

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AGENDA

**March 10, 2016 – 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 February 11, 2016
 - B. Claims for Disbursement for February 2016
 - C. Revision/Creation of Finance Division Job Descriptions
 - D. Revised Assistant to the TLC Job Description & Appointment to Position
 - E. Course Inventory Revisions/Additions
 - F. Court Reporter Program
 - G. Computer Support Specialist Revised Program Sheet
 - H. Applied Science Division Chair
 - I. Personnel
- VI. Reports**
 - A. Faculty Senate – Richard Webber
 - B. Technology – Kerry Ranabargar
 - C. Treasurer – Sandi Solander
 - D. President – Dr. Brian Inbody
- VII. Old Business**
- VIII. New Business**
 - A. Resolution 2016-4: 2016-2017 College Catalog
 - B. Resolution 2016-5: Hourly, Non-Exempt Employees' Classification System Revision
 - C. Resolution 2016-6: Baseball Facility Upgrade Project Design Build Contract
 - D. Resolution 2016-7: Bids for Science Lab Chairs
 - E. Resolution 2016-8: Emergency Action Plan (EAP) Recommendation
 - F. Resolution 2016-9: Strategic Technology Plan (STP) Recommendation
 - G. ACCT Conference: October 5-8, 2016, New Orleans
 - H. Executive Session: Non-Elected Personnel
 - I. Executive Session: Employer/Employee Negotiations
- IX. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

**March 10, 2016 – 5:30 P.M.
Student Union – Room 209**

I. CALL TO ORDER

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

II. ROLL CALL

The following members were present in person: Kevin Berthot, Lori Kiblinger, David Peter, Dennis Peters, and Jenny Westerman. Charles Boaz was present by phone.

Also in attendance were Kerrie Coomes, Rita Drybread, Dale Ernst, Marie Gardner, Denise Gilmore, Dr. Brian Inbody, Brenda Krumm, Kent Pringle, Kerry Ranabargar, Sarah Robb, Mike Saddler, Jon Seibert, Sandi Solander, Richard Webber, and The Chanute Tribune.

III. PUBLIC COMMENT

Rita Drybread, co-sponsor of the Chanute PTK chapter, presented Dr. Inbody with the Distinguished College President Award that he received at the Kansas-Nebraska Regional PTK Conference in Manhattan.

IV. APPROVAL OF THE AGENDA

On motion by Dennis Peters and second by Jenny Westerman the agenda was approved as printed.

V. CONSENT AGENDA

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

A. Minutes from February 11, 2016

B. Claims for Disbursement for February 2016

C. Revision/Creation of Finance Division Job Descriptions

Each time a vacancy occurs at the College, Senior Staff takes a step back and evaluates the necessity and effectiveness of the position. Subsequent to the promotion of Karin Jacobson to Director of Human Resources, Dr. Inbody and Sandi Solander have assessed the positions of Accounting Specialist and Payroll/Accounts Payroll Clerk.

As a cost saving effort the full time Payroll/Accounts Payable Clerk position has been vacant since October, 2014. At that time the responsibilities were split between the Accounts Payable/Payroll Clerk and the Accounting Specialist. Bi-weekly payroll processing became the added responsibility of the Accounts Payable/Payroll Clerk. Monthly payroll processing and all reporting was absorbed by the Accounting Specialist. The result has been mixed. The Bi-weekly responsibility has become a good fit for the Accounts Payable/Payroll Clerk, while

incurring minimal overtime. The monthly processing and reporting responsibilities have placed a substantial load on the Accounting Specialist, resulting in significant overtime hours. Payroll responsibilities have left her with very little time to devote to the essential functions of the Accounting Specialist job description. At the time the decision was made not to fill the Payroll/Accounts Payable position Senior Staff indicated they would continue to evaluate the need for the position and conceivably fill if substantial overtime occurred.

The Chief Financial Officer is finding it increasingly onerous to juggle between increasing deadlines and effectively serve in an executive administrator capacity.

It is being recommended that the Payroll/Accounts Payable Clerk position be reduced to a part time 25 hour per week position. Past history indicated there were not adequate tasks to keep the clerk busy full time, which resulted in boredom. The Payroll/Accounts Payable Clerk position will cost about \$12,000 annually and is currently on the 2016-17 large expenditure sheet.

It was recommended that the hourly clerical Accounting Specialist position be upgraded to Direct of Finance as an administrative role. The director must have experience with auditing and fund accounting. A CPA license is preferred. It is anticipated that the savings from the Human Resources Director personnel change will allow filling this position to be budget neutral. The two recommended positions will enhance the Finance Division with meeting the goal of providing premiere constituency service. They will augment compliance with State and Federal laws and regulations, general accounting principles and auditing standards and financial statement preparation.

Job descriptions for the revised Payroll/Accounts Payable Clerk and Director of Finance are attached.

It was also recommended that both positions be filled as soon as a search can be completed.

PAYROLL/ACCOUNTS PAYABLE CLERK

Reports to: Chief Financial Officer
Classification: Part-time, 12-Month Employee, 25 hours/week
Pay Status: Hourly, Non-exempt, Level III
Fringe Benefits per Board Policy
Starting Salary Range: \$10.50 – \$11.00
Revised: March 2016

Position Overview:

This position's primary function is to provide support to the CFO and Director of Human Resources in completing the college's payroll with cross-training in accounts payable and maintaining the college's fixed asset inventory.

Essential Functions:

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

Primary Duties:

Primary duties include, but are not limited to:

1. Complete all payroll processes including the update of payroll records, preparation and balancing of time entry reports, printing payroll checks and electronic transfer of funds.
2. Prepare and distribute payroll withholding taxes and withholding checks, prepare state and federal quarterly and annual reports, and prepare and distribute W-2 forms.
3. Prepare quarterly unemployment reports.
4. Scans and file payroll and personnel records.
5. Prepares and distributes federal 1099 forms.
6. Receives and reviews purchase requisitions, travel advances and/or other related documentation for completeness and compliance with financial policies, procedures, budget constraints and contractual requirements. Follows up with departments when necessary.
7. Electronically enters human resource data into computer system.
8. Gather, tag and enter college inventory on computer for fixed asset accounting.
9. Prepares purchase orders and distributes copies to the applicable vendor and department.
10. Matches original invoices and requests for payment with internal purchase requisitions; performs calculations to determine appropriate payment schedules and amounts, and makes modifications as necessary.
11. Electronically enters accounts payable data into ledgers.
12. Draws, verifies, and posts payment checks to appropriate vendors and/or agencies.
13. Scans and files check stubs, cancels and attaches supporting documents.
14. Performs other duties as directed by the Chief Financial Officer.

Required Knowledge, Skills and Qualifications:

1. Fluency, comfort, and familiarity with computers, and outstanding data entry skills.
2. Proficiency in Excel, Word, and Outlook software programs and databases required, proficiency in Access preferred.
3. Ability to work in a small and friendly office environment where each employee assumes multiple responsibilities.

4. Ability to work well under pressure and to reliably meet deadlines in a fast-paced environment.
5. Exceptional attention to detail and accuracy, and excellent organizational and writing skills.
6. Excellent customer service skills.
7. Ensure confidentiality of information.

Education and Experience:

1. Associate's degree 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.

Working Conditions:

1. The noise level in the work environment is moderately noisy.
2. While performing duties of this job, the employee is required to use hands to finger, handle, or operate objects, tools, or controls; and to reach with hands and arms.
3. The employee is required to walk, sit, stand, talk and hear.
4. Specific vision capabilities required by this job include close vision and the ability to adjust focus.
5. Ability to lift and transport boxes weighing 50 pounds required. Ability to reach and work overhead is required.
6. Some overtime may be required, as well as some flexibility in occasional early or late hours.

Non-Discrimination (1/9/15)

Neosho County Community College affords equal opportunity to and does not discriminate against students, employees, and applicants regardless of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, ethnicity, national origin, ancestry, age, disability, marital status, genetic information, status as a veteran, political affiliation, or other factors that cannot be lawfully considered in its programs and activities, including admissions and employment, to the extent and as required by all applicable laws and regulations including but not limited to Title VII of the Civil Rights 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, The Americans With Disabilities Act Amendments Act of 2008, The Age Discrimination In Employment Act of 1967, Title II of the Genetic Information Act of 2008, Kansas Acts Against Discrimination, Section 188 of the Workforce Investment Act, and any amendments to such laws and regulations.

The following offices have been designated to handle inquiries regarding the Non-Discrimination and to coordinate implementation of this policy. They may be contacted to initiate an investigation under the policy or to answer questions regarding this policy.

Vice President for Operations
a/k/a Chief Operations Officer
Neosho County Community College
800 West 14th Street
Chanute, KS 66720
Telephone: (620) 432-0301

Students may in the alternative prefer to contact:

Dean of Student Services
Neosho County Community College
800 W. 14th Street
Chanute, KS 66720
Telephone: (620) 432-0304

Using the College's complaint or grievance process does not prohibit an employee or student from contacting or filing a complaint with these agencies:

U.S. Department of Education

Office of Civil Rights
1010 Walnut Street
3rd Floor, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550

Kansas Human Rights Commission (KHRC)

Main Office, Topeka
900 S.W. Jackson, Suite 851-S
Topeka, KS 66612-1258
Telephone: (785) 296-3206
Toll Free: (888) 793-6874

Equal Employment Opportunity Commission (EEOC)

Kansas City Area Office
400 State Avenue, Suite 905
Kansas City, KS 66101
Telephone: (913) 551-5655

DIRECTOR OF FINANCE

Reports to: Chief Financial Officer
Classification: Full-time, 12-month Employee
Pay Status: Administrator, Exempt
Fringe Benefits per Board Policy
Starting Salary Range: \$35,000 – \$45,000
Created: March 2016

Position Overview:

This position reports to the Chief Financial Officer. The Director performs duties related to all fiscal activities.

Essential Functions:

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

Primary Duties:

Duties include, but are not limited to:

1. Performs routine calculating, posting and verifying duties to obtain financial data for use in maintaining accounting records.
2. Prepares the bank statement reconciliation, issues stop payments on checks, reissues checks and clarifies NSF checks; examines the daily cash drawer, balance sheets, and bank deposit slips.
3. Monitors outstanding checks, reissue and void on a timely basis.
4. Researches processing problems and resolves them by contacting departments when necessary.
5. Prepares routine entries and posts financial transactions; reconciles entries and internal ledgers to financial reports.
6. Prepares trial balances; closes accounts at the end of the fiscal year and prepares opening balances and accounts at the beginning of the new fiscal year.
7. Compiles data for preparation of periodic and annual financial reports and prepares monthly reports for the Board of Trustees.
8. Monitors the college bank accounts and ensures that banks maintain adequate levels of pledged securities at all times.
9. Balances all Federal and State Grant accounts to ensure that adequate, but not excessive monies are drawn down.
10. Provides monthly financial reports to the grant departments.
11. Draws down Federal and State Grant funds in a timely manner.
12. Draws down financial aid funds, including Pell grants, Supplemental Educational Opportunity Grants, Student Support Services and college work study.
13. Prepares sales tax exemption certificates when requested.
14. Performs miscellaneous job-related duties as assigned.

Minimum Job Requirements:

1. Bachelor's degree in accounting required, plus 3-5 years of experience in auditing and fund accounting required. CPA license preferred. Experience in supervision of staff preferred; OR

2. Master of Business Administration (MBA) degree in accounting required, plus 1-3 years of experience in auditing and fund accounting required. CPA license preferred. Experience in supervision of staff preferred.

Knowledge, Skills, and Abilities Required:

- Knowledge of college accounting policies, procedures and regulations
- Records maintenance skills
- Ability to utilize automated accounting system
- Ability to understand and interpret financial information
- Account balancing skills
- At ease with t-accounting techniques
- Ability to process computer data and to format and generate reports
- Basic data entry and/or word processing skills
- Knowledge of mathematics
- Knowledge of general accounting principles
- Strong communication and interpersonal skills
- Ability to analyze and solve complex problems

Working Conditions:

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer required.
3. Ability to reach and work overhead on an occasional basis is required.
4. Occasional lifting of up to 50 pounds from the floor to waist is required.
5. Some travel during normal working hours will require a valid driver's license.

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1010 Walnut Street	900 S.W. Jackson, Suite 851-S	400 State Avenue, Suite 905
3rd Floor, Suite 320	Topeka, KS 66612-1258	Kansas City, KS 66101
Kansas City, MO 64106	Telephone: (785) 296-3206	Telephone: (913) 551-5655
Telephone: (816) 268-0550	Toll Free: (888) 793-6874	

D. Revised Assistant to the TLC Job Description and Appointment to Position

The TLC currently has two 13 hour a week positions, which are supplemented with teaching and tutoring assignments, but not to exceed the 28 hours as restricted by the ACA. Over the last few years, it has been very difficult to attract and retain quality employees due to the limitations of the position and has proven difficult to provide the necessary advising support at 13 hours a week. As a result, one position has remained vacant for nearly an entire academic year. Making this one full-time position takes into consideration what was already being paid out when the two part-time positions were filled. It also creates a more attractive position for future vacancies, allows for more professional development opportunities, and provides more support to the TLC. A copy of the revised job description follows.

It was the president's recommendation that the two part-time TLC Assistant positions be combined to make one full-time position and that Sally Sudja be appointed to the position. Ms. Sudja is currently employed as a part-time TLC Assistant and has worked in various capacities in the TLC (teaching, tutoring, advising) since August of 2011 and holds a Bachelors of Arts degree in English from Baker University.

Ms. Sudja will be paid an annual salary of \$22,000 (Management Support) beginning March 21, 2016.

ASSISTANT TO THE TEACHING & LEARNING CENTER (TLC)

Reports to: Coordinator of the Teaching & Learning Center

Classification: Full-time, 11-month employee

Pay Status: Management Support

Fringe Benefits per Board Policy

Starting Salary Range: \$20,000 - \$22,000

Revised: March 2016

Essential Functions:

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

Primary Duties: Duties of this position include, but are not limited to:

1. Assuming responsibility for administering TLC activities during day or evening hours, or in the absence of the Coordinator, including opening and closing of the TLC.
2. Assist with hiring, scheduling, and professional development of peer and professional tutoring staff.
3. Complete up to 6 credit hours of teaching duties per semester, limited to remedial courses (0 level).
4. Providing academic advising to new and current students.
5. Assisting in placement testing for new and current students.
6. Assisting in test proctoring, including scheduling and administering proctored tests, and organization of testing materials and data.
7. Supervising service scholarship students.
8. Providing support services in processing instructor requests for material from Southeast Kansas Academic Librarian Council, and checking out and return for Interlibrary Loans.
9. Coordinating the shelving of library materials and periodically checking library shelves for correct order.
10. Producing student identification cards as needed.
11. Maintaining campus signage, excluding those maintained by maintenance and the Administrative Center.
12. Providing tours of the TLC to students and the general public as needed.
13. Coordinate campus events (speakers, celebrations, workshops, etc.) throughout academic year; collaborate with student clubs and organizations to provide opportunities for student engagement.
14. Performing other duties as assigned by the Coordinator of the Teaching and Learning Center.

Required Knowledge, Skills, and Abilities:

1. Experience working in an educational or group setting, and in interacting with the public.
2. Strong organization skills, with a demonstration of a high degree of attention to details.
3. Demonstrated ability to manage a number of tasks simultaneously.
4. Demonstrated ability to work effectively with diverse populations.
5. Willingness to work as a team member.

Education and Experience:

1. Bachelor's degree required.
2. One or two years of previous work experience required. Work experience in an educational or library setting preferred.

Work Conditions:

1. Working in a setting that changes continuously with a large amount of interaction with students and the general public.
2. Occasional scheduled alternative hours during a typical work week (other than 8 am – 5 pm).
3. Limited physical effort required, lifting up to 20 pounds.
4. Very limited exposure to physical risk.

Non-Discrimination (1/9/15)

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Kansas City, MO 64106	Telephone: (785) 296-3206	Telephone: (913) 551-5655
Telephone: (816) 268-0550	Toll Free: (888) 793-6874	

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 March 2016 Board Meeting

New Courses

RCR 101	Introduction to Court Reporting, 3 credit hours
RCR 102	Realtime Reporting Theory, 3 credit hours
RCR 105	Realtime Reporting Punctuation, 3 credit hours
RCR 106	Realtime Reporting Lab 80-100, 5 credit hours
RCR 116	Realtime Reporting Lab 120-140, 6 credit hours
RCR 126	Realtime Reporting Lab 160-180, 6 credit hours
RCR 132	Realtime Reporting Advanced Theory, 2 credit hours
RCR 200	Realtime Reporting Procedures, 3 credit hours
RCR 202	Realtime Reporting Two-Voice Dictation, 3 credit hours
RCR 206	Realtime Reporting Lab 200-210, 3 credit hours
RCR 207	Realtime Reporting Technology, 1 credit hour
RCR 216	Realtime Reporting Lab 210-225, 3 credit hours
RCR 218	Realtime Reporting-Cert Exam Prep, 3 credit hours
RCR 220	Realtime Reporting Internship, 1 credit hour

The above course syllabi are provided as a separate document for review.

F. Court Reporter Program

The Court Reporter program is a two-year program leading to an A.A.S. degree. Court Reporters capture and document each word spoken, action taken or gestures made within the courtroom using various technologies. They are employed in courtrooms, for freelance firms, as Captioners, or doing CART (communications access realtime translation).

Currently there are no programs for court reporters in the State of Kansas. The demand for court reporters is expected to soar in the next five years across the United States with more than 5, 500 new job openings. Graduates can expect an annual starting salary of \$45,000-\$60,000 upon successful completion of the program and passing the Kansas Certified Court Reporter (CCR) exam and/or the Registered Professional Reporter (RPR) credential which is administered by the National Court Reporters Association (NCRA). The course modality will be offered face to face on the Ottawa campus.

It was the president's recommendation that the Board approve the creation of a Court Reporter Associate of Applied Science program.

Court Reporter

Associate of Applied Science

The Court Reporter program is a two-year program leading to an A.A.S degree. Court Reporters capture and document each word spoken, action taken or gestures made within the courtroom using various technologies. They are employed in courtrooms, for freelance firms, as Captioners, or doing CART (communications access realtime translation). Demand for court reporters is expected to soar in the next 5 years across the United States, with more than 5,500 new job openings. Students can expect an annual starting salary of \$45,000 - \$60,000. Upon successful completion of this program the student will have the skills required to sit for the Kansas Certified Court Reporter (CCR) exam administered by the Kansas State Board of Examiners of Court Reporters and the Registered Professional Reporter (RPR) credential administered by the National Court Reporters Association (NCRA).

Prerequisites

The student will need to demonstrate proficiencies in reading and English based on the Accuplacer exam, ACT or SAT scores. Some of the courses in this curriculum have specific prerequisites. Students must complete English Composition I and Introduction to Court Reporting prior to admission to the Court Reporter program. Students must exhibit the ability to type 45 wpm.

Program Outcomes

The student will be able to:

1. Maintain or increase transcribing skills to 50 wpm to produce and transcribe legal forms and court/deposition documents.
2. Demonstrate a strong academic background in English, grammar, word usage, punctuation, legal terminology and principles of medical terminology so they will understand the vocabulary and material with which the working reporter deals.
3. Verbally, and in writing, demonstrate competence in appropriate vocabulary knowledge and usage.
4. Produce transcriptions and real time writing from depositions, interrogatories and court proceedings as they relate to the working reporter.
5. Demonstrate machine shorthand speed to a level of 225 wpm with two voices at 95% accuracy in order to be eligible to take the Kansas Certified Court Reporter (CCR) exam administered by the Kansas State Board of Examiners of Court Reporters and the Registered Professional Reporter (RPR) credential administered by the National Court Reporters Association (NCRA).

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for individualized needs specific to their academic situation and flexibility of course sequencing order.

NOTE: Progress in theory and speed classes is very individualized. Students make progress at different rates, dependent of amount of time spent practicing and quality of

practice. Students should plan to spend a minimum of 10-15 hours outside the class weekly practicing on their steno machines. Students may need to repeat speed classes to meet speed/accuracy requirements. Students repeating speed classes will incur additional tuition charges.

Recommended Sequence of Courses

Foundations		Cr Hrs
PSYC 100	First Year Seminar	1
CSIS 105	Computer Literacy Test-Out	0
ENGL 101	English Composition I	3
RCR 101	Introduction to Court Reporting	3
Total		7

Admission to Program

(Spring) Semester I

RCR 102	Realtime Reporting Theory	3
RCR 105	Realtime Reporting Punctuation	3
ALHE 105	Medical Terminology	3
RCR 106	Realtime Reporting Lab 80/100	5
Total		14

(Summer) 1

RCR 116	Realtime Reporting Lab 120/140	6
Total		6

(Fall) Semester II

RCR 126	Realtime Reporting Lab 160/180	6
RCR 132	Realtime Reporting Advanced Theory	2
CRIM 122	Criminal Law	3
PSYC 155	General Psychology	3
Total		14

(Spring) Semester III

COMM 213	Interpersonal Communication	3
SOSC 100	Introduction to Sociology	3
RCR 200	Realtime Reporting Procedures	3
RCR 202	Realtime Reporting Two-Voice Dictation	3
Total		12

(Summer) 2

RCR 206	Realtime Reporting Lab 200/210	3
RCR 207	Realtime Reporting Technology	1
Total		4

(Fall) Semester IV

RCR 216	Realtime Reporting Lab 210/225	3
RCR 218	Realtime Reporting – RPR/State Exam Prep	3
RCR 220	Realtime Reporting Internship	1
Total		7

Total Degree Hours **64**

All courses must be completed with a “C” or better.

For more information contact:

Program advisor: Karen Bertels, 620-432-0318
kbertels@neosho.edu

G. Computer Support Specialist Revised Program Sheet

The Computer Support Specialist program recently went through the State program alignment process. There were no changes required to our existing Associate of Applied Science degree in Computer Support Specialist. However, the State alignment requires that we add Level I and Level II certificates as stackable credentials toward the AAS degree. The Level I certificate requires 29 credit hours and must include ETEC 146 Microcomputer Repair – Hardware and ETEC 147 Microcomputer Repair – Software. The Level II certificate requires 44 credit hours and must include ETEC 146 Microcomputer Repair – Hardware, ETEC 147 Microcomputer Repair – Software, ETEC 105 Introduction to Networking, ETEC 106 Cisco Networking II, and ETEC 275 Computer and Network Security. The AAS degree continues to require 64 credit hours.

It was the president's recommendation that the Board approve the revised Computer Support Specialist program sheet as set out below.

Computer Support Specialist

Level I and Level II Certificates Associate of Applied Science

The Associate of Applied Science in Computer Support Specialist is a two-year degree for students who intend to seek immediate employment upon graduation. The Computer Support Specialist installs, maintains, and repairs computer hardware, software, and networks, and provides support services to system users. Duties of a computer support specialist typically include the diagnosis of system hardware and software failures and the performance of actions necessary to correct such problems.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/ required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include ENGL 101 English Composition I, COMM 213 Interpersonal Communication, PSYC 100 First Year Seminar, and a 3 credit hour computer literacy proficiency course. Other general education electives may be required to meet degree requirements.

Program Core Courses

CSIS 100 Computer Concepts and Applications, CSIS 117 Intro to Web Page Design, CSIS 229 Advanced Web Page Design, ETEC 105 Intro to Networking, ETEC 106 CISCO Networking II, ETEC 146 Microcomputer Repair – Hardware, ETEC 147 Microcomputer Repair – Software, CSIS 230 Visual Basic Programming or CSIS 240 C++ Programming or CSIS 237 Java Programming, ENGL 265 Technical Writing, and three credits in Marketing, Accounting, or Entrepreneurship.

Program Elective Courses

ETEC 275 Computer and Network Security, Computer Programming (CSIS 230 Visual Basic Programming, CSIS 240 C++ Programming, CSIS 237 Java Programming), MGMK 101 Intro to Business, MGMK 135 Human Relations and Supervision, ACCT 108 College Accounting, and ETEC 194 Intro to Technology Systems.

Level I Certificate - Computer Support Specialist: Completion of 29 credit hours with 9-12 credit hours in Computer Support Specialist core courses (6 credits must be Microcomputer Repair – Hardware and Microcomputer Repair Software.)

Level II Certificate – Computer Support Specialist: Completion of 44 credit hours with at least 18 credit hours in Computer Support Specialist core courses (Must include: Microcomputer Repair – Hardware, Microcomputer Repair Software, Introduction to Networking, Cisco Networking II and Computer and Network Security.)

Program Outcomes

1. Install, maintain, and repair computer hardware.
2. Install, maintain, and repair computer software and systems.
3. Provide support services to system users.
4. Communicate effectively using verbal, written, and electronic means.
5. Demonstrate the fundamentals of computer programming.
6. Design, install, troubleshoot, and maintain computer networks.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
PSYC 100	First Year Seminar	1
CSIS 100	Computer Concepts and Applications	3
*#ETEC 146	Microcomputer Repair – Hardware	3
MGMK 101	Intro to Business	3
	Approved Program Elective	3
	Approved General Education Elective	3
	Total	16

(Spring) Semester II

*#ETEC 147	Microcomputer Repair – Software	3
MGMK 135	Human Relations and Supervision	3
COMM 213	Interpersonal Communications	3
	Programming Language Elective	3
	Approved Program Electives	4
	Total	16

(Fall) Semester III

CSIS 117	Intro to Web Page Design	1
#ETEC 105	Intro to Networking	3
MATH 113	College Algebra	3
ENGL 101	English Composition I	3
MGMK 147	Intro to Management	3
	Marketing, Accounting or	
	Entrepreneurship Course	3
	Total	16

(Spring) Semester IV

#ETEC 106	CISCO Networking II	3
#ETEC 275	Computer and Network Security	3
CSIS 229	Advanced Web Page Design	3
ENGL 265	Technical Writing	3
	Approved General Education Elective	3
	Approved Program Elective	1
	Total	16

Total Level I Certificate Program Credits 29

*Required course for Level I Certificate

Total Level II Certificate Program Credits 44

#Required course for Level II Certificate

Total Associate of Applied Science Degree Credits 64

This curriculum is not designed for students who wish to transfer.

For more information contact:

Program Advisors
Chad DeVoe, 620-432-0335
cdevoe@neosho.edu

H. Applied Science Division Chair

It was the president's recommendation that Dr. Luka Kapkiai be appointed as the Applied Science Division Chair for 2016-2017 to replace Linda Jones upon her retirement.

I. Personnel

1. Resignation of Nursing Instructor

It was the president's recommendation that the Board accept the resignation of Stephanie Guinotte, Nursing Instructor. Ms. Guinotte will be retiring August 1, 2016, and is requesting that her contract not be renewed for 2016-2017.

2. Resignation of Director of Recruitment & College Relations

It was the president's recommendation that the Board accept the resignation of Leslie Beddo, Director of Recruitment & College Relations. Ms. Beddo's resignation shall be effective March 4, 2016.

3. Resignation of Full-time Safety Officer

It was the president's recommendation that the Board accept the resignation of Drake Tilman, full-time Safety Officer. Mr. Tilman's resignation shall be effective March 22, 2016.

4. Resignation of Part-time Safety Officer

It was the president's recommendation that the Board accept the resignation of Kevin Burkholder, part-time Safety Officer pending his appointment to the position of full-time Safety Officer.

5. Full-time Safety Officer – Chanute Campus

It was the president's recommendation that the Board approve the employment of Kevin Burkholder as full-time Safety Officer on the Chanute campus. Mr. Burkholder has been employed as a part-time Safety Officer since January 2015.

Mr. Burkholder will be paid \$12.30 an hour (Level 5) beginning March 23, 2016.

6. Nursing Instructor

It was the president's recommendation that the Board approve the employment of Peyton Kessler as a Nursing Instructor on the Chanute campus. Ms. Kessler has an A.A.S. in nursing from NCCC, B.S. in Vocational-Technical Education with an emphasis in public sector teaching from Pittsburg State University, B.S. in Nursing and M.S. in Career and Technical Education with an emphasis in technical teacher education from Pittsburg State University, M.S. in Nursing with an emphasis in nurse educator track from the University of Arkansas, and is currently working on her Doctor of Nursing Practice with an emphasis in the family nurse practitioner track from the University of Arkansas.

Ms. Kessler has worked as a Registered Nurse Specialist IV at Parsons State Hospital and Training Center; RN/Certified Teacher at Labette Community College and Labette County High School; RN at Labette Health, USD 445 in Coffeyville, USD 503 in Baxter Springs, and

Montgomery County Health Department; LPN/RN at Freeman Healthcare Systems in Joplin; and CNA/LPN/RN at Labette County Medical Center in Parsons.

Ms. Kessler will be paid at MS+60, Step 12 (\$45,073). Her start date will be March 21, 2016.

7. Youth Activities Data Specialist

It was the president's recommendation that the Board approve the employment of Amber Ramsay as the part-time Youth Activities Data Specialist. Ms. Ramsay has a B.A. in Psychology from Kansas State University and an M.A. in Higher Education from Texas Tech University. She is also a comprehensively trained and certified Pilates instructor, certified personal trainer and CrossFit Level 1 trainer.

Ms. Ramsay has worked as an advising specialist at the University of Kansas, program coordinator for Women's Leadership Institute at the University of Kansas, accounts manager for Bill Blackmore Livestock Transportation, personal trainer at Jayhawker CrossFit, and Pilates and yoga instructor for Pilates Performance and Rehab.

Ms. Ramsay will be paid an annual salary of \$14,040.00 (Management Support). Her start date will be March 21, 2016.

8. Desktop Support Technician – Ottawa

It was the president's recommendation that the Board approve the employment of Richard Buchanan as the Desktop Support Technician on the Ottawa campus.

Mr. Buchanan is self-employed as a real estate investor/property manager and IT services. Previous work experience includes IT Systems Administrator for Anderson Columbia in Lake City, FL.

Mr. Buchanan will be paid \$12.75 an hour (Level 5) beginning March 21, 2016.

9. Groundskeeper

It was the president's recommendation that the Board approve the employment of Kendall Bitts as part-time Groundskeeper. Mr. Bitts has a B.S. in Engineering Technology from Pittsburg State University and an A.A. in General Studies from NCCC.

Mr. Bitts' previous work experience includes seasonal maintenance of public grounds and facilities for the Cemetery and Parks Department and Safari Golf Course Technician for the City of Chanute, Co-Operations Manager for West Main Landscaping, and Nursery Attendant for Sand Creek Nursery.

Mr. Bitts will be paid \$10.00 an hour (Level 1) beginning March 21, 2016.

10. Groundskeeper

It was the president's recommendation that the Board approve the employment of Monty Nelson as part-time Groundskeeper.

Mr. Nelson's previous work experience includes working as a power plant operator and fire fighter for the City of Chanute.

Mr. Nelson will be paid \$10.00 an hour (Level 1) beginning March 21, 2016.

11. Switchboard/Office Services Clerk

It was the president's recommendation that the Board approve the employment of Virginia Simons as part-time Switchboard/Office Services Clerk. Ms. Simons has an Associate of Applied Science degree from Fort Scott Community College.

Ms. Simons' previous work experience includes administrative assistant, library assistant and substitute teacher for USD 346 Jayhawk Elementary School in Mound City, KS; and secretary for Mound City Vault Co., Inc.

Ms. Simons will be paid \$10.80 an hour (Level 2) beginning April 4, 2016.

VI. REPORTS

- A. Faculty Senate – Richard Webber reported on what the Faculty Senate was doing. See attachment.
- B. Technology – Kerry Ranabargar reported on the Technology department. See attachment.
- C. Treasurer – Sandi Solander presented her treasurer's report. Revenue for the month of February was \$3,967,676.53 and disbursements were \$3,492,905.42. See attachments.
- D. President – Dr. Brian Inbody gave a president's report. See attachment.

VII. OLD BUSINESS

There was no old business to discuss.

VIII. NEW BUSINESS

A. 2016-2017 College Catalog

The 2016-2017 College Catalog has been revised to reflect new/revised policies and information. This is a "living" document, and we clearly alert our constituents that the online catalog is the official document as we do process necessary updates to the online version each academic year. We have reduced the number of printed catalogs as more people become accustomed to the online version, and recognize it as the most up-to-date information source. A draft of the 2016-2017 College Catalog was provided as a separate document for review.

It is important for the Board to remember that when they approve this catalog, they will be giving administration the "standing permission" to change these policies and procedures to better serve the students as needed, and not returning the catalog to the Board for re-approval every time there is a change. It was the president's recommendation that the Board approve the 2016-2017 College Catalog.

Resolution 2016-4

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 2016-2017 College Catalog as presented.

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

B. Hourly, Non-Exempt Employees' Classification System Revision

The current hourly, non-exempt employees' classification policy was approved by the Board of Trustees in June 2009. An ad hoc committee has been reviewing the policy for the past several months. The President asked the committee to make any recommendations that they feel appropriate to show an updated levels chart and include new pay ranges that correspond with updated and new job descriptions. Cities, Counties, Hospitals and USD's within Franklin and Neosho County were surveyed regarding pay level classifications and benefits. The \$10.00 starting pay was found to be comparable with entities surveyed. Based on an analysis of the survey responses, it was recommended that the following Classification starting pay ranges chart be approved by the Board:

Level	Hourly Pay Range
I	\$10.00 - \$11.00
II	\$10.25 - \$11.00
III	\$10.50 - \$11.00
IV	\$11.00 - \$12.00
V	\$12.00 - \$13.00

The hourly, non-exempt positions at the College will continue to be divided into five categories. There are eight factors that determine which level a particular position will fall. Hourly, non-exempt employees are classified as clerical/maintenance and do not include employees designated as management support staff or administrator. A *majority* of the factors need to be present before a position is placed in a particular level.

If an employment contract is offered to an hourly employee that does not follow this classification system, the President shall notify the Board of Trustees before the employee contract is approved by the Board of Trustees.

The eight factors are:

1. Education requirement
2. Experience required
3. Availability of pool that meets the requirement
4. Complexity of tasks associated with the position
5. Responsibilities involved in the position
6. Confidentiality level required for someone in the position
7. Consequences of actions or decisions
8. Difficulty of job duties

The structure of the hourly classification levels allows years of work experience in the area of responsibility of the position to substitute for degree requirements. The number of years of experience required increases with the classification level.

LEVEL I

- **Education and Qualifications:**
 - No HS diploma required, HS diploma or GED preferred
 - No work experience required

- Large pool of candidates available
 - Little complexity in tasks
 - Little responsibilities in tasks
 - Limited confidentiality necessary
 - Consequences of actions and decisions are not significant
 - Low difficulty in job duties
- **Examples of Positions:**
 - Custodial staff
 - Seasonal workers such as summer grounds persons, office help, cleaning help
 - Temporary employees for specific projects

LEVEL II

- **Education and Experience:**
 - HS diploma or GED required, Associate's degree preferred
 - 1-2 years of work experience required, preferably in area of responsibilities of position
 - Adequate pool of candidates available
 - Some responsibility and complexity of tasks
 - Some responsibility in tasks
 - Limited confidentiality required
 - Consequences of actions and decisions are not significant
 - Low difficulty in job duties
- **Examples of Positions:**
 - Administrative Assistant, Basic (i.e., Secretary to Coordinators)
 - Clerk, Basic (i.e., Registration Clerk, Library Clerk (non-computer) Bookstore)
 - Receptionist
 - Switchboard Operator

LEVEL III

- **Education and Experience:**
 - Associate's degree in related field preferred; AND 2 years of work experience required, preferably in area of responsibilities of position; OR
 - High School diploma or GED required plus 5 years of work experience in area of responsibilities required
 - Moderate pool of candidates available
 - Moderate complexity of tasks
 - Moderate responsibility in tasks
 - Moderate confidentiality necessary
 - Moderate consequences of actions and decisions
 - Moderate difficulty in job duties
- **Examples of Positions:**
 - Administrative Assistant to deans and directors
 - Assistant Registrar
 - Registration Specialist
 - Maintenance – Ottawa
 - Maintenance/Groundskeeper

- Clerical, Specialized (Library computer clerk, Offices Services/Copy Center Clerk, Accounts Receivables Clerk, Accounts Payable/Payroll Clerk)

LEVEL IV

- **Education and Experience:**
 - Bachelor's degree preferred, preferably in the area of responsibility;
 - Associate's degree required, and/or specialized skills required; AND 3 years of experience required, preferably in area of responsibilities;
 - OR High School Diploma or GED required, plus 7 years of work experience in area of responsibilities required
 - Limited pool of candidates available
 - High level of complexity of tasks
 - High level of responsibilities in tasks
 - Confidentiality necessary
 - Consequences of actions are above average in significance
 - Moderate to High difficulty in job duties
- **Examples of Positions:**
 - Administrative Assistants to Vice Presidents and President
 - Cashier
 - Financial Aid Specialist
 - General Maintenance

LEVEL V

- **Education and Experience:**
 - Bachelor's degree required, preferably in the area of responsibility; OR Associate's degree in area of responsibility and 5 years of experience in the area of responsibilities required;
 - OR specialized certificates or masters grade trade skills required and 5 years of experience in area of responsibilities required;
 - OR Associates degree required, plus 10 years of work experience in area of responsibilities required
 - Restricted pool of candidates available
 - High level of complexity of tasks
 - High level of responsibilities of tasks
 - Confidentiality necessary
 - Consequences of actions are significant
 - High Difficulty in job duties
- **Examples of Positions:**
 - Accounting Specialist
 - Desktop Support Technician
 - Masters Trade (i.e., Electrician, Plumber, Pipefitter)
 - Safety Officer

The recommended levels chart is listed below:

Hourly Position	Classification Level	Starting Range
Custodian	I	\$10.00 - \$11.00
Groundskeeper	I	
AA - Dean of Student Services (1/2 time)	II	\$10.25 - \$11.00
AA - Switchboard	II	
Assistant Bookstore Ottawa (1/2 time)	II	
Clerk - Switchboard/Office Services (1/2 time)	II	
Clerk- Library (1/2 time)	II	
Receptionist/Data Clerk	II	
Receptionist/Switchboard Ottawa	II	
AA - ABE/Receptionist for CLC	III	\$10.50 - \$11.00
AA - Allied Health	III	
AA - Athletic Director	III	
AA - Chief Financial Officer/Bookstore Coordinator	III	
AA - Director of Nursing	III	
AA - Director of Nursing Ottawa	III	
AA - Division Chairs, Faculty & Assessment Coordinator	III	
AA - Outreach/Workforce Development	III	
AA - Student Support Services	III	
AA - Talent Search	III	
AA - Upward Bound	III	
Assistant Registrar - Ottawa	III	
Associate - CLC (1/2 time)	III	
Clerk - Accounts Payable/Payroll (Part time)	III	
Clerk - Accounts Receivable	III	
Clerk - Office Services	III	
Maintenance - Ottawa	III	
Maintenance/Grounds	III	
Specialist - Registration	III	
AA - President	IV	\$11.00 - \$12.00
AA - VP Operations	IV	
AA - VP Student Learning	IV	
AA - Online Campus	IV	
Cashier - Chanute	IV	
Cashier - Ottawa	IV	
Maintenance - B	IV	
Maintenance - C	IV	
Specialist - Financial Aid - Ottawa (Part time)	IV	
Specialist - Financial Aid (Part time)	IV	
Desktop Support Technician	V	\$12.00 - \$13.00
Desktop Support Technician Ottawa	V	

Hourly Position	Classification Level	Starting Range
Electrician/Plumber-Maintenance	V	
Safety Officer	V	
Safety Officer - 11 mo (1/2 time)	V	
Safety Officer - 10 mo - Ottawa (1/2 time)	V	

The following recommendations were also made:

- Hourly, Non-Exempt Employees' Classification System will be included in the Personnel Handbook.
- No hourly pay adjustments to current employees will be made at this time.
- The hourly pay range levels chart will be reviewed each time hourly raises are approved.
- The proposed revised classifications and pay scale to be effective with the new academic year beginning July 1, 2016.

Resolution 2016-5

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised hourly, non-exempt employees' classification system beginning July 1, 2016.

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

C. Baseball Facility Upgrade Project Design Build Contract

Neosho County Community College (College) has continued to make good progress on the implementation of our Facilities Master Plan (FMP) during the past five years. The next project listed in the FMP is an upgrade to the existing baseball field. As has been previously discussed with the Board, this proposed project will upgrade the baseball facility and bring it in line with other athletic facility upgrades such as the softball project in 2012.

At the direction of the Board, the administration has been working on the design of the baseball facility upgrade project with Loyd Builders, the builders of the new softball field. Some design savings were seen due to the previous design work on the softball project by Loyd. The college design team headed by Ben Smith includes the Athletic Director, Head Baseball Coach, Director of Facilities and Dean of Operations. This facility upgrade will add much-needed ADA access to the baseball facility with ADA parking and sidewalk access. The upgrade will also add desperately-needed public restrooms for baseball, negating the need for porta potty-type restroom access for fans and players, or trips all the way to the Student Union for a restroom break. In addition, the upgrade will add a concessions area, an officials' changing area, a private restroom for players and coaches, a coaches' area, as well as a locker room for the players.

This design/build contract obligates the Board of Trustees to engage Loyd Builders of Ottawa, Kansas, as the design/build firm for this upgrade project. Local subcontractors will be utilized as much as possible for the project. A copy of the upgrade project design/build contract is

attached. The contract price for this design build contract will be \$597,000. This contract price may be adjusted and revised through the change order process if warranted.

The project cost noted above is the design building portion of the facility upgrade only. Additional items such as access control, security cameras, concessions equipment and locker room furniture will also be necessary. The total cost of the facility upgrade including the design build contract and additional items with some contingencies is estimated to be approximately \$636,000.

The funding for this project will come from a variety of sources including the out-district fund, generous gifts, in-kind contributions, and the technology fund. It was the president's recommendation that the Board approve the design/build contract for the Baseball Facility Upgrade Project as specified for \$597,000 with Loyd Builders of Ottawa, Kansas. A copy of the contract was provided as a separate document for review.

Resolution 2016-6

RESOLVED, that the Board of Trustees of Neosho County Community College approves the design/build contract for the Baseball Facility Upgrade Project in the amount of \$597,000 with Loyd Builders of Ottawa, Kansas.

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

D. Bids for Science Lab Chairs

The lab chairs located in the three science labs at Stoltz Hall on the Chanute campus are reported by students to be uncomfortable. The current seating arrangement consists of hard stools that have metal backs attached to them. Each of the labs is used for both lecture and lab purposes which require students to sit for extended periods of time.

Faculty has suggested that the stools be replaced with chairs that are meant for comfortable sitting for long periods of time. The Neosho County Community College Foundation has generously approved a donation in the amount of \$20,000 to pay for the requested chairs.

The bid specifications were for 125 lab chairs including shipping costs and warranty.

A copy of the bid specifications follows. A "notification of sealed bid request" advertisement was placed in the Chanute Tribune.

Bids were solicited from:

Midwest Office Supply, Chanute
Didde Office Supply, Ottawa
Iola Office Supplies, Inc., Iola
K-Log, Inc., Zion, IL

The following bids were received:

Midwest Office Supply	\$18,868.75 (\$150.95 each)*
Didde Office Supply	No Response
Iola Office Supply, Inc.	No Response
K-Log, Inc.	No Bid

*The chairs fall under the Lifetime Warranty, but the cylinders have a 12-year warranty.


A picture of the lab chair follows.

Resolution 2016-7

RESOLVED, that the Board of Trustees of Neosho County Community College accept the bid of \$18,868.75 from Midwest Office Supply, to purchase 125 Hon SmartLink Seating Stool Swivel Chairs (onyx color) with moneys donated from the NCCC Foundation.

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

SmartLink Seating Stool Swivel Chair



COMFORT THAT IS AHEAD OF THE CURVE
SmartLink chairs uses a responsive, contoured design to support the way students move, allowing them to turn around, sit sideways, lean back and stay comfortable for longer periods of time. The flexible Learning Curve™ design encourages a wider range of movement, keeping students focused and attentive throughout the day. The lightweight frame with casters or glides make it easy to reconfigure the classroom at a moments notice.
The stool falls under the Lifetime Warranty, but the cylinders have a 12 Year Warranty. See the attached Hon warranty sheet.

Your Price: \$150.95/ea
QTY 125 = \$ 18,868.75
PRICE GOOD THROUGH MARCH 31 2016
Item Number: HON HSSST-18

SKU: HON HSSST-18 List Price: \$329.00 Shipping: Free

REQUEST FOR SEALED BID: LAB CHAIRS

Neosho County Community College is seeking bids for 125 Lab Chairs. The bid shall be based on *comparable* specifications:

Minimum Specifications

- BenchPro LNT-UC Deluxe Polyurethane HD Cleanroom Lab Chair/Workbench Stool with Footring
- 300 lbs Capacity
- 18.5" Width
- 23"-33" Height
- 18" Depth
- Manufacturer Warranty
- Shipping costs included

Alternate Specifications

- BenchPro LNT-UC-3L Deluxe Polyurethane HD Cleanroom Lab Chair/Workbench Stool with Footring
- 450 lbs Capacity
- 18.5" Width
- 21"-31" Height
- 18" Depth
- Manufacturer Warranty
- Shipping costs included

If your company wishes to submit a sealed bid, please submit it to:

Sandi Solander
800 W. 14th Street
Chanute, KS 66720
Phone: 620-431-2820 Ext. 222
Fax: 620-431-0082
ssolander@chanute.edu

Bids must be submitted by March 2, 2016 at 10:00 a.m. in a sealed envelope marked "LAB CHAIR BID". Bid submitted shall clearly show the price of the chairs. Warranty information must be clearly specified.

Bids received late and those that do not meet our minimum specifications will not be accepted. Recommendations to the Board of Trustees will be made based on the information to be submitted with the proposal. We anticipate that a recommendation on the bids will be made to the NCCC Board of Trustees at the board meeting at 5:30 p.m. on Thursday, March 10th, 2016 in Room 209 of the Student Union on the Chanute campus. The Board of Trustees reserves the right to reject any or all bids and to determine whether or not specifications have been met. **Bids are expected to be firm quotations and should not be presented as estimates.**

For questions and information contact Sandi Solander.

E. Emergency Action Plan (EAP) Recommendation

In 2007, the administration brought the first Emergency Action Plan (EAP) to the Board for action. That plan was the culmination of hundreds of hours of research, planning, discussions, and meetings involving local and state emergency management personnel, other colleges and universities, and the entire NCCC community. When the Board approved the EAP, the Board directed the administration to keep the plan current with “the content to be modified as necessary and appropriate.”

Two years later, NCCC extended the breadth of the EAP with the addendum of an Automated External Defibrillator (AED) plan and initiated the phased purchase of AED devices for every building the college operates. The EAP and AED plans have served as living documents and changes have been made annually as statutes, codes and regulations have changed. Latest changes are not substantive but include a revision to the crisis management plan section, the addition of responsibilities for the Director of Residence and Student Life, modifications necessary for the addition of NCCC Safety Officers, changes recommended by the National Weather Service (the definition of a severe thunderstorm, a minor change to the lightning warning section, and a change to facility coordinator duties during a tornado warning), and some miscellaneous procedural changes and title changes. No changes are necessary to the AED Plan this year. A copy of the plan was provided as a separate document for review.

The plan has been approved by the Safety and Security Committee and endorsed by the Executive Committee.

It was the president’s recommendation that the Board approve the NCCC Emergency Action Plan (EAP) with the content to be continually modified as necessary and appropriate.

Resolution 2016-8

RESOLVED, that the Board of Trustees of Neosho County Community College approves the NCCC Emergency Action Plan with the content to be continually modified as necessary and appropriate.

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

F. Strategic Technology Plan (STP) Recommendation

Over the past decade, the Board of Trustees has established a firm direction for the College. This direction has been solidified by a fully realized set of master plans outlining the future of the College. The Strategic Technology Plan (STP), first approved by the Board in 2009, is integral to the master planning process.

The Strategic Technology Plan serves as a living document to provide guidance for achieving the institution’s mission by outlining technology goals, initiatives and strategies that support objectives and goals outlined in the institutional master planning documents mentioned above. The plan details the future technology direction for Neosho County Community College and complements the College’s other master plans. The Strategic Technology Plan is driven by, as well as helps to drive, the other planning documents for the College, most notably the Strategic Plan, the Education Master Plan and the Financial Plan.

The Strategic Technology Plan has to be continually updated and modified, however, as the college's technology needs change. The plan is reviewed annually and appropriate changes are made per the plans mentioned above and needs of the college community. The latest changes are not substantive, although changes were made to support new or modified Strategic Plan initiatives, our network and server infrastructure, our lab environments, and the multimedia machines in our classrooms on both campuses. The plan has been approved by the Technology Planning Committee and the Executive Committee. A copy of the plan was provided as a separate document for review.

It was the president's recommendation that the Board approve the NCCC Strategic Technology Plan (STP) with the content to be modified as necessary and appropriate.

Resolution 2016-9

RESOLVED, that the Board of Trustees of Neosho County Community College approves the Strategic Technology Plan (STP) with the content to be modified as necessary and appropriate.

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

G. ACCT Conference – October 5-8, 2016, New Orleans

All trustees expressed an interest in attending the ACCT conference October 5-8, 2016, in New Orleans. The Board Clerk was asked to proceed with their registration.

H. Executive Session – Non-Elected Personnel

On motion by Dennis Peters and second by Kevin Berthot the Board recessed into executive session for 15 minutes to discuss personnel matters 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, Chief Financial Officer, Athletic Director, and the college attorney.

The Board entered executive session at 6:34 pm and returned to open meeting at 6:49 pm.

I. Executive Session – Employer/Employee Negotiations

On motion by Dennis Peters and second by Jenny Westerman the Board recessed into executive session for 10 minutes to discuss matters relating to employer/employee negotiations and to include the President, Vice President for Student Learning, Vice President for Operations, Chief Financial Officer, and the college attorney.

The Board entered executive session at 6:55 pm and returned to open meeting at 7:05 pm.

IX. Adjournment

On motion by Dennis Peters and second by Jenny Westerman the meeting adjourned at 7:07 pm.

Respectfully submitted,

David Peter, Board Chair

Denise L. Gilmore, Board Clerk

Kevin Blackwell – (*Humanities Instructor, Liberal Arts Division Chair, Advisor of Beta Nu Iota Chapter of Phi Theta Kappa*)

Phi Theta Kappa Ottawa had a great time at the Kansas/Nebraska Region Convention in Manhattan, KS.

- 5 students and two advisors attended.
- Kevin gave the Keynote Address on Saturday morning over the eight themes of Phi Theta Kappa's new Honors Study Topic---*How the World Works: Global Perspectives*.
- During the Hallmark Awards ceremony on Saturday night,
 - The Beta Nu Iota (Ottawa) chapter was recognized for achieving 5 stars in the Five Star Chapter Development Program,
 - Ruthanne Wark and Samuel Wheat received an Honorable Mention as a Distinguished Chapter Officer Team
 - Kevin received a Horizon Award for his efforts as a Phi Theta Kappa advisor in the Kansas/Nebraska region.

Rita Drybread – (*Co-Advisor of Omega Iota chapter of Phi Theta Kappa, Math Instructor*)

On February 11th Luka Kapkiai and Rita Drybread attended the All Kansas luncheon with the NCCC All Kansas award winners and their families.

- This year's NCCC All Kansas award winners were Kayla Drybread and Jordan Braun.
- Dr. Inbody was the master of ceremonies
- The students toured the capital before the luncheon and Kayla Drybread was introduced on the floor of the state house.

The Omega Iota Chapter (Chanute) also attended the Kansas/Nebraska Region convention in Manhattan, KS

- Three member, two leaders, and one alumni attended
- They received the 5 star chapter award
- Alicia Pepper was awarded the "Life Happens" scholarship

Mindy Herron Ayers – (*Education Program Director, Honors Program Director, History/Government Instructor*)

The education Program took 9 students to PSU in February. They had one-on-one sessions with admissions, financial aid, elementary education faculty, and Faculty from secondary departments (biology, FACS, English, etc.). The students were very happy about this meeting and it will make the transition so much easier!

Jen Cain – (*Surgical Technology Director*)

Jennifer Cain and Jennifer Ferguson participated in a workshop for surgical technologists (STs) last Saturday. They are on the Kansas State Assembly for STs and hope to make positive changes for practicing STs in the state of Kansas.

Nancy Hindle – (*English Instructor*)

Nancy attended the iTrac Conference in Wichita last Friday and presented a paper she wrote on *Building Peer Reviewed Composition Essays Through A Series Of Discussion Forum Assignments*. She also demonstrated how to use rubrics in the form of fillable PDFS during the peer review process. She was excited about the presentation.

Susan Rhodes, - MSN, RN, CNE – (*Ottawa Nursing Site Coordinator/Nursing Instructor*)

Susan Rhodes and Kristy Snyder attended a Nursing Education Conference in Albuquerque, NM (February 26-29), over Tools and Strategies for Conceptual

Learning in Nursing Education. She reported It was a great conference and they obtained great information.

Tina Oelke – (*Psychology / Leadership Franklin County Instructor, Director of Northern Area Outreach & Workforce Development*)

The Ottawa Police Foundation Trivia Night fundraiser was this past weekend. NCCC-Ottawa's two teams dominated the other 17 teams with academic excellence. The "Orange is the New Black" team, consisting of Nathan Stanley, Eric Row, Kevin Blackwell, Mike Campbell & spouse, and Wendy Rossman & family member, won first place. The "Dennis Butler Fan Club" team won second place. This team consisted of current and past NCCers: Sally & Rudy Sudja, Rebecca Oswald & spouse, Julian Fischer & spouse, and Tony Brown & spouse.

Tina was asked to present at a Leadership conference this past weekend at Southeast Community College in Lincoln, Nebraska. The topic of the conference was soft skills. Her presentation was on managing and meeting expectations.

Tina claims we have some super smart, talented people at NCCC! She told Chief that it might be a sign when the team won without her (She was supposed to be there, but received the call to present at the last minute) :). Usually one of the two teams place – it was nice that both did this year! They finished only one point apart. Defending the title will be fun next year. Tina suggests we have a group from Chanute compete and perhaps take 1st, 2nd, and 3rd!

Tina also presented at the iTrac conference last Friday on *Macroaggressions – Unveiling Hidden Bias*.

Tina was just elected as president of KsACEP (Kansas Alliance of Concurrent Enrollment Partnerships), a state chapter of NACEP (National Alliance of Concurrent Enrollment Partnerships).

NACEP works to ensure that college courses taught by high school teachers are as rigorous as courses offered on the sponsoring college campus. As the sole accrediting body for concurrent enrollment partnerships, NACEP helps these programs adhere to the highest standards so students experience a seamless

transition to college and teachers benefit from meaningful, ongoing professional development. To advance the field and support our national network of members, they actively share the latest knowledge about best practices, research, and advocacy.

The purpose for forming a Kansas affiliated chapter is to:

- Be an advocate for policy at both the state and national level for government and accrediting bodies,
- Collaborate and support Kansas schools in the integration of NACEP accreditation standards,
- Organize workshops and events,
- Facilitate relationship building between secondary schools and higher education,
- Share research and ideas about best practices.

The first charge of the newly formed KsACEP is to host a conference this summer. NACEP will hold an accreditation institute on June 16th at JCCC with the KsACEP conference following on June 17th.

Tina is excited to be a part of the formation of this initiative! It has great potential for building relationships with not only our secondary school partners but also four-year institutions and for ensuring that Kansas is providing a quality concurrent education program.

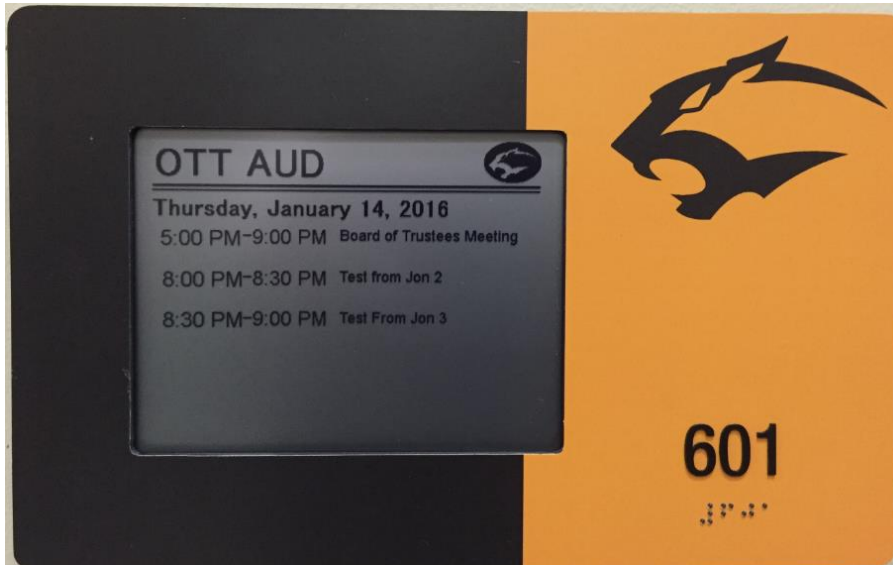
Alan Murray – (“Grammy winning” Music Instructor)

The community chorus and student choir began rehearsing last week. Alan reported a great turnout for the 1st rehearsal. The May 1st concert will include 35 to 40 singers from the college AND community. The music is bluegrass and folk music and Alan is anticipating “a great deal of fun”.

Five music students were selected to participate in a nine state choral conference in Kansas City this year. Alan has worked with these five students individually for a couple hours a week since January to prepare them for this task.

The students from NCCC will sing in a 175 voice choir with orchestra and organ at the Kauffman Center for Performing Arts in downtown Kansas City on March 10. It is preceded by three days of rehearsals, workshops, and attending concerts by world class choral musicians.

- A. Chanute Campus** – Maintenance and Technology staff completed the installation of 72 electronic room signs over Christmas break. They were installed at both the Chanute and Ottawa campuses. There have been a lot of positive comments about these new signs. It seems they have been well received. Prior to this installation we had to print the schedules and post them at each room location. The electronic signs pull from outlook calendars we have created for each room which fully automates this process.



We also completed the computer lab in Stoltz 7. This is something that instructors have been asking about for some time. We installed 25 terminals in that location and a new printer.

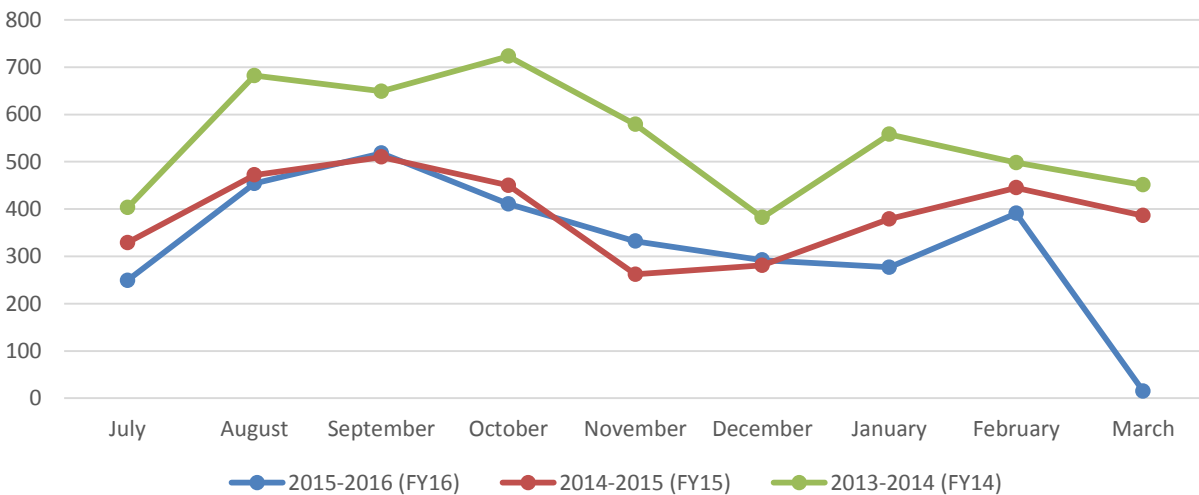
In addition we are also currently evaluating some new wireless equipment that will be rolled out in the Residence Halls this summer. Early testing has indicated that it is working far better than the current line of equipment.

- B. Online** – The new splash page will be ready to go in a few weeks. This purpose of this new look is to add a bit of flash to the site as well as targeting potential students with basic information without having to click through to additional pages particularly on mobile devices . The draft can be viewed here:
<http://files.dev2.webascender.com/neosho/2015/concept/index.html> .

Work has also begun on the new assessment module for our online Learning Management System (LMS). Jenzabar estimates this to take around a month to complete and it will greatly enhance functionality and efficiency with the assessment process. Currently instructors use a home grown system that we developed several years ago and data must be manually calculated and entered in to it. The new system will be integrated into the gradebook in the LMS so that these calculations can be done as part of the coursework which automates the process completely.

- C. Switchboard** – Mary has processed 1004 ID cards through the ID printer since August 1st. This includes Approximately 180 CLC 24/7 access cards. She also continues to help CLC staff as required while they are short staffed as well as providing that premier customer service to our patrons.
- D. Office Support Services** – Gloria has been working on normal daily operations as usual. Keeping up with the new postage regulations, processing mail and keeping the copy machines running. We are nearing the end of our current copier contract which expires in May so we will be issuing an RFP shortly for some new equipment in that area.
- E. Safety and Security** – Maintenance and Technology staff are in the process of installing 5 new alert beacons on campus. New locations include the cafeteria, the gym tunnels and locker room areas, the auditorium, and Stoltz Hall. In addition we continue to upgrade the old style security cameras with High Definition units. We have finished the upgrades in the residence halls and will be upgrading the cafeteria cameras this month.
- F. Help Desk & Maintenance** – Our technicians continue to stay busy as you can see by the charts below. From July 1 to present we have completed 2939 work orders compared to the same period last year where we completed 3514. The trend in volume by month stays pretty consistent, however again this year we have declined slightly in the totals and while they have declined it still represents a significant workload and we commend all of our technicians for the work they do.

Completed Workorders By Month

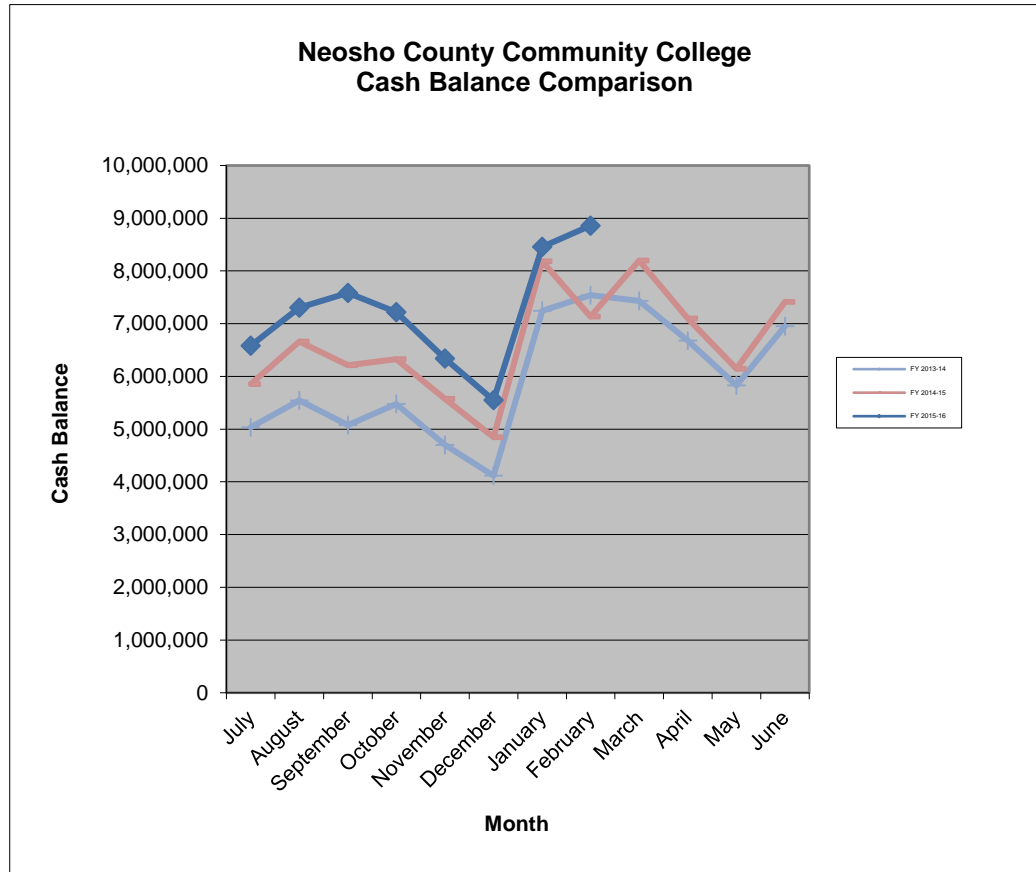


Neosho County Community College
Accounts Receivable Balances

		<u>2/28/2014</u>	<u>2/28/2015</u>	<u>2/29/2016</u>	<u>Increase</u>
<u>Fund</u>	<u>Fund Name</u>	<u>Balance</u>	<u>Balance</u>	<u>Balance</u>	<u>(Decrease)</u>
02	Post Secondary Tech Ed Lab	\$11,157	\$18,124	\$7,685	(\$10,439)
08	Deferred Maintenance Lab	\$40	\$20	\$10	(\$10)
11	General	\$244,648	\$454,454	\$211,613	(\$242,841)
12	Post Secondary Tech Ed	\$261,799	\$448,628	\$313,796	(\$134,831)
16	Residence Hall/Student Union	\$135,545	\$527,905	\$245,578	(\$282,327)
17	Bookstore	\$109,586	\$236,116	\$66,735	(\$169,381)
70	Agency	\$473,117	\$828,084	\$489,006	(\$339,077)
	Total	\$1,235,891	\$2,513,330	\$1,334,423	(\$1,178,907)
<u>Note:</u>					
The first spring 2014 financial aid disbursement was in February.					
The first spring 2015 financial aid disbursement is in March.					
The first spring 2016 financial aid disbursement was in February.					

TREASURER'S MONTHLY FINANCIAL STATEMENT
NEOSHO COUNTY COMMUNITY COLLEGE
For the Period February 1, 2016 to February 29, 2016

FUND	FUND DESCRIPTION	BEGINNING BALANCE 1/31/2016	RECEIPTS FEBRUARY	JOURNAL ENTRIES FEBRUARY	DISBURSEMENTS FEBRUARY	ENDING BALANCE 2/29/2016
02	Postsecondary Technical Education Reserve	43,573.64	9,934.25	0.00	0.00	53,507.89
07	Petty Cash Fund	1,073.30	0.00	0.00	0.00	1,073.30
08	General Fund Deferred Maintenance	51,010.00	0.00	0.00	0.00	51,010.00
09	General Fund Equipment Reserve	212,167.64	2,882.50	0.00	0.00	215,050.14
10	General Fund UnencumberedFund Balance	2,600,000.00	0.00	0.00	0.00	2,600,000.00
11	General Fund	977,468.78	415,393.96	5,075.00	-878,109.23	519,828.51
12	Postsecondary Technical Education Fund	930,830.78	476,916.87	0.00	-217,798.95	1,189,948.70
13	Adult Basic Education Fund	14,448.75	57,027.52	0.00	-40,006.74	31,469.53
14	Adult Supplementary Education Fund	52,109.82	29.75	0.00	0.00	52,139.57
16	Residence Hall/Student Union Fund	1,577,021.46	358,980.40	0.00	-63,831.45	1,872,170.41
17	Bookstore Fund	578,878.35	193,691.54	0.00	-80,515.14	692,054.75
21	College Workstudy Fund	2,217.55	4,498.66	0.00	-4,498.66	2,217.55
22	SEOG Grant Fund	0.00	7,950.00	0.00	-7,950.00	0.00
24	Pell Grant Fund	402.00	734,231.00	0.00	-734,231.00	402.00
25	Student Loans Fund	0.00	539,449.00	0.00	-539,449.00	0.00
32	Grant Funds	-125,733.21	201,893.80	-5,075.00	-141,635.08	-70,549.49
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
65	Student Union Revenue Bond Reserve	69,707.53	0.00	0.00	0.00	69,707.53
70	Agency Funds	1,399,032.11	964,797.28	0.00	-784,880.17	1,578,949.22
90	Payroll Clearing Fund	0.00	0.00	0.00	0.00	0.00
	TOTALS	\$8,385,444.10	\$3,967,676.53	\$0.00	-\$3,492,905.42	\$8,860,215.21
	Checking Accounts					\$6,788,053.10
	Investments					\$2,070,562.11
	Cash on Hand					\$1,600.00
	Total					\$8,860,215.21



President's Report

March 10th, 2016

Trustees,

Thank you so much for your continued support to NCCC. Here are a few items of interest.

Enrollment

It is hard to believe but enrollment for summer 2016 and fall 2016 are already underway just this week so it is too soon to tell how it is going relative to last year. The fall schedule was examined more closely than it has been in many years looking for ways to improve our offers and “balancing” schedules throughout the day. On the Chanute campus a very useful spreadsheet was created as help to the advisors that blocks out practice times for each sport so that the advisor can quickly see what classes are available to athletes of a particular team.

Here are the numbers for the spring 2016 session as compared to this date last year. It is very much in line with what I showed you last month. Overall the College is down 8.15% for the year.

Spring Semester 2016

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2014	50	3-11-15	2542	17553	
TOTAL	2015	50	3-10-16	2416	16679	-4.98%
CHANUTE	2014	50	3-11-15	562	5138	
CHANUTE	2015	50	3-10-16	532	4720	-8.14%
OTTAWA	2014	50	3-11-15	528	4249	
OTTAWA	2015	50	3-10-16	482	3949	-9.20%
ONL	2014	50	3-11-15	929	5014	
ONL	2015	50	3-10-16	862	4755	-5.17%
ODO	2014	50	3-11-15	249	1392	
ODO	2015	50	3-10-16	282	1602	15.09%
IDO	2014	50	3-11-15	274	1660	
IDO	2015	50	3-10-16	258	1653	-.42%

Payroll Changes

Currently NCCC runs 38 payrolls a year with the hourly employees on a bi-weekly payroll and all others on a monthly payroll, paying the last working day of the month. Two different employees work on two separate payrolls in order to complete the task, usually spending about 65 hours a month total on payroll. Other areas of the business office could use more attention including inventory and data entry for HR. Perhaps fewer payroll runs will result in freed time that could be used for these undone tasks.

Added to this discussion of greater efficiency if there were fewer payrolls, is the Department of Labor's (DOL) proposed rule change for those non-faculty making less than \$50,400 a year. If this rule goes through, the college will be putting all non-faculty who make less than \$50,400 "on the clock" in order to better manage the employees' time and hold overtime to a minimum. That would put some "hourly" employees on bi-weekly while these new hourly employees would be on monthly, leading to much confusion and several systems running within the College.

After looking at how other community colleges in the state handle payroll and after discussions with the employees and the Executive Committee, I will be moving the college to a monthly-only payroll begin with the new fiscal year July 1, 2016. This will drop our payrolls from 38 to 12, improving efficiency and helping us to prepare for the DOL rule change. Employees who fill out timecards will continue to do so but the payment dates will change.

Refinancing Ottawa Bonds and the Ownership of Ottawa Campus

John Haas is currently looking at our Ottawa financing and seeing if the time is right to refinance the bonds and save a little money. Sandi has given John the goal of \$100,000 as the minimum of savings in order to move forward. John is sending spreadsheets that look both at savings in doing the refinancing this year or waiting until 2019 to do the financing and perhaps saving more. If it looks like it is a good idea to move forward now, I may be asking you for a special Board meeting on **Tuesday, March 29th**. The timeline cannot wait for the April meeting if the deal is to be complete before the June 30th end of the fiscal year. If John suggests waiting until 2019, there will not be a meeting.

As part of the refinancing discussion John Haas and Kevin Cowan (the bond attorney) would like us to consider reworking the ownership of Ottawa. Right now the Foundation of NCCC owns Ottawa and NCCC makes the "lease payments" which, in effect, make the bond payment for the Foundation. This complicated bonding structure was first necessary due to the fact that it was illegal for the College to own property outside our home county until recently. In fact, the law changed while we were doing the deal for this campus. Since we had already started down this path we kept with it despite the change. If we decide to own the campus instead of the Foundation, some good and bad things happen:

- We save at least \$18,000 on refinancing fees if the College owns it.
- There are no tax entanglements now or in the future.
- There is no guarantee that the Foundation will give the campus to the college on the completion of the bond. We could get crossways in the far future.
- The indebtedness of the College would be a truer representation than it appears now.

- It does open NCCC to a protest petition, however, as the campus is already built.
- It should not have a lasting effect on our HLC Composite Financial Index (CFI) as the Foundation is already part of our CFI as a component unit of the College.

John says he will have the analysis to me by March 21st and I will send it on to you with my recommendations on whether to wait or move forward and have the March 29th meeting.

Legislative Update

A hearing was held on the service area bill which would require all sectors of higher education in Kansas to ask before offering classes in another institution's service area. Currently only community colleges have to ask before entering someone else's territory. The hearing went well with lots of good questions from the legislators. I'm told that the bill will be "worked." That does not mean that it will make it to the floor for a vote. KBOR is attempting to have a discussion on service areas in an attempt to handle it internally.

The funding situation is very serious although has not yet adversely affected NCCC. The 3% cut announced by the State was directed at universities only. The next item being looked at for possible cuts is the capital outlay fund that technical colleges and some community colleges who absorbed a tech school receive. NCCC does not get this capital outlay. The State is also looking at removal of the JIIST grant funds. In the past NCCC has received a grant from this fund to help start technical education locations.

It is only March and we have several more months until the fiscal year ends. If revenue shortfalls continue we may see cuts this year in our allocation from the State. Remember we have set aside funds, which we had planned to use for parking lot resurfacing, in case we had to send it back to the state.

Projects Update

There is no new news on the Fountain. We are waiting on final design plans from the engineer. We still hope to be complete there by the 80th Anniversary Celebration on August 20th.

On Penner Lounge, you can see that much of the demolition is complete. The measurements for the glass wall have been done and flooring starts soon. Some of the work will take place over spring break, including cutting through the wall into the bookstore to unite the two spaces. There is a lot of excitement with the students. Hopefully we can get done with it in time for this semester's students to enjoy it!

The baseball field project is part of the agenda tonight, coming in a bit cheaper than we originally thought, which is great! To date Steve Murry has raised over \$128,000 of the \$636,000 total budget. We asked Steve to raise \$136,000 and it looks as though he is going to make it. Way to go Steve! All is still set for a groundbreaking at the end of the baseball season with a possible completion date of mid-September, although we are flexible on the final completion date.

Region Champs!

I want to congratulate Jeremy Coombs and the 2015-2016 Panthers on their victory at the NJCAA Region VI men's basketball tournament. It was a fun game to watch! I was so excited for the guys! We now move on to the NJCAA National Tournament in Hutchinson, KS on Monday. We are looking to get an escort party like the one baseball enjoyed when they left for Grand Junction a few years ago.

Wrestling Runners Up

Wrestling had a large group make it to the national tournament, but no national champions this year. However, wrestling was the national runner up on the National Wrestling Coaches Association academic team of the year. NCCC's wrestlers had a combined GPA of 3.32! The national champ was Pratt Community College with a 3.34 GPA – so close! Congratulations to the Wrestling Team!

Brian's Travels

- I will be on vacation from March 11th through the 21st with Spring Break. Remember, the college will be closed for the first time ever. I have heard nothing but positive comments about this. Thank you for agreeing to close the college for this week!
- March 23rd I will be gone to KUMC for the KBOR meeting as part of their tour of the state's universities.
- March 25th the College will be closed for Good Friday.
- March 29th is a POSSIBLE Board meeting to refinance Ottawa.
- March 30th I have been asked to help the Franklin County Commission on goalsetting for that organization so I will be in Ottawa.
- March 31st is the TEA meeting in Topeka and it is my turn to attend.
- April 1st is First Friday in Ottawa.
- April 7-8th I will be in Washington with PTK accepting an award!
- April 9th-12th I will be in Chicago at the AACC meeting as part of my membership in PASCI

Busy month!

Have a great weekend!