

AGENDA – DECEMBER 8, 2011
NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
5:30 P.M.
Student Union, Room 209

I. Call to Order

Mr. Peter called the meeting to order at 5:30 p.m. in room 209 in the Student Union.

II. Roll Call

The following members were present: Kevin Berthot, Charles Boaz, Pat Griffith, Lori Kiblinger, David Peter, and Dennis Peters.

Also attending were Jim Genandt, Ben Smith, Sandi Solander, Nathan Stanley, Marie Gardner, Dale Ernst, Amber Burdge, Brenda Krumm, Jason Kegler, Kent Pringle and Terri Dale.

III. Public Comment

There were no speakers.

IV. Approval of the Agenda

The agenda was approved as printed.

V. Consent Agenda

The following items were approved by consent.

- A. Minutes from November 10, 2011.
- B. Claims for disbursement for November 2011.
- C. Personnel

1. Administrative Assistant for Talent Search Grant

It was the President's recommendation that the Board approve the employment of Rhonda Thomas for the position of administrative assistant for the SEK Talent Search grant. Ms. Thomas has over 14 years of office experience including organizing, filing and data entry. She has an AASD from Allen County Community College.

Ms. Thomas will be paid \$9.85 per hour (level III) starting December 19, 2011.

2. Resignation of Assistant Volleyball Coach

It was the President's recommendation that the Board accept the resignation of Kathleen Carney as the assistant coach for volleyball. Her resignation date is December 31, 2011.

Faculty Senate Report: Nathan Stanley, Faculty Senate President, reported that another semester is closing. Faculty have been very busy giving final exams and grading final projects at the end of the semester.

NCCC held the first Academic Excellence Challenge Tournament of the season in Chanute on October 29th. The Neosho County team took third place, with Zach Pryor taking third place overall in individual scores. The History Club attended the World War I museum on Veteran's Day, in keeping with what has become an annual tradition since Mindy Ayers has sponsored the History Club.

Linda Barrington's nursing students just finished a communication clinical at Baldwin Elementary School. The school nurse and Linda calculated that students conducted between 1300 and 1500 hearing and vision screenings during the five days that they were there.

Approximately ten to twelve students, with the assistance of theatre instructor Sarah Owen and English instructor Ethan Smilie, are putting on a production of the play *The Bacchae* by the ancient Greek tragedian Euripides. The tragedy is based on the mythological story of King Pentheus of Thebes and his mother and their punishment by the god Dionysus for refusing to worship him. A number of these NCCC students are taking a Greek and Roman mythology course from Mr. Smilie this semester. The students are performing the play on Wednesday, December 7th, at 5:00 pm, and on Thursday, December 8th, at 7:30 pm. The production is designed so that the audience will sit on stage close to the performers. David Smith is performing as a member of the cast.

Pam Covault would like to report to the Board that two NCCC students, Erika Adams and Brindy Fitzpatrick, have won the two PN undergraduate nursing scholarships from the Kansas State Board of Nursing. They will be accepting this at the KSBN meeting next Wednesday.

Online Campus Report: Marie Gardner, Associate Dean for the Online Campus, gave the following report and answered questions.

At Neosho County, the Online Campus is not only the courses and programs that are available in the online environment, but also the support services that we provide electronically for students, staff and faculty. Many of these services are provided through InsideNC.

- **What is InsideNC?**

Students at Neosho County are fortunate in that we utilize a single resource for both our portal and our learning management system. This means that our students only need to log in to one site to have access to all their information. At other colleges, students may need to log in to one system to enroll, pay bills, etc. and into a different system to access their courses. By utilizing one system, we have made it more convenient for students to access their information.

InsideNC is a combination of JICS (Jenzabar's Internet Campus Solutions) and eRacer, Jenzabar's Learning Management System. InsideNC "communicates" with EX, our database

containing student information records and business office data. The communication is two-way in the sense that pertinent data automatically transfers from EX to InsideNC and it is possible to send information from InsideNC back to EX.

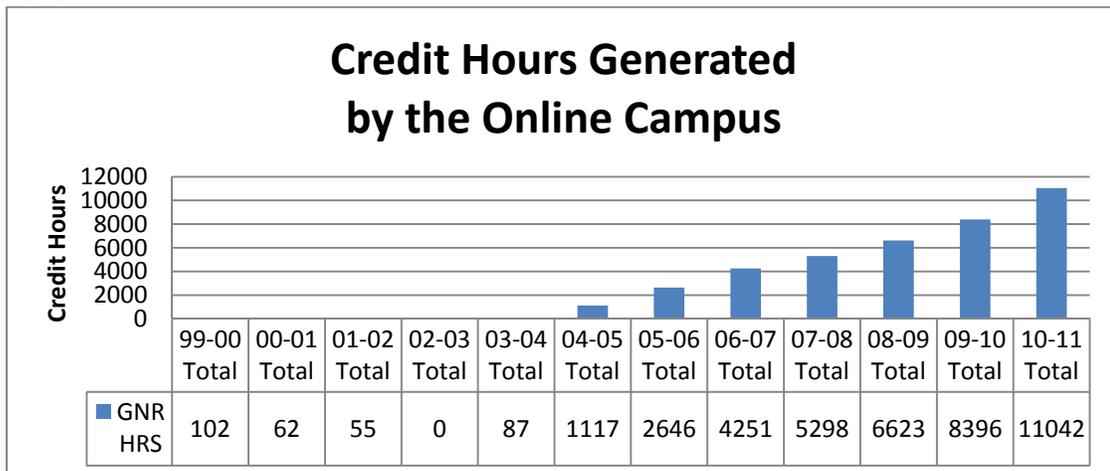
The Student Tab on InsideNC is a much-used resource for students to find information regarding their enrollment and grades, financial aid status and payment information. Each department has a page with information, FAQs, and specific portlets for the student’s use. These pages and portlets represent the JICS side of InsideNC.

Students also use InsideNC to access information on their current courses, including grades, assignments, attendance data and other information as provided by their instructor. Our online courses at Neosho County are administered through InsideNC. The “classroom” side of InsideNC is run through eRacer, the LMS.

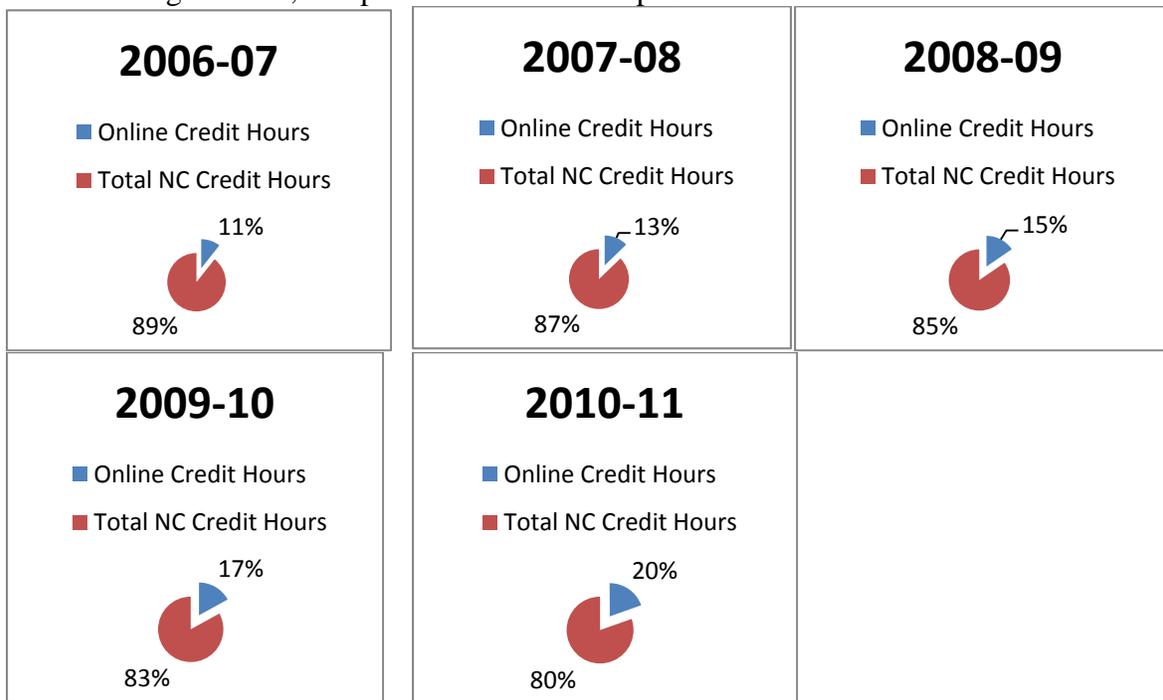
- What is the history and growth rate of the Online Campus at Neosho County?**
 Neosho County offered online courses as early as the 1999-2000 academic year. However, the college backed away from the online environment for a few years. The real growth in the Online Campus has occurred over the last four years. It was during these years that the college invested resources into the Online Campus, both with personnel and technology. The following chart indicates the growth history over the last four years. The average growth rate for the Online Campus over the last four academic years is 27%.

Academic Year	% Increase over Previous Year
07-08 Total	24.6%
08-09 Total	25.0%
09-10 Total	26.8%
10-11 Total	31.5%

In addition, the following chart shows the yearly totals for credit hours generated from online courses.



- How does the Online Campus compare to overall enrollment at Neosho County?**
 The following series of charts depicts the growth of the Online Campus over the past five academic years. The pie charts show the relative size of the online campus, measured in credit hours generated, compared to the total campus.



The following chart compares the current academic year based on the 2011-2012 data that is available as of today, to the previous year. This data includes the finalized head counts and credit hours generated for the Summer and Fall terms and also reflects the numbers for students currently enrolled for Intersession and the Spring semester.

	Unduplicated Head Count	Credit Hours Generated
2010-2011	1668	11042
2011-2012	1675	11205

- What courses, programs and degrees are available online at NC?**
 A list of courses that have been offered in the online environment is attached to this report. This list contains all courses offered, either fully online or as a hybrid, from 2008-2011. At NC, a course is considered “hybrid” if a student is required to be on-campus for any portion of the course. There are 136 courses on this list.

A list of certificate and degree programs that have been approved by the Higher Learning Commission to be offered as distance education programs is attached to this report. As of July 1, 2010, the Higher Learning Commission began defining a *distance or correspondence education program* as one in which a student could earn the credential by taking 50% or more of the work in the distance or correspondence education courses. *Distance or correspondence courses or credits* are those in which all or the vast majority (75% or more) of the instruction and interaction occurs via electronic communication, correspondence, or

equivalent mechanisms, with the faculty and students physically separated from each other. The new definitions are in alignment with federal definitions.

At Neosho County, it is not yet possible for a student to earn 100% of his/her AA or AS degree online as there are a few general education courses that we do not offer online. We will, however, accept these courses in transfer from another institution. We are also exploring development of these courses at NC.

- **What online services are offered by each of the departments on campus?**

- **Admissions**

- Neosho County has an online application process that provides the opportunity for potential students to apply at any time. This is particularly helpful for students when they are researching different colleges through the college websites.

- **Financial Aid**

- The majority of the financial aid process is available to students electronically. The necessary Financial Aid forms, as well as information regarding how to complete them, are available for all students through the Neosho County website. Through InsideNC, students are able to view up-to-date information on financial aid awards as well as track which documents have been submitted and which still need to be submitted. We are not currently able to provide a fully online financial aid process as some of the federal forms require a signature and the government does not yet accept e-signatures.

- **Registration**

- Both degree seeking students and non-degree seeking students are able to enroll in classes through InsideNC. Non-degree seeking students are able to enroll themselves; whereas degree seeking students work through their academic advisor. The academic advisor is critical to ensure students experience success in their classes and also enable them to achieve their goals in a timely manner.

In October 2011, we implemented the Personal Information Update (PIU) form which not only allows students to electronically inform the college of a change in contact information, but more importantly allows us, as an institution, to gather data regarding the student's reason for attending Neosho County. Using this data at the end of each semester, we will be able to determine if a student either achieved his/her goal or is progressing towards the goal. Since we will collect that data every semester, we will also be able to analyze the data to determine our students' needs as well as look for patterns or trends in the data. We believe this data will be vital for recruitment and retention needs.

Instructors submit final grades and attendance data through InsideNC at the end of each semester. This has been our process for four years now and is definitely an improvement in accuracy and efficiency over the old method of paper and pencil.

We are currently working to implement an electronic method for instructors to submit certification roster information. This information is vital to disbursement of student financial aid as well as numerous reports the college is required to complete. The new method will

allow the instructor to submit this information electronically through InsideNC, in a similar process to the submission of final grades at the end of the semester. The expected introduction for electronic cert rosters is Intersession, with a full implementation for Spring 2012.

- **Advising**

Through InsideNC, students and advisors can view semester grade reports, unofficial transcripts and placement test scores. They can also generate a list of courses that a student still needs to take, as well as view and print a computer-generated degree audit sheet. Course History shows exactly how a student's courses from another institution have transferred in to NCCC as determined by the Registrar's office. Each of these features helps Neosho County advisors to provide better academic advising for our students.

At any time during the semester, we have the ability to gather grades for students quickly and efficiently. The Early Academic Warning system is typically run three times each semester. This information is then shared with each student's advisor. By doing this, we are better equipped to help our students receive the academic support they need. Of course, in order for this report to contain accurate information, instructors are required to keep a full electronic gradebook on InsideNC and to update their grades on a weekly basis. Requiring faculty to update grades on a regular basis also ensures students receive more frequent and timely feedback regarding their progress in any given class.

- **Business Office**

Neosho County provides students with the opportunity to set up an online payment plan through InsideNC, in conjunction with NelNet Business Solutions. This provides students an avenue for paying their college tuition and fees electronically and conveniently with the payment plan option.

The Business Office generates statements and sends them via email to students. This ensures the students receive their bills in a timely fashion and has reduced the number of statements returned for invalid addresses.

The Business Office has also implemented an electronic requisitions process. Requisitions are generated electronically and are also approved electronically through specific approval tracks.

We are investigating additional portlets from Jenzabar that would potentially allow us to move many of the Payroll functions to the online environment, as well. Once implemented, staff members will have the ability to submit time cards and look up past payment history through InsideNC.

- **What other services are available for students in the online environment?**

- **InsideNC Orientation**

Students have access to and are encouraged to complete an InsideNC Orientation "course" when they first enroll at Neosho County. Through this orientation, students learn how to navigate InsideNC and also have an opportunity to demonstrate their ability to use the

technology necessary to succeed in both online courses and traditional face-to-face courses. Some examples include completing online and file exchange assignments, posting in a forum and viewing grades and instructor feedback. By learning these technical skills first, the student is better equipped to concentrate on the content of their courses, rather than trying to learn a new system, which is particularly important for students enrolled in online courses.

- **Technical Support**

Technology Services currently provides “after hours” technical assistance to students. Many students work on their assignments during the evening hours; through the “after hours” assistance, they are able to receive help when they need it.

- **Library Support & Services**

Many library services are available to students via the internet and the library continues to purchase more electronic databases and resources. Access for electronic databases is available to students while they are off-campus, as well. The library also has an online “Ask A Librarian” feature where students can get live assistance from a librarian. Live assistance is generally available during regular business hours, weeknights and also Sunday evenings. At other times, students have an option to leave a question and an email address and someone from the library staff will respond.

- **Bookstore Services**

As required by law, Neosho County makes textbook information available to students should they choose to purchase a book somewhere other than the NC Bookstore. This is done through the Course Search on InsideNC and is available for students well in advance of the class start date. Online students currently have the option of requesting their textbooks be mailed to them. This is particularly beneficial to our online students who do not live near either of the NC Bookstores.

- **Tutoring Services**

Neosho County hosts its own online tutoring services through InsideNC. The Panther Academic Resource Center (PARC) offers three types of assistance to students. Students have the opportunity to receive live tutoring help during specified hours for different subjects. During other times when a live tutor is not available, students may post questions in a HELP forum. Response time for the HELP forums is expected to be less than 24 hours. The third type of assistance that is available for students is a list of resources that students can access through other sites, such as Homework Kansas. Currently Neosho County has online tutoring services available for Business, Economics, English, Math, Nursing, and several sciences such as Biology, Chemistry, Microbiology, Anatomy & Physiology, and Physical Science.

- **What online support services are available for faculty?**

- **Faculty Training and Support**

The Associate Dean for the Online Campus is charged with training faculty to utilize InsideNC. Multiple “how-to” documents, including step-by-step directions, are available for faculty on the Faculty Tab of InsideNC. Similarly to the Student Tab, the Faculty Tab on

InsideNC contains a plethora of resources for both full-time and adjunct faculty at NC. Not only can see faculty see a history of the courses they have taught for Neosho County, they can quickly locate information on the Academic Honesty policy and procedures, Fair Use and Copyright Information along with specific resources for online instructors. Additional resources include pages for Advising, Assessment, and Technology, including a list of Web 2.0 tools commonly used in education. The faculty tab also includes a vehicle through which full-time and adjunct faculty can share ideas and resources or ask questions of each other.

- **Online Instructor Support**

Neosho County has adopted a Best Practices document for Online Courses. This document outlines the expectations for online courses at NC. A copy of this document is included in this report. The college also adopted an online course evaluation form, which was implemented last school year. The Best Practices document and the evaluation forms together help us ensure quality education is occurring in the online environment.

The Online Instruction Committee is also in the process of developing an Online Instructor Certification program for instructors who wish to teach online courses at Neosho County. This certification program will cover a combination of best practices and online pedagogy, as well as the practical application of these techniques through the use of InsideNC. Participants in the Online Instructor Certification program should be knowledgeable about current trends, excited to implement them, and empowered to fully utilize InsideNC to improve their online courses and increase student success in the online environment. The projected start date for this program is later this Spring.

- **What's next for the Online Campus?**

Neosho County Community College is committed to the Online Campus as a key component for optimizing recruitment, retention, and completion for our students. The Online Campus will be integrated into the college's comprehensive marketing and enrollment management strategies. Further the Online Campus will adhere to the instructional assessments that reinforce quality and integrity of learning. The Online Campus is critical to helping Neosho County meet its mission, purpose and vision!

Treasurer's Report: Sandi Solander, Chief Financial Officer, distributed monthly financial statements. She reported that the cash balance was down about \$500,000 from the end of November. The College will receive state aid payments in January.

President's Report: Dr. Inbody, President, thanked the Board for the continued support of the College and gave the following report.

Enrollment

The fall enrollment at the end of the semester still looks very good. We will finish the semester up about 10.5%. The enrollment situation looks good for spring 2012. Currently we are up about 10.13% over this time last year. If you recall, we had a wonderful spring 2011 enrollment up about 12% over spring 2010. To be up a significant amount this year too would be unprecedented in College history. Interterm, the weeks between fall and spring semesters are up as well. The very small semester is up 50 credit hours or about 13%. All is looking very good

right now. Try not to expect this every semester, especially new trustees. These kinds of numbers have not happened in the past.

Fall Semester 2011

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2010	30	12-08-10	2805	19066.5	
TOTAL	2011	30	12-08-11	3124	21066	10.49%
CHANUTE	2010	30	12-08-10	703	6845	
CHANUTE	2011	30	12-08-11	714	7112	3.90%
OTTAWA	2010	30	12-08-10	748	5001.5	
OTTAWA	2011	30	12-08-11	851	5871	17.38%
ONL	2010	30	12-08-10	802	3793	
ONL	2011	30	12-08-11	915	4397	15.92%
ODO	2010	30	12-08-10	266	1649	
ODO	2011	30	12-08-11	291	1579	-4.24%
IDO	2010	30	12-08-10	286	1778	
IDO	2011	30	12-08-11	353	2107	18.50%

Spring Semester 2012

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2010	50	12-08-10	1888	13093	
TOTAL	2011	50	12-08-11	1886	14419.5	10.13%
CHANUTE	2010	50	12-08-10	502	5130	
CHANUTE	2011	50	12-08-11	532	6019.5	17.34%
OTTAWA	2010	50	12-08-10	540	4013	
OTTAWA	2011	50	12-08-11	560	4230	5.41%
ONL	2010	50	12-08-10	667	3296	
ONL	2011	50	12-08-11	719	3563	8.10%
ODO	2010	50	12-08-10	51	285	
ODO	2011	50	12-08-11	26	139	-51.23%

IDO	2010	50	12-08-10	48	369	
IDO	2011	50	12-08-11	49	468	26.83%

The residence hall count is 258. It is usually about 220 or so at the end of fall. We are expecting a Spring occupancy of 230-240, which would also be a record for a spring start. What a great year!

Retention Report

Thanks to a lot of hard work by the Institutional Research folks I am able to show you the retention report. The report focuses on first-time, full time freshmen and whether or not they returned to the College for their sophomore year. The numbers indicate a small increase over last year, which is great. We are up 15% over our low point in 2005!

Strategic Planning Update

Each fall the College administration updates the Board as to the progress the College is making toward advancing the Strategic Plan. At your places I have placed a report on where we stand on items you approved as part of the strategic plan and the 2011-2012 budget. You will see that some items in the plan did not make it into the budget, while others have been funded more than what was previously estimated.

The next update should be made in late spring.

Constituency Service Plan

As part of my 2011-2012 goals, the Board directed me to improve the customer service of the College to the various groups who use our service, be they students, community members, governmental agencies, or even internal employees and departments. With the help of the Executive Committee and with feedback from areas across the campuses, I am launching our Constituency Service Plan. I have attached a copy of the plan to this report.

CAAP Scores Update

For the past four year the College has given the CAAP (an ACT product) test to students in English Comp I and II to see how our students rate vs. other two year colleges. When we first started the scores were well below national average for our on-campus students. We used this as an opportunity to improve and even made improving our English CAAP scores one of our KBOR Performance Agreements. Many changes were made to the English curriculum, including assignments, textbooks, and the adding of a new developmental English class, “Pre-Composition”. All that work has paid off! We just received our CAAP scores back for the Comp I exam and we scored at the national average! We are still waiting on the exam score from Comp II (that is an essay test and is graded manually, hence the delay), but in the spring semester we scored above national average.

Congratulations to all of the students and faculty on this result. Special thanks go to Sarah Robb for all of her work as the assessment coordinator.

Arvest NC Card

A few months back the Board approved an agreement with Arvest Bank in Ottawa to offer affinity cards to the community. I have one that I will show you. There will be a big “kick off” event at the Ottawa campus with free hot dogs sponsored by Arvest to offer the cards. For each card given out, the College Foundation receives \$1. The flyer is at your places.

KACCT Meeting

Dennis filled in for Charlie at the KACCT meeting and he has a brief report. Here is what happened at the COPS meeting:

1) Update on Funding Formula/Legislative Agenda

- representatives of corporate council meeting with Governor and Secretary of Commerce
- -KBOR asking for \$8m as part of legislative ask
- -COP should focus on value, not necessary limit ourselves to the \$8m
- -PEI funds and extension of tax credits
- -discussion within Public Policy Committee around hiring of full-time lobbyist
- -regional “box lunch” events with legislators
- -Terry Calaway in discussion with Rep. Ann Mah about bringing legislation to fund the tech ed. Formula:
 - -\$30m for funding formula
 - -\$10m for customized training
 - -\$10m for new business training

2) Update from Process Management Committee (PMC)

- -\$8m would apply to the entire funding formula, not necessarily just “high tier” programs
- -advocating a 3-year rolling average of gap for “re-centering” of funding distribution
- -KBOR will run spreadsheets with 2010-2011 data/conference call with presidents forthcoming
- -PMC recommending Associate degree range of 60-68 credits for degrees outside of the program alignment

3) Outcome Metrics

- -COP will have representation in metrics development – 1 from Process Management Committee & 1 who is not
- -Jack Vietti and Steve Vacik selected as COP representatives

4) Monthly KBOR Community College Presentation

- -SW KS (Duane Dunn) in November
- --NE in December (Terry Calaway)
- -Corporate Council in January (Ed Berger)
- -NE in December (Terry Calaway)
- -PTK in February (George Knox)
- -SEK in March (Dan Barwick)

- -NW in April (Steve Vacik/Carl Heilman)
- -Central (Ed Berger) in May

5) Northwest Technical College Application to the Jayhawk Conference

- -NJCAA has ruled that NWTC shall be in Region VI
- -If we do not allow them to join the conference, we would have to allow room for them in the playoff structure, similar to Hesston & Brown Mackie

6) KSDE Advisory Committee

- -issue of virtual high schools
- -Duane Dunn might be asking us for more information

7) Transfer/Articulation Advisory Council

- -forthcoming list of “core” general education courses that would fulfill general education requirements

8) Courses in Regents Counties

- -taken to SCOPS
- -needs specific examples from community colleges
- -possibility of an appellate system/adjudication

9) Data Request for Developmental Education Information

- -Butler has received a request for data surrounding developmental education – treating it as a public records request. Other colleges may receive similar request for information.

Spirit Update

All looks good for the January start of the first 20 students in the pre-employment training for the Spirit prospective employees. The cost is about \$1,000 per student, however WIA may contribute to the training and the Foundation may also help as well as other forms of financial aid. The class time has changed due to the availability of students. It will now be a morning class with tutoring/lab time in the afternoon and will continue through the month of January. Interestingly, it looks like only a few of the first students are from Chanute. They are from surrounding communities.

Project Updates

Here are the on-going projects:

1. Softball – you have the contracts on the agenda tonight, possible March 1 start. See spreadsheet on field funding.
2. Design work – you have the Professional Services contract, work could begin very quickly, especially on the road design. Looking at a March 1 start there for land moving machines.
3. 10 to Allen road and interior parking – working on the bids now, should have a contract by January or February meeting.

4. Gym Floor – met with possible contractor who came highly recommended and have begun to talk about possible designs (see example pieces). Was told to “keep it simple as possible on the paint.” Still looking at a May start
5. Gym Locker Rooms – Working with architect on possible designs including the ability to divide the bathrooms so that each locker room has its own bathroom (see draft designs)
6. Student Union restrooms - Working on designs now with Josh, B&W, and Devore. Expect contract for February or March. Probable start date is April.
7. Stoltz – Construction underway for conference room and office suite. New electrical feed system installed in preparation for phase 3. Loud work (cutting doors in block walls) to be completed over Christmas Break. Looking at Aug 1 completion, if not much sooner.

Ottawa Building Flood

We had a heating coil burst at Ottawa Tuesday night/Wednesday morning flooding water from the bookstore to the TLC. Ben will explain what happened and what will be done to correct the situation.

Ten-Year Plan Update

We continue to move forward with the ten-year plan. We have updated some of the numbers to the spreadsheet you have seen. The total for the plan is about \$17.5 million right now with about \$10 million coming from existing College funds. The rest we will have to raise through gift and grants and/or borrow. I have a meeting coming up with a private foundation to begin looking for the lead gift for this huge undertaking.

The next “big” project after this year is the renovation of Stoltz Hall. I have a spreadsheet to show you on that subject.

A-OK Grant Funded

The State of Kansas received a \$1.6 million grant from Jobs for the Future, a Gates Foundation group. NCCC and its ABE consortium was selected to be one of the A-OK colleges. A-OK is an effort to integrate workforce credentials into Adult Basic Education courses so that an ABE student earns a certificate in some area, say, welding, at the same time they are earning a GED. Here is how the NCCC Funding will break down:

	KS Funding	AO-K Grant Funding	Total
Year 1	\$41,667	\$55,555.55	\$97,222.55
Year 2	\$27,778	\$55,555.55	\$83,333.55
Year 3	\$25,000	\$33,333	\$58,333

The KS funding portion is coming from Title IB- WIA, Title II-WIA Adult Ed, Carl D. Perkins, and Workforce Solutions funds. So these funds have been reshuffled to go to AO-K instead of their previous uses.

Also, we will be serving the 5 colleges in our consortium with these funds (the same amount that Hutch, WATC, and others get to serve 1 college) The "word on the street" is that down the road, there will be higher tiered funding for CTE courses taught using the AO-K model. So for that reason alone, it is valuable for NCCC to give this our best shot. Keep in mind by doing this we are "earning" the tiered funding for the other 4 community college's CTE programs, too. We are supposed to serve 147 in Year 1; 343 in Year 2; and 490 in Year 3. These students have to score an ABE level 4, 5, or 6 to meet the AO-K eligibility guidelines. We typically serve 139, so the goals they've set are totally unreachable.....which we've expressed loudly! They just tell us to give it our best shot.

Reminders

The College will be closed for Christmas Break from Dec. 24th (Saturday) through Monday, January 2 and will re-open Tuesday the 3rd.

The College Christmas party for Chanute will be Friday, Dec. 16th at the dining hall at noon. You and your families are invited! The Presbyterian bell choir, "The Bells of Joy" will be performing.

I will be on vacation from the 19th through the 23rd. Call my cell phone or email me if you need anything.

Following the President's report the Board recessed for a break at 7:10 p.m. The meeting reconvened at 7:15 p.m.

Agenda Item VIII-A: Softball Field Relocation Project Design Build Contract

Neosho County Community College (College) continues to make good progress on the implementation of the Capital Improvement Plan (CIP), thereby reducing the deferred maintenance backlog. In conjunction with the effort, the college has been working on implementation of the Facilities Master Plan (FMP) and has recently begun a ten-year plan to fully realize the FMP. The very first project listed in the FMP is the relocation of the existing softball field. This proposed relocation project is necessary to make room for a detention pond for storm water management for future FMP projects.

At the direction of the Board, the administration has completed the design of the softball field project with Bartlett & West. In addition, Ben Smith and the college design team have been working with Loyd Builders and Devore and Associates on further design elements and implementation details of the project. The college design team headed by Mr. Smith includes the athletic director, assistant athletic directors and softball coach, maintenance director and director of technology services.

This design/build contract obligates the Board of Trustees to engage Loyd Builders of Ottawa, KS as the design/build firm for this relocation project. Local subcontractors will be utilized as much as possible for the project. A copy of the renovation project design/build contract is attached. The contract price for this design build contract will be \$405,270. This contract price may be adjusted and revised through the change order process if warranted. It is anticipated the contract price will be adjusted down due to donation of steel from a local manufacturer. Loyd Builders will implement the relocation project in conjunction with the proposed driveway/parking project which will be brought to the Board at a later date. The contract for the design services for the driveway/parking project was brought to the Board for possible action at this board meeting.

The funding for this project will come from a variety of sources including a generous gifts from the Chanute Recreation Commission, donated materials, fund-raising, in-kind contributions and the general fund. It was the President's recommendation that the Board approve the design/build contract for the Softball Field Relocation Project as specified for \$405,270.00 with Loyd Builders of Ottawa, Kansas.

Resolution 2011-119

RESOLVED, that the Board of Trustees of Neosho County Community College approves the design/build contract for the Softball Field Relocation Project as specified for \$405,270.00 with Loyd Builders of Ottawa, Kansas.

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

Agenda Item VIII-B: Engineering and Professional Design Services Contract

The college has been working diligently on implementation of our Facilities Master Plan (FMP) and has recently begun a ten-year plan to fully realize the FMP. The first project listed in the FMP is the relocation of the existing softball field. This proposed relocation project is necessary to make room for a detention pond for storm water management for future FMP projects.

Before significant progress can be made on implementation of the ten-year plan additional design studies are necessary. First, engineering design services must be completed for the parking lot and associated driveway adjacent to the new softball field. Second, a complete and accurate topographical study with underground utilities and services must be completed. Third, a campus drainage master study must be completed to supply information on storm water management necessary to implement the FMP future projects. Finally, a landscape master plan must be completed to provide cost effective and long-term planting solutions to enhance the future FMP projects. These studies and plans are complex and somewhat interrelated.

If undertaken separately, the total cost of these studies and plans would total \$125,075.00 (assuming the maximum reimbursable expenses). If the college elected to undertake ALL of the studies and plans at the same time, there would be some economies of scale realized. If undertaken at the same time (and after considerable negotiation with Bartlett & West), the total cost of these studies and plans would total \$110,525.00 (assuming the maximum reimbursable expense of \$14,000.00), a savings of \$14,550.00. In addition, Bartlett & West has agreed to bill the college in 25% increments on February 1, April 1, June 1, and August 1, 2012. This invoicing cycle will allow the college much greater flexibility with cash flow than typical lump sum engineering services contracts.

This services contract obligates the Board of Trustees to engage Bartlett & West of Lawrence, KS as the engineering and landscape architecture firm for these studies and plans, combined into a single engineering and professional services contract. A copy of this services contract is attached. The contract price for these engineering and professional services will be \$99,525.00. Additional reimbursable expense items will be billed at the current charge rates and as they are incurred up to a maximum of \$14,000.00. This total contract amount is in line with projected estimates for these studies and plans, but the timeline has been accelerated one year to take advantage of the economies of scale and allow future projects to proceed.

The funding for this project will come from proceeds from the out-district fee designated for the ten-year plan projects. It was the President's recommendation that the Board approve the engineering and professional services contract as specified for \$99,525.00 with maximum billable expenses up to \$14,000.00 with Bartlett & West of Lawrence, Kansas.

Resolution 2011-120

RESOLVED, that the Board of Trustees of Neosho County Community College approves the engineering and professional services contract as specified for \$99,525.00 with maximum billable expenses up to \$14,000.00 with Bartlett & West of Lawrence, Kansas.

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

Agenda Item C: Revised Job Description for Cashier Chanute

The transfer of Patty Benton to the Cashier Ottawa position has presented the opportunity to update the Cashier Chanute job description. The primary responsibility of the proposed position will be to serve as the initial point of contact for business services and recording monies at the Chanute campus. In order to assure premiere quality service to all constituencies of the College this position will also be cross-trained in account receivable functions. The position is an hourly, non-exempt, Level IV position reporting to the Chief Financial Officer.

Resolution 2011-121

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised position of Cashier Chanute.

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

CASHIER CHANUTE

Reports to: Chief Financial Officer

Classification: Full-time 12 month, full fringe benefits

Organizational Unit: Hourly, non-exempt, Level IV

Revision Date: December 2011

Primary Purpose of the Position:

This position's primary function is to provide support to the Chief Financial Officer in recording monies received at the Chanute campus with cross-training in accounts receivable. Duties include, but are not limited to the following functions:

1. Serve as the initial point of contact of for the business office;
2. Greet and provide premiere assistance to internal and external customers including face to face conversations, answering the telephone, transferring calls, and responding to emails in a courteous, friendly manner;
3. Receive and prepare computer generated receipt for all monies including student payments, payment plan automatic deposits, other miscellaneous automatic bank deposits, bookstore deposits, travel return monies, and other monies;
4. Balance cash box and make bank deposits on a daily basis;
5. Scan and file all receipt groups;
6. Prepare hand written receipts for all NCCC Foundation monies received and forward them to them accompanied by a copy of each hand written receipt;
7. Provide petty cash moneybags for outreach enrollments and other events requiring monies for change;
8. Assist students with completion of installment payment plans for students making payments;
9. Update student accounts when financial aid is disbursed, i.e., Pell grants, SEOG's, and loans;
10. Scan all documents related to student financial aid refunds;
11. Mail receipts and related documents to individuals who transact business via mail;
12. Make change for students/staff as requested;
13. Receipt monies for the Tax Credit Program and work with the NCCC Foundation to complete required reports to the Kansas Department of Revenue and Kansas Board of Regents;
14. Prepare and distribute annual 1098-T forms;

15. Scan, sort and file other documents and records;

Assist with the following accounts receivable functions:

1. Update, test and maintain student charges and refund tables each semester;
2. Edit and post daily charge and refund groups;
3. Run the generation of charge process when necessary;
4. Balance accounts receivable aging reports to the general ledger monthly;
5. Generate and send student and 3rd party statements on a monthly basis;
6. Monitor past due accounts and turn them over to third party collections semi-annually;
7. Enter and remove accounts receivable hold on past due accounts;
8. Perform other duties as assigned 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. Bachelors preferred, preferably in the area of responsibility;
2. Associates degree required, and/or specialized skills required; AND 3 years of experience required, preferably in area of responsibilities;
3. OR High School Diploma or GED required, plus 7 years of work experience in area of responsibilities required;

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.

Agenda Item VIII-D: Appointment of Cashier-Chanute

It was the President's recommendation that the Board approve the appointment of Mia Neely for the cashier position at Chanute. Ms. Neely started at NCCC in 2005 as the accounts receivable clerk. She is a graduate of Friends University with a B.B.A. degree.

In addition to receipting responsibilities the cashier will be fully cross-trained in all accounts receivable duties which include assisting with maintaining the charge tables and assisting with other areas as needed. The position will require providing premiere customer service as well as maximum productivity.

Ms. Neely will be paid \$11.70 per hour (level IV) starting December 9, 2011.

Resolution 2011-122

RESOLVED, that the Board of Trustees of Neosho County Community College approves the appointment of Mia Neely as the cashier for the Chanute campus starting December 9, 2011 at \$11.70 per hour (level IV).

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

Agenda Item VIII-E: MidAmerica Nazarene Memorandum of Agreement

The associate degree nursing program of Neosho County Community College has a strong tradition and reputation in its quality of education and training of persons entering the field of nursing. Recently there have been regional and national reports concerning the need for more credentialed persons available to enter the nursing field due to both the expansion of health care services and the projected shortage of nursing professionals as more members of the Baby Boom era retire. The nursing program component at the Ottawa Campus has been very consistent in providing quality nursing graduates into the workforce of north central Kansas. The quality of associate degree nurses has been noticed by both area health care employers and organizations providing advanced levels of health care training. Further, there have been national discussions concerning the value to encouraging more associate degree level nurses to complete the bachelor's degree in nursing. This next step in nursing preparation is important to NCCC beyond extending employment opportunities for our graduates in health care provider organizations. There is benefit in having more nurses gain their bachelor's degree and then consider pursuing a master's (or higher degree) to enhance the availability of qualified nurses to return to higher education as instructors and administrators for our education programs.

MidAmerica Nazarene University has recognized the quality of the NCCC program, and initiated discussions with the College several months ago. The proposed MOU between NCCC and MNU sets the stage for further collaboration to enhance opportunities for our RN students to enter a BSN program. MNU will provide some of the coursework at our Ottawa Campus as well as provide a tuition discount to our students who pursue this program. Pam Covault, director of nursing, has made other colleges and universities in the area aware of this proposal and has their support for the MOU. The administration believes this MOU represents another significant achievement demonstrating the premier quality of NCCC and our focus on student learning.

The College has the option to opt out of the agreement in any year. The college attorney has reviewed the MOU.

Resolution 2011-123

RESOLVED, that the Board of Trustees of Neosho County Community College approves the Memorandum of Agreement with MidAmerica Nazarene University to offer nursing education programs including, but not limited to the BSN-RN program onsite at the Ottawa campus.

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

Agenda Item VIII-F: Revision to Employee Contracts and Job Descriptions

As part of the ongoing effort to become a premier community college and in response to the President's Goals, the executive committee has been working on a plan to improve services to our constituents. The President recommended that the Board approve adding language to each employee contract and job description not covered by the PEA negotiated agreement that address both constituency service and employee and departmental improvement. Such language might be written thusly:

Essential Functions:

1. Provide premiere quality service to all constituencies of the college.
2. Engage in continuous quality improvement and professional development.

Resolution 2011-124

RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommendation to add the above language to each employee contract and job description not covered by the PEA Negotiated Agreement.

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 7:30 p.m.

Respectfully submitted,

David Peter, Chair

Terri Dale, Clerk