

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

DATE: October 20, 2011

TIME: 5:30 p.m.

PLACE: Student Union, Room 209

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

ABSENT: Patricia Griffith

PRESENT: Dr. Brian Inbody, President
Jim Genandt, Vice President for Student Learning
Sandi Solander, Chief Financial Officer
Dale Ernst, Dean of Ottawa
Amber Burge, Athletic Director
Nathan Stanley, Faculty Senate President
Phil Jarred, guest
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

The agenda was amended to add under new business: Interim Academic Advisor for Talent Search, Appointment of Administrative Assistant to the President/Board Clerk, and Course Inventory Revision. Executive Session was moved after the amended agenda items. 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 September 8, 2011
- B. Claims for Disbursement for September 2011
- C. Personnel

Consent Agenda Item V-C: Personnel

1. Housekeepers

It was the President's recommendation that the Board approve the employment of Jamie Fugate, Reba Pulliam and Donald Chism as housekeepers for the College per the maintenance reorganization approved at the September 2011 meeting.

Don Chism started at the College in February of this year and Reba Pulliam and Jamie Fugate started in July; all of Manpower employees. They will be paid \$9.70 per hour (Level I) with full-time benefits starting November 1, 2011.

2. Assistant Maintenance Supervisor

It was Dr. Inbody's recommendation that the Board approve the employment of Kyle Seufert as the assistant maintenance supervisor. Mr. Seufert is a graduate of Flint Hills Technical School and Allen County Community College. He has almost 20 years of experience in the maintenance field. His employment history includes Pioneer Automation Technologies from 2000-2011, Airgas, and Pioneer Balloon Company from 1995-2000.

Mr. Seufert will be paid \$30,000 annually (administrator classification) starting October 24, 2011.

3. Request for Early Retirement

In accordance with Board Policy, Brenda Rowe has requested early retirement under the Early Retirement Incentive Plan B. Her retirement will be effective February 1, 2012. She will be eligible for 21% of her current salary for five years (\$8,949.15) and has requested the payments begin in July 2012. She has also expressed her intent to continue on the college's health insurance plan until further notice or until she reaches age 65.

Ms. Rowe attended NCCC as a student athlete and was a part-time student worker in 1977-79. Upon graduation from PSU she returned to work full-time at the college and will retire with 32 years of service.

It was Dr. Inbody's recommendation that the Board approve Ms. Rowe's request for early retirement effective February 1, 2012.

4. Resignation

It was Dr. Inbody's recommendation that the Board accept the resignation of Judy Baker as the half-time Coordinator of RSVP. Her resignation was effective October 14, 2011.

5. Resignation

It the President's recommendation that the Board approve the resignation of Tim McCoy from his position as housekeeper effective October 28, 2011.

Audit Report: Phil Jarred of Jarred, Gilmore and Phillips, reported that his firm found no problems with the audit and issued a clean opinion. He reviewed the report and said that there was one finding in the financial aid office but that a corrective action plan was developed and implemented. The finding was in regard to notifying students receiving loans prior to disbursement of those loans. This is a new requirement since federal financial aid is administered thru the federal government and not through banking institutions.

Faculty Senate Board Report: Nathan Stanley, Faculty Senate President, reported that faculty are very busy advising students, as enrollment for spring semester started October 10th. Several NCCC faculty members attended the Core Outcomes Project meetings at the KU campus in Lawrence last Friday, October 14th. The meeting was attended by Jalal Hamedi and Mark Eldridge for Sociology, Ben Gort and Nathan Stanley for Mathematics, Chad DeVoe for Computer Science, Ethan Smilie for English, Kevin Blackwell for Philosophy, and Luka Kapkiai for Chemistry.

Mindy Ayers History Club sponsor took fourteen students to the KU Hall Center for Humanities Lecture series on September 20th. They listened to historian and documentarian Laurence Rees who has interviewed several former Nazis as part of a vast research effort in preparation for a future documentary and book series about World War II atrocities. Rees is the former head of BBC Television's history programs and the author of numerous best-selling books on World War II. Also, Mindy reported that NCCC will be holding the first Academic Excellence Challenge Tournament of the season in Chanute on October 29th.

Kevin Blackwell, faculty sponsor of the Ottawa chapter of Phi Theta Kappa, reported that PTK has been very active so far this semester. The local chapter, Beta Nu Iota adopted a two mile section of US 59 just before it joins I-35, and will have their first cleanup soon. They will also participate in the Weekend Warriors program to provide nutritionally challenged local elementary school students access to wholesome meals on the weekend. The chapter has begun delivering packed meals from Harvesters to local schools on Friday afternoons. The local chapter also hosted the Phi Theta Kappa Northern District Meeting at the Ottawa Campus on Saturday, September 24. Roughly thirty Phi Theta Kappa members from our chapter, JCCC, KCKCC, Cloud County, and Fort Scott-Paola met for a morning of workshops and leadership training. The Fall Induction Ceremony will be held on Friday, October 21 with fifteen new members will be inducted.

Linda Barrington, Certified Nurse Educator, reported that her course, Nursing Care of the Adult II, has finished and that 87% of her students achieved scores above the national average on the Assessment Technologies Institute Exam, which is a nationally normed exam. Also, her students will be involved in a community service experience with the Baldwin Elementary School Primary Center. All students will be spending one day in the classroom assisting the instructor and teaching health lessons to the kindergarten and first grade students and be doing vision and hearing screenings for community members.

Vice President for Student Learning Report: Jim Genandt, Vice President for Student Learning, gave the following report.

- Numerous projects are underway through the student learning division. Much of Mr. Genandt's involvement over the first months here has been to learn Kansas and NCCC policies and processes, and to observe our folks and their work. The institution certainly benefits from many talented employees, but there are always opportunities for new initiatives and improvements. Among the ongoing projects are these:
 - Review and revisions to the Educational Master Plan;
 - Revisions to the KBOR Performance Agreement for 2012-14;
 - Expanded use of assessment data for Program Reviews and other reports;
 - Assist in development and implementation of customer service initiative;
 - Involvement with review and revisions to the Strategic Plan, with an emphasis on Goal A;
 - Review and actions to support the President's Goals for 2011-12;
 - Involvement with the AOK to Credentials project with Adult Basic Education;
 - Direction for the HLC Self Study Committee, with an emphasis on the self-study process, adapting to new criteria, and preparation for a new accreditation process;
 - Developing a working relationship with key KBOR staff related to programs of study and state requirements;
 - Began the revision process for the college catalog and calendar;
 - Initiated enrollment process for the spring semester;
 - Support to staff for personal information update reporting from students, training and professional development needs to enhance job/unit performance, including support for the Data Users Group to improve internal communication and collaboration on projects and reports;
 - Discussion with student development division leaders and faculty concerning results of CCSSE survey and customer service perspectives.

Projects and initiatives that will be starting within the next month will include:

- ✓ Designing an enrollment management structure for student development to focus policies and processes on: *Recruitment/Retention/Completion*;
- ✓ Discussion of a marketing approach for adult basic education and developmental education toward a public perspective of college and career readiness;
- ✓ Involvement in reviewing and analysis of institutional effectiveness information for accreditation, strategic planning, educational master plan, and student retention/completion;
- ✓ Engaging appropriate personnel in policies and procedures for the sim labs;
- ✓ Support for the accreditation preparation for the business program;
- ✓ Developing goals/objectives and benchmarks for the online campus, with an emphasis on the concept of "design it yourself" learning;
- ✓ Developing similar goals/objectives and benchmarks for the Ottawa campus;
- ✓ Continue to monitor federal and state initiatives affecting student learning.
- ✓

Some specific recent items to emphasize from the area of business and applied science include

Chad DeVoe, Ben Gort, Luka Kapkiai, and Nathan Stanley attended the Kansas Core Outcomes meetings at KU last week. Nathan Stanley is serving on KBOR's Transfer and Articulation Advisory Council. They are working on identifying statewide general education core courses.

Linda Jones is representing Region 5 on the Accreditation Council of Business Schools and Programs (ACBSP) New Media Committee to recommend policies for a strong web presence for ACBSP.

Program review reports are being completed by faculty for the biological science, computer support specialist, and mathematics programs. The stock ticker is now installed in the Business Department.

Linda Barrington and Becky Butts, nursing faculty, completed their MSN over the summer: Linda Barrington passed CNE certification exam. That makes 3 CNE's Ottawa campus /2 in Chanute.

Two faculty members and Mr. Genandt attended the NLN Summit the latter part of September and found that to be very informative and a great opportunity for networking. The Vice President dialogued quite a bit with representative from KU about partnership development.

Mr. Genandt said that it was his understanding that MNU is developing a letter of agreement regarding their proposal to bring BSN completion to the Ottawa campus. Once that is officially signed, they plan to begin offering classes in February of 2012.

Several of the faculty and Mr. Genandt will be attending the KCADNE conference in Salina at the end of the week. The focus of that meeting will be improving the use of online delivery in nursing. This is also an excellent opportunity for faculty to network with other ADN faculty.

Treasurer's Report: Sandi Solander reviewed the monthly financial reports and reported that the college started the month with a balance of \$5,895,544.26 and ended the month with a balance of \$5,272,136.85.

President's Report: Dr. Brian Inbody gave the following report to the Board.

Enrollment for fall is holding steady up about 11.5% over last year with online and Ottawa campuses leading the way. Spring enrollment has begun and there we see very high numbers. It is very early for any kind of reasonable comparison, but we have had a healthy amount of enrollment very early on. The comparison is on the following page.

Fall Semester 2011

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2010	30	10-20-10	2831	19729	
TOTAL	2011	30	10-20-11	3234	22028	11.65%
CHANUTE	2010	30	10-20-10	706	7184	
CHANUTE	2011	30	10-20-11	725	7403	3.05%
OTTAWA	2010	30	10-20-10	759	5143	
OTTAWA	2011	30	10-20-11	882	6118	18.96%
ONL	2010	30	10-20-10	825	3983	
ONL	2011	30	10-20-11	972	4761	19.53%
ODO	2010	30	10-20-10	268	1660	
ODO	2011	30	10-20-11	292	1585	-4.52%
IDO	2010	30	10-20-10	273	1759	
IDO	2011	30	10-20-11	363	2161	22.85%

Spring Semester 2012

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2010	30	10-20-10	544	4284	
TOTAL	2011	30	10-20-11	944	7526.5	75.69%
CHANUTE	2010	30	10-20-10	196	2215	
CHANUTE	2011	30	10-20-11	325	3640.5	64.36%
OTTAWA	2010	30	10-20-10	122	917	
OTTAWA	2011	30	10-20-11	231	1751	90.95%
ONL	2010	30	10-20-10	210	1074	
ONL	2011	30	10-20-11	362	1887	75.70%
ODO	2010	30	10-20-10	2	6	
ODO	2011	30	10-20-11	2	10	66.67%
IDO	2010	30	10-20-10	14	72	
IDO	2011	30	10-20-11	24	238	230.56%

KBOR Legislative Changes: The System Council of Presidents recently tabled a proposal to repeal a provision in order to open the home counties of the Regents universities to all colleges to offer classes. Currently, only the community colleges are blocked from offering classes in those counties without the expressed permission of the university in question. If the college offers the class they do not receive state aid for that enrollment. The current provision does not stop technical colleges from offering classes in university counties, nor does it stop universities from offering classes in community college service areas. This has possible implications for Ottawa enrollment as well as the Lawrence Center. The proposal was tabled but may reappear.

Also a proposed change is to extend the tax credits beyond the 2012 end dates to add an additional three years or perhaps to have no end date. The idea of “pooling” unused credits may also be part of the proposal where a college that has not sold all of their credits could transfer those to other colleges that have run out.

KBOR will request that public notification of meetings could occur electronically instead of by newspaper publication. Some area newspapers have shut down leaving colleges with no way to inform the public of a meeting.

In other matters from the meeting, the Technical Education Authority wants to change the funding methodology and tie performance metrics to funding. The TEA wants to work with business and industry professionals to set standards of output for programs, such as percentage of placement in the industry. If an institution fails to meet that metric then their funding would be cut. This would be in excess of the performance agreements and its potential to cut our funding,

the still-to-be-determined re-centering issue, and, of course, the need to increase enrollment. We are at a rudimentary stage in this new proposed policy. Dr. Inbody will keep the Board informed on this proposal. The phlebotomy program request passed in the consent agenda. Congratulations to Brenda and her folks for their work on this.

Spirit Training Update: Brenda Krumm, Krista Clay, Jamey Whitney and Dr. Inbody met by telephone with representatives from Spirit and the Department of Commerce. The meeting went very well as we are working out just what training will be required for perspective employees of Spirit. The current discussion is for 60 hours of training that ranges from basic math and computer skills, to specific skills in plate preparation and riveting. It looks as though the first cohort of students will begin January 3rd. Spirit reps are coming to Chanute on Friday to examine where they might have an “information session” for those interested in applying for a job at the new plant. This may be held in our new gym.

Performance Agreement Update: NCCC’s amended 2012-2013 performance agreements have passed. We are already working on parts of this agreement to make sure we meet our responsibilities. In future performance agreements, after 2014 for us, KBOR wants to change the nature of the goals. They want to more clearly align their Foresight 2020 goals with the performance agreements system. It seems they will name which goals we must emphasize in our future agreements. Workforce development will be stressed at this time. Because of this impending change KBOR is shortening our agreement from three years to two, so we have one less year to meet these agreements. After the proposed system is revealed the Mr. Genandt and Dr. Inbody will work on what our goals should be.

Ottawa Building Issues: Shrubs and trees that did not thrive at Ottawa are being replace under warranty and no cost to the College. That means the watering system is coming back on to make sure they are “watered in” properly. That will impact the utility bill a bit. We are also planning to have the parking lots repaired in March, right before the warranty expires. We are still looking at screening the AC units on the top of the building so that they are less visible. Dr. Inbody asked for that long before the building was complete, but he should have some action there soon.

Safety and Security in Neosho County: Ben Smith is working with the NCLEPC (Neosho County Local Emergency Planning Committee) on training exercises which will include active shooter scenario in coming months. USD 101, 413 and city and county emergency departments will all be involved. This is a “table top” exercise when we talk through what needs to happen at what stage in the event. We will be reviewing our Emergency Action Plan to make sure it is ready to go.

Mr. Smith is also working on a Memorandum of Understanding (MOU) with Neosho County Health Department and Great Western for use of our facilities during/following a serious incident (such as severe weather/tornado) impacting NC. If large percentages of county residents are homeless, our cafeteria will gear up to feed them for a limited amount of time. The county and/or federal agencies would pay for the service.

The PIU: Dr. Inbody reported on the new PIU, the Personal Information Update. This is an automatic electronic form that activates when a student enrolls for the next semester. Besides allowing them to update their telephone number, address, and other location information, it also gathers the student's specific goal, such as "taking credits for transfer" and "improving workforce skills." Armed with this new more detailed goal information we will be able to better judge whether a student actually met their goal or not. This, in turn, will allow us to focus our efforts to improve specific goals. Congratulations goes to Marie Gardner, Jon Seibert, and the PIU team.

Emeriti Employee Luncheon: Claudia Christiansen with help from Terri Dale, hosted the first luncheon for all Emeritus Employees of the College. Twenty five of our former long-time employees were invited and 13 came. They had an excellent time catching up with each other and were very impressed with how the college had progressed.

Advertising of Poker Night

Men's basketball will host a poker night Saturday, November 19th at 6pm as a fund raiser. Students will not be part of the event as alcohol will be served at the off-campus site.

The Ticker! As part of the redesign of Rowland the College has made a new home for the Buisness Department. As part of that initiative a stock ticker was added to the building. This building feature is the barber pole of the department, but also brings attention to the importance of the market to students that may feel very disconnected from the market and how it effects their lives.

Agenda Item VIII-A: Affinity Marketing Agreement

Neosho County Community College was approached by Arvest Bank in Ottawa regarding an affinity card program. An affinity card program allows the bank to have a debit/check card with a partner, usually a non-profit. For the banks part they grow new customers, for the non-profit they gain a new funding source.

In this case the Neosho County Community College Foundation will receive \$1.00 for each NCCC affinity card that Arvest Bank issues to a new customer, the Foundation will also receive \$1.00 for each renewal of the card or if the card is lost or stolen.

After being approached by Arvest Bank, administration proceeded to check with all the banks in the NCCC service area. No other bank in the service area had an affinity card program. Once it had been established that there was no other source, for this same program, the Director of Development proceeded with working with Arvest Bank to establish the artwork for the card and the agreement between the college and the bank.

Mr. Pringle reviewed the agreement that Arvest for the affinity card program. A search was done on NCCC's logo to be sure that there would be no trademark problems and there was nothing found exactly like our NC. Visa will also do a search of the logo and artwork. The timeline for the entire process is 3 to 6 months. The artwork for the card is on the following page.

Resolution 2011-101

RESOLVED, that the Board of Trustees of Neosho County Community College approves the three year agreement with Arvest Bank as specified.

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

AFFINITY MARKETING AGREEMENT

This Affinity Marketing Agreement (the "Agreement") is made and entered into as of August 23, 2011 (the "Effective Date"), by and between ARVEST BANK, Fayetteville, Arkansas ("Arvest"), and Neosho County Community College ("Endorser"), with reference to the following:

WHEREAS, Arvest desires to market and promote the use of its VISA debit cards (collectively, the "Cards") to its current and prospective customers using the Endorser's name, and logo(s) described on **Appendix B** (collectively, the "Marks") upon the terms and conditions set forth herein; and

WHEREAS, Endorser desires to have its Marks identified on the Cards pursuant to the terms of this Agreement (each, an "Affinity Card," and collectively, the "Affinity Cards").

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

1. Marketing of Affinity Cards. Throughout the Term (as hereinafter defined), Arvest and Endorser shall cooperate to develop advertising, marketing strategies and materials to promote the use of the Affinity Cards. In connection therewith, Arvest may, from time to time, present to Endorser promotional and solicitation strategies. Endorser shall provide to Arvest the artwork to be included on the Affinity Cards. Prior to use, Arvest and Endorser must mutually approve in writing (a) the promotional and solicitation strategies and the artwork, and (b) all advertising and marketing materials relating to the Affinity Cards, which approvals shall not be unreasonably withheld or delayed. Endorser shall not independently undertake any marketing of the Affinity Cards without Arvest's prior written consent.

Additional terms and conditions of the marketing contemplated in this Agreement, including the consideration to be paid to Endorser, are set forth on **Appendix A** attached hereto.

1. Marks. For the duration of the Term, Endorser hereby grants to Arvest a non-transferable, exclusive and royalty-free license to use the Marks on its Cards and in its advertising and marketing materials promoting use of the Affinity Cards as contemplated in this Agreement. In consideration of the payments to Endorser described on **Appendix A**, Arvest shall have the exclusive right to utilize the Marks in connection with debit cards. Endorser represents and warrants that it is the owner of the Marks and has authority to grant the license extended hereunder. Endorser will deliver the Marks to Arvest within fifteen (15) days after execution of this Agreement. Nothing in this Agreement shall confer upon Arvest a proprietary interest of any kind in or to the Marks, other than the right to use the Marks in accordance with the terms and conditions of this Agreement.

3. Records. Arvest shall accurately account for the issuance and activation of all of the Affinity Cards and maintain accurate records thereof. Arvest shall make records of its issuance of Affinity Cards available for inspection by representatives of Endorser upon reasonable notice, during normal business hours and subject to Arvest's reasonable security procedures. Endorser

understands that Arvest shall not disclose to Endorser, and Endorser shall not have access to, any non-public, non-published customer information or other privacy protected data, which information shall remain confidential in all respects. Further, the terms of this Agreement and any proposal, financial information and/or proprietary information provided by or on behalf of one party to the other party are confidential. Such confidential information will not be disclosed by the recipient thereof to any other person or entity, except as permitted under this Agreement, as required by operation of law or as mutually agreed in writing.

4. Cardholders. Arvest will issue Affinity Cards to prospective customers based upon Arvest's customary practices and shall make all decisions and bear all risk with respect to each customer's account(s). Arvest shall be identified as the issuer of each Affinity Card and have the sole and exclusive right to make all determinations with respect to the terms and features and issuance of the Affinity Cards.

5. Term. The initial term of this Agreement shall begin on the Effective Date and continue until the 3rd anniversary of the Effective Date ("Initial Term"). Subject to the terms and conditions set forth in **Appendix A**, this Agreement shall automatically renew for successive periods of one (1) year each (each, a "Renewal Term"), unless either party delivers to the other party written notice, at least thirty (30) days prior to the expiration of the Initial Term or any Renewal Term, of its election not to extend this Agreement beyond the then-scheduled expiration date. The Initial Term and any Renewal Terms are collectively referred to herein as the "Term." Notwithstanding the foregoing, if there is a material default by either party under this Agreement, and such default shall continue for a period of fifteen (15) days after written notice thereof, the non-defaulting party shall have the right to terminate this Agreement upon at least fifteen (15) days' additional written notice.

Upon the expiration or termination of this Agreement, (a) the obligations of the parties set forth in **Appendix A** shall survive such expiration or termination, (b) Arvest shall discontinue use of the Marks; provided, however, that Arvest shall not be required to invalidate any Affinity Card issued during the Term prior to such Affinity Card's normal expiration or termination date, and (c) for a period of one (1) year following such expiration or termination, Endorser agrees that it shall not, by itself or in conjunction with others, directly or specifically target any offer of a debit card to any persons who are holders of Affinity Cards.

6. Condition. This Agreement is expressly made conditional upon Arvest's receipt of written approval of the transactions contemplated herein and the design of the Affinity Cards from VISA U.S.A. Inc. If approval is not obtained within thirty (30) days after the execution of this Agreement, this Agreement shall automatically terminate, and each party shall be released from its obligations hereunder.

7. Infringement. The Marks identified in this Agreement are Marks commonly used by Endorser as a community college and Endorser is not aware of any claims that said use is an infringement, misappropriation, or violation of any third party's intellectual property or proprietary rights. Endorser shall notify ARVEST in the event any such notice or claim is received by Endorser.

8. Other Affinity Programs. Endorser acknowledges that Arvest is, and shall remain during the Term, the issuer of Cards through this and other affinity programs which may be in competition with the Affinity Cards contemplated hereunder. Endorser acknowledges that the other programs may contain benefits and terms that are different from those offered under this Agreement.

9. Miscellaneous.

9.1 Assignment. Neither party may transfer or assign its rights or delegate its duties under this Agreement without the prior written consent of the other; provided, however, that Arvest may assign any of its rights and obligations hereunder to an affiliate or successor if such affiliate or successor assumes, either expressly or by operation of law, all of Arvest's obligations hereunder.

9.2 Notices. Notices under this Agreement shall be in writing and shall be deemed to have been given when delivered in person one (1) business day after being sent by overnight courier, charges prepaid, or four (4) business days after being mailed, postage prepaid, by registered or certified mail, in each case to the address set forth below:

Arvest Bank
Attn: David DeMarea
202 South Goad Springs Road
Lowell, AR 72745

or to such other address as any party may from time to time designate by notice given to the other party in the manner provided herein.

9.3 Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Kansas.

9.4 Amendment; Waiver. This Agreement may be amended only by a written agreement signed by the parties hereto. A waiver of a breach of any provision of this Agreement by any party shall not operate or be construed as a waiver of any subsequent breach.

9.5 Binding Effect. This Agreement shall be binding upon all parties and their respective successors and permitted assigns.

9.6 Severability. If any provision of this Agreement as applied to any party or to any circumstances shall be adjudged by a court of competent jurisdiction to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity or enforceability of this Agreement.

9.7 Counterparts; Facsimile. This Agreement may be executed in counterparts, each of which will be deemed an original. A facsimile or other electronic transmission of a signed counterpart of this Agreement shall be sufficient to bind the party or parties whose signature(s) appear thereon.

9.8 No Agency. The parties are independent contractors. Nothing in this Agreement creates any agency, partnership, employment, joint venture, partnership or fiduciary relationship between the parties, and neither party shall have the right or authority to act for or on behalf of the other party.

9.9 Entire Agreement. This Agreement and attached Appendix A, Appendix B, and DA-146a constitute the entire agreement and understanding between the parties with respect to the subject matter hereof, and there are no agreements, understandings, specific restrictions, warranties or representations relating to such subject matter between the parties other than those set forth herein.

EXECUTED as of the day and year first above written.

ARVEST:

ARVEST BANK

By: _____
Name: Ed York/Doug Heck
Title: Officer of Arvest Bank

ENDORSER:

By: _____
Name:
Title:

APPENDIX A
to
Affinity Marketing Agreement

This **Appendix A** is a part of the Affinity Marketing Agreement (the "Agreement") between Arvest and Endorser. The terms and conditions of this **Appendix A** shall supplement and govern the Agreement, and capitalized terms not otherwise defined herein shall have the same meaning as specified in the Agreement.

Rewards to Endorser:

Arvest shall pay Endorser the following rewards relating to the Affinity Cards issued and activated by Arvest during the Term:

Per Card Reward - Subject to the agreement of the parties as described below, within thirty (30) days of expiration of the Initial Term or any Renewal Term, Arvest will pay Endorser an aggregate sum equal to \$1.00 per Affinity Card issued and activated during the Initial Term or any Renewal Term, as applicable.

The parties agree that they will review the "annual renewal" and "per card" rewards reflected in this **Appendix A** prior to the expiration of the Initial Term and any Renewal Term. The Agreement shall immediately terminate if the parties are unable to agree on the amounts of such rewards for the subsequent Renewal Term.

APPENDIX B
to
Affinity Marketing Agreement

This **Appendix B** is a part of the Affinity Marketing Agreement (the "Agreement") between Arvest and Endorser. The terms and conditions of this **Appendix B** shall supplement and govern the Agreement, and capitalized terms not otherwise defined herein shall have the same meaning as specified in the Agreement.

MARKS IDENTIFIED

The following are the Marks identified for use on Affinity Cards subject to modification for use pursuant to paragraph 1 of the Agreement.

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

"The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 1-01), which is attached hereto, are hereby incorporated in this contract and made a part thereof."

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the ____ day of _____, 20____.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated.

2. **Agreement With Kansas Law:** All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.

3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.

4. **Disclaimer Of Liability:** Neither the State of Kansas nor any agency thereof shall hold harmless or indemnify any contractor beyond that liability incurred under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).

5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

Parties to this contract understand that the provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting state agency cumulatively total \$5,000 or less during the fiscal year of such agency.

6. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.

7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the State or any agency thereof has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the State of Kansas shall not agree to pay attorney fees and late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect which attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.

8. **Representative's Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.

9. **Responsibility For Taxes:** The State of Kansas shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.

10. **Insurance:** The State of Kansas shall not be required to purchase, any insurance against loss or damage to any personal property to which this contract relates, nor shall this contract require the State to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), the vendor or lessor shall bear the risk of any loss or damage to any personal property in which vendor or lessor holds title.

11. **Information:** **No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.**

12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."

-- The community college and board of trustees shall be responsible solely for their own actions or failure to act. (71-201a(a))

-- The community college and board of trustees shall not indemnify or hold harmless resulting from actions or failure to act by any party other than the board of trustees or the community college. (71-201a(b))

-- The community college and board of trustees cannot submit to the jurisdiction of any court other than the courts of the State of Kansas. (71-201b(c))

Agenda Item VIII-B: Reorganization of Human Resources Department

As the College continues to move forward, the number of employees has persistently increased and payroll responsibilities have continued to rise. In addition to processing a monthly payroll for salaried and part-time employees, there are now two, and occasionally three, bi-weekly payrolls processed for non-exempt hourly employees each month. It was recommended that the payroll responsibilities be severed from the responsibilities of the Human Resources Director. Under the supervision of the Chief Financial Officer, this new position of Payroll/Accounts Payable Clerk would complete all payroll processes and related reports and, with cross-training, provide assistance in accounts payable.

At the time the 2011-12 operating budget was prepared monies were set aside in anticipation of the establishment of a new Payroll/Accounts Payable position. According to the recommended job description this position would be full-time hourly level III classification at a range of \$9.70-\$10.70 per hour. The annual cost including benefits would be about \$30,000. The position description for the Payroll/Accounts Payable Clerk and the revised position descriptions for the Director of Human Resources are attached.

Resolution 2011 -102

RESOLVED, that the Board of Trustees of Neosho County Community College approves adding a new position, payroll/accounts payable clerk, under the supervision of the Chief Financial Officer.

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

Payroll/Accounts Payable Clerk

Reports to: Chief Financial Officer
Organizational Unit: Regular non-exempt, hourly. Level III
Benefits: Full-time fringe benefits
Date: October 2011

Primary Purpose of the Position:

This position's primary function is to provide support to the Chief Financial Officer and Director of Human Resources to complete the college's payroll. Duties include, but are not limited to:

1. Complete all payroll processes including the update of payroll records, preparation and balancing of time entry reports, printing payroll checks and electronic transfer of funds;
2. Prepare and distribute payroll withholding taxes and withholding checks, prepare state and federal quarterly and annual reports, and prepare and distribute W-2 forms;
3. Prepare quarterly unemployment reports;
4. Scans and file payroll and personnel records;
5. Prepares and distributes federal 1099 forms;
6. Receives and reviews purchase requisitions, travel advances and/or other related documentation for completeness and compliance with financial policies, procedures, budget constraints and contractual requirements. Follows up with departments when necessary.
7. Prepares purchase orders and distributes copies to the applicable vendor and department.
8. Matches original invoices and requests for payment with internal purchase requisitions; performs calculations to determine appropriate payment schedules and amounts, and makes modifications as necessary.
9. Electronically enters accounts payable data into ledgers.
10. Draws, verifies, and posts payment checks to appropriate vendors and/or agencies.
11. Scans and files check stub, cancels and attaches supporting documents.
12. Follows up on account statements and resolves discrepancies regarding statement balances and payment of accounts, and serves as liaison between departments and vendors in the resolution of administrative problems and inquiries.
13. Monitors blanket purchase orders and periodically notifies departments of balances.
14. Performs other duties as directed by the Chief Financial Officer.

Required Knowledge, Skills and Qualifications:

1. Fluency, comfort, and familiarity with computers, and outstanding data entry skills.
2. Proficiency in Excel, Word, and Outlook software programs and databases required, proficiency in Access preferred.
3. Ability to work in a small and friendly office environment where each employee assumes multiple responsibilities.
4. Ability to work well under pressure and to reliably meet deadlines in a fast-paced environment.
5. Exceptional attention to detail and accuracy, and excellent organizational and writing skills.
6. Excellent customer service skills.
7. Ensure confidentiality of information.

Education and Experience:

1. Associate degree required.
2. 2-4 years of work experience required, preferably payroll processing experience.
3. 2-4 years of work experience required, preferably experience in accounts payable duties.

Working Conditions:

1. The noise level in the work environment is moderately noisy.
2. While performing duties of this job, the employee is required to use hands to finger, handle, or operate objects, tools, or controls; and to reach with hands and arms.
3. The employee is required to walk, sit, stand, talk and hear.
4. Specific vision capabilities required by this job include close vision and the ability to adjust focus.
5. Ability to lift and transport boxes weighing 50 pounds required. Ability to reach and work overhead is required.
6. Some overtime may be required, as well as some flexibility in occasional early or late hours.

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.

Director of Human Resources

Reports to: President
Classification: Full-time, 12 month
Pay Status: Administrator, 12 month fringe benefit
Start Salary Range:
Revision Date: October 2011

Purpose of the Position: This position reports to the President. The Director of Human Resources is responsible for advancing the human resources functions of the college and to enrich the lives of our employees. Duties include, but are not limited to:

1. Oversee the maintenance of college personnel files;
2. Advise college leadership on human resource issues;
3. Ensure compliance with all local, state and federal employment regulations and statutes;
4. Serve as the college EEO officer. Investigate and make recommendations on the resolutions of complaints;
5. Inform selection committees of EEO laws governing the hiring process;
6. Review all proposed changes and enact all employee policies;
7. Coordinate all aspects of employee recruitment, hiring; orientation, and separation;
8. Coordinate and lead benefit administration including benefit provider liaison, all necessary reporting, benefit selection and enrollment;
9. Ensure job descriptions and contracts adhere to board policy and standard accepted practice;
10. Maintain all employee handbooks such as employee manuals and procedures manuals;
11. Coordinate annual evaluation process for all personnel;
12. Serve on college committees and chair committees which directly relate to the human resource function;
13. Prepare and manage human resource budget;
14. Conduct job analyses as needed;
15. Review and recommend salary ranges periodically;
16. Coordinate and analyze employee data gathering;
17. Plan and facilitate annual new employee workshop;
18. In conjunction with the CFO, coordinate payroll functions including preparation and distribution of payroll withholding taxes and withholding checks, prepares state and federal quarterly and annual reports, and preparation and distribution of W-2 forms;
19. Perform other duties as assigned by the president.

Required Knowledge, Skills and Abilities

1. Excellent interpersonal skills, ability to work effectively with all levels of employees and project a positive and professional image;
2. Ability to communicate effectively, both orally and in writing;
3. Sensitivity to, and awareness of, confidential matters;
4. Ability to develop and deliver presentations;
5. Ability to gather data, compile information and prepare reports;
6. Ability to appropriately exercise independent initiative and judgment.

Education and Experience

1. Master's degree in related field preferred;
2. Bachelor's degree and one year of experience in related field required, or;
3. Associate degree and five years of experience in related field required, or;
4. Business certificate and ten years of experience in related field, or;
5. Fifteen years of experience in related field.

Working Conditions

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. Specific vision abilities required by this job include close vision and the ability to adjust focus.
4. Ability to reach and work overhead on an occasional basis is required.
5. Ability to occasionally lift and transport items weighing 10-20 pounds is required.
6. Some travel during normal working hours may be 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-C: Appointment of Human Resources Director

It was the President's recommendation that the Board approve the appointment of Terri Dale as the Human Resources Director. Ms. Dale started at the college in 1988 as the president's secretary. During her tenure at the college she has assisted with the HR function in the absence of the director.

Ms. Dale will be paid \$37,000 annually starting February 1, 2012.

Resolution 2011-103

RESOLVED, that the Board of Trustees of Neosho County Community College approves the appointment of Terri Dale as the Director of Human Resources effective February 1, 2012.

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

Agenda Item VIII-D: Reorganization of Registration Department

Neosho County Community College has many similar responsibilities shared with other institutions of higher education. NCCC also has some responsibilities not as widely shared by other colleges and universities. The proposed position of Coordinator of Enrollment Management Services has been designed to help the institution meet both the shared and unique responsibilities and opportunities:

- The college's emphasis on providing premier instruction and service will be strongly based on the service given to constituents at their initial point of contact, often the student development area with the service areas of admissions, registration, financial aid, advising, and business operations. The coordinator of enrollment management services will be the focal point of contact for consistent quality service;
- As with all institutions of higher education, NCCC must provide more support for designing, implementing, and evaluating enrollment management planning and operations with the emphasis on student retention and completion. The proposed position will be the focal point to coordinate and monitor those plans and actions;
- The pace of enrollment growth creates special considerations for the institution. Rapid enrollment growth may be of concern to accreditation agencies. Providing compelling evidence that the institution is meeting constituent expectations and needs, particularly related to academic progress and completion of program(s) of study will be both a necessary element of effective management as well as an indicator of premier service. The coordinator of enrollment management services will provide direct support to meet the requirement of effectively managing enrollment growth and evaluation of quality services;
- The coordinator of enrollment management services will play a key role in working with student development staff to identify and implement key training and professional development designed to ensure the college employees can conduct their roles and responsibilities in compliance with all institutional, state, and federal regulations as well as to reinforce the effectiveness and efficiency of those roles and responsibilities;
- The coordinator, acting under the direct supervision of the dean, will provide key liaison services outside of student development to ensure communication and coordination of college policies and procedures to meet the standards of premier services to students, again with an emphasis on best practices reinforcing retention and completion rates of students.

Resolution 2011-104

RESOLVED, that the Board of Trustees of Neosho County Community College approves the position of Coordinator of Enrollment Management.

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

Coordinator of Enrollment Management Services

Reports to: Dean of Student Development

Classification: Full-time, 12 month

Pay Status: Administrator, 12 month fringe benefits

Start Salary Range:

Revision Date: October 2011

This position reports to the Dean of Student Development. The coordinator is the primary point of contact for entering students to assist them in preparing their matriculation into the college and reinforce the optimum use of student support services of the institution. The coordinator also provides leadership in coordinating support services of admissions, registration and institutional research, and financial aid, and serving as the liaison to key services outside of student development, such as the business office. Primary functions are multi-tasking projects and interaction with students and staff to ensure quality service with enrollment management requirements of the college. Duties include, but are not limited to:

1. Serve as primary point of contact to greet students and guests to the campus welcome center areas;
2. Ascertain student/guest needs and provide accurate referral and/or assistance to meet those needs, with an emphasis on services related to admissions, registration, financial aid, and business transactions with the college;
3. Assist the Dean of Student Development and unit directors with projects and tasks that will change based on the cycles of enrollment at the college;
4. Enhance use of the college's data management system related to the student development units, including coordinating of training opportunities for staff through the Dean of Student Development;
5. Provide leadership in the development, implementation, and evaluation of a comprehensive enrollment management plan with the primary goal of strengthening the college's capacity to effectively manage enrollment growth and quality of service to students;
6. Coordinate reports to the Dean of Student Development to enhance the analysis of data and information for institutional effectiveness evaluation;
7. Assist the Dean of Student Development with the coordination of information related to retention and completion evaluation for the college;
8. Enter transfer coursework as evaluated by the registrar;
9. Data entry, as assigned, to support other enrollment management units, with an emphasis on admissions, registration, and financial aid;
10. Cross-train to support efficiency of operations with offices housed in administrative unit;
11. Perform other duties as assigned by the Dean of Student Development, including support for enrollment management needs of the online campus.

Required Knowledge, Skills, and Abilities

1. Engaging personality and ability to work effectively with people
2. Excellent organizational skills with attention to detail and multitasking
3. Excellent computer skills
4. Demonstrated ability to work with confidential information in a professional manner.
5. Experience working within a higher education environment, community college experience preferred
6. Willingness to lead and work as a member of a variety of teams.

Education and Experience

- Associate degree and 1 year relevant work experience required
- Bachelor's degree and 2-4 years of relevant work experience preferred

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: Appointment of Coordinator of Enrollment Management

It was the President's recommendation that the Board approve the appointment of Kerrie Coomes to the position of Coordinator of Enrollment Management. Ms. Coomes is currently an academic advisor for the Talent Search grant and was the Director of Financial Aid for five years at the College.

Ms. Coomes will be paid \$40,000 annually starting November 7, 2011.

Resolution 2011-105

RESOLVED, that the Board of Trustees of Neosho County Community College approves the appointment of Kerrie Coomes as the Coordinator of Enrollment Management starting November 7, 2011 at a salary of \$40,000 annually.

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

Agenda Item VIII-F: Assistant Director of Admissions Position Revision

The Vice President for Student Learning requested revisions to the job description for the Assistant Director of Admissions (Ottawa Campus) and a salary adjustment due to those changes for the current employee in that position, Leslie Mader. The rationale for the revisions and this request are:

The problem (concerns & opportunities):

1. Enrollment growth at the Ottawa campus and in the Online campus have created opportunities to extend student services in several areas. The inclusion of this position with these services is logical due to the role with admissions and involvement with many secondary school personnel, nontraditional student contacts, and interaction with NCCC staff. The additional duties relate to: 1-services to meet increased enrollment of international students (often from KU and Ottawa U) and the concomitant tasks related to testing, placement, advising, and registration to ensure accuracy to meet student goals and compliance with institutional, state, and federal regulations; 2-customer service/customer relations with new and returning students (and other external constituents) particularly during peak enrollment periods at the beginning of each academic term.
2. Extending services that reinforce promotion of NCCC and engagement of students which are key elements in a comprehensive retention and completion strategy. For the Ottawa campus, and this proposal, the emphasis would be on two distinct components. First, design and implementation of more student activities, emphasizing student government and then development of activities and organizations that meet the needs of the students in that vicinity. Second, leadership and implementation of appropriate social media applications to meet needs of the Ottawa and online campuses related to promotion of NCCC, guidance to students in using social media, dissemination of news and information through social media applications, and engagement with the Associate Dean of the Online Campus related to social media usages to promote learning and teaching.

Proposed resolution:

1. Adding three items to the list of job responsibilities for the Assistant Director of Admissions (Ottawa campus). These items are highlighted and on the attached job description.
2. Pursue support to add student workers with the goal of employment of permanent staff (part-time at minimum) to provide support for the work of the Assistant Director as the Ottawa and Online campuses grow and NCCC engages in a very direct retention and completion strategy.
3. Providing training to the Assistant Director to be capable as a supervisor to meet the purpose of #2 in the proposed resolution.

4. Provide a pay adjustment of \$3,600 to the Assistant Director of Admissions due to the three added job responsibilities noted on the job description. This would take effect 11-01-11.

Resolution 2011-106

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised position description for the Assistant Director of Admissions at Ottawa. Further, the Board approves a salary adjustment of \$3,600 for that position effective November 1, 2011.

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

Assistant Director of Admissions – Ottawa Campus

Reports to: Director of Admissions, Dean of the Ottawa Campus

Classification: Management Support, full-time, 12-month

Pay Status: Regular, Exempt

Benefits: Full, 12-month Fringe Benefits,

Starting Salary Range: \$22,000-\$28,000

Purpose of the Position: This position is a member of the Student Development team who reports directly to the Director of Admissions but is coordinated by the Dean of the Ottawa Campus. This position is responsible for managing, planning and implementing all admissions and recruiting efforts for (primarily) the Ottawa Campus and (secondary) interested students in the Chanutte Campus. This position will work directly with other student development areas to implement a comprehensive student development program for the college.

Essential Functions:

1. Participates in the development of student recruitment and retention plans, strategies and written materials; assists in the development and revisions to student publications and promotional materials.
2. Creates, implements, and evaluates admission and recruiting programs and processes, including updating the on-line admission form, and other web-based admission information.
3. Establishes and maintains strong relationships with area high school.
4. Schedules and conducts high school visits and represents NCCC at college planning conference (CPCs) and other recruitment functions.
5. Plans on-campus recruiting programs for prospective students; assists with planning enrollment days for new students.
6. Utilizes and maintains a database of prospective students and ensures regular contact with those students through mail, phone and email correspondence.
7. Admits students to the college.
8. Coordinates the dissemination of information to prospective traditional and non-traditional students.
9. Enters data on prospective students into the college's student information system.
10. Works with the International Student Coordinator in coordinating international student admissions.
11. Performs other miscellaneous duties as assigned by the Director of Admissions, the Dean of the Ottawa Campus and/or additional NCCC Administration.
12. Acts as college coordinator for coordinating use of social media for the purposes of promoting, news sharing, and potential development of learning options with the college and the Ottawa and Online campuses and related sites.
13. Coordinates new student placement and advising, with an emphasis on assistance to international students, during peak enrollment periods of each academic term.
14. Promotes student development at the Ottawa campus through expanded opportunities of clubs and organizations, with an initial emphasis on Student Senate.
15. Provides appropriate supervision of student workers and/or other employees as directed and assigned.

Required Knowledge, Skills and Abilities

1. Excellent interpersonal skills.
2. Ability to work effectively with diverse populations.
3. Organizing and coordinating skills.
4. Knowledge of student recruitment and retention issues.
5. Ability to communicate effectively, both orally and in writing.
6. Excellent computer skills.
7. Ability to develop and deliver presentations.
8. Ability to gather data, compile information and prepare reports.
9. Ability to plan and evaluate programs.
10. Ability to appropriately exercise independent initiative and judgment.
11. Willingness and ability to work as a member of a team.

Education and Experience

- Bachelor's Degree preferred, Associate's Degree required.
- 1 – 2 years of experience in admissions preferred.

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. Some travel, overnight trips, and evening hours are required.
3. No or 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-G: Surg Tech Instructor Position-Chanute

Per the Year 3 Title III budget, a surgical technology specialist (1.0 FTE/12 mos.) will be hired to develop orientation/advising for ST students, set up the new ST lab at main campus Y3, and pilot the new courses at the main campus Y4-5. The position will be institutionalized with NCCC assuming the salaries beginning in Y4 at 25%, Y5 at 50%, and 100% after the grant ends.

Resolution 2011-107

RESOLVED, that the Board of Trustees of Neosho County Community College approves the Title III full-time, 12 month surgical technology specialist position. The position will be institutionalized with NCCC assuming the salaries beginning in Y4 at 25%, Y5 at 50%, and 100% after the grant ends

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

Surgical Technology Program Specialist

Reports to: Surgical Technology Program Developer
Classification: Full-time, 12-month Employee
Pay Status: Administrator Classification
Vacation/Sick Leave/Regular Holidays per Board Policy
Starting Salary: \$39,000 - \$43,000

Purpose of Position: The Surgical Technology Specialist reports to the Surgical Technology Program Developer and is responsible for implementing all aspects of the Surgical Technology program on the Chanute campus including piloting, evaluating, and modifying the curriculum. This position will be institutionalized after Year 5 of the Title III grant.

Essential Functions:

1. Program/Curriculum Development and Instruction
 - a. Assist in developing the new surgical technology program curriculum.
 - b. Pilot, evaluate, and modify curriculum as needed.
 - c. Monitor, acquire, and inventory supplies for the surgical technology laboratory.
 - d. Evaluate and modify equipment and supplies for the surgical technology laboratory
 - e. Conduct course assessment following established procedures.
 - f. Conduct student review and evaluation through required institutional procedures.
 - g. Assist with program review and assessment.
 - h. Teach assigned courses, up to 12 credit hours per semester.

2. Student Advising/Evaluation
 - a. Assist in developing and implementing a program recruitment strategy.
 - b. Maintain a database of prospective students and ensure regular contact with those students through mail, phone and email correspondence.
 - c. Assist with development of student orientation/advising materials.
 - d. Assist students in advisement and registration activities.
 - e. Assist the Surgical Technology Developer in tracking and monitoring student progress in the program.
 - f. Develop and implement surgical technology student activities.
 - g. Develop student workforce placement strategies.

3. Program and Clinical Support
 - a. Make recommendations in hiring and evaluation of adjunct faculty within the program.
 - b. Operate within the Surgical Technology Program budget.
 - c. Participate in Surgical Technology Advisory Board meetings.
 - d. Establish and maintain clinical agreements with surgical facilities.
 - e. Supervise and evaluate students during clinical rotations.
 - f. Ensure clear links between didactic and clinical aspects of instruction.
 - g. Maintain regular communication with clinical facilities.
 - h. Assist in the accreditation process from the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

- i.
1. Other Duties
 - a. Participate in departmental and college planning through committee assignments and meetings.
 - b. Assist the Surgical Technology Developer and the Activity Director with projects as assigned.
 - c. Engage in personal professional development.

Required Knowledge, Skills and Abilities

1. Working experience as a Surgical Technologist in Kansas.
2. Exceptional ability to organize and coordinate projects.
3. Ability to teach knowledge of the field.
4. Ability to communicate effectively, both orally and in writing.
5. Ability to work effectively with diverse populations.
6. Attention to detail.
7. Awareness of Accreditation Review Council on Education in Surgical Technology and Surgical Assisting.
8. Excellent computer skills.
9. Ability to gather data, compile information and prepare reports.
10. Ability to plan and evaluate programs.
11. Ability to appropriately exercise independent initiative and judgment.
12. Willingness and ability to work as a member of a team.
13. Some travel during normal working hours will be required, license mandatory
14. Must have a valid Kansas driver's license.

Education and Experience

1. *Required* – Certified Surgical Technologist in Kansas (or eligible).
2. *Required* – One year clinical surgical experience.
3. Bachelor's Degree with two years professional experience, preferred.
4. One year experience working in an academic setting, preferred.

Working Conditions

1. Work is normally performed in a typical classroom/interior/office work environment.
2. Some travel and evening hours are required.
3. Limited physical effort required.

Agenda Item VIII-H: Bids for Virtual Welder

The Carl D. Perkins Reserve Fund grant proposal submitted by Neosho County Community College was favorably reviewed and funding was approved in the amount of \$48,000 to purchase a Virtual Reality Welding Trainer for the welding program.

Bids were solicited and three sealed bids were received.

Bidder	VRTEX 360	SOFTWARE UPGRADE PACKAGE (optional)	ON SITE ASSISTANCE (installation and training)	1-YEAR WARRANTY	COMMENTS
Lampton Welding Supply 601 N. Washington Wichita, KS 67201	\$46,500	No price available	Included	Included	Called the rep, still no cost available on the software.
Praxair Distribution, Inc. 1206 Commercial Road Ottawa, KS 66067	\$46,500	\$7,440	Included	Included	Called the rep, they have an in-store person trained on the virtual welder and will provide all setup and support. They are in the area regularly servicing other accounts such as B&W Truckbeds. Reference check with B&W was positive
Airgas Mid South 1723 S. Santa Fe Chanute, KS 66720	\$46,500	\$7,400	\$1,120 per 8-hour day Transit time \$85/hr	Cost not indicated	Called the rep, all installation and training will come directly from Lincoln directly and be billed from Lincoln. No local support available.

After review of all variables staff recommend accepting the bid from Praxair Distribution, Incorporated. The upgrade software package will not be purchased at this time due to the amount of funds available with the Perkins Reserve Grant.

Resolution 2011-108

RESOLVED, that the Board of Trustees accepts the bid of \$46,500 from Praxair Distribution to purchase a virtual welder using Carl Perkins funds.

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

Invitation to Bid

The Board of Trustees of Neosho County Community College (NCCC) is seeking bids for a Lincoln Electric VRTEX 360 Virtual Reality Welder Training System to be used for educational purposes on the campus of Neosho County Community College, located in Chanute, Kansas. The four items enumerated below must be included in the bid.

1). One (1) VRTEX 360

VRTEX 360 VIRTUAL REALITY WELDING TRAINER UNIT SIMULATES SMAW (E6010 & E7018), GMAW (SHORT ARC, SPRAY, PULSE AND STT), FCAW-S AND FCAW-G IN MULTIPLE POSITIONS (FLAT, HORIZONTAL, VERTICAL AND OVERHEAD) AND MULTIPLE JOINT CONFIGURATIONS (FLAT PLATE, TEE JOINT, GROOVE JOINT, 2" DIAMETER XXS TUBE, AND 6" DIAMETER SCHEDULE 40 PIPE). EACH UNIT INCLUDES THE FOLLOWING:

- VR WELDING MACHINE INCLUDING:
- COMPUTER - 4U RACKMOUNT
- WINDOWS XP PROFESSIONAL SP3
- INTEL CORE 2 QUAD PROCESSOR
- 2 X 2GB DDR2 MEMORY
- SOLID STATE HARD DRIVE
- 2 NVIDIA QUADRO FX 3700 GRAPHICS CARDS
- 19" LCD MONITOR
- TRACKING SYSTEM
- VR WELDING STAND - MULTI-POSITION
- VIRTUAL SMAW ELECTRODE HOLDER WITH RETRACTABLE STICK ELECTRODE
- VIRTUAL GMAW/FCAW GUN
- VR WELDING HELMET INCLUDING FACE MOUNTED DISPLAY WITH 3D STEREOSCOPIC OUTPUT
- COMPLETE SET OF VR WELDING COUPONS INCLUDING FLAT PLATE, TEE JOINT, GROOVE JOINT, 2" AND 6" DIAMETER PIPE.
- INTERACTIVE GRAPHICAL USER INTERFACE FOR SYSTEM SETUP AND USE.
- 3 VIRTUAL WELDING ENVIRONMENTS
- WELDING SIMULATION SOFTWARE
- INSTRUCTOR MODE WITH ADVANCED MENUS
- ENGLISH AND METRIC UNITS
- VIRTUAL EQUIPMENT AND TECHNIQUE TOLERANCE SETTINGS
- WELDOMETER(tm) - TRACK VIRTUAL MATERIAL USAGE

2). One (1) SOFTWARE UPGRADE PACKAGE

THIS SOFTWARE UPGRADE PACKAGE INCLUDES:

- SYSTEM UPDATES INCLUDING:
- OPERATING SYSTEM UPDATES
- DRIVER UPDATES
- PERIPHERAL SOFTWARE UPDATES
- SOFTWARE ENHANCEMENTS
- ANNUAL FUNCTIONALITY UPGRADE PACKAGE WHICH MAY INCLUDE:
- NEW VIRTUAL ENVIRONMENTS
- NEW WELDING JOINT CONFIGURATIONS

- NEW VR WELDING COUPONS
- SIMULATION OF ADDITIONAL WELDING CONSUMABLE TYPES
- ADDITIONAL WELDING CONSUMABLE DIAMETERS
- WELDING CURRICULUM UPGRADES WHICH MAY INCLUDE:
 - LESSON PLANS
 - WELDING DEMONSTRATION VIDEOS
 - WELDING CURRICULUM RESOURCES
 - WELDING EDUCATION MATERIALS

- 3). All bids should include ON SITE ASSISTANCE including consultation on placement of the unit, and complete installation, set up, and programming. Additionally, a minimum of three (3) hours of training for three (3) welding faculty members shall be included.
- 4). 1 YEAR WARRANTY must be included on all VRTEX360 welding components including control panel interface, SMAW device, and GMAW device and all VRTEX360 replacement parts.

Quotes for all four items specified above (One (1) VRTEX 360, One (1) SOFTWARE UPGRADE PACKAGE, ON SITE ASSISTANCE, and WARRANTY) will be identified separately on the bid. All, part, or none of the items may be accepted.

Shipping will be to NCCC – Welding Program, c/o Chanute High School, 1501 W. 36th Street, Chanute, KS 66720.

Questions concerning any of the specifications should be directed to: **Brenda Krumm, 620-431-2820 ext. 234** bkrumm@neosho.edu

All sealed bids must be addressed as follows and submitted directly to:

Neosho County Community College, Attn: Sandi Solander, 800 West 14th Street, Chanute, KS 66720 before 5:00 pm, Thursday, September 22, 2011. We anticipate that a recommendation on the bids will be made to the NCCC Board of Trustees at the board meeting at 5:30 p.m. on October 13, 2011 in Room 209 of the Student Union on the Chanute campus. The Board of Trustees reserves the right to reject any or all bids and to determine whether or not specifications have been met. Bids are expected to be firm and should not be presented as estimates.

Agenda Item VIII-I: Approval of the Audit for FY 2010-11

It is the policy of the board of Trustees to require that all college accounts be audited at any time the Board of Trustees so desires, but in any event to be audited annually. This shall include the accounts of the Board of Trustees and college agency or auxiliary accounts. The College's auditors have completed the annual audit for fiscal year 2010-2011.

Mr. Phil Jarred, of Jarred, Gilmore and Phillips, presented the results of the audit earlier in the evening. It is my recommendation that the board approve the audit report as presented.

Resolution 2011-109

RESOLVED, that the Board of Trustees of Neosho County Community College approves the audit report for fiscal year ending June 30, 2011.

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

Agenda Item VIII-J: Athletics External Web Host Contract

In keeping with the President's Goals to revitalize athletics, Amber Burdge, athletic director, has identified an external web host that will allow us to enhance the appearance and features available on our athletic web page. This will allow fans, prospective students, and recruiters accurate, up to date information on NCCC athletic programs. Sidearm Sports will host the website. It will be available through a link on our homepage, Neosho.edu, and will provide a link back to our homepage.

This external web host will allow us to:

- quickly update scores from the "mobile admin" suite at the conclusion of a contest
- link stats and post-game stories, including media stories, to the schedule and calendar component
- provide our fans with a free mobile version of our site
- send up to 110 character text messages to fans, including the final score of each game
- place a barcode on schedule cards or promotional material that will, when scanned, point a fan/parent/alumni/donor to a donation form, pre or post-game story, or Facebook page
- provide our staff with 24/7 Customer Relationship Management

From site development to launch will take eight to ten weeks. Within that time, staff will be trained on every aspect of the features Sidearm Sports will provide under our contract. Additionally, there are multiple options that we will have the opportunity to take advantage of as we grow. Cost for the service will be \$3,500 for the first year and \$3,000 for year two and three of the contract.

Resolution 2011-110

RESOLVED, that the Board of Trustees of Neosho County Community College approves the three year contract with Sidearm Sports to provide external web hosting for athletics at a cost of \$3,500 for year one and \$3,000 per year for the remainder of the contract.

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

Amended Agenda Item VIII-K: Appointment of Interim Academic Advisor for Talent Search

The appointment of Kerrie Coomes to Coordinator of Enrollment Management creates an opening in the Educational Talent Search program. Nicci Wiltse has served ETS as the administrative assistant for five years. For the past three years, she has been groomed to move into the academic advisor position and is nearing the end of her Bachelor's degree, which will make her fully qualified to assume the position of academic advisor.

Staff recommends appointing Nicci Wiltse as the interim academic advisor for the Educational Talent Search program. This position will remain an interim position until Ms. Wiltse completes the Bachelor's degree. This position will begin November 1, 2011.

Language in the contract will read, "Upon completion of the Bachelor's degree, employee will be appointed the permanent Academic Advisor for Educational Talent Search. Failure to complete the Bachelor's degree will result in a recommendation for non-renewal." The Bachelor's degree is expected to be completed prior to December 31, 2012.

Salary will begin at \$27,000 for the interim position and increase to \$30,000 at the time of appointment to the permanent Academic Advisor for Educational Talent Search.

Resolution 2011-111

RESOLVED, that the Board of Trustees of Neosho County Community College approves the appointment of Nicci Wiltse as the interim academic advisor (11 month position) for Educational Talent Search program starting November 1, 2011 at an annual salary of \$27,000 (management support classification).

Upon completion of the Bachelor's degree, employee will be appointed the permanent Academic Advisor for Educational Talent Search and increase to \$30,000. Failure to complete the Bachelor's degree will result in a recommendation for non-renewal." The Bachelor's degree is expected to be completed prior to December 31, 2012.

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

Amended Agenda Item VIII-L: Appointment of Administrative Assistant to the President and Board Clerk

It was the President's recommendation that the Board approve the appointment of Denise Gilmore as the Administrative Assistant to the President and Board Clerk. Ms. Gilmore was hired in 1993 as the AA for the Director of Nursing. She was transferred in 2006 to the position of AA to the Vice President of Student Learning.

Ms. Gilmore will be paid \$15.25 per hour (level IV) starting February 1, 2012.

Resolution 2011-112

RESOLVED, that the Board of Trustees of Neosho County Community College approves the appointment of Denise Gilmore as the Administrative Assistant to the President and Board Clerk starting February 1, 2012 at an hourly rate of \$15.25 per hour.

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

Amended Agenda Item VIII-M: Course Inventory Additions

Before each semester begins, the Kansas Board of Regents asks coordinated institutions to submit a list of courses that the college is capable of teaching in that semester, but is not compelled to offer. This list of courses is referred to as the course inventory. Each change to the inventory must be approved by the academic department where it originated, the curriculum committee, the Chief Academic Officer, the President of the College and finally, the College Board of Trustees, as per NCCC policy.

Course Inventory Changes October 2011 Board Meeting

New Course

NURS 210 Introduction to Wound Care, 3 credit hours

Resolution 2011-113

RESOLVED, that the Board of Trustees of Neosho County Community College approves adding Introduction to Wound Care to the Course Inventory for the College.

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

COURSE IDENTIFICATION

Course Prefix/Number: NURS 210
Course Title: Introduction to Wound Care
Division: Health Care
Program: Nursing
Credit Hours: 3
Theory: 2.5
Clinical/Lab: 0.5
Initiation/Revised Date: Spring 2012
Assessment Goal per Outcome(s): 70%

CLASSIFICATION OF INSTRUCTION

Vocational elective for sophomore level nursing students and/or for the LPN or RN

COURSE DESCRIPTION

This is an elective course, designed for the student with an interest in the management of acute and chronic wounds. The student will use the nursing process in promoting functional health patterns of the bio-psychosocial, spiritual state of adult patients experiencing alterations in skin integrity. Emphasis is placed on the use of the nursing process in all aspects of skin and wound assessment and management with a focus on pressure ulcers, neuropathic ulcers, vascular insufficiency ulcers, surgical wounds, and skin tears. Legal and regulatory issues relating to skin and wound care, and leadership responsibilities of the nurse are also explored. Clinical experiences are provided in various out-patient wound care centers.

PREREQUISITES AND/OR COREQUISITES

Completion of the first year of nursing curriculum.

TEXTS

*The official list of textbooks and materials for this course are found on Inside NC.

Baranoski, Sharon and Ayello, Elizabeth, A. Wound Care Essentials: Practice Principles, 2nd ed., Wolters Kluwer | Lippincott Williams & Wilkins, Philadelphia, PA, 2008. ISBN: 978-1-58255-469-3.

WEB REFERENCES

See Course site on Inside NC for documents and/or links.

COURSE OUTCOMES/COMPETENCIES

1. Apply critical thinking skills to solve nursing problems when caring for patients at risk for chronic wounds.
2. Effectively apply all components of the nursing process in promoting functional health patterns of the wound care patient.
3. Provide safe, effective nursing interventions when completing technical skills.
4. Determine strategies to prevent skin ulcer development among the at risk patient population.

5. Demonstrate knowledge of regulatory and legal issues related to hospitals, skilled nursing facilities, home health agencies and managed care.
6. Demonstrate effective collaboration with the multi-disciplinary team to meet the complete health care needs of the patient with a chronic wound.

TECHNOLOGY REQUIREMENTS

Students are required to have access to a computer that has internet access (for use of Inside NC and communications through Panther e-mail and Inside NC announcements) and the following Microsoft Office Programs:

Word 2003 or newer

Excel 2003 or newer

COURSE OUTLINE

- Unit I: Ethics, Regulations, and Nursing Supervision in the Wound Care Specialty
- Unit II: The Human Skin: Well and Wounded
- Unit III: Patient Assessment
- Unit IV: Wound-Bed Preparation and Management
- Unit V: Pressure Ulcers: Wounded by Weight
- Unit VI: Venous Ulcers
- Unit VII: Neuropathic Ulcers (Diabetic Foot Ulcers)
- Unit VIII: Arterial Ulcers
- Unit IX: Surgical Wounds

INSTRUCTIONAL METHODS

- **Classroom**
 - Lectures and discussions
 - Audio-visual aids
 - Case studies
- **Laboratory**
 - Demonstrations
 - Scheduled classroom laboratory
 - Non-scheduled self-study laboratory
- **Teaching Facilities**
 - Contracted hospitals and Wound Care Centers: see Syllabus Addendum
 - Classroom
 - Learning Lab
 - Library
- **Visuals/Audio-Visuals/Tapes**
 - Audio-visuals
 - Models
 - Photographs
 - Resource Persons
 - Guest lecturers

Personnel of cooperating agencies

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Presentations

Written quizzes and tests

Written assignments

Skill performance and oral tests in classroom lab

Performance evaluation in clinical area

Attendance (both theory and clinical)

Final course grade will be based on theory and clinical performance

GRADING SCALE

This course has both a theory and clinical component. The student must complete all theory and clinical objectives. The grade will be determined at the end of the course on the basis of the work completed.

90 – 100%	A	Superior
80 – 89%	B	Good
70 – 79%	C	Average
60 – 69%	D	Poor
0 – 59%	F	Failure
	I	Incomplete
	W	Withdraw
	XF	Failure due to Cheating

The nursing program does **NOT** round off grades. **Cheating** will **NOT** be tolerated in any form and will be grounds for dismissal from the program.

Any question regarding a grade received for a test, paper, etc., must be brought to the instructor's attention within seven (7) days of receiving the grade or it will be recorded as is.

GRADING REQUIREMENTS

➤ **Theory Grade**

Theory Assignments

1. Article Review (See Article Review criteria and grading rubric). This assignment is worth 5% of the course grade.
2. Poster Presentation (See Poster Presentation criteria and grading rubric). This assignment is worth 20% of the course grade.

Quizzes

There is one “take home” quiz for each unit. Combined, all quizzes are worth 25% of course grade.

Exam

There is one exam at the end of the course. This exam is worth 25% of the course grade.

Scheduled Exams: Scheduled exams must be taken on the scheduled date, at the scheduled time. If a student is tardy or absent for any reason and unable to test at the scheduled time, an alternate test may be given and 5% will be deducted from the score for taking late then 1% will be deducted per day for each day not taken, up to a maximum of 10%. Special circumstances will be subject to review and faculty discretion.

Late quizzes and assignments: If a quiz or assignment is not turned in or presented at the scheduled time, 5% will be deducted from the paper's score for being turned in late then 1% will be deducted per day for each day not turned in, up to a maximum of 10%, then score recorded as zero. Special circumstances shall be subject to review and at instructor's discretion.

➤ **Clinical Grade**

Clinical Proficiency: Clinical performance will be evaluated using a preceptor evaluation tool (See preceptor evaluation form and criteria) and is worth 5% of final grade.

Clinical Assignments

1. Clinical Log and Patient Evaluation (See Clinical Log form and criteria). This assignment is worth 5% of course grade.
2. Skills Proficiency (See individual skill guidelines and grading criteria). Combined, these activities are worth 5% of course grade.
3. Learning Lab assignments (See Assignment criteria and grading rubric). These assignments are worth 5% of the course grade.

➤ **Learning Lab**

Procedural Skill Proficiency: Evaluation of Learning Lab procedural skills will be by means of a check-off. The student will demonstrate with satisfactory performance, all procedure skills in Learning Lab for which there is a performance checkoff before being allowed to do the skill in the clinical area. The combined total of all procedural skills completed in Learning Lab are worth 5% of course grade.

Proficiency of procedural skills shall be evaluated at the time the student demonstrates the skill in Learning Lab and will be ranked according to the following scale:

1st test	100%
2nd test	85%
3rd test	70%

In the event that a student does not pass the skill with a 70% or better by the 3rd attempt, the student will receive a zero (0) in the grade book for that skill, and will not be allowed to perform that skill in the clinical setting.

The student will complete all associated assignments such as audiovisuals, study questions, lab quizzes, etc. for each procedural skill before the procedure is considered to be completed.

The student will complete procedural skills by the dates designated by the instructor and all procedural skills must be completed one week before finals. In order to earn 100% proficiency, the skill must be successfully completed the first time and be done on or before the designated date.

Learning Lab Assignments: There will be a written assignment following two of the three Learning Lab sessions (See criteria). Combined, these assignments will be worth 5% of the course grade.

ASSESSMENT OF STUDENT GAIN

Student gain is based on the assumption that the student has no previous knowledge of Wound Care. Assessment of student gain will be measured by the combined scores of Learning Lab skill performance, Learning Lab assignments, Clinical assignments, Theory quizzes, Theory assignments, and a comprehensive final exam.

ATTENDANCE POLICY

Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-hundred (100) minutes per credit hour for the course or, in the case of on-line or other non-traditional courses, the student is inactive for one-eighth of the total course duration, the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in the classroom is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

CELL PHONE POLICY

Student cell phones and pagers must be turned off during class times. Faculty may approve an exception for special circumstances.

NOTE: Information and statements in this document are subject to change at the discretion of NCCC. Changes will be published in writing and made available to students.

NOTE: If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify the *Dean of Student Development*, Chanutte Campus, Student Union, 620-431-2820, Ext. 213., or the *Dean, Ottawa Campus, 785-242-2607 ext 312*, as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

Amended Agenda Item VIII-N: Executive Session Acquisition of Property

Upon a motion and a second the Board recessed to executive session for ten 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 8:14 p.m.

The Board returned to open meeting at 8:24 p.m.

Agenda Item IX: Adjournment

Upon a motion and a second the meeting adjourned at 8:25 p.m.

Respectfully submitted,

David Peter, Board Chair

Terri Dale, Board Clerk