

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

**December 13, 2012 – 5:30 P.M.**

**Student Union, Room 209**

**I. Call to Order**

David Peter called the meeting to order at 5:30 p.m. in room 209 of the Student Union.

**II. Roll Call**

The following members were present: Kevin Berthot, Charles Boaz, Lori Kiblinger, David Peter and Dennis Peters.

Also attending were Charles Babb, Chad Boaz, Amber Burdge, Dale Ernst, Jim Genandt, Denise Gilmore, Dr. Brian Inbody, Jason Kegler, Brenda Krumm, Kent Pringle, Mike Saddler, Ben Smith, and Sandi Solander.

**III. Public Comment**

There were no speakers

**IV. Approval of the Agenda**

On motion by Charles Boaz and second by Dennis Peters the agenda was approved as printed.

**V. Consent Agenda**

On motion by Dennis Peters and second by Charles Boaz the following items were approved by consent:

- A. Minutes from the November 8, 2012, meeting
- B. Minutes from the November 27, 2012, meeting
- C. Claims for Disbursement for November 2012
- D. Personnel

- 1. Resignation of Ottawa Bookstore Assistant

It was the president's recommendation that the Board accept the resignation of Laura Baker, Bookstore Assistant on the Ottawa campus. Ms. Baker's resignation shall be effective January 4, 2013.

- 2. Part-time Library Clerk II – Chanute Campus

It was the president's recommendation that the Board approve the employment of Chloe Donaldson as Part-time Library Clerk II – Chanute Campus. Ms. Donaldson has a B.A. in Art and English from Benedictine College.

Ms. Donaldson's prior work experience includes working with the teen program at Southeast Kansas Mental Health Center, and page/clerk duties at the Chanute Public Library and Atchison Public Library.

Ms. Donaldson will be paid \$9.50 an hour (Level 2) beginning January 2, 2013.

### 3. Resignation of Head Women's Soccer Coach

It was the president's recommendation that the Board accept the resignation of Damon Solomon, Head Women's Soccer Coach. Mr. Solomon's resignation shall be effective January 11, 2013.

### E. Course Inventory Revisions/Additions

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

## **Course Inventory Changes December 2012 Board Meeting**

### **New Courses**

NURS 211 Introduction to the Wound Care Clinic, 1 credit hour

### **Course Name and Credit Hour Changes**

HIST 101 World Civilization I (to 1600), 3 credit hours, to World Civilization I (to 1500), 3 credit hours

HIST 201 United States History I (to 1850), 3 credit hours, to United States History I (to 1877), 3 credit hours

HIST 202 United States History II (1850-1914), 3 credit hours, to United States History II (1877 to present), 3 credit hours

SOSC 101 Introduction to Political Science, 3 credit hours, to American Government, 3 credit hours

**NEOSHO COUNTY COMMUNITY COLLEGE  
COURSE SYLLABUS**

**COURSE IDENTIFICATION**

Course Code/Number: NURS 211

Course Title: Introduction to The Wound Care Clinic

Division:     Applied Science (AS)     Liberal Arts (LA)     Workforce Development (WD)  
                  Health Care (HC)     Lifetime Learning (LL)     Nursing     Developmental

Credit Hour(s): Clinical 1

Effective Date: Spring 2013

Assessment Goal Per Outcome: 70%

**COURSE DESCRIPTION**

This is an elective clinical course designed for the student with an interest in the management of chronic wounds. Utilizing a preceptor relationship, the student will apply the nursing process in all aspects of chronic wound care. Clinical experiences are provided in various out-patient wound care centers.

**MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES**

Prerequisite: Completion of the first year of nursing curriculum.

Corequisite: NURS 21\_ Introduction to Wound Care

**TEXTS**

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

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

## GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
  - identifying rights and responsibilities of citizenship,
  - identifying how human values and perceptions affect and are affected by social diversity,
  - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
  - listing factors associated with a healthy lifestyle and lifetime fitness,
  - identifying the importance of lifetime learning,
  - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
  - developing effective written communication skills,
  - developing effective oral communication and listening skills.
4. Think analytically through:
  - utilizing quantitative information in problem solving,
  - utilizing the principles of systematic inquiry,
  - utilizing various information resources including technology for research and data collection.

## COURSE OUTCOMES/COMPETENCIES (as Required)

At the end of this course, a student should be able to do the following:

1. Apply all components of the nursing process in the management of patients with chronic wounds
2. Provide safe, effective nursing care when completing technical skills
3. Communicate effectively with patients and with other members of the health care team

## MINIMUM COURSE CONTENT

The following topics (must include but is not limited to) will be covered in this course. The order of topics is up to the discretion of the instructor.

1. Role of the student in a preceptor relationship
2. Management of wound care patients
3. Case presentation

## INSTRUCTIONAL METHODS

For specific instructional methods see the syllabus supplement.

## STUDENT REQUIREMENTS AND METHOD OF EVALUATION

The grade will be determined at the end of the course on the basis of the work completed. **This course is co-requisite with Introduction to Wound Care. The student must pass the laboratory checkoff in Introduction to Wound Care in order to complete this clinical course.** All objectives must have been completed at a satisfactory level in order to receive a “pass” grade for the course. A “pass” grade will be a minimum of 70%. All grades are computed according to the following scale:

90 - 100%	A Superior
80 - 89%	B Good
70 - 79%	C Average
60 - 69%	D Poor
0 - 59%	F Failure
	I Incomplete
	W Withdraw

## XF Failure due to Cheating

**Cheating will NOT** be tolerated in any form.

Any question regarding a grade received must be brought to the instructor's attention within seven (7) days of receiving the grade or it will be recorded as is.

### **ASSESSMENT OF STUDENT GAIN**

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success. The instructor(s) of this course will determine the methods of assessment most appropriate and complete an assessment report at the end of the course.

### **ATTENDANCE POLICY**

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. 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-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) 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. Please refer to the Student Handbook/Academic Policies for more information
3. 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.

### **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.

### **ELECTRONIC DEVICE POLICY**

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

### **NOTE:**

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

**NOTE:**

If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify [studentdevelopmentteam@neosho.edu](mailto:studentdevelopmentteam@neosho.edu), Chanute Campus, 620-431-2820, ext. 213., or Ottawa Campus, 785-242-2067 ext. 305, 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 NOTES**

None

## VI. Reports

- A. Faculty Senate – Charles Babb presented a Faculty Senate report. See Attachment 1.
- B. Athletics – Amber Burdge presented a report on the athletics. See Attachment 2.
- C. Treasurer’s Report – Sandi Solander gave a treasurer’s report. Revenue for the month of November was \$1,173,301.43 and disbursements were \$2,310,043.84. See Attachment 3.
- D. President – Dr. Brian Inbody gave a president’s report. See Attachment 4.

The Board recessed for a break at 7:32 p.m. The meeting reconvened at 7:37 p.m.

## VII. Old Business

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

This is the second 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. It was the president’s recommendation that the Board approve these policies.

### 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.

### Resolution 2012-98

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

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

**Agenda Item VII-B: Sick Leave Policy Revision** (second reading)

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.

**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.

**Resolution 2012-99**

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

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

## **VIII. New Business**

### **Agenda Item VIII-A: Tech Services Support Changes**

As you know, we have been evaluating the current needs for technology support for both the on-line and physical campus locations. Given the fact that we struggled to find qualified candidates for the evening and weekend position previously approved by the board, we decided to look for alternative ways to accomplish the goal originally set by the creation of that position.

First, we analyzed help desk calls for both the Ottawa and on-line (InsideNC) campuses. Since July 1, 110 tickets were created. Of those 76 (69%) were InsideNC or student email related. We also concluded that approximately 5.5 hours per day is spent handling these types of requests. Of those tickets around 20% were escalated to Jenzabar for additional analysis. Based on these figures we recommended the addition of 24x7 Jenzabar support for the on-line campus, which was funded by savings from the previously-approved position. This allowed us to reallocate the Ottawa technician to handling Ottawa campus issues fulltime and also created a value add for our customers as they will no longer be limited to the current 7-10 pm schedule for getting help after hours. Second, we found there was a significant need for basic coverage from 5-8 pm for night classes at the Ottawa campus. We sought ways to leverage existing staff to provide support. Since the TLC in Ottawa is typically staffed during those hours, we began collaborating with Dr. Tony Brown in Ottawa to see if he had a qualified candidate that would be able to serve as a Technology Services liaison. This person would serve “double duty” in that they would be able to manage TLC duties, but also help with any minor things that cropped up in the way of technology support during those hours. Dr. Brown and other Ottawa staff were in agreement that this proposed solution would be very beneficial and a win-win for all concerned. We then met with one of the TLC staff members recommended by Dr. Brown with the proposed position for him to serve as the liaison Monday – Thursday from 5-8 pm. The position description for this staff member has been re-written to include the new technology-related duties and can be found below.

The revised position has been reclassified as Management Support and incorporates a salary adjustment of \$975.00, which will be paid out of the Technology Services operational budget salary savings from the unfilled Ottawa technology services support technician position. The remainder of the position cost will still be paid from the Ottawa TLC operations budget. As mentioned to the board at the November retreat, we anticipate a future recommendation to bring the Chanute Technology Services Support Technician to full-time, funded by additional salary savings from the previously approved Ottawa technology services support technician.

It was the president’s recommendation that we change the position description for the Assistant-Teaching & Learning Center as noted above to Assistant-Teaching & Learning Center/Technology Services. This change will encompass additional duties as noted in the position description, moving the organizational unit to Management Support with a salary of \$10,237 and start date of January 2, 2013.

It was the president’s recommendation that the Board accept the resignation of Peter Tormala, Assistant-Teaching & Learning Center, pending approval of his employment as Assistant-Teaching & Learning Center/Technology Services.

It was the president's recommendation that the Board approve the employment of Peter Tormala to the position of Assistant-Teaching & Learning Center/Technology Services. Mr. Tormala will be paid an annual salary of \$10,237 (Management Support) beginning January 2, 2013.

**Resolution 2012-100**

RESOLVED, that the Board of Trustees of Neosho County Community College approves changing the job description for the Assistant-Teaching & Learning Center to Assistant-Teaching & Learning Center/Technology Services with additional duties as noted in the revised job description, moving the organizational unit to Management Support with a salary of \$10,237 and start date of January 2, 2013, and appointment of Peter Tormala to the position.

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

## **ASSISTANT - TEACHING & LEARNING CENTER (TLC) / TECHNOLOGY SERVICES**

Reports to: Coordinator of the Learning Center, NCCC –Ottawa  
Organizational Unit: Management Support, exempt, part-time 9 month employee  
Vacation/sick/holiday pay per Board Policy (pro-rated), KPERS Eligible  
Salary Range: \$10,237-\$11,212  
Revised: December, 2012

The position reports to the Coordinator of The Learning Center (TLC) in conjunction with the Director of Technology Services. Duties include, but are not limited to:

### **Essential Functions:**

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

### **Duties and Responsibilities:**

#### **Primary Duties:**

1. Provide support services in processing instructor requests for material from Southeast Kansas Academic Librarians Council and checking out and return for Interlibrary Loans.
2. Create library cards, library book marks and special posters as needed.
3. Maintain all bulletin boards and electronic signs in the TLC.
4. Coordinate the shelving library materials and periodically check library shelves for correct order.
5. Answer the telephone and assist patrons via the telephone.
6. Assume responsibility for administering TLC activities during day or evening while working swing shifts, or in the absence of the Coordinator, including opening and closing of the TLC.
7. Assist with placement testing and entering scores in student file.
8. Assist with test proctoring in the testing center.
9. Supervise student assistants.
10. Provide TLC tours to students and the general public as needed.
11. Perform other duties as assigned by the Coordinator of The Learning Center.
12. Assist with HELP Desk activities and assist with problem resolution in conjunction with the Technology Services staff for the Ottawa campus;

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

1. Experience in working in an educational or group setting, and in interacting with the public.
2. Demonstrates an ability for detail, with organizational skills and capable of managing a number of tasks simultaneously.
3. Ability to work effectively with diverse populations.
4. Willing to work as a team member and recognize the importance of being on the team.
5. Exemplary customer service skills are essential.
6. Excellent interpersonal skills, above average communication skills, ability to work effectively with all levels of employees.
7. Ability to project a positive and professional image to students, applicants and employees.

8. Ability to maintain the confidentiality of Technology Services operations, passwords, schematics, and systems which are deemed to be confidential by the CIO and/or the Non-Disclosure agreement.
9. Good working knowledge of personal computer operations.
10. Knowledge of local area networks is preferred but not required.

**Education and Experience:**

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

**Working Conditions:**

1. Working in a setting that changes daily with much interaction with the public and students.
2. Some scheduled alternative hours during a typical work week (other than 8 a.m. – 5 p.m.).
3. Occasional lifting of up to 50 pounds from the floor to waist height is required.
4. Very limited exposure to physical risk.
5. Occasional overtime will be required.
6. Ability to stand, bend at the waist and stoop or squat while working on computers on a regular daily basis is required.
7. Ability to sit in an office chair for long periods while operating a personal computer is required.
8. Ability to reach and work overhead on an occasional basis is required.

**Non Discrimination**

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

**Agenda Item VIII-B: Ottawa Internet Service**

On October 9, 2012, our institution was notified by the research and development coordinator at KanEd that the passing of the senate substitute for House Bill 2360 would impact us as a customer. The results of the passing of this bill require KanEd to turn off all circuits that had been previously purchased through them by organizations and institutions such as ours. Because we currently purchase public Internet from KanEd, we would be required to find an alternate provider and that our connection would terminate on May 21, 2013. Given this information, we began to research other providers and were also approached by KanRen and the City of Ottawa about possible contracts for service. KanRen subsequently let an RFP for service to the facility and had responses from two providers. The City of Ottawa also provided a proposal. The results of these proposals are very favorable to the college as Internet costs have come down considerably and a never before seen economy of scale can now be realized. The pricing came in as follows based upon three-year contract terms:

KanRen		Annual Fees	Annual Service	Total Annual Cost
	Mbps: 20 (3yr contract provided by AT&T)	\$ 10760.00	\$ 11726.20	\$ 22486.20
	Mbps: 45 (1yr contract provided by Level 3)	\$ 14210.00	\$ 60701.40	\$ 74911.40
	Mbps: 50 (3yr contract provided by AT&T)	\$ 14900.00	\$ 16174.00	\$ 31074.00
	Mbps: 100 (3yr contract provided by AT&T)	\$ 21800.00	\$ 18814.00	\$ 40614.00
Note: One time router fee \$2328.87				
City of Ottawa				
	Mbps: 100 (3yr contract)	*\$ 400.00	\$ 35400.00	\$ 35800.00
*Router and Maintenance agreement				

Given that we are currently paying \$30,299.52 annually for service through KanEd for a 15 MB circuit we feel like this is a win-win for us. The Ottawa budget had been adjusted in July of this year to \$58,000 to enable us to up the connection speed to 45 MB due to the heavy use at the new facility. It was the president’s recommendation that the Board approve the proposal from the City of Ottawa in the amount of \$35,800 annually for 100 MB of bandwidth for a term of three years. This would be paid out of the existing Ottawa facility operational budget. A copy of the contract follows.

**Resolution 2012-101**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the purchase of 100 MB of bandwidth from the City of Ottawa for a term of three years at a cost of \$35,800 annually to be paid out of the existing Ottawa facility operational budget.

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

## Agenda Item VIII-C: Board Policy Revisions (first reading)

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 as a first reading for approval at the January meeting.

### Grading System

(revised 11/13/03, 4/13/06)

Grades are issued and recorded as “A” (Superior), “B” (Good), “C” (Satisfactory), “D” (Poor), “I” (Incomplete), “F” (Failure), and “XF” (Failure due to violation of Academic Honesty policy), “P” (Pass), or “NP” (No Pass). ~~(superior, good, average, below average, incomplete, failure and failure due to academic dishonesty)~~. No grades are issued with a plus or a minus. The grade of “W” (Withdraw) is recorded on the academic transcript for courses from which a student has withdrawn and a “WA” (Withdrawn by Administration) when the student has been withdrawn from the course by the instructor or administrator.

The Pass/No Pass grade is ~~based on class participation of the student rather than grade assessment through testing. The grade is~~ not calculated in the student grade point average, but the course(s) ~~may~~will count as college credit and be counted toward hours for graduation. ~~Instructors~~Courses may utilize this type of grading when recommended and approved by the curriculum committee and the chief academic officer.

#### Incomplete Grades

An incomplete ~~(“I”)~~ grade, “I,” may be issued by an instructor for a course when a student is making satisfactory progress, but the student is unable to complete the work due to unavoidable circumstances. ~~where illness and other unavoidable circumstances interfere with the student’s completing coursework in the scheduled time.~~ Every grade of “I” must be removed within the first nine weeks of the semester following the receipt of this grade (excluding summer); otherwise, the “I” automatically becomes the grade indicated by the instructor on the Incomplete Contract. A contract must be completed between the student and faculty member prior to the last day of the semester and signed by both in order to acquire a grade of incomplete. ~~For~~In emergency cases, a petition for exceptions to this rule may be made to the chief academic officer or his/her designee.

### Evaluation Review Committee

- A. No member of the instructional staff shall serve on more than one evaluation review committee during any academic year. The evaluation review committee shall consist of the following four members:



1. Two instructors chosen by the evaluated professional employee, to be designated in the written request for hearing submitted to the chief academic officer.
  2. An instructor from the same division as the evaluated professional employee, and the same discipline, if possible, chosen by the administration.
  3. The chief academic officer or the division chair (~~which~~whoever was not involved in the original evaluation).
- B. The duties of the evaluation review committee shall be:
1. To conduct hearings according to ethical and professional practices.
  2. To determine if the evaluation process has been fairly implemented:
    - a. Did the evaluator note the areas in which the professional employee was adequate?
    - b. Did both the evaluator and the professional employee agree that there was a problem and agree to the nature of the problem?
    - c. Did the professional employee agree that the proposed recommendations for improvement were appropriate?
    - d. Did the professional employee receive cooperation from other employees and the administration?
    - e. Was there sufficient follow-up on the part of the evaluator to determine if the professional employee was meeting success or frustration?
    - f. Was there sufficient effort on the part of the professional employee to implement recommendations?
    - g. The evaluation review committee will consider whether or not to review the evidence that the college has been supportive in providing the conditions that would allow improvement, such as:
      - (1) adequate support for in-service workshops;
      - (2) adequate teaching environment, or
      - (3) adequate administrative support.
- C. The evaluation review committee shall file its written results of deliberations and their recommendations with the president of the college within two weeks of being organized. The report will be signed by the chief academic officer and by the evaluated professional employee. A copy will be filed with the original evaluation and with the evaluated professional employee. The report will be based on ~~two criteria:~~whether the evaluation has been fairly administered and implemented.

~~1. The evaluation has been fairly administered and evaluated.~~

~~2.1. The suggested procedures for improvement of instruction are being dealt with in a timely manner.~~

#### **Agenda Item VIII-D: Matching Retirement Fund**

The Board of Trustees has made it an institutional priority to lower the turnover rate of the College employees. With upwards of a third of the employees being replaced year after year, institutional customer service, efficiency, and effectiveness are at risk due to the employee searches, job vacancies, constant retaining and lack of experience caused by frequent turnover. In an effort to combat this turnover, the administration recommended and the Board funded a new retirement matching fund benefit for employees. This fund would be structured to incentivize longevity by allowing the employee to keep a greater percentage of the College's match over time.

A consultant in retirement plans, True North, was contracted to provide NCCC with a recommendation on plan structure and possible providers. That recommendation was received Thursday, December 6. Copies of the recommendation will be distributed to the Board during the meeting.

True North made the following recommendations:

- Change from multiple individual plans to a single group plan
- After examining nine retirement plan providers, True North recommended One America as the group plan provider
- Engage a local advisor to set up and manage the plan.

The President formed an ad hoc committee made of the President, senior leadership, HR Director and PEA President to receive the report and make recommendations. That committee invited several local advisors to campus for interviews. One accepted.

It was the president's recommendation of the ad hoc committee and the President that the Board of Trustees enter into an agreement with One America as NCCC's group retirement fund provider, pending approval of a final agreement to be presented at a future Board meeting.

Secondly, it was the president's recommendation that the College name Chad Boaz of Edward Jones in Chanute as the One America Plan Advisor and charge him with presenting a final plan for Board approval.

#### **Resolution 2012-102**

RESOLVED, that the Board of Trustees of Neosho County Community College enter into an agreement with One America as NCCC's group retirement fund provider, pending approval of a final agreement to be presented at a future Board meeting.

**Upon motion by Kevin Berthot and second by Lori Kiblinger the above resolution was approved. Motion passed. Charles Boaz abstained from voting.**

#### **Resolution 2012-103**

RESOLVED, that the Board of Trustees of Neosho County Community College name Chad Boaz of Edward Jones in Chanute as the One America Plan Advisor and charge him with presenting a final plan for Board approval.

**Upon motion by Kevin Berthot and second by Lori Kiblinger the above resolution was approved. Motion passed. Charles Boaz recused himself from voting.**

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

Upon motion by Dennis Peters 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, and the college attorney.

The Board entered executive session at 8:14 pm. The Board returned to open meeting at 8:24 pm. The Board returned to executive session for an additional 10 minutes at 8:25 pm. The Board returned to open meeting at 8:35 pm.

**Resolution 2012-104**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the termination of Donna Shumway’s contract effective December 28, 2012, and that notice of the Board’s intent be given as required by Board Policy.

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

**IX: Adjournment**

The meeting adjourned at 8:36 p.m.

Respectfully submitted,

David Peter, Board Chair

Denise L. Gilmore, Board Clerk

## ATTACHMENT 1

### Faculty Senate Board Report Thursday, December 13, 2012

#### Items from Faculty Members:

1. From nursing:
  - a. Linda Barrington:
    - i. My nursing students have finished vision and hearing screenings for the Baldwin school district. We have completed around 1500 screenings on children 3 years to second grade.
  - b. Pam Covault:
    - i. One of our incoming first level nursing students will be receiving the Kansas State Board of Nursing PN scholarship at the KSBN quarterly meeting next week. We get a little free PR out of that as our picture will be taken for the next KSBN newsletter and the paper she wrote to meet the application requirements will be published in the same newsletter!
    - ii. Ottawa nursing faculty are also preparing for the pinning/graduation event at 10:00 am on December 15th. We will have 46 PN certificate candidates and 53 AAS candidates.
2. From Mindy Ayers:
  - a. AECT- Took second place at Snow Bowl held in Cowley County. Forrest Turner took 4th in individual points!
3. From Phi Theta Kappa
  - a. Kevin Blackwell:
    - i. We are having our C4 event this week with coffee in donuts in the morning for finals. We are handing out C4 bracelets for those who sign the pledge. So far we have about 23 signatures, but that should go up.
    - ii. Our All-USA nominees are Jeffrey Heppler and Stepanie Pasadava.
    - iii. We also had two members attend the St. Jude's Marathon in Memphis
  - b. Charles Babb
    - i. We held our C4 pledge drive on November 16. 146 students signed the pledge to complete their two-year degree.
    - ii. The nominees for the All-USA competition from the Chanute campus are Danielle Shearin and Chance Sinclair.
    - iii. The Celebration Tree lighting ceremony was a success.

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

1. The C4 pledge

## **Community College Completion Call to Action in Support of Students**

**We** believe that community college completion matters and that every student counts.

**We** believe that community colleges are a protectorate for hard-working students, who ask no favors and rise to succeed.

**We** believe in every student's potential and responsibility to succeed, and that an engaged student is more likely to complete community college.

**We believe the open door must not be a revolving door, and that community colleges must take responsibility for student success.**

**We believe that community colleges serve as essential gateways to intellectual progress and economic prosperity for more than 13 million students.**

**We believe that community colleges should provide all students with the essential resources and support systems that lead to college completion.**

**We commit to planning for college completion.**

**We commit to discussing career-planning with college instructors and staff.**

**We commit to seeking advisement on course selection to ensure timely college completion.**

**We commit to learning about and using college support networks and resources aiding college completion.**

**We commit to serving as role models by attending classes, being prepared, participating in and engaging in discussions with instructors and students inside and outside of class.**

**We commit to reaching out to students in need by encouraging, nurturing, and guiding them toward college completion.**

**We commit to helping at least one other student succeed.**

**We ask our college to adopt a change in institutional culture, from emphasis on access only to emphasis on access and success.**

**We ask our college to engage in courageous conversations and openness regarding diversity, equity, and evidence reflecting student success and institutional performance.**

**We ask our college, while increasing success rates for all students, to work toward eliminating the attainment gaps that separate student groups on the basis of race, ethnicity and family income.**

**We ask our college to act on facts to make positive changes in the interest of student success and community college completion.**

**We ask our college to encourage, recognize, and promote faculty and staff who create meaningful ways of supporting students in scholarly endeavors, social engagement, and career planning efforts.**

**We ask every community college president, trustee, administrator, faculty member, counselor, advisor, financial aid officer, staff member, and stakeholder to examine their current practices, to identify and implement ways to help students understand the added value of degrees and certifications, and to help them progress toward their goals.**

**We ask every community college student, student organization, faculty member, staff member, trustee, administrator, and community college stakeholder to join us by signing and sharing this commitment and call to action.**

Charles Babb  
President, Faculty Senate



## ATTACHMENT 2

### Athletics Board Report December 13, 2012

Goal 1: Ensure NCCC is the premier community college in Kansas  
Objective 6: Revitalize athletics.

Baseball – had a record breaking season with 49 wins. They ended the season at 49-16 with a loss to National Champion, Iowa Western at the Juco World Series. The team won the Central District Championship, took 2<sup>nd</sup> in the Jayhawk Eastern Division and spent time nationally ranked as high as number 4 and finished 5<sup>th</sup> in the Nation. Head Coach, Steve Murry amassed his 796<sup>th</sup> win and was named District Coach of the Year. Had three players go in the 2011-2012 Draft, which brings our total to 5 Panthers currently playing professional baseball.

Softball – Ended the 2011-2012 season in 7<sup>th</sup> place with a solid 17-28 overall record and 15-15 conference record with new Head Coach, Kim Alexander taking the helm with just weeks leading up to the season opener.

Men's Basketball – Finished the 2011-2012 season 3<sup>rd</sup> in the Jayhawk Eastern Division. They currently hold a 5-5 record in the 2012-2013 season.

Women's Basketball – Are off to the best start since the 2004-2005 season with a 4-7 record. This is a great turn around after an 8<sup>th</sup> place finish with a 5-26 record in 2011-2012.

Track & Field/Cross Country – in 2011, Leslie Rosario won the Regional Cross Country Championship and finished 20<sup>th</sup> out of 268 at Nationals. They had 5 student-athletes qualify for Indoor Nationals and 4 qualify for Outdoor Nationals. In 2012, Cross Country Freshman Joseph Iman 3<sup>rd</sup> at conference and 10<sup>th</sup> in the Region while qualifying for Nationals.

Volleyball – Finished the 2011-2012 season at 7<sup>th</sup> with a 22-16 record. This gave them their 2<sup>nd</sup> 20 win season in a row. 2012-2013 season at 7<sup>th</sup> with a 20-18 record with two wins over ranked teams.

Wrestling – Ended the 2011-2012 season 11<sup>th</sup> in the Nation with a National Champion, Jeff Vesta, and a 2<sup>nd</sup> runner up, LeRoy Barnes, while Head Coach Wayne Petterson was named Man of the Year. In all, five wrestlers qualified for Nationals in 2012. Wrestling is currently ranked 10<sup>th</sup> in the Nation and they have already beat three ranked teams.

Men's Soccer – Finished the 2012-2013 season 10<sup>th</sup> with a 6-8-2 record.

Women's Soccer – Finished the 2012-2013 season 6<sup>th</sup> with a 9-12 record. This marks the fifth year in a row that they have earned a spot in post-season play.

Cheer/Dance – Traveled to Myrtle Beach to compete in Nationals where cheer took 12<sup>th</sup> place and dance finished as the 2<sup>nd</sup> runner up. This year they will travel to Kansas City in February to compete. They will return to Myrtle Beach in March.

## Academics

Women's Basketball currently leads the women's sports the highest cumulative GPA of 2.65, (their Spring 2011 GPA was 3.01) while baseball leads the men's sports with a 2.76. The Department cumulative GPA has gone up from 2.66 to 2.73 since the fall of 2011.

## Honors

### All Conference

2011-2012: 20 Student-Athletes

2012-2013: 6 Student-Athletes to date

### All Region/District

2011-2012: 9 Student-Athletes

2012-2013: 2 Student-Athletes

### KJCCC Player of the Week

2011-2012: 6 Student-Athletes

2012-2013: 4 Student-Athletes

### NJCAA Player of the Week

2011-2012: 1 Student-Athlete

2012-2013: 3 Student-Athletes

### All Americans

2011-2012: 2 Student-Athletes

### Academic All Americans

2011-2012: 2 Student-Athletes

## Facilities

Softball complex that surpasses any softball facility in the Jayhawk Conference

Gym floor that is one of the top rated floors in the state of Kansas

Bleachers increased the seating capacity by 250 (as a side note, Butler and Allen have already contacted me inquiring about this particular project)

Locker Room Restrooms

## Community Service

As a department, we completed over 1,000 hours of community service performed in Chanute and the surrounding communities throughout the 2011-2012 academic year. Some of these activities include assisting with Artist Alley, Journey Through the Jungle (Chanute's first Sprint Triathlon), Toys for Tots, and Soup Line. We have already surpassed 600 hours this year and we have only completed the fall semester.

**GOAL 1: Ensure NCCC is the premier community college in Kansas.**

**Objective 4: Attract, retain, and develop good employees.**

## New Staff Members –

- Kim Alexander and Vincent Bingham
- Brought in 8 new assistant coaches
- Hired former assistant baseball coach, Mike Saddler, on as Special Assistant to the Athletic Director with specific Assistant Athletic Director responsibilities, including all aspects of online sports information and webpage oversight. Saddler coordinates and completes the eligibility verification process. He designed an online process for the coaches to submit Letters of Intent to be created. Most recently, he has worked diligently with the coaching staffs to submit stats to the NJCAA via their new requirements utilizing PrestoSports.
- All staff members have completed the ConcussionWise PRO for Coaches online training course
- All staff members have completed the compliance exam with 80% or better accuracy rate

**GOAL 1: Ensure NCCC is the premier community college in Kansas.**

**Objective 2: Work aggressively to encourage premier behavior, and publicize premier accomplishments at NCCC.**

We launched our new Athletics webpage [www.GoNeosho.com](http://www.GoNeosho.com) in February, 2012. This is a state of the art webpage that allows us to connect with fans and perspective student-athletes in ways we never have before. We are now live streaming eight of our sports with plans to add the remaining four shortly.

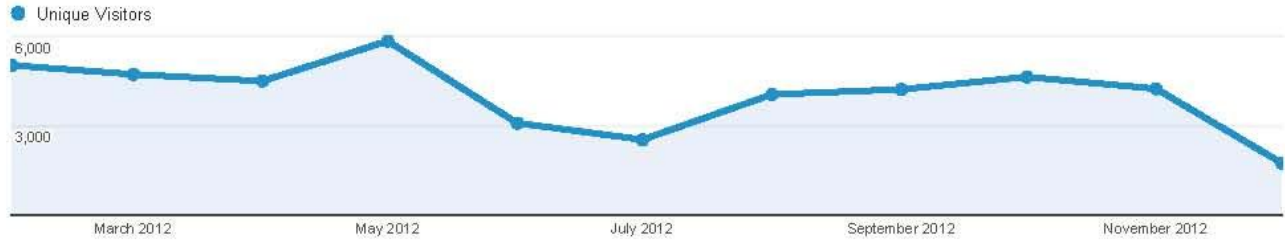
Month	Visits	Per Week	Per Day
February	9,331	3110.33	444.33
March	9,446	2361.50	304.71
April	8,665	2166.25	288.83
May	10,679	2669.75	344.48
June	4,442	1110.50	148.07
July	3,810	952.50	122.90
August	7,450	1862.50	240.32
September	7,656	1914.00	246.97
October	8,490	2122.50	273.87
November	7,793	1948.25	259.77
December	2,628	1415.08	202.15
Total	80,390		
Avg	7,845	1830.44	261.49

City	Visits	Pages / Visit	Avg. Visit Duration	% New Visits
Chanute	14,025	5.42	0:04:50	20.40%
Wichita	3,709	6.57	0:03:52	56.43%
Independence	3,093	3.15	0:03:23	30.00%
Overland Park	1,728	5.58	0:03:43	46.59%
Tulsa	1,722	5.48	0:03:43	37.05%
Kansas City	1,715	5.94	0:03:22	55.92%
Topeka	1,486	6.16	0:03:42	55.05%
Oklahoma City	1,177	6.23	0:03:37	46.47%
Lawrence	926	6.16	0:03:07	53.24%
Omaha	903	4.58	0:02:52	49.94%
Denver	814	4.29	0:02:56	47.67%
St Louis	780	6.15	0:03:31	52.05%
Shawnee	761	4.39	0:02:38	38.76%
Olathe	759	5.2	0:03:12	48.09%
Springfield	711	6.18	0:03:58	45.01%
Chicago	708	4.53	0:03:23	52.82%
Lenexa	666	5.26	0:03:16	40.99%
Dallas	660	4.59	0:03:17	49.55%
Minneapolis	592	3.74	0:02:25	52.36%
Melbourne	585	3.41	0:02:30	32.99%
Parsons	551	5.63	0:03:28	44.28%
New York	520	3.95	0:02:55	54.42%
Pittsburg	496	7.66	0:03:40	50.81%
Kansas City	495	7.09	0:04:14	53.54%
Houston	492	5.85	0:03:17	60.37%
	80,390	5.6	0:03:41	45.15%

**Audience Overview**

● % of visits: 100.00%

**Overview**



**36,236 people visited this site**

- Visits: **80,385**
- Unique Visitors: **36,236**
- Pageviews: **449,851**
- Pages / Visit: **5.60**
- Avg. Visit Duration: **00:03:41**
- Bounce Rate: **28.01%**
- % New Visits: **45.08%**



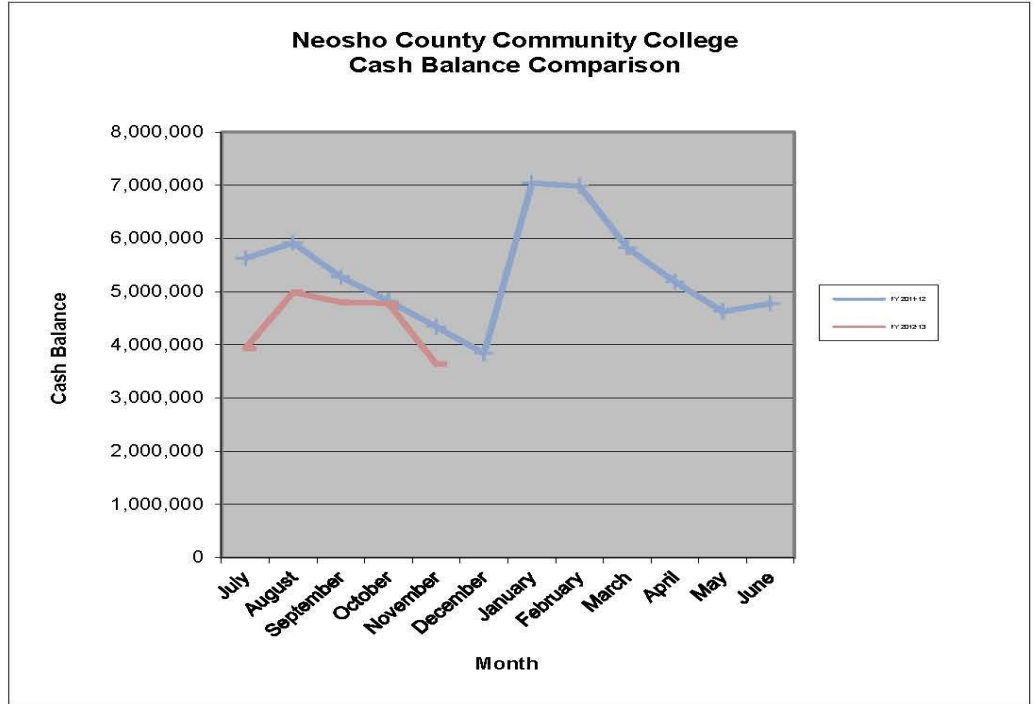
City	Visits	% Visits
1. Chanute	14,023	17.44%
2. Wichita	3,709	4.61%
3. Independence	3,093	3.85%
4. Overland Park	1,728	2.15%
5. Tulsa	1,722	2.14%
6. Kansas City	1,715	2.13%
7. Topeka	1,486	1.85%
8. Oklahoma City	1,177	1.46%
9. Lawrence	926	1.15%
10. Omaha	903	1.12%

[view full report](#)

**ATTACHMENT 3**

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

FUND	FUND DESCRIPTION	BEGINNING BALANCE 10/31/2012	RECEIPTS NOVEMBER	JOURNAL ENTRIES NOVEMBER	DISBURSEMENTS NOVEMBER	ENDING BALANCE 11/30/2012
02	Postsecondary Technical Education Reserve	53,362.00	3,380.00		0.00	56,742.00
07	Petty Cash Fund	1,018.91	51.00	0.00	0.00	1,069.91
08	General Fund Deferred Maintenance	103,360.00	154.90	0.00	-2,550.00	100,964.90
09	General Fund Equipment Reserve	161,184.58	0.00	699.30	-1,766.81	160,117.07
10	General Fund Unencumbered Fund Balance	1,000,000.00	0.00	0.00	0.00	1,000,000.00
11	General Fund	61,388.03	71,124.24	153,091.19	-720,675.61	-435,072.15
12	Postsecondary Technical Education Fund	651,253.40	82,241.05	0.00	-158,447.16	575,047.29
13	Adult Basic Education Fund	134,575.88	20,464.08	0.00	-41,378.41	113,661.55
14	Adult Supplementary Education Fund	615.00	640.00	0.00	-4,398.27	-3,143.27
16	Residence Hall/Student Union Fund	749,418.40	44,478.55	-152,369.80	-82,676.52	558,850.63
17	Bookstore Fund	-22,441.87	27,839.16	-688.44	-25,846.44	-21,137.59
21	College Workstudy Fund	704.51	4,904.65	0.00	-4,904.65	704.51
22	SEOG Grant Fund	-2,700.00	3,150.00	0.00	-450.00	0.00
23	ACG Grant Fund	0.00	0.00	0.00	0.00	0.00
24	Pell Grant Fund	402.00	96,613.00	0.00	-96,613.00	402.00
25	Student Loans Fund	337,545.00	115,786.00	0.00	-453,331.00	0.00
31	Title III Grant	-14,966.09	17,605.63	0.00	-17,661.97	-15,022.43
32	Grant Funds	-53,002.09	142,705.30	-47,907.36	-130,389.99	-88,594.14
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	4,500.00	0.00	0.00	58,370.19
65	Student Union Revenue Bond Reserve	635,095.97	0.00	151,433.26	-155,489.39	631,039.84
70	Agency Funds	917,983.93	537,663.87	-105,883.13	-413,464.62	936,300.05
90	Payroll Clearing Fund	0.00	0.00	0.00	0.00	0.00
	<b>TOTALS</b>	<b>\$4,769,903.35</b>	<b>\$1,173,301.43</b>	<b>\$0.00</b>	<b>-\$2,310,043.84</b>	<b>\$3,631,535.96</b>
	Checking Accounts					\$1,168,940.92
	Investments					\$2,460,995.04
	Cash on Hand					\$1,600.00
	Total					\$3,631,535.96



ATTACHMENT 4

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PRESIDENT'S REPORT

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DECEMBER 13, 2012

Good Evening Trustees,

The semester is winding down, as is the year. We have had several items of note to discuss in our efforts to make NCCC the premier community college in Kansas.

ENROLLMENT

Fall numbers, here at the end look quite flat over fall 2011 (when we were named the 14<sup>th</sup> fastest growing community college in the country – sorry, I just had to add that). Interterm enrollment is WAY down due to a myriad of reasons, including a restated interpretation of athletic eligibility which could cause some students to not need to enroll. However, this is a very small semester making up 1% of our total enrollment.

---

FALL SEMESTER 2012

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2011	30	12-14-11	3124	21062	
TOTAL	2012	30	12-13-12	3185	20987	-0.19%
CHANUTE	2011	30	12-14-11	714	7108	
CHANUTE	2012	30	12-13-12	761	7221	1.59%
OTTAWA	2011	30	12-14-11	851	5871	
OTTAWA	2012	30	12-13-12	782	5680	-3.25%
ONL	2011	30	12-14-11	915	4397	
ONL	2012	30	12-13-12	1011	4551	3.50%
ODO	2011	30	12-14-11	291	1579	
ODO	2012	30	12-13-12	254	1232	-21.98%
IDO	2011	30	12-14-11	353	2107	
IDO	2012	30	12-13-12	377	2303	9.30%



**INTERTERM SEMESTER 2012**

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2011	45	12-14-11	138	429	
TOTAL	2012	45	12-13-12	130	330	-23.08%
CHANUTE	2011	45	12-14-11	16	48	
CHANUTE	2012	45	12-13-12	18	22	-54.17%
OTTAWA	2011	45	12-14-11	87	268	
OTTAWA	2012	45	12-13-12	45	97	-63.81%
ONL	2011	45	12-14-11	35	113	
ONL	2012	45	12-13-12	67	211	86.73%
ODO	2011	45	12-14-11	---	---	
ODO	2012	45	12-13-12	---	---	---%
IDO	2011	45	12-14-11	---	---	
IDO	2012	45	12-13-12	---	---	---%

For Spring enrollment is looking up right now led by online and Ottawa.

**SPRING SEMESTER 2013**

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2011	50	12-14-11	2060	15514.5	
TOTAL	2012	50	12-13-12	2121	15936	2.72%
CHANUTE	2011	50	12-14-11	556	6284.5	
CHANUTE	2012	50	12-13-12	571	6163	-1.93%
OTTAWA	2011	50	12-14-11	613	4578	
OTTAWA	2012	50	12-13-12	593	4681	2.25%
ONL	2011	50	12-14-11	794	3953	
ONL	2012	50	12-13-12	838	4157	5.16%
ODO	2011	50	12-14-11	30	162	
ODO	2012	50	12-13-12	56	420	159.26%

IDO	2011	50	12-14-11	67	537	
IDO	2012	50	12-13-12	63	515	-4.10%

Overall the college is down less than 1% right now due to the lackluster summer and interterm enrollment. With the addition of ESU classes we may see that rise to flat or better by the end of the year. Most colleges are report flat or slightly negative numbers with one or two outliers on either side.

### STORM WATER MANAGEMENT

---

As we have discussed in the past, there are four options for the “front door” and the storm water management plan as we build out the front two structures and the associated parking. Those options are:

1. Detention Pond, cost estimate \$50,000
2. Park-Like Detention Pond, cost estimate \$150,000-250,000
3. Subterranean system, cost estimate \$750,000-1,000,000
4. Pump water to 10 acres, cost estimate \$150,000-500,000

Bartlett & West would like to know which way we are leaning in order to complete the plan. I would like Board direction on this important decision.

### KACCT MEETING

---

The KACCT is a bit frustrated with several items. First, they are unhappy with the new proposed Performance Agreements (attached). These agreements were written completely by staff and very quickly after several of the Regents rejected all twelve of the negotiated performance agreements offered at the last meeting. As you can see the list greatly limits what areas a college or university can focus its goals. KACCT also states that the goals themselves show a lack of understanding as to just who community college students actually are, thinking that they are all degree seeking and fulltime.

Case in point is the three-year graduation rate, which assumes the student is fulltime, and not developmental. Couple this issue with the fact that the current Kansas transfer system punishes a student for completing an AA with hours lost in transfer among the “major” courses.

The second major issue for KACCT is the numerous reports that KBOR is requesting (attached) on a yearly basis and the relative value of those reports, with at least two more reports on the way – the financial aid report and Outcomes Metrics. I have attached the very lengthy list of reports that we file each year. Granted many of those are university only reports, but many others are for community colleges or for all institutions. KACCT is crafting a complaint letter about this.

The third major issue discussed was the concept of geographical jurisdiction, a.k.a. service areas. Universities seem to be keeping out community colleges that want to offer technical education and developmental education in their counties, while technical colleges are offering general education courses inside the service areas of community colleges. The KACCT believes that this concept of jurisdiction cannot be discussed without having a frank discussion on the mission creep of technical colleges and the unmet workforce needs in certain university counties.

Serious and dramatic courses of action were discussed if the colleges were not heard by KBOR. KBOR's "tough, get over it" attitude about our concerns and their continued lack of understanding as to our mission and purposes might lead to rather extreme measures by our staff.

At the meeting I was named to the Transfer and Articulation committee (TAAC) beginning Fall 2013. This is the group that is overseeing the move toward a complete Gen Ed core of classes being accepted statewide. It is my hope that we move toward complete acceptance of the AA and AS degrees at any public university in Kansas and grant immediate junior status to those that complete their two-year degree.

### JAYHAWK CONFERENCE ISSUES

---

Two main issues came before the Council of Presidents about the Jayhawk Conference that are of note. First is a realignment of the divisions for basketball in order to remove the necessity of playing division II colleges. NCCC is a division I college and playing division II schools is more risk than reward in so far as getting placement at tournaments and win-loss records. Here is the proposed alignment:

WEST DIVISION I	EAST DIVISION I	EAST DIVISION II
Barton County	Allen County	Fort Scott
Cloud County	Butler	Highland
Colby	Coffeyville	Johnson County
Dodge City	Cowley County	Kansas City Kansas
Garden City	Independence	
Hutchinson	Labette	
Pratt	Neosho County	
Seward County		

Each division would play and be given a conference schedule of home and home games within their respective divisions. All non-conference games would be scheduled by each college.

This recommendation includes asking Butler to move from the West to the East Division I in basketball. At the meeting held at Arkansas City Butler indicated that they would be willing to make this move to gain balance.

So far the email votes have all been in favor of this new alignment. Amber and I are discussing it, but right now it looks like the best thing for NCCC.

The second issue is the possibility that Dodge City Community College and Garden City Community College may elect to withdraw from the Jayhawk Conference at the planned March meeting. Both colleges are frustrated with the conference limitations on out-of-state students in basketball and football. No other sport has limits on the number of out-of-state students in our conference. The NJCAA also has no limit on out-of-state students. DCCC and GCCC stated that it is too difficult to recruit for the football team especially with eight community college programs in the state and so few talented athletes in Kansas. If they withdraw they will have a distinct advantage over Jayhawk Conference schools in that they can recruit as many out-of-state students as they wish, and they are guaranteed a spot in the Region VI tournament by being located in Kansas. They would not have to win their way into the tourney. It seems the “win, baby, win!” colleges have had it with the “athletics is a means to an end” colleges. I predict either the conference gives in and allows more out-of-staters or more “win, baby, win” colleges will also quit the conference to equalize this perceived advantage. The conference will lose much of its powerhouse status it currently enjoys. Region VI, however, will remain strong in the country.

### SCHOLARSHIP GALA

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Saturday, December 1, the Foundation held its annual Scholarship Gala at the Ottawa campus. In every way the 2012 event was the biggest fundraising event we have had at Ottawa. It had much higher attendance than in previous years and we heard compliment after compliment on it. The location moved from the country club to our own TLC at Ottawa, which was transformed in a matter of hours. We had pool tables, a dance floor, bar, appetizer buffet line, and lots of white tablecloth eating areas. A full meal was served. Patrons took tours of the simulation hospital and the hallways were lined with silent auction items. Many of the items were donated by Ottawa faculty and staff, which I greatly appreciate! Two items of interest was the rights for one year to name the road that runs around the campus, subject to Presidential approval, of course. Also, in the silent auction, employees vied for the rights to a named parking spot. We think we will have more folks interested if we offer more than one spot and we are considering that. All in all about 120 attended with over \$6,000 in “profit” for the night.





### PARTNERS IN CHANGE

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I met with Senator Jeff King and, if we allow it, he intends to put Partners in Change (PiC) in a bill that would support it statewide. Senator King is considering offering a bill that would link drug testing to welfare and unemployment benefits, much like what the State of Florida is currently doing. Unlike that system, however, the one Senator King is thinking of suggesting has a required workforce development aspect to get people back to work. If someone were to fail the test they would have to go into treatment, but also sign up for one of several workforce education programs and PiC would be one of those choices. He loves the program and even if the bill fails he wants to raise the awareness of PiC. Its success rate and its relatively low cost make it very attractive.

In the meeting he understood that NCCC would be very clear in testimony that we have NO opinion on drug testing, welfare, unemployment or any other aspect of the bill, except that when PiC was required (as in the case of those on parole) it works a lot better than when it is an optional activity. The senator offered to speak to any of you individually about this effort if you have questions.

We have prepared a letter to the Senator offering to discuss PiC which we have not sent. Senator King believes the bill will be introduced in February. I will have to give testimony if PiC is included. Does the Board wish me to continue with this effort?

## FENCE PROGRESS

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Ben has visited with nearly every neighbor on the east side of campus and delivered a notice that we will be erecting the fence. Kent worked up a letter explaining the homeowners' option of attaching their own fence to ours and what the maintenance expectations would be. All neighbors that Ben visited with were happy about the fence and did NOT want to attach their own fence to it at this time. Ben discussed the necessary tree trimming that will be part of the fence project. One had questions about the survey results, believing that the property line followed the electrical poles. But at the end of the conversation the neighbor seemed satisfied that the fence will be on NCCC property.

Construction is still scheduled for the first part of January and should be complete well before the first day of classes (Jan. 22).

## STOLTZ SCIENCE LABS RENOVATION PROCESS HAS BEGUN!

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Meetings have begun with faculty and administration on the design of the new science labs at Chanutte. Everything from a future greenhouse, to a display area for the animal specimens is being discussed. We hope to have the design-build contract to you in February or March so that we can begin the construction at the immediate end of the 2013 spring semester. Total budget for the first two labs including furnishings and equipment is about \$225,000 with an extra \$25,000 in contingency. The contract will stipulate that the labs must be complete before the beginning of the fall 2013 semester. The design will be replicated in the remaining two labs which will be updated in summer of 2014.

## PERSONAL ISSUES

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I will be on vacation one-half day Wednesday the 19<sup>th</sup> through the 21<sup>st</sup>. The College is then closed from the 24<sup>th</sup> through January 1<sup>st</sup>. I will be available through cell phone and email. Abrielle's next appointment is January 9<sup>th</sup>, the day before the next board meeting.

January 16-19<sup>th</sup> I will be traveling for the HLC as a special investigator. I am not going to get a badge, unfortunately.

**Discussion Draft**  
**Performance Agreement Framework**  
**12/07/13**

**Context**

All performance agreements incorporate individual institutional improvement plans and must be approved by the Board following review by the Academic Affairs Standing Committee (BAASC). In addition to an annual assessment review, BAASC will evaluate each performance agreement/institutional improvement plan at least once every three years, as required by statute (K.S.A. 74-3202d).

It is important to place these agreements in the context of data collected for *Foresight 2020*. Much more information is collected for *Foresight* purposes than can be used in any single performance agreement. The latter is intended to provide a measure of how well an individual institution is doing on selected system indicators and its own institution-specific indicators.

Taken together, the annual report on *Foresight 2020* and the annual review of institutional performance indicators will provide a comprehensive picture of where the system stands on the critical components of *Foresight* and of the progress individual institutions are making on their specific plans.

**Evaluation Process**

A baseline will be established for each indicator. Each institutional agreement will be reviewed annually and allocation of any “new state funds,” as defined in K.S.A. 74-3202d(e), will be based on three outcomes: (1) maintaining the baseline; (2) improving on the baseline; (3) declining from the baseline. New state funds will be allocated based on maintaining or improving at least 51% of the indicators.

Sector specific indicators will be developed in consultation with institutions. Institution-specific indicators will be proposed by institutions and reviewed by staff. Following consultation with institutions, BAASC will consider these indicators and make recommendations to the full Board.

An institution may propose revisions to its performance agreement at any time. Such requests must include a clear rationale for the alteration or elimination of an indicator. Following consultation with staff, these requests will be presented to BAASC for consideration.



Indicators	Sectors		
	<i>Universities Research Universities</i>	<i>Universities Comprehensive Universities</i>	<i>Community Colleges Technical Colleges</i>
	<i>Sector-Specific Indicators</i>	<p>Research universities must include in the performance agreements at least three indicators from the <i>Foresight 2020</i> goals noted below. One of those indicators must include the Goal Three.</p> <ol style="list-style-type: none"> <li>Increasing Higher Education Attainment <ul style="list-style-type: none"> <li>First to second year retention rates</li> <li>Number of certificates and degrees awarded</li> <li>Six-year graduation rates</li> </ul> </li> <li>Meeting the Needs of the Kansas Economy <ul style="list-style-type: none"> <li>Performance of students on institutional assessments</li> <li>Percent of certificates and degrees awarded in STEM fields</li> </ul> </li> <li>Ensuring State University Excellence <ul style="list-style-type: none"> <li>Selected regional and national rankings</li> </ul> </li> </ol>	<p>Comprehensive universities must include in the performance agreements at least three indicators from the <i>Foresight 2020</i> goals noted below. One of those indicators must include Goal Three.</p> <ol style="list-style-type: none"> <li>Increasing Higher Education Attainment <ul style="list-style-type: none"> <li>First to second year retention rates</li> <li>Number of certificates and degrees awarded</li> <li>Six-year graduation rates</li> </ul> </li> <li>Meeting the Needs of the Kansas Economy <ul style="list-style-type: none"> <li>Performance of students on institutional assessments</li> <li>Percent of certificates and degrees awarded in STEM fields</li> </ul> </li> <li>Ensuring State University Excellence <ul style="list-style-type: none"> <li>Performance on quality measures compared to peers</li> </ul> </li> </ol>
<i>Institution-Specific Indicators*</i>	Universities must also include three indicators specific to the institution which support <i>Foresight 2020</i> and one of which supports Goal 3.	Universities must also include three indicators specific to the institution which support <i>Foresight 2020</i> and one of which supports Goal 3.	Community and technical colleges must also include three indicators specific to the institution which support <i>Foresight 2020</i> indicators.

\*For all institution-specific indicators involving students, institutions may disaggregate by sub-population (i.e. underrepresented populations, underprepared students, etc.). Institutions may disaggregate other indicators, as appropriate.

**INVENTORY OF REPORTING REQUIREMENTS FROM ALL SECTORS**

**Reports required by statute**  
**Data collection required by statute**

**STATE UNIVERSITIES**

Subject	Date Due	Who reports it?	To whom does it get reported?	Does it line up with Foresight?	If yes, which goals?	Do we still need/want/use the report?	Is it required by Statute?
Performance Agreements	July 1	All 2yr & 4yr public institutions every 3rd year	Board	Yes	Goal 1 - Increase higher education attainment among KS citizens; Goal 2 - Improve alignment of the state's higher education system with the needs of the economy; Goal 3 - Enhance the quality of colleges and universities	Yes	Yes. K.S.A. 74-3202d.
Delegations of contracting authority	July 1	State Universities	Board General Counsel	No		Yes, for governance responsibility	No
Nursing Service Scholarship	July, Annually	State Universities and Washburn	Board Staff	No		Yes; accountability	K.S.A. 74-3291 et seq - No reporting requirements in this act
Nurse Educator Service Scholarship Program	July, Annually	State Universities and Washburn	Board Staff	No		Yes; accountability	74-3291 et seq. - No reporting requirements in this act
Kansas Career Work Study Program	July, Annually	State Universities	Board Staff	No		Yes	Yes. K.S.A. 74-3277(a).
Kansas Nursing Initiative Grant	July 15	Institutions (4yrs & 2yrs)	Board Staff/TEA	Yes	Goal 2 - Improve alignment of the state's higher education system with the needs of the economy	Yes	No
Comprehensive fee schedule	July 31	State Universities	Board Staff	No		Yes, for governance responsibility	No
Qualified Admissions	August, annually	State Universities	Board/Legislature	Yes	Goal 1 - Increase higher education attainment among KS citizens;	Yes	Yes. K.S.A. 76-717.
Kansas Partnership for Faculty of Distinction	Sept. 1	State Universities	Board CEO	Yes	Goal 3 - Enhance the quality of colleges and universities	Yes	Board required to report to the Legislature, K.S.A. 76-776, once account is over \$4M

Subject	Date Due	Who reports it?	To whom does it get reported?	Does it line up with Foresight?	If yes, which goals?	Do we still need/want/use the report?	Is it required by Statute?
Annual Operating Budget	Sept. 15	State Universities	Board Staff - Director of Finance	No		Yes, for governance responsibilities	No
Legislative Budget Request Document	Sept. 15	State Universities	Board	No		Yes, for governance responsibilities	K.S.A. 75-3717
KS Higher Education Data System (KHEDS)/KSPSD - Academic Year Collection	September, annually	State Universities	Board	Yes	Goal 1 - Increase higher education attainment among KS citizens; Goal 2 - Improve alignment of the state's higher education system with the needs of the economy; Goal 3 - Enhance the quality of colleges and universities	Yes	Yes. K.S.A. 74-3205d
Program Review	September, annually	State Universities	Board	Yes	Goal 3 - Enhance the quality of colleges and universities	Yes	No
Regent Distinguished Professors	Oct 1 as specified in Section II.F.4.a.(6)	State Universities	Board subcommittee (BAASC) on Regents Distinguished Professors	Yes	Goal 2 - Improve alignment of the state's higher education system with the needs of the economy	Yes	No
Report from state universities participating in the pilot project on purchasing	Oct. 1	State Universities	Board Staff -- Director of Finance	No		Recommend removing	No longer a pilot program. No report required by statute.
K.S.A. 76-731a Data Request	October, annually	State Universities	Board Staff	No		Yes. The statute does not require reporting, but we are asked for the information every year by legislators, media, etc.	No
Kansas Higher Education Enrollment Report (KHEER)	Oct (Fall), March (Spring)	All public and independent colleges and universities	Board Staff -- DRP	Yes	Goal 1 - Increase higher education attainment among KS citizens;	Yes	Yes. K.S.A. 74-3205d, 71-801, 71-32,184, 72-4480, 72-6525, and 76-771.
Inventory of All Physical Facilities & Space Utilization	Nov. 1 (report even numbered years biennial; Table 1 annually)	State Universities	Board	No		Yes, for governance responsibilities	Yes. K.S.A. 76-7,103(c)(1).
Campus safety and security summary status report	Nov. 1	State Universities	Fiscal Affairs and Audit Standing Committee	No		Yes, for governance responsibilities	No

Subject	Date Due	Who reports it?	To whom does it get reported?	Does it line up with Foresight?	If yes, which goals?	Do we still need/want/use the report?	Is it required by Statute?
Tuition/Fee waiver report	Nov. 1	State Universities	Board Staff -- DRP	No		Yes, for governance responsibilities	K.S.A. 74-32,161 reporting requirement for foster children waivers no longer operative.
Kansas Comprehensive Grant	November, annually	State Universities & Private institutions	Board Staff	No		Yes	Yes. K.S.A. 74-32,124(6).
Data Book - Retention and Graduation Report	November, annually	State Universities					Yes. K.S.A. 74-3205d and 76-771.
Data Book - Student Demographics	November, annually	State Universities					Yes. K.S.A. 74-3205d and 76-771.
Tuition Waivers	November, annually	State Universities	Board Staff	Yes	Goal 1 - Increase higher education attainment among KS citizens;	Yes, until student financial data collection starts	Yes. K.S.A. 74-3205d and 76-771.
KS Higher Education Data System (KHEDS)/KSPSD - Fall Collection	November, annually	State Universities	Board	Yes	Goal 1 - Increase higher education attainment among KS citizens; Goal 2 - Improve alignment of the state's higher education system with the needs of the economy; Goal 3 - Enhance the quality of colleges and universities	Yes	Yes. K.S.A. 74-3205d
Sustainability report	Nov. agenda - every other year starting Nov 2013	State Universities	Board through Council of Presidents	No		Yes, for governance responsibility	No
Housing/occupancy report	Dec.	State Universities	Board staff -- DRP	No		Yes, for governance responsibility	Yes. K.S.A. 74-3205d and 76-771.
Rehabilitation and Repair Projects for Institution of Higher Education for allocation of state funds	Dec 1 (at Dec Board meeting) (for following July 1 availability)	State Universities	Board	No		Yes, for governance responsibility	Yes. K.S.A. 76-6b03. See also K.S.A. 76-758.
Midwest Student Exchange Program (MSEP) Data Collection	December, annually	State Universities	Board Staff	No		Yes, for governance responsibility	Yes. K.S.A. 74-3205d and 76-771.
Data Book - Faculty Report (DBTF)	December, annually	State Universities	Board Staff	No		Yes, for governance responsibility	Yes. K.S.A. 74-3205d and 76-771.
Annual financial report	Dec. 31	State Universities	Board & Board CEO	No		Yes, for governance responsibility	No

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Subject	Date Due	Who reports it?	To whom does it get reported?	Does it line up with Foresight?	If yes, which goals?	Do we still need/want/use the report?	Is it required by Statute?
Engineering Initiatives Grant	Dec. 31	Grant recipients (KU, KSU, & WSU)	KSPSD/Board Staff/Commerce	Yes	Goal 2 - Improve alignment of the state's higher education system with the needs of the economy	Yes	Yes. K.S.A. 76-7,139(c).
Internal Audit Plan	January	State Universities	Fiscal Affairs and Audit	No		Yes, for governance responsibility	No
Deferred Maintenance and Inventory of Deferred Maintenance Projects	January 14 every odd year	State Universities	Board	No		Yes, for governance responsibility	Yes. K.S.A. 76-7,103(c)(2).
Accreditation Report	Jan 15 as specified in Section II.D.7.f(2)	state universities	Board	No		Yes, for governance responsibility	No
Academic Calendars	Jan 15 of every third yr as specified in II.D.1.b	state universities	Board	No		Yes, for governance responsibility	No
Concurrent Enrollment Report	January 31 of odd-numbered years as specified in Section IV.8.c.2	Any public institution offering concurrent enrollment reports numbers annually in KSPSD; addtl paper document required to be sent in Jan 31, biennially	Board	Yes	Goal 1 - Increase higher education attainment among KS citizens; Goal 2 - Improve alignment of the state's higher education system with the needs of the economy	Public institutions offering concurrent enrollment report numbers annually in KSPSD.	Yes. K.S.A. 74-3205d, 71-801, 72-4480, 72-6525, and 76-771.
Bioscience Faculty Collection	February, annually	State Universities	Department of Revenue	No		Yes	Yes. K.S.A. 74-99b34
Academic Advising Report	Feb 15 as specified in Section II.D.9.d.	state universities	Board	Yes	Goal 1 - Increase higher education attainment among KS citizens	Yes	No
Performance Reports	March 1	All 2yr & 4yr public institutions	Board	Yes	Goal 1 - Increase higher education attainment among KS citizens; Goal 2 - Improve alignment of the state's higher education system with the needs of the economy; Goal 3 - Enhance the quality of colleges and universities	Yes	Yes. K.S.A. 74-3202d.
ACT Class Profile	March, annually	State Universities	Board Staff	Yes	Goal 3 - Enhance the quality of colleges and universities	Yes	Yes. K.S.A. 74-3205d and 76-771.
Kansas Higher Education Enrollment Report (KHEER)	March (Spring)	All public and independent colleges and universities	Board Staff -- DRP	Yes	Goal 1 - Increase higher education attainment among KS citizens;	Yes	Yes. K.S.A. 74-3205d, 71-801, 72-4480, 72-6525, 74-32,184 and 76-771.

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Subject	Date Due	Who reports it?	To whom does it get reported?	Does it line up with Foresight?	If yes, which goals?	Do we still need/want/use the report?	Is it required by Statute?
Capital improvement requests	April 1 (1 copy to Board Office, 1 copy to Regents)	State Universities	Board	No		Yes, for governance responsibilities	Bd. Prior approval required for projects funded with certain funding sources per K.S.A. 76-757(a), 76-759(a), 76-760(b), 76-3308a(a)
Tracking Report for the Kansas Comprehensive Grant & Kansas State Scholarship Programs	April, annually	State Universities & Private institutions	Board Staff	No		Yes	Yes. K.S.A. 72-6814(f), (g) and 74-32,124(6).
Salaries of CEOs at Peer Institutions	May, annually	State Universities	Board	No		Yes, for governance responsibilities	No
Legislative proposals (budgetary & non-budgetary)	June - Sept. agenda	All 2yr & 4yr public institutions	Board	No		Yes, for coordination responsibilities	No
SPEAK/TOEFL report	as specified in Section II.F.3.a., b., & c; every other year	State Universities every other year	Board CEO	No		Yes, for governance responsibilities	No
Distance Education Report	Biennial beginning in Spring 2013 (Board minutes Sept 2010); institutions report as part of annual KSPSD collection	all 2yr & 4yr public institutions	Board	Yes	Goal 1 - Increase higher education attainment among KS citizens;	Institutions report as part of annual KSPSD collection.	Yes. K.S.A. 74-3205d, 71-801, 72-4480, 72-6525, and 76-771.
Academic extension courses/programs	as specified in Appendix F.4.a.(5), b.(1)	All public postsecondary institutions, if new geographic jurisdiction policy is adopted.	As requested by the Board	Yes	Goal 1 - Increase higher education attainment among KS citizens; Goal 2 - Improve alignment of the state's higher education system with the needs of the economy; Goal 3 - Enhance the quality of colleges and universities;	Proposed policy amendment would require notification when agreements entered, but reporting only as/when requested by the Board.	No

Subject	Date Due	Who reports it?	To whom does it get reported?	Does it line up with Foresight?	If yes, which goals?	Do we still need/want/use the report?	Is it required by Statute?
Institutional affiliations with state universities	as specified in Appendix H.12 - If the affiliation or merger is approved and implemented, an evaluation report from the chief executive officer to the Board will be expected no later than three years from the official date of implementation.	University CEOs	Board	Yes	Goal 1 - Increase higher education attainment among KS citizens; Goal 2 - Improve alignment of the state's higher education system with the needs of the economy; Goal 3 - Enhance the quality of colleges and universities	Yes	No
Regents Distinguished Research Scholar	As requested	State Universities	Board	Yes	Goal 2 - Improve alignment of the state's higher education system with the needs of the economy	Yes	No
Missouri Reciprocal Agreement	15 working days after official Spring & Fall census as specified in contractual agreement with MO	KU & K-State	Academic Affairs staff & Missouri HE Coordinating Board	No		Yes. Required by agreement with Missouri.	No
Learner Outcomes	beginning in 2014 as specified in Foresight 2020 Goal 4.3	all 2yr & 4yr public institutions	Board	Yes	Goal 2 - Improve alignment of the state's higher education system with the needs of the economy	Yes	No

Subject	Date Due	Who reports it?	To whom does it get reported?	Does it line up with Foresight?	If yes, which goals?	Do we still need/want/use the report?	Is it required by Statute?
<b>COORDINATED INSTITUTIONS</b>							
Performance Agreements	July 1	All 2yr & 4yr public institutions every 3rd year	Board	Yes	Goal 1 - Increase higher education attainment among KS citizens; Goal 2 - Improve alignment of the state's higher education system with the needs of the economy; Goal 3 - Enhance the quality of colleges and universities	Yes	Yes. K.S.A. 74-3202d.
Nursing Service Scholarship	July, Annually	State Universities and Washburn	Board Staff	No		Yes; accountability	K.S.A. 74-3291 et seq - No reporting requirements in this act
Nurse Educator Service Scholarship Program	July, Annually	State Universities and Washburn	Board Staff	No		Yes; accountability	74-3291 et seq. - No reporting requirements in this act
KS Higher Education Data System (KHEDS)/Business Training & Enrichment (BTE)	July, annually	Community & Technical Colleges	Board Staff	Yes	Goal 2 - Improve alignment of the state's higher education system with the needs of the economy	Yes	Yes. K.S.A. 74-3205d, 71-801 and 72-4480.
Kansas Nursing Initiative Grant	July 15	Institutions (4yrs & 2yrs)	Board Staff/TEA	Yes	Goal 2 - Improve alignment of the state's higher education system with the needs of the economy	Yes	No
Outcome Metrics for technical programs for state funding	July 15	Institutions (CC & TC)	Board Staff (TEA/Board, beginning 7-15-14)	Yes	Goal 2 - Improve alignment of the state's higher education system with the needs of the economy	Yes	Yes. K.S.A. 74-3205d, 71-801 and 72-4480.
Community College Budget Document, Technical College Budget Document	August	Community Colleges and Technical Colleges	Board Staff	No		Yes	K.S.A. 71-615 (the statute does not specifically require cc's to submit their budgets to the Board, but does charge the Board with determining whether operating expenses exceed legally adopted budget)



Subject	Date Due	Who reports it?	To whom does it get reported?	Does it line up with Foresight?	If yes, which goals?	Do we still need/want/use the report?	Is it required by Statute?
KS Higher Education Data System (KHEDS)/KSPSD - Academic Year Collection	September, annually	Community & Technical Colleges & Washburn University	Board	Yes	Goal 1 - Increase higher education attainment among KS citizens; Goal 2 - Improve alignment of the state's higher education system with the needs of the economy; Goal 3 - Enhance the quality of colleges and universities	Yes	Yes. K.S.A. 74-3205d
KS Higher Education Data System (KHEDS)/Business Training & Enrichment (BTE)	September, annually	Community & Technical Colleges	Board Staff	Yes	Goal 2 - Improve alignment of the state's higher education system with the needs of the economy	Yes	Yes. K.S.A. 74-3205d, 71-801 and 72-4480.
Kansas Training Information Program (KTIP)	Sept. 1	Institutions (CC & TC)	KSPSD/Board Staff/TEA	Yes	Goal 2 - Improve alignment of the state's higher education system with the needs of the economy	Yes	Yes. K.S.A. 72-4451(a).
Kansas Higher Education Enrollment Report (KHEER)	Oct (Fall), March (Spring)	All public and independent colleges and universities	Board Staff -- DRP	Yes	Goal 1 - Increase higher education attainment among KS citizens;	Yes	Yes. K.S.A. 74-3205d, 71-801, 72-4480, 72-6525, 74-32.184 and 76-771.
K.S.A. 76-731a Data Request	October, annually	Community Colleges, Technical Colleges & Washburn University	Board Staff	No		Yes. The statute does not require reporting, but we are asked for the information every year by legislators, media, etc.	No
Perkins Consolidated Annual Report (CAR)	Nov. 1	Institutions (CC & TC)	Board Staff/TEA	Yes	Goal 2 - Improve alignment of the state's higher education system with the needs of the economy	Yes	Federal law requirement
Foster Child Educational Assistance Data Request	November, annually	Community Colleges, Technical Colleges & Washburn University	Board Staff	Yes	Goal 1 - Increase higher education attainment among KS citizens;	Yes	K.S.A. 74-32,161?
KS Higher Education Data System (KHEDS)/KSPSD - Fall Collection	November, annually	Community & Technical Colleges & Washburn University	Board	Yes	Goal 1 - Increase higher education attainment among KS citizens; Goal 2 - Improve alignment of the state's higher education system with the needs of the economy; Goal 3 - Enhance the quality of colleges and universities	Yes	Yes. K.S.A. 74-3205d

Subject	Date Due	Who reports it?	To whom does it get reported?	Does it line up with Foresight?	If yes, which goals?	Do we still need/want/use the report?	Is it required by Statute?
KS Higher Education Data System (KHEDS)/KSPSD - Follow Up Collection	January, annually	Community Colleges, Technical Colleges & Washburn University	Board	Yes	Goal 1 - Increase higher education attainment among KS citizens; Goal 2 - Improve alignment of the state's higher education system with the needs of the economy; Goal 3 - Enhance the quality of colleges and universities	Yes	Yes. K.S.A. 74-3205d
Concurrent Enrollment Report	January 31 of odd-numbered years as specified in Section IV. 8.c.2	Any public institution offering concurrent enrollment reports numbers annually in KSPSD; addtl paper document required to be sent in Jan 31, biennially	Board	Yes	Goal 1 - Increase higher education attainment among KS citizens; Goal 2 - Improve alignment of the state's higher education system with the needs of the economy	Public institutions offering concurrent enrollment report numbers annually in KSPSD.	Yes. K.S.A. 74-3205d, 71-801, 72-4480, 72-6525 and 76-771.
Performance Reports	March 1	All 2yr & 4yr public institutions	Board	Yes	Goal 1 - Increase higher education attainment among KS citizens; Goal 2 - Improve alignment of the state's higher education system with the needs of the economy; Goal 3 - Enhance the quality of colleges and universities	Yes	Yes. K.S.A. 74-3202d.
Kansas Higher Education Enrollment Report (KHEER)	March (Spring)	All public and independent colleges and universities	Board Staff -- DRP	Yes	Goal 1 - Increase higher education attainment among KS citizens;	Yes	Yes. K.S.A. 74-3205d, 71-801, 72-4480, 72-6525 and 76-771.
Community College tuition & fee report	May-July	Community Colleges	Board Staff	No		Yes, for coordination responsibilities	Yes. K.S.A. 74-3205d and 71-801.
Technical College tuition & fee report	May - July	Technical Colleges	Board Staff	No		Yes, for coordination responsibilities	Yes. K.S.A. 74-3205d and 72-4480.
Legislative proposals (non-appropriations)	June - Sept. agenda	All 2yr & 4yr public institutions	Board	No		Yes, for coordination responsibilities	No
State Innovative Technology Grant	June 30	Grant recipients (CC & TC)	Board Staff/TEA	Yes	Goal 2 - Improve alignment of the state's higher education system with the needs of the economy	Yes	No
State Technology Internship	June 30	Grant recipients (CC & TC)	Board Staff/TEA	Yes	Goal 2 - Improve alignment of the state's higher education system with the needs of the economy	Yes	No

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Subject	Date Due	Who reports it?	To whom does it get reported?	Does it line up with Foresight?	If yes, which goals?	Do we still need/want/use the report?	Is it required by Statute?
<b>PRIVATE AND INDEPENDENT INSTITUTIONS</b>							
Kansas Higher Education Enrollment Report (KHEER)	Oct (Fall), March (Spring)	All public and independent colleges and universities	Board Staff -- DRP	Yes	Goal 1 - Increase higher education attainment among KS citizens;	Yes	Yes. K.S.A. 74-3205d and 74-32,184.
Kansas Comprehensive Grant	November, Annually	State Universities & Private institutions	Board Staff	No			Yes. K.S.A. 74-32,124(6).
Kansas Higher Education Enrollment Report (KHEER)	Oct (Fall), March (Spring)	All public and independent colleges and universities	Board Staff -- DRP	Yes	Goal 1 - Increase higher education attainment among KS citizens;	Yes	Yes. K.S.A. 74-3205d, and 74-32,184.
Tracking Report for the Kansas Comprehensive Grant & Kansas State Scholarship Programs	April, Annually	State Universities & Private institutions	Board Staff	No			Yes. K.S.A. 72-6814(f), (g) and 74-32,124(6).
<b>OTHER</b>							
Western Kansas Partnership Program (ACCESS US)	Aug. 1	Chair of the Western KS Educational Compact	Board Staff	Yes	Goal 1 - Increase higher education attainment among KS citizens	Working with committee to eliminate current procedures & create a better designed program	No
Report on pending or completed Legislative Post Audits	Dec. 31	VP Finance and Administration	Fiscal Affairs and Audit Committee	No		Yes, for governance responsibilities	No

Subject	Date Due	Who reports it?	To whom does it get reported?	Does it line up with Foresight?	If yes, which goals?	Do we still need/want/use the report?	Is it required by Statute?
Community College Retirement Plan KPERs	June 30, 2012 and every three years after	Community Colleges that have an ERIP	Board Staff	No			Yes. K.S.A. 71-212(b).
Academic extension courses/programs	as specified in Appendix F.4.a.(5), b.(1)	All public postsecondary institutions, if new geographic jurisdiction policy is adopted.	As requested by the Board	Yes	Goal 1 - Increase higher education attainment among KS citizens; Goal 2 - Improve alignment of the state's higher education system with the needs of the economy; Goal 3 - Enhance the quality of colleges and universities	Proposed policy amendment would require notification when agreements entered, but reporting only as/when requested by the Board.	No
Distance Education Report	Biennial beginning in Spring 2013 (Board minutes Sept 2010); institutions report as part of annual KSPSD collection	all 2yr & 4yr public institutions	Board	Yes	Goal 1 - Increase higher education attainment among KS citizens;	Institutions report as part of annual KSPSD collection.	Yes. K.S.A. 74-3205d, 71-801, 72-4480, 72-6525 and 76-771.
Learner Outcomes	beginning in 2014 as specified in Foresight 2020 Goal 4.3	all 2yr & 4yr public institutions	Board	Yes	Goal 2 - Improve alignment of the state's higher education system with the needs of the economy	Yes	No