

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**AGENDA**

**August 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. Budget Hearing**
- VI. Consent Agenda**
  - A. Minutes from July 14, 2016
  - B. Claims for Disbursement for July 2016
  - C. Personnel
  - D. Revised Accounts Receivable Clerk Job Description
  - E. Revised Director of Technology Services Job Description
- VII. Reports**
  - A. Marketing & Development – Claudia Christiansen
  - B. Treasurer – Sandi Solander
  - C. President – Dr. Brian Inbody
- VIII. Old Business**
  - A. Resolution 2016-49: Approval of the 2016-2017 Budget
- IX. New Business**
  - A. Resolution 2016-50: TRiO Grant Employees Salary Increases
  - B. Resolution 2016-51: Welding Bids
  - C. Resolution 2016-52: USD 413 MOU
  - D. Executive Session: Non-elected Personnel
- X. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

**August 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, Lori Kiblinger, David Peter, and Jenny Westerman (arrived at approximately 6:20 pm).

Also in attendance were Claudia Christiansen, Kerrie Coomes, Denise Gilmore, Dr. Brian Inbody, Brenda Krumm, Kent Pringle, Kerry Ranabargar, Sarah Robb, Mike Saddler, Ben Smith, Sandi Solander, and The Chanute Tribune.

**III. PUBLIC COMMENT**

There were no speakers.

**IV. APPROVAL OF THE AGENDA**

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

**V. BUDGET HEARING**

There were no comments on the published budget for 2016-2017.

**VI. CONSENT AGENDA**

On motion by Kevin Berthot and second by Lori Kiblinger the following items were approved by consent:

**A. Minutes from July 14, 2016**

**B. Claims for Disbursement for July 2016**

**C. Personnel**

**1. Resignation of Accounts Receivable Clerk**

It was the president's recommendation that the Board approve the resignation of Rachel Rose, Accounts Receivable Clerk. Her resignation shall be effective August 5, 2016.

**2. Resignation of Talent Search Academic Advisor**

It was the president's recommendation that the Board approve the resignation of Lona Reeves, Talent Search Academic Advisor. Her resignation was effective August 1, 2016.

**3. Resignation of Assistant Registrar**

It was the president's recommendation that the Board approve the resignation of Marcy Dix, Assistant Registrar, pending her appointment to the position of part-time Financial Aid Specialist on the Ottawa campus.

**4. Resignation of Administrative Assistant to Health Occupations-Chanute**

It was the president's recommendation that the Board approve the resignation of Teri Showalter, Administrative Assistant to Health Occupations on the Chanute campus. Her resignation shall be effective August 19, 2016.

**5. Part-time Coordinator of Residence and Student Life**

It was the president's recommendation that the Board approve the employment of Caitlin Lay as part-time Coordinator of Residence and Student Life. Ms. Lay received an Associate of Science degree from NCCC with an emphasis in Business Administration and is working on a B.S. in Elementary Education at Pittsburg State University.

Ms. Lay's prior work experience includes working as a camp counselor at Camp Wonderland, teacher assistant at Youth Education Services, children's church assistant at Cornerstone Family Church, cashier at Wal-Mart, resident assistant for NCCC, general office duties at Optimized Process Furnaces, and crew member at Subway.

Ms. Lay will be paid an annual salary of \$12,000 (Management Support) beginning August 10, 2016.

**6. Returning Part-time Assistant Baseball Coach**

It was the president's recommendation that the Board approve the re-employment of Ben Jacks as part-time Assistant Baseball Coach. He will be paid \$14,688 for nine months beginning August 15, 2016, plus cafeteria privileges when food service is open.

**7. Returning Part-time Assistant Track Coach**

It was the president's recommendation that the Board approve the re-employment of Megan Pohlmann as part-time Assistant Track Coach. She will be paid \$14,400 for nine months beginning August 15, 2016, plus cafeteria privileges when food service is open.

**8. Part-time Payroll/Accounts Payable Clerk**

It was the president's recommendation that the Board approve the employment of Amanda Wolfe as part-time Payroll/Accounts Payable Clerk. Ms. Wolfe is currently pursuing a degree in Elementary Education at Fort Hays State University.

Ms. Wolfe's prior work experience includes working as a CNA/CMA at Fort Scott Manor and para-professional at ANW Coop in Humboldt.

Ms. Wolfe will be paid \$10.75 an hour (Level 3) beginning August 10, 2016.

**9. Part-time Financial Aid Specialist-Ottawa**

It was the president's recommendation that the Board approve the appointment of Marcy Dix as part-time Financial Aid Specialist on the Ottawa campus. Ms. Dix has an LPN certificate from Kansas City Kansas Area Vocational Technical School.

Ms. Dix's prior work experience includes H&R Block in Ottawa; Receptionist/LPN at Allen County Medical Associations in Iola; LPN/Medical Records/MDS and Care Plan nurse at Chanute Health Care; and Assistant Registrar at NCCC for the past 11 years.

Ms. Dix will be paid \$12.61 an hour (Level 4) beginning August 15, 2016.

#### **10. Nursing Instructor-Ottawa**

It was the president's recommendation that the Board approve the employment of Jackie Bennett as Nursing Instructor on the Ottawa campus. Ms. Bennett has an Associate of Applied Science degree in nursing from NCCC, a Bachelor of Science in Nursing from MidAmerica Nazarene University, and is currently pursuing her Master of Science in Nursing from MidAmerica Nazarene University.

Ms. Bennett's prior work experience includes Circulating RN, Risk Manager, and Safety Officer at Overland Park Surgery Center; and ICU RN at Ransom Memorial Hospital in Ottawa, KS.

Ms. Bennett will be paid at MS+15, Step 5 (\$36,769). Her start date will be August 15, 2016.

#### **11. HVAC Instructor-Lawrence**

It was the president's recommendation that the Board approve the employment of Marty Moyer as HVAC Instructor at the Peaslee Technical Center in Lawrence. Mr. Moyer has certification in the NCCER Instructor Certification Training Program as a Craft Instructor in Core Curriculum and HVAC.

Mr. Moyer's prior work experience includes HVAC Instructor at Bryan University, Topeka, KS; Service Technician for Andy's Refrigeration Service, Topeka, KS; Facilities Technician at Target Corporation, Lawrence, KS; HVAC/R Instructor at Wichita Technical Institute, Topeka, KS; Refrigeration Service Technician for Dillon's Store Services, Hutchinson, KS; and Service Technician for Hussmann Refrigeration, Topeka, KS.

Mr. Moyer will be paid at MS, Step 10 (\$38,974). His start date will be August 15, 2016.

#### **D. Revised Accounts Receivable Clerk Job Description**

Due to the resignation of the Accounts Receivable Clerk it was time to bring the job description up-to-date. Among other modifications as shown below, it was recommended that the classification be changed from Level 3 to Level 4. It was the president's recommendation that the following revised Accounts Receivable Clerk job description be approved.

## **ACCOUNTS RECEIVABLE CLERK**

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

This position processes the college's accounts receivable which includes billing, installment plans, collections of current and past due accounts and issuing refunds and reports to the Chief Financial Officer under their general supervision. Major duties consist of: updating and testing charge/refund tables, generating student and 3<sup>rd</sup> party statement, processing Financial Aid and student refunds and serving as backup for the cashier.

### **Essential Functions**

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

### **Primary Duties and Responsibilities**

1. Update, test and maintain student charges and refund tables each semester.
2. Edit and post daily charge/refund reports.
3. Process financial aid and student refunds on a timely basis, meeting Title IV requirements.
4. Run the generation of charges process weekly.
5. Balance A/R aging reports to the general ledger monthly.
6. Run other A/R month-end reports.
7. Generate and mail student and 3<sup>rd</sup> party statements on a monthly basis.
8. Monitor past due accounts and prepare for collection agency on regular basis, as per board policy.
9. Enter and update past due accounts on the hold list.
10. Follow year-end procedures as instructed.

### **Assist with the following cashier Duties and Responsibilities**

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. Perform other duties as assigned by the Chief Financial Officer.

**Required Knowledge, Skills and Abilities**

1. Excellent interpersonal skills, above average communication skills, ability to work effectively with all levels of employees. Ability to project a positive and professional image to students, applicants and employees.
2. Ability to appropriately exercise independent initiative and judgment.
3. Ability to learn and implement complex accounts receivable procedures.
4. Ability to maintain the confidentiality of student information.
5. Good working knowledge of personal computer operations.
6. Good general knowledge of basic accounting procedures.

**Education and Experience**

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

**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.

**Non-Discrimination (1/9/15)**

Neosho County Community College affords equal opportunity to and does not discrimination 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:

<b>U.S. Department of Education</b>	<b>Kansas Human Rights Commission (KHRC)</b>	<b>Equal Employment Opportunity Commission (EEOC)</b>
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. Revised Director of Technology Services Job Description**

Due to revised duties of the Director of Technology Services, it was the president's recommendation that the following revised Director of Technology Services job description be approved.



## DIRECTOR OF TECHNOLOGY SERVICES

Reports to: Dean for Operations/CIO  
Classification: Full-time, 12-month Employee  
Pay Status: Administrator, Exempt  
Fringe Benefits per Board Policy  
Starting Salary Range \$48,000 - \$52,000  
Revised: April-August 20152016

**Purpose of position:** This position reports to the Dean for Operations/CIO. The Director supervises duties relative to the effective and efficient operation of all technology service activities encompassing computer and telecommunications hardware, software and services. In addition, the Director-it will be responsible for all day-to-day maintenance, operation, and development of the official NCCC web site. 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. Provide overall coordination for the planning and integration of multi-faceted administrative, facilities, and instructional technology;
2. Implement and evaluate all technology service programs and services;
3. Prepare the annual Technology Services budget and coordinate the acquisition of all Technology Service hardware, software, supplies, forms, and services;
4. Provide overall system-level communication and telecommunication direction and oversight and coordinate telecommunications systems including WAN activities, ATM, ITV, Telenet II, ISDN, leased digital and switched public communication lines and serve as Internet activity coordinator for all campuses, including VOIP (voice-over-IP) applications;
5. Serve as the Webmaster for NCCC and act as the liaison for any third-party service companies or services that may be required;
6. Develop and maintain the current NCCC website as required using current industry standard software and programming languages as appropriate;
- 4-7. Assure that all web pages comply with appropriate statutes and regulations, policies, guidelines, and standards as well as incorporate new technologies as required to keep the site relevant;
- 5-8. Supervise and manage the Technology Service daily operation including network services, help desk, and hardware and software maintenance;
- 6-9. Coordinate and maintain current and new inventory control of technology hardware and software;
- 7-10. Coordinate management and student information systems operations ;
- 8-11. Research, evaluate and recommend technological innovations beneficial to the institution;
- 9-12. Design, develop, test, and implement various components of the management and student information systems;
- 10-13. Coordinate the monitoring, tuning, and ongoing evaluation of network operations;
- 11-14. Coordinate network and EX software modification installation, testing, and implementation;
15. Coordinate installation and support of administrative and staff workstation hardware/software including hardware upgrades, software installations, etc.;

- ~~12-16.~~ Chair and lead the Technology Planning Committee and consult with them to establish priorities for administrative and instructional technology implementation and oversight of the technology funds;  
~~Chair and lead the Technology Planning Committee and consult with them to establish priorities for administrative and instructional technology implementation and oversight of the technology funds.~~
- ~~13-17.~~ Ensure timely, accurate resolution of problems;
- ~~14-18.~~ Meet regularly with the Dean to review and establish priorities for all Technology Service operations of the college;
- ~~15-19.~~ Assist in the recruitment and retention of NCCC students; and,
- ~~16-20.~~ Perform other duties assigned by the Dean.

### **Education and Experience**

- A Master's degree in Information Systems, Business Computer Technology, or other related field of study; AND two years of experience with essential experience listed above requiring initiative and judgment; OR
- A Bachelor's degree in Information Systems, Business Computer Technology, or other related field of study; AND five years of experience with essential experience listed above requiring initiative and judgment.

### **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. Ability to reach and work overhead on an occasional basis is required.
4. Occasional lifting of up to 30 pounds from the floor to waist height is required.
5. Some travel during normal working hours will be required.

### **Non-Discrimination (1/9/15)**

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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	

**VII. REPORTS**

- A. Marketing & Development – Claudia Christiansen reported on Marketing and Development. See attachments.
- B. Treasurer – Sandi Solander gave a treasurer’s report. Revenue for the month of July was \$548,780.17 and disbursements were \$885,054.28. See attachments.
- C. President – Dr. Brian Inbody gave a president’s report. See attachment.

**VIII. OLD BUSINESS**

**A. Approval of the 2016-2017 Budget**

It was the president’s recommendation that the Board approve the published budget for 2016-2017.

**Resolution 2016-49**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 2016-2017 budget as published. Further, on or before August 19, 2016, a copy of the adopted budget along with proof of publication shall be filed with the Neosho County Clerk and the Kansas Board of Regents.

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

**IX. NEW BUSINESS**

**A. TRiO Grant Employees Salary Increases**

Based upon the recommendation of the individual grant directors and Dean Brenda Krumm who oversees the TRiO programs, the president asked the Board to approve the following salary increases for administrative and hourly employees who work in the TRiO programs for their 2016-2017 contracts:

- 1. Administrative employees shall receive a 2% salary increase.
- 2. Hourly employees making less than or equal to \$12.50 an hour shall receive a 25¢ an hour salary increase.
- 3. Hourly employees making over \$12.50 an hour shall receive a 2% salary increase.
- 4. Anyone hired after April 1, 2016, will not receive a salary increase for 2016-2017.

	<u>2015-16</u>	<u>2016-17</u>
<b>Student Support Services (STARS)</b>		
Bart Cheney, Project Director	\$48,633	\$49,606
Angela Lisle, Transfer/Career Advisor	\$31,487	\$32,117
Grace Riebel, English/Reading Specialist	\$33,860	\$34,538
Elizabeth Robinson, Math Specialist	\$31,666	\$32,299
Lindsey Donovan, Administrative Assistant	\$10.85 hr	\$11.10 hr
<b>Talent Search</b>		
Nicci Wiltse, Project Director	\$38,157	\$38,920
Michael Rose, Academic Advisor (11 mo)	\$42,962	\$43,821
Rhonda Thomas, Administrative Assistant	\$11.20 hr	\$11.45 hr

**Upward Bound**

Kaley Adams, Project Director	\$35,000	\$35,700
Jared Wheeler, Academic Coordinator	\$29,500	\$30,090
Daniel Carroll, Administrative Assistant	\$10.50 hr	\$10.75 hr

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These are grant funded positions. Continued employment is contingent upon federal funding through the TRiO programs.

**Resolution 2016-50**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the salary increases for 2016-2017 for the TRiO Grant employees listed above.

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

**B. Welding Bids**

Bids to provide gas for the welding program are received annually. Five companies responded to the bid request. The chart below breaks down the costs based on an average yearly consumption. The bid prices are guaranteed for one year. The bid request indicated that preference would be given to vendors who could service all four welding sites.

The lowest price that met the bid specifications was offered by Matheson for \$1,803.60 per cubic foot for various gasses. It was the president’s recommendation that the Board accept the bid from Matheson as the supplier of gas for the welding program for the 2016-2017 year.

**Resolution 2016-51**

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the bid from Matheson of \$1,803.60 per cubic foot for various gasses as the supplier of gas for the welding program for the 2016-2017.

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

## Welding Gas Bids 2016-17 for Chanute, Garnett, Lawrence and Yates Center

### Praxair - Ottawa - All locations

Fuel	Tank Size	Unit	Cost per CU FT	Misc	1 yr Qty.	Example Total	COMMENTS
Acetylene	145 cu ft	\$30.00	\$0.21		3480 CF	\$ 730.80	Calculations based on last years usage, 12 deliveries and 12 mo. Cylinder rental for 1 tank. Will deliver to all locations.
Oxygen	249 cu ft	\$7.80	\$0.03		6600 CF	\$ 198.00	
Argon/CO2 Mix 75/25 - Lawrence HS	180 cu ft	\$19.00	\$0.11				
Argon/CO2 Mix 75/25 - Chanute, Garnett, Yates Center	385 cu ft	\$27.00	\$0.07		1600 CF	\$ 112.00	
Argon 335 cu ft	335 cu ft	\$25.85	\$0.08		10700 CF	\$ 856.00	
Delivery Chg per ticket				\$14.00	12 del.	\$ 168.00	
HAZ MAT per ticket				\$ 0.00		\$ -	
Cylinder Rental Option		\$0.12	30 days per cylinder	\$3.60/mo/cylinder	12 mo	\$ 43.20	
						<b>\$2,108.00</b>	

### Airgas - Chanute - All locations

Fuel		Unit	Cost per CU FT	Misc	1 yr Qty.	Example Total	COMMENTS
Acetylene (AC 4)	145 cf	\$43.16	\$0.30		3480 CF	\$1,044.00	Calculations based on last years usage, 12 deliveries and 12 mo. Cylinder rental for 1 tank. Will deliver to all locations.
Oxygen (OX 200)	251 cf	\$6.72	\$0.03		6600 CF	\$ 198.00	
Argon CO2 mix (AR CD 25300)	376 cf	\$20.95	\$0.06		1600 CF	\$ 96.00	
Argon (AR 300)	336 cf	\$20.95	\$0.06		10700 CF	\$ 642.00	
Delivery Chg				\$5.00	12 del	\$ 60.00	
Hazmat				\$2.50	12 del.	\$ 30.00	
Cylinder Rental		\$0.08	30 days per cylinder	\$2.40 per cyl per mo	12 mo.	\$ 28.80	
						<b>\$2,098.80</b>	

### Matheson - Topeka - All locations

Fuel		Unit	Cost per CU FT	Misc	1 yr Qty.	Example Total	COMMENTS
Acetylene	145 cf	\$31.26	\$0.22		3480 CF	\$ 765.60	Calculations based on last years usage, 12 deliveries and 12 mo. Cylinder rental for 1 tank. Will deliver to all locations.
Oxygen	200 cf	\$7.06	\$0.04		6600 CF	\$ 264.00	
Argon CO2 mix - C-25	336 cf	\$21.83	\$0.06		1600 CF	\$ 96.00	
Argon	336 cf	\$21.83	\$0.06		10700 CF	\$ 642.00	
Fuel Surcharge				\$0.00		\$ -	
Hazmat or Delivery Fee				\$0.00		\$ -	
Rental per day per cylinder		\$0.10	30 days per cylinder	\$3.00 per cyl per mo	12 mo	\$ 36.00	
						<b>\$1,803.60</b>	

**Kirkland - Fort Scott - Garnett only**

Fuel		Unit	Cost per CU FT	Misc	1 yr Qty.	Example Total	COMMENTS
Acetylene	140 cf	\$36.80	\$0.26		3425 CF	\$ 890.50	Calculations based on last years usage, 12 deliveries and 12 mo. Cylinder rental for 1 tank. Deliver to Garnett ONLY.
Oxygen	250 cf	\$13.00	\$0.05		6800 CF	\$ 340.00	
Argon CO2 mix	380 cf	\$33.00	\$0.09		1600 CF	\$ 144.00	
Argon	330 cf	\$33.00	\$0.10		11700 CF	\$ 1,070.00	
Fuel Surcharge				\$0.00			
Hazmat or Delivery Fee				\$0.00			
Rental per yr per cylinder		\$15.00	per yr per cylinder	\$15 / yr / cylinder	1 cyl	\$ 15.00	
						<b>\$2,459.50</b>	

**Thompson Brothers - Chanute - Ganute, Yates Center and Garnett locations only**

Fuel		Unit	Cost per CU FT	Misc	1 yr Qty.	Example Total	COMMENTS
Acetylene	120 cf	\$35.97	\$0.30		3480 CF	\$1,044.00	Calculations based on last years usage, 12 deliveries and 12 mo. Cylinder rental for 1 tank. Deliver to Chanute, Garnett, Yates Center and Garnett.
Oxygen	244 cf	\$11.93	\$0.05		6600 CF	\$ 330.00	
Argon CO2 mix	330 cf	\$32.50	\$0.10		1600 CF	\$ 160.00	
Argon	330 cf	\$32.50	\$0.10		10700 CF	\$1,070.00	
Compressed Gas, 75% Argon / 25% Carbon Dioxide	125 cf	\$17.50	\$0.14				
Argon 90%, CO2 10%	330 cf	\$32.50	\$0.10				
Argon 95%, CO2 5%	330 cf	\$32.50	\$0.10				
Delivery Charge				\$3.50	12 del	\$ 42.00	
Hazmat or Delivery Fee				\$0.00		\$ -	
Rental per day per cylinder		\$0.00	30 days per cylinder	\$0 / mo / cylinder		\$ -	
						<b>\$2,646.00</b>	



**BID REQUEST: WELDING GAS – NCCC WELDING PROGRAMS**

Neosho County Community College operates welding programs in the following locations:

- Chanute: 1501 W. 36<sup>th</sup> Street
- Garnett: 307 N. Walnut
- Lawrence: 1901 Louisiana Street (Lawrence High School)
- Yates Center: 105 W. Bell Street (Yates Center High School) *THIS IS A NEW SITE FOR 2016/17*

This is an official request for bids on gas for the upcoming academic year. Preference will be given to the vendor who can supply all four sites. If you are not bidding for all four sites **YOU MUST SPECIFY** if your bid is for the Chanute site only, the Garnett site only, the Lawrence site only, the Yates Center site only, or any combination of sites. Fuels delivered to these four sites will be invoiced to NCCC.

Based on past usage our estimated needs are as follows:

Chanute	
Description	Total Cubic Feet
Acetylene	3,480 CF
Argon	10,700 CF
C-25 High Grade AWS Welding Mix	1,600 CF
Oxygen	6,600 CF
Garnett	
Description	Total Cubic Feet
Acetylene	3,425 CF
Argon	11,700 CF
C-10 High Grade AWS Welding Mix	900 CF
C-25 High Grade AWS Welding Mix	1,600 CF
Arg Bal/ Oxy 5% 336 CF	0 CF
Oxygen	6,800 CF
Lawrence - HS	
Description	Total Cubic Feet
Acetylene	1,360 CF
Argon	2,330 CF
C-25 High Grade AWS Welding Mix	400 CF
Arg 75% / 25% CO2 155 CF	155 CF
Oxygen	2,800 CF

**NO USAGE HISTORY IS AVAILABLE FOR YATES CENTER. IT WILL BE A SMALL SITE.**



**Additionally**, Free State High School, 4700 Overland Dr., Lawrence, will need the following amount of fuel for the high school welding program. The fuel delivered to Lawrence High School will be invoiced to Lawrence Public Schools – NOT TO NCCC. Lawrence Public School has the right to accept or reject the gas bid for Free State High School.

Lawrence - FS	
Description	Total Cubic Feet
Acetylene	2,175 CF
Argon	2,400 CF
Argon 75%/CO2 25% 80 CF	880 CF
Oxygen	2,800 CF

Please include in your bid applicable delivery, handling and rental charges, and the size of the bottles. Gas will be needed approximately every three weeks. The gas delivered to the welding program must not exceed OSHA or KDOT storage regulations.

Sealed bids for the upcoming academic year should be submitted in writing by 10:00 a.m., Wednesday, July 13, 2016. NCCC reserves the right to accept or reject any bid submitted and to request additional information. NCCC intends to request bids for gas annually. Your bid price will be in effect for one year. Bids will be reviewed Wednesday, July 13, 2016 at 10:30 a.m.

Bids may be mailed to:

Neosho County Community College  
 Outreach and Workforce Development – WELDING BID  
 800 W. 14<sup>th</sup> Street  
 Chanute, KS 66720

Emailed to:

Brenda Krumm  
[bkrumm@neosho.edu](mailto:bkrumm@neosho.edu)  
 SUBJECT LINE: WELDING GAS BIDS

Hand delivered to:

Outreach and Workforce Development Office  
 Student Union, Neosho County Community College  
 800 W. 14<sup>th</sup>  
 Chanute, KS 66720

If you have questions, my contact information is listed below. Thank you for your consideration of this bid request.

**Brenda Krumm**

Dean of Outreach and Workforce Development  
 Neosho County Community College  
 800 W 14<sup>th</sup>  
 Chanute, KS 66720  
 620-431-2820, 234  
[bkrumm@neosho.edu](mailto:bkrumm@neosho.edu)

**C. USD 413 MOU**

Following is the proposed MOU with USD 413 for the 2016-17 academic year. This MOU allows the institutions to continue their strong partnership with career and technical education. It was the president's recommendation that the Board approve the MOU with USD 413.

**Resolution 2016-52**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the MOU with USD 413.

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

**CHANUTE USD 413/ NEOSHO COUNTY COMMUNITY COLLEGE**  
**Memorandum of Understanding**  
**2016-2017 School Year**

---

**INTRODUCTION**

This document is a binding memorandum of understanding between Chanute USD 413 (Chanute Public Schools) and the Neosho County Community College. The intention of this memorandum is to develop the framework for establishing and maintaining a governance structure and delivery model for providing technical education programs to secondary students residing in Chanute. This agreement does not cover all issues pertinent to the formation/operation/dissolution, but it does describe an agreed-upon set of principles for its operation. The goal of this agreement is to maximize the efficiency and effectiveness of technical training. Reference to “students” for purposes of this Memorandum shall refer only to Chanute Public School students enrolled in CTE programs.

**POINTS OF UNDERSTANDING**

1. Neosho County Community College will administer and retain day-to-day responsibility for technical education programs located at Chanute High School in the areas of Construction Technology, Welding, and Health Occupations. Chanute Public Schools agrees to provide financial support of the programming in a cooperative effort with Neosho County Community College.
  - 1.1. Neosho County Community College will prepare and submit an annual budget based upon anticipated enrollment and annual per student fees for the CTE programming. The annual per student fee shall be for a concurrent enrollment student. This annual budget will be presented to Chanute Public Schools for approval no later than June 15 of each year.
  - 1.2. “Anticipated enrollment” will be the estimated enrollment based upon a three-year average enrollment. Neosho County Community College will be provided the anticipated enrollment numbers no later than May 21 of each year.
  - 1.3. Actual student enrollments will be certified by October 30 of each year for the Fall semester and by March 30 of each year for the Spring semester.
  - 1.4. Chanute Public Schools’ financial support of the CTE will be budgeted annually, at the discretion of the Chanute Public School’s Board of Education, based upon the following:
    - 1.4.1. Estimated cost per student enrollment provided for above. Payment to Neosho County Community College shall be based upon the certified enrollment.
    - 1.4.2. Adjustment of fee for student(s) in the program not a concurrent enrollment student.
    - 1.4.3. Program Costs will be adjusted based upon Chanute Public Schools’ certified enrollment in the program on October 30 of each year for the Fall semester and March 30 of each year for the Spring semester.
    - 1.4.4. Special costs to accommodate Chanute Public Schools students pursuant to ADA or IDEA shall be the responsibility of Chanute Public Schools.
2. The number of seats in each individual program will be as determined jointly by Chanute Public Schools and Neosho County Community College.
  - 2.1. The annual number of seats in each individual program will be allocated by Chanute Public Schools.
  - 2.2. Chanute Public Schools will be responsible for assigning students to its allotment of seats. Chanute Public Schools will notify Neosho County Community College as such assignments are made.
3. Neosho County Community College will be responsible for the development and revision of specific program curriculum based upon direction provided by Chanute Public Schools. Neosho County Community College will obtain input from the CTE General Advisory Committee, composed of Chanute Public School staff, and the individual program advisory committees. Following the development and revision of program curriculum with input as stated, this information will to be presented to Chanute Public Schools. Neosho County Community College will provide reports, data and information sufficient for Chanute Public Schools to fulfill and respond to KSDE requirements for reporting, auditing, and Program Review documentation to maintain each program's approval for funding.
  - 3.1. Special Projects.** Any Special Projects agreed to by Neosho County Community College and Chanute Public Schools shall be set forth in attached “Special Project Addendum(s)” describing the project(s) and the estimated costs therefore.
    - 3.1.1. Special Project costs shall be set forth separately as part of any annual budget presented pursuant to 1.1 above so that it may be approved or disallowed separately from the budget presented based upon anticipated enrollment.
    - 3.1.2. If a Special Project is approved, it shall be subject to all terms set forth in this Memorandum of Understanding except as specifically agreed otherwise in writing.

4. Neosho County Community College will follow the Chanute Public Schools' school calendar for these CTE programs.
5. Neosho County Community College will be responsible for the staff development needs/schedule of employees assigned to these CTE programs.
6. Operation of these CTE programs will be administered by policies and procedures as approved by the Neosho County Community College Board of Trustees.
7. Chanute Public Schools' representative, on behalf of each student, shall provide documents required to satisfy regulatory reporting requirements and to assure any necessary reasonable accommodations that may be needed are provided. Notification as to individual student health issues that may affect their performance/safety are also governed by this policy.
8. The Chanute Public Schools Student Code of Conduct will be used for all student-related matters and NCCC administration will be made aware of the circumstances, except for the following which shall be governed exclusively by the Neosho County Community College Code of Student Conduct: Grade Appeal; Academic Integrity; Neosho County Community College students that are not Chanute Public Schools students.
9. Chanute Public Schools will provide at no cost a portion of the facility, known as the Vocational Building, located at Chanute High School to Neosho County Community College adequate for each year's enrollment for concurrent enrollment classes. It is acknowledged that Neosho County Community College will need to use the facility for classes that are not concurrent enrollment classes, and Chanute Public Schools and Neosho County Community College agree to enter into negotiations in good faith to arrive at a separate written agreement for such use.
10. Neosho County Community College will notify USD413 of summer and evening course offerings at the time the schedule is developed.
11. Chanute Public Schools agrees that all Chanute Public School property housed within the CTE program facilities and currently used by Neosho County Community College in connection with providing vocational programming will remain in place for the term of this MOU unless otherwise agreed. Neosho County Community College agrees that all real and personal property owned by the NCCC will remain in place in the program for which it was purchased for the term of this MOU unless otherwise agreed.
12. Instructor absences will be handled in the following manner:
  - 12.1. If either entity, NCCC or USD413, requests the instructor to be absent from teaching for a specific event, such as training, state meetings, or inservice, the cost of the absence shall be borne by the entity requesting the absence.
  - 12.2. Regular absences, such as sick leave, bereavement, or personal days, up to a total of 5 will be covered by USD413. Regular absences are those approved absences identified in the NCCC Negotiated Agreement.
  - 12.3. Absences beyond 5 become the responsibility of NCCC.
  - 12.4. The district office will be notified if instructors are out of class on college business.
  - 12.5. Travel to State and National competitions will count toward the days covered in 12.2.
13. Textbooks will be handled in the following manner:
  - 13.1. Textbooks will be selected by NCCC through the academic textbook selection process.
  - 13.2. Textbooks will be utilized for a minimum of 3 years; but will be used as long as content remains accurate and as long as the publishers allow the edition to be purchased.
  - 13.3. NCCC will notify USD413 of upcoming textbook changes by October 1 of the school year prior to adoption.
  - 13.4. The purchase of textbooks for student use will be the responsibility of either USD413 or the students, as determined by USD413.
14. Neosho County Community College in conjunction with Chanute Public Schools will develop goals and vision for the CTE programs through joint involvement in the advisory committee process.
15. Chanute Public Schools will enter into a Service Contract with Neosho County Community College as required by state law. The Contract will be of three-year duration and may be renewed annually thereafter.

The parties whose signatures appear below agree to this memorandum of understanding in principle. It is recognized by both parties that the terms of this agreement are binding, and may be reviewed annually at the time of budget approval.

\_\_\_\_\_  
Neosho County Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unified School District 413  
(Chanute Public Schools)

\_\_\_\_\_  
Date

A Special Projects Addendum (check one):

- Is attached and incorporated herein.  
 Is not attached.

**D. Executive Session – Non-elected Personnel**

On motion by Kevin Berthot and second by Charles Boaz the Board recessed into executive session for 10 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President, Vice President for Student Learning, Vice President for Operations, Chief Financial Officer, and the college attorney.

The Board entered executive session at 6:19 pm and returned to open meeting at 6:29 pm. No action was taken.

**X. ADJOURNMENT**

On motion by Charles Boaz and second by Kevin Berthot the meeting adjourned at 6:32 pm.

Respectfully submitted,

David Peter, Board Chair

Denise L. Gilmore, Board Clerk

## **August 2016 Board of Trustee Meeting**

Good Evening – Marketing, Development and the Foundation by the numbers.  
We give to:

### **Marketing**

22 school districts in support of After Prom

Royster Middle School Circus Night

Royster Booster Club

St. Patrick's Auction

Sacred Heart Auction (Ottawa)

Ottawa Chamber

Chanute Chamber

Chanute Women's and Children's Bowling Tournament

My Town Media Auction

Garnett Chamber

Cornstock

Neosho County Fair Auction

USDA Dinner

Thayer Watermelon Days

Ransom Memorial 5K

Garnett 5K

NCCC 5K

Bits and Spurs Rodeo

Buffalo Homecoming

Silent Auction for an individual needing an organ transplant

KACCTT/ KACCLI

KSACEP

We donate a basket to be auctioned at each home basketball game (team keeps the money)

**We went to and gave away items at:**

Erie Football

Chanute Basketball – Ralph Miller

Neosho County Fair

Artist Alley

Cornstock

Central Heights and West Franklin

In addition to those Marketing commitments, we also gave bags to all of the Royster 8<sup>th</sup> graders.

**Fundraising:**

The Gala netted \$15,000 this past year

**Development and Alumni:**

We also had 2 alumni events – the All Alumni Reunion on Friday night of Artist Alley weekend (we hosted approximately 80 people) and the 50 Year Society Reunion on Saturday evening.

We gave over 200 gifts to graduates

Named Don Halverstadt as the NCCC Distinguished Alum

Chose the Thornton Family as the Heritage Family

And helped Athletics with fundraising for the Scoreboard

The numbers below tell only part of the story. We have increased our awareness of giving to NCCC through the Neosho 1/4ly; we have continued to steward and work to increase the number of people we can contact when we need leadership gifts for a project. We have strong relationships with people who in the past were not necessarily friends and we have a stronger relationship with the communities of Chanute and Erie (with Erie still needing work but better than in the past). I believe that the NCCC brand is stronger than ever in Neosho County and surrounding areas. The Foundation has expanded its directors to match the college's service area and that has improved our brand. There is still much work to be done but I feel strongly that there are strong advocates in the service area and improvement is being made daily.

## **Foundation**

We managed: \$ **579,485.19** in **29** accounts for clubs and athletics. This year Development raised \$ **254,452.70**

The Foundation gave \$ **55,868** in support of NCCC for Lab chairs, banners, and 80<sup>th</sup> celebration.

Raised funds for the fountain project, just over \$**70,000**, we raised about \$**30,000** of that and the Foundation contributed \$**40,000**.

The Foundation also gave \$ **102,000** in scholarships funds and funded **300** NCCC Students with scholarships that includes the scholarships that Athletics awarded with the \$15,000 the Foundation gave for that cause.



Advertising Report Summer 2016 submitted by Nancy Isaac

**Print ads** – General Enrollment ads were placed in service area newspapers in Neosho County and Franklin County. Although my computer's Adobe License expired twice in the last year, most entities are willing (and actually their price includes graphics modification) to accommodate minor changes we need to make prior to publication. Brochures or viewbooks are outsourced for the most part by Admissions or created in house as publisher documents for unique programs by the actual departments. Ravin Printing has been more than helpful and accommodating with some minor projects. Spending for print advertising has decreased every year. High School booster clubs ads or yearbook ads are still purchased with service area high schools. Chamber ads are typically renewed yearly in each service area. We did have a print ad in the KOAM Weather Brochure this year and received some broadcast air time along with that. Always nice to emphasize our StormReady designation and safe campus.

**Radio ads** – General Enrollment ads were placed in service area stations (KOFO, KINZ). Our spending for radio ads has declined as well. However, we do make an effort to spend with local stations that cover our sports or other events.

**Television ads** – In the Chanute service area, we typically air ads with KOAM/FOX14 during July and August for fall enrollment and December and January for spring enrollment. Their production fees are less than \$150. We have also purchased air time during Royals games (120,000 viewers), Chiefs games (91,000 views), and SEC football games and try to air either specific ads (Carl Perkins) or just general information branding ads. The Broadcast TV market in the Chanute four state area is still affordable. Unfortunately, broadcast TV in the Ottawa market is not. There are some local cables companies we may experiment with but nothing has been decided as of August 1.

**Billboards** – We have contracts that we have renewed for two billboards on Highway 68 and I35 southbound and northbound lanes as well as Highway 169 at Welda – northbound and southbound lanes. The vinyl was changed, by majority vote of the marketing committee, for the Ottawa signs this spring. The traffic counts on both routes still make these billboards good exposure for NCCC and branding awareness. I35 traffic counts are 12,000 to 14,000 daily northbound and southbound, 169 is 3500 daily both north and south bound.

**Digital Online Advertising** – For the Chanute service area we have contracted through KOAM/FOX14 for a presence on their weather ap. Since the devastating tornado in 2011, this four state region is very weather conscious. We continue to get great exposure and use this online platform as a way to get more impressions that we would on other sites. Most months we see over one million ad impressions. (See attachment) For our northern markets, we have negotiated a \$2.72CPM for an online presence with KMBC 9. This will be on a mobile ap only and can be "geo-fenced" around service area high schools or entire towns/cities or stadiums or concert areas. There will be over 250,000 ad impressions each month and we can purchase a three month minimum. There site list was impressive and "clean".

**Pandora** – Online streaming radio proved very effective in the northern markets last year from Nov. 15 through Dec. 15 (month before and during finals). We were able to geo-target and picked seven metro KC and surrounding Kansas and Missouri counties. We saw a 1% CTR which is unheard of. We are trying that again during July and August this summer for fall enrollment. Pandora has changed their rate structure as they realized how much of the market they were missing out on – in particular - smaller colleges.

**Social media** – Facebook, Twitter, Instagram - While it is still basically free (we can pay and boost posts) we'll still ride the wave as long as we can. We post academic and enrollment calendar important dates, program information, job openings and special events (retirements) or closings. We encourage other entities on campus to have a social media presence and have guidelines for them to follow. This presence can increase public awareness of specific programs or curriculums and help with enrollment numbers.

**Other advertising** – we place specialized ads for many Outreach projects upon request –programs like CNA, CMA, Kids College, Entrepreneurship, Medical Assist, H.I.T. etc. Carl Perkins ads are created as per the guidelines set by KBOR and aired or published after approval.



View Traffic Analytics

View Leads

Create a new Program

Edit a Program

Edit School Profile

Student Enquiry System

Edit Analytics Report Receivers

Edit Lead Filter

## Neosho County Community College Analytics



Program:

Choose program

Shortcuts:

- Yesterday Last 30 days
- This week Last 365 days
- Last week This month
- Last month This year

From:

15/09/2015

To:

31/07/2016

View Analytics ▶

### Analytics Overview for All Programs

Overview

Your Visitors

Your Lead Senders

Demographics Impressions

Demographics Clicks

Demographics Leads

Work Experience

Market Sample

Total Traffic Overview (321 days)

[Download in Excel format](#)

	Advertising Impressions	CTR	Program views (Clicks)	C/R	Filtered Leads
Associate (AAS) in Chemistry and Pre-Chemic...	18 394 →	2,8% →	510 →	5% →	23
Associate of Applied Science in Accounting	12 166 →	3,3% →	406 →	31% →	125
Associate of Applied Science in Computer Info...	22 239 →	3,5% →	774 →	28% →	219
Associate of Science in Business Administrati...	20 837 →	2,9% →	599 →	14% →	85
Associate of Science in Physics & Pre-Engine...	12 111 →	1,7% →	211 →	62% →	130
Marketing	24 836 →	1,9% →	477 →	28% →	131
Nursing	641 →	6,7% →	43 →	37% →	16
<b>Total Average Per Program</b>	<b>15 889</b>	<b>3.3%</b>	<b>431</b>	<b>29.2%</b>	<b>104,1</b>
School Profile Page			1 984		
<b>Total Sum</b>	<b>111 224</b>		<b>5 004</b>		<b>729</b>

#### Account Summary - From 15/09/2015 to 31/07/2016 (321 days)

This period \* **8 111 USD**

Per Impression \* 0.07 USD

Per View (Click) \* 1.62 USD

\* Calculations are based on your current subscription.



View Traffic Analytics

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Program:

Choose program

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- Yesterday Last 30 days
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From:

15/09/2015

To:

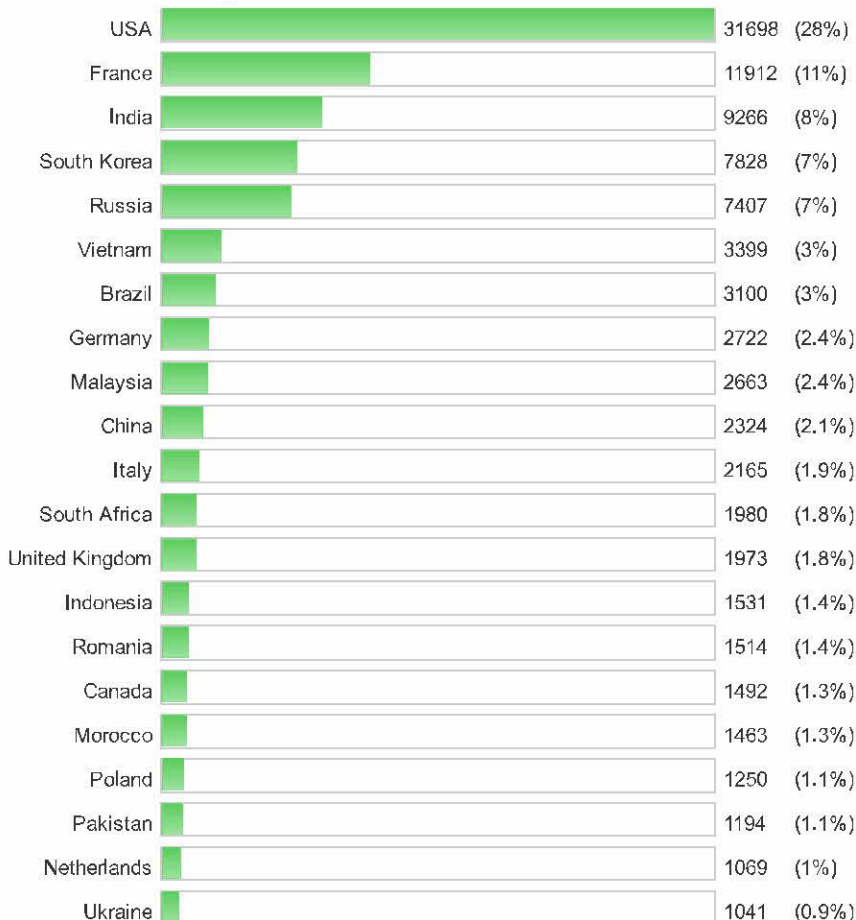
31/07/2016

View Analytics ▶

### Demographics Impressions for All Programs

	Your Visitors		Your Lead Senders		
Overview	Demographics Impressions	Demographics Clicks	Demographics Leads	Work Experience	Market Sample

### Top Countries Impressions



United Arab Emirates	942	(0.8%)
Singapore	905	(0.8%)
Spain	890	(0.8%)
Nigeria	827	(0.7%)
Unknown	781	(0.7%)
Saudi Arabia	778	(0.7%)
Czech Republic	722	(0.6%)
Japan	665	(0.6%)
Iran	631	(0.6%)
Portugal	594	(0.5%)
Australia	570	(0.5%)
Philippines	556	(0.5%)
Greece	500	(0.4%)
Dominica	490	(0.4%)
Qatar	446	(0.4%)
Ireland	424	(0.4%)
Israel	423	(0.4%)
Egypt	412	(0.4%)
Turkey	410	(0.4%)
Colombia	382	(0.3%)
Sweden	367	(0.3%)
Hong Kong	342	(0.3%)
Kenya	337	(0.3%)
Sri Lanka	336	(0.3%)
Nepal	323	(0.3%)
Norway	314	(0.3%)
Bangladesh	297	(0.3%)
Ghana	297	(0.3%)
Mexico	266	(0.2%)
Zambia	252	(0.2%)

114470



View Traffic Analytics

View Leads

Create a new Program

Edit a Program

Edit School Profile

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Edit Lead Filter

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Program:

Choose program

Shortcuts:

- Yesterday Last 30 days
- This week Last 365 days
- Last week This month
- Last month This year

From:

15/09/2015

To:

31/07/2016

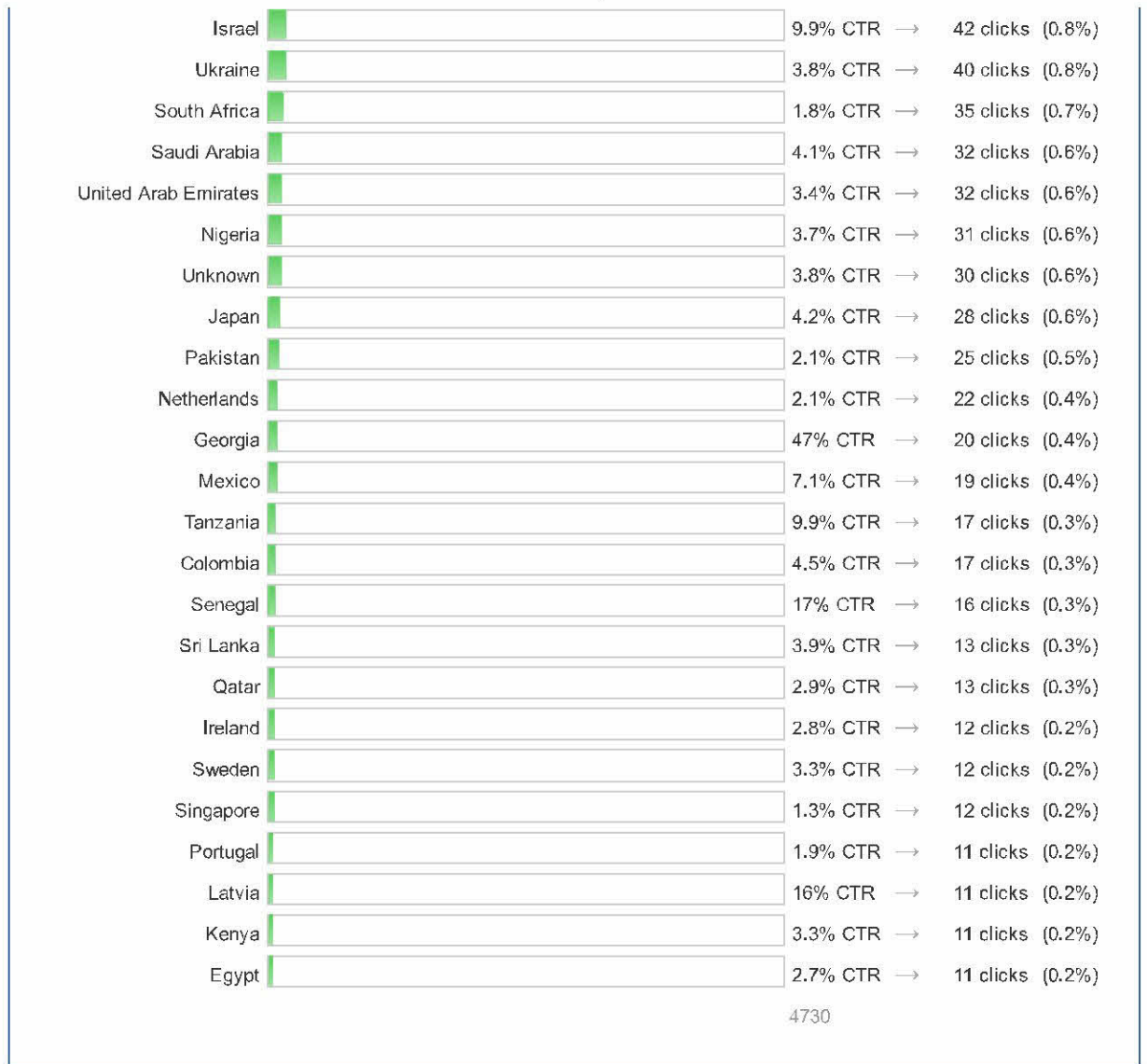
View Analytics ▶

### Demographics Clicks for All Programs

Your Visitors		Your Lead Senders			
Overview	Demographics Impressions	Demographics Clicks	Demographics Leads	Work Experience	Market Sample

### Top Countries Clicks

USA	<div style="width: 24%; height: 15px; background-color: #4CAF50;"></div>	3.8% CTR	→	1198	(24%) clicks
France	<div style="width: 11%; height: 15px; background-color: #4CAF50;"></div>	4.7% CTR	→	561	clicks (11%)
Russia	<div style="width: 9%; height: 15px; background-color: #4CAF50;"></div>	5.8% CTR	→	426	clicks (9%)
South Korea	<div style="width: 8%; height: 15px; background-color: #4CAF50;"></div>	5.3% CTR	→	416	clicks (8%)
Vietnam	<div style="width: 6%; height: 15px; background-color: #4CAF50;"></div>	8.4% CTR	→	285	clicks (6%)
Germany	<div style="width: 5%; height: 15px; background-color: #4CAF50;"></div>	9.4% CTR	→	256	clicks (5%)
India	<div style="width: 3%; height: 15px; background-color: #4CAF50;"></div>	1.6% CTR	→	145	clicks (3%)
China	<div style="width: 3%; height: 15px; background-color: #4CAF50;"></div>	5.5% CTR	→	127	clicks (3%)
Italy	<div style="width: 2.2%; height: 15px; background-color: #4CAF50;"></div>	5.1% CTR	→	111	clicks (2.2%)
Brazil	<div style="width: 2.1%; height: 15px; background-color: #4CAF50;"></div>	3.4% CTR	→	106	clicks (2.1%)
Czech Republic	<div style="width: 1.7%; height: 15px; background-color: #4CAF50;"></div>	12% CTR	→	84	clicks (1.7%)
Canada	<div style="width: 1.4%; height: 15px; background-color: #4CAF50;"></div>	4.8% CTR	→	71	clicks (1.4%)
Malaysia	<div style="width: 1.3%; height: 15px; background-color: #4CAF50;"></div>	2.5% CTR	→	67	clicks (1.3%)
Poland	<div style="width: 1.3%; height: 15px; background-color: #4CAF50;"></div>	5% CTR	→	63	clicks (1.3%)
Indonesia	<div style="width: 1.2%; height: 15px; background-color: #4CAF50;"></div>	3.9% CTR	→	59	clicks (1.2%)
Iran	<div style="width: 1.1%; height: 15px; background-color: #4CAF50;"></div>	8.4% CTR	→	53	clicks (1.1%)
Morocco	<div style="width: 1%; height: 15px; background-color: #4CAF50;"></div>	3.6% CTR	→	52	clicks (1%)
United Kingdom	<div style="width: 1%; height: 15px; background-color: #4CAF50;"></div>	2.5% CTR	→	49	clicks (1%)
Spain	<div style="width: 0.9%; height: 15px; background-color: #4CAF50;"></div>	5.1% CTR	→	45	clicks (0.9%)
Romania	<div style="width: 0.9%; height: 15px; background-color: #4CAF50;"></div>	2.9% CTR	→	44	clicks (0.9%)





- View Traffic Analytics
- View Leads
- Create a new Program
- Edit a Program
- Edit School Profile
- Student Enquiry System
- Edit Analytics Report Receivers
- Edit Lead Filter

## Neosho County Community College Analytics



Program:

Choose program ▼

Shortcuts:

- Yesterday Last 30 days
- This week Last 365 days
- Last week This month
- Last month This year

From:

15/09/2015

To:

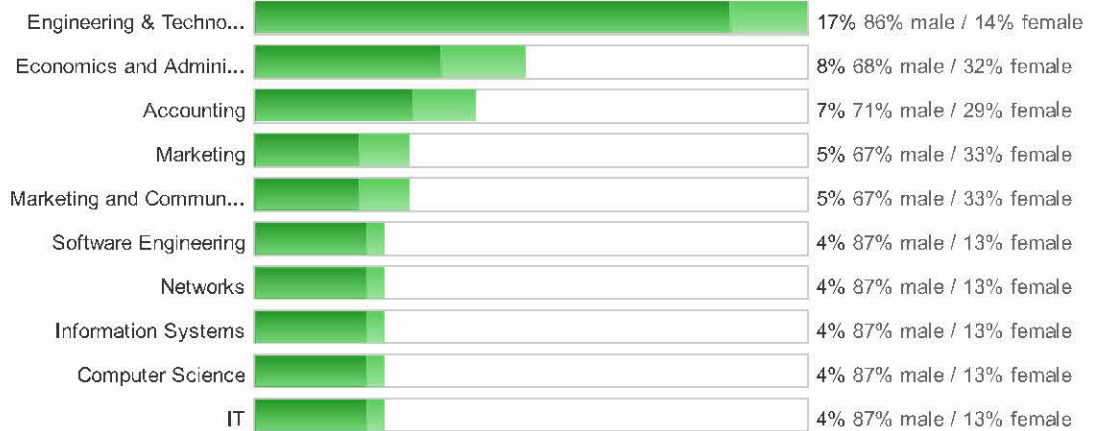
31/07/2016

[View Analytics ▶](#)

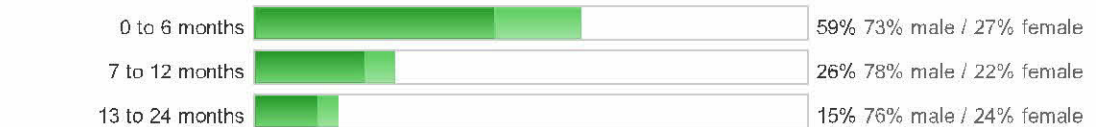
### Demographics Leads for All Programs

	Your Visitors		Your Lead Senders		
Overview	Demographics Impressions	Demographics Clicks	Demographics Leads	Work Experience	Market Sample

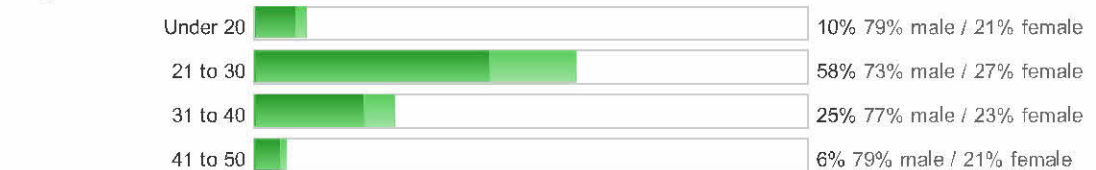
### Top Subjects



### Desired Enrollment Date



### Age Distribution





50 and over 1% 86% male / 14% female

## Gender

Male 75%

Female 25%

## Top Countries

India	20%	87% male / 13% female
Nigeria	10%	83% male / 17% female
Pakistan	5%	91% male / 9% female
Brazil	5%	65% male / 35% female
South Africa	4%	65% male / 35% female
Saudi Arabia	3%	80% male / 20% female
Egypt	3%	78% male / 22% female
United Arab Emirates	3%	71% male / 29% female
USA	3%	53% male / 47% female
Malaysia	2%	40% male / 60% female
Ghana	2%	93% male / 7% female
Indonesia	2%	71% male / 29% female
Algeria	2%	85% male / 15% female
Sudan	2%	100% male / 0% female
Iran	1%	80% male / 20% female
Canada	1%	89% male / 11% female
Tanzania	1%	78% male / 22% female
United Kingdom	1%	78% male / 22% female
Kenya	1%	63% male / 38% female
Namibia	1%	43% male / 57% female



- View Traffic Analytics
- View Leads
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## Neosho County Community College Analytics



Program:

Choose program ▼

Shortcuts:

- Yesterday
- Last 30 days
- This week
- Last 365 days
- Last week
- This month
- Last month
- This year

From:

15/09/2015

To:

31/07/2016

[View Analytics ▶](#)

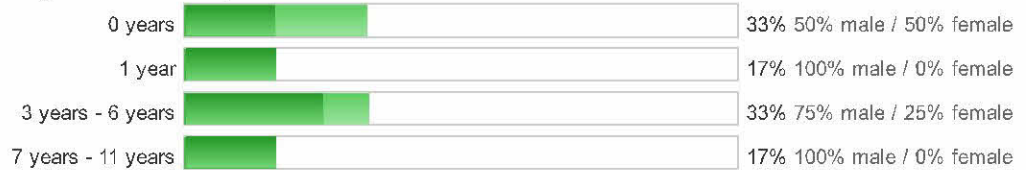
### Work Experience for All Programs

	Your Visitors		Your Lead Senders		
Overview	Demographics	Demographics	Demographics	Work Experience	Market Sample
	Impressions	Clicks	Leads		

#### Work experience



#### Management experience





- View Traffic Analytics
- View Leads
- Create a new Program
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## Neosho County Community College Analytics



Program:

Choose program ▼

Shortcuts:

- Yesterday
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- Last month
- This year

From:

15/09/2015

To:

31/07/2016

[View Analytics ▶](#)

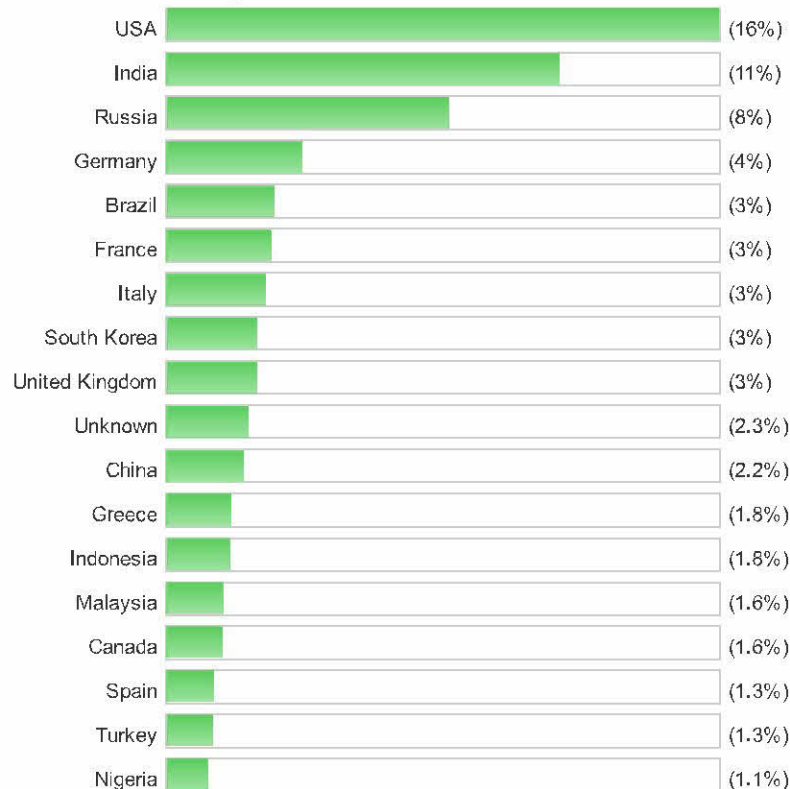
### Market Sample

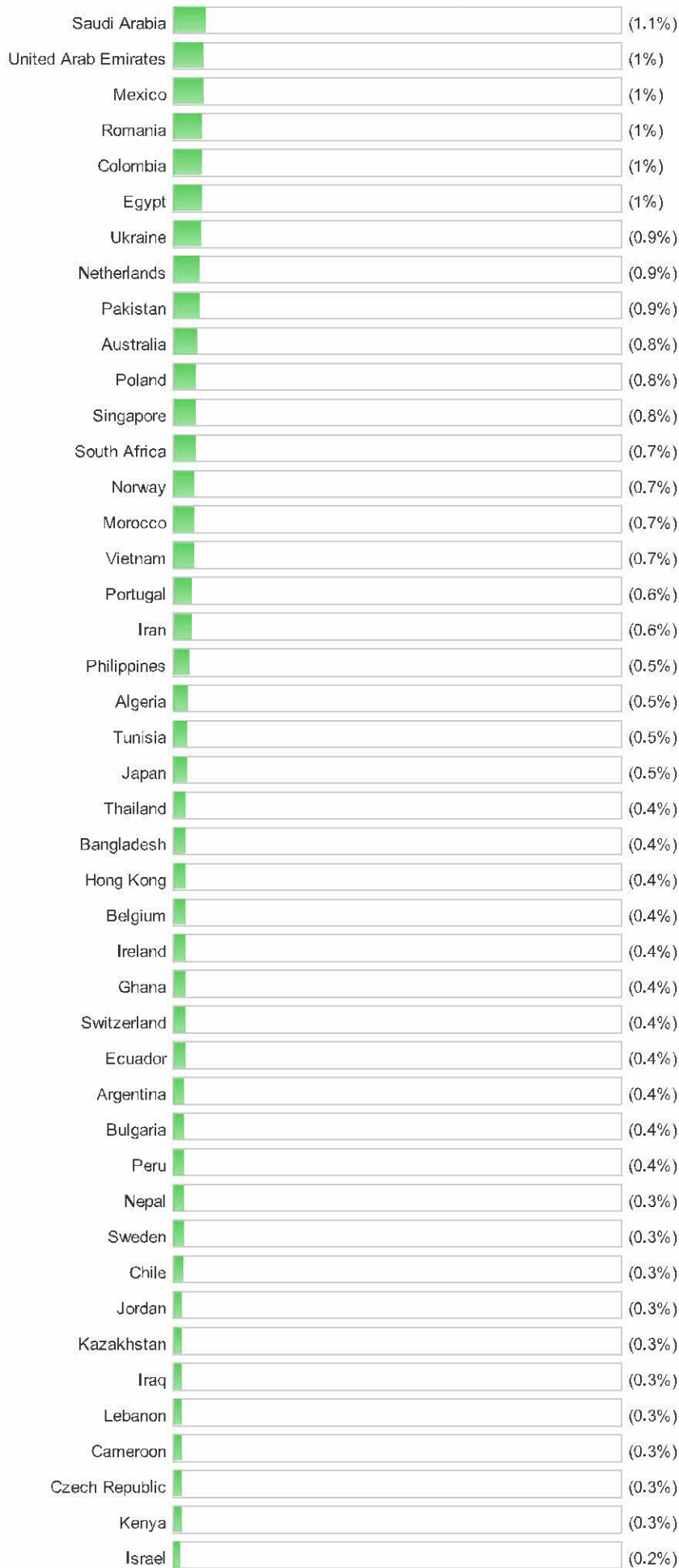
Your Visitors		Your Lead Senders		Market Sample	
Overview	Demographics Impressions	Demographics Clicks	Demographics Leads		Work Experience
Overview	Demographics Impressions	Demographics Clicks	Demographics Leads	Work Experience	Market Sample

Market Sample is based upon the last 10 000 000 impressions and clicks, and 10 000 leads.

Impressions	Clicks	Leads
-------------	--------	-------

### Top Countries Impressions





Administration Centre - Analytics





View Traffic Analytics

View Leads

Create a new Program

Edit a Program

Edit School Profile

Student Enquiry System

Edit Analytics Report Receivers

Edit Lead Filter

## Neosho County Community College Analytics



Program:

Choose program

Shortcuts:

- Yesterday
- This week
- Last week
- Last month
- Last 30 days
- Last 365 days
- This month
- This year

From:

15/09/2015

To:

31/07/2016

View Analytics ▶

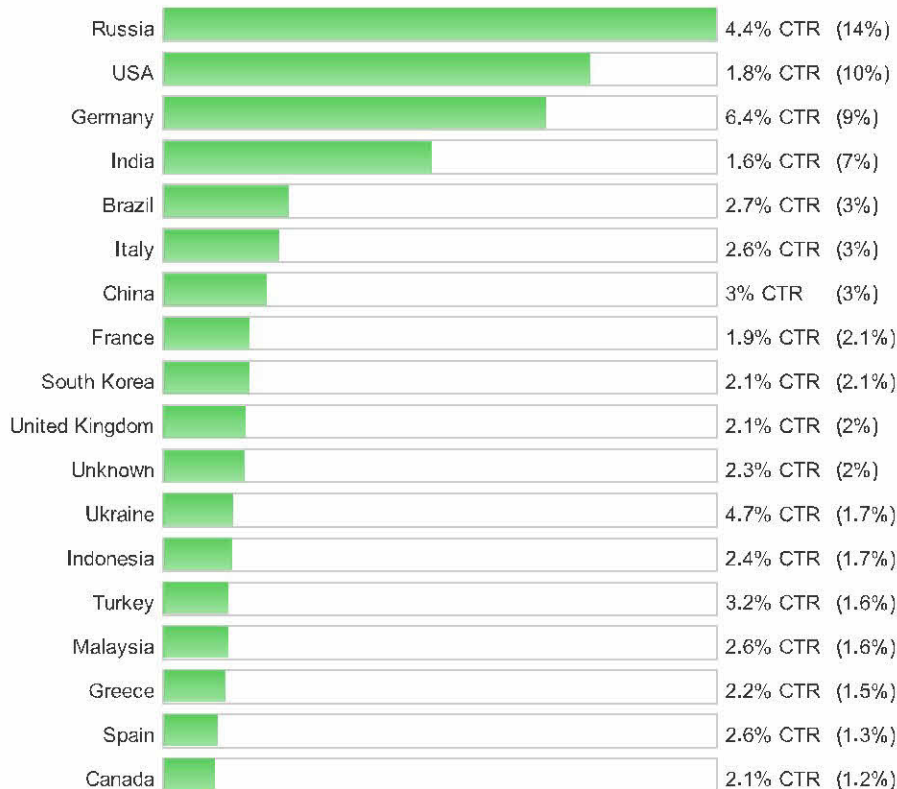
### Market Sample

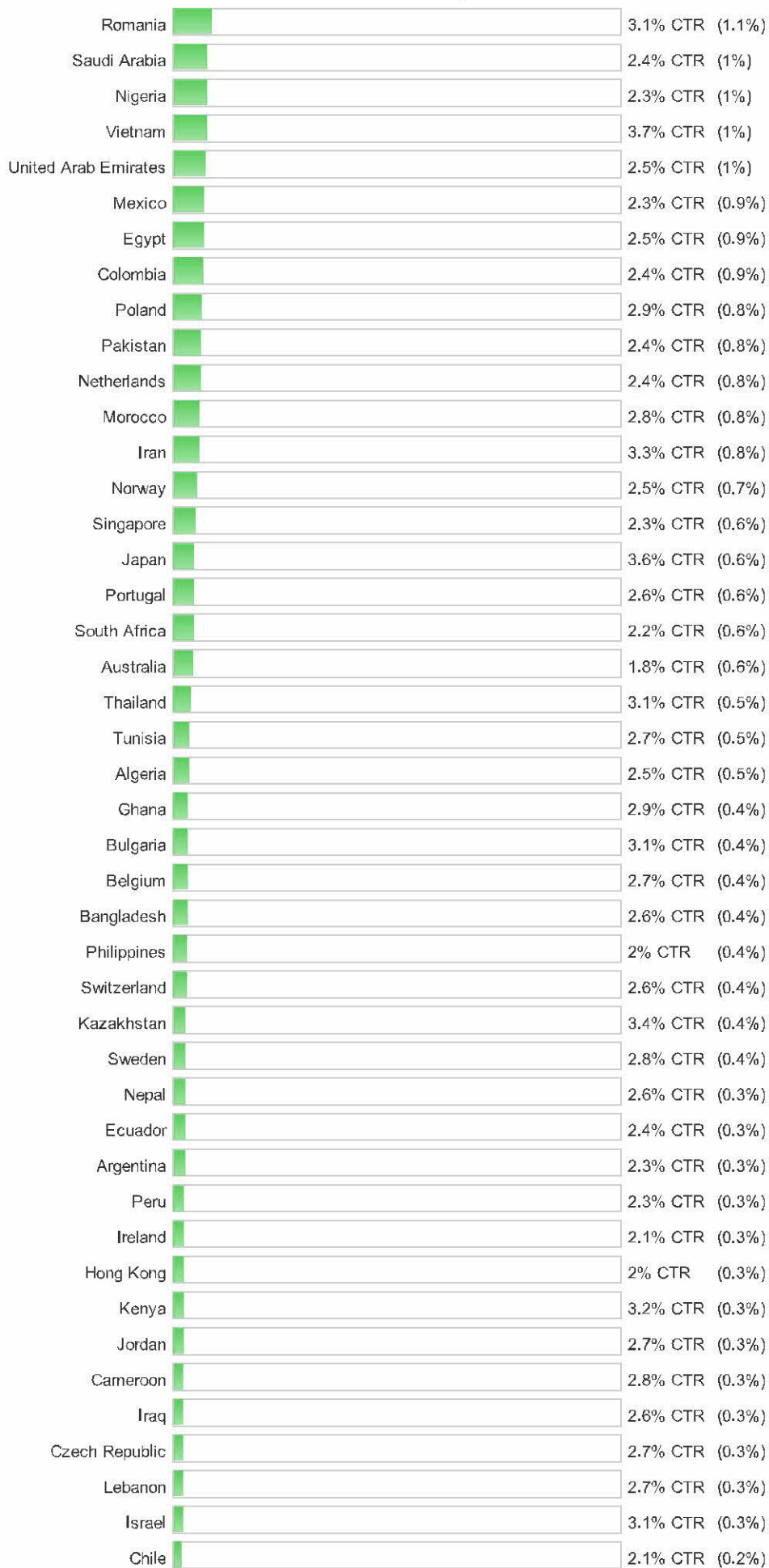
	Your Visitors		Your Lead Senders		
Overview	Demographics Impressions	Demographics Clicks	Demographics Leads	Work Experience	Market Sample

Market Sample is based upon the last 10 000 000 impressions and clicks, and 10 000 leads.

Impressions	Clicks	Leads
-------------	--------	-------

### Top Countries Clicks











View Traffic Analytics

View Leads

Create a new Program

Edit a Program

Edit School Profile

Student Enquiry System

Edit Analytics Report Receivers

Edit Lead Filter

## Neosho County Community College Analytics



Program:

Choose program

Shortcuts:

- Yesterday
- This week
- Last week
- Last month
- Last 30 days
- Last 365 days
- This month
- This year

From:

15/09/2015

To:

31/07/2016

View Analytics ▶

### Market Sample

Your Visitors		Your Lead Senders		Market Sample
Overview	Demographics Impressions	Demographics Clicks	Demographics Leads	

Market Sample is based upon the last 10 000 000 impressions and clicks, and 10 000 leads.

Impressions	Clicks	Leads
-------------	--------	-------

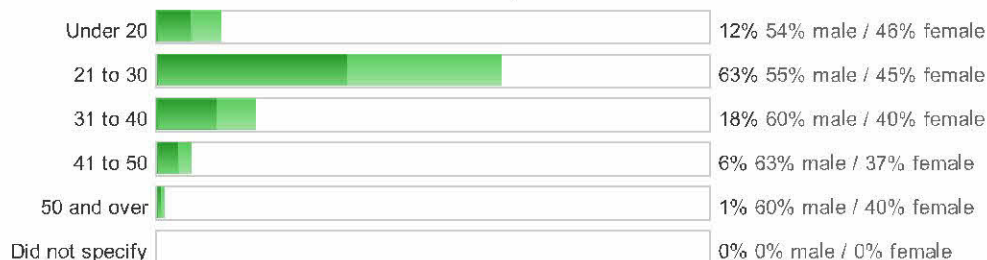
### Top Subjects

Engineering & Techno...		7% 76% male / 24% female
Business Studies		6% 57% male / 43% female
Humanities and Socia...		6% 44% male / 56% female
Arts		4% 36% male / 64% female
Economics and Admini...		3% 61% male / 39% female
Management		3% 60% male / 40% female
Natural Sciences		2% 53% male / 47% female
Design		2% 28% male / 72% female
Marketing and Commun...		2% 50% male / 50% female
Business		1% 61% male / 39% female

### Desired Enrollment Date

0 to 6 months		47% 60% male / 40% female
7 to 12 months		28% 54% male / 46% female
13 to 24 months		26% 53% male / 47% female

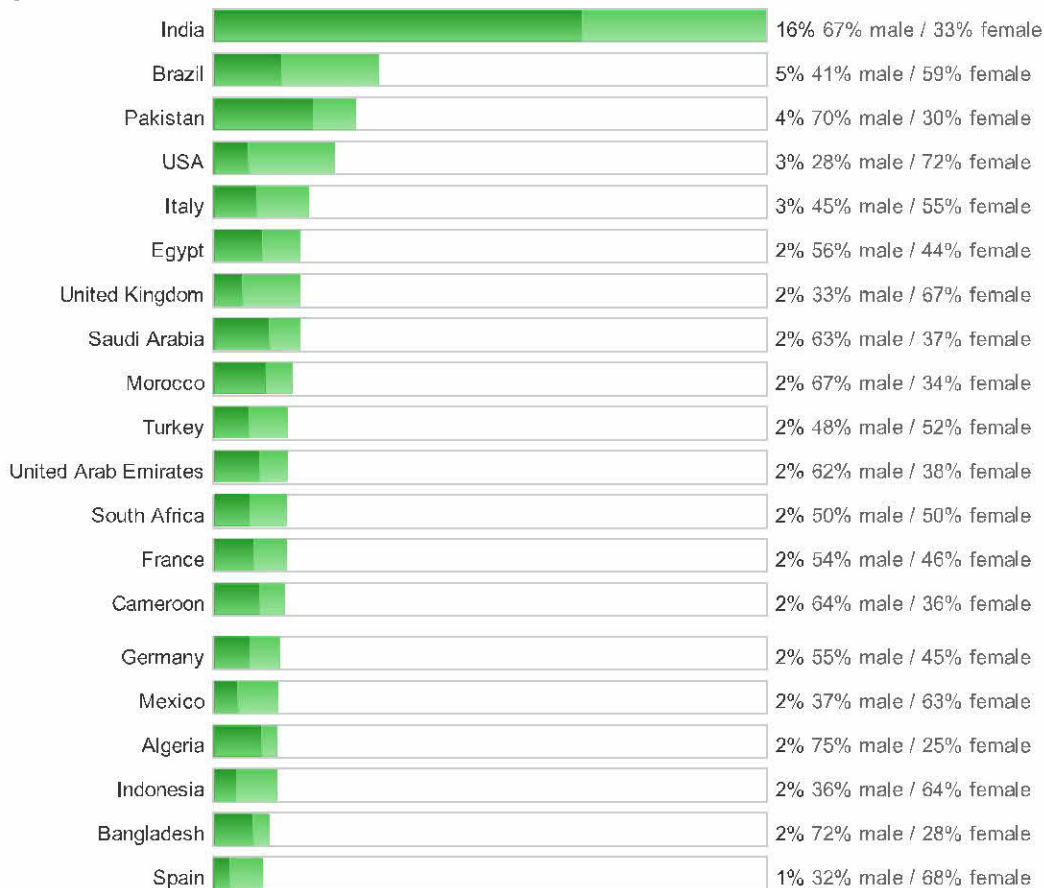
### Age Distribution



## Gender



## Top Countries



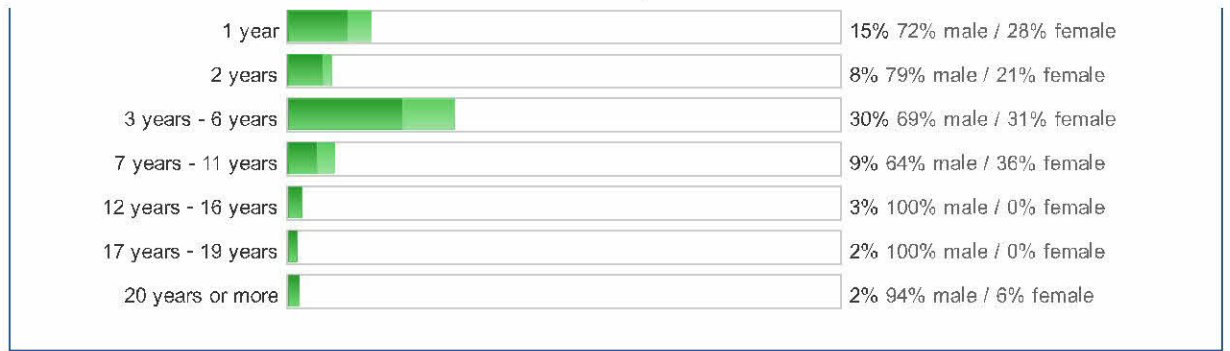
## Work experience



## Management experience



## Administration Centre - Analytics



# Skywatch Weather App "By the Numbers"



Month	Active Users	Average Daily Users	Sessions	Page Views	Median Session Length (Seconds)
1/2015	17,805	6,467	496,397	1,127,773	34
2/2015	19,889	7,960	678,162	1,719,116	39
3/2015	20,987	7,886	709,659	1,572,788	34
4/2015	24,149	10,337	1,179,850	2,522,729	37
5/2015	23,804	10,563	1,275,675	2,752,968	38
6/2015	22,766	8,436	807,396	1,702,305	34
7/2015	22,743	8,297	814,038	1,725,822	33
8/2015	22,587	7,685	702,450	1,422,564	31
9/2015	19,786	6,836	535,021	1,087,098	29
10/2015	20,509	6,898	498,131	1,047,454	28
11/2015	21,453	8,048	660,431	1,512,332	33
12/2015	21,360	7,309	623,298	1,484,282	35
1/2016	19,721	7,730	608,581	1,422,202	30
2/2016	18,911	7,123	516,545	995,874	29
3/2016	23,886	8,957	807,070	1,943,165	37
4/2016	24,797	9,268	868,292	2,108,629	37
5/2016	19,717	8,660	341,445	822,702	36
6/2016	24,168	8,503	791,422	1,934,511	36

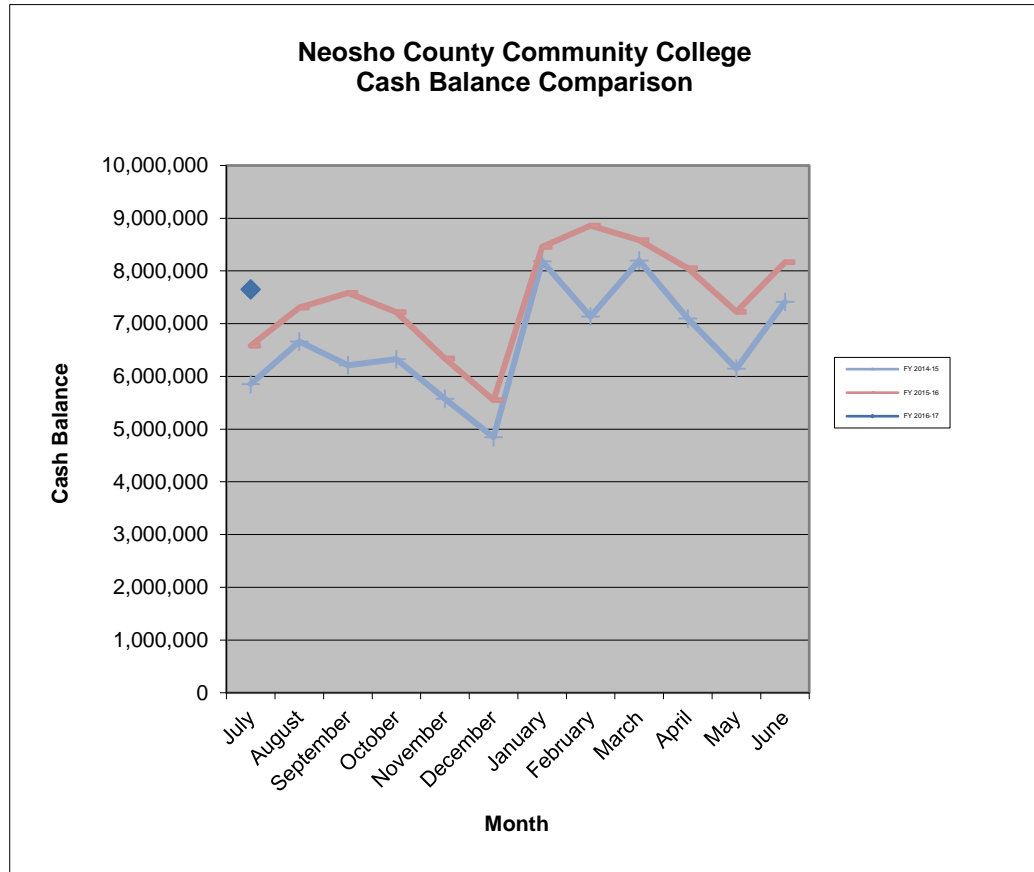
**Stay connected to 4 State Viewers 24/7 with a banner ad on the SkyWatch Interactive Mobile Weather App**

Viewers log on for up-to-the-minute radar, warnings, hourly forecasts, 10-day forecasts and even Chief Meteorologist Doug Heady's popular personal blog.

Source: Flurry Analytics

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

FUND	FUND DESCRIPTION	BEGINNING BALANCE 6/30/2016	RECEIPTS JULY	JOURNAL ENTRIES JULY	DISBURSEMENTS JULY	ENDING BALANCE 7/31/2016
02	Postsecondary Technical Education Reserve	61,646.34	11,596.44	0.00	0.00	73,242.78
07	Petty Cash Fund	1,073.30	0.00	0.00	0.00	1,073.30
08	General Fund Deferred Maintenance	51,020.00	20.00	0.00	0.00	51,040.00
09	General Fund Equipment Reserve	203,960.95	7,572.00	0.00	0.00	211,532.95
10	General Fund Unencumbered Fund Balance	2,300,000.00	0.00	0.00	0.00	2,300,000.00
11	General Fund	1,699,406.76	34,323.64	0.00	-596,762.74	1,136,967.66
12	Postsecondary Technical Education Fund	-167,551.88	118,992.65	0.00	-66,130.12	-114,689.35
13	Adult Basic Education Fund	13,861.12	175.00	0.00	-31,025.85	-16,989.73
14	Adult Supplementary Education Fund	50,608.64	0.00	0.00	0.00	50,608.64
16	Residence Hall/Student Union Fund	1,787,665.59	70,882.86	0.00	-22,215.88	1,836,332.57
17	Bookstore Fund	721,329.87	14,018.12	0.00	-19,969.64	715,378.35
21	College Workstudy Fund	2,385.29	0.00	0.00	0.00	2,385.29
22	SEOG Grant Fund	0.00	0.00	0.00	0.00	0.00
24	Pell Grant Fund	402.00	16,365.00	0.00	16,365.00	33,132.00
25	Student Loans Fund	0.00	67,510.00	0.00	-67,510.00	0.00
32	Grant Funds	-266,184.75	51,024.59	0.00	-49,405.06	-264,565.22
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	1,458,205.13	156,299.87	0.00	-48,399.99	1,566,105.01
90	Payroll Clearing Fund	0.00	0.00	0.00	0.00	0.00
	<b>TOTALS</b>	<b>\$7,988,771.49</b>	<b>\$548,780.17</b>	<b>\$0.00</b>	<b>-\$885,054.28</b>	<b>\$7,652,497.38</b>
	Checking Accounts					\$5,580,335.27
	Investments					\$2,070,562.11
	Cash on Hand					\$1,600.00
	Total					\$7,652,497.38



# President's Report

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August 9, 2016  
Dr. Brian Inbody

Trustees,

Thank you for your continued gift of time and leadership. Here are a few items of interest.

## Enrollment

Right now enrollment is about flat for fall. Ottawa continues to be down, but not as much. Earlier this year they were down about 12%, now down about 3.5%. So it is moving in the right direction. With our terrible summer (down 7%) added in we are down about 1.75% for the new year so far. We built the budget on negative 3% enrollment projection so it would be great if we were wrong. It's a LONG way to May though. We'll see how we do.

The new instructor qualification requirements of the Higher Learning Commission may be playing a part in both IDO and ODO enrollment numbers. There are a few classes that may have to be cancelled due to the new requirements. We are working with the school districts and instructors involved trying to address the situation, but it may mean that we can no longer offer certain classes at certain locations until the HLC requirements are met.

## Summer Semester 2016

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2015	10	8-10-15	739	2917.5	
TOTAL	2016	10	8-09-16	657	2711	-7.08%
CHANUTE	2015	10	8-10-15	108	344.5	
CHANUTE	2016	10	8-09-16	109	347	.73%
OTTAWA	2015	10	8-10-15	171	764	
OTTAWA	2016	10	8-09-16	162	726	-4.97%
ONL	2015	10	8-10-15	430	1688	
ONL	2016	10	8-09-16	371	1608	-4.74%
ODO	2015	10	8-10-15	---	---	
ODO	2016	10	8-09-16	---	---	---%
IDO	2015	10	8-10-15	15	31	
IDO	2016	10	8-09-16	15	30	-3.23%

## Fall Semester 2016

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2015	30	8-10-15	2092	16396	
TOTAL	2016	30	8-09-16	2132	16275.5	-.73%
CHANUTE	2015	30	8-10-15	564	6691	
CHANUTE	2016	30	8-09-16	596	6615.5	-1.13%
OTTAWA	2015	30	8-10-15	448	3942	
OTTAWA	2016	30	8-09-16	468	3809	-3.37%
ONL	2015	30	8-10-15	798	3872	
ONL	2016	30	8-09-16	769	3993	3.13%
ODO	2015	30	8-10-15	158	993	
ODO	2016	30	8-09-16	116	712	-28.30%
IDO	2015	30	8-10-15	124	989	
IDO	2016	30	8-09-16	183	1146	27.62%

## Projects Update

Both the baseball field and the fountain have had many, many delays thanks to the very wet summer we have had. Ben thinks that the Baseball complex will be done in late September but the fountain won't be complete until late October or November. If we have a harsh fall, it may be spring before it is done. As a result, it may not be ready for the 80<sup>th</sup> celebration on Oct 22<sup>nd</sup>.

The walls are going up now. The fountain concrete pours should continue soon. The bronze Panther has been ordered. We are starting with one Panther but may add a second later if funds allow and the design needs it.

## Hiring

Right now we are filling positions left and right. We still have openings to fill and new ones every day. I was concerned about the number of transitions this year so we are gathering some data for comparison. It looks like we lost 34 employees or 16% of our employees who started the school year in 2015. Still every time we replace an employee it costs a lot in training and in lost productivity as the person learns the job. We need to do all we can to hold on to our good employees.

Employee Departure									
2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
21	25	20	26	18	31	28	38	31	34



## Court Reporting

We are moving forward with court reporting at the Ottawa Campus. We have eight students signed up right now with several more saying they are applying! It is a good start for a fledgling program and I remain hopeful that it will grow. We are looking at what would be the best location for the program over time, but for right now it is in Ottawa

## Partners in Change – Now called Bridges

You may recall that the State of Kansas got a big grant to combat poverty in the state. They turned to NCCC and our Partners in Change program as a possible way to help people get out of their bad situation. We had to pare down the program some to fit in their budget and it was renamed Bridges in the process. They launched the first of the classes in Indy and it was wildly successful. They want to expand it to more of SE Kansas! I am very proud of that program as it does what we should be most focusing on – getting people out of poverty – it works! I'll keep you informed of the progress as we move through.

## Smart Asset Article and Ranking

I'm very proud to report that NCCC is listed as one of the top ten community colleges in the nation by Smart Asset! Here is a link to the full article: <https://smartasset.com/student-loans/best-community-colleges-2016>. We just have had a GREAT year, despite the lower enrollment numbers – Aspin Top 150, 16 year high in Noel-Levitz Scores – maybe the best that you can get, great employee survey results, top two in the state for student success index and for salary after graduation, and now this. Premier Community College!!

## TRiO Grant Extended

I am happy to announce that the Talent Search Grant was renewed. Talent Search employs four fulltime people and many tutors and helps low income kids with college preparation. The grant is \$314,400 a year for at least four years with the “bonus” fifth year for a total of \$1.5 million federal dollars brought into this county. By the way, our Talent Search grant was the only one in Kansas to get the bonus 5<sup>th</sup> year! That is due to how well we wrote the grant. Wow!!

## Another NCCC Olympian

You know about our track coach, but a former Panther player, John Ampomah, will throw the javelin in Rio for Ghana. Like Antwan, he qualified for the Olympics on his very last throw. Pretty cool!

## Jayhawk Conference Meeting

Last week Mike and I traveled to Pratt Community College for the biannual KJCCC or Jayhawk Conference meeting. It was a first in that a TV station was there to report on our meeting. On the agenda were the hot topics of out-of-state roster limitations, overall roster limits, and so-called “full-ride” scholarships. At the end of the day, after much discussion, all proposals failed to get the 2/3rds majority vote required for passage.

## Brian's Travels

The year is off and running for me. Here is a list of where I'll be for the next month:

- Aug 11 – KBOR breakfast and retreat – Wichita, KS
- Aug 12 – Consulting
- Aug 19 – Kansas Small Business Day – Pittsburg, KS
- Sept 2 – First Friday – Ottawa, KS
- Labor Day – September 5
- Sept 11-13 – CNCTYC Meeting, St. Louis, MO (we will leave early to get back in time for Board meeting on the 13<sup>th</sup>)