

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AGENDA

**May 12, 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 April 14, 2016
 - B. Claims for Disbursement for April 2016
 - C. Course Inventory Revisions/Additions
 - D. Personnel
- VI. Reports**
 - A. Faculty Senate – Richard Webber
 - B. Ottawa Campus – Dale Ernst
 - C. Treasurer – Sandi Solander
 - D. President – Dr. Brian Inbody
- VII. Old Business**
 - A. Resolution 2016-18: Ottawa Campus Bond Refinancing
 - B. Resolution 2016-19: Employee Non-Renewal
- VIII. New Business**
 - A. Resolution 2016-20: Bids for Fleet Vehicles
 - B. Resolution 2016-21: Upward Bound Appointment of New Authorized Representative to School Nutrition Programs
 - C. Resolution 2016-22: Administrative Assistant to Health Occupations
 - D. Resolution 2016-23: Copier Bids
 - E. Resolution 2016-24: Peaslee Technical Center Agreement
 - F. First Reading: Elections and Terms of Office Policy
 - G. First Reading: Non-Renewal or Termination of Professional Employees Policy
 - H. First Reading: Travel Policy
 - I. First Reading: Employee Classifications Policy
 - J. First Reading: Employee Benefits Policy
 - K. Executive Session: Security
 - L. Executive Session: Employer/Employee Negotiations
- IX. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

**May 12, 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, Dale Ernst, Marie Gardner, Denise Gilmore, John Haas, Dr. Brian Inbody, Kent Pringle, Kerry Ranabargar, Sandi Solander, Richard Webber, and The Chanute Tribune.

III. PUBLIC COMMENT

John Haas reported that he met with the Foundation Board yesterday and they approved the sale of the Ottawa campus to the college.

IV. APPROVAL OF THE AGENDA

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

V. CONSENT AGENDA

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

A. Minutes from April 14, 2016

B. Claims for Disbursement for April 2016

C. 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
May 2016 Board Meeting**

Course/Credit Hour Change

- OTA 214 OTA Fieldwork–Level II A, 5 credit hours to OTA Fieldwork–Level II A, 3 credit hours
- OTA 216 OTA Fieldwork–Level II B, 5 credit hours to OTA Fieldwork–Level II B, 4 credit hours

D. Personnel

1. Resignation of Registration Specialist

It was the president’s recommendation that the Board approve the resignation of Christopher Logan Dent, Registration Specialist. His last day will be May 13, 2016.

2. Resignation of Nursing Instructor

It was the president’s recommendation that the Board approve the resignation of Rebecca Rhone, Nursing Instructor, at the end of her 2015-2016 contract.

3. Resignation of Nursing Instructor

It was the president’s recommendation that the Board approve the resignation of Cheryl VanHemert, Nursing Instructor, at the end of her 2015-2016 contract.

4. CLC Associate

It was the president’s recommendation that the Board approve the employment of Patricia “Trisha” Clinesmith as a permanent part-time Chapman Learning Center Associate. Ms. Clinesmith has a B.A. in Mass Communication and Philosophy with minors in English and History from Benedictine College.

Her prior work experience includes temporary special education paraprofessional at Altoona-Midway High School, coordinator of volunteers and communications at East Side Learning Center, circulation coordinator at the Benedictine College library, and front desk clerk at Boulders Inn and Suites.

Ms. Clinesmith will be paid \$10.75 an hour (Level 3) beginning May 16, 2016.

VI. REPORTS

- A. Faculty Senate** – Richard Webber reported on what the Faculty Senate was doing. See attachment.
- B. Ottawa Campus** – Dale Ernst reported on the Ottawa campus. See attachment.
- C. Treasurer** – Sandi Solander presented her treasurer’s report. Revenue for the month of April \$1,378,179.21 and disbursements were \$1,911,993.38. See attachments.
- D. President** – Dr. Brian Inbody gave a president’s report. See attachment.

VII. OLD BUSINESS

A. Ottawa Campus Bond Refinancing

At the March meeting the trustees approved to acquire by lease-purchase agreement the educational facility, of approximately 52,000 square feet, in the City of Ottawa, Kansas, own by

the Neosho County Community College Foundation for use by the College for its educational purposes and, in connection therewith, to refinance certain outstanding Educational Facility Revenue Bonds, Series 2010, of the City of Ottawa, Kansas, that financed such improvements on behalf of the Neosho County Community College Foundation and the College, and found and determined that such lease-purchase agreement and acquisition and refinancing of the improvements was in the public's best interest. Notice was published in the Chanute Tribune on April 7 and April 14, 2016, and no protest petition was filed as of the date of this meeting (see attachment).

Affidavit of Publication

STATE OF KANSAS, NEOSHO COUNTY, ss:
Tiffany Brown, being first duly sworn,
deposes and says: That *she* is *Classified Manager*
of *THE CHANUTE TRIBUNE*, a daily newspaper printed
in the State of Kansas, and published in and of general
circulation in Neosho County, Kansas, with a general paid
circulation on a daily basis in Neosho County, Kansas, and
that said newspaper is not a trade, religious or fraternal
publication.

Said newspaper is a daily published at least weekly 50
times a year: has been so published continuously and unin-
terruptedly in said county and state for a period of more
than five years prior to the first publication of said notice;
and has been admitted at the post office of Chanute, in said
county as second class matter.

That the attached notice is a true copy thereof and was
published in the regular and entire issue of said newspaper
for 2 consecutive weeks, the first publication there-
of being made as aforesaid on the 7th day of April
2016, with subsequent publications being made on the
following dates:

April 14th, 2016 _____, 2016
_____, 2016 _____, 2016

Tiffany Brown

Subscribed and sworn to and before me this
14th day of April, 2016

[Signature]

Notary Public

My commission expires: January 9, 2019
Printer's Fee \$ 272.00
Affidavit, Notary's Fee \$ 8.00
Additional Copies \$ _____
Total Publication Fees \$ 280.00



GILMORE & HELL, P.C.
03/27/2016

(Published in the *Chanute Tribune*, on April 7, 2016
and subsequently on April 14, 2016)

RESOLUTION NO. 2016-10

**A RESOLUTION OF THE BOARD OF TRUSTEES OF NEOSHO COUNTY
COMMUNITY COLLEGE DETERMINING THE ADVISABILITY OF
ACQUISITION OF AN EDUCATIONAL FACILITY BY THE EXECUTION
AND DELIVERY OF A LEASE PURCHASE AGREEMENT.**

WHEREAS, the Board of Trustees of Neosho County Community College (the "College") has considered the need of the College and its residents to acquire by lease-purchase agreement an educational facility, of approximately 52,000 square feet, in the City of Ottawa, Kansas, for use by the College for its educational purposes (the "Improvements"); and, in connection therewith, to refinance certain outstanding Educational Facility Revenue Bonds, Series 2010, of the City of Ottawa, Kansas (the "Series 2010 Bonds") that financed such Improvements on behalf of the Neosho County Community College Foundation and the College, and have found and determined that such lease-purchase agreement and acquisition and refinancing of the Improvements is in the public interest; and

WHEREAS, pursuant to K.S.A. 71-201 and K.S.A. 10-1116c, the College has legal authority to authorize the execute and deliver a lease-purchase agreement for the Improvements and the financing of the same;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF NEOSHO COUNTY COMMUNITY COLLEGE:

Section 1. **Intent to Enter into Lease Purchase Agreement.** The Board of Trustees shall commence negotiations to enter into a lease-purchase agreement (the "Lease") to provide financing for the Improvements, and to provide for refinancing of the Series 2010 Bonds, which Lease shall contain such terms, conditions and provisions as shall be acceptable to the Board of Trustees.

Section 2. **Conditions to Execution and Delivery of Lease Purchase Agreement.** The execution and delivery of the Lease is subject to the publication and protest period requirements of K.S.A. 10-1116c, adoption and publication of a Resolution approving the forms and authorizing the execution of the Lease, and execution and delivery of such legal documents as may be necessary in connection with it, the terms of which shall be satisfactory to the Board of Trustees and to the lessor named therein.

Section 3. **Total of Payments; Publication of Notice of Intent.** The expected total of all payments to be made by the College pursuant to the Lease (excluding amounts required for maintenance, taxes or insurance on the Improvements) is \$5,667,375. The Secretary of the Board of Trustees is hereby authorized and directed to publish this Resolution once each week for 2 consecutive weeks in a newspaper of general circulation within the boundaries of the College. If a protest petition signed by not less than 5% of the qualified voters of the College, as determined by the vote for secretary of state at the last general election, is filed with the county election officer within 30 days following the last publication of the Resolution, the proposed Lease shall not take effect unless approved by a majority of the qualified voters of the College voting at an election to be held thereon as prescribed in K.S.A. 10-1116c.

Section 4. **Further Authority.** The officials of the College, the Purchaser, the College's attorney, Bond Counsel and other consultants are authorized to proceed with the planning and document preparation of the Improvements, the Lease and other legal documents necessary in order to comply with the intent of this resolution, subject to final approval of such documents by the Board of Trustees.

ADOPTED BY the Board of Trustees of Neosho County Community College this 29th day of March, 2016.

[Signature]
Chairperson

(Seal)

ATTEST:
[Signature]
Secretary

The next step was to pass a resolution to proceed with the selection of a purchaser and the offering for sale of Lease Purchase Agreement Certificates of Participation.

Resolution 2016-18

RESOLUTION SELECTING A PURCHASER FOR, AND AUTHORIZING THE OFFERING FOR SALE OF LEASE PURCHASE AGREEMENT CERTIFICATES OF PARTICIPATION, SERIES 2016, OF NEOSHO COUNTY COMMUNITY COLLEGE, NEOSHO COUNTY, KANSAS

WHEREAS, the Board of Trustees of Neosho County Community College (the "College") has considered the advisability of acquiring by lease-purchase agreement an educational facility, of approximately 52,000 square feet, in the City of Ottawa, Kansas (the "City"), for use by the College for its educational purposes (the "Improvements"), and, in connection therewith, the refinancing of certain outstanding Educational Facility Revenue Bonds, Series 2010, of the City (the "Series 2010 Bonds") that financed such Improvements on behalf of the Neosho County Community College Foundation and the College; and

WHEREAS, due to the current interest rate environment, the College has the opportunity to enter into such lease purchase agreement, and have issued certificates of participation therein, in order to achieve an interest cost savings on all or a portion of the Series 2010 Bonds described as follows (collectively, the "Refunded Bonds"):

| Description | Series | Dated Date | Maturity Years | Amount |
|--|---------------|-------------------|-----------------------|---------------|
| City of Ottawa, Kansas, Educational Facility Revenue Bonds (Neosho County Community College foundation Facility) | 2010 | 4/15/2010 | 2017-2030 | \$4,110,000 |

WHEREAS, the College hereby selects the firm of Piper Jaffray & Co., Leawood, Kansas (the "Purchaser"), as underwriter for one or more series of Lease Purchase Agreement Certificates of Participation of the College to be issued in order to provide funds to refund and refinance the Refunded Bonds and thereby acquire the Improvements; and

WHEREAS, the College desires to authorize the Purchaser to proceed with the offering for sale of said Lease Purchase Agreement Certificates of Participation; and

WHEREAS, one of the duties and responsibilities of the College is to prepare and distribute a preliminary official statement relating to said Lease Purchase Agreement Certificates of Participation; and

WHEREAS, the College desires to authorize Ranson Financial Consultants, LLC, Wichita, Kansas (the "Financial Advisor"), in conjunction with the Chief Financial Officer, to proceed with the preparation and distribution of a preliminary official statement and all other preliminary action necessary to sell said Lease Purchase Agreement Certificates of Participation; and

WHEREAS, due to the volatile nature of the municipal bond market and the desire of the College to achieve maximum benefit of timing of the sale of the Lease Purchase Agreement Certificates of Participation, the governing body desires to authorize the Chairperson to confirm the sale of the Lease Purchase Agreement Certificates of Participation, if necessary, prior to the

next meeting of the governing body to adopt the necessary resolution providing for the issuance thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF NEOSHO COUNTY COMMUNITY COLLEGE, NEOSHO COUNTY, KANSAS, AS FOLLOWS:

Section 1. The Purchaser is hereby authorized to proceed with the offering for sale of the College's \$5,545,000 approximate principal amount of "Certificates of Participation, Series 2016, Evidencing Proportionate Interests In and Rights to Receive Payments Under a Lease Purchase Agreement" (the "Certificates") in one or more series, in accordance with the information provided by the Financial Advisor on this date. The offering for sale of the Certificates shall be accomplished in consultation with the Financial Advisor, Purchaser, Chief Financial Officer and Gilmore & Bell, P.C. (the College's "Bond Counsel"). The confirmation of the sale of the Certificates shall be subject to the execution of a certificate purchase agreement between the Purchaser and the College (the "Certificate Purchase Agreement") in a form approved by Bond Counsel, the adoption of a resolution by the governing body of the College authorizing the issuance of the Certificates and the execution of various documents necessary to deliver the Certificates. The Chairperson is hereby authorized to execute the Bond Purchase Agreement subject to the following parameters: (a) principal amount shall not exceed \$4,700,000; and (b) cash savings to the College as a result of the Certificate transaction and refunding the Refunded Bonds of not less than \$125,000.

Section 2. The Preliminary Official Statement is hereby approved in substantially the form presented to the governing body this date, with such changes or additions as the Chief Financial Officer shall deem necessary or appropriate, and such officials and other representatives of the College are hereby authorized to use such document in connection with the sale of the Certificates.

Section 3. For the purpose of enabling the Purchaser to comply with the requirements of Rule 15c2-12 (the "Rule") of the Securities Exchange Commission (the "SEC"), the Chief Financial Officer, or other appropriate officer of the College, is hereby authorized to: (a) approve the form of said Preliminary Official Statement, and to execute the "Certificate Deeming Preliminary Official Statement Final," in substantially the form attached hereto as **Exhibit A**, as approval of the Preliminary Official Statement, such official's signature thereon being conclusive evidence of such official's and the College's approval thereof; (b) covenant to provide continuous secondary market disclosure by annually transmitting certain financial information and operating data and other information necessary to comply with the Rule to the Municipal Securities Rulemaking Board; and (c) take such other actions or execute such other documents as such officers in their reasonable judgment deem necessary; to enable the Purchaser to comply with the requirement of the Rule.

The College agrees to provide to the Purchaser within seven business days of the date of the sale of Certificates or within sufficient time to accompany any confirmation that requests payment from any customer of the Purchaser, whichever is earlier, sufficient copies of the final Official Statement to enable the Purchaser to comply with the requirements of Rule 15c2-12(3) and (4) of the Securities and Exchange Commission and with the requirements of Rule G-32 of the Municipal Securities Rulemaking Board.

Section 4. The Chairperson, Secretary, Chief Financial Officer and the other officers and representatives of the College are hereby authorized and directed to take such action as may

be necessary, after consultation with the Financial Advisor, the Purchaser and Bond Counsel, to carry out the sale of the Certificates.

Section 5. This Resolution shall be in full force and effect from and after its adoption.

EXHIBIT A

**CERTIFICATE DEEMING
PRELIMINARY OFFICIAL STATEMENT FINAL**

To: Piper Jaffray & Co.
Leawood, Kansas

Re: \$4,545,000 Neosho County Community College, Neosho County, Kansas, Lease
Purchase Agreement Certificates of Participation, Series 2016

Ladies and Gentlemen:

The undersigned is the duly acting Chief Financial Officer of Neosho County Community College, Neosho County, Kansas (the "College"), and is authorized to deliver this Certificate to the addressee (the "Purchaser") on behalf of the College. The College has heretofore caused to be delivered to the Purchaser copies of the Preliminary Official Statement (the "Preliminary Official Statement"), relating to the above-referenced certificates (the "Series 2016 Certificates").

For the purpose of enabling the Purchaser to comply with the requirements of Rule 15c2-12(b)(1) of the Securities and Exchange Commission (the "Rule"), the College hereby deems the information regarding the College contained in the Preliminary Official Statement to be final as of its date, except for the omission of such information as is permitted by the Rule, such as offering prices, interest rates, selling compensation, aggregate principal amount, principal per maturity, delivery dates, ratings, identity of the underwriters and other terms of the Series 2016 Certificates, depending on such matters.

Very truly yours,

**NEOSHO COUNTY COMMUNITY COLLEGE,
NEOSHO COUNTY, KANSAS**

By: _____
Title: Chief Financial Officer

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

B. Employee Non-Renewal

At the April Board meeting the Board approved notifying Teri Showalter of their intent not to renew her employment contract for 2016-2017. The following resolution finalized the Board's decision for non-renewal.

Resolution 2016-19

RESOLVED, that the employment contract for Teri Showalter shall not be renewed for the 2016-2017 academic year. Pursuant to resolution duly adopted, the Board of Trustees of Neosho County Community College took action to give notice of the Board's intent to not renew the employee's contract. The Director of Human Resources gave written notice to the employee prior to the third Friday in May that it was the intent of the Board of Trustees not to renew the employment contract. After extensive consideration and thorough discussion, the Board has determined the employment contract should not be renewed. The Clerk of the Board of Trustees shall give to the employee, personally, or by certified, restricted United States mail, a copy of this resolution.

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

VIII. NEW BUSINESS

A. Bids for Fleet Vehicles

The College administration recommended replacing the two fleet vehicles that were sold last month. Sufficient funds are currently available in the Equipment Reserve budgeted for vehicle replacement. Both vehicles will be housed at the Chanute campus. Bids were solicited from Ranz Motor Co., Inc., Chanute; Shields Motor Co., Inc., Chanute; and Merle Kelly Ford Inc., Chanute. The following bids were received and opened by Sandi Solander with Ben Smith present:

Merle Kelly Ford, Inc.

2017 Ford Fusion \$18,145 @ 2 units = **TOTAL \$36,290**

Shields Motor Co., Inc.

2016 Chrysler 200 LX \$19,057 @ 2 units = **TOTAL \$38,114**

or

2016 Chrysler 200 Limited \$21,494 @ 2 units = **TOTAL \$42,988**

It was the president's recommendation that the Board accept the low bid of \$36,290 from Merle Kelly Ford, Inc., for two 2017 Ford Fusion 4-door Sedan S.

Resolution 2016-20

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the bid of \$36,290 from Merle Kelly Ford, Inc., for two 2017 Ford Fusion 4-door Sedan S.

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

B. Upward Bound Appointment of New Authorized Representative to School Nutrition Programs

Every summer, during the college simulation program for our students, Upward Bound participates in the Summer Food Service Program through the Department of Education. Most of our students fall into the low income bracket, so this allows our program to be partially refunded what we pay for our food service, allotting us more funds to spend on educational activities. Since hiring a new academic coordinator, Upward Bound must change the Authorized Representative. New criteria dictate that we have the change approved by the Board of Trustees and verified by submitting copies of the minutes. The president asked that authorization be changed from Kaley Eastman to Jared Wheeler.

Resolution 2016-21

RESOLVED, that the Board of Trustees of Neosho County Community College approves the appointment of Jared Wheeler as the Upward Bound Authorized Representative for the Summer Food Service Program through the Department of Education.

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

C. Administrative Assistant to Health Occupations

A half-time Administrative Assistant for Health Occupations position was developed to better meet the needs of the Health Information Technology program, the Occupational Therapy Assistant program, and the Surgical Technology program on the Ottawa campus. It was the president's recommendation that the current full-time allied health administrative assistant position be divided into two half-time positions, one on each campus. Changing the full-time position into two part-time positions is cost neutral. Copies of the job descriptions for the new positions follow.

Resolution 2016-22

RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommendation to change the full-time allied health administrative assistant position to two half-time positions, one on each campus, and the creation of the job descriptions.

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

ADMINISTRATIVE ASSISTANT TO HEALTH OCCUPATIONS – CHANUTE

Reports to: Director of Allied Health
Classification: Half-time, 12-month Employee
Pay Status: Hourly, Non-exempt, Level III
Fringe Benefits per Board Policy
Salary: \$10.50 – \$11.00
Created: May 2016

This position performs a variety of administrative assistant functions for the health occupations programs located on the Chanute campus. The position reports to the Director of Allied Health in conjunction with any other health occupation supervisor (excluding nursing) located on the Chanute campus.

Essential Functions:

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

Primary Duties:

1. Provide support for the allied health department.
2. Provide support for other non-nursing health occupation programs located on the Chanute campus.
3. Prepare and maintain instructor curriculum notebooks for allied health.
4. Maintain database of provider agreements for the programs identified above.
5. Monitor student records such as immunizations and all pre-class requirements.
6. Assist with admission and registration processes for health occupations students.
7. Confirm classes with students. Monitor waitlists.
8. Maintain advisory committee databases, minutes, and records.
9. Support adjunct instructors.
10. Assist with state and national testing registrations.
11. Assist in creating awareness of programs through various activities such as Panther Preview Days, 8th grade visits, Kids' College, etc.
12. Perform other duties as assigned.

Required Knowledge, Skills and Abilities:

- Excellent interpersonal skills.
- Ability to work effectively with diverse populations.
- Excellent organizational and computer skills.
- Willingness and ability to work as a member of a team.
- Confidentiality is required.
- Valid Driver's License.

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.

Working Conditions:

1. Some travel during normal working hours will be required, license mandatory.
2. Normal office working environment
3. Ability to sit in an office chair for long periods while operating a personal computer is required.

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

ADMINISTRATIVE ASSISTANT TO HEALTH OCCUPATIONS – OTTAWA

Reports to: Director of Occupational Therapy Assistant Program

Classification: Half-time, 12-month Employee

Pay Status: Hourly, Non-exempt, Level III

Fringe Benefits per Board Policy

Salary: \$10.50 – \$11.00

Created: May 2016

This position performs a variety of administrative assistant functions for the health occupations programs located on the Ottawa campus. The position reports to the Director of the Occupational Therapy Assistant Program in conjunction with all other health occupation supervisors (excluding nursing) located on the Ottawa campus.

Essential Functions:

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

Primary Duties:

13. Provide support for the occupational therapy assistant program.
14. Provide support for the health information technology program, coding, and transcription.
15. Provide support for the surgical technology program.
16. Provide support for other non-nursing health occupation programs located on the Ottawa campus.
17. Prepare and maintain instructor curriculum notebooks and student handbooks.
18. Monitor student records such as immunizations and all pre-class requirements.
19. Assist with admission and registration processes for health occupations students.
20. Confirm classes with students. Monitor waitlists.
21. Maintain advisory committee databases, minutes, and records.
22. Support adjunct instructors.
23. Assist with state and national testing registrations.
24. Assist in creating awareness of programs through various activities such as Panther Preview Days, 8th grade visits, Kids' College, etc.
25. Perform other duties as assigned.

Required Knowledge, Skills and Abilities:

- Excellent interpersonal skills.
- Ability to work effectively with diverse populations.
- Excellent organizational and computer skills.
- Willingness and ability to work as a member of a team.
- Confidentiality is required.
- Valid Driver's License.

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.

Working Conditions:

4. Some travel during normal working hours will be required, license mandatory.
5. Normal office working environment.
6. Ability to sit in an office chair for long periods while operating a personal computer is required.

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 | Kansas Human Rights Commission (KHRC) | Equal Employment Opportunity Commission (EEOC) |
| Office of Civil Rights | Main Office, Topeka | Kansas City Area Office |
| 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. Copier Bids

The lease for the College's copiers will be expiring this month so specifications were developed based on volume analysis from the previous four years and consultation with the copy center staff. The bid specifications (see below) was for four new machines that will replace the existing high volume units in the copy centers at both the Chanute and Ottawa locations. The specifications allowed more freedom to bidders to select the most cost effective approach to billing and bid several options if warranted. Bid solicitation was posted in the Chanute Tribune and on the college website.

The following companies submitted proposals:

Digital Connections, Inc., Coffeyville, KS

There were two different options on the submittal. One was the base bid spec equipment (80 page per minute units) and one was for lower volume units (60 page per minute).

It was the president's recommendation that the Board accept the bid of \$11,250 annual lease payments, Option #1, from Digital Connections for a 4-year term – \$0.004/page (image) for black and white copies, \$0.04/page (image) for color copies. The bid was selected for the following reasons:

1. There was no increase in cost per copy for either black and white or color copies from the previous term.
2. The folding machine that we currently have from the previous contract will remain with us at no cost.
3. \$19,000 in savings over the contract term when compared to the previous contract.
4. The bid provides maximum flexibility for Office Services at peak times.
5. The service department of Digital Connections is excellent in terms of time to resolution.
6. The Lanier brand is proven effective.

Resolution 2016-23

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the bid of \$11,250 annual lease payments, Option #1, from Digital Connections for a 4-year term.

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

Invitation to Bid

The Board of Trustees of Neosho County Community College (NCCC) is seeking bids for copiers to be installed on the Chanute and Ottawa campuses.

Estimated volume for B&W copies is 1 million annually (both Chanute and Ottawa campuses). Estimated volume for color copies is 195,000 annually. Billing may be done monthly or quarterly. Bidder is free to price the lease in any manner that provides the best possible cost savings to NCCC. Bidders are also encouraged to provide pricing for any alternate specification listed below.

The following specifications must be met:

1. Quantity 4 - Full Color Digital Imaging System (Includes 80 cpm Black and White, 80 cpm Full Color, Duplexing, Network Print/Scan/Fax, Stapling Finisher w/Hole Punch, , saddle staple , booklet making and Console,). Capacity to run 110 lb. card stock, photo paper, and transparency film.. Environmentally friendly equipment that produces less waste, uses fewer consumables, and is energy star qualified is preferred.

And/Or Alternate

Quantity 4 - Full Color Digital Imaging System (Includes 60 cpm Black and White, 60 cpm Full Color, Duplexing, Network Print/Scan/Fax, Stapling Finisher w/Hole Punch, , saddle staple , booklet making and Console,). Capacity to run 110 lb. card stock, photo paper, and transparency film.. Environmentally friendly equipment that produces less waste, uses fewer consumables, and is energy star qualified is preferred.

2. Installation of all equipment will be scheduled at the discretion of NCCC.
3. Must have centralized accounting system that allows an administrator to capture copy counts from all devices at a central location and provide reporting that meets vendor needs.
4. Must utilize a code based user account system to track copies made by user and/or department.
5. **Must include option for a bulk feed folding machine that will do bi-fold, tri-fold, and z-fold.** Sizes include 8.5"x11", 8.5"x14" and 11"x17".
6. Must certify that the maximum time for service repair response is to be no longer than 2 hours from time of service call. Failure to meet the maximum service repair response time will result in a \$150 credit to the College's account per infraction.
7. Once the terms of the lease have been determined the vendor must provide an option to continue the contract month-to-month at the College's request with the per copy charges to be based on either the regular or overage charges, whichever is applicable at the time.
8. Bidders must disclose any unique requirements of the proposed equipment with the bid. These might include things such as power, network, surge protection, and environmental requirements that are detrimental to equipment performance.

9. Pricing must be for a 4 year lease. Please fill out the pricing summary chart below to be returned with the signature sheet.

| | | |
|--|-------------|--------------|
| Lease Term | 4 Yr | |
| Annual Equipment Lease Cost | | |
| | B/W | Color |
| Service, Parts, Labor& Supplies | | |
| Overage Charges | | |

Bidders are responsible for **ALL** implementation costs including, but not limited to, installation, configuration, conversion/entry of existing copier codes, and successful integration with NCCC's network environment. Equipment installation details to be coordinated at the direction and discretion of NCCC.

Bidders are strongly encouraged to visit both campuses to ensure compliance with bid specifications. Bidders may schedule times to visit either campus by contacting the individuals listed below for an appointment:

Chanute Campus

Gloria Beeman, Office Services Clerk
620-431-2820 ext. 209
gbeeman@neosho.edu

Ottawa Campus

Dale Ernst, Assistant Dean, Ottawa Campus
785-242-2067 ext. 312
dernst@neosho.edu

Questions concerning any of the specifications should be directed to:

Kerry Ranabargar, Dean of Operations
620-431-2820 ext. 289
kranabargar@neosho.edu

All sealed bids must be addressed as follows and submitted directly to:

Neosho County Community College
Attn: Sandi Solander
Dean of Finance
800 West 14th Street
Chanute, KS 66720

before 5:00 pm, Thursday April 28th, 2016. 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 May 12th, 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 and should not be presented as estimates.

Bidder must sign below and return this document with bid indicating agreement with specifications and terms as stated above.

I have read and understand the terms and specifications of the request for sealed bid above and will comply such terms and specifications.

 Name (printed)

 Name (signed)

 Date

April 25, 2016
Proposal Prepared for Neosho County Community College
Chanute, Kansas

Thank you for allowing Digital Connections, Inc. the opportunity to bid on your copier needs. I have constructed the following proposal for your consideration.

Option #1

2-Lanier MPC6003 Full Color Digital Imaging System (Includes 60 cpm, RADF, LCT, Network Print and Scan, Fax and Booklet Finisher)

2-Lanier MPC6003 Full Color Digital Imaging System (Includes 60 cpm, RADF, LCT, Network Print and Scan, and 3,000 Sheet Finisher)

4 Year lease at \$ 11,250.00 per year.

Black Copies billed at \$ 4,000.00. Color billed at \$ 7,800.00. Overages billed at .004 per page black and .04 color.

Option #2

2-Lanier MPC8002 Full Color Digital Imaging System (Includes 80 cpm, RADF, Network Print and Scan, Fax and Booklet Finisher)

2-Lanier MPC8002 Full Color Digital Imaging System (Includes 80 cpm, RADF, Network Print and Scan, and 3,000 Sheet Finisher)

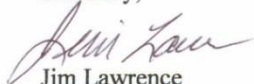
4 Year Lease at \$ 16,000.00 per year.

Black Copies billed at \$ 4,000.00. Color billed at \$ 7,800.00. Overages billed at .004 per page black and .04 color.

A purchase from Digital Connections, Inc. is more than just a purchase of office equipment from a Sales Representative, it is a purchase from an Owner of the company. Our team at Digital Connections, Inc. is dedicated to giving local, factory trained technical support. Quick, reliable, and professional service is our #1 priority.

Thank you again for considering Digital Connections, Inc. as your copier service vendor. Please feel free to contact our office if you have any questions in your decision-making process. I look forward to doing business with you in the future.

Sincerely,



Jim Lawrence
Digital Connections, Inc.

Invitation to Bid

The Board of Trustees of Neosho County Community College (NCCC) is seeking bids for copiers to be installed on the Chanute and Ottawa campuses.

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The following specifications must be met:

- Quantity 4 - Full Color Digital Imaging System (Includes 80 cpm Black and White, 80 cpm Full Color, Duplexing, Network Print/Scan/Fax, Stapling Finisher w/Hole Punch, , saddle staple , booklet making and Console,). Capacity to run 110 lb. card stock, photo paper, and transparency film.. Environmentally friendly equipment that produces less waste, uses fewer consumables, and is energy star qualified is preferred.

And/Or Alternate

Quantity 4 - Full Color Digital Imaging System (Includes 60 cpm Black and White, 60 cpm Full Color, Duplexing, Network Print/Scan/Fax, Stapling Finisher w/Hole Punch, , saddle staple , booklet making and Console,). Capacity to run 110 lb. card stock, photo paper, and transparency film.. Environmentally friendly equipment that produces less waste, uses fewer consumables, and is energy star qualified is preferred.

- Installation of all equipment will be scheduled at the discretion of NCCC.
- Must have centralized accounting system that allows an administrator to capture copy counts from all devices at a central location and provide reporting that meets vendor needs.
- Must utilize a code based user account system to track copies made by user and/or department.
- Must include option for a bulk feed folding machine that will do bi-fold, tri-fold, and z-fold.** Sizes include 8.5"x11", 8.5"x14" and 11"x17".
- Must certify that the maximum time for service repair response is to be no longer than 2 hours from time of service call. Failure to meet the maximum service repair response time will result in a \$150 credit to the College's account per infraction.
- Once the terms of the lease have been determined the vendor must provide an option to continue the contract month-to-month at the College's request with the per copy charges to be based on either the regular or overage charges, whichever is applicable at the time.
- Bidders must disclose any unique requirements of the proposed equipment with the bid. These might include things such as power, network, surge protection, and environmental requirements that are detrimental to equipment performance.
- Pricing must be for a 4 year lease. Please fill out the pricing summary chart below to be returned with the signature sheet.

Lanier MPC6003

| Lease Term | 4 Yr | |
|----------------------------------|--------------|------------|
| Annual Equipment Lease Cost | \$ 11,250.00 | |
| | B/W | Color |
| Service, Parts, Labor & Supplies | \$4,000.00 | \$7,800.00 |
| Overage Charges | .004 | .04 |

Bidders are responsible for **ALL** implementation costs including, but not limited to, installation, configuration, conversion/entry of existing copier codes, and successful integration with NCCC's network environment. Equipment installation details to be coordinated at the direction and discretion of NCCC.

Bidders are strongly encouraged to visit both campuses to ensure compliance with bid specifications. Bidders may schedule times to visit either campus by contacting the individuals listed below for an appointment:

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620-431-2820 ext. 209
gbeeman@neosho.edu

Ottawa Campus

Dale Ernst, Assistant Dean, Ottawa Campus
785-242-2067 ext. 312
dernst@neosho.edu

Questions concerning any of the specifications should be directed to:

Kerry Ranabargar, Dean of Operations
620-431-2820 ext. 289
kranabargar@neosho.edu

All sealed bids must be addressed as follows and submitted directly to:

Neosho County Community College
Attn: Sandi Solander
Dean of Finance
800 West 14th Street
Chanute, KS 66720

before 5:00 pm, Thursday April 28th, 2016. 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 May 12th, 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 and should not be presented as estimates.

Bidder must sign below and return this document with bid indicating agreement with specifications and terms as stated above.

I have read and understand the terms and specifications of the request for sealed bid above and will comply such terms and specifications.

Sim Lawrence

Name (printed)

Sim Lawrence

Name (signed)

4/25/16

Date

Invitation to Bid

The Board of Trustees of Neosho County Community College (NCCC) is seeking bids for copiers to be installed on the Chanute and Ottawa campuses.

Estimated volume for B&W copies is 1 million annually (both Chanute and Ottawa campuses). Estimated volume for color copies is 195,000 annually. Billing may be done monthly or quarterly. Bidder is free to price the lease in any manner that provides the best possible cost savings to NCCC. Bidders are also encouraged to provide pricing for any alternate specification listed below.

The following specifications must be met:

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And/Or Alternate

Quantity 4 - Full Color Digital Imaging System (Includes 60 cpm Black and White, 60 cpm Full Color, Duplexing, Network Print/Scan/Fax, Stapling Finisher w/Hole Punch, , saddle staple , booklet making and Console,). Capacity to run 110 lb. card stock, photo paper, and transparency film.. Environmentally friendly equipment that produces less waste, uses fewer consumables, and is energy star qualified is preferred.

- Installation of all equipment will be scheduled at the discretion of NCCC.
- Must have centralized accounting system that allows an administrator to capture copy counts from all devices at a central location and provide reporting that meets vendor needs.
- Must utilize a code based user account system to track copies made by user and/or department.
- Must include option for a bulk feed folding machine that will do bi-fold, tri-fold, and z-fold.** Sizes include 8.5"x11", 8.5"x14" and 11"x17".
- Must certify that the maximum time for service repair response is to be no longer than 2 hours from time of service call. Failure to meet the maximum service repair response time will result in a \$150 credit to the College's account per infraction.
- Once the terms of the lease have been determined the vendor must provide an option to continue the contract month-to-month at the College's request with the per copy charges to be based on either the regular or overage charges, whichever is applicable at the time.
- Bidders must disclose any unique requirements of the proposed equipment with the bid. These might include things such as power, network, surge protection, and environmental requirements that are detrimental to equipment performance.
- Pricing must be for a 4 year lease. Please fill out the pricing summary chart below to be returned with the signature sheet.

Lanier MPC 8002

| Lease Term | 4 Yr | |
|----------------------------------|-------------|------------|
| Annual Equipment Lease Cost | \$16,000.00 | |
| | B/W | Color |
| Service, Parts, Labor & Supplies | \$4,000.00 | \$7,900.00 |
| Overage Charges | .004 | .04 |

Bidders are responsible for **ALL** implementation costs including, but not limited to, installation, configuration, conversion/entry of existing copier codes, and successful integration with NCCC's network environment. Equipment installation details to be coordinated at the direction and discretion of NCCC.

Bidders are strongly encouraged to visit both campuses to ensure compliance with bid specifications. Bidders may schedule times to visit either campus by contacting the individuals listed below for an appointment:

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Ottawa Campus

Dale Ernst, Assistant Dean, Ottawa Campus
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dernst@neosho.edu

Questions concerning any of the specifications should be directed to:

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All sealed bids must be addressed as follows and submitted directly to:

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Attn: Sandi Solander
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Chanute, KS 66720

before 5:00 pm, Thursday April 28th, 2016. 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 May 12th, 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 and should not be presented as estimates.

Bidder must sign below and return this document with bid indicating agreement with specifications and terms as stated above.

I have read and understand the terms and specifications of the request for sealed bid above and will comply such terms and specifications.

Jim Lawrence
Name (printed)

Jim Lawrence
Name (signed)

4/25/16
Date

E. Peaslee Technical Center Agreement

In an effort to provide technical training in Lawrence, Kansas, NCCC joined forces with the Peaslee Technical Training Center to provide HVAC and construction technology training. This is the same agreement we had for 2015-2016 with the exception of dates and pieces of equipment that we have added to the facility. It was the president's recommendation that the Board approve the agreement with the Peaslee Technical Training Center for 2016-2017. A copy of the contract follows.

Resolution 2016-24

RESOLVED, that the Board of Trustees of Neosho County Community College approves entering into an agreement with the Peaslee Technical Training Center to provide HVAC and construction technology training in Lawrence, Kansas, for 2016-2017.

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



The Dwayne Peaslee Technical Training Center Agreement

This is an Agreement between The Dwayne Peaslee Technical Training Center, LLC, hereinafter called “Peaslee Tech” and Neosho County Community College, hereinafter called NCCC.

I. PURPOSE & SCOPE

The purpose of this Agreement is to clearly identify the roles and responsibilities of each party as they relate to technical training. In particular, this Agreement is intended to establish the nature of the relationship between the parties, create an understanding of the use of facilities, enhance the educational processes associated with training, increase enrollments, and outline responsibilities for each party.

II. BACKGROUND

Peaslee Tech was created to catalyze economic development in the Douglas County area by providing technical training to a diverse community of learners. Peaslee Tech will provide some training, but agreements, such as this, will facilitate the provision of credit and non-credit based training by higher education partners. NCCC provides training in their area of jurisdiction, but may also provide training in Lawrence. Authorization must be granted by the University of Kansas for credit-based programming to be offered in Douglas County by other higher education entities which are associated with the Kansas Board of Regents.

III. PEASLEE TECH’S RESPONSIBILITIES UNDER THIS AGREEMENT

Peaslee Tech shall:

1. Provide instructional space (including all upkeep and maintenance, utilities, HVAC, security, and custodial services) within Peaslee Tech facilities located at 2920 Haskell Avenue, Lawrence. The following computers will be provided by Peaslee Tech:
 - Classroom A (east side of hallway)
 - Classroom C (south classroom)
2. Provide a guest college office, which will be shared by all educational partners. Use of this office must be determined according to a schedule created and shared by Peaslee Tech.
3. Provide a Peaslee Tech Web site ([www. PeasleeTech.org](http://www.PeasleeTech.org)) which will link to NCCC’s Web site according to the links listed in Attachment A.

4. Support students who inquire about NCCC's courses and programs. This support can range from helping students with basic logistics related to their schedule or course location to referring students to a specific advisor. Because of the unique nature of this arrangement, and because both parties want to offer excellent student services support, coordination of support services will require active communication, flexibility, and creativity on the parts of both parties.

5. Provide access to the internet for instructors and to the guest college office in the Peaslee Tech facility.

6. Conduct marketing of courses, with a focus on the Douglas County area. This marketing may be coordinated with NCCC to maximize impact.

7. Assist NCCC in locating qualified instructors. NCCC has final control over hiring and paying instructors.

8. Provide a Policies and Procedures Manual. All of NCCC's faculty, staff, and students are expected to adhere to the policies and procedures in this manual. If conflicts arise between the Peaslee Tech manual and NCCC's manual, then the signers of this Agreement will arbitrate a decision about which policies and/or procedures will be followed. In the absence of an agreement, the policies and/or procedures specified in the Peaslee Tech manual will govern.

9. Encourage all trainees to participate in the "Building My Career" course. This is offered at no cost to the participants. It introduces and orients trainees to Peaslee Tech and its programs, connects trainees with industry partners, and allows expectations to be shared between Peaslee Tech, the educational partners, and the trainees.

10. Make day-to-day operational decisions relative to programs, budgeted expenditures, and other matters necessary to implement and accomplish the goals of this Agreement.

11. Peaslee Tech shall keep the Peaslee Tech facility building and improvements insured throughout the term of this Agreement against loss or damage by fire and other risks as may be included in the broadest form of extended coverage insurance. Peaslee Tech hereby releases NCCC from any liability for loss or damage to the extent covered by such insurance at the time of loss even if such loss or damage should be brought about by the fault or negligence of NCCC, and to that effect shall contain a waiver of any rights of subrogation in favor of NCCC, its trustees, officers, agents, employees, insurers, student, and volunteers. Said release and waiver shall not operate to relieve a person from liability for that person's gross negligence.

IV. NCCC's RESPONSIBILITIES UNDER THIS AGREEMENT

NCCC shall:

1. Provide a schedule of classes to be offered in Peaslee Tech and approved by Peaslee Tech. The schedule should be agreed upon by both parties at least 30 day prior to earliest enrollment for the semester, or period if not semesterly, in which they will be offered.

2. Provide the following items in the locations, as noted below:
 - Computer for Construction Lab
 - Computer for Construction Lab faculty member
 - Computer for HVAC Lab faculty member
 - Chairs and tables/desks for Construction Lab for classroom style use.
 - Chairs and tables/desks for HVAC Lab for classroom style use (Peaslee Tech will help to provide these if possible).
 - Tools and supplies for the Construction Lab
 - Tools and supplies for the HVAC courses

See Attachment B for the full list of NCCC-supplied equipment and location

3. Provide instruction and curriculum for agreed upon courses during each semester, which may include without limitation those classes set forth in Attachment C.
4. Provide proof of the University of Kansas' authorization to offer all credit courses each semester.
5. Pay NCCC instructors/faculty members for their instructional services and reimbursable expenses.
6. Consider input provided by Peaslee Tech in the selection of instructor(s) for courses. NCCC has final determination of instructor selection.
7. Provide enrollment and advising process, including financial aid advice to students.
8. Adhere to Peaslee Tech's Policies and Procedures Manual. Trainees, faculty, and staff will have access to the manual and adhere to it. See III.8. above regarding resolving conflicts.
9. Provide information to the Peaslee Executive Director about special needs of trainees on a need-to-know basis to assure the trainees' safety and that an optimum learning environment is provided. See Peaslee Tech's Statements/Disclosures/Access at www.peasleetech.org.
10. Allow Peaslee Tech Executive Director or his/her appointee to visit the classroom to inform students about parking at the facility, collect information, and to provide a survey to students about Peaslee Tech.

V. OTHER RESPONSIBILITIES UNDER THIS AGREEMENT

1. Each party agrees to defend, indemnify and hold harmless the other party, its officers, agents, servants, and employees from any and all third party claims for liability, damages, expenses, or attorney fees of whatever kind or nature arising from any negligent or willful act or omission of the party, its officers, agents, servants and employees in the performance of this Agreement. Both parties acknowledge and agree to the terms and conditions set forth in

“Contractual Provisions Attachment, (Form DA-146a, Rev. 06-12), which as Attachment D is attached hereto, incorporated herein by this reference and made a part of this Agreement.

2. Each party agrees to maintain comprehensive general liability insurance, in form and with insurers acceptable to the other party with limits of not less than one million dollars (\$1,000,000) per occurrence for bodily injury, including death and one million dollars (\$1,000,000) per occurrence for property damage. Such insurance shall contain coverage for broad form property damage and contractual liability. Any NCCC policy shall be endorsed to name The Dwayne Peaslee Technical Training Center, LLC as an additional insured, without qualification, limitation or reservation for incidents arising out of or under the provisions of this Agreement and contain a waiver of any rights of subrogation in favor of Peaslee Tech. Upon execution of this Agreement, prior to commencement of any services allowed under this Agreement, and thereafter upon reasonable request, NCCC shall provide for Peaslee Tech’s review and approval certificates of insurance and policy endorsements reflecting compliance with all the foregoing insurance requirements. Such certificates and policy endorsements shall be kept current throughout the period when work is being performed under this Agreement, and shall endeavor to provide for thirty (30) day advance written notice to Peaslee Tech in the event of cancellation or material change adversely affecting the interest of Peaslee Tech.

VI. FINANCIAL

1. The rate of \$0/hour will be charged during the 2016-2017 academic year. The parties to this Agreement will re-evaluate any room charges beyond the 2016-2017 academic year.

VII. USE OF FACILITIES

1. The manufacture, dispensing, possession, use, consumption, or distribution of illicit drugs, alcohol and/or tobacco on Peaslee Tech property or at Peaslee Tech activities is prohibited. Policies related to this may be found in the Peaslee Tech Policies and Procedures Manual.

2. Peaslee Tech facilities are not available for programs that NCCC would not sponsor. Peaslee Tech is not available to individuals or groups for profit, personal gain, commercial interest or political meeting other than to industrial partners who receive training or hold other meetings or events that are authorized by Peaslee Tech.

3. NCCC shall be liable for damages or loss to the building and/or equipment as a result of NCCC’s use. Peaslee Tech shall be liable for damages or loss to NCCC property and/or equipment as a result of Peaslee Tech’s activities.

VIII. USE OF MARKS

1. Neither party shall use the name, trade name, trademark, or any other designation of the other party, or any contraction, abbreviation, adaptation, or simulation of any of the foregoing, in any advertisement or for any commercial or promotional purpose (other than in performing under this Agreement) without the other party’s prior written consent in each case.

IX. MODIFICATION OF AGREEMENT

1. It is mutually understood and agreed by and between the parties that modification of this Agreement may be made only in writing and agreed upon by both parties.

2. This Agreement will be automatically renewed for subsequent one year periods, and may be terminated by either party, for any reason upon 90 days written notice. NCCC will be permitted to continue operations under this Agreement for the then-current semester and any upcoming semester or period for which NCCC has already enrolled students.

X. EFFECTIVE DATE AND SIGNATURE

This Agreement shall be effective upon the signatures of both parties' authorized officials. This Agreement shall be in force from May 20, 2016 to May 19, 2017.

Both parties indicate agreement with this Agreement by their signatures. The signatories hereto represent that they have the authority to bind the respective parties.

Signatures and Dates

For the Dwayne Peaslee Technical Training Center

Marvin Hunt, Ph.D.
Executive Director
785-856-1831

Date

For Neosho County Community College

David Peter
Board Chair
620-432-0346

Date

ATTACHMENT A

NCCC web links incorporated into PeasleeTech.org:

Lawrence Courses and Tuition, Fall 2016

<http://www.neosho.edu/ProspectiveStudents/LawrenceClasses.aspx>

Admissions and Future Students

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

Neosho County Community College Website

<http://www.neosho.edu/>

Construction

<http://www.neosho.edu/Programs/VocationalTechnology/ConstructionTechnology.aspx>

HVAC

<http://www.neosho.edu/Programs/VocationalTechnology/HVACProgram.aspx>

Welding

<http://www.neosho.edu/Programs/VocationalTechnology/WeldingProgram.aspx>

Healthcare

<http://www.neosho.edu/Programs/HealthCare.aspx>

ATTACHMENT B

NCCC Supplied Equipment and Room Placement within Peaslee Tech

Construction:

| | |
|---|--------------------|
| Data projector | (Construction Lab) |
| Computer | (Construction Lab) |
| Student and Instructor chairs and tables or desks | (Construction Lab) |
| Tools and supplies for the Construction Program | (Construction Lab) |

HVAC:

| | |
|---|------------|
| Data projector | (HVAC Lab) |
| Computer | (HVAC Lab) |
| Student and Instructor chairs and tables or desks | (HVAC Lab) |
| Tools and supplies for the HVAC Program | (HVAC Lab) |

Youth Services (for the period of the Youth Services Grant Program):

| | |
|---|-----------------------------|
| Phone Service for Youth Services Program | (An office in Peaslee Tech) |
| Chairs and desks for Youth Services Program (Peaselee Tech may be able to help with these) | (An office in Peaslee Tech) |
| Computer, printer, fax, or other hardware | (An office in Peaslee Tech) |

Peaslee Tech is not responsible for any equipment or facilities not located at 2920 Haskell Ave.

ATTACHMENT C

Courses Offered by NCCC

See current list at www.neosho.edu/ProspectiveStudents/LawrenceClasses.aspx

Courses offered in the College and Career Center or locations other than 2920 Haskell Avenue are not part of this agreement.

ATTACHMENT D

CONTRACTUAL PROVISIONS ATTACHMENT

State of Kansas
Department of Administration
DA-146a (Rev. 06-12)

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

"The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 06-12), which is attached hereto, are hereby incorporated in this contract and made a part thereof."

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the ____ day of _____, 20_____.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges-hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

Contractor agrees to comply with all applicable state and federal anti-discrimination laws.

The provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting State agency cumulatively total \$5,000 or less during the fiscal year of such agency.

6. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to the implied warranties of merchantability and fitness for a particular purpose.

8. **Representative's Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility For Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** **No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.**
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

F. Election and Terms of Office (first reading)

Due to changes in state law, elections for many local officials, including Trustees, have been moved to the traditional Election Day in November. This state action has extended the terms of the Trustees who were up for re-election in the next cycle. Terms that used to end in June, now end July of the appropriate year. These changes in Board policy are necessary to comply with this change in law.

This was a first reading. No action on this proposed policy will be taken until the next regular meeting of the Board of Trustees.

Election and Terms of Office

The board of trustees shall consist of six members who shall be elected for four-year terms. Every two years three members of the board shall be elected at large from the territory of the community college district.

Elections will be held on the ~~first Tuesday in April~~ following the first Monday in November in each odd-numbered year in a general school election. If necessary, primary elections will be held on the first Tuesday in August of odd-numbered years. Laws applying to such elections shall be applicable.

G. Non-Renewal or Termination of Professional Employee Policy (first reading)

Reference to state laws within Board policy need to be updated as some laws mentioned are no longer valid. Additionally this proposed policy change agrees with state law in that only instructors fall under the special continuing contract law and no other college employees.

This was a first reading. No action on this proposed policy will be taken until the next regular meeting of the Board of Trustees.

Non-Renewal or Termination of ~~Professional Employees~~Instructors*

Non-renewal or termination of "~~professional employees~~teachers or instructors" shall be in accordance with ~~K.S.A. 72-5437 et seq.~~, K.S.A. 72-5413 *et seq.* and K.S.A. 72-5436 *et seq.* and subject to other applicable statutory provisions and any amendments to said statutes.

Adopted:

Revised: 4/14/11

*Covered by PEA Negotiated Agreement

H. Travel Policy (first reading)

This proposed change in policy makes it clear to the employee who wishes to drive a college vehicle that the employee must have proper approval. Additionally the employee must meet the requirements of college procedure and the requirements of the selected insurance company who covers college vehicles.

This was a first reading. No action on this proposed policy will be taken until the next regular meeting of the Board of Trustees.

Travel

(revised 4/11/13)

An employee wishing to travel on business on behalf of NCCC must first complete an electronic travel request form before making any commitment to travel or before any traveling is done. Employees must also agree to adhere to all college procedures, including those required by the college insurance company.

The travel request form must be complete, ~~and must~~ have appropriate registration forms or brochures electronically attached. ~~The employee must secure all required approvals and be approved by all required parties.~~ If travel has been approved, the employee may proceed to make any necessary arrangements.

I. Employee Classifications Policy (first reading)

While existing Board policy clearly lays out the employee conditions and benefits of full-time employees, part-time employees who are hired by board action, also known as permanent part-time employees, are not specifically mentioned. This recommended editing of the classification system establishes the position of permanent part-time.

This was a first reading. No action on this proposed policy will be taken until the next regular meeting of the Board of Trustees.

Employee Classifications

Professional Employee

(revised 9/08)

Professional employee means any person employed by the Board of Trustees in a professional, educational or instructional capacity, but shall not mean any such person who is an administrative employee, i.e., Executive Administrator, Senior Administrator, Administrator, and Management Support Staff.

The employment contract shall state the employment classification of the employee. This classification is fulltime unless specifically provided otherwise in the employment contract.

Executive Administrator

(added 9/08)

Executive Administrator means any employee of the Board of Trustees, whose position the board, upon advice of the President, determines to be executive or supervisory in nature with responsibility and remuneration comparable to such duties.

The employment contract shall state the employment classification of the employee. This classification is fulltime unless specifically provided otherwise in the employment contract.

Senior Administrator

(added 9/08)

Senior Administrator means an employee of the Board of Trustees designated by the President as a Senior Administrator, which designation has been based upon years of service, experience, or level of education or training required to perform the duties, with primary duty of office or non-manual work directly related to general college management policies or educational functions in the administration of the college requiring the exercise of discretion and independent judgment.

The employment contract shall state the employment classification of the employee. This classification is fulltime unless specifically provided otherwise in the employment contract.

Administrator

(added 9/08)

Administrator means an employee of the Board of Trustees, designated by the President as an Administrator, and with primary duty of office or non-manual work directly related to general college management policies or educational functions in the administration of the college requiring the exercise of discretion and independent judgment.

The employment contract shall state the employment classification of the employee. This classification is fulltime unless specifically provided otherwise in the employment contract.

Management Support Staff

(added 9/08)

A Management Support Staff employee means an employee of the Board of Trustees designated by the President as Management Support Staff and whose primary duties are the same as an Administrator.

The employment contract shall state the employment classification of the employee. This classification is fulltime unless specifically provided otherwise in the employment contract.

Clerical/Maintenance

(added 9/08)

A Clerical or Maintenance employee means an employee of the Board of Trustees whose position has not been designated as Professional, Executive, Senior Administrative, Administrative, or Management Support Staff.

The employment contract shall state the employment classification of the employee. This classification is fulltime unless specifically provided otherwise in the employment contract.

Permanent Part-Time Employee

A Permanent Part-Time Employee means an employee so designated by the employment contract who has a permanent schedule, works consistently throughout the year, and has assigned tasks on a reduced schedule compared to a full-time employee, not normally exceeding twenty-five (25) hours per week depending on the College's needs and the

position status. Professional employees, teachers, or instructors, including adjunct faculty, shall not be a permanent part-time employee.

The employment contract shall state the employment classification of the employee.

J. Employee Benefits Policy (first reading)

While existing Board policy clearly lays out the employee conditions and benefits of full-time employees, part-time employees who are hired by board action, also known as permanent part-time employees, are not specifically mentioned. There has been, in the past, uneven benefits to this class of employees across various positions where some would receive certain benefits and others not. This editing of policy is comprehensive in establishing what benefits are open to Board-hired, part-time positions and what ones are limited. For instance, these positions will be offered the employee/dependent scholarship. It also standardizes the benefits for all permanent part-time employees across the college.

This was a first reading. No action on this proposed policy will be taken until the next regular meeting of the Board of Trustees.

Employee Benefits

(revised 8/12/04)

Employee benefits for individuals employed by the board in professional or instructional capacities, including classroom instructors, athletic coaches, and athletic support personnel employed under a full-time contract are set forth in the negotiated agreement between the Board of Trustees and NCCC Professional Educators' Association

A. Health Insurance

(revised 08/04, 09/08)

The board will pay single membership level health insurance coverage for each full-time employee. Each full-time employee shall participate in the college-sponsored group health insurance plan at least at the single membership level unless health insurance coverage is maintained by the employee through a qualified group health insurance plan. A qualified group health plan is defined as: a) health coverage that is offered by an employer unit to all full-time employees of that organization; and b) to qualify as an employer unit, the group must be formed for purposes other than obtaining insurance; and c) there must be employer contribution and payroll deduction for premiums paid by the employee. A full-time employee that is covered by a qualified group health insurance plan may elect to receive \$100.00 per month in lieu of the insurance, which only can be used to participate in the college's I.R.S. Section 125 Cafeteria Plan.

Any full-time employee who is enrolled in the NCCC Group health insurance plan may, at the employee's expense, enroll a spouse and eligible dependent children, subject to the same conditions and limitations that apply to the person enrolled in accordance with the terms of the group health insurance plan.

Permanent part-time employees are not eligible to participate in college-sponsored insurance plans.

B. I.R.S. Section 125 Cafeteria Plan

(revised 8/12/04)

~~In addition,~~ ~~Full-time and permanent part-time~~ employees may elect to reduce their salaries and designate said sum to be applied to one or more of the below I.R. S. Section 125 Cafeteria Plan Options.

Each ~~full-time~~ employee shall allocate said sums to other fringe benefits, including salary protection insurance, cancer and dread disease insurance, dependent care reimbursement, dental, vision, and medical reimbursement as provided by the board in the Cafeteria Plan. All elections shall be made according to the Section 125 Cafeteria Plan.

C. Kansas Public Employees Retirement System (KPERs)

(revised 6/12/14)

All full-time and permanent part-time employees who enter employment are required to become members of the Kansas Public Employees Retirement System. A percentage of the employee's salary is deducted for this retirement plan. Currently, the State of Kansas pays the amount necessary into the retirement system to make the annuity fiscally sound. Prior to vesting, an employee who leaves covered service in Kansas may make application to withdraw the employee portion of the account. Applications for membership are available from the KPERs agent. He/she will be available to answer specific questions regarding the Kansas Public Employees Retirement System at any time during office hours.

D. Social Security

NCCC participates in the social security system and all employees, both full-time and part-time, participate by payroll deduction which is matched by the Board of Trustees.

E. Workman's Compensation

NCCC will provide workman's compensation insurance for all employees as prescribed by law. Claims should be reported within five (5) days of injury to the business office.

F. Liability Insurance

The Board of Trustees shall provide liability insurance to protect itself, the college, and the college employees with regard to employee actions performed clearly in the line of duty. The protection shall be limited to the terms of the insurance policy.

G. Vacation, Holiday and Other Leaves

Vacation, holiday and other leaves for professional employees are subject to the provisions of the negotiated agreement between the college and the Professional Educators' Association.

1. Vacation
(revised 9/08)

Full-time employees are entitled to vacation pay based upon employment classification and years of service. If an employee terminates before the end of the contract year, the vacation period will be prorated based upon the number of contract days in such year employed prior to termination. All vacations must receive prior approval from the employee's immediate supervisor, and the employee must complete an absence report. Vacation hours not scheduled and used within twelve (12) months from the end of the contract year in which earned will be forfeited.

| | Schedule of Vacation Hours (days) | | | |
|-------------------------|-----------------------------------|-----------------|------------------|----------------|
| | <u>1-5 yrs</u> | <u>6-10 yrs</u> | <u>11-15 yrs</u> | <u>16+ yrs</u> |
| Clerical/Maintenance | 80 (10) | 120 (15) | 160 (20) | 200 (25) |
| Management Support | 80 (10) | 120 (15) | 160 (20) | 200 (25) |
| Administrator | 160 (20) | 168 (21) | 184 (23) | 200 (25) |
| Senior Administrator | 160 (20) | 176 (22) | 200 (25) | 200 (25) |
| Executive Administrator | 160 (20) | 200 (25) | 240 (30) | 240 (30) |

- ~~Existing permanent part-time employees with contractually accrued vacation are grandfathered on a continuing basis.~~
- ~~Schedule of vacation hours are effective July 1, 2008.~~
- Years of service designated are inclusive and refer to a complete contract year.
- Vacation hours are non-working hours.

Permanent part-time employees' vacation hours shall be prorated based on their contracted work hours.

2. Holidays
(revised 6/14/01, 6/14/12)

Paid vacation will be determined by the Board of Trustees as part of the approval process for the college academic calendar.

For permanent part-time employees, if a holiday falls on a day the employee normally works, the employee is paid for the number of hours scheduled to work. Holiday pay does not accrue for a holiday which falls on a day the employee is not normally scheduled to work

3. Sick Leave
(revised 7/9/09, 9/8/11, 12/13/12, 07/11/13)

Each full-time employee shall receive eight (8) sick hours per month. A full-time employee may not accumulate in excess of 720 hours accumulated of sick leave. Permanent part-time employees' sick hours shall be prorated based on their contracted work hours. Full-time employees shall be compensated for all accumulated unused sick leave at the time of that employee's retirement.

Compensation will be set at a rate of six dollars (\$6) per hour for each hour of accumulated unused sick leave at the time of retirement.

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:

- (1) Illness or injury of an employee which prevents the employee from performing his/her duties;
- (2) An employee receiving workman's compensation temporary total disability benefits for an NCCC employment related illness or injury may request use of accumulated sick leave. The compensation for accumulated leave used each payroll period shall be that amount which, together with worker's compensation, and after employer withholding from sick leave compensation, equals the net pay after withholding actually received by the employee prior to the illness or injury. Sick leave may not be used to supplement for more than sixty (60) calendar days while drawing workman's compensation temporary total disability benefits. Sick leave used to supplement workman's compensation benefits shall be in 1/3 fractional day increments.
- (3) Medical appointments;
- (4) Quarantine due to a contagious disease in the employee's immediate family;
- (5) Illness of a member of an employees' immediate family (spouse, children, parents, or family member residing with employee);
- (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. Permanent part-time employees' days shall be prorated based on their contracted work hours.

b. Verification

NCCC may require a statement from a medical doctor that the employee was unable to work in order to insure that there will be no abuse of sick leave privileges.

c. Records

Whenever an employee is unable to report to work, the employee must notify his/her immediate supervisor. On the first day back at work, an absence report must be completed with the immediate supervisor and forwarded to the chief financial officer in order to account for sick leave.

4. Emergency Leave*

Each full-time employee will be given two (2) days of emergency leave to be taken when the employee does not have access to sick leave or vacation days (in that order). These days cannot be accumulated, nor can an employee be compensated for unused days.

*Covered by PEA Negotiated Agreement.

5. Determination of Sick (Emergency) Leave Eligibility

- a. When requested to do so by the appropriate administrator, the President shall rule on applications for sick leave and/or emergency leave.
- b. Rulings of the President may be appealed to the Board of Trustees upon the submission of a written request to the President.
- c. The Board of Trustees shall have final authority in ruling on eligibility for sick leave and/or emergency leave.

6. Leave Without Pay

Employees absent beyond the maximum allowable shall have deducted from their salary for each day missed an amount of one-one hundred eightieth (1/180) of the nine-month contracted salary, one-two hundredth (1/200) of the ten-month contracted salary, one-two hundred twentieth (1/220) of the eleven-month contracted salary, and one-two hundred fortieth (1/240) of the twelve-month contracted salary. Permanent part-time employees' amounts shall be prorated based on their contracted work hours.

7. Shared Sick Leave Pool

(approved 8/12/04) (revised 7/9/09)

~~Sick leave donation is a voluntary, confidential program that permits employees to transfer fully paid sick hours to a~~ The sick leave pool is for use by employees taking leave under the Family and Medical Leave Act (FMLA) as a "qualified employee." Sick leave pool hours may be used by a qualified employee with no accumulated sick leave or vacation time up to a maximum ~~of 480 hours in a twelve-month period set by current FMLA regulations.-~~ The twelve-month period will commence on the day an employee first utilizes sick leave pool hours.

Procedures for administering the shared sick leave program are to be handled by Human Resources.

~~An employee may voluntarily transfer up to 40 accumulated sick hours into the sick leave pool per fiscal year, if a minimum of 240 hours will remain in the donor employee's accumulated sick leave account. Employees that have reached the maximum accumulation of sick leave hours may transfer up to a full year's earned hours to the sick leave pool per fiscal year. The employee sick leave pool will be limited to a combined total of 3,000 hours. When the sick leave pool falls below 3,000 hours, employee transfers will be accepted.~~

~~An employee who has retired may transfer accumulated sick leave into the pool, if the employee elects not to be compensated for such unused accumulated sick leave.~~

Any employee found abusing the benefit will no longer be entitled to participate in the shared sick leave pool.

8. Military Leave*

Full-time employees who leave their positions for extended compulsory active duty in the military service of the United States during a state of war or natural emergency, or for a period of required military training, shall be granted a military leave without pay for the duration of their commitment in accordance with the terms of applicable law.

*Covered by PEA Negotiated Agreement.

9. Family and Medical Leave*

College employees shall be provided family and medical leave as ~~provided by this plan, approved by the board, and~~ required by current federal law and regulation. A copy of this plan for providing leave under this policy shall be kept at each campus and will be made available to all employees at the beginning of each school year.

Family and medical leave as required by federal law shall be granted for a period of not more than twelve (12) weeks during a twelve (12) month period. For purposes of this policy, ~~at the twelve (12) month period shall be defined as a fiscal year beginning on July 1, and ending the following June 30.~~ is measured forward from the date the employee's first FMLA leave begins.

Leave for the birth of a child of an employee and to care for said child, or the placement of a child with the employee for adoption or foster care must be taken within twelve (12) months of birth or placement.

Spouses who are both employed by the college may only take an aggregate of twelve (12) weeks of leave for the birth or adoption of a child or to care for an employee's immediate family (defined as spouse, children, parents, or family member residing with the employee) because of a serious health condition.

*Covered by PEA Negotiated Agreement.

~~a. Reason~~

~~Leave is available because of (1) the birth of a son or daughter of the employee and to care for the son or daughter; (2) the placement of a son or daughter with the employee for adoption or foster care; (3) the need to care for an employee's immediate family (defined as spouse, children, parents, or family member residing with the employee) because of a serious health condition; or (4) a serious health condition of the employee that prevents the employee from performing the job functions. (Leave for reason 1 or 2 must be taken within 12 months of birth or placement.)~~

~~b.a. Paid Leave/Unpaid Leave~~

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick or disability leave that is available or accrued, the paid leave shall be used first and counted toward the annual family and medical leave unless the employee elects to take a salary reduction for part or all of the above. The President will notify the employee prior to or during the leave period whether or not the leave has been designated as paid family and medical leave.

~~c.b. Eligibility~~

The employee is eligible for family and medical leave upon completion of 12 months of service in the college when employed at least 1,250 hours during the preceding year.

~~d.c. Group Health Benefits~~

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and President may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

~~e.d. Notice~~

When leave is foreseeable, the employee shall give written notice thirty (30) days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of:

- (1) The reasons that leave will count as family and medical leave,
- (2) Any requirements for medical certification,

- (3) Employer requirement of substituting paid leave, and employees option to take a salary reduction,
- (4) Requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,
- (5) Right to be restored to same or equivalent job,
- (6) Any employer required fitness-for-duty certifications.

The college may require, at its expense, the opinion of a second health care provider designated and approved by the college. If first and second opinions conflict, the college may obtain a third opinion from a provider jointly approved and paid by the college and the employee. A third opinion is final and binding.

f.e. Intermittent Use

Family leave ~~(reasons 1 and 2)~~ may not be used intermittently or on a part-time basis without the prior approval of the President. Serious health condition leave ~~(reasons 3 and 4)~~ may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, the college may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule provided that the position is equivalent pay and benefits.

g.f. End of Semester

The President may require the employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions, the President may require the employee to continue leave until the end of a semester, if:

- (1) The leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
- (2) The leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

10. Leave of Absence*

The Board of Trustees upon the recommendation of the appropriate administrator and the President of the college may grant leaves of absence for advanced study or other appropriate educational activities. All such leaves shall be without pay, and not longer than one (1) year.

The employee may retain hospital and medical insurance through individual payments to the college group and shall retain seniority for salary schedule purposes.

*Covered by PEA Negotiated Agreement.

11. Jury Duty*

The college grants a leave of absence to any employee summoned for service as a juror for such time as is necessary to complete his/her jury obligation, provided that such leave will not seriously impair the college's instructional program or administrative function, in which case the President will request that the judge release the employee from jury service. The leave shall be without loss of pay, and the employee shall be paid regular salary, or regular straight time wages (based on normal work hours or days served, exclusive of overtime).

Upon receipt of a summons to report for jury duty, notification shall be immediately given to the employee's immediate supervisor. An employee may be required to present proof of having served as a juror.

In the event that the employee is released from jury duty more than two hours prior to the end of a regular scheduled workday, the employee shall return to work immediately after being released. Employees who serve jury duty for six hours or more on any particular day may be excused from work during evening classes or evening work shifts that day upon prior request submitted to the employee's immediate supervisor.

*Covered by PEA Negotiated Agreement.

H. Employee/Dependents' Scholarships*

(revised 9/13/01, 3/14/02, 9/11/03)

Full-time and permanent part-time employees and their dependents, will, upon application, be awarded a tuition and consumable book loan scholarship for credit courses at Neosho County Community College. To maintain eligibility, the employee must be employed ~~full-time~~ by NCCC on the first and the last day of the class. Scholarship recipients will be liable for tuition costs for each credit hour that they do not receive a grade of A, B, C, or P. Scholarship recipients receiving consumable book loan books must abide by all book loan rules. Fees are not included in the scholarship award.

Staff and dependent scholarship forms are available in the financial aid office. Completed scholarship forms should be returned to the financial aid office prior to the first day of class.

To enroll in day classes at NCCC, ~~full-time~~ employees must have a request signed by their supervisor to take daytime classes. Consideration will be given to the appropriateness of the course as it relates to the employee's position and the timelines of the course as it relates to the workday and job responsibilities. A ~~full-time~~

employees shall not enroll in more than 3 credit hours of daytime courses per semester unless a written request is approved by the President of the college. Time taken to attend classes during the regular work day will be made up by the employee.

There will be no tuition reimbursement for those ~~full-time~~ employees taking classes at another institution.

*Covered by PEA Negotiated Agreement.

I. Attendance at College Functions

Full-time ~~and permanent part-time~~ employees of the college and their dependents may attend college-sponsored functions free of charge.

K. Executive Session – Security

On motion by Dennis Peters and second by Lori Kiblinger the Board recessed into executive session for 10 minutes for matters relating to the security of a public body or agency, public building or facility or the information system of a public body or agency, as the discussion of such matters at an open meeting would jeopardize the security of such public body, agency, building, facility or information system and to include the President, Vice President for Student Learning, Vice President for Operations, Chief Financial Officer, Dean of Operations/CIO, and the college attorney.

The Board entered executive session at 6:50 pm and returned to open meeting at 7:00 pm.

On motion by Dennis Peters and second by Kevin Berthot the Board returned to executive session for an additional 5 minutes at 7:02 pm. The Board returned to open meeting at 7:07 pm.

On motion by Kevin Berthot and second by Dennis Peters the Board returned to executive session for an additional 5 minutes at 7:09 pm. The Board returned to open meeting at 7:14 pm.

No action was taken.

L. Executive Session – Employer/Employee Negotiations

On motion by Dennis Peters and second by Kevin Berthot the Board recessed into executive session for 20 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 7:17 pm and returned to open meeting at 7:37 pm.

On motion by Kevin Berthot and second by Dennis Peters the Board returned to executive session for an additional 10 minutes at 7:39 pm. The Board returned to open meeting at 7:49 pm.

No action was taken.

IX. Adjournment

On motion by Dennis Peters and second by Lori Kiblinger the meeting adjourned at 7:50 pm.

Respectfully submitted,

David Peter, Board Chair

Denise L. Gilmore, Board Clerk

Tina Oelke – *Psychology instructor and Director of Northern Area Outreach and Workforce Development*

Tina has been selected for a Fellowship by the University of Nebraska - Lincoln. As the recipient, she will be sponsored to attend one week of the Chautauqua Institute this summer in Chautauqua, New York. The Chautauqua Institute is an enrichment opportunity through an exploration of religion, arts, performances, and world-renowned speakers. The Institute selects a theme for each summer, and then hosts 9 one-week sessions under the theme's umbrella. The overarching theme for this summer is "What does it mean to be human?". The session I have chosen to attend is "Moral Leadership" with speakers such as DeRay Mckesson, Black Lives Matter activist, Arthur C. Brooks, president of the American Enterprise Institute, and Joyce Banda, the first female president of the Republic of Malawi, among others. She is very much looking forward to this diverse learning opportunity!

Tina's proposal for her dissertation was approved!! She has initiated research on "Females in Educational Leadership". This is the first step in her dissertation, but she, and fellow NCCC faculty, are excited about the progress! She has started receiving acceptance letters from dissertation participants and will begin interviewing next week! Tina is truly excited about being able to explore and add back to the field in regards to Women in Educational Leadership.

Mindy Herron Ayers - *Education Program Director, Honors Program Director, History/Government Instructor*

Education Program – exciting news! The two ladies who completed the Newman program on our facility graduated in December and BOTH have been hired at Chanute Elementary School. Shannon Finley will be teaching 4th grade and Heather Freese will be teaching 1st grade! Such a wonderful service to our community! Very proud of these ladies for their hard work and dedication! Our local students will benefit from having such wonderful teachers! Also, Chessa Chrisman and Winter Moore will be transferring to PSU for Elementary Education this fall!

Honors Program – We have a record! This year we have 10 students who will graduate with Honors! SO proud of these kids!

- Chessa Chrisman (Education Program),
- Tanner Strickbine (Baseball)
- Halleigh Qualls (Student Government President)
- Haley Slade (Volleyball)
- Brian Banuelos (Soccer)
- Lok Shrestha (International Student)

- Darick Jones (Wrestling)
- Katelyn Shepard (Softball)
- Robin Goodreau (Soccer)
- Michaela Hinton (Basketball)

History Class Trip – Our trip to Virginia was a huge success. Please see P:Common for pictures. A few of the adventures we had included: Watched an Archeological dig at Jamestown and took a tour with an Archaeologist, Toured 4 Presidential Homes, Toured the White House of the Confederacy, Yorktown battlefield tour, and many more! Thank you so much for your ongoing support of this class!

We had our state competition in April! NCCC took 4th place. Kaden Milner took 3rd in the state for individual scores. We also won the Colin Matz Sportsmanship award for the first time ever. This award is given out after the judges of the competition nominate and vote. Really proud to receive this award. It shows how amazing our kids are in all areas!

Lindsay A. Reustle, M.A. - *Biological Science Instructor*

On April 23rd, SMAC (Scientifically Minded Adventurer's Club) volunteered to clean up trash at Santa Fe Lake near the children's play area. 10 SMAC students and 2 sponsors (Andrew and myself) attended. The students had fun, learned a lot about helping our community, and even enjoyed some hamburgers and watermelon. I've attached a picture of several of the students at the park that day.



Pamela Covault MSN, RN, CNE - *Director of Nursing*

Laura Mallett has been selected to be an ACEN site visitor.

Dustin Shaffer - *Theatre Instructor*

This year the theatre department staged three mainstage performances:

- In October, we mounted a production of Frankenstein which drew in a crowd of 350 audience members from both the campus & surrounding communities.
- In late November (in collaboration with the music department), we staged a “radio play” version of It’s a Wonderful Life which drew in a crowd of 153 audience members.
- In January of 2016, I presented a workshop at the state-wide Kansas Thespian Conference in Wichita on “Digital Portfolio Development for Theatre Artists”. Over 20 colleagues from around the state attended the workshop. In addition to the workshop I served as a judge for numerous design and performance competitions. We also mounted an aggressive recruiting effort targeting students from the greater Wichita area. I signed two students as a direct result of our participation at this event.
- This spring, we concluded our season with a performance of Six Canterbury Tales which drew in a crowd of 270 audience members. We collaborated with the community recorders group, “Recorders Live!” in an effort to build a bridge between our department and members of the Chanute community. We received positive write ups from the Chanute Tribune including “Letters to the Editor” praising the production.
- The theatre departed signed 17 scholarship recipients for the 2016-2017 academic year. This is a record number for our department.
- In late April, the theatre department (in conjunction with Upward Bound) is working to sponsor a performance-based Rural Residency Workshop which will involve NCCC students and members of the surrounding communities. The residency will involve theatre workshops and will be crafted for all ages and levels of experience. The workshops are focused on empowering individuals through their own creativity- with

ensemble creation and devised work. There will be a performance (open to the community) at the conclusion of the workshop.

- Posters, playbills, and department brochures have all been updated to reflect the current trends in theatre department marketing for college and universities. We are now “on-par” with larger state academic institutions and the material reflect a professionalism which many people have positively commented on. Samples are available on request.
- The Panther Players travelled to see live performances of musicals and plays all throughout the year. More than twenty students participated on the various trips. The club also painted the wall to the underpass on 3rd street last weekend as part of their community service for the spring semester. This was done in conjunction with the art club and music club students.
- We have established relationships with three colleges/universities (Tabor University, St. Mary University and the University of Kansas) to help our graduates transfer seamlessly to four-year institutions. These schools will send recruiting representatives to our productions and possibly offer scholarships to deserving NCCC students.
- The department greenroom and various storage spaces have been thoroughly cleaned, reorganized and reconfigured to serve our students in a more safe and effective manner. This has greatly improved workflow and production values. Before and after photos are available on request. We have also added first aid kits and other safety equipment to protect our students, faculty, and staff in the case of an injury or illness.
- We are currently in the process of writing a detailed and comprehensive departmental handbook which covers all areas of the theatre department. The handbook will define roles and responsibilities, work flow models, general safety, and behavioral expectations just to name a few. The handbook will be available on our newly designed website for the fall 2016 semester.
- The theatre department has joined the Theatre Communications Group ARTSEARCH which aids students with finding internships and summer theatre work as well as full time employment opportunities.

Alan Murray – *Music Instructor*

160 persons attended the NCCC student vocal ensemble and the St. Cecilia Community Chorus “Made in America” concert on May 1. The award winning “Oliphant Family” Bluegrass band joined us and the audience loved the program, which was a mix of bluegrass, folk, shaker tunes and American choral anthems. The spring concerts are intended to grow the relationship between the community and NCCC, so we feature a mix of music styles each year to encourage attendance by the community.

60 persons attended the solo and duet student recital on Thursday, May 5th. Voice students of Alan Murray have been working on “Broadway Favorites” and their performance was well received. For many of these students, it was their first or second time singing solo on stage. They did very well.

The student ensemble sang the National Anthem at two baseball games in April, the “Cancer Awareness” and “Autism Awareness” games.

Ethan Bush, an NCCC vocal ensemble member and vocal student of Alan Murray, sang the National Anthem for 37,000 spectators at the KC Royals game on April 16th.

The music club travelled to see live performances of musicals and classical concerts in April. Over 40 students participated on the various trips. The club also painted the wall to the underpass on 3rd street last weekend as part of their community service for the spring semester. This was done in conjunction with the art club and theatre club students.

Recordings of the concerts, travel photos, service project photos, and Ethan Bush’s performance at the Royals can be found on the NCCC Music Club Facebook Page (‘like’ the page for updates) as well as in the pictures drive on NCCC servers.

<https://www.facebook.com/NCCC-Music-Club-176128799247293/>

**NEOSHO COUNTY COMMUNITY COLLEGE
OTTAWA CAMPUS
REPORT TO THE BOARD OF TRUSTEES
May 2016**

Introduction:

Given is a very brief snapshot on what has been happening at the Ottawa campus since May of 2015. I would like to thank the Board for inviting me to provide highlights of campus events or activities since that report.

I. Academic and Administrative

A. Enrollment

I will not give a report on enrollment as President Inbody usually includes that information in the President Report to the board.

- Panther Enrollment Day -Ottawa (04/28/2016)
13 new students enrolled on April 28 for fall semester. 132 credit hours were generated along with a \$250 scholarship being awarded as part of the day's activities.

- Panther Enrollment Day –Ottawa (07/23/2015)
Ottawa campus held the first of our two scheduled enrollment days for the Fall semester. It was a busy day but the Director of Recruitment and College Relations position maintains the attendance numbers so unavailable. The July 2016 Panther Preview Day will be on Thursday, July 28.

- University Daily Kansas Big Box ad and BB posters
Big Box ad is accessible electronically by way of student smart phones We bought 7,200 impressions with a click through rate of .04% (288 students). The ad ran through the Texas, Iowa State (senior day), Kentucky and Kansas State games. Very reasonable priced 1,000 impressions cost \$22 or approximately \$154.

BB posters are part of the paper edition of the UDK. Students bring them to specific games and use them to antagonize the other team. Student seating is in the open sections which open way early. Students can look at them for up to 4 hours prior to the start of each game.

B. Teaching and Learning Center

Kyle Bures, Coordinator TLC

June 2014 – April 2015

Peer/Professional Tutoring

Over this time period, the TLC arranged access to 361 hours of peer and 218 hours of professional (579 total) drop-in tutoring and support, primarily covering the areas of English, Math, and Science, as well as Social/Behavioral Sciences, and some Humanities. Ottawa and Chanute campuses also have coordinated to implement online access to tutoring via Zoom in select subjects.

Boost Camps

The TLC organized and hosted “Boost Camps” over the Summer 2015 semester as an opportunity for students with marginal placement scores to attend a four-day (two hour sessions) workshop to earn a complimentary attempt to retake the COMPASS to improve their placement. Although participation was lower than anticipated, there were some great success stories. Thanks to our Boost Camp instructors Sally Sudja (English) and Monica Sobba (Math). A quick recap is shown below:

16 students*

Math +6.7 gain (BA->BA)

Writing +25.8 gain (FWC->PC)

Reading +8.5 gain (RPII->RiD)

Improved placements exempted students from a total of 45 credit hours of developmental coursework. At \$128/hr. + 16/hr. for book rental, students saved \$6,480 in tuition/fee/books, which is the equivalent of 3 full-time semesters at 15 hours each!

There are also some “hidden” results within the data presented. For example there was a case for each category (Math, Reading, and Writing) where a student improved their initial placement into the lowest level developmental to placement into the college level (or in the case of reading, no requirement).

Workshops

The TLC periodically hosts workshops for the student, or entire campus, population. Below is a brief synopsis of each one over the last academic year, and those in attendance.

- **Sensitivity Training for Diversity** – presented by Dr. Donita Whitney-Bammerlin (KSU)

This workshop was open to the entire campus community, with (25) in attendance. It was an interactive workshop on current issues in diversity.

- **TEAS Test Prep Workshops** – presented by peer tutor Kellie Frazier and professional tutor Sheri Harshaw
Each spring, these are organized to help Surg Tech, OTA, and Nursing applicants prepare for their TEAS admission test for their respective programs. This year the TLC organized 8 total workshops, with (21) in attendance thus far.
- **MLA Basics** – presented by peer tutor Jessica Randel
Peer and professional tutoring staff are also encouraged to design and present a workshop in their content area. (4)

Advising Support

Continued quarterly “Advising Squaretables” for Ottawa advisors and staff. These meetings invite representatives from departments outside of advising (admissions, financial aid, outreach, etc.) to share updates and input as they relate to current issues in advising, as well as affords advisors an opportunity to share updates and issues with advising that might impact other departments.

Test Proctoring

1. Since June of 2015, the TLC staff has delivered over 200 proctored tests through our proctor files system, which allows instructors to leave make-up or proctored tests in the TLC with instructions. The TLC staff then ensures that the student is either proctored by staff, set up under video surveillance, or placed in an isolated group study room to help ensure legitimacy of testing.
2. TLC has coordinated with the Nursing program to deliver 6 Computer Test-Outs for the CSIS 105 Literacy course to help students meet requirements for the Nursing degree
3. TLC Conference Room space has been used as the check-in site for all TEAS and STEP tests for the Ottawa Nursing program over the last year.
4. The TLC has had 137 GED individual Pearson VUE testing session registrations through the Ottawa site alone since last May. The TLC is also approved to offer Medical Assisting and Phlebotomy testing as a private site.
5. TLC staff began administering the State CNA Exam in December of 2015. Since that time, 81 students have been able to test at the Ottawa location rather than travel to test.

Activities

1. The TLC Staff helped coordinate the prepping of the area for the annual Scholarship Gala, and assisted with moving and set up, as well as putting the area back together the day after.
2. TLC Coordinator organized the fall and spring in-service presentation/activities for Ottawa Service Scholarship students.
3. TLC has partnered with Student Senate and other Clubs/Organizations on campus to present themed holiday activities, including Pancake Day, Chinese New Year, St. Patrick’s Day (Limerick Contest), Golf Day, Free Thought Day, Peanut Butter Fudge Day, International Selfie (w/ the Panther) Day, Denim Day, and Constitution Day.

Professional Development

TLC Advising Staff adapted a previous conference presentation and successfully published an article to the National Academic Advising Association's quarterly Academic Advising Today. The article, entitled "Students Benefit from Early Dual-Path Intervention" can be found at:

Bures, K. & Sudja, S. (2015, December). *Students benefit from early dual-path intervention*. Academic Advising Today, 38(4). Retrieved from <http://www.nacada.ksu.edu/Resources/Academic-Advising-Today/View-Articles/Students-Benefit-from-Early-Dual-Path-Intervention.aspx>

TLC Advising Staff also attended a community college/transfer conference in Wichita, KS in March to learn more about transfer opportunities to WSU and current trends/issues with 2-4 year transfer.

ABE

Since this time last year, our Adult Basic Education program (housed in the TLC) has enrolled 79 students, with 48 of those already completing. Each May and December, the program arranges a graduation ceremony, with 14 in May 2015, 12 in December 2015, and 22 scheduled for May 2016. Nice work Jane Morton and Steven Lamer!

C. Use of Auditorium-Non-College Organizations

ORGANIZATIONS USING NCCC OTTAWA FACILITIES
May 2015—April 2016

Arvest Bank, First Friday (Reoccurring monthly meeting)
Investing in Women, Arvest Bank (Quarterly luncheon)
City of Ottawa
Franklin County Girl Scouts
Ottawa Chamber of Commerce
*Edward Jones
COF Training Services
Department for Children & Families Community State Agency
Relay for Life (Reoccurring monthly meeting)
Franklin County Development Council
* Edward Jones
*Ottawa Recreation Commission
Kansas Contractor's Association
*Kalmar (Ottawa Truck) Union Negotiations
Kansas Municipal Utilities
Franklin County Historical Society
*Franklin County Heritage Homes Dinner
Kansas University Transportation
The Time is Now—USD 290
Water vision Team, Kansas Water Office
Freedom Frontier National Heritage Area
* Kansas State University Sorghum School

Franklin County Convention & Visitor Bureau
KAMU-Cover Kansas
Franklin County Saddle Club
Ottawa Community Arts Council
Ottawa Main Street Association
*Hall's Chiropractic
Franklin County Democrats
*Kansas Healthcare Association
ECKAN
PEO, Hostesses Meeting
*Becker Marketing & PR
*Plexus
Willow Dome Violence
Y-Link
Open House Session on Rock Creek Development
Ottawa Library Works Moving Story

Total Participants: 3,020

Total Revenue Generated: \$675

Many Organizations had multiple reservations.

*Revenue generating opportunities.

II. Clubs and Organizations

A. Creative Writing and Reading Club

Advisor: Nancy Hindle

Fall Semester 2015 club activities

We carved pumpkins for Halloween and donated the pumpkins to the campus for decoration. We also sponsored all of the campus decorations for Halloween week.

The club sponsored a book sale originally slated to go to a nonprofit organization here in town. Proceeds went to Willow Domestic Violence Shelter.

Started were presentations on myths from different countries/cultures. We were unable to complete the presentation, so the project will continue into next term.

The group members also met twice a week all term to play Dungeons and Dragons.

The Creative Writing and Reading Club sponsored a trip to see Frankenstein at the Chanute campus.

Spring Semester 2016 club activities

We have an ongoing limerick contest in which students have to write limericks, submit them to the TLC, and then the winning limerick at the end of the term earns a prize. We have five entries so far.

We sold roses on Valentine's Day, and we bought with the proceeds canned food for Hope House. We had an excellent turnout and sold all of the roses within the first couple hours of the event.

We sold green carnations on St. Patty's Day, and we bought with the proceeds canned food for Hope House. The carnations didn't sell as fast as the roses, but we donated the remaining carnations to a local retirement home, for which the residents were very grateful.

We have the book sale prior to finals week, during which time the club sells books and donates the proceeds to the Willow Domestic Violence Center.

The Dungeons and Dragons group continues to meet, and they have met both on campus and over Skype.

B. Cultural Exchange Club

**Club Advisors: Mike Campbell, Science instructor
Nancy Hindle, English instructor**

The following events were sponsored by the Cultural Exchange Club this year. I have divided them by semester.

Fall 2015:

We brought in Thai Food from Zen Zero, during which time we discussed Thai culture and places the students would like to explore over the course of the term.

We were supposed to go to the German Restaurant in Paola, but they were closed, so we went to Keim Bakery and ordered German dishes they had available. We talked about German culture during this meeting.

We helped with Halloween decorations and pumpkins during Halloween week, and we helped with face painting for All Hallows' Eve.

Spring 2016:

We served several different types of olives on Valentine's Day to commemorate Italian and Roman culture. The event was quite a success.

We served potato chips from around the world on St. Patrick's Day to commemorate Irish culture. We also gave away Geography coloring books.

We served chocolate from around the world in April. This event was coupled with OTA's walking taco event and complimented it well.

Weather permitting in May; the club will build a Celtic labyrinth in the south college parking lot. The labyrinth is meant to give students time to meditate and reflect during finals.

C. The Mary Grimes School of Nursing Student Nurse Association

Cheryl VanHemert,
Nursing Instructor & Club Advisor

The Mary Grimes School of Nursing Student Nurse Association (MGSON) Student Activities Aug 2015-April 2016

Ottawa: Mary Grimes School of Nursing Student Activities

We have had a busy year with our Student Nurses Association. Besides the usual bake sales, raffles, and t-shirt/bag sales we have had a lot of participation in the political arena.

We had 5 students attend the State KANS convention in Wichita in October. We had all 5 students run for positions with 4 of the students becoming board members of the Kansas Student Nurses Association (KANS) They took the offices in October and have been very active meeting once a month during their term.

We elected our MGSON new board members in January. We had a lot of student interest in participating in SNA and becoming MGSON board members. The enthusiasm was great to see.

In March of 2016 we had 6 students go to the National Student Nurses Association (NSNA) annual meeting in Orlando Florida. The four board members of KANS and two other Level two students attended. The students were very active in the conference, attending seminars, voting on resolutions, and participating in all aspects of the political arena of a national convention. One of our KANS board Members, Amanda Flaherty, wrote, presented, and defended a resolution at the NSNA meeting, which was passed. She is working to get a trial participation of her resolution at some of the local hospitals.

The students have some great ideas for upcoming events that will serve both the community and their school.

D. Occupational Therapy Assistant Student Organization (OTA)

Peggy Carman
OTA Instructor and Academic Field Work Coordinator, Club Advisor

The OTA Student Organization participated in several service projects and professional development activities from June 2015 to April 2016. These activities included:

- All students volunteered a week for the "I Can Bike" camp in Baldwin City geared towards teaching children and adults the triumph of riding a bike independently. June 2015
- All students provided donations to create a unique therapy basket for the KOTA fund raising drawing. Sept. 2015
- All students attended a fieldtrip to Gollier Rehabilitation Clinic in Ottawa to see some of the latest equipment and therapy techniques –Nov. 2015

- All students donated items for a basket for the NCCC Scholarship Gala fund raiser – Dec. 2015
- All students participated in the end of semester holiday party –Dec. 2015
- All students celebrated “OT Month” in April 2016. The OTA student organization purchased custom designed OTA T-shirts for all club members. April 2016
- Students completed fund raising with a 50/50 drawing and selling walking tacos. April 2016.

E. Phi Theta Kappa, Beta Nu Iota Honor Society

Kevin Blackwell, Chair of the Liberal Arts/Humanities Instructor
Beta Nu Iowa Chapter Co-Advisor
NCCC Ottawa

The Beta Nu Iota chapter of Phi Theta Kappa has had a busy year. In September 2015, members attended a Leadership Conference in Wichita and continued work on Honors in Action and College projects. Members also attended the Honors in Action Conference in Topeka in November, where they toured the Brown v. Education Memorial site and a depot on the Underground Railroad. The Honors in Action project studied the struggle for civil rights locally and the chapter helped with the Hands Across the World food drive as part of their college project. At the Region Convention in March, Ruthanne Wark and Samuel Wheat received an Honorable Mention for Distinguished Officer Team and Kevin Blackwell received the Horizon Award for Chapter Advisors who have been active at the Regional Level. Five Members and two advisors attended the International Convention in Washington DC where they toured the National Mall and learned more about the new Phi Theta Kappa Honors Study Topic: “How the World Works: Global Perspectives.” The chapter is planning new projects and scheduling their biannual highway cleanup for warmer weather.

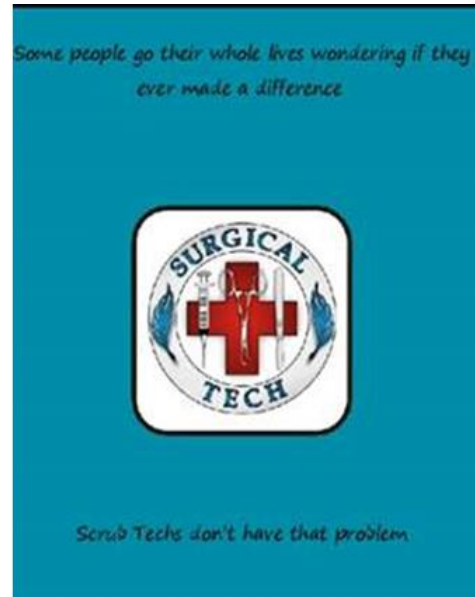
F. The Scrub Club

Advisor: Jennifer Cain, Surgical Tech Director

- Jennifer Cain, 5367015—Club Chair
- Chelsey Donovan, 45003—President
- Tara Dunkin, 56397—Vice President
- Shanta Wright, 5361929—Secretary

Meeting Dates and Details:

- January 8, 2016-Met with the freshman class for orientation. All freshmen were inducted into Scrub Club.
- February 4, 2016-students discussed T-shirt ideas and agreed on design. Discussed fundraiser ideas. The club agreed to have Breakfast Burrito sale in the Rotunda. Selected members of the senior class helped set-up while several members of the freshman class participated in serving and accepting money.



- March 3, 2016-Community Service ideas were discussed. All members agreed to have a Toy Drive with all donations going to The Willow Domestic Violence Center and The Life Care Center in Ottawa. Toy Drive to conclude 5/5/16.
- April 14, 2016-Two members of the freshman class attended meeting—Patricia Webb and Dina Pruter. They were informed on the roles of the Scrub Club Officers. Students confirmed arrangements for the Toy Drive. Discussed Scrub Club Funds raised. All graduating members agreed to have lunch following the CST exam.

G. The Science Club

The goal of the science-at-home club was to serve our large population of students who are also parents of young children. These students typically have crowded schedules and want to minimize the time they spend on campus. Club activities were designed to give students something they could do at home with their own children, although students without children were also welcome and frequently participated.

13 October – Owl pellet activity

- Handed out owl pellets to 93 students
- Also gave students explanatory work sheets with an activity people could do at home with their kids

November – Kansas fossils

- Handed out a collection of 3 fossils similar to those commonly found in Kansas to 48 students
- Also gave out work sheets describing the fossils and where to go fossil hunting

17 February – Anatomy and Physiology coloring book

- Handed out children Anatomy and Physiology coloring books to 20 students

9 March – House Wren birdhouse

- Handed out birdhouses to 18 students

19 April – Geodes

- Handed out unopened geodes to 46 students
- Also gave out instructions on how to open the geodes and information on how geodes are created

III. Miscellaneous Information

A. Student Employees

The total number of student employees on the Ottawa campus is:

| | Fall | Spring |
|---------------------|------|--------|
| Service Scholarship | 32 | 28 |
| Work Study Student | 1 | 1 |
| Student Employee | 3 | 5 |
| (Tutors Hourly) | | |

The first Thursday prior to the start of each semester an In-service is planned for all student employees on campus. Attendance is required. All service scholarship and work study positions have developed position descriptions that are also used as a recruitment tool (see attachment). The fall 2015 in-service (August 20, 2015) included a group session on *Breaking Down Barriers in Professional Communication*. The spring 2016 in-service (January 14, 2016) included a group session on *Workplace Etiquette*.

This summer the staff group working with the student employee selection and training program will develop a position description that students would be able to use on a resume –prior to Friday, July 15, 2016. This will be in addition to developing the Fall In-service scheduled for Thursday, August 18.

B. International Student Enrollment.

The number of international students by semester enrolled on the Ottawa campus is given below:

| | Spring 2015 | Fall 2015 | Spring 2016 |
|-----------|-------------|-----------|-------------|
| Full Time | 16 | 21 | 21 |
| Part Time | 79 | 63 | 68 |

C. NCCC Regional Science Fair

The 2016 Ottawa Regional Science Fair was held on Saturday February 20th on the NCCC Ottawa campus. This was the 5th year the fair was hosted by the Ottawa campus. There were 48 entries with 68 students participating. The Ottawa radio station (KOFO) provided live broadcasting at the event and interviewed students, parents and judges, and a reporter from the Ottawa Herald was present to take pictures. We had 24 volunteers for the event, helping with registration, judging, score keeping, prizes, and more. This was our biggest year so far; we increased from 34 entries in 2015 to 48 in 2016.

D. Diversity/Inclusion Activities

This year the Ottawa campus hosted two programs that focused on diversity/inclusion. Both programs were open to faculty, staff and student participation.

1. *Thursday, October 15, National Spirit Day as part of the National Bullying Prevention Month event focusing on LGBT youth.* Several faculty, staff and students devised flyers and posters. Participants wrote messages and signed a banner pledging to respecting diversity and stopping bullying. Hundreds of purple ribbons were given out to wear to remind students, faculty and staff to the dangers of bullying and why to stand up against it. Over a hundred signatures were on the banner. The banner was left in the rotunda until the end of the week for people to read.
2. *Monday, November 26, Sensitivity Training for Diversity – presented by Dr. Donita Whitney-Bammerlin (KSU)*
This workshop was open to the entire campus community, with (25) in attendance. It was an interactive workshop on current issues in diversity.
3. *Traveling exhibit from the Museum of History & Holocaust Education, Kennesaw Georgia.* While I usually report on recent successes, I do want to report on an event scheduled fall semester. The Ottawa campus is sponsoring, the traveling exhibit, “Tragedy of War: Japanese American Internment” The exhibit will be at the college from October 3 – October 21. A week of that will have the exhibit at the Chanute campus. The exhibit is made of 8-10 free standing panels that will fit in the rotunda. Kevin Blackwell and Kyle Bures have volunteered to coordinate this and to also work with Mindy Ayres and Kyle Seufert to get the exhibit transported to the Chanute campus.

Dale's Unsolicited Advice

A.K.A.

The Best Free Advice that Money Can't Buy!

Much like the Tonight Show host, Johnny Carson as Carnac, the Magnificent this is my predictions what members of the Board of Trustees will spend much of your time on in the years ahead. Luckily there are only three items I am willing to forecast for your future.

1. Health Care cost is going nowhere but up.

This is one area with the focus on slowing- the growth of health care. A more proactive approach is called for initiated at the individual employee level. This will

necessitate implementation of an employee wellness program with targeted periodic goals set by the college for its employee among a designated list of possible wellness points.

Resource: The Robert Wood Johnson Foundation <http://www.rwjf.org/en.html>
Joining Forces to Build Momentum -2016 Annual Message –came out late March/early April of 2016. Provides roadmap to the future of collaboration by local components of the community to achieve better health for all.

<http://www.countyhealthrankings.org/> Provides rankings of health assessment by county for each state in the union. Overall south east Kansas is the most challenged section of the state but Neosho County is the bright spot with an overall Health Outcomes of 55th in the state, but the overall rank in Health Factors (ex. alcohol, obesity, smoking etc.) is 92nd in the states

Check out the Kansas State Health Gaps Report.
All of this is on the RWJohnson Foundation web site.

2. Water

The 21st century scarce natural resource will be water. Since we are located on the edge of our climate zone in the summers we will continue to experience late spring, summer and early fall wild temperature changes, rapid and intense thunderstorms and micro temperature fluctuation. Winters may continue to be mild temperatures but have intense blizzards that last longer and come more frequently. On the surface the challenge will be to keep water out of buildings, but at the same time to capture water to be used on the campus property.

I expect no meaningful water policy developed or instituted at the state level. Eventually all decisions made by the BOT will have water or water use as a component of the decision making process.

3. Beware of Icebergs!

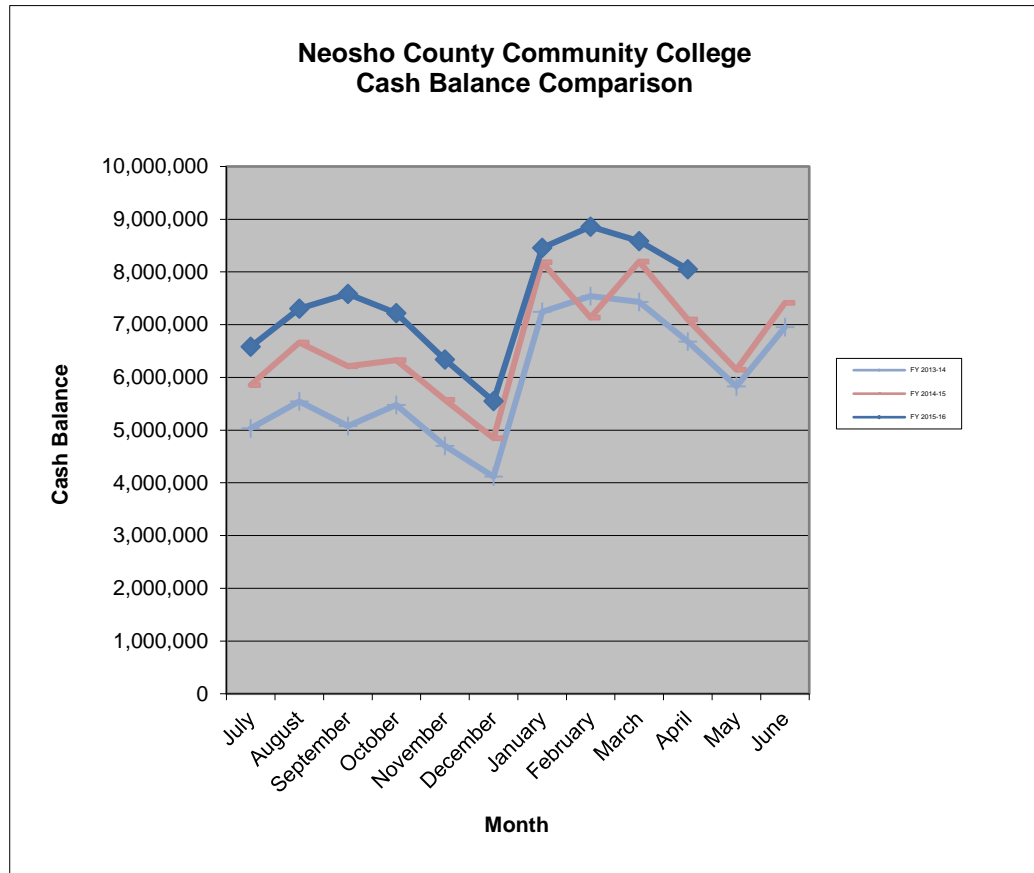
The BOT will always have icebergs. The danger with an iceberg is what you cannot see lurking under the water; only what is on top. The Kansas Legislature is as challenging as can be. The solution is in the hands of the Kansas voters. We can only hope they get it right the next time around.

4. Finally a great quote by Winston Churchill.

“A pessimist sees the difficulty in every opportunity.
An optimist sees the opportunity in every difficulty.”

TREASURER'S MONTHLY FINANCIAL STATEMENT
NEOSHO COUNTY COMMUNITY COLLEGE
For the Period April 1, 2016 to April 30, 2016

| FUND | FUND DESCRIPTION | BEGINNING BALANCE 3/31/2016 | RECEIPTS APRIL | JOURNAL ENTRIES APRIL | DISBURSEMENTS APRIL | ENDING BALANCE 4/30/2016 |
|------|---|--------------------------------|-----------------------|--------------------------|------------------------|-----------------------------|
| 02 | Postsecondary Technical Education Reserve | 55,796.39 | 4,706.50 | 0.00 | -20.00 | 60,482.89 |
| 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 | 227,504.84 | 0.00 | 3,067.09 | 0.00 | 230,571.93 |
| 10 | General Fund Unencumbered Fund Balance | 2,600,000.00 | 0.00 | 0.00 | 0.00 | 2,600,000.00 |
| 11 | General Fund | 708,571.41 | 113,629.08 | 6,461.92 | -776,343.56 | 52,318.85 |
| 12 | Postsecondary Technical Education Fund | 1,049,971.00 | 155,828.97 | -1,994.85 | -174,865.53 | 1,028,939.59 |
| 13 | Adult Basic Education Fund | 28,589.56 | 40,016.77 | -7.32 | -35,623.32 | 32,975.69 |
| 14 | Adult Supplementary Education Fund | 52,169.32 | 1,108.25 | 0.00 | 0.00 | 53,277.57 |
| 16 | Residence Hall/Student Union Fund | 1,906,725.25 | 56,138.92 | -36.18 | -73,881.04 | 1,888,946.95 |
| 17 | Bookstore Fund | 705,500.36 | 43,568.13 | -2.40 | -27,238.74 | 721,827.35 |
| 21 | College Workstudy Fund | 2,217.55 | 5,885.23 | 0.00 | -5,885.23 | 2,217.55 |
| 22 | SEOG Grant Fund | 0.00 | 2,850.00 | 0.00 | -2,850.00 | 0.00 |
| 24 | Pell Grant Fund | 402.00 | 187,135.00 | 0.00 | -187,135.00 | 402.00 |
| 25 | Student Loans Fund | 0.00 | 253,599.00 | 0.00 | -253,599.00 | 0.00 |
| 32 | Grant Funds | -218,821.26 | 148,468.22 | -5,035.78 | -110,364.74 | -185,753.56 |
| 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 | 1,341,478.22 | 365,245.14 | -150.62 | -264,187.22 | 1,442,385.52 |
| 90 | Payroll Clearing Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | TOTALS | \$8,583,131.07 | \$1,378,179.21 | \$2,301.86 | -\$1,911,993.38 | \$8,051,618.76 |
| | | | | | | |
| | | | | | | |
| | Checking Accounts | | | | | \$5,979,456.65 |
| | Investments | | | | | \$2,070,562.11 |
| | Cash on Hand | | | | | \$1,600.00 |
| | Total | | | | | \$8,051,618.76 |
| | | | | | | |



PRESIDENT'S REPORT

May 12, 2016

Good Evening Trustees,

Thank you again for your continued support of our Mission with your donation of time and leadership. Here are a few items of interest for this month.

Enrollment

It looks as though we will end the year down about 8% over this time last year. We will have final numbers in late May, but I am expecting that the real numbers will be near these numbers. Across the state we are looking at an average of about a 5% drop. We do not have the biggest decline but it is pretty close.

Summer and fall numbers look much better by comparison. Summer is about flat for the year and fall is up considerably, and across the board at all campuses. We will continue to watch it over the summer as we have many enrollment days planned as well as advertisement efforts going on.

Here are the numbers:

Spring Semester 2016

| CAMPUS | YEAR CODE | TERM CODE | RUN DATE | STUDENT TOTAL | CREDIT HOUR TOTAL | % INCREASE OR DECREASE |
|---------|-----------|-----------|----------|---------------|-------------------|------------------------|
| TOTAL | 2014 | 50 | 5-13-15 | 2545 | 17019.5 | |
| TOTAL | 2015 | 50 | 5-12-16 | 2390 | 16136 | -5.19% |
| | | | | | | |
| CHANUTE | 2014 | 50 | 5-13-15 | 562 | 4844 | |
| CHANUTE | 2015 | 50 | 5-12-16 | 527 | 4531 | -6.46% |
| | | | | | | |
| OTTAWA | 2014 | 50 | 5-13-15 | 528 | 4303 | |
| OTTAWA | 2015 | 50 | 5-12-16 | 472 | 3806 | -11.55% |
| | | | | | | |
| ONL | 2014 | 50 | 5-13-15 | 925 | 4819 | |
| ONL | 2015 | 50 | 5-12-16 | 848 | 4534 | -5.91% |
| | | | | | | |
| ODO | 2014 | 50 | 5-13-15 | 252 | 1414 | |
| ODO | 2015 | 50 | 5-12-16 | 287 | 1614 | 14.14% |
| | | | | | | |
| IDO | 2014 | 50 | 5-13-15 | 278 | 1639.5 | |
| IDO | 2015 | 50 | 5-12-16 | 256 | 1651 | .7% |

Summer Semester 2016

| CAMPUS | YEAR CODE | TERM CODE | RUN DATE | STUDENT TOTAL | CREDIT HOUR TOTAL | % INCREASE OR DECREASE |
|---------|-----------|-----------|----------|---------------|-------------------|------------------------|
| TOTAL | 2015 | 10 | 5-13-15 | 523 | 2223.5 | |
| TOTAL | 2016 | 10 | 5-12-16 | 544 | 2269.5 | 2.07% |
| | | | | | | |
| CHANUTE | 2015 | 10 | 5-13-15 | 63 | 219.5 | |
| CHANUTE | 2016 | 10 | 5-12-16 | 93 | 329.5 | 50.11% |
| | | | | | | |
| OTTAWA | 2015 | 10 | 5-13-15 | 150 | 645 | |
| OTTAWA | 2016 | 10 | 5-12-16 | 121 | 507 | -21.4% |
| | | | | | | |
| ONL | 2015 | 10 | 5-13-15 | 296 | 1283 | |
| ONL | 2016 | 10 | 5-12-16 | 327 | 1415 | 10.29% |
| | | | | | | |
| ODO | 2015 | 10 | 5-13-15 | 11 | 66 | |
| ODO | 2016 | 10 | 5-12-16 | 3 | 18 | -72.73% |
| | | | | | | |
| IDO | 2015 | 10 | 5-13-15 | 3 | 10 | |
| IDO | 2016 | 10 | 5-12-16 | 0 | 0 | -100.00% |

Fall Semester 2016

| CAMPUS | YEAR CODE | TERM CODE | RUN DATE | STUDENT TOTAL | CREDIT HOUR TOTAL | % INCREASE OR DECREASE |
|---------|-----------|-----------|----------|---------------|-------------------|------------------------|
| TOTAL | 2015 | 30 | 5-13-15 | 829 | 6798 | |
| TOTAL | 2016 | 30 | 5-12-16 | 964 | 7679.5 | 12.97% |
| | | | | | | |
| CHANUTE | 2015 | 30 | 5-13-15 | 263 | 2981 | |
| CHANUTE | 2016 | 30 | 5-12-16 | 280 | 3056.5 | 2.53% |
| | | | | | | |
| OTTAWA | 2015 | 30 | 5-13-15 | 222 | 2056 | |
| OTTAWA | 2016 | 30 | 5-12-16 | 255 | 2196 | 6.81% |
| | | | | | | |
| ONL | 2015 | 30 | 5-13-15 | 332 | 1685 | |
| ONL | 2016 | 30 | 5-12-16 | 369 | 1989 | 18.04% |
| | | | | | | |
| ODO | 2015 | 30 | 5-13-15 | 4 | 26 | |
| ODO | 2016 | 30 | 5-12-16 | 40 | 290 | 1015.38% |
| | | | | | | |
| IDO | 2015 | 30 | 5-13-15 | 8 | 50 | |
| IDO | 2016 | 30 | 5-12-16 | 20 | 148 | 196.00% |

State Aid Issues

Tomorrow I will meet with Governor Brownback along with a representative from the technical colleges to get the news about budget cuts. I was given a preview of what he might say by the CEO of KBOR, Dr. Blake Flanders. It looks as though the Governor may plan on cutting community colleges by 3% for the next fiscal year. That would be about a \$96,000 cut to NCCC by our accounting. However, there may be other news that Dr. Flanders does not know, so don't quote me on this yet. I will know more after the morning meeting. Sandi and I are already adjusting our revenue projections for 2016-2017 to accommodate this possible cut.

County Aid Issues

You may have read in the Chanute Tribune that the new County Assessor has released a few preliminary numbers on the possible valuation changes to Neosho County. I think it is wonderful that he released these figures so that we have more opportunity to more accurately craft our budgets while waiting on the final numbers. Previously, we would receive the information the last week in June only, and that would give us a few weeks to get the budget together before the budget hearing.

The bad news is that the county value looks like it is down \$3,000,000, mostly due to the oil and gas well value. At our current mill levy we will be down about \$100,000 with this change. Again, these numbers are preliminary as the assessor stated he is waiting for some items to come in from the state before the final valuation. However, Sandi and I are adjusting our assumptions accordingly.

Budget Hearing?

Due to the earlier release of the numbers it is possible to have the budget hearing with the July Board meeting as opposed to a special meeting at the end of July, which is our traditional time. If the board prefers we can, like Scrooge's ghosts, try to do it all in one night with the regular meeting and the budget hearing. However, if you want to break it into two meetings like always, we can certainly do that. I just wanted to give you the option. The staff can make it work either way.

If you want the separate meeting then I would suggest Thursday, July 28th at 5:30pm in the Oak Room.

Project Update

Gym

The replacement sock has been installed and the air conditioning is on in the gym! This will make our summer campers and fall sports who begin practice August 1 much more comfortable. Total cost: \$21,996 paid from the out-district fee account.

Penner Lounge

You no doubt saw it on your way to the meeting tonight. We still have furniture on the way and some work to do on the doorway to the bookstore, but it is getting very close to done. This summer we will be moving

into the bookstore with new flooring and renovating the checkout counter. Total cost of Penner so far: \$19,200 paid out of the bookstore account.

Fountain

The engineering is done and now the task of turning the drawings into reality begins. We had hoped to bring it in for \$50,000, but with design fees added in, it looks like it will be closer to \$65,000. The design is beautiful with two bronze panthers, LED color-changing lights, three-sided waterfall, and plantings area. It will stand about 13 feet and take up a large percentage of the drop-off island. The project will be paid with donations. Construction is due to start soon and will be done by our staff.

Baseball Complex

The bids were due yesterday and Josh is still working with sub-contractors on a schedule which affects pricing directly. The bids look like they are coming in a bit higher than we were hoping but it is too early to tell right now. Budget for this project is \$660,000 from the out-district fee and donations.

Baseball Success!

At the close of the regular season one of our baseball players, Brylee Ware, won the so-called "Triple Crown" or having the highest batting average, RBIs and home runs in the nation for the NJCAA! The last Triple Crown winner was in 1985. We announced this on social media and it went "viral" well, viral for us with 18,000 views on Twitter and 35,000 impressions on Facebook with over 1,000 likes and 165 shares.

This weekend the team tied the school record for most wins and has a chance to break that record on Friday at the Wichita tournament. While ending the season as the #5 team in the country, we were ranked #1 for the first time in school history. It's been a magical year!!

Summer Hours

NCCC Summer hours start the week of the 23rd of May and runs through the summer. The College will be open from 7:30am to 5:30pm Monday through Thursday. The Board approved nine hour work days for the employees.

On Aug 8th we will switch back to regular hours of 8am-5pm Monday through Friday.

Mutant Spider Attack!

Hats off to Ben Smith and the whole operations folks as they defeated a mutant spider that attacked campus this last week. Way to go guys!



Brian's Travels and Vacation

I will be going to Topeka tomorrow morning but will be back before graduation and pinning. Next week I will be in Topeka again for the KBOR meeting on the 18th and 19th. I will have to travel to Wichita for a meeting sometime later this month to talk to the Chair of TEA and KBOR, which has not yet been scheduled.

Then on May 31 through June 2nd I will be on vacation! Mostly a Staycation so I'll be in town if you need me.

Have a great rest of the week! See you at graduation!

NOTE: GED Graduation is Thursday, May 19th at 6pm in the Auditorium. You are invited to that ceremony as well!