

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

**October 18, 2012 – 6:00 P.M.**

**Student Union, Room 209**

**I. Call to Order**

Kevin Berthot called the meeting to order at 6:00 p.m. in room 209 of the Student Union.

**II. Roll Call**

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

Also attending were Charles Babb, Amber Burdge, Marie Gardner, Jim Genandt, Denise Gilmore, Dr. Brian Inbody, Phil Jarred, Jason Kegler, Brenda Krumm, Kent Pringle, Mike Saddler, Ben Smith, Sandi Solander, and Wendy VanDuynes.

**III. Public Comment**

There were no speakers.

**IV. Approval of the Agenda**

Board members asked that item E. ACCT Conference Report under Reports be moved to the November Board meeting as they had not had time to prepare their reports. On motion by David Peter and second by Dennis Peters the agenda was approved as amended.

**V. Consent Agenda**

On motion by Charles Boaz and second by Dennis Peters the following items were approved by consent:

- A. Minutes from September 13, 2012
- B. Claims for Disbursement for September 2012
- C. Personnel

1. Part-time Administrative Assistant to the Dean of Student Development

It was the president's recommendation that the Board approve the employment of Stephanie Speaks-Dillman as the part-time Administrative Assistant to the Dean of Student Development. Ms. Speaks-Dillman's prior work experience includes Independent Living Coordinator for the Department for Children and Families Chanute area office (formerly SRS); Social Worker Specialist for the State of Kansas, Chanute area office; assisted with services to families at The Farm Inc. and Kaw Valley in the Chanute area; and has served as a substitute teacher. She has an A.S. degree from NCCC and a B.S. degree in social work from Pittsburg State University.

Ms. Speaks-Dillman will be paid \$9.00 per hour (Level 2) beginning October 22, 2012.

2. Resignation of Administrative Assistant to Upward Bound

It was the president's recommendation that the Board accept the resignation of Cliff Adams, Administrative Assistant for Upward Bound, pending approval of his employment as the Talent Search Academic Advisor.

3. Resignation of Accounts Payable/Payroll Clerk

It was the president's recommendation that the Board accept the resignation of Karin Jacobson, Accounts Payable/Payroll Clerk, pending approval of her employment as Accounting Specialist.

4. Talent Search Academic Advisor

It was the president's recommendation that the Board approve the employment of Cliff Adams as the Talent Search Academic Advisor. Mr. Adams holds a B.S. in Biology from Pittsburg State University.

Mr. Adams served as the assistant to the Upward Bound program from February, 2012, until July 31, 2012, at which time he was hired as the Administrative Assistant for Upward Bound.

Mr. Adams will be paid an annual salary of \$30,000 (Management Support) beginning October 19, 2012.

5. Accounting Specialist

It was the president's recommendation that the Board approve the employment of Karin Jacobson as Accounting Specialist. Ms. Jacobson holds an A.S. and an A.A.S. in Accounting from NCCC. Ms. Jacobson has previously served as the Accounts Payable/Payroll Clerk at NCCC since July 18, 2011.

Ms. Jacobson will be paid \$12.00 per hour (Level V) beginning October 22, 2012.

6. Revision of Accounts Payable/Payroll Clerk Job Description

Due to the recent opening in the Accounts Payable/Payroll Clerk position we have taken this opportunity to update the job description. It was the president's recommendation that the Board approve the revised job description for the Accounts Payable/Payroll Clerk. A copy of the revised job description follows.

**Accounts Payable/Payroll Clerk**  
**Reports to: ~~Dean of Finance~~ Chief Financial Officer**  
**Organizational Unit: Regular non-exempt, hourly. Level III**  
**Benefits: Full-time fringe benefits**  
**Revision Date: August 2008 October 2012**

**Primary Purpose of the Position:**

This position's primary function is to provide support to the ~~Dean of Finance and Director of Human Resources.~~ Chief Financial Officer. Duties include, but are not limited to:

Essential Functions:

1. Provide pPremiere qQuality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

Duties and Responsibilities:

1. Receives and reviews purchase requisitions, travel advances and/or other related documentation for completeness and compliance with financial policies, procedures, budget constraints and contractual requirements. Routinely Follows up with departments when necessary.
- ~~2. Prepares purchase orders and distributes copies to the applicable vendor and department.~~
- ~~3.~~ 2. Matches original invoices and requests for payment with internal purchase requisitions; performs calculations to determine appropriate payment schedules and amounts, and makes modifications as necessary.
- ~~4.~~ 3. Electronically enters accounts payable data into ledgers.
- ~~5.~~ 4. Draws, verifies, and posts payment checks to appropriate vendors and/or agencies.
- ~~6.~~ 5. Scans and files check ~~stub~~ copy, cancels and attaches supporting documents.
- ~~7.~~ 6. Follows up on account statements and resolves discrepancies regarding statement balances and payment of accounts, and serves as liaison between departments and vendors in the resolution of administrative problems and inquiries.
7. Monitors blanket purchase orders and periodically notifies departments of balances.
8. Monitors payment due dates and avoids penalties assessed for late payment.
9. Prepares and distributes federal 1099 forms.
- ~~9.~~ 10. Gathers purchasing information and enters college inventory on computer for fixed asset accounting.
- ~~10.~~ 11. Assists the payroll/accounts payable clerk in Uupdatesing payroll records, prepareing and balanceing time entry reports and printing payroll checks.
- ~~11.~~ 12. Assists the ~~director of human resources-~~ payroll/accounts payable clerk in preparing and distributing payroll withholding taxes and withholding checks, preparsing state and federal quarterly and annual reports, quarterly unemployment reports, and preparsing and distributsing W-2 forms.
- ~~12. Assists the director of human resources in preparing workmen's compensation claims, preparing quarterly unemployment reports and correspondence.~~
- ~~13. Scans and files payroll and personnel records.~~
- ~~14.~~ 13. Performs other duties as directed by the ~~Dean of Finance~~ Chief Financial Officer.

**Required Knowledge, Skills and Qualifications:**

1. Fluency, comfort, and familiarity with computers, and outstanding data entry skills.
2. Proficiency in Excel, Word, and Outlook software programs and databases required, proficiency in Access preferred.
3. Ability to work in a small and friendly office environment where each employee assumes multiple responsibilities.
4. Ability to work well under pressure and to reliably meet deadlines in a fast-paced environment.
5. Exceptional attention to detail and accuracy, and excellent organizational and writing skills.
6. Excellent customer service skills.
7. Ensure confidentiality of information.

**Education and Experience:**

1. Associate degree required, and 2-4 years of work experience required, preferably in accounts payable duties and payroll processing. OR high school diploma or GED required plus 5 years of work experience in area of responsibilities required
- ~~2. 2-4 years of work experience required, preferably payroll processing experience.~~
- ~~3. 2-4 years of work experience required, preferably experience in accounts payable duties.~~

**Working Conditions:**

1. The noise level in the work environment is moderately noisy.
2. While performing duties of this job, the employee is required to use hands to finger, handle, or operate objects, tools, or controls; and to reach with hands and arms.
3. The employee is required to walk, sit, stand, talk and hear.
4. Specific vision capabilities required by this job include close vision and the ability to adjust focus.
5. Ability to lift and transport boxes weighing 50 pounds required. Ability to reach and work overhead is required.
6. Some overtime may be required, as well as some flexibility in occasional early or late hours.

**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 14<sup>th</sup> 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.



7. Financial Aid Specialist

It was the president's recommendation that the Board approve the employment of Charlene Myer as the Financial Aid Specialist. Ms. Myer's work experience includes secretary/customer service for Waddell & Reed, secretary/data entry for South Dakota State University, optical assistant for Vision Center, and customer service/secretary for National Farmers Union Insurance.

Ms. Myer will be paid \$11.50 per hour (Level 4) beginning October 30, 2012.

8. Upward Bound Administrative Assistant

It was the president's recommendation that the Board approve the employment of Kaley Eastman as the Upward Bound Administrative Assistant. Ms. Eastman's prior work experience includes manager at CherryBerry, resident assistant for Upward Bound, English teach in South Korea, substitute teacher for USD 413, and case manager for a mental health center. She has a B.S. in Elementary Education from Newman University.

Ms. Myer will be paid \$10.00 per hour (Level 3) beginning November 1, 2012.

9. Energy Management Program Revision

The Energy Management program has been revised to include more coursework in construction technology. The faculty observed students in the program lacked the basic construction skills necessary to excel in installation and repair of solar, photovoltaic, and geothermal systems. This revised curriculum includes a stronger construction technology foundation along with energy auditing training, and exposure to photovoltaic, solar, and geothermal energy systems. These modifications were suggested by the instructors and approved by the program advisory committee, the department, and the NCCC curriculum committee. It was the president's recommendation that the Board approve the revised Energy Management Program sheet. A copy of the revised program sheet follows.

# Energy Management

## Associate of Applied Science

**Energy Management** program teaches students construction techniques and the ability to analyze energy production and consumption, and to recommend appropriate improvements to increase efficiencies in residential and light commercial construction.

The curriculum includes the construction foundation necessary for understanding residential energy efficiencies. The program teaches home auditing skills and solar, photovoltaic, and geothermal energy options. Students will have the opportunity to receive the OSHA 10 Safety certification as well as The Building Performance Institute, Inc.'s Building Analyst Certification along with the National Center for Construction Education and Research's Core Curriculum and Carpentry Fundamentals Level One credentials.

The curriculum for the photovoltaic systems course and the solar hot water and heat systems course were developed using s competencies provided by the North American Board of Certified Energy Practitioners.

### Prerequisites

Full-time, degree-seeking students will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores.

### General Education (GE) Courses

The associated of applied science degree in energy management requires the following general education courses: English Composition I, Interpersonal Communication, other general education courses selected from communication, math, science, social or behavioral science, arts and humanities, or physical education. Computer literacy proficiency must be proven through a course or test-out. Some students may be required to take First Year Seminar.

### Program Outcomes

1. Evaluate energy use residential and commercial structures.
2. Understand traditional energy sources.
3. Understand sustainable energy sources.
4. Demonstrate an understanding of energy monitoring equipment.
5. Measure costs associated with energy usage.
6. Demonstrate the ability to analyze efficient water use.
7. Evaluate energy consuming appliances, lighting, HVAC.
8. Demonstrate the ability to analyze indoor environmental quality.
9. Develop data collection skills.
10. Demonstrate the ability to analyze data and make sound conclusions.

11. Make energy efficiency and energy cost savings recommendations.
12. Demonstrate the ability to construct technical reports and presentations.
13. Demonstrate the ability to install and test appropriate energy saving systems.

### Sequence of Courses

	<b>Cr Hrs</b>
CMCT 105 OSHA 10 Safety Orientation	1
CMCT 106 Introduction to Craft Skills	3
CMCT 107 Carpentry Basics	4
ENRG 110 Introduction to Energy Management	3
ENRG 112 Intro to Construction Technology	3
PSYC 100 First Year Seminar	1
<b>Total</b>	<b>15</b>
CMCT 110 Floors, Walls & Ceiling Framing	3
CMCT 111 Roof Framing	3
CMCT 112 Windows, Doors and Stairs	3
EETC 115 Blueprint Reading	3
ENGL 101 English Composition I	3
MATH 114 Industrial Math	3
ENRG 101 Building Analyst/Auditor	3
ENRG 106 Residential HVAC Systems Analysis	3
SUST 102 Electrical Theory I	3
COMM213 Interpersonal Communication	3
CSIS 100 Computer Concepts and Applications	3
General Education Course	3
<b>Total</b>	<b>18</b>
SUST 104 Photovoltaic Systems	3
SUST 204 Solar Hot Water and Heat Systems	3
SUST 230 Geothermal Systems	3
General Education Course	1-3
General Education Course	1-3
<b>Total</b>	<b>13</b>
<b>Total Program Credits</b>	<b>64</b>

### For more information contact:

Program advisors  
 Craig Knight and C.W. Moore, 620-431-2820, ext. 541  
[cknight@neosho.edu](mailto:cknight@neosho.edu) or [cwmoore@neosho.edu](mailto:cwmoore@neosho.edu)

#### D. Course Inventory Revisions/Additions

Before each semester begins, the Kansas Board of Regents asks coordinated institutions to submit a list of courses that the college is capable of teaching in that semester, but is not compelled to offer. This list of courses is referred to as the course inventory. Each change to the inventory must be approved by the academic department where it originated, the curriculum committee, the Chief Academic Officer, the President of the College and finally, the College Board of Trustees, as per NCCC policy.

#### **Course Inventory Changes October 2012 Board Meeting**

##### **New Courses**

HPER 126 Aerobic Fitness, 1 credit hour  
AERO 112 Basic Computer for Aerostructure Technology, 1 credit hour  
AERO 113 Aerospace Safety, 1 credit hour  
AERO 114 Precision Instruments, 1 credit hour  
AERO 115 Aerospace Blueprint Reading, 2 credit hours  
AERO 116 Basic Drilling and Riveting, 1 credit hour  
AERO 120 Aerostructures Assembly, 3 credit hours  
AERO 122 Introduction to Sealing, 1 credit hour  
AERO 130 Aerostructure Machining, 5 credit hours

Neosho County Community College  
Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number:	HPER 126
Course Title:	Aerobic Fitness
Division:	Liberal Arts
Program:	Physical Education
Credit Hours:	1
Initiation/Revised Date:	Fall 2012
Assessment Goal per Outcome(s):	70

CLASSIFICATION OF INSTRUCTION

Academic

COURSE DESCRIPTION

This course focuses on various aerobic activities. The students will learn exercise techniques from programs such as; pilates, yoga, and aerobic dance. The course will emphasize a different exercise program each semester. This course will provide students with a weekly physical fitness activity.

Students will be allowed to take this class multiple times. However, students will need to consult with their advisor to see how this course will meet graduation and eligibility requirements.

PREREQUISITES AND/OR COREQUISITES

There are no prerequisites and/or co-requisites required for this course.

TEXTS

\*The official list of textbooks and materials for this course are found on Inside NC.

COURSE OUTCOMES/COMPETENCIES (as Required)

1. Students will be able to recognize general fitness terminology
2. Students will be able to discuss application of physical fitness activities in everyday life
3. Students will be able to develop physical endurance and strength

COURSE OUTLINE

- I. Understanding Fitness Terminology
  - a. Aerobic vs. Anaerobic Exercise
  - b. Knowing and understanding yoga, pilates, and aerobic terminology
  - c. Active stretching and strengthening vs. Passive stretching and strengthening
- II. Demonstrating Aerobic Dance Exercises
- III. Demonstrating Yoga and Pilates Exercises
- IV. Understanding the importance of applying physical fitness activities in everyday life
  - a. Students will keep a journal of their in-class experiences for each class throughout the semester

### INSTRUCTIONAL METHODS

Instructional methods will include teaching fitness activities and testing knowledge of fitness terminology and awareness.

### STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Students will participate in all classes.

Students will gain proficiency in the performance of physical fitness activities.

### GRADING SCALE

A: 90-100%

B: 80-89%

C: 70-79%

D: 60-69%

F: 0-59%

### ASSESSMENT OF STUDENT GAIN

Students will be assessed by their improvement of endurance and strength throughout the course. This will be monitored by their progress from the first day of the semester to the last day of the semester. The students will be tested on their knowledge of fitness terminology. Participants will be evaluated on their understanding of the importance of physical fitness in everyday life by keeping a journal of their in-class experiences throughout the semester.

### ATTENDANCE POLICY

Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-hundred (100) minutes per credit hour for the course or, in the case of on-line or other non-traditional courses, the student is inactive for one-eighth of the total course duration, the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified.

### ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in the classroom is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

### CELL PHONE POLICY



Student cell phones and pagers must be turned off during class times. Faculty may approve an exception for special circumstances.

**NOTE:** Information and statements in this document are subject to change at the discretion of NCCC. Changes will be published in writing and made available to students.

**NOTE:** If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify the *Dean of Student Development*, Chanute Campus, 620-431-2820, ext. 213, or the Ottawa Campus, 785-242-2067 ext. 312, as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

NEOSHO COUNTY COMMUNITY COLLEGE  
COURSE SYLLABUS

COURSE IDENTIFICATION

Course Prefix/Number: AERO 112  
Course Title: Basic Computer for Aerostructure Technology  
Division: Outreach and Workforce Development  
Program: Aerostructures Training Program  
*Toward Associate of Applied Science in Industrial Engineering Technology*  
Credit Hours: 1  
Initiation/Revision Date: Fall 2012  
Assessment Goal Percentage per Outcome: (80%)

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

This course is offered as part of the Aerostructures program and teaches the minimum computer skills required for work in aerostructure technology. It includes the following topics: mouse functions, Windows operating system, Windows icons and shortcuts, moving throughout the window, menus, textboxes, drop down lists, options buttons, dialog boxes, starting and exiting a program.

PREREQUISITE

High school diploma or GED or ability to benefit

TEXTS

No textbook. \*The official list of textbooks and materials for this course are found on Inside NC.

COURSE OUTCOMES/ COMPETENCIES (as required)

1. The student will demonstrate mouse functions.
  - a. Demonstrate how the mouse operates and functions.
2. The student will demonstrate and understand the Windows operating system.
  - a. Work with the common interface elements of the Windows environment including buttons, icons, windows, menus, text boxes, lists, check boxes, radio buttons, and dialog boxes.
  - b. Use buttons and icons.
  - c. Move, resize, activate, minimize, maximize, close and scroll the contents of the window.
3. The student will be able to demonstrate use of menus and sub-menus.
  - a. Identify text boxes, activate them, and enter text in them. Move the cursor, insert, delete, select, and replace characters.
  - b. Understand normal lists and drop-down lists. Scroll through lists in different ways using the Up and Down buttons, the slider, the scroll bar, and the up and down keys. Select list items.
  - c. Select the desired options using check boxes and radio buttons.
  - d. Understand the difference between check boxes and radio buttons.

- e. Understand dialog boxes and interact with a dialog box to provide the information it requires.
- f. Start a program from the Start button's Programs menu or using the program's icon.
- g. Exit a program.

4. The student will achieve an average of 3.0 on the Employability Skills Competency Profile.

**COURSE OUTLINE**

- I. Introduction
- II. Operating System
- III. Common Elements
- IV. Buttons & Icons
- V. Exercise 1
- VI. Windows
- VII. Exercise 2
- VIII. Menus
- IX. Exercise 3
- X. Quiz 1
- XI. Text Boxes
- XII. Exercise 4
- XIII. Lists
- XIV. Exercise 5
- XV. Check Boxes & Radio Buttons
- XVI. Exercise 6
- XVII. Dialog Boxes
- XVIII. Exercise 7
- XIX. Starting & Exiting programs
- XX. Shut Down
- XXI. Quiz 2

**INSTRUCTIONAL METHODS**

- 1. Lecture
- 2. Example and demonstration
- 3. Review of student applications
- 4. Skills tests (performance-based)

**STUDENT REQUIREMENTS AND METHOD OF EVALUATION**

Evaluation of student performance is determined primarily from results of written and performance tests to validate mastery of course competencies. Due to the nature of the class, student participation, teamwork, courtesy, and adherence to policies are required. Students are required to take the 3<sup>rd</sup> party testing examination.

**GRADING SCALE**

90-100 %	A
80-89 %	B
70-79 %	C
60-69 %	D
0-59 %	F

### ASSESSMENT OF STUDENT GAIN

Students will be assessed through computerized skills testing. Practical application will be assessed on the first attempt at the skill and again at the conclusion of the course. Comparison will determine the extent of student gain.

### ATTENDANCE POLICY

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NEOSHO COUNTY COMMUNITY COLLEGE  
COURSE SYLLABUS

COURSE IDENTIFICATION

Course Prefix/Number: AERO 113  
Course Title: Aerospace Safety  
Division: Outreach and Workforce Development  
Program: Aerostructures Training Program  
*Toward Associate of Applied Science in Industrial Engineering Technology*  
Credit Hours: 1  
Initiation/Revision Date: Fall 2012  
Assessment Goal Percentage per Outcome: (80%)

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

This course is worth 1 hour of college credit. It provides an overview of OSHA regulations, information on safety tools, equipment, and safe procedures, hazardous waste, first aid and cardiopulmonary resuscitation, and blood borne pathogens.

PREREQUISITE

High school diploma or GED or ability to benefit

TEXTS

\*The official list of textbooks and materials for this course are found on Inside NC.

COURSE OUTCOMES/ COMPETENCIES (as required)

- 1) The student will be able to apply OSHA regulations to the lab and work place.
  - a. Refer to applicable sections of OSHA regulations.
  - b. Identify monitoring agencies from which safety regulations can be requested.
  - c. Discuss the Material Safety Data Sheets (MSDS) Right-to-Know-Law.
  - d. Obtain MSDS information concerning the hazards of the workplace.
  - e. Identify types of fires, extinguishers, and protective clothing.
  - f. Identify the appropriate action for reporting fires and appropriate firefighting procedures.
  
- 2) The student will be able to demonstrate the effective use of safety tools, equipment and procedures in the lab.
  - a. Identify and discuss the use of safety tools and equipment.
  - b. Discuss appropriate protective apparel for various tasks.
  - c. Demonstrate the safe use of hand and power tools.
  - d. Select the proper ladder and/or scaffold for equipment inspection, maintenance, troubleshooting, and system component replacement.
  - e. Demonstrate safe use of ladders and scaffolds.
  - f. Identify rigging materials and discuss the process of rigging.
  - g. Demonstrate the selection and use of rigging materials.



- h. Identify fall protection procedures
  - i. Identify standards for fall protection.
  - j. Identify fall protection equipment for individual and facility.
  - k. Demonstrate how to fit fall protection equipment.
  - l. Identify walking and working surface hazards.
  - m. Identify industry standards for walking and working surfaces.
  - n. Identify corrective measures needed based on facility.
  - o. Demonstrate material handling techniques.
  - p. Discuss safety zones and safety zone identification.
  - q. Identify types of chemicals used by aviation and/or manufacturing technicians and their particular safety requirements.
  - r. Identify proper ventilation, filtration, lighting, heating, grounding, clothing, and communication requirements for work in confined spaces.
  - s. Use proper ventilation, lighting, heating, grounding, clothing, and communication.
  - t. Wear approved flame-resistant clothing.
  - u. Change to clean clothing when present clothing becomes soiled.
  - v. Select shoes appropriate to the work site.
  - w. Wear a hard hat in designated areas.
  - x. Wear eyeglasses/face shields in designated areas.
  - y. Wear gloves appropriate to the materials being handled.
  - z. Identify electrical service protective clothing and equipment.
  - aa. Identify basic electrical safety standards.
  - bb. Identify safe practices for working with electricity.
  - cc. Identify electrical safety hazards.
  - dd. Identify grounding and circuit control box tagging procedures.
  - ee. Use grounding and circuit control box tagging procedures.
  - ff. Identify lock-out tag out.
  - gg. Identify accepted standards/regulations for lock – out tag out.
  - hh. Mount a lock-out tag for use with a padlock.
  - ii. Mount a padlock on a breaker box/lock-out tag.
  - jj. Use a fuse puller to remove a fuse.
  - kk. Prepare a tools and equipment pouch for on-site maintenance tasks.
  - ll. Identify secondary sources of safety information related to industry.
  - mm. Describe value of dust removal.
  - nn. Identify operation or shutdown procedures necessary during severe weather, fire, or flood conditions.
- 3) The student will be able to demonstrate effective hazardous waste procedures.
- a. Identify proper storage processes.
  - b. Identify waste reduction techniques.
  - c. Identify solvents and their alternatives.
  - d. Demonstrate proper handling of prepreg solid waste.
  - e. Demonstrate proper handling of lab clothing.
  - f. Demonstrate proper handling of tags and brushes.
  - g. Identify proper hazardous waste disposal techniques.
  - h. Define legal requirements and responsibilities.
  - i. Define documentation and tracking requirements and responsibilities.

- 4) The student will be able to identify first aid procedures.
  - a. Identify proper first aid and/or Cardiopulmonary Resuscitation (CPR) practices.
  - b. Develop an emergency/first aid plan for the shop or work site.
  - c. List methods of preventing shock, burns, fires and explosions.
  
- 5) The student will be able to identify blood borne pathogens procedures.
  - a. Identify blood borne pathogens.
  - b. Identify standards and procedures when working with blood borne pathogens.
  - c. Identify Personal Protective Equipment (PPE) used in blood borne pathogens situations.
  - d. Identify proper disposal of blood borne pathogens and equipment.
  
- 6) \*The student will achieve an average of 3.0 on the Employability Skills Competency Profile.

#### COURSE OUTLINE

- I. Review Basic Safety
- II. Introduction to Hand Tools
- IV. Introduction to Power Tools
- V. Lab Processes
- VI. Hazardous Waste
- VII. First Aide
- VIII. Blood Boren Pathogens
- IX. Review Employability Skills

#### INSTRUCTIONAL METHODS

1. Lecture
2. Example and demonstration
3. Review of student applications
4. Computerized skills tests (performance-based)

#### STUDENT REQUIREMENTS AND METHOD OF EVALUATION

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#### GRADING SCALE

90-101%	A
80-90 %	B
70-79 %	C
60-70 %	D
0-60 %	F

#### ASSESSMENT OF STUDENT GAIN

Students will be assessed through written testing. Practical application will be assessed on the first attempt at the skill and again at the conclusion of the course. Comparison will determine the extent of student gain.

### ATTENDANCE POLICY

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NEOSHO COUNTY COMMUNITY COLLEGE  
COURSE SYLLABUS

COURSE IDENTIFICATION

Course Prefix/Number: AERO 114  
Course Title: Precision Instruments  
Division: Outreach and Workforce Development  
Program: Aerostructures Training Program  
*Toward Associate of Applied Science in Industrial Engineering Technology*  
Credit Hours: 1  
Initiation/Revision Date: Fall 2012  
Assessment Goal Percentage per Outcome: (80%)

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

This course is worth 1 hour of college credit. It includes basic concepts and terminology that is related to precision instruments. Students will learn to utilize a precision rule, dial caliper, vernier micrometer, small hole gauge, counter sink gauge, grip gauges, and rivet height gauges.

PREREQUISITE

High school diploma or GED or ability to benefit

TEXTS

\*The official list of textbooks and materials for this course are found on Inside NC.

Technicomp / Basic Measuring Tools

COURSE OUTCOMES/ COMPETENCIES (as required)

- 1) The student will be able to apply basic concepts and terminology to precision instruments.
  - a. Define terminology associated with instrumentation: precision, accuracy calibration setting master, zero setting, tool discrimination, and resolution.
  - b. Identify the impact of weather, cleanliness, instrument quality, tool usage on precision and accuracy.
  - c. Identify the role of NIST national Institute for Standards and Technology.
  - d. Identify the three principles of measurement: reference point, measurement point, measurement distance.
  - e. Describe the relationship between the principles of measurement and the blueprint or engineering specifications.
  - f. Identify the basics of using precision measurement tools.
  
- 2) The student will be able to effectively utilize a precision rule.
  - a. Define terminology; rule, measurement scale, graduation line, secondary graduation lines.
  - b. Compare and contrast rule and ruler.
  - c. Identify the key components of the precision rule.
  - d. Interpret a rule's graduation lines.
  - e. Identify rules based upon their measurement scale.

- f. Choose which type of precision rule to measure a length.
  - g. Utilize a precision rule to measure a length.
  - h. Identify steps to care for a precision rule.
- 3) The student will be able to effectively utilize a vernier micrometer.
- a. Define the role of micrometers.
  - b. Compare and contrast vernier micrometer and regular micrometer.
  - c. Identify all the components of a vernier micrometer: anvil, lock level, frame, sleeve, spindle, thimble, micrometer screw.
  - d. Describe how the components work together to measure a product.
  - e. Interpret the graduation scales; primary graduation line, secondary graduation line, vernier graduation scale.
  - f. Use a vernier micrometer to accurately measure a distance.
  - g. Check the calibration on vernier micrometer.
  - h. Identify the steps to care for a vernier micrometer.
- 4) The student will be able to effectively utilize small hole gauge.
- a. Define the role of full ball and half ball small hole gauges and their roles.
  - b. Identify all the components of a small hole gauge; ball, handle, wedge, thimble.
  - c. Describe how the components work together to measure.
  - d. Use the small hole gauge to measure a diameter and a width.
  - e. Identify the steps to care for a small hole gauge.
- 5) The student will be able to effectively utilize a countersink gauge.
- a. Define counter sink, counter sink gauge, countersink angle.
  - b. Identify the components of a countersink gauge; body, setting ring, plunger, dial indicator (dial face, dial needle, dial lock).
  - c. Describe how the components work together to measure a product.
  - d. Zero set countersink gauge.
  - e. Use the countersink gauge to measure a diameter.
  - f. Identify the step to care for a countersink gauge.
- 6) The student will be able to effectively utilize grip gauges.
- a. Identify a grip gauge and its role.
  - b. Identify rivet terminology including clinch, grip range, and grip, and grip range value.
  - c. Identify all the components of a grip gauge; body, measurement slide, measurement point, measurement scale, rivet diameter measurement holes, lip, graduation lines.
  - d. Describe how the components work together to determine.
  - e. Utilize the grip gauge to calculate CherryMax rivet length.
  - f. Identify the steps to care for a grip gauge.
- 7) The student will be able to effectively utilize rivet height gauges.
- a. Identify the role of rivet height gauge.
  - b. Identify rivet height and tolerance.
  - c. Identify the components of a rivet height gauge; plunger, body, dial indicator (dial face, needle, lock).
  - d. Describe how the components work together to determine rivet height.
  - e. Zero set rivet height gauge.



- f. Utilize the rivet height gauge to measure rivet height.
- g. Identify the steps to care for a rivet height gauge.

8) \*The student will achieve an average of 3.0 on the Employability Skills Competency Profile.

#### COURSE OUTLINE

- I. The student will be able to apply basic concepts and terminology to precision instruments
- II. The student will be able to utilize a precision rule.
- III. The student will be able to utilize vernier micrometer.
- IV. The student will be able utilize small hole gauge.
- V. The student will be able utilize countersink gauge.
- VI. The student will be able to utilize grip gauges.
- VII. The student will be able to utilize rivet height gauges.
- VIII. Review Employability Skills

#### INSTRUCTIONAL METHODS

- 1. Lecture
- 2. Example and demonstration
- 3. Review of student applications
- 4. Computerized skills tests (performance-based)

#### STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Evaluation of student performance is determined primarily from results of written and performance tests to validate mastery of course competencies. Due to the nature of the class, student participation, teamwork, courtesy, honesty, and adherence to policies are required. Students are required to take the 3<sup>rd</sup> party testing examination.

#### GRADING SCALE

90-102%	A
80-91 %	B
70-79 %	C
60-71 %	D
0-61 %	F

#### ASSESSMENT OF STUDENT GAIN

Students will be assessed through written testing. Practical application will be assessed on the first attempt at the skill and again at the conclusion of the course. Comparison will determine the extent of student gain.

#### ATTENDANCE POLICY

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NEOSHO COUNTY COMMUNITY COLLEGE  
COURSE SYLLABUS

COURSE IDENTIFICATION

Course Prefix/Number: AERO 115  
Course Title: Aerospace Blueprint Reading  
Division: Outreach and Workforce Development  
Program: Aerostructures Training Program  
*Toward Associate of Applied Science in Industrial Engineering Technology*  
Credit Hours: 2  
Initiation/Revision Date: Fall 2012  
Assessment Goal Percentage per Outcome: (80%)

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

This course is worth 2 hours of college credit. It teaches basic concepts associated with blueprints including using a production line, understanding terminology, comparing blueprint elements, interpreting lines, identify dimension and tolerance, interpret common GD&T symbols, interpret fastener symbols and common aircraft symbols.

PREREQUISITE

High school diploma or GED or ability to benefit

TEXTS

\*The official list of textbooks and materials for this course are found on Inside NC.

Technicomp / Blueprint Reading Application Guide  
Barsamian / Machine Trades Print Reading ('01 Revision)

COURSE OUTCOMES/ COMPETENCIES (as required)

- 1) The student will understand the basics concepts associated with blueprints.
  - a. Define, blueprint, engineering drawing, blueprint line, blueprint symbol.
  - b. Describe the blueprint cycle.
  - c. Describe the history of blueprints
  - d. Describe the language of blueprints.
  - e. Identify the variety of symbols used on blueprints including aircraft, welding, architecture, machining, fasteners, electrical, hydraulic and geometric locations.
  - f. Explain why blueprints are standardized.
  - g. Identify the common standardization organizations: ISO and ASME.
  - h. Identify the common sizes of blueprints.
  
- 2) The student will be able to effectively utilize a production drawing in the shop.
  - a. Describe the types of production drawings; detail, installation and assembly.

- b. Describe the elements of detail, assembly and installation drawing.
  - c. Identify what is and is not an assembly.
  - d. Discuss the common elements of production drawing; boarder, title block, revision block, picture area, parts list.
- 3) The student will identify terminology common to blueprints and explain their relationships.
- a. List the basic shapes used on blueprints; point and lines, surfaces, planes, angles.
  - b. Identify line types used on blueprints.
  - c. Identify the angle types used on blueprints.
  - d. Explain the relationships that exist between two or more lines: surfaces, planes, angles, perpendicular lines, right angles, parallel lines, acute angle, obtuse angle, complimentary angle, supplementary angle.
  - e. Measure an angle.
  - f. Identify types of circles and terminology associated with them including concentric, eccentric, circumference, diameter and radius.
  - g. Explain the relationships that exist between two or more circles; concentric circles, eccentric circles, arc, tangent, chord, straight arc, arch between radii.
  - h. Identify common angels and arcs including; straight angle, right angle, acute angle, obtuse angle, complimentary angle. Supplementary angle, arc between two radii.
  - i. Measure a circle.
- 4) The student will be able to compare and contrast the elements of blueprint views.
- a. Explain how blueprints are drawn.
  - b. Describe pictorial drawings, perspective view isometric view, oblique view, and orthographic drawings.
  - c. Compare and contrast the differences between perspective, isometric and orthographic drawings.
  - d. Describe orthographic projection including its principles and views.
  - e. Identify the most common orthographic views: top front and right side.
  - f. Interpret an orthographic projection.
  - g. Compare and contrast first and third angle projection.
  - h. Identify auxiliary views including primary, secondary and tertiary.
  - i. Identify additional views including enlarged, sectional, partial and rotated.
  - j. Describe the unique characteristics of orthographic views and airplanes including air plane views and referenced planes (station, buttock line water line wing reference planes).
- 5) The student will be able to interpret blueprint lines.
- a. Describe blueprint line standards including object, hidden, center, dimension, extension, leader, break, section, phantom, stitch, cutting plane and viewing plane.
  - b. Identify the standards of line precedence.
  - c. Interpret a product based upon a line drawing.
  - d. Interpret hidden features on a blueprint drawing.
  - e. Identify other views of a product on the blueprint drawing
- 6) The student will be able to identify dimension and tolerance on blueprints and its application in manufacturing.
- a. Identify the different types of dimensions; dimension of size and dimension of position.
  - b. Describe the components of dimensions; extension lines, dimension lines and dimension.
  - c. Identify dimension of angles.
  - d. Define tolerance and its role.

- e. Describe methods of displaying tolerance and their role; plus and minus, maximum and minimum, maximum, minimum.
  - f. Explain the purpose of dimension lines and extension lines.
  - g. Identify different dimensioning methods used in product drawings including chain and baseline or datum dimensioning, arcs and radius, typical dimensions and rivet location dimensions.
- 7) The student will be able to interpret common GD&T symbols on a blueprint.
- a. Identify the role of symbols on a blueprint.
  - b. Define G D & T
  - c. Define the product datum and its role including primary, secondary and tertiary datum's.
  - d. Identify types of G D & T symbols including characteristic and modifying.
  - e. Identify the categories of characteristic symbols including; individual part, individual and related, and related only.
- 8) The student will be able to interpret common fastener symbols on a blueprint.
- a. Identify the role of fastener symbols on a blueprint.
  - b. Identify type of fasteners specified on a blueprint; permanent and removable
  - c. Describe the permanent fastener id system: quadrants
  - d. Describe how removable fasteners are indicated on blueprint
  - e. Identify the tooling hole symbol and its role.
  - f. Locate product feature symbols on a product drawing.
- 9) The student will be able to interpret common aircraft symbols on a blueprint.
- a. Identify the role of aircraft symbols on a blueprint
  - b. Identify common symbols including center line, flag note, directional indicator, K or coordinating hole, engineered tooling, station indicators, limited release.
- 10) \*The student will achieve an average of 3.0 on the Employability Skills Competency Profile.

#### COURSE OUTLINE

- I. The student will be able to discuss the basics concepts associated with blueprints
- II. The student will be able to utilize a production drawing in the
- III. The student will be able identify terminology common to blueprints and explain their relationships.
- IV. The student will be able to compare and contrast the elements of blueprint views.
- V. The student will be able to interpret blueprint lines
- VI. The student will be able to identify dimension and tolerance on blueprints and its application in manufacturing.
- VII. The student will be able to interpret common G D & T symbols on a blueprint.
- VIII. The student will be able to interpret common fastener symbols on a blueprint.
- IX. The student will be able to interpret common aircraft symbols on a blueprint
- X. Review Employability Skills

#### INSTRUCTIONAL METHODS

- 1. Lecture
- 2. Example and demonstration
- 3. Review of student applications
- 4. Computerized skills tests (performance-based)



### STUDENT REQUIREMENTS AND METHOD OF EVALUATION

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### GRADING SCALE

90-103	%	A
80-92	%	B
70-79	%	C
60-72	%	D
0-62	%	F

### ASSESSMENT OF STUDENT GAIN

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NEOSHO COUNTY COMMUNITY COLLEGE  
COURSE SYLLABUS

COURSE IDENTIFICATION

Course Prefix/Number: AERO 116  
Course Title: Basic Drilling and Riveting  
Division: Outreach and Workforce Development  
Program: Aerostructures Training Program  
*Toward Associate of Applied Science in Industrial Engineering Technology*  
Credit Hours: 1  
Initiation/Revision Date: Fall 2012  
Assessment Goal Percentage per Outcome: (80%)

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

This course provides specific technical skills necessary to safely drill and countersink quality holes for work as an assembly mechanic in the aerospace industry.

PREREQUISITE

High school diploma or GED or ability to benefit

TEXTS

\*The official list of textbooks and materials for this course are found on Inside NC.

COURSE OUTCOMES/ COMPETENCIES (as required)

- 1) The student will describe the basic tools needed to drill accurate holes
  - a. Recognize different types of drills used in aviation manufacturing.
  - b. Recognize the tools and accessories needed to drill a quality hole.
  - c. Describe the proper way to hold a drill motor.
  - d. Identify common hole defects.
  
- 2) The student will explain how to make fastener locations per the engineering drawing.
  - a. Identify fastener location and identification information on an engineering drawing.
  - b. Identify the tools, fasteners and other supplies needed to create an assembly.
  - c. Explain how to prepare the surface of an assembly for mark up.
  - d. Describe how to properly measure and mark corner/end fastener locations.
  - e. Discuss how to calculate fastener locations using information from the engineering drawing.
  - f. Explain how to mark fastener locations using the calculated fastener location information.
  
- 3) The student will describe how to prepare the assembly and set up the drill motor.
  - a. Explain how to properly stack and align the pieces used in the assembly.
  - b. Describe how to install a pilot bit in a drill motor.

- 4) The student will demonstrate the ability to drill a pilot hole.
  - a. Create a drill start with a drill motor and pilot bit.
  - b. Drill a pilot hole.
  - c. Exchange a pilot bit for a larger drill bit.
  - d. Set a drill stop.
  - e. Enlarge a hole to size.
  - f. Inspect a full size hole using a Go/NoGo pin gauge.
- 5) The student will demonstrate the ability to deburr holes.
  - a. Use an open countersink to deburr holes.
  - b. Use a flat file to deburr holes.
- 6) The student will describe the process associated with rivet installation.
  - a. List the parts of a rivet.
  - b. Describe how rivets work.
  - c. Describe the installation process.
- 7) The student will demonstrate the ability to drive protruding rivets and inspect both manufactured and driven rivet heads.
  - a. Install a cup die into rivet gun.
  - b. Use a rivet gun and bucking bar to install protruding head rivets.
  - c. Visually inspect the manufactured heads of rivets.
  - d. Inspect the manufactured heads of driven rivets using a gab inspection shim.
  - e. Inspect that driven heads of rivets using a spoon gauge.
  - f. Inspect the driven heads of rivets using a H gauge.

#### COURSE OUTLINE

- I. Basic requirements and tools needed to drill accurate holes.
- II. Fastener locations.
- III. Prepare, assemble and set up the drill motor.
- IV. Drill pilot hole.
- V. Deburr holes.
- VI. Rivet installation.
- VII. Drive protruding rivets; inspect both manufactured and driven rivet heads.

#### INSTRUCTIONAL METHODS

1. Lecture
2. Example and demonstration
3. Review of student applications
4. Computerized skills tests (performance-based)

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### GRADING SCALE

90-104	%	A
80-93	%	B
70-79	%	C
60-73	%	D
0-63	%	F

### ASSESSMENT OF STUDENT GAIN

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NEOSHO COUNTY COMMUNITY COLLEGE  
COURSE SYLLABUS

COURSE IDENTIFICATION

Course Prefix/Number: AERO 120  
Course Title: Aerostructures Assembly  
Division: Outreach and Workforce Development  
Program: Aerostructures Training Program  
*Toward Associate of Applied Science in Industrial Engineering Technology*  
Credit Hours: 3  
Initiation/Revision Date: Fall 2012  
Assessment Goal Percentage per Outcome: (80%)

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

This course includes instruction and hands-on application of skills such as drilling holes, riveting, countersinking, and final product assessment.

PREREQUISITE

High school diploma or GED or ability to benefit

TEXTS

\*The official list of textbooks and materials for this course are found on Inside NC.

Hurst / Aircraft Structural Technician  
Hurst / Aircraft Structural Technician Workbook

COURSE OUTCOMES/ COMPETENCIES (as required)

- 1) The student will apply safety concepts in the laboratory.
  - a. Apply all shop safety standards.
  
- 2) The student will effectively utilize industry specific tools and materials.
  - a. Identify measurement tools.
  - b. Utilize measurement tools.
  - c. Effectively read measurement tools to the 10000<sup>th</sup> place.
  - d. Apply measurement tool readings to fabrication of aircraft part.
  - e. Identify fasteners used in aircraft.
  - f. Identify rivet specifications.
  - g. Select correct rivet based on engineering drawings.
  - h. Identify most common materials used in aircraft manufacturing such as sheet metal.
  - i. Identify elements of drill used in aircraft assembly.
  - j. Identify elements of rivet gun used in aircraft assembly.
  - k. Identify special fasteners used in aircraft assembly.

- 3) The student will demonstrate layout techniques.
  - a. Apply blueprint reading skills to laboratory assignments.
  - b. Calculate parts (angle, nutplates, fasteners) locations based on engineering drawings.
  - c. Mark all rivet location points
  - d. Apply layout techniques to industry specific project
  
- 4) The student will demonstrate temporary assembly techniques.
  - a. Identify temporary assembly.
  - b. Identify function of temporary assembly.
  - c. Identify the tools used in temporary assembly (clecos and cleco pliers).
  - d. Demonstrate effective temporary assembly.
  - e. Demonstrate removal of temporary assembly.
  
- 5) The student will demonstrate drilling techniques.
  - a. Identify the three parts to drill bit (shank, body and heel).
  - b. Identify drill bit diameter.
  - c. Determine drill bit diameter.
  - d. Identify drill bit material.
  - e. Utilize conversion chart.
  - f. Identify drill motor.
  - g. Identify the function of each part of the drill motor.
  - h. Determine drill bit length.
  - i. Demonstrate chucking the bit.
  - j. Demonstrate connecting air hose to drill motor.
  - k. Demonstrate a drill start.
  - l. Identify the importance of perpendicular hole.
  - m. Identify Drill cup and Drill Guide.
  - n. Utilize drill cup and drill guide.
  - o. Demonstrate drilling a perpendicular hole.
  - p. Identify the term de-burring.
  - q. Demonstrate de-burring techniques.
  - r. Identify when rivet must be drilled out.
  - s. Select correct pin punch.
  - t. Utilize pin punch.
  - u. Demonstrate drilling out universal rivet.
  - v. Demonstrate drilling out flush rivet.
  
- 6) The student will demonstrate riveting techniques.
  - a. Identify rivets.
  - b. Identify Rivet sets.
  - c. Identify Retainer Spring.
  - d. Select rivet sets and retainer spring based on engineering drawing.
  - e. Identify the functions of each part of the rivet gun.
  - f. Install rivet set into a retainer spring.
  - g. Utilize rivet gun.
  - h. Demonstrate adjusting regulator for the selected rivet.
  - i. Identify bucking bar and its function.



- j. Demonstrate effective riveting using bucking bar.
- k. Discuss importance of being within tolerance.
- l. Utilize rivet gauge to determine tolerance.
- m. Identify term counter sink/flush rivets.
- n. Identify function of counter sink/flush rivet.
- o. Identify standards for counter sink/flush rivet.
- p. Identify fastener code symbol for counter sink/flush rivet on engineering drawing.
- q. Identify equipment used in counter sink/flush rivet.
- r. Identify the parts of counter sink cutter.
- s. Identify parts and functions of micro stop counter sink cutter.
- t. Demonstrate assemble of micro stop cage and counter sink cutter.
- u. Demonstrate setting the depth for counter sink rivet.
- v. Install counter sunk rivet.
- w. Demonstrate driving the counter sunk rivet.

7) The student will utilize special fasteners.

- a. Identify hi-lok fastener
- b. Identify the function of hi-lok fastener.
- c. Identify the parts of hi-lok fastener.
- d. Identify tools used for hi-lok fasteners.
- e. Identify hole size for hi-lok.
- f. Identify interference fit.
- g. Utilize measurement tools (ball gauges and micrometer) to determine hole size.
- h. Demonstrate hi-lok installation.

8) \*The student will achieve an average of 3.0 on the Employability Skills Competency Profile.

#### COURSE OUTLINE

- I. Safety concepts
- II. Industry specific tools and materials
- III. Layout techniques
- IV. Temporary assembly techniques
- V. Drilling techniques
- VI. Riveting techniques
- VII. Special fasteners

#### INSTRUCTIONAL METHODS

- 1. Lecture
- 2. Lab
- 3. Review of student applications
- 4. Skills tests (performance-based)

#### STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Evaluation of student performance is determined primarily from results of written and performance tests to validate mastery of course competencies. Due to the nature of the class, student participation, teamwork, courtesy, honesty, and adherence to safety policies are required. Students are required to take the 3<sup>rd</sup> party testing examination.

### GRADING SCALE

90-105 %	A
80-94 %	B
70-79 %	C
60-74 %	D
0-64 %	F

### ASSESSMENT OF STUDENT GAIN

Students will be assessed through written testing. Practical application will be assessed on the first attempt at the skill and again at the conclusion of the course. Comparison will determine the extent of student gain.

### ATTENDANCE POLICY

Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-hundred (100) minutes per credit hour for the course or, in the case of on-line or other non-traditional courses, the student is inactive for one-eighth of the total course duration, the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified.

### ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

### CELL PHONE POLICY

Student cell phones and pagers must be turned off during class times. Faculty may approve an exception for special circumstances.

### NOTE:

Information and statements in this document are subject to change at the discretion of NCCC. Changes will be published and made available to the students.

**NOTE:** If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify the *Dean of Student*

*Development*, Chanute Campus, 620-431-2820, ext. 213, or the *Dean*, Ottawa Campus, 785-242-2067 ext. 312, as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

NEOSHO COUNTY COMMUNITY COLLEGE  
COURSE SYLLABUS

COURSE IDENTIFICATION

Course Prefix/Number: AERO 122  
Course Title: Introduction to Sealing  
Division: Outreach and Workforce Development  
Program: Aerostructures Training Program  
*Toward Associate of Applied Science in Industrial Engineering Technology*  
Credit Hours: 1  
Initiation/Revision Date: Fall 2012  
Assessment Goal Percentage per Outcome: (80%)

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

This course provides 1 hour of college credit. It covers the basic concepts associated with the aerospace sealant process including understanding the hazards and PPE associated with sealants, selecting the appropriate sealant, preparing the surface for sealing, and the process for using a sealing gun.

PREREQUISITE

High school diploma or GED or ability to benefit

TEXTS

\*The official list of textbooks and materials for this course are found on Inside NC.

COURSE OUTCOMES/ COMPETENCIES (as required)

1. The student will identify the basic concepts associated with aerospace sealant.
  - a. Demonstrate basic knowledge of sealing principles in aerospace manufacturing.
  - b. Understand the purpose of sealing.
  - c. Describe how sealing prevents corrosion.
  - d. List the other important functions of sealants.
  - e. Identify the functions of sealants on the airplane.
  - f. Define corrosion.
  - g. Describe how corrosion occurs.
  - h. Define electrolysis, anode and cathode.
  - i. Identify the role of sealing in maintaining cabin pressure, fuel retention, surface adhesion and aerodynamics.
2. The student will identify hazards and PPE associated with sealants.
  - a. Identify sealing materials as chemicals.
  - b. Define a physical hazard in relation to work with chemicals.
  - c. Define a health hazard in relation to working with chemicals.
  - d. Identify material safety data sheet (MSDS)

- e. List potential physical hazards associated with chemicals.
  - f. List health hazards associated with chemicals.
  - g. Identify the concept of chemical exposure.
  - h. Identify PPE used to minimize exposure to chemicals.
  - i. Identify PPE used to minimize exposure to chemicals.
  - j. Name the federal agency charged with regulating safety.
  - k. Describe the function of personal protective equipment designed to protect your body.
  - l. Explain why proper fit of personal protective equipment is important.
  - m. Identify the types of personal protective equipment designed to protect your body.
3. The student will select the appropriate sealant.
- a. List common categories of sealants including pliable, drying and curing.
  - b. Identify the characteristics of pliable, drying and curing sealants.
  - c. Compare and contrast pre mixed and two part sealants.
  - d. List different sealant applications including fillet, wet fastener, injection, faying surfaces, prepack, and aerosmooth.
  - e. Identify the function of different sealant applications.
  - f. Locate sealant information on product and documentation.
4. The student will prepare the surface for sealing.
- a. List the steps in the cleaning process.
  - b. Recognize the tools used for cleaning surfaces in the airplane.
  - c. Identify common solvents used in the cleaning process.
  - d. Describe the steps to properly apply solvents.
  - e. Recognize when a surface is properly cleaned and ready for sealing.
5. The student will describe the process for effectively using a sealing gun.
- a. Identify the parts of a sealing gun.
  - b. Assemble a sealing gun.
  - c. Describe sealing application for rives, screws, washers, split grommets.
  - d. Identify guidelines for proper application of sealant including issues of surface temperature, sealant expiration, and sealant consistency.
6. \*The student will achieve an average of 3.0 on the Employability Skills Competency Profile.

#### COURSE OUTLINE

- I. Basic concepts associated with aerospace sealant
- II. Hazards and PPE associated with sealants.
- III. Appropriate sealant.
- IV. Prepare the surface for sealing.
- V. Effectively use a sealing gun.
- VI. Review Employability Skills

#### INSTRUCTIONAL METHODS

- 1. Lecture
- 2. Example and demonstration
- 3. Review of student applications
- 4. Computerized skills tests (performance-based)

### STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Evaluation of student performance is determined primarily from results of written and performance tests to validate mastery of course competencies. Due to the nature of the class, student participation, teamwork, courtesy, honesty, and adherence to policies are required. Students are required to take the 3<sup>rd</sup> party testing examination.

### GRADING SCALE

90-106 %	A
80-95 %	B
70-79 %	C
60-75 %	D
0-65 %	F

### ASSESSMENT OF STUDENT GAIN

Students will be assessed through written testing. Practical application will be assessed on the first attempt at the skill and again at the conclusion of the course. Comparison will determine the extent of student gain.

### ATTENDANCE POLICY

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NEOSHO COUNTY COMMUNITY COLLEGE  
COURSE SYLLABUS

COURSE IDENTIFICATION

Course Prefix/Number: AERO130  
Course Title: Aerostructure Machining  
Division: Outreach and Workforce Development  
Program: Aerostructures Training Program  
*Toward Associate of Applied Science in Industrial Engineering Technology*  
Credit Hours: 5  
Initiation/Revision Date: Fall 2012  
Assessment Goal Percentage per Outcome: (80%)

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

This course provides technical skills necessary to understand the principles of computer numeric control including work holding, tooling, measurement, inspection, and testing.

PREREQUISITE

High school diploma or GED

TEXTS

\*The official list of textbooks and materials for this course are found on Inside NC.

No textbook is required for this course. All reading material is provided in the training module.

COURSE OUTCOMES/ COMPETENCIES (as required)

The student will:

1. Describe the principles of computer numeric control.
2. Explain the principles of work holding.
3. Describe the principles of tooling.
4. Demonstrate the ability to use measurement tools.
5. Demonstrate inspection techniques.
6. Describe test indicators
7. Demonstrate the ability to use height and bore gauges.

COURSE OUTLINE

- I. Principles of CNC
  - a. Cartesian Coordinate System
  - b. Reference Points
  - c. Part Program Overview
- II. Principles of Work Holding
  - a. Work Holding Basics



- b. Vises
  - c. Fixtures
- III. Principles of Tooling
- a. Tooling Basics
  - b. Tool Materials
  - c. Tool Selection
  - d. Tool Life
- IV. Measurement Tools
- a. Basic Measurement
  - b. Precision Measurement Tools
  - c. Introduction to SPC
  - d. Geometric Dimensioning and Tolerance
  - e. Location Tolerances
  - f. Orientation Tolerances
  - g. Form Tolerances
- V. Inspection Techniques
- a. Using Variable Analog Gauges
  - b. Using Variable Digital Gauges
  - c. Using Micrometers
  - d. Using Go/No-Go Plug Gauges
  - e. Using Thread Gauges
- VI. Test Indicators
- VII. Height Gauges
- VIII. Bore Gauges
- IX. Miscellaneous Inspection Instruments

#### INSTRUCTIONAL METHODS

1. Lecture
2. Discussion
3. Reading
4. Example and demonstration
5. Computerized skills tests (performance-based)

#### STUDENT REQUIREMENTS AND METHOD OF EVALUATION

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#### GRADING SCALE

90-107 %    A

80-96	%	B
70-79	%	C
60-76	%	D
0-66	%	F

#### ASSESSMENT OF STUDENT GAIN

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for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

## VI. Reports

- A. Audit Report for FY 2011-12 – Phil Jarred of Jarred, Gilmore and Phillips reported that his firm conducted an audit of the 2011-12 financial performance and activity of the college and had no findings.
- B. Bartlett and West – Wendy VanDuyne of Bartlett and West reviewed the landscape master plan for the college.
- C. Faculty Senate – Charles Babb presented a Faculty Senate report. See Attachment 1.
- D. Treasurer’s Report – Sandi Solander gave a treasurer’s report. Revenue for the month of September was \$4,817,677.87 and disbursements were \$4,566,876.00. See Attachment 2.
- E. ACCT Conference Report – Tabled until November meeting.
- F. President – Dr. Brian Inbody gave a president’s report. See Attachment 3.

The Board recessed for a break at 7:54 p.m. The meeting reconvened at 8:00 p.m.

## VII. Old Business

There was no old business.

## VIII. New Business

### Agenda Item VIII-A: Board Policy Revisions (second reading)

On a regular basis the Administration reviews the Board of Trustees policy manual to ensure that policies are still up-to-date. Often titles referenced in the manual have changed, procedures have evolved, and new state statues have been written. The Board has accepted changes in the college catalog that must now be reflected in the policy manual to remain consistent. All of these items must be “cleaned up” from time to time. We also take this opportunity to clarify the language and reorganize the manual for readability.

All forms in the Appendix of the manual are being updated as well with language clarification and title changes and will be on an on-going basis.

What follows is a group of policies with changes highlighted in red. There are no departures from accepted practice or previous Board directives. It was the president’s recommendation that the Board approve these policies.

### RESPONSIBILITIES OF THE BOARD OF TRUSTEES

The NCCC board of trustees, in accordance with the provisions of law and the rules and regulations of the ~~Kansas State Board of Education~~state board of regents, shall have custody of and be responsible for the property of the community college and shall be responsible for the operation, management and control of the college.

Powers and duties assigned to the board of trustees by Kansas statute (K.S.A. 71-201) include:

1. To select its own chairperson and such other officers as it may deem desirable from among its own membership.

2. To sue and be sued.
3. To determine the educational program of the college, subject to prior approval thereof, as provided in this act and to grant certificates of completion of courses or curriculum.
4. To appoint and fix the compensation and term of office of a president or chief administrative officer of the college.
5. To appoint, upon nomination of the president or the chief administrative officer, members of the administrative and teaching staffs, to fix and determine within state adopted standards their specifications, define their duties, and fix their compensation and terms of employment.
6. Upon recommendation of the chief administrative officer, to appoint or employ such other officers of the college, agents and employees as may be required to carry out the provisions of ~~this act~~law and to fix and determine within state adopted standards their qualifications, duties, compensation, terms of office or employment, and all other terms and conditions of employment.
7. To enter into contracts.
8. To accept from any government or governmental agency, or from any other public or private body, or from any other source, grants or contributions of money or property which the board may use for or in aid of any of its purposes.
9. To acquire by gift, purchase, lease-purchase, condemnation or otherwise, and to own, lease, use and operate property, whether real, personal, or mixed, or any interest therein, which is necessary or desirable for the community college purposes.
10. To enter into lease agreements as lessor of any property, whether real, personal, or mixed, which is owned or controlled by the community college.
11. To determine that any property owned by the college is no longer necessary for college purposes and to dispose of the same in such manner and upon such terms and conditions as provided by law.
12. To exercise the right of eminent domain, pursuant to Chapter 26 of the Kansas Statutes Annotated.
13. To make and promulgate such rules and regulations, not inconsistent with the provisions of law or with the rules and regulations of the state board of education regents, that are necessary and proper for the administration and operation of the community college and for the conduct of the business of the board of trustees.
14. To exercise all other powers not inconsistent with the provisions of law or with the rules and regulations of the state board of education regents which may be reasonably necessary or incidental to the establishment, maintenance, and operation of a community college.
15. To appoint a member to fill any vacancy on the board of trustees for the balance of the unexpired term.
16. To contract with one or more agencies, either public or private, whether located within or outside the community college district or whether located within or without outside the state of Kansas for the conduct by any such agencies of academic or vocational education for students of the community college, and to provide for the payment to any such agencies for their contracted educational services from any funds or moneys of the community college, including funds or moneys received from student tuition, ~~out-district tuition, and~~ fees, ~~and~~ funds received from the state of Kansas or the United States for academic or vocational education or taxes collected under K.S.A. 71-204 ~~and 72-4424~~, and amendments thereto.

17. To authorize by resolution the establishment of a petty cash fund in an amount not to exceed \$1,000, and to designate in such resolution an employee to maintain such petty cash fund.

## SELECTION OF THE PRESIDENT

(revised 7/9/09)

Pursuant to K.S.A. 71-201 and as indicated in #4 of the Responsibilities of the Board of Trustees above, the board of trustees will employ the president. The board, at such time as it may deem expedient, shall appoint and fix the compensation and term of office of a president who shall not be a member of the board. The president's term of office shall begin on the first day of July or such other date as the board may determine. The president shall have charge and control of the college, subject to the orders, rules, and regulations of the board.

The board may extend the president's contract each year for a period not to exceed three years. Reappointment of the president shall be as provided in the contractual agreement between the president and the board of trustees.

The board shall adopt and observe an Emergency Chief Executive Succession Plan, which Plan shall be maintained as part of the records of Neosho County Community College.

## DEGREE REQUIREMENTS

(revised 11/13/03)

The board of trustees grants the Associate of Arts, Associate of Science, Associate of Applied Science, and Associate of General Studies degrees. Requirements for the degrees include the successful completion of a minimum of sixty-four (64) semester hours credit and a cumulative GPA of 2.0. To be eligible for graduation, students must have earned at least fifteen-eighteen (1518) of their last twenty-four (24) semester hours from NCCC. Requirements for graduation may be completed during any semester. Any change in graduation requirements must be approved by the chief academic officer.

~~Remedial and developmental courses (those with cCourse numbers lower than under 100)~~ will not count toward the sixty-four (64) credit hours required for the associate degrees.

All currently enrolled students who plan to graduate at the conclusion of any given semester must file an "Statement of Intent to Graduate" form ~~no later than the 40<sup>th</sup> day (the end of the 8<sup>th</sup> week) of their final semester so that their records may be checked to ensure that all graduation requirements have been met.~~ Students who do not apply by this date may not be allowed to graduate at the time they enroll for their final semester so that their records may be checked to ensure that all graduation requirements have been met.

Candidates for the Associate of Applied Science in Nursing have additional requirements for graduation. See the AAS in Nursing program sheet for more information.

Students who enroll under the provisions of a previously dated catalog will have the option of continuing and graduating under those provisions, or under the provisions of the current catalog, but not both.

## ASSOCIATE OF ARTS (AA) DEGREE

(revised 1/5/04, 6/10/04, 7/13/06, 4/5/07, 4/10/08)

The associate of arts degree is designed for students planning to transfer to ~~a four-year college or university to~~ pursue a bachelor's degree in a liberal arts field.

**Communications**.....9 hours  
English Composition I, English Composition II, Fundamentals of sSpeech

**Computer Literacy Proficiency**.....3 hours  
*Note: A test-out option is available which forgives the requirement but does NOT replace the needed credit hours.*

**Natural Science and Mathematics** .....11-13 hours  
A. Two science courses with one course having a lab component; additionally, one of the science courses must be considered a lifebiological science and the other must be considered a physical science; and  
B. One mathematics course, including College Algebra or a higher level math course

**Social and Behavioral Sciences** .....9 hours  
General Psychology and six credit hours from two of the following areas: economics, geography, political science, psychology, and/or sociology

**Arts and Humanities** .....12 hours  
Choose Ffrom **at least** three areas: art\*, music\*, & theatre\*, history, language, literature, or philosophy (\*performance/participation classes do not meet this requirement)

**Physical Education** .....1 hour  
Lifetime Fitness required

~~Personal and Career Development~~**First Year Seminar (or approved substitute)**.....1 hour  
~~Orientation or approved substitute~~ (May be waived for transfers students with 15+ credit hours ~~or more~~)

**Appropriate Field of Study** .....16-18 hours  
~~A program of study in English, fine arts, education, history, humanities, language, music or social science~~Appropriate field of study in liberal arts

For example: study in English, fine arts, education, history, humanities, language, music, social science, or general liberal arts

**Other Requirements:**

- A. Pre- and post-assessments are required by NCCC
- B. ~~Fifteen~~Eighteen (1518) of the last ~~twenty-four (24)~~ credit hours must be in residence at NCCC
- C. Total of sixty-four (64) credit hours
- D. Cumulate GPA of 2.0 or higher
- E. Must clear all holds and obligations to NCCC

**ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE**

(revised 1/15/04, 4/10/08)

The associate of applied science degree is designed for individuals who wish to begin a career upon graduation. Students completing this program will receive an associate of applied science degree and a two-year certificate in the occupational specialty. ~~Individual majors have special requirements that must be met before completion of the AAS degree. Specific degree requirements are listed in the college catalog.~~

**General Requirements**

**Specialization and Related Courses/Competencies .....42-48 hours**

- A. Specialization courses/competencies from major technical specialty
- B. Related courses/competencies from the following: interpersonal skills (employability skills), courses from other disciplines

**Computer Literacy Proficiency.....1-3 hours**

~~(at the post-secondary level)~~ *Note: A test-out option is available which forgives the requirement but does NOT replace the needed credit hours*

**General Education Courses/Competencies .....12-25 hours**

- A. English Composition I and Interpersonal Communication ~~or approved substitute~~ required
- B. Other general education courses selected from: communication, math, ~~and~~ science, social or behavioral science, arts and humanities, or physical education

~~Personal and Career Development~~**First Year Seminar (or approved substitute).....1 hour**

~~Orientation or approved substitute~~ (May be waived for transfers students with 15+ ~~credit~~ hours ~~or more~~)

**Other Requirements:**

- A. Pre- and post-assessments are required by NCCC
- B. ~~Fifteen~~Eighteen (1518) of the last twenty-four (24) credit hours in residence at NCCC
- C. Total of sixty-four (64) to seventy-two (72) credit hours
- D. Cumulate GPA of 2.0 or higher



E. Must clear all holds and obligations to NCCC

## ASSOCIATE OF GENERAL STUDIES (AGS) DEGREE

(revised 1/15/04, 4/10/08)

The associate of general studies degree is a terminal two-year degree designed for individuals who do not plan to transfer.

### ~~General Education Requirements~~

**Communications**.....6 hours

English Composition I required, plus English Composition II or Fundamentals of Speech or Interpersonal Communications

**Computer Literacy Proficiency**.....1-3 hours

*Note: A test-out option is available which forgives the requirement but does NOT replace the needed credit hours*

**Natural Sciences and Mathematics**.....8-10 hours

One biological or physical science and a science lab course, and one mathematics including Intermediate Algebra or a higher level math course

**Social and Behavioral Sciences** .....9 hours

**Arts and Humanities** .....9 hours

**Physical Education** .....1 hour

Lifetime Fitness ~~required~~

~~Personal and Career Development~~**First Year Seminar (or approved substitute)**.....1 hour

~~Orientation or approved substitute~~ (May be waived for transfers students with 15+ ~~credit~~ hours ~~or more~~)

The remaining credits may be selected from ~~other areas of study~~various program emphasis areas recommended by the student's academic advisor .....25-29 hours

### Other Requirements:

- A. Pre- and post-assessments are required by NCCC
- B. ~~Fifteen~~Eighteen (1518) ~~of the last twenty-four (24)~~ credit hours in residence at NCCC
- C. Total of sixty-four (64) credit hours
- D. Cumulate GPA of 2.0 or higher
- E. Must clear all holds and obligations to NCCC

## ASSOCIATE OF SCIENCE (AS) DEGREE

(revised 1/15/04, 7/13/06, 12/13/07, 4/10/08)

The associate of science degree is designed for students planning to transfer to ~~a four-year college or university to pursue a bachelor's degree.~~ pursue a bachelor's degree in business, education, engineering, mathematics, social or behavioral science, biological science, or related technologies.

**Communications**.....9 hours  
English Composition I, English Composition II, Fundamentals of sSpeech

**Computer Literacy Proficiency**.....3 hours  
*Note: A test-out option is available which forgives the requirement but does NOT replace the needed credit hours*

**Natural Science and Mathematics** .....13-15 hours  
A. Two science courses with both having a lab component; additionally, one of the science courses must be considered a lifebiological science and the other must be considered a physical science-, and  
B. One mathematics including College Algebra or a higher level math course

**Social and Behavioral Sciences** .....9 hours  
General Psychology and six credit hours from two of the following areas: economics, geography, political science, psychology, and/or sociology

**Arts and Humanities** .....9 hours  
SelectChoose from three areas: art\*, history and/or philosophy, drama\*, foreign language, literature, music\* and /or theatre\* humanities  
(\*performance/participation classes do not meet this requirement)

**Physical Education** .....1 hour  
Lifetime Fitness required

~~Personal and Career Development~~ First Year Seminar (or approved substitute).....1 hour  
~~Orientation or approved substitute~~ (May be waived for transfers students with 15+ credit hours or more)

**Appropriate Field of Study** .....17-19 hours  
A program of study in business, education, engineering, mathematics, social or behavioral science, natural science, or related technologies

### Other Requirements:

- Pre- and post-assessments are required by NCCC
- ~~Fifteen~~ Eighteen (1518) ~~of the last twenty four (24)~~ credit hours must be in residence at NCCC
- Total of sixty-four (64) credit hours
- Cumulate GPA of 2.0 or higher

E. Must clear all holds and obligations to NCCC

**Resolution 2012-87**

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

**Upon motion by Dennis Peters and second by Lori Kiblinger the above resolution was approved. Motion passed unanimously.**

**Agenda Item VIII-B: Board Policy Creation of Certificate Requirements** (second reading)

With the wide variety of certificate programs that the college has it was determined that there were no requirements in place for receipt of a certificate at NCCC. The following policy was created and approved by the Curriculum Committee.

It was the president's recommendation that the Board approve the Certificate Requirement policy.

**Certificate Requirements**

The Board of Trustees grants a variety of certificates. Requirements for the certificates include the successful completion of all courses within the certificate and a minimum cumulative GPA of 2.0 in all courses within the certificate. To be eligible for a certificate, students must have earned at least 50% of the certificate hours from NCCC including their final semester at NCCC.

Course numbers under 100 will not count toward the hours required for the certificate.

All currently enrolled students who plan to receive a certificate at the conclusion of any semester must file an Intent to Receive Certificate form at the time they enroll for their final semester so that their records may be checked to ensure that all certificate requirements have been met.

Candidates for the Licensed Practical Nursing certificate have additional requirements. See the Licensed Practical Nursing program sheet for more information.

**Resolution 2012-88**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the Certificate Requirement policy as presented above.

**Upon motion by Charles Boaz and second by Dennis Peters the above resolution was approved. Motion passed unanimously.**

### **Agenda Item VIII-C: Design-build Contract for the Chanute Biology Lab**

This design build contract will create the biology lab portion of the Chanute science lab project renovation. A copy of the contract is attached. Title III will provide funding for the biology lab and associated equipment. The Title III contract for this portion of the Ottawa renovation project totals \$45,200.

The definition of “equipment” in the Title III grant for year 4 is: Vent/Fume Hood with Laminar Flow Hood to Roof @ \$15,100 x 2 for biology lab at main campus. For “renovation,” the grant indicates the science labs at the main campus will be renovated to add counter and storage space, and fume hoods. Year 4 – Biology Lab, \$15,000. Total of the two projects is \$45,200.

The funding for this project has no impact on the general fund of the college and draws funding from only Title III. Once the scope of the entire project has been determined, an additional design build contract will follow in several months detailing other renovations to Stoltz Hall. It was the president’s recommendation that the Board approve the design/build contract for the Chanute Biology Lab Design Build Contract as specified for \$45,200 with Loyd Builders of Ottawa, Kansas.

### **Resolution 2012-89**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the design/build contract for the Chanute Biology Lab Design Build Contract as specified for \$45,200 with Loyd Builders of Ottawa, Kansas.

**Upon motion by Dennis Peters and second by Charles Boaz the above resolution was approved. Motion passed unanimously.**

 **AIA<sup>®</sup> Document A141<sup>™</sup> – 2004**

**Standard Form of Agreement Between Owner and Design-Builder**

**AGREEMENT** made as of the Eighteenth day of October  
in the year of Two Thousand Twelve  
*(In words, indicate day, month and year)*

**BETWEEN** the Owner:  
*(Name, address and other information)*

Neosho County Community College  
800 West 14th Street  
Chanute, Kansas 66720

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification. Consultation with an attorney is also encouraged with respect to professional licensing requirements in the jurisdiction where the Project is located.

and the Design-Builder:  
*(Name, address and other information)*

Loyd Builders, Inc.  
2126 South Elm Street  
Ottawa, Kansas 66067

For the following Project:  
*(Name, location and detailed description)*

Neosho County Community College  
Stoltz Hall Biology Lab Renovation

The Owner and Design-Builder agree as follows.

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**TABLE OF ARTICLES**

- 1 THE DESIGN-BUILD DOCUMENTS**
- 2 WORK OF THIS AGREEMENT**
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**
- 4 CONTRACT SUM**
- 5 PAYMENTS**
- 6 DISPUTE RESOLUTION**
- 7 MISCELLANEOUS PROVISIONS**
- 8 ENUMERATION OF THE DESIGN-BUILD DOCUMENTS**

**TABLE OF EXHIBITS**

- A TERMS AND CONDITIONS**
- B DETERMINATION OF THE COST OF THE WORK**
- C INSURANCE AND BONDS**

**ARTICLE 1 THE DESIGN-BUILD DOCUMENTS**

§ 1.1 The Design-Build Documents form the Design-Build Contract. The Design-Build Documents consist of this Agreement between Owner and Design-Builder (hereinafter, the "Agreement") and its attached Exhibits; Supplementary and other Conditions; Addenda issued prior to execution of the Agreement; the Project Criteria, including changes to the Project Criteria proposed by the Design-Builder and accepted by the Owner, if any; the Design-Builder's Proposal and written modifications to the Proposal accepted by the Owner, if any; other documents listed in this Agreement; and Modifications issued after execution of this Agreement. The Design-Build Documents shall not be construed to create a contractual relationship of any kind (1) between the Architect and Owner, (2) between the Owner and a Contractor or Subcontractor, or (3) between any persons or entities other than the Owner and Design-Builder, including but not limited to any consultant retained by the Owner to prepare or review the Project Criteria. An enumeration of the Design-Build Documents, other than Modifications, appears in Article 8.

§ 1.2 The Design-Build Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral.

§ 1.3 The Design-Build Contract may be amended or modified only by a Modification. A Modification is (1) a written amendment to the Design-Build Contract signed by both parties, (2) a Change Order, (3) a Construction Change Directive or (4) a written order for a minor change in the Work issued by the Owner.

**ARTICLE 2 THE WORK OF THE DESIGN-BUILD CONTRACT**

§ 2.1 The Design-Builder shall fully execute the Work described in the Design-Build Documents, except to the extent specifically indicated in the Design-Build Documents to be the responsibility of others.

**ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**

§ 3.1 The date of commencement of the Work shall be the date of this Agreement unless a different date is stated below or provision is made for the date to be fixed in a notice issued by the Owner.

*(Insert the date of commencement if it differs from the date of this Agreement or, if applicable, state that the date will be fixed in a notice to proceed.)*

If, prior to the commencement of Work, the Owner requires time to file mortgages, documents related to mechanic's liens and other security interests, the Owner's time requirement shall be as follows:  
(Insert Owner's time requirements.)

**§ 3.2** The Contract Time shall be measured from the date of commencement, subject to adjustments of this Contract Time as provided in the Design-Build Documents.  
(Insert provisions, if any, for liquidated damages relating to failure to complete on time or for bonus payments for early completion of the Work.)

**§ 3.3** The Design-Builder shall achieve Substantial Completion of the Work not later than \_\_\_\_\_ days from the date of commencement, or as follows:  
(Insert number of calendar days. Alternatively, a calendar date may be used when coordinated with the date of commencement. Unless stated elsewhere in the Design-Build Documents, insert any requirements for earlier Substantial Completion of certain portions of the Work.)

Construction shall begin October 18, 2012 and Substantial Completion shall be no later than August 1, 2013.

**ARTICLE 4 CONTRACT SUM**

**§ 4.1** The Owner shall pay the Design-Builder the Contract Sum in current funds for the Design-Builder's performance of the Design-Build Contract. The Contract Sum shall be one of the following:  
(Check the appropriate box.)

- Stipulated Sum in accordance with Section 4.2 below;
- Cost of the Work Plus Design-Builder's Fee in accordance with Section 4.3 below;
- Cost of the Work Plus Design-Builder's Fee with a Guaranteed Maximum Price in accordance with Section 4.4 below.

(Based on the selection above, complete either Section 4.2, 4.3 or 4.4 below.)

**§ 4.2 STIPULATED SUM**

**§ 4.2.1** The Stipulated Sum shall be \_\_\_\_\_ Dollars (\$45,200.00), subject to additions and deductions as provided in the Design-Build Documents.

**§ 4.2.2** The Stipulated Sum is based upon the following alternates, if any, which are described in the Design-Build Documents and are hereby accepted by the Owner:

**§ 4.2.3** Unit prices, if any, are as follows:

**§ 4.2.4** Allowances, if any, are as follows:  
(Identify and state the amounts of any allowances, and state whether they include labor, materials, or both.)

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§ 4.2.5 Assumptions or qualifications, if any, on which the Stipulated Sum is based, are as follows:

**§ 4.3 COST OF THE WORK PLUS DESIGN-BUILDER'S FEE**

§ 4.3.1 The Cost of the Work is as defined in Exhibit B.

§ 4.3.2 The Design-Builder's Fee is:

*(State a lump sum, percentage of Cost of the Work or other provision for determining the Design-Builder's Fee and the method of adjustment to the Fee for changes in the Work.)*

**§ 4.4 COST OF THE WORK PLUS DESIGN-BUILDER'S FEE WITH A GUARANTEED MAXIMUM PRICE**

§ 4.4.1 The Cost of the Work is as defined in Exhibit B, plus the Design-Builder's Fee.

§ 4.4.2 The Design-Builder's Fee is:

*(State a lump sum, percentage of Cost of the Work or other provision for determining the Design-Builder's Fee and the method of adjustment to the Fee for changes in the Work.)*

**§ 4.4.3 GUARANTEED MAXIMUM PRICE**

§ 4.4.3.1 The sum of the Cost of the Work and the Design-Builder's Fee is guaranteed by the Design-Builder not to exceed Dollars (\$ ), subject to additions and deductions by changes in the Work as provided in the Design-Build Documents. Such maximum sum is referred to in the Design-Build Documents as the Guaranteed Maximum Price. Costs which would cause the Guaranteed Maximum Price to be exceeded shall be paid by the Design-Builder without reimbursement by the Owner.

*(Insert specific provisions if the Design-Builder is to participate in any savings.)*

§ 4.4.3.2 The Guaranteed Maximum Price is based on the following alternates, if any, which are described in the Design-Build Documents and are hereby accepted by the Owner:

§ 4.4.3.3 Unit Prices, if any, are as follows:

§ 4.4.3.4 Allowances, if any, are as follows:

*(Identify and state the amounts of any allowances, and state whether they include labor, materials, or both.)*

§ 4.4.3.5 Assumptions, if any, on which the Guaranteed Maximum Price is based, are as follows:

*(Identify the assumptions on which the Guaranteed Maximum Price is based.)*

#### **§ 4.5 CHANGES IN THE WORK**

**§ 4.5.1** Adjustments of the Contract Sum on account of changes in the Work may be determined by any of the methods listed in Article A.7 of Exhibit A, Terms and Conditions.

**§ 4.5.2** Where the Contract Sum is the Cost of the Work, with or without a Guaranteed Maximum Price, and no specific provision is made in Sections 4.3.2 or 4.4.2 for adjustment of the Design-Builder's Fee in the case of Changes in the Work, or if the extent of such changes is such, in the aggregate, that application of the adjustment will cause substantial inequity to the Owner or Design-Builder, the Design-Builder's Fee shall be equitably adjusted on the basis of the Fee established for the original Work, and the Contract Sum shall be adjusted accordingly.

#### **ARTICLE 5 PAYMENTS**

##### **§ 5.1 PROGRESS PAYMENTS**

**§ 5.1.1** Based upon Applications for Payment submitted to the Owner by the Design-Builder, the Owner shall make progress payments on account of the Contract Sum to the Design-Builder as provided below and elsewhere in the Design-Build Documents.

**§ 5.1.2** The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

**§ 5.1.3** Provided that an Application for Payment is received not later than the first day of month, the Owner shall make payment to the Design-Builder not later than the fifteenth day of the same month. If an Application for Payment is received by the Owner after the application date fixed above, payment shall be made by the Owner not later than thirty days after the Owner receives the Application for Payment.

**§ 5.1.4** With each Application for Payment where the Contract Sum is based upon the Cost of the Work, or the Cost of the Work with a Guaranteed Maximum Price, the Design-Builder shall submit payrolls, petty cash accounts, receipted invoices or invoices with check vouchers attached, and any other evidence required by the Owner to demonstrate that cash disbursements already made by the Design-Builder on account of the Cost of the Work equal or exceed (1) progress payments already received by the Design-Builder, less (2) that portion of those payments attributable to the Design-Builder's Fee; plus (3) payrolls for the period covered by the present Application for Payment.

**§ 5.1.5** With each Application for Payment where the Contract Sum is based upon a Stipulated Sum or Cost of the Work with a Guaranteed Maximum Price, the Design-Builder shall submit the most recent schedule of values in accordance with the Design-Build Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. Compensation for design services shall be shown separately. Where the Contract Sum is based on the Cost of the Work with a Guaranteed Maximum Price, the Design-Builder's Fee shall be shown separately. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Owner may require. This schedule of values, unless objected to by the Owner, shall be used as a basis for reviewing the Design-Builder's Applications for Payment.

**§ 5.1.6** In taking action on the Design-Builder's Applications for Payment, the Owner shall be entitled to rely on the accuracy and completeness of the information furnished by the Design-Builder and shall not be deemed to have made a detailed examination, audit or arithmetic verification of the documentation submitted in accordance with Sections 5.1.4 or 5.1.5, or other supporting data; to have made exhaustive or continuous on-site inspections; or to have made examinations to ascertain how or for what purposes the Design-Builder has used amounts previously paid on account of the Agreement. Such examinations, audits and verifications, if required by the Owner, will be performed by the Owner's accountants acting in the sole interest of the Owner.

**§ 5.1.7** Except with the Owner's prior approval, the Design-Builder shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

##### **§ 5.2 PROGRESS PAYMENTS – STIPULATED SUM**

**§ 5.2.1** Applications for Payment where the Contract Sum is based upon a Stipulated Sum shall indicate the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.2.2 Subject to other provisions of the Design-Build Documents, the amount of each progress payment shall be computed as follows:

- .1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of percent ( 10 %) on the Work, other than services provided by design professionals and other consultants retained directly by the Design-Builder. Pending final determination of cost to the Owner of Changes in the Work, amounts not in dispute shall be included as provided in Section A.7.3.8 of Exhibit A, Terms and Conditions;
- .2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of percent ( 10 %);
- .3 Subtract the aggregate of previous payments made by the Owner; and
- .4 Subtract amounts, if any, for which the Owner has withheld payment from or nullified an Application for Payment as provided in Section A.9.5 of Exhibit A, Terms and Conditions.

§ 5.2.3 The progress payment amount determined in accordance with Section 5.2.2 shall be further modified under the following circumstances:

- .1 add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to the full amount of the Contract Sum, less such amounts as the Owner shall determine for incomplete Work, retainage applicable to such work and unsettled claims; and  
(Section A.9.8.6 of Exhibit A, Terms and Conditions requires release of applicable retainage upon Substantial Completion of Work with consent of surety, if any.)
- .2 add, if final completion of the Work is thereafter materially delayed through no fault of the Design-Builder, any additional amounts payable in accordance with Section A.9.10.3 of Exhibit A, Terms and Conditions.

§ 5.2.4 Reduction or limitation of retainage, if any, under Section 5.2.2 shall be as follows:

*(If it is intended, prior to Substantial Completion of the entire Work, to reduce or limit the retainage resulting from the percentages inserted in Sections 5.2.2.1 and 5.2.2.2 above, and this is not explained elsewhere in the Design-Build Documents, insert here provisions for such reduction or limitation.)*

At such time 50% of the contract amount has been billed, no further retainage shall be withheld from subsequent progress payments.

### § 5.3 PROGRESS PAYMENTS – COST OF THE WORK PLUS A FEE

§ 5.3.1 Where the Contract Sum is based upon the Cost of the Work plus a fee without a Guaranteed Maximum Price, Applications for Payment shall show the Cost of the Work actually incurred by the Design-Builder through the end of the period covered by the Application for Payment and for which Design-Builder has made or intends to make actual payment prior to the next Application for Payment.

§ 5.3.2 Subject to other provisions of the Design-Build Documents, the amount of each progress payment shall be computed as follows:

- .1 Take the Cost of the Work as described in Exhibit B;
- .2 Add the Design-Builder's Fee, less retainage of (        % ). The Design-Builder's Fee shall be computed upon the Cost of the Work described in the preceding Section 5.3.2.1 at the rate stated in Section 4.3.2; or if the Design-Builder's Fee is stated as a fixed sum in that section, an amount which bears the same ratio to that fixed-sum Fee as the Cost of the Work in the preceding section bears to a reasonable estimate of the probable Cost of the Work upon its completion;
- .3 Subtract the aggregate of previous payments made by the Owner;
- .4 Subtract the shortfall, if any, indicated by the Design-Builder in the documentation required by Section 5.1.4 or resulting from errors subsequently discovered by the Owner's accountants in such documentation; and
- .5 Subtract amounts, if any, for which the Owner has withheld or withdrawn a Certificate for Payment as provided in the Section A.9.5 of Exhibit A, Terms and Conditions.

§ 5.3.3 Retainage in addition to the retainage stated at Section 5.3.2.2, if any, shall be as follows:

§ 5.3.4 Except with the Owner's prior approval, payments for the Work, other than for services provided by design professionals and other consultants retained directly by the Design-Builder, shall be subject to retainage of not less than (            %). The Owner and Design-Builder shall agree on a mutually acceptable procedure for review and approval of payments and retention for Contractors.

**§ 5.4 PROGRESS PAYMENTS – COST OF THE WORK PLUS A FEE WITH A GUARANTEED MAXIMUM PRICE**

§ 5.4.1 Applications for Payment where the Contract Sum is based upon the Cost of the Work Plus a Fee with a Guaranteed Maximum Price shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment. The percentage of completion shall be the lesser of (1) the percentage of that portion of the Work which has actually been completed; or (2) the percentage obtained by dividing (a) the expense that has actually been incurred by the Design-Builder on account of that portion of the Work for which the Design-Builder has made or intends to make actual payment prior to the next Application for Payment by (b) the share of the Guaranteed Maximum Price allocated to that portion of the Work in the schedule of values.

§ 5.4.2 Subject to other provisions of the Design-Build Documents, the amount of each progress payment shall be computed as follows:

- .1 Take that portion of the Guaranteed Maximum Price properly allocable to completed Work as determined by multiplying the percentage of completion of each portion of the Work by the share of the Guaranteed Maximum Price allocated to that portion of the Work in the schedule of values. Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section A.7.3.8 of Exhibit A, Terms and Conditions;
- .2 Add that portion of the Guaranteed Maximum Price properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work, or if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing;
- .3 Add the Design-Builder's Fee, less retainage of (            % ). The Design-Builder's Fee shall be computed upon the Cost of the Work described in the two preceding sections at the rate stated in Section 4.4.2 or, if the Design-Builder's Fee is stated as a fixed sum in that section, shall be an amount that bears the same ratio to that fixed-sum fee as the Cost of the Work in the two preceding sections bears to a reasonable estimate of the probable Cost of the Work upon its completion;
- .4 Subtract the aggregate of previous payments made by the Owner;
- .5 Subtract the shortfall, if any, indicated by the Design-Builder in the documentation required by Section 5.1.4 to substantiate prior Applications for Payment, or resulting from errors subsequently discovered by the Owner's accountants in such documentation; and
- .6 Subtract amounts, if any, for which the Owner has withheld or nullified a Certificate for Payment as provided in Section A.9.5 of Exhibit A, Terms and Conditions.

§ 5.4.3 Except with the Owner's prior approval, payments for the Work, other than for services provided by design professionals and other consultants retained directly by the Design-Builder, shall be subject to retainage of not less than (            %). The Owner and Design-Builder shall agree on a mutually acceptable procedure for review and approval of payments and retention for Contractors.

**§ 5.5 FINAL PAYMENT**

§ 5.5.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Design-Builder no later than 30 days after the Design-Builder has fully performed the Design-Build Contract, including the requirements in Section A.9.10 of Exhibit A, Terms and Conditions, except for the Design-Builder's responsibility to correct non-conforming Work discovered after final payment or to satisfy other requirements, if any, which extend beyond final payment.

**ARTICLE 6 DISPUTE RESOLUTION**

**§ 6.1** The parties appoint the following individual to serve as a Neutral pursuant to Section A.4.2 of Exhibit A, Terms and Conditions:

*(Insert the name, address and other information of the individual to serve as a Neutral. If the parties do not select a Neutral, then the provisions of Section A.4.2.2 of Exhibit A, Terms and Conditions, shall apply.)*

**§ 6.2** If the parties do not resolve their dispute through mediation pursuant to Section A.4.3 of Exhibit A, Terms and Conditions, the method of binding dispute resolution shall be the following:

*(If the parties do not select a method of binding dispute resolution, then the method of binding dispute resolution shall be by litigation in a court of competent jurisdiction.)*

*(Check one.)*

- Arbitration pursuant to Section A.4.4 of Exhibit A, Terms and Conditions
- Litigation in a court of competent jurisdiction
- Other *(Specify)*

**§ 6.3 ARBITRATION**

**§ 6.3.1** If Arbitration is selected by the parties as the method of binding dispute resolution, then any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to arbitration as provided in Section A.4.4 of Exhibit A, Terms and Conditions.

**ARTICLE 7 MISCELLANEOUS PROVISIONS**

**§ 7.1** The Architect, other design professionals and consultants engaged by the Design-Builder shall be persons or entities duly licensed to practice their professions in the jurisdiction where the Project is located and are listed as follows:

*(Insert name, address, license number, relationship to Design-Builder and other information.)*

Devore + Associates Architects, LLC, 210 W. 13th, Ottawa, Kansas  
Bartlett & West Engineers, Inc., 1200 SW Executive Dr., Topeka, KS 66615

**§ 7.2** Consultants, if any, engaged directly by the Owner, their professions and responsibilities are listed below:  
*(Insert name, address, license number, if applicable, and responsibilities to Owner and other information.)*

**§ 7.3** Separate contractors, if any, engaged directly by the Owner, their trades and responsibilities are listed below:  
*(Insert name, address, license number, if applicable, responsibilities to Owner and other information.)*

**§ 7.4** The Owner's Designated Representative is:  
*(Insert name, address and other information.)*

Ben Smith, Neosho County Community College  
800 W. 14th Street, Chanute, Kansas 66720

**§ 7.4.1** The Owner's Designated Representative identified above shall be authorized to act on the Owner's behalf with respect to the Project.

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§ 7.5 The Design-Builder's Designated Representative is:  
(Insert name, address and other information.)

Josh Walker, Loyd Builders, Inc.  
2126 S. Elm, Ottawa, Kansas 66067

§ 7.5.1 The Design-Builder's Designated Representative identified above shall be authorized to act on the Design-Builder's behalf with respect to the Project.

§ 7.6 Neither the Owner's nor the Design-Builder's Designated Representative shall be changed without ten days written notice to the other party.

§ 7.7 Other provisions:

§ 7.7.1 Where reference is made in this Agreement to a provision of another Design-Build Document, the reference refers to that provision as amended or supplemented by other provisions of the Design-Build Documents.

§ 7.7.2 Payments due and unpaid under the Design-Build Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

(Insert rate of interest agreed upon, if any.)

(Usury laws and requirements under the Federal Truth in Lending Act, similar state and local consumer credit laws and other regulations at the Owner's and Design-Builder's principal places of business, the location of the Project and elsewhere may affect the validity of this provision. Legal advice should be obtained with respect to deletions or modifications, and also regarding requirements such as written disclosures or waivers.)

#### ARTICLE 8 ENUMERATION OF THE DESIGN-BUILD DOCUMENTS

§ 8.1 The Design-Build Documents, except for Modifications issued after execution of this Agreement, are enumerated as follows:

§ 8.1.1 The Agreement is this executed edition of the Standard Form of Agreement Between Owner and Design-Builder, AIA Document A141-2004.

§ 8.1.2 The Supplementary and other Conditions of the Agreement, if any, are as follows:  
(Either list applicable documents below or refer to an exhibit attached to this Agreement.)

See Exhibit D

§ 8.1.3 The Project Criteria, including changes to the Project Criteria proposed by the Design-Builder, if any, and accepted by the Owner, consist of the following:

(Either list applicable documents and their dates below or refer to an exhibit attached to this Agreement.)

See Exhibit E

§ 8.1.4 The Design-Builder's Proposal, dated \_\_\_\_\_, consists of the following:  
(Either list applicable documents below or refer to an exhibit attached to this Agreement.)

§ 8.1.5 Amendments to the Design-Builder's Proposal, if any, are as follows:  
(Either list applicable documents below or refer to an exhibit attached to this Agreement.)

§ 8.1.6 The Addenda, if any, are as follows:  
(Either list applicable documents below or refer to an exhibit attached to this Agreement.)

§ 8.1.7 Exhibit A, Terms and Conditions.  
(If the parties agree to substitute terms and conditions other than those contained in AIA Document A141-2004, Exhibit A, Terms and Conditions, then identify such terms and conditions and attach to this Agreement as Exhibit A.)

§ 8.1.8 Exhibit B, Determination of the Cost of the Work, if applicable.  
(If the parties agree to substitute a method to determine the Cost of the Work other than that contained in AIA Document A141-2004, Exhibit B, Determination of the Cost of the Work, then identify such other method to determine the Cost of the Work and attach to this Agreement as Exhibit B. If the Contract Sum is a Stipulated Sum, then Exhibit B is not applicable.)

Not applicable

§ 8.1.9 Exhibit C, Insurance and Bonds, if applicable.  
(Complete AIA Document A141-2004, Exhibit C, Insurance and Bonds or indicate "not applicable.")

§ 8.1.10 Other documents, if any, forming part of the Design-Build Documents are as follows:  
(Either list applicable documents below or refer to an exhibit attached to this Agreement.)

The provisions found in Contractual Provisions Attachment (Form DA-146a, rev. 1-01), which is attached hereto as Exhibit F, are hereby incorporated in this contract and made a part thereof.

This Agreement is entered into as of the day and year first written above and is executed in at least three original copies, of which one is to be delivered to the Design-Builder and one to the Owner.

\_\_\_\_\_  
OWNER (Signature)

\_\_\_\_\_  
DESIGN-BUILDER (Signature)

\_\_\_\_\_  
(Printed name and title)

\_\_\_\_\_  
(Printed name and title)

**CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.**

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# **AIA** Document A141™ – 2004 Exhibit A

## **Terms and Conditions**

### **for the following PROJECT:**

*(Name and location or address)*

Neosho County Community College  
Stoltz Hall Biology Lab Renovation

### **THE OWNER:**

*(Name and address)*

Neosho County Community College  
800 West 14th Street, Chanute, Kansas 66720

### **THE DESIGN-BUILDER:**

*(Name and address)*

Loyd Builders, Inc.  
2126 S. Elm Street, Ottawa, Kansas 66067

### **TABLE OF ARTICLES**

- A.1 GENERAL PROVISIONS
- A.2 OWNER
- A.3 DESIGN-BUILDER
- A.4 DISPUTE RESOLUTION
- A.5 AWARD OF CONTRACTS
- A.6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS
- A.7 CHANGES IN THE WORK
- A.8 TIME
- A.9 PAYMENTS AND COMPLETION
- A.10 PROTECTION OF PERSONS AND PROPERTY
- A.11 INSURANCE AND BONDS
- A.12 UNCOVERING AND CORRECTION OF WORK
- A.13 MISCELLANEOUS PROVISIONS
- A.14 TERMINATION OR SUSPENSION OF THE DESIGN-BUILD CONTRACT

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification. Consultation with an attorney is also encouraged with respect to professional licensing requirements in the jurisdiction where the Project is located.

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1



 **AIA** Document A141™ – 2004 Exhibit C

**Insurance and Bonds**

**for the following PROJECT:**

*(Name and location or address)*

Neosho County Community College  
Stoltz Hall Biology Lab Renovation

**THE OWNER:**

*(Name and address)*

Neosho County Community College  
800 West 14th Street, Chanute, Kansas 66720

**THE DESIGN-BUILDER:**

*(Name and address)*

Loyd Builders, Inc.  
2126 South Elm Street  
Ottawa, Kansas 66067

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification. Consultation with an attorney is also encouraged with respect to professional licensing requirements in the jurisdiction where the Project is located.

**ARTICLE C.1**

The Owner and Design-Builder shall provide policies of liability insurance as required by the Design-Build Documents, or as follows:

*(Specify changes, if any, to the requirements of the Design-Build Documents, and for each type of insurance identify applicable limits and deductible amounts.)*

Commercial Liability - \$1,000,000 Occurrence / \$2,000,000 Aggregate  
Worker's Compensation - Statutory Limit  
Commercial Auto Liability - \$1,000,000 Each Accident

**ARTICLE C.2**

The Design-Builder shall provide surety bonds as follows:

*(Specify type and penal sum of bonds.)*

Performance and Payment Bonds equal to 100% of the contract sum

**§ C.2.1** Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Agreement, the Design-Builder shall promptly furnish a copy of the bonds or shall permit a copy to be made.

Exhibit D

**Neosho County Community College - Stoltz Hall Biology Lab Renovation**

**Title III Grant Provisions**

**General:**

Owner's obligations under this contract are contingent upon acceptance and approval of the same by Title III Grant Fund Coordinators indicating that such funds will be available for purposes of this contract. Design-Builder agrees that this agreement may be modified by mutual agreement to meet any requirement as a result of such Title III Grant review in order to meet requirement for release of funds. If the parties hereto cannot agree to any such changes, then this contract shall be of no further force and effect.

**Provisions:**

- i) Federal agencies are permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy.
  - 1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (Contracts more than the simplified acquisition threshold)
  - 2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)
  - 3) Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (All construction contracts awarded in excess of \$10,000 by grantees and their contractors or subgrantees)
  - 4) Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). (All contracts and subgrants for construction or repair)
  - 5) Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of \$2000 awarded by grantees and subgrantees when required by Federal grant program legislation)

#### Exhibit D

- 6) Compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–330) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts awarded by grantees and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers)
- 7) Notice of awarding agency requirements and regulations pertaining to reporting.
- 8) Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.
- 9) Awarding agency requirements and regulations pertaining to copyrights and rights in data.
- 10) Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- 11) Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.
- 12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000)
- 13) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94–163, 89 Stat. 871).

Exhibit E

**Neosho County Community College - Stoltz Hall Biology Lab Renovation**

**Scope of Work**

**Description:**

1. Furnish and install (2) vent/fume hoods with laminar flow hood to roof including shipping.
2. Renovate lab to add counter space with storage cabinets and accommodate fume hoods.

## Exhibit F

State of Kansas Department of Administration DA-146a (Rev. 1-01)

### CONTRACTUAL PROVISIONS ATTACHMENT

**Important:** This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

"The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 1-01), which is attached hereto, are hereby incorporated in this contract and made a part thereof."

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the Eighteenth day of October, 2012.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated.
2. **Agreement With Kansas Law:** All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** Neither the State of Kansas nor any agency thereof shall hold harmless or indemnify any contractor beyond that liability incurred under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

Parties to this contract understand that the provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting state agency cumulatively total \$5,000 or less during the fiscal year of such agency.

6. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
  7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the State or any agency thereof has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the State of Kansas shall not agree to pay attorney fees and late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect which attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.
  8. **Representative's Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
  9. **Responsibility For Taxes:** The State of Kansas shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
  10. **Insurance:** The State of Kansas shall not be required to purchase, any insurance against loss or damage to any personal property to which this contract relates, nor shall this contract require the State to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), the vendor or lessor shall bear the risk of any loss or damage to any personal property in which vendor or lessor holds title.
  11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.
  12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
- The community college and board of trustees shall be responsible solely for their own actions or failure to act. (71-201a(a))  
-- The community college and board of trustees shall not indemnify or hold harmless resulting from actions or failure to act by any party other than the board of trustees or the community college. (71-201a(b))  
-- The community college and board of trustees cannot submit to the jurisdiction of any court other than the courts of the State of Kansas. (71-201b(c))

**Agenda Item VIII-D: Ottawa AV Bids**

The nursing department has budgeted to purchase and install a digital video recording system in the Ottawa simulation hospital that will mirror the system that is currently used in Chanute. Project bids were solicited and notices were placed in the local newspapers for Chanute and Ottawa as well as posted to the web site. This equipment will be used for video capture in the hospital rooms to enhance training while evaluating simulations. The following bids were received summary below:

Vendor	Bid	Met Specification
Smith Audio Visual – Topeka, KS	\$17,275.00	Yes
Holtz Electric Inc. – Bartlesville, Ok.	\$16,352.50	Yes

We received only a bid sheet with a handwritten price total from Smith Audio Visual. Holtz Electronic Inc. sent in the following price breakdown:

Quantity	Item	Description
8	HTSCD10X	Speco PTZ cameras \$735.00 Each // \$5,880.00 total
4	KBDPTZ1	Speco PTZ controller \$353.00 Each // \$1,412.00 Total
8	HT7248FFi	Speco Intensifier focus free cameras \$340.00 Each // \$2,720.00 Total
1	D32GS1TB	Speco 16-channel Analog and 16-channel IP DVR \$2,880
7		Rolls MP13 mini-mic Preamps \$70.00 Each // \$490.00 Total
3		Crown 14M mixers \$315.00 Each // \$945.00 Total
11		Shure MX395W/O microphones \$165.50 Each // \$1,820.50 Total
1	ARC-24VAC-18	18-CH 10A 24VAC power supply ARC-24VAC-18 \$95.00
1	ARC-12VDC-18	18-CH 10A 12VDC power supply ARC-12VDC-18 \$80.00
1		VGA AB switch \$30.00

It was the president’s recommendation that the bid be awarded to Holtz Electric of Bartlesville, OK, in the amount of \$16,352.50 for the equipment above as they were the low bidder. They also were the ones that installed the equipment in Chanute which we have been very pleased with. This bid was for the equipment only. Both the equipment and the installation service will be paid for using funds allotted in the nursing budget this year.

**Resolution 2012-90**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the bid of Holtz Electric of Bartlesville, OK, in the amount of \$16,352.50 for the equipment set out above for installation in the Ottawa simulation hospital.

**Upon motion by Charles Boaz and second by Dennis Peters the above resolution was approved. Motion passed unanimously.**

The Board of Trustees of Neosho County Community College (NCCC) is seeking bids for the following items:

Quantity	Item	Description
8	HTSCD10X	Speco PTZ cameras
4	KBDPTZ1	Speco PTZ controller
8	HT7248FFi	Speco Intensifier focus free cameras
1	D32GS1TB	Speco 16-channel Analog and 16-channel IP DVR
7		Rolls MP13 mini-mic Preamps
3		Crown 14M mixers
11		Shure MX395W/O microphones
1	ARC-24VAC-18	18-CH 10A 24VAC power supply ARC-24VAC-18
1	ARC-12VDC-18	18-CH 10A 12VDC power supply ARC-12VDC-18
1		VGA AB switch

**NOTE:**

1. The bid for the equipment listed above must include all parts, and hardware, etc. necessary for a professional installation.
2. All parts are to be covered by a one-year warranty minimum.
3. This bid will be for equipment listed above only. No installation services should be included
4. No Partial bids will be accepted.

Bids may be submitted via mail by sending them in a sealed envelope marked **Ottawa A/V Equipment** to:

Attn: Sandi Solander Neosho County  
Community College, 800 W. 14<sup>th</sup>  
Street, Chanute, Ks. 66720

**All bids must be submitted in a sealed envelope marked “Ottawa A/V Equipment” by 4:00 p.m. Tuesday October 9th, 2012 to be considered.** Bids shall be opened on Tuesday October 9th, 2012 at 4:00 p.m. in the Dean of Finances office in Sanders Hall on the Chanute campus. We anticipate that a recommendation on the bids will be made to the NCCC Board of Trustees at the board meeting at 5:30 p.m. on October 18th, 2012 in Room 209 of the Student Union on the Chanute campus. The Board of Trustees reserves the right to reject any or all bids and to determine whether or not specifications have been met. Bids are expected to be firm quotations and should not be presented as estimates.

**Bidder must sign below and return this document with bid indicating agreement with specifications and terms as stated above.**

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

Company Name (printed)

Individual Name (printed)

Individual Name (signed)

Date

Holtz Electric, INC. Bid Page 1 of 1



**HOLTZ ELECTRIC, INC.**  
Oklahoma State Electrical License # 00333  
318 S. Adeline  
Bartlesville, OK 74003  
Telephone 918-336-5971  
Fax 918-336-5972



October 1, 2012

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

Ref: Ottawa A/V Equipment

Dear Sandi Solander:

Listed below are the prices requested for the A/V equipment for Ottawa.

8 – Speco THSCD10X PTZ Cameras. \$735.00 each // \$5,880.00 total  
4 – Speco KBDPTZ1 PTZ Controllers. \$353.00 each // \$1,412.00 total  
8 – Speco HT7248FFi Intensifier Focus Free Cameras. \$340.00 each // \$2,720.00 total  
1 – Speco D32GS1TB 16-CH Analog/IP DVR. \$2,880.00  
7 – Rolls MP13 Mini-Mic Preamps. \$70.00 each // \$490.00 total  
3 – Crown 14M Mixers. \$315.00 each // \$945.00 total  
11 – Shure MX395W/O Microphones. 165.50 each // \$1,820.50 total  
1 – ARC-24VAC-18 18-CH 10A 24VAC Power Supply. \$95.00  
1 – ACR-12VDC-18 18-CH 10A 12VDC Power Supply. \$80.00  
1 – VGA AB Switch. \$30.00

The total price of all materials listed above is \$16,352.50.

Thank you for the opportunity to bid on your AV equipment. If you have any questions please feel free to contact me anytime.

Sincerely,

Boomer Holtz, RCDD  
Holtz Electric, Inc.  
(918) 440-2276 Cell  
[bholtz@holtzelectric.com](mailto:bholtz@holtzelectric.com)



## Holtz Electric, INC. Bid Page 2 of 2

### Ottawa A/V Equipment Invitation to Bid

The Board of Trustees of Neosho County Community College (NCCC) is seeking bids for the following items:

Quantity	Item	Description
8	HTSCD10X	Speco PTZ cameras
4	KBDPTZ1	Speco PTZ controller
8	HT7248FFi	Speco Intensifier focus free cameras
1	D32GS1TB	Speco 16-channel Analog and 16-channel IP DVR
7		Rolls MP13 mini-mic Preamps
3		Crown 14M mixers
11		Shure MX395W/O microphones
1	ARC-24VAC-18	18-CH 10A 24VAC power supply ARC-24VAC-18
1	ARC-12VDC-18	18-CH 10A 12VDC power supply ARC-12VDC-18
1		VGA AB switch

**NOTE:**

1. The bid for the equipment listed above must include all parts, and hardware, etc. necessary for a professional installation.
2. All parts are to be covered by a one-year warranty minimum.
3. This bid will be for equipment listed above only. No installation services should be included.
4. No Partial bids will be accepted.

Bids may be submitted via mail by sending them in a sealed envelope marked **Ottawa A/V Equipment** to:

Attn: Sandi Solander  
Neosho County Community College,  
800 W. 14<sup>th</sup> Street, Chanute, Ks. 66720

All bids **must** be submitted in a sealed envelope marked "Ottawa A/V Equipment" by 4:00 p.m. Tuesday October 9th, 2012 to be considered. Bids shall be opened on Tuesday October 9th, 2012 at 4:00 p.m. in the Dean of Finances office in Sanders Hall on the Chanute campus. We anticipate that a recommendation on the bids will be made to the NCCC Board of Trustees at the board meeting at 5:30 p.m. on October 18th, 2012 in Room 209 of the Student Union on the Chanute campus. The Board of Trustees reserves the right to reject any or all bids and to determine whether or not specifications have been met. Bids are expected to be firm quotations and should not be presented as estimates.

**Bidder must sign below and return this document with bid indicating agreement with specifications and terms as stated above.**

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

HOLTZ ELECTRIC, INC.

Company Name (printed)

ROBERT HOLTZ

Individual Name (printed)



Individual Name (signed)

10/1/12

Date

# Smith Audio Visual Bid Page 1 of 1

## Ottawa A/V Equipment Invitation to Bid

The Board of Trustees of Neosho County Community College (NCCC) is seeking bids for the following items:

Quantity	Item	Description
8	HTSCD10X	Speco PTZ cameras
4	KBDPTZ1	Speco PTZ controller
8	HT7248FFi	Speco Intensifier focus free cameras
1	D32GS1TB	Speco 16-channel Analog and 16-channel IP DVR
7		Rolls MP13 mini-mic Preamps
3		Crown 14M mixers
11		Shure MX395W/O microphones
1	ARC-24VAC-18	18-CH 10A 24VAC power supply ARC-24VAC-18
1	ARC-12VDC-18	18-CH 10A 12VDC power supply ARC-12VDC-18
1		VGA AB switch

**NOTE:**

1. The bid for the equipment listed above must include all parts, and hardware, etc. necessary for a professional installation.
2. All parts are to be covered by a one-year warranty minimum.
3. This bid will be for equipment listed above only. No installation services should be included.
4. No Partial bids will be accepted.

Bids may be submitted via mail by sending them in a sealed envelope marked **Ottawa A/V Equipment** to:

Attn: Sandi Solander  
Neosho County Community College,  
800 W. 14<sup>th</sup> Street, Chanute, Ks. 66720

*800-729-6222*  
*x.222*

All bids **must** be submitted in a sealed envelope marked "Ottawa A/V Equipment" by 4:00 p.m. Tuesday October 9th, 2012 to be considered. Bids shall be opened on Tuesday October 9th, 2012 at 4:00 p.m. in the Dean of Finances office in Sanders Hall on the Chanute campus. We anticipate that a recommendation on the bids will be made to the NCCC Board of Trustees at the board meeting at 5:30 p.m. on October 18th, 2012 in Room 209 of the Student Union on the Chanute campus. The Board of Trustees reserves the right to reject any or all bids and to determine whether or not specifications have been met. Bids are expected to be firm quotations and should not be presented as estimates.

**Bidder must sign below and return this document with bid indicating agreement with specifications and terms as stated above.**

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

*Smith Audio Visual*  
Company Name (printed)

*Larry Heilman*  
Individual Name (printed)

*[Signature]*  
Individual Name (signed)

*Oct 5, 2012*  
Date

Bid      \$17,275<sup>00</sup>



**Larry Heilman**  
President  
Senior Sales Engineer  
310 SW 6th Ave. Topeka, KS 66603-3109  
785-235-3481 • 1800-521-3936 • FAX 785-235-3485  
http://www.smithav.com • larry@smithav.com

## **Agenda Item VIII-E: ESU Developmental Ed Coordinator, Academic Coach(es), and Tutors**

Beginning with the 2013 spring semester, Neosho County Community College will teach developmental mathematics courses for Emporia State University at the ESU campus. This collaborative project is based on two primary considerations: 1) state universities can no longer use state funds for developmental education costs, and 2) the success of NCCC teaching developmental mathematics courses for Pittsburg State University for the past several years.

With the opportunity to work with ESU, the scale of course sections, enrollment, and revenue production is significantly enhanced; and so is the necessity of providing adequate resources to optimize the success of students there to mirror or surpass the performance of PSU students. The following proposal offers the oversight structure that is believed to be necessary to ensure that NCCC is giving the project our best effort with appropriate use of limited resources.

### Revenue projections

Based on ESU enrollment history, they have advised us to be prepared to offer ten sections of Intermediate Algebra (MATH 112) in the spring. Class size is set at 20 students per section. The course has a value of four credit hours per section. We have nine sections "live" for spring with one section inactive. Using the assumption that we will have nine sections go with an average enrollment per section of 17 students, 612 credit hours will be produced with a revenue stream of \$95 per credit hour. Assumed total revenue is \$58,140.

During a meeting with the ESU interim provost and interim assistant provost recently, the ESU administrators also indicated their interest in working with NCCC to provide instruction for developmental writing and perhaps reading, maybe as early as summer. These areas have lower enrollment, but will certainly add to the overall project. For summer 2013 we anticipate offering two sections of MATH 112. For fall 2013, again based on enrollment history and trends at ESU, we anticipate scheduling 20 sections of MATH 112. If we assume 18 sections go with an average enrollment of 17 (at 4 credit hours per student) the revenue projection for the fall 2013 is \$116,280.

Why is the need greater at ESU than what we have at PSU (many fewer sections)? PSU does not have mandatory placement, and they also are surrounded by several community colleges so that many of their students with basic skill deficiencies can have them addressed in various ways. ESU has mandatory placement and no community colleges in close proximity.

### Resources needed to operate the project

Due to both the distance to ESU as well as the scale of this developmental education project, we are requesting support for some "boots on the ground" at ESU to ensure the best possible NCCC effort. Randy Kettler, Director of the Center for Academic and Vocational Excellence, and Brenda Krumm, Dean of Outreach and Workforce Development, reviewed our method of operation at PSU as well as our structure within NCCC at the CAVE and in Ottawa. Our success rate in developmental education is very positive, and we want to replicate that with ESU. We are requesting approval to create a new position, Coordinator of Developmental Education at ESU, and also to extend the option to employ an appropriate combination of academic coaches and tutors along with necessary adjunct instructors. The Coordinator position will be a full-time position with benefits, on a 10-month contract with the expectation of teaching two sections of MATH 112 per fall and spring semester (and probably be the summer adjunct instructor). This position would work directly with Randy to infuse the same operating process and teaching/learning environment that has made our developmental education

program so successful. The Coordinator would also be the first liaison for NCCC to work with ESU faculty and administrators to ensure accurate data reporting, compliance with NCCC and ESU policies and procedures, and to establish and maintain a positive working relationship focusing on student achievement. Qualified adjunct instructors would be hired to teach the remaining sections per term. Academic coaches and tutors would be employed to provide up to but not more than 60 hours of coverage per week in the fall and spring semesters, with reduced coverage in the summer. This model represents what we do in the CAVE and at PSU. A proposed job description for the coordinator is attached, as well as the job description for the academic coach position.

Cost Projection: (costs and revenues are based on current 2012-13 rates and do not reflect possible changes)

<i>Position</i>	<i>Cost Estimate—Spring</i>	<i>Cost Estimate—Full Academic Year</i>
Coordinator	\$17,500 + benefits	\$35,000 + Benefits
Academic Coach(es) & Tutors	3 @ 20 hrs wk X \$10/hr X 18 weeks = \$10,800	3 @ 20 hrs wk X \$10/hr X 36 weeks = \$21,600
Adjunct Instruction	\$14,400	\$43,200*
Summer adjunct instruction		\$3,600
Instructional supplies	\$500	\$1,000
Office supplies	\$200	\$400
Mileage for visits to ESU And NCCC	\$750	\$1,200
iPad for Coordinator	\$800	NA
Total estimated costs	\$49,325	\$113,000
Anticipated revenue	\$58,140**	\$188,100**
Net revenue	\$8,815	\$75,100

\*If ESU enrollment projections are validated, NCCC may want to consider a second full-time position for the project to enhance consistency and also due to availability of qualified adjunct instructors.

\*\*Anticipating not all sections will have sufficient enrollment

The funds for operating this project for the current budget year will come from the counselor position (funded for ½ year in the budget) and from unused funds from the registrar's salary budgeted July 1 (which has changed due to personnel changes). This will mean that the revenue generated from the ESU developmental math enrollment in the 2013 spring term will be new, unanticipated revenue for 2012-13.

It was the president's recommendation that the Board approve the creation of the Developmental Education Coordinator at ESU and Part-time Academic Coaches.

**Resolution 2012-91**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the creation of the Developmental Education Coordinator at ESU and Part-time Academic Coaches.

**Upon motion by Lori Kiblinger and second by Dennis Peters the above resolution was approved. Motion passed unanimously.**

**Developmental Education Coordinator at ESU**  
**Reports to: Director of the CAVE**  
**Classification: full-time, 10-month employee**  
**Pay Status: Management Support Salary Range – \$32,000-38,000 Non Exempt**  
**Benefits: vacation/sick leave/regular holidays per Board Policy & KPERS eligible**

**Purpose of position:** This position will be responsible for coordinating developmental education teaching and learning to achieve the goals and objectives for the agreement between Neosho County Community College and Emporia State University. Duties include, but are not limited to:

**Essential Functions:**

1. Provide premier quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Teach no more than sixteen (16) credit hours total for the fall and spring semesters in developmental mathematics at ESU for NCCC.
4. Coordinate adjunct instructor teaching loads.
5. Supervise and evaluate daily related to teaching and learning of developmental courses to reinforce the instructional expectations of the two institutions to benefit the students.
6. Supervise other persons hired to provide support to the project: academic coaches and tutors, and develop an appropriate work schedule to ensure optimum access for students.
7. Hold regular (at least monthly) meetings of adjunct instructors to reinforce best practices in assisting students and teachers with the learning process and academic achievement.
8. Act as liaison between NCCC and ESU, particularly the ESU math department, with regular communication with the NCCC supervisor.
9. Work with academic coaches to provide appropriate intrusive intervention for student absences, student effort, and related issues that affect student learning.
10. Work with the supervisor to provide accurate data and information to ensure necessary student data and project reporting.
11. Be trained to administer appropriate college placement exams accepted by NCCC.
12. Ability to use Microsoft Office Programs, Microsoft Outlook and the Internet.
13. Perform other miscellaneous duties as assigned by the Director of the CAVE.

**Required Knowledge and Abilities**

1. Excellent customer service skills.
2. Strong computer skills.
3. Excellent oral and written communication skills.
4. Ability to work effectively with diverse populations.
5. Good organizational skills.
6. Attention to detail.

**Education and Experience**

- Master's degree in mathematics or mathematics education preferred

**Working Conditions**

1. Work is performed in a typical classroom/lab environment

2. Limited exposure to physical risk.
3. Working at least one evening may be required.
4. Some heavy lifting is required.

**Part-Time Academic Coach**  
**Supervisor: Developmental Education Coordinator at ESU**  
**Hourly (maximum hours per coach per week is 20), Rate of Pay: \$10.00/hour**  
**Academic Coaches are employed only when courses are in session**

**Purpose of Position:** This position is a member of the Developmental Education department who reports to the Director of Academic and Vocational Excellence, with direct supervision from the ESU Developmental Education Coordinator. This position is responsible for the day to day tracking and progress of developmental education students. They also provide instruction outside the classroom and additional academic support. Assist with contacting students missing class and arranging tutoring to ensure student success in developmental coursework.

Revision Date: 03/08/12

**Essential Functions:**

1. Provide premier quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Develop and maintain student contacts.
4. Assist with student tracking and follow-up.
5. Ensure student success with developmental education curriculum.
6. Provide program information to those who inquire, and assist students in successfully completing daily assignments.
7. Be trained in COMPASS.
8. Perform other duties as assigned.

**Education and Experience:**

1. Bachelor's degree Preferred.
2. Previous experience working with adult learners preferred.

**Required Knowledge, Skills, and Abilities:**

1. Ability to work with, relate to, and teach diverse populations.
2. Organizing and coordinating skills.
3. Ability to communicate effectively, both orally and in writing.
4. Excellent computer skills.
5. Knowledge of working with unprepared students.
6. Ability to gather data, compile information and prepare reports.
7. Ability to appropriately exercise independent initiative and judgment.
8. Ability to use classroom technology.
9. Willingness and ability to work as a member of a team.

**Working Conditions:**

1. Duties may be performed in various settings.
2. Work is normally performed in a typical classroom environment.
3. No or very limited physical effort required.



## Agenda Item VIII-F: Part-time Library Clerk – Chanutte

When the two part-time Library positions were combined into one full-time position in 2011 and Library hours were increased by 8 hours a week, including Sunday hours, it resulted in:

- 1) Decreased quality of customer service to students, due to:
  - a) Increasing the hours the Library is open to 65 hours and providing weekend hours while decreasing staff has resulted in a situation in which only one Library staff member is available much of the time to provide customer service to all the students and other patrons who come into the Library. If this staff member is helping a student elsewhere in the Library, the circulation/information desk is unattended and others do not get help.
  - b) 30% of the time the Library is open, there is only one staff member working.
  - c) 41% of the time, staff member is working alone, but Library Director is on site. If any vacation time or sick time is taken by staff during this time, the Director is required to cover those hours at the circulation desk, usually for a 4-hour block time and sometimes all day. Some staff relief for one-hour lunch breaks has been provided by the Learning Division.
  - d) The use of the Library has increased this semester threefold, with an approximate daily average (M-F) of users coming into the facility (not including persons visiting the TRIO offices) of 72 persons. One staff member cannot help this number of students, no matter how well-intentioned they may be.
  - e) When classes come in, it is especially difficult to help students with one staff member available. Students are impatient to get their materials or search the electronic databases and get to their next class.
  - f) With so much dependence on electronic sources of information, students have more difficulty finding and using information resources without help from Library staff. One person cannot serve the many students who need help.
  - g) Having no staff relief for the Sunday evening hours jeopardizes the Library from being open. No other departments are open on the weekend on the NCCC campus, so no relief can be provided from other areas.
  - h) 15% of the time the Library is open, a student worker can help provide a secondary presence at the Library. But the student cannot substitute for a staff member in terms of opening/closing the Library, helping to find and use library information resources, and being responsible for the premises and operation of the Library in the absence of other staff.
  
- 2) Decreased ability of the Director to do her job, because:
  - a) The Library Director spent 24% of the days she was on campus during the spring semester 2012 filling in for staff at the circulation desk.
  - b) Library Director has spent 16% of her time on campus so far this semester filling in for staff relief at the circulation desk.
  - c) In addition to decreasing the amount of time the Director has to do her job, she has missed conferences, meetings and training in order to keep the Library open.
  - d) The Library Director's job increasingly involves more time, technology skills and knowledge in integrating electronic information databases into the Library's resources. Information for student research is increasingly composed of different online resources that the Director integrates, maintains and organizes on the Library web pages, and she has significantly less time to do this.

In summary, having combined the two part-time positions into one full-time positions in 2011 and at the same time increasing Library hours open and providing weekend hours as an experiment did not prove fruitful. It increased the amount of time the Library is staffed only by one staff member and thus decreased the quality of customer service students receive; increased the likelihood that the Library would be closed for the expanded hours on Sundays; and has impacted the Library Director's ability to do her job, as she is relied on for relief of staff when a staff member is sick or on vacation.

The proposed additional part-time position uses existing unit budget resources without compromising services. Changes to database costs, reduced hardcopy subscription purchases, book purchases, and increase with e-books and other digital materials has provided the ability to propose this staffing change with the purpose of enhancing service to students, faculty and staff, and to community patrons. A proposed job description is attached.

It was the president's recommendation that the Board approve the creation of a Part-time Library Clerk position on the Chanute campus.

#### **Resolution 2012-92**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the creation of a Part-time Library Clerk position on the Chanute campus.

**Upon motion by Charles Boaz and second by Dennis Peters the above resolution was approved.  
Motion passed unanimously.**

**Part-time Library Clerk II – Chanute Campus**  
**Organizational Unit – Clerical**  
**Salary Range – Hourly Level II (\$8.70-9.70) Not to exceed 20 hours per week, Non Exempt**  
**Benefits: half-time vacation/sick leave/regular holidays & KPERS eligible**

**Purpose of position:** This position is a part-time member of the Library team who reports to the Director of Library Services. This position is responsible for Library functions, including helping students with research and serving patrons during specific hours. Duties include, but are not limited to:

**Essential Functions:**

1. Provide premier quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Provide customer service to those using the Library as needed. Help find materials in the Library, use electronic databases, online Library catalog, and InsideNC.
4. Ability to use Microsoft Office Programs, Microsoft Outlook and the Internet.
5. Answer Library questions by telephone, email, or other means of communication.
6. Operate equipment in the Library, including but not limited to copier, fax, scanner, iPads, and laptops.
7. Assume responsibility for administering Library functions in the absence of other staff or Director, including opening and closing of the Library and supervision of student workers.
8. Assist with the circulation of Library materials including but not limited to retrieving and re-shelving.
9. Process requisitions /purchase orders for equipment, databases, newspapers and office supplies.
10. Inventory office supplies and order supplies according to library needs and budget.
11. Develop a flexible work schedule with the Director to ensure facility coverage and service to constituents. This may include evenings and/or weekend coverage.
12. Perform other miscellaneous duties as assigned by the Director of Library Services, and Library Associate, or Library Clerk.

**Required Knowledge and Abilities**

1. Excellent customer service skills.
2. Strong computer skills.
3. Excellent oral and written communication skills.
4. Ability to work effectively with diverse populations.
5. Good organizational skills.
6. Attention to detail.
7. Familiar with the Dewey decimal system

**Education and Experience**

- High School graduate.
- Library experience preferred

**Working Conditions**

1. Work is performed in a typical library environment.
2. Limited exposure to physical risk.
3. Working at least one evening is required.
4. Some heavy lifting is required.

**Agenda Item VIII-G: First Reading – Board Policy Revisions**

This is the second in a series of cleanup efforts of the Board of Trustees policy manual to ensure that policies are up-to-date. Often titles referenced in the manual have changed, procedures have evolved, and new state statues have been written. The Board has accepted changes in the college catalog that must now be reflected in the policy manual to remain consistent. All of these items must be “cleaned up” from time to time. We also take the opportunity to clarify the language and reorganize the manual for readability.

Following is a group of policies with changes highlighted in red. There are no departures from accepted practice or previous Board directives. Please consider these policies as a first reading for approval at the November meeting.

**Withdrawing from Class**

(revised 1/15/04)

~~Students who wish to withdraw from a course must notify the registrar’s office directly.~~ The student who only informs the instructor that he/she intends to withdraw or who simply ceases to attend is not officially withdrawn from class. Unless the withdrawal procedure described below is followed, the student’s name will remain on the class roster, and the instructor will be required to submit a grade other than a “W.” often times resulting in a grade of “F.” In addition, the student will be charged all appropriate tuition and fees, ~~unless an official withdrawal is made before the refund date.~~

If a student ~~elects~~wishes to withdraw from one or more ~~classes~~courses he/she should seek the counsel of his/her advisor and obtain the proper forms from the registrar’s office. The completed withdraw form must be on file in the registrar’s office before the withdrawal is official. after the 20<sup>th</sup> day from the start of a semester or after the completion of 25% of a short course and before 75% of the class time has been completed, the grade of “W” will be recorded on the transcript. After 75% of the class time has been completed, the student may not withdraw nor may the instructor assign the grade of “W.” Under extenuating circumstances, the student may appeal to the chief academic officer to withdraw with the grade of “W” after 75% of the class time has been completed.

<u>Withdraw From Full Semester Classes</u>		
<u>Business Days in Class Period</u>	<u>Refund</u>	<u>Transcript</u>
<u>1% to 13%</u>	<u>Full refund</u>	<u>No notation on transcript</u>
<u>14% to 24%</u>	<u>No refund</u>	<u>No notation on transcript</u>
<u>25% to 75%</u>	<u>No refund</u>	<u>“W” on transcript</u>
<u>76% on</u>	<u>Course drop not allowed, grade earned in course</u>	

Under extenuating circumstances, the student may appeal to the chief academic officer or his/her designee to withdraw with the grade of “W” after 75% of the class has been

completed.

Students who find it necessary to withdraw from their entire enrollment at NCCC are asked to meet with the chief student affairs officer or his/her designee. Completing this process helps to avoid any future holds on student records that may make it difficult to return to NCCC or transfer to another college. Students receiving any type of federal financial assistance must also complete an exit interview and should contact a staff member in the financial aid office.

### **Grade Replacement/Repeating Courses**

~~(revised 12/18/03)~~ (Combined Grade Replacement and Repetition of Courses for Additional Credit policies)

Students receiving unsatisfactory grades will be allowed to repeat ~~for credit at the~~ course for credit in which an unsatisfactory grade has been received. For ~~such~~ a course repeat, the student need not obtain approval ~~to re-enroll~~ from the chief academic officer or his/her designee to re-enroll. However, students may not enroll in a particular course more than two times, unless the course has been designated for repeat credit. Students who wish to attempt a course three or more times must receive approval from the chief academic officer or his/her designee. The most recent grade will replace the prior grade received for the repeated course to count toward graduation requirements and grade point averages. However, the original grade will remain on the student's transcript to be considered by any receiving institution to which the student may transfer.

Courses which have been designated to be taken for additional credit may not be taken for more than six credit hours to apply toward a one-year certificate, or for 12 credit hours to apply toward a two-year certificate or associate degree. Students should check with financial aid to determine whether repeating a course for grade replacement will affect their award. Any exceptions to this policy must be petitioned by the student to the chief academic officer or his or her designee.

### **Repetition of Courses for Additional Credit**

~~(revised 11/13/03)~~

~~Students may not enroll in a particular course more than two times, unless the course has been designated for repeat credit. Courses which have been designated to be taken for additional credit may not be taken for more than six (6) credit hours to apply toward a one-year certificate, or for twelve (12) credit hours to apply toward a two-year certificate or associate degree. Any exceptions to this policy must be petitioned by the student to the chief academic officer.~~

## Institutional Refund Policy

(revised 4/13/00, 1/15/04)

The registrar's office has been designated as the official office for withdrawal notification. Refunds are calculated based on the day a student officially drops a class by contacting the registrar's office in person, by mail, e-mail, or by phone. A full refund will be issued if NCCC exercises its right to cancel a class, a full refund will be issued. ~~If a student withdraws from a class the student may receive a refund. Some fees are not refundable.~~

### Courses 16 or more weeks in duration

~~If a student has completed registration in a class lasting 16 or more weeks and wishes to withdraw from a class or classes in which they are enrolled, the student will receive the following refund:~~

~~100% refund if the completed drop form is received by the registration office within two weeks (14 calendar days) of the official start date of classes, as published. A specific date for the end of the 100% refund period for each semester will be published in the schedule for that semester. Classes beginning after the official start date will be dealt with on an individual basis.~~

~~No refund will be given after the end of the two week refund period.~~

### Courses less than 16 weeks in duration (mini courses)

~~A full refund will be made for withdrawals prior to or on the first day of class. No refund will be given after the first day of class.~~

~~If a student has completed registration in a class and wishes to withdraw from a class or classes in which he/she is enrolled, the student will receive the following refund:~~

~~100% refund if the completed drop form is received by the registration office within 1% to 13% of the business days in the class period. No refund will be given after the refund period. A specific date for the end of the 100% refund period for each semester will be published in the academic calendar for that semester.~~

~~The chief student affairs officer or his/her designee may authorize Exceptions to this policy may be authorized by the chief financial officer.~~

**Agenda Item VIII-H: Executive Session – Non-Elected Personnel**

Upon motion by Dennis Peters and second by Charles Boaz the Board recessed into executive session for 15 minutes to discuss a personnel matter of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President, Vice President for Student Learning, Vice President of Operations, Chief Financial Officer, Athletic Director and the college attorney. The Board entered executive session at 8:16 pm. The Board returned to open meeting at 8:31 p.m.

**Agenda Item VIII-I: Executive Session – Consultation with Attorney for the Board**

Upon motion by Lori Kiblinger and second by Charles Boaz the Board recessed into executive session for 5 minutes for consultation with the attorney for the Board which would be deemed privileged in the attorney-client relationship and to include the President. The Board entered executive session at 8:32 pm. The Board returned to open meeting at 8:37 p.m.

**Agenda Item VIII-J: Approval of the Audit for FY 2011-12**

It is the policy of the Board of Trustees to require that all college accounts be audited at any time the Board of Trustees so desires, but in any event to be audited annually. This shall include the accounts of the Board of Trustees and college agency or auxiliary accounts. The College’s auditors have completed the annual audit for fiscal year 2011-2012.

Phil Jarred, of Jarred, Gilmore and Phillips, presented the results of the audit earlier in the evening. It was the president’s recommendation that the board approve the audit report as presented.

**Resolution 2012-93**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the audit report for fiscal year ending June 30, 2012.

**Upon motion by David Peter and second by Charles Boaz the above resolution was approved. Motion passed unanimously.**

**IX: Adjournment**

By acclamation the meeting adjourned at 8:52 p.m.

Respectfully submitted,

David Peter, Board Chair

Denise L. Gilmore, Board Clerk



## ATTACHMENT 1

### Faculty Senate Board Report Thursday, October 18, 2012

#### Items from Faculty Members:

1. From Mindy Ayers:
  - a. History club had a cook out on 10/7 and finalized our decision to go to NYC for trip in April. History club will be traveling on 11/7 to KC to Negro baseball league museum and WWI museum.
  - b. AECT (Academic Excellence Challenge Team) will be hosting the eastern regional tournament on 10/27.
  - c. Intro to Teaching students are out in the community schools doing their observations!
2. From Nursing:
  - a. Ottawa-Linda Barrington:
    - i. Nursing Care of the Adult II students in Ottawa have volunteered to give flu shots in numerous locations. They have all reported a very positive response.
    - ii. Four nursing students (3 Ottawa and 1 Chanute), 2 faculty sponsors, and Pam Covault attended the joint Kansas Association of Nursing Students/Kansas State Nursing Association meetings in Wichita. One of the Ottawa students, Erika Adams, was elected to a KANS office (newsletter/historian) for the next year.
  - b. Chanute-Beverly Roush:
    - i. Chanute Nursing was able to add a 4.5 hour mental health simulation this fall with the transition from a part-time simulation clinician to a full-time simulation clinician.
    - ii. Students on all campuses have been oriented to the new electronic health record (EHR) and all fall simulations have utilized the EHR.
    - iii. The Chanute/Independence Student Nurse Association is selling breast cancer awareness T-shirts.
    - iv. The Chanute/Independence Student Nurse Association is donating \$500 to the Susan G. Komen Foundation.
    - v. The Chanute/Independence Student Nurse Association is doing a food drive to benefit local community agencies
3. From Jennifer Williams:
  - a. For this first time, the bi-annual October Health Occupations Advisory Board meeting for Allied Health was held at our Ottawa campus. For medical assisting and phlebotomy, we had 8 people in our breakout session including the lab director from Ransom Memorial Hospital, Linda Reed, and Roxanne Mettenburg from the Clinical Laboratory Sciences Program at the University of Kansas Medical Center. We completed review of the medical assistant and phlebotomy program outcomes. Student background checks upon entering clinical sites were also discussed in detail. Pam Covault, NCCC Nursing Program Director, provided a wealth of information in this area, and two of our program instructors, Margaret Oliver and Rhonda Eaker, also professionally active in the field, provided insight into this issue from aspects in and outside of the industry. In addition, we had our first student in attendance at our session. Kelley Thompson is currently completing her phlebotomy practicum at Ottawa Family Physicians clinic. Her supervisor, Deb Stone, was not able to attend the session but stated, "Kelley is doing fantastic; in fact she could run the place! She really has done a wonderful job since she's been here and has used multiple techniques when drawing [blood] from patients. She's been a big help." This has been the most interactive and helpful advisory board meeting for the medical assisting program in several years. We

hope to continue the trend of holding one of the bi-annual meetings at our Ottawa campus location in the future.

A Look Inside NCCC:

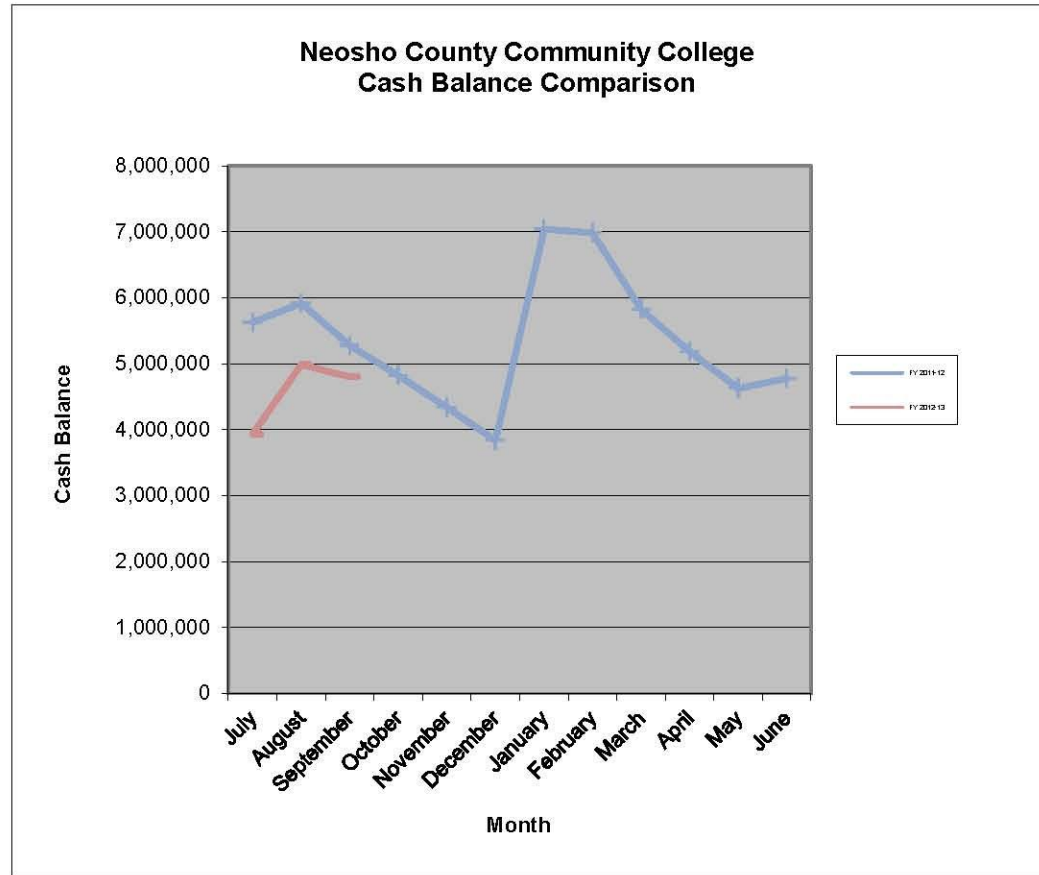
1. PowerPoint presentation on Collaborative Learning.
2. Next month-Three Humanities Seminars.

Charles Babb  
President, Faculty Senate

## ATTACHMENT 2

**TREASURER'S MONTHLY FINANCIAL STATEMENT  
NEOSHO COUNTY COMMUNITY COLLEGE  
For the Period September 1, 2012 to September 30, 2012**

FUND	FUND DESCRIPTION	BEGINNING BALANCE 8/31/2012	RECEIPTS SEPTEMBER	JOURNAL ENTRIES SEPTEMBER	DISBURSEMENTS SEPTEMBER	ENDING BALANCE 9/30/2012
02	Postsecondary Technical Education Reserve	36,160.00	6,142.00		0.00	42,302.00
07	Petty Cash Fund	1,069.56	0.00	0.00	-25.50	1,044.06
08	General Fund Deferred Maintenance	111,940.90	1,172.00	0.00	-9,820.90	103,292.00
09	General Fund Equipment Reserve	165,840.20	0.00	5,008.07	-3,575.13	167,273.14
10	General Fund Unencumbered Fund Balance	1,000,000.00	0.00	0.00	0.00	1,000,000.00
11	General Fund	1,187,265.66	876,537.77	70,711.99	-1,223,555.10	910,960.32
12	Postsecondary Technical Education Fund	567,899.22	208,409.58	-3,756.12	-153,459.12	619,093.56
13	Adult Basic Education Fund	38,563.49	48,977.67	-150.45	-44,259.16	43,131.55
14	Adult Supplementary Education Fund	-139.25	737.00	0.00	0.00	597.75
16	Residence Hall/Student Union Fund	552,465.56	357,510.39	144.71	-105,061.65	805,059.01
17	Bookstore Fund	-53,507.29	234,732.57	-12,290.22	-240,770.29	-71,835.23
21	College Workstudy Fund	0.00	3,193.66	0.00	-2,851.65	342.01
22	SEOG Grant Fund	87.00	6,900.00	-87.00	-6,900.00	0.00
23	ACG Grant Fund	0.00	0.00	0.00	0.00	0.00
24	Pell Grant Fund	1,441.00	1,065,015.00	0.00	-1,066,054.00	402.00
25	Student Loans Fund	378.00	553,297.00	0.00	-553,675.00	0.00
31	Title III Grant	-72,529.63	76,139.71	0.00	-21,219.40	-17,609.32
32	Grant Funds	-285,238.35	304,210.33	-72,038.51	-96,543.56	-149,610.09
51	Library Bequest Fund	1,029.96	0.00	0.00	0.00	1,029.96
52	Snyder Chapel Fund	205.64	0.00	0.00	0.00	205.64
61	Capital Outlay Fund	53,870.19	0.00	0.00	0.00	53,870.19
65	Student Union Revenue Bond Reserve	631,039.84	4,056.13	0.00	0.00	635,095.97
70	Agency Funds	620,682.65	1,070,647.06	-15.09	-1,039,105.54	652,209.08
90	Payroll Clearing Fund	0.00	0.00	0.00	0.00	0.00
	<b>TOTALS</b>	<b>\$4,558,524.35</b>	<b>\$4,817,677.87</b>	<b>\$0.00</b>	<b>-\$4,566,876.00</b>	<b>\$4,796,853.60</b>
	Checking Accounts					\$2,335,295.71
	Investments					\$2,459,957.89
	Cash on Hand					\$1,600.00
	<b>Total</b>					<b>\$4,796,853.60</b>



Neosho County Community College

Mill Levy and Assesed Valuation

Final 2012

Mill Levy

Budget Estimate 2012 33.787

Final 2012 33.782

Final 2011 33.783

Increase/Decrease (0.001)

Assessed Valuation

Budget Estimate 2012 139,471,398

Final 2012 139,488,902

Final 2011 123,511,884

Increase/Decrease 15,977,018

ATTACHMENT 3

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## PRESIDENT'S REPORT

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OCT. 18, 2012

Trustees,

Thank you all for your continued support of our college and our students. Here are a few items of interest.

### ENROLLMENT

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Fall enrollment is holding steady, up about 2% over all. Chanute is still leading the way here with strong student retention thus far into the semester. Here is the chart below:

#### FALL SEMESTER 2012

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CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2011	30	10-19-11	3234	22027	
TOTAL	2012	30	10-18-12	3303	22436	1.86%
CHANUTE	2011	30	10-19-11	725	7406	
CHANUTE	2012	30	10-18-12	767	7729	4.36%
OTTAWA	2011	30	10-19-11	881	6112	
OTTAWA	2012	30	10-18-12	842	6227	1.88%
ONL	2011	30	10-19-11	973	4763	
ONL	2012	30	10-18-12	1068	4948	3.88%
ODO	2011	30	10-19-11	292	1585	
ODO	2012	30	10-18-12	257	1250	-21.14%
IDO	2011	30	10-19-11	363	2161	
IDO	2012	30	10-18-12	369	2282	5.60%

Spring enrollment is just underway with about 3 months before the start of the semester. Right now the enrollment is 8,148. But it is very early. As we get closer to the end of the fall

semester, especially mid-December we will have a better idea of where the numbers will wind up. Here is the first chart for spring 2013.

**SPRING SEMESTER 2013**

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2011	50	10-19-11	908	7243.5	
TOTAL	2012	50	10-18-12	1027	8148	12.49%
CHANUTE	2011	50	10-19-11	312	3486.5	
CHANUTE	2012	50	10-18-12	347	3972	13.93%
OTTAWA	2011	50	10-19-11	224	1700	
OTTAWA	2012	50	10-18-12	262	2190	28.82%
ONL	2011	50	10-19-11	347	1821	
ONL	2012	50	10-18-12	390	1714	-5.88%
ODO	2011	50	10-19-11	2	10	
ODO	2012	50	10-18-12	8	77	670.00%
IDO	2011	50	10-19-11	23	226	
IDO	2012	50	10-18-12	20	195	-13.72%

**EMPLOYEES TEACHING DURING THE DAY REPORT**

Board policy requires that I inform you if any of our employees are teaching during the normal working day if they are receiving extra compensation for doing so. These employees with the permission of their supervisors have modified work schedule so that they are not “double dipping” or being paid for teaching while they are supposed to be carrying out their normal workload.

Fall 2012 NCCC full-time employees/non-faculty teaching report during normal workday

<u>Employee</u>	<u>Course/Schedule</u>	<u>Explanation</u>
Elizabeth Robinson STARS	MATH 011 12 M-F 9-9:50am	Begins work 30 min. early M-F & works 30 min. late M-R
Krista Clay CAVE	ENGL 121 11 MWF 9-9:50am CURR 101 15 TR 9-9:50am	Works until 8pm MW, until 6 TR & until 8:15 TR after a 6-7:15 course
Isaac Robinson	ENGL 018 12	Works until 7pm M-R

M-F 11-11:50am

Kerrie Coomes	PSYC 100 13, MW 1-1:50pm 1 <sup>st</sup> 8 weeks only	Abbreviated lunch break and works to 5:30pm 2 evenings per week
Tony Brown	PSYC 100 32, W 8:30-10am 1 <sup>st</sup> 8 weeks only	Abbreviated lunch break

Non-faculty employees teaching outside normal workday

Online:

Jason Kegler	PSYC 100 (Aug-Oct)
Jim Genandt	HIST 201 (Oct-Dec)
Marie Gardner	CSIS 120 (Sept-Dec)
Jeff Almond	CURR 011 (open enrollment academic honesty course-XF grade violators)
Randy Kettler	CURR 101 (2 sections: Aug-Oct & Oct-Dec)
Dale Ernst	PSYC 100 41, T 6:45-8:15pm 1 <sup>st</sup> 8 weeks only

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## PROJECT UPDATES

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### GYM

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The away bleachers are now fully operational. The issue of the handrail on the stairs leading up to the bleachers has been re-engineered at the expense of the company. Wall padding has been replaced now around the gym where needed. The roof leak has been repaired and at A-Lert's expense. We are not within warranty, but they fixed the roof for free anyway.

### SU RESTROOMS

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The sewer line patch is holding and is still scheduled for repair over Thanksgiving Break. Something that appears to be calcification has been seen in the women's restroom walls. Josh is sending someone to check it out, but it looks as though it is not a serious issue, just where the grout quality is suspect.

### DRAINAGE FROM STOLTZ LOT

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The City has completed the drainage trench cut in the entrance of the Stoltz lot. The work is high quality according to Ben. They even painted the new curbing around the trench. Once the grass grows in it will look great. There is still a small amount of dirt work to do for proper drainage and the restrictor has yet to be installed. Once it is we can get rid of the bales of hay.



### SOFTBALL FIELD

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Work continues there including painting the blocks with a water resistant paint to combat some water leakage that has occurred. The lockers are being installed with 14 of the 30 units already in place. Plantings continue and the Panther Clock is still in the works. A local business has offered to create the clock "face" to look like our new Panther logo. Batting cage poles and scoreboard supports are being installed now.

### NEO-KAN RESIDENCE HALL

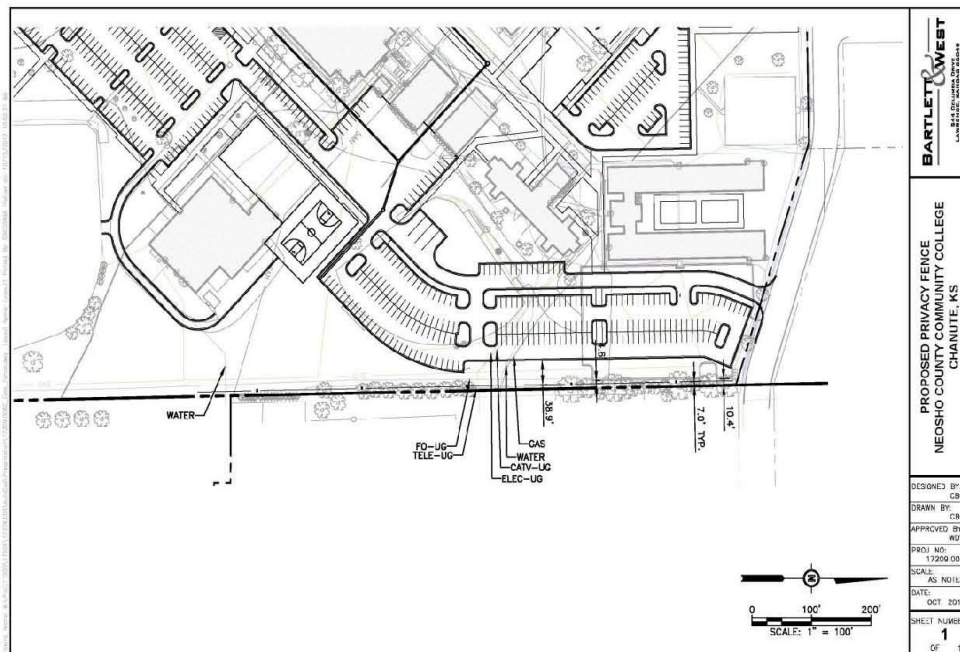
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Much of the work is complete there and the bathroom is open. I would still like to more fully renovate the showers over summer '13 if funds are available. Technology installation continues with Wi-Fi units in place and security cameras now operational. Work continues on installation of access control (electronic swipe card access to the hallway). Hall leadership reports that students are happy on our new wing.

### FENCE DRAWING

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Casey and Wendy have provided a drawing of the proposed fence showing the terminus points. We are in discussion with the City about a possible height greater than six feet. Depending on the results of that conversation we will then mark the location of the fence along the path indicated below at the proposed height. We will then give notices to our neighbors about the fence going in with approximate start and completion dates. It may be spring before the fence can be installed. The expected cost could run as high as \$28,000 for the 8 ft. version. Ten and Twelve foot fences are NOT allowed under code.



### 403 B MATCHING FUND

We are bringing in an expert in retirement benefits through our partnership with IMA to help us establish the 403(b) matching fund. The firm TrueNorth is charging us \$5,000 to help set up a “bake off” with various 403(b) providers in the area and offering rubrics for the selection. I hope to bring that selection to you during our December meeting so that we can be ready for our first deposits in January. We will be placing ads to give all interested parties equal notification on submitting a proposal.

### PASS RATE FOR NCLEX FOR THE ONLINE RN PROGRAM

I am VERY excited to inform you that the online nursing students in the last cohort all passed the NCLEX exam. That is a 100% pass rate for the RN level, a very difficult task indeed! Congratulations to Teresa Faust who heads that effort, along with our DON Pam Covault and the army of full and part-time instructors who made that possible.

### RUG CONFERENCE

NCCC-Ottawa hosted a Regional User Group (RUG) conference for the Jenzabar Software. Fifteen colleges and universities across six states came with over 100 participants. 35 sessions

were on a variety of topics. It was the first ever “teaching and learning” conference for Jenzabar as well. Sessions were held on the modules of the software, how to work with e-Racer software (the learning management system). The majority of the presenters were NCCC employees. Sessions were held on creating your own video, external content, blogging, and other ways to augment an online class. NCCC highlighted our early warning system and our outcomes assessment system. We heard nothing but positive comments about the conference, the facility, the sessions, etc. Congratulations to Marie and her team of folks who put this on. Well done!

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### BANDWIDTH AT OTTAWA

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In May of 2013 Kan-Ed will stop offering internet connection to the Ottawa campus. We are receiving proposals from two organizations to replace Kan-Ed. Both Kan-Ren (a nonprofit group specializing in connectivity) and the City of Ottawa (much like the system we have in Chanute) both have offered similar pricing for 100 megs of connectivity. This price is lower than we are currently paying for 6 times the bandwidth. I hope to complete the investigation of both offers and bring a recommendation to you at our November meeting.

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### 24X7 JENZABAR SUPPORT

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You may recall that the Board approved additional tech support personnel for the Ottawa campus that would, among other task, provide greater phone support for online students. We posted the position but were greatly disappointed in the quality level of the applicants. In the meantime Jenzabar, our learning management system software provider, has launched a new service providing live help 24 hours a day, 7 days a week for a fee. This fee, about \$12,000, is much less than the cost of a new employee and greatly expands the hours of help offered to students. If you agree and all goes well, I should bring you a contract for that service to our November meeting. Additionally, we are discussing changing the job description of one of the employees in the TLC to offer more face-to-face technical support during TLC hours. This employee would receive much greater training and be able to help students who come by the TLC for help. This would come to the November meeting as well.

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### PERSONAL NOTE

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Abrielle had her fifth yearly MRI and...

I will be taking Friday the 19<sup>th</sup> as a vacation day. I will be traveling to Chicago for the HLC Peer-Reviewer Training on Oct. 31 and Nov. 1.

That is all.