

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

**DATE:** November 10, 2011

**TIME:** 5:30 p.m.

**PLACE:** Student Union, Room 209

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

**ABSENT:** Charlie Boaz

**PRESENT:** Dr. Brian Inbody, President  
Ben Smith, Vice President of Operations  
Jim Genandt, Vice President for Student Learning  
Sandi Solander, Chief Financial Officer  
Brenda Krumm, Dean of Outreach/Workforce Development  
Jason Kegler, Dean of Student Development  
Amber Burge, Athletic Director  
Kerry Ranabargar, Director of Tech Services  
Jon Seibert, Tech Services  
Kent Pringle, Board Attorney  
Denise Gilmore, Acting 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: Assistant Financial Aid Director-Ottawa, Cashier-Ottawa, Course Inventory Addition/Revision, January 2012 meeting location, and Custodian. 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 October 20, 2011
- B. Claims for Disbursement for October 2011
- C. Personnel

### **1. Resignation: Assistant Financial Aid Director-Ottawa**

It was the President's recommendation that the Board accept the resignation of Susan Beddo, Assistant Financial Aid Director at the Ottawa campus. Her resignation is effective November 30, 2011.

### **2. Resignation of Administrative Assistant to Adult Education/CAVE**

It was the President's recommendation that the Board accept the resignation of Heather Daniels from her position as the AA for Adult Education/CAVE, pending the Board's approval to hire Ms. Daniels as the Payroll/Accounts Payable Clerk. Her resignation from her AA position will be November 11, 2011.

### **3. Payroll/Accounts Payable Clerk**

It was the President's recommendation that the Board approve the employment of Heather Daniels as the Payroll/Accounts Payable Clerk. Ms. Daniels has been employed at the College since 2010 as the AA for Adult Education.

Ms. Daniels earned a Bachelor of Business Administration from Friends University. She will be paid \$10.50 per hour (level III) starting November 14, 2011.

### **4. Appointment of Administrative Assistant for Vice President of Student Learning**

It was the President's recommendation that the Board approve the appointment of Cindy Fairchild as the Administrative Assistant for the Vice President of Student Learning. Ms. Fairchild was hired in 2009 as the AA to the bookstore manager and the chief financial officer. She is a graduate of NCCC and Kansas State University with a BS in Biology.

Ms. Fairchild will be paid \$11.00 per hour (Level IV) starting January 30, 2012.

**Consent Agenda Item D: Donation Agreement**

Neosho Memorial Regional Medical Center is donating one or two used defibrillators to our sim labs. They are requesting that Dr. Inbody sign the attached release. Kent Pringle has reviewed the agreement.

**Donation Agreement and Release of Liability**

In consideration of the donation from Neosho Memorial Regional Medical Center of the Lifepack 12 defibrillators, the Neosho County Community College personally assumes all risks in connection with this equipment, and hereby waives and releases any and all claims against Neosho County, Neosho Memorial Regional Medical Center, its Board of Trustees, Administration and employees, from any and all injuries or damage which or any person may suffer as a result of my utilization of this equipment.

Neosho Memorial Regional Medical Center makes no representation as to the condition of aforementioned equipment. The undersigned is aware that the equipment is donated “as-is” and any future repair or replacement such as batteries etc. is the sole responsibility of the recipient. It is the responsibility of the recipient to obtain training on proper use and maintenance of said equipment.

I hereby acknowledge that I am legally authorized to sign this Release for the Neosho County Community College; that I understand the terms of this release and am signing it freely. I hereby release Neosho County and Neosho Memorial Regional Medical Center from any and all claims related to the use of this equipment including any claims for compensation for any and all injuries sustained using this equipment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Brian Inbody, President, Neosho County Community College  
Print Name

**Treasurer's Report:** Sandi Solander, Chief Financial Officer, distributed the monthly financial statements. Revenue for the month was \$2,860,421 and disbursements were \$3,305,338.

**President's Report:** President Brian Inbody thanked the Board for their continued support and discussed the following items.

### Enrollment

Enrollment numbers look good for this fall with spring numbers still coming in. Both are up right now. It is still a bit early for spring for any prediction, but up is always better than down. Below is the breakdown:

#### Fall Semester 2011

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2010	30	11-10-10	2824	19391	
TOTAL	2011	30	11-10-11	3180	21569	11.23%
CHANUTE	2010	30	11-10-10	707	7011	
CHANUTE	2011	30	11-10-11	719	7268	3.67%
OTTAWA	2010	30	11-10-10	752	5075	
OTTAWA	2011	30	11-10-11	877	6045	19.11%
ONL	2010	30	11-10-10	813	3868	
ONL	2011	30	11-10-11	934	4536	17.27%
ODO	2010	30	11-10-10	266	1652	
ODO	2011	30	11-10-11	291	1579	-4.42%
IDO	2010	30	11-10-10	286	1785	
IDO	2011	30	11-10-11	359	2141	19.94%

## Spring Semester 2012

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2010	30	11-10-10	1425	10733	
TOTAL	2011	30	11-10-11	1479	11399.5	6.21%
CHANUTE	2010	30	11-10-10	414	4524	
CHANUTE	2011	30	11-10-11	436	4866.5	7.57%
OTTAWA	2010	30	11-10-10	411	3184	
OTTAWA	2011	30	11-10-11	434	3409	7.07%
ONL	2010	30	11-10-10	531	2569	
ONL	2011	30	11-10-11	562	2751	7.08%
ODO	2010	30	11-10-10	30	158	
ODO	2011	30	11-10-11	13	70	-55.7%
IDO	2010	30	11-10-10	39	298	
IDO	2011	30	11-10-11	34	303	1.68%

## Conviction in the Independence Break-In Case

As Dr. Inbody reported previously, the man who broke into the campus at Independence has been tried, convicted and is serving time. Tuesday his accomplice was sentenced. Brandy Denise Stout received 6 months in jail for conspiracy to commit robbery. Her sentence was suspended and she got 12 months' probation and must make restitution to the victims and pay court costs. NCCC was not called to testify in her case.

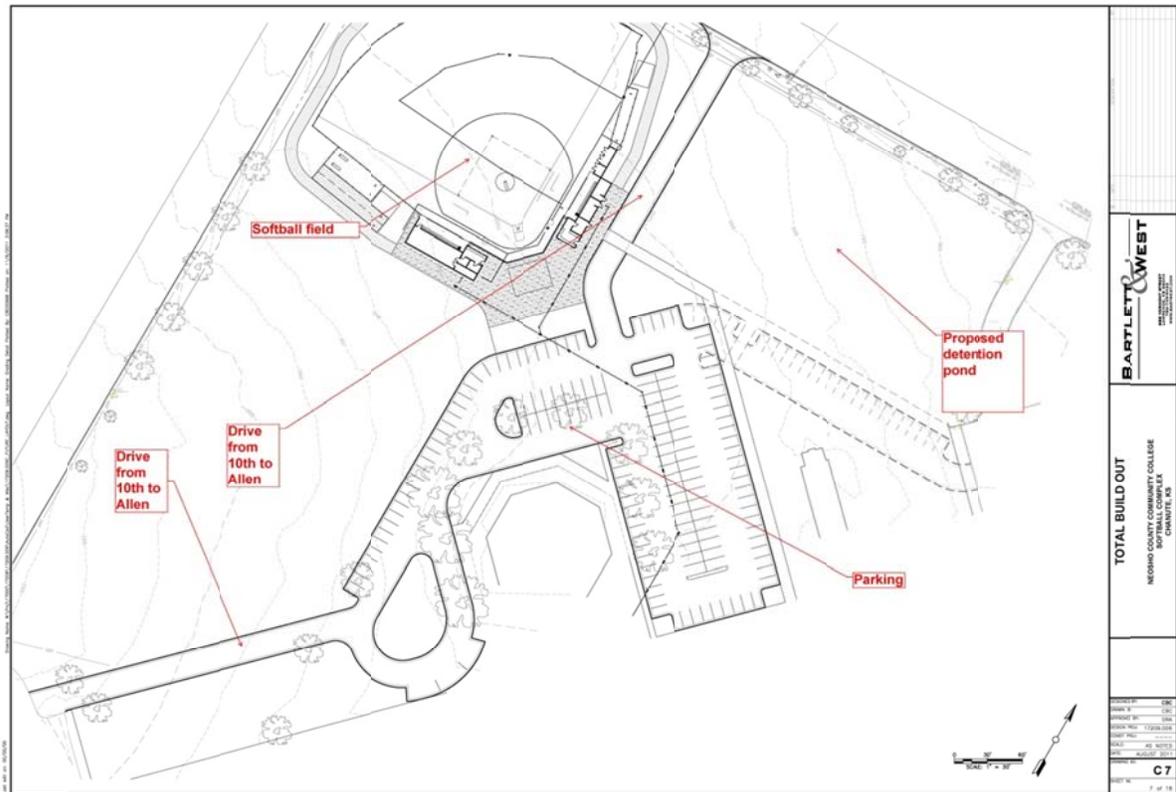
## Spirit Information Session

There were 250 people who signed in at the Spirit information session that NCCC hosted on Monday, the 7<sup>th</sup>. Dr. Inbody said he received a very nice note from Tommy Mount, who will be in charge of the Chanute Spirit plant, thanking him for the help the college personnel gave, with a special thanks to Brenda Krumm, Randy Kettler and Ben Smith for all their assistance and coordination to make the day successful. The College did receive a \$37,000 grant to assist in the cost of setting up the training for the prospective employees. The training begins January 3<sup>rd</sup> and runs through the end of the month. A second cohort will begin in March. The NCCC Foundation voted to provide 20 \$200 scholarships to help students afford the training if they cannot get retraining money from the state or financial aid.

## Storm Water Issue

Ben Smith and Dr. Inbody met with City of Chanute employees, including J. D. Lester, to finalize the plan to deal with the storm water issues on the north part of campus. The plan involved creating a retention pond but staff has come up with a way to minimize the impact to the grounds. A berm will be created around the 10<sup>th</sup> street side of the large soccer field. The field itself will be lowered just a bit and a grating will be put into the Stoltz Hall lot road to allow the water to flow into the field. There is a new storm drain very close and an opening in the berm there will allow water to slowly empty into the drain. There should be no standing water in the field 48 hours after a rain event. The City has said they will do this construction for free. The College will receive the “ok” to build the road, parking lot, and softball field, essentially completing the facilities master plan for that corner of the property. An MOU will be developed that contains these items so that both sides are clear about their responsibilities.





Bartlett & West is asking to proceed with the complete campus topography and storm water management study so that the College does not incur the larger cost of doing each part of the new campus individually. Dr. Inbody will be looking at their proposal with Ben Smith and may have a document for approval in December.

### Storage Building with USD 413

Dr. Inbody will be meeting with Dr. Hardy about the possibility of a new storage building at the sports complex. NCCC's track and field team must load up all of the items for practice and take them to the complex each day. Items for the soccer teams also cannot stay at the complex and must be brought back to campus. The foundation has agreed to extend their \$20,000 yearly payment for use of the complex another year so that college athletics can get access to the new building. In his brief conversation with Dr. Hardy, the school will build a \$100,000 storage building and give NCCC 20% of the space for the \$20,000. Dr. Inbody will work out the details and keep the Board informed. This is the foundation's plan and money, so ultimately it is their agreement.

### Progress on the 10 Year Plan

Dr. Inbody said he felt as though there will be a heading in his monthly President's report about the 10 year plan for a very long time. Ben Smith will be bringing the contracts for both the softball field and the proposed road and parking lot to the December meeting. He has had

numerous conversations with Josh and Bartlett & West about not only this but other elements of the plan to begin moving them forward.

Dr. Inbody created a PowerPoint that further details the 10 year plan that was discussed at the retreat. He has shown the PowerPoint to the College employees and to the Foundation. He is booked to speak at the February Chamber Ambassadors meeting. He thinks it is very important to get the word out before land moving machines arrive on campus in March of next year. Claudia Christiansen, Ben Smith, Jamey Whitney and Dr. Inbody will be working up a project proposal for other foundations so that they can secure other forms of support for the plan beyond the out-district fee and perhaps carry out the plan a bit faster than 10 years.

## **Progressing the Brand**

Dr. Inbody said he has asked for a re-examination of the “brand” of the College to ensure that our message, while deeply rooted in College tradition, is still fresh and relevant for current students. One must always revise and advance the symbols of the College from time to time. The Marketing Committee, and its sub-committee, the Branding group, have been charged with examining ways to modernize the look and feel of the College image. Specifically, they will be examining the type styles (fonts) used, the shade of orange, the tag line (“The education you need. The attention you deserve.”), and possibly even a new Panther. If a new look is chosen it will not be retroactively changed by removing old Panthers and signage, but rather stating from this point further we will be using the new look. Dr. Inbody hopes to have a recommendation to the Board early in the spring of next year in time for the artwork needed on the new gym floor.

Dr. Inbody reported that the quarterly meeting of the KACCT/COP would be December 4 and 5 in Independence. He said that Mr. Boaz will not be able to attend and asked if anyone else would like to attend. Trustees should contact Dr. Inbody if they are interested in attending the meeting.

Dr. Inbody also discussed setting a deadline for emailing new materials to Trustees for the monthly meeting. It was agreed to set 4:00 p.m. on the day of the meeting as the deadline for emailing any new items for the agenda. Anything after 4:00 p.m. will be handed out at the meeting.

Dr. Inbody reminded the Board that *Annie* starts tonight and runs through Sunday.

### **Amended Agenda Item VIII-A: Assistant Financial Aid Director-Ottawa**

It was the President's recommendation that the Board approve the employment of Jennifer Daisy for the position of Assistant Financial Aid Director at Ottawa. Since August 2007 Ms. Daisy has served as the cashier at the Ottawa campus.

Ms. Daisy holds a Bachelor of Arts degree in Accounting from Ottawa University. She will be paid \$27,500 annually starting December 1, 2011.

### **Resolution 2011-14**

RESOLVED, that the Board of Trustees of Neosho County Community College approves Jennifer Daisy for the position of Assistant Director of Financial Aid at the Ottawa campus, starting December 1, 2011 at an annual salary of \$27,500.

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

### **Amended Agenda Item VIII-B: Cashier-Ottawa**

It was the President's recommendation that the Board approve the transfer of Patty Benton for the cashier position at the Ottawa campus. Ms. Benton was hired in August 2005 as the accounts receivable clerk and was transferred to the cashier position in Chanute in June 2006. Her hourly wage will remain the same. The transfer will be effective December 1, 2011.

### **Resolution 2011-15**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the transfer of Patty Benton to the cashier position at the Ottawa campus starting December 1, 2011 at her current hourly rate.

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

## **Amended Agenda Item VIII-C: Course Inventory Revisions**

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 November 2011 Board Meeting**

#### **New Course**

OTA 111 Human Structure and Function in Occupational Therapy Lab, 1 credit hour

#### **Name & Course Hour Changes**

OTA 110 Basic Biomechanics, 3 credit hours, to Human Structure and Function in Occupational Therapy, 2 credit hours

OTA 214 OTA Clinical Fieldwork – Level II, 2 credit hours, to OTA Clinical Fieldwork – Level II-A, 3 credit hours

OTA 216 Fieldwork in the Community – Level III, 5 credit hours, to Fieldwork in the Community – Level II-B, 4 credit hours

#### **Course Hour Change**

SURG 106 Surgical Technology Clinical I, from 2 credit hours to 3 credit hours

#### **Resolution 2011-16**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the new course and course revisions as listed above.

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

## COURSE SYLLABUS

### COURSE IDENTIFICATION

Course Prefix/Number: OTA 111  
Course Title: Human Structure and Function in Occupational Therapy  
Lab  
Division: Allied Health  
Program: Occupational Therapy Assistant  
Initiation/Revision Date: Summer 2011  
Credit Hours: (1)

Assessment Goal Per Outcome(s): 75%

### CLASSIFICATION OF INSTRUCTION

Vocational

### COURSE DESCRIPTION

The course provides lab activities to support a basic understanding of human body movement as related to skeletal, articular, neurological and muscular systems. Students will learn biomechanical assessment procedures and how to identify relationships between structure and function and significance through work with a partner, in small groups, and with anatomical models and simulations.

### PREREQUISITE

Anatomy and Physiology

### TEXTS

*Primary texts*

- 1) *Clinical Kinesiology and Anatomy Fifth Edition*, Lippert; F.A. Davis Publishers, 2011; ISBN 13: 978-0-8036-2363-7 ISBN-10: 0-8036-2363-1
- 2) *Laboratory Manual for Clinical Kinesiology and Anatomy Third Edition*, Lippert and Minor, F.A. Davis Publishers, ISBN 13: 978-0-8036-2390-3 ISBN 10: 0-8036-2390-9
- 3) *Taber's Cyclopedic Medical Dictionary*, F.A. Davis Publishers, ISBN 13: 978-0-8036-1559-5 ISBN 10:0-8036-1559-0
- 4) *Musculoskeletal Anatomy Supplement*; Elsevier, 2009; ISBN-13: 978-0-323-05721-9 ISBN-10: 0-323-05721-7

## SUPPLEMENTAL MATERIALS

*Basic Biomechanics of the Musculoskeletal System*, Nordin M, Frankel VH, eds. Baltimore, MD 21201-2436, Lippincott Williams & Wilkins, 2001, ISBN: 0-683-30247-7

Various class handouts and online activities\

## COURSE OUTCOMES & COMPETENCIES

After active participation in this course and an effort to learn the material, students will be able to:

1. Build on current knowledge of bones, ligaments or muscles by name, anatomic location, or function using anatomical models or participants in the lab setting including demonstration of palpation techniques. B.1.4, B.4.3, B.5.1
2. Identify relationships between structure and function in tissues and the implications/importance of these relationships through lab activities through small group activities, work with a partner, with anatomical models, and simulations. B.2.3, B.4.3, B.5.1, B.5.8
3. Analyze human motion by muscle function, innervations and kinetics for each muscle group in the body in the lab setting with partner or small group activities. B.1.4, B.4.3, B.5.1
4. Demonstrate evaluation techniques for joint range of motion and abnormal movement and posture. B.1.4, B.5.5

## COURSE OUTLINE

Week 1-4:

- Instructional Units: 1) Musculoskeletal Anatomy  
2) Arthrokinematics  
3) Nervous System  
4) Circulatory System  
5) Basic Biomechanics

Week 5-8: Upper Extremities

- 6) Shoulder Girdle and Joint
- 7) Elbow
- 8) Wrist
- 9) Hand

Week 9-11: Trunk

- 10) Temporomandibular Joint
- 11) Neck and Trunk
- 12) Respiratory System
- 13) Pelvic Girdle

Week 12-15: Lower Extremities

- 14) Hip, Knee, Ankle Joint and Foot
- 15) Posture and Gait

Week 16 Comprehensive Review

## INSTRUCTIONAL METHODS

1. Lectures
2. Audio-Visual aids
3. Examples and demonstrations; skills groups/learning stations
4. Writing samples
5. Revision of writings
6. Conferences
7. Tests
8. Unannounced requirements, including unannounced tests, possible

## STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Class quizzes will be random and unannounced. The primary purpose of quizzes is to allow the student to test their knowledge and to allow the instructor to get feedback about comprehension of the material. Some quizzes will be graded, and others may receive credit for participation. Exam dates are provided in the detailed schedule handed out in class and available from the course webpage. G

## GRADING SCALE

The following grade scale applies throughout this course:

90%-100%, A

80%-89%, B

70%-79%, C

Below 70% F

NOTE: A grade of "D" is not possible in this course! A student receiving a final grade of less than a "C" will be required to repeat this course. This course may only be repeated once, and passing this course is necessary for application to OTA program.

## ASSESSMENT OF STUDENT GAIN

Assessment ideally begins during the advisement and enrollment process with the advisor and/or instructor interviewing the student to determine the proper level of placement. During the first two weeks of a semester, students are observed and/or interviewed and assignments are examined to determine needed competency development. Post-assessment to determine gain in competency will be measured at the end of each unit of study. Evaluation of student performance is determined primarily from results of examinations, skills tests, homework, and skills groups. Class participation is, of course, considered.

## 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 coursework 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 and made available to the 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*, Chanute Campus, Student Union, 620-431-2820, Ext. 213., or the *Dean, Ottawa Campus, 785-242-2067 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-D: January 2012 Meeting Location**

It was suggested that the Board consider moving the location of the January 12, 2012 meeting to the Ottawa campus. Mr. Peter asked for discussion from the Board.

**Resolution 2011-17**

RESOLVED, that the Board of Trustees of Neosho County Community College approves moving the location of the January 12, 2012 meeting to the Ottawa Campus at 6:00 p.m.

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

### **Amended Agenda Item VIII-E: Custodian**

It was the President's recommendation that the Board approve the employment of Mary Jenkins as a custodian for the Chanute campus. Ms. Jenkins previous employment includes Great Western Dining Service and HI Lo Industries.

Ms. Jenkins will be paid \$9.70 per hour (Level I) starting November 14, 2011.

### **Resolution 2011-18**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the employment of Mary Jenkins as a custodian at the Chanute campus starting November 14, 2011 at an hourly rate of \$9.70 per hour (Level I).

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

**Agenda Item IX-Adjournment**

Upon a motion and a second the meeting adjourned at 7:00 p.m.

Respectfully submitted,

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David Peter, Chair

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Denise Gilmore, Acting Clerk