NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES

AGENDA

November 12, 2015 – 5:30 P.M.
Student Union, Room 209

I. Call to Order

II. Roll Call

III. Public Comment

IV. Approval of the Agenda

V. Consent Agenda
   A. Minutes from October 8, 2015
   B. Claims for Disbursement for October 2015
   C. Revised Nursing Course Coordinator Job Description
   D. Revised Coordinator of Library & Instructional Design Services Job Description to Coordinator of Library Services
   E. Revised Assistant Registrar-Ottawa Job Description
   F. Personnel
   G. Course Inventory Revisions/Additions

VI. Reports
   B. Faculty Senate – Richard Webber
   C. Strategic Plan – Dr. Brian Inbody
   D. Treasurer – Sandi Solander
   E. ACCT Conference – David Peter, Dennis Peters & Jenny Westerman
   F. President – Dr. Brian Inbody

VII. Old Business

VIII. New Business
   A. Reschedule Fall Board Retreat and December Board Meeting
   C. Resolution 2015-69: Academic Calendar Changes
   D. Resolution 2015-70: One-time Stipend
   E. Resolution 2015-71: EMSI Contract
   F. First Reading: Nepotism Policy Change
   G. First Reading: Early Retirement Incentive Policy Change
   H. Executive Session: Non-Elected Personnel

IX. Adjournment
I. CALL TO ORDER

David Peter called the meeting to order at approximately 5:30 p.m. in Room 209 of the Student Union.

II. ROLL CALL

The following members were present: Kevin Berthot, Lori Kiblinger, David Peter, Dennis Peters, and Jenny Westerman.

Also in attendance were Kerrie Coomes, Denise Gilmore, Dr. Brian Inbody, Brenda Krumm, Neil Phillips, Kent Pringle, Kerry Ranabargar, Sarah Robb, Mike Saddler, Amy Smith, Ben Smith, Sandi Solander, Richard Webber, and the Chanute Tribune.

III. PUBLIC COMMENT

There were no speakers.

IV. APPROVAL OF THE AGENDA

On motion by Kevin Berthot and second by Dennis Peters the agenda was approved as printed.

V. CONSENT AGENDA

On motion by Dennis Peters and second by Lori Kiblinger the following items were approved unanimously by consent:

A. Minutes from October 8, 2015

B. Claims for Disbursement for October 2015

C. Revised Nursing Course Coordinator Job Description

At the last Kansas State Board of Nursing meeting, it was brought up that some of the programs reviewed recently did not have faculty degree requirements in their job descriptions that matched KSBN’s requirements. All of the nursing job descriptions were reviewed and the only one that did not reflect the requirement that all faculty have masters degrees was the Nursing Course Coordinator. Therefore, it was the president’s recommendation that the Nursing Course Coordinator job description be modified to reflect that a master’s degree is required in this position. Other minor modifications were made as well to bring the job description in line with currently job descriptions. See revised job description below.
NURSING COURSE COORDINATOR

Reports to: Director of Nursing
Coordinates Activities with: Assistant Director of Nursing, Chanute/Independence Campus, Site Coordinator, Ottawa/Hybrid Campus
Classification: Instructor, 9 month
Salary Range: Instructor Scale
Revision Date: May 2014 November 2015

PRIMARY FUNCTIONS

1. Provide premiere quality service to all constituencies of the College;
2. Engage in continuous quality improvement and professional development;
3. Coordinate assigned courses in the bi-level nursing program.
4. Participate in the development, organization, implementation, and evaluation of the nursing program.
5. Responsible to develop and implement the course of study, teach theory content, and coordinate clinical and laboratory experiences with the collaboration of faculty.
6. Act as role model and in an advisory capacity to the course instructors and students.
7. Category of classification: HBV-HIV Risk I
8. Coordinate the development of courses in the nursing program to include philosophy, objectives, content, laboratory and clinical experiences.
9. Explore and arrange learning experiences for the students.
10. Assist with revision of standards for the admission, progression, and graduation of students.
11. Plan teaching schedules in nursing courses for theory, lab, simulation and clinical.
12. Plan, direct, guide, and evaluate students' performance in the classroom, clinical and laboratory setting.
13. Compile data to maintain student clinical file pertaining to the nursing program.
14. Participate in evaluating the total nursing program.
15. Responsible for preparing, scheduling, and administering of student evaluation of the assigned course.
16. Contribute to research and studies appropriate to the bi-level nursing program.
17. Plan and submit recommendations related to budget items.
18. Implement objectives of the assigned course.
19. Coordinate planning of student make-up work – theory, lab and clinical.
20. Maintain electronic grade book
21. Initiate student counseling for poor attendance, poor performance, and other unprofessional behaviors.
22. Responsible for scheduling assessment examinations.
23. Keep students informed of academic performance and, if necessary, the withdrawal policy of the college.
24. Plan and coordinate final schedule with general education courses.
25. Responsible for preparation of final course grade and grade reports.
26. Responsible for preparation of written course evaluation and outcomes assessment.
27. Keep director informed of academic and attendance problems of students.
28. Assist with recruitment and retention.
29. Perform all other functions necessary for the proper operation of the assigned course.
30. Plan and participate in special events of the nursing program.
31. Serve on the Nursing Faculty Committee.
Serve as ex-officio member of the Health Care Advisory Committee.
Serve as a member on committees of the college and cooperating agencies.
Participate actively in professional organizations, attend seminars, conferences, and workshops.
Should actively participate in professional nursing and educational organizations.

RELATIONSHIPS
1. Administratively responsible to the director of nursing. Administratively responsible to the assistant director of the bi-level nursing program or site coordinator as per organizational chart.
2. Develop and maintain working relationships with other faculty in all aspects of the nursing program.
3. Participate in the activities of the total college faculty.
4. Develop and maintain constructive interaction with other faculty and personnel of the college, cooperating agencies, and community groups.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES
1. Fluency, comfort, and familiarity with computers.
2. Proficiency in Microsoft Office and Outlook software programs and databases required.
3. 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, flexible, creative and excellent organizational and writing skills.

EDUCATION AND EXPERIENCE
1. Level I Bachelors Degree in Nursing is required. Masters Degree preferred. Level II Master’s Degree required.
2. Shall meet the minimum requirements for continuing education as required by the Kansas State Board of Nursing for renewing a license.
3. At least two years of recent nursing education experience preferred. Prefer previous experience in curriculum planning and development.
4. Shall be licensed to practice professional nursing (RN) in Kansas.

Personal Characteristics
Accept and believe in the philosophy of career mobility in nursing education.
Accept and believe in the philosophy of practical nursing and associate degree nursing and their role on the nursing team.
Accept and believe in the mission, vision and values of Mary Grimes School of Nursing.
Must work cooperatively with professional colleagues and maintain effective interpersonal relationships.
Must be creative and adaptable.
Must be able to express new ideas and support them with sound reasoning.
Must demonstrate management and organizational skills.
Non-Discrimination (1/9/15)

Neosho County Community College affords equal opportunity to and does not discrimination against students, employees, and applicants regardless of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, ethnicity, national origin, ancestry, age, disability, marital status, genetic information, status as a veteran, political affiliation, or other factors that cannot be lawfully considered in its programs and activities, including admissions and employment, to the extent and as required by all applicable laws and regulations including but not limited to Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans With Disabilities Act of 1990, The Americans With Disabilities Act Amendments Act of 2008, The Age Discrimination In Employment Act of 1967, Title II of the Genetic Information Act of 2008, Kansas Acts Against Discrimination, Section 188 of the Workforce Investment Act, and any amendments to such laws and regulations. The following offices have been designated to handle inquiries regarding the Non-Discrimination and to coordinate implementation of this policy. They may be contacted to initiate an investigation under the policy or to answer questions regarding this policy.

Vice President for Operations
a/k/a Chief Operations Officer
Neosho County Community College
800 West 14th Street
Chanute, KS 66720
Telephone: (620) 432-0301

Students may in the alternative prefer to contact:

Dean of Student Services
Neosho County Community College
800 W. 14th Street
Chanute, KS 66720
Telephone: (620) 432-0304

Using the College’s complaint or grievance process does not prohibit an employee or student from contacting or filing a complaint with these agencies:

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D. Revised Coordinator of Library & Instructional Design Services Job Description to Coordinator of Library Services

It was the president’s recommendation that the Coordinator of Library and Instructional Design Services job description be revised. Previously the Library position was changed to include instructional design services for the college. The current proposed job description, Coordinator of Library Services, removes those instructional design support duties from the Coordinator of Library Services position. This change was part of an effort to increase the potential pool of candidates for the position. Instructional design support will be evaluated by the Vice President for Student Learning and will be planned for and addressed in the future. A copy of the revised job description follows.
COORDINATOR OF LIBRARY and INSTRUCTIONAL DESIGN SERVICES

Reports to: Director of Chapman Learning Center-Vice President for Student Learning in coordination of instructional design services with the Dean of the Online Campus
Classification: Full-time, 12-month
Pay Status: Administrator, exempt
Fringe Benefits per Board Policy
Salary Range: $45,000-$55,000

Revision Date: July 2014, 02/2015, November 2015

This position reports to the Director of the Chapman Learning Center-Vice President for Student Learning and is responsible for supervision of effective and efficient operation of library and instructional design services college-wide. Instructional design services will be coordinated with the Dean of the Online Campus to ensure quality and consistency of those services.

Duties include, but are not limited to:
1. Provide premier quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Collaborate with the Vice President for Student Learning, the Director of the CLC, and the Assistant Director of the CLC to develop a strategic plan and evaluation process concerning the learning center and its resources and services to ensure optimum effectiveness.
4. Attend Student Learning Division meetings to ensure dissemination of library resources and instructional design services, and to become aware of new and emerging issues and opportunities related to teaching and learning.
5. Supervise the operation of library and instructional design services and coordinate the assignment of personnel with the Director of the CLC-Vice President for Student Learning to accomplish the mission and purposes of those services.
6. Coordinate efforts to ensure library and instructional design services are provided appropriately to all sites of the College.
7. Provide assistance to faculty in technology tools and methods, use of instructional software, effective uses of multimedia, and other emerging technologies applicable to teaching and learning.
8. Consult with faculty and instructors on instructional design and learning objectives.
10. Design and produce learning materials in a variety of formats including print, graphics, audio, video, animation and multimedia to support teaching and learning.
11. Knowledge of and competency in use and analysis of social media applications.
12. Oversee budget resources designed to support library and instructional design services for the College.
13. Select, order, and de-select all print and non-print materials for the Library collection; review new sources of information and integrate into existing collection.
14. Use statistical data and other information sources to make changes in Library materials, policies, and services to promote student learning and instructor preparation. Prepare statistical reports for accreditation, State Library, KS Board of Nursing and federal NCES/ALS.
15. Supervise technical processing of all holdings acquired by Chanute and Ottawa campuses.
16. Research new technology related to expansion/enhancement of digital/online information access and automation of library services and new information resources; train personnel in the use of new technology. Train staff on library-related functions and procedures.
17. Maintain and update the Library Webpage; continually evaluate information resources and links to provide quality information resources to patrons; maintain statistics on all electronic services; troubleshoot off campus access to information resources. Serve as a liaison for technical issues between NCCC Tech support and vendor technical support.

18. Work with faculty and staff to insure adequate holdings for all patron constituents.

19. Assist in identifying and developing grant proposals from public and private sector sources that can enhance library services of the college.

20. Represent NCCC in consortium and statewide library meetings and organizations. Investigate and implement consortium agreements for group purchasing of information resources.

21. Serve as a member of various campus committees.

22. Assist students with research and search skills and serve as a reference source for faculty, community and staff.

23. Serve those using the Library as needed, providing guidance in using the learning materials in the general collection, automated catalog and electronic databases.

24. Perform other duties as assigned by the Director of the Chapman Learning Center.

Education and Experience

1. MLS degree and 1-3 years of library experience required.
2. Preferred experience with online learning and learning management systems
3. Engaging personality and ability to work effectively with people
4. Excellent organizational skills with attention to detail and multitasking
5. Excellent computer skills
6. Demonstrated ability to work with confidential information in a professional manner.
7. Experience working within a higher education environment, community college experience preferred
8. Willingness to lead and work as a member of a variety of teams.

Working Conditions

1. Normal office working environment.
2. Ability to sit for long periods while operating a personal computer is required.
3. Some travel during normal working hours may be required.
4. Time commitment in excess of a forty hour week will sometimes be required

Non-Discrimination (1/9/15)

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E. Revised Assistant Registrar-Ottawa Job Description

The following revised Assistant Registrar-Ottawa job description is essentially a “clean-up” of the job description that includes an update to specific job duties relative to International Student Services and Registrar-related duties. It was the president’s recommendation that the Board approved this revised job description.
ASSISTANT REGISTRAR – OTTAWA

Reports to: Director of Admissions/Registrar/Director of International Student Services/Dean of Ottawa Campus

Organizational Unit Classification: Full-time, 12-month
Pay Status: Hourly, non-exempt, Level III
Vacation/Sick Leave/Regular Holidays Fringe Benefits per Board Policy
Salary range: $9.70 - $10.70 per hour
Revision Date: 08/04, 02/13August 2015

This position is responsible for assisting with registration and admissions international student functions, with an emphasis on registration duties. Duties include, but are not limited to:

**Essential Functions:**
1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

**Duties and Responsibilities:**
1. Prepare and maintain academic files for each student;
2. Coding of transcripts for transfer students;
3. Serve as primary point of contact for international students enrolling at the Ottawa Campus/northern service area of the College Designated School Official for International Student Services; assist Ottawa international students with documentation, enrolling and F-1 student advising;
4. Record incoming high school transcripts and test scores;
5. Oversee filing and assist with filing as necessary;
6. Enter enrollment applications and add/drops;
7. Notify faculty and staff of course changes during peak enrollment times;
8. Maintain certification and grade books for each semester Process transcript requests, enrollment verification, and deferments;
9. Represent NCCC at college planning conferences and occasional high school visits Assist with fall, spring, and summer enrollments;
10. Host campus visitors Handle phone and email inquiries pertaining to international students/registration;
11. Assist with planning pre-enrollment clinics Complete travel requests and expense reports;
12. Enter and process grades Participate with Continuing Education in the enrollments for concurrent high school;
13. Assist with planning Panther Preview Day (Senior Day) students with initial enrollment, adding, dropping, and withdraws from courses;
14. Process transcript requests, enrollment verification and deferments Maintain signed permission-to-enroll forms for concurrently enrolled students;
15. Assist with fall, spring and summer enrollments Process administrative withdrawal letters to students same day as notification received and recorded in database;
16. Handle phone and email inquiries pertaining to admissions/registration Generate letters reminding students of needed transcripts to complete their admission file;
17. Complete travel requests and expense reports Supervise work study students and service scholarship students with filing, scanning, and daily tasks;
18. Participate with Continuing Education in the enrollments for concurrent high school

19. Assist with data validity for reports

20. Maintain signed permission to enroll forms for concurrently enrolled students

21. Process administrative withdrawal letters to students same day as notification received and recorded in database

22. Generate letters reminding students of needed transcripts to complete their admission file

23. And other duties as assigned by the Director of International Student Services/Registrar.

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.

Non-Discrimination (1/9/15)

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Kansas City, MO 64106  Telephone: (785) 296-3206  Telephone: (913) 551-5655
Telephone: (816) 268-0550  Toll Free: (888) 793-6874
F. Personnel

1. **Withdrawal of Resignation of Administrative Assistant to Outreach and Workforce Development**

   It was the president’s recommendation that the Board accept the withdrawal of the resignation of Amy Smith, Administrative Assistant to Outreach and Workforce Development. Ms. Smith had submitted a letter of resignation that the Board approved at the October Board meeting to be effective October 20, 2015. Ms. Smith’s resignation withdrawal shall be effective October 15, 2015.

2. **Resignation of Head Women’s Soccer Coach**

   It was the president’s recommendation that the Board accept the resignation of Kourtney Clark, Head Women’s Soccer Coach. Ms. Clark’s resignation shall be effective October 26, 2015.

3. **Resignation of Assistant Women’s Soccer Coach**

   It was the president’s recommendation that the Board accept the resignation of Melinda Clark, Assistant Women’s Soccer Coach. Ms. Clark’s resignation shall be effective October 26, 2015.

4. **Resignation of Assistant Wrestling Coach**

   It was the president’s recommendation that the Board accept the resignation of Nate Alvarez, Assistant Wrestling Coach. Mr. Alvarez’s resignation shall be effective November 3, 2015.

5. **Resignation of Administrative Assistant to Upward Bound**

   It was the president’s recommendation that the Board accept the resignation of Tyler Stoldt, Administrative Assistant to Upward Bound, pending his appointment to the position of Recruitment/College Relations Specialist on the Chanute campus.

6. **Recruitment/College Relations Specialist-Chanute**

   It was the president’s recommendation that the Board approve the employment of Tyler Stoldt as Recruitment/College Relations Specialist on the Chanute campus. Mr. Stoldt has an Associate of General Science degree from NCCC.

   Mr. Stoldt’s previous work experience includes Director of Student Activities and Residence Life at Independence Community College and Administrative Assistant for Upward Bound here at NCCC.

   Mr. Stoldt will be paid an annual salary of $22,000 (Management Support). His start date will be November 16, 2015.

7. **Desktop Support Technician – Chanute**

   It was the president’s recommendation that the Board approve the employment of Jonathan Hale as Desktop Support Technician for the Chanute campus. Mr. Hale is in the process of finishing up his degree here at NCCC this semester and has worked as a work study for tech services over the past few semesters. He is currently working part-time for maintenance.
Mr. Hale will be paid $12.65 an hour (Level 5) beginning November 16, 2015.

8. **Part-time Safety Officer – Ottawa**

   It was the president’s recommendation that the Board approve the employment of Edward Mayhan as Part-time Safety Officer on the Ottawa campus. Mr. Mayhan’s previous work experience includes working as a mental health technician at Jackson County Disability Services, Kansas City, Missouri; and in human resources at ICMC-Independent Case Management, Bonner Springs, Kansas.

   Mr. Mayhan will be paid $12.00 an hour (Level 5) beginning November 16, 2015.

9. **Upward Bound Academic Coordinator**

   It was the president’s recommendation that the Board approve the employment of Jared Wheeler as the Upward Bound Academic Coordinator. Mr. Wheeler has a Bachelor of Biblical Literature degree from Ozark Christian College, Joplin, Missouri, and is pursuing a Masters in Divinity from George Fox Evangelical Seminary in Portland, Oregon.

   Mr. Wheeler’s previous work experience includes adjunct profession at State Fair Community College, Sedalia, Missouri; associate pastor at First United Methodist Church, Sedalia, Missouri; and lead pastor at Keystone/Revolution United Methodist Churches, midtown area of Kansas City.

   Mr. Jarred will be paid an annual salary of $29,500 (Management Support). His start date will be November 16, 2015.

10. **Nursing Instructor – Ottawa**

   It was the president’s recommendation that the Board approve the employment of Crickett Johnston as a Nursing Instructor on the Ottawa campus. Ms. Johnston has a Bachelor of Science in Nursing from Baker University School of Nursing and is in the process of completing her Master’s of Science in Nursing, specializing in education, from Walden University.

   Ms. Johnston’s prior work experience includes adjunct medical instructor, interim medical department chair and medical department chair at Bryan University, Topeka, KS; adjunct OB/PEDS clinical instructor and lab instructor at NCCC; and acute nursery RN at St. Francis Health Center, Topeka, KS.

   Ms. Johnston will be paid at MS+15, Step 12 ($40,831). Her start date will be January 11, 2016.

11. **Coordinator of Library Services**

   It was the president’s recommendation that the Board approve the employment of Todd Knispel as the Coordinator of Library Services. Mr. Knispel has an Associate of Applied Science degree in Environmental Laboratory Science from Lincoln, NE; Bachelor of Arts in History from the University of Nebraska-Lincoln; Master of Art in History from the University of Nebraska-Omaha; and Masters of Science in Library Science from Clarion University of Pennsylvania, Clarion, PA.

   Mr. Knispel’s previous work experience includes serving as a research technician at the Nebraska State Historic Preservation Office, Lincoln, NE; preservation consultant in Omaha,
NE; and assistant librarian and library director at Dawson Community College, Glendive, MT.

Mr. Knispel will be paid an annual salary of $51,000 (Administration). His start date will be January 11, 2016.

12. Head Women’s Soccer Coach

It was the president’s recommendation that the Board approve the appointment of Rafael Simmons as Head Women’s Soccer Coach in addition to his duties as Head Men’s Soccer Coach. Mr. Simmons shall receive no additional salary compensation for this position. Because of his dual position, he will no longer have a non-coaching duty. His start date will be November 12, 2015.

G. Course Inventory Revisions/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
November 2015 Board Meeting

New Course

SURG 101 Intro to Surgical Technology Lab, 2 credit hours
NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS

COURSE IDENTIFICATION
Course Code/Number: SURG 101
Course Title: Introduction to Surgical Technology Lab
Division: □ Applied Science (AS) □ Liberal Arts (LA) x Workforce Development (WD)
□ Health Care (HC) □ Lifetime Learning (LL) □ Nursing □ Developmental
Credit Hour(s): Two (2)
Effective Date: Spring 2016
Assessment Goal Per Outcome: 80%

COURSE DESCRIPTION
This is a two credit hour introductory laboratory course designed to provide the student with the hands-on instruction necessary to learn the perioperative skills required to establish a sterile field and perform the necessary functions of the scrubbed person upon entering the sterile field. This course includes supervised practice and instruction on the basic concepts necessary to establish, maintain, and coordinate tasks required for good patient care in the perioperative setting in a 9:1 or 9:2 student per instructor ratio. Students will apply aseptic technique, surgical principles and surgical conscience in learning and demonstrating the skills specific to those of the first scrub and assistant circulator roles. Upon completion of this course the student will demonstrate understanding in the cognitive, psychomotor and affective learning domains related to principles and practice of surgical technology as outlined in the Core Curriculum for Surgical Technology, 6th Ed., as indicated by their final exam and competency scores.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES
Must be taken concurrently with SURG 100.

TEXTS
The official list of textbooks and materials for this course is found on Inside NC.
http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx

GENERAL EDUCATION OUTCOMES
1. Practice Responsible Citizenship through:
   • identifying rights and responsibilities of citizenship,
   • identifying how human values and perceptions affect and are affected by social diversity,
   • identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
   • listing factors associated with a healthy lifestyle and lifetime fitness,
   • identifying the importance of lifetime learning,
   • demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
   - developing effective written communication skills,
   - developing effective oral communication and listening skills.
4. Think analytically through:
   - utilizing quantitative information in problem solving,
   - utilizing the principles of systematic inquiry,
   - utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)
1. Pre-operative – Demonstrate basic operating room preparation skills for surgical procedure.
2. Post-operative – Demonstrate proper methods to remove sterile surgical attire.

MINIMUM COURSE CONTENT
The following topics must be included in this course. Additional topics may also be included.

I. Pre-operative – Demonstrate basic operating room preparation skills for surgical procedure.
   1. Identify different areas of sterile environments
      a. Unrestricted
      b. Semi-restricted
      c. Restricted
   2. Identify attire for appropriate sterile environment area
   3. Identify operating room assignment
   4. Prepare self and assigned operating room for surgical procedure
      a. Don OR attire
      b. Surgical hand scrub
      c. Damp dust OR
   5. Identify and arrange appropriate OR furniture in assigned OR.
   6. Obtain preference card and/or supplies for assigned procedure.
      a. Identify various equipment, supplies and instrumentation
      b. Gather equipment, supplies and instrumentation
      c. Verify equipment, supplies and instrumentation
      d. Evaluate integrity of supplies and instrumentation
   7. Establish sterile field
      a) Open sterile pack on back table
      b) Open sterile basin on ring stand
      c) Open envelope wrapped items
         i. Place onto sterile field
         ii. Secured by established ST
      d) Open peel-packed items
      e) Open instrument container system
   8. Enter/Organize sterile field
      a. Perform hand scrub/rub
      b. Gown/glove self
      c. Remove instrument set from container system
      d. Arrange supplies and instruments
      e. Drape mayo stand
      f. Properly receive medications from circulator
         i. Poured medications
         ii. Vial held by circulator
g. Prepare medications
   i. Label medications
   ii. Fill syringe/asepto
9. Perform assistant circulator tasks
   a. Fasten surgical gown
   b. Properly deliver medications to sterile field

II. Post-operative – Demonstrate proper methods to remove sterile surgical attire.
   1. Remove sterile gown and gloves
   2. Identify use of non-sterile gloves
      a. Don non-sterile gloves
   3. Perform basic hand wash

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

INSTRUCTIONAL METHODS
1. Lectures
2. Discussion
3. Essays
4. Workbook Assignments
5. Handouts
6. Group Oral Presentations
7. Audio-Visual
8. Guest speakers
9. Examples and demonstration
10. Surgical Technology Review Questions - discussed
11. Unannounced requirements, including unannounced tests, possible

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

STUDENT REQUIREMENTS

A. Practical Skills Final – Skills Assessment that examines the student’s ability to gather sterile supplies, create sterile field, scrub, gown, glove, arrange supplies and instruments, drape mayo stand, receive medications and identify general surgery instrumentation.
B. Lab grades will be assigned as follows: (P/F)
   Pass: Satisfactory completion of 80% of all objectives
   Fail: Satisfactory completion of less than 80% of all objectives
C. Weekly Formal Evaluations will be given to inform the student of their progress. These evaluations will be based upon performance during skills check offs and overall performance in the lab environment. Students will be advised in an ongoing manner of evaluation of skills testing success and required improvements with recommendations on how to accomplish success.
D. The Skills Tests, unannounced quizzes and the evaluations will be used to determine the lab grade.
E. Concurrent Policy
   Lab and SURG 100 are concurrent and both must be passed to enable the student to progress in the program. The lab component is graded as pass/fail.
GRADE SCALE
Lab grades will be assigned as follows: (P/F)

Pass: Satisfactory completion of 80% of all objectives
Fail: Satisfactory completion of less than 80% of all objectives

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 considered.

Attendance Policy
1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. 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-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) 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. Please refer to the Student Handbook/Academic Policies for more information.
3. 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.

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.

ELECTRONIC DEVICE POLICY
Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE:
Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.
NON-DISCRIMINATION POLICY
The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

http://www.neosho.edu/Departments/NonDiscrimination.aspx

COURSE NOTES
Clock Hours:  40
VI. REPORTS

A. Audit Report FY 2014-2015 – Neil Phillips gave the yearly audit report. There were no findings.

B. Faculty Senate – Richard Webber reported on what the Faculty Senate was doing. See attachment.

C. Strategic Plan – Dr. Brian Inbody updated the trustees on progress towards items on the Strategic Plan. See attachment.

D. Treasurer – Sandi Solander gave a treasurer’s report. Revenue for the month of October was $4,263,670.08 and disbursements were $4,021,259.23. See attachments.

E. ACCT Conference – David Peter, Dennis Peters & Jenny Westerman each reported on the sessions they attended at the ACCT conference.

F. President – Dr. Brian Inbody gave a president’s report. See attached.

VII. OLD BUSINESS

There was no old business to discuss.

VIII. NEW BUSINESS

A. Reschedule Fall Board Retreat and December Board Meeting

Due to several Board members being unable to attend the retreat scheduled for November 17 the retreat was rescheduled to January 19, 2016, at 5:30 pm in the Oak Room of the Student Union.

Several Board members also had conflicting events for the December Board meeting beginning at 7:00 pm. The Board decided to keep the meeting on December 10 at 5:30 pm but asked that the reports be brief or to just submit them in writing so that the meeting may adjourn by 6:30 pm.

B. Approval of Audit FY 2014-2015

It is the policy of the Board of Trustees to require that all college accounts be audited at any time the Board of Trustees so desires, but in any event to be audited annually. This shall include the accounts of the Board of Trustees and college agency or auxiliary accounts. The College’s auditors have completed the annual audit for fiscal year 2014-2015.

The results of the audit were presented earlier. It was the president’s recommendation that the board approve the audit report as presented.

Resolution 2015-68

RESOLVED, that the Board of Trustees of Neosho County Community College approves the audit report for fiscal year ending June 30, 2015.

Upon motion by Dennis Peters and second by Kevin Berthot the above resolution was approved unanimously.
C. Academic Calendar Changes

The Board of Trustees and Administration fully recognize the work employees have put into operating the most successful community college in the state in terms of student success. Such success does not happen by accident. It is through the caring and determination of all employees that students succeed.

In order to acknowledge this success and to bring the college in closer alignment with area community colleges’ academic and work schedule, the Administration recommended the following changes for the 2015-2016 academic calendar which follows.

In summary, this change fully closes the College for the week of Spring Break each year. Furthermore, for summer working hours, it lowers the employee hours to just the posted open hours of the college 7:30 am to 5:30 pm Monday through Thursday, effectively changing the summer work day from 10 hours a day to 9 hours a day.

No employee will be charged vacation for these two changes nor will it affect hours worked. He or she will retain all normal vacation hours and will be paid the same amount as if the college were open. This is much in the same way Thanksgiving or Christmas/New Year’s breaks are regarded and recorded.

Resolution 2015-69

RESOLVED, that the Board of Trustees of Neosho County Community College approves modifying the 2015-2016 Academic Calendar to close the College for the week of Spring Break each year. Further, it lowers the employee work hours during the summer to just the posted open hours of the college 7:30 am to 5:30 pm Monday through Thursday, changing the summer work day from 10 hours a day to 9 hours a day.

Upon motion by Kevin Berthot and second by Lori Kiblinger the above resolution was approved unanimously.
Academic Calendar

Fall Semester – 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 28</td>
<td>Fall Intersession Classes Begin</td>
</tr>
<tr>
<td>Aug 18</td>
<td>Faculty Report</td>
</tr>
<tr>
<td>Aug 19</td>
<td>In-Service (college closed)</td>
</tr>
<tr>
<td>Aug 22</td>
<td>4 Week Fall Intersession Classes End</td>
</tr>
<tr>
<td>Aug 25</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Aug 25</td>
<td>First 8 Week Classes Begin</td>
</tr>
<tr>
<td>Sept 1</td>
<td>Labor Day (college closed)</td>
</tr>
<tr>
<td>Sept 15</td>
<td>12 Week Classes Begin</td>
</tr>
<tr>
<td>Sept 20</td>
<td>Citizenship Day</td>
</tr>
<tr>
<td>Oct 17</td>
<td>Middle 8 Week Classes Begin</td>
</tr>
<tr>
<td>Oct 20</td>
<td>First 8 Week Classes End</td>
</tr>
<tr>
<td>Oct 20</td>
<td>Last 8 Week Classes Begin</td>
</tr>
<tr>
<td>Nov 21</td>
<td>Middle 8 Week Classes End</td>
</tr>
<tr>
<td>Nov 24-28</td>
<td>Thanksgiving Break (college closed)</td>
</tr>
<tr>
<td>Dec 12</td>
<td>12 Week Classes End</td>
</tr>
<tr>
<td>Dec 15</td>
<td>Fall Classes End</td>
</tr>
<tr>
<td>Dec 16-18</td>
<td>Finals</td>
</tr>
<tr>
<td>Dec 21</td>
<td>Faculty Assessment Day/Duty Day</td>
</tr>
<tr>
<td>Dec 24-Jan 2</td>
<td>Christmas Break (college closed)</td>
</tr>
</tbody>
</table>

Spring Semester – 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 5</td>
<td>Intersession Classes Begin</td>
</tr>
<tr>
<td>Jan 12</td>
<td>Faculty Report &amp; In-Service (college closed)</td>
</tr>
<tr>
<td>Jan 16</td>
<td>Intersession Classes End</td>
</tr>
<tr>
<td>Jan 19</td>
<td>Martin Luther King Day (college closed)</td>
</tr>
<tr>
<td>Jan 20</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Jan 20</td>
<td>First 8 Week Classes Begin</td>
</tr>
<tr>
<td>Feb 9</td>
<td>12 Week Classes Begin</td>
</tr>
<tr>
<td>Feb 23</td>
<td>Middle 8 Week Classes Begin</td>
</tr>
<tr>
<td>Mar 13</td>
<td>First 8 Week Classes End</td>
</tr>
<tr>
<td>Mar 13</td>
<td>Mid Term</td>
</tr>
<tr>
<td>Mar 16-20</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Mar 23</td>
<td>Last 8 Week Classes Begin</td>
</tr>
<tr>
<td>Apr 3</td>
<td>Good Friday (college closed)</td>
</tr>
<tr>
<td>Apr 24</td>
<td>Middle 8 Week Classes End</td>
</tr>
<tr>
<td>May 8</td>
<td>12 Week Classes End</td>
</tr>
<tr>
<td>May 6-12</td>
<td>Night Class Finals</td>
</tr>
<tr>
<td>May 12</td>
<td>Night Classes End</td>
</tr>
<tr>
<td>May 12</td>
<td>Tuesday Classes are Friday Classes (day classes only)</td>
</tr>
<tr>
<td>May 12</td>
<td>Spring Classes End</td>
</tr>
<tr>
<td>May 13-15</td>
<td>Finals</td>
</tr>
<tr>
<td>May 15</td>
<td>Last 8 Week Classes End</td>
</tr>
<tr>
<td>May 15</td>
<td>Commencement 7:00 p.m.</td>
</tr>
<tr>
<td>May 18</td>
<td>Intersession Classes Begin</td>
</tr>
<tr>
<td>May 18-19</td>
<td>Faculty Assessment Days</td>
</tr>
<tr>
<td>May 20</td>
<td>Faculty Duty Day</td>
</tr>
<tr>
<td>May 25</td>
<td>Memorial Day (college closed)</td>
</tr>
<tr>
<td>May 29</td>
<td>Intersession Classes End</td>
</tr>
</tbody>
</table>

Summer I – 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1</td>
<td>Summer I Begins (4 Week &amp; 8 Week classes)</td>
</tr>
<tr>
<td>June 25</td>
<td>Summer I Ends</td>
</tr>
</tbody>
</table>

Summer II – 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 29</td>
<td>Summer II Begins</td>
</tr>
<tr>
<td>July 6</td>
<td>4th of July Observed (college closed)</td>
</tr>
<tr>
<td>July 23</td>
<td>Summer II &amp; 8 Week Classes End</td>
</tr>
<tr>
<td>July 27</td>
<td>Fall Intersession Classes Begin</td>
</tr>
<tr>
<td>Aug 21</td>
<td>Fall Intersession Classes End</td>
</tr>
</tbody>
</table>

During summer 2015 NCCC is closed on Fridays, May 29 – July 31
### Academic Calendar (cont.)

#### Fall Semester 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 27</td>
<td>4 Week Fall Intersession Classes Begin</td>
</tr>
<tr>
<td>Aug 17</td>
<td>Faculty Report</td>
</tr>
<tr>
<td>Aug 18</td>
<td>In-Service (college closed)</td>
</tr>
<tr>
<td>Aug 21</td>
<td>4 Week Fall Intersession Classes End</td>
</tr>
<tr>
<td>Aug 24</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Aug 24</td>
<td>First 8 Week Classes Begin</td>
</tr>
<tr>
<td>Sept 7</td>
<td>Labor Day (college closed)</td>
</tr>
<tr>
<td>Sept 14</td>
<td>12 Week Classes Begin</td>
</tr>
<tr>
<td>Sept 28</td>
<td>Middle 8 Week Classes Begin</td>
</tr>
<tr>
<td>Oct 16</td>
<td>First 8 Week Classes End</td>
</tr>
<tr>
<td>Oct 19</td>
<td>Last 8 Week Classes Begin</td>
</tr>
<tr>
<td>Nov 20</td>
<td>Middle 8 Week Classes End</td>
</tr>
<tr>
<td>Nov 23-27</td>
<td>Thanksgiving Break (college closed)</td>
</tr>
<tr>
<td>Dec 11</td>
<td>12 Week Classes End</td>
</tr>
<tr>
<td>Dec 8-14</td>
<td>Night Class Finals</td>
</tr>
<tr>
<td>Dec 14</td>
<td>Fall Classes End</td>
</tr>
<tr>
<td>Dec 15-17</td>
<td>Finals</td>
</tr>
<tr>
<td>Dec 17</td>
<td>Last 8 Week Classes End</td>
</tr>
<tr>
<td>Dec 21</td>
<td>Faculty Assessment/Duty Day</td>
</tr>
<tr>
<td>Dec 24-Jan1</td>
<td>Christmas Break (college closed)</td>
</tr>
<tr>
<td>Apr 22</td>
<td>Middle 8 Week Classes End</td>
</tr>
<tr>
<td>May 6</td>
<td>12 Week Classes End</td>
</tr>
<tr>
<td>May 4-10</td>
<td>Night Class Finals</td>
</tr>
<tr>
<td>May 10</td>
<td>Tuesday Classes are Friday Classes (day classes only)</td>
</tr>
<tr>
<td>May 10</td>
<td>Spring Classes End</td>
</tr>
<tr>
<td>May 11-13</td>
<td>Finals</td>
</tr>
<tr>
<td>May 13</td>
<td>Last 8 Week Classes End</td>
</tr>
<tr>
<td>May 13</td>
<td>Commencement 7:00 p.m.</td>
</tr>
<tr>
<td>May 16</td>
<td>Intersession Classes Begin</td>
</tr>
<tr>
<td>May 16-17</td>
<td>Faculty Assessment Days</td>
</tr>
<tr>
<td>May 18</td>
<td>Faculty Duty Day</td>
</tr>
<tr>
<td>May 30</td>
<td>Memorial Day (college closed)</td>
</tr>
<tr>
<td>May 27</td>
<td>Intersession Classes End</td>
</tr>
<tr>
<td>During summer 2016 NCCC is closed on Fridays, May 27 – August 5</td>
<td></td>
</tr>
</tbody>
</table>

#### Summer I – 2016

- June 6: Summer I Begins (4 Week & 8 Week Classes)
- June 30: Summer I Ends
- July 4: Independence Day (College Closed)

#### Spring Semester – 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 4</td>
<td>Intersession Classes Begin</td>
</tr>
<tr>
<td>Jan 11</td>
<td>Faculty Report &amp; In-Service (college closed)</td>
</tr>
<tr>
<td>Jan 15</td>
<td>Intersession Classes End</td>
</tr>
<tr>
<td>Jan 18</td>
<td>Martin Luther King Day (college closed)</td>
</tr>
<tr>
<td>Jan 19</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Jan 19</td>
<td>First 8 Week Classes Begin</td>
</tr>
<tr>
<td>Feb 8</td>
<td>12 Week Classes Begin</td>
</tr>
<tr>
<td>Feb 22</td>
<td>Middle 8 Week Classes Begin</td>
</tr>
<tr>
<td>Mar 11</td>
<td>First 8 Week Classes End</td>
</tr>
<tr>
<td>Mar 11</td>
<td>Mid Term</td>
</tr>
<tr>
<td>Mar 14-18</td>
<td>Spring Break (college closed)</td>
</tr>
<tr>
<td>Mar 21</td>
<td>Last 8 Week Classes Begin</td>
</tr>
<tr>
<td>Mar 25</td>
<td>Good Friday (college closed)</td>
</tr>
<tr>
<td>May 6</td>
<td>Middle 8 Week Classes End</td>
</tr>
<tr>
<td>May 10</td>
<td>Tuesday Classes are Friday Classes (day classes only)</td>
</tr>
<tr>
<td>May 10</td>
<td>Spring Classes End</td>
</tr>
<tr>
<td>May 11-13</td>
<td>Finals</td>
</tr>
<tr>
<td>May 13</td>
<td>Last 8 Week Classes End</td>
</tr>
<tr>
<td>May 13</td>
<td>Commencement 7:00 p.m.</td>
</tr>
<tr>
<td>May 16</td>
<td>Intersession Classes Begin</td>
</tr>
<tr>
<td>May 16-17</td>
<td>Faculty Assessment Days</td>
</tr>
<tr>
<td>May 18</td>
<td>Faculty Duty Day</td>
</tr>
<tr>
<td>May 30</td>
<td>Memorial Day (college closed)</td>
</tr>
<tr>
<td>May 27</td>
<td>Intersession Classes End</td>
</tr>
<tr>
<td>During summer 2016 NCCC is closed on Fridays, May 27 – August 5</td>
<td></td>
</tr>
</tbody>
</table>

#### Summer II – 2016

- July 5: Summer II Begins
- July 28: Summer II & 8 Week Classes End
- Aug 1: Fall Intersession Classes Begin
- Aug 19: Fall Intersession Classes End

*Note: For dates not listed on the academic calendar please contact the registration department. This calendar is approved by the NCCC Board of Trustees, but is subject to change.*
D. **One-time Stipend**

The Board of Trustees and administration of Neosho County Community College is very proud of what the institution has accomplished in recent years. Employees have worked long hours and devoted themselves to the success of our students despite many uncertainties and issues beyond NCCC’s control.

To that end the Administration recommended that each fulltime employee receive a one-time stipend of $400 to be paid in the month of December. Furthermore, each Board contracted part-time employee shall receive a stipend properly prorated to their position. This pay will be offered through a separate check run, not part of a regular pay period.

**Resolution 2015-70**

RESOLVED, that the Board of Trustees of Neosho County Community College approves that each fulltime employee receive a one-time stipend of $400 to be paid in the month of December and that each Board contracted part-time employee receive a stipend properly prorated to their position, all to be offered through a separate check run, not part of a regular pay period.

Upon motion by Dennis Peters and second by Jenny Westerman the above resolution was approved unanimously.

E. **EMSI Contract**

It was the president’s recommendation that the college purchase a one year subscription to an economic modeling research tool called Analyst from Economic Modeling, LLC (EMSI). This tool will be useful for researching occupational trends and predictions in our service region. Data from this tool will be used to inform our Institutional Effectiveness Dashboard, the requirements from HLC for environmental scanning, and it will help to meet the expectations of KBOR. The cost of the one year subscription is $10,000 which will be paid for through the Carl Perkins Grant.

**Resolution 2015-71**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the purchase of a one year subscription to the economic modeling research tool Analyst from Economic Modeling, LLC.

Upon motion by Lori Kiblinger and second by Dennis Peters the above resolution was approved unanimously.
Analyst™ Agreement

This Analyst™ agreement is between Neosho County Community College of Chanute, Kansas ("Licensee"), and Economic Modeling, LLC of Moscow, Idaho ("EMSI").

I. Subscription Term

EMSI will provide Licensee with access to Analyst™ beginning November 9, 2015 and ending November 8, 2016, unless this agreement is extended or renewed.

II. Subscription Services

EMSI will provide Licensee with access to Analyst™ for up to 10 authorized users. Authorized users must be employees of Licensee. EMSI will issue each authorized user a unique login credential (username and password). Login credentials may not be generic (e.g., email aliases) or shared.

Licensee will designate one person as the admin user, who will be authorized to manage Licensee’s authorized user list and coordinate training.

Licensee will be provided access to the following selected United States data ("Licensed Dataset"): County-level data for 10 counties

The subscription includes the following services:
Analyst™ user training
Technical support via telephone or e-mail
Access to all new data releases (new data is released approximately quarterly)
Access to all Analyst™ updates and upgrades during the subscription period

Licensee is responsible for providing computer equipment that meets the minimum technical requirements for accessing Analyst™ described at http://www.economicmodeling.com/docs/analyst_technical_requirements.pdf.

EMSI updates and upgrades Analyst™ periodically. EMSI is not obligated to continue to support legacy versions of Analyst™ or make legacy versions of Analyst™ available to Licensee.

III. Fee

The fee for the subscription is $10,000.00 payable within 30 days of contract signature. Sales tax will be added when applicable.

IV. License Terms

This agreement is conditioned on the acceptance by Licensee of the following License Terms on behalf of itself and its authorized users. EMSI will not waive these License Terms. Breach of the License Terms will result in revocation of the license and denial of access to Analyst™.

Licensee is hereby granted a non-exclusive, non-transferable, non-assignable limited license to access Analyst™ and the Licensed Dataset as follows: Licensee and Licensee’s authorized users may (i) download elements of the Licensed Dataset using the download tools in Analyst™ for Licensee’s internal use, and (ii) publish static elements (e.g., tables, charts, graphs) of the Licensed Dataset in work products created by Licensee in the normal course of Licensee’s business, either for Licensee or for a third party, provided that...
EMSI is cited as the source of the data. The citation shall be substantially in the following form: “Data source: Economic Modeling Specialists International (EMSI) / www.economimodeling.com.” Licensee may not distribute data to a third party in any manner that allows the data to be further manipulated for that third party’s independent use. Neither Licensee nor Licensee’s authorized users will attempt to replicate Analyst™ in design, content, or functionality. Licensee will not allow access to Analyst™ by anyone who has not been assigned login credentials by EMSI.

V. Responsibility for Outcomes

EMSI’s products and services use data, reports, and forecasts which are generated using government data sources and proprietary analytical processes. EMSI uses estimates when there are suppressed or missing data points, and such estimates are subject to error. Data, reports, and forecasts included in EMSI’s products and services may differ significantly from actual circumstances or outcomes. EMSI’s products and services are provided “as is,” without warranty for a particular purpose or project. EMSI is not liable for their misuse, or for the results of any planning errors based thereon. Licensee is fully responsible for the decisions that are made based on EMSI’s products or services and the outcomes of those decisions. By purchasing EMSI’s products or services, Licensee shall not hold EMSI liable for economic loss arising from their use.

EMSI’s liability for damages to Licensee shall not exceed the amount Licensee paid to EMSI for the product or service in question.

VI. Applicable Law

Any litigation regarding interpretation or enforcement of this agreement may be brought in the State of Kansas and this agreement shall be interpreted according to the laws of the State of Kansas without regard to any conflict of law provisions.

VIII. Complete Agreement

This is the complete agreement between the parties. Any amendments to this agreement, including any terms that Licensee is required by law to include in a contract for services, must be in writing and signed by both parties.

For EMSI:

Timothy van den Broek
CFO
Economic Modeling, LLC
409 South Jackson Street
Moscow, ID 83843

For Licensee:

Authorized Signatory
Title:
Neosho County Community College
800 W 14th St
Chanute, Kansas 66720
F. Nepotism Policy Change (First Reading)

From time to time employee personal situations and the current nepotism policy come into conflict. Employees whose hire did not violate the policy, were in conflict after getting married to another employee or to a family member of an employee. Also, with the limited pool of very qualified specialty employees in our service area, there is a high probability that that person will be related to another employee of the College. Often spousal teams are hired at NCCC as they both are qualified for various positions at the College.

Our current policy does not allow a supervisor to work alongside a relative. The administration recommended deleting this part of the policy while leaving intact the crux of the requirement. The proposed change still makes it clear that a relative cannot directly supervise their family member. With this proposed deletion family can work within the same department or division no matter if one or more of them is a supervisor at the College.

This was a first reading. No action was taken.

**Nepotism**

In the assignment of personnel, close relatives of a supervisor may not be assigned to his or her department. Close relatives shall have no direct supervisory responsibility for each other.

Close relatives shall be defined as including the mother, father, grandmother, grandfather, grandchild, spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee or any relative living in the immediate household of the employee.

This policy shall not prohibit any person employed by the college before March 1993, from continuing employment in the same position.
G. Early Retirement Incentive Policy Change (First Reading)

The Early Retirement Policy ties the yearly payout and incentive plan to the contract year of the employee. That means that an employee born in late June will receive one full year’s less incentive than an employee born July 1 just because of their birthday. By changing from a contract year basis to a date prorated to the employee’s birthday the policy is more of what it was intended to be – an incentive to retire early. It makes the incentive more attractive for everyone no matter when their birthday falls.

The proposed change also removes some language on health insurance already covered in another policy.

This was a first reading. No action was taken.

Early Retirement Incentive*

A full-time employee of NCCC who may find it necessary or desirable to retire from employment with the college prior to normal retirement age may retire under the terms and conditions hereinafter specified, subject to the following limitations:

1. **Eligibility:** A Full-time Employee is eligible for early retirement if such Full-time Employee:
   
a. is currently a full-time Employee;
   b. has completed ten (10) or more years of full-time employment services with the college; and
   c. provides verification of retirement from the Kansas Public Employee Retirement System.

   The Full-time Employee must complete the contract year in which he/she is under contract to receive the benefit, or receive written approval from the president pursuant to allowable exception(s).

   Eligibility in accordance with a-c above will be determined by the president of the college. A Full-time Employee applying for early retirement shall have the responsibility to provide all facts and information necessary to prove eligibility for early retirement and to determine benefits paid.

2. **Application:** A Full-time Employee may apply for early retirement by giving written notice to the president of the college. Such written notice by the Full-time Employee shall be submitted on or before the first day of February preceding the anticipated retirement date. The president may grant exceptions when deemed necessary. Notification of early retirement by the Full-time Employee shall include the following information:

   a. A statement of the applicant’s desire to take early retirement;
   b. Notification as to whether the applicant desires the payment in January or July of each year; and,
c. Notification as to whether the applicant desires health insurance coverage through the college group health insurance program (subject to “Retirement” policy requirements).

Following final action by the board on any application for early retirement the president of the college shall notify the applicant in writing of the final disposition and the date and amount of early retirement benefits to be paid. Note: The college will make payments in accordance with applicable State and Federal Statutes and regulations.

3. Basis of Retirement Benefit. The early retirement benefit shall be an annual payment made in the retired employee’s name to the college’s identified 403(b) plan provider. The payment will be determined by utilization of the percentage opposite the year of benefit on the following table. The percentage of the year shall be multiplied by the Full-time Employee’s last annual contract salary. The payment shall be paid annually in either January or July. The early retirement benefit period will end when the Full-time Employee reaches age 65 or when five (5) years of early retirement benefits have accrued, whichever occurs first. The benefit for a benefit year in which the Full-time Employee reaches age 65 shall be prorated, through the college contract year in which the Full-time Employee reaches age sixty-four (64) or for a period of five (5) years, whichever occurs first. The initial date selected for first year payment (January/July) shall then become the anniversary date for subsequent payments. Early retirement benefits shall be based on KPERS retirement eligibility and years of service after eligibility according to the chart below.

<table>
<thead>
<tr>
<th>KPERS Eligible</th>
<th>21%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility + 1 year service</td>
<td>18%</td>
</tr>
<tr>
<td>Eligibility + 2 years’ service</td>
<td>15%</td>
</tr>
<tr>
<td>Eligibility + 3 years’ service</td>
<td>12%</td>
</tr>
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<td>Eligibility + 4 years’ service</td>
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<tr>
<td>Eligibility + 5 years’ service</td>
<td>6%</td>
</tr>
<tr>
<td>Eligibility + 6 years’ service</td>
<td>3%</td>
</tr>
</tbody>
</table>

It is further provided that the president of the college shall compute an estimated early retirement benefit for each Full-time Employee. This information shall be provided to the Full-time Employee and become a part of the Full-time Employee’s permanent file.

4. Terms and Conditions. The “benefit year” begins July 1 and ends June 30. The option to maintain health insurance shall terminate at the end of the college contract year in which the Full-time Employee reaches age sixty-four (64). The cash incentive benefit shall automatically terminate at the end of the year in which the Full-time Employee reaches age sixty-four (64). Failure of the retired Full-time Employee to pay the required monthly health insurance premiums may terminate the retired Full-time Employee’s right of continued participation in the college health insurance plan.
All provisions of this incentive will terminate upon the death of the Full-time Employee receiving benefits.

A Full-time Employee who takes early retirement shall have the responsibility to keep the college informed of his/her current mailing address and telephone number.

If any provision of this early retirement plan is determined to be in violation of Federal or Kansas State laws or regulations, the plan shall then immediately be terminated by board action and shall not be in further force or effect unless re-adopted by the board.

*Covered by PEA Negotiated Agreement.

Revised: 9/08, 12/10/09, 7/14/11, 10/9/14

H. **Executive Session – Non-elected Personnel**

I motion by Dennis Peters and second by Kevin Berthot the Board recessed into executive session for 10 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President, Vice President for Student Learning, Vice President of Operations, Chief Financial Officer, Athletic Director, and the college attorney.

The Board entered executive session at 7:25 pm and returned to open meeting at 7:35 pm. No action was taken.

IX. **Adjournment**

On motion by Dennis Peters and second by Jenny Westerman the meeting adjourned at 7:36 pm.

Respectfully submitted,

David Peter, Board Chair
Denise L. Gilmore, Board Clerk
Faculty Senate Report
Nov. 12 2015

Mindy Ayers – (History Faculty, History Club, Education Program, Honors Coordinator):

The Academic Excellence Challenge Team (AECT) hosted the fall tournament Oct. 17th. NCCC won 4, only lost 1 and had several students achieve top scores! Turnout was great as well.

History Club - Held their annual fall cookout on October 29th! Pictures of the event are on Facebook! The History Club is currently planning a Christmas event and spring trips.

First Year Seminar - first 8 week classes were full! Everyone did a great job teaching/advising/facilitating the courses.

Education Program: PSU and ESU education programs traveled to our campus and worked with students on transfer information. Pictures of activities are on Facebook! The Education Program is taking approximately 10 students to PSU next semester for a full college visit!

Honors Program: Currently 18 students are enrolled in honors classes! They are working on their Honors projects and poster presentations. The presentations are December 2nd in the student union.

Linda Jones (Business Faculty, Business & Innovation Club, Applied Science Division Chair) - In October, Linda Jones attended the Accreditation Council for Business Schools and Programs (ACBSP) Region 5 meeting in Kansas City. There was substantial focus on the topics of entrepreneurship and innovation. Presentations included information on Pittsburg State University’s new minor in Innovation Engineering and UMKC’s Department of Global Entrepreneurship and Innovation. NCCC is on track with these current trends with our Entrepreneurial Mindset course and our new Exploring Innovation and Business Transformation course that Richard Webber developed.

Accounting, business, and art students, as well as Business and Innovation Club members and local business owners, recently participated in a workshop through the Kansas Small Business Development Center. Marc Willson, with The Willson Company, spoke on “Art as a Business” and “Staying Relevant to a Changed Customer.” Mr. Willson is a retail consultant who has worked with the Virginia Small Business Development Center. He gave a very interesting presentation and later in the day toured several local businesses.
NCCC helped sponsor the event which was held on campus, and NCCC students and staff had the opportunity to attend free of charge.

**Applied Science faculty** are preparing for the *Interdisciplinary Colloquium* which will be held on Wednesday, October 18. Events include:

- 1:00-2:00 p.m. – Poster presentations by physical science and biological science students in Stoltz Hall, Room 9
- 6:00 p.m. – Group project presentations by accounting, business, computer, and biology students in Stoltz Hall, Lecture Hall

All are welcome to attend!

**Applied Science faculty** are also beginning to plan the annual Science and Engineering Fair which will be held in February in Ottawa. Eric Row (Biology Faculty – Ottawa) is heading up the event. Eric has done a tremendous job with this event for several years.

**Laura Mallett and Janet Mitchell** (members of the nursing curriculum subcommittee who are working on the new concept-based curriculum) attended an “Item-Writing” workshop on Friday, November 6th. This workshop was led by NCSBN (National Council of State Boards of Nursing) and KSBN (Kansas State Board of Nursing) so we are excited to get the information from those who write the NCLEX exam themselves. Janet and Laura will then be teaching the nursing faculty what they learned as we begin to work on exams next year for the new concept-based curriculum. The Councils of Nursing that Bev Roush (President of the PN council called KCPNE) and Pam Covault (Director of Nursing) belong to contributed funds to make it free for attendees!

**Beverly Roush** (Nursing faculty) - attended a Kansas Nursing Initiative Grant meeting hosted by KBOR (Kansas Board of Regents) in Topeka on October 27th. The intent of the meeting was to determine what are the current needs of the nursing programs in Kansas as they realize needs have changed over the last 10 years. The meeting involved PN, ADN and BSN program directors/assistant directors.

**Most of the Nursing Faculty** attended the Kansas Council for Associate Degree Nurse Educators (KCADNE) conference held in El Dorado on October 29 and 30th. The speaker was Michele Deck who is known for her active teaching strategies. In the move to the
concept-based curriculum, faculty will be using more active learning strategies in the classroom presentation.

The Nursing Program was approached by a representative of the ANW Special Education Coop – High School Gifted Students to assist in the development of an educational opportunity showcasing health related professions. Surgical Technology, Occupational Therapy Assistant, and the Biology department accepted the invitation to participate in the event scheduled on October 21. In the nursing department, students were able to interact with a simulation manikin staged as an ATV rollover accident with an impaled object in his face and with multiple lacerations. Students were shown the various OTA devices utilized and viewed sterile instruments in the surgical tech area. The high school students demonstrated interest and respectful behavior and the representative from the ANW Special Education Coop for Gifted students was well pleased with the event.

Dr. Luka Kapkiai (Science Faculty, Phi Theta Kappa), Rita Drybread (Math Faculty, Phi Theta Kappa) - On November 1st, members of PTK volunteered to help distribute water and Gatorade to runners at one of the aid station during the Kansas Half Marathon in Lawrence. Participants reported enjoying the experience and stated they would do it again if given the opportunity.

Kevin Blackwell (Humanities Faculty, Liberal Arts Division Chair) – Led 3 students from the Ottawa campus, along with Rita and Luka leading students from the Chanute campus, attended the Phi Theta Kappa Honors in Action (HIA) Conference in Topeka. They visited the Brown v. Board of Education National Historic Site, the Ritchie House, and Washburn University. They also attended seminar groups on leadership and the Honors Study Topic: Frontiers and the Spirit of Exploration.

Kevin was selected as a Faculty Scholar by Phi Theta Kappa for 2016 and 2017. Congratulations Kevin!
STUDENT LEARNING

SL-1: Design/Implement a comprehensive student intake process to enhance student performance through:

SL-1A: Ensuring accurate student placement

A task force has been created and has met multiple times this semester to identify a replacement for the current Compass placement test. The task force identified Accuplacer as the replacement and we are working on implementation of that test for January. The task force is also charged with reviewing long-term possibilities and solutions for using best practices and multiple measures for student placement.

SL-1B: Integrating Prior Learning Assessment as appropriate

The prior learning assessment policy in the catalog has been updated to reflect current best practices distributed by KBOR. Continuous updates for specific CLEP scores per course are still in process.

SL-1C: Strengthening access to college/career readiness resources

Providing access to tutors continues to be a top priority for this initiative. In addition, in an effort to meet this strategic goal, we may need to consider the possibility of adding a new position in the form of a career counselor. (This person could meet several of our needs, including mental health counseling and providing additional support for advising, specifically for student athletes that need to meet NCAA/NJCAA requirements.)

SL-2: Enhance support to students and instructors by:

SL-2A: Providing adjunct professional development

A task force from the Student Learning Division has been created to plan for adjunct professional development. This group has met twice and is currently surveying other colleges to find out what is being done elsewhere. We will survey our current adjuncts this fall.

SL-2B: Increasing support for the operation of the online campus

This has been completed through the partially grant-funded position of Administrative and Technical Assistant.

SL-3: Provide the rationale to support creation of a foreign language program

This is in progress and will be completed by the end of the academic year.
SL-4: **Ensure NCCC meets current technology applications that support teaching, testing, and learning through the implementation and evaluation of EMP and STP priorities, as well as emerging trends and best practices, within the scope of college resources.**

- New Room 7 Computer Lab scheduled to be completed before January 19
- Updating campus wireless to N band hardware to be completed before January 19
- Digital room signage additions – to be completed by January 19
- Assessment module development – no estimated time of completion, still finalizing requirements

SL-5: **Develop assessment of student learning process improvements to "automate" course requirements and learning outcomes to assessment ratings.**

NCCC has requested a formal quote from Jenzabar for a custom-made program that will facilitate this goal. We are in the process of review.

Develop assessment of student learning process improvements to "automate" course requirements and learning outcomes to assessment ratings.

Currently scoping the assessment integration into InsideNC project with Jenzabar.

SL-6: **Reorganize Student Learning Division**

A plan is being formulated that incorporates proposed changes to Title IX compliance and best practices as well as improves connectivity between campuses and between the college and the communities it serves. The plan adds services and response time for student issues. Broad strokes will be discussed with the Board of Trustees at their next retreat and incorporated into the large expenditure sheet. Final draft of the plan will be completed in the spring semester for a fall 2016 launch.

**STUDENT SUCCESS**

SS-1: **Design/Implement a comprehensive student intake process to enhance student retention, persistence, and completion through:**

SS-1A: **Improving effectiveness of academic advising**

Two training opportunities have been made available to advisors this academic year, one during in-service and another called “just-in-time advising training” was offered to advisors just as spring enrollment opened up. Additionally, a review of internal processes including the development of advising “trees” in EX is occurring.

SS-1B: **Improving effectiveness of First Year Seminar**

Current activity on this goal includes working on defining the method of measuring the effectiveness of FYS. We are looking at various data points to identify how we define “effective.”
SS-2: **Ensure NCCC provides effective web-based interactive compatibility with commonly used devices of students and instructors.**

Redesigned website using responsive design layout to enhance usability on mobile devices – completed August 2014.

An ad hoc group is looking at the organization and design of InsideNC. Once finished with InsideNC, we will further investigate Jenzabar Mobile Web and Jenzabar Mobile App.

Additionally, a separate ad hoc group is redesigning the home page of the website which will strengthen the message to prospective students and be more interactive with today’s modern devices.

SS-3: **Strengthen awareness and integration of cultural diversity to students, employees, and our communities through:**

**SS-3A: Student activities**

Cultural diversity awareness activities are offered to students mainly through the International Club and Student Senate. The College will observe Black History Month in February. The Black Student Union club will be sponsoring events as well. Activities offered annually include country displays/flags, country presentations offered over the lunch hour, Cinco de Mayo celebration, International dinner, cultural field trips as well as community service opportunities to foster community integration. International sashes will be added to graduation regalia for students to feature their country of origin.

Other changes are being considered including:

- Policy changes
- Additions to First Year Seminar about living in a diverse world and campus
- Creating a counseling position that could have as part of the job description emphasis on providing diversity education for students

**SS-3B: Employee professional development**

The evaluation form used for all non-faculty positions will have an additional item that measures an employee’s commitment to diversity. This item is to spark a discussion between the employee and their supervisor about ways the employee can improve his/her cultural awareness and ability to work with the various students at NCCC.

All employees received diversity training at the fall in-service in a session on “Bridges out of Poverty.” All supervisors participated in a “Privilege Walk” as part of diversity training. Additional in-service sessions are planned for this year.

**Staff Professional Development:** Budget $15,000
12 applications received to-date: Total commitment of $5,689.50
7 activities completed: Total payout of $4,024.88
SS-3C: Community engagement

- As of November 6 athletic teams have completed 2,291 hours of community service which averages out to 9.2 hours per student athlete.
  - Teams have become very engaged at both Cherry Street and with the local AWANA program at the First United Methodist Church
  - Soccer has taken a very large role in Chanute’s youth soccer program
  - Volleyball volunteered as the line judges for Chanute high school and middle school volleyball
- Cheer is very involved with the youth cheer program and has been asked to take it over next year
- Working to coordinate an autism awareness event at basketball on Feb 6 and hoping to make it a conference-wide event that week
- Baseball will once again team up with Relay for Life for Game on For a Cure this spring. They will also have a Shutout Diabetes event again as well.

SS-4: Pilot and evaluate co-curricular assessment process for student groups.

Co-curricular assessment processes are in place for this pilot year. We are using direct and indirect measures for assessment.

ACCOUNTABILITY TO STAKEHOLDERS

AS-1: Optimize college preparation of anticipated revenue streams, emphasizing appropriate contingency plans and reallocation of resources to sustain the college’s mission, vision, and purposes.

AS-1A: Provide adequate mil levy support

Neosho County Community College completed a solid performance for the fiscal year ended June 30, 2015. At year end, the College’s position exceeded its liabilities by $9,860,828. Of this amount, $6,353,648 is classified as unrestricted net position. This unrestricted net position may be used to meet the College’s ongoing obligations. Cash and fund balances increased or remained approximately equal to the 2014 level in almost all funds. Total credit hours generated in 2015 were 41,746. While funding levels will be a concern for the College into the foreseeable future, since our three major sources of revenue are dependent upon student enrollment, state aid appropriations and assessed property valuation, the revenues in the 2015 year helped to maintain the College’s strong financial condition.

Neosho County Community College shows relatively steady cash reserves and continued enrollment growth. Credit hour enrollments increased by 43.89% between FY2003 and FY2015. In March 2011 the Ottawa educational facility relocated from an 18,000 square foot facility to a new 52,000 square foot facility which includes a simulated hospital wing and has attracted an increased number of traditional age students. Fall 2011 credit hour enrollment at the Ottawa campus increased 20% over fall 2010.

The College has been very successful in receiving grant monies to help leverage taxes received from Neosho County taxpayers. In FY 2015-2016, the Workforce Innovation & Opportunity Act (WIOA) approved funding for the Heartland Works Title I-Youth
Activities grant proposal in the amount of $194,418 for high demand programs and leadership development.

**AS-1B: Successfully complete performance agreements**

The College has successfully completed its 2013-2014 performance agreement and received a full-funding recommendation from KBOR staff. Work continues on the 2014-2015 performance agreements. A final report will be submitted to KBOR by the end of the academic year for 2015-2016.

**AS-1C: Stabilize enrollment revenue**

Enrollment has continued to decrease for the fall 2015 semester, but is somewhat higher for spring 2016 and spring interterm. While enrollment overall has decreased there are bright spots. Three new course locations opened in Lawrence, Kansas this fall at the Peaslee Center, the College and Career Technical Education Building, and at Free State High School. Enrollment has grown at the Garnett Center thanks to the increase in HVAC students. New advertisement programs are underway to attract additional international students which have been successful. There is an effort to redesign the college website to improve mobile connectivity to prospective students. That redesign will be complete and launched this spring. A full marketing plan has been created and will be reviewed by the Board at the next retreat.

**AS-2: Enhance NCCC safety and security through:**

**AS-2A: Completing an evaluation of the impact of the college security unit for its 6-month and 1-year implementation points**

- Evaluated current Safety Officer deployment and operation
- Reviewed the operation with local law enforcement
- Briefed Board of Trustees
- Increased exterior and interior lighting per employee survey recommendation
- Evaluated electronic security surveillance and increased number and resolution of security cameras per employee survey recommendation
- Expanded automatic locks and lights (HID card access control) to include all exterior doors of Chanute campus

**AS-2B: Providing a continuous assessment of NCCC compliance status with emerging Title IX/Clery Act changes, at least twice per year.**

- Coordinator attended ATIXA coordinator certification course
- Coordinator, Deputy Coordinators and several others attended ATIXA investigator certification course
- Attended Heartland Campus Safety Summit with sessions on Title IX presented by OCR
- Attended multiple webinars on Title IX, Clery and VAWA changes
- Created Title IX Team to review and revise policies and procedures
- Held training sessions for employees and select student groups
- Implemented and required student training through Campus Clarity online service
- Implemented and required employee training through Law Room online service
Employees responsible for the compliance of the Clery Act and Title IX regulations annually attend Title IX Investigator trainings, Clery and Title IX webinars, the Heartland Campus Safety Summit and Title IX committee meetings to stay abreast of current regulations. The Clery Campus Crime Report was submitted on time this October and was disseminated to all students, staff and faculty.

**AS-2C: Implement enhanced security**

Work continues in order to add additional technology including “one button” alert systems, additional access control “swipe card” locks, emergency alert beacons, and security cameras. Proposals for enhanced security and for changes to Board Policy are being created and will be presented to the Board this academic year.

**AS-3: Develop and pilot a department/unit review process (i.e., program review).**

The IT department volunteered to complete this review as a pilot department and that is in process. Additionally, we are currently working on generating a list of all “departments” that should be included in this review process.

**AS-4: Optimize intra- and interdepartmental training and information sessions to reinforce expectations of collaboration for effectiveness and efficiency, and for quality customer service.**

The first supervisor training session was held and included information and feedback sessions on the employee evaluation form, the large expenditure process, and the pursuit of happiness. These trainings will continue and include additional resources for inter- and intra- departmental advances.

**AS-5: Energy Performance Contract four main Chanute campus buildings.**

This enhancement is planned for the 2017-2018 academic year and is reliant on budget considerations. Formal planning will begin in 2016-2017. The College has set aside a $175,000 yearly deposit in order to save for this improvement.

**AS-6: Resurface designated parking lot.**

This is slated for summer 2016. Funds for this project are contingent on the State of Kansas properly funding NCCC for 2015-2016. Any significant rescission or “allotment” of state aid may delay this improvement to future budget years.

**MEETING COMMUNITY NEEDS**

**CN-1: Reinforce and expand the interaction of college employees and students with community activities and community service throughout the NCCC service area.**

- As of November 6 athletic teams have completed 2,291 hours of community service which averages out to 9.2 hours per student athlete.
  - Teams have become very engaged at both Cherry Street and with the local AWANA program at the First United Methodist Church
  - Soccer has taken a very large role in Chanute’s youth soccer program
Volleyball volunteered as the line judges for Chanute high school and middle school volleyball

- Cheer is very involved with the youth cheer program and has been asked to take it over next year
- Working to coordinate an autism awareness event at basketball on Feb 6 and hoping to make it a conference-wide event that week
- Baseball will once again team up with Relay for Life for Game on For a Cure this spring. They will also have a Shutout Diabetes event again as well.

CN-2: Develop and implement a comprehensive marketing plan and environmental scan of the NCCC service area to strengthen and assess college communications, reputation, and return on investment of resources.

The marketing plan has been evaluated and approved by the executive committee. This plan will be continuously updated, much like the other master plans.

CN-3: Redesign and enhance dining center and additional offices

This enhancement is planned for the 2017-2018 academic year and is reliant on budget considerations. Formal planning will begin in 2016-2017. The College has refinanced the bonds on the Residence Halls/Student Union and will use the savings amassed over the next three years to save for this improvement.
## TREASURER'S MONTHLY FINANCIAL STATEMENT
**NEOSHO COUNTY COMMUNITY COLLEGE**

For the Period October 1, 2015 to October 30, 2015

<table>
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<tr>
<th>FUND</th>
<th>DESCRIPTION</th>
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<th>JOURNAL ENTRIES OCTOBER</th>
<th>DISBURSEMENTS OCTOBER</th>
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<td>16</td>
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<tr>
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<tr>
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**TOTALS**

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<tr>
<th></th>
<th>BEGINNING BALANCE</th>
<th>RECEIPTS OCTOBER</th>
<th>JOURNAL ENTRIES OCTOBER</th>
<th>DISBURSEMENTS OCTOBER</th>
<th>ENDING BALANCE 10/31/2015</th>
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**Checking Accounts**

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**Investments**

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**Cash on Hand**

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**Total**

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<th>$7,220,191.36</th>
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Presidents Report

11/12/2015

Good Evening Trustees,

Thank you so much for your continued support of this institution. Here are a few items of interest for November.

**Enrollment**

Fall semester enrollment remains down about 8% for the year.

**Fall Semester 2015**

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>YEAR CODE</th>
<th>TERM CODE</th>
<th>RUN DATE</th>
<th>STUDENT TOTAL</th>
<th>CREDIT HOUR TOTAL</th>
<th>% INCREASE OR DECREASE</th>
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<td>2726</td>
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<td>11-12-14</td>
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</tr>
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</tr>
<tr>
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<td>353</td>
<td>2154</td>
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## Fall Interterm 2015

<table>
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<th>TERM CODE</th>
<th>RUN DATE</th>
<th>STUDENT TOTAL</th>
<th>CREDIT HOUR TOTAL</th>
<th>% INCREASE OR DECREASE</th>
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<tr>
<td>ODO</td>
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<td>45</td>
<td>11-12-15</td>
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<tr>
<td>IDO</td>
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<td>45</td>
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</tr>
<tr>
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<td>45</td>
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## Spring Semester 2016

<table>
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<th>CREDIT HOUR TOTAL</th>
<th>% INCREASE OR DECREASE</th>
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<td>50</td>
<td>11-12-15</td>
<td>16</td>
<td>129</td>
<td>59.26%</td>
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</table>
Year to date enrollment is at -6% right now. Thanks to initial enrollment increases for spring, we have made up part of the deficit caused by the lower numbers for fall and summer. Hopefully the spring increases hold to the beginning of the semester. Currently 52% of the opening day enrollment is in the system.

**Re-centering**

For the past few weeks I have been working with the Executive Committee of the Community College Council of Presidents (COPS) to make recommendations through a subcommittee on a requirement of the legislature. Specifically, the legislature wants a plan by February 1 that will better fund the two-year sector funding formula. COPS working with the subcommittee recommended a plan to distribute any new money to those colleges who are underfunded by the formula. That plan was accepted by the Technical Education Authority (TEA) and the Kansas Board of Regents (KBOR). The subcommittee also came up with a plan if there is no new money and if there is a cut in money. Those two plans were approved by the TEA but then rejected by KBOR. KBOR has ordered a new plan be brought to them by December that redistributes dollars or cuts from colleges that, according to the formula, are more funded than other colleges to colleges that are underfunded.

The COPS group met this week and discuss this turn of events. Faith in the funding formula has eroded due to the fact that the formula has undergone a great many changes over the years, including reclassification of courses and changes in assumptions. More changes are planned in the form of adjustment of the “cost” of delivering a course. These changes have vastly reduced what the state owes a college in question. Institutions that were slated to receive hundreds of thousands of dollars if the formula was fully funded under the original agreement must now lose money to another college if the new formula was strictly followed, all with basically the same enrollment numbers.

Of the 26 two-year colleges, if the formula was strictly followed, 11 would lose money and 15 would gain it. Some colleges stand to lose approximately $500,000 or more per year. NCCC would be on the receiving end of the plan, also known as “Re-centering.” We would not, at this time, have to pay. However, with expected changes in the formula and a drop in enrollment, that might not be true in a year’s time.

I continue to spend a good deal of time on this issue working with COPS, Linda and Allie to formulate a plan. I will keep you informed as we move through it.

**Rescission Talk**

If you follow the State news you know that Kansas missed its revenue expectations for four months in a row. Because of this, the Governor is empowered to change state aid allocations to entities without legislative approved through a process ironically called allotment. He did not cut aid to state entities this time, instead transferred money from various accounts including the highway fund. In December the consensus revenue estimation report will be released which estimates what the state will get in moneys through this fiscal year. Hallway talk at the Capital indicates that it will be down even further.
and that allotments are possible. So, for right now, we are in good shape, but the future looks troubling. We will keep watching it.

**Fountain Draft Plan**

We are getting closer on the fountain design! I have a brief PowerPoint of pictures of the proposed structure to show you. So far the Foundation has raised or given $38,728 toward the expected $50,000 budget. Several employees have donated to the fountain. The donations include funds from the memorial of Sharon Rice in remembrance of her.

**Bus Wrap**

We are moving forward with the bus purchase. We did decide to spend approximately $4,000 on a “wrap” for the bus so that it can serve as a traveling billboard for our College and add a level of quality to the bus’s appearance. Here is the design that I have approved for the wrap. I hope you like it! Thanks to Ben for working with the company to get this design complete.
Mike Gets Promoted

Mike Saddler has been serving as the Assistant Director for Men’s Sports for Region VI of the NJCAA. Soon the current director will be stepping down to accept a new position. Due to the plan of succession, Mike will soon be named the Director of Men’s Sports. Having NCCC personnel in key positions through the state and beyond is another example of how “premier” we are and helps make our opinion count with other outside groups. Congratulations Mike!

Tree Lighting Event

NCCC will host its annual tree lighting event on Monday, November 30th at 5:15 pm in front of the Dining Hall at the Student Union. The Royster Middle School Choir will perform. The “Christmas cards” will be lined up on Hudson drive with much improved lighting. Additional lights will be on the trees on Hudson Drive for an improved display this year.

Brian’s Travels

I will be traveling Tuesday the 17th in the evening returning late on the 18th for the KBOR meeting. The college will be closed from the 23rd through the 27th to observe the Thanksgiving holiday. I will be in Oklahoma for part of that week. I will be in Ottawa on December 4th for First Friday.

*Happy Thanksgiving from the Inbodys to your family!*