/Economics | 0.00 | 0.00 | 0.00 | 0.00% |
| 12-1277 Micro Computers | 144,771.00 | 149,507.00 | 153,325.73 | 102.55% |
| 12-1287 EMT | 86,776.00 | 89,144.00 | 66,011.97 | 74.05% |
| 12-1288 Allied Health/Long Term Care | 87,793.00 | 90,161.00 | 49,111.77 | 54.47% |
| Total Fund 12 | 810,231.00 | 801,857.00 | 555,305.39 | 69.25% |
| Adult Education | | | | |
| Fund 13 | | | | |
| 13-1301 ABE/GED | 52,288.00 | 52,288.00 | 0.00 | 0.00% |
| Total Fund 13 | 52,288.00 | 52,288.00 | 0.00 | 0.00% |
| Total Funds 11, 12 and 13 | 11,982,494.00 | 12,121,929.00 | 8,299,461.03 | 68.47% |
| Auxiliary | | | | |
| 16-9300 Bookstore | 475,448.00 | 477,376.00 | 267,657.06 | 56.07% |
| 16-9500 Dorms | 607,820.00 | 607,820.00 | 86,452.89 | 14.22% |
| 17-9500 Dorms-Bluffstone | 456,865.00 | 456,865.00 | 0.00 | 0.00% |
| 16-9600 Meals | 788,501.00 | 788,501.00 | 597,583.58 | 75.79% |
| 34-1100 Inge Center | 18,050.00 | 18,050.00 | 17,751.72 | 98.35% |
| 34-1200 Inge Festival | 255,714.00 | 255,714.00 | 113,648.54 | 44.44% |
| 48-4800 Technology | 54,800.00 | 54,800.00 | 0.00 | 0.00% |

| | | | | |
|--|----------------------|----------------------|---------------------|---------------|
| 48-4800 Student Athlete Fee | 25,000.00 | 25,000.00 | 0.00 | 0.00% |
| Total Auxiliary | 2,657,198.00 | 2,659,126.00 | 1,083,093.79 | 40.73% |
| Plant Funds | | | | |
| 61-1271 Capital Outlay, Culinary Program | 0.00 | 0.00 | 0.00 | 0.00% |
| 61-9900 Capital Outlay, ICC West payment | 0.00 | 0.00 | 0.00 | 0.00% |
| Total Plant Funds | 0.00 | 0.00 | 0.00 | 0.00% |
| Foundation | | | | |
| 36-6120 Foundation Expenses | 0.00 | 0.00 | 61,591.31 | 0.00% |
| 36-8100 Foundation Scholarships | 0.00 | 0.00 | 91,800.00 | 0.00% |
| Total Foundation | 0.00 | 0.00 | 153,391.31 | 0.00% |
| Federally Funded Programs | | | | |
| 31-8500 Upward Bound | 391,159.00 | 391,159.00 | 176,442.91 | 45.11% |
| 32-8300 Student Support Services | 291,415.00 | 291,415.00 | 99,149.46 | 34.02% |
| 39-1269 Carl Perkins | 0.00 | 0.00 | 0.00 | 0.00% |
| Total Federally Funded Programs | 682,574.00 | 682,574.00 | 275,592.37 | 40.38% |
| Total College Operations | 15,322,266.00 | 15,463,629.00 | 9,811,538.50 | 63.45% |

Independence Community College Account Summary
For Month End: March 31, 2020

| <u>Account Number</u> | <u>Account Type</u> | <u>Beginning Balance (03/01/2020)</u> | <u>Ending Balance (03/31/2020)</u> | <u>Interest Rate</u> | <u>Monthly Int. Paid</u> | <u>Status</u> |
|-----------------------|---------------------|---------------------------------------|------------------------------------|----------------------|--------------------------|---------------|
| xxx213 | Checking | \$ 1,000.00 | \$ 1,000.00 | N/A | N/A | Open |
| xxx248 | Checking | \$ 563,081.79 | \$ 391,788.31 | N/A | N/A | Open |
| xxx387 | Checking | \$ - | \$ 319,549.24 | | | |
| xxx264 | Checking | \$ 16,003.30 | \$ 1.00 | N/A | N/A | Open |
| xxx620 | Checking | \$ 1,000.00 | \$ 1,000.00 | N/A | N/A | Open |
| xxx976 | Checking | \$ 1.00 | \$ 1.00 | N/A | N/A | Open |
| xxx826 | Money Market | \$ 1,699,228.76 | \$ 1,000,460.05 | 0.25% | \$ 460.05 | Open |
| xxx396 | Money Market | \$ 2,000,591.71 | \$ 2,002,048.68 | 0.25% | \$ 664.39 | Open |

| | | | | | | |
|----------------------|--|------------------------|------------------------|------------------------|--|--|
| Total Balance | | \$ 4,280,906.56 | \$ 3,715,848.28 | | | |
| Variance | | | | \$ (565,058.28) | | |

| | | | | |
|---------------------------|---------------|---------------------|----------------------|----------------------|
| <u>Securities Pledged</u> | <u>Amount</u> | <u>Market Value</u> | <u>Interest Rate</u> | <u>Maturity Date</u> |
|---------------------------|---------------|---------------------|----------------------|----------------------|

| | | |
|--------------------------|------------------------|-----------------|
| <u>Letters of Credit</u> | <u>Expiration Date</u> | <u>Amount</u> |
| FHLB #60863 | 12/16/2020 | \$ 4,200,000.00 |
| | | \$ 4,200,000.00 |

| | |
|-------------------------|------------------------|
| Total Pledged | \$ 4,200,000.00 |
| FDIC Insurance | \$ 250,000.00 |
| Total Coverage | \$ 4,450,000.00 |
| Overage/Shortage | \$ 734,151.72 |

ICC
Payables Ending March 31, 2020

| CheckNumber | VendorName | Description | TRXDATE | Amount | Account |
|-------------|-------------|--------------------------------|----------|-----------|-----------------|
| 0010498 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ 40.00 | 31-8503-540-000 |
| 0010499 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ 55.00 | 31-8503-540-000 |
| 0010500 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ 50.00 | 31-8503-540-000 |
| 0010501 | ICC Student | Upward Bound Stipend Dec-Feb | 3/3/2020 | \$ 5.00 | 31-8503-540-000 |
| 0010502 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ 50.00 | 31-8503-540-000 |
| 0010503 | ICC Student | Upward Bound Stipend Dec-Feb | 3/3/2020 | \$ 50.00 | 31-8503-540-000 |
| 0010504 | ICC Student | Upward Bound Stipend Dec-Feb | 3/3/2020 | \$ 35.00 | 31-8503-540-000 |
| 0010505 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ 20.00 | 31-8503-540-000 |
| 0010506 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ 40.00 | 31-8503-540-000 |
| 0010507 | ICC Student | Upward Bound Stipend Dec-Feb | 3/3/2020 | \$ 75.00 | 31-8503-540-000 |
| 0010508 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ 45.00 | 31-8503-540-000 |
| 0010509 | ICC Student | Upward Bound Stipend Dec-Feb | 3/3/2020 | \$ 15.00 | 31-8503-540-000 |
| 0010510 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ 50.00 | 31-8503-540-000 |
| 0010511 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ 80.00 | 31-8503-540-000 |
| 0010512 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ 55.00 | 31-8503-540-000 |
| 0010513 | ICC Student | Upward Bound Stipend Dec-Feb | 3/3/2020 | \$ 85.00 | 31-8503-540-000 |
| 0010514 | ICC Student | Upward Bound Stipend Dec-Feb | 3/3/2020 | \$ 15.00 | 31-8503-540-000 |
| 0010515 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ 40.00 | 31-8503-540-000 |
| 0010516 | ICC Student | Upward Bound Stipend Dec-Feb | 3/3/2020 | \$ 110.00 | 31-8503-540-000 |
| 0010517 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ 100.00 | 31-8503-540-000 |
| 0010518 | ICC Student | Upward Bound Stipend Dec-Feb | 3/3/2020 | \$ 50.00 | 31-8503-540-000 |
| 0010519 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ 55.00 | 31-8503-540-000 |
| 0010520 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ 5.00 | 31-8503-540-000 |
| 0010521 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ 40.00 | 31-8503-540-000 |
| 0010522 | ICC Student | Upward Bound Stipend Dec-Feb | 3/3/2020 | \$ 85.00 | 31-8503-540-000 |
| 0010523 | ICC Student | Upward Bound Stipend Dec-Feb | 3/3/2020 | \$ 70.00 | 31-8503-540-000 |
| 0010524 | ICC Student | Upward Bound Stipend Dec-Feb | 3/3/2020 | \$ 50.00 | 31-8503-540-000 |
| 0010525 | ICC Student | Upward Bound Stipend Dec-Feb | 3/3/2020 | \$ 70.00 | 31-8503-540-000 |

| | | | | | | |
|---------|------------------------|--------------------------------|----------|----|----------|-----------------|
| 0010526 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ | 85.00 | 31-8503-540-000 |
| 0010527 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ | 85.00 | 31-8503-540-000 |
| 0010528 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ | 10.00 | 31-8503-540-000 |
| 0010529 | ICC Student | Upward Bound Stipend Dec-Feb | 3/3/2020 | \$ | 110.00 | 31-8503-540-000 |
| 0010530 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ | 20.00 | 31-8503-540-000 |
| 0010531 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ | 105.00 | 31-8503-540-000 |
| 0010532 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ | 105.00 | 31-8503-540-000 |
| 0010533 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ | 35.00 | 31-8503-540-000 |
| 0010534 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ | 20.00 | 31-8503-540-000 |
| 0010535 | ICC Student | Upward Bound Stipend Dec-Feb | 3/3/2020 | \$ | 20.00 | 31-8503-540-000 |
| 0010536 | ICC Student | Upward Bound Stipend Dec-Feb | 3/3/2020 | \$ | 85.00 | 31-8503-540-000 |
| 0010537 | ICC Student | Upward Bound Stipend Dec-Feb | 3/3/2020 | \$ | 45.00 | 31-8503-540-000 |
| 0010538 | ICC Student | Upward Bound Stipend Dec-Feb | 3/3/2020 | \$ | 70.00 | 31-8503-540-000 |
| 0010539 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ | 80.00 | 31-8503-540-000 |
| 0010540 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ | 110.00 | 31-8503-540-000 |
| 0010541 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ | 80.00 | 31-8503-540-000 |
| 0010542 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ | 90.00 | 31-8503-540-000 |
| 0010543 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ | 50.00 | 31-8503-540-000 |
| 0010544 | ICC Student | Upward Bound Stipend Dec-Feb | 3/3/2020 | \$ | 40.00 | 31-8503-540-000 |
| 0010545 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ | 40.00 | 31-8503-540-000 |
| 0010546 | ICC Student | Upward Bound Stipend Dec.-Feb. | 3/3/2020 | \$ | 30.00 | 31-8503-540-000 |
| 0010547 | Sparklight | Internet Services-ICC West | 3/5/2020 | \$ | 1,830.60 | 11-6500-636-000 |
| 0010547 | Sparklight | Student Union, Cable TV Serv. | 3/5/2020 | \$ | 397.14 | 11-6500-636-000 |
| 0010548 | City Of Independence | Water/Practice Field 2 | 3/5/2020 | \$ | 26.10 | 11-6500-632-000 |
| 0010548 | City Of Independence | Water/Sewer Admin Bldg. | 3/5/2020 | \$ | 400.44 | 11-6500-632-000 |
| 0010548 | City Of Independence | Water/Sewer CIE Bldg. | 3/5/2020 | \$ | 84.97 | 11-6500-632-000 |
| 0010548 | City Of Independence | Water/Sewer Main Campus | 3/5/2020 | \$ | 1,029.01 | 11-6500-632-000 |
| 0010548 | City Of Independence | Water/Sewer West Campus | 3/5/2020 | \$ | 142.03 | 11-6500-632-000 |
| 0010548 | City Of Independence | Water-Practice Field | 3/5/2020 | \$ | 39.84 | 11-6500-632-000 |
| 0010548 | City Of Independence | Trash-West Campus | 3/5/2020 | \$ | 200.00 | 11-6500-679-000 |
| 0010549 | Commerce Trust Company | Series 2011-Semi-Annual Fees | 3/5/2020 | \$ | 500.00 | 16-9500-761-000 |

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|---------|--------------------------------|---|----------|----|-----------|-----------------|
| 0010549 | Commerce Trust Company | Series 2019-Semi-Annual Fees | 3/5/2020 | \$ | 625.00 | 16-9500-761-000 |
| 0010550 | Studebaker Refrigeration, Inc | Ice Machine Rent North Gym | 3/5/2020 | \$ | 75.00 | 11-6500-646-000 |
| 0010550 | Studebaker Refrigeration, Inc | Ice Machine Rent South Gym | 3/5/2020 | \$ | 75.00 | 11-6500-646-000 |
| 0010550 | Studebaker Refrigeration, Inc | Ice Machine Rent Kitchen | 3/5/2020 | \$ | 150.00 | 16-9600-643-000 |
| 0010551 | Jarred, Gilmore & Phillips, PA | Audit | 3/5/2020 | \$ | 12,500.00 | 11-6200-663-000 |
| 0010552 | Express Services, Inc. | Custodial Services | 3/5/2020 | \$ | 1,070.72 | 11-7100-661-000 |
| 0010553 | Independence Main Street | Corporate Table (8) | 3/5/2020 | \$ | 400.00 | 11-6100-693-000 |
| 0010554 | AT&T | Phone/Fax Serv.Dorms/Maintenan | 3/5/2020 | \$ | 4,320.20 | 11-6500-631-000 |
| 0010555 | Scovel, Sarah | Piano accompany | 3/5/2020 | \$ | 387.50 | 11-1151-530-000 |
| 0010556 | My Town Media, Inc. | KBIK-FM Weather Sponsor Ad | 3/5/2020 | \$ | 150.00 | 11-6300-615-000 |
| 0010556 | My Town Media, Inc. | KIND-AM Weather Sponsor Ad | 3/5/2020 | \$ | 150.00 | 11-6300-615-000 |
| 0010556 | My Town Media, Inc. | KIND-FM Weather Sponsor Ad | 3/5/2020 | \$ | 150.00 | 11-6300-615-000 |
| 0010557 | Indy Print Services | Managed Print Services | 3/5/2020 | \$ | 1,500.00 | 11-6500-646-000 |
| 0010558 | Harris, Kiyoshi William | Football - reimbursement for recruiting event | 3/5/2020 | \$ | 108.88 | 11-5510-617-000 |
| 0010559 | Tidy Whities | Football - laundry for gear | 3/5/2020 | \$ | 71.18 | 11-5510-698-000 |
| 0010559 | Tidy Whities | Football - laundry for gear | 3/5/2020 | \$ | 69.45 | 11-5510-698-000 |
| 0010560 | Atmos Energy | Gas Service-ICC West Campus | 3/5/2020 | \$ | 870.52 | 11-6500-633-000 |
| 0010561 | Montgomery County Chronicle | Caney FFA Week Ad 2/20/20 | 3/5/2020 | \$ | 15.00 | 11-6300-615-000 |
| 0010561 | Montgomery County Chronicle | Cherryvale FFA Week Ad | 3/5/2020 | \$ | 15.00 | 11-6300-615-000 |
| 0010561 | Montgomery County Chronicle | Fall Harvest Ed. Ad 10/17/19 | 3/5/2020 | \$ | 240.00 | 11-6300-615-000 |
| 0010561 | Montgomery County Chronicle | Full Color Charge 10/17/19 | 3/5/2020 | \$ | 360.00 | 11-6300-615-000 |
| 0010561 | Montgomery County Chronicle | Mo. Co. 4-H Week Ad 10/3/19 | 3/5/2020 | \$ | 15.00 | 11-6300-615-000 |
| 0010561 | Montgomery County Chronicle | Mo. Co. Soil Conservation Ad | 3/5/2020 | \$ | 20.00 | 11-6300-615-000 |
| 0010561 | Montgomery County Chronicle | Payday Paydirt Ad 10/10/19 | 3/5/2020 | \$ | 15.00 | 11-6300-615-000 |
| 0010561 | Montgomery County Chronicle | Payday Paydirt Ad 10/17/19 | 3/5/2020 | \$ | 15.00 | 11-6300-615-000 |
| 0010561 | Montgomery County Chronicle | Payday Paydirt Ad 10/24/19 | 3/5/2020 | \$ | 15.00 | 11-6300-615-000 |
| 0010561 | Montgomery County Chronicle | Paydirt Payday Contest Ad 10/3 | 3/5/2020 | \$ | 15.00 | 11-6300-615-000 |
| 0010562 | Emert Chub Reynolds, LLC | Legal Services | 3/5/2020 | \$ | 1,190.00 | 11-6000-662-000 |
| 0010563 | Fedex | Shipping Charges | 3/5/2020 | \$ | 106.97 | 11-6500-611-000 |
| 0010564 | Houck, Michael J. | Battery tester & bits | 3/5/2020 | \$ | 12.48 | 11-7100-719-000 |
| 0010565 | Nelnet | Payment Transction & Bank Fees | 3/5/2020 | \$ | 2.40 | 11-6500-695-000 |

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|---------|---|---|----------|----|----------|-----------------|
| 0010566 | Evergy | Electric Service-West Campus | 3/5/2020 | \$ | 1,770.14 | 11-6500-635-000 |
| 0010566 | Evergy | Electric-Sign at West | 3/5/2020 | \$ | 55.25 | 11-6500-635-000 |
| 0010567 | Fleetpool USA, LLC | Fleet Vehicle Lease | 3/5/2020 | \$ | 725.00 | 11-7200-645-000 |
| 0010567 | Fleetpool USA, LLC | Fleet Vehicle Lease | 3/5/2020 | \$ | 725.00 | 11-7200-645-000 |
| 0010567 | Fleetpool USA, LLC | Fleet Vehicle Lease | 3/5/2020 | \$ | 725.00 | 11-7200-645-000 |
| 0010567 | Fleetpool USA, LLC | Fleet Vehicle Lease | 3/5/2020 | \$ | 725.00 | 11-7200-645-000 |
| 0010567 | Fleetpool USA, LLC | Fleet Vehicle Lease | 3/5/2020 | \$ | 725.00 | 11-7200-645-000 |
| 0010567 | Fleetpool USA, LLC | Fleet Vehicle Lease | 3/5/2020 | \$ | 725.00 | 11-7200-645-000 |
| 0010568 | Republic Services #376 | Admin & Fuel Fees | 3/5/2020 | \$ | 856.91 | 11-6500-679-000 |
| 0010568 | Republic Services #376 | Trash Service Maintenance Shop | 3/5/2020 | \$ | 279.87 | 11-6500-679-000 |
| 0010568 | Republic Services #376 | Trash Service-861 W College Av | 3/5/2020 | \$ | 268.29 | 11-6500-679-000 |
| 0010568 | Republic Services #376 | Trash Service-CIE Bldg. | 3/5/2020 | \$ | 419.77 | 11-6500-679-000 |
| 0010568 | Republic Services #376 | Trash Service-Main Campus | 3/5/2020 | \$ | 559.68 | 11-6500-679-000 |
| 0010568 | Republic Services #376 | Trash Services - Dorms | 3/5/2020 | \$ | 772.19 | 16-9500-679-000 |
| 0010568 | Republic Services #376 | Waste Overage | 3/5/2020 | \$ | 20.00 | 16-9600-679-000 |
| 0010569 | Gardner, Matthew | Projection design and run for Silent Sky | 3/5/2020 | \$ | 150.00 | 11-1150-693-000 |
| 0010570 | SurveyStance, LLC | Cafeteria Kiosk | 3/5/2020 | \$ | 49.00 | 11-6100-693-000 |
| 0010571 | CareerBuilder Employment Screening, LLC | Employment Screening Services | 3/5/2020 | \$ | 60.00 | 11-6110-662-000 |
| 0010571 | CareerBuilder Employment Screening, LLC | Employment Screening Services | 3/5/2020 | \$ | 348.50 | 11-6110-662-000 |
| 0010572 | Rose, Stacy Roxanne | Inge Festival Tribute Writer | 3/5/2020 | \$ | 1,666.00 | 34-1200-663-000 |
| 0010573 | Flynn, Richard | Rick Flynn video and editing Inge payment 3 | 3/5/2020 | \$ | 1,500.00 | 34-1200-663-000 |
| 0010574 | Kasdorf, Carolyn S. | Assisting w/ Acct. Reconciling | 3/5/2020 | \$ | 1,752.50 | 11-6200-663-000 |
| 0010575 | FAB Creative Services, LLC | Marketing Support 1/6-1/17/20 | 3/5/2020 | \$ | 162.50 | 11-6300-511-000 |
| 0010575 | FAB Creative Services, LLC | Marketing Support 12/16-12/31 | 3/5/2020 | \$ | 87.50 | 11-6300-511-000 |
| 0010575 | FAB Creative Services, LLC | Marketing Support 2/4-2/14/20 | 3/5/2020 | \$ | 162.50 | 11-6300-511-000 |
| 0010576 | AmeriDyn | GP Support | 3/5/2020 | \$ | 90.00 | 11-6200-663-000 |
| 0010577 | Yesco Wichita | Bulb replacement ICC West | 3/5/2020 | \$ | 295.00 | 11-6600-850-000 |
| 0010577 | Yesco Wichita | EMC Panels (6) & Installation | 3/5/2020 | \$ | 4,384.00 | 11-6600-850-000 |
| 0010578 | So Cool Media, LLC | Social Media Ads 1/1-1/31/20 | 3/5/2020 | \$ | 2,500.00 | 11-6300-615-000 |
| 0010578 | So Cool Media, LLC | Social Media Ads 11/13-11/30 | 3/5/2020 | \$ | 1,411.00 | 11-6300-615-000 |
| 0010578 | So Cool Media, LLC | Social Media Ads 2/1-2/28/20 | 3/5/2020 | \$ | 2,500.00 | 11-6300-615-000 |

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|---------|-------------------------------------|---|----------|----|-----------|-----------------|
| 0010579 | Patterson Veterinary Supply, Inc. | medication for animals surgical drape catheter gloves | 3/5/2020 | \$ | 1,364.48 | 12-1220-700-000 |
| 0010580 | Independence USD #446 | Yearbook Ad-Independence HS | 3/5/2020 | \$ | 125.00 | 11-6300-615-000 |
| 0010581 | Great Western Dining Service , Inc. | Meal Plan 2/13-2/19 | 3/5/2020 | \$ | 15,890.00 | 16-9600-602-000 |
| 0010581 | Great Western Dining Service , Inc. | Meal Plan 2/20-2/26 | 3/5/2020 | \$ | 15,890.00 | 16-9600-602-000 |
| 0010581 | Great Western Dining Service , Inc. | Meal Plan 2/6-2/12/20 | 3/5/2020 | \$ | 15,890.00 | 16-9600-602-000 |
| 0010582 | Kansas Department of Labor | Wage Settlement | 3/5/2020 | \$ | 5,000.00 | 11-6500-530-001 |
| 0010583 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 2,109.00 | 11-0000-203-000 |
| 0010584 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 420.02 | 11-0000-203-000 |
| 0010585 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 799.00 | 11-0000-203-000 |
| 0010586 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 6.00 | 11-0000-203-000 |
| 0010587 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 784.00 | 11-0000-203-000 |
| 0010588 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 784.00 | 11-0000-203-000 |
| 0010589 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 1,347.50 | 11-0000-203-000 |
| 0010590 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 299.80 | 11-0000-203-000 |
| 0010591 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 304.00 | 11-0000-203-000 |
| 0010592 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 1,650.00 | 11-0000-203-000 |
| 0010593 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 407.00 | 11-0000-203-000 |
| 0010594 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 123.00 | 11-0000-203-000 |
| 0010595 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 441.67 | 11-0000-203-000 |
| 0010596 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 647.00 | 11-0000-203-000 |
| 0010597 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 560.00 | 11-0000-203-000 |
| 0010598 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 539.00 | 11-0000-203-000 |
| 0010599 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 1,052.00 | 11-0000-203-000 |
| 0010600 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 961.00 | 11-0000-203-000 |
| 0010601 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 678.00 | 11-0000-203-000 |
| 0010602 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 126.00 | 11-0000-203-000 |
| 0010603 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 180.00 | 11-0000-203-000 |
| 0010604 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 1,916.00 | 11-0000-203-000 |
| 0010605 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 823.00 | 11-0000-203-000 |
| 0010606 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 594.00 | 11-0000-203-000 |
| 0010607 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 757.00 | 11-0000-203-000 |

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|---------|---------------------|--|----------|----|----------|-----------------|
| 0010608 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 162.00 | 11-0000-203-000 |
| 0010609 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 3.00 | 11-0000-203-000 |
| 0010610 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 638.00 | 11-0000-203-000 |
| 0010611 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 14.72 | 11-0000-203-000 |
| 0010612 | ICC Student | ICC Student Disbursement Past Balance Refund | 3/9/2020 | \$ | 299.18 | 11-0000-203-000 |
| 0010613 | ICC Student | ICC Student Disbursement Past Balance Refund | 3/9/2020 | \$ | 186.00 | 11-0000-203-000 |
| 0010614 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 1,375.00 | 11-0000-203-000 |
| 0010614 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 170.00 | 11-0000-203-000 |
| 0010614 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 349.00 | 11-0000-203-000 |
| 0010614 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 1,044.00 | 11-0000-203-000 |
| 0010614 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 342.00 | 11-0000-203-000 |
| 0010614 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 424.31 | 11-0000-203-000 |
| 0010614 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 1,375.00 | 11-0000-203-000 |
| 0010614 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 1,085.00 | 11-0000-203-000 |
| 0010614 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 1,473.00 | 11-0000-203-000 |
| 0010614 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 1,975.00 | 11-0000-203-000 |
| 0010614 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 953.00 | 11-0000-203-000 |
| 0010614 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 1,162.48 | 11-0000-203-000 |
| 0010614 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 200.00 | 11-0000-203-000 |
| 0010614 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 1,575.00 | 11-0000-203-000 |
| 0010614 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 816.00 | 11-0000-203-000 |
| 0010614 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 825.00 | 11-0000-203-000 |
| 0010614 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 1,143.00 | 11-0000-203-000 |
| 0010614 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 1,406.00 | 11-0000-203-000 |
| 0010614 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 509.00 | 11-0000-203-000 |
| 0010614 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 1,375.00 | 11-0000-203-000 |
| 0010614 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 1,160.69 | 11-0000-203-000 |
| 0010615 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 1,409.00 | 11-0000-203-000 |
| 0010615 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 1,875.00 | 11-0000-203-000 |
| 0010615 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 325.00 | 11-0000-203-000 |
| 0010615 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 1,343.48 | 11-0000-203-000 |

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|---------|--------------------------------|--|-----------|----|------------|-----------------|
| 0010615 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 1,975.00 | 11-0000-203-000 |
| 0010615 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 275.00 | 11-0000-203-000 |
| 0010615 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 115.02 | 11-0000-203-000 |
| 0010615 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 1,008.00 | 11-0000-203-000 |
| 0010615 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 799.00 | 11-0000-203-000 |
| 0010615 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 1,975.00 | 11-0000-203-000 |
| 0010615 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 1,975.00 | 11-0000-203-000 |
| 0010615 | ICC Student Housing | ICC Student Disbursement Housing Refund | 3/9/2020 | \$ | 927.00 | 11-0000-203-000 |
| 0010617 | UMB Bank, NA | COP Series 2012 | 3/12/2020 | \$ | 116,204.27 | 11-7500-820-001 |
| 0010618 | Nguyen, David | Reimbursement-Prizes Math Comp | 3/24/2020 | \$ | 37.98 | 32-8305-601-000 |
| 0010619 | Albanese Confectionery Group | Candy for Resale | 3/24/2020 | \$ | 113.97 | 16-9300-740-000 |
| 0010620 | Yerkes & Michels, CPA | Correction of W-2's | 3/24/2020 | \$ | 480.00 | 11-6200-663-000 |
| 0010621 | Joyce-Hoven, Hannah | Inge Director Feb. 2020 | 3/24/2020 | \$ | 2,083.00 | 34-1200-530-000 |
| 0010622 | City Of Independence | Athletic Dept. - athletic coverage for basketball & softball | 3/24/2020 | \$ | 220.50 | 11-5500-646-000 |
| 0010622 | City Of Independence | Athletic Dept. - coverage for basketball | 3/24/2020 | \$ | 84.00 | 11-5500-646-000 |
| 0010623 | Sound Ideas (Thomas Posch) | ICC Pen Order from Sound Designs | 3/24/2020 | \$ | 1,045.90 | 11-6300-615-000 |
| 0010624 | TouchTone Communications | Long Distance Phone Service | 3/24/2020 | \$ | 94.42 | 11-6500-631-000 |
| 0010625 | Toyota Financial Services | Fleet Vehicle Lease | 3/24/2020 | \$ | 621.76 | 11-7200-645-000 |
| 0010625 | Toyota Financial Services | Fleet Vehicle Lease | 3/24/2020 | \$ | 363.95 | 11-7200-645-000 |
| 0010625 | Toyota Financial Services | Fleet Vehicle Lease | 3/24/2020 | \$ | 298.30 | 11-7200-645-000 |
| 0010626 | George Lay Signs, Inc. | Billboard | 3/24/2020 | \$ | 134.50 | 11-6300-615-000 |
| 0010627 | Security Equipment Supply, Inc | Security Equipment | 3/24/2020 | \$ | 501.32 | 11-6600-850-000 |
| 0010628 | Kopco, Inc. | PTK Postcard Order | 3/24/2020 | \$ | 15.00 | 11-6300-615-000 |
| 0010629 | SEK Media, LLC | KGGF AM Oct./Nov. | 3/24/2020 | \$ | 324.16 | 11-6300-615-000 |
| 0010629 | SEK Media, LLC | KUSN 2019 Oct/Nov | 3/24/2020 | \$ | 524.16 | 11-6300-615-000 |
| 0010630 | Hugo's Industrial Supply, Inc | Netflix Merchandise - shipping/handling for items sold | 3/24/2020 | \$ | 7.84 | 16-9300-742-001 |
| 0010631 | Independence Daily Reporter | Chiefs Spirit Ad | 3/24/2020 | \$ | 99.00 | 11-6300-615-000 |
| 0010631 | Independence Daily Reporter | William Inge Muse Magazine | 3/24/2020 | \$ | 649.00 | 11-6300-615-000 |
| 0010632 | Clark, Daniel C | Mental Health Services | 3/24/2020 | \$ | 9,950.00 | 11-6500-719-000 |
| 0010633 | Evergy | Electricity CIE Bldg. | 3/24/2020 | \$ | 734.51 | 11-6500-635-000 |
| 0010633 | Evergy | Electricity-Pond/Fountain | 3/24/2020 | \$ | 21.01 | 11-6500-635-000 |

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|---------|---|--|-----------|----|----------|-----------------|
| 0010633 | Evergy | Electricity Brick A | 3/24/2020 | \$ | 186.84 | 16-9500-635-000 |
| 0010633 | Evergy | Electricity Brick B | 3/24/2020 | \$ | 174.25 | 16-9500-635-000 |
| 0010633 | Evergy | Electricity Brick C | 3/24/2020 | \$ | 121.99 | 16-9500-635-000 |
| 0010633 | Evergy | Electricity Brick D | 3/24/2020 | \$ | 194.13 | 16-9500-635-000 |
| 0010633 | Evergy | Electricity Captains Quarters | 3/24/2020 | \$ | 2,869.03 | 16-9500-635-000 |
| 0010633 | Evergy | Electricity-Dorms | 3/24/2020 | \$ | 6,813.57 | 16-9500-635-000 |
| 0010634 | Elsevier Health | Textbooks for Resale | 3/24/2020 | \$ | 755.46 | 16-9300-740-000 |
| 0010634 | Elsevier Health | Textbooks for Resale | 3/24/2020 | \$ | 598.41 | 16-9300-740-000 |
| 0010634 | Elsevier Health | Textbooks-Workbooks for Resale | 3/24/2020 | \$ | 1,091.25 | 16-9300-740-000 |
| 0010635 | Republic Services #376 | Admin Fee & Fuel | 3/24/2020 | \$ | 767.14 | 11-6500-679-000 |
| 0010635 | Republic Services #376 | Trash Service-CIE Bldg. | 3/24/2020 | \$ | 419.77 | 11-6500-679-000 |
| 0010635 | Republic Services #376 | Trash Service-Fine Arts Bldg. | 3/24/2020 | \$ | 139.90 | 11-6500-679-000 |
| 0010635 | Republic Services #376 | Trash South Maintenance Shop | 3/24/2020 | \$ | 279.87 | 11-6500-679-000 |
| 0010635 | Republic Services #376 | Trash Service-Dorms | 3/24/2020 | \$ | 772.19 | 16-9500-679-000 |
| 0010635 | Republic Services #376 | Trash Service-Cafeteria | 3/24/2020 | \$ | 559.68 | 16-9600-679-000 |
| 0010636 | Pearson Education | Online codes for resale | 3/24/2020 | \$ | 1,558.24 | 16-9300-740-000 |
| 0010636 | Pearson Education | Online codes for resale | 3/24/2020 | \$ | 1,915.02 | 16-9300-740-000 |
| 0010636 | Pearson Education | Online Codes for Resale | 3/24/2020 | \$ | 1,315.77 | 16-9300-740-000 |
| 0010636 | Pearson Education | Online codes for resale | 3/24/2020 | \$ | 165.75 | 16-9300-740-000 |
| 0010638 | CareerBuilder Employment Screening, LLC | Employment Screening Services | 3/24/2020 | \$ | 144.00 | 11-6110-662-000 |
| 0010639 | Hinkle Law Firm LLC | Tax Attorney Services | 3/24/2020 | \$ | 2,662.95 | 11-6110-662-000 |
| 0010640 | Amazon Capitol Services | Registrar-Wireless Headset | 3/24/2020 | \$ | 36.47 | 11-4240-850-000 |
| 0010640 | Amazon Capitol Services | Registrar Office Supplies | 3/24/2020 | \$ | 37.95 | 11-5400-701-000 |
| 0010640 | Amazon Capitol Services | HR-Office Supplies | 3/24/2020 | \$ | 425.48 | 11-6110-701-000 |
| 0010640 | Amazon Capitol Services | HR-Office Supplies | 3/24/2020 | \$ | 107.52 | 11-6110-701-000 |
| 0010640 | Amazon Capitol Services | Accounting-Office Supplies | 3/24/2020 | \$ | 196.26 | 11-6200-701-000 |
| 0010640 | Amazon Capitol Services | Accounting-Office Supplies | 3/24/2020 | \$ | 33.14 | 11-6200-701-000 |
| 0010640 | Amazon Capitol Services | Student Government Supplies | 3/24/2020 | \$ | 38.33 | 71-5700-285-014 |
| 0010641 | Kays, Kimberly Catherine | Housing Inge Center KCAIC grant guest artist | 3/24/2020 | \$ | 400.00 | 34-1100-663-000 |
| 0010643 | Cherokee Nation | Cherokee Nation Repayment | 3/24/2020 | \$ | 2,000.00 | 11-8100-731-000 |
| 0010644 | Wright International Student Services | Students Loaded/Removed from Delinquency (Federal Student Loans) | 3/24/2020 | \$ | 925.00 | 11-5200-646-000 |

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|---------|-------------------------------------|-------------------------------------|-----------|----|-----------|-----------------|
| 0010645 | Xerox Corporation | Copy Machine Lease | 3/24/2020 | \$ | 259.22 | 11-6500-646-000 |
| 0010645 | Xerox Corporation | Copy Machine Lease | 3/24/2020 | \$ | 1,109.24 | 11-6500-646-000 |
| 0010645 | Xerox Corporation | Copy Machine Lease | 3/24/2020 | \$ | 172.68 | 11-6500-646-000 |
| 0010645 | Xerox Corporation | Copy Machine Lease | 3/24/2020 | \$ | 42.85 | 11-6500-646-000 |
| 0010645 | Xerox Corporation | Copy Machine Lease | 3/24/2020 | \$ | 245.65 | 11-6500-646-000 |
| 0010645 | Xerox Corporation | Copy Machine Lease | 3/24/2020 | \$ | 204.61 | 11-6500-646-000 |
| 0010645 | Xerox Corporation | Copy Machine Lease | 3/24/2020 | \$ | 167.51 | 11-6500-646-000 |
| 0010645 | Xerox Corporation | Copy Machine Lease | 3/24/2020 | \$ | 247.85 | 11-6500-646-000 |
| 0010645 | Xerox Corporation | Copy Machine Lease | 3/24/2020 | \$ | 212.27 | 11-6500-646-000 |
| 0010646 | Great Western Dining Service , Inc. | Meal Plan 2/27-3/4 | 3/24/2020 | \$ | 15,890.00 | 16-9600-602-000 |
| 0010646 | Great Western Dining Service , Inc. | Meal Plan 3/12-3/13 | 3/24/2020 | \$ | 4,900.00 | 16-9600-602-000 |
| 0010646 | Great Western Dining Service , Inc. | Meal Plan 3/4-3/11 | 3/24/2020 | \$ | 15,890.00 | 16-9600-602-000 |
| 0010646 | Great Western Dining Service , Inc. | Spring Break Meals 3/14-3/18 | 3/24/2020 | \$ | 8,775.00 | 16-9600-602-000 |
| 0010647 | Hullinger, Molly Ann | Cheer - reimbursement for team fuel | 3/24/2020 | \$ | 51.41 | 11-5590-606-000 |
| 0010648 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010649 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010650 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010651 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 456.00 | 11-0000-203-000 |
| 0010652 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010653 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 464.36 | 11-0000-203-000 |
| 0010654 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010655 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010656 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 397.31 | 11-0000-203-000 |
| 0010657 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010658 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010659 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010660 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010661 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010662 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010663 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010664 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |

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|---------|-------------|------------------------------|-----------|----|----------|-----------------|
| 0010665 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010666 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 193.88 | 11-0000-203-000 |
| 0010667 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010668 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010669 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010670 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 448.02 | 11-0000-203-000 |
| 0010671 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010672 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010673 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010674 | ICC Student | ICC Student Credit Refund | 3/24/2020 | \$ | 1,132.00 | 11-0000-203-000 |
| 0010675 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 397.31 | 11-0000-203-000 |
| 0010676 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 17.55 | 11-0000-203-000 |
| 0010677 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010678 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010679 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010680 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010681 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010682 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 480.02 | 11-0000-203-000 |
| 0010683 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 318.00 | 11-0000-203-000 |
| 0010684 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010685 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010686 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010687 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 566.00 | 11-0000-203-000 |
| 0010688 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010689 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 117.00 | 11-0000-203-000 |
| 0010690 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 452.00 | 11-0000-203-000 |
| 0010691 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010692 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010693 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 273.00 | 11-0000-203-000 |
| 0010694 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010695 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |

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|---------|-------------|------------------------------|-----------|----|----------|-----------------|
| 0010789 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010790 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 406.31 | 11-0000-203-000 |
| 0010791 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010792 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010793 | ICC Student | ICC Student Credit Refund | 3/24/2020 | \$ | 1,132.00 | 11-0000-203-000 |
| 0010794 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 406.31 | 11-0000-203-000 |
| 0010795 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010796 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 406.31 | 11-0000-203-000 |
| 0010797 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010798 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 502.00 | 11-0000-203-000 |
| 0010799 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010800 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010801 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 103.98 | 11-0000-203-000 |
| 0010802 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 59.00 | 11-0000-203-000 |
| 0010803 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 7.94 | 11-0000-203-000 |
| 0010804 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 122.00 | 11-0000-203-000 |
| 0010805 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 1,500.00 | 11-0000-203-000 |
| 0010806 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010807 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010808 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 117.00 | 11-0000-203-000 |
| 0010809 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 397.31 | 11-0000-203-000 |
| 0010810 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010811 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 494.36 | 11-0000-203-000 |
| 0010812 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010813 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 464.36 | 11-0000-203-000 |
| 0010814 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010815 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 480.02 | 11-0000-203-000 |
| 0010816 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010817 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010818 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010819 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |

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|---------|-------------------------------|--------------------------------|-----------|----|----------|-----------------|
| 0010820 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010821 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010822 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010823 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010824 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010825 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010826 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010827 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010828 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010829 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010830 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010831 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010832 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010833 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010834 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 391.41 | 11-0000-203-000 |
| 0010835 | ICC Student | ICC Student Meal Plan Refund | 3/24/2020 | \$ | 552.00 | 11-0000-203-000 |
| 0010836 | Sparklight | 2nd DIA Fiber | 3/31/2020 | \$ | 5,951.51 | 11-6500-636-000 |
| 0010836 | Sparklight | Dorms Fiber | 3/31/2020 | \$ | 902.06 | 11-6500-636-000 |
| 0010836 | Sparklight | Internet Services, ICC West | 3/31/2020 | \$ | 716.03 | 11-6500-636-000 |
| 0010836 | Sparklight | Main Campus, Internet Services | 3/31/2020 | \$ | 80.27 | 11-6500-636-000 |
| 0010836 | Sparklight | Student Union, Cable Services | 3/31/2020 | \$ | 207.29 | 11-6500-636-000 |
| 0010837 | Sound Ideas (Thomas Posch) | Imprinted USB Fans | 3/31/2020 | \$ | 2,087.70 | 11-6300-615-000 |
| 0010838 | Demco | book covers | 3/31/2020 | \$ | 265.34 | 11-4100-701-000 |
| 0010839 | Purchase Power | Postage for Meter | 3/31/2020 | \$ | 2,048.36 | 11-6500-611-000 |
| 0010840 | Kansas Assoc Of School Boards | LAF Contract Renewal 20-21 | 3/31/2020 | \$ | 2,100.00 | 11-6500-719-001 |
| 0010840 | Kansas Assoc Of School Boards | Membership Renewal/Season Pass | 3/31/2020 | \$ | 4,700.00 | 11-6500-719-001 |
| 0010841 | AT&T | Telephone Service-Main Campus | 3/31/2020 | \$ | 363.56 | 11-6500-631-000 |
| 0010842 | Toyota Financial Services | Fleet Vehicle Lease | 3/31/2020 | \$ | 543.00 | 11-7200-645-000 |
| 0010842 | Toyota Financial Services | Fleet Vehicle Lease | 3/31/2020 | \$ | 543.00 | 11-7200-645-000 |
| 0010843 | Atmos Energy | Gas Service 2560 Brookside | 3/31/2020 | \$ | 252.28 | 11-6500-633-000 |
| 0010843 | Atmos Energy | Gas Service Brookside S. Bldg | 3/31/2020 | \$ | 181.84 | 11-6500-633-000 |

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|-----------------|--|---------------------------------|-----------|----|----------|-----------------|
| 0010843 | Atmos Energy | Gas Service, ICC West Campus | 3/31/2020 | \$ | 558.31 | 11-6500-633-000 |
| 0010843 | Atmos Energy | Gas Service-715 College Ave. | 3/31/2020 | \$ | 109.57 | 11-6500-633-000 |
| 0010843 | Atmos Energy | Gas Service-861 College Ave. | 3/31/2020 | \$ | 1,176.29 | 11-6500-633-000 |
| 0010843 | Atmos Energy | Gas Service-861 College Bldg B | 3/31/2020 | \$ | 561.20 | 11-6500-633-000 |
| 0010843 | Atmos Energy | Gas Service-Academic Bldg. | 3/31/2020 | \$ | 1,009.42 | 11-6500-633-000 |
| 0010843 | Atmos Energy | Gas Service-Field House Bldg | 3/31/2020 | \$ | 875.01 | 11-6500-633-000 |
| 0010843 | Atmos Energy | Gas Service-Fine Arts Bldg. | 3/31/2020 | \$ | 875.01 | 11-6500-633-000 |
| 0010843 | Atmos Energy | Gas Service-Student Union Bldg | 3/31/2020 | \$ | 733.85 | 11-6500-633-000 |
| 0010844 | Microtel Inn and Suites | Lodging for GP Consultant | 3/31/2020 | \$ | 274.80 | 11-6200-663-000 |
| 0010845 | Fleetpool USA, LLC | Fleet Vehicle Lease | 3/31/2020 | \$ | 725.00 | 11-7200-645-000 |
| 0010845 | Fleetpool USA, LLC | Fleet Vehicle Lease | 3/31/2020 | \$ | 725.00 | 11-7200-645-000 |
| 0010845 | Fleetpool USA, LLC | Fleet Vehicle Lease | 3/31/2020 | \$ | 725.00 | 11-7200-645-000 |
| 0010845 | Fleetpool USA, LLC | Fleet Vehicle Lease | 3/31/2020 | \$ | 725.00 | 11-7200-645-000 |
| 0010845 | Fleetpool USA, LLC | Fleet Vehicle Lease | 3/31/2020 | \$ | 725.00 | 11-7200-645-000 |
| 0010845 | Fleetpool USA, LLC | Fleet Vehicle Lease | 3/31/2020 | \$ | 725.00 | 11-7200-645-000 |
| 0010845 | Fleetpool USA, LLC | Fleet Vehicle Lease | 3/31/2020 | \$ | 725.00 | 11-7200-645-000 |
| 0010846 | NOSOTROS Education Center | Nosotros Education Center-SSS | 3/31/2020 | \$ | 6,000.00 | 11-4200-646-000 |
| 0010847 | Lopez, Cynthia J. | UB Tutor-Mileage | 3/31/2020 | \$ | 135.50 | 31-8502-601-000 |
| 0010847 | Lopez, Cynthia J. | UB Tutor | 3/31/2020 | \$ | 80.00 | 31-8503-545-000 |
| 0010848 | Penmac Staffing Services Inc. | HR/Business Office Admin. Asst | 3/31/2020 | \$ | 950.65 | 11-6110-661-000 |
| 0010848 | Penmac Staffing Services Inc. | HR/Business Office Asst. | 3/31/2020 | \$ | 682.08 | 11-6110-661-000 |
| 0010848 | Penmac Staffing Services Inc. | HR/Business Office Asst. | 3/31/2020 | \$ | 537.60 | 11-6110-661-000 |
| EFT000000002119 | FirstOak Bank | Final Accrued Interest Ln 8673 | 3/3/2020 | \$ | 1,060.79 | 11-6500-641-000 |
| EFT000000002120 | Kansas Department of Revenue-Sales Tax | February Sales Tax | 3/4/2020 | \$ | 268.66 | 11-0100-216-000 |
| EFT000000002121 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 191.00 | 11-0000-203-000 |
| EFT000000002122 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 45.00 | 11-0000-203-000 |
| EFT000000002123 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 495.00 | 11-0000-203-000 |
| EFT000000002124 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 1,110.00 | 11-0000-203-000 |
| EFT000000002125 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 481.00 | 11-0000-203-000 |
| EFT000000002126 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 685.52 | 11-0000-203-000 |
| EFT000000002127 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 916.00 | 11-0000-203-000 |
| EFT000000002128 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 569.52 | 11-0000-203-000 |

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| EFT000000002129 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 948.00 | 11-0000-203-000 |
| EFT000000002130 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 1,472.00 | 11-0000-203-000 |
| EFT000000002131 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 39.31 | 11-0000-203-000 |
| EFT000000002132 | ICC Student | ICC Student Disbursement Refund | 3/9/2020 | \$ | 1,509.00 | 11-0000-203-000 |
| EFT000000002133 | United Parcel Service | Shipping Charges | 3/24/2020 | \$ | 72.25 | 11-6500-611-000 |
| EFT000000002165 | Crane, Leslie Credit Card | WBB - meal for team event | 3/30/2020 | \$ | 121.34 | 11-5540-606-000 |
| EFT000000002165 | Crane, Leslie Credit Card | WBB - meal for team event | 3/30/2020 | \$ | 34.48 | 11-5540-606-000 |
| EFT000000002165 | Crane, Leslie Credit Card | WBB - meal for team event | 3/30/2020 | \$ | 90.11 | 11-5540-606-000 |
| EFT000000002165 | Crane, Leslie Credit Card | WBB - meal for team event | 3/30/2020 | \$ | 112.85 | 11-5540-606-000 |
| EFT000000002165 | Crane, Leslie Credit Card | WBB - fuel for recruiting | 3/30/2020 | \$ | 30.00 | 11-5540-617-000 |
| EFT000000002166 | Lawrence, Tonda Credit Card | hair color | 3/30/2020 | \$ | 12.23 | 12-0100-485-000 |
| EFT000000002166 | Lawrence, Tonda Credit Card | hair color | 3/30/2020 | \$ | 142.01 | 12-0100-485-000 |
| EFT000000002166 | Lawrence, Tonda Credit Card | hair color | 3/30/2020 | \$ | 19.46 | 12-0100-485-000 |
| EFT000000002166 | Lawrence, Tonda Credit Card | working lunch A.Stroud C.Bailey T.Lawrence | 3/30/2020 | \$ | 49.12 | 12-1273-602-000 |
| EFT000000002166 | Lawrence, Tonda Credit Card | Cosmetology Supplies | 3/30/2020 | \$ | 46.44 | 12-1273-700-000 |
| EFT000000002166 | Lawrence, Tonda Credit Card | candy for class project | 3/30/2020 | \$ | 27.52 | 12-1273-700-000 |
| EFT000000002166 | Lawrence, Tonda Credit Card | license fees for 6 students | 3/30/2020 | \$ | 92.25 | 12-1273-700-001 |
| EFT000000002166 | Lawrence, Tonda Credit Card | license fees for 8 students | 3/30/2020 | \$ | 123.00 | 12-1273-700-001 |
| EFT000000002166 | Lawrence, Tonda Credit Card | student apprentice license fee | 3/30/2020 | \$ | 15.38 | 12-1273-700-001 |
| EFT000000002167 | Byrd, Mallory Credit Card | AMG Travel-Chicago Trip | 3/30/2020 | \$ | 317.26 | 11-4200-717-001 |
| EFT000000002167 | Byrd, Mallory Credit Card | Mental Health Day Food | 3/30/2020 | \$ | 23.56 | 12-1288-701-000 |
| EFT000000002167 | Byrd, Mallory Credit Card | CPR Cards | 3/30/2020 | \$ | 120.00 | 71-1288-285-001 |
| EFT000000002167 | Byrd, Mallory Credit Card | gait belts | 3/30/2020 | \$ | 226.00 | 71-1288-285-001 |
| EFT000000002168 | Correll, Jim Credit Card | ads | 3/30/2020 | \$ | 8.56 | 11-1223-615-000 |
| EFT000000002168 | Correll, Jim Credit Card | Guitar Kits | 3/30/2020 | \$ | 1,410.92 | 11-1223-719-000 |
| EFT000000002169 | Westerhold, Cody Credit Card | ASCA Conference Meal | 3/30/2020 | \$ | 67.28 | 11-5700-602-000 |
| EFT000000002169 | Westerhold, Cody Credit Card | ASCA Conference Meal | 3/30/2020 | \$ | 27.20 | 11-5700-602-000 |
| EFT000000002169 | Westerhold, Cody Credit Card | ASCA Conference Meal | 3/30/2020 | \$ | 63.48 | 11-5700-602-000 |
| EFT000000002169 | Westerhold, Cody Credit Card | ASCA Conference Meal | 3/30/2020 | \$ | 42.39 | 11-5700-602-000 |
| EFT000000002169 | Westerhold, Cody Credit Card | ASCA Pre Conference Registration | 3/30/2020 | \$ | 130.00 | 11-5700-626-000 |
| EFT000000002169 | Westerhold, Cody Credit Card | NACA Conference Registration | 3/30/2020 | \$ | 492.00 | 11-5700-626-000 |

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| EFT000000002169 | Westerhold, Cody Credit Card | Student Union Movie License | 3/30/2020 | \$ | 350.00 | 11-5700-682-000 |
| EFT000000002169 | Westerhold, Cody Credit Card | Jan Monthly Calendar | 3/30/2020 | \$ | 32.50 | 11-5700-701-000 |
| EFT000000002169 | Westerhold, Cody Credit Card | Student Union Movie | 3/30/2020 | \$ | 14.99 | 11-5700-710-000 |
| EFT000000002169 | Westerhold, Cody Credit Card | Superbowl Party Supplies | 3/30/2020 | \$ | 92.81 | 11-5700-710-000 |
| EFT000000002169 | Westerhold, Cody Credit Card | Professional Development Materials | 3/30/2020 | \$ | 50.75 | 11-5700-850-000 |
| EFT000000002170 | Campus, Breta Credit Card | Mentor Supplies | 3/30/2020 | \$ | 126.35 | 32-8305-617-000 |
| EFT000000002170 | Campus, Breta Credit Card | New Office Chair for Engagment Specialist | 3/30/2020 | \$ | 111.99 | 32-8305-701-000 |
| EFT000000002171 | Martin, Jason Credit Card | Football - purchased for personal use (cash reimbursement) | 3/30/2020 | \$ | 53.24 | 11-5510-617-000 |
| EFT000000002171 | Martin, Jason Credit Card | Football - recruiting fuel | 3/30/2020 | \$ | 10.04 | 11-5510-617-000 |
| EFT000000002171 | Martin, Jason Credit Card | Football - recruiting fuel | 3/30/2020 | \$ | 20.08 | 11-5510-617-000 |
| EFT000000002171 | Martin, Jason Credit Card | Football - recruiting fuel | 3/30/2020 | \$ | 23.26 | 11-5510-617-000 |
| EFT000000002171 | Martin, Jason Credit Card | Football - recruiting fuel | 3/30/2020 | \$ | 23.47 | 11-5510-617-000 |
| EFT000000002171 | Martin, Jason Credit Card | Football - recruiting fuel | 3/30/2020 | \$ | 17.91 | 11-5510-617-000 |
| EFT000000002171 | Martin, Jason Credit Card | Football - recruiting fuel | 3/30/2020 | \$ | 23.27 | 11-5510-617-000 |
| EFT000000002171 | Martin, Jason Credit Card | Football - recruiting lodging | 3/30/2020 | \$ | 98.00 | 11-5510-617-000 |
| EFT000000002171 | Martin, Jason Credit Card | Football - recruiting lodging | 3/30/2020 | \$ | 94.00 | 11-5510-617-000 |
| EFT000000002171 | Martin, Jason Credit Card | Football - recruiting meal | 3/30/2020 | \$ | 12.89 | 11-5510-617-000 |
| EFT000000002171 | Martin, Jason Credit Card | Football - recruiting meal | 3/30/2020 | \$ | 16.71 | 11-5510-617-000 |
| EFT000000002171 | Martin, Jason Credit Card | Football - recruiting meal | 3/30/2020 | \$ | 8.32 | 11-5510-617-000 |
| EFT000000002171 | Martin, Jason Credit Card | Football - recruiting meal | 3/30/2020 | \$ | 9.78 | 11-5510-617-000 |
| EFT000000002172 | Maintenance Toll Credit Card | Toll Charges | 3/30/2020 | \$ | 74.36 | 11-7200-719-000 |
| EFT000000002173 | Packard, Dillon Credit Card | Admissions - NACADA Membership fee | 3/30/2020 | \$ | 75.00 | 11-5300-626-000 |
| EFT000000002173 | Packard, Dillon Credit Card | Admissions - pirate pantry supplies | 3/30/2020 | \$ | 334.89 | 71-5300-285-002 |
| EFT000000002173 | Packard, Dillon Credit Card | Admissions - Pirate Pantry supplies | 3/30/2020 | \$ | 81.03 | 71-5300-285-002 |
| EFT000000002173 | Packard, Dillon Credit Card | Admissions - pirate pantry supplies | 3/30/2020 | \$ | 143.86 | 71-5300-285-002 |
| EFT000000002174 | Owens, Sarah Credit Card | Amazon Math/Science Books | 3/30/2020 | \$ | 121.54 | 11-4100-703-000 |
| EFT000000002174 | Owens, Sarah Credit Card | Amazon-math/science books | 3/30/2020 | \$ | 12.99 | 11-4100-703-000 |
| EFT000000002174 | Owens, Sarah Credit Card | Amazon-math/science books | 3/30/2020 | \$ | 14.86 | 11-4100-703-000 |
| EFT000000002174 | Owens, Sarah Credit Card | amazon-Math/Science Books | 3/30/2020 | \$ | 35.78 | 11-4100-703-000 |
| EFT000000002174 | Owens, Sarah Credit Card | Amazon-Math/Science Books | 3/30/2020 | \$ | 409.93 | 11-4100-703-000 |
| EFT000000002174 | Owens, Sarah Credit Card | Amazon-math/science books | 3/30/2020 | \$ | 24.97 | 11-4100-703-000 |

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| EFT000000002174 | Owens, Sarah Credit Card | Amazon-math/science books | 3/30/2020 | \$ | 11.46 | 11-4100-703-000 |
| EFT000000002174 | Owens, Sarah Credit Card | Amazon-math/science books | 3/30/2020 | \$ | 39.50 | 11-4100-703-000 |
| EFT000000002174 | Owens, Sarah Credit Card | books for math and science | 3/30/2020 | \$ | 24.49 | 11-4100-703-000 |
| EFT000000002174 | Owens, Sarah Credit Card | Operational Plan Theatre Book | 3/30/2020 | \$ | 11.14 | 11-4100-703-000 |
| EFT000000002174 | Owens, Sarah Credit Card | Operational plan theatre book purchase | 3/30/2020 | \$ | 88.51 | 11-4100-703-000 |
| EFT000000002174 | Owens, Sarah Credit Card | Operational Plan Theatre Books | 3/30/2020 | \$ | 27.92 | 11-4100-703-000 |
| EFT000000002174 | Owens, Sarah Credit Card | Operational Plan Theatre Books | 3/30/2020 | \$ | 12.60 | 11-4100-703-000 |
| EFT000000002174 | Owens, Sarah Credit Card | Operational Plan Theatre Books | 3/30/2020 | \$ | 15.44 | 11-4100-703-000 |
| EFT000000002174 | Owens, Sarah Credit Card | Operational Plan Theatre Books | 3/30/2020 | \$ | 14.56 | 11-4100-703-000 |
| EFT000000002174 | Owens, Sarah Credit Card | Operational Plan Theatre Books | 3/30/2020 | \$ | 413.64 | 11-4100-703-000 |
| EFT000000002174 | Owens, Sarah Credit Card | PTK Catalyst 2020 Registration for Students | 3/30/2020 | \$ | 740.00 | 11-4200-720-000 |
| EFT000000002174 | Owens, Sarah Credit Card | Jan academic grant purchase | 3/30/2020 | \$ | 8.75 | 71-4100-285-011 |
| EFT000000002174 | Owens, Sarah Credit Card | Jan Academic Grant Purchase | 3/30/2020 | \$ | 32.16 | 71-4100-285-011 |
| EFT000000002174 | Owens, Sarah Credit Card | Jan Academic Grant Purchase | 3/30/2020 | \$ | 26.24 | 71-4100-285-011 |
| EFT000000002174 | Owens, Sarah Credit Card | Jan Academic Grant Purchase | 3/30/2020 | \$ | 14.26 | 71-4100-285-011 |
| EFT000000002174 | Owens, Sarah Credit Card | Jan Academic Grant Purchase | 3/30/2020 | \$ | 15.96 | 71-4100-285-011 |
| EFT000000002174 | Owens, Sarah Credit Card | Jan Academic Grant Purchase | 3/30/2020 | \$ | 616.86 | 71-4100-285-011 |
| EFT000000002174 | Owens, Sarah Credit Card | Jan Academic Grant Purchase | 3/30/2020 | \$ | 14.31 | 71-4100-285-011 |
| EFT000000002174 | Owens, Sarah Credit Card | Jan Academic Grant Purchase | 3/30/2020 | \$ | 10.21 | 71-4100-285-011 |
| EFT000000002174 | Owens, Sarah Credit Card | Jan Academic Grant Purchase | 3/30/2020 | \$ | 52.47 | 71-4100-285-011 |
| EFT000000002174 | Owens, Sarah Credit Card | Jan Academic Grant Purchase | 3/30/2020 | \$ | 10.37 | 71-4100-285-011 |
| EFT000000002174 | Owens, Sarah Credit Card | PTK Catalyst 2020 Registration for Advisors | 3/30/2020 | \$ | 1,110.00 | 71-5700-285-013 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - football conference | 3/30/2020 | \$ | 120.00 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting airfare | 3/30/2020 | \$ | 478.40 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting fuel | 3/30/2020 | \$ | 18.60 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting fuel | 3/30/2020 | \$ | 43.06 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting fuel | 3/30/2020 | \$ | 22.00 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting fuel | 3/30/2020 | \$ | 53.62 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting fuel | 3/30/2020 | \$ | 20.65 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting fuel | 3/30/2020 | \$ | 24.25 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting fuel | 3/30/2020 | \$ | 27.10 | 11-5510-617-000 |

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| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting fuel | 3/30/2020 | \$ | 66.18 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting lodging | 3/30/2020 | \$ | 497.19 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting lodging | 3/30/2020 | \$ | 497.19 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting lodging | 3/30/2020 | \$ | 335.96 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting lodging | 3/30/2020 | \$ | 66.59 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 47.84 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 190.41 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 22.76 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 186.81 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 38.47 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 130.53 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 75.88 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 29.51 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 21.05 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 93.37 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 311.33 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 58.72 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 39.81 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 74.84 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting parking | 3/30/2020 | \$ | 20.00 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting parking | 3/30/2020 | \$ | 25.00 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting parking | 3/30/2020 | \$ | 37.00 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting parking | 3/30/2020 | \$ | 24.00 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting parking | 3/30/2020 | \$ | 19.00 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting postage | 3/30/2020 | \$ | 6.68 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting posting | 3/30/2020 | \$ | 82.57 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting supplies | 3/30/2020 | \$ | 6.57 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting supplies | 3/30/2020 | \$ | 29.98 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting supplies | 3/30/2020 | \$ | 13.12 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting supplies | 3/30/2020 | \$ | 17.61 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting supplies | 3/30/2020 | \$ | 15.16 | 11-5510-617-000 |

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| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting supplies | 3/30/2020 | \$ | 16.37 | 11-5510-617-000 |
| EFT000000002175 | Harris, Kiyoshi Purchase Card | Football - recruiting supplies | 3/30/2020 | \$ | 66.69 | 11-5510-617-000 |
| EFT000000002176 | Hucke, Andrea Purchase Card | Admissions - Donuts for students 1st day of class | 3/30/2020 | \$ | 114.98 | 11-5300-711-000 |
| EFT000000002176 | Hucke, Andrea Purchase Card | Admissions - drinks for students for 1st day of class | 3/30/2020 | \$ | 56.05 | 11-5300-711-000 |
| EFT000000002176 | Hucke, Andrea Purchase Card | Admissions - regional conference fees | 3/30/2020 | \$ | 620.00 | 11-5310-601-000 |
| EFT000000002176 | Hucke, Andrea Purchase Card | Admissions - Membership dues for A. Hucke | 3/30/2020 | \$ | 75.00 | 11-5310-681-000 |
| EFT000000002176 | Hucke, Andrea Purchase Card | Admissions - Membership dues for B. Thornton | 3/30/2020 | \$ | 75.00 | 11-5310-681-000 |
| EFT000000002176 | Hucke, Andrea Purchase Card | Admissions - Membership fees for K. | 3/30/2020 | \$ | 75.00 | 11-5310-681-000 |
| EFT000000002176 | Hucke, Andrea Purchase Card | Admissions - international student welcome back luncheon | 3/30/2020 | \$ | 81.66 | 11-6310-602-000 |
| EFT000000002176 | Hucke, Andrea Purchase Card | Admissions - pirate pantry supplies | 3/30/2020 | \$ | 144.06 | 71-5300-285-002 |
| EFT000000002177 | Peterson, Bruce Purchase Card | Inge FB boost 1.26.20 | 3/30/2020 | \$ | 15.00 | 34-0912-454-000 |
| EFT000000002177 | Peterson, Bruce Purchase Card | FA Hallway frames for 3 honorees, Solis, Nottage, Brown | 3/30/2020 | \$ | 375.00 | 34-1100-616-000 |
| EFT000000002177 | Peterson, Bruce Purchase Card | Google, basic monthly storage, Inge | 3/30/2020 | \$ | 1.99 | 34-1100-705-000 |
| EFT000000002177 | Peterson, Bruce Purchase Card | Google, extra monthly storage, Inge | 3/30/2020 | \$ | 2.99 | 34-1100-705-000 |
| EFT000000002177 | Peterson, Bruce Purchase Card | Postage Inge package 1.29.20 | 3/30/2020 | \$ | 3.60 | 34-1100-705-000 |
| EFT000000002177 | Peterson, Bruce Purchase Card | Squarespace monthly charge Inge website | 3/30/2020 | \$ | 20.00 | 34-1100-705-000 |
| EFT000000002177 | Peterson, Bruce Purchase Card | Vimeo annual video storage, inge | 3/30/2020 | \$ | 240.00 | 34-1100-705-000 |
| EFT000000002178 | Allen, Samantha Credit Card | Softball - concession supplies | 3/30/2020 | \$ | 13.74 | 11-5560-698-000 |
| EFT000000002178 | Allen, Samantha Credit Card | Softball - concession supplies | 3/30/2020 | \$ | 39.16 | 11-5560-698-000 |
| EFT000000002178 | Allen, Samantha Credit Card | Softball - concession supplies | 3/30/2020 | \$ | 21.55 | 11-5560-698-000 |
| EFT000000002178 | Allen, Samantha Credit Card | Softball - concession supplies | 3/30/2020 | \$ | 98.79 | 11-5560-698-000 |
| EFT000000002178 | Allen, Samantha Credit Card | Softball - concession supplies | 3/30/2020 | \$ | 49.12 | 11-5560-698-000 |
| EFT000000002178 | Allen, Samantha Credit Card | Softball - supplies | 3/30/2020 | \$ | 16.40 | 11-5560-698-000 |
| EFT000000002178 | Allen, Samantha Credit Card | Softball - supplies | 3/30/2020 | \$ | 16.39 | 11-5560-698-000 |
| EFT000000002178 | Allen, Samantha Credit Card | Softball - supplies | 3/30/2020 | \$ | 18.44 | 11-5560-698-000 |
| EFT000000002178 | Allen, Samantha Credit Card | Softball - supplies | 3/30/2020 | \$ | 11.40 | 11-5560-698-000 |
| EFT000000002178 | Allen, Samantha Credit Card | Softball - team gear | 3/30/2020 | \$ | 252.44 | 11-5560-698-000 |
| EFT000000002179 | ICC Marketing | Casey's General (no receipt) | 3/30/2020 | \$ | 11.08 | 11-6300-601-000 |
| EFT000000002179 | ICC Marketing | Holiday Inn- Recruitment Travel Stay | 3/30/2020 | \$ | 123.98 | 11-6300-601-000 |
| EFT000000002179 | ICC Marketing | Holiday Inn- Recruitment Travel Stay | 3/30/2020 | \$ | 123.98 | 11-6300-601-000 |
| EFT000000002179 | ICC Marketing | Holiday Inn- Recruitment Travel Stay | 3/30/2020 | \$ | 88.20 | 11-6300-601-000 |

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| EFT000000002179 | ICC Marketing | Hotel Lodging (no receipt) | 3/30/2020 | \$ | 88.20 | 11-6300-601-000 |
| EFT000000002179 | ICC Marketing | Meal for Recruiting-no receipt | 3/30/2020 | \$ | 17.42 | 11-6300-601-000 |
| EFT000000002179 | ICC Marketing | Recruitment Hotel Stay- Fairfield Wichita | 3/30/2020 | \$ | 361.40 | 11-6300-601-000 |
| EFT000000002179 | ICC Marketing | Recruitment Hotel Stay- Fairfield Wichita | 3/30/2020 | \$ | 361.40 | 11-6300-601-000 |
| EFT000000002179 | ICC Marketing | Recruitment Meal (no receipt) | 3/30/2020 | \$ | 7.51 | 11-6300-601-000 |
| EFT000000002179 | ICC Marketing | Bite Me BBQ- Recruitment Travel Meal | 3/30/2020 | \$ | 19.63 | 11-6300-602-000 |
| EFT000000002179 | ICC Marketing | Constant Contact | 3/30/2020 | \$ | 45.00 | 11-6300-615-000 |
| EFT000000002180 | Markiewicz, Larry Purchase Card | PIZZA HUT LUNCH FOR BAND HONORS DAY | 3/30/2020 | \$ | 118.49 | 11-1151-617-000 |
| EFT000000002180 | Markiewicz, Larry Purchase Card | PIZZA HUT LUNCH FOR ORCH HONORS DAY | 3/30/2020 | \$ | 98.99 | 11-1151-617-000 |
| EFT000000002180 | Markiewicz, Larry Purchase Card | WALMART FOOD FOR ORCHESTRA HONORS DAY | 3/30/2020 | \$ | 69.48 | 11-1151-617-000 |
| EFT000000002180 | Markiewicz, Larry Purchase Card | WALMART FOOD FOR ORCHESTRA HONORS DAY | 3/30/2020 | \$ | 67.13 | 11-1151-617-000 |
| EFT000000002180 | Markiewicz, Larry Purchase Card | WALMART SUPERCENTER FOOD FOR BAND HONORS DAY | 3/30/2020 | \$ | 124.56 | 11-1151-617-000 |
| EFT000000002180 | Markiewicz, Larry Purchase Card | KSMEA REGISTRATION 2020 Convention | 3/30/2020 | \$ | 130.00 | 11-1151-626-000 |
| EFT000000002180 | Markiewicz, Larry Purchase Card | NAFME Annual Membership | 3/30/2020 | \$ | 122.00 | 11-1151-626-000 |
| EFT000000002180 | Markiewicz, Larry Purchase Card | NAFME Annual Membership | 3/30/2020 | \$ | 122.00 | 11-1151-626-000 |
| EFT000000002181 | Science Department Purchase Card | Chemistry Consumable start of semester lab supplies from Walmart | 3/30/2020 | \$ | 87.77 | 11-1175-700-000 |
| EFT000000002181 | Science Department Purchase Card | Biology Lab Supplies | 3/30/2020 | \$ | 50.10 | 11-1176-700-000 |
| EFT000000002181 | Science Department Purchase Card | Biology-Lab Supplies | 3/30/2020 | \$ | 9.65 | 11-1176-700-000 |
| EFT000000002181 | Science Department Purchase Card | Micro Lab Supplies | 3/30/2020 | \$ | 576.27 | 11-1176-700-000 |
| EFT000000002181 | Science Department Purchase Card | Walmart-Lab Supplies | 3/30/2020 | \$ | 7.12 | 11-1176-700-000 |
| EFT000000002181 | Science Department Purchase Card | Ward's Cover Slips | 3/30/2020 | \$ | 47.50 | 11-1176-700-000 |
| EFT000000002182 | Taylor, Christopher Purchase Card | Volleyball - event parking | 3/30/2020 | \$ | 10.00 | 11-5530-617-000 |
| EFT000000002182 | Taylor, Christopher Purchase Card | Volleyball - event parking | 3/30/2020 | \$ | 10.00 | 11-5530-617-000 |
| EFT000000002182 | Taylor, Christopher Purchase Card | Volleyball - lodging for recruiting | 3/30/2020 | \$ | 328.92 | 11-5530-617-000 |
| EFT000000002182 | Taylor, Christopher Purchase Card | Volleyball - lunch for recruiting | 3/30/2020 | \$ | 8.00 | 11-5530-617-000 |
| EFT000000002182 | Taylor, Christopher Purchase Card | Volleyball - meal for recruiting | 3/30/2020 | \$ | 15.17 | 11-5530-617-000 |
| EFT000000002182 | Taylor, Christopher Purchase Card | Volleyball - meal for recruiting | 3/30/2020 | \$ | 14.38 | 11-5530-617-000 |
| EFT000000002182 | Taylor, Christopher Purchase Card | Volleyball - meal for recruiting | 3/30/2020 | \$ | 17.40 | 11-5530-617-000 |
| EFT000000002182 | Taylor, Christopher Purchase Card | Volleyball - meal for recruiting | 3/30/2020 | \$ | 7.84 | 11-5530-617-000 |
| EFT000000002182 | Taylor, Christopher Purchase Card | Volleyball - recruiting tool | 3/30/2020 | \$ | 80.00 | 11-5530-617-000 |
| EFT000000002182 | Taylor, Christopher Purchase Card | Volleyball - materials for boxes for work outs | 3/30/2020 | \$ | 41.94 | 11-5530-698-000 |

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| EFT000000002183 | Vidali, Anthony Credit Card | Athletic Training - meal | 3/30/2020 | \$ | 19.29 | 11-5595-602-000 |
| EFT000000002183 | Vidali, Anthony Credit Card | Athletic Training - post concussion testing | 3/30/2020 | \$ | 120.00 | 11-5595-698-000 |
| EFT000000002183 | Vidali, Anthony Credit Card | Athletic Training - shoulder brace | 3/30/2020 | \$ | 149.77 | 11-5595-698-000 |
| EFT000000002183 | Vidali, Anthony Credit Card | Athletic Training - supplies | 3/30/2020 | \$ | 12.88 | 11-5595-698-000 |
| EFT000000002184 | IT Department Purchase Card | Laptop for laura Schaid | 3/30/2020 | \$ | 585.74 | 11-6600-850-000 |
| EFT000000002184 | IT Department Purchase Card | Laptop for Registrar and Ipad for Athletics | 3/30/2020 | \$ | 989.18 | 11-6600-850-000 |
| EFT000000002184 | IT Department Purchase Card | MDM Management for IPADS | 3/30/2020 | \$ | 180.00 | 11-6600-852-000 |
| EFT000000002184 | IT Department Purchase Card | Route 53 DNS | 3/30/2020 | \$ | 6.69 | 11-6600-852-000 |
| EFT000000002185 | Morosco, Bill Purchase Card | MBB - team event fuel | 3/30/2020 | \$ | 16.24 | 11-5520-606-000 |
| EFT000000002185 | Morosco, Bill Purchase Card | MBB - team event meal | 3/30/2020 | \$ | 150.00 | 11-5520-606-000 |
| EFT000000002185 | Morosco, Bill Purchase Card | MBB - team event meal | 3/30/2020 | \$ | 80.00 | 11-5520-606-000 |
| EFT000000002185 | Morosco, Bill Purchase Card | MBB - team event meal | 3/30/2020 | \$ | 53.41 | 11-5520-606-000 |
| EFT000000002185 | Morosco, Bill Purchase Card | MBB - team event meal | 3/30/2020 | \$ | 64.26 | 11-5520-606-000 |
| EFT000000002185 | Morosco, Bill Purchase Card | MBB - team event meal | 3/30/2020 | \$ | 14.08 | 11-5520-606-000 |
| EFT000000002185 | Morosco, Bill Purchase Card | MBB - team event meal | 3/30/2020 | \$ | 145.87 | 11-5520-606-000 |
| EFT000000002185 | Morosco, Bill Purchase Card | MBB - team meal for event | 3/30/2020 | \$ | 58.32 | 11-5520-606-000 |
| EFT000000002185 | Morosco, Bill Purchase Card | MBB - team meal for event | 3/30/2020 | \$ | 150.00 | 11-5520-606-000 |
| EFT000000002185 | Morosco, Bill Purchase Card | MBB - recruiting meal | 3/30/2020 | \$ | 19.80 | 11-5520-617-000 |
| EFT000000002185 | Morosco, Bill Purchase Card | MBB - staff recruiting meeting | 3/30/2020 | \$ | 27.40 | 11-5520-617-000 |
| EFT000000002185 | Morosco, Bill Purchase Card | MBB - team equipment | 3/30/2020 | \$ | 10.92 | 11-5520-698-000 |
| EFT000000002185 | Morosco, Bill Purchase Card | MBB - team supplies | 3/30/2020 | \$ | 9.44 | 11-5520-698-000 |
| EFT000000002186 | Mann, Justin Purchase Card | MBB - team event meal | 3/30/2020 | \$ | 150.00 | 11-5520-606-000 |
| EFT000000002186 | Mann, Justin Purchase Card | MBB - recruiting fuel | 3/30/2020 | \$ | 25.00 | 11-5520-617-000 |
| EFT000000002186 | Mann, Justin Purchase Card | MBB - recruiting meal | 3/30/2020 | \$ | 22.45 | 11-5520-617-000 |
| EFT000000002187 | Petrucka, Page Purchase Card | Airport Parking KCACTF | 3/30/2020 | \$ | 63.00 | 11-1150-601-000 |
| EFT000000002187 | Petrucka, Page Purchase Card | American Airlines-Bag Ck Fee | 3/30/2020 | \$ | 30.00 | 11-1150-601-000 |
| EFT000000002187 | Petrucka, Page Purchase Card | Checked bag fee | 3/30/2020 | \$ | 30.00 | 11-1150-601-000 |
| EFT000000002187 | Petrucka, Page Purchase Card | Hotel rooms for KCACTF | 3/30/2020 | \$ | 2,304.00 | 11-1150-601-000 |
| EFT000000002187 | Petrucka, Page Purchase Card | Transportation from airport KCACTF | 3/30/2020 | \$ | 12.26 | 11-1150-601-000 |
| EFT000000002187 | Petrucka, Page Purchase Card | Transportation from airport KCACTF | 3/30/2020 | \$ | 11.48 | 11-1150-601-000 |
| EFT000000002187 | Petrucka, Page Purchase Card | Bottled water | 3/30/2020 | \$ | 10.00 | 11-1150-602-000 |

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| EFT00000002187 | Petrucka, Page Purchase Card | Food and snacks KCACTF | 3/30/2020 | \$ | 21.63 | 11-1150-602-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Food during Kansas Thespians | 3/30/2020 | \$ | 15.50 | 11-1150-602-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Food during KCACTF | 3/30/2020 | \$ | 2.37 | 11-1150-602-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Food for Kansas Thespians | 3/30/2020 | \$ | 10.72 | 11-1150-602-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Meal during Kansas Thespians | 3/30/2020 | \$ | 19.66 | 11-1150-602-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Meal during KCACTF | 3/30/2020 | \$ | 9.87 | 11-1150-602-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Meal during KCACTF | 3/30/2020 | \$ | 8.80 | 11-1150-602-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Meal during KCACTF | 3/30/2020 | \$ | 24.67 | 11-1150-602-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Meal during KCACTF | 3/30/2020 | \$ | 28.37 | 11-1150-602-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Meal during KCACTF | 3/30/2020 | \$ | 16.61 | 11-1150-602-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Meal during KCACTF | 3/30/2020 | \$ | 15.46 | 11-1150-602-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Meal during KCACTF | 3/30/2020 | \$ | 24.50 | 11-1150-602-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Meal during KCACTF | 3/30/2020 | \$ | 20.62 | 11-1150-602-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Meal during KCACTF | 3/30/2020 | \$ | 25.87 | 11-1150-602-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Meal during KCACTF | 3/30/2020 | \$ | 19.86 | 11-1150-602-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Meal during KCACTF | 3/30/2020 | \$ | 23.83 | 11-1150-602-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Meal during KCACTF | 3/30/2020 | \$ | 8.59 | 11-1150-602-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Meal during KCACTF | 3/30/2020 | \$ | 23.49 | 11-1150-602-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Meal KCACTF | 3/30/2020 | \$ | 17.49 | 11-1150-602-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Meal KCACTF | 3/30/2020 | \$ | 23.68 | 11-1150-602-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Costume pieces for Silent Sky | 3/30/2020 | \$ | 229.80 | 11-1150-692-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Costume pieces for Silent Sky | 3/30/2020 | \$ | 17.95 | 11-1150-696-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Costume pieces for Silent Sky | 3/30/2020 | \$ | 240.09 | 11-1150-696-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Costume pieces for Silent Sky | 3/30/2020 | \$ | 41.97 | 11-1150-696-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Costumes Pieces for Silent Sky | 3/30/2020 | \$ | 79.95 | 11-1150-696-000 |
| EFT00000002187 | Petrucka, Page Purchase Card | Costume pieces for Silent Sky | 3/30/2020 | \$ | 38.39 | 11-1150-701-000 |
| EFT00000002188 | Houston, Angela Purchase Card | Pizza Hut Dinner for UB Lock In | 3/30/2020 | \$ | 383.05 | 31-8502-719-000 |
| EFT00000002188 | Houston, Angela Purchase Card | Sam's Club Lock In Supplies | 3/30/2020 | \$ | 565.49 | 31-8502-719-000 |
| EFT00000002188 | Houston, Angela Purchase Card | Wal Mart UB Lock In Supplies | 3/30/2020 | \$ | 149.34 | 31-8502-719-000 |
| EFT00000002188 | Houston, Angela Purchase Card | Staff Lunch at Pizza Hut | 3/30/2020 | \$ | 19.13 | 71-8500-285-000 |
| EFT00000002188 | Houston, Angela Purchase Card | Wal Mart Lock In Supplies | 3/30/2020 | \$ | 166.96 | 71-8500-285-000 |

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| EFT000000002189 | Sadhoo, Jonathan Purchase Card | Advertising on Indeed.com | 3/30/2020 | \$ | 430.15 | 11-6100-615-000 |
| EFT000000002189 | Sadhoo, Jonathan Purchase Card | Advertising on Indeed.com | 3/30/2020 | \$ | 502.32 | 11-6100-615-000 |
| EFT000000002189 | Sadhoo, Jonathan Purchase Card | Advertising on Indeed.com | 3/30/2020 | \$ | 504.84 | 11-6100-615-000 |
| EFT000000002189 | Sadhoo, Jonathan Purchase Card | Advertising on Indeed.com | 3/30/2020 | \$ | 504.84 | 11-6100-615-000 |
| EFT000000002189 | Sadhoo, Jonathan Purchase Card | Advertising on Indeed.com | 3/30/2020 | \$ | 500.05 | 11-6100-615-000 |
| EFT000000002189 | Sadhoo, Jonathan Purchase Card | Advertising on Indeed.com | 3/30/2020 | \$ | 503.13 | 11-6100-615-000 |
| EFT000000002189 | Sadhoo, Jonathan Purchase Card | Advertising on Indeed.com | 3/30/2020 | \$ | 100.00 | 11-6100-615-000 |
| EFT000000002189 | Sadhoo, Jonathan Purchase Card | Apple.com Ipads | 3/30/2020 | \$ | 1,062.87 | 11-6100-719-000 |
| EFT000000002189 | Sadhoo, Jonathan Purchase Card | Apple.com Ipads | 3/30/2020 | \$ | 4,555.01 | 11-6100-719-000 |
| EFT000000002189 | Sadhoo, Jonathan Purchase Card | Conference-Airfare (Event Cancelled - Refund Pending) | 3/30/2020 | \$ | 272.96 | 11-6200-601-000 |
| EFT000000002189 | Sadhoo, Jonathan Purchase Card | Conference-Room Deposit (Event Cancelled - Refund Pending) | 3/30/2020 | \$ | 224.87 | 11-6200-601-000 |
| EFT000000002189 | Sadhoo, Jonathan Purchase Card | Office Supplies | 3/30/2020 | \$ | 113.20 | 11-6200-701-000 |
| EFT000000002189 | Sadhoo, Jonathan Purchase Card | MVR | 3/30/2020 | \$ | 21.00 | 11-7200-681-000 |
| EFT000000002189 | Sadhoo, Jonathan Purchase Card | MVR | 3/30/2020 | \$ | 23.70 | 11-7200-681-000 |
| EFT000000002189 | Sadhoo, Jonathan Purchase Card | Fleet Vehicle Fuel | 3/30/2020 | \$ | 12.00 | 11-7200-721-000 |
| EFT000000002190 | Brubaker, Sheena Purchase Card | Cheer - fuel for team event (pump didn't work/no receipt) | 3/30/2020 | \$ | 0.04 | 11-5590-606-000 |
| EFT000000002190 | Brubaker, Sheena Purchase Card | Cheer - team activity | 3/30/2020 | \$ | 172.70 | 11-5590-606-000 |
| EFT000000002190 | Brubaker, Sheena Purchase Card | WBB - meal for team event | 3/30/2020 | \$ | 172.69 | 11-5590-606-000 |
| EFT000000002190 | Brubaker, Sheena Purchase Card | WBB - meal for team event | 3/30/2020 | \$ | 45.20 | 11-5590-606-000 |
| EFT000000002190 | Brubaker, Sheena Purchase Card | Cheer - fuel for recruiting | 3/30/2020 | \$ | 15.00 | 11-5590-617-000 |
| EFT000000002190 | Brubaker, Sheena Purchase Card | WBB - meal for recruiting | 3/30/2020 | \$ | 19.72 | 11-5590-617-000 |
| EFT000000002191 | Jordan, Cordell Purchase Card | ALO Training, HLC | 3/30/2020 | \$ | 50.00 | 11-5300-626-000 |
| EFT000000002191 | Jordan, Cordell Purchase Card | Mobile 3 Smartphone Gimbal Kit | 3/30/2020 | \$ | 139.00 | 11-5300-850-000 |
| EFT000000002191 | Jordan, Cordell Purchase Card | Fuel | 3/30/2020 | \$ | 28.38 | 11-6300-601-000 |
| EFT000000002191 | Jordan, Cordell Purchase Card | Fuel | 3/30/2020 | \$ | 27.13 | 11-6300-601-000 |
| EFT000000002191 | Jordan, Cordell Purchase Card | International Service Fee | 3/30/2020 | \$ | 1.50 | 11-6300-611-000 |
| EFT000000002191 | Jordan, Cordell Purchase Card | International Service Fee | 3/30/2020 | \$ | 1.50 | 11-6300-611-000 |
| EFT000000002191 | Jordan, Cordell Purchase Card | Facebook Advertising | 3/30/2020 | \$ | 4.01 | 11-6300-615-000 |
| EFT000000002191 | Jordan, Cordell Purchase Card | Facebook Advertising | 3/30/2020 | \$ | 50.00 | 11-6300-615-000 |
| EFT000000002191 | Jordan, Cordell Purchase Card | Facebook Advertising | 3/30/2020 | \$ | 35.00 | 11-6300-615-000 |
| EFT000000002191 | Jordan, Cordell Purchase Card | Google Ads Management | 3/30/2020 | \$ | 150.00 | 11-6300-615-000 |

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| EFT000000002191 | Jordan, Cordell Purchase Card | Google Ads | 3/30/2020 | \$ | 500.00 | 11-6300-615-000 |
| EFT000000002191 | Jordan, Cordell Purchase Card | Google Ads | 3/30/2020 | \$ | 500.00 | 11-6300-615-000 |
| EFT000000002191 | Jordan, Cordell Purchase Card | Google Ads Management | 3/30/2020 | \$ | 150.00 | 11-6300-615-000 |
| EFT000000002191 | Jordan, Cordell Purchase Card | Onstrategy | 3/30/2020 | \$ | 650.00 | 11-6300-646-000 |
| EFT000000002191 | Jordan, Cordell Purchase Card | Hotspot usage | 3/30/2020 | \$ | 126.68 | 11-6500-636-000 |
| EFT000000002192 | Allison, Laura Purchase Card | Lodging for Roundtable in Hutchinson | 3/30/2020 | \$ | 96.25 | 11-5200-601-000 |
| EFT000000002192 | Allison, Laura Purchase Card | Meal For Coference in Hutch | 3/30/2020 | \$ | 9.89 | 11-5200-646-000 |
| EFT000000002192 | Allison, Laura Purchase Card | Meal-Conference in Hutch | 3/30/2020 | \$ | 9.31 | 11-5200-646-000 |
| EFT000000002192 | Allison, Laura Purchase Card | Meals at Roundtable in Hutch | 3/30/2020 | \$ | 8.47 | 11-5200-646-000 |
| EFT000000002193 | Knox, George Purchase Card | Fleet Vehicle Fuel | 3/30/2020 | \$ | 20.78 | 11-7200-721-000 |
| EFT000000002193 | Knox, George Purchase Card | Fleet Vehicle Fuel | 3/30/2020 | \$ | 22.47 | 11-7200-721-000 |
| EFT000000002193 | Knox, George Purchase Card | Fleet Vehicle Fuel | 3/30/2020 | \$ | 22.36 | 11-7200-721-000 |
| EFT000000002193 | Knox, George Purchase Card | Fleet Vehicle Fuel | 3/30/2020 | \$ | 25.45 | 11-7200-721-000 |
| EFT000000002193 | Knox, George Purchase Card | Fleet Vehicle Fuel | 3/30/2020 | \$ | 20.92 | 11-7200-721-000 |
| EFT000000002193 | Knox, George Purchase Card | Fleet Vehicle Fuel | 3/30/2020 | \$ | 28.59 | 11-7200-721-000 |
| EFT000000002193 | Knox, George Purchase Card | Fleet Vehicle Fuel | 3/30/2020 | \$ | 25.26 | 11-7200-721-000 |
| EFT000000002193 | Knox, George Purchase Card | Fleet Vehicle Fuel | 3/30/2020 | \$ | 24.73 | 11-7200-721-000 |
| EFT000000002193 | Knox, George Purchase Card | Fleet Vehicle Fuel | 3/30/2020 | \$ | 21.51 | 11-7200-721-000 |
| EFT000000002193 | Knox, George Purchase Card | Fleet Vehicle Fuel | 3/30/2020 | \$ | 20.16 | 11-7200-721-000 |
| EFT000000002193 | Knox, George Purchase Card | Fleet Vehicle Fuel | 3/30/2020 | \$ | 23.26 | 11-7200-721-000 |
| EFT000000002193 | Knox, George Purchase Card | Fleet Vehicle Wash | 3/30/2020 | \$ | 18.00 | 11-7200-721-000 |
| EFT000000002194 | Allen, Ciara Purchase Card | SAEOPP Conference Day 2 Dinner Marriott Hotel | 3/30/2020 | \$ | 17.42 | 31-8502-601-000 |
| EFT000000002194 | Allen, Ciara Purchase Card | SAEOPP Conference Day 3 Breakfast Starbucks Marriott Hotel | 3/30/2020 | \$ | 5.72 | 31-8502-601-000 |
| EFT000000002194 | Allen, Ciara Purchase Card | SAEOPP Conference Day 3 Dinner Marriott Hotel | 3/30/2020 | \$ | 15.25 | 31-8502-601-000 |
| EFT000000002194 | Allen, Ciara Purchase Card | SAEOPP Conference Day 4 Breakfast Marriott Hotel | 3/30/2020 | \$ | 4.90 | 31-8502-601-000 |
| EFT000000002194 | Allen, Ciara Purchase Card | SAEOPP Conference Day 4 Dinner Uber Eats | 3/30/2020 | \$ | 25.19 | 31-8502-601-000 |
| EFT000000002194 | Allen, Ciara Purchase Card | SAEOPP Conference Day 4 Snack Marriot Hotel | 3/30/2020 | \$ | 8.98 | 31-8502-601-000 |
| EFT000000002194 | Allen, Ciara Purchase Card | SAEOPP Conference Day 5 Breakfast Atlanta Airport Starbucks | 3/30/2020 | \$ | 16.61 | 31-8502-601-000 |
| EFT000000002194 | Allen, Ciara Purchase Card | SAEOPP Conference Day 5 Lunch Moes Dallas Airport | 3/30/2020 | \$ | 10.81 | 31-8502-601-000 |
| EFT000000002194 | Allen, Ciara Purchase Card | SAEOPP Conference Training Atlanta Marriott | 3/30/2020 | \$ | 884.23 | 31-8502-601-000 |
| EFT000000002194 | Allen, Ciara Purchase Card | SAEOPP Conference Training Taxicab from Airport to Hotel Atlanta | 3/30/2020 | \$ | 36.22 | 31-8502-601-000 |

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| EFT000000002194 | Allen, Ciara Purchase Card | SAEOPP Conference Training Taxicab from Hotel to Airport Departing | 3/30/2020 | \$ | 34.50 | 31-8502-601-000 |
| EFT000000002194 | Allen, Ciara Purchase Card | SAEOPP Conference Training Tulsa Intl. Airport Parking Fees | 3/30/2020 | \$ | 34.00 | 31-8502-601-000 |
| EFT000000002194 | Allen, Ciara Purchase Card | SAEOPP Conference Travel Day 1 Dinner Marriott Hotel | 3/30/2020 | \$ | 17.42 | 31-8502-601-000 |
| EFT000000002194 | Allen, Ciara Purchase Card | SAEOPP Conference Travel Day 1 Lunch Dallas Airport | 3/30/2020 | \$ | 4.11 | 31-8502-601-000 |
| EFT000000002194 | Allen, Ciara Purchase Card | Site Visits Personal Vehicle | 3/30/2020 | \$ | 25.64 | 31-8502-601-000 |
| EFT000000002194 | Allen, Ciara Purchase Card | Walmart/UB Lock in Supplies | 3/30/2020 | \$ | 180.97 | 31-8502-719-000 |
| EFT000000002195 | Beurskens, Benny Purchase Card | Cosmetology hot water boiler ignitor | 3/30/2020 | \$ | 95.18 | 11-7100-649-000 |
| EFT000000002195 | Beurskens, Benny Purchase Card | Door closure - Fab Lab | 3/30/2020 | \$ | 51.20 | 11-7100-649-000 |
| EFT000000002195 | Beurskens, Benny Purchase Card | Door closure - Fab Lab | 3/30/2020 | \$ | 99.00 | 11-7100-649-000 |
| EFT000000002195 | Beurskens, Benny Purchase Card | Door closure - Fab Lab | 3/30/2020 | \$ | 10.50 | 11-7100-649-000 |
| EFT000000002195 | Beurskens, Benny Purchase Card | Paint - Fine Arts wall repair | 3/30/2020 | \$ | 81.48 | 11-7100-649-000 |
| EFT000000002195 | Beurskens, Benny Purchase Card | Basketball floor drag towels | 3/30/2020 | \$ | 8.69 | 11-7100-649-003 |
| EFT000000002195 | Beurskens, Benny Purchase Card | Custodial supplies | 3/30/2020 | \$ | 8.76 | 11-7100-708-000 |
| EFT000000002195 | Beurskens, Benny Purchase Card | Maintenance shop electrical tools | 3/30/2020 | \$ | 5.43 | 11-7100-719-000 |
| EFT000000002195 | Beurskens, Benny Purchase Card | Door closure - Fab Lab | 3/30/2020 | \$ | 10.78 | 11-7100-725-000 |
| EFT000000002195 | Beurskens, Benny Purchase Card | Door closure - Fab Lab | 3/30/2020 | \$ | 16.49 | 11-7100-725-000 |
| EFT000000002195 | Beurskens, Benny Purchase Card | Football locker room occupancy sign - Fire Marshall | 3/30/2020 | \$ | 26.09 | 11-7100-725-000 |
| EFT000000002195 | Beurskens, Benny Purchase Card | Door closure - Fab Lab | 3/30/2020 | \$ | 155.94 | 11-7300-719-000 |
| EFT000000002195 | Beurskens, Benny Purchase Card | Padlocks for ICC West sign out front | 3/30/2020 | \$ | 4.97 | 11-7300-719-000 |
| EFT000000002195 | Beurskens, Benny Purchase Card | Door closure - Fab Lab | 3/30/2020 | \$ | 18.00 | 11-7300-724-000 |
| EFT000000002195 | Beurskens, Benny Purchase Card | Door closure - Fab Lab | 3/30/2020 | \$ | 11.98 | 11-7300-724-000 |
| EFT000000002195 | Beurskens, Benny Purchase Card | Door closure - Fab Lab | 3/30/2020 | \$ | 10.50 | 16-9600-649-000 |
| EFT000000002196 | Boots, Lori Purchase Card | Job Posting Asst. Ath. Trainer | 3/30/2020 | \$ | 449.00 | 11-6100-615-000 |
| EFT000000002196 | Boots, Lori Purchase Card | Adobe DC Pro-Monthly Payment | 3/30/2020 | \$ | 16.41 | 11-6100-681-000 |
| EFT000000002196 | Boots, Lori Purchase Card | Job Posting Theatre Manager | 3/30/2020 | \$ | 315.00 | 11-6110-615-000 |
| EFT000000002196 | Boots, Lori Purchase Card | Job Posting Upward Bound Coord | 3/30/2020 | \$ | 315.00 | 11-6110-615-000 |
| EFT000000002196 | Boots, Lori Purchase Card | Labor Law Posters | 3/30/2020 | \$ | 89.85 | 11-6110-701-000 |
| EFT000000002197 | Athletic Department Purchase Card | Football - fuel for recruiting | 3/30/2020 | \$ | 22.00 | 11-5510-617-000 |
| EFT000000002197 | Athletic Department Purchase Card | Football - fuel for recruiting | 3/30/2020 | \$ | 34.10 | 11-5510-617-000 |
| EFT000000002197 | Athletic Department Purchase Card | Football - fuel for recruiting | 3/30/2020 | \$ | 29.39 | 11-5510-617-000 |
| EFT000000002197 | Athletic Department Purchase Card | Football - fuel for recruiting | 3/30/2020 | \$ | 9.90 | 11-5510-617-000 |

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|-----------------|-----------------------------------|--|-----------|----|----------|-----------------|
| EFT000000002197 | Athletic Department Purchase Card | Football - fuel for recruiting | 3/30/2020 | \$ | 25.00 | 11-5510-617-000 |
| EFT000000002197 | Athletic Department Purchase Card | Football - fuel for recruiting | 3/30/2020 | \$ | 24.50 | 11-5510-617-000 |
| EFT000000002197 | Athletic Department Purchase Card | Football - fuel for recruiting | 3/30/2020 | \$ | 23.00 | 11-5510-617-000 |
| EFT000000002197 | Athletic Department Purchase Card | Football - fuel for recruiting | 3/30/2020 | \$ | 27.00 | 11-5510-617-000 |
| EFT000000002197 | Athletic Department Purchase Card | Football - fuel for recruiting | 3/30/2020 | \$ | 24.00 | 11-5510-617-000 |
| EFT000000002197 | Athletic Department Purchase Card | Football - fuel for recruiting | 3/30/2020 | \$ | 26.00 | 11-5510-617-000 |
| EFT000000002197 | Athletic Department Purchase Card | Football - fuel for recruiting | 3/30/2020 | \$ | 25.00 | 11-5510-617-000 |
| EFT000000002197 | Athletic Department Purchase Card | Football - lodging for recruiting | 3/30/2020 | \$ | 96.03 | 11-5510-617-000 |
| EFT000000002197 | Athletic Department Purchase Card | Football - lodging for recruiting | 3/30/2020 | \$ | 143.47 | 11-5510-617-000 |
| EFT000000002197 | Athletic Department Purchase Card | Football - lodging for recruiting | 3/30/2020 | \$ | 40.00 | 11-5510-617-000 |
| EFT000000002197 | Athletic Department Purchase Card | Football - lodging for recruiting | 3/30/2020 | \$ | 81.19 | 11-5510-617-000 |
| EFT000000002197 | Athletic Department Purchase Card | Football - lodging for recruiting | 3/30/2020 | \$ | 142.37 | 11-5510-617-000 |
| EFT000000002197 | Athletic Department Purchase Card | Football - meal for recruiting | 3/30/2020 | \$ | 8.94 | 11-5510-617-000 |
| EFT000000002197 | Athletic Department Purchase Card | Football - meal for recruiting | 3/30/2020 | \$ | 17.42 | 11-5510-617-000 |
| EFT000000002197 | Athletic Department Purchase Card | Football - meal for recruiting | 3/30/2020 | \$ | 11.43 | 11-5510-617-000 |
| EFT000000002197 | Athletic Department Purchase Card | Football - meal for recruiting | 3/30/2020 | \$ | 15.48 | 11-5510-617-000 |
| EFT000000002197 | Athletic Department Purchase Card | Football - recruiting supplies | 3/30/2020 | \$ | 5.48 | 11-5510-617-000 |
| EFT000000002197 | Athletic Department Purchase Card | Football - supplies for recruiting event | 3/30/2020 | \$ | 210.69 | 11-5510-617-000 |
| EFT000000002197 | Athletic Department Purchase Card | Football - laundry loops | 3/30/2020 | \$ | 537.00 | 11-5510-698-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | ATHletic Dept. - portable restrooms for softball field | 3/30/2020 | \$ | 153.30 | 11-5500-646-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | Athletic Dept. - supplies | 3/30/2020 | \$ | 46.79 | 11-5500-701-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | Athletic Dept. - lights for softball practice area | 3/30/2020 | \$ | 1,514.40 | 11-5500-850-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | Football - team meal | 3/30/2020 | \$ | 885.00 | 11-5510-606-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | Football - recruiting | 3/30/2020 | \$ | 4.75 | 11-5510-617-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | Football - recruiting fuel | 3/30/2020 | \$ | 39.70 | 11-5510-617-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | Football - recruiting fuel | 3/30/2020 | \$ | 16.02 | 11-5510-617-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | Football - recruiting lodging | 3/30/2020 | \$ | 136.96 | 11-5510-617-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 47.48 | 11-5510-617-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 7.65 | 11-5510-617-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 22.66 | 11-5510-617-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 7.45 | 11-5510-617-000 |

| | | | | | | |
|-----------------|-------------------------------|--|-----------|----|--------|-----------------|
| EFT000000002198 | Figurski, Eric Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 38.66 | 11-5510-617-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 29.09 | 11-5510-617-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 4.03 | 11-5510-617-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 20.39 | 11-5510-617-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 21.51 | 11-5510-617-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 23.67 | 11-5510-617-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 38.21 | 11-5510-617-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 15.12 | 11-5510-617-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 20.53 | 11-5510-617-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | Football - recruiting lodging | 3/30/2020 | \$ | 28.00 | 11-5510-617-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | Athletic Dept. - supplies | 3/30/2020 | \$ | 53.08 | 11-5510-701-000 |
| EFT000000002198 | Figurski, Eric Purchase Card | Athletic Dept. - airfare for Ath. Training candidate | 3/30/2020 | \$ | 478.40 | 11-6110-601-000 |
| EFT000000002199 | McCollom, Steve Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 23.21 | 11-5510-617-000 |
| EFT000000002199 | McCollom, Steve Purchase Card | Football - recruiting fuel | 3/30/2020 | \$ | 14.17 | 11-5510-617-000 |
| EFT000000002199 | McCollom, Steve Purchase Card | Football - recruiting fuel | 3/30/2020 | \$ | 10.00 | 11-5510-617-000 |
| EFT000000002199 | McCollom, Steve Purchase Card | Football - recruiting fuel | 3/30/2020 | \$ | 22.50 | 11-5510-617-000 |
| EFT000000002199 | McCollom, Steve Purchase Card | Football - recruiting fuel | 3/30/2020 | \$ | 17.69 | 11-5510-617-000 |
| EFT000000002199 | McCollom, Steve Purchase Card | Football - recruiting fuel | 3/30/2020 | \$ | 9.75 | 11-5510-617-000 |
| EFT000000002199 | McCollom, Steve Purchase Card | Football - recruiting fuel | 3/30/2020 | \$ | 24.12 | 11-5510-617-000 |
| EFT000000002199 | McCollom, Steve Purchase Card | Football - recruiting fuel (paid cash) | 3/30/2020 | \$ | 17.16 | 11-5510-617-000 |
| EFT000000002199 | McCollom, Steve Purchase Card | Football - recruiting lodging | 3/30/2020 | \$ | 94.87 | 11-5510-617-000 |
| EFT000000002199 | McCollom, Steve Purchase Card | Football - recruiting lodging | 3/30/2020 | \$ | 112.95 | 11-5510-617-000 |
| EFT000000002199 | McCollom, Steve Purchase Card | Football - recruiting lodging | 3/30/2020 | \$ | 127.53 | 11-5510-617-000 |
| EFT000000002199 | McCollom, Steve Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 27.42 | 11-5510-617-000 |
| EFT000000002199 | McCollom, Steve Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 17.84 | 11-5510-617-000 |
| EFT000000002199 | McCollom, Steve Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 14.62 | 11-5510-617-000 |
| EFT000000002199 | McCollom, Steve Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 23.21 | 11-5510-617-000 |
| EFT000000002199 | McCollom, Steve Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 19.67 | 11-5510-617-000 |
| EFT000000002199 | McCollom, Steve Purchase Card | Football - recruiting meal | 3/30/2020 | \$ | 21.00 | 11-5510-617-000 |
| EFT000000002199 | McCollom, Steve Purchase Card | Football - recruiting meal (lost receipt form) | 3/30/2020 | \$ | 22.45 | 11-5510-617-000 |
| EFT000000002199 | McCollom, Steve Purchase Card | Football - recruiting meal (paid cash) | 3/30/2020 | \$ | 6.24 | 11-5510-617-000 |

| | | | | | | |
|----------------|-------------------------------|---|-----------|----|----------|-----------------|
| EFT00000002199 | McCollom, Steve Purchase Card | Football - recruiting meal (paid cash) | 3/30/2020 | \$ | 14.00 | 11-5510-617-000 |
| EFT00000002199 | McCollom, Steve Purchase Card | Football - recruiting parking fee (paid cash) | 3/30/2020 | \$ | 3.00 | 11-5510-617-000 |
| EFT00000002200 | Vestal, Teresa Purchase Card | Airline Ticket for Toni to attend CAMEX | 3/30/2020 | \$ | 423.96 | 16-9300-601-000 |
| EFT00000002200 | Vestal, Teresa Purchase Card | Room for Toni at CAMEX | 3/30/2020 | \$ | 1,392.00 | 16-9300-601-000 |
| EFT00000002200 | Vestal, Teresa Purchase Card | Postage to Students | 3/30/2020 | \$ | 51.35 | 16-9300-611-000 |
| EFT00000002200 | Vestal, Teresa Purchase Card | Travel meal at CAMEX | 3/30/2020 | \$ | 16.42 | 16-9300-611-000 |
| EFT00000002200 | Vestal, Teresa Purchase Card | Travel Meal at CAMEX | 3/30/2020 | \$ | 14.87 | 16-9300-611-000 |
| EFT00000002200 | Vestal, Teresa Purchase Card | Monthly web site fees | 3/30/2020 | \$ | 45.00 | 16-9300-646-000 |
| EFT00000002200 | Vestal, Teresa Purchase Card | Cleaning supplies for Bookstore | 3/30/2020 | \$ | 10.11 | 16-9300-701-000 |
| EFT00000002200 | Vestal, Teresa Purchase Card | Drinks and Food for Resale | 3/30/2020 | \$ | 215.48 | 16-9300-740-000 |
| EFT00000002200 | Vestal, Teresa Purchase Card | Drinks and Food for Resale | 3/30/2020 | \$ | 74.42 | 16-9300-740-000 |
| EFT00000002200 | Vestal, Teresa Purchase Card | Drinks and Food for Resale | 3/30/2020 | \$ | 217.08 | 16-9300-740-000 |
| EFT00000002200 | Vestal, Teresa Purchase Card | Labcoats for Science Depart. | 3/30/2020 | \$ | 52.77 | 16-9300-740-000 |
| EFT00000002200 | Vestal, Teresa Purchase Card | Textooks for Rental | 3/30/2020 | \$ | 170.17 | 16-9300-740-000 |
| EFT00000002200 | Vestal, Teresa Purchase Card | Textbooks for Rental Program | 3/30/2020 | \$ | 455.08 | 16-9300-743-000 |
| EFT00000002200 | Vestal, Teresa Purchase Card | Textbooks for Rental Program | 3/30/2020 | \$ | 302.66 | 16-9300-743-000 |
| EFT00000002200 | Vestal, Teresa Purchase Card | Textooks for Rental | 3/30/2020 | \$ | 73.93 | 16-9300-743-000 |
| EFT00000002200 | Vestal, Teresa Purchase Card | Textooks for Rental | 3/30/2020 | \$ | 413.14 | 16-9300-743-000 |
| EFT00000002200 | Vestal, Teresa Purchase Card | Textooks for Rental | 3/30/2020 | \$ | 153.89 | 16-9300-743-000 |
| EFT00000002200 | Vestal, Teresa Purchase Card | Textooks for Rental | 3/30/2020 | \$ | 252.75 | 16-9300-743-000 |
| EFT00000002200 | Vestal, Teresa Purchase Card | Textooks for Rental | 3/30/2020 | \$ | 284.05 | 16-9300-743-000 |
| EFT00000002201 | Molnar, Paul Purchase Card | Food while at KCACTF in South Dakota | 3/30/2020 | \$ | 12.25 | 11-1150-602-000 |
| EFT00000002201 | Molnar, Paul Purchase Card | Meals at KCACTF in South Dakota | 3/30/2020 | \$ | 2.67 | 11-1150-602-000 |
| EFT00000002201 | Molnar, Paul Purchase Card | Meals at KCACTF in South Dakota | 3/30/2020 | \$ | 37.14 | 11-1150-602-000 |
| EFT00000002201 | Molnar, Paul Purchase Card | Meals at KCACTF in South Dakota | 3/30/2020 | \$ | 34.49 | 11-1150-602-000 |
| EFT00000002201 | Molnar, Paul Purchase Card | Meals at KCACTF in South Dakota | 3/30/2020 | \$ | 14.45 | 11-1150-602-000 |
| EFT00000002201 | Molnar, Paul Purchase Card | Meals at KCACTF in South Dakota | 3/30/2020 | \$ | 9.14 | 11-1150-602-000 |
| EFT00000002201 | Molnar, Paul Purchase Card | Meals at KCACTF in South Dakota | 3/30/2020 | \$ | 12.79 | 11-1150-602-000 |
| EFT00000002201 | Molnar, Paul Purchase Card | Meals at KCACTF in South Dakota | 3/30/2020 | \$ | 38.30 | 11-1150-602-000 |
| EFT00000002201 | Molnar, Paul Purchase Card | Meals for KCACTF in South Dakota | 3/30/2020 | \$ | 21.19 | 11-1150-602-000 |
| EFT00000002201 | Molnar, Paul Purchase Card | Meals while at KCACTF in South Dakota | 3/30/2020 | \$ | 10.50 | 11-1150-602-000 |

| | | | | | | |
|----------------|-------------------------------|--|-----------|----|----------|-----------------|
| EFT00000002201 | Molnar, Paul Purchase Card | Meals while at KCACTF in South Dakota | 3/30/2020 | \$ | 9.75 | 11-1150-602-000 |
| EFT00000002201 | Molnar, Paul Purchase Card | Recruiting food | 3/30/2020 | \$ | 2.50 | 11-1150-602-000 |
| EFT00000002201 | Molnar, Paul Purchase Card | Recruiting food | 3/30/2020 | \$ | 15.50 | 11-1150-602-000 |
| EFT00000002201 | Molnar, Paul Purchase Card | Recruiting trip meals | 3/30/2020 | \$ | 17.92 | 11-1150-602-000 |
| EFT00000002201 | Molnar, Paul Purchase Card | Oklahoma Thespians Recruiting trip Meal | 3/30/2020 | \$ | 23.60 | 11-1150-604-000 |
| EFT00000002201 | Molnar, Paul Purchase Card | Fuel for ICC Van for KCACTF in South Dakota | 3/30/2020 | \$ | 34.32 | 11-1150-606-000 |
| EFT00000002201 | Molnar, Paul Purchase Card | Fuel for ICC Van for KCACTF South Dakota | 3/30/2020 | \$ | 20.98 | 11-1150-606-000 |
| EFT00000002201 | Molnar, Paul Purchase Card | Fuel for ICC Van KCACTF South Dakota | 3/30/2020 | \$ | 36.49 | 11-1150-606-000 |
| EFT00000002201 | Molnar, Paul Purchase Card | Fuel for ICC Van travel to KCACTF in South Dakota | 3/30/2020 | \$ | 38.64 | 11-1150-606-000 |
| EFT00000002201 | Molnar, Paul Purchase Card | Fuel for ICC Van travel to KCACTF in South Dakota | 3/30/2020 | \$ | 27.63 | 11-1150-626-000 |
| EFT00000002201 | Molnar, Paul Purchase Card | Royalties for I Love You, You're Perfect, Now Change (Musical) | 3/30/2020 | \$ | 1,925.00 | 11-1150-691-000 |
| EFT00000002202 | Bowhay, Vincent Purchase Card | Annual campus membership fee | 3/30/2020 | \$ | 303.00 | 11-5700-693-000 |
| EFT00000002202 | Bowhay, Vincent Purchase Card | Conference Travel | 3/30/2020 | \$ | 11.82 | 11-6510-601-000 |
| EFT00000002202 | Bowhay, Vincent Purchase Card | Conference Travel | 3/30/2020 | \$ | 10.51 | 11-6510-601-000 |
| EFT00000002202 | Bowhay, Vincent Purchase Card | Conference Travel | 3/30/2020 | \$ | 10.98 | 11-6510-601-000 |
| EFT00000002202 | Bowhay, Vincent Purchase Card | Travel to NASPA Conference | 3/30/2020 | \$ | 444.40 | 11-6510-601-000 |
| EFT00000002202 | Bowhay, Vincent Purchase Card | Travel to NASPA Conference | 3/30/2020 | \$ | 250.80 | 11-6510-601-000 |
| EFT00000002202 | Bowhay, Vincent Purchase Card | ASCA Conference Meal | 3/30/2020 | \$ | 27.83 | 11-6510-602-000 |
| EFT00000002202 | Bowhay, Vincent Purchase Card | ASCA Conference Meals | 3/30/2020 | \$ | 25.80 | 11-6510-602-000 |
| EFT00000002202 | Bowhay, Vincent Purchase Card | ASCA Conference Meals | 3/30/2020 | \$ | 11.50 | 11-6510-602-000 |
| EFT00000002202 | Bowhay, Vincent Purchase Card | ASCA Conference Meals | 3/30/2020 | \$ | 48.25 | 11-6510-602-000 |
| EFT00000002202 | Bowhay, Vincent Purchase Card | ASCA CONFERENCE MEALS | 3/30/2020 | \$ | 49.32 | 11-6510-602-000 |
| EFT00000002202 | Bowhay, Vincent Purchase Card | ASCA Conference Meals | 3/30/2020 | \$ | 43.42 | 11-6510-602-000 |
| EFT00000002202 | Bowhay, Vincent Purchase Card | ASCA Conference Meals | 3/30/2020 | \$ | 56.50 | 11-6510-602-000 |
| EFT00000002202 | Bowhay, Vincent Purchase Card | ASCA Conference Meals | 3/30/2020 | \$ | 49.94 | 11-6510-602-000 |
| EFT00000002202 | Bowhay, Vincent Purchase Card | ASCA Conference Meals | 3/30/2020 | \$ | 63.25 | 11-6510-602-000 |
| EFT00000002202 | Bowhay, Vincent Purchase Card | PROFESSIONAL DEVELOPMENT MATERIALS | 3/30/2020 | \$ | 50.75 | 11-6510-717-000 |
| EFT00000002203 | Mueller, Hailey Purchase Card | Vet Tech Supplies | 3/30/2020 | \$ | 762.01 | 12-1220-700-000 |
| EFT00000002203 | Mueller, Hailey Purchase Card | lead cable blood pressure cuff set blood pressure tube | 3/30/2020 | \$ | 454.00 | 12-1220-700-000 |
| EFT00000002203 | Mueller, Hailey Purchase Card | oxygen tank and oxygen delivery | 3/30/2020 | \$ | 26.95 | 12-1220-700-000 |
| EFT00000002203 | Mueller, Hailey Purchase Card | Vet Tech Supplies | 3/30/2020 | \$ | 16.20 | 12-1220-700-000 |

| | | | | | | |
|----------------|-------------------------------|---|-----------|----|----------|-----------------|
| EFT00000002203 | Mueller, Hailey Purchase Card | Vet Tech Supplies | 3/30/2020 | \$ | 223.36 | 12-1220-700-000 |
| EFT00000002204 | Thorton, Brittany Credit Card | muffins for IHS co | 3/30/2020 | \$ | 11.83 | 11-6300-602-000 |
| EFT00000002205 | Academic Office Credit Card | Art Instructional Supplies for Semester | 3/30/2020 | \$ | 626.31 | 11-1155-700-000 |
| EFT00000002205 | Academic Office Credit Card | Video Captioning Software | 3/30/2020 | \$ | 48.00 | 11-4240-852-000 |
| EFT00000002205 | Academic Office Credit Card | Supplies for Pi Day week March 9th - 13th | 3/30/2020 | \$ | 49.73 | 11-4250-602-000 |
| EFT00000002205 | Academic Office Credit Card | AnywhereCart AC-45 45-Bay Charging Cart for AC107 | 3/30/2020 | \$ | 1,422.60 | 11-7500-820-000 |

| | | | | | | |
|--------------------------------|--|--|--|--|-----------|-------------------|
| Total Accounts Payable: | | | | | \$ | 585,008.54 |
|--------------------------------|--|--|--|--|-----------|-------------------|

| | | |
|---|--|----------------------|
| Payroll Expenses | | |
| Payroll | | \$ 339,021.81 |
| Employee Benefits (Medical/Dental/Vision) | | \$ 106,574.49 |
| Payroll Taxes - Federal | | \$ 99,327.95 |
| Payroll Taxes - State | | \$ 19,523.86 |
| KPERS | | \$ 26,894.87 |
| Total Payroll | | \$ 591,342.98 |

| | | |
|-----------------------|--|------------------------|
| Total Payables | | \$ 1,176,351.52 |
|-----------------------|--|------------------------|



Memo

To: Independence Community College Board of Trustees

From: George C. Knox, EdD
President

Date: April 20, 2020

Re: Budget Planning Process

Dr. Knox and Jonathan Sadhoo will provide an update on the budget planning process.

Memo

To: Independence Community College Board of Trustees

From: Jonathan D. Sadhoo, M.Ed.
Vice President for Administration & Finance

Date: April 20, 2020

Re: Recommendation for Lawn Care Equipment

Recommendation to procure various lawn care and landscaping equipment to maintain the acreage at the ICC Main Campus. This includes a tractor with mower attachment as well as other minor potential equipment (weed trimmers, blowers, etc.). Due to the nature of the transaction, the Facilities team will research equipment at various suppliers and determine the most cost-effective and quality solution that is reasonable for campus maintenance. The total expense for this project will not exceed **\$15,000**.



Memo

To: Independence Community College Board of Trustees

From: George C. Knox, EdD
President

Date: April 20, 2020

Re: President's Update

Dr. Knox and Cordell Jordan will provide an update on the campus status regarding COVID – 19, Vincent Bowhay will give an update of the Emergency Response Plan, and Cordell Jordan will present an overview of Strategic Plan progress.



Memo

To: Independence Community College Board of Trustees

From: Dr. Vincent Bowhay, Vice President for Student Affairs

Date: April 20, 2020

Re: ICC Response to the Coronavirus Disease 2019 (COVID-19)

The attached report provides recap of ICC's response to the COVID-19 pandemic.

**INDEPENDENCE
COMMUNITY COLLEGE**

**EMERGENCY
COMMUNICATION PLAN**

LAST UPDATED: June 27, 2019

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All K-12 schools and higher education institutions (HEIs) – urban, suburban, and rural; large and small – receiving federal preparedness monies through the U.S. Department of Education (ED), the U.S. Department of Homeland Security (DHS), and/or the U.S. Department of Health and Human Services (HHS) are required to support the implementation of the National Incident Management System (NIMS). Furthermore, many state and local jurisdictions are requiring schools to complete these activities to ensure greater communication between community partners and schools as well as to provide for more efficient responses to school-based incidents.

The president, in Homeland Security Directive (HSPD)-5, directed the secretary of DHS to develop and administer NIMS, shall provide a consistent nationwide approach for federal, state, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity.

To facilitate the most efficient and effective incident management, it is critical that HEIs and schools utilize standardized terminology and organizational structures; interoperable communications; consolidated action plans; unified command structures; uniform personnel qualification standards; uniform standards for planning, training and exercising; comprehensive resource management; and designated incident facilities during emergencies or disasters.

The NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the ability to utilize federal funding to enhance institutional readiness, maintain first responder safety and streamline the incident management processes.

SECTION 1

INTRODUCTION

While our entire organization is dedicated to safe, responsible operations, nothing will test our public reputation more than our response to an emergency. During an emergency, our communications efforts will fulfill the following objectives:

1. Maintain focus on known facts and positive behavior
2. Represent ICC as responsible and caring
3. Maintain stakeholder confidence in us and in ICC
4. Effectively communicate with employees, students and the public
5. Effectively monitor the public and students via mainstream media and social media

WHEN TO USE THIS MANUAL

This manual is designed to guide the public relations response to a crucial incident or other emergency that may affect or has affected the health, safety or welfare of students, faculty, staff or campus visitors. Critical incidents require a timely and effective communications response, and include situations that:

1. Result or may result in significant damage to facilities
2. Result or may result in death, injury or health or safety threats to our students, customers, the public or our employees
3. Disrupt operations
4. Call into question our workplace practices
5. Call into question the integrity of our organization, its people, or its products and services
6. Result in activation of the ICC Emergency Operations Plan (EOP) or the Emergency Operations Center (EOC).

POLICY

The office of Marketing bears primary responsibility for maintaining and safeguarding the College's public image. All media inquiries during an emergency shall be directed to the office of Marketing, which shall adhere to these policies:

1. Be an authoritative, reliable single source of accurate information for news agencies and the public.
2. In an emergency, issue the college's first statement within *one hour* after being notified of the emergency and provide periodic updates to news agencies and through the college's public communication channels.
3. Post an emergency bulletin through the Emergency Alert system, on the ICC web site and through social media immediately as available.
4. Maintain constant contact with Incident Command and the ICC President (or designee) throughout the incident.
5. Coordinate and manage media briefings. Set up media staging area. The president of Independence Community College or his/her designee will brief the news media early in the emergency, stating what is being done to address the emergency (and if appropriate, prevent the reoccurrence).
6. All marketing and public relations/recruitment employees report to the designated Emergency Communication Center (ECC) as soon as notified.
7. Distribute all information to employees at the same time or before it is released to the public.

SECTION 2

EMERGENCY CHECKLIST

DAY ONE: THE FIRST HOUR

- 1. Identify the emergency and prepare initial statement**
 - a. Meet with incident command as necessary (first responders, command agency) to receive updates and coordinate responses.
 - b. Discuss and evaluate the situation and include communications with the ICC President (or designee) to ensure the appropriate response. The level of response should match the level of the emergency.
 - c. Organize a public relations response and issue an initial statement, if needed and when possible, within 60 minutes of the event. Otherwise, prepare a statement for use upon media inquiry.

- 2. Designate spokesperson/people** (Section 4)
 - a. Limit the number of spokespeople to ensure the college is speaking with one voice.

- 3. Notify and assemble crisis communication team.** (Section 4)
 - a. Gather and distribute facts
 - b. Assign specific tasks
 - i. Administrative Activities/President Communications
 - ii. Incident Command/Media Communications
 - iii. Communications Coordination
 - iv. Social Media Monitoring and Communications
 - v. Web Communications
 - vi. Designate Runner As Needed

- 4. Launch the emergency alert (including text and email), on the college Web site, and post to the College's social networking sites** (Section 4)

- 5. Identify and communicate with key stakeholders.** (Section 4)
 - a. Assess situation (identify who, what, when, where, why and how)
 - b. Determine which stakeholders need information and what vehicle is appropriate for communication with each audience
 - c. Communicate facts to restore order and confidence
 - d. Monitor AND RESPOND to Social Media
 - e. Identify crisis Web site URL for updated information

- 6. Determine media staging area, address media with initial statement and set follow-up plan for media briefings if needed.**
 - a. Determine location for media staging area
 - b. Include only confirmed facts
 - c. Position ICC as responsible and responsive to the situation
 - d. Secure news release or statement approvals (Section 7)
 - e. Distribute initial statement and/or news release

- 7. Respond to media inquiries.**
 - a. Activate holding statement for media calls (Section 5)
 - b. Answer phones and complete media inquiry log sheets (Section 6)
 - c. Compile background information relevant to the event
 - d. Respond to incoming media inquiries

DAY ONE: BEYOND THE FIRST HOUR

- 1. Evaluate the developing nature of the emergency to determine next steps.**
- 2. Continue to limit the number of spokespersons, but if the incident continues beyond the first hour, a statement from the ICC president (or designee) should be made.**
- 3. Set up Emergency Communications Center if the event seems likely to last a prolonged period of time.**
 - a. Determine location of ECC and arrange for equipment set-up (Section 3)
 - b. Contact back-up/alternate members of the Crisis Communication Team (Section 4); advise them of the situation, provide known information, and request they be on stand-by.
 - c. Develop a work schedule for the ECC that accommodates shift work.
 - d. Order additional telephone lines, if necessary and additional cell phones, if needed.
- 4. Write news release or second statement as developments warrant their release.**
 - a. Secure news release and statement approvals
 - b. Distribute release or statement
 - c. Post news release or statement to the college Web site and social media sites
 - d. Prepare updated hold statement in response to inquiries as needed.
- 5. Set and conduct media briefings at regular intervals or provide periodic updates and/or interviews with media as needed.** (Section 6)
 - a. Discuss and evaluate the need for a media briefing. Address the media publicly only when new information is available and provide only facts that have been verified. If incorrect information is broadcast or posted to Social Media, provide correct information as soon as possible, first to the actual reporting agency and then to Associated Press or other wire services reporting the crisis.
 - b. Identify new information and key messages
 - c. Determine location of media briefing and reserve facility if off-campus
 - d. Secure news release or statement approvals (Section 7)
 - e. Provide parking arrangements for media
 - f. Prepare a media advisory regarding the briefing and distribute (template in Section 6)
 - g. Coordinate media briefing room set-up
 - h. Assemble media kits for reporters
 - i. Designate people to:
 - i. Prepare speaking points and messages for an opening statement
 - ii. Prepare brief for likely Q&A period
 - iii. Open, supervise and end the media briefing
 - iv. Video media briefing or record conference call
- 6. If a briefing is not warranted, provide periodic updates.**
 - a. Conduct interviews with the media using designated spokespeople
 - b. Set up conference calls with media
- 7. Monitor News Coverage, Web sites and social media for references to or discussions of the crisis.**
 - a. Document relevant information and provide key information to chief spokesperson
 - b. Document and report inaccuracies to PIO (Section 4)
 - c. Contact video monitoring vendor to arrange tapes or transcripts of coverage (Section 3)
 - d. Monitor coverage and the origin of media inquiries to determine whether media coverage is expanding beyond a given locale and whether and how communication strategies should be adjusted.

DAY TWO AND BEYOND

- 1. Continue to gather and analyze news coverage and social media for its impact on the college's reputation and credibility.**
 - a. Ensure that the level of communications continues to match the level of the emergency.
 - b. Identify solutions to any potential issues.
 - c. Monitor briefings and other communications by others involved in the emergency and prepare appropriate responses, if necessary.

- 2. Continue to update all media communications.**
 - a. Shift communications from reactive to proactive, emphasizing concern and efforts to resolve the situation
 - b. Respond to media calls in priority order depending on audience and deadline.
 - c. Provide media updates via news releases, statements, briefing or interviews as necessary
 - d. Messages should emphasize what has been done over time to try to prevent such an emergency from happening or to address such an incident, should it ever occur.

- 3. Post updates to the College websites and social media sites**

- 4. Provide updated information to stakeholders as necessary.**

- 5. Develop opportunities to place positive stories with the media and consider longer-term initiatives (e.g., public or employee education programs) as warranted by the emergency.**
 - a. Proactively solicit media coverage casting the college in a positive light
 - b. Schedule executive spokespeople or experts for live TV and radio interviews, if appropriate
 - i. Develop key messages
 - ii. Identify new information
 - c. Provide technical or health-related spokespeople to explain technical terms or health-related issues and subjects.
 - d. Offer "inside" stories or feature sidebars to show what is being done
 - e. Identify what the college has done in the past to try to prevent such an emergency or to prepare for such an emergency (e.g., training, exercises, etc.)
 - f. Identify people not affiliated with ICC who can comment favorably

- 6. Hold a terminating news briefing when the situation is resolved, if warranted (Section 6)**
 - a. Include new information, messages
 - b. Schedule media briefing
 - c. Issue media advisory regarding briefing
 - d. Prepare talking points and messages for spokesperson's opening statement
 - e. Prepare spokesperson for likely media questions; establish responses
 - f. Document the briefing (audio or video recording)

AFTER THE EMERGENCY

- 1. Conduct a debriefing of Emergency Communications Team and share information and insights into handling the public information requirements of the incident.**
- 2. Consider actions appropriate to the emergency that put a human face on ICC and demonstrate responsible citizenship.**
 - a. Provide expressions of gratitude to community groups (i.e., emergency workers, volunteers) that helped to resolve the emergency
 - b. Announce any employment programs that may be appropriate (grief counseling, security awareness, diversity training, etc.)
 - c. Encourage key officials to visit victims and survivors at home or at hospitals
 - d. Express sympathy to affected people
- 3. Establish appropriate funds for victims and families.**
 - a. Emergency relief
 - b. Victims Fund
 - c. Memorial Fund
- 4. Work with Human Resources personnel to arrange for psychological counseling sessions for communications personnel, if needed.**
- 5. Document the role of the Emergency Communications Team during the event in protecting the college's reputation and operations.**
- 6. Prepare a written report on the emergency that contains:**
 - a. Quantity and nature of news coverage
 - b. Quantity and nature of communications activities and responses
 - c. Copies of media coverage
 - d. Lessons learned
 - e. What worked
 - f. What did not work
 - g. Tips, tactics and advice, future modifications and recommendations
- 7. Compile a video of TV coverage showing how the emergency played out (use the video monitoring clips, briefing footage).**
- 8. Meet with community groups and volunteers and ask for feedback.**
 - a. Find out what worked well for them
 - b. Ask about opportunities for improvement
- 9. Modify the Emergency Communication Plan as necessary.**

SECTION 3 PREPARATION

SERVICES: Media Monitoring and Communication Devices

Secure resources necessary for monitoring media coverage of an emergency:

- Monitor all media including broadcast, print, web and social media.

Secure cell phones and transmit radios:

- Obtain extra cell phones and chargers for off-site or out-of-office communications.
- Obtain additional transmit radios from campus to maintain contact with team members.
- Establish meet me phone number for conference call with staff who are out of office .

FACILITIES AND EQUIPMENT: Emergency Communications Center Location and Phone Numbers

During an emergency, the Marketing Office (AB 102) shall serve as the principal Emergency Communications Center (ECC) for preparing communications materials and responding to media inquiries.

If AB 102 is not available or feasible for use during and following the situation, the Union Treasure Chest Conference Room shall serve as the ECC. If Main Campus is not accessible, then ICC West will serve as ECC.

Should the emergency require activation of the EOC, the ECC should be set up based on proximity to the EOC.

As the ECC is established, the following steps should occur:

- Forward the primary ECC's phone number to a phone in the new ECC location where there should be multiple phone lines with rollover capability from the primary number.
- If forwarding to the alternative site is not possible, the outgoing voice mail message for that number should provide an alternate number for the new remote ECC.

The location of the Media Briefing Location will be determined based on access to buildings and the campus as well as the location of the emergency situation. It is the job of the PIO on duty to establish the Media Briefing Location.

FACILITIES AND EQUIPMENT: Emergency Communications Center Equipment

During an emergency situation requiring an Emergency Communications Center away from AB102, the following equipment will be necessary:

- Laptop computers or tablets with Internet access configured for use by the following Crisis Communication Team members:
 - Public Information Officer for managing electronic communications with the media and developing press releases, statements and talking points.
 - Manager of News and Information and/or President Liaison
 - Webmaster to administer and maintain the college's emergency communication Web site.
 - Graphic Artists to create graphics and other images as required, including credentials, signage, maps and other visual materials for distribution and other publication.
 - Social Media Supervisor to maintain and monitor social networking sites.
 - Emergency Communication Center Coordinator
- Wireless Printers
- Access to copiers – preferably within the work area
- Multiple line telephones for answering and responding to media calls.
- Cell phones and extra chargers for responding to media calls and communicating with other ECC and EOC personnel.
- Speakerphone or audio device to conduct telephone conference calls with the news media.
- Televisions with access to multiple channels to monitor and record media coverage during and after the event.
- Portable scanners

FACILITIES AND EQUIPMENT: Media Briefing Facility Location

If an inside Media Briefing is deemed necessary, the Theater would be the preferred location with Academic Classroom () being the secondary location. If these are inaccessible, ICC West Room () would be the backup location.

The Media Briefing room should be equipped with:

- A lectern on a riser
- One microphone with multi-box for TV and radio microphones
- Tables and chairs arranged classroom style
- Electrical outlets for cameras and computers
- Neutral background behind the lectern if indoors

If we do not have access to our regular facilities, the following criteria should be considered:

- Adequate parking for TV vans and other media
- No security or safety issues
- Access to electrical outlets for cameras and computers.
- Large enough to accommodate at least 25 people plus cameras, tripods, laptops, chairs and tables; it is better that the room be too large than too small.

It is preferable to have two entrances to the briefing room. If there is only one, we should arrange the room so the spokesperson can leave the room without having to pass by or walk among the news media. (See Section 6) Although we may wish to speak with reporters and respond to additional questions, we also should have the option of a clear departure.

MATERIALS: Emergency Kit

These kits should be stored in multiple locations so staff members may access them with minimal difficulty. Kits will be located in the following places:

1. In the Marketing Office
2. With the PIO on call/on duty
3. With the Recruitment Coordinator
4. With the Director of Marketing
5. With the President of the College

The Recruitment Coordinator is designated with the responsibility of taking inventory at the start of each semester, making any necessary replacements and/or updates (update this manual, update files on USB drives, insert new batteries, check and update all contact lists, ensure appropriate identification tags are there, etc).

Items to include in the kit:

- Laptop
- Portable printer
- Portable scanner
- A copy of this manual in hard copy and on USB drives
- Pens/pencils
- Pads of paper
- Clipboards
- Flashlights/Batteries
- Media contact information – hard copy and on USB drives
- All contact information – hard copy and on USB drives
- Identification tags, security entrance approvals, press passes or media badges
- Campus maps
- ICC fact sheet, background information
- Inventory of kit contents
- Personnel Directories

The following pages from this manual should be copied and maintained in the kit in the case that copy machines are unavailable.

1. ICC background information (25 copies)
2. Directional signs to news briefing (5 copies of each)
3. News media sign in sheets (25 copies)
4. Media inquiry log sheets (50 copies)
5. News release approval forms (50 copies)
6. Situation reports (25 copies)
7. PIO Identification Shirts

SECTION 4 ROLES AND RESPONSIBILITIES

CRISIS COMMUNICATION TEAM: Members and Responsibilities

| | | |
|--|----------------|----------------|
| <u>Public Information Officer (PIO)</u> | Office | Cell |
| Cordell Jordan, Director of Marketing | (620) 332-5487 | (405) 317-6507 |

Responsibilities

- Function as chief spokesperson
- Conduct media briefings
- Serve as site liaison to ECC, communicating media activity and obtaining official statements from ECC Manager
- Serve as public relations counselor to senior officials
- Manage media activity where necessary
- Coordinate necessary public relations activities with all other agencies
- Serve as Liaison to Joint Information Center (JIC)

| | | | |
|------------------------------------|---------------|-------------|-------------|
| <u>Assistant to the PIO</u> | Office | Home | Cell |
|------------------------------------|---------------|-------------|-------------|

Responsibilities

- Provide necessary on-site support to the PIO
- Obtain necessary cellular phones, radios and other communications equipment for the PIO
- Serve as a runner between PIO and ECC as needed

| | | | |
|--|---------------|-------------|-------------|
| <u>Manager of Emergency Communications Center</u> | Office | Home | Cell |
|--|---------------|-------------|-------------|

Responsibilities

- Direct activities of the ECC
- Serve as public relations counselor to president/or designee
- Prepare and obtain approval for official public statements
- Direct all activity involving news media and respond to media requests for information
- Conduct staff assignments and scheduling
- Ensure timely distribution and accuracy of news releases and advisories
- Gather information from Emergency Management Team and Policy Group
- Prepare opening statement for briefings

| | | | |
|---|---------------|-------------|-------------|
| <u>Emergency Communications Center Assistant</u> | Office | Home | Cell |
|---|---------------|-------------|-------------|

Responsibilities

- Establish the Emergency Communications Center (ECC) including controlling access, securing all necessary equipment; and arranging food service if needed.

| | | | |
|--|---------------|-------------|-------------|
| <u>Communications Specialists</u> | Office | Home | Cell |
|--|---------------|-------------|-------------|

Responsibilities

- Update main college phone message
- Answer and process media calls, complete media inquiry log sheets and forward to spokespeople
- Collect and prepare employee and student information
- Make arrangements for Media Briefing Room
- Maintain availability of food and beverage for extended work schedules
- Collect and maintain a file of all media phone log sheets and all drafts and final versions of news releases
- Collect and maintain files of all media coverage
- Schedule media interviews; contact interview subjects; serve as liaison between media and interviewee(s)
- Serve as liaison to Mobile Command Posts (MCP) and other EOCs

Visual Documentation Group

Office

Home

Cell

Responsibilities

- Record and collect photographic and video images as necessary for archival and public information purposes
- Set up media monitoring equipment in Emergency Communication Center
- Document and record all broadcast coverage for review by crisis communication team and college administration

Webmaster

Office

Home

Cell

Responsibilities

- Post emergency alert on college homepage and employee home page
- Maintain and update information on college Web site and employee home page as necessary
- Maintain updates on college marquee

Internet Communication Specialist

Office

Home

Cell

Responsibilities

- Launch emergency messages (after initial response)
- Post emergency message on social media sites – including Facebook and Twitter

Graphic Artist

Office

Home

Cell

Responsibilities

- Create graphics and other images as required, including credentials, signage, maps and other visual materials for distribution and other publication, including online.

Resources

Legal Counsel

Office

Home

Cell

Responsibilities

- Provide legal counsel; sign off on news releases as appropriate/necessary

Network Administrator

Office

Home

Cell

Responsibilities

- Maintain computer systems and provide other computer/technical support as required.

Telecommunications**Office****Home****Cell*****Responsibilities***

- Provide additional phones, cell phones, batteries and technical support as required.

Facilities Setup**Office****Home****Cell*****Responsibilities***

- Provide setup assistance for Emergency Communication Center and Media Briefing Location.

CRISIS COMMUNICATION TEAM: Roles and Responsibilities at the Scene

- Receive all current information approved for release
- Provide all approved and confirmed information to the media at the site
- Coordinate information activities with other public relations personnel (fire, police, health department, etc.) at the site
- Provide information to other Communicators at the Mobile Command Post and Emergency Operations Center on events taking place at the site, and the tone and nature of media questioning
- Collect information released by others
- Maintain contact with PIO
- Educate the media on relevant issues

Each state and federal government may have its own agency to conduct official investigations into certain types of incidents. Those agencies must also release information to the media about the situation, the investigation and any findings. The ICC representative at the site should not violate the investigating agency's information policies but must protect the College's reputation and interests.

The investigating agency will usually brief the media or publish information about the investigation at least once a day. The on-site representative should attend these briefings to hear what is being released – and what questions are being asked. The tone and subject of the questions may indicate coverage harmful to the College and should be reported to the senior PIO official. In addition, the public relations representative at the site should coordinate all releases of information with ICC's Crisis Communication Team to ensure consistency.

If an event occurs on private property, other officials may try to take control of media relations, and the on-site public relations representative may be powerless to protect ICC's interests; a positive working relationship should be established with other public relations representatives at the site as early as possible.

At the site, information can be given in one-on-one interviews or at more formal briefings, if a briefing facility exists. The on-site public relations representative should be trained and prepared to do televised interviews.

More than one public relations representative may be sent to any of the sites.

CRISIS COMMUNICATION TEAM: Administrative Activities

DAY ONE: FIRST HOUR

- Answer phones, complete media inquiry log sheets and give to PIO
- Email news release to media contact list (Section 8)
- Monitor news coverage and provide relevant information to the spokesperson
- Contact video monitoring vendor to request videos or transcripts of coverage
- Set up College voice mail with statement and instructions for employees and students
- Provide news releases, statements and instructions to employees via email
- Provide news releases, statements and instructions for employees and students to Webmaster to post on Web site, employee home page and social media.
- Provide news releases, statements and instructions for employees and students to Internet Communication Specialist to post on college social media sites.
- Provide news releases or statements to stakeholder list
- If primary Emergency Communication Center is not available, make arrangements for set-up of alternate location (Section 3)

DAY ONE: HOUR 2 AND BEYOND

- Order additional telephone lines, if necessary.
- Contact back-up/alternate members of the Crisis Communication Team (Section 4); advise them of situation, provide information known, and request they be on stand-by.
- Continue media, internet and social media monitoring
- Order additional cell phones, if needed
- Send news release(s) to key media (Section 8)
- Reserve the media briefing facility (Section 6)
- Prepare and issue briefing advisory (Section 6)
- Arrange audio/video documentation of briefing
- Assemble media kits for reporters
- Compile media inquiry log sheets; drafts and final versions of news releases and advisories in a file (Section 6)
- Order food and beverage for ECC personnel, if warranted.
- Advise security of any special access or control needs.
- Provide news releases or statements to specially established call centers, if any.

DAY TWO AND BEYOND

- Continue to answer and process media calls, complete media inquiry log sheets and forward to spokespeople
- Continue to monitor media and activities on the Internet
- Collect and maintain a file/binder of all media inquiry log sheets and all drafts and final versions of news releases and statements
- Collect and maintain a file/binder of all media coverage
- Ensure availability of food and beverages for extended work schedules

SECTION 5 INITIAL RESPONSE

NOTIFICATION PROCEDURE

The Communication Team member who first learns of an emergency or other situation will begin notifying others who should respond:

1st to learn calls:

- Cordell Jordan

Then: Cordell Jordan Notifies Safety and Security Committee*:

- Vincent Bowhay, Chair
- Jonathan Sadhoo
- Benny Buerskins
- Tamara Blaes
- Nyssa Crompton
- Cody Westerhold
- Eric Figurski
- Meagan Moore
- Brittany Thornton

*each crisis response could require expansion of the crisis response team, but the Safety and Security Committee is the base group for response.

All Team members should immediately report for duty at the Emergency Communication Center located in AB102 unless told to do otherwise. See Section 3, Facilities and Equipment: Emergency Communication Center.

SITUATION REPORT FORM

Source of information: _____

Type of incident: _____

What happened? _____

Where did it happen? _____

When did it happen? Time: _____ Date: _____

Are there deaths or injuries? _____

Number of casualties _____

What is the situation now? _____

What are we doing in response? _____

Other confirmed information: _____

Prepared by: _____

Date: _____ Time: _____

MEDIA HOLDING STATEMENT

Until a formal news release or response statement can be prepared, we can use a holding statement to respond to inquiry from the media or other callers.

GENERAL HOLDING STATEMENT

While waiting for an official statement, designated Communication Specialists will use the following holding statement and complete Media Inquiry forms for follow up.

We are in the process of preparing a statement based on the information we have at this time. We expect this information to be issued shortly. I do not have an exact time but expect it to be in about one hour.

(If holding a media briefing:) We will also be scheduling a briefing for the news media at _____.

I'm sorry I don't have any additional information to give to you at this time. Thank you for calling.

STANDBY STATEMENTS

In response to questions about the cause of an accident:

It is too early to talk about the cause of this incident. It will take time to complete an investigation to determine the cause. The investigation will be conducted by _____, and we will cooperate fully in the investigation. We will not speculate about what may have been the cause.

When we have no more information to release:

We have released all of the confirmed information that we have at this time. As soon as we have additional facts, we will share them with you.

In response to questions about victims:

Confirming identities of victims is one of the most difficult and sensitive matters we face after an incident like this. We are working as rapidly and as accurately as we can. As names are confirmed, we will notify relatives first before we release any names to the public. This can be a time-consuming process but we want to avoid errors.

In response to safety concerns:

Safety is our top priority, and we are cooperating fully in the investigation.

NEWS RELEASE APPROVAL FORM

Date: _____ Time: _____ Release# _____ Draft# _____

To Be Released on (date) _____ at (time) _____

Headline: _____

Text: _____

Source(s) of Information:

Information in the above or attached news release was obtained from:

Name: _____

Approved By:

OK: _____ (initials)

President (or designate): _____

Legal (if necessary): _____

Human Resources (employee information): _____

Other: _____

Signature of source(s) of information (see above):

Name: _____

Additional Information

| | Supplied By | Approved By |
|-----------------------|--------------------|--------------------|
| Picture(s) | | |
| Drawing, Diagram, Map | | |
| Charts, Tables | | |

Workplace Violence or Disruption Sample News Release

For more information, contact:
Cordell Jordan
Director of Marketing
Independence Community College
620-332-5487

FOR IMMEDIATE RELEASE: (insert day and date)

(NATURE OF EVENT) REPORTED AT ICC

(Number) people (killed-wounded-injured-taken hostage) today when (nature of event) took place at Independence Community College, 1057 W College Ave, Independence, KS 67301

(All or Number) of those involved are _____ (employees, students, etc).

Full details regarding the incident are not yet available.

“We are shocked that this horrible event occurred,” (President or Spokesperson) said of the incident, which began about (time) today. “The safety of our students, faculty, and staff is our top priority, and our thoughts are with them now.”

(If there are deaths) “Our thoughts and our sympathy are with the families, and _____ is at work trying to help these family members in every way we can.”

“We are cooperating fully with the authorities. No one wants to know more than we do how such a terrible thing could occur at ICC and we will do whatever we can to prevent it from happening again.”

Insert any other confirmed facts about the situation.

Independence Community College (ICC) is a two-year educational institution accredited by the Higher Learning Commission. First established in 1925 as grades 13 and 14 of the Independence public school system, Independence Community College legally separated from the school district as its own entity which began offering college courses in the fall of 1970. Currently, ICC’s educational and support programming includes 35 [programs of study for Associate of Arts and/or Science degrees](#), 11 [programs of study for Certificate completion](#), [Student Support Services](#), [Upward Bound](#), men's and women's athletic programs and a variety of [campus organizations and activities](#).. For more information about ICC, visit www.ICC.edu.

###

SECTION 6 MEDIA BRIEFING

MEDIA BRIEFING: Guidelines

Media briefings are an effective and efficient way to give one set of answers to many questions and many reporters at one time; a briefing also conveys openness and accountability. In general, we should *consider* holding a briefing only when:

1. There has been a loss of life, serious injuries or significant property damage.
2. There has been significant inconvenience to or endangerment of the public, employees, etc.
3. There are damaging accusations or questions about the institution's integrity, workplace, practices, or citizenship, especially with respect to responding to the crisis situation.
4. The situation depends on an in-person response.
5. The designated spokesperson has the skills and demeanor to conduct a briefing.

We may conduct the media briefing in person or by telephone conference call. A briefing should include *new information* about the situation as well as key messages.

Room Setup and Equipment

- No signage or logos should be displayed
- A neutral background should be behind the lectern
- The speaker should be able to exit the room without walking by or among the media. If there is only one door, place the lectern at that end of the room.

The Media Briefing Room should be equipped with:

- Lectern and one microphone with multi-box for TV and radio microphone
- Tables and chairs arranged classroom style
- Electrical outlets for cameras and computers
- Telephones
- Snacks and beverages
- Restroom facilities should be available near-by

CONDUCTING A MEDIA BRIEFING

A PIO should open the briefing and:

1. Bring the room or conference call to order
2. Give the speaker's name, spelling and title
3. Set any ground rules (length of briefing, time for Q&A, etc.)
4. Give TV crews time to prepare (ask if everyone is ready and wait for them)
5. Introduce the speaker
6. Supervise the briefing, and bring it to a close

The spokesperson should begin with a prepared statement containing key messages.

MEDIA BRIEFING ADVISORY FORM

FOR IMMEDIATE RELEASE:

ATTN:

**INDEPENDENCE COMMUNITY COLLEGE SCHEDULES MEDIA BRIEFING TO DISCUSS
(nature of emergency event)**

WHAT Independence Community College will conduct a media briefing regarding today's
(insert nature of event)

Following an opening statement, reporters will have a question and answer period.

WHO (Name, title of briefer)

WHEN Time and Date

WHERE Location and parking, driving instructions, if appropriate or how to participate by
conference call

**ON-LINE
ACCESS
(if available)**

The media briefing will be available live on line at (web address)

CONTACT Cordell Jordan, Director of Marketing (620) 332-5487

###

MEDIA BRIEFING SIGN- IN

Date: _____ Time: _____ Location: _____ By: _____

| NAME | AFFILIATION | PHONE/FAX NUMBER | EMAIL |
|------|-------------|------------------|-------|
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MEDIA INQUIRY

Submit completed forms to the designated Manager of News and Information

Date: _____ Time: _____ Taken By: _____

Call Received From

Name _____ News Agency _____

Location: _____ Phone: _____ FAX: _____

E-mail: _____ Deadline _____

Message: _____

Response: _____

Call returned by: _____ Date: _____ Time: _____

Notes: _____

MEDIA INQUIRY LOG

| DATE | TIME | NAME, AGENCY & CONTACT INFO. | RESPONSE BY | NATURE/SUBJECT OF INQUIRY |
|-------------|-------------|---|--------------------|----------------------------------|
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SECTION 7

REFERENCE MATERIALS

ICC BACKGROUND INFORMATION

CONTACT INFORMATION

Independence Community College

Web site: www.indycc.edu

HISTORY OF ICC

ACADEMIC PROFILE

GENERAL DESCRIPTION

Independence Community College (ICC) is a two-year educational institution accredited by the Higher Learning Commission. First established in 1925 as grades 13 and 14 of the Independence public school system, Independence Community College legally separated from the school district as its own entity which began offering college courses in the fall of 1970. Currently, ICC's educational and support programming includes 35 [programs of study for Associate of Arts and/or Science degrees](#), 11 [programs of study for Certificate completion](#), [Student Support Services](#), [Upward Bound](#), men's and women's athletic programs and a variety of [campus organizations and activities](#).

FACULTY

ADMISSIONS INFORMATION

COSTS

FINANCIAL SERVICES

SECTION 8 TELEPHONE DIRECTORIES AND CONTACTS

MEDIA DIRECTORY

| Media | Contact | Telephone | FAX |
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| Wire Services | | | |
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| AP Network News (Radio) | Washington D.C. 24-Hour Phone Number | 202-736-1100 | |
| National Media | | | |
| CNN | National Assignment Desk | 404-827-1511 | 404/827-1593 |
| ABC | National Assignment Desk | 212-979-1275 | |
| CBS | National Assignment Desk | 212-975-4321 | |
| NBC | National Assignment Desk | 212-664-7653 | |
| New York Times | News Bureau | 212-499-3300 | |
| Washington Post | News Bureau | 301-934-3513 | |
| Wall St Journal | News Bureau | 212-416-2500 | |
| International Media | | | |
| CNN | International Assignment Desk | 404-827-1519 | |
| Local Media | | | |
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| News On-line/ Web Editions | | | |
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EMERGENCY OPERATIONS CENTER DIRECTORY

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*home/personal cell number

CRISIS COMMUNICATION TEAM DIRECTORY

| Name | Title/Position | Office Phone | Home Phone | Cell Phone |
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Background:

On January 31, 2020, the Secretary of Health and Human Services declared the COVID-19 outbreak a public health emergency. The crisis was then declared a national emergency by the President of the United States and a global pandemic by the World Health Organization (WHO).

Independence Community College began monitoring the COVID-19 pandemic at the beginning of the Spring 2020 semester. COVID-19 became a standing topic at all executive cabinet meetings at the end of January. Our first communication to the ICC community was sent on Monday, February 10, 2020 (attachment A) which outlined where individuals could find information on a local, state, and federal level and best practices for healthy behaviors. A second communication was sent by President Knox on March 4, 2020 outlining precautionary steps being taken by ICC, including limiting travel and adding dozens of hand sanitizing stations across campus.

Following a meeting with the Executive Cabinet and the Emergency Response Team on Thursday, March 12, 2020, President Knox decided to close campus and Cordell Jordan sent a communication to the ICC community that informed them of our decision to close for an extended spring break until March 30th (attachment C). The communication outlined the request for faculty to use the break to create teach-out plans in the case that the campus needs to close for the remainder of the spring semester. On Thursday, March 18, under the advisement of the ERT, President Knox made the decision to transition to a virtual learning environment following spring break and EVP Cordell Jordan and Dr. Vincent Bowhay began communicating the decision to ICC students, faculty, and staff (attachment D). Included in the communication was for budget managers to complete their continuity of operations plans as outlined in the college COOP plan.

On March 23rd, ICC launched the college's [COVID-19 FAQ webpage](#). This continues to be the centralized hub for information related to ICC's response to the COVID-19 pandemic and is updated regularly. The ICC Financial Aid Department similarly launched a [COVID-19 FAQ webpage](#) related to all things Financial Aid.

ICC COVID-19 Response Team (ERT):

President Knox asked leaders from around the campus to come together to serve on the ICC COVID-19 Response Team early in the pandemic. This team was tasked with protecting ICC students, faculty, and staff, establishing clear communication plans, developing plans to help our community transition to the virtual learning environment after spring break, and developing meaningful plans to bring the community back safely at the end of the COVID-19 pandemic. Dr. Knox asked the following people to serve on the team:

- Mark Allen, Vice President for Academic Affairs
- Laura Allison, Financial Aid Director
- Mary Bailey, Community Manager, Bluffstone

- Benny Beurskens, Director of Maintenance & Facilities
- Tamara Blaes, Faculty Senate President, Professor of Business & Computer Technology
- Lori Boots, Vice President for Human Resources
- Dr. Vincent Bowhay, Vice President for Student Affairs
- Eric Figurski, Interim Athletic Director
- Mandy Monroy, Executive Director, ICC Foundation
- Jonathan Sadhoo, Vice President for Administration & Finance
- Dr. Cindi Sherwood, Board President
- Brittany Thornton, Director of Enrollment and Retention Management
- Cody Westerhold, Director of Student Life

The COVID-19 Response Team met regularly throughout the initial stages of ICC's response to the pandemic. An important component to our COVID-19 response was our Crisis Communications Plan. Following this document, ICC was able to respond promptly, accurately, and confidently as information became available or updates needed to be shared. Given the number of audiences interacting with ICC, it became abundantly clear that sharing accurate and timely information would increase our ability to keep people informed and safe as the situation unfolded.

Below you will find information about the meetings that took place throughout the past month.

March 13, 2020 COVID-19 Response Team Meeting Summary

During this meeting the response team determined all major events should be canceled on campus through the end of the semester, following [CDC guidelines](#). A determination was still to be made on how graduation would proceed at the end of the semester.

Following Laura Allison's guidance, it was determined that Federal Work-Study students should retain their wages throughout the semester based upon best practices and the number of hours the students were scheduled to work.

During this meeting, the group began to discuss how move-outs would take place and how we would transition to virtual learning through the end of the semester. Meeting minutes are identified as Attachment E. Following the meeting Lori Boots sent a communication to all faculty and staff regarding timesheets, payroll, and important FAQs (Attachment F).

March 18, 2020 COVID-19 Response Team Meeting Summary

During this meeting the response team determined that we would not be returning from spring break and began discussing how to formalize plans for continuity of operations in a virtual learning environment.

We began to craft messaging to faculty and staff about teach out plans, the need to stay off campus, and how work-from-home would be implemented. Additionally, we began to discuss

the best way to tell students not to return to campus, how to apply for housing exceptions, and how we would ship students the items they left in the residence halls (Attachment G).

March 20, 2020 COVID-19 Response Team Meeting Summary

During this meeting the response team determined that ICC needed a centralized FAQ webpage for all individuals to find information related to college operations and COVID-19. The group also began determining the best way to support the students who were left on campus after housing exceptions were approved, including by providing food services.

The group also began to really monitor the technological needs of faculty and staff working remotely and students beginning online courses. Several conversations took place on how best to support the tech needs of the campus. Meeting minutes are Attachment H.

March 23, 2020 COVID-19 Response Team Meeting Summary

Following CDC guidelines about social distancing, the group determined that cafeteria hours would remain, but that all meals being served would only be for the students remaining on campus and would need to be in to-go containers. Jonathan Sadhoo worked with Great Western to determine an earlier end date for their contract in order to save ICC money at the time of our vendor transition. All on-campus meals stopped effective Monday, March 30th.

The group began discussing federal guidelines being released from the Department of Higher Education related to class hours. The group also continued to discuss morale, the technological needs of our campus community, and how best to support those in need.

Around this time Vincent Bowhay, Mandy Monroy, Mary Bailey, Cody Westerhold, and Eric Figurski began their execution of packing and shipping students the items left in the residence halls. Meeting minutes are Attachment I.

March 25, 2020 COVID-19 Response Team Meeting Summary

In communicating with campus leaders, the group determined it would be prudent to host regular staff meetings via Zoom. Following the meeting, Cordell Jordan established a weekly Zoom meeting for all faculty and staff where information could be shared. This meeting continues on a weekly basis each Friday.

The group had several updates regarding the shipping of student items, trainings that would continue virtually through HR, and teach-out/continuity of operations plans. Meeting minutes are Attachment J.

April 1, 2020 COVID-19 Response Team Meeting Summary

Meeting minutes are unavailable.

April 8, 2020 COVID-19 Response Team Meeting Summary

Meeting minutes are unavailable.

April 15, 2020 COVID-19 Response Team Meeting Summary

The group discussed the need to adjust our practices to keep faculty and staff from returning to campus. It was decided that the Maintenance crews would take the cores out of building doors on the following Monday in order to keep the buildings vacant for two weeks to sanitize against COVID-19. The group received an update on the status of emergency grants from Laura Allison (re: CARES Act Funding). As of the meeting date, 83 students had received some level of grant support from ICC for technology needs. Meeting minutes are Attachment K.

Following the April 15 meeting, EVP Cordell Jordan, as Incident Commander, made the decision to keep the ERT together as we transition from continuity of operations and emergency response to the reopening of campus, and mitigating risk for all employees and students. The ERT will meet weekly beginning the week of April 20 and will expand to include additional employees and stakeholders vital to the success of the reopening of campus, as outlined in the campus continuity of operations plan.

Attachment A: Communication about COVID-19

Vincent Bowhay <vbowhay@indycc.edu>

Mon 2/10/2020 1:28 PM

To: Staff Announcements <staffannounce@indycc.edu>

Dear ICC Students, Faculty, and Staff:

Independence Community College is actively monitoring the outbreak of respiratory illness caused by novel (new) coronavirus (termed "2019-nCoV) that was first detected and identified in Wuhan City, Hubei Province, China.

According to the [Kansas Department of Health & Environment](#), there are currently no confirmed cases in the State of Kansas or at Independence Community College. Despite the low health risk, we are providing [information on Coronavirus from the Centers for Disease Control](#) to ensure the health and safety of our students, faculty, and staff.

The Centers for Disease Control recommends that you can decrease your chances of being infected by:

Frequently washing your hands for at least 20 seconds.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact with people who are sick.

Stay home when you are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash. Clean and disinfect frequently touched objects and surfaces.

If you have traveled to China's Hubei Province in the last 14 days and are experiencing fever, cough, or difficulty breathing, you should seek medical attention right away. The CDC suggests calling ahead to advise your healthcare provider of your symptoms in this type of situation.

Additionally, flu activity is high in the U.S. and expected to continue for some weeks. Anyone who has not received a flu shot this season should consider seeking this vaccine. While there is no vaccine for coronavirus, it can be treated the same way you would treat a cold: get plenty of rest, drink fluids, and take over the counter acetaminophen or ibuprofen. If you are concerned about your symptoms, you should see your healthcare provider.

Vincent Bowhay, Ed.D.

Vice President for Student Affairs

Independence Community College

Phone: (620) 332-5429

Email: vbowhay@indycc.edu

Attachment B: Message from the President Regarding COVID-19

From: George Knox <gknox@indycc.edu >

Subject: Coronavirus UPDATE - PLEASE READ!

Date: Wednesday, March 4, 2020 at 4:12:55 PM Central Standard Time **From:** George Knox

To: All Staff, All Students

Attachments: 2019-ncov-factsheet[2].pdf

I wanted to ensure you are aware of campus planning efforts regarding the potential effect of the COVID-19 (Coronavirus) as it relates to the day-to-day operations at ICC. We have assembled a team to review, and where necessary, create new procedures to deal with all threats. The safety and welfare of our students, faculty, staff, and visitors are always our highest priority so we work hard to be ready in any emergency-situation.

Campus Preparedness and Response Protocol

We have an outstanding group of individuals examining our preparation and processes in case we are faced with a closure of undetermined length or a disruption of service of any time, including epidemics and pandemics. Our focus on preparedness is one of the reasons we are also examining our emergency communications platforms across campus as well.

ICC will continue to follow the recommendations of the [Centers for Disease Control and Prevention](#) as well as the [Kansas Department of Health and Environment](#) and the Montgomery County Health Department. There are no confirmed cases of COVID-19 in the state of Kansas at this time. Following simple flu prevention tactics are appropriate in battling COVID-19 as well. Frequently washing your hands is still one of the simplest and best precautions in this effort.

Travel Restrictions and Spring Break Plans

Many of you may have spring break travel plans. We strongly encourage you to check the latest travel warnings and alerts on the Department of State and CDC websites. This information can change on a daily basis, so please check regularly for updates on your areas of travel.

Any student, faculty, or staff member traveling to an area classified by the US Department of State as a Level 4 Travel advisory, or a CDC Warning Level 3, should immediately report their travel to the Vice President for Student Affairs, Dr. Vincent Bowhay, at vbowhay@indycc.edu. Due to such travel advisories currently in place, individuals should immediately report any travel to China, South Korea, Italy, and Iran.

Personal Hygiene

Our best defense against COVID-19 and the flu is you! Attached to this email you will find a CDC fact sheet on COVID-19. The Centers for Disease Control recommends that you can decrease your chances of being infected by:

Frequently washing your hands for at least 20 seconds.
Avoid touching your eyes, nose, and mouth with unwashed hands.
Avoid close contact with people who are sick.
Stay home when you are sick.
Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Clean and disinfect frequently touched objects and surfaces.

I will keep you updated on our planning efforts and provide updates as needed. Thank you for your commitment to our campus community.

Attachment C: Extended Spring Break Communication

From: Cordell Jordan <cjordan@indycc.edu>
Sent: Thursday, March 12, 2020 10:48 AM
Subject: Campus Closing at 5:00 pm - Spring Break Extended

The safety of ICC students, faculty, staff and visitors is our top priority and the College is closely monitoring the COVID-19 pandemic and following protocols as set forth in our emergency response plan.

While the risk of the spread of infection to other students as a result of this is low, out of an abundance of caution, Independence Community College is closing campus at 5:00 pm today, March 12, 2020, and we will be extending Spring Break for an additional week. The current plan is to resume normal campus operations at 8:00 am Monday, March 30, 2020.

Students, staff and faculty are encouraged to remain in their personal homes and not return to campus until March 30. However, ICC understands that some students will not be able to remain off-campus, or even leave campus during Spring Break. For this reason, ICC will maintain student services, including food services, during this time. Students are encouraged to reach out to: Mary Bailey at 620-926-0398 to indicate if they have to remain on campus or have to return to campus early. Be advised that most airlines are waiving any flight change fees through March 31.

This is only a precautionary measure as no students, staff or faculty have been confirmed to have contracted the COVID-19 virus, nor showing any symptoms of the virus.

Independence Community College continues to vigilantly monitor and respond to any information regarding COVID-19. Our priority is the health and safety of the College community and public at large. Regular updates are being provided to our emergency response team and the college will be launching a Covid-19 website at www.indycc.edu that will be the source of information during this time. As we continue to respond to the Coronavirus, there can be a wide range of thoughts and feelings. Individuals who feel an overwhelming worry or anxiety can seek additional professional mental health support. ICC is providing coaching and counseling sessions for students in need. You can set up a free online, in-person, or phone meeting with Dan Clark using this [online calendar](#).

Attachment D: Communication on the Transition to Virtual Learning

From: Vincent Bowhay <vbowhay@indycc.edu>

Sent: Thursday, March 19, 2020 12:52:59 PM

To: All Students <w3aZASDf43@indycc.edu>

Subject: Important Update from Independence Community College Regarding COVID-19

Students,

I write to provide you with information about additional steps that our College is taking to mitigate the spread and threat of COVID-19. Following the CDC and State Health Department Guidelines, the Independence Community College Campus, ICC West, and our residence halls will be closing to students beginning March 30, 2020 until at least Friday, May 15, 2020. The campus closure means that all classes will move to online only. The second 8-week and second half of the spring 2020 16-week courses will be in Canvas, and your professors will be reaching out to you directly with instructions on how to complete the classes online and remotely and materials you need to finish out the semester. Please log in to Canvas by Monday, March 30, and complete a short survey to ensure you are able to log-in and complete your classes online. Your professors have been working diligently to make this move to online teaching, so please be patient with them as we work through this together. If you have any questions, please email questions@indycc.edu.

Based on updated guidelines from the CDC, all college-sponsored events of 10 or more people are postponed or canceled. This includes our amazing Fine Arts performances, scheduled spring sports, and our Spring 2020 Commencement Ceremony. Please know we recognize the graduation ceremony as one of the greatest days in the lives of our students and their families (and in ours too!) and the decision to close campus was not taken lightly, as we know what a celebration of your accomplishments this is. With that said, we will be working toward some sort of virtual ceremony and we will ask our graduates to share their suggestions about how we should celebrate their achievements in the coming weeks. As a reminder, if you are completing the requirements for your major/program during the 2020 Spring or 2020 Summer term, there is still time to apply for graduation, please complete the attached graduation form and send to achappuie@indycc.edu as soon as possible.

Finally, the most difficult part of this decision involves our student housing. ICC is very aware that this is home to students from all across the globe, and we are proud of the diversity of our student population here in SE Kansas. We know that we have students who for one reason or another don't have anywhere else to go or can't get back home due to travel restrictions. All students living in ICC housing, please fill out this survey at https://indycc.formstack.com/forms/housing_exception . We will contact you directly with options and plans for move-out, and retrieval of belongings, etc. Please fill out this form prior to coming to campus. **PLEASE DO NOT RETURN TO CAMPUS IF YOU ARE SICK OR HAVE RECENTLY TRAVELED TO AN AREA WHERE COVID-19 HAS**

BEEN PREVALENT. ICC will also be issuing a prorated refund for those that have already paid for housing and meal plans through the end of the semester.

The safety of our students is our top priority and we want to assure you all these steps continue to be done out of an abundance of caution, and not due to a direct threat or concern. Our faculty and staff continue to stand ready to assist students with the completion of their classes and enrollment for upcoming semesters. Individuals who feel an overwhelming worry or anxiety can seek additional professional mental health support. ICC is providing coaching and counseling sessions for students in need. You can set up a free online or phone meeting with Dan Clark using this [online calendar](#). The coronavirus situation continues to change constantly. Therefore, ICC officials are meeting daily to follow developments and to coordinate the response according to the College's Emergency Response Plan. Please continue to check your student email to stay up to date on the response and to receive any important messages in a timely manner. Thank you for your patience in these extraordinary times.

Dr. Vincent Bowhay

Vice President for Student Affairs
Independence Community College

Phone: (620) 332-5429

Email: vbowhay@indycc.edu

www.indycc.edu

Attachment E: ICC COVID-19 Response Team Meeting Minutes – March 13, 2020

Coronavirus Response Team Meeting March 13, 2020

Attending: George Knox, Cordell Jordan, Mark Allen, Vincent Bowhay, Eric Figurski, Tamara Blaes, Lori Boots, Brittany Thornton, Laura Allison, Mary Bailey

Courses/Faculty Update:

- Mark asked about canceling ICC classes at the high school for ICC. Tamara suggested speaking to the high school about covering the courses or setting up an online course for the sections impacted. Mark to follow up with high school administration and instructors.
- Mark shared with faculty that we would meet again as a group by March 23rd to discuss future teach out options. Asked faculty to prepare for a remainder of the semester to be taught online.

Events Update:

- JAG-K, Inge Festival, and upcoming band event has been canceled.
- We are going to wait for news on graduation and after prom and make decision.

Housing Update:

- Encouraged students to stay away until the March 30th.
- Eric took the lead on tracking student travel schedules. Two shuttles still leaving today. Working on a process to book return shuttles. Cordell suggested that we continue with shuttles as planned to address student needs.
- 36 students still remain on campus with another 18 we do not know yet.
- Mary reported that we will have an answer about the 18 by the end of the day. Waiting on return calls and knocking on doors. Definitive headcount will be determined by the end of the day.
- George reported that we are struggling to hire a professional cleaning staff to come to campus as everyone is struggling to secure the proper cleaning supplies. Spoke to Jonathan this morning.

Financial Aid Update:

- Laura reported we needed to make some determinations on second session. We need to communicate that students need to begin attendance, even online, to be eligible for aid. All of cosmetology and football (around a dozen) would be impacted.
- Start all second session courses later. Courses scheduled to start the 23rd will start the 30th. Laura asked if there were concerns about seat time. Cordell mentioned that all 8-week courses will still be conducted in 7 weeks.
- If Cosmetology doesn't begin second-session we may need to undo their financial aid. Mark reported that Tonda did not know when the state board of cosmetology will be making decisions on seat time.
- We can continue to pay work-study students even if we are closed and not working right now. We agreed this was the best policy moving forward.

- For full-term students that transition to online they will be held to the same standards. We would have to hold them to these standards regardless of ability to access courses online.
- Refund checks were taken care of yesterday. All checks that weren't picked up were mailed.

Payroll/Human Resources:

- Only three payroll issues that had to be resolved.
- Lori is going to dig into state plans to see what tools are available from our state plan and send them out to employees (Attachment F)

Student Health:

- Vince to connect with Dr. Sherwood about telehealth services.

Pirate Pantry:

- Mary offered to run the Pirate Pantry from the residence hall office for the extended spring break. Brittany is going to connect with Mary after the call.
- Cordell asked Mary and Eric to share info on this with students still on-campus to avoid mass communication about this.

Follow Up Meeting:

- Our next meeting will be Wednesday, March 18 at 11:00 AM

Attachment F: Message from HR Regarding COVID-19

Subject: Human Resources Update

Date: Wednesday, March 25, 2020 at 1:04:52 PM Central Daylight Time **From:** Lori Boots

To: All Staff

Attachments: Time Sheet.docx

We know that this time of uncertainty is making an already difficult time even more challenging and the entire college community is working to provide students and employees as much information as possible.

All ICC instruction is being moved to distance learning platforms effective March 30, 2020 and all students and faculty will continue their academic work remotely through the end of the spring semester.

As part of this major transition, ICC campuses will remain closed through at least May 15th, and staff are needing to transition to a remote work schedule except for *essential personnel*. Essential personnel are defined in this case as those that MUST physically be on campus for college operations to continue without disruption. This situation is fluid, so there will obviously be varying degrees of the need to physically be on campus, but the goal is for employees to work remotely as much as possible during this time.

Staff members that will need to make visits to campus and have not already done so, should contact their President's Cabinet Member to be placed on the Essential Personnel List. Please let them know your schedule for working either on Main Campus or ICC West, and where you will be working while on campus.

Cabinet:

George Knox, Interim President: gknox@indycc.edu

Bev Harris, Board Clerk: bharris@indycc.edu

Cordell Jordan, Executive Vice President: cjordan@indycc.edu

Mark Allen, Vice President for Academic Affairs: mallen@indycc.edu

Jonathan Sadhoo, Vice President for Finance and Operations: jsadhoo@indycc.edu

Lori Boots, Vice President for Human Resources: lboots@indycc.edu

Vincent Bowhay, Vice President for Student Affairs: vbowhay@indycc.edu

Eric Figurski, Interim Athletic Director: efigurski@indycc.edu

Financial Aid and Disbursements

Financial aid processing and disbursements will continue as usual.

Supplier Payments

Accounts Payable will continue to process payments to suppliers, employees, and students. Suppliers will be contacted to encourage them to use EFT payment; if not, then checks will be issued once each week and sent via United States Post Office.

Payroll

Payroll will continue for all employees as ICC is not considering furloughs or reduction in workforce at this time. **Employees are expected to spend the required number of hours in work activities, even when working remotely.** Hourly employees should log their time each day in GP or on the attached timesheet. Timesheets should be sent to supervisors at the end of the week for approval. Temporary part-time and FWS students will still be paid their normal pay based on past work schedule even though they may not be able to complete a full schedule during this time. However, supervisors must make every effort to have these employees work their requisite hours as much as possible, even if job duties need to be modified to accomplish this.

Supervisors should approve timesheets and send to lcranor@indycc.edu at the end of each month (April 4th; May 2nd and June 6th) for payroll processing.

Frequently Asked Questions

With the campus shut-down, can I come to campus to pick up items in my office?

All campus buildings will be closed and locked for safety purposes. Visits to campus are discouraged except to pick up required office equipment; job related materials and/or course materials. Non-essential employees should contact Facilities at (620) 331-0815 to make arrangements to unlock a building before coming to campus. For safety reasons, we are monitoring who is on our campus so please do not come to campus without notifying Facilities first.

How will we receive incoming mail and send out outgoing mail during the shut-down?

Maintenance will secure incoming daily mail, Fed-Ex and UPS deliveries. All mail will be held in the Administration Building and delivered to specific areas of campus as needed. Any mail that looks like a bill or a check will be opened by the business office. If you are expecting an important delivery, please contact Maintenance for pick up arrangements.

All outgoing mail has been suspended at this time.

How can I access my voicemail messages on my desk line while I work remotely?

Desk voicemails can be forwarded directly to your cell or home number by lifting the headset and dialing: *07*1+area code+telephone number#.

How do I communicate or conduct necessary meetings with co-workers or students during the shut-down?

Face-to-face meetings are strongly discouraged. All employees should participate in meetings through zoom, blue jeans, Google Hangouts and other tele-conferencing services. President's Cabinet Members can assist with any requested arrangements if special circumstances exist.

Now that we are working remotely, what hours are I expected to work?

We are asking employees to work their normal number of hours each week. Feel free to adjust your daily hours worked to accommodate family needs or special circumstances, but please work with your supervisor on schedules and job duties.

Because the College is closed due to the COVID-19, will part-time hourly employees; full-time hourly employees, salary employees and faculty continue to be paid now through May 15, 2020?

Yes, our goal is to ensure every employee continues to be paid during the shutdown. We are working hard to set up each employee the opportunity to work from remote locations. This will require a lot of communication between supervisors, employees and IT.

Will active Federal Work Study (FWS) and Student Work Program (SWP) students be able to work on campus or will they continue to be paid during this remote learning period?

FWS and SWP students will not be allowed to work on campus. However, our goal is to ensure each FWS and SWP student be able to get paid through the remainder of the semester by working remotely.

Supervisors who have a student worker assigned to their department, should reach out to each student individually and develop remote projects or assignment.

Please be sure to develop a plan, checkpoints and periodic reviews to monitor and document progress. Finished assignments and projects will need to be turned in at the end of the semester to Financial Aid.

Please ensure each student tracks the number of hours worked on the attached timesheet. Be sure to approve and send monthly timesheets to lcranor@indycc.edu at the end of each month (April 4th; May 2nd and June 6th).

What do I do if I have a computer or printer issue during this shutdown?

If you plan to remove any equipment from your ICC office to take home, please notify Brett by submitting a Help Desk ticket at: [Help Desk <helpdesk@indycc.edu>](mailto:helpdesk@indycc.edu) before you remove any equipment from campus. Most of our equipment are domain-joined machines which means these machines need to be able to "talk" to the domain controller server in order to let the user log in and after a short-time, may cause issues if they can't "talk" to the domain.

Brett also is keeping an inventory of ICC equipment, so it is important to get your equipment logged.

Brett will work closely with you to identify equipment for you to use remotely.

If I become ill or I am placed on quarantine by a health professional or choose self-isolation due to possible exposure to COVID-19, will I be paid during the 14-day quarantine?

If you become ill or are placed in quarantine or decide on self-isolation, please immediately contact your supervisor and Human Resources at lboots@indycc.edu or 620-714-1042 for guidance and to determine your available sick days and leave options.

May I use sick leave/personal necessity/extended sick time to care for an ill family member?

Yes. If you need to take time off from work to care for an ill family member, contact Human Resources at lboots@indycc.edu or 620-714-1042 for guidance and to determine the types of leave available.

Please continue to put your family's safety and health first as we continue to navigate through a challenging time as a country. Your ICC family is here to support you and help in whatever way possible. Continue to check the ICC website for helpful information and resources.

If you have a specific Human Resources or Benefit concern, please don't hesitate to contact me at lboots@indycc.edu or 620-714-1042. Thank you for your patience and flexibility during these extraordinary times.

Attachment G: ICC COVID-19 Response Team Meeting Minutes – March 18, 2020

**Coronavirus Response Team Meeting
March 18, 2020**

Attending: George Knox, Cordell Jordan, Mark Allen, Vincent Bowhay, Eric Figurski, Tamara Blaes, Lori Boots, Brittany Thornton, Laura Allison, Mary Bailey, Benny Beurskens

Campus closure update:

- Cordell is sending out a note about the campus being closed until the end of the semester. Budget managers need to come up with their continuity of operations plan and define essential employees (those whose operations of the college would cease if they were not on-campus). Our goal is to transition as many employees to remote work as possible. Cordell will send a checklist and ask that budget managers send their plan by March 30.
- Cordell will also send this email to Mary.
- We will need to figure out some sort of virtual graduation ceremony. More to come on this.
- Benny requested maintenance be able to stay on campus on a regular basis to do deep cleaning through the close. Campus remains closed until the 30th, unless special maintenance needs arise.
- Fab Lab is also asking for special consideration to stay open.
- Mark asked if faculty could use their office for a short period of time if needed for instruction.
- We need to work on teach out plans for Vet Tech and Cosmo per state guidelines.

Housing Update:

- ICC plans to close the residence halls effective March 29 or 30th, depending on Mary's suggestion.
- Mary suggests a case by case base. Currently there are 36 students in halls (almost all are international).
- Mandy is speaking to Corey Hugo about shipping student's items home to students who left so they do not return to campus.
- Create a transition needs assessment form for students to apply for consideration if they are unable to leave campus. Students may be allowed to stay on campus on a case-by-case basis (to be reviewed by Mary, Vince, and Eric).
- Eric will connect with Mary about the transportation needs of students needing to get to the airport.

Financial Aid Update:

- We need to work with a Dept of Ed participation team since we shortened the academic year by a week. Laura suggested that someone from ICC look into this. Mark is going to do so.

Payroll/Human Resources:

- Information on telehealth for all state employees was recently distributed.

Student Health:

- Vince to create an RFP to collect bids for a telehealth service for students.

Follow Up Meeting:

- Our next meeting will be **Friday, March 20 at 11:00 AM**

Attachment H: ICC COVID-19 Response Team Meeting Minutes – March 20, 2020

Coronavirus Response Team Meeting March 20, 2020

Attending: George Knox, Cordell Jordan, Mark Allen, Jonathan Sadhoo, Eric Figurski, Tamara Blaes, Lori Boots, Brittany Thornton, Benny Beurskens, Laura Allison, Mary Bailey, Cassandra, Cody Westerhold

Campus closure update:

- Students sent questions following the announcement related to going to virtual settings
 - Students have been advised that course materials may change and faculty will be reaching out about the materials that are needed.
 - Mary has been collecting books in the residence halls as people are checking out.
 - We will have to examine how incompletes will be handled. Guidelines in ICC Handbook students will have the full next semester to complete courses based upon agreement with instructors. Dept of Ed guidelines may differ.
- The group agreed we would not be storing cars until the fall and residents would need to come retrieve them ahead of the campus closure.
- Around 30 students are still on campus during the break. Of the 30, 8 have booked travel plans to leave in the next few days, 10 have submitted requests to stay so far. Mary is following up with people on an individual basis.
- Vet Tech will still be performing surgeries, but doors will be locked to those outside of the course.
- Vince is going to work on an FAQ page mirrored after Colby Community College's. Cordell will get this posted on the ICC website.
- Vince is going to reach out to HIS to discuss whether or not we can tie into their to-go food service for those students given permission to stay. Jonathan suggested asked about direct billing for the service.
- Vince, Eric, and Mary will begin the process of looking at housing exception requests next week. Jonathan will be brought in on an as needed basis.
- Cassandra suggested a call next week with ICC leaders and Pat from Bluffstone to discuss closures and process.
- Benny stated that packages are currently going to be received in the Admin building and distributed from there. Wanted to talk to Bev about process for getting items to the dorms/residents.
- Benny also stated that the campus would bulk order some blank keys to replace those lost in this move out process.
- Cabinet will continue to have a meeting on Monday.

Dr. George Knox

- Dr. Knox reported that he was monitoring four cases in Missouri currently.

Cordell Jordan

- Cordell asked about the Department of Education form for shortening the semester that was discussed on the last call. Mark called the number yesterday and left two messages, but they have not called back yet.
- IT Help Desk ticket requests came in to move desk phones to cell phones. Jonathan encouraged everyone who needs it to send a help desk ticket.
- Cordell will forward the email Vince sent to all students on to all staff. Faculty received a copy of the email yesterday.

Jonathan Sadhoo

- Vending machines should continue to be stocked until April 1 and then the machines may be emptied to prevent loss of product.
- Jonathan worked with Great Western and effective Monday we would only be allowing to-go food during cafeteria hours.

Brittany Thornton

- Questions are coming in about how to handle help desk tickets – students should email help desk.
- Housing form – can navigators get a copy of it to see who needs to fill out the form still. Laura offered to do a daily digest.

Benny Beurskens

- Requested Bev's cell number to contact her.

Laura Allison

- Any funding we provide students, paying to ship things to them, NASFA considers this as estimated financial assistance so we need to keep documents related to this to make sure we aren't over awarding.
- Making an FAQ about financial aid and the impacts of failing, withdrawing, incompletes, etc. Hopes to have this next week.

Follow Up Meeting:

- Our next meeting will be **Monday, March 23 at Noon.**

Attachment I: ICC COVID-19 Response Team Meeting Minutes – March 23, 2020

Coronavirus Response Team Meeting March 23, 2020

Attending: George Knox, Cordell Jordan, Mark Allen, Jonathan Sadhoo, Eric Figurski, Tamara Blaes, Lori Boots, Brittany Thornton, Benny Beurskens, Laura Allison, Mary Bailey, Cassandra, Cody Westerhold, Mandy Monroy, Dr. Cindi Sherwood
Campus closure update:

Shipping Books:

- Mary can ship books as needed, but several have already left their books to be returned. We are going to wait to see if faculty are going to require the books.
- Jonathan brought up that they are planning how to handle the return.
- Some faculty are giving free open source text materials.

Residence Halls:

- Mary and Crystal are documenting student replies to calls
- Mandy offered to help contacting
- Mandy spoke with Cory Hugo about donating the boxes to pack things to ship. Hugos is willing to do the shipping at the bookstore rate but will require an ICC representative to manually enter shipping information.
- Eric mentioned that some coaches are able to help if needed, Tamara, Brittany, Mandy also volunteered. Vince shared that he would get in touch with process in the next couple of days.

Financial Aid:

- We provide students aid monthly and can process checks up to 120 days after semester ends.
- Students will receive their normal aid. Laura will send FAQ to Vince to include in the overall FAQ.

Continuity of Operations:

- Due by the close of business on Wednesday.
- President's Cabinet is working on definition of "essential personnel" to be sent to staff/faculty.
- Working to create a facility schedule to communicate to campus.
- IT Concerns: Individuals taking their desktops home need to bring them back. They will not be able to access our network. Brett needs to be able to have all desktops physically plugged into our college network. Communication to follow with all employees later today.
- Budget managers need to document communications with their staff.

Around the Room:

Dr. George Knox:

- Thanked everyone for their help.

Benny Beurskens:

- Locked the front doors of the Admin building with a cable. All packages will be delivered to this lobby and then logged once inside. Maintenance/Facilities will do this. Then we need to consider logistics of how to send packages to owners from there.
- Benny will pick up the mail daily from the post office and we will need to consider logistics how to handle from here. Tamara identified that Fed Ex and UPS have delivered to the Fab Lab. Benny will be swinging by to pick these packages up.
- Mary asked if packages for residents can be sent to the dorm office. Mary is sending Benny the resident and coach list she has.

Mandy Monroy:

- Jenn will be working at home doing data entry.
- Mandy will be in the office once a week but is available by cell and email.
- Vince to connect with Mandy about ideas on an emergency fund.

Dr. Cindi Sherwood:

- Thanked everyone for their help.

Our next meeting is at 2:00 PM on Wednesday, March 25th.

Attachment J: ICC COVID-19 Response Team Meeting Minutes – March 25, 2020

Coronavirus Response Team Meeting March 25, 2020

Attending: George Knox, Cordell Jordan, Mark Allen, Tamara Blaes, Lori Boots, Brittany Thornton, Benny Beurskens, Laura Allison, Mary Bailey, Cody Westerhold, Mandy Monroy, Vincent Bowhay

Campus closure update:

- FAQ page – GWL will be making an update to the ICC webpage today. These and employee updates will also be shared via social media.
- Student questions should be directed to questions@indycc.edu
- Navigators are continuing to reach out to students and answering questions as they come up. Team will be proactively reaching out to students.

Residence Halls:

- Vince and Benny retrieved the boxes and supplies donated by Hugo's yesterday.
- Students were sent an email today reminding them to submit their housing requests today. Mary and her team have done a great job working with Cody to contact all students to fill in the gaps as needed.
- Packing boxes in the residence halls has already begun. Mary estimates that 1/3 of the students requesting shipment of belongings have been boxed. Shipments will begin daily.
- Lori, Jonathan, Nicole, and Vince mailed pro-rated meal plan refunds yesterday.

Human Resources:

- Lori sent a communication out to all employees today to cover essential functions to keep the college running.
- Plans are now in place to get mail sorted daily and bills paid.
- Accounts payable checks were processed and mailed yesterday.
- We are close to completing our launch of ADP for payroll and then transition to our new employee Laura. ADP payroll should be launched in April.
- Continued focus on tracking employee hours. Supervisors should be tracking using a timesheet (an example budget managers can use was sent by Lori).
- Brett can help individuals set up their voicemails remotely. Employees should submit a help desk ticket stating they want their voicemail either sent to email or their cell phones.
- Clarifications may need to be sent regarding student employment.

Academic Affairs:

- Mark has received all but two teaching plans as of today.
- Encouraging to all faculty to be as flexible as possible to support students in need or without technology. Students continue to share their concerns about their technology needs and connectivity issues from home.
- Tamara is connecting with Mark after the call to discuss a shipment concern.

Enrollment:

- Enrollment deadline date has been pushed back to April 20th.
- Summer will be in a distance learning format. All areas will be re-evaluated and new marketing materials will be developed.

Continuity of Operations:

- Due by the close of business today.
- Cordell is going to send everyone a copy what he has received so far.

Around the Room:

Dr. George Knox:

- Thanked everyone for their help.

Cordell Jordan:

- Setting the faculty meeting on Zoom for 11:00 Friday. A staff meeting will be set for 1:00. Questions will be moderated by Meagan Moore.
- Invites will be sent today.

Our next meeting will be set after the staff meetings Friday.

Attachment K: ICC COVID-19 Response Team Meeting Minutes – April 15, 2020

ICC COVID-19 Meeting April 15, 2020

Attending: Dr. George Knox, Dr. Mark Allen, Lori Boots, Jonathan Sadhoo, Eric Figurski, Dr. Vincent Bowhay, Brittany Thronton, Cody Westerhold, Laura Allison, Mary Bailey, Mandy Monroy, Benny Beurskens, Tamara Blaes,

Dr. George Knox:

- Missouri and Kansas are discussing when the stay-at-home orders are going to expire. More information to come.

Dr. Mark Allen:

- Faculty meeting to discuss the schedule moving forward.
- Restructuring to three divisions to better move into the new year.
- Mark sent out information on graduation awards. With the ceremony being virtual, we are looking for our three award winners (condensed timeline to assist in this new virtual setting).
- Examining the withdraw policy to create possibilities to help the student successfully complete the semester. Faculty would like to know if there is a possibility to let students retake the course at a free or reduced cost. More information will be needed to move forward and we will need to establish the best way to publicize this. Academic meeting will consider these situations and policy updates on Monday.
- Eric F. will send Mark information about athletic eligibility and how it is impacted by our withdraw policy.

Lori Boots:

- FMLA laws are again being updated and will impact our HR Policies. More information will be sent as available.

Jonathan Sadhoo:

- Insurance carrier would like us to submit a claim for business loss. Waiting for guidelines to move forward (possibly from the government). Working to submit a claim.
- Waiting on IBM to assist with the tool we need for transcripts.

Eric Figurski:

- Coaches are working with Navigators to help students navigate virtual classes.
- Coaches started calling students today to see what assistance students still need.

Mary Bailey

- Working in a one on one plans for students needing to exit the residence halls (7 students remain today).
- Still working on flipping rooms and being prepared for the return to campus.
- Still working with Brittany and Eric for food needs for the 7 students remaining.

Brittany Thornton:

- Working with students directly to help with withdraws
- Regularly updating
- Registration opens in 5 days – Navigators sending out reminders and links for appointments. Utilizing coaches to advertise the new date.

Laura Allison:

- Working to finalize awarding policy for ICC grant funding per Dept of Higher Ed guidelines. This will help us fairly distribute grants to students who apply for assistance.
- 26 more students will receive technology grants this week. This brings the total to 83 grant recipients for grants towards laptops and other technology.
- Once our policies are in place, we will re-review all applications to see if more funds can be distributed.
- There are students who expect ICC's grant to help them pay their ICC bill. However, this grant money should not be used for this and they should go through traditional financial aid methods to pay for their bill.

Benny Beurskens:

- Working on outdoor projects mostly through the closure and practicing social-distance.
- All fleet vehicles have been sanitized.

Cody Westerhold:

- Working with Dan Clark on mental health workshops for various ICC populations. Information was sent out today to faculty and staff for a Zoom training for the session. Taking place next Wednesday at 1:00 PM.

Mandy Monroy:

- Some graduation awards are housed in the Foundation. Mandy and Mark to connect to discuss these awards.
- Foundation is still awarding scholarships for the semester. Connect with her if there are questions or opportunities.

Tamara Blaes:

- Faculty are working with students on their incomplete or withdraws.
- Faculty Senate is meeting on Monday via Microsoft Teams. Announcement will be going out this week.
- Division chair elections and nominations.

Dr. Vincent Bowhay

- COVID-19 Benchmark Assessment is live and we are at a 16% response rate today. First reminder email will go out tomorrow.
- Questions@indycc.edu email is live and Vince is replying to those questions.
- RFP for Telehealth is out and due April 30th.



To: ICC Board of Trustees
From: George Knox, President
Date: March 9, 2020
RE: Relationship of Strategic Plan to Budget

At the February Board of Trustees meeting, it was requested during the President's Report an outline of how the Strategic Plan is driving our major budgeting decisions for the upcoming year. This memo is a summary of that outline. I submit the following to the Board for consideration, with strategic plan goals and action steps in bold, and a draft of operational goals derived from the 2020 Campus Conversation is attached to this memo.

1. The budget helps **deliver distinctive and high-quality academic, entrepreneurial, fine arts, athletics, and cultural programming** by preserving funding in academic programs approximately proportional to enrollment in those programs.
2. The budget helps **implement plans for recruitment and retention of quality employees and increase faculty and staff development opportunities and support** by funding the services of external consultants to help with that process, and preserving the human resources who would also participate in that process.
3. The budget **engages the service area community by development/ redevelopment of collaborative partnerships and training programs that offer value to our students, our college and the community we serve** by funding the staff positions in new and growing programs.
4. The budget **prioritizes the development of college outreach and promotions to maximize awareness of ICC through clear initiatives and additional strategic recruitment to grow enrollment and establish ICC's identity and brand** by allocating funds for that purpose.
5. The budget **ensures ICC performs in a socially and fiscally responsible manner through the creation of a dedicated, detailed funding plan and unique revenue streams to meet college needs and capital improvement projects**, while not affecting operational goals or services.
6. The budget **anticipates state demographic trends, student socioeconomic factors and financial aid availability** by funding student scholarships while focusing on decreasing overall costs through the use of earmarked donations and fundraising specific to student need.

Strategic Plan goals drafts

Created from 2020 Campus Conversation

Key Initiative #1: Develop and deliver distinctive and high-quality academic, entrepreneurial, fine arts, athletics, and cultural programming that makes ICC a destination for students globally. Develop clear pathways to 4-year transfer and workforce readiness through college degree or certificate completion.

1.1 Complete efficacy assessment of ICC Standing committees

- each committee will review purpose statement and benchmarks to measure success in reaching that purpose
- Each committee will assess how well their current practices are achieving the benchmarks and recommend any needed changes to improve functionality.
 - Who needs to be involved: Chairs of all standing committees, SPOS Committee for training/support

1.2 By end of 20/21 ask Program Review Committee and Academic Council to work together make recommendations for emerging program needs, to help identify and target program additions.

- Who needs to be involved – members of Program Review and Academic Council, SPOS for support as needed

1.3 Review all 2+2 agreements by end of the strategic plan

- Who needs to be involved – Academic Affairs

Key Initiative #2: Implement plans for recruitment and retention of quality employees. Increase faculty and staff development opportunities and support. Create development programs, including leadership and expertise training.

2.1 Increase score of campus climate survey by 50% by end of strategic plan by reaching the following benchmarks:

- Develop new employee onboarding that is provided to 100% of all new employees.
- 100% participation of employees in quarterly campus trainings.
- Create ICC employee mentoring program
- Create internal leadership development program to encourage internal growth and development

- Identify other strategies from data gathered from the 2020 campus conversation
 - Who needs to be involved – HR, Student Affairs, Academic Affairs, Council of Chairs, Cabinet, Academic Excellence Focus Area Group

2.2 The Professional Development Committee will develop a multiyear training plan focusing on gaps/needs identified in 2019 campus survey and seek feedback on this plan through Council of Chairs and Division Chairs as well as the Academic Excellence Focus Area Group.

- Publish a prioritized list of training goals based on survey and committee input.
 - Who needs to be involved – Professional Development Committee, Council of Chairs, Cabinet Academic Excellence Focus Area Group

2.3 Develop hiring policies and practices that are universally understood and followed on campus

- Provide training to ensure understanding and compliance with policy
- Assess efficacy of hiring practices to identify any missing resources hindering hiring the best candidates.
 - Who needs to be involved – HR, Cabinet, Dept supervisors

Key Initiative # 3: Engage the service area community by development/redevelopment of collaborative partnerships and training programs that offer value to our students, our college and the community we serve.

3.1 Create a pilot project of 10 internships by end of 20/21 academic year

- Who needs to be involved – Financial Aid, faculty, community, foundation, Community Engagement Focus Area Group, Academic Excellence Focus Area Group

3.2 Increase service learning by having students host at least three functions at ICC for the community.

- Who needs to be involved –Community Engagement Focus Area Group, Academic Excellence Focus Area Group

Key Initiative #4: Develop college outreach and promotions to maximize awareness of ICC through clear initiatives and additional strategic recruitment to grow enrollment and establish ICC's identity and brand.

4.1 Improve internal facing communication systems

- Who needs to be involved –Community Engagement Focus Area Group

4.2 Improve external facing communication systems

- Who needs to be involved –Community Engagement Focus Area Group

Key Initiative #5: Increase enrollment, retention and completion rates using the 2018-2019 baseline, setting specific goals. Consider anticipated results of action steps and anticipated state demographic trends, student socioeconomic factors and financial aid availability.

5.1 Increase enrollment by 8% by end of strategic plan

- Who needs to be involved: Enrollment Focus Area Group

Key Initiative #6: Ensure ICC performs in a socially and fiscally responsible manner through the creation of a dedicated, detailed funding plan and unique revenue streams to meet college needs and capital improvement projects. Also, working together with the ICC Foundation, substantially increase traditional fundraising and develop a more comprehensive alumni association and network.

6.1 Raise \$1,000,000 for endowment and capital expenditures by end of strategic plan period.

- \$250,000 by September 30

- Who needs to be involved: Endowment Focus Area Group

Personnel Report April 2020

New Hires

| Effective Date | Name | Job Title | Rate of Pay |
|----------------|------|-----------|-------------|
|----------------|------|-----------|-------------|

Transfers / Status Changes

| Effective Date | Name | Previous Job Title | New Job Title | Rate of Pay |
|----------------|----------------|---------------------------------|---------------------------|-------------|
| 03/20/2020 | Erica Cope | SSS Engagement Coordinator | Head Cheer / Stunt Coach | \$32,000 |
| 04/01/2020 | Toni Bruington | Bookstore Assistant – part-time | Interim Bookstore Manager | \$37.000 |

Separations

| Effective Date | Name | Job Title | Rate of Pay | Date of Hire |
|----------------|--------------------|---------------------------|-----------------------|--------------|
| 03/12/2020 | Joshua Palmer | Volunteer Football Coach | Dorm Room & Meal Plan | 01/01/2020 |
| 03/17/2020 | Eric Montgomery | Chief Information Officer | \$77,126.40 | 01/05/2015 |
| 05/31/2020 | Sheena Brubaker | Head Cheer / Stunt Coach | \$33,475 | 07/01/2018 |
| 06/30/2020 | Dr. Nyssa Crompton | Professor of Chemistry | \$54,500 | 01/01/2017 |

Current Staffing

| | FULL-TIME SALARY | FULL-TIME HOURLY | PART-TIME | VOLUNTEERS | TOTAL EMPLOYEES | OPEN POSITIONS |
|------------------------------------|------------------|------------------|-----------|------------|-----------------|----------------|
| Administration and Human Resources | 3 | 0 | 0 | 0 | 3 | 0 |
| Marketing & Recruiting | 11 | 1 | 0 | 0 | 12 | 0 |
| Finance and Operations | 6 | 12 | 2 | 0 | 20 | 2 |
| Academic Affairs | 16 | 1 | 2 | 0 | 19 | 2 |
| Faculty | 29 | 0 | 0 | 0 | 30 | 1 |
| Student Affairs | 2 | 7 | 0 | 0 | 2 | 0 |
| Athletics | 20 | 0 | 3 | 6 | 30 | 3 |
| | | | | | | |
| | 88 | 21 | 7 | 6 | 122 | 9 |

Employment Searches

- 1) Director of Technology
- 2) Database Administrator
- 3) Director of Theatre & Fine Arts
- 4) Upward Bound Program Academic Coordinator
- 5) SSS Engagement Coordinator
- 6) Professor of Chemistry
- 7) Director of Athletics
- 8) Assistant Women's Volleyball Coach
- 9) Assistant Women's Volleyball Coach

| Grants Report, Feb. 26, 2020 | | | | |
|--|---|--|---|--|
| Ref. No. | Grant Name | Description | Potential Funding | Comments |
| Activity Since Last Report | | | | |
| 1 | US Dept. of Education Title III eligibility | Eligibility as Title III (low income) school allows ICC to not have to match some work study funding | Approx. \$15,000 | Notified 2.20.20 legibility waiver accepted. Credit to be applied FY 20. |
| 2 | National Endowment for the Arts, Projects for the Arts | Four Inge House playwrights, Jan. 1 2020 through Dec. 31, 2022 | \$15,000.00 | Submitted 2.25.20. Notification in Nov. 2020 |
| Prospective Proposals | | | | |
| 3 | Kansas Creative Arts Industries Commission | Guest Artist grants | Possible artists for fine arts division, up to \$5,000 | Application in August; Fine Arts Division approached for ideas |
| 4 | Small Business Innovation Research and Small Business Technology Transfer | Partnerships with private businesses | Up to \$150,000, with 30 percent indirect costs for ICC | Requires qualified business partner. Fab Lab scouting for possible partners. |
| Submitted Proposals, Under Current Review | | | | |
| 5 | National Endowment for the Arts, Projects for the Arts | Four Inge House playwrights, Jan. 1 2020 through Dec. 31, 2022 | \$15,000.00 | Submitted 2.25.20. Notification in Nov. 2020 |
| Total Under Review | | | \$15,000.00 | |

| Totals, FY 2019-2020 Awards Granted | | | | |
|-------------------------------------|--|---|-------------|--|
| | Grant Name | Description | Funding | Comments |
| 1 | Independence Chamber of Commerce | Tourism marketing program | \$10,000.00 | Notified 8.28.19. For marketing 2020 Inge Festival |
| 2 | Kansas Dept. of Commerce Division of Tourism | Mini Marketing grant for 2020 Inge Festival | \$2,914.00 | Notification 10.11.19, award granted |

| | | | | |
|--------------|--|--|--------------------|--|
| 3 | Dept. of Education Title III eligibility | Eligibility as Title III (low income) school allows ICC to not have to match some work study funding | \$15,000.00 | Credit to apply to FY 20. Funding is approximate, exact amount pends |
| Total | | | \$27,914.00 | |

BOARD OF TRUSTEES REGULAR MEETING
CIE 104 (Center for Innovation and Entrepreneurship) 7:00 p.m.
March 9, 2020

MINUTES

Members Present

Cynthia Sherwood
Ashley Osburn
Norman Chambers
Val DeFever
Kevin Brannum
John Eubanks

Others Present

George Knox, President
Beverly Harris, Executive Assistant/Board Clerk
Eric Montgomery, Chief Information Officer
Lori Boots, Vice President for Human Resources
Vincent Bowhay, Vice President for Student Affairs
Mark Allen, Vice President for Academic Affairs
Eric Figurski, Interim Athletic Director
Bridget Carson, Faculty Senate Representative
Cody Westerhold, Director of Student Life
Ben Seel, Professor of Political Science
Bruce Peterson, Inge General Manager
Melanie Ishimura, Financial Accountant

Guests

Jeff Chubb, Legal Counsel
Andy Taylor, Montgomery County Chronicle
Susan Scovel, Daily Reporter
Kelly Passauer, Assistant City Manager/Zoning Administrator
William Fitzpatrick, Community Member
Lea Shepard, Community Member

I. ROUTINE

- A. Call to Order – Cynthia Sherwood called the meeting to order at 7:00 p.m. Chair Sherwood shared that an Executive Session for Attorney/Client Privilege would be moved forward on the agenda following items “A.” and “B.” under Institutional Operations. John Eubanks requested that item “D. Academic Council By-Laws Revision” be pulled from the Consent Agenda; this item will become item “I.” under Institutional Operations.
- B. Approval of Agenda – Val DeFever moved to approve the agenda as amended. John Eubanks seconded the motion and the motion carried 6-0.
- C. Welcome Guests – Cynthia Sherwood welcomed the guests and provided an overview of options for public comment on items pertaining to the agenda.
- D. Pledge of Allegiance – Kevin Brannum led the group in recitation of the Pledge of Allegiance.
- E. Mission Statement – Ashley Osburn read the College Mission Statement.
- F. Vision Statement – John Eubanks read the College Vision Statement.

II. INSTITUTIONAL OPERATIONS

- A. Neighborhood Revitalization Plan Interlocal Agreement (3 Areas) – Kelly Passauer provided background information on the Neighborhood Revitalization Plan Interlocal Agreement proposal. John Eubanks moved to approve the Revitalization Plan as presented. Norman Chambers seconded the motion and the motion carried 6-0.
- B. Gift of Tennis Courts in Woodland View – William Fitzpatrick addressed the Board about gifting the College the tennis courts in the Woodland View area for one dollar. Mr. Fitzpatrick shared that the courts are in a flood plain; flood water have gone over the 10’ high fences and the bathrooms were subsequently rebuilt twice in the past 15-20 years. Mr. Fitzpatrick noted the outstanding tennis program at Independence High School and said his gift of the courts was dependent on the College starting a tennis program. Cynthia Sherwood thanked Mr. Fitzpatrick and said

the Board would contact him with a decision following investigation of expenses involved in bringing the facilities up-to-par, and consideration of budget parameters associated with creation of a tennis program.

- IV. EXECUTIVE SESSION – Attorney/Client Privilege. Ashley Osburn moved that the Board recess for an Executive Session for consultation with the College attorney regarding discussion with the College legal counsel pursuant to the attorney/client privilege exception, K.S.A. 75-4319(b)(2). Open Session would resume at 7:45 p.m. in CLC 104 of the Cessna Learning Center. Those invited to attend were Jeff Chubb, Legal Counsel, and Dr. George Knox, President. John Eubanks seconded the motion and the motion carried 6-0. The Board entered Executive Session in CIE 105 at 7:15 p.m. The Board returned to Open Session in CIE 104 at 7:45 p.m.

Ashley Osburn left the meeting due to scheduling conflicts.

III. Institutional Operations

- C. Faculty Senate – Bridget Carson provided an overview of the last Faculty Senate meeting and noted that Mark Allen, VPAA, and Vincent Bowhay, VPSA, both attended the meeting and presented various updates.
- D. First Reading Revision to TRU – 906
- E. Recommendation for Rave Mobile Safety Application – Vincent Bowhay provided an overview of the proposal and answered questions. An update on campus preparations associated with the corona virus was also provided. Val DeFever moved to approve the recommendation for Rave Mobile Safety. Norman Chambers seconded the motion and the motion carried 5-0.
- F. Financial Report
- G. Allow Payables
- H. President’s Update – Dr. Knox
 - Strategic Plan Overview – An overview was not presented.
- I. Academic Council By-Laws Revision – John Eubanks shared that he pulled this item from the Consent Agenda because the College has a process which requires Council of Chairs’ approval of such revisions prior to consideration by the Board of Trustees. Dr. Knox informed Mr. Eubanks that Council of Chairs’ approval was received in alignment with College processes. John Eubanks moved to approve the Academic Council By-Laws Revision as presented. Val DeFever seconded the motion and the motion carried 5-0.

- III. CONSENT AGENDA – Norman Chambers moved to approve the Consent Agenda. The Personnel Report section of the Consent Agenda included employment of Laura Cranor in the position of Financial Affairs Specialist at an annualized salary of \$35,000 plus College support toward employee participation in ICC’s group health insurance plan, and the separation of Aliya Higginbotham from the position of Assistant Women’s Volleyball Coach. Also included in the Consent Agenda was receipt of the Grant Progress Report; approval of the February 17, 2020 Board of Trustees meeting minutes; and, approval of the Safety Committee By-Laws and inclusion of the Safety Committee in the College Standing Committee structure. John Eubanks seconded the motion and the motion carried 5-0.

- IV. EXECUTIVE SESSION – Non-elected Personnel. This Executive Session was not required.

- V. EXECUTIVE SESSION – Employer-Employee Negotiations. This Executive Session was not required.

- IV. ADJOURN – John Eubanks moved the meeting adjourn. Val DeFever seconded the motion and the motion carried 5-0. The meeting adjourned at 8:44 p.m.

Beverly Harris
Board Clerk

Independence Community College is committed to a policy of nondiscrimination on the basis of race, sex, national origin, religion, age, and disability in admissions, educational programs or activities, and employment, all as required by applicable laws and regulations under the Title VI Civil Rights Act of 1964, Title IX regulations of 1972, Section 5 of the Social Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990.