

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AGENDA

**June 9, 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 May 12, 2016
 - B. Claims for Disbursement for May 2016
 - C. Registration Specialist Revised Job Description
 - D. Cashier-Chanute Revised Job Description
 - E. Personnel
- VI. Reports**
 - A. Athletics – Mike Saddler
 - B. Treasurer – Sandi Solander
 - C. President – Dr. Brian Inbody
- VII. Old Business**
 - A. Resolution 2016-25: Ottawa Campus Bond Refinancing
 - B. Resolution 2016-26: Elections and Terms of Office Policy
 - C. Resolution 2016-27: Non-Renewal or Termination of Professional Employees Policy
 - D. Resolution 2016-28: Travel Policy
 - E. Resolution 2016-29: Employee Classifications Policy
 - F. Resolution 2016-30: Employee Benefits Policy
- VIII. New Business**
 - A. Resolution 2016-31: Student Learning Division Reorganization
 - B. Resolution 2016-32: Health Insurance Renewal
 - C. Resolution 2016-33: Dental Insurance Renewal
 - D. Resolution 2016-34: Accounts Receivable Write Off
 - E. Resolution 2016-35: 2016-2017 Student Handbook
 - F. Executive Session: Security
 - G. Executive Session: Employer/Employee Negotiations
- IX. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

**June 9, 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: Kevin Berthot, Charles Boaz, David Peter, Dennis Peters, and Jenny Westerman.

Also in attendance were Dale Ernst, Marie Gardner, Denise Gilmore, John Haas, Dr. Brian Inbody, Kent Pringle, Sarah Robb, Mike Saddler, Ben Smith, Sandi Solander, and The Chanute Tribune.

III. PUBLIC COMMENT

John Haas was present and reviewed documents concerning the Ottawa Campus bond refinancing later in the agenda.

IV. APPROVAL OF THE AGENDA

On motion by Kevin Berthot and second by Charles Boaz it was approved to move the Ottawa Campus Bond Refinancing agenda item under Old Business up to follow Approval of the Agenda for Mr. Hass's convenience.

On motion by Charles Boaz and second by Kevin Berthot the agenda was approved as modified.

V. OLD BUSINESS

A. Ottawa Campus Bond Refinancing

On June 2, 2016, the Board Chair and Secretary signed a Certificate Purchase Agreement for the Lease Purchase Agreement Refunding Certificates of Participation Series 2016 pursuant to authorization at the May 12, 2016, Board meeting.

It was the president's recommendation that the Board acknowledges the actions taken by the Board Chair and Secretary as instructed in Resolution 2016-18 and proceed with adoption of the final resolution in this matter.

Resolution 2016-25

A RESOLUTION AUTHORIZING NEOSHO COUNTY COMMUNITY COLLEGE, TO ENTER INTO A LEASE PURCHASE TRANSACTION, THE PROCEEDS OF WHICH WILL BE USED TO PAY THE COSTS OF REFINANCING AND THEREBY ACQUIRING CERTAIN BUILDING

IMPROVEMENTS ON THE COLLEGE CAMPUS IN OTTAWA, KANSAS AND APPROVING THE EXECUTION OF CERTAIN DOCUMENTS IN CONNECTION THEREWITH.

WHEREAS, under the constitution and statutes of the State of Kansas, particularly K.S.A. 71-201, Neosho County Community College, Neosho County, Kansas (the "College") is empowered to enter into certain leases and lease purchase agreements for the lease and/or acquisition of property; and

WHEREAS, the College has immediate need to acquire an educational facility in the City of Ottawa, Kansas, for use by the College for its educational purposes (the "Project"), and thereby refund and refinance certain Educational Facility Revenue Bonds, Series 2010, of the City of Ottawa, Kansas (the "Refunded Bonds") that originally financed the Project, which further its educational and public purposes, but does not have sufficient moneys on hand legally available to purchase the Project for its use; and

WHEREAS, the governing body of the College now finds and determines that it is advisable to enter into a financing arrangement involving a Lease Agreement and the issuance and delivery of \$4,535,000 principal amount of Lease Purchase Agreement Refunding Certificates of Participation; and

WHEREAS, in order to facilitate the foregoing and to pay the cost thereof, it is necessary and desirable for the College to take the following actions:

1. Enter into a Lease Purchase Agreement (the "Lease") with Security Bank of Kansas City, Kansas City, Kansas (the "Trustee"), pursuant to which the College will lease the Project (as defined in the Lease) from the Trustee, a form of which has been submitted to the governing body for review;
2. Ratify the execution of, and the entering into of, a Certificate Purchase Agreement (the "Certificate Purchase Agreement") among the College, the Trustee and Piper Jaffray & Co., Leawood, Kansas (the "Underwriter") providing for the sale of the Certificates to the Underwriter, which was executed on June 2, 2016;
3. Approve a Declaration of Trust (the "Declaration of Trust"), by the Trustee, pursuant to which Refunding Certificates of Participation (as defined below) will be executed and delivered, a form of which has been submitted to the governing body for review;
4. Approve an Official Statement respecting Refunding Certificates of Participation, Series 2016 (the "Refunding Certificates of Participation"), evidencing proportionate interests of the owners thereof in basic rent payments to be made by the College under the Lease, to be in substantially the same form as the Preliminary Official Statement respecting the Refunding Certificates of Participation heretofore approved (the "Preliminary Official Statement," and together, the "Official Statement"); and
5. Enter into an Escrow Trust Agreement (the "Escrow Trust Agreement") with the Trustee and the City of Ottawa, Kansas, pursuant to which the Refunded Bonds will be redeemed and defeased, a form of which has been submitted to the governing body for review.

The Lease, the Certificate Purchase Agreement, the Official Statement and Escrow Trust Agreement are referred to together herein as the "College Documents."

THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF NEOSHO COUNTY COMMUNITY COLLEGE, AS FOLLOWS:

Section 1. Authorization and Approval of College Documents and Declaration of Trust.

(a) The College Documents and the Declaration of Trust are hereby approved in substantially the forms submitted to and reviewed by the governing body on the date hereof, with such changes therein as shall be approved by the Chairperson, the Chairperson's execution of the College Documents to be conclusive evidence of such approval.

(b) The obligation of the College to pay Basic Rent Payments (as defined in the Lease) under the Lease shall constitute a current expense of the College and shall not in any way be construed to be an indebtedness or liability of the College in contravention of any applicable constitutional or statutory limitation or requirement concerning the creation of indebtedness or liability by the College, and all provisions of the Lease shall be construed so as to give effect to such intent.

(c) The Chairperson is hereby authorized and directed to execute and deliver the College Documents and to approve changes to the Declaration of Trust on behalf of and as the act and deed of the College. The Secretary of the Board of Trustees is hereby authorized to affix the College's seal to the College Documents and attest said seal.

Section 2. Approval of Official Statement. The final Official Statement is hereby authorized and approved, supplementing, amending and completing the Preliminary Official Statement, with such changes therein and additions thereto as shall be approved by the officer of the College executing the final Official Statement, said officer's execution thereof to be conclusive evidence of said officer's approval thereof, and the public distribution of the final Official Statement by the purchaser of the Refunding Certificates of Participation are in all respects hereby authorized and approved. The Chairperson of the College is hereby authorized to execute and deliver the final Official Statement on behalf of and as the act and deed of the College.

For the purpose of enabling the original purchaser of the Certificates (the "Underwriter") to comply with the requirements of Rule 15c2-12(b)(1) of the Securities and Exchange Commission, 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 Rule 15c2-12(b)(1), and the appropriate officers of the College are hereby authorized, if requested, to provide the Underwriter a letter or certification to such effect and to take such other actions or execute such other documents as such officers in their reasonable judgment deem necessary to enable the Underwriter to comply with the requirement of such Rule.

Section 3. Further Authority. The College shall, and the officials and agents of the College are hereby authorized and directed to, take such actions, expend such funds and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution and to carry out, comply with and perform the

duties of the College with respect to the College Documents, the other documents authorized or approved hereby and the Project. Without limiting the foregoing, the Chairperson is hereby authorized to execute a tax compliance agreement and other closing documents and, if required, to execute any certificate or agreement to allow the Underwriter to comply with Rule 15c2-12 of the Securities and Exchange Commission.

Section 4. Mandatory Provisions. Pursuant to K.S.A. 71-201c, the College shall omit from the College Documents the mandatory contract provisions of DA-146a.

Section 5. Effective Date. This Resolution shall take effect and be in full force from and after its passage by the governing body.

ADOPTED by the governing body and approved by the Chairperson of Neosho County Community College, this 9th day of June, 2016.

Chairperson

(SEAL)

ATTEST:

Secretary of the Board of Trustees

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

SUMMARY OF BONDS REFUNDED

Neosho County, Kansas Community College
 Refunding Certificates of Participation
 Series 2016 (Ref 2010)
 (Neosho County Community College Foundation Facility)
 FINAL

Bond	Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
2010:					
SERIAL	04/15/2017	4.000%	215,000.00		
	04/15/2018	4.000%	225,000.00		
	04/15/2019	4.000%	235,000.00		
	04/15/2026	4.300%	325,000.00	04/15/2019	100.000
	04/15/2027	4.350%	340,000.00	04/15/2019	100.000
	04/15/2028	4.400%	355,000.00	04/15/2019	100.000
	04/15/2029	4.500%	370,000.00	04/15/2019	100.000
	04/15/2030	4.550%	385,000.00	04/15/2019	100.000
TERM	04/15/2025	5.000%	1,660,000.00	04/15/2019	100.000
			4,110,000.00		

PRIOR BOND DEBT SERVICE

Neosho County, Kansas Community College
 Refunding Certificates of Participation
 Series 2016 (Ref 2010)
 (Neosho County Community College Foundation Facility)
 FINAL

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
10/15/2016			94,276.25	94,276.25	
04/15/2017	215,000	4.000%	94,276.25	309,276.25	403,552.50
10/15/2017			89,976.25	89,976.25	
04/15/2018	225,000	4.000%	89,976.25	314,976.25	404,952.50
10/15/2018			85,476.25	85,476.25	
04/15/2019	235,000	4.000%	85,476.25	320,476.25	405,952.50
10/15/2019			80,776.25	80,776.25	
04/15/2020	245,000	5.000%	80,776.25	325,776.25	406,552.50
10/15/2020			74,651.25	74,651.25	
04/15/2021	255,000	5.000%	74,651.25	329,651.25	404,302.50
10/15/2021			68,276.25	68,276.25	
04/15/2022	270,000	5.000%	68,276.25	338,276.25	406,552.50
10/15/2022			61,526.25	61,526.25	
04/15/2023	285,000	5.000%	61,526.25	346,526.25	408,052.50
10/15/2023			54,401.25	54,401.25	
04/15/2024	295,000	5.000%	54,401.25	349,401.25	403,802.50
10/15/2024			47,026.25	47,026.25	
04/15/2025	310,000	5.000%	47,026.25	357,026.25	404,052.50
10/15/2025			39,276.25	39,276.25	
04/15/2026	325,000	4.300%	39,276.25	364,276.25	403,552.50
10/15/2026			32,288.75	32,288.75	
04/15/2027	340,000	4.350%	32,288.75	372,288.75	404,577.50
10/15/2027			24,893.75	24,893.75	
04/15/2028	355,000	4.400%	24,893.75	379,893.75	404,787.50
10/15/2028			17,083.75	17,083.75	
04/15/2029	370,000	4.500%	17,083.75	387,083.75	404,167.50
10/15/2029			8,758.75	8,758.75	
04/15/2030	385,000	4.550%	8,758.75	393,758.75	402,517.50
	4,110,000		1,557,375.00	5,667,375.00	5,667,375.00

SAVINGS

Neosho County, Kansas Community College
 Refunding Certificates of Participation
 Series 2016 (Ref 2010)
 (Neosho County Community College Foundation Facility)
 FINAL

Date	Prior Debt Service	Refunding Debt Service	Savings	Present Value to 06/30/2016 @ 2.4031004%
04/15/2017	403,552.50	240,648.18	162,904.32	160,548.63
04/15/2018	404,952.50	407,918.76	-2,966.26	-2,484.92
04/15/2019	405,952.50	407,118.76	-1,166.26	-760.37
04/15/2020	406,552.50	406,218.76	333.74	608.49
04/15/2021	404,302.50	407,218.76	-2,916.26	-2,321.79
04/15/2022	406,552.50	402,918.76	3,633.74	3,418.67
04/15/2023	408,052.50	403,468.76	4,583.74	4,125.01
04/15/2024	403,802.50	403,718.76	83.74	269.43
04/15/2025	404,052.50	403,668.76	383.74	483.36
04/15/2026	403,552.50	403,318.76	233.74	328.75
04/15/2027	404,577.50	404,443.76	133.74	220.03
04/15/2028	404,787.50	405,318.76	-531.26	-312.59
04/15/2029	404,167.50	405,475.00	-1,307.50	-902.64
04/15/2030	402,517.50	405,368.76	-2,851.26	-2,020.07
	5,667,375.00	5,506,823.30	160,551.70	161,199.99

Savings Summary

PV of savings from cash flow	161,199.99
Net PV Savings	161,199.99

SUMMARY OF REFUNDING RESULTS

Neosho County, Kansas Community College
Refunding Certificates of Participation
Series 2016 (Ref 2010)
(Neosho County Community College Foundation Facility)
FINAL

Dated Date	06/30/2016
Delivery Date	06/30/2016
Arbitrage yield	2.403100%
Escrow yield	0.980113%
Value of Negative Arbitrage	156,940.41
Bond Par Amount	4,535,000.00
True Interest Cost	2.515959%
Net Interest Cost	2.535590%
Average Coupon	2.702121%
Average Life	7.931
Par amount of refunded bonds	4,110,000.00
Average coupon of refunded bonds	4.602549%
Average life of refunded bonds	8.025
PV of prior debt to 06/30/2016 @ 2.403100%	4,792,372.94
Net PV Savings	161,199.99
Percentage savings of refunded bonds	3.922141%
Percentage savings of refunding bonds	3.554575%

SOURCES AND USES OF FUNDS

Neosho County, Kansas Community College
Refunding Certificates of Participation
Series 2016 (Ref 2010)
(Neosho County Community College Foundation Facility)
FINAL

Dated Date 06/30/2016
Delivery Date 06/30/2016

Sources:

Bond Proceeds:	
Par Amount	4,535,000.00
Net Premium	96,172.95
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	4,631,172.95

Uses:

Refunding Escrow Deposits:	
Cash Deposit	0.63
SLGS Purchases	<hr/>
	4,537,193.00
	4,537,193.63

Cost of Issuance:	
Bond Counsel	17,902.50
Financial Advisor	15,128.75
Official Statement	3,600.00
Trustee	1,500.00
Escrow Trustee	4,500.00
Rating	9,500.00
Verification	2,500.00
Miscellaneous	<hr/>
	3,068.07
	57,699.32

Underwriter's Discount:	
(\$8 / 1000)	36,280.00
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	4,631,172.95

BOND DEBT SERVICE

Neosho County, Kansas Community College
 Refunding Certificates of Participation
 Series 2016 (Ref 2010)
 (Neosho County Community College Foundation Facility)
 FINAL

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
10/15/2016			35,238.80	35,238.80	
04/15/2017	145,000	2.000%	60,409.38	205,409.38	240,648.18
10/15/2017			58,959.38	58,959.38	
04/15/2018	290,000	2.000%	58,959.38	348,959.38	407,918.76
10/15/2018			56,059.38	56,059.38	
04/15/2019	295,000	2.000%	56,059.38	351,059.38	407,118.76
10/15/2019			53,109.38	53,109.38	
04/15/2020	300,000	3.000%	53,109.38	353,109.38	406,218.76
10/15/2020			48,609.38	48,609.38	
04/15/2021	310,000	3.000%	48,609.38	358,609.38	407,218.76
10/15/2021			43,959.38	43,959.38	
04/15/2022	315,000	3.000%	43,959.38	358,959.38	402,918.76
10/15/2022			39,234.38	39,234.38	
04/15/2023	325,000	3.000%	39,234.38	364,234.38	403,468.76
10/15/2023			34,359.38	34,359.38	
04/15/2024	335,000	3.000%	34,359.38	369,359.38	403,718.76
10/15/2024			29,334.38	29,334.38	
04/15/2025	345,000	3.000%	29,334.38	374,334.38	403,668.76
10/15/2025			24,159.38	24,159.38	
04/15/2026	355,000	2.500%	24,159.38	379,159.38	403,318.76
10/15/2026			19,721.88	19,721.88	
04/15/2027	365,000	2.500%	19,721.88	384,721.88	404,443.76
10/15/2027			15,159.38	15,159.38	
04/15/2028	375,000	2.625%	15,159.38	390,159.38	405,318.76
10/15/2028			10,237.50	10,237.50	
04/15/2029	385,000	2.625%	10,237.50	395,237.50	405,475.00
10/15/2029			5,184.38	5,184.38	
04/15/2030	395,000	2.625%	5,184.38	400,184.38	405,368.76
	4,535,000		971,823.30	5,506,823.30	5,506,823.30

BOND PRICING

Neosho County, Kansas Community College
 Refunding Certificates of Participation
 Series 2016 (Ref 2010)
 (Neosho County Community College Foundation Facility)
 FINAL

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Premium (-Discount)	Principal Cost
Serial Bond:							
	04/15/2017	145,000	2.000%	1.200%	100.627	909.15	145,909.15
	04/15/2018	290,000	2.000%	1.300%	101.234	3,578.60	293,578.60
	04/15/2019	295,000	2.000%	1.430%	101.553	4,581.35	299,581.35
	04/15/2020	300,000	3.000%	1.550%	105.318	15,954.00	315,954.00
	04/15/2021	310,000	3.000%	1.700%	105.956	18,463.60	328,463.60
	04/15/2022	315,000	3.000%	1.850%	106.286	19,800.90	334,800.90
	04/15/2023	325,000	3.000%	2.000%	106.319	20,536.75	345,536.75
	04/15/2024	335,000	3.000%	2.150%	106.066	20,321.10	355,321.10
	04/15/2025	345,000	3.000%	2.250%	105.950	20,527.50	365,527.50
		<u>2,660,000</u>				<u>124,672.95</u>	<u>2,784,672.95</u>
Term Bond:							
	04/15/2026	355,000	2.500%	2.580%	99.250	-2,662.50	352,337.50
	04/15/2027	365,000	2.500%	2.580%	99.250	-2,737.50	362,262.50
		<u>720,000</u>				<u>-5,400.00</u>	<u>714,600.00</u>
Term Bond #2:							
	04/15/2028	375,000	2.625%	2.801%	98.000	-7,500.00	367,500.00
	04/15/2029	385,000	2.625%	2.801%	98.000	-7,700.00	377,300.00
	04/15/2030	395,000	2.625%	2.801%	98.000	-7,900.00	387,100.00
		<u>1,155,000</u>				<u>-23,100.00</u>	<u>1,131,900.00</u>
		<u>4,535,000</u>				<u>96,172.95</u>	<u>4,631,172.95</u>

Dated Date	06/30/2016	
Delivery Date	06/30/2016	
First Coupon	10/15/2016	
Par Amount	4,535,000.00	
Premium	96,172.95	
Production	4,631,172.95	102.120682%
Underwriter's Discount	<u>-36,280.00</u>	<u>-0.800000%</u>
Purchase Price	4,594,892.95	101.320682%
Accrued Interest		
Net Proceeds	<u>4,594,892.95</u>	

BOND SUMMARY STATISTICS

Neosho County, Kansas Community College
 Refunding Certificates of Participation
 Series 2016 (Ref 2010)
 (Neosho County Community College Foundation Facility)
 FINAL

Dated Date	06/30/2016
Delivery Date	06/30/2016
Last Maturity	04/15/2030
Arbitrage Yield	2.403100%
True Interest Cost (TIC)	2.515959%
Net Interest Cost (NIC)	2.535590%
All-In TIC	2.698015%
Average Coupon	2.702121%
Average Life (years)	7.931
Weighted Average Maturity (years)	7.855
Duration of Issue (years)	7.046
Par Amount	4,535,000.00
Bond Proceeds	4,631,172.95
Total Interest	971,823.30
Net Interest	911,930.35
Bond Years from Dated Date	35,965,208.33
Bond Years from Delivery Date	35,965,208.33
Total Debt Service	5,506,823.30
Maximum Annual Debt Service	407,918.76
Average Annual Debt Service	399,286.28
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	8.000000
Total Underwriter's Discount	8.000000
Bid Price	101.320682

Bond Component	Par Value	Price	Average Coupon	Average Life
Serial Bond	2,660,000.00	104.687	2.894%	5.171
Term Bond	720,000.00	99.250	2.500%	10.299
Term Bond #2	1,155,000.00	98.000	2.625%	12.809
	4,535,000.00			7.931

	TIC	All-In TIC	Arbitrage Yield
Par Value	4,535,000.00	4,535,000.00	4,535,000.00
+ Accrued Interest			
+ Premium (Discount)	96,172.95	96,172.95	96,172.95
- Underwriter's Discount	-36,280.00	-36,280.00	
- Cost of Issuance Expense		-57,699.32	
- Other Amounts			
Target Value	4,594,892.95	4,537,193.63	4,631,172.95
Target Date	06/30/2016	06/30/2016	06/30/2016
Yield	2.515959%	2.698015%	2.403100%

ESCROW REQUIREMENTS

Neosho County, Kansas Community College
Refunding Certificates of Participation
Series 2016 (Ref 2010)
(Neosho County Community College Foundation Facility)
FINAL

Period Ending	Principal	Interest	Principal Redeemed	Total
10/15/2016		94,276.25		94,276.25
04/15/2017	215,000.00	94,276.25		309,276.25
10/15/2017		89,976.25		89,976.25
04/15/2018	225,000.00	89,976.25		314,976.25
10/15/2018		85,476.25		85,476.25
04/15/2019	235,000.00	85,476.25	3,435,000.00	3,755,476.25
	675,000.00	539,457.50	3,435,000.00	4,649,457.50

ESCROW DESCRIPTIONS

Neosho County, Kansas Community College
 Refunding Certificates of Participation
 Series 2016 (Ref 2010)
 (Neosho County Community College Foundation Facility)
 FINAL

Type of Security	Type of SLGS	Maturity Date	First Int Pmt Date	Par Amount	Rate	Max Rate
Jun 30, 2016:						
SLGS	Certificate	10/15/2016	10/15/2016	82,226	0.300%	0.300%
SLGS	Certificate	04/15/2017	04/15/2017	287,449	0.590%	0.590%
SLGS	Note	10/15/2017	10/15/2016	69,491	0.740%	0.740%
SLGS	Note	04/15/2018	10/15/2016	294,749	0.840%	0.840%
SLGS	Note	10/15/2018	10/15/2016	66,486	0.920%	0.920%
SLGS	Note	04/15/2019	10/15/2016	3,736,792	1.000%	1.000%
				4,537,193		

SLGS Summary

SLGS Rates File	02JUN16
Total Certificates of Indebtedness	369,675.00
Total Notes	4,167,518.00
	<hr/>
Total original SLGS	4,537,193.00

ESCROW SUFFICIENCY

Neosho County, Kansas Community College
Refunding Certificates of Participation
Series 2016 (Ref 2010)
(Neosho County Community College Foundation Facility)
FINAL

Date	Escrow Requirement	Net Escrow Receipts	Excess Receipts	Excess Balance
06/30/2016		0.63	0.63	0.63
10/15/2016	94,276.25	94,275.80	-0.45	0.18
04/15/2017	309,276.25	309,276.69	0.44	0.62
10/15/2017	89,976.25	89,975.87	-0.38	0.24
04/15/2018	314,976.25	314,976.75	0.50	0.74
10/15/2018	85,476.25	85,475.80	-0.45	0.29
04/15/2019	3,755,476.25	3,755,475.96	-0.29	
	4,649,457.50	4,649,457.50	0.00	

ESCROW STATISTICS

Neosho County, Kansas Community College
 Refunding Certificates of Participation
 Series 2016 (Ref 2010)
 (Neosho County Community College Foundation Facility)
 FINAL

Total Escrow Cost	Modified Duration (years)	Yield to Receipt Date	Yield to Disbursement Date	Perfect Escrow Cost	Value of Negative Arbitrage	Cost of Dead Time
Global Proceeds Escrow: 4,537,193.63	2.486	0.980113%	0.980113%	4,380,253.19	156,940.41	0.03
4,537,193.63				4,380,253.19	156,940.41	0.03

Delivery date 06/30/2016
 Arbitrage yield 2.403100%

ESCROW COST

Neosho County, Kansas Community College
 Refunding Certificates of Participation
 Series 2016 (Ref 2010)
 (Neosho County Community College Foundation Facility)
 FINAL

Type of Security	Maturity Date	Par Amount	Rate	Total Cost
SLGS	10/15/2016	82,226	0.300%	82,226.00
SLGS	04/15/2017	287,449	0.590%	287,449.00
SLGS	10/15/2017	69,491	0.740%	69,491.00
SLGS	04/15/2018	294,749	0.840%	294,749.00
SLGS	10/15/2018	66,486	0.920%	66,486.00
SLGS	04/15/2019	3,736,792	1.000%	3,736,792.00
		4,537,193		4,537,193.00

Purchase Date	Cost of Securities	Cash Deposit	Total Escrow Cost	Yield
06/30/2016	4,537,193	0.63	4,537,193.63	0.980113%
	4,537,193	0.63	4,537,193.63	

VI. CONSENT AGENDA

On motion by Jenny Westerman and second by Charles Boaz the following items were approved unanimously by consent:

- A. Minutes from May 12, 2016**
- B. Claims for Disbursement for May 2016**
- C. Registration Specialist Revised Job Description**

Due to the resignation of the Registration Specialist it was time to bring the job description up-to-date. It was the president's recommendation that the following revised Registration Specialist job description be approved.

REGISTRATION SPECIALIST

Reports to: Registrar
Classification: Full-time, 12-month Employee
Pay Status: Hourly, Non-exempt, Level III
Fringe Benefits per Board Policy
Salary: \$10.50 – \$11.00
Revised: May 2016

Purpose of position: This position is a member of the registration team who reports to the Registrar. This position is responsible for assisting with all registration and records functions.

Essential Functions:

1. Provide premier quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Assist students with initial enrollment, adding, dropping, and withdrawal from courses
4. Enter enrollment forms into the student information system.
5. Communicate in person, by telephone, or email with students or prospective students to explain or assist them in enrollment and registration procedures and notify students of outstanding materials as necessary.
6. Review student records for completeness, accuracy and compliance to state and federal standards.
7. Receive transcripts and enter accepted credits into the student information system.
8. Assist the Registrar with the preparation of state, federal and other enrollment reports.
9. Assist with planning enrollment functions.
10. Process course changes and additions and notify faculty & staff of these changes during peak enrollment periods.
11. Oversee the collection of intent to graduate forms from prospective graduates; assist with graduation planning; order diplomas and certificates for graduates/certificate earners.
12. Process Personal Information Updates for use by Registrar's Office.
13. Perform other miscellaneous duties as assigned by the Registrar.

Required Knowledge and Abilities

1. Excellent interpersonal skills.
2. Excellent organizational skills.
3. Strong computer skills.
4. Effective oral and written communication skills.

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. Work is normally performed in a typical interior/office work environment.
2. No or very limited physical effort required.

3. No or very limited exposure to physical risk.

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

D. Cashier-Chanute Campus Revised Job Description

Due to the pending resignation of the Chanute Cashier in the near future it was time to bring the job description up-to-date. It was the president's recommendation that the following revised Cashier-Chanute job description be approved.

CASHIER CHANUTE

Reports to: Chief Financial Officer
Classification: Full-time 12 month
Pay Status: Hourly, non-exempt, Level IV
Fringe Benefits per Board Policy
Starting Salary Range: \$11.00-12.00
Revised: June 2016

Position Overview:

This position's primary function is to provide support to the Chief Financial Officer in recording monies received at the Chanute campus with cross-training in accounts receivable.

Essential Functions

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

Primary

1. Serve as the initial point of contact of for the fiscal offices;
2. Greet and provide premiere assistance to internal and external customers including face to face conversations, answering the telephone, transferring calls, and responding to emails in a courteous, friendly manner;
3. Receive and prepare computer generated receipt for all monies including student payments, payment plan automatic deposits, other miscellaneous automatic bank deposits, bookstore deposits, travel return monies, and other monies;
4. Balance cash box and make bank deposits on a daily basis;
5. Scan and file all receipt groups;
6. Prepare hand written receipts for all NCCC Foundation monies received and forward them to them accompanied by a copy of each hand written receipt;
7. Provide petty cash moneybags for outreach enrollments and other events requiring monies for change;
8. Assist students with completion of installment payment plans for students making payments;
9. Update student accounts when financial aid is disbursed, i.e., Pell grants, SEOG's, and loans;
10. Scan all documents related to student financial aid refunds;
11. Mail receipts and related documents to individuals who transact business via email;
12. Make change for students/staff as requested;
13. Prepare information and facilitate preparation of annual 1098-T forms;
14. Scan, sort and file other documents and records;

Assist with the following accounts receivable functions

1. Update, test and maintain student charges and refund tables each semester;
2. Edit and post daily charge and refund groups;
3. Run the generation of charge process when necessary;
4. Balance accounts receivable aging reports to the general ledger monthly;
5. Generate and send student and 3rd party statements on a monthly basis;
6. Monitor past due accounts and turn them over to third party collections semi-annually;

7. Enter and remove accounts receivable hold on past due accounts;
8. Perform other duties as assigned by the Chief Financial Officer.

Required Knowledge, Skills and Abilities

1. Fluency, comfort, and familiarity with computers, and outstanding data entry skills.
2. Proficiency in Excel, Word, and Outlook software programs and databases required, proficiency in Access preferred.
3. Ability to work in a small and friendly office environment where each employee assumes multiple responsibilities.
4. Ability to work well under pressure and to reliably meet deadlines in a fast-paced environment.
5. Exceptional attention to detail and accuracy, and excellent organizational and writing skills.
6. Excellent customer service skills.
7. Ensure confidentiality of information.

Education and Experience

1. Bachelors preferred, preferably in the area of responsibility;
2. Associates degree required, and/or specialized skills required; AND 3 years of experience required, preferably in area of responsibilities;
3. OR High School Diploma or GED required, plus 7 years of work experience in area of responsibilities required;

Working Conditions

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

Non-Discrimination (1/9/15)

Neosho County Community College affords equal opportunity to and does not discriminate against students, employees, and applicants regardless of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, ethnicity, national origin, ancestry, age, disability, marital status, genetic information, status as a veteran, political affiliation, or other factors that cannot be lawfully considered in its programs and activities, including admissions and employment, to the extent and as required by all applicable laws and regulations including but not limited to Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans With Disabilities Act of 1990, The Americans With Disabilities Act Amendments Act of 2008, The Age Discrimination In Employment Act of 1967, Title II of the Genetic Information Act of 2008, Kansas Acts Against Discrimination, Section 188 of the Workforce Investment Act, and any amendments to such laws and regulations.

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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	

E. Personnel

1. Resignation of Part-time Financial Aid Specialist-Ottawa

It was the president's recommendation that the Board approve the resignation of Tristan Jones, part-time Financial Aid Specialist on the Ottawa campus, pending her appointment to the position of Director of Admissions (title changed from Director of Recruitment and College Relations later in this agenda).

2. Resignation of Dean of the Online Campus

It was the president's recommendation that the Board approve the resignation of Marie Gardner, Dean of the Online Campus, pending her appointment to the position of Dean of the Ottawa and Online Campuses (new position being created later in this agenda).

3. Resignation of Psychology Instructor

It was the president's recommendation that the Board approve the resignation of Tina Oelke, Psychology Instructor, pending her appointment to the position of Assistant Dean of Outreach and Workforce Development-Ottawa.

4. Resignation of Assistant Wrestling Coach

It was the president's recommendation that the Board approve the resignation of Curtis Chenoweth, Assistant Wrestling Coach. His resignation shall be effective as of June 1, 2016.

5. Resignation of Assistant Men's Soccer Coach

It was the president's recommendation that the Board approve the resignation of Julio Velasquez, Assistant Men's Soccer Coach. His resignation shall be effective June 7, 2016.

6. Resignation of Part-time Payroll/Accounts Payable Clerk

It was the president's recommendation that the Board approve the resignation of Chrissy Harwood, part-time Payroll/Accounts Payable Clerk. Her resignation shall be effective June 9, 2016.

7. Coordinator of Residence and Student Life

It was the president's recommendation that the Board approve the resignation of Kaleigh Richardson, Coordinator of Residence and Student Life, pending her appointment to the position of Assistant Director of Residence and Student Life (new position being created later in this agenda).

8. Administrative Assistant to Health Occupations-Chanute

It was the president's recommendation that the Board approve the employment of Teri Showalter as the part-time Administrative Assistant to Health Occupations-Chanute. Ms. Showalter has served as the Administrative Assistant to Allied Health at NCCC since September of 2009.

Ms. Showalter will be paid \$12.41 an hour (Level 3) beginning July 1, 2016.

9. Director of Admissions

It was the president’s recommendation that the Board approve the employment of Tristan Jones as Director of Admissions (title changed from Director of Recruitment and College Relations later in this agenda). Ms. Jones has been employed as a part-time Financial Aid Specialist here at NCCC since January 2016. Ms. Jones has a Bachelor of Science in Biology with an emphasis in Spanish from Langston University, Langston, OK; and a Master of Education in Adult and Higher Education with an emphasis in student affairs from the University of Oklahoma.

Ms. Jones will be paid an annual salary of \$31,000 (Administration). Her start date will be June 13, 2016.

10. Bus Driver

It was the president’s recommendation that the Board approve the employment of Karl Allen as a Bus Driver. Mr. Allen has a B.S. in Animal Science and Industry from Kansas State University, and Diesel Mechanic Certificates I and II from North Central Kansas Area Vocational-Technical School. His previous work experience includes bus driver for USD 258, Humboldt, KS; serving as a county commissioner of Woodson County, Kansas; and equipment operator/laborer for Piqua Farmers Coop, Piqua, KS.

Mr. Allen will be paid \$12.50 an hour (Level 5) beginning June 13, 2016.

11. Assistant Athletic Trainer

It was the president’s recommendation that the Board approve the employment of Nathan Krause as Assistant Athletic Trainer. Mr. Krause has an A.S. from Barton County Community College; B.A. in Athletic Training from Wichita State University; and just completed an M.S. in Human Development and Leadership from Murray State University, Murray, KY. Mr. Krause’s previous work experience was Athletic Trainer at Murray State University.

Mr. Krause will be paid at MS+15, Step 1 (\$32,642), which may be adjusted after negotiations are complete for 2016-17. His start date will be August 15, 2016.

VII. REPORTS

- A. Athletics – Mike Saddler
- B. Treasurer – Sandi Solander
- C. President – Dr. Brian Inbody

VIII. OLD BUSINESS (continued)

B. Election and Terms of Office Policy

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.

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.

The Trustees terms of office need to be extended accordingly. A term that began July 1, 2013, will now expire on the second Monday in January, 2018. A term that began July 1, 2015, will expire on the second Monday in January, 2020.

Resolution 2016-26

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revisions to the Election and Terms of Office policy as set out above and the modifications to the Trustees' terms of office.

Upon motion by Charles Boaz and second by Jenny Westerman the above resolution was approved unanimously.

C. Non-Renewal or Termination of Professional Employee Policy

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.

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

Resolution 2016-27

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revisions to the Non-Renewal or Termination of Professional Employees policy as set out above.

Upon motion by Charles Boaz and second by Jenny Westerman the above resolution was approved unanimously.

D. Travel Policy

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.

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.

Resolution 2016-28

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revisions to the Travel policy as set out above.

Upon motion by Charles Boaz and second by Jenny Westerman the above resolution was approved unanimously.

E. Employee Classifications Policy

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.

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 or 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.

Resolution 2016-29

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revisions to the Employee Classifications policy as set out above.

Upon motion by Kevin Berthot and second by Jenny Westerman the above resolution was approved unanimously.

F. Employee Benefits Policy

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.

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 ~~Ee~~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~~ employee 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.

Resolution 2016-30

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revisions to the Employee Benefits policy as set out above.

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

IX. NEW BUSINESS

A. Student Learning Division Reorganization

Each time an employee leaves the college, their position is reviewed to identify if any updates should be made to that position in order to respond to changes and to ensure the mission of the College is fulfilled. The Dean of the Ottawa campus is retiring in July 2016 so we took the opportunity to identify current goals for the Ottawa campus and spent time gathering input from the college community about their perspectives on the leadership of the Ottawa campus. An opinion survey was sent to the entire college community and at the Ottawa campus and two "town hall" style meetings were held to obtain this feedback. The current goals for the Ottawa campus are:

1. Stabilize then grow enrollment at the Ottawa Campus.
2. Enhance area relations, such as with school districts, government, and businesses.
3. Be a part of developing synergy between campuses.
4. Improve supervisory structure at the Ottawa Campus.
5. Maintain and advance campus culture.

The Student Learning Division will work hard to achieve these goals using the following proposed plan:

1. Create a new position entitled "Dean of the Ottawa and Online Campuses." This position would be filled by Marie Gardner. Marie would be responsible for the management of the

online campus in addition to the academic responsibilities of the Ottawa Dean. See job description for specific duties.

2. Re-establish the position of “Assistant Dean for Outreach and Workforce Development – Ottawa.” This position was left un-filled upon the resignation of Tony Brown. Tina Oelke, Psychology Instructor, has been completing some tasks of this job under a supplemental contract and release time for this past academic year and would fill this full-time position. See job description for specific duties.

In addition to the Ottawa campus, some changes needed to be made in the Student Services unit of the college. A few years ago, there were two Deans responsible for Student Services, however, upon the resignation of one of those Deans, Kerrie Coomes has been accomplishing this position alone and has become over-burdened, especially given the continuously updated/mandated requirements from the federal government associated with Title IX, VAWA, Federal Aid, etc. To accommodate for this, the following plan was proposed:

1. Update the job descriptions to re-distribute duties of the Dean of Student Services, Director of Residence and Student Life, and Coordinator of Residence and Student Life.
2. Allow for the current Director of Residence and Student Life (Allison Ouellette) to move off campus.
3. Create a new position entitled “Assistant Director of Residence and Student Life” and move the current Coordinator of Residence and Student Life (Kaleigh Richardson) into that position and into Bideau Hall.
4. Modify the current “Coordinator of Residence and Student Life” position to make it a permanent part-time position that will be live-in for Neo-Kan.
5. Update the organizational structure between the Student Learning Division and Student Services to move Admissions and Advising back into Student Services. These changes also streamline departmental activities (such as registration and the business office) on both campuses.
6. Change the title of the Director of Recruitment and College Relations to Director of Admissions and the title of the Recruitment and College Relations Specialist to Admissions Specialist.
7. Change Jeff Almond’s classification from Management Support to Administrator.

It was the president’s recommendation that the Board approve the reorganization of the Student Learning Division as set out above.

That Marie Gardner be appointed to the position of Dean of the Ottawa and Online Campuses. Ms. Gardner will be paid an annual salary of \$64,558.00 (Senior Administrator) with a start date of July 1, 2016.

That Tina Oelke be appointed to the position of Assistant Dean of Outreach and Workforce Development-Ottawa. Ms. Oelke will be paid an annual salary of \$50,500.00 (Administrator) with a start date of July 1, 2016.

That Kaleigh Richardson be appointed to the position of Assistant Director of Residence and Student Life. Ms. Richardson will be paid an annual salary of \$25,500.00 (Administrator) with a start date of July 1, 2016.

That Allison Ouellette's position as Director of Residence and Student Life be changed from a 12-month position to an 11-month position. Ms. Ouellette will be paid an annual salary of \$35,000.00 (Administrator) with a start date of July 1, 2016.

That Tyler Stoldt's title be changed from Recruitment/College Relations Specialist to Admissions Specialist effective June 13, 2016.

That Jeff Almond's classification be changed from Management Support to Administrator effective immediately.

Resolution 2016-31

RESOLVED, that the Board of Trustees of Neosho County Community College approves the reorganization of the Student Learning Division as set out above and the appointments to the positions.

Upon motion by Charles Boaz and second by Jenny Westerman the above resolution was approved unanimously.

DEAN FOR THE OTTAWA AND ONLINE CAMPUSES

Reports to: Vice President for Student Learning
Classification: Senior Administrator, Full-time, 12-Month Employee
Pay Status: Regular Exempt
Fringe Benefits per Board Policy
Starting Salary Range: Commensurate with experience and education
Created: June 2016

This position reports to the Vice President for Student Learning and provides leadership for the Ottawa Campus, coordinates all aspects of the Online Campus, and provides educational leadership in the development, implementation, and evaluation of all aspects of the college portal and learning management software. Duties include, but are not limited to:

Essential Functions:

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

DUTIES ASSOCIATED WITH THE OTTAWA CAMPUS

1. Facilitate the development, implementation, and evaluation of academic offerings at the Ottawa Campus in coordination with the relevant supervisor of that area.
2. Fulfill academic process responsibilities as outlined in the College catalog.
3. Serve as the point of contact for the Emergency Action Plan and fulfill all the responsibilities as outlined in the plan.
4. Supervise the Coordinator of the Teaching and Learning Center and the Receptionist at the Ottawa Campus.
5. Develop and administer an annual budget including day to day processing of purchase requisitions and travel requests.
6. Prepare facilities and manage community requests for building use in coordination with the Vice President for Operations.
7. Serve as a “day-to-day” resource for non-instructional staff and student employees with coordination through appropriate administrators of the College.
8. Help to recognize new areas of opportunity for the college to respond.
9. Promote open communications among the faculty and staff.
10. Coordinate with division chairs, deans, directors and assist with recommendations for employment and renewal of faculty and staff.
11. Although not a primary function of this role, this position may be called upon to represent the college to external community groups and at economic development functions throughout the service area.
12. All other duties assigned.

COORDINATION OF THE ONLINE CAMPUS

1. Schedule online sections and ensure adequately qualified instructors are assigned.
2. Hire and supervise adjunct faculty teaching online courses.
3. Supervise personnel assigned to the Online Campus.
4. Prepare and administer the Online Campus budget.
5. Serve as a liaison with all college departments to ensure all student services are being offered in the online environment and in a quality manner.

6. Serve as a liaison with Tech Services.
7. Coordinate problem resolution for students, faculty and staff with regard to the Online Campus.
8. Maintain communication between the institution and the Learning Management Software provider.
9. Actively participate on appropriate college committees, particularly Student Learning, Online Services, Online Instruction, Technology Planning, and others as assigned.

ENSURING QUALITY OF THE ONLINE CAMPUS

1. Lead the certification process for online students, online instructors and online courses.
2. Maintain and, where possible, advance standards of online instruction with those set by national accrediting agencies and other external organizations.
3. Coordinate training for all instructors on use of the learning management system, including maintaining instructional “how to” materials and other support documentation.
4. Coordinate specialized training for online instructors to improve existing courses.
5. Maintain a repository of instructional resources including, but not limited to, a list of online learning objects/lessons repositories, along with select Web 2.0 tools and their educational impact.
6. Prepare and present technology-related training for faculty and/or staff as requested.
7. Oversee the coordination of the adjunct mentoring program.

ADVANCING THE ONLINE CAMPUS

1. Expand online courses, certificate and degree programs in support of the Educational Master Plan.
2. Expand online enrollments.
3. Ensure proper recruitment and marketing of online courses and programs in conjunction with the marketing committee.
4. Research and, where indicated, recommend new technologies to advance all aspects of the Online Campus.
5. Actively participate in professional organizations; represent the institution at seminars, committees, conferences and workshops.
6. Other duties as assigned.

Required Knowledge and Abilities

1. Evidence of excellent oral and written communication skills.
2. Proven strong computer skills.
3. Proven leadership and supervisory skills.
4. Ability to work effectively with diverse populations.
5. Strong organizational and coordinating skills.
6. Willingness and ability to work as a member of a team.

Education and Experience

1. Doctoral degree preferred, Master’s degree required in related discipline, such as online instruction, educational leadership, instructional design, or educational technology, with 5 -7 years of education experience, with progressive leadership roles.
2. A minimum of 3 years teaching online courses is required.
3. Experience in coordinating learning management systems is preferred.
4. Experience training faculty is preferred.
5. Supervision of employees in an education environment is preferred.

Working Conditions

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

ASSISTANT DEAN OF OUTREACH AND WORKFORCE DEVELOPMENT

Reports to: Dean of Outreach and Workforce Development
Classification: Administrator, Full-time, 12-month Employee
Pay Status: Regular Exempt
Fringe Benefits per Board Policy
Starting Salary Range: \$45,000-\$50,500
Revised: June 2016

This position reports to the Dean of Outreach and Workforce Development and has responsibility for assisting with the administration and supervision of out-district outreach and workforce development activities of the college. In addition, this position will oversee appropriate Outreach and Workforce Development programs housed on the Ottawa campus. Duties include, but are not limited to:

Essential Functions:

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

Duties and Responsibilities:

1. Schedule outreach and workforce development credit and non-credit courses;
2. Establish solid networks within the secondary schools in the northern service area;
3. Develop course offerings necessary to meet the needs of the northern service area secondary students;
4. Grow enrollment for the college by seeking new markets;
5. Arrange for applicable adjunct faculty, evaluate qualifications, create adjunct contracts, and conduct adjunct evaluations;
6. Assist with operation of the outreach and workforce development department, including program review;
7. Supervise programs as appropriate in the northern service areas, in coordination with the Dean of Outreach and Workforce Development.
8. Institute and expand programs of community service in the service area (lifetime learning, Kids' College, Leadership Franklin County, etc.);
9. Assist in the development of promotional material and advertising to be used in effective promotion of outreach and workforce development programs;
10. Be the primary "face of the college" to the northern service area and beyond. Actively represent NCCC and participate in area high schools, at community events, and with local economic development and workforce development initiatives.
11. Assist the Dean in seeking grant opportunities to expand existing programs or add new programs in coordination with the NCCC mission statement.
12. Assist the Dean in representing the community college in an official capacity in local, state, regional, or national associations, or agencies, which are directly, related to outreach and workforce development;
13. Participate in civic, recreational, and social activities of the community;
14. Perform other duties as assigned by the Dean of Outreach and Workforce Development.

Required Knowledge, Skills and Abilities

1. Demonstrated ability to learn and disseminate detailed information using a high level of interpersonal and writing skills
2. Ability to lead a team of professionals effectively.
3. Sensitivity to, and awareness of, confidential materials.
4. Ability to work effectively with diverse populations.
5. High level of organizational and coordinating skills.
6. Ability to establish rapport with students and staff.
7. Ability to exercise sound judgment.
8. Willingness and ability to work as a member of a team.
9. Must possess a service mentality toward students, parents, faculty and other staff members.

Education and Experience:

1. Bachelor’s Degree required.
2. Master’s Degree preferred.
3. Experience in curriculum development, preferably with knowledge of the technical program approval process in Kansas.
4. 3+ years of experience in administration, preferably at a community college.
5. Knowledge of grants and grant writing preferred.

Working Conditions:

1. Work is normally performed in a typical interior/office work environment.
2. Occasional evening hours required.
3. No or very limited physical effort required.
4. No or very limited exposure to physical risk.
5. Reliable transportation 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.

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 a/k/a Chief Operations Officer
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Students may in the alternative prefer to contact:

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 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

DEAN OF STUDENT SERVICES

Reports to: Vice President for Student Learning
Classification: Senior Administrator, Full-time, 12-month Employee
Pay Status: Regular Exempt
Fringe Benefits per Board Policy
Starting Salary range \$50,000-\$65,000
Revised: June 2016

This position reports to the Chief Academic Officer and is responsible for the leadership of the College's student services and programs in accordance with board policy. The dean shall develop and implement programs and services that support the success, safety, and personal development of all students, as well as enrollment management units and their interaction with other units of the College. The Dean of Students works closely with administrators and faculty. Duties include, but are not limited to:

Essential Functions

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

Duties and Responsibilities

1. Serve as the Chief Student Affairs Officer for the institution.
2. Work with the Vice President for Student Learning to ensure formal and informal communication of projects, opportunities, and concerns related to unit performance and impact related to the college purposes linked to enrollment management services, including.
3. Oversee the administration of student disciplinary and code of conduct issues per College policies in collaboration with the Director of Residence and Student Life. This includes appropriate investigation and resolution of incidents and situations.
4. Provide leadership and coordination in the assessment of out-of-classroom learning for all students, including student/community involvement and participation.
5. Ensure that students are made aware of and have access to information and guidance to college and community support services as appropriate.
6. Prepare and execute/monitor budgets in the student services area.
7. Oversee that the unit carries out board policy in regard to student discipline and student conduct with authority delegated by the board to administer a fair and just disciplinary program.
8. Serve as deputy Title IX coordinator for student investigations;
9. Attend college events to show support for students as time permits.
10. Support personnel at the Ottawa Campus, the Online Campus, and other sites as necessary with appropriate student services and activities.
11. Facilitate good communication between student services units and the rest of the college.
12. Collaborate with the Vice President for Student Learning and other personnel (as appropriate) to survey students and research possible new student service programs that have the potential to benefit the college's growth and mission.
13. Assist directors of registration, financial aid, residence and student life, admissions, advising and testing, counseling, I, and international students with budget/resource management, personnel decisions and actions, and intra-unit coordination.
14. Provide project management within the units identified above to ensure appropriate oversight to enhance effectiveness and efficiency processes which increase data accuracy, unit performance, and reinforce commitment of constituent relations.

15. Serve as the primary liaison for Enrollment Management with Institutional Research & Reporting.
16. Enhance use of the college's data management system related to student services including coordinating of training opportunities for staff, with an emphasis on identifying and evaluating emerging trends, issues, and best practices that may enhance retention and completion through enrollment management functions;
17. Provide leadership in the development, implementation, and evaluation of a comprehensive student services plan with the primary goal of strengthening the college's capacity to effectively manage quality of service to students which captures and embeds the philosophy and commitment of "students first" with staff;
18. Ensure effective communication and collaboration within the units and with external units of the college and/or community stakeholders for appropriate projects;
19. Data entry, as assigned, to support other enrollment management units, with an emphasis on degree audits, registration, and financial aid;
20. Cross-train to support efficiency of operations with offices housed in administrative unit;
21. In conjunction with institutional research, provide department, demographic, enrollment, and other general survey/report information as needed.
22. Work with the Vice President of Student Learning and other personnel (as appropriate) to enhance student services related to academic and career counseling.
23. Conduct annual in-service meetings with student services staff to provide uninterrupted time to develop new concepts, address on-going concerns, communicate accomplishments, and build team spirit.
24. Establish strong relationships within the community through speaking engagements, personal involvement within the community, increased use of public relations, and integration of student and community activities.
25. Coordinate with staff for the publication of student handbook and other related written materials.
26. Coordinate Move In Day activities.
27. Serve as an active member or chair of campus committees as assigned.
28. Perform other duties as assigned by the Vice President for Student Learning.

Required Knowledge and Education

- Supervision of staff within a student development department, preferably at a community college.
- Evidence of oral and written communication skills and strong computer skills.
- Master's degree in related discipline, such as higher education, counseling, or student personnel, with 5-7 years of student service experience, with progressive leadership roles.
- Doctoral degree preferred.
- A minimum of 5 years of supervisory experience in an academic institution is required.

Working Conditions

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. Some travel during normal working hours will be required.
4. Time commitment in excess of a forty hour week will sometimes be 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

DIRECTOR OF RESIDENCE & STUDENT LIFE

Reports to: Dean of Student Services
Classification: Administrator, Full-time, 11-month Employee
Pay Status: Regular Exempt
Fringe Benefits per Board Policy
Starting Salary Range: \$25,000 - \$30,000
Food service and cell phone allowance provided
Revised: June 2016

This position is a member of the Student Services team who reports to the Dean of Student Services. This position is responsible for providing leadership and direction for a comprehensive student life program and ensuring the college is providing housing that is safe and conducive to living and learning. This position will work directly with other student services areas to implement a comprehensive student services program for the college.

Essential Functions

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

Duties and Responsibilities

Residence Life:

Leadership and Management

1. Oversee both residence halls, including the supervision of professional employees, and facility maintenance.
2. Administer all student disciplinary hearings and resolve code of conduct issues per College policies in collaboration with the Dean of Student Services. This includes appropriate investigation and resolution of incidents and situations.
3. Serve as a Title IX Investigator for student cases.
4. Provide leadership for the training of professional and student employees who compose the support staff within this department.
5. Ensure that regular meetings of all resident students are held as needed each semester to explain the rules, procedures, residence hall policies, disseminate general information, and obtain suggestions from students to provide opportunities for all resident students to interact throughout the semester.
6. 4. 5. Facilitate the Residence and Student Life annual budget and resource allocation. Plan for program and facility improvements through Dean of Student Services.
7. Strive to make the residence hall a strong financial asset for the college.
8. Obtain feedback from students on meal-plan contracts and quality of service provided in the school cafeteria and communicate those concerns to food service provider by sponsoring the Food Service Committee.
9. Coordinate with staff the publication of the residence hall handbook and other related written materials.
10. Coordinates compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008.
11. Provide appropriate services and referral information for students with disabilities college-wide.

Safety and Security

1. Provide leadership in emergency and problem situations and communicate all concerns to Dean of Student Services through written incident reports, weekly meetings, and immediate oral communication when situation necessitates.
2. Oversee student housing security including door locks, mail delivery, emergency exits, and screening housing guests; implement safety processes including fire drills and health and safety inspections each semester.
3. Serve as Clery Coordinator; provide training to employee and student Campus Security Authorities (CSAs), collect crime statistics data and create and disseminate the Annual Campus Security and Fire Safety Report.

Community Development

1. Support retention efforts by promoting a sense of community and fostering out-of-class learning in the residence halls through residence life activities;
2. Maintain and develop a wellness focus which includes leading healthy choices programming and access to community-based health care.
3. Assist the Dean of Student Services with Move In Day activities.
4. Serve as a liaison to community organizations to provide student support.

Student Life

1. Attend college events to show support for students.
2. Ensure the use of social media and other appropriate outlets are used to increase student awareness and engagement with college resources and activities.
3. Oversee the development and implementation of a comprehensive student development program, which includes social and academic-related programming;
4. Advance programs and services for commuter and non-traditional student populations at Chanute campus.
5. Meet with individual students and student organizations for problem solving, counseling, mediating, referrals and program development; assist in the development, coordination, implementation, and advisement of new clubs and organizations;
6. Perform other miscellaneous duties as assigned by the Dean of Student Services.

Required Knowledge, Skills and Abilities

1. Must possess a service mentality toward students, parents and others.
2. Excellent interpersonal skills.
3. Ability to work effectively with diverse populations.
4. Organizing, coordinating and supervisory skills.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to exercise sound judgment independently.
7. Ability to provide a model of maturity and leadership to students and staff.
8. Ability to handle disciplinary issues as they arise in a firm, fair manner.
9. Willingness and ability to work as a member of a team.
10. Excellent computer skills.
11. Ability to plan and evaluate programs.

Education and Experience

1. Bachelor's degree required; Master's Degree preferred.

2. 1-2 years of experience in residence and/or student activities preferred.

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. Evening hours are required.
3. No or very limited physical effort 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.

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Telephone: (620) 432-0301

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Neosho County Community College
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Chanute, KS 66720
Telephone: (620) 432-0304

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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

ASSISTANT DIRECTOR OF RESIDENCE AND STUDENT LIFE

Reports to: Director of Residence & Student Life
Classification: Administrator, Full-time, 11-month Employee
Pay Status: Regular Exempt
Fringe Benefits per Board Policy
Starting Salary Range: \$18,000-\$23,000
Residence hall apartment, food service, and cell phone allowance provided
Revised: June 2016

This position is a member of the Student Services team who reports to the Director of Residence and Student Life. This position is responsible for assisting in implementing a comprehensive residential and student life program. This is a live-in position.

Essential Functions

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

Duties and Responsibilities

Residence Life

1. Supervise both residence halls, including on-call duty.
2. Conduct regular meetings of all residents as needed each semester to explain the rules, procedures, residence hall policies, disseminate general information, and provide opportunities for all residents to interact throughout the semester.
3. Maintain complete and up-to-date records of all room assignments, room check-in and check-out, damage assessment, and operational activities; provide up-to-date information to the business office to facilitate the collection of housing contracts and housing paperwork.
4. Provide leadership in emergency and problem situations and communicate all concerns to the Director of Residence & Student Life through written incident reports, meetings, and immediate oral communication when situation necessitates.
5. Assist the Director of Residence and Student Life with all student disciplinary concerns through appropriate investigation and resolution.
6. Serve as a Title IX Investigator for student cases.
7. Provide direct supervision for student housing security including door locks, mail delivery, emergency exits, and screening housing guests; implement safety processes including fire drills and health and safety inspections each semester.
8. Monitor and report any building maintenance issues within the residence halls in order to maintain a housing facility that is attractive, clean and safe.
9. Enhance retention efforts by promoting a sense of community and fostering out-of-class learning in the residence halls through residence life activities; initiate contact on a regular basis with students in the residence halls and become personally acquainted with each resident; manage and provide follow-up to resident needs and concerns.
10. Plan, coordinate, and supervise residence life social functions.
11. Plan wellness programming to facilitate an alcohol and drug-free campus community.
12. Conduct regular meetings and evaluations with housing staff and resident assistants.

13. Provide leadership for the training of professional and student employees who compose the support staff within this department.
14. Utilize programming as a means of increasing interaction between residents, developing residents' interests and skills, and contributing to learning outcomes.
15. Assist in the publication of the residence hall handbook and other related written materials.

Student Life

1. Serve as campus-wide coordinator of student activities (Student Senate Advisor), responsible for promoting, evaluating, and reporting on recommendations for future events to meet the needs of students.
2. Formulate, develop, and implement a comprehensive programming model for all students including commuter and non-traditional student populations at the Chanute campus;
3. Coordinate facilities and venues for student event programming.
4. Maintain a campus student calendar with all student events and activities.
5. Perform other miscellaneous duties as assigned by the Director of Residence and Student Life and/or Dean of Student Services.

Required Knowledge, Skills and Abilities

1. Must possess a service mentality toward students, parents and others.
2. Excellent interpersonal skills.
3. Ability to work effectively with diverse populations.
4. Organizing and coordinating skills.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to exercise sound judgment independently.
7. Ability to provide a model of maturity and leadership to students and staff.
8. Ability to handle disciplinary issues as they arise in a firm, fair manner.
9. Willingness and ability to work as a member of a team.
10. Excellent computer skills.

Education and Experience

1. Bachelor's degree required; Master's degree preferred.
2. 1-2 years of experience in residence and/or student activities preferred.

Working Conditions

1. Work is performed in both a typical interior/office work environment and outdoors/many locations across campus.
2. Evening and weekend hours are required.
3. Some physical effort/heavy lifting 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.

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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	

COORDINATOR OF RESIDENCE AND STUDENT LIFE

Reports to: Assistant Director of Residence & Student Life

Classification: Management Support, Permanent Part-time, 25-hours a week, 10-month Employee

Pay Status: Regular Exempt

Fringe Benefits per Board Policy

Starting Salary Range: \$12,000

Residence hall apartment and food service provided

Revised: June 2016

This position is a member of the Student Services team who reports to the Assistant Director of Residence and Student Life. This position is responsible for assisting in implementing a comprehensive residential and student life program. This is a live-in position.

Essential Functions

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

Duties and Responsibilities

Residence Life

1. Support the Assistant Director of Residence & Student Life in supervising both residence halls, including sharing on-call duty by responding to incidents in person or by college-provide phone.
2. Assist in conducting regular meetings of all residents as needed each semester to explain the rules, procedures, residence hall policies, disseminate general information, and obtain suggestions from students to provide opportunities for all resident students to interact throughout the semester.
3. Provide leadership in emergency and problem situations and communicate all concerns to the Assistant Director of Residence & Student Life through written incident reports, meetings, and immediate oral communication when situation necessitates.
4. Assist in the supervision for student housing security including door locks, mail delivery, emergency exits, and screening housing guests; implement safety processes including fire drills and health and safety inspections each semester.
5. Monitor and report any building maintenance issues within the residence halls in order to maintain a housing facility that is attractive, clean and safe.
6. Enhance retention efforts by promoting a sense of community and fostering out-of-class learning in the residence halls through residence life activities; initiate contact on a regular basis with students in the residence halls and become personally acquainted with each resident; manage and provide follow-up to resident needs and concerns.
7. Assist with planning, coordinating, and supervising residence life social functions.
8. Assist in planning wellness programming to facilitate an alcohol and drug-free campus community.
9. Attend weekly meetings of the housing staff.

Student Life

1. Assist with programs and services for all students, including commuter and non-traditional student populations at the Chanute campuses;
2. Perform other miscellaneous duties as assigned by the Assistant Director of Residence and Student Life and/or Director of Residence and Student Life.

Required Knowledge, Skills and Abilities

1. Must possess a service mentality toward students, parents and others.
2. Excellent interpersonal skills.
3. Ability to work effectively with diverse populations.
4. Organizing and coordinating skills.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to exercise sound judgment independently.
7. Ability to provide a model of maturity and leadership to students and staff.
8. Ability to handle disciplinary issues as they arise in a firm, fair manner.
9. Willingness and ability to work as a member of a team.
10. Excellent computer skills.

Education and Experience

1. Associate's degree required; Bachelor's degree preferred.
2. 1-2 years of experience in residence and/or student activities preferred.

Working Conditions

1. Work is performed in both a typical interior/office work environment and outdoors/many locations across campus.
2. Evening hours are required.
3. Some physical effort/heavy lifting 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.

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Vice President for Operations

a/k/a Chief Operations Officer
Neosho County Community College
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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

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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	

DIRECTOR OF ADMISSIONS

Reports to: Dean of Student Services
Classification: Administrator, Full-time, 12-month employee
Pay Status: Regular Exempt
Fringe Benefits per Board Policy
Start Salary Range: \$27,000-\$31,000
Revised: June 2016

This position is a member of the Student Learning Division who reports to the Vice President for Student Learning. This position is responsible for managing, planning and implementing recruiting efforts for the entire college, and coordinating/assisting with college relations with external stakeholders and guests.

Essential Functions

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

Duties and Responsibilities

1. Participates in the development of student recruitment strategies, and in the development and revisions to student publications and promotional materials that meet all presentation/delivery methods appropriate to reaching prospective students.
2. Supervises recruitment/college relations staff.
3. Supports admissions processes for enrollment management, with an emphasis on accuracy and timeliness of necessary information.
4. Creates, implements, and evaluates recruiting programs and processes, including updating the on-line admission form, and other web-based admission information.
5. Establishes and maintains strong relationships with area high schools.
6. Works with athletics and academic departments to support and assist in their recruiting efforts.
7. Schedules and conducts high school visits and represents NCCC at college planning conferences and other recruitment functions.
8. Plans on-campus recruiting programs for prospective students; assists with planning enrollment days for new students.
9. Oversees and manages a database of prospective students and ensures regular contact with those students through mail, phone and email correspondence.
10. Coordinates the dissemination of information to prospective traditional and non-traditional students.
11. Works with the International Student Coordinator in coordinating international student admissions.
12. Serves as an active member of the marketing committee and marketing work group.
13. Ensures that data on prospective students is entered into the student information system.
14. Oversees the coordination of the Student Ambassador program.
15. Performs other miscellaneous duties as assigned by the Vice President for Student Learning.

Required Knowledge, Skills and Abilities

1. Excellent interpersonal skills.
2. Ability to work effectively with diverse populations.
3. Organizing and coordinating skills.
4. Knowledge of student recruitment and retention issues.
5. Ability to communicate effectively, both orally and in writing.

6. Excellent computer skills.
7. Ability to develop and deliver presentations.
8. Ability to gather data, compile information and prepare reports.
9. Ability to plan and evaluate programs.
10. Ability to appropriately exercise independent initiative and judgment.
11. Willingness and ability to work as a member of a team.

Education and Experience

- Bachelor’s degree required.
- 3-5 years’ experience in admissions and/or sales preferred.

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. Some travel, overnight trips, and evening hours are required.
3. No or very limited physical effort 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.

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 Telephone: (620) 432-0304

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Telephone: (816) 268-0550	Toll Free: (888) 793-6874	

ADMISSIONS SPECIALIST

Reports to: Director of Admissions
Classification: Management Support, Full-time, 12-month Employee
Pay Status: Regular Exempt
Full fringe benefits per Board of Trustees Policy
Salary Range: \$20,176 - \$22,256
Revised: June 2016

This position is a member of the Student Development team and reports directly to the Director of Recruitment & College Relations. This position is responsible for assisting with all admissions and recruiting efforts for the college.

Essential Functions

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

Duties and Responsibilities

1. Participates in the development of student recruitment and retention plans, strategies, and written materials; assists in the development and revisions to student publications and promotional materials.
2. Coordinates recruitment of students (in-person, online, phone, etc.).
3. Assists with scheduling and conducting campus tours.
4. Establishes and maintains strong relationships with high schools and other appropriate organizations.
5. Work with Director of Recruitment & College Relations to increase college visibility within our concurrent High Schools.
6. Schedules and conducts high school visits and represents NCCC at college planning conferences (CPC's) and other recruitment functions.
7. Helps with planning on campus recruiting programs for prospective students, assists with planning enrollment days for new students.
8. Enters admission form data.
9. Enters data on prospective students into the college's student information system.
10. Serves as person of contact for prospective students (campus visits).
11. Assists with use of social media for purposes of recruitment and college relations.
12. Guides students from the start until they are enrolled.
13. Helps with creating and implementing on campus 8th grade days for our local and surrounding middle schools.
14. Performs other duties as assigned by the Director of Recruitment & College Relations.

Required Knowledge, Skills and Abilities

1. Excellent interpersonal skills
2. Ability to work effectively with diverse populations.
3. Computer literacy
4. Ability to develop and deliver presentations
5. Ability to communicate effectively, both orally and in writing
6. Ability to appropriately exercise independent initiative and judgment
7. Willingness and ability to work as a member of a team
8. Consistently maintains a professional appearance

Education and Experience

- Bachelor’s degree in related field preferred; or Associate’s Degree and 2 years of work experience required, preferably in area of responsibilities of position.

Working Conditions

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

Non-Discrimination (1/9/15)

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Telephone: (816) 268-0550	Toll Free: (888) 793-6874	

DIRECTOR OF ACADEMIC ADVISING AND TESTING

Reports to: Dean of Student Services
Classification: Administrator, Full-time, 12-month Employee
Pay Status: Regular Exempt
Fringe Benefits per Board Policy
Starting Salary Range: \$25,000-\$30,000
Revised: June 2016

This position is responsible for the coordination of advising, placement, and assists with retention and completion functions for the college. This position will work directly with other Student Learning Division areas to implement a comprehensive advising and learning center program for the college.

Essential Functions

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

Duties and Responsibilities

Primary duties

1. Develop, implement, maintain and coordinate a college-wide advising program that addresses resources, needs, and capacities related to sites students access NCCC from. This will be done in collaboration with key college personnel representing instruction and enrollment management.
2. Advise new and current undecided students; serve as the primary advisor for new students during their initial orientation advisement period and assist them with registration.
3. Assign advisors to students; review and consult on advising assignments; serve as a resource for faculty and staff advisors.
4. Collaborate with recruitment/college relations and registration offices to plan, implement, and provide training for academic advisement and registration sessions for new students.
5. Provide resources and on-going advisor training to faculty and staff; promote counseling, advising, and student support services to students, faculty, and others.
6. Develop and maintain career exploration programs and provide resources to faculty, staff and students through both print and electronic formats (i.e.: web pages, degree check sheets, program guides, advising newsletter).
7. Provide support to the Director of the Chapman Learning Center with supervision of staff, assessment of center effectiveness, and engagement with students, faculty and staff related to services to be provided through the Center.
8. Assist with basic skills assessment (testing) and appropriate course placement.
9. Assist with transition activities for GED students when applicable.
10. Monitor and maintain both the advising and the developmental lab budgets.

Articulation

1. Assist with articulation initiatives, primarily as a resource person, to optimize agreements at both the secondary and postsecondary levels, and maintain a current library of transfer information and assist students with the transfer process.

Registration Support

1. Assist the Dean of Enrollment Management and Registrar in performing preliminary degree checks for all sophomores; assist with the coordination of graduation activities.
2. Assist with transcript evaluation; serve as a resource to faculty and staff on evaluation of transfer work;

Retention

1. Assist with effort to increase the number of students who achieve their personal goal in a stated amount of time;
2. Assist with Welcome Week, enrollment days/activities, and other student retention activities on campus;
3. Manage, evaluate and improve the Early Academic Warning System.
4. Assist with curriculum development for First Year Seminar, Goalsetting, Study Skills, and other student support courses;
5. Perform other miscellaneous duties as assigned by the Director of the Chapman Learning Center.

Required Knowledge, Skills and Abilities

1. Demonstrated ability to learn and disseminate detailed information using a high level of interpersonal skills.
2. Sensitivity to, and awareness of, confidential materials.
3. Ability to work effectively with diverse populations.
4. High level of organizational and coordinating skills.
5. Ability to establish rapport with students and staff.
6. Ability to exercise sound judgment.
7. Willingness and ability to work as a member of a team.
8. Must possess a service mentality toward students, parents, faculty and other staff members.

Education and Experience

- Bachelor's Degree in psychology, student personnel services, education, or related area required.
- 1-3 years of experience in student services preferred

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. Occasional evening hours required.
3. No or very limited physical effort required.
4. No or very limited exposure to physical risk.

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

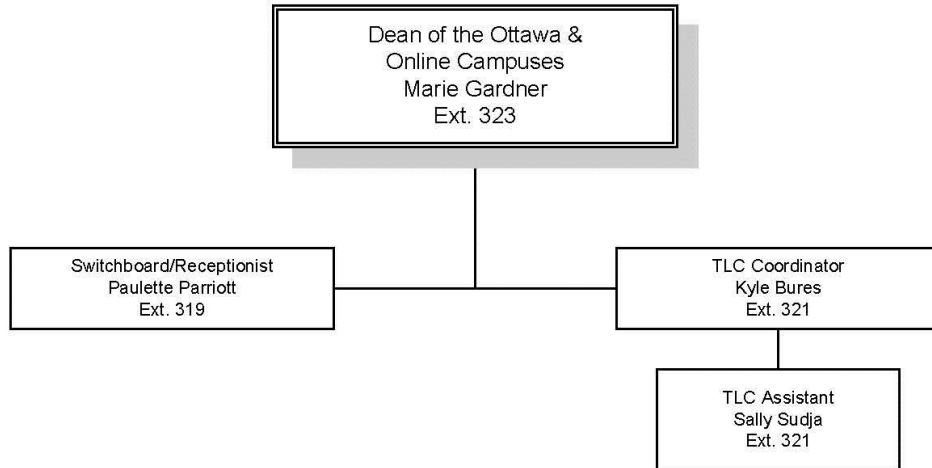
Students may in the alternative prefer to contact:

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

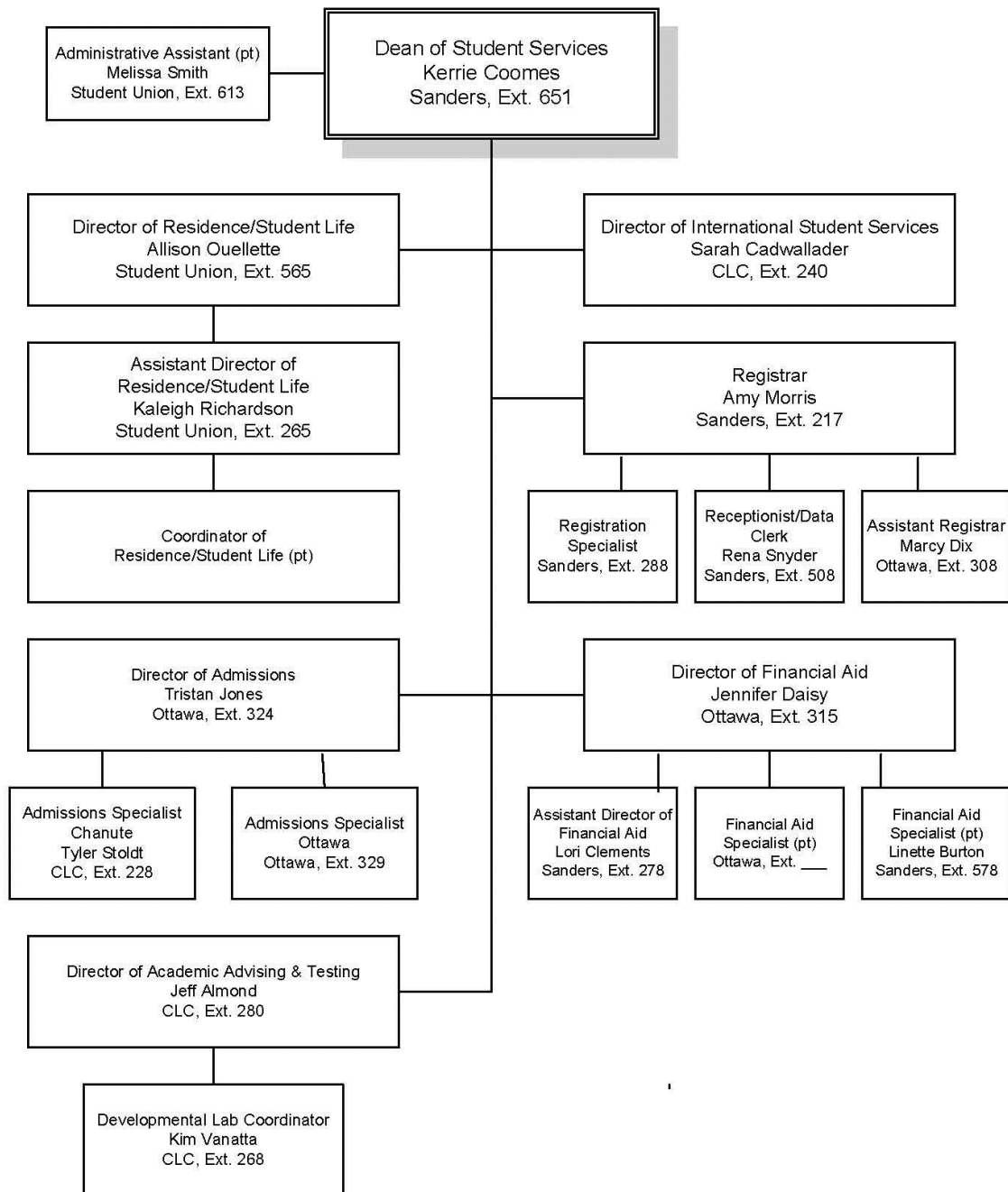
Using the College's complaint or grievance process does not prohibit an employee or student from contacting or filing a complaint with these agencies:

U.S. Department of Education	Kansas Human Rights Commission (KHRC)	Equal Employment Opportunity Commission (EEOC)
Office of Civil Rights 1010 Walnut Street 3rd Floor, Suite 320 Kansas City, MO 64106 Telephone: (816) 268-0550	Main Office, Topeka 900 S.W. Jackson, Suite 851-S Topeka, KS 66612-1258 Telephone: (785) 296-3206 Toll Free: (888) 793-6874	Kansas City Area Office 400 State Avenue, Suite 905 Kansas City, KS 66101 Telephone: (913) 551-5655

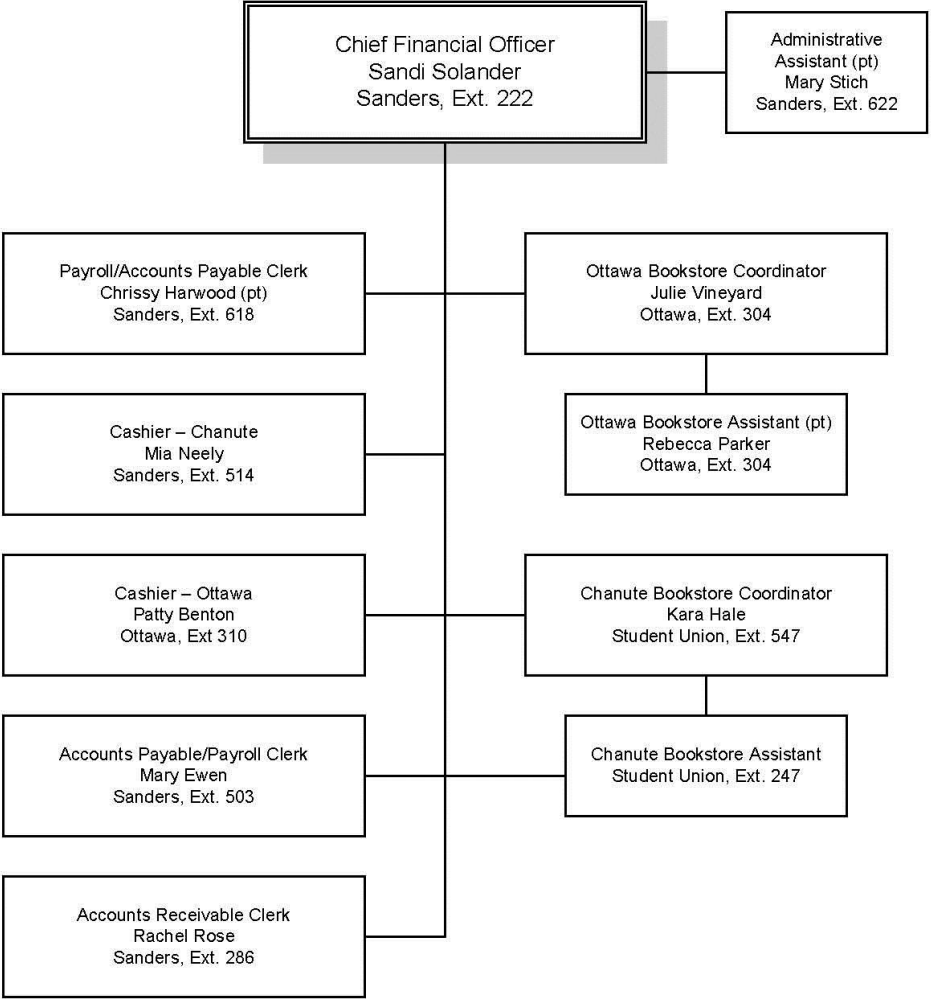
OTTAWA & ONLINE CAMPUSES



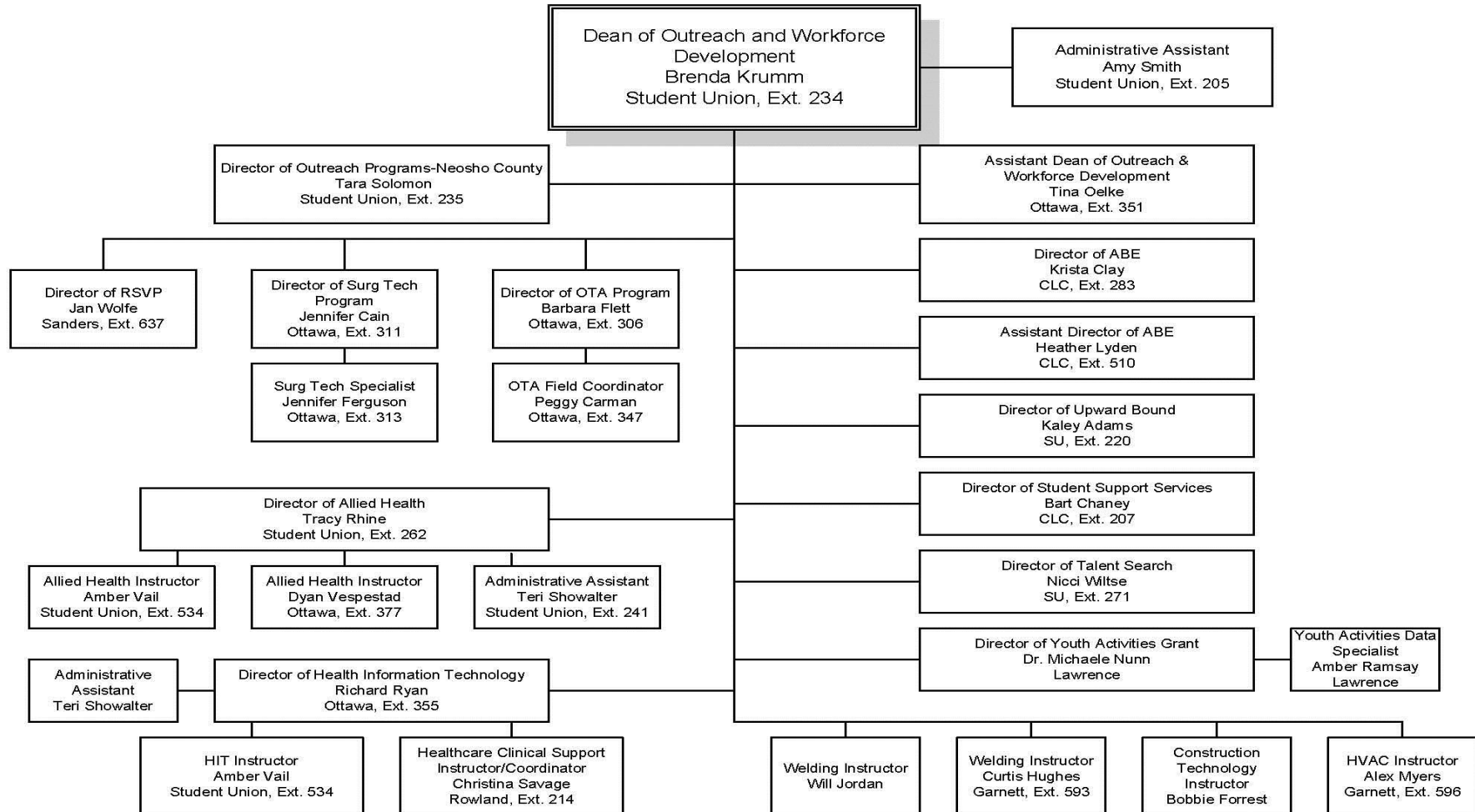
STUDENT SERVICES



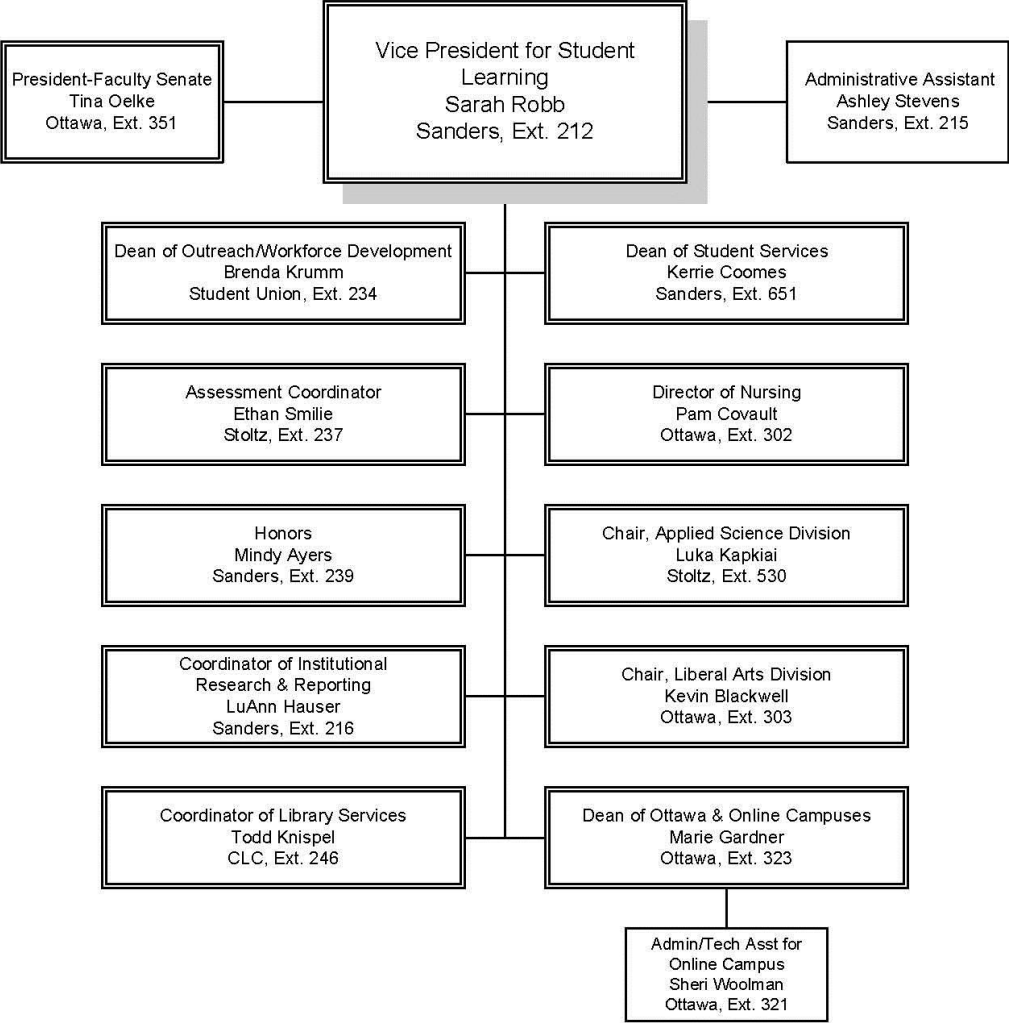
BUSINESS OFFICE



OUTREACH AND WORKFORCE DEVELOPMENT



STUDENT LEARNING DIVISION



B. Health Insurance Renewal

The College retained the services of IMA of Wichita for the renewal of the college’s health and dental insurance plans. The insurance committee met with IMA representatives as well as a representative of Blue Cross/Blue Shield and reviewed the renewal rates on our current health insurance plan.

The insurance committee recommended that the College continue health insurance coverage with Blue Cross/Blue Shield at the 80/20 coinsurance plan for everyone and to pay the single premium for Option 2 (\$1,000 deductible) of \$463.28 for each fulltime employee and changing the prescription coverage from \$15/\$30/\$45 to \$15/\$50/\$75. This is an increase of \$41.54 per month per employee over the 2015-2016 premium. Employees have the option of an additional charge of \$16.19 per month to lower their deductible from \$1000.00 to \$500.00. This is an increase to the NCCC general budget of about \$72,778.00. A copy of the renewal quote follows.

The committee also recommended the Board continue for one year, the payment of additional dollars per month for those electing to take spouse/child/family coverage. The amount will depend on which insurance option the employee selects. The amounts were changed in order for the average out-of-pocket increase to be approximately 34% in each of the choices at the various deductibles. The budget for the help to families will not significantly increase, based on current usage and personal choice:

Current	\$500	\$1000	\$1500
Spouse	\$90.00	\$200.00	\$220.00
Kids	\$115.00	\$225.00	\$255.00
Family	\$75.00	\$155.00	\$110.00

Proposed	\$500	\$1000	\$1500
Spouse	\$65.00	\$205.00	\$230.00
Kids	\$95.00	\$235.00	\$270.00
Family	\$15.00	\$125.00	\$80.00

The Insurance Committee and the Executive Committee reviewed and approved the recommendations. The president supported the recommendations of the Insurance Committee.

Resolution 2016-32

RESOLVED, that the Board of Trustees of Neosho County Community College approves continuing with Blue Cross/Blue Shield as the health insurance provider at the 80/20 coinsurance plan for fulltime college employees beginning October 1, 2016, and to pay the premium cost of the single coverage for Option 2 (\$1,000 deductible) of \$463.28 for each employee. The Board will contribute that same amount to the employee, if the employee chooses a lower or higher deductible plan. The Board also approves for one year the payment of additional dollars per month for those electing to take spouse/child/family coverage as follows:

Proposed	\$500	\$1000	\$1500
Spouse	\$65.00	\$205.00	\$230.00
Kids	\$95.00	\$235.00	\$270.00
Family	\$15.00	\$125.00	\$80.00

Upon motion by Jenny Westerman and second by Charles Boaz the above resolution was approved unanimously.

Neosho County Community College
 Fully Insured Triple Option Medical Benefit & Cost Comparison - Effective October 1, 2016



Carrier:		BCBS of Kansas						BCBS of Kansas						
		BCBS of Kansas (TOC4L) - Current Rx \$15/30/45						BCBS of Kansas (TOC5L) - Rx \$15/50/75						
Plan Name:		Option 1		Option 2		Option 3		Option 1		Option 2		Option 3		
Option #:		\$500	\$1,000	\$1,000	\$2,000	\$1,500	\$3,000	\$500	\$1,000	\$1,000	\$2,000	\$1,500	\$3,000	
Plan Basics	Ded. (Individual Family)	Plan Year		Plan Year		Plan Year		Plan Year		Plan Year		Plan Year		
	Plan Year / Calendar Year Ded.	Included		Included		Included		Included		Included		Included		
	Ded. Carry Forward Included	Embedded		Embedded		Embedded		Embedded		Embedded		Embedded		
	Embedded/Non-Embedded Deductible	80%	20%	80%	20%	80%	20%	80%	20%	80%	20%	80%	20%	
	Coin. (Plan Member)	\$2,500	\$5,000	\$2,500	\$5,000	\$2,500	\$5,000	\$2,500	\$5,000	\$2,500	\$5,000	\$2,500	\$5,000	
	Coin. Maximum (Plan Member)	\$6,350	\$12,700	\$6,350	\$12,700	\$6,350	\$12,700	\$6,350	\$12,700	\$6,350	\$12,700	\$6,350	\$12,700	
	Maximum Out-of-Pocket (Individual Family)	Ded./Coin./Med & Rx Copays		Ded./Coin./Med & Rx Copays		Ded./Coin./Med & Rx Copays		Ded./Coin./Med & Rx Copays		Ded./Coin./Med & Rx Copays		Ded./Coin./Med & Rx Copays		
	Out of Pocket Includes	Non-Grandfathered		Non-Grandfathered		Non-Grandfathered		Non-Grandfathered		Non-Grandfathered		Non-Grandfathered		
Grandfather Status	No		No		No		No		No		No			
Referrals Required	No		No		No		No		No		No			
Network Benefits	Office Visit Copay (Primary Specialist)	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	
	Preventive Care (Including Lab)	100% no Ded.		100% no Ded.		100% no Ded.		100% no Ded.		100% no Ded.		100% no Ded.		
	Urgent Care	\$35		\$35		\$35		\$35		\$35		\$35		
	Emergency Room	\$100 copay, then 80% after Ded.		\$100 copay, then 80% after Ded.		\$100 copay, then 80% after Ded.		\$100 copay, then 80% after Ded.		\$100 copay, then 80% after Ded.		\$100 copay, then 80% after Ded.		
	Diagnostic Test (Blood Work)	100% first \$300 per person, then 80% after Ded.		100% first \$300 per person, then 80% after Ded.		100% first \$300 per person, then 80% after Ded.		100% first \$300 per person, then 80% after Ded.		100% first \$300 per person, then 80% after Ded.		100% first \$300 per person, then 80% after Ded.		
	Diagnostic Test (X-ray)	80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		
	Advanced Imaging (MRI, CT, PET)	80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		
	Inpatient Hospital	80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		
	Outpatient Facility	80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		
	Inpatient Mental Health	80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		
	Outpatient Mental Health	\$35		\$35		\$35		\$35		\$35		\$35		
	Accidental Injuries	100% up to \$1,000 per person, then 80% after Ded.		100% up to \$1,000 per person, then 80% after Ded.		100% up to \$1,000 per person, then 80% after Ded.		100% up to \$1,000 per person, then 80% after Ded.		100% up to \$1,000 per person, then 80% after Ded.		100% up to \$1,000 per person, then 80% after Ded.		
Spinal Manipulation	\$35		\$35		\$35		\$35		\$35		\$35			
Vision Exam	\$35		\$35		\$35		\$35		\$35		\$35			
Rx Copays	Rx Ded. (Individual Family)	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	
	Retail Mail Order Tier 1	\$15	\$37.50	\$15	\$37.50	\$15	\$37.50	\$15	\$37.50	\$15	\$37.50	\$15	\$37.50	
	Retail Mail Order Tier 2	\$30	\$75	\$30	\$75	\$30	\$75	\$50	\$125	\$50	\$125	\$50	\$125	
	Retail Mail Order Tier 3	\$45	\$112.50	\$45	\$112.50	\$45	\$112.50	\$75	\$187.50	\$75	\$187.50	\$75	\$187.50	
Financials	A	B	C	Option 1		Renewal A	Current B	Renewal B	Current C	Renewal C	Option 2		Option 3	
	58	59	1	Employee Only	\$438.32	\$486.05	\$421.74	\$469.87	\$409.01	\$456.10	\$479.47	\$463.28	\$449.50	
	2	9	6	Employee + Spouse	\$941.15	\$1,043.80	\$905.50	\$1,009.00	\$878.12	\$979.40	\$1,029.66	\$994.83	\$965.20	
	2	5	18	Employee + Child(ren)	\$921.92	\$1,024.88	\$887.00	\$990.72	\$860.19	\$961.67	\$1,011.00	\$976.81	\$947.72	
	0	3	0	Employee + Family	\$1,424.75	\$1,582.64	\$1,370.75	\$1,529.86	\$1,329.31	\$1,484.96	\$1,561.19	\$1,508.37	\$1,463.44	
	62	76	25	Estimated Monthly Premium	\$29,149	\$32,328	\$41,579	\$46,347	\$21,161	\$23,643	\$31,891	\$45,696	\$23,300	
				Estimated Annual Premium	\$349,784	\$387,939	\$498,953	\$556,158	\$253,934	\$283,711	\$382,687	\$548,354	\$279,596	
				Combined Annual Total	Current Total			Renewal Total			\$1,210,637			
					\$1,102,671			\$1,227,808						
				Estimated Annual Change from Current				\$125,137			\$107,966			
							+11.3%			+9.8%				
			Estimated Annual Change from Renewal							(\$17,171)				
										-1.4%				

Comments

"Ded."=Deductible. "Coin."=Coinsurance

Every effort has been made to provide a clear summary.
 Plan changes are indicated in blue; vendor's proposal supersedes this illustration.

Created on: 5/19/2016
 Printed on: 5/31/2016

C. Dental Insurance Renewal

We received our dental renewals from Delta Dental of KS for the year. The premiums for a single plan which the college provides for each full-time employee increased by \$1.70 per month per employee to \$29.99. There were no significant changes to the benefit coverage. A copy of the cost comparison follows.

It was the president's recommendation that the Board approve the renewal of the college's dental insurance with Delta Dental of KS and to pay the single coverage premium of \$29.99 for each employee per month.

Resolution 2016-33

RESOLVED, that the Board of Trustees of Neosho County Community College approves the renewal of the college's dental insurance with Delta Dental of KS and to pay the single coverage premium of \$29.99 for each employee per month.

Upon motion by Charles Boaz and second by Jenny Westerman the above resolution was approved unanimously.

Neosho County Community College
Fully Insured Dental - Effective October 1, 2016



Carrier:		Delta Dental of KS			BCBS of KS	
Plan Name:		Dental PPO			Dental PPO	
Option #:		Current			Option 1	
Basic Information	Network Provider Required	PPO/Premier			BCBS of KS	
	Deductible (Individual Family)	\$25/\$75			\$25/\$75	
	Plan Year Calendar Year Deductible	Calendar Year			Plan Year	
	Deductible Applies To	Type II & III			Type II & III	
	Dental Benefit Year Maximum	\$1,500			\$1,500	
	Preventive Care Applies to Maximum	Yes			Yes	
	Dependent Child Age Limit	26			26	
	Child/Adult Orthodontia	Not Covered			Not Covered	
Network Benefit %	Type I - Diagnostic & Preventive	100% no Ded.			100% No Ded.	
	Frequency of Exams/Cleanings	Every 6 Months			Unlimited	
	Type II - Basic Services	80% after Ded.			80% after Ded.	
	Type III - Major Services	50% after Ded.			50% after Ded.	
	Type IV - Orthodontic Services	Not Covered			Not Covered	
	Periodontic Coverage	Type II			Type II & III	
	Endodontic Coverage	Type II			Type II	
Implants	Covered to lifetime max of \$1,000 (per insured, per arch)			Covered to lifetime max of \$1,000 (per insured, per arch)		
Other Features	Waiting Periods	None			Major Only & Implants	
	Waiting Period Applies To	N/A			All	
	Voluntary Employer Sponsored	Employer Sponsored			Employer Sponsored	
	Minimum Participation Requirement	100%			70%	
Financials			Current	Renewal	Revised Renewal	Option 1
	Rate Guarantee Ends		Oct. 1, 2017			
	113	Employee Only	\$28.29	\$30.55	\$29.99	\$30.76
	20	Employee + Spouse	\$60.83	\$65.70	\$64.48	\$62.21
	26	Employee + Child(ren)	\$56.90	\$61.45	\$60.31	\$66.14
	7	Employee + Family	\$88.76	\$95.86	\$94.09	\$96.86
	166	Estimated Monthly Premium	\$6,514	\$7,035	\$6,905	\$7,118
	Estimated Annual Premium		\$78,169	\$84,418	\$82,862	\$85,413
	Estimated Annual Change from Current			\$6,249	\$4,693	\$7,244
				8.0%	6.0%	+9.3%
Estimated Annual Change from Renewal				(\$1,557)	\$2,551	
				-1.8%	+3.1%	

Carrier Notes:

1st year of 3 yr agreement with annual 8% rate cap 2nd yr of 2 yr agreement with 6% rate cap

Every effort has been made to provide a clear summary.
 Plan changes are indicated in blue; vendor's proposal supersedes this illustration.

Created on: 6/13/2014
 Revised on: 6/1/2016

D. Accounts Receivable Write Off

The chief financial officer sought approval to write off \$61,399.62 of accounts receivables for activity from June 2015 through December 2015.

The write-off amount from December 2015 was \$45,163.90 and 14.89% of this amount has been collected and paid.

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

Resolution 2016-34

RESOLVED, that the Board of Trustees of Neosho County Community College authorizes the administration to write off \$61,399.62 in old accounts receivables, and that the college continues to attempt to collect the mounts written off.

Upon motion by Kevin Berthot and second by Jenny Westerman the above resolution was approved unanimously.

E. 2016-2017 Student Handbook

Each year, the college publishes a Student Handbook for the students to use as a tool to assist them with navigation of campus policies, procedures, and the general culture. Following are the more major changes that were made:

- Corrected job titles and phone numbers;
- Updated the Academic Honesty Policy which has already been approved by the Board;
- Updated club descriptions at the request of club sponsors;
- Added our practice of amnesty as it pertains to student conduct (we've been doing this for years but wanted to put it in writing to encourage reporting);
- Added a note to the Sexual Misconduct Grievance Policy to watch for an updated version on the website this year (this is due to the fact that we are totally revamping our Title IX Policy but it is not yet finished).

A copy of the 2016-2017 Student Handbook was provided as a separate document. It was the president's recommendation that the Board approve the 2016-2017 Student Handbook.

Resolution 2016-35

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 2016-2017 Student Handbook.

Upon motion by Charles Boaz and second by Jenny Westerman the above resolution was approved unanimously.

F. Executive Session – Security

Dennis Peters moved that the Board recess into executive session for 15 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, and the college attorney.

The Board entered executive session at 7:05 pm and returned to open meeting at 7:20 pm.

On motion by Kevin Berthot and second by Charles Boaz the Board returned to executive session for an additional 10 minutes at 7:21 pm. The Board returned to open meeting at 7:31 pm.

On motion by Kevin Berthot and second by Charles Boaz the Board returned to executive session for an additional 10 minutes at 7:32 pm. The Board returned to open meeting at 7:42 pm.

No action was taken.

G. Executive Session – Employer/Employee Negotiations

Dennis Peters moved that the Board recess into executive session for 25 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 7:48 pm and returned to open meeting at 8:13 pm.

On motion by Kevin Berthot and second by Charles Boaz the Board returned to executive session for an additional 10 minutes at 8:14 pm. The Board returned to open meeting at 8:24 pm.

No action was taken.

X. Adjournment

On motion by Kevin Berthot and second by Jenny Westerman the meeting adjourned at 8:28 pm.

Respectfully submitted,

David Peter, Board Chair

Denise L. Gilmore, Board Clerk

NEOSHO ATHLETICS

2015-2016 ANNUAL REPORT



2016 NJCAA REGION VI MEN'S DIVISION I BASKETBALL TOURNAMENT
 February 28, March 2-3, 2016
 Hartman Arena, Park City KS

FEBRUARY 28		MARCH 2	MARCH 3
HUTCHINSON Game 1 - 1 pm Hartman Arena		HUTCHINSON	
GARDEN CITY			
COLBY Game 2 - 3 pm Hartman Arena		Game 6 - 7 pm Hartman Arena	HUTCHINSON
		Game 7 - 7 pm Hartman Arena	

Hello Neosho Fans!

As my first year serving as your Athletic Director comes to a close I would like to take a minute to look back on all that happened in 2015-2016. As you review the Annual Report you will see that there were many accomplishments throughout the department in the classroom, on the field, and in the community.

As part of my first year on the job I've been working hard with a number of people across campus to create the first Strategic Plan for Athletics. This plan will serve as a roadmap for the athletic department in 2016-2017 and beyond.

As 2016-2017 begins, we look forward to sharing another year of success of Neosho student-athletes, coaches, and staff with each of you.

Go Panthers!



MIKE SADDLER
Athletic Director

NEW STAFF MEMEBERS IN 2015-2016



MARISA COMPTON
Assistant Coach
Volleyball



MINDY COVEY
Head Coach
Cheer & Dance



KIM ENSMINGER
Aministrative Assistant
to the Athletic Director



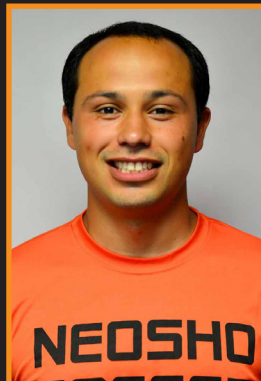
ANTWON HICKS
Assistant Coach
Track & Field



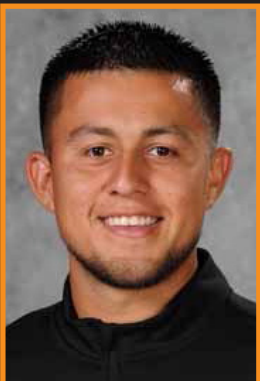
SHAREESE HICKS
Head Coach
Track & Field



MEGAN POHLMANN
Assistant Coach
Track & Field



RAFAEL SIMMONS
Head Coach
Soccer



JULIO VELASQUEZ
Assistant Coach
Men's Soccer



KALA WHITE
Assistant Coach
Cheer & Dance



ACADEMIC EXCELLENCE & STUDENT-ATHLETE DEVELOPMENT



- Teams combined for a 2.86 GPA for the 2015-16 school year.
- Baseball, Men's Soccer, Men's Soccer, Softball, Women's Basketball, and Volleyball each recorded better than a 3.0 during the past year.
- 42 Student-athletes were named to the Kansas Jayhawk Conference All-Academic Team.
- A school record 21 student-athletes earned NJCAA Individual Academic Awards including nine with a 3.8 or better.
- Katelyn Shepard earned the NJCAA's highest academic award as she finished her career with a perfect 4.0 GPA.
- More than half of Neosho student-athletes earned a 3.0 or higher grade point average during the fall term. 113 student-athletes earned a 3.0 or higher for the 2015-16 school year.
- Eight student athletes earned a 4.0 grade point average for the year.
- Darian Abram (baseball) and Katelyn Shepard (softball) were honored as the Male and Female Student-Athletes of the Year.



COMMUNITY INVOLVEMENT & COLLEGE RELATIONS

- Neosho student-athletes participated in more than 4,000 hours of community service in 2015-16 including volunteer work with the following organizations:

Cherry Street Youth Center, Diversicare, AWANA, Chanute Recreation Commission, American Red Cross, City of Thayer, RSVP, Chanute Food Bank, Royster Middle School, Neosho County Community College Foundation, Bit & Spur Saddle Club, Chanute High School, Erie Chamber of Commerce, Salvation Army, Heritage Health Care, Labette County High School, Parsons High School, Moran High School, Children's Mercy Hospital, Erie High School, Circle K, Chanute Historical Society

- Six teams participated in at least 400 hours of community service each in 2015-16.
- Steve Murry was the recipient of the Community Investment Award for Education which was presented by the Chanute Area Chamber of Commerce.
- Neosho baseball, men's basketball, & women's basketball partnered with Autism Hope for Families to help raise awareness. Each of the programs also made donations to the foundation to help the cause.
- For the fifth consecutive year Neosho County Relay For Life and the baseball team hosted Game On For a Cure.



NJCAA #1 NJCAA BASEBALL TEAM IN THE NATION

OVERALL RECORD
44-7

CONFERENCE RECORD
29-7

HOME RECORD
32-1

FIRST #1 RANKING IN PROGRAM HISTORY



- Launched the redesigned GoNeosho.com website in August. More than 64,400 unique visitors logged on to the site in 2015-16, an increase of more than 14% from the previous year.
- More than half the visits were on a mobile device with only 40% using a desktop to access the website. Nearly 70% of the visits came on an iPad or iPhone.
- GoNeosho on Twitter currently has 1,265 followers, an increase of more than 350 in the last year.
- The athletic Facebook page gained over 375 followers in the last year and now has almost 1,200 likes.
- A post on the athletics social media sites about Brylie Ware's quest for a triple crown blew up reaching almost 75,000 people on Facebook and Twitter.
- Athletics social media sites average more than 7,000 impressions per day.

2015 NJCAA 2016

TRIPLE CROWN

HOMERUNS
29

BATTING AVERAGE
.589

RBI's
122

BRYLIE WARE
NEOSHO COUNTY COMMUNITY COLLEGE
3rd Baseman

NEOSHO ATHLETICS RECAP
WEEK OF 2/15-2/21

WIN VS. OTTAWA JV 17-2

WIN VS. OTTAWA JV 17-0

WIN VS. BACONE JV 60-50

WIN VS. BACONE JV 109-52

LOSS VS. CROWDER 11-1

LOSS VS. CROWDER 4-14

RHONESHIA JOHNSON QUALIFIED FOR NATIONALS IN 400M RUN

WIN VS. BROWN MACKIE 13-3

WIN VS. BROWN MACKIE 11-3

LOSS VS. COFFEYVILLE 72-51

WIN VS. COFFEYVILLE 77-71

WOMEN'S 4X400 RELAY BROKE SCHOOL RECORD

WIN VS. BROWN MACKIE 8-2

WIN VS. BROWN MACKIE 10-0

RIBBLE
BLOWWIND SPRINGS, CO

FRESHMAN JOSE LOPEZ

NATIONAL QUALIFIER
60 METER HURDLES

NEOSHO TRACK AND FIELD

REGION VI PLAYOFFS

NEOSHO vs. Cowley
4:00PM

LAWRENCE-DUMONT STADIUM, WICHITA, KS

The Tournament
NJCAA MEN'S NATIONAL BASKETBALL CHAMPIONSHIP
DIVISION I • HUTCHINSON, KANSAS

SECOND ROUND VS. GILLETTE COLLEGE AT 4:30PM
HUTCHINSON, KS

#SHOTIME @GONEOSHO

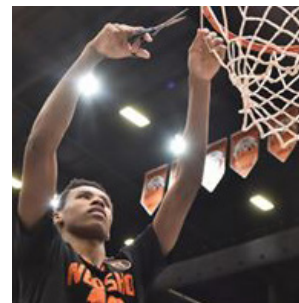
GAME DAY

NEOSHO SOFTBALL vs. LAWLETTE GAME 2

1	2	3	4	5	6	7	8	9	TOTAL
0	0	0	1	0	2	0	3	8	4
1	4	0	0	1	0	1	0	1	11

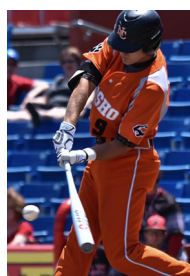
www.goneosho.com

CHAMPIONSHIP STANDARDS



ON-FIELD SUCCESS

- A total of 36 student-athletes earned All-Conference honors while 14 were named All-Region in 2015-2016.
- **BASEBALL** – For the first time since 2006 the Panthers claimed the Jayhawk Conference title and finished with a 51-11 record. Brylie Ware put up one of the greatest offensive seasons in school history after finishing the regular season leading the NJCAA with a .589 batting average, 122 runs batted in and 29 homeruns. Ware's final numbers were even more impressive as he set school records for batting average (.560), hits (122), RBI (125), doubles (29), homeruns (29), runs (123), hit by pitch (29), slugging percentage (1.128), and on base percentage (.660). Ware was named the KJCCC and Region VI Player of the Year and headlined 11 All-Conference selections and five All-Region honorees. After guiding the Panthers to a school record 51 wins and the programs first ever No. 1 NJCAA ranking Steve Murry was named the Coach of the Year.
- **MEN'S BASKETBALL** – Neosho finished the regular season a game short of claiming a conference championship but responded with a perfect run through the Region VI playoffs to earn their first trip to the NJCAA National Tournament. After finishing 1-1 in Hutchinson the Panthers ended the season with a school record 30 wins to go with only 6 losses and reached No. 16 in the NJCAA Poll. Freddie McSwain was named the Region Tournament MVP and Marc Moon and Richard Granberry were named to the All-Tournament team. McSwain and Granberry were also both named first team All-Conference and All-Region.
- **WOMEN'S BASKETBALL** – The Panthers ended the 2015-16 campaign with an 11-20 record. It was the third time in JJ Davis' three years as head coach that the team finished with double digit wins. It is the first time since 1995-1997 that a coach has reached double digit wins in three straight seasons.





- **VOLLEYBALL** – Neosho finished the season with a 24-14 record with all but one of their losses coming to teams ranked in the top 20. Three Panthers earned All-Conference and All-District honors. For the first time since 2013 the Panthers received votes in the NJCAA Poll.
- **SOCCER** – Men’s soccer opened the 2015 season receiving votes in the NJCAA Poll. The Panthers finished the year 7-10-1 after battling injuries all season under first year head coach Rafael Simmons. Three Panthers earned post season honors highlighted by Ryan Davis who was named to both the All-Conference and All-Region teams for the second season. The women’s team battled through a difficult season and in November Simmons took over as the women’s head coach.
- **SOFTBALL** – Taylor Bolden earned All-Region honors and Nia Maxwell was named All-Conference as the Panthers finished 10th in the conference. For the second consecutive season the Panthers fell to All-American Alex Brake and the Labette Cardinals in the post season. Sophomore outfielder Katelyn Shepard was also named the Neosho Female Student Athlete of the Year after graduating with a 4.0 grade point average.
- **TRACK & FIELD** – Shareese Hicks finished her first season as head coach at Neosho and capped it off with an All-American performance by freshman Sergio Wilson in the javelin. In addition to Wilson’s performance freshman Jose Lopez found his way to the medal stand with a 7th place finish in the 110m hurdles to help the team to a 22nd place finish overall.
- **WRESTLING** – Eight wrestlers qualified for the NJCAA National Tournament besting the seven qualifiers last season. The Panthers headed to nationals after placing fourth in the West Central District. In addition to their success on the mat, the Panthers were outstanding in the classroom as they finished as the runner up for the NWCA Academic Team of the Year.





#SHDtime

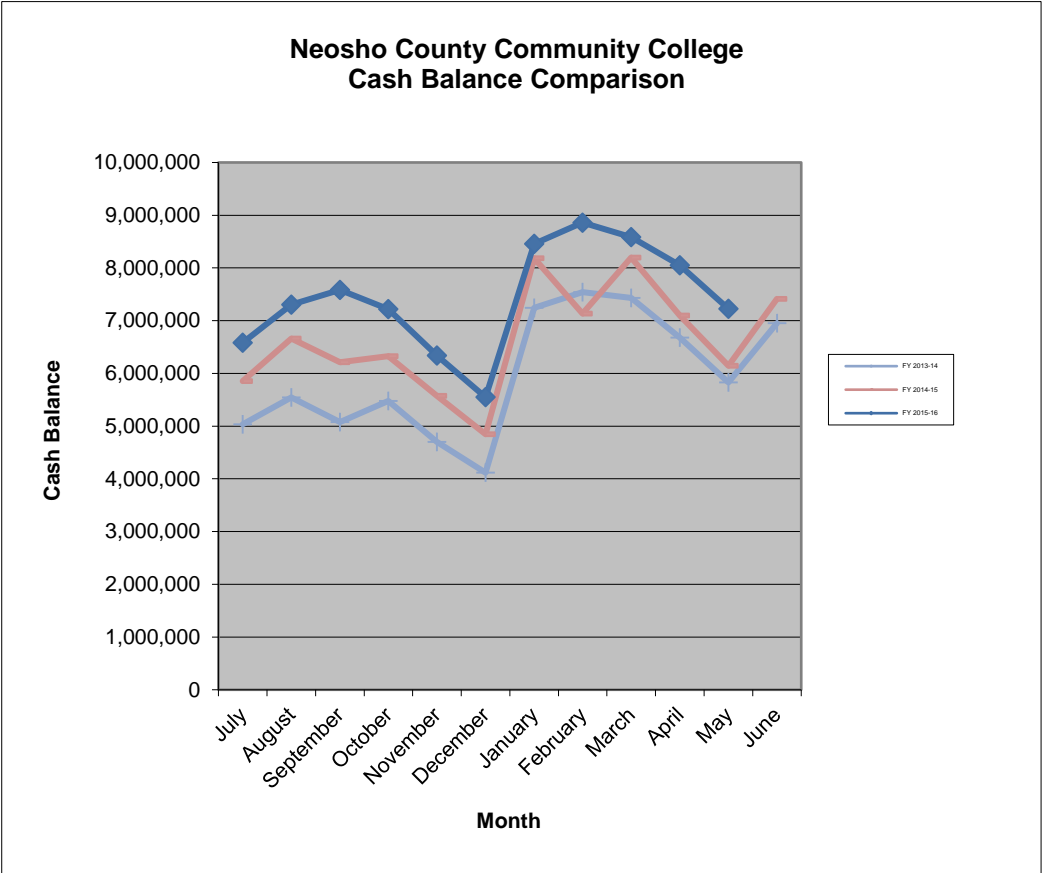
GO NEOSHO.COM

@GoNeosho



TREASURER'S MONTHLY FINANCIAL STATEMENT
NEOSHO COUNTY COMMUNITY COLLEGE
For the Period May 1, 2016 to May 31, 2016

FUND	FUND DESCRIPTION	BEGINNING BALANCE 4/30/2016	RECEIPTS MAY	JOURNAL ENTRIES MAY	DISBURSEMENTS MAY	ENDING BALANCE 5/31/2016
02	Postsecondary Technical Education Reserve	60,482.89	768.45	0.00	-20.00	61,231.34
07	Petty Cash Fund	1,073.30	0.00	0.00	0.00	1,073.30
08	General Fund Deferred Maintenance	51,010.00	10.00	0.00	0.00	51,020.00
09	General Fund Equipment Reserve	235,677.29	20,000.00	3,585.56	0.00	259,262.85
10	General Fund Unencumbered Fund Balance	2,600,000.00	0.00	0.00	0.00	2,600,000.00
11	General Fund	-4,568.04	112,628.53	1,323.34	-728,960.53	-619,576.70
12	Postsecondary Technical Education Fund	1,004,005.51	83,926.07	-1,066.89	-220,014.69	866,850.00
13	Adult Basic Education Fund	25,825.67	21,168.57	-908.10	-64,593.02	-18,506.88
14	Adult Supplementary Education Fund	53,277.57	1,551.00	0.00	0.00	54,828.57
16	Residence Hall/Student Union Fund	1,887,418.05	86,537.80	-76.65	-159,013.49	1,814,865.71
17	Bookstore Fund	721,042.09	23,652.00	597.97	-23,139.45	722,152.61
21	College Workstudy Fund	2,217.55	4,154.27	0.00	-4,154.27	2,217.55
22	SEOG Grant Fund	0.00	0.00	0.00	0.00	0.00
24	Pell Grant Fund	402.00	-1,146.00	0.00	1,146.00	402.00
25	Student Loans Fund	0.00	-2,575.00	0.00	2,575.00	0.00
32	Grant Funds	-199,396.46	28,376.31	-3,278.72	-119,440.96	-293,739.83
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	1,541,634.56	154,702.00	-176.51	-46,866.99	1,649,293.06
90	Payroll Clearing Fund	0.00	0.00	0.00	0.00	0.00
	TOTALS	\$8,051,045.11	\$533,754.00	\$0.00	-\$1,362,482.40	\$7,222,316.71
	Checking Accounts					\$5,150,154.60
	Investments					\$2,070,562.11
	Cash on Hand					\$1,600.00
	Total					\$7,222,316.71



President's Report

June 9, 2016

Good Evening Trustees,

Here are a few items of interest for this month.

Enrollment

Numbers look a little down for summer right now, following a 5-year trend, but help is on the way. The re-establishment of Pell Grants for the summer months has been approved by a Senate sub-committee! I am hopeful that it will move through the system relatively quickly so that it might return summer 2017.

Fall numbers have been up and down this week as we have enrollment days and folks trickling in to enroll. Right now we are 53% at opening day numbers in 2015.

Summer Semester 2016

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2015	10	06-10-15	741	3047.5	
TOTAL	2016	10	06-09-16	698	2954	-3.07%
CHANUTE	2015	10	06-10-15	111	356.5	
CHANUTE	2016	10	06-09-16	116	376	5.47%
OTTAWA	2015	10	06-10-15	178	802	
OTTAWA	2016	10	06-09-16	171	769	-4.11%
ONL	2015	10	06-10-15	423	1771	
ONL	2016	10	06-09-16	402	1791	1.13%
ODO	2015	10	06-10-15	0	0	
ODO	2016	10	06-09-16	0	0	0%
IDO	2015	10	06-10-15	14	28	
IDO	2016	10	06-09-16	9	18	-35.71%

Fall Semester 2016

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2015	30	06-10-15	1308	10067	
TOTAL	2016	30	06-09-16	1290	10288	2.20%
CHANUTE	2015	30	06-10-15	390	4294	
CHANUTE	2016	30	06-09-16	394	4484	4.42%
OTTAWA	2015	30	06-10-15	287	2593	
OTTAWA	2016	30	06-09-16	308	2605	.46%
ONL	2015	30	06-10-15	504	2449	
ONL	2016	30	06-09-16	471	2420	-1.18%
ODO	2015	30	06-10-15	106	609	
ODO	2016	30	06-09-16	76	491	-19.38%
IDO	2015	30	06-10-15	21	122	
IDO	2016	30	06-09-16	41	288	136.07%

Legislative Report

The Legislature will be coming back for a Special Session on June 23 in order to address the K-12 funding issue. Talk on the Hill is varied but there are those who want to somehow come up with the \$35-40 million to address the equity issue while others want to dare the courts to shut down the schools. Personally I don't know where they are going to find the money, except taking more from KDOT. The Special Session is not limited to one topic, so we may see other items make their way quickly through the chamber. There are several items that we had to play defense on this year. We will be watching to make sure those don't come back at the last minute.

The State missed tax estimates for May as well, being off about \$70 million. There the Governor will sweep reserves in departments and rely on fee balances to make up the difference. It is unclear where these sweeps will put the balance for next year. Many are assuming that the situation will get significantly worse. The second half of the K-12 lawsuit has yet to be determined and the State added no new sources of revenue this year.

Still there are many retirements among the legislators so, even without a massive voter revolt, we will still see many new faces at the Legislature this next session.

Surplus Sale

This last Saturday the College held a surplus sale to get rid of items that have little or no value left for our usage. We earned \$3,219.50 which is a bit less than previous sales but still good. Thanks to maintenance for getting everything set up!

Noel-Levitz

Every other year the College conducts the Noel-Levitz Student Satisfaction Survey which compares our students' satisfaction on various items with a national average of other community college students (and a Kansas comparison as well.) We use this information as part of our Institutional Effectiveness Dashboard and to help various areas of the college, especially student services.

Overall I was VERY pleased with the results. When compared to the nation, NCCC students scored us significantly above national average on 23 out of 40 items with only one item below national average (There are convenient ways to pay my bill)! Here are the results:

NCCC vs The Nation (23 positive, one negative)

<file:///T:/Noel-Levitz/2016/Neosho%20County%20Community%20College%20-%20SSI%20-%2005-2016.html>

NCCC vs Kansas (14 positive, one negative)

<file:///T:/Noel-Levitz/2016/Neosho%20County%20Community%20College%20vs%20Kansas%20Comparison%20-%20SSI%20-%2005-2016.html>

NCCC 2016 vs NCCC 2014 (9 positive, 0 negative)

<file:///T:/Noel-Levitz/2016/Neosho%20County%20Community%20College%20-%20SSI%20Year%20to%20Year%20-%2005-2016.html>

Relay for Life

I want to invite the Board to attend Relay for Life starting at 6pm tomorrow night (Friday) and going until 6am. It is one our largest hosted events of the year with many people from the region coming to raise money for the fight against cancer.



Brian's Travels

I begin taking my vacation this month, but I often come in when needed.

- June 10-11 KACCT Meeting, Hutchinson, KS
- June 15-16 KBOR Meeting and my last as COPS Chair and TAAC Member, Topeka, KS
- June 20-30 Vacation! (Branson for a few days, then Staycation)
- July 12 Dad's surgery



PREMIUM SUMMARY

ITEMS	2015-2016 ANNUAL PREMIUM	2016-2017 ANNUAL PREMIUM
Property and Inland Marine including SL Tax & Fees	\$ 17,594.00	Not to exceed \$ 19,919.00
Crime	\$ 1,023.00	\$ 1,024.00
General Liability including Employee Benefit Liability	\$ 5,177.00	\$ 5,572.00
Automobile	\$ 13,684.00	\$ 13,217.00
Educators Legal Liability	\$ 2,685.00	\$ 3,025.00
Law Enforcement Professional	\$ 776.00	\$ 776.00
Workers Compensation	\$ 50,432.00	\$ 41,375.00
Excess Liability	\$ 5,000.00	\$ 5,003.00
Cyber Liability including Surplus Lines Tax	\$ 7,810.08	\$ 11,485.10
Risk Placement Fee	\$ 6,000.00	\$ 6,000.00
TOTAL	\$ 110,181.08	\$ 107,396.10

PAYMENT PLAN

- Property, Inland Marine – Agency Bill, Pay in Full
- Workers’ Compensation – Agency Bill, 25% down, 9 equal installments
- GL, Educator’s Liability, Law Enforcement Liability and Excess Liability – Agency Bill, 25% down, 7 equal installments
- Cyber Liability – Agency Bill, Pay in full

Note: These premiums may be subject to additional state taxes, surcharges or assessments, surplus lines taxes, and/or fees other than those shown above.

Minimum Earned Premium:	Where a Minimum Earned Premium is indicated, if insurance is cancelled at your request or the audit is a return premium, the minimum earned premium will be retained by the carrier.
Minimum and Deposit (M&D) Premium:	Where an M&D premium is indicated, it applies for the full policy term. If the audit premium is less than the M&D premium, the M&D premium will apply, with no return premium payable to you. In the event of cancellation, the earned premium will be the greater of the earned portion of the M&D premium or the audit premium, subject to any Minimum Earned requirements. Definitions for M&D may vary from this generic definition – refer to your policy for specific terms.