NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES

DATE: June 10, 2010

TIME: 5:30 P.M.

PLACE: Student Union, Room 209

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

ABSENT: Mariam Mih

Dr. Vicky R. Smith, President
Dr. Brian Inbody, VP for Student Learning
Ben Smith, VP for Administration
Brenda Krumm, Dean of Outreach/Workforce Development
Eric Tincher, Dean of Student Development
Dale Ernst, Dean of Ottawa
Sandi Solander, Business Manager
Kent Pringle, Board Attorney
Terri Dale, Board Clerk

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

III.   Public Comment

There were no speakers

IV.   Approval of the Agenda

Mr. Peter asked to amend the agenda by adding two items under new business: VIII-H-Coordinator of Residence and Student Life and VIII-I-Sociology Instructor. Mr. Peter also deleted item VIII-F- Approval of the Negotiated Agreement. Upon a motion and a second the agenda was approved as amended. Motion passed.

V: Budget Hearing for Amended Budget

There were no speakers.

V. Consent Agenda

The following items were approved by consent.

A. Minutes from May 13 and May 20, 2010
B. Claims for disbursement for May 2010
C. Personnel
D. Course Inventory Revisions

Consent Agenda Item C: Personnel

1. Resignation of Registrar

It was the President's recommendation that the Board accept the resignation of Sarah Cadwallader from her position as Registrar, pending her approval for the position of Director of Admissions.

2. Director of Admissions

It was the President's recommendation that the Board approve the appointment of Sarah Cadwallader to the position of Director of Admissions. Ms. Cadwallader is currently on leave of absence and will return to work on August 9, 2010.

Ms. Cadwallader is a graduate of Pittsburg State University with a BS degree. She is also a graduate of Neosho County Community College. Prior to her position as development assistant she was the receptionist/registration clerk at the College.

Ms. Cadwallader will be paid $29,000 (administrator classification) annually starting August 9, 2010. Her transfer to the Director of Admissions position will be effective July 1, 2010.

3. Accounting Specialist

It was the President's recommendation that the Board approve the employment of Mary Jo Sechler for the accounting specialist position. Ms. Sechler graduated from Pittsburg State University with a degree in Business Administration (accounting major). She also graduated from NCCC.

Her work experience includes payroll coordinator at Tindle Construction in Fredonia from January 2008, and zone supervisor at Wal Mart in Parsons from August 2009 to June 2010.

She will be paid $12.50 per hour (level V) starting June 14, 2010.

4. Maintenance C

It was the President's recommendation that the college employ Cory Rahe as Maintenance C employee at level 4 pay of $10.70 per hour (per the board standard). He has been assigned to the College through Manpower since November of 2007. The College is billed at $14.39 per hour for his work, so the hiring will cost the College an additional $1,400 annually. There is sufficient funding in the maintenance contract services line to cover this additional expense.

Mr. Rahe's start date will be July 1, 2010.

5. Resignation of Lead Custodian

It was the President's recommendation that the Board accept the resignation of Brandi Poydack, lead custodian. Ms. Poydack's resignation is effective June 17, 2010.

Board of Trustees
June 10, 2010

Consent Agenda Item D: Course Inventory Revisions

Before each semester begins, the Kansas Board of Regents asks coordinated institutions to submit a list of courses that the college is <u>capable</u> 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.

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Course Inventory Changes for Summer 2010
June Board Meeting
</div>

New Courses

ALMA 126	Fundamentals of Phlebotomy	4 credit hours
ALMA 161	Fundamentals of Phlebotomy II	5 credit hours
ALMA 181	Phlebotomy Practicum	2 credit hours
ALMA 182	Phlebotomy Clinical Lab	2 credit hours

Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number:	ALMA 126
Course Title:	Fundamentals of Phlebotomy I
Division:	Outreach and Workforce Development
Program:	Medical Assistant
Credit Hours:	4.0
Initiation/Revised Date:	Summer 2010
Assessment Goal per Outcome(s):	70%

CLASSIFICATION OF INSTRUCTION
Vocational

COURSE DESCRIPTION

This course introduces students to the clinical procedures required as part of the clinical and transdisciplinary competencies and outcomes established by the Commission on Accreditation of the Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs, focusing on safety and body review. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position.
PREREQUISITES AND/OR COREQUISITES

Prerequisite: Admission to the college and proof of GED or high school diploma
                       Fundamentals of Phlebotomy I or permission of instructor
Co requisite:

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

Required:
Phlebotomy Essentials, 4th Edition, McCall, Ruth

COURSE OUTCOMES/COMPETENCIES (as Required)
The student should be able to:

1. Describe biohazardous materials.
2. Demonstrate an understanding of identifying Standard Safety Precautions.
3. Demonstrate proper procedures for hand hygiene, putting on and removing protective clothing.
4. Demonstrate an understanding of safety rules to follow when working in the laboratory and in patient areas.
5. Discuss the major points of the blood borne pathogens (BBP) standard and BBP exposure control plan.

6. Describe rules to follow for proper biologic, electrical, fire, radiation, and chemical safety.
7. Translate common medical abbreviations used when requisitioning lab tests.
8. Discuss the anatomy and physiology of the human body.

COURSE OUTLINE
    I.   Healthcare Setting
       a. Infection Control
       b. Quality Assurance
       c. Legal Issues
       d. Infection control, first aid and wellness

    II.   Human Body Review
       a. Medical Terminology
       b. Anatomy/Physiology Review
       c. Circulatory system

INSTRUCTIONAL METHODS
Internet, Lecture, CD Rom Activities, Group Assignments, Discussion, Guest Speakers, Collaborative Projects, Demonstrations, Laboratory Course.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION
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The student must participate in all activities, as well as accurately completing assignments and examinations in order to receive a passing grade in this course.

The comprehensive final examination for this course will take place during the scheduled finals week of the enrolled semester. Further details and information will be provided closer to time of exam.

GRADING SCALE

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

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.

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

ASSESSMENT OF STUDENT GAIN
Assessment of student gain will be measured by comparing the student's knowledge of the subject when the class begins and then by using the same measurement at the close of the class. This measurement will be done via pre and post tests over the stated course competencies, through skills competency assessment tracking sheets, and competency evaluation exams.

NOTE:
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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, Student Union, 620-431-2820, Ext. 213., or the *Dean,* Ottawa Campus, 785-242-2607 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.

Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: ALMA 161
Course Title: Fundamentals of Phlebotomy II
Division: Outreach and Workforce Development
Program: Medical Assistant
Credit Hours: 5.0
Initiation/Revised Date: Summer 2010
Assessment Goal per Outcome(s): 70%

CLASSIFICATION OF INSTRUCTION
Vocational

COURSE DESCRIPTION
This course introduces students to the clinical procedures required as part of the clinical and transdisciplinary competencies and outcomes established by the Commission on Accreditation of the Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs focusing on blood collection equipment and procedures. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position.

PREREQUISITES AND/OR COREQUISITES
Prerequisite: Admission to the college and proof of GED or high school diploma
Co requisite:

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

Required: Phlebotomy Essentials, 4th Edition, McCall, Ruth

COURSE OUTCOMES/COMPETENCIES (as Required)
The student should be able to:

1. Analyze steps in specimen collection
2. List the purposes of the equipment and supplies needed to start blood collection
3. Explain the correct procedure in performance of capillary puncture
4. Identify appropriate phlebotomy needles by length, gauge and associated color-coding
5. List the components of the evacuated tube system (ETS) and syringe system components
6. Classify patient status priorities
7. Describe each step in the venipuncture procedure
8. Identify common methods of quality control
9. Recognize the color coding used to identify the presence or absence of additives in blood collection/tests
10. List the "order of draw" when collecting multiple tubes
11. Identify how to prepare patients for testing

COURSE OUTLINE

    I.   Blood Collection Procedures
- a. Blood collection equipment and additives
- b. Order of draw
- c. Venipuncture procedures
- d. Pre-analytical Considerations
- e. Capillary puncture equipment and procedures
- f. Special Procedures
- g. Arterial puncture problems
- h. Non-blood specimens and tests
- i. Computers, specimen handling and processing

INSTRUCTIONAL METHODS

Internet, Lecture, CD Rom Activities, Group Assignments, Discussion, Guest Speakers, workbook activities, Collaborative Projects, Demonstrations, Concurrent Laboratory Course.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Students will be required to complete reading assignments, chapter reviews, case studies as assigned, participate in discussions with other classmates on topics determined by instructor, complete assignments and examinations of knowledge, and demonstrate skill competency.

The student must participate in all activities, as well as accurately completing assignments and examinations in order to receive a passing grade in this course.

The comprehensive final examination for this course will take place during the scheduled finals week of the enrolled semester. Further details and information will be provided closer to time of exam.

GRADING SCALE

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

Attendance Policy

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

ASSESSMENT OF STUDENT GAIN
Assessment of student gain will be measured by comparing the student's knowledge of the subject when the class begins and then by using the same measurement at the close of the class. This measurement will be done via pre and post tests over the stated course competencies, through skills competency assessment tracking sheets, and competency evaluation exams.

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Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number:	ALMA 181
Course Title:	Phlebotomy Practicum
Division:	Outreach and Workforce Development
Program:	Medical Assistant
Credit Hours:	2.0
Initiation/Revised Date:	Summer 2010
Assessment Goal per Outcome(s):	74%

CLASSIFICATION OF INSTRUCTION
Vocational

COURSE DESCRIPTION
This course requires the student in the controlled environment of the healthcare facility to demonstrate the clinical competencies learned in phlebotomy lecture and lab. This phlebotomy practicum course is designed for students to experience the hands-on application of clinical and professional procedures required as part of the competency and outcomes established by the Commission on Accreditation of the Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position. This course requires proof of 120 hours of approved phlebotomy experience credited towards certification that must be earned in an approved health care facility that engages in the collection, examination or transportation of materials derived from the human body. Students completing and passing all Phlebotomy courses will be able to sit for the Registered Phlebotomy Technician national exam. The American Medical Technologists (AMT) Board of Directors has determined that applicants who have passed a phlebotomist examination for the purpose of state licensure shall be eligible for RPT (AMT) certification

PREREQUISITES AND/OR COREQUISITES
Prerequisite: Admission to the college and proof of GED or high school diploma
Fundamentals of Phlebotomy, Fundamentals of Phlebotomy II, Phlebotomy clinical lab

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

Required: Phlebotomy Essentials, 4th Edition, McCall, Ruth.

COURSE OUTCOMES/COMPETENCIES (as Required)
In the practicum experience the student will:

1. Perform Fundamental Phlebotomy Safety Procedures
2. Dispose of biohazardous materials
3. Perform steps in Standard Safety Precautions including appropriate PPE

4. Demonstrate each step in the venipuncture procedure, label specimen tubes, designate status priorities and documentation
5. Perform proper patient identification measures
6. Demonstrate awareness of patients' concerns regarding their perception related to the procedure being performed with sensitivity to patient rights and feelings
7. Perform patient preparation for venipuncture procedure and verification of diet requirements
8. Perform a minimum of 25 capillary punctures
9. Perform a minimum of 50 successful venipuncture sticks

COURSE OUTLINE
   I.   Clinical Experience
      a. Minimum of 120 hours of clinical practicum in an approved facility
      b. Timesheets will be returned to the instructor for proof of completed hours
      c. Return American Medical Technologists (AMT) form from externship site for proof of minimum required successful venipuncture sticks and capillary punctures

INSTRUCTIONAL METHODS
Lecture, Workbook, Group Assignments, Discussion, Guest Speakers, Collaborative Projects, Demonstrations.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION
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The comprehensive final examination for this course will take place during the scheduled finals week of the enrolled semester. Further details and information will be provided closer to time of exam.

GRADING SCALE

94-100%	=	A
84-83%	=	B
74-83%	=	C
64-73%	=	D
63% or less	=	F

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Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number:	ALMA 182
Course Title:	Phlebotomy Clinical Lab
Division:	Outreach and Workforce Development
Program:	Medical Assistant
Credit Hours:	2.0
Initiation/Revised Date:	Summer 2010
Assessment Goal per Outcome(s):	74%

CLASSIFICATION OF INSTRUCTION
Vocational

COURSE DESCRIPTION
This course requires the student in the controlled environment of the skills laboratory to demonstrate the clinical competencies learned in Fundamentals of Phlebotomy and Fundamentals of Phlebotomy. This phlebotomy laboratory course is designed for students to experience the hands-on application of clinical and professional procedures required as part of the competency and outcomes established by the Commission on Accreditation of the Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position. This course provides students with readiness for 120 hours of approved phlebotomy experience in the practicum that must be earned in an approved health care facility that engages in the collection, examination or transportation of materials derived from the human body. Students completing and passing all Phlebotomy courses will be able to sit for the Registered Phlebotomy Technician national exam. The American Medical Technologists (AMT) Board of Directors has determined that applicants who have passed a phlebotomist examination for the purpose of state licensure shall be eligible for RPT (AMT) certification

PREREQUISITES AND/OR COREQUISITES
Prerequisite: Admission to the college and proof of GED or high school diploma
Fundamentals of Phlebotomy I and Fundamentals of Phlebotomy II

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

Required: Phlebotomy Essentials, 4th Edition, McCall, Ruth.

COURSE OUTCOMES/COMPETENCIES (as Required)
In the skills laboratory the student will:

1. Demonstrate disposal of biohazardous materials
2. Use Standard Safety Precautions and safety rules in the classroom/lab
3. Demonstrate putting on and removing protective clothing
4. Demonstrate gathering appropriate equipment and supplies needed to collect blood

5. Perform collection procedures with a butterfly or syringe with proper disposal
6. Dramatize checking for working equipment and quality control measures
7. Dramatize processing lab requisitions
8. Locate proper tubes by color coding of vial tops and associated additives
9. Perform "order of draw" technique when collecting multiple tubes
10. Dramatize sensitivity to patient rights, rationale for procedure and proper identification
11. Perform verification of fasting and other diet requirements
12. Perform capillary punctures
13. Perform patient preparation for venipuncture procedure
14. Perform each step in the venipuncture procedure, label specimen tubes, designate status priorities and document

COURSE OUTLINE
I.   Healthcare Setting Review
    a. Infection control
    b. Quality Assurance
    c. Legal Issues

I.   Human Body Review
    a. Medical Terminology
    b. Anatomy/Physiology Review
    c. Circulatory system

II. Performance of Blood Collection Procedures
    a. Blood collection equipment and additives
    b. Order of draw
    c. Venipuncture procedures
    d. Pre-analytical considerations
    e. Capillary puncture equipment and procedures

INSTRUCTIONAL METHODS
Lecture, Workbook, Group Assignments, Discussion, Guest Speakers, Collaborative Projects, Demonstrations.

Phlebotomy Essentials, 4th Edition, McCall, Ruth

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Board of Trustees
June 10, 2010

Dean of Ottawa: Dale Ernst, Dean of the Ottawa campus, gave brief report on what has been happening at the Ottawa campus.

Academics

A. **Enrollment**
   Summer: As of Wednesday, June 9 summer enrollment is:

Ottawa campus		
Year	**2009**	**2010**
Students	376	369
Credit Hours	1,531	1,617 (16.41%)

Out District		
Year	**2009**	**2010**
Students	71	87
Credit Hours	414	508 (28%)

On May 11 Mr. Ernst received a letter from the PTK Center for Excellence that the Beta Nu Iota Chapter received a special commendation during the Kansas Region Regional Convention for having fulfilled the requirements to be named a "1 Star Chapter". The chapter was also recognized at the Society's recent Annual Convention in Orlando, Florida.

On Tuesday, May 4 the Ottawa campus Academic Award Ceremony for the 2009-2010 was held via polycom to coincide with the Award Ceremony held at the Chanute Campus. There were approximately 40 students, family and friends in attendance.

Earlier the Ottawa Idea Committee requested that the faculty and staff had two combined campus meetings spring semester. Mr. Ernst said he liked it so much that he will incorporate the concept into the fall semester schedule and add at least one more. Originally the Idea Committee asked for two a semester but there is too much time in between meetings and items get lost or not shared with either, or both, the faculty and staff.

The Ottawa Welding class is up and running spring semester. The location is the Tech Building at Ottawa High School. The biggest challenge was finding a qualified welding instructor. Mr. Marvin Zorn was hired and the first class started with four students. Fall semester classes are scheduled for mid-afternoon, to take advantage of possible high school and public enrollment. One student is enrolled already.

Board of Trustees
June 10, 2010

Ottawa Update: Ben Smith distributed the following written report on the Ottawa Educational Facility.

I. **KDOT Street Improvements**
   As reported previously, Josh Walker from Loyd Builders and Darron Ammann from Bartlett & West have estimated the worst-case scenario for the cost of necessary street improvements on K-68 to be around $580,000, including contractor and engineering fees. Detailed design work should begin this month and continue through fall/winter 2010 because of the KDOT review process. Construction work is scheduled during summer 2011.

II. **Furnishings and Equipment Detailed Need List Continued…**
   Dr. Inbody and Mr. Smith continue to refine the detailed needs list for all furnishings and equipment for the Ottawa facility. Once the building footprint is solidified (which will be soon), the furnishings and equipment needs list will be accurate unless we choose to make changes or deletions due to budgetary constraints.

III. **Interior Design – Professional Health Care Wing Focus meeting**
   A special design focus meeting was held Monday, May 17, 2010 to discuss interior design options for the facility and follow-up on the professional wing detailed design. The project team met with the architects and the project's interior designer, Laura Mattson from Health Facilities Group, and the meeting proved fruitful. Dr. Smith is personally taking charge of this aspect of the facility design. ☺

IV. **Ottawa City Commission study meeting – May 17, 2010**
   Mr. Smith attended the Ottawa City Commission study meeting on Monday, May 17, 2010 where the preliminary site plan and plat was submitted to the City Commission. The informational project presentation was given by Ottawa city staff. Several commissioners asked relevant questions and seemed to be very pleased with the project. As noted in his May report to the board, street improvements should be completed as soon as practical while meeting KDOT and the Ottawa city requirements. The recreation path should be completed by the end of 2011.

V. **Project Meetings Continue**
   Small focus groups continued to meet regarding the various departments needs, particularly relating to health care programs and the professional health care wing. Focus meetings were also held on the bookstore design with several specific changes being made. A special focus group met with the MEP contractors on the detailed design of the science labs and prep rooms with several design changes also being made. Additionally, several focus meetings have been held specifically on electric, electronic security, life/safety and physical access planning and design.

VI. **Groundbreaking Ceremony**
   Several board members, administrators, faculty and staff along with Ottawa city and Franklin county dignitaries attended the official groundbreaking ceremony for the new educational facility, on Wednesday, June2, Mr. Peter, Dr. Smith and several others spoke at the ceremony; and delicious refreshments followed at the Ottawa County

Club. The event was very successful and Claudia Christiansen, who planned and implemented the event should be commended.

VII.   Meeting with Larry Felix at Ransom Memorial Hospital

Dr. Inbody, Dale Ernst, Pam Covault, Karen Bertels, Deb Brown and Mr. Smith met with Larry Felix, CEO, and Kelli Boetel, Director of Surgical Services of Ransom Memorial Hospital (RMH), on Tuesday, June 8. They viewed surgical lights and scrub sinks the hospital will be replacing and has agreed to give the college for use at our new facility. The surgical lights would cost approximately $100,000 each if purchased new, but have planned for the gift of the surgical lights from the beginning of the project. The gift of the scrub sinks, however, should save about $14,000 each, which is substantial and much appreciated! Josh Walker at Loyd Builders is handling both the RMH and NCCC projects, of course, which should aid the implementation of the removal of the equipment from RMH and reinstallation of the equipment at our new facility.

VIII.   Professional Health Care Wing Focus meeting

Dr. Inbody, Dale Ernst, Pam Covault, Karen Bertels, Deb Brown and Mr. Smith also met with Richard Lundstrom from Health Facilities Group and HVAC and electrical subcontractors on Tuesday, June 8. Mr. Lundstrom walked the group through detailed design drawings for the professional health care wing. Several changes were discussed and one more design development meeting will be necessary to finalize the plans for the wing. An additional focus meeting will also be necessary to finalize detailed plans for the simulated hospital control room design.

IX.   Project Timeline Dates and Estimates

- June 9, 2010 – Received conditional approval from Kansas Department of Agriculture Division of Water Resources Floodplain for floodplain fill
- Mid June - Power line relocation to right of way
- Mid June - Finish Construction Documents for Permit Submittal/Bidding
- Mid June – Begin detailed design work on street improvements to Logan Street (this will be on going thru much of Fall/Winter 2010 because of KDOT review process – construction work probably summer 2011)
- Late June – Loyd Builders to receive bids, Bartlett & West to address any comments on construction documents-resubmit as necessary
- End of June – Turn dirt
- July/August – Planning Commission & City Commission meetings for Final Plat document
- March 4-18, 2011 – Final Inspection/Substantial completion
- March 21-25, 2011 - Relocation of existing campus furnishings and setup

Treasurer's Report: Sandi Solander reported that the college had received $603,356 in revenue from a variety of sources in May. Disbursements were higher than usual due to making the bond payment.

Board of Trustees
June 10, 2010

President's Report: Dr. Smith reminded the Board that next Friday, June 18th, the KACCT/COP quarterly meeting and retreat will be hosted by NCCC.   President invited trustees and their spouses to attend the reception.

Dr. Smith provided brochures and programs from the Ottawa Campus groundbreaking held on June 2. Attending were more than 100 individuals, including the city commissioners, the county commissioners, the state representative, Tony Brown, bankers and business people. Master of ceremonies was Tom Weigand, president of the Ottawa Chamber. Mayor Linda Reed, Tim Heenan, president of the NCCC Foundation Board, and David Peter also shared their thoughts.

Dr. Smith recently received enrollment numbers for FY 2010 from KBOR and told the Board that NCCC is the second highest growing community college, just behind Allen County, who grew 46.8% while NCCC grew 46.1% from FY 03 to FY 10.

Dr. Brian Inbody has been the point person on developing the request to The Higher Learning Commission for additional locations. The Higher Learning Commission requires this information if a college offers more than 50% of a certificate or degree at a site other than their home campus.

NCCC requested that four additional locations be added to the Statement of Affiliate Status document. Those four are, Mercy Hospital in Independence for the LPN program; Chanute High School for the Welding and Construction Technology certificates; Ottawa High School where NCCC will be teaching the Welding certificate; and 900 East Logan Street for the new Ottawa campus. Dr. Smith received the following email on June 2nd from HLC staff:

> "Staff has reviewed your institutional change request and the analysis of the request is attached. This recommendation will be considered by the Institutional Actions Council at their meeting of June 14, 2010 and validated by our Board of Trustees. You will be informed of the Commission's action shortly after the meeting."

NCCC received word yesterday that Josh Lyman, Corporation for National and Community Service in Topeka indicated that NCCC was awarded the RSVP (Retired Senior Volunteer Program) program. The program will start on July 1st. The RSVP staff understands that they will not be under contract with NCCC until employment is approved the July Board meeting.

For the past two years the English faculty has been making advancements to improve instruction and assessment results in English Composition I and II. The CAAP exam was chosen as the assessment method due to ability to compare NCCC scores to those of other two-year colleges across the nation.   Raising the CAAP English scores are part of NCCC's performance agreements with the Kansas Board of Regents. All on-campus sections of English Comp I and II take the CAAP exam. The Comp I results were reported last month and were up slightly over last spring. The Comp II essay test results are in and they are very encouraging. NCCC students averaged a score of 3.1 on the CAAP exam. The national average was 3.0.
Nancy Isaac and Claudia Christiansen have been working over the last few weeks to implement a new marketing campaign—moving billboards . They have been working with

Board of Trustees
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Cleaver's to install billboards on the back of Cleaver's semi-trucks. Their trucks move all over the Midwest and Oklahoma and Texas. Nancy, Claudia, and Jessica Schomaker (graphic artist) have now installed the billboards on three of Cleaver's trucks.

Board of Trustees
June 10, 2010

Agenda item VII-A: Approval of Amended Budget

It is necessary for the Board to approve the amended budget as published. It was the President's recommendation that the Board adopt the resolution below.

STATE OF KANSAS

Budget Form Amend

2009-2010

NOTICE OF HEARING ON
AMENDING THE 2010 BUDGET

The governing body of

Neosho County Community College, Neosho County,

will meet on the 10th day of June, 2010 at 5:30 P.M., at

Oak Room, Student Union

for the purpose of hearing and answering objections of taxpayers relating to the proposed

amended use of funds to expend unanticipated student fee revenue to be expended on NCCC Ottawa campus.

Detailed budget information is available at

Business Office

and will be available at this hearing.

SUMMARY OF AMENDMENTS

	Adopted Budget 2009-2010			Proposed Amendment 2009-2010 Budget
Fund	Actual Tax Rate	Amount of Tax to be Levied	Expenditures and Transfers	Expenditures and Transfers
General Fund	33.044	$4,203,120	$11,082,540	$13,082,540

David Peter

Board Chairman

Resolution 2010-40

RESOLVED, that the Board of Trustees of Neosho County Community College approves the amended budget as published for FY 2009-2010.

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

Board of Trustees
June 10, 2010

Agenda Item VIII-A: Increase Out-District Fee and Ottawa Building Fee

Dr. Smith led a discussion on how the budget could be funded if the Board elected to lower the mil levy by one mil. Option included increasing the building fee at the Ottawa campus, increasing the off-campus building fee for Ottawa and increasing the out-district fee (excluding out-of-state-students).

Mr. Berthot moved to increase the Ottawa building fee by $3 per credit hour, off-campus Ottawa building fee by $1 per credit hour, and out-district fee by $1.00 per credit hour. The motion was seconded by Ms. Griffith. During discussion it was suggested that the out-district fee should be increased to $2 per credit hour. Mr. Berthot amended his motion to increasing the out-district fee by $2 per credit hour. The amended motion was seconded.

Resolution 2010-41

RESOLVED, that the Board of Trustees of Neosho County Community College approves increasing the on-campus Ottawa building fee by $3 per credit hour.

RESOLVED, that the Board of Trustees of Neosho County Community College approves increasing the off-campus Ottawa building fee by $1 per credit hour.

RESOLVED, that the Board of Trustees of Neosho County Community College approves increasing the out-district fee (excluding out-of-state students) by $2 per credit hour.

The above resolution was approved. Motion passed unanimously.

Board of Trustees
June 10, 2010

Agenda Item VIII-B: Accounts Receivable Write-Off

It was the President's recommendation that the Board approve the write off of $71,508.95 of accounts receivables for activity from January 2009 through December 2009.

The business office will continue to keep a record of the written-off accounts, and a hold will be placed on the applicable student records. Therefore, the College can still collect the money, even though the account has been written off.

Resolution 2010-42

RESOLVED, that the Board of Trustees of Neosho County Community College authorizes the administration to write-off $71,508.95 in old accounts receivables, and that the College continue to attempt to collect those amounts written off.

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

Board of Trustees
June 10, 2010

Agenda Item VIII-C: Cancellation of Outstanding Checks

It was the President's recommendation that the Board approve the cancellation of $1,969.43 of old outstanding checks that the recipients have not cashed. K.S.A. 815 and K.S.A. 816 require outstanding checks that are two or more years old to be cancelled and restored to the fund originally charged.

After reviewing the outstanding checks it has been determined that $1,969.43 should be cancelled and restored to the fund originally charged.

Resolution 2010-43

RESOLVED, that the Board of Trustees of Neosho County Community College authorized the administration to cancel $1,969.43 in old outstanding checks.

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

Board of Trustees
June 10, 2010

Agenda Item VIII-D: New Positions-Adult Basic Education

NCCC was awarded a $474,275 per year grant to offer Adult Basic Education (ABE) services to southeast Kansas, including services based at NCCC, Fort Scott Community College, Independence Community College, Labette Community College, and Coffeyville Community College, in a five college partnership. Five positions will be added to accomplish this grant. First are four ABE instructors. All are 100% funded through the grant. The new positions will be added to the current cohort of ABE instructors at Chanute and Fort Scott. Those positions are:

1. New Instructor position based at Fort Scott Community College;
2. New instructor position at Chanute;
3. New instructor position based at Independence Community College;
4. New instructor position based at Coffeyville Community College.

The fifth position funded is an administrative assistant for ABE and receptionist for the CAVE. This position will be funded with 90% grant dollars and 10% college funds. The expense to the general fund for 2010-2011 should only impact the general fund for approximately $2,500 per year.

The revised instructor job description and the administrative assistant job description follow. It was the President's recommendation that the Board approve these five new positions.

Three of the four new instructor positions are currently occupied by individuals at Ft. Scott, Independence, and Coffeyville. These three individuals are employed in ABE either part-time through NCCC or full time though one of the partnership colleges. It was the President's recommendation that the Board name the following people to their new respective positions at NCCC:

1. Angela Christy, ABE Instructor-FSCC campus, full-time, $ 25,500
2. Dan Fossoy, ABE Instructor-ICC campus, full-time, $ 34,654
3. Jenna Nash, ABE Instructor -CCC campus, full-time, $ 28,500

All positions will start July 1, 2010. The other two positions, the instructor based in Chanute and the Administrative Assistant will be advertised.

NOTE – Although the college will oversee ABE at Labette Community College, that instructor will remain an employee of LCC. NCCC will contract with LCC for that position.

Resolution 2010-44
        RESOLVED, that the Board of Trustees of Neosho County Community College approves the President's recommendation to add four instructor's and an administrative assistant position for the Adult Basic Education program. Further, the Board approves appointing Angela Christy, Dan Fossoy, and Jenna Nash as ABE instructors at Fort Scott Community College, Independence Community College and Coffeyville Community College, respectively, at the salaries indicated above.

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

Adult Education Instructor

Reports to: ABE Coordinator
Organizational Unit: Adult Education Grant/CAVE
Classification: Full – Time, 12 month, Management Support
100% Grant funded
Pay Status: Salary, full benefits
Starting salary: $20,000-$25,000
Revision Date: 06/10

Purpose of Position: This position is a member of the Adult Education department who reports to the Adult Education Coordinator. This position is responsible for the day to day classroom instruction, implementation of adult education curriculum, and assisting with outreach planning, and student data collection for reporting purposes.

Essential Functions:

Classroom instruction:
1. Teach adult education curriculum;
2. Develop and maintain student portfolios;
3. Assist with student tracking and follow-up;
4. Provide instruction at outreach sites as needed;
5. Assist with State and Federal reports;
6. Attend conferences and meetings which will enhance instruction and professional development;
7. Provide program information to those who inquire, and assist with the recruitment of adult education students;
8. Obtain and maintain KAEA credentials;
9. Obtain and maintain CASAS credentials;
10. Perform other duties as assigned by the Adult Education Coordinator and CAVE Director.

Education and Experience:
1. Bachelor's degree required.
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 plan and evaluate programs.
8. Ability to appropriately exercise independent initiative and judgment.
9. Ability to use classroom technology.
10. Willingness and ability to work as a member of a team.

<u>Working Conditions</u>:
1. Teaching duties may be performed in various settings.
2. Work is normally performed in a typical classroom environment.
3. Some travel with overnight trips and evening hours are required.
4. No or very limited physical effort required.

Administrative Assistant
Adult Education/Receptionist for CAVE
Reports to: ABE Coordinator
Organizational Unit: Adult Education Grant/CAVE
Full Time 90% Grant Funded, 10% General Fund; Level II - $8.70 - $9.70
Creation Date: 06/10

Purpose of Position: This is a full time, 90% grant funded position that reports to and is directly supervised by the Adult Education Coordinator but whose CAVE functions are coordinated by the CAVE Director. The position is responsible for the day to day office duties of supporting the Director and Coordinator in serving Adult Education students by managing records, processing correspondence, assisting with transition to post secondary training and interacting with students in a supportive manner. Additionally, the position acts as the receptionist for the CAVE assisting students in locating and scheduling CAVE services.

Essential Functions:
1. Type correspondence, maintain participant and program files, route mail and answer telephone as necessary;
2. Maintain accurate, up-to-date, records and database of participants including demographic, transfer, financial aid, staff contacts and other information using the PABLO software;
3. Assist in developing Annual Performance Report for submission to Kansas Board of Regents;
4. Maintain participant and staff confidentiality;
5. Maintain inventory of program supplies and order as necessary;
6. Assist in planning, scheduling and student transition;
7. Assist in monitoring program budget and event budget analysis, process requisitions, travel requests, and expense reports as requested;
8. Record and distribute minutes of program meetings;
9. Act as receptionist for the CAVE;
10. Perform other duties as assigned by the CAVE Director and ABE Coordinator.

Education and Experience:
1. HS diploma or GED required, Associates preferred
2. 1-2 years of work experience required, preferably in area of responsibilities of position
3. Competent with office technology applications such as Microsoft Word and Excel required;
4. Organized with the ability to manage multiple responsibilities simultaneously ;
5. Excellent communication skills;
6. Ability to relate well to students;
7. Background similar to that of participants preferred.

Working Conditions:
1. Work is normally performed in open office surroundings;
2. Some travel and overnight trips and evening hours are required;
3. Very limited physical effort required;

Board of Trustees
June 10, 2010

Agenda Item VIII-E: Memorandum of Understanding with USD 413

The Memorandum of Understanding between Neosho County Community College and USD 413 outlines the partnership agreement for technical programs. This annual MOU includes updated dates and added health occupations as a partnership program, and identified the special projects for next year which are:

1. Complete the house on Henry Street.
2. Outfit the Energy Laboratory on Santa Fe and 7th.
3. Construct a storage unit for USD413 at the sports complex.
4. Construct a Kansas Wildlife and Parks cabin in partnership with Greenbush

It was the President's recommendation that the Board approve this Memorandum of Understanding with USD 413 for the upcoming academic year.

Resolution 2010-45

RESOLVED, that the Board of Trustees of Neosho County Community College approves the Memorandum of Understanding with USD 413 for 2010-2011.

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

CHANUTE USD 413/ NEOSHO COUNTY COMMUNITY COLLEGE
Memorandum of Understanding

2010-2011School Year

INTRODUCTION

This document is a binding memorandum of understanding between Chanute USD 413 (Chanute Public Schools) and the Neosho County Community College. The intention of this memorandum is to develop the framework for establishing and maintaining a governance structure and delivery model for providing technical education programs to secondary students residing in Chanute. This agreement does not cover all issues pertinent to the formation/operation/dissolution, but it does describe an agreed-upon set of principles for its operation. The goal of this agreement is to maximize the efficiency and effectiveness of technical training. Reference to "students" for purposes of this Memorandum shall refer only to Chanute Public School students enrolled in CTE programs.

POINTS OF UNDERSTANDING

1. Neosho County Community College will administer and retain day-to-day responsibility for technical education programs located at Chanute High School in the areas of Construction Technology, Welding, and Health Occupations. Chanute Public Schools agrees to provide financial support of the programming in a cooperative effort with Neosho County Community College.

   1.1. Neosho County Community College will prepare and submit an annual budget based upon anticipated enrollment and annual per student fees for the CTE programming. The annual per student fee shall be for a concurrent enrollment student. This annual budget will be presented to Chanute Public Schools for approval no later than   June 1, 2010.

   1.2. "Anticipated enrollment" will be the estimated enrollment based upon the Spring enrollment held at Chanute High School. Neosho County Community College will be provided the anticipated enrollment numbers no later than May 20, 2010.

   1.3. Actual student enrollments will be certified by October 30, 2010, for the Fall semester and by March 30, 2011 for the Spring semester.

   1.4. Chanute Public Schools' financial support of the CTE will be budgeted annually, at the discretion of the Chanute Public School's Board of Education, based upon the following:

   1.4.1. Estimated cost per student enrollment provided for above. Payment to Neosho County Community College shall be based upon the certified enrollment.

   1.4.2. Adjustment of fee for student(s) in the program not a concurrent enrollment student.

   1.4.3. Program Costs will be adjusted based upon Chanute Public Schools' certified enrollment in the program on October 30, 2010 for the Fall semester and March 30, 2011 for the Spring semester.

   1.4.4. Special costs to accommodate Chanute Public Schools students pursuant to ADA or IDEA shall be the responsibility of Chanute Public Schools.

2. The number of seats in each individual program will be as determined jointly by Chanute Public Schools and Neosho County Community College.

    2.1. The 2010-11 seats in each individual program will be allocated by Chanute Public Schools.

    2.2. Chanute Public Schools will be responsible for assigning students to its allotment of seats. Chanute Public Schools will notify Neosho County Community College as such assignments are made.

3. Neosho County Community College will be responsible for the development and revision of specific program curriculum based upon direction provided by Chanute Public Schools. Neosho County Community College will obtain input from the CTE General Advisory Committee, composed of Chanute Public School staff, and the individual program advisory committees. Following the development and revision of program curriculum with input as stated, this information will to be presented to Chanute Public Schools. Neosho County Community College will provide reports, data and information sufficient for Chanute Public Schools to fulfill and respond to KSDE requirements for reporting, auditing, and Program Review documentation to maintain each program's approval for funding.

    3.1. **Special Projects.** Any Special Projects agreed to by Neosho County Community College and Chanute Public Schools shall be set forth in attached "Special Project Addendum(s)" describing the project(s) and the estimated costs therefore.

        3.1.1. Special Project costs shall be set forth separately as part of any annual budget presented pursuant to 1.1 above so that it may be approved or disallowed separately from the budget presented based upon anticipated enrollment.

        3.1.2. If a Special Project is approved, it shall be subject to all terms set forth in this Memorandum of Understanding except as specifically agreed otherwise in writing.

        3.1.3 The Special Project Budget will be submitted to USD413 by May 15, 2011.

4. Neosho County Community College will follow the Chanute Public Schools' school calendar for these CTE programs.

5. Neosho County Community College will be responsible for the staff development needs/schedule of employees assigned to these CTE programs.

6. Operation of these CTE programs will be administered by policies and procedures as approved by the Neosho County Community College Board of Trustees.

7. Chanute Public Schools' representative, on behalf of each student, shall provide documents required to satisfy regulatory reporting requirements and to assure any necessary reasonable accommodations that may be needed are provided. Notification as to individual student health issues that may affect their performance/safety are also governed by this policy.

8. The Chanute Public Schools Student Code of Conduct will be used for all student-related matters and NCCC administration will be made aware of the circumstances, except for the following which shall be governed exclusively by the Neosho County Community College Code of Student Conduct: Grade Appeal; Academic Integrity; Neosho County Community College students that are not Chanute Public Schools students.

9. Chanute Public Schools will provide at no cost a portion of the facility, known as the Vocational Building, located at Chanute High School to Neosho County Community College adequate for the 2010-11 school year enrollment for concurrent enrollment classes. It is acknowledged that Neosho County Community College will need to use the facility for classes that are not concurrent enrollment classes, and Chanute Public Schools

and Neosho County Community College agree to enter into negotiations in good faith to arrive at a separate written agreement for such use.

10. Neosho County Community College will notify USD413 of summer and evening course offerings at the time the schedule is developed.

11. Chanute Public Schools agrees that all Chanute Public School property housed within the CTE program facilities and currently used by Neosho County Community College in connection with providing vocational programming will remain in place for the 2010-11 school year. Neosho County Community College agrees that all real and personal property owned by the NCCC will remain in place in the program for which it was purchased for the 2010-11 school year.

12. Instructor absences will be handled in the following manner:

   12.1.   If either entity, NCCC or USD413, requests the instructor to be absent from teaching for a specific event, such as training, state meetings, or in-service, the cost of the absence shall be borne by the entity requesting the absence.

   12.2.   Regular absences, such as sick leave, bereavement, or personal days, up to a total of 5 will be covered by USD413. Regular absences are those approved absences identified in the NCCC Negotiated Agreement.

   12.3.   Absences beyond 5 become the responsibility of NCCC.

   12.4.   The district office will be notified if instructors are out of class on college business.

   12.5.   Travel to State and National competitions will count toward the days covered in 12.2.

13. Neosho County Community College in conjunction with Chanute Public Schools will develop long and short-term goals for the construction trades/welding programs during the 2010-11 school year.

14. Chanute Public Schools will enter into a Service Contract with Neosho County Community College as required by state law. The Contract will be of three-year duration and may be renewed annually thereafter.

The parties whose signatures appear below agree to this memorandum of understanding in principle. It is recognized by both parties that the terms of this agreement are binding, and may be reviewed annually at the time of budget approval.

_____   _____
Neosho County Community College   Date

_____   _____
The Board of Education of   Date
Unified School District 413
(Chanute Public Schools)

A Special Projects Addendum (check one):

_X__   Is attached and incorporated herein.

Board of Trustees
June 10, 2010

Special Projects Addendum
2010-2011

The priority construction technology projects for the 2010 – 2011 academic year are as follows:

1. Completion of the 2009-10 house on South Henry. (Existing Budget)
2. Outfitting the Energy Laboratory House on 7th and Steuben. (Grant Budget)
3. Completing a storage unit for USD 413. (USD 413 Budget)
4. Construction of lodges for Kansas Department of Wildlife and Parks. (Greenbush Budget)

Board of Trustees
June 10, 2010

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Board of Trustees
June 10, 2010

Agenda Item VIII-G: Reorganization of Administration

Ben Smith, Vice-President for Administration, his department heads and senior staff, evaluated the structure and organization of the Administration Division for the past eleven months. Mr. Smith wanted to evaluate the organizational structure to ensure it met the college's needs in the most efficient and effective manner. Departmental reviews were performed on all departments. The resulting evaluation of those departmental reviews and the entire Administration division revealed the following:

- Considerable additional workload has been added to the Vice-President for Administration with the addition of new and proposed capital improvement projects. The VP cannot continue to handle the additional workload brought on by these projects without assistance.
- Day-to-day operational safety and security functions occupy approximately 10%-15% of the Vice-president's work week and could be appropriately delegated.
- The Business Manager has made significant strides in improving business office processes and procedures thereby increasing effectiveness of business operations.
- The Bookstore Manager has made significant progress towards implementation of the point-of-sale system, but additional work needs to be done in the area of inventory control. Some daily business operations within the bookstore need improvement and better coordination with the business office.
- While employee and student satisfaction with technology support, as shown by survey instrument, appear to be excellent, additional support is recommended for the EX platform and other related computer applications as the number of users continues to expand.
- The current level of responsibility, complexity of tasks and additional tasks that have already been added to the AA position supporting the Vice-president suggest that the position be reclassified from the Classified Staff level three to a level four classification.

The current organizational structure follows:

Administrative Division
March, 2009
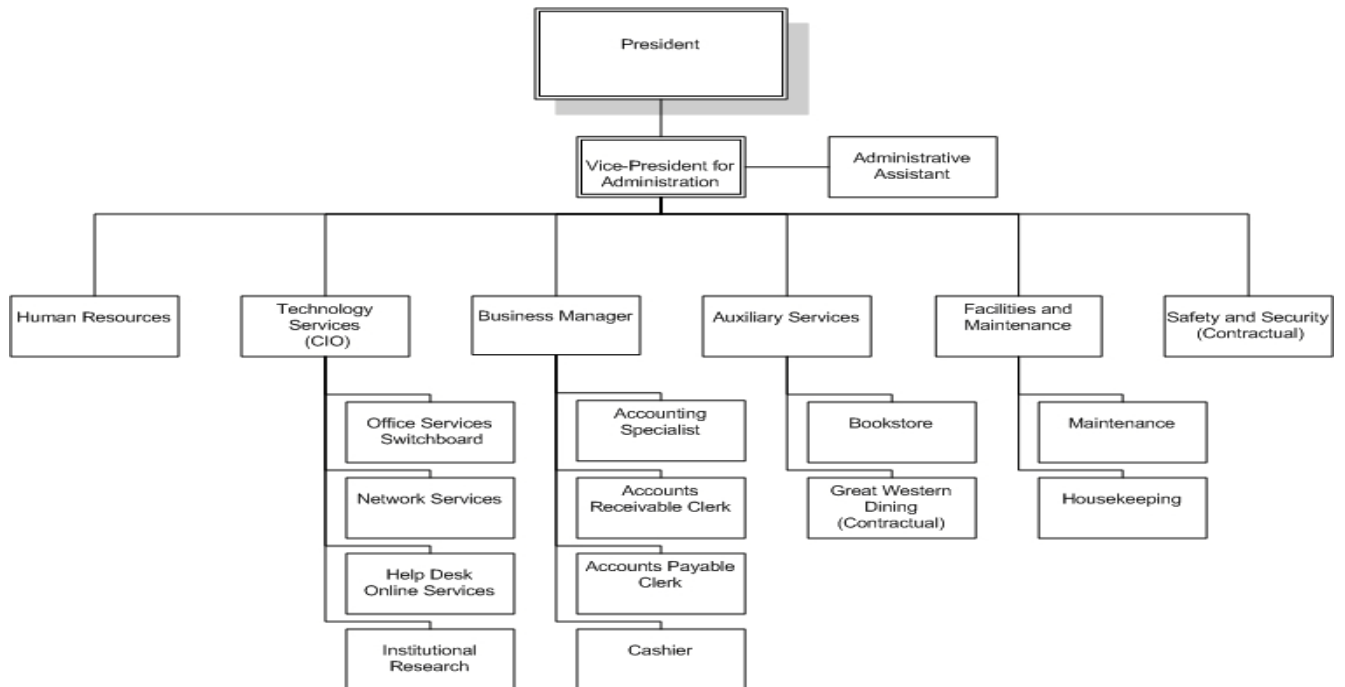
Rationale:

Analysis of the various departmental reviews along with discussions with senior staff revealed three main areas of focus that should be addressed if reorganization of the Administration Division were to occur.

First, it was clear that several areas regarding day-to-day operational functions that reported directly to the Vice-president could be appropriately delegated. Delegating these day-to-day operational tasks from the Vice President for Administration position description to direct reports will allow the Vice President to spend more time providing direction and coordination for capital improvement and deferred maintenance projects.

Secondly, during the past year significant strides have made in improving business office processes and procedures, thereby increasing effectiveness of business operations. State and federal reporting, inventory control, construction/implementation of the budget, and bank records and reconciliation all continue to function at commendable levels. Some areas within the fiscal arena of the college, however, could still use improvement, and would benefit from a more coordinated management approach, one being auxiliary services including bookstore operations.   These fiscal areas typically report directly to an institution's chief financial officer. Currently, NCCC's Business Manager serves as the institution's chief financial officer, but does not have bookstore operations as a direct report. Moving bookstore operations to report to the chief financial officer would allow the chief financial officer to work directly with the Bookstore Manager to improve communication and reduce miscommunication, improve inventory control, and unify business operations, thereby increasing efficiency and effectiveness. The scope of this new organizational structure and

importance of the position to the institution suggest the Business Manager position be reclassified as a senior administrator position and renamed Chief Financial Officer (CFO). Revising the Business Manager position to Chief Financial Officer (CFO) would more accurately reflect the positions responsibilities, importance of the position to the college, and bring the position more in line with other similar positions across the state.

Finally, as the numbers of users and applications (such as EX and JICS online applications) continue to grow in both quantity and complexity, more emphasis is needed to effectively support these users and applications. While no change to the organizational structure of technology services is recommended, changes to the structure of the job responsibilities of the Director of Technology Services/CIO and Technology Services Support Technician position are recommended to achieve more effective support. Additionally, moving the software application support from the CIO to the proposed Computer Applications Specialist position will both unify the PC support under a single position, as well as relieve the CIO of some day-to-day operational tasks, allowing the CIO to assume the day-to-day operational support for safety and security functions for the college.

Recommendations:

It was the recommended that direct supervision of auxiliary services including bookstore operations be moved from the Vice President for Administration position description to the proposed Chief Financial Officer (CFO) position description. Further, it was recommended that tasks dealing with day-to-day operational support regarding safety and security for the college be moved from the Vice President for Administration position description to the Director of Technology Services/CIO position description.

It was also recommended that tasks dealing with computer application activities and specifically EX be moved from the Director of Technology Services/CIO position description to the proposed Computer Applications Specialist position. Further, the Technology Services Support Technician (Chanute) position should be reclassified as exempt, Management Support and re-titled Computer Applications Specialist. The salary range of the new position will be $28K-$38K, similar to the Network Systems Administrator position. The new Computer Applications Specialist position will much more accurately reflect the position responsibilities.

It was also recommended that the AA to the VP for Administration and Dean of Student Development be reclassified from Classified Staff level three to level four, per the board's previously approved guidelines.

Below is the proposed organizational structure:

Administrative Division
July, 2010
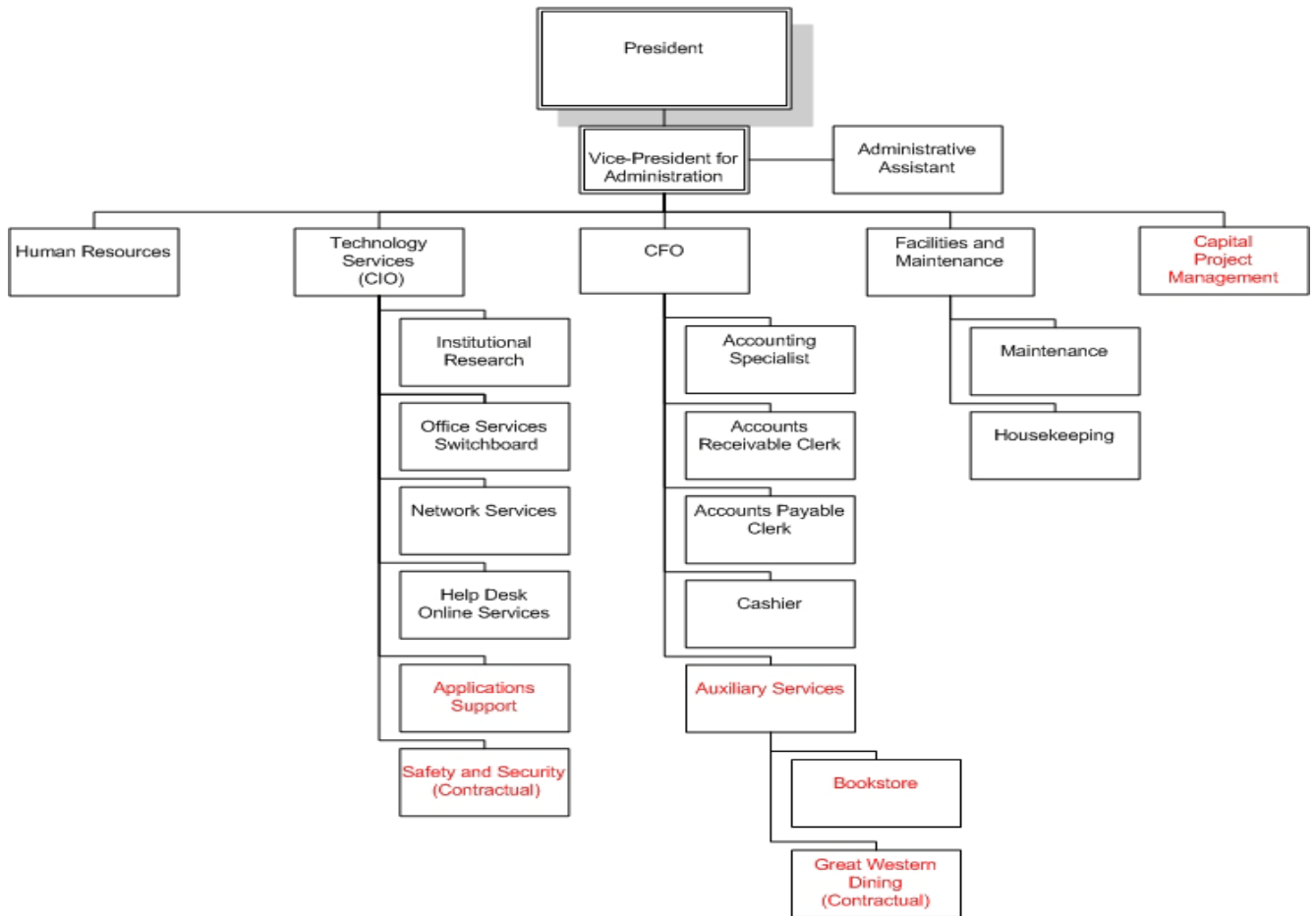
Compensation:

CFO position - Increasing the position salary will compensate the CFO for the proposed additional responsibilities and bring the position more in line with other CFO's across the state, particularly in southeast Kansas. An increase of $3,500 is recommended for the additional responsibilities. This position would not be eligible for any board-approved salary adjustment for 2010-2011.

Director of Technology Services - Increasing the Director of Technology Services/CIO salary will compensate the director for the proposed additional job responsibilities and bring the position more in line with other technology directors/CIO's across the state, particularly in southeast Kansas. An increase of $3,500 is recommended for the additional responsibilities. This position would not be eligible for any board-approved salary adjustment for 2010-2011.

Computer Applications Specialist – Reclassifying the position and increasing the salary for the Computer Applications Specialist will compensate the Computer Application Specialist for the additional responsibilities and bring the position more in line with similar positions across the state. An increase of $2,400 is recommended for the proposed additional

responsibilities. This position would not be eligible for any board-approved salary adjustment for 2010-2011.

Administrative Assistant for the Vice-president for Administration and Dean of Student Development - Reclassifying the Administrative Assistant for the Vice-president for Administration and Dean of Student Development from Classified Staff level three to level four, and increasing the hourly rate will compensate the AA for the additional responsibilities the position has already assumed. An increase of $0.50 per hour is recommended for the additional responsibilities. This position would be eligible for any board-approved salary adjustment for 2010-2011.

All of the above salary adjustments will be new budget expenditures and have been included in the previously discussed in the 2010-2011 Budget Assumptions spreadsheets shared with the Board in a previous meeting.   Revised position descriptions for all affected positions, including the vice-president, are attached.

It was recommended that the board approve the reorganization of the Administration Division as noted above including the attached job descriptions; by changing the Business Manager to Chief Financial Officer (CFO), increasing the annual salary of Sandi Solander by $3,500 from $56,000 to $59,500; increasing the annual salary of Kerry Ranabargar by $3,500 from $50,016 to $53,516; reclassifying the Technology Services Support Technician (Chanute) position to Computer Applications Specialist, naming Jon Seibert as Computer Applications Specialist with a salary of $28,795; reclassifying the Administrative Assistant for the Vice-president for Administration and Dean of Student Development from Classified Staff level three to level four classification, and increasing the hourly rate of Kim Ensminger from $10.66 per hour to $11.16 per hour. (The AA for the VP for Administration and Dean of Student Development WOULD be eligible for any board-approved salary adjustment for 2010-2011. The other positions noted above would NOT be eligible for any board-approved salary adjustment for 2010-2011.)

Resolution 2010-47

        RESOLVED, that the Board of Trustees of Neosho County Community College approved the reorganization of the Administration Division as noted above including the attached job descriptions; by changing the Business Manager to Chief Financial Officer (CFO), increasing the annual salary of Sandi Solander by $3,500 from $56,000 to $59,500; increasing the annual salary of Kerry Ranabargar by $3,500 from $50,016 to $53,516; reclassifying the Technology Services Support Technician (Chanute) position to Computer Applications Specialist, naming Jon Seibert as Computer Applications Specialist with a salary of $28,795; reclassifying the Administrative Assistant for the Vice-president for Administration and Dean of Student Development from Classified Staff level three to level four classification, and increasing the hourly rate of Kim Ensminger from $10.66 per hour to $11.16 per hour. (The AA for the VP for Administration and Dean of Student Development WOULD be eligible for any board-approved salary adjustment for 2010-2011. The other positions noted above would NOT be eligible for any board-approved salary adjustment for 2010-2011.)

Vice President for Administration
Reports to: President
Organizational Unit: Exempt, Executive Administration
Starting Salary range: $75,000-$85,000
Based on Education and Experience
Revised: June, 2010

This position reports to the President and provides executive leadership and administrative oversight for the following areas of the College: financial and business affairs, human resources, technology services, auxiliary services, maintenance and facilities, safety and security, ~~and~~ planning, and capital projects. The Vice-president shall serve on the President's executive team.

Duties and Responsibilities:

1. Exercises leadership for and executive management of assigned areas and for the professional development of assigned personnel
2. Oversees the implementation of College administrative strategic goals and action plans for areas of responsibility.
3. Assists in the formulation of the College's overall operating budget.
4. Participate in the overall planning operations of the College and provide direct oversight of the strategic technology plan, emergency action plan, capital improvement plan, and facility master plan.
5. Provides project leadership and coordination for all college deferred maintenance and capital improvement projects.
~~5.~~6. Oversees the fiscal affairs operations through the direct supervision of the ~~Business Manager~~ CFO.
~~6.~~7. Oversees the human resources operation of the college, including affirmative action and federal and state regulations, through the supervision of the Director of Human Resources.
~~7.~~8. Oversees the information technology aspects of the college through direct supervision of the Director of Technology Services/CIO.
~~8.~~9. Oversees auxiliary services through direct supervision of the ~~Bookstore Manager~~CFO ~~and management of the contractual supervision over food service.~~.
~~9.~~10. Oversees the maintenance and facilities operations through the direct supervision of the Maintenance Supervisor.
~~10.~~11. ~~Leads the~~Oversees the development and implementation of the College's safety and emergency plans through the direct supervision of the Director of Technology Services/CIO, and provides oversight for safety and security of the College and its constituents.
~~11.~~12. Other duties as assigned by supervisor.

Experience and Education:

1. Masters degree required in one of the areas of responsibility; Doctorate preferred.
2. CPA license preferred.
3. Ten years of administrative experience required, preferably in one of the areas of position's responsibility; five years in higher education preferred.

Supervision:

1. Direct: ~~Five~~ Four (Including ~~Business Manager~~CFO, Director of Human Resources, Director of Technology Services /CIO, ~~Bookstore Manager,~~ and Maintenance Supervisor.)
2. Indirect: Twenty-three

Chief Financial Officer (CFO)
Reports to: Vice-President for Administration
Organizational Unit: Exempt, Senior Administrator
Starting Salary range: $50,000 - $60,000
Based on Education and Experience
Establishment Date: July, 2010

Purpose of Position: This position reports to the Vice President for Administration and will provide hands-on, daily operation of business services, auxiliary services, and budget oversight. Duties include but are not limited to:

Duties and Responsibilities:
1. Supervise all financial records of the college and the reconciliation of monthly bank statements;
2. Propose and prepare the annual budget at direction of the senior staff, for review and adoption by the board of trustees;
3. Prepare materials for the annual public budget hearing;
4. Manage the college budget in conjunction with the vice-president;
5. Supervise and manage the investment of temporarily idle funds;
6. Establish and operate a system of fixed asset accounting;
7. Establish and operate a system of purchasing, including competitive bidding procedures, to provide materials, and other items needed to maintain and improve the total educational program;
8. Direct the preparation of necessary state and federal quarterly and yearly reports for social security, federal withholding, state withholding, state sales tax, Kansas school retirement (KPERS), tax sheltered annuities, and other reports as may be necessary;
9. Gather, organize, analyze, and communicate financial and accounting data in such a manner as to meet the state and federal requirements as well as those of the regulatory bodies to whom the college must report;
10. Ensure timely financial aid disbursement to students;
11. Direct auxiliary services including the areas of the bookstore and food service;
12. Supervise the college inventory, and oversee the computer entries for fixed asset accounting purposes;
13. Perform other duties as assigned by the supervisor.

Education and Experience:
1. Bachelors degree in accounting required; Masters Degree in business or accounting preferred.
2. Prefer CPA license/credential
3. Five years work experience required, with three focused in areas of duties, especially accounting.
4. Experience in supervision of staff.

Supervision:
1. Direct: Five (Bookstore Manager, Accounting Specialist, Cashier, Accounts Receivable Clerk, Accounts Payable Clerk)
2. Indirect: Three

Director of Technology Services/CIO
Reports to: Vice-president for Administration
Classification: Exempt, Administrator
Full-time 12-month
Starting Salary range: $ $45,000-$55,000
Revised: June 2010

Purpose of Position: This position reports to the vice president for administration and serves as the chief information officer for the college. The Director supervises duties relative to the effective and efficient operation of all technology service activities encompassing computer and telecommunications hardware, software, and services. In addition, the Director oversees the College's institutional research activities and office services, and provides operational leadership for the college's safety and emergency plans. Duties include, but are not limited to:

Duties and Responsibilities:

1. Provide overall coordination for the planning and integration of multi-faceted administrative, facilities, and instructional technology;
2. Implement and evaluate all technology service programs and services;
3. Prepare the annual Technology Services budget and coordinate the acquisition of all Technology Service hardware, software, supplies, forms, and services;
4. Provide overall system-level communication and telecommunication direction and oversight and coordinate telecommunications systems including WAN activities, ATM, ITV, Telnet II, ISDN, leased digital and switched public communication lines and serve as Internet activity coordinator for all campuses, including VOIP (voice-over-IP) applications;
5. Supervise and manage the Technology Service daily operation including network services, help desk, web support, hardware and software maintenance, data research and office services;
6. Provide day-to-day operational support for the college's safety and emergency plans and security system implementation;
7. Coordinate management and student information systems operations;
8. Research, evaluate and recommend technological innovations beneficial to the institution;
9. ;
10. Coordinate the monitoring, tuning, and ongoing evaluation of network operations;
11. Provide excellent customer service to all levels of users and encourage timely, accurate resolution of problems;
12. Assist with coordination of departmental training of personnel in use of web update tools and web page design and maintenance;
13. Ensure compliance with applicable legal requirements and NCCC system policies on web site usage, security and standards;
14. Meet regularly with the vice-president to review and establish priorities for all Technology Service operations of the college;
15. Assist in the recruitment and retention of NCCC students; and,
16. Perform other duties assigned by the vice president.

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Education and Experience:

A Masters degree in Information Systems, Business Computer Technology, or other related field of study; AND five years experience with essential functions listed above requiring initiative and judgment; OR

A Bachelors degree in Information Systems, Business Computer Technology, or other related field of study; AND ten years experience with essential functions listed above requiring initiative and judgment.

Supervision:

1. Direct 6 (Including Technology Services, Office Services, Institutional Research, and Telecommunications.)
2. Indirect: 0

Working Conditions:

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operation a personal computer is required.
3. Ability to reach and work overhead on an occasional basis is required.
4. Occasional lifting of up to 50 pounds from the floor to waist height is required.
5. Some travel during normal working hours will be required.
6. Occasional overtime will be required.

Computer Applications Specialist ~~Technology Services Support Technician~~ **(Chanute)**
~~Reports to: Director of Technology Services/CIO~~
Reports to: Director of Technology Services/CIO
Organizational Unit: Exempt, Management Support
Starting Salary range: $28,000-38,000
Based on Education and Experience
Revised: June 2010

Purpose of position: This position provides responsible and complex technical support which requires some use of judgment and initiative and reports to the Director of Technology Services under his general supervision. Major duties consist of: coordination of EX software updates and components of the management and student information systems, coordination of HELP desk activities, hardware and software troubleshooting, software installation and security, and telephone and communications system support.

Essential Functions:

1. Coordinate network and EX software modification installation, testing, and implementation;
2. Design, develop, test, and implement various components of the management and student information systems
3. Coordinate and maintain current and new inventory control of technology hardware and software;
~~1.~~4. Coordinate HELP Desk activities and assists with problem resolution in conjunction with the Technology Services staff.
~~2.~~5. Perform new PC workstation setup and installation and provide support of workstation hardware/software including hardware upgrades, software installation, etc.
~~3.~~6. Perform non-network installed computer lab software installation and security.
~~4.~~7. Maintain user documentation, procedures, and new user orientation and materials.
~~5.~~8. Assist with the coordination of telephone system installation, access, and security.
~~6. Maintain current and new inventory control of hardware on Chanute campus.~~
~~7.~~9. Assist Director of Technology Services in conducting annual software audit on computer workstations, network equipment and associated peripherals.
~~8.~~10. Coordinate installation of Internet connections for resident students.
~~11. Perform other duties as assigned by the Director of Technology Services.~~
12. Perform other duties as assigned by the Director of Technology Services.

Required Knowledge, Skills and Abilities

1. Excellent interpersonal skills, above average communication skills, ability to work effectively with all levels of employees. Ability to project a positive and professional image to students, applicants and employees.
2. Ability to appropriately exercise independent initiative and judgement.
3. Ability to learn and implement complex technical procedures.
4. Ability to maintain the confidentiality of Technology Services operations, passwords, etc.
5. Good working knowledge of personal computer operations.
6. Some knowledge of local area networks would be helpful.

Education and Experience

A Bachelors degree in Information Systems, Business Computer Technology, or other related field of study; AND three years with essential experience listed above requiring initiative and judgment; OR
Appropriate industry certification(s) including, but not limited to, MCSA, MCSE, CCNA, CCDA, etc. and one year experience with essential experience listed above requiring initiative and judgment.

Working Conditions

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. Ability to stand, bend at the waist and stoop or squat while working on computers on a regular daily basis is required.
4. Ability to reach and work overhead on an occasional basis is required.
5. Occasional lifting of up to 50 pounds from the floor to waist height is required.
6. Some travel during normal working hours will be required.

Administrative Assistant
Reports to: Vice-President for Administration and Dean of Student Development
Classification: Full-time 12-month Employee, full fringe benefit
Pay Status: Regular Non-exempt, Level IV
Starting Salary range $10.70 to $11.70 hourly
Revised: June, 2010

Purpose of position: This position performs a variety of administrative assistant functions for the college and reports to the Vice President for Administration and Dean of Student Development under their general supervision. Major duties consist of: assistance with the coordination and implementation of planning and operation functions and student service functions for the college, as well as coordination of the college's vehicle fleet.

Essential Functions:

1. Assist the Vice President for Administration and maintenance supervisor with various facilities-related tasks such as bid preparation, purchasing and procurement procedures and vendor lists, price verification and ordering;
2. Assist the Vice President for Administration with various safety and security tasks such as review and modification of the NCCC emergency action plan, emergency action plan flip charts, emergency call cards and lists, automated external defibrillator policy and procedures, and implementation of those plans;
3. Assist the Dean of Student Development with the review and modification to the NCCC Student Handbook, Residence Life Handbook, the Campus Crime Report and other publications as necessary.
4. Assist the Vice President for Administration and director of technology services with various technology-related tasks and issues including bid preparation, purchasing, price verification, ordering, and review and modification of the technology strategic plan;
5. Schedule, attend and record all safety and security, facility, technology planning and student services meetings;
6. Assist the vice President and dean with annual budget preparation and monitoring;
7. Maintain a schedule of check-out and maintenance for college vehicles;
8. Maintain and forward to the Business Office a monthly accounting of departmental vehicle charges.
9. Be knowledgeable of board policies and applicable strategic plan, technology strategic plan, emergency action plan, finance plan, facilities master plan and educational master plan;
10. Transcribe notes, prepare and file correspondence, prepare requisitions and travel requests and file reimbursement forms.
11. Schedule appointments for the deans;
12. Handle routine matters relating to the daily operation of both offices, including processing various forms to appropriate offices;
13. Perform routine mail sorting functions;
14. Assist with miscellaneous support functions at the direction of the Vice President for Administration or Dean of Student Development; and,
15. Perform other miscellaneous duties as assigned by the Vice President for Administration and Dean of Student Development.

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Required Knowledge, Skills and Abilities

1. Excellent interpersonal skills, above average communication skills, ability to work effectively with all levels of employees.   Ability to project a positive and professional image to students and employees.
2. Ability to appropriately exercise independent initiative and judgement.
3. Sensitivity to, and awareness of, confidential materials.
4. Ability to learn and complete routine maintenance tasks.
5. Some knowledge of personal computer applications and hardware would be helpful.

Education and Experience

1. Bachelors degree preferred, preferably in the area of responsibility; OR
2. Associates degree required, and/or specialized skills required; AND 3 years of experience required, preferably in area of responsibilities; OR
3. High School Diploma or GED required, plus 7 years of work experience in area of responsibilities required.

Working Conditions

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. The employee is required to walk extensively, sit, stand, talk and hear.
4. Specific vision abilities required by this job include close vision and the ability to adjust focus.
5. Ability to reach and work overhead on an occasional basis is required.
6. Some travel during normal working hours may be required.
7. Ability to occasional lift and transport items weighing 10-20 pounds is required.
8. Some overtime may be required, as well as some flexibility in occasional early or late hours.

Board of Trustees
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Amended Agenda Item VIII-H: Coordinator for Residence and Student Life

It was the President's recommendation that the Board approve the recommendation to employ Brandy Hicks as the Coordinator of Residence and Student Life. Ms. Hicks is a graduate of Bethany College and Emporia State University. She is presently enrolled in the Master's degree program through Gonzaga University, Spokane, Washington.

While attending ESU, Ms. Hicks was a resident assistant, vice president/president student senate, and an intern in the office of the vice president for student affairs. She taught 8th grade at Walnut Middle School and was a substitute teacher.

Ms. Hick will be paid $24,000 annually starting July 1, 2010, and will receive housing in the residence hall and meals when food service is open.

Resolution 2010-48

RESOLEVED, that the Board of Trustees of Neosho County Community College approves the employment of Brandy Hicks at the Coordinator for Residence and Student Life at an annual salary of $24, 000 starting July 1, 2010.

Board of Trustees
June 10, 2010

Agenda Item IX-A: Adjournment