

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

DATE: November 11, 2010

TIME: 5:30 P.M.

PLACE: Student Union, Room 209

PRESENT: Kevin Berthot
Charlie Boaz
Clint Isaac
Mariam Mih

ABSENT: Patricia Griffith
David Peter

PRESENT: Dr. Brian Inbody, President
Brenda Krumm, Dean of Outreach/Workforce Development
Eric Tincher, Dean of Student Development
Sandi Solander, Chief Information Officer
Nathan Stanley, Faculty Senate President
David Smith, Special Assistant to the President
John Haas, Ransom Financial
Terri Dale, Board Clerk
Kent Pringle, Board Attorney

Mr. Berthot called the meeting to order at 5:30 p.m.

III. Public Comment

There were no speakers.

IV. Approval of the Agenda

Mr. Berthot asked to amend the agenda as follows: delete Faculty Senate Report and the Strategic Plan report and the ACCT report. Those reports will be given at the December meeting. The Dean of Ottawa report and the Ottawa Update report were provided in written form only. Under new business two items were added, D-Occupational Therapy Assistant Director and E-Administrative Assistant for Community Based Job Training grant. Upon a motion and a second the agenda was approved as amended. Motion passed.

V. Consent Agenda

The following items were approved by consent.

- A. Minutes from October 14, 2010
- B. Claims for disbursement for October 2010
- C. Personnel
- D. Course Inventory Additions

Consent Agenda Item V-C: Personnel

1. Assistant Wrestling Coach

It was the President's recommendation that the Board approve the employment of Shane Kidd as an assistant coach for men's wrestling. Mr. Kidd earned a Bachelor's degree in Human Relations from the University of Oklahoma where he was a member of the wrestling team and a student coach. Mr. Kidd was the head high school and junior high wrestling coach for Barnsdall Public Schools in 2006-07. From January 2008-April 2009 he worked for the Cherokee National Enterprise.

Mr. Kidd will be paid \$1050 per month (prorated for November) starting November 4, 2010 thru April 2011 and \$525 for May 2011.

Consent Agenda Item V-D: 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 for Spring 2011 November Board Meeting

New Courses

- NURS 152 Seminar: Care of the Dying Patient, 1 credit hour
- SURG 103 Principles and Practices of Surgical Technology Lab, 3 credit hours
- SURG 206 Surgical Technology Clinical, 7 credit hours

Course Name Changes

- SOSC 101 American Government I, 3 credit hours, to Intro to Political Science, 3 credit hours
- SURG 102 Fundamentals of Surgical Technology, 5 credit hours, to Principles and Practices of Surgical Technology, 5 credit hours

Course Hour Changes

- SURG 100 Introduction to Surgical Technology, from 5 credit hours to 4 credit hours
- SURG 204 Surgical Procedures II, from 7 credit hours to 4 credit hours
- SURG 202 Surgical Procedures I, from 10 credit hours 3 credit hours

COURSE SYLLABUS

COURSE IDENTIFICATION

Course Prefix/Number: SURG 103
Course Title: Principles and Practices of Surgical Technology Lab
Division: Allied Health
Program: Surgical Technology
Credit Hours: Three (3)
Initiation/Revision Date: Fall 2010
Assessment Goal per Outcome(s): 70%

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

This is a three credit hour laboratory course with initial clinical encounter, designed to acquaint the student with the active skills necessary to function as a beginning surgical technologist. It includes basic concepts necessary to establish, maintain, and coordinate the methods required for good patient care in the operating room (OR). Safe patient care and principles of operating room technique along with safety and hazards in the OR are covered. Students will study skills related to sterile storage and distribution, sterilization and aseptic technique as part of this course.

PREREQUISITE

Admission to Surgical Technology Program and successful completion of Introduction to Surgical Technology I. This course must be taken concurrently with SURG 102.

TEXTS

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

Rutherford, C. (2005). *Differentiating Surgical Instruments*. Philadelphia: F.A. Davis Co. ISBN-13: 9780803612242

Fuller, J. (2005). *Surgical Technology Principles and Practice*. Textbook and Workbook set (4th ed.). St. Louis, MO: Elsevier Saunders. ISBN: 978-1-4160-2371-5

Rothrock, J. (2007). *Alexander's Care of the Patient in Surgery*. (13th ed.). St. Louis: Mosby. ISBN: 978-0-3230-1622-3

Thomas, C. L. (2009). *Taber's Cyclopedic Medical Dictionary*. (21st ed.). Philadelphia, PA: F. A. Davis. ISBN: 9780803615595

OTHER POSSIBLE INSTRUCTIONAL MEDIA

Internet, handouts, audiovisual media, textbooks, current periodicals, computer lab, on-site surgical technology lab.

COURSE OUTCOMES & COMPETENCIES

Exhibit advanced pre-, peri- and post-operative surgical techniques.

- A. Surgical hand scrub
- B. Sterile technique for self gowning and gloving and assisting other team members.
- C. Safe patient transportation
- D. Safe patient transfer
- E. Patient positioning
- F. Monitoring of patient homeostatic parameters.
- G. Application of commonly used surgical and specialty dressings.

Exhibit advanced operative surgical set-up.

- A. Case selection of instruments, supplies, and equipment needed for a surgical procedure.
- B. Preparation of the sterile field and case management – instruments and supplies preparation and furniture/equipment orientation.
- C. Mayo-stand set up, usage and monitoring of instrumentation throughout mock surgical procedure.
- D. Draping of patient, equipment and furniture.
- E. Catheter and drain preparation.
- F. Tissue approximation based on procedure.

Apply general surgical technical skills in a simulated setting.

- A. Aseptic techniques
- B. Maintain surgical environment
- C. Show/demonstrate surgical conscience and awareness
- D. Function in first and second scrub roles
- E. Function in circulating assistant role
- F. Urinary catheterization
- G. Knowledge of surgical instrumentation categories as they relate to specific surgical procedures.
- H. Instrument, sponge, needle and other items count.
- I. Intraoperative case management and critical thinking related to basic routines.

COURSE OUTLINE

- A. Physical Environment
- B. Transportation
- C. Review of the Chart
- D. Transfer
- E. Positioning
- F. Urinary Catheterization
- G. Skin Preparation
- H. Attire
- I. Case Selection
- J. Equipment

- K. Instrumentation
- L. Asepsis and Sterile Technique
- M. Scrubbing
- N. Gowning and Gloving
- O. Preparation of the Sterile Field
- P. Counts
- Q. Draping
- R. Preoperative Case Management
- S. Homeostasis
- T. Emergency Procedures
- U. Surgical Wound Classification
- V. Monitoring the Sterile Field
- W. Specimen Care
- X. Intraoperative Case Management
- Y. Hemostasis
- Z. Exposure
- AA. Catheters and Drains
- BB. Tissue Approximation
- CC. Surgical Dressings
- DD. Wound Healing
- EE. Microbiology
- FF. Decontamination/Disinfection
- GG. Reprocessing
- HH. Sterile Storage and Distribution
- II. Postoperative Case Management

INSTRUCTIONAL METHODS

For laboratory classes the main method will be student labs, other methods including discussions, demonstrations, and audio-visual presentations. A number of models, handouts, videocassettes, and filmstrips are made available to the student. Optional material will be available to the student in the bookstore as supplementary learning material. Library usage will consist of on-line journal searches, reference materials, and current periodicals.

This is a three credit hour course. Evaluator measures may include daily work, examinations, quizzes, laboratory techniques, laboratory write-ups, investigations and a notebook. Laboratory examinations and procedures cannot be made up. The student must be present.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

- A. Classroom setting:
 - 10% - (5) Exams each (total of 50% of grade)
 - 20% - Weekly Quizzes
 - 30% - Discussion and Internet Assignments
 - 40% - Physical Skill Evaluations in the On-Site Lab (see Section B below)

- B. Laboratory/Clinical:

Lab/Clinical grades will be assigned as follows: (P/F)

Pass: Satisfactory completion of 80% of all clinical objectives experienced and satisfactory completion of all critical objectives experienced.

Fail: Satisfactory completion of less than 80% of all applicable clinical objectives or failure to satisfactorily complete one or more critical clinical objectives experienced.

5 and 10 Week Evaluations:

Evaluations will be given during the 5th and 10th weeks of the semester, to inform the student of their progress. These evaluations will be based upon performance during clinical skills check offs, and overall performance in the lab environment. The evaluations will be used to determine the majority (85%) of the lab grade. Quizzes (5%), daily work (5%), and attendance (5%) will be factored in as well.

C. Concurrent Policy

Clinical and theory are concurrent and both must be passed to receive a passing grade in this course. The clinical component is graded as pass/fail, the theory with a letter grade. If either is failed, the course is failed. If this occurs, a student cannot progress in the program.

GRADING SCALE

On objective materials, the following scale is used:

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- F = Below 60%

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 lab work. 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, 785-242-2607 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.

COURSE SYLLABUS

COURSE IDENTIFICATION

Course Prefix/Number: SURG 206
Course Title: Surgical Technology Clinical
Division: Allied Health
Program: Surgical Technology
Credit Hours: Seven (7)
Initiation/Revision Date: Fall 2009
Assessment Goal Per Outcome(s): 70%

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

This course focuses on continuing application of lecture and laboratory material to the clinical setting. Students remain in supervised clinical specialty rotations, with a focus on technical surgical procedures. Integration of the surgical technologist's role is emphasized.

PREREQUISITE

Admission to Surgical Technology Program, successful completion of all Surgical Technology coursework.

TEXTS

Fuller, J. (2005). *Surgical Technology Principles and Practice*. Textbook and Workbook set (4th ed.). St. Louis, MO: Elsevier Saunders. ISBN: 978-1-4160-2371-5

Rothrock, J. (2007). *Alexander's Care of the Patient in Surgery*. (13th ed.). St. Louis: Mosby. ISBN: 978-0-3230-1622-3

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COURSE OUTCOMES & COMPETENCIES

Given the clinical experiences, at the completion of SURG 206, the student will:

- I. Demonstrate surgical procedures.
 - A. General surgery, including types of incisions, surgery of the bowel, small intestine, stomach, gall bladder, spleen, pancreas, liver, and abdominal wall structures.
 - B. General surgery, including breast surgery, thyroid, and endoscopy.
 - C. Obstetrical and Gynecological surgery, including hysterectomy, laparoscopy, surgery of the ovary and fallopian tubes performed through the abdominal wall.
 - D. Obstetrical and Gynecological surgery, including those procedures performed through the vagina or on the external genitalia and associated structures.

- E. Genitourinary surgery, including procedures dealing with the penis and scrotum, kidney, bladder and ureters intra-abdominally and cystoscopy and urethroscopy accomplished through the external meatus.
 - F. Orthopedic surgery, including procedures involving the four extremities and other procedures involving the skeletal system.
 - G. Eye, including intraocular and extraocular procedures, laser ocular procedures, cryo procedures, eye lid procedures, and strabismus.
 - H. Ear surgery, including myringotomy and insertion of pressure equalizing tubes, surgery of the middle ear and the ear drum, and otoplasty procedures.
 - I. Nose, throat and oral surgery, including tonsillectomy, adenoidectomy, nasal surgery, sinus procedures (including sinus endoscopy), neck dissection, and surgery of the larynx and pharynx.
- II. Demonstrate surgical skills and routines that are necessary to participate in intermediate level surgical procedures.
- A. Define and apply terms and principles of physics to safe patient care practices in the OR.
 - B. Identify and list the clinical applications of robotics in the OR.
- III. Perform the duties of the surgical technologist during any given surgical intervention at the “Primary Scrub” level.

COURSE OUTLINE

<u>Content</u>	<u>Hours</u>	<u>Student Activities</u>
General Surgery	48	Case prep records
OB/GYN Surgery	24	Case prep records
Orthopedic Surgery	48	Case prep records
Genitourinary Surgery	24	Case prep records
ENT Surgery	24	Case prep records

INSTRUCTIONAL METHODS

On-site clinical engagement with written record.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

A. The clinical grade is determined in the following way:

Monthly evaluation scores 55% (see rubric below)

Binder submission score 35%

Professional behaviors demonstrated 10%(these include representing the college and/or program at public events, participation in monthly AST meetings, completing continuing education articles with a post-test from a surgery-related magazine, organization or website, or writing professional articles for publication (school or national newsletters).

(Students must have at least 1 behavior demonstrated during the semester for full points)

A grade of “C” or above is required to pass the clinical portion of the course.

GRADING SCALE

- A = 90 - 100%
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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 lab work. Class participation is, of course, considered.

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COURSE SYLLABUS

COURSE IDENTIFICATION

Course Prefix/Number:	NURS 152
Course Title:	Seminar: Care of the Dying Patient
Division:	Nursing
Program:	Nursing
Credit Hours:	One (1)
Initiation Date/Revised Date:	Spring 2011
Assessment Goal per Outcome:	Outcome #1 76% on exam Outcome #2 76% on final project

CLASSIFICATION OF INSTRUCTION

This course is open to freshman or sophomore level students

COURSE DESCRIPTION

This course is designed to introduce students to care of the patient at the end of life.

PREREQUISITES AND/OR COREQUISITES

Admission to NCCC and Mary Grimes School of Nursing.

TEXTS

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 (to complete clinical paperwork):

Word 2003 or newer
Excel 2003 or newer

COURSE OUTCOMES/COMPETENCIES (as Required)

Upon the successful completion of this course the student should be able to, at 76% or greater:

1. Identify and apply concepts and principles regarding end of life care
2. Identify and describe culturally competent end of life care.

COURSE OUTLINE

UNIT I.	Care concepts of the dying patient
UNIT II.	Ethical and legal considerations of the dying patient
UNIT III.	Pain and non-pain symptom management
UNIT IV.	Lifespan and psychosocial issues at end of life
UNIT V.	Cultural and spiritual care of the dying patient

INSTRUCTIONAL METHODS

Instruction may include demonstrations, lectures, textbook exercises, and computer-aided instruction.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Exams, daily in class exercises, and a final project.

GRADING SCALE

91 - 100%	A	Superior
83 - 90%	B	Good
76 - 82%	C	Average
67 - 75%	D	Poor
0 - 66%	F	Failure
	XF	Failure due to academic dishonesty
	I	Incomplete
	W	Withdraw

The nursing student **MUST ACHIEVE** a minimum of 76% to successfully complete the course. The nursing program does **NOT** round off grades. **Cheating** will **NOT** be tolerated in any form. This will be grounds for dismissal from the program. Lecture notes, textbooks, etc. will be placed in designated areas during testing.

GRADING REQUIREMENTS

One exam, in-class assignments and one project will determine the student's grade in the course. It is the student's responsibility to attain an average of 76% or better in order to pass the course.

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 exam 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%. If not taken before the next exam is given, the score will be recorded as zero. In class assignments including quizzes cannot be made up. Special circumstances will be subject to review and at instructor's discretion.

➤ Academic Withdrawal

An incident, by a student or group of students, in the virtual classroom, classroom, or clinical setting, that reflect unprofessional behaviors may be subject to academic withdrawal by the instructor. Re-admittance per instructor discretion and subject to appeal. Repeated violations may be subject to dismissal from the nursing program.

ASSESSMENT OF STUDENT GAIN

Assessment of student gain will be measured by assessing the student's knowledge of the subject throughout the class.

ATTENDANCE POLICY

Regular attendance and punctuality are considered essential in meeting the objectives of the nursing program. (See Student Nurse Handbook—Attendance.)

Students with excessive absences may be administratively withdrawn from the course. (See College Catalog – Attendance.)

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 and examples 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. No cell phones or other electronic devices will be allowed in the testing area.

Notes:

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*, Chanute 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.

Dean of Ottawa Report: Dale Ernst submitted the following written report.

A. Enrollment – Fall As of Friday, November 05, 2010, fall enrollment at the Ottawa campus is:

<u>Year</u>	<u>2009</u>	<u>2010</u>
Students	758	753
Credit Hours	5,123	5,081 (-0.82%)
Out District		
<u>Year</u>	<u>2009</u>	<u>2010</u>
Students	283	267
Credit Hours	1685	1654 (-1.84%)
Spring Semester	2009	2010
Students	295	367
Credit Hours	2166	2908 (+34.26%)

The Ottawa Chapter of Phi Theta Kappa has continued to grow during the Fall Semester of 2010. The total chapter membership is currently 43 members with 12 new members having been inducted on Friday, October 22. The chapter invited Ben Smith, Vice President for Administration, as the guest speaker. His talk centered on the new campus building that opens spring 2011. The Chapter has been holding monthly meetings at which service and leadership projects are discussed. The Chapter is running the Second Annual Bring It!!! Food Drive to benefit the Hope House in our local community and a separate drive is underway to collect infant supplies for a local childcare charity. In addition, the chapter has met with Dale Ernst, Campus Dean, to discuss campus projects as the transition to a new campus looms. Two chapter officers and the Chapter Advisor recently attended the Honors in Action Conference in Garden City, Kansas (November 5 – November 7). Participants received leadership training and worked on a community project to restore and renovate the historic Windsor Hotel.

At the request of the full time faculty, Dean Ernst has started to meet every two weeks to discuss the campus move, scheduling issues, pop up issues etc. These meetings started in October. The meetings are purposefully scheduled for one hour only. Once all of the department and program directors in nursing and allied health programs have been hired and on campus Mr. Ernst will coordinate a meeting with them for the opposite week. The main topics will be to bring order and establish communication concerning the upcoming campus move, scheduling of sim lab issues, supplies, IT support etc.

At the request of President Inbody Mr. Ernst attended the TEA Meeting at Washburn Institute of Technology in Topeka, KS on Thursday, August 26.

Brian Patrick, Assistant Dean, submitted the following report.

Mr. Patrick assisted in coordinating the adjunct orientation meeting on August 18, 2010. Information about the new campus, advising, assessment, and other information was provided for approximately 36 adjunct instructors and concurrent enrollment instructors from the local high schools.

He is working with Jeff Almond, Coordinator of Advising and Articulation, to improve the advising process for students. They are connecting all students with their advisors so that they might have better direction. More students are enrolling through online through their advisors this is resulting in better accuracy and more productivity in the office.

Along with Chandler Hottenstein, NCCC student from Chanute, Mr. Patrick helped advise the activities of the Panther Activities Council (PAC) for the 2010-11 school year. The Panther Activity Council promotes communication and interaction between students, faculty, staff, and the community at the Ottawa campus. The PAC sponsored a Halloween costume contest. Future plans include a blood drive at the Ottawa campus through the Red Cross, a graduation reception for Ottawa students and families in the spring, and other seasonal activities.

Mr. Patrick also assisted with advising and recruiting students for the first class in the Surgical Technology program starting in January, 2011.

Leslie Mader, Assistant Director of Admissions submitted the following report.

The admissions department at Ottawa received 511 online applications from August 1st until November 5th, 2010. Staff have contacted perspective students, who have applied for financial aid, but have not completed an admissions form. This does not include paper admission applications from August 1 to August 30.

Monthly the Ottawa campus has hosted a Nursing Information Meeting to inform the community of the process and requirements of our Nursing program. Information provided consists of college admission, financial aid, nursing prerequisites and questions on the Nursing program. Our numbers consisted of about seven to 10 people each month.

Tuesday, October 26 the Surgical Technology program hosted an open house with ten participants. Six of the participants either signed up for classes or applied to the program. Information presented consisted of steps in the college admission process, surgical tech admission requirements, financial aid process information and an overview of the surgical technology degree.

This fall Ms. Mader visited Ottawa's six concurrent schools, twenty-three surrounding schools and 10 College Fairs. These high schools students were informed of the great opportunity to attend a community college before going on to a four year university. From the Ottawa campus 208 contact cards were generated.

Ottawa Update: Ben Smith provided the following written report.

I. KDOT Street Improvements

Detailed design work is nearly complete, but some changes may still be made during the final KDOT review process. Construction work estimated at \$575,000 is still scheduled during summer 2011. It is anticipated that the design/build contract for the Ottawa project street improvements will be brought to the Board of Trustees for consideration and approval at the December meeting.

II. Furnishings and Equipment

TV/monitor bid recommendation will be brought to the Board of Trustees on Thursday evening. Furniture and equipment specifications were finalized yesterday and will be let on Monday, 11/15/10. The equipment and furniture bid, telecom, and security equipment recommendations will be presented at the December Board of Trustees meeting.

III. Project Design Meetings

The facility design for the project has essentially been finalized, although the design team has continued to review and make changes to the parking lot and building lighting. The project team is currently reviewing possible alternatives to the building signage similar to the monument entrance signage originally proposed for the project. Options will be reviewed with consideration given to budgetary constraints. Additional design meetings will continue to be held as necessary.

IV. Project Progress meetings

Bi-weekly project progress meetings continue with the contractor and subs on-site. Two weeks ago Mr. Smith reviewed detailed installation methods for the EIFS prior to starting the EIFS installation, and Tuesday of this week, Kerry Ranabargar and Mr. Smith reviewed detailed telecom, electrical and security installation plans.

V. Latest News

o Sitework

- Gas Line - the easement issue has been resolved. KGS should start install any time.
- Light pole bases and conduit are complete.
- Curbing complete.
- First phase of driveway (5") and parking lot (3") complete – 2" to follow in spring.
- South 8' sidewalks and north 6' sidewalks complete. Islands complete.
- Area drains installed by Friday, then entry sidewalks will be poured.

o Building shell

- Standing seam roof - complete.
- Front entry EPDM complete. Back patio entrance EPDM by Friday COB.
- Exterior walls – Densglass sheeting complete, gold coat sealer complete.
- EIFS installation in progress. South wall complete. East wall by Friday COB.
- Windows on south next week, then installation would follow EIFS installation. Hope to have building weather tight by Thanksgiving.

o Building interior

- Framing should be complete by weekend.

- The fire suppression piping is as complete as possible. Waiting for water line to be run, build the header, test and then complete.
 - The project is utilizing modular electrical components, dramatically decreasing electrical installation time. South wing virtually complete. Core next week and then north wing where health areas will be more complicated.
 - Plumbing test on south wing this week. Core in next week or two.
- **Relocation project**
 - We have met with three moving companies to obtain quotes for options for moving the campus. We originally looked at just leasing moving vans to handle the project ourselves, but based upon our project workload estimates and available personnel, contracting the moving of the campus is the most feasible option.

VI. Project Timeline Dates and Estimates

- Mid June – Detailed design work on street improvements to Logan Street (on-going thru much of Fall/Winter 2010 because of KDOT review process – construction work scheduled summer 2011)
- July 1 – Break ground
- July 20 - Power line relocation complete
- August 3 – GeoPier process completed
- August 6 - Site rough grading complete
- September 7 – Concrete slabs complete
- September 8 – First load of structural steel delivered
- September 9 -14 – Erect core
- September 10-15 – Core sheeting completed
- September 15-21 – Erect north and south building core
- September 17-22 – North and south wing sheeting
- September 22-30 – Standing seam roof on Core, then North and South wings
- October – Exterior wall panel installation
- Late October-early November – Brick and EIFS installation
- Late October-early November – curbing complete and initial parking lot asphalt complete
- November 11 – TV/monitor bids to board for consideration/approval
- Thanksgiving – Hope to EIFS complete, windows and doors installed, weather-tight
- Late November – Work on and finalize street improvement contract
- December 9 – Furniture/telecom/security equipment bids to board for consideration/approval
- March 4-18, 2011 – Final Inspection/Substantial completion
- March 21-25, 2011 - Relocation of existing campus furnishings and setup
- March 29-31 – Beech Street facility cleanup
- April 1, 2011 – Tentative close on Beech Street property

Treasurer's Report: Sandi Solander distributed the monthly financial reports and reported that the college has just over one million dollars more than the same time last year. The ending cash balance for October was 7.4 million dollars.

President's Report: President Inbody thanked the Board for their continued commitment to the College and offered the following items of interest for their consideration.

Fall enrollment still shows an increase of nearly 6% over fall 2009. The college will continue to lose a few students to drop out over the next few weeks, especially as the last day to drop a class without getting an F approaches.

Spring enrollment looks very encouraging right now. Classes do not start for another eight weeks but as it stands enrollment is currently up 19.5%

Campus	Credit hours	% change
Chanute	4559	Up 3.8%
Ottawa	3231	Up 30.9%
On-line	2605	Up 36.6%

For the year, the college is up 10.51% as of today.

The Title III grant is progressing well. The college hosted an outside evaluator whose job was to review progress and determined if adequate gains toward completing the grant had been made. The evaluator spent two days visiting the campuses in Chanute and Ottawa and talked with many employees, including President Inbody and many members of the Executive Committee. The College received an excellent report of progress. The reviewer did site that NCCC has not yet completed building the labs, but that is not uncommon for the first year goals to be delayed, especially goals that involve construction and renovation. One concern was the hiring of an OTA Director, which will be completed tonight, pending Board approval. Great job to Brenda, Karen and everyone employed by the grant and to everyone else like Ben and Sandi and a multitude of others who have supported the grant.

This week Dr. Inbody met with Dr. Green the Director of the Kauffman Scholars Program, who came to Chanute to see the college. He was very impressed with what NCCC had to offer. Dr. Green would like to sign a Memorandum of Understanding between Kauffman and NCCC to send additional students here. Dr. Williams, who is the VP of Higher Education of the Kauffman group, was also very excited to learn about the academic clemency and fresh start policies that allow students who have had a bad experience at another college to come to NCCC and factor low grades out of their GPA computations. He stated he has additional students that want to return to college after bad experiences elsewhere and thought NCCC would make an excellent choice for these students as well.

As part of the responsibilities as a Carl Perkins grant recipient, the College is audited in some fashion every year. Those audits are in the form of financial audits, inventory audits, ADA audits and, most recently, civil rights audits. This audit looks at many aspects of the college to

ensure that we do not discriminate based on race, gender, age, physical ability, etc. Dr. Inbody has received a preliminary report and the college did very well on this audit. There are a few minor items that need attention, but all-in-all the auditors were very pleased with the college.

Western Civilization is a popular course at the Ottawa campus. This fall NCCC is offering 12 sections of Western Civ I and II. It continues to be a “staple” of that campus. Kevin Blackwell, humanities instructor based in Ottawa, created an Eastern Civilization course that has now been accepted by KU in transfer. The College intends to market this course to KU students and hope to see Eastern Civ grow to the level of Western Civ.

President Inbody was informed by the city that the expanded bandwidth will be on-line at Thanksgiving. Once this bandwidth is in place we will be fourth in the list of community college bandwidth provided. NCCC has always had a commitment to technology and this greater internet capacity is evidence of that commitment. The President is still working out the long-term agreement with the city as to how the service is to be provided. He will be bringing that to Trustees at a future meeting.

The City has brought to the President’s attention that the 10th street area behind the college has rain water runoff issues. Much of the problem is due to inadequate storm water management in the streets. The city is aware of this and is making changes to the area. However, the College is contributing to the problem with water runoff from the Stoltz parking lot and chapel. Ben Smith and Dr. Inbody have asked Bartlett & West, the firm that helped to create the facility master plan to look into the situation and let us know what we can do to improve the run-off issue. The firm is meeting with city officials and engineers next week to help devise a plan.

Recently the College hosted Ed McKechnie, Regent of KBOR and Andy Tompkins CEO of KBOR on campus for separate visits. This is part of an effort for KBOR to become more familiar with the colleges it coordinates. Dr. Inbody spent three hours with Regent McKechnie and Dr. Tompkins talking about the wonderful things going on at NCCC and also bending their ear about transfer issues and funding issues in the state.

Agenda Item VII-A: Finalize Topic for Board Retreat

Topics for the retreat on November 18 will include renovations on the Chanute campus, deferred maintenance on the Chanute campus and furniture for the new Ottawa facility. The retreat will start at 5:30 p.m. and dinner will be served.

Agenda Item VIII-A: 1999 Student Union/Dorm Bond Refinancing

The College was recently contacted by John Haas, Ransom Financial Consultants, that there was an opportunity to take advantage of lower interest rates if the College refinanced the 1999 Student Union/Dormitory bonds.

Mr. Haas discussed options to refinance the bonds. Following discussion the Board approved the following resolution.

RESOLUTION NO. 2010-86

RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF STUDENT UNION AND DORMITORY SYSTEM REFUNDING REVENUE BONDS, SERIES 2010, OF NEOSHO COUNTY COMMUNITY COLLEGE.

WHEREAS, Neosho County Community College (the "Issuer") has heretofore issued and has outstanding certain revenue bonds; and

WHEREAS, due to the current interest rate environment, the Issuer has the opportunity to issue its Student Union and Dormitory System refunding revenue bonds in order to achieve an interest cost savings on the debt represented by such revenue bonds, described as follows (the "Refunded Bonds"):

<i>Series</i>	<i>Dated Date</i>	<i>Years</i>	<i>Amount</i>
1999	December 1, 1999	2011 to 2030	\$860,000

; and

WHEREAS, the Issuer has selected the firm of Ransom Financial Consultants, L.L.C., Wichita, Kansas (the "Financial Advisor") to assist in the issuance of its Student Union and Dormitory System refunding revenue bonds in order to provide funds to refund the Refunded Bonds; and

WHEREAS, the Issuer desires to authorize the Financial Advisor to proceed with the sale of said Student Union and Dormitory System refunding revenue bonds and related activities, including the negotiation of the sale of such bonds to a purchaser; and

WHEREAS, one of the duties and responsibilities of the Issuer is to prepare and distribute a preliminary official statement relating to said Student Union and Dormitory System refunding revenue bonds; and

WHEREAS, the Issuer desires to authorize the President and the Chief Financial Officer, in conjunction with the Financial Advisor, to proceed with the preparation and distribution of a preliminary official statement and all other preliminary action necessary to sell said Student Union and Dormitory System refunding revenue bonds; and

WHEREAS, due to the volatile nature of the municipal bond market and the desire of the Issuer to achieve maximum benefit of timing of the sale of said refunding bonds, the governing body desires to authorize the Vice-Chairperson to confirm the sale of such refunding bonds, if necessary, prior to the next meeting of the governing body to adopt the necessary resolution providing for the issuance thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF NEOSHO COUNTY COMMUNITY COLLEGE, AS FOLLOWS:

Section 1. The Financial Advisor is hereby authorized to proceed with the offering for sale of approximately \$905,000 principal amount of Student Union and Dormitory System Refunding Revenue Bonds, Series 2010 (the "Bonds") in accordance with the presentation made by the Financial Advisor this date. In this regard, the Financial Advisor shall negotiate with a purchaser of the Bonds (the "Purchaser"), who will be selected by the Financial Advisor, in consultation with the President and Chief Financial Officer, on the basis of proposals submitted for the Bonds. The offering for sale of the Bonds by the Purchaser shall be accomplished in consultation with the Financial Advisor, President, the Chief Financial Officer and Gilmore & Bell, P.C. ("Bond Counsel"). The confirmation of the sale of the Bonds shall be subject to the execution of a bond purchase agreement between the purchaser and the Issuer (the "Bond Purchase Agreement") in a form approved by Bond Counsel, the adoption of a resolution by the governing body of the Issuer authorizing the issuance of the Bonds and the execution of various documents necessary to deliver the Bonds. The Vice-Chairperson is hereby authorized to execute the Bond Purchase Agreement subject to the following parameters: (a) principal amount not to exceed \$910,000; and (b) the present value savings associated with refunding the Refunded Bonds shall be not less than \$100,000.

Section 2. The preparation of a Preliminary Official Statement relating to the Bonds is hereby authorized and the Chief Financial Officer is hereby authorized to review and approve such document on behalf of the Issuer.

Section 3. The Vice-Chairperson is hereby authorized: (a) to approve the form of said Preliminary Official Statement, and to execute the "Certificate Regarding Preliminary Official Statement," in substantially the form attached hereto as *Exhibit A*, as approval of the Preliminary Official Statement, such official's signature thereon being conclusive evidence of such official's and the Issuer's approval thereof; and (b) take such other actions or execute such other documents as such officers in their reasonable judgment deem necessary; to enable the Purchaser to comply with various regulatory requirements.

Section 4. The Issuer agrees to provide to the Purchaser within seven business days of the date of the sale of the Bonds or within sufficient time to accompany any confirmation that

requests payment from any customer of the purchaser, whichever is earlier, sufficient copies of the final Official Statement to enable the Purchaser to comply with the requirements of Rule G-32 of the Municipal Securities Rulemaking Board.

Section 5. The Vice-Chairperson, President, Chief Financial Officer, other officers and representatives of the Issuer, the Financial Advisor and Bond Counsel are hereby authorized and directed to take such other action as may be necessary to carry out the sale of the Bonds. Such officials are also directed and authorized to make provision for payment and/or redemption of the Notes from proceeds of the Bonds and other available funds.

Section 6. This Resolution shall be in full force and effect from and after its adoption.

ADOPTED by the governing body on November 11, 2010.

(SEAL)

Vice-Chairperson

ATTEST:

Board Clerk

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

Agenda Item VIII-B: Bids for LCD Displays for the new Ottawa Facility

Per the furnishings plan for the new Ottawa facility the following businesses were solicited or responded to newspaper ads for bids for new LCD displays that will be used in various classrooms and labs at that location:

Vendor	Bid	Met Specification
CDWG - Chicago, IL 60606	\$31,707.75	No
GovConnection, Inc. - Merrimack, NH	None Received	No
Pioneer Music Company - Chanute, KS	None Received	No
Tiger Direct Corporate Sales - Miami, FL	\$16,469.67	No
Crutchfield Corp. - Charlottesville, VA	\$22,427.52	No
Two Trees Technologies - Wichita, Kansas	Declined Invitation to Bid	No
Ricoh USA – Ottawa, Ks	\$33,202.41	No
Ottawa Wal-Mart - Ottawa, KS	None Received	No
Andrew Kepley - Chanute, Ks	None Received	No
Adam Weigand - Lawrence, Ks	None Received	No

Although none of the bids met the specifications completely the closest to the bid spec was CDWG, therefore we recommend that the board accept the bid of \$31,707.75 for the following:

Qty (23) – Sony Bravia 42” Flat Panel LCD televisions with built in Blue Ray players and wall mounting brackets

Qty (3) – Sony Bravia 55” Flat Panel LCD televisions with external blue ray players and wall mounting brackets and

Qty (1) – Sony Bravia 32” Flat Panel LCD television with built in Blue Ray players and wall mounting bracket

These displays will be paid for using Perkins grant funds in the amount of \$19,206 with the remaining balance of \$12,501.75 being paid out of the Ottawa technology fund.

Resolution 2010-87

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the bid of \$31,707.75 from CDWG to purchase 23 Sony 42 inch flat panel LCD televisions, 3 Sony 55 inch flat panel LCD televisions and 1 Sony 32 inch flat screen LCD television as outlined above for the new facility at Ottawa.

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

Agenda Item VIII-C: Bids for Fleet Vehicle

The College fleet currently has three 5-passenger cars in it. All three cars are used at the Chanute campus. The cars are used on an almost daily basis. As a continued effort to upgrade the aging vehicle fleet the College staff is recommending the purchase of a new 5 passenger car to replace the Cavalier. Bids were solicited from Ewen Motor Co., Erie; Ranz Motor Co., Inc., Chanute; Shields Motor Co. Inc., Chanute; Merle Kelly Ford Inc., Chanute.

The College currently has sufficient funds in the Equipment Reserve budgeted for vehicle replacement. We are recommending that the new car will be used at the Chanute campus.

The following bids were received:

Ranz Motor Co., Inc.

2011 Chevrolet Aveo \$ 14,799

Optional Antilock Brake System (ABS) included

2011 Chevrolet Cruze \$ 17,999

Shields Motor Co. Inc.

2011 Chrysler Sebring 200 \$ 17,792

2011 Dodge Caliber \$ 16,574

Merle Kelly Ford, Inc.

2011 Ford Focus SE \$15,498

Optional Antilock Brake System (ABS) included

It was the President's recommendation that the Board accepts low bid of \$14,799 from Ranz Motor Co for a 2011 Chevrolet Aveo.

Resolution 2010-88

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the low bid of \$14,799 from Ranz Motor Company to purchase a 2011 Chevrolet Aveo.

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

Amended Agenda Item VIII-D: Occupational Therapy Assist Director

It was the President's recommendation that the Board approve the employment of Barbara Flett for the Occupational Therapy Assistant Director position. Ms. Flett earned a Bachelor of Science degree in Occupational Therapy and an Advanced Master of Science degree in Occupational Therapy from the University of Kansas.

Ms. Flett is currently providing Occupational Therapy services for Children's mercy Home Care. From 1998-2008 she was employed by East Central Kansas Cooperative in Education. She will be paid \$70,000 annually starting January 3, 2011. (This is 100% grant funded for the 2010-2011 year.)

Resolution 2010-89

RESOLVED, that the Board of Trustees of Neosho County Community College approves the employment of Barbara Flett for the Occupational Therapy Assistant Director position at an annual salary of \$70,000 starting January 3, 2011.

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

Amended Agenda Item VIII-E: Administrative Assistant for Community Based Job Training Grant (CBJT)

It was the President's recommendation that the Board approve the employment of Kimberly Whittlely as the half-time administrative assistant for the Community Based Job Training grant. Ms. Whittlely is currently enrolled at NCCC and has completed LPN Training through Tri County Technology Center in Bartlesville.

Ms. Whittlely was the senior administrative assistant at the Department of Wildlife and Parks in Chanute from June-December 2008 before enrolling in the LPN program. She is currently employed at Cherryvale Nursing & Rehab Center.

Ms. Whittlely will be paid \$9.00 per hour (Level III) for 20 hours per week starting November 29, 2010.

Resolution 2010-90

RESOLVED, that the Board of Trustees of Neosho County Community College approves the employment of Kimberly Whittlely as the half-time administrative assistant for the Community Based Job Training grant (Level III) starting November 29, 2010.

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

Board of Trustees
Meeting Minutes
November 11, 2010

Agenda Item IX: Adjournment

Upon a motion and a second the meeting adjourned at 6:12 p.m.

Respectfully submitted,

Kevin Berthot, Vice Chair

Terri Dale, Board Clerk