

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AGENDA

July 11, 2019 – 5:30 P.M.

Sanders – Room 105

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
 - A.
- IV. Approval of the Agenda**
- V. Consent Agenda**
 - A. Minutes from June 13, 2019
 - B. Claims for Disbursement for June 2019
 - C. Revised Job Descriptions – Occupational Therapy Assistant (OTA) Instructor/Fieldwork Coordinator and Occupational Therapy Assistant (OTA) Program Director
 - D. Personnel
- VI. Emeritus Employees**
 - A. Resolution 2019-33: Candidate for Emeritus Employee Status
- VII. Reports**
 - A. Student Services – Kerrie Coomes
 - B. Treasurer – Sandi Solander
 - C. President – Dr. Brian Inbody
- VIII. Old Business**
 - A. Resolution 2019-34: Facilities Master Plan (FMP)
 - B. Resolution 2019-35: Neosho County Community College Healthy Lifestyle Policy
- IX. New Business**
 - A. Budget Workshop
 - B. Resolution 2019-36: Approval of FY 2019-2020 budget for Publication
 - C. Resolution 2019-37: Athletic Insurance Renewal
 - D. Resolution 2019-38: Employee Salary Increases for 2019-2020
 - E. Resolution 2019-39: Approval of Hourly, Non-Exempt Employees Classification System Revision and Management Support Minimum Salary
 - F. Resolution 2019-40: Welding Gas Bids
 - G. Resolution 2019-41: Residence Hall Handbook
 - H. Executive Session – Employee Matters
- X. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

July 11, 2019 – 5:30 P.M.

Sanders – Room 105

I. CALL TO ORDER

David Peter called the meeting to order at approximately 5:30 p.m. in Room 105 of Sanders Hall.

II. ROLL CALL

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

Also in attendance were Kerrie Coomes, Dr. Brian Inbody, Brenda Krumm, Riann Mullis, Kent Pringle, Kerry Ranabargar, Sarah Robb, Angela Rowan, Jon Seibert, Ben Smith, Sandi Solander, Karin Jacobson and Tony Jacobson.

III. PUBLIC COMMENT

No Speakers

IV. APPROVAL OF THE AGENDA

On motion by Dennis Peters and second by Charles Boaz the agenda was approved as presented.

V. CONSENT AGENDA

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

A. Minutes from June 13, 2019

B. Claims for Disbursement for June 2019

C. Occupational Therapy Assistant (OTA) Instructor/Fieldwork Coordinator and Occupational Therapy Assistant (OTA) Program Director

In preparation for the Occupational Therapy Assistant accreditation report, it is necessary that we update the job descriptions for the Director and the Instructor-Fieldwork Coordinator. The changes are minor, e.g., remove Assistant Dean, correct Accreditation Council name. The changes are highlighted in the following job descriptions.

OCCUPATIONAL THERAPY ASSISTANT INSTRUCTOR/FIELDWORK COORDINATOR

Reports to: Occupational Therapy Assistant Program Director

Classification: Full-time, 11-month Employee

Pay Status: Academic Administrator, Exempt

Fringe Benefits per Board Policy

Starting Salary: \$45,000 (salary not updated)

Revised: July 2019

Purpose of Position: The Occupational Therapy Assistant Fieldwork Coordinator/Instructor reports to the Occupational Therapy Assistant Program Director, and is responsible for coordination of clinical and community sites, student placement and tracking, teaching and program maintenance. This second full-time OTA position is required by the **standards outlined by the Accreditation Council for Occupational Therapy Education.**

Essential Functions

Provide premiere quality service to all constituencies of the College.

Engage in continuous quality improvement and professional development.

1. Program/Curriculum Development and Instruction

- a. Establish clinical agreements with facilities appropriate to meet course and program outcomes
- b. Review and evaluate clinical facilities for educational value
- c. Maintain communication with site contact person(s) to ensure all course objectives are met each semester
- d. Ensure the development of links between the fieldwork and didactic aspects of the curriculum.
- e. Ensure clinical course assessment and evaluation occurs according to established institutional procedures
- f. Teach courses in the occupational therapy assistant program – minimum 17 hours per year
- g. Assist in scheduling occupational therapy assistant courses in sequence with other required courses
- h. Conduct student review and evaluation through required institutional procedures
- i. Conduct program and course assessment following established procedures

2. Student Advising/Evaluation

- a. Assist students in advisement and registration activities
- b. Assist in development and implementation of OTA student activities
- c. Provide student orientation to the clinical site
- d. Assist the Director in tracking and monitoring student progress in the program, specifically with clinical work
- e. Assist with student workforce placement strategies
- f. Monitor student attainment of graduation requirements

3. Clinical Coordination/Mentoring

- a. Develop and implement OTA student mentoring activities
- b. Maintain clinical agreement contracts and site data with OTA facilities and develop additional opportunities.
- c. Supervise and evaluate students during fieldwork placements
- d. Participate in OTA Advisory Board
- e. Ensure the development of links between the fieldwork and didactic aspects of the curriculum.
- f. Communicate with fieldwork educators regularly.

4. Other Duties

- a. Participate in departmental and college planning through committee assignments and meetings.
- b. Assist the Director and Dean in projects as assigned.
- c. Engage in personal Professional Development.

Required Knowledge, Skills and Abilities

1. Working experience as a Licensed Occupational Therapist or Occupational Therapy Assistant in Kansas.
2. High degree of ethical standards, including confidentiality, adherence to general rules of safety, procedures, and fair labor standards
3. Exceptional ability to organize and coordinate projects.
4. Ability to communicate effectively, both orally and in writing.
5. Ability to work effectively with diverse populations.
6. Attention to detail.
7. Knowledge of Accreditation Council for Occupational Therapy Education.
8. Excellent computer skills.
9. Ability to gather data, compile information and prepare reports.
10. Ability to plan and evaluate programs.
11. Ability to appropriately exercise independent initiative and judgment.
12. Willingness and ability to work as a member of a team.
13. Some travel during normal working hours will be required, license mandatory

Education and Experience

1. *Required* – Licensed Occupational Therapist or Occupational Therapy Assistant in Kansas
2. *Required* – Bachelor's Degree
3. *Preferred* – Two years professional experience
4. *Preferred* – One year experience working in an academic setting

Working Conditions

1. Work is normally performed in a typical clinical setting or classroom/office work environment.
2. Some travel and evening hours are required.
3. Limited physical effort required.
4. Reliable transportation is required.

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

OCCUPATIONAL THERAPY ASSISTANT PROGRAM DIRECTOR

Reports to: Dean of Outreach and Workforce Development

Classification: Full-time, 12-month Employee

Pay Status: Academic Administrator, Exempt

Fringe Benefits per Board Policy

Salary Range: \$55,000 - \$60,000 (salary not updated)

Revised: July 2019

Purpose of Position: The Occupational Therapy Assistant Program Director reports to the Dean of Outreach and Workforce Development and is responsible for developing all aspects of the Occupational Therapy Assistant Program including recruiting, instructing, evaluating, and modifying the curriculum.

Essential Functions

Provide premiere quality service to all constituencies of the College.

Engage in continuous quality improvement and professional development.

1. Program/Curriculum Development and Instruction

- a. Develop new occupational therapy assistant (OTA) program curriculum.
- b. Pilot, evaluate, and modify curriculum as needed.
- c. Select and acquire equipment/supplies for the OTA laboratory.
- d. Evaluate and modify equipment and supplies in the OTA laboratory.
- e. Conduct program and course assessment following established procedures
- f. Conduct student review and evaluation through required institutional procedures.
- g. Teach assigned courses.

2. Student Advising/Evaluation

- a. Develop and implement a program recruitment strategy.
- b. Maintain a database of prospective students and ensure regular contact with those students through mail, phone and email correspondence.
- c. Maintain student orientation/advising materials.
- d. Assist students in advisement and registration activities.
- e. Track and monitor student progress in the program.
- f. Monitor OTA student activities.
- g. Develop student workforce placement strategies.

3. Program Management

- a. Make recommendations in hiring and evaluation of faculty within the program.
- b. Manage the OTA budget within the framework of the department.
- c. Collaborate with OTA Advisory Board and hold two meetings per year.
- d. Continue to establish clinical agreements with surgical facilities.
- e. Maintain accreditation from the Accreditation Council for Occupational Therapy Assistant Education.
- f. Supervise and establish program articulation agreements with other higher educational institutions.

4. Other Duties

- a. Participate in departmental and college planning through committee assignments and meetings.
- b. Assist the **Dean** in projects as assigned.

Required Knowledge, Skills and Abilities

1. Working experience as a Licensed Occupational Therapist or Occupational Therapy Assistant in Kansas.
2. High degree of ethical standards, including confidentiality, adherence to general rules of safety, procedures, and fair labor standards
3. Exceptional ability to organize and coordinate projects.
4. Excellent interpersonal skills.
5. Ability to work effectively with diverse populations.
6. Attention to detail.
7. Knowledge of Accreditation Council for Occupational Therapy Education.
8. Ability to communicate effectively, both orally and in writing.
9. Excellent computer skills.
10. Ability to gather data, compile information and prepare reports.
11. Ability to plan and evaluate programs.
12. Ability to appropriately exercise independent initiative and judgment.
13. Willingness and ability to work as a member of a team.
14. Ability to communicate effectively and work independently is a must.
15. Qualified candidates will have experience in task analysis program/curriculum development, student advisement and community outreach.

Education and Experience

1. *Required* – Licensed Occupational Therapist or Occupational Therapy Assistant in Kansas (or eligible).
2. Master's Degree with five years professional experience, required. At least one year experience working in an academic setting, preferred.

Working Conditions

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

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

D. Personnel

1. Resignation of Director of Residence and Student Life

It was the president's recommendation that the Board approve the resignation of Jessica Fantini, Director of Residence and Student Life. Her last day will be July 3, 2019.

2. Resignation of Psychology Instructor

It was the president's recommendation that the Board approve the resignation of Mindy Covey, Psychology Instructor. Her last day will be June 30, 2019.

3. Resignation of English Instructor

It was the president's recommendation that the Board approve the resignation of Reena Thomas, English Instructor. Her last day effective August 1, 2019.

4. Resignation of ABE Instructor – Ottawa Campus

It was the president's recommendation that the Board approve the resignation of Steven Lamer, ABE Instructor – Ottawa Campus. His last day will be July 31, 2019.

5. Resignation of Assistant Director of Residence and Student Life

It was the president's recommendation that the Board approve the resignation of Caleb Hecker, Assistant Director of Residence and Student Life. His last day will be July 17, 2019.

6. Resignation of Assistant Cheer and Dance Coach

It was the president's recommendation that the Board approve the resignation of Cristhian Guzman, Assistant Cheer and Dance Coach. Her last day will be June 30, 2019.

7. Resignation of Assistant Track Coach

It was the president's recommendation that the Board approve the resignation of Jarryd Gray, Assistant Track Coach. His last day will be June 29, 2019.

8. Resignation of Coordinator of Residence and Student Life

It was the president's recommendation that the Board approve the resignation of Khiera Almanza, Coordinator of Residence and Student Life pending board approval to Director of Residence and Student Life. Her last day will be August 5, 2019.

9. Director of Residence and Student Life

It was the president's recommendation that the Board approve the employment of Khiera Almanza as Director of Residence and Student Life. Ms. Almanza has a Bachelor of Science in Psychology from University of Wisconsin-Stevens Point and a Master of Science in College Student Affairs from Nova Southeastern University.

Ms. Almanza's prior work experience includes Graduate Assistant for Special Events and Projects at Nova Southeastern University and Student Greek Life Coordinator at University of Wisconsin-Stevens Point.

Ms. Almanza will be paid an annual salary \$34,000 (Admin-A) beginning August 8, 2019.

10. Coordinator of Residence and Student Life

It was the president's recommendation that the Board approve the employment of Azaira Shelton as Coordinator of Residence and Student Life.

Ms. Shelton's prior work experience includes Corporate Travel Consultant at CLC Lodging, Captioning Assistant at Hamilton Relay and Team Member at McAlister's Deli.

Ms. Shelton will be paid an annual salary \$12,480 (MS-A) beginning August 5, 2019.

11. Dean for Assessment and Institutional Effectiveness

It was the president's recommendation that the Board approve the employment of Stephen Dowell as Dean for Assessment and Institutional Effectiveness. Mr. Dowell has a Master of Arts in Theatre and Bachelor of Fine Arts in Theatre in Interpretation from Missouri State University.

Mr. Dowell's prior work experience includes General Studies Faculty at Baptist Bible College, Worship Leader at Baptist Temple and Loan Operations/Marketing Associate at Boatmen's Bank of Southern Missouri.

Mr. Dowell will be paid an annual salary \$58,000.00 (Sr Admin) beginning July 22, 2019.

12. Administrative Assistant for the Dean for the Ottawa & Online Campus - PT

It was the president's recommendation that the Board approve the employment of Cambria Krentz as Administrative Assistant for the Dean for the Ottawa & Online Campus - PT. Ms. Krentz has an AA in History from Butler Community College and an AA ,AGS ,AS in Education from Ft. Scott Community College.

Ms. Krentz's prior work experience includes Airman at Kansas Air National Guard, Clerk at Lacygne Library and Fuel Clerk at Dillons Kwik Shop.

Ms. Krentz will be paid \$12.40/hr (Level 3) beginning July 29, 2019.

13. Assistant Athletic Trainer

It was the president's recommendation that the Board approve the employment of Yuya Nakamura as Assistant Athletic Trainer, contingent on attainment of visa. Mr. Nakamura has a Bachelor of Science in Athletic Training/Exercise Science from High Point University and Bachelor of Science in Sports Science from Chukyo University.

Mr. Nakamura's prior work experience includes Assistant Athletic Trainer at Texas A&M University, GA/Assistant Athletic Trainer at University of South Florida and Intern Assistant Athletic Trainer at Campbell University.

Mr. Nakamura will be paid an annual salary \$39,543 (Faculty) beginning August 5, 2019.

14. Assistant Cheer/Dance Coach

It was the president's recommendation that the Board approve the employment of Michaela Trobough as Assistant Cheer/Dance Coach. Ms. Trobough has a B.A. in Mathematics from Washburn University and an A.S. in General Studies from Allen County Community College.

Ms. Trobough's prior work experience includes Dance Instructor at Infinity Dance Studio and Assistant Dance Coach at Seaman High School.

Ms. Trobough will be paid an annual salary \$19,000 (MS-FTC-A) beginning August 12, 2019.

15. Assistant Track Coach

It was the president’s recommendation that the Board approve the employment of Michael McGruder as Assistant Track Coach. Mr. McGruder has a B.A. in Criminal Justice from Northwestern State University of Louisiana and an Associates in General Studies from Arkansas Baptist College.

Mr. McGruder’s prior work experience includes Assistant Coach at Team Elect Track Club Organization and Assistant Boxing Coach and Personal Trainer at Forrest City Drop Squad Boxing.

Mr. McGruder will be paid an annual salary \$19,000 (MS-FTC-A) beginning August 12, 2019.

VI. Emeritus Employee

The Emeritus Faculty, Administrator, and Employee policy grants the emeritus status in honor of employees with 15 or more years of service to Neosho County Community College at the time of the employee’s retirement or passing. The honor includes:

- the employee’s name added to the Emeritus Faculty, Administrator and Employee plaque
- a certificate of status
- lifetime free admission to College events
- a continuation of employee discount at the bookstore

The administration is forwarding one individual to receive this honor:

| | |
|-----------|----------|
| Ben Smith | 34 years |
|-----------|----------|

It was the administration’s recommendation that the Board accepts the candidate and bestows this honor.

Resolution 2019-33

RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommendation to name Ben Smith to Emeritus status.

On motion by Dennis Peters and second by Lori Kiblinger the above resolution was approved unanimously.



VII. REPORTS

- A. Student Services – Kerrie Coomes gave a report on Student Services. See attachment.
- B. Treasurer – Sandi Solander gave a treasurer’s report. Revenue for the month of May was \$3,021,910.51 and disbursements were -\$2,530,363.86. See attachments.
- C. President – Dr. Brian Inbody gave his president’s report. See attachment.

VIII. OLD BUSINESS

A. Facilities Master Plan (FMP)

In 2009, after months of work and preparation, the Board approved the College's first Facility Master Plan (FMP). This FMP has provided a blueprint for our capital construction and renovation projects since that date.

Changes in the needs of the constituents of the college as well as the college itself have forced us to revisit the FMP and maintain it as a living document, originally in 2012 and once again this past academic year. The College held charrettes at our opening in-service in August, 2018 and solicited opinions from all employees on possible revisions for the plan. The senior staff has been working on this revision during this past year and contracted with Bartlett & West to finalize the plan. As you may recall, Bartlett & West was contracted to create the first FMP and also to revise the plan in 2012.

The revised draft plan was presented to and input solicited from the Chambers of Commerce in Chanute and Erie, as well as from the local Rotary and Kiwanis civic clubs. The draft plan has also been endorsed by the Strategic Planning Committee and the Executive Committee. Provided as a separate document.

It is my recommendation the board accept the revised Facility Master Plan.

Resolution 2019-34

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the revised Facility Master Plan.

On motion by Lori Kiblinger and second by Dennis Peters, the above resolution was approved unanimously.

B. Neosho County Community College Healthy Lifestyle Policy (Second Reading)

There is an opportunity for the college to possibly receive a WorkWellKS grant. In order to be considered to receive the grant, they require a policy which promotes physical activity. The Healthy Lifestyle policy would fulfill that requirement. The policy follows.

Neosho County Community College Healthy Lifestyle Policy

NCCC encourages all employees to engage in regular physical activity during their workday*
Employees are supported through the following:

- 1) **Active Meeting Policy:** Meetings over 30 minutes will include the opportunity for physical activity breaks, which may include two or three minutes of stretching or walking.
- 2) **Exercise Options/Breaks:** NCCC provides employees with two 15 minute breaks. Employees are encouraged to use their breaks for physical activity. Additionally, employees have access to the wellness center during 12:00 – 1:00 and they also have use of the gymnasium when available. Additional workout facilities may be added in the future.
- 3) **Workstation modification:** NCCC is willing to accommodate an employee request for a standing workstation or sitting on balance balls while working or other types of workstation mobility applications (within reason and budget).

Education and Implementation:

- 1) NCCC's Physical Activity Policy will be posted on the T Common server which is accessible to all employees. Our Wellness initiative will be highlighted at employee In-Service training in August and January. The policy will be part of all new employee orientation information.
- 2) Employees interested in engaging in physical activity may seek additional information from Human Resources or the Wellness Committee Coordinator.

Non-Compliance or Abuse of Policy

Employees of NCCC are encouraged to comply with this policy and obtain supervisor approval. Failure to comply or abusing the policy could result in disciplinary action. Compliance does not mean all employees are forced to be active, however, the listed policies are only intended for those who utilize the time to be active. Additionally, supervisors are encouraged to support employees requesting the use of their break time, or workstation modifications.

*If an employee sustains an injury while engaging in physical activity related to above stated policies, it will not be considered for workers compensation.

Resolution 2019-35

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the Neosho County Community College Healthy Lifestyle Policy.

On motion by Dennis Peters and second by Charles Boaz, the above resolution was approved unanimously.

IX. NEW BUSINESS

A. Budget Workshop

Sandi Solander, Chief Financial Officer, will explain the budget process, how revenue is generated, define the spending authority budget and the operational budget and answer any questions.

B. Approval of FY 2019-2020 budget for Publication

It was the president's recommendation that the Board approve the 2019-2020 Budget for publication as presented.

Resolution 2019-36

RESOLVED, that the Board of Trustees of Neosho County Community College approves the FY 2019-2020 Budget for publication. Further, that the public hearing on the proposed budget will be held on Thursday, August 8, 2019, at 5:30 p.m. in room 105 of the Sanders Building.

On motion by Dennis Peters and second by Charles Boaz, the above resolution was approved unanimously.

C. Athletic Insurance Renewal

Reed Insurance Services, our current athletic insurance broker, is recommending the College athletic insurance coverage through United States Fire Insurance Company. The premium for 2019-2020 will be the same as 2018-2019 at the rate of \$110,950. The coverage includes \$0 deductible, \$25,000.00 Accidental Medical Expense, and \$25,000.00 AD&D with a one year benefit period from the original date of injury. This is an improvement over the 2018-2019 plan where the deductible was \$1,000.

In addition, they recommend continuing catastrophic insurance from Mutual of Omaha for \$12,168.00. This is an increase from what we paid last year \$10,864.00.

With the addition of \$0 deductible the college with NOT have to pay for a \$3000.00 administration fee for the payment system for the deductible. With the removal of this fee and the increase to the catastrophic the college will save a net of \$1,696.00 per year.

It is my recommendation that the Board accept the proposal from Reed Insurance Services to provide secondary athletic insurance through United States Fire Insurance Company and catastrophic insurance through Mutual of Omaha. Please see attachment.

Resolution 2019-37

RESOLVED, that the Board of Trustees of Neosho County Community College approves purchasing the College's athletic injury insurance through United States Fire Insurance Company for \$110,950.00 with catastrophic insurance from Mutual of Omaha in the amount of \$12,168.00 for the 2019-2020 academic year.

On motion by Charles Boaz and second by Dennis Peters, the above resolution was approved unanimously.

D. Employee Salary Increases for 2019-2020

It is my recommendation that the non-faculty employees receive salary increases for their 2019-2020 employment contracts as follows:

1. Any hourly employee making less than \$26,000.00 shall receive a 75¢ an hour salary increase.
2. Any hourly employee making greater than or equal to \$26,000.00 shall receive a 4% salary increase and an additional 25¢ an hour increase.
3. Salary employees will receive a 4% salary increase.

*Anyone hired after April 1, 2019, will not receive a salary increase for 2019-2020 unless their salary falls below a board-established minimum salary. These changes do not apply to all grant-funded employees.

Additionally, several employees will receive increases above the raises listed:

- Karin Jacobson, \$6,000
- Dr. Sarah Robb, \$6,000
- Kerrie Coomes, \$6,000
- Jenna McDaniels will receive an additional \$1,000 for extra duties assigned.
- Danny Hudson - \$2,000 (completed degree)
- Tony Jacobson – \$0.48/hour (completed degree)
- TJ Solander - \$2,000 (completed degree)

Resolution 2019-38

RESOLVED, that the Board of Trustees of Neosho County Community College approves salary increases for non-faculty employees for 2019-2020 as recommended above by the President.

On motion by Dennis Peters and second by Lori Kiblinger, the above resolution was approved unanimously.

E. Approval of Hourly, Non-Exempt Employees Classification System Revision and Management Support Minimum Salary

The current hourly, non-exempt employees' classification policy was approved by the Board of Trustees in August 2016. The President and senior staff have reviewed the policy in light of the College's turnover rate and current personnel market situation. Based on that analysis, it is being recommended that the following Classification starting pay ranges chart be approved by the Board:

| Level | Hourly Pay Range |
|-------|-------------------|
| I | \$11.50 - \$12.50 |
| II | \$11.75 - \$12.50 |
| III | \$12.00 - \$12.50 |
| IV | \$12.50 - \$13.50 |
| V | \$13.50 - |

Additionally, in order to equalize pay between these new hourly rates and the lowest paid salaried employees, the administration is recommending the Board establish a minimum pay for 12 month fulltime management support non-grant personnel at \$28,000 per year. If approved two employees will be affected, both in admissions. In housing, the Assistant Director of Residence and Student Life salary range will be increased to \$23,000-\$28,000. With the value of the apartment and meal plan added, the salary range is greater than the \$28,000 minimum. That position currently vacant pending board approval of the resignation.

Resolution 2019-39

RESOLVED, The Board of Trustees approves the changes to the Level Hourly Pay Range Chart and 12 month fulltime non-grant management support minimum pay.

On motion by Dennis Peters and second by Lori Kiblinger, the above resolution was approved unanimously.

F. Welding Gas Bids

WELDING GAS – NCCC WELDING PROGRAMS

Neosho County Community College operates college welding programs at the following locations:

- Chanute: 1501 W. 36th Street (Chanute High School)
- Garnett: 307 N. Walnut
- LaHarpe: 2665 Nebraska Rd
- *Lawrence: 2920 Haskell Ave. Suite 100, Lawrence, KS 66046 (Peaslee Tech)
- Ottawa: 1120 S. Ash St (Ottawa High School)
- Yates Center: 105 W. Bell Street (Yates Center High School)

This is an official request for bids on gas for the upcoming academic year. Preference will be given to the vendor who can supply all six sites. If you are not bidding for all six sites **YOU MUST SPECIFY** if your bid is for the Chanute site only, the Garnett site only, the Yates Center site only, the LaHarpe site only, the Lawrence site only, the Ottawa site only, or any combination of sites. Fuels delivered to five sites will be invoiced to NCCC. *Fuels delivered to Lawrence will be invoiced to Peaslee Tech, ATTN: Kevin Kelley, 2920 Haskell Ave. Suite 100, Lawrence, KS 66046.

BID REQUIREMENT: Vendors must have a bottle tagging and tracking system in place. The successful bidder must provide assurance that all gas bottles delivered to each site are tagged and tracked.

Based on past usage our estimated needs are as follows:

| Chanute | |
|---------------------------------|------------------|
| Description | Total Cubic Feet |
| Acetylene | 2280 |
| Argon | 8400 |
| C-25 High Grade AWS Welding Mix | 3900 |
| C-10 MIX | 300 |
| Oxygen | 6344 |
| Garnett | |
| Description | Total Cubic Feet |
| Acetylene | 3000 |
| Argon | 6600 |
| C-10 High Grade AWS Welding Mix | 300 |
| C-25 High Grade AWS Welding Mix | 5400 |
| Oxygen | 8540 |
| Yates Center - HS | |
| Description | Total Cubic Feet |
| Acetylene | 480 |
| Argon | 2100 |
| Arg 75% / 25% CO2 | 1200 |
| Oxygen | 1708 |

| LaHarpe | |
|-------------------|------------------|
| Description | Total Cubic Feet |
| Acetylene | 1080 |
| Argon | 6600 |
| C-10 | 600 |
| Arg 75% / 25% CO2 | 2400 |
| Oxygen | 480 |
| Lawrence | |
| Description | Total Cubic Feet |
| Acetylene | 3994 |
| Argon | 6900 |
| Arg 75% / 25% CO2 | 1780 |
| Oxygen | 6216 |
| Ottawa | |
| Description | Total Cubic Feet |
| Acetylene | 1080 |
| Argon | 6600 |
| C-10 | 600 |
| Arg 75% / 25% CO2 | 2400 |
| Oxygen | 480 |

Please include in your bid applicable delivery, handling and rental charges, and the size of the bottles. Gas will be needed approximately every three weeks. The gas delivered to the welding program must not exceed OSHA or KDOT storage regulations.

Sealed bids for the upcoming academic year should be submitted in writing by 10:00 a.m., Tuesday, July, 2 2019. NCCC reserves the right to accept or reject any bid submitted and to request additional information. NCCC intends to request bids for gas annually. Your bid price will be in effect for one year. Bids will be reviewed Tuesday, July 2, 2019 at 10:30 a.m.

Bids may be mailed to:

Neosho County Community College
 Outreach and Workforce Development – WELDING BID
 800 W. 14th Street
 Chanute, KS 66720

Emailed to: Brenda Krumm

bkrumm@neosho.edu

SUBJECT LINE: WELDING GAS BIDS

Hand delivered to:

Outreach and Workforce Development Office
 Student Center, Neosho County Community College
 800 W. 14th
 Chanute, KS 66720

| MATHESON | Cost per Cu Ft. Chanute, Garnett, Yates Center, LaHarpe, Ottawa | Cost per Cu Ft. Lawrence |
|---------------------|---|--------------------------|
| Fuel | | |
| Acetylene | \$0.25 | \$0.24 |
| Argon | 0.08 | 0.08 |
| Argon/CO2 Mix 75/25 | 0.08 | 0.08 |
| Argon/CO2 Mix 90/10 | 0.09 | 0.09 |
| Oxygen | 0.04 | 0.04 |
| Delivery Fee | \$8.00 | \$0 |
| Cylinder Rental | \$0.10 Per Cyl/Day | \$0.10 Per Cyl/Day |
| Additional Notes | Bottle Tracking - Matheson uses Trackabout to tag and track all bottles, each bottle has a unique barcode. This barcode enables the bottle to be tracked. | |

| Thompson Brothers | Cost per Cu Ft. All Sites |
|---------------------|--|
| Acetylene | \$0.24 |
| Argon | \$0.07 |
| Argon/CO2 Mix 75/25 | \$0.07 |
| Argon/CO2 Mix 90/10 | \$0.07 |
| Oxygen | \$0.03 |
| Delivery Fee | |
| Cylinder Rental | \$0.12 Per Cyl/Day |
| Additional Notes | All cylinders at all school locations will be taken off rent June 1st and will be put back on rent September 1st. All cylinders are tracked by a six-digit id tag applied to the neck of each cylinder, this number also ties back to the stamped serial number on each cylinder. Thompson Brothers will only exchange TBS owned cylinders, we will not exchange customer owned cylinders. |

| Airgas | Cost per Cu Ft. All Sites |
|---------------------|---------------------------|
| Acetylene | \$0.27 |
| Argon | \$0.10 |
| Argon/CO2 Mix 75/25 | \$0.09 |
| Argon/CO2 Mix 90/10 | \$0.10 |
| Oxygen | \$0.06 |
| Delivery Fee | |
| Cylinder Rental | \$20.00 per Cyl./Per Yr. |
| Additional Notes | |

The bid prices are guaranteed for one year. All bidders met the bid specifications. The lowest bid was offered by Thompson Brothers, of Chanute, KS. It is my recommendation that the Board accept the bid from Thompson Brothers as the supplier of gas for the welding program for the 2019-2020 year.

Resolution 2019-40

RESOLVED, The Board of Trustees approve the bid from Thompson Brothers, of Chanute, KS to provide gas for the welding program.

On motion by Dennis Peters and second by Lori Kiblinger, the above resolution was approved unanimously.

G. Residence Hall Handbook

The major changes to the handbook for the year 2019-20 are as follows:

- 1) Combined the Residence Hall Handbook and the Lafayette House Handbook;

- 2) Added step-by-step conduct resolution procedures and appeal instructions (these are also listed in the Student Handbook);
- 3) Deleted the first occurrence, second occurrence, third occurrence sanction levels and replaced with minimum and maximum sanctions per conduct type. This will give the conduct officer a little more flexibility depending on the severity of the conduct while still being transparent to the student what sanction they could receive.

Resolution 2019-41

RESOLVED, The Board of Trustees approve the changes to the Residence Hall handbook for the year 2019-20.

On motion by Charles Boaz and second by Dennis Peters, the above resolution was approved unanimously.

H. Executive Session – Employee Matters

On motion by Dennis Peters and second by Charles Boaz the Board recessed into executive session for 3 minutes to discuss confidential employee information pursuant to the open meetings exception for 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 for Operations, Chief Financial Officer and college attorney.

The Board entered executive session at 6:54 pm and returned to open meeting at 6:57 pm, no action was taken.

X. ADJOURNMENT

On motion by Dennis Peters and second by Charles Boaz, the meeting adjourned at approximately 7:00 pm.

Respectfully submitted,

David Peter, Board Chair

Angela Rowan, Board Clerk