

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

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

III. Public Comment

There were no speakers.

IV. Approval of the Agenda

On motion by Kevin Berthot and second by Dennis Peters the agenda was approved as printed.

V. Board Reorganization:

A. Election of Officers: Chair and Vice Chair

On motion by Kevin Berthot and second by Lori Kiblinger, David Peter was elected chair. Motion passed unanimously.

On motion by David Peter and second by Dennis Peters, Kevin Berthot was elected as vice-chair. Motion passed unanimously.

B. Appointment of Personnel: Treasurer, Clerk, Secretary, Attorney

On motion by David Peter and second by Lori Kiblinger, Sandi Solander was appointed as Board Treasurer. Motion passed unanimously.

On motion by Lori Kiblinger and second by Dennis Peters, Denise Gilmore was appointed as Board Clerk. Motion passed unanimously.

On motion by David Peter and second by Patricia Griffith, Brian Inbody was appointed as Board Secretary. Motion passed unanimously.

On motion by David Peter and second by Kevin Berthot, Kent Pringle was appointed as Board Attorney. Motion passed unanimously.

C. Selection of monthly meeting day, time and location

On motion by Kevin Berthot and second by Patricia Griffith, the monthly meetings were scheduled to be held the second Thursday of the month at 5:30 pm in room 209 in the Student Union. Motion

passed unanimously.

D. Financial Institution Designation

On motion by Kevin Berthot and second by Dennis Peters the following financial institutions were approved as official depositories. Motion passed unanimously.

Bank of Commerce, Chanute
Commercial Bank, Chanute
Community National Bank, Chanute
Emprise Bank, Chanute
Home Savings Bank, Chanute
Kansas State Bank, Ottawa
Peoples Bank, Ottawa

E. Appointment of Board Representatives:

a. Kansas Association of Community College Trustees

On motion by David Peter and second by Lori Kiblinger, Charlie Boaz was appointed as the Kansas Association of Community College Trustees representative with Dennis Peters to serve as the alternate.

b. NCCC Foundation (1 representative)

David Peter volunteered to continue to serve as the Board's representative on the NCCC Foundation.

F. Affirmation of Service

The Trustees read the following Affirmation of Service together and signed the document.

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AFFIRMATION OF SERVICE

It is with the deepest sense of responsibility and conviction as a trustee of Neosho County Community College that I do solemnly affirm:

- That I understand my authority exists only when acting collectively with my fellow board members, and that our authority is derived from, and obliged to serve, the interests of our entire community;
- That I will exemplify ethical behavior and conduct that is above reproach;
- That I will engage in an ongoing process of in-service education and continuous improvement;
- That I will be prepared to participate in open, honest, and civil deliberation with my colleagues, vote my conscience rather than to advance any special interests, and support the decisions and policy we make; and

- That I will honor the division of responsibility between the board and the CEO/President, and staff, and contribute to creating a spirit of true cooperation and a mutually supportive relationship in support of our community.

Signed this 12th of July, 2012.

VI. Consent Agenda

On motion by Kevin Berthot and second by Dennis Peters the following items were approved by consent:

- A. Minutes from June 14, 2012
- B. Claims for disbursement for June 2012
- C. Personnel

1. Resignation – Director of Talent Search

It was the president’s recommendation that the Board accept the resignation of Marie Moore, Director of Talent Search. Ms. Moore’s resignation is effective August 3, 2012.

2. Resignation – Administrative Assistant to Upward Bound

It was the president’s recommendation that the Board accept the resignation of Beau McMillan, Administrative Assistant to Upward Bound, pending approval of his employment as the Upward Bound Academic Coordinator. Mr. McMillan’s resignation is effective July 31, 2012.

3. Resignation – Nursing Instructor

It was the president’s recommendation that the Board accept the resignation of Jill Frazell, Nursing Instructor. Ms. Frazell’s resignation is effective May 16, 2012.

4. Resignation – AA to Dean of Student Development and Athletic Director

It was the president's recommendation that the Board accept the resignation of Allison Ouellette, Administrative Assistant to the Dean of Student Development and Athletic Director, pending approval of her employment as Coordinator of Residence and Student Life. Ms. Ouellette's resignation will be effective July 31, 2012.

5. ABE Instructor

It was the president's recommendation that the Board approve the employment of Joshua Furnish as ABE instructor at the Ottawa campus. Mr. Furnish has a B.A. in Social Sciences from Emporia State University and a M.S. with an emphasis in career technical education from Pittsburg State University.

Mr. Furnish has taught American History and American Government at Fort Scott Community College, was a graduate teaching assistant at PSU, real estate agent, custodian and contractor.

Mr. Furnish will be paid an annual salary of \$25,000 (Management Support) beginning July 16, 2012.

6. ABE Instructor

It was the president's recommendation that the Board approve the employment of Sandi Lingerfelt as ABE instructor at the Ottawa campus. Ms. Lingerfelt has an A.A. from NCCC and a B.A. from McPherson College. She also took classes in computer repair from Tennessee Technology Center of Athens, and is a CompTIA A+ and COMPTIA Network+ certified professional.

Ms. Lingerfelt currently does tutoring for the CAVE and ABE program here at NCCC and is office manager at the Humboldt United Methodist Church. She has served as an adjunct instructor at NCCC as well. Other positions she has held are owner of Central Purchasing and director of tourism and auditorium manager here in Chanute; assistant to the vice president of operations at Textron Automotive Company, administrative assistant to Misdemeanor Probation Services, owner of Lingerfeldt Computer Services, instructor for Credit Recovery Summer Program, and para for English, math and special education all in Greenback, TN.

Ms. Lingerfelt will be paid an annual salary of \$25,000 (Management Support) beginning July 16, 2012.

7. ABE Instructor – Labette

It was the president's recommendation that the Board approve the employment of Nichole Bushnell for the ABE instruction position at the Labette Community College campus. Ms. Bushnell holds a B.S. in Family and Consumer Sciences/Early Childhood Development from Pittsburg State University.

Ms. Bushnell has served as NCCC's ABE substitute instructor at Labette Community College since March of 2012. She has also been an assistant teacher for the 3-5 classroom at SEK-CAP Oswego Head Start and group psychosocial facilitator at Community Mental Health Center of Crawford County.

Ms. Bushnell will be paid \$25,500 annually (Management Support) beginning July 16, 2012.

8. ABE Instructor – ICC

It was the president's recommendation that the Board approve the employment of Ashley Drake for the ABE instruction position at the Independence Community College campus. Ms. Drake holds a M.S. in Psychology from Walden University.

Ms. Drake has served as the ABE instructor on the Independence campus since 2008.

Ms. Drake will be paid \$31,820 annually (Management Support) beginning August 1, 2012.

9. ABE Coordinator

It was the president's recommendation that the Board approve the employment of Jennifer Anderson for the ABE coordinator position to cover Independence, Coffeyville, Labette and Columbus. Ms. Anderson will be housed at the Independence campus. Ms. Anderson holds an M.S. in Adult, Occupational and Continuing Education from Kansas State University.

Ms. Anderson has served as the regional coordinator for SEK Adult Education at the Coffeyville Community College campus since July 2011. She has also served as the Director of Adult Education, Director of the Maximized Individualized Learning Lab, and taught adult and developmental education classes all at Coffeyville Community College.

Ms. Anderson will be paid \$41,000 annually (Management Support) beginning July 16, 2012.

10. Part-Time TLC Assistants – Ottawa

The Board has previously approved one part-time, 9 month, assistant position for the TLC on the Ottawa campus. To better benefit the TLC, this position is being divided into two positions each at 20 hours a week. The cost to the College will remain the same.

It was the president's recommendation that the Board approve the employment of Peter Tormola as a part-time, 20-hour a week, Assistant to the TLC on the Ottawa campus. Mr. Tormola has a B.A. from the University of Kansas in Linguistics.

Mr. Tormola previously worked as an ESL teacher in Ho Chi Minh City, Vietnam, and has been employed at the Ottawa campus since 2009 as an adjunct instructor teaching English, math and study skills. Mr. Tormola will be paid \$9.50 per hour (Level 2) beginning July 16, 2012.

It was the president's recommendation that the Board approve the employment of Sally Sudja as a part-time, 20-hour a week, Assistant to the TLC on the Ottawa campus. Ms. Sudja has a B.A. from Baker University in English.

Ms. Sudja previously worked as a substitute teacher for Baldwin City USD 348 and has been employed part time at the Ottawa campus since July of 2011 as an assistant in the TLC. Ms. Sudja will be paid \$9.50 per hours (Level 2) beginning July 16, 2012.

11. Upward Bound Academic Coordinator

It was the president's recommendation that the Board approve the employment of Beau McMillan as the Academic Coordinator for the Upward Bound program. Mr. McMillan holds a B.F.A. in Animation from Savannah College of Art and Design, Savannah, GA.

Mr. McMillan served as the administrative assistant for the Upward Bound program for over two years and has served as interim academic coordinator since February 2012. He has also served as an adjunct instructor for NCCC in fine and creative art classes and as an associate manager for G & W Foods here in Chanute.

Mr. McMillan will be paid \$30,200 annually (Management Support) beginning August 1, 2012. The Upward Bound grant will cover all of Mr. McMillan's salary and benefits.

12. Upward Bound Administrative Assistant

It was the president's recommendation that the Board approve the employment of Cliff Adams as the Administrative Assistant for the Upward Bound program. Mr. Adams holds a B.S. in Biology from Pittsburg State University.

Mr. Adams has served as an assistant to the Upward Bound program since February 2012 and was head resident assistant to the program June-July of 2009-2011. He has also worked in packing at Gates in Iola, as a psychosocial group leader for Crawford County Mental Health, accounts payable/receivable clerk for The Growing Place in Humboldt, and construction laborer for Dean Rinehart Construction in Humboldt.

Mr. Adams will be paid \$10.00 an hour (Level 3) beginning August 1, 2012. The Upward Bound grant will cover all of Mr. Adams's salary and benefits.

13. Assistant Wrestling Coach

It was the president's recommendation that the Board approve the employment of Curtis Chenoweth as assistant wrestling coach. Mr. Chenoweth has worked as head wrestling coach of the Kansas Whizzers of Ahhz in Wichita and a volunteer assistant wrestling coach for Newberry College, Newberry, SC, and NCCC. He won an NAIA national title and was a two time collegiate All American.

As a first-year coach he will receive \$1,250 per month (which may be adjusted during the action items below) for nine months (\$11,250) plus cafeteria privileges when food service is open. His start date will be August 13, 2012.

14. Coordinator of Residence and Student Life

It was the president's recommendation that the Board approve the employment of Allison Ouellette as the Coordinator of Residence and Student Life. Ms. Ouellette is a graduate of the University of Kansas with a Bachelor of Arts degree in English.

Ms. Ouellette served as the Administrative Assistant for the Dean of Student Development and the Athletic Director for NCCC for the 2011-12 school term.

Ms. Ouellette will be paid \$25,000 annually (Administration) beginning August 1, 2012. She shall also have use of a residence hall apartment and the meal plan.

15. Assistant Coordinator of Residence and Student Life

It was the president's recommendation that the Board approve the employment of Shane McGinnis as the Assistant Coordinator of Residence and Student Life. Mr. McGinnis is a graduate of Pittsburg State University with a Master of Science degree in recreation.

Mr. McGinnis previously served as a fitness supervisor at the Pittsburg State Student Recreation Center and as a resident assistant at PSU.

Mr. McGinnis will be paid \$19,500 annually (Management Support) beginning August 1, 2012. He shall also have use of a residence hall apartment and the meal plan.

16. Mathematics Instructor

It was the president's recommendation that the Board approve the employment of Paul Walcher for the mathematics instruction position. Mr. Walcher holds a M.S. in Mathematics from Wichita State University.

Mr. Walcher has served as an adjunct math instructor at Wichita Area Technical College as well as a tutor in math, English, science and computers.

Mr. Walcher will be paid at MS+15, Step 4 level, (\$34,747) with a beginning date of August 13, 2012.

VII. Reports

- A. Student Development – Jason Kegler, Dean of Student Development, gave a report on the student development area. See Attachment 1.
- B. Projects Update – Ben Smith, Vice President of Operations, gave a projects update. See Attachment 2.
- C. Treasurer's Report – Sandi Solander, Chief Financial Officer, distributed copies of the June financial statement. Revenue for the month of June was \$2,813,830.62 and disbursements were \$2,652,975.90. See Attachment 3.
- D. President – Dr. Brian Inbody gave a president's report. See Attachment 4.

VIII. Unfinished Business

There was no unfinished business.

IX. New Business

Agenda Item IX-A: Cash Match and In-Kind for PSU Small Business Development Center

For the past few years NCCC has hosted and partially supported an office of the Kansas State Small Business Development Center (KSBDC) in Rowland Hall. This center works with local entrepreneurs who have aspirations and ideas about starting their own businesses but do not know how to get the idea off the ground and maintain the business over time. Tom Byler, the KSBDC representative stationed at NCCC, offers individual counseling and group training sessions for these clients.

Tom Byler give a short presentation on the KSBDC's activity over the past year. Tom was recently voted the "State Star" by his co-workers as the top employee of the organization this year. He will represent the state at a national convention in September.

NCCC is joined in support by the other SE Kansas community colleges. The cost is \$5,035.42 a year to be part of the consortium, as well as office space and associated office support such as telephone and internet connection.

It was the president's recommendation that the College continue its support of the KSBDC for another contract term of one year from July 1, 2012 to June 30, 2013.

Resolution 2012-56

RESOLVED, that the Board of Trustees of Neosho County Community College approves the continued support of the KSBDC for another contract term of one year from July 1, 2012 to June 30, 2013.

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

Comparison of Economic Impact, Return on Investment
 Pittsburg State University KSBDC, CY2010 & CY2011
 (includes regional center and outreach center)



	PSU GROUP		
	2011	2010	% chg
State Taxes*			
Sales Tax	\$223,640	\$151,098	48.0%
Individual	322,767	232,904	38.6%
Federal Tax**			
Individual Income Tax	\$2,484,415	\$1,564,360	58.8%
Total Tax Impact	\$3,030,822	\$1,948,362	55.6%

Return on Investment (ROI) for total funding (federal, state, and local (ie, PSU & community colleges)) (\$ to 1)

Federal ROI	\$8.523	\$5.167	65.0%
State ROI	\$1.875	\$2.368	-20.9%
Combined ROI	\$10.398	\$6.435	61.6%

* State Tax calculated based on change in sales of client businesses in 2011 times Kansas sales tax rate, and full-time and part-time jobs created and retained times average Kansas adjusted gross income times Kansas effective tax rate

** Federal Tax calculated based on full-time and part-time jobs created and retained by client businesses in 2011 times average federal adjusted gross income times federal effective tax rate, and full-time and part-time jobs created and retained times federal average income tax liability



Pittsburg State University
 Kansas Small Business Development Center
 2010, 2011 & mid-year 2012 Highlights

Thank you for your support of the KSBDC program. We take this opportunity to provide you with a brief update about our 2011 and year-to-date 2012 accomplishments and upcoming activities of the PSU Kansas Small Business Development Center and its Outreach Center. (As we are still finalizing our June activity, our counseling and training services for mid-year 2012 will not be available until mid-July.)

Consultation and Training Services

	PSU Group*	
	2011	2010
◆ clients counseled	210	198
◆ counseling hours	1,803.4	1,698.72
◆ workshops held	51	52
◆ requests for information	276	283

*12-county area

Economic Impact

See separate report for economic impact and return on investment results for 2011.

Seminars and Events

- ◆ 2011--Co-sponsored the two-day Tri-State Agritourism Conference in Pittsburg in March attended by 58 individuals from Kansas, Missouri and Oklahoma. Attendees represented operators of established agritourism businesses and individuals interested in developing such a business. Other sponsors were the area Resource Conservation and Development Project; Oklahoma Agritourism Division of the Oklahoma Department of Agriculture, Food & Forestry; and the Rural Development Division of the Kansas Department of Commerce.
- ◆ 2011 & 2012--Cosponsored, with the Kansas Department of Revenue, Sales & Withholding Tax and Contractors Tax Workshops
- ◆ 2012--PSU & ESU SBDC's partnered to present several social media and website design workshops.

Public Relations and Outreach Activities

Our counseling staff are actively involved in the communities they serve. These activities include:

- ◆ Participating in Chamber coffees, committees and activities in Coffeyville, Chanute, Iola, Parsons, Fort Scott, Girard, and Pittsburg.
- ◆ Making contact with economic development and downtown program professionals, and city officials to update them on SBDC services in Independence, Coffeyville, Howard, Chanute, Humboldt, Iola, Garnett, Parsons, Baxter Springs, Galena, Pittsburg, Mound City, Pleasanton and Fort Scott.
- ◆ Providing outreach counseling on a regular basis in all 12 counties in our service region in an effort to better serve this rural area.
- ◆ Being a member of 10 Chambers in the region, as well as SEK Inc., the regional economic development organization.
- ◆ Participating in the Southeast Kansas "Together We Succeed Economic Summit" in Iola.

Noteworthy

- ◆ 2011--Assisted the Small Business & Technology Development Center at Missouri Southern State University, Joplin, in the Business Recovery Center in that city after the community was devastated by an F5 tornado in late May. Given the magnitude of the disaster in terms of businesses destroyed or damaged, as well as those suffering economic injury, the staff of the MSSU SBTDC was not adequate to respond in the short term. As a result, PSU SBDC staff devoted nearly 170 hours in June to the Business Recovery Center which was housed with the SBA Disaster Response Center.
- ◆ 2011-12--Outreach Center worked with Brenda Krumm, NCCC on several joint projects, including the Entrepreneurship class.
- ◆ 2011-12--PSU Regional Center worked with Labette Community College on several projects, including their Entrepreneurship program.
- ◆ 2011-12--PSU Regional Center and Outreach Center staff collaborated with the Southeast Kansas Prosperity Foundation to help clients access loan funds and participate in the Foundation's mentoring pilot project.

Kathryn Richard
Regional Director

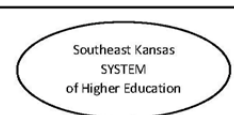
Cindy Triplett
Consultant

Tom Byler
Outreach Consultant

Cheryl Penn
Admin. Asst.



Pittsburg State University Kansas Small Business Development Center
 1501 S. Joplin, Pittsburg, KS 66762
 Phone: (620) 235-4920, fax: (620) 235-4919, email: ksbdc@pittstate.edu



A partnership program with the U.S. Small Business Administration and the Kansas Department of Commerce

Pittsburg State University KSBDC
2010-2011 Activity by County

County	Clients Counseled		Workshops Held	
	2011	2010	2011	2010
Allen	21	21	7	6
Anderson	16	14	1	0
Neosho	16	11	9	6
Montgomery	33	26	8	12
Chautauqua	4	2	0	0
Elk	0	0	0	0
Wilson	5	9	0	0
Labette	30	28	2	6
Cherokee	11	15	0	0
Crawford	39	40	11	12
Bourbon	17	11	12	10
Linn	5	15	0	0
Other				
Coffey	16	19	2	1
Osage	19	17	2	4
Woodson	7	4	1	0
Other	13	9	1	0

Upcoming 2012 Events

September 14 October 16	Sales Tax Workshop & Contractors Tax Workshop Pittsburg Chanute
September 7 September 7	Website Design Made Easy Facebook 301--Growing Your Business on Facebook Chanute
October 2 & 4	Introduction to Quickbooks Pittsburg

How to Start Your Own Business Workshops are held in locations throughout the region. Visit our website for locations, dates and times--
www.pittstate.edu/bti/sbdc

Agenda Item IX-B: Proposed Job Description for Coordinator of Institutional Research

In an effort to provide greater access to the Student Learning Division it was the president's recommendation that the Assistant Director of Institutional Research position be deleted and replaced with Coordinator of Institutional Research. The State of Kansas and the federal government are demanding more and more reporting and this area will be increased as needed. It is important that it be its own department as it feeds data not only to the registrar's office but to every aspect of the College including grants, the vice president for student learning, and student services. This position will answer directly to the vice president for student learning. The new job description follows.

It was also the president's recommendation that LuAnn Hauser be named to the position of Coordinator of Institutional Research.

Resolution 2012-57

RESOLVED, that the Board of Trustees of Neosho County Community College approves the deletion of the Assistant Director of Institutional Research position and be replaced with Coordinator of Institutional Research. That LuAnn Hauser be named the new Coordinator of Institutional Research.

Upon motion by Kevin Berthot and second by Lori Kiblinger the above resolution was approved. Motion passed unanimously.

Assistant Director ~~Coordinator~~ of Institutional Research

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

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

Pay Status: Regular, exempt

Benefits: Full, 12-month fringe benefits

Starting Salary range: \$\$25,000-\$30,000

Revised 05 12 2011

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

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

Education and Experience

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

Working Conditions

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

Non Discrimination

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

Agenda Item IX-C: Candidates for Emeritus Employee Status

The Emeritus Faculty, Administrator, and Employee policy grants the emeritus status in honor of employees with 15 or more years of service to Neosho County Community College at the time of the employee's retirement or passing. The honor includes:

- the employee's name added to the Emeritus Faculty, Administrator and Employee plaque
- A certificate of status
- Lifetime free admission to College events
- A continuation of employee discount at the bookstore

The administration is forwarding two individuals to receive this honor:

Brenda Rowe
Ann Neff

It was the administration's recommendation that the Board accept these candidates and bestow this honor.

Resolution 2012-58

RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommendation to name Brenda Rowe and Ann Neff to Emeritus status.

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

Agenda Item IX-D: Grant Positions Salary Proposals

It was the president's recommendation that the following grant positions receive a one-time pay increase after any approved raise for their next fiscal grant cycles:

Bart Chaney, STARS Director – \$2,000

Krista Clay-Lieffring, ABE Coordinator – \$1,500

Isaac Robinson, ABE Instructor – \$1,000

These pay increases will more closely align them with similar positions across the state.

Resolution 2012-59

RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommendation to increase the annual salary of Bart Chaney, Krista Clay-Lieffring and Isaac Robinson as set out above.

Upon motion by Kevin Berthot and second by Lori Kiblinger the above resolution was approved. Motion passed unanimously.

Agenda Item IX-E: EMSI Impact Study

EMSI is offering to complete an economic impact study for NCCC and its communities. EMSI recently completed an economic impact study for the State of Kansas and is offering to delineate that data for NCCC specifically at a cost of \$5,000. It is important for the College to be able to have data to prove its value to its constituents; however, the Board has had an opportunity to review the EMSI statewide report and may or may not believe that this study will be useful.

It was the president's recommendation that the Board enter into a contract with EMSI to do an economic impact study.

Resolution 2012-60

RESOLVED, that the Board of Trustees of Neosho County Community College approves entering into a contract with EMSI at a cost of \$5,000 to do an economic impact study.

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

Agenda Item IX-F: Administrative Employees

It was the president’s recommendation that the following administrative employees receive raises for their 2012-2013 employment contracts as follows:

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

Additionally some salaries have been increased due to expanded job duties or salary alignment with other like positions across the state. Those individuals are identified with an * below.

Anyone hired after April 1, 2012, will not receive a raise for 2012-2013.

Name	Position	2011-12 Annual Salary	2012-13 Annual Salary
Executive Administrator Classification			
Genandt, Jim	VP-Student Learning	79,000	81,370
Smith, Ben	VP –Operations	87,569	90,196
Solander, Sandi*	Chief Financial Officer	60,393	66,205
Senior Administrator Classification			
Burdge, Amber	Athletic Director	47,000	48,410
Christiansen, Claudia	Director of Development	57,512	59,237
Ernst, Dale	Dean-Ottawa Campus	49,879	51,376
Gardner, Marie	Associate Dean of the Online Campus (10 mo)	52,000	53,560
Kegler, Jason	Dean of Student Development	54,000	55,620
Krumm, Brenda	Title III Project Manager/Dean of Outreach & Workforce Development (10 mo)	52,443	54,016
Ranabargar, Kerry*	Associate Dean of Operations/CIO	54,319	61,949
Administrator Classification			
Allen, Patty	Retired Senior Volunteer Program Director	34,039	35,175
Bertels, Karen	Title III Activity Dir/Asst Dean of Outreach & Workforce Development	50,481	51,995
Cadwallader, Sarah	Director of International Student Services	29,435	32,002
Coomes, Kerri	Assistant Dean of Student Development	40,000	41,225
Covault, Pam	Director of Nursing	71,106	73,239
Cussimano, Joyce	Director of Grant Development	43,000	44,290
Daisy, Jennifer	Assistant Director of Financial Aid	27,500	28,538
Dale, Terri	Director Human Resources	37,000	38,180
Hale, Kara*	Director of Financial Aid	30,196	37,274
Henton, Kathie	HIT Director	55,825	57,500
Kettler, Randy*	Director of Basic Skills/CAVE	55,096	58,249
Patrick, Brian	Assistant Dean-Ottawa	37,959	39,153
Peters, Nikki	Registrar/Director of Institutional Reporting	42,000	43,260
Rhine, Tracy	Director for Allied Health	42,588	43,866
Roush, Beverly	Assistant Director of Nursing	65,878	67,854

Seibert, Jon*	Director of Technology Services	29,227	36,290
Seufert, Kyle	Assistant Maintenance Supervisor	30,000	31,075
Smith, Paul	Maintenance Supervisor	39,437	40,653
Weisenberger, Susan	Director of Library Services	46,887	48,294
Management Support Classification			
Almond, Jeff	Coordinator of Advising/Articulation	30,392	31,473
Beddo, Leslie	Assistant Director of Admissions-Ottawa	28,696	29,751
Brown, Tony	TLC Coordinator-Ottawa	32,988	34,107
Hauser, LuAnn	Coordinator of Institutional Research	32,476	33,588
Howell, Diane	Ottawa Bookstore Coordinator	20,880	25,000
Isaac, Nancy	Advertising/Media Coordinator (15 hrs/wk)	16,000	16,478
Moore, C.W. "Bud"	Construction Coordinator (½ time, 9 mo)	26,142	26,847
Mudd, Erica	Recruiting/Retention Specialist/Tech Ed	25,756	26,767
Robb, Sandy	Lifetime Learning Coordinator (½ time)	15,769	16,318
Schomaker, Jessica*	Graphic Artist/Webmaster	27,405	33,441
Sechler, Mary Jo	Chanute Bookstore Coordinator	26,395	29,000
Smith, Dwight	Network Administrator	30,450	31,532
Smith, Sarah	Alumni Relations/Development Assistant	32,176	33,283
Vail, Amber	Health Occupations Coordinator (9 mo)	32,625	33,583
Vanatta, Kim	Coordinator of Developmental Lab	38,197	39,395
Williams, Jennifer	Medical Assistant Coordinator/Instructor (10 mo)	33,112	34,731

* Individual Salary Increases

- Kerry Ranabargar \$6,000
- Jon Siebert \$6,000
- Sandi Solander \$4,000
- Kara Hale \$6,000
- Jessica Schomaker \$5,000
- Randy Kettler \$1,500

Resolution 2012-61

RESOLVED, that the Board of Trustees of Neosho County Community College approves the salary increases as set out above.

Upon motion by Kevin Berthot and second by Lori Kiblinger the above resolution was approved. Motion passed unanimously.

Agenda Item IX-G: Hourly Non-exempt Employees

It was the president's recommendation that the following hourly, non-exempt employees receive raises for their 2012-2013 employment contracts as follows:

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

Anyone hired after April 1, 2012, will not receive a raise for 2012-2013.

Name	Position	2011-12 Salary	Level	2012-13 Hr Rate	2012-13 Salary
Anderson, Tracy	Custodian	20,446	1	10.28	21,377
Baker, Laura	Bookstore Asst-Ottawa (½ time)	---	2	9.50	9,880
Barr, Mary	Switchboard/Amin Assistant	20,987	2	10.54	21,926
Beeman, Gloria	Office Services Clerk	21,788	3	10.93	22,728
Benton, Patty	Cashier-Ottawa	24,045	4	12.03	25,029
Brown, Jeff	Maintenance B	22,589	4	11.32	23,552
Brown, Patricia	Accounts Receivable Clerk	21,840	3	10.96	22,792
Burton, Linette	Financial Aid Clerk (½ time)	9,506	2	9.58	9,960
Chism, Donald	Custodian	10,088	1	10.15	21,103
Cox, Jane	Financial Aid Specialist	22,589	4	11.32	23,552
Crawford, Steve	Electrician/Plumber	31,013	5	15.43	32,102
Daniels, Heather	Payroll/Accounts Payable Clerk	21,840	3	10.96	22,792
Dix, Marcy	Asst Registrar-Ottawa	21,788	3	10.93	22,728
Eagle, Debbie	Library Associate	21,861	3	10.97	22,813
Ensminger, Kim	AA to VP of Operations	24,960	4	12.48	25,958
Fairchild, Cindy	AA to VP for Student Learning	22,880	4	11.47	23,847
Ferguson, Nicole	Financial Aid Clerk-Ottawa (½ time)	9,261	2	9.44	9,812
Finley, Megan	AA to Nursing-Chanute	21,632	3	10.86	22,580
Fisher, Julian	Maintenance-Ottawa	19,594	3	9.86	20,512
Fugate, Jamie	Custodian	20,176	1	10.15	21,103
Gilmore, Denise	AA to President	31,720	4	15.78	32,820
Haddan, Susan	Assistant Registrar	23,462	3	11.75	24,438
Hamm, Kelly	AA to Nursing-Ottawa	21,788	3	10.93	22,728
Jacobson, Karin	Accounts Payable/Payroll Clerk	21,725	3	10.96	22,792
Jenkins, Mary	Custodian	20,176	1	10.15	21,103
Jones, Tim	Admissions Specialist	21,965	3	11.02	22,918
Kinzer, Jackie	AA to CBJT Grant (½ time)	11,575	3	11.60	12,061
Neely, Mia	Cashier	24,336	4	12.18	25,325
Ouellette, Allison	AA to Dean of Student Dev/AD	20,800	3	10.45	21,736
Parriott, Paulette	Receptionist/Switchboard-Ottawa	20,322	2	10.22	21,250
Pulliam, Reba	Custodian	20,176	1	10.15	21,103
Rahe, Corey	Maintenance C	22,589	4	11.32	23,552
Rice, Sharon	Bookstore Clerk	18,367	2	9.26	19,266
Rogers, LuAnn	Custodian	20,987	1	10.54	21,926
Schommer, Debra	AA to Div Chairs, Faculty & Assessment Coordinator (10 mo)	20,696	3	12.42	21,526
Showalter, Teri	AA Allied Health	22,922	3	11.49	23,889

Shumway, Donna	Tech Services Technician-Ottawa	25,064	5	12.53	26,064
Smith, Amy	AA Outreach/Workforce Development	22,589	3	11.32	23,552
Snyder, Rena	Financial Aid/Library Clerk	20,550	2	10.33	21,483
Stich, Mary	AA to CFO/Bookstore	21,840	3	10.96	22,792
Tindle, Joanna	Registration Clerk/Receptionist	---	2	8.75	18,200
Wolfe, Jan	AA Title III/AA Asst Dean of Outreach & Workforce Development	21,112	3	10.60	22,053

Resolution 2012-62

RESOLVED, that the Board of Trustees of Neosho County Community College approves salary increases for hourly, non-exempt employees as set out above.

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

Agenda Item IX-H: Salary Increase for Assistant Coaches

Assistant coaches at NCCC make \$1,250 a month for 9 months their first year and \$1,400 a month for their second year and onward. This is the second year of an effort to increase assistant coaches' pay in order to attract quality applicants and retain the current coaching staff. It is hoped that this effort will continue in future years in order to adequately support this position.

It was the president's recommendation that the pay for assistant coaches be increased by \$200 a month. This initiative has been factored into the "large expenditure sheet" and has been added to the budget.

Resolution 2012-63

RESOLVED, that the Board of Trustees of Neosho County Community College approves an increase of \$200 per month for assistant coaches starting in August 2012.

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

Agenda Item IX-I: Health Insurance

This year the College retained the services of IMA of Wichita for the renewal of the College's health and dental insurance plans. The insurance committee met with IMA representatives and reviewed the renewal rates on our current health insurance plan and discussed an alternate plan from Preferred Health Systems and from Blue Cross/Blue Shield. The insurance committee recommended that the College continue health insurance coverage with Preferred Health Systems with no changes to the benefits for the 2012-2013 plan. The initial offer is an 8% reduction over the current rate.

The committee also recommended the Board continue for one year, the payment of additional dollars. This year that amount will be increased to \$120 per month for each employee who is taking more than the single coverage. This additional \$120 per month for employees taking more than single coverage will continue to keep the cost of the employee's out-of-pocket employee/child plan premium about \$100 per month as was intended by the College when this benefit was implemented five years ago. The actual amount the employee will pay out of pocket this year for the employee/children plan on Option 3 will be a maximum of \$101.62 per month, an increase from \$96.04 in 2011-12. The total cost of the increase to the College will be less than \$6,000. See attached renewal sheet.

The insurance committee has yet to receive the dental renewal rates and is still working with IMA and Blue Cross-Blue Shield on the final renewal numbers. The dental renewal will be presented at the August board meeting.

The Executive Committee reviewed the recommendation. The president supported the recommendations of the Insurance Committee and Executive Committee.

Resolution 2012-64

RESOLVED, that the Board of Trustees of Neosho County Community College approves Preferred Health Systems Incorporated as the health insurance provider for College employees. The premium cost of the single coverage is \$423.52. The Board will contribute that same amount to the employee, if the employee chooses a higher deductible plan. The Board also approves, for the coming year only, contributing \$120.00 per month to employees selecting more than single health insurance coverage.

Upon motion by Lori Kiblinger and second by Kevin Berthot the above resolution was approved. Motion passed unanimously.



FINAL RATES

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

In-Network Comparisons Only			Coventry (PHS)			Coventry (PHS)						
Plan Basics			Option 1 (A)	Option 2 (B)	Option 3 (C)	Option 1	Option 2	Option 3				
Provider Network			PHS PPO			PHS PPO						
Deductible (Individual / Family)			\$500 / \$1,000	\$1,500 / \$3,000	\$2,500 / \$5,000	\$500 / \$1,000	\$1,500 / \$3,000	\$2,500 / \$5,000				
Coinsurance (Plan / Member)			80% / 20%	50% / 50%	50% / 50%	80% / 20%	50% / 50%	50% / 50%				
Coinsurance Out-of-Pocket			\$3,500 / \$7,000	\$3,500 / \$7,000	\$3,500 / \$7,000	\$2,000 / \$4,000	\$2,000 / \$4,000	\$2,000 / \$4,000				
Maximum Out-of-Pocket*			\$4,000 / \$8,000	\$5,000 / \$10,000	\$6,000 / \$12,000	\$2,500 / \$5,000	\$3,500 / \$7,000	\$4,500 / \$9,000				
Annual Maximum			\$2,000,000 on Essential Benefits			\$2,000,000 on Essential Benefits						
Pre-EX (age 19+)			None			None						
Plan Benefits												
Office Visits (Primary/Specialist)			\$25 copay			\$25 copay						
Preventive Services			Plan pays 100%			Plan pays 100%						
Spinal Manipulation			\$25 copay			\$25 copay						
Lab & X-Ray Services			Plan pays 100% of the 1st \$350 pppy, then Ded and Plan pays 80%	Plan pays 100% of the 1st \$350 pppy, then Ded and Plan pays 50%	Plan pays 100% of the 1st \$350 pppy, then Ded and Plan pays 50%	Plan pays 100% of the 1st \$350 pppy, then Ded and Plan pays 80%	Plan pays 100% of the 1st \$350 pppy, then Ded and Plan pays 50%	Plan pays 100% of the 1st \$350 pppy, then Ded and Plan pays 50%				
Vision			Exam only, Plan pays 100%			Exam only, Plan pays 100%						
Inpatient Hospital			Ded, then Plan pays 80%	Ded, then Plan pays 50%	Ded, then Plan pays 50%	Ded, then Plan pays 80%	Ded, then Plan pays 50%	Ded, then Plan pays 50%				
Emergency Room Visits			\$300 copay			\$150 copay						
Urgent Care Visits			\$25 copay			\$25 copay						
Rx	Retail		\$15 / \$40 / \$60			\$15 / \$40 / \$60						
	Mail Order		\$40 / \$100 / \$150			\$40 / \$100 / \$150						
A	B	C	Current A	Renew A	Current B	Renew B	Current C	Renew C	Option 1	Option 2	Option 3	
105	0	0	Single	\$ 469.18	\$ 423.52	\$ 383.68	\$ 346.87	\$ 351.68	\$ 317.96	\$ 438.29	\$ 370.10	\$ 339.88
3	3	4	Employee + Spouse	1,004.04	906.33	821.07	742.29	752.59	680.44	937.94	792.00	727.33
10	6	17	Child(ren)	900.82	859.32	736.66	703.80	675.22	645.15	841.51	710.58	652.56
0	2	5	Employee + Family	1,440.39	1,345.52	1,177.90	1,102.00	1,079.66	1,010.17	1,345.56	1,136.20	1,043.43
Estimated Monthly Premium			\$ 61,284	\$ 55,782	\$ 9,239	\$ 8,654	\$ 19,887	\$ 18,740		\$ 57,249	\$ 8,912	\$ 19,220
Compared to Current				-9.0%		-6.3%		-5.8%		-6.6%	-3.5%	-3.4%
Estimated Annual Premium				\$ 1,084,927			\$ 998,107			\$ 1,024,575		
Comparison							vs. current			vs. current		vs. renewal
Estimated Annual Change from Current/Renewal							-\$ 86,820			-\$ 60,352		+\$ 26,467
							-8.0%			-5.6%		+2.7%

Ded = Deductible, pppy = per person per year. *Out-of-pocket max excludes copays, non-covered services, penalties, Rx, or charges above allowed amounts. Non-network generally subject to UCR.
 Carrier Notes:

Agenda Item IX-J: Emporia State University MOU

For several months Randy Kettler worked with administrators at Emporia State University regarding developmental education, emphasizing remedial math. He shared with them our arrangement and success providing the developmental math courses for PSU. Randy and Jim Genandt met with the senior academic administrators twice over the past few months, and finalized arrangements for NCCC to provide developmental math instruction at ESU beginning in January 2013, and to review options for us to provide additional developmental education (writing/reading) in the future. Based on recent enrollment history at ESU we anticipate this will increase headcount enrollment 400-600 per year (at 4 credit hours per person). Attached is a copy of the MOU.

It was the president's recommendation that the Board approve the MOU with Emporia State University to provide developmental math courses to its students.

Resolution 2012-65

RESOLVED, that the Board of Trustees of Neosho County Community College approves the MOU with Emporia State University to provide developmental math courses to its students.

Upon motion by Kevin Berthot and second by Patricia Griffith the above resolution was approved. Motion passed unanimously.

MEMORANDUM OF UNDERSTANDING

Between

EMPORIA STATE UNIVERSITY

And

NEOSHO COUNTY COMMUNITY COLLEGE

This contract is entered into between Emporia State University ("ESU") and Neosho County Community College ("NCCC"), designating the mutual and/or individual responsibilities in the education of students.

WHEREAS, ESU is a nonprofit public educational institution of the state of Kansas; and

WHEREAS, ESU is authorized by K.S.A. 76-721, as amended, to enter into contracts with other parties for purposes related to the operation or function of ESU; and

WHEREAS, ESU desires NCCC to provide developmental courses in Mathematics;

WHEREAS, NCCC, is a nonprofit community college in Kansas and desires to make its Mathematics developmental courses available to ESU students on the ESU campus;

NOW THEREFORE, in consideration of the following, the parties intending to be mutually bound voluntarily agree as follows:

1. That the terms of each and every provision in this agreement shall prevail and control the terms of any other provision in any other document relating to and a part of any contract in which this agreement is incorporated.
2. That all contracted agreements shall be subject to, governed by, and construed according to the laws of the state of Kansas.
3. If, sufficient funds are not available to continue the function performed in this agreement and for the payment of the charges hereunder, ESU may terminate this agreement at the end of its current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the parties.
4. That neither the state of Kansas nor any agency thereof shall hold harmless or indemnify any contractor for any liability whatsoever; furthermore, neither the state of Kansas nor any agency thereof shall purchase or be required to purchase any insurance against loss or damage to any personal property to which this contract relates.
5. By signing this MOU, the parties thereby represent that such person is duly authorized to execute this contract on behalf of the party and that the parties agree to be bound by the provisions thereof.
6. The parties agree: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) ("ADA") and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if NCCC is found guilty of any violation of such acts by the Kansas Human Rights

Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by ESU, the Kansas Board of Regents, or the Kansas Department of Administration; (f) if it is determined that NCCC has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by ESU, the Kansas Board of Regents, or the Kansas Department of Administration.

7. That in accordance with the Family Educational Rights and Privacy Act of 1974 (“FERPA”), the educational records and information relating to the students will be maintained by ESU. It is understood and recognized that employees and agents of each party may need access to certain educational information about program participant students. NCCC agrees that any educational records acquired by it will not be further disclosed to any person or entity, shall be kept confidential in compliance with FERPA, and shall be timely transferred to ESU. The Provisions found in Data Security Attachment (Form ESU DSA, Rev. 11-01), which is attached hereto, are hereby incorporated in this contract and made a part thereof.
8. That this agreement shall be in effect for a period of one (1) year from the date of execution, unless canceled by either party with not fewer than sixty (60) days written notice. ESU may immediately suspend this agreement for cause or terminate the agreement for cause with thirty (30) days written notice. This agreement will be reviewed by each party annually or when requested by either party, and shall be effective even if persons, positions, and/or titles are changed.
9. This MOU shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
10. Notwithstanding any language to the contrary, no interpretation shall be allowed to find the State or any agency thereof has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the state of Kansas shall not agree to pay attorney fees and late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect which attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.
11. ESU and the state of Kansas shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
12. No provision of this contract shall be construed as limiting the Legislative Division of Post Audit or other required audit function from having access to information pursuant to K.S.A. 46-1101 et seq. or other applicable law.
13. The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment.
14. ESU and NCCC shall:
 - A. Jointly arrange meetings between them to evaluate and improve teaching methods, resolve specific problems, and propose design changes.
 - B. Provide each other with timely notice of changes in the courses, the availability of learning opportunities, and in staff affecting teaching.

- C. ESU agrees to reimburse NCCC at the approved NCCC current academic session tuition rate per semester credit hour for actual 20th day enrollment in the qualifying NCCC Mathematics course provided at ESU each semester. Settlement of institutional payables/receivables will occur as soon as possible after the 20th day enrollment report has been filed with the Kansas Board of regents each semester. The Vice President of Strategic Partnerships, ESU, and Vice President for Student Learning, NCCC, will be designated to review and approve calculated settlement amounts and assure appropriate documentation is in place before payment from ESU to NCCC is processed each semester.
15. ESU shall:
- A. Provide an ESU advisor for ESU students. Students enrolled at ESU who take developmental courses from NCCC will be advised by their ESU advisor with course information provided to them by NCCC and placement recommendations provided by the ESU advisors.
 - B. Retain final responsibility for the ESU curriculum, its design and delivery, and its quality and modification.
16. NCCC shall:
- A. Provide developmental coursework for overall ESU students in accordance with this MOU.
 - B. Permit classroom visits and record review of ESU and accreditation evaluators for the purpose of observing, auditing, or evaluating for accreditation.
 - C. Provide and compensate appointed faculty whom will teach developmental courses on the Emporia State University campus. Part-time faculty for NCCC may include part-time ESU faculty and graduate students, as allowed by and in compliance with federal and state laws, policies and procedures. NCCC is responsible for supervision of its employees and will defend and hold ESU harmless for its employee's wrongful or negligent acts or omissions. NCCC is responsible for all employment related costs and responsibilities for NCCC course faculty, including but not limited to workers compensation, tax liabilities, wages and other benefits.
 - D. NCCC will provide academic tutors for ten hours per week in space provided by ESU during operational hours Monday through Thursday.
17. ESU students are subject to ESU policies and procedures throughout the performance of this agreement. NCCC faculty and staff providing courses at ESU shall abide by ESU policies during performance of this agreement, including but not limited to, those related to academic adjustments and accommodations policies and processes related to ESU disability services and syllabus requirements.
18. Admissions and Enrollment Processes / Grading / Transcripts:
- A. Only students enrolled in at least six hours of ESU credit will be allowed to enroll in NCCC developmental courses taught on the ESU campus.
 - B. "Guest students" may not enroll in the NCCC courses.
 - C. ESU International Students enrolled in NCCC developmental courses will be monitored by their host institution, ESU, in compliance with SEVIS regulations.

- D. ESU students who are advised to enroll in concurrent developmental courses provided by NCCC will enroll in specially designated sections using the Buzz in User System. The NCCC roster will then be created from the ESU roster.
- E. At the first class meeting of each NCCC course section, students will complete an application for admission to NCCC and sign a permission form allowing ESU to share necessary admission documents with NCCC and allowing NCCC to provide final grade information to ESU at the end of the semester with no additional action required on the part of the student.
- F. NCCC will provide information on course drops to the ESU Registrar on a weekly basis throughout the semester. The ESU Registrar will share this information with ESU Office of Student Financial Assistance Aid and Scholarships as necessary.
- G. NCCC will transcript students' developmental coursework at the end of the semester.
- H. NCCC faculty members will be the instructors of record for all developmental coursework provided by NCCC.
- I. Students enrolled at ESU who take a developmental course through NCCC will follow ESU policies for continuing enrollment at ESU with developmental coursework applying to academic standards the same as if taken for ESU credit.

19. Assessment and Evaluation of Student Learning:

- A. ESU will make available to NCCC space on ESU servers for the ACT COMPASS placement test licensed to NCCC. NCCC hereby guarantees and warrants it will have and maintain appropriate licenses for the uses of the ACT COMPASS resources during the term of this agreement and will defend and hold harmless ESU in these uses.
- B. NCCC will use COMPASS as an assessment tool, administering the exam during class time in the first week of class and during pre-finals week each semester.
- C. COMPASS results, as well as performance of students in subsequent ESU developmental courses, will be evaluated by faculty representatives from the two institutions in on-going evaluation of the effectiveness of the course.

20. Class Scheduling Timeline/Format Alignment

- A. NCCC courses will be offered within the ESU academic calendar.
- B. NCCC developmental course and final examination schedules will be scheduled consistent with the ESU academic calendar.
- C. Meeting days and times for NCCC classes will be established for each semester by the NCCC Coordinator of Developmental Education in consultation with the ESU Department Chair, the Director of Student Academic Advising First-Year Programs and the Registrar.

21. Tuition and Fees and Course Materials

- A. Students enrolled in ten or more ESU hours will be allowed to enroll in NCCC hours with no

additional tuition charges.

- B. Students enrolled in fewer than ten ESU hours will pay tuition for their combined ESU/NCCC enrollment equal to what their charges would have been for the like number of ESU credit hours.
- C. Course materials for NCCC developmental courses will be available in the ESU Bookstore and the student will be responsible for purchasing the text and any other commercially produced course materials.
- D. The NCCC Coordinator of Developmental Education will communicate with ESU Bookstore personnel to coordinate the distribution and sale of textbooks needed for developmental courses.

22. Scholarships and Financial Assistance

- A. ESU and NCCC will enter into a consortium agreement for Title IV Financial Assistance Programs to ensure that students receive the full aid for which they are eligible based on combined NCCC and ESU enrollments.
- B. This consortium will be a “blanket” agreement for all concurrently enrolled ESU/NCCC students with the process designed so that it is invisible to the student.
- C. ESU will be the “home” institution for all participating students.
- D. For merit based scholarships and satisfactory academic progress, NCCC credit in developmental coursework will be treated exactly as if it were ESU credit.
- E. This consortium agreement will be reviewed annually to ensure that it continues to meet student and institutional needs and complies with all applicable laws and policies.

23. In the performance of the duties and obligations of the parties under this MOU, it is mutually understood and agreed that the parties are at all times acting and performing as independent contractors. It is expressly agreed by the parties hereto that no work, act, commission or omission of one party shall be construed to make or render the other the agent, employee or servant of the first party.

This agreement shall become effective on _____, 2012 and shall be reviewed annually. The program outlined in this MOU will be evaluated annually to determine its effectiveness and whether it continues to meet the needs of both institutions. Decisions to continue the program for the next academic year and on the need for any modifications to the program will be based on this evaluation, but not later than sixty (60) days prior to the next academic term. The annual evaluation will take place at the end of each Spring Semester and will be the responsibility of the Provost, ESU, and the Vice President for Student Learning, NCCC.

FOR ESU:

Dr. Tes Mehring
Provost and V.P. for Academic Affairs and Student Life

Date

FOR NCCC:

Signature: _____ Date

Title:

Printed Name:

Agenda Item IX-K: Bids to Lease 12 Passenger Vans

The vehicles owned by the college do not meet the total vehicle demands of the College community. Specifically, the number of high capacity passenger vans owned by the College does not meet the existing requirements for travel, particularly for the athletic teams and activity groups. Therefore, for the past several years the College has supplemented our owned fleet with leased vehicles to meet the College’s needs.

During 2010-2011, the college decreased the number of vehicles we leased from six 12-passenger vans to five 12-passenger vans due to a detailed analysis of the 2009-2010 usage. Following the return of the leased vehicles this year, another detailed analysis of the vehicle usage for 2010-2011 was performed. This detailed analysis revealed that there were significant scheduling issues from mid-May through June due to increased van usage mainly by the grant programs. The analysis further revealed that leasing a minimum of five (5) 12-passenger vans would still be necessary for the mid-August to mid-May time frame. Further analysis of vehicle usage during 2011-2012 indicated that we needed to keep the vehicles through June due to vehicle shortages created by programs such Upward Bound and Kids’ College.

As such, bid specifications were developed for leasing from five to seven 12-passenger vans with an option for weekly and/or daily additional vans if necessary and were mailed/e-mailed to:

BBL Fleet	Bridgeville, PA
Capital Lease Group	Brockton, MA
Corporate Fleet Services, Inc.	Highland Park, MI
Dealers Leasing, Inc.	Wichita, KS
Olathe Ford Lincoln Mercury	Olathe, KS
Caldwell Leasing	Columbus, OH
Commerce Lease Group	Wichita, KS
Union Leasing	Overland Park, KS
Merchants Short Term Solutions	Overland Park, KS
Merle Kelly Ford	Chanute, KS
Ranz Motor Co. Inc.	Chanute, KS
Shield’s Motor Co. Inc.	Chanute, KS

A copy of the bid spec is attached.

Merchants Short Term Solutions submitted the only bid to the College for \$805 per month, per van. This is the same rate as we were charged the last two years. Additionally, Merchants submitted a bid of \$105 per day (with \$300 transport charge) and \$600 per week (with \$200 transport charge), again, same rates as last year.

Per the bid specs, two of the rental vans must be delivered to the Neosho County Community College campus in Chanute, Kansas, by August 17, 2012. The additional three vans must be delivered by September 3, 2012. All vans must be picked up from the College on or about July

2, 2013. The College may return any or all of the vans prior to July 2, 2013, if they are no longer needed and receive a pro-rated credit.

The president recommended that the Board accepts the bid of \$805 per month, per van from Merchants Short Term Solutions, Overland Park to lease five (5) 12-passenger vans with the option to lease additional vans on a weekly or daily basis provided it is economically advantageous for the College to do so.

Resolution 2012-66

RESOLVED, that the Board of Trustees of Neosho County Community College approves the bid of \$805 per month, per van from Merchants Short Term Solutions to lease five (5) 12-passenger vans per the bid with the option to lease additional vans on a weekly or daily basis provided it is economically advantageous for the College to do so.

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

REQUEST FOR SEALED BID: Five - Seven 12 Passenger Vans

Neosho County Community College is seeking bid for quantity *five* 12-passenger vans. The bids shall be based on *comparable* specifications:

Minimum Specifications

Exterior

- Fixed Interval Wipers
- White exterior color - Preferred

Interior

- Air Conditioning-prefer front and back units
- AM/FM Radio
- Day-Night Rear View Mirror
- Dome Lamp
- Dual Cup Holders
- Cup Holder for Back Seat Passengers
- Speed Control/Tilt Wheel
- Fold Down Arm Rests for Front Seats

Functional

- V8 Gasoline Engine
- Spare Tire and Wheel
- Fog Lamps
- Power Steering

Safety/Security

- 4-Wheel Anti Lock Brakes
- Adjustable Safety Belts
- Driver/Passenger Air Bags
- Vehicle interior must be clean and undamaged
- Vehicle mileage must not exceed 20,000 and be no more than 1 year old

Duration of Rental Agreement

Two of the rental vans must be delivered to the Neosho County Community College campus in Chanute, Kansas by August 17, 2012. The additional three vans must be delivered by September 3, 2012. All vans must be picked up from the college on or about July 2, 2013. The College *may* return any or all of the vans prior to July 2, 2013, if they are no longer needed and receive a pro-rated credit.

Optional:

Up to two additional vans may be requested for the duration of the rental agreement as described above. We also request daily and weekly lease rate, including delivery charges, for additional vehicles as described above.

Billing

The College will be billed the first of each month. Payment will be made by the 15th of each month. Invoices will be submitted to:

Accounts Payable
800 W. 14th Street
Chanute, KS 66720
Phone: 620-431-2820 ext. 260

If your company wishes to submit a sealed bid, please submit it to:
Sandi Solander, Chief Financial Officer
ssolander@neosho.edu

Bids must be submitted by July 11, 2012 by 5:00 pm. Bids submitted shall clearly show the *price* of the rental agreement *per vehicle*. Any insurance requirements must be clearly specified.

Bids received late and those that do not meet our minimum specifications will not be accepted. Email recommendations will be accepted. Recommendations to the Board of Trustees will be made based on the information to be submitted with the proposal.

For questions and information contact Sandi Solander.

NCCC reserves the right to accept or reject any bid submitted and request additional information.

Agenda Item IX-L: Director of Talent Search Revised Job Description

The job description for the Director of Talent Search had not been updated for several years. The resignation of Marie Moore provided an opportunity to update the following three items on the job description:

1. The education and experience requirements were updated. Formerly a Master's Degree was required, now a Bachelor's Degree is required.
2. The salary range was adjusted downward to reflect the change in the educational requirement.
3. The new job description format was utilized.

It was the president's recommendation that the Board approve the revised Director of Talent Search Job Description. The revised job description follows.

Resolution 2012-67

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised job description for the Director of Talent Search.

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

TALENT SEARCH PROJECT DIRECTOR

Reports to: Dean of Outreach and Workforce Development

Classification: Full-time, 12-month Employee, full benefits

Pay Status: Administrative

Vacation/Sick Leave/Regular Holidays per Board Policy

Starting Salary Range: **\$34,000-\$40,000**

This position is responsible for all aspects of the SEK Talent Search project. 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. Development and administration of the SEK Talent Search project;
2. Conduct Talent Search informational presentations at NCCC and Coffeyville Community College, at target schools and at community agencies;
3. Prepare and release Talent Search press releases to target area media outlets;
4. Prepare Talent Search promotional materials;
5. Develop and implement all services to meet the Talent Search objectives;
6. Administer the annual budget;
7. Hire, train, supervise, and evaluate Talent Search staff;
8. Serve as the Talent Search liaison to departments, target school administrators and community agencies;
9. Prepare Talent Search annual progress and performance reports, ensure accurate and complete data is maintained, compiled, and that regular reports are generated;
10. Oversee continuation budgets and competitive proposals;
11. Coordinate orientation and in-service training for staff;
12. Conduct performance evaluations on all staff at least annually;
13. Supervise all processes necessary to maintain accurate statistics in the TRIO database to generate monthly/quarterly/annual reports to evaluate the performance of participants and the project;
14. Oversee the recruitment and selection of project participants;

15. Implement a coordinated approach among components in assessing participants' needs, delivering services, and monitoring participants' progress;
16. Perform other duties as assigned by the Dean of Outreach and Workforce Development.

Required Knowledge, Skills and Abilities

1. Demonstrated ability to learn and disseminate detailed information using a high level of interpersonal and writing skills
2. Ability to lead a team of professionals effectively.
3. Sensitivity to, and awareness of, confidential materials.
4. Ability to work effectively with diverse populations.
5. High level of organizational and coordinating skills.
6. Ability to establish rapport with students and staff.
7. Ability to exercise sound judgment.
8. Willingness and ability to work as a member of a team.
9. Must possess a service mentality toward students, parents, faculty and other staff members.

Education and Experience:

Required:

1. Bachelor's Degree
2. Minimum one year's experience with designing, managing, or implementing programs for disadvantaged youth
3. Minimum two years' teaching and/or counseling experience
4. Sensitive to disadvantaged students' needs
5. Ability to communicate with people of diverse backgrounds

Preferred:

1. Master's Degree in education, counseling, public administration, social work, or related field
2. Three years' supervisory work in pre-college educational setting
3. Knowledge of purpose of TS
4. Background similar to that of participants

Working Conditions:

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

Non Discrimination

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

concerning the provisions of these acts, and the rights provided thereunder, are available from the compliance coordinator.

Agenda Item IX-M: Schedule Budget Workshop

A special meeting was scheduled for Thursday, July 26, 2012, at 5:30 p.m. to review the proposed budget and approve it for publication.

Agenda Item X: Adjournment

Upon motion by Dennis Peters and second by Lori Kiblinger the meeting adjourned at 7:40 p.m.

Respectfully submitted,

David Peter, Board Chair

Denise L. Gilmore, Board Clerk

ATTACHMENT 1

Admissions:

In admissions, we are gearing up for another busy Fall Semester, which happens to be our main recruiting and travel season. Beginning in September and going thru mid-November, our Admissions Staff will be visiting high schools and attending College Planning Conferences in an effort to attract more students to NCCC.

Since the last report, Admissions has hosted the following events on campus:

- **Panther Preview Day (4/11/2012)** - We had approximately 53 juniors and seniors and 12 parents/sponsors on campus to learn about Admissions, Financial Aid, Housing, Athletics, Student Life, programs, activities, and more.
- **“8th Grade Experience Day” (4/18/2012)** – Was held here on the Chanute campus. We had 41, 8th grade students from Humboldt Middle School accompanied by their counselor Terri DeGeer and their bus driver. For this event, Mrs. DeGeer takes her students to four campuses in two days. On day one they visited Ft. Scott Community College and Allen Community College. On day two they visited Labette Community College and NCCC. All of the students were impressed with the facilities, especially the Bideau Game Room!
- **Panther Enrollment Days** These are days for perspective students to come to campus to complete the enrollment process. While the students are completing the placement test or being advised, the parents visit with Dr. Inbody on “How to be a Successful Parent of a College Student.” The students are then shown how to use their P-mail account, allowed to meet with financial aid, complete housing paperwork, and if necessary, given the opportunity to complete Kansas Residency Paperwork.
This year due to construction, we were forced to use the Library for part of the operations. Susan Weisenberger and her staff were very helpful and accommodating to the participants and staff. We hope to keep utilizing the library and their staff for our future Panther Enrollment Days. Here is a breakdown of the number of attendees as compared to the same time last year.

Month	Spring/Summer 11	Spring/Summer 12*
April	37	35(includes a separate day for volleyball)
May	34	43

June	55(includes 3 different dates)	52
July	15	None scheduled
TOTALS(Chanute Only)	141	130

*-The average number of parents attending was 22 per session.

Reorganization:

The Admissions Office is in the process of a small reorganization. With Sarah moving over to International Student Services, we have lost a vital member of our staff. We understand that with the decline in the population of Southeast Kansas, it is better for our members to refocus our recruitment efforts to be more effective and impactful with our current resources. As part of this refocus, each year we will select various high schools to determine our effectiveness in terms of actual credit hour generation from those schools. Below are the schools and number for the last three academic years:

School	09-10	10-11	11-12	Credit Hours	# of Student Athletes
Baxter Springs	1	1	3	152	4
Burlingame	0	1	2	15	0
Columbus	1	0	2	42	2
Crest	2	5	3	316.5	3
Douglass	1	0	0	65	1
Elk Valley	0	0	1	66	0
Fort Scott	0	0	1	26	0
Lebo	0	0	1	18	1
Lyndon	0	1	0	26	0
Oswego	1	0	0	16	0
Oxford	0	1	0	17	1
Riverton	0	1	0	4	0
Santa Fe Trail	0	1	0	64	1
Southern Coffey	1	0	0	12	0
Tonganoxie	0	3	2	111	3

West Elk	0	0	1	43	1
Winfield	0	0	1	9	0
TOTAL	7	14	17	1,002.5	17

As for next year...

- Continuing the progress of completing EX Daily Procedures, allowing us to contact perspective and current students at each phase of their academic career with us.
- Eliminating some schools that we see more students from the CPC's they attend vs. individual high school visits.
- Possibly moving up the dates of "Senior Day" to October instead of November and "Panther Preview Day" to March instead of April.
- College night for several of our concurrent High Schools on the Ottawa Campus.
- Jr. Days on the Ottawa Campus in February.
- Our plan is to better utilize our Student Ambassadors more to help in our daily tasks. Some of those tasks will include the following:
 - Chanute and Ottawa Student Ambassadors will be given a tour of both campuses, allowing them a better understanding of the questions they may receive while working in the admissions office.
 - Call contacts received from all High School and CPC visits, as well as students who have been to campus, ensuring potential students have had the opportunity to have their questions answered.
 - Ambassadors will be filling in on limited office duties while the staff are out conducting High School visits.

Advising Department Report

Currently seeing about 10-15 students each week to create class schedules. When not working directly with students, the focus shifts to degree audits. As part of the Fall In-service, Jeff will be presenting institutional updates in advising as well as sharing information with advisors on the new Division I athletic requirements. Here is a list of Articulation Agreements recently compiled in the Advising Office:

College Articulation Agreements-

Sterling College -Business

Currently working on an articulation agreements with DeSales University in

- Accounting
- Business Administration
- Criminal justice
- Management
- Marketing
- Psychology

I think Mid-America Nazarene was since the last report as well.

University of Phoenix- Nursing

PSU- Construction Tech

High School-

Wellsville- Construction Tech

Chanute- Web & Digital Communication, Construction Tech.

Baldwin City- FACS/Human Services, Finance, Business Management, Business Management

Humboldt- Construction Tech

Parsons- Management

Central Heights- Construction Tech.

Ottawa- Construction Tech.

Anderson County- Human Resources and Services

Financial Aid

- One regulation change with significant impact for students and for us is the transition to IRS tax transcripts (official copies ordered from the IRS) instead of personal copies of tax returns for verification processing. This creates increased daily work for all in our department due to more difficult processing and the extra time spent to educate students and parents about tax transcripts vs. copies of tax returns. Having Jennifer and Jane attend KASF AA and participate in verification training sessions was useful in helping make this transition and others.
- With the help of various college employees presented scholarship awards to area students during their Senior Awards night.
- Students are no longer able to receive 2 Pell grants in one award year, thus reducing the amount of summer Pell which was disbursed, which may have had an impact on summer enrollment.
- Reports that already existed have now required significantly more data and new additional reports are being created (example: KBOR student financing module).
- We continue to train and update the entire campus community on the changing rules and regulations of the complex world of Financial Aid

	2008- 2009 Year	2009- 2010 Year	2010- 2011 Year	2011- 2012 To Date	2012- 2013 To Date
Number of FAFSA (ISIRS) Applications Received and Processed	1562	1936	2341	2644	1805
Number of Verifications Processed	427	599	831	870	In Progress
Number of Pell Recipients	486	734	906	993	xxxxxx
Pell Funds Paid	1305931	2454711	3063788	3284006	xxxxxx
Number of Loan Recipients	471	550	578	695	xxxxxx
Federal Loan Funds Paid	1840109	2336294	2472712	3032352	xxxxxx

Housing

As Dr. Inbody reported to you in May, the final housing count for the Spring semester was above 240 students. The national average occupancy rate for Spring is typically around 82%. We were above 90%. A special thanks to the entire college community for their efforts and positive interactions with our residential student population.

For the Fall we are once again on track to be over 100% capacity in our residence halls. We currently have, as of 3:00pm on 7/12/12, 230 paid housing contracts and 25 housing contracts which are in some way incomplete. We are anticipating another surge of paid contracts to begin near the 1st of August.

Residence Halls open on Aug. 18 at 9am.

International Students

Here are the enrollment numbers for this summer and fall compared to last year. Please bear in mind, that most of our international students do not enroll until after they arrive in August. I am also processing a steady stream of applications and documents to process I-20's and requests for transferring in and out of NCCC.

2011-12 - 2012-13 International Enrollment Numbers comparison

Classification	Summer	
	11-12	12-13
CHAN-FT	3	2
CHAN-PT	1	4
OTTA-FT	50	57
OTTA-PT	88	99

TOTAL	142	162
-------	-----	-----

Fall		
Classification	11-12	12-13
CHAN-FT	24	6
CHAN-PT	1	0
OTTA-FT	21	7
OTTA-PT	210	85
TOTAL	256	98

Winter Intersession		
Classification	11-12	12-13
CHAN-FT	3	N/A
CHAN-PT	2	N/A
OTTA-FT	64	N/A
OTTA-PT	2	N/A
TOTAL	71	N/A

Spring		
Classification	11-12	12-13
CHAN-FT	21	N/A
CHAN-PT	2	N/A
OTTA-FT	23	N/A
OTTA-PT	238	N/A
TOTAL	284	

UPCOMING ISS ACTIVITIES

Pre-Arrival Orientation for NEW YFU Host families- 2-4 weeks prior to the arrival of our YFU students, I will conduct an orientation for host families. During this session we will touch on the following subjects. *You and YFU* – How to be a successful YFU host family; hosting an international exchange student; program policies and procedures; program support structure – roles and responsibilities; etc. *Culture and Adaptation*. What culture is; understanding ourselves as products of our culture; the process of adaptation and adjustment.

Student Welcome to NCCC Orientation- Shortly after the arrival of our full-time international students they will be given a welcome orientation. During this session we will touch base on the following subjects: How to register for or add/drop classes; opening a U.S. bank account; health and safety issues; transportation; navigation of the NCCC website. In addition to these topics, I will also cover the following: how to deal with culture shock and home sickness, and how to get involved in clubs and activities at NCCC.

Cultural Activities – Will be planned once the students arrive back on campus. I am interested in getting their input on activities they want to participate in. This is an opportunity for visiting students to learn about American culture and cultures of other nations that are being highlighted in a neighboring city or drivable distance.

International Education Week – Takes place during the second week of November (Nov. 12-16, 2012). Students will give presentations about their home country during the lunch hour in the Oak Room on the Chanute Campus. I will be working with Leslie Beddo on the Ottawa Campus to host some sort of similar event for the students in Ottawa.

ISS NEWS

This year returning Vietnamese student **Minh Mac** was voted in by the student body as the 2012-13 **Student Senate President!** This is the first time to my knowledge that NCCC has ever had an international student body president. We are thrilled for his accomplishment and know that he will work very hard in this role. Minh has already shown tremendous leadership skills while at NCCC.

TB Testing – KS Lawmakers passed a mandate in April of this year to ensure all full-time international students provide a TB Waiver Form or have a TB test given upon arrival to the U.S. . I am currently working with the county health departments in Chanute and Ottawa to schedule on campus TB testing. This session is for all international students who have not provided a TB Waiver or who answered Yes to the question asking if the student has ever tested positive for TB.

(More about this to come...NCCC has not yet determined if a waiver will be considered sufficient or if ALL incoming international students must be TB tested upon arrival)

Proof of medical insurance: KS law is also now requiring proof of International medical insurance for all Full-Time International students. The health insurance must cover the following:

1. Medical benefits of at least \$100,000 per accident or illness
2. Coverage of at least \$10,000 for repatriation of remains
3. Coverage of at least \$15,000 for medical evacuation
4. A deductible per accident or illness not exceeding \$500
5. Include inpatient and outpatient coverage for sickness and accidents

All Full-Time Students must have medical coverage when they enroll for classes at NCCC, which means the coverage must begin on, or before, the first day of classes and must cover until the last day of the last month of classes at NCCC. Upon arrival at NCCC, students will be required to provide an English copy of their Insurance Card & Benefits Summary Page.

Registration

For the Academic year 11-12, Registration has printed almost 5,000 transcripts. To cut the cost associated with printing and sending transcripts, we are now partnering with the National Student Clearinghouse to offer electronic transcripts. This will not completely absolve us from sending transcripts. It will however minimize the number of transcripts printed because this feature allows the student's transcript to be sent via email from a secure source. In the future we will be able to utilize the Student Tracker function which allows us to track the completion and attendance rates of our students once they leave NCCC.

Another change that has already taken place is that we will no longer be showing an elective block on students' transcripts. This will assist advisors with determining everything a student has already taken, speed up degree audit processes, and make the transcript more understandable to the student. We are also currently working on setting up college catalogs within EX so that the coding of transcripts will become much faster.

Below is a list of Certificate, Degrees, and SAPP awarded during the last three years. All of this information will be vital as we proceed through the upcoming accreditation process.

Award Type	09-10	10-11	11-12	TOTAL
Certificate	174	149	158	481
Degree	207	228	246	681
SAPP*	688	736	380**	1804
TOTAL	1069	1113	784	2966

*Stand Alone Parent Program

**We are still in the midst of processing SAPP, which explains why the number is considerably lower.

Thanks!!!

ATTACHMENT 2

Projects Report to the Board of Trustees

Vice President for Operations

Ben Smith

July 12, 2012

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

- a. AT&T has completed the relocation of the phone lines and fiber.
- b. North detention pond well underway (pics below).
- c. Should be completed in time to be seeded with other ground impacted by the projects.

B. Softball Field/Road/Parking project

- a. Roof panels essentially complete.
- b. Backstop stone wall essentially complete (pics below).
- c. Electrical nearly complete.
- d. Ceilings nearly complete.
- e. Security/network/sound system cabling installed in buildings.
- f. Still forming and pouring curbs and gutters (pics below).
- g. Removed and repaired section of Chapman walkway prior to pouring of sidewalks (pic below).
- h. Working with Bobbie Forrest and construction classes on lockers and dugout benches.
- i. Current recommended change order summary included below. (see page 3)

C. Student Union/Gym Restrooms

- a. Ceramic tile completed (pics below).
- b. Vanity tops and all plumbing installed.
- c. Partitions scheduled for week of 7/16.
- d. HVAC and fresh air complete.
- e. Suspended ceiling and lighting completed.
- f. Epoxy floors and walls scheduled to be complete Sunday, 7/15/12.
- g. Start painting week of 7/16.

D. Fire Suppression – Sprinkler System

- a. Inside essentially complete.
- b. Service hookup complete at city; will connect tomorrow to our service.
- c. Fire line service loop drawings have been developed and preliminarily discussed with the Chanute Fire Department (included with report below).

E. Gym Floor

- a. Gym floor to be auctioned through PurpleWave.com; no fees to the college, although buyers will have to pay 10% (typical auction fees are 15%).
- b. We had previously authorized the flooring contractor to level the floor per the specs at an additional cost of roughly \$11,100. The actual cost was \$6447.29, less \$2,000 credit I negotiated for our help in removing the floor, leaving the cost to the college at \$4,447.29.
- c. Floor subfloor complete and maple flooring installation should be complete by midday tomorrow (pics below).
- d. Sanding currently scheduled to start Saturday, 7/14/12.
- e. Finishing scheduled to start week of 7/16.
- f. It will be tough, but still pushing to get the project completed by August 3-10.

F. Mezzanine Bleachers

- a. Mezzanine bleachers complete (pics below).
- b. Access stair ramps and floor bleachers to be installed after the gym floor is finished.
- c. Bleacher railings are complete (pics below).

G. Bideau Movie Lounge

- a. In progress.
- b. Planned for completion by move-in day.

NCCC 2012 Summer Project Change Orders

Softball Field

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

Locker Room/Restrooms

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

Parking Lot

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

Lloyd net sub-Total + \$ 13,671.96

Gym Floor

1. Level floor to specs less NC work credit		\$ 4,447.29
---	--	-------------

Total + \$ 18,119.25



View of north detention basin from driveway swale



View of north detention basin in progress



View of backstop wall from bleacher area



View of home dugout/locker room/press box from field



View of R&S Construction workers forming and cleaning curbing



View of curb/drive northwest towards visitor dugout/concessions stand/restrooms



View of replaced Chapman Library porch



View of ceramic tiles in student union women's restroom



Proposed fire service master loop



View of gym floor

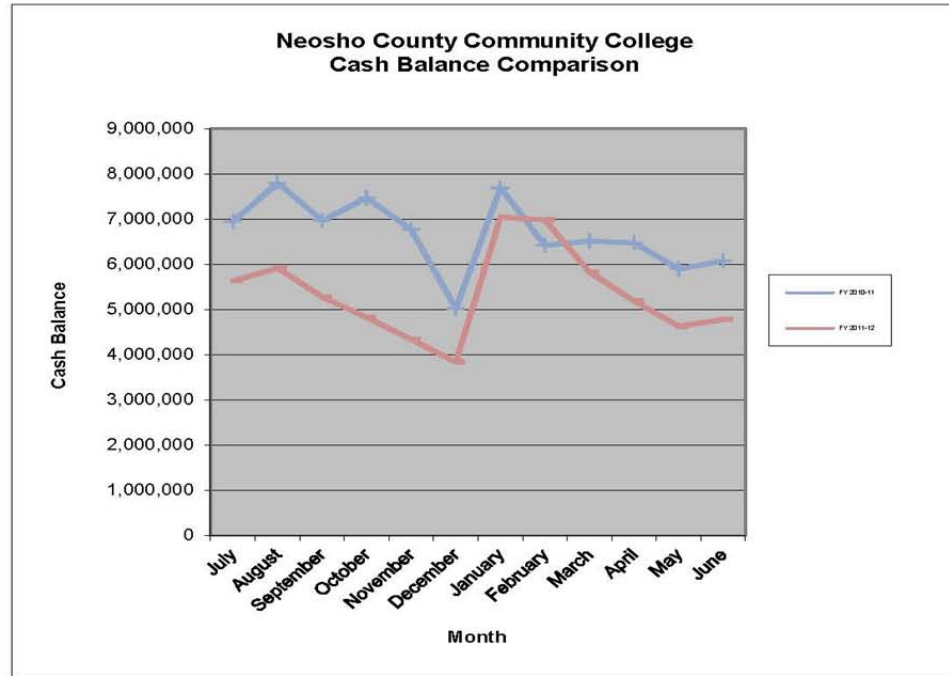


View of mezzanine bleachers and new railings

ATTACHMENT 3

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

FUND	FUND DESCRIPTION	BEGINNING BALANCE 5/31/2012	RECEIPTS JUNE	JOURNAL ENTRIES JUNE	DISBURSEMENTS JUNE	ENDING BALANCE 6/30/2012
02	Postsecondary Technical Education Reserve	26,535.00	550.00		0.00	27,085.00
07	Petty Cash Fund	1,069.48	0.00	0.00	0.00	1,069.48
08	General Fund Deferred Maintenance	44,533.96	225.00	0.00	-41,617.73	3,141.23
09	General Fund Equipment Reserve	427,032.15	0.00	0.00	-20,672.80	406,359.35
10	General Fund Unencumbered Fund Balance	1,000,000.00	0.00	0.00	0.00	1,000,000.00
11	General Fund	-521,760.70	1,676,725.26	-3,761.38	-1,316,193.15	-161,989.97
12	Postsecondary Technical Education Fund	573,596.62	116,772.44	2,863.66	-233,749.24	459,483.48
13	Adult Basic Education Fund	12,818.78	59,537.67	0.00	-85,535.17	-13,178.72
14	Adult Supplementary Education Fund	3,292.31	1,099.00	0.00	-1,199.22	3,192.09
16	Dorm-Student/Union Fund	468,959.05	25,733.70	0.00	-130,100.14	364,592.61
17	Bookstore Fund	-72,475.78	31,014.71	0.00	-59,270.85	-100,731.92
21	College Workstudy Fund	-2,145.15	0.00	0.00	0.00	-2,145.15
22	SEOG Grant Fund	1,550.65	2,800.00	0.00	-2,800.00	1,550.65
23	ACG Grant Fund	0.00	0.00	0.00	0.00	0.00
24	Pell Grant Fund	124.00	108,798.00	0.00	-108,922.00	0.00
25	Student Loans Fund	0.00	172,494.00	0.00	-172,494.00	0.00
31	Title III Grant	-22,265.92	25,683.73	0.00	-31,969.00	-28,551.19
32	Grant Funds	-71,851.26	289,167.08	-2,863.66	-267,500.87	-53,048.71
51	Library Bequest Fund	1,029.96	0.00	0.00	0.00	1,029.96
52	Snyder Chapel Fund	205.64	0.00	0.00	0.00	205.64
61	Capital Outlay Fund	53,870.19	0.00	0.00	0.00	53,870.19
65	Student Union Revenue Bond Reserve	630,776.84	0.00	0.00	0.00	630,776.84
70	Agency Funds	2,064,453.49	303,230.03	-3,066.76	-182,613.85	2,182,002.91
90	Payroll Clearing Fund	-1,590.25	0.00	0.00	1,662.12	71.87
	TOTALS	\$4,617,759.06	\$2,813,830.62	-\$6,828.14	-\$2,652,975.90	\$4,774,785.64
	Checking Accounts					\$1,313,227.75
	Investments					\$3,459,957.89
	Cash on Hand					\$1,600.00
	Total					\$4,774,785.64



ATTACHMENT 4

PRESIDENT'S REPORT

JULY 12, 2012

Good evening Trustees. Thank you so much for your time and energy. Here are some issues to bring to your attention.

ENROLLMENT

Summer enrollment remains relatively unchanged from the last report, down about 10% over summer 2011. The report below details the differences.

SUMMER SEMESTER 2012

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2011	10	7-13-11	1297	5553.5	
TOTAL	2012	10	7-12-12	1285	4994	-10.07%
CHANUTE	2011	10	7-13-11	219	870.5	
CHANUTE	2012	10	7-12-12	219	688	-20.96%
OTTAWA	2011	10	7-13-11	376	1672	
OTTAWA	2012	10	7-12-12	321	1339	-19.92%
ONL	2011	10	7-13-11	607	2427	
ONL	2012	10	7-12-12	658	2503	3.13%
ODO	2011	10	7-13-11	44	256	
ODO	2012	10	7-12-12	46	261	1.95%
IDO	2011	10	7-13-11	51	328	
IDO	2012	10	7-12-12	41	203	-38.11%

Fall enrollment is flattening out, right now up a slight 2% over this time last year. Enrollment is up in Chanute, Ottawa and Online, but is suffering in the off-campus area. We have begun our summer media purchasing, so you should see additional ads on the air and in the paper as opening day approaches.

Here is the Fall chart:

FALL SEMESTER 2012

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2011	30	7-13-11	1747	13633	
TOTAL	2012	30	7-12-12	1795	13931	2.19%
CHANUTE	2011	30	7-13-11	515	6004	
CHANUTE	2012	30	7-12-12	542	6262	4.30%
OTTAWA	2011	30	7-13-11	570	4177	
OTTAWA	2012	30	7-12-12	540	4286	2.61%
ONL	2011	30	7-13-11	587	2832	
ONL	2012	30	7-12-12	653	2920	3.11%
ODO	2011	30	7-13-11	22	122	
ODO	2012	30	7-12-12	26	158	29.51%
IDO	2011	30	7-13-11	53	498	
IDO	2012	30	7-12-12	34	305	-38.76%

Housing numbers look strong at this juncture. Right now 226 students have completed the housing application and paid their deposits. It looks as though we will have a similar situation to last year where we will have a few students in a hotel until the situation stabilizes at the beginning of the year. Last year it took three weeks before we were able to get all students placed in the halls.

KAUFFMAN SCHOLARS

It looks like we will have up to 4 Kauffman Scholars in the fall! The Kauffman Foundation has a "Senior Send Off" scheduled on July 27th at 7pm at Arrowhead and we will have a representative there to meet our new scholars.

PRATT BUSINESSMEN AND THE GOVERNOR'S OFFICE

Two businessmen from Pratt are interested in mill levy reduction for community colleges and have asked the Governor to help provide a solution to high mill levies. I will lead a discussion about that issue and how much you want NCCC involved in that effort.

AUTHORIZATION OF THE SURPLUS SALE OF THE WOOD

As required by Board Policy, I am informing you that I have authorized the sale of our past wood gym floor to Purple Wave, an online auction company who has experience with such a sale and has the State of Kansas contract. Once the time and website for the sale are established we will be taking out ads in the local papers to let people know about the sale. There are also about 190,000 subscribers to the website who will also be participating in the sale. Past gym floors on the site have done very well. I am hoping for similar results.

OLD COPY MACHINES – NO BIDS RECEIVED

We recently signed a contract for new copy machines and service at a considerable savings over years past. The new machines are in place and working well. The service is much improved. This change left us with the old machines to dispose of. We posted the offer to sell the machines in the paper, as we normally do, and received no serious bids. As a result Kerry will be looking at other avenues in an attempt to get a decent price for them. Hopefully I will have better news in the coming months.

BUDGET PREPARATION

Much of our time in the past week has been spent working on the 2012-2013 budget. The document itself consists of approximately 2,500 budget "lines" that we proof look for mistakes, then authorizing. It is a tedious task, but critical in importance. Items from the strategic planning committee and the large expenditure sheet are blended with existing costs and revenue expectations. The budget is often over by a half million or more when we begin, but then is brought into shape through hard decision making. It is made more difficult due to the ever-changing information. With resignations and re-hires (all at different amounts) new bills and amended contract service agreements, it is a moving target. We are making good progress and should be complete well before the budget hearing. Not everything from the large expenditure list is making it into the budget (as it often does not).

Yesterday evening I had a conversation with Linda Fund that was disconcerting. She states that her contacts in the state government are greatly concerned about the number of businesses that are changing their structure in order to qualify as tax-free under the new tax law. This

unintended consequence may result in rescissions in the FY 13 budget. Now this is talk and rumor at this point, but it does give me some pause.

Let's have a look at the large expenditure sheet to see an update as to what is budgeted so far in the process, based on our revenue expectations.

BUDGET HEARING 2013

It is my hope that we can move back this process a few weeks so that we complete the final budget by the second Thursday of the month in July each year. If that can occur, then we can have the budget hearing the same night as the regular Board meeting. It will make for a longer meeting that night, but usually the Board likes one long meeting as opposed to two shorter ones (notice I didn't say short meetings). What do you think about that idea?

Articles in [The Atlantic](#) and [Ottawa Herald](#)

NCCC was mentioned in yet another national publication, this time in The Atlantic. Here is the article mentioning our Energy Management program:

<http://www.theatlantic.com/sponsored/workforce-of-tomorrow/archive/1969/12/boosting-stem-education-at-community-colleges/259549/>

We also were featured in a local article in the Ottawa Herald talking about the CNN-Money article putting us in the top 30 community colleges in the nation on "success level" and what we do to help students be successful! All in all, a great week in the press.

VACATION AND HLC

I just wanted to remind you that I will be gone Sunday-Tuesday next week for the HLC and then July 27th through August 4th for vacation.

That is all!