

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes – August 9, 2012
5:30 P.M.
Student Union, Room 209**

I. Call to order

David Peter called the meeting to order at 5:30 p.m. in room 209 of the Student Union.

II. Roll call

The following members were present: Kevin Berthot (by phone), Charles Boaz, David Peter and Dennis Peters.

Also attending were Amber Burdge, Marie Gardner, Jim Genandt, Denise Gilmore, Dr. Brian Inbody, Jason Kegler, Kent Pringle, Ben Smith, and Sandi Solander.

III. Public Comment

There were no speakers.

IV. Approval of the Agenda

On motion by Charles Boaz and second by Dennis Peters the agenda was approved as printed.

V. Budget Hearing

There were no comments on the published budget for 2012-13.

VI. Consent Agenda

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

- A. Minutes from July 12 and July 26, 2012
- B. Claims for disbursement for July 2012
- C. Personnel

1. Resignation – Financial Aid Clerk-Ottawa

It was the president's recommendation that the Board accept the resignation of Nicole Ferguson, Financial Aid Clerk on the Ottawa campus. Ms. Ferguson's resignation is effective August 17, 2012.

2. Resignation – Assistant Women's Basketball Coach

It was the president's recommendation that the Board accept the resignation of Dana Olsen, Assistant Women's Basketball Coach. Ms. Olsen's resignation is effective August 7, 2012.

3. Business Instructor

It was the president's recommendation that the Board approve the employment of Richard Webber as Business Instructor. Mr. Webber has a B.B.A. from Baker University and a M.B.A. from Emporia State University.

Mr. Webber has worked as a software developer for Jayhawk Software, Iola, KS; was a substitute teacher for Anderson County USD 365; and an adjunct instructor for NCCC teaching beginning and intermediate algebra. He has also done tutoring for us in beginning, intermediate and college algebra, as well as business and computer classes.

Mr. Webber will be paid at MS, Step 2, (\$32,126) beginning August 13, 2012.

4. Creation of Maintenance Grounds Position – Chanute

The maintenance department has made great strides in the beautification of the Chanute grounds, largely due to the efforts of our part-time grounds manager. Extra landscaping tasks have been added due to the new softball field/soccer fields and road/parking projects. In addition, the maintenance department continues to experience a backlog of maintenance projects which could be partially alleviated with the addition of manpower to the department. In keeping with the Strategic Plan and President's Goals, it was the president's recommendation that a full-time maintenance position be created to focus on grounds, as well as assist with other maintenance duties. The additional cost for moving the position to a full-time position with health insurance benefits (essentially health insurance and bump to Level 3 – roughly \$12,000) was included with the large expenditure spreadsheet previously reviewed by the Board and included with the current 2012-2013 budget requests. A job description is attached.

MAINTENANCE GROUNDS

Reports to: Assistant Maintenance Supervisor

Classification: Classified Non-Exempt, Level III

Full-time, 12-month

Starting Salary Range: \$9.70 - \$10.70 per hour

Regular fringe benefits including sick leave, vacation, and holidays

Creation Date: August, 2012

Purpose of position: This position provides grounds keeping services and maintenance support for the Chanute campus. This position reports to the assistant maintenance supervisor. Duties include, but are not limited to:

1. Provide premiere quality service to all constituencies of the College;
2. Engage in continuous quality improvement and professional development;
3. Provide proactive premiere maintenance and upkeep of all campus grounds including mowing, weed-eating, edging, reseeding, fertilizing, spraying of weeds, and planting of annuals and perennials;
4. Coordinate summer grounds help;
5. Maintain parking lots including line painting and snow removal;
6. Maintain the college fleet and keep records of fleet repairs;
7. Maintenance and records of grounds equipment;
8. Assist and support the other maintenance and custodial staff where needed; and
9. Perform other duties as assigned by the assistant maintenance supervisor.

Required Knowledge, Skills and Abilities

1. Ability to work effectively with all levels of employees. Ability to project a positive and professional image to students, employees, and the public.
2. Ability to appropriately exercise independent initiative and judgment; and
3. Ability to learn and implement new procedures.

Education and Experience

1. Associates degree in related field preferred; AND 2 years of work experience required, preferably in area of responsibilities of position; OR
2. High School diploma or GED required plus 5 years of work experience in area of responsibilities required.

Working Conditions

1. Ability to stand, bend at the waist and stoop or squat while working on a regular daily basis is required;
2. Ability to reach and work overhead on an occasional basis is required;
3. Occasional lifting of up to 50 pounds from the floor to waist height is required; and
4. Occasional overtime may be required.

Non Discrimination

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

5. Maintenance Grounds Position – Chanute

It was the president's recommendation that the Board approve the hiring of Mr. Travis (TJ) Solander for the Chanute Maintenance Grounds position. Mr. Solander has essentially been performing most of the duties very well for the past several years.

Mr. Solander will be paid \$10.00 per hour (Level 3) beginning August 13, 2012. His salary will be paid from the maintenance operating budget and has been included in this year's budget requests.

6. Creation of Part-time Desktop Support Technician – Chanute

The technology services department has experienced rapid growth in the number of users and applications it supports, as well as the number of PC's and mobile devices in use at our campuses. Several months ago, the Board reorganized Technology Services to better meet the needs of our internal and external customers. This reorganization provided for a part-time desktop support technician position to be added to the Chanute campus. This part-time position (with no health insurance benefits) was included on the large expenditure spreadsheet previously reviewed by the Board and included with the current 2012-2013 budget requests. Technology Services plans to utilize this position to handle the bulk of help desk desktop support during the normal work week and will evaluate the workload annually to determine the need to either increase or decrease the number of hours required to sustain optimal customer service within the organization. It was the president's recommendation that the Board approve the creation of a part-time Desktop Support Technician to be housed on the Chanute campus. A job description is attached.

Desktop Support Technician (Chanute)

Reports to: Director of Technology Services

Classification: Level IV, Part-time 12-month Employee

Pay Status: Regular non-exempt

Vacation, Sick, Holiday pay per Board Policy, KPERS Eligible

Starting Salary range \$10.70-\$11.70 per hour

Creation: August, 2012

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: assisting with help desk activities, hardware and software troubleshooting, and software installation.

Essential Functions:

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Assist with help Desk activities and assists with problem resolution in conjunction with the Technology Services staff.
4. Perform new PC workstation setup and installation and provide support of workstation hardware/software including hardware upgrades, software installation, etc.
5. Perform computer lab software installation.
6. Assist with maintaining user documentation and procedures.
7. Assist with configuration of Internet connections for resident students.
8. Perform other duties as assigned by the Director of Technology Services.

Required Knowledge, Skills and Abilities

1. Exemplary customer service skills are essential.
2. 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.
3. Ability to appropriately exercise independent initiative and judgment.
4. Ability to learn and implement complex technical procedures.
5. Ability to maintain the confidentiality of Technology Services operations, passwords, etc..
6. Good working knowledge of personal computer operations.
7. Some knowledge of local area networks would be helpful.

Education and Experience

- Bachelors preferred, preferably in the area of responsibility
- Associates degree required, and/or specialized skills required; **AND** 3 years of experience required, preferably in area of responsibilities;
- OR 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. 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 may be required.

Non Discrimination

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

7. Part-time Desktop Support Technician – Chanute

It was the president's recommendation that the Board approve the hiring of Mr. Devin Myers for the Chanute part-time Desktop Support Technician position. Mr. Myers was previously employed by NCCC as a work study when he attended school here.

Mr. Myers will be paid \$10.00 per hour (Level 4) beginning August 13, 2012. His salary will be paid from the Technology Services operating budget and has been included in this year's budget requests.

8. Returning Assistant Coaches

It was the president's recommendation that the Board approve the re-employment of the following assistant coaches:

Johnny Adame – Men's Soccer
Taylor Henry – Baseball
Brandon Lesovsky – Men's Basketball
Mallori Murry – Volleyball
Sean White – Wrestling
Adam Wilcox – Track/Cross Country

As second year coaches they will receive \$1,600 per month for nine months (\$14,400) plus cafeteria privileges when food service is open. Contract dates will vary as some sports return early and some sports have competition after the end of the spring semester.

9. Interim Director of Talent Search

The resignation of Marie Moore as the director of Talent Search requires the appointment of an interim director. It was the president's recommendation that Patricia "Nicci" Wiltse serve as the interim director.

Ms. Wiltse has worked with the Talent Search program since 2005, most recently as the Academic Advisor. She holds a B.S. in Organizational Management and Leadership from Friends University.

Ms. Wiltse will be paid a supplemental salary of \$600 per month beginning August 13, 2012, for performing the duties of the director. The grant covers the supplemental salary.

VII. Reports

- A. Student Learning Division – Jim Genandt, Vice President for Student Learning, gave a report on the student learning division. See Attachment 1.
- B. Projects Update – Ben Smith, Vice President of Operations, gave a projects update. See Attachment 2.

- C. Treasurer’s Report – Sandi Solander, Chief Financial Officer, distributed copies of the June financial statement. Revenue for the month of June was \$435,884.90 and disbursements were \$848,011.56. See Attachment 3.
- D. President – Dr. Brian Inbody gave a president’s report. See Attachment 4.

VIII. Old Business

Agenda Item VIII-A: Approval of the 2012-13 Budget

It was the President’s recommendation that the Board approve the published budget for 2012-13.

Resolution 2012-73

RESOLVED, that the Board of Trustees of Neosho County Community College approves the FY2012-13 budget as published. Further, on or before August 25, a copy of the adopted budget along with proof of publication shall be filed with the Neosho County Clerk and the Kansas Board of Regents.

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

IX. New Business

Agenda Item IX-A: TRIO Grant Employee Salary Increases

Based upon the recommendation of the individual grant directors and Dean Brenda Krumm who oversees the TRIO programs, it was the president’s recommendation that the Board approve the following salary increases for administrative and hourly employees who work in the TRIO programs for their 2012-2013 contracts:

1. Those that make less than \$41,600 will receive a 1.5% raise plus \$625
2. Those that make \$41,600 or more will receive a 3% raise

	<u>2011-12</u>	<u>2012-13</u>
Student Support Services (STARS)		
Bart Cheney, Project Director	\$42,772	\$46,055 *
Ramona Munsell, ½ Grant Writer (TRIO)	\$23,553	\$24,531
Kyle Bures, Transfer/Careers Advisor	\$29,506	\$30,574
Grace Riebel, English/Reading Specialist	\$30,780	\$31,867
Elizabeth Robinson, Math Specialist	\$28,700	\$29,756
Talent Search		
Nicci Wiltse, Academic Advisor (11 mo)	\$27,000	\$30,000 **
Michael Rose, Academic Advisor (11 mo)	\$39,428	\$40,644
Rhonda Thomas, Administrative Assistant	\$9.85 hr	\$10.30 hr

Upward Bound

Laurie Kerns, Project Director	\$32,842	\$36,000 ***
Beau McMillan, Academic Coordinator	\$20,800	\$30,200 ***
Cliff Adams, Administrative Assistant	-----	\$10.00 hr ***

These are grant funded positions; continued employment is contingent upon federal funding through the TRIO programs.

- * A salary adjustment was approved at the regular July Board meeting for the STARS Project Director after any approved raise.
- ** Completed bachelor's degree. Title of "interim" removed and salary advanced per contract.
- ** Hired or promoted to positions after April 1, 2012, and not eligible for an annual salary increase.

Resolution 2012-74

RESOLVED, that the Board of Trustees of Neosho County Community College approves the salary increases for 2012-13 for grant employees listed above.

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

Agenda Item IX-B: Articulation Agreement with KU for Bachelor’s Degree in Nursing

The University of Kansas School of Nursing has approached us about formalizing the cooperative relationship with the Neosho County Community College Department of Nursing. The agreement provides clear guidelines to assist our nursing students who may decide to pursue further nursing education through the University of Kansas. The proposed agreement strengthens the transferability of NCCC’s Associate of Applied Science degree in nursing. A copy of the agreement follows.

It was the president’s recommendation that the Board approve entering into this agreement with the University of Kansas School of Nursing.

Resolution 2012-75

RESOLVED, that the Board of Trustees of Neosho County Community College approves entering into an agreement with the University of Kansas School of Nursing to strengthen the transferability of NCCC’s Associate of Applied Science degree in nursing.

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

This agreement is between The University of Kansas School of Nursing, hereinafter called “KU-SON”, and Neosho County Community College Department of Nursing, hereinafter called “NCCC”.

Purpose:

The purpose of this agreement is to set guidelines for establishing a cooperative relationship between the two programs and to facilitate mobility of students who complete their associate degree program in nursing from NCCC to transfer to the KU-SON for the attainment of a bachelor of science in nursing degree.

Admission to KU –SON

Students who complete an Associate Degree in Nursing at NCCC and who are licensed as Registered Nurses (RN) will be prepared to apply to the RN-BSN/MS degree completion program at the KU –SON provided they meet the nursing program admission requirements specified in the University of Kansas Undergraduate Catalog and admission policies (Technical Standards, Student Participation Requirements, etc.) as specified in the KU SON Student Handbook. Meeting the minimum admission criteria does not guarantee admission into the Graduate program.

Transfer Credit Agreement:

- A. A minimum of 120 credit hours will be required to earn a bachelor of science in nursing degree from the KU–SON. A minimum of 30 credit hours of junior-senior (300-400 level) credit must be taken from the KU–SON. A minimum of 45 upper division credit hours must be demonstrated on the student’s transcript.
- B. Students, who graduate with an Associate Degree in Nursing from NCCC, are licensed as an RN, and transfer to the KU-SON will be granted junior level status upon admission to the KU SON RN-BSN program.
- C. Each student seeking admission to the KU–SON from NCCC will have their entire individual college portfolio reviewed for appropriateness of course transfer.
- D. In addition, each student seeking admission to the KU-SON from NCCC will have their college transcript reviewed for determination of nursing credit transfer. This two-part process is known as a “Portfolio Review”. The purpose of this review is to determine the number of credit hours the individual can be awarded based on congruency between the basic BSN nursing curriculum at the KU-SON and courses taken at NCCC that contain substantially similar content. Content deemed substantially similar to the course content from the KU-SON will be the basis upon which credit is awarded to the student at the course-level consistent with the similar course from the KU-SON.

In the event of termination of this relationship by either party for any reason, all parties agree to cooperate in furnishing the required educational services until every student under this agreement enrolled at the KU-SON has either completed the degree requirements, has withdrawn, or is no longer eligible to continue (in the event a student does not meet the requirements to earn the BSN

through the RN-BSN program). Absent extraordinary circumstances, neither party shall be required to allow enrollment to any student covered by this agreement for more than four semesters.

E. Academic Policy and Regulations:

Unless otherwise identified specifically in this agreement, all other academic policies and regulations of the KU-SON and the University of Kansas that are described in the catalogs of both the KU-SON and The University of Kansas and the KU-SON Student Handbook shall apply to all NCCC students admitted to the KU SON RN-BSN program.

Articulation Agreement Specifications:

This agreement is **valid from the date of authorized** signature of all identified parties. This agreement will remain in effect unless terminated by either party. Termination shall be preceded by written notification to the other party of intention to terminate one semester prior to the termination date. Both parties may agree to review, amend, or modify this agreement at any time.

This agreement and the rights of the parties shall be construed and governed in accordance with the laws of the State of Kansas.

Financial Aid Specifications:

Students in the nursing contracted articulation program are eligible to receive financial aid for semesters in which they are enrolled in at least half time enrollment. There may be times when a student is taking courses on multiple campuses. When this occurs, the student financial aid offices may enter into a Consortium Agreement, with one campus awarding financial aid for the course work that is being completed on both campuses. During the time that a student is conditionally admitted as a student, completing prerequisite course work for the University of Kansas School of Nursing, the community college will be the home school, providing financial assistance to the student. Once the student has completed the prerequisites for the program and becomes fully admitted at KUMC, the Student Financial Aid Office at KUMC will provide the financial assistance.

Signatures:

Representatives of the parties listed indicate their agreement to this articulation agreement by their signatures below. The agreement shall be effective from the date of signature. The signed original of this contract will be kept on file in The University of Kansas School of Nursing.

KAREN L. MILLER, RN, PhD, FAAN Date
Senior Vice-Chancellor and Dean

JAMES GENANDT Date
Neosho County Community College
Vice President for Student Learning

PAMELA COVAULT, MSN RN, CNE Date
Neosho County Community College
Director of Nursing

Agenda Item IX-C: Dental Insurance Renewal

After reviewing the dental insurance renewal rates from Blue Cross-Blue Shield and the proposal submitted by Delta Dental, the insurance committee recommended that the College continue with Blue Cross-Blue Shield and to pay the single coverage premium of \$32.38 for each employee per month. The overall increase for all plans is \$8,514 (10.7%) annually. There are no changes to the benefit coverage. A copy of the cost comparison is attached. The president and the Executive Committee supported the recommendations of the Insurance Committee.

Resolution 2012-76

RESOLVED, that the Board of Trustees of Neosho County Community College approves the renewal of the college's dental insurance with Blue Cross-Blue Shield and to pay the single coverage premium of \$32.38 for each employee per month.

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



Neosho County Community College
Dental Benefit & Cost Comparison for October 1, 2012

In-Network Comparisons Only	BCBS of Kansas		Delta Dental of Kansas	
Deductible (<i>single / family</i>)	\$25 / \$75		\$25 / \$75	
Deductible Benefit Period	Plan Year		Calendar Year	
Benefit Period Maximum	\$1,500		\$1,500	
Age Limits (<i>Child / Full Time Student / Ortho</i>)	to age 26		to age 26	
Diagnostic & Preventive (<i>no deductible</i>)	Plan pays 100%		Plan pays 100%	
X-Rays (<i>bitewing / full mouth</i>)	No frequency limit		Once every 12 months (6 months under age 18) / Once every 5 years	
Exams/Cleanings	No frequency limit		Once every 6 months	
Sealants	ages 5 to 17		to age 16	
Basic Services <i>e.g., fillings, simple extractions, root canals</i>	Deductible, then Plan pays 80%		Deductible, then Plan pays 80%	
Major Services <i>e.g., crowns, dentures, bridges, onlays</i>	Deductible, then Plan pays 50%		Deductible, then Plan pays 50%	
Implants	Covered		Not covered	
Variable Services				
Periodontics (<i>Non-Surgical / Surgical</i>)	Deductible, then Plan pays 80% / Deductible, then Plan pays 50%		Deductible, then Plan pays 80%	
Oral Surgery (<i>e.g., complex extractions</i>)	Deductible, then Plan pays 80%		Deductible, then Plan pays 80%	
Orthodontia , Lifetime Max	No Benefit		No Benefit	
Waiting Periods	240 days for bridges, onlays, crowns, dentures, or dental implant services		None	
URC Percentile	80% of the allowance paid to a contracting dentist for the same service		Delta Premier Schedule of Fees	
Participation Requirement	75%		75%	
Financials	Current	Renewal		
Rate Guarantee		1 year	1 year	
112 Single	\$ 29.03	\$ 32.38		\$ 31.04
14 Employee + Spouse	62.43	69.60		61.46
21 Employee + Child(ren)	59.04	64.22		59.85
14 Employee + Family	91.71	100.65		101.93
Estimated Monthly Premium	\$ 6,649	\$ 7,359		\$ 7,021
Estimated Annual Premium	\$ 79,790	\$ 88,304		\$ 84,246
Comparison		<i>vs. current</i>	<i>vs. current</i>	<i>vs. renewal</i>
Estimated Annual Change from Current/Renewal		+\$ 8,514 +10.7%	+\$ 4,456 +5.6%	-\$ 4,058 -4.6%

Carrier Notes:

Dental implant services are covered up to \$1,000 lifetime max per insured, per arch.

Actual rates and contract provisions are determined by the underwriting carrier. Each carrier's formal proposal as attached prevails over any representations shown in this summary outline.

Agenda Item IX-D: Bids for Fleet Vans

The College administration recommended upgrading the vehicle fleet. The vehicles being traded in are a 2007 Ford Freestar minivan with over 95,000 miles and a 2008 Chevrolet Cobalt with over 75,000 miles. The Executive Committee discussed the vehicle fleet needs and determined the cars in the college fleet are not comfortable for some drivers. Therefore, Administration recommended replacing the Cobalt with a mid-size car that is both comfortable and economical.

Bids were solicited from Ewen Motor Co., Erie; Ranz Motor Co., Inc., Chanute; Shields Motor Co. Inc., Chanute; and Merle Kelly Ford Inc., Chanute.

The College currently has sufficient funds in the Equipment Reserve budgeted for vehicle replacement. The recommendation was that the new vehicles be used at the Chanute campus.

The following bids were received:

Ranz Motor Co., Inc.	
2013 Chevrolet Malibu 4dr Sedan S	\$ 19,906
Trade in 2008 Chevrolet Cobalt	- 7,800
Total	\$ 12,106
Merle Kelly Ford, Inc.	
2012 Ford Fusion	\$18,350
Trade in 2008 Chevrolet Cobalt	- 6,500
Total	\$11,850
Shields Motor Co., Inc.	
2013 Dodge Avenger	\$16,225
Trade in 2008 Chevrolet Cobalt	- 5,000
Total	\$11,225
2013 Dodge Caravan	\$21,700
Trade in 2007 Ford Freestar minivan	- 2,800
	\$18,900

A side-by-side comparison of the three car specifications was prepared. In addition to meeting all minimum specifications, the Malibu also meets all optional preferred specifications. A trip to each of the three dealerships was also made to inspect each model for driver comfort.

It was the president's recommendation that the Board accept the bid of \$12,106 from Ranz Motor Co., Inc. for a 2013 Chevrolet Malibu 4dr sedan LS and \$18,900 from Shields Motor Co., Inc. for a 2013 Dodge Caravan.

Resolution 2012-77

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the bid of \$12,106 from Ranz Motor Co., Inc. for a 2013 Chevrolet Malibu 4dr sedan LS and \$18,900 from Shields Motor Co., Inc. for a 2013 Dodge Caravan.

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

Agenda Item IX-E: Reorganizations within the Student Development Unit

Positions Impacted: Registrar, Assistant Registrar (Chanute), Data Clerk/Receptionist (Chanute), Coordinator of Institutional Research, Assistant Dean of Enrollment Management.

Discussions between the Vice President for Student Learning, Dean of Student Development, Assistant Registrar-Chanute, and Assistant Director of Institutional Research about the expectations with the open Registrar/Director of Institutional Reporting position have included a very candid appraisal of issues that are often strongly desired but often have less real time and effort for training and mentoring: management/leadership items such as budget and resources, personnel evaluation and development, and thinking about the unit's role overall with the institution.

There has been a high turnover rate with the position of Registrar. Their goal was to consider the work assignments and flow of work for that position and the unit overall in light of restructuring the unit has had over the past few months. After discussion with the individuals mentioned, the president made the following recommendations:

1. Promote Susan Haddan to the revised position of Registrar (revised job description attached). Susan's experience and performance over the past several years gives us confidence in making this recommendation. I recommend moving her to a salaried position (Administration) with an annual salary of \$30,438 (currently as an hourly employee her annual earnings are set to be \$24,438).
2. Revise LuAnn Hauser's position to Coordinator of Institutional Research and Reporting (revised job description attached). She will take on institutional reporting responsibilities previously attached to the Registrar/Director of Institutional Reporting. With these changes I am requesting an annual salary increase of \$6,000 for Ms. Hauser.
3. Revise the position description for Kerrie Coomes to specify her role in providing oversight/management of budgets, supervisor review (related to selection, training, evaluation, and assessment of employees in the units under her "umbrella"), as the formal liaison within Student Development to LuAnn as Coordinator of Institutional Research and Reporting, and with expected management role as the Project Management Coordinator in her area (to ensure completion of projects such as e-transcripts, the national clearinghouse for student information, etc.) (revised job description attached). With this I am requesting an annual salary increase of \$2,400.
4. Promote Joanna Tindle to a new position of Registration Specialist, Level III, (revised Assistant Registrar- Chanute to Registration Specialist job description attached), which would entail Susan Haddan's current job. I would request she receive an additional \$.50 per hour, which would move her from her current salary of \$8.75 per hour to \$9.25 per hour, or a total yearly amount from \$18,200 to \$19,240).
5. Permit the unit to seek a replacement for the Data Clerk/Receptionist position.

The funding for the changes comes from the current salary of the Registrar/Director of Institutional Research (\$43,260 for 2012-13). Approximately 12% will have been used for this position, leaving \$38,069 (plus appropriate fringe). The salary adjustments for Susan, LuAnn, Kerrie, and Joanna come

to \$15,505 (plus fringe adjustments). The remaining balance of the funds will be maintained in the Student Learning area in case of state budget decreases and/or for events occurring that were not foreseen during the budget process within Student Learning.

These recommendations were made using the strengths of persons employed by the college, with the emphasis on effectiveness of performance of work first, followed by making that performance more efficient. It is important for individuals in these critical units to realize consistency in accuracy and performance of their work, and then be asked to streamline the processes after effectiveness has been realized so that critical steps are not removed in the name of efficiency first.

A similar structure will be examined for potential changes for the Ottawa Campus. The structure of an Enrollment Management Coordinator provides critical linkages for inter-unit communication, provides for being able to select an employee with the experience/potential to handle critical management and leadership roles such as supervision, budget/resource management, and project management, and enhanced overall effectiveness of work expectations in student development.

Resolution 2012-78

RESOLVED, that the Board of Trustees of Neosho County Community College approves the promotion of Susan Haddan to the position of Registrar with an annual salary of \$30,438; revise LuAnn Hauser's position to Coordinator of Institutional Research and Reporting with a salary increase of \$6,000; revise the position description for Kerrie Coomes to with a salary increase of \$2,400; promote Joanna Tindle to Registration Specialist with an additional \$.50 per hour, \$9.25 per hour, or a total yearly amount from \$18,200 to \$19,240, and seek a replacement for the Data Clerk/Receptionist position.

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

Registrar/~~Director of Institutional Research~~

Reports to: **Assistant** Dean of Student Development

Classification: Full-time, 12-month employee

Pay Status: Administrator

Location: Chanute

Vacation/Sick Leave/Regular Holidays, Fringe Benefits per Board Policy

Starting Salary Range: ~~\$35,000-\$45,000~~ **\$30,000-\$40,000**

Revision Date: May 2011 **August 2012**

Purpose of Position: This position is a member of the Student Development team who reports to the **Assistant** Dean of Student Development. This position is responsible for the management of student records and the coordination of registration, ~~and~~ enrollment procedures for the college, **and accuracy and input of data into the student information system**. ~~The Registrar/Director is responsible for institutional reporting and research with regard to student information system data.~~ This position will work directly with other student development areas to implement a comprehensive student development program for the college.

Essential Functions:

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

Primary duties:

1. Lead and advance the departments of registration ~~and institutional research~~;
2. Ensure the quality, validity, and integrity of the student information system data in conjunction with ~~the CIO and~~ other departments;
3. ~~Coordinate the creation of institutional research reports and procedures;~~ **Manages the college graduation/commencement ceremony;**
4. Maintain and assist in the planning of course offerings and assist in updating the master course list;
5. Manage the registration area of learning management system (InsideNC);
6. Establish and maintain student files, ensuring all academic records are kept current and accurate; monitor student records to ensure compliance to academic regulations and program requirements for graduation.
Perform official duties as registrar including, but not limited to: evaluation of transcripts, signing eligibility rosters, responding to surveys, making residency decisions, performing graduation checks, assigning new course numbers, setting enrollment, certification and withdraw dates;
7. ~~Prepare state aid reports, , Kansas Board of Regents enrollment reports, Kansas Postsecondary Database, IPEDS, and other reports;~~
8. Coordinate the registration staff at the Ottawa campus to ensure duplication of services at that campus;
9. Assist with updating the College catalog and any other college publication where appropriate;
10. Perform other miscellaneous duties as assigned by the Dean of Student Development.

Required Knowledge, Skills and Abilities

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

2. Extreme attention to detail, organizational skills, ability to manage a large number of tasks at one time;
3. Demonstrated ability to learn and disseminate detailed information using a high level of interpersonal skills.

4. Sensitivity to, and awareness of, confidential materials.
5. Ability to work effectively with diverse populations.
6. High level of coordinating skills.
7. Ability to exercise sound judgment.
8. Willingness and ability to lead the registration department and work as a member of a team.
9. Must possess a service mentality toward students, parents, faculty and other staff members.

Education and Experience:

- Minimum of two years of experience in student services (preferably in registration) required.
- Associate degree or higher preferred.~~required; Bachelor degree preferred.~~

Working Conditions:

1. Work is normally performed in a typical interior/office work environment.
2. Occasional evening hours required.
3. Ability to sit for long periods while operating a personal computer is required.
4. No or very limited physical effort required.
5. No or very limited exposure to physical risk.

Non Discrimination

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

Coordinator of Institutional Research & Reporting
Assistant Director ~~Coordinator~~ of Institutional Research

Reports to: Registrar/Director of Institutional Research **Vice President for Student Learning**

Classification: Full-time 12-month employee, Management Support

Pay Status: Regular, exempt

Benefits: Full, 12-month fringe benefits

Starting Salary range: ~~\$\$25,000-\$30,000~~ **\$30,000-\$35,000**

Revised ~~05-12-2011~~ **08 03 2012**

Purpose of Position: This full-time position reports to the Registrar/Director of Institutional Research **Vice President for Student Learning** and is responsible for **coordinating and providing leadership with** assisting institutional research, data acquisition, preparation, analysis, and reporting. Duties include, but are not limited to:

1. Provide premier quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. ~~Assist the Registrar/Director of IR~~ **Provide leadership and management of information to prepare and complete** the acquisition, preparation and analysis of data for the IPEDS, KHEER, KACCBO, KBOR, KSPSD, KHEDS, Core Indicator, outcomes assessment, program review, institutional effectiveness and other federal, state and local reports, **with emphasis on institutional research information demonstrating compliance, accreditation performance, and institutional impact;**
4. At the direction of the Registrar/Director of IR **Vice President for Student Learning (or other appropriate administrator)**, conduct internal and external research such as surveys of employees, students, and community members as assigned and necessary;
5. Design, test and implement ad-hoc data queries and reports as requested by the Registrar/Director of IR **Vice President for Student Learning;**
6. **Coordinate the creation of institutional research reports and procedures;**
7. Assist the Registrar/Director of IR with training for faculty and staff on database and query terminology and usage;
8. Assist Admissions, Registration, Financial Aid, Business Office, Grant Writer and Development Office ~~department heads~~ **and other college units** with **appropriate data manipulation-acquisition** when **appropriate requested/directed;**
9. **Monitor and provide proposed training and related resources to maintain the capacity of institutional research for the institution at/or above minimum standards;**
10. Perform other duties as assigned by the Registrar/Director of IR **Vice President for Student Learning.**

Education and Experience

- Bachelor's degree in a related field of study; OR
- Associate's degree and two years' experience with duties listed above requiring initiative and judgment.
- Experience with data reporting tools (Access, Crystal Reports, Infomaker, etc.) required.

Working Conditions

1. Normal office working environment.
2. Ability to sit for long periods while operating a personal computer is required.

3. Some travel during normal working hours may be required.
4. Time commitment in excess of a forty hour week will sometimes be required.

Non Discrimination

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

Assistant Dean ~~Coordinator of Enrollment Management Services~~ Student Development

Reports to: Dean of Student Development

Organizational Unit: Administrative, 12 month

Benefit: Vacation/Sick leave/Holiday per Board Policy

Salary Range:

Revision Date: April 2012

This position reports to the Dean of Student Development. The coordinator is the primary point of contact for entering students to assist them in preparing their matriculation into the college and reinforce the optimum use of student support services of the institution. The coordinator also provides leadership in coordinating support services of admissions, registration and institutional research, and financial aid, and serving as the liaison to key services outside of student development, such as the business office. Primary functions are multi-tasking projects and interaction with students and staff to ensure quality service with enrollment management requirements of the college. 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. Work with the Dean of Student Development to ensure formal and informal communication of projects, opportunities, and concerns related to unit performance and impact related to the college purposes linked to student services.
4. In coordination with the Dean of Student Development, provide leadership and enhanced management for the student development units of advising, registration, financial aid, and international students. This will include assisting directors/coordinators in those units with budget/resource management, personnel decisions and actions, and inter-unit coordination.
5. Provide project management within the units identified above to ensure appropriate oversight to enhance effectiveness and efficiency processes which increase data accuracy, unit performance, and reinforce commitment of constituent relations.
6. Serve as the primary liaison for Student Development with Institutional Research & Reporting.
7. Serve as primary point of contact to greet students and guests to the campus welcome center areas;
8. Ascertain student/guest needs and provide accurate referral and/or assistance to meet those needs, with an emphasis on services related to admissions, registration, financial aid, and business transactions with the college;
9. Assist the Dean of Student Development and unit directors with projects and tasks that will change based on the cycles of enrollment at the college;
10. Enhance use of the college's data management system related to the student development units, including coordinating of training opportunities for staff through the dean of student development;
11. Provide leadership in the development, implementation, and evaluation of a comprehensive enrollment management plan with the primary goal of strengthening the college's capacity to effectively manage enrollment growth and quality of service to students;
12. Coordinate reports to the Dean of Student Development to enhance the analysis of data and information for institutional effectiveness evaluation;
13. Assist the dean of student development with the coordination of information related to retention and completion evaluation for the college;
14. Enter transfer coursework as evaluated by the registrar;

15. Data entry, as assigned, to support other enrollment management units, with an emphasis on admissions, registration, and financial aid;
16. Cross-train to support efficiency of operations with offices housed in administrative unit;
17. Perform other duties as assigned by the Dean of Student Development, including support for enrollment management needs of the online campus.

Required Knowledge, Skills, and Abilities

1. Engaging personality and ability to work effectively with people
2. Excellent organizational skills with attention to detail and multitasking
3. Excellent computer skills
4. Demonstrated ability to work with confidential information in a professional manner.
5. Experience working within a higher education environment, community college experience preferred
6. Willingness to lead and work as a member of a variety of teams.

Education and Experience

- Associate degree and 1 year relevant work experience required
- Bachelor's degree and 2-4 years of relevant work experience preferred

Working Conditions

5. Normal office working environment.
6. Ability to sit for long periods while operating a personal computer is required.
7. Some travel during normal working hours may be required.
8. Time commitment in excess of a forty hour week will sometimes be required.

Non Discrimination

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

Registration Specialist- Assistant Registrar – Chanute Campus

Reports to: Registrar

Classification: Full-time, 12-month Employee

Pay Status: Classified, Level III

Location: Chanute campus

Vacation/Sick Leave/Regular Holidays per Board Policy

Salary: \$8.50-9.25

Full 12-month fringe benefit

Purpose of position: This position is a member of the registration team who reports to the Registrar. This position is responsible for assisting with all registration and records functions.

Essential Functions:

1. Provide premier quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Assist students with initial enrollment, adding, dropping, and withdrawal from courses
- ~~4. Create and maintain an academic file for each student and assist with filing when necessary.~~
5. Enter enrollment and admissions forms into the **student information system** AS400.
6. Communicate in person, by telephone, or email with students or prospective students to explain or assist them in enrollment and registration procedures and notify students of outstanding materials as necessary.
7. Review student records for completeness, accuracy and compliance to state and federal standards.
8. Enter semester course schedule on **student information system** AS400; prepare the course listing for the printed schedule, place on Inside NC and update links on web page.
9. Receive transcripts and enter accepted credits into the **student information system** AS400.
- ~~10. Generate and follow up on certification and grade rosters; maintain certification and grade books for each semester. [this item goes to the Assistant Registrar position-Ottawa]~~
11. Assist the Registrar with the preparation of state, federal and other enrollment reports.
12. Assist with planning enrollment functions.
- ~~13. Enter and process grades. [done electronically now]~~

14. Assist Outreach & Workforce Development with concurrent high school and lifetime learning enrollment; maintain signed permission-to-enroll forms for concurrently enrolled students.
15. Process course changes and additions and notify faculty & staff of these changes during peak enrollment periods.
16. Oversee the collection of intent to graduate forms from prospective graduates; assist with graduation planning.
17. Perform other miscellaneous duties as assigned by the Registrar.

Required Knowledge and Abilities

1. Excellent interpersonal skills.
2. Excellent organizational skills.
3. Strong computer skills.
4. Effective oral and written communication skills.

Education and Experience

- Associates degree or 1-2 years' experience in registration and records required.

Working Conditions

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

Non Discrimination

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

Agenda Item IX-F: Lease of Texas Mineral Interests

The College was notified that it appears to be the part owner of mineral rights of prospective oil and gas wells in Texas through the estate of Sheldon Propst. The College Attorney has been working with Benchmark Petroleum as an agent for Devon Energy who is interested in drilling the well. The College needs to sign a lease agreement so that they might share in the value of these wells. It is unknown as to how much revenue the College will receive as a result of this lease, but the Board will be kept informed.

Resolution 2012-79

RESOLVED, that the Board of Trustees of Neosho County Community College authorizes execution and delivery of an oil, gas, and mineral lease to Devon Energy Production Company, L.P. in the form submitted subject to changes required by the College attorney.

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

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

Producers 88-198(R)
Texas Paid-Up (2/93)

**OIL, GAS AND MINERAL LEASE
(PAID-UP LEASE)**

THIS AGREEMENT made this _____ day of _____, 20____, between _____

_____, Lessor (whether one or more) whose address is _____

and Devon Energy Production Company, L.P., Lessee; whose address is _____

333 W. Sheridan Avenue, Oklahoma City, OK 73102; WITNESSETH:

1. Lessor in consideration of Ten or more Dollars, in hand paid, of the royalties herein provided, and of the agreement of Lessee herein contained, hereby grants, leases and lets exclusively unto Lessee the lands subject hereto for the purpose of investigating, exploring, prospecting, drilling and mining for and producing oil, gas (including all gases, liquid hydrocarbons and their respective constituent elements) and all other minerals, (whether or not similar to those mentioned) and the exclusive right to conduct exploration, geologic and geophysical tests and surveys, injecting gas, water and other fluids and air into subsurface strata, establishing and utilizing facilities for the disposition of salt water, laying pipelines, housing its employees and building roads, tanks, power stations, telephone lines and other structures thereon to produce, save, take care of, treat, transport, and own said products; which lands are located in Parker County, Texas, and described as follows:

62.33 acres, more or less, out of the T&P R.R. Co., Survey, Section No. 17, A-1374, Parker County, Texas and being more particularly described in that certain Warranty Deed with Vendor's Lien dated March 10, 1932 from V.R. DeGroff to O.B. Bales and wife, Margaret P Bales, recorded in Volume 128, Page 497, Deed Records, Parker County, Texas.

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF FOR ADDITIONAL PROVISIONS

This lease also covers and includes all land owned or claimed by Lessor adjacent or contiguous to the land particularly described above, whether the same be in said survey or in adjacent surveys, although not included within the boundaries of the land particularly described above. The land covered by this lease shall be hereinafter referred to as said Land. Lessor agrees to execute any lease amendment requested by Lessee for a more complete or accurate description of said Land and such amendment shall include words of present lease and grant. For the purpose of calculating any payments hereinafter provided for, said Land is estimated to comprise 62.33 acres, whether it actually comprises more or less until such time as Lessee requests a lease amendment and same is filed of record.

2. Subject to the other provisions herein contained and without reference to the commencement, prosecution or cessation of operations and/or production at any time hereunder, this lease shall be for a term of three (3) years from this date (called "primary term") and as long thereafter as oil, gas, or other minerals is produced from or operations are conducted on said Land or land with which said Land is pooled hereunder. The word "operations" as used herein shall include but not be limited to any of the following: preparing drillsite location and/or access road, drilling, testing, completing, reworking, recompleting, despoering, plugging back or repairing of a well in search for or in an endeavor to obtain production of oil, gas or other minerals and any other actions conducted on said lands associated with or related thereto.

3. The royalties to be paid by Lessee are: (a) on oil delivered at the wells or into the pipeline to which the wells may be connected, one-eighth of the proceeds received from the sale of oil produced and saved from said Land; Lessee may from time to time purchase any royalty oil in its possession, paying the market price therefor prevailing for the field where produced on the date of purchase or Lessee may sell any royalty oil in its possession and pay Lessor the price received by the Lessee for such oil computed at the well; Lessor's interest shall bear one-eighth of the cost of treating the oil to render it marketable pipeline oil or, if there is no available pipeline, Lessor's interest shall bear one-eighth of the cost of all trucking charges; (b) on gas, including all gases, processed liquid hydrocarbons associated therewith and any other respective constituent elements, casinghead gas or other gaseous substance, produced from said Land and sold or used off the premises or for the extraction of gasoline or other product therefrom, the market value at the well of one-eighth of the gas so sold or used provided the market value shall not exceed the amount received by Lessee for such gas computed at the mouth of the well, and provided further on gas sold at the wells the royalty shall be one-eighth of the net proceeds received from such sale, it being understood that Lessor's interest shall bear one-eighth of the cost of all compression, treating, dehydrating and marketing the gas so sold at the wells; (c) on all other minerals mined and marketed, one-tenth either in kind or value at the well or mine, at Lessee's election. Any royalty interests, including, without limitation, non-participating royalty interests, in said Land, whether or not owned by Lessor and whether or not effectively pooled by Lessee pursuant to the provisions hereof, shall be paid from the royalty net forth herein. Lessee shall have free use of oil, gas and water from said Land, except water from Lessor's wells, in all operations which Lessee may conduct hereunder, including water injection and secondary recovery operations, and the royalty on oil and gas shall be computed after deducting any so used.

4. If at the expiration of the primary term or at any time or times after the primary term herein, there is a well or wells capable of producing oil or gas in paying quantities on said Land or land or leases pooled therewith but oil or gas is not being sold or used and this lease is not then being maintained by production, operations or otherwise, this lease shall not terminate, (unless released by the Lessee), and it shall nevertheless be considered that oil and/or gas is being produced from said Land within the meaning of paragraph 2 herein. However, in this event, Lessee shall pay or tender as shut-in royalty to Lessor, or tender for deposit to the credit of Lessor in the Pay directly to Lessor at address above Bank at _____

(which bank and its successors are Lessors agent and shall continue as the depository bank for all shut-in royalty payments hereunder regardless of changes in ownership of said land or shut-in royalty payments) a sum determined by multiplying one dollar (\$1.00) per acre for each acre then covered by this lease, provided however, in the event said well is located on a unit comprised of all or a portion of said Land and other land or leases a sum determined by multiplying one dollar (\$1.00) per acre for each acre of said Land included in such unit on which said shut-in well is located. If such bank (or any successor bank) should fail, liquidate, or be succeeded by another bank or for any reason fail or refuse to accept such payment, Lessee shall re-tender such payment within thirty (30) days following receipt from Lessor of a proper recordable instrument naming another bank as agent to receive such payment or tenders. Such shut-in royalty payment shall be due on or before the expiration of ninety (90) days after (a) the expiration of the primary term, or (b) the date of completion of such well, or (c) the date on which oil or gas ceases to be sold or used, or (d) the date this lease is included in a unit on which a well has been previously completed and shut-in or (e) the date the lease ceases to be otherwise maintained, whichever be the later date. It is understood and agreed that no shut-in royalty payments shall be due during the primary term. In like manner and upon like payments or tenders on or before the next ensuing anniversary of the due date for said payment, the Lessee shall continue to pay such shut-in royalty for successive periods of one (1) year each until such time as this lease is maintained by production or operations. However, if actual production commences within the applicable 90 day period, a shut-in payment regardless of how many times actual production may be commenced and shut-in during such one (1) year period. Lessee's failure to pay or tender or to properly or timely pay or tender any such sum as shut-in royalty shall render Lessee liable for the amount due but it shall not operate to terminate this lease. Lessee agrees to use reasonable diligence to produce, utilize or market the minerals capable of being produced from said wells, but in the exercise of such diligence, Lessee shall not be obligated to install or furnish facilities, other than well facilities and ordinary lease facilities of flowline, separator, and lease tank, and shall not be required to settle labor trouble or to market gas upon terms unacceptable to Lessee. If at any time Lessee pays or tenders royalty or shut-in royalty as hereinabove provided, two (2) or more parties are, or claim to be, entitled to receive same, Lessee may, in lieu of any other method of payment herein provided, pay or tender such royalty or shut-in royalty, in the manner above specified, either jointly to such parties or separately to each in accordance with their respective ownerships thereof, as Lessee may elect.

5. (a) Lessee shall have the right and power in its discretion to pool or combine, as to any one or more strata or formations, said Land or any portion of said Land with other land covered by this lease or with other land, lease or leases in the vicinity thereof. The above right and power to pool and unitize may be exercised with respect to oil, gas or other minerals, or any one or more of said substances, and may be exercised at any time and from time to time during or after the primary term, and before or after a well has been drilled, or while a well is being drilled. Pooling in one or more instances shall not exhaust the rights of Lessee to pool said Land or portions thereof into other units. Units formed by pooling as to any stratum or strata need not conform in size or area with units as to any other stratum or strata, and oil units need not conform as to area with gas units. Units pooled for oil hereunder shall not substantially exceed 80 acres each in area plus a tolerance of 10% thereof, and units pooled for gas hereunder, or units containing a horizontal well (any well having a lateral length of at least one hundred (100) feet), shall not substantially exceed in area 640 acres each, plus a tolerance of 10% thereof, provided that should governmental authority having jurisdiction prescribe or permit the creation of units larger than those specified, units thereafter created may conform substantially in size with those prescribed or permitted by governmental regulations. The pooling for gas hereunder by Lessee shall also pool and unitize all associated liquid hydrocarbons and any other respective constituent elements as may be produced with the unitized gas, and the royalty interest payable to Lessor thereon shall be computed the same as on gas. With respect to any such unit so formed, Lessee shall execute in writing an instrument or instrument describing and describing the pooled acreage and file same for recording in the office of the County Clerk in the county in which said pooled acreage is located. Such pooled unit shall become effective as of the date provided for in said instrument or instruments, but if said instrument or instruments make no such provision, then such unit shall become effective on the date such instrument or instruments are so filed for record. Any unit so formed may be re-formed, increased or decreased, at the election of Lessee, at any time and from time to time after the original forming thereof by filing an appropriate instrument of record in the County in which said pooled acreage is located. Any such pooled unit established in accordance with the terms hereof shall constitute a valid and effective pooling of the interests of Lessor and Lessee hereunder regardless of the existence of other mineral, non-executive mineral, royalty, non-participating royalty, overriding royalty or leasehold interests in lands within the boundary of any pooled unit which are not effectively pooled therewith. Lessee shall be under no duty to obtain an effective pooling of such other outstanding interests in lands within the boundary of any pooled unit. Operations on or production of oil and/or gas from any part of the pooled unit which includes all or a portion of said Land, regardless of whether such operations were commenced or such production was secured before or after the date of this lease or the date of the instrument designating the pooled unit, shall be considered for all purposes, except the payment of royalties, as operations on or production of oil or gas from said Land whether or not the well or wells be located on said Land. The production from an oil well will be considered production from the lease or oil pooled unit from which it is producing and not as production from a gas pooled unit; and production from a gas well will be considered as production from the lease or gas pooled unit from which it is producing and not from an oil pooled unit. In lieu of royalties above specified, Lessor shall receive on production from a unit so pooled only such portion of the royalty stipulated herein as the amount of said Land placed in the unit bears to the total acreage so pooled in the unit involved, subject to the rights of Lessee to

reduce proportionately Lessor's royalty as hereinafter provided. Oil or gas produced from any such unit and used in the operations thereof or thereon shall be excluded in calculating said royalty. Lessee may create any unit formed by it hereunder by instrument in writing filed for record in said county at any time when there is no unutilized substance being produced from such unit. If this lease now or hereafter covers separate tracts, no pooling or unitization of royalty interests between any such separate tracts is intended or shall be implied or result merely from the inclusion of such separate tracts within this lease but Lessee shall nevertheless have the right to pool or unitize as provided in this paragraph 5 with consequent allocation of production as herein provided. As used in this paragraph 5, the words "separate tract" mean any tract with royalty ownership differing, now or hereafter, either as to parties or amounts, from that as to any other part of said Land.

(b) Lessee at any time and from time to time during the life of this lease shall have the right and power as to all or any part or formation or strata of the land herein leased, without Lessor's joinder, to utilize the same with other lands, formations, strata or leases covering lands in the same general area as the leased premises by commencing the leasehold estate and Lessor's royalty estate created by this lease with any other lease or leases, royalty or mineral estate in and under any other tract or tracts of land, regardless of the ownership thereof, so as to create by the combination of such interests or any of them one or more unitized areas of such size and shape as determined by Lessee to be developed and operated by secondary or tertiary methods as though such lands and interest were all included within the terms hereof and constituted a single oil, gas and mineral lease. All such production from such unitized area shall be divided or allocated among the various tracts comprising such unitized area based on a formula derived from parameters utilized by Lessee and incorporated in a unitization agreement approved by the Railroad Commission of Texas. The unitization agreement shall include other provisions designed to allow for operations of the unitized area in an orderly manner and Lessor hereby agrees that all provisions contained therein shall be binding on Lessor provided such unitization agreement is approved by the Railroad Commission of Texas or other Governmental Agencies having jurisdiction over such matters. Operations on or production of oil and/or gas from any part of the unitized area which includes all or a portion of said Land, regardless of whether such operations were commenced or such production was secured before or after the date of this lease or the date of the instrument designating the unitized area, shall be considered for all purposes, except the payment of royalties, as operations on or production of oil or gas from said Land whether or not the well or wells be located on said Land. Royalties payable from the unitized area shall be computed on the basis of the production allocated to the portion of the above described land included within such unitized area after excluding therefrom any oil or gas used in the operations thereon.

6. Lessee may at any time or times execute and deliver to Lessor or to the depository above named or place of record, a release or releases covering any portion of said Land and/or portions of subsurface strata or stratum and hereby surrender this lease as to such portion and/or portion of subsurface strata or stratum and be relieved of all obligations as to the acreage, strata or stratum surrendered. Lessee shall retain rights of ingress and egress across and through any released portion and/or strata of the lease in order to have necessary access to that portion and/or strata of the leased premises which remains in force and on which Lessee continues to conduct operations.

7. If, at any time or times after the expiration of the primary term, operations or production of oil, gas or other minerals on said Land or on acreage pooled therewith should cease from any cause and this lease is not then being otherwise maintained, this lease shall not terminate if Lessee commences or resumes operations within ninety (90) days thereafter and continues such operations or commences any other operations with no cessation of operations of more than ninety (90) consecutive days, and if such operation or other operations result in the production of oil, gas or other minerals, this lease shall remain in full force and effect for so long thereafter as oil, gas or other mineral is produced from said Land or acreage pooled therewith. If it is understood and agreed that if, during the primary term hereof, all operations or production ceases on said Land or land on leases pooled therewith, this lease shall nevertheless remain in full force and effect during the paid-up primary term hereof. If, at the expiration of the primary term, oil, gas or other minerals is not being produced on said Land or on acreage pooled therewith and there are no operations on said Land or on acreage pooled therewith but operations or production commences within 90 days of the expiration of the primary term of this lease, this lease shall not terminate if Lessee commences or resumes operations within ninety (90) days of said cessation of production or operations. If after the expiration of the primary term, Lessee completes either (a) an oil well on land other than said Land and which other land and all or a portion of said Land has been included in a gas unit that was formed prior to the expiration of the primary term of this lease, or (b) a gas well on land other than said Land and which other land and all or a portion of said Land has been included in an oil unit that was formed prior to the expiration of the primary term of this lease, this lease shall remain in force so long as operations on said well or operations on any additional well on said Land or acreage pooled therewith are prosecuted with no cessation of more than ninety (90) consecutive days and if they result in the production of oil, gas or other mineral, so long thereafter as oil, gas or other mineral is produced from said Land or acreage pooled therewith. For all purposes herein, if an oil well on an oil unit, which includes all or a portion of said Land is reclassified as a gas well, or if a gas well on a gas unit, which includes all or a portion of the leased premises, is reclassified as an oil well, the effective date of such reclassification shall be considered as the date of cessation of production from said well. If during the term of this lease, a well or wells should be drilled and completed as a producer of oil or gas in paying quantities and such well or wells are located on adjacent land and within 330 feet of and draining said Land, Lessee agrees, at its option to either (a) drill such offset well or wells, as an ordinary prudent operator would do under similar circumstances, and (b) release the affected acreage or stratum in accordance with the provisions of paragraph 6 herein; and, in this connection, it shall be considered that no drainage exists. However, there shall be no express or implied duty of Lessee, with respect to the above options, unless such offset well or wells drilled by Lessee would be sufficiently productive to pay Lessee a profit over and above drilling, completing and operation expenses.

8. Lessee shall have the right, at any time during or after the expiration of this lease, to remove all property and fixtures placed by Lessee on said Land, including the right to draw and remove all casing. Upon Lessor's request and when reasonably necessary for utilization of the surface for some intended use by the Lessor, Lessee will bury all pipelines below ordinary plow depth. No well shall be drilled within two hundred (200) feet of any residence or barn now on said Land without Lessor's consent.

9. The rights of either party hereunder may be assigned in whole or in part, and the provisions hereof shall extend to their heirs, successors and assigns; but no change or division in such ownership of said Land or royalties, however accomplished, shall operate to enlarge the obligation or diminish the right of Lessee, and no change or division in such ownership shall be binding on Lessee until thirty (30) days after Lessee shall have been furnished, by registered U. S. mail at Lessee's principal place of business, with a certified copy of recorded instrument or instruments evidencing same or evidence satisfactory to Lessee. If any such change in ownership occurs by reason of the death of the owner, Lessee may nevertheless, pay or tender royalties, or part thereof, to the credit of the decedent in a depository bank provided for above. In the event of assignment hereof in whole or in part, liability for breach of any obligation hereunder shall rest exclusively upon the owner of this lease or of a portion thereof who commits such breach. If six or more parties become entitled to royalty hereunder, Lessee may withhold payment thereof unless and until furnished with a recordable instrument, executed by all such parties, designating an agent to receive payment for all.

10. The breach by Lessee of any obligation arising hereunder shall not work a forfeiture or termination of this lease, nor cause a termination or reversion of the estate created hereby, nor be grounds for cancellation hereof in whole or in part. In the event Lessor considers that operations are not at any time being conducted in compliance with this lease, Lessor shall notify Lessee in writing of the facts relied upon as constituting a breach hereof, and Lessee, if in default, shall have ninety (90) days after receipt of such notice in which to commence the compliance with the obligations imposed by virtue of this instrument. The service of said notice shall be precedent to the bringing of any action by Lessor on said lease for any cause, and no such action shall be brought until the lapse of ninety (90) days after service of such notice on Lessee. Neither the service of said notice nor the doing of any acts by Lessee aimed to meet all or any of the alleged breaches shall be deemed an admission or presumption that Lessee has failed to perform all its obligations hereunder. After the discovery of oil, gas or other minerals in paying quantities on said premises, Lessee shall reasonably develop the acreage retained hereunder; but, in discharging this obligation, it shall in no event be required to drill more than one well per eighty (80) acres, plus an acreage tolerance not to exceed 10% of 80 acres, of the area retained hereunder and capable of producing oil or other minerals in paying quantities and one well per 640 acres, plus an acreage tolerance not to exceed 10% of 640 acres, of the area retained hereunder and capable of producing gas or other minerals in paying quantities and one horizontal well per 640 acres, plus an acreage tolerance not to exceed 10% of 640 acres of the area retained hereunder and capable of producing oil, gas or other minerals in paying quantities.

11. Lessor hereby ~~irrevocably and exclusively~~ agrees that Lessee may, at its option, discharge any tax, mortgage or other lien upon said Land, either in whole or in part; and, in the event Lessee does so, it shall be subrogated to such lien with the right to enforce same and apply royalties hereunder toward satisfying same. When required by state, federal or other laws, Lessee may withhold taxes with respect to royalty and other payments hereunder and remit the amounts withheld to the applicable taxing authority for credit to Lessor. ~~Without impairment of Lessor's right under the warranty hereof~~ If Lessor owns an interest in the oil, gas or other minerals on, in or under said Land less than the entire fee simple estate, then the shut-in royalties and royalties to be paid Lessor shall be reduced proportionately.

12. (a) Should Lessee be prevented from complying with any express or implied covenant of this lease, from conducting operations thereon, or from producing oil or gas therefrom by reason of scarcity of or inability to obtain or to use equipment or material, or by operation of force majeure, any Federal or State law, or any order, rule or regulation of governmental authority, then while so prevented, Lessee's obligation to comply with such covenant shall be suspended and Lessee shall not be liable for damages for failure to comply therewith; and this lease shall be extended while and so long as Lessee is prevented by any such cause from conducting operations on or from producing oil or gas from said Land; and the time while Lessee is so prevented shall not be counted against Lessee, anything in this lease to the contrary notwithstanding.

(b) The specification of causes of force majeure herein enumerated shall not exclude other causes from consideration in determining whether Lessee has used reasonable diligence wherever required in fulfilling any obligations or conditions of this lease, express or implied, and any delay of not more than six (6) months after termination of force majeure shall be deemed justified.

(c) All terms and conditions of this lease, whether express or implied, shall be subject to all Federal and State Laws, Executive Orders, Rules, or Regulations; and this lease shall not be terminated, in whole or in part, nor Lessee held liable in damages for failure to comply therewith, if compliance is prevented by, or if such failure is the result of, any such Law, Order, Rule or Regulation.

13. This lease states the entire contract between the parties, and no representation or promise, verbal or written, on behalf of either party shall be binding unless contained herein; and this lease shall be binding upon each party executing the same and their successors, heirs, and assigns, regardless of whether or not executed by all persons above named as "Lessor".

IN WITNESS WHEREOF, this instrument is executed on the date first above written.

LESSOR LESSOR
 LESSOR LESSOR

STATE OF §
 COUNTY OF §
 This instrument was acknowledged before me on _____ by _____

Notary Signature: _____
 Printed Name: _____
 Notary Public, State of _____

**OIL, GAS AND MINERAL LEASE
ACKNOWLEDGMENTS**

STATE OF _____ §

COUNTY OF _____ §

This instrument was acknowledged before me on _____ by _____

Notary Signature: _____

Printed Name: _____

Notary Public, State of _____

STATE OF _____ §

COUNTY OF _____ §

This instrument was acknowledged before me on _____ by _____

Notary Signature: _____

Printed Name: _____

Notary Public, State of _____

STATE OF _____ §

COUNTY OF _____ §

This instrument was acknowledged before me on _____ by _____

Notary Signature: _____

Printed Name: _____

Notary Public, State of _____

639-0001

Agenda Item X: Adjournment

Upon motion by Dennis Peters and second by Charles Boaz the meeting adjourned at 6:34 p.m.

Respectfully submitted,

David Peter, Board Chair

Denise L. Gilmore, Board Clerk

ATTACHMENT 1

Report to the NCCC Board of Trustees
Jim Genandt, Vice President for Student Learning

Fall In-Service

August 13: Orientation for new employees & additional orientation for new faculty

August 14: All employees at the Chanute campus, review/updates on personnel and policies, review/update on harassment (including sexual harassment video and updates on current cases affecting how we report incidents), constituent service training, overview of accreditation preparation, enhancements for assessment of student learning and institutional effectiveness, updates about Inside NC

August 15: Department meetings, other training

August 16/17: optional sessions for faculty so they have more prep time, optional staff sessions.

August 18: Move in day with the residence halls at the Chanute campus/college offices open to assist students/parents

August 20: classes start at all locations

Initiatives in Student Learning Division

Retreat with Student Learning Division leaders: emphasis on recruitment, retention, and completion of NCCC students, assessing student education goals (Personal Information Update reviewed/revised by students at each registration period), constituent relations with students and other external stakeholders and an emphasis on reducing internal “silos” and increasing internal communication and collaboration, and need to have a mindset that does not see what we do as permanent and secure, but to develop a capacity for environmental scanning and thinking “outside the box,” the need to enhance our ability to acquire external resources to support student learning projects and programs. We are also preparing recommendations to enhance academic and career advising.

Reverse transfer project: we will have a report soon on the past five years of students who did not complete their program of study so we can analyze and develop our approach to contact those students about: 1- providing us with college transcripts if they have completed additional coursework since leaving NCCC so we can apply applicable courses to their certificate/degree program, or 2-letting them know that we have more access to many courses through our extended sites and online campus.

Accreditation

Preparation of the change request to the Higher Learning Commission for distance learning (with Marie Gardner), deadline for the final version: August 20, 2012.

Preparation of the first draft of the self-study for the Higher Learning Commission review of NCCC and our accreditation status (visit scheduled for fall 2013), deadline for the final version: May 1, 2013.

Enhancing assessment of student learning: we have three good years of course and general education assessment data. We have reached stability in terms of instructor participation with the assessment process, and will be working to maintain and strengthen the instructor involvement with this component of institutional effectiveness. We are taking steps to have all instructors provide more narrative comment which will strengthen the value of the assessment scores. Narrative information is the source for seeing what the instructor is doing in a course, their perception of its success as a learning tool, and also permits instructors to ask questions and seek assistance from peers and instructional leaders.

Program-level assessment reports are done annually, usually many months after assessment data has been received. I have asked for program assessment reports for academic year 2010-2011 to be reviewed and revised to include more analysis of narrative information. In some instances there is a lack of narrative information. The need for and value from narrative information has been stressed during faculty and adjunct instructor meetings since January (2012). The 2011-2012 program assessment reports will also stress narrative information to support the scores and/or provide information related to recommendations for program

improvement. The 2011-2012 reports will be due before the end of the fall semester (2012) so that information from them can be included in the accreditation self-study.

We are merging the Assessment and Program Review committees into one group, and strengthening the use of assessment data in the program review process. Formal program reviews are on a rotating basis. These reports will now have specific reporting requirements to provide analysis of assessment outcomes performance at the course, program and, where applicable, general education levels. Special emphasis is being made at fall in-service (for faculty) and adjunct instructor meetings to ensure all are aware of the general education assessment components and to stress those that related to their courses with students this semester. This is to help address concerns noticed in the CCSSE survey results.

In addition, we will be discussing adjustments to the program review cycle. Transfer areas have a slower cycle for needing to adjust assessment outcomes as compared to occupational programs. In occupational areas where programs have an external certification or accreditation requirement, learning outcomes are often dictated to our directors and instructors. We will be examining whether these programs should have a different program review cycle to provide for comprehensive methods of revising/proposing new assessment outcomes and getting those changes through the necessary committees and into our assessment process.

Special thanks to Sarah Robb, our assessment coordinator, and LuAnn Hauser, our institutional research coordinator, for their oversight of this component. Please note that we are also in discussion with the Jenzabar company about a possible new program for processing assessment outcome information, with the goal of a process that would allow us to imbed assessment information with course grading, reinforce the connection of more narrative assessment information, and the ability to drill to specific student/course levels for assessment of student learning analysis. Kerry Ranabarger and Marie Gardner have worked with Sarah and LuAnn on this new approach.

Strategic Plan: The college strategic plan has been developed in an alternative format (copy attached). This format presents readers with a view linking objectives to the strategies/tactics designed to pursue the objectives, and with columns indicating the alignment of each strategy with one or more of the following categories: President's Goals, College Master Plans, HLC Accreditation Area, KBOR Foresight 2020 Area, and Our Time Project.

Resource Development: Grants

Joyce Cussimano, Grant Director, has identified several sources for support. We are developing proposal ideas related to National Science Foundation projects targeting community colleges with STEM (Science-Technology-Engineering-Manufacturing) programs, with an emphasis on increasing awareness of these programs, and of enhancing the engagement of females into traditional male occupation/research areas. We are also reviewing two areas from the Kresge Foundation and their new initiatives to enhance access and completion for students in higher education.

Concurrent Enrollment

Monitoring the implementation of the new state legislation related to secondary schools and students in occupational programs. Qualifying programs of study must be on a list from the state department of labor as being an occupational area with medium-to-high wage level and that there will be either a projected shortage of skilled workers or the stability of the occupational area qualifies. We anticipate that health care, welding, and construction types of programs will be on the list. We are hoping to have additional "qualifiers" in computer science and energy. We are exploring options for expanding the occupational programs we have beyond health care into the Ottawa region. We are also investigating options to use distance learning delivery of many of the occupational programs related to lecture components, with lab settings at one of our existing sites or, depending on the interest in an area, where we could explore a partnership with a business or education organization.

Instructional Highlights: Summer 2012

Nursing:

- Summer Perkins Leadership Grant from KBOR to prepare for extended use of simlabs for education and training and reduce clinical education
- Faculty engaged in preparing new testing software/platform
- Discussion and finalization of cooperative transfer agreement with University of Kansas

- Preparation underway for report to the National League of Nursing (due October 2012)

Nursing & Allied Health:

- Directors met with Kent Pringle to review clinical contract clauses and past and emerging issues, such as background checks, substance abuse checks, and HIPPA confidentiality. The directors will confer with their advisory committee members and clinical agency contacts to review our compliance practices.

Outreach:

- Another successful Kids College
- Engaged with KBOR staff for program alignment in HIT programs
- Success with renewal of the Upward Bound grant

Liberal Arts:

- Selection of new faculty in English and Psychology (Ottawa campus) and Theater (Chanute campus), orientation of new division chairperson: Kevin Blackwell, coordination of First Year Seminar course (Mindy Ayers), and assistance with enrollment and coordination with developmental education courses.

Applied Science & Business:

- Continued preparation of the business program review of accreditation.
- Implementation of new college algebra with review (lab) pilot during the summer session to enhance both student learning and transfer.
- Selection of new mathematics and business faculty for Chanute.

CAVE:

- Completing cooperative agreement with Emporia State University to provide developmental math instruction beginning spring semester 2013.
- Continued work with Pittsburg State University on developmental math.
- Expansion of Adult Education Consortium with inclusion of Ottawa (starting July 2012).
- Charter member of AOK project through KBOR to more closely connect adult education students with a career program of study
- Assistance with enrollment through testing, placement, advising.
- Reintroduction of the partners in change project via Project 17.

ATTACHMENT 2

Projects Report to the Board of Trustees

Vice President for Operations

Ben Smith

August 9, 2012

- A. North Detention Pond/Drainage Issues with city of Chanute**
- North detention pond nearly complete.
 - Should be completed in time to be seeded with other ground impacted by the projects.
- B. Softball Field/Road/Parking project**
- Softball field essentially complete –infield & outfield dirt laser leveled to grade (pics below).
 - NCCC staff still have scoreboard, sound system, batting cages, etc. to complete.
 - Electrical complete.
 - Ceilings complete.
 - Hanging cabinets now (pics below).
 - Dugouts essentially complete (pics below).
 - Still forming and pouring curbs and gutters...should finish by next Wednesday.
 - Parking lot lights installed yesterday.
 - Asphalt scheduled to start next Wednesday.
 - Working with Bobbie Forrest and construction classes on lockers and dugout benches.
 - Current recommended change order summary included below. (see page 2)
- C. Student Union/Gym Restrooms**
- Student Union restrooms complete (optional tour after board meeting).
 - Gym restrooms nearly complete except for touchup (pics below).
 - Painting touchup still needs to be done.
 - Complete any other punch list items next week.
- D. Fire Suppression – Sprinkler System**
- Inside essentially complete.
 - Service hookup complete.
 - Waiting on punch list items with contractor for occupancy permit.
- E. Gym Floor**
- Gym floor auction through PurpleWave.com in progress-link below:
<http://www.purplewave.com/search/?query=neosho&type=upcoming&submit=Search>
 - Gym floor complete – optional tour after board meeting (pics below).
 - Plan on allowing volleyball in on August 22 for practice prior to home matches starting on August 24th.
- F. Mezzanine Bleachers**
- Mezzanine bleachers complete.
 - Bleacher railings are complete.
 - Access stair ramps and floor bleachers to be installed Monday, August 13th.
- G. Bideau Movie Lounge**
- In progress.
 - Planned for completion by move-in day.

NCCC 2012 Summer Project Change Orders

Softball Field

1. Omit rock wall in center field	Deduct	\$ <6,409.00>
2. Wood framing and install metal roofing on dugouts		\$ 10,784.00
3. Install doors and hardware		\$ 1,500.00
4. Install wood pickets on infield fence		\$ 6,426.00
5. Batting cage concrete move to pitching area		\$ 5,400.00
6. Omit batting cage poles and netting, install netting at ends of bull pens	Deduct	\$ <7,250.00>
7. Add conduit for center field		\$ 1,056.00
8. Add 6' wide warning track at outfield fence		\$ 1,395.00
9. Omit all signage on dugouts	Deduct	\$ <5,514.00>
10. Omit (2) drinking fountains in dugouts		\$ <
11. Labor and equipment to level infield mix		\$ 1,200.00

Locker Room/Restrooms

1. Omit clouds in all locker rooms	Deduct	\$ <8,000.00>
2. Alternates for light fixtures in locker rooms (T-5's w/ four tubes)	Deduct	\$ <1,809.00>
3. Add paint ceilings and ductwork		\$ 3,924.00
4. Install new frost proof water hydrant		\$ 299.10
5. Install Aqua Stats on water tempering valves (2)		\$ 320.00

Parking Lot

1. Water line to large island		\$ 2,000.00
2. Electrical outlet to large island		\$ 1,000.00
3. Gravel road to ball field 60'x16'x6"		\$ 723.86
4. Remove and replace one section of Chapman Hall Porch		\$ 6,625.00

Loyd net sub-Total + \$ 13,671.96

Gym Floor

1. Level floor to specs less NC work credit		\$ 4,447.29
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Total + \$ 18,119.25



View of field from backstop wall



View of field from outfield warning track



View of cabinets in concessions stand



View of dugouts from driveway



View of drive and new lights



View of roundabout/drop-off between Chapman and Sanders



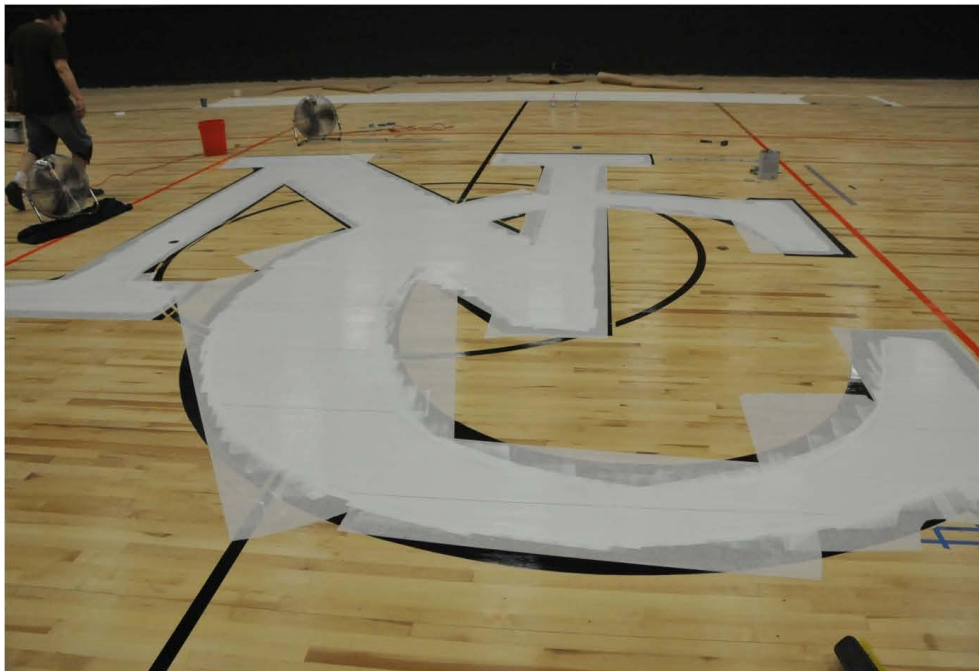
View of men's locker room restroom



View of men's locker room showers



View of NC just black



View of NC with white primer



View of NC complete

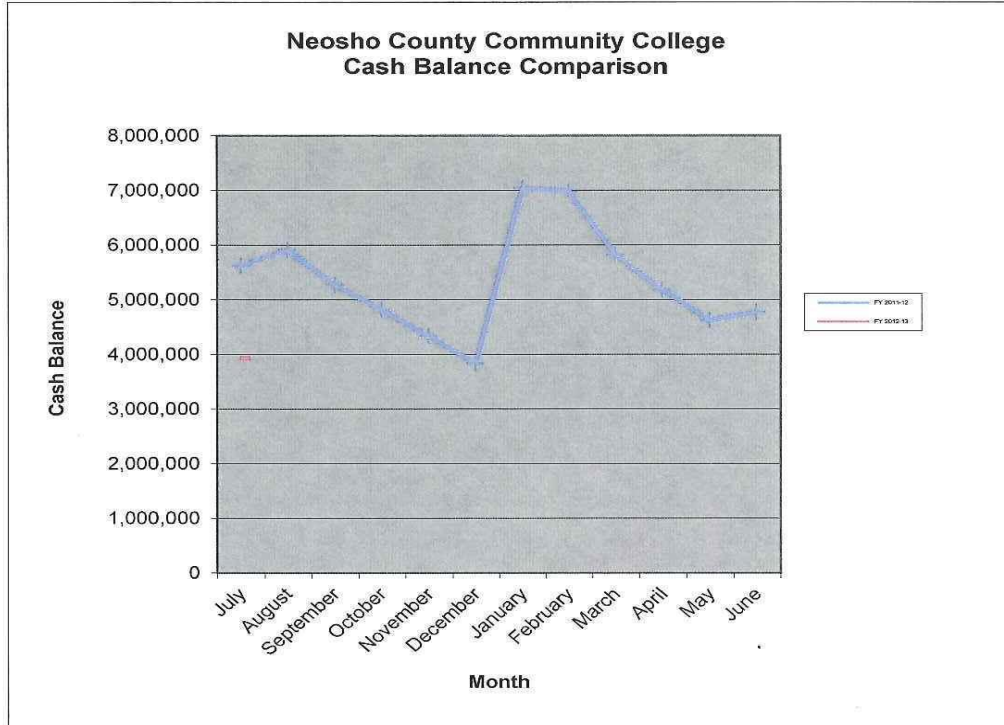


View of entire finished floor

ATTACHMENT 3

**TREASURER'S MONTHLY FINANCIAL STATEMENT
NEOSHO COUNTY COMMUNITY COLLEGE
For the Period July 1, 2012 to July 31, 2012**

FUND	FUND DESCRIPTION	BEGINNING BALANCE 6/30/2012	RECEIPTS JULY	JOURNAL ENTRIES JULY	DISBURSEMENTS JULY	ENDING BALANCE 7/31/2012
02	Postsecondary Technical Education Reserve	27,085.00	6,036.11		0.00	33,121.11
07	Petty Cash Fund	1,069.48	0.00	0.00	0.00	1,069.48
08	General Fund Deferred Maintenance	103,141.23	235.00	0.00	0.00	103,376.23
09	General Fund Equipment Reserve	210,134.90	0.00	0.00	-3,360.00	206,774.90
10	General Fund Unencumbered Fund Balance	1,000,000.00	0.00	0.00	0.00	1,000,000.00
11	General Fund	1,030,175.00	52,497.61	0.00	-554,968.17	527,704.44
12	Postsecondary Technical Education Fund	-210.00	78,374.03	0.00	-67,296.93	10,867.10
13	Adult Basic Education Fund	0.00	455.50	0.00	-29,344.35	-28,888.85
14	Adult Supplementary Education Fund	2,289.19	52.00	0.00	0.00	2,341.19
16	Dorm-Student/Union Fund	433,683.72	87,289.96	0.00	-19,098.19	501,875.49
17	Bookstore Fund	-39.40	24,956.40	-510.19	-10,209.44	14,197.37
21	College Workstudy Fund	-188.50	0.00	0.00	0.00	-188.50
22	SEOG Grant Fund	0.00	0.00	0.00	0.00	0.00
23	ACG Grant Fund	0.00	0.00	0.00	0.00	0.00
24	Pell Grant Fund	402.00	18,397.00	0.00	-18,397.00	402.00
25	Student Loans Fund	0.00	19,643.00	0.00	-19,643.00	0.00
31	Title III Grant	-33,205.33	0.00	0.00	-18,168.67	-51,374.00
32	Grant Funds	-93,492.52	4,242.98	0.00	-63,131.87	-152,381.41
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	630,776.84	0.00	0.00	0.00	630,776.84
70	Agency Funds	974,252.88	143,705.31	0.00	-44,393.94	1,073,564.25
90	Payroll Clearing Fund	0.00	0.00	0.00	0.00	0.00
	TOTALS	\$4,340,980.28	\$435,884.90	\$0.00	-\$848,011.56	\$3,928,343.43
	Checking Accounts					\$466,785.54
	Investments					\$3,459,957.89
	Cash on Hand					\$1,600.00
	Total					\$3,928,343.43



ATTACHMENT 4

PRESIDENT'S REPORT

AUGUST 9, 2012

Trustees,

We met just a few weeks ago and I have been gone on vacation, so my report is a bit shorter than usual. Here are a few items of interest.

ENROLLMENT

Right now enrollment is up over 3%, with Chanute on-campus enrollment leading the way. After our opening day numbers last year of being up over 17% from the previous year, it is good to see that we have not only maintained that growth but added to it a little bit. There is still two weeks to go and we might see a little dip in the numbers, but we are already ahead of where we started in Fall 2010.

Due to the 10% decrease this summer, we are up only 0.28% for the year. The budget was built on a 2% decline in enrollment, so we are still ahead of revenue estimates right now. As always we will be monitoring the situation.

Here are the numbers:

FALL SEMESTER 2012

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2011	30	08-10-11	2351	17861	
TOTAL	2012	30	08-09-12	2424	18470	3.41%
CHANUTE	2011	30	08-10-11	621	7045	
CHANUTE	2012	30	08-09-12	684	7599	7.86%
OTTAWA	2011	30	08-10-11	744	5523	
OTTAWA	2012	30	08-09-12	725	5704	3.28%
ONL	2011	30	08-10-11	804	4004	
ONL	2012	30	08-09-12	862	4100	2.40%
ODO	2011	30	08-10-11	48	293	
ODO	2012	30	08-09-12	37	223	-23.89%
IDO	2011	30	08-10-11	134	996	
IDO	2012	30	08-09-12	109	809	-18.78%

HOUSING

It looks like another banner year for housing. We have 278 paid contracts with another 17 contracts outstanding and 3 no shows so far, bringing the potential students to 292. The halls can hold 267. We have booked rooms at the hotel through Labor Day. There will be an employee present at the hotel. We are also looking into allowing a few international students who are sophomores to live off campus at their request. As always we will see who actually shows up on move-in day. The goal is to have all students settled in the halls within two weeks.

The long-term vision for expanding housing is moving athletics and/or grants out of the wing of NeoKan and reconvertng the space back into housing. This is part of the Our Time plan but is predicated on building either the new student services building for grant offices or the new student activity center for athletic offices, both of which have rather large price tags. So it may be several years until that can occur. In the meantime we will be examining how many athletes each coach can invite to campus and what international and fine and performing arts invite as well.

UPDATE OF THE FMP

At the last Board Retreat the Trustees accepted the Our Time plan as a way to update and carry out the Facilities Master Plan (FMP). As a result, the FMP, created in 2008, will need to be updated. Additionally we are in the process of creating a Landscape Master Plan (LMP) which will need to be folded into the FMP. We have been in contact with Bartlett & West, who created the original FMP about updating the document and adding the LMP to the plan. They have offered to complete the project for \$8,000 plus travel expenses of up to \$1,000. Part of the agreement will be two meetings with the architects, new drawings of the campus, and an updated 3-D “fly around” that we can use to display the new campus to constituency groups and prospective donors. It is my intent to bring this to the September Board meeting.

AGREEMENT WITH USD 413 ON THE ATHLETIC STORAGE FACILITY

Tim Heenan, Chair of the Foundation Board, Claudia and I met with representatives of USD 413 about the proposal to build a storage facility on the property of the community sports complex. The original verbal agreement was that the Foundation was offering \$20,000 for a relative amount of space in the facility, equaling over 600 square feet, for track and men’s and women’s soccer. The final agreement, however, reduced this amount to just over 200 square feet. Tim and the Foundation Board did not agree and have counteroffered less money for the smaller space. Dr. Hardy is discussing the matter with his staff and may be increasing the space to try to get back to the \$20,000 figure.

JAYHAWK CONFERENCE MEETING

The meeting to discuss the future and direction of the Jayhawk Conference, as well as set goals and expectations for the Director of the conference, has finally been scheduled for September 19th. There are those who want the emphasis shifted to positioning the conference for more national championships and others who think the conference has lost its original mission and is grown too big. What are the Board’s thoughts?

SCHEDULE OF COMING EVENTS:

- Move-in day is August 18th beginning at 9am
- First day of fall classes is August 20th
- First volleyball game on the new floor is August 24th

PERSONAL NOTE

Thank you for the week of vacation. The family and I enjoyed the eastern Caribbean very much! I think it was the longest time since I got my first smart phone eight years ago that I have been out of touch with the College for more than a day. Everything worked out fine. I appreciate your patience.

