

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AGENDA

**June 13, 2013 – 5:30 P.M.
Student Union, Room 209**

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Approval of the Agenda**
- V. Consent Agenda**
 - A. Minutes from May 9, 2013, Meeting
 - B. Claims for Disbursement for May 2013
 - C. Personnel
 - D. Pearson VUE Agreement
 - E. Associate Deans Title Changes
 - F. Administrative Assistant to the Dean of Student Development Title Change
 - G. Negotiated Agreement Salary Chart Correction
- VI. Reports**
 - A. Operations – Ben Smith
 - B. Treasurer’s Report – Sandi Solander
 - C. KACCT Meeting Report – Charles Boaz
 - D. President’s Report – Dr. Brian Inbody
- VII. Old Business**
 - A. Resolution 2013-36: Approval of 2012-2013 Amended Budget
 - B. Resolution 2013-37: Weapons Security Policy (second reading)
- VIII. New Business**
 - A. Resolution 2013-38: KSBDC Contract
 - B. Resolution 2013-39: HLC Self-Study
 - C. Executive Session: Consultation with Attorney for the Board (added at meeting)
 - D. Resolution 2013-40: Property and Casualty Insurance Provider
 - E. Resolution 2013-41: Assistant Athletic Director
 - F. Resolution 2013-42: Accounts Receivable Write Off
 - G. Resolution 2013-43: Cancellation of Outstanding Checks
 - H. First Reading: Sick Leave Policy
 - I. Executive Session: Consultation with Attorney for the Board
 - J. Executive Session: Consultation with Attorney for the Board
- IX. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

June 13, 2013 – 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, Patricia Griffith, David Peter and Dennis Peters.

Also in attendance were Marie Gardner, Jim Genandt, Denise Gilmore, Dr. Brian Inbody, Jason Kegler, Brenda Krumm, Kent Pringle, Ben Smith, Sandi Solander, and three guests.

III. Public Comment

There were no speakers.

IV. Approval of the Agenda

Kevin Berthot moved to add an additional executive session following VIII. B. for consultation with the attorney for the Board. Charlie Boaz seconded the motion. Motion passed unanimously. On motion by Charles Boaz and second by Dennis Peters the amended agenda was approved.

V. Consent Agenda

On motion by David Peter and second by Dennis Peters the following items were approved by consent:

A. Minutes from the May 9, 2013, Meeting

B. Claims for Disbursement for May 2013

C. Personnel

1. Resignation of Registration Specialist

It was the president's recommendation that the Board accept the resignation of Joanna Tindle, Registration Specialist. Ms. Tindle's resignation shall be effective August 2, 2013.

2. Resignation of Custodian

It was the president's recommendation that the Board accept the resignation of Donald Chism, Custodian. Mr. Chism's resignation shall be effective May 24, 2013.

3. Resignation of Assistant Cheer/Dance Coach

It was the president's recommendation that the Board accept the resignation of Sara Lane, Assistant Cheer/Dance Coach. Ms. Lane's resignation shall be effective May 28, 2013.

4. Resignation of Assistant Track/Cross Country Coach

It was the president's recommendation that the Board accept the resignation of Adam Wilcox, Assistant Track/Cross Country Coach. Mr. Wilcox's resignation shall be effective May 17, 2013.

5. Resignation of Special Assistant to the Athletic Director

It was the president's recommendation that the Board accept the resignation of Mike Saddler, Special Assistant to the Athletic Director, pending approval of his employment as Assistant Athletic Director.

6. Revised Resignation Date of Joshua Furnish, ABE Instructor-Ottawa

Previously the Board accepted the resignation of Joshua Furnish, ABE Instructor on the Ottawa campus to be effective June 30, 2013. Mr. Furnish has asked that his resignation date be revised to be effective May 31, 2013. It was the president's recommendation that the Board accept Mr. Furnish's revised resignation date.

7. Revised Resignation Date of Sandi Lingerfelt, ABE Instructor-Ottawa

Previously the Board accepted the resignation of Sandi Lingerfelt, ABE Instructor on the Ottawa campus to be effective June 30, 2013. Ms. Lingerfelt has asked that her resignation date be revised to be effective May 31, 2013. It was the president's recommendation that the Board accept Ms. Lingerfelt's revised resignation date.

8. Maintenance B Position

It was the president's recommendation that the Board approve the appointment of Dan Madden as Maintenance B. Mr. Madden has worked as a painter/carpenter for R and S Painting, Chanute, KS, and lumber tally man and grader for lumber companies. He currently works on a temporary basis for NCCC.

Mr. Madden will be paid \$10.70 an hour (Level 4) beginning July 1, 2013.

9. Custodian

It was the president's recommendation that the Board approve the appointment of James Rice as a Custodian. Mr. Rice was previously the Director of Recreation at the Chanute Recreation Commission before his retirement. After his retirement Mr. Rice served as custodian for the Cherry Street Youth Center. He has also served as the Assistant City Administrator and Director of Parks, Recreation, and Public Buildings for the City of Sabetha and held various positions with Parks and Recreation of Topeka.

Mr. Rice will be paid \$8.70 an hour (Level 1) beginning July 1, 2013.

10. Desktop Support Technician –Chanute

It was the president's recommendation that the Board approve the appointment of Le Roy Rind IV as Desktop Support Technician for the Chanute campus. Mr. Rind has an Associate's Degree in Computer Networking Systems from ITT Technical Institute. Mr. Rind's previous work experience includes Onsite Service Technician for Xerox, Chicago, IL, and owner/operator of Digital Frame Consulting, Channahon, IL. He currently works on a temporary basis for technology services here at NCCC.

Mr. Rind will be paid \$11.70 an hour (Level 5) beginning July 1, 2013.

11. Assistant Coordinator of Residence and Student Life

It was the president's recommendation that the Board approve the appointment of Kaleigh Richardson as Assistant Coordinator of Residence and Student Life. Ms. Richardson has a B.A. in Political Science from Taylor University, Upland, IN. Ms. Richardson has been an intern at the law offices of Mason & Velasquez, P.A., and fitness center attendant/concession stand worker at Arkansas City Recreation Center, all in Arkansas City, KS.

Ms. Richardson will be paid \$20,000 for an 11-month contract (Management Support) beginning August 1, 2013.

12. Assistant Men's Basketball Coach

It was the president's recommendation that the Board approve the appointment of Robert Ford as Assistant Men's Basketball Coach. Mr. Ford has a Bachelor's Degree in Communications with a minor in Business from Eastern Michigan University. Mr. Ford has served as the graduate assistant coach at Texas A&M University in Commerce, TX, and head junior varsity/varsity assistant boys' basketball coach at Grand Rapids Christian High School, Grand Rapids, MI.

As a first-year coach Mr. Ford will receive \$1,450 per month for nine months (\$13,050) plus cafeteria privileges when food service is open. His start date will be August 19, 2013.

13. Career and Technical Education Coordinator

It was the president's recommendation that the Board approve the appointment of Charlene Hunley as Career and Technical Education Coordinator. Ms. Hunley has an Associate of Science Degree in Accounting and Business and Industrial Supervision from Labette Community College. Ms. Hunley has been an office manager/assistant controller/HR manager/payroll administrator at ATEC Steel; administrative manager, HR manager/office manager/payroll manager at Bagcraft/Papercon; and administrative assistant/confidential secretary/human resource clerk/payroll clerk at Yellow Freight System all in Baxter Springs, KS; an adjunct instructor at Labette Community College; and a computer instructor at Coffeyville Community College.

Ms. Hunley will be paid an annual salary of \$28,000 (Management Support) beginning July 1, 2013.

14. Welding Instructor – Garnett

It was the president's recommendation that the Board approve the appointment of Curtis Hughes as Welding Instructor at the Garnett technology center. Mr. Hughes has an A.A.S. in Welding Technology from Manhattan Area Technical College and EMT training from Johnson County Community College. Mr. Hughes has been employed by Vatterott College, Kansas City, MO, as the welding program director; and was a welder at Bucyrus Equipment Co., Hillsdale, KS, and Liberty Inc., Manhattan, KS.

Mr. Hughes will be paid at Instructor level, Step 10 (\$36,375), to be adjusted to the MS level, Step 10 (\$38,210) once he obtains his CWI certification, with a beginning date of August 19, 2013.

15. ABE Instructor – Ottawa

It was the president's recommendation that the Board approve the appointment of K. Jane Morton as ABE Instructor at the Ottawa campus. Ms. Morton has a B.A. in Public Administration from Ottawa University. Ms. Morton's prior work experience includes tax examiner for the I.R.S., vice president of Harshaw Research, Inc., Ottawa, KS; and executive director for Ottawa Recreation Commission, Ottawa, KS.

Ms. Morton will be paid an annual salary of \$28,000 (Management Support) beginning July 1, 2013.

D. Pearson VUE Agreement

It was the president's recommendation that the Board enter into an agreement with NCS Pearson, Inc., to become a Pearson VUE authorized Test Center (PVTC). Becoming a PVTC will provide NCCC students with on-site certification and licensure exams. It would not only reduce our student's travel to other sites to take certifications and licensure exams, but would also give NCCC national recognition as a listed testing center, allowing students from other colleges and community members to test at our sites who might not otherwise have exposure to NCCC. Hosting a PVTC will benefit our students pursuing health occupations, as well as provide opportunity for students in our ABE programs to GED test on-site.

E. Associate Dean Title Changes

Recently the college reorganized the Student Development division forming two dean positions. While this reorganization should make the division more efficient and more responsive to students it also created a discrepancy between the various deans across campus. Currently the college has two associate deans, one in technology services and one with the online campus, whose areas are very similar in size and scope to the two new deans in Student Development. In an effort to equalize the rank, the president requested that the college promote the associate deans in technology services and the online campus to deans. These positions will not change in responsibility or compensation, just in rank.

F. Administration Assistant to Dean of Student Development Title Change

In the reorganized of the Student Development division the Dean of Student Development's title was changed to Dean of Students. The president requested that the Dean of Student's administrative assistant's title be changed to Administrative Assistant to the Dean of Students.

G. Negotiated Agreement Salary Chart Correction

Last month the Board approved the PEA Negotiated Agreement. A copy of the 2013-14 salary chart that was attached for review contained some errors. Steps 22-28 under the MS 60 column did not get updated with the new amounts. A copy of the corrected chart follows with the corrections in red. It was the president’s recommendation that the Board approve the corrected salary chart.

ARTICLE 12

2013-14 Salary Schedule

Base \$31,725

| Step | Instructor | MS | MS 15 | MS 30 | MS 45 | MS 60 | DOC |
|------|------------|----------|----------|----------|----------|-----------------|----------|
| 1 | \$30,480 | \$31,725 | \$32,642 | \$33,722 | \$34,902 | \$35,902 | \$38,902 |
| 2 | \$31,135 | \$32,576 | \$33,494 | \$34,574 | \$35,754 | \$36,754 | \$39,754 |
| 3 | \$31,790 | \$33,427 | \$34,346 | \$35,426 | \$36,606 | \$37,606 | \$40,606 |
| 4 | \$34,446 | \$34,280 | \$35,197 | \$36,548 | \$37,457 | \$38,457 | \$41,457 |
| 5 | \$33,100 | \$34,935 | \$36,048 | \$37,130 | \$38,308 | \$39,308 | \$42,308 |
| 6 | \$33,756 | \$35,590 | \$36,900 | \$37,981 | \$39,160 | \$40,160 | \$43,160 |
| 7 | \$34,410 | \$36,246 | \$37,556 | \$38,832 | \$40,012 | \$41,012 | \$44,012 |
| 8 | \$35,066 | \$36,900 | \$38,210 | \$39,684 | \$40,864 | \$41,864 | \$44,864 |
| 9 | \$35,721 | \$37,556 | \$38,865 | \$40,339 | \$41,715 | \$42,715 | \$45,715 |
| 10 | \$36,375 | \$38,210 | \$39,521 | \$40,994 | \$42,566 | \$43,566 | \$46,566 |
| 11 | | \$38,865 | \$40,175 | \$41,650 | \$43,418 | \$44,418 | \$47,418 |
| 12 | | \$39,339 | \$40,831 | \$42,305 | \$44,073 | \$45,073 | \$48,073 |
| 13 | | \$39,815 | \$41,485 | \$42,959 | \$44,729 | \$45,729 | \$48,729 |
| 14 | | \$40,290 | \$42,141 | \$43,615 | \$45,383 | \$46,383 | \$49,383 |
| 15 | | \$40,765 | \$42,616 | \$44,121 | \$46,039 | \$47,039 | \$50,039 |
| 16 | | \$41,240 | \$43,091 | \$44,628 | \$46,693 | \$47,693 | \$50,693 |
| 17 | | \$41,715 | \$43,567 | \$45,135 | \$47,349 | \$48,349 | \$51,649 |
| 18 | | \$42,190 | \$44,041 | \$45,642 | \$48,004 | \$49,004 | \$52,004 |
| 19 | | \$42,666 | \$44,517 | \$46,149 | \$48,510 | \$49,510 | \$52,510 |
| 20 | | \$43,140 | \$44,991 | \$46,655 | \$49,016 | \$50,016 | \$53,016 |
| 21 | | \$43,616 | \$45,467 | \$47,162 | \$49,524 | \$50,524 | \$53,524 |
| 22 | | \$44,090 | \$45,941 | \$47,669 | \$50,030 | \$51,030 | \$54,030 |
| 23 | | | \$46,417 | \$48,176 | \$50,538 | \$51,538 | \$54,538 |
| 24 | | | \$46,892 | \$48,682 | \$51,044 | \$52,044 | \$55,044 |
| 25 | | | \$47,367 | \$49,189 | \$51,550 | \$52,550 | \$55,550 |
| 26 | | | | | \$52,058 | \$53,058 | \$56,058 |
| 27 | | | | | \$52,564 | \$53,564 | \$56,564 |
| 28 | | | | | \$53,071 | \$54,071 | \$57,071 |

VI. Reports

- A. Operations – Ben Smith gave a report on the operations division. See attachments.
- B. Treasurer’s Report – Sandi Solander gave a treasurer’s report. Revenue for the month of May was \$1,230,931.57 and disbursements were \$2,061,743.98. See attachments.
- C. KACCT Meeting Report – Charles Boaz reported on the KACCT meeting that he attended on June 7 and 8 at Dodge City Community College. He said that they didn’t have a lot of issues. The governor, being a strong advocate of community colleges, visited Kansas City Kansas Community College and Butler Community College recently. They discussed state funding issues. The state settled on a 0% cut to community college funding for 2013-2014, however, there is an anticipated cut of 1.5% for 2014-2015. They evaluated the KACCT’s director. Only nine colleges sent in evaluations. The trustees weren’t happy with the low participation rate. They approved the new budget of \$414,331. Larry Manes of Iola was elected the new president. Linda Fund gave an update on state issues. The next meeting will be held at Cowley County Community College on September 13 and 14, 2013. It was a good meeting overall.
- D. President – Dr. Brian Inbody gave a president’s report. See attachment.

VII. Old Business

Agenda Item VII-A: Approval of 2012-2013 Amended Budget

It was the president’s recommendation that the Board approve the amended 2012-13 budget as published.

**NOTICE OF HEARING ON
AMENDING THE 2013 BUDGET**

The governing body of
Neosho County Community College _____
will meet on the 13th day of June, 2013 at 5:30 P.M., at
Student Union Oak Room _____
for the purpose of hearing and answering objections of taxpayers relating to the proposed
amended use of funds.

Detailed budget information is available at
Business Office _____
and will be available at this hearing.

SUMMARY OF AMENDMENTS

| Fund | Adopted Budget 2012-2013 | | | Proposed Amendment |
|-----------------|-----------------------------|----------------------------------|----------------------------------|--------------------|
| | Actual Tax Rate | Amount of Tax to be Levied | Expenditures and Transfers | 2012-2013 Budget |
| | | | | Expenditures |
| | | | | and Transfers |
| Adult Education | 0 | \$0 | \$611,066 | \$711,066 |
| | | | | |
| | | | | |

Board Chairman

Resolution 2013-36

RESOLVED, that the Board of Trustees of Neosho County Community College approves the FY2012 -13 amended budget as published.

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

Agenda Item VII-B: Weapons Security Policy (second reading)

Response time from emergency responders, including law enforcement personnel can take in excess of 2½ minutes. The Board may desire that the president of the College and persons designated by the president develop recommended changes to the College security plan and corresponding Board Policy to address concerns about effective and timely response to emergency situations, including armed intruders, hostage situations, students who are armed and posing a direct threat of physical harm to themselves or others, and similar circumstances; and

A continued general ban on firearms and other weapons, may be prudent pending a complete analysis of the options available pursuant to Kansas HB 2052 (the "Act"), including impact on College liability insurance coverage if concealed handguns as defined in State law are permitted in College buildings when carried by person(s) with a valid concealed handgun license issued by the State of Kansas, as well as the comprehensive costs of adequate security measures as defined in the statute.

Weapons Security Policy

No person shall carry a firearm, a concealed weapon (except as authorized by the Act), or any other weapon as defined by K.S.A. 72-89a01(h) onto any College property, into any College building, onto any College transportation, or onto the premises of any function or activity sponsored or sanctioned by the College except for authorized law enforcement officials and others permitted pursuant to this policy.

- A. Employees of the College licensed to carry a concealed handgun under the Act shall not carry a concealed handgun onto any College property, into any College building, onto any College transportation, or onto the premises of any function or activity sponsored by the College on the premises of the College, or while engaged in the duties of the person's employment for the College, **except** that possession of a handgun as defined by the Act in the employee's private means of conveyance, even if parked on College premises is not prohibited.
- B. The president of the College, or designee, may designate specific College employees who are licensed pursuant to the Act to possess a concealed weapon onto any College Property, into any College buildings, onto any College transportation, and on the premises of any function or activity sponsored by the College as part of a College Security Plan and subject to any other certification the Board or president may require. The College Security Plan in consultation with and subject to approval of the Board shall be developed and effective on or before January 1, 2014, conditioned upon availability of liability insurance coverage compatible with the College Security Plan.
- C. Persons who are not employees of the College and who hold a valid license to carry concealed handguns pursuant to K.S.A. 75-7c01 et seq. (the "Act") are prohibited from the carrying of a concealed handgun into any College building.
- D. When for the limited purpose of facilitating or participating in a College-sanctioned firearm or weapon related event students, employees, and other

persons may possess weapons on College premises, in College transportation, or the premises of any College activity, as long as the weapons are not concealed and the weapons are not carried onto College transportation or premises of any other College or College-sponsored activity.

College buildings shall be conspicuously posted as provided in the Act. Any person who possesses a weapon in violation of this policy will be asked to leave the College premises or event. In addition, the College may report the incident to law enforcement officials, ban the person from College property or College events, take disciplinary action, or seek other legal remedies.

This policy is adopted to allow time for review and proper implementation of the Act in the best interests of the College, the students, faculty, staff, and the communities served by the College. If any provision of this policy or the application thereof to any person or circumstance is deemed by appropriate authority to conflict with or violate the Act or Kansas HB 2052, or any amendments thereto, the conflict or invalidity shall not affect other provisions of the policy which can be given effect without the conflicting or invalid provision or application, the provisions of this policy being severable for such purposes.

This policy shall be referred to or titled "Weapons Security Policy." Existing Board Policy for "weapons" under the Safety and Security Policy provisions remain in full force and effect except where it conflicts with the provisions hereof, in which case this Weapons Security Policy shall control.

It was the president's recommendation that the Board approve the Weapons Security Policy as set out above.

Resolution 2013-37

RESOLVED, that the Board of Trustees of Neosho County Community College approves the Weapons Security Policy as set out above.

Kevin Berthot moved to table Resolution 2013-37 until a future date. Dennis Peters seconded the motion. Motion passed unanimously.

The Board recessed for a 5 minute break at 7:30 p.m. The meeting reconvened at 7:35 p.m.

VIII. New Business

Agenda Item VIII-A: KSBDC Contract

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

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

It was the president's recommendation that we continue our support of the KSBDC for another contract term of one year from July 1, 2013, to June 30, 2014.

Resolution 2013-38

RESOLVED, that the Board of Trustees of Neosho County Community College approves the continued support of the KSBDC for another contract term of one year from July 1, 2013 to June 30, 2014.

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

Agenda Item VIII-B: HLC Self-Study

Every ten years the college must complete a self-study using the five criterion of accreditation. The self-study is written by a committee of employees across campus and compiled by the vice president for student learning and his staff. This document identifies the strengths and weaknesses of the college as well as demonstrates compliance with federal requirements and the Higher Learning Commission's five criterion. Attached as a separate document is NCCC's self-study for 2013. If approved by the Board, it will be forwarded to the HLC. In September a five -member team of peer reviewers will be on campus for three days to confirm facts in the self-study and later to issue a report. This self-study marks the end of the "traditional" process for NCCC. Unless the college is sanctioned, we will move to the pathways process beginning with the 2014-15 academic year. It was the president's recommendation to approve the HLC self-study, and any necessary revisions prior to submission, for submission to the Higher Learning Commission.

Resolution 2013-39

RESOLVED, that the Board of Trustees of Neosho County Community College approves the NCCC's 2013 self-study, and any necessary revisions prior to submission, for submission to the Higher Learning Commission.

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

Agenda Item VIII-C: Executive Session – Consultation with Attorney for the Board

On motion by Kevin Berthot and second by Charles Boaz the Board recessed into executive session for 15 minutes for consultation with the attorney for the Board which would be deemed privileged in the attorney-client relationship and to include the president and college attorney with the vice president for operations on standby.

The Board entered executive session at 7:45 pm and returned to open meeting at 8:00 pm.

On motion and second the Board returned to executive session for an additional 5 minutes at 8:02 pm and returned to open meeting at 8:07 pm.

Agenda Item VIII-D: Property and Casualty Insurance Provider

Each year the college must contract a range of insurance to cover operations of the institution. This insurance includes property and casualty, general liability, executives and officers, automobile, umbrella, and workman’s compensation. The college asked two organizations, IMA and MRH, to offer packages of insurance to meet these qualifications. Total package cost for IMA is \$100,707. Total package cost for MRH, a local Neosho County broker, is \$109,261. These insurances have the following deductibles:

| | IMA Package | MRH Package |
|-----------------------------|------------------------|------------------------|
| Property | 25,000 | 25,000 |
| Inland Marine | 25,000 | 5,000 |
| Crime | 1,000 | 500 |
| General Liability | 0 | 500 |
| Employee Benefits Liability | 1,000 | 1,000 |
| Linebacker | 5,000 | 2,000 |
| Automobile | 1,000 | 1,000 |
| Umbrella | 0 | 0 |
| Workman’s Compensation | 1,000 | 500 |

Significant Package Differences

- Wright Specialty, under the IMA package, will cover student nurses in clinical settings. The MRH package does not.
- Wright Specialty covers forgery and computer fraud. The MRH package does not.
- The IMA package offers free risk management conferences as well as free inspections for fire and safety issues.
- The IMA package is predicated on a consortium of at least three colleges sharing the property and casualty insurance.

It was the president’s recommendation that the college accept IMA’s package as the price of the local provider is greater than 1% difference and, therefore, outside the scope of Board policy to grant a contract to a local provider.

Resolution 2013-40

RESOLVED, that the Board of Trustees of Neosho County Community College approves contracting with IMA for the college’s property and casualty insurance coverage at a cost of \$100,707. In the event the consortium breaks up and the IMA bid is no longer valid, then approval is given to contract with MRH for the college’s property and casualty insurance coverage at a cost of \$109,261.

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

Agenda Item VIII-E: Assistant Athletic Director

The duties of the Special Assistant to the Athletic Direction have grown over the past year. It was the president's recommendation that the Board approve the creation of a full-time Assistant Athletic Director to replace the part-time Special Assistant to the Athletic Director. A copy of the job description follows.

It was also the president's recommendation that the Board promote Mike Saddler to this position. Mr. Saddler has served as the Special Assistant to the AD since July of 2012.

Mr. Saddler holds a M.S. in Sports Administration from Fort Hays State University, a B.S. in Education: Sports Management, and an A.A. in Education from Colby Community College.

Mr. Saddler has served as an assistant baseball coach at NCCC from 2009 to 2011 and Special Assistant to the Athletic Director from 2011 to present. His responsibilities have grown immensely over the past four years. This past year, he took on the additional responsibility of online sports information director while completing administrative duties. He manages the athletic department social networking presence, composes press releases, takes pictures at athletic events, assists in organizing fundraisers, coordinates the online LOI program, and represents Neosho at Regional and National events. Mr. Saddler has spent time coaching with the Rochester Honkers Baseball Club, Baker University, and Fort Hays State University.

Mr. Saddler will be paid an annual salary of \$30,000 (Management Support) beginning July 1, 2013.

Resolution 2013-41

RESOLVED, that the Board of Trustees of Neosho County Community College approves the creation of the Assistant Athletic Director position and the promotion of Mike Saddler to this position.

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

ASSISTANT ATHLETIC DIRECTOR

Reports to: Athletic Director
Classification: Full-time, 12-Month Employee
Pay Status: Management Support, Exempt
Full fringe benefits per Board Policy
Starting Salary \$30,000
Created: June 2013

Purpose of position: This position performs a variety of administrative assistant and sports information functions for the college and reports Athletic Director under their general supervision.

Essential Functions:

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Maintain athletic schedules and rosters on the athletic webpage;
4. Call for Notable Athlete nominations and enter the selected athlete on the athletic webpage;
5. Maintain athletic videos on the athletic webpage;
6. Update on the athletic webpage coaches' bios they have submitted;
7. Maintain the photo gallery on the athletic webpage;
8. Maintain basic updates and general navigation of the athletic webpage;
9. Along with the Athletic Director, identify and address potential candidates to advertise on the athletic webpage;
10. Assist the Athletic Director with annual budget preparation and monitoring;
11. Transcribe notes, prepare and file correspondence, prepare requisitions and travel requests and file reimbursement forms for athletics;
12. Maintain the online LOI program
13. Handle, distribute and file office correspondence;
14. Handle routine matters relating to the daily operation of the office, including processing various forms to appropriate offices;
15. Perform routine mail sorting functions and handle routine matters pertaining to the daily operation of the department;
16. Assist with miscellaneous support functions at the direction of the Athletic Director as necessary;
17. Assist the Athletic Director in coordinating athletic and fund-raising events;
18. Assist the Athletic Director with inventory monitoring and control;
19. Schedule, attend and record all required meetings for the Athletic Director;
20. Assist the Athletic Director coordinating athletic travel with the VPO office;
21. Maintain confidential files on students, faculty, coaches and staff as required and maintain confidentiality on all information;
22. Maintain intercollegiate athletic agreements for all coaches as set forth by the NJCAA and KJCCC;
23. Complete reports, purchase requests and forms as well as distribute pertinent information to all coaches;
24. Supervise student workers
25. Perform other miscellaneous duties as assigned by the Athletic Director;

Required Knowledge, Skills and Abilities

1. Excellent interpersonal skills, above average communication skills, ability to work effectively with all levels of employees. Ability to project a positive and professional image to students and employees.
2. Ability to appropriately exercise independent initiative and judgment.
3. Sensitivity to, and awareness of, confidential materials.
4. Ability to learn and complete routine maintenance tasks.
5. Extensive knowledge of personal computer applications and hardware would be helpful.

Education and Experience

- Bachelor's degree in related field preferred; **AND** 2 years of work experience required, in area of responsibilities of position; **OR**
- High School diploma or GED required plus 5 years of work experience in area of responsibilities required

Working Conditions

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. The employee is required to walk extensively, sit, stand, talk and hear.
4. Specific vision abilities required by this job include close vision and the ability to adjust focus.
5. Some travel may be required.
6. Ability to occasional lift and transport items weighing 10-20 pounds is required.
7. Some overtime may be required, as well as some flexibility in occasional early or late hours.

Non Discrimination

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

Agenda Item VIII-F: Accounts Receivable Write Off

The chief financial officer asked for approval to write off \$231,855.84 of accounts receivables for activity from January 2012 through December 2012.

Holds have been placed on the applicable student records. We will continue to keep a record of the written-off accounts and, therefore, can still collect the money, even though the account has been written off.

The write-off amount from June 2011 was \$116,930.46 and 41% of that amount has been collected.

Resolution 2013-42

RESOLVED, that the Board of Trustees of Neosho County Community College authorizes the administration to write off \$231,855.84 in old accounts receivable and that the college continue to attempt to collect the mounts written off.

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

Agenda Item VIII-G: Cancellation of Outstanding Checks

K.S.A. 815 and K.S.A. 816 require outstanding checks that are two or more years old be cancelled and restored to the funds originally charged. After reviewing the outstanding checks it has been determined that \$7,837.42 should be canceled and restored to the funds originally charged.

It was the president's recommendation that the Board approve the cancellation of old outstanding checks that recipients have not cashed.

Resolution 2013-43

RESOLVED, that the Board of Trustees of Neosho County Community College authorizes the administration to cancel \$7,837.42 in old outstanding checks and restore to the funds originally charged.

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

Agenda Item VIII-H: Sick Leave Policy Revision (first reading)

The current Sick Leave Policy provides that sick leave may be used for time off on the death of a spouse, child, parent, sibling, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, or sister-in-law. The Executive Committee recommends that the sick leave policy be modified to add that employees may use sick leave for time off on the death of any family member residing with the employee as well as adding that the president may approve the use of sick leave on the death of other family members on an individual basis. The president asked the trustees to consider the following modifications to the Sick Leave Policy as a first reading for approval at the July meeting.

1. Sick Leave
(revised 7/9/09, 9/8/11, 12/13/12)

a. Purpose and Usage

NCCC shall provide employees with the opportunity to request approved time away from work to resolve medical problems and/or recuperate so they may return to full productivity. Sick leave may be taken only to the extent that is actually accrued; one cannot borrow against anticipated sick leave earned. An employee shall not be compensated for unused sick leave.

Sick leave may be granted for:

- (6) Maximum of five days in case of death in the employee's family (spouse, children, parents, siblings, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, or sister-in-law, or family member residing with the employee). Any further days must be cleared with the immediate supervisor. The president or his/her designee may approve, in advance, the use of sick leave in the case of death for other family members on an individual basis.

Agenda Item VIII-I: Executive Session – Consultation with Attorney for the Board

On motion by David Peter and second the Board recessed into executive session for 10 minutes for consultation with the attorney for the Board which would be deemed privileged in the attorney-client relationship and to include the president, vice president for student learning, vice president for operations, chief financial officer, and the college attorney with the dean of student development on standby.

The Board entered executive session at 8:31 pm and returned to open meeting at 8:45 pm.

Resolution 2013-44

RESOLVED, that at the May 9, 2013, Board meeting the Board approved having Dr. Inbody prepare a notice to send to the attorney general's office that the college wished to take advantage of the four-year exemption to allow concealed carry weapons on campus in order to establish a security plan. The Board of Trustees of Neosho County Community College approves the attached notice for forwarding to the attorney general's office.

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

Agenda Item VIII-J: Executive Session – Consultation with Attorney for the Board

On motion by Charles Boaz and second the Board recessed into executive session for 10 minutes for consultation with the attorney for the Board which would be deemed privileged in the attorney-client relationship and to include the president, vice president for student learning, vice president for operations, chief financial officer, dean of student development, and the college attorney.

The Board entered executive session at 8:50 pm and returned to open meeting at 9:00 pm.

IX: Adjournment

On motion by Dennis Peters and second by Charles Boaz the meeting adjourned at 9:01 pm.

Respectfully submitted,

David Peter, Board Chair
Denise L. Gilmore, Board Clerk

Report to the Board of Trustees
Vice President for Operations
Ben Smith
June 13, 2013

I. Major Projects

A. Stoltz Hall Renovation (pictures below)

(general contract \$242,718, Title III \$45,200, total \$287,918)

- a. Demolition complete.
- b. HVAC going in now.
- c. Plumbing rough-in complete.
- d. Re-poured floor yesterday.
- e. Lab desks delivery is critical.
- f. We are currently reviewing additional expenses that can be transferred from the Stoltz general contract to the Title III contract. This total could range from \$20K to \$40K.
- g. We will be bringing a revised general contract and Title III contract back to the Board reflecting those changes, as well as all changes required to the contract.

Current Change Orders:

| | |
|--|-----------------|
| i. Replace existing doors | +\$3,700 |
| ii. Asbestos abatement | +\$2,400 |
| iii. Cold water line supply | +\$1,600 |
| iv. Gas line to the demo table | +\$525 |
| v. Salvage existing floor drain | -? |
| vi. Deleted the trap primers | -? |
| vii. Dumpster usage | -? |
| viii. HVAC revisions – should net zero | <u>0</u> |
| 1. Sub-total | +\$8,225 |
| ix. Contingency | <u>-\$2,400</u> |
| 1. Net change total | +\$5,800 |

Possible change order

- x. HVAC Controls \$8,322
 Above controls are stand-alone, open-source and currently budgeted in the NCCC Maintenance FY14 budget.
- xi. Add DDC open source web-accessible, expandable control system.
+\$4,280

B. Eastern Kansas Technology Center (Garnett) Renovation (pictures below)

(AO-K portion \$34,000, total contract \$104,500)

- a. Demolition complete.
- b. Electricity nearly complete.
- c. HVAC going in now.
- d. We will be bringing a revised general contract back to the Board reflecting all changes required to the contract.

Current Change Orders:

| | |
|-----------------------------------|----------|
| i. Eliminate 4 th wire | -\$1,800 |
|-----------------------------------|----------|

Maintenance *(submitted by Paul Smith and Ben Smith)*

A. Summer Projects 2013

- a. Emptied room 9 and prep rooms for the renovation project.
- b. Reseeded softball and baseball outfields.
- c. Summer maintenance on the chiller and tower was completed.
- d. Summer maintenance was completed on the Rowland Rooftop.
- e. Final grade and reseed of north detention basin in progress. [\(pictures below\)](#)
- f. Finish and install Panther Clock at NW corner in progress. [\(pictures below\)](#)
- g. Address additional drainage issues as softball in progress. [\(pictures below\)](#)
- h. Softball drive concrete currently underway in progress. [\(pictures below\)](#)
- i. Hang projector and screen in Auditorium in progress.
- j. Additional sidewalks at softball field after 7-1-13.
- k. Carpet and paint Outreach and Workforce Development after 7-1-13.
- l. Waterproof shower walls Neokan 1st floor bathroom. (complete renovation Summer, 2014)
- m. Add sound proofing to room Sanders 105 office walls.
- n. Parking lot re-painting.
- o. Finish Softball batting cage.
- p. Refurbish Baseball deck.
- q. Refinish gym floor 7-15-13.
- r. Install pole light at the south end of Bideau lot.
- s. Lighting at Gym entrance.

B. Safety

- a. All weekly and monthly inspections have been completed and documented.
- b. The semi-annual hood, boiler and chiller inspections and PMs are completed.
- c. The auditorium stage exit doors were replaced as per the Chanute Fire Department (CFD) inspection recommendation.
- d. Additional safety measures recommended by the CFD were also implemented.
- e. Annual inspections will be ordered after 7-1-13.
- f. All maintenance staff 10-hour OSHA certified.
- g. All supervisors 30-hour OSHA certified.
- h. Ongoing training with staff stressing safety and standardized procedures.
- i. Additional staff training on EAP guidelines and radio protocol.

C. Residence Halls

- a. Bideau Hall
 - i. Normal repairs and daily maintenance is continuing.
 - ii. Ninety (90) rooms of paint and all hallways will be touched up by 8-1-13.
 - iii. Ten (10) rooms will have carpet removed and VCT installed starting 7-1-13 as per CIP.
 - iv. Ten (10) rooms and five (5) bathrooms will be completely repainted ahead of the tile projects as per CIP.
 - v. Ten (10) PTACS will be replaced as per CIP.
- b. NeoKan Hall
 - i. Five (5) PTACS will be replaced as per CIP.
 - ii. All rooms will have paint touched up.

II. Safety/Security

A. Access Control

- a. Phased implementation of access control for exterior doors on all buildings continues.
- b. Access control has been completed on initial exterior doors on Sanders Hall, Stoltz Hall, Rowland Hall and Technology Services, the Wellness Center, and the remainder of NeoKan Hall.
- c. Snyder Chapel access control has been completed and is locked 24/7 with card access.
- d. Additional access control has been added to the Ottawa campus.
- e. Access control for the Multi-purpose building is currently underway.
- f. Next phase will be the addition of Chapman Library and the CAVE. Completion of Sanders, Stoltz and Rowland Halls will follow next year.
- g. Finally, the lighting systems will be automated in Sanders and Stoltz Halls.

B. Additional Security/Video Surveillance

- a. Additional cameras were installed in Sanders Hall, Stoltz Hall, the Maintenance building, loading area, Wellness Center, and gym/AT hallway per the Emergency Action Plan and Safety and Security Committee recommendation.
- b. Additional cameras were also added to cover the laundry rooms in Bideau Hall.
- c. New cameras were added to cover the rear entrance to food service and additional coverage in the cafeteria.

C. Severe Weather

- a. As you know, we were designated as Storm Ready by the National Weather Service (NWS) and NOAA, making us the first community college in Kansas with such a designation, and only the second in the US.
- b. A number of criteria are used to determine if NCCC would be designated including our Emergency Action Plan (EAP), safety implementation efforts including training and signage, number and placement of storm shelters, weather radio locations, multiple redundant emergency notification systems in place, and a campus inspection.
- c. Three notification beacons have been installed on campus, one in the student union and one in each residence hall (compliance with NFPA 72-24). Additional beacons will be installed next year.
- d. We will need to recertify in four years with the NWS and NOAA.
- e. Additional weather radios have been deployed to all buildings and main offices.
- f. Additional two-way radios have been deployed for emergency use.

D. Conceal Carry

- a. All doors have been posted with appropriate and conspicuous signage per state statute.
- b. Dr. Inbody and I have begun to work on basic ideas for the security plan.

E. NCLEPC/JTTF

- a. The NCCC Crisis Management Team completed two tornado disaster tabletop exercises last fall, and both the Chanute and Ottawa campuses completed a full-blown tornado simulation exercise in October.
- b. Dr. Inbody, Kerry Ranabargar, Jason Kegler and I completed an active-shooter tabletop exercise with the Neosho County Local Emergency Planning Committee (NCLEPC). This comprehensive exercise included personnel from the Neosho County Emergency

Management office, the Chanute Police Department, the Chanute Fire Department, Neosho County Sheriff's office, NMRMC emergency management, emergency services, Allen County emergency management, USD 413, and the Kansas office of emergency management.

- c. A full active shooter exercise with involvement of this group will be scheduled in August here at the college. We will provide you with more details as they are known.
- d. In addition, an additional limited active shooter exercise will be held here at the college in late July in conjunction with the Joint Terrorism Task Force (JTTF). We will provide you with more details as they are known.

III. **Technology Services** *(submitted by Kerry Ranabargar)*

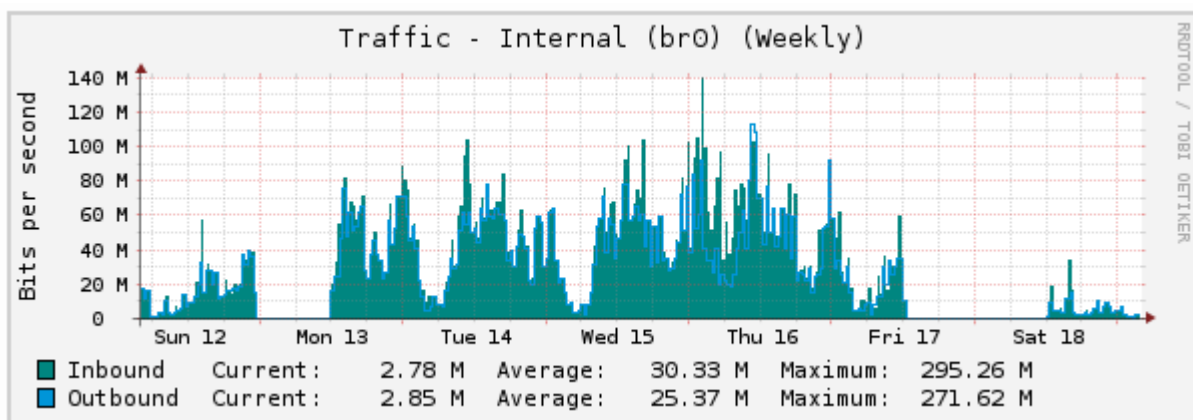
- A. Ottawa Campus** – We completed the transition of internet service to the City of Ottawa on May 3rd. The old AT&T service has been disconnected and we have returned their equipment. We also received a subsidy in the amount of \$700 from the state to aid with the transition. In addition, we have added a fulltime desktop support technician at that location which has greatly increased customer satisfaction. The summer is a very busy time for us as you know and he will be working to clean up the lab computers and install new employee machines for the upcoming year.
- B. Chanute Campus** – We recently completed the installation of a new core switch which has increased the efficiency of the network and provided us some additional capabilities. Later this summer we will be procuring an additional Storage Area Network (SAN) array that will provide greater capacity for our virtual environment and speed up the performance on the applications used. Once this is in place we will be able to move the rest of our physical application servers over to the virtual environment freeing up even more rack space while utilizing less power and cooling to maintain the environment at the data center. The new way-finding software and display has been in place for a few weeks as well, and it has been well received by both patrons and staff here at NCCC. We hope to install a similar display in the Ottawa facility later this year. We have also installed a new network security appliance that enables application control and network monitoring.
- C. On-line campus** – We are in the final stages of the setup process to begin using the new timecard entry port-let. Jon has been working with the business office to finalize the preliminary items in hopes that we will begin this on July 1. This will complete the transition to a totally paperless timecard process include leave slips and reporting. We also upgraded the Learning Management System to the next generation of the Jenzabar eLearning platform. This was a major upgrade that made many changes to the way the software functions. Jon and Marie worked many hours during the installation to ensure that the transition was a smooth one.

D. Network Outage –

- a. On Monday May 13 at approximately 12:00 am there was a break in the primary fiber feed to the Chanute campus which resulted in no connectivity to downtown and conversely no one outside of Chanute could get to us. The city called their consulting firm to troubleshoot and fix the problem and they arrived on site around 11:30 am Monday morning. After some troubleshooting they decided that one of the two fiber pairs may still be good so they switched to a multidirectional link on both ends taking the broken side of

the pair out of the loop. Doing this allowed the connection to come back up and function until noon on Friday May 17.

- b. On Friday May 17th at approximately 12:15 pm we had another break in the secondary piece of fiber that feeds the loop back downtown to the datacenter. The results of this were the same as Monday's. There was no connectivity to the datacenter and the datacenter could not get back to our firewall to get out therefore we were essentially cutoff from the world. Again the city's consultant that manages their network is based in Kansas City, so with travel time it was nearly 3 pm before they were on site to evaluate the issue. They worked until 10pm the evening of the 17th and were still unable to locate the location of the break in the fiber. They returned the morning of the 18th and essentially gave up finding the break and did a manual re-route over another piece of fiber which got the connection back up late that morning.



NOTE: This graph illustrates both the time the incidents occurred and the duration of the outages.

- c. In the future we will be evaluating the cost/benefit of providing multiple paths into the facility and also a major restructuring of the network topology to address some of the issues this has caused. Adding redundant paths would eliminate this issue from happening again, however it is the most expensive solution. We estimate that the up-front cost for a topology like this would be nearly \$100,000 the first year and close to \$40,000 annually each year after assuming that we want to keep the same bandwidth on the redundant circuit as we have on the primary and that we move our datacenter back to the Chanute campus. Another option would be to have redundant connections to one provider, each on a different part of the loop. They would work in a failover mode should one leg go down. This is far cheaper because you are only paying for one internet service, and also there would be no need for a load balancing device which is very expensive. The drawback is obviously if something happens at the provider level you are still without service and also the provider must be willing to build in the other loop. Again, we will be looking at these and other alternatives as a means to provide better service to our customers.

E. Switchboard – We recently started a new part time assistant for Mary to help with the busy times and cover breaks and leave. Connie Slaughter has been spending time learning our systems and has been a great asset to that department. Mary asked that I thank you again for allowing us to make that hire.

- F. **Office Support Services** – Gloria has been working on inventorying the copiers and printers on both campuses in order to get a better idea of what toner and ink cartridges we need to keep on hand. Connie has been also working with Gloria part time to ensure that we provide premier service in that area during peak times.

IV. General

A. “Issues” Texting Initiative and One-Number Calling

- a. During the fall semester, we implemented a new “issues” texting service on the Chanute campus this semester in conference and meeting rooms and all restrooms. The service has been well-received.
- b. We have extended that idea and implemented **one-number calling** for all of our departments. Basically, dialing one number for each department will always reach someone from the department in question, 24/7, 365 days a year. We are working with our security company to try to provide that same level of service for our campus security as well.

B. Surplus Auction

- a. Our next surplus auction is recommended for 10:00 am to 12 noon on Saturday, July 13, 2012. Dr. Inbody will be recommending a list of surplus equipment to the board for public auction on that day.

C. Office Moves

- a. The reorganization of the Student Development and Enrollment Management departments will necessitate moving several staff members.
- b. Minimal demolition and/or construction will be necessary.

D. Relay for Life

- a. The annual Neosho County Relay for Life will be held at the college tomorrow evening with opening ceremonies at 6:00 pm, 6-14-13, in parking lot P2. [\(pictures below\)](#)
- b. We will have a great number of visitors who might not normally be on the NCCC campus and have a variety of activities lasting throughout the night.
- c. You are all invited to attend.



Stoltz Room 9 prior to demo



Stoltz Room 9 after demo



Stoltz Room 9 plumbing/electrical rough-in



Stoltz Room 9 water/sewer/gas manifolds



Stoltz Room 9 prior ready for concrete



Stoltz Room 9 after concrete



EKTC Garnett electrical



EKTC Garnett electrical



North Detention Basin re-grade and re-seed



Panther Clock base nearly ready to pour



Panther Clock day view



Panther Clock night view



Softball drainage



Softball field drive



Relay for Life 2012 Survivor Walk



Relay for Life 2012 Opening Lap



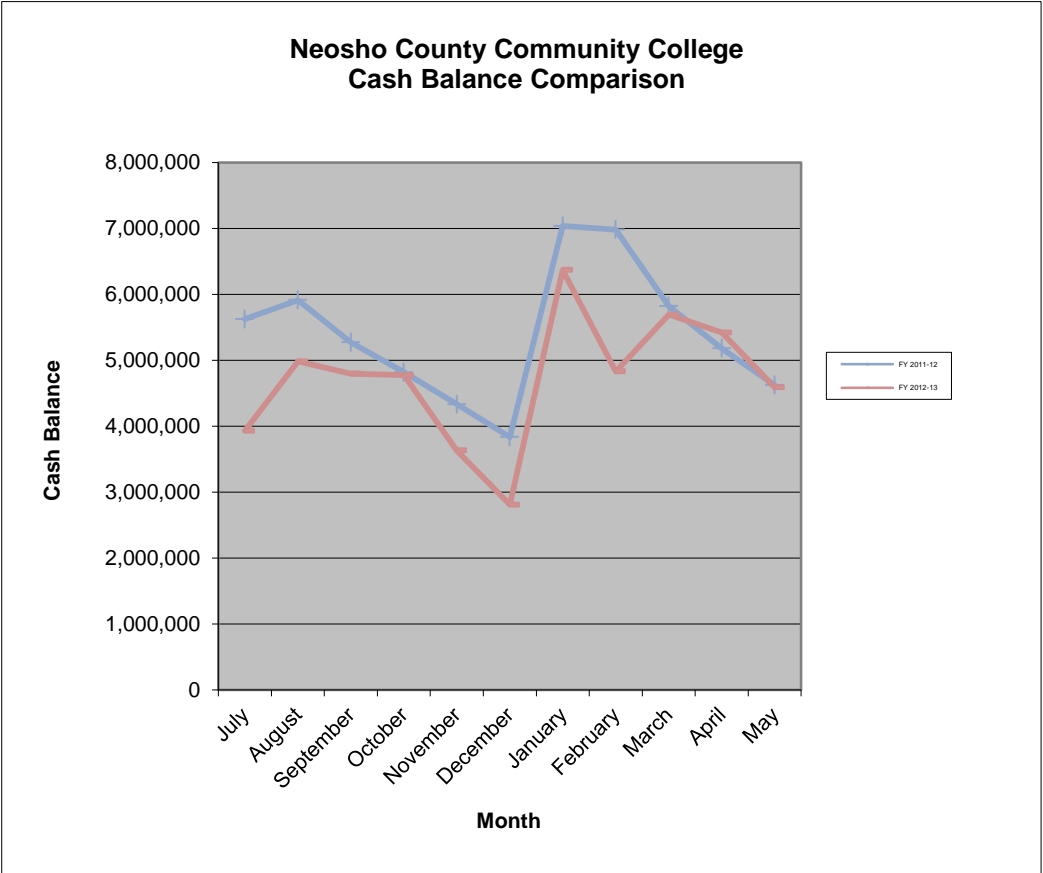
Relay for Life 2012 HOPE



Relay for Life 2012

TREASURER'S MONTHLY FINANCIAL STATEMENT
NEOSHO COUNTY COMMUNITY COLLEGE
For the Period May 1, 2013 to May 31, 2013

| FUND | FUND DESCRIPTION | BEGINNING BALANCE 4/30/2013 | RECEIPTS MAY | JOURNAL ENTRIES MAY | DISBURSEMENTS MAY | ENDING BALANCE 5/31/2013 |
|------|---|--------------------------------|-----------------------|------------------------|------------------------|-----------------------------|
| 02 | Postsecondary Technical Education Reserve | 94,110.00 | 1,170.00 | | 0.00 | 95,280.00 |
| 07 | Petty Cash Fund | 1,070.26 | 0.00 | 0.00 | 0.00 | 1,070.26 |
| 08 | General Fund Deferred Maintenance | 95,649.90 | 150.00 | 0.00 | 0.00 | 95,799.90 |
| 09 | General Fund Equipment Reserve | 182,856.52 | 0.00 | 0.00 | 0.00 | 182,856.52 |
| 10 | General Fund UnencumberedFund Balance | 1,500,000.00 | 0.00 | 0.00 | 0.00 | 1,500,000.00 |
| 11 | General Fund | -159,317.05 | 465,783.60 | 1,022.20 | -850,623.36 | -543,134.61 |
| 12 | Postsecondary Technical Education Fund | 1,020,640.20 | 134,210.12 | 0.00 | -267,980.52 | 886,869.80 |
| 13 | Adult Basic Education Fund | -900.50 | 47,577.39 | 0.00 | -64,287.23 | -17,610.34 |
| 14 | Adult Supplementary Education Fund | 24,759.16 | 12,790.03 | 0.00 | -12,381.99 | 25,167.20 |
| 16 | Residence Hall/Student Union Fund | 461,785.22 | 25,153.28 | -2,000.00 | -126,095.03 | 358,843.47 |
| 17 | Bookstore Fund | 229,284.26 | 49,548.53 | -1,008.60 | -48,582.44 | 229,241.75 |
| 21 | College Workstudy Fund | 0.00 | 3,144.73 | 0.00 | -2,562.10 | 582.63 |
| 22 | SEOG Grant Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 23 | ACG Grant Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24 | Pell Grant Fund | 402.00 | 19,465.00 | 0.00 | -19,465.00 | 402.00 |
| 25 | Student Loans Fund | 0.00 | 30,494.00 | 0.00 | -30,494.00 | 0.00 |
| 31 | Title III Grant | -19,535.23 | 20,309.63 | 424.00 | -16,592.40 | -15,394.00 |
| 32 | Grant Funds | -233,252.44 | 174,977.06 | -1,943.42 | -190,954.51 | -251,173.31 |
| 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 | 99,997.39 | 0.00 | 0.00 | -5,810.00 | 94,187.39 |
| 65 | Student Union Revenue Bond Reserve | 976,429.23 | 0.00 | 2,000.00 | -347,489.39 | 630,939.84 |
| 70 | Agency Funds | 1,143,520.58 | 246,158.20 | 497.22 | -78,426.01 | 1,311,749.99 |
| 90 | Payroll Clearing Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | TOTALS | \$5,418,735.10 | \$1,230,931.57 | \$0.00 | -\$2,061,743.98 | \$4,586,914.09 |
| | | | | | | |
| | Checking Accounts | | | | | \$2,515,496.29 |
| | Investments | | | | | \$2,069,817.80 |
| | Cash on Hand | | | | | \$1,600.00 |
| | Total | | | | | \$4,586,914.09 |
| | | | | | | |



PRESIDENT'S REPORT

JUNE 13, 2013

DR. BRIAN INBODY

Good Evening Trustees,

I hope you have had a good start to your summer. Things do slow down a bit in the summer here in many areas while others have some of their busiest times. Here are a few items of interest.

ENROLLMENT

As feared, the combination of loss of summer Pell grants combined with a recovering economy have resulted in a much lower enrollment for summer semester. Our poorest students could not afford to go to college while many of our nontraditional students have gone back to work. The numbers below represent a three-year low as 2010 was the last time we saw enrollment at this level.

HERE ARE THE SUMMER NUMBERS:

SUMMER SEMESTER 2013

| CAMPUS | YEAR CODE | TERM CODE | RUN DATE | STUDENT TOTAL | CREDIT HOUR TOTAL | % INCREASE OR DECREASE |
|---------|-----------|-----------|----------|---------------|-------------------|------------------------|
| TOTAL | 2013 | 10 | 6-13-12 | 1283 | 5172.5 | |
| TOTAL | 2014 | 10 | 6-13-13 | 1181 | 4530 | -12.42% |
| | | | | | | |
| CHANUTE | 2013 | 10 | 6-13-12 | 225 | 724.5 | |
| CHANUTE | 2014 | 10 | 6-13-13 | 204 | 653 | -9.87% |
| | | | | | | |
| OTTAWA | 2013 | 10 | 6-13-12 | 322 | 1364 | |
| OTTAWA | 2014 | 10 | 6-13-13 | 309 | 1275 | -6.52% |
| | | | | | | |
| ONL | 2013 | 10 | 6-13-12 | 647 | 2608 | |
| ONL | 2014 | 10 | 6-13-13 | 595 | 2230 | -14.49% |
| | | | | | | |
| ODO | 2013 | 10 | 6-13-12 | 48 | 273 | |
| ODO | 2014 | 10 | 6-13-13 | 46 | 250 | -8.42% |
| | | | | | | |
| IDO | 2013 | 10 | 6-13-12 | 41 | 203 | |
| IDO | 2014 | 10 | 6-13-13 | 27 | 122 | -39.90% |

Fall, on the other hand, is looking much better, up significantly for fall with about 50% of the usual enrollment already in for the semester with three months to go. I am concerned about the drop in Ottawa's enrollment. We will be looking at more advertising in that area as the semester approaches.

HERE ARE THE FALL NUMBERS:

FALL SEMESTER 2013

| CAMPUS | YEAR CODE | TERM CODE | RUN DATE | STUDENT TOTAL | CREDIT HOUR TOTAL | % INCREASE OR DECREASE |
|---------|-----------|-----------|----------|---------------|-------------------|------------------------|
| TOTAL | 2013 | 30 | 6-13-12 | 1334 | 10485 | |
| TOTAL | 2014 | 30 | 6-13-13 | 1390 | 11201 | 6.83% |
| | | | | | | |
| CHANUTE | 2013 | 30 | 6-13-12 | 419 | 4854 | |
| CHANUTE | 2014 | 30 | 6-13-13 | 463 | 5348 | 10.18% |
| | | | | | | |
| OTTAWA | 2013 | 30 | 6-13-12 | 386 | 3134 | |
| OTTAWA | 2014 | 30 | 6-13-13 | 367 | 2988 | -4.66% |
| | | | | | | |
| ONL | 2013 | 30 | 6-13-12 | 497 | 2261 | |
| ONL | 2014 | 30 | 6-13-13 | 502 | 2466 | 9.07% |
| | | | | | | |
| ODO | 2013 | 30 | 6-13-12 | 15 | 88 | |
| ODO | 2014 | 30 | 6-13-13 | 10 | 49 | -44.32% |
| | | | | | | |
| IDO | 2013 | 30 | 6-13-12 | 17 | 148 | |
| IDO | 2014 | 30 | 6-13-13 | 48 | 350 | 136.49% |

EMPLOYEE AWARDS

We had several employees honored in the last month that I wanted to bring to your attention. First, each year we honor those employees who have served the college for many years. Here is a list of those we recognized this year and how long they have served:

5 Years

- Linda Barrington
- Kevin Blackwell
- Kim Ensminger
- Julian Fisher
- Will Jordan
- Mary Lisa Joslyn
- Tomomi Kamijo
- Patty McDonald
- Bud Moore
- Jon Seibert
- Jennifer Williams
- Jan Wolfe

10 Years

Dr. Brian Inbody
Sandi Solander

15 Years

Randy Kettler
Dr. Steve Yuza

20 Years

Denise Gilmore
Kim Vanatta
Mary Weilert

25 Years

Terri Dale
Beverly Roush

30 Years

LuAnn Hauser

SERVICE AWARDS

Also we recently awarded three Service Awards. These winners are selected from anonymous nominations from the community, students, and employees. Nine former winners of this award serve as the selection committee with the President having the final approval of the list. The award consists of a lovely Lucite trophy and \$500 and is given out three times a year during the three campus-wide meetings each year (fall and spring in-service and end-of-the-year awards ceremony). Here are those winners:

Mike Campbell – student nominee
Mary Jo Sechler – community nominee
Kim Ensminger – employee nominee

SPORTSMANSHIP AWARD

I am quite proud of our baseball team making it all the way to Grand Junction and 5th in the nation. I am particularly proud of Head Coach Steve Murry who was recognized with the NJCAA Division I Baseball Sportsmanship Award. Way to go Steve!

We had some spectacular athletic academic achievements as well as wonderful success on the field, but I'll not steal Amber's thunder (ok – just a little – 23 Panthers on the 2013 Spring KJCCC All-Academic Team, and two national champions in Track and Field)!

ACOTE ACCREDITATION

ACOTE is the organization that accredits Occupational Therapy Assistants and recently it awarded NCCC a five-year accreditation for our new OTA program. It also asked us to fix two small items, which we addressed. Because we fixed those issues ACOTE awarded NCCC an additional two years of accreditation for a full seven years! This is quite difficult for new programs and I am very proud of everyone that played a role in this including Barb Flett, Karen Bertels, Brenda Krumm, Jan Wolfe, and Peggy Carman. Wonderful work!

LEGISLATIVE UPDATE

With only one party in charge of the Kansas State Legislature (for the most part) the leadership stated that they would be done in 80 days. On the 99th day they went until the wee hours of the morning but they did get a tax and budget bill to pass. We are VERY happy with the contents of that bill as it continues SB 155 (the vocational funds for concurrent students), and community colleges received NO cuts for this next fiscal year (FY14). At one time we were looking at a double digit decrease, and then a debate between 2 and 4% cut. The 0% was most welcome!

Our university partners did not fare as well, receiving a 1.5% cut, plus a freezing of both salaries and empty positions. Ouch. The Board of Regents office has now gone many years without an increase in appropriation which means years without raises there in some cases.

The State Legislature did pass a two-year budget which has a reduction of 1.5% for community and technical colleges for FY15 (which begins July 1, 2014). However, many are not happy with that budget and would like to revisit it in the coming term.

Also of note was the Ash Grove language that would have specifically defined what is and is not real property at a cement plant did not pass.

ASH GROVE ABETMENT AND APPEAL

I have learned that the tax appeal hearing for Ash Grove may be moving to later than previously discussed. This means we will not have an answer on the value of the expansion for another year, as the findings from the hearing can take three months or more to be made public. Additionally, a "phase II" section of the cement plant came off abatement January 1, 2013 which was also appraised by Hadco at the same time they appraised phase I. So it is possible, if not probable that Ash Grove will not like the value of this appraisal as well. I have heard various possible dollar figures that will be added to the county value due to phase II.

COP MEETING

This past weekend Trustee Boaz and I traveled to Dodge City Community College for the quarterly KACCT meeting. At the Council of Presidents (COP) meeting we discussed several items.

OUT DISTRICT TUITION

Several colleges are interested in “standardizing” the amount charged for out-district fees/tuition across the state. Many colleges do not have an out-district fee and are thinking of having one. I stated that we are not in favor of standardizing this fee.

LEGISLATIVE REQUESTS

Here is a list of requests that we intend to ask KBOR to put on the legislative requests for next session:

1. Restore any proposed cuts in tiered and non-tiered funding
2. Fully fund SB 155, the Governor's CTE initiative (secondary students)
3. Request \$8M for post-secondary CTE, tiered and non-tiered courses (post-secondary students)
4. Provide for seamless transfer at every level through incenting concurrent universities and incenting rigor of post-secondary instruction at high schools (concurrent enrollment at high school)

SB 155 FUNDING AS PART OF PERFORMANCE AGREEMENTS

KBOR is stating that the funds we get from SB 155 are, in fact, “new dollars” and therefore subject to any penalty for failure to meet the performance agreements. COPS is stating that this is special project money, which according to the performance agreement statute, is not subject to penalties.

CONCURRENT

KBOR wants to re-examine the CEP agreement that oversees concurrent enrollment for the State. They want to possibly remove the 24 credit hour limitation, which is great news. However, they also want to look at instructor qualifications and set some minimum standards for us to follow. Right now the CEP agreement calls for 18 hours in the discipline plus a bachelor’s degree and it requires this level of instructor to use the same exams as the regular instructors. If the instructor has a master’s in the discipline then they can use their own tests. KBOR wants a minimum of a master’s degree. COPS is not in favor of having the State dictate instructor qualifications. We prefer that was left to the colleges and the HLC.

MISC.

We also discussed the Affordable Care Act and the Conceal/Carry legislation and what colleges were doing in response to these items. Our plans are in alignment with how most colleges are responding to these separate issues.

AUCTION

As required by Board policy I am informing you of our intent to hold an auction for surplus materials on July 13th. Ben can provide you with a list, but contains very old computers and items removed from the newly-renovated science lab (countertops, etc.).

BOARD MEETING IN JULY

I would like to set the day and time of the annual budget meeting on July 30th at 5:30 pm in the Oak Room to go over next year's budget and revenues. Any objections to that time?

TRAVEL PLANS FOR SEATTLE

Last night I sent you a proposed flight schedule. Any reaction to those times or costs?

VACATION

I will be on vacation the week of June 24th. No big plans, just time with the family and day trips to KC, Lawrence, and Wichita (brother-in-law getting married).