

**NEOSHO COUNTY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**Minutes – April 12, 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, Charles Boaz, Patricia Griffith, Lori Kiblinger, David Peter and Dennis Peters.

Also attending were Larry Anderson, Amber Burdge, Dale Ernst, Marie Gardner, Jim Genandt, Denise Gilmore, Dr. Brian Inbody, Jason Kegler, Brenda Krumm, Kent Pringle, Kerry Ranabargar, Jon Seibert, Ben Smith, Sandi Solander, Nathan Stanley.

**III. Public Comment**

There were no speakers.

**IV. Approval of the Agenda**

On motion by Charles Boaz and second by Kevin Berthot the agenda was approved as printed.

**V. Consent Agenda**

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

- A. Minutes from March 8, 2012
- B. Claims for disbursement for March 2012
- C. Personnel

- 1. Resignation – Accounting Specialist

It was the president's recommendation that the Board accept the resignation of Mary Jo Sechler, Accounting Specialist, pending approval of her employment as the Chanute Bookstore Coordinator. Ms. Sechler's resignation is effective June 30, 2012.

- 2. Resignation – Computer Applications Specialist

It was the president's recommendation that the Board accept the resignation of Jon Seibert, Computer Applications Specialist, pending his employment as Director of Technology Services. Mr. Seibert's resignation is effective June 30, 2012.

- 3. Resignation – Director of Technology Services/CIO

It was the president's recommendation that the Board accept the resignation of Kerry Ranabargar, Director of Technology Services/CIO, pending his employment as Associate Dean of Operations/CIO. Mr. Ranabargar's resignation is effective June 30, 2012.

4. Resignation – Head Men's and Women's Track and Field/Cross Country Coach

It was the president's recommendation that the Board accept the resignation of Tom Havron, Head Men's and Women's Track and Field/Cross Country Coach. Mr. Havron's resignation is effective May 16, 2012.

5. Resignation – Assistant Cheer and Dance Coach

It was the president's recommendation that the Board accept the resignation of Christina Roberson, Assistant Cheer and Dance Coach. Ms. Roberson's resignation is effective May 12, 2012.

6. Resignation – Coordinator of Residence and Student Life

It was the president's recommendation that the Board accept the resignation of Jesse Keppen, Coordinator of Residence and Student Life. Mr. Keppen's resignation is effective June 30, 2012.

7. Resignation – Assistant Coordinator of Residence and Student Life

It was the president's recommendation that the Board accept the resignation of Andrew Towne, Assistant Coordinator of Residence and Student Life. Mr. Towne's resignation is effective April 16, 2012.

8. Receptionist/Data Clerk

It was the president's recommendation that the Board approve the employment of Joyce Quick as Receptionist/Data Clerk. Ms. Quick had been the registration office clerk at Labette Community College, accounts payable clerk and traffic manager at Carey Salt Company in Hutchinson, executive assistant at Boeing Commercial Airplane Company in Wichita, and executive assistant at Spirit AeroSystems in Wichita. She attended the Continental School of Hairstyling in Topeka.

Ms. Quick will be paid \$9.50 per hour (Level II) beginning April 16, 2012.

9. Request for Early Retirement

The president waived the notice period and recommended that the Board approve the early retirement of Ann Neff, International Student Coordinator. Ann requested early

retirement under the Early Retirement Incentive Plan B. Her retirement will be effective July 1, 2012. She will be eligible for 18% of her current salary (\$6,503.58) for two years with payments to begin in July 2012. She will be on the college's health insurance plan until further notice or until she reaches age 65.

Ms. Neff started at NCCC as the Single Parent Displaced Homemaker Coordinator in January 1998 through June 1999. She became the International Student Coordinator in July 1999. She will retire with over 14 years of service to NCCC.

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  
April 2012 Board Meeting**

**New Course**

HUM 102 Introduction to Logic and Critical Thinking, 3 credit hours

## COURSE SYLLABUS

### COURSE IDENTIFICATION

Course Prefix/Number: HUM 102

Course Title: Introduction to Logic and Critical Thinking

Division: Liberal Arts

Program: Humanities

Credit Hours: 3

Revised Date: Spring 2012

Assessment Goal per Outcome(s): 70%

### CLASSIFICATION ON INSTRUCTION

Academic

### COURSE DESCRIPTION

This course will introduce students to the basic principles of critical thinking, including deductive and inductive reasoning, common fallacies, and standards for argument construction. Students will become familiar with categorical and symbolic syllogisms and the various methods for evaluating validity of arguments. Emphasis will include the ability to analyze, evaluate and construct arguments.

### PREREQUISITES

None

### TEXT

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

Copi, Irving M., Carl Cohen and Kenneth McMahon. Introduction to Logic. 14<sup>th</sup> ed.  
Boston:  
Prentice Hall, 2011

### COURSE OUTCOMES

Upon successful completion of the course, the student will:

1. Demonstrate an understanding of basic concepts and terminology related to logic.
2. Demonstrate an ability to apply the principles of critical thinking in recognizing and analyzing arguments in ordinary language.
3. Demonstrate the ability to analyze and evaluate categorical syllogisms for validity, using various methods including Venn diagrams.
4. Demonstrate the ability to analyze and evaluate symbolic syllogisms for validity, using various methods, including truth tables.
5. Demonstrate an ability to create original valid arguments in various formats.

## COURSE OUTLINE

### A. Critical thinking and reasoning

1. Basic concepts and terminology
2. Analyzing arguments

### B. Informal logic.

1. Language and definitions
2. Informal fallacies

### C. Classical logic

1. Categorical propositions
2. Categorical syllogisms
  - a. Venn diagram test for validity
  - b. Syllogistic rules and fallacies
3. Syllogisms in ordinary language

### D. Modern logic

1. Symbolic logic
  - a. Truth table test for validity
  - b. Common argument forms
2. Methods of deduction
  - a. Formal proof of validity
  - b. Nineteen rules of inference
  - c. Proof of invalidity
3. Quantification theory

### E. Induction—Analogy and Causation

1. Analogical reasoning
2. Causal reasoning

### F. Science and Probability

1. Scientific inquiry and hypothesis
2. Probability

## INSTRUCTIONAL METHODS

Lecture and discussion, homework assignments, assigned readings, audio/visual aids and practice in analyzing, evaluating and constructing arguments.

## STUDENT REQUIREMENTS AND METHOD OF EVALUATION

There will be regular major tests and a comprehensive final exam. In addition, students will be required to complete regular homework assignments, which may include online assignments.

## GRADING SCALE

A student is graded according to the total points he or she has earned. Grades are based on the percentage of total possible points earned.

90% to 100% = A

80% to 89% = B

70% to 79% = C

60% to 69% = D

Below 60% = F

#### ASSESSMENT OF STUDENT GAIN

Assessment of student gain will be based on major exams.

#### ATTENDANCE POLICY

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

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

#### ACADEMIC INTEGRITY

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

#### CELL PHONE POLICY

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

#### NOTE

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

## **VI. Reports**

- A. Faculty Senate – Nathan Stanley, Faculty Senate President, gave a Faculty Senate report. See Attachment 1.
- B. Dean of Ottawa Campus – Dale Ernst, Dean of the Ottawa campus, gave a report on the Ottawa campus. See Attachment 2.
- C. Treasurer’s Report – Sandi Solander, Chief Financial Officer, distributed copies of the March financial statement. Revenue for the month of March was \$2,114,399.34 and disbursements were \$3,270,347.05. See Attachment 3.
- D. Projects Update – Dr. Brian Inbody sitting in for Ben Smith, Vice President of Operations, gave a projects update. See Attachment 4.
- E. President – Dr. Brian Inbody gave a president’s report. See Attachment 5.

Following the President’s report the Board recessed for a break at 6:21 p.m. The meeting reconvened at 6:35 p.m.

## **VII. Unfinished Business**

There was no unfinished business.

## **VIII. New Business:**

### **Agenda Item VIII-A: Reorganization of Operations Division**

Ben Smith, in conjunction with Sandi Solander, Kerry Ranabargar, and Dr. Brian Inbody, have been evaluating the structure and organization of the Operations Division for the past nine months. Dr. Inbody and Mr. Smith wanted to evaluate the organizational structure to ensure it met the college’s needs in the most efficient and effective manner, particularly in regards to Technology Services, Business Operations and facilities as they related to the *Our Time* plan. (Please note the Maintenance Department was reorganized last year.) Evaluation of the aforementioned departments and the entire Operations division revealed the following:

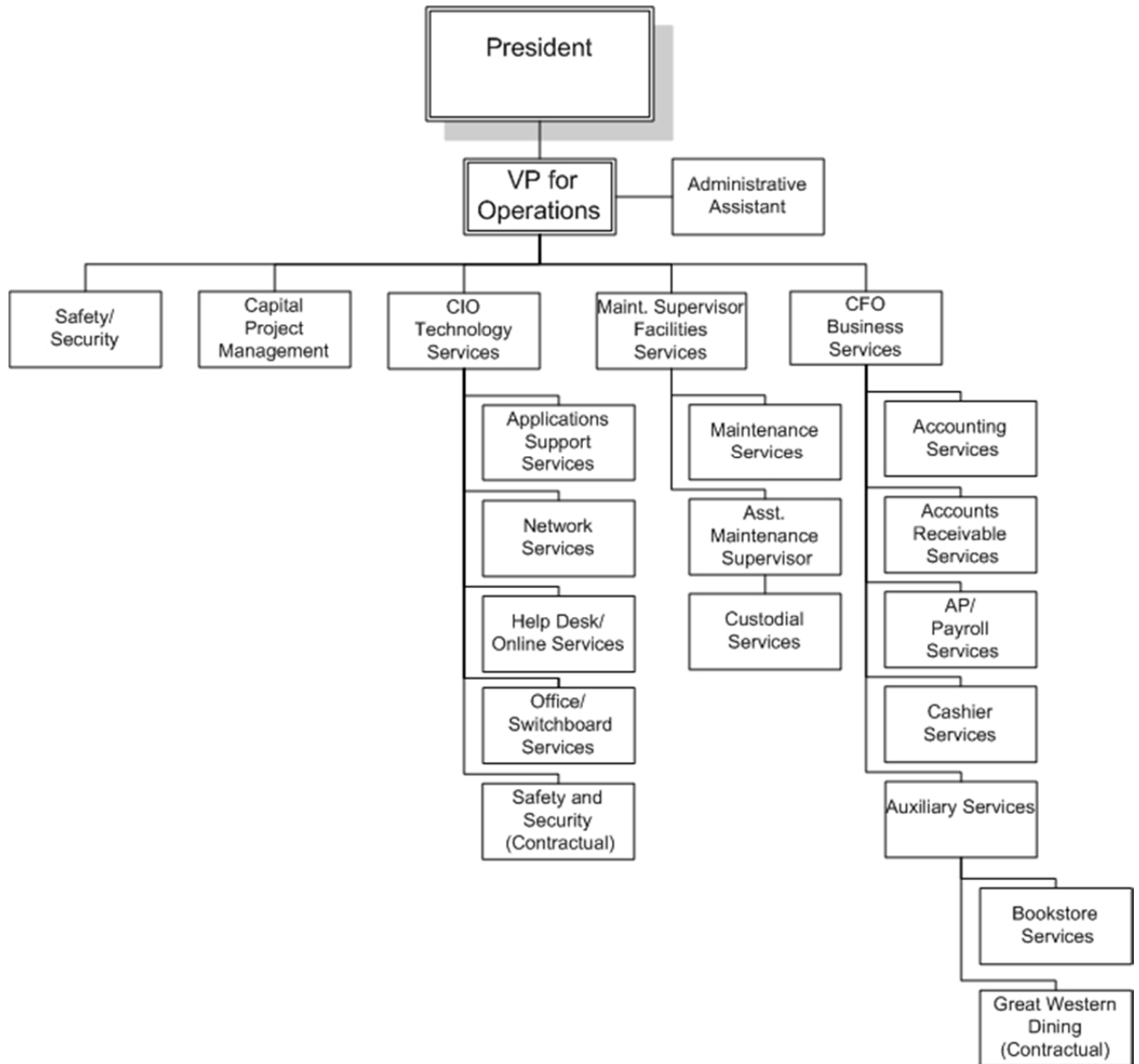
- Considerable additional workload has been added to the Vice President for Operations (VPO) with the addition of new and proposed capital improvement projects under the *Our Time* plan. The VPO cannot continue to handle the additional workload brought on by these projects without additional assistance.
- Day-to-day project management functions occupy approximately 40%-50% of the VPO’s work week and could partially be appropriately delegated.
- The President needs more direct access to the CFO on a daily basis.
- The CFO’s role at the institution has taken on increased importance because of the *Our Time* plan and state and local funding.
- The CIO’s experience and skill set could be utilized to assist the VPO with the day-to-day operations of the institution, as well as provide project management support when needed.



- While employee and student satisfaction with technology support, as shown by the 2012 technology services survey, Noel Levitz, and the employee satisfaction survey, is excellent, additional support is recommended for day-to-day desktop support at Ottawa and at the Chanutte, particularly as we experience growth in technology devices and applications as well as online and face-to-face enrollment.

The current organizational structure follows:

## Operations Division April, 2012



**Rationale:**

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

First, it was clear that several areas regarding day-to-day project management functions that reported directly to the VPO could be appropriately delegated. Delegating these day-to-day project management and facility function tasks from the VPO position description to a proposed new associate dean will allow the VPO to spend more time in conjunction with the president providing direction and coordination for capital improvement and deferred maintenance projects under the *Our Time* plan. The new associate dean position will assist with day-to-day project management of the deferred maintenance projects as well as *Our Time* projects, but will retain CIO responsibilities, as well as switchboard and office services areas and tasks dealing with day-to-day operational support regarding safety and security for the college. Overall safety and security responsibilities and training will remain with the VPO.

Secondly, as the number of users and applications (such as EX and JICS online applications) continue to grow in both quantity and complexity, continued emphasis is needed to effectively support these users and applications. As the CIO position is advanced to associate dean level, changes to the job responsibilities of the Director of Technology Services are recommended, as that position will continue to have direct applications support as one of the position's responsibilities. Additional technology support, support for the online campus, and a new webmaster position are also recommended as budget allows for 2012-2013. Additional desktop and application support will also be necessary, but no full-time positions are being requested for 2012-2013. Funding has been included in the budget assumptions spreadsheets shared previously with the Board for the new positions mentioned above as well as part-time assistance for desktop and application support.

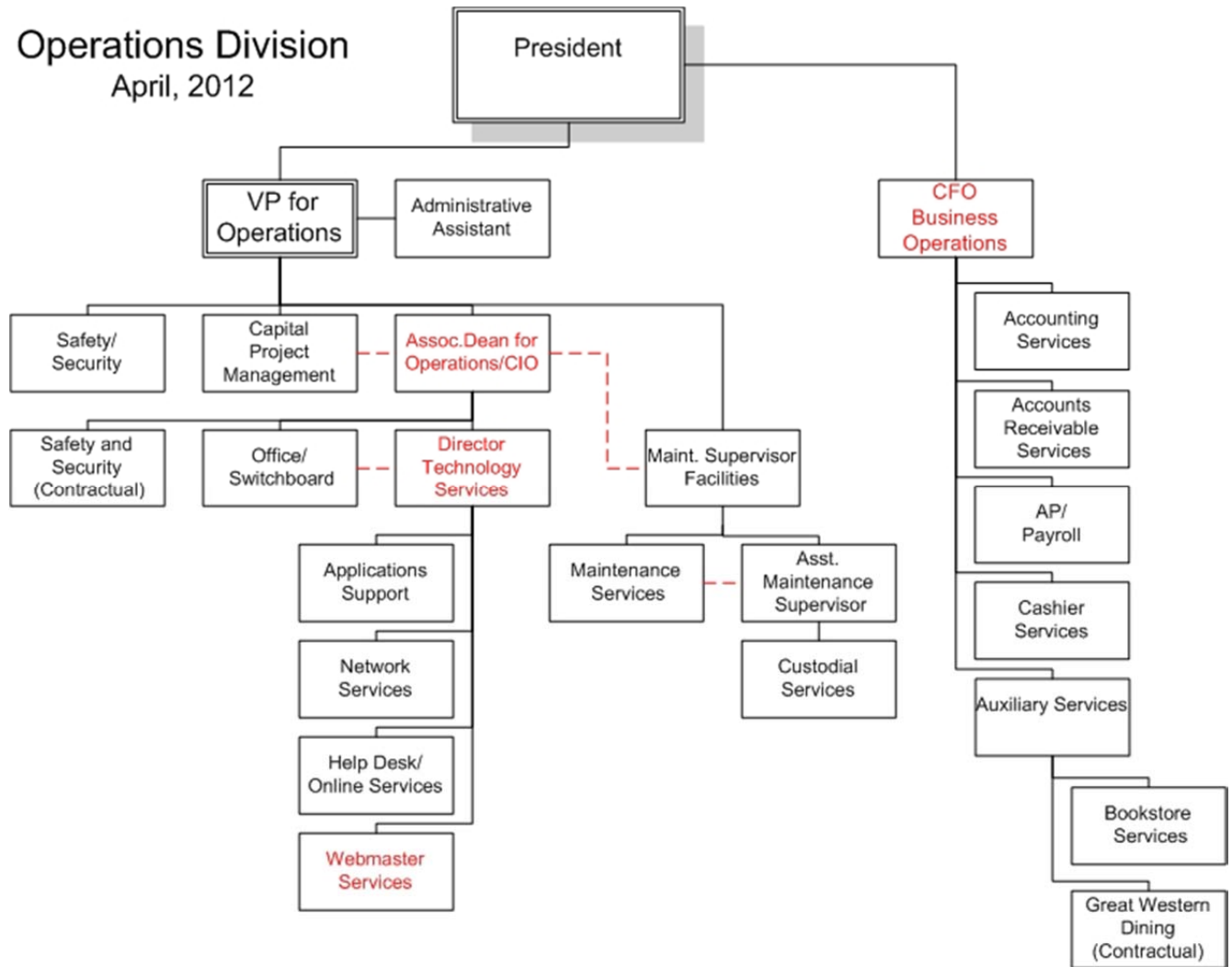
Finally, significant strides have continued in improving business office processes and procedures, thereby increasing effectiveness of business operations. Fiscal areas and the CFO specifically, typically report directly to an institution's president. The scope and importance of the position to the institution suggest the CFO be reclassified as Executive Administrator classification and report directly to the president. Some areas within the fiscal arena of the college such as bookstore operations, however, could still use improvement. The CFO is recommending a reorganization of that area as well which will be covered separately.

**Recommendations:**

As such, it was recommended that the current Director of Technology Services/CIO be advanced to the new position of Associate Dean for Operations/CIO, a senior administrator classification position. Further, it was recommended the current Computer Applications Specialist be advanced to the revised position of Director of Technology Services, an administrator classification position. Tasks dealing with day-to-day operations support and project management for the college will be shared by the VPO position with the associate dean position. CIO duties and switchboard and office services functions will remain as direct reports to the associate dean position with the other current director duties remaining with the Director of Technology Services position. The recommended new support position and webmaster position would report to the director.

It was further recommended that the CFO be reclassified as Executive Administrator classification and report directly to the president. All current functions and services would remain with the position.

Below is the proposed organizational structure:



**Compensation:**

The CFO will be reclassified to Executive Administrator classification, with a recommendation to reinstate the Executive Administrator Continuity Benefit for this position. The Associate Dean for Operations/CIO will be classified as Senior Administrator classification. The Director of Technology Services will remain classified as Administrator classification. Salary adjustments for the positions mentioned above will be new budget expenditures and have been included in the 2012-2013 Budget Assumptions spreadsheets shared previously with the Board. Revised position descriptions for the Operations Division are attached.

**Resolution 2012-17**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommendation to reorganize the Operations Division as noted above.

**Upon motion by Kevin Berthot and second by Charles Boaz the above resolution was unanimously approved.**

## **Vice President for Operations**

Reports to: President  
Organizational Unit: Exempt, Executive Administration  
Starting Salary range: \$75,000-\$90,000  
Based on Education and Experience  
Revised: April, 2012

This position reports to the President and provides executive leadership and administrative oversight for the following areas of the College: capital projects, operations, , technology services, , maintenance and facilities, safety and security, and planning. The Vice President shall serve on the President's executive team.

### **Essential Functions:**

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

### **Duties and Responsibilities:**

1. Provides project leadership, coordination and project management for all college deferred maintenance and capital improvement projects.
2. Serve as chief operations officer for the college.
3. Exercises leadership for and executive management of assigned areas and for the professional development of assigned personnel
4. Oversees the implementation of College administrative strategic goals and action plans for areas of responsibility.
5. Assists in the formulation of the College's overall operating budget.
6. Participate in the overall planning operations of the College and provide direct oversight of the strategic technology plan, emergency action plan, capital improvement plan, and facility master plan.
7. Oversees the information technology aspects of the college through direct supervision of the Associate Dean for Operations/CIO.
8. Oversees the maintenance, facilities and grounds-keeping operations of the college through the direct supervision of the Maintenance Supervisor.
9. Oversees the development and implementation of the College's safety and emergency plans through the direct supervision of the Associate Dean for Operations/CIO, and provides oversight for safety and security of the College and its constituents.
10. Other duties as assigned by supervisor.

### **Experience and Education:**

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

### **Supervision:**

1. Direct: Three (Including, Director of Technology Services /CIO, and Maintenance Supervisor, AA. plus direct liason with contractors and sub-contractors)
2. Indirect: Twenty

### **Working Conditions**

1. Normal office working environment with frequent visits to renovation and construction project sites.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. Some travel during normal working hours will be required.
4. Occasional overtime will be required.



## **Associate Dean for Operations/CIO**

Reports to: Vice President for Operations  
Organizational Unit: Exempt, Senior Administration  
Starting Salary range: \$55,000 - \$65,000  
Based on Education and Experience  
Establishment Date: April, 2012

**Purpose of position:** This position reports to the Vice President for Operations (VPO) and serves as the chief information officer (CIO) for the college. The Associate Dean supervises duties relative to the effective and efficient operation of all technology service activities encompassing computer and telecommunications hardware, software and services and assists the VPO with the coordination and management facilities projects. Duties include, but are not limited to:

### **Essential Functions:**

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

### **Duties and responsibilities:**

1. Provide leadership and oversight for the planning and integration of multi-faceted administrative, facilities, and instructional technology;
2. Implement and evaluate all technology service programs and services;
3. Oversee the preparation of the annual Technology Services budget and coordinate the acquisition of all Technology Service hardware, software, supplies, forms, and services;
4. Oversee system-level communication and telecommunication direction and oversight and coordinate telecommunications systems including WAN activities, leased digital and switched public communication lines and serve as Internet activity coordinator for all campuses, including VOIP (voice-over-IP) applications;
5. Oversee Technology Service daily operation including network services, help desk, web support, hardware and software maintenance, ;
6. Manage switchboard and offices services areas;
7. Provide leadership and oversight of management and student information systems operations;
8. Research, evaluate and recommend technological innovations beneficial to the institution;
9. Design, develop, test, and implement various components of the management and student information systems;
10. Oversee the monitoring, tuning, and ongoing evaluation of network operations;
11. Oversee network and EX software modification installation, testing, and implementation;

12. Oversee installation and support of administrative and staff workstation hardware/software including hardware upgrades, software installations, etc.;
13. Oversee the Preparation, maintenance and testing of current disaster recovery documentation and system procedures for administrative hardware and software;
14. Assist with NCCC web development as necessary.
15. Manage vendor relationships pertaining to Safety and Security operations for items such as: video surveillance, burglar alarm systems and monitoring, fire alarm systems and monitoring, routine maintenance of equipment, physical security, and access control systems.
16. Provide project management services and oversight for projects as assigned by the VPO.
17. Ensure timely, accurate resolution of problems.
18. Assist with coordination of departmental training of personnel in use of web update tools and web page design and maintenance.
19. Ensure compliance with applicable legal requirements and NCCC system policies on web site usage, security and standards.
20. Meet regularly with the VPO to review and establish priorities for all Technology Service operations of the college;
21. Assist in the recruitment and retention of NCCC students; and,
22. Perform other duties assigned by the VPO.

### **Education and Experience**

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

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

### **Working Conditions**

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. Some travel during normal working hours will be required.
4. Occasional overtime will be required.

## **Director of Technology Services**

Reports to: Associate Dean for Operations/CIO  
Organizational Unit: Exempt, Administration  
Pay Status: Regular exempt  
20 days vacation/12 days sick leave/regular holiday  
Starting Salary range \$38,000-\$48,000  
Full 12-month fringe benefit  
Revised: April, 2012

**Purpose of position:** This position reports to the Associate Dean for Operations/CIO.. The Director supervises duties relative to the effective and efficient operation of all technology service activities encompassing computer and telecommunications hardware, software and services. Duties include, but are not limited to:

### **Essential Functions:**

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

### **Duties and responsibilities:**

1. Provide overall coordination for the planning and integration of multi-faceted administrative, facilities, and instructional technology;
2. Implement and evaluate all technology service programs and services;
3. Prepare of the annual Technology Services budget and coordinate the acquisition of all Technology Service hardware, software, supplies, forms, and services;
4. Provide overall system-level communication and telecommunication direction and oversight and coordinate telecommunications systems including WAN activities, ATM, ITV, Telenet II, ISDN, leased digital and switched public communication lines and serve as Internet activity coordinator for all campuses, including VOIP (voice-over-IP) applications;
5. Supervise and manage the Technology Service daily operation including network services, help desk, , and hardware and software maintenance, ;
6. Coordinate and maintain current and new inventory control of technology hardware and software;
7. Coordinate management and student information systems operations. ;
8. Research, evaluate and recommend technological innovations beneficial to the institution.
9. Design, develop, test, and implement various components of the management and student information systems;
10. Coordinate the monitoring, tuning, and ongoing evaluation of network operations;;

11. Coordinate network and EX software modification installation, testing, and implementation;
12. Coordinate installation and support of administrative and staff workstation hardware/software including hardware upgrades, software installations, etc.;
13. Chair and lead the Technology Planning Committee and consult with them to establish priorities for administrative and instructional technology implementation and oversight of the technology funds.
14. Ensure timely, accurate resolution of problems.
- 15.
- 16.
17. Meet regularly with the Associate Dean to review and establish priorities for all Technology Service operations of the college;
18. Assist in the recruitment and retention of NCCC students; and,
19. Perform other duties assigned by the Associate Dean.

### **Education and Experience**

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

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

### **Working Conditions**

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. Ability to reach and work overhead on an occasional basis is required.
4. Occasional lifting of up to 30? pounds from the floor to waist height is required.
5. Some travel during normal working hours will be required.

### **Agenda Item VIII-B: Chief Financial Officer Job Description Change**

In an effort to streamline communications between the CEO and CFO office the president requested that the Chief Financial Officer's reporting structure be moved from the Vice President of Operations to the Office of the President effective July 1, 2012. This move, if approved, reestablishes Sandi as an executive administrator with all the benefits that Board Policy stipulates. The president believes that this will give him greater and more immediate access to critical financial information without the need to trouble the Vice President of Operations and go through that channel. Ben has a very long list of items to accomplish with the Our Time plan. As CEO it is proper and expected that the financial aspects of the College be under constant scrutiny and advancement by the president. This move will improve the president's ability to direct this aspect of the College and its function.

A change in the Chief Financial Officer's job description is attached.

### **Resolution 2012-18**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommendation to move the reporting structure of the Chief financial Officer from the Vice President of Operations to the Office of the President effective July 1, 2012, with classification change to Executive Administrator with all the benefits that Board Policy stipulates.

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

## **Chief Financial Officer (CFO)**

Reports to: President  
Organizational Unit: Exempt, Executive Administrator  
Starting Salary range: \$60,000 - \$70,000  
Based on Education and Experience  
Revision Date: April, 2012

### **Purpose of Position:**

This position reports to the President and will provide leadership for daily operation of business services, auxiliary services, and budget oversight. Duties include but are not limited to:

### **Duties and Responsibilities:**

1. Provide leadership and coordination for all business operations for the college;
2. Advance financial reporting and forecasting for the college;
3. Supervise all financial records of the college and the reconciliation of monthly bank statements;
4. Provide fiscal guidance and assistance with planning, writing, and management of grants.
5. Oversee that federal and other compliance requirements are met with regard to grant financial reporting;
6. Facilitate long range fiscal planning, appropriation of resources and properly account for all capital improvement projects.
7. Propose and prepare the annual budget at direction of the executive administration, for review and adoption by the board of trustees;
8. Prepare materials for the annual public budget hearing;
9. Manage the college budget in conjunction with the President;
10. Supervise and manage the investment of temporarily idle funds;
11. Manage a system of fixed asset accounting;
12. Procure a system of purchasing, including competitive bidding procedures, to provide materials, and other items needed to maintain and improve the total educational program;
13. Direct the preparation of necessary state and federal quarterly and yearly reports for social security, federal withholding, state withholding, state sales tax, Kansas school retirement (KPERS), tax sheltered annuities, and other reports as may be necessary;
14. Gather, organize, analyze, and communicate financial and accounting data in such a manner as to meet the state and federal requirements as well as those of the regulatory bodies to whom the college must report;
15. Ensure timely financial aid disbursement to students;
16. Serve as Treasurer of the Board;
17. Report to the president and the board of trustees on a regular basis about the financial condition of the college
18. Direct auxiliary services including the areas of the bookstore and food service;
19. Supervise the college inventory, and oversee the computer entries for fixed asset accounting purposes;
20. Perform other duties as assigned by the President.

### **Education and Experience:**

1. Bachelors degree in accounting required; Masters Degree in business or accounting preferred.
2. CPA license/credential required.
3. Five years work experience required, with three focused in areas of duties, especially accounting.

4. Experience in supervision of staff.

**Supervision:**

1. Direct: Eight (Bookstore Coordinator Chanutte, Bookstore Coordinator Ottawa, Accounting Specialist, Cashier, Accounts Receivable Clerk, Accounts Payable/Payroll Clerk, Payroll/Accounts Payable Clerk, Administrative Assistant)
2. Indirect: Three

### **Agenda Item VIII-C: Reorganization of the Chanute and Ottawa Bookstore Operations**

The bookstore coordinator at Ottawa is a full-time position and is supervised by the Chanute Bookstore Manager. The Dean of the Ottawa Campus helps coordinate Ottawa bookstore operations and hours (via dotted-line report). This structure has helped create a disconnect between Chanute bookstore operations and Ottawa bookstore operations, resulting in poor student service at times and less-than-optimal staff relations. Historically the Ottawa bookstore has felt slighted and uninformed. Operational inconsistency between the two operations has often been the norm. Employee and student surveys continue to echo a need for improvement in the bookstore operation. A change to the organizational structure of bookstore operations is necessary and recommended.

The proposed organizational structure change would result in bookstore operations at the Ottawa campus being shifted from reporting to the Chanute Bookstore Manager to reporting directly to the Chief Financial Officer. The Dean of the Ottawa Campus would still help coordinate Ottawa bookstore operations and hours (via dotted-line report). It was recommended that the Chanute Bookstore Manager position be dissolved as of June 30, 2011, and replaced by a new position of Chanute Bookstore Coordinator. The Chanute Bookstore Coordinator will also report to the Chief Financial Officer.

The Ottawa Bookstore Coordinator will be responsible for ordering and managing apparel for both campuses. Currently apparel is purchased by the Chanute Bookstore Manager. This position will be responsible for creating and maintaining a clean inviting atmosphere at both campus stores. The Chanute bookstore has historically been a cluttered unsightly area, which is anything but premiere.

The Chanute Bookstore Coordinator will be responsible for ordering and managing textbooks for both campuses. It is anticipated that communication with internal and external constituents will improve by having one central contact for managing textbooks. The majority of faculty members are on the Chanute campus where the coordinator for textbook purchasing will be located. This position will be required to develop and maintain a positive relationship with all instructors, students and book suppliers.

The Chief Financial Officer will serve as a bridge to ensure that both bookstores operate consistently, effectively, efficiently and maintain an amicable relationship between each other. Constituent service should improve as a result of the reorganization.

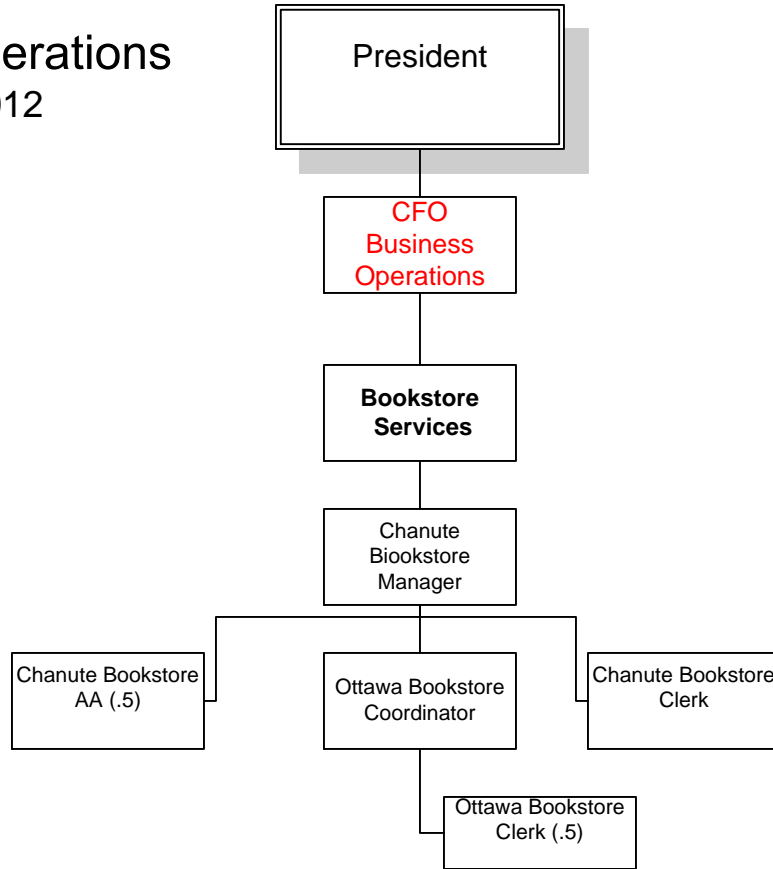
No additional staffing is requested at either location at this time. The Chanute bookstore staff will consist of one full-time clerk and a half-time administrative assistant. The Ottawa bookstore staff will consist of one half-time clerk. Administration will continue to consider the need for making the Ottawa Bookstore Clerk a full-time position as enrollment increases at the Ottawa campus.



A revised job description for the Ottawa Bookstore Coordinator and a new job description for the Chanute Bookstore Coordinator are attached.

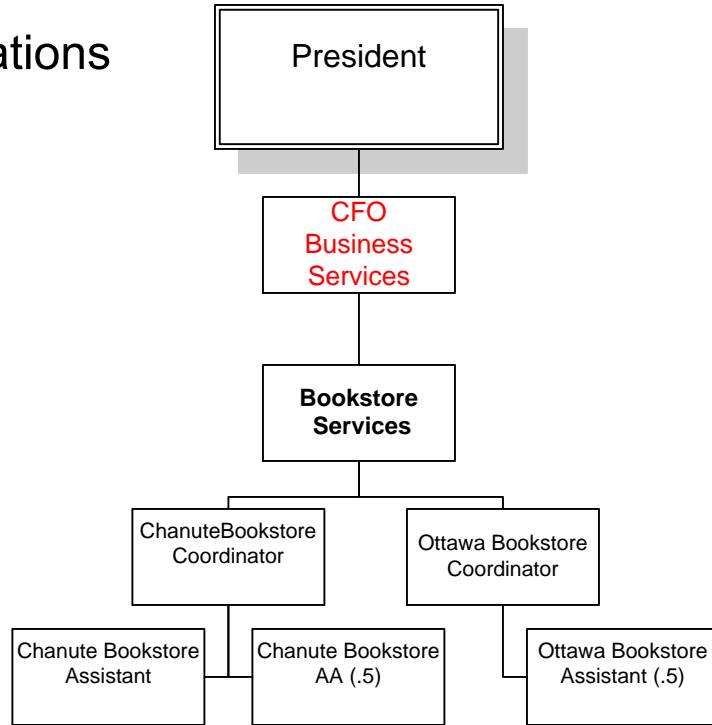
# Bookstore Operations

March, 2012



# Bookstore Operations

April, 2012



**Resolution 2012-19**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommendation to reorganize the Chanute and Ottawa Bookstore Operations as noted above.

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

## Ottawa Bookstore Coordinator

Reports to: ~~Chanute Bookstore Manager~~ Chief Financial Officer  
Classification: Exempt, Management Support  
Full-time, 12 month fringe benefits  
Starting Salary Range: ~~\$21,000—\$25,000~~ \$23,000 - \$27,000  
Vacation/Sick Leave/Regular Holidays per Board Policy  
Revision Date: April 2012

The Ottawa Bookstore Coordinator reports to the ~~Chanute Bookstore Manager~~ Chief Financial Officer and coordinates Ottawa bookstore functions with the Dean of the Ottawa Campus. The Ottawa Bookstore Coordinator is responsible for the sale and rental of textbooks and related materials, as well as sale of college merchandise. The Coordinator should endeavor to meet the needs of our students, faculty, staff, general public, and make sure that each visit is an enjoyable one. Duties include, but are not limited to:

### Essential Functions:

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

### Duties and Responsibilities:

1. Coordinate of the operations of the Ottawa bookstore including staffing and supervision, shipping and receiving, pricing, stocking and other retail sales activities.
2. Order books, apparel, supplies and other merchandise as necessary.
3. Unpack, organize and display books, garments and other merchandise.
4. Maintain the accuracy of inventory, ~~return and re-stock books and regularly verify inventory in a timely manner.~~
5. Coordinate book and ~~clothing~~ apparel deliveries to and from the Chanute bookstore as necessary.
6. Balance receipts, make daily bank deposits, and record sales daily.
7. Record student charges daily ~~via the MBS/Jenzabar electronic interface.~~
8. Maintain the Ottawa bookstore point of sale database.
9. Design and maintain bookstore display windows and choose merchandise for sale.
10. Keep accurate up-to-date bookstore records, and turn in payables and time cards by the 20th day of each month;
11. Order and distribute graduation caps and gowns as needed;
12. Maintain customer service, assist customers as they enter the store, properly answering the phone, and assist with textbook and merchandise information.
13. Continue to obtain new knowledge, skills and training with our online book processing system (TA/GM Online), including data entry, information retrieval, and reporting.
14. Perform other duties assigned by the ~~Chanute Bookstore Manager~~ Chief Financial Officer.

### Required Knowledge, Skills, and Abilities:

1. A pleasant demeanor when working with students, faculty, staff, and the general public.
2. Accounting skills are a must.

3. Exceptional attention to detail and accuracy; excellent organizational skills; excellent verbal and written communications skills; comfort, and familiarity with computers, and outstanding data entry skills.
4. Proficiency in Microsoft Excel, PowerPoint, Word, and Outlook software programs and databases required.
5. Ability to work in a bookstore/office environment where each employee assumes multiple responsibilities.
6. Ability to work well under pressure and to reliably meet deadlines in a fast-paced environment.
7. Excellent customer service skills.
8. Confidentiality of information.

**Education and Experience:**

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

**Working Conditions:**

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

**Non Discrimination**

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

## **Chanute Bookstore Coordinator**

Reports to: Chief Financial Officer  
Classification: Exempt, Management Support  
Full-time, 12 month fringe benefits  
Starting Salary Range: \$25,000 - \$29,000  
Vacation/Sick Leave/Regular Holidays per Board Policy  
Revision Date: April 2012

The Chanute Bookstore Coordinator reports to the Chief Financial Officer. The Chanute Bookstore Coordinator is responsible for the sale and rental of textbooks and related materials, as well as sale of college merchandise. The Coordinator should endeavor to meet the needs of our students, faculty, staff, general public, and make sure that each visit is an enjoyable one. Duties include, but are not limited to:

### **Essential Functions:**

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

### **Duties and Responsibilities:**

1. Coordinate of the operations of the Chanute bookstore including staffing and supervision, shipping and receiving, pricing, stocking and other retail sales activities;
2. Order books for the Chanute and Ottawa campuses and outreach, order new textbooks on written notification of the Vice President of Student Learning, update an edition of a textbook already in use, and notify instructors of pending new edition;
3. Work with the dean of outreach and workforce development in ordering, boxing and re-stocking outreach books;
4. Supervise book buy-back of reusable, resalable textbooks, post in the bookstore a list of books that will not be bought back, and repair reusable books;
5. Notify the Ottawa campus and the dean of outreach and workforce development of changes concerning buy-back, new editions, and returns to keep inventory current;
6. Maintain the master book data base
7. Administer the book rental program which involves running the book loan scholarship query each semester;
8. Work with instructors to have special class materials on hand;
9. Unpack, organize and display books, garments and other merchandise;
10. Maintain the accuracy of inventory, return and re-stock books and regularly verify inventory in a timely manner;
11. Coordinate book deliveries to and from the Chanute bookstore as necessary;
12. Balance receipts, make daily bank deposits, and record sales daily;
13. Record student charges daily via the MBS/Jenzabar electronic interface;
14. Maintain the Chanute bookstore point of sale database;
15. Keep accurate up-to-date bookstore records;
16. Open the bookstore for college events such as basketball games and wrestling matches;
17. Design and maintain display windows in the bookstore and Sanders Hall;
18. Ensure that the bookstore facilities are clean and well-maintained;
19. Complete annual bookstore inventory for both campuses as of June 30;
20. Maintain customer service, assist customers as they enter the store, properly answering the phone, and assist with textbook and merchandise information.
21. Maintain and forward to the Business Office a monthly accounting of departmental bookstore and vehicle charges.

22. Continue to obtain new knowledge, skills and training with our online book processing system (TA/GM Online), including data entry, information retrieval, and reporting.
23. Perform other duties assigned by the Chief Financial Officer.

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

1. A pleasant demeanor when working with students, faculty, staff, and the general public.
2. Accounting skills are a must.
3. Exceptional attention to detail and accuracy; excellent organizational skills; excellent verbal and written communications skills; comfort, and familiarity with computers, and outstanding data entry skills.
4. Proficiency in Microsoft Excel, PowerPoint, Word, and Outlook software programs and databases required.
5. Ability to work in a bookstore/office environment where each employee assumes multiple responsibilities.
6. Ability to work well under pressure and to reliably meet deadlines in a fast-paced environment.
7. Excellent customer service skills.
8. Confidentiality of information.

**Education and Experience:**

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

**Working Conditions:**

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

**Non Discrimination**

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



## **Agenda Item VIII-D: Reorganization of Student Development**

Two areas below 70% on the institutional effectiveness scorecard were advising and responsive student services. Based on the concerns of inadequate constituent satisfaction in those areas, the need for improvement to reinforce our institutional commitment to recruitment/retention/completion, and to balance improvements with our resource capacity the following proposed changes to the student development unit will be used to ramp up the capacity of the unit to support and optimize the use of its resources for student recruitment, retention, and completion college-wide.

The proposed changes reflect using strengths and abilities of current personnel in the unit. A major reason for this proposal is to provide a leadership and management structure that will permit the Dean of Student Development to be more engaged with his unit's services and effectiveness at all sites served by the institution, with an emphasis on campus sites (Chanute, Ottawa, and online) and their efforts to achieve college goals for optimizing recruitment, retention, and completion, as well as constituent service.

Proposed changes:

- 1) Change in title and scope of duties of the current Coordinator of Enrollment Management

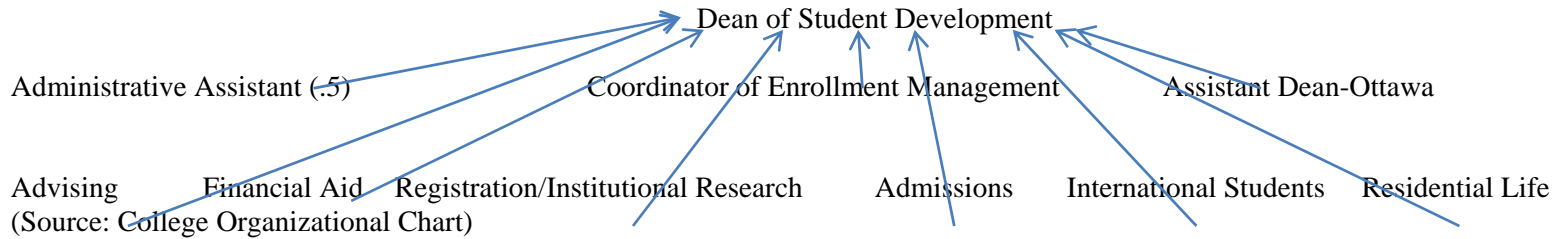
Proposed title change: Assistant Dean of Student Development.

Change in scope of duties: Supervision and coordination of the following student development areas: Advising (including new area of Retention/Counseling), Registration/Institutional Reporting, Financial Aid, and Admissions (Recruitment and College Relations). Also, implementation of support for Student Development/Student Learning through coordination of college information, with an emphasis on developing reports related to recruitment, retention, and completion that support ongoing initiatives demonstrating institutional effectiveness and accountability, planning and review of resources (available and needed).

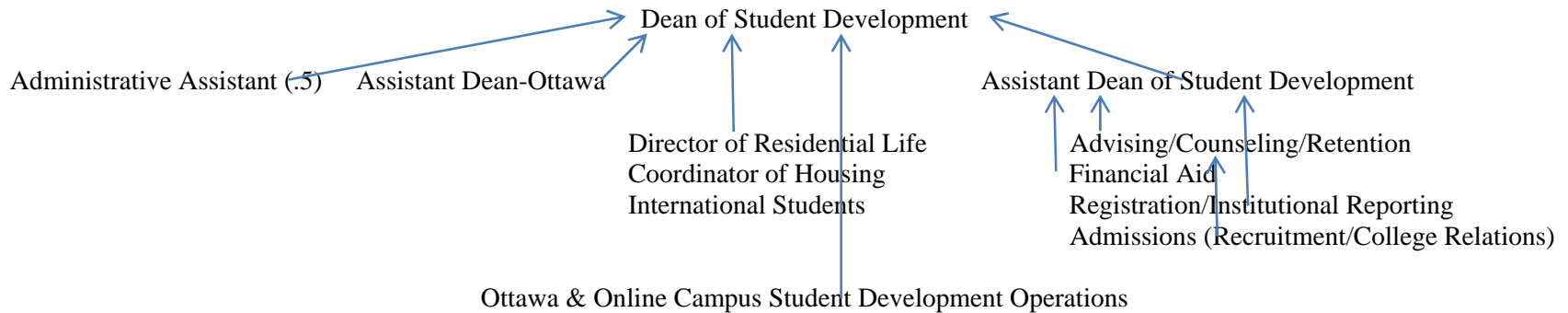
- 2) Current area of Admissions will emphasize Recruitment and College Relations (which can include coordination of college special events).
- 3) The current title of Registrar/Director of Institutional Research will change to Registrar/Director of Institutional Reporting.
- 4) The current title and position of Assistant Director of Institutional Research will become Coordinator of Institutional Research and report directly to the Vice President for Student Learning.
- 5) No change in the Financial Aid Unit at this time. During the next several months the Dean of Student Development and the Coordinator of Enrollment Management will observe and work with financial aid staff to monitor volume of applications and student traffic, accuracy and quality of service to students, adherence to financial aid regulations, and use of resources.

**Organization of the Student Development Unit of the Student Learning Division at NCCC**

**Current Structure**



**Proposed Structure**



**Resolution 2012-20**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommendation to reorganize Student Development as noted above.

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

## **Agenda Item VIII-E: Employee Contract Renewals**

The president recommended that the Board approve the 2012-2013 employment contracts for the employees listed below under the classification system which was approved at the September 2008 Board meeting.

### **Executive Administrator**

Genandt, James – Vice President for Student Learning  
Smith, Ben – Vice President of Operations (rolling 3-year contract)  
Solander, Sandi – Chief Financial Officer

### **Senior Administrator**

Burdge, Amber – Athletic Director  
Christiansen, Claudia – Director of Development and Marketing  
Ernst, Dale – Dean of the Ottawa Campus  
Gardner, Marie – Associate Dean of the Online Campus  
Kegler, Jason – Dean of Student Development  
Krumm, Brenda – Project Manager for Title III (50%) and Dean of Outreach and Workforce Development (50%)  
Ranabargar, Kerry – Associate Dean of Operations/CIO

### **Administrator**

- \* Allen, Patty – Retired Senior Volunteer Program Director
- \* Bertels, Karen – Activity Director for Title III (50%) and Assistant Dean of Outreach and Workforce Development (50%)
- Cadwallader, Sarah – Director of Admissions
- \* Chaney, Bart – Student Support Services Director
- \* Clay, Krista – ABE Coordinator
- Coomes, Kerrie – Assistant Dean of Student Development
- Covault, Pam – Director of Nursing
- Cussimano, Joyce – Director of Grant Development
- Daisy, Jennifer – Assistant Director of Financial Aid
- Dale, Terri – Director of Human Resources
- \* Flett, Barbara – Title III Director of Occupational Therapy Assistant Program
- \* Gerber, Pam – Title III Surgical Technology Program Specialist
- Hale, Kara – Director of Financial Aid
- Henton, Kathie – Health Information Technology Director
- Kettler, Randy – Director of Basic Skills/CAVE
- Knight, Craig – Energy Program Coordinator (half-time)
- \* Moore, Marie – Talent Search Grant Director
- \* Munsell, Ramona – TRIO Grant Writer (half-time)
- Patrick, Brian – Assistant Dean of Ottawa Campus
- Peters, Nicole – Registrar/Director of Institutional Reporting
- Rhine, Tracy – Director of Allied Health
- Roush, Beverly – Assistant Director of Nursing
- Seibert, Jon – Director of Technology Services

- Seufert, Kyle – Assistant Maintenance Supervisor
- Smith, Paul – Maintenance Supervisor
- \* Warren, Kelly – Title III Surgical Technology Developer/Director
- Weisenberger, Susan – Director of Library Services

**Management Support**

- Almond, Jeff – Coordinator of Advising and Articulation
  - Beddo, Leslie – Assistant Director of Admissions-Ottawa
  - Brown, Anthony – TLC Coordinator-Ottawa
  - \* Bures, Kyle – Student Support Services Transfer/Career Advisor
  - \* Carman, Peggy – Title III OTA Instructor/Fieldwork Coordinator (11 months)
  - \* Christy, Angela – ABE Instructor-Ft. Scott
  - \* Fossoy, Dan – ABE Instructor-Independence
  - \* Garrett, Heather – ABE Instructor
  - Hauser, LuAnn – Coordinator of Institutional Research
  - Howell, Diane – Ottawa Bookstore Coordinator (removed interim from position title)
  - Isaac, Nancy – Advertising/Media Coordinator (half-time)
  - \* Kerns, Laurie – Upward Bound Academic Coordinator
  - \* Keylon, Ashley – ABE Instructor-Ft. Scott
  - Moore, C.W. “Bud” – Construction Coordinator (half-time, 12 months)
  - Mudd, Erica Mudd – Recruiting/Retention Specialist for Technical Education
  - \* Riebel, Grace – Student Support Services English Specialist
  - Robb, Sandy – Lifetime Learning Coordinator (half-time)
  - \* Roberts, Lane – ABE Instructor-Coffeyville
  - \* Robinson, Elizabeth – Student Support Services Math Specialist
  - \* Robinson, Isaac – ABE Instructor-Chanute
  - \* Rose, Mike – Talent Search Academic Advisor (11 months)
  - Schomaker, Jessica – Graphic Design Artist/Webmaster
  - Sechler, Mary Jo – Chanute Bookstore Coordinator
  - Smith, Dwight – Technology Services Network Administrator
  - Smith, Sarah – Alumni Relations/Development Assistant
  - \* Steinert, Nancy – ABE Instructor-Labette
  - Vail, Amber – Health Occupations Coordinator
  - Vanatta, Kim – Development Lab Coordinator
  - Williams, Jennifer – Medical Assistant Coordinator/Instructor (10 months)
  - \* Wiltse, Nicci – Interim Talent Search Academic Advisor
- \* Denotes grant positions. Employment is contingent upon continued funding of the individual grant.

**Resolution 2012-21**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 2012-2013 employment contracts for employees as presented under the classification system and contingent upon future grant funding for grant employees and that notices of intent not to renew employment contracts be given as required by Board Policy for contingent renewals.

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

## **Agenda Item VIII-F: Hourly, Non-Exempt Employee Contract Renewals**

The president recommended that the Board approve the employment of the following hourly, non-exempt employees.

- Anderson, Tracy – Custodian
- Barr, Mary – Switchboard/Administrative Assistant
- Beeman, Gloria – Office Services Clerk
- Benton, Patty – Cashier-Ottawa
- \* Bohler, Jeanie – Administrative Assistant to Student Support Services
- Brown, Jeff – Maintenance B
- Brown, Patricia – Accounts Receivable Clerk
- Burton, Linette – Financial Aid Clerk (half-time)
- Chism, Donald – Custodian
- Cox, Jane – Financial Aid Specialist
- Crawford, Steve – Maintenance-Electrician/Plumber
- Daniels, Heather – Payroll/Accounts Payable Clerk
- Dix, Marcy – Assistant Registrar-Ottawa
- Eagle, Debbie – Library Associate
- Ensminger, Kim – Administrative Assistant to the Vice President for Operations
- Fairchild, Cindy – Administrative Assistant to the Vice President for Student Learning
- Ferguson, Nicole – Financial Aid Clerk-Ottawa (half-time)
- Fisher, Julian – Maintenance-Ottawa
- Fugate, Jamie – Custodian
- Gilmore, Denise – Administrative Assistant to the President
- Haddan, Susan – Assistant Registrar
- Hamm, Kelly – Administrative Assistant to Nursing-Ottawa
- Jacobson, Karin – Accounts Payable/Payroll Clerk
- Jenkins, Mary – Custodian
- Jones, Tim – Admissions Specialist
- \* Kinzer, Jackie – Administrative Assistant for Health Information Technology (half-time)
- Lucke, Jodi – Administrative Assistant for the CAVE
- \* McMillan, Beau – Administrative Assistant to Upward Bound
- Neely, Mia – Cashier
- Ouellette, Allison – Administrative Assistant for the Dean of Student Development and Athletic Director
- Parriott, Paulette – Receptionist/Switchboard-Ottawa
- Pulliam, Reba – Custodian
- Rahe, Corey – Maintenance C
- Rice, Sharon – Bookstore Assistant
- Rogers, LuAnn – Custodian
- Schommer, Debra – Administrative Assistant to Division Chairs, Faculty and Assessment Coordinator
- Showalter, Teri – Administrative Assistant for Allied Health

- Shumway, Donna – Tech Services Technician-Ottawa  
Smith, Amy – Administrative Assistant to Outreach and Workforce Development  
Snyder, Rena – Library Clerk  
Stich, Mary – Administrative Assistant to the Bookstore and Chief Financial Officer
- \* Thomas, Rhonda – Administrative Assistant to Talent Search
  - Weldon, Megan – Administrative Assistant to Nursing, Chanute
  - \* Wolfe, Jan – Administrative Assistant to Title III Activity Director (50%) and Assistant Dean of Outreach and Workforce Development (50%)
- \* Denotes grant positions. Employment is contingent upon continued funding of the individual grant.

### **Resolution 2012-22**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 2012-2013 employment contracts for the individuals listed above under the hourly, non-exempt classification and contingent upon future grant funding for grant employees effective at the end of the current contracts and conditioned upon continued good standing.

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



### **Agenda Item VIII-G: Ottawa USD 290 MOU**

On March 12, 2012 the Ottawa (USD 290) Board of Education voted to join the Southeast Kansas Adult Basic Education Consortium administered by Neosho County Community College. This action will route USD 290's ABE mill levy (\$58,200) to Neosho County Community College to assist with costs associated with providing services.

The attached Memorandum of Understanding has been compiled and agreed upon by both parties. The agreement becomes effective on the date of execution and the fiscal arrangements become effective July 1, 2012.

It was the president's recommendation that the Board approve the Memorandum of Understanding with USD 290 for the purpose of implementing an Adult Basic Education Grant being administered by NCCC.

### **Resolution 2012-23**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the Memorandum of Understanding with USD 290 for the purpose of implementing an Adult Basic Education Grant being administered by NCCC.

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

**Memorandum of Understanding For  
Neosho County Community College Adult Basic Education  
And  
Ottawa USD 290**

The following agreement, effective the date of execution, signifies the mutual efforts of Neosho County Community College (NCCC) and Ottawa USD 290 in providing quality Adult Basic Education (ABE) services to our respective students.

**I: A. NCCC agrees to provide:**

- 1) Administrative oversight of ABE instruction on NCCC's Ottawa campus.
- 2) Data entry of students' information into the State system. (PABLO)
- 3) Weekly onsite and monthly Consortium Staff meetings.
- 4) Professional development funds for ABE instructors as provided for in the Grant.
- 5) Instructional material for ABE learners.
- 6) ABE instruction at NCCC Ottawa site.
- 7) A report of the Adult Education mill levy expenditures by the fourth Monday in July.

**B. Ottawa USD 290 agrees to provide:**

- 1) \* Cash Match. (\$58,200.00) Paid to NCCC to be used to pay instructional staff at NCCC Ottawa campus.
- 2) Student referrals

**II: Program Discontinuation**

- 1) If either NCCC or Ottawa USD 290 wish to discontinue this program after it is implemented, the party wishing to discontinue must notify the other party in writing by February 1<sup>st</sup> of the fiscal year ending June 30<sup>th</sup> of that year.
- 2) Students enrolled in the ABE program will have the opportunity to complete the program, including obtaining their GED.
- 3) Assets obtained for the program on a shared cost basis will be amicably divided by Ottawa USD 290 and NCCC once program discontinuation is complete. One partner may purchase an item from the other partner or partners.

**III: Miscellaneous**

- 1) This agreement is subject to approval by the Governing Board of each party.
- 2) This agreement shall be construed and enforced in accordance with the laws of the State of Kansas and the rules and regulations of the Kansas Board of Regents and Kansas Adult Education.
- 3) NCCC staff and other personal employed by NCCC for the program shall not be considered employees of Ottawa USD 290 and all employment matters for such employees shall be the responsibility of and under the control of NCCC in accordance with its policy and rules, notwithstanding provisions for reimbursement of costs by Ottawa USD 290. Other staff members, support staff and employees of Ottawa USD 290 whether performing duties ancillary or related to the program, shall be considered employees of Ottawa USD 290 and will be the sole responsibility of and under the control of Ottawa USD 290 pursuant to its policies and rules.
- 4) Adult Education instructors provided pursuant to I.B.(6) must meet the requirements of the NCCC ABE program.
- 5) Each party hereto shall agree to indemnify the other for, and hold harmless from, any and all claims, demands, liabilities, actions, suits or proceedings of any kind or nature whatsoever asserted or claimed by or on behalf of any third parties including, but not limited to student participating hereunder on account of activities or services, or both, arising out of related or incidental to, conduct of this program, except to the extent that any claim, demand, liability, action, suit or proceeding is the result of an act or omission on the

part of the one to be indemnified. This provision is expressly subject to K.S.A. 71-201a and the provisions of the attached DA-146a.

- 6) This agreement supersedes any and all agreements between the parties hereto and represents the entire agreement, except as specifically provided otherwise herein. The term of the agreement can be altered or modified only by written instrument signed by both parties hereto.
- 7) The term of this agreement shall continue until discontinuation as provided in section II above.
- 8) \*Payments referenced above with an \* are fiscal year amounts. Time for payment of such amounts, whether lump sum or in installments shall be set forth on a separate schedule agreed to by the parties.
- 9) This Memorandum of Understanding is for the purpose of implementing an Adult Basic Education Grant being administered by NCCC. All agreements, terms and conditions are subject to the requirements of such grant, and this Memorandum shall be interpreted, when necessary, in a manner consistent with such requirements. Both parties agree to act in good faith to meet grant requirements.

**Neosho County Community College**

Date \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Director of Adult Education

\_\_\_\_\_  
Chair, Board of Trustees

**Ottawa USD 250**

Date \_\_\_\_\_

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Chair, Board of Education

### **Agenda Item VIII-H: Ottawa Adult Basic Education Positions**

Two adult education instructor positions are required to provide Adult Basic Education services to Ottawa USD 290. These two positions will begin July 1, 2012. Both positions will be funded through the USD 290 ABE mill levy and the State of Kansas Adult Basic Education grant.

The attached job description applies to both positions.

It was the president's recommendation that the Board approve the two adult education instructor positions to provide Adult Basic Education services to Ottawa USD 290.

### **Resolution 2012-24**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the two adult education instructor positions to provide Adult Basic Education services to Ottawa USD 290.

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

**Adult Education Instructor**  
**Reports to: ABE Coordinator**  
**Organizational Unit: Adult Education**  
**Classification: Full – Time, 12 month, Management Support**  
**100% Grant funded**  
**Pay Status: Salary, full benefits**  
**Starting salary: Mid-\$20,000's**  
**Revision Date: 04/2/12**

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

**Essential Functions:**

Classroom instruction:

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

**Education and Experience:**

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

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

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

**Working Conditions:**

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

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. 213, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008. Information concerning the provisions of these acts, and the rights provided thereunder, are available from the compliance coordinator.

### **Agenda Item VIII-I: Increase in Adjunct Assessment Reporting Pay**

Recently the College examined pay rates for area community colleges for adjunct instruction. Rates vary across the state but our rate of \$425 a credit hour was one of the lowest rates in Kansas. Adjunct instruction is a vital part of NCCC and its ability to carry out its mission. Additionally, the College fails to meet its stretch goal of 100% participation in the outcomes assessment process.

Adjunct faculty as a whole have made important strides in completing the assessment process, but more work is needed to reach the goal of 100% of every outcome, every section, every semester. As part of the budget process for the 2012-2013 college year, the president recommended that the assessment pay be increased by \$25 a credit hour. This increase will help reward those who do meet the full requirements of teaching at NCCC. The \$25 to the per credit hour assessment pay will add \$70,000 in cost to the new budget.

### **Resolution 2012-25**

RESOLVED, that the Board of Trustees of Neosho County Community College approves a \$25 per credit hour increase to the pay for all adjunct instructors in the form of an increase in the pay for successful completion of the outcomes assessment process.

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

## Agenda Item VIII-J: Copier Bids

The lease for the College's copiers has expired and unlike the past several years we have decided to scale back the maintenance contracts for this equipment and run the smaller volume machines a little longer in an effort to conserve funds. Specifications were developed for four new machines that will replace the existing high volume units in the copy center at both the Chanute and Ottawa locations. The specifications allowed more freedom to bidders to select the most cost effective approach to billing and bid several options if warranted.

Ads were placed in local papers and the following firms were asked to submit proposals:

Copy Products, Inc. Iola, Ks  
Digital Connections, Inc., Coffeyville, Ks  
Service Office & Supply, Chanute, Ks

The following companies submitted proposals:

Copy Products, Inc., Iola, KS  
Digital Connections, Inc., Coffeyville, KS  
Ricoh Corporation, Lenexa, Ks  
Service Office & Supply, Chanute, KS

In all, there were thirty different alternatives listed by the four companies. College staff undertook a detailed analysis of each of the thirty alternatives.

The staff has recommended that the College select Digital Connections base bid specified as *Option #1 in their submittal*, for a four-year term; \$0.004/page (image) for black and white copies; \$0.04/page (image) for color copies and an annual lease payment of \$17012.00. In addition they would like to include the optional folding machine which will add an additional \$472.32 annually. The bid was selected for the following reasons:

1. The bid was the lowest cost to the institution.
2. The bid provides maximum flexibility for Office Services at peak times.
3. The service department of Digital Connections is excellent in terms of time to resolution.
4. The Lanier brand is proven effective as we have had them in the past.

If accepted, this represents a \$10,200 savings over copy costs from the current year.

Bid specifications are listed below:



**Invitation to Bid**

The Board of Trustees of Neosho County Community College (NCCC) is seeking bids for copiers to be installed on the Chanute and Ottawa campuses.

Estimated volume for B&W copies is 1.2 million annually (both Chanute and Ottawa campuses). Estimated volume for color copies is 170,000 annually. Billing may be done monthly or quarterly. Bidder is free to price the lease in any manner that provides the best possible cost savings to NCCC. Bidders are also encouraged to provide multiple options on pricing models and equipment.

The following specifications must be met:

1. **Quantity 4 - Full Color Digital Imaging System (Includes 85 cpm Black and White, 55 cpm Full Color, Duplexing, Network Print/Scan/Fax, Stapling Finisher w/Hole Punch, , saddle staple , booklet making and Console, ). Capacity to run 110 lb. card stock, photo paper, and transparency film.. Environmentally friendly equipment that produces less waste, uses fewer consumables, and is energy star qualified is preferred.**
2. Installation of all equipment will be scheduled at the discretion of NCCC.
3. Must have centralized accounting system that allows an administrator to capture copy counts from all devices at a central location and provide reporting that meets vendor needs.
4. Must utilize a code based user account system to track copies made by user and/or department.
5. Must include option for a bulk feed folding machine that will do bi-fold, tri-fold, and z-fold. **Sizes include 8.5"x11", 8.5"x14" and 11"x17".**
6. Must certify that the maximum time for service repair response is to be no longer than 2 hours from time of service call. Failure to meet the maximum service repair response time will result in a \$150 credit to the College's account per infraction.
7. Once the terms of the lease have been determined the vendor must provide an option to continue the contract month-to-month at the College's request with the per copy charges to be based on either the regular or overage charges, whichever is applicable at the time.
8. Bidders must disclose any unique requirements of the proposed equipment with the bid. These might include things such as power, network, surge protection, and environmental requirements that are detrimental to equipment performance.
9. Must include pricing for 2, 3, and 4 year lease options and fill out the pricing summary chart below to be returned with the signature sheet.

Lease Term	2 Yr		3Yr		4Yr	
Annual Equipment Lease Cost						
	B/W	Color	B/W	Color	B/W	Color
Service, Parts, Labor& Supplie						
Overage Charges						

Bidders are responsible for **ALL** implementation costs including, but not limited to, installation, configuration, conversion/entry of existing copier codes, and successful integration with NCCC's network environment. Equipment installation details to be coordinated at the direction and discretion of NCCC.

Bidders are strongly encouraged to visit both campuses to ensure compliance with bid specifications. Bidders may schedule times to visit either campus by contacting the individuals listed below for an appointment:

<p><b>Chanute Campus</b>  <b>Gloria Beeman, Office Services Clerk</b>  <b>620-431-2820 ext. 209</b>  <a href="mailto:gbeeman@neosho.edu">gbeeman@neosho.edu</a></p>	<p><b>Ottawa Campus</b>  <b>Dale Ernst, Assistant Dean, Ottawa Campus</b>  <b>785-242-2067 ext. 312</b>  <a href="mailto:dernst@neosho.edu">dernst@neosho.edu</a></p>
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Questions concerning any of the specifications should be directed to:

**Kerry Ranabargar, Director of Technology Services**  
**620-431-2820 ext. 289**  
[kranabargar@neosho.edu](mailto:kranabargar@neosho.edu)

All sealed bids must be addressed as follows and submitted directly to:

**Neosho County Community College**  
**Attn: Sandi Solander**  
**Dean of Finance**  
**800 West 14<sup>th</sup> Street**  
**Chanute, KS 66720**

before 5:00 pm, Thursday March 29<sup>th</sup>, 2012. We anticipate that a recommendation on the bids will be made to the NCCC Board of Trustees at the board meeting at 5:30 p.m. on April 12<sup>th</sup>, 2010 in Room 209 of the Student Union on the Chanute campus. The Board of Trustees reserves the right to reject any or all bids and to determine whether or not specifications have been met. Bids are expected to be firm and should not be presented as estimates.

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

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

**Base Bid Specs**

**Lease Term- 2Year**

1. Total annual Equipment Cost
2. Service, Parts Labor & supplies
3. Overage Cost

Total Estimated Cost for Lease Term  
(Assumes No Overages) **Total Estimated Annual Lease Cost (Assumes No Overages)**

**Lease Term- 3Year**

1. Total annual Equipment Cost
2. Service, Parts Labor & supplies
3. Overage Cost

Total Estimated Cost for Lease Term  
(Assumes No Overages) **Total Estimated Annual Lease Cost (Assumes No Overages)**

**Lease Term- 4Year**

1. Total annual Equipment Cost
2. Service, Parts Labor & supplies
3. Overage Cost

Total Estimated Cost for Lease Term  
(Assumes No Overages) **Total Estimated Annual Lease Cost (Assumes No Overages)**

Ricoh Corporation - Lenexa, Ks (Ricoh)		Copy Products Inc. - Iola, Ks. (Konica Minolta)		Digital Connections - Coffeyville, Ks. (Lanier)		Service Office - Chanute, Ks. (Xerox)			
\$0.00		\$40,416.00		\$34,024.00		\$0.00			
B/W	Color	B/W	Color	B/W	Color	B/W	Tier 1 Color	Tier 2 Color	Tier 3 Color
N/A	N/A	\$6,000.00	\$8,500.00	\$4,800.00	\$6,800.00	N/A	N/A	N/A	N/A
N/A	N/A	\$0.0050	\$0.0500	\$0.0040	\$0.0400	N/A	N/A	N/A	N/A
N/A		\$109,832.0000		\$91,248.0000					
		\$54,916.0000		\$45,624.0000					
\$0.00		\$27,648.00		\$22,682.66		\$37,991.52			
B/W	Color	B/W	Color	B/W	Color	B/W & Tier 1 Color	Tier 2 Color	Tier 3 Color	
N/A	N/A	\$6,000.00	\$8,500.00	\$4,800.00	\$6,800.00	\$9,763.72	\$1,427.78	\$4,512.79	
N/A	N/A	\$0.0050	\$0.0500	\$0.0040	\$0.0400	\$0.0077	\$0.0280	\$0.0885	
N/A		\$126,444.0000		\$102,847.9800		\$161,087.4300			
		\$42,148.0000		\$34,282.6600		\$53,695.81			
\$0.00		\$21,600.00		\$17,012.00		\$30,220.80			
B/W	Color	B/W	Color	B/W	Color	B/W & Tier 1 Color	Tier 2 Color	Tier 3 Color	
N/A	N/A	\$6,000.00	\$8,500.00	\$4,800.00	\$6,800.00	\$9,763.72	\$1,427.78	\$4,512.79	
N/A	N/A	\$0.0050	\$0.0500	\$0.0040	\$0.0400	\$0.0077	\$0.0280	\$0.0885	
N/A		\$144,400.0000		\$114,448.0000		\$183,700.3600			
		\$36,100.0000		\$28,612.0000		\$45,925.09			

**Alternate 1**

**Lease Term- 2Year**

1. Total annual Equipment Cost
2. Service, Parts Labor & supplies
3. Overage Cost

Total Estimated Cost for Lease Term (Assumes No Overages)  
**Total Estimated Annual Lease Cost (Assumes No Overages)**

**Lease Term- 3Year**

1. Total annual Equipment Cost
2. Service, Parts Labor & supplies
3. Overage Cost

Total Estimated Cost for Lease Term  
(Assumes No Overages) **Total Estimated Annual Lease Cost (Assumes No Overages)**

**Lease Term- 4Year**

1. Total annual Equipment Cost
2. Service, Parts Labor & supplies
3. Overage Cost

Total Estimated Cost for Lease Term  
(Assumes No Overages) **Total Estimated Annual Lease Cost (Assumes No Overages)**

2 color, 2 black and white	Toshiba machines	2 color, 2 black and white	Same machines as base bid. No 2 fold on the machine but offline solution included.
\$30,098.28	\$29,760.00	\$29,425.00	
B/W	Color	B/W	Color
\$5,280.00	\$8,500.00	\$4,800.00	\$6,800.00
\$0.0044	\$0.0500	\$0.0040	\$0.0400
\$87,756.56	\$88,520.0000	\$82,050.0000	
\$43,878.28	\$44,260.00	\$41,025.00	
\$20,445.72	\$20,352.00	\$19,616.66	\$31,649.28
B/W	Color	B/W	Color
\$5,280.00	\$8,500.00	\$4,800.00	\$6,800.00
\$0.0044	\$0.0500	\$0.0040	\$0.0400
\$102,677.16	\$104,556.0000	\$93,649.9800	\$142,060.71
\$34,225.72	\$34,852.00	\$31,216.66	\$47,353.57
\$17,753.40	\$15,888.00	\$14,712.50	\$25,192.80
B/W	Color	B/W	Color
\$5,280.00	\$8,500.00	\$4,800.00	\$6,800.00
\$0.0044	\$0.0500	\$0.0040	\$0.0400
\$126,133.60	\$121,552.0000	\$105,250.0000	\$163,588.36
\$31,533.40	\$30,388.00	\$26,312.50	\$40,897.09

**Alternate 2**

**Lease Term- 2Year**

1. Total annual Equipment Cost
2. Service, Parts Labor & supplies
3. Overage Cost

Total Estimated Cost for Lease Term (Assumes No Overages)  
**Total Estimated Annual Lease Cost (Assumes No Overages)**

**Lease Term- 3Year**

1. Total annual Equipment Cost
2. Service, Parts Labor & supplies
3. Overage Cost

Total Estimated Cost for Lease Term  
(Assumes No Overages) **Total Estimated Annual Lease Cost (Assumes No Overages)**

**Lease Term- 4Year**

1. Total annual Equipment Cost
2. Service, Parts Labor & supplies
3. Overage Cost

Total Estimated Cost for Lease Term  
(Assumes No Overages) **Total Estimated Annual Lease Cost (Assumes No Overages)**

2 color, 1 black and white		2 smaller color (65ppm), 2 black and white	Same as Alt 1 but with only 3 machines (2 in Chanute and 1 in Ottawa)
\$24,417.24		\$28,109.00	
B/W	Color	B/W	Color
\$5,280.00	\$8,500.00	\$4,800.00	\$6,800.00
\$0.0044	\$0.0500	\$0.0040	\$0.0400
\$76,394.48		\$79,418.0000	
\$38,197.24		\$39,709.00	
\$16,599.12		\$18,739.33	\$23,736.96
B/W	Color	B/W	Color
\$5,280.00	\$8,500.00	\$4,800.00	\$6,800.00
\$0.0044	\$0.0500	\$0.0040	\$0.0400
\$91,137.36		\$91,017.9900	\$118,323.75
\$30,379.12		\$30,339.33	\$39,441.25
\$13,243.80		\$14,054.50	\$18,894.60
B/W	Color	B/W	Color
\$5,280.00	\$8,500.00	\$4,800.00	\$6,800.00
\$0.0044	\$0.0500	\$0.0040	\$0.0400
\$108,095.20		\$102,618.0000	\$138,395.56
\$27,023.80		\$25,654.50	\$34,598.89

**Alternate 3**

**Lease Term- 2Year**

1. Total annual Equipment Cost

2. Service, Parts Labor & supplies

3. Overage Cost

Total Estimated Cost for Lease Term  
(Assumes No Overages) Total Estimated  
Annual Lease Cost (Assumes No  
Overages)

**Lease Term- 3Year**

1. Total annual Equipment Cost

2. Service, Parts Labor & supplies

3. Overage Cost

Total Estimated Cost for Lease Term  
(Assumes No Overages) Total Estimated  
Annual Lease Cost (Assumes No  
Overages)

**Lease Term- 4Year**

1. Total annual Equipment Cost

2. Service, Parts Labor & supplies

3. Overage Cost

Total Estimated Cost for Lease Term  
(Assumes No Overages) Total Estimated  
Annual Lease Cost (Assumes No  
Overages)

2 color, 2 black and white, 1 b/w is a smaller unit 40 ppm									
\$27,275.04									
B/W	Color	B/W	Color	B/W	Color	B/W	Tier 1 Color	Tier 2 Color	Tier 3 Color
\$5,280.00	\$8,500.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
\$0.0044	\$0.0500	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
\$82,110.08									
\$41,055.04									
\$18,540.24									
B/W	Color	B/W	Color	B/W	Color	B/W	Tier 1 Color	Tier 2 Color	Tier 3 Color
\$5,280.00	\$8,500.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
\$0.0044	\$0.0500	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
\$96,960.72									
\$32,320.24									
\$15,598.80									
B/W	Color	B/W	Color	B/W	Color	B/W	Tier 1 Color	Tier 2 Color	Tier 3 Color
\$5,280.00	\$8,500.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
\$0.0044	\$0.0500	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
\$117,515.20									
\$29,378.80									

It was the president’s recommendation that the Board approve the Digital Connections base bid specified as *Option #1 in their submittal*, for a four-year term; \$0.004/page (image) for black and white copies; \$0.04/page (image) for color copies, annual lease payment of \$17012.00, and to include the optional folding machine for an additional \$472.32 annually.

**Resolution 2012-26**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the Digital Connections base bid specified as Option #1 in their submittal for a four-year term; \$0.004/page (image) for black and white copies; \$0.04/page (image) for color copies, annual lease payment of \$17012.00, and to include the optional folding machine for an additional \$472.32 annually.

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

### **Agenda Item VIII-K: Parking/Road Project Design Build Contract Change Order**

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

In addition to some changes in the scope of the project including another detention pond, additional sidewalks for accessibility, reinforced concrete pipe storm piping, LED lighting, and additional conduits for electrical and water, bids for the work under the auspices of the contract came in higher than the revised contractor's estimates, thereby prompting a change order to increase the amount of the design build contract. The cost of this portion of the change order is \$70,774.

As noted in the original narrative for the restroom and bleacher projects, fire suppression must be added to the gymnasium due to the addition of new bleachers on the mezzanine. The fire suppression system and service were excluded from the original pricing and needed to be added later via change order. The cost for the fire suppression system is being handled as a change order to the student union restroom/fire suppression design build contract. The fire suppression service, however, will need to be added to the parking/road design build contract. This change order allows for movement of the existing campus water main with a change to 8" line and flowable fill as well, as new fire hydrants as required by code. The cost of this portion of the change order is \$76,742.

Additionally, the college wrote and initially received a \$25,000 grant to partially fund a walking trail on the Chanute campus. This project was to provide an asphalt walking trail with lighting and signage around the new softball field and adjacent soccer field(s) to the south. In addition to the grant funds, Dr. Inbody and Ben Smith approached the Chanute Recreation Commission (CRC) for possible supplemental funding, as the walking trail would be available to the public for recreation purposes. The CRC agreed to donate \$10,000 towards the trail. The CRC had already graciously donated \$50,000 to the softball field project to provide partial funding for the publicly available restrooms and concession stand areas at the new softball field/soccer complex. Unfortunately due to engineering requirements, the walking trail failed to meet grant specifications and the Sunflower Foundation rescinded their grant offer. The cost of this portion of the change order is \$101,137. The board voted to approve the change order without the addition of the walking trail.

The proposed change order for the parking/road design build contract to Loyd Builders without the walking trail is attached and, in total then, will increase the original contract amount from \$267,157 to \$414,673, an increase of \$147,516.

The funding for this project will come from the out-district fee, gifts and the general fund. It was the president's recommendation that the Board approve the design/build contract change order for the Parking/Road Project without the walking trail with Loyd Builders of Ottawa, Kansas to increase the contract amount to \$414,673.

**Resolution 2012-27**

RESOLVED, the Board of Trustees of Neosho County Community College approves the design/build contract change order for the Parking/Road Project without the walking trail with Loyd Builders of Ottawa, Kansas to increase the contract amount to \$414,673.

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

# AIA Document G701™ – 2001

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Neosho County Community College Softball Parking Lot 800 W. 14th St., Chanute, Kansas 66720	<b>CHANGE ORDER NUMBER:</b> 01 <b>DATE:</b> April 12, 2012	OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>
<b>TO CONTRACTOR:</b> <i>(Name and address)</i> Loyd Builders, Inc. 2126 South Elm Street Ottawa, Kansas 66067	<b>ARCHITECT'S PROJECT NUMBER:</b> 402 <b>CONTRACT DATE:</b> January 12, 2012 <b>CONTRACT FOR:</b> Parking Lot	

The Contract is changed as follows:

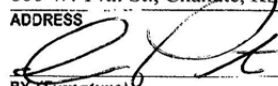
Post bid contract amount adjustment and additional work including; LED lighting, additional service conduit, additional sidewalks, Southwest detention basin and storm piping.  
Fire suppression loop.

The original (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) was	\$ 267,157.00
The net change by previously authorized Change Orders	\$ 0.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was	\$ 267,157.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) ( <del>decreased</del> ) ( <del>unchanged</del> ) by this Change Order in the amount of	\$ 147,516.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ), including this Change Order, will be	\$ 414,673.00
The Contract Time will be ( <del>increased</del> ) ( <del>decreased</del> ) (unchanged) by ( ) days.	

The date of Substantial Completion as of the date of this Change Order, therefore, is

*NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.*

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Bartlett & West Engineers, Inc. ARCHITECT <i>(Firm name)</i>	Loyd Builders, Inc. CONTRACTOR <i>(Firm name)</i>	Neosho County Community College OWNER <i>(Firm name)</i>
544 Columbia Dr., Lawrence, KS 66049 ADDRESS	2126 S. Elm, Ottawa, KS 66067 ADDRESS	800 W. 14th St., Chanute, KS 66720 ADDRESS
_____ BY <i>(Signature)</i>	_____ BY <i>(Signature)</i>	 BY <i>(Signature)</i>
_____ (Typed name)	_____ (Typed name)	David Peter (Typed name)
_____ DATE	_____ DATE	4-12-12 DATE

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

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### **Agenda Item VIII-L: Student Union/Gymnasium Restroom/Fire Suppression Project Design Build Contract Change Order**

Neosho County Community College (College) has been working on implementation of our Facilities Master Plan (FMP) and has recently begun a ten-year plan to implement and fully realize the FMP. Certain Capital Improvement Plan (CIP) projects involving deferred maintenance costs have been included with the ten-year plan for a comprehensive plan entitled “Our Time.” In addition to the new gym floor project and the addition of bleachers on the mezzanine, the board has prioritized the renovation of the student union restrooms and gymnasium locker room restrooms and has given the college administration direction to proceed with the renovation. The design build contracts for the bleacher project and the gymnasium floor replacement project have previously been approved the board.

Bids for the work under the auspices of that contract have come in better than the revised contractor’s estimates, thereby resulting in a post-bid decrease of \$12,256. In addition, an alternate for new electrical sub panels for the locker rooms was removed from the contract resulting in a further reduction of \$24,166, making the total reductions of this change order \$36,422.

As noted in the original narrative for the restroom and bleacher projects, however, fire suppression must be added to the gymnasium due to the addition of new bleachers on the mezzanine. The fire suppression system and service were excluded from the original pricing and needed to be added later via change order. The cost for the fire suppression system, fire panel, flow switch including the new internal 6” service is \$98,209. The net total for the change order is an additional \$61,787, from \$345,084 to \$406,871.

This proposed change order for the student union restroom/fire suppression design build contract to Loyd Builders is attached, and will increase the contract amount from \$345,084 to \$406,871. Note this cost does not include the cost of the external fire suppression service loop, which will be added to the parking/road project via change order.

Funding for the project will come from the student union capital fund, the out-district fee fund and the general fund. It was the president’s recommendation that the Board approve the design/build contract change order for the Student Union/Gymnasium Restroom/Fire Suppression project with Loyd Builders of Ottawa, Kansas to increase the contract amount to \$406,871.

### **Resolution 2012-28**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the design/build contract change order for the Student Union/Gymnasium Restroom/Fire

Suppression project with Loyd Builders of Ottawa, Kansas to increase the contract amount to \$406,871.

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



# AIA<sup>®</sup> Document G701<sup>™</sup> – 2001

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Neosho County Community College Student Union/Restroom/Fire Suppression 800 W. 14th St., Chanute, Kansas 66720	<b>CHANGE ORDER NUMBER:</b> 01 <b>DATE:</b> April 12, 2012	OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>
<b>TO CONTRACTOR:</b> <i>(Name and address)</i> Loyd Builders, Inc. 2126 South Elm Street Ottawa, Kansas 66067	<b>ARCHITECT'S PROJECT NUMBER:</b> 403 <b>CONTRACT DATE:</b> March 8, 2012 <b>CONTRACT FOR:</b> Miscellaneous Renovations	

The Contract is changed as follows:

- Post bid contract amount deduct.
- Fire suppression system including service in tunnel.
- Includes reusing existing panels for locker room renovation.

The original (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) was	\$ 345,084.00
The net change by previously authorized Change Orders	\$ 0.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was	\$ 345,084.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) ( <del>decreased</del> ) ( <del>unchanged</del> ) by this Change Order in the amount of	\$ 61,787.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ), including this Change Order, will be	\$ 406,871.00
The Contract Time will be ( <del>increased</del> ) ( <del>decreased</del> ) (unchanged) by ( ) days.	

The date of Substantial Completion as of the date of this Change Order, therefore, is

*NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.*

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Devore + Associates Architects, LLC <b>ARCHITECT</b> <i>(Firm name)</i> 210 W. 13th, Ottawa, KS 66067 <b>ADDRESS</b>	Loyd Builders, Inc. <b>CONTRACTOR</b> <i>(Firm name)</i> 2126 S. Elm, Ottawa, KS 66067 <b>ADDRESS</b>	Neosho County Community College <b>OWNER</b> <i>(Firm name)</i> 800 W. 14th St., Chanute, KS 66720 <b>ADDRESS</b>
_____ <i>BY (Signature)</i>	_____ <i>BY (Signature)</i>	_____ <i>BY (Signature)</i>
_____ <i>(Typed name)</i>	_____ <i>(Typed name)</i>	_____ <i>(Typed name)</i>
_____ <b>DATE</b>	_____ <b>DATE</b>	_____ <b>DATE</b>

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

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### **Agenda Item VIII-M: Easement for Flowage Rights MOU**

The Board previously approved a design-build contract regarding the construction of a new softball field with associated dugouts, a locker room, storage, concessions, press box, and ADA accessible restrooms. In addition, the Board approved a design-build contract for the construction of new parking for the softball complex and associated soccer fields, with a new connecting road between 10<sup>th</sup> Street and Allen Street. The addition of hardscapes created as a part of this construction requires mitigation of any new storm water runoff. Because there are existing storm water management issues in the proposed area of construction, the City of Chanute has agreed to construct a detention pond east of the new softball complex which will be used to detain storm water runoff from the new construction, and mitigate additional storm water runoff from the existing area. The memo of understanding (MOU) between the City of Chanute and Neosho County Community College (Attachment 6) outlines the scope of both parties' understanding and responsibilities for this detention pond and new storm water runoff created by the *Our Time* plan. Also attached (Attachment 6) are Exhibit A (NCCC Softball Complex and Parking Lots) and Exhibit B (Engineering Plans provided by Bartlett & West).

It was the president's recommendation that the Board approve the Easement for Flowage Rights memo of understanding and attachments with the City of Chanute, Kansas as noted.

### **Resolution 2012-29**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the Easement for Flowage Rights memo of understanding and attachments with the City of Chanute, Kansas.

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

**Agenda Item VIII-N: Approval of PEA Revised Salary Sheet**

An oversight occurred during the negotiations and subsequent contract agreement between the Administration and Professional Educators Association. The PEA requested that the following pay chart replace the one accepted by the Board of Trustees. It adds \$625 more than the 2011-2012 contracted amount to each line of the Instructor column only. It was the president’s recommendation that the Board approve this change in the 2012-2013 PEA contract.

**Article 12**

2012-13 Salary Schedule			Base \$31,275				
Step	Instructor	MS	MS 15	MS 30	MS 45	MS 60	DOC
1	\$30,030	\$31,275	\$32,192	\$33,272	\$34,452	\$35,452	\$38,452
2	\$30,685	\$32,126	\$33,044	\$34,124	\$35,304	\$36,304	\$39,304
3	\$31,340	\$32,977	\$33,896	\$34,976	\$36,156	\$37,156	\$40,156
4	\$31,996	\$33,830	\$34,747	\$35,828	\$37,007	\$38,007	\$41,007
5	\$32,650	\$34,485	\$35,598	\$36,680	\$37,858	\$38,858	\$41,858
6	\$33,306	\$35,140	\$36,450	\$37,531	\$38,710	\$39,710	\$42,710
7	\$33,960	\$35,796	\$37,106	\$38,382	\$39,562	\$40,562	\$43,562
8	\$34,616	\$36,450	\$37,760	\$39,234	\$40,414	\$41,414	\$44,414
9	\$35,271	\$37,106	\$38,415	\$39,889	\$41,265	\$42,265	\$45,265
10	\$35,925	\$37,760	\$39,071	\$40,544	\$42,116	\$43,116	\$46,116
11		\$38,415	\$39,725	\$41,200	\$42,968	\$43,968	\$46,968
12		\$38,889	\$40,381	\$41,855	\$43,623	\$44,623	\$47,623
13		\$39,365	\$41,035	\$42,509	\$44,279	\$45,279	\$48,279
14		\$39,840	\$41,691	\$43,165	\$44,933	\$45,933	\$48,933
15		\$40,315	\$42,166	\$43,671	\$45,589	\$46,589	\$49,589
16		\$40,790	\$42,641	\$44,178	\$46,243	\$47,243	\$50,243
17		\$41,265	\$43,117	\$44,685	\$46,899	\$47,899	\$51,199
18		\$41,740	\$43,591	\$45,192	\$47,554	\$48,554	\$51,554
19		\$42,216	\$44,067	\$45,699	\$48,060	\$49,060	\$52,060
20		\$42,690	\$44,541	\$46,205	\$48,566	\$49,566	\$52,566
21		\$43,166	\$45,017	\$46,712	\$49,074	\$50,074	\$53,074
22		\$43,640	\$45,491	\$47,219	\$49,580	\$50,580	\$53,580
23			\$45,967	\$47,726	\$50,088	\$51,088	\$54,088
24			\$46,442	\$48,232	\$50,594	\$51,594	\$54,594
25			\$46,917	\$48,739	\$51,100	\$52,100	\$55,100
26					\$51,608	\$52,608	\$55,608
27					\$52,114	\$53,114	\$56,114
28					\$52,621	\$53,621	\$56,621

**Resolution 2012-30**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the amended pay chart in the 2012-2013 PEA contract as presented above.

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

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

On motion by Kevin Berthot and second by Charles Boaz the Board recessed into executive session for 5 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and included the President, Vice President for Student Learning, Chief Financial Officer, and the college attorney. The Board entered executive session at 7:25 pm. The Board returned to open meeting at 7:30 pm.

**Resolution 2012-32**

RESOLVED, that the Board of Trustees of Neosho County Community College approves that the administrative contract of Selina Wallace not be renewed, and that notice of the Board's intent be given as required by Board policy.

**Upon motion by David Peter and second by Kevin Berthot the above resolution was unanimously approved.**

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

On motion by Kevin Berthot and second by Dennis Peters the Board recessed into executive session for 20 minutes to discuss a personnel matter of non-elected personnel which if discussed in open meeting might violate their right to privacy. The Board entered executive session at 7:37 pm. The Board returned to open meeting at 7:57 pm.

#### **Resolution 2012-31**

RESOLVED, by the Board of Trustees of Neosho County Community College that the Employment Agreement with Dr. Brian Inbody as President and Chief Executive Officer of Neosho County Community College be extended for an additional one year period, extending it to a three year term, with increases in compensation and benefits, and updating the written Goals and Objectives, all as discussed in Executive Session.

The Chairman of the Board shall provide written Notice of Extension with modified compensation and benefits stated, and updated written Goals and Objectives attached, to be prepared by the Board Attorney on or before May 15, 2012.

**The above resolution was approved by acclamation.**

**Agenda Item IX: Adjournment**

By acclamation the meeting adjourned at 8:00 p.m.

Respectfully submitted,

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David Peter, Board Chair

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Denise L. Gilmore, Board Clerk

## ATTACHMENT 1

***Faculty Senate Board Report***

***by Nathan Stanley***

***12 April 2012***

Mindy Ayers reports that the Academic Excellence Challenge Team will be competing in the state competition during the last weekend of April. Teams of students from all nineteen Kansas community colleges will be present at the K-State Salina campus for the competition. Also, ten students who are members of the NCCC History Club are traveling to Charleston, South Carolina, and Savannah, Georgia, this week. They will be seeing among other things Fort Sumter, historic downtown Charleston, and several of the oldest and best preserved plantations in the American South. Last summer, Mindy Ayers, one of the History Club's sponsors, received a history research grant to travel and study in Charleston and Savannah. She spent much of her time on Sapelo Island offshore from Savannah, which has been for centuries one of the coastal homelands of the Gullah/Geechee people, a group of African-American people who are known for preserving more of their African linguistic and cultural heritage than any other African-American community in the United States. Most of the Gullahs' early ancestors in what is now the U.S. were brought to the South Carolina and Georgia low country through the ports of Charleston and Savannah as slaves. She hopes her students can experience the same appreciation of early African roots in the South, Civil War history, and the visual splendor and tainted past of antebellum Southern plantations. Ben Smith is also traveling with the group as co-sponsor of the History Club.

Kevin Blackwell gave a presentation in the Ottawa campus auditorium on the Ottawa Indians and the history of Ottawa to a group of senior citizens on March 28. They enjoyed coffee, cookies, and a tour of the Ottawa campus. This is part of an ongoing series of "Coffee and Learn" sessions with seniors that is of no cost to seniors and is sponsored by Garnett State Savings Bank of Ottawa. On April 25, Brian Patrick will be presenting on the topic of identity theft and protection to seniors at their next coffee visit.

The Beta Nu Iota Chapter of Phi Theta Kappa on the Ottawa campus had a wonderful weekend in Wichita on March 9-11 for the Kansas Regional Convention. Four members attended and brought home some impressive achievements this year in the Regional Hallmark Awards. The chapter achieved a Five Star level for the first time in chapter history and received a crystal trophy for the most improved chapter in the region. NCCC student Hannah Bryan received an Honorable Mention for the Distinguished Member Award. Students Laura Baker, Semone Muñoz and Theresa Toplikar received Honorable Mentions for the Distinguished Officer Team Award.

Also, the chapter received an Honorable Mention for the College Project Award for its efforts to increase college completion rates. They also received Distinguished Recognition for the Honors in Action Award. They were recognized for their public forum and research project entitled "Social Media and the Student/Teacher Relationship: Peril or Promise." Finally, Kevin Blackwell received a Horizon Award for his activities on the regional level in addition to a quite



impressive-looking Paragon Award for New Advisors. The chapter will be attending the International Convention in Nashville from April 12<sup>th</sup> to the 14<sup>th</sup>.

## ATTACHMENT 2

### NEOSHO COUNTY COMMUNITY COLLEGE OTTAWA CAMPUS REPORT TO THE BOARD OF TRUSTEES April 2012

#### Introduction:

Given is a very brief report on what has been happening at the Ottawa campus since my last report in January, I would like to thank the Board for inviting me back to provide highlights of campus events or activities since that report.

#### **Academics**

##### A. Coffee, Donuts and Learning

Two senior citizen outreach events coordinated by the Office of Marketing and Development have been the monthly educational talk hosted by a faculty or staff member on the Ottawa campus.

February 29 – Erin Laurie adjunct instructor presented “*Eating Sensibly.*” The donuts were very good.

March 30 – Kevin Blackwell, Humanities instructor presented “*What is in a Name? The Ottawa, Ottawa, and Removal*”

The final session for spring semester will be on Wednesday, April 25<sup>th</sup> on “*Identity Theft*” by Brian Patrick, Assistant Dean of the campus.

The first session was not very well attended but more people were at the second session. We are now sending out this information to a variety of agencies that serve senior citizens in the service area – including the Chamber Offices in Garnett and Ottawa and to Activity Directors in the local assisted living centers.

##### B. FAFSA Fridays (Free Application Federal Student Aid)

On the last 2 Fridays in January (20<sup>th</sup> and the 27<sup>th</sup>) and the first Friday in February (3<sup>rd</sup>) the Ottawa campus hosted activities attempting to get our students and others in the community to file their FAFSA paperwork for the upcoming year early. In addition to the FAFSA event activities, each Friday had a different theme of Community Service or showcasing different campus programs in the rotunda. Each Friday was met with varying degrees of success

##### C. Enrollment

I will not give a report on enrollment as President Inbody usually includes that information in the President Report to the board.

D. Phi Theta Kappa Honor Society

**Kevin Blackwell, Chapter Advisor  
NCCC Ottawa**

The Beta Nu Iota Chapter of Phi Theta Kappa on the Ottawa campus had a wonderful weekend in Wichita on March 9-11 for the Kansas Region Convention! Four members attended and brought home some pretty impressive achievements this year in the Regional Hallmark Awards.

The chapter achieved a Five Star level for the first time in chapter history and received a beautiful crystal trophy for the Most Improved Chapter in the region!

Hannah Bryan received an Honorable Mention for the Distinguished Member Award.

Laura Baker, Semone Muñoz and Theresa Toplikar received an Honorable Mention for the Distinguished Officer Team Award.

The Chapter received an Honorable Mention for the College Project Award for our efforts to increase college completion rates.

The Chapter also received Distinguished Recognition for the Honors in Action Award (above Honorable Mention and right below the trophy). We hosted a public forum and researched “Social Media and the Student/Teacher Relationship: Peril or Promise.”

Kevin Blackwell received an Horizon Award for his activities on the regional level and a nice trophy for the Paragon Award for New Advisors.

The chapter will be attending the International Convention in Nashville from April 12 to the 14<sup>th</sup>.

E. Campus Misc. News

1. **Science Lab.** Rm. 206 and 209. Over spring break the college had installed in both of the science lab an Emergency Gas Shut Off in each room so instructors can manually turn off the gas into the room due to an accident.
2. **Lawn Irrigation Water Meter.** Over spring break a separate meter was installed for irrigation water billing purposes. This will greatly reduce the monthly bill from the city for the waste water treatment plant line on the utility bill as irrigation water is not considered when figuring the waste water treatment part of the bill.
3. **Auditorium Use-Non-College Organizations.** Inserted is a list of organizations that have reserved the Auditorium since my last report in January.

<u>Month/Date</u>	<u>Activity</u>	<u>Group</u>
1/25	Meeting	Relay for Life
2/16	Meeting	Relay for Life
2/22	Meeting	Relay for Life
2/23	Meeting	KU Transportation Center
2/24	Meeting	Ottawa H.S. Student Council
3/06	Meeting	Ottawa Chamber
3/06	Meeting	City of Ottawa Dept. Heads

## **OTHER REPORTS**

### **Report A**

**Brian Patrick, Assistant Dean**

**Neosho County Community College Ottawa Campus**

**REPORT TO THE BOARD OF TRUSTEES –January 2012 to April 2012**

- Coordinated the Spring 2012 enrollment for concurrent enrollment students at our six high schools. This semester shows an increase of 52 students and 178 credit hours over the Spring 2011 semester enrollment figures.
- In January the advisor list was monitored to ensure all students on the Ottawa Campus have assigned advisors. Beginning this year the advisor list is updated three times a semester.
- Monthly advisor meetings have been held to train faculty and staff on general and specific advising topics and procedures with an emphasis on increasing degree completion.
- A committee has been meeting to develop a process for the selection of service scholarship students for the 2012-2013 academic year. Progress has been made on developing a selection calendar, writing position descriptions for current positions, and implementing an in-service development series for service scholarship positions.
- Participate in the advisory committee for Future Visions, Community Learning Center.
- Attended the advisory committee for the career programs at Baldwin High School, Ottawa High School, and Anderson County High School.

On March 7 Attended the Kansas College Counseling Association Annual Meeting at Washburn Technical Institute. The main topic of the meeting was dating and relationship violence. Other topics included one-stop advising and career centers and ADA accommodations on campus.

### **REPORT B**

**LESLIE MADER, ASSISTANT DIRECTOR OF ADMISSIONS**

**Neosho County Community College Ottawa Campus**

**REPORT TO THE BOARD OF TRUSTEES – January to April 2012**

The following reports the last four months of Leslie Beddo, Assistant Director of Admissions, involvement within NCCC and the community.

## NCCC ACTIVITIES

### Summer, Fall and Spring Admissions:

I have processed about 542 online applications from January 5<sup>th</sup>, 2012 until April 9<sup>th</sup>, 2012. I have contacted around 67 (Ottawa/Chanute) perspective students, who have applied for Financial Aid, but have not applied to the college.

### Nursing Information Night:

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

### High School Visits & College Fairs:

This spring I have visited our concurrent high schools. These high schools students were informed of the great opportunity to attend a community college before going on to a four year university. I have seen a great majority of these students apply.

### Student Senate:

Student Senate is officially up and running as of October 2011. We have 7 members who are doing great job of getting activities started here on this campus. A few of their activities this spring have included: Community service fair, Valentine's day party, St. Patrick 's Day, Easter Egg hunt, Blood Drive and our first Co. Ed Softball team, which plays their first game this Sunday.

## REPORT C

### **Dr. ANTHONY BROWN, COORDINATOR OF THE TEACHING AND LEARNING CENTER (TLC)**

**Neosho County Community College Ottawa Campus**

**REPORT TO THE BOARD OF TRUSTEES –January - March, 2012**

#### **Placement Testing**

- **Total COMPASS testing sessions:** 142 (January – 76, February – 24, March -42)
- **Total CASAS reading tests:** 11

#### **Student Tutoring**

- **Total number of tutors:** 6 (Arnold, Finley, Heppler, Le, Pasadava, Tormala)
- **Total hours or tutoring:** 157

#### **Test Proctoring**

- **Total number of tests proctored:** 114

#### **Academic Advising**

- **Total number of advisors :** 4 (Brown, Hindle, Sudja, Tormala – in training)

### Campus Communication

- *Helping Paw Newsletters*: February, March
- **New information center**: March

### Outreach Activities

**Daily outreach activities:**

<b>Date</b>	<b>Day Celebrated</b>	<b>Special Events</b>
January 17	First Day of Semester	summer cookout party
January 18	Thesaurus Day	
January 19	National Popcorn Day	popcorn served
January 20	Penguin Awareness Day	
January 23	Chinese New Year	fortune cookies & tea, dragon kite
January 24	National Compliment Day	
January 25	National Opposite Day	
January 26	Clashing Clothes Day	TLC staff wore clashing outfits
January 27	Chocolate Cake Day	chocolate cake & cupcakes
January 30	Jazz Day	jazz music played all day
January 31	Inspire Your Heart with Art Day	
February 1	National Serpent Day	
February 2	Groundhog Day	trivia questions & prizes
February 3	Wear Red for Women's Health	red clothing worn
February 6	Monopoly Board Game Day	
February 7	Send a Card to a Friend Day	
February 8	Opera Day	opera music played all day
February 9	Hershey's Chocolate Day	Hershey's chocolates give away
February 10	Umbrella Day	
February 13	Get a Different Name Day	name tags with different names
February 14	Valentine's Day	
February 15	National Gum Drop Day	
February 16	Do a Grouch a Favor Day	
February 17	Random Acts of Kindness Day	
February 20	Presidents' Day	Presidential trivia & prizes
February 21	Fat Tuesday	Mardi Gras music, beads, pancakes
February 22	World Thinking Day	
February 23	Dog Biscuit Appreciation Day	
February 24	National Tortilla Chip Day	chips & salsa
February 27	International Polar Bear Day	
February 28	Public Sleeping Day	pillows & blankets available
February 29	Leap Day	
March 1	Peanut Butter Lover's Day	peanut butter treats

March 2	Dr. Seuss Day	celebrated Dr. Seuss books
March 5	Personality Day	
March 6	Alamo Day	
March 7	Learn What Your Name Means Day	posted name meanings
March 8	National Proofreading Day	
March 9	Genealogy Day	assisted in genealogical studies
March 12	Alfred Hitchcock Day	
March 13	Good Samaritan Day	
March 14	Pi Day	various pies all day
March 15	Ides of March	
March 16	Curlew Day	explained what a "curlew" is
March 26	Make Up Your Own Holiday	
March 27	Quirky Country Music Song Titles Day	
March 28	Respect Your Cat Day	
March 29	Pickle Day	ate pickles
March 30	I Am In Control Day	

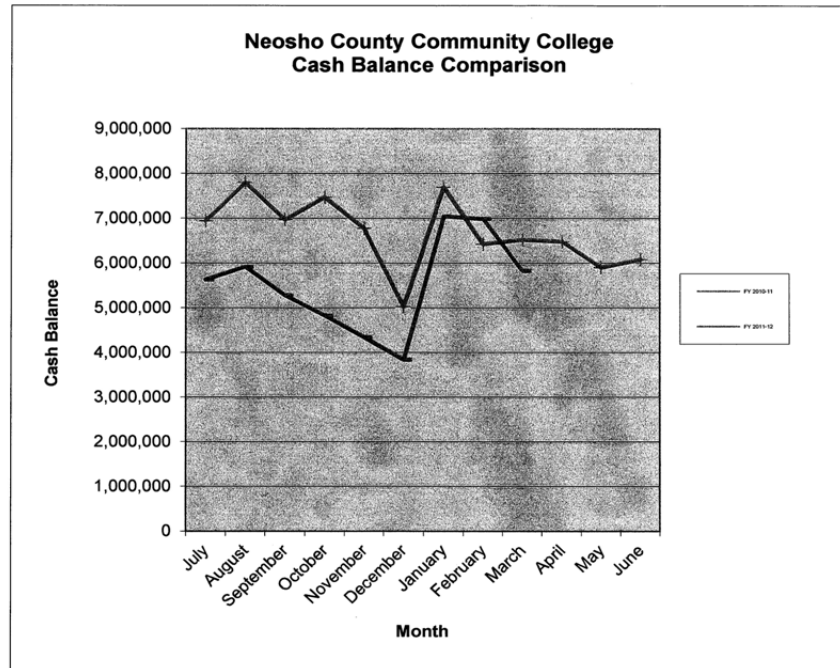
### ATTACHMENT 3

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

FUND	FUND DESCRIPTION	BEGINNING BALANCE 2/29/2012	RECEIPTS MARCH	JOURNAL ENTRIES MARCH	DISBURSEMENTS MARCH	ENDING BALANCE 3/31/2012
02	Postsecondary Technical Education Reserve	16,454.79	9,375.21		0.00	25,830.00
07	Petty Cash Fund	1,069.21	40.00	0.00	-40.00	1,069.21
08	General Fund Deferred Maintenance	85,756.18	235.00	0.00	-11,627.04	74,364.14
09	General Fund Equipment Reserve	415,892.48	0.00	0.00	0.00	415,892.48
10	General Fund Unencumbered Fund Balance	1,000,000.00	0.00	0.00	0.00	1,000,000.00
11	General Fund	1,267,262.77	300,394.76	3,090.00	-1,195,283.39	375,464.14
12	Postsecondary Technical Education Fund	717,414.03	177,326.09	0.00	-186,133.90	708,606.22
13	Adult Basic Education Fund	74,558.38	540.39	0.00	-37,582.42	37,516.35
14	Adult Supplementary Education Fund	538.81	700.00	0.00	-100.00	1,138.81
16	Dorm-Student/Union Fund	873,912.80	50,913.05	0.00	-119,942.18	804,883.67
17	Bookstore Fund	-126,230.20	50,188.96	0.00	-41,251.71	-117,292.95
21	College Workstudy Fund	-188.50	4,781.41	0.00	-4,853.91	-261.00
22	SEOG Grant Fund	0.00	1,500.00	0.00	-1,500.00	0.00
23	ACG Grant Fund	0.00	0.00	0.00	0.00	0.00
24	Pell Grant Fund	402.00	268,268.00	0.00	-268,268.00	402.00
25	Student Loans Fund	0.00	334,094.00	0.00	-560,929.00	-226,835.00
31	Title III Grant	-27,454.98	27,449.67	0.00	-21,103.31	-21,108.62
32	Grant Funds	16,234.90	85,482.87	-3,090.00	-221,383.11	-122,755.34
51	Library Bequest Fund	3,110.58	0.00	0.00	-1,922.62	1,187.96
52	Snyder Chapel Fund	205.64	0.00	0.00	0.00	205.64
61	Capital Outlay Fund	48,870.19	5,000.00	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	1,972,554.00	798,109.93	1,176.46	-598,426.46	2,173,413.93
90	Payroll Clearing Fund	0.00	0.00	0.00	0.00	0.00
	<b>TOTALS</b>	<b>\$6,971,139.92</b>	<b>\$2,114,399.34</b>	<b>\$1,176.46</b>	<b>-\$3,270,347.05</b>	<b>\$5,816,368.67</b>
	Checking Accounts					\$2,358,147.77
	Investments					\$3,459,620.90
	Cash on Hand					\$1,600.00
	<b>Total</b>					<b>\$5,819,368.67</b>



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## ATTACHMENT 4

### Projects Report to the Board of Trustees

#### Vice President for Operations

Ben Smith

April 12, 2012

#### A. Ottawa Educational Facility

- a. Title III science lab renovation complete –
  - i. Emergency gas shutoff valves in classrooms complete.
- b. Dale Ernst, Paul Smith, Josh Walker and I performed the Ottawa facility warranty walk-through on 3/2/12. All items have been repaired or replaced. As of Monday, April 9, 2012, the Ottawa campus is complete and out of warranty and officially under our maintenance.

#### B. Softball Field

- a. Survey team has mostly completed work. Silt fence is up and our guys put up safety fence and construction signage. Top soil and sod has been removed and they are working on dirt moving. Should be working on trenching conduits and setting footings and pads for dugouts next week. Have started on sewer work as well.
- b. Still expect substantial completion by August 15.
- c. Project camera up and running from president's page.

#### C. Parking/Road Project

- a. Contract change order on tonight's agenda.
- b. Still expect substantial completion by August 15.

#### D. Drainage-Detention Pond

- a. MOU with city is complete.
- b. City can begin work on the pond once we have new water main in place.

#### E. Professional Services Contract

- a. Topographical Study and utility survey essentially complete.
- b. Will still need to grant easement to city for 10<sup>th</sup> Street.
- c. Storm Water Management Master Plan near completion.
- d. Landscape Master Plan in progress.

#### F. Gym Floor

- a. Contract approved last month.
- b. Expected start date still May 1 (to May 15) with completion June 18 (to July 1), depending upon fire suppression sprinkler system installation schedule.

#### G. Student Union Restrooms

- a. Change order for contract on tonight's agenda.
- b. Expected start date is April 16 with completion prior to August 1.

#### **H. Gym Locker Room Restrooms**

- a. Change order for contract on tonight's agenda.
- b. Expected start date is April 16 with completion prior to August 1.

#### **I. Fire Suppression – Sprinkler System**

- a. Change order for contract on tonight's agenda.
- b. Includes suppression system only-not the service. Service included in parking lot/road change order.
- c. This project remains critical path for all of the gym projects.

#### **J. Bleachers**

- a. Work is now scheduled to be completed all at once in July after floor work is completed.
- b. Schedule still flexible and depends upon fire suppression and gym floor schedules.

#### **K. Bideau Hall High-Speed Gaming Lounge**

- a. Complete.
- b. Appears to be extremely popular with residents.

#### **L. NeoKan 24-Hour Study Lounge**

- a. Sheetrock is up and painted.
- b. Ceiling prep on-going.
- c. Flooring next week.
- d. Should be open May 1.

#### **M. Bideau Movie Lounge**

- a. Will provide wide-screen movie experience in controlled setting.
- b. Will partially replace some of existing game room.
- c. Expect start around May 1 and June completion.

## ATTACHMENT 5

### President's Report

*April 12, 2012*

Good Evening Trustees,

Thank you again for your service to NCCC. It has been a busy month at the College. Here are a few items of interest.

### Enrollment

Spring enrollment continues to look excellent, now up almost 14%. That puts the College up 12% for the year. Final enrollment data for the year will not be available until late May.

Summer and fall enrollment is beginning to come in. Summer enrollment is off by 7% right now with fall enrollment up about 10%. It is a bit early to be worried about the summer or fall enrollment, but I have asked PR/Marketing to begin their summer ads. Here are the details:

#### Spring Semester 2012

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2010	50	4-13-11	2794	17728.5	
TOTAL	2011	50	4-12-12	3157	20189.5	13.88%
CHANUTE	2010	50	4-13-11	624	5662.5	
CHANUTE	2011	50	4-12-12	721	6504.5	14.87%
OTTAWA	2010	50	4-13-11	745	5121	
OTTAWA	2011	50	4-12-12	853	5818	13.61%
ONL	2010	50	4-13-11	915	4254	
ONL	2011	50	4-12-12	1059	5139	20.80%
ODO	2010	50	4-13-11	252	1312	
ODO	2011	50	4-12-12	250	1121	-14.56%
IDO	2010	50	4-13-11	258	1379	
IDO	2011	50	4-12-12	274	1607	16.53%

#### Summer Semester 2012

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2011	10	4-13-11	593	2648.5	
TOTAL	2012	10	4-12-12	606	2457.5	-7.21%

CHANUTE	2011	10	4-13-11	96	366.5	
CHANUTE	2012	10	4-12-12	74	247.5	-32.47%
OTTAWA	2011	10	4-13-11	193	853	
OTTAWA	2012	10	4-12-12	229	975	14.30%
ONL	2011	10	4-13-11	258	1110	
ONL	2012	10	4-12-12	270	1081	-2.61%
ODO	2011	10	4-13-11	23	134	
ODO	2012	10	4-12-12	17	101	-24.63%
IDO	2011	10	4-13-11	23	185	
IDO	2012	10	4-12-12	16	53	-71.35%

### Fall Semester 2013

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2011	30	4-13-11	449	3578	
TOTAL	2012	30	4-12-12	517	3968	10.90%
CHANUTE	2011	30	4-13-11	127	1518	
CHANUTE	2012	30	4-12-12	126	1233	-18.77%
OTTAWA	2011	30	4-13-11	136	1133	
OTTAWA	2012	30	4-12-12	180	1650	45.63%
ONL	2011	30	4-13-11	178	867	
ONL	2012	30	4-12-12	201	1011	16.61%
ODO	2011	30	4-13-11	6	36	
ODO	2012	30	4-12-12	1	4	-88.89%
IDO	2011	30	4-13-11	2	24	
IDO	2012	30	4-12-12	9	70	191.67%

### HLC Annual Meeting

Recently several employees of the College attended the Higher Learning Commission's annual meeting in Chicago. As our re-accreditation is scheduled for 2013-2014 much time was spent in sessions on successful self-studies. However, there are many changes in the way HLC accredits

colleges thanks to the influence of the US Department of Education. HLC has adopted new criteria for accreditation and we will be expected to write our self-study to these new areas. We believe that we will successfully meet all areas of the new criteria and sub-criteria with areas of exemplary accomplishment as well as needed improvement. Writing of the document will begin in earnest in the fall with substantial completion by May of 2013.

Unlike years passed, the visiting team that comes to campus in fall 2013 will not be telling us about the success of the self-study at the time they leave. There will be a “debriefing” with the President, but no determination. Rather, the College will receive a report to check for errors some weeks after the visit. Once that check is complete the HLC will rule on the report and its findings. In the past, the results of the self-study process might give a length of time until the next re-accreditation (10 years was maximum) and any reports or subsequent visits required by the commission. This year will be different. There will be only three possible outcomes:

1. Allow the college in question to choose one of two “pathways” for the next accreditation cycle (more on that in a second).
2. Require that we move to the “standard” pathway for the next cycle.
3. Sanctions with subsequent reports and visits to clear up issues before moving the college to the standard pathway.

What are “pathways?” Pathways are 10-year reaccreditation cycles for colleges and universities. Pathways require yearly updating of information to the HLC of not just enrollment/financial data, but updates on all aspects of the new criteria. We will need to update HLC on planning, governance, student success, learning, assessment, etc. This is an effort by HLC to respond to the US Department of Education’s criticism that the Commission only checks up on their institutions once every 10 years. Now we will communicate every year as to what is going on at NCCC.

As stated above there are two pathways – Open and Standard. Open is for those institutions that have had no instances of accreditation difficulty in the recent past. Besides the normal yearly reporting, it involves the institution attempting a project designed to improve that college. The project must be approved by HLC and they will send a small team to investigate the project to make sure it is of adequate size and meaning. The project occurs somewhere in years 5-7 of the 10-year pathway. In the fourth year of the open pathway a “mini self-study” is prepared and sent to the Commission for review. This is a “desk review” only with no team visit. If all goes well then there is no other self-study needed until year 10. In the tenth year of the Open Pathway there is a visit of a two-member team to verify the 10<sup>th</sup> year self-study is accurate. If that goes, well the college will be renewed for another 10 year Open Pathway cycle and the process starts over.

If the college or university has issues that the HLC is concerned about they may require the institution to go on the Standard Pathway. Issues include past sanctions, rapid changes in enrollment, ownership changes, mission changes, rapid expansion of locations, etc. Colleges can elect to put themselves on the Standard Pathway if they wish.

The difference between Open and Standard is that there is no institutional improvement project for the Standard Pathway colleges. Instead those colleges go through two team visits on meeting the criteria, one at the fourth year and again at the tenth year. The HLC sees this as keeping in better contact with the rapidly changing colleges, but it has been perceived as “putting them on a shorter leash.” There is a strong possibility that NCCC will be put on the Standard Pathway not only because of our sanction in 2002, but also because of our rapid growth.

We won't know until late 2013 or early 2014 as to which of the three consequences we will receive from the HLC after our self-study. While we are hoping for the Open Pathway, Standard Pathway may be more likely. With more yearly reporting required beginning in 2014 we may have to think about adding more personnel to offices in charge of state, federal, and accreditation reporting and requirements.

## **Baldwin City**

On Monday of this week Jim, Ben and I met with the superintendent at Baldwin to discuss the possibility of bringing some technical education classes to the region. They have several vacated elementary schools and are looking for a good use for them. These facilities are outside our service area and the politics could get tricky. Jim will be investigating what the need may be from the surrounding communities before we proceed any further, but it has possibilities.

## **Mindy gets another grant**

Mindy Ayers has won another National Endowment for the Humanities (NEH) grant. She has been invited to participate in the NEH Landmarks of American History and Culture Workshop “Georgia O’Keeffe: Santa Fe, Abiquiu, and the New Mexico Landscape” this June 2012. This is a study of Native American and Latino Studies as well as gender studies of New Mexico. This is a \$1,200 grant that offsets the expenses. This is her third NEH grant! Way to go Mindy.

## **Perkins Grant**

Some good news here. Our Perkins grant allocation went up by \$15,892 for next year, bringing our total to \$141,331. The plan for these dollars right now is to improve Anatomy & Physiology and Microbiology at the Chanute campus with new equipment in the science labs as part of the Stoltz Hall renovation planned for summer 2013 (*Our Time* Project). Also, we are looking at augmenting the simulated hospital instruction at both campuses by adding instructors/technicians.

## **Legislative Update**

The Kansas Legislature is not in session right now but will be up and running in a few weeks. They have their work cut out for them as the entire budget bill fell apart at the end of the session and they will have to fix it all with the omnibus bill. Consequently, we don't know where we are with the proposed \$8 million for technical education funding formula or the secondary education technical funding. So I doubt we know anything about funding until late May. Still, I remain hopeful on the \$8 million for the formula.

The extension of the deferred maintenance tax credit is in jeopardy as the Governor has asked the legislature to end many tax credits. This also might include the 529 accounts tax credits that helps families save for college. The Governor's plan is to end all of these credits and then lower income taxes by the amount lost every year to granting the credits.

## **Spirit Opening**

Last Thursday I was present at the opening of Spirit AeroSystems. Governor Brownback was in attendance and mentioned in his speech that NCCC was one of the partners that helped Spirit locate in Chanute. This story was picked up by the Associated Press and was reprinted across cyberspace in many publications! Special thanks go to Brenda Krumm and her crew for getting the training up and running in record time. I spoke with Tommy Mount and he said he is very happy with the quality of the employees thus far! Way to go Brenda!

## **Surplus Auction**

As required by Board Policy, I am informing you of my intent to auction off items that we deem no longer of any value to the college. The auction is part of the Expo on April 28<sup>th</sup> from 10am to noon.

## **ACCT Trip**

I am moving forward with the booking of our flights for Boston. The plan is to spend a little less and have a layover. Is that still correct?

## **Logo Competition Results**

We had over 400 votes for the new logo! I was very impressed by the number of students that participated. With 100% of the precincts reporting we can project the winner as this one:



54% of the total respondents liked or loved it. There was agreement in the results between students, employees, community and alumni that they liked this design the best. 58% of the students liked/loved it. We did discuss re-opening the contest to new designs but it was felt that we had such a good response on this one that further deliberation was not needed.

The next stage is to “fine tune” this design. We got a lot of comments about various aspects of this logo (ears, eyes, mouth, etc.) and we will be incorporating those suggestions into a final



design. Also we will be adding school colors and other elements to give it more of a NCCC look. We hope to “kick off” the new logo for fall. Does the Board agree?

### **Personal Note**

I will be traveling for the Higher Learning Commission on Tuesday-Thursday next week. I will be available by cell phone and email if you need me.

That is all!

## ATTACHMENT 6

### EASEMENT FOR FLOWAGE RIGHTS

THIS Memorandum of Understanding is made and entered into this date by and between Neosho County Community College, hereinafter called "NCCC" and The City of Chanute, Kansas, a municipal corporation, hereinafter called "City".

WHEREAS, NCCC and City desire to manage the flow and detention of storm water runoff associated with Stoltz Hall parking lot and modification to the Stoltz Hall parking lot drive and the NCCC Softball Complex And Parking Lots as shown in the attached **Exhibit A** ; and

WHEREAS, NCCC has the right to convey an Easement as described herein to City for the uses to be made of this Easement by City as set forth in this Agreement;

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

A. Grant of Easement. NCCC conveys and grants to City easement rights in and over the property described in the attached **Exhibit A** and **Exhibit B (DA North: 10.49 AC, DA to Pond: 6.38 AC and DA Bypass: 4.10 AC)** (the "Easement Property") for the following uses and purposes:

1. The right to enter on the real property identified as the proposed detention pond or storm water retention pond and excavate and do such other work at City's sole expense as is desirable to create a depression area with approximately a 1% grade (except as otherwise provided in **Exhibit B**) that will collect water designed to be sufficient to mitigate 100% of NEW water. (NEW water, for purposes of this Easement means **both** water that is expected to flow to 10<sup>th</sup> Street as a result of the NCCC Softball Complex And Parking Lots as shown in the attached **Exhibit A**, AND water that is expected to flow towards 10<sup>th</sup> Street as a result of additional anticipated improvements during the next ten (10) years pursuant to the current NCCC master plan). It is anticipated the current or existing water that flows to 10<sup>th</sup> Street, (prior to the improvements that will result in NEW water) will also be mitigated in part. If the storm water retention pond designed for the North Detention Basin does not fully mitigate the water flow within the subject area, the City of Chanute may consider further improvements to be done to 10<sup>th</sup> Street as time and budget constraints allow.

If subsoil conditions such as bedrock, rock outcroppings, or other similar subsurface obstacles are found to exist such that excavation for the detention pond is determined to be impractical from an engineering and/or economic perspective, then City shall not be obligated to create the depression area provided herein and this Easement shall be released by City, and shall be of no further force and effect.

2. The right to enter on any of the property shown in **Exhibit A** or **Exhibit B** or otherwise described above as the Easement Property to perform the work outlined by the engineering plans provided by NCCC's engineering firm Bartlett & West specific to the detention pond evidenced in **Exhibit B** and all drawings associated with the depression area, specifically:

- (i) Stoltz Hall parking lot
- (ii) Softball field proposed location and associated parking lot and drive from 10<sup>th</sup> Street to Allen Avenue.
- (iii) The detention pond itself within the guidelines and specifications set forth in **Exhibit B**. The detention pond/depression area will be mutually designed by NCCC and City to insure it will meet the intended purposes of both parties.

3. The right to modify the NCCC Stoltz Hall parking lot drive (i.e. grates or other modifications intended to direct storm water runoff to the detention pond to be constructed by City. It is however understood:

- (i) NCCC will be responsible for cost of pipes and their installation to facilitate "outflow" of collected water from the detention pond area.
- (ii) NCCC will be responsible for the expense of relocating an existing water line to permit excavation of the detention pond.
- (iii) NCCC and City may mutually agree that City will perform the above work described in 3(i) and (ii) (the water line) for an agreed cost to be paid by NCCC.

4. The City shall have the right, but not the obligation, to enter upon the property from time to time and clear any obstructions, accumulations, or any other thing that interferes with the flow of storm water runoff to the detention pond or the ability of the detention pond to receive and hold such storm water runoff, including future excavation of the pond to remove silt accumulations and restore the detention pond to its original specifications set forth in **Exhibit B**.

B. NCCC Use, Maintenance. NCCC shall be entitled to continue its existing uses of the Easement Property for its educational mission, including student housing and sporting activities and events. NCCC may also develop future uses of the Easement Property without restriction so long as such uses do not substantially interfere with the purposes of this Easement and the rights of City therefore. For example, it is anticipated the “depression area” created pursuant to this Easement will continue to be used as a soccer field and other activities.

1. NCCC, at its expense, shall plant grass in the depression area and the area surrounding the detention pond, it being anticipated that its shallow construction and periods between significant storm water runoff events will permit the same to grow and be used for sporting activities and events. NCCC will be responsible for maintenance and mowing of the same and shall not permit accumulations of mowed grass that will interfere with the purpose of the detention pond.

2. NCCC shall be responsible for preventing any use by NCCC, its employees, agents, volunteers, and students that will interfere with the purpose of the detention pond.

3. If NCCC desires to modify the detention pond design, or add any other services (i.e. relocating services, adding discharge structures, etc.) after initial construction by the City it will be at NCCC expense.

4. If NCCC desires to implement future development plans that will create an increase in water flow to 10<sup>th</sup> Street substantially greater than the NEW water as defined in paragraph A.1., both parties agree to discuss such development to insure the viability of long term water mitigation goals.

C. Access Rights. City, City’s agents, employees, independent contractors and other such parties shall have the right to enter upon the Easement Property for the purposes set forth in this Agreement. This instrument does not grant or convey to City any right or title to the surface of the soil along the route of this easement, except for the purposes of excavating, constructing, reconstructing, maintaining, repairing, and using the same for the purposes set forth in this Agreement.

D. Notice of Entry. City shall provide reasonable notice of entry to NCCC prior to entering upon the Easement Property for the purposes set forth in this Agreement. If an emergency condition exists requiring immediate action, City will notify NCCC as soon as practical.

E. Maintenance. Except as provided otherwise herein, either party may maintain and care for the detention pond. City shall replace or restore to its original condition any landscaping or other improvements on the Easement Property which are damaged, disturbed, or destroyed by reason of City’s excavation, construction, reconstruction, maintenance, or repair of the detention pond or flowage areas to it.

F. Indemnification. City agrees to indemnify, hold harmless, and defend NCCC from any loss, claim, or liability to NCCC arising in any manner out of the use of the Easement Property by City, its agents, employees, independent contractors, and other such parties. City assumes all risk arising out of City's use of the Easement Property and NCCC shall have no liability to City or others using the Easement Property by or through City.

G. Termination. This Easement shall terminate if the detention pond is replaced by a dedicated, public storm sewer line serving the NCCC campus, or if for any other reason City determines the detention pond is no longer needed for storm water management.

H. Remedies. The parties acknowledge that the uses provided by this Agreement are unique in that money damages alone for breach of this Agreement are inadequate. Any party aggrieved by a breach of the provisions hereof may bring an action at law or a suit in equity to obtain relief, including specific performance, injunctive relief, and any other available equitable remedy.

I. Good Faith & Cooperation. The parties hereto covenant, warrant, and represent to each other good faith, complete cooperation, due diligence, and honesty in fact in the performance of all obligations of the parties pursuant to this Agreement. All promises and covenants are mutual and dependent.

J. Time. TIME IS OF THE ESSENCE OF THIS AGREEMENT.

K. Excuse for Nonperformance. Either party shall be excused from performing any obligation or undertaking provided for in this Agreement in the event and/or so long as the performance of such obligation is prevented or delayed, retarded, or hindered by act of God, fire, earthquake, flood, explosion, interruption, action of the elements, war, invasion, insurrection, riot, mob violence, sabotage, strike, lockout, action of labor unions, or any other cause, similar to the preceding causes, not within the reasonable control of such party.

L. Condition Precedent. Execution hereof and the grant of the easement herein is conditioned upon City acceptance of the same in satisfaction of any storm water management requirements or conditions for approval of the NCCC Softball Complex And Parking Lots project as referenced above and in **Exhibit A**.

M. Recording. The fully executed original of this Agreement may be duly recorded in the Register of Deeds Office of Neosho County, Kansas by either party. This Agreement shall be executed in duplicate, each party to receive an executed original.

IN WITNESS WHEREOF, the parties have executed this instrument effective the 4<sup>th</sup> day of April, 2012.

NEOSHO COUNTY COMMUNITY COLLEGE

THE CITY OF CHANUTE, KANSAS  
a municipal corporation

By \_\_\_\_\_  
David Peter, Chairman

By J.D. Lester  
J.D. Lester, City Manager

ATTEST:

ATTEST:

\_\_\_\_\_  
Denise Gilmore, Clerk of the Board

Tina Bailey  
Tina Bailey, Deputy City Clerk

STATE OF KANSAS, COUNTY OF NEOSHO, ss

STATE OF KANSAS, COUNTY OF NEOSHO, ss

Now on this \_\_\_\_ day of \_\_\_\_\_, 2012, before me, the undersigned, a Notary Public in and for the county and state aforesaid, came David Peter, Chairman of the Board of Trustees of Neosho County Community College, and Denise Gilmore, Clerk of said Board, who are personally known to me to be the same persons who executed as such officers the above and foregoing instrument in writing and who acknowledged to me their execution of the same to be the act and deed of the Board for the uses and purposes therein stated.

Now on this \_\_\_\_ day of \_\_\_\_\_, 2012, before me, the undersigned, a Notary Public in and for the county and state aforesaid, came J. D. Lester, City Manager of the City of Chanute, Kansas, and Tina Bailey, Deputy City Clerk, who are personally known to me to be the same persons who executed as such officers the above and foregoing instrument in writing and who acknowledged to me their execution of the same to be the act and deed of the City for the uses and purposes therein stated.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last above written.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last above written.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

(SEAL)

(SEAL)

**EXHIBIT A**  
**TO**

**EASEMENT FOR FLOWAGE RIGHTS**  
**FROM**  
**NEOSHO COUNTY COMMUNITY COLLEGE**  
**TO**  
**CITY OF CHANUTE, KANSAS**

**NCCC SOFTBALL COMPLEX AND**  
**PARKING LOTS**

**EXHIBIT B  
TO**

**EASEMENT FOR FLOWAGE RIGHTS  
FROM  
NEOSHO COUNTY COMMUNITY COLLEGE  
TO  
CITY OF CHANUTE, KANSAS**

**ENGINEERING PLANS PROVIDED BY  
BARTLETT & WEST  
FOR  
DETENTION POND**

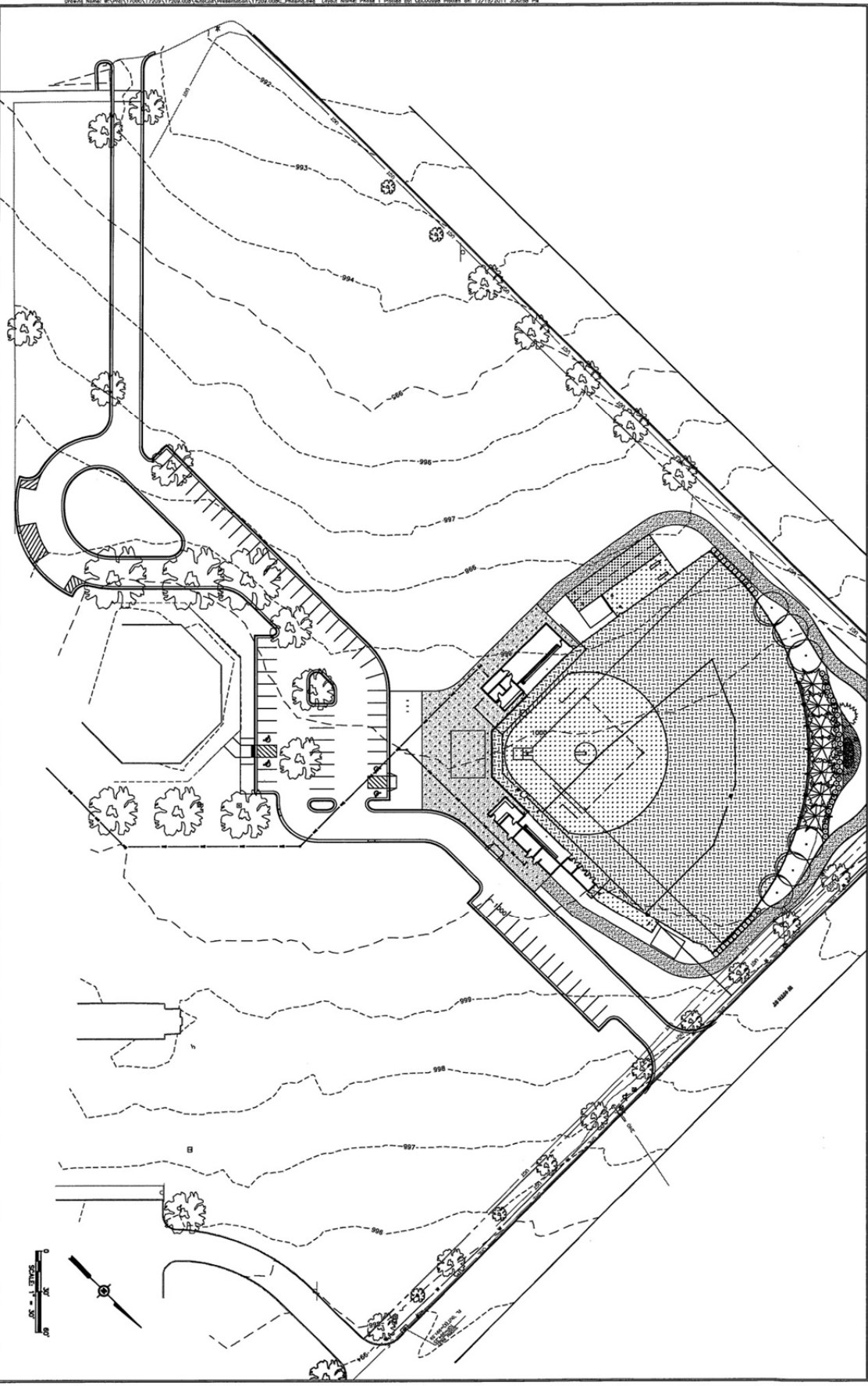
DATE	BY	DESIGNED BY	PROJECT NO.	PROJECT NAME	DATE
	CHECKED BY	CHECKED BY	CHECKED BY	CHECKED BY	CHECKED BY
	DATE	DATE	DATE	DATE	DATE
	DATE	DATE	DATE	DATE	DATE
	DATE	DATE	DATE	DATE	DATE

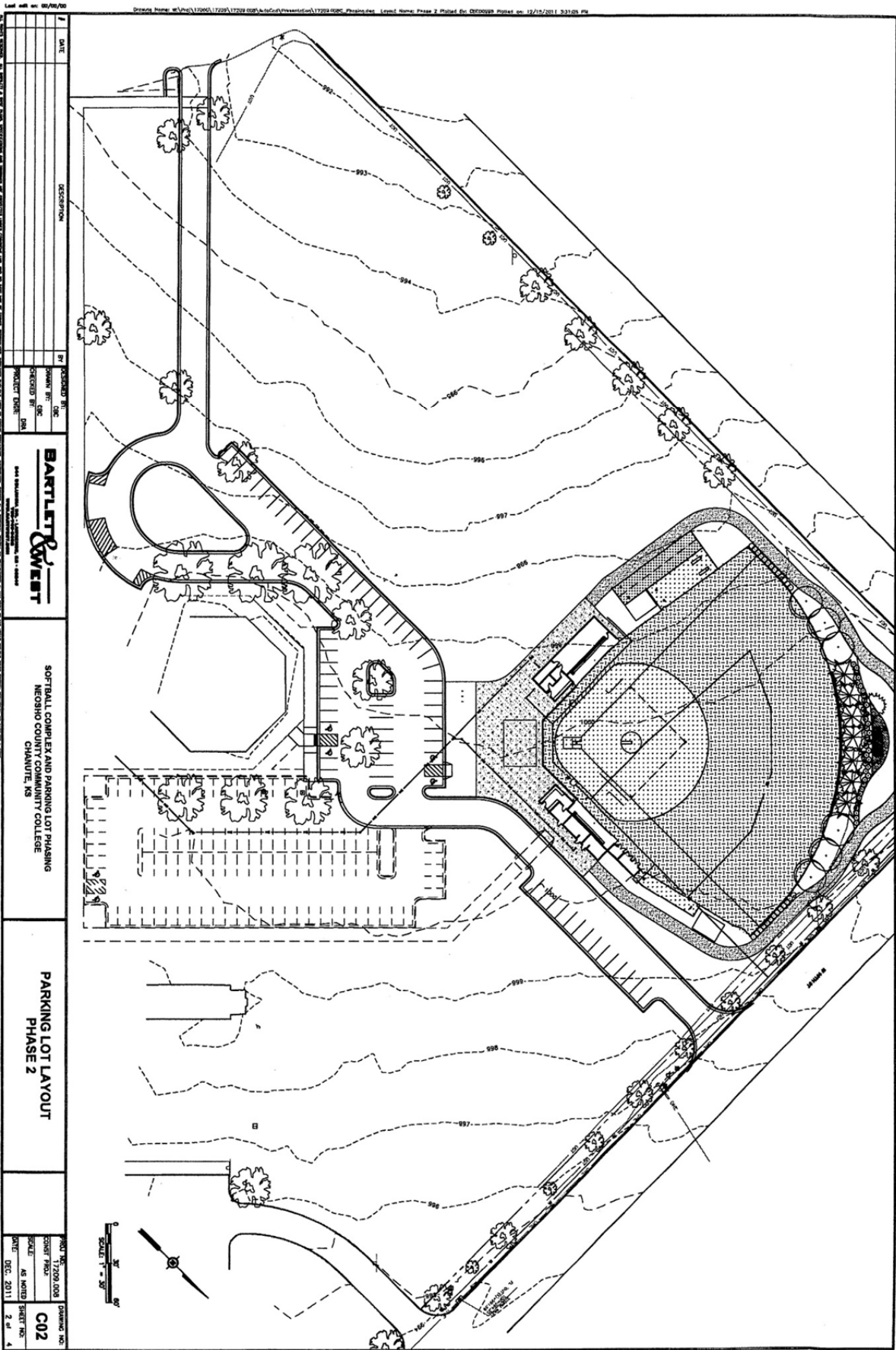
**BARTLETT & WEST**  
 444 S. Main Street  
 Raleigh, NC 27601  
 Phone: 919.877.1111  
 Fax: 919.877.1112

SOFTBALL COMPLEX AND PARKING LOT PHASING  
 HESBRO COUNTY COMMUNITY COLLEGE  
 CHAUVILLE, NC

**PARKING LOT LAYOUT  
 PHASE 1**

PROJECT NO.	DATE	PROJECT NAME	DATE
17209_008	DEC. 2011	HESBRO COUNTY COMMUNITY COLLEGE	DEC. 2011
C01			
1 of 4			





NO.	DATE	DESCRIPTION
1		
2		
3		
4		

**BARTLETT & SWEET**  
 ARCHITECTS AND ENGINEERS  
 1000 SOUTH GUYTON AVENUE  
 CHANUTE, MISSOURI 64601

SOFTBALL COMPLEX AND PARKING LOT PHASING  
 NEOSHO COUNTY COMMUNITY COLLEGE  
 CHANUTE, KS

PARKING LOT LAYOUT  
 PHASE 2

PROJECT NO.	KS 17292-005
SHEET NO.	45 NORTH
DATE	DEC. 2011
DRAWING NO.	C02
SHEET NO.	2 of 4



Construction Documents For  
**NEOSHO COUNTY COMMUNITY COLLEGE**  
 for  
**NORTH DETENTION BASIN**  
 in  
**CHANUTE, KS**  
**FEBRUARY 2012**

**CONTACTS**

OWNER: NEOSHO COUNTY COMMUNITY COLLEGE  
 CONTACT: BEN SMITH  
 PHONE: 620-431-2820 EXT. 221

PROJECT MANAGER  
 BARTLETT & WEST, INC.  
 CONTACT: DARREN AMANN  
 PHONE: 785-719-9752

PROJECT ENGINEER  
 BARTLETT & WEST, INC.  
 CONTACT: CASEY COLBERT  
 PHONE: 785-330-7031

ELECTRIC:  
 CITY OF CHANUTE  
 PHONE: 620-431-5200

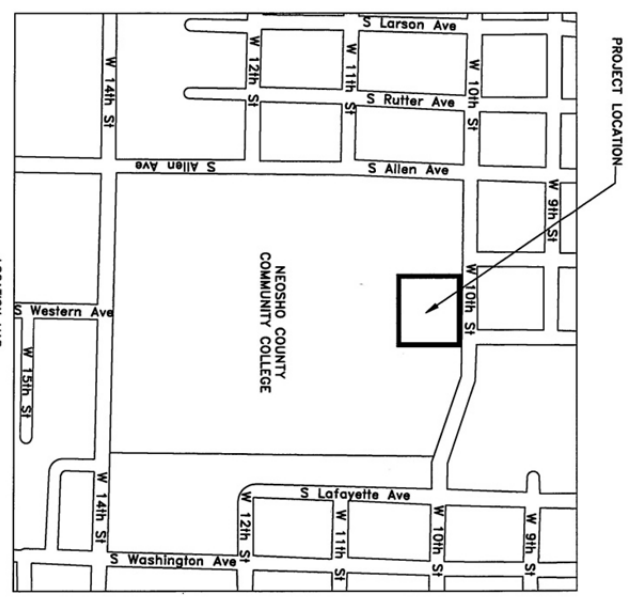
GAS OF CHANUTE  
 CITY OF CHANUTE  
 PHONE: 620-431-5250

FIBER OPTIC:  
 CITY OF CHANUTE  
 PHONE: 620-431-5202

WATER:  
 CITY OF CHANUTE  
 PHONE: 620-431-5250

SEWER:  
 CITY OF CHANUTE  
 PHONE: 620-431-5250

**PROJECT BENCHMARK**  
 BENCHMARK:  
 CD CUT @ SOUTH ECR OF  
 S. CHANUTE ST  
 ELEV. = 1096.19

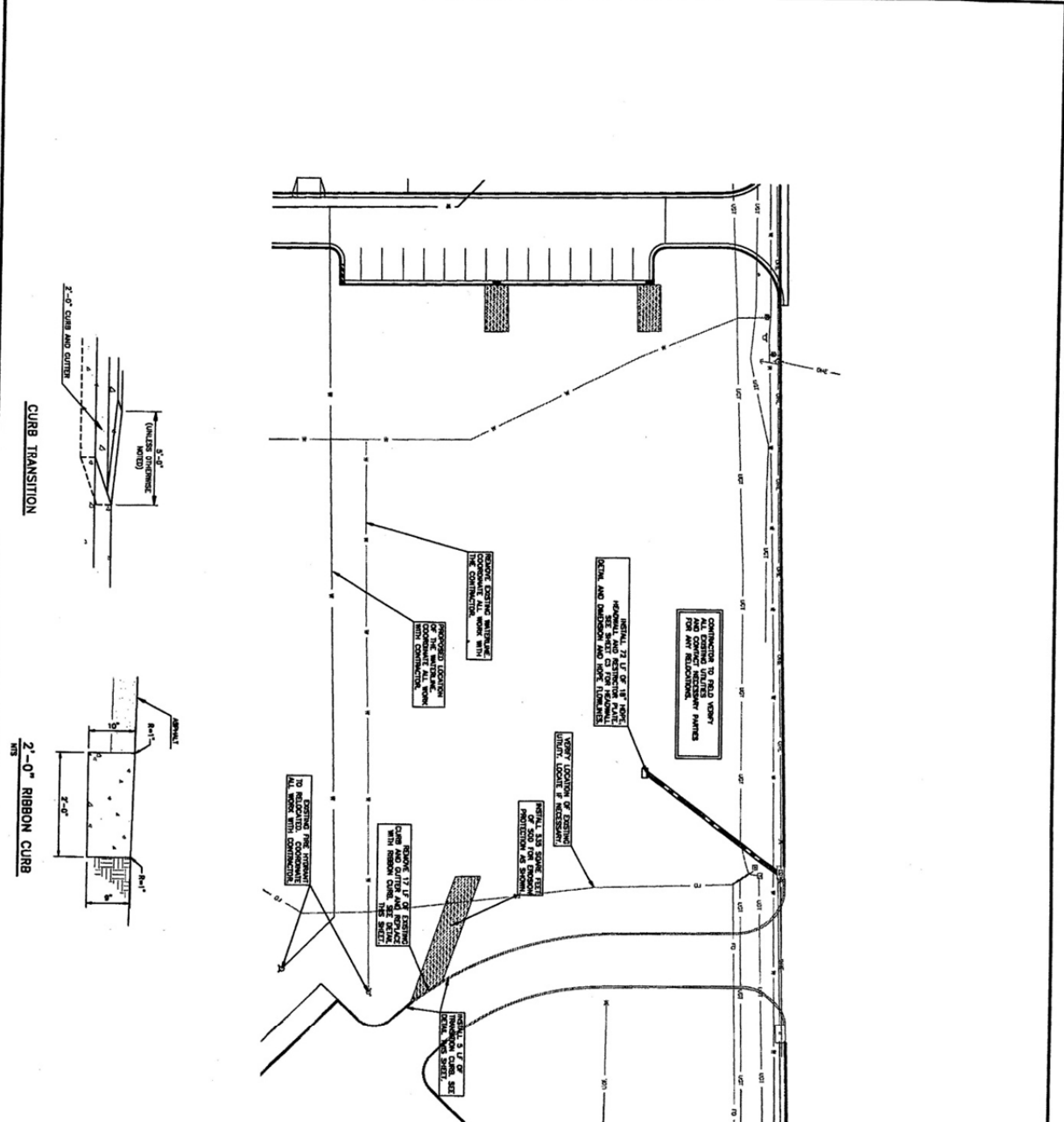


**INDEX OF SHEETS**

- CDL: COVER SHEET - LOCATION MAP, PROJECT CONTACTS  
 C1 LAYOUT  
 C2 DIMENSIONING & GRADING PLAN  
 C3 PROPOSED DRAINAGE AREAS  
 C4 PROPOSED DRAINAGE AREAS  
 C5 POST FIRM DRAINAGE AREAS  
 C6 CROSS SECTION CUTS  
 C7 CROSS SECTION CUTS  
 C8-C10 CROSS SECTIONS

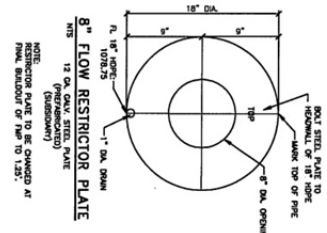
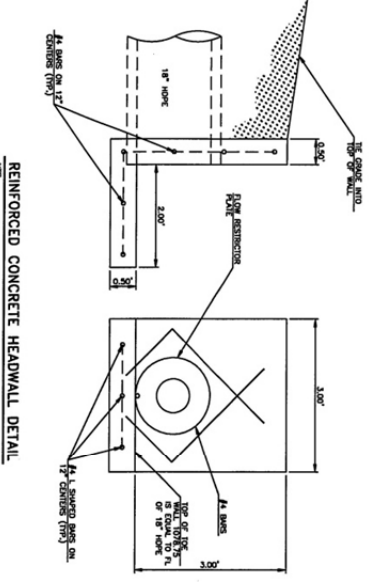
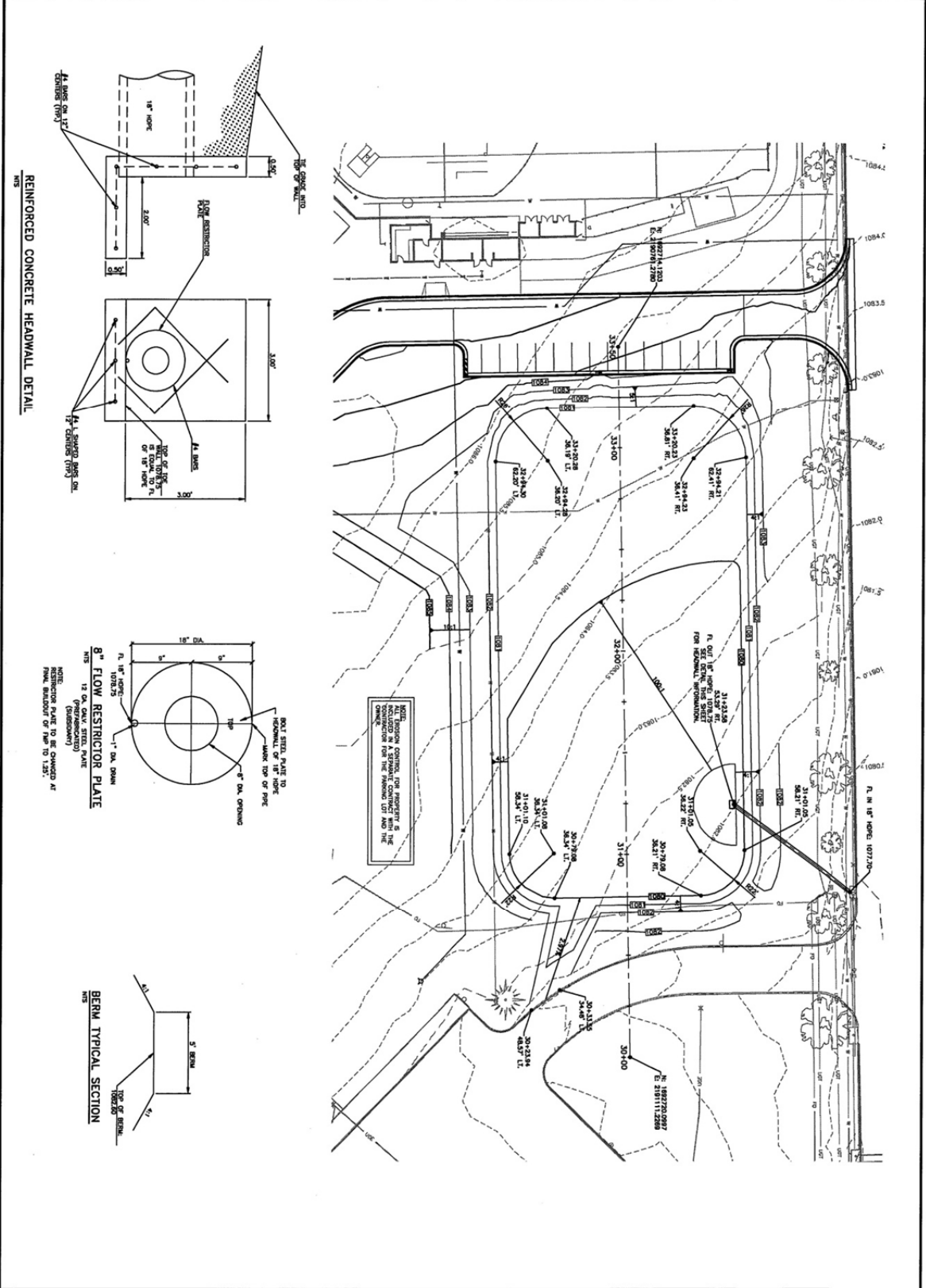
**NOT FOR CONSTRUCTION**

<p>DATE: 02/09/12                  SHEET NO: <b>C1</b>                  OF 10</p>	<p><b>COVER SHEET - LOCATION MAP</b>  <b>PROJECT CONTACTS</b></p> <p>NEOSHO COUNTY COMMUNITY COLLEGE                  NORTH DETENTION BASIN                  CHANUTE, KS</p>	<p><b>BARTLETT &amp; WEST</b></p> <p>444 COLLEMAN BLVD. - LAWRENCE, KS 66044                  785-843-9333                  www.bartlettandwest.com</p>	<table border="1"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	NO.	DATE	DESCRIPTION																														
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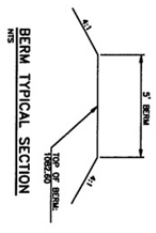


- LAYOUT NOTES:**
1. ALL UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF CHANUTE, KANSAS UTILITIES DEPARTMENT SPECIFICATIONS. THE UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF CHANUTE, KANSAS UTILITIES DEPARTMENT SPECIFICATIONS. THE UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF CHANUTE, KANSAS UTILITIES DEPARTMENT SPECIFICATIONS.
  2. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION.
  3. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION.
  4. CONCRETE SHALL BE PLACED IN A MINIMUM OF 24 HOURS PRIOR TO THE START OF UTILITIES. CONCRETE SHALL BE PLACED IN A MINIMUM OF 24 HOURS PRIOR TO THE START OF UTILITIES. CONCRETE SHALL BE PLACED IN A MINIMUM OF 24 HOURS PRIOR TO THE START OF UTILITIES.
  5. ALL UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF CHANUTE, KANSAS UTILITIES DEPARTMENT SPECIFICATIONS. ALL UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF CHANUTE, KANSAS UTILITIES DEPARTMENT SPECIFICATIONS. ALL UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF CHANUTE, KANSAS UTILITIES DEPARTMENT SPECIFICATIONS.
  6. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION.
  7. CONSTRUCTION SHALL MAINTAIN PROTECTIVE DRAINAGE DURING CONSTRUCTION. CONSTRUCTION SHALL MAINTAIN PROTECTIVE DRAINAGE DURING CONSTRUCTION. CONSTRUCTION SHALL MAINTAIN PROTECTIVE DRAINAGE DURING CONSTRUCTION.
  8. ALL BORING AND INSTALLATION OF PROPOSED UTILITIES SHALL BE IN ACCORDANCE WITH THE CITY OF CHANUTE, KANSAS UTILITIES DEPARTMENT SPECIFICATIONS. ALL BORING AND INSTALLATION OF PROPOSED UTILITIES SHALL BE IN ACCORDANCE WITH THE CITY OF CHANUTE, KANSAS UTILITIES DEPARTMENT SPECIFICATIONS. ALL BORING AND INSTALLATION OF PROPOSED UTILITIES SHALL BE IN ACCORDANCE WITH THE CITY OF CHANUTE, KANSAS UTILITIES DEPARTMENT SPECIFICATIONS.
  9. ALL UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF CHANUTE, KANSAS UTILITIES DEPARTMENT SPECIFICATIONS. ALL UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF CHANUTE, KANSAS UTILITIES DEPARTMENT SPECIFICATIONS. ALL UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF CHANUTE, KANSAS UTILITIES DEPARTMENT SPECIFICATIONS.
  10. CONCRETE SHALL BE PLACED IN A MINIMUM OF 24 HOURS PRIOR TO THE START OF UTILITIES. CONCRETE SHALL BE PLACED IN A MINIMUM OF 24 HOURS PRIOR TO THE START OF UTILITIES. CONCRETE SHALL BE PLACED IN A MINIMUM OF 24 HOURS PRIOR TO THE START OF UTILITIES.
  11. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION.
  12. PROTECTIVE WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF CHANUTE, KANSAS UTILITIES DEPARTMENT SPECIFICATIONS. PROTECTIVE WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF CHANUTE, KANSAS UTILITIES DEPARTMENT SPECIFICATIONS. PROTECTIVE WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF CHANUTE, KANSAS UTILITIES DEPARTMENT SPECIFICATIONS.
  13. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION.
  14. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION.
  15. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION.
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  17. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION.
  18. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION.

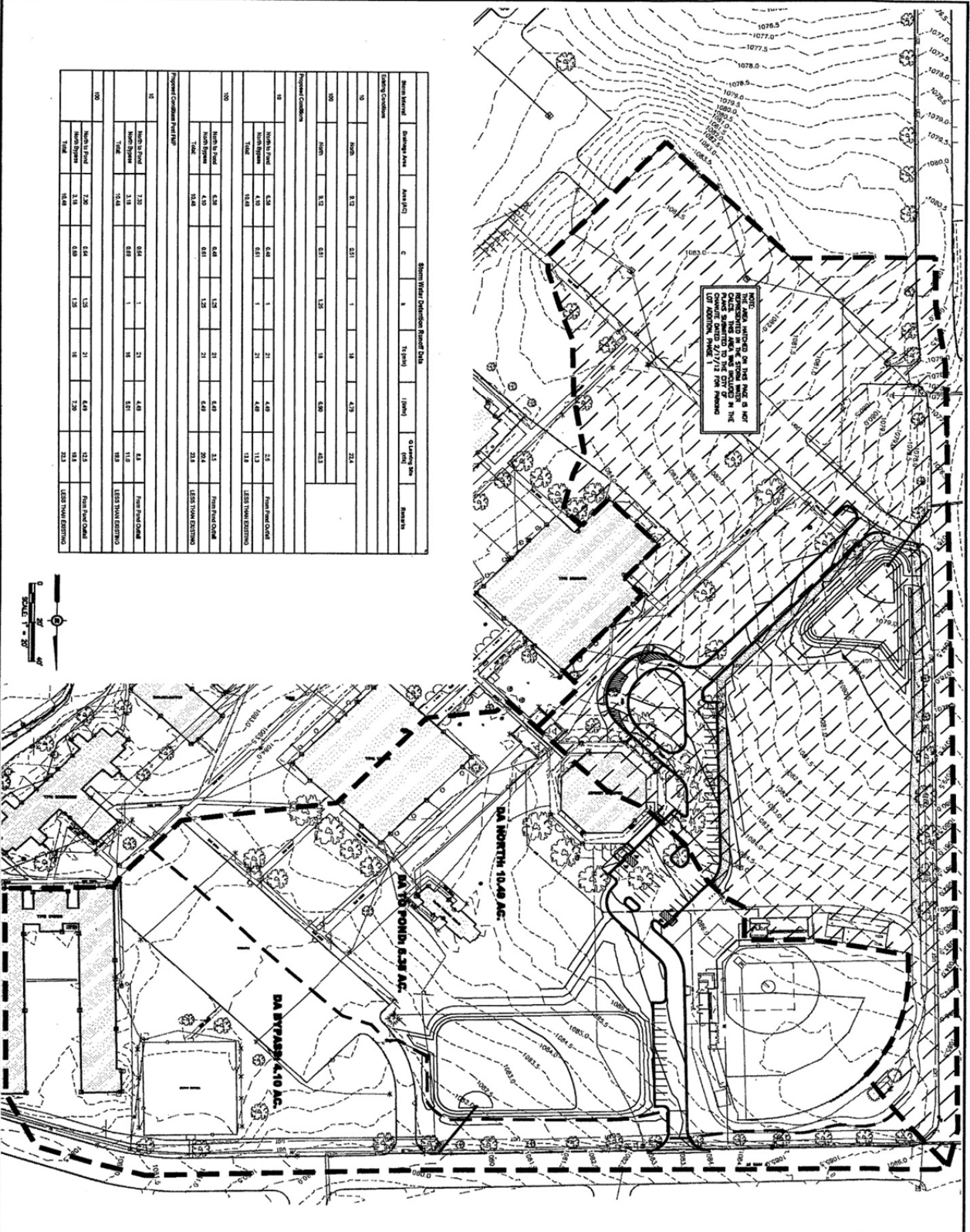
<b>LAYOUT</b>		<b>BARTLETT &amp; WEST</b>
NEOSHO COUNTY COMMUNITY COLLEGE NORTH DETENTION BASIN CHANUTE, KS		
DESIGNED BY: CAC DRAWN BY: CAC CHECKED BY: CAC DATE: 11/29/05 SCALE: AS SHOWN SHEET NO. C2 OF 10	17202 CON. STOR. LAYOUT.dwg 3/9/2012 3:18:36 PM	



NOTE: ALL ELEVATION CONTROL FOR THE DETENTION BASIN SHALL BE BASED ON THE FINISHED GROUND SURFACE.



DIMENSIONING & GRADING PLAN		<b>BARTLETT &amp; WEST</b> <small>AN ILLINOIS COMPANY</small> <small>CONSULTING ENGINEERS, ARCHITECTS, AND SURVEYORS</small> <small>2201 N. UNIVERSITY AVENUE, SUITE 100, CHANUTE, MISSOURI 64602</small> <small>PHONE: (417) 836-8800, FAX: (417) 836-8801, WWW.BARTLETTWEST.COM</small>
NEOSHO COUNTY COMMUNITY COLLEGE NORTH DETENTION BASIN CHANUTE, KS		
DATE	DESCRIPTION	



Drainage Area	Area (AC)	Flow (cfs)	Velocity (ft/min)	Channel Slope	Remarks
1049	10.49	4.10	1.18	4.10	From Final Channel
1050	5.28	2.00	0.59	2.00	From Final Channel
1051	4.10	1.50	0.43	1.50	From Final Channel

Flow	Area (AC)	Flow (cfs)	Velocity (ft/min)	Channel Slope	Remarks
1049	10.49	4.10	1.18	4.10	From Final Channel
1050	5.28	2.00	0.59	2.00	From Final Channel
1051	4.10	1.50	0.43	1.50	From Final Channel
TOTAL	19.87	7.60	2.20	7.60	LESS TOTAL EXISTING

Flow	Area (AC)	Flow (cfs)	Velocity (ft/min)	Channel Slope	Remarks
1049	10.49	4.10	1.18	4.10	From Final Channel
1050	5.28	2.00	0.59	2.00	From Final Channel
1051	4.10	1.50	0.43	1.50	From Final Channel
TOTAL	19.87	7.60	2.20	7.60	LESS TOTAL EXISTING

PROJECT NO. 112005 SHEET NO. 04 DATE 4/11/12	<b>PROPOSED DRAINAGE AREAS</b> NEOSHO COUNTY COMMUNITY COLLEGE NORTH DETENTION BASIN CHARLOTTE, KS	<b>BARTLET &amp; WEST</b> 544 S. BROADWAY CHARLOTTE, NC 28202 (704) 383-1111 www.bartletandwest.com	DATE REVISION NO. 1 DATE 4/11/12 BY [Signature] CHECKED BY [Signature] SCALE AS SHOWN DATE 4/11/12 BY [Signature]
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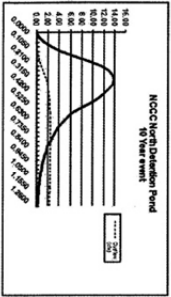
**NCCCH North Detention Pond**

Order No. 04/ 137	1/17/07	01/06/07
STORM 0/1	0/1	21/00/01
STORM 0/2	0/2	01/00/01
Q6	13.87	41/00/01

7/12	50.0	10.0	10.0	2.0	1.0	2.0
7/13	49.0	9.5	10.0	2.0	1.0	1.9
7/14	48.0	9.0	10.0	2.0	1.0	1.8
7/15	47.0	8.5	10.0	2.0	1.0	1.7
7/16	46.0	8.0	10.0	2.0	1.0	1.6
7/17	45.0	7.5	10.0	2.0	1.0	1.5
7/18	44.0	7.0	10.0	2.0	1.0	1.4
7/19	43.0	6.5	10.0	2.0	1.0	1.3
7/20	42.0	6.0	10.0	2.0	1.0	1.2
7/21	41.0	5.5	10.0	2.0	1.0	1.1
7/22	40.0	5.0	10.0	2.0	1.0	1.0

Pump Collection Pond: 2.48  
Storm Duration (H): 10.0  
Design (ft. H): 1.33



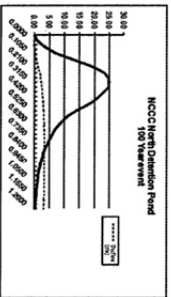
**NCCCH North Detention Pond**

Order No. 04/ 137	1/17/07	01/06/07
STORM 0/1	0/1	21/00/01
STORM 0/2	0/2	01/00/01
Q6	13.87	41/00/01

7/12	50.0	10.0	10.0	2.0	1.0	2.0
7/13	49.0	9.5	10.0	2.0	1.0	1.9
7/14	48.0	9.0	10.0	2.0	1.0	1.8
7/15	47.0	8.5	10.0	2.0	1.0	1.7
7/16	46.0	8.0	10.0	2.0	1.0	1.6
7/17	45.0	7.5	10.0	2.0	1.0	1.5
7/18	44.0	7.0	10.0	2.0	1.0	1.4
7/19	43.0	6.5	10.0	2.0	1.0	1.3
7/20	42.0	6.0	10.0	2.0	1.0	1.2
7/21	41.0	5.5	10.0	2.0	1.0	1.1
7/22	40.0	5.0	10.0	2.0	1.0	1.0

Pump Collection Pond: 1.48  
Storm Duration (H): 10.0  
Design (ft. H): 1.35



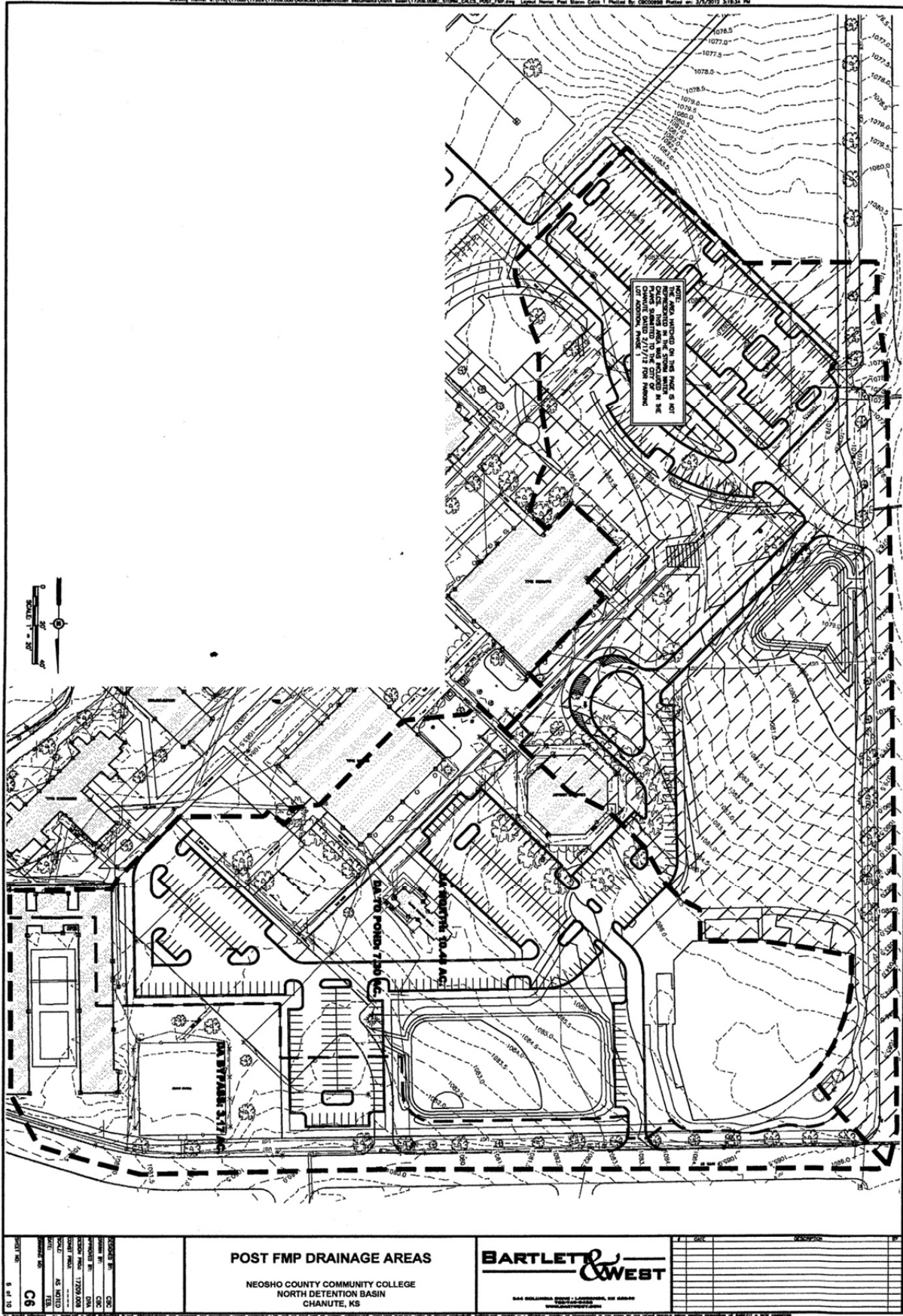
**HYDROLOGIC ANALYSIS (RCA) TABLE**

7/12	7/13	7/14	7/15	7/16	7/17	7/18	7/19	7/20	7/21	7/22
50.0	49.0	48.0	47.0	46.0	45.0	44.0	43.0	42.0	41.0	40.0
10.0	9.5	9.0	8.5	8.0	7.5	7.0	6.5	6.0	5.5	5.0
10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0

**HYDROLOGIC ANALYSIS (RCA) TABLE**

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50.0	49.0	48.0	47.0	46.0	45.0	44.0	43.0	42.0	41.0	40.0
10.0	9.5	9.0	8.5	8.0	7.5	7.0	6.5	6.0	5.5	5.0
10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
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2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
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2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
1.0	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1	0.0
2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0

<p align="center"><b>PROPOSED DRAINAGE CALCS</b></p> <p align="center">NEOSHO COUNTY COMMUNITY COLLEGE NORTH DETENTION BASIN CHANUTE, KS</p>	<p align="center">544 COLUMBIA ROAD - LANCASTER, KS 66044 PHONE: 781-533-7733 WWW.BARTLETTWEST.COM</p>	<table border="1"> <tr> <td>DATE</td> <td>DESCRIPTION</td> <td>BY</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	DATE	DESCRIPTION	BY						
DATE	DESCRIPTION	BY									
<p>DESIGNED BY: CJC</p> <p>ENGINEER: CJC</p> <p>CHECKED: CJC</p> <p>SCALE: AS NOTED</p> <p>DATE: 3/2/12</p>	<p><b>C5</b></p>										



DESIGNER	DATE
CHECKED BY	DATE
APPROVED BY	DATE
PROJECT NO.	17205.038
SHEET NO.	66
TOTAL SHEETS	78

**POST FMP DRAINAGE AREAS**

NEOSHO COUNTY COMMUNITY COLLEGE  
NORTH DETENTION BASIN  
CHANUTE, KS

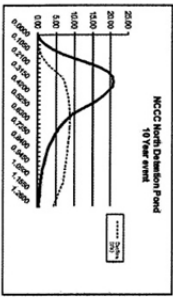
**BARTLETT & WEST**

REGISTERED PROFESSIONAL ENGINEERS AND ARCHITECTS  
KANSAS LICENSE NO. 0001030000  
0000000000

NO.	DESCRIPTION

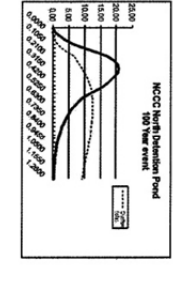
NCCO North Detention Pond, Post FMP									
Storm Depth (ft)	15'	18'	21'	24'	27'	30'	33'	36'	39'
Storm Depth (ft)	15'	18'	21'	24'	27'	30'	33'	36'	39'
Storm Depth (ft)	15'	18'	21'	24'	27'	30'	33'	36'	39'
15'	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
18'	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00
21'	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00
24'	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00
27'	27.00	27.00	27.00	27.00	27.00	27.00	27.00	27.00	27.00
30'	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
33'	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00
36'	36.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00
39'	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00

NCCO North Detention Pond, Post FMP									
Storm Depth (ft)	15'	18'	21'	24'	27'	30'	33'	36'	39'
Storm Depth (ft)	15'	18'	21'	24'	27'	30'	33'	36'	39'
Storm Depth (ft)	15'	18'	21'	24'	27'	30'	33'	36'	39'
15'	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
18'	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00
21'	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00
24'	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00
27'	27.00	27.00	27.00	27.00	27.00	27.00	27.00	27.00	27.00
30'	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
33'	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00
36'	36.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00
39'	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00



NCCO North Detention Pond, Post FMP									
Storm Depth (ft)	15'	18'	21'	24'	27'	30'	33'	36'	39'
Storm Depth (ft)	15'	18'	21'	24'	27'	30'	33'	36'	39'
Storm Depth (ft)	15'	18'	21'	24'	27'	30'	33'	36'	39'
15'	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
18'	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00
21'	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00
24'	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00
27'	27.00	27.00	27.00	27.00	27.00	27.00	27.00	27.00	27.00
30'	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
33'	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00
36'	36.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00
39'	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00

NCCO North Detention Pond, Post FMP									
Storm Depth (ft)	15'	18'	21'	24'	27'	30'	33'	36'	39'
Storm Depth (ft)	15'	18'	21'	24'	27'	30'	33'	36'	39'
Storm Depth (ft)	15'	18'	21'	24'	27'	30'	33'	36'	39'
15'	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
18'	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00
21'	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00
24'	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00
27'	27.00	27.00	27.00	27.00	27.00	27.00	27.00	27.00	27.00
30'	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
33'	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00
36'	36.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00
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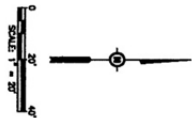
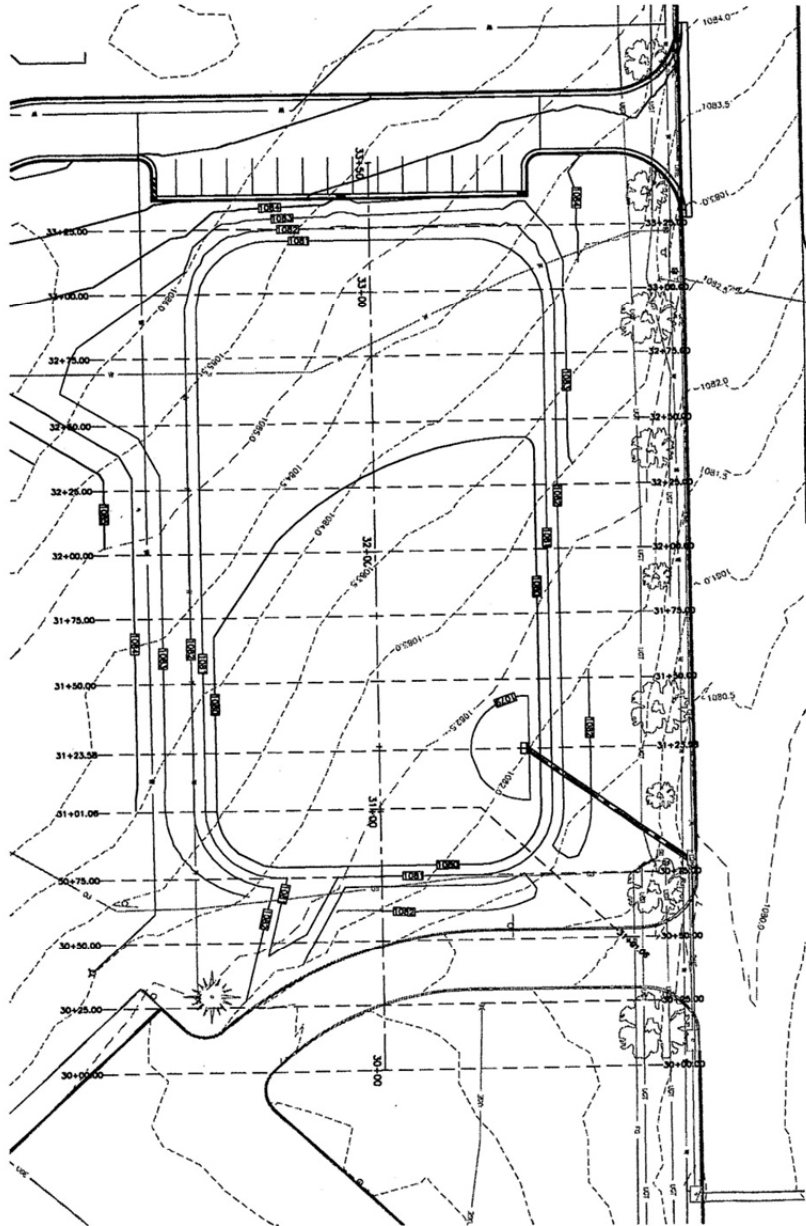


DESIGNED BY: [Name]  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 APPROVED BY: [Name]  
 PROJECT NO.: 17200-000  
 SHEET NO.: AS NOTED  
 DATE: 7/11/10

**POST FMP DRAINAGE CALCS**  
 NEOSHO COUNTY COMMUNITY COLLEGE  
 NORTH DETENTION BASIN  
 CHANUTE, KS



DATE	DESCRIPTION



PROJECT NO.	17205
SHEET NO.	8 OF 10
DATE	05/26/20
SCALE	AS NOTED
FILE	
DESIGNED BY	CSC
DRAWN BY	CSC
CHECKED BY	DM
PROJECT NAME	17205.000
CLIENT NAME	AS NOTED
SCALE	AS NOTED
FILE	
<b>C8</b>	

### CROSS SECTION LAYOUT

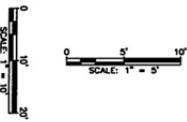
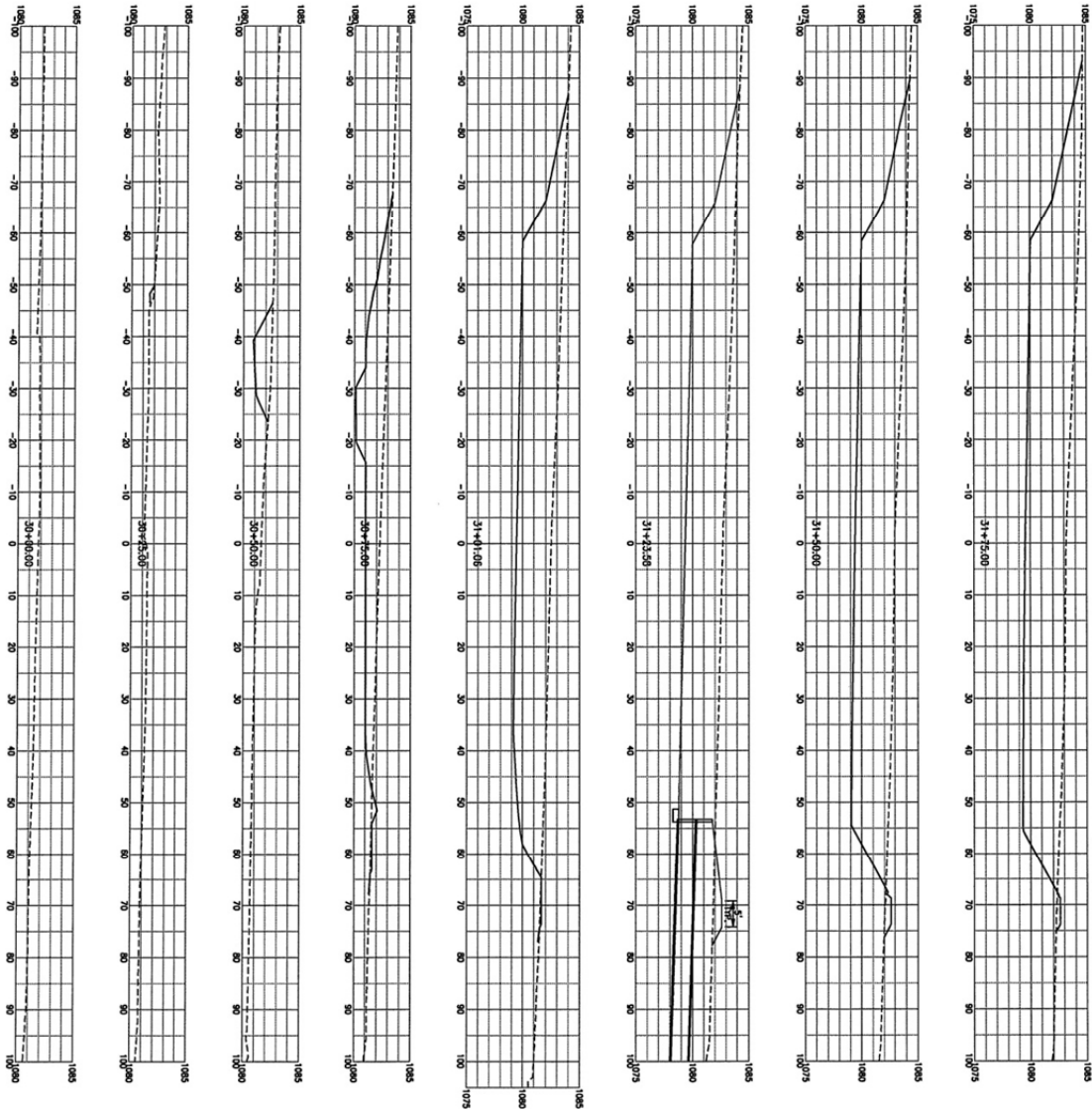
NEOSHO COUNTY COMMUNITY COLLEGE  
NORTH DETENTION BASIN  
CHANUTE, KS

## BARTLET & WEST

5555 WILSON ROAD, SUITE 111, CHANUTE, KS 66604  
PH: 785.823.1234 FAX: 785.823.1235  
WWW.BARTLETANDWEST.COM

DATE	05/26/20
BY	
CHECKED	
APPROVED	
REVISION	



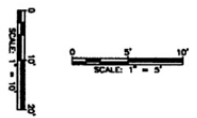
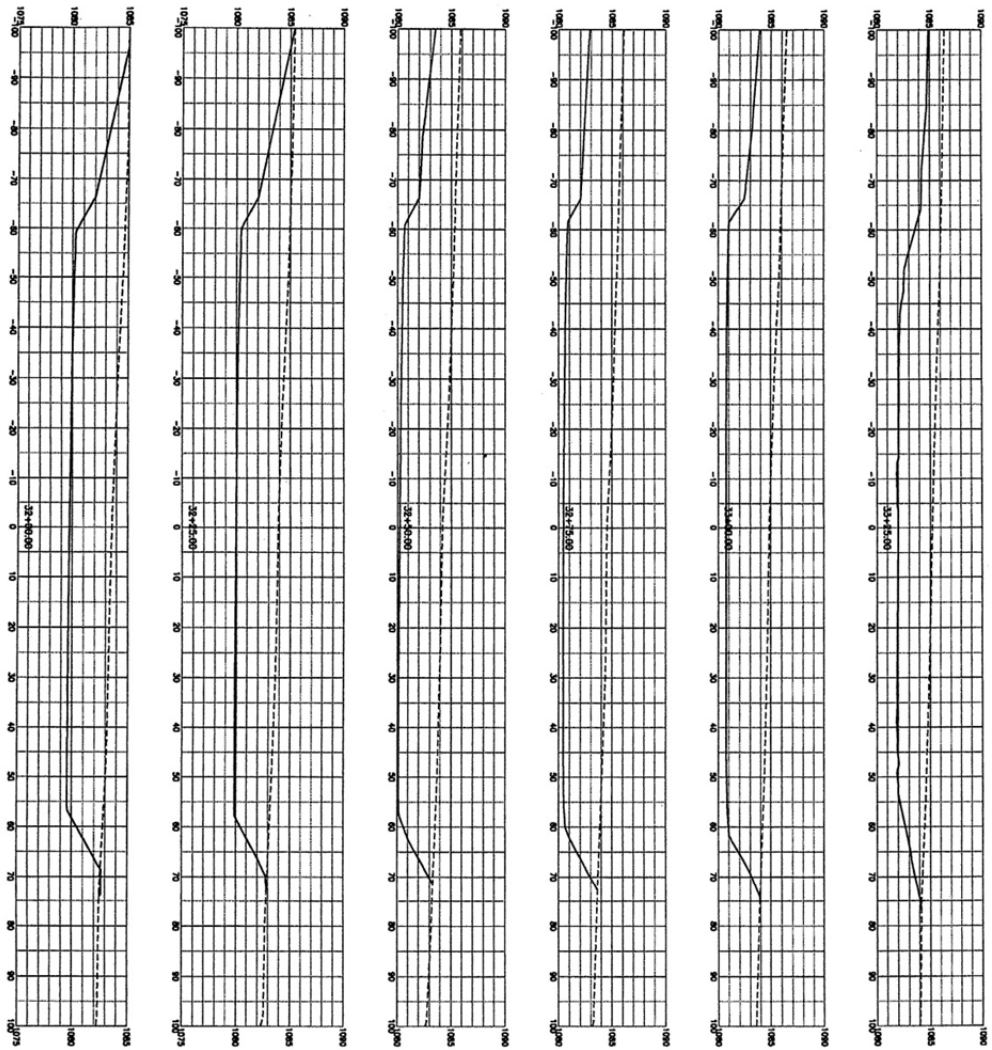


DESIGNED BY: CMC  
 DRAWING NO.: C9  
 CHECKED BY: DVA  
 PROJECT NO.: 17209.000  
 DATE: 02/09/2012  
 SCALE: AS NOTED  
 SHEET NO.: 9 of 10

**CROSS SECTIONS**  
 NEOSHO COUNTY COMMUNITY COLLEGE  
 NORTH DETENTION BASIN  
 CHANUTE, KS

**BARTLETT & WEST**  
 844 HOLLYHURST DRIVE - LAWRENCE, KS 66044  
 785-842-8888  
 WWW.BARTLETTWEST.COM

NO.	DATE	DESCRIPTION



PROJECT NO.	10-01-10
<b>C10</b>	
DESIGNED BY	CRC
CHECKED BY	CRC
DRAWN BY	DKM
DATE	1/22/2008
PROJECT NAME	17200-000
SCALE	AS NOTED
DATE	1/22/08

**CROSS SECTIONS**  
 NEOSHO COUNTY COMMUNITY COLLEGE  
 NORTH DETENTION BASIN  
 CHANUTE, KS

**BARTLETT & WEST**

544 SULLYBROOK DRIVE - LAWRENCE, KS 66044  
 TEL: 785-842-1234  
 WWW.BARTLETTANDWEST.COM

NO.	REVISION