

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AGENDA

**October 11, 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 September 13, 2016
 - B. Claims for Disbursement for September 2016
 - C. Personnel
- VI. Reports**
 - A. Faculty Senate – Rita Drybread
 - B. Assessment – Ethan Smilie
 - C. Treasurer – Sandi Solander
 - D. ACCT – Trustees
 - E. President – Dr. Brian Inbody
- VII. Old Business**
 - A. Resolution 2016-58: Academic Employee Designation Policy
- VIII. New Business**
 - A. Resolution 2016-59: Academic Designated Positions
- IX. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

October 11, 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, 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, Ethan Smilie, 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 Charles Boaz the agenda was approved as presented.

V. CONSENT AGENDA

On motion by Charles Boaz and second by Kevin Berthot the following items were approved by consent:

A. Minutes from September 13, 2016

B. Claims for Disbursement for September 2016

C. Personnel

1. Resignation of Admissions Specialist-Chanute

It was the president's recommendation that the Board approve the resignation of Tyler Stoldt, Admissions Specialist on the Chanute campus, pending his appointment as Talent Search Academic Advisor.

2. Talent Search Academic Advisor

It was the president's recommendation that the Board approve the employment of Tyler Stoldt as Talent Search Academic Advisor. Mr. Stoldt has an Associate of General Studies from NCCC and will complete his Bachelor of Science in Organizational Leadership from Fort Hays State University in May of 2017.

Mr. Stoldt's prior work experience includes Director of Student Activities and Residence Life at Independence Community College, and Administrative Assistant for Upward Bound and Admissions Specialist here at NCCC.

Mr. Stoldt will be paid an annual salary of \$27,000 (Management Support), with an increase to \$30,000 upon completion of his Bachelor's degree. His start date will be October 17, 2016.

3. Resignation of Psychology Instructor

It was the president's recommendation that the Board accept the resignation of Larry Anderson, Psychology Instructor, at the end of his 2016-2017 contract. Mr. Anderson will be retiring at the end of his current contract and is requesting that his contract not be renewed for 2017-2018.

4. Administrative Assistant to Health Occupations-Chanute

It was the president's recommendation that the Board approve the employment of Cheryl Burk as part-time Administrative Assistant to Health Occupations on the Chanute campus.

Ms. Burk's prior work experience includes Telephone Operator, Service Assistant for Southwestern Bell Telephone Company, Parsons, KS; Secretary/Clerk for Southwestern Bell Telephone Company, Wichita, KS; Telephone Operator, Central Office Clerk for Southwestern Bell Telephone Company, Independence, KS; District Secretary-Construction Operations for Southwestern Bell Telephone Company, Parsons, KS; Secretary/Receptionist, Farm Bureau Insurance, Cherryvale, KS; Executive Secretary/Accounting Clerk, Evergreen Builders, Inc., Neodesha, KS; Executive Secretary/Administrative Assistant for Independence Community College; and Budget Analyst/Administrative Assistant to Athletics for Coffeyville Community College.

Ms. Burk will be paid \$11.00 an hour (Level 3) beginning October 17, 2016.

VI. REPORTS

- A. Faculty Senate – Rita Drybread reported on what Faculty Senate was doing. See attachment.
- B. Assessment – Ethan Smilie gave an assessment report. See attachment.
- C. Treasurer – Sandi Solander gave a treasurer's report. Revenue for the month of September was \$3,282,957.79 and disbursements were \$3,465,892.55. See attachments.
- D. ACCT – Each of the Trustees who attended the ACCT Leadership Congress highlighted at least one session they attended.
- E. President – Dr. Brian Inbody gave a president's report. See attachment.

VII. OLD BUSINESS

A. Academic Employee Designation Policy (second 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.

It was the president’s recommendation that the Board approve the Academic Employee policy.

Resolution 2016-58

RESOLVED, that the Board of Trustees of Neosho County Community College approves the Academic Employee policy as presented.

Upon motion by Kevin Berthot and second by Dennis Peters the above resolution was approved unanimously.

VIII. NEW BUSINESS

A. Academic Designated Positions

With the passage of the Academic Employee policy above the trustees then needed to identify which positions at the college are academic in nature. Below is a listing of the possible positions. Upon passage of this list, each of these positions will have the word academic added to their respective administrative level and the employee currently in that position will be notified. It was the administration’s recommendation that the Board so designate these positions.

ABE Instructors
Assistant Coaches (full-time)
Assistant Dean of Outreach & Workforce Development-Ottawa
Assistant Director of Adult Basic Education
Assistant Director of Nursing
Assistant to the TLC
Coordinator of Library Services
Coordinator of the Teaching & Learning Center - Ottawa
Developmental Lab Coordinator
Director of Academic Advising & Testing
Director of Adult Basic Education
Director of International Student Services
Director of Nursing - Ottawa
Director of Outreach Programs - Neosho County
Director of Youth Activities Project
Health Information Technology Director
Healthcare Clinical Support Instructor/Coordinator
Occupational Therapy Assistant Instructor/Fieldwork Coordinator
Occupational Therapy Assistant Program Director
STARS English/Reading Specialist
STARS Math Specialist
STARS Project Director
STARS Transfer/Career Advisor

Surgical Technology Program Director - Ottawa
Surgical Technology Program Instructor/Clinical Coordinator
Talent Search Academic Advisor
Talent Search Project Director
Upward Bound Academic Coordinator
Upward Bound Director

Resolution 2016-59

RESOLVED, that the Board of Trustees of Neosho County Community College approves identifying the above list of positions as academic employees and that each employee currently in these positions be notified of the new designation.

Upon motion by Kevin Berthot and second by Dennis Peters the above resolution was approved unanimously.

IX. ADJOURNMENT

On motion by Dennis Peters and second by Lori Kiblinger the meeting adjourned at 7:12 pm.

Respectfully submitted,

David Peter, Board Chair

Denise L. Gilmore, Board Clerk

Faculty Senate Board Report

October 2016

Alan Murray –

Music Club and STARS students travelled to Wichita on Oct. 1 to see the opera, La Boheme. Many students had never experienced live theater, and La Boheme is a great opera for any novice attendee. The students' reactions were wonderful, all really enjoyed the production.

Alan Murray, Music Instructor, was a member of a professional choir called "Kantorei of KC" for the past 6 years. The choir recorded a Christmas Album over the summer (2016), and it released world-wide on Oct. 3. The album, "To Bethlehem" features a capella choral compositions from the Renaissance, Baroque, and Modern adaptations of classic Christmas Carols. It is on the Resonus Classics Label from London, England. This is Mr. Murray's eighth professional recording project with two different choral groups. The website info is <http://www.kantoreikc.org> and the album is available on Amazon and iTunes as well.

Mindy Ayers-

1. Both Kansas senate candidate's Chuck Schmidt and Dan Goddard spoke to American Government class about issues in Kansas, their political stance, and the campaign process. Very interesting and students really enjoyed!
2. History Club sponsored Constitution Day again this year. While it was a wet and rainy day we still handed out 100 apple pies and over 100 pocket constitutions. We will have our annual cook out in October
3. #Adulting club- first event was "How to read a map". Second event was "Know your Car". Students brought vehicles to the Sanders parking lot and learned about maintenance (checking oil, tire pressure, wiper fluid, etc.) They all had to find their spare tire and jack and read up on how to use them! It was a fun night and they learned a lot!
4. Introduction to Teaching – we have 8 students in our local schools completing their observations!
5. Honors – We currently have 15 students in the Honors program. 2 of our students are doing service learning hours at our local schools. Ramsey Davis is working with Jenae Lawrence in the CES Library and Zoie Stewart is working with the Speech Therapist. Awesome opportunity for students!

6. I will be presenting at the National Collegiate Honors Council conference in Seattle on October 15th.
7. 2 of our alumni who worked with the education program have been hired at CES. Both of these students completed the Newman University program that was offered on our campus.

Chad DeVoe-

Mr. DeVoe has been working with the gifted kids in Erie and Chanute high school to learn programming. They're going to enter a contest at K State.

Susan Rhodes-

Laura Mallett and Susan Rhodes attended the ACEN Conference in Baltimore (Accreditation Commission for Education in Nursing). The nursing department will have a site visit in March.

The Chanute campus Level I students have started in the newly designed Concept Based Curriculum.

Pamela Covault –

Susan Rhodes and Laura Mallett attended the ACEN Self Study Forum in Baltimore this last week.

I also represented NCCC at the NLN Summit in Orlando in mid-September.

I am currently writing the self-study for our ACEN focus visit which is scheduled March 15-17, 2017. ACEN will be meeting with all important groups, much like they would with a full visit.

Since our reaccreditation visit is due in the spring of 2018, we will begin the self-study for that visit as soon as all other reports are submitted.

Thus far, implementation of the revised curriculum is going well with first level in Chanute. There have been a few bumps in the road—but nothing too serious that couldn't be resolved quickly.

We have three Chanute students currently enrolled in the KU CC partnership curriculum.

The majority of the nursing faculty will be attending the KCADNE forum the 27th and 28th of this month.

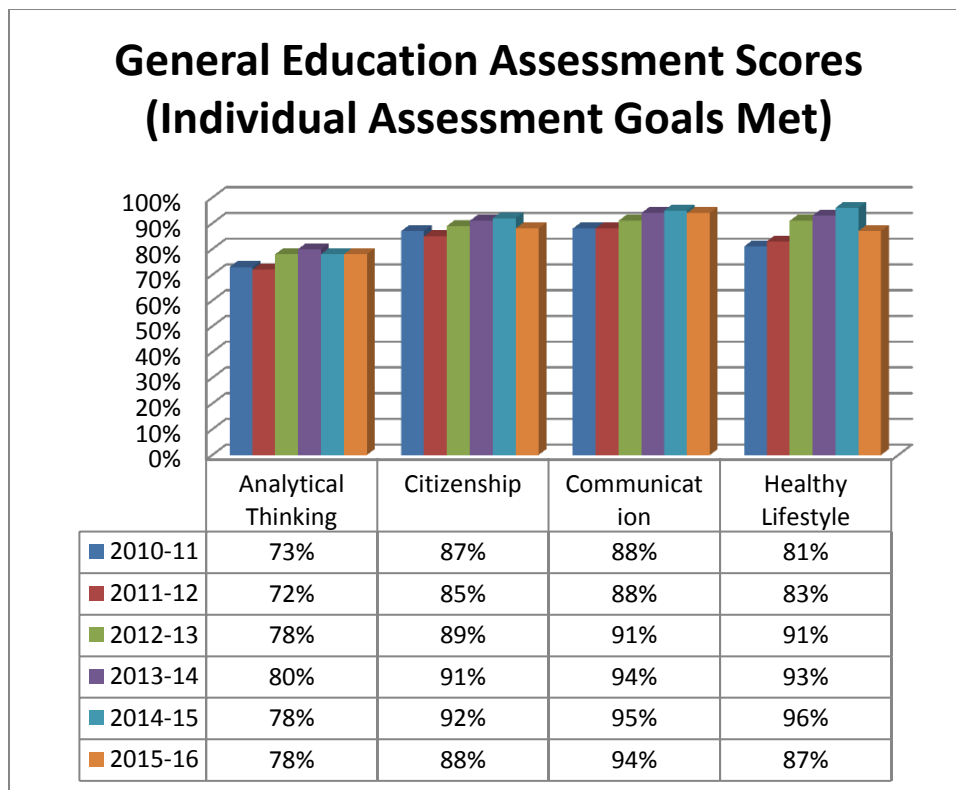
I will be serving on a committee of nursing directors to look at the development of a statewide articulation process for students that have served in a medical capacity in the armed forces. Our goal is to have something ready within a year from now.

Assessment – Update for the Board of Trustees

Fall 2016 – October

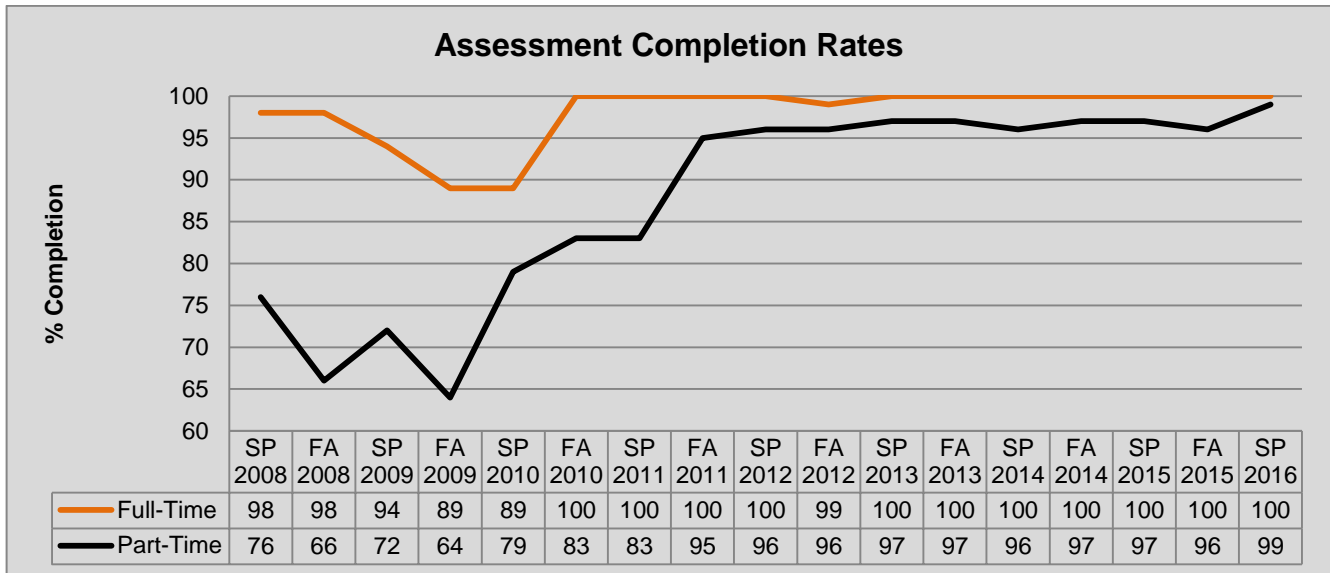
General Education Assessment

NCCC assesses student learning outcomes at the course, program, and general education levels. The college has identified four general education goals abbreviated as follows: 1) analytical thinking, 2) citizenship, 3) communication, and 4) healthy lifestyle. The method to assess these four goals is to identify course-level outcomes that support learning in each category. We developed a general education assessment matrix that maps individual course outcomes to each of the four categories. We have kept this matrix fairly consistent since 2009 due to the value of longitudinal data. The following graph represents our assessment data since 2010.



During 2015-16, 1184 (86%) individual course assessment goals were met, while 186 (14%) were unmet. This year, the Assessment Committee has begun to review the course outcomes included in the General Education matrix and consider any needed revisions. A number of changes will likely need to be made due to course level outcome changes instituted by the Kansas Core Outcomes Group over the last few years. Also, during this process, the four General Education outcomes themselves will be reviewed.

Our comprehensive assessment process would not be possible without the cooperation and participation of the faculty in the outcomes assessment system. Last spring, the part-time instructor completion rate was at an all-time high. The following graph shows completion rates from 2008 to currently.



Jenzabar Custom—Course Level Outcomes Assessment Integration into InsideNC

NCCC is currently working with Jenzabar to integrate course-level assessment reporting into InsideNC. We are hoping to pilot some courses with the new system this semester. When the custom is complete, instructors and students will benefit from the following:

- Instructors will be able to link any assignment, or even part of an assignment, to one or more of the course’s outcomes.
- At the end of the course, assessment data will be generated automatically for each outcome.
- Instructors will also be able to complete the entire assessment report—which also includes narrative analyses of the numerical data—from InsideNC.
- Potentially, this custom will significantly reduce the amount of work and time involved in assessment reporting, particularly at the end of semesters.
- For the first time, students will be able to see their own assessment scores (also via InsideNC).

Noel-Levitz Survey--2016

Every other spring semester, NCCC administers the Noel-Levitz Student Satisfaction Inventory to a random selection of students (451 students participated in last spring). The survey measures student satisfaction and priorities.

The following items were identified as NCCC's strengths:

1. The campus is safe and secure for all students.
2. On the whole, the campus is well-maintained.
3. Computer labs are adequate and accessible.
4. This campus provides online access to services I need.
5. Students are made to feel welcome here.
6. The campus staff are caring and helpful.
7. "I never experience discrimination (electronic, verbal, non-verbal, or written) from employees at this institution."
8. "I never experience discrimination (electronic, verbal, non-verbal, or written) from other students at this institution."
9. "I never experience discrimination (electronic, verbal, non-verbal, or written) from community members while on campus."
10. My academic advisor is knowledgeable about my program requirements.

The following items were identified as NCCC's challenges:

1. The quality of instruction I receive in most of my classes is excellent.
2. There are sufficient courses within my program of study available each term.
3. Faculty provide timely feedback about my academic progress.
4. Tuition paid is a worthwhile investment.
5. My academic advisor is knowledgeable about transfer requirements of other schools.
6. This institution helps me identify resources to finance my education.
7. There are convenient ways of paying my school bill.

National Community College Benchmarking Project (NCCBP)

This is the fourth year that NCCC has been involved in this program. This project is a tool that we can use to monitor our effectiveness compared to other like institutions. The items of study of this project vary from demographic-oriented data, completion/persistence/success data, to faculty/student ratio information. We have the opportunity to compare ourselves against nearly 250 other institutions. Eleven Kansas community colleges participate in the project (along with us—Barton, Butler, Colby, Fort Scott, Hutchinson, Independence, Johnson County, Kansas City, Pratt, and Seward), and the data reporting system is extremely robust. We can filter our results to only be compared to Kansas colleges if we wish, or filter according to any of the demographic data provided.

Our data is ranked in comparison to the other colleges in the nation. Strengths are identified as ranking above the 75th Percentile on items (meaning that we are doing better than 75% of the colleges).

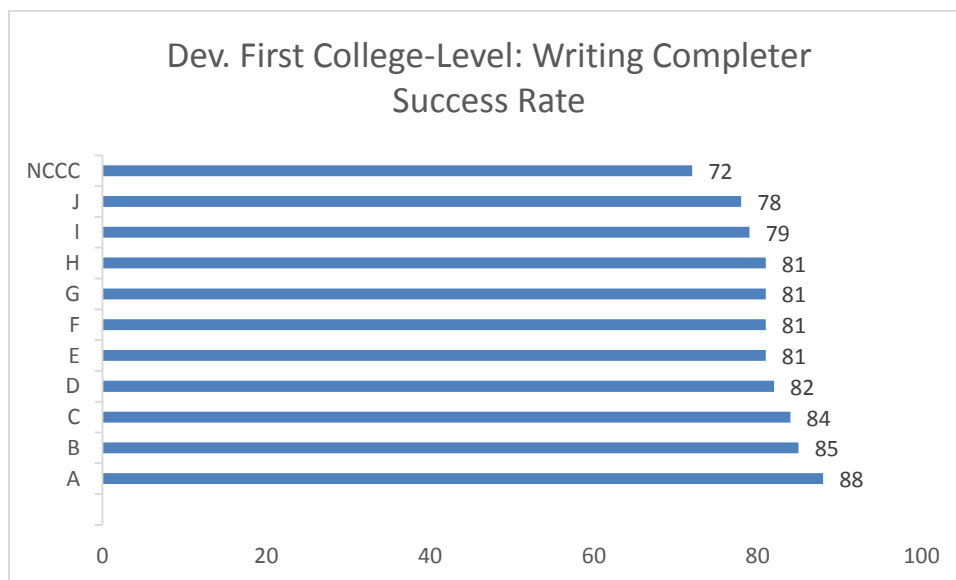
Among NCCC's strengths are the following:

1. Ratio of Minority Student taking Credit Class of the Minority Population of the Service Area
2. Ratio of Minority Employees of the Minority Population of the Service Area
3. Percent of Full-Time, First-Time Students that Completed and Transferred in Two Years
4. Percent of Students that Received a Passing Grade of those that Completed English Comp. I
5. Percent of Students Receiving a Passing Grade from those Completing Distance Learning Classes
6. Percent of Students that Withdrew from Credit Courses (lower is better)
7. Percent of Students that Received a Passing Grade from those that Completed Credit Courses
8. Percent of Students that Received a Passing Grade in College-Level Courses of those that Completed the Course
9. Percent of Full-Time, First-Time Students that Completed and Transferred in Three Years
10. Percent of Part-Time, First-Time Students that Completed in Three Years
11. Percent of Full-Time, First-Time Students that Completed or Transferred in Two Years

Along with strengths, opportunities for improvement are identified from this project. There are many variables that may impact some of these lower rankings, but our job now is to identify those variables and do what we can to improve. Two low scores of particular concern are the following:

1. Percent of Students that Completed a Career Program and are Employed in Related Field
This low score is likely caused by our lack of data regarding the employment of our graduates.
2. Percent of Students that Received a Passing Grade in their First College-Level Writing Course of those that Completed a Developmental/Remedial Writing Course.

Here is a chart comparing NCCC's rate of success with other community colleges in Kansas:



This data is generated from students who took English Composition I (after completing a developmental-level writing class) in the fall of 2013. The good news is that the next cohort of students in this scenario show an improvement (based on data utilized in our Performance Agreements with the state); therefore, next year's NCCBP report will show improvement.

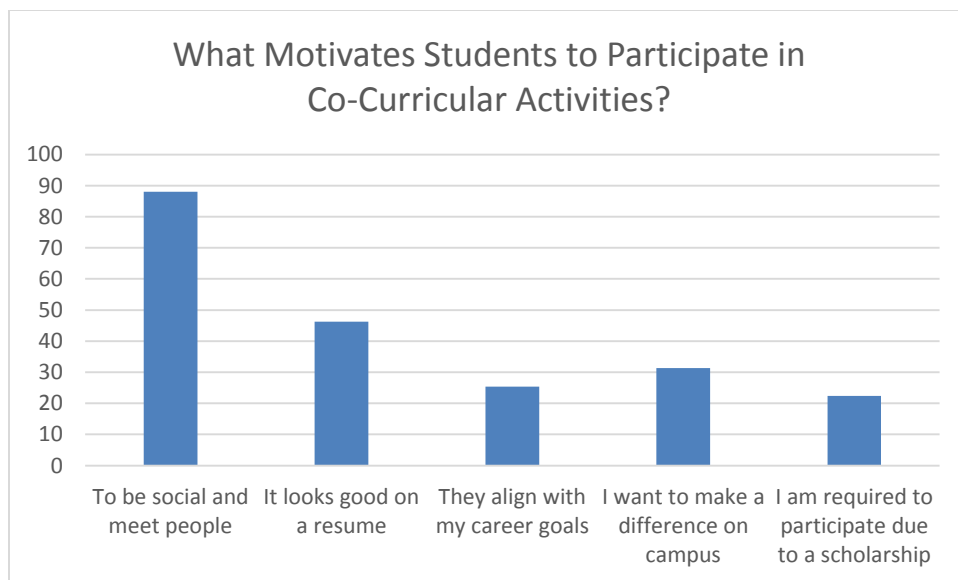
Some other good news: Last year, three of the most significant opportunities for improvement were as follows:

1. Percent of Students that Received a Passing Grade of those that Completed English Comp II
2. Fall-fall Persistence Rate
3. Percent of Graduates and Completers that Achieved their Educational Goal

None of these remain identified as opportunities for improvement this year.

Co-Curricular Assessment

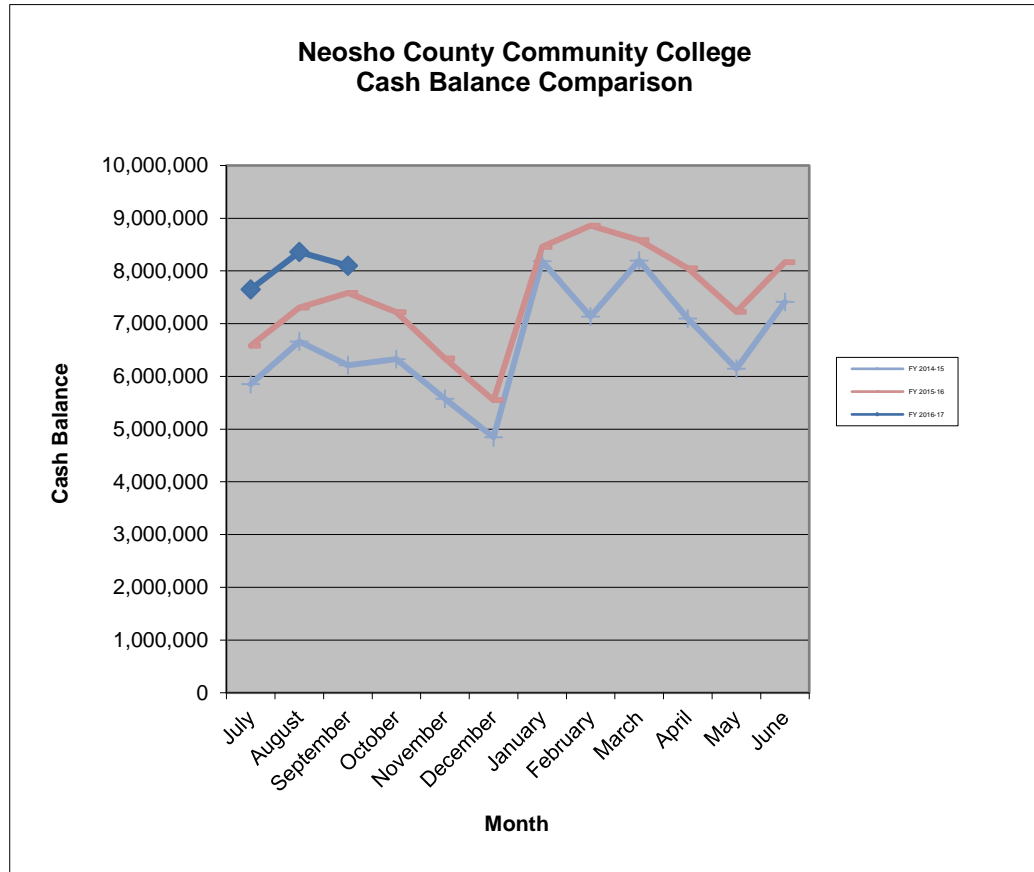
Based on feedback for the most recent HLC accreditation visit, last year NCCC took the first steps in assessing co-curricular activities, which include clubs, athletics, the fine and performing arts, academic organizations (Phi Theta Kappa, Honors, etc.), and Student Senate. Both direct and indirect measures were used. To assess activities directly, sponsors documented membership and attendance at activities. Our registrar coded students as participants in these activities. Indirect assessment was administered via a survey given to students at the end of the spring semester. Seventy four students completed the survey, with most reporting that they participated in events on the Chanute campus and for the sake being social and meeting people. Students often reported that co-curricular participation helped them to become better students, to develop leadership qualities, and to create meaningful relationships. The most common suggestion for a new club: pep band.



This academic year, the Assessment Committee is charged with developing assessment outcomes for co-curricular activities, which will have the same aims as more traditional academic assessment: supporting the mission of the college and continuous improvement.

All of this data helps us to put together an assessment of how we are doing as a college. Thank you for your time, and please let me know if you have any questions.

Thank you,
Ethan Smilie,
Coordinator of Assessment/English Instructor



Presidents Report (brief version)

Oct 11, 2016

Trustees, thank you for your continued support of NCCC. Due to my travels before the meeting much of this report will be oral. My apologies.

Enrollment

Enrollment is holding steady this fall with a very slight increase over this time last year. Not much has changed since my September report.

Fall Semester 2016

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2015	30	10-11-15	2762	19634	
TOTAL	2016	30	10-11-16	2862	19948.5	1.60%
CHANUTE	2015	30	10-11-15	604	6642	
CHANUTE	2016	30	10-11-16	635	6640.5	-.02%
OTTAWA	2015	30	10-11-15	533	4371	
OTTAWA	2016	30	10-11-16	503	3948	-9.68%
ONL	2015	30	10-11-15	950	4603	
ONL	2016	30	10-11-16	983	5094	10.67%
ODO	2015	30	10-11-15	319	1834	
ODO	2016	30	10-11-16	356	2051	11.83%
IDO	2015	30	10-11-15	356	2184	
IDO	2016	30	10-11-16	385	2215	1.42%

Statewide Headcount Numbers for Fall

Below is a link to the statewide fall 20th day headcount numbers. You'll see that our very modest growth of 0.72% has put us ahead of most community colleges in the state making us the 6th best in percent growth by my count. We also beat almost all of the universities in percentage growth. In terms of sheer headcount NCCC is 9th in the state for the 20th day numbers. Not bad at all!

See below.

http://www.kansasregents.org/resources/PDF/Press/2016_Fall_Preliminary_Report.pdf

Kansas Board of Regents
Fall 2016 Semester Preliminary Report
(20th day)
Systemwide Headcount

Institution	Fall 2016 Semester	Change from Fall 2015	
		Students	Percent
Emporia State University	5,887	-207	-3.40%
Fort Hays State University	14,658	448	3.15%
Kansas State University	23,779	-367	-1.52%
Pittsburg State University	7,102	-142	-1.96%
University of Kansas - Total	28,401	310	1.10%
University of Kansas	24,892	184	0.74%
University of Kansas Medical Center	3,509	126	3.72%
Wichita State University	14,474	-21	-0.14%
State University Total	94,301	21	0.02%
Washburn University - Total	7,971	26	0.33%
Washburn University	6,636	21	0.32%
Washburn Institute of Technology	1,335	5	0.38%
Allen Community College	2,344	-41	-1.72%
Barton Community College	5,884	-397	-6.32%
Butler Community College	9,375	225	2.46%
Cloud County Community College	2,036	-27	-1.31%
Coffeyville Community College	1,707	-34	-1.95%
Colby Community College	1,255	-3	-0.24%
Cowley Community College	2,866	-217	-7.04%
Dodge City Community College	1,804	25	1.41%
Fort Scott Community College	1,862	10	0.54%
Garden City Community College	2,013	-78	-3.73%
Highland Community College	2,917	14	0.48%
Hutchinson Community College	5,880	334	6.02%
Independence Community College	1,077	99	10.10%
Johnson County Community College	19,154	41	0.21%
Kansas City Kansas Community College	5,731	100	1.78%
Labette Community College	1,587	71	4.68%
Neosho County Community College	2,084	15	0.72%
Pratt Community College	1,191	2	0.17%
Seward County Community College	1,927	-44	-2.23%
Community College Total	72,694	95	0.13%
Flint Hills Technical College	1,006	65	6.91%
Manhattan Area Technical College	825	-45	-5.17%
North Central Kansas Technical College	909	63	7.45%
Northwest Kansas Technical College	812	33	4.24%
Salina Area Technical College	580	58	11.10%
Wichita Area Technical College	3,592	273	8.23%
Technical College Total	7,724	447	6.14%
SYSTEM TOTAL	182,690	589	0.32%

Project Update

Ben will now give us a progress update on the fountain and baseball complex.

80th Anniversary on Oct. 22nd!

Our 80th Anniversary is right around the corner with a full day and night of events! Live music, a baseball game, inflatables, free food, free t-shirts, a play in the theatre, and my favorite – fireworks! There will also be a ribbon cutting of the new baseball complex and an open house for folks to walk through the new locker room.

Trustees you are all invited for sure! There is a flyer you should have received at your places.

Nursing Initiative Grant

The \$163,000 grant we get from the State of Kansas through KBOR it is about to end its 10-year run. With those funds we started the program at Indy and the online nursing program. As we will be ending the Indy program that number will most certainly drop for us in the future.

A new Request For Proposal (RFP) is about to come out for the new grant. KBOR is changing the rules for that grant which could further change the amount of money we could get. We have been in a few meetings about the grant and are doing the best we can to make our case to keep or expand the funding we get.

Jayhawk Conference Issues

There are several issues we are discussing at the Jayhawk conference. The first of these discussions was held this morning and afternoon so I did not have time to type up my thoughts before this meeting. This report will be oral.

Brian's Travels

Oct. 14 th	Topeka to see their fancy Fab Lab
Oct. 18-19	Fort Hays for KBOR meeting
Oct. 21	Vacation
Oct. 25 th	Ottawa for Franklin County Development Meeting
Nov. 4 th	Ottawa for First Friday

That's all for this week! Don't get used to the length of this report.