

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

DATE: March 11, 2010
TIME: 5:30 p.m.
PLACE: Student Union, Room 209

PRESENT: Kevin Berthot
Charlie Boaz
Patricia Griffith
Clint Isaac
Mariam Mih
David Peter

PRESENT: Dr. Vicky R. Smith, President
Dr. Brian Inbody, VP for Student Learning
Ben Smith, VP for Administration
Brenda Krumm, Dean of Outreach/Workforce Development
Eric Tincher, Dean of Student Development
Dale Ernst, Dean of Ottawa
Sandi Solander, Business Manager
Sarah Robb, Faculty Senate President
Claudia Christiansen, Director of Development
John Haas, Ransom Financial Services
John Reid, Foundation Member
Bob Ames, Foundation Member
Tim Heenan, Foundation Member
Kent Pringle, Board Attorney
Terri Dale, Board Clerk

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

III. Public Comment

There were no speakers

IV. Approval of the Agenda

Mr. Peter asked to amend the agenda by deleting item E under new business. He added special board meeting date under new business. He also asked the board to move item 8-D for action immediately following the report on bond underwriting by Mr. Haas. Upon a motion and a second the agenda was approved as amended. Motion passed.

V. Consent Agenda

The following items were approved by consent.

- A. Minutes from February 11 and February 25, 2010
- B. Claims for disbursement for February 2010

Bond Underwriting Parameters Report: John Haas, Ransom Financial Services, distributed a summary sheet of five proposals received from four firms to purchase the Educational Facility Revenue Bonds for the new facility in Ottawa. Ransom Financials recommended the proposal from Stifel Nicolaus & Company, Wichita, Kansas.

Mr. Haas also reviewed the proposed sources and uses of funds, proposed estimated debt service, proposed cost benefit analysis, and time table of events.

Following Mr. Haas' presentation, Mr. Peter called for a short recess to allow the Foundation Executive Board to pass the resolution approving the recommendation from Ransom Financial Services to select the firm of Stifel Nicolaus & Co., Inc., Wichita, Kansas as purchaser of the Series 2010 Bonds, subject to the following parameters: (a) principal amount of Series 2010 Bonds of not to exceed \$5,270,000; and (b) a net interest cost, excluding underwriting compensation, of not to exceed 4.500%.

The Board of Trustees meeting reconvened at 6:05 p.m.

(Mr. Peter reminded the Board that agenda item 8-D had been moved forward in the agenda).

Agenda Item VIII-D: Parameters for Bond Issuance

Ransom Financial Consultants provided an analysis of the proposals they received for underwriting the City of Ottawa Educational Facility Revenue Bonds. The resolution below is the Board of Trustees' acceptance of the consultant's analysis and the consultant's recommendation for the parameters for the selection of a purchaser for , and authorizing and directing the offering for sale of, City of Ottawa, Kansas Educational Facility Revenue Bonds, series 2010 (Neosho County Community College Foundation Facility.)

Dr. Smith reported to the Board that the Executive Board of the Foundation had approved the recommendation from Ransom Financial Services.

RESOLUTION NO. 2010-16

RESOLUTION APPROVING THE SELECTION OF A PURCHASER FOR, AND AUTHORIZING AND DIRECTING THE OFFERING FOR SALE OF, CITY OF OTTAWA, KANSAS EDUCATIONAL FACILITY REVENUE BONDS, SERIES 2010 (NEOSHO COUNTY COMMUNITY COLLEGE FOUNDATION FACILITY).

WHEREAS, the governing body of Neosho County Community College (the "College") has considered the needs of the College for an educational facility in the City of Ottawa, Kansas (the "City"); and

WHEREAS, the Board of Directors of the Neosho County Community College Foundation ("Foundation") has determined it to be necessary to undertake the acquisition, construction, equipping and furnishing of an educational facility, of approximately 52,000 square feet, in the City of Ottawa, Kansas, for use by the Foundation, and by Neosho County Community College (the "College") for its educational purposes (the "Project"); and

WHEREAS, pursuant to the constitution and the statutes of the State of Kansas, the City is authorized and empowered to issue educational facility revenue bonds on behalf of the Foundation; and

WHEREAS, the City has indicated its willingness and intent, upon the satisfaction of certain conditions, to issue a series of revenue bonds on behalf of the Foundation to provide funds to finance

the costs of the Project, which bonds shall be designated City of Ottawa, Kansas Educational Facility Revenue Bonds, Series 2010 (Neosho County Community College Foundation Facility), to be dated on or about April 15, 2010 ("Series 2010 Bonds"); and

WHEREAS, K.S.A. 71-201(b)(9) authorizes the College to lease, use and operate property which is necessary and desirable for College purposes; and

WHEREAS, the governing body of the College has found the Project to be necessary and desirable for College purposes, and found it necessary and desirable for the College to negotiate and enter into a lease agreement, without an option to purchase, between the College and the Foundation (the "Lease"), to provide for the use and operation of the Project; and

WHEREAS, the sale of the Series 2010 Bonds is the responsibility of the Foundation; and

WHEREAS, the Foundation has authorized the Executive Committee of its Board of Directors (the "Executive Committee") to act on certain matters related to the sale of the Series 2010 Bonds, and the Executive Committee has found it necessary and advisable to select the firm of Stifel Nicolaus & Co., Inc., Wichita, Kansas (the "Purchaser") as purchaser of the Series 2010 Bonds and to authorize the Purchaser to proceed with the distribution of a preliminary official statement and all other preliminary action necessary relating to the Series 2010 Bonds; and

WHEREAS, due to the volatile nature of the municipal bond market and the desire to achieve maximum benefit of timing of the sale of said Series 2010 Bonds, the Executive Committee has authorized its Chairperson to confirm the sale of such Series 2010 Bonds, if necessary, prior to the next meeting of the Board of Directors of the Foundation; and

WHEREAS, the College, as a beneficiary of the Project under the Lease, desires to approve the selection of the Purchaser and the authorization of the sale of the Series 2010 Bonds.

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

SECTION 1. The selection by the Executive Committee of the Purchaser of the Series 2010 Bonds and the offering for sale of the Series 2010 Bonds by the Purchaser is hereby approved, ratified and confirmed. The College also approves of the execution by the Chairperson of the Executive Committee of a Bond Purchase Agreement for the Series 2010 Bonds, subject to the following parameters: (a) principal amount of Series 2010 Bonds of not to exceed \$5,270,000; and (b) a net interest cost, excluding underwriting compensation, of not to exceed 4.500%.

SECTION 2. A Preliminary Official Statement for the Series 2010 Bonds has been prepared and the College hereby consents to the use and public distribution by the Purchaser of the Preliminary Official Statement in connection with the offering for sale of the Series 2010 Bonds.

SECTION 3. This Resolution shall be in full force and effect from and after its adoption

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

Faculty Senate Report: Sarah Robb, faculty senate president gave the following report to the Board.

Charles Babb, sponsor for the Omega Iota Chapter of Phi Theta Kappa, reported that three

representatives attended the Kansas Region Convention in Salina. The chapter brought home a 2-Star chapter Award and an Honorable mention in the sister chapter competition for its work with the Eta Gamma Chapter at Coffeyville. The chapter was recognized for its work of planting trees on the Chanute Campus, its shoebox Christmas Party at Marillac Hospital in Overland Park, and its activities in conjunction with the Eta Gamma Chapter.

NCCC's women's ensemble, Bella Voce and instructor David Smith will travel to St. Louis over spring break to perform at the Cathedral Basilica, then on to Chicago to compete in the Windy City Music Festival at Dominican University.

Theatre instructor Sarah Owen had three student nominees for the Kennedy Center American College Theatre Festival for their roles in *The Glass Menagerie*. (Nathan Booe, Mary Kate Kelly, Stephanie Powers)

Linda Jones completed and submitted to the Association of Collegiate Business Schools and Programs (ACBSP) the biennial Quality Assurance Report which was due March 1. This is required to maintain accreditation of the business programs with the ACBSP. Ms. Jones also attended KBOR's Innovations in Career and Technical Education Conference in Wichita in February. She also attended the Annual Accounting Educators' seminar at Johnson County Community College. Accounting faculty members from community colleges and universities in Kansas, Oklahoma, Missouri, Nebraska, and Iowa were in attendance discussing new trends in accounting education, new accounting standards, and current issues facing the next wave of graduates.

Ms Robb said that the Science Fair was a success, with 59 entries and 15 students achieving high enough scores to go on to the State Fair.

Outstanding Scientists were:

Intermediate: Keyghan Reed (How different types of water affect plant growth)

Junior: Alix Boulanger (Water Testing)

Senior: Laura Erbe (Cockroach Conundrum)

Vice President for Administration Report: Ben Smith distributed the following written report and commented on several individual items. Following is his written report.

Facilities/Maintenance/Planning *(submitted by Paul Smith)*

Boiler Repairs - Boiler number 2 in the Main boiler room sprung a leak recently and Waldinger Corporation came out and replaced 2 tubes.

A. New Hot Water Boiler Project - The condensing hot water boiler job that was started last semester was completed and the boilers were put on line. The old Sellars boiler was removed and hauled away for scrap by the contractor. This project was funded with federal stimulus money.

B. Sanders Hall AHU Controls

a. New AHU controls in Sanders Hall Controls were installed by Comfort Contractors and the controls were commissioned and setup by Johnson Controls Inc.

b. This project was to keep the buildings from getting too hot or cold with the "wild" coils in the air handling units.

c. This project was funded with federal stimulus money.

C. Building Lettering - Aluminum lettering has been installed on the Multipurpose and Wellness buildings funded by the Neosho County Community College Foundation.

D. Indirect Kitchen Drains

- a. KDHE inspected the kitchen and found that the prep sink, the pot and pan sink and the dish washer did not have indirect drains and this needed to be corrected to be in compliance.
- b. The drains were installed during the break between New Years and students returning to the residence halls.
- c. This project was funded with federal stimulus money.

E. Painting at Bideau Hall

- a. At the request of the residence students, painting of the walls in three of the hallways in Bideau Hall are complete and the fourth hall is well underway. The colors chosen by a student committee and Housing Directors are: Flyaway Blue, Outrageous Green, Free Spirit and Feverish Pink.

F. Baseball Field Turf Project

- a. The fences were taken down to allow the contractor to work on the infield.
- b. After the work was completed the fences were reset, new conduit and 120V wiring was installed. New scoreboard control wiring was installed and P.A. system, speakers and wiring were also installed.

G. Mid-winter Preventive Maintenance Procedures

- a. All of the mid-winter preventative maintenance has been completed on the AHUs, unit ventilators, PTACS, boilers and pumps.
- b. The semi-annual inspections have been completed on the kitchen range hoods and the elevators in Bideau and Chapman.

H. Softball Scoreboard - The maintenance department found the softball scoreboard had a bad control module when we were getting it serviced for the season. We sent the module to Electro-Mech in Georgia; their service department commented that we need to start looking at a new scoreboard soon as the parts for our 20 year old scoreboard are becoming obsolete. A new scoreboard that is similar with a wireless radio control in the Beacon Athletics Catalog is \$3500.00.

I. Rowland 338 VAV upgrade - The installation of the larger VAV box in Rowland 338 will begin March 15, 2010. This project will be funded with federal stimulus money. The project had to be scheduled for Spring Break week for room access.

J. Summer 2010 Projects – Major projects under consideration for this summer include renovation of the women's basketball locker room, construction of a nursing simulation platform and control room in the Chanute nursing simulation lab, sound-proofing of the music room, residence hall room tiling and painting, and some sidewalk replacement and repair.

I. Safety/Security

A. Emergency Action Plan (EAP) – The Safety and Security Committee continues to review and implement the EAP to remain in compliance with new federal and state statutes and regulations. One example is NFPA-72 Mass Notification Systems, with implications for our new Ottawa educational facility.

- B. H1N1 and other Pandemics – The Safety and Security Committee is working on new CDC requirements for higher education institutions regarding H1N1 and influenza strains.
- C. Homeland Security Committee – Ben Smith continues to work with the City pandemic team on H1N1 mitigation control and reporting requirements.
- D. Electronic Video Security – We are working with Tech Services on the installation of a new video security system which will not only expand video security capabilities for both campuses, but provide a permanent long-term security video capture solution.
- E. Bookstore Video Surveillance - Installation of additional security cameras in the Chanute bookstore as recommended by the Safety and Security is currently in progress.
- F. AED/CPR annual training - Training courses continued to be offered for staff and faculty at no charge. Per the EAP, at least two individuals in every major campus building have been trained on the proper use of the AED's and basic CPR.

II. Technology Services *(submitted by Kerry Ranabargar)*

- A. Jenzabar EX – We successfully completed a major upgrade to our EX platform that has enhanced features and fixed some functionality that was not working correctly. We have also upgraded the database version to SQL 2008 to comply with software requirements that are coming along in May. We are a few weeks way from going live with and integration between our EX platform and the MBS system that the bookstore uses to charge student accounts.
- B. Jenzabar LMS - Upgraded to version 7 of the JICS platform over Christmas break. This upgraded added some new functionality that instructors had been requesting for some time and provides a more robust product over the previously installed version. We have made changes to the early academic warning system to enable it to work with the new version and implemented an on-line payment processor and portlet using Nelnet. We are also in a testing phase with the new admissions online application portlet that will allow students to apply online in the LMS which will save admissions quite a bit of time with data entry into EX.
- C. Website Development - Kerry Ranabargar has taken over the new website conversion since the resignation of the web designer last month. The conversion is approximately 50% done. There have been some issues with how the old site content fits into the new application so we are working through them and continue to make progress.
- D. Summer Projects - The summer will prove busy for Tech Services as we will be upgrading the video security system, putting in new equipment and reworking lab images for fall. On the administrative side, we have been working with Kan Ed and our grant writer providing various write-ups and pricing for several grants that are currently available to community colleges. We are also evaluating our internal policies and reworking some of them to be more applicable to today's environment. It is also budget time again, so we have been doing some preliminary work on a FY2011 budget.
- E. Switchboard / Readykey Pro System - We implemented a new physical access control system for Bideau Hall and installed a new cafeteria register that enables students to use the same card for access to the residence hall that they use in the cafeteria. Mary Barr has been learning the new card key system and has worked extensively with the student services to reproduce cards for distribution to students and staff.
- F. Institutional Reporting – LuAnn Hauser has finished generating the 08-09 Program Outcome Assessment Results & Summaries for all 37 areas. She has been working on Program Review Summary Data for Elem/Sec Ed, History, & Business Admin and has also started processing the Fall 09 Course Outcome assessment Data.
- G. Office Support Services / Copier Install - Gloria Beeman has been working with CPI to finalize some of the technical issues we have had with the new copy machines. Overall it has been a pretty

smooth implementation; however, there are still a few issues that we are working on with the vendor. She has been instrumental in this process and I would like to commend her on her patience and perseverance during this transition.

III. Bookstore *(submitted by Selina Wallace)*

A. Vehicle Scheduling Move Recommendation - The movement of vehicle scheduling from the bookstore to the vice-president's office has proven to be a great relief from the Bookstore with the increase of students and classes this year. Kim Ensminger, AA to the VP for Admin and Dean of Student Development, has moved into the driver's seat without losing a beat.

B. Point-of-Sales (POS) System - Tech Services is working with MBS and **Jenzabar, Inc.**, on the MBS Interface for EX, which is now close to completion. Progress continues to be made towards complete integration of the POS system into the bookstore operation.

C. Daily Operations - Daily operations has improved with additional training of our newest team member, Cindy Fairchild. Also, with the implementation TA Online and GM Online in full swing, book ordering and the rental program are progressing smoothly.

D. New bookstore web site - With the increase of students and on-line courses, the web site venture has been put on hold due to a shortage staffing to handle the processing of the online orders. Bookstore team members are pushed to excessive hours to service all constituents at this time. Additional budgeting is needed to staff the store and enable proper customer service.

E. Departmental Review - The bookstore departmental review was completed December 31, 2009. The report contained an in depth analysis and final evaluation of the department's strengths and weaknesses and overall recommendations for the department. The departmental review has been reviewed by all bookstore team members and is being used as a constructive tool for planning and decision making.

F. Standard Operating Procedure (SOP) - The Bookstore's standard operating procedure (SOP) manual is being created to reflect the new addition of procedures in the POS system vs. the old cash register system and had hand written receipts. Screen shots in PowerPoint slide shows will contain on-line step-by-step procedures. A living manual document will be available in the store and updated as processes change for easy accessibility, scheduled to be completed by June 30, 2010.

G. Special Thanks - Selina wanted to send a " Special Thanks" to Mr. Ralph (The Mouth) Barclay, for his insights and for visiting the Bookstore.

IV. Human Resources *(submitted by Brenda Rowe)*

A. Jenzabar EX

a. Since going live on the Jenzabar EX system, it has been a work in progress to complete the automation of the quarterly Kansas State Unemployment Report. This process has now been completed and is working well. All monthly, quarterly and yearly payroll reports are now being submitted electronically. The direct deposited payrolls are being submitted electronically through a secure website.

b. Kerrie Coomes, Director of Financial Aid, and I each attended a Jenzabar webinar to help us understand the Financial Aid/Payroll Interface when working with the federal work study payrolls.

With the proper instructions, the clean-up of some old records, and additional set-up, we were able to complete the automation of these processes as we started the Fall semester 2009 in good order. Through this interface, once the payrolls are posted, the financial aid office is able to track the dollars earned against each student's budget.

- c. The Human Resources office has implemented the process to track employees degrees on EX, as well as emergency contacts and room locations. These processes are a work in progress.
- d. The payroll interface with the development office regarding payroll deductions for foundation gifts is on hold for now, as the development office is not actively using the EX software.
- e. Jenzabar's Managing Business Consultant, Sarah Mitchell, visit in January benefited the Human Resources office as well, as we spent some time going over the payroll processes and making some suggestions for future improvements.
- f. The payroll office is currently working on the process to automatically accrue sick leave. This process will be completed and tested before July 1, 2010.

B. Payroll - The Human Resources office has been working with Amanda Keller, business office staff, to cross-train on the bi-weekly payrolls. Amanda has completed her first bi-weekly payroll last week and will be required to produce the bi-weekly payroll from start to finish over spring break, as I will be on vacation.

C. Wellness Program - The College will have six teams represented in the Walk Kansas program that is being sponsored by the Neosho County K-State Research and Extension. The Walk Kansas program is a team-based program that will help us and others lead a healthier life by being more active, making better nutrition choices, and learning positive ways to deal with stress. The six-week program started on March 7 and will end on May 1, 2010. The physical activity goal for each team member is 2 ½ hours a week, which is equal to 10 Walk Kansas miles, 30 minutes of activity a day for at least 5 days a week. Team members will also record their daily fruit/vegetable consumption.

D. Equipment Update - A Fujitsu scanner has been installed in the Human Resources office last week. Brenda Rowe will begin to implement a scanning process for the HR department, which will begin with personnel files.

E. Program Review - The Human Resources department is in the process of completing the departmental review. A Human Resources Survey was conducted in late November, 2009 with 66 employees from both campuses completing the survey. The results of the survey indicate that the Human Resources office provides excellent service. The departmental review should be completed by March 31, 2010.

F. Health Insurance Update - The sale of Preferred Health Systems to Coventry Insurance has been completed. The college has not seen much change at this time. With the renewal process approaching, Bridget Tatum, IMA representative, has indicated that the renewal process will include the company change as well as benefits. She thinks Blue Cross/Blue Shield may play a bigger role in this renewal. Bridget also indicated to us that the Preferred Health Systems renewals that had January 1 renewal dates had premium increases that ranged from 9 – 30%. The five member insurance committee will begin the renewal process as soon as the information is available.

V. Business Office Update (*submitted by Sandi Solander*)

A. Electronic Requisitions - In order to reduce paper usage and expedite the purchasing process,

eleven departments have begun utilizing the Jenzabar EX purchasing module since July 1, 2009. Current users appear to be pleased with this electronic means of requisition processing. The goal is to have all departments preparing electronic requisitions by July 1, 2010. Below is a chart representing the departments preparing requisitions electronically and the corresponding begin date:

DEPARTMENT	BEGIN DATE
Technology Services	July 2009
Copy Room	August 2009
Maintenance	August 2009
Business Office	October 2009
Switchboard	October 2009
Nursing	November 2009
Ottawa	November 2009
Registration	November 2009
Student Development	November 2009
Bookstore	February 2010
Upward Bound	February 2010

B. Electronic Actively Managed Payment Plans - Students began making payments via an actively managed payment plan option offered through Nelnet Business Solutions in December, 2009. Actively managed payment plans are automatic, prescheduled, recurring payments of student accounts. Payments are processed via automatic clearing house (ACH) draft (eCheck) or credit/debit card. This is a Web Portal which interfaces directly with the Jenzabar EX student information system to give students real time account information. Presently 182 NCCC students have taken advantage of this electronic payment option. Technology Service, Jenzabar Support, Nelnet Support and the Business office are working together to make this an efficient process that benefits our students. So far, the ACH deposits and the College bank account have reconciled to the amounts applied to student accounts.

C. Student Financial Aid Payments - During the Fall 2009 and Spring 2010 semesters Patty Benton has receipted over four million dollars in financial aid to student accounts:

Award Type	Fall 2009	Spring 2010	Total
Scholarships	\$346,794	\$289,813	\$636,607
Grants	\$1,141,680	\$719,492	\$1,861,172
Loans	\$1,046,088	\$551,444	\$1,597,532
Total	\$2,534,562	\$1,560,749	\$4,095,311

The initial group of Spring 2010 financial aid payments were processed the week of February 22nd. As classes continue to certify, more financial aid monies will be receipted to student accounts during the Spring 2010 academic semester.

D. Annual Financial Audit - The fieldwork for the annual external financial audit was completed the week of October 19, 2010. The 2008-09 accounting year was closed in the Jenzabar EX business module during late February. An unqualified audit report was presented to the Board of Trustees at their February 11th meeting. During her treasurer's report, Sandi Solander will provide follow-up information regarding the grant reporting, credit card and charge account items noted in the audit management letter, schedule of findings and questioned costs.

E. Jenzabar EX - During January, Sarah Mitchell, Jenzabar Managing Business Consultant visited the College, and addressed several issues relating to accounts payable, accounts receivable in the business office (BU) modules. Several reports were revised to better meet business office needs. Staff gained valuable training to improve their knowledge, skills and make the software provide desired results more efficiently.

F. Departmental Review - The business office departmental review was completed December 31, 2009. The report contained an in depth analysis and final evaluation of the department's strengths and weaknesses and overall recommendations for the department. In conjunction with the departmental review, a Business Office Survey was completed by 53 faculty and staff members amongst both Chanute and Ottawa campuses. Participants were asked questions pertaining to accounts receivable and customer service, as well as many other matters pertaining to the business office. The survey results have been reviewed by all business office staff members and are being used as a constructive tool for planning and decision making. According to the survey, overall the business office provides excellent service.

G. Standard Operating Procedure - Each of the standard operating procedure (SOP) manuals has been updated during calendar year 2009. Screen shots of step by step Jenzabar EX software procedures are contained in the manuals. The manuals are living documents that are updated as processes change.

H. Budget - Business office staff is currently in the process of encumbering payroll expenses for the remainder of the fiscal year. Budget transfers and journal entries have been processed to balance all budget line items. The 2010-2011 budget process will begin later this month when worksheets will be sent to departments for them to complete their requests.

I. Payroll - Amanda Keller, business office staff, has learned the necessary steps to complete bi-weekly payrolls, from start to finish. Amanda will be entirely responsible for processing the bi-weekly payroll during Spring Break when the human resources director will be on vacation.

Ottawa Update: Ben Smith, project manager for the new facility in Ottawa gave the following update on the project.

The new educational facility will house three new areas which will be partially funded by Title III funding—a surg tech program, an occupational therapy assistant program, and a science lab to support those two programs. The contractors and engineers are ready to move forward with the design of the required spaces funded by Title III using the approved U. S. Department of Education (USDOE) timeline. This design/build contract will obligate the Board of Trustees to engage Loyd Builders of Ottawa, KS as the design/build firm for this project.

Loyd Builders will design and implement the required renovation project immediately in conjunction with the design of the remainder of the facility. Loyd Builders will invoice the college for such design and renovation work as necessary to meet the USDOE timeline. The preliminary design and contract details have not been finalized. A special board meeting prior to the end of March will be recommended for approval of the Title III portion of the design/build contract.

The Ottawa educational facility project has proposed a very aggressive and optimistic project timeline, with occupancy scheduled for January 3, 2011. While this schedule is still technically possible, several issues need to be addressed. The most serious of these issues involves the impact of College students, faculty, staff and patrons on the K-68 corridor where the facility would be located. While the extent of this impact and the resulting necessary street improvements required by KDOT is still unknown, it is expected to be significant. The College must encumber certain Title III funds by March 30, 2010. Therefore, the administration suggests that separate design/build contracts for the Title III renovation section of the facility be developed and the remainder of the facility and site development and any necessary street improvements.

Because of the aggressive time schedule there was not sufficient time for necessary design meetings to take place prior to the development of the entire facility design/build contract by the March 11, 2010 Board of Trustees meeting. It is anticipated that we will bring the design/build contract for the educational facility, excluding the Title III portion, but also any necessary street improvements required by KDOT to the April 8, 2010 Board of Trustees meeting. It is anticipated that the Title III portion of the design/build contract for the facility will have been previously approved by the boards.

The Ottawa Educational Facility Project continues to progress at a rapid rate. On Monday, March 1, 2010, Mr. Smith met with the Ottawa City Manager, Ottawa Director of Planning and Codes Administration, city of Ottawa department heads, NCCC's Ottawa Design/Build project team and GBA traffic engineer to review the preliminary site and floor plans for the Ottawa project. The meeting went well with discussion of the plans and feedback from the Ottawa city department heads. There was minimal discussion on the traffic impact study.

The Ottawa Project Team met with the Design/Build Team on Friday, March 5, to begin a more detailed review of the project requirements. Discussion topics included the building site plan and orientation of the facility on the property, the design of the building main entrance and exterior, exterior lighting and security, parking considerations, drainage, green space requirements, window and natural lighting details, classroom location and design, teaching and learning center design, technology requirements, Title III requirements including surg tech, OTA and science lab requirements, nursing and allied health requirements and the simulated hospital area, faculty office and work areas, and the entrance, welcome area, staff and administrative areas. The meeting resulted in excellent dialogue with the Design Team leaving with a much more focused direction for the project design. Considerable work still needs to be done to finalize the design/build contract for the entire facility.

As reported previously, an engineering traffic impact study was required for determining the impact of new traffic at the proposed building site. The recommendations from that study essentially indicated that some type of street improvements would be necessary at the proposed building site based upon future growth needs of the college.

On Monday, March 8, Mr. Smith met with the Ottawa City Manager, Ottawa Director of Planning and Codes Administration, KDOT representatives, our Ottawa Design/Build project team and GBA traffic engineer to discuss the traffic study report and potential impact of possible implementation scenarios at the proposed site.

At the meeting there was significant discussion regarding the traffic impact study and KDOT requirements. Ottawa city staff were very helpful in assisting the college with presenting NCCC's case for minimal street improvements that would still meet KDOT operational and safety guidelines. The essential outcomes of the meeting are summarized below by Wynndee Lee, Director of Planning and Codes Administration for the Ottawa:

1) First, based upon the urbanization of this area, and the signal construction we are anticipating

for K-68 and Davis, the City formally requests that the speeds in the area west of K-68 & Davis be reduced to 40 miles per hour. This project is dealing with turn movements in an area with both decelerating and accelerating vehicles and we would like to request the speeds be consistent whether eastbound or westbound.

2) It appears that a left turn lane for west bound traffic is needed at Spruce for the movements that cross westbound lanes. This turn lane exceeds the 40 vehicle movements by KDOT standard. The designers will design this turn for 40 mph traffic, based upon my request above and our anticipation of change in this area. The designers will also look at a median for that left lane area that will prevent vehicles exiting the second access or trying to access the eastern access point. And to be safe, the eastbound lane will be designed for traffic lane safety, with minimum length due to no real movements there.

3) Lastly, while this was undetermined at the meeting, we would request that the whole area be treated as urban sections with less lane length required, when considering the permits.

Engineers for Bartlett & West are currently working on worst-case scenario cost projections for the turning lanes as required by KDOT regulations. Once KDOT has officially reviewed the city of Ottawa's requests on behalf of the College and responds, engineers will finalize the cost projections and a final design/build contract for the street improvements can be initiated. This process is expected to take from several weeks to months. KDOT representatives did agree at the meeting that both the educational facility project AND street improvement project could continue concurrently so that the Foundation and College educational facility project could proceed.

A special health occupations space design focus meeting was held on Wednesday, March 10, to complete a more detailed review of specific needs of the College's health occupation programs. Department heads representing nursing, allied health, medical assistant, HIT, and Title III met and discussed specific needs of each program including space, equipment, storage, security and scheduling. Great progress was made in the design specifications which have already been relayed to the project architects for inclusion in the overall design plan.

Dr. Inbody and Mr. Smith have been working on a detailed needs list for all furnishings and equipment for the Ottawa facility. With assistance from Kerry Ranabargar on the technology needs, they have completed a very detailed spreadsheet listing every piece of furniture or equipment needed for the new facility. Using data regarding existing Ottawa equipment and furnishings provided by Dale Ernst and the Ottawa staff, they have eliminated duplicates and reused as much of the furniture and equipment as they felt was possible and prudent. The projected cost for total furnishings and equipment is now under the anticipated cost estimated for the project.

A special focus meeting for furnishings for the new Ottawa facility was held this morning in Ottawa for faculty and staff. Dr. Inbody and Mr. Smith presented options for the different types of furnishings proposed for the facility and gathered input regarding those furnishings, as well as input on the general facility design.

A special design focus meeting for the new Ottawa TLC is scheduled for 10:30 am, Tuesday, March 16, 2010 to discuss topics similar to those mentioned previously.

The closing on the Jamison property is scheduled for 10:00 am, Wednesday, March 24, 2010.

Treasurer's Report: Sandi Solander distributed monthly financial statements and cash balance comparison for the month of February. She reported receipts of 2.9 million of which about 1.3 million was for financial aid. Disbursements for the month were 3.1 million which included \$350,000 paid for the land in Ottawa. Ms. Solander also distributed a list of credit card charges with inadequate supporting documentation found during the audit. She reported that almost all of the supporting documents had been found with the exception of air baggage claim tickets.

President's Report: Dr. Smith reported that on March 2-4, 2010, a team from NLN visited the Ottawa, Independence, and Chanute nursing programs to determine if NLN accreditation should be continued for NCCC's accredited NLN Nursing program. Concurrent with the NLN visit, the Kansas Board of Nursing team was also at NCCC to conduct a visit to determine if they should reapprove the Nursing program.

In the exit interview, the chair of the NLN team was very, very complimentary of NCCC's program, faculty and administration. Although she did share the recommendation she would make to the NLN, she indicated the results could not be shared with the media or papers.

The team will recommend a report on how many BSN nursing faculty gets their masters degree over the next couple of year. The Kansas Board of Nursing chair had very good things to say also. The Team will recommend that the KSBN reapproves the Nursing program. Dr. Smith offered congratulations to Pam Covault, Bev Roush and all the very hardworking faculty, clinical supervisors, and staff.

Dr. Smith also reported that NCCC has been awarded a \$10,000 grant from American Recovery Reinvestment Act (ARRA) funds by Southeast Kansas Community Action Program, Inc. (SEK-CAP, Inc.) to provide \$500 scholarships to 20 low-income students entering one of the healthcare occupations, welding, construction, computer science, and/or energy management programs.

President Smith told the Board she recently received a copy of the Kansas Adult Education and Family Literacy WIA, Title II, State and Local Program Performance Reports, FY 2009. The program outcome trends for NCCC were very positive. There are 30 programs in the state and the Kansas Board of Regents coordinates Kansas' efforts.

NCCC had four performance outcomes to accomplish their goals. Below are the percentages of accomplishment of the four outcomes compared with the rest of the state. NCCC has a program on campus and a satellite program at Fort Scott Community College. The College served a total of 140 participants in the ABE program and students accomplished 261 outcomes.

Outcome	NCCC %	State %
GED Obtained	86%	80%
Entered Post-secondary Education	75%	78%
Entered Employment	76%	50%
Retained or Improved Employment	84%	59%

Randy Kettler, Krista Clay, and the faculty and staff at NCCC and FSCC do a great job with the program.

Dr. Smith sent requests for FY 11 appropriations to Senator Brownback, Senator Roberts, and Congresswoman Jenkins to help fund the construction of the Center for Sustainable Energy on the Chanute campus. The requests asked that the federal government provide \$600,000 toward the construction of the center.

She received a phone call from Joshua Lewis, the appropriations request contact with Congresswoman Jenkins' office and he indicated that the House Republicans had placed a one-year moratorium on earmark (i.e. appropriations) requests. Because of this, he indicated that Jenkins would not be moving NCCC's request forward. Mr. Lewis indicated that if the House Republicans' stance changed, he would get back with her.

Last week the curriculum committee of the Board of Regents met to discuss and pass on to the full Board of Regents new program requests from colleges. On the agenda were NCCC's Surgical Technology and Occupational Therapy Assistant degrees. The Committee moved to place all of the new programs before them on the consent agenda of KBOR, except for NCCC's OTA program. The OTA program will be on the discussion agenda due to Washburn University's opposition to NCCC putting in an OTA program at the Ottawa Campus which is 48 miles from Washburn and they are also starting an OTA program. Dr. Inbody, Brenda Krumm and Dr. Smith will attend the KBOR meeting next week to defend the need to offer the OTA program at the Ottawa campus.

Agenda item VII -A: Housing Policy Revision-second reading

Student safety in our residence halls is of chief concern to NCCC. The Administration recommended that students who have been convicted of felonies not be allowed to live in the residence halls. The college will conduct criminal background checks for all residence hall applicants. These background checks will be conducted for prospective residence hall students only, NOT on the general student body.

This policy has been approved by the Student Learning Division that encompasses housing and by the Executive Committee. The language regarding unmarried students with dependents who live with them was added to reflect the current student handbook. The proposed policy is on the following page.

Resolution 2010-13

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised Housing Policy as presented.

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

PROPOSED REVISED POLICY**Housing** (revised 3-11-10)

Unmarried student under 21 years of age who are enrolled full-time and not living with parent(s) are required to live in college housing when space is available. Unmarried student under 21 years of age with dependents who live with them are not required to live in campus housing. When space is limited, college housing will be filled as follows:

First, with international students;
Second, students with scholarships;
Third, with freshman students;
Fourth, with sophomore students

Students with special circumstances who wish exemption from the housing requirement may apply in writing to the chief student affairs officer. Students who have been convicted of a felony in Kansas or equivalent offense in another jurisdiction shall not be eligible to live in student housing.

A housing policy booklet is provided to each housing resident to assist in assuring that college housing is managed as effectively as possible in serving the needs of the residents.

Agenda Item VIII-A: Spring Board Retreat Date and Topic

Thursday, May 27th was the date selected for the spring board retreat. Topics will be discussed at a later date but may include discussions on the current events at the college and the state budget and finances. The retreat will begin at 5:30 p.m.

Agenda Item VIII-B: Faculty Renewals

As Kansas statutes dictate, the Board must inform contracted full-time faculty of their intent to renew or not renew their contracts before May 1st for the next academic year. These recommendations are given by the faculty member's respective division chair or director then confirmed by the Chief Academic Officer. If a faculty member receives their fourth consecutive contract from the Board, the instructor receives additional due process rights if a request for non-renewal occurs.

Ten faculty on the renewal list, Mindy Ayers, Debra Brown, Michael Campbell, Jeremy Coombs, Rita Drybread, Steve Harrison, Sonya Herman, Susan Rhodes, Damon Solomon and Nathan Stanley, have completed three probationary contracts. This fourth contract offer will give them a continuing contract with full rights of due process.

The administration recommended the following faculty for contract renewal for the 2010-2011 academic year:

Larry Anderson
Melinda Ayers
Charles Babb
Linda Barrington
P. Kevin Blackwell
Debra Brown
Tonika Bruce
Rebecca Butts (begins March 8, 2010)
Michael Campbell
Jeremy Coombs
Chad DeVoe

Rita Drybread
Mark Eldridge
Teresa Faust
Bobbie Forrest
Jill Frazell
Marie Gardner
Stephanie Guinotte
Tosca Harris
Steven Harrison
Sonja Herman
Asya Herron
Linda Jones
William Jordan
Mary Lisa Joslyn
Luka Kapkiai
Joan LaRue
Patricia McDonald
Janet Mitchell
Steve Murry
Sarah Owen
Wayne Petterson
Kendra Pittman
Robert Poulos
Gayle Randolph
Susan Rhodes
Becky Rhone
Sarah Robb
Leigh Scharff
Darin Schmitz
Kay Shoemaker
David Smith
Damon Solomon
Nathan Stanley
Alisa Tasler
Cheryl VanHemert
Mark Watkins
Mary Weilert
Brad Wilkinson
Steve Yuza
Ruth Zollars

Resolution 2010-14

RESOLVED, That the Board of Trustees of Neosho County Community College approves the recommendation from the administration to renew faculty/coaches contracts for the 2010-11 academic year as presented.

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

Agenda Item VIII-C: New Position-Health Information Technology Director

The recent accreditation of the Health Information Technology (HIT) program and signed partnership with Dodge City Community College (pending partnerships with Seward CCC, Barton CC, and Fort Scott CC), prompted us to review whether it would be necessary to increase the part-time HIT Coordinator position to a full-time position. In addition, the resignation of Jo Jurgensen, part-time Coordinator of the HIT program, at the end of her current contract, June 30, 2010, presented the opportunity to move this position from part-time coordinator to a full-time director beginning July 1, 2010.

In the 2009/10 academic year 21 students started the HIT program; 6 started the transcription program; and 30 started the coding program. This is a total of 57 students under the supervision of the current HIT coordinator.

Through the partnership with Dodge City Community College, 10 additional students are anticipated in the coding program and 8 additional students in the HIT program for the 2010/11 academic year. Additional partnerships that are forthcoming, will increase the number of students—many in remote parts of the state. Such an increase will require the attention of a director who is available on a full-time basis.

Ms. Jurgensen, as the part-time coordinator, earns \$19,666. She holds the Health Information Administration (HIA) credential, has 30 years experience, and holds a masters degree. The new, full-time, Director position will be advertised in a salary range of \$40,000 - \$45,000 and will require 3-5 years of health information experience and a Health Information Administration degree. The full-time director will supervise not only the Health Information Technology AAS degree, the Medical Coding certificate, and the Medical Transcription certificate on the Chanute, Ottawa, and partnership campuses, but also supervise the medical assistant coordinator.

By approving the full-time position at the March 2010 Board of Trustees meeting, this will allow the College time to advertise the position for a full-time director to start on July 1, 2010, so there will be no break in the oversight of the programs.

I recommend the establishment of a full-time, 12-month HIT Director position (Administrator classification)

Resolution 2010-15

RESOLVED, that the Board of Trustees of Neosho County Community College approves the establishment of a full-time position for HIT Director (Administrator classification).

Health Information Technology Director

Reports to: Dean of Outreach and Workforce Development

Classification: Full-time, 12-month Employee

Pay Status: Administrator Classification

Vacation/Sick Leave/Regular Holidays per Board Policy

Starting Salary: \$40,000 - \$45,000

Purpose of position: This position reports to the Dean of Outreach and Workforce Development. This position is responsible for serving as the director of the health information technology program including medical coding and medical transcription certificate programs. This position will work directly with other health occupation coordinators/directors to implement a comprehensive health occupation career track for students of Neosho County Community College. This position also supervises the medical assistant instructor/coordinator.

Essential Functions:

1. Organize and implement the health information technology, medical coding, and medical transcription programs.
2. Recruit, advise, and retain students in/into to the programs.
3. Plan and develop curriculum updates, as needed.
4. Establish clinical sites for health information practicum.
5. Conduct continuous program review.
6. Review and manage budget.
7. Generate program reports, as needed.
8. Coordinate health information technology, medical coding, and medical transcription programs with other health occupation programs and with general education courses.
9. Coordinate accreditation processes with the Commission on Accreditation for Health Informatics and Information Management Education.
10. Obtain and maintain accreditation with the Commission on Accreditation for Health Informatics and Information Management Education.
11. Schedule health information technology courses in sequence with other required courses.
12. Maintain advising files on each student in the program for reporting and tracking purposes.
13. Monitor student attainment of graduation requirements.
14. Maintain a database of prospective students and ensure regular contact with those students through mail, phone and email correspondence.
15. Conduct student review and evaluation through required institutional procedures.
16. Conduct program and course assessment following established procedures.
17. Supervise the medical assistant instructor/coordinator.
18. Supervise and establish program articulation agreements with other higher educational institutions.
19. Perform other duties as assigned by the dean of outreach and workforce development.

Required Knowledge, Skills and Abilities

1. Working experience as a health information technician or administrator.
2. Exceptional ability to organize and coordinate projects.
3. Excellent interpersonal skills.

4. Ability to work effectively with diverse populations.
5. Attention to detail.
6. Knowledge of American Health Information Management Association.
7. Ability to communicate effectively, both orally and in writing.
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.

Education and Experience

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1. Bachelor's degree required in health information management or closely related field.
2. 3-5 years current/recent experience supervising health information technology functions within a healthcare organization.
3. Certification as a Registered Health Information Administrator or Registered Health Information Technician.

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. Some travel and evening hours are required.
3. No or very limited physical effort required.

Amended Agenda Item VIII-E: Special Board Meeting

The Board scheduled a special meeting on Thursday, March 25th, 2010 at 5:30 p.m. to approve the design/build contract for the new facility in Ottawa.

Amended Agenda Item VIII-F: Executive Session-Negotiations

Upon a motion and a second the Board recessed into executive session for 15 minutes to discuss matters relating to employer-employee negotiations and to include the President, Vice President for Student Learning, Vice President for Administration, Business Manager and attorney. Motion passed. The Board entered executive session at 7:15 p.m.

The Board returned to open meeting at 7:30 p.m.

Agenda Item IX-A: Adjournment

Upon a motion and a second the meeting adjourned.