

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

**November 8, 2012 – 5:30 P.M.**

**Student Union, Room 209**

**I. Call to Order**

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

**II. Roll Call**

The following members were present: Patricia Griffith, Lori Kiblinger, David Peter and Dennis Peters.

Also attending were Mindy Ayers, Charles Babb, Amber Burdge, Dale Ernst, Marie Gardner, Jim Genandt, Denise Gilmore, Dr. Brian Inbody, Jason Kegler, Brenda Krumm, Kent Pringle, Kerry Ranabargar, Sarah Robb, Mike Saddler, Ben Smith, Jon Seibert, and Sandi Solander.

**III. Public Comment**

Dr. Inbody recognized Patricia Griffith on her birthday today. He also recognized Jon Seibert on his becoming a father for the second time tomorrow.

**IV. Approval of the Agenda**

On motion by Dennis Peters and second by Lori Kiblinger the agenda was approved as printed.

**V. Consent Agenda**

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

- A. Minutes from the October 18, 2012, meeting
- B. Claims for Disbursement for October 2012
- C. Personnel

1. Resignation of Nursing Instructor

It was the president's recommendation that the Board accept the resignation of Leigh Scharff, Nursing Instructor, effective December 17, 2012.

2. Director of Health Information Technology

It was the president's recommendation that the Board approve the employment of Richard Ryan as the Director of Health Information Technology. Mr. Ryan has an Associate of Science

in Health Information Technology and a Bachelor of Health Science in Health Services Administration both from Washburn University.

Mr. Ryan's work history includes Director of Health Information at Kindred Northland LTAC North Kansas City, MO; Director of Medical Records at Doctors Hospital, Headache & Pain Centers in Leawood, KS; Data Quality Manager at Lawrence Memorial Hospital; and Director of Health Information Management at Select Specialty Hospital in Topeka.

Mr. Ryan will be paid an annual salary of \$50,000 (Administration) beginning November 26, 2012.

3. Accounts Payable/Payroll Clerk

It was the president's recommendation that the Board approve the employment of Mary Ewen as the Accounts Payable/Payroll Clerk. Ms. Ewen previously worked for fifteen years at Custom Campers as Accounts Payable Clerk until it closed in 2009. While there she was responsible for all aspects of accounts payable as well as administering health insurance to employees and buying all office supplies and equipment. She then worked as a teller at Commercial Bank. She currently helps with the family owned business Ewen Motor Co., Erie.

Ms. Ewen will be paid \$10.70 per hour (Level 3) beginning December 3, 2012.

## VI. Reports

- A. Outcomes Assessment Report – Sarah Robb presented an Outcomes Assessment Report. See Attachment 1.
- B. EMSI Report – Jim Genandt distributed copies of and reviewed an economic impact study prepared for NCCC. (Copy available in the president’s office for review.)
- C. Faculty Senate – Charles Babb presented a Faculty Senate report. See Attachment 2. As part of the Faculty Senate report Mindy Ayers reported on the History Club’s trip to the WWI and negro museums in Kansas City, her Intro to Teaching class, honors program, and humanities seminars.
- D. Treasurer’s Report – Sandi Solander gave a treasurer’s report. Revenue for the month of October was \$3,403,482.20 and disbursements were \$3,423,581.57. See Attachment 3.
- E. ACCT Conference Report – Trustees Kiblinger, Peters and Peter reported on the ACCT conference they attended in October in Boston.
- F. President – Dr. Brian Inbody gave a president’s report. See Attachment 4.

The Board recessed for a break at 7:07 p.m. The meeting reconvened at 7:15 p.m.

## VII. Old Business

### Agenda Item VII-A: Board Policy Revisions (second reading)

On a regular basis the Administration reviews the Board of Trustees policy manual to ensure that policies are still up-to-date. Often titles referenced in the manual have changed, procedures have evolved, and new state statues have been written. The Board has accepted changes in the college catalog that must now be reflected in the policy manual to remain consistent. All of these items must be “cleaned up” from time to time. We also take this opportunity to clarify the language and reorganize the manual for readability.

All forms in the Appendix of the manual are being updated as well with language clarification and title changes and will be on an on-going basis.

What follows is a group of policies with changes highlighted in red. There are no departures from accepted practice or previous Board directives. It was the president’s recommendation that the Board approve these policies.

### Withdrawing from Class

(revised 1/15/04)

~~Students who wish to withdraw from a course must notify the registrar’s office directly.~~ The student who only informs the instructor that he/she intends to withdraw or who simply ceases to attend is not officially withdrawn from class. Unless the ~~withdrawal~~ procedure ~~described below~~ is followed, the student’s name will remain on the class roster, and the instructor will be required to submit a grade other than a “W.” ~~often times~~ ~~resulting in a grade of “F.”~~ In addition, the student will be charged all appropriate tuition and fees, ~~unless an official withdrawal is made before the refund date.~~

If a student ~~elects~~wishes to withdraw from one or more ~~classes~~courses he/she should seek the counsel of his/her advisor and obtain the proper forms from the registrar's office. The completed withdraw form must be on file in the registrar's office before the withdrawal is official. after the 20<sup>th</sup> day from the start of a semester or after the completion of 25% of a short course and before 75% of the class time has been completed, the grade of "W" will be recorded on the transcript. After 75% of the class time has been completed, the student may not withdraw nor may the instructor assign the grade of "W." Under extenuating circumstances, the student may appeal to the chief academic officer to withdraw with the grade of "W" after 75% of the class time has been completed.

<u>Withdraw From Full Semester Classes</u>		
<u>Business Days in Class Period</u>	<u>Refund</u>	<u>Transcript</u>
<u>1% to 13%</u>	<u>Full refund</u>	<u>No notation on transcript</u>
<u>14% to 24%</u>	<u>No refund</u>	<u>No notation on transcript</u>
<u>25% to 75%</u>	<u>No refund</u>	<u>"W" on transcript</u>
<u>76% on</u>	<u>Course drop not allowed, grade earned in course</u>	

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Under extenuating circumstances, the student may appeal to the chief academic officer or his/her designee to withdraw with the grade of "W" after 75% of the class has been completed.

Students who find it necessary to withdraw from their entire enrollment at NCCC are asked to meet with the chief student affairs officer or his/her designee. Completing this process helps to avoid any future holds on student records that may make it difficult to return to NCCC or transfer to another college. Students receiving any type of federal financial assistance must also complete an exit interview and should contact a staff member in the financial aid office.

### Grade Replacement~~Repeating Courses~~

~~(revised 12/18/03)~~ (Combined Grade Replacement and Repetition of Courses for Additional Credit policies)

Students receiving unsatisfactory grades will be allowed to repeat ~~for credit at~~ the course for credit. ~~in which an unsatisfactory grade has been received.~~ For ~~such~~ a course repeat, the student need not obtain approval ~~to re-enroll~~ from the chief academic officer or his/her designee to re-enroll. However, students may not enroll in a particular course more than two times, unless the course has been designated for repeat credit. Students who wish to attempt a course three or more times must receive approval from the chief academic officer or his/her designee. The most recent grade will replace the prior grade received for the repeated course to count toward graduation requirements and grade point

averages. However, the original grade will remain on the student's transcript to be considered by any receiving institution to which the student may transfer.

Courses which have been designated to be taken for additional credit may not be taken for more than six credit hours to apply toward a one-year certificate, or for 12 credit hours to apply toward a two-year certificate or associate degree. Students should check with financial aid to determine whether repeating a course for grade replacement will affect their award. Any exceptions to this policy must be petitioned by the student to the chief academic officer or his or her designee.

### **Repetition of Courses for Additional Credit**

(revised 11/13/03)

~~Students may not enroll in a particular course more than two times, unless the course has been designated for repeat credit. Courses which have been designated to be taken for additional credit may not be taken for more than six (6) credit hours to apply toward a one-year certificate, or for twelve (12) credit hours to apply toward a two-year certificate or associate degree. Any exceptions to this policy must be petitioned by the student to the chief academic officer.~~

### **Institutional Refund Policy**

(revised 4/13/00, 1/15/04)

The registrar<sup>2</sup>stion office has been designated as the official office for withdrawal notification. Refunds are calculated based on the day a student officially drops a class by contacting the registrar<sup>2</sup>stion office in person, by mail, e-mail, or ~~by phone~~. ~~A full refund will be issued if~~ NCCC exercises its right to cancel a class, a full refund will be issued. ~~If a student withdraws from a class the student may receive a refund. Some fees are not refundable.~~

#### Courses 16 or more weeks in duration

~~If a student has completed registration in a class lasting 16 or more weeks and wishes to withdraw from a class or classes in which they are enrolled, the student will receive the following refund:~~

~~100% refund if the completed drop form is received by the registration office within two weeks (14 calendar days) of the official start date of classes, as published. A specific date for the end of the 100% refund period for each semester will be published in the schedule for that semester. Classes beginning after the official start date will be dealt with on an individual basis.~~

~~No refund will be given after the end of the two-week refund period.~~

#### Courses less than 16 weeks in duration (mini courses)

~~A full refund will be made for withdrawals prior to or on the first day of class. No refund will be given after the first day of class.~~

If a student has completed registration in a class and wishes to withdraw from a class or classes in which he/she is enrolled, the student will receive the following refund:

100% refund if the completed drop form is received by the registration office within 1% to 13% of the business days in the class period. No refund will be given after the refund period. A specific date for the end of the 100% refund period for each semester will be published in the academic calendar for that semester.

The chief student affairs officer or his/her designee may authorize E~~xceptions~~ to this policy ~~may be authorized by the chief financial officer.~~

#### **Resolution 2012-94**

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

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



Total Cost for first year of service	\$11,600
Total Annual Cost after Year 1 (600 Calls)	\$7,800

We are proposing that we spend the \$11,600 from the technology fee to cover the cost of this service for one year and evaluate its effectiveness after six months. If the service is deemed effective, we will recommend continuation for another six months. If the Jenzabar 24/7 support is not providing the level of service that we require, we will evaluate our options again. We have contacted two current clients, Shorter University and Union University, who are already using this service and both have agreed that it has been an effective tool for them to provide a higher level of service to their users.

As noted, funding for the first year of services would come from the technology fee funds, with following contracts coming from the online budget if approved. It was the president's recommendation the board approve the 24/7 support services one-year contract with Jenzabar with the costs as listed above.

**Resolution 2012-95**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 24/7 support services one-year contract with Jenzabar with the costs as listed above.

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



## Agenda Item VIII-B: First Reading – Board Policy Revisions

This is the third in a series of cleanup efforts of the Board of Trustees policy manual to ensure that policies are up-to-date. Often titles referenced in the manual have changed, procedures have evolved, and new state statues have been written. The Board has accepted changes in the college catalog that must now be reflected in the policy manual to remain consistent. All of these items must be “cleaned up” from time to time. We also take the opportunity to clarify the language and reorganize the manual for readability.

Following is a group of policies with changes highlighted in red. There are no departures from accepted practice or previous Board directives. The Board was asked to consider these policies for a first reading for approval at the December meeting.

### Academic Fresh Start

(added 1/15/04)

Academic Fresh Start is a policy which provides students with poor or marginal academic college records the opportunity to resume work toward their degree without the burden of a poor grade point average (GPA) due to past academic performance. A student must be returning to college after a four-year absence to qualify for Academic Fresh Start. Academic Fresh Start removes all prior college grades from the student’s transcript while academic clemency is limited to removal of 15 credit hours. This policy refers to NCCC only. A student transferring to another institution will follow the other institution’s policy.

Students must meet the following requirements before being granted this option:

1. Separation from all institutions of higher education for at least four years.
2. Formal application to the chief academic officer (Chanute) or the Academic Dean (Ottawa) (this application should describe the reasons for the request and outline an academic plan, which includes the declaration of an area of academic interest).
3. Agree that the calculation of the GPA and credit hour totals will be based solely on work completed after this point and enrollment at Neosho County Community College and the student will forfeit use of all credit hours toward a degree earned prior to the academic fresh start being granted.

If academic fresh start is granted, the student may resume his/her studies with the understanding that:

1. Academic Fresh Start at NCCC may be granted only once.
2. The student’s permanent record will remain a record of all work, regardless of the institution at which that work was completed; however, the returning student

will forfeit the use of all credit hours toward a degree earned prior to the four-year separation period.

3. The student's record will carry a notation designating when the Academic Fresh Start was granted and noting that the calculation of GPA and credit totals for degree purposes begins with that date.
4. Students applying for admission under Academic Fresh Start must meet admission requirements established by NCCC.

~~4.5.~~ This policy refers to NCCC only. A student transferring to another institution will have to follow the other institution's policy.

## Academic Clemency

(added 1/15/04)

Students may eliminate poor academic records within the restrictions of the following policy:

### Requirements and Limitations

1. To be eligible, the student must be currently enrolled at NCCC and must have completed at least 12 consecutive credit hours at this institution with a 2.5 grade point average. In addition, the student must meet one of the following criteria:
  - a. Make a complete curriculum change, or
  - b. Wait an interim of two years from the date of the grades before filing for academic clemency.
2. Up to 15 semester hours of specific "F" and/or "D" grades may be petitioned for exclusion from the computation of the student's grade point average.
3. When a course has been excluded from the computation of the grade point average, it shall not be counted for graduation but will remain on the student's transcript.
4. Academic clemency will be granted only once while at NCCC.
5. This policy refers to NCCC only. A student transferring to another institution will have to follow the other institution's policy.
6. Grades which have been excluded from the computation of the GPA will be identified on the student's transcript by an appropriate means ampersand (&).
7. Granting of academic clemency does not affect or alter a student's record for athletic eligibility.
- ~~8. Students receiving academic clemency will be reviewed on a case-by-case basis regarding satisfactory academic progress for financial assistance purposes.~~
- ~~9.8.~~ Students granted academic clemency may not receive honors at graduation.
- ~~5.9.~~ While credits removed from the computation of the GPA as a result of academic clemency will not be used to meet course or program requirements, they will be used to determine eligibility for financial aid awards.

See College Catalog for procedure.

## **Housing**

(revised 1/15/04, 3/11/10)

Unmarried students underless than 21 years of age who are enrolled full-time and not living with a parent(s) or legal guardian are required to live in the college housing when space is available. Unmarried students under 21 years of age with dependents who live with them are not required to live in campus housing. ~~When space is limited, college housing will be filled as follows:~~

~~First, with international students;  
Second, students with scholarships;  
Third, with freshman students;  
Fourth, with sophomore students~~

Students with special circumstances who wish exemption from the housing requirement may apply in writing to the chief student affairs officer. See College Catalog for procedure including priority of assignment. **Students who have been convicted of a felony in Kansas or equivalent offense in another jurisdiction shall not be eligible to live in student housing.**

A housing policy booklet is provided to each housing resident to assist in assuring that college housing is managed as effectively as possible in serving the needs of the residents.

## Agenda Item VIII-C: First Reading – Sick Leave Policy Revision

As the College moves forward and utilizes features in EX that allows departments to work more efficiently, Human Resources and the Chief Financial Officer are recommending that the policy for sick leave be revised. The revision will allow the accrual system for sick leave to be fully implemented, which will allow the business office to show the liability for unpaid accrued sick leave more accurately. It is important to get the accrual system in place so that sick leave is not awarded before it is earned.

The executive committee has approved the recommendation below and I concur. The Board was asked to consider this policy for a first reading for approval at the December meeting.

### Employee Benefits

#### G: Vacation, Holiday and Other Leaves

##### 3. Sick Leave (revised 7/9/09) (revised 9/8/11)

Each full-time employee shall receive eight sick hours per month, ~~cumulative to a maximum of 480 hours by the end of the fifth contracted year of employment. After the fifth year, each full time employee shall receive 8 hours per month, but cannot accumulate more than 48 hours per year thereafter.~~ A full-time employee may not accumulate in excess of 720 hours accumulated sick leave. Employees shall be compensated for all accumulated unused sick leave at the time of that employee's retirement. Compensation will be set at a rate of six dollars (\$6) per hour for each hour of accumulated unused sick leave at the time of retirement.

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

Upon motion by Dennis Peters and second by Lori Kiblinger the Board recessed into executive session for 10 minutes to discuss a personnel matter of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President, Vice President for Student Learning, Vice President for Operations, Associate Dean for Operations/CIO, Director of Technology Services, and the college attorney.

The Board entered executive session at 7:22 pm. The Board returned to open meeting at 7:32 pm.

Upon motion and second the Board returned to executive session for an additional 5 minutes at 7:33 pm. The Board returned to open meeting at 7:38 pm.

**IX: Adjournment**

On motion by Patricia Griffith and second by David Peter the meeting adjourned at 7:39 p.m.

Respectfully submitted,

David Peter, Board Chair

Denise L. Gilmore, Board Clerk

## ATTACHMENT 1

### Assessment Report to the Board – Fall 2012

*Sarah Robb – Coordinator of Assessment*

#### Noel-Levitz Results

In the spring of 2012, the Noel-Levitz survey was completed. We surveyed 368 of our students with their demographics represented in the table on the right. This survey allows for us to determine which classes to survey, so our process involved making sure to have equal representation from Chanute to Ottawa, Day and Evening. It looks like we have over-sampled the full-time students, so we will try to take a closer look at that in the future survey events.

<b>Male</b>	<b>Female</b>
31%	69%
<b>Chanute</b>	<b>Ottawa</b>
56%	42%
<b>Full-time</b>	<b>Part-time</b>
75%	25%

The Noel-Levitz survey is based upon student satisfaction. They are asked how important an item is to them, and then asked how satisfied they are at this college with that item. The gap between those two scores are reviewed and compared to other colleges in the nation that fit into the same profile as our college. So, much like the CCSSE survey, the results tell us how our students feel about their experience here at NCCC and how that perception relates to other students across the region. I've provided some of the raw data here in this item analysis report and will go over some of the significant details and results in person at the board meeting. I have also included a strategic planning overview that was provided by Noel-Levitz that pinpoints some of our strengths, weaknesses and some of the benchmarks where we had a higher satisfaction versus other colleges that fit our profile across the nation. In the item analysis, an asterisk in the mean difference column indicates a statistically significant number.

#### Item Analysis

Noel-Levitz Item Report	NCCC	National	Mean Difference
Item	Gap	Gap	
1. The campus staff are caring and helpful.	0.59	0.70	0.14 *
2. Classes are scheduled at times that are convenient for me.	0.67	0.96	0.13
3. My academic advisor is available when I need help.	0.63	0.86	0.28 **
4. Security staff respond quickly to calls for assistance.	0.78	0.77	-0.12
5. Financial aid awards are announced in time to be helpful in college planning.	0.91	1.06	0.03
6. Library resources and services are adequate.	0.45	0.36	-0.02
7. Admissions staff provide personalized attention prior to enrollment.	0.63	0.79	0.17 *
8. The quality of instruction I receive in most of my classes is excellent.	0.75	0.86	-0.04
9. I am able to register for the classes I need with few conflicts.	0.69	1.04	0.17 *
10. Parking lots are well-lighted and secure.	0.39	0.73	0.29 ***
11. Counseling services are available if I need them.	0.39	0.55	-0.03
12. Faculty are fair and unbiased in their treatment of individual students.	0.73	0.77	-0.02
13. The campus is safe and secure for all students.	0.35	0.60	0.14 *
14. My academic advisor is knowledgeable about my program requirements.	0.64	0.87	0.16
15. Financial aid counseling is available if I need it.	0.65	0.82	0.13

16. My advisor helps me apply my program of study to career goals.	0.71	0.97	0.23 **
17. Admissions counselors accurately portray program offerings in their recruiting practices.	0.62	0.84	0.18 *
18. Computer labs are adequate and accessible.	0.44	0.50	0.06
19. Registration processes and procedures are convenient.	0.43	0.80	0.24 **
20. Students are made to feel welcome here.	0.41	0.54	0.14 *
21. The amount of student parking space on campus is adequate.	0.57	1.91	1.19 ***
22. My academic advisor is knowledgeable about transfer requirements of other schools.	0.75	1.02	0.27 **
23. This institution helps me identify resources to finance my education.	0.71	1.12	0.30 ***
24. The equipment in the lab facilities is kept up to date.	0.52	0.69	0.11
25. Faculty provide timely feedback about my academic progress.	0.85	0.97	0.05
26. There are adequate services to help me decide upon a career.	0.71	0.86	0.10
27. Tutoring services are readily available.	0.35	0.50	0.20 *
28. This campus provides online access to services I need.	0.41	0.45	-0.04
29. There are convenient ways of paying my school bill.	0.60	0.54	-0.13
30. The assessment and course placement procedures are reasonable.	0.43	0.65	0.12
31. Faculty use a variety of technology and media in the classroom.	0.29	0.34	0.07
32. I am able to take care of college-related business at times that are convenient for me.	0.59	0.77	0.13
33. Administrators are available to hear students' concerns.	0.72	0.97	0.23 **
34. Faculty are usually available to students outside of class (during office hours, by phone, or by e-mail).	0.50	0.57	0.02
35. I receive ongoing feedback about progress toward my academic goals.	0.86	1.17	0.27 **
36. Tuition paid is a worthwhile investment.	0.52	0.74	0.10
37. I seldom get the "run-around" when seeking information on this campus.	0.77	1.15	0.34 ***
38. Most classes deal with practical experiences and applications.	0.52	0.64	0.05
39. On the whole, the campus is well-maintained.	0.30	0.35	0.07
40. There are sufficient courses within my program of study available each term.	0.75	1.06	0.24 **

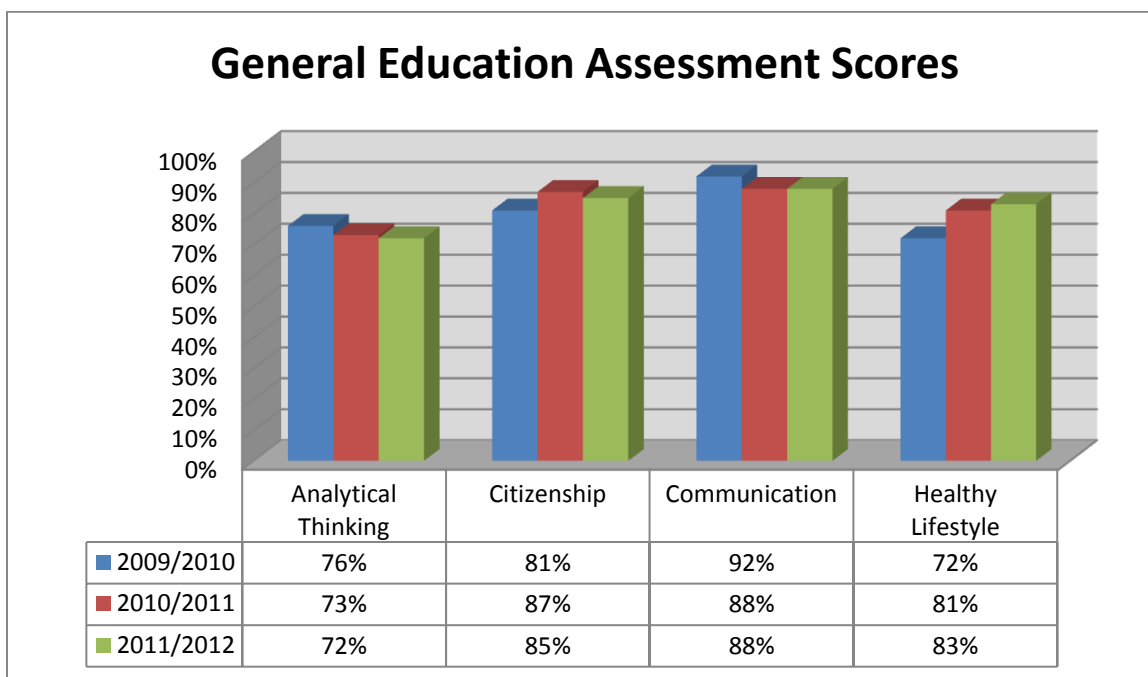
## Strategic Planning Overview

<b>Strengths and Challenges</b>
<b>Strengths</b>
20. Students are made to feel welcome here.
36. Tuition paid is a worthwhile investment.
1. The campus staff are caring and helpful.
13. The campus is safe and secure for all students.
39. On the whole, the campus is well-maintained.
18. Computer labs are adequate and accessible.
34. Faculty are usually available to students outside of class (during office hours, by phone, or by e-mail).
19. Registration processes and procedures are convenient.
28. This campus provides online access to services I need.
<b>Challenges</b>
8. The quality of instruction I receive in most of my classes is excellent.
40. There are sufficient courses within my program of study available each term.
12. Faculty are fair and unbiased in their treatment of individual students.
25. Faculty provide timely feedback about my academic progress.
22. My academic advisor is knowledgeable about transfer requirements of other schools.
<b>Benchmarks</b>
<b>Higher Satisfaction vs. National Community Colleges Form B</b>
40. There are sufficient courses within my program of study available each term.



20. Students are made to feel welcome here.
1. The campus staff are caring and helpful.
13. The campus is safe and secure for all students.
9. I am able to register for the classes I need with few conflicts.
19. Registration processes and procedures are convenient.
16. My advisor helps me apply my program of study to career goals.

## General Education Assessment



We've decided to spend time working on the analytical thinking general education outcome goal. Since that score has continued to drop. The first step in this process was a review of the data. We were able to drill down to the individual course outcomes that are bringing those assessment scores down. In this case, the outcomes that jumped out are as follows:

- CSIS 100 – outcomes 6 and 7
  - **Spreadsheets and databases**
- ECON 200 and 201 – outcome 2 (both classes)
  - **Evaluate product markets and models of fiscal properties**
- ENGL 113 – outcome 3
  - **Evaluate the style of dramas, short fiction, and poetry**
- MATH 113 – outcome 4
  - **translation and solution for application (verbal) problems**

This information was presented to the faculty at the August in-service meeting and a review of the individual comments from the assessment reports have been gathered for review. In the case of outcomes 6 and 7 from CSIS 100, it has been determined to be an apathy problem. The instructors are reporting that the students were not completing the quizzes that were being used to assess these outcomes. So, now these instructors can be working on options to help encourage consistent completion of quizzes.

In addition to that work, the program review and assessment committee was specifically charged with generating recommendations to both improve the general education scores in analytical thinking and to improve the overall awareness of our general education outcomes as a whole.

## **Core Outcomes Project**

A few definitions to start with....

**Transfer and Articulation Advisory Council (TAAC)** – Coordinating body that is empowered with decision-making authority in the implementation of policies regarding transfer and articulation issues for Kansas public institutions

**Kansas Core Outcomes Groups (KCOG)** -Discipline-specific groups responsible for discipline-level examination of courses, articulation of learning outcomes, and identifies courses to articulate as direct equivalents for system-wide transfer

Last year, 17 courses were approved through KBOR to be transferable across the state. Each of these courses are now identified at the state level by a Kansas Regents Shared Number (KRSN), so that there is a seamless transition for transfer students. The core outcome groups had been meeting for several years, so for most of the courses on the list, common outcomes had already been established. Now that they are approved for transfer across the state, it will be important to make sure that our syllabi reflect the agreed upon outcomes. This year, the core outcome groups were charged with reviewing and voting on outcomes for even more courses. We can only assume that the seamless transfer list will continue to grow. Although there are still institutions that are resistant in certain disciplines, many groups came together and voted at our meeting in October.

As a result, the curriculum committee at NCCC will be fielding MANY updates to the course outcomes during the next few months and into the spring semester. Also, due to our assessment methodology, the change of an outcome may have a domino effect at the program level. For example, course outcomes from the course CSIS 100 Computer Concepts and Applications are used in twelve different programs. So, by changing the outcomes in that ONE course, TWELVE program assessment matrices will be altered. To a certain extent, this happens every year, but because of the TAAC's actions, the changes we will see are much greater than usual. Because our data collection and analysis is still fairly manual, this will prove to be a challenge to myself and our institutional researcher, LuAnn Hauser. However, since we will be making some pretty significant changes to both course and program level assessment, we may consider this an opportunity to begin a new cycle of our data collection for assessment. Our process won't change, but in many cases, we will not be able to compare data from "old" outcomes to the "new" effectively, so a new phase of data collection and analysis will begin.

## **Program Level Assessment**

Quality improvement is the primary focus of our assessment activities at this level. Last year, we developed a new process for review of program data. I like to call this the "Big Spreadsheet". What this spreadsheet allows us to do is review the courses taught over the course of an academic year and how many of the individual course outcomes are linked to a program at the college. This year it has sparked some significant improvement to program matrices. We have been able to identify some structural issues with our program assessment and are currently working to improve them. For example, some program matrices included courses that had been inactive for a number of years. Some matrices had not been updated along with course outcomes in the past. In both of those cases, it just takes a critical eye doing a quick review to update the matrices. To begin with, I have met with Linda Jones and Kevin Blackwell and identified some of the programs that require that critical eye.

We are also working on a process in the program review and assessment committee to focus on closing the loop of the program level assessment by monitoring and assuring of the quality of our assessment reports. There is some discussion to be had with faculty on this, since there will be some peer review of assessment reports, however, I think this is going to be a necessity to ensure that we are following through the most critical portion of assessment – constant improvement.

Another idea that has been presented includes a rescheduling of yearly reports for some programs. Looking at one year’s worth of data for a program that takes a two-year cycle to complete is ineffective. So, we’ve proposed a new schedule of program assessment that is based on how long it takes for the program to be completed. The proposed schedules are below:

**Transfer Programs**

Year 1	Year 2	Year 3	Year 4	Year 5
<b>Collect Course Assessment Data</b>				<b>Analyze Data through comprehensive Program Review and propose changes for next cycle.</b>
	<b>Program Assessment</b>		<b>Program Assessment</b>	

**Career and Tech Ed**

Program	Year 1	Year 2	Year 3	Year 4	Year 5
All Programs	<b>Collect Course Assessment Data</b>				<b>Analyze Data through comprehensive Program Review and propose changes for next cycle.</b>
Program Length 1 year or less	Program Assessment	Program Assessment	Program Assessment	Program Assessment	
Program Length greater than 1 year		Program Assessment		Program Assessment	

Thank you and please contact me if you have any questions –

**Sarah Robb**

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Office: 620-431-2820, ext. 266

## ATTACHMENT 2

### Faculty Senate Board Report Thursday, November 8, 2012

#### Items from Faculty Members:

1. From Richard Webber:
  - a. Panthers mean Business Forum—October 26
  - b. Speaker-Ken Lickteig-Bank of Commerce
    - i. Ken spoke candidly regarding information banks consider when a business owner asks for a loan.
    - ii. This was followed by a brief question and answer session.
2. From Amy Sanford:
  - a. The Mental Health Nursing class visited the prison in Lansing and then went to the Psych Museum in St. Joseph, MO, on Nov. 6th.
3. From Ethan Smilie:
  - a. He is teaching two independent studies for a prospective English major, one over Chaucer's *Canterbury Tales* and the other about medieval women.
4. From Phi Theta Kappa-Charles Babb:
  - a. Four students traveled to the Honors in Action Convention in Emporia on November 2, 3, & 4.
  - b. Students explored the Honors Study topic—The Culture of Competition.
  - c. The students participated in seminar groups led by regional officers of Phi Theta Kappa teamed with chapter advisors.
  - d. Each seminar group participated in an Honors in Action project.
    - i. The projects consisted of producing a two minute video for the C4 initiative. C4 = Community College Completion Corps.
    - ii. Groups had 45 minutes to brainstorm, plan, and script the video.
    - iii. Groups had 45 minutes to film and edit the videos.
    - iv. All videos will be posted on the Phi Theta Kappa International website.
  - e. The Omega Iota Chapter's C4 pledge signing will be held on Wednesday, November 14, in the Student Union.
    - i. Students will sign a pledge sheet and a wall poster pledging to complete their two-year degree.
    - ii. The first one hundred students to sign the pledge will receive a green C4 bracelet.

#### A Look Inside NCCC (Enriching Lives):

1. Mindy Ayers: Three Humanities Seminars, AECT results, report from the History Club trip.

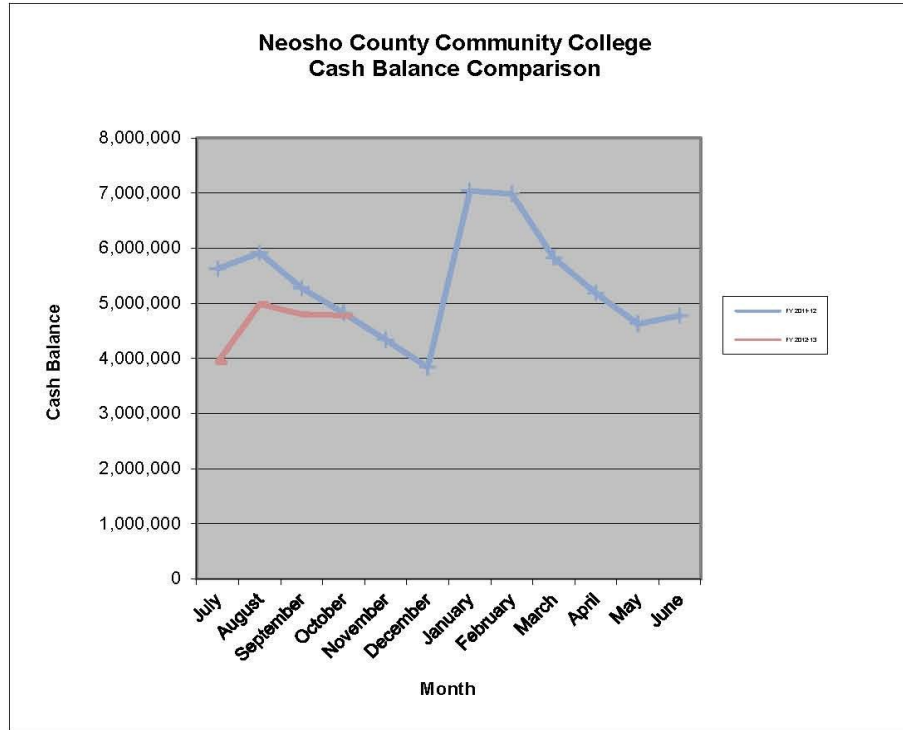
Charles Babb  
President, Faculty Senate

### ATTACHMENT 3

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

FUND	FUND DESCRIPTION	BEGINNING BALANCE 9/30/2012	RECEIPTS OCTOBER	JOURNAL ENTRIES OCTOBER	DISBURSEMENTS OCTOBER	ENDING BALANCE 10/31/2012
02	Postsecondary Technical Education Reserve	42,302.00	11,060.00		0.00	53,362.00
07	Petty Cash Fund	1,044.15	0.00	0.00	-25.50	1,018.65
08	General Fund Deferred Maintenance	103,292.00	493.00	0.00	-425.00	103,360.00
09	General Fund Equipment Reserve	167,458.26	0.00	0.00	-14,069.21	153,389.05
10	General Fund Unencumbered Fund Balance	1,000,000.00	0.00	0.00	0.00	1,000,000.00
11	General Fund	909,330.80	202,762.09	-1,268.23	-1,037,772.23	73,052.43
12	Postsecondary Technical Education Fund	619,143.56	213,993.46	18.00	-179,018.78	654,136.24
13	Adult Basic Education Fund	43,131.55	134,673.02	0.00	-42,662.31	135,142.26
14	Adult Supplementary Education Fund	597.75	320.00	0.00	-186.75	731.00
16	Residence Hall/Student Union Fund	805,055.44	104,878.73	0.00	-160,563.83	749,370.34
17	Bookstore Fund	-72,234.92	81,120.09	1,250.23	-35,149.65	-25,014.25
21	College Workstudy Fund	342.01	5,245.41	0.00	-4,882.91	704.51
22	SEOG Grant Fund	0.00	4,650.00	0.00	-4,650.00	0.00
23	ACG Grant Fund	0.00	0.00	0.00	0.00	0.00
24	Pell Grant Fund	402.00	454,948.00	0.00	-454,948.00	402.00
25	Student Loans Fund	0.00	870,362.00	0.00	-532,817.00	337,545.00
31	Title III Grant	-17,621.08	60,815.50	0.00	-58,134.38	-14,939.96
32	Grant Funds	-149,616.28	360,041.99	0.00	-261,971.54	-51,545.83
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	635,095.97	0.00	0.00	0.00	635,095.97
70	Agency Funds	652,265.93	898,118.91	0.00	-636,304.48	914,080.36
90	Payroll Clearing Fund	0.00	0.00	0.00	0.00	0.00
	<b>TOTALS</b>	<b>\$4,795,094.93</b>	<b>\$3,403,482.20</b>	<b>\$0.00</b>	<b>-\$3,423,581.57</b>	<b>\$4,774,995.56</b>
	Checking Accounts					\$2,313,437.67
	Investments					\$2,459,957.89
	Cash on Hand					\$1,600.00
	Total					\$4,774,995.56

T:\Board of Trustees Updates\2012-11-08\Treasurer's Report-October 11/6/2012



ATTACHMENT 4

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## PRESIDENT'S REPORT

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NOVEMBER 8, 2012

Good Evening Trustees. Thank you again for your time and talents in moving NCCC forward. Here are a few items of interest for November.

### ENROLLMENT

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The numbers for fall indicate that we are a bit lower than this time last year, mostly due to a drop off in enrollment at Ottawa and in out of district, off campus locations. But the difference is negligible overall. Spring enrollment is still up overall by 2.43% with the strongest numbers from Chanute on-campus. The increase due to the Emporia enrollment will NOT be recorded until about two weeks into the spring semester. However, over 100 students are already slated to join the classes there.

The College is down about .3% right now overall. We had planned for -2% in the budget, so all is good there. Perhaps when the new Emporia classes are added and strong expected enrollment in Chanute continues we may reverse this and see some better numbers.

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### FALL SEMESTER 2012

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CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2011	30	11-09-11	3182	21598	
TOTAL	2012	30	11-08-12	3194	21321	-1.28%
CHANUTE	2011	30	11-09-11	719	7285	
CHANUTE	2012	30	11-08-12	763	7388	1.41%
OTTAWA	2011	30	11-09-11	878	6048	
OTTAWA	2012	30	11-08-12	781	5757	-4.81%
ONL	2011	30	11-09-11	935	4545	
ONL	2012	30	11-08-12	1021	4639	2.07%
ODO	2011	30	11-09-11	291	1579	
ODO	2012	30	11-08-12	254	1232	-21.98%
IDO	2011	30	11-09-11	359	2141	

IDO	2012	30	11-08-12	375	2305	7.66%
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**SPRING SEMESTER 2013**

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2011	30	11-09-11	1448	11164.5	
TOTAL	2012	30	11-08-12	1477	11436	2.43%
CHANUTE	2011	30	11-09-11	431	4803.5	
CHANUTE	2012	30	11-08-12	462	5130	6.80%
OTTAWA	2011	30	11-09-11	422	3316	
OTTAWA	2012	30	11-08-12	399	3280	-1.09%
ONL	2011	30	11-09-11	549	2678	
ONL	2012	30	11-08-12	555	2571	-4.00%
ODO	2011	30	11-09-11	12	64	
ODO	2012	30	11-08-12	23	195	204.69%
IDO	2011	30	11-09-11	34	303	
IDO	2012	30	11-08-12	38	260	-14.19%

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**OTA ACCREDITATION**

Our Occupational Therapy Assistant (OTA) program is up for its initial accreditation and the peer-reviewers were on campus this week. They were quite impressed with everything they saw and with everyone they talked to. Barb, Karen, Brenda, Jan and all the gang did an excellent job in preparing for the visit. The exit interview indicated out of the 100+ areas look at, we have two areas we need to address. Both are relatively minor according to the peer-reviewers and have already been corrected. They anticipate no issues with our accreditation, but it will be several months before that is confirmed. This could be a 5 or 7 year accreditation. We will let you know Good news!

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**STATE TAX SITUATION**

Bad news. The official state revenue prediction is complete. It predicts an overall deficit of \$705 million. The state had a surplus of \$473 million, leaving a shortfall of \$327 million dollars for 2013. So the legislature will have to cut, raise taxes or both in order to get back to 0. If they continue the sales tax, which is slated to end in July, that would put back some \$262 million. However, the thinking is the new legislature is in no mood to extend any tax. The 10% cut that the budget office discussed this summer is looking more and more likely. The College is



preparing budgets that take this into consideration. We are looking at cuts, hefty tuition increases, slowing advancement plans, etc. This may not come to pass, but we want to be prepared if it does.

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### STRATEGIC PLAN UPDATE

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Every November the Board receives a report as to items approved on the NCCC Strategic Plan and if those items are moving during this fiscal year. I have attached a spreadsheet that lists those items and have highlighted several to discuss with you. Please see that report.

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### UPDATE ON THE FENCE

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The fence project is progressing. A contract is nearly ready with the contractor, but I want to give the neighbors more time to bring any concerns. Also, there are several legal issues that we might want to work out first including right of attachment, fence maintenance, etc. so when these items come up with the neighbors we have everything prepared. I hope to bring this to conclusion in December. The price will be around \$35,000-\$40,000.

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### UPDATE ON THE RETIREMENT PLANS

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We are working with our consultant on making a choice on our provider for 403(b) plans in order to begin the matching fund. The consultant has put together a list of six possible companies who have a government 403(b) plan. We will need to choose one of these. They also stated that we will then have to choose a broker for that plan. For that we have given the consultant a list of area brokers who have expressed an interest in serving the College. So we will have two choices to make, a 403(b) company and a broker for that company.

Things are progressing well there too, and I should have something to you in December. It will take time to set everything up, so we may not be able to start the match in January, but we could give double match dollars in February to make up for the delay.

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### UPDATE ON THE OTTAWA INTERNET

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We have two service providers vying for our internet business at Ottawa Campus. Currently the College staff is working with both providers to iron out our choices. Factors include cost, reliability, scalability, and service. The cost will be considerably less expensive per unit of bandwidth than we are currently paying to AT&T and Kan-Ed no matter which provider we choose. Time is a factor, so if a recommendation is ready I may add this decision to the retreat meeting to get us a few extra weeks to get it set up and ready for May when our current connection will be terminated.

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### IPEDS REPORT

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Each year the US Department of Education requires all Title IV authorized institutions to complete a report that shares data about how that institution is doing. Then, almost a year later, the government office releases an individualized report to that college or university comparing

what it reported with like colleges, such as in our case, rural two-year colleges. This week I received that report and have attached it. I will highlight a few items from that report.

### UPCOMING EVENTS

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There are several events that are on the horizon that I want to make you aware of. You are, of course, invited to all of these. But you are all very busy people, so we certainly understand schedule limitations. You have already given so much time to NCCC, don't worry about it if you cannot come.

- Hosting Senator King – November 16<sup>th</sup>, 12 noon, Oak Room
- Board Retreat – November 27<sup>th</sup>, 5:30pm, Oak Room
- First Ever Celebration Tree Lighting Ceremony - November 28<sup>th</sup>, 5:10pm, near Chapman Library, reception afterwards
- President's Scholarship Gala – December 1, 7pm, Ottawa Campus
- Initiation to the Campus Christmas Party – December 14<sup>th</sup>, 12 noon, Dining Hall
- Ottawa Nurses Pinning – December 15<sup>th</sup>, 10am, Ottawa University Chapel

### PERSONAL NOTE

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I will be out of the office tomorrow with a doctor's appointment for Abrielle. The next thing planned there is an MRI in 6-8 weeks. Then we are looking at possible surgery or the beginning of radiation treatments. That course of action has not yet been decided. I will need to be gone some in the new year to see to her treatment. I won't know how much time I will miss on campus until I know what the course of treatment will be. I may suspend my duties as a peer reviewer for HLC until this is resolved if a long course of action is required.