

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES**

DATE: January 13, 2011

TIME: 5:30 p.m.

PLACE: Student Union, Room 209

PRESENT: Kevin Berthot
Charlie Boaz
Patricia Griffith
Mariam Mih
David Peter

ABSENT: Clint Isaac

PRESENT: Dr. Brian Inbody, President
Ben Smith, VP for Administration
Brenda Krumm, Dean of Outreach and Workforce Development
Eric Tincher, Dean of Student Development
Sandi Solander, Chief Financial Officer
Nathan Stanley, Faculty Senate
Kerry Ranabargar, Director of Technology Services
Kent Pringle, Board Attorney
Terri Dale, Board Clerk

Mr. Peter called the meeting to order.

III. Public Comment

There were no speakers.

IV. Approval of the Agenda

Mr. Peter asked to amend the agenda. He asked to add personnel and executive session for real estate under new business. Upon a motion and a second the agenda was approved as amended.

V. Consent Agenda

The following items were approved by consent.

- A. Minutes from December 9, 2010
- B. Claims for Disbursement for December 2011
- C. Personnel

Consent Agenda Item V-C: Personnel

1. Resignation of Financial Aid Director

It was the President's recommendation that the Board approve the resignation of Kerrie Coomes from her position as Financial Aid Director pending her approval for the position of Academic Advisor for the Talent Search grant. Ms. Coomes resignation as the Financial Aid Director is effective January 13, 2011.

2. Appointment of Financial Aid Director

It was the President's recommendation that the Board approve the appointment of Kara Hale for the position of Director of Financial Aid. Ms. Hale is currently employed by the College as a Financial Aid Specialist.

She is a graduate of Friends University with a Bachelor of Business Administration degree and Neosho County Community College with an Associate of Science degree. Ms. Hale has worked in the financial aid department since 2006.

Ms. Hale will be paid \$29,750 annually starting January 14, 2011. This is an administrative position.

3. Financial Aid Clerk

It was the President's recommendation that the Board approve the employment of Linette Burton as the part-time Financial Aid Clerk. She earned an Associate's degree from Allen County Community College in General Studies. She worked as a teller at Commercial Federal Bank in Iola from August 1998 through September 2001.

Ms. Burton will be paid \$9.00 per hour (Level II) starting January 14, 2011. This position is KPERS eligible and receives half-time vacation and sick leave benefits. There is no medical or dental insurance benefit.

4. Library Associate

It was the President's recommendation that the Board approve the employment of Debbie Eagle for the Library Associate position. Ms. Eagle is a graduate of Wichita State University with a Bachelor of Business Administration-Marketing degree.

Her work experience includes 10 years at Russell Stove Candies as a senior plant cost accountant, and Boeing Company as a cost management analyst and proof of concept support team member.

Ms. Eagle will be paid \$10.35 per hour (Level III) starting January 14, 2010.

5. Resignation of Talent Search Academic Advisor

It was the President's recommendation that the Board accept the resignation of Kayela Horn from her position as academic advisor for the Talent Search grant. Ms. Horn was scheduled to begin work on January 3, 2011.

6. Talent Search Academic Advisor

It was the President's recommendation that the Board approve the employment of Kerrie Coomes as the academic advisor for the Talent Search grant. Ms. Coomes earned a Master of Business Administration and Bachelor of Business Administration degrees from Pittsburg State University.

Ms. Coomes has been the Financial Aid Director at NCCC since June 2005. She also worked as a financial examiner III for the Office of the State Bank Commissioner in Topeka and as a volunteer coordinator for Tri-Valley Developmental Services in Chanute.

Ms. Coomes will be paid \$37,000 (11 month contract, management support) starting January 14, 2011.

7. Custodian

It was the President's recommendation that the Board approve the employment of Tracy Anderson as a custodian for the Chanute campus. Ms. Anderson is currently working as a custodian at the College through Man Power since February of 2010. Her work history includes

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working at Russell Stover and Sierra Midwest also thru Man Power, Fort Scott Postal Service, Leonards Metals and Raytheon Aircraft in Wichita.

Ms. Anderson will be paid \$8.70 per hour (Level I) starting February 1, 2011.

Vice President for Administration Report: Ben Smith, Vice President for Administration distributed the following written report.

- I. Facilities/Maintenance/Planning** (*submitted by Paul Smith*)
 - A. Baseball Field**
 - a. A 6” perforated drain was run to the 15” drain line to drain the warning track.
 - b. A 6”perforated drain was run from the Bogle Memorial tree area to the east property line swale.
 - B. Area drain extension**
 - a. The 15” area drain was extended 120’ to the east property line swale.
 - C. Trees planted**
 - a. Traveling Trees planted 2 trees and transplanted 1 tree where diseased trees had been removed.
 - D. Window Replacement**
 - a. Thirteen (13) windows on the residence side of NEOKAN were replaced with vinyl insulated windows.
 - b. All of the windows on the student side are complete.
 - E. Replace Compact Kitchen in NEOKAN**
 - a. The compact kitchen job in the Director’s apartment was completed with new floor tile and paint.
 - F. Gymnasium**
 - a. The annual floor re-finishing was completed
 - b. The athletic record gym signs were installed
 - c. Graphics were hung on the gym walls.
 - G. Boiler house**
 - a. Summer maintenance on the chiller was completed
 - b. 12 tubes were replaced on #2 Bryan boiler
 - c. A chemical pot feeder was installed to add chemical to the chilled/hot loop to settle and filter debris from the water
 - H. Sidewalk projects**
 - a. New sidewalks were poured on the East side of the Union.
 - b. New walks with trench drains were poured at the north end of Stoltz Hall, NeoKan and Rowland Halls.
 - I. Residence Halls**
 - a. Touched up paint in empty rooms
 - b. Touched up paint in six hallways
 - J. Light pole banners**
 - a. 12 NC pole signs were installed on light poles for the Development Department
 - K. Inspections and Certifications**
 - a. All annual maintenance, safety inspections and certifications were completed and no deficiencies were reported.

II. Safety/Security

- A. Emergency Action Plan (EAP)** – The Safety and Security Committee has completed their annual review of the Emergency Action Plan and made minor changes. The committee will review and act on the Crisis Management Plan during our February meeting.
- B. Long-term Security Video Capture Solution** – The installation of the new video capture security system is in process. The system, one of the Strategic Planning priority one funding initiatives from two years ago, will not only expand video security capabilities for both campuses, but provide a permanent long-term security video capture solution.
- C. Additional Security/Video Surveillance** – Completion of the installation of additional security cameras at the Chanute campus will be completed along with the implementation of the long-term security video capture solution mentioned previously. The new Ottawa educational facility will open with full security camera coverage.

III. Technology Services (*submitted by Kerry Ranabargar*)

- A. Tech Services / Fall-Spring** - Several projects are in the works that parallel the Ottawa building project. We are currently preparing new PC's with images for the new facility. Jon Seibert has been working on getting these new PC's images as well as preparing several spares that we had for deployment when the building is done. Dwight Smith has been working on virtualizing several of our existing servers to get ready for the VMWARE installation. He has also finalized the Alert Us application deployment which will enhance our current emergency notification system. This platform will allow us to send emergency notification to the desktop of every managed PC on campus.
- B. Tech Services / Ottawa and On-line campus** - We had a fairly smooth fall semester with the on-line campus. No major issues. We are preparing for the installation of the new Inside NC environment which will take place in February. We will be converting this environment to virtual servers, which will allow us to run in a load-balanced state and will also provide failover protection in case of hardware failure which will substantially reduce any downtime to the on-line campus. This platform is the new standard for data centers in most applications due to its reliability and efficiency. We are excited to be moving our hardware to this new platform. Donna Shumway continues to help us get ready for the move to the new building. She has been providing support and data when required.
- C. Switchboard** - Mary Barr has been working with Kansas Communications throughout the new phone system installation. The cards have been installed here in Chanute and we are now ready to go to true VoIP where deemed applicable once the Ottawa system has been brought online in March. A big thanks to Mary for her help during this installation. We have also purchased a new ID Badge module for our access control system which will be installed this spring. Mary will be administering this part of the system which will reduce the amount of data entry that is required when creating student ID's.
- D. Institutional Reporting** - Luann Hauser has been busy assisting with the 09-10 KSPSD correction and the Fall report. The fall outcomes assessments are all in so she has been working on developing the reports as required for them. In addition she has been helping registration with some data entry processes to determine a better approach to finding and correcting errors and also has been serving on several institutional committees. Her

depth of knowledge across the administrative departments has been instrumental in helping us find more efficient ways to deal with some of these issues.

- E.** Office Support Services - Gloria Beeman will be working with Pitney Bose to install the new envelope and address verification software here in Chanute. These items are required to comply with new USPS regulations that go into effect in May. She will also be coordinating the training on this new machine for her backups. There have been several new pieces of technology added to the copy center over the last 6 months and Gloria has been instrumental in getting them up and running and seeing that everyone is trained to use them.

IV. Human Resources (*submitted by Brenda Rowe*)

- A.** Program Review – The Human Resources departmental review was completed and submitted for review in August.
- B.** Payroll Training – Jackie Kinzer, the newly hired accounts payable/payroll clerk, will continue to get cross-trained to produce the bi-weekly payrolls soon. Her accounts payable work load has not allowed her much time for training.
- C.** Open Enrollment for Section 125 benefits – Insurance representatives from IMA, Preferred Health Systems, Blue Cross-Blue Shield, Vision Care Direct, and Security Benefit Life were on hand to help conduct the annual open enrollment for the college's fringe benefits which include health and dental insurance. Open enrollment was held in September on both campuses for all employees to attend. October 1 is the anniversary date for the renewals.
- D.** Halloween Party – The Chanute faculty and staff were treated to a Halloween Ghoulish Luncheon that included all of the Halloween favorites, complete with costumes. It was a socially fun time by all who attended and a great moral booster.
- E.** New Hires – The human resources office continues to post new job openings and distribute search packets to the search committees. The advertising for the Vice-President for Student Learning position has been extended to early February. The college experienced several changes in personnel before the Christmas break and have worked hard on getting these positions filled. Our website lists all of our current job openings.
- F.** Christmas - The college employees were treated to a Christmas Luncheon on both campuses, with the Chanute meal being provided by Great Western Dining. The event included music and a visit from Santa Claus who helped distribute the ham/turkey certificates.
- G.** Retirement Reception – Joan Gill's, retirement reception was held on December 20, 2010 in the Chapman Library. Joan has worked in the library as the Library Assistant for over 35 years. Cake and punch was served. Joan was presented with a plaque and several gifts including a white rocking chair.

V. Business Office Update (*submitted by Sandi Solander*)

- A. Student Financial Aid Payments – During the past six months Patty Benton has processed over 3.6 million dollars in financial aid to student accounts:

Award Type	
Scholarships	\$ 386,200
Grants	\$1,579,322
Loans	\$1,670,432
Total	\$3,635,954

Many of the students were issued refund checks due to the financial aid awarded to them being in excess of total tuition, fees and housing costs.

- B. Accounts Receivable – Spring tuition and fee charges are being generated for all students currently enrolled in Spring, 2011 courses. Statements are being printed and sent out to students this week. During the month of January, student accounts that have balances over 180 days old are being turned over to collections.
- C. Accounts Payable – Virtually all departments are utilizing the electronic requisition process. Over 500 electronic requisitions are being generated each month. The volume of accounts payable transactions has increased as the College has grown. It has become impossible for one person to keep up with accounts payable duties and process bi-weekly payrolls. Pat Recoy, formerly accounting specialist at NCCC, has been brought in on a part time temporary basis as accounts payable assistant working sixteen hours per week.
- D. Annual Financial Audit – The fieldwork for the annual external financial audit was completed the first week of September. The audit report was presented to the Board at their October meeting. The business office closed out the FY 09-10 fiscal year in November.
- E. Bookstore -
1. Point-of-Sales System -Tech Services was diligent and persistent upon working with MBS and Jenzabar, Inc., on the MBS Interface for EX, which is now completed and working “WELL”. This service helps provide accurate posting to the students accounts in a daily and timely matter, which was handled manually prior to this semester.
 2. Daily Operations - The newest team members have completed their training and operations are improving daily. With the implementation and further training of TA Online and GM Online, they are also continuing to move forward in the full utilization of these programs.
 3. New bookstore web site - The web site venture for NCCC Book Rental Program is now up and running which helps to service the increase of students and on-line courses. Thanks to the additional funding/ budgeting in July 2010, it enabled the staff to provide better customer service.

Ottawa Update: Ben Smith, VP for Administration and project manager for the new facility in Ottawa distributed the following report on progress at the new site.

KDOT Street Improvements

Detailed design work is complete and has been submitted to KDOT and the city of Ottawa. We are waiting on comments and will have to address those comments. Construction totaling \$575,000 is still scheduled during summer/fall, 2011, depending upon KDOT approval process. A design/build contract for the Ottawa project street improvements is being presented to the board of trustees for consideration and approval at the January 13, 2011 meeting. Funding will come from the sale of the Beech Street property and the project budget.

Furnishings and Equipment

Mr. Smith continues to work with furniture vendors on details and delivery schedules. Kerry Ranabargar and he continue to work with telecom and security vendors on installation and implementation details.

Project Design Meetings

No additional design meetings are anticipated at this time.

Project Progress meetings

Bi-weekly project progress meetings continue with the contractor and subs on-site.

Latest News

Sitework/Exterior

- The water and gas lines are complete. Once water service is requested the service line and meter will be set. Downspout drainage should be complete this week. Request for water meter is in, waiting on a date to install. Should be testing gas lines tomorrow. Weather has been a factor this week.
- The south retaining wall work should begin next week. Once complete, they can finalize the grading on the south and east sides of the building. Delayed this week due to the snow.
- The "bump" is gone. Once the gas line was relocated they were able to remove the remaining retaining wall along K-68.
- Sidewalks and door stoops are ongoing and are approximately 75% complete.

Building shell

- The building envelope is nearly complete. There are some loose ends with the EIFS and the windows and we'll get those addressed in the coming weeks. They were working on several of these items last week. Still have some items outstanding.
- There is still some concern regarding the RTU screening which we will be working to address.

Building interior

- Drywall is finished in the south wing and the first coats of paint are on the walls. They have also begun hanging ceiling grid and the bathrooms are tiled in the south wing. Final paint coats starting on Friday.
- They are finishing the drywall in the core and expect to start painting some tomorrow.
- Drywall hanging in sim hospital area should be essentially complete tomorrow.
- The rooftop units have been started and are being used to heat the building. Boilers have been set and work in the main mechanical room continues. Hoping to have the boilers running tomorrow.
- Cabinets and toilet partitions will begin to arrive around next week and by the end of the month the classrooms in the south wing should be nearly complete.

Relocation project

- Work continues on move details within the departments, particularly tech services and maintenance, departments which have most of the tasks during the move period.
- Some of the completed interior classrooms will be used to store furniture and equipment as it is delivered starting around March 1, 2011.

Grand Opening

- The Grand Opening Committee continues to work on details for the grand opening for the facility scheduled for May 5, 2011.

Project Budget

- Considering all of the adds made to the project scope and the additional funding provided by generous gifts, the project is essentially on budget. A copy of the Project Change Proposal Log is attached for your convenience. Remaining technology items will be purchased using technology fee fund money with some items such as the moving company expenditures and some remaining equipment coming from the Ottawa budget as expected.

Project Timeline Dates and Estimates

- Mid June – Detailed design work on street improvements to Logan Street (on-going thru much of Fall/Winter 2010 because of KDOT review process – construction work scheduled summer 2011)
- July 1 – Break ground
- July 20 - Power line relocation complete
- August 3 – GeoPier process completed
- August 6 - Site rough grading complete
- September 7 – Concrete slabs complete
- September 8 – First load of structural steel delivered
- September 9 -14 – Erect core
- September 10-15 – Core sheeting completed
- September 15-21 – Erect north and south building core
- September 17-22 – North and south wing sheeting

- September 22-30 – Standing seam roof on Core, then North and South wings
- October – Exterior wall panel installation
- Late October-November – Brick and EIFS installation
- Late October-early November – curbing complete and initial parking lot asphalt complete
- November 11 – TV/monitor bids to board for approval
- December 9 – Furniture/telecom/security equipment bids to board for consideration/approval
- December 11 –EIFS complete
- December 24 – Most windows and doors installed, weather-tight
- January 13, 2011 – Final street improvement contract to board for consideration/approval
- March 1, 2011 – Furniture/equipment deliveries start for installation
- March 4-18, 2011 – Final Inspection/Substantial completion
- March 21-25, 2011 - Relocation of existing campus furnishings and setup
- March 29-31, 2011 – Beech Street facility cleanup
- April 1, 2011 – Tentative close on Beech Street property

Treasurer's Report: Sandi Solander, Chief Financial Officer, reported that the cash balance was \$5,012,243. Receipts for December were \$639,652 with disbursements of \$2,406,735 which included a payment to Loyd Builders of over one million dollars.

President's Report: Brian Inbody, President, submitted the following written report for Trustees and highlighted several items of interest.

Enrollment: Fall interterm, the classes that run the weeks between fall semester and spring semester, saw an increase of 138 credit hours, which is up 58.72% over last year. This is a small semester with only 129 students enrolled in 373 credit hours. Fall interterm provides anxious students the opportunity to advance their degree plans more quickly, while giving students who come back early for athletics a chance to earn some credit hours. Others are taking classes to help with eligibility issues.

Spring enrollment continues to climb. Currently we are 15.2% ahead of where we were last year. This after the Ottawa campus was closed two days due to the 10" of snow that fell there. Opening day is on Tuesday and we are already 8% higher than we were on opening day last year. Here is a breakdown of the enrollment:

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2009	50	1/13/2010	2144	15210.5	
TOTAL	2010	50	1/13/2011	2503	17526	15.22%
CHANUTE	2009	50	1/13/2010	570	5815.5	
CHANUTE	2010	50	1/13/2011	594	6082	4.58%
OTTAWA	2009	50	1/13/2011	610	4212	
OTTAWA	2010	50	1/13/2010	683	4996	18.61%
ONL	2009	50	1/13/2010	662	3217	
ONL	2010	50	1/13/2011	852	4270	32.73%
ODO	2009	50	1/13/2011	115	657	
ODO	2009	50	1/13/2010	163	899	36.83%
IDO	2009	50	1/13/2010	187	1309	
IDO	2010	50	1/13/2011	211	1279	-2.29%

Wireless Frequencies: Xanadoo is the company who leased the college's wireless frequencies given to us by the FCC. Last year the company stated that it was in financial stress and asked for its monthly lease payment to be lowered from \$500 a month to \$125 per month. Xanadoo has failed to make this payment to the College since July 2010. The FCC has required that all frequencies be used or returned to the FCC by later this year. There is no proof that Xanadoo

intends to do the required “build-outs” before the deadline, other than a phone call from their attorney. There is a real danger that the college will lose these frequencies.

President Inbody asked the college attorney to send a letter to Xanadoo giving them a 30 day notice to revoke the contract and return the frequencies. Dr. Inbody also started discussions with the City about the possibility of signing an agreement with them, similar to one that USD 413 signed with them in exchange for use of the frequencies. Time is of the essence as someone needs to do the “build-outs” on those frequencies before they are reclaimed by the FCC.

Funding Formula: Next Wednesday the Kansas Board of Regents will vote on the legislative package that includes the proposal to remove the statute containing the community college funding formula and replace it with KBOR policy. Currently, that policy is as was discussed in the past – a base amount set by the 2010-2011 year allocation, then any dollars remaining would be fed into new 0-6 tier funding formula and distributed to the colleges using a “percent of the gap” method, also known as Option 2. This method funds the gap between what a college is currently getting and what they should be getting if technical education was fully funded according to the model. This is the “best” option for NCCC which gives us the biggest piece of the new money. On the following page is the Option 2 spreadsheet which demonstrates that if the State gave funds the \$15million that KBOR is asking for how much of that “new money” the College would get.

A	B	C	D	E	F	G	H	I	J	K	L
	FY 2011 CC Oper Grant/ Tech College Aid/ Other Inst Aid	FY 2011 Base (CtHR Calc)	Tiered Technical Base	NT Gap Amt. (NT Calc- NT Base)	% of System NT Gap	Tiered Gap Amt. (Tcalc- TdBase)	% of System Tiered Gap	Distribution of New NT Money (Based on % of System NT Gap)	\$ Share of New T Money (Based on % of System T	FY 2011 Bases + New NT Money + New T	Difference from FY 2011
Allen County	\$ 4,620,281	\$ 3,624,062.49	\$ 996,218.51	\$ 787,938	14.61%	\$ 1,666,781	2.98%	\$322,077	\$384,191	\$ 5,326,549	\$ 706,268
Barton	\$ 7,328,336	\$ 4,925,092.75	\$ 2,403,243.25	\$ 193,907	3.59%	\$ 3,506,757	6.27%	\$79,262	\$808,302	\$ 8,215,900	\$ 881,564
Butler	\$ 14,104,893	\$ 10,699,031.34	\$ 3,405,861.66	\$ 1,086,969	20.15%	\$ 4,764,138	8.51%	\$444,309	\$1,098,127	\$ 15,647,329	\$ 1,542,436
Cloud	\$ 4,282,099	\$ 3,132,052.26	\$ 1,150,046.74	\$ (233,052)	0.00%	\$ 1,301,953	2.33%	\$0	\$300,098	\$ 4,582,197	\$ 300,098
Coffeyville	\$ 2,892,431	\$ 1,916,979.98	\$ 975,451.02	\$ (80,980)	0.00%	\$ 1,253,549	2.24%	\$0	\$288,941	\$ 3,181,372	\$ 288,941
Colby	\$ 2,072,201	\$ 1,421,674.92	\$ 650,526.08	\$ (225,615)	0.00%	\$ 753,474	1.35%	\$0	\$173,615	\$ 2,245,876	\$ 173,615
Cowley	\$ 6,488,117	\$ 4,451,647.38	\$ 2,036,469.62	\$ 97,353	1.80%	\$ 2,653,530	4.74%	\$39,794	\$611,635	\$ 7,139,546	\$ 651,429
Dodge City	\$ 2,479,592	\$ 1,704,552.81	\$ 775,039.19	\$ (22,553)	0.00%	\$ 905,961	1.62%	\$0	\$208,823	\$ 2,688,415	\$ 208,823
Fort Scott	\$ 3,170,224	\$ 1,992,862.48	\$ 1,177,361.52	\$ 247,138	4.58%	\$ 2,116,638	3.78%	\$101,020	\$487,882	\$ 3,759,126	\$ 588,902
Garden City	\$ 2,559,826	\$ 1,895,055.92	\$ 664,770.08	\$ 109,944	2.04%	\$ 1,070,230	1.91%	\$44,941	\$246,686	\$ 2,851,453	\$ 291,627
Highland	\$ 5,566,767	\$ 4,093,750.21	\$ 1,473,016.79	\$ 424,250	7.87%	\$ 2,226,983	3.98%	\$173,416	\$513,316	\$ 6,253,500	\$ 686,733
Hutchinson	\$ 8,503,510	\$ 5,728,496.86	\$ 2,775,013.14	\$ 200,503	3.72%	\$ 4,297,987	7.68%	\$81,958	\$990,679	\$ 9,576,147	\$ 1,072,637
Independence	\$ 2,011,202	\$ 1,418,672.10	\$ 592,529.90	\$ (113,672)	0.00%	\$ 634,470	1.13%	\$0	\$146,244	\$ 2,157,446	\$ 146,244
Johnson County	\$ 20,692,427	\$ 15,588,406.65	\$ 5,104,020.35	\$ 1,514,593	28.08%	\$ 7,213,980	12.89%	\$619,105	\$1,662,811	\$ 22,974,343	\$ 2,281,916
Kansas Cnty KS	\$ 9,670,477	\$ 6,349,807.53	\$ 3,320,669.47	\$ 262,192	4.88%	\$ 4,527,331	8.09%	\$107,174	\$1,043,543	\$ 10,821,193	\$ 1,150,716
Labelle	\$ 2,599,600	\$ 1,735,737.59	\$ 863,862.41	\$ (51,738)	0.00%	\$ 1,330,138	2.38%	\$0	\$306,595	\$ 2,906,195	\$ 306,595
Neosho	\$ 2,546,285	\$ 1,543,625.38	\$ 1,002,659.62	\$ 354,375	6.57%	\$ 2,175,340	3.89%	\$144,854	\$501,413	\$ 3,192,552	\$ 646,267
Pratt	\$ 2,182,951	\$ 1,267,225.52	\$ 915,725.48	\$ 114,774	2.33%	\$ 1,770,275	3.16%	\$46,915	\$408,046	\$ 2,637,912	\$ 454,961
Seward	\$ 3,071,180	\$ 2,131,952.35	\$ 939,227.65	\$ (742,952)	0.00%	\$ 418,772	0.75%	\$0	\$96,526	\$ 3,167,706	\$ 96,526
Flint Hills	\$ 2,289,424	\$ 499,081.67	\$ 1,790,342.33	\$ (186,082)	0.00%	\$ 902,658	1.61%	\$0	\$208,061	\$ 2,497,485	\$ 208,061
Marshall	\$ 2,364,693	\$ 502,256.95	\$ 1,862,436.05	\$ (210,257)	0.00%	\$ 888,564	1.59%	\$0	\$204,813	\$ 2,569,506	\$ 204,813
North Central	\$ 3,568,777	\$ 818,945.78	\$ 2,749,831.22	\$ (340,946)	0.00%	\$ 1,222,169	2.18%	\$0	\$281,708	\$ 3,850,485	\$ 281,708
Northwest	\$ 2,758,480	\$ 658,453.65	\$ 2,100,026.35	\$ (391,454)	0.00%	\$ (163,026)	0.00%	\$0	\$0	\$ 2,758,480	\$ -
Salina	\$ 2,033,533	\$ 356,508.94	\$ 1,677,024.06	\$ (108,509)	0.00%	\$ 1,027,976	1.84%	\$0	\$236,947	\$ 2,270,480	\$ 236,947
Wichita	\$ 5,877,811	\$ 1,972,409.02	\$ 3,905,401.98	\$ (236,409)	0.00%	\$ 5,439,598	9.72%	\$0	\$1,253,819	\$ 7,131,630	\$ 1,253,819
Washburn Institute of Tech	\$ 2,529,895	\$ 334,470.98	\$ 2,195,424.02	\$ (73,471)	0.00%	\$ 1,882,576	3.36%	\$0	\$433,931	\$ 2,963,826	\$ 433,931
Total	\$ 128,265,012	\$ 80,762,814	\$ 47,502,198	\$ 2,356,186	100.00%	\$ 55,788,802	100.00%	\$2,204,825	\$12,896,810	\$143,366,647	\$15,101,635

Vice President for Student Learning Search: The ads have been placed and human resources has received 17 applicants for the Vice President for Student Learning. The position closes at the end of the month with interviews coming in February. Dr. Inbody hopes to have a recommendation at the March Board meeting.

Quick Facts: Pocket quick facts about the college created by Jessica Shoemaker, graphic artist, were distributed. Dr. Inbody asked Trustees to review it and let him know if that is the kind of information they would like to have about the College.

Submitted Grants: Months of work have been completed and the Educational Talent Search grant has been submitted to the US Department of Education. NCCC has had a Talent Search grant on campus since 1998 which runs out in two years. This submission, if approved, would continue the grant for another five years. Talent Search works with area public schools to identify at-risk students and give them extra guidance they may need to complete high school and continue with post-secondary education. Talent Search grant brings in \$257,769 per year and employs four people as well as part-time workers.

The College is submitting another Department of Health and Human Services grant, this one for PolyCom equipment and an educational specialist position. PolyCom is an interactive videoconferencing system that will allow staff to have better linkages between our different campuses in the area of health care instruction. The educational specialist is a person who helps on-line and PolyCom instructors design materials that are effective in an electronic environment. It is a three-year grant that will total \$775,712 if awarded.

We are also submitting a Kan-Ed grant to the State for additional PolyCom equipment to link the two main campuses. This is a much smaller one-year grant that will total \$16,472 with a required match of \$16,472.

USD 413 Superintendent Search: Steve Parsons is retiring as the Superintendent of USD 413. Dr. Inbody has been asked to be a facilitator for the community member aspect of the interviews and has accepted that offer. The College and the public school are very well integrated with concurrent classes, as well as full programs housed there such as welding and construction.

Take Charge Challenge: The City of Chanute is involved in an effort to help citizens lower their energy bill. This Take Charge Challenge is offered through Efficiency Kansas and is a competition between cities. The winner will be the city that has the most citizens that switch high energy bulbs, appliances, and other energy using devices with lower demand products. A person can weatherize their home, change their bulbs for CFLs, etc., then register that change on a website to score points for their city. The winning city gets \$100,000 for a community energy project. Each city receives \$25,000 for being in the competition to pay for expenses. NCCC and its energy programs are involved in the program. You can learn more about it at www.takechargekansas.org.

Filing for Board of Trustees: NCCC will have three open positions on the Board of Trustees beginning July of this year. Filing closes at noon on January 25th.

Agenda Item VII-A: Revised Board Policy for Communicable Diseases Including AIDS and ARC (second reading)

The following recommended policy revision is to comply with a requirement of Kansas statute regarding tuberculosis and has been approved by the Executive Committee and the College Attorney. Dr. Inbody presented it to the Board for a second reading and Board approval. When approved the college will implement the policy immediately at zero cost to the institution.

Current Policy with proposed addition to the Policy highlighted in yellow.

Communicable Diseases Including AIDS and ARC

Whenever an employee or student has been diagnosed by a physician as having a communicable disease, such employee or student shall report the diagnosis and nature of the disease to the president or his/her designee so that a proper reporting may be made to the county or joint board of health as required by statute. Reference to employee and employment herein shall also apply to a student and participation in classes and college activities.

An employee diagnosed by a physician with a communicable disease dangerous to the public health may be required to withdraw from active employment for the duration of the illness in order to give maximum health protection to other college employees and to students.

In the event that a college employee has been diagnosed as having a communicable disease and the president has been notified by the employee, the president shall determine whether a release shall be obtained from the employee's physician indicating that the employee is free from all symptoms of a severe communicable disease.

Decisions regarding the type of employment setting for an employee with a communicable disease shall be based upon the physical condition of the employee and the expected type of interaction with other employees and students. These decisions are best made using the "health assessment team" approach including but not limited to the employee's physician, public health personnel, president, dean of student development, and the student's parents if applicable. No information regarding employees with communicable diseases shall be released by college personnel without the employee's consent except in order to comply with state and federal statutes.

Pursuant to K.S.A. 65-129e and implementing regulations and any amendment thereto, the Chief Student Affairs Officer shall be the College designee for NCCC. The College designee for purposes of this paragraph shall be responsible for submission of a TB prevention and control plan to Kansas Department Of Health And Environment and shall be responsible for oversight and implementation of the NCCC TB prevention and control

plan. The College designee shall report to the President of NCCC. The NCCC TB prevention and control plan as may be amended from time to time shall be maintained as a public record in the business office for each campus.

In each case involving an employee with AIDS, ARC, or a seropositive test for the HIV virus, the board shall reserve the right to make a final decision regarding the employment status of the employee after taking into account the recommendations of the health assessment team, the risks and benefits to both the employee and to others in the proposed work setting.

A. Guidelines for dealing with employees or students infected with AIDS in the college:

1. The college establishes the following guidelines for dealing with the problems presented by college employees who have or could transmit AIDS to other college employees or students. The guidelines will be reviewed periodically and revised as necessary to reflect new medical information regarding AIDS. Based upon the present knowledge that AIDS is primarily transmitted by blood or sexual contact, and that casual person-to-person contact as would occur among college employees appears to pose no risk, individuals known to be infected with HIV virus should not be restricted from the work setting unless otherwise medically indicated. Those individuals include the following: college personnel with positive antibodies to the HIV virus; college personnel who have illness due to the virus but do not meet the AIDS CASE definition; and college personnel with AIDS.

B. Case Review

The determination of the appropriate educational setting for HIV infected individuals should be done on a case-by-case basis by the health assessment team and should be weighted against the risk and benefits to both the infected individual and to others who will share the same setting. The board attorney may assist the health assessment team as an observer and advise the team on legal questions.

C. Dealing with college employees with AIDS

1. The health assessment team may need to develop additional procedures to periodically assess the employee's condition to assist in determining the employee's status to work. Establishment of a plan for periodic review of the employee's status will be established by the health assessment team at the initial meeting.
2. Before HIV infected individuals work, they will participate in a conference with appropriate college personnel at which time reasonable expectations regarding the individual's responsibilities in the work setting will be discussed. Appropriate recommendations are to be developed from these discussions and submitted to the appropriate official.

D. Confidentiality

In the case of a college employee, the office secretary, the designated school custodian(s), the county health nurse, the school attorney, and the president may be appropriate personnel who would be knowledgeable about the employee's case. In some situations it may be necessary that other personnel also be advised. This will be determined by the president.

E. Policy Review

In view of the new medical information that is coming forward with regards to AIDS and as medical advancements are made in this area, these recommendations may be updated or changed as needed.

Resolution 2011-01

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised policy for Communicable Diseases Including AIDS and ARC as presented.

Upon a motion and a second the above resolution was approved. Motion passed unanimously.

Agenda Item VII-B: Reserve Unencumbered Fund Balance Policy Revision (second reading)

The Reserve Unencumbered Fund Balance policy was written at a time when the College was very low on operating funds when the College received its tax allocations in very different ways. In many ways the policy is now a bit outdated, but the need for a reserve fund is not. Below is a rewrite of the policy to reflect current practices in building the fund and Board wishes from the recent retreat. Instead of a “floating” amount relative to the “general fund,” it sets a more concrete amount of \$1,000,000 in the reserve fund. It also makes simpler the manner by which the dollar figure is chosen to replenish the fund. As discussed, it sets the minimum deposit to the fund at \$50,000 per budget year. It makes clear that the Board must give “advance” approval in order to reallocate the funds.

This was the second reading of the policy and was offered for approval.

Current Policy

Reserve Unencumbered Fund Balance (adopted 7-19-03)

To protect the financial stability and integrity of Neosho County Community College and to provide sufficient liquidity required for daily operations, the Board of Trustees shall maintain a reserved unencumbered fund balance in the current unrestricted general fund. The amount shall be ten percent of the current year’s (FY03) unrestricted general fund.

Any use or appropriation of this fund balance shall require approval of the Neosho County Community College Board of Trustees.

Phase-In Requirement – Since the establishment of such a reserve would present a significant financial burden to accomplish immediately, the College will achieve compliance with this policy by reserving a minimum of 50% of the unencumbered fund balance in the general fund in the first year, and each subsequent year until the 10% minimum is reached. The College may increase this percentage with approval of the Board of Trustees. Once the 10 percent level is reached, said level shall be maintained.

Proposed Policy

Reserve Unencumbered Fund Balance

To protect the financial stability and integrity of Neosho County Community College and to provide sufficient liquidity required for daily operations, the Board of Trustees shall include in each annual operating budget a reserved unencumbered fund balance in the unrestricted general funds of \$1,000,000 for each fiscal budget year, subject to annual adjustment limitations.

Annual Adjustments/Funding -- If the minimum reserve fund balance at the end of any fiscal year is less than \$1,000,000, the President will recommend the Board transfer, at a minimum,

amounts to the fund necessary to increase the fund balance to \$1,000,000 or \$50,000 whichever is less. If the shortfall is more than \$50,000 the President shall notify the Board which may, subject to fiscal limitations, authorize transfer of additional amounts it deems prudent to increase the fund balance to \$1,000,000.

Any use or appropriation of this fund balance shall require advance approval of the Neosho County Community College Board of Trustees.

Resolution 2011-02

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised policy for Reserve Unencumbered Fund Balance.

Upon a motion and a second the above resolution was approved. Motion passed unanimously.

Agenda Item VII-C: Deferred Maintenance Fund Policy (second reading)

The Board has commissioned a Capital Improvement Plan that shows how each aspect of the campus facilities, valued at \$5,000 or more, will need to be added, renovated, or replaced through the year 2025. This comprehensive list of items and their expected useful life is a valuable tool to plan future expenditures to maintain and advance the College.

In an effort to ensure that there are adequate resources to fund the Capital Improvement Plan, the Administration is recommending establishing a Reserve Deferred Maintenance Fund. This fund would require a minimum deposit of \$50,000 each year to be set aside for facility improvements, but more could be deposited if the Board so desires. There is a maximum allowed in the fund at any one time, however, it would be unlikely that maximum will ever be met.

The fund is spent at the discretion of the President, but with normal Board approval, as with any expenditure.

This was the second reading of the policy and was offered for Board approval.

Proposed Policy

Reserve Deferred Maintenance Fund

To protect the capital investment of Neosho County Community College and to provide funding for implementation of the Capital Improvement Plan, the Board of Trustees shall include in each annual operating budget a reserved deferred maintenance fund in the unrestricted general funds up to \$1,000,000 for each fiscal budget year.

Annual Adjustments/Funding -- If the minimum reserve fund balance at the end of any fiscal year is less than \$1,000,000, the President will recommend the Board transfer at a minimum, amounts to the fund necessary to increase the fund balance to \$1,000,000 or \$50,000 whichever is less. If the shortfall is more than \$50,000 the President shall notify the Board which may, subject to fiscal limitations, authorize transfer of additional amounts it deems prudent.

Expenditures from the fund implementing the Capital Improvement Plan will be made at the discretion of the President subject to Board Policy for Claims For Disbursement, Bids, etc.

Resolution 2011-03

RESOLVED, that the Board of Trustees of Neosho County Community College approves the Deferred Maintenance Fund Policy.

Upon a motion and a second the above resolution was approved. Motion passed unanimously.

Agenda Item VII-D: Ottawa Educational Facility K-68/Logan Street

The Neosho County Community College Foundation (Foundation) and Neosho County Community College (College) continue to make progress on the new educational facility to serve our Ottawa and Franklin county service area. Towards that end, the Foundation and College have approved agreements regarding the purchase of land for the project and intent resolutions regarding the eventual lease arrangements governing the property.

In addition, the College has approved a design/build contract for the Title III portion only of the Ottawa educational facility as well as a design/build contract for the remainder of the facility. As was discussed in the March 25th Board of Trustees' meeting when the original project contract was presented, the administration recommended three different design/build contracts be developed to complete the overall project. They are:

1. Title III section design/build contract (approved);
2. Rest of facility and site development design/build contract (approved); and,
3. Street improvements design/build contract (attached).

The only contract remaining for the overall project is the design/build contract for the K-68/Logan Street improvements required by KDOT and the city of Ottawa.

Preliminary design work has been completed for the street improvements project and presented to KDOT. Formal final approval has not been received from KDOT, but the preliminary design has been approved by KDOT. The design process has progressed to the point where a design/build contract needs to be approved.

The new educational facility will house all college operations for Ottawa, including classrooms and laboratories, faculty, staff and administrative offices, the Teaching and Learning Center (TLC), Mary Grimes School of Nursing, simulated hospital, allied health programs and the new Title III programs. This design/build contract obligates the Board of Trustees to engage Loyd Builders of Ottawa, KS as the design/build firm to complete this street improvement project. Loyd Builders will design and implement the required project scheduled for summer/fall, 2011.

The contract was reviewed by the college attorney with appropriate changes incorporated into the new language. It was the President's recommendation that the Board approve the design/build contract Loyd Builders, Inc. for the Ottawa educational facility for the stipulated sum of \$575,000. A copy of the contract is on the following pages.

Resolution 2011-04

RESOLVED, that the Board of Trustees approves the design/build contract Loyd Builders, Inc. for the Ottawa educational facility for the stipulated sum of \$575,000.

Upon a motion and a second the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-A: WISS Agreement

College loans are an essential part of students' ability to afford higher education. When NCCC students take out loans, the College is held partially responsible if the students default on that loan. If the loan default rate rises too high NCCC will not be able to offer Title IV aid, which includes the Pell Grant. That is why NCCC has a financial aid suspension policy that stops students from receiving aid who are not making significant academic progress. These students tend to be the ones who ultimately default. Additionally we counsel students on the amount that they should borrow, with an eye to keeping that figure as low as possible. The students with higher amounts tend to default than those with lower indebtedness.

A student is delinquent if they miss making their loan payments for one year or less. If they miss more than one year they are in default. It is the default rate that matters to us, because once they are in default it counts against us. We must try to move the students who are delinquent off of that list before they default.

Our college loan default rate is 12.6% currently with 241 students on the delinquent list. We would like that default number to be less than 10% if possible. Next year the government is changing the way it figures the default rate, so this 12.6% will be closer to 19% under the new rules. If a college reaches 25% for three consecutive years or 40% in any one given year, that college will not be able to offer Title IV aid.

Currently, NCCC has an employee in financial aid attempt to contact the former students on the delinquent list one by one to counsel them on repaying of the loans. This is a difficult task as students move around frequently and it is difficult to find them. Financial aid can ill-afford to spend a great deal of time on past students who are delinquent during this enrollment surge when new students need help.

Many colleges across the country use a service to track down and help students get off of the delinquent list. One of the most proficient services is WISS (Wright International Student Services). Seven community colleges and 8 technical schools in Kansas use this service, two of which we have spoken with and have received very positive references. WISS claims to be able to lower the default rate from 25% to 5%. They are very good at skip-tracing or finding people who move around often.

In the contract, if approved, NCCC will pay WISS \$5 per student on the delinquent list. If they are able to move the student off the delinquent list we will pay an additional \$80 per student. The total cost for the year should be about \$5,000 depending on the success of WISS. This is in the budget for this year.

This has the added benefit of relieving financial aid of delinquent calls and allowing them to focus on new students. The administration recommends approval. The college attorney has reviewed the document.

Resolution 2011-5

RESOLVED, that the Board of Trustees of Neosho County Community College approves the contract with WISS (Wright International Student Services).

Upon a motion and a second the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-B: Annual Review of Vision Statement (first reading)

Part of the Fall In-Service activities included dividing employees into small groups to address areas of concerns from three recent college surveys: the Noel-Levitz Student Satisfaction Survey, the annual employee survey, and the study conducted by Wichita State University that included a community survey. Each small group brainstormed ideas to solve the problems listed from each survey.

One of the comments was regarding the Vision statement and why staff was not mentioned in the statement regarding leadership and excellence in faculty and administration. It was noted that staff are an important part of the college and should be included with faculty and administration. The Executive Committee recommended that the Vision statement be revised to include staff. I concur with the recommendation of the executive committee. I bring you the revision as a first reading for your consideration.

Current Vision statement

Vision (revised 12/10/09)

Neosho County Community College will grow and expand through serving students with innovative, creative programs based on leadership and excellence in faculty and administration and be the premier community college in Kansas.

Proposed Vision statement

Neosho County Community College will grow and expand through serving students with innovative, creative programs based on leadership and excellence in faculty, administration and **staff** and be the premier community college in Kansas.

Amended Agenda Item VIII-C: Interim Assistant Coordinator of Residence and Student Life

It was the President's recommendation that the Board approve the employment of Andrew Towne as the interim Assistant Coordinator of Residence and Student Life. Mr. Towne is finished his degree in Sports Administration at Washburn University. He was an intern in the athletic department at NCCC for the fall 2010 semester.

Mr. Towne will be paid \$9,000 for January 10 thru May 31, 2011, pending Board approval.

Resolution 2011-6

RESOLVED, that the Board of Trustees of Neosho County Community College approves the employment of Andrew Towne as the interim Assistant Coordinator of Residence and Student Life starting January 10 thru May 31, 2011.

Upon a motion and a second the above resolution was approved. Motion passed unanimously.

Amended Agenda Item VIII-D: Executive Session-Acquisition of Real Estate

Upon a motion and a second, the Board entered executive session for ten minutes for preliminary discussions relating to acquisition of real property and to include the President, Vice President for Administration, Chief Financial Officer and attorney.

The board entered executive session at 6:44 p.m.

The board returned to open meeting at 6:54 p.m.

Amended Agenda Item VIII-E: Executive Session of Negotiations

Upon a motion and a second the Board recessed into executive session for 10 minutes to discuss matters related to employer-employee negotiations and to include the President, Chief Financial Officer and attorney.

The Board entered executive session at 6:56 p.m.

The Board returned to open meeting at 7:06 p.m.

Upon a motion and a second the Board returned to executive session for 10 minutes to continue discussions related to employer-employee negotiations and to include the President, Chief Financial Officer and attorney. The Board recessed into executive session at 7:07 p.m.

The Board returned to open meeting at 7:17 p.m.

Agenda Item IX: Adjournment

Upon a motion and a second the meeting adjourned at 7:18 p.m.

Respectfully submitted,

Board Chair

Board Clerk