

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes – January 12, 2012
6:00 p.m. - Ottawa Campus Auditorium**

I. Call to order.

Mr. Peter called the meeting to order at 6:00 p.m.

II. Roll call

Patricia Griffith was absent.

III. Public Comment

Mr. Peter conveyed condolences to Ben Smith on the passing of his mother.

Mr. Peter recognized Terri Dale and presented her with a crystal award noting her years of service as clerk for the Board. February 1 Ms. Dale will assume the duties of Director of Human Resources.

IV. Approval of the Agenda

Upon a motion and a second the agenda was approved. Motion passed.

V. Consent Agenda

The following items were approved by consent.

- A. Minutes from December 8, 2011
- B. Claims for disbursement for December 2011
- C. Personnel

1. Resignation – Assistant Director of Development

It was the President's recommendation that the Board accept the resignation of Jamey Whitney, Assistant Director of Development. Mr. Whitney's resignation is effective January 20, 2012.

2. Administrative Assistant for the CAVE

It was the President's recommendation that the Board approve the employment of Jodi Lucke as the Administrative Assistant for the CAVE. Ms. Lucke has been the Executive Director of the Chanute Area Chamber of Commerce and Office of Tourism, Assistant Vice President at Community National Bank, advertising and sales at the Chanute Tribune, and USD 413.

She earned an Associate of Arts degree from NCCC. Ms. Lucke will be paid \$10.00 per hour (level III) starting January 13, 2012.

3. Assistant Volleyball Coach

It was the President's recommendation that the Board approve the employment of Mallori Murry as the assistant volleyball coach. Ms. Murry is a graduate of NCCC and anticipates receiving her BS in Biology from Pittsburg State University in 2012.

Ms. Murry was the head volleyball coach at Baxter Springs High School in 2011 and was a student assistant coach at PSU. Ms. Murry will be paid \$5,625.00, starting January 3, 2012.

In accordance with the Board's Nepotism policy, Ms. Murry will report directly to the Head Volleyball Coach.

4. Surgical Technology Program Specialist

It was the President's recommendation that the Board approve the employment of Pamela Gerber for the Surgical Technology Program Specialist position at Chanute. Ms. Gerber has over 14 years of experience as a Certified Surgical Technician. She has exceptionally strong skills in the operating room and in the area of clinical advising and coordinating.

Ms. Gerber will be paid \$45,000 annually (administrator classification) starting January 17, 2012. This position is funded through the Title III grant and will be phased into the budget when the grant cycle is complete.

5. Head Softball Coach

It was the President's recommendation that the Board approve the employment of Kim Alexander as the head softball coach for NCCC. Ms. Alexander earned a Bachelor of Science in Early Childhood from Bacone College.

Ms. Alexander was the assistant softball coach at Labette Community College since 2007. She has also been employed as a substitute teacher. She will be paid at I-3 (30,715) on the faculty salary schedule starting January 13, 2012.

Dean of Ottawa Campus Report: Dale Ernst, Dean of the Ottawa Campus, distributed the following written report and made comments.

Academics

A. Constituent Services Awards

On January 9, 2012 at the *Updates and Announcements* session of the January In-service the following faculty and staff members received the coveted

Constituent Service Award:

Mark Eldridge	Community Nominee
Kevin Blackwell	Faculty Nominee
Dr. Tony Brown	Student Nominee

B. Monthly Staff In-service

Beginning this fall staff in-services were planned on the Friday that there were no Weekend College classes in session. All staff were in attendance with, offices and the TLC supervised by student employees.

Fall In-services were held on September 21 (Customer Service)
October 19 (Appreciation/Challenges)

Spring In-services are tentatively scheduled for: February 17
March 23
April 27

A result of the September session was I send to the faculty and staff a Tip of the Week (most weeks) centered on providing good constituent service. I plan on continuing this for spring semester.

C. Phi Theta Kappa Honor Society

Kevin Blackwell, Phi Theta Kappa Chapter Advisor for the Ottawa campus submitted the following report.

Phi Theta Kappa Ottawa had a busy Fall Semester. The chapter hosted the Northern District Meeting on the Ottawa Campus on September 24. About 30 students and advisors attended from all over the Northern District of the Kansas Region. On October 21 the Beta Nu Iota chapter inducted 15 new members. Four members attended the Annual Honors in Action Conference on November 4-6 in Manhattan, Kansas, served as co-hosts of the Conference and presented at the Conference. On November 29, Phi Theta Kappa Ottawa hosted Honors in Action Day on the Ottawa Campus including a panel discussion on "Social Media and the Student/Teacher Relationship". Service projects for the Fall Semester included helping pack and deliver meals for the Weekend Warriors program insuring that undernourished local elementary school children had adequate nutrition on the weekend, the Third Annual Bring It! Food

Drive to benefit the local Hope House, and participating in the Adopt-a-Highway program by adopting a two mile stretch of Highway 59. The first cleanup was on November 19.

D. Campus Misc. News

1. **Science Lab.** Rm. 206 was completed over the semester break. Lab sections are assigned as part of the spring semester schedule.
2. **Burst Pipe.** On Wednesday, December 7 (Pearl Harbor Day) the VAV coil in the HVAC unit in the bookstore froze and caused a leak. Flooding to the central part of the building averaged ½ inch of water. I would like to thank the faculty and staff for the rapid response. Outside assistance was provided by Josh Walker from Lloyd Builders, Brandon Livingston from BCI, and John Stansky from B&B Professional Cleaning & Restoration for their quick actions. Damage was minimal.
3. **Rotunda Christmas tree as a recruitment tool.** We discovered this year that students and service area patrons (with small children) were visiting the campus to view the Christmas tree located in the Rotunda.
4. **Veteran's Day Banner.** This year members of the campus community provided photos of family members who were veterans. Every conflict was represented from the Civil War (union army) to the Middle East. The only war not represented was the Spanish American War. The banner wrapped around most of the rotunda walls.
5. **NCCC Ottawa Media Reference Guide.** Attached as the last page is listing of all media resources used to publicize the Ottawa campus this past semester.

Brian Patrick, Assistant Dean of the Ottawa campus submitted the following report.

- Coordinated Concurrent Enrollment Roundups with Tony Brown for sophomores and juniors from Wellsville and Ottawa High Schools.
- Administered the ASSET test for concurrent students at Baldwin, Central Heights, West Franklin, and Anderson County high schools.
- With Marie Gardner, Tony Brown, and Leslie Mader conducted onsite concurrent enrollment at Anderson County and Ottawa high schools. This is the first time we have traveled to the high schools to enroll students directly. We are going to expand this service to all six high schools in our service area.
- Conducted monthly advisor meetings to train faculty and staff on advising procedures and how to increase degree completion.
- Increased efforts to ensure that all degree seeking students were assigned advisors.
- Worked with other staff members to organize the student service scholarship program at the Ottawa campus. We formed a committee and held two meetings each month. This allowed us to maximize the productivity of our student workers. Our new facility requires more attention and properly using student workers is critical to the operational effectiveness of our campus.
- Participated in the advisory committee for Future Visions, Community Learning Center.
- Participated in the advisory committee for the career programs at Baldwin High School, Ottawa High School, and Anderson County High School.

Leslie Beddo, Assistant Director of Admissions submitted the following report.

NCCC ACTIVITIES

Summer, Fall and Spring Admissions: I have processed approximately 1,233 online applications from April 14th, 2011 until January 5th, 2012. I have contacted an estimated 425 (Ottawa/Chanute) perspective students, who have applied for Financial Aid, but have not applied to the college.

Nursing Information Night: Ottawa's Nursing Information Night has helped to inform the community of the process and requirements of our Nursing program. The Nursing information consists of college admission, financial aid, nursing prerequisites and the Nursing program. Our numbers consisted of 20 to 25 people each month.

High School Visits & College Fairs: This past fall I visited 21 High School and 11 College Fairs. High schools students were informed of the great opportunity to attend a community college before going on to a four year university. I have seen a great majority of these students apply.

County Fairs: I attended 8 Fairs and County Activities and had 25 or more people come by the booth at most of the fairs. The Ottawa Car show was the best response of over 300 people. Several attendees stopped by to tell me a relative of theirs was associated with NCCC in some way.

Student Senate: Student Senate is officially up and running as of October 2011. We have 7 members who are doing great job of getting activities started here on this campus. A few of their activities included: Making and selling NCCC breast cancer awareness bands, proceeds was donated to Franklin County Cancer Society; Halloween party; Christmas booth providing Christmas snacks during finals week and having Santa here on campus. They have several events planned for this spring semester.

Dr. Anthony Brown, Coordinator of the Teaching and Learning Center submitted the following report.

Since opening in March 2011, the Teaching and Learning Center (TLC) has become one of the centers of activity on the Ottawa campus. The TLC houses the campus computer center, testing center, and library collection, and provides placement testing, student tutoring, test proctoring, academic advising, and other services for the campus.

Placement Testing

From March through December, **708 COMPASS testing sessions** were administered through the TLC. During the months of January and February, 46 testing sessions were administered, making a total of 754 testing sessions in 2011. To put these data in context, there were 621 testing sessions administered at the Ottawa campus in 2010 and 705 testing sessions in 2009. In addition

to the COMPASS tests, **49 CASAS (Comprehensive Adult Student Assessment System) reading tests** were administered in 2011 for students enrolling in CNA or CMA courses.

Student Tutoring

The TLC employed **10 tutors** during 2011 and collectively they tutored a total of **566 hours**. The Coordinator and two Assistant Coordinators of the TLC also tutored students at various times. So the actual number of tutoring hours conducted through the TLC is probably slightly higher than this documented amount. A more formal program for training and mentoring tutors was also established during the fall semester.

In addition to personal tutoring, the TLC has also developed a number of documents that contain brief tips on addressing common errors made by students in writing and mathematics. These “short sheets” cover topics such as basic comma rules, commonly confused words, and the order of operations when solving a complex algebraic equation. Seventeen of these sheets have been produced to date and there are plans to develop several more, especially in algebra.

Test Proctoring

Staff of the TLC served as proctors for **139 tests** during the year. Because tracking of this service did not begin until June, this number is an underestimate of the total tests proctored, which is likely in the 190-200 test range.

Academic Advising

Advising services offered through the TLC are not currently tracked, so it is difficult to estimate the number of students advised during the year. Staff members of the TLC serve as academic advisors for approximately **150 students**, and the TLC often advises incoming students before they are assigned advisors in their fields of study, so the number of students who utilize these services is significant. In addition, all advising for developmental students is conducted through the TLC.

Campus Communication

To enhance communication throughout the campus, several strategies were employed in the fall semester. A monthly newsletter, the *Helping Paw*, was started in September. It contains articles on study strategies, profiles of faculty and staff members, information on upcoming campus events, and other material of interest to the campus community. Four newsletters were published during the fall semester.

Three academic workshops were conducted during the fall semester to inform students about academic or career topics. The first workshop focused on procedures for citation and references in scholarly papers, a second workshop covered academic planning, and a third workshop was on resume writing. These workshops were very brief in length (15 minutes) and were presented multiple times during the day to maximize student participation.

In addition to these more academic efforts, the TLC has hosted several informal activities during the fall semester. These activities have included such events as a putting contest, pancake days, a Halloween celebration, and recognition of special holidays. Rather than serving as a potential distraction, TLC staff members have found that students have received these activities very well and they have served to enhance students' overall NCCC experience.

Projects Report: Ben Smith, Vice President for Operations reported on current and future projects for the College.

A. Ottawa Educational Facility and K68

- a. Title III science lab essentially complete.
- b. A few more issues such as asphalt and EFIS repairs will be reviewed at the end of the year warranty period.

B. Rowland Renovation

- a. Complete.
- b. We were dissatisfied with some of the vinyl sheet flooring installation so I asked Loyd Builders to replace several sections, which were completed this week.

C. Softball Field

- a. Design build contract with Loyd Builders approved last month.
- b. Project will be managed in conjunction with the parking/road project.
- c. Expect ground-breaking March 1, depending upon weather.
- d. Expect substantial completion by August 15.

D. Parking/Road Project

- a. Design build contract with Loyd Builders on tonight's agenda (drawing attached).
- b. Project will be managed in conjunction with the Softball Field project.
- c. Engineering services contract approved last month. Design is approximately 50% but waiting on additional field data from the topo survey.
- d. Should have progress meeting in next two weeks, depending upon availability of topo data for the design.
- e. Expect ground-breaking March 1, depending upon weather.
- f. Expect substantial completion by August 15.

E. Professional Services Contract

- a. Contract approved last month for complete topographic study, storm water management master plan, and landscape master plan (and parking/road design above).
- b. Topographical Study and utility survey
 - i. Field survey is approximately 75% complete as of yesterday in the field. Should finish up field work this week with work on drawings beginning next week.
 - ii. Working on scanning in original abstract documents now.
 - iii. Full drawing should be completely done later this month.

- c. Storm Water Management Master Plan waiting on completion of topo study.
- d. Landscape Master Plan waiting on completion of topo study.

F. Stoltz Hall Phase I

- a. Conversion of old photo lab into conference/break room nearly complete (pictures attached). Should be complete next week.
- b. Electrical build-out for phases I-III complete.
- c. Old kitchen room 8 doorway sealed and new doorway cut (pictures attached).
- d. Office and storage construction currently underway (design attached).
- e. Expect substantial completion by next board meeting.

G. Gym Floor

- a. Working on final floor designs and completing specs.
- b. Expect to bring recommendation to February board meeting.
- c. Several final design options (attached).
- d. Expected start date May 1 with completion June 18.

H. Student Union Restrooms

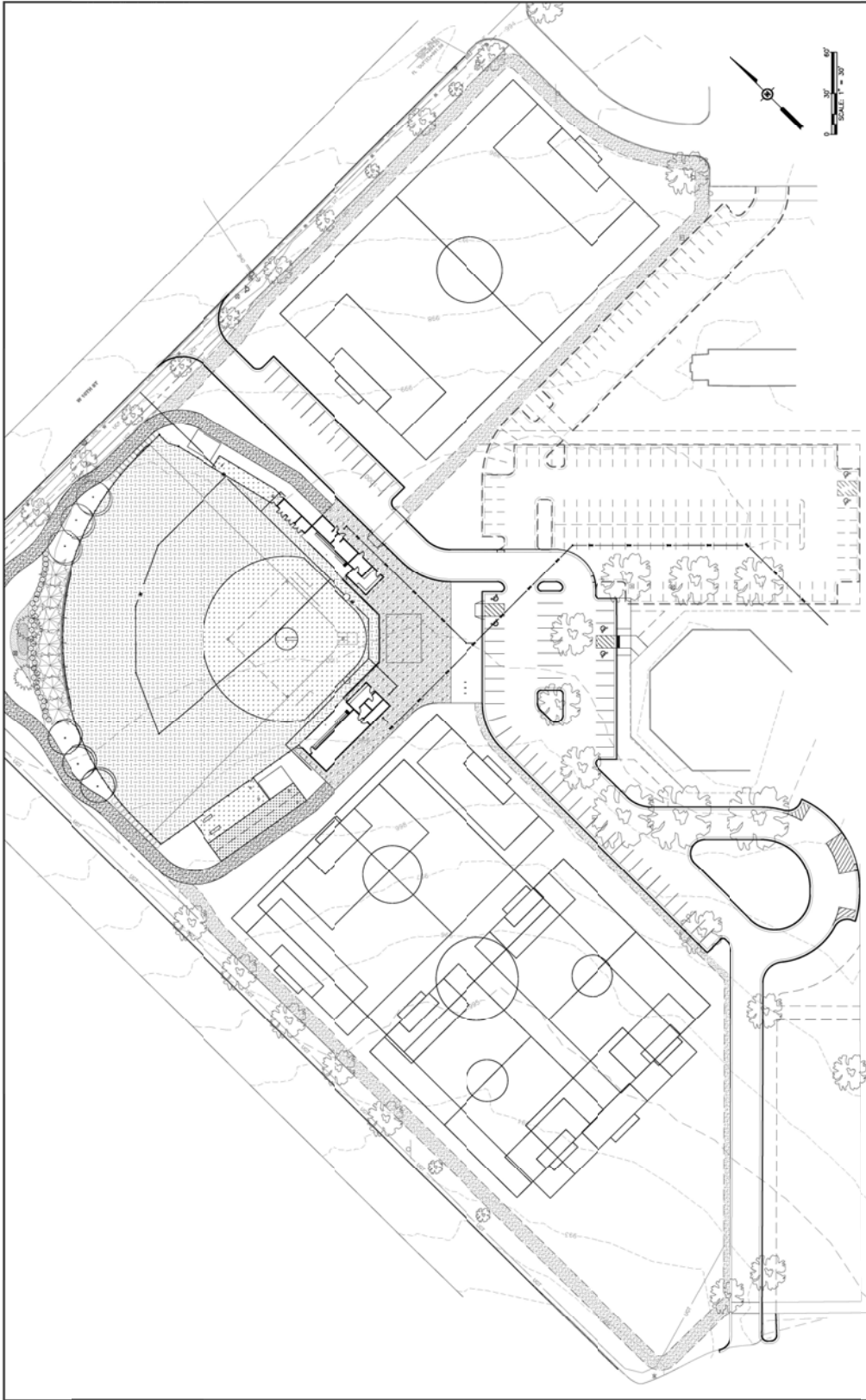
- a. Designs at 95% (attached).
- b. Expect contract for February board meeting.
- c. Expected start date is April 1 with completion prior to August 1.

I. Gym Locker Room Restrooms

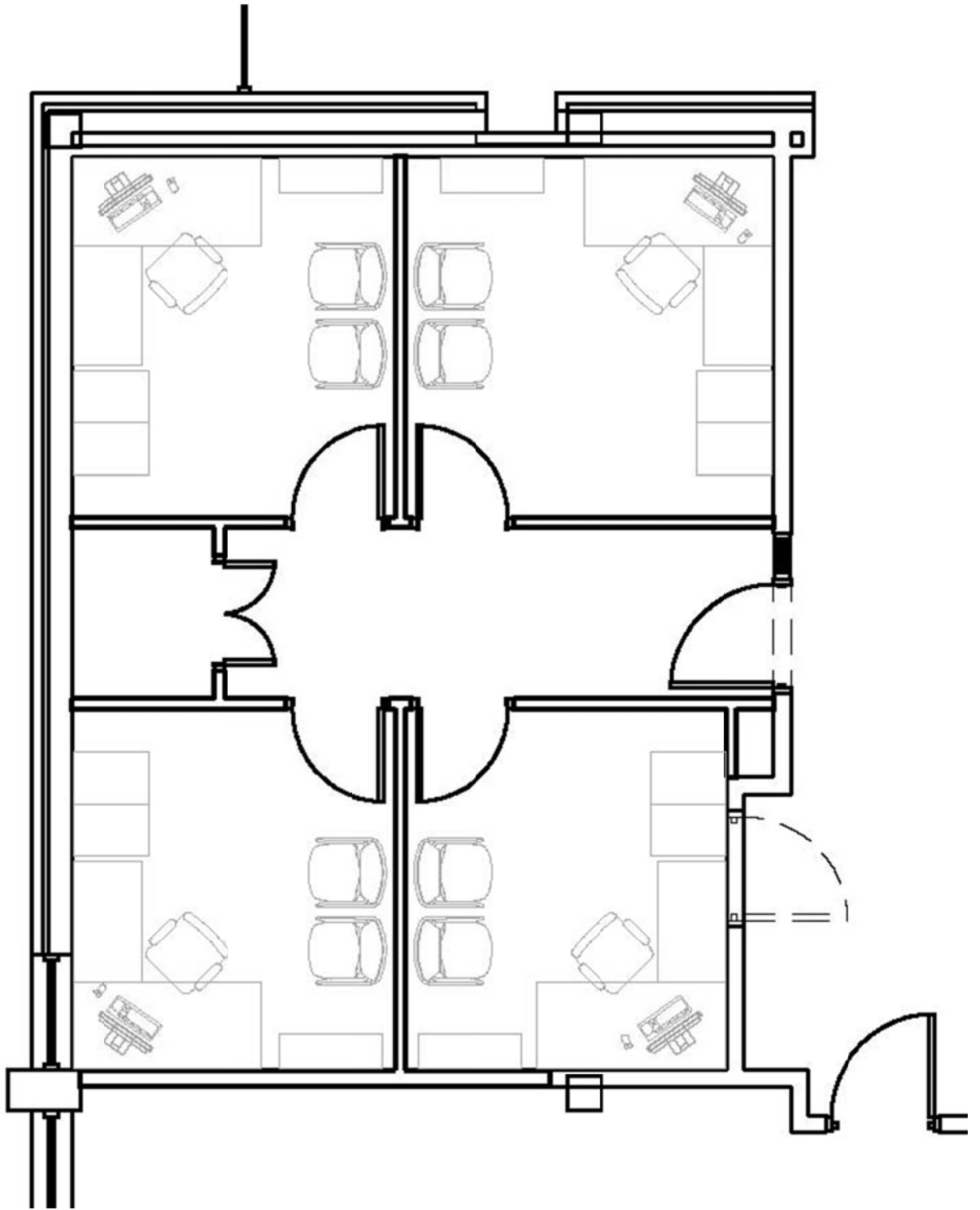
- a. Designs at 90% (attached).
- b. Expect contract for February board meeting.
- c. Expected start date is April 1 with completion prior to August 1.

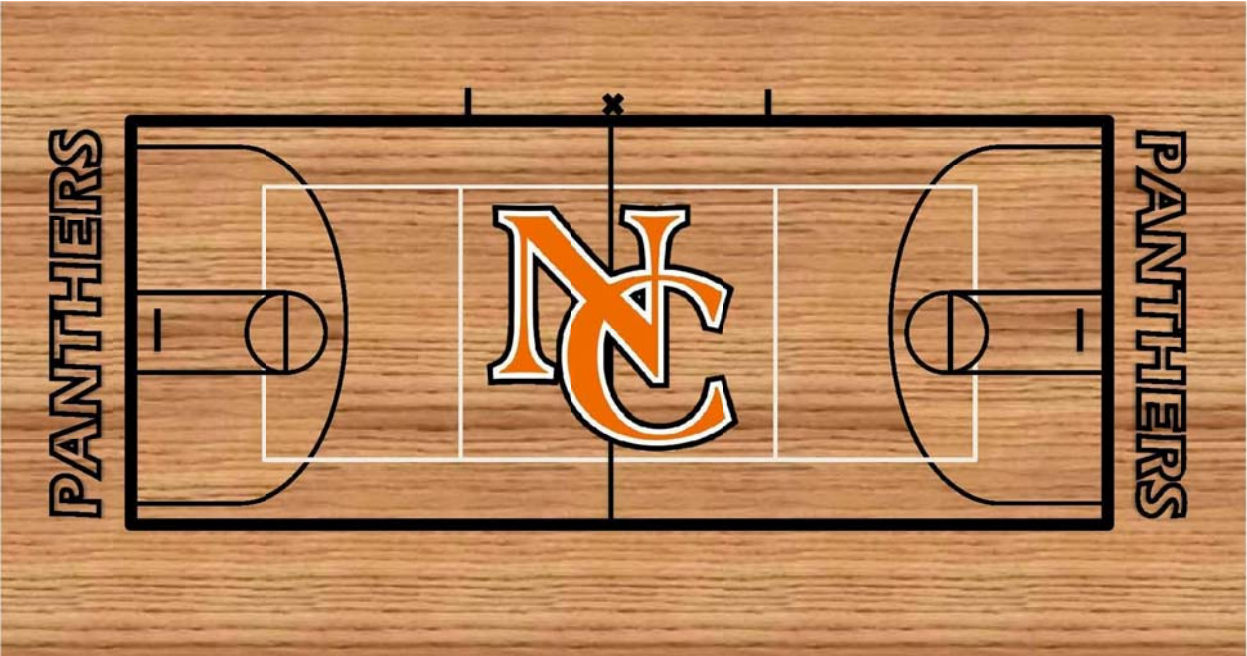
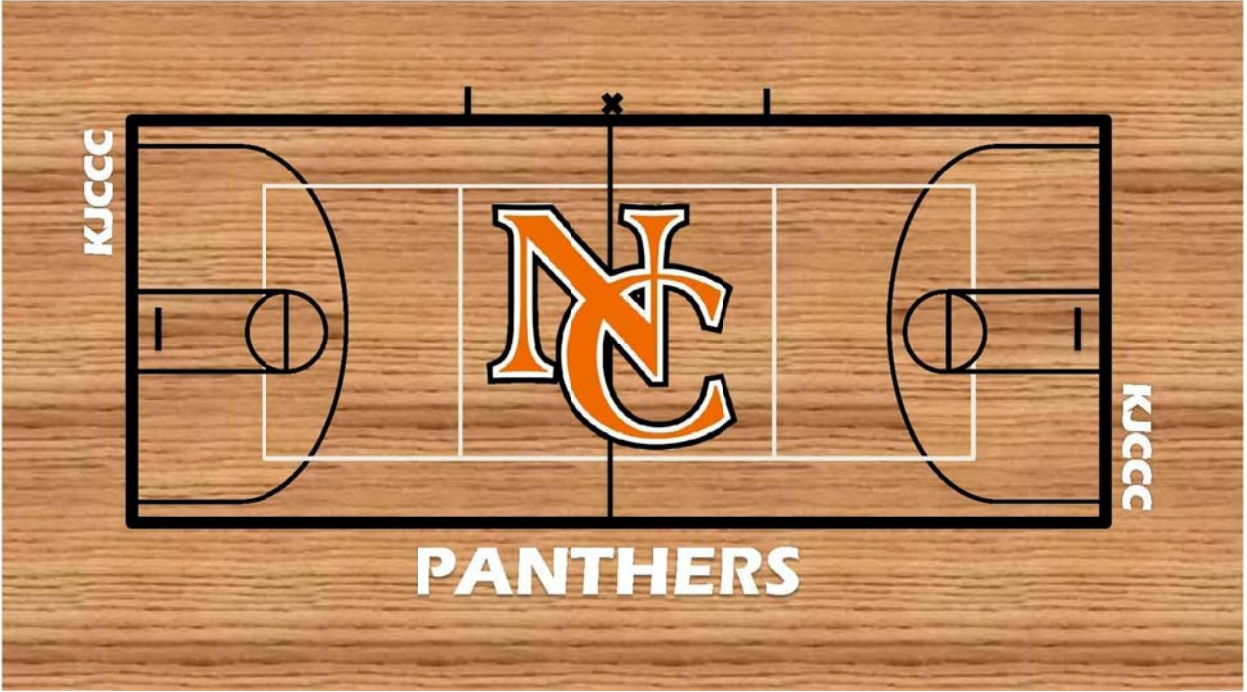
J. Bleachers

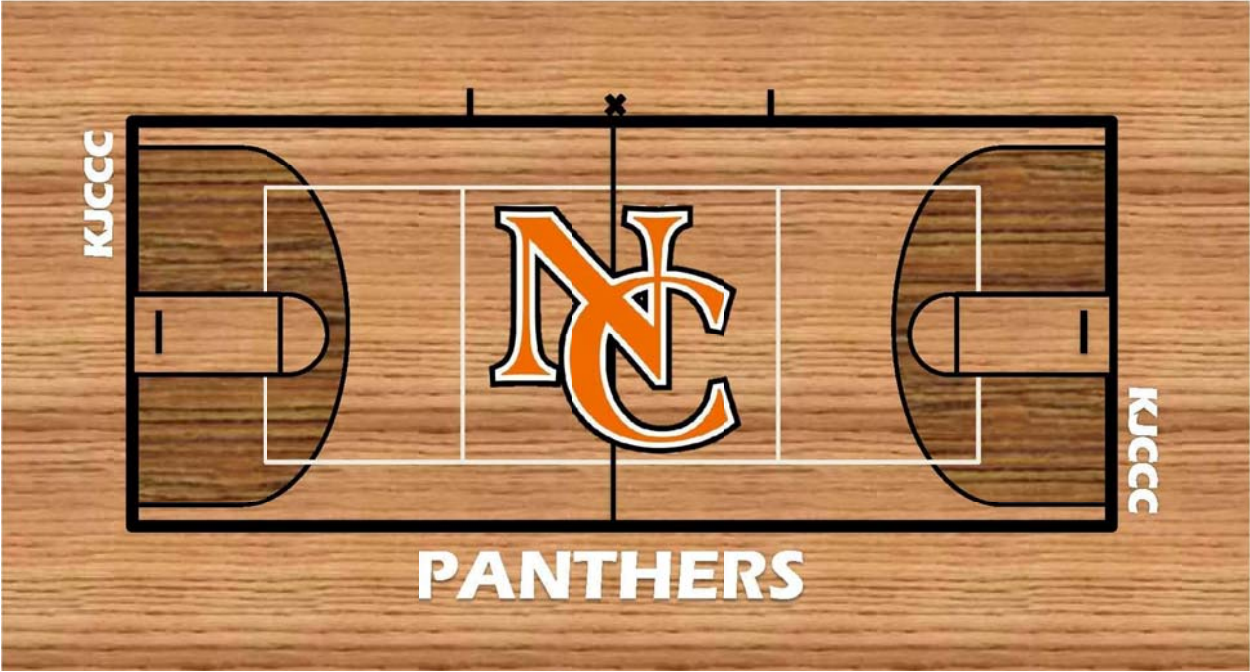
- a. Working with KSFMO and architect on exact code requirements.
- b. Recommendation under new business.
- c. If approved, work would be done in two phases, mezzanine in April and stairs in July after floor work is completed.



DESIGNED BY: CMC DRAWN BY: CMC CHECKED BY: CMC PROJECT NO: 00000000	BARTLETT & WEST <small>ARCHITECTS & ENGINEERS, INC.</small> <small>1000 W. 17TH AVENUE, SUITE 100, DENVER, CO 80202</small>	SOFTBALL COMPLEX AND PARKING LOT PHASING NEOSHO COUNTY COMMUNITY COLLEGE CHANUTE, KS	PARKING LOT LAYOUT PHASE 3	DRAWING NO: C03
				SHEET NO: 3 of 4 DATE: DEC. 2011

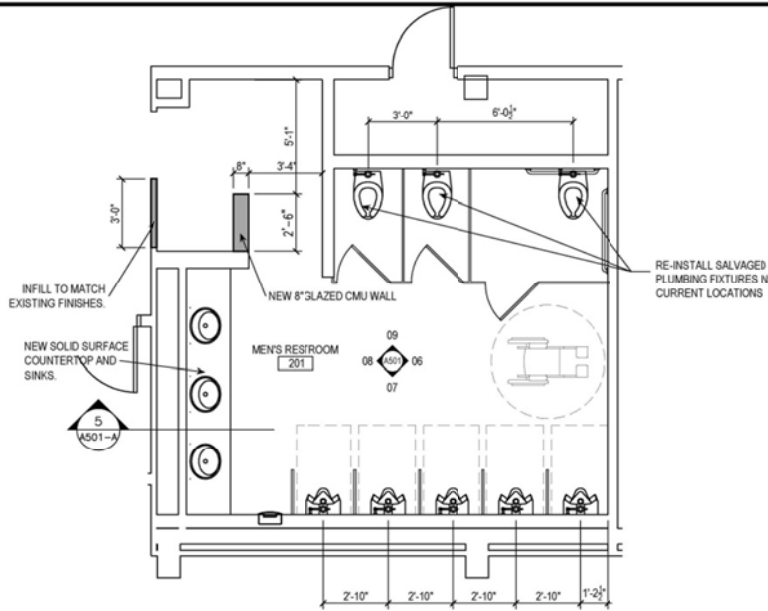








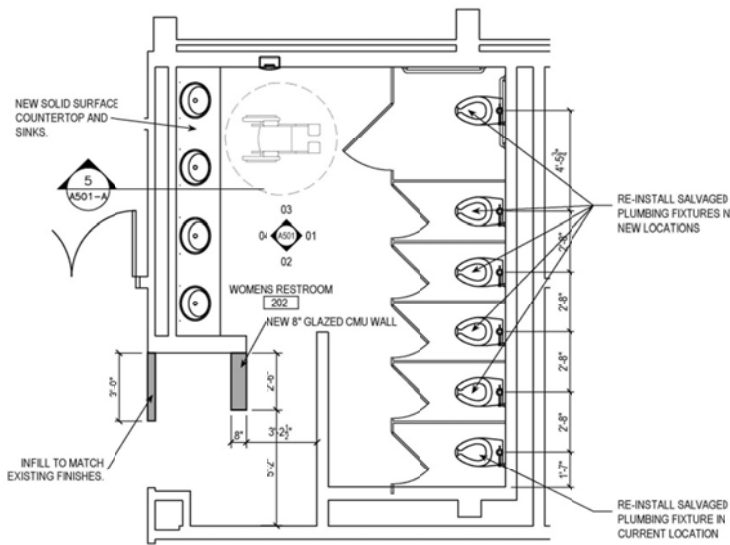
NCCC Chanute Campus Renovations Student Union Renovations



SOUTH RESTROOM FLOOR PLAN

1/4" = 1'-0"

11



NORTH RESTROOM FLOOR PLAN

1/4" = 1'-0"

1

ISSUED FOR PRELIM

DRAWN BY SEC

PROJECT NO. 1062

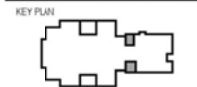
ISSUE DATE 11.21.2011

REVISION	No.	Date	Description

SHEET TITLE RESTROOM FLOOR PLANS

SHEET NO.

A101-A



PROGRESS PRINT FOR REVIEW ONLY

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THIS DRAWING IS FOR REVIEW OR CONTRACTOR ESTIMATING ONLY AND DOES NOT DEPICT FULL SCOPE OF WORK REQUIRED FOR A COMPLETE PROJECT.

Treasurer’s Report: Sandi Solander, Chief Financial Officer, presented the financial reports for the month. She noted that the bookstore had a negative balance and had been in the red for several months. She attributed this to purchasing books due to the increase in enrollment. She will recommend that the book rental fee be increased for next year. Trustee Berthot asked if the book rental program should be discontinued. He asked for an analysis of the program.

President’s Report: Dr. Inbody thanked the Board for their time and energy devoted to improving and advancing Neosho County Community College. He presented the following report.

Enrollment

Interterm (the weeks between fall and spring semesters) enrollment has increased by 128 credit hours over last year. That is a 34% increase! Online has seen the biggest jump as students look to the break for a way to earn a few more credit hours before spring begins. It represents about 500 credit hours of total enrollment during this period or about 17 FTE (Full Time Equivalent) students.

Enrollment for spring is positive for the most part. We are up 8% overall, but you will notice in the chart below that we are down 40% in Out district Ottawa Area enrollment (ODO). Many of our area high schools have yet to submit their enrollments to us, hence the disappointing numbers there. Once those figures are in we should see a big increase. If you factor out the ODO enrollment the College is up 10.5%! Online continues its dominance in the percentage growth.

Spring Semester 2012

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2010	50	01-12-11	2,478	17,311	
TOTAL	2011	50	01-12-12	2,658	18,677	7.89%
CHANUTE	2010	50	01-12-11	592	6,030	
CHANUTE	2011	50	01-12-12	606	6,421	6.48%
OTTAWA	2010	50	01-12-11	674	4,938	
OTTAWA	2011	50	01-12-12	760	5,526	11.91%
ONL	2010	50	01-12-11	839	4,168	
ONL	2011	50	01-12-12	980	4,955	18.88%

ODO	2010	50	01-12-11	162	896	
ODO	2011	50	01-12-12	110	539	-40%
IDO	2010	50	01-12-11	211	1,279	
IDO	2011	50	01-12-12	202	1,236	-3.36%

In-Service and the Service Awards

This week is in-service week at the College where faculty and staff receive updates, training for new processes and procedures and plan for the next semester. The focus of this in-service, like that of the fall in-service was constituency service. It featured a session led by Dick Hedges, former President of Ft. Scott Community College and former Trustee of The Kansas Board of Regents. It was well attended and useful according to the employees. The College also recognized three service award winners – employees who have been recognized by students, faculty and the community at large for providing excellent service:

- Dr. Kevin Blackwell – Employee Nominated
- Dr. Tony Brown – Student Nominated
- Dr. Mark Eldridge – Community Nominated

Typestyle and Color

As part of branding and updating of our printed materials we are selecting a new standard typestyle which includes a serif and sanserif font selection. I will send those around for your thoughts. Also we are looking at possible lists of “secondary colors.” These colors will be used in publications along with orange and black. It is difficult to design with only two colors and having a set of accepted secondary colors will add a deeper dimension of color to our publications.

Athletic Webpages

At a past Board meeting the Trustees voted to enter into a contract with Side Arm Sports to create a series of athletic webpages and host our athletic sites. Work continues on that front and we are getting closer to settling on a look and feel for the site. The “prototype” page is nearly complete. This draft does not have moving pictures or working links yet. Those will be added after we settle on a look and feel. What do you think?

Institutional Effectiveness Scorecard draft

I am very excited to show you a new tool we designed for the Board. It is the Institutional Effectiveness Scorecard. It brings together 23 different data studies that measure the various purposes of the College and interprets the data found in those studies. It then gives a score to that bit of data on how we performed on that purpose using criteria – strength of the study in measuring that purpose and interpretation of the quality of the results. It then gives a composite score across all 23 measures on how well we performed on each purpose. This is a draft copy of the report. I will be presenting a final version as part of my yearly report. This fulfills Goal 3, Objective 1 of my contracted goals.

Institutional Effectiveness Report 2012

	1/5/2012	Effectiveness Count	Points Earned	Points Possible	Score
PURPOSES					
Our purposes are:					
student learning through					
• the meeting of students' needs,		66	233	330	71%
• quality educational programs, and		55	212	275	77%
• effective assessment processes;		44	173	220	79%
student success through					
• providing personal attention,		36	139	180	77%
• individualized advising, and		28	93	140	66%
• the opportunity to meet personal goals;		46	182	230	79%
ensuring access through					
• affordability,		24	106	120	88%
• flexible delivery and scheduling methods,		35	129	175	74%
• responsive student services, and		36	123	180	68%
• safe and comprehensive facilities;		35	129	175	74%
responsiveness to our stakeholders through					
• open communication,		52	197	260	76%
• ethical management of resources,		50	218	250	87%
• accountability, and		75	317	375	85%
• the development of leaders;		29	94	145	65%
meeting community needs through					
• collaboration and innovation,		36	132	180	73%
• lifelong learning opportunities,		24	92	120	77%
• cultural enrichment,		21	75	105	71%
• the providing of an educated workforce,		53	210	265	79%
• and a commitment to diversity		23	87	115	76%
	Totals	768	2941	3840	77%
Assessment Tool Average					

Ten-year plan update

The \$18 Million Chanute Campus Revitalization Plan (also known as the Ten Year Plan) is off and running. We will be attempting to raise \$8 million dollars over that period through grants and gifts. At your places is a final draft of our 10-year plan that we recently shared with a private foundation. We may have secured a sizable lead gift! I'll keep you posted.

State Aid and the Governor's Plan

On Monday Jim, Sandi and I attended a webinar that displayed the new technical education funding formula and its impact on each of the 26 institutions it affects. The information uses the latest data from the 2010-2011 academic year. As I feared our position as the most underfunded institution in the KBOR system is even more secure than last year falling from receiving 50% of what we should to only receiving 42% of what the formula suggests.

I will demonstrate the web form that KBOR now provides.

The bright spot is that the Governor has announced that he intends to seek \$20 million for technical education funding. \$8 million of this would be for the funding formula, the rest going to a series of initiatives intended to increase technical education in high schools. If the legislature agrees and the \$8 million makes it into the formula, NCCC would receive about \$300,000 in new funds next year (if all performance agreements are met.) I know – there are a lot of “ifs” in there – still it is exciting to see the Governor discussing this and sending out press releases.

If we receive the \$300K then that will bring us to 47% underfunded – still less than last year, but tracking in the right direction.

Institution Name	Total allocation	Total should get	% more needed to reach formula level	% OF WHAT WE SHOULD GET 2011	2010
Neosho County CC	\$2,517,148	\$6,000,347	138.38%	41.95%	50.16%
Pratt CC	\$2,157,971	\$4,614,344	113.83%	46.77%	53.66%
Washburn Institute of Tech	\$2,466,907	\$5,190,168	110.39%	47.53%	
Ft. Scott CC	\$3,133,948	\$6,200,692	97.86%	50.54%	55.29%
Barton County CC	\$7,244,478	\$13,885,376	91.67%	52.17%	65.85%
Wichita Area Tech Col	\$5,810,552	\$11,086,090	90.79%	52.41%	
Hutchinson CC	\$8,390,366	\$15,574,028	85.62%	53.87%	64.86%
Kansas City Kansas CC	\$9,520,106	\$17,530,047	84.14%	54.31%	66.27%
Butler CC	\$13,943,491	\$24,880,664	78.44%	56.04%	68.99%
Cowley County CC	\$6,413,874	\$11,295,205	76.11%	56.78%	69.91%
Highland CC	\$5,484,924	\$9,515,757	73.49%	57.64%	65.98%
Allen County CC	\$4,567,412	\$7,867,610	72.26%	58.05%	60.96%
Garden City CC	\$2,530,535	\$4,332,887	71.22%	58.40%	67.49%
Johnson County CC	\$20,434,662	\$34,613,951	69.39%	59.04%	68.72%
Dodge City CC	\$2,451,218	\$4,130,926	68.53%	59.34%	73.91%
Labette CC	\$2,569,854	\$4,057,790	57.90%	63.33%	67.47%
Flint Hills Tech Col	\$2,263,226	\$3,539,264	56.38%	63.95%	
Coffeyville CC	\$2,843,845	\$4,411,279	55.12%	64.47%	71.72%
Manhattan Area Tech Col	\$2,337,634	\$3,429,676	46.72%	68.16%	
Cloud County CC	\$4,233,100	\$6,171,256	45.79%	68.59%	80.86%
Independence CC	\$1,988,188	\$2,627,717	32.17%	75.66%	80.32%
North Central KS Tech Col	\$3,527,940	\$4,409,645	24.99%	80.01%	
Salina Area Tech Col	\$2,010,264	\$2,472,274	22.98%	81.31%	
Colby CC	\$2,048,489	\$2,352,418	14.84%	87.08%	81.32%
Seward County CC	\$3,016,067	\$3,411,845	13.12%	88.40%	111.80%
Northwest KS Tech Col	\$2,726,915	\$2,615,504	-4.09%	104.26%	
Total	\$126,633,114	\$216,216,760	70.74%	58.57%	

My Schedule

Next week I will be Topeka for several days. Tuesday I have lunch with all of our state representatives and senators from Neosho, Franklin, and Anderson Counties. Early the next

morning is the Governor's conference on workforce development so I will be staying over. Then early the next day is KBOR where they will be discussing service areas. I will stay over that day too. I will be available by phone and email and will be working on our Bellwether Presentation. Reminder – the College will be closed on Monday in observance of Martin Luther King Day.

The Board recessed for a 10 minute break at 7:50 p.m. The meeting reconvened at 8:00 p.m.

Agenda Item VIII-A: Parking/Road Project Design Build Contract

Neosho County Community College (College) has been working on implementation of our Facilities Master Plan (FMP) and has recently begun a ten-year plan to fully realize the FMP. The very first project listed in the FMP is the relocation of the existing softball field. This proposed relocation project is necessary to make room for a detention pond for storm water management for future FMP projects. The board has previously approved the design build contract for the softball field project with Loyd Builders.

Off-street parking for the new softball field and a road connecting Allen Street to 10th Street are necessary components of the softball field relocation project. Furthermore, the FMP has also indicated a need for additional parking and ADA access near Chapman Library and Sanders Hall auditorium, as well as a need for a drop-off area for both of these buildings. This proposed parking/road project accomplishes all of these above FMP objectives.

This design/build contract obligates the Board of Trustees to engage Loyd Builders of Ottawa, KS as the design/build firm for this parking/road project. Local subcontractors will be utilized as much as possible for the project. A copy of the renovation project design/build contract is attached, as is a drawing of the preliminary design. Proposed soccer field locations as well as additional parking build-out (dashed on drawing) are also shown on the preliminary design drawing. The contract price for this design build contract will be \$267,157.00. This contract price may be adjusted and revised through the change order process if warranted. Loyd Builders will implement the parking/road project in conjunction with the softball field relocation project previously approved by the board. The contract for the design services for the driveway/parking has also been previously approved by the board.

The funding for this project will come from the out-district fee and the general fund. It was the President's recommendation that the Board approve the design/build contract for the Parking/Road Project as specified for \$267,157.00 with Loyd Builders of Ottawa, Kansas. See attachment 3.

Resolution 2012-01

RESOLVED, that the Board of Trustees of Neosho County Community College approves the design/build contract for the Parking/Road Project as specified for \$267,157.00 with Loyd Builders of Ottawa, Kansas.

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

Agenda Item VIII-B: Bids for Gym Bleachers

NCCC gym mezzanine bleachers were deemed unsafe by the fire marshal and removed in 2005. The mezzanine bleacher replacement project was added to the Capital Improvement Plan (CIP), but put on hold. Recently, there has been renewed interest from the athletic department that the mezzanine replacement project be reinstated. After discussions with bleacher installation consultants, the executive committee and the athletic department, bid specs were developed and we went out for bids for installation of new bleachers for the mezzanine. Copies of the bid specs are attached.

The base bid specification called for installation of standard bleachers on the gym mezzanine with automatic telescopic plastic bleacher seating and stair assembly on southwest corner matching the existing one at the southeast corner. One alternate was listed on the bids;

1. Provide Universal Brand Bleachers with Contour Seat Modules in lieu base bid Bleachers

Bids were solicited from:

Carroll Seating Company
905 Broadway, Suite 200
Kansas City, MO 64105

Heartland Seating Inc.
11805 W. 62nd. Terrace
Shawnee, KS 66203

Mid States School Supply
1024 B NE Jib Ct.
Lee's Summit, MO 64064

Only one bid was received from Heartland Seating Inc. for \$55,223 for the base bid and \$1,714 for the alternate. A copy of the bid is attached as attachment 4.

Funding for the project will come from the out-district fee fund and the general fund. It was the President's recommendation that the Board accept the bid including the alternate from Heartland Seating Inc. in the amount of \$56,937.00.

Resolution 2012-02

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the bid including the alternate from Heartland Seating Inc. in the amount of \$56,937.00.

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

Agenda Item VIII-C: Assistant Director of Development Job Description Revision

When there is a resignation at the College the administration takes that opportunity to review the position description and make appropriate changes if needed. After reviewing the Assistant Director of Development position, Claudia Christiansen, Jim Genandt and Dr. Inbody recommended changing the title of the position to Director of Grant Development and also changing the supervisor to the Vice President for Student Learning. A copy of the revised position description is on the following pages.

Resolution 2012-03

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised position description for the Director of Grant Development.

Director of Grant Development

Reports to: Director of Development

Classification: Administrative, 12 month

Salary Range: \$43,000-\$48,000

Revision Date:

This position is responsible for researching grant programs, writing funding applications, coordinating and leading activities of select funded grant programs. This position will report to the Vice President for Student Learning.

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
1. Serves as the federal and state grants' compliance officer by ensuring compliance with applicable legal requirements.
2. Research grant programs and plans to identify grant possibilities that will further college objectives.
3. Research and write federal and state grant funding applications with assistance from appropriate and relevant departments.
4. Coordinate and lead the activities of select grant programs.
5. Assist grant directors college-wide in any and all reporting, re-application processes, and federal compliance requirements.
6. Conduct interdepartmental meetings to identify and prioritize project needs, coordinate and research grant preparation assignments.
7. Write and submit competitive private/corporate foundation proposals.
8. Edit draft applications for accuracy, completeness and clarity and submittal of all applications in accordance with grant requirements.
9. Provide timely advice and information on funding opportunities, requirements and procedures; collaborate in defining and implementing project funding strategies including grants, foundations and other sources of income.
10. Provide assistance in resolving issues and conflicts with funding agencies.
11. Prepare grant applications for submittal and prepare quarterly or annual reports as required by granting agencies.
12. Manage the procurement process for select grant programs.

13. Serve as the liaison between the College and outside funding agencies and groups as appropriate; participate in meetings and discussions in which decisions affecting the College are made.
14. Review revenues and expenditures, project status, to ensure proper expenditures are made for select state, federal and privately-funded grant projects.
15. Perform other duties as assigned by the supervisor.

Required Knowledge, Skills and Abilities

- Knowledge of grant application process and writing of applications.
- Knowledge of various grant programs available to the College.
- Excellent organization skills, written and oral communication skills.
- Ability to work under pressure to meet deadlines for grant opportunities.
- Ability to take initiative and utilize innovative techniques and ingenuity in preparing grant applications.
- Excellent interpersonal skills. Ability to interact with various departments of the College.
- Ability to research grant opportunities available.
- Ability to work flexible hours for research.
- Computer skills required.

Education and Experience

- Bachelor's Degree required, Master's Degree preferred.
- Four years of related experience, two years of which has been spent in grant funding or any equivalent combination of education and experience which provides the skills, knowledge and ability necessary to perform the tasks.
- Experience in a college preferred.

Working Conditions:

1. Work is normally performed in a typical interior/office work environment.
2. No or very limited physical effort required.
3. No or very limited exposure to physical risk.
4. Occasional travel required.

Non Discrimination

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion; in the admission, access to, treatment, or employment in the college's programs and activities is prohibited. The Chief Student Affairs officer, NCCC, 800 West 14th Street, Chanute, Kansas 66720, 431-2820 ext. 213m has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Right Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008. Information concerning the provisions of these acts, and the rights provided thereunder, are available from the compliance coordinator.

Agenda Item VIII-D: Executive Session-Employer-Employee Negotiations

Upon a motion and a second the Board recessed into executive session for ten minutes minutes to discuss matters relating to employer-employee negotiations and to include the President, Vice President for Student Learning, Vice President for Operations, and Chief Financial Officer. The Board entered executive session at 8:30 p.m. The Board returned to open meeting at 8:40 p.m.

Upon a motion and a second the Board returned to executive session for 5 minutes to continue discussions related to employer-employee negotiations. The Board returned to open meeting at 8:45 p.m.

Agenda Item VIII-E: Executive Session: Non-Elected Personnel

Upon a motion and a second the Board recessed into executive session for 10 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the Vice President of Operations, Vice President for Student Learning, the Dean of Student Development and the athletic director. The Board entered executive session at 8:46 p.m. The Board returned to open meeting at 8:56 p.m.

Agenda Item IX: Adjournment

Upon a motion and a second the meeting adjourned at 8:58 p.m.

Respectfully submitted,

David Peter, Chair

Terri Dale, Clerk