

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AGENDA

**July 11, 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 June 13, 2017
 - B. Claims for Disbursement for June 2017
 - C. Revised Job Description for the Administrative & Technical Assistant for the Online Campus
 - D. ABE Expansion
 - E. Personnel
- VI. Emeritus Employees**
 - A. Resolution 2017-34: Candidates for Emeritus Employee Status
- VII. Reports**
 - A. Athletics – Mike Saddler
 - B. Treasurer – Sandi Solander
 - C. President – Dr. Brian Inbody
- VIII. Old Business**
- IX. New Business**
 - A. Budget Workshop
 - B. Resolution 2017-35: Approval of FY 2017-2018 Budget for Publication
 - C. Resolution 2017-36: Athletic Insurance Renewal
 - D. Resolution 2017-37: Hourly, Non-Exempt Employees' Classification System Revision
 - E. Resolution 2017-38: Administrative Employees Salary Increases
 - F. Resolution 2017-39: Hourly, Non-Exempt Employees Salary Increases
 - G. Resolution 2017-40: Health Insurance Renewal
 - H. Resolution 2017-41: Dental Insurance Renewal
 - I. Resolution 2017-42: Property and Casualty Insurance Renewal
 - J. Resolution 2017-43: Employee Assistance Program (EAP)
 - K. Resolution 2017-44: Payment for Overtime
 - L. Resolution 2017-45: Bids for Roof Replacement – Bideau Hall and Student Union
 - M. First Reading: Revised Staff Professional Development Fund Policy (first reading)
- X. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

**July 11, 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: Kevin Berthot, Charles Boaz, Lori Kiblinger, David Peter, Dennis Peters and Jenny Westerman.

Also in attendance were Kerrie Coomes, Marie Gardner, Denise Gilmore, Dr. Brian Inbody, Kent Pringle, Kerry Ranabargar, Mike Saddler, Ben Smith, Sandi Solander, and The Chanute Tribune.

III. PUBLIC COMMENT

There were no speakers.

IV. APPROVAL OF THE AGENDA

On motion by Dennis Peters and second by Charles Boaz the agenda was approved as presented.

V. CONSENT AGENDA

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

A. Minutes from June 13, 2017

B. Claims for Disbursement for June 2017

C. Revised Job Description for the Administrative & Technical Assistant for the Online Campus

It was the president's recommendation that the Administrative and Technical Assistant for the Online Campus be changed from a 10-month position to a 12-month position and from Level IV to Level V. A copy of the revised job description follows.

ADMINISTRATIVE & TECHNICAL ASSISTANT FOR THE ONLINE CAMPUS

Reports to: Dean for the [Ottawa and Online Campuses](#)
Classification: Full-time, ~~10-12~~-month Employee
Pay Status: Hourly, Level ~~IV~~, Non-exempt
Fringe Benefits per Board Policy, ~~KPERS Eligible~~
Starting Salary Range: ~~11.70-\$12.70~~ [\\$12.50 - \\$13.50](#)
Creation: June 2015, [Revised: July 2017](#)

Purpose of Position: This is a full-time, ~~10-12~~-month position that reports to and is directly supervised by the Dean for the [Ottawa and Online Campuses](#). This position provides technical assistance for InsideNC, the college's portal and learning management system, as well as performs a variety of administrative assistant functions for the Online Campus.

Essential Functions:

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Be familiar with college policies and procedures.
4. Provide assistance with InsideNC, the college portal and learning management system:
 - a. Post announcements on InsideNC;
 - b. Assist with the Blank Grades query and checking syllabi pages in InsideNC course sections and others, as needed;
 - c. Create portal-only sections and maintain accurate records of faculty and students;
 - d. Maintain training materials for InsideNC;
 - e. Assist with instructor requests and answer basic questions related to InsideNC;
 - f. Perform basic troubleshooting as issues arise.
5. Assist with coordination for Online and Hybrid sections:
 - a. Maintain list of courses developed for online or hybrid modalities;
 - b. Increase communication with adjunct instructors, such as drafting email reminders to instructors prior to class start dates and ensuring they have necessary materials;
 - c. Perform audit of course shells on InsideNC to determine if sections are set up and ready for students;
 - d. Assist with communication related to semester schedule.
 - e. Assist with contracts for online and hybrid instructors (proof, distribute, collect);
 - f. Coordinate the supervisor evaluation for online and hybrid adjunct instructors;
 - g. Facilitate student evaluation surveys for online sections.
6. Take primary role in facilitating all aspects of NC105, Student Orientation to InsideNC:
7. Assist with coordination of mentoring program for adjunct instructors.
8. Monitor the Online Campus Email Account, processing messages as appropriate and responding to inquiries as needed.
9. Perform standard office tasks to assist Dean for Online Campus:
 - a. Handle routine matters relating to the daily operation of the office;
 - b. Schedule and maintain appointments for the Dean for the Online Campus;
 - c. Prepare and submit requisitions and budget transfer forms, travel requests and expense forms, and make travel arrangements;
 - d. Transcribe notes, prepare and file correspondence, and maintain an effective and efficient filing system;
 - e. Assist with creation of brochures, flyers, etc. for marketing of online and hybrid courses;
 - f. Serve as recording secretary for committees as assigned by VPSL. Track approval of minutes and upload to InsideNC;

- g. Supervise service scholarship and/or work-study positions for the Online Campus;
10. Serve as backup to the Receptionist and Technology Services at the Ottawa Campus.
11. Perform other duties as requested by the Dean for the [Ottawa and Online Campuses](#).

Required Knowledge, Skills and Abilities

1. Excellent interpersonal skills, excellent verbal and written communications skills, ability to work effectively with all levels of employees. Ability to project a positive and professional image to students and employees.
2. Exceptional attention to detail and accuracy, outstanding data entry skills, and excellent organizational skills.
3. Proficiency with office equipment such as copiers, scan and fax machines, as well as expertise in utilizing a computer, particularly Microsoft Word, Excel and Outlook is essential.
4. Ability to learn and implement complex technical procedures.
5. Ability to work well under pressure and ~~to~~ reliably meet deadlines in a fast-paced environment.
6. Ability to maintain the confidentiality of Online Campus functions, such as passwords, etc.

Education and Experience

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

Working Conditions

1. Work is normally performed in a typical interior / office work environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. Ability to reach and work overhead on an occasional basis is required.
4. Occasional lifting of items weighing 10-20 pounds is required.
5. Some travel during normal working hours may be required.
6. Some overtime may be required, as well as some flexibility in occasional early or late hours.

Non-Discrimination-(1/9/15)

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

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

The following offices have been designated to handle inquiries regarding the Non-Discrimination and to coordinate implementation of this policy. They may be contacted to initiate an investigation under the policy or to answer questions regarding this policy.

Vice President for Operations
a/k/a Chief Operations Officer
Neosho County Community College
800 West 14th Street
Chanute, KS 66720
Telephone: (620) 432-0301

Students may in the alternative prefer to contact:

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

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

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

D. ABE Expansion

With the addition of Pittsburg to our ABE consortium, it was the president's recommendation that Jamie Collier, ABE Instructor at Fort Scott, be moved to the new Pittsburg site suspending one full-time position in Fort Scott. In addition, we have funds in the new grant to put a new half-time person at Fort Scott and a new half-time person at Pittsburg. These half-time positions are new positions. It was the president's recommendation as well that the two new part-time positions be created. See job descriptions below.

ADULT EDUCATION INSTRUCTOR, PART-TIME – FORT SCOTT

Reports to: Director of Adult Basic Education
Classification: Part-time (20-hour/week), 12-month Employee
Pay Status: Academic Management Support, Exempt
100% Grant funded
Fringe Benefits per Board Policy
Starting Salary Range: \$15,600
Revised: June 2017

Purpose of Position: This position is a member of the Adult Education department who reports to the Director of Adult Basic Education. This position is responsible for the day to day classroom instruction, implementation of adult education curriculum, and assisting with outreach planning, and student data collection for reporting purposes.

Essential Functions

Classroom instruction:

1. Teach adult education curriculum;
2. Develop and maintain student portfolios;
3. Assist with student tracking and follow-up;
4. Provide instruction at outreach sites as needed;
5. Assist with State and Federal reports;
6. Attend conferences and meetings which will enhance instruction and professional development;
7. Provide program information to those who inquire, and assist with the recruitment of adult education students;
8. Obtain and maintain KAEA credentials;
9. Obtain and maintain CASAS credentials;
10. Perform other duties as assigned by the Director of Adult Basic Education.

Education and Experience

1. Bachelor's degree required.
2. Previous experience working with adult learners preferred.

Required Knowledge, Skills, and Abilities

1. Ability to work with, relate to, and teach diverse populations.
2. Organizing and coordinating skills.
3. Ability to communicate effectively, both orally and in writing.
4. Excellent computer skills.
5. Knowledge of working with unprepared students.
6. Ability to gather data, compile information and prepare reports.
7. Ability to plan and evaluate programs.
8. Ability to appropriately exercise independent initiative and judgment.
9. Ability to use classroom technology.
10. Willingness and ability to work as a member of a team.

Working Conditions

1. Teaching duties may be performed in various settings.

2. Work is normally performed in a typical classroom environment.
3. Some travel with overnight trips and evening hours are required.
4. No or very limited physical effort required.

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

ADULT EDUCATION INSTRUCTOR, PART-TIME – PITTSBURG

Reports to: Director of Adult Basic Education
Classification: Part-time (20-hour/week), 12-month Employee
Pay Status: Academic Management Support, Exempt
100% Grant funded
Fringe Benefits per Board Policy
Starting Salary Range: \$15,600
Revised: June 2017

Purpose of Position: This position is a member of the Adult Education department who reports to the Director of Adult Basic Education. This position is responsible for the day to day classroom instruction, implementation of adult education curriculum, and assisting with outreach planning, and student data collection for reporting purposes.

Essential Functions

Classroom instruction:

1. Teach adult education curriculum;
2. Develop and maintain student portfolios;
3. Assist with student tracking and follow-up;
4. Provide instruction at outreach sites as needed;
5. Assist with State and Federal reports;
6. Attend conferences and meetings which will enhance instruction and professional development;
7. Provide program information to those who inquire, and assist with the recruitment of adult education students;
8. Obtain and maintain KAEA credentials;
9. Obtain and maintain CASAS credentials;
10. Perform other duties as assigned by the Director of Adult Basic Education.

Education and Experience

1. Bachelor's degree required.
2. Previous experience working with adult learners preferred.

Required Knowledge, Skills, and Abilities

1. Ability to work with, relate to, and teach diverse populations.
2. Organizing and coordinating skills.
3. Ability to communicate effectively, both orally and in writing.
4. Excellent computer skills.
5. Knowledge of working with unprepared students.
6. Ability to gather data, compile information and prepare reports.
7. Ability to plan and evaluate programs.
8. Ability to appropriately exercise independent initiative and judgment.
9. Ability to use classroom technology.
10. Willingness and ability to work as a member of a team.

Working Conditions

1. Teaching duties may be performed in various settings.

2. Work is normally performed in a typical classroom environment.
3. Some travel with overnight trips and evening hours are required.
4. No or very limited physical effort required.

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

ADULT EDUCATION INSTRUCTOR – PITTSBURG

Reports to: Director of Adult Basic Education
Classification: Full-time, 12-month Employee
Pay Status: Academic Management Support, Exempt
100% Grant funded
Fringe Benefits per Board Policy
Starting Salary Range: \$25,000 - \$30,000
Revised: January 2017

Purpose of Position: This position is a member of the Adult Education department who reports to the Director of Adult Basic Education. This position is responsible for the day to day classroom instruction, implementation of adult education curriculum, and assisting with outreach planning, and student data collection for reporting purposes.

Essential Functions

Classroom instruction:

1. Teach adult education curriculum;
2. Develop and maintain student portfolios;
3. Assist with student tracking and follow-up;
4. Provide instruction at outreach sites as needed;
5. Assist with State and Federal reports;
6. Attend conferences and meetings which will enhance instruction and professional development;
7. Provide program information to those who inquire, and assist with the recruitment of adult education students;
8. Obtain and maintain KAEA credentials;
9. Obtain and maintain CASAS credentials;
10. Perform other duties as assigned by the Director of Adult Basic Education.

Education and Experience

1. Bachelor's degree required.
2. Previous experience working with adult learners preferred.

Required Knowledge, Skills, and Abilities

1. Ability to work with, relate to, and teach diverse populations.
2. Organizing and coordinating skills.
3. Ability to communicate effectively, both orally and in writing.
4. Excellent computer skills.
5. Knowledge of working with unprepared students.
6. Ability to gather data, compile information and prepare reports.
7. Ability to plan and evaluate programs.
8. Ability to appropriately exercise independent initiative and judgment.
9. Ability to use classroom technology.
10. Willingness and ability to work as a member of a team.

Working Conditions

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E. Personnel

1. Resignation of Upward Bound Director

It was the president's recommendation that the Board accept the resignation of Jared Wheeler as Upward Bound Director. His resignation shall be effective July 31, 2017.

2. Resignation of STARS Math Specialist

It was the president's recommendation that the Board accept the resignation of Elizabeth Robinson as STARS Math Specialist. Her resignation shall be effective July 20, 2017.

3. Resignation of Nursing Instructor

It was the president's recommendation that the Board accept the resignation of Modester Gemas as a Nursing Instructor on the Chanute campus. Her resignation shall be effective July 31, 2017.

4. Assistant Cheer/Dance Coach

It was the president's recommendation that the Board approve the employment of Cristhian Guzman as Assistant Cheer/Dance Coach.

Ms. Guzman's prior work experience includes Dance Instructor at Universal Dance Association, Tuscaloosa, AL; dance team member for OKC Yard Dawgz Arena Football, Oklahoma City, OK; Assistant Pom/Dance Coach at Eastern Oklahoma State College, Wilburton, OK; Dance Instructor for Dancenter, Moore, OK; dance team member and captain for the Professional Basketball Club LLC, Oklahoma City, OK; and ELL Assistant and Pom Coach at Southeast High School, Oklahoma City, OK.

Ms. Guzman will be paid at an annual salary of \$19,000.00 (Academic Management Support). Her start date will be August 14, 2017.

5. Administrative Assistant to the Vice President for Student Learning

It was the president's recommendation that the Board approve the employment of Lynn Shepard as Administrative Assistant to the Vice President for Student Learning. Ms. Shepard has a B.S. in Business Education from Pittsburg State University.

Ms. Shepard's prior work experience includes Office Assistant at L&S Oil Service, Parsons, KS; Instructor at Tyro Christian School, Tyro, KS; and Math Instructor and School Administrator at Chanute Christian Academy.

Ms. Shepard will be paid \$12.50 an hour (subject to Board approval below) (Level 4). Her start date will be July 12, 2017.

6. Assistant Athletic Trainer

It was the president's recommendation that the Board approve the employment of Bryce Berletic as Assistant Athletic Trainer. Mr. Berletic has a B.S. in Athletic Training and M.A. in Educational Policy and Administration from Dakota Wesleyan University, Mitchell, SD.

Mr. Berletic's prior work experience includes Graduate Assistant Athletic Trainer at Dakota Wesleyan University.

Mr. Berletic will be paid at MS+15, Step 1 (\$34,161.00). His start date will be August 14, 2017.

VI. Emeritus Employees

The Emeritus Faculty, Administrator, and Employee policy grants the emeritus status in honor of employees with 15 or more years of service to Neosho County Community College at the time of the employee's retirement or passing. The honor includes:

- the employee's name added to the Emeritus Faculty, Administrator and Employee plaque
- a certificate of status
- lifetime free admission to College events
- a continuation of employee discount at the bookstore

The administration is forwarding three individuals to receive this honor:

Larry Anderson
Beverly Roush
Brad Wilkinson

It was the administration's recommendation that the Board accepts these candidates and bestows this honor.

Resolution 2017-34

RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommendation to name Larry Anderson, Beverly Roush and Brad Wilkinson to Emeritus status.

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

VII. REPORTS

- A. Athletics – Mike Saddler reported on Athletics. See attachment.
- B. Treasurer – Sandi Solander gave a treasurer's report. Revenue for the month of June was \$2,757,194.85 and disbursements were \$1,837,882.81. See attachments.
- C. President – Dr. Brian Inbody gave his president's report. See attachment.

VIII. OLD BUSINESS

There was no old business to discuss.

IX. NEW BUSINESS

A. Budget Workshop

Sandi Solander, Chief Financial Officer, explained the budget process, how revenue is generated, defined the spending authority budget and the operational budget and answered questions.

On motion by Kevin Berthot and second by Charles Boaz the Board approved increasing the mill levy by 2.

B. Approval of FY 2017-2018 Budget for Publication

It was the president's recommendation that the Board approve the 2017-2018 Budget for publication as presented with the mill levy increased by 2.

Resolution 2017-35

RESOLVED, that the Board of Trustees of Neosho County Community College approves the FY 2017-2018 Budget for publication with a mill levy increase of 2. Further, that the public hearing on the proposed budget will be held on Tuesday, August 8, 2017, at 5:30 p.m. in room 209 of the Student Union of the College.

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

C. Athletic Insurance Renewal

Dissinger Reed Insurance Services, our current athletic insurance broker, recommended the College continue athletic insurance coverage through Berkley Life & Health Insurance Company. The premium for 2017-2018 will be at the rate of \$116,497.00. This is an increase of \$5,547.00 over 2016-2017. The coverage includes \$1,000.00 deductible, \$25,000.00 Accidental Medical Expense, and \$25,000.00 AD&D with a one year benefit period from the original date of injury.

In addition, they recommended continuing catastrophic insurance from Mutual of Omaha for \$10,864.00. This is the same rate that we paid in 2016-2017.

It was the president's recommendation that the Board accept the proposal from Dissinger Reed Insurance Services to provide secondary athletic insurance through Berkley Life & Health Insurance Company and catastrophic insurance through Mutual of Omaha.

Resolution 2017-36

RESOLVED, that the Board of Trustees of Neosho County Community College approves purchasing the College's athletic injury insurance through Berkley Life & Health Insurance Company for \$116,497.00 with catastrophic insurance from Mutual of Omaha in the amount of \$10,864.00 for the 2017-2018 academic year.

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

D. Hourly, Non-Exempt Employees' Classification System Revision

The hourly, non-exempt employees' classification policy was approved by the Board of Trustees in June 2009 and revised in July of 2016. It was recommended that modification to the following Classification starting pay ranges chart be approved by the Board:

Level	Hourly Pay Range
I	\$10.50 - \$11.50
II	\$10.75 - \$11.50
III	\$11.00 - \$11.50
IV	\$11.50 - \$12.50
V	\$12.50 - \$13.50

The hourly, non-exempt positions at the College will continue to be divided into five categories. There are eight factors that determine which level a particular position will fall. Hourly, non-exempt employees are classified as clerical/maintenance and do not include employees designated as management support staff or administrator. A *majority* of the factors need to be present before a position is placed in a particular level.

If an employment contract is offered to an hourly employee that does not follow this classification system, the President shall notify the Board of Trustees before the employee contract is approved by the Board of Trustees.

The eight factors are:

1. Education requirement
2. Experience required
3. Availability of pool that meets the requirement
4. Complexity of tasks associated with the position
5. Responsibilities involved in the position
6. Confidentiality level required for someone in the position
7. Consequences of actions or decisions
8. Difficulty of job duties

The structure of the hourly classification levels allows years of work experience in the area of responsibility of the position to substitute for degree requirements. The number of years of experience required increases with the classification level.

LEVEL I

- **Education and Qualifications:**
 - No HS diploma required, HS diploma or GED preferred
 - No work experience required
 - Large pool of candidates available
 - Little complexity in tasks
 - Little responsibilities in tasks
 - Limited confidentiality necessary
 - Consequences of actions and decisions are not significant
 - Low difficulty in job duties
- **Examples of Positions:**
 - Custodial staff
 - Seasonal workers such as summer grounds persons, office help, cleaning help
 - Temporary employees for specific projects

LEVEL II

- **Education and Experience:**
 - HS diploma or GED required, Associate's degree preferred
 - 1-2 years of work experience required, preferably in area of responsibilities of position
 - Adequate pool of candidates available
 - Some responsibility and complexity of tasks

- Some responsibility in tasks
- Limited confidentiality required
- Consequences of actions and decisions are not significant
- Low difficulty in job duties
- **Examples of Positions:**
 - Administrative Assistant, Basic (i.e., Secretary to Coordinators)
 - Clerk, Basic (i.e., Registration Clerk, Library Clerk (non-computer), Bookstore)
 - Receptionist
 - Switchboard Operator

LEVEL III

- **Education and Experience:**
 - Associate's degree in related field preferred; AND 2 years of work experience required, preferably in area of responsibilities of position; OR
 - High School diploma or GED required plus 5 years of work experience in area of responsibilities required
 - Moderate pool of candidates available
 - Moderate complexity of tasks
 - Moderate responsibility in tasks
 - Moderate confidentiality necessary
 - Moderate consequences of actions and decisions
 - Moderate difficulty in job duties
- **Examples of Positions:**
 - Administrative Assistant to deans and directors
 - Assistant Registrar
 - Registration Specialist
 - Maintenance – Ottawa
 - Maintenance/Groundskeeper
 - Clerical, Specialized (Library computer clerk, Offices Services/Copy Center Clerk, Accounts Payable/Payroll Clerk)

LEVEL IV

- **Education and Experience:**
 - Bachelor's degree preferred, preferably in the area of responsibility;
 - Associate's degree required, and/or specialized skills required; AND 3 years of experience required, preferably in area of responsibilities;
 - OR High School Diploma or GED required, plus 7 years of work experience in area of responsibilities required
 - Limited pool of candidates available
 - High level of complexity of tasks
 - High level of responsibilities in tasks
 - Confidentiality necessary
 - Consequences of actions are above average in significance
 - Moderate to High difficulty in job duties

- **Examples of Positions:**
 - Administrative Assistants to Vice Presidents and President
 - Cashier
 - Financial Aid Specialist
 - General Maintenance
 - Accounts Receivables Clerk

LEVEL V

- **Education and Experience:**
 - Bachelor’s degree required, preferably in the area of responsibility; OR Associate’s degree in area of responsibility and 5 years of experience in the area of responsibilities required;
 - OR specialized certificates or masters grade trade skills required and 5 years of experience in area of responsibilities required;
 - OR Associates degree required, plus 10 years of work experience in area of responsibilities required
 - Restricted pool of candidates available
 - High level of complexity of tasks
 - High level of responsibilities of tasks
 - Confidentiality necessary
 - Consequences of actions are significant
 - High Difficulty in job duties

- **Examples of Positions:**
 - Administrative/Tech Assistant for Online Campus
 - Desktop Support Technician
 - Masters Trade (i.e., Electrician, Plumber, Pipefitter)
 - Safety Officer
 - Bus Driver

The recommended levels chart is listed below:

Hourly Position	Classification Level	Starting Range
Custodian	I	\$10.50 - \$11.50
Groundskeeper	I	
AA - Switchboard	II	\$10.75 - \$11.50
Assistant Bookstore Ottawa (1/2 time)	II	
Clerk - Switchboard/Office Services (1/2 time)	II	
Clerk - Library (1/2 time)	II	
Receptionist/Data Clerk	II	
Receptionist/Switchboard Ottawa	II	
AA - ABE/Receptionist for CLC	III	\$11.00 - \$11.50
AA - Health Occupations	III	
AA - Athletic Director	III	
AA - Chief Financial Officer/Bookstore Coordinator	III	

Hourly Position	Classification Level	Starting Range
AA - Dean of Student Services (1/2 time)	III	
AA - Director of Nursing	III	
AA - Division Chairs, Faculty & Assessment Coordinator	III	
AA - Outreach/Workforce Development	III	
AA - Student Support Services	III	
AA - Talent Search	III	
AA - Upward Bound	III	
Associate - CLC (1/2 time)	III	
Clerk - Accounts Payable/Payroll	III	
Clerk - Office Services	III	
Maintenance - Ottawa	III	
Maintenance/Grounds	III	
Payroll/Accounts Payable Clerk (Part-time)	III	
Specialist - Registration	III	
AA - President	IV	\$11.50 \$12.50
AA - VP Operations	IV	
AA - VP Student Learning	IV	
Clerk - Accounts Receivable	IV	
Cashier	IV	
Maintenance - B	IV	
Specialist - Financial Aid (Part time)	IV	
Administrative/Tech Assistant for Online Campus	V	\$12.50 - \$13.50
Bus Driver (Part-time)	V	
Desktop Support Technician	V	
Electrician/Plumber-Maintenance A	V	
Safety Officer	V	

The following recommendations were also made:

- The hourly pay range levels chart will be reviewed each time hourly raises are approved.
- The proposed revised classifications and pay scale to be effective with the new academic year beginning July 1, 2017.

Resolution 2017-37

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised hourly, non-exempt employees' classification system beginning July 1, 2017.

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

E. Administrative Employees Salary Increases for 2017-2018

It was the president's recommendation that the following administrative employees receive salary increases for their 2017-2018 employment contracts as follows:

1. Anyone making less than \$26,000.00 shall receive a 50¢ an hour salary increase.
2. Anyone making greater than or equal to \$26,000.00 shall receive a 4% salary increase.

*Anyone hired after April 1, 2017, will not receive a salary increase for 2017-2018.

Name	Position	2016-17 Annual Salary	2017-18 Annual Salary
Executive Administrator Classification			
Robb, Sarah	VP for Student Learning	71,400	² 80,256
Smith, Ben	VP for Operations	98,186	102,113
Solander, Sandi	Chief Financial Officer	76,409	79,465
Senior Administrator Classification			
Christiansen, Claudia	Director of Development & Marketing	63,804	66,356
Coomes, Kerrie	Dean of Student Services	59,660	62,046
Gardner, Marie	Dean for the Ottawa & Online Campuses	64,558	² 73,140
Krumm, Brenda	Dean of Outreach & Workforce Development (11 mo)	63,999	66,559
Ranabargar, Kerry	Dean of Operations/CIO	66,725	69,394
Saddler, Mike	Athletic Director	50,500	¹ 50,500
Administrator Classification			
Almond, Jeff	Director of Academic Advising & Testing	35,362	36,776
Bures, Kyle	Coordinator of the TLC-Ottawa	35,209	36,617
Cadwallader, Sarah	Director of International Student Services	34,680	36,067
Cain, Jennifer	Surg Tech Program Director-Ottawa	45,222	47,031
Carman, Peggy	OTA Instructor/Fieldwork Coordinator-Ottawa (11 mo)	61,017	63,458
Clay, Krista	Director of Adult Basic Education	44,146	45,912
Clements, Lori	Assistant Director of Financial Aid	28,835	29,988
Covault, Pam	Director of Nursing-Ottawa	78,886	82,041
Daisy, Jennifer	Director of Financial Aid-Ottawa	38,760	40,310
Ferguson, Jennifer	Surg Tech Program Instructor/Clinical Coordinator-Ottawa (9 mo)	33,899	35,255
Flett, Barbara	OTA Program Director-Ottawa	78,824	81,977
Gehlen, Tina	Assistant Dean of Outreach & Workforce Development-Ottawa	50,500	52,520
Jacobson, Karin	Director of Human Resources	33,660	² 37,006
Jones, Tristan	Director of Admissions	31,000	32,240
Knispel, Todd	Coordinator of Library Services	52,020	54,101
Lyden, Heather	Assistant Director of Adult Basic Education	38,565	40,108
Morris, Amy	Registrar	33,450	34,788
Nunn, Michaelae	Director of Youth Activities Project	41,820	43,493
Ouellette, Allison	Director of Residence & Student Life (11 mo)	35,000	36,400
Rhine, Tracy	Director for Allied Health	48,000	49,920
Richardson, Kaleigh	Assistant Director of Residence & Student Life (11 mo)	25,500	26,520
Ryan, Richard	HIT Director-Ottawa	53,855	56,009
Seibert, Jon	Director of Technology Services	50,500	¹ 50,500
Seufert, Kyle	Director of Facilities	50,500	¹ 50,500
Solomon-Smith, Tara	Director of Outreach Programs-Neosho County	35,000	36,400
Williams, Jeff	Director of Finance	48,000	⁴ 48,000
Wolfe, Jan	RSVP Director	31,059	32,301

Name	Position	2016-17 Annual Salary	2017-18 Annual Salary
Management Support Classification			
Allen, Samantha	Assistant Softball Coach (9 mo)	17,968	³ 20,687
Bushnell, Nichole	ABE Instructor-Labette	27,456	28,554
Collier, Jamie	ABE Instructor-Pittsburg	26,401	27,457
Compton, Marisa	Assistant Volleyball Coach (9 mo)	17,340	³ 20,034
Crabtree, Devon	Assistant Men's Basketball Coach (9 mo)	17,968	³ 20,687
Duft, Aubrey	ABE Instructor-Fort Scott	26,928	28,005
Fossoy, Dan	ABE Instructor-Independence	37,313	38,806
Gilner, Michael	Assistant Baseball Coach (9 mo)	17,968	³ 20,687
Hale, Kara	Bookstore Coordinator-Chanute	33,660	35,006
Harrington, William	ABE Instructor-Independence	27,030	28,111
Hauser, LuAnn	Coordinator of Institutional Research & Reporting	42,725	² 50,434
Hicks, Antwon	Assistant Track Coach (9 mo)	17,340	³ 20,034
Hudson, Danny	Network Systems Administrator	30,090	31,294
Isaac, Nancy	Advertising/Media Coordinator (part-time) (20 hrs/wk)	23,673	24,620
Jacks, Ben	Assistant Baseball Coach (part-time) (9 mo)	14,688	³ 17,276
Lamer, Steven	ABE Instructor-Ottawa	26,401	27,457
Lopez, Jose	Assistant Men's Soccer Coach (9 mo)	17,000	³ 19,680
McDaniels, Jenna	Admissions Specialist-Ottawa	22,256	23,296
Morton, K. Jane	ABE Instructor-Ottawa	30,148	31,354
Munsell, Ramona	TRIO Grant Writer (part-time)	26,620	27,685
Ramsay, Amber	Youth Activities Data Specialist-Lawrence (part-time) (20 hrs/wk)	14,321	14,894
Robinson, Isaac	ABE Instructor-Chanute	27,456	28,554
Savage, Christina	Healthcare Clinical Support Instructor/Coor (10 mo)	31,059	32,301
Smith, Sarah	Alumni Relations/Development Assistant	36,039	37,481
Steinert, Nancy	ABE Instructor-Labette	30,148	31,354
Sudja, Sally	Assistant to the TLC-Ottawa (11 mo)	22,440	23,480
Urenda, Tim	Assistant Wrestling Coach (9 mo)	17,000	³ 19,680
Vanatta, Kim	Developmental Lab Coordinator	42,520	44,221
Vineyard, Julie	Bookstore Coordinator-Ottawa	27,788	28,900
Winn, Jennifer	Admissions Specialist-Chanute	22,256	23,296

¹ Increased to \$50,500 in 2016-17 due to proposed new overtime regulations to be imposed Dec 1, 2016. These positions are not eligible for raises for the academic years 2017-18 and 2018-19.

² One time increase

³ Assistant coaches' meal plans were removed and salaries were increased \$2,000

⁴ Not eligible for raise until 2018-19.

Resolution 2017-38

RESOLVED, that the Board of Trustees of Neosho County Community College approves salary increases for administrative employees for 2017-2018 as recommended above by the President.

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

F. Hourly, Non-Exempt Employees Salary Increases for 2017-2018

It was the president's recommendation that the following hourly, non-exempt employees receive salary increases for their 2017-2018 employment contracts as follows:

1. Anyone making less than \$12.50 an hour shall receive a 50¢ an hour salary increase.
2. Anyone making greater than or equal to \$12.50 an hour shall receive a 4% salary increase.

*Anyone hired after April 1, 2017, will not receive a salary increase for 2017-2018.

Name	Position	Level	2016-17 hr rate	2017-18 hr rate
Alexander, Larry	Bus Driver (part-time)	5	12.75	13.26
Allen, Karl	Bus Driver (part-time)	5	12.50	13.00
Anderson, Tracy	Custodian	1	11.43	11.93
Barker, Steve	Safety Officer (part-time) (20 hrs/wk) (11 mo)	5	12.50	13.00
Barr, Mary	Switchboard/Administrative Assistant	2	11.70	12.20
Beeman, Gloria	Office Services Clerk	3	12.09	12.59
Benton, Patty	Cashier-Ottawa	4	13.23	13.76
Berbaum, James	Maintenance-Ottawa	3	10.55	11.05
Bitts, Kendall	Groundskeeper (part-time)	1	10.25	10.75
Buchanan, Richard	Desktop Support Technician-Ottawa	5	13.01	13.53
Burk, Cheryl	AA to Health Occupations-Chanute (part-time) (20 hrs/wk)	3	11.00	11.50
Burkholder, Kevin	Safety Officer (11 mo)	5	12.55	13.05
Clinesmith, Trisha	CLC Associate (part-time) (20 hrs/wk)	3	10.75	11.25
Crawford, Sharlene	Custodian	1	11.05	11.55
Crawford, Steve	Maintenance A	5	16.78	17.45
Dix, Marcy	Financial Aid Specialist-Ottawa (part-time) (27 hrs/wk)	4	12.61	13.11
Dodson, Joyce	Custodian-Ottawa (part-time) (20 hrs/wk) (10 mo)	1	10.55	11.05
Ensminger, Kim	AA to Athletic Director	3	11.25	11.75
Ewen, Mary	Accounts Payable/Payroll Clerk	3	12.36	12.86
Follmer, Traci	Switchboard/Office Services Clerk (part-time) (20 hrs/wk)	2	11.0	11.50
Fugate, Jamie	Custodian	1	11.28	11.78
Garner, Tony*	Bus Driver	5	12.50	12.50
Gilmore, Denise	AA to the President	4	17.15	17.84
Godinez, James	Safety Officer (part-time) (20 hrs/wk) (11 mo)	5	12.55	13.05
Gray, Terri	Custodian	1	10.50	11.00
Hamm, Kelly	AA to the Director of Nursing-Chanute	3	12.09	12.59
Jacobson, Tony	Financial Aid Specialist (part-time) (27 hrs/wk)	4	12.00	12.50
Kahler, Autumn	Accounts Receivable Clerk	4	11.00	11.50
Kimberlin, Starlet	Library Clerk (part-time) (20 hrs/wk)	2	10.25	10.75
Kuzen-Stephens, Lorraine	Library Clerk (part-time) (20 hrs/wk)	2	10.25	10.75
Madden, Dan	Maintenance B	4	11.48	11.98
Maring, Virginia	Registration Specialist-Chanute	3	11.00	11.50
Mayhan, Ed	Safety Officer (part-time) (20 hrs/wk) (10 mo)- Ottawa	5	12.25	12.75
Mitchell, Dustin	Maintenance B	4	11.25	11.75
Murrow, Gretchen	Cashier	4	11.00	11.50
Myers, Devin	Desktop Support Technician	5	12.75	13.26
Nelson, Monty	Groundskeeper (part-time)	1	10.25	10.75

Name	Position	Level	2016-17 hr rate	2017-18 hr rate
Parker, Rebecca	Registration Specialist-Ottawa	3	11.00	11.50
Parriott, Paulette	Receptionist/Switchboard-Ottawa	2	11.37	11.87
Rogers, LuAnn	Custodian	1	11.70	12.20
Roseberry, Gwen	AA to ABE/Receptionist for CLC	3	10.50	11.00
Rossmann, Wendy	AA to Director of Nursing-Ottawa	3	11.25	11.75
Schommer, Debra	AA to Div Chairs, Faculty & Assmt Coor (10 mo)	3	13.64	14.19
Smith, Amy	AA to Outreach/Workforce Development	3	13.01	13.53
Smith, Melissa	AA to Dean of Student Services (part-time) (20 hrs/wk)	3	10.50	11.00
Snyder, Rena	Receptionist/Data Clerk	2	11.48	11.98
Solander, T. J.	Maintenance/Grounds	3	11.14	11.64
Unrein, Jyl	AA to VP for Operations	4	12.00	12.50
Wark, Ruthann	Bookstore Assistant (part-time) (20 hrs/wk)	2	10.25	10.75
Westhoff, Rebecca	Custodian	1	10.50	11.00
Wolfe, Amanda	Payroll/Accounts Payable Clerk (part-time) (25 hrs/wk)	3	10.75	11.25
Woolman, Sheri	Admin & Tech Asst for the Online Campus	5	12.95	13.47

Resolution 2017-39

RESOLVED, that the Board of Trustees of Neosho County Community College approves salary increases for hourly, non-exempt employees for 2017-2018 as recommended above by the President.

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

G. Health Insurance Renewal

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

The insurance committee recommended that the College continue health insurance coverage with Blue Cross/Blue Shield at the 80/20 coinsurance plan for everyone and to pay the single premium for Option 2 (\$1,000 deductible) of \$456.74 for each fulltime employee. The prescription coverage remains at \$15/\$50/\$75. This is a decrease of \$ 6.54 per month per employee over the 2016-2017 premium. Employees have the option of an additional charge of \$15.47 per month to lower their deductible from \$1,000.00 to \$500.00. This is a decrease to the NCCC general budget of about \$16,163.00. A copy of the renewal quote follows.

The committee also recommended the Board continue for one year, the payment of additional dollars per month for those electing to take spouse/child/family coverage. The amount will depend on which insurance option the employee selects. There will not be any changes to the budget for the help to families based on current usage and personal choice:

Current	\$500	\$1,000	\$1,500
Spouse	\$65.00	\$205.00	\$230.00
Kids	\$95.00	\$235.00	\$270.00
Family	\$15.00	\$125.00	\$80.00

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

Resolution 2017-40

RESOLVED, that the Board of Trustees of Neosho County Community College approves continuing with Blue Cross/Blue Shield as the health insurance provider at the 80/20 coinsurance plan for full-time college employees beginning October 1, 2017, and to pay the premium cost of the single coverage for Option 2 (\$1,000 deductible) of \$456.74 for each employee. The Board will contribute that same amount to the employee, if the employee chooses a lower or higher deductible plan. The Board also approves for one year the payment of additional dollars per month for those electing to take spouse/child/family coverage as follows:

Proposed	\$500	\$1,000	\$1,500
Spouse	\$65.00	\$205.00	\$230.00
Kids	\$95.00	\$235.00	\$270.00
Family	\$15.00	\$125.00	\$80.00

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

Neosho County Community College
Fully Insured Triple Option Medical Benefit & Cost Comparison - Effective October 1, 2017



Carrier:				BCBS of Kansas						
Plan Name:				BCBS of Kansas (TOCSL) - Rx \$15/50/75						
Option #:				Current A		Current B		Current C		
Plan Basics	Ded. (Individual Family)	\$500	\$1,000	\$1,000	\$2,000	\$1,500	\$3,000			
	Plan Year / Calendar Year Ded.	Plan Year		Plan Year		Plan Year				
	Ded. Carry Forward Included	Included		Included		Included				
	Embedded/Non-Embedded Deductible	Embedded		Embedded		Embedded				
	Coin. (Plan Member)	80%	20%	80%	20%	80%	20%			
	Coin. Maximum (Plan Member)	250000%	500000%	250000%	500000%	250000%	500000%			
	Maximum Out-of-Pocket (Individual Family)	\$6,350	\$12,700	\$6,350	\$12,700	\$6,350	\$12,700			
	Out of Pocket Includes	Ded./Coin./Med & Rx Copays		Ded./Coin./Med & Rx Copays		Ded./Coin./Med & Rx Copays				
	Grandfather Status	Non-Grandfathered		Non-Grandfathered		Non-Grandfathered				
Referrals Required	No		No		No					
Network Benefits	Office Visit Copay (Primary Specialist)	\$35	\$35	\$35	\$35	\$35	\$35			
	Preventive Care (Including Lab)	100% no Ded.		100% no Ded.		100% no Ded.				
	Urgent Care	\$35		\$35		\$35				
	Emergency Room	\$100 copay, then 80% after Ded.		\$100 copay, then 80% after Ded.		\$100 copay, then 80% after Ded.				
	Diagnostic Test (Blood Work)	100% first \$300 per person, then 80% after Ded.		100% first \$300 per person, then 80% after Ded.		100% first \$300 per person, then 80% after Ded.				
	Diagnostic Test (X-ray)	100% first \$300 per person, then 80% after Ded.		100% first \$300 per person, then 80% after Ded.		100% first \$300 per person, then 80% after Ded.				
	Advanced Imaging (MRI, CT, PET)	100% first \$300 per person, then 80% after Ded.		100% first \$300 per person, then 80% after Ded.		100% first \$300 per person, then 80% after Ded.				
	Inpatient Hospital	80% after Ded.		80% after Ded.		80% after Ded.				
	Outpatient Facility	80% after Ded.		80% after Ded.		80% after Ded.				
	Inpatient Mental Health	80% after Ded.		80% after Ded.		80% after Ded.				
	Outpatient Mental Health	\$35		\$35		\$35				
Accidental Injuries	100% up to \$1,000 per person,		100% up to \$1,000 per person,		100% up to \$1,000 per person,					
Spinal Manipulation	\$35		\$35		\$35					
Vision	\$35		\$35		\$35					
R_x Copays	Rx Ded. (Individual Family)	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.			
	Retail Mail Order Tier 1	\$15	\$37.50	\$15	\$37.50	\$15	\$37.50			
	Retail Mail Order Tier 2	\$50	\$125	\$50	\$125	\$50	\$125			
	Retail Mail Order Tier 3	\$75	\$187.50	\$75	\$187.50	\$75	\$187.50			
Financials	A	B	C	Current A	Renewal A	Current B	Renewal B	Current C	Renewal C	
	60	57	3	Employee Only	\$479.47	\$472.21	\$463.28	\$456.74	\$449.50	\$444.85
	2	8	8	Employee + Spouse	\$1,029.66	\$1,014.06	\$994.83	\$980.81	\$965.20	\$955.24
	1	8	17	Employee + Child(ren)	\$1,011.00	\$995.30	\$976.81	\$962.67	\$947.72	\$937.56
	0	0	0	Employee + Family	\$1,561.19	\$1,537.15	\$1,508.37	\$1,486.74	\$1,463.44	\$1,447.95
	63	73	28	Estimated Monthly Premium	\$31,839	\$31,356	\$42,180	\$41,582	\$25,181	\$24,915
				Estimated Annual Premium	\$382,062	\$376,272	\$506,161	\$498,984	\$302,176	\$298,980
	Combined Annual Total				Current Total			Renewal Total		
					\$1,190,399			\$1,174,236		
	Estimated Annual Change from Current							(\$16,163)		
							-1.4%			

Comments

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

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

Created on: 6/8/2017
 Printed on: 6/8/2017

H. Dental Insurance Renewal

We received our dental renewals from Delta Dental of KS for the year. IMA conducted a comparison with other carriers. Delta increased its rate for each full-time employee by \$2.25 per month to \$32.24 for the same coverage. Blue Cross-Blue Shield will provide comparable coverage for a cost of \$31.44, an increase of \$1.45 per month per employee. A copy of the cost comparison follows.

It was the president's recommendation that the Board approve the change of the college's dental insurance to Blue Cross/Blue Shield and to pay the single coverage premium of \$31.44 for each full-time employee per month.

Resolution 2017-41

RESOLVED, that the Board of Trustees of Neosho County Community College approves the change of the college's dental insurance to Blue Cross/Blue Shield and to pay the single coverage premium of \$31.44 for each full-time employee per month.

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

Neosho County Community College
Fully Insured Dental - Effective October 1, 2017



		Carrier:	Delta Dental of KS		BCBS-KS
		<i>Plan Name:</i>	<i>Dental PPO</i>		<i>Dental PPO</i>
		<i>Option #:</i>	<i>Current</i>		<i>Option 1</i>
Basic Information	Network Provider Required		PPO/Premier		PPO
	Deductible (Individual Family)		\$25/\$75		\$25/\$75
	Plan Year Calendar Year Deductible		Calendar Year		Plan Year
	Deductible Applies To		Type II & III		Type II & III
	Dental Benefit Year Maximum		\$1,500		\$1,500
	Preventive Care Applies to Maximum		Yes		Yes
	Dependent Child Age Limit		26		26
Child/Adult Orthodontia		Not Covered		Not Covered	
Network Benefit %	Type I - Diagnostic & Preventive		100% no Ded.		100% no Ded.
	Frequency of Exams/Cleanings		Every 6 Months		No Frequency Limit
	Type II - Basic Services		80% after Ded.		80% after Ded.
	Type III - Major Services		50% after Ded.		50% after Ded.
	Type IV - Orthodontic Services		Not Covered		Not Covered
	Periodontic Coverage		Type II		Type II & III
	Endodontic Coverage		Type II		Type II
Implants		Covered to lifetime max of \$1,000 (per insured, per arch)		Covered to lifetime max of \$1,000 (per insured, per arch)	
Other Features	Waiting Periods		None		240-Days
	Waiting Period Applies To		N/A		Most Major Services & Implants
	Voluntary Employer Sponsored		Employer Sponsored		Employer Sponsored
	Minimum Participation Requirement		100%		70%
			Current	Renewal	Option 1
Financials	Rate Guarantee Ends		Oct. 1, 2018		Oct. 1, 2018
	111 Employee Only		\$29.99	\$32.24	\$31.44
	22 Employee + Spouse		\$64.48	\$69.32	\$67.61
	24 Employee + Child(ren)		\$60.31	\$64.83	\$61.79
	6 Employee + Family		\$94.09	\$101.15	\$96.87
	163 Estimated Monthly Premium		\$6,759	\$7,267	\$7,041
	Estimated Annual Premium		\$81,113	\$87,198	\$84,497
	Estimated Annual Change from Current			\$6,085 +7.5%	\$3,384 +4.2%
Estimated Annual Change from Renewal				(\$2,701) -3.1%	

Carrier Notes:

Loss ratio for past 12 months was 117.05%
1st year of a new 3-year agreement:
2018 – 8% rate cap; 2019 – 9% rate cap

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

I. Property and Casualty Insurance Renewal

Each year the college must contract a range of insurance to cover operations of the institution. This insurance includes property and casualty, general liability, executives and officers, automobile, umbrella, workman's compensation and cyber. It was the president's recommendation that the college continue its property and casualty insurance coverage with package assembled by our broker IMA.

- CFC Underwriting - Cyber
- Wright Specialty - Crime, General Liability, Educators, Errors and Omissions, Auto
- MHEC - property
- Hartford - Workman's Comp

Our combined rates have increased from \$102,968.00 to \$110,586.00 with most of this increase in auto insurance rates and purchasing additional cyber-crime insurance. If additional colleges join the MHEC KACCT-1 Property Insurance Group then the cost will be adjusted downward mid-year.

Resolution 2017-42

RESOLVED, that the Board of Trustees of Neosho County Community College approves the renewal of the college's property and casualty insurance with the IMA assembled companies.

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

J. Employee Assistance Program (EAP)

In an ongoing effort to fully support the employees of NCCC, the Administration is considering offering an Employee Assistance Program or EAP. It is a counseling service for employees that is offered by telephone primarily. Employees who need someone to talk to on a variety of personal issues would have a licensed counselor available to speak with. Some services also provide financial counseling, and even legal services. The cost is about \$4,000.00 a year for all of our permanent part-time and full-time employees.

Below is the side by side comparison of different services that are offered by the three different companies and their associated costs. The Employee Assistance Program, if approved by the Board, would begin October 1, 2017.

Neosho County Community College
Employee Assistance Program (EAP) - Effective October 1, 2017



BENEFIT FEATURES		EMPAC	New Directions (via BCBS-KS)	LifeWorks (formerly Ceridian)
		Option 1	Option 2	Option 3
Basic Services	24-Hour Toll-Free Access	Included	Included	Included
	National Network	Included	Included	Included
	Management Consultation	Included	Included	Included
	Critical Incident Response	Included	Included	Included
	Initial Supervisory Training	Included	Included	Included
	Initial Employee Orientations	Included	Included - 1 Session	Online Sessions Included
	Training Seminars (brown-bag sessions)	Additional Fee	1 Hour Annual Training	Additional Fee - \$485/hr
	Communication Materials	Included	Included	Included
	Statistical Reports	Included - Quarterly Utilization Reports	Included - Quarterly Utilization Reports	Included - 24/7 Dashboard via portal
	On-line Services	Included	Included	Included
Life Management Services	Financial Consultation	One 30 minute consultation	One 30-minute consultation	One 60-minute consultation
	Dependent Care Consultation	Referrals Available	Online search tool available	Included
	Retirement Planning	Resources Available	Included in Work-Life Plus+ Option	Included
	Personal Affairs Planning	Resources Available	Resources Available	Included
	Legal Consultation	One 30 minute consultation, Legal Forms, 25% discount off referred attorney fees	One 30-minute consultation, 25% discount off for any follow-up sessions	Included - On-staff attorneys
	Substance Abuse Professional Services	Included - Training Seminars & Assessment of Employees with Positive Drug Screens	Included - Drug Assessments & Referrals	Included - face-to-face assessments, treatment plans with referrals, case monitoring for 1 year
Financials		Option 1	Option 2	Option 3
Rates	Assumed Enrollment:	170	170	170
PEPM	3 Sessions	\$1.55	\$1.62	\$1.28
	Estimated Monthly Fee	\$264	\$275	\$218
	Estimated Annual Total Cost	\$3,162	\$3,305	\$2,611
PEPM	6 Sessions	\$1.97	\$2.14	\$1.58
	Estimated Monthly Fee	\$335	\$364	\$269
	Estimated Annual Total Cost	\$4,019	\$4,366	\$3,223

Rates above do not include the Work-Life Plus+

Every effort has been made to provide a clear summary.
Plan changes are indicated in blue; vendors proposal supercedes this illustration.

- Meridian Roofing Solutions Topeka, KS
- Murrell Roofing Company Independence, KS
- Whitworth Construction, Inc. Chanute, KS

A summary of the sealed bids received by the college is listed below. The darker green bid is lowest by column, lighter green is second lowest by column, and the orangish-tan is the highest bid by column.

Roofing Bid Summary July, 2017	Bideau Hall			Student Union		
	Laminated Shingle	Upgrade Shingle	26 Ga Metal	24 Ga Metal	60 mil TPO/PVC	24 Ga Metal
A-Lert Roof Systems, Inc. Erie, KS 66733	no bid	no bid	no bid	\$267,660	no bid	\$291,595
Boren's Roofing, Inc. Iola, KS 66749	no bid	no bid	no bid	no bid	no bid	no bid
Burwell Construction Goddard, KS 67052	\$95,812	no bid	\$175,773	\$189,384	\$86,425	no bid
Carter Construction, Inc. Chanute, KS 66720	no bid	no bid	no bid	no bid	no bid	no bid
H & H Roofing & Restoration LLC Leawood, KS 66211	\$96,750	\$98,750	\$175,150	no bid	\$124,700	no bid
Meridian Roofing Solutions Topeka, KS 66612	\$127,383	no bid	no bid	\$391,132	\$96,837	no bid
Murrell Roofing Company Independence, KS 67301	no bid	no bid	no bid	no bid	no bid	no bid
Whitworth Construction, Inc. Chanute, KS 66720	\$83,500	no bid	\$148,500	\$168,500	no bid	no bid

The TPO/PVC bids for the Student Union are essentially apples-to-apples, and therefore price becomes the major factor in that bid selection. Staff do not feel it would be prudent to recommend the metal option for the Student Union given our possible expansion plans for that building. They, therefore, recommended the Board accept the bid from Burwell Construction for the installation of a TPO membrane roof on the Student Union at a cost of \$86,425.00.

The various bids for Bideau Hall vary widely, however, in both type of roofing material, scope of work within the bid, as well as the price. Following a thorough review of the various bids, however, staff felt the best long-term approach would be to recommend a metal roof option for Bideau Hall. Below is a summary comparison of the heavier gauge metal roofs bids, 24 gauge metal.

Bideau 24 gauge metal roof options July, 2017

Company	Price	Type	Construction	Warranty	Facia replaced	Soffit replaced	Gutter	Snow Guards
A-Lert Roof Systems, Inc. Erie, KS 66733	\$267,660	2" crimped standing seam, 16" pan	hat channel metal perlin attached to roof trusses, shingles will act as vapor barrier	20 year full	yes	yes	6" 24 ga	591 ft
Burwell Construction Goddard, KS 67052	\$189,384	1-3/4" Snap loc standing seam, 16" pan by Central States	Pan screwed directly on Titanium UDL underlayment on plywood	5 year labor, 20 year rust through, 30 year chalk & fade, 40 year paint adhesion	yes	yes	5" spec	330 ft
Meridian Roofing Solutions Topeka, KS 66612	\$391,132	2" zee lock standing seam, 16" pan	Pan screwed directly on Tamko Tile and metal underlayment on plywood	20 year Berridge watertight warranty	yes	yes	5" spec	not specified
Whitworth Construction, Inc. Chanute, KS 66720	\$168,500	1-3/4" H loc standing seam, 16" pan by Central States	Pan screwed directly on Titanium PSU 30 synthetic roof on plywood	3 year labor; 20 year rust through, 30 year chalk & fade, 40 year paint adhesion	yes	yes	6" 24 ga	3 sides

After a thorough review of the 24 gauge metal roof bids, staff recommended the Board accept the bid from A-Lert Roof Systems for the installation of a 24 gauge, 2" standing seam metal roof on Bideau Hall. The college is familiar with the company and the product, as A-Lert installed the college's existing roofs on Sanders Hall, the Chapman Learning Center, Stoltz Hall, the gymnasium, and Snyder Chapel in 2005. The college has had superior service when needed on the roofs and anticipate the roofs to last for decades to come. Funding for both the Bideau roof project and the Student Union roof project will come from the dorm/student union fund.

It was the president's recommendation that the Board accept the bid from Burwell Construction of Goddard, KS, for the installation of a TPO membrane roof on the Student Union at a cost of \$86,425.00, and the bid from A-Lert Roof Systems of Erie, KS, for the installation of a 24 gauge, 2" standing seam metal roof on Bideau Hall for \$267,660.00.

Resolution 2017-45

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the bid from Burwell Construction of Goddard, KS, for the installation of a TPO membrane roof on the Student Union at a cost of \$86,425.00, and the bid from A-Lert Roof Systems of Erie, KS, for the installation of a 24 gauge, 2" standing seam metal roof on Bideau Hall for \$267,660.00.

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

REQUEST FOR PROPOSAL (RFP)

RFP Number: 2017-02

Date Issued: June 26, 2017

Closing Date: July 6, 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 Roof Replacement

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 replacement of two building roofs on the Chanute campus. **Sealed bids are required for participation in bidding process. Contractors may bid on one or both roofs.**

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.

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Drawing	8

**SECTION 1
INTRODUCTION AND PURPOSE**

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

1.2 Smoke-Free Campus

Applicability: This Policy applies to all NCCC students, employees and visitors with respect to use of Tobacco and Smoke Products.

Definitions: “Tobacco and Smoke Products” include, but are not limited to, cigarettes, cigars, chewing tobacco, snuff, electronic or “E” cigarettes, nicotine or chemical vaporizing devices and other forms of chewing or smoking devices as defined by state and federal law.

The College supports a tobacco- and smoke-free learning and working environment. 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. Use of Smoke Products is prohibited in any College building or property except in the outdoor designated areas.

Although not encouraged, use of Tobacco and Smoke Products is permitted in the individual’s vehicle. However, cigarette butts, smokeless tobacco, nicotine cartridges and/or any other types of Tobacco and Smoke Product waste must be disposed of inside the vehicle.

Any violation of this Policy may be handled by the appropriate student or employee handbook. The president is charged with developing any additional policies or procedures to carry out this policy. This policy will take effect July 1, 2017. Failure to abide by NCCC policy may result in warning, removal of sub-contractor employee from job site, or contract termination.

1.1.1 Project Purpose: The purpose of this Request for Proposal (RFP) is to identify a vendor or vendors that can provide new roofs per the attached specifications. **A different vendor may be selected for each roof.**

**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 minimum period of One Year from the date of acceptance unless specifically stated otherwise. Preference will be given to vendors who provide longer warranty periods.
- 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.
- 2.15 Permits:** Contractor is responsible for any and all permits, fees, etc.

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 "Chanute Campus Roof Replacement Bid 2017-02" to:

Chanute Campus Roof Replacement Bid 2017-02
Attn: Sandi Solander
Neosho County Community College
800 W. 14th Street
Chanute, KS 66720

NOTE: Closing Date: 5:00 pm, July 6, 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.)
- Warranty period
- 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# 2017-02
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 re-roofing of Bideau Hall and Student Union on the Neosho County Community College Chanute campus.

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. **NOTE: The College is resurfacing the parking lots and drives during the summer. Contractor must exercise caution to not damage new surfaces. Contractor must work from and store materials per Kyle Seufert.**

Work is to be completed by October 1, 2017. If at all possible, work on Bideau Hall should be completed by August 18, 2017.

Scope of Work

Bideau Hall

Contractor will:

1. Remove all existing shingles and dispose.
2. Clean up daily and run magnet through yard.
3. Remove and replace existing drip edge, guttering, pipe flashing, drip edge, ridge vent, soffit, fascia.
4. Replace any bad sheeting as necessary to support new roof.
5. Install new minimum 5" guttering, minimum 3"x4" downspouts for laminate shingle roof. Install minimum 5" guttering, minimum 4" downspouts for metal roof.
6. Install appropriate underlayment, laminated shingles or metal roofing, contractor to specify. Contractor should clearly note specifications for all roofing materials, i.e. brand, weight, thickness, finish, etc.
7. If metal roofing is installed, ice guards must be installed in locations determined by Kyle Seufert (minimum entire east side, south side and portion of west side).

Student Union

Contractor will:

1. Remove all existing EPDM or relief cut as appropriate and dispose as necessary.
2. Clean up daily and run magnet through yard.
3. Remove and replace existing drip edge, pipe flashing, fascia and drip edge.
4. Replace any curbs that are damaged or deteriorated.
5. Install appropriate underlayment (fiberboard) over existing insulation, EPDM or TPO roofing, contractor to specify. Contractor should clearly note specifications for all roofing materials, i.e. brand, weight, thickness, finish, etc.

BID FORM

Project: Chanute Campus Roof Replacement

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.

1. **NOTE: Include any necessary bid detail specifications for each roof on additional pages.**
2. **The Board reserves right to select two different vendors for the project, one for each roof, based upon cost, warranty, type of roof, compliance with terms above, and availability of contractor to complete the project during the specified timeframe.**
3. **Project will be sales tax exempt. NCCC will provide Kansas project tax exemption certificate.**

BIDEAU HALL BASE BID (LUMP SUM): type of roof _____

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

DOLLARS (\$_____).

STUDENT UNION BASE BID (LUMP SUM): type of roof _____

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

DOLLARS (\$_____).

BID TOTAL IF BIDDING BOTH ROOFS:

For the referenced project (both roofs) 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 if not net 30 days: _____

Email: _____

Signature: _____ Date _____

Printed Name: _____ Title: _____

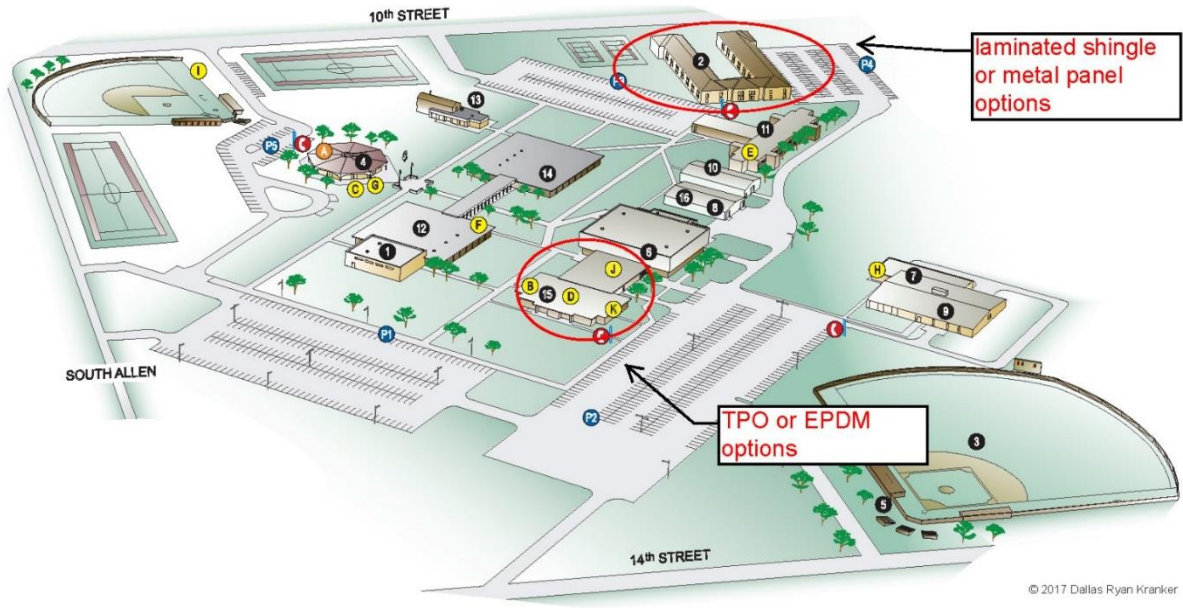
CERTIFICATION REGARDING IMMIGRATION REFORM & CONTROL: All Contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were 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



M. Revised Staff Professional Development Fund Policy (first reading)

The Executive Committee reviewed and approved making permanent part-time employees eligible to apply for and receive professional development funds. It was the president's recommendation that the Board approve this revision to the Staff Professional Development Fund policy that follows.

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

Staff Professional Development Fund

(added 9/9/04) (revised 12/10/09)

The purpose of this fund is to encourage staff in developing and implementing individual plans for professional development. Neosho County Community College expects all employees to take the initiative in maintaining and continually reassessing skills and knowledge required for their assigned work. The staff professional development fund is designed to support opportunities for which sufficient funding cannot be found within their department budgets.

- 1) Eligible employees include all permanent full-time and permanent part-time non-Professional Employees staff. Contractual employees must have been employed for one (1) year at the time of application. The purpose of this fund is not intended to be used in lieu of other appropriate department funds. Departments are encouraged to provide as much financial support as possible for appropriate training of their staff. The applicant is required to seek funding from his/her department before applying for monies from the staff professional development fund.
- 2) Monies will be budgeted each year and applications will be accepted throughout the year, but funding may become scarce as the year progresses. Therefore employees are encouraged to plan ahead.
- 3) The fund will be administered by the President's/designee office.
- 4) Applications will be reviewed by a selection committee to be composed of a three-member committee appointed by the President. If a member of the selection committee is applying to the fund, he/she will excuse him/herself from that discussion.
- 5) The amount of monies available for each employee will not exceed \$750 per year. Between May 1st and June 1st, employees may apply for any uncommitted funds. Applications must be submitted no later than May 1st and no funds will be committed after June 1st.
- 6) Due to fund availability, all of the worthwhile applications submitted will be approved on a first come first serve basis.

The strategies/priorities of the college's professional development plan are:

1. Academic Study – Includes formal courses of study, pursuit of additional degrees or other academic awards.
2. Conferences – Presenting papers, tutorials, chairing sessions or panels; participation in question and discussion sessions; and attendance at formal sessions and other conference activities, are all examples of appropriate conference-related professional development.

3. Seminars and Workshops – Such activities cover a variety of instructional programs that may be offered.

X. ADJOURNMENT

On motion by Dennis Peters and second by Lori Kiblinger the meeting adjourned at approximately 7:34 pm.

Respectfully submitted,

David Peter, Board Chair

Denise L. Gilmore, Board Clerk

Hello Neosho Fans!

It's hard to believe that the 2016-2017 school year is already over. It seems like just yesterday I was preparing the report for 2015-2016. My second year as the Athletic Director was a great one for the Panthers on many different fronts. We had great performances by our student-athletes in the classroom, community, as well as on the court, field, track, or mat. My annual report will highlight some of those performances and highlights from the last year.



MIKE SADDLER
Athletic Director

I'm proud to announce that for the first time the Athletic Department boasts a cumulative grade point average above a 3.0. Our teams were very active in the community as they combined for more than 4,400 hours of community service. A pair of our teams played for District Championships with a trip to the National Tournament on the line and Steve Murry reached a milestone with his 1,000th career win.

All of these things are results of the new Strategic Plan for Athletics that served as our road map for 2016-2017 and will continue to do so moving forward. Below you can see the Mission, Vision and Goals that guide all that we do in athletics.

MISSION: The mission of Neosho County Community College Athletics is to successfully develop the student-athlete as a person, student, and athlete.

VISION: The vision of Neosho County Community College Athletics is to be one of the premier athletic departments in the National Junior College Athletics Association.

- **GOAL 1:** Academic Excellence & Student-Athlete Personal Development
- **GOAL 2:** Community Involvement & Community Relations
- **GOAL 3:** Program Accountability
- **GOAL 4:** Championship Standards

As we begin to prepare for the 2017-2018 year, we will continue to strive toward the goals set forth as part of our Strategic Plan. I look forward to sharing another year's stories and successes of our student-athletes, coaches, fans, and staff in the upcoming year.

Go Panthers!

A handwritten signature in black ink, appearing to read "Mike Saddler".

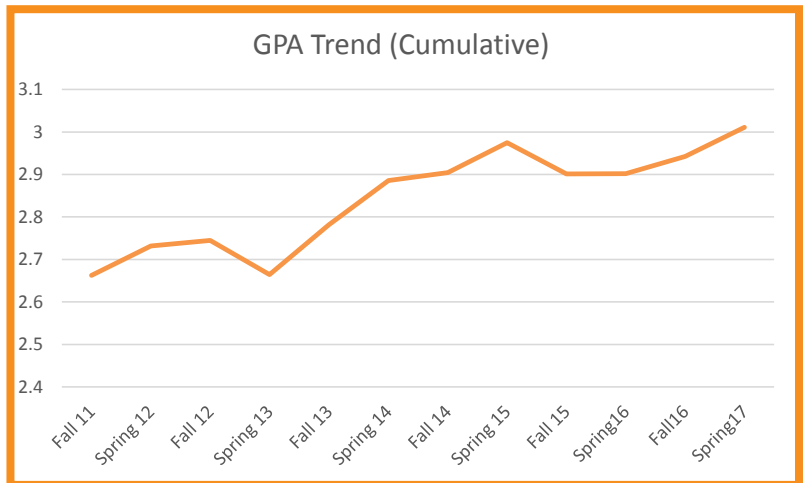




RENAN RAPOSO (LEFT) AND RILEY MCGINN (RIGHT) WERE NAMED THE MALE AND FEMALE STUDENT-ATHLETES OF THE YEAR AT THE ACADEMIC AWARDS NIGHT IN MAY.

ACADEMIC EXCELLENCE & STUDENT-ATHLETE DEVELOPMENT

- Teams combined for a 3.01 cumulative GPA
- Six teams ended the 16-17 school year with a 3.0 or better cumulative GPA while 10 teams have a GPA better than 2.5.
- A total of 59 athletes were named to the KJCCC All-Academic team.
- A school record 37 athletes earned NJCAA All-Academic team honors.
- 130 student-athletes (48%) earned a 3.0 or better GPA for the 16-17 school year.
- 14 student-athletes posted a perfect 4.0 GPA for the 16-17 school year.
- Renan Raposo (men's soccer) and Riley McGinn (volleyball) were recognized as the Male and Female Student-Athletes of the year.
- Volleyball claimed their first Panther Cup after finishing with the highest GPA in the department and the second highest retention rate and community service hours.



2016-17 PANTHER CUP

1. VOLLEYBALL	350
2. BASEBALL	348
3. W-BASKETBALL	285
4. SOFTBALL	279
5. M-SOCCER	241
6. W-SOCCER	206
7. CHEER	185
8. WRESTLING	184
9. M-BASKETBALL	155
10. M-TRACK	134
11. W- TRACK	125
11. DANCE	125
13. W-XC	103
14. M-XC	66



120 STUDENT-ATHLETES WERE RECOGNIZED FOR THEIR PERFORMANCE IN THE CLASSROOM DURING THE FALL SEMESTER DURING ACADEMIC AWARDS NIGHT IN JANUARY

COMMUNITY INVOLVEMENT & COLLEGE RELATIONS

GO FIGURE

4,427 - Numbers of hours Neosho teams combined for during the 16-17 school year.

36.8 - Per person average by Women's Basketball, the top mark among all teams.

16.6 - Average number of volunteer hours each student-athlete performed last year.

9 - Teams who averaged more than 10 hours per student-athlete for the year.

- For the second straight year Neosho student-athletes participated in more than 4,000 hours of community service including volunteer work with the following organizations:
Cherry Street Youth Center, Diversicare, AWANA, Chanute Recreation Commission, American Red Cross, City of Thayer, RSVP, Chanute Food Bank, Royster Middle School, Neosho County Community College Foundation, Bit & Spur Saddle Club, Chanute High School, Erie Chamber of Commerce, Salvation Army, Heritage Health Care, Labette County High School, Parsons High School, Moran High School, Children's Mercy Hospital, Erie High School, Circle K, Chanute Historical Society
- Neosho athletics hosted the CVS Christmas Party for its foster families including a visit from Santa for the kids.
- Neosho baseball, men's basketball, & women's basketball partnered with Autism Hope for Families to help raise awareness. Each of the programs also made donations to the foundation to help the cause.
- For the sixth consecutive year Neosho County Relay For Life and the baseball team hosted Game On For a Cure and all proceeds from athletics from that day were donated to Relay For Life.





- More than 66,000 unique visitors logged on to GoNeosho.com in 2016-17, an increase of 3% from the previous year.
- Almost 65% of visitors to the website do so on some sort of a mobile device.
- Updates were made at baseball, softball, and in the gymnasium that allowed all home sporting events to now be streamed in high definition on YouTube.com/GoNeosho.



GO FIGURE

574,754 - Page views at GoNeosho.com

66,339 - People to visit GoNeosho.com

1,601 - Twitter followers of @GoNeosho

1,447 - Likes on Facebook.com/GoNeosho

25% - Increase in subscriptions at YouTube.com/GoNeosho, the home of Neosho live streaming

CHAMPIONSHIP STANDARDS



ON-FIELD SUCCESS

- A total of 38 student-athletes earned All-Conference honors while 11 earned All-Region or All-District in 2016-2017. A pair of Panthers earned All-Americans honors with one National Champion.
- **BASEBALL** – For the fourth consecutive year and the sixth time in the last seven seasons the Panthers reached the 40 win mark as they finished with 43-22 and finished 3rd in the East. The team got hot in the playoffs and advanced to the District Championship before falling to Cowley in the championship game. Head Coach Steve Murry reached a milestone with career win No. 1,000. Cooper Minnick became the 18th baseball player to earn All-American honors after a stellar sophomore season while also earning a Gold Glove for his play behind the plate.
- **MEN'S BASKETBALL** – Coming off their first trip to the NJCAA National Tournament in school history the Panthers had high hopes in 16-17. Despite their disappointments in the regular season the Panthers advanced to Wichita with an upset win at Dodge City to open the Region tournament before falling to the eventual Region Champion Coffeyville in the quarterfinal round. Neosho has now advanced to Wichita in each of its last three opportunities.
- **WOMEN'S BASKETBALL** – For the first time in more than 20 years the Neosho women's basketball team and head coach JJ Davis recorded double digit wins in five straight years. The Panthers finished 11th in the 15 team KJCCC after finishing a grueling conference schedule at 7-19.
- **CHEER AND DANCE** – After a one year hiatus, the SHOstoppers dance team returned in 16-17. Under second year head coach Mindy Covey the Cheer Squad took a giant step forward in 16-17 as they claimed the Region 6 Championship.





- **MEN'S SOCCER** – After missing the playoffs in his first year as a head coach, Rafael Simmons guided the men's team back to the post season following an 11-8 finish in 2016. The men fell to eventual Region Champion Cloud County in the opening round of the playoffs. For the third consecutive season the team spent time in the NJCAA polls as they reached an all-time high of No. 14.
- **WOMEN'S SOCCER** – Rafael Simmons took over the reins of the women's program and began the process of rebuilding a program that had fallen on very hard times. Despite finishing winless, the program took a step forward in 2016. After allowing more than 11 goals per game in 2015, their goals allowed dropped to 5 in 2016. Six of the losses on the season came by 2 goals or less.
- **VOLLEYBALL** – Neosho Volleyball finished the 2016 season with a 21-12 record and a third place finish in the conference standings. The third place finish ties for their best finish since 2006 when they finished second. The Panthers advanced all the way to the District Championship match before they fell to Johnson County in the Championship match. Four players were named to the All-Conference and All-District team. Head Coach Asya Herron has positioned herself to reach the 200 win mark next season as she needs just 18 wins to accomplish the feat.
- **SOFTBALL** – The Panthers finished the 2017 season with a 13-29 overall record but played much better in conference as they earned a home playoff game after finishing 7th in the conference. After dispatching of Hesston in the opening round they saw their season come to an end in Topeka at the hands of the Labette Cardinals for the third straight season.
- **TRACK & FIELD** – Under second year head coach Shareese Hicks the Panthers saw their finish in the Region Championships improve for both the men and women. Sophomore Sergio Wilson highlighted the season for the Panthers as he repeated as the Region Champion in the javelin before improving on his second place finish in 2016 with a National Championship in 2017.
- **WRESTLING** – Five wrestlers qualified for the NJCAA Championship in Wayne Petterson's final year as the Head Coach. Three of the national qualifiers posted at least one win to score 8 team points. Petterson announced his retirement after 12 seasons at Neosho and more than 25 as a head coach overall.





#SHDtime

GO NEOSHO.COM

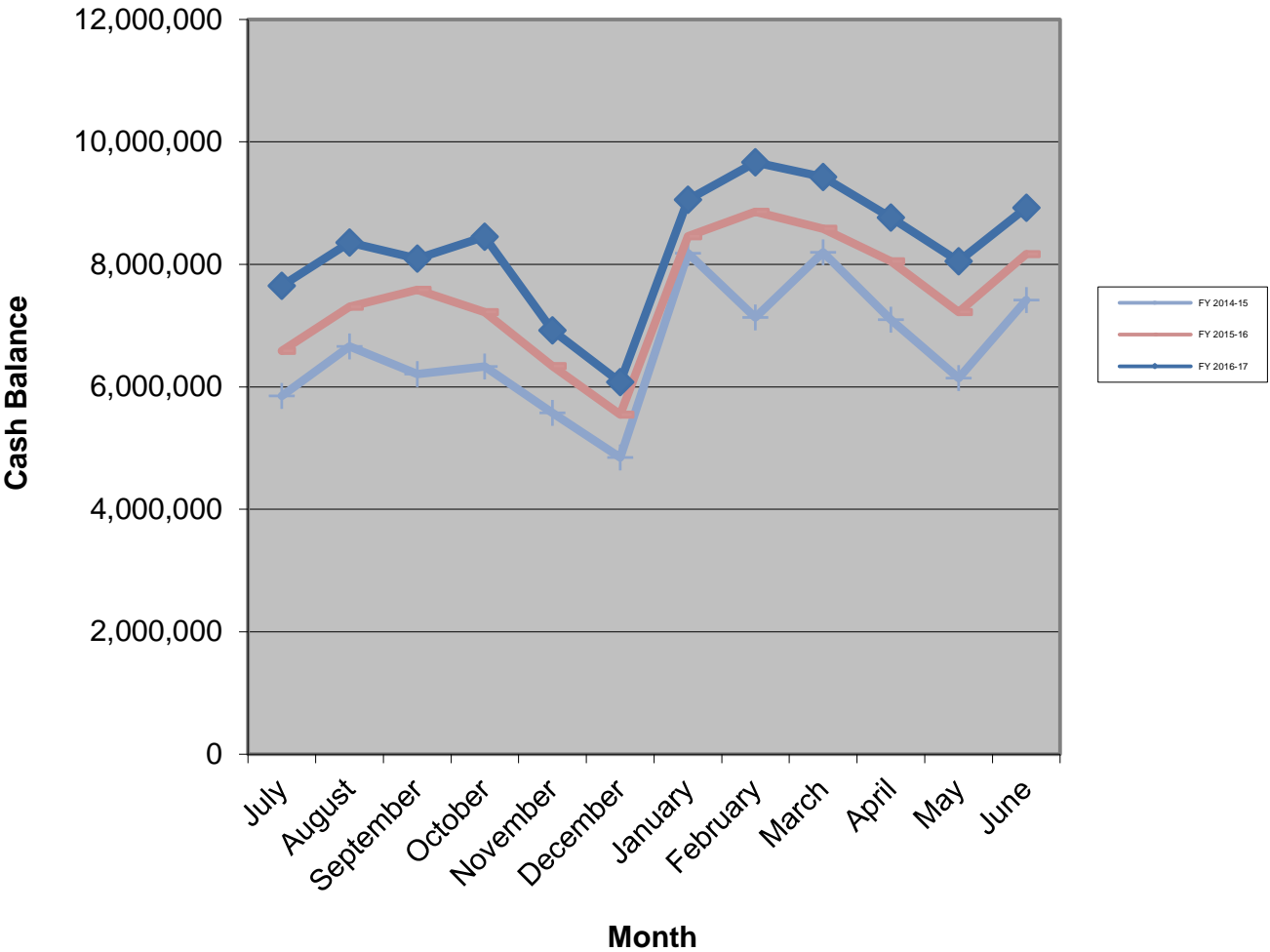
@GoNeosho



TREASURER'S MONTHLY FINANCIAL STATEMENT
NEOSHO COUNTY COMMUNITY COLLEGE
For the Period June 1, 2017 to June 30, 2017

FUND	FUND DESCRIPTION	BEGINNING BALANCE 5/31/2017	RECEIPTS JUNE	JOURNAL ENTRIES JUNE	DISBURSEMENTS JUNE	ENDING BALANCE 6/30/2017
02	Postsecondary Technical Education Reserve	135,842.89	1,410.00	0.00	-20.00	137,232.89
07	Petty Cash Fund	1,074.56	0.00	0.00	0.00	1,074.56
08	General Fund Deferred Maintenance	101,410.00	0.00	0.00	0.00	101,410.00
09	General Fund Equipment Reserve	265,531.67	0.00	10,000.00	-23,050.00	252,481.67
10	General Fund Unencumbered Fund Balance	2,300,000.00	0.00	0.00	0.00	2,300,000.00
11	General Fund	-527,186.01	1,801,195.10	-5,345.82	-923,666.26	344,997.01
12	Postsecondary Technical Education Fund	1,014,731.11	393,066.60	-451.48	-354,282.08	1,053,064.15
13	Adult Basic Education Fund	-56,046.61	83,676.26	0.00	-57,221.12	-29,591.47
14	Adult Supplementary Education Fund	18,968.26	27,446.64	0.00	-3,945.71	42,469.19
16	Residence Hall/Student Union Fund	2,422,515.36	77,610.77	1,124.37	-71,586.13	2,429,664.37
17	Bookstore Fund	804,669.69	50,407.80	0.00	-65,526.46	789,551.03
21	College Workstudy Fund	0.00	4,130.64	0.00	-4,130.64	0.00
22	SEOG Grant Fund	0.00	0.00	0.00	0.00	0.00
24	Pell Grant Fund	402.00	49,729.00	0.00	-49,729.00	402.00
25	Student Loans Fund	0.00	11,045.00	0.00	-11,045.00	0.00
32	Grant Funds	-169,143.16	137,593.75	-5,337.07	-187,334.85	-224,221.33
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	67,527.53	0.00	0.00	0.00	67,527.53
70	Agency Funds	1,624,621.53	119,883.29	10.00	-86,345.56	1,658,169.26
90	Payroll Clearing Fund	0.00	0.00	0.00	0.00	0.00
	TOTALS	\$8,006,154.42	\$2,757,194.85	\$0.00	-\$1,837,882.81	\$8,925,466.46
	Checking Accounts					\$6,853,304.35
	Investments					\$2,070,562.11
	Cash on Hand					\$1,600.00
	Total					\$8,925,466.46

Neosho County Community College Cash Balance Comparison



President's Report

July 11, 2017

Good Evening Trustees. Thank you for your continued service to NCCC. My report will be brief tonight to allow more time for project updates.

Enrollment

While summer continues to decline a bit, fall is beginning to come back. I am hoping that with the return of summer Pell Grants for 2018 enrollment will begin to stabilize for this term. For fall, things seem to be progressing normally with near flat enrollment. Overall we are flat for the 2017-2018 year.

Summer Semester 2017

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2016	10	7-11-16	530	2377	
TOTAL	2017	10	7-11-17	521	2290.5	-3.62%
CHANUTE	2016	10	7-11-16	93	295	
CHANUTE	2017	10	7-11-17	76	242.5	-17.80%
OTTAWA	2016	10	7-11-16	90	310	
OTTAWA	2017	10	7-11-17	64	213	-31.29%
ONL	2016	10	7-11-16	299	1176	
ONL	2017	10	7-11-17	318	1173	-.26%
ODO	2016	10	7-11-16	---	---	
ODO	2017	10	7-11-17	14	84	---%
IDO	2016	10	7-11-16	15	30	
IDO	2017	10	7-11-17	16	32	6.67%
HYBRID	2016	10	7-11-16	128	566	
HYBRID	2017	10	7-11-17	142	546	-3.53%

Fall Semester 2017

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2016	30	7-11-16	1145	12187.5	
TOTAL	2017	30	7-11-17	1115	12266	.64%
CHANUTE	2016	30	7-11-16	478	5441.5	
CHANUTE	2017	30	7-11-17	479	5321	-2.21%
OTTAWA	2016	30	7-11-16	318	2412	
OTTAWA	2017	30	7-11-17	356	2726	13.02%
ONL	2016	30	7-11-16	494	2338	
ONL	2017	30	7-11-17	508	2444	4.53%
ODO	2016	30	7-11-16	96	546	
ODO	2017	30	7-11-17	53	368	-32.60%
IDO	2016	30	7-11-16	168	1088	
IDO	2017	30	7-11-17	140	814	-20.61%
HYBRID	2016	30	7-11-16	119	431	
HYBRID	2017	30	7-11-17	178	598	38.75%

No Smoking on Campus

The Trustees changed policy last month making NCCC a smoke-free college. We have changed all of the appropriate signage and removed the cigarette butt waste cans from the entry areas of the buildings. So far only a few folks have had to be reminded of the change in policy, but it is early yet, and summer. As we have more students on campus and as we host events here we will undoubtedly have to remind more people of the change.

Conceal/Carry and Open Carry

All of the signage has been updated per State law to change from prohibiting Conceal/Carry to now prohibiting Open Carry of firearms. There have been a few stories about it across the state, but thus far no incidences have been reported. Again, it is very early and during the summer. Hopefully we will have a similar experience to other college campuses in Kansas that removed their stickers some years ago with no reported gun-related events. Many colleges have had to scramble to get new liability insurance as one of the largest carriers in the State is refusing to cover any campus that

allows guns. Our carrier, Wright Specialty, will cover us, but there is a specific exclusion for any gun-related event. I have warned all employees of the exclusion if they are thinking of bringing their gun to work. This warning will be a part of new employee orientation. I have also warned employees that an accidental discharge could result in disciplinary action taken against the employee.

Projects Update

This has been one of the busiest summers on record for NCCC Chanute Campus! We have four major projects going on or just finished up with another coming if you approve a roof bid later this evening. Ben Smith, VP of Operations, will update you on the various projects:

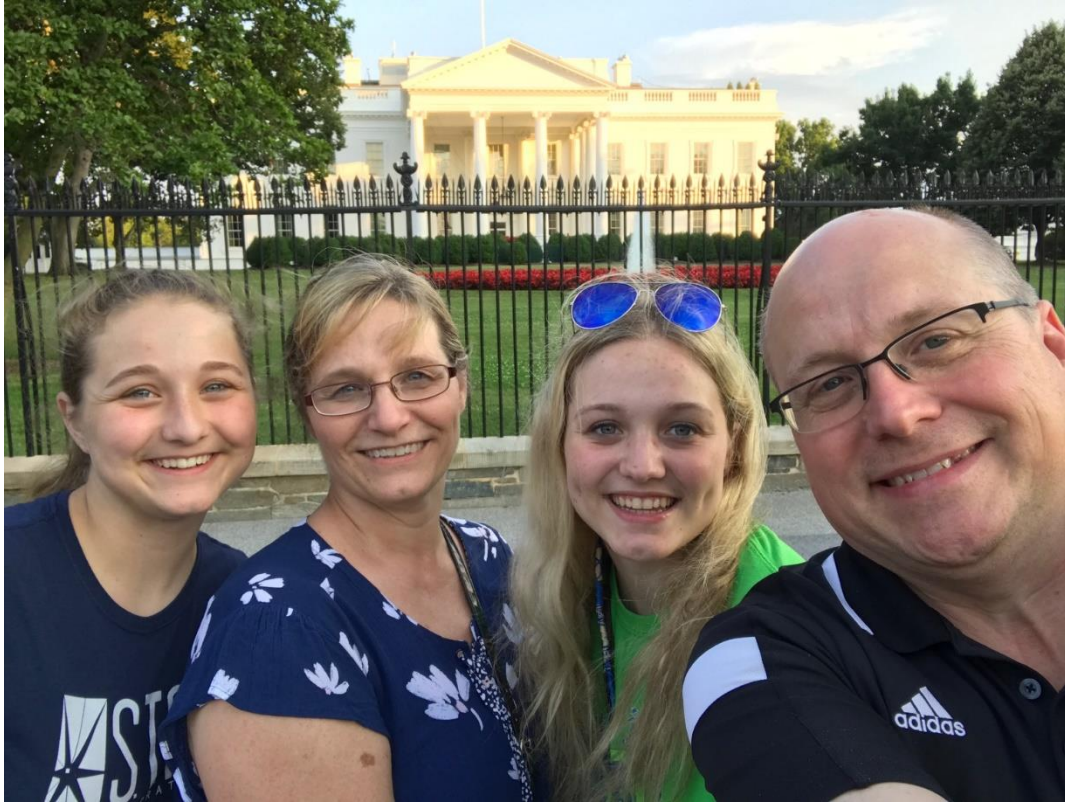
- Fountain
- President's Office
- Parking Lots
- EPC

On the EPC, we have already approved a series of changes to the scope of work. This is commonplace as we discover ways to save money during the process and newly discovered issues that need to be addressed. Here is the up-to-date list of changes to the contract.

Change Description	Out of Contingency?	Cost
Relocate Electrical Transformer per NCCC	Yes	\$22,000.00
ADD two VRF zones to the design for rooms F-8 & F-11 - Per NCCC	Yes	\$ 3,500.00
Credit for deduct of EMS scope for Server and Laptop	Yes	\$(3,000.00)
Credit to remove the lighting scope from the lecture hall in Stoltz	Yes	\$(1,983.00)
Add 23 additional fixture replacements in the Gym and 18 additional fixture replacements in the Locker Rooms	Yes	\$ 9,500.00

Brian's Travels

Thanks to the Board for allowing me some vacation time this past month. We had a great time in Washington DC. It's a trip that I recommend every American take at least once in their lifetime.



This month will be a relatively quiet one for travel.

- July 24-27, Vacation (stay-cation)
- August 3-4, KJCCC and NJCAA Region Meetings, Hutchinson