

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AGENDA

**October 10, 2017 – 5:30 P.M.
Student Union – Room 209**

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Neighborhood Revitalization Program Hearing**
- V. Approval of the Agenda**
- VI. Consent Agenda**
 - A. Minutes from September 12, 2017
 - B. Claims for Disbursement for September 2017
 - C. Revised Job Descriptions - - Director of Academic Advising and Counseling, Director of the Teaching and Learning Center (TLC) – Ottawa Campus, Dean of Student Services and Teaching & Learning Center (TLC) Specialist.
 - D. Personnel: Chair David Peter pulled items 1 and 9 in personnel for separate consideration motioned by Dennis Peters, seconded by Charlie Boaz. Chairman David recused himself.
- VII. Reports**
 - A. Audit Report FY 2016-2017
 - B. Faculty Senate – Andrew Ouellette
 - C. Assessment – Nathan Stanley
 - D. Treasurer – Sandi Solander
 - E. ACCT Reports – Trustees
 - F. President – Dr. Brian Inbody
- VIII. Old Business**
 - A. Resolution 2017-56: Renewal of Neighborhood Revitalization Program with the City of Chanute & County of Neosho
- IX. New Business**
 - A. Resolution 2017-57: Approval of Audit FY 2016-2017
 - B. Resolution 2017-58: Forklift Bids
 - C. Resolution 2017-60: USD 365 – Garnett MOU
 - D. First Reading: Drug Free Workplace Policy Recommendation
- X. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AGENDA

October 10, 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 and Dennis Peters.

Also in attendance were Kerrie Coomes, Dr. Brian Inbody, Brenda Krumm, Neil Phillips, Kent Pringle, Sarah Robb, Angela Rowan, Mike Saddler, Sandi Solander, Nathan Stanley and The Chanute Tribune.

III. PUBLIC COMMENT

There were no speakers.

IV. NEIGHBORHOOD REVITALIZATION PROGRAM HEARING

At this time any resident of Neosho County may comment on the renewal of a Neighborhood Revitalization Plan for Neosho County, Kansas including certain designated areas of the City of Chanute.

V. APPROVAL OF THE AGENDA

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

VI. CONSENT AGENDA

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

A. Minutes from September 12, 2017

B. Claims for Disbursement for September 2017

C. Revised job Descriptions - Director of Academic Advising and Counseling, Director of the Teaching and Learning Center (TLC) – Ottawa Campus, Dean of Student Services and Coordinator of the TLC

Due to the vacancy of the Director of Academic Advising and Testing position, the advising department was reviewed. If the proposal to add counseling onto this current position is

approved, it is imperative that some duties are shifted to other employees at the college. Copies of the job descriptions follows.

1. **DIRECTOR of ACADEMIC ADVISING and COUNSELING** – added counseling duties and removed articulation duties and advisor training duties. Currently accepting applications.
2. **DIRECTOR of The TEACHING and LEARNING CENTER (TLC) – OTTAWA CAMPUS** – Kyle Bures will be the administrator for placement and professional testing for the college. Kyle will also be responsible for developing advisor training for the college as well as additional advising responsibilities related to EX and InsideNC functionalities. Kyle’s salary will increase \$2000.00 per year to reflect the additional responsibilities.
3. **DEAN of STUDENT SERVICES** – Kerrie Coomes, added articulation and transfer duties.
4. **TEACHING & LEARNING CENTER (TLC) SPECIALIST** – Sally Sudja, primary responsibility for student employees and professional tutors, and Library services. Sally’s salary will increase \$500.00 per year to reflect the additional responsibilities.

DIRECTOR OF ACADEMIC ADVISING AND COUNSELING

Reports to: Dean of Student Services
Classification: Full-time, 12-month Employee
Pay Status: Academic Administrator, Exempt
Fringe Benefits per Board Policy
Starting Salary Range: \$45,000-\$55,000
Revised: October 2017

This position is responsible for the coordination of advising, placement, and assists with retention and completion functions for the college. This position will work directly with other Student Learning Division areas to implement a comprehensive advising and learning center program for the college.

Essential Functions

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

Duties and Responsibilities

Primary duties

1. Responsible for developing, implementing, and assessing a college-wide comprehensive academic advising program that addresses resources and needs for all students.
2. Advise new and current undecided students; serve as the primary advisor for new students during their initial orientation advisement period and assist them with registration.
3. Oversee the LMS and student information database for Advising to include Advising features and necessary configurations, as well as researching future enhancements to improve Advising functionality.
4. Assign advisors to students on the Chanute and online campuses; review and consult on advising assignments; serve as a resource for faculty and staff advisors.
5. Oversee advisor education and certification as well as ongoing training and development and advising assessment at both the individual and program level; serve as a resource for faculty and staff advisors.
6. Provide personal, career, and academic counseling to all students; promote prevention and awareness programming (i.e., dating violence, substance abuse, etc.).
7. Develop and maintain career exploration programs and provide resources to faculty, staff and students through both print and electronic formats (i.e.: web pages, degree check sheets, program guides, advising newsletter).
8. Provide support to the Chapman Learning Center with supervision of staff, assessment of center effectiveness, and engagement with students, faculty and staff related to services to be provided through the Center.
9. Assist the Coordinator of the TLC with administration of testing and appropriate course placement.
10. Assist with transition activities for GED students when applicable.
11. Monitor and maintain both the advising and the developmental lab budgets.

Registration Support

1. Assist the Dean of Student Services in performing preliminary and final degree checks for all graduates.

Retention

1. Assist with effort to increase the number of students who achieve their personal goal in a stated amount of time.
2. Assist with enrollment days/activities, and other student retention activities on campus;
3. Implement the Early Academic Warning System.
4. Perform other miscellaneous duties as assigned by the Dean of Student Services.

Required Knowledge, Skills and Abilities

1. Demonstrated ability to learn and disseminate detailed information using a high level of interpersonal skills.
2. Sensitivity to, and awareness of, confidential materials.
3. Ability to work effectively with diverse populations.
4. High level of organizational and coordinating skills.
5. Ability to establish rapport with students and staff.
6. Ability to exercise sound judgment.
7. Willingness and ability to work as a member of a team.
8. Must possess a service mentality toward students, parents, faculty and other staff members.

Education and Experience

- Licensed professional counselor (or in progress).
- 1-3 years of experience in student services preferred

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. Occasional evening hours required.
3. No or very limited physical effort required.
4. No or very limited exposure to physical risk.

Non-Discrimination

The current non-discrimination policy can be found at:

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

DIRECTOR of The TEACHING and LEARNING CENTER (TLC) – OTTAWA CAMPUS

Reports to: Dean for the Ottawa and Online Campuses

Classification: Administrator, full-time

Starting Salary Range: \$30,000 - \$33,000

Fringe Benefits per Board Policy

Created: October 2017

This position provides leadership for the Teaching & Learning Center and coordinates support services offered to help Ottawa and Online students be successful in academic endeavors and reach their educational goals. In addition, this position works closely with the Director of Academic Advising and Counseling, Developmental Lab Coordinator, Director of Adult Basic Education, and the Dean of Student Services. This position assists the Dean for the Ottawa and Online Campuses in all aspects of safety and security related to the Emergency Action Plan.

Essential Functions:

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

Primary duties:

1. Oversee all day, evening, and weekend programs, functions and activities of the TLC including but not limited to testing, as well as tutoring for all subject areas.
2. Supervise all TLC staff positions, including scheduling, holding TLC staff meetings, etc. Coordinate with TLC assistant to provide campus events (speakers, celebrations, workshops, etc.) throughout academic year; collaborate with student clubs and organizations to provide opportunities for student engagement.
3. Serve as the college-wide administrator for all professional and placement testing as well as proctored exams for students at the Ottawa Campus.
4. Advising responsibilities to include:
 - a. Advise new, undecided, and at-risk students; serve as the primary advisor for new students during their initial orientation advisement period and assist them with registration.
 - b. Develop college-wide advisor training that includes both initial and ongoing components that lead to advisor certification. Training will be delivered in coordination with the Director of Academic Advising and Counseling.
 - c. Assign advisors to students on the Ottawa and Online campuses; review and consult on advising assignments; serve as a resource for faculty and staff advisors.
 - d. Develop and promote awareness of advising options for distance students.
 - e. Management of LMS and student information database components for advising to include advising features and necessary configurations, as well as researching future enhancements to improve advising functionality.
5. Coordinate the semester developmental education class schedule in a way that will enhance the delivery of developmental education and ensure that program performance is being met and students are successful. Hire and supervise adjunct instructors for developmental education sections.
6. Develop and implement all developmental education programs specific to the needs of a diverse Ottawa campus student population, including but not limited to, mandatory tutoring.
7. Coordinate with the Dean for the Ottawa and Online Campuses and the Director of Financial Aid to oversee the service scholarship program for the Ottawa Campus, including promoting awareness of the program and providing the student employee orientation.
8. Monitor and maintain the Teaching and Learning Center budgets.
9. Perform other duties as assigned by the Dean for the Ottawa and Online Campuses.

Required Knowledge, Skills and Abilities:

1. Must possess a service mentality toward students, parents, faculty and other staff members.
2. Willingness to lead and work as a member of a variety of teams.
3. Detail oriented, with strong organizational skills and the ability to manage a number of tasks simultaneously.
4. Demonstrated ability to work with confidential information in a professional manner.
5. Demonstrated ability to learn and disseminate detailed information using a high level of interpersonal skills.
6. Ability to exercise sound judgment.
7. Ability to work effectively with diverse populations and establish rapport with students and staff.

Education and Experience:

1. Bachelor's degree required, Masters preferred; either to be in discipline related to position.
2. Experience working within a higher education environment, community college experience preferred
3. 1-3 years of experience working with student services, developmental students, and/or in library operations preferred.

Working Conditions:

1. Normal office working environment.
2. Ability to sit for long periods while operating a personal computer is required.
3. Some travel during normal working hours may be required.
4. Time commitment in excess of a forty hour week will sometimes be required

Non-Discrimination

The current non-discrimination policy can be found at:

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

DEAN OF STUDENT SERVICES

Reports to: Vice President for Student Learning
Classification: Full-time, 12-month Employee
Pay Status: Senior Administrator, Exempt
Fringe Benefits per Board Policy
Starting Salary range \$50,000-\$65,000 (salary not updated)
Revised: January 2017

This position reports to the Chief Academic Officer and is responsible for the leadership of the College's student services and programs in accordance with board policy. The dean shall develop and implement programs and services that support the success, safety, and personal development of all students, as well as enrollment management units and their interaction with other units of the College. The Dean of Students works closely with administrators and faculty. 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. Serve as the Chief Student Affairs Officer for the institution.
2. Work with the Vice President for Student Learning to ensure formal and informal communication of projects, opportunities, and concerns related to unit performance and impact related to the college purposes linked to enrollment management services, including.
3. Oversee the administration of student disciplinary and code of conduct issues per College policies in collaboration with the Director of Residence and Student Life. This includes appropriate investigation and resolution of incidents and situations.
4. Provide leadership and coordination in the assessment of out-of-classroom learning for all students, including student/community involvement and participation.
5. Ensure that students are made aware of and have access to information and guidance to college and community support services as appropriate.
6. Prepare and execute/monitor budgets in the student services area.
7. Oversee that the unit carries out board policy in regard to student discipline and student conduct with authority delegated by the board to administer a fair and just disciplinary program.
8. Serve as deputy Title IX coordinator for student investigations;
9. Attend college events to show support for students as time permits.
10. Support personnel at the Ottawa Campus, the Online Campus, and other sites as necessary with appropriate student services and activities.
11. Facilitate good communication between student services units and the rest of the college.
12. Collaborate with the Vice President for Student Learning and other personnel (as appropriate) to survey students and research possible new student service programs that have the potential to benefit the college's growth and mission.
13. Assist directors of registration, financial aid, residence and student life, admissions, advising and testing, counseling, I, and international students with budget/resource management, personnel decisions and actions, and intra-unit coordination.
14. Provide project management within the units identified above to ensure appropriate oversight to enhance effectiveness and efficiency processes which increase data accuracy, unit performance, and reinforce commitment of constituent relations.
15. Serve as the primary liaison for Enrollment Management with Institutional Research & Reporting.
16. Enhance use of the college's data management system related to student services including coordinating

of training opportunities for staff, with an emphasis on identifying and evaluating emerging trends, issues, and best practices that may enhance retention and completion through enrollment management functions;

17. Provide leadership in the development, implementation, and evaluation of a comprehensive student services plan with the primary goal of strengthening the college's capacity to effectively manage quality of service to students which captures and embeds the philosophy and commitment of "students first" with staff;
18. Ensure effective communication and collaboration within the units and with external units of the college and/or community stakeholders for appropriate projects;
19. Data entry, as assigned, to support other enrollment management units, with an emphasis on degree audits, registration, and financial aid;
20. Cross-train to support efficiency of operations with offices housed in administrative unit;
21. In conjunction with institutional research, provide department, demographic, enrollment, and other general survey/report information as needed.
22. Work with the Vice President of Student Learning and other personnel (as appropriate) to enhance student services related to academic and career counseling.
23. Conduct annual in-service meetings with student services staff to provide uninterrupted time to develop new concepts, address on-going concerns, communicate accomplishments, and build team spirit.
24. Establish strong relationships within the community through speaking engagements, personal involvement within the community, increased use of public relations, and integration of student and community activities.
25. Coordinate with staff for the publication of student handbook and other related written materials.
26. Coordinate Move In Day activities.
27. Serve as an active member or chair of campus committees as assigned.
28. Assist with articulation initiatives, primarily as a resource person, to optimize agreements at both the secondary and postsecondary levels, and maintain a current library of transfer information and assist students with the transfer process.
29. Oversee and implement compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008.
30. Perform other duties as assigned by the Vice President for Student Learning.

Required Knowledge and Education

- Supervision of staff within a student development department, preferably at a community college.
- Evidence of oral and written communication skills and strong computer skills.
- Master's degree in related discipline, such as higher education, counseling, or student personnel, with 5-7 years of student service experience, with progressive leadership roles.
- Doctoral degree preferred.
- A minimum of 5 years of supervisory experience in an academic institution is required.

Working Conditions

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. Some travel during normal working hours will be required.
4. Time commitment in excess of a forty hour week will sometimes be required.

Non-Discrimination

The current non-discrimination policy can be found at:

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

TEACHING & LEARNING CENTER (TLC) Specialist

Reports to: Director of the Teaching & Learning Center

Classification: Full-time, 11-month Employee

Pay Status: Academic Management Support, Exempt

Fringe Benefits per Board Policy

Salary Range: \$20,000 - \$22,000

Created: October 2017

This position provides daily support for students and faculty in the Teaching & Learning Center and assists with support services offered to help Ottawa students be successful in academic endeavors and reach their educational goals. In addition, this position works closely with the Coordinator of Library Services and the Developmental Lab Coordinator.

Essential Functions

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

Primary Duties

Duties of this position include, but are not limited to:

1. Responsible for administering TLC activities during day or evening hours, or in the absence of the Director, including opening and closing of the TLC.
2. Complete up to 6 credit hours of teaching duties per semester, limited to remedial courses (0 level).
3. Provide academic advising to new and current students.
4. Assist with placement and professional testing for new and current students.
5. Assist with test proctoring, including scheduling and administering proctored tests, and organization and entry of testing materials and data.
6. Supervise all part-time TLC staff positions (service scholarship, peer/professional tutors); including hiring, scheduling and professional development.
7. Provide library services to students, instructors, staff, and other patrons of the Learning Center as needed, providing guidance in using the learning materials in the general collection, automated catalog and electronic databases.
8. Process instructor requests for materials from Southeast Kansas Academic Librarians Council and Coordinate the delivery of services for Interlibrary Loans for the Ottawa campus to students, faculty and staff.
9. Coordinate the shelving of library materials and periodically checking library shelves for correct order.
10. Produce student identification cards as needed.
11. Maintain campus signage, excluding those maintained by maintenance and the Administrative Center.
12. Provide tours of the TLC to students and the general public as needed.
13. Coordinate campus events (speakers, celebrations, workshops, etc.) throughout academic year; collaborate with student clubs and organizations to provide opportunities for student engagement.
14. Perform other duties as assigned by the Director of the Teaching and Learning Center.

Required Knowledge, Skills, and Abilities

1. Experience working in an educational or group setting, and in interacting with the public.
2. Strong organization skills, with a demonstration of a high degree of attention to details.

3. Demonstrated ability to manage a number of tasks simultaneously.
4. Demonstrated ability to work effectively with diverse populations.
5. Willingness to work as a team member.

Education and Experience

1. Bachelor's degree required.
2. One or two years of previous work experience required. Work experience in an educational or library setting preferred.

Work Conditions

1. Working in a setting that changes continuously with a large amount of interaction with students and the general public.
2. Occasional scheduled alternative hours during a typical work week (other than 8 am – 5 pm).
3. Limited physical effort required, lifting up to 20 pounds.
4. Very limited exposure to physical risk.

Non-Discrimination

The current non-discrimination policy can be found at:

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

Personnel

1. Request for Early Retirement

It was the president's recommendation that the Board accept the resignation of Steve Crawford, maintenance department. His resignation shall be December 31, 2017.

2. Resignation of STARS Transfer/Career Advisor

It was the president's recommendation that the Board accept the resignation of Angela Lisle, STARS Transfer/Career Advisor. Her resignation will be September 29, 2017.

3. Resignation of Maintenance - Ottawa

It was the president's recommendation that the Board accept the resignation of James Berbaum, Maintenance – Ottawa. His resignation will be October 18, 2017.

4. Resignation of STARS Student Support and Data Specialist

It was the president's recommendation that the Board accept the resignation of Lindsey Donovan, STARS Student Support and Data Specialist, pending her appointment of STARS Transfer/Career Advisor.

5. STARS Transfer/Career Advisor

It was the president's recommendation that the Board approve the employment of Lindsey Donovan as the STARS Transfer/Career Advisor. Ms. Donovan has an A.S. from Neosho County Community College; and a Library Information Technology Certificate from Mesa Community College.

Ms. Donovan has been employed by NCCC since July of 2014. She was first employed as a part time library clerk and most recently as the STARS Student Support & Data Specialist.

Ms. Donovan will be paid an annual salary of \$28,500.00 (Academic Management Support), with a \$2000.00 increase upon completion of her bachelor's degree. Beginning October 11, 2017.

6. Part-Time ABE Instructor in Pittsburg

It was the president's recommendation that the Board approve the employment of Veronica Polak as Part-Time ABE Instructor in Pittsburg. Ms. Polak has a BS from Pittsburg State University.

Ms. Polak prior work experience includes Tech Coordinator/IT/Teacher at Corpus Christi Catholic School, Substitute Teacher at USD 250, Pittsburg, KS. and Circ. Assistant at Axe library, Pittsburg, KS.

Ms. Polak will be paid an annual salary of \$15,600.00 (Academic Management Support) beginning October 11, 2017.

7. Part-Time ABE Instructor in Fort Scott

It was the president's recommendation that the Board approve the employment of Blake Cochran as Part-Time ABE Instructor in Fort Scott. Mr. Cochran has a Math-Education from McMurry University and Northwest Oklahoma State University.

Mr. Cochran's prior work experience includes Student Assistant for Basketball Coach and Campus Tutor at McMurry University.

Mr. Cochran will be paid an annual salary of \$15,600.00 (Academic Management Support) beginning October 11, 2017.

8. RSVP Director

It was the president's recommendation that the Board approve the employment of Sandra Haggard as RSVP Director. Ms. Haggard has a BS from NWMSU, Maryville, MO. and a Masters from Prescott College, Prescott, AZ.

Ms. Haggard prior work experience includes Paraprofessional at ANW Special Education Cooperative, Humboldt, KS. English Lecturer at Meiho University, Taiwan. Middle School English at Morrison Academy, Taiwan.

Ms. Haggard will be paid an annual salary of \$31,000.00 (Administration) beginning October 11, 2017.

9. Accounting Specialist

It was the president's recommendation that the Board approve the employment of Kasie Elder as Accounting Specialist. Ms. Elder has a Master's in Business Administration, Bachelor's in Business Administration and a minor in Public Relations from Pittsburg State University.

Ms. Elder's prior work experience includes Graduate Teaching Assistant, Student Assistant at Pittsburg State University and Sales Associate at Jenny's Flower Shoppe.

Ms. Elder will be paid \$13.50 an hour (Level 5) beginning October 11, 2017.

10. Administrative Assistant to the Division Chairs, Faculty and Assessment Coordinator

It was the president's recommendation that the Board approve the employment of Rita Morton as Administrative Assistant to the Division Chairs, Faculty and Assessment Coordinator. Ms. Morton has a Production Art Certification from Wichita VO-Tech School. I-Care and Front Desk Certification from Best Western International Online University.

Ms. Morton's prior work experience includes Insurance Clerk/Lab Tech at Parsons Eye Clinic. And Front Desk Reception at Best Western Parsons Inn.

Ms. Morton will be paid \$11.00 an hour (Level 3) beginning October 11, 2017.

11. Assistant Athletic Trainer

It was the president's recommendation that the Board approve the employment of Anthony Vidali as Assistant Athletic Trainer. Mr. Vidali has a Bachelor of Science in Athletic Training from University of Kansas, Lawrence, KS.

Mr. Vidali was previously employed as Head Athletic Trainer by Premier Physical Therapy, Dover, DE.

Mr. Vidali will be paid at MS, Step 2 (\$34,092.00). His start date will be October 11, 2017.

VII. REPORTS

- A. Audit Report FY 2016-2017 – Neil Phillips reported on the Independent Auditor’s Report and Financial Statements with Supplementary information for the Year Ended June 30, 2017.
- B. Assessment – Nathan Stanley reported on the Fall 2017 Report on Assessment. See attachment.
- C. Treasurer – Sandi Solander gave a treasure’s report. Revenue for the month of September was \$4,129,142.25 and disbursements were -\$4,187,126.72. See attachments
- D. ACCT Reports – Charlie Boaz, David Peter and Dr. Inbody reported on the ACCT Conference they attended in Las Vegas September 25th – 28th.
- E. President – Dr. Brian Inbody gave his president’s report. See attachment.

VIII. OLD BUSINESS

A. Renewal of Neighborhood Revitalization Program with the City of Chanute and County of Neosho

At the September 12, 2017, meeting the Trustees approved renewing the college’s support of the Neighborhood Revitalization Program with the City of Chanute and County of Neosho through December 31, 2018, and that notice of a public hearing to hear and consider public comment on the Neosho County Community College Neighborhood Revitalization Plan be published in the official city newspaper at least once each week for two consecutive weeks prior to the hearing to be held on October 10, 2017. The Neighborhood Revitalization Interlocal Agreement with the Board of County Commissioners of Neosho County, Kansas was approved for execution and delivery, and a similar agreement with the City of Chanute was also authorized if necessary.

Resolution 2017-56

RESOLVED, that pursuant to the authority provided in K.S.A. 12-17, 114 et seq. the Board of Trustees of Neosho County Community College, after a public hearing was held on October 10, 2017 at 5:30 p.m. to hear and consider public comment on the Neosho County Community College Neighborhood Revitalization Plan, approves and does hereby renew the college’s support of the Neighborhood Revitalization Program with the City of Chanute and County of Neosho through December 31, 2018, and for that purpose adopts and renews the Neosho County Community College Neighborhood Revitalization Plan.

The real property described in Part 1 of the Neosho County Community College Neighborhood Revitalization Plan that incorporates both the Neosho County, Kansas Neighborhood Revitalization Plan dated February 3, 2017 and the City of Chanute, Kansas Neighborhood Revitalization Plan dated July 28, 2017 by reference is designated as the Neighborhood Revitalization Area. The following conditions exist within the area: 1) a predominance of buildings which, by reason of dilapidation or obsolescence, are detrimental to public health, safety and welfare; 2) a substantial number of deteriorating structures which impair the sound growth of the County and the City, retards the provision of housing and constitutes an economic liability and 3) a predominance of buildings which, by reason of age, history or architecture, are significant and should be restored to productive use, and finds that the rehabilitation, conservation and redevelopment of said area is necessary to protect the health, safety and welfare of the residents of Neosho County, Kansas and the City of Chanute, Kansas.

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

IX. NEW BUSINESS

A. Approval of Audit FY 2016-2017

It is the policy of the Board of Trustees to require that all college accounts be audited at any time the Board of Trustees so desires, but in any event to be audited annually. This shall include the accounts of the Board of Trustees and college agency or auxiliary accounts. The College's auditors have completed the annual audit for fiscal year 2016-2017.

The results of the audit were presented earlier. It is my recommendation that the board approve the audit report as presented.

Resolution 2017-57

RESOLVED, that the Board of Trustees of Neosho County Community College approves the audit report for fiscal year ending June 30, 2017.

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

B. Approval of FORKLIFT BID

The College must lease or borrow equipment on a regular basis to assist with maintenance and operation of our facilities. One of the main pieces of equipment the College borrows is a forklift. Forklifts are not available to rent locally; therefore, maintenance must borrow the lift from the welding program.

Both the welding program and the Chanute Campus maintenance staff need access to a forklift on a regular, almost daily basis, often at the same time. With the welding program based off-campus, constant borrowing and returning of the forklift wastes worker time. Additionally, the type of forklift currently operated by the welding program will not always meet the many varied needs of the maintenance staff. A lift of greater capabilities, in terms of larger load limits and height, would serve them better. It was clear to the administration that a second forklift was needed, one specifically for the maintenance department.

As such, bid specifications were developed for a new or used 3-stage lift with pneumatic tires and minimum 5000 pound lift capacity. Notification was made in the local paper and the following vendors were invited to bid:

- Berry Material Handling
- Discount Forklifts
- Foley Equipment
- Kansas Forklift
- SBH Forklifts
- Weise Forklifts

The following bids were received:

Company	Forklift	New/ used	Hours	Meets specs	Warranty	Price*
Discount Forklift ¹	1996 Cat FG25B	Used	4400	Yes	As is	\$13,250
Discount Forklift ¹	2017 Octane FY25BCS	New	3	Yes	After market	\$23,000
Discount Forklift ²	1996 Cat FG25B	Used	4372	Yes	As is	\$13,250
Discount Forklift ²	2017 Octane FY25BCS	New	3	Yes	After market	\$25,015
Kansas Forklift	2003 Nissan PJ02	Used	2213	Yes	30 days	\$15,000
Kansas Forklift	2017 Heli CPDY25	New	0	Yes	Two years	\$22,950

¹First bid submitted by Discount Forklift

²Second bid submitted by Discount Forklift

*Includes delivery

After review of the bids with the Vice President for Operations and Director of Facilities, we recommend the board accept the alternate bid from the Kansas Forklift for the purchase of a new 2017 Heli CPDY25 forklift for \$22,950.00 including delivery. Funding for the purchase will come from the maintenance department equipment fund.

Resolution 2017-58

RESOLVED, that the Board of Trustees of Neosho County Community College approves the purchase a 2017 Heli CPDY25 forklift from the Kansas Forklift for \$22,950.00 delivery.

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

INSTRUCTIONS TO BIDDERS
Forklift Bid
FOR NEOSHO COUNTY COMMUNITY COLLEGE
CHANUTE, KANSAS

All bids must be submitted in a sealed envelope marked “Forklift Bid” to:

Sandi Solander, CFO
Neosho County Community College
800 West 14th Street
Chanute, Kansas 66720

before 5:00 PM, CST, Wednesday, October 4, 2017, addressed and marked proposal for “**Forklift Bid for Neosho County Community College, Chanute, Kansas**” and shall bear the name of the bidder. Bids will be opened in the Student Services Office, Neosho County Community College (NCCC), 800 West 14th Street, Chanute, Kansas, 66720 and publicly read. We anticipate that a recommendation on the bids will be made to the NCCC Board of Trustees at the board meeting at 5:30 p.m. on Tuesday, October 10th, 2017 in Room 209 of the Student Union on the Chanute campus. The NCCC Board of Trustees reserves the right to reject any or all bids and waive any informalities in the bidding.

DISCREPANCIES: Should a bidder find discrepancies in, or omissions from bid documents, or should he/she be in doubt as to their meaning, he should at once notify Kyle Seufert, (Phone: 316-377-8911), who will send written instruction to all bidders. All addenda or bulletins issued by NCCC for the instruction to bidders are to be incorporated in proposal and will become a part of the contract documents.

Base Bid – 3-stage pneumatic tire, 42” forks, LP gas, minimum 5000 pound lift capacity, sit-down fork lift, maximum 7000 hours, used condition. Equipment must be ready for immediate delivery. Delivery to address above included in bid price.

Alternate Bid – 3-stage pneumatic tire, 43” forks, LP gas, minimum 5000 pound lift capacity, sit-down fork lift, new condition. Equipment must be ready for immediate delivery. Delivery to address above included in bid price.

Bidder must include pictures of the forklift and hours meter for each piece of equipment bid.

All of the above factors will be taken into account during evaluation of the bids, price being only one such factor. The NCCC Board of Trustees reserves the right to reject any or all bids.

Bid Form

Forklift Bid
Neosho County Community College
800 West 14th St.
Chanute, KS 66720

We hereby submit our bid for the forklift at Neosho County Community College. All bid specifications and instruction to bidders are incorporated with this bid.

Base Bid: Used forklift as specified above. \$ _____
_____ dollars

Alternate: New forklift as specified above \$ _____
_____ dollars

Bid is to include:

- 1) Any warranty information should be clearly specified.
- 2) Any deviations from above specifications should be clearly noted.

Bidder must sign below and return this document with bid indicating agreement with specifications and terms as stated above. Bidder agrees to hold said equipment at bid price until October 11, 2017. We anticipate that a recommendation on the bids will be made to the NCCC Board of Trustees at the board meeting at 5:30 p.m. on Tuesday, October 10th, 2017 in Room 209 of the Student Union on the Chanute campus.

I have read and understand the terms and specifications of the request for sealed bid above and will comply such terms and specifications.

Company Name (printed)

Individual Name (printed)

Individual Name (signed)

Date

C. USD 365 MOU

Following is the proposed MOU with USD 365 – Garnett for the 2017-18 academic year. This MOU allows the institutions to continue their strong partnership with career and technical education. It is my recommendation that the Board approve the MOU with USD 365.

Resolution 2017-60

RESOLVED, that the Board of Trustees of Neosho County Community College approves the MOU with USD 365.

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

GARNETT USD 365/ NEOSHO COUNTY COMMUNITY COLLEGE
Memorandum of Understanding

2017-2018 School Year

INTRODUCTION

This document is a binding memorandum of understanding between Garnett USD 365 and the Neosho County Community College. The intention of this memorandum is to develop the framework for establishing and maintaining a governance structure and delivery model for providing, but not limited to, technical education programs to secondary students served by the school district. This agreement does not cover all issues pertinent to the formation/operation/dissolution, but it does describe an agreed-upon set of principles for its operation. The goal of this agreement is to maximize the efficiency and effectiveness of technical training, and other courses/services agreed upon to meet school district and community needs. Reference to “students” for purposes of this Memorandum shall refer only to Anderson County Public School students enrolled in CTE or other mutually agreed to courses/programs.

POINTS OF UNDERSTANDING

1. Neosho County Community College will administer and retain day-to-day responsibility for technical and other agreed to education programs located at Harris Vocational Building in the areas of Construction Technology, Welding, and Health Occupations. Garnett USD #365 agrees to provide support of the programming in a cooperative effort with Neosho County Community College.
 - 1.1. Neosho County Community College will prepare and submit an annual budget based upon anticipated enrollment and annual per student fees for the CTE programming eligible for Senate Bill 155 (and any amendments thereto) funding. The annual per student fee shall be for a concurrent enrollment student. Other concurrent student enrollment charges will be the responsibility of the students unless otherwise negotiated with the school district. Non-concurrent students are responsible for their tuition and fees. This annual budget will be presented to Garnett USD #365 for approval two weeks after anticipated enrollment numbers are obtained from USD365.
 - 1.2. “Anticipated enrollment” will be the estimated enrollment based information provided by the Garnett USD #365 personnel. Actual student enrollments will be certified by October 30 for the Fall semester and by March 30 for the Spring semester.
 - 1.3. Garnett USD #365 financial support of the CTE will be budgeted annually, at the discretion of the Anderson County Public School’s Board of Education, based upon the status of Senate Bill 155 (and amendments thereto) and the following:
 - 1.4.1. Estimated cost per student enrollment provided for above. Payment to Neosho County Community College shall be based upon the certified enrollment.
 - 1.4.2. Program Costs will be adjusted based upon Garnett USD #365 certified enrollment in the program on October 30 for the Fall semester and March 30 for the Spring semester.
 - 1.4.3. Special costs to accommodate Garnett USD #365 students pursuant to ADA or IDEA shall be the responsibility of Garnett USD #365.
2. The number of seats in each individual program will be as determined jointly by Garnett USD #365 and Neosho County Community College.
 - 2.1. The seats in each individual program will be allocated by Garnett USD #365. The first opportunity for seats will go to USD #365 students.
 - 2.2. Garnett USD #365 will be responsible for assigning students to its allotment of seats. Garnett USD #365 will notify Neosho County Community College as such assignments are made.
3. Neosho County Community College will be responsible for the development and revision of specific program curriculum based upon direction provided by Garnett USD #365, the advisory

board for each program, and the Kansas Board of Regents. Following the development and revision of program curriculum with input as stated, this information will to be presented to Garnett USD #365. Neosho County Community College will collaborate with Garnett USD #365 to fulfill and respond to KSDE requirements for reporting, auditing, and Program Review documentation to maintain each program's approval for funding.

3.1. Special Projects. Any Special Projects agreed to by Neosho County Community College and Garnett USD #365 shall be set forth in attached "Special Project Addendum(s)" describing the project(s) and the estimated costs therefore.

3.1.1. Special Project costs shall be set forth separately as part of any annual budget presented pursuant to 1.1 above so that it may be approved or disallowed separately from the budget presented based upon anticipated enrollment.

3.1.2. If a Special Project is approved, it shall be subject to all terms set forth in this Memorandum of Understanding except as specifically agreed otherwise in writing.

3.1.3 The Special Project Budget, if applicable, will be submitted to Garnett USD 365 by May 21st.

4. Neosho County Community College will follow the Garnett USD #365 school calendar for these CTE programs.
5. Neosho County Community College will be responsible for the staff development needs/schedule of employees assigned to these CTE programs.
6. Operation of these CTE programs will be administered by policies and procedures as approved by the Neosho County Community College Board of Trustees.
7. Garnett USD #365 representative, on behalf of each student, shall provide documents required to satisfy regulatory reporting requirements and to assure any necessary reasonable accommodations that may be needed are provided. Notification as to individual student health issues that may affect their performance/safety are also governed by this policy.
8. The Anderson County Junior Senior High School Student Code of Conduct will be used for all student-related matters and NCCC administration will be made aware of the circumstances, except for the following which shall be governed exclusively by the Neosho County Community College Code of Student Conduct: Grade Appeal; Academic Integrity; Neosho County Community College students that are not Anderson County High Schools students.
9. Garnett USD #365 will provide at no cost a portion of the facility, known as the Vocational Building, located at 315 Walnut (Sam Harris Vocational Building) to Neosho County Community College adequate for the academic school year enrollment for concurrent enrollment classes. It is acknowledged that Neosho County Community College will need to use the facility for classes that are not concurrent enrollment classes, and Garnett USD #365 and Neosho County Community College agree to enter into negotiations in good faith to arrive at a separate agreement for such use.
10. Neosho County Community College will notify USD 365 of summer and evening course offerings at the time the schedule is developed.
11. Garnett USD #365 agrees that all Garnett USD #365 property housed within the CTE program facilities and currently used by Neosho County Community College in connection with providing vocational programming will remain in place for the upcoming school year. Neosho County Community College agrees that all real and personal property owned by the NCCC will remain in place in the program for which it was purchased for the upcoming school year.
12. Instructor absences will be handled in the following manner:
 - 12.1. If either entity, NCCC or USD 365, requests the instructor to be absent from teaching for a specific event, such as training, state meetings, or inservice, the cost of the absence shall be borne by the entity requesting the absence.

- 12.2. Regular absences, such as sick leave, bereavement, or personal days, up to a total of 5 will be covered by USD 365. Regular absences are those approved absences identified in the NCCC Negotiated Agreement.
 - 12.3. Absences beyond 5 become the responsibility of NCCC.
 - 12.4. The district office will be notified if instructors are out of class on college business.
 - 12.5. Travel to State and National competitions will count toward the days covered in 12.2.
13. Garnett USD #365 will enter into a Service Contract with Neosho County Community College as required by state law. The Contract will be of three-year duration and may be renewed annually thereafter.

The parties whose signatures appear below agree to this memorandum of understanding in principle. It is recognized by both parties that the terms of this agreement are binding, and may be reviewed annually at the time of budget approval.

Neosho County Community College

Date

 The Board of Education of
 Unified School District 365
 (Anderson County Public Schools)

 Date

A Special Projects Addendum (check one):

Is attached and incorporated herein.

Is not attached.

D. Drug Free Workplace Policy Recommendation (First Reading)

Review of the Drug Free Workplace policy prompted a clarification to the policy. Vehicles are considered College property and therefore covered under the policy. This revision would allow alcohol to be transported in College vehicles with the written prior approval of the President. A copy of the revised policy follows.

This is a first reading. No action will be taken until the next board meeting.

Drug Free Workplace

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees on the property of NCCC or as part of any of the activities of the college is strictly prohibited. College vehicles are covered under this policy. Alcohol may not be transported in any College vehicle without the express written prior approval of the President. Students who violate this policy will be reported to the appropriate law enforcement officials and are subject to the following: probation, suspension, or expulsion depending upon the severity of the offense.

Students subject to these penalties will be afforded due process. In addition to the above sanctions, a student may be required to meet with a campus counselor. A student may be required to complete a drug or alcohol abuse education or treatment program as a condition of continued enrollment. The cost of completing such a program will be the responsibility of the student.

As a condition of employment, employees will notify the institution of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Employees of the college who violate this policy will be reported to the appropriate law enforcement officials and are subject to the following:

1. Short-term suspension with pay;
2. Short-term suspension without pay;
3. Long-term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program; or,
5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the college to take any other disciplinary action which is provided for in college policies or the negotiated agreement. If an employee should enter a drug education or rehabilitation program, the cost of such program will be the responsibility of the employee.

In order to ensure that students and employees of the college are aware of the standard of conduct established by this policy, the sanctions for violation of that standard, the health risks associated with drug and alcohol use and abuse, the legal sanctions for unlawful possession and distribution of illicit drugs and alcohol, and the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available in the area for employees and students, the following documents will be distributed to all employees, including part-time and adjunct faculty, and all students.

1. A copy of this policy;
2. A document which describes the applicable legal sanctions under local, state and federal law for the unlawful possession or distribution of illicit drugs and alcohol;

3. A document which describes the health risks associated with the use of illicit drugs and the abuse of alcohol; and,
4. A document which lists the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available to employees or students.

This program will be reviewed biennially by an appropriately appointed committee. The purpose of the review will be to determine the effectiveness of the program, to recommend the implementation of changes in the program, and to ensure that the sanctions are consistently enforced. The review committee will make its findings and recommendations in a written report which will be presented to the board of trustees for its consideration.

X. Adjournment

On motion by Dennis Peters and second by Charlie Boaz the meeting adjourned at approximately 7:30 pm.