

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AGENDA

**August 8, 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. Budget Hearing**
- VI. Consent Agenda**
 - A. Minutes from July 11, 2017
 - B. Claims for Disbursement for July 2017
 - C. Creation of Nursing Student Success Specialist Position
 - D. Creation of Two Half-time Bookstore Assistant Positions and Appointments to Those Positions and Creation of Administrative & Technical Assistant for the Chief Financial Officer Position
 - E. Modification to Hourly, Non-Exempt Employees' Classification System
 - F. Personnel
- VII. Reports**
 - A. Marketing & Development – Claudia Christiansen
 - B. Treasurer – Sandi Solander
 - C. President – Dr. Brian Inbody
- VIII. Old Business**
 - A. Resolution 2017-46: Approval of the 2017-2018 Budget
 - B. Resolution 2017-47: Revised Staff Professional Development Fund Policy (second reading)
- IX. New Business**
 - A. Resolution 2017-48: TRiO Grant Employees Salary Increases
 - B. Resolution 2017-49: Residence Hall Guide
 - C. Resolution 2017-50: Welding Gas Bids
 - D. Resolution 2017-51: Bids for Roof Replacement – Bideau Hall
- X. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AGENDA

**August 8, 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 Claudia Christiansen, Kerrie Coomes, Marie Gardner, Denise Gilmore, Dr. Brian Inbody, Brenda Krumm, Kent Pringle, Kerry Ranabargar, Sarah Robb, Mike Saddler, Ben Smith, Sandi Solander, and The Chanute Tribune.

III. PUBLIC COMMENT

There were no speakers.

IV. APPROVAL OF THE AGENDA

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

V. BUDGET HEARING

There were no comments on the published budget for 2017-2018.

VI. CONSENT AGENDA

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

A. Minutes from July 11, 2017

B. Claims for Disbursement for July 2017

C. Creation of Nursing Student Success Specialist Position

Given that NCCC's NCLEX pass rates have not been where we would like them to be for the past few years, several strategies were proposed to improve student success with NCLEX pass rates in our Nurse Initiative Grant proposal. One of these strategies was the development of a Student Support Specialist position.

This individual would oversee the development of a Student Success Center and Program for NCCC nursing students. While Ottawa nursing students would benefit from this type of support as well, nursing faculty agree that the need is greater for students attending the

nursing program in Chanute. This individual would be directed to reach out to the Ottawa nursing students as the need arises.

NCCC nursing faculty have observed that many nursing students today are requiring more assistance in the area of developing time management skills, study skills and test taking skills. Currently, nursing faculty are working with students when possible to provide this kind of assistance, however, the need is so great that the nursing faculty find managing the time needed for such support along with their assigned teaching load a challenge.

NCCC requested and was awarded \$35,000 for salary and \$10,000 for benefits for this position from the Nurse Initiative Grant. It was the president's recommendation that the Board approve the creation of this position. The job description follows.

NURSING STUDENT SUCCESS SPECIALIST

Reports to the Director of Nursing
Coordinates Activities with the Assistant Director of Nursing
Classification: Full-time, 10-month Employee, Grant Funded
Pay Status: Academic Management Support, Exempt
Fringe Benefits per Board Policy
Starting Salary: \$35,000
Created: June 2017

Essential Functions

1. Provide premier quality service to all constituencies of the College.
2. Submit recommendations related to budget and purchases.
3. Review, direct, and guide student success in the nursing program.
4. Develop a Student Support plan (including meeting with student independently or as part of a group to strengthen needed skills to be successful in the nursing program).
5. Develop and facilitate a Pre-Nursing Success course.
6. Collaborate with Faculty in identifying and coaching at-risk students.
7. Academic counseling and remediation for at-risk nursing students.
8. Facilitate test remediation between faculty and students when indicated.
9. Develop and facilitate weekly study groups to support student learning.
10. Develop and maintain student success file.
11. Assist faculty in evaluation of Pre-Nursing Success course.
12. Collect and maintain data regarding student success and retention.
13. Perform all other functions necessary for the proper operation of the Student Success Center and Program.
14. Assist faculty/students in developing peer tutoring program.
15. Attend seminars, conferences, and workshops related to Student Success and Retention.
16. Engage in continuous quality improvement and professional development.
17. Serve as a member on committees of the college and cooperating agencies.
18. Serve as a non-voting member of Nursing Faculty Committee.
19. Serve as ex-officio member of the Health Care Advisory Committee.

Primary Functions

1. Non faculty staff in bi-level nursing program.
2. Participate in the development, organization, implementation, and evaluation of the Student Success Program.
3. Coordinate the Student Success Center and Program utilizing faculty as resources.
4. Act as role model and academic mentor to students.
5. Develop a working knowledge of the concept based curriculum.
6. Develop and maintain skills in educational resource technologies.
7. Category of classification: HBV-HIV Risk III

Relationships

1. Administratively responsible to the director of the bi-level nursing program.
2. Administratively responsible to the assistant director of the bi-level nursing program or site coordinator as per organizational chart.

3. Primary responsibility is to the Chanute campus with the expectation of reaching out to Ottawa campus when indicated.
4. Develop and maintain working relationships with other faculty in all aspects of the nursing program.
5. Develop and maintain constructive interaction with other faculty and personnel of the college, cooperating agencies, and community groups.

Required Knowledge, Skills and Abilities

Education and Experience

- Shall be licensed to practice professional nursing (RN) in Kansas.
- Bachelor's degree in Nursing preferred.
- Computer skills in Word, Excel, PowerPoint and Outlook preferred.
- Shall meet the minimum requirements for continuing education as required by the Kansas State Board of Nursing for renewing a license.

Personal Characteristics

1. Accept and believe in the philosophy of career mobility in nursing education.
2. Accept and believe in the philosophy of practical nursing and associate degree nursing and their role on the nursing team.
3. Accept and believe in the mission, vision and values of Mary Grimes School of Nursing.
4. Must work cooperatively with professional colleagues and maintain effective interpersonal relationships.
5. Must be creative and adaptable.
6. Must be able to express new ideas and support them with evidence.

Non-Discrimination

The current non-discrimination policy can be found at:

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

D. Creation of Two Half-time Bookstore Assistant Positions and Appointments to those Positions and Creation of Administrative & Technical Assistant for the Chief Financial Officer Position

Each time a vacancy occurs at the College, Senior Staff takes a step back and evaluates the necessity and effectiveness of the position. Subsequent to the passing of Mary Stich, Dr. Inbody and Sandi Solander assessed the full-time, 12-month position of Administrative Assistant for the Chief Financial Officer/Bookstore Manager.

The Accounts Receivable Clerk and Cashier at the Chanute campus are finding it increasingly difficult to juggle between meeting increasing deadlines and successfully serving customer needs. The Chanute Bookstore Coordinator is finding it increasingly challenging to have adequate staff coverage from 7:30 a.m. to 5:30 p.m.

It was recommended that the Administrative Assistant for the Chief Financial Officer/Bookstore Manager position be split into multiple positions: one full-time, 12-month Administrative and Technical Assistant for the Chief Financial Officer position; one half-time, 12-month Bookstore Assistant position, and one half-time, 10-month Bookstore Assistant position.

The full-time, 12-month Administrative and Technical Assistant for the Chief Financial Officer will report to and be directly supervised by the Chief Financial Officer. This position will provide customers triage assistance, technical assistance for cashiering and accounts receivable, as well as perform a variety of administrative assistant functions for the Chief Financial Officer.

The two half-time Bookstore Assistant positions will report to and be directly supervised by the Chanute Bookstore Coordinator. This will allow the bookstore to have part-time employees able to work some additional hours at regular pay rates, if needed, for beginning and end of semester peak weeks and to provide sick leave and vacation coverage.

The three recommended positions will give a boost to the goal of providing premiere constituency service. The additional cost will be \$12,000, which has been included in the 2017-2018 College budget.

Job descriptions for the three positions are attached. All three positions will be located at the Chanute campus.

It was the president's recommendation that Linette Burton be appointed to the half-time, 10-month Bookstore Assistant position. She has been in a temporary hourly position in the bookstore for the past year and previously worked as a financial aid clerk at the College for over five years. Ms. Burton will be paid \$11.50 an hour (Level 2) beginning August 15, 2017.

It was the president's recommendation that Gail Klaassen be appointed to the half-time, 12-month Bookstore Assistant position. She has been in a temporary hourly position in the bookstore for the past three months. Ms. Klassen will be paid \$11.00 an hour (Level 2) beginning August 15, 2017.

CHANUTE BOOKSTORE ASSISTANT

Reports to: Chanute Bookstore Coordinator
Classification: Half-time, 10-month Employee
Pay Status: Hourly, Level II, Non-exempt
Fringe Benefits per Board Policy
Starting Salary Range: \$10.75-\$11.50
Created: August 2017

Purpose of the Position: The Half-time Bookstore Assistant reports to the Chanute Bookstore Coordinator. This position is responsible for the sale, and rental of textbooks and related materials as well as sale of college merchandise. The Assistant should endeavor to meet the needs of our students, faculty, staff, and general public, and make sure that each visit is an enjoyable one. Duties include, but are not limited to:

Essential Functions

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

Duties and Responsibilities

1. Assist the Bookstore Coordinator with day-to-day activities and maintaining a clean and attractive bookstore.
2. Provide excellent customer service, assist customers as they enter the store, properly answer the phone, and assist with accurate textbook and merchandise information.
3. Assist with processing of daily deposits.
4. Maintain accurate textbook records and assist with textbook serialization in MBS TA.
5. Process requisitions for textbook, apparel, and merchandise purchases in Jenzabar EX.
6. Reconcile monthly debit card transactions.
7. Maintain precise inventory and assist with completing annual inventory.
8. Assist in designing and maintaining bookstore apparel and merchandise displays.
9. Ensure proper records maintenance through accurate scanning and tagging of files in Laserfiche.
10. Continue to obtain new knowledge, skills and training with online book processing systems in MBS including data entry, information retrieval and reporting.
11. Perform other duties assigned by the Bookstore Coordinator.

Required Knowledge, Skills, and Abilities

1. A pleasant demeanor when working with students, faculty, staff, and the general public.
2. Must be willing to work flexible hours to maintain store coverage and assist during peak periods.
3. Accounting skills are a must.
4. Exceptional attention to detail and accuracy; excellent organizational skills; excellent verbal and written communications skills; comfort, and familiarity with computers, and outstanding data entry skills.
5. Proficiency in Microsoft Excel, PowerPoint, Word, and Outlook software programs and databases required.
6. Ability to work in a bookstore/office environment where each employee assumes multiple responsibilities.
7. Ability to work well under pressure and to reliably meet deadlines in a fast-paced environment.
8. Excellent customer service skills.
9. Confidentiality of information.

Education and Experience

1. HS diploma or GED required, Associates degree preferred;
2. One-two years of work experience required, preferably in area of responsibilities of position.

Working Conditions

1. The noise level in the work environment is moderately noisy.
2. While performing duties of this job, the employee is required to use hands to finger, handle, or operate objects, tools, or controls; and to reach with hands and arms.
3. The employee is required to walk, sit, stand, talk and hear.
4. Specific vision abilities required by this job include close vision and the ability to adjust focus.
5. Ability to lift and transport boxes weighing 50 pounds is required.
6. Ability to reach and work overhead is required.
7. Some overtime may be required, as well as some flexibility in occasional early or late hours.

Non-Discrimination

The current non-discrimination policy can be found at:

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

CHANUTE BOOKSTORE ASSISTANT

Reports to: Chanute Bookstore Coordinator
Classification: Half-time, 12-month Employee
Pay Status: Hourly, Level II, Non-exempt
Fringe Benefits per Board Policy
Starting Salary Range: \$10.75-\$11.50
Created: August 2017

Purpose of the Position: The Bookstore Assistant reports to the Chanute Bookstore Coordinator. This position is responsible for the sale, and rental of textbooks and related materials as well as sale of college merchandise. The Assistant should endeavor to meet the needs of our students, faculty, staff, and general public, and make sure that each visit is an enjoyable one. Duties include, but are not limited to:

Essential Functions

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

Duties and Responsibilities

1. Assist the Bookstore Coordinator with day-to-day activities and maintaining a clean and attractive bookstore.
2. Provide excellent customer service, assist customers as they enter the store, properly answer the phone, and assist with accurate textbook and merchandise information.
3. Assist with processing of daily deposits.
4. Maintain accurate textbook records and assist with textbook serialization in MBS TA.
5. Process requisitions for textbook, apparel, and merchandise purchases in Jenzabar EX.
6. Reconcile monthly debit card transactions.
7. Maintain precise inventory and assist with completing annual inventory.
8. Assist in designing and maintaining bookstore apparel and merchandise displays.
9. Ensure proper records maintenance through accurate scanning and tagging of files in Laserfiche.
10. Continue to obtain new knowledge, skills and training with online book processing systems in MBS including data entry, information retrieval and reporting.
11. Perform other duties assigned by the Bookstore Coordinator.

Required Knowledge, Skills, and Abilities

1. A pleasant demeanor when working with students, faculty, staff, and the general public.
2. Must be willing to work flexible hours to maintain store coverage and assist during peak periods.
3. Accounting skills are a must.
4. Exceptional attention to detail and accuracy; excellent organizational skills; excellent verbal and written communications skills; comfort, and familiarity with computers, and outstanding data entry skills.
5. Proficiency in Microsoft Excel, PowerPoint, Word, and Outlook software programs and databases required.
6. Ability to work in a bookstore/office environment where each employee assumes multiple responsibilities.
7. Ability to work well under pressure and to reliably meet deadlines in a fast-paced environment.
8. Excellent customer service skills.
9. Confidentiality of information.

Education and Experience

1. HS diploma or GED required, Associates degree preferred;
2. One-two years of work experience required, preferably in area of responsibilities of position.

Working Conditions

1. The noise level in the work environment is moderately noisy.
2. While performing duties of this job, the employee is required to use hands to finger, handle, or operate objects, tools, or controls; and to reach with hands and arms.
3. The employee is required to walk, sit, stand, talk and hear.
4. Specific vision abilities required by this job include close vision and the ability to adjust focus.
5. Ability to lift and transport boxes weighing 50 pounds is required.
6. Ability to reach and work overhead is required.
7. Some overtime may be required, as well as some flexibility in occasional early or late hours.

Non-Discrimination

The current non-discrimination policy can be found at:

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

ADMINISTRATIVE & TECHNICAL ASSISTANT FOR THE CHIEF FINANCIAL OFFICER

Reports to: Chief Financial Officer
Classification: Full-time, 12-month Employee
Pay Status: Hourly, Level V, Non-exempt
Fringe Benefits per Board Policy
Starting Salary Range: \$12.50-\$13.50 per hour
Created: August 2017

Purpose of Position: This is a full-time, 12-month position that reports to and is directly supervised by the Chief Financial Officer. This position provides technical assistance for Cashiering, Accounts Receivable, as well as performs a variety of administrative assistant functions for the Chief Financial Officer.

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 aid with cashiering services:
 - a. Greet and provide premiere assistance to internal and external customers including face to face conversations, answering the telephone, transferring calls, and responding to emails in a courteous and friendly manner;
 - b. Receive and prepare computer generated receipt for all monies including student payments, payment plan automatic deposits, other miscellaneous automatic bank deposits, bookstore deposits, travel return monies, and other monies;
 - c. Identify and assist with discrepancies between the dorm application fee query and valid housing contracts and other queries, as needed;
 - d. Assist students with the completion of installment payment plans;
 - e. Maintain the Business Office portlet for InsideNC;
 - f. Assist with student requests and answer basic questions related to the Business Office portlet on InsideNC;
 - g. Help explain and answer questions regarding student account balances;
 - h. Perform basic troubleshooting as issues arise;
5. Provide aid with accounts receivable services:
 - a. Assist with student billing;
 - b. Increase communication with students, such as drafting email reminders to students prior to class start dates and ensuring they have student account information;
 - c. Update and perform audit of student hold list each semester;
 - d. Assist with communication related to student advisors;
 - e. Help with 3rd party agreements and billing;
 - f. Assist with monitoring and turning over past due accounts for collection agencies on a regular basis;
 - g. Help with balancing the A/R aging reports to the general ledger;
6. Take primary role in keeping documents scanned and filed on a daily basis.
7. Monitor the Payments Email Account, processing messages as appropriate and responding to inquiries as needed.
8. Perform standard office tasks to assist Chief Financial Officer:
 - a. Handle routine matters relating to the daily operation of the office;
 - b. Schedule and maintain appointments for the Chief Financial Officer;

- 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 student account information;
 - f. Serve as recording secretary for committees as assigned. Track approval of minutes and upload to InsideNC;
 - g. Supervise service scholarship and/or work-study positions;
9. Serve as backup to the Cashier and Accounts Receivable Clerk on the Chanute Campus.
 10. Travel to Ottawa and assist the Ottawa Cashier when needed.
 11. Perform other duties as requested by the Chief Financial Officer.

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 fiscal 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

The current non-discrimination policy can be found at:

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

E. Modification to Hourly, Non-Exempt Employees' Classification

It was the president's recommendation that the hourly, non-exempt employee classification for the following positions be changed from Level 4 to Level 5:

Administrative Assistant to the President
Administrative Assistant to the Vice President for Student Learning
Administrative Assistant to the Vice President for Operations

F. Personnel

1. Resignation of Director of Finance

It was the president's recommendation that the Board accept the resignation of Jeff Williams as Director of Finance. His resignation was effective July 27, 2017.

2. Resignation of Admissions Specialist – Chanute

It was the president's recommendation that the Board accept the resignation of Jennifer Winn as Admissions Specialist on the Chanute campus. Her resignation shall be effective August 4, 2017.

3. Resignation of Simulation Clinician – Ottawa

It was the president's recommendation that the Board accept the resignation of Mishel Andre as Simulation Clinician on the Ottawa campus. Her resignation shall be effective immediately.

4. Resignation of Assistant Athletic Trainer

It was the president's recommendation that the Board accept the resignation of Bryce Berletic as Assistant Athletic Trainer. His resignation shall be effective immediately.

5. Resignation of Assistant Men's Soccer Coach

It was the president's recommendation that the Board accept the resignation of Jose Lopez as Assistant Men's Soccer Coach. His resignation was effective July 17, 2017.

6. Resignation of Director of Academic Advising and Testing

It was the president's recommendation that the Board accept the resignation of Jeff Almond as Director of Academic Advising and Testing. His resignation shall be effective August 3, 2017.

7. Resignation of Administrative Assistant to the Vice President for Student Learning

It was the president's recommendation that the Board accept the resignation of Lynn Shepard as Administrative Assistant to the Vice President for Student Learning. Her resignation shall be effective August 16, 2017.

8. Resignation of Assistant Men's Basketball Coach

It was the president's recommendation that the Board accept the resignation of Devon Crabtree as Assistant Men's Basketball Coach. His resignation shall be effective August 2, 2017.

9. Resignation of Director of RSVP

It was the president's recommendation that the Board accept the resignation of Janice Wolfe as Director of RSVP. Her resignation shall be effective August 5, 2017.

10. Resignation of Administrative Assistant to Division Chairs, Faculty, & Assessment Coordinator

It was the president's recommendation that the Board accept the resignation of Debra Schommer as Administrative Assistant to Division Chairs, Faculty and Assessment Coordinator pending her appointment to the position of Administrative Assistant to the Vice President for Student Learning.

11. Resignation of Bus Driver

It was the president's recommendation that the Board accept the resignation of Tony Garner as Bus Driver. His resignation shall be effective immediately.

12. Nursing Instructor – Ottawa

It was the president's recommendation that the Board approve the employment of Amy Douglass as Nursing Instructor on the Ottawa Campus. Ms. Douglass has a B.S. in Nursing from Baker University and M.S. in Nursing from University of Missouri Kansas City.

Ms. Douglass's prior work experience includes Staff Nurse RN Operating Room at Wesley Medical Center, Staff Nurse RN PACU at Stormont Vail HealthCare, Staff Nurse RN Adult ICU, Ed at St. Francis Health Center, Staff Nurse RN Cardiac Catheterization Lab at Saint Luke's Health System-Saint Luke's Mid-America Heart Institute, Staff Nurse RN Special Procedures/Cardiac Catheterization Lab/Lawrence Vascular Surgery at Lawrence Memorial Hospital, Adjunct Clinical Instructor at Baker University School of Nursing, Foundation Core Advisor-Nursing at National American University, Clinical Nurse II at University of Kansas Hospital, Education Development Specialist at Stormont Vail HealthCare, Clinical Instructor at Baker University School of Nursing, SANE Project Coordinator at Kansas Coalition Against Sexual and Domestic Violence, and Assistant Professor at Emporia State University Department of Nursing.

Ms. Douglass will be paid at MS+30, Step 13 (\$44,957.00). Her start date will be August 14, 2017.

13. Administrative Assistant to the Vice President for Student Learning

It was the president's recommendation that the Board approve the employment of Debra Schommer as Administrative Assistant to the Vice President for Student Learning. Ms. Schommer has an A.A.S. from Neosho County Community College.

Ms. Schommer has served as the Administrative Assistant to Division Chairs, Faculty and Assessment Coordinator at NCCC for the past 18 years.

Ms. Schommer will be paid \$16.19 an hour (Level 5). Her start date will be August 9, 2017.

VI. REPORTS

- A. Marketing & Development – Claudia Christiansen reported on Marketing and Development.
- B. Treasurer – Sandi Solander gave a treasurer's report. Revenue for the month of July was \$504,343.86 and disbursements were \$449,002.76. See attachments.
- C. President – Dr. Brian Inbody gave his president's report. See attachment.

VII. OLD BUSINESS

A. Approval of the 2017-2018 Budget

It was the president's recommendation that the Board approve the published budget for 2017-2018.

Resolution 2017-46

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 2017-2018 budget as published. Further, on or before August 18, 2017, a copy of the adopted budget along with proof of publication shall be filed with the Neosho County Clerk and the Kansas Board of Regents.

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

B. Revised Staff Professional Development Fund Policy (second 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.

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.

Resolution 2017-47

RESOLVED, that the Board of Trustees of Neosho County Community College approves making permanent part-time employees eligible to apply for and receive professional development funds.

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

VIII. NEW BUSINESS

A. TRiO Grant Employees Salary Increases

Based upon the recommendation of the individual grant directors and Dean Brenda Krumm who oversees the TRiO programs, the president asked the Board to approve the following salary increases for administrative and hourly employees who work in the TRiO programs for their 2017-2018 contracts:

1. Administrative employees shall receive a 4% salary increase.
2. Hourly employees making less than \$12.50 an hour shall receive a 50¢ an hour salary increase.
3. Hourly employees 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.

	<u>2016-17</u>	<u>2017-18</u>
Student Support Services (STARS)		
Bart Cheney, Project Director	\$49,606	\$51,590
Angela Lisle, Transfer/Career Advisor	\$32,117	\$33,402
Lindsey Donovan, Administrative Assistant	\$11.10 hr	\$11.60 hr
Talent Search		
Nicci Wiltse, Project Director	\$38,920	\$40,477
Michael Rose, Academic Advisor (11 mo)	\$43,821	\$45,574
Tyler Stoldt ¹ , Academic Advisor (11 mo)	\$30,000	\$30,000
Rhonda Thomas, Administrative Assistant	\$11.45 hr	\$11.95 hr

Upward Bound

Heather Owens*, Academic Coordinator	\$29,000	\$29,000
Daniel Carroll, Administrative Assistant	\$10.75 hr	\$11.25 hr

¹Increased to \$30,000 in May 2016-17 after receiving Bachelor's degree. Not eligible for salary increase.

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

Resolution 2017-48

RESOLVED, that the Board of Trustees of Neosho County Community College approves the salary increases for 2017-2018 for the TRiO Grant employees listed above.

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

B. 2017-2018 Residence Hall Guide

Each year, the college publishes a Residence Hall Guide for the residents to use as a tool to assist them with being safe and considerate of the residence hall learning environment. Many of the items in the guide provide accurate details of what the students can expect, as well as what is expected of the students. The following changes were made:

- 1) Added information about the new residential curriculum;
- 2) Added information about the new room safes;
- 3) Added information about the new Food Pantry;
- 4) Updated the Weapons Policy and Conceal and Carry Policy;
- 5) Updated dates.

A copy of the 2017-2018 Residence Hall Guide was provided as a separate document. It was the president's recommendation that the Board approve the 2017-2018 Residence Hall Guide.

Resolution 2017-49

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 2017-2018 Residence Hall Guide.

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

C. Welding Gas Bids

Bids to provide gas for the welding program are received annually. Four companies responded to the bid request. The chart below breaks down the costs based on an average yearly consumption. The bid prices are guaranteed for one year.

While the bids were extremely close, the lowest bid that met the specifications was offered by Thompson Brothers. It was the president's recommendation that the Board accept the bid from Thompson Brothers as the supplier of gas for the welding program at all locations for the 2017-2018 year.

Resolution 2017-50

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the bid of \$1,702.80 from Thompson Brothers as the supplier of gas for the welding program at all locations for the 2017-2018 year.

On motion by Kevin Berthot and second by Lori Kiblinger the above resolution was approved unanimously.

Welding Gas Bids 2017-18 for Chanute, Garnett, Lawrence, Yates Center, LaHarpe

Praxair - Ottawa - All locations

Fuel	Tank Size	Unit	Cost per CU FT	Misc	1 yr Qty.	Example Total	COMMENTS
Acetylene	130 cu ft	\$29.00	\$0.22		3480 CF	\$ 765.60	Calculations based on last years usage, 12 deliveries and 12 mo. Cylinder rental for 1 tank. Will deliver to all locations.
Oxygen	249 cu ft	\$7.25	\$0.03		6600 CF	\$ 198.00	
Argon/CO2 Mix 75/25	381 cu ft	\$26.00	\$0.07		1600 CF	\$ 112.00	
Argon	331 cu ft	\$25.00	\$0.08		10700 CF	\$ 856.00	
Delivery Chg per ticket				\$15.00	12 del.	\$ 180.00	
HAZ MAT per ticket				\$0.00		\$ -	
Cylinder Rental Option		\$0.07	30 days per cylinder	\$1.95/mo/cylinder	12 mo	\$ 23.40	
						\$ 2,135.00	

Airgas - Chanute - All locations

Fuel		Unit	Cost per CU FT	Misc	1 yr Qty.	Example Total	COMMENTS
Acetylene (AC 4)	145 cf	\$31.90	\$0.22		3480 CF	\$ 765.60	Calculations based on last years usage, 12 deliveries and 12 mo. Cylinder rental for 1 tank. Will deliver to all locations.
Oxygen (OX 200)	251 cf	\$6.72	\$0.03		6600 CF	\$ 198.00	
Argon CO2 mix (AR CD 25300)	376 cf	\$20.95	\$0.06		1600 CF	\$ 96.00	
Argon (AR 300)	336 cf	\$20.95	\$0.06		10700 CF	\$ 642.00	
Delivery Chg				\$5.00	12 del	\$ 60.00	
Hazmat				\$1.09	12 del.	\$ 13.08	
Cylinder Rental		\$0.08	30 days per cylinder	\$2.40 per cyl per m	12 mo.	\$ 28.80	
						\$ 1,803.48	

Matheson - Topeka - All locations

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

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Welding Gas Bids 2017-18 for Chanute, Garnett, Lawrence, Yates Center, LaHarpe

Thompson Brothers - All locations

Fuel		Unit	Cost per CU FT	Misc	1 yr Qty.	Example Total	COMMENTS
Acetylene	145 cf	\$30.00	\$0.21		3480 CF	\$ 730.80	Calculations based on last years usage, 12 deliveries and 12 mo. Cylinder rental for 1 tank. Will deliver to all locations.
Oxygen	244 cf	\$7.00	\$0.03		6600 CF	\$ 198.00	
Argon CO2 mix C-25	330 cf	\$21.00	\$0.06		1600 CF	\$ 96.00	
Argon	330 cf	\$21.00	\$0.06		10700 CF	\$ 642.00	
Delivery Charge				\$0.00	12 del	\$ -	
Hazmat or Delivery Fee				\$0.00		\$ -	
Rental per day per cylinder		\$0.10	30 days per cylinder	\$3 / mo / cylinder		\$ 36.00	
						\$ 1,702.80	

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D. Bids for Roof Replacement – Bideau Hall

Due to the recent hail damage to roofs on the Chanute campus, the roofs on Bideau Hall and the Student Union need to be replaced. Last month, the Board accepted 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. Due to a clerical error in bidding, A-Lert withdrew their accepted bid for Bideau Hall. As such, rebidding that project was necessary. Formal bid specifications were developed for the project (see attached). The bid specifications were designed to allow bidders multiple options on the style of roof replacement. Notice was placed in the local paper to solicit quotations for the project and the following companies were invited to bid:

- A-Lert Roof Systems Erie, KS
- Boren's Roofing, Inc. Iola, KS
- Burwell Construction Goddard, KS
- Carter Construction, Inc. Chanute, KS
- H & H Roofing & Restoration LLC Leawood, KS
- 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 green bid is lowest by column and the red bid is the highest bid by column.

Roofing Bid Summary August, 2017	Bideau Hall		
	Laminated Shingle	26 Ga Metal	24 Ga Metal
A-Lert Roof Systems, Inc. - Erie, KS 66733	no bid	no bid	\$280,605
Boren's Roofing, Inc. - Iola, KS 66749	no bid	no bid	no bid
Burwell Construction - Goddard, KS 67052	\$93,533	\$173,495	\$185,361
Carter Construction, Inc. - Chanute, KS 66720	no bid	no bid	no bid
H & H Roofing & Restoration, LLC - Leawood, KS 66211	bid rejected	bid rejected	bid rejected
Meridian Roofing Solutions - Topeka, KS 66612	\$145,075	no bid	\$318,994
Murrell Roofing Company - Independence, KS 67301	no bid	no bid	no bid
Whitworth Construction, Inc. - Chanute, KS 66720	\$83,500	\$148,500	\$168,500

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 ga metal roof options August 2017

Company	Price	Type	Construction	Warranty	Facia	Soffit	Gutter	Snow Guards
A-Lert Roof Systems, Inc. Erie, KS 66733	\$280,605	2" crimped standing seam, 16" pan	hat channel metal perlins attached to roof trusses, shingles to act as vapor barrier	20 year full	yes	yes	6" 24 ga	591 ft
Burwell Construction Goddard, KS 67052	\$185,361	1-3/4" Snap loc standing seam, 16" pan by Central States	Remove shingles and install pan 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	\$318,994	2" zee lock standing seam, 16" pan	Remove shingles and install pan on Carlisle WIP 300HT underlayment on plywood	20 year Berridge watertight warranty; 2 year labor	yes	yes	5" spec	perimeter specified by customer
Whitworth Construction, Inc. Chanute, KS 66720	\$168,500	1-3/4" H loc standing seam, 16" pan by Central States	Remove shingles and install pan on Titanium PSU 30 synthetic roof on plywood	10 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, it was 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 our 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 we anticipate the roofs to last for decades to come. Funding for the Bideau roof project will come from the dorm/student union fund.

Please note that Bideau Hall, even though it is part of our campus, is considered a revenue-generating building for the purpose of sales tax. As a result, no matter which roofing company and type of roof the Board selects, there will be an 8% sales tax on that roof purchase which is NOT part of the totals listed above.

It was the president's recommendation that the Board accept 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 \$280,605.00.

Resolution 2017-51

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the bid of A-Lert Roof Systems of Erie, KS, for the installation of a 24 gauge, 2" standing seam metal roof on Bideau Hall for \$280,605.00.

On motion by Lori Kiblinger and second by Kevin Berthot the above resolution was approved unanimously.

REQUEST FOR PROPOSAL (RFP)

RFP Number: 2017-03
Date Issued: July 14, 2017
Closing Date: August 2, 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: **Bideau Hall 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 the roof for Bideau Hall on the Chanute campus. **Sealed bids are required for participation in bidding process. Contractors may bid any style roof that they choose.**
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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Introduction and Purpose	2
Section 2 – Terms and Conditions	2
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ATTACHMENTS:	
Bid Form	6
Signature Sheet	7
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 took 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.

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 2017-03” to:

Bideau Roof Replacement Bid 2017-03
Attn: Sandi Solander
Neosho County Community College
800 W. 14th Street
Chanute, KS 66720

NOTE: Closing Date: 5:00 pm, August 2, 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# 2017-03
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 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.

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. Provide breakout pricing for replacement or repair of existing soffit and fascia.
8. 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).

BID FORM

Project: Bideau Hall 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 type of roof on additional pages.**
2. **The Board of Trustees reserves the right to reject any or all bids and to determine whether or not specifications have been met.**
3. **Project will NOT be sales tax exempt.**

BIDEAU HALL BASE BID (LUMP SUM) Option 1: type of roof _____

For the referenced project and in accordance with the specifications for a total lump sum price of:
DOLLARS (\$_____).

BIDEAU HALL BASE BID (LUMP SUM) Option 2: type of roof _____

For the referenced project and in accordance with the specifications for a total lump sum price of:
DOLLARS (\$_____).

BIDEAU HALL BASE BID (LUMP SUM) Option 3: type of roof _____

For the referenced project and in accordance with the specifications for a total lump sum price of:
DOLLARS (\$_____).

BIDEAU HALL BASE BID (LUMP SUM) Option 4: type of roof _____

For the referenced project and in accordance with the specifications for a total lump sum price of:
DOLLARS (\$_____).

BIDEAU HALL BASE BID (LUMP SUM) Option 5: type of roof _____

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

E-Mail: _____

Signature: _____ Date: _____

Printed Name: _____ Title: _____

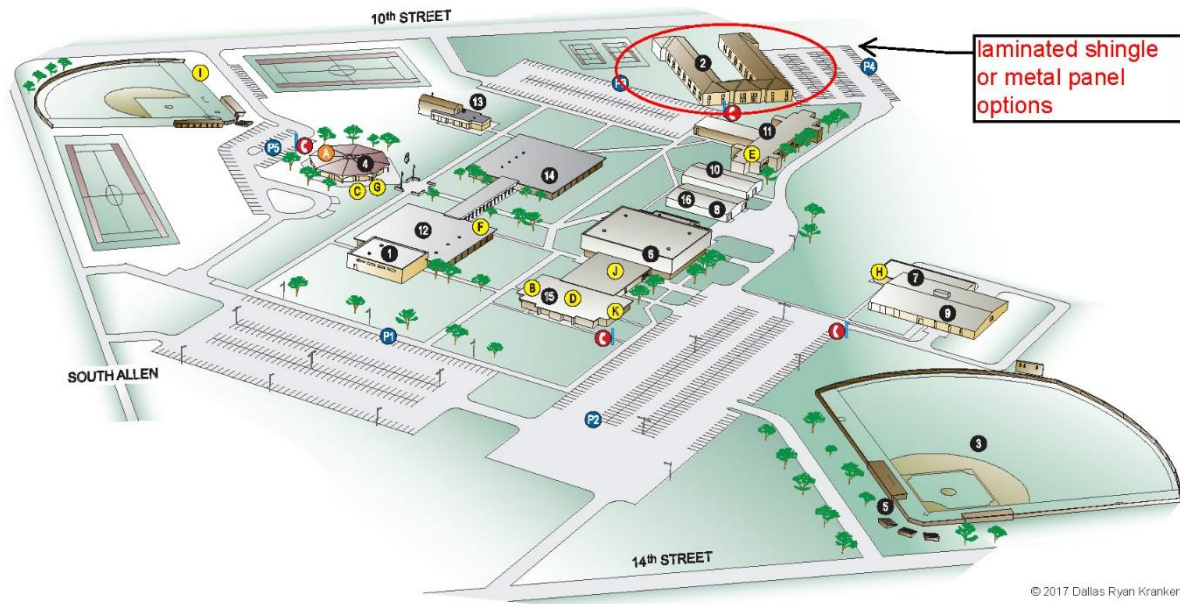
CERTIFICATION REGARDING IMMIGRATION REFORM & CONTROL: All Contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were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

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

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

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

Signature, Title of Contractor Date



X. ADJOURNMENT

On motion by Kevin Berthot and second by Charles Boaz the meeting adjourned at approximately 7:43 pm.

Respectfully submitted,

David Peter, Board Chair

Denise L. Gilmore, Board Clerk

Board of Trustees Report 2017

August 8, 2017

Development Report

Endowed Scholarships –

Currently, NCCC has 50 endowed scholarships
We have added 29 endowed scholarships over the past 8 years
The total of those 29 scholarships is \$696,300

Since January of 2017 we have added 3 endowed scholarships (these are part of the 29) adding an additional \$45,000 to the endowed funds held by the NCCC Foundation. We also received a \$10,000 and a \$1,000 in unrestricted gifts in July, that will be held in the Edward Jones account by the NCCC Foundation.

We have additional scholarships that are referred to as Annual Scholarships, they can be temporary in nature of held by another entity.

They are:

Caldwell Scholarship – held by the SEK Community Foundation (a \$2,400 and a \$1,200 scholarships are available)

Black Hills Energy – held by Black Hills Energy and available to Lawrence students in the HVAC program at Lawrence - \$1,000

Blue Cross Blue Shield funds – monies we have been given by BCBS for the past 3 years with no guarantee they will continue (we use these funds to help CNA students)

Craig HomeCare – We hold these funds and Craig has an employee that makes the decision on who receives the funds

Court Reporting – Raised and gave away \$1,200 in scholarships this past year

Ollies Helping Hands – a scholarship fund for OTA that they want to endow but give away a little each year (\$500)

Kiwanis – has given funds for a scholarship for over 10 years it currently gives \$300

These scholarships total \$10,600

In addition we requested and received \$300,000 from the Sunderland Foundation

And were given a lot in Chanute at the corner of Allen and 4th (Value \$8,000)

Successes –

80th Celebration was held and we gave away 800 t-shirts with fun had by all
Successful Gala with extreme fun had to celebrate 25-years in Ottawa (raised
over \$15,000 for scholarships)

Recognized the Mih Family as the NCCC Heritage Family

Recognized Dr. Jack Wortman as the Distinguished Alumnus for 2017

Alumni Report

Have increased our mailing list from 700 to 5,660 alumni and friends

We have a 1/4ly newsletter (June, September, December and March) and at least 1
more mailing to this list each year

Had a successful All Alumni Event – with an engagement they were married in March

Had a successful 50-year society event with good participation

Participated in Artist Alley

Marketing Report

8th Grade students at Royster Middle School get a free book bag

Provided items for 22 different partners in the communities we serve

Contributed to 25 high school After Prom events with \$4,000 in gifts and scholarships

Attended the Neosho County Fair

Ralph Miller Classic

Artist Alley

Cornstock

Purchased new banners for downtown Chanute

In addition, we provide a number of items for internal customers that they in turn give
to people outside our realm

Foundation Report

Currently, as of July 28, 2017 the Foundation Endowment Fund is \$2,312,144.23; while
the Title III Fund has \$687,000 for a combined \$2,999,782.37

In 2017, the Foundation returned \$125,000 in scholarships and funds to the college and
gave 163 scholarships.

Since 2009 the Foundation has returned over \$1,400,000 dollars to Neosho County
Community College or in support of Neosho County Community College.

Fall Advertising Summary

Print ads: Primarily placed in the Chanute Tribune, Erie Record, Ottawa Herald and Anderson County Review. General Enrollment ads, special event ads (sponsorships, Erie sesquicentennial, chamber tabs, concurrent school yearbooks, booster clubs, etc.) However, we may run in surrounding area papers if promoting a specific new program. We use classified or "line ads" because they are less expensive when we run ads for CNA or CMA, welding classes or program specific classes. It allows us to stretch our dollars. *see note below

Digital and Online ads: Renewed contract as a Weather sponsor for KOAM's weather app. Includes banner ad for mobile app and box ad for desktop. Clicks through to website and fall schedule. Still negotiating for digital and online presence in northern market area. KMBC and KCTV5 are being considered and we hope for a bidding war. Last year we used KMBC 9 and actually did some geo-targeting during events like some KC Sporting Events, NASCAR, Chiefs games, a few Royals games, a couple of Sprint Center events.

Pandora Radio: Purchased a package and split the streaming time July-August and Nov.-Dec. Target geographic is the northern markets. Pandora will allow Peaslee Tech to buy a package in conjunction with our purchase of a package.

KFEX: Is airing our basketball and baseball games. Will likely purchase package ads with them. KFEX and My Town are covering CHS sports. We may have to split our sponsorships.

Billboards: Contracts renewed for the Welda Billboards Hwy 169 and the Ottawa I-35/Hwy 68 Billboards.

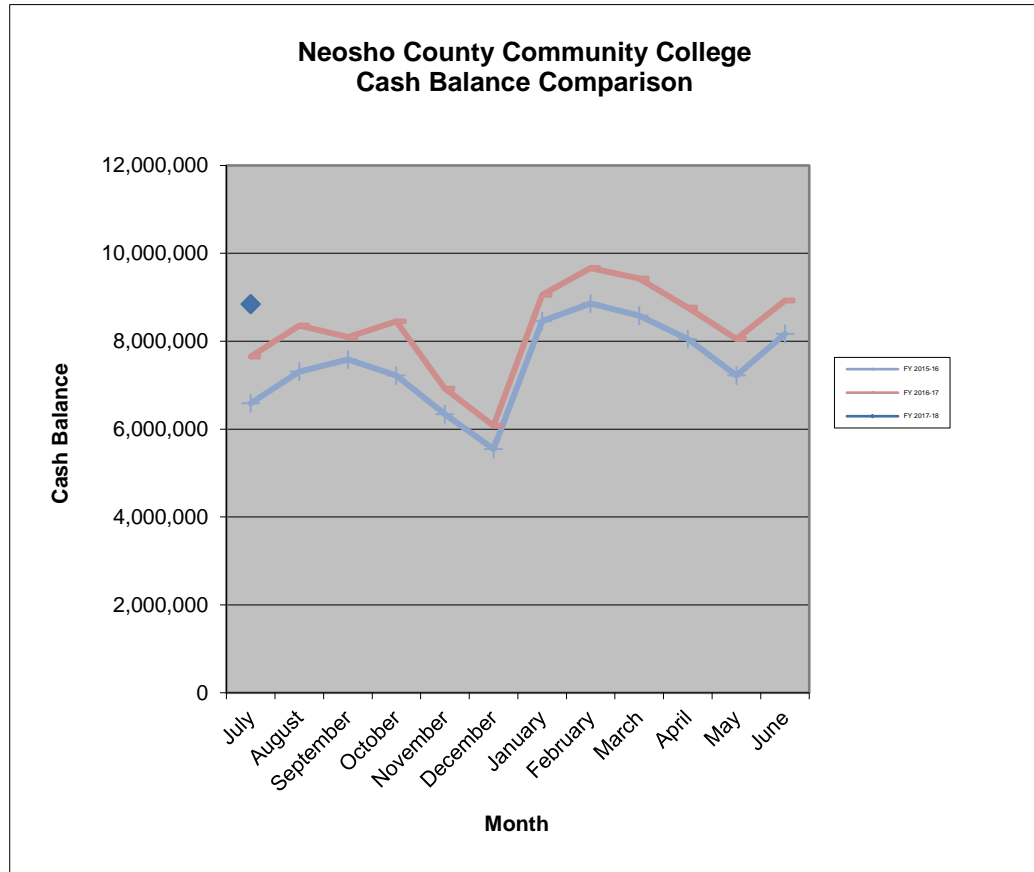
Social Media: Our presence on Twitter, Facebook and Instagram is still strong. Occasionally we boost (pay for) a post for more engagement. Staff is becoming more accustomed to using and sharing social media which makes this SO much easier and effective.

Hootsuite (our social media platform) offers a new program called "Amplify" which helps organizations boost their social media presence by engaging more staff members to post. I'm checking into this and will see if that program is feasible.

*Special Note: Most of the our service areas papers are great about running "briefs" or "press releases" for free. We submit our free RSVP Lifetime Learning classes this way, rather than running a paid ad. Or we will send our "honor roll", candidates for graduation list", "important dates and notices" or "open houses" this way. Recently one of the northern areas papers wanted NCCC to pay for an ad to announce an open house. Also another northern area newspapers announced they will charge us a "digital service fee" to place our new ads online. I know many of the newspapers are hurting for revenue and this may start to happen more often. Just a heads up.

TREASURER'S MONTHLY FINANCIAL STATEMENT
NEOSHO COUNTY COMMUNITY COLLEGE
For the Period June 1, 2017 to July 31, 2017

FUND	FUND DESCRIPTION	BEGINNING BALANCE 6/30/2017	RECEIPTS JULY	JOURNAL ENTRIES JULY	DISBURSEMENTS JULY	ENDING BALANCE 7/31/2017
02	Postsecondary Technical Education Reserve	137,232.89	3,415.00	0.00	-20.00	140,627.89
07	Petty Cash Fund	1,074.56	0.00	0.00	0.00	1,074.56
08	General Fund Deferred Maintenance	101,410.00	40.00	0.00	0.00	101,450.00
09	General Fund Equipment Reserve	254,066.69	0.00	0.00	0.00	254,066.69
10	General Fund Unencumbered Fund Balance	2,300,000.00	0.00	0.00	0.00	2,300,000.00
11	General Fund	1,928,500.61	43,783.66	-1,500.00	-273,997.29	1,696,786.98
12	Postsecondary Technical Education Fund	-312,494.44	111,810.82	460.00	-6,082.99	-206,306.61
13	Adult Basic Education Fund	-29,984.64	664.00	0.00	-291.49	-29,612.13
14	Adult Supplementary Education Fund	42,018.20	1,229.65	0.00	-272.38	42,975.47
16	Residence Hall/Student Union Fund	2,420,595.28	68,253.63		-22,315.70	2,466,533.21
17	Bookstore Fund	791,517.41	17,675.49	0.00	-3,931.55	805,261.35
21	College Workstudy Fund	6,825.66	0.00	0.00	0.00	6,825.66
22	SEOG Grant Fund	0.00	0.00	0.00	0.00	0.00
24	Pell Grant Fund	402.00	8,345.00	0.00	-8,345.00	402.00
25	Student Loans Fund	0.00	68,713.00	0.00	-68,713.00	0.00
32	Grant Funds	-271,978.58	19,692.91		-12,691.98	-264,977.65
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	1,349,653.29	160,720.70	1,040.00	-52,341.38	1,459,072.61
90	Payroll Clearing Fund	0.00	0.00	0.00	0.00	0.00
	TOTALS	\$8,787,602.06	\$504,343.86	\$0.00	-\$449,002.76	\$8,842,943.16
	Checking Accounts					\$6,770,781.05
	Investments					\$2,070,562.11
	Cash on Hand					\$1,600.00
	Total					\$8,842,943.16



PRESIDENT'S REPORT

August 8th, 2017

Trustees,

Thank you for your continued leadership and support of NCCC. In many ways it has been a quiet month, but in others, a very busy one. Here is a brief report of what we are working on.

Enrollment

Enrollment continues to look stable for the fall semester. We are up about 2% over this point last year. Combined with the lower numbers for summer still puts us up about 1% for the year so far. Housing numbers look a little off this year so far, however. We may not need hotel rooms to start the year. The numbers are still in flux as some students are struggling getting their paperwork in. It may turn out to be fine. I'll give you an update about this next month.

Summer Semester 2017

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2016	10	8-8-16	625	2374	
TOTAL	2017	10	8-8-17	630	2290.5	-3.52%
CHANUTE	2016	10	8-8-16	92	289	
CHANUTE	2017	10	8-8-17	76	242.5	-16.09%
OTTAWA	2016	10	8-8-16	90	310	
OTTAWA	2017	10	8-8-17	64	213	-31.29%
ONL	2016	10	8-8-16	300	1179	
ONL	2017	10	8-8-17	318	1173	-0.51%
ODO	2016	10	8-8-16	0	0	
ODO	2017	10	8-8-17	14	84	----%
IDO	2016	10	8-8-16	15	30	
IDO	2017	10	8-8-17	16	32	6.67%
HYBRID	2016	10	8-8-16	128	566	
HYBRID	2017	10	8-8-17	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	8-8-16	2105	14781.5	
TOTAL	2017	30	8-8-17	2230	15287	3.42%
CHANUTE	2016	30	8-8-16	559	6057.5	
CHANUTE	2017	30	8-8-17	557	6027	-0.50%
OTTAWA	2016	30	8-8-16	428	3109	
OTTAWA	2017	30	8-8-17	478	3426	10.20%
ONL	2016	30	8-8-16	645	3109	
ONL	2017	30	8-8-17	693	3374	8.52%
ODO	2016	30	8-8-16	113	678	
ODO	2017	30	8-8-17	70	497	-26.70%
IDO	2016	30	8-8-16	176	1081	
IDO	2017	30	8-8-17	182	1068	-1.20%
HYBRID	2016	30	8-8-16	184	747	
HYBRID	2017	30	8-8-17	250	895	19.81%

Year Projects

Yesterday, the Executive Committee had its annual retreat. Besides learning that snowflakes are hard to draw the committee made a list of projects for the year and reviewed the strategic plan. It's an exhaustive list, and perhaps a bit optimistic given everything else the employees do in a year but I thought I would share it with you to give you a sense of all the various ways that the Executive Team will be attempting to move the College forward in 2017-2018.

- Billing Improvements
- Employee Orientation Improvements
- Position Manuals for every position
- Full Roll Out of EPC – through October and beyond
- Full Roll Out of Assessment Program
- Athletic Scholarships Revamp
- Health/Wellness Activities – Health Insurance Changes
- Guns on Campus Rollout
- Smoking/Tobacco Changes
- HLC Assurance Argument

- Title III Possible
- Master Plans (EMP/FMP) Update/Rewrite
- Northern Concurrent Initiative
- Cyber Security Initiative
- Environmental Scan Process
- Employee Assistant Plan Rollout
- Strategic Plan 2017-2018

Placement Pilot

For the past two years the college has been examining its placement of students in English and mathematics courses. The removal of our main assessment tool, the COMPASS test, due to invalidity has shaken our confidence in high-stakes placement testing as the main or at least the sole methodology for correct student placement.

A committee led by Kyle Bures voted to try a pilot system that will be unique to Kansas community colleges. It removes the ACCUPLACER test (the COMPASS replacement) entirely from the placement system for those students who are in high school now or finished high school less than four years ago. If these students have a 3.25 HS cumulative GPA or better they can take College Algebra and/or English Comp I with no placement test needed.

If they have less than a 3.25 GPA or they have been out of high school for four or more years then they will have to take the full ACT test or the ACCUPLACER. However, we take a step further and use a formula that incorporates HS GPA into consideration as well as the GPA of the curriculum-specific classes, such as their math GPA or their English GPA. So even if they don't make the cut score for ACCUPLACER we factor in four other elements (HS GPA, Math/English GPA, completing the sequence (Alg I, Alg II, Geometry), and years since High School). Those elements change the test score (both up or down) and that helps place them a bit better. Placement in this case is still based on a high-stakes test, but at least we are attempting to make it more valid.

Assessment Pilot Success!

Dr. Robb and Dr. Gardner have launched the new assessment custom program created with Jenzabar this summer using volunteers teaching 17 sections. While there were a few small bugs in the system, overall it was met with much success. One instructor reported that, once set up, this "was the easiest report I have ever put together!" It has been two years of investigation followed by two long years of program development by Sarah and Marie. I am very proud of what they have accomplished! The plan is to fully roll out the system to all sections this fall. Many training sessions are planned at various stages in the semester to various groups of instructors. With this advancement NCCC is back on top as the leader in assessment in our region!

We Are Hiring!

This has been an unusual year for turnover at the college with 23 jobs posted on our website right now with 16 of those fulltime positions. Possibly more jobs will be listed soon as you accepted a large number of resignations tonight. Many of the reasons that folks are moving on are personal in nature such as care of loved one (child and parent), retirement, or following a spouse to a new job. Still others are those moving to a different position, from an office assistant, director or specialist to a fulltime teaching position. It is an extreme year as we attempt to fill many of these jobs. Be looking for more hiring at the next Board meeting. But it does mean in the short run that we will be making due with the folks we have until replacements are found and adequately trained. Please have patience with us as we get more folks on board.

Projects Update

I have asked Ben to give us a project update on the many projects underway at the College.

Here are the changes for this month:

Change Description	Out of Contingency?	Cost	Change to Contingency
Relocate Electrical Transformer per NCCC	Yes	\$ 22,000.00	\$ 22,000.00
ADD two VRF zones to the design for rooms F-8 & F-11 - Per NCCC	Yes	\$ 3,500.00	\$ 3,500.00
Credit for deduct of EMS scope for Server and Laptop	Yes	\$ (3,000.00)	\$ (3,000.00)
Credit to remove the lighting scope from the lecture hall in Stoltz	Yes	\$ (1,983.00)	\$ (1,983.00)
Add 23 additional fixture replacements in the Gym and 18 additional fixture replacements in the Locker Rooms	Yes	\$ 9,500.00	\$ 9,500.00
Rebore electrical after hitting sewer line	Yes	\$ 18,600.00	\$ 18,600.00
Deduct to bring the concrete pad scope under NCCC rather than under ESP sub.	Yes	\$ (6,875.00)	\$ (6,875.00)
Original Contract / Contingency Amount			\$ 66,400.00
Total change to the contract / Contingency amount:			\$ 41,742.00
Revised Contract / Contingency Amount			\$ 24,658.00

Additional changes that will be added once pricing is done:

- Deduct for 11 urinals
- Add for additional zones – noted by me during my walk through
- Add for additional thermostats.

Brian's Travels

Fairly calm month on travels this time!

- August 21 – Vacation Day
- September 1 – Ottawa for First Friday
- September 7, 8, & 9 – COPS Retreat and KACCT Meeting