

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

DATE: September 8, 2011

TIME: 5:30 p.m.

PLACE: Student Union, Room 209

PRESENT: Kevin Berthot
Charlie Boaz
Patricia Griffith
Lori Kiblinger
David Peter
Dennis Peters

PRESENT: Dr. Brian Inbody, President
Ben Smith, Vice President for Operations
Jim Genandt, Vice President for Student Learning
Sandi Solander, Chief Financial Officer
Dale Ernst, Dean of Ottawa
Jason Kegler, Dean of Student Development
Amber Burge, Athletic Director
Kent Pringle, Board Attorney
Terri Dale, Board Clerk

Mr. Peter called the meeting to order.

Agenda Item III: Public Comment

There were no speakers.

Agenda Item IV: Approval of the Agenda

Mr. Peter asked to amend the agenda by adding a report from the Dean of Outreach and Workforce Development under reports. Under new business he added H-Resignation, I-AA for STARS, J-AA for Community Based Job Training, K-Resignation and L-Interim Coordinator for the Ottawa bookstore. Upon a motion and a second the agenda was approved as amended. Motion passed.

Agenda Item V:-Consent Agenda

The following items were approved by consent.

- A. Minutes from August 11, 2011
- B. Claims for Disbursement for August 2011
- C. Personnel

1. Revised Placement on Salary Schedule

The Vice President for Student Learning requested approval for revised placement on the salary schedule for Ethan Smilie, English instructor. Based on the information Mr. Smilie provided on his graduate program and Mr. Genandt's review of his post-master's graduate progress he should be placed at the MS+30, step 3. It was Dr. Inbody's recommendation that the Board approve the request and issue Mr. Smilie a revised contract for 2011-12 at MS+30, step 3.

2. Resignation of Assistant Wrestling Coach

It was the President's recommendation that the Board approve the resignation of Frank Barbie. Mr. Barbie was approved at the August 2011 meeting as an assistant coach for wrestling. Mr. Barbie declined the position.

3. Assistant Wrestling Coach

It was the recommendation of the President that the Board approve the employment of Sean White as an assistant coach for wrestling. Mr. White is a graduate of Wartburg College in Waverly, Iowa with a Bachelor of Science degree in Fitness Management. He has worked as a personal trainer, assistant strength coach, and assistant wrestling coach. Mr. White participated at Wartburg College for four years.

He will be paid \$1,167 for September and \$1250 per month for October through April (\$8,750) and \$625 for May, 2012. His start date will be September 5, 2011.

4. Assistant Wrestling Coach

It was Dr. Inbody's recommendation that the Board approve the employment of Cole Johnson as an assistant coach for wrestling. Mr. Johnson is a graduate of Colorado Northwestern Community College and Mesa State College where he earned a Bachelor's degree in Education. He was the assistant wrestling coach at Central High School in Grand Junction Colorado and at Mesa State College for the 2010-11 year.

Mr. Johnson will start September 12, 2011, pending his acceptance of the position, and be paid \$937.50 for September and \$1250 per month for October through April (\$8,750) and \$625 for May, 2012.

5. Resignation of Administrative Assistant for HIT and CBJT Grant

It was the President's recommendation that the Board accept the resignation of Kimberly Whittley as the part-time administrative assistant for the HIT program and CBJT grant. Her resignation is effective September 9, 2011.

6. ABE Instructor-Coffeyville

It was Dr. Inbody's recommendation that the Board employ Lane Roberts as the Adult Basic Education instructor at Coffeyville. Mr. Roberts earned a Master's degree in Counseling from Pittsburg State University and a B.B.L. degree from Ozark Christian College.

Mr. Roberts is employed by Hollister School, K-12 as the Homeless Coordinator. He also serves as the Pastor of the United Methodist Church in Edna, Bartlett and Chetopa. His prior work experience includes Roberts Homes in Branson, Missouri as a land developer, Lakeland Regional Hospital in Springfield as a mental health assessor, and pastor at several churches.

Salary negotiations are not completed but will be presented at the Board meeting. His tentative start date will be September 12, 2011.

Faculty Senate Report: Nathan Stanley, Faculty Senate President, reported that three new full-time instructors have been added to the roster at NCCC.

Benjamin Gort, a native of Hawaii and a long-time resident of Wichita, has taken over Nathan Stanley's position as math instructor at the Chanute campus. He earned a Master's in Mathematics Education from the University of Kansas and is currently pursuing a graduate degree in pure mathematics at Wichita State.

Andrew Ouellette comes from the Ottawa area and taught adjunct for NCCC this summer. He earned a Master's degree from KU in biochemistry/biophysics.

Eric Row, the new biology instructor in Ottawa, earned his bachelor's and master's degrees in biology from Pittsburg State, and won an Excellence in Teaching Award as a teaching assistant at PSU. Eric worked for PSU's Nature Reach program, which is responsible for the rehabilitation of injured birds of prey in the Pittsburg area.

There are two new employees in Ottawa who serve as both directors of their respective programs and as instructors. Barbara Flett, the OTA Director, earned her Master's in Occupational Therapy from KU and provided Occupational Therapy services for Children's Mercy Home Care before coming to NCCC.

Kelly Warren, director of the Surgical Technology program, is a 2009 graduate of NCCC. She earned her Licensed Practical Nursing degree from the Kansas City Vocational Technical School and was previously employed with Ransom Memorial Hospital's Surgical Department in Ottawa.

Linda Jones reports that science faculty members have met to start planning for the science fair, which will be held on the Ottawa campus this year. February 25 has been tentatively set as the date.

Ruth Zollars will serve as the judge for the short fiction category in a state-wide writing contest sponsored by the Kansas Authors' Club, which gave her an opportunity to read works from many talented Kansas writers. Since 1904, the Kansas Authors' Club has offered the opportunity to writers to share their work, experiences and problems unique to their profession, not only with novices but also with authors of national reputation.

Mindy Ayers will be taking the History Club to Lawrence on the evening of September 20th to hear a presentation by Laurence Rees, a British historian best known for his award-winning documentaries on the perpetrators and survivors of the Holocaust and other World War II atrocities. Mr. Rees is presenting at the Hall Center for the Humanities at the KU campus. Kevin Blackwell and Nathan Stanley will also be attending this presentation.

Twenty new participants are going through the 'Leadership Franklin County' Program this year, which is sponsored by Neosho County Community College and the Ottawa Area Chamber of Commerce, and further supported by the Kansas Leadership Center. The first four sessions involve participants learning 21st century leadership skills, while earning 3 credit hours from Neosho. Among the participants are individuals employed by the city, county, local industry,

Ransom Memorial Hospital, and Ottawa University. Dr. Mark Eldridge is serving his 10th year as the instructor for the course, which is now conducted online. He has recently merged curriculum from the Kansas Leadership Center in Wichita, which addresses the leadership skills needed for today's Kansas communities.

Assessment Report: Sarah Robb, Assessment Coordinator, stated that the first time this report was provided – it was titled “Are Students Learning?” Ms. Robb said she would attempt to answer that question with this report and also give a review of the assessment processes at this college for those of you that are not familiar with it yet. This will be Ms. Robb’s second year in the position of Coordinator of Assessment.

The following is an outline of what will be discussed in this report:

- Overview of NCCC’s Outcomes-based Assessment
 - From Course to Program and General Education – 3 Levels of Assessment
- Awards
- Achievements during 2009/2010
- In-House and Nationally Normed Assessment Schedule
- Assessment Results of Current Interest
 - General Education
 - CAAP
 - CCSSE

Overview of NCCC’s Outcomes-based Assessment

The outcomes-based assessment system at NCCC allows us to answer the question: Are students being successful at learning the basic core concepts of any given class? Every course at the college has a syllabus that includes a listing of the major concepts of the course. The instructor of each course is given the opportunity to “assess” whether or not students are successfully learning these concepts in any way they feel fit. Some instructors will use a series of exams to “assess” if their students have learned these concepts, others will use a final exam, or papers, or class projects. Every instructor has the opportunity to decide how they want to assess their students.

Each course that is taught at the college has an agreed upon “goal” for students. The instructor will compare their assessment scores (from their exams, projects, papers, etc. they assigned during class) to that goal to see what, if any, changes or improvements need to be made in their curriculum for the course. This score is different from each student’s grade or the average grade in the whole course – it is specifically linked to the outcomes of the course.

At NCCC instructors are asked to compile their assessment scores and report them at the end of each semester to the coordinator of assessment along with reporting of their grades. With the help of the Institutional Research Specialist reports can be generated at any time for any course.

The individual outcome scores are linked into the assessment of all of the programs of study offered at the college, for example Accounting, Biology, History, Art, etc. Just like the course

level, every program of study offered here at NCCC also has a listing of core concepts that a student in that program should be successful with. Data from individual course outcomes scores are compiled and a yearly “Program Assessment” is completed for each discipline. On the five year mark – a large Program Review process is undertaken to review the program for changes/improvements.

Additionally, individual course outcomes scores are linked into what is called the “General Education Matrix”. Those scores are used to assess how well students are learning at the general education level. There are stated outcomes for each of four categories of general education: Analytical Thinking, Citizenship, Communication, and Healthy Lifestyle, and compile reports similar to the program assessments each year.

The assessment processes are fully integrated into procedures and processes of the college. Every faculty member and every student taking courses at this college is a part of the assessment process in some way.

Brief Background/Awards

Assessment at NCCC began with the initiative of Dr. Brian Inbody when he was hired in 2003. He, along with the faculty assessment coordinator of the time led the college into the creation of a now award-winning system of assessment from scratch. An assessment committee was formed and the huge task of compiling learning outcomes for every course that is offered at the college was completed and now is a routine, “given” part of establishing new courses. For many years now, assessment has been a top priority for the Higher Learning Commission and therefore, has continued to be a top priority for NCCC.

NCCC’s assessment process has been awarded the following honors:

- 2008 Exemplary Initiatives Competition – Winning Entry from the National Council of Instructional Administrators
- 2009 – Bellwether Award Finalist from the Community College Futures Assembly

Additionally, the system is used by (or adapted for use by):

- Independence Community College
- Cloud County Community College
- Colby Community College
- Iowa Western Community College

Achievements during 2010/2011

As coordinator of assessment, Ms. Robb said she had been given the opportunity to ensure that all aspects of assessment are going in the right direction. The following is a brief listing of some of the progress that was made during the last academic year:

- General Education Matrix Update
 - A critical look into the method at which we assess general education at our college. This update will continue into this current academic year.
- Assessment Contract Update
 - Ensuring a standardized contract for every part-time instructor’s assessment pay.

- Program Outcome Templates (Yearly Program Reports)
 - In order to increase standardization of yearly reports, a template was generated and is now in use for all yearly program assessment reports. This template was much appreciated by those that complete the reports.
- 100% Completion
 - For every section of every course taught by full time faculty in the academic year of 2010/2011, an assessment report was completed. This is very encouraging and indicates that our faculty realizes the importance of the assessment process and continues to support it!
- Increasing completion results for part-time instructors
 - For 2010/2011, the part-time completion rate was 83% - this is higher than it's been since 2006. Ms. Robb will meet with all part-time instructors at the beginning of each year and meet with them individually as needed throughout the year. She intends to continue to increase the completion rates for part-time instructors by providing more training.

Assessment Schedule

	Summer	Fall	Spring
Course Assessment Reports	X	X	X
Program Outcomes Report		X <i>(from previous year's data)</i>	
CCSSE			X <i>(Odd Years)</i>
Noel-Levitz			X <i>(Even Years)</i>
CAAP		X <i>(ends FA 2011)</i>	X
Program Review	<i>Scheduled every 5 years for each Program of Study</i>		

Results of Current Interest -General Education

The College has been officially monitoring general education at NCCC since 2008. Since then, the method of assessment has been continuously reviewed and improved upon. For instance, in looking at the data, you can quickly identify that the scores in 08/09 are higher overall than the scores for the next two years. For 09/10 and 10/11, they were able to get a more accurate view of the data by ensuring consistency in course target scores. They will continue this process of constant review to make sure they are asking the right questions of the data to produce the best and most accurate reports.

	08/09	09/10	10/11
<p>Analytical Thinking</p> <p>Think analytically through:</p> <ul style="list-style-type: none"> • utilizing quantitative information in problem solving, • utilizing the principles of systematic inquiry, • utilizing various information resources including technology for research and data collection. 	82%	76%	73%
<p>Citizenship</p> <p>Practice Responsible Citizenship through:</p> <ul style="list-style-type: none"> • identifying rights and responsibilities of citizenship, • identifying how human values and perceptions affect and are affected by social diversity, • identifying and interpreting artistic expression. 	83%	81%	87%
<p>Communication</p> <p>Communicate effectively through:</p> <ul style="list-style-type: none"> • developing effective written communication skills, • developing effective oral communication and listening skills. 	86%	92%	88%
<p>Healthy Lifestyle</p> <p>Live a healthy lifestyle (physical, intellectual, social) through:</p> <ul style="list-style-type: none"> • listing factors associated with a healthy lifestyle and lifetime fitness, • identifying the importance of lifetime learning, • demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team. 	84%	72%	81%

Nationally Normed Assessment

The major types of assessments currently done at NCCC that allows instructors to compare ourselves and our students to other colleges in the nation include the Community College Survey for Student Engagement (CCSSE), the Collegiate Assessment of Academic Proficiency (CAAP), and the Noel-Levitz Student Satisfaction Survey. For this presentation, Ms. Robb focused on both CAAP and CCSSE.

CAAP Results

	Writing Skills (Usage/Mechanics)		Writing Skills (Rhetoric)		Essay	
	NCCC	Nation	NCCC	Nation	NCCC	Nation
2007	15.81	16.1	15.39	16.15	2.8	3
2008	15.96	16.1	15.94	16.1	2.96	3
2009	15.45	16.1	15.35	16	3.12	3
2010	15.2	16	15.1	16	3.1	3
2011 (Spring)	15.49	16	15.28	16	3.38	3

CCSSE Results

This survey was completed in both 2009 and 2011. It is important to note that this survey is a study of student’s perceptions. This is very different from what you’ve just been reviewing in outcomes-based assessment. These results indicate more of what students “feel” or “perceive” with regard to each survey question. What is presented here is a breakdown of some of the significant findings from the results of the survey.

First, compare the student population at NCCC to the CCSSE Cohort Colleges Populations:

	NCCC Student Population *	CCSSE Cohort Colleges Population *
Gender		
Male	33.5%	42.5%
Female	66.5%	57.5%
Race		
American Indian or other Native American	4%	1%
Asian, Asian American, or Pacific Islander	1%	5.5%
Black or African American, Non-Hispanic	5.5%	13%
White, Non-Hispanic	78%	57%
Hispanic, Latino, Spanish	4%	14%
Other	2%	7.5%
International Student or Foreign National	5.5%	2%
Student Age		
18-24	65.5%	58.5%
25-39	26%	28.5%
40 and over	7.5%	13.5%
Enrollment Status		
Full – Time	74.5%	41%
Part - Time	25.5%	59%

*Averaged over both years of survey completion (2009 and 2011) for each population.

There are some differences between the NCCC students that were surveyed, and all other students that were surveyed in the nation. In this survey, NCCC had a much larger female population, much smaller representation from minority groups, and had a much larger full-time

student population. Please keep that in mind when reviewing our results compared to the nation. Also, due to the nature of this survey, it is also important that you know that only face-to-face students were surveyed, no CCSSE surveys were administered to online students.

Now look at some of the things we're doing here at NCCC that our students perceive to be good, compared to the rest of the colleges surveyed. All of the following items did show significance, either positive or negative from the 2011 CCSSE Cohort Colleges and are presented with all corresponding data. In the presentation, just the weighted means are provided for reference.

Item	NCCC		Other Small Colleges		2011 CCSSE Cohort		Chanute 2011		Ottawa 2011		NCCC 2009	
	Mean	Mean	Effect Size*	Mean	Effect Size*	Weighted Means	Unweighted Means	Weighted Means	Unweighted Means	Chanute Unweighted	Ottawa Unweighted	
13.1 How often you use the following services? 1 = Rarely/Never, 2 = Sometimes, 3 = Often												
j. Frequency: Transfer credit assistance	1.69	1.54	0.22*	1.52	0.24*	1.52	1.07	1.80	1.25	1.59	1.82	
11. Mark the number that best represents the quality of your relationships with people at this college. 1 = Unfriendly, unsupportive, sense of alienation ... 7 = Friendly, supportive, sense of belonging												
c. Administrative personnel and offices	5.55	5.17	0.25*	4.97	0.36*	5.25	5.07	5.75	5.86	5.08	5.41	
10. About how many hours do you spend in a typical 7-day week doing each of the following? 0 = None, 1 = 1-5 hours, 2 = 6-10 hours, 3 = 11-20 hours, 4 = 21-30 hours, 5 = More than 30 hours												
c. Participating in college-sponsored activities (organizations, campus publications, student government, intercollegiate or intramural sports, etc.)	0.5	0.32	0.23*	0.28	0.30*	2.05	1.17	1.28	0.28	1.39	0.41	
4. In your experiences at this college during the current school year, about how often have you done each of the following? 1 = Never, 2 = Sometimes, 3 = Often, 4 = Very often												
q. Worked with instructors on activities other than coursework (STUFAC)	1.57	1.45		1.42	0.21*	1.55	1.64	1.57	1.58	1.61	1.42	

And here is a data set that includes items that we consider “areas for improvement”.

Item	NCCC	Other Small		2011 CCSSE		Chanute 2011		Ottawa 2011		NCCC 2009	
	Mean	Mean	Effect Size*	Mean	Effect Size*	Weighted Means	Unweighted Means	Weighted Means	Unweighted Means	Chanute Unweighted	Ottawa Unweighted
4. In your experiences at this college during the current school year, about how often have you done each of the following? 1= Never, 2 = Sometimes, 3 = Often, 4 = Very often											
b. Made a class presentation (ACTCOL)	1.81	2.08	-0.30*	2.08	-0.30*	1.83	2.12	1.83	2.00	2.33	1.84
c. Prepared two or more drafts of a paper or assignment before turning it in (STUEFF)	2.17	2.51	-0.33*	2.5	-0.32*	2.33	2.60	2.09	2.41	2.36	2.41
f. Worked with other students on projects during class (ACTCOL)	2.26	2.52	-0.29*	2.5	-0.26*	2.27	2.44	2.30	2.47	2.45	2.63
7. Mark the box that... 1= Extremely easy ... 7 = Extremely challenging											
7. Mark the box that best represents the extent to which your examinations during the current school year have challenged you to do your best work at this college (ACCHALL)	4.75	5.05	-0.24*	4.99		4.84	4.97	4.71	5.02	5.06	4.95
9. How much does this college emphasize each of the following? 1= Very little, 2 = Some, 3 = Quite a bit, 4 = Very much											
a. Encouraging you to spend significant amounts of time studying (ACCHALL)	2.74	3.03	-0.35*	3.01	-0.32*	2.80	2.87	2.68	2.95	3.07	2.85
g. Using computers in academic work	2.95	3.22	-0.30*	3.18	-0.25*	3.00	3.26	2.94	3.27	3.34	2.93
12. How much has your experience at this college contributed to your knowledge, skills, and personal development in the following areas? 1= Very little, 2 = Some, 3 = Quite a bit, 4 = Very much											
a. Acquiring a broad general education	2.8	2.98	-0.21*	2.98	-0.20*	2.78	2.91	2.80	2.97	2.92	2.87
c. Writing clearly and effectively	2.46	2.76	-0.32*	2.75	-0.30*	2.58	2.73	2.43	2.64	2.55	2.51
d. Speaking clearly and effectively	2.36	2.67	-0.33*	2.66	-0.31*	2.50	2.66	2.29	2.52	2.52	2.45
e. Thinking critically and analytically	2.73	2.95	-0.26*	2.92	-0.23*	2.84	2.86	2.63	2.93	2.88	2.83
f. Solving numerical problems	2.35	2.67	-0.34*	2.64	-0.30*	2.40	2.64	2.30	2.60	2.57	2.24
g. Using computing and information technology	2.58	2.83	-0.26*	2.77		2.64	2.83	2.52	2.77	2.77	2.45
h. Working effectively with others	2.6	2.81	-0.23*	2.76		2.49	2.57	2.64	2.80	2.77	2.81

75th Anniversary Celebration: Claudia Christiansen, Director of Development, told the Board about events planned to celebrate the college's 75th anniversary. In September the College will have a booth during Artist Alley in conjunction with the Alumni booth. They will be giving away over 300 t-shirts and selling memory books. In October there will be a trivia contest for senior citizens and an appreciation luncheon for emeriti faculty and staff on October 18th. In addition they are planning an event for breast cancer awareness. In November the theatre department will present the Broadway production of Annie. For December a mini Christmas card lane is planned.

Throughout the year they will be doing murals on walls, quotes around campus and different panthers on advertisements. She is also building sandwich boards to put in Erie, St. Paul and Thayer to inform citizens in those communities of the events taking place.

Dean of Outreach and Workforce Development Report: Brenda Krumm, Dean of Outreach and Workforce Development gave the following report.

Surgical Technology

Enrollment – The surgical tech program currently has 15 students enrolled. Those students started their second semester this fall, in which they will continue their simulations/lab practice in the mock OR and begin their clinical rotations. All students are scoring above the 80% assessment goal. The students will attend Olathe Medical Center, St Francis Hospital in Topeka, Ransom Memorial Hospital in Ottawa, Lawrence Memorial Hospital, Miami Medical Center in Paola, or Newman Medical Center in Emporia. The student evaluations have been very high, and the clinical sites are excited that NCCC students will be coming.

Future enrollment – The next cohort will begin in January of 2012 in Ottawa and August 2012 in Chanute. There are currently 52 applicants for the available 18 student spots in Ottawa, and several that are completing prerequisites with the intention of attending in Chanute. A point system is used in addition to an interview to determine acceptance into the program. For Ottawa, the applications are due October 1st, interviews will begin after that with determination being made before Thanksgiving.

Accreditation – We have applied for accreditation, begun the required self-study evaluation, and are preparing to schedule the on-site visit with the accreditation review committee in March 2012. The self-study committee (Kelly Warren, Karen Bertels and Jan Wolfe) has been preparing the documentation required by the Accreditation Review Committee for Surgical Technologists and Surgical Assistants (ARC STSA). This is a huge undertaking that requires a detailed evaluation of the program, and much preparation to complete. The ARC will only do an on-site visit when the first cohort has completed at least ½ of their clinical experience, which will be in March.

Advisory Committee - The Program Advisory Committee is made up of eight members – Director, Administrator, Surgeon, Employer, working Certified Surgical Technologist, current

NCCC Surg Tech student and Public Member that represents the surgical patient. The eighth position will be held by a graduate of the NCCC program, when that is available. The committee has met once and evaluated the current program, of which they were in agreement and made several recommendations for the future.

Director Certification - The requirement of Certification of the Program Director has been completed – Kelly Warren graduated from Baptist Health Systems School of Health Professions accelerated delivery program in May and successfully completed the national Certification for Surgical Technologists exam.

Occupational Therapy Assistant

Enrollment – Well over 70 calls or inquiries about the program since April, 2011. Twenty students have been selected to start the program in January. Fourteen are on the alternate list.

Accreditation – On August 8th we received notification by the Accreditation Council for Occupational Therapy Education that we have obtained Developing Program Status, which keeps us on track for full accreditation and allows us to start our students in January.

Equipment - Tables and chairs are set up in the lab space as well as carts for the modalities for lab activities, e.g., splinting, paraffin treatment. Continuing to order supplies and program resources with goal of setting up a resource library in the TLC for supplemental resources

Fieldwork Site Contracts - Peggy Carman will be the new Fieldwork coordinator/instructor beginning in October – she came by for a preliminary planning visit and is ready to hit the ground running. There are now 28 sites including USD 290 in Ottawa, Wellsville Retirement Community, Brookside Retirement Community in Overbrook, COF Training Services Ottawa and Burlington, Genesis Rehab, Neosho Memorial Regional Medical Center, Gollier Center, Greenwood County Hospital in Eureka

Health Information Technology

HIT, Coding, Transcription: 27 inquiries from prospective new students since the end of the spring semester. 10 new HIT AAS students are enrolled this fall along with 3 new transcription students and 4 new coding students.

Ads in the Lawrence, Ottawa, Topeka, and Chanute newspapers went out in July and we have had several inquiries resulting from each of these newspapers. There was a full page color ad in the Ottawa Herald Health and Wellness Issue in August featuring the Health Information Technology, Medical Coding and Medical Transcription programs.

NCCC 's Health Information Technology Annual Program Assessment Report was accepted by the Commission on Accreditation for Health Informatics and Information Management Education and will continue to be accredited.

Director, Kathie Henton, met with the Allied Health Chairman from Cowley College in August to start the HIT partnership.

Contracts were signed with two new host facilities for student affiliation; Sumner Regional Medical Center in Wellington, Kansas and Fredonia Regional Hospital in Fredonia, Kansas.

Medical Assisting/Phlebotomy

Coordinator, Jennifer Williams, is actively working with KU clinical laboratory sciences program to offer phlebotomy courses. Current instructor, Roxanne Mettenberg who previously taught A&P and biology at NCCC, is looking to retire and is exploring the option of NCCC offering this course to students in the KU program. Submitted phlebotomy program to the state for approval and it has made it through the first review, which was with the Curriculum Committee of the Technical Education Authority.

Medical Assistant program has added two fully functional exam rooms with the remodel of Rowland. This will allow for easier storage of equipment and sharing one room with the dual purpose of serving students as the student clinic for campus.

Allied Health

The status of the Community Based Job Training Grant at the end of Year 1 is below. This is a 3-year, \$1.5 million dollar project.

Rural Kansas Health Care Project - Outcomes and Evaluation Matrix				
	PROJECT OUTCOME TOTALS	Status This Quarter	Cumulativ e Status	Percent Comple e
1. RECRUIT 1,746 unemployed, dislocated, and incumbent workers into health care training.	1,746	236	1037	59%
Strategies: Strengthen and expand the promotion, marketing and career awareness efforts to increase recruitment and enrollment. Increase the number of certified nurse aides through the distribution of tuition scholarships.				
2. TRAIN. A total of 1,746 unemployed, dislocated, and incumbent workers will enter training for health career occupations.	1,746	236	1037	59%
Strategies: Increase number of certified nurse aides. Work with nurse aides to advance into higher-level positions by providing high-tech instruction to advance their training and move them up the career ladder.				
2a. Total number of participants that complete education/training activities (70%)	1,222	260	537	44%
2b. Total number of full-time participants that complete education/training activities that receive a degree/certificate. (70%)	1,222	246	462	38%
3. PLACE. Total number of participants that complete education/training activities that are placed into unsubsidized employment (80%)	978	157	319	33%
Strategies: Register students, who complete the program, with KANSASWORKS. Maintain regular monthly interactions with employers to discuss ways to support them and the student to decrease potential turnover.				
3a. Total number of participants that complete education/training activities that are placed into training-related unsubsidized employment (75%)	917	111	199	*22%
3b. 60% of completers will be placed and retain employment for at least 6 months.	733	NA	NA	

*As noted on the Technical Assistance questionnaire that was recently submitted to the Department of Labor, the major challenge with the CBJT project this quarter has been the number of nurse aide course completers who maintain employment outside of the health care sector. More students are obtaining the nurse aide credential as a prerequisite for application to nursing school. These students are reluctant to relinquish steady employment in the non-health care sector while they apply and work through nursing school. Their long-term plan is to work in health care, but at this time they are holding on to existing employment. Our percentage of completers who are employed in health care is lower than anticipated.

Allied health is having a huge fall semester with 9 nurse aide courses currently underway, which represents 180 students. In addition they have 5 medical terminology courses and 4 medication aid courses which represent an additional 147 students. These are a combination of live and online course offerings. A variety of other allied health courses are being offered.

A customized CPR class is being offered for Nu Wa Industries.

Welding

Welding classes are full for this Fall.

Mr. Jordan completed a summer internship at Chanutte Manufacturing and he reported he learned a lot about workplace expectations that he will pass on to his students.

The welding program received a Carl Perkins Reserve Fund grant in the amount of \$48,000 to fund a virtual reality welding trainer. The advisory board highly recommended this purchase and they believe it will be a great way to introduce students to welding.

Energy

Energy Auditor class starts September 19 at the Energy Lab at 2 E 7th Street. A manufactured housing auditing course will be held in October.

The online energy management program has 6 students enrolled; not where we want it to be, but it is growing.

NCCC instructors will have a booth at the Kansas Energy Conference on October 4 & 5 in Wichita.

Construction Technology

The Construction class is finishing the 1st cabin for Greenbush and will start the second cabin in January for completion in May. The class may provide some labor on the softball field as that project develops.

Concurrent Enrollment

High School Enrollments were held in August. Erie and St. Paul are just getting started with the semester.

- Chanute HS enrollment on Wednesday, August 3rd.
- Erie HS enrollment on Thursday, August 11.
- St. Paul HS enrollment on Tuesday, August 16.

Developmental Education

Fall developmental education courses are very full and new sections were added to meet the demand. Three sections of developmental math are currently offered at Pittsburg State University.

In-District Outreach Enrollment

In-district outreach enrollment is currently up 10.53% from this time last year. These numbers include outreach, PSU developmental math, and Independence nursing. (approx. 2,000 credit hours/300 headcount) Drops for nonpayment have not occurred yet, so this is an inflated percentage.

Adult Basic Education

The Southeast Kansas Basic Education Consortium has been extremely busy recently working with the Kansas Department of Commerce and Kansas Board of Regents to submit a State grant application to Jobs for the Future. The national project is titled ABE to Credentials, but the State effort is called Accelerated Opportunities for Kansas. If funded, this project will reshape the way adult education is delivered in Kansas with a greater emphasis on certificate and skill attainment simultaneous with receipt of adult basic education services.

New enrollees are responding well to the TV ads placed in the region promoting the SEK Adult Basic Education Consortium.

Workforce Development

An Entrepreneur Symposium is being developed in partnership with the Small Business Development Center and Main Street Chanute. Presenters are being located and promotional materials developed.

Lifetime Learning

Senior lunch on Thursday has resumed for the year as has the coffee and rolls on Tuesday mornings. Approximately 79 seniors ate lunch with us last Thursday. It was very full in the cafeteria!

Many of our senior Ambassadors along with RSVP volunteers assisted students with move-in day.

Retired Senior Volunteer Program

The Notice of Grant Award from the Corporation for National and Community Service was received for July 1st –March 30th, 2012. The passage of the FY2011 budget resulted in a 12.6

million cut to programs in the CNCS including Senior Corps and RSVP. Negotiations will continue about continuation funding according to Josh Lyman the Kansas Project Director. Unless additional funds are forthcoming, this program will end in March. RSVP volunteers provided much needed assistance during move-in day.

Kids' College 2011

- 91 Total Kids (WOW)
- 11 different class choices

Student Support Services

The new Math Specialist, Elizabeth Robinson, is on board and already busy working with students this semester.

Kyle Bures is published! His article, "Why Choosing a Major is Not Choosing a Career (...and not the end of the world)" was published in *Academic Advising Today*, Volume 34, No. 3, September 2011.

Mr. Bures also changed the face of the STARS Transfer and Career Blog. There is a new look and much more valuable information for our students. Check them out <http://www.transfenc.blogspot.com/> and <http://www.careernc.blogspot.com/>

Upward Bound

Upward Bound has just completed a very busy and successful Summer Program. NCCC Upward Bound provided residence hall accommodations for 40 local high school students completing the College Simulation Experience.

Upward Bound covered all expenses for 9 program graduates to complete 6 college credits at NCCC during the summer session. The students received instruction in math, science, literature, composition, and foreign language.

Participants also completed work-study jobs in the afternoons and participated in group activities each day of the week. A few of the activities included:

- * Tara Solomon conducted an etiquette dinner for our students.
- * Robynn Coates gave a presentation on goal setting.
- * Upward Bound partnered with the Kansas Department of Health and Environment to do a healthy living event.
- * NCCC Upward Bound partnered with Talent Search and ICC Upward Bound to bring a motivational speaker to Southeast Kansas.
- * We visited KU for a campus tour and viewing the Natural History Museum.

EDUCATIONAL TALENT SEARCH

See Newsletter!

GEAR UP

The CBC GEAR UP Project wrapped up the first grant cohorts' senior year in May. Over \$42,232 in scholarships were awarded to 14 seniors attending Kansas State University,

Washburn University, Pittsburg State University, Fort Scott Community College, Allen Community College, and Neosho County Community College. Eleven (11) of 211 students in the first GEAR UP cohort enrolled at NCCC.

Visited prospective school districts (USD 234, 235, 256, 379) and organizations (NCART, Citizens Bank, All Aboard Tours & Travel, AeicG Consulting Group, Greenbush) to pursue a new grant completion (RFP released in mid-June) for seven years, more information was received at the Capacity Building Workshop (February 13) and US DOE Technical Workshop (May 3), as well as utilizing the NC staff for information and input on narrative

Completed 2011 GEAR UP Grant Proposal by deadline July 14 – notification will occur around September 16 for a 4 cohort school (adding Uniontown to the existing three districts of Altoona-Midway, Marmaton Valley and Fort Scott.) 7-year proposal

Treasurer’s Report: Sandi Solander, CFO, reviewed the monthly treasurer’s report and cash comparison report. The College received over 2.1 million dollars in tuition, fees and student aid in August. Disbursements were just over 1.2 million dollars for a month end balance of \$5,911,327.11.

President’s Report: Dr. Inbody reported the College is experiencing its greatest fall semester percentage increase in decades. The former record was 9.23% set in 2004. Opening day saw the college up 17.37% for Fall 2011 over 2010. After the very positive summer semester the college is up 11.63% for the year thus far. Below is a breakdown of enrollment for the day to day comparison:

Fall Semester 2011

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2010	30	9-8-11	2845	20288.5	
TOTAL	2011	30	9-8-11	3235	22749	12.13%
CHANUTE	2010	30	9-8-11	720	7600	
CHANUTE	2011	30	9-8-11	746	7895	3.88%
OTTAWA	2010	30	9-8-11	755	5244.5	
OTTAWA	2011	30	9-8-11	903	6442	22.83%
ONL	2010	30	9-8-11	817	3912	
ONL	2011	30	9-8-11	981	4851	24%
ODO	2010	30	9-8-11	273	1659	
ODO	2011	30	9-8-11	285	1549	-6.63%

IDO	2010	30	9-8-11	280	1873	
IDO	2011	30	9-8-11	320	2012	7.42%

In the residence halls, the count is 264 this morning. There are no students left in the Super 8. All students are now in the residence hall. Thanks go to Jesse and Andrew for their first Move In Day and getting the students settled in.

Last week NCCC hosted a meeting with Andy Tompkins, President of KBOR and Blake Flanders, VP for Workforce Education on campus. The group toured the simulation hospital at Rowland and shared with them some of the successes and concerns that NCCC has, including dwindling State Aid. Special thanks to Charlie for attending that meeting and showing Board support.

Dr. Inbody prepared charts to show Trustees the funding situation in Kansas and the importance the new tiered formula could have on the College. He also discussed the harsh realities of a world of frozen or shrinking state aid.

The design aspect of the Softball Field is complete and the administration has moved to the contracting and pricing stage. Josh Walker and Ben Smith are going through the design looking for ways to save money and ascertaining the correct costs for each aspect of the field. As a preliminary number, they are looking at a total cost to build of \$350,000 - \$400,000. Ben and Josh are trying hard to get that number to \$350,000. The College has set aside about \$168,000 in operational funds for the project. Dr. Inbody will be talking with the Recreation Commission about helping with the remaining portion and the grant writer is writing a grant to a local foundation for help as well. Dr. Inbody may have to transfer some funds from the fee accounts to complete the project. He said he remains cautiously optimistic that we will be able to move forward with the new field.

In October Lloyd Builders will begin work to complete two projects that are part of the Title III grant for this (FY12) year. The projects are the Surgical Tech Lab in Rowland Hall and the second science lab at Ottawa. Both projects are 100% paid by the Title III grant and design work has already been completed as part of the overall projects at Rowland and Ottawa.

The next projects, besides Softball mentioned above, will be the dining hall/ kitchen remodel slated for this summer. Great Western will be paying for part of that remodel and assisting with the design aspects. Work will also begin on Stoltz Hall renovation slated for Phase I to be complete in summer of 2013 and Phase II in summer of 2014.

On September 17 the College will hold a surplus auction. Friend to the College and auctioneer David Petersen has agreed to help auction the old items off. Board Policy requires that the President inform the Board of the sale of surplus items. The auction is scheduled for 10am-12 noon by the Boiler Room.

On Friday, September 16, Senator Jerry Moran is coming to Chanute for a visit and campus tour. Dr. Inbody will be showing him the new sim hospital and business center and telling him about NCCC. Dr. Inbody invited Trustees to attend the meeting scheduled from 4:30-5:30 pm.

The annual Meet the Panthers day and time has been set for September 13, 5:30-7:30 in Penner Lounge, Student Union. There will be food, games, and the athletes will be introduced.

The College is in preliminary talks with the county health department and the county emergency planning task force (NCLEPC) to provide facilities to feed citizens of the county during an emergency such tornados, floods, etc. The funds would be provided by the NCLEPC through FEMA and other agencies.

Kyle Bures works as an advisor with the STARS grant. Kyle wrote an article for NACADA (National Academic Advising Association) and it was chosen for their electronic publication *Academic Advising Today*. A copy of it is in your packet. Congratulations Kyle!

Agenda Item VII-A: Sick Leave Policy Revision (second reading)

The approved contract with the Professional Educators Association increased the sick leave pay at the time of retirement from \$4 per hour to \$6 per hour. In an effort to equalize benefits between faculty and other employees the administration is recommending a similar increase to the hourly amount for those who fall under Board policy rather than the negotiated agreement. This policy revision was presented at the August meeting for a first reading. It was the President's recommendation that the Board approved the revised Sick Leave policy.

Current Policy:

1. Sick Leave (revised 7-9-09)

Each full-time employee shall receive eight sick hours per month, cumulative to a maximum of 480 hours by the end of the fifth contracted year of employment. After the fifth year, each full-time employee shall receive 8 hours per month, but cannot accumulate more than 48 hours per year thereafter. A full-time employee may not accumulate in excess of 720 hours accumulated sick leave. Employees shall be compensated for all accumulated unused sick leave at the time of that employee's retirement. Compensation will be set at a rate of four dollars (\$4) per hour for each hour of accumulated unused sick leave at the time of retirement.

Proposed Policy:

1. Sick Leave

Each full-time employee shall receive eight sick hours per month, cumulative to a maximum of 480 hours by the end of the fifth contracted year of employment. After the fifth year, each full-time employee shall receive 8 hours per month, but cannot accumulate more than 48 hours per year thereafter. A full-time employee may not accumulate in excess of 720 hours accumulated sick leave. Employees shall be compensated for all accumulated unused sick leave at the time of that employee's retirement. Compensation will be set at a rate of ~~four~~ **six** dollars (~~\$4~~ **\$6**) per hour for each hour of accumulated unused sick leave at the time of retirement.

Resolution 2011-89

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised Sick Leave policy as presented.

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

Agenda Item VIII-A. Title III Ottawa Biology Lab Design Build Contract

This design build contract will create the biology lab portion of the Ottawa project renovation. A copy of the contract is attached. Title III will provide funding for the biology lab and associated equipment. The Title III contract for this portion of the Ottawa renovation project totals \$51,300.

The funding for this project has no impact on the general fund of the college and draws funding from only Title III. It was the recommendation of the President that the Board approve the design/build contract for the Ottawa Biology Lab Project as specified for \$51,300.00 with Loyd Builders of Ottawa, Kansas.

Resolution 2011-90

RESOLVED, that the Board of Trustees of Neosho County Community College approves the design/build contract for the Ottawa Biology Lab Project as specified for \$51,300.00 with Loyd Builders of Ottawa, Kansas.

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

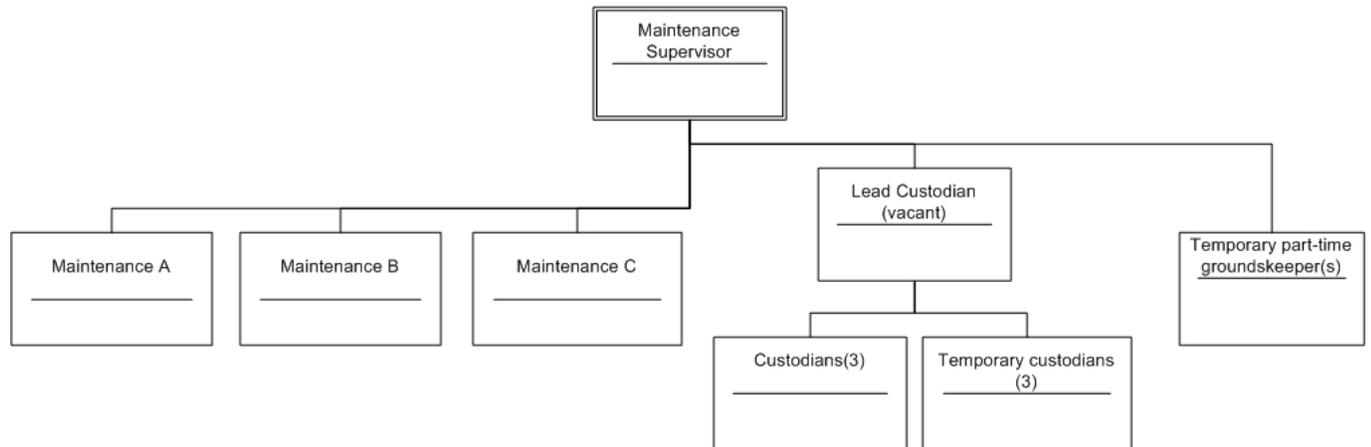
Agenda Item VIII-B: Maintenance Department Reorganization

Ben Smith, Vice President for Operations, and Paul Smith, Maintenance Supervisor, have evaluated the structure and organization of the Maintenance department for the past year. With the resignation of the Lead Custodian in July, there was additional urgency to review the personnel in the maintenance department to ensure the department met the college's needs in the most efficient manner, while providing the highest level of services possible.

The resulting evaluation of the maintenance function revealed the following:

- Housekeeping services currently has over 150,000 square feet of different types of buildings to clean.
- APPA (the Association of Physical Plant Administrators) standards state that typical custodial workloads should be roughly 20,000 sq. ft. each, depending upon the APPA cleaning level required. APPA recommended cleaning levels are attached. Most of our areas are currently being cleaned to a level 3 or below with the exception of the cafeteria and restrooms, which we attempt to keep a level 2. We aspire to clean to a level 1 in most areas.
- Our custodial staff are expected to clean roughly 1.5 times the recommended maximum (at staff level of five).
- Currently six housekeepers are employed, three as direct employees of the college, and three as temporary Manpower employees, with additional temporary Manpower employees added during busy times.
- As college facilities continue to be scheduled more and more, particularly by outside entities, a greater level of housekeeping service is required, both in set up and also in actual housekeeping services themselves.
- Housekeeping services, therefore, do require a considerable amount of coordination and time-management.
- This increased coordination continues to take more of the current position Lead Custodian's time, more than can be accomplished in ½ FTE position (the Lead Custodian position is ½ supervisory/½ time custodial).
- It is becoming increasingly difficult to attract and retain quality personnel for custodial services.
- Additionally, due to the ever-increasing number of college projects, more time is required by the Maintenance Supervisor overseeing facility repair and renovations while assisting the VP with major project development, leaving less and less time to oversee the energy management system and day-to-day operational management of the maintenance department.

Current Maintenance Organization:



Chanute Maintenance/Custodial – Current 2011

Day-to-day operations of the Maintenance Department are suffering, small projects are not being completed in a timely manner, cleanliness of the buildings and grounds are suffering. The time has come for a structure change to the Maintenance Department.

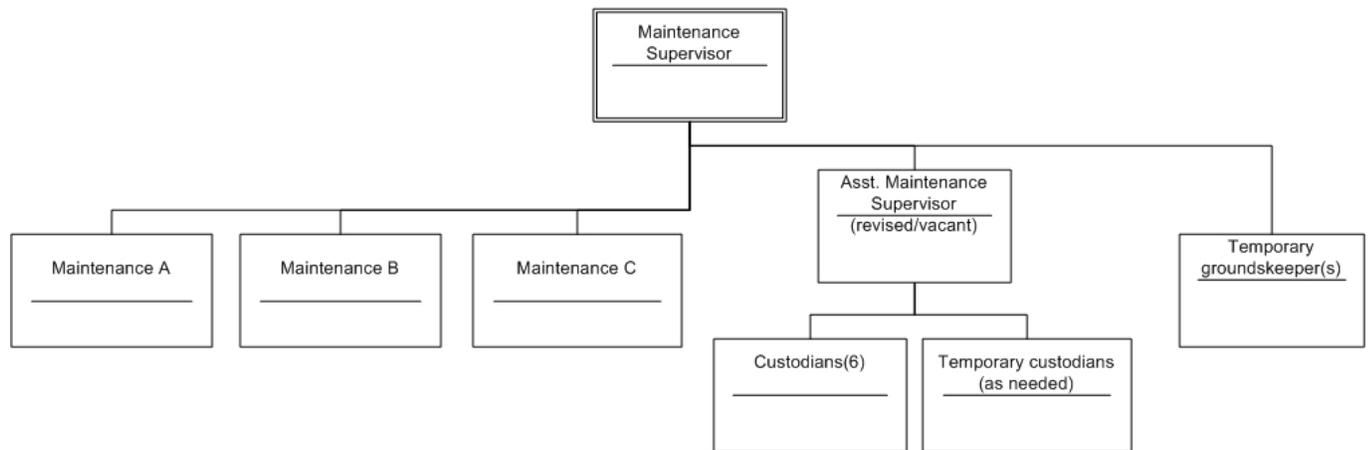
Mr. Smith recommended the college change the Lead Custodian position to an Assistant Maintenance Supervisor position. The Assistant Maintenance Supervisor position will replace the current Lead Custodian position and have direct supervisory responsibilities over all custodial staff, plus supervisory responsibility over maintenance staff in the Maintenance Supervisor's absence. He believes that having an Assistant Maintenance Supervisor to coordinate day-to-day cleaning tasks and assist the Maintenance Supervisor with the scheduling of larger special housekeeping projects will increase the overall housekeeping efficiency and effectiveness, resulting in cleaner, better looking facilities. The Assistant Maintenance Supervisor position will dramatically decrease daily interaction between the custodians and maintenance personnel and the Maintenance Supervisor, thereby releasing the Maintenance Supervisor to perform higher level functions such as assisting the VP with major project development, managing small projects and renovation, and oversight of the physical plant and energy management systems. The Assistant Maintenance Supervisor will handle day-to-day operational supervision of all of the custodial staff. Having the Assistant Maintenance Supervisor will also allow the two supervisors to properly document all current system operation and maintenance functions.

As mentioned above, Mr. Smith said it is also becoming increasingly difficult to attract and retain quality personnel for custodial services. He continues to experience very high turnover in the department and finds it difficult to attract candidates willing to perform quality custodial services for the wages currently being offered. It is proposed that the Board raise the general custodial wage level to be equal to level III starting wage, minimum \$9.70, to attract and retain quality custodial personnel. Any new custodians would be brought in at the \$9.70 hourly rate.

(It is the current practice to hire Manpower custodians for three-six months and either recommend them for contracts or release them. The college would continue to pay the Manpower employees the \$8.70 equivalent rate, but if recommended for a contract, they would be recommended at \$9.70). Mr. Smith recommended the two current custodians being paid at the level II rate should be given \$1.00 per hour increases, as both are doing an exemplary job, if the reorganization is approved.

This recommendation increases the FTE over current maintenance staffing by 1.5 FTE (Assistant Maintenance Supervisor plus ½ of the previous Lead Custodian position).

Proposed Maintenance Organization:



Chanute Maintenance/Custodial – Proposed 2011

Reorganization of the Maintenance Department will cost an additional \$40,000 annually including changing position descriptions, custodial increases, and benefits. A job description for the Assistant Maintenance Supervisor is attached. It was the President’s recommendation that the Board approve the reorganization of the Maintenance Department staffing as noted above and creates the Assistant Maintenance Supervisor position. This initiative has been factored into the large expenditure sheet and has been added to the budget. The Executive Committee unanimously endorsed the recommendation.

Resolution 2011-91

RESOLVED, that the Board of Trustees of Neosho County Community College approves the reorganization of the Maintenance Department staffing as noted above and creates the Assistant Maintenance Supervisor position.

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

APPA Cleaning Levels

Level 1 – Orderly

This level establishes cleaning at the highest level. It was spotlessness developed for the corporate suite, the donated building or the historical focal point. This is show-quality cleaning for that prime facility.

- Floors and base mouldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges or fingerprints.
- Washroom and shower tile and fixtures gleam and are odor free. Supplies are adequate.
- Trash containers and pencil sharpeners are empty, clean and odor-free.

Level 2 – Ordinary

This level is the base upon which this study is established. Tidiness is the level at which cleaning should be maintained. Lower levels for washrooms, changing/locker rooms and similar type facilities are not acceptable.

- Floors and base mouldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days' worth of dirt, dust, stains or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges and fingerprints are noticeable with close observation.
- Washroom and shower tile and fixtures gleam and are odor free. Supplies are adequate.
- Trash containers and pencil sharpeners are empty, clean and odor-free.

Level 3 – Casual

This level reflects the first budget cut, or some other staffing- related inattention problem. It is a lowering of normal expectations. While not totally acceptable, it has yet to reach an unacceptable level of cleanliness.

- Floors are swept clean, but upon observation dust, dirt and stains, as well as a buildup of dirt, dust and/or floor finish in corners and along walls, can be seen.
- There are dull spots and/or matted carpet in walking lanes and streaks and splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges and fingerprints.
- Lamps all work and all fixtures are clean.
- Trash containers and pencil sharpeners are empty, clean and odor-free.

Level 4 – Moderate

This level reflects the second budget cut, or some other significant Dinginess staffing-related problem. Areas are becoming unacceptable. People begin to accept an environment lacking

normal cleanliness. In fact, the facility begins to constantly look like it requires a good “spring cleaning.”

- Floors are swept clean, but are dull. Colors are dingy and there is an obvious buildup of dust, dirt and/or floor finish in corners and along walls. Moulding is dull and contains streaks and splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints and marks that will be difficult to remove.
- Less than 5 percent of lamps are burned out and fixtures are dingy.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash cans smell sour.

Level 5 – Unkempt Neglect

This is the final and lowest level. The trucking industry would call this “just-in-time cleaning.” The facility is always dirty, with cleaning accomplished at an unacceptable level.

- Floors and carpets are dirty and have visible wear and/or pitting. Colors are faded and dingy and there is a conspicuous buildup of dirt, dust and/or floor finish in corners and along walls. Base moulding is dirty, stained and streaked. Gum, stains, dirt dust balls and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges and fingerprints, as well as damage. It is evident that no maintenance or cleaning is done on these surfaces.
- More than 5 percent of lamps are burned out and fixtures are dirty with dust balls and flies.
- Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

Assistant Maintenance Supervisor

Reports to: Maintenance Supervisor

Classification: Administrator, Full-time, 12-month

Starting Salary range \$28,000-\$30,000

Created: September, 2011

Purpose of position: This position provides maintenance and custodial coordination and supervision for the Chanute campus. This position reports to the Maintenance Supervisor. Duties include, but are not limited to:

1. Serve as acting maintenance supervisor in the absence of the Maintenance Supervisor;
2. Supervise and coordinate the Chanute custodial staff including day-to-day cleaning operations and daily work schedules and assist the Dean of the Ottawa campus with coordination of cleaning operations at the Ottawa campus;
3. Coordinate the ordering of cleaning supplies for the Chanute campus and assist the Dean of the Ottawa campus with coordination of ordering cleaning supplies for the Ottawa campus;
4. Supervise and coordinate the Chanute maintenance staff including day-to-day operations and daily work schedules and assist the Dean of the Ottawa campus with coordination of maintenance operations at the Ottawa campus under the direction of the Maintenance Supervisor;
5. Review daily and manage the energy management systems for the Chanute and Ottawa campuses;
6. Assist the maintenance supervisor with project planning and implementation;
7. Properly document standard operating procedures and duties for all maintenance and custodial functions for the college;
8. Assist the maintenance supervisor with event/activity planning and implementation;
9. Assist the maintenance supervisor with requisition processing and coordination; and
10. Perform other duties as assigned by the maintenance supervisor.

Required Knowledge, Skills and Abilities

1. Ability to lead, supervise and coordinate custodial and maintenance teams;
2. Ability to work effectively with all levels of employees;
3. Ability to project a positive and professional image to students, employees, and the public;
4. Ability to appropriately exercise independent initiative and judgment; and
5. Ability to learn and implement new procedures.

Education and Experience

1. High school diploma or GED certificate AND three to five years of experience (full-time equivalent) with knowledge, skills and abilities listed above are required; OR
2. An Associate's degree AND two years of experience (full-time equivalent) with knowledge, skills and abilities listed above are required.
3. Previous custodial or maintenance experience is required. Supervisory experience is preferred.

Working Conditions

1. Ability to stand, bend at the waist and stoop or squat while working on a regular daily basis is required;
2. Ability to reach and work overhead on an occasional basis is required;
3. Occasional lifting of up to 50 pounds from the floor to waist height is required, and
4. Occasional evening and weekend hours are expected.

Non Discrimination

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion; in the admission, access to, treatment, or employment in the college's programs and activities is prohibited. The Chief Student Affairs officer, NCCC, 800 West 14th Street, Chanute, Kansas 66720, 431-2820 ext. 213, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008. Information concerning the provisions of these acts, and the rights provided thereunder, are available from the compliance coordinator.

Agenda Item VIII-C: Maintenance Department Hourly Wage Adjustments

As previously discussed in conjunction with the Maintenance Department reorganization, it is becoming increasingly difficult to attract and retain quality personnel for custodial services. The College has three excellent full-time custodians currently employed. Tim McCoy has just recently requested to be moved to Custodian from Lead Custodian. In preparation for this reorganization, his wage was decreased from by \$1.00 per hour, but still approximately \$1.00 per hour more than the other two custodians. It was recommended that the Board increase the wage of LuAnn Rogers and Tracy Anderson by \$1.00 per hour to bring them in line with the new proposed custodial rate per the reorganization plan.

This initiative will cost an additional \$4,160 per year, has been factored into the “large expenditure sheet” and has been added to the budget. The Executive Committee unanimously endorsed this initiative. It was the President’s recommendation that the Board approve increasing the wage for the two custodians noted above by \$1.00 per hour effective 8/1/11.

Resolution 2011-92

RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommendation to increase the wage of LuAnn Rogers and Tracy Anderson by \$1.00 per hour effective August 1, 2011.

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

Agenda Item VIII-D: Advertising/Media Coordinator Position

For the past six years the college has contracted with Nancy Isaacs to provide public relations and advertising assistance. This position has been of real benefit to the College, assisting the President with press releases and helping coordinate advertising and marketing efforts.

Contract labor is intended to be temporary in nature as in the Manpower employees that work for the College for up to a year before they are hired by the Board. This contract has been going for six years. It is time to end the contract and make Nancy an employee with full rights and responsibilities. It was the President's recommendation that the Board create the position of Advertising/Media Coordinator and that Nancy Isaac be named to this position starting October 1, 2011. Nancy will be paid \$16,000 per year for 15 hours per week with a flexible work schedule. This is a part-time position and has been factored into the budget.

Resolution 2011-93

RESOLVED, that the Board of Trustees of Neosho County Community College approves the part-time position of Advertising/Media Coordinator and appoints Nancy Isaac to that position starting October 1, 2011 at an annual salary of \$16,000 (15 hours/week, flexible schedule).

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

Advertising/Media Coordinator

Reports to: President

Classification: Management Support

Status: Part-time, Permanent, 12 months, Benefits

Salary Range \$14,000 – 16,000

Essential Functions:

- 1) Assist in design of print ads and schedule for service area newspapers based on the college academic calendar for spring, fall, summer and intersession enrollment.
- 2) Script, edit and schedule broadcast television, cable television, and radio ads for service area television stations, cable affiliates and radio stations. Select markets to air in Chanute and Ottawa service areas.
- 3) Maintain web search engine accounts for Ottawa and Chanute. Update keywords and phrases as needed to promote new or existing programs. Assist in design and scheduling of web ads for various entities (such as the University Daily Kansan). Determine proper pixels required and transmit ad copy.
- 4) Prepare press releases, briefs or PSA's for service area newspapers and/or radio stations.
- 5) Enter timely e-requisitions for all purchases and assist accounting with any billing questions. Coordinate billing text to closely match our purchase orders to ensure payment in a timely manner.
- 6) Respond to any other departmental requests for advertising.
 - a) determine dollar amount to be spent
 - b) determine best "mix" of advertising based on dollar amount given
 - c) request quotes from media sources
 - d) send ad copy to providers via email or upload to ftp site
 - e) complete e-requisitions with proper approval track and account code to assure invoices will be paid in a timely manner
 - f) make sure that ad copy complies with our branding requirements as established by the marketing committee

Other departments can be defined as; Allied Health, Nursing, Lifetime Learning, The NCCC Foundation, Athletics, Marketing Committee, Theatre, Choir, SEKABE, other directives from the Dean of Outreach and Workforce Development.
- 7) Prepare and submit news and photos to the Kansas Board of Regents each month (except July and August).
- 8) Prepare and submit news and photos to The Chanute Tribune monthly.
- 9) Assist in the submission of request for quotes for printed materials from Admissions, The Foundation or the Registrar.
- 10) Respond to requests from service area high schools and booster organizations for sponsorship and/or ad placement in their publications. This includes Wellsville, Pomona, Central Heights, Garnett, Ottawa, Erie, Chanute, St. Paul, and CCA.
- 11) Attend marketing meetings and report on purchases. Respond to any of their directives.
- 12) Work with graphic artist in the design or revision of ad copy. Make sure proper files are stored in a retrievable location on T Common for easy access.
- 13) Publish various notices throughout the year and obtain affidavits of publication as required. (i.e. non-discrimination clause or college budget)
- 14) Maintain billboard artwork and monitor monthly payment. Reenter these contracts each fiscal year to ensure timely payment of the contract and no late fees.
- 15) Any other duties as deemed necessary by the administration.

Required Knowledge, Skills and Abilities:

- 1) Must be self-motivated and organized
- 2) Ability to communicate effectively, both orally and in writing
- 3) Computer literacy
- 4) Willingness and ability to work as a member of a team
- 5) Maintain professional appearance
- 6) Excellent interpersonal skills
- 7) Willingness to be involved in community and college events

Education and Experience:

Associates degree in related field preferred; two years of work experience in a related field preferably in area of responsibilities of position;

OR

High School diploma or GED required plus five years of work experience in area of responsibilities required.

Working Conditions

- 1) Work is typically performed in an office work environment.
- 2) Some travel, evening and weekend hours may be required.
- 3) Limited physical effort required.

Non Discrimination

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion; in the admission, access to, treatment, or employment in the college's programs and activities is prohibited. The Chief Student Affairs officer, NCCC, 800 West 14th Street, Chanute, Kansas 66720, 431-2820 ext. 213m has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Right Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008. Information concerning the provisions of these acts, and the rights provided thereunder, are available from the compliance coordinator.

Agenda Item VIII-E: Energy Lab House Deed

The City of Chanute is deeding the Sustainable Energy Laboratory located at 633 South Lincoln, Chanute to Neosho County Community College. The house and improvements are being conveyed not the property. The attached Deed/Bill of Sale has been prepared. Additional language requiring a 2-year notice prior to the time the house has to be removed from the property is being added to the Deed/Bill of Sale. The deed will be reviewed by David Brake and then we can proceed with its execution and delivery by the City.

Resolution 2011-94

RESOLVED, that the Board of Trustees of Neosho County Community College approves the transfer of the deed for the house and improvements at 633 South Lincoln, Chanute, Kansas from the City of Chanute to Neosho County Community College.

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

WARRANTY DEED/BILL OF SALE
(Improvements Only)
City of Chanute, a municipal corporation

CONVEYS AND WARRANTS TO

Neosho County Community College

all the building, fixtures and improvements (the “improvements”) situated on and forming a part of the following described REAL ESTATE in the County of Neosho and the State of Kansas, to wit:

Lot Six (6), Block One (1) in Wimer’s Second Addition to the City of Chanute, less that portion condemned in Chanute

Case No. 413 for State highway purposes and described as follows: Beginning at a point on the East line of said Lot 6,

27.7 feet South of the Northeast corner of said Lot; thence on a curve to the right (said curve having a radius of 79.5 feet),

Southwesterly for a distance of 58.8 feet, thence Easterly for a distance of 46.8 feet to a point on said East line of Lot

Six (6) “extended”; thence Northerly along said East line of Lot Six (6) for a distance of 32.2 feet to the point of beginning.

Also, described as a tract of land beginning at the Northwest corner of Lot Six (6), Block One (1); thence East 154.08 feet;

thence South 40 feet; thence Southwesterly 40 feet; thence West 110 feet; thence North 65 feet to the point of beginning,

Wimer’s Second Addition to the City of Chanute, Neosho County, Kansas.

Address: 633 South Lincoln, Chanute, Kansas

Transferred Without Consideration

EXCEPT AND SUBJECT TO: Easements, Rights of Way and Restrictions of record.

By acceptance of this Deed/Bill of Sale, Grantee agrees to indemnify and hold harmless Grantor, its commissioners, officers, agents and employees from and against all claims, actions, causes of actions, liabilities, suits, expenses which are related to or arise out of Grantee ownership and use of the above referenced improvements.

Grantor and Grantee further agree that the real estate is not being transferred to Grantee, that Grantor shall remain responsible for maintaining the real estate (but not the improvements conveyed hereby) and that as long as said improvements remain on said real estate, Grantee shall be responsible for utilities servicing said improvements. Grantor grants an easement to Grantee upon the above described real estate permitting Grantee the right to (a) keep the improvements on the real estate, (b) access the improvements for maintenance, signage, and use for educational energy grant, and other non-profit college functions or purposes, (c) removal of improvements. This easement grant shall terminate effective twenty-four (24) months after written notice of

termination is received by Grantee.

IN WITNESS WHEREOF, the City of Chanute, Kansas has hereunto caused this Deed to be signed on its behalf by its Mayor thereunto duly authorized to do so by the City Commission of the City of Chanute, Kansas, and attested by the City Clerk, and has caused the seal of the City to be hereunto affixed the day and year set forth below.

Executed this ____ day of _____, 2011.

CITY OF CHANUTE, KANSAS

[S E A L]

BY:

ATTEST:

James R. Chappell, Mayor

Tina L. Bailey, Deputy City Clerk

STATE OF KANSAS, COUNTY OF NEOSHO, ss

BE IT REMEMBERED, that on this ____ day of _____, 2011, before me the undersigned, a Notary Public in and for the County and State aforesaid, came James R. Chappell, Mayor of the City of Chanute, Kansas and Tina L. Bailey, Deputy City Clerk of said City, who are personally known to me to be such officers, and who are personally known to me to be the same persons who executed, as such officers, the within instrument on behalf of said City, and such persons duly acknowledged the execution of the same to be the act and deed of said City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year last above written.

My appointment expires: _____

Notary Public

Agenda Item VIII-F: October Board Meeting Date Change

The Association of Community College Trustees annual conference is October 12-16, 2011 in Dallas, Texas. The regularly scheduled Board of Trustees meeting would be October 13, 2011. Dr. Inbody recommended changing the date for the October meeting to Thursday, October 20, 2011 at 5:30 p.m.

Resolution 2011-95

RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommendation to change the October Board meeting to Thursday, October 20, 2011.

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

Agenda Item VIII-G: Schedule Fall Board Retreat

The fall Board Retreat was scheduled for Thursday, November 3rd at 5:30 p.m. Topics for discussion will include future funding and reviewing the Facility Master Plan.

Amended Agenda Item VIII-H: Resignation

It was Dr. Inbody's recommendation that the Board accept the resignation of JoAnn Clouse, Bookstore Coordinator at the Ottawa campus. Ms. Clouse's resignation is effective September 8, 2011.

Resolution 2011-96

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the resignation of JoAnn Clouse effective September 8, 2011.

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

Amended Agenda Item I: Administrative Assistant for Student Support Services Grant

It was the President's recommendation that the Board employ Jean Bohler as the administrative assistant for the Student Support Services (STARS) grant. Ms. Bohler is currently a tutor in the CAVE working through the KHPOP grant. Ms. Bohler has experience as a substitute teacher, nursing advisor in Allied Health, CNA instructor and Hemodialysis instructor.

Ms. Bohler earned a Bachelor of Business Administration and Accounting from Brenau University in Georgia and is pursuing a Master of Applied Science and Health Administration degree from Central Michigan University.

Ms. Bohler will be paid \$10.70 per hour (level III) starting September 26, 2011.

Resolution 2011-97

RESOLVED, that the Board of Trustees of Neosho County Community College approves the employment of Jean Bohler as the administrative assistant for the Student Support Services grant starting September 26, 2011 at \$10.70 per hour (level III).

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

Amended Agenda Item J: Administrative Assistant for CBJT Grant (half-time)

It was Dr. Inbody's recommendation that the Board approve the employment of Jackie Kinzer as the administrative assistant for the Community Based Job Training (CBJT) grant. Ms. Kinzer worked for the College starting in 2004 as the AA for the Dean of Outreach and Workforce Development. From 2010 thru 2011 she was the accounts payable/payroll clerk at the College.

Ms. Kinzer will be paid \$11.13 (level III) starting September 12, 2011.

Resolution 2011-98

RESOLVED, that the Board of Trustees of Neosho County Community College approves the employment of Jackie Kinzer as the administrative assistant for the CBJT grant starting September 12, 2011 at an hourly rate of \$11.13 (level III).

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

Amended Agenda Item K: Resignation of Bookstore Assistant-Ottawa

It was Dr. Inbody's recommendation that the Board accept the resignation of Diane Howell, Bookstore Assistant-Ottawa (1/2 time) contingent upon being appointed Interim Bookstore Coordinator-Ottawa. Ms. Howell's resignation is effective September 8, 2011.

Resolution 2011-99

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the resignation of Dianne Howell effective September 8, 2011 contingent upon being appointed Interim Bookstore Coordinator-Ottawa.

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

Amended Agenda Item L: Interim Appointment Coordinator of Ottawa Bookstore

The bookstore manager and chief financial officer have met and discussed the how to fill the vacancy in the position of Ottawa Bookstore Coordinator created by the resignation of JoAnne Clouse, effective September 8, 2011. They concur that, with JoAnne departing after such short notice, her position should be filled as timely as possible in order to provide continuity of service at the bookstore. Dr. Inbody recommended that Diane Howell be appointed to the position of Interim Ottawa Bookstore Coordinator. If the interim appointment is approved, upon completion of a performance evaluation in January, a recommendation will be made to either extend a permanent contract to Ms. Howell, effective 07/01/12, or to conduct a search to fill the position on a permanent basis. This will give the interim coordinator the opportunity to demonstrate her ability to fulfill the responsibilities associated with the position. It will also give the bookstore manager an opportunity to improve communication and service provided by both bookstores stores.

Dr. Inbody recommended that Ms. Howell be paid an annual salary of \$20,880 during the interim period from September 9, 2011 to June 30, 2012.

Resolution 2011-100

RESOLVED, that the Board of Trustees of Neosho County Community College approves the appointment of Diane Howell to the position of Interim Bookstore Coordinator-Ottawa effective September 9, 2011 at an annual salary of \$20,800 through June 30, 2012.

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

Agenda Item VIII-H: Executive Session Acquisition of Property

Upon a motion and a second the recessed to executive session for 5 minutes for preliminary discussion relating to acquisition of real property and that the President, Vice President of Operations, Vice President of Student Learning, the Chief Financial Officer and College attorney be included. The Board entered executive session at 7:35 p.m.

The Board returned to open meeting at 7:40 p.m. Upon a motion and a second the returned to executive session for 10 minutes to continue discussion relating to acquisition of real property and that the President, Vice President of Operations, Vice President of Student Learning, the Chief Financial Officer and College attorney be included. The Board entered executive session at 7:40 p.m.

The Board returned to open meeting at 7:50 p.m.

Agenda Item IX: Adjournment

Upon a motion and a second the meeting adjourned at 7:50 p.m.

Respectfully submitted,

David Peter, Chair

Terri Dale, Board Clerk