

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
MINUTES**

**DATE:** September 9, 2010

**TIME:** 5:30 P.M.

**PLACE:** Student Union, Room 209

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

Dr. Brian Inbody, President  
Ben Smith, VP for Administration  
Brenda Krumm, Dean of Outreach/Workforce Development  
Eric Tincher, Dean of Student Development  
Sandi Solander, Chief Information Officer  
Nathan Stanley, Faculty Senate President  
Kerry Ranabargar, Tech Services Director/DIO  
Jessica Schomaker, Graphic Artist/Webmaster  
Kent Pringle, Board Attorney  
Terri Dale, Board Clerk  
Mark Patton, Chanute Tribune

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

**III. Public Comment**

There were no speakers.

**IV. Approval of the Agenda**

Mr. Peter ask to amend the agenda was adding as item VIII-E-Health Information Technology Director. Upon a motion and a second the agenda was approved as amended.

## **V. Consent Agenda**

The following items were approved by consent.

- A. Minutes from August 12 and August 23, 2010
- B. Claims for Disbursement August 2010
- C. Personnel
- D. Course Inventory Revisions

## **Consent Agenda Item V-C: Personnel**

### **1. Resignation of Athletic Trainer**

It was the President's recommendation that the Board accept the resignation of Sonja Herman, athletic trainer. Ms. Herman's resignation is effective September 10, 2010.

### **2. Resignation of Talent Search Field Coordinator**

It was the President's recommendation that the Board accept the resignation of Wade Collins, talent search field coordinator. Mr. Collins' resignation is effective August 31, 2010.

### **3. New Assistant Coaches**

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

Adam Wilcox, Men's Track/Cross Country

Mr. Wilcox is a graduate of Kansas State University with a Bachelor of Science in Secondary Education with a social studies emphasis. His previous employment includes student teaching world history at Junction City High School and social studies methods and field experience at Susan B. Anthony Middle School. He was also the assistant cross country coach at Junction City High School and assistant girls' soccer coach at DeSoto High School.

Ron Castle, Softball

Mr. Castle is a graduate of the University of Nebraska at Kearney with a Bachelor of Science in Sports Administration. His previous employment includes telemarketing, event management intern, head softball event supervisor and intramural official/supervisor all at the University of New Mexico.

John Berry, Women's Track/Cross Country

Mr. Berry is a graduate of Southeast Missouri State University with a Bachelor of Science in Criminal Justice and a Master of Science candidate in Criminal Justice with an anticipated graduation date of December 2011. His previous employment includes psychiatric aid at Cottonwood Residential Treatment Center, graduate track and field coach at Southeast Missouri State University, Subway and Jimmy John's.

First year coaches receive \$1,050 per month (August 16, 2010 through May 13, 2011-\$9,450) plus cafeteria privileges when food service is open.

#### **4. Adult Basic Education Instructor (Coffeyville)**

It was the President's recommendation that the Board approve the employment of Larita Murray to the position of Adult Basic Education Instructor at the Coffeyville Community College campus.

Ms. Murray is a graduate of Pittsburg State University with a Bachelor of Science in Education and Master of Science in Special Education. Her previous employment includes early childhood specialist education teacher at ANW Special Education Cooperative, kindergarten teacher at Thayer Elementary, kindergarten teacher and transitional first grade teacher at LaHarpe Elementary, as well as at risk preschool teacher, and early childhood specialist education teacher/consultant at USD #457 in Garden City.

Ms. Murray will be paid \$27,500 (management support) annually starting September 10, 2010.

#### **5. Surgical Technology Developer/Director**

It was the President's recommendation that the Board approve the employment of Kelly Warren to the position of surgical technology developer/director.

Ms. Warren is a graduate of NCCC with an Associate of Applied Science degree in nursing and received her LPN from Kansas City Kansas AVTS. Her previous employment includes OR charge nurse at Ransom Memorial Hospital in Ottawa, surgical technician at Olathe Medical Center and Skaggs Community Health Center in Branson, MO.

Ms. Warren will be paid \$45,000 (management support) annually starting October 1, 2010.

## **Consent Agenda Item D: Course Inventory Revisions**

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

### **Course Inventory Changes for Fall 2010 September Board Meeting**

#### **New Course**

ENRG 200    Manufactured Housing Audits, 1 credit hour

#### **Changes in Credit Hours**

ALMA 161    Fundamentals of Phlebotomy II, from 5 credit hours to 4 credit hours

## COURSE SYLLABUS

### COURSE IDENTIFICATION

Course Prefix/Number: ENRG 200  
Course Title: Manufactured Housing Audits  
Division: Outreach and Workforce Development  
Program: Energy Management  
Credit Hours: 1  
Initiation/Revision Date: Fall 2010  
Assessment Goal Percentage per Outcome: 70%

### CLASSIFICATION OF INSTRUCTION

Vocational

### COURSE DESCRIPTION

This course defines the need for energy management as an integral part of society at all levels. This course continues to teach energy auditing techniques for the Manufactured Housing Training. Hands-on applications of energy auditing techniques, and use of required equipment will be taught. Students will leave with a thorough understanding of methods, processes, and procedures of auditing energy use/consumption and will be assessed to BPI (Building Performance Institute) Manufactured Housing Analyst Standards and Certification.

Topics include: Health and Safety, Duct Systems, Blower Door operation, air quality, Pressure Balance Procedures, Belly Inspection and Repair, Belly Insulation Procedures, Wall Insulation, Roof Insulation, Infiltration and Ventilation, Mechanical Systems, Windows, Doors, Moisture control, plus many other topics associated with manufactured housing.

### PREREQUISITE AND/OR CO-REQUISITE

CSIS 100 Computer Concepts and Application; 3 credit hours or test out; or permission of instructor.

Each student will be required to have passed the Building Analyst Course (ENRG 100) and be BPI certified.

### STUDENT REQUIRMENTS

Laptop computer – suggested system requirements:

OS: Windows 98, Windows ME, Windows 2000, Windows XP, Windows Vista

CPU: 200 MHz or better

RAM: 64 MB or better

Disk: 20 MB or better free disk space

Other: CD-ROM Drive for software installation

Scientific calculator (non-graphing types)

Highlighter pen

### TEXTS

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

Your Mobile Home: Energy and Repair Guide for Manufactured Housing, 5<sup>th</sup> Edition

John Krigger, 5<sup>th</sup> edition. 1984-2008 Saturn Resources Publishing, ISBN 978-1-880120-4-3

## COURSE OUTCOMES/ COMPETENCIES (as required)

1. Demonstrate the ability to develop an energy plan for a Manufactured home.
  - Identify and explain/defend possible energy inefficiencies in a residential home
  - Discuss how to remedy energy loss in a home
  - Identify and demonstrate different ways to gain/retrofit energy savings
  - Complete an energy plan for a pre-selected home
  - Analyze the building envelope
  - Accurately calculate a buildings volume and area
  - Accurately calculate, determine and explain a buildings minimum air-flow need
  - Accurately measure and determine envelope air quality safety standards
  - Perform combustion safety test and determine/defend acceptable ranges
  - Inspect and determine/defend inspection of ducting system
  - Demonstrate proper use of related analysis-testing equipment
  - Accurately perform, calculate and determine/defend air leakage inspection
  - Demonstrate ability to inspect, analyze and explain/defend a general manufactured home investigation
  - Accurately perform, analyze and determine/defend results on a domestic hot water heater inspection
  - Accurately measure, calculate and explain/defend combustion appliance acceptable draft ranges
  - Demonstrate by testing or recommend/defend pressure differential diagnostics
2. Demonstrate the ability to use energy saving materials.
  - Explain and demonstrate how to find and recommend proper sealing of air leaks
  - Analyze and identify different types of insulation materials and accurately calculate R-factor ratings
  - Analyze and discuss/defend different types of energy efficient doors and windows
  - Accurately calculate window U-values
  - Accurately calculate and convert R-values to U-values and vice versa
  - Identify and explain significant lighting upgrade opportunities
  - Identify and explain major electric appliance upgrade opportunities
  - Identify and explain important fuel-switching opportunities
  - Demonstrate the ability to diagnose and explain/defend heat loss/gain
  - Demonstrate use of a blower door
  - Perform an accurate blower door test
  - Explain the purpose of a blower door test
3. Demonstrate an understanding heating and cooling systems.
  - Explain and identify different types of heating systems and their energy efficiency
  - Explain and identify different types of cooling systems and their energy efficiency
  - Explain and identify different types of DHW (domestic hot water heater) systems and their energy efficiency
  - Demonstrate how to size heating and cooling systems for a manufactured home
  - Analyze and discuss moisture management and ventilation
  - Identify and determine heating/cooling duct performance and insulating requirements
4. Demonstrate an understanding of the energy saving aspects of a new manufactured home.
  - Discuss why to implement energy efficient techniques in a new manufactured home
  - Analyze different types of energy efficient building techniques
  - Analyze, explain and recommend advanced energy systems such as solar, wind, geothermal,

and photovoltaic as needed

- Demonstrate an understanding of building science including the basic physics of a house.

5. Demonstrate the ability to diagnose the overall IAQ (indoor air quality), health and safety of residential buildings.

- Perform and determine/defend envelope CO testing
- Identify, explain and demonstrate the importance and techniques of interior moisture control
- Discuss importance of repair and installation of energy saving appliances and HVAC systems
- Demonstrate how to test for combustion with interior appliances

6. Demonstrate the ability to analyze data and make sound conclusions and recommendations for energy efficiency and energy cost savings.

- Demonstrate the ability to evaluate energy use patterns and measure costs associated with energy usage.
- Demonstrate the ability to utilize computerized home energy efficiency modeling software

COURSE OUTLINE *Each segment begins at 9 am and runs to 5pm*

Segment 1: CLASSROOM

Introduction

Why is a manufactured home audited different from a traditional home?

Section 2

Health and Safety

Inspect wiring and correctly identify type

Discuss electrical inspection for operation of outlets, lights

Inspect plumbing for leaks, specifying repairs

Discuss scaffolding set up

Discuss proper use of PPE

Specify appropriate installation of carbon monoxide detector

Inspect for moisture issues in the interior walls and roof cavities

Identified sources of moisture and specific treatment

Demonstrate CO testing for oven/range

Section 3

Belly

Complete thorough inspection of belly board, vapor barrier, insulation, duct work, frame type

Identify and prioritize belly treatment including interior as needed

Identify proper materials and procedures for treatment (dense pack wings (rim joist) prioritize belly patches over insulation

Explain procedures for insulating with both longitudinal and cross framing

Section 4

Sidewalls

Identify construction type, including interior obstructions

Identify existing insulation

Discuss proper procedures for drilling, opening and plugging/sealing holes after installation

Discuss proper tubing technique for blowing fiberglass

Discuss wall stuffing technique



## Section 5

### Windows and Doors

- Inspect for proper fit, operation and performance
- Identify appropriate replacement if needed
- Discuss procedure to accurately measure for replacement

## Section 6

### Roof/Ceiling

- Discuss roof inspection and how to gain access
- Identify framing type and condition of roof/ceiling
- Identify type, location and effectiveness of insulation and vapor barrier
- Inspect for proper terminations of plumbing, flues, ventilation and wiring
- Discuss procedures for blocking around and sealing large penetrations
- Identify strong back members and procedures for getting around them

## Section 7

### Air Sealing/Ventilation

- Discuss procedure to prepare MH for blower test
- Prioritize insulation/air sealing measures based on BD results
- Understand and demonstrate blower door operation and testing procedure

## Section 8

### Mechanical Systems

- Identify venting type of furnace and recommendations
- Identify type of DHW
- Inspect DHW for switchable gas valve
- Identify other potential problems in DHW closet area
- Demonstrate pressure differential test to verify separation of closet from living space and furnace
- Demonstrate Carbon Monoxide testing procedure for furnace and DHW
- Discuss pipe insulation for water heaters or piping as needed
- Discuss CAZ depressurization test, calculate make up air and inspect for code violations

## Section 9

### Ductwork

- Demonstrate proper inspection techniques
- Demonstrate pressure pan test and properly interpret results
- Identify areas for treatment
- Identify proper materials and procedures for treatment
- Demonstrate room to room pressure testing
- Identify treatments to relieve pressure imbalances between rooms

## Section 10

- Review test
- Review 25 question test to be turned in on day 2, this test grade will count as your classroom attendance grade

## Segment 2:

## Section 1

- 9 a.m. - Noon - Hands on Field instruction applying information from day 1

Section 2      1 p.m. - 2:30 p.m. Review for BPI 1 ½ hour, 50 question written test. (this test must be passed to continue to the field audit test)

Section 3      3 p.m. - 4:30 p.m. Online written BPI test.

Segment 3:

2 hour field audits start a 9am and continue every 2 hours may possibly run into day four if there are more than 5 students

### INSTRUCTIONAL METHODS

1. Lecture
2. Audio-Visual aids
3. Example and demonstration
4. Class discussions & participation
5. Hands-on use of auditing equipment
6. Individual actual audit performance
7. Tests (written) and online
8. Skills tests (performance-based)

### STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Evaluation of student performance is determined primarily from results of written and performance tests to validate mastery of course competencies.

### GRADING SCALE

90-100 %	A
80-89 %	B
70-79 %	C
60-69 %	D
0-59 %	F

### ASSESSMENT OF STUDENT GAIN

Students will be assessed through written testing and assignments. Comparison will determine the extent of student gain.

### CERTIFICATES:

Upon successful completion of course requirements and assessments a certificate will be issued. This “single” certificate will acknowledge course content completion with NCCC.

### BPI CERTIFICATION

BPI certification is an integral component of the Energy Auditor course! Pursuit of a BPI “Manufactured Home” certification requires students to have successfully met or exceeded course candidate status requirements. With course requirements met students will then enter into BPI

“candidate status” to attempt and perform assessment requirements for the BPI Manufactured Home certification. Criteria for students to successfully meet for BPI candidate status are as follows:

- 100% attendance of entire course content
- Completion of worksheets with a passing score of 70% or higher
- 70% score or higher on course written exam

Once in “candidate status” students can then attempt to work towards earning a BPI Manufactured Home certification, which is a “national certification” for Building Performance Institute by meeting or exceeding specific knowledge and performance criteria to BPI “Manufactured Home” standards.

BPI “MH” certification is predicated on the successful completion of two comprehensive examinations. One exam is dependant of the other – the written exam must be attempted first and successfully passed before a candidate can attempt the hands on field performance exam – The field performance exam cannot be attempted if the written exam is not passed! BPI manufactured home certification requires the following criteria to be met:

BPI Written Exam:

- 70% or higher score on BPI written exam [to administered via online at a pc workstation and scored by BPI] [Students will receive immediate scoring feedback upon completion of the written exam]

BPI Field (hands-on) Performance Exam:

- 70% or higher “OVERALL” score on BPI manufactured home exam [individual hands on performance assessment][Exam is scored by BPI, there are critical sections that require higher scoring as opposed to other sections within the field performance exam]
- Official final field performance score results will come from BPI via a written letter and score sheet within four to six weeks post exam completion.

### Unsuccessful BPI exam completion

Students unsuccessfully meeting BPI exam criterion can retake, at the instructors discretion either exam or whichever is needed (written [taken 1st] and/or field practicum) must wait 30 days or longer before re-attempting the unsuccessful exam.

Exam retakes require additional fees to be paid prior to the reattempt. BPI exam fees can be addressed in the NCCC Outreach and Workforce Development offices.

Only one reattempt of either exam is possible, if unsuccessful the energy auditor course will have to be retaken before attempting exams once a recommended 60 day time frame has passed.

For BPI exam reattempts - Student must attend at least the final two days of the course curriculum for home and auditor diagnostic tool re-acclimation!

### ATTENDANCE POLICY

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

planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

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

### ACADEMIC INTEGRITY

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

### CELL PHONE POLICY

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

### NOTE:

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

NOTE: If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify the *Dean of Student Development*, Chanute Campus, Student Union, 620-431-2820, Ext. 213., or the *Dean, Ottawa Campus, 785-242-2607 ext 312*, as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

**Faculty Senate Board Report:** Nathan Stanley, Faculty Senate President gave the following report.

In the last year, 38 faculty members used the professional development fund for a total of 114 activities, including 63 graduate level courses. The entire fund was expended and faculty members spent an additional \$29,532.62 that was not reimbursed due to the fact that the fund was depleted. Since the beginning of the Fall 2010 semester faculty members have submitted 10 requests for a total of \$12,582.28. Also, the new policies and procedures established last year in order to safeguard the professional development fund and prevent misuse have been successful. There were no serious infractions of the rules last year.

Several faculty members have reported that enrollment in their classes has reached the highest it's been in several years. Both of Mr. Stanley's College Algebra sections on campus are completely filled, which marks the first time this has occurred since he began teaching at NCCC in August 2007.

Nursing instructors Beverly Roush, Pam Covault, and Kelly Hamm attended the Disney Institute Conference on Disney's Approach to Quality Service for Healthcare Professionals, held in Wichita. The conference prompted them to develop four Quality Standards for the nursing department that will guide them in making decisions and setting priorities within the department. Those nursing instructors will continue working to utilize those materials to improve the program and customer service. Also, nursing has developed an Adjunct Nursing Faculty Manual and held its 1<sup>st</sup> Adjunct Nursing Faculty Bootcamp. All adjunct nursing faculty were invited to attend and they had an excellent turn-out. The full-time faculty reviewed content from the manual, answered many questions and developed and improved relationships with the adjunct nursing faculty.

Kevin Blackwell, Humanities instructor at the Ottawa campus, presented at the Annual Jenzabar Meeting in Orlando in June. He presented a new experimental way of delivering lecture content to students in an online setting. Using a software program called iSpring, which adds audio and video to a Powerpoint presentations, Mr. Blackwell has developed presentations with video effects and an audio track of his voice giving a lecture as the Powerpoint program proceeds from one slide to the next. Further, using slideboom.com, he is able to publish his enhanced presentations on the web and can generate embedded code which allows him to make the presentation accessible to students on InsideNC.

In closing he told the Board that the Lifetime Learning course "Screen Scenes", a film class is going strong and is now being held in the lecture hall in Stoltz Hall on Tuesday afternoons. The class features many films from the Golden Age of Hollywood and are typically tied to a particular theme or genre. About half a dozen "grand old ladies" have been regular enrollees since he first taught the course in 2008.

**Dean of Outreach & Workforce Development:** Brenda Krumm, Dean of Outreach and Workforce Development gave the following report.

On September 14<sup>th</sup> a team of NCCC representatives will be at the Haldex plant in Iola to participate in the Rapid Response session held by the Department of Commerce. They will provide information on retraining opportunities for those being impacted by the plant closing. (165 employees will lose their jobs.)

NCCC will hold free resume writing and interview techniques workshops the first week in October for these individuals.

### ADULT BASIC EDUCATION

The new Adult Basic Education Consortium (Chanute, Fort Scott, Independence, Parsons, Coffeyville) is currently serving 125 students. Students begin these programs every 6 weeks, so the numbers are very fluid with students entering and exiting.

### DEVELOPMENTAL EDUCATION

Two sections of intermediate algebra are being held at PSU with a total of 43 students enrolled.

### MEDICAL ASSISTANT PROGRAM

- The medical assistant program is being taught in Chanute, Independence, Ottawa, and Lawrence. A total of 39 students are enrolled in the program this fall.
- A new certificate program, Phlebotomy, is an off-shoot of the Medical Assistant Program, is on the agenda for approval later in the meeting.

### HEALTH INFORMATION TECHNOLOGY (HIT)

- There are 13 new students this semester and 9 returning students who plan to complete the Associate of Applied Science degree in Health Information Technology.
- There are 19 students in the medical coding program.

### LIFETIME LEARNING

- Senior Lunches began today in the cafeteria and approximately 35 seniors attended.
- There are currently 7 Lifetime Learning classes meeting with a total of 68 students enrolled. Three additional courses will start later in the semester.
- Her department is working to establish a meeting site and series of lifetime learning courses in St. Paul.
- Currently, Jerry Tallent is teaching a course titled "First Ladies" to 10 senior citizens in Erie.
- Heritage Healthcare is again sponsoring the Tuesday morning senior citizen coffee.

## ALLIED HEALTH

- The Rural Kansas R3 grant ended in June and the closeout report was submitted in August. Final statistics on the 3-year grant are provided in the following chart.

<b>Rural Kansas R3 Project - Outcomes and Evaluation Matrix</b>				
	<b>PROJECT OUTCOME TOTALS</b>	<b>Status This Quarter</b>	<b>Cumulative Status</b>	<b>Percent Comple te</b>
<b>1. RECRUIT</b> 20 middle school visit/year BL: 05/06 middle school visits = 0	60	8	66	110%
➤ 20 high school visits/year BL: 05/06 high school visits = 3	60	2	94	157%
➤ 5 visits to Area Agency Aging/year BL: 05/06 AA on Aging visits = 1	15	0	17	113%
➤ 20 visits with WIA Agencies/year BL: 05/06 WIA visits = 5	60	1	96	160%
<b>2. TRAIN</b> - by end of project				
➤ 100% increase in home health aides BL: 05/06 = 25 home health aides trained	50	26	107	241%
➤ 25% increase in nurse aides BL: 05/06 = 318 nurse aides trained	398	152	1210	304%
➤ 25% increase in LPN/RN enrollment BL: 05/06 = 91 LPN/RN enrollees in Nursing I	114	0	311	273%
➤ Train 30 certified paid nutrition assistants BL: 05/06 = 0 paid nutrition assistants	30	0	108	360%
➤ 5% increase in nurse aides certified BL: 05/06 = 91% or 289 nurse aides certified	303	151	1108	366%
<b>3. RETAIN</b>	80%	<i>To be calculated by Dept. of Labor</i>		
➤ Positive placement of 80% completers BL: 05/06 = 60% placement rate				
➤ Retention rate of 60% BL: 05/06 = 1% retention rate (according to KAHSA)	60%	<i>To be calculated by Dept. of Labor</i>		
➤ Average earnings increase of 5% from starting wage for nurse aides BL: 05/06 = \$ 7.83 average starting wage	5%	<i>To be calculated by Dept. of Labor</i>		
<b>4. SUSTAIN</b>				
➤ Quarterly partner meetings/updates BL: 05/06 = No regularly scheduled partner meetings	12	0 Advisory meeting	12 partner meetings/upda tes	100% complete

- The new grant which replaced the R3 grant is the Community-Based Job Training Grant.
  - Total Award: \$1,589,510.00
  - Annual Scholarship Dollars: \$210,917.00
    - It is providing 6 credit hours of scholarship funds for students entering a health-related program. Currently, 69 scholarships have been awarded.
  - It provides salary for the continuation of Amber Vail as the Health Occupation Coordinator. Ms. Vail currently has 26 students in her Chanute High School Health Occupations program.
  - It provides \$43,000 toward the HIT Director salary, plus fringe.
  - It provides a half-time administrative assistant for the program.

## CONSTRUCTION TECHNOLOGY

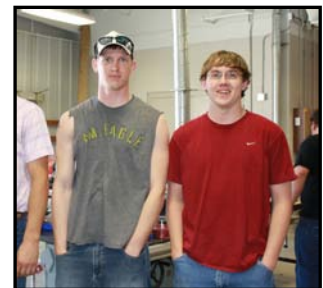
The 2010-11 Construction agreement with UDS 413 was finalized with the following projects on the agenda this year.

1. Completion of the 2009-10 house on South Henry. (USD 413 Budget)  
Timeline: Completion by November 1st
2. Outfitting the Energy Laboratory House on 7<sup>th</sup> and Santa Fe. (Grant Budget)  
Timeline: Dependent on release of grant funds
3. Completing a storage unit for USD 413. (USD 413 Budget)  
Timeline: November 1 – January 15
4. Construction of lodge(s) similar to the Kansas Department of Wildlife and Parks units.  
(Greenbush Budget) Timeline: January 15 – May 15

There are currently 13 students in the construction technology program. One of the students who will be graduating in December was recently hired by Paul Smith to work in our maintenance department.

## WELDING

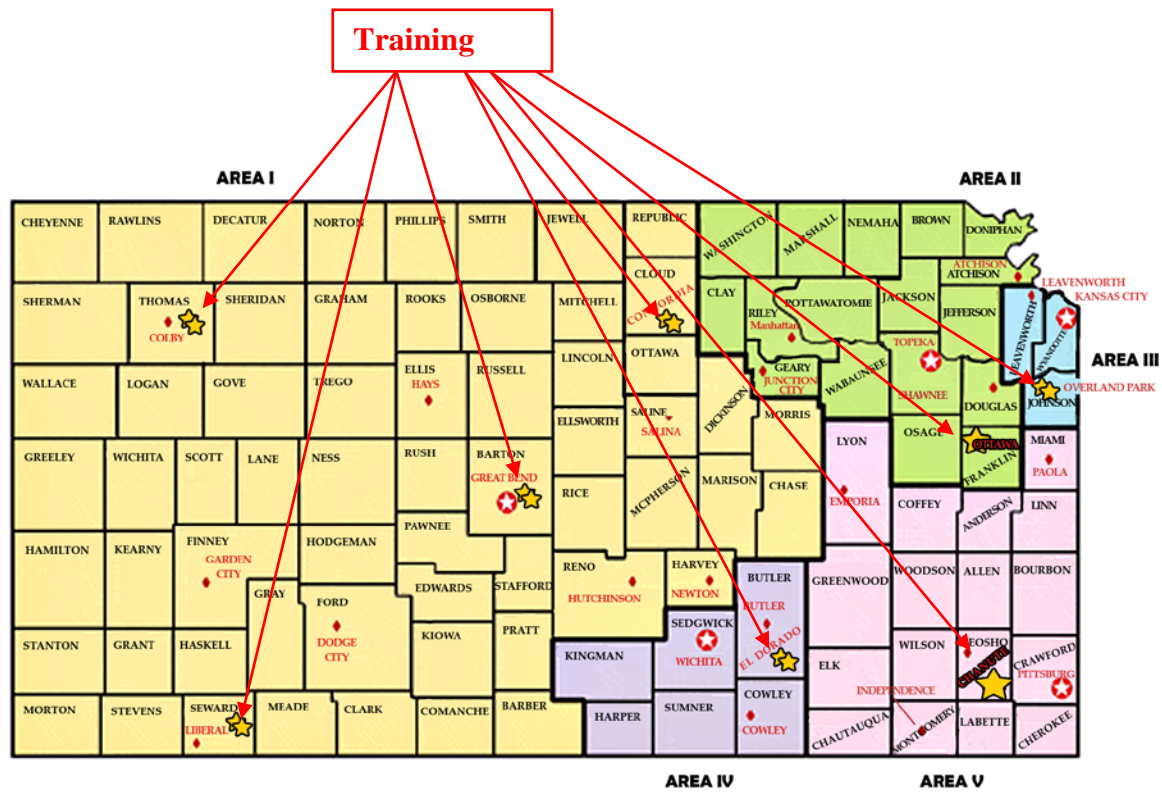
- Josh Tull will compete to be a member of Team USA in the world welding competition. His weld sample will be mailed next week. If his weld sample makes the cut, he will be Inch in Atlanta Georgia in November. If he is successful in making Team USA, he will go to the world competition in London next year. There are currently 27 welding students in the daytime classes and 28 students in the evening program.



## ENERGY MANAGEMENT

- NCCC was awarded the “Right Training Right Now Grant” in the amount of \$45,000. Staff will take weatherization training to various locations throughout the state starting with Colby and Liberal in early December.
- Two auditing courses will be held this fall: October 4-6, 2010 will be the Manufactured Home Audit Course and November 1 – 9, 2010 will be the standard Energy Auditor Course.





- NCCC also received \$66,512 in the State Energy Sector Partnership and Training Grant to refurbish the Energy Laboratory House. Ms. Krumm is waiting on the Federal Program Officer to approve the bids for the geothermal and solar training units. No progress can be made until that occurs.
- The Energy Management program courses are being packaged differently to better meet student needs. The core classes will be online in January. Some **new** courses will be developed.

<b>Program Core Courses</b>		<b>Cr Hrs</b>	SUST 108	Photovoltaic Troubleshooting & Testing	1
ENRG 100	Intro to Energy Management	3	SUST 204	Solar Hot Water and Heat Systems	3
ETEC 115	Blueprint Reading	3	SUST 206	Solar Hot Water and Heat Systems	
<b>ENRG 112</b>	<b>Intro to Construction Techniques</b>	3	Installation	3	
ENRG 106	Residential HVAC Systems Analysis	3	SUST 208	Solar HW and Heat Troubleshooting/Test	1
SUST 102	Electrical Theory 1	3	<b>Total</b>		<b>14</b>
<b>Total</b>		<b>15</b>			
<b>Energy Auditing Pathway</b>			<b>Geothermal Pathway</b>		
<b>ENRG 101</b>	<b>Building Analyst/Auditor</b>	3	SUST 230	Geothermal Systems	3
ENRG 200	Manufactured Home Audit	1	SUST 232	Geothermal System Installation	3
<b>ENRG 201</b>	<b>Building Envelope</b>	1	SUST 234	Geothermal Troubleshooting & Testing	1
<b>ENRG 205</b>	<b>HVAC Systems Certification</b>	1	<b>Total</b>		<b>7</b>
ENRG 220	Energy Presentation	1	<b>Capstone Course</b>		
ENRG 212	Methods of Energy Calculation	3	ENRG 216	Energy Investment Analysis	3
<b>Total</b>		<b>10</b>			
<b>Solar Pathway</b>					
SUST 104	Photovoltaic Systems	3			
SUST 106	Photovoltaic System Installation	3			

### TITLE III GRANT

- Interviewed and recommended for hire a Surgical Technology program director.
- Continue to search for an Occupational Therapy Assistant director.
- Started purchasing Biology Lab supplies for the Ottawa campus.
- Established the date for the external grant evaluator, October 12-14, 2010. Participated in one telephone conference with the evaluator.
- Surgical Technology has 15 students on the interest list
- Occupational Therapy Assistant program has 25 students on the interest list
- Creating the Surgical Technology Policy Manual

### RSVP Grant

16 SEK-RSVP Volunteers welcomed and assisted students and their families at Neosho County Community College. Students were represented from approximately 30 states and several international countries.

New students and their families received assistance and support needed to successfully enroll and move into residence halls at NCCC. A positive reflection of the community and its citizens was due to the assistance and support provided by volunteers and staff. SEK-RSVP volunteers helped move refrigerators, microwaves, big screen T.V.s, living accessories and clothing into dorm rooms. Families and students commented how efficient the move-in process was for such a large number of students. SEK-RSVP volunteers also assisted with student packets, scheduling photo identification shots, handing out cold water and giving directions to the new students and their families. Volunteers were easily identified in their orange T-shirts.

### TRIO GRANTS

#### **Student Support Services (STARS)**

- 1) NCCC received a Grant for \$287,886 per year for the next 5 years!
- 2) The STARS Advisors are traveling to Salina for a KAAN (Kansas Academic Advising Network) conference on Friday. The conference is designed to cover issues in advising such as best practices advising skills, transfer to universities, the importance of advising in relation to retention, and others.
- 3) Staff are currently working to fill the 160 limit of students from a large pool of applications and plan to be full before the end of the month!
- 4) Staff have a full schedule of events this month including 12 workshops covering "Success On Line" to "Budgeting", a campus visit to KU, a cultural event visit to Mine Creek battlefield (Civil War), and the STARS Student-Faculty-Staff Mixer

#### **Talent Search**

- Summer Activities Included:
  - 41 middle school students participated in College Days
  - 40 students attended Leadership Conference
  - 29 students visited college campuses
  - 17 middle school students attended Wildwood Outdoor Education Center

- Fall activities include
  - College Connection at Central Park Hall in Tulsa
  - BioBlitz in Wichita
  - Renaissance Festival
  - Asian Festival
  - Career Exploration with NCCC Faculty
  - Numerous college campus visits

### **Upward Bound**

Students in the Upward Bound Program will be participating in three exciting and educational opportunities in September and October.

Upward Bound will be taking students to the Kansas State Fair on September 11<sup>th</sup>. They will participate in the State's Largest Classroom through the various exhibits such as: Agri-land, 4-H<sub>2</sub>O, Dr. Goddard's Lab, Kansas Construction Careers Coalition, and the Kansas Wildlife and Parks Aquarium.

On September 25<sup>th</sup>, NCCC Upward Bound will partner with Wichita State University for BioBlitz, a science education event. The students will receive hands-on science education through the use of sweep nets, 40-foot seines, pit-fall traps, environmental monitoring equipment, water quality equipment, buckets, forceps, and hand lenses to collect and observe the organisms found at the Ninnescah Field Station.

Nine seniors from the Upward Bound Program have been chosen to represent NCCC at the Pre-College Student Leadership Conference on October 22-24. The conference is student-focused and empowers students to become leaders in their schools and communities.

### **COLLEGE-BOUND CLASS (CBC) GEAR UP PROJECT**

This is the last academic year of the GEAR UP grant. A new award opportunity will come up early 2011 and NCCC will apply to receive another GEAR UP grant.

The **CBC GEAR UP** Program's new Academic Specialist, Jamie Stucky, and Director, Brenda Armstrong, are providing services for three school districts: Altoona-Midway, Marmaton Valley and Fort Scott. The current program participants are seniors and are in the last year of the grant. Activities include:

- Program evaluator was at NCCC on June 1 for program review
- CPR workshop/class for participants (Marmaton Valley and Altoona-Midway HS's at Neosho County Community College on May 27)
- Director attended the NCCEP/GEAR UP National Conference in Washington, DC, in July
- 2010-2011 Grant Work Plan and Budget submitted to Program Officer on September 1
- Staff completed first classroom / school district visitations for the academic year
- Planning upcoming campus visitations to area technical schools, community colleges and universities through general or "Senior Days"

- Campus visits start September 16
- Leadership / team building workshop at *Wildwood Outdoor Education Center (LaCygne)* on September 27 for an “Adventure Challenge”
- Academic assistance and tutoring (ACT preparation seniors preparing for the test on October 23 and December 11)
- Individual mentoring

**Website Demonstration:** Kerry Ranabargar, Director of Technology Services, told the Board that the new website for NCCC was up and running and that he had heard many positive comments. Mr. Ranabargar introduced Jessica Schomaker and she demonstrated the features of the new site for Trustees.

**Ottawa Update:** Ben Smith, Vice President for Administration gave the following report on the progress of the new facility in Ottawa.

**I. KDOT Street Improvements**

Detailed design work will continue through fall/winter 2010 due to the KDOT review process. Construction work is still scheduled during summer 2011. (As reported previously, the worst-case scenario for the cost of necessary street improvements on K-68 is about \$580,000). The final design/build contract for the Ottawa project street improvements still needs to be developed in the next month or so and brought to the Board for consideration and approval.

**II. Furnishings and Equipment**

Laura Mattson, the interior designer with Health Facilities Group for the Ottawa project, met with the Project Team and the Ottawa faculty and staff Friday, 9/3/10, to review the interior design possibilities including the proposed color palette choices and furniture designs. Furniture bidding will be scheduled during the November – December timeframe.

**III. Project Design Meetings**

The facility design for the project has essentially been finalized, although project design meetings will continue to meet to address issues that will arise.

**IV. Project Progress meetings**

Mr. Smith continues to hold bi-weekly project progress meetings with the contractor and subs on-site. He visits the site at least once or twice each week and is keeping a close eye on the actual construction. As construction proceeds, other staff will attend these meetings as necessary. Kerry Ranabargar has a large role due to the heavy telecom requirements and has and will be attending several of these meetings.

**V. Latest News**

- The slab has been completed.
- The gas service line relocation subcontract has been released.
- The steel is going up!

- The Project Team worked extensively with the engineers on the site photometric plan to increase light levels for the parking lot and sidewalks by adding and moving light fixtures.

#### **VI. Project Timeline Dates and Estimates**

- Mid June – Detailed design work on street improvements to Logan Street (on-going thru much of Fall/Winter 2010 because of KDOT review process – construction work scheduled summer 2011)
- July 1 – Break ground
- July 20 - Power line relocation complete
- August 3 – GeoPier process completed
- August 6 - Site rough grading complete
- August 16 – Slab North wing
- Late August – Remainder of slabs
- September 7 – Slabs complete
- September 8 – First load of structural steel delivered
- September 9 -14 – Erect core
- September 10-15 – Core sheeting
- September 14 – Second and possible third loads of structural steel delivered
- September 15-21 – Erect north and south building core
- September 17-22 – North and south wing sheeting
- September 22-30 – Standing seam roof on Core, then North and South wings
- October – Planning Commission & City Commission meetings for Final Plat document
- October – Work on and finalize street improvement contract including financing
- October – Exterior wall panel installation
- Late October-early November – Brick and EIFS installation
- November 15 – Furniture bids go out
- December 1 – Furniture bids due back
- December 9 – Furniture bids to board for consideration/approval
- March 4-18, 2011 – Final Inspection/Substantial completion
- March 21-25, 2011 - Relocation of existing campus furnishings and setup

**Treasurer's Report:** Sandi Solander, Chief Financial Officer, reported that due to computer problems she did not have any financial reports. She indicated she would forward those reports to Trustees as soon as possible.

**President's Report:** Dr. Brian Inbody, President, reported on the following items.

Enrolment continues to be above last fall's credit hour production with 7.8% increase over fall 2009 and 9% over 2009-2010 as of this date. The following chart shows a detailed breakdown of where the growth is occurring.

<b>Location</b>	<b>Head Count</b>	<b>Credit Hours</b>	<b>% Increase over 2009</b>
Chanute On-Campus	716	7579	3.5%
Ottawa On-Campus	755	5245	3%
On-line	814	3903	37.67%
In District Off-Campus	277	1819	-0.66%
Out District Off-Campus	273	1659	0.06%
<b>Total</b>		<b>20,205</b>	<b>7.82%</b>

Among our new students are seven Kauffman Scholars. The Scholars are enrolled and living in the residence halls. Dr. Williams from the Kauffman Scholars met with Dr. Inbody on Wednesday and they reiterated to each other how they both want the partnership. Dr. Inbody will meet with Dr. Stephen Green, President of the Kauffman Scholars to further the relationship. Dr. Williams was very impressed with NCCC and envisions sending many more scholars to our college in the coming years.

After much consideration, briefings, trial balloons, and scenarios the Kansas Technical Education Authority (TEA) has completed their three-year project to complete a legislative mandate. They have created a method to fund technical education at the technical colleges, community colleges and Washburn Tech. First the cost of teaching a technical course was determined by a process of placing each course in a tier, adding in extraordinary costs, institutional costs, and instructor costs. Next all tech courses were placed into programs. Next all courses were assigned to a specific program (VPSL's office did this). Then a series of "policy decisions" had to be made as to what percent of the cost of the course should be borne by what group – the state, county taxpayers and the student. Other decisions were made as to what groups to include such as out-of-state students and concurrent students. Finally, the 2008-2009 enrollment information was used to show what funding "gap" existed between what the state provides and what the courses actually cost to offer. In the coming months after the Kansas State Post-Secondary Database (KSPSD) is completed for 2009-2010, those numbers will be updated. Attached to this report is a spreadsheet showing the final TEA recommendation to the Kansas Board of Regents (KBOR). KBOR will then use the recommendation to approach the legislature for funding. The report shows that for 2008-2009 NCCC had a funding gap of about \$2.3 million between the estimated cost of providing the technical courses and what the state provided in support of technical education. Whether this results in any new funding remains to be seen.

NCCC has no expiration date on ACT scores for all incoming students, meaning scores from 5, 10, or 15+ years ago may be used to place students into math, reading and English. With the recent push to improve English CAAP scores and in an effort to further improve success rates in college-level courses, the Curriculum Committee voted to set an expiration date of three years on all ACT scores. If a student comes in with scores older than three years the student will be required to sit for the COMPASS exam to ensure proper placement. This curriculum policy change is in line with other colleges in the region who also set a three-year expiration date on ACT scores.

The Curriculum Committee, upon recommendation from the developmental department, voted to require that students transferring in developmental courses from other colleges must sit for the

COMPASS exam to ensure proper placement. The definition of developmental education varies widely between colleges, with some colleges as aggressive as NCCC and others with a rather loose system of developmental education. This testing, while sure to be seen as a hassle to students, helps advisors know what level of reading, mathematics and English the student is ready for.

The developmental program is also going to require that all students pass the COMPASS test at a minimal level when they complete developmental coursework in English.

The ads have been placed for the Vice President for Student Learning in the Chronicle of Higher Education. A selection committee has been formed with Linda Jones as the chair. Applications will be accepted through October 1<sup>st</sup> with interviews starting in October. The job description has been revised and is on the Board agenda tonight. Dr. Inbody said he has had several calls from folks across the state that are interested or wanted to tell him about someone they are recommending.

NCCC, along with the other SE Kansas community colleges, has been invited to join PSU as they attempt to recruit a large number of Vietnamese students to the area. PSU would like to place several of the students with community colleges for a lower cost alternative than immediate placement with the university. The student will have to meet our TOFL (the English language test) minimums before admission, just like all international students. PSU may ask for a special tuition rate for these students, but it looks like that rate will be very comparable to the current rate. NCCC gives a special rate for the Youth for Understanding (YFU) students as part of the contract with that organization. As a side note, enrollment for our math classes at PSU looks good. The two classes being offered are nearly full, up a little from last year. PSU was very satisfied with the results as the students did remarkably well in PSU college-level math after completing our course.

The internet slowdown continues to be a “front –burner” issue. The college is purchasing a firewall that allows for more efficient connection between NCCC and the Internet. This was a planned purchase as part of the new Ottawa Campus to handle more computers at that location, but since it will help both campuses now, the time of purchase has been moved up. The purchase is part of the check registry that was approved in the consent agenda.

The “Meet the new NCCC President” for the Ottawa area will be September 15<sup>th</sup> from 5pm-6pm at the Beech Street Campus.

### **Agenda Item VIII-A: Vice President for Student Learning Job Description**

When a position is vacated at the College, the administration does not immediately post the opening. Some time is taken to examine that position to see if it is meeting the needs of the institution and advancing the mission. The Executive Committee and the Student Learning Division examined the job description of the VPSL. After careful consideration, the committees believed and the president concurred that the present duties of the Vice President for Student Learning are serving the College well. However, some documentation of these present duties is required.

The actual job description document had not been updated since 2003, though the position has changed over the last seven years. Attached is the updated job description. It reflects the progression of the position as it currently stands with the Vice President leading the entire “student experience” from recruitment through graduation, transfer and/or job placement. Over the years the college added these duties to the position:

- Supervision of the Dean of Student Development
- Supervision of the Coordinator of the On-line Campus
- Supervision of the Coordinator of the Honors Program
- Director of the Carl Perkins grant
- Sexual Harassment Compliance Officer
- Family Educational Rights and Privacy Act (FERPA) Officer

The Board approved this progression over the years. The attached updated job description merely reflects those decisions. Also please note, under the “other duties as assigned by the President,” the VPSL often serves as the President’s designee in matters of appeals, such as academic suspensions, disciplinary issues, financial aid appeals, and general appeals of decisions as allowed by Board and College policy.

Dr. Inbody recommended that the new job description be accepted and the search conducted for the new Vice President for Student Learning.

### **Resolution 2010-79**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised job description for the vice president for student learning.

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



## **VICE-PRESIDENT FOR STUDENT LEARNING**

Reports to: President  
Organizational Unit: Administrative-Exempt  
Salary range: Based on Education and Experience  
Revision Date: 8/3/10

This position reports to the president and will assume authority over college operations in the absence of the president unless the president indicates otherwise. The primary responsibility of the Chief Academic Officer is to develop, implement, and maintain a quality academic program including programs in college transfer, technical/vocational education, continuing education, and support services. Duties include, but are not limited to:

1. Leadership and supervision of all areas of academic study in the transfer, occupational/technical and developmental components of the credit and non-credit programs at the College to ensure mix of programs meet community needs.
2. Facilitate the academic planning and budget processes within the areas of responsibility.
3. Supervise and coordinate the work of the Dean of the Ottawa campus, Dean of Student Services, Dean of Outreach and Workforce Development, Director of Library Services, Director of Nursing, Division Chairs for Liberal Arts and Applied Science, Coordinator for Assessment, On-line Coordinator, and Honors.
4. Coordinate program evaluation and assessment activities.
5. Coordinate academic grant development efforts including evaluation of grant programs and Directors.
6. Coordinate the Carl Perkins Program Improvement Grant.
7. Coordinate development and implementation of College policies and procedures affecting areas of responsibility.
8. Promote appropriate linkages between the College and business, industrial, and governmental agencies within areas of academic leadership.
9. Oversee accreditation processes and relationship with accrediting agency.
10. Oversee the development of articulation agreements with transfer institutions and ensures academic program articulation with secondary schools.

11. Provide leadership for College's curriculum evaluation and development process.
12. Provide leadership for the employment and evaluation of full and part-time faculty.
13. Direct the development of the annual credit/non-credit course schedule and monitor all schedule activities associated with delivering credit/non-credit courses at the College.
14. Develop, justify, and monitor all academic and academic-related budgets.
15. Coordinate and supervise special projects as directed.
16. Represent the college in all state and national organizations as appropriate.
17. Serve as the sexual harassment and FERPA compliance officer.
18. Other duties as assigned by the President.

**Position Qualifications:** Master's degree required. Doctorate strongly preferred. Six or more years experience of full-time teaching or academic administration with three years minimum at Division Chair or higher level required. Demonstrated leadership experience, particularly in curriculum development, distance learning, alternative instructional delivery modes, student services and/or site administration. Must be computer literate and have excellent interpersonal, oral and written communication skills. Strongly prefer experience in a community college and an understanding and commitment to the community college mission.

**Agenda Item VIII-B: New Position – Community-Based Job Training Grant  
Administrative Assistant**

As reported in past meetings, the College received a three-year \$1,589,510 Community-Based Job Training Grant to train people in the area of allied health. This grant includes money for scholarships but is also includes salary money for three employees.

1. It covers the salary of a Health Occupation Coordinator for the patient-care training programs. This salary money went to sustain Amber Vail's position that was ending at the conclusion of the R3 grant.
2. It covers the salary of a Health Occupation Coordinator for the non-patient-care training programs. This salary money, combined with funds in the Carl Perkins grant, will provide the salary of the full-time Health Information Technology Director.
3. Finally, it includes salary for a part-time administrative assistant for the grant. This is a new fully grant-funded position and requires Board approval. The positions listed in items #1 and #2 above have already been approved. The administrative assistant job description is attached.

The President recommended that the Board create the part-time community-based job training grant administrative assistant position. This fully grant-supported position will be considered Level II hourly employee with starting salary of \$9.00 an hour, at an annual cost of \$9,360. Since this is a part-time position there no benefits paid.

**Resolution 2010-80**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the new grant funded position of Administrative Assistant to the Community-Based Job Training Grant.

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

**Community-Based Job Training Grant  
Administrative Assistant**

Classification: Half-time Employee  
Pay Status: Clerical, Level II, Hourly, Non-Exempt  
Starting Salary: \$9.00 (Per Grant Budget)  
Revision Date: August 2010

Reports to: CBJT Health Occupation Coordinators  
(Health Occupation Coordinator and Director of Health Information Technology)

This half-time position reports primarily to the Director of Health Information Technology, who serves as one of the CBJT Health Occupation Coordinators. This half-time position also provides support for the second Health Occupation Coordinator. Ultimately all positions of the CBJT grant, including this position, report to the Dean of Outreach and Workforce Development, who serves as the Director of the CBJT Grant.

Primary functions are to gather data on participant enrollment, completion, employment, retention, and earnings. Duties include, but are not limited to:

1. Data entry, including student data into Jenzabar (NCCC) and Performance At Work (PAW) databases.
2. Assist the Health Occupation Coordinators in tracking and recording data required for federal grant reports.
3. Generate reports for Health Occupation Coordinators and Project Directors relevant to grant reporting requirements.
4. Provide assistance to students entering the non-patient care track of the project.
5. Maintain a database of interested students.
6. Maintain a database of scholarship applicants and recipients.
7. Assist with GPA tracking of current scholarship recipients.
8. Generate and disseminate tracking communication to participants in form of letters, e-mail, and telephone.
9. Perform other duties as assigned by the Director of Health Information Technology.

**Required Knowledge, Skills and Abilities**

1. Excellent organizational skills.
2. Excellent computer skills.
3. Excellent interpersonal skills.
4. Ability to work effectively with diverse populations.

5. Willingness and ability to work as a member of a team.

**Education and Experience**

- High school diploma or GED and 1 year work experience required
- Associate degree and 2-4 years office work experience preferred.

**Working Conditions**

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

### **Agenda Item VIII-C: Phlebotomy Program Approval**

In Spring 2010 four phlebotomy courses were added to the NCCC Master Course list. These courses were requested by health care providers in the Ottawa area. The courses have now been grouped together, with the addition of medical terminology, to create a 15 credit-hour certificate program. Students completing the program may sit for the Registered Phlebotomy Technician examination administered by the Association of American Medical Technologists. A copy of the program sheet is attached.

The President recommended that the new Phlebotomy certificate program be approved.

### **Resolution 2010-81**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the Phlebotomy certificate program.

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

**Agenda Item VIII-D: Approval of Agreement to Sell Beech Street Campus**

The Agreement For Sale And Purchase Of Real Estate with Franklin County, Kansas for the Beech Street campus will be submitted for approval by the Franklin County Commissioners on September 8, 2010. Subject to any changes, the agreement will then be in final form for approval by NCCC Trustees at its September 9, 2010 meeting. The terms are substantially as previously discussed.

**Resolution 2010-82**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the Agreement For Sale And Purchase Of Real Estate with Franklin County, Kansas for sale of the Beech Street campus land and building.

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

**AGREEMENT FOR SALE AND PURCHASE OF REAL ESTATE**

AGREEMENT, made and entered into effective the 25th day of August, 2010, by and between NEOSHO COUNTY COMMUNITY COLLEGE, Neosho County, Kansas, a community college duly organized under the laws of the State of Kansas, hereinafter referred to as Seller, and THE BOARD OF COUNTY COMMISSIONERS OF FRANKLIN COUNTY, KANSAS, hereinafter referred to as Buyer:

In consideration of the mutual covenants and agreements hereinafter set out, the parties agree as follows:

1. Sale of Real Estate. Seller hereby agrees to sell and convey unto Buyer by good and sufficient Warranty Deed the following described real estate:

SEE ATTACHED EXHIBIT A FOR A DESCRIPTION OF THE LAND

free of all liens and encumbrances, except:

- (a) Zoning or deed restrictions and easements of record.
- (b) Encumbrances created by the Buyer.
- (c) Installments, if any, of special assessments not yet due.
- (d) Rights of following described tenants in possession, if any:  
N/A
- (e) Other Exceptions, if any:

Survey to be completed if needed, and minor  
encroachment by the City of Ottawa

2. Purchase Price and Terms of Payment. Buyer agrees to purchase and to pay to Seller in consideration for said property the sum of \$460,000.00 payable in cash at the closing of this transaction.

3. Title Insurance. The Seller agrees to furnish the Buyer a title company's commitment to insure, to the above described real estate, showing merchantable title to be vested in Seller. Seller shall have a reasonable time to furnish said title insurance commitment. Buyer shall have a reasonable time in which to have the title insurance commitment examined by an attorney of Buyer's choice. Seller shall have a reasonable time to meet any title requirements. Seller shall pay the Owner's Title Insurance Premium. Buyer shall pay all of the Mortgage Title Insurance Premium, if any.

4. Survey; City Encroachment. A minor encroachment exists where the City of Ottawa has recently constructed a building on adjacent City property. If a recent survey which shows said encroachment cannot be provided, Seller shall have the property surveyed at Seller's expense and will provide a copy of said survey to Buyer. If within thirty (30) days after receipt of a survey, Buyer does not give written notice to Seller objecting to the encroachment, then Buyer accepts the property subject to said encroachment, which Seller may then formalize with an easement for the same granted to the City, if such an easement is not already of record.



5. Exercise of NCCC Option. It is acknowledged that title to the property is currently vested with Neosho County Community College Foundation, a 501(c)(3) nonprofit charitable corporation (the "Foundation") subject to an option to purchase held by Seller. Seller is in possession. Seller shall timely exercise its option such that title to the property shall be transferred to Seller by the Foundation to enable Seller to transfer merchantable title to Buyer.

6. Taxes. The property is currently exempt from ad valorem property taxation. There are no special assessments against the property.

7. Possession. It is the intention of the parties that this transaction shall be consummated and possession given to Buyer on or before the 15th day of April, 2011.

It is acknowledged that the closing date is based upon the assumption that the new NCCC campus currently under construction will be completed and ready for occupancy by March 17, 2011. In the event this does not occur, and NCCC cannot relocate to the new NCCC facility, Seller may elect in writing on or before March 1, 2011 to extend the closing date up to sixty (60) days after April 15, 2011.

8. Mechanics' Liens. Seller represents and warrants that there are no unpaid bills for labor and material that might form a basis for a lien against said premises, and there are no unpaid conditional sales contracts or security agreements affecting any fixture, portion of the premises or other item of personal property covered by this Agreement.

9. Condition of Premises. Seller agrees to deliver possession of the above described real property in the same condition as it is now, reasonable wear and tear excepted. Until possession is delivered, the Seller agrees to maintain, at Seller's expense, plumbing, heating and electrical systems and any appliances and equipment being conveyed in normal working order.

Buyer may have the premises inspected for mechanical, electrical, plumbing, and structural defects or problems, at Buyer's expense. Seller shall make the property available for such inspection(s) upon reasonable request. All such inspections shall be completed within thirty (30) days of execution of this Agreement by Buyer. If written notice of any material defect discovered is given by Buyer to Seller within said thirty day period, either party may terminate this Agreement. If no notice is given, then Buyer accepts the property in its current condition. Buyer does not rely upon any representation or warranty of Seller concerning the condition of the property or its suitability for any particular purpose.

10. Items Included in Sale. The purchase price includes all appurtenances, permanent improvements and fixtures attached to the real estate.

11. Insurance. Fire and extended coverage insurance now in force covering the improvements on the above described real property shall be kept in force at Seller's expense until midnight of the day of closing. Buyer shall be obligated to obtain its own insurance coverage from and after midnight of the day of closing. In the event of loss or damage to the improvements prior to the closing of this Agreement, the proceeds of such insurance shall, at the

option of Seller, be used to repair such damage and restore the improvements to substantially their same condition as before such loss or damage, or Seller may elect to cancel this Agreement. In the event Seller elects cancellation, this Agreement will be of no further force or effect.

12. Default; Liquidated Damages. Seller in reliance upon this Agreement will forego efforts to sell the property to third parties and will not pursue issuance of bonds to finance additional street improvement costs for the new NCCC campus currently under construction. In the event Buyer shall fail to fulfill its obligations hereunder, namely to pay the purchase price at closing, Buyer shall be obligated to pay to Seller \$25,000.00 not as a penalty but as liquidated damages if Buyer's default occurs on or after January 31, 2011.

As the injury that could result from default by Buyer is uncertain in itself and insusceptible of certain computation, Buyer and Seller expressly agree to the foregoing liquidated damages payable to Seller if Buyer elects to default and not purchase the property. In the event Seller is unable to furnish merchantable title, this Agreement shall be null and void and of no further force and effect.

13. Notice. Any written notice required or provided for shall be effective if given to:

Seller: Brian Inbody, President  
Neosho County Community College  
800 West Fourteenth Street  
Chanute, KS 66720  
Facsimile: (620) 431-4336  
Email: [binbody@neosho.edu](mailto:binbody@neosho.edu).

Buyer: Lisa Johnson  
County Administrator/Counselor  
1428 S. Main, Suite 2  
Ottawa, KS 66067  
Facsimile: \_\_\_\_\_  
Email: [ljohnson@franklincoks.org](mailto:ljohnson@franklincoks.org)

14. No Broker or Sales Agent. Each party represents and warrants to the other that it is not represented by nor has it retained or otherwise engaged a real estate sales broker or agent, has negotiated and contracted this Agreement on its own behalf and not through a broker or sales agent, and that no sales commission, brokerage fee, referral or origination fee or other payment is due and owing to any other party as a result of this sale and purchase agreement.

15. Entire Agreement. This Agreement constitutes the entire contract between the parties and there are no representations, warranties, conditions, or agreements other than those expressly set forth herein. No other agreement, statement, promise, warranty, or representation made by any party to this Agreement, or by any employee, officer, or agent of any party, that is not in writing and signed by all parties to this Agreement, shall be binding.

16. Time Of The Essence. Time is of the essence of this Agreement.

17. Board/Commission Approval. This Agreement requires approval by the Neosho County Community College Board of Trustees (the "Trustees") and the Board of County Commissioners of Franklin County, Kansas (the "Commissioners"). If the Trustees and the Commissioners have not both formally approved this Agreement on or before September 10, 2010, this Agreement shall be null and void.

18. Counterparts; Facsimile. This Agreement may be executed in several counterparts and all so executed shall constitute one Agreement, binding on all the parties hereto even though all the parties are not signatories to the original or same counterpart. A facsimile transmission of an executed counterpart shall be accepted as an original signed counterpart and shall be binding on all the parties as if the original executed counterpart were delivered.

IN WITNESS WHEREOF, the parties have hereunto set their hands effective the day and year first above written.

SELLER:

BUYER:

NEOSHO COUNTY  
COMMUNITY COLLEGE

BOARD OF COUNTY COMMISSIONERS,  
FRANKLIN COUNTY, KANSAS

BY: \_\_\_\_\_ 09/09/2010  
Brian Inbody, President

BY: \_\_\_\_\_ 09/08/2010

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**EXHIBIT A**

**PROPERTY**

All of the property located in the state of Kansas, county of Franklin, to wit:

A tract of land located in the Northwest Quarter of the Southwest Quarter (NW/4 SW/4) of Section Thirty-five (35), Township Sixteen (16) South, Range Nineteen (19), East of the 6<sup>th</sup> P.M., in the City of Ottawa, Franklin County, Kansas, being more particularly described as follows:

Beginning at the NE corner of the Northwest Quarter of the Southwest Quarter (NW/4 SW/4) of Section 35, Township 16 South, Range 19, East of the 6<sup>th</sup> P.M., thence South 01 degree 42 minutes 05 seconds East for a distance of 30 feet along the East line of the NW/4 of said quarter section; thence South 87 degrees 57 minutes 46 seconds West for a distance of 30 feet to the TRUE POINT OF BEGINNING, said point being the intersection of the West line of Beech Street with the South line of Second Street, in the City of Ottawa, Franklin County, Kansas, thence South 87 degrees 57 minutes 46 seconds West for a distance of 84.97 feet long the South line of Second Street to a point on the Southerly right of way line of Highway K-68; thence along a curve to the left having a radius of 895.27 feet and an arc length of 658.02 feet, being subtended by a chord of South 43 degrees 28 minutes 10 seconds West for a distance of 643.30 feet along said highway right of way; thence South 15 degrees 23 minutes 00 seconds West for a distance of 144.52 feet long said highway right of way; thence North 87 degrees 57 minutes 46 seconds East for a distance of 583.68 feet to a point on the West line of Beech Street; thence North 01 degrees 42 minutes 05 seconds West for a distance of 588.75 feet along the West line of Beech Street to the true point of beginning, City of Ottawa, Franklin County, Kansas and all buildings, improvements and fixtures now or hereafter located thereon.

### **Amended Agenda Item VIII-E: Health Information Technology Director**

It was the President's recommendation that the Board approve the employment of Kathie Henton as the Health Information Technology Director. Ms. Henton earned her Bachelor's degree in Computer Operations Technology from Southwestern College and an Associate of Applied Science in Health Information Technology from Hutchinson Community College.

Ms. Henton is currently the Health Information Manager and Privacy Officer at Sumner Regional Medical Center. She has also worked as a Coding Specialist, Corporate Compliance Coordinator, Quality Accountability/Risk Manager/Credentialing, and Director of Medical Records/Risk Manager at Sumner Regional Medical Center. She has also been employed by the University of Kansas School of Medicine in Wichita as a coding specialist-physician based.

Ms. Henton will be paid \$55,000 annually, with a start date of October 11, 2010. Her salary will be prorated for a late start date and will be funded from the Community Based Job Training Grant and from the Carl Perkins budget.

### **Resolution 2010-83**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the employment of Kathie Henton as the Health Information Technology Director starting October 11, 2010 at an annual salary of \$55,000.

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

**Agenda Item IX: Adjournment**

Upon a motion and a second the meeting adjourned at 6:50 p.m.

Respectfully submitted,

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David Peter, Chair

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Terri Dale, Clerk