

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AGENDA

**September 13, 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 August 9, 2016
 - B. Claims for Disbursement for August 2016
 - C. Creation of Registration Specialist-Ottawa Job Description
 - D. Revised Head Athletic Trainer Job Description
 - E. Personnel
- VI. Reports**
 - A. Faculty Senate – Rita Drybread
 - B. Operations – Ben Smith
 - C. Treasurer – Sandi Solander
 - D. KACCT – Dennis Peters
 - E. President – Dr. Brian Inbody
- VII. Old Business**
- VIII. New Business**
 - A. Resolution 2016-53: Baseball Field Upgrade Project Design Build Contract Change Order #2
 - B. Resolution 2016-54: Request for Alcohol on Ottawa Campus for a Scholarship Fundraiser
 - C. Resolution 2016-55: Request for Alcohol on Chanute Campus for Alumni Event
 - D. Resolution 2016-56: Request to Close the Independence Nursing Program
 - E. First Reading: Academic Employee Designation Policy
 - F. Executive Session: Consultation with Attorney for the Board
 - G. Executive Session: Non-elected Personnel
- IX. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

September 13, 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, Lori Kiblinger, David Peter, Dennis Peters and Jenny Westerman.

Also in attendance were Kerrie Coomes, Rita Drybread, 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 Dennis Peters and second by Kevin Berthot the agenda was approved as presented.

V. CONSENT AGENDA

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

A. Minutes from August 9, 2016

B. Claims for Disbursement for August 2016

C. Creation of Registration Specialist-Ottawa Job Description

With the vacancy of the Assistant Registrar position on the Ottawa campus it was time to reassess that position. It was the president's recommendation that the Assistant Registrar's position on the Ottawa campus be changed to a Registration Specialist position similar to the one on the Chanute campus and that the following job description be approved.

REGISTRATION SPECIALIST – OTTAWA

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
Created: September 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 and code 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. Process course changes and additions and notify faculty and staff of these changes during peak enrollment periods.
10. Process Personal Information Updates for use by Registrar's Office.
11. In coordination with the Registrar, respond to requests from the Dean for the Ottawa and Online Campuses.
12. Process administrative withdrawal letters to students.
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. Revised Head Athletic Trainer Job Description

In reviewing the Head Athletic Trainer's job description as part of the process for her green card application it was found that it needed to be updated to more clearly reflect changes in that area over time. The following revised job description uses much of the wording recommended by the National Athletic Trainers Association. It was the president's recommendation that the Head Athletic Trainer's job description be revised as set out below.

HEAD ATHLETIC TRAINER/INSTRUCTOR

Reports to: Athletic Director
Classification: Professional Employee
Pay Status: Salary Schedule
Benefits: Per PEA Negotiated Agreement
Revised: ~~September 2015~~ September 2016

Develop, coordinate, and administer a comprehensive sports medical program for Neosho County Community College intercollegiate sports. This position reports to the Athletic Director and links the athletic department and the medical community in a manner providing for the cooperative implementation of injury prevention measures, emergency care, and injury management. The Head Athletic Trainer will also perform professional and administrative services essential for the successful implementation and development of the program. 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.

Primary Functions

1. Develop overall sports medical program for Neosho County Community College including: injury prevention programs, injury evaluations, injury management, injury treatment and rehabilitation, and educational programs;
2. Provide athletic training services for the athletic department, including attendance at scheduled team practices, and home and away competitions as necessary;
3. Coordinate and schedule physical examinations and medical referrals for student-athletes to determine their ability to practice and compete;
4. Work with the Athletic Director to develop the athletic training staff, including hiring, training and supervision of assistant athletic trainers and student athletic trainers;
5. Work in conjunction with the coaching staff to ensure safety in the design and implementation of fitness, nutrition and conditioning programs customized to meet individual student-athlete needs;
6. Schedule and coordinate athletic training staff and students for coverage of team practices and athletic competitions;
7. Assist Athletic Director in the development of the sports medical program budget;
8. Evaluate and recommend new techniques and equipment that would enhance the benefit of the sports medical program;
9. Maintain accurate files on each student-athlete;
 1. ~~Abide by and adhere to the NATA Code of Ethics;~~
 2. ~~Direct daily training room operations, including:~~
 - a. ~~Exercise, rehabilitation and therapy programs;~~
 - b. ~~Establish, maintain and secure athletic medical files for each athlete;~~
 - c. ~~Maintain daily records concerning treatments, evaluations, rehabilitation, medications, insurance and coaches report;~~
 3. ~~Supervise assistant athletic trainer;~~
 4. ~~Assign and provide athletic training coverage for all home athletic events;~~
 5. ~~Oversee the continual evolution of the HPER Athletic Training AS degree option.~~
 6. ~~Help recruit and supervise athletic training students;~~

- ~~7. Prepare athletic training students for transfer to accredited athletic training programs;~~
- ~~8. Instruct athletic training students in first aid and athletic training procedures;~~
- ~~9. Serve as a liaison between the following persons: physicians, physician's assistants, emergency medical personnel, coaches, athletes, parents, and public;~~
- ~~10. Assist parents in filing insurance claims for all athletic injuries;~~
- ~~11-10. Coordinate the filing of college insurance for all athletic injuries and assist parents and athletes in filing claims;~~
- ~~12. Work cooperatively with and under the direction of physician(s) and physician's assistant(s) about the following:

 - ~~a. Reconditioning procedures;~~
 - ~~b. Operating of therapeutic devices and equipment;~~
 - ~~c. Fitting of braces, guards and other devices;~~
 - ~~d. Referrals to the physician, physician's assistant, health services or hospital;~~
 - ~~e. Pre-participation Physical examinations for all athletes;~~~~
- ~~13. Coordinate the requisition process, storing, and inventory of training room supplies;~~
- ~~14. Oversee athletic training budget allocations;~~
- ~~15. Assign and serve as host to visiting athletic trainers and athletic teams;~~
- ~~16. Administer first aid to injured athletes;~~
- ~~17. Obtain ambulances as necessary;~~
- ~~18. Work cooperatively with coaches in setting up and carrying out a program of conditioning for athletes;~~
- ~~19. Apply protective or injury prevention devices, such as taping, bandaging, or bracing;~~
- ~~20. Advise about equipment purchases;~~
- ~~21. Supervise and/or advise about fitting of protective equipment; Counsel and advise athletes and coaches about matters pertaining to health;~~
- ~~22. Serve as a resource for medical and fitness information related to sports and athletes;~~
- ~~23. Examine the feasibility of conducting athletic training workshops and clinics in the future years;~~
- ~~24. Work with the assistant co-athletic trainer to cover the daily operations of the training room;~~
- ~~25-11. Teach 6 credit hours per year in conjunction with the Assistant Athletic Trainer, teach ten (10) hours of athletic training classes during the school year; -~~
- ~~26-12. Perform other duties as assigned by the Athletic Director.~~

Required Knowledge, Skills and Abilities

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

Education and Experience

- A Bachelor's degree in Athletic Training or related field. Master's degree preferred.
- Knowledge of Athletic Training as stated in the competencies developed by the National Athletic Trainer's Association (NATA) Education Council and the successful completion of the national certification requirements set forth by the Board of Certification. Certified by the National Athletic Trainers Association Board of Certification.
- Current state licensure or the ability to obtain licensure upon selection, with the Kansas State Board of Healing Arts.
- A bachelor's degree in Athletic Training or related field.
- First Aid/CPR certified.

- [Familiarity with NJCAA governing rules.](#)
- Preferred [2-3 years professional experience as](#) clinical staff, graduate assistant, or other athletic trainer at ~~the~~ high school level, community college, or 4-year institution.

Working Conditions

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. The employee is required to walk extensively, sit, stand, talk and hear.
4. Specific vision abilities required by this job include close vision and the ability to adjust focus.
5. Travel will be required.
6. Ability to occasionally lift and transport items weighing up to 100 pounds is required.
7. Weekends will be required as well as some flexibility in early or late hours.
8. Ability to drive up to 12 passenger van.
9. ~~Must have valid driver's license~~ [Must have a valid driver's license and be able to drive school vehicles per board policy.](#)

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

E. Personnel

1. Assistant Wrestling Coach

It was the president's recommendation that the Board approve the employment of Timothy Urenda as full-time Assistant Wrestling Coach. Mr. Urenda has a B.S. in Exercise Science from Colorado State University-Pueblo.

Mr. Urenda's prior work experience includes Wrestling Coach at Pueblo South High School, Youth Wrestling Coach for Pueblo Original Wrestling Association, and Strength and Conditioning Wellness Coach for YMCA of Pueblo, all in Pueblo, CO.

Mr. Urenda will be paid an annual salary of \$17,000.00 (Management Support) beginning September 14, 2016.

2. Accounts Receivable Clerk

It was the president's recommendation that the Board approve the employment of Autumn Kahler as Accounts Receivable Clerk. Ms. Kahler will complete an Accounting Specialist Certificate in December from U.S. Career Institute.

Ms. Kahler's prior work experience includes Financial Assistant Intern at Northwestern Mutual in Wichita; Closing Cashier at South Town in Chanute; Server at Emerson Biggin's Sports Bar & Grill in Wichita; Cashier at G&W Foods in Chanute; and Server at Poor Boy's Steakhouse in Thayer.

Ms. Kahler will be paid \$11.00 an hour (Level 4) beginning September 14, 2016.

3. Switchboard/Office Services Clerk

It was the president's recommendation that the Board approve the employment of Traci Follmer as part-time Switchboard/Office Services Clerk. Ms. Follmer has a CNA certificate from NCCC.

Ms. Follmer's prior work experience includes working as a CNA at Neosho Memorial Regional Medical Center; Administrative Assistant for the City of Chanute; and Store Manager at Maurices here in Chanute.

Ms. Follmer will be paid \$11.00 an hour (Level 2) beginning September 19, 2016.

VI. REPORTS

- A. Faculty Senate – Rita Drybread reported on what Faculty Senate was doing. See attachments.
- B. Operations – Ben Smith gave an Operations report. See attachments.
- C. Treasurer – Sandi Solander gave a treasurer's report. Revenue for the month of August was \$2,290,387.71 and disbursements were \$1,390,458.28. See attachments.
- D. KACCT – Dennis Peters reported on the KACCT meeting he attended with Dr. Inbody in Liberal on September 9 and 10.
- E. President – Dr. Brian Inbody gave a president's report. See attachment. November 15, 2016, at 5:30 pm was set for the fall Board retreat.

VII. OLD BUSINESS

There was no old business to discuss.

VIII. NEW BUSINESS

A. Baseball Field Upgrade Project Design Build Contract Change Order #2

The Board previously approved a design build contract for an upgrade to the baseball field in the amount of \$597,000. The board also approved a change order in the amount of \$24,893 for concrete work for the fountain project due to savings realized from combining the work with the baseball project.

College staff intended to save the existing home dugout as a part of the new baseball facility to save costs. During construction, however, it was found that the structural integrity of the existing walls were in question. Because the main wall was to be load bearing, it was necessary to demolish the wall and rebuild it and the dugout end walls. The board was notified and college staff demolished the existing dugout to save costs. Adding the replacement of the home dugout block wall construction will result in an increase of \$15,400 for the baseball field upgrade design build contract increasing the contract from \$621,893 to \$637,293. The proposed change order for the baseball field upgrade project design build contract to Loyd Builders is attached.

It was the president's recommendation that the Board approve the design/build contract change order for the baseball field upgrade project with Loyd Builders of Ottawa, Kansas, to increase the contract amount to \$637,293 with the additional funds to be taken from the out-district fee account.

Resolution 2016-53

RESOLVED, that the Board of Trustees of Neosho County Community College approves the design/build contract change order for the baseball field upgrade project with Loyd Builders of Ottawa, Kansas, to increase the contract amount to \$637,293 with the additional funds to be taken from the out-district fee account.

Upon motion by Dennis Peters and second by Jenny Westerman the above resolution was approved unanimously.

AIA® Document G701™ – 2001

Change Order

PROJECT: <i>(Name and address)</i>	CHANGE ORDER NUMBER: 02	OWNER <input type="checkbox"/>
Neosho County Community College	DATE: August 26, 2016	ARCHITECT <input type="checkbox"/>
Baseball Facility Upgrades		CONTRACTOR <input type="checkbox"/>
800 W. 14th St., Chanute, Kansas 66720	ARCHITECT'S PROJECT NUMBER: 1610	FIELD <input type="checkbox"/>
TO CONTRACTOR: <i>(Name and address)</i>	CONTRACT DATE: March 10, 2016	OTHER <input type="checkbox"/>
Loyd Builders, Inc.	CONTRACT FOR: New Construction/Renovation	
2126 South Elm Street		
Ottawa, Kansas 66067		

The Contract is changed as follows:

Demolish and replace existing dugout masonry.

The original (Contract Sum) (~~Guaranteed Maximum Price~~) was \$ 597,000.00
 The net change by previously authorized Change Orders \$ 24,893.00
 The (Contract Sum) (~~Guaranteed Maximum Price~~) prior to this Change Order was \$ 621,893.00
 The (Contract Sum) (~~Guaranteed Maximum Price~~) will be (increased) (~~decreased~~) (~~unchanged~~)
 by this Change Order in the amount of \$ 15,400.00
 The new (Contract Sum) (~~Guaranteed Maximum Price~~), including this Change Order, will be \$ 637,293.00
 The Contract Time will be (~~increased~~) (~~decreased~~) (unchanged) by () days.

The date of Substantial Completion as of the date of this Change Order, therefore, is

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

_____ ARCHITECT <i>(Firm name)</i>	_____ Loyd Builders, Inc. CONTRACTOR <i>(Firm name)</i>	_____ Neosho County Community College OWNER <i>(Firm name)</i>
_____ ADDRESS	_____ 2126 S. Elm, Ottawa, KS 66067 ADDRESS	_____ 800 W. 14th St., Chanute, KS 66720 ADDRESS
_____ BY <i>(Signature)</i>	_____ BY <i>(Signature)</i>	_____ BY <i>(Signature)</i>
_____ <i>(Typed name)</i>	_____ <i>(Typed name)</i>	_____ <i>(Typed name)</i>
_____ DATE	_____ DATE	_____ DATE

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document G701™ – 2001. Copyright © 1979, 1987, 2000 and 2001 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org. 102609

B. Request for Alcohol on Ottawa Campus for a Scholarship Fundraiser

The NCCC Foundation requested permission to have alcohol at a fundraiser for scholarships for students in Franklin and Anderson Counties at the Ottawa facility on December 3, 2016. The event will take place from 6:00-11:00 pm that evening.

Resolution 2016-54

RESOLVED, that the Board of Trustees of Neosho County Community College approves allowing the Foundation to have alcohol on the Ottawa campus on December 3, 2016, for a fundraising event.

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

C. Request for Alcohol on Chanute Campus for Alumni Event

The NCCC Foundation requested permission to have alcohol at an alumni event in the Student Union on the Chanute campus on September 23, 2016. The event will take place from 6:00-10:00 pm that evening.

Resolution 2016-55

RESOLVED, that the Board of Trustees of Neosho County Community College approves allowing the Foundation to have alcohol on the Chanute campus on September 23, 2016, for an alumni event.

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

D. Request to Close the Independence Nursing Program

For the past nine years NCCC and ICC entered into a partnership to create a Level I (LPN) nursing program in the city of Independence with the help of the State of Kansas Nursing Initiative Grant, a 10-year award. That program was in conjunction with Mercy Hospital that provided space for the classrooms and laboratory. Mercy Hospital was closed last year and was torn down. Space was found at ICC West and the program continued. ICC has pulled its financial support from the program for this academic year although they did allow NCCC to use space without charge. They had, in the past, paid for one-fourth of the costs of the program. Besides location difficulties and loss of ICC fiscal support, the program has suffered from low enrollment in recent years. With the possibility of the grant ending next year, lack of fiscal support from ICC, lack of appropriate and equal space to the nursing programs at Chanute and Ottawa, and the low enrollment, the administration recommended that the NCCC/ICC nursing program at Independence, Kansas, be closed beginning with the 2017-2018 academic year. The program would continue to operate until the conclusion of the 2016-2017 academic year.

NCCC will notify all partners including ICC, KBOR, HLC, the State Board of Nursing and our national nursing accreditor.

Resolution 2016-56

RESOLVED, that the Board of Trustees of Neosho County Community College approves closing the Independence nursing program beginning with the 2017-2018 academic year.

Upon motion by Dennis Peters and second by Jenny Westerman the above resolution was approved unanimously.

E. Academic Employee Designation Policy (first reading)

In light of changes in US Department of Labor overtime regulations the College must indicate which positions are “academic” in nature and which are not. The following proposed policy provides a guideline for which positions may be declared academic.

Academic Employee

The term “academic” signifies an employee whose primary duty is performing functions directly related to academic instruction or training.

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

F. Executive Session – Consultation with Attorney for the Board

On motion by Dennis Peters and second by Kevin Berthot the Board recessed into executive session for 15 minutes for consultation with the attorney for the Board which would be deemed privileged in the attorney-client relationship and to include the President, Vice President for Student Learning, Vice President for Operations, Chief Financial Officer, Athletic Director, and the college attorney.

The Board entered executive session at 6:40 pm and returned to open meeting at 6:55 pm. On motion by Dennis Peters and second by Jenny Westerman the Board returned to executive session for an additional 5 minutes as 6:57 pm and returned to open meeting at 7:02 pm. No action was taken.

G. Executive Session – Non-elected Personnel

On motion by Dennis Peters and second by Jenny Westerman the Board recessed into executive session for 7 ½ 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 7:04 pm and returned to open meeting at 7:11 pm.

Resolution 2016-57

RESOLVED, that the Board of Trustees of Neosho County Community College approves the termination of the employment contract of Corey Rahe. Written notice was given to Mr. Rahe on Monday, August 22, 2016, that he was suspended from his duties. His employment contract is terminated effective September 13, 2016.

Upon motion by Jenny Westerman and second by Lori Kiblinger the above resolution was approved unanimously.

IX. ADJOURNMENT

On motion by Dennis Peters and second by Jenny Westerman the meeting adjourned at 7:15 pm.

Respectfully submitted,

David Peter, Board Chair

Denise L. Gilmore, Board Clerk

Faculty Senate Board Report

September 2016

Richard Webber and Luka Kapkiai – Mr. Webber and Dr. Kapkiai are planning an educational trip to London. They have begun advertising for the trip and have offered an informational meeting. There is more information about the trip in your attachments.

Jennifer Cain - our surg tech program is going to host the Kansas State Assembly for Surgical Technologists for a workshop planning meeting on 10/15/16 at the Ottawa campus. Jennifer Ferguson and I both serve on the board for KSA, and we ultimately are seeking legislation for the state of Kansas to require certification for surgical technologists—which it currently does not. [There is no requirement for education or certification to work as a surgical tech in KS, which means people can be trained on the job with no education to participate in surgery on an extremely critical level.] Our workshop will take place in Wichita in March.

Faculty will be attending the Core Outcomes meeting to be held September 23rd.



LONDON: THE CITY EXPERIENCE

7 days

London

TOUR NUMBER: 1819154XU

GROUP LEADER: Professors Luka Kapkiai and Richard Webber

DATES: 5/15/2017 – 5/21/2017 (Subject to change)

Enroll by September 19th to save \$200 off the program price!

Open to all NCCC students, faculty, and staff.

Visit Buckingham Palace, Windsor Castle, the Tower of London, Big Ben, and more!

QUESTIONS: Stop by Stoltz 8C or email Professor Kapkiai (lkapkiai@neosho.edu) or Professor Webber (rwebber@neosho.edu). To enroll or for questions on payment plans and insurance, please call EF's Traveler Support Team at 877-485-4184.

EFCST.COM/1819154XU

- View the full program itinerary
- Check the price and payment options
- Enroll conveniently online



WE TRAVEL TO LEARN

Today's global community challenges each of us to engage people and cultures we might not fully understand. The more we travel, the more likely we are to connect local issues to global ones—and the more culturally aware we become in an increasingly interdependent world.



PRICE DETAILS

London: The City Experience

Program Price ¹ \$3,075

Includes:

- Round-trip and on-the-ground transportation
- Hotels with private bathrooms
- Breakfast daily and select dinners
- Full-time Tour Director
- Daily activities, tours and entrances to attractions

Early Enrollment Discount [^] -\$200

Weekend Supplement \$35

Global Travel Protection \$155

EF's Peace of Mind Program ^{*} Free

Total Price (Age 29 and under) \$3,065

Triple/Quad room occupancy

7 monthly payments \$425/mo

Total Price (Age 30 and over) \$3,215

Double room occupancy

7 monthly payments \$446/mo

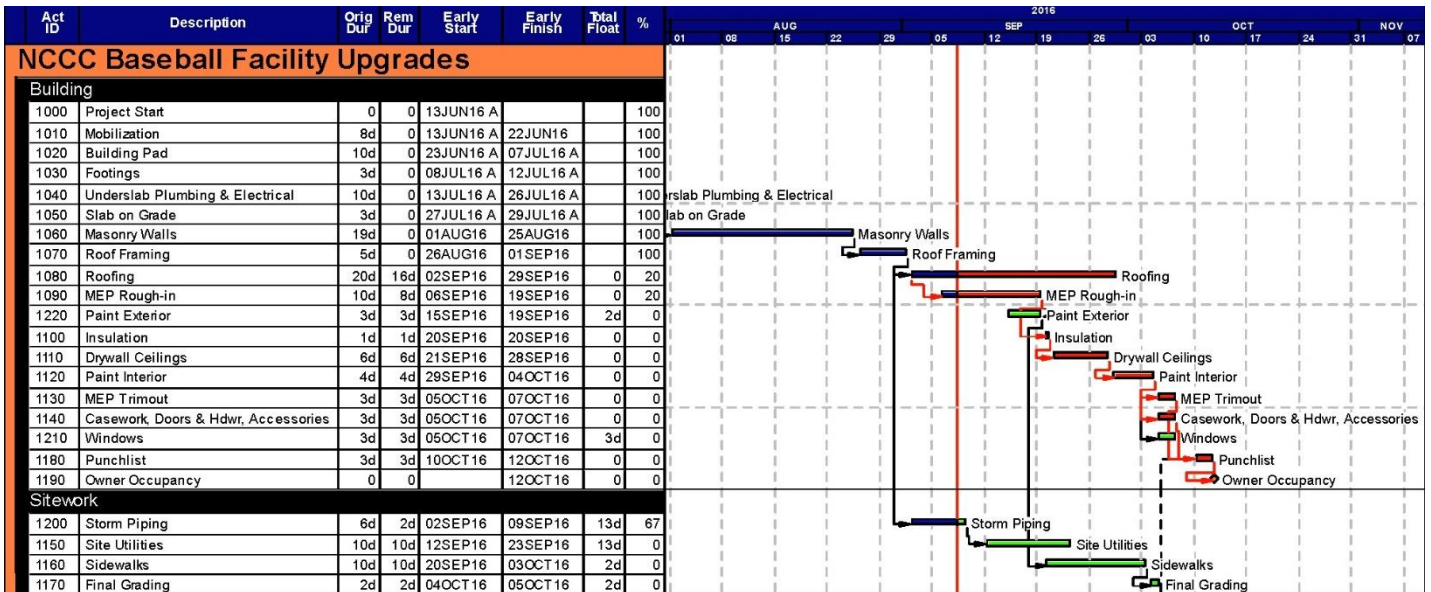
Report to the Board of Trustees
Vice President for Operations
Ben Smith
September 13, 2016

I. Projects Update

A. Arceneaux Family Baseball Complex (pictures below)

- a. Several change orders.
 - i. Added fountain concrete work.
 - ii. Added home dugout blockwork replacement (we did demo).
 - iii. Will probably delete painting of softball dugout and we will complete.
- b. Electric primary and secondary installed to transformer site.
- c. Water service installed but not connected.
- d. HVAC installation in progress.
- e. Roof panels next two weeks.
- f. Storm water management in progress.
- g. Painting this week hopefully.
- h. Remaining concrete the following week.
- i. Interior electrical and plumbing in progress.
- j. Security cameras and access control installation in progress.
- k. Network, broadcast PC and camera installation in progress.
- l. Bleacher pad, transformer pad, some sidewalk and left field bleacher pad next week.
- m. New bleacher section next Tuesday or Wednesday.
- n. Lockers nearly complete thanks mostly to Kyle with some help from Bobbie Forrest.
- o. Finalizing and ordering of concessions and other equipment in progress.
- p. Painting of visitor dugout complete.

Baseball Project Schedule





B. Fountain Project (pictures below)

- a. All the infrastructure is in place for the fountain including 3 catch basins, the main holding water basins, and most of the grounding loop, electric and plumbing.
- b. There is a small amount of dirt work to be done to complete the grounding loop.
- c. The river rock for the catch basins should be here next week.
- d. We are ready to set large rocks as soon as the concrete cures.
- e. Completion still estimated for late spring.



C. Gym

- a. Gym air conditioning is complete. We can maintain a comfortable temperature on a warm day.
- b. We have had some issues with the gym floor being slick which we are addressing.

D. Penner Lounge/Bookstore

- a. Penner lounge project is complete with the installation of a new floor, removal of old air handler, refurbished fire place with new insert, new door into bookstore and new furniture.
- b. New flooring in hallway leading to the cafeteria from Penner lounge.
- c. We refurbished the back of the bookstore including removal of the old air handler, installed a new floor, installed an additional door to the bookstore, and repainted entire area.
- d. New HVAC for bookstore and Penner lounge scheduled for December/January?

II. Safety/Security

A. Title IX

- a. Our Title IX Team including the four deputies, myself as Coordinator and three others continue our on-going training requirements under OCR guidelines. We will be training additional staff at the Ottawa campus this year as well.
- b. The Title IX Team has revised the various college policies dealing with sexual misconduct, consent, grievance, and harassment and are currently working with the college attorney on completing those policies and bringing them back to the board in the next few months.
- c. Sarah (and I) did a follow-up Title IX training session for all employees in person at in-service.
- d. We hope to soon have all employees train on Title IX using online Law Room.
- e. We are requiring all student groups and athletics to train on Title IX and our policies using online Campus Clarity, but are offering the Campus Clarity online training to all students.
- f. I continue to do personal training sessions with individual athletic teams on Title IX and bystander training.
- g. The college has implemented the Maxient software platform, a cloud-based, student discipline and Title IX issue reporting system and that process is going well.

B. New Initiatives/Training/Testing

- a. We added one-touch emergency buttons at several locations to our Chanute RAVE/Alertus emergency broadcast system.



- b. We launched the LiveSafe app this semester and have had good response so far.

LiveSafe®
Safety. In everyone's hands.

FREE Power Bank USB chargers for the first 200 NCCC students to download and show us the app!

Access resources
Have fast access to organization resources: phone numbers, just-in-time training, and emergency procedures.

Share info with safety and security
Submit tips related to safety concerns. Attach a photo, video, or audio file. You can even do it anonymously.

Know what's around you
Use the Safety Map to see where you are in relation to organization buildings, safety places, and other information.

Tab navigation: Home
Keeps organization-related functionality in one place within the app.

Get LiveSafe
Download "LiveSafe" from the App Store or Google Play. Register and fill out your profile. Select your organization. You're set!

Request help in an emergency
Quickly access emergency numbers. Safety officials can leverage location-data in an emergency, allowing for faster response times.

Help ensure you and friends get home safely
Virtually walk contacts home and request a safety escort from security.

Tab navigation: SafeWalk and Notifications
Makes it easier for your community to quickly start a peer-to-peer SafeWalk and access broadcast messages.

Verizon 11:56 AM 81%
NEOSHO COUNTY COMMUNITY COLLEGE

Report Tips Emergency Options
Resources Security Escort

LiveSafeMobile.com (571) 312-4645 @LiveSafe /LiveSafeApp

With the Board's permission, I would like to give you a brief demo of the app and our response system.

- c. We are currently testing an internationally-based automated lightning detection system which is considerably more sophisticated and sensitive than our current hand-held devices. The automated system notifies 10 NCCC employees using email cautions and text warnings when lightning is within 40 miles, 20 miles and 8 miles as well as sending us All-Clear messages. In the future, this system could automatically issue our RAVE messages as well.

- d. Based upon on feedback from ALiCE training, we will be adding emergency door stop holders to all classrooms and most offices on both campuses in the near future. (pictures below)



- e. In a related noted, I have given presentations regarding on firearms on college campuses to a joint meeting of the Kansas community college chief academic officers and chief student affairs officers as well as NCCC and several other community colleges in the area for their in-services.
- f. September is National Campus Safety Awareness Month and the Safety Officers are working with the Chanute Fire Department and residential life to host several safety-related events.
- g. We have trained all nursing students and will be training all new employees on ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) active killer/violent intruder response protocol. The process is on-going.
- h. Kerry and I and the residential life staff including RA's received training two weeks ago on drug recognition from the Chanute Police Department.
- i. Under our EAP, every building and facility has a coordinator that assists with emergency notifications and operations during actual emergencies. We are retraining all of these facility coordinators with their actions during specific emergencies such as severe weather/tornado, lightning and fire emergencies.
- j. We have completed and continue to test our emergency alert systems. These tests utilize our RAVE messaging system which will issue test emergency messages to all campus Alertus beacons, all campus PCs, as well as text and email messages to all employees and students.
- k. We also continue to update the EAP as statutes and regulations require. As always, we will bring the full EAP to the board for approval after the Safety and Security Committee has reviewed it and the Executive Committee has approved it, usually at the March or April board meeting.

III. Maintenance *(submitted by Kyle Seufert and Ben Smith)*

A. Summer Projects 2016

- a. Residence Halls
- i. Reworked 5 rooms in Neokan to include new flooring and new furniture.
 - ii. Stripped and waxed every room in dorms.
 - iii. Replaced 70 mattresses with new covers.
 - iv. Sealed outside walls where leaks were found.

- b. Student union/ Gym
 - i. Installed new scorer tables and wiring in floor for scorer tables.
 - ii. Moved Gym automated flag to north wall to make room for new ducting.
 - iii. Assisted with installation of new HVAC ducting in gym.
 - iv. Refinished gym floor.
 - v. Installed new HVAC for Oak room.
- c. General Facilities.
 - i. Installed new LED parking lot lights in the Student Union/Gym parking lot P2.
 - ii. New LED parking lots should be installed in next few weeks in Stoltz parking lot P3 and Bideau Hall parking lot P4.
 - iii. Every building was stripped and waxed this year.
- d. Athletics
 - i. New HVAC was installed in softball locker room.
 - ii. We are in process of demolishing the old softball field.
 - iii. Installed new scoreboards in Gym.

B. Safety

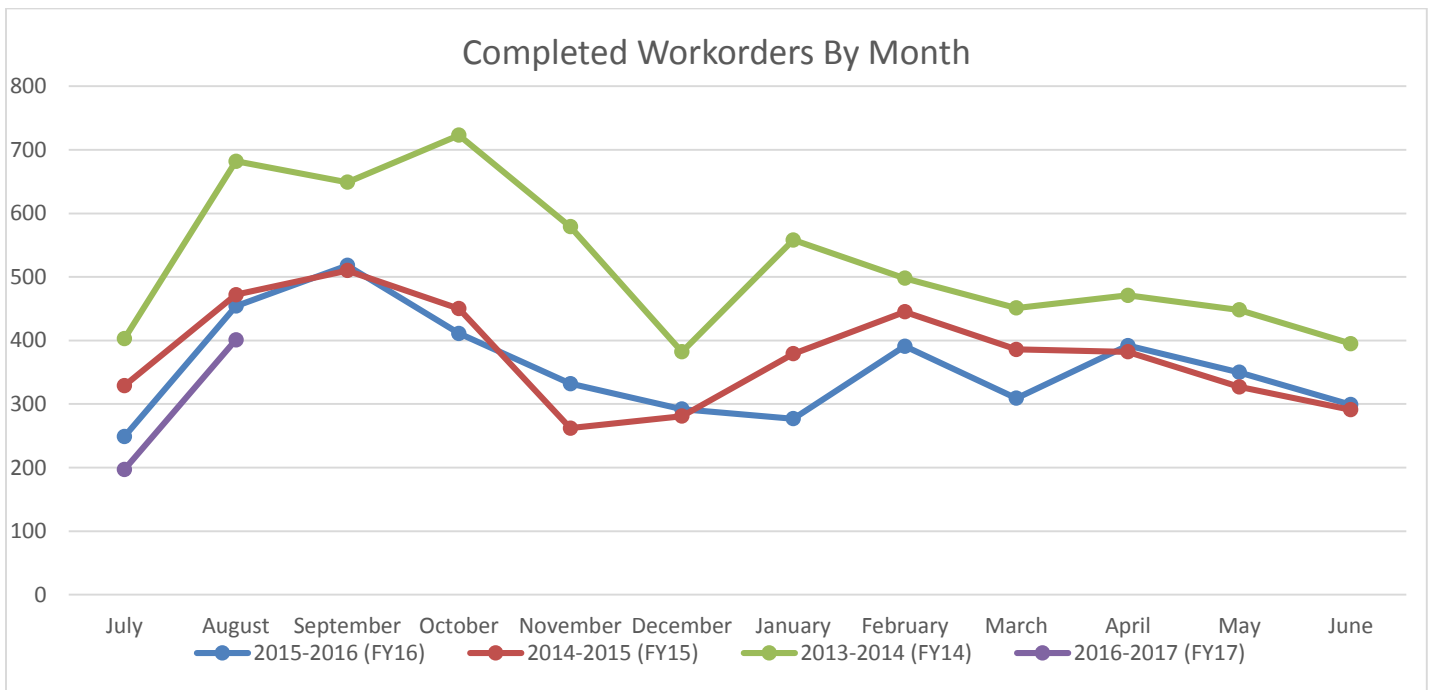
- a. Completed monthly safety walk-throughs with VPO and created appropriate work orders.
- b. All weekly and monthly inspections have been completed and documented.
- c. The semi-annual hood, boiler and chiller inspections and preventative maintenance operations (PMs) are completed.
- d. The entire maintenance and custodial crew completed training covering everything from ladder training to lock out/tag out.
- e. All staff completed ongoing training with staff stressing safety and standardized procedures.
- f. All training received additional staff training on Emergency Action Plan (EAP) guidelines and radio protocol.

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

A. Chanute Campus

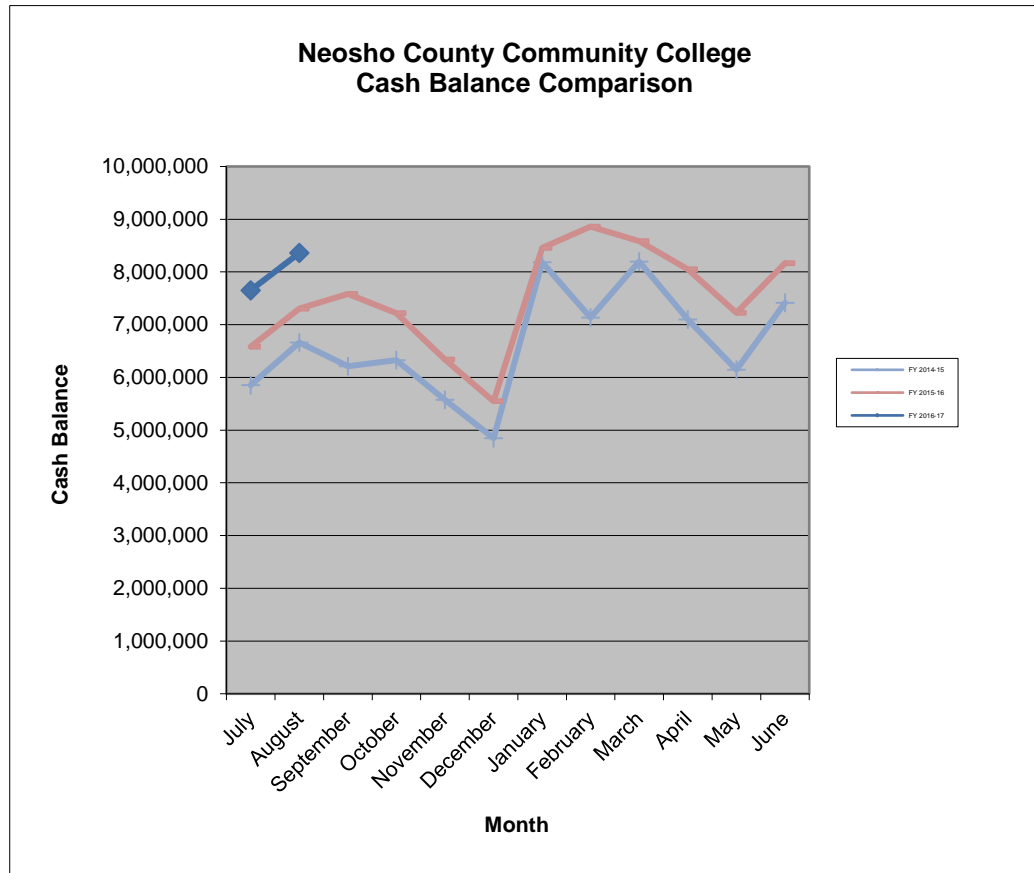
- a. **New wireless** – We have installed approximately 20 new access points throughout campus. The upgrades provide better coverage per unit and extended the range of our new IP based radios used by operations campus wide.
- b. **Wired Network in Residence Halls** – We are now providing wired Ethernet to our dorm residents to go along with their wireless access. Students are able to use this in lieu of the wireless network when applications require more bandwidth than we typically support with Wi-Fi.
- c. **Lab Replacements** – We replaced the computers in Rowland 333 and 338 labs and are continuing the replacement of the multimedia stations in each classroom campus wide.
- d. **IP Radios** – All Operations staff now utilizing IP based radios for communication. The old radio frequency based units had many limitations depending on broadcast location. The new units provide a clear, consistent communication channel over the wireless network.
- e. **New firewall** – We have installed an additional firewall that bolsters the existing unit, as well as provides the administrative function for the wireless network.
- f. **Redundant core switch** – We replaced the aging core switch at the data center with a pair of new units that work in tandem as well as provide failover protection in the event of a part failure on one or the other units.

- B. Ottawa Campus** - We replaced the existing computers in the TLC with thin clients to improve manageability and save on replacement costs. We are also continuing the replacement of the multimedia stations in each classroom campus wide.
- C. Online** – We installed a major Inside NC Upgrade upon the completion of the spring semester which provided some additional functionality and security updates. We also continue to work with Jenzabar to finalize the development of the custom assessment module. We will also be adding HD Streaming of athletic events this fall. Previously we were only able to broadcast in standard definition due to equipment limitations.
- D. Switchboard** – Mary continues to stay busy printing ID cards and answering the phones.
- E. Office Support Services** – We installed 4 new copiers this year, which replaced the existing models that came off lease. In addition we are now utilizing the electronic departmental billing software for all campus printers and copy machines now which has been a huge time savings for Gloria.
- F. Safety and Security** – We continue to expand the camera and access control systems, and will be installing approximately 20 new cameras and adding 10 new door controls over the next few months which will provide additional surveillance and security to several campus buildings including the new baseball and softball facilities.
- G. Help Desk & Maintenance** – Our technicians continue to stay busy as you can see by the charts below. We generally see the volumes increase in the fall months and the trend appears to be holding true this year.



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

FUND	FUND DESCRIPTION	BEGINNING BALANCE 7/31/2016	RECEIPTS AUGUST	JOURNAL ENTRIES AUGUST	DISBURSEMENTS AUGUST	ENDING BALANCE 8/31/2016
02	Postsecondary Technical Education Reserve	76,219.58	17,746.46	0.00	0.00	93,966.04
07	Petty Cash Fund	1,073.93	0.00	0.00	0.00	1,073.93
08	General Fund Deferred Maintenance	101,050.00	100.00	0.00	0.00	101,150.00
09	General Fund Equipment Reserve	213,857.48	0.00	0.00	0.00	213,857.48
10	General Fund UnencumberedFund Balance	2,300,000.00	0.00	0.00	0.00	2,300,000.00
11	General Fund	1,616,268.08	826,928.73	0.00	-782,685.45	1,660,511.36
12	Postsecondary Technical Education Fund	50,437.42	790,772.01	0.00	-158,866.32	682,343.11
13	Adult Basic Education Fund	-25,406.90	72,827.00	0.00	-45,645.49	1,774.61
14	Adult Supplementary Education Fund	50,608.64	70.50	0.00	0.00	50,679.14
16	Residence Hall/Student Union Fund	1,849,536.93	174,614.79	0.00	-98,155.47	1,925,996.25
17	Bookstore Fund	718,638.60	98,058.51	0.00	-177,263.44	639,433.67
21	College Workstudy Fund	0.00	167.74	0.00	0.00	167.74
22	SEOG Grant Fund	0.00	0.00	0.00	0.00	0.00
24	Pell Grant Fund	402.00	2,502.00	0.00	-2,502.00	402.00
25	Student Loans Fund	0.00	4,947.00	0.00	-4,947.00	0.00
32	Grant Funds	-85,168.56	80,363.40	0.00	-106,945.29	-111,750.45
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	519,926.19	221,289.57	0.00	-13,447.82	727,767.94
90	Payroll Clearing Fund	0.00	0.00	0.00	0.00	0.00
	TOTALS	\$7,458,386.52	\$2,290,387.71	\$0.00	-\$1,390,458.28	\$8,358,315.95
	Checking Accounts					\$6,286,153.84
	Investments					\$2,070,562.11
	Cash on Hand					\$1,600.00
	Total					\$8,358,315.95



President's Report

September 13th, 2016

Dr. Brian Inbody

Good Evening Trustees

I hope you have had a great end of summer. The semester is underway here at NCCC as we are already in week four! Time does fly. Here are a few items of interest. As I have been traveling the last five days many of these items will be in the form of an oral report.

Enrollment

We continue to be down a small amount for both the Fall semester and the year as a whole. But there are some bright spots.

Fall Semester 2016

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2015	30	9-13-15	2766	19978	
TOTAL	2016	30	9-13-16	2924	20547.5	2.85%
CHANUTE	2015	30	9-13-15	606	6746	
CHANUTE	2016	30	9-13-16	648	6869.5	1.83%
OTTAWA	2015	30	9-13-15	535	4484	
OTTAWA	2016	30	9-13-16	524	4119	-8.14%
ONL	2015	30	9-13-15	965	4734	
ONL	2016	30	9-13-16	1008	5282	11.58%
ODO	2015	30	9-13-15	323	1866	
ODO	2016	30	9-13-16	355	2051	9.91%
IDO	2015	30	9-13-15	337	2148	
IDO	2016	30	9-13-16	389	2226	3.63%

We also have a new “dashboard” for looking at enrollment numbers which gives a graphical view of enrollment comparison. Thanks to Kerry for his work creating this view.

COPS Meeting at KACCT and the CNCTYC Meeting

As I have been traveling since these meetings, these reports will be verbal.

Performance Measures

KBOR is actively trying to meet goals that they set for themselves in a bold document known as Foresight 2020. Among the many goals, measures and aspirations in this report to the legislature is a goal that 60% of the working age people of Kansas will have a degree or certificate. This number is based on a Georgetown study which is a guideline for providing a proper educated workforce for the nation.

As part of the effort to meet this lofty goal KBOR has introduced the concept of Performance Measures, a chart that lays out for each institution numerical goals in the number of degrees or certificates that must be granted each year in or for Foresight 2020 to be fulfilled. That chart is attached to the report.

The COPS group is examining the goals as to their feasibility over the remaining three full years until the year 2020. It is unclear if this represents aspirations or rather a replacement for the Performance Agreement system that has been with us since about 2004. Will there be future state funding attached or is this a request from KBOR to the Board of Trustees of each college to attempt to increase output without any penalty or reward attached. That’s unclear. There will be a discussion on Wednesday at the System Council of Presidents meeting to begin that discussion. While COPS applauds this goal, we have concerns as to how each individual college’s number was set as well as how the system equates low level certificates with full degrees. Additionally, there are concerns that the Georgetown model may not be applicable to Kansas individually and does not take into consideration local or regional workforce needs. Clearly, generally speaking, a different educational attainment level may be needed in Overland Park than in Chanute in order to have a good job.

State Aid Projections

The State has once again missed projections for the month of August, missing estimates by \$10 million for this month alone. There are predictions that Kansas will be underwater by as much as \$300 million by the end of the year. If the predictions are off by a large amount we should expect a rescission before the end of FY17. The State has already indicated that our state aid may be cut by 5% for FY18 and another 5% for FY19, bringing the three-year total cut to 14%.

Keep in mind that even if a new legislature votes to increase taxes to raise additional revenue, the state will not see any money from that raise for more than a year unless the increase is retroactive. That is a rare move by the state.

Retreat Dates

Typically the Board has a retreat during the month of November or December. Last year we could not find a date until the spring semester. I would like to try again for a fall retreat. Also, I would like to discuss possible topics. Of course we will discuss the master plans and possible budget concerns for FY18. Are there other topics the Board would like to discuss?

Brian's Travels

I will be gone to:

- KBOR Sept 15
- KCOG Sept 23
- Statewide deans' meeting in Ottawa Sept 29
- ACCT convention Oct 5-9

Have a great rest of the week!

Brian