

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

**DATE:** October 14, 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  
David Smith, Special Assistant to the President  
Nathan Stanley, Faculty Senate President  
Linda Jones, Division Chair/Applied Sciences  
Tosca Harris, Division Chair/Liberal Arts  
Kim Ensminger, Acting Board Clerk

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 asked to amend the agenda by adding Ottawa Campus Report under reports. 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 September 9, 2010
- B. Claims for disbursement for September 2010
- C. Personnel
- D. Course Inventory Revisions

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

### **1. Talent Search**

It was the President's recommendation that the Board approve the employment of Kayela Horn as the Academic Advisor for the Talent Search grant. Ms. Horn is a graduate of Missouri Southern State University with a BS degree in Speech Communication. Ms. Horn was a participant in the Talent Search program for six years and has chaperoned trips for the college Talent Search program.

Ms. Horn's previous employment includes Lowe's Home Improvement, Victoria's Secret and Sonic Drive-In. She has also worked with the Boys and Girls Club of Coffeyville.

Ms. Horn will be paid an annual salary of \$26,000 (Management Support classification) with a tentative start date of December 13, 2010.

### **2. Interim Athletic Trainer**

It was the President's recommendation that the Board approve the employment of Tomomi Kamijo for the position of interim athletic trainer. Ms. Kamijo has served as the assistant athletic trainer at the college since the fall of 2008. She holds NATABOC certification and a Master of Science degree in Corporate Wellness from Utah State University.

Ms. Kamijo will be paid at the MS, step 1 (\$30,650) level on the faculty salary schedule. Her contract will be prorated with an October 15, 2010 start date. She has been paid a supplemental contract pending approval by the Board.

### **3. Retirement of Library Assistant**

It was the President's recommendation that the Board accept the retirement of Joan Gill, library assistant, effective January 1, 2011.

### **4. Bookstore Assistant**

It was the President's recommendation that the Board approve the employment of Sharon Rice for the Bookstore assistant position. Ms. Rice has been a part-time bookstore clerk at NCCC since January 2008. She also owned and operated a bookstore in Humboldt from October 2001-December 2006. Ms. Rice is a graduate of NCCC with an Associate's degree in General Studies.

Ms. Rice will be paid \$8.70 per hour (Level II) starting October 15, 2010.

## 5. Classification Correction-Title III Surgical Technology Developer/Director

At the September meeting the employment of Kelly Warren was approved for the Title III Surgical Technology Developer/Director. The narrative said that the position was management support. The position was approved as an administrative position. I would like the Board to approve the employment of Kelly Warren for the administrative position of Title III Surgical Technology Developer/Director. The change will be retroactive to October 1, 2010. A copy of the job description follows for your review.

### **Surgical Technology Program Developer**

Reports to: Title III Activity Director

Classification: Full-time, 12-month Administrative Employee

Vacation/Sick Leave/Regular Holidays per Board Policy

Starting Salary: \$40,000 - \$45,000

**Purpose of Position:** The Surgical Technology Program Developer reports to the Title III Activity Director and is responsible for developing all aspects of the Surgical Technology program including creating, piloting, evaluating, and modifying the curriculum. This position will be institutionalized as a Surgical Technology Program Director after Year 5 of the Title III grant.

### **Essential Functions:**

1. **Program/Curriculum Development and Instruction**
  - a. Develop new surgical technology program curriculum.
  - b. Pilot, evaluate, and modify curriculum as needed.
  - c. Select and acquire equipment/supplies for the surgical technology laboratory.
  - d. Evaluate and modify equipment and supplies for the surgical technology laboratory
  - e. Conduct program and course assessment following established procedures.
  - f. Conduct student review and evaluation through required institutional procedures.
  - g. Teach assigned courses.

### **Student Advising/Evaluation**

- a. Develop and implement a program recruitment strategy.
  - b. Maintain a database of prospective students and ensure regular contact with those students through mail, phone and email correspondence.
  - c. Develop student orientation/advising materials.
  - d. Assist students in advisement and registration activities.
  - e. Assist the activity director in tracking and monitoring student progress in the program.
  - f. Develop and implement surgical technology student activities.
  - g. Develop student workforce placement strategies.
2. **Program Management**
  - a. Make recommendations in hiring and evaluation of faculty within the program.
  - b. Manage the Surgical Technology Program budget within the framework of the department.
  - c. Develop Surgical Technology Advisory Board and hold two meetings per year.
  - d. Establish clinical agreements with surgical facilities.

- e. Obtain accreditation from the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP).
  - f. Supervise and establish program articulation agreements with other higher educational institutions.
1. Other Duties
- a. Participate in departmental and college planning through committee assignments and meetings.
  - b. Assist the Activity Director and Project Manager in projects as assigned.

### **Required Knowledge, Skills and Abilities**

1. Working experience as a Licensed Surgical Technologist in Kansas.
2. Exceptional ability to organize and coordinate projects.
3. Excellent interpersonal skills.
4. Ability to work effectively with diverse populations.
5. Attention to detail.
6. Knowledge of *Accreditation Review Council on Education in Surgical Technology and Surgical Assisting* Association.
7. Ability to communicate effectively, both orally and in writing.
8. Excellent computer skills.
9. Ability to gather data, compile information and prepare reports.
10. Ability to plan and evaluate programs.
11. Ability to appropriately exercise independent initiative and judgment.
12. Willingness and ability to work as a member of a team.
13. Ability to communicate effectively and work independently is a must.
14. Qualified candidates will have experience in task analysis program/curriculum development, student advisement and community outreach.

### **Education and Experience**

1. BS degree in health care field required, MS degree preferred.
2. Must be a certified surgical technologist with a minimum of three years clinical surgical experience.
3. Three years experience in higher education instruction; or a combination of teaching and hospital employment as a surgical technologist preferred.

### **Working Conditions**

1. Work is normally performed in a typical interior/office work environment.
2. Some travel and evening hours are required.
3. Limited physical effort required.

## **Consent Agenda Item V-D: Course Inventory Additions/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 Spring 2011 October Board Meeting**

#### **New Courses**

- ENRG 101 Building Analyst, 3 credit hours
- ENRG 112 Intro to Construction Technology, 3 credit hours
- ENGL 014 English as a Second Language-Speaking, 3 credit hours
- ENGL 012 English as a Second Language-Listening, 3 credit hours

#### **Course Names and Credit Hour Changes**

- ENGL 015 Grammar & Writing for Students of Other Languages, 5 credit hours, changed to English as a Second language-Writing, 3 credit hours
- ENGL 016 Listening & Reading for Students of Other Languages, 3 credit hours, changed to English as a Second Language-Reading, 3 credit hours

## COURSE SYLLABUS

### COURSE IDENTIFICATION

Course Prefix/Number:	ENRG 101
Course Title:	Building Analyst/Auditor
Division:	Outreach and Workforce Development
Program:	Energy Management
Credit Hours:	3
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 teaches energy auditing techniques for the residential setting. Hands-on applications of energy auditing techniques, required equipment and auditing software 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) Building Analyst Standards and Certification.

### PREREQUISITE AND/OR CO-REQUISITE

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

### STUDENT REQUIREMENTS

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.

Residential Energy. John Krigger and Chris Dorsi, *5th edition*. 2009 Saturn Resources Publishing, ISBN 978-1-880120-09-5

Saturn Energy Auditor Field Guide. Barney L. Capehart, Wayne C. Turner, and William J. Kennedy, 2006 ISBN 0-88173-605-8

## COURSE OUTCOMES/ COMPETENCIES (as required)

1. Demonstrate the ability to develop an energy plan for a 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 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 perform energy saving procedures.
  - 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 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 building a new home.
  - Discuss why to implement energy efficient techniques in a new 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  
 What is BPI?  
 Introduction to REM Design

**Section 2**

**Building Science Basics**

Construction  
 Geometry – the basics  
 Calculating conversions

**Energy Basics**

Source comparisons  
 Laws of Thermodynamics  
 Energy and Power  
 Watts and Ohms Laws  
 Energy units

**Regional Heating/Cooling**

CDD/HDD calculations  
 Balance points

**Potential Energy Conservation**

**Cost effectiveness of retrofits**

Section 2 quiz

**Section 3 Audit exterior Walk-Through**

Building Inspection  
 Framing  
 Points of Weakness  
 Thermal Boundary

**Building-Shell Inspection and Diagnosis**

Building Diagnostic Procedures

Heat Flow  
Calculating heat flows  
Calculating heat load  
Calculating heat loss

Section 3.a quiz

### **Section 3 Audit Exterior Walk-through**

#### **Window characteristics**

#### **Fenestration**

#### **Window/door characteristics**

Window structure  
Glass characteristics  
Solar and Optical characteristics  
Condensation  
RH –Relative Humidity  
Window treatments  
Window U-values  
Window replacement

#### **Doors**

Door types  
Storm doors  
Door Weather-Stripping  
Section 3.b quiz

### **Section 3 (cont.) Air leakages**

Air Sealing Principle  
Measuring Devices  
Blower Door Testing  
Measurement types  
BAS (Building Air-flow Standard)  
N-factors  
Finding Air Leaks  
Construction Flaws and Air Leakage  
Air-Sealing Methods and Materials  
Section 3.c quiz

## **Segment 2: CLASSROOM**

### **Section 4 Audit Interior walk-through**

Insulation Characteristics  
Insulation Thermal Performance Factors  
Insulation Types  
    Fiberglass insulation  
    Blown insulation  
    Plastic foam panels  
    Foam insulation  
Where to insulate  
Sprayed and Injected Insulation  
Basement and Floor Insulation

- Duct Sealing Insulation
- Facings and Barriers
- Weather Resistant Barriers
  - Air barriers
  - Vapor barriers
- Fire barriers
- Retro-fitting insulation
- Insulation in new construction
- Section 4.a quiz

**Section 4.b Lighting Basics**

- Types of Lighting
- Lighting Energy Efficiency
  - Potential savings
- Appliances
  - Electrical appliances
  - Laundry appliances
  - Appliances Peak demand
- Section 4.b quiz

**Section 5 Audit Systems walk-through**

- Heating Systems
  - Heating comfort controls
  - Distribution Systems
  - Electric heat
  - Combustion Room Heaters
- Hot-Water & Steam-Heating Systems
- New energy efficient combustion furnaces and update opportunities
- Section 5.a quiz

**Section 5.b Cooling Systems**

- How cooling is different than heating
- Summer comfort principles
- Cooling and ventilation
- Air movement
- Evaporative coolers
- Air conditioners
- Section 5.b quiz

**Section 5.c Water Heating**

- Storage water heaters
- Alternatives to storage water heaters
- Increasing water-heating efficiency
- Maintenance and Operation
- Section 5.c quiz

**Section 6 Health and Safety**

- Whole-house mechanical ventilation
- Moisture management
- Indoor pollutants
- Air conditioners and Dehumidifiers

Pollutant control strategies

Section 6 quiz

**Section 7 Assessment Process**

Process

Process outline

Pre-audit

Utility bills

Exterior inspection

Interior inspection

Systems inspection –

Domestic hot-water heater

Heating

DHW testing

Combustion testing

Thermal inspection

Section 7.a quiz

Exam taking tips

**Segment 3: FIELD TRAINING**

**AM - Two groups – 1- Exterior**

Exterior audit process

Insulation

Doors and Windows

Work scope

Drawings

Data collection

**2 – Interior**

Interior audit process

Work scope

Data collection

Tool demonstrations

Introduction to Blower Door

Blower Door Test

Pressure Diagnostics

**Groups swap training environments**

**PM – complete audit demonstration**

Measurement tool operation by students - familiarization

**Segment 4: FIELD TRAINING**

Heating

Cooling

Water Heating

Furnace Inspection

Moisture

Combustion

Field Data Collection

**Segment 5: COMPUTER LAB**

**8 AM - Review for BPI Online Written Examination**

**9 AM – 11 AM - BPI Online Written Examination 2-hour timed exam**

**12:15 PM to 5 PM - REM-Design Training**

**NOTE – LAPTOP COMPUTER REQUIRED**

**Segment 6 & 7: BPI - FIELD TESTING (begins at 8 am) [may be extended to a third day]**  
Individual 2 hour increment Performance Tests

**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 along with a qualifications acknowledgement for successfully meeting REM/Design training requirements. The REM certification will be omitted for unsuccessful completion of REM training requirements.

**BPI CERTIFICATION**

BPI certification is an integral component of the Energy Auditor course! Pursuit of a BPI “Building Analyst” 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 building analyst 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 80% or higher
- 80% score or higher on course written exam

Once in “candidate status” students can then attempt to work towards earning a BPI Building Analyst (energy auditor) certification, which is a “national certification” for Building Analyst by meeting or exceeding specific knowledge and performance criteria to BPI “BA certificate” standards.

BPI “BA” 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 building analyst certification requires the following criterions 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 along with an 85% score or higher in both the CAZ (combustion appliance zone) and CO (nauseous gas) sections** on BPI field performance 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.



## COURSE SYLLABUS

### COURSE IDENTIFICATION

Course Prefix/Number:	ENRG 112
Course Title:	Intro to Construction Technology
Division:	Outreach and Workforce Development
Program:	Energy
Credit Hours:	3
Initiation/Revision Date:	Spring 2010

### CLASSIFICATION OF INSTRUCTION

Vocational

### COURSE DESCRIPTION

This course teaches general understanding of residential construction. It is designed to provide students with an understanding of all techniques used in current and past construction practices. These practices are essential in order to understand how to diagnose and repair structures for maximum energy efficiency. Once a student completes and passes this course they will be prepared to continue in the Energy Management Program and also will receive a NCCER certification.

Topics Include: Orientation to the trade, types of building materials and fasteners, operation of hand and power tools, reading plans and elevations, types of floor systems, wall and ceiling framing, roof framing, introduction to concrete materials, windows and exterior doors, and measurements.

### PREREQUISITE AND/OR CO-REQUISITE

CSIS 100 Computer Concepts and Applications: 3 credits hours or test out: or permission of the instructor.

### STUDENT REQUIREMENTS

Access to computer-Suggested system requirements:

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

CPU: 200 MHz or better

RAM: 64MB or better

Disk: 20MB or better free disk space

Other: CD-ROM Drive for software Installation

### TEXT

Carpentry Fundamentals Level One, NCCER Contren Learning Series, 4<sup>th</sup> edition, 2006  
Pearson/Prentice Hill ISBN 978-0-13-229268-9

### COURSE OUTCOMES/COMPETENCIES (as required)

1. Demonstrate knowledge of the construction trade.
  - a) Describe the history of the carpentry trade.
  - b) Identify the aptitudes, behaviors, and skills needed to be a successful carpenter.

- c) Identify the training opportunities within the carpentry trade.
  - d) Identify the career and entrepreneurial opportunities within the carpentry trade.
  - e) Identify the responsibilities of a person working in the construction industry.
  - f) State the personal characteristics of a professional.
  - g) Explain the importance of safety in the construction industry
2. Describe the types of building materials and fasteners.
- a) Identify various types of building materials and their uses.
  - b) State the uses of various types of hardwoods and softwoods.
  - c) Identify the different grades and markings of wood building materials.
  - d) Identify the safety precautions associated with building materials.
  - e) Describe the proper method of storing and handling building materials.
  - f) State the uses of various types of engineered lumber.
  - g) Calculate the quantities of lumber and wood products using industry-standard methods.
  - h) Describe the fasteners, anchors, and adhesives used in construction work and explain their uses.
3. Demonstrate an understanding of the basic uses of hand and power tools used in residential construction.
- a) Identify the hand tools commonly used by carpenters and describe their uses.
  - b) Use hand tools in a safe and appropriate manner.
  - c) State the general safety rules for operating all power tools, regardless of type.
  - d) State the general rules for properly maintaining all power tools, regardless of type.
  - e) Identify the portable power tools commonly used by carpenters and describe their uses.
  - f) Use portable power tools in a safe and appropriate manner.
4. Demonstrate how to read plans and measure elevations.
- a) Describe the types of drawings usually included in a set of plans and list the information found on each type.
  - b) Identify the different types of lines used on construction drawings.
  - c) Identify selected architectural symbols commonly used to represent materials on plans.
  - d) Identify selected electrical, mechanical, and plumbing symbols commonly used on plans.
  - e) Identify selected abbreviations commonly used on plans.
  - f) Read and interpret plans, elevations, schedules, sections, and details contained in basic construction drawings.
  - g) State the purpose of written specifications.
  - h) Identify and describe the parts of a specification.
  - i) Demonstrate or describe how to perform a quantity takeoff for materials.
5. Explain the construction of different types of floor systems in residential construction.
- a) Identify the different types of framing systems.

- b) Read and interpret drawings and specifications to determine floor system requirements.
  - c) Identify floor and sill framing and support members.
  - d) Name the methods used to fasten sills to the foundation.
  - e) Given specific floor load and span data, select the proper girder/beam size from a list of available girders/beams.
  - f) List and recognize different types of floor joists.
  - g) Given specific floor load and span data, select the proper joist size from a list of available joists.
  - h) List and recognize different types of bridging.
  - i) List and recognize different types of flooring materials.
  - j) Explain the purposes of subflooring and underlayment.
  - k) Match selected fasteners used in floor framing to their correct uses.
6. Describe the construction of walls and ceilings in residential construction.
- a) Identify the components of a wall and ceiling layout.
  - b) Describe the procedure for laying out a wood frame wall, including plates, corner posts, door and window openings, partition Ts, bracing, and firestops.
  - c) Describe the correct procedure for assembling and erecting an exterior wall.
  - d) Identify the common materials and methods used for installing sheathing on walls.
  - e) Describe wall framing techniques used in masonry construction.
  - f) Explain the use of metal studs in wall framing.
  - g) Describe the correct procedure for laying out ceiling joists.
7. Distinguish the different types of roof systems in typical residential construction.
- a) Understand the terms associated with roof framing.
  - b) Identify the roof framing members used in gable and hip roofs.
  - c) Identify the methods used to calculate the length of a rafter.
  - d) Identify the various types of trusses used in roof framing.
  - e) Use a rafter framing square, speed square, and calculator in laying out a roof.
  - f) Identify various types of sheathing used in roof construction.
8. Explain basic concrete and reinforcing materials.
- a) Identify the properties of cement.
  - b) Describe the composition of concrete.
  - c) Perform volume estimates for concrete quantity requirements.
  - d) Identify types of concrete reinforcement materials and describe their uses.
  - e) Identify various types of footings and explain their uses.
  - f) Identify the parts of various types of forms.
  - g) Explain the safety procedures associated with the construction and use of concrete forms.
9. Describe how windows and exterior doors are installed and operate.
- a) Identify various types of fixed, sliding, and swinging windows.
  - b) Identify the parts of a window installation.

- c) State the requirements for a proper window installation.
- d) Identify the common types of exterior doors and explain how they are constructed.
- e) Identify the parts of a door installation.
- f) Identify the types of thresholds used with exterior doors.

## COURSE OUTLINE

### Section 1

Orientation of the Trade

### Section 2

Building Materials, Fasteners, and Adhesives

### Section 3

Hand and Power Tools

### Section 4

Reading Plans and Elevations

### Section 5

Floor Systems

### Section 6

Wall and Ceiling Framing

### Section 7

Roof Framing

### Section 8

Introduction to Concrete and Reinforcing Materials

### Section 9

Windows and Exterior Doors

## Instructional Methods

1. Online study material
2. Text book
3. Online tests

## Student Requirements and Method of Evaluation

Evaluation of student performance is determined primarily from results of written and online tests and any online correspondence 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 and skills tests. Comparison will determine the extent of student gain.

## CERTIFICATES

Student is eligible to add this course to their NCCER credentials if they have passed and completed the NCCER core curriculum course.

## **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:**

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## Course Syllabus

### **COURSE IDENTIFICATION**

Course Prefix/Number: ENGL 014  
Course Title: English as a Second Language - Speaking  
Division: Developmental Education  
Credit Hours: 3  
Initiation/ Revision Date: September 2010  
Assessment Goal per Outcome(s) 70%

### **CLASSIFICATION OF INSTRUCTION**

Developmental

### **COURSE DESCRIPTION**

This course is designed for non-native students who need to improve their English speaking skills, especially in an academic environment. This course is non-transferable and will not count toward graduation.

### **PREREQUISITES AND/OR COREQUISITES**

None.

### **TEXT AND MATERIALS REQUIRED**

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

Ward, Mary. What I believe 2. Pearson Education, Inc., 2008.

### **COURSE OUTCOMES**

At the end of the course, students will be able to:

1. Demonstrate the ability to speak English with proper pronunciation and vocabulary.
2. Demonstrate the ability to express ideas and opinions effectively.
3. Apply logical and critical thinking in discussion.
4. Participate effectively in academic discussions.

### **COURSE OUTLINE**

1. Topic: Practicing birthday rituals and other traditions  
Language skill: Describing a process
2. Topic: Being undecided  
Language skill: Giving opinions
3. Topic: Finding hope in music  
Language skill: Explaining preferences; describing and adding details
4. Topic: Doing the right thing  
Language skill: Expressing satisfaction and regret for past actions
5. Topic: Working with others to solve global problems  
Language skill: Agreeing and offering additional ideas
6. Topic: Challenging our daily routines to improve our creativity  
Language skill: Making recommendations and suggestions

7. Topic: Following one's guiding principles  
Language skill: Stating guiding principles and giving examples
8. Topic: Celebrating creativity in everyday life  
Language skill: Describing something and giving examples to illustrate a point
9. Topic: Overcoming obstacles  
Language skill: Making predictions and explaining opinions
10. Topic: The importance of giving to and connecting with others  
Language skill: Interviewing
11. Topic: Looking at nature and nurture  
Language skill: Debating
12. Topic: Current controversial issues  
Language skill: Debating

### **INSTRUCTIONAL METHODS**

Instruction may include lectures, demonstrations, workbook activities, power point presentations, computer exercises, expert critique, and peer review.

It is recommended that pronunciation, grammar and vocabulary be taught as an integrated part of each speaking topic.

### **STUDENT REQUIREMENTS AND METHODS OF EVALUATION**

1. Pretest
2. Successful completion of assignments, quizzes, and tests
3. Accurate recording of data on weekly progress charts
4. Midterm test
5. Regular class attendance and participation
6. Post-test
7. Comprehensive final

### **GRADING SYSTEM**

### **GRADING SCALE**

Quizzes and tests	50% of grade	90-100% = A
Portfolio: extension activities, progress charts	25% of grade	80-89% = B
Paragraphs	25% of grade	70-79% = C
		Below 70% = F

### **ASSESSMENT OF STUDENT GAIN**

Students will be given a pretest in the areas of grammar and writing. At the end of the course, students will be given a post-test in the same areas to determine the amount of knowledge gained.

### **Class Expectations:**

1. Assignments are due on the date assigned; assignments will not be accepted if late.
2. Zeros will be given for all assignments not received on the date due.
3. Excused absences such as college activities or as determined by the CAVE/Learning Lab director will have two (2) days to complete the assignment.
4. Absences: Six (6) unexcused absences in this class will result in an F.



**Attendance Policy:**

Unless students are participating in a school activity, they are expected to attend class. Once the student has six (6) unexcused absences, the dean of students/registrar's office will send a letter to the student, stating that he or she has received an F. A student may petition the CAVE director for reinstatement within one week of the dean of students/registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified.

**Academic Integrity**

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## Course Syllabus

### **COURSE IDENTIFICATION**

Course Prefix/Number: ENGL 012  
Course Title: English as a Second Language - Listening  
Division: Developmental Education  
Credit Hours: 3  
Initiation/ Revision Date: September 2010  
Assessment Goal per Outcome(s) 70%

### **CLASSIFICATION OF INSTRUCTION**

Developmental

### **COURSE DESCRIPTION**

This course is designed for non-native students who need to improve their English listening skills in an academic environment. This course is non-transferable and will not count toward graduation.

### **PREREQUISITES AND/OR COREQUISITES**

None.

### **TEXT AND MATERIALS REQUIRED**

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

Lebauer, Roni. Learn to listen Listen to Learn: Academic Listening and Note-Taking, 3<sup>rd</sup> edition. Pearson Education, Inc., 2010.

### **COURSE OUTCOMES**

At the end of the course, students will be able to:

1. Improve listening skills as demonstrated by Pre/Post test.
2. Identify the common structures of a lecture or presentation.
3. Demonstrate the ability to understand a lecture's main ideas and important details.
4. Demonstrate the ability to take notes effectively while listening to a lecture.

### **COURSE OUTLINE**

- I. Pre-course evaluation – Study tips
- II. Understanding lecture design
  1. Comparing the language of lecturing and the language of writing
  2. Recognizing cues
  3. Recognizing paraphrase, repetition, exemplification, and digression
  4. Getting main ideas using context and prediction
  5. Predicting content and lecture direction
- III. Recognizing Introductions, Conclusions, and Digressions
  1. Using introductions to recognize lecture focus and direction
  2. Recognizing and comprehending conclusions

3. Recognizing digressions

IV. The basics of note-taking

1. Noting key words
2. Using abbreviations thoughtfully
3. Visually representing relationships and the relative importance of information

V. Noting numbers and statistics

1. Differentiating between numbers that sound similar
2. Noting large numbers in isolation
3. Noting fractions and decimals
4. Noting ratios

VI. Focus on lecture organization (Part 1)

1. Organizational plans within lectures
2. Defining a term
3. Listing subtopics
4. Describing a causal relationship

VII. Focus on lecture organization (Part 2)

1. Exemplifying a topic
2. Describing a process or sequence of events
3. Classifying subtopics

VIII. Focus on lecture organization (Part 3)

1. Describing characteristics
2. Comparing and contrasting
3. Making a generalization and providing evidence

**INSTRUCTIONAL METHODS**

Instruction may include lectures, demonstrations, workbook activities, power point presentations, computer exercises, expert critique, and peer review.

It is recommended that pronunciation and vocabulary be taught as an integrated part of each listening topic.

**STUDENT REQUIREMENTS AND METHODS OF EVALUATION**

1. Pre/Post test
2. Successful completion of assignments, quizzes, and tests
3. Accurate recording of data on weekly progress charts
4. Midterm test
5. Regular class attendance and participation
6. Post-test
7. Comprehensive final

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**Audit Report:** Neil Phillips of Jarred, Gilmore & Phillips, distributed the fiscal audit for 2009-10 and reviewed the document. In the auditor's opinion, the financial statements present fairly, in all material respects, the financial position of Neosho County Community College as of June 30, 2010 and the changes in its net assets and cash flows for the year then ended, in conformity with accounting principles generally accepted in the United State of America.

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

- The Student Nurse Association group will be selling breast cancer awareness t-shirts. A portion of the money raised will be donated to the Susan G. Komen Foundation to support breast cancer research.
- Nursing students at Ottawa, Chanute and Independence will be helping with flu shot clinics as community service projects. Students taking the course NURS 131: Care of the Adult II course took the ATI medical surgical exam and 89% of the students scored above the national norm on the exam.
- Art Club members assisted in the set up of art display booths at Artist Alley on Saturday Sept. 25. On Oct. 21<sup>st</sup>, NCCC art students will meet Stephanie McAdam, a jewelry designer, who is the Art Club's visiting artist for the Fall semester. Also, the fall Art Club tour to Kansas City will take place on this Saturday, Oct. 16th. They will visit the Nelson-Atkins and Kemper Art museums.
- The History club did community service at the Heritage Health Care Center on Sept. 18<sup>th</sup>. Club members assisted with garden cleanup and general lawn care. On Veteran's Day the club will visit the World War I museum in Kansas City.
- On October 23<sup>rd</sup>, NCCC will be hosting a competition among teams from the eastern division of the Academic Excellence Challenge.
- The eight-week courses for the first-half of the semester are ending and course assessments will be due for those courses. Assessment coordinator Sarah Robb has updated the course assessment guide that is available on InsideNC. The guide gives instructors detailed information on how to do assessment and how to report it. Improving the guide to assessment has been one of many efforts by faculty to improve communication between adjunct and full-time instructors.
- Enrollment for the spring semester begins Monday, October 18<sup>th</sup>. Faculty members are arranging appointments with advisees to help them set up their spring class schedules.

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

Detailed design work for street improvements is nearly complete, with some changes suggested during the KDOT review process. KDOT would like the east bound turning lane extended and the roadbed implemented per full Green Book standards. The anticipated project cost will be approximately \$575,000. Construction work is scheduled during summer 2011. It is anticipated that the design/build contract for the Ottawa project street improvements will be brought to the board for consideration and approval at the November meeting.

Staff are working to finalize the specifications for the furniture and equipment bids. It is anticipated that the simulated hospital TV monitor bids will be presented at the November board meeting and the additional equipment and furniture bids will be presented at the December board meeting.

The facility design for the project has essentially been finalized, although the design team met this week to discuss a few details such as EIFS color, exterior lighting and the front entrance walkway. Additional meetings will be held as necessary.

Bi-weekly project progress meetings continue with the contractor and subs on-site. Mr. Smith continues to personally visit the site at least once or twice each week.

#### Latest News

- Sitework
  - Primary wire has been pulled to the utility transformer and gear has been set.
  - Gas Line - the easement issue with property to west appears to be resolved. Still waiting on a schedule. KGS has the pipe and supposedly the subcontractor is ready to go as soon as KGS says they're satisfied.
  - Will start the water service/fire lines and storm piping next week.
  - Light pole bases and conduit are complete.
  - Started placing the 6" rock base for the parking lot this week. Anticipate curbs next week and base course of asphalt the week of the 25th. The south and east drive will follow the rest of the parking lot by about a month to allow utility installation.
- Building shell
  - Steel erection is complete.
  - Standing seam roof - South wing complete. Core is about 60%, small issue getting the insulation for the balance of the core, but it should arrive any time. Currently working on the North wing and it's about 75% complete. There will still be 2-3 weeks worth of flashing & trim once all the sheets are installed.
  - Exterior walls - metal stud framing is 80% complete with densglass sheeting roughly 70% complete. Currently working on parapet blocking.
  - EIFS installation is scheduled to start next week. I am attending a pre-installation meeting tomorrow on the EIFS installation.

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- Building interior
  - Some interior walls have been framed at intense MEP areas, such as bathrooms, mechanical rooms and electrical closets to allow rough-in activities to start.
  - The fire suppression piping in the south wing is nearly complete. Hangers for ductwork are currently being installed for the south wing and ductwork should be far enough by Tuesday to allow interior wall framing to begin.
  - Above ceiling electrical conduit is complete in the south wing and the core. North wing will be complete next week.
- Relocation project
  - We have contacted several moving companies to obtain quotes for options for moving the campus. We originally looked at just leasing moving vans to handle the project ourselves, but based upon our project workload estimates and available personnel, contracting the moving of the campus may be the most feasible option.

#### 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 – Work on and finalize street improvement contract
- October – Exterior wall panel installation
- Late October-early November – Brick and EIFS installation
- November 11 – TV/monitor bids to board for consideration/approval
- 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



**Vice President for Student Learning Report:** Linda Jones and Tosca Harris, division chairs for Applied Science and Liberal Arts reported on the Student Learning Division.

The Quality Assurance report submitted to the ACBSP was named a “Best Practices Example.” Linda Jones was wrote the report with the assistance of department faculty, including Charles Babb, Chad DeVoe, Marie Gardner, and Mark Watkins, as well as many other people on campus. The next Quality Assurance report will be due in 2012, and we will have a reaffirmation visit in 2014.

Chad DeVoe and Nathan Stanley attended the annual Core Outcomes Meetings which were held at KU this year. Attendees included representatives from community colleges and universities across Kansas.

A study was recently conducted on the grade distributions of the 30 courses with the highest enrollments. Student success was defined as a grade of A, B, or C. Three courses in the Applied Science Division, Computer Concepts and Applications, General Biology, and General Biology Lab showed a success rate of less than 70%. Instructors for these courses met and have developed plans to improve student success.

The plan for Computer Concepts and Applications, which was approved by Curriculum Committee, includes providing open lab hours to allow students additional time to complete assignments. It also addresses the need to upgrade software from Office 2007 to Office 2010 which will necessitate a new textbook.

The plan for General Biology and General Biology Lab is still in process and addresses placement of students in the proper biology class. Outcomes which are problematic for students were identified, including cellular respiration, mitosis, and meiosis. Tutors need to continue to be made available. Both plans include the need to balance offerings between face-to-face and online sections.

A review of the Associate of Applied Science degree in Computer Information Systems is underway. Chad DeVoe, Charles Babb, and Marie Gardner are working on the report to be presented to the Program Review Committee in November. Core courses in the program include Visual Basic Programming, C++ Programming, Advanced Programming Methods, Intro to Web Page Design, Advanced Web Page Design, and Computer Concepts and Applications.

NCCC and Kansas State University recently signed an articulation agreement for 2+2 partnerships in General Business, Interdisciplinary Social Science, and Technology Management. These are distance education programs designed to enable students who complete two years at NCCC to complete at bachelor’s degree online through K-State.

Linda Jones, along with Admissions personnel, attended the Rapid Response meeting at Haldex in Iola last month. A fair number of Haldex employees expressed interest in returning to school and in the programs that NCCC offers. Dislocated workers may take advantage of funding and services available through KansasWorks which we are fortunate to have located on our campus.

Sarah Robb reported that her position as the coordinator of assessment was off to a great start. Ms. Robb met with the faculty at the in-service at the beginning of the semester, and with the adjunct faculty at both the Chanute and Ottawa campuses. Her goals included introducing herself as the coordinator of assessment, review some of the previous year's assessment data, and introduce some of the updates that she plans to accomplish. The assessment committee is meeting monthly, and Ms. Robb is working with LuAnn Hauser to familiarize herself with all the past data that is available.

Current activities of the assessment committee include the following:

- Re-organization of the general education matrix to ensure the most appropriate course outcomes are used to represent student success in each of the four categories (analytical thinking, responsible citizenship, healthy lifestyle, and communicate effectively).
- Producing a plan to post assessment results effectively on the college web site
- Working toward 100% completion of assessment at all levels
- Re-structuring the assessment contract process, so that adjunct/part-time instructors who complete their outcomes assessment as directed will receive their compensation and those that do not complete their outcomes assessment do not get paid for it inadvertently.
- Investigating the possibility of a standard template for yearly program assessment reports

Marie Gardner reported that there are 49 online instructors teaching 108 online sections this fall. During the 2010-2011 school year, staff will be evaluating every instructor who is teaching in the online environment. Supervisors will begin using the new Form D for Online and Hybrid Course Evaluations.

Since the middle of August, staff have certified 196 students in the NC105 InsideNC Student Orientation course. From January 2010 through July 2010, a total of 145 students were certified. Many online instructors require students to complete this orientation and some face-to-face instructors also require students to complete NC105.

Staff have submitted to the Higher Learning Commission a list of 35 online programs offered at Neosho County. The list contains a combination of both certificate programs and degree programs. To be considered an "online program", HLC stipulates that at least 50% of the courses or credit hours must be available online.

Pam Covault, Director of Nursing, reported that the NCLEX Program Report for students testing from April 2010 to September 2010 has arrived. The report period reflects the scores of the spring graduates in Chanute and Independence. As of this writing, all PN candidates that have tested have passed the NCLEX PN exam. PN students take Pharmacology in the summer and are not eligible to test until the summer transcripts go out.

Fifty four of the 63 students tested passed the NCLEX RN exam on the first attempt, yielding an 85.71% pass rate. (All RN students have tested.) The students that tested during this period were the first graduates to test after the passing standard for the NCLEX RN exam was raised. Traditionally, NCLEX scores take a dive after the passing standard is raised. The nursing department is pleased with the test results.

Beverly Roush and Ms. Covault attended the NLNAC review panel meeting in Atlanta in June. The review panel accepted the report submitted by the site review team. The director has since received official notification that the nursing department has been granted 8 years accreditation with a report concerning faculty qualifications due in the fall of 2012. NLNAC wants to see all full time faculty, including lab faculty, with graduate degrees in nursing. The majority of NCCC's adjunct faculty should also have graduate degrees. All of the current full time faculty that do not have graduate degrees are currently enrolled in a graduate program and are scheduled to have completed their education prior to the writing of the report. I have been able to hire four new adjunct instructors this fall, three of which are currently in a graduate program and one having just completed her graduate degree.

Graduation exercises for Ottawa nursing students have been scheduled for December 18<sup>th</sup>.

Tosca Harris, Liberal Arts Division Chair, welcomed two new faculty members, Ethan Smilie for English and Dr. Jalal Hamedi for Sociology. Both instructors have brought new perspectives to the division.

In order to increase access, the Liberal Arts Division added two sections of First Year Seminar which met during the week before regular classes began. This was a great benefit to our sports teams, such as volleyball, that brought their students into the dorms early. In addition, Ruth Zollars is offering Philosophy on-line for the first time this semester.

In English, in order to better meet the KBOR Performance Agreement, faculty members are working with the revised curriculum the first time this fall. Also in order to offer more choices for the students, English Literature will be offered this spring for the first time in several years.

In theatre during the summer, Sarah Owen, in collaboration with the Chanutte Recreation Commission, produced the play *Charlotte's Web* with a cast of 27 area children ages 5 to 15. The first play of the season, *The Pillowman*, opens Oct. 14<sup>th</sup>. It is the American College Theatre Festival competition entry this academic year. The rest of the season will include the plays, *The Best Christmas Pageant Ever*, *School House Rock*, and *Letters from Darfur*. The theatre students also plan to go to New York over spring break.

In art, Brad Wilkinson and several art students had a booth at Artists Alley. Jewelry designer, Stephanie McAdam, visited campus to share her creative and business acumen with the NCCC art students.

In music, David Smith, conducted the orchestra for the community theater production, *Once Upon a Mattress*. The women's ensemble, Bella Voce, also sang at Artist Alley. Finally, NCCC

will be hosting the Kansas High School Activities Association Solo and Small Ensemble Festival for the first time this spring. It has previously been hosted by Allen County Community College.

The honors program, under David Smith at Chanute and Kevin Blackwell at Ottawa continues to grow, with 12 students now taking honors contract classes, 8 at Chanute and 4 at Ottawa. Honors students will be giving poster presentations at the Chanute campus as before, and will for the first time also be giving poster presentations at the Ottawa campus this fall. Kevin and David will also be attending the National Collegiate Honors Council Conference in Kansas City later this month, at which David will be part of a panel discussion presentation.

Phi Theta Kappa students with advisors, David Smith and Charles Babb sponsored the singing of the National Anthem around the flagpole at the Chanute campus on Citizenship Day. Members and advisors also attended the meeting of the Southern District at ICC in September.

In debate and forensics, the team, under the direction of Tosca Harris, attended their first tournament of the season October. 1<sup>st</sup> and 2<sup>nd</sup> with other tournaments planned later in October and November.

The Academic Excellence Challenge Team will be hosting a tournament on the Chanute Campus October. 23<sup>rd</sup>.

History students, with instructor, Mindy Ayers, hosted a voter registration drive on Citizenship Day, Sept. 17<sup>th</sup>, and conducted a community service project at the Heritage House nursing home, planting flowers and weeding in the garden. They will be traveling to the WWI museum on Veteran's Day and traveling to Washington D.C. this spring.

Tosca Harris and Tim Fairchild began Oct. 13<sup>th</sup>, as facilitator/instructors for Leadership Chanute, with participants from several Chanute businesses. The program will include monthly meetings with guest speakers and tours of Chanute businesses and agencies.

This semester, David Smith is taking classes from PSU. Jalal Hamedi has been named to Who's Who in North American Education, and Tosca Harris has been named to the Emerald Who's Who. Mark Eldridge is attending a conference hosted by Leadership Kansas. Ruth Zollars and Mindy Ayers attended the Tillman Diversity Conference hosted by KU. Kevin Blackwell attended the Jenzabar Annual Meeting this past summer. Wayne Peterson attended the National Wrestling Coaches Association Convention in August.

The NCCC library, under the direction of Susan Weisenberger, hosted the Southeast Kansas Academic Librarians' Council meeting on the Chanute campus. The library is offering faculty trials of a new humanities data base, JSTOR, and Films on Demand, which allows instructors on both campuses access to thousands of films on subjects relevant to their classes. Instructors can organize video clips, make bookmarks, share playlists, and store links to favorite videos through their own accounts and post them for students to view.

**Treasurer's Report:** Sandi Solander, chief financial officer distributed the monthly financial reports and answered questions.

**KACCT Meeting:** Charlie Boaz, Kansas Association of Community College Trustees representative, reported on the meeting held in September 11 and 12 in Hutchinson.

**President's Report:** President Brian Inbody thanked Trustees for their commitment to the College and gave the follow report on the state of the college.

President Inbody reported that enrollment continues to be high with credit hours up about 6% this fall over fall 2009. The chart below has more complete data:

<b>Location</b>	<b>Head Count</b>	<b>Credit Hours</b>	<b>% Increase Over 2009</b>
Chanute On-Campus	711	7,237	.75%
Ottawa On-Campus	762	5,189	.87%
On-line	818	3,942	40.38%
In District Off-Campus	273	1,759	-8.24%
Out District Off-Campus	269	1,666	-2.23%
<b>Total</b>		<b>19,793</b>	<b>5.53%</b>

Enrollment will soon begin for the spring semester. Instructors and advisors will be able to enroll students in their offices through InsideNC (our web-based learning management system) instead of filling out paper forms and sending the student to the main office. Students will be able to continue seeing their advisor for electronic enrollment throughout the enrollment process which is a change from years past. Formally, the on-line enrollment system was turned off past a set date so that all students had to come into the main office and pay immediately to enroll even if they had financial aid in place.

Dr. Inbody has asked that the system be left on and students billed during the normal billing process instead of being asked to pay immediately in an effort to improve customer service. There is a concern that the outstanding "AR" (Accounts Receivable) will rise as a result of letting students enroll without paying immediately.

The College will still have the following methods in place to ensure that it receives student tuition in a timely manner:

1. Students must have all past due bills paid or financial aid in place before they are allowed to enroll for the next semester.
2. Students who have not made arrangement to pay will be dropped after the first bills are not paid in the cycle and then again later in the semester if future payments are not made.
3. Grades and transcripts will not be released until all student obligations have been paid.
- 4.

The vast majority of students pay their bills on time. It is only a small number of students that default on their obligations. If this change in policy results in much higher “AR,” then the president will reexamine this decision.

Also set to improve are the bills that the college issues to the student. The current billing system outputs an extremely detailed bill to the student showing all charges from summer 2009 forward. A student could receive an 8 or 9 page bill for the semester. Complaints has been received that the bills were confusing and intimidating. Ben, Sandi, Kerry and President Inbody discussed this issue and have come up with a one-page bill system that should be easy to read and understand. A student can still go on-line to InsideNC to see the very detailed bill if they wish, but it will be the simplified bill that the student will receive in the mail.

The KBOR IR department yesterday released the updated TEA funding spreadsheet using the newly entered 2009-2010 enrollment numbers. Dr. Inbody explained the spreadsheet. These enrollment figures show that NCCC is still the 12<sup>th</sup> largest community college in terms of credit hour production, and only a few hundred credit hours from #11.

Residency Status Per Institution	Non-tiered					Tiered							
	Tiered	In-district Total hrs	Non-reside Total hrs	Out-of-dist Total hrs	Total	In-district % Percent	Tiered	In-district Total hrs	Non-reside Total hrs	Out-of-dist Total hrs	Total	In-district % Percent	Total Hours
Johnson County CC	N	217,887	0	47,405	265,292	82.1%	T	67,894	13,170	18,969	100,033	67.9%	365,325
Butler CC	N	32,270	0	106,344	138,614	23.3%	T	9,699	2,552	34,427	46,677	20.8%	185,291
Kansas City Kansas CC	N	51,562	0	38,750	90,312	57.1%	T	27,260	3,047	19,969	50,276	54.2%	140,589
Hutchinson CC	N	30,460	0	44,601	75,061	40.6%	T	13,798	2,398	22,563	38,759	35.6%	113,820
Barton County CC	N	15,742	0	45,113	60,855	25.9%	T	5,371	2,329	24,324	32,024	16.8%	92,878
Cowley County CC	N	14,377	0	39,848	54,225	26.5%	T	7,361	2,250	17,445	27,056	27.2%	81,281
Highland CC	N	2,585	0	46,879	49,464	5.2%	T	1,374	407	16,424	18,205	7.5%	67,669
Allen County CC	N	6,432	0	43,337	49,769	12.9%	T	1,529	718	12,152	14,399	10.6%	64,168
Ft. Scott CC	N	9,639	0	18,024	27,663	34.8%	T	3,470	3,037	12,873	19,380	17.9%	47,043
Cloud County CC	N	5,290	0	27,809	33,099	16.0%	T	1,713	1,099	10,441	13,253	12.9%	46,352
Garden City CC	N	18,211	0	10,142	28,353	64.2%	T	5,993	1,523	3,953	11,469	52.3%	39,822
Neosho County CC	N	9,034	0	14,723	23,757	38.0%	T	4,164	486	11,267	15,917	26.2%	39,674
Coffeyville CC	N	10,669	0	13,038	23,707	45.0%	T	4,892	2,636	7,171	14,699	33.3%	38,406
Dodge City CC	N	14,918	0	8,729	23,647	63.1%	T	7,228	1,299	3,524	12,051	60.0%	35,698
Labette CC	N	11,284	0	11,028	22,312	50.6%	T	4,977	1,213	6,128	12,318	40.4%	34,630
Pratt CC	N	5,623	0	11,316	16,939	33.2%	T	2,497	1,935	9,744	14,176	17.6%	31,115
Seward County CC	N	11,429	0	7,763	19,192	59.6%	T	5,189	3,452	3,266	11,907	43.6%	31,099
Colby CC	N	17,851	0	1,685	19,536	91.4%	T	8,369	1,831	570	10,770	77.7%	30,306
Independence CC	N	8,161	0	8,907	17,068	47.8%	T	4,033	450	3,096	7,578	53.2%	24,646
													0
Flint Hills Tech Col	N	3,363	0	0	3,363	100.0%	T	12,064	0	0	12,064	100.0%	15,427
Manhattan Area Tech Col	N	3,135	0	0	3,135	100.0%	T	11,625	0	0	11,625	100.0%	14,760
North Central KS Tech Col	N	5,129	0	0	5,129	100.0%	T	17,222	0	0	17,222	100.0%	22,351
Northwest KS Tech Col	N	2,868	0	0	2,868	100.0%	T	9,147	61	0	9,208	99.3%	12,076
Salina Area Tech Sch	N	2,661	0	0	2,661	100.0%	T	12,519	0	0	12,519	100.0%	15,180
Wichita Area Tech Col	N	18,415	0	0	18,415	100.0%	T	36,462	126	0	36,588	99.7%	55,003
													0
Washburn Institute of Tec	N	2,801	0	0	2,801	100.0%	T	18,385	0	0	18,385	100.0%	

Dr. Inbody informed the Board that he had made a verbal agreement with the City of Chanute to purchase 45 megs of bandwidth for the College and asked for a written contract to present to the Board for approval. He is still waiting on that agreement but the City has moved forward on signing an agreement with Level 3 Communications to get more bandwidth into the ICAN

network. Dr. Inbody was told that the bandwidth shortage will be over sometime between November 1 and November 15.

The Board of Tax Appeals has denied the College's request to make the property at the new Ottawa campus tax exempt. NCCC will have to pay approximately \$1,200 in taxes for this year. The Board stated they would reexamine the appeal when and if the campus does open in March and that we are, in fact, using the campus for the purpose of teaching students. If they then rule in NCCC's favor the \$1,200 will be refunded. The college attorney is confident that we will "win" this second appeal.

Ads went out last month for a Vice President for Student Learning (VPSL) and the college received about 24 applicants. Unfortunately, after spending hours looking through the candidates and discussing each one, the search committee did not believe that there were enough strong candidates to warrant interviews at this time. The search committee asked and Dr. Inbody agreed to declare a failed search and to try again in the spring. It is hoped that with the change at the academic year more strong candidates will emerge.

Dr. Inbody asked David Smith to serve as Special Assistant to the President or SAP. He will be taking on several of the duties of the VPSL including the student appeals and committee assignments. This will free up the president to focus more on the Office of the President and less on Chief Academic Officer duties. Mr. Smith has been part of the Student Learning Division leadership for the past five years and had served as on-line learning coordinator and currently as honors coordinator. He is working on an advanced degree in educational leadership.

The college owns an FCC license for a set of frequencies. In 2006 the college signed a 10-year agreement with Xanadoo Communications to lease the license to the frequencies to them in exchange for a small amount of money. That amount climbs from \$100 a month to \$800 a month over the term of the lease. Xanadoo intends on offering wireless internet to the area using this frequency. Nothing has been done by Xanadoo in that regard and the frequency remains dormant. The president has been made aware that the FCC requires a minimum "build out" on the frequency by next year. NCCC has informed Xanadoo of this requirement, of which they were well aware, and they are taking step necessary to meet the FCC demand. There was some talk that the city was interested in the frequency, but the college does have a signed agreement with Xanadoo that we need to comply with. The agreement ends in 2016 with the possibility of four 5-year extensions.

As per Board policy Dr. Inbody informed the Board that he exercised an option and purchased equipment in the amount of \$30,048 without using the sealed bid process. This was done because the college had an opportunity to save \$35,000 on these "Cadillac" units and about \$5,000 on lesser units if Dr. Inbody took advantage of a production overrun for the units. Board policy allows the president to make such a purchase if significant dollars could be saved or an opportunity lost. The equipment purchased was headwalls and bed dockers for the new simulated hospital and Carl Perkins funds were used. The great thing about these units is that they are the exact make and model that Ransom Memorial Hospital uses and they go beyond offering simulated oxygen and suction, but also simulated hospital air so that the simulations can be more realistic. The lesser units did not offer this at the comparable price.

NCCC will host visitors from KBOR in the coming weeks. Ed McKecknie, one of the Regents, will be visiting the college on Oct. 25<sup>th</sup>. On November 2nd, Dr. Andy Thompkins, President of KBOR, will be coming to Chanute to visit as well. This is a concerted effort by KBOR to give greater emphasis to community and technical colleges and improve lines of communication. NCCC student Josh Tull who is the two-time state welding champion placed 5<sup>th</sup> in the nation, but failed to make the top 6 for the world competition. Still we are very proud of everything he and vicariously, his instructor Will Jordan, has accomplished.

Dr. Inbody has been offered a consulting opportunity with Colby Community College on the subject of outcomes assessment. He consulted with them last year and they are asking that he return to help them with the next stage of assessment development. The president's contract requires that he ask permission of the Board before accepting consulting opportunities.

The Board voted unanimously to allow Dr. Inbody to assist Colby Community College with their Outcomes Assessment development.



### **Agenda Item VIII-A: Fall Board Retreat Date & Topics**

The Fall Board Retreat will be held November 18, 2010 starting at 5:30 p.m. Topics for the retreat will include discussion of the Ottawa campus and renovations at the Chanute campus. Other topics for discussion will also be allowed.

### **Agenda Item VIII-B: Approval of the 2009-10 Fiscal Audit**

It is the policy of the board of Trustees to require that all college accounts be audited at any time the Board of Trustees so desires, but in any event to be audited annually. This shall include the accounts of the Board of Trustees and college agency or auxiliary accounts. The College's auditors have completed the annual audit for fiscal year 2009-2010.

Mr. Neil Phillips of Jarred, Gilmore and Phillips, presented the results of the audit earlier in the evening. It was the President's recommendation that the board approve the audit report as presented.

### **Resolution 2010-84**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the audit report for fiscal year ending June 30, 2010.

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

## **Agenda Item VIII-C: Reorganization of Library Services and Additional Hours for Financial Aid**

Feedback from the employees and students through survey methodology indicated that the College library could be improved. Students wanted additional hours that the library would be open, especially on the weekend. Additionally, students wanted more help with computer-related problems. Often students use the quiet open computer lab found in the library to work on papers and other assignments. They would run into issues with Microsoft Office, InsideNC, and other programs and ask the library staff for help. The staff helped where they could, but understanding computer software had not been a part of their job description before.

With the retirement of Joan Gill, the long time library clerk, an opportunity has arisen to address some of these concerns.

Currently the library has:

- 1 Director, Susan Weisenberger
- 1 full-time library clerk, Joan Gill
- 1 part-time clerk, Teddy Johnson, who works 24 hours a week
- 1 part-time clerk, Rena Snyder who is full-time employee that is shared with financial aid. She works 20 hours a week in the library and 20 hours a week in financial aid.

This is total of 84 hours of library help per week at a yearly cost of \$52,258 (aside from the full time benefits and the Director's salary and benefits).

In an effort to address these concerns and improve the library services Dr. Inbody recommended the following plan:

1. Expand the library hours from 8pm to 9pm Monday through Thursday and add 3-4 hours on Sunday night.
2. Provide workforce and training that will be able to assist students with computer issues in the library and receive improved customer service.

In order to carry out this plan, the following will be required:

- Eliminate 24 hour part-time position.
- Add 20 hours or more of student workers at the standard minimum wage.
- Move Rena Snyder's shared position from 20 hours in the library to full-time in the library
- Rewrite Rena's job description position to stress computer skills as well as customer service skills, with the possibility of weekend and night hours, and provide the necessary training for this revamped position. The revised position description follows.
- Change Joan's library clerk level II position to library associate, level III, adding strong computer skills, the ability to handle the more technical aspects of the operation of the library and the computer lab, while stressing customer service skill. Advertise and hire a new full-time library associate, level III. The new position description follows.
- Train all library workers on customer service

**Total yearly cost - \$47,134** (There is no change to the number of benefit packages, so that is a “wash”.)

**Total savings - \$5,124**

In Financial Aid, the numbers of students they are helping are at the highest levels ever and not just because of the higher enrollment. The percentage of students requiring aid has risen sharply as well. When one adds on all of the new regulations and reporting that is required, it becomes evident that help is needed, both now and in the future.

A new 20 hour person to replace the hours lost when Rena moves to full-time library will be needed, which is already in the budget. Beyond that the President proposed that 10 hours of financial aid help per week be added to the Ottawa campus. This would come in the form of temporary part time help.

**Total cost of these additional 10 hours - \$5,044**

The savings above make this proposal “budget neutral” while adding much needed help to financial aid.

If approved, the redesign will take place at semester, beginning January 3rd.

### **Resolution 2010-85**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the reorganization of library staff as presented.

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

## **Library Associate**

**Reports to:** Director, Library Services

**Technical support aspect coordinated by Director of Technology Services**

**Organizational Unit:** Library

**Classification:** Fulltime, 12-Month Employee, Clerical Level III, Hourly, Non Exempt

**Location:** Chanute campus

**Revision Date:** October 2010

**Purpose of position:** This position is a member of the Library team who reports to the Director of Library Services. Primary functions are helping students with their research needs, providing computer technical assistance, and assuming responsibility for administering the Library during specific hours.

This position is responsible for helping students access research materials, using computer applications, processing Library materials, and administering the Library during evening and weekend hours. Duties include, but are not limited to:

1. Provide excellent customer service in serving those using the Library and its resources.
2. Have a strong working knowledge of Microsoft Office programs and InsideNC.
3. Troubleshoot computer problems, NCCC applications, and problems of accessing electronic information resources, both on campus and off-campus.
4. Help students with the Library's information resources, including the Library's general collection, electronic databases, and the Library online catalog.
5. Catalogue new learning materials.
6. Process interlibrary loan requests for patrons borrowing materials and libraries requesting NCCC materials, as well as SEKALC films.
7. Operate all equipment in Library, including copier, microfilm reader/printer, video tape recorders, DVD players, fax machine, and assist in their circulation when called upon.
8. Give Library tours and Library orientation classes to incoming students.
9. Assume responsibility for administering Library functions during evening and Sunday hours, or in the absence of other staff or Director, including opening and closing of the Library and supervision of student assistants.
10. Help with shelving of Library materials as required.
11. Perform other duties as assigned by the Director of Library Services.

### **Required Knowledge, Skills and Abilities**

1. Excellent customer service 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**

Associate degree in related field preferred **AND** 2 years of work experience required, preferable in the area of library services **OR** high school diploma or GED required plus 5 years of library service experience.

### **Working Conditions**

1. Work is normally performed in a typical interior library work environment.
2. Some physical effort is required.
3. No or very limited exposure to physical risk.
4. Working evenings and weekend hours when Library is open.

**Library Clerk – Chanute Campus**  
**Organizational Unit:** Library  
**Reports to:** Director, Library Services  
**Classification:** Fulltime, 12-month Employee, Clerical, Level II  
Hourly, Non-Exempt  
**Location:** Chanute campus  
**Revision Date:** October 2010

**Purpose of position:** This position is a member of the Library team who reports to the Director of Library Services. This position is responsible for Library functions including maintaining computers and software applications, helping students with research, and administering the Library during specific hours.

**Essential Functions:**

1. Provide excellent customer service in serving those using the Library and its resources.
2. Help students to find materials in the Library, use electronic databases, online Library catalog, and Inside NCCC, and troubleshoot student computer problems.
3. Use Microsoft Office Programs, Microsoft Outlook and Internet interfaces, as well as help students with them.
4. Process and maintain periodical subscriptions, including microfilm, for Chanute and Ottawa campuses; process claims for magazines as necessary.
5. Oversee and maintain audiovisual equipment for the Chanute campus. Operate all equipment in the Library, and assist in their circulation when called upon.
6. Maintain data and compile monthly reports on equipment, computer usage, and instructional sessions.
7. Make patron library cards, library books marks, forms, and special posters as needed; maintain bulletin boards.
8. Work a flexible schedule, which may include replacement for evening or Sunday staff.
9. Assume responsibility for administering Library functions during day, evening or weekend hours in the absence of other staff or Director, including opening and closing of the Library and supervision of student assistants.
10. Set up work schedule of staff and publish work calendar.
11. Oversee the circulation of Library materials. Prepare and send overdue notices and maintain records of overdue material and patrons with overdue materials.
12. Maintain statistical reports on circulation, new materials, missing materials and withdrawals, patron count, and interlibrary loan activities; compile required reports on such.

13. Inventory all library materials and prepare annual report.
14. Process requisitions and/or purchase orders for books, equipment and supplies; send invoices to Business Office.
15. Inventory office supplies and estimate future expenditures for use in preparation of Library budget.
16. Give Library tours and Library orientation classes to incoming students.
17. Perform other miscellaneous duties as assigned by the Director of Library Services.

### **Required Knowledge and Abilities**

1. Excellent customer service skills.
2. Strong computer skills.
3. Excellent oral and written communication skills.
4. Excellent interpersonal skills.
5. Excellent organizational skills.

### **Education and Experience**

1. High School Diploma or GED required, Associates Degree preferred
2. 1-2 years work experience required, preferably in library services

### **Working Conditions**

1. Work is performed in a typical interior/office work environment.
2. Some physical effort is required.
3. Limited exposure to physical risk.
4. Working at least one evening is required.



### **Agenda Item VIII-D: Executive Session-Real Estate**

Upon a motion and a second the Board recess into executive session for 10 minutes for preliminary discussions relating to acquisition of real property and to include the President, Vice President for Administration and Chief Financial Officer.

**Agenda Item IX: Adjournment**

Upon a motion and a second the meeting adjourned.

Respectfully submitted,

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David Peter, Chairman

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Kim Ensminger, Acting Clerk