

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AGENDA

**March 14, 2017 – 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 February 14, 2017
 - B. Claims for Disbursement for February 2017
 - C. Personnel
- VI. Reports**
 - A. Faculty Senate – Rita Drybread
 - B. Online – Marie Gardner
 - C. Treasurer – Sandi Solander
 - D. President – Dr. Brian Inbody
- VII. Old Business**
 - A. Resolution 2017-8: Revised Expense Allowances Policy
 - B. Resolution 2017-9: Revised FMLA Policy
- VIII. New Business**
 - A. Resolution 2017-10: Emergency Action Plan (EAP) Recommendation 2017
 - B. Resolution 2017-11: Bids for LaHarpe Welding Equipment
 - C. Resolution 2017-12: Bids for Parking Lot Resurfacing
 - D. Executive Session: Employer/Employee Negotiations
- IX. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

**March 14, 2017 – 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: Charles Boaz, Lori Kiblinger, David Peter, and Dennis Peters.

Also in attendance were Rita Drybread, Marie Gardner, Denise Gilmore, Dr. Brian Inbody, Brenda Krumm, Kent Pringle, Kerry Ranabargar, Sarah Robb, Mike Saddler, Ben Smith, Sandi Solander, The Chanute Tribune, Mindy Covey and the Cheer/Dance team.

III. PUBLIC COMMENT

Mindy Covey, Head Cheer/Dance Coach, introduced the Cheer team that won the Region VI Championship in their division.

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 Dennis Peters and second by Charles Boaz the following items were approved by consent:

A. Minutes from February 14, 2017

B. Claims for Disbursement for February 2017

C. Personnel

1. Resignation of Desktop Support Technician

It was the president's recommendation that the Board approve the resignation of Jonathan Hale as Desktop Support Technician. His last day was March 3, 2017.

2. Resignation of English Instructor

It was the president's recommendation that the Board approve the resignation of Nancy Hindle as English Instructor on the Ottawa campus at the end of her 2016-2017 contract.

3. Resignation/Retirement of Art Instructor

It was the president's recommendation that the Board accept the resignation of Brad Wilkinson as Art Instructor at the end of his 2016-17 contract. Mr. Wilkinson will be

retiring at the end of his current contract and is requesting that his contract not be renewed for 2017-18.

4. Desktop Support Technician

It was the president's recommendation that the Board approve the employment of Devin Myers as Desktop Support Technician. Mr. Myers was previously employed by NCCC as Desktop Support Technician on both the Chanute and Ottawa campuses.

Mr. Myers will be paid \$12.75 an hour (Level 5) beginning March 27, 2017.

5. Upward Bound Academic Coordinator

It was the president's recommendation that the Board approve the employment of Heather Owens as Upward Bound Academic Coordinator. Ms. Owens has a B.S. in Education and a B.A. in History from Fort Hays State University. Ms. Owens' previous work experience includes Diet Clerk/Cook/Dishwasher, Hays Medical Center; SEKA Worker, Southeast Kansas Mental Health Center, Iola, KS; Family Support Worker, TFI Family Services, Iola, KS; Independent Living Coordinator, TFI Family Services, Iola, KS; KIPP Data Liaison, KVC Behavioral Healthcare, Chanute, KS; and Transition Specialist, KVC Behavioral Healthcare, Chanute, KS.

Ms. Owens will be paid an annual salary of \$29,000 (Academic Management Support). Her start date will be April 3, 2017.

VI. REPORTS

- A. Faculty Senate – Rita Drybread reported on what faculty were doing. See attachment.
- B. Online – Marie Gardner reported on what was happening with online. See attachment.
- C. Treasurer – Sandi Solander gave a treasurer's report. Revenue for the month of February was \$4,051,669.98 and disbursements were \$3,718,884.36. See attachments.
- D. President – Dr. Brian Inbody gave his president's report. See attachment.

VII. OLD BUSINESS

A. Revised Expense Allowances Policy (second reading)

It has been some time since the college's travel policy has been examined. Issues have arisen over per diem vs. reimbursed expenses as well as what meals are covered. Also, the current policy uses dollar figures that are set by the Board and often years go by before those figures are updated to current meal costs.

This re-write of the travel policy makes a clear distinction between per diem expenses and reimbursement for meals. It adjusts the times of the meals to a more reasonable timeframe. It also sets the meal amount to the Wichita federal per diem rate effective March 1 each fiscal year. This way, the Board does not need to revisit the rate every time food costs change. The proposed policy has the approval of the Board's attorney and the Executive Committee.

Expense Allowances

(amended 5/17/99 effective 7/01/99) (revised 3/12/15)

It is the policy of NCCC to reimburse employees for properly documented and submitted reasonable out-of-pocket expenses provided for in this policy while traveling on authorized College assignments or while engaged in authorized College business.

Travel

All travel that will require reimbursement of expenses must be approved in advance in writing by the appropriate Vice President and/or President. Employees traveling in groups should submit an individual travel expense report when practicable. Employees must provide receipts for all expenses except per diem meals. Reimbursable College business related expenses while traveling does not include additional charges for personal items such as movies, laundry service or gym use.

While traveling on authorized College assignments, Employees may choose between receiving per diem payment for meals or being reimbursed for meal expenses with receipt support as provided below. When traveling the employee must choose one method of meal payment, not a combination of methods per trip. No receipts are required for those choosing per diem.

Per Diem Choice

Employees choosing per diem payment for meals will receive the Wichita federal per diem rate effective March 1 each fiscal year. When travel does not involve the entire day the amount will be prorated by the number of meals needed during travel. For each meal needed during travel the employee will receive one-third of the Wichita federal per diem rate.

Meal Receipts

As a guideline for those choosing to be reimbursed for meals or using college credit cards, meal expenses should be kept within the Wichita federal per diem rate when practicable. To be eligible for meal reimbursements an employee's job must require that they be away from their usual place of employment according to the following schedule:

Breakfast – 5:00 a.m. to 10:00 a.m.

Lunch – 10:01 a.m. to 4:00 p.m.

Dinner – 4:01 p.m. to 12:00 a.m.

Employees seeking reimbursement or using a college credit card for meals must provide receipts. Alcohol is not an allowable expense. The receipt should contain the reason for the travel, the meal, and those individuals included on the receipt.

Tips

Reasonable tipping at restaurants and for other services is permissible. Employees should be mindful of restaurant tipping policies, especially when traveling with large groups where tips may be automatically added to the bill. Unless automatically added to the check, employees should not tip more than 20% of the total bill under any circumstance.

Conferences

Employees are not to claim per diem or meal reimbursement for times when meals are provided for by the host or as part of a registration fee. Any other expenses incurred such as between meal snacks, personal phone calls, movies, etc. will not be reimbursed.

Registration Fees – Advance registration fees will be paid directly by the college when requested and approved. Authorized registration fees paid by employees will be reimbursed when requested on the expense report.

Student Travel

Coaches and sponsors may request a college credit card (when available), cash advance, or reimbursement or any combination thereof. The per diem rate may be less than the Wichita federal meal rate at the discretion of the coach or sponsor in consultation with their supervisor. Receipts are required unless the per diem method is chosen.

If students receive meal money individually the per diem method requires a roster with each student listed that received meal money and the amount they received signed by the student recipient.

Procedure

Employees shall submit written claims for reimbursement within six (6) business days from the date of the claim accrued or the date of return from authorized travel, whichever is later. Claims shall be on forms provided by the College and all required receipts and itemization shall be submitted. Expenses that are not College business related or are deemed inappropriate as determined by the Chief Financial Officer of the College will be disallowed.

Resolution 2017-8

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised Expense Allowances Policy as set out above.

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

B. Revised FMLA Policy (second reading)

The College adheres to the Federal Family Medical Leave Act (FMLA) which allows employees to be absent from work for extended time for a variety of medical and personal issues as authorized by law. The law allows an employer to receive updates from the employee on leave as to their status and their intent to return to work. This proposed addition to the Board's FMLA policy requires the employee to update the College on a regular basis every 30 days of the leave. It adds a new section "g" below. This has been approved by the Board's attorney.

9. Family and Medical Leave* (revised 6/9/16)

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

Family and medical leave as required by federal law shall be granted for a period of not more than twelve (12 weeks) during a twelve (12) month period. For purposes of this policy, a 12) month period is measured forward from the date the employee's first FMLA leave begins.

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

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

*Covered by PEA Negotiated Agreement.

a. Paid Leave/Unpaid Leave

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

b. Eligibility

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

c. Group Health Benefits

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

d. Notice

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

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

- (1) The reasons that leave will count as family and medical leave,
- (2) Any requirements for medical certification,
- (3) Employer requirement of substituting paid leave, and employees option to take a salary reduction,

- (4) Requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,
- (5) Right to be restored to same or equivalent job,
- (6) Any employer required fitness-for-duty certifications.

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

e. Intermittent Use

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

f. End of Semester

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

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

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

g. Keep College Updated

During the period of any family and medical leave, the employee must provide the Director of Human Resources with periodic reports, at least every 30 days, regarding the employee's status and the employee's intent to return to work. In addition, the Director of Human Resources may request that the employee provide recertification of a serious health condition at intervals according to FMLA rules.

Resolution 2017-9

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised FMLA Policy as set out above.

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

VIII. NEW BUSINESS

A. Emergency Action Plan (EAP) Recommendation 2017

In 2007 the administration brought the first Emergency Action Plan (EAP) to the Board for action. That plan was the culmination of hundreds of hours of research, planning, discussions, and meetings involving local and state emergency management personnel, other colleges and universities, and the entire NCCC community. When the Board approved the EAP the Board directed the administration to keep the plan current with “the content to be modified as necessary and appropriate.”

Two years later NCCC extended the breadth of the EAP with the addendum of an Automated External Defibrillator (AED) plan and initiated the phased purchase of AED devices for every building the college operates. The EAP and AED plans have served as living documents and changes have been made annually as statutes, codes and regulations have changed. The latest changes are not substantive but include minor revisions to the preparation for emergencies section, the addition of the Athletic Director and Coordinator of the TLC to the Emergency Response Team, modifications necessary for the addition of the LiveSafe app for reporting emergencies, changes to the notification methods for inclement weather closings, the clarification of emergency storm shelter use for the public, the change to a lightning detection service for the Chanute campus, minor changes to the Emergency Preparedness Training section, and some miscellaneous procedural changes and title changes. No changes are necessary to the AED Plan this year. A copy of the plan is provided as a separate document.

The plan has been approved by the Safety and Security Committee and endorsed by the Executive Committee.

It was the president’s recommendation that the Board approve the NCCC Emergency Action Plan (EAP) with the content to be continually modified as necessary and appropriate.

Resolution 2017-10

RESOLVED, that the Board of Trustees of Neosho County Community College approves the NCCC Emergency Action Plan (EAP) with the content to be continually modified as necessary and appropriate.

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

B. Bids for LaHarpe Welding Equipment

The Rural Regional Technology Center in LaHarpe, KS, received grant funding from the Goppert Foundation to purchase equipment for the welding lab. Since NCCC is the provider of the welding training we solicited bids on the necessary equipment. Four vendors submitted bids (see below). The only in-county vendor, Thompson Brothers, was not the low bidder, but per Board policy they were given the opportunity to match or beat the low bid, which they did. It was the president’s recommendation that the Board accept the bid of Thompson Brothers in the amount of \$58,035.88. Please note that the funds from this grant are administered by USD 257 (Iola) and they will be receiving the invoices for this equipment. Between USD 257 and NCCC, it was agreed to use the NCCC bid process to procure the equipment for the welding lab. The equipment will be owned by the Rural Regional Technology Center.

Resolution 2017-11

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the bid of Thompson Brothers in the amount of \$58,035.88 for the purchase of welding equipment for the Rural Regional Technology Center located at LaHarpe, KS. USD 257 is in charge of administering funds from the grant for the purchase the equipment and will be the owner of the equipment.

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

Qty	Item	Kirkland	Matheson	Praxair	Thompson Brothers	Thompson Brothers Revised Match Bid
2	C300 Wave Stick/DC TIG/Pulsed DC TIG/MIG PULSED MIG/FLUX-CORED LINK2774-4	\$13,042.00	\$12,539.60	\$12,376.00	\$12,354.82	\$12,226.00
2	350X Multi-process pkg MIG/STICK/TIG/FLUX-CORED, w/wire feeder, running gear, cylinder rack	\$10,190.00	\$9,950.00	\$9,337.74	\$9,566.86	\$9,466.36
2	Multi-process power MIG 350	\$7,742.00	\$7,436.02	\$7,325.76	\$7,334.78	\$7,183.54
1	HydroGuard OVEN 120 VAC/240	\$241.16	\$215.00	\$185.00	\$226.79	\$219.95
1	Cutting machine – portable	\$757.00	\$685.00	\$748.65	\$799.95	\$761.05
1	Track for cutting machine	\$100.00		\$289.00		
1	Plasma cutting tomahawk 1000	\$2,145.00	\$2,062.47	\$2,031.00	\$2,032.09	\$2,010.00
10	Miller syncrowave TIG 210 with cart and aluminum spool gun and stick welding set up	\$23,313.30	\$22,100.00	\$22,080.00	\$22,806.60	\$21,631.00
1	Carbon arc torch	\$125.00	\$90.00	\$90.00	\$376.29	\$115.00
1	Horizontal/Vertical Band Saw	\$681.00	\$2,450.00	\$1,550.00	\$2,131.79	\$1,769.99
1	Spool gun	\$1,104.00	\$1,050.00	\$1,015.00	\$1,045.19	\$1,034.95
2	Rolling Oxygen Acetylene torch kit	\$766.00	\$670.00	\$534.00	\$733.54	\$688.14
1	Stationary Oxygen Acetylene torch kit	\$293.00	\$250.00	\$233.89	\$418.18	\$392.45
15	Hoods	\$444.00	\$330.00	\$300.00	\$484.05	\$434.85
15	Gloves	\$124.50	\$75.00	\$60.00	\$102.90	\$89.85
15	Safety Glasses	\$30.00	\$15.00	\$12.00	\$23.25	\$12.75
	Delivery/Freight	\$0.00			250	
	Setup	\$0.00			1200	
	Total	\$61,097.96	\$59,918.09	\$58,168.04	\$60,687.08	\$58,035.88

C. Bids for Parking Lot Resurfacing

As a part of the NCCC Capital Improvement Plan (CIP) and 2016-17 Strategic Planning Committee initiatives, the parking lots on the Chanute campus are scheduled to be resurfaced. The parking lot resurfacing project has actually been on the CIP project list for several years but implementation has been delayed due to budgetary constraints. Due to a generous gift, the project has now been scheduled for implementation. Formal bid specifications were developed for the project (see below). The request for proposal was specifically designed to require the bidders to determine the extent of repair and resurfacing. The specifications require all areas to be resealed and restriped, however.

Notice was placed in the local paper to solicit quotations for the project and the following companies were invited to bid:

- All Pro Asphalt Buckner, Mo
- Bettis Asphalt & Construction, Inc. Topeka, KS
- Hipfl Construction Frontenac, KS
- KAI Bucyrus, KS
- Kansas City Asphalt Paving LLC Kansas City, MO
- McConnell & Associates North Kansas City, MO
- Se-Kan Asphalt Services, Inc. Gas, KS
- Superior Bowen Kansas City, MO

A summary of the sealed bids received by the college is listed below:

Bettis Asphalt bid 1	2" depth patching specific areas	\$174,473.08
Bettis Asphalt bid 2	4" depth patching specific areas	\$205,755.02
Hipfl Construction	2" patching specific areas, 2" overlay P3, 3" overlay P4	\$323,386.53
Kansas Asphalt	Full depth patching specific areas, mill & overlay 2" P2 & P3, partial mill & overlay P4	\$486,950.00

Following a thorough review of the various bids, staff recommends that we accept the second bid from Bettis Asphalt for 4" depth patching in specific areas with all lots to be resealed and restriped as well. Staff anticipates that additional costs will be necessary for repairs of some areas as the resurfacing progresses. Funding for the project will come from the generous gift and deferred maintenance fund.

It was the president's recommendation that the Board accept the bid for parking lot resurfacing project as specified for \$205,755.02 from Bettis Asphalt of Topeka, KS.

Resolution 2017-12

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the bid of Bettis Asphalt of Topeka, KS, in the amount of \$205,755.02 for the parking lot resurfacing project.

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

REQUEST FOR PROPOSAL (RFP)

RFP Number: 2017-01
Date Issued: February 17, 2017
Closing Date: March 9th, 2017 5:00pm CDT
Procurement Officer: Sandi Solander
Mailing Address: Neosho County Community College
800 W. 14th Street
Chanute, KS 66720
Telephone: 620-432-0303
E-Mail Address: ssolander@neosho.edu
Fax: 620-431-0082
Item: **Chanute Campus Parking Lot Resurfacing**
Agency & location: Neosho County Community College (NCCC), KS
Period of Contract: From Date of Award through Complete Contract Performance
Scope of Work: NCCC is issuing this RFP to obtain competitive responses for resurfacing of asphalt paving of all parking lots and driveways at our Chanute campus per the attached specifications and drawing. **Sealed bids are required for participation in bidding process.**
Jobsite Visit: No pre-bid meeting is scheduled for this project, however, vendor is responsible for ascertaining the extent of work to be completed. Failure to inspect the jobsite will not relieve the contractor of the obligation to complete the work as specified by NCCC. Contact **Kyle Seufert at 316-377-8911** to schedule a site visit.

Impromptu questions may be permitted and spontaneous unofficial answers provided, however bidders should understand that the only official answer or position of Neosho County Community College will be in writing.

Failure to notify the NCCC Procurement Officer of any conflicts or ambiguities in the RFP may result in items being resolved in the best interest of NCCC. Any modification to this RFP as a result of written answers to written questions shall be made in writing by addendum. Only written communications are binding.

Addenda will be issued by the Procurement Officer as necessary. Bidders should understand that the only official answer or position of Neosho County Community College will be in writing.

READ THIS REQUEST CAREFULLY

Failure to abide by all of the conditions of this Request for Proposal (RFP) may result in the rejection of a bid.

TABLE OF CONTENTS	PAGE
Section 1 – Introduction and Purpose	2
Section 2 – Terms and Conditions	2
Section 3 – Proposal Response Instructions	3

Section 4 – Specifications	5
ATTACHMENTS:	
Bid Form	6
Signature Sheet	7
Drawing	8

**SECTION 1
INTRODUCTION AND PURPOSE**

- 1.1 Introduction to NCCC:** Neosho County Community College is a public two-year community college with our home campus located in Chanute, Kansas.

Tobacco use, including the use of e-cigarettes, is prohibited within any college vehicle or building, owned, leased, or rented by the college, including all distant campuses, sites, or locations. Smoking is prohibited within 35 feet from any college building with the exception of designated smoking areas identified by appropriate signage. Additionally, smoking is prohibited in the center of the Chanute main campus in the area known as the “quad” or “breezeway.” This is the area between Chapman Learning Center, the Student Union/Gym, Stoltz Hall, and Sanders Hall. Failure to abide by NCCC policy may result in contract termination.

(For more information visit our web site: www.neosho.edu)

- 1.2 Project Purpose:** The purpose of this Request for Proposal (RFP) is to identify a vendor that can provide resurfacing of our asphalt parking lots per the attached specifications.

**SECTION 2
TERMS AND CONDITIONS**

- 2.1 Term of Contract:** Date of Award through Complete Contract Performance.
- 2.2 Contract Formation:** No contract shall be considered to have been entered into by NCCC until all statutorily required signatures and certifications have been rendered; funds for the contract have been encumbered; and a written contract has been signed by the successful vendor.
- 2.4 Independent Contractor:** Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be construed to be the employees or agents of the other party for any purpose whatsoever.

The Contractor accepts full responsibility for payment of unemployment insurance, workers compensation and social security as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees engaged in work authorized by this contract.

- 2.5 Care of State Property:** The Contractor shall be responsible for the proper care and custody of any NCCC-owned personal tangible property and real property furnished for Contractor's use in connection with the performance of this contract, and Contractor will

reimburse NCCC for such property's loss or damage caused by Contractor, normal wear and tear excepted.

- 2.6 Mandatory Provisions:** The provisions found in Contractual Provisions Attachment (DA-146a) located at (<http://www.da.ks.gov/purch/DA-146a.pdf>) are incorporated by reference and made a part of this contract.
- 2.7 New Materials, Supplies or Equipment:** Unless otherwise specified, all materials, supplies or equipment offered by a vendor shall be new, unused in any regard and of most current design. All materials, supplies and equipment shall be premium in all respects.
- 2.8 Submission of the Bid:** Submission of the bid will be considered presumptive evidence that the vendor is conversant with local facilities and difficulties, the requirements of the documents and of pertinent State and/or local codes, state of labor and material markets, and has made due allowances in the proposal for all contingencies. Later claims for labor, work, materials, and equipment required for any difficulties encountered which could have foreseen will not be recognized and all such difficulties shall be properly taken care of by Contractor at no additional cost to NCCC. **The Board of Trustees reserves the right to reject any or all bids and to determine whether or not specifications have been met.**
- 2.9 Shipping and F.O.B. Point:** Unless otherwise specified, bid prices shall be F.O.B. DESTINATION, PREPAID AND ALLOWED (included in the price bid), which means delivered to NCCC's receiving dock or other designated point as specified in this Request without additional charge. Shipments shall be made in order to arrive at the destination at a satisfactory time for unloading during receiving hours.
- 2.10 Implied Requirements:** All products and services not specifically mentioned in this solicitation, but which are necessary to provide the functional capabilities described by the specifications, shall be included. Furthermore, all products and services required to make the vendor's proposal functional shall be identified in the vendor's proposal.
- 2.11 General Guarantee:** All workmanship and materials included under this contract shall be fully guaranteed for a period of One Year from the date of acceptance unless specifically stated otherwise.
- 2.12 Insurance:** The Successful Bidder shall present an affidavit of Worker's Compensation, Public Liability, and Property Damage Insurance to the NCCC Procurement Officer.
- 2.13 Certification of Specifications Compliance:** By submission of a bid and the signatures affixed thereto, the bidder certifies all products and services proposed in the bid meet or exceed all requirements of this specification as set forth in the request.
- 2.14 Payment:** Unless specified otherwise, Payment Terms are Net 30 days.

SECTION 3 PROPOSAL RESPONSE INSTRUCTIONS

- 3.1 Submission of Proposals:** Vendor's proposal shall consist of:

- Bid Form / Signature Sheet;
- Affidavit of Worker's Compensation, Public Liability, and Property Damage Insurance
- W-9 (form can be found at <http://www.irs.gov/>).

All bids must be submitted in a **sealed envelope** marked "Parking Lot Resurfacing Bid 2017-01" to:

Parking Lot Resurfacing Bid 2017-01
 Attn: Sandi Solander
 Neosho County Community College
 800 W. 14th Street
 Chanute, KS 66720

NOTE: Closing Date: 5:00 pm, March 9, 2017. It is the vendor's responsibility to ensure bids are received by the closing date and time. Delays in mail delivery or any other means of transmittal, including couriers or agents of the issuing entity shall not excuse late bid submissions.

3.3 Evaluation of Proposals: Award shall be made in the best interest of NCCC as determined by the Procurement Officer or designee. Consideration may focus toward but is not limited to:

- Cost (vendors are not to inflate prices in the initial proposal as cost is a factor in determining who may receive an award or be invited to formal negotiations. NCCC reserves the right to award to the lowest responsive bid without conducting formal negotiations.)
- Adequacy and completeness of proposal
- Compliance with the terms, conditions, and specifications of this RFP
- Experience in providing like equipment or services
- Response format as required by this RFP

3.4 Contract: The contract shall be in the form of a purchase order. The bidder agrees to accept the provisions of form DA-146a, Contractual Provisions Attachment, which is incorporated into all contracts with NCCC.

3.5 Contract Documents: This request and any amendments and the response and any amendments of the successful bidder shall be incorporated along with the DA-146a into the written contract which shall compose the complete understanding of the parties.

In the event of a conflict in terms of language among the documents, the following order of precedence shall govern:

- Form DA-146a;
- This request including any and all addenda;
- Purchase order; and
- Bidder's written proposal submitted in response to this request as finalized.

3.6 Contract Formation: No contract shall be considered to have been entered into by NCCC until funds for the contract have been encumbered; and a purchase order has been accepted by the successful bidder.

3.7 Proposal Disclosures: At the time of closing, only the names of those who submitted proposals shall be made public information. No price information will be released.

Bid results will not be given to individuals over the telephone. Results may be obtained after contract finalization by obtaining a **bid tabulation** from the NCCC Business Office by sending (do not include with bid):

- A check for \$3.00, payable to Neosho County Community College
- A self-addressed, stamped envelope
- RFP Number

Send Request for Bid Tabulation to:
Neosho County Community College
Business Office, RFP# 2017-01
800 W. 14th Street
Chanute, KS 66720

SECTION 4 SPECIFICATIONS

The work defined in these specifications shall consist of furnishing all labor, materials, equipment, supervision, and performing all work necessary to accomplish resurfacing of the asphalt parking lots and driveways on the Neosho County Community College Chanute campus. Work area is shown as the red-outlined area in the attached drawing.

Contractor is responsible for ascertaining the extent of work to be completed and bid accordingly. Failure to inspect the jobsite will not relieve the contractor of the obligation to complete the work as specified by NCCC. Contact **Kyle Seufert at 316-377-8911** to schedule a site visit.

Work is to be completed by August 14, 2017.

Scope of Work

Asphalt, AB3, and Tack and Seal Coats shall meet Kansas Department of Transportation (KDOT) specifications. See attached drawing for parking lot and driveway locations. Detailed drawings of proposed scope of work by Contractor must be provided with bid.

Contractor will:

- 1. Check all existing asphalt parking and driveways and clean as appropriate including cracks;**
- 2. Determine extent of work to be completed for all areas and submit with their detailed proposal. Some areas will only need to be resealed; some areas will need removal and repair with asphalt overlay;**

- 3. Provide detailed specifications on amount and location of overlay. Some areas will need removal of asphalt and possible base preparation as well at Contractor's sole discretion; and**
- 4. Provide restriping of all areas per existing parking and driveway striping.**

Location of asphalt plant to be determined in consultation with Kyle Seufert. Compaction roll testing with loaded dump truck may be required. Contractor is responsible for removal and disposal of existing soil/gravel mix and removed asphalt. NCCC will remove and replace existing bumper blocks.

BID FORM

Project: Resurfacing of asphalt paving of all parking lots and driveways on the NCCC Chanute campus

By submission of a bid and the signatures affixed thereto, the bidder certifies all products and services proposed in the bid meet or exceed all requirements of this specification as set forth in the request and that all exceptions are clearly identified. **Include any necessary bid detail specifications for each parking lot on additional pages. Detailed drawings of proposed scope of work by Contractor must be provided with bid.**

BASE BID (LUMP SUM) Area P1:

For the referenced project and in accordance with the specifications for a total lump sum price for Area P1 of:

DOLLARS (\$ _____).

BASE BID (LUMP SUM) Area P2:

For the referenced project and in accordance with the specifications for a total lump sum price for Area P2 of:

DOLLARS (\$ _____).

BASE BID (LUMP SUM) Area P3:

For the referenced project and in accordance with the specifications for a total lump sum price for Area P3 of:

DOLLARS (\$ _____).

BASE BID (LUMP SUM) Area P4:

For the referenced project and in accordance with the specifications for a total lump sum price for Area P4 of:

DOLLARS (\$ _____).

BASE BID (LUMP SUM) Area P5:

For the referenced project and in accordance with the specifications for a total lump sum price for Area P5 of:

DOLLARS (\$ _____).

BASE BID (LUMP SUM) TOTAL:

For the referenced project and in accordance with the specifications for a total lump sum price TOTAL of:

DOLLARS (\$ _____).

Contractor plans to start work on _____, 2017.

SIGNATURE SHEET

Legal Name of Person, Firm or Corporation: _____

Mailing Address: _____ City & State: _____ Zip: _____

Toll Free Telephone: _____ Cell: _____ Fax: _____

Tax Number: _____ Payment Terms: _____

E-Mail: _____

Signature: _____ Date: _____

Printed Name: _____ Title: _____

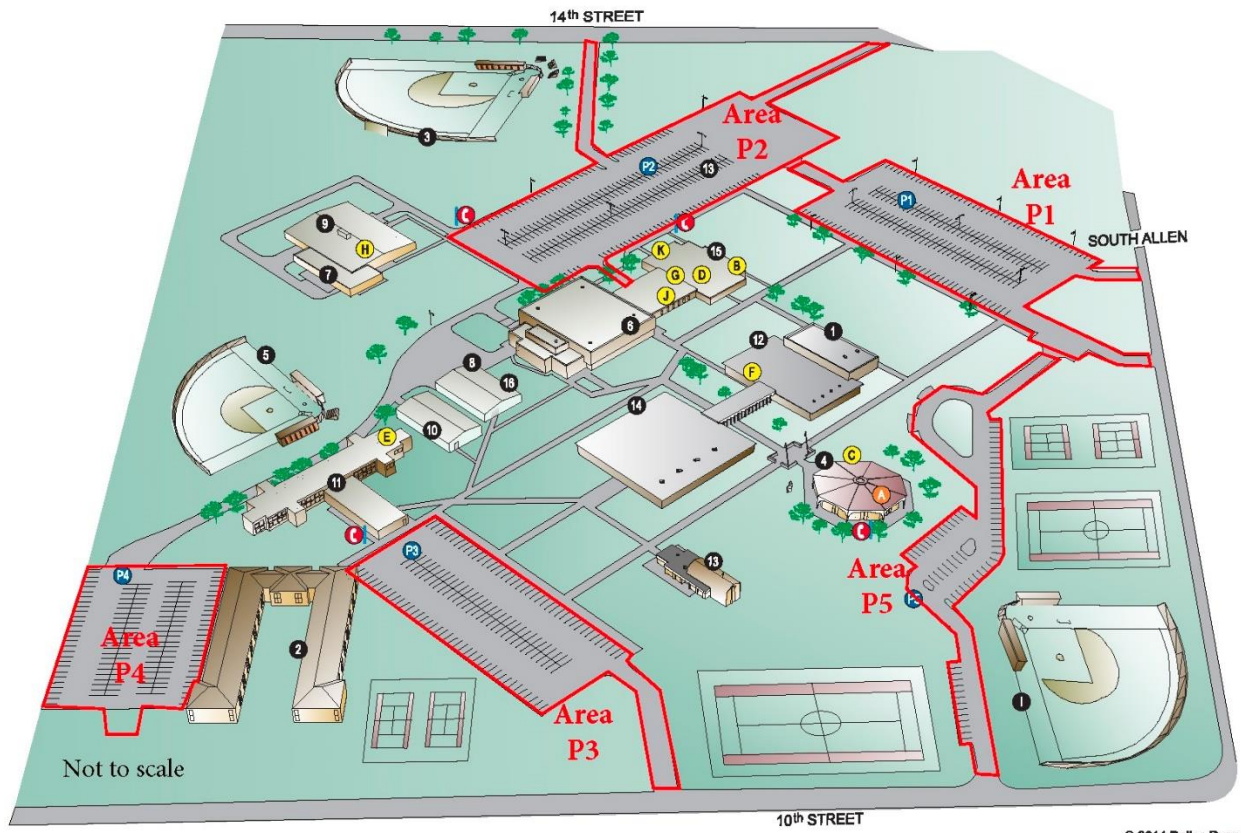
CERTIFICATION REGARDING IMMIGRATION REFORM & CONTROL: All Contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the Contractor as well as any subcontractor or sub-subcontractor. The usual method of verification is through the Employment Verification (I-9) Form. With the submission of this bid, the Contractor hereby certifies without exception that Contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination and any applicable damages.

Contractor certifies that, should it be awarded a contract by the State, Contractor will comply with all applicable federal and state laws, standards, orders and regulations affecting a person's participation and eligibility in any program or activity undertaken by the Contractor pursuant to this contract. Contractor further certifies that it will remain in compliance throughout the term of the contract.

At the State's request, Contractor is expected to produce to the State any documentation or other such evidence to verify Contractor's compliance with any provision, duty, certification, or the like under the contract.

Contractor agrees to include this Certification in contracts between itself and any subcontractors in connection with the services performed under this contract.

Signature, Title of Contractor Date



D. Executive Session: Employer/Employee Negotiations

On motion by Dennis Peters and second by Charles Boaz the Board recessed into executive session for 10 minutes to discuss matters relating to employer/employee negotiations and to include the President, Vice President for Student Learning, Vice President for Operations, Chief Financial Officer, and the college attorney.

The Board entered executive session at 6:22 pm and returned to open meeting at 6:32 pm. On motion by Dennis Peters and second by Charles Boaz the Board returned to executive session for an additional 5 minutes at 6:34 pm and returned to open meeting at 6:39 pm. No action was taken.

IX. ADJOURNMENT

On motion by Dennis Peters and second by Charles Boaz the meeting adjourned at 6:41 pm.

Respectfully submitted,

David Peter, Board Chair

Denise L. Gilmore, Board Clerk

Faculty Senate Board Report

March 2017

Brad Wilkinson- The Chanute city commissioners granted permission for NCCC Art, Music and Theatre clubs to paint Chanute public school logos on the underpass wall at 3rd and Forest. You may show the board the planned mock up idea enclosed!

Dr. Yuza – The state science fair will be held on March 31st in Wichita.

The Yuza Scholarship is a \$500 Scholarship available to high school seniors wishing to attend Neosho County Community College. Submission of application and selection by KSSEF Committee is required to receive the scholarship. The Yuza Scholarship criteria are listed below:

- Student must be a high school senior
- Present and compete in the 2017 Kansas State Science & Engineering Fair
- Project must cover a STEM topic/concept
- Recipient must attend Neosho County Community College at one of the following locations:
 - Chanute campus
 - Ottawa Campus
 - online

Mindy Ayers- AECT Tied for 3rd at Regionals!!! Several students had high ranking in individual scores. Very proud of my team!

#Adulting club sponsored a “Dress for Success” seminar over lunch!

History Club went to the Brown V. Board museum for Black History month. It is a must see, highly encourage everyone to attend!

Education program is getting ready for our big trip to PSU next week. Will be taking 9 students to pre-enroll and work with transfer and financial aid personnel!

Honors students are working on their projects, presentation will be in April.

Alan Murray- Rehearsals for the spring Musical, “Sweeney Todd” by Stephen Sondheim are well underway. We open at Memorial Auditorium downtown on April 6 at 7:30pm. The cast and crew of about 30 students from music and theatre departments are involved. Shows are April 6, 7, 8 at 7:30pm.

The Music Club and Theatre Club had the opportunity to attend a musical, “Company” by Stephen Sondheim, at KU in Lawrence on March 9. The tickets were free to NCCC, part of KU’s outreach program to community colleges and high schools. About 21 students from NCCC travelled to see the show. Chanute High School was also in attendance, the theatre and music dept. at NCCC is in talks with the high school theatre dept. to do a large cast musical involving both schools sometime next year.

Richard Webber- The Business and Innovation Club hosted guest speaker Rob Tinsley, the founder and CEO of Renewable Concepts. Rob does not have a college degree. His area company maintains 50-75 employees, including welders, electricians, and engineers. They primarily repair and maintain wind turbines. www.renewableconcepts.com . Rob explained the business lessons he learned growing a company from scratch to several millions a year in revenue. He believes in focusing his energy taking care of two key people, his employees and his clients. He pays above industry wages, expects hard work, and has managed to achieve lower than industry average turnover. They have built a reputation through word of mouth and do not advertise. He has cautiously grown slowly and routinely turns down work. He bounces between working with crews in the field and wearing a suit to meetings with engineers and attorneys. Rob was a truly inspiring speaker.



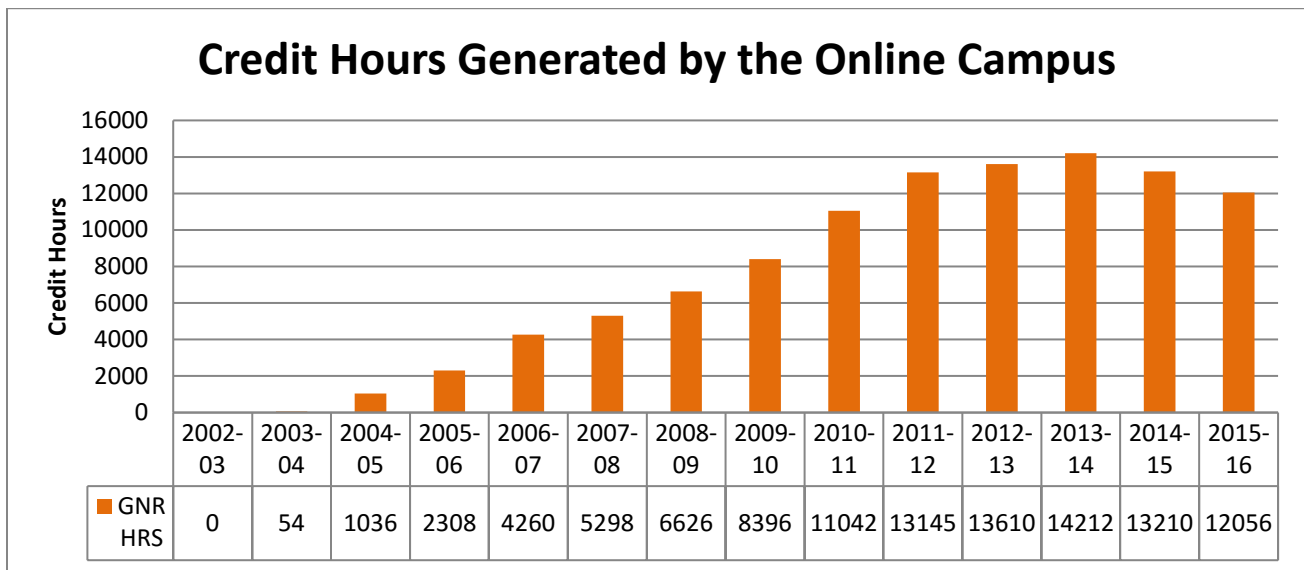
NCCC - ONLINE CAMPUS REPORT TO THE BOARD OF TRUSTEES

Thank you for this opportunity to report on the Online Campus!

ONLINE CAMPUS DATA

Neosho County's Online Campus experienced growth in both credit hour production and head count over the last fourteen years. Beginning with the 2014 academic year, we noted decreases in both measures. While the decrease in credit hour production continued for the 2015 academic year, the most recent data indicates an increase in head count. Overall, the Online Campus credit hour production is over 30% of the total credit hours of the college and over 40% of students at Neosho County enroll in at least one fully online course.

The following chart shows the historical picture of the annual totals for credit hours generated by the Online Campus. This data includes credit hours generated from online and hybrid courses. Notice the peak in credit hour production occurred during the 2013-14 academic year.

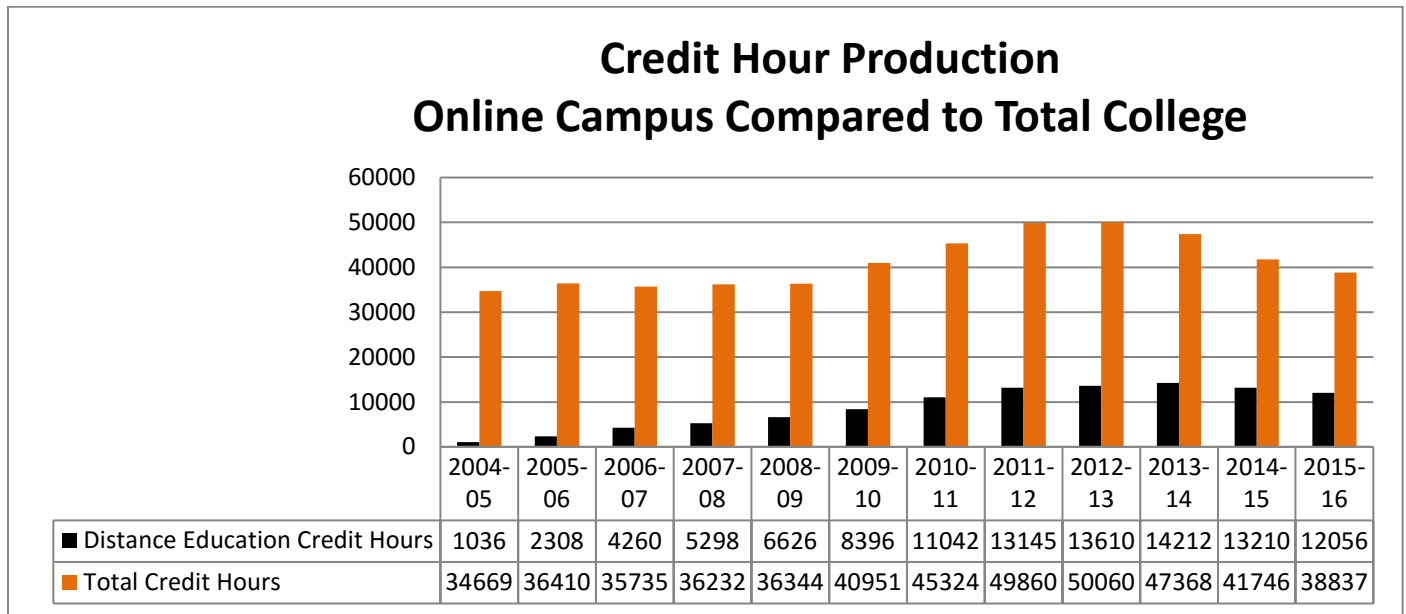


The following chart reports the annual rate of change in credit hour production over the last nine years. The Online Campus enjoyed an increase for several years. Approximately five years ago, this growth began tapering off and credit hour production decreased the past two academic years. The average rate of change for the Online Campus over these nine years is 13.2%. The comparison to the College is 1.2%. The 2015-2016 academic year is the first year that the rate of change for the Online Campus has been lower than the rate of change for the College.

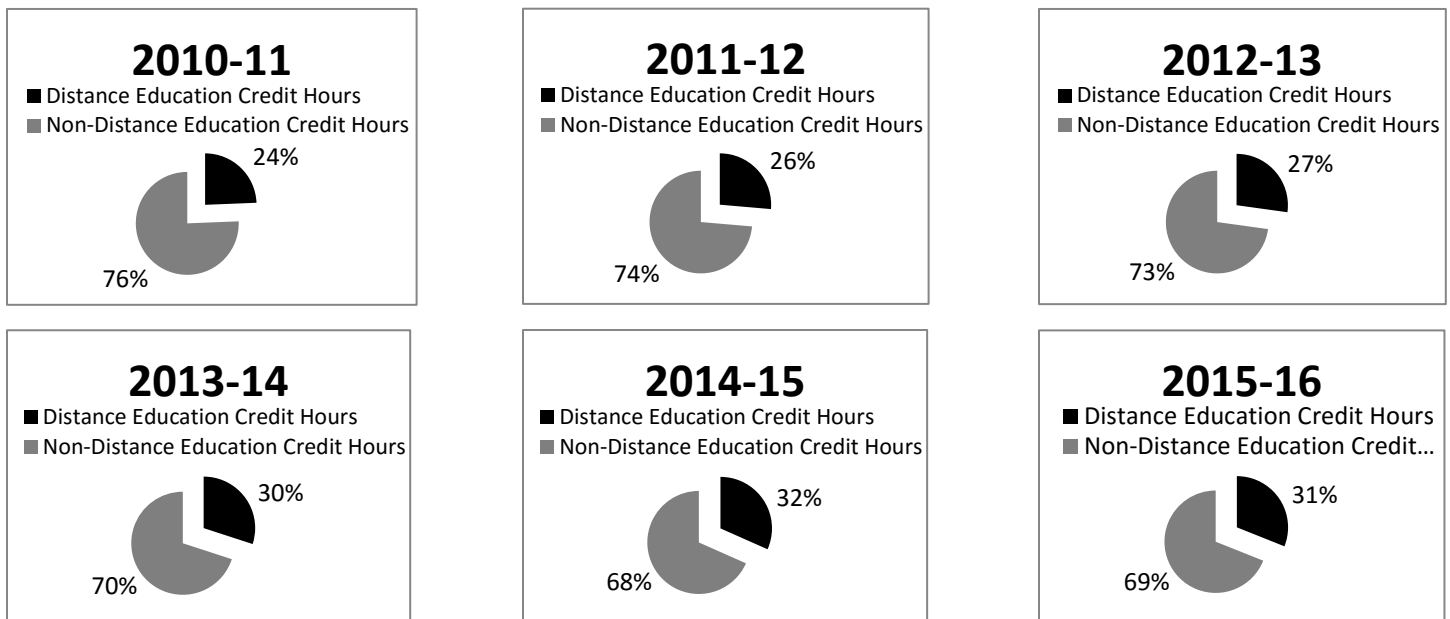
Rate of Change from Previous Year		
Academic Year	Online Campus	College
07-08	24.4%	1.4%
08-09	25.1%	0.3%
09-10	26.7%	12.7%
10-11	31.5%	10.7%
11-12	19.0%	10.0%
12-13	3.5%	0.4%
13-14	4.4%	-5.4%
14-15	-7.1%	-11.9%
15-16	-8.7%	-7.0%

Online Credit Hours Compared to the College

Over the last twelve years, the credit hour production from the Online Campus has grown from 3% of the college's total credit hours to over 30%. The following chart shows the credit hours generated from distance education courses compared to the total college credit hour production.

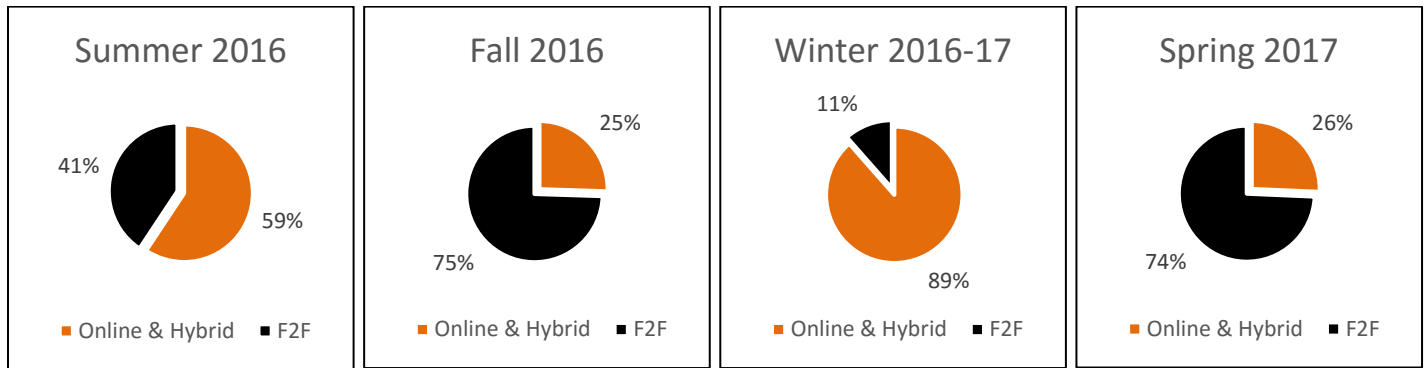


The following series of charts depict the relative size of the online campus over the last six academic years. The percentages in these charts compare the credit hours generated from distance education courses and non-distance education courses to the total credit hour production at NCCC.



Based on current enrollment numbers, the Online Campus represents approximately 30% of the total credit hour production for this academic year.

The following charts show the relative comparison by term of online and hybrid courses as compared to face-to-face courses. Please note that the data used for these charts is accurate as of today, March 14, 2017 and is likely different than the 20th day data, beginning of semester, or end of semester data.



Students Participating in Online and Hybrid Courses

The following table reflects data submitted on the institution's IPEDS report regarding student head count and distance education. The bottom row shows the total percentage of students who were enrolled in at least one online or hybrid course at NCCC. The Online Campus provides classes to approximately two-fifths of the student body at NCCC. Per IPEDS definition of distance education, this data includes enrollments in fully online courses, but not hybrid courses.

Student Enrollment in Distance Education					
	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016
Students Enrolled Exclusively in Distance Education Courses	13.8%	13.4%	12.7%	11.3%	11.0%
Students Enrolled in Some But Not All Distance Education Courses	27.3%	28.6%	25.5%	28.1%	31.1%
Percentage of Students Enrolled in At Least One Distance Education Course	41.1%	42.1%	38.2%	39.4%	42.2%

Online Campus Revenues & Expenditures

The following table compares the revenues and expenditures for the Online Campus for the last 3 years. The data includes actual expenses, but please note that the revenues are estimated based on the online fee and the number of credit hours generated. Therefore the final column provides an ESTIMATE of profit from the Online Campus. Currently Neosho's online fee is \$30 per credit hour. The revenue estimate for 2016 is as accurate as the other two years; however, there will be more expenses before the end of the fiscal year.

Estimate of Online Campus Revenues and Expenditures			
	Actual Posted Expenditures	Estimated Revenue	Estimated Profit / Loss
2014	\$210,925.45	\$396,300.00	\$185,374.55
2015	\$214,793.42	\$361,680.00	\$146,886.58
2016 (to date)	\$183,256.91	\$366,960.00	\$183,703.09

Online Courses and Programs

Neosho is approved by the Higher Learning Commission to offer distance education programs. HLC defines a *distance or correspondence education program* as one in which a student could earn the credential by taking 50% or more of the work in the distance or correspondence education courses. *Distance or correspondence courses or credits* are those in which all or the vast majority (75% or more) of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other. An updated list of certificate and degree programs that are available as distance education programs is attached to this report.

At Neosho County, students are able to complete both of the associate's transfer degrees (AA & AS) in the online environment. While there is one degree requirement that we do not offer as a fully online course, it is offered in the hybrid modality or students can also transfer the course from another institution. All other degree requirements can be met with fully online courses. In addition, Neosho offers 9 AAS degrees and 20 certificate programs that can be completed in the online environment.

The number of online courses offered at Neosho County has grown over the past decade. An updated list of courses that are currently available as distance education courses is included at the end of this report. The list differentiates which courses are available as fully online courses and which are offered as hybrid courses. At NC, a course is considered "hybrid" if a student is required to be on-campus for any portion of the course. We currently offer 135 courses in the online environment.

TRAINING EFFORTS

We continue to provide opportunities for students and faculty to learn about InsideNC through NC105 and NC201. NC105 is the Student Orientation to InsideNC which helps students understand how to submit assignments through InsideNC. Over 2600 students have earned their certificate since we began NC105 in the Fall of 2011. NC201 is our Online and Hybrid Instructor Certification course. To date, we have certified 66 instructors and currently have 7 in the Spring 2017 cohort.

Adjunct Mentor Program

We are in our fourth year of providing an adjunct mentoring program. Initially, we piloted the adjunct mentoring with a group of new online adjunct instructors, but have since broadened the participation to all adjunct instructors, regardless of department or modality. This program introduces instructors to Neosho's culture, climate, policies, and procedures through a series of emails throughout the semester. Topics this semester have included using the Usage Statistics to determine what course pages students are utilizing, certing students into an online course, adding content to the Units, setting up an RSS feed, and accessing InsideNC resources. This mentoring program provides another resource for adjunct instructors as many seek out their mentor to ask questions.

There were 19 adjunct instructors in the mentoring program in the Fall semester and 5 are currently participating in the Spring semester. Leslea Rockers, one of our adjunct instructors in the Communications department, continues to serve as the adjunct mentor.

Lunch Bytes and Tech Nights

This year, we began a new in-house training series for faculty called Lunch Bytes and Tech Nights. Amanda Stinebaugh, one of our adjunct instructors, is the coordinator for these events. These sessions are hosted through Zoom. Participants can choose to attend during lunch or at night. Both full-time and part-time instructors have taken advantage of these opportunities. Potential topics for the remainder of the spring semester include Campus Safety (Ben Smith) and Integrated Assessment (Sarah Robb & Ethan Smilie).

Lunch Bytes & Tech Nights Information

Topic	Presenter	Dates	# Full-Time	# Part-Time
Camtasia	Kevin Blackwell	September 2016	7	4
Google Apps	Dr. Robert Moody (FHSU)	October 2016	6	10
Classroom Technology	Marie Gardner & Amanda Stinebaugh	October 2016	3	3
Focus on Forums (discussions, videos, private journals, polls)	Kevin Blackwell, Nancy Hindle, Tina Oelke	November 2016	6	2
Coursework: 4 Horsemen of InsideNC	Marie Gardner	February 2017	5	6

ENHANCEMENTS TO InsideNC

Jenzabar periodically releases upgrades to eLearning, which is the LMS component of InsideNC. With our newest upgrade, instructors have more control over when students can see their grade on assignments as well as when students can review online assignments. Two new review settings let instructors configure to allow students to see only their response and score on questions and/or show only those questions that students did not receive full credit on. All of these settings are designed to help ensure the integrity of an assignment.

In addition, there are more settings related to online assignments created through the TestBuilder feature. The Nursing faculty are especially excited about one of the new settings that forces “forward only progress” on exams, as this emulates the settings on the NCLEX exam that students must pass in order to become licensed with the state.

Assessment Enhancement

As you know, Neosho County has a robust Assessment of Student Learning system. We have been working with Jenzabar to create a customization of InsideNC. This project has been several years in the making. Last year at this time, I reported that if the project made good progress, we might be able to pilot over the summer. We are still waiting project completion in order to pilot. We might be able to pilot yet this semester; if not, we hope to launch for the summer term. We have spent many hours working with the Jenzabar team to ensure that this custom system works and functions the way we intend. I am including several screen shots.

This screen shot illustrates the ability to link an assignment to an outcome. Instructors can link an assignment one assignment to multiple outcomes or can link part of an assignment to an outcome(s).

▼ Step Two: **Basic Assignment Options** (Optional, Click to expand)

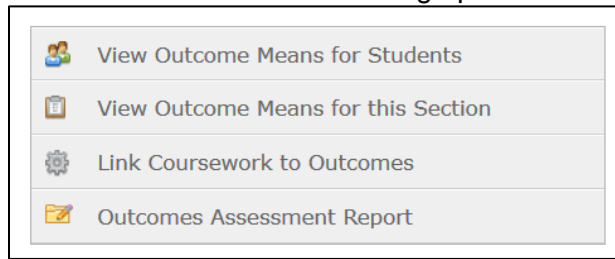
▼ Step Three: **Instructions & Files** (Optional, Click to expand)

▲ Step Four: **Assignment Outcomes** (Optional, Click to close)

Select the outcome to link to this assignment: Click to Add(before saving)

This assignment is currently linked to the following outcomes:
 Outcome 1 - The student will demonstrate understanding of basic literary terminology and be able to apply the terminology to works studied. [Delete](#)

On the new Assessment page, instructors will have the following options:



This screen shows the outcome means for a particular course section.

Outcome	Mean	Mean, No Zeroes	Ungraded	Means Last Updated
Outcome 1	74.36	85.61	0	
Outcome 2	72.68	87.04	0	
Outcome 3			0	

With the new system, instructors will have outcome data for individual students. And, students will also be able to view their scores on each outcome in a class.

Student	Outcome 1	Outcome 2	Outcome 3
<i>Class Average</i>	74.36	72.68	
Student 1	76.2	73.8	
Student 2	23.4	10.6	
Student 3	95	95.6	
Student 4	78.4	85.8	
Student 5	98.8	97.6	

When completing the outcome assessment report, instructors will see pre-filled data and be able to focus on the qualitative analysis of the outcomes assessment process.

Outcome Description

The student will demonstrate an understanding of significant classical Greek and Roman myths, including their historical and cultural backgrounds.

Target Mean
70

Actual Mean
74.36

Actual Mean Excluding Zeroes
85.61

Linked Coursework Assignments
Exam 1:Exams
Paper 1:Papers
Reading Response 1:Response Papers
Reading Response 2:Response Papers
Reading Response 3:Response Papers

Narrative

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Assessment Presentation at Jenzabar Annual Meeting (JAM)

Jenzabar is our vendor for both EX, our student information system, and InsideNC, our portal and Learning Management System. Jenzabar hosts an annual conference every year in late May / early June. Neosho County will be represented at JAM again this year as Sarah Robb and I have been chosen to present. Our session will highlight our assessment custom and our session description is included below.

Student Learning Outcomes Assessment and eLearning

This session will provide an overview of one institution's custom assessment project. Neosho County Community College initiated its assessment of student learning system more than ten years ago. Since then it has been recognized nationally as a Bellwether Award finalist and also as meeting HLC accreditation standards. Recently, Neosho contracted with Jenzabar to integrate this process with eLearning. This session will demonstrate how faculty can link coursework assignments with course outcomes and also complete the assessment report within eLearning. As a result of this custom project, Neosho is able to provide individual student learning data by course outcome. Jenzabar personnel will be available to answer questions during this session as well.

FUTURE PRIORITIES

Training for Face-to-Face Instructors

Through instructor and supervisor feedback, we identified a need for a training course for faculty that will help prepare them to teach in a traditional, face-to-face classroom, as well as cover the basic functions of InsideNC. We hire instructors because of their knowledge and expertise in their field. In some cases, they have not taught before. A committee is working to write the outcomes and identify specific assignments for this course. This course will likely be taught as a hybrid modality, with some in-class sessions and some online components. I hope that we will be able to offer this for instructors next year.

InsideNC Organization and Layout

You might recall that our portal, InsideNC, is a combination of two Jenzabar products, their Jenzabar Internet Campus Solution (JICS) and their Learning Management System (LMS), eLearning. When we launched InsideNC, we used default settings for both the JICS and the LMS product, including default design elements. Over the years, we have updated the standard course pages as Jenzabar has released new features. Other than updating some content and the banner, we have not made changes to the portal side. A committee has met to begin the discussions on organization of content on the portal. In conjunction with this, we are working with Jenzabar on a new design for InsideNC. This project is currently on hold pending completion of the assessment custom and our next upgrade of InsideNC. We will likely unveil the new "look and feel" and any changes to the layout and organization at the same time. Once we complete these changes, we will move forward with JICS Mobile Web and JICS Mobile App, two products that we believe will benefit our students.

PERSONAL NOTE

I would like to share with the Board that I completed my doctoral degree, graduating in December. My dissertation focused on best practices in faculty professional development for full-time and part-time instructors teaching in the online environment. At the end of my report tonight, are some excerpts from my dissertation, if you are interested. I greatly appreciate your support throughout this process.

Thank you for your time tonight and for your continued support of the Online Campus.

Distance Education Programs Offered at NCCC

Neosho County Community College provides the following certificate and degree programs through distance education.

A *distance education program* is one in which a student could earn the credential by taking 50% or more of the work in distance education courses. *Distance courses or credits* are those in which all or the vast majority (75% or more) of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other.

Associate Transfer Degrees

Liberal Arts and Sciences/Liberal Studies (AA)

Liberal Arts and Sciences/Liberal Studies (AS)

Associate Non-Transfer Degrees

Liberal Arts and Sciences/Liberal Studies (AGS)

Business Administration and Management, General (Management)

Accounting Technology/Technician and Bookkeeping

Administrative Assistant and Secretarial Science, General

Marketing/Marketing Management, General

Computer and Information Sciences, General (General)

Computer Technology/Computer Systems Technology

Health Information/Medical Records Technology/Technician

Registered Nursing/Registered Nurse

Business Certificates

Business Administration and Management, General (Management - Business Level I)

Business Administration and Management, General (Management - Business Level II)

Accounting Technology/Technician and Bookkeeping (Accounting - Business Level I)

Accounting Technology/Technician and Bookkeeping (Accounting - Business Level II)

Administrative Assistant and Secretarial Science, General (Administrative Support)

Administrative Assistant and Secretarial Science, General (Business Level I)

Administrative Assistant and Secretarial Science, General (Business Level II)

Administrative Assistant and Secretarial Science, General (Legal Support)

Administrative Assistant and Secretarial Science, General (Medical Office Support)

Marketing/Marketing Management, General (Marketing - Business Level I)

Marketing/Marketing Management, General (Marketing - Business Level II)

Computer Science Certificates

Computer and Information Sciences, General (CIS - Business Level I)

Computer and Information Sciences, General (CIS - Business Level II)

Medical / Health Related Certificates

Health Information Technology

Healthcare Coding

Medical Assistant

Home Health Aide

Licensed Practical/Vocational Nurse Training (IV Therapy)

Nursing Assistant/Aide and Patient Care Assistant/Aide (Certified Nurse Aide)

Phlebotomy



Online & Hybrid Courses Offered at NCCC

The following list includes classes offered as either fully online courses or hybrid courses, which are a combination of online and in-class sessions.

(Check the COURSE SEARCH to identify classroom locations for Hybrid courses)

COURSE CODE	COURSE TITLE	ONLINE	HYBRID
ACCT 107	Payroll Accounting	✓	
ACCT 108	College Accounting	✓	
ACCT 111	Individual Income Tax		✓
ACCT 201	Financial Accounting	✓	
ACCT 202	Managerial Accounting	✓	
ALHE 102	Nurse Aide		✓
ALHE 104	Medication Aide		✓
ALHE 105	Medical Terminology	✓	
ALHE 108	Seminar In Health Care	✓	✓
ALHE 114	Medication Aide Update	✓	
ALHE 118	The Home Health Aide	✓	✓
ALHE 122	Introduction To Pharmacology	✓	
ALHT 110	Health Information Technology	✓	
ALHT 145	Medical Coding National Exam Review	✓	
ALHT 150	Reimbursement Methods	✓	
ALHT 170	Electronic Health Records	✓	
ALHT 180	Healthcare Coding Practicum	✓	
ALHT 200	HIT Clinical Affiliation I	✓	
ALHT 205	Health Care Statistics	✓	
ALHT 210	Legal & Ethical Issues	✓	
ALHT 215	Quality Improvement	✓	
ALHT 220	Management & Supervision	✓	
ALHT 221	Current Events in HIT	✓	
ALHT 225	International Classification of Disease (ICD-10-CM)	✓	
ALHT 230	Current Procedural Terminology Coding	✓	
ALHT 255	HIT Clinical Affiliation II	✓	
ALHT 256	Alternative Healthcare Systems in HIT	✓	
ALMA 110	Medical Professional Issues	✓	
ALMA 125	Human Body in Health & Disease	✓	
ALMA 135	Coding Basics	✓	
ALMA 155	Emergency Preparedness	✓	
ALMA 185	Phlebotomy National Exam Review	✓	
ART 102	Art Appreciation	✓	
ART 178	Introduction to the Visual Arts		✓
BIOL 111	General Biology	✓	
BIOL 115	Environmental Life Science Lecture	✓	



Online & Hybrid Courses Offered at NCCC

COURSE CODE	COURSE TITLE	ONLINE	HYBRID
BIOL 116	Environmental Life Science Lab	✓	
BIOL 257	Human Anatomy & Physiology		✓
BIOL 271	Microbiology		✓
BUSI 106	Business Math	✓	
BUSI 114	Business Law	✓	
BUSI 118	Business Communications	✓	
COMM 105	Theatre Appreciation	✓	
COMM 207	Fundamentals of Speech		✓
COMM 213	Interpersonal Communication	✓	
CRIM 121	Intro To Criminal Justice	✓	
CRIM 122	Criminal Law	✓	
CRIM 123	Criminal Investigation	✓	
CRIM 126	Interviewing & Report Writing	✓	
CRIM 128	Criminal Procedure	✓	
CRIM 130	Juvenile Justice	✓	
CRIM 247	Criminology	✓	
CSIS 100	Computer Concepts & Applications	✓	
CSIS 110	Word Processing Applications	✓	
CSIS 111	Spreadsheet Applications	✓	
CSIS 112	Presentation Software Applications	✓	
CSIS 120	Principles of Word Processing: Word	✓	
CSIS 121	Principles of Spreadsheets: Excel	✓	
CSIS 122	Principles of Pres Software: PowerPoint	✓	
CSIS 123	Principles of Database: Access	✓	
CURR 011	Academic Integrity	✓	
CURR 100	First Year Seminar	✓	✓
CURR 101	Study & Test-Taking Skills	✓	
CURR 102	Goalsetting	✓	
ECON 200	Microeconomics	✓	✓
ECON 201	Macroeconomics	✓	✓
EDUC 252	Children's Literature	✓	✓
ENGL 101	English Composition I	✓	✓
ENGL 113	General Literature		✓
ENGL 215	Introduction to Mythology		✓
ENGL 230	American Literature II	✓	
ENGL 260	Short Fiction	✓	
ENGL 265	Technical Writing	✓	✓
ENGL 289	English Composition II	✓	✓
ETEC 105	Introduction to Networking		✓
ETEC 106	CISCO Networking II		✓
ETEC 146	Microcomputer Repair-Hardware	✓	



Online & Hybrid Courses Offered at NCCC

COURSE CODE	COURSE TITLE	ONLINE	HYBRID
ETEC 147	Microcomputer Repair-Software	✓	
ETEC 275	Computer and Network Security	✓	
FCS 203	Nutrition	✓	✓
HIST 101	World Civilization I	✓	
HIST 102	World Civilization II	✓	
HIST 201	U.S. History II	✓	
HIST 202	U.S. History II	✓	
HIST 207	World Geography	✓	✓
HPER 150	Lifetime Fitness	✓	✓
HPER 208	Advanced Care and Prevention of Athletic Injuries		✓
HUM 102	Intro to Logic	✓	
HUM 103	Introduction to Philosophy	✓	✓
HUM 104	Ethics	✓	✓
HUM 133	World Religions	✓	
HUM 206	Eastern Civilizations	✓	
MATH 113	College Algebra	✓	✓
MATH 143	Elementary Statistics	✓	
MGMK 101	Introduction to Business	✓	
MGMK 105	Small Business Management	✓	
MGMK 135	Human Relations And Supervision	✓	
MGMK 147	Introduction to Management	✓	✓
MGMK 230	Business Finance		
MGMK 251	Marketing	✓	
MGMK 252	Internet Marketing	✓	
MUSI 120	Music Appreciation	✓	✓
MUSI 123	Music in America	✓	
NURS 010	Pre-Nursing Math Skills	✓	
NURS 100	Problem Solving & Test Taking Skills/Nursing	✓	
NURS 122	Pharmacology for Nursing		✓
NURS 123	Controversial Issues Women's Health	✓	
NURS 152	Care of the Dying Patient		
NURS 200	Intro to Associate Degree Nursing		✓
NURS 220	Intravenous Therapy		✓
NURS 230	Pathophysiology	✓	
NURS 251	Family Nursing II		✓
NURS 261	Mental Health Nursing		✓
NURS 273	Nursing Care of the Complex Adult		✓
OTA 200	Mental Health & Psychosocial Practice		✓
OTEC 101	Keyboarding I	✓	
OTEC 102	Keyboarding II	✓	
OTEC 107	Office Systems and Procedures	✓	



Online & Hybrid Courses Offered at NCCC

COURSE CODE	COURSE TITLE	ONLINE	HYBRID
OTEC 123	Office Machines	✓	
PHYS 102	Fundamentals of Astronomy	✓	✓
PHYS 103	Fundamentals of Astronomy Lab	✓	
PHYS 171	Physical Science	✓	
PHYS 172	Physical Science Lab	✓	
PSYC 110	Chemical Dependency	✓	✓
PSYC 155	General Psychology	✓	✓
PSYC 250	Death and Dying		✓
PSYC 253	Human Sexuality	✓	
PSYC 263	Developmental Psychology	✓	✓
PSYC 274	Psychology of Adjustment	✓	✓
SOSC 100	Introduction To Sociology	✓	✓
SOSC 101	American Government	✓	
SOSC 102	State & Local Government	✓	
SOCS 200	Introduction to Cultural Anthropology	✓	✓
SOSC 220	Social Problems	✓	✓
SURG 208	Surgical Technology Certification Exam Review		✓



A PROFESSIONAL DEVELOPMENT CERTIFICATION PROGRAM FOR
INSTRUCTORS TEACHING IN THE ONLINE ENVIRONMENT AND STUDENT
COMPLETION AND SUCCESS RATES AT A MIDWESTERN COMMUNITY COLLEGE:
AN EX POST FACTO STUDY

Marie Gardner, Doctor of Education
University of Nebraska, 2016

Advisors: Brent Cejda and JIANGANG XIA

The increased demand for online courses in higher education, particularly at community colleges, highlights two concerns: 1) online courses have high drop-out rates and 2) the prevalence of part-time instructors teaching online courses. As demand for online increases, administrators are challenged to hire faculty who are knowledgeable about their content and also qualified to teach in the online environment. Since the quality of online programs depends upon the performance of faculty, community colleges that offer online programs should provide training and on-going support for their instructors. The literature indicates that a best practice in online education to facilitate student learning success is to provide professional development opportunities for faculty.

The purpose of this *ex post facto* case study was to examine whether the best practice of a professional development certification program for faculty who teach in the online environment contributes to increased student completion and student success rates in subsequent online courses. Specifically, this study examined whether differences in online student completion rates or student success rates (measured by the student's earned final grade) exist when measured before, during, and after instructors completed the professional development certification program at one Midwestern community college.

This study included 32 instructors who completed the professional development certification program at Midwestern community college who taught online classes both before or during and after the semester they participated in the professional development. A paired samples t-test and a repeated-measures ANOVA were used to compare group means with $\alpha = 0.05$. The present study found marginally and statistically significant differences in mean student completion and success rates. The greatest increase in mean student completion was observed the semester instructors participated in the program, while the greatest increase in mean student success rates was observed after instructors completed the professional development certification program.

Purpose Statement

The purpose of this research study was to examine whether the best practice of a professional development program for faculty who teach in the online environment contributes to increased student completion and student success rates in subsequent online courses. This research study investigated a specific example of a faculty development program for instructors who teach in the online environment at one Midwestern community college. Specifically, this study examined whether there are differences in student completion rates or the level of student learning success (measured by the student's earned final grade) before, during, and after instructors completed the professional development program to earn an online instructor certificate.

Research Questions

The primary reason for this study was to determine whether a professional development certification program contributes to increased student completion and success in online courses completed at one Midwestern community college. The following research questions were developed to address this question.

- R1. Is there a statistically significant difference in student completion rates in online courses before, during, and after an instructor completes an institutional professional development certification program for instructors teaching in the online environment?
- R2. Is there a statistically significant difference in student pass rates in online courses before, during, and after an instructor completes an institutional professional development certification program for instructors teaching in the online environment?

Research Design

This was a non-experimental, quantitative case study that examined the data *ex-post facto* to determine if completing a professional development certification program aids in increasing student completion and student success rates. The data analyzed in this study pre-existed in institutional records at the Midwestern community college. No attempt was made to control or manipulate the variables and they were not changed during this research study.

Data Management

This research study compared and tested means for online student completion and student success rates before, during, and after an instructor completed a professional development certification program for instructors teaching in the online environment. The data used for this research study was not specifically prepared for this study, rather it was obtained from existing institutional data files. The dependent variables studied were the mean student completion rate and the mean student success rate in online courses. The groupings were done based on before, during, and after an instructor participated in the institution's professional development program

and earned certification as an online instructor. It was important to establish a single data source that included all variables for the regression analysis. The data were merged from three sources.

The researcher requested and received permission from the President of the Midwestern community college to use the Institution's data and the confidentiality of the data was maintained throughout this research project. The researcher compiled the data in a single Excel spreadsheet using the codification methods addressed below. The researcher then imported the data in the Excel spreadsheet into Statistical Package for the Social Sciences (SPSS) for the analysis.

Data Elements / Coding

This *ex-post facto* case study utilized pre-existing institutional data. This research study compared selected instructors' before, during, and after means on two independent variables: student completion rates and student success rates. This section summarizes the specific coding that was used to calculate the means.

Instructor. This study included all instructors who obtained certification through the professional development program and taught online courses at Midwestern community college during at least two of the three timeframes: before, during, and after completing the professional development program.

Student completion rates. For the purpose of this case study, student completion rate was defined based on whether the student was enrolled in the course at the end of the semester and earned a grade versus whether the student withdrew or was withdrawn prior to the end of the semester. Students earning an A, B, C, D, F, P (pass), or NP (no pass) were coded with a *1*, while students earning a W (withdrawal), WA (administrative withdrawal), or XF (fail / academic dishonesty) were coded with a *0*. Students earning an I (Incomplete) were omitted from this study. This coding method allowed for the calculation of the average completion rate for each instructor before, during, and after completing the professional development certification program.

Student success rates. For the purpose of this case study, student pass rate was defined based on the grade each student earned in the course at the end of the semester. Students earning an A were coded with a *4*, students earning a B were coded with a *3*, Cs were coded with a *2*, Ds were coded with a *1*, and Fs were coded with a *0*. Students earning an I (Incomplete) were omitted from this study and data for students earning a P (pass), NP (no pass), W (withdrawal), WA (administrative withdrawal), or XF (fail / academic dishonesty) were not utilized in this particular analysis. This coding method allowed for the calculation of the average success rate for each instructor before, during, and after completing the professional development certification program.

Descriptive Statistics

The professional development certification program was piloted at this Midwestern community college in Summer 2013 and was subsequently implemented in the Fall 2013 term. To date, 66 individuals have been certified as an online and hybrid instructor at this institution.

These individuals represent full-time faculty, part-time faculty, full-time employees who also teach for the institution, as well as some individuals who have not taught for the institution. A full-time employee whose main responsibility is not instruction is considered a part-time instructor at this institution. Table 4.1 displays the number of instructors who have completed the professional development certification program to become certified online and hybrid instructors at this institution.

Table 4.1 Number of Certified Online Instructors by Category

Instructor Status	Number
Full-Time	23
Part-Time	32
Employee ^a	9
Never Taught	2
Total	66

^a Full-Time employees at the institution who are not full-time faculty, but who do have teaching responsibilities within a program.

Of the 66 certified instructors, 13 have not taught online courses at this institution. Additionally, 6 certified instructors completed the certificate in the most recent term so there is no “after” comparison data and 5 other certified instructors either did not teach online prior to receiving the certification or have not taught online since. Ten of these individuals teach in a health-related program that includes a selective application process and/or utilizes a team teaching approach. This left 32 instructors who were the subjects for this study. Table 4.2 displays the information for the study subjects by part-time and full-time status. There were not enough subjects employed full-time in order to compare data for full-time instructors and part-time instructors.

Table 4.2 Study Subjects by Employee Classification

Instructor Status	Number
Full-Time	9
Part-Time	23
Total	32

Summary of Results

Table 4.13 summarizes the findings from the *t*-tests and the repeated measures ANOVA:

Table 4.3 Summary of Statistical Analysis

Statistical Analysis	Student Completion	Student Success
<i>t</i> -test	Improvement; Marginal Significance	Improvement; Statistical Significance
ANOVA	Improvement; Statistical Significance	Improvement; Marginal Significance

Discussion of Results

The quantitative analyses in this case study indicate an increase in both online student completion rates and online student success rates after instructors complete the professional development certification program for instructors teaching in the online environment. The mean student completion rates increased from 93.24% to 95.13% (t-test data) and from 90.82% to 93.81% (ANOVA data) after instructors completed the professional development certification program. Likewise, the mean student success rates, calculated based on student grades, increased from 2.7693 to 2.9133 (t-test data) and from 2.6078 to 2.9056 (ANOVA data) after instructors completed the professional development certification program. The results of the quantitative analyses provide compelling evidence that the professional development certification program may contribute to increased student completion and success rates in online classes at Midwestern community college.

Conclusion

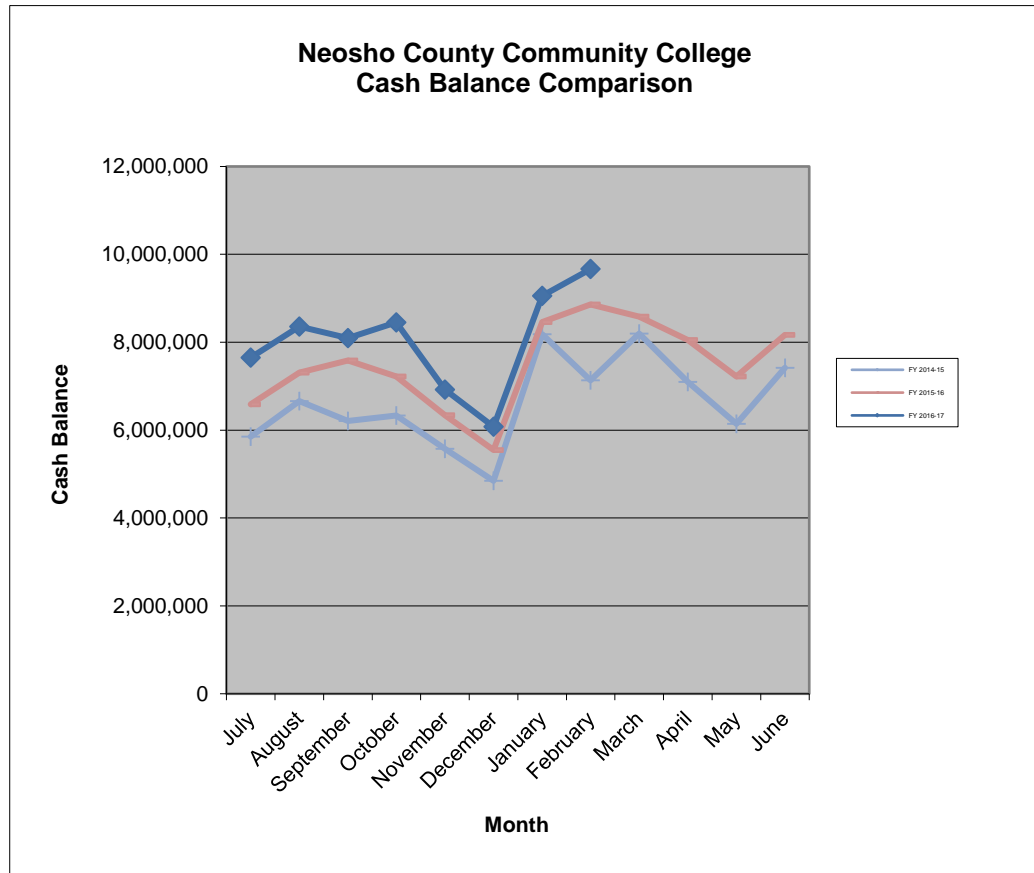
Distance education is a vital segment of higher education. As the enrollment in online offerings increases, particularly at community colleges, administrators are challenged to hire faculty who are not only knowledgeable in their content area, but also qualified to teach in the online environment. This has led to an increase in part-time instructors teaching online courses at community colleges. Not only are online offerings challenged with high drop-out rates, a prevalent assumption is that students experience lower success rates with part-time faculty members than with full-time faculty.

Community college administrators overseeing online programs need to concentrate their efforts and resources on training and supporting their full-time and their part-time instructors because the quality of their program is based upon their faculty's performance. The literature indicates that a best practice in online education to facilitate student learning success is to provide professional development opportunities for faculty. The best way for community colleges to address low retention and high attrition in online programs is to provide faculty development programs for their online instructors and to evaluate whether these professional development programs influence student completion rates and the level of student success.

This case study utilized two statistical analyses to test whether a best practice professional development certification program contributes to increased online student completion and success rates at Midwestern community college. The results of this study substantiate the claim that the professional development certification program may be a best educational practice at Midwestern community college.

TREASURER'S MONTHLY FINANCIAL STATEMENT
NEOSHO COUNTY COMMUNITY COLLEGE
For the Period February 1, 2017 to February 28, 2017

FUND	FUND DESCRIPTION	BEGINNING BALANCE 1/31/2017	RECEIPTS FEBRUARY	JOURNAL ENTRIES FEBRUARY	DISBURSEMENTS FEBRUARY	ENDING BALANCE 2/28/2017
02	Postsecondary Technical Education Reserve	86,760.80	29,392.07	0.00	-10.00	116,142.87
07	Petty Cash Fund	1,074.30	0.00	0.00	0.00	1,074.30
08	General Fund Deferred Maintenance	101,380.00	0.00	0.00	0.00	101,380.00
09	General Fund Equipment Reserve	249,109.93	0.00	0.00	0.00	249,109.93
10	General Fund Unencumbered Fund Balance	2,300,000.00	0.00	0.00	0.00	2,300,000.00
11	General Fund	1,636,101.84	395,974.94	183.30	-912,579.49	1,119,680.59
12	Postsecondary Technical Education Fund	1,018,145.00	511,542.54	-8.30	-234,320.18	1,295,359.06
13	Adult Basic Education Fund	92,592.13	408.00	0.00	-42,772.47	50,227.66
14	Adult Supplementary Education Fund	35,115.68	0.00	-70.00	-952.81	34,092.87
16	Residence Hall/Student Union Fund	2,126,540.98	360,546.19	0.00	-78,925.58	2,408,161.59
17	Bookstore Fund	700,461.24	205,501.12	0.00	-157,039.43	748,922.93
21	College Workstudy Fund	0.00	3,505.03	0.00	-3,505.03	0.00
22	SEOG Grant Fund	0.00	6,530.00	0.00	-6,530.00	0.00
24	Pell Grant Fund	-2,764.00	742,494.00	0.00	-739,328.00	402.00
25	Student Loans Fund	0.00	536,810.00	0.00	-536,810.00	0.00
32	Grant Funds	-74,696.88	141,921.01	0.00	-144,099.70	-76,875.57
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	991,848.17	1,117,045.08	-105.00	-862,011.67	1,246,776.58
90	Payroll Clearing Fund	0.00	0.00	0.00	0.00	0.00
	TOTALS	\$9,332,612.32	\$4,051,669.98	\$0.00	-\$3,718,884.36	\$9,665,397.94
	Checking Accounts					\$7,593,235.83
	Investments					\$2,070,562.11
	Cash on Hand					\$1,600.00
	Total					\$9,665,397.94



President's Report

March 14, 2017

Good Evening Trustees. Thank you again for your time and talents in helping NCCC achieve its mission. Here are a few items of interest for this month.

Enrollment

Believe it or not, summer and fall enrollment are underway this week with STARS students and graduating sophomores getting first dibs at the schedule. It will be open to all students soon. Residence Hall contracts and deposits are due April 1. So we are off and running for the 2017-2018 academic year!

For this spring and for the remainder of the 2016-2017 academic year the enrollment looks very strong.

Spring Semester 2017

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2015	50	3-14-16	2420	16674	
TOTAL	2016	50	3-14-17	2674	18514	11.04%
CHANUTE	2015	50	3-14-16	533	4721	
CHANUTE	2016	50	3-14-17	595	5367	13.68%
OTTAWA	2015	50	3-14-16	482	3944	
OTTAWA	2016	50	3-14-17	492	3905	-.99%
ONL	2015	50	3-14-16	865	4754	
ONL	2016	50	3-14-17	995	5489	15.46%
ODO	2015	50	3-14-16	282	1602	
ODO	2016	50	3-14-17	303	1834	14.48%
IDO	2015	50	3-14-16	258	1653	
IDO	2016	50	3-14-17	289	1919	16.09%

Yearly enrollment is up 4.9% which is a welcome departure from the past few years! Occupancy in the residency halls is at 245, or about 82% of capacity, which is great for the week before spring break.

Hail Damage

The College did have substantial damage from the recent hail storm. The roof of Bideau Hall was “totaled” according to a local roofing company. Also many of the fleet vehicles were significantly damaged. It will take additional time to work with our insurance companies to see what will need to be done to repair everything as well as the associated costs for that. Keep in mind that the deductible on our buildings is \$25,000. We will know more in a few weeks.

Legislative Update

We expect some action in the Senate this week in the rescission bill that should address the budget/revenue shortfall for FY17. Rumor has it that it does NOT contain cuts to K-12 or higher education. Instead the money comes from the “temporary fund” where they get the money for KPERS and other programs. This is a bit different from the House version floated a few weeks ago in that it borrows less from the fund.

The tax bills for FY18 and FY19 passed the Legislature and were vetoed by the Governor. The Legislature then nearly overrode that veto, but fell short three votes in the Senate. There are those who think the House tax bill will return soon with a few tweaks (not making it retroactive to Jan 1 of this year, for instance) in order to get those remaining three votes in the Senate.

Also being discussed is a bill that would stop any college or university from placing any restrictions on concealed carry weapons. Several KBRO institutions have passed policies that added particular safety procedures for guns on campus, such as not chambering a round, or having the gun in a holster instead of just loose in a backpack or purse. That bill had a hearing last week. We shall see if it gets out of committee or not. If it does pass, then we will have to consider those limitations in any policy NCCC might have. My hope is to bring you a policy in May for a first reading that at least forbids open carry on campus.

Surplus Auction

As per Board policy I am informing you of my intent to hold a surplus auction on Saturday, April 22, 2017 at 10am. This is our standard auction of items that are being removed from inventory that cannot be used by other departments on campus. Proceeds from the sale will go back into the general fund.

Project Report

Fountain

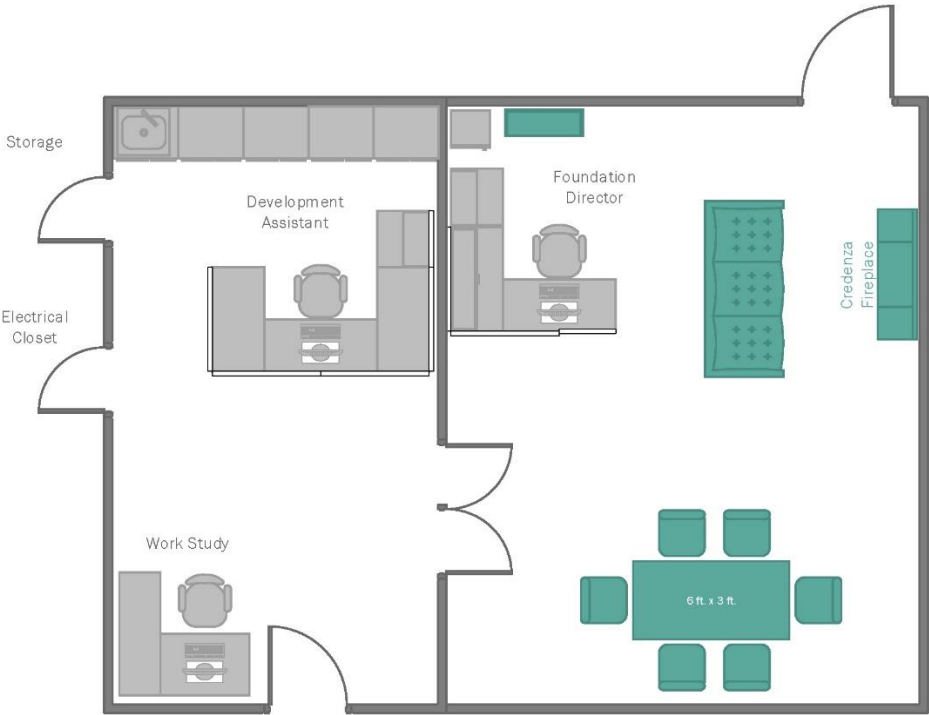
You may have seen the new Panther for the fountain being lowered into place if we are friends on Facebook.



There is still a great deal of work to do on the fountain with lights, sidewalks, plumbing, plantings, etc. We are still looking at mid-May before the project is complete. The Chanute Rotary Club is donating \$1,000 for a park bench in commemoration of the Club's 100th anniversary in Chanute. Rotary meets every other Thursday in our Oak Room. They wanted to thank the College for their hospitality in hosting the Club for many years.

The Foundation Office

The Foundation Office is under construction and is set to be complete by May. We are waiting on cabinet delivery there. The NCCC Foundation is paying for that renovation, giving the College \$20,000 for that project. Once the Foundation Offices are moved to Rowland, work will begin on renovating the President's Office if funds are available.





Chanute Bookstore

The Bookstore will close at noon on Friday to begin the work to replace the flooring. It is hoped the work will be completed over Spring Break and reopen the Monday after break. The flooring will match the new flooring in Penner Lounge.

Risk Inspection Results

Just today a team from our various insurance groups was on the Chanute campus conducting a free annual “risk assessment and inspection.” They basically look at a wide range of areas of the campus with an eye to what might be a hazard or future area of concern for NCCC, such as the boiler room, sprinkler system, residence life, the kitchen, and public areas. It is a very thorough inspection. We are waiting for the written reports, but the verbal report was excellent! The inspectors stated that NCCC was the best college or university they had ever seen in mitigating risk. According to one inspector, we “take great pride in our facilities and importance of safety and security.” Once again, it is an example of just how premier NCCC has become. Congratulations to Ben Smith, Kyle Seufert, and everyone who keeps the college well maintained and safe!!

SB 155 falls short of needed dollars

While the final numbers have to be tabulated, it looks as though the Career and technical education fund from the state will fall short of needed dollars. KBOR is suggesting that colleges will receive only about 85% of what they have earned from CTE enrollments for the 2016-2017 year. I cannot say at this time whether NCCC will receive less money than last year from SB155 as our enrollments may have increased over last year thanks to Yates Center, Lawrence and other areas. This money won't be allocated until June. Just a heads up.

Congratulations to Cheer Team!

From GoNeosho.edu website: The Neosho County Community College Panther Cheer Squad brought home the Region VI championship trophy Sunday, after competing at Johnson County Community College. This is the fourth year of this competition and Neosho's first championship. NCCC was first in Small Coed Division and first in Quad Stunting.

The SHOStoppers were fifth in Team Routine and sixth in Hip Hop and [Zoie Stewart](#) placed third in the Solo Division.

Congratulations Cheer Team!



Strategic Plan Report

Denise has uploaded the final FY17 Strategic Plan Report to the Board as required by my contract. While the plan is never "done" per se, this is a snapshot of where we are in accomplishing the goals that were placed in my contract at the end of the last academic year. I will highlight a few items from that report now.

In April, during my evaluation, I will present the 2017-2018 strategic plan for your approval to be incorporated in my next contract, if the Board chooses to extend it another year.

Brian's Travels

I will be gone to KBOR on Wednesday. That evening Chair Peter will be joining me for a special dinner with the Regents in Topeka.

Beginning Friday, March 17th, through Sunday, March 24th, I will be on vacation and celebrating Spring Break. The College is closed the week of the 20th for Spring Break.

March 30th through April 3rd I will be in Chicago for the IAC meeting and the HLC Annual meeting.

April 7th I will be in Hutch as a guest speaker for KCCLI.