

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

**DATE:** April 13, 2006

**TIME:** 5:30 P.M.

**PLACE:** Student Union, room 209

**PRESENT:** Kevin Berthot  
Neil Ford  
Mariam Mih  
Steve Payne  
David Peter  
Basil Swalley

**PRESENT:** Dr. Vicky R. Smith, President  
Dr. Brian Inbody, Vice President of Student Learning  
Ben Smith, Dean of Planning and Operations  
Sandi Solander, Dean of Finance  
Lisa Last, Dean of Student Development/Registrar  
Bob Christiansen, Director of Development  
Dale Ernst, Assistant Dean, Ottawa  
Anne Ptacnik, Outreach, Ottawa  
Carol Vaverka, Faculty Senate Vice President  
Kent Pringle, Board Attorney  
Terri Dale, Board Clerk

Prior to the meeting, Kent Pringle administered the oath of office to Neil Ford.

The meeting was called to order by David Peter, Chairman at 5:35 p.m. in room 209 in the Student Union.

### **III: Public Comment**

There were no speakers for public comment.

### **Approval of the Agenda**

Mr. Peter asked to amend the agenda by adding May Meeting Date as item K under new business and moving the executive sessions to item L and M.

**Upon a motion and a second, the agenda was approved as presented. Motion passed.**

### **V. Consent Agenda**

The following items were approved by consent.

- a. Minutes from March 9, 2006
- b. Claims for disbursement for March 2006
- c. Personnel

### **Consent Agenda Item V-C.: Personnel**

#### **1. Faculty Renewal**

Last month the administration asked for an additional month to evaluate whether or not to recommend Anne Erickson for a full-time instructor contract for the 2006-2007 school year. That evaluation has occurred and the administration is recommending that Ms. Erickson receive a contract for the 2006-2007 school year.

## 2. Resignation

It was the President's recommendation that the Board accept the resignation of Camie Russell, employment specialist, at the end of her current contract, or June 30, 2006.

## 3. STARS Counselor

It was the President's recommendation that the Board employ Steve Kramer as the STARS Counselor. Mr. Kramer holds a Master of Science in Counseling degree and Bachelor of Science in RTV from the Texas A & M University, ; and an Associate of Art in Liberal Arts degree from Ambassador University, Big Sandy, Texas. Mr. Kramer worked as a Communication Specialist at First United Methodist Church in Commerce, Texas from November, 2002 until January 2005. Prior to that he was a Graphic Artist and a Counselor at Crosswalk Camp in Oklahoma City.

Mr. Kramer will be paid \$29,000 annually with administrative benefits.

**Mr. Peter asked that the consent agenda be approved. Upon a motion and a second, the consent agenda was approved.**

**Faculty Senate Report:** Carol Vaverka, Faculty Senate Vice President, addressed the Board in the absence of President Dean Dillard. Mr. Dillard had recently undergone heart bypass surgery.

Ms. Vaverka reported that David Smith, vocal music instructor, has had two selections printed in a national music magazine. Linda Jones and Dave Fewins represented the business faculty at the town hall meeting on campus which was sponsored by NetWork Kansas, a service of the Kansas Center for Entrepreneurship, on April 6. Charles Babb will take a group of students to the Phi Theta Kappa International Convention in Seattle, Washington the week of April 17<sup>th</sup>.

Monthly brown bag lunch sessions for faculty have been scheduled this year. Last month, the nursing department was in charge of the presentation and shared information on cardiovascular disease.

Faculty members are currently scheduling appointments with their advisees to assist in planning their summer and fall schedules. Many advisors are planning displays for the "Major Break" which will be held on campus next week. This provides an opportunity for faculty to share information with students about the majors and opportunities that are available at NCCC.

**Dean of Ottawa Report:** Dale Ernst, assistant dean of the Ottawa campus, and Anne Ptacnik, admissions and outreach coordinator at the Ottawa campus presented the report for Mark Eldridge. They distributed handouts outlining the advertising schedule for spring and summer and provided a recording of the radio spots as well as the script. Written reports were also distributed outlining the activities they discussed including sprint 2006 enrollment; concurrent enrollment, student activities council, peer tutoring, gas-tack classes, and fast-track scholarships. They also reported on the physical improvements made at the Ottawa campus and invited the Board to visit the Ottawa site.

**Treasurer's Report:** Sandi Solander, dean of finance, distributed the Treasurer's Report, Cash Balance comparison, and Change in Fund Balance report for March. She commented that the fiscal year is winding down and only necessary expenditures are being made.

**President's Report:** Dr. Smith reported that all of the staff had been invited to a celebration to thank the faculty and staff for all the great things they have done and how hard they have worked to get the College to the place where it is today. Dr. Smith shared at the celebration that for the third year in a row, NCCC has been the fastest growing community college in Kansas.

President Smith told the Board that the Foundation's Casino Night and Auction grosses over \$16,000 for scholarships, approximately 30% more than the previous year.

NCCC will celebrate its 70<sup>th</sup> year and a committee to plan events, publications and other activities is being formed. If any trustee would like to be involved, please contact Bob Christiansen who is coordinating the event.

HB 2602, which amends K.S.A. 2005 Supp. 75-37, 125 and repeals the existing section, passed the House and Senate and was approved by the Governor. The new statute will allow a community or technical college to engage in a 20 year rather than be limited to 10 years on energy performance contract lease purchases. Dr. Smith brought the issue to the attention of the KACCT to initiate the action.

Dr. Smith also discussed the deferred maintenance issue for the six Regent's universities and she is assisting with a survey requested by the Kansas Legislative regarding workforce development in the state.

Dr. Smith told the Board that PBA Architects from Wichita had been retained to do a code footprint of the Ottawa campus. The cost will be under \$3,000.

NCCC received \$65,000 from Kan-ed, a result of three grants written by staff members. NCCC was one of only seven institutions that received funding under Kan-Ed's Content and Services initiative grant. The College received \$25,000 and will match with an additional \$27,000 from the technology fund for a project called Instant Access. The second grant, for \$10,000, also with a \$10,000 match, from the Kan-Ed Equipment and Technology Project Funding, is to buy switches that will connect our buildings' fiber network. The third grant was for \$30,000, with no matching money, and will be used to install a series of high-speed switches on the Chanute campus that connect workstations within building.

Dr. Smith reported she would be traveling April 19 through April 25, first to attend the KBOR meeting in Topeka and then on to Long Beach, California to attend the AACC annual conference and commission meeting.

#### **Agenda Item VII-A.: Academic Integrity Policy Revision** (second reading)

Academic dishonesty is out of control in the academic community. The most disturbing aspect of the dishonesty trend is in the attitude shown by students toward cheating in general. There is no negative stigma attached to cheating. Many of today's students feel that cheating is justified when the subject matter of the class is not directly relevant to their major course of study, when the faculty member assigns tasks that have no apparent value to the students, or the students' schedules are too full of other things to devote to completing every assignment with their own efforts. Other students cite the pressure to maintain high GPAs, which force them to rely on cheating. Some blame the instructors or institutions for a relaxed inspection of student work and the failure to discipline students at an appropriate level to correct the behavior. The faculty of NCCC continue to be concerned with stopping academic dishonesty.

As a result of this discussion there needs to be minor changes made to the Academic Integrity policy. In the current Academic Integrity policy it outlines specific consequences. We have removed those specific consequences and indicated that the consequences will be outlined in official college

documents. The revised policy was presented at the March meeting for a first reading. It was the President's recommendation that the Board approve the revised policy.

#### **Resolution 2006-24**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the revised Academic Integrity policy for inclusion in all appropriate College publications.

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

#### **Current Academic Integrity (revised 7/10/03)**

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in the classroom is a specific requirement. Consequences of violation of the Academic Integrity policy can range from redoing the assignment for partial credit to course dismissal at the discretion of the instructor. Definitions and examples of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

#### **Proposed Policy for 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.

#### **Agenda Item VII-B: Grading Policy Revision (second reading)**

The faculty of NCCC continue to be concerned with stopping academic dishonesty. At a recent in-service, the instructors became aware of a new disciplinary action that is having a positive effect on the pervasiveness of cheating on some campuses including Kansas State University: The XF grade.

The XF grade or "failure due to academic dishonesty," is a grade given by the instructor when a student is found to have committed serious acts of academic dishonesty. The College has always had the ability to fail a student for cheating, but the XF clearly declares why the student received a failing grade. A normal F can be removed through course repeats, academic fresh start or academic clemency. The XF, however, stays on the permanent transcript of the student, effectively following that student from college to college and into the workforce if the employer requires transcripts of college work before employment. The XF can only be removed and replaced with a normal F by passing a course in ethics.

The faculty of the academic departments and Curriculum Committee wish to have the "XF" tool to combat academic dishonesty. They approved this addition to the grading scale. As the grading scale is part of board policy, the Board must agree in order for this grade to be allowed. Two policies need to be adjusted. Those policies are the Academic Integrity and the Grading policies. The changes are listed on the following pages.

This policy was presented at the March meeting for a first reading. It was the President's recommendation that the Board approve the revised policy.

#### **Resolution 2006-25**

RESOLVED, That the Board Trustees of Neosho County Community College approves the revised Grading Policy for inclusion in all appropriate College publication.

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

### **Current Grading System (revised 11 13 03)**

Grades are issued and recorded as A, B, C, D, I and F (superior, good, average, below average, incomplete, and failure). No grades are issued with a plus or a minus.

The Pass/No Pass grade is based on class participation of the student rather than grade assessment through testing. The grade is not calculated in the student grade-point average, but the course(s) may count as college credit and be counted toward hours for graduation. Instructors may utilize this type of grading when recommended and approved by the curriculum committee and the chief academic officer.

An incomplete grade, (I), may be issued where illness and other unavoidable circumstances interfere with the student's completing coursework in the scheduled time. Every grade of (I) must be removed within the first nine weeks of the semester following the receipt of this grade; otherwise, the (I) automatically becomes the grade indicated by the instructor on the Incomplete Contract. For emergency cases, a petition for exceptions to this rule may be made to the chief academic officer.

### **Proposed Grading System** (revisions are in bold)

Grades are issued and recorded as A, B, C, D, I, F and **XF** (superior, good, average, below average, incomplete, failure and **failure due to academic dishonesty**). No grades are issued with a plus or a minus.

The Pass/No Pass grade is based on class participation of the student rather than grade assessment through testing. The grade is not calculated in the student grade-point average, but the course(s) may count as college credit and be counted toward hours for graduation. Instructors may utilize this type of grading when recommended and approved by the curriculum committee and the chief academic officer.

An incomplete grade, (I), may be issued where illness and other unavoidable circumstances interfere with the student's completing coursework in the scheduled time. Every grade of (I) must be removed within the first nine weeks of the semester following the receipt of this grade; otherwise, the (I) automatically becomes the grade indicated by the instructor on the Incomplete Contract. For emergency cases, a petition for exceptions to this rule may be made to the chief academic officer.

### **Agenda Item VII-C: Board Retreat Discussion**

The May 6<sup>th</sup> date for the Board retreat was changed to June 3<sup>rd</sup>. The retreat will be held at the Ottawa campus. Dr. Smith will invite senior staff to also attend the retreat. Discussions will include expansion plans for the Ottawa campus.

Transportation will be provided. Anyone wishing to ride in a College vehicle should be at the College by 8 a.m. on Saturday, June 3.

### **Agenda Item VIII-A: HVAC Bids for CAVE and Student Union Welcome Center**

When the administration undertook the renovation of the CAVE as part of the energy performance contract last year, one of the activities on the first list that was later cut from the final list was to modify the existing HVAC (heating, ventilation and air conditioning) units for the reconfigured CAVE. NCCC eliminated that activity from the energy performance contract because there was not funding to include it in the scope of the project. The existing CAVE HVAC equipment does not have sufficient capacity to handle the additional heat generated by the extra staff and computer equipment located there. Additionally, fresh air requirements are not currently being met in the CAVE, creating a serious comfort and health issue. The senior staff felt the problem warranted immediate resolution, and funds were set aside in this year's budget to implement this project.

In addition to the CAVE HVAC modifications, the Student Union welcome center HVAC equipment is also in need of modifications, as the 38-year-old fan coil unit located in the welcome center cannot manage the new load and is in need of replacement. It seemed prudent to review implementation of this project while we had HVAC contractors at the campus and prior to relocation of admissions staff.

Notices were placed in local papers and bids were solicited for the projects from:

Comfort Contractors Chanute, KS  
Central Air Conditioning Wichita, KS  
The Waldinger Corporation Wichita, KS

The bid specifications divided the CAVE project into three sections and asked for bids per section and with all the sections combined. (See the enclosed drawing of the CAVE with Sections A, B, and C outlined.)

The following sealed bids were received:

Central Air Conditioning

- o Section A \$28,300
- o Section B \$26,300
- o Section C \$14,000
- o Sections A,B only \$52,000
- o Sections A,B,C \$65,150
- o SU Welcome Center \$14,000

The Waldinger Corporation

- o Section A \$37,276
- o Section B \$29,038
- o Section C \$13,541
- o Section A,B only \$67,141
- o Section A,B,C \$79,983
- o Su Welcome Center \$15,983

The bids came in higher than expected. The administration had budgeted in this year's budget \$15,000 for the CAVE air conditioning, and Dr. Inbody had indicated he could commit \$10,000 from his budget for the Student Union Welcome Center HVAC project. Ben, Sandi, and Dr. Smith looked at the bid responses and decided they could find monies to fund Sections A and C in the CAVE and the Student Union Welcome Center. They decided to add controls to the HVAC equipment. That will run an additional \$6,000-\$8,000. The funds to cover the controls will come from the maintenance budget.

The Central Air Conditioning bid was the lowest. Taking their bid for CAVE Section A at \$28,300, CAVE Section C at \$14,000, and the Student Union Welcome Center at \$14,000, the College would need to find an additional \$31,300 in the budget (\$56,300 (cost of the three areas) - \$25,000 (noted above) = \$31,300)). The College budgeted \$35,000 to undertake a facilities master plan. The administration has not done that plan, so that money is available for use for this project. President Smith recommended that the College use those monies for this project.

It was the President's recommendation that the Board accept the bid for Sections A and C of the CAVE, and the Student Union Welcome Center of \$56,300 from Central Air Conditioning of Wichita, Kansas.

### **Resolution 2006-26**

RESOLVED. That the Board of Trustees of Neosho County Community College accepts the bid of \$56,300 for Sections A and C of the CAVE and the Student Union Welcome Center from Central Air Conditioning of Wichita.

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

### **REQUEST FOR SEALED BIDS**

#### **Project: Neosho County Community College – CAVE & UNION HVAC UPGRADES**

The Board of Trustees of Neosho County Community College will accept sealed bids for HVAC modifications to selected portions of the Student Union and the CAVE. Each building will be considered a separate project and should be bid separately as described below.

The bids shall include all fees, labor and material for the HVAC modifications per the scope of work described below.

All sealed bids must be submitted to:

**Neosho County Community College  
Attn: Sandi Solander  
Dean of Finance  
800 West 14<sup>th</sup> Street  
Chanute, KS 66720**

**Bids must be submitted to the address above by Wednesday, April 5<sup>th</sup>, 2005 at 5:00 p.m. in a sealed envelope marked "CAVE-Student Union Bid".**

Recommendations to the Board of Trustees will be made at the April board meeting.

For questions and information on the bidding process, contact Sandi Solander at 620-431-2820, ext.222.

All other questions should be directed to:  
Paul Smith, (620) 431-2820 ext. 250, or  
Ben Smith, (620) 431-6222 ext. 221, or  
Bob Miller, (913) 888-8050 ext. 264

**Project Location:**

Neosho County Community College  
800 West 14<sup>th</sup> Street  
Chanute, KS 66720

***Scope of work: Mechanical, Electrical, CONTROLS, TEST & BALANCE***

**Note: This scope of work is intended to be a conceptual guideline of the work to be completed. The Contractor will be contracted in a design/build arrangement with Owner to implement the scope of work.**

***GENERAL NOTES TO ALL SCOPE***

Work is expected to be awarded in May of 2006 with construction to be completed by June 30, 2006

The work schedule will consist of Monday through Friday, 7AM – 6PM. (5-10 hour days).

Installation is to comply with all existing local codes and regulations.

This project is tax exempt. Contractor shall exclude all sales taxes.

Contractor shall provide a performance & payment bond for 100% of the scope.

Contractor shall provide all required permits to complete the scope of work.

The field data included with the scope descriptions is what Custom Energy & Owner have verified to date. This information is for conceptual design purposes only and does not excuse the Contractor from field verifying the accuracy of the existing information as well as all other existing sizes, locations, configurations, conditions, etc.

The Contractor shall be responsible for verifying dimensions of all areas and selecting unit capacities that will ensure sufficient cooling, heating and air-flows for each specific space discussed below.

All equipment submittals must be provided and subsequently approved by Client prior to purchase and installation of equipment.

A field set of record drawings (as-built) shall be submitted by the contractor to Owner.

Contractor shall provide a one year parts and labor warranty for all equipment provided by the contractor.

NCCC will utilize a combination of our standard construction document and a modified standard design build contract. This contract will detail the requirements with regard to payment terms and insurance requirements.

The Neosho County Community College buildings included as part of this scope are given herein:

CAVE

Student Union

Contractor shall provide Safety Manual to Owner upon award of contract.

Contractor to supply/maintain MSDS data to Owner.

Project will be OSHA compliant including appropriate Personal Protection Equipment as required by Owner.

Contractor is responsible for storage of Contractor's equipment and materials.

Contractor to supply storage/trash containers as required for scope of work completion.

**THIS SCOPE IS INTENDED TO BE A TURN KEY SCOPE. DESIGN BUILD CONTRACTOR SHALL PROVIDE ALL ITEMS NECESSARY TO PROVIDE A COMPLETE AND OPERATIONAL SYSTEM THAT MEETS ALL LOCAL CODE REQUIREMENTS. NOTE THAT DUE TO FINANCIAL LIMITS SCOPE ALTERATIONS MAY BE NEGOTIATED AFTER SUCCESSFUL BIDDER IS SELECTED.**

#### **SCOPE ITEM #1 – IMPROVE HVAC & VENTILATION IN CAVE**

*This item will be bid in separate pieces with a request for deduct to include all three.*

##### **SECTION A – Computer room, Offices C1-C8**

##### **[Mechanical] – BID BY MECHANICAL CONTRACTOR**

Provide an Outside Air (OA) opening; sized to provide ventilation for Computer Lab, Offices C1-C8 and Classrooms 401 – 403 in South Side of building (may use window area). This will require cutting concrete and adding louver(s) that meet requirement of Client for aesthetic purposes (anodized brass or similar).

Run OA duct from this opening(s) to each of the units described within this "Section A" scope. This duct should be insulated.

Provide and install all necessary control dampers and/or Mixed Air plenum; for each FCU/AHU described here-in, that will allow for volume of Outside and Return Air to be modulated for minimum ventilation and/or maximum free-cooling as ambient conditions dictate.

The Computer Lab is approximately 1,600 square-feet and Offices C1-C8 represents an additional 660 square-feet of area. (NOTE: Design-build Contractor is responsible for verifying these dimensions, and as noted above – the associated FCU sizing) This would imply that the Computer Lab requires about 5 to 7 tons of cooling and the offices would need about 2 to 3 tons of cooling.

Modify existing Supply Air (SA) duct from the existing ceiling-mounted Fan Coil Unit (FCU) serving the Computer Lab and Offices C1-C8. Currently, both areas are served by one (undersized) FCU, and the objective is to add one or two (as needed) FCU so that each area will be served by dedicated FCU. The existing SA ductwork must be modified to accommodate this.

- a. Client has agreed to allow the Contractor to re-use as much of this ductwork as seems feasible by Contractor. This includes

the primary duct-trunk, flex-duct, supply-air diffusers and return-air grilles. NOTE: it is expected that the Contractor will investigate and ensure that existing devices are free of defect, suitable for new application and can provide the service intended.

b. It is noted that there are not enough SA diffusers or RA grilles in the Computer Lab area, nor are there RA grilles in the Offices. The Contractor is to add enough SA & RA registers and any associated duct-work to ensure appropriate air-flow in the Computer Lab and Offices.

c. Provide and install balancing dampers as required to properly balance all SA diffusers

Verify capacity and air-flow of existing ceiling-mounted fan coil unit at South end of Computer Lab. (copies of a recently completed Test and Balance Report will be provided upon request) This unit may be re-used to serve either the Computer Lab area (only) or Offices C1-C8 (only), depending on its capacity and air-flow.

Provide and install one or two (if existing FCU is deemed to be insufficient for new application) new ceiling mounted FCU to serve the Computer Lab and Offices C1 – C8 (respectively). It is envisioned that these units should be installed at the South end of the Computer Lab (near the OA Opening identified in Item 1 above). However, the Contractor may decide to locate these units at their own discretion in order to reduce installation costs as long as the intent of this scope is fulfilled (i.e. to provide adequate heating, cooling and ventilation-based free-cooling in winter months to ensure comfort in the spaces served)

Provide and install Supply and Return water piping, control, balancing and shutoff valves (to match existing FCU piping configurations) to each of the FCU's. It is noted that the Contractor may re-use some of the existing piping and valves serving the existing FCU mounted in Computer Lab.

If deemed necessary – provide and install freeze-protection pump to ensure FCU coils do not freeze.

Provide all fire-stopping around piping that penetrates fire rated walls. (penetrations thru fire walls may not be applicable to this scope).

Provide all fire dampers in and fire-stopping around OA, RA and/or SA ductwork that penetrates fire rated walls. (penetrations thru fire walls may not be applicable to this scope). Fire dampers shall be made easily accessible for future maintenance.

Space shall be returned to as-was condition (i.e. no broken ceiling tiles, wall or floor damage, finish damage, etc.)

#### **[Electrical] – BID BY MECHANICAL CONTRACTOR**

Provide and install wiring and conduit required to provide power to the new (and/or re-used) FCU's.

Provide and install wiring and conduit required to provide power to the freeze protection pump (if needed).

Provide and install all smoke and fire safety devices.

**[Controls] – BID BY CONTROLS CONTRACTOR**

Provide and install DDC controls (re-use existing controllers and devices where possible) for the FCU. Control functions for new unit to match existing and add the following control to each unit:

- a. OA/RA damper control, mixed air temperature
- b. Provide programming to allow for free-cooling when water-system is in "heating" mode.

Provide all 120V power to main controllers and low voltage wiring to all control devices. Plenum rated cable is allowed in concealed areas, conduit is required in exposed areas.

Provide complete sequence of operations, programming, and graphics package to be consistent with the existing Metasys system.

Provide complete commissioning of the modified system for the system and assist the balancing contractor in completing the balancing of the air system.

**[Test & Balance] – BID BY TEST & BALANCE CONTRACTOR**

Provide complete testing and balancing of the air system and water system.

**SECTION B – Offices C9-C10, Offices C11-C14 & Restrooms, Classroom 404.**

**[Mechanical] – BID BY MECHANICAL CONTRACTOR**

Disconnect and cap at box all SA duct from the existing ceiling-mounted DX unit in Classroom 404 that is serving Offices C11 – C14.

Provide (or re-use existing) SA duct and diffusers, and RA grilles (and either plenum or ducted RA) to ensure appropriate air-flow to Offices C9 & C10.

Existing ceiling-mounted DX unit is to remain and provide HVAC for Classroom 404 and Offices C9 & C10.

Provide and install new FCU to serve offices C11 – C14 and associated Hall area. The offices are an area of approximately 35' Long x 7' Wide and the Hall is about 45' L x 6' W, so should require about 2-3 Tons of cooling (Contractor to verify dimensions and unit capacity).

Provide and install ductwork, supply diffusers and return grilles from new FCU to Offices C11 – C14 and associated Hallway (existing diffusers and flex duct may be re-used as appropriate). NOTE: it is expected that the

Contractor will investigate and ensure that existing devices are free of defect, suitable for the new application and can provide the service intended.

Provide and install CHW/HW piping and all valves from existing water lines (Contractor may want to extend from existing valves in Classroom 404) to the new FCU identified in Item 4 above. NOTE: piping, control valve, balance valves, etc. to match existing FCU piping configurations.

Provide an Outside Air (OA) opening; sized to provide ventilation for Offices C11-C14 and Hallway on the North side of building (it is suggested Contractor penetrate block-wall in stairwell area). This will require cutting concrete and adding a louver. In addition, an interior plenum-wall is to be installed for aesthetic purposes.

Run OA duct from this opening to the new FCU identified in Item 4 above. This duct should be insulated.

Provide and install all necessary control dampers and/or Mixed Air plenum that will allow for volume of Outside and Return Air to be modulated for minimum ventilation and/or maximum free-cooling as ambient conditions dictate.

Provide and install freeze protection booster pump for the FCU water coil (as deemed necessary).

Provide all fire-stopping around piping that penetrates fire rated walls. (penetrations thru fire walls may not be applicable to this scope).

Provide all fire dampers in and fire-stopping around ductwork that penetrates fire rated walls. (penetrations thru fire walls may not be applicable to this scope). Fire dampers shall be made easily accessible for future maintenance.

Space shall be returned to as-was condition (i.e. no broken ceiling tiles, wall or floor damage, finish damage, etc.)

#### **[Electrical] – BID BY MECHANICAL CONTRACTOR**

Provide and install wiring and conduit required to provide power to the new FCU.

Provide and install wiring and conduit required to provide power to the freeze protection pump (as needed).

Provide and install all smoke and fire safety devices.

#### **[Controls] – BID BY CONTROLS CONTRACTOR**

Provide and install DDC controls (re-use existing controllers and devices where possible) for the new FCU. Control features to mirror existing FCU control, programming and graphics, with the additional control functions added:

- c. OA/RA damper control, mixed air temperature
- d. Provide programming to allow for free-cooling when water-system is in "heating" mode.

Provide all 120V power to main controllers and low voltage wiring to all control devices. Plenum rated cable is allowed in concealed areas, conduit is required in exposed areas.

Provide complete sequence of operations, programming, and graphics package to be consistent with the existing Metasys system.

Provide complete commissioning of the modified system for the system and assist the balancing contractor in completing the balancing of the air system.

#### **[Test & Balance] – BID BY TEST & BALANCE CONTRACTOR**

Provide complete testing and balancing of the air system and water system.

#### **SECTION C – Classroom 401, 402, 403, Main Egress Corridor.**

#### **[Mechanical] – BID BY MECHANICAL CONTRACTOR**

Provide and install ductwork from Outside Air opening described in Section A, Item 1 scope of work to the existing (or new) FCUs in Classroom 401 & Classroom 402. This duct should be insulated. NOTE: Contractor; at own discretion (proper air-circulation must be maintained), may splice OA into one of the RA trunks serving unit in Classroom 402.

Provide and install all necessary control dampers and/or Mixed Air plenum that will allow for volume of Outside and Return Air to be modulated for minimum ventilation and/or maximum free-cooling as ambient conditions dictate.

It is believed that the existing FCU in Classroom 401 & 402 are sufficiently sized to provide adequate HVAC for the particular (Classroom 401 & Classrooms 402 & 403 respectively) areas they serve. Contractor is to VERIFY that existing FCUs are sized appropriately. If new units are required for either or both areas, clearly identify this in your bid and ensure pricing reflects cost to Provide and install new FCU and all associated ancillary equipment if the Contractor deems it as necessary.

NOTE: the "Lobby" and fire-egress Corridor do not currently have any mechanical heating or cooling, and at request of client we are excluding conditioning of this space from this scope.

Provide and install freeze protection booster pump for the FCU water coil (as deemed necessary).

Provide all fire-stopping around piping that penetrates fire rated walls. (penetrations thru fire walls may not be applicable to this scope).

Provide all fire dampers in and fire-stopping around ductwork that

penetrates fire rated walls. (penetrations thru fire walls may not be applicable to this scope). Fire dampers shall be made easily accessible for future maintenance.

Space shall be returned to as-was condition (i.e. no broken ceiling tiles, wall or floor damage, finish damage, etc.)

#### **[Electrical] – BID BY MECHANICAL CONTRACTOR**

Provide and install wiring and conduit required to provide power to a new FCU (if needed).

Provide and install wiring and conduit required to provide power to the freeze protection pump.

Provide and install all smoke and fire safety devices.

#### **[Controls] – BID BY CONTROLS CONTRACTOR**

It is envisioned that the existing FCUs will be reused, so existing controls should be sufficient and if new FCUs are installed, re-use existing control devices as applicable. However, the following additional control functions need to be added:

OA/RA damper control, mixed air temperature

Provide programming to allow for free-cooling when water-system is in "heating" mode.

Provide all 120V power to main controllers and low voltage wiring to all control devices. Plenum rated cable is allowed in concealed areas, conduit is required in exposed areas.

Provide complete sequence of operations, programming, and graphics package to be consistent with the existing Metasys system.

Provide complete commissioning of the modified system for the system and assist the balancing contractor in completing the balancing of the air system.

#### **[Test & Balance] – BID BY TEST & BALANCE CONTRACTOR**

Provide complete testing and balancing of the air system and water system.

### **SCOPE ITEM #2 – NEW HVAC IN UNION – CONVERSION OF BILLIARD LOUNGE TO OFFICES**

#### **[Mechanical] – BID BY MECHANICAL CONTRACTOR**

Remove existing ceiling fan coil unit at North end of room.

Provide and install new ceiling mounted fan coil unit to be installed in plenum above the lay-in acoustical ceiling. The unit shall serve the three perimeter offices only.

Fan coil unit shall be horizontal style with the following:

Combination hot water/ chilled water coil with 1 ton capacity at 55 deg supply air.

Control valve on unit coil shall be 3-way.

Fan section with approximately 300 CFM fan capacity

Filter section.

Extend ductwork from West commons fan coil unit to serve the new reception area.

Provide and install ductwork. Contractor may utilize existing ductwork where possible.

Provide and install ceiling diffusers and return grilles in all areas as needed to maintain proper air circulation.

Provide and install balancing dampers as required to properly balance all supply diffusers.

Provide and install piping, balancing valves, and shutoff valves to the fan coil unit.

Provide all fire-stopping around piping that penetrates fire rated walls. (penetrations thru fire walls may not be applicable to this scope).

Provide all fire dampers in and fire-stopping around ductwork that penetrates fire rated walls. (penetrations thru fire walls may not be applicable to this scope). Fire dampers shall be made easily accessible for future maintenance.

#### **[Electrical] – BID BY MECHANICAL CONTRACTOR**

1. Disconnect electrical from existing unit and reconnect to the new unit being installed.
2. Provide and install wiring and conduit required to achieve code compliance.
3. Provide and install all smoke and fire safety devices.

#### **[Controls] – BID BY CONTROLS CONTRACTOR**

1. Remove controls from the existing unit being removed and re-install controls on the new unit being installed.

2. Relocate the space sensor to one of the three offices (exact location determined by Owner)
2. Relocate the existing sensor located in the West portion of the commons to the reception area of the newly renovated space..
3. Provide cover plates for covering of vacated sensor locations.

**[Test & Balance] – BID BY TEST & BALANCE CONTRACTOR**

1. Provide complete testing and balancing of the air system and water system.

	Mechanical / Electrical	Controls	Test & Balance	Total
<b>Scope Item #1</b>				
Section A				
Section B				
Section C				
A&B Only				
A, B, & C				
<b>Scope Item #2</b>				

NCCC reserves the right to accept or reject any bid submitted and to request additional information. ***Bidder must sign below and return this document with bid indicating agreement with specifications and terms as stated above.***

**BIDDER:** I have read and understand the terms and specifications of the request for sealed bid above and will comply such terms and specifications.

\_\_\_\_\_  
Name (printed) Title

\_\_\_\_\_  
Name (signed) Date

**Agenda Item VIII-B: Elmo Bids for Chanute and Ottawa**

One objective of the NCCC Technology Plan calls for the installation of multimedia equipment to support classroom learning for both the Chanute and Ottawa campuses. With funding from Carl Perkins and the technology funds, Phase I of this project funded the installation of ceiling-mounted LCD projectors in all useable classrooms for both campuses. As of this time, Rowland Hall and Stoltz Hall projector installations are complete. Installation of projectors has started at the Ottawa campus, and Sanders Hall and the CAVE installations will begin shortly.

Phase II of this project includes the installation of Elmo presentation equipment to be used in conjunction with the ceiling-mounted projectors in all classrooms wherever feasible. These units are similar to the old overhead projector technology in usage, but are much more flexible and allow for better image resolution and viewing capability. Additional units will be acquired next year to complete the project.

Bids were solicited for the Phase II Elmo equipment from: Professional Video Supply, Overland Park; Troxell Communications, Olathe; Twotrees Technology, Wichita; CDW-G Computer Supply, Vernon Hills, IL; ASSI Computers, Inc, Pittsburg; Advantage Computer Enterprises, Iola; AMACOM, Chanute; Computer Generations, Independence; Iola Computer Products, Iola; Midwest Connections, Chanute, Nautilus Commercial Data, Iola; Simpson Data Services, Pittsburg.

The following sealed bids were received:

CDW-G \$17,030.00  
Twotrees \$17,610.00  
Computing Plus \$19,260.00  
Computer Generation, Inc. \$19,422.00

It was the President's recommendation that the Board accept the bid of \$17,030.00 from CDW-G. Funds will be appropriated from the Chanute and Ottawa technology funds to cover the expenses.

#### **Resolution 2006-27**

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$17,030.00 from CDW-G to purchase 13 Elmo projectors.

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

#### **Agenda Item VIII-C: Coordinator for Student Life & Admissions/Head Coach Position Revision and Admissions Specialist/Head Coach Position Revision**

Last spring the Board voted to reorganize the Student Development area, which included three positions in the Student Life & Admissions area: Coordinator of Student Life & Admissions (full-time), Admissions Specialist/Head Cheer/Dance Coach (20 hours/week Admissions), and a Part-time Recruiter (approximately 10 hours/week). Vickie Chaplin was hired as Coordinator, and Melissa Kiefer was hired as the Admissions Specialist/Head Cheer/Dance Coach. Vickie resigned in September, and when a search was conducted to replace her, Amanda Reynolds was hired. The hiring committee felt Amanda lacked the appropriate experience for a coordinator position, so the position was downgraded to Student Life & Admissions Specialist. All three admissions/student life positions then reported to the Dean of Student Development.

With Amanda's recent resignation, the administration once again examined the current admissions/student life structure and the personnel in place at this time. Since Amanda's resignation, Melissa Kiefer has taken on additional responsibilities with student life and admissions. She is doing an excellent job and has expressed an interest in coordinating student life and admission activities in addition to her current coaching responsibilities.

In addition, Nathan Mason has done a wonderful job as part-time recruiter, head resident assistant, and assistant soccer coach. Mike Kiefer has served as Head Men's and Women's Soccer Coach /Athletic Director since taking on the Athletic Director duties in January 2005. Allowing Nathan to become the Admissions Specialist/Head Women's Soccer Coach will allow for Mike to give the required attention to his administrative duties and Nathan to give the appropriate

attention to the Admission Specialist/Head Women's Soccer Coach position.

The administration recommended changing the Admissions/Student Life structure to Coordinator of Student Life & Admissions/Head Coach and Admissions Specialist/Head Coach.

Part-time recruiter position will be eliminated and instead filled by assistant coach(s) as part of their extra duties (see restructuring of the Assistant Coaches/Resident Assistants proposal)

The Coordinator will co-supervise the Admissions Specialist/Head Coach with the Assistant Athletic Director. The Coordinator will supervise the part-time recruiter position(s). The Coordinator will report to the Dean of Student Development.

This restructuring will actually result in a savings of \$4000 to the admissions/student life budget. These funds could be utilized to support the restructuring of the assistant coaches/resident assistant positions detailed in a different narrative. The position descriptions are attached.

### **Resolution 2006-28**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the revisions for the positions of Coordinator of Student Life & Admissions/Head Coach and Admissions Specialist/Head Coach as outlined above.

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

**Coordinator of Student Life & Admissions/Head Coach**  
**Reports to: Dean of Student Development**  
**Classification: Full-time, 12-month Employee**  
**Pay Status: Administrative**  
**Vacation/Sick Leave/Regular Holidays per Board Policy**  
**Starting Salary Range: \$24,000-\$28,000**  
**Full 12-month fringe benefit**

**Purpose of position:** This position is a member of the Student Development and athletic departments who reports to the Dean of Student Development with coaching supervision by the Assistant Athletic Director. This position is responsible for serving as a head coach, assisting with planning and executing the recruiting effort for the entire college and providing leadership for student clubs and organizations, student activities, and student publications. This position will work directly with other student development areas to implement a comprehensive student development program for the college.

### **Essential Functions:**

#### Student Life:

Serves as campus-wide coordinator of student activities, responsible for promoting, enlisting, evaluating, and reporting on recommendations for future events to meet the needs of students.

Assists with the development and implementation of a comprehensive student development program, which includes social and academic-related programming.

Supervises student life & admissions staff.

Oversees the Student Union facility; reviews and coordinates facilities and venues for student social and event programming.

Formulates, develops and implements programs and services for commuter and non-traditional student populations at both campuses.

Works with Dean of Student Development to ensure services and programs meet the needs of the student body.

Advises all phases of the student government; meets with individual students and student organizations for problem solving, counseling, mediating, referrals and program development; assists in the development, coordination, implementation, and advisement of new clubs and organizations.

Provides leadership in financial management of student government funds; review and manage budget accounts; oversee financial transactions for student organizations; develop systems, policies and procedures to monitor expenditures by student organizations; perform periodic cost and productivity analyses.

Maintains a campus student calendar with all student events and activities.

#### Admissions:

Participates in the development of student recruitment and retention plans, strategies, and written materials; assists in the development and revisions to student publications and promotional materials.

Schedules and conducts high school visits and represents NCCC at college planning conferences and other recruitment functions.

Plans on-campus recruiting programs for prospective students; assists with planning enrollment days for new students.

Maintains a database of prospective students and ensures regular contact with those students through mail, phone and email correspondence.

Coordinates the dissemination of information to prospective traditional and non-traditional students.

Works with the International Student Coordinator in coordinating international student admissions.

Performs other miscellaneous duties as assigned by the Dean of Student Development.

#### Coach (Works under supervision of Assistant Athletic Director):

Recruit and retain athletes, meeting the assigned minimal program numbers as determined by the athletic director;

Enroll student athletes, monitor progress, determine study-hall requirements, and check graduation requirements;

Aid graduating student athletes in finding appropriate four-year institutions based on

athletic performance;

Monitor citizenship of student athletes and administer discipline when needed;

Propose, plan, and administer a budget; request funds for necessary purchases including equipment, uniforms, and other items within the given budget;

Develop schedules for practice and performances;

Arrange and manage travel for games and competitions;

Prescribe and supervise training programs;

Supervise all workouts in weight room and practice site;

Fill the assistant coaching position;

Supervise assistant coaches, team managers, and college work-study students;

Attend all athletic meetings called by the director of athletics or assistant director;

Performs other miscellaneous duties as assigned by the Dean of Student Development and Assistant Athletic Director.

### **Required Knowledge, Skills and Abilities**

- Ability to successfully recruit student athletes.
- Knowledge of rules governing the sport.
- Ability to effectively manage practices and games.
- Excellent interpersonal skills.
- Ability to work effectively with diverse populations.
- Organizing and coordinating skills.
- Knowledge of student recruitment and retention issues.
- Ability to communicate effectively, both orally and in writing.
- Excellent computer skills.
- Ability to develop and deliver presentations.
- Ability to gather data, compile information and prepare reports.
- Ability to plan and evaluate programs.
- Ability to appropriately exercise independent initiative and judgment.
- Willingness and ability to work as a member of a team.

### **Education and Experience**

Bachelor's degree required. 1-2 years experience in admissions and/or student activities preferred. 1-2 years coaching experience required preferably at the college level.

### **Working Conditions**

Coaching duties may be performed in various weather conditions and environments. Work is normally performed in a typical interior/office work environment. Some travel, occasional overnight trips, and evening hours are required. No or very limited physical effort required.

Some exposure to physical risk when managing practices or games/competition.

**Admissions Specialist/Head Coach**  
**Reports to: Coordinator of Student Life & Admissions**  
**Classification: Full-time, 12-month Employee**  
**Pay Status: Administrative**  
**Vacation/Sick Leave/Regular Holidays per Board Policy**  
**Starting Salary Range: \$21,000-\$25,000**  
**Full 12-month fringe benefit**

**Purpose of position:** This position is a member of the Student Development and athletic departments who reports to the Coordinator of Student Life & Admissions with coaching supervision by the Assistant Athletic Director. This position is responsible for serving as a head coach, as well as assisting with planning and executing the recruiting effort for the entire college. This position will work directly with other student development areas to implement a comprehensive student development program for the college.

**Essential Functions:**

Admissions:

Participates in the development of student recruitment and retention plans, strategies, and written materials; assists in the development and revisions to student publications and promotional materials.

Coordinates, schedules, and conducts high school visits, and represents NCCC at college planning conferences and other recruitment functions.

Plans on-campus recruiting programs for prospective students; assists with planning enrollment days for new students.

Maintains a database of prospective students and ensures regular contact with those students through mail, phone and email correspondence.

Coordinates the dissemination of information to prospective traditional students.

Serves as advisor to the Student Ambassador program.

Student Life:

Assists the coordinator of student life and admission with student activities by promoting, enlisting, evaluating, and reporting on recommendations for future events to meet the needs of students.

Assists with the formulation, development and implementation of programs and services for commuter and non-traditional student populations at both campuses.

Coach (Works under supervision of Assistant Athletic Director):

Recruit and retain athletes, meeting the assigned minimal program numbers as determined by the athletic director;

Enroll student athletes, monitor progress, determine study-hall requirements, and check graduation requirements;

Aid graduating student athletes in finding appropriate four-year institutions based on athletic performance;

Monitor citizenship of student athletes and administer discipline when needed;

Propose, plan, and administer a budget; request funds for necessary purchases including equipment, uniforms, and other items within the given budget;

Develop schedules for practice and performances;

Arrange and manage travel for games and competitions;

Prescribe and supervise training programs;

Supervise all workouts in weight room and practice site;

Fill the assistant coaching position;

Supervise assistant coaches, team managers, and college work-study students;

Attend all athletic meetings called by the director of athletics or assistant director;

Performs other miscellaneous duties as assigned by the Coordinator of Student Life and Admissions and Assistant Athletic Director.

### **Required Knowledge, Skills and Abilities**

Ability to successfully recruit student athletes.

Knowledge of rules governing the sport.

Ability to effectively manage practices and games.

Excellent interpersonal skills.

Ability to work effectively with diverse populations.

Organizing and coordinating skills.

Knowledge of student recruitment and retention issues.

Ability to communicate effectively, both orally and in writing.

Excellent computer skills.

Ability to develop and deliver presentations.

Ability to gather data, compile information and prepare reports.

Ability to plan and evaluate programs.

Ability to appropriately exercise independent initiative and judgment.

Willingness and ability to work as a member of a team.

### **Education and Experience**

Bachelor's degree required.

1-2 years experience in admissions and/or student activities preferred.

1-2 years coaching experience, preferably at the post-secondary level.

Evidence of recruiting skills preferred.

### **Working Conditions**

Admissions work is normally performed in a typical interior/office work environment; coaching work is normally performed in various conditions, indoors, and outdoors. Some travel, occasional overnight trips, and evening hours are required. Physical effort required for coaching. Some exposure to physical risk when managing practices or games/competition.

#### **Agenda Item VIII-D: Appointment of Coordinator for Student Life & Admissions and Head Cheer/Dance Coach and Appointment of Admissions Specialist/Head Women's Soccer Coach**

The administration recommends employing Melissa Kiefer as the Coordinator of Student Life & Admissions/Head Cheer/Dance Coach. Melissa currently serves as Admissions Specialist/Head Cheer/Dance Coach. Melissa will hire an assistant coach to assist with her cheer/dance responsibilities.

Melissa will be paid a salary of \$28,000 beginning July 1, 2006.

We recommend the Board hire Nathan Mason as the Admissions Specialist/Head Women's Soccer Coach. Nathan currently serves as a part-time recruiter, head resident assistant, and assistant soccer coach.

Nathan will be paid a salary of \$25,000 beginning July 1, 2006.

#### **Resolution 2006-29**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the appointment of Melissa Kiefer as Coordinator of Student Life & Admissions/Head Cheer/Dance Coach at a salary of \$28,000 beginning July 1, 2006. The Board also approves the appointment of Nathan Mason as the Admissions Specialist/Head Women's Soccer Coach at a salary of \$25,000 beginning July 1, 2006.

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

#### **Agenda Item VIII-E: Registrar Position**

The registrar is a critical position within the institution. It is the registrar's job to account for all credits for each student that graduates and to account for all credits that are charged for state aid. The registrar's position consists of constant reporting of credit hours earned and attempted to state and federal agencies, evaluating the countless transcripts received from other institutions, certifying graduates, etc. Simply put, the registrar is the "academic accountant" for all students and the institution as a whole.

It was planned during the reorganization of the Student Development area in 2005 that a full-time registrar would be added to the college in FY2007. The college would take a "wait and see" attitude about the registrar's position to determine what the needs would specifically be in the newly redesigned area. Also, the Dean believed that there are too many new employees in 2005 to have the proper time to train someone to take over the registrar function. That "wait and see" time has ended and this recommendation has been prepared.

With increased reporting requests from the Kansas Board of Regents, and the federal government, and with the increase of enrollments over the past few years, combining the positions of Dean of Student Development and Registrar has proved to be challenging for one person to do adequately. The current Dean has found it difficult to keep up with meeting the needs of students while also

staying abreast of the many reports and functions of registrar. Both jobs are "full-time" positions, and have proved to be too much for one person to do well.

Our enrollment has increased by over 800 students since 1998, and our staffing needs have increased as well.

Currently, the registration staff consists of the following:

Dean of Student Development/Registrar \$44,500

Registration Coordinator \$24,500

Registration Clerk \$19,178

Data Entry Clerk \$16,640

**TOTAL COST \$104,818**

The recommendation is to reorganize the registration function due to:

Increase demands for state and federal reporting;  
 Significant increase in student enrollment and headcount;  
 The criticality of the function of registrar;  
 Lack of time for the Dean of Student Development. The additional time will allow her to focus on large issues such as increasing retention, enrollment, residence hall population, student satisfaction and access.

When reviewing the current staffing situation, the Dean examined the efficiency of each position and the work handled by each staff member. The Data Entry Clerk position was added last summer as a means to solve a staffing problem with this individual who had previously worked in another department. While it has been wonderful to have an additional clerical support person, it has been determined that our current needs are more administrative rather than clerical in nature. The duties of the Data Entry Clerk could be split up among the 3 ½ admissions and registration staff positions without causing a great deal of extra work for any one person.

Therefore, it is the recommendation of the administration to:

Eliminate the position of Data Entry Clerk and  
 Reduce the position of Registration Coordinator to a 10-month position in order to  
 Reinstate the Registrar position

See below for costs:

Dean of Student Development \$44,500

Registrar \$30,000

Registration Coordinator (10 month) \$20,417

Registration Clerk \$19,178

PLUS ADDITIONAL BENEFIT COST \$793

**TOTAL COST \$114,888**

**TOTAL ADDITIONAL COST TO ADD REGISTRAR \$10,070**

While this proposal will not be budget neutral, it will establish a more efficient use of college personnel.

The position description is attached.

**Resolution 2006-30**

RESOLVED, That the Board of Trustees of Neosho County Community College approves reinstating the position of Registrar as outlined above.

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

**Registrar**  
**Reports to: Dean of Student Development**  
**Classification: Full-time, 12-month employee**  
**Pay Status: Administrative**  
**Location: Chanute**  
**Vacation/Sick Leave/Regular Holidays per Board Policy**  
**Starting Salary Range: \$29,000-\$31,000**  
**Full 12-month fringe benefit**

**Purpose of Position:** This position is a member of the Student Development team who reports to the Dean of Student Development. This position is responsible for the management of student records and the coordination of registration and enrollment procedures for the college. This position will work directly with other student development areas to implement a comprehensive student development program for the college.

**Essential Functions:**Primary duties:

Oversee management and use of student data;

Maintain and assist in the planning of semester course offerings and assist in updating the master course list;

Manage the registration area of JICS Software Database;

Coordinate graduation activities;

Establish and maintain student files, ensuring all academic records are kept current and accurate; monitor student records to ensure compliance to academic regulations and program requirements for graduation.

Perform official duties as registrar including, but not limited to: evaluation of transcripts, signing eligibility rosters, responding to surveys, making residency decisions, performing graduation checks, assigning new course numbers, setting enrollment, certification and withdraw dates;

Prepare state aid reports, out-district billing reports, Kansas Board of Regents enrollment reports, Kansas Postsecondary Database, IPEDS, and other reports;

Supervise registration staff;

Work with registration staff at the Ottawa campus to ensure replication of services at that campus;

Assist admissions staff with planning summer enrollment clinics;

Assist with updating the College catalog;

Perform other miscellaneous duties as assigned by the Dean of Student Services.

### **Required Knowledge, Skills and Abilities**

Experience working with databases, ability to manage and analyze data.

Extreme attention to detail, organizational skills, ability to manage a large number of tasks at one time;

Demonstrated ability to learn and disseminate detailed information using a high level of interpersonal skills.

Sensitivity to, and awareness of, confidential materials.

Ability to work effectively with diverse populations.

High level of coordinating skills.

Ability to exercise sound judgment.

Willingness and ability to lead and work as a member of a team.

Must possess a service mentality toward students, parents, faculty and other staff members.

### **Education and Experience:**

Bachelor's degree required.

Minimum of 1-3 years of experience in student services (preferably in registration) or other college office setting required.

### **Working Conditions:**

Work is normally performed in a typical interior/office work environment.

Occasional evening hours required.

No or very limited physical effort required.

No or very limited exposure to physical risk.

### **Agenda Item VIII-F: Assistant Coach/Resident Hall Assistant Proposal**

Currently, the College employs 11 resident assistants (RAs) who serve as assistant coaches and resident assistants in our residence halls. This number varies from year to year depending on the number of student athletes in each respective athletic program. There could potentially be as many as 15 resident assistants if athletic teams are at capacity.

Assistant coaches/resident assistants are all hired by the athletic department, but they are paid from the residence hall budget (also known as Fund 16) for their duties as resident assistants. Current salary is \$650 per month (\$5,850 per year) for first year RAs and \$750 (\$6750) for second year RAs (and those with more that two years). The College also pays two "Head RAs" an

additional \$2,000 each per year for assisting the coordinator.

The current RA staffing situation brings with it several issues. First, these employees are hired by the athletic department to serve as assistant coaches, with the benefit of free room and board and an additional stipend of \$650/\$750 per month for serving as RAs. They are asked to supervise a wing in the residence hall, provide the students in their wing with guidance, and ensure the safety of our students. Since these employees are here to gain coaching experience, many may not be as committed to providing a quality residential experience for our students as they are to the coaching aspects of their position. In the past some RAs have performed the minimal responsibilities of the RA portion of the job and are not interested in learning more about student development or retention. The Dean of Student Development currently has no input in the hiring of these individuals, so it is difficult to take the residence life program to the next level without truly committed resident assistants.

Many factors contribute to the retention of students, but the quality of their residential experience is an important aspect. NCCC students spend a great deal of their free time in the residence hall, so a personal, caring residence life staff will go a long way in helping to retain our students. It is critical to have resident assistants who are as passionate about student development as they are about coaching.

The purpose of this redesign proposal of the "secondary" or non-coaching duties of the assistant coaches is to retain a small number of coaches that have a passion for student development as RA, while giving other RAs secondary duties that may be more in line with their individual talents and interests.

Specifically, Student Services proposed the following:

Move funding for assistant coaches from the residence hall budget to the athletic department. Athletics hires these individuals anyway, so it makes sense to give them control of the funding. This has the added benefit of reducing the overall budget of the residence halls and thereby reduces the 125% bond covenant amount that we must keep in reserve.

For those assistant coaches that are not chosen to be RAs, provide room and board in the NeoKan residence hall (double-room – they are now provided with a single room in Bideau Hall), but also provide them with the option of living off-campus and forfeiting the room benefit. This will free room space in the new hall, which is in great demand in the fall semester. The assistant coaches would still be eligible for free meals on campus as part of their compensation.

Reduce the number of resident assistant positions to five (one for each wing in Bideau & one for NeoKan). This will give those individuals who enjoy living and working with students this opportunity. The five RA positions would be hired by student development staff from the pool of available assistant coaches and would receive additional compensation above the assistant coach salary from the residence hall (Fund 16) budget (a portion of the current RA salary budget would be left in the Fund 16 to cover the expenses for five RAs). Some or all of these positions may be filled by assistant coaches, but they would interview for these positions separate from their assistant coach position. Compensation for RAs would be \$3,250 per year plus room and board. (\$325/month x 10 months)

Assistant coaches who are not hired as RAs will interview for and be assigned additional duties (approximately 10 hours per week) in various departments across campus. Some assignments could include admissions recruiter, tutor, intramural coordinator, Student Union monitor, academic personal trainer, computer lab assistant, etc.

Eliminate the part-time recruiter, Student Union Monitor and head RA positions currently in the budget. With the redesign, these positions will be taken by assistant coaches. This will save \$5,400 annually.

Cost Analysis:

Current Amount Budgeted for Resident Assistant salary expenses \$102,800  
 Savings from part-time recruiter position, head RA positions and  
 Student Union Monitor \$5,400  
**Total Budgeted \$108,200**

Actual RA salary expenditures for 2005-06 \$94,116  
 Additional cost to add 5 resident assistants \$16,250  
 (additional \$3,250 each)  
**New Budget Needed \$110,366**

**Additional budget dollars needed to fund proposal \$2,166**

Please note that actual cost might be considerably less than this if all were first year RAs. (This year, 6 RAs are first year, 3 are second year or beyond, and 2 received an extra \$1000 as head RAs.) Also, currently, RAs utilize 9 rooms in Bideau Hall which is more costly for students than the older NeoKan Hall. If the Board approves the proposed plan, five of these rooms could be used as double-occupancy student rooms. This could generate an additional \$3,000 in revenue by moving students who are currently living in the lower cost NeoKan to Bideau Hall where many would prefer to live.

The administration asks that the Board approve the redesign of the assistant coaches' secondary duties and direct the administration to allocate additional funds for the new structure.

**Resolution 2006-31**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the proposal outlined for assistant coaches and resident hall assistants.

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

**Agenda Item VIII-G: Administrator Contract Renewals**

It was the President's recommendation that employment contracts be renewed for 200-07 for the following administrative personnel.

Bulk, Mary Cashier/Financial Aid Specialist  
 Christiansen, Bob Director of Development  
 Coomes, Kerrie Director of Financial Aid  
 Eldridge, Mark Dean of Ottawa Campus  
 Ernst, Dale Assistant Dean of Ottawa Campus  
 Erwin, Jean Medical Assistant Coordinator/Instructor  
 Ewan, Michelle Bookstore Manager  
 Gilpin, Karen Director of Nursing  
 Hackett, Chris Coordinator of Residence Life  
 Inbody, Brian Vice President for Student Learning  
 Kettler, Randy Director of CAVE  
 Kiefer, Melissa Coordinator of Student Life & /Head Cheer/Dance Coach

Kiefer, Mike Athletic Director/Head Coach for Men's Soccer  
 Krumm, Brenda Dean of Outreach and Workforce Development  
 Last, Lisa Dean of Student Development  
 Lawrence, Noretta Network Services Coordinator  
 Leach, Jill Registration Coordinator  
 Loring, Julie Director of Advising and Counseling  
 Neff, Ann International Student Coordinator  
 Ptacnik, Ann Admissions/Outreach Coordinator-Ottawa  
 Ranabargar, Kerry Director of Technology Services  
 Redburn, Sandy Partner's In Change Trainer  
 Rhine, Tracy Allied Health Coordinator  
 Robb Sandra Lifetime Learning Coordinator (1/2 time)  
 Rowe, Brenda Human Resources Director  
 Smith, Ben Dean of Planning and Operations  
 Smith, Paul Maintenance Supervisor  
 Solander, Sandi Dean of Finance  
 Vanatta, Kim Developmental Lab Coordinator  
 Weisenberger, Susan Director of Library Services  
 It was the recommendation of the President that contracts not be renewed for:

Laura Bridges, Assistant Director of Financial Aid  
 Laura Skillings, STARS Director

The following contracts are recommended for renewal pending renewal of the ABE grant:

Krista Clay, ABE Coordinator  
 Cindy Hager, ABE Instructor  
 Sandy Morgan, ABE Instructor

It was recommendation of the President that the contract for Rusty Coons, ABE Instructor, not be renewed.

Pending continued TRIO funding/grant approval, the following contracts are recommended for renewal:

Tonya Bell, STARS English Specialist  
 Maranda Collins, Upward Bound Director  
 Wade Collins, Talent Search Academic Advisor  
 Rita Drybread, STARS Math Specialist  
 Susan Greve, CBC Gear-Up Project Director  
 Steve Kramer, STARS Counselor  
 Marie Moore, Talent Search Director  
 Suzann Pool, CBC GEAR-UP Project Advisor  
 Michael Rose, Talent Search Academic Advisor

### **Resolution 2006-32**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the recommendation of the President for employment contract renewals for 2006-2007 for the administrators as outline above, and that notices of intent not to renew employment contracts be given as required by Board Policy

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

**Agenda Item VIII-H: Clerical and Maintenance Contract Renewals**

Based upon the recommendation of administrative supervisors, the President recommended that the Board of Trustees renew the following clerical and maintenance employees.

Mary Barr Switchboard/Administrative Assistant  
Susan Beddo Financial Aid Clerk-Ottawa  
Gloria Beeman Office Services Clerk  
Patty Benton Accounts Receivable Clerk  
Carrie Carter Library Clerk (part-time)  
Steve Crawford Maintenance A  
Terri Dale Administrative Assistant to the President  
Vicki Dent Custodian  
Marcy Dix Assistant Registrar-Ottawa  
Byron Foster Maintenance C  
Joan Gill Library Assistant  
Denise Gilmore Administrative Assistant for Nursing  
Susan Haddan Receptionist/Registration Clerk  
Kelly Hamm Administrative Assistant for Nursing-Ottawa  
Barbara Hanks Accounts Payable Clerk  
Sarah Hart Administrative Assistant for Allied Health  
LuAnn Hauser Data Research Assistant  
Teddy Johnson Library Clerk (part-time)  
Jackie Kinzer Administrative Assistant for Outreach and Workforce  
Development  
Lisa Lierz Cashier/Accounts Receivable Clerk-Ottawa  
James Nduati Technology Services Support Technician-Chanute  
Mia Neely Accounting Clerk  
Paulette Parriott Cashier/Accounts Receivable Clerk-Ottawa  
Debra Schommer Administrative Assistant for Faculty  
Donna Shumway Technology Service Support Technician-Ottawa  
Sarah Smith Administrative Assistant to the Vice President of Student Learning  
Michael Thompson Ottawa Maintenance  
Joe Ward Maintenance B

The contract for Rochelle Bockover, data entry clerk, will not be renewed due to elimination of that position.

The following clerical employees will be renewed pending renewal of the TRIO grants that they are employed under.

Laurie Kerns, Administrative Assistant for Upward Bound  
Edie Godinez, Administrative Assistant for Talent Search

**Resolution 2006-33**

REVOLVED, That the Board of Trustees of Neosho County Community College approves the President's renewal recommendation for clerical and maintenance staff as listed above for 2006-07, subject to continued satisfactory job performance.

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

**Agenda Item VIII-I: Tuition and Fees Increase**

In February, the Board approved the tuition and fee rates for the 2006-2007 academic year. The narrative for that resolution contained this proviso:

*One of those assumptions involved the state of Kansas continuing its expected high level of support. If this support is greatly reduced, the administration may bring forward tuition and/or fee increase at that time.*

In years past, the college has received \$384,556 in FY05 and \$354,014 in FY06 in "new state aid dollars" or money in excess of previous year's allocations. The preliminary report from the state indicates that NCCC will receive only \$139,807 in new funds for FY07 despite being the top community college in the state in terms of percentage growth in Full Time Enrollment (FTE). This amounts to a deficit of \$214,000 in expected funds.

In order to compensate for this deficit the administration will reduce or cancel some planned activities for the new year. However, it is the recommendation of the administration that the Board raise tuition and fees for the coming year thusly:

Increase tuition for all NCCC students by \$3 a credit hour  
 Increase Student Union fee for all Chanute on-campus students by \$1 per credit hour  
 Increase Out of United States fee for international students by \$15 dollars to match the out of state fee

The increase in tuition would increase revenues by an estimated \$110,000. However, approximately twenty-nine percent of NCCC students are on scholarships provided by the institution, so we are essentially financing this increase to students with other college moneys. It is more likely that this increase will net \$78,500 new revenue. The increase in the Student Union fee would increase revenue to that account by approximately \$18,000. These funds will be used to help pay the Student Union and Dormitory System Revenue Bonds. (The official bond statement specifically lists the student union fee as a source of revenue for paying the bonds). The increase in Out of US fee will generate an estimated \$15,000 in new funds. These increases will not fully replace the expected funds from the state, so additional cost cutting procedures must occur.

Below are the proposed revised rates for FY 2006-2007.

The changes are noted in bold.

### **Neosho County Resident On Campus**

**Tuition \$40/cr. hr**

Fees

Incidental \$11/cr. hr

**Student Union \$ 5/cr. hr**

Technology \$ 5/cr. Hr

**Total Fees \$21/cr. hr**

### **Neosho County Resident Off Campus**

**Tuition \$40/cr. hr**

Fees

Incidental \$11/cr. hr

Student Union \$ 0/cr. hr

Technology \$ 5/cr. Hr

Total Fees \$16/cr. hr

**Kansas Resident Outside Neosho County (Chanute) On Campus****Tuition \$40/cr. hr.**

Fees

Incidental \$11/cr. hr.

**Student Union \$ 5/cr. hr.**

Technology \$ 5/cr. hr.

Out District \$10/cr. Hr

**Total Fees \$31/cr. hr.****Kansas Resident Outside Neosho County (Chanute) Off Campus****Tuition \$40/cr. hr.**

Fees

Incidental \$11/cr. hr.

Student Union \$ 0/cr. hr.

Technology \$ 5/cr. hr.

Out District \$10/cr. Hr

Total Fees \$26/cr. hr.

**Kansas Resident Outside Neosho County (Ottawa) On Campus****Tuition \$40/cr. hr.**

Fees

Incidental \$ 15/cr. hr.

Building \$11/cr. hr.

Technology \$ 5/cr. hr.

Out District \$10/cr. hr.

Total Fees \$41/cr. hr.

**Kansas Resident Outside Neosho County (Ottawa) Off Campus****Tuition \$40/cr. hr.**

Fees

Incidental \$ 15/cr. hr.

Building \$ 5/cr. hr.

Technology \$ 5/cr. hr.

Out District \$10/cr. hr.

Total Fees \$35/cr. hr.

**Out-of-State Resident (Chanute) On Campus****Tuition \$40/cr. hr.**

Fees

Incidental \$11/cr. hr.

**Student Union \$ 5/cr. hr.**

Technology \$ 5/cr. hr.

Out-of-State \$25/cr. hr.

**Total Fees \$46/cr. hr.****Out-of-State Resident (Chanute) Off Campus****Tuition \$40/cr. hr.**

Fees

Incidental \$11/cr. hr.  
Student Union \$ 0/cr. hr.  
Technology \$ 5/cr. hr.  
Out-of-State \$25/cr. hr.  
Total Fees \$41/cr. hr.

**Out-of-State Resident (Ottawa) On Campus**

**Tuition \$40/cr. hr.**  
Fees  
Incidental \$15/cr. hr.  
Building \$11/cr. hr.  
Technology \$ 5/cr. hr.  
Out-of-State \$25/cr. hr.  
Total Fees \$56/cr. hr.

**Out-of-State Resident (Ottawa) Off Campus**

**Tuition \$40/cr. hr.**  
Fees  
Incidental \$15/cr. hr.  
Building \$ 5/cr. hr.  
Technology \$ 5/cr. hr.  
Out-of-State \$25/cr. hr.  
Total Fees \$50/cr. hr.

**International (Chanute) On Campus**

**Tuition \$113/cr. hr.**  
Fees  
Incidental \$11/cr. hr.  
**Student Union \$ 5/cr. hr.**  
Technology \$ 5/cr. hr.  
**Out-of-US \$25/cr. hr.**  
**Total Fees \$46/cr. hr.**

**International (Chanute) Off Campus**

**Tuition \$113/cr. hr.**  
Fees  
Incidental \$11/cr. hr.  
Student Union \$ 0/cr. hr.  
Technology \$ 5/cr. hr.  
**Out-of-US \$25/cr. hr.**  
**Total Fees \$41/cr. hr.**

**International (Ottawa) On Campus**

**Tuition \$113/cr. hr.**  
Fees  
Incidental \$15/cr. hr.  
Building \$11/cr. hr.  
Technology \$ 5/cr. hr.  
**Out-of-US \$25/cr. hr.**

**Total Fees \$56/cr. hr.**

**International (Ottawa) Off Campus**

**Tuition \$113/cr. hr.**

Fees

Incidental \$15/cr. hr.

Building \$ 5/cr. hr.

Technology \$ 5/cr. hr.

**Out-of-US \$25/cr. hr.**

**Total Fees \$50/cr. hr.**

**Resolution 2006-34**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the tuition and fees increases as recommended by the President effective Fall 2006.

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

**Agenda Item VIII-J: Bidding Policy Revision (first reading)**

It has been several years since the bid policy has been changed. There are several items in the policy that the President felt needed to be updated. President Smith recommended that the limit be raised from \$5,000 to \$10,000 for securing quotes for purchases. Therefore, the sealed bid minimum would be increased from \$5,000 to \$10,000 for purchases. During the past several months the College has purchased several items costing more than \$5,000 but less than \$10,000. Bidding the items out has resulted in a delay in the receipt of the goods which has impacted efficiency of operations at the College. By securing quotes the College will be fiscally responsible by obtaining the lowest and/or best quote.

It was also the President's recommendation that services be removed from the bid policy. There are many subjective factors to consider when obtaining services that make bidding services impractical. Many times when soliciting services it is not possible to solicit at least three independent vendors providing identical services.

The proposed policy also allows for flexibility in emergency situations. The current policy does not address emergency situations. It is felt that in emergency situations policy should allow for immediate purchase of goods or services.

Please review the proposed revision to the policy for approval at the May Board meeting.

**Current Bid Policy**

If the estimated cost of purchase is between \$2,000 and \$5,000, quotes shall be secured (3 or more) by telephone, letter or fax, and the lowest and/or best quote shall be accepted.

If the estimated cost is \$5,000 or more, the purchase shall be made by a competitive formal, sealed bidding process in which bids are solicited from at least three independent vendors. Such bids shall be submitted to the board for approval. The president can supersede above procedures if the item can be purchased at state or national contract prices.

All factors of the bids shall be considered, price being one factor. The board reserves the right to reject any or all bids for items of purchase or services performed. The chief financial officer may

request bids for items under \$5,000. Competitive bids are not required when the items purchased require compatibility with existing equipment, or when items are necessary to meet a specific educational objective, or when items are acquired for resale.

### **Proposed Bid Policy**

If the estimated cost of purchase is between \$2,000 and **\$10,000**, quotes shall be secured (3 or more) by telephone, letter or fax, and the lowest and/or best quote shall be accepted.

If the estimated cost is **\$10,000** or more, the purchase shall be made by a competitive formal, sealed bidding process in which bids are solicited from at least three independent vendors. Such bids shall be submitted to the board for approval. The president can supersede above procedures if the item can be purchased at state or national contract prices.

All factors of the bids shall be considered, price being one factor. The board reserves the right to reject any or all bids for items of purchase. The chief financial officer may request bids for items under **\$10,000**. Competitive bids are not required when the items purchased require compatibility with existing equipment, or when items are necessary to meet a specific educational objective, or when items are acquired for resale. ***Services of any kind are excluded from the bidding process. The acquisition, construction or renovation of a project or projects that involve both services and products, such as a design-build structure or the acquisition, construction or reconstruction of software applications and/or hardware including network infrastructure are also excluded.***

***Emergency situations that necessitate the immediate purchase of goods or services may be made according to procedures outlined by the president. Such procedures may include the delegation of emergency purchasing procedures to appropriate college personnel. An emergency for the purposes of this paragraph shall include by way of example and not as a limitation situations such as 1) The College will suffer damage to its students, employees, physical facilities or normal operations if immediate procurement of materials, goods or wares does not occur, or 2) The College will benefit from a material discount as a result of the immediate action. Payment of purchases pursuant to this paragraph are subject to K.S.A. 12-105b.***

***At the Board meeting following the emergency purchase of goods, the President will report the circumstances and details of the purchase.***

### **Amended Agenda Item VIII-K: May Board Meeting Date**

Mr. Berthot reported he would not be able to attend the May 11 Board meeting. Mr. Peter asked the other Trustees to check their calendars to see if they would be available on Wednesday, May 10 and to let the President's office know. A decision about changing the meeting date will be made after Trustees have had a chance to check their calendars.

### **Amended Agenda Item VIII-L: Executive Session: Negotiations**

It was moved and seconded that the Board recess into executive session for 30 minutes to discuss matters relating to employer-employee negotiations and that the President, Vice President for Student Learning, Dean of Finance and attorney be included. Motion passed. The Board entered executive session at 8:20 p.m.

The Board returned to open session at 8:50 p.m.

It was moved and seconded that the Board recess into executive session for an additional 20

minutes to continue discussion of matters relating to employer-employee negotiations and to include the President, Vice President for Student Learn, Dean of Finance and attorney. The Board entered executive session at 8:51 p.m.

The Board returned to open session at 9:11 p.m.

It was moved and seconded that the Board recess into executive session for an additional 5 minutes to continue discussion of matters relating to employer-employee negotiations and to include the President, Vice President for Student Learn, Dean of Finance and attorney. The Board entered executive session at 9:12 p.m.

The Board returned to open session at 9:17 p.m.

#### **Amended Agenda Item M: Executive Session: Non-Elected Personnel**

Upon a motion and a second the Board recessed into executive session for 30 minutes to discuss personnel issues relating to non-elected personnel which if discussed in open session might violate the individual's rights to privacy. The Board entered executive session at 9:13 p.m.

The Board returned to open session at 9:43 p.m.

#### **Agenda Item IX: Adjournment**

The meeting adjourned at 9:45 p.m.