

NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes – June 14, 2012
5:30 P.M.
Student Union, Room 209

I. Call to order

Kevin Berthot called the meeting to order at 5:35 p.m. in room 209 of the Student Union.

II. Roll call

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

Also attending were Amber Burdge, Denise Gilmore, Dr. Brian Inbody, Jason Kegler, Brenda Krumm, Kent Pringle, Ben Smith, and Sandi Solander.

III. Public Comment

There were no speakers.

IV. Approval of the Agenda

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

V. Budget Hearing

There were no speakers.

VI. Consent Agenda

On motion by Dennis Peters and second by Lori Kiblinger the following items were approved by consent:

- A. Minutes from May 10, 2012
- B. Claims for disbursement for May 2012
- C. Personnel

1. Resignation – Receptionist/Data Clerk

It was the president's recommendation that the Board accept the resignation of Joyce Quick, Receptionist/Data Clerk. Ms. Quick's resignation was effective May 25, 2012.

2. Resignation – Mathematics Instructor

It was the president's recommendation that the Board accept the resignation of Benjamin Gort, Mathematics Instructor. Mr. Gort's resignation is effective July 31, 2012.

3. Resignation – Theatre Instructor

It was the president's recommendation that the Board accept the resignation of Sarah Owen, Theatre Instructor. Ms. Owen's resignation was effective May 22, 2012.

4. Resignation – Adult Education Instructor

It was the president's recommendation that the Board accept the resignation of Lane Roberts, Adult Education Instructor on the Coffeyville campus. Mr. Robert's resignation was effective June 11, 2012.

5. Resignation – Business Instructor

It was the president's recommendation that the Board accept the resignation of Mark Watkins, Business Instructor. Mr. Watkins' resignation is effective June 21, 2012.

6. Receptionist/Data Clerk

It was the president's recommendation that the Board approve the employment of Joanna Tindle as Receptionist/Data Clerk. Ms. Tindle holds a B.A. in history/secondary education from College of the Ozarks.

Ms. Tindle's prior work experience includes working as a substitute teacher for the Altoona/Fredonia/Neodesha school district, primary school teacher for the Kabul Learning Center in Kabul, Afghanistan, and a therapy technician at Alpha Care Back and Neck Pain Center here in Chanute.

Ms. Tindle will be paid \$8.75 per hour (Level 2) beginning June 18, 2012.

7. Half Time Ottawa Bookstore Assistant

It was the president's recommendation that the Board approve the employment of Laura Baker as half time Ottawa Bookstore Assistant. Ms. Baker has attended Topeka Technical College and completed courses in computer accounting.

Ms. Baker has worked at the Ottawa bookstore in this position for the past four months. She has also been a personal care attendant at Windsor Place at Home Care in Lawrence, KS.

Ms. Baker will be paid \$9.50 per hour (Level 2) beginning July 1, 2012.

8. Head Track/Cross Country Coach

It was the president's recommendation that the Board approve the employment of Vincent Bingham as Head Track/Cross Country Coach. Mr. Bingham has a B.A. in Physical Education from Missouri Baptist College.

Mr. Bingham was most recently Director of Operation Cross Country/Track & Field at the University of Kansas. He has also been the Head Cross Country/Track & Field Coach at Missouri Baptist University and Lincoln University, Assistant Track & Field Coach at Southern Illinois University of Carbondale, and Associate Head Cross Country/Track & Field Coach at Lindenwood University.

Mr. Bingham will be paid at Instructor, Step 10 level (\$35,925) with a start date of August 13, 2012.

9. Appointment of Liberal Arts Division Chair

It was the president's recommendation that the Board approve the appointment of Kevin Blackwell as the Liberal Arts Division Chair. Division chairs receive a reduced teaching load, a ten-month contract and a stipend of \$3,500 per year.

10. New Assistant Coaches

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

Samantha Campbell Allen, Softball

Ms. Allen has served as an assistant coach to the summer league softball at Ketchum High School and coach of fundamentals to athletes ages 12 and under as a camp assistant director at Camp of Champs, Ketchum Schools. Ms. Allen received an A.G.S. from Bacone College in Muskogee, OK.

Kourtney Clark, Women's Soccer

Ms. Clark has worked as an intern with the women's soccer coach and athletic trainer at Ottawa University as well as organized and taught youth at city-wide soccer camps and refereed youth soccer games with the Ottawa Recreation Commission. Ms. Clark received a Bachelor of Exercise Science from Ottawa University.

Jason Robbs, Track and Field

Mr. Robbs has worked as an assistant track and field coach at Baker University, work study trainer at NCCC, and substitute teacher. He has helped with YMCA outdoor camps and Special Olympics. He is a multiple time All American and National Champion thrower. Mr. Robbs received an A.S. from NCCC and is working on a B.A. in Education from Baker University.

As first year coaches they will receive \$1,250 per month (subject to change at the July Board meeting) for nine months (\$11,250) 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.

11. Appointment of Upward Bound Director

Laurie Kerns has served the Upward Bound Program at NCCC for more than five years, first as the Administrative Assistant. Her desire to successfully serve the program and the students led Ms. Kerns to pursue her Bachelor's degree and eventually to the position she currently holds of Academic Coordinator.

She has excelled in fulfilling the requirements of this position, developing strong relationships with the schools served by the grant. She has also developed exceptional bonds with individual students in order to successfully influence the cultural, emotional and educational limitations that affect each of them. As a professional she has proven herself to be organized, positive-minded, and student oriented. She demonstrates commitment and always works to bring success to the Upward Bound program.

The Upward Bound Grant has been refunded for another five-year cycle. Ms. Kerns meets the requirements for the position.

It was the president's recommendation that the Board approve the promotion of Laurie Kerns from Academic Coordinator to Director of the Upward Bound program with re-classification from Management Support to Administration. Ms. Kerns' start date will be July 1, 2012, with an annual salary of \$36,000.

D. Course Inventory Revisions/Additions

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

Course Inventory Changes June 2012 Board Meeting

New Course

NURS 240 The Leadership Project, 3 credit hours

Name & Credit Hour Changes

ALHT 225 ICD-9-CM Coding, 3 credit hours, to ICD-10-CM Coding, 4 credit hours

Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number:	NURS 240
Course Title:	The Leadership Project
Division:	Nursing
Program:	Nursing
Credit Hours:	1-3
Initiation/Revised Date:	May 2012
Assessment Goal per Outcome(s):	Eighty-three Percent (83%)

CLASSIFICATION OF INSTRUCTION

Independent nursing elective course for students enrolled in the nursing program that consistently demonstrate leadership attributes as listed on the NSNA Leadership University website. Must have permission and signed contract with the director or assistant director of the nursing program.

COURSE DESCRIPTION

This course is designed as an elective for students enrolled in the nursing program. It provides an overview of a nursing role of interest in the hospital setting. Emphasis is placed on defining roles, identifying the duties, describing the responsibilities of the role, relating role relationships, and performing a literature search of the nursing role of interest.

PREREQUISITES AND/OR COREQUISITES

Recommendation of nursing instructor and permission of the director or assistant director of the nursing program.

TEXTS

*The official list of textbooks and materials for this course are found on Inside NC.
None

COURSE OUTCOMES/COMPETENCIES (as Required)

At the end of the course the student should be able to:

1. Determine a project listed on the NSNA Leadership University website.

2. Construct a plan for a specific activity that falls within the NSNA Leadership University Guidelines.
3. Implement the specific activity determined by the student.
4. Evaluate the specific activity.
5. Create a portfolio documenting the development, implementation and evaluation of the activity.

COURSE OUTLINE

- I. Course Expectations
- II. Available Projects
- III. Determining an Activity within the Project
- IV. Development & Implementation of the Activity Plan
- V. Developing a Portfolio
- VI. Developing an Evaluation Tool

INSTRUCTIONAL METHODS

Self- paced

Mentor facilitated

NSNA Leadership University website

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

STUDENT REQUIREMENTS

1. Sign contract for arranged or independent instruction.
2. The student will record on the time log sheet each time he/she spends time developing or implementing the project.
3. The student leads the project/activity.
4. The activity plan:
 - a. Is typed
 - b. Contains a reference section of least 5 professional nursing references (books or journals) published within the last 5 years.
 - c. Contains objectives for the activity.
 - d. Contains a section for resources.
 - i. Type and amount
 - ii. Arrangements for getting resources
 - e. Contains specific details for preparation, implementation and evaluation.
5. The portfolio contains the activity plan, completed evaluations, any materials developed by the student for the activity and pictures or other evidence of the activity.

METHOD OF EVALUATION

1. The student's portfolio will be graded on creativity of presentation, level of professionalism, organization of the activity plan and completeness.
2. The implementation of the plan will be graded based on level of leader attributes displayed (defined by NSNA Leadership University), organization of the activity, quality of

- materials developed and level of usefulness to project of NSNA Leadership University.
3. The final course grade is based on grades received for the activity plan, implementation of the plan itself and the portfolio.

COURSE POLICY

Requirements: The Kansas Board of Regents requires that instructors of arranged and independent study courses maintain a log documenting the amount of time a student spends on each portion of the course; the amount of time actually spent in consultation with the student, including the date, time, and place of such consultation; the grade, date, time and place of all examinations. Student signatures should be used for documentation purposes. Any final products of such courses such as papers, projects, and reports will be maintained with the contract and the instructor's log as the permanent file for the course.

Procedures: To cover fully the state audit expectations for arrangement and independent study classes, each instructor must require completion of the contract and must document with student signatures the exact dates and amounts of time used for sessions. Grade records must be completed both for independent study and arrangement classes; both types of classes must show a minimum of 750 minutes per credit hour (12.5 clock hours).

Definition: It is the position of the Community Colleges Section that:

Courses that are held by arrangement or independent study are those that:

- require 750 minutes for each credit hour awarded
- are held at times other than those shown in the semester schedule (arrangement)
- are held at times or places other than scheduled times or places shown in the semester schedule (independent study)
- are held under the direction of a qualified and duly employed* faculty member of one of the Kansas Community Colleges
- have an applicable syllabus on file detailing the expected outcomes for that course AND have a mutually acceptable contract between the faculty member (school) and the student which outlines the course outcomes to be achieved. This of course also has sign-in sheets, signed rosters or other verification to document time spent by students in scholarly pursuit of the required course credit hours

*or supervision of an individual acting on the behalf of a community college faculty member

GRADING SCALE

A = 91-100 B = 83-90 C = 76-82 D = 67-75 F = 0-66

ASSESSMENT OF STUDENT GAIN

Assessment of student gain will be determined by the instructor's evaluation of the activity plan, implementation of the plan and the portfolio.

Attendance Policy

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

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

Academic Integrity

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

Cell Phone Policy

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

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

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

VII. Reports

- A. Outreach – Brenda Krumm, Dean of Outreach and Workforce Development, gave a report on the Outreach area. 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 May financial statement. Revenue for the month of May was \$831,490.51 and disbursements were \$1,405,163.66. See Attachment 3.
- D. Report from KACCT Meeting – Charles Boaz reported on the KACCT meeting he attended June 7 and 8 at Johnson County Community College.
- E. President – Dr. Brian Inbody gave a president’s report. See Attachment 4.

VIII. Unfinished Business

Agenda Item VIII-A: Approval of 2011-12 Budget Amendment

It was necessary for the Board to approve the amended budget as published. It was the president’s recommendation that the Board adopt the resolution below.

AMENDING THE 2011 BUDGET

The governing body of
Neosho County Community College
will meet on the 14th day of June, 2011 at 5:30 P.M., at
Oak Room Student Union
for the purpose of hearing and answering objections of taxpayers relating to the proposed
amended use of funds.
Detailed budget information is available at
Business Office
and will be available at this hearing.

SUMMARY OF AMENDMENTS

Fund	Adopted Budget 2011-2012			Proposed Amendment 2011-2012 Budget
	Actual Tax Rate	Amount of Tax to be Levied	Expenditures and Transfers	Expenditures and Transfers
General	33.783	\$4,172,640	\$11,834,763	\$13,234,763
Postsecondary Technical Ed	0	\$0	\$2,213,080	\$3,613,080

Board Chairman

Resolution 2012-43

RESOLVED, that the Board of Trustees of Neosho County Community College approves the amended budget as published for FY2011-12.

Upon motion by Charlie Boaz and second by Dennis Peters the above resolution was unanimously approved.

IX. New Business

Agenda Item IX-A: Accounts Receivable Write Off

The chief financial officer asked for approval to write off \$142,590.87 of accounts receivables for activity from January 2011 through December 2011. The write-off amount from June 2011 was \$108,913.73 and 43% of that amount has been collected and paid.

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

Resolution 2012-44

RESOLVED, that the Board of Trustees of Neosho County Community College authorizes the administration to write off \$142,590.87 in old accounts receivables, and that the College continues to attempt to collect those amounts written off.

Upon motion by Charlie Boaz and second by Lori Kiblinger the above resolution was unanimously approved.

Agenda Item IX-B: Cancellation of Outstanding Checks

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

After reviewing the outstanding checks it has been determined that \$765.14 should be cancelled and restored to the fund originally charged.

Resolution 2012-45

RESOLVED, that the Board of Trustees of Neosho County Community College authorizes the administration to cancel \$765.14 in old outstanding checks.

Upon motion by Dennis Peters and second by Patricia Griffith the above resolution was unanimously approved.

Agenda Item IX-C: Board Policy Revision for Outside Employment (second reading)

The purpose of this proposed policy revision is to clarify our outside employment policy. Much has changed in higher education since this policy was originally written.

Those full-time employees with outside jobs, whose work may overlap with regular College work schedules, will need to ask for permission on a yearly basis in this revision. It also requires College personnel to ask for permission to work for other higher education institutions where completion and developed College work product may be in question.

Current

Outside Employment During School Months

Contracted employees wishing to accept outside employment or to pursue self-employment of a regular nature during such time as they are actually engaged in college-related duties must submit for the president's approval a written request to do so. Annually the president will evaluate the status of approved employment to determine if a significant change has occurred and whether approval will be continued. In general, outside employment is acceptable to the extent that the employment does not interfere with the employee's duties at the college.

Proposed

Outside Employment

As the primary employer, Neosho County Community College has a standard of employees providing their best effort in performing their duties and responsibilities. Providing best effort reinforces commitment to the mission, vision, and purposes of the College and in ensuring quality service to all constituents.

Outside employment for purposes of this policy shall include the following:

1. Employment that is directly or indirectly with another educational institution at any time the employee is party to an employment contract with the College;
2. Employment that is not with or for another educational institution and is during such time (semester, summer session or intersession) as the employee is actually engaged in college-related duties and that will require or potentially require the employee to work during any of the same hours that the employee's college employment duties will also require or potentially require the employee to work.

Full time employees wishing to accept outside employment or to pursue self-employment (collectively "employment") of a regular nature that is defined in paragraph 1 or paragraph 2 above, shall submit a written request for approval to the President of the College before accepting or commencing such employment. In general, outside employment that is not with another educational institution is acceptable to the extent that the employment will not, in the sole discretion of the President, interfere with the employee's duties at the College. Even if prior request for approval of employment is not required, the President may determine that such employment is interfering with the employee's duties at the College. In general, outside employment with another educational institution is not acceptable unless, in the sole judgment and discretion of the President, it will further the educational mission of the College.

If an outside employment request is approved by the President, and such outside employment is continuing, then the employee shall submit a written request to continue such outside employment each year before the next fall semester. Renewed or continuing approval by the President should not be considered automatic.

It was the president's recommendation that the Board approve the revised Outside Employment policy.

Resolution 2012-46

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

Upon motion by Charlie Boaz and second by Dennis Peters the above resolution was unanimously approved.

Agenda Item IX-D: Board Policy Revision for College Holidays (second reading)

The current Board of Trustees holiday policy specifically names the days that the College is closed and provides a paid holiday for the full-time employees. Over the past eleven years since the policy was last updated the Trustees have approved academic calendars that differ with Board policy, including adding a week-long Thanksgiving Break and deleting Presidents Day as a paid holiday. Occasionally Christmas Break is extended due to how it falls on the calendar. The four-day summer work week is not considered on the formula for July 4th holiday mentioned in policy.

The following policy revision allows the Board to adjust the paid holidays by approving the yearly academic calendar. The Trustees will have the flexibility to change the holidays whenever they adopt or amend the calendar. Nothing is being taken away from employees with this policy change. The current policy indicates 9 paid holidays in excess of Christmas Break and the academic calendar, which we have used for the past three years, has 10 holidays.

Current Policy

Holidays (revised 6/14/01)

Paid vacation will be for the following days:

Martin Luther King's Birthday

President's Day

Good Friday

Memorial Day

July Fourth (When this holiday falls on Saturday, the previous Friday will be considered the holiday. When it falls on Sunday, the following Monday will be considered the holiday.)

Labor Day

Thanksgiving Day, Wednesday preceding and Friday following

Christmas Break (which shall begin December 24th, regardless of the day it falls on, and continue through January 1st. When January 1st falls on a Sunday, Christmas Break shall continue through January 2nd.)

Proposed

Paid holidays will be determined by the Board of Trustees as part of the approval process for the College academic calendar.

It was the president's recommendation that the Board approve the revised College holidays policy.

Resolution 2012-47

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

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

Agenda Item IX-E: Board Policy Revision for Non-renewal Notice (second reading)

At the April 2011 Board meeting the Continuing Contract Law policy was updated because of changes in Kansas Statutes. It was the president's recommendation that the Non-Renewal Notice for Executive Administrators, Senior Administrators and Administrators be updated to coincide with professional employee's continuing contract law policy.

Non-Renewal Notice (added 09 08)

Written notice of the Board's intention to not renew the contract of employment of an Executive Administrator, Senior Administrator or Administrator (all referenced to as "Administrator" in this section) shall be given to the Administrator on or before ~~the third Friday in May~~^{May 1} of the year in which the term of the Administrator's contract expires. An Administrator shall give written notice to the Board ~~on or before May 15~~^{within ten (10) days} of the Administrator's rejection of renewal of a contract of employment. Terms of a contract may be changed at any time by mutual consent of both an Administrator and the Board.

"Not renew the contract" or "non-renewal of the contract" means that an Administrator remains on duty to complete the term of a current contract but is not offered a contract for the subsequent contract, calendar or fiscal year. The Board reserves the right of the President or President's designee to relieve or suspend the Administrator of any or all contractual duties, with pay for the balance of the term of the Administrator's contract.

Resolution 2012-48

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised Non-Renewal Notice policy as presented above.

Upon motion by Charlie Boaz and second by Lori Kiblinger the above resolution was unanimously approved.

Agenda Item IX-F: Board Policy Revision for Assistant Coach Policy (second reading)

It was the president's recommendation that the Board clarify the Assistant Coach Policy by revising it to include the language that assistant coaches are part-time employees. Assistant coaches are not offered any benefits.

Assistant Coach Policy (approved April 2000, revised May 2000)

Assistant Coaches are part-time employees. Each varsity sport will be allowed one assistant coach. If the sport recruits 28 or more student athletes (not including student managers), two assistant coaches will be allowed. In the event that the number of student athletes drops below 28 during a semester, the second assistant coach will be terminated within ten working days.

Resolution 2012-49

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

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

Agenda Item IX-G: MOU with Greenbush for Cabin

The attached Memorandum of Understanding with Greenbush is necessary to continue the cabin-making project, which is part of the joint construction technology program between NCCC and USD 413.

It was the president's recommendation that the Board approved the MOU with Greenbush.

Resolution 2012-50

RESOLVED, that the Board of Trustees of Neosho County Community College approves the MOU with Greenbush for the cabin project with USD 413.

Upon motion by Charlie Boaz and second by Lori Kiblinger the above resolution was unanimously approved.

Neosho County Community College – Southeast Kansas Education Service Center
Memorandum of Understanding
Construction Trades

2012-13 School Year


INTRODUCTION

This document is a binding memorandum of understanding between the Neosho County Community College hereafter NCCC and the Southeast Kansas Educational Service Center (Greenbush). The intention of this memorandum is to provide the framework for establishing and maintaining a cabin construction program for secondary students in Chanute USD 413. This agreement does not cover all issues pertinent to the operation of the NCCC Construction Trades Program but it does describe an agreed-upon set of principles for the operation of the Cabin Construction program.

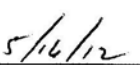
POINTS OF UNDERSTANDING

1. Greenbush will act as fiscal agent will be responsible for:
 1. providing the funds required to construct each cabin and deliver the finished cabin per 2.4;
 2. providing certified plans for the cabins;
 3. developing individual cabin budgets to be agreed upon by Greenbush and NCCC;
 4. managing and funding the cabin construction-related financial transactions required by the project;
 5. provide fire and casualty insurance desired for the cabins; and
 6. marketing the cabins for sale to third parties as the owner of the finished cabins.
2. Greenbush will work with NCCC to:
 1. finalize each set of plans as to modifications required for each specific site;
 2. provide all cabinetry and furniture required for the construction of the cabins;
 3. arrange for delivery of the cabinetry/furniture to the building site; and
 4. schedule the delivery of the finished cabins within a reasonable time from the building site to a location determined by Greenbush.
3. NCCC will be responsible for:
 1. providing an appropriate building site;
 2. providing an NCCER certified instructor(s);
 3. ordering appropriate materials from DOC Material List and billing Greenbush for these materials;
 4. providing the safety equipment, tools and instructional supplies required by the project with agreed program funding;
 5. obtaining all required local building permits at the building site, billing Greenbush for these permits;
 6. completing all required local inspections; and,
 7. complying with any additional inspection requirements at the building site required by Greenbush.

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



Southeast Kansas Education
Service Center-Greenbush



Date

Neosho County Community College

Date

Agenda Item IX-H: MOU with USD 413 for Technical Ed Partnership

The attached annual Memorandum of Understanding with USD 413 is necessary to continue our joint technical education program.

It was the president's recommendation that the Board approved the MOU with USD 413.

Resolution 2012-51

RESOLVED, that the Board of Trustees of Neosho County Community College approves the MOU with USD 413 for our joint technical education program.

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

CHANUTE USD 413/ NEOSHO COUNTY COMMUNITY COLLEGE
Memorandum of Understanding

2012-2013 School Year

INTRODUCTION

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

POINTS OF UNDERSTANDING

1. Neosho County Community College will administer and retain day-to-day responsibility for technical education programs located at Chanute High School in the areas of Construction Technology, Welding, and Health Occupations. Chanute Public Schools agrees to provide financial support of the programming in a cooperative effort with Neosho County Community College.
 - 1.1. Neosho County Community College will prepare and submit an annual budget based upon anticipated enrollment and annual per student fees for the CTE programming. The annual per student fee shall be for a concurrent enrollment student. This annual budget will be presented to Chanute Public Schools for approval no later than June 1, 2012.
 - 1.2. “Anticipated enrollment” will be the estimated enrollment based upon the Spring enrollment held at Chanute High School. Neosho County Community College will be provided the anticipated enrollment numbers no later than May 21, 2012.
 - 1.3. Actual student enrollments will be certified by October 30, 2012, for the Fall semester and by March 30, 2013 for the Spring semester.
 - 1.4. Chanute Public Schools’ financial support of the CTE will be budgeted annually, at the discretion of the Chanute Public School’s Board of Education, based upon the following:
 - 1.4.1. Estimated cost per student enrollment provided for above. Payment to Neosho County Community College shall be based upon the certified enrollment.
 - 1.4.2. Adjustment of fee for student(s) in the program not a concurrent enrollment student.
 - 1.4.3. Program Costs will be adjusted based upon Chanute Public Schools’ certified enrollment in the program on October 30, 2012 for the Fall semester and March 30, 2013 for the Spring semester.
 - 1.4.4. Special costs to accommodate Chanute Public Schools students pursuant to ADA or IDEA shall be the responsibility of Chanute Public Schools.
2. The number of seats in each individual program will be as determined jointly by Chanute Public Schools and Neosho County Community College.
 - 2.1. The 2012-13 seats in each individual program will be allocated by Chanute Public Schools.
 - 2.2. Chanute Public Schools will be responsible for assigning students to its allotment of seats. Chanute Public Schools will notify Neosho County Community College as such assignments are made.
3. Neosho County Community College will be responsible for the development and revision of specific program curriculum based upon direction provided by Chanute Public Schools. Neosho County Community College will obtain input from the CTE General Advisory Committee, composed of Chanute Public School staff, and the individual program advisory committees. Following the development and revision of program curriculum with input as stated, this information will to be presented to Chanute Public Schools. Neosho County Community College will provide reports, data and information sufficient for

Chanute Public Schools to fulfill and respond to KSDE requirements for reporting, auditing, and Program Review documentation to maintain each program's approval for funding.

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

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

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

3.1.3 The Special Project Budget will be submitted to USD413 by May 21, 2012.

4. Neosho County Community College will follow the Chanute Public Schools' school calendar for these CTE programs.
5. Neosho County Community College will be responsible for the staff development needs/schedule of employees assigned to these CTE programs.
6. Operation of these CTE programs will be administered by policies and procedures as approved by the Neosho County Community College Board of Trustees.
7. Chanute Public Schools' representative, on behalf of each student, shall provide documents required to satisfy regulatory reporting requirements and to assure any necessary reasonable accommodations that may be needed are provided. Notification as to individual student health issues that may affect their performance/safety are also governed by this policy.
8. The Chanute Public Schools Student Code of Conduct will be used for all student-related matters and NCCC administration will be made aware of the circumstances, except for the following which shall be governed exclusively by the Neosho County Community College Code of Student Conduct: Grade Appeal; Academic Integrity; Neosho County Community College students that are not Chanute Public Schools students.
9. Chanute Public Schools will provide at no cost a portion of the facility, known as the Vocational Building, located at Chanute High School to Neosho County Community College adequate for the 2012-13 school year enrollment for concurrent enrollment classes. It is acknowledged that Neosho County Community College will need to use the facility for classes that are not concurrent enrollment classes, and Chanute Public Schools and Neosho County Community College agree to enter into negotiations in good faith to arrive at a separate written agreement for such use.
10. Neosho County Community College will notify USD413 of summer and evening course offerings at the time the schedule is developed.
11. Chanute Public Schools agrees that all Chanute Public School property housed within the CTE program facilities and currently used by Neosho County Community College in connection with providing vocational programming will remain in place for the 2012-13 school year. Neosho County Community College agrees that all real and personal property owned by the NCCC will remain in place in the program for which it was purchased for the 2012-13 school year.
12. Instructor absences will be handled in the following manner:
 - 12.1. If either entity, NCCC or USD413, requests the instructor to be absent from teaching for a specific event, such as training, state meetings, or inservice, the cost of the absence shall be borne by the entity requesting the absence.
 - 12.2. Regular absences, such as sick leave, bereavement, or personal days, up to a total of 5 will be covered by USD413. Regular absences are those approved absences identified in the NCCC Negotiated Agreement.
 - 12.3. Absences beyond 5 become the responsibility of NCCC.
 - 12.4. The district office will be notified if instructors are out of class on college business.
 - 12.5. Travel to State and National competitions will count toward the days covered in 12.2.

13. Neosho County Community College in conjunction with Chanute Public Schools will develop long and short-term goals for the construction trades/welding programs during the 2012-13 school year.
14. Chanute Public Schools will enter into a Service Contract with Neosho County Community College as required by state law. The Contract will be of three-year duration and may be renewed annually thereafter.

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

Neosho County Community College

Date

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

Date

A Special Projects Addendum (check one):

 X Is attached and incorporated herein. Is not attached.

**Special Projects Addendum
2012-2013**

The construction technology projects for 2012–2013 are as follows:

1. Produce at least one more cabin for Greenbush. (Greenbush Budget)
2. Assist with the completion of NCCC softball facilities. (NCCC Budget)

Agenda Item IX-I: MOU with Neosho County Community College Foundation

The Neosho County Community College Foundation has agreed to loan Neosho County Community College \$77,000 in interest free funds necessary for the new athletic facilities. This loan is an advancement for the softball, volleyball, and men's and women's basketball percentage for the new athletic facilities. The NCCC Foundation is requesting that each coach sign a promissory letter, however, in the event that the coach(s) do not meet their financial obligation it will be the responsibility of Neosho County Community College to make the payment. A copy of the MOU with the Foundation is attached below.

It was the president's recommendation that the Board approve the MOU with the Foundation for a loan for the new athletic facilities.

Resolution 2012-52

RESOLVED, that the Board of Trustees of Neosho County Community College approves the MOU with the Foundation for a loan for the new athletic facilities.

Upon motion by Charlie Boaz and second by Patricia Griffith the above resolution was unanimously approved.

Memorandum of Understanding
Effective June 14, 2012

Neosho County Community College Foundation and Neosho County Community College

Purpose – The purpose of this Memorandum of Understanding is to describe the relationship between the Neosho County Community College Foundation (Foundation) and Neosho County Community College (NCCC) relating to funds provided by the Foundation for use on the Chanute campus to improve the NCCC softball field and the NCCC gymnasium.

The Foundations mission is to create and foster trustworthy community partnerships that support and advance NCCC's mission of providing quality educational programs, services, and activities for its students and the community by managing, soliciting and administering gifts of money and/or property for scholarships, programs, facilities, capital improvements and endowments.

Request – The Foundation has provided funds for the NCCC softball field and gymnasium renovations.

Terms of Understanding – This Memorandum shall take effect upon signature of the Official Officer of the two organizations. The funds will be paid back over a 5-year period with the first payment being due May 2013. Coaches representing the sports that have been designated by NCCC as those sports that will be using the improved facilities and have committed to raise funds through donations, fundraisers, etc. for their respective sports to make the loan payments. (A payment schedule is attached).

- Softball
- Men's Basketball
- Women's Basketball
- Volleyball

All control, care, and upkeep of the improved NCCC facilities are the sole responsibility of NCCC and their representatives. All revenues from events, concessions and game proceeds associated with these facilities are to be retained by NCCC or the NCCC sport associated with the proceeds.

The Foundation may defer up to one full annual payment allocated to be paid by a designated sport but the Foundation shall not be obligated to do so. If donations/fundraisers, etc. for payment(s) allocated to be paid by a designated sport are not met it shall be the responsibility of NCCC to make that payment and shall each year budget funds for such purpose in compliance with applicable cash-basis laws.

We hereby enter into this Memorandum of Understanding effective the 14th day of June, 2012.

THE BOARD OF TRUSTEES OF NEOSHO COUNTY COMMUNITY COLLEGE

By: Chairperson of the Board

THE BOARD OF DIRECTORS OF NEOSHO COUNTY COMMUNITY COLLEGE FOUNDATION

By: President of the Board

Agenda Item IX-J: Kansas College Wrestling Fund Donation

The Kansas College Wrestling Fund (USAW-Kansas, Inc.-KCWF) supports Kansas collegiate wrestling programs in many ways, one of which is financial. The KCWF would like to donate \$1,000 to the Neosho County Community College wrestling program to be utilized for, operational expenses, travel expenses, uniforms, facility upgrades, mats, technological needs, equipment to support the wrestling program, or wrestling scholarships. These funds may also be used for other items deemed necessary by the Head Wrestling Coach, Director of Athletics, or the Institution Budget Manager. The Letter of Understanding outlines the conditions by which NCCC must abide when agreeing to accept the financial donation. Some of those are:

- NCCC Wrestling and the President must choose to a) permanently restrict the funds for wrestling, b) establish an endowment fund for wrestling, or c) place the funds in the general wrestling operating fund
- Funds will be made available annually to NCCC Wrestling based upon current spending policy established and approve by the Board of Trustees
- Investment decisions relative to the fund shall be solely at the discretion of the Finance and Executive committee of the Institution's Board of Trustees who may elect to utilize counsel from an outside professional investment management firm
- If the Institution drops the wrestling program, the USAW-Kansas, Inc.-KCWF foundation requests that the funds provided for the wrestling program be returned in full along with any unused funds from previous years that remain in the permanent restricted fund or endowment fund
- The institution may not alter or reduce the wrestling program budget as a result of the KCWF contribution
- Future donations from the USAW-Kansas, Inc.-KCWF fund shall be in accordance with these same guidelines

It was the president's recommendation that the Board approve the Letter of Understanding with the Kansas College Wrestling Fund.

Resolution 2012-53

RESOLVED, that the Board of Trustees of Neosho County Community College approves the Kansas College Wrestling Fund donation of \$1,000 to the NCCC wrestling program.

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



LETTER OF UNDERSTANDING

between

Kansas collegiate wrestling institutions and USAW-Kansas, Inc.-
Kansas College Wrestling Fund (a.k.a. USAW-Kansas, Inc.-KCWF).

The Neosho Community College – 800 West 14th Street, Chanute, KS 66720 herein agrees to accept funds from **USAW-Kansas, Inc.-KCWF** with the following conditions:

1. The principal amount for the school's wrestling program will become a part of the University's (designate one):
 - _____ Permanent restricted fund for wrestling
 - _____ Endowment fund for wrestling
 - _____ General wrestling operating fund
2. Funds from this account will be made available annually to the wrestling program based upon the then current spending policy which will have been established and approved by the University's Board of Trustees.
3. It is herein stated and expressly understood that at no time shall the initial amount set forth as a gift for the Neosho Community College Wrestling Program be invaded or used in any manner inconsistent with the directions and desires as designated by the **USAW-Kansas, Inc.-KCWF** foundation.
4. All investment decisions relative to this fund shall be solely at the discretion of the Finance and Executive Committee of the University's Board of Trustees who may elect to utilize counsel from an outside professional investment management firm.
5. If, for any unforeseeable reason, the university makes the decision to discontinue or drop the sponsorship of the university wrestling program, the **USAW-Kansas, Inc.-KCWF** foundation requests that the funds provided for the wrestling program in that year be returned or refunded in full **along with any unused funds from previous years that remain in the permanent restricted fund or endowment fund.**
6. The **USAW-Kansas, Inc.-KCWF** respectfully requests that the university budget that supports the wrestling program not be altered or reduced as a result of the **USAW-Kansas, Inc.-KCWF** contribution.
7. Future distributions from the **USAW-Kansas, Inc.-KCWF** fund shall be in accordance with these same guidelines.

The intent of the contribution is to provide special funding for the wrestling program by creating support for the following areas but is NOT limited to: wrestling scholarships for program participants, special needs for the operational budget, travel expenses, uniforms, facility upgrades or mats, equipment to support the wrestling program, technological needs, or other items deemed necessary by the Head Wrestling Coach, Director of Athletics, or the University Budget Manager.



LETTER OF UNDERSTANDING

Between Kansas collegiate wrestling institutions and USAW-Kansas, Inc.-

KCWF

Page 2

Please sign, date below and mail signed original to:

USAW-Kansas, Inc.-KCWF

ATTN: Sean McCarthy, Chairman

11524 Rosehill Road

Overland Park, KS 662210

Amber Burdge
Athletic Director
Neosho Community College

DATE _____

Wayne Petterson
Head Wrestling Coach
Neosho Community College

DATE _____

Sean McCarthy
Chairman
USAW-Kansas, Inc.-KCWF

DATE _____

Agenda Item IX-K: Commerce Bank Credit Card

The College currently has thirteen Corporate Visa Credit Card accounts issued to college administrators through Intrust Bank, Wichita. All Intrust Visa cards are set to expire at the end of this month.

Administration has not been overly pleased with the level of service recently provided by Intrust staff and has elected to pursue other options. Two major weaknesses of the Intrust card are:

1. Intrust charges an annual fee of \$35 for each card which amounts to \$455 per year for thirteen cards.
2. Customer service is only available Monday through Friday, 8 a.m.–6 p.m. CT.

The following specifications were developed for alternative credit card proposals:

- No annual fee
- 24 hour voice help line assistance
- Notification to cardholders via multiple methods (text, email, and phone) when the credit limit is reaching maximum or the account is suspended due to suspicious activity
- Online access to account information
- Up to 20 individual card holders
- Individual card limits ranging from \$1,000 to \$15,000

Commerce Bank has presented a proposal for a Visa credit card that has a 24-hour help line and will not charge the College a \$35 yearly fee per card. Plus they will give the College 1% back on our purchases up to \$50,000 a year. The only specification not available at Commerce Bank is notification to cardholders via multiple methods (text, email, and phone) when the credit limit is reaching maximum or the account is suspended due to suspicious activity.

Commerce Bank, a Missouri-based company with headquarters in Kansas City and St. Louis, operates in five states: Missouri, Kansas, Illinois, Oklahoma and Colorado. It has over \$20.6 billion in assets and serves customers from over 360 locations. Their goal is to create customer loyalty, shareholder value and employee satisfaction.

It was the president's recommendation that the College approve the Corporate Resolution to obtain commercial card accounts through Commerce Bank. Once the Commerce Bank Visa cards have been issued, the Intrust Bank Visa cards will be canceled.

Attached is a copy of the proposed Corporate Resolution.

Resolution 2012-54

RESOLVED, that the Board of Trustees of Neosho County Community College approves the Corporate Resolution to obtain commercial card accounts through Commerce Bank. Dr. Brian Inbody and Sondra K. Solander shall be authorized, directed and empowered to establish commercial card accounts with Commerce Bank, to incur debt associated with the accounts, and to execute all documents to effectuate this purpose which he/she may deem necessary and proper, including without limitation any application and/or agreement to open the accounts.

Upon motion by Charlie Boaz and second by Lori Kiblinger the above resolution was unanimously approved.



Commerce Bank

Corporate Resolution To Obtain Commercial Card Accounts

The undersigned, Dr. Brian Inbody the Secretary of Neosho County Community College a educational corporation, does hereby certify that the following resolutions were duly and regularly passed and adopted by the Board of Directors of this Corporation, at a meeting duly called, on the 14th day of June, 2012, and such resolutions are still in full force and effect and have not been amended or revoked.

RESOLVED, that any one of the following:

Dr. Brian Inbody
Sondra K. Solander

be and each hereby is authorized directed and empowered to establish commercial card accounts ("Accounts") with Commerce Bank (herein called "Commerce"), to incur debt (in the form of a line of credit established by Commerce for Corporation) associated with the Accounts, and to execute all documents to effectuate this purpose which he/she may deem necessary and proper, including without limitation any application and/or agreement (each an "Agreement") to open the Accounts.

FURTHER RESOLVED, that any one of the foregoing named officers of this Corporation may from time to time request Commerce to issue commercial cards to any person in connection with any of the Accounts.

FURTHER RESOLVED, that any one of the foregoing named officers of this Corporation may from time to time appoint an Administrator to assist Commerce in the administration of the Program as provided in the Agreement (each such term as defined in the Agreement).

FURTHER RESOLVED, Commerce is authorized to act upon these resolutions until written notice of revocation is delivered to Commerce, and that the authority hereby granted shall apply with equal force and effect to the successors in office of the officers named herein.

The undersigned further certifies that the specimen signatures appearing below are the signatures of the officers authorized to sign for this corporation by authority of these resolutions.

SPECIMEN SIGNATURES:

NAME (typed)	TITLE (typed)	SIGNATURE
Dr. Brian Inbody	President	
Sondra K. Solander	Chief Financial Officer	

IN WITNESS WHEREOF, I have hereunto set my hand as Neosho Co Comm College Secretary and affixed the corporate seal of this Corporation this 14th day of June, 2012.

(SEAL)

SECRETARY: _____

Agenda Item IX-L: Athletic Insurance Renewal

Dissinger Reed Insurance Services, our current athletic insurance broker, recommended the College continue athletic insurance coverage through QBE Specialist Insurance. The premium for 2012-2013 will increase to the rate of \$69,896, an increase of \$4,996 over last year. The coverage includes \$0 deductible, \$25,000 Accident Medical Expense, AD & D-\$10,000, HMO/PPO and Expanded Medical Benefits, and an incurring period of one year.

Additionally, they recommended continuing Catastrophic Coverage from Mutual of Omaha for \$7,242 per year. This represents an increase of \$474 in the premium on the Catastrophic Coverage from Mutual of Omaha.

It was the president's recommendation that the Board accept the proposal from Dissinger Reed Insurance Services to provide athletic insurance through QBE Specialist and Mutual of Omaha.

Resolution 2012-55

RESOLVED, that the Board of Trustees of Neosho County Community College approves purchasing the College's athletic injury insurance with QBE Specialty Insurance for \$69,896 with catastrophic insurance from Mutual of Omaha in the amount of \$7,242 for the coming academic year.

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

Agenda Item X: Adjournment

By acclamation the meeting adjourned at 7:23 p.m.

Respectfully submitted,

David Peter, Board Chair

Denise L. Gilmore, Board Clerk

\

ATTACHMENT 1

Board of Trustees – June 14, 2012 Outreach and Workforce Development Report

ITEM OF INTEREST

Kids' College will be held next week, June 18 – 21, with a new record of 98 students enrolled.

Department credit hour production: Fall 2011/Spring 2012. See chart.

ADULT BASIC EDUCATION/ DEVELOPMENTAL EDUCATION

- The Accelerating Opportunities for Kansas' (AO-K) grant has helped 20 students during the spring semester increase their basic reading/math skills while simultaneously earning a technical certificate. Currently another 45 students are receiving support. This grant is described on the attached documents and is a "learn as you go" process with many uncertainties at the State level.
- NCCC will be providing math developmental education to Emporia State University in the upcoming year. A memorandum of understanding is in the development stages.
- Partners in Change, our workforce development program, which was initiated in the late 90's has been revitalized. Dr. Inbody presented the program at a Project 17 meeting in Iola and the program has received a lot of interest since then. We piloted the revised program in May with 4 students, but these were 4 very hard-to-serve students. Three of the four successfully graduated this afternoon. A small ceremony was held to recognize their accomplishments.
- Tentative Funding for the FY 2013 ABE grant has been released. ABE is currently under a performance-based funding model utilizing a system of Outcomes and Quality Points to determine funding.
 - Across Kansas there was a 27% decrease in Outcomes, though there was very little difference between individual programs' percentages of Outcomes.
 - Across Kansas there was an increase in percentage of Quality Points earned. Currently 59%, up from 49% in the previous year.
 - Because so many individual programs increased their percentages of the FY13 Quality Points, other programs actually lost quality funding even if they increased their portion as much as 10%. These programs did not decline in quality, but their share of the quality funding did.

Southeast Kansas Adult Basic Education Consortium 2012 to 2013 Performance

% of Quality Points 2012	% of Quality Points 2013	% Total Outcomes 2012	% Total Outcomes 2013
44%	64%	7.11%	7.14%

Funding Comparison (*tentative*)

FY 12 Funding	FY 13 Guaranteed Funding	FY 13 Enrollment Quota Bonus	FY 13 POTENTIAL FUNDING	Difference
\$390,972.00	\$330,982	\$50,000	\$380,982	(\$9,990)

The SEK-ABE Consortium will add Ottawa as a service center during FY2013 and possibly Columbus. To make the expansion happen with less money than in the previous year, staffing at each center will be evaluated and be modified to reflect the enrollment and outcomes produced by each center. There will likely be personnel shifting in the next few months.

HEALTH INFORMATION TECHNOLOGY(HIT)/CODING/TRANSCRIBING/MEDICAL ASSISTANT/PHLEBOTOMY

The newly aligned Medical Coding program is now called the Healthcare Coding program. Changes included increasing the total credit hours from 16 to 39 and modifying several courses within the program. The trickle-down effect of this alignment has been changes to Medical Assistant program which utilized some of the courses in the Healthcare Coding program.

LIFETIME LEARNING

The Kansas People and Places class, led by Lois Carlson, studied the history of Mound City and visited historic sites around that area.

Russ Vallier is leading our Summer Music Theater class this year. The season begins this Saturday with the performance of *Fiddler on the Roof*. Other shows this season include: *9 to 5*, *Honk!*, *Singing in the Rain*, and *Legally Blond*.

ALLIED HEALTH

- The EMT course went to Kansas City to observe an autopsy on Thursday, May 31st, 2012 and then spent Tuesday, June 5th, 2012 working with the Jaws of Life.
- This summer semester we have seven CNA courses, four CMA courses and numerous other courses.
- We are working with the A-OK grant and Heather Garrett and Mary Gedrose went to Seattle, Washington to learn about the grant and toured other facilities.
- We are scheduled to be in the EHS and CHS next fall-2012.

OUTREACH/CONCURRENT

Current data indicates a stronger than average Fall enrollment through the high schools. Pre-enrollment is complete and scholarship notifications are being sent out. An emphasis on increased interaction with parents is showing promising results.

CONSTRUCTION TECHNOLOGY

Two cabins for Greenbush have been completed and one has been transported to the Greenbush campsite. The other will be moved this summer. A third cabin will be built for Greenbush during the 2012/13 academic year.

WELDING

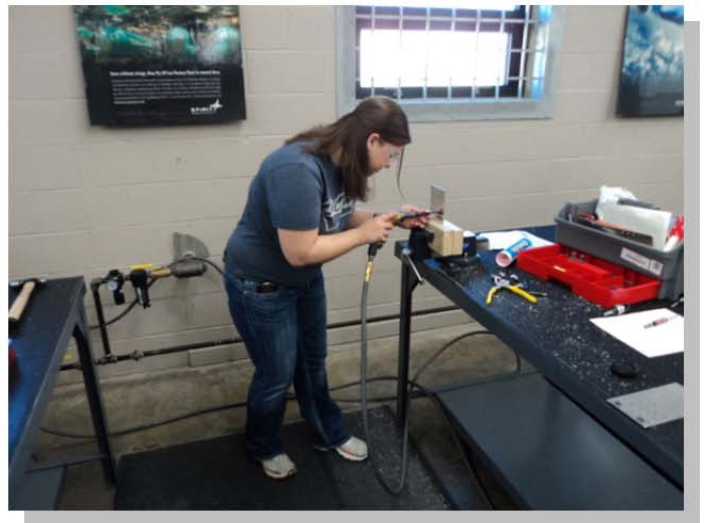
Our State Welding Champ, Brandon Taylor, is preparing for the national competition in Kansas City to be held June 25 – 27.

Will Jordan viewed the Vinland Elementary School in Baldwin City with a group of us last week to start preparing a "need" list of items necessary for converting the gymnasium into a welding laboratory and classroom. Curtis Hughes, our adjunct welding instructor in Ottawa, is helping Will develop a multi-staged plan for a welding program in the Ottawa/Baldwin area.

We are currently conducting a customized welding course for Cargotec in Ottawa at Ottawa High School.

AEROSTRUCTURES

Three Aerostructures classes have been held in Chanute. Twenty-two students successfully completed the 9-credit hour certificate program. The next class will begin in August.



Photos of students in the aerostructures program.

Valent Aerostructures in Fredonia has requested that we provide the computerized aerostructure training modules to their employees. This training will begin in the near future.

TITLE III GRANT

Surgical Technology

- The first cohort of Ottawa ST students (16) successfully completed the program in May.
- 50% are already employed.
- The admissions process is underway for the opening cohort of Chanute students with interviews ongoing at this time.
- The program is moving ahead with accreditation requirements, with a hopeful notification date in November. The on-site visit took place on April 2 & 3, 2012. The average number of citations for correction from an on-site visit is 22. Our program received only 3; with strengths in personnel, Advisory Committee involvement and the very strong mentoring program established by Kelly Warren.

Occupational Therapy Assistant

- The Occupational Therapy Assistant accreditation process is in the final stages. On May 14, 2012 we were notified that the Accreditation Council for Occupational Therapy Education voted to grant a letter of review to our program. This means we will have an on-site evaluation on November 5 – 7, 2012. These dates will allow for completion of the accreditation process prior to graduation of the first class of students.
- Successful development of the OTA student group. Fundraising activities will enable students the opportunity to attend the State Conference at a greatly discounted rate. The group is also investing time in volunteering to assist with related activities within the community.
- Completed first semester for first cohort with 100% of students continuing to fall semester and addition of a transfer student from another program (21 students for fall).
- Barb Flett and Peggy Carmen attended the National AOTA Conference in Indianapolis – great resources for coursework, use of technology, plus numerous contacts with other therapists and programs.
- At the conference, Peggy Carmen won a free, 3-day training from a company called Dementia Care Specialist (parent company is CPI) who provide different level trainings to professional for care of persons with dementia. At the training Peggy will become a 'Certified Program Instructor for Dementia Care Specialist'. This would then enable her to teach the training (6-8 hours) to care providers including therapist, nursing staff, facility administrators, etc. This company also has the training broke down in modules for teaching in an academic setting. We could potentially offer professional development for therapist/medical persons in our community to come to our college and take the training. Or offer the training to our fieldwork educators out in our clinical sites.

RSVP Grant - Corporation for National and Community Service

Volunteer Data Total Number of Cumulative Hours This Budget Period (7/1/2011 – 3/31/2012): **18,596**

Volunteer Data Total Number of Active Volunteers Serving This Budget Period: **140**

- Over 50 volunteers were honored at a reception in May during the Senior Corp week and Older Americans Month. Volunteers serve at the following stations: NCCC, St. Pat's Bargain Store, NMRMC, Chanute High School, Royster Middle School, Chanute Elementary School and St Pat's Elementary School.
- Hallmark items which support the grant totaled \$58,875.39. Hallmark items are distributed to all volunteer stations and other nonprofits in the community.
- An Augmentation to the SEK-RSVP grant has been applied for that focuses on veterans, military personnel and their families.
- The 6th Annual "Take Me Out to the Ballgame" was a success according the Coach Steve Murry and had the largest attendance ever. The intergenerational game had an estimated 500 individuals of all ages in attendance. Twenty-eight of the youth were escorted by their grandparents

- “Bringing Hearts Together” – NCCC students, coaches, and RSVP staff hosted a Valentines event at Heritage Healthcare.



“Bringing Hearts Together”

RSVP Valentine Event held at Heritage Healthcare

TRIO GRANTS

Student Support Services (STARS)

- Check out the STARS newsletter at <http://www.neosho.edu/Departments/STARSSStudentSupportServices/Newsletter.aspx>
- Check out the redesigned STARS blog at <http://ncccstars.blogspot.com>
- We will be starting interviews for the new STARS AA.

- STARS is working with Upward Bound to provide the UB students with workshops. TRIO helping TRIO.
- Grace Riebel and Kyle Bures will attend a Financial Literacy conference in Wichita next week.

Talent Search

See attached newsletter!

Upward Bound

As Dr. Inbody announced last month, the Upward Bound grant has been renewed for another 5 years. The total over the 5 years is \$1,250,000. We will receive \$250,000 per year.

Outreach Enrollment Comparison Fall 2011 to Fall 2010

Program	Fall 2011 Students	Fall 2010 Students	+ or -	Fall 2011 Credit Hours	Fall 2010 Credit Hours	+ or -	2011 Number of class sections	2010 Number of class sections	+ or -
Concurrent	168	158	+10	946	745	+201	21	20	+1
Surg Tech	15	0	+15	195	0	+195	5	0	+5
Motorcycle Training	6	0	+6	12	0	+12	1	0	+1
Welding	63	43	+20	438	360	+78	41	17	+24
SUST	4	0	+4	12	0	+12	1	0	+1
Energy	8	3	+5	45	9	+36	4	1	+3
Construction	21	12	+9	154	92	+62	9	10	-1
ALMT	2	3	-1	12	30	-18	1	3	-2
ALHT	52	38	+14	211	139	+72	12	9	+3
ALHE	349	372	-23	1669	1887.5	-218.5	25	25	
ALMA	82	48	+34	447	298	+149	12	11	+1
ETEC	6	1	+5	18	1	+17	1	1	
Develop. English	97	96	+1	569	571	-2	10	10	
Develop. Math	347	348	-1	1445	1463	-18	25	23	+2
TOTAL	1220	1079	+141	6173	5235.50	+937.5	168	113	+55

Records as of November 29, 2011.

CTE courses *only* counted –no general education courses were included.

Outreach Credit Hour Production as Percentage of NCCC Overall Credit Hour Production Fall 2011

Fall 2011 Credit Hour Percentage: Outreach to NCCC Total	
Outreach Credit Hour Production as of 11/29/11	6173
NCCC Credit Hour Production as of 12/8/11	22243

Percent	27 %
---------	------

Outreach Current Grants

Name of Grant	Total Amount	Start / End Dates
Jobs and Innovative Industry Skills Training (JIIST)	\$47,000.00	October 1, 2011 – June 30, 2014
Workforce Solutions Funds	\$86,730.00	January 1, 2009 – December 31, 2011
State Energy Sector Partnership and Training Project (SESPT - \$45,000)	\$45,000.00	January 29, 2010 – January 29, 2013
State Energy Sector Partnership and Training Project (SESPT - \$65,000)	\$65,000.00	January 29, 2010 – January 28, 2013
Carl Perkins Reserve Funds – Welding	\$48,000.00	August 1, 2011 – June 30, 2012
Community Based Job Training (CBJT)	\$1,589,510.00	July 1, 2010 – July 1, 2013
Title III	\$1,992,131.00	October 1, 2009 – September 30, 2014

Programs within Outreach Department

Program	Number of Participants	Annual Budget Amount
RSVP	138	\$57,640.00
STARS	169	\$287,886.00
Upward Bound	55	\$250,000.00
Talent Search	675	\$257,769.00
ABE	500	\$579,030.00
A-OK	7	\$8,555.55

Outreach Credit Hour Production as of 6/7/12	4954
NCCC Credit Hour Production as of 6/7/12	21443
Percent	23 %

Outreach Current Grants

Name of Grant	Total Amount	Start / End Dates
Jobs and Innovative Industry Skills Training (JIIST)	\$47,000.00	October 1, 2011 – June 30, 2014
Workforce Solutions Funds	\$86,730.00	January 1, 2009 – December 31, 2011
State Energy Sector Partnership and Training Project (SESPT - \$45,000)	\$45,000.00	January 29, 2010 – January 29, 2013
State Energy Sector Partnership and Training Project (SESPT - \$65,000)	\$65,000.00	January 29, 2010 – January 28, 2013
Carl Perkins Reserve Funds – Welding	\$48,000.00	August 1, 2011 – June 30, 2012
Community Based Job Training (CBJT)	\$1,589,510.00	July 1, 2010 – July 1, 2013
Title III	\$1,992,131.00	October 1, 2009 – September 30, 2014
AO-K	\$107,388.88	November 18, 2011 – November 17, 2012

Programs within Outreach Department

Program	Number of Participants	Annual Budget Amount
RSVP	138	\$57,640.00
STARS	169	\$287,886.00
Upward Bound	55	\$250,000.00
Talent Search	675	\$257,769.00
ABE	500	\$579,030.00
AO-K	65	\$107,388.88



May 2012 Newsletter

Funded by a TRiO
grant from the US
dept. of Education
in the amount of
\$257,769
PO44A070157



Educational Talent Search

COFFEYVILLE
Community College

Middle School Sky Ranch Trip

On the weekend of February 10th, 72 middle school students braved the cold and headed down to Quapaw, Oklahoma to Sky Ranch. Where they enjoyed a weekend filled with fun.

We learned about finances, taxes and piddly junk while playing the money game. Then we were off to enjoy some horse back riding, skeet shooting, paint ball competi-

tions and even some zip lining. For those who needed a place to warm up the gymnasium was open for us to shoot some baskets or race down the bouncy house. On Saturday evening we all enjoyed a nice campfire along with some nice and gooey

s'mores before watching a movie.



Sky Ranch Trips were partially funded by a Kansas State College Access Challenge Grant.

High School Sky Ranch

The weekend of March 30th, 44 high school students headed down to Sky Ranch on what turned out to be a

really great weekend. We started the weekend with personal pan pizzas for dinner and a game of PINGO. On Saturday

morning we did a few games to help us get a better understanding of

making good financial decisions. Then, after lunch we enjoyed zip lining, horseback riding, skeet shooting and paint ball wars.

We ended our Saturday with the traditional campfire and s'mores and a few sunburns.



Staff:

- * Marie Moore: Director
(620)431-2820 x 271
mmoore@neosho.edu
- * Nicci Wiltse, Advisor
(620) 431-2820 x 517
nwiltse@neosho.edu
- * Michael Rose, Advisor
(620) 252-7126
Michaelr@coffeyville.edu
- * Rhonda Thomas, Admin. Assistant
(620) 431-2820 x 201
rthomas@neosho.edu

Neosho County Comm. College
800 W 14th St.
Chanute, Ks 66720
Fax #(620) 431-0082
www.neosho.edu

Satellite Office
Coffeyville Comm. College
400 W. 11th
Coffeyville, KS 67337
(620) 252-7126

PSU Tech Day

Pittsburg State University hosted 26 Talent Search High School Students during Tech Day on February 17th.

Students learned about robotics, pho-



tography, wood working, construction, plastic., and many other remarkable careers. There was lots to observe and even some hands on activities.

Through the lab demonstrations and tours of the facility, students got to see where their knowledge of science and mathematics could take them.

All the world is a laboratory to the inquiring mind.

Martin H. Fischer



Don't limit yourself.
Many people limit themselves to what they think they can do.
You can go as far as your mind lets you.
What you believe, you can achieve.
- Mary Kay Ash



Horse Back Riding



Gaga Ball



Senior Trip Spring 2012

On the evening of March 15th, 19 high school seniors got on a bus to New Orleans. Upon their arrival they visited Dillard University where they took a guided tour of the campus and learned of the different programs and degrees that the college has to offer.

The seniors participated in a swamp tour with Cajun Encounters. During this tour they held baby alligators and saw the only remaining preserved wetland in Louisiana. Students spotted snakes, turtles and other swamp dwelling animals

in their natural habitat during the tour. To the great disappointment of many on the tour, the 14 foot alligator did not make an appearance.

The next day our seniors toured the French Quarter and Garden District, The Historical Lafayette Cemetery, and the area where hurricane Katrina left so much devastation.

That afternoon they were all treated to a traditional Saint Patrick's Day parade, New Orleans

Style, with the tossing of beads and elaborate floats.

The students also were treated to a haunted tour after dinner that evening where they were told some of the folklore of the area. They were also shown where different ghosts presumably remain to this day.

The community service project that our seniors did was paint the fencing rails around the graves in one of the oldest cemeteries in New Orleans.



Graduation is not the end—rather it is the beginning of the rest of your life.

Congratulations Class of 2012!





Nick Wiltse won the College Access Challenge Scholarship during the College Goal Sunday. Congratulations Nick!

Middle School College Days

June 5-7

Come experience life in a dorm, eating in a college cafeteria and attending workshops during our College Days at Coffeyville County Community College.

Leave NCCC June 5 @ 10:00 a.m.

Return June 7 @ 11:00 a.m.

Arrive CCC June 5 @ 10:30 a.m.

Depart June 7 @ 10:00 a.m.



Congratulations Kym Stephens, NCCC scholarship winner during Panther Preview Day

It is time to get creative....
We want you to make a 2-3
minute video showing us how
Talent Search has impacted
your life. Email your video to
one of our staff

Ambassadors Trip

June 12

Current and new Ambassadors are invited to Greenbush Challenge Ropes Course where they will enjoy a day of teambuilding through rock climbing, zip lining and traversing along cables.

Student Leadership Conference

June 20-24

Thirty high school students will get the opportunity to attend this year's Pre-College Student Leadership Conference at Haskell Indian Nations University. They will have a chance to participate in different activities, concurrent sessions, team building activities, and a Pow-Wow with other Talent Search students from Missouri, Kansas and Nebraska.

We will also visit the following campuses:

Allen County Community College

Ottawa University

Baker University

University of Kansas (KU)

And Worlds of Fun

This organized informative and motivating leadership opportunity is available to any student who will be a Freshman, Sophomore, Junior or Senior when school starts in August.

Ambassadors Needed!

We need energetic students who would be willing to promote Talent Search and help our staff with events and activities.

This is a leadership role that can be used on college admissions forms, scholarship applications and resumes.

You must be active in Talent Search for at least one year and in good standing with your school: passing GPA and no suspensions.

Contact a staff member for an application today.

Leave NCCC

June 20 @ 8:15 a.m.

Return June 24 @ 1:00 p.m.

Leave CCC

June 20 @ 8:15 a.m.

Return June 24 @ 2:00 p.m.

ATTACHMENT 2

Projects Report to the Board of Trustees

Vice President for Operations

Ben Smith

June 14, 2012

A. Drainage-Detention Pond/Issues with city of Chanute

- a. Mr. Pringle is finalizing the recording of the easement for the north detention pond.
- b. We have issued a work order to AT&T to relocate the phone and fiber lines at a cost of \$7,172.22. AT&T estimates they will start digging first week of July.
- c. Once the lines have been relocated, the city can proceed with excavation for the pond.
- d. South detention pond is nearly complete. (see page 5)

B. Softball Field/Road/Parking project

- a. Roof trusses installed on home dugout; Visitor dugout next week.
- b. Set backstop posts set 6/12.
- c. Roof panels week of 6/25. Frame visitor dugout 6/25.
- d. Install backstop stone wall week of 6/25.
- e. Moved electrical service with new transformer; camera relocated.
- f. Electrical nearly complete in home dugout; Visitor dugout week after next.
- g. Still forming and pouring curbs and gutters.
- h. Repaired damaged sidewalks 6/4.
- i. Working with Bobbie Forrest and construction classes on lockers and dugout benches.
- j. Current recommended change order summary included below. (see page 3)

C. Student Union/Gym Restrooms

- a. Ceramic tile completed 6/14 in union restrooms
- b. Received vanity tops for union restrooms 6/12; install week of 6/18.
- c. Install shower head plumbing 6/15.
- d. Restart masonry walls in locker rooms 6/13.
- e. HVAC and fresh air nearly complete.
- f. Start suspended ceiling grid 6/15.

D. Fire Suppression – Sprinkler System

- a. Gym complete except for flanges/caulking.
- b. Sprinkler system piping in boiler room, hallways, and locker rooms 6/18.
- c. Service hookup still needs to be completed.

E. Gym Floor

- a. Gym floor has been removed and “palletized” for sale—roughly 65 pallets of general floor.
- b. We have retained the words “NEOSHO”, “COUNTY”, and “PANTHERS” for future use.
- c. We have the NC with panther logo from center court saved for sale in six pieces.
- d. Have contacted two flooring brokers; will either recommend direct sale or auction.
- e. Have authorized the flooring contractor to level the floor per the specs at an additional cost of roughly \$9,100.

- f. Wood floor should be delivered Wednesday and must acclimate for a week before installation. Will start on runners and plywood installation, however.
- g. We will be tough but pushing to get the project completed by August 1.
- h. Need to re-verify final artwork – see attached drawings below. (see page 4)

F. Mezzanine Bleachers

- a. Have changed schedule for July 9th deliver and July 10 – July 27 installation.
- b. Bleacher railings nearly complete and will be installed after the completion of the bleacher installation.

G. NeoKan 24-Hour Study Lounge

- a. Complete and currently in use by Upward Bound students.

H. Bideau Movie Lounge

- a. Planned for late July start.

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

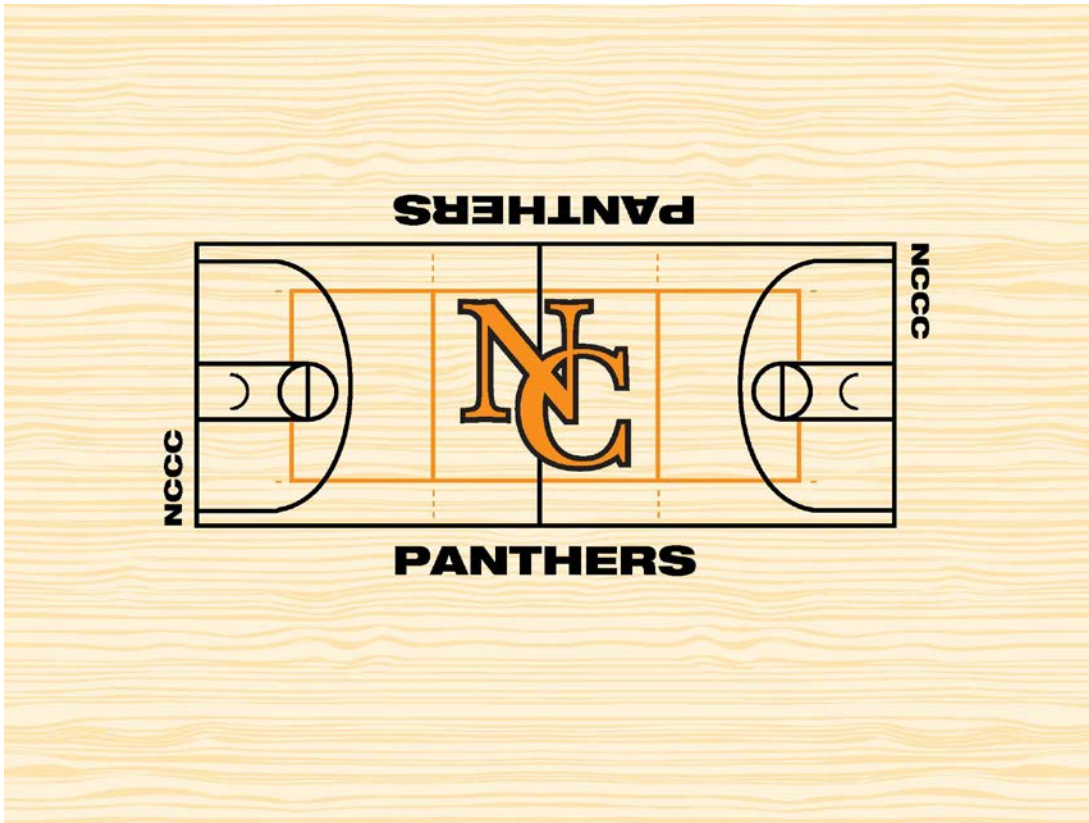
Locker Room/Restrooms

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		\$

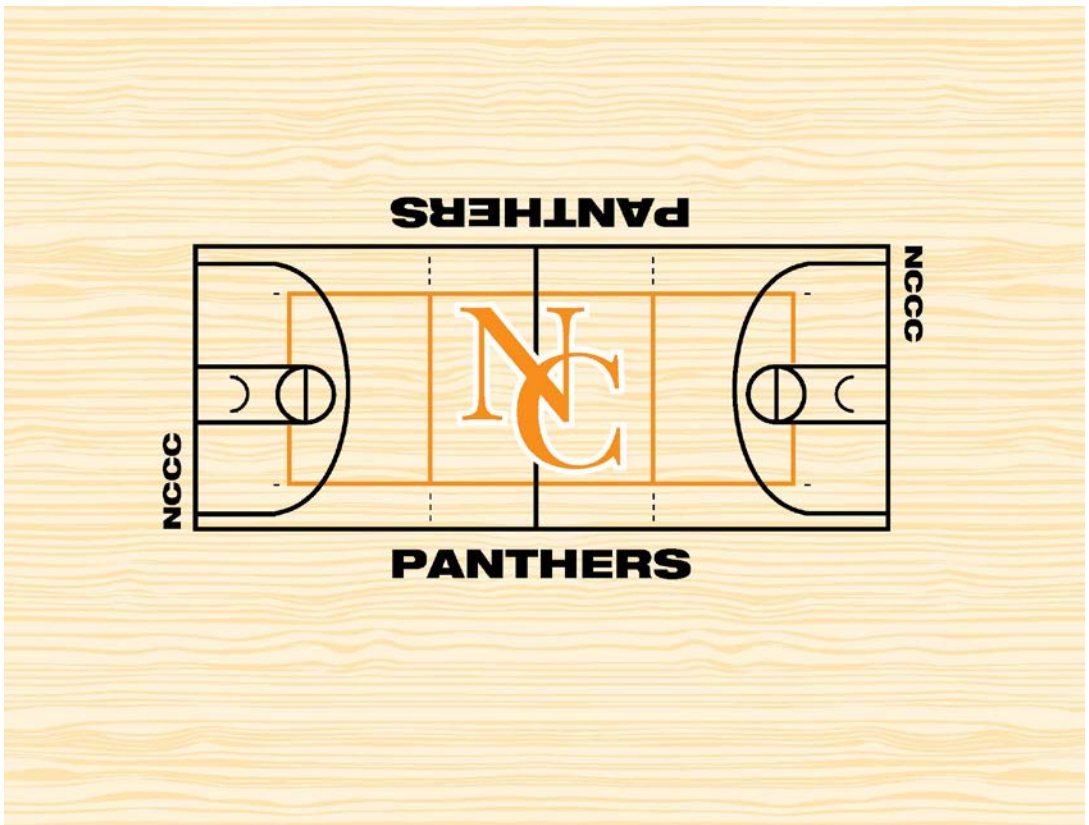
Parking Lot

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

Net Total + \$ 6,426.86



Option A



Option B



South detention basin



View of softball field from centerfield



Home dugout/locker room



Visitor dugout/concession stand/restrooms



View towards Chapman from Allen Street



View of Sanders/Chapman dropoff



Women's restroom student union inside



Women's restroom student union from hallway



Locker room men's side restroom



Locker room men's side showers



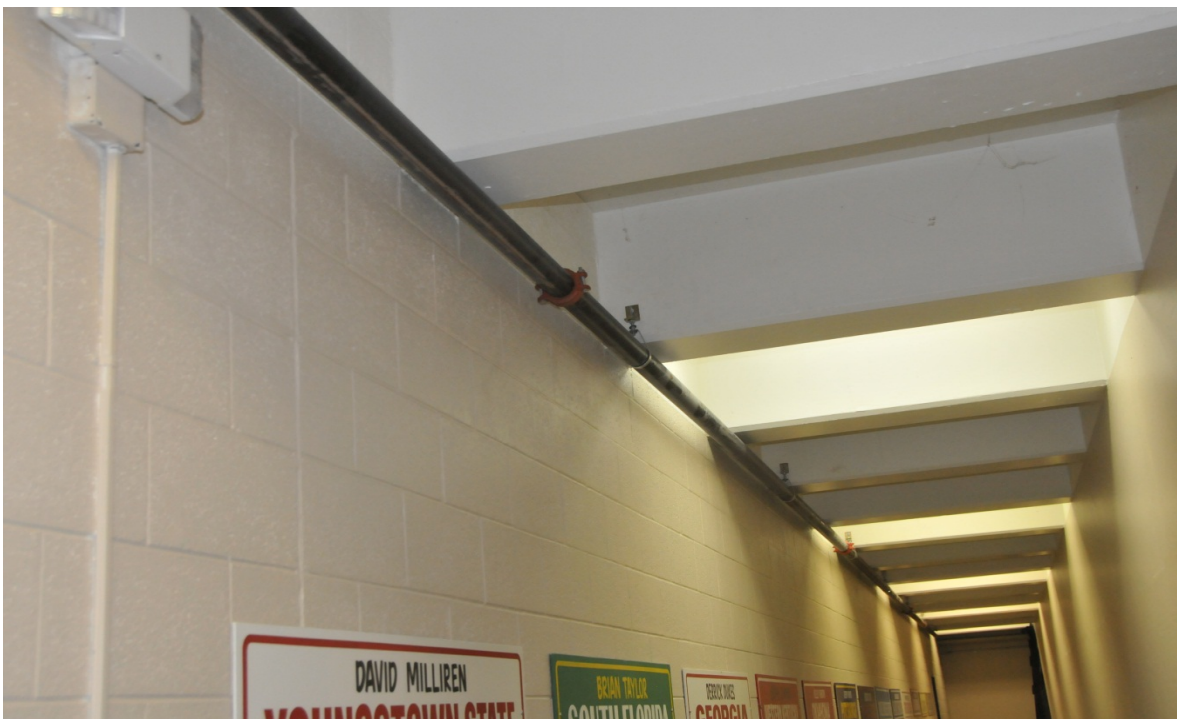
Locker room women's side restroom



Locker room women's side showers



View of sprinkler shutoff at mouth of underground tunnel



View of sprinkler main on men's side



View of sprinkler main in gym



Gym floor without wood and leveling

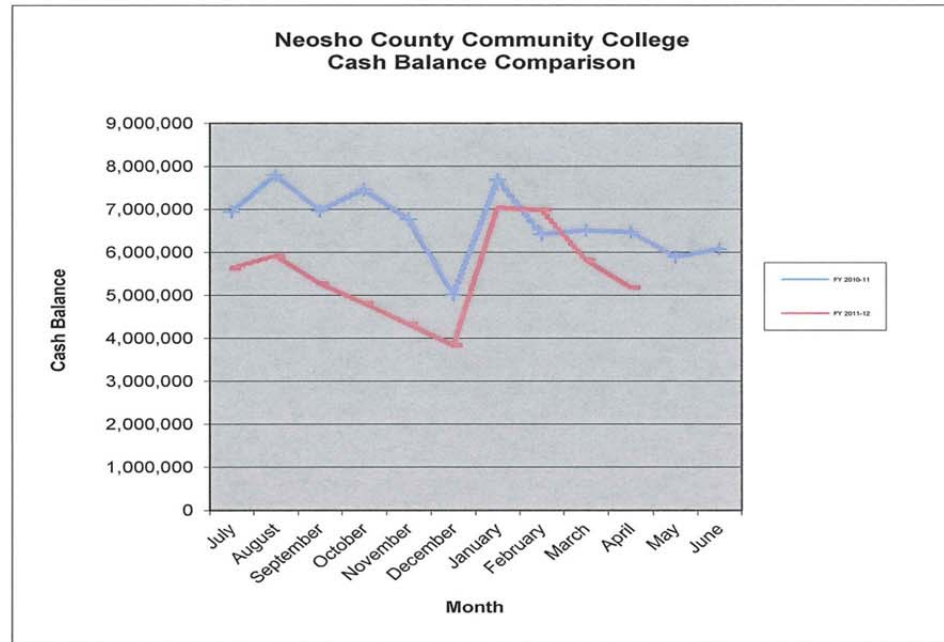


Areas leveled on gym floor

ATTACHMENT 3

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

FUND	FUND	BEGINNING	RECEIPTS	JOURNAL	DISBURSEMENTS	ENDING
	DESCRIPTION	BALANCE		ENTRIES		BALANCE
		3/31/2012	APRIL	APRIL	APRIL	4/30/2012
02	Postsecondary Technical Education Reserve	25,830.00	420.00		0.00	26,250.00
07	Petty Cash Fund	1,069.30	0.09	0.00	0.00	1,069.39
08	General Fund Deferred Maintenance	74,364.14	110.00	-101.46	-408.72	73,963.96
09	General Fund Equipment Reserve	420,900.59	0.00	0.00	0.00	420,900.59
10	General Fund Unencumbered Fund Balance	1,000,000.00	0.00	0.00	0.00	1,000,000.00
11	General Fund	371,928.04	123,429.36	385,788.25	-722,189.13	158,956.52
12	Postsecondary Technical Education Fund	706,772.83	76,036.89	-420.00	-141,808.49	640,581.23
13	Adult Basic Education Fund	37,337.85	100,185.44	0.00	-94,224.25	43,299.04
14	Adult Supplementary Education Fund	1,138.81	313.00	0.00	-1,197.25	254.56
16	Dorm-Student/Union Fund	804,762.83	57,689.12	-338,807.93	-92,063.79	431,580.23
17	Bookstore Fund	-116,938.55	26,331.09	0.00	-23,295.48	-113,902.94
21	College Workstudy Fund	-188.50	0.00	0.00	-5,162.04	-5,350.54
22	SEOG Grant Fund	0.00	450.00	0.00	-450.00	0.00
23	ACG Grant Fund	0.00	0.00	0.00	0.00	0.00
24	Pell Grant Fund	402.00	124,443.00	0.00	-130,260.00	-5,415.00
25	Student Loans Fund	-226,835.00	369,366.00	0.00	-142,531.00	0.00
31	Title III Grant	-21,124.89	21,108.62	420.00	-20,991.08	-20,587.35
32	Grant Funds	-121,907.80	188,449.15	0.00	-115,808.16	-49,266.81
51	Library Bequest Fund	1,187.96	0.00	0.00	-158.00	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	338,909.39	-338,909.39	630,776.84
70	Agency Funds	2,171,019.16	343,009.71	-385,788.25	-237,744.66	1,890,495.96
90	Payroll Clearing Fund	0.00	0.00	0.00	0.00	0.00
	TOTALS	\$5,814,571.44	\$1,431,341.47	\$0.00	-\$2,067,201.44	\$5,178,711.47
	Checking Accounts					\$1,717,374.51
	Investments					\$3,459,736.96
	Cash on Hand					\$1,600.00
	Total					\$5,178,711.47



ATTACHMENT 4

PRESIDENT'S REPORT

May 10, 2012

Good Evening Trustees. Here are a few items of interest.

ENROLLMENT

Final numbers are not yet in for spring or for the '11-'12 college year, but right now the "live" report puts us up 12.68% for the year. By mid-May I should have the final numbers to share with you.

Summer enrollment is not as positive. We are down 10.91% when compared with summer 2011. As you can see, it is in Chanute and IDO where most of the decrease has occurred with just online holding steady. We still have a few weeks to build this back up, so we have increased advertising and given flyers to most of our service area high school students.

Fall enrollment is up 13.82% right now which is great news. It is MANY weeks until fall begins and it is too early to tell if this is a permanent number or just an artifact of the calendar, but we will keep an eye on it as the summer progresses.

SPRING SEMESTER 2012

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2010	50	5-11-11	2815	17685	
TOTAL	2011	50	5-10-12	3133	19927	12.68%
CHANUTE	2010	50	5-11-11	629	5680.5	
CHANUTE	2011	50	5-10-12	709	6345	11.70%
OTTAWA	2010	50	5-11-11	744	5103	
OTTAWA	2011	50	5-10-12	852	5786	13.38%
ONL	2010	50	5-11-11	924	4206	
ONL	2011	50	5-10-12	1049	5079	20.76%
ODO	2010	50	5-11-11	252	1312	
ODO	2011	50	5-10-12	249	1118	-14.79%

IDO	2010	50	5-11-11	266	1383.5	
IDO	2011	50	5-10-12	274	1599	15.58%

SUMMER SEMESTER 2012

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2011	10	5-11-11	1128	5012.5	
TOTAL	2012	10	5-10-12	1064	4465.5	-10.91%
CHANUTE	2011	10	5-11-11	188	733.5	
CHANUTE	2012	10	5-10-12	149	505.5	-31.08%
OTTAWA	2011	10	5-11-11	339	1541	
OTTAWA	2012	10	5-10-12	325	1429	-7.27%
ONL	2011	10	5-11-11	515	2193	
ONL	2012	10	5-10-12	520	2191	-.09%
ODO	2011	10	5-11-11	47	274	
ODO	2012	10	5-10-12	44	259	-5.47%
IDO	2011	10	5-11-11	39	271	
IDO	2012	10	5-10-12	26	81	-70.11%

FALL SEMESTER 2012

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2011	30	5-11-11	809	6369	
TOTAL	2012	30	5-10-12	935	7249	13.82%
CHANUTE	2011	30	5-11-11	243	2884	
CHANUTE	2012	30	5-10-12	274	2974	3.12%
OTTAWA	2011	30	5-11-11	260	1998	
OTTAWA	2012	30	5-10-12	294	2456	22.92%
ONL	2011	30	5-11-11	291	1376	
ONL	2012	30	5-10-12	344	1648	19.77%

ODO	2011	30	5-11-11	8	50	
ODO	2012	30	5-10-12	10	56	12.00%
IDO	2011	30	5-11-11	7	61	
IDO	2012	30	5-10-12	13	115	88.52%

UPWARD BOUND RENEWED!

Great news here! The Upward Bound grant has been renewed for an additional five years at \$250,000 a year. Amounts may change from year to year, but it will be in the neighborhood of \$1.25 million dollars total award. The grant employs three people and focuses on those students who are at risk for not attending post-secondary education and works with them to establish educational goals.

SERVICE AWARDS

Every year the College holds a service awards ceremony and gives plaques and other gifts to employees that have served a milestone period. Below is a list of this year's recipients:

5 Year Award

Mindy Ayers
Sarah Cadwallader
Debra Callahan
Michael Campbell
Bart Chaney
Jeremy Coombs
Jennifer Daisy
Stephanie Guinotte
Steve Harrison
Janet Mitchell
Susan Rhodes
Dwight Smith
Rena Snyder
Damon Solomon
Nathan Stanley
Amber Vail

10 Year Award

Mark Eldridge
Susan Haddan

15 Year Award

Brenda Krumm

20 Year Award

Pam Covault

35 Year Award

Joan LaRue

Retirement

Ann Neff

MOU WITH THE FOUNDATION

You may recall that I am requiring the athletic department to raise 10% of the cost of additions or remodels to their facilities. The department has agreed to do this over a period of five years. However, the money is needed soon to pay for the advancements. The NCCC Foundation has agreed to lend the College \$68,000 and then require the coaches to pay them back. (Please note that the softball program has raised \$10,000, so the total requirement from the athletic department is \$78,000.) The MOU will be on the June agenda.

OUR TIME UPDATE

After our retreat in April the senior staff updated the Our Time plan based on your input. We are in the process of updating the Facilities Master Plan and should have that ready for approval this summer. The new plan without borrowing adds some years to the projects. In addition I am suggesting that we change the order a bit and move up the Sanders Hall renovation ahead of the building of the new Student Services facility. If not, Sanders will stay 1968 for the next ten years. It will be the only building that has not had a substantial renovation after we finish Stoltz in 2014.

LEGISLATIVE UPDATE

The legislative situation is changing too fast today to type up what is happening. I will give a verbal report.

COUNTY VALUATION

The County held a meeting this week and sent out some disturbing information. They believe that if the redefinition of real property (SB 59) were to pass that the county valuation will fall by 36%. They predict that the valuation would fall from \$122 million to \$78 million. If that does come to pass then the College would lose about \$1.6 million in revenue each year. It would take an increase of 20 mills in order to receive the same allocation we received last year. I have talked to Linda Fund and she believes that the interpretation of the bill that the county is using is referring to an older version of the bill, not the one that is on the Governor's desk. She was estimating more like 8% instead of 36%.

As a precaution, however, the staff and I have begun work on a plan to cut budgets and new positions as well as raise revenue to absorb this massive reduction in funds. The plan does include tuition and mill levy increases as well as stopping the *Our Time* plan, ending all new strategic planning initiatives, instituting a hiring freeze and reduction of all budgets across the board. Hopefully this plan will never be needed.

Don't forget graduation tomorrow!

That is all.