

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AGENDA

**June 12, 2018 – 5:30 P.M.
Student Union – Room 209**

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
 - A.
- IV. Approval of the Agenda**
- V. Consent Agenda**
 - A. Minutes from May 8, 2018
 - B. Claims for Disbursement for May 2018
 - C. Applied Science Division Chair Appointment
 - D. Job Description – Safety Officer
 - E. Title IX Coordinator from VP for Operations to VP for Student Learning
 - F. MOU with USD 290
 - G. Personnel
- VI. Reports**
 - A. Faculty – Andrew Ouellette
 - B. KACCT Report – Dennis Peters
 - C. Treasurer – Sandi Solander
 - D. President – Dr. Brian Inbody
- VII. Old Business**
 - A.
- VIII. New Business**
 - A. Resolution 2018-20: Property and Casualty Insurance Renewal
 - B. Resolution 2018-21: Health Insurance Renewal
 - C. Resolution 2018-22: Dental Insurance Renewal
 - D. Resolution 2018-23: Accounts Receivable Write Off
 - E. Resolution 2018-24: Bid for Vehicle Fleet
 - F. Resolution 2018-25: Bids for Ottawa Grounds Keeping
 - G. Resolution 2018-26: 2018-2019 Student Handbook
 - H. Resolution 2018-27: 2018-2019 College Catalog
 - I. Resolution 2018-28: Emergency Chief Executive Succession Plan
 - J. Executive Session: negotiations
 - K. Resolution 2018-29: Approval of the 2018-2019 PEA Negotiated Agreement
 - L. Executive Session – Employee Matters
- IX. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

**June 12, 2018 – 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: Kerrie Coomes, Dr. Brian Inbody, Kent Pringle, Kerry Ranabargar, Sarah Robb, Angela Rowan, Jon Seibert, Ben Smith, Sandi Solander, Jonathan Hale and The Chanute Tribune.

III. PUBLIC COMMENT

IV. APPROVAL OF THE AGENDA

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

V. CONSENT AGENDA

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

A. Minutes from May 8, 2018

B. Claims for Disbursement for May 2018

C. Applied Science Division Chair Appointment

Every two years the board policy appoints the Division Chair for two divisions, Applied Science and Liberal Arts. Nominations are sought by faculty in the respective division. From that list the President selects the chair. This year the president selected Luka Kapkiai for years 2018-2019 and 2019-2020. The Liberal Arts Division Chair will be selected next year.

D. Safety Officer from 11-month to 12-month

The Director of Facilities and Vice President for Operations recommend changing the Safety Officer, Kevin Burkholder, (11 month) Chanute to Safety Officer (12 month) Chanute effective July 1, 2018. This position would then additionally perform monthly and annual safety checks as well as other safety tasks, freeing up maintenance staff to continue to do other maintenance and projects. Changing this position from 11-month to 12-month would require approximately \$2500 additional funding for implementation. The position would be eligible for any board-approved salary adjustment for 2018-2019. Revised position description for the affected position is attached.

SAFETY OFFICER

Reports to: Director of Facilities
Classification: Full-time, 12-month Employee
Pay Status: Hourly, Non-exempt, Level V
Fringe Benefits per Board Policy
Starting Salary Range: \$12.00 - \$13.00
Revised: June 2018

Purpose of position: This position performs a variety of safety and security-related functions for the college and reports to the Director of Facilities in conjunction with the Vice President for Operations. The position is responsible for patrolling college buildings and property to detect suspicious activity, assist as necessary while acting as an ambassador of the college, and ensure the safety of students, employees and visitors.

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. Circulate among students, employees and visitors to preserve order and protect property while projecting a professional but friendly demeanor;
2. Have a working knowledge of college operations and assist students/employees/patrons as necessary;
3. Secure premises and personnel by regularly patrolling property;
4. Monitor surveillance equipment as necessary;
5. Inspect buildings, equipment, and access points;
6. Respond to alarms and calls for distress;
7. Investigate disturbances and when necessary notify appropriate college personnel;
8. Call college personnel or police or fire departments as appropriate in cases of emergency;
9. Serve as point of contact with police or fire departments until relieved by appropriate college personnel;
10. Use walkie-talkies and cell phone to stay in contact with other safety officers and college personnel;
11. Prevent losses and damage by reporting irregularities; informing violators of policy and procedures;
12. Complete reports by recording observations, information, occurrences, and surveillance activities;
13. Maintain organization's stability and reputation by complying with legal requirements such as the Clery Act as amended by VAWA and SaVE Acts;
14. Perform monthly and annual safety inspections as directed by the Director of Facilities or designee;
15. Perform other miscellaneous duties as assigned by the Director of Facilities or designee.

Required Knowledge, Skills and Abilities

1. Ability to project a positive and professional image to students, employees and patrons.
2. Excellent interpersonal skills and communication skills.
3. Ability to appropriately exercise independent initiative and judgment.
4. Ability to handle stressful individuals and situations.
5. Sensitivity to, and awareness of, confidential situations.
6. Ability to learn and complete routine safety and security tasks.

Education and Experience

1. HS diploma or GED required, Associates preferred;
2. One-two years of work experience required, preferably in area of responsibilities of position; and
3. Previous safety and/or security-related experience is preferred.

Working Conditions

1. Wear complete uniforms per NCCC standard while on duty;
2. Ability to sit at security desk, stand, walk patrols and occasionally run if the situation demands.
3. Ability to patrol buildings, parking lots and grounds, sometimes during inclement weather conditions;
4. Specific vision abilities required by this job include night vision and the ability to adjust focus;
5. Ability to use hand-held communication devices such as walkie-talkies and cell phones;
6. Some travel to alternate work locations may be required;
7. Must have valid driver's license;
8. Evening and/or weekend work required, depending upon shift; and
9. 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. Title IX Coordinator from VP for Operations to VP for Student Learning

The VP for Operations (VPO) has served as the Title IX Coordinator (TIXC) since December 2014. With notice of the VPO's impending retirement in July 2019, it is recommended the duties of the Title IX Coordinator be assigned to the Vice President for Student Learning (VPSL) effective July 1, 2018. This will allow the VPSL sufficient time to acclimate to the duties of the TIXC prior to the departure of the VPO in July 2019. The change in position descriptions is revenue neutral. Revised position descriptions for the affected positions are attached.

VICE PRESIDENT FOR OPERATIONS

Reports to: President

Classification: Full-time, 12-month Employee

Pay Status: Executive Administrator, Exempt

Fringe Benefits per Board Policy

Starting Salary range: \$75,000-\$90,000 (salary not updated)

Based on Education and Experience

Revised: June 2018

This position reports to the President and provides executive leadership and administrative oversight for the following areas of the College: capital projects, operations, technology services, maintenance and facilities, safety and security, and planning. The Vice President shall serve on the President's executive team.

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. Provides project leadership, coordination and project management for all college deferred maintenance and capital improvement projects;
2. Serve as chief operations officer for the college;
3. Exercises leadership for and executive management of assigned areas and for the professional development of assigned personnel;
4. Oversees the implementation of College administrative strategic goals and action plans for areas of responsibility;
5. Assists in the formulation of the College's overall operating budget;
6. Participate in the overall planning operations of the College and provide direct oversight of the strategic technology plan, emergency action plan, capital improvement plan, and facility master plan;
7. Oversees the information technology aspects of the college through direct supervision of the Associate Dean for Operations/CIO;
8. Oversees the maintenance, facilities and grounds-keeping operations of the college through the direct supervision of the Maintenance Supervisor;
9. Oversees the development and implementation of the College's safety and emergency plans through the direct supervision of the Associate Dean for Operations/CIO, and provides oversight for safety and security of the College and its constituents; and,
10. Other duties as assigned by supervisor.

Experience and Education

1. Master's degree required in one of the areas of responsibility; Doctorate preferred.
2. CPM certification preferred.
3. Ten years of administrative experience required, preferably in one of the areas of position's responsibility; five years in higher education preferred.

Supervision

1. Direct: Three (Including, Director of Technology Services /CIO, and Director of Facilities, AA, plus direct liaison with contractors and sub-contractors)
2. Indirect: Twenty

Working Conditions

1. Normal office working environment with frequent visits to renovation and construction project sites.
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. Occasional overtime will 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>

VICE PRESIDENT FOR STUDENT LEARNING

Reports to: President

Classification: Full-time, 12-month Employee

Pay Status: Executive Administrator, Exempt

Fringe Benefits per Board Policy

Salary range: Based on Education and Experience

Revised: June 2018

This position reports to the president and will assume authority over college operations in the absence of the president unless the president indicates otherwise. The primary responsibility of the Chief Academic Officer is to develop, implement, and maintain a quality academic program including programs in college transfer, technical/vocational education, continuing education, and support services. The Vice President shall serve on the President's executive team. 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. Leadership and supervision of all areas of academic study in the transfer, occupational/technical and developmental components of the credit and non-credit programs at the College to ensure mix of programs meet community needs.
2. Facilitate the academic planning and budget processes within the areas of responsibility.
3. Serve as Title IX Coordinator for the college and provide proactive leadership and overall coordination to ensure compliance with Title IX;
4. Supervise and coordinate the work of the Dean of the Ottawa campus, Dean of Student Services, Dean of Outreach and Workforce Development, Dean of the Online Campus, Coordinator of Library and Instructional Design Services, Director of Nursing, Director of Recruitment and College Relations, Division Chairs for Liberal Arts and Applied Science, Coordinator for Assessment, Coordinator of Institutional Research and Reporting and Honors.
5. Coordinate program evaluation and assessment activities.
6. Coordinate academic grant development efforts including evaluation of grant programs and Directors.
7. Coordinate the Carl Perkins Program Improvement Grant.
8. Coordinate development and implementation of College policies and procedures affecting areas of responsibility.
9. Promote appropriate linkages between the College and business, industrial, and governmental agencies within areas of academic leadership.
10. Oversee accreditation processes and serve as the liaison with the Higher Learning Commission.
11. Oversee the development of articulation agreements with transfer institutions and ensures academic program articulation with secondary schools.
12. Provide leadership for College's curriculum evaluation and development process.
13. Provide leadership for the employment and evaluation of full and part-time faculty.
14. Direct the development of the annual credit/non-credit course schedule and monitor all schedule activities associated with delivering credit/non-credit courses at the College.
15. Develop, justify, and monitor all academic and academic-related budgets.

16. Coordinate and supervise special projects as directed.
17. Represent the college in all state and national organizations as appropriate.
18. Serve as the FERPA compliance officer and assist in overall compliance preparedness/reports required by appropriate government and accreditation agencies.
19. Coordinate reports/projects/information with the Kansas Board of Regents and Technical Education Authority, including Performance Agreements, etc.
20. Provide leadership with training College supervisors, and with College-wide in-service programming and evaluation.
21. Other duties as assigned by the President.

Experience and Education

1. Master's degree required. Doctorate strongly preferred.
2. Six or more years' experience of full-time teaching or academic administration with three years minimum at Division Chair or higher level required.
3. Demonstrated leadership experience, particularly in curriculum development, distance learning, alternative instructional delivery modes, student services and/or site administration.
4. Must be computer literate and have excellent interpersonal, oral and written communication skills.
5. Strongly prefer experience in a community college and an understanding and commitment to the community college mission.

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. The commitment in excess of a forty hour week will sometimes be required, may include evenings and weekend hours.
5. Valid driver's license and reliable transportation required.

Non-Discrimination

The current non-discrimination policy can be found at:

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

F. MOU with USD 290

The language is the same as previous years except for the highlighted areas which were added as a result of our welding partnership which will begin in the Fall of 2018 and our goal of adding plumbing and electrical in the Fall of 2019.

OTTAWA USD 290 / NEOSHO COUNTY COMMUNITY COLLEGE Memorandum of Understanding

2018-2019 School Year

INTRODUCTION

This document is a binding memorandum of understanding between Ottawa USD 290 (OHS) and the NCCC. The intention of this memorandum is to develop the framework for establishing and maintaining a governance structure and delivery model for providing education programs to secondary students attending high school in Ottawa (the C3 Initiative). 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 college level courses offered at Ottawa High School. Reference to “students” for purposes of this Memorandum shall refer only to Ottawa High School students enrolled in educational programs referred to herein.

POINTS OF UNDERSTANDING

1. NCCC will administer and retain day-to-day responsibility for education programs located at Ottawa High School. OHS agrees to provide financial support of the programming in a cooperative effort with Neosho County Community College.
 - 1.1. OHS will pay a flat fee of \$53,000.00 to NCCC for the 2016-2017 school year.
 - 1.2. The following are objectives for this agreement:
 - No tuition/fees for OHS students for classes at the high school.
 - NCCC does not lose money and USD290 does not lose money.
 - The program will be expandable and retractable as needed.
 - The original agreement will be for two (2) years, with a review at the end of the first academic year.
 - A report at the end of the fiscal year will document
 - (a) the amount of funds paid by USD290 compared to the tuition/fee amount NCCC would have received if they were charged to students;
 - (b) credit hours generated prior to C3 and post C3 agreement comparison; and
 - (c) how many students are on a path to a degree.
 - All regular NCCC rules and regulations will apply to the C3 program including:
 - (a) NCCC reviews instructor credentials for HLC compliance;
 - (b) placement testing has to be done and students must meet test scores;
 - (c) regular certification dates, grade dates, etc.
2. The flat fee is based upon up to nine (9) sections and estimated 267 credit hours in the Fall Semester, and up to eight (8) sections and estimated 237 credit hours in the Spring Semester. If during the school year additional sections are opened by mutual agreement, OHS will be charged an additional amount equal to the cost of the instructor(s), the instructor cost to be determined based upon the course enrollments (i.e. courses that have eight (8) or more students

would require full pay for the instructors, and courses that have fewer than eight student would result in a prorated instructor fee).

2.1. The number of seats in each individual class will be determined jointly by OHS and NCCC.

2.2. OHS will be responsible for assigning students to its allotment of seats. OHS will notify NCCC as such assignments are made.

3. NCCC will be responsible for the development and revision of specific program curriculum based upon direction provided by OHS. Following the development and revision of program curriculum with input as stated, this information will to be presented to OHS.
 - 3.1. **Special Projects.** Any Special Projects agreed to by NCCC and OHS shall be set forth in attached "Special Project Addendum(s)" describing the project(s) and the estimated costs therefore.
4. NCCC will follow the OHS' school calendar for these classes.
5. NCCC will be responsible for the staff development needs/schedule of employees assigned to these classes.
6. Operation of these class programs will be administered by policies and procedures as approved by the NCCC Board of Trustees.
7. OHS' 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 OHS Student Code of Conduct will be used for all student-related matters, except for the following which shall be governed exclusively by the NCCC Code of Student Conduct: Grade Appeal; Academic Integrity; NCCC students that are not OHS students.
9. OHS will provide at no cost the facilities necessary, located at OHS to NCCC adequate for the school year enrollment for classes. (including welding for 18/19 academic year and plumbing and electrical for 19/20)
10. OHS will allow instructors access to the technical program classrooms outside of class time for lab preparation.
11. During the 2018-2019 academic year, enrollment in daytime welding courses will be restricted to high school-aged students.
12. NCCC will provide all gas required for the welding program at OHS.
13. Other consumables required by the OHS agriculture welding program will be provided by the OHS agriculture program.
14. OHS will provide a secured area for hand tools and equipment.
15. Each entity agrees to be responsible for any maintenance or repair work needed on equipment owned by each entity. (Example: NCCC will maintain and repair NCCC-owned equipment.
16. Welding, electrical, plumbing, and any other career and technical education (CTE) courses taught by NCCC on the OHS site are outside of the cost agreement of the C3 program.
17. Tuition/Fees for career and technical education courses will be charged to students, as appropriate. Most CTE courses will fall under the Excel in CTE program and have course fees, but no tuition.

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 290
(Ottawa High School)

Date

A Special Projects Addendum (check one):

Is attached and incorporated herein.

Is not attached.

No special project is planned.

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

"The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 06-12), which is attached hereto, are hereby incorporated in this contract and made a part thereof."

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the _____ day of _____, 20_____.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.
Contractor agrees to comply with all applicable state and federal anti-discrimination laws.
The provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting State agency cumulatively total \$5,000 or less during the fiscal year of such agency.
6. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility For Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.
 - The community college and board of trustees shall be responsible solely for their own actions or failure to act. (71-201a(a))
 - The community college and board of trustees shall not indemnify or hold harmless resulting from actions or failure to act by any party other than the board of trustees or the community college. (71-201a(b))
 - The community college and board of trustees cannot submit to the jurisdiction of any court other than the courts of the State of Kansas. (71-201b(c))
 - References to "State of Kansas" shall mean NCCC.

G. Personnel

1. Resignation of Nursing Instructor – Chanute Campus

It was the president's recommendation that the Board approve the resignation of Ashley Davis, Nursing Instructor. Her last day will be May 11, 2018.

2. Resignation of Admissions Specialist

It was the president's recommendation that the Board approve the resignation of Virginia Maring, Admissions Specialist. Her last day will be May 11, 2018.

3. Resignation of CLC Associate

It was the president's recommendation that the Board approve the resignation of Patricia Clinesmith, CLC Associate. Her last day will be June 22, 2018.

4. Resignation of Assistant Softball Coach

It was the president's recommendation that the Board approve the resignation of Samantha Allen, Assistant Softball Coach. Her last day will be May 22, 2018.

5. Resignation of Adult Basic Education (ABE) Instructor

It was the president's recommendation that the Board approve the resignation of Isaac Robinson, Adult Basic Education Instructor. His last day will be effective August 2, 2018.

6. Resignation of Biological Sciences Instructor

It was the president's recommendation that the Board approve the resignation of Lindsay Reustle, Biological Sciences Instructor. Her last day will be effective at the end of the 2017-18 contract year.

7. Resignation of Custodian

It was the president's recommendation that the Board approve the resignation of Jamie Fugate, Custodian. Her last day will be July 25, 2018.

8. Welding Instructor – LaHarpe Campus

It was the president's recommendation that the college approve William Jordan to the Welding Instructor, LaHarpe Campus. He has been a Welding Instructor at Chanute since August 2008. Mr. Jordan's contract will begin in the 2018-19 academic year.

9. Adult Basic Education (ABE) Instructor – Labette

It was the president's recommendation that the Board approve the employment of Veronica Polak, Adult Basic Education (ABE) Instructor – Labette. Ms. Polak has a B.S. in Elementary Education and a M.S. in Educational Technology from Pittsburg State University.

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

Ms. Polak will be paid an annual salary of \$31,354.00 (MS ABE-A) beginning July 1, 2018.

10. Health Information Technology Director

It was the president's recommendation that the Board approve the employment of Jennifer Smith, Health Information Technology Director. Ms. Smith has a M.S. in Law from Champlain College, B.S. in Health Information Administration from Stephens College, A.A.S. in HIT from

Hutchison Community College, HITPro (CHTS) Trainer Certificate (HITECH Workforce Program) from Walters State Community College and EMT – Basic/Intermediate, CNA/CMA from ICC.

Ms. Smith's prior work experience includes HIM Supervisor at Choctaw Nation Regional Medical Center, Director, HIT Program at Carl Albert State College and HIM Director/Privacy Officer at Nevada Regional Medical Center.

Ms. Smith will be paid an annual salary of \$54,000.00 (Admin-A) beginning July 1, 2018.

11. Switchboard/Office Services Clerk (Part-Time)

It was the president's recommendation that the Board approve the employment of Mikah Arthur, Switchboard/Office Services Clerk. Ms. Arthur went to Neosho County Community College for general Education.

Ms. Arthur's prior work experience includes Front Desk Clerk at Super 8 Motel and Cook at Opie's Pizza & Grill.

Ms. Arthur will be paid \$10.90 (Level 2) beginning June 13, 2018.

12. Admissions Specialist

It was the president's recommendation that the Board approve the employment of Lane Huffman, Admissions Specialist. Mr. Huffman has an A.S. in Secondary Education from NCCC, B.S.E. in Physical Education and is currently still enrolled at Emporia State University to further education.

Mr. Huffman's prior work experience includes Warehouse Associate at Dynamic Discs, Assistant Boys Basketball Coach at Madison High School and Service Desk Associate at Walmart.

Mr. Huffman will be paid an annual salary of \$23,296.00 (MS) beginning August 1, 2018.

13. Theatre instructor

It was the president's recommendation that the Board approve the employment of Tricia Stogsdill, Theatre instructor. Ms. Stogsdill has an Associate of Arts in Theater from Allen County Community College, Bachelor of Fine Arts in Theater from Emporia State University, Improvisational Actor Training at The Second City and Master of Fine Arts at University of Cincinnati College.

Ms. Stogsdill's prior work experience includes Wig Assistant at Guthrie Theater, Wig Run Supervisor at American Payers Theater, Wig Assistant at Alabama Shakespeare Festival, Wig/Make-Up Artist at Utah Festival Opera and Musical Theater.

Ms. Stogsdill will be paid an annual salary of \$37,310.00 (Faculty) beginning July 1, 2018.

14. Talent Search Academic Advisor

It was the president's recommendation that the Board approve the employment of Heather Chaney, Talent Search Academic Advisor. Ms. Chaney has a Masters in Business Marketing and Management from Bethel College.

Ms. Chaney's prior work experience includes Student Archivist at Mennonite Library and Archives, ESports Coordinator/Intern at The Village Geek and Summer Camp Counselor at Greenbush.

Ms. Chaney will be paid an annual salary of \$30,000.00 (MS TRIO-A) beginning July 1, 2018.

15. Registrar

It was the president's recommendation that the college approve Ryan Rose to the Registrar. He has been an employee at NCCC since November 2017. Mr. Rose will be paid an annual salary of \$32,500.00 (Admin) His start day will be July 1, 2018.

VI. REPORTS

- A. Faculty – Andrew Ouellette, no report.
- B. KACCT Report – Dennis Peters gave a verbal report.
- A. Treasurer – Sandi Solander gave a treasurer's report. Revenue for the month of May was \$3,472,407.30 and disbursements were -\$1,842,825.27. See attachments.
- C. President – Dr. Brian Inbody gave his president's report. See attachment.

VII. OLD BUSINESS

- A. There was no business to discuss

VIII. NEW BUSINESS

A. Property and Casualty Insurance Renewal

Each year the college must contract a range of insurance to cover operations of the institution. This insurance includes property and casualty, general liability, executives and officers, automobile, umbrella, worker's compensation and cyber. It was the president's recommendation that the college continue its property and casualty insurance coverage with package assembled by our broker IMA. See attachment for specific companies used as part of the IMA package. Please see that the premium for Hartford Workers Compensation was adjusted downward after the attachment was created.

Items	2017-2018 ANNUAL PREMIUM	2018-2019 ANNUAL PREMIUM
Property and Inland Marine including SL Tax & Fees	19,830	21,759 est
Crime	786.00	786.00
General Liability/Professional/Abuse/Employee Benefits Liability/Law Enforcement Professional	6,984.00	7,021.00
Automobile	18,602.00	20,450.00
Educators Legal Liability	4,640.00	4,201.00
Workers Compensation	39,357.00	37,091.00
Excess Liability	3,999.00	3,987.00
Cyber Liability including Surplus Lines Tax	9,491.24	4,876.00
Risk Placement Fee	6,000.00	6,000.00
TOTAL	109,689.24	106,171.00

Resolution 2018-20

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

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

B. Health Insurance Renewal

The renewal for NCCC’s health insurance was anticipated to be a sharp increase due to increased usage by employees. The initial offer from Blue Cross/Blue Shield to keep the current level of coverage was up 40% over the 2017-2018 plan year. This would have increased cost by \$309,000 (estimated) to the general fund. Working through our IMA broker, we were able to leverage other offers while adjusting the level of insurance to receive a final renewal of a 12.5% increase. This will result in an increase from \$771,552 a year for the single plan for employees covered by the general fund to \$868,842. The total increase is \$97,290. The Insurance Committee is recommending the college choose the \$2,500 deductible, Blue Edge product as its single plan. This differs from the current plan, which is a \$1,000 deductible traditional BC/BS plan. The difference in plans is detailed in the accompanying chart. IMA received quotes from both Aetna and UHC. Those quotes, while competitive, were not selected due to perceived quality issues and plan differences.

Additionally, the Administration is recommending that the college increase the “family help” budget to absorb the cost differential between the current levels of insurance and the proposed levels so that there will be no “out of pocket” difference to the employee. BC/BS is also offering a fourth high deductible plan (\$5,000) which could be selected by the employee to lower the overall monthly out of pocket expenses. This is estimated to cost an additional \$24,000 per year, but is unknown until employees choose whether to put family members on the new plan and with what plan option.

Here is the proposed out of pocket expenses for employees by plan with the additional help from the college. Some small adjustments may be made:

Out of pocket total 18-19				
BCBS	Renew A	Renew B	Renew C	Renew D
Spouse	492.21	318.29	269.13	244.57
Kids	443.49	270.17	211.24	187.6
Family	1055.72	859.47	782.8	746.03

Here is a chart detailing the help per month provided by the college by option for those selecting to cover their families through the institution’s insurance plan:

Proposed	Help A	Help B	Help C	Help D
Spouse	140	271	287	287
Kids	146	278	305	305
Family	146	278	305	305

The Administration is recommending that the College accept the health insurance proposal from Blue Cross/Blue Shield of Kansas for the health insurance provider at the rate of \$513.50 per month for the \$2,500 deductible Blue Edge plan for the 2018-2019 plan year beginning October 1 and that the family help budget be adjusted so that plans A-C remain the same out of pocket expense as the 2017-2018 plan year.

Resolution 2018-21

RESOLVED, that the Board of Trustees of Neosho County Community College approves the health insurance proposal from Blue Cross/Blue Shield of Kansas as the health insurance provider at the rate of \$513.50 per month for the \$2,500 detectible Blue Edge plan for the year 2018-2019 beginning October 1 and that the family help budget be adjusted so that plans A-C remain the same out of pocket expense as the 2017-2018 plan year.

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



Carrier:		BCBS of Kansas						BCBS of Kansas								
Plan Name:		BCBS of Kansas (TOCU) - Rr \$15/50/75						BCBS of Kansas (TOCU & OMT2A) BLUE EDGE - Rr \$15/50/75/20% to \$250								
Option #:		Current A		Current B		Current C		Option 1A		Option 1B		Option 1C		Option 1D		
Plan Basics	Ded. (Individual Family)	\$500	\$1,000	\$1,000	\$2,000	\$1,500	\$3,000	\$1,500	\$3,000	\$2,500	\$5,000	\$3,500	\$7,000	\$5,000	\$10,000	
	Plan Year / Calendar Year	Plan Year		Plan Year		Plan Year		Plan Year		Plan Year		Plan Year		Plan Year		
	Ded. Carry Forward Included	Included		Included		Included		Not Included		Not Included		Not Included		Not Included		
	Embedded/Non-Embedded Deductible	Embedded		Embedded		Embedded		Embedded		Embedded		Embedded		Embedded		
	Coin. (Plan Member)	80%	20%	80%	20%	80%	20%	80%	20%	80%	20%	80%	20%	100%	0%	
	Coin. Maximum (Plan Member)	\$2,500	\$5,000	\$2,500	\$5,000	\$2,500	\$5,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Maximum Out-of-Pocket (Individual Family)	\$5,000	\$10,000	\$5,000	\$10,000	\$5,000	\$10,000	\$6,350	\$12,700	\$6,350	\$12,700	\$6,350	\$12,700	\$5,000	\$10,000	
	Out of Pocket Includes	Ded./Coin./Med & Rx Copays		Ded./Coin./Med & Rx Copays		Ded./Coin./Med & Rx Copays		Ded./Coin./Med & Rx Copays		Ded./Coin./Med & Rx Copays		Ded./Coin./Med & Rx Copays		Ded./Coin./Med & Rx Copays		
	Grandfather Status	Non-Grandfathered		Non-Grandfathered		Non-Grandfathered		Non-Grandfathered		Non-Grandfathered		Non-Grandfathered		Non-Grandfathered		
	Referrals Required	No		No		No		No		No		No		No		
Network Benefits	Office Visit Copay (Primary Specialist)	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$70	
	Preventive Care (Including Lab)	100% no Ded.		100% no Ded.		100% no Ded.		100% no Ded.		100% no Ded.		100% no Ded.		100% no Ded.		
	Urgent Care	\$35		\$35		\$35		\$35		\$35		\$35		\$70		
	Emergency Room	\$100 copay, then 80% after Ded.		\$100 copay, then 80% after Ded.		\$100 copay, then 80% after Ded.		\$250 copay, then 80% after Ded.		\$250 copay, then 80% after Ded.		\$250 copay, then 80% after Ded.		100% after Ded.		
	Diagnostic Test (Blood Work)	100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% after Ded.		
	Advanced Imaging (MRI, CT, PET)	100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% after Ded.		
	Inpatient Hospital	80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		100% after Ded.		
	Outpatient Facility	80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		100% after Ded.		
	Inpatient Mental Health	80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		100% after Ded.		
	Outpatient Mental Health	80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		100% after Ded.		
	Accidental Injuries	100% up to \$1,000 per person per year, then 80% after Ded.		100% up to \$1,000 per person per year, then 80% after Ded.		100% up to \$1,000 per person per year, then 80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		100% after Ded.		
	Spinal Manipulation	\$35		\$35		\$35		\$35		\$35		\$35		\$35		
	Telemedicine	\$35		\$35		\$35		\$35		\$35		\$35		\$35		
Vision Exam	\$35		\$35		\$35		\$35		\$35		\$35		\$35			
Rx Copays	Rx Ded. (Individual Family)	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	
	Retail Mail Order Tier 1	\$15	\$37.50	\$15	\$37.50	\$15	\$37.50	\$15	\$37.50	\$15	\$37.50	\$15	\$37.50	\$15	\$37.50	
	Retail Mail Order Tier 2	\$50	\$1.25	\$50	\$1.25	\$50	\$1.25	\$50	\$1.25	\$50	\$1.25	\$50	\$1.25	\$50	\$1.25	
	Retail Mail Order Tier 3	\$75	\$187.50	\$75	\$187.50	\$75	\$187.50	\$75	\$187.50	\$75	\$187.50	\$75	\$187.50	\$75	\$187.50	
	Specialty Drugs - Preferred (Retail Only)	\$150		\$150		\$150		\$150		\$150		\$150		\$150		
Specialty Drugs - Non-Preferred (Retail Only)	20% to \$250		20% to \$250		20% to \$250		20% to \$250		20% to \$250		20% to \$250		20% to \$250			
Financials	A	B	C	Current A	Renewal A	Current B	Renewal B	Current C	Renewal C	Option 1A	Option 1B	Option 1C	Option 1D			
	47	67	0	Employee Only	\$472.21	\$660.27	\$456.74	\$640.08	\$444.85	\$623.71	\$533.46	\$513.50	\$498.08	\$486.66		
	1	8	9	Employee + Spouse	\$1,014.06	\$1,418.35	\$980.81	\$1,374.95	\$955.24	\$1,339.75	\$1,145.71	\$1,102.79	\$1,069.63	\$1,045.07		
	1	9	20	Employee + Child(ren)	\$995.30	\$1,365.45	\$962.67	\$1,323.67	\$937.56	\$1,289.78	\$1,102.99	\$1,061.67	\$1,029.74	\$1,006.10		
	0	0	0	Employee + Family	\$1,537.15	\$2,123.53	\$1,486.74	\$2,058.53	\$1,447.95	\$2,005.83	\$1,725.22	\$1,650.97	\$1,601.30	\$1,564.53		
	49	84	29	Estimated Monthly Premium	\$34,203	\$33,816	\$47,112	\$45,798	\$27,346	\$37,853	\$37,811	\$52,782	\$0	\$29,538		
				Estimated Annual Premium	\$290,439	\$405,798	\$565,345	\$789,576	\$328,180	\$454,240	\$327,856	\$633,382	\$0	\$354,112		
			Combined Annual Total	Current Total \$1,183,964			Renewal Total \$1,649,614			\$1,315,570						
			Estimated Annual Change from Current				+\$465,650			+\$331,605						
							+39.3%			+11.1%						
			Estimated Annual Change from Renewal							(\$334,044)						
										-20.2%						

Comments: Counts match KACTT Quad Option #3
Ded. = Deductible, Coin. = Coinsurance

Designated Specialty Pharmacy

Results Rx Formulary, Designated Specialty Pharmacy 30/90 days
Enrollment Assumption: No Enrollment in Option 1C, all current C participants electing Option 1D at the same time

C. Dental Insurance Renewal

We received our dental renewals from Blue Cross/Blue Shield of KS for the year. BCBS increased its rate for each full-time employee by \$2.25 per month to \$32.88 for the same coverage.

It was the president's recommendation that the Board approve the Blue Cross/Blue Shield and to pay the single coverage premium of \$32.88 for each full-time employee per month.

Resolution 2018-22

RESOLVED, that the Board of Trustees of Neosho County Community College approves the dental insurance to Blue Cross/Blue Shield and to pay the single coverage premium of \$32.88 for each full-time employee per month.

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

		Carrier: Plan Name: Option #:	BCBS-KS Dental PPO Current Fully Insured	BCBS-KS Dental PPO \$30k ISL ASO Option	BCBS-KS Dental PPO \$50k ISL ASO Option	
Basic Information	Network Provider Required		PPO	PPO	PPO	
	Deductible (Individual Family)		\$25/\$75	\$25/\$75	\$25/\$75	
	Plan Year Calendar Year Deductible		Plan Year	Plan Year	Plan Year	
	Deductible Applies To		Type II & III	Type II & III	Type II & III	
	Dental Benefit Year Maximum		\$1,500	\$1,500	\$1,500	
	Preventive Care Applies to Maximum		Yes	Yes	Yes	
	Dependent Child Age Limit		26	26	26	
	Child/Adult Orthodontia		Not Covered	Not Covered	Not Covered	
Network Benefit %	Type I - Diagnostic & Preventive		100% no Ded.	100% no Ded.	100% no Ded.	
	Frequency of Exams/Cleanings		No Frequency Limit	No Frequency Limit	No Frequency Limit	
	Type II - Basic Services		80% after Ded.	80% after Ded.	80% after Ded.	
	Type III - Major Services		50% after Ded.	50% after Ded.	50% after Ded.	
	Periodontic Coverage		Type II & III	Type II & III	Type II & III	
	Endodontic Coverage		Type II	Type II	Type II	
	Implants		Type III, covered to lifetime max of \$1,000 (per insured, per arch)	Type III, covered to lifetime max of \$1,000 (per insured, per arch)	Type III, covered to lifetime max of \$1,000 (per insured, per arch)	
Other Feature	Waiting Periods		240-Days	240-Days	240-Days	
	Waiting Period Applies To		Most Major Services & Implants	Most Major Services & Implants	Most Major Services & Implants	
	Voluntary Employer Sponsored		Employer Sponsored	Employer Sponsored	Employer Sponsored	
	Minimum Participation Requirement		70%	70%	70%	
			Current	Renewal	\$30k ISL ASO Option	\$50k ISL ASO Option
Financials	Rate Guarantee Ends		Oct. 1, 2019		Oct. 1, 2019	
	106	Employee Only	\$31.44	\$32.88	\$34.56	\$34.36
	24	Employee + Spouse	\$67.61	\$70.69	\$68.07	\$67.63
	27	Employee + Child(ren)	\$61.79	\$64.21	\$62.23	\$61.84
	5	Employee + Family	\$96.87	\$101.26	\$95.15	\$94.53
	162	Estimated Monthly Premium	\$7,108	\$7,422	\$7,453	\$7,408
		Estimated Annual Premium	\$85,296	\$89,062	\$89,436	\$88,891
		Estimated Annual Change from Current		\$3,766 4.42%	\$4,140 +4.9%	\$3,596 +4.2%
	Estimated Annual Change from Renewal			\$374 +0.4%	(\$170) -0.2%	

D. Accounts Receivable Write Off

The Chief Financial Officer is seeking approval to write off delinquent student accounts receivable in the amount of \$99,648.33 for the period January 2017 through December 2017.

The previous write-off dated June 13, 2017, was for \$49,253.31 and 8.14% of this amount has been collected to date.

All written-off balances are documented on the applicable student accounts and a hold is placed on student records until delinquent accounts receivable are paid. The college will continue to attempt to collect delinquent accounts receivable that have been written off.

Resolution 2018-23

RESOLVED, that the Board of Trustees of Neosho County Community College authorizes the administration to write off \$99,648.33 in delinquent student accounts receivables, and that the college continues to attempt to collect the mounts written off.

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

E. Bid for Vehicle Fleet

The College is currently leasing three 12-passenger vans. Administration is recommending replacing one leased van with a new purchased 12-passenger van.

Sufficient funds are currently available in the Equipment Reserve budgeted for vehicle replacement.

The van will be housed at the Chanute campus.

Bids were solicited from Jay Hatfield, Chanute; Shields Motor Co. Inc., Chanute; and Merle Kelly Ford Inc., Chanute.

The following bid was received and opened by Sandi Solander with Ben Smith and Kyle Seufert present:

Merle Kelly Ford, Inc.

2019 Ford Transit Wagon (X2Y) T-350 XLT	\$31,903.36
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It was the president's recommendation that the Board accepts the bid of \$31,903.36 from Merle Kelly Ford, for one 2019 Ford Transit 12-passenger wagon. There is expected to be a minimum of 120 days for delivery after the order is submitted on this 2019 model.

Resolution 2018-24

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the bid of \$31,903.36 from Merle Kelly Ford Inc., for one 2019 Ford Transit 12-passenger wagon.

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

F. Bids for Ottawa Grounds Keeping

There continues to be a need for grounds keeping and snow removal services for the Ottawa Educational Facility since we moved into the facility in 2010. These services were bid for the first time in 2014. Bid specifications from that bid were reviewed, updated, and changed to a three-year bid in 2015, meaning it is time to rebid those services. Public notices were posted in the local papers, and the following companies were also invited to bid:

- Ahart Landscaping LLC
- Nick Duvall Mowing

A copy of the bid specifications are attached. Only one bid was received from the following company:

Company	Base Bid*	Cost Per Mowing	Total Mowing Cost based upon 30 mowing's	Option 1 Mulching/Trimming	Option 2 Snow Removal	Total Estimated Cost**
Ahart Landscaping LLC	\$10,990	\$330	\$9,900	\$2,200	\$750	\$13,940

*Base bid estimate includes mowing, edging, trimming, cleaning, fertilizer, reseeding, *plus* fertilizer, weed control and noxious weed control
**estimated total – it is anticipated that this cost will be greater due to weeks where the lawn must be mowed multiple times

For comparison, 2015's winning base bid was \$11,880.00. I recommend that the Board accept the bid from to perform the Ottawa grounds keeping as noted in the bid specifications below including Option 1 Mulching/Trimming and Option 2 Snow removal. A copy of their bid has been uploaded.

Resolution 2018-25

RESOLVED, that the Board of Trustees of Neosho County Community College approves the bid for approximately \$13,940 annually for three years beginning July 1, 2018 and ending June 30, 2021 based upon vendor's bid from to perform the Ottawa grounds keeping as noted in the bid specifications below.

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

G. 2018-2019 Student Handbook

Each year, the college publishes a Student Handbook for the students to use as a tool to assist them with navigation of campus policies, procedures, and the general culture. In addition to updating dates, employee titles and phone extensions, the major changes to the planner are as follows:

- Added-Concern About a Class
- Added-Sexual Assault Advocate
- Deleted-Who's Who
- Cleaned up-Transfer and Articulation
- Cleaned up-InsideNC/myNEOSHO
- Cleaned up-Drug Free Schools and Communities Act

A copy of the 2018-2019 Student Handbook is provided as a separate document. It was the president's recommendation that the Board approve the 2018-2019 Student Handbook.

Resolution 2018-26

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 2018-2019 Student Handbook.

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

H. 2018-2019 College Catalog

The 2018-2019 College Catalog has been revised to reflect updated policies and information. This is a "living" document, and we clearly alert our constituents that the online catalog is the official document as we do process necessary updates to the online version each academic year. We reduced the number of printed catalogs several years ago as more people become accustomed to the online version, and recognize it as the most up-to-date information source. We maintain hard copies for those who request it. A draft of the 2018-2019 College Catalog is provided as a separate document for review.

It is important for the Board to remember that when they approve this catalog, they will be giving administration the "standing permission" to change these policies and procedures to better serve the students as needed, and not returning the catalog to the Board for re-approval every time there is a change. It was the president's recommendation that the Board approve the 2018-2019 College Catalog.

Resolution 2018-27

RESOLVED, that the Board of Trustees of Neosho County Community College approve the 2018-2019 College Catalog as presented.

On motion by Dennis Peters and second by Jennifer Westerman, the above resolution was approved unanimously.

I. Emergency Chief Executive Succession Plan

In 2009, the Board of Trustees approved a plan for the continuity of leadership of NCCC in the event that the President is not able to continue to serve through circumstance or design. The plan briefly lays out the line of succession for NCCC as well as established timelines and possible resource allocation in the event of leadership disruption. An update of that plan is attached that merely changes the titles of the line of succession. This updated plan is resubmitted to the board for consideration and approval.

Resolution 2018-28

RESOLVED, that the Board of Trustees of Neosho County Community College approves the Emergency Chief Executive Succession Plan.

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

J. Executive Session: Negotiations

Mr. Chairman,

I move that the Board recess into executive session to discuss proposals to modify the Negotiated Agreement pursuant to the open meetings exception for matters relating to employer-employee negotiations and to include the President, Vice-President for Student Learning, Vice President for Operations, Chief Financial Officer and college attorney. The open meeting will resume here in the Oak Room in 5 minutes.

On motion by Dennis Peters and second by Kevin Berthot, the Board entered executive session with a 5 minute break at 6:25 pm and returned to open meeting at 6:35 pm.

K. Approval of the 2018-2019 PEA Negotiated Agreement

The PEA negotiation team and the administration reached an agreement for the 2018-2019 academic year. The revisions were mailed to faculty members for ratification. Faculty have ratified the agreement. The list of revisions follows:

- Changed all his/her Division Chair to the Professional Employee's supervisor
- Article 5-G: Changed completed to submitted and the Chief business Officer to Payroll
- Under Emergency Leave/Personal Leave: Added, on the first day back to work, an absence report must be submitted with the professional employee's supervisor and forwarded to payroll in order to account for the leave.
- Under Family and Medical Leave: Changed this policy to policy, added please refer to the current Board Policy related to the Family Leave Act, which maintains federal requirements. If the federal law changes significantly or is abolished, open negotiations will be required at such time. See page 14.
- Updated Article 12, (2017-2018) Salary Schedule, each cell was increased by 4%, see page 28 & 29
- Added questions to the Student Course and instructor Rating, see page 44

A copy of the 2018-2019 PEA Negotiated Agreement is provided as a separate document. It was the president's recommendation that the Board approve the 2018-2019 PEA Negotiated Agreement. The following is the letter of agreement for the Outside Employment Policy.

Resolution 2018-29

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 2018-2019 Negotiated Agreement with the NCCC PEA and the Outside Employment Policy.

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

Letter of Agreement

To: Eric Row, PEA President

From: Dr. Brian Inbody, NCCC President

Date: 6/13/2018

Subject: Outside Employment Policy, Information, and Investigation

As per our discussion during negotiations, the administration agrees to strengthen training in the area of outside employment for Professional Employees. Specifically, we intend to include this item as part of the new employee checklist and the mentor checklist as well as add it as an agenda item for a future faculty meeting. Secondly, the administration in conjunction with the PEA, agrees to investigate the possible effect the policy is having on employees and the possible ramifications of changes to this policy. This investigation should conclude by the end of the 2018-2019 academic year.

Dr. Brian Inbody, NCCC President

Eric Row, PEA President

L. Executive Session: Employee Matters

Mr. Chairman,

I move that the Board recess into executive session to discuss confidential employee information pursuant to the open meetings exception for personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President and college attorney. The open meeting will resume here in the Oak Room in 10 minutes.

On motion by Dennis Peters and second by Kevin Berthot, the Board entered executive session at 6:40 pm and returned to open meeting at 6:50 pm.

Jennifer Westerman moved that the President's extension be approved as discussed in Executive Session. This motion was seconded by Charles Boaz, the Board approved unanimously.

IX. ADJOURNMENT

On motion by Dennis Peters and second by Charles Boaz, the meeting adjourned at approximately 7:00 pm.

Respectfully submitted,

David Peter, Board Chair

Angela Rowan, Board Clerk

President's Report

June 12, 2018

Trustees,

Thank you again for your continued support of this institution and its mission. Here are a few items of interest.

Enrollment

Enrollment for the summer semester is up right now. This is the first increase in summer enrollment since 2011 and the ending of summer Pell. The Pell grant has been re-authorized for summer enrollment which may have been the reason for the increase. Fall enrollment is up right now. I have been informed that there are still about 100 student athletes in the system that have yet to enroll for fall. We have another enrollment day scheduled this month for these students, but we are not expecting this many. Coaches will be in contact with those who have yet to enroll to get them in as soon as possible.

Summer Semester 2018

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2017	10	6-11-17	520	2354	
TOTAL	2018	10	6-11-18	553	2412	2.46%
CHANUTE	2017	10	6-11-17	85	287	
CHANUTE	2018	10	6-11-18	122	384	33.80%
OTTAWA	2017	10	6-11-17	65	215	
OTTAWA	2018	10	6-11-18	66	206	-4.19%
ONL	2017	10	6-11-17	320	1192	
ONL	2018	10	6-11-18	312	1227	2.94%
ODO	2017	10	6-11-17	14	84	
ODO	2018	10	6-11-18	13	78	-7.14%
IDO	2017	10	6-11-17	15	30	
IDO	2018	10	6-11-18	28	56	86.67%
HYBRID	2017	10	6-11-17	141	546	
HYBRID	2018	10	6-11-18	102	461	-15.57%

Fall Semester 2018

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2017	30	6-11-17	812	9127	
TOTAL	2018	30	6-11-18	955	10031	9.90%
CHANUTE	2017	30	6-11-17	364	3937	
CHANUTE	2018	30	6-11-18	371	4156	5.56%
OTTAWA	2017	30	6-11-17	291	2232	
OTTAWA	2018	30	6-11-18	322	2165	-3.00%
ONL	2017	30	6-11-17	399	1930	
ONL	2018	30	6-11-18	409	1928	-.10%
ODO	2017	30	6-11-17	37	255	
ODO	2018	30	6-11-18	67	371	45.49%
IDO	2017	30	6-11-17	40	284	
IDO	2018	30	6-11-18	136	954	235.92%
HYBRID	2017	30	6-11-17	146	489	
HYBRID	2018	30	6-11-18	138	457	-6.54%

Valuation

We have received the Neosho County valuation estimation (July 1) at \$132,091,887, which is up about \$3.7 million over last year. For the college, that means an additional \$68,000 for budget year FY 2019. This will help immensely with items such as the \$121,000 (\$97,000 for the single plan and \$24,000 for the family plan) increase to the health insurance costs for 2018-2019 which we will discuss later in the meeting.

Budget Work

Speaking of the budget, the college is hard at work preparing next year's requests. It is my hope that the process on campus can be complete before July 10th so that we can bring the entire budget to you for your review and approval at the next Board meeting. If so, like in years past we will not need to have a special Board meeting at the end of July.

Assurance Argument

On July 23rd the College will submit its very first Assurance Argument to the Higher Learning Commission. This new process began a few years ago, but NCCC has been one of the final colleges to rotate through the now defunct PEAQ system. As NCCC is on the Open Pathway it has to submit an electronic Assurance Argument detailing how the institution is meeting the five Criteria for Accreditation. Unlike a traditional self-study, this more concise argument makes the case through linked evidence that the college is fulfilling the promise of its mission and of the standards of accreditation. There will be no visit by the peer-review team.

They will read the document remotely and contact the institution if they need additional information beyond what has been provided and linked in the document. The document itself should wind up around 35,000 words with many pages of linked material. I have already had an initial conversation with the team chair who will be leading the team that reads the report and makes a conclusion as to NCCC's compliance with the requirements of accreditation. Based on new information learned at the 2018 Annual Meeting we are in the process of adding additional evidence and narrative to the argument. My thanks to the team of writers who helped with the first draft, and a big thanks to Dr. Gardner and Dr. Robb for their many hours of work on the document.

Employee Service Awards

Every year the college recognizes employees for their years of service to the institution. We had a big group this year and I thought you might like to see all of the names. As President, I want to extend my thanks to this group who were recognized and to all others who have given part or all of their careers to NCCC and our mission to Enrich our communities and our student's lives.

5 Years of Service

Davis, JJ

Duft, Aubrey

Ferguson, Jennifer

Gilner, Michael

Hughes, Curtis

Madden, Dan

Matsuura, Hiroko

Morris, Amy

Morton, K. Jane

Richardson, Kaleigh

Roseberry, Gwen

Smith, Melissa

Varner-Lee, Kristin

Vespestad, Dyan

10 Years of Service

Blackwell, Kevin

Christiansen, Claudia

Jordon, William

Seibert, Jonathan

15 Years of Service

Inbody, Brian

Solander, Sandi

25 Years of Service

Vanatta, Kim

Weilert, Mary

35 Years of Service

Hauser, LuAnn

Retiring Employees:

Kay Shoemaker 10 years

Mark Eldridge 16 Years

Patty McDonald 10 years

Susan Rhodes 11 years

COPS Meeting

At the Council of Presidents meeting at KCKCC last weekend much was discussed on the subject of state support vs. mill levy support, legislative asks for the future and of two items that I am personally involved with.

Re-centering

You may recall that NCCC is one of the least percentage funded in the state by the state-approved funding formula. We are consistently underfunded by the formula, as almost all colleges are, but the percentage of underfunding varies from one college to another, with a few overfunded colleges. If all colleges were sharing the underfunding equally, NCCC would be receiving about \$900,000 more than it currently receives. Other college stand to lose significantly if the burden was equal.

The COPS group agreed in 2010 to equalize the difference between the colleges, known as re-centering, beginning in 2013. With the economic downturn the colleges voted to hold off on re-centering. Now it is 2018 and the economy has rebounded. The plan was to give any new money from the state to the colleges who are the most underfunded by the formula, however new money stopped flowing, first due to the economic downturn, then through tax policy, and now through the K-12 lawsuit.

I worked with the other colleges who are underfunded to get COPS to reverse that decision to not re-center the state aid. At the COPS meeting the majority of colleges voted for my motion to create a plan for re-

centering. Over the next few months I will be working with the COPS executive committee to formulate this plan, get COPS support for it, and present it to the TEA and KBOR for their support. I envision a multi-year plan to equalize the difference to lessen the impact on the colleges that will be negatively affected.

In order for re-centering to take place the Kansas Legislature will have to remove a proviso that keeps all funding the same. Getting things through the legislature is difficult at times, especially when it was not unanimous to move forward. This COPS vote at the KACCT retreat is just the first step.

Concurrent

The Board may recall that there was an effort to provide one or more free general education courses to qualified high school students, much like Excel in CTE. There was quite a discussion as to how much the State would be willing to pay to the community colleges to provide this education and what the definition of “qualified” is. That effort failed this legislative session, but COPS believes that it might be resurrected in the next session. I was on the committee this year to shape this proposal and I have been asked to serve on it again next year. Meetings will begin soon.

Brian’s Travels and Important Dates

June 18-22	On Vacation
June 25-28	Athletic Director Interviews with an All Call Opportunity
July 4 th	College Closed
July 10 th	Board Meeting



Welcome to Neosho County Community College! Thank you so much for choosing NCCC! With our excellent faculty, caring staff, state-of-the-art technology, outstanding facilities, small class sizes, affordable tuition, flexible schedules, a strong commitment to student health and safety, and unmatched reputation, it is no mystery why thousands of students choose to be Panthers each year.

This College stands ready to help you achieve your educational goals. With free tutoring, numerous scholarships, open computer labs, teaching and learning centers, faculty open office hours, individualized advising, and student clubs and organizations, your success is our success. In fact, NCCC has the highest student success percentage of the nineteen community colleges in Kansas! We are personally invested in helping you reach your goal.

My staff and I stand ready to help you achieve your degree or certificate. The mission of Neosho County Community College is to enrich our communities and our students' lives. I know your time as a Panther will be just that — enriching.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Inbody". The signature is fluid and cursive, written over a white background.

Dr. Brian Inbody
NCCC President

**2018-2019
STUDENT HANDBOOK**

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THE MISSION OF NEOSHO COUNTY COMMUNITY COLLEGE

The mission of Neosho County Community College is to enrich our communities and our students' lives.

VISION STATEMENT

Neosho County Community College will grow and expand through serving students with innovative, creative programs based on leadership and excellence in faculty, administration, and staff and be the premier community college in Kansas.

PURPOSE STATEMENT

student learning through

- integrating effective curriculum, teaching, and technology to build engaging educational environments,
- using effective assessment processes for educational environments, and
- advancing critical thinking and open exchange of ideas;

student success through

- facilitating student goal completion, retention, and persistence,
- promoting accessibility via college/career readiness efforts, affordability, flexible scheduling, and modalities,
- using a comprehensive system of proactive support, and
- embracing diversity;

accountability to stakeholders through

- communicating openly with all constituencies,
- managing resources ethically and effectively,
- implementing systematic, evidence-based, integrated plans,
- supporting and developing college employees, and
- providing safe and comprehensive facilities;

meeting community needs through

- facilitating community and economic development by providing informed citizenry and skilled workforce,
- fostering cultural, educational and athletic enrichment,
- offering learning opportunities for all, and
- inspiring a spirit of innovation and entrepreneurship

2018 - 2019 ACADEMIC CALENDAR

Fall Semester – 2018

July	30	4-week Fall Intersession Classes Begin
Aug	13	Faculty Report
Aug	14	In-Service (college closed)
Aug	19	4 Week Fall Intersession Classes End
Aug	20	Classes Begin
Aug	20	First 8 Week Classes Begin
Sept	3	Labor Day (college closed)
Sept	10	12 Week Classes Begin
Sept	17	Citizenship Day
Sept	17	Middle 8 Week Classes Begin
Oct	12	Mid-Term
Oct	14	1st 8-Week Classes End
Oct	15	Last 8 Week Classes Begin
Nov	11	Middle 8 Week Classes End
Nov	19-23	Thanksgiving Break (college closed)
Dec	4-10	Finals (Chanute Night/Ottawa Block)
Dec	7-13	Finals (Online/Hybrid)
Dec	9	12 Week Classes End
Dec	11-13	Finals (Chanute Day/Ottawa Non-Block)
Dec	13	Last 8 Week Classes End
Dec	13	Fall Classes End
Dec	14	Faculty Assessment/Duty Day
Dec	17	Faculty Assessment/Duty Day
Dec	17	Wintersession Classes Begin (4 Week)
Dec	24-Jan. 1	Christmas Break (college closed)
Jan	13	4 Week Classes End

Spring Semester – 2019

Jan	14	Faculty Report	
Jan	15	In-Service (college closed)	
Jan	21	Martin Luther King Day (college closed)	
Jan	22	Classes Begin	
Jan	22	First 8 Week Classes Begin	
Feb	11	12-Week Classes Begin	
Feb	18	Middle 8 Week Classes Begin	
Mar	15	Mid-Term	Mar 17
Week	Classes End		1st 8-
Mar	25	Last 8 Week Classes Begin	
Apr	19	Good Friday (college closed)	
Apr	22	Middle 8 Week Classes End	
May	8-14	Finals (Chanute Night/Ottawa Block)	
May	11-17	Finals (Online/Hybrid)	
May	12	12 Week Classes End	
May	14	Tuesday Classes are Friday Classes (day classes only)	
May	14	Intersession Classes Begin	
May	15-17	Finals (Chanute Day/Ottawa Non-Block)	
May	17	Last 8 Week Classes End	
May	17	Spring Classes End	
May	17	Commencement 7:00 p.m.	
May	20-21	Faculty Assessment/Duty Days	

Summer I – 2019

June	4	Summer I Begins (4-Week & 8-Week Classes)	
June	28	Summer I Ends	

Summer II – 2019

July	2	Summer II Begins (4 Week Classes)	
July	4	Independence Day (college closed)	
July	26	Summer II 4 & 8-Week Classes End	
July	30	Fall Intersession Classes Begin	
Aug	17	Fall Intersession Classes End	

2018 - 2019 ENROLLMENT MANAGEMENT CALENDAR

Fall Semester – 2018

July	30	Intersession Classes Begin
July	30	Last Day to Add-Intersession
July	31	Last Day to Drop with Refund-Intersession
Aug	2	Last Day to Drop No Refund-Intersession
Aug	2	Certification-Intersession
Aug	13	Last Day to Withdraw-Intersession
Aug	19	Intersession Classes End
Aug	20	Fall and First 8-week Classes Begin
Aug	21	Last Day to Add-First 8 Week
Aug	24	Last Day to Drop with Refund-First 8 Week
Aug	24	Last Day to Add-Full Semester
Aug	30	Last Day to Drop No Refund-First 8 Week
Aug	31	Certification-First 8 Week
Aug	31	Last Day to Drop with Refund-Full Semester
Sept	10	12 Week Classes Begin
Sept	13	Last Day to Add-12 Week
Sept	14	Last Day to Drop No Refund-Full Semester
Sept	17	Certification Full Semester
Sept	17	Middle 8 Week Classes Begin
Sept	18	Last Day to Add-Middle 8 Week
Sept	19	Last Day to Drop with Refund-12 Week
Sept	21	Last Day to Drop with Refund-Middle 8 Week
Sept	27	Last Day to Drop No Refund-12 Week
Sept	28	Certification Day- 12-week
Sept	28	Last Day to Withdraw-First 8 Week
Sept	28	Last Day to Drop No Refund-Middle 8 Week
Sept	28	Certification-Middle 8 Week
Oct	14	First 8 Week Classes End
Oct	15	Last 8 Week Classes Begin
Oct	16	Last Day to Add-Last 8 Week
Oct	19	Last Day to Drop with Refund-Last 8 Week
Oct	25	Last Day to Drop No Refund-Last 8 Week
Oct	26	Certification-Last 8 Week
Oct	26	Last Day to Withdraw-Middle 8 Week
Nov	9	Last Day to Withdraw-Full Semester
Nov	9	Last Day to Withdraw-12 Week
Nov	11	Middle 8 Week Classes End
Nov	29	Last Day to Withdraw-Last 8 Weeks

Dec	9	12 Week Classes End
Dec	13	Fall Semester Ends
Dec	13	Last 8-week Classes End

Wintersession – 2018

Dec	18	4-Week Wintersession Classes Begin
Dec	18	Last Day to Add Wintersession
Dec	19	Last Day to Drop Wintersession with Refund
Dec	20	Wintersession Certification
Dec	20	Last Day to Drop Wintersession No Refund
Jan	10	Last Day to Withdraw Wintersession
Jan	14	Wintersession Classes End

Spring Semester – 2019

Jan	22	Classes Begin
Jan	22	First 8-Week Classes Begin
Jan	23	Last Day to Add-First 8 Week
Jan	28	Last Day to Add-Full Semester
Jan	28	Last Day to Drop With Refund-First 8 Week
Feb	1	Last Day to Drop No Refund-First 8 Week
Feb	4	Certification-First 8 Week
Feb	4	Last Day to Drop With Refund-Full Semester
Feb	11	12 Week Classes Begin
Feb	13	Last Day to Add-12 Week
Feb	15	Last Day to Drop No Refund-Full Semester
Feb	18	Certification-Full Semester
Feb	18	Middle 8 Week Classes Begin
Feb	19	Last Day to Add-Middle 8 Week
Feb	20	Last Day to Drop With Refund-12 Week
Feb	22	Last Day to Drop With Refund-Middle 8 Week
Feb	28	Last Day to Drop No Refund-12 Week
Feb	28	Last Day to Drop No Refund-Middle 8 Week
Mar	1	Last Day to Withdraw-First 8 Week
Mar	1	Certification-12 Week
Mar	1	Certification-Middle 8 week
Mar	17	First 8 Week Classes End
Mar	25	Last 8 Week Classes Begin
Mar	26	Last Day to Add-Last 8 Week
Mar	29	Last Day to Drop With Refund-Last 8 Week

Apr	4	Last Day to Drop No Refund-Last 8 Week
Apr	4	Last Day to Withdraw-Middle 8 Week
Apr	5	Certification-Last 8 Week
Apr	18	Last Day to Withdraw-12 Week
Apr	22	Last Day to Withdraw-Full Semester
Apr	22	Middle 8 Week Classes End
May	3	Last Day to Withdraw-Last 8 Week
May	12	12 Week Classes End
May	17	Spring Semester Ends
May	17	Last 8-Week Classes End

CAMPUS RESOURCES

Academic Advising

Director of Academic Advising & Counseling, CLC, 620-432-0311; Director of the Teaching and Learning Center, Ottawa Campus, 785-248-2803

Your academic advisor is an important person during your time at NCCC. Whether you plan to enter the workforce after graduation or if you plan to transfer to a college or university, your academic advisor can help you with these important transitions. If you have declared a major, you will be assigned an advisor in that academic area. If you have not yet decided on an academic major, your advisor can assist you in exploring career options. To find out your advisor assignment, to change advisors, or to change your major, see the Director of Academic Advising & Counseling located in the CLC on the Chanute Campus or the Director of the Teaching and Learning Center on the Ottawa Campus.

Academic Policies

The 2018-2019 College Catalog is available in the Student Services Center at both campuses and online at www.neosho.edu. All academic policies, procedures, and degree requirements are outlined in the College Catalog at

<http://www.neosho.edu/ProspectiveStudents/Registration/Catalog.aspx>.

Academic Services

Our students' success is the top priority for the Student Learning Division. The Vice President for Student Learning is the Chief Academic Officer for the college, supported by two division chairs, a Director of Nursing, the Dean of Student Services, the Dean of Outreach and Workforce Development, and the Dean of the Ottawa and Online Campuses.

Access-Disability Accommodations

Chanute campus- Dean of Student Services - Student Services Office, Sanders Hall, 620-432-0304

Ottawa campus- Dean of the Ottawa & Online Campuses – 785-248-2798

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute campus, or the Dean of the Ottawa & Online Campuses,

785-248-2797, on the Ottawa campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

Applied Science Division (Accounting, Business, Computer Science, Math, Technology, Science) - Luka Kapkiai, Stoltz Hall, 620-432-0360

Athletics

Athletic Director, NeoKan Hall, 620-432-0397

Intercollegiate athletics are organized at NCCC as an integral part of the curriculum. Learning experiences are involved in athletics at NCCC in team sports as well as individual sports. Some of the learning experiences are: adjusting to team members, living and working with groups, achieving goals through groups, conforming to rules and regulations, striving for excellence, playing to win, and functioning to the best of one's ability. The philosophy of athletics developed at NCCC has been a cooperative effort of the Board of Trustees, administration, athletic director, and coaches.

NCCC is a member of the Kansas Jayhawk Community College Conference (KJCCC). Other members of this Conference are Allen County, Barton County, Butler County, Cloud County, Coffeyville, Colby, Cowley County, Dodge City, Ft. Scott, Garden City, Hesston, Highland, Hutchinson, Independence, Johnson County, Kansas City, Labette, Northwest Kansas Technical, Pratt, and Seward County. Membership allows NCCC to maintain a regular Intercollegiate athletic schedule in baseball, men's and women's basketball, men's and women's cross country, men's and women's soccer, softball, men's and women's track, volleyball, and wrestling. All athletes on any intercollegiate athletic team must meet the requirements set forth by the conference and the National Junior College Athletic Association (NJCAA). The KJCCC, as well as the NJCAA, is organized for the purpose of controlling, maintaining, and promoting intercollegiate athletics as a vital part of the curriculum of the member Colleges.

Bookstore

Student Union, Chanute, 620-432-0388; Ottawa, 785-248-2823

Chanute Bookstore hours:

Monday -Thursday 8:00 a.m. to 5:30 p.m.

Friday 8:00 a.m. to 5:00 p.m.

Ottawa Bookstore hours:

Monday-Friday 8:00 a.m. to 5:00 p.m.

Extended hours for the first week of the semester are as posted at both locations.

NCCC's Chanute and Ottawa Bookstore locations provide text books, school supplies, and a selection of apparel, gifts, and snacks. The Bookstore accepts cash, check, debit and major credit cards.

Business Office

Chanute Campus, Sanders Hall, 620-432-0380 or Ottawa Campus Administrative Office, 785-248-2800

Regular Hours: Monday – Friday 8:00 a.m. to 5:00 p.m.

Summer Hours: Monday – Thursday 7:30 a.m. to 5:30 p.m.

Closed Fridays (June & July only)

The business office provides a variety of services to students which include information on student accounts and payment plans. Please refer to the NCCC Website for payment plan options. Payment is due prior to the start of classes.

(CAVE) Center for Academic and Vocational Excellence

Chanute campus-Chapman Learning Center, Lower Level

Regular Hours:

Monday – Thursday 7:30 a.m. to 8:00 p.m.

Friday 7:30 a.m. to 5:00 p.m.

Closed Fridays (June & July only)

The CAVE is the Student Success/Learning Center on the Chanute campus. The CAVE provides a full-service computer lab, tutoring, developmental education, the STARS program (TRIO Student Support Services), ABE, and many more support services.

Chapman Learning Center (CLC)

The Chapman Learning Center staff strives to provide each member of the NCCC learning community with relevant, accessible and well-integrated information resources and services. They can answer research and technology questions, as well as provide individual and group instruction. The library location in Chanute is open 24/7 for NCCC students, faculty and staff with a valid swipe card. Library and Learning Center staff members are available to assist patrons during the operating hours listed below. The TLC location in Ottawa is kept open until 9 p.m. Monday-Thursday and until 5 p.m. Friday during the semester.

Chanute campus, Chapman Learning Center, 620-432-0369

Staff Hours:

Monday-Thursday 7:30 a.m. to 8:00 p.m.

Friday 7:30 a.m. to 5:00 p.m.

Ottawa campus, Teaching & Learning Center, 785-248-2803:

Hours:

Monday – Thursday 8:00 a.m. to 9:00 p.m. (staffed until 6 p.m.)

Friday 8:00 a.m. to 5:00 p.m.

Computer Services

NCCC has several computer labs for student use. On the Chanute campus they are located in the Chapman Learning Center, The CAVE, Stoltz Hall and Rowland Hall. On the Ottawa campus, they are located in the TLC, Room 605, 701 and 702 and are accessible when there is no class present. The computers in the CLC on the Chanute Campus are open 24 hours per day to students who are enrolled in at least 1 hour with a school issued ID badge. Students who reside off-campus may request 24 hour access by contacting the receptionist in the CLC.

Concern About a Class

Any concerns regarding course instruction or classroom management should be referred to the appropriate division chair. Contact numbers: Liberal Arts, Kevin Blackwell, 785-248-2801;

Applied Sciences, Luka Kapkiai, 620-432-0360; Outreach & Workforce Development, Brenda Krumm, 620-432-0364; Online, Marie Gardner, 785-248-2798; Nursing, see Nursing Handbook for chain of command.

Counseling Services

Chanute campus- Director of Academic Advising & Counseling, CLC, 620-432-0311

Ottawa campus- Dean of the Ottawa & Online Campuses – Administrative Office, 785-248-2797

Counseling services and referrals may be arranged through the Director of Academic Advising & Counseling or their designee for the Chanute Campus or the Dean of the Ottawa & Online Campuses.

Dean of Student Services

Chanute campus, Student Services Office, Sanders Hall, 620-432-0304

The Dean of Student Services serves as the Chief Student Affairs Officer for the college. The Dean or their designee oversees student service processes of the college, including registration, financial aid, international student services, student life, residence life, dining services, counseling, discipline, compliance, transfer and articulation, admissions, advising, and ADA. The Dean of the Ottawa & Online Campuses oversees these services at the Ottawa campus.

Dining Service

Student Union (Chanute campus only)

Dining Room Hours:

Monday – Friday

Breakfast	7:00 to 9:00 a.m.
Lunch	11:30 a.m. to 1:15 p.m.
Dinner	5:30 p.m. to 7:30 p.m.

Saturday:

Brunch	Noon to 1:00 p.m.
Dinner	5:00 to 6:00 p.m.

Sunday:

Brunch	11:30 a.m. to 1:30 p.m.
Dinner	5:00 to 6:00 p.m.

(Hours are subject to change – check the signs posted on the dining hall doors.)

Great Western Dining Services provides meals for the NCCC Chanute campus. Full course meals with several entrée choices are provided for breakfast, lunch and dinner, Monday through Friday. Brunch and dinner are served on Saturday and Sunday. Food service is included in the room and board package for residence hall students (19 meals per week). Resident students must present their Student ID to the cashier upon entering the dining hall for each meal. Commuter students and visitors may purchase meals individually or buy a pre-paid meal card. For meal ticket charges, see the cashier in the Dining Room.

Facilities Reservations

Chanute Campus-President's Office, Sanders Hall, 620-432-0346

Ottawa campus- Dean for the Ottawa & Online Campuses – Administrative Office, 785-248-2797

Regular Hours: Monday-Friday 8:00 a.m. to 5:00 p.m.

Campus meeting rooms and other facilities may be reserved by contacting the Administrative Assistant to the President on the Chanute Campus, or the Dean for the Ottawa & Online Campuses.

Financial Aid

Chanute campus- Sanders Hall, 620-432-0330

Ottawa campus- Administrative Office, 785-248-2839

Regular Hours: Monday-Friday, 8:00 a.m. to 5:00 p.m.

The Financial Aid Office is available to assist students in finding resources to finance their education. Scholarships, veteran and active duty military benefits, grants, loans, and work study are provided to qualified students. Students interested in receiving financial aid should contact the financial aid office well in advance of the start of each semester/school year.

FAFSA and scholarship priority deadlines are April 1 each year. (finaid@neosho.edu)

Food Pantry

NCCC is committed to responding to food availability concerns of our students and campus employees. The Pantry, located in the CAVE and Bideau RA Office on the Chanute campus, is free to all students and employees. The Chanute CAVE location is open from 11:30 a.m. - 1:30 p.m. or by request. The Bideau RA Office is available for residence hall students from 11 p.m. to midnight. Donations for the Chanute campus can be dropped off in the Residence & Student Life Office in the Student Union. For more information, contact the Director of Residence & Student Life on the Chanute campus at 620-432-0381.

ID Cards

Chanute campus-Welcome Center, Chapman Learning Center, 620-432-0316

Ottawa campus-TLC, 785-248-2803

Students enrolled in at least one credit hour should obtain an NCCC photo ID, which provides access to services both on and off campus. The ID card serves as your library card, meal card for residential students, admission to college events, and as a form of identification. The first ID card is provided free of charge. Replacement of lost or stolen cards is \$5.00.

International Student Services

Chanute campus, Chapman Learning Center, 620-432-0324

Ottawa campus, Admissions Specialist - Administrative Office, 785-248-2822

NCCC is host to many international students each semester.

The International Student Director assists many international students by providing cultural opportunities, support, and assistance with the paperwork involved for international studies.

Liberal Arts Division (Humanities, Fine and Performing Arts, Social and Behavioral Sciences, English, Communications, Education) – Kevin Blackwell, Ottawa Campus, 785-248-2801

Lost and Found

Chanute campus-Welcome Center, 620-432-0316

Ottawa campus-Administrative Office, 785-248-2824

The location for lost and found items is the Welcome Center in the upper level of Chapman Learning Center on the Chanute campus and at the front desk of the administration office at the Ottawa campus. Found items should be turned in to the receptionist and will be held until claimed. Items that are unclaimed for more than a month will be disposed of per Board policy.

Mary Grimes School of Nursing

Chanute Campus, Rowland Hall, 620-432-0350

Ottawa Campus 785-248-2827

myNEOSHO

myNEOSHO is NCCC's web portal. *myNEOSHO* provides students with access to campus announcements, grades, course materials, account information, and much more. Your *myNEOSHO* user name is your Student ID number. Your initial password is the last four digits of your social security number. If you have problems with your *myNEOSHO* ID or password, email webhelp@neosho.edu for assistance.

NCCC students are responsible for accessing their college email on a regular basis. The college email is used to communicate with students on important issues such as scheduling class enrollment, business office/payment notices, graduation reminders, etc.

Ottawa Campus

Dean of Ottawa & Online Campuses, 785-248-2798

Outreach and Workforce Development (which includes Allied Health, Construction Technology, Welding, HVAC, Surgical Technology, Occupational Therapy Assistant, Court Reporting, Health Information Technology, Medical Assistant, and Phlebotomy) - Student Union, 620-432-0364

Panther Text Net [RAVE]

Students will automatically be enrolled in the free Panther Text Net to receive emergency information about NCCC.

It is highly recommended that all students and family members receive the "Emergencies/College Closings" information. It is required that students residing in campus housing receive "Emergencies/College Closings" and "Housing" information. Students may opt out of the message system at any time by unsubscribing on their cell phone or by emailing help@neosho.edu requesting to unsubscribe.

Registrar's Office

Chanute Campus- Student Services Office of Sanders Hall, 620-432-0375

Ottawa Campus-Administrative Office, 785-248-2809

The Registrar's office is the place to go to add or drop a class, get a copy of your transcript, or to change your address, major, or advisor.

Safety & Security

The safety of our students and staff is a primary concern for everyone at NCCC. Blue emergency phone kiosks are located between the residence halls and near both the Student

Union, Rowland Hall, and Chapman Learning Center parking lots at the Chanute campus and also in the Ottawa parking lot. Neosho County and Franklin County use “911” services for emergencies and students are encouraged to call “911” in emergency situations. It is the policy of NCCC to call “911” in all seizure-related events or if an individual is unconscious. For non-emergency student-related safety or security issues, see the Dean of Student Services in the Student Services Office of Sanders Hall or their designee at the Chanute campus or the Dean for the Ottawa & Online Campuses. Both campuses of NCCC are patrolled nightly by trained NCCC safety officers who may be reached at 620-381-6176 at the Chanute campus and 785-893-4969 at the Ottawa campus.

Sexual Assault Advocate

Sexual assault advocates are available on the Chanute and Ottawa campuses of NCCC. On the Chanute campus, contact Hope Unlimited at 620-365-7566. On the Ottawa campus, contact the Sexual Trauma and Abuse Care Center at 785-843-8985.

Social Media

Keep up with college news and activities via NCCC’s social media outlets. Academic and Enrollment Management deadlines are posted on Twitter, @NCCC. Like us on Facebook by searching for Neosho County Community College and/or Neosho County Community College Ottawa. As an added safety measure, NCCC regularly monitors social media to ensure compliance with Board policy and enhance safety for our students.

STARS (TRiO Student Support Services)

Located in the lower level of the Chapman Learning Center (CAVE), Chanute Campus, 620-432-0332

STARS (Students Thriving, Achieving and Recognizing Success) is a federally funded TRiO Student Support Services program. The mission of STARS is to connect students with opportunity through academic achievement and personal growth. To be eligible for STARS, students must apply and meet at least one of the following: first generation (neither parent received a four-year bachelor’s degree), meet federal income guidelines, and/or have a documented disability. STARS actively serves 165 students each year. Services available to participants include one-on-one tutoring, academic/transfer/career advising, campus visits to four-year colleges and universities, additional financial aid, cultural enrichment activities, and other support services. Our goal is to help students maintain good academic standing, stay in school, graduate from NCCC, and transfer to a four-year college or university.

Student Employment

Chanute campus- Financial Aid Office of Sanders Hall, 620-432-0322 (Federal Work Study)
Ottawa campus-Administrative Office, 785-248-2808

Student employment is available for students through the Federal Work Study program. Students interested in Federal Work Study should contact the Director of Financial Aid (785-248-2808 or finaid@neosho.edu).

Student’s Right to Know

Neosho County Community College adheres to the philosophy of openness and therefore makes available to all students the following information on an annual basis:

A. The number of students categorized by race and sex;

- B. The number of students who receive athletically-related student aid, categorized by race and sex in all sports;
- C. The graduation rate for students categorized by race and sex;
- D. The completion or graduation rate for students who received athletically related student aid, categorized by race and sex;
- E. The average graduation rate for the four most recent graduating classes categorized by race and sex; and
- F. The average graduation rate for the four most recent graduating classes who received athletically-related student aid, categorized by race and sex.

Vice President for Student Learning

Sanders Hall, 620-432-0302

The Vice President for Student Learning serves as the Chief Academic Affairs Officer for the College.

ACADEMIC POLICIES AND PROCEDURES

Academic Honesty

Violations of the Academic Honesty policy include academic dishonesty, which is behavior in which a deliberate means is employed to gain undeserved intellectual credit or advantage, either for oneself or another, or which is disruptive of a course of study. Some examples of academic dishonesty are:

1) Plagiarism: Intentionally using the printed/published data, distinctive ideas, or language of someone else without specifically acknowledging the original source, for example, copying another student's paper, creative work, article, or computer work and submitting it as one's own original work is not allowed. On the other hand, the use of "common knowledge" or of ideas that are not distinctive to a single source does not require acknowledgement. Subject to the foregoing, the particular circumstances under which acknowledgment is required may vary among the different disciplines, which make up the College; in addition, the manner or style used to acknowledge a source will vary among disciplines. In a particular course, students must follow the acknowledgement/citation customs and standards of the discipline offering the course and acknowledge sources in the manner expected by that discipline.

2) Unauthorized collaboration on out-of-class projects: Students may not present work as individual when, in fact, the work was done by/or with other students.

3) Cheating on exams: This is defined as the unauthorized or inappropriate use of information about the exam (questions/answers) and/or the taking of an exam with the assistance of unauthorized materials such as notes, textbooks, crib sheets, and/or any electronic means such as cell phones. It is the responsibility of each instructor to inform students which information aids, if any, may be used on exams.

4) Unauthorized access to exams in advance of the examination: Students who in any unauthorized manner obtain exams in advance of the date and hour of the examination are committing an act of academic dishonesty. Unauthorized access to exams does not include

obtaining copies of exams given in previous semesters and returned to students, but it does include a sharing of information about an unreturned exam between a student in an earlier section of a class and a student in a later section.

5) Aiding and/or abetting an academically dishonest undertaking: A student is responsible for ensuring that other students do not misuse his/her work. Students are required to protect the integrity of their own work by, for example, not allowing, knowingly or through carelessness, another student to plagiarize a term paper or copy answers to an exam.

Responsibility for Academic Honesty: The fundamental responsibility for the maintenance of the standards of honesty rests upon the student. It is each student's responsibility to be familiar with College policy on academic honesty and to uphold the standards at all times in all situations. Faculty members are responsible for clarification to their classes of those standards of honesty for class assignments or projects where such standards may be unclear or when such standards vary from the accepted norm. The Faculty is expected to take reasonable precautions to protect academic honesty.

Consequences of Academic Honesty Violations: Incidents of academic honesty violation in the classroom will be the responsibility of the individual instructor. Upon discovery of such violations, the instructor will have a private meeting with the student to inform him/her of the situation or notify him/her by email. The consequences of violation of the Academic Honesty Policy are at the discretion of the instructor and can range from redoing the assignment for partial credit to course dismissal, to the receiving a grade of "XF" for the course. A grade of "XF" indicates the student failed the course due to violations of the Academic Honesty Policy and remains on the permanent transcript unless removed by passing a course in ethics and integrity. All actions taken by the instructor will be documented by the instructor and reported to the following:

- Instructor's direct supervisor (appropriate division chair, director or direct supervisor)
- Appropriate Dean as applicable (Dean of the Ottawa & Online Campuses, Dean of Outreach and Workforce Development)
- Vice President for Student Learning
- Dean of Student Services

A copy of the documentation will be placed on file with the Dean of Student Services. If the student does not agree with the actions taken by the instructor, he/she may utilize the Academic Honesty Appeal Procedure found in this handbook or the NCCC College Catalog.

Records of acts of misconduct will be kept on file by NCCC. In cases of serious violations of academic honesty or multiple violations of the policy, the Dean of Student Services, in conjunction with the Dean of the Ottawa Campus, the Dean for the Online Campus, or the Dean for Outreach and Workforce Development when applicable may require a meeting with the student to determine what action needs to be taken. Actions may range from a warning to expulsion from the college.

Academic Appeals

A. Final Grades

Final grades are based only on academic standards and the instructor's evaluation of how well a student achieved those standards. Final grades shall be based upon written grading criteria given to the student at the beginning of each course. Each instructor is required to issue a syllabus for the course the first class session each semester outlining the requirements for the course and the grading criteria to be used in the course. Only final grades given at the conclusion of the course may be appealed. Grounds for Final Grade appeals include:

1. Failure of the instructor to follow the written criteria given to the student at the beginning of the course (or failure of the instructor to provide written criteria as required).
 2. Alleged errors in the mathematical calculation of grades.
 3. Alleged errors in recording the grade on the student's transcript.
 4. Non-academic issues such as attendance (i.e. if a student completed the work and would otherwise have been entitled to a grade acceptable to the student, but did not receive the grade due to poor attendance, poor class participation, discrimination, etc.).
- In the case of a final grade appeal, the student must begin the appeal process within thirty (30) days from the conclusion of the course. Each final grade being questioned must be appealed separately.

B. Academic Honesty

In the case of an academic honesty violation, (as defined in the Code of Student Conduct and Discipline) the student must begin the appeal process within two (2) working days from the date disciplinary action was initiated by the faculty member or other College official.

C. Assignments/ Test Grades

Assignments/grades cannot be appealed. Once the course is completed the student may use the final grade appeal process listed in this handbook.

D. Appeal Procedure

A student begins the appeal process by completing the Academic Appeal Form available in the office of the Chief Academic Officer and then:

1. To initiate a grade appeal, confer with the appropriate course instructor first. If the problem cannot be resolved, the student may continue the appeal process by making an appointment with the Chief Academic Officer.
2. For an academic honesty appeal, including appeal of an XF grade, meeting with the course instructor is not required, and the student shall make an appointment with the Chief Academic Officer.

It rests with the Chief Academic Officer's discretion to investigate and determine the basis for the appeal and then either resolve it or refer it to an ad hoc committee appointed by the Chief Academic Officer or by the President of the College. No further appeal by the student is allowed.

Transfer and Articulation Agreement

In accordance with K.S.A. 72-4454, Kansas technical colleges, community colleges, the Institute of Technology, state universities and Washburn University shall establish articulation agreements providing for the transferability of substantially equivalent courses of study and programs that are offered at those institutions in order to facilitate articulation of students in technical programs to and among the Kansas technical colleges, community colleges, Institute of Technology, state universities and Washburn University.

General Transfer Provisions

Each Kansas public postsecondary educational institution shall establish its residency requirements, graduation requirements, and any admission requirements to professional or specific programs. Admission to an institution shall not equate with admission to a professional school or a specific program. With exceptions, students must complete all graduation requirements of the receiving institution. Students with a completed associate degree who transfer into a professional school or specialty program may need more than two academic years of course work to complete the baccalaureate degree, depending on requirements of the program.

Transferred coursework must be transcribed in credit hours. Students transferring to Kansas public universities with a completed AA or AS degree shall be given junior standing.

Transfer of general education credit to and among Kansas public universities, including state universities and Washburn University, shall follow the requirements below.

Although the following distribution of courses does not necessarily correspond to the general education requirements for the bachelor degree at any Kansas public university, it shall be accepted as having satisfied the general education requirements for the bachelor degree of all Kansas public universities. A minimum of 45 credit hours of general education with distribution in the following fields shall be required. General education hours totaling less than 45 shall be accepted, but transfer students must complete the remainder of this requirement before graduation from the receiving institution, which may require an additional semester(s). 12 hours of Basic Skills courses, including:

6 hours of English Composition; 3 hours of Public Speaking or Speech Communication; 3 hours of college level Mathematics; college Algebra and/or Statistics will be required of transfer students where the curriculum of the receiving institution requires it; 12 hours of Humanities courses from at least three of the following disciplines: Art*, Theater*, Philosophy, Music*, History**, Literature, Modern Languages; 12 hours of Social and Behavioral Science courses from at least three of the following disciplines: Sociology, Psychology, Political Science, Economics, Geography, Anthropology, History**; 9 hours of Natural and Physical Science courses from at least two disciplines (lecture with lab).

Many of the Board approved systemwide transfer courses meet general education requirements at the public postsecondary educational institutions in Kansas. Although a transfer general education curriculum has not been established for associate degrees, the transfer curriculum is assumed to be a subset of the curriculum above. Public universities may develop program-to-program articulation agreements for the AAS degree.

Completed technical programs (non-degree) and completed AAS degrees shall transfer according to option (1) or (2) below:

(1) As a block to articulated programs at community colleges, technical colleges, and to those universities that have program to program articulation agreements.

(2) On a course-by-course basis. General education courses may be transferred according to paragraphs above. Substantially equivalent courses may be transferred on a course-by-course basis according to paragraph above. Other courses may be transferred as electives according to paragraph above.

Students who intend to transfer are responsible for becoming acquainted with the program and degree requirements of the institution to which they expect to transfer.

STUDENT ACTIVITIES

Chanute campus- Director of Residence and Student Life, Student Union, 620-432-0381
Ottawa campus- Admissions Specialist, 785-248-2799

The Student Activities office provides guidance for all student clubs and organizations. This office coordinates the planning and implementation of student activities.

Athletic Events – Chanute Campus

Athletic events are an integral part of student life at the Chanute campus. NCCC has the following athletic teams which compete on a regular basis: Men's Basketball; Women's Basketball; Volleyball; Wrestling; Men's Soccer; Women's Soccer; Softball; Baseball; Men's Cross Country/Track; Women's Cross Country/Track; and Cheer/Dance. Admission is free for students to all regularly scheduled conference athletic events at the Chanute campus with valid ID card.

Music – Chanute Campus

The music department at NCCC includes two choral ensembles, one instrumental ensemble, one-on-one private voice and piano lessons, and musical theatre productions. The private lessons and student vocal and instrumental ensembles are audition only; the Concert Choir is open to students and community members without audition. (Chanute Campus, 620-432-0377)

Kansas Collegiate Quiz Bowl Team – Chanute Campus

The Academic Excellence Challenge Team is a group of students from Neosho County Community College who compete against other students from Kansas community colleges in a scholar bowl format. The students spend the year practicing in mock competitions between each other and in scrimmage competitions against other community colleges. The official competitions take place in the spring and consist of a preliminary, a regional, and a state final competition. Each Year NCCC recruits a team of 8 members to participate in the program. To be eligible to compete, students must be enrolled in (at least) 6 credit hours. A team member must have earned at least a 2.0 cumulative G.P.A, have completed no more than 72 semester hours, and may not have a college degree. A team member may participate for a maximum of 2 years. (Mindy Ayers, 620-432-0314)

Student Senate – Chanute and Ottawa Campuses

The Student Senate is the governing agency of the student body. Its goal is to promote student interests in all areas of campus life. The executive council of this body consists of: President, Vice-President, and Secretary/Treasurer. All positions are elected by the student body in a general election. The senators consist of two sophomores and two freshmen. The Student Senate has the responsibility of coordinating the social functions of the college and cultivating a desirable college spirit through extracurricular activities. Members of the Student Senate are given an opportunity to participate in institutional decision making as members of the following institutional committees: Executive Committee, Strategic Planning Committee, Assessment & Program Review Committee and Technology Planning Committee. Chanute and Ottawa campuses have separate student senates. (Chanute Campus, 620-432-0389/Ottawa Campus, 785-248-2799)

Theatrical Production – Chanute Campus

The NCCC Theatre Department offers a wide variety of performance opportunities (showcases, dramas, comedies, original works, musicals, etc.) that reflect the cultural needs of the college and surrounding communities. The NCCC Theatre Department's mission is to celebrate diversity and the human condition through the power of performance. At least two mainstage performances are offered during the academic year on the Chanute Campus. NCCC students, faculty, and staff are eligible to audition for the productions as well as all interested Neosho County community members. Experience is not necessary or critical. Each production is unique and requires new faces for new challenges. Students are highly encouraged to participate and are eligible for college credit by enrolling in Theatre Workshop. For more information, please contact the NCCC Theatre Department at 620-432-0361.

STUDENT ORGANIZATIONS

#Adulthood – Chanute Campus

#Adulthood is an organization for students at NCCC. This group meets to discuss the process of transitioning into adulthood in regards to financial responsibilities and skills needed to be successful in today's society. (Mindy Ayers, 620-432-0314)

Art Club – Chanute Campus

The Art Club is a campus organization that provides educational activities in the visual arts for club members and the college community. Club activities promote the practical and cultural value of art, the development of personal creativity and art career awareness. The Art Club is open to all students who have an interest in art.

Black Student Union – Chanute Campus

The purpose of the Black Student Union is to promote a general understanding of all black culture and heritage. The organization also assists and supports black students and serves

as a representative of all minority students of NCCC on all issues of public interest and/or concern. The organization is open to all students wishing to participate in the club's goals and prospective purposes. (Luka Kapkiai 620-432-0360; Antwon Hicks)

Business and Innovation Club – Chanute Campus

The Business Club is a campus organization open to all students majoring in the areas of business. Its objective is to provide social, career, and educational activities as they relate to the business world. (Richard Webber, rwebber@neosho.edu, 620-432-0307)

Crafting of Yarn Club – Chanute Campus

The purpose of the Crafting of Yarn Club is to promote the understanding of the needle arts, specifically knitting and crocheting, to foster creative potential and growth, and to promote healthy social interaction through the needle arts. At least one community service project will be done during the school year at a time determined by club members. Membership is open to all students. (Chanute Campus only - Ann Neff, 620-432-8192)

Creative Minds Club – Ottawa Campus

The Creative Minds Club gives students, staff, and faculty a forum to develop and showcase their creativity in many areas such as writing, sculpture, drawing, painting, photography, music, poetry, arts and crafts, woodworking, and many more, as well as the opportunity to promote creativity on their campus and in their communities. Several activities and fundraisers are planned throughout the year, such as writing or poetry contests, unusual and traditional holiday celebrations, and book sales, among others. Student, faculty and staff networking is promoted as all are encouraged to attend and participate in the activities and fundraisers to share their creative pursuits. All students are encouraged to join and become involved in the club. (Sally Sudja, 785-248-2833)

Cultural Exchange Club – Ottawa Campus

The Cultural Exchange Club is an open club for participants to explore diverse cultures through food, music, traditions, discussions, and other learning ventures both on campus and off through member-selected field trips. The club is an exciting opportunity to explore new international experiences, expand cultural diversity, and broaden world views. (Mike Campbell, 785-248-2805)

Honors – Chanute Campus

The NCCC Honors Program offers a unique and challenging learning experience to students with the desire to excel and have the opportunity to enroll in special sections of select general education courses that will provide stimulating learning experience. (Mindy Ayers, 620-432-0314)

International Student Club – Chanute Campus

It is the mission of The International Student Club to promote understanding and good will among students of different nations and cultures, to share ideas and diverse perspectives in solutions to identified problems. To immerse themselves in the community, international club members participate in a variety of community services – Chanute Public Library, Annual Book Sale, various radio programs and community organizations where information about

specific cultures are shared. Membership is open to all students. (Director of International Student Services, 620-432-0324)

Literature and the Movies Club – Chanute Campus

Literature and the Movies is a club that meets once a month during the fall and spring semesters. First, students read a piece of literature and then the group meets to watch the movie based on the work and to compare and contrast the two. (Mary Weilert, 620-432-0417)

MGSNA - Nurses Club – Chanute and Ottawa Campuses

Nursing students are encouraged to become active members in the KANS (Kansas Association of Nursing Students). Membership in this organization gives the student an opportunity to learn and practice leadership skills and network with students from other schools of nursing and nurses at state and national levels. Chanute Campus - (Nancy Carpenter, 620-432-0325) Ottawa Campus – (Cheryl VanHemert, 913-972-4438; Kristy Snyder)

Music Club – Chanute Campus

The Music Club is open to all NCCC students. The purpose of the club is to foster an appreciation for all types of music within the College community. Club members can enjoy live performances, field trips, and discussions about issues concerning music and the arts. (Alan Murray, amurray@neosho.edu)

NC Scrub Club – Ottawa Campus

The NC Scrub Club is the surgical technology student organization that fosters growth and strength of its members through learning and practicing leadership skills, teamwork and humanitarianism. Group activities are directed toward service to the community and promotion of the education and profession of surgical technology. (Jen Cain, jcain@neosho.edu)

NCCC Vocal Ensemble – Chanute Campus

NCCC Vocal Ensemble is the premier auditioned student choir. The ensemble performs many styles of choral literature, from madrigals to vocal jazz to modern pop/rock arrangements to contemporary choral pieces. This group presents at least two on-campus concerts per year, sings at various sporting events, and also participates in regional and national choral festivals. (Chanute Campus only, Alan Murray, 620-432-0377)

NCCC Circle K – Chanute Campus

Circle K International (CKI) is the premier collegiate and university community service, leadership development, and friendship organization in the world. With more than 13,770 members in 17 nations, CKI is making a positive impact on the world every day. Circle K clubs are organized and sponsored by a Kiwanis Club on a college or university campus, CKI is a self-governing organization and elects its own officers, conducts its own meetings, and determines its own service activities. CKI blends community service and leadership

training with the opportunity to meet other college students around the world. (Claudia Christiansen, 620-432-0327)

Occupational Therapy Assistant Student Organization (OTASO) – Ottawa Campus

All students accepted into the occupational therapy assistant program have the opportunity to participate in the NCCC Occupational Therapy Assistant Student Organization (OTASO). Involvement in this organization gives OTA student members opportunities for: Professional leadership, promoting professional awareness, promoting professional collaboration (KOTA) and organize community services opportunity. Officers are elected yearly. (Peggy Carman, pcarman@neosho.edu)

Panther History Club – Chanute Campus

The Panther History Club is the campus organization open to all students. Its objective is to provide social, career and educational activities as they relate to the field of history and social sciences. (Mindy Ayers, 620-432-0314)

Panther Players – Chanute Campus

The Panther Players Theatre Club is geared towards students interested in participating in theatre or for those who just enjoy attending theatre. Panther Players helps support NCCC's theatre productions as well as attend other productions from high school, community, college/university, and professional theatre. The group meets once a month to discuss club business, community service opportunities, and upcoming events. (Theatre Department, 620-432-0361)

PHI THETA KAPPA (PTK)-Omega Iota Chapter-Chanute Campus

PHI THETA KAPPA (PTK)-Beta Nu Iota Chapter-Ottawa Campus

The purpose of the Phi Theta Kappa at NCCC is the promotion of scholarships, the development of leadership and service, and the cultivation of fellowship among qualified students of this College. Each year, Phi Theta Kappa encourages each community college chapter to nominate two students for Academic All-American. These two students compete nationally for honors and are automatically named to the Kansas Academic All-American team that is recognized at an awards ceremony. Membership in Phi Theta Kappa shall consist of members, provisional members, alumni members, and honorary members. Chanute – Alan Murray/Luka Kapkiai, 620-432-0377/620-432-0360; Ottawa - Kevin Blackwell, 785-248-2801

National Technical Honor Society – Chanute Campus

The Society is committed to the recognition of excellence in every arena of career and technical education – student achievement, community service, and contributions from business, industry, and educational professionals. (Will Jordan, 785-979-0560)

Scientifically Minded Adventurer's Club – Chanute Campus

This organization is for students who have an interest and/or curiosity in the various fields of biology, chemistry and physics. All students are eligible for membership and are

encouraged to join and become involved in the club. The club offers opportunities for participation in professional activities featuring guest speakers, technical demonstrations, journal article reviews, bi-annual colloquium participation, and field trips. Several social activities and fundraisers will be planned each year. This organization is interested in promoting the college and personal growth through science and activities. (Andrew Ouellette, 620-432-0382)

Student Ambassadors – Chanute and Ottawa Campuses

NCCC Student Ambassadors are students selected by the admissions department to represent the College at various College and community functions. Student Ambassadors support NCCC by giving campus tours, participating in recruitment events, being a positive role model for peers, and representing NCCC at college and high school athletic events. In addition, NCCC Student Ambassadors will assist the Admissions Office by assisting future and current students through the enrollment process, answering the phone, filing, helping with weekly mailings, and other office duties as assigned. (Chanute Campus, Admissions Office, 620-432-0376; Ottawa Campus, Admissions Office, 785-248-2822 or 785-248-2799)

CODE OF CONDUCT

Purpose of the code

The primary concern of Neosho County Community College is the student. The college attempts to provide for all students a campus environment that is conducive to academic endeavor and social and individual growth. To that end, rules, regulations and guidelines governing student behavior and the student's relationship with the college have been formulated into a student code of conduct and discipline. Enrollment at Neosho County Community College is considered implicit acceptance of these and other policies applicable to students, all of which are educational in nature and designed to help students understand expectations and accept responsibility for their own actions. This Code and other College policies are subject to change without notice. The student is responsible for obtaining all published materials and updates from the office of the Chief Student Affairs Officer relating to the Code and to become familiar with other rules and guidelines that have bearing on student behavior and responsibilities.

Definitions

- 1) The term "College" means Neosho County Community College.
- 2) The term "student" includes all persons taking courses at the College, both full-time and part-time, whether degree-seeking, non-degree seeking, or lifetime learners. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students."
- 3) The term "faculty member" means any person employed by the College to conduct learning activities.
- 4) The term "College Official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
- 5) The term "member of the College community" includes any person who is a student, faculty member, College Official, or any other person employed by the College.

- 6) The term “College premises” includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by the College (including adjacent streets and sidewalks).
- 7) “College Function” includes any activity sponsored by, or in which a college-sponsored or organized group is participating or competing in, whether on or off College premises.
- 8) The term “organization” means any number of persons who have complied with the formal requirements for College recognition.
- 9) The term “shall” is used in the imperative sense.
- 10) The term “may” is used in the permissive sense.
- 11) The Chief Student Affairs Officer- Dean of Student Services is that person designated by the College President to be responsible for the administration, under the authority of the Board of Trustees, of the Student Code of Conduct.
- 12) The term “policy” is defined as the written regulations of the College as found in, but not limited to, the Student Handbook, The NCCC College Catalog, and the NCCC Board Policy Manual.

Authority

- 1) Unless otherwise noted in this Code, the Chief Student Affairs Officer as designated by the President shall be authorized to investigate each case and determine the disciplinary sanctions of any violations of the Code of Conduct. Unless otherwise noted in this Code, the Student Appeals Committee will be a standing committee appointed by the President to hear appeals of disciplinary sanctions imposed by the Chief Student Affairs Officer.
- 2) The Chief Student Affairs Officer shall develop procedures and procedural rules for the conduct of hearings, which are consistent with provisions of the Code of Conduct and approved by the President.

Proscribed Conduct; Scope

Disciplinary action for violations of the Code of Student Conduct and Discipline is generally intended for application to conduct which occurs on College premises or at College functions. The College expects that each student, regardless of place of residence, will observe all federal, state and applicable local laws both on and off campus. Any student who violates any provision of those laws and/or the Code of Student Conduct and Discipline is subject to disciplinary action, notwithstanding action taken by civil authorities on account of the violation. The standard of review in all hearings is by preponderance or greater weight of the credible evidence. The Code of Student Conduct is not a contract and serves only as guidance for the fulfillment of acceptable and fair procedures.

Interpretation and Revision

- A. Any question of interpretation regarding the Code of Conduct shall be referred to the Chief Student Affairs Officer or his or her designee for final determination.
- B. The Code of Conduct shall be reviewed every year under the direction of the Chief Student Affairs Officer and approved by the President.

Categories of Misconduct

I. Disruptive Behavior

This section applies to behavior that persistently or grossly interferes with academic and administrative activities on campus. Ordinarily, such behavior actively hampers the ability of other students to learn and of instructors to teach. The following is a specific, although not exhaustive, list of disruptive behaviors that commonly result in the administrative position of discipline:

- 1) Persistent or gross acts of willful disobedience or defiance toward College personnel.
- 2) Interference with the normal operations of the College (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other College activities, including its public service functions).
- 3) Use of personal portable amplification equipment (e.g., iPods® and MP3 players) in a manner that disturbs the privacy of other individuals and/or the instructional program of the College.
- 4) Physical abuse, physical assault (fighting), verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person (including any such action that takes place at an event sponsored or supervised by the College). This includes direct or indirect conduct and all forms of communication (including electronic, non-verbal, verbal, or written).

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

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

Title IX Coordinator
a/k/a Chief Academic Officer
Neosho County Community College
800 W. 14th Street
Chanute, KS 66720
TitleIX@neosho.edu

Students may in the alternative prefer to contact:

Dean of Student Services
Neosho County Community College
800 W. 14th Street
Chanute, KS 66720
StudentServices@neosho.edu

5) Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.

6) Hazing.

NCCC's Hazing Policy states: NCCC's mission is to enrich the lives of our students. Promoting, permitting, or participating in hazing is prohibited for any NCCC group, club, or organization. NCCC defines hazing as an act which could be seen by a reasonable person as endangering the mental or physical health or safety of a student (including discomfort and/or embarrassment), or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in any college group or organization. Examples of hazing activities include but are not limited to:

- Attending a skit night or roast where other members are humiliated
- Singing or chanting by you or with a few select team members in a public situation that is not related to the event, game, or practice
- Wearing clothing that is embarrassing and not part of the uniform
- Being yelled, screamed, or cursed at by other team/organization members
- Getting a tattoo or piercing of a body part.
- Acting as a personal servant to other members
- Deprivation of sleep by other members
- Being awakened at night by other members
- Making prank phone calls or harass other members
- Being tied up, taped, or confined to small spaces
- Being transported to and dropped off in an unfamiliar location
- Enduring harsh weather without proper clothing
- Drinking large amounts of a non-alcoholic beverage such as water
- Drinking large amounts of alcohol to the point of passing out or getting sick
- Watching sex acts
- Performing sex acts with the same or opposite gender
- Morally degrading or humiliation games and activities

Individuals found in violation of this policy may be subject to disciplinary action as referenced by NCCC's Student Code of Conduct. Hazing may also be subject to criminal prosecution pursuant to K.S.A. 21-5418.

7) Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

8) Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to, or use of, the College.

9) Possession, manufacture, distribution, use, or illegal sale of any alcoholic beverage, controlled substance, chemical precursor, controlled substance analogues or illegal drugs in any college building, facility, grounds, other property owned by the college, or during any college-sponsored activity or event.

Neosho County Community College provides an online alcohol and drug prevention and intervention course designed to educate students and employees about unlawful possession, use, or distribution of illicit drugs and alcohol.

In meeting with this commitment, the College provides educational opportunities and assistance through support services. The following policy is established to meet this intent and to ensure compliance with both the "Drug-Free Work Place Act of 1988" and the "Drug Free Schools and Communities Act amendments of 1989" (P.L. 101-226). As set forth in local, state, and federal laws, and rules and regulations of the College, Neosho County Community College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students in buildings, facilities, grounds, or other property owned and/or controlled by the College or as part of College activities. All students must abide by this policy as a condition of enrollment or employment. Continuance of enrollment following receipt of this policy constitutes acceptance of this policy by the student. This does not apply to the possession and use of controlled substances as part of the care and treatment of a disease or injury.

Local, state and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. The sanctions include, but are not limited to, incarceration and monetary fines.

If you, a family member, or friend has a substance abuse problem, the most important factor is to **GET HELP!** There are numerous agencies to assist you with prevention, support or treatment. Some are free of charge. Check with your insurance company about coverage for services.

Health Risks- The following are health risks related to the consumption or use of alcohol/ and or drugs:

Alcohol - short term effects include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain, ulcers, gastritis, malnutrition, delirium tremens and cancer. Alcohol combined with other barbiturates/depressants can prove to be a deadly mixture.

Amphetamines/Stimulants - speed up the nervous system which can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

Anabolic Steroids - seriously affect the liver, cardiovascular and reproductive systems. Can cause sterility in males and females, as well as impotency in males.

Barbiturates/ Depressants - slows down the central nervous system which can cause decreased heart and breathing rates, lower blood pressure, slowed reactions, confusion, distortion or reality, convulsion, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack - stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures, and death due to cardiac arrest or respiratory failure.

Hallucinogens - interrupts the functions of the part of the brain which controls the intellect and instincts. May result in the self-inflicted injuries, impaired coordination, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

Cannabis - impairs short-term memory, comprehension, concentration, coordination, and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer causing agents than tobacco smoke.

Narcotics - overdose may result in convulsion, coma, and death. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco/Nicotine – increased risk of emphysema; chronic bronchitis; and lung, larynx, esophagus, bladder, pancreas and kidney cancers

1. "Illicit drug use" is defined as the use of drugs and the abuse of other drugs and alcohol, including anabolic steroids.
2. Cocaine, marijuana, opiates, amphetamines, and other drug or substance as set forth in Section 202 of the Controlled Substance Act (21 U.S.C., Sec 812).
3. Cocaine, marijuana, opiates, amphetamines, and other drug or substance as set forth in Schedules I through IV of the Uniform Controlled Dangerous Substances Act, 63.

Note: Under College regulations, no alcoholic beverages are allowed on College property, no matter what your age.

10) Unnecessary or unauthorized internet usage.

According to NCCC's Computer Usage and Internet Policy, this College provides access to the vast information resources of the Internet to students, faculty and staff in their educational endeavors. The facilities that provide access represent a considerable commitment of resources for telecommunications, networking, software, storage, etc. This Internet usage policy is designed to help you understand our expectations for the use of those resources in the particular conditions of the Internet, and to help you use those resources wisely. While we've set forth explicit requirements for Internet usage below, we'd like to start by describing our Internet usage philosophy.

First and foremost the Internet for this College is an educational tool, provided to you at significant cost. That means we expect you to use your Internet access primarily for educationally related purposes, i.e., to communicate with students, other College personnel and colleagues, to research relevant topics and obtain useful educational information (except as outlined below). We insist that you conduct yourself honestly and appropriately on the Internet, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as you would in any other business dealings. To be absolutely clear on this point, all existing College policies apply to your conduct on the Internet, especially (but not exclusively) those that deal with intellectual property protection, privacy, misuse of College resources, sexual harassment, information and data security, and confidentiality.

Unnecessary or unauthorized Internet usage causes network and server congestion. It slows other users, takes away from work time, consumes supplies, and ties up printers and other shared resources. Unlawful Internet usage may also garner negative publicity for the College and expose the College to significant legal liabilities.

The chats, newsgroups and e-mail on the Internet give each individual Internet user an immense and unprecedented reach to promote the interests of the College. Because of that power, we must take special care to maintain the clarity, consistency and integrity of the mission and objectives of the College. Anything any one employee writes in the course of acting for the College on the Internet could be taken as representing the College's educational posture. That is why we expect you to forego a measure of your individual freedom when you participate in chats or newsgroups on College time, as outlined below.

While our direct connection to the Internet offers a cornucopia of potential benefits, it can also open the door to some significant risks to our data and systems if we do not follow appropriate security discipline. As presented in greater detail below, that may mean preventing machines with sensitive data or applications from connecting to the Internet entirely, or it may mean that certain users must be prevented from using certain Internet features like file transfers. The overriding principle is that security is to be everyone's first concern. College employees and students can be held accountable for any breaches of security or confidentiality.

Certain terms in this policy should be understood expansively to include related concepts. "**College**" refers to Neosho County Community College. The Dean of Operations serves as the "CHIEF INFORMATION OFFICER" or "CIO" for the college. "**College Network**" refers to NCCC computing resources including but not limited to computers, software and information at all NCCC campuses, outreach sites and the virtual College, whether or not owned by NCCC. It shall also refer to any NCCC-owned computing resource regardless of location. "**Internet Access**" refers to any use of a password issued by NCCC to access and use what is commonly referred to as the Internet. "**Document**" covers just about any kind of file that can be read on a computer screen as if it were a printed page, including any files read in an Internet browser, any file meant to be accessed by a word processing or desktop publishing program or its viewer, or the files prepared for the Adobe Acrobat reader and other electronic publishing tools. "**Graphics**" includes photographs, pictures, animations, movies, or drawings. "**Display**" includes monitors, flat-panel active or passive matrix displays, monochrome or color LCDs, projectors, televisions and virtual-reality tools. (Complete policy

can be found in the Technology Services office located in Rowland Hall, or online at <http://www.neosho.edu/Departments/TechnologyServices/Policies.aspx>).

11) Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in, the College.

12) Failure to comply with the tobacco use policy.

Tobacco Use (smoke-free, not tobacco free) Applicability: This Policy applies to all NCCC students, employees and visitors with respect to use of Tobacco and Smoke Products. "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.

13) Failure to satisfy College financial obligations.

NCCC's Passing of Worthless Check Policy states: The intentional passing of worthless checks, or the failure to immediately redeem a worthless check unintentionally passed, shall constitute a sufficient reason for suspension from school.

14) Gambling.

15) Any form of passive or covert behavior may also be regarded as quite disruptive. Examples of passive, yet disruptive, behavior are those students whose poor personal hygiene so seriously offends the sensibilities of classmates and instructors that the classroom becomes an academic environment that is no longer tenable.

The College's Loitering/Illegal Entry Policy states: Loitering in classrooms, hallways, parking lots and other areas not generally considered to be gathering locations on campus is strictly prohibited. College officials have the right to remove any person or persons found loitering or causing general disturbance on the campus. Any person or persons found in the act of illegal entry, whether to personal property or the property of the College, will be detained and turned over to the proper authorities, and may face fines and/or imprisonment as prescribed by state and local statute. Interference with College officials during the lawful performance of their duties is a criminal offense as defined by K.S.A 21-5922. The police and/or sheriff's office will be called to remove such violators.

16) Violation of federal, state or local law on College-premises or at College sponsored or supervised activities.

17) The possession or use of lethal weapons on College premises is strictly prohibited. Lethal weapons include but are not limited to firearms, ammunition, bows/arrows, knives, explosives, and dangerous substances as defined by K.S.A. 72-89a01(h). Any person found in violation may be subject to the provisions of state law, College policy, and the Student Handbook.

For the Conceal and Carry exception to the Weapons Policy, please see the specific parameters as laid out in the Safety and Security section of this Student Handbook.

18) Participation in a campus demonstration which disrupts the normal operation of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

It is expressly forbidden for any group of students to gather in such a manner as to disturb public speech, do violence to any person or property, disrupt the function of the College, or interfere with its faculty or staff in the performance of their duties or otherwise by such gatherings bring disgrace or disrepute to the College. Any student who encourages or in any way participates in the formation or prolonging of such gatherings could be subject to disciplinary action.

19) Abuse of the Discipline System, including but not limited to:

- A. Failure to obey the summons of a College official.
- B. Falsification, distortion, or misrepresentation of information to a College official.
- C. Disruption or interference with the orderly conduct of a disciplinary hearing.
- D. Institution of discipline hearing knowingly without cause.
- E. Attempting to discourage an individual's proper participation in, or use of, the discipline system.
- F. Attempting to influence the impartiality of a member of a discipline hearing body prior to, and/or during the course of, the proceeding.
- G. Failure to comply with the sanction(s) imposed under the Disciplinary Code of Conduct.
- H. Influencing or attempting to influence another person to commit an abuse of the discipline system.
- I. Harassment (verbal or physical) and/or intimidation of a member of a hearing body prior to, during, and/or after a disciplinary proceeding.

Disciplinary Proceedings

College disciplinary proceedings may be initiated against a student charged with a violation of this Code of Conduct even if the same factual situation is the basis for pending or potential criminal prosecution and/or civil litigation. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following any such separate civil or criminal proceedings.

Charges and Hearings

Disciplinary action may originate with the Chief Student Affairs Officer or in other units of the College, which may initially deal with the alleged misconduct.

Anyone may report any perceived student violation to the Chief Student Affairs Officer or their designee. Forms for this purpose are available online through the NCCC web site.

A faculty member or College official may report any student violation which is not resolvable through an informal process and believes disciplinary action may be warranted. Any such referral to the Chief Student Affairs Officer shall be submitted online through the NCCC web site. Any referral should be submitted as soon as possible after the event takes place, preferably within forty-eight (48) hours.

Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble. The College pursues a practice of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the college will provide educational options, rather than punishment, to those who offer their assistance to others in need.

The Chief Student Affairs Officer, or their designee, may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the student(s) and the College official who referred the matter. After the initial investigation, the Chief Student Affairs Officer may issue one or more of the following:

A. Take no action.

B. Take administrative action to counsel, advise, or admonish the student.

C. Forward the grievance to an appropriate administrator/committee.

D. Take disciplinary action against the offending student ranging from warning to suspension or expulsion. The range includes but is not limited to:

1) Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.

2) Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations during the probationary period.

3) Loss of Privileges: Denial of specified privileges for a designated period of time.

4) Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

5) Discretionary Sanctions: Work assignments, service to the College or other related discretionary assignments.

6) Student Housing Suspension: Separation of the student from Student Housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

7) Student Housing Expulsion: Permanent separation of the student from Student Housing.

8) College Suspension: Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions or readmission may be specified.

9) Withdrawal: Withdrawal is administrative removal of a student from a class or from the College and may be imposed in instances of unmet financial obligation; for reasons of health; pending the outcome of a competent medical evaluation. The withdrawn student may also be barred from re-enrollment until such time as specific conditions have been met.

10) Expulsion: Permanent severance from NCCC.

Interim Suspension

In certain circumstances, the President or the President's designee, or Chief Student Affairs Officer may impose a College or residence hall suspension prior to the hearing before the Student Appeals Committee. Interim suspension may be imposed:

- 1) To ensure the safety and well-being of members of the College community or preservation of College property;
- 2) To ensure the student's own physical or emotional safety and well-being; or
- 3) If the student poses a threat of disruption or interference with the normal operations of the College.

During the interim suspension, students may be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible as the President or the President's designee, or Chief Student Affairs Officer may determine to be appropriate.

Student Grievance Procedure

Any student adversely affected by the discipline of the Chief Student Affairs Officer, or other College official, for other than grade appeals or sexual misconduct violations, may file (with the Chief Student Affairs Officer's Office) a written request for a hearing before the Student Appeals Committee within two (2) working days from the date disciplinary action was initiated by the Chief Student Affairs Officer or other College official. The request must specify the following: 1) Name, current address and telephone number; 2) Description, date(s) and place(s) of alleged act(s); (3) Date and by whom discipline was levied; (4) The disciplinary penalty assigned; (5) Circumstances which s/he feels merit review; (6) Signature and date. Upon receipt of the request for an appeal hearing, the Chief Student Affairs Officer will schedule a hearing, and notify the student requesting the appeal, of the date and time of the scheduled hearing. At the same time, the student will be informed as to the procedure used at the hearing and the student's right to friendly counsel.

Hearing Procedure

A time shall be set for a hearing, not less than two (2) nor more than ten (10) calendar days after the student has been notified. Maximum time limited for scheduling of hearings may be extended at the discretion of the Chief Student Affairs Officer.

1. A quorum of the committee shall be present during the course of the hearing; the Chair of the committee will be responsible for the written summary of the hearing.
2. The student accused of misconduct and requesting the hearing is expected to attend the hearing. Failure to attend, in the discretion of the Student Appeals Committee, may result in consideration of the matter with the available information and a determination of misconduct penalties, if any.
3. The chair will open the meeting by introducing the committee members and asking each party if there is an objection to a member. The objection, if any, shall provide a factual basis for the request that a member should not serve. The chair will decide whether to remove the member based on the objection. In such case, a replacement will be chosen by the chair if a quorum is not otherwise present to hear the case.
4. The chair will then advise the student of the Committee's procedures and his/her right to make a statement, call and question witnesses, and have an advisor of his/her own choosing

- present. The advisor can be a member of the faculty, a parent, an attorney, or other individual. However, only the student may speak and ask questions on his/her own behalf.
5. The Student Appeals Committee may seek the advice of the college attorney at any time.
 6. The Committee may in its sole discretion temporarily stay the hearing at any time to summon crucial witnesses, if necessary, to effectuate justice.
 7. The chair shall review, in the presence of the student and the Chief Student Affairs Officer, the allegations against the student for the matter under review.
 8. The chair shall then call upon the Chief Student Affairs Officer for a formal statement and questioning by members of the Committee and the student.
 9. The chair shall then call upon the student for a formal statement and questioning by committee members and the Chief Student Affairs Officer.
 10. The chair shall then proceed to ask the Chief Student Affairs Officer if he/she cares to introduce evidence or witnesses, in which event the student and the Chief Student Affairs Officer, as well as members of the committee, shall have the right to question them. Upon the conclusion of questioning, each witness shall leave the meeting room. In like manner, the chair shall ask the student if he/she cares to introduce witnesses; and, if so, like procedure shall be followed. Normally, witnesses shall only be present in the hearing during their testimony.
 11. After hearing all witnesses, the chair shall ask for a concluding statement first from the student and then from the Chief Student Affairs Officer, if they desire to make one. No further questions should be asked during the closing statements.
 12. Previous discipline records of the student may be used in any hearing.
 13. Legal rules of evidence do not apply to hearings before the Committee. **The standard of review is by a preponderance of the credible evidence.**
 14. Following the concluding statements, if offered, the chair shall request that everyone other than him/herself and the committee leave the room. The chair shall preside over deliberations and may vote in case of a tie.
 15. In the event a majority decision cannot be reached, the case may be dismissed or the Chief Student Affairs Officer may request that a second Committee be formed to rehear the case.
 16. Upon the determination of whether a violation has occurred, the Committee shall either dismiss the disciplinary matter or deliberate the misconduct penalties, whichever is appropriate. If misconduct penalties are to be decided, the Committee shall consider any penalties recommended by the Chief Student Affairs Officer and may affirm, modify, or reject such penalties.
 17. When the committee's deliberations are concluded, the student shall be notified in writing within two working days by the chair of the Committee's decision.
 18. The student's written request for review, the written statement of the Chief Student Affairs Officer's position, the committee's decision, and the written summary of the hearing, shall, upon completion of the hearing, be made a part of the student's confidential file in the Chief Student Affairs Officer's office.

Appeals to the President

A decision reached by the committee may be appealed by the accused student or referring College official to the President of the College, or his/her designee, within five (5) working days of the decision. The appellant must present a written statement of the reason(s) for the appeal. The President of the College (or his/her designee) will review the committee's determination only to see whether there was evidence before a committee which supported the result reached. The President is not bound by formal rules of hearings in his/her

investigation or appraisal and may refuse to review an appeal s/he believes to be without merit. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the initial hearing and supporting documents for one or more of the following purposes:

A. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party reasonable opportunity to prepare and present evidence that the Code of Conduct was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.

B. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether details in the case were sufficient to establish that a violation of the Code of Conduct occurred.

C. To determine whether the sanction(s) imposed were appropriate for the violation of the Code of Conduct which the student was found to have committed.

D. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appearing at the time of the hearing.

Upon review of the case, the President shall:

- 1) Sustain the original disciplinary action; or
- 2) Adjust the sanction, or
- 3) Remand the case to the original committee and Chief Student Affairs Officer for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s), or
- 4) Dismiss the case.

The decision of the President shall be “final and binding.”

In cases involving appeals by students accused of violating the Code of Conduct, review of the sanction by the President of the College may not result in more severe sanctions for the accused student.

II. Sexual Misconduct

“Sexual Misconduct” is a broad term encompassing non-consensual or unwelcome sexual advances, sexual violence, dating violence, domestic violence, and stalking.

Per Title IX compliance, it shall be the administrative policy of NCCC that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity of NCCC as required by statute. This title covers three major areas: admissions, employment, and treatment of students.

As a part of its policy not to discriminate on the basis of sex, NCCC hereby specifically prohibits any act of sexual misconduct and has adopted for its students and employees the following definition of sexual misconduct:

Sexual misconduct includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct sexual in nature. The Sexual Misconduct Policy specifically addresses the following:

- Unwelcomed communication, including but not limited to phone, text message, email, social media, or other electronic media;

- Requests for sexual favors for which compliance, or submission to such acts, is expressed or implied to impact initial or continued employment;
- Requests for sexual favors for which compliance, or submission to such acts, is expressed or implied to impact an individual's education;
- Requests for sexual favors for which compliance, or submission to such acts, is expressed or implied to impact the individual's work or academic performance or creates an intimidating, hostile, or offensive work or academic environment.

According to NCCC's Consent Policy, consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented each time from beginning to end while engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent can be withdrawn at any time once given, as long as the withdrawal is clearly communicated through words or actions.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs.

If you have been a victim of sexual misconduct:

- Get help immediately. In all probability, you will be in shock and should not be alone. Call a friend, a family member, roommate, or another person to come to your immediate aid.
- Promptly seek medical attention. Do NOT bathe, douche, or change clothes prior to the emergency room examination.
- Contact the police (911). You may request school authorities or another support person to assist you. Reporting can help police identify and apprehend the assailant. Reporting may also help protect other potential victims. There are many options for reporting and you are not obligated to go through the court process.
- If requested, NCCC will change a victim's academic situation after an alleged sex offense, including changes in course schedule, if those changes are requested by the victim and are reasonably available. A victim may also request that directory information be withheld from anyone excluding college officials, including name, current address and telephone number, email address, date of birth, program of study, enrollment status, country of citizenship, participation in student clubs, dates of attendance, diplomas or degrees awarded and the most recent educational institution attended by the student other than NCCC.

Remember you are not responsible for the assault. You never lose the right to say "no" under any circumstances. You are not alone if you've been forced or coerced into sexual activity against your will. Advocates are available who care and understand. It's never too late to seek help.

The Vice President of Operations has been designated as the Title IX compliance officer responsible to coordinate the efforts of the college to comply with and carry out its responsibilities under The Campus Sexual Violence Elimination Act, including any investigation of any complaint communicated to NCCC alleging its noncompliance with this Act or alleging any actions which should be prohibited by this Act. The compliance officer may be contacted by mail at NCCC, 800 West 14th Street, Chanute, Kansas 66720 or by telephone at (620) 432-0301.

Reporting

Reports of sexual misconduct are acted upon promptly while every effort is made by the College to preserve the privacy of reports. Additionally, all employees of the College are designated as mandated reporters and will share a report with the Title IX Coordinator promptly. Specific ways to report sexual misconduct can be found in the Sexual Misconduct Policy located here: <http://www.neosho.edu/TitleIX.aspx>.

Investigation

Upon notice to the Title IX Coordinator, the resolution process involves a prompt preliminary inquiry to determine if there is reasonable cause to believe the Sexual Misconduct Policy has been violated. This inquiry normally takes one to three business days. If the Title IX Coordinator determines that a formal investigation is warranted, the College will initiate a confidential investigation that is thorough, reliable, impartial, prompt, and fair. The investigation and the subsequent resolution process determines whether the Sexual Misconduct Policy has been violated. If so, the college will promptly implement effective remedies designed to end the misconduct, prevent its recurrence, and address its effects. The College aims to complete all formal investigations within a 60 calendar day time period.

For a detailed explanation of the investigation process, sanctions imposed, and resolution, please refer to the full Sexual Misconduct Policy at the link above.

Appeal

A student may appeal the decision made in a sexual misconduct case in writing to the Title IX Coordinator within two business days of the delivery of the written findings of the Title IX team. Any party may appeal the findings and/or sanctions only under the grounds below:

- A procedural error or omission occurred that significantly impacted the outcome of the investigation (for example, substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unknown or unavailable during the original investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions imposed fall outside the range of sanctions the College has designated for this offense and the cumulative record of the responding party.

For a detailed explanation of the appeal process, please consult the Sexual Misconduct Policy at the link above.

WINTER STORMS/SEVERE WEATHER

College authorities will make the decision to close the campus, usually prior to 6 a.m. the day of classes. The decision to close evening classes will be made prior to 5 p.m. Information will be made available to the following radio and TV stations:

Chanute Campus		Ottawa Campus	
KINZ – 95.3 FM	Chanute	KOFO – 1220 AM	Ottawa
KKOY – 105.5 FM	Chanute	LAZER – 105.9 FM	Lawrence
Cablevision of Chanute	Chanute	KLWN – 1320 AM	Lawrence
KKOW – 96.9 FM	Pittsburg	KJHK – 90.7 FM	KU
KOAM TV CH 7	Pittsburg	NPR – 91.5	KU
KIKS – 101.5 FM	Iola	KCUR -89.3 FM	MU-KC
KLKC 0 93.5 FM	Parsons	KC-TV5, KMBC-TV	Kansas City
		WIBW-TV	Topeka
		WIBW – 580 AM	Topeka

The College also utilizes a cell phone text messaging system which will be used to distribute and send emergency messages to all subscribers by location. To sign up for the text message delivery system, please go to www.neosho.edu. In addition, the college will update its web site and social media such as the college Facebook and Twitter feeds.

SAFETY AND SECURITY

Conceal and Carry

NCCC is committed to providing a safe and secure environment for all students, employees and patrons of campus services.

In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 et. Seq., as amended (the “Act”) and other applicable Federal/State laws, it is permissible and will not be a violation of the NCCC Weapons Policy for the carrying of a concealed Handgun on Campus as permitted and specifically allowed by the Act, and also in accordance with the Concealed Carry Restrictions set forth below.

Concealed Carry Restrictions:

Concealed Carry: Each individual who lawfully possesses a Handgun on Campus (must meet statutory requirements) shall be wholly and solely responsible for carrying, storing and use that Handgun in a safe manner and in accordance with the law and this Policy. Individuals who carry a Handgun on Campus must carry it concealed on or about their person at all times. “Concealed” means completely hidden from view and does not reveal the Handgun in any way, shape or form. “About” the person means that an individual may carry a Handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag or other personal carrier designed and intended for the carrying of an

individual's personal items. Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier or setting the carrier next to or within the immediate reach/control of the individual. It shall be a violation of this Policy to openly display any lawfully possessed Handgun while on Campus.

Statutory Restrictions: Kansas Statutes define when an individual is permitted to carry a concealed Handgun and impose criminal penalties for violations. Violation of State and Federal Laws, Rules and Regulations applicable to firearms in general and concealed Handguns specifically is a violation of this Policy.

Location Restrictions: Certain Campus buildings and/or Public Areas (as defined at K.S.A. 75-7c20) within Campus buildings can be permanently or temporarily designated to prohibited concealed Handguns. There are no Campus buildings or Public Areas that have been permanently designed to prohibited concealed Handguns with Adequate Security Measures in place. However, the NCCC Vice President for Operations (VPO) may temporarily designate a specific location as prohibiting concealed Handguns and use temporary ASMs as defined and required by law. Appropriate notice will be given whenever this temporary designation is made.

Campus locations leased by NCCC or used for Off-Campus Activity, and owned by an entity that may lawfully exclude or permit firearms at their premises (concealed or otherwise), may chose at their sole discretion to exclude or permit Handguns from their premises, notwithstanding a lease or use arrangement with NCCC. If Handguns are excluded at such locations and would otherwise be permitted by this Policy, individuals are expected to comply with the rules imposed by the location.

Safety Requirements: To reduce the risk of accidental discharge on Campus, when carrying a concealed Handgun on Campus (whether on the person or in a carrier), the concealed Handgun is to be secured in a holster that completely covers the trigger and the entire trigger guard area and that secures an external hammer in an un-cocked position through the use of a strap or by other means. The holster is to have sufficient tension or grip on the Handgun to retain it in the holster even when subjected to unexpected jostling. Handguns with an external safety are to be carried with the safety in the "on" position. Semiautomatic Handguns are to be carried without a chambered round of ammunition and revolvers with the hammer resting on an empty cylinder.

Storage: Handgun storage is not provided by NCCC. Individuals may store a Handgun in the individual's vehicle when the vehicle is locked and the Handgun is secured in a location within the vehicle that is not visible from outside the vehicle; Handgun storage by any other means is prohibited.

Specifically, it is prohibited for any individual to store a Handgun: i) in a vehicle that is unlocked or when the Handgun is visible from outside the vehicle, ii) in an individual's office, iii) in an unattended backpack/carrier, iv) in any type of locker, or v) in any other location and under any circumstances except as specifically permitted by this Policy and by state and federal law.

Training: Training on the proper handling of a concealed Handgun is encouraged. All NCCC employees are eligible for NCCC continuing education training reimbursement to supplement training for local, noncredit workshops, which could include a gun safety course (for reimbursement, employees must submit an Application to Staff for Faculty Development). Additionally, NCCC may periodically offer on-campus presentations to students/employees related to safe Handgun practices.

Any report of Weapons on a NCCC Campus will be addressed by local police departments in coordination with NCCC. The lawful carrying of a concealed Handgun should not create concerns on Campus; however, anything other than the lawful carrying of a concealed Handgun has the potential to create confusion and additional risk during police responses.

Applicability: This Policy applies to all Neosho County Community College (NCCC or "College") students, employees and visitors: i) on the NCCC main campus, Ottawa campus, and within locations owned or leased by NCCC that are not part of the NCCC main or Ottawa campuses (collectively, "Campus"), or ii) when attending/participating in or performing College duties at any off-Campus College sponsored or supervised classes, practices, activities or other programs (collectively, "Off-Campus Activity").

Enforcement: Any individual violating this Policy will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal/trespass from the premises and/or arrest. Enforcement of violations of this Policy will be administered by the NCCC Dean of Student Services or Director of Human Resources, as appropriate.

State and Federal Law: The foregoing Handgun Exception To Weapons Policy shall be subject to State and Federal Laws, Rules and Regulations as they may be amended or interpreted. If any part of any rule or restriction set forth above is determined to be unenforceable due to any such law, rule, or regulation, it shall not affect the enforceability of the balance of the policy. The office of the Vice President for Operations or designee may from time to time disseminate a summary of Kansas statutory restrictions and definitions which shall thereafter be incorporated in and made a part of this policy.

Reporting:

1. Suspected violations of this Policy should be reported to the office of the VPO, designee, or **NCCC Safety Officers:**

* **Call:** 620-432-0301 Chanute campus; 785-248-2798 Ottawa campus

* **Walk-in:** Operations office, Sanders Hall, Chanute campus only; Dean of Ottawa and Online Campuses, Ottawa campus only

* **Via text:** NCCC LiveSafe Campus Safety App

* **Via web site:** NCCC Share A Concern at

https://cm.maxient.com/reportingform.php?NeoshoCountyCC&layout_id=20

2. Emergency reports concerning threats or violence on campus: * **Call:** 620-432-0301 Chanute campus; 785-248-2798 Ottawa campus

* **Via text:** NCCC LiveSafe Campus Safety App

* **Call 911**

Homeland Security

NCCC takes the safety and security of its students, employees and the community it serves as its highest priority. When the National Terrorism Advisory System announces a security alert the College will act promptly to notify all constituents.

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do. (Source: NTAS website, www.dhs.gov/alerts)

The Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to the student's education records.

NCCC complies with the Family Rights and Privacy Act of 1974 by using the following policy regarding access to, and protecting the confidentiality of, student records. For more information, call 800-729-6222 (KS only) or 620-432-0302.

Upon request, any student of NCCC will be granted access to and review of any or all records pertaining directly to said student. Access to records will be granted no more than 45 days following such request. If information in these records is found to be inaccurate, misleading, or detrimental to the student, a committee composed of faculty and administrators will hear all cases challenging the content of such records. Such hearings will be scheduled within ten working days of receipt of a written request for said hearing. No personally identifiable records from NCCC will be released to parents, spouse, or others without the expressed, written consent of the student. Within the provisions of the Family Rights and Privacy Act, access will be granted to the following without the consent of the student:

- A. School officials, including teachers and administrators, who have a legitimate educational interest;
- B. Officials of schools to which the student wishes to transfer;
- C. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, or an administrative head of an education agency;
- D. In connection with the student's application, receipt or continued eligibility/status for financial aid; or
- E. A court order.

Exceptions to this rule exist within the law. Additional information and guidance may be found at the FPCO's website <http://www.ed.gov/policy/gen/guid/fpco/index.html>. Please review the act for more information.

Should a student owe the College any delinquent amount, official records will not be released to the student or a third party. However, this does not preclude the student from

personally reviewing his/her records and challenging any of the information. Financial aid transcripts may be sent at the request of other institutions.

Directory Information

Items defined by the college as “directory information” may be released without a student’s written consent. FERPA permits the College to limit the disclosure of and to use its discretion when choosing whether or not to release directory information to specific parties, for specific purposes, or both. In the exercise of that authority, the College may release directory information to college employees/trustees and on-campus publications designed to promote student achievement or events or otherwise serve to advance the interest and image of the college. Some examples include playbills showing the student’s name in a production, honor roll lists, graduation programs, sports programs, etc. In addition, two federal laws require the college to provide military recruiters, upon request, with student names, addresses and telephone listings.

The college designates the following as directory information:

- Student’s name
- Address
- Telephone number
- Email address
- Photograph
- Date and place of birth
- Major fields of study and classification
- Full- or part-time status
- Participation in officially recognized activities
- Weight and height of an athletic team member
- Semesters of attendance
- Degrees, awards and honors received
- Previous educational institutions attended

Students who wish to prevent disclosure of directory information must contact the Registrar’s Office to request their information be excluded from certain college publications.

The student has the right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name, address and telephone number of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
(800) 872-5327

Jeanne Clery Act Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education (IHEs) that participate in the federal student financial aid program to disclose information about crime on

their campuses and in the surrounding communities. The Clery Act affects virtually all public and private IHEs and is enforced by the U.S. Department of Education. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

The Clery Act, formerly known as the Crime Awareness and Campus Security Act, was signed in 1990 and is named after 19-year-old Jeanne Clery who was raped and murdered in her Lehigh University residence hall in 1986. Clery's parents lobbied Congress to enact the law when they discovered students at Lehigh hadn't been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery's murder.

Crime Definitions

Aggravated Assault:

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: Unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Destruction/Damage/Vandalism of Property

To willfully or maliciously destroy, damage, deface, or otherwise injure real personal property without the consent of the owner or the person having custody or control of it.

Drug Abuse Violations

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Intimidation

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny-Theft (Except Motor Vehicle Theft)

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Liquor Law Violations

The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

Criminal Homicide-Murder and Nonnegligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Rape

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Criminal Homicide-Manslaughter by Negligence

The killing of another person through gross negligence.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence, and/or by putting the victim in fear.

Sex Offenses

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

A. Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

B. Incest

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

C. Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent.

Each year the residence halls provide special education programs to promote awareness of date rape, rape and other forcible sex offenses.

Simple Assault

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Weapons: Carrying, Possessing, Etc.

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Crime Reporting Activities

The Clery Act states an institution must report statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of the following that are reported to local police agencies or to a campus security authority.

Reports of a crime in or on a non-campus building or property or on public property include reported crimes involving NCCC students or staff that occur during NCCC events or activity outside the college premises. If crimes reported in or on non-public buildings or property or on

public property, a geographic breakdown of the statistics reported will be provided in the annual Campus Security Report.

The annual statistical information includes crimes reported on the NCCC main campus (1) 800 W. 14th Street, Chanute, KS 66720; and at the main extension location (2) 900 East Logan, Ottawa, KS 66067.

Location Definitions from the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

On-Campus

(1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and

(2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building or Property

(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus or immediately adjacent to and accessible from the campus.

Procedures for Reporting Crimes

All emergency situations involving: (1) a crime in progress, (2) a medical emergency, (3) a fire should be immediately reported to police at 911. All campus phones may be used to dial 9-1-1 at no charge. While on campus, persons should be aware that different telephone systems might require you to dial an outside line before dialing 9-1-1.

As an added security measure, "Blue Light" non-dial outdoor emergency telephones are located at strategic points on campus. These phones are easily identified by the word "Emergency" and their distinctive blue lights. When the button is pushed the caller is in immediate contact with the local police department. In addition to providing voice contact with a public safety dispatcher, the dispatcher is also able to pinpoint the caller's location. These phones are for emergency use only. These phones are maintained by Technology services and provide communication for reporting emergencies.

To report any non-emergency incident occurring on campus, contact the **Dean of Student Services at (620) 212-1153** or the Vice President of Operations at (620) 433-0789.

When calling for either emergency or non-emergency service, be prepared to:

1. Clearly identify yourself.
2. State where you are calling from.
3. State briefly, the nature of your call.

If possible, stay on the line unless otherwise advised by the dispatcher. The dispatcher will summon public safety or the appropriate police, fire and/or medical service.

Members of the college community are strongly encouraged to report all crimes and suspicious activity to the local police department or appropriate police agency in a prompt and timely manner.

Crime Report

CRIMES REPORTED FOR:	NCCC CHANUTE CAMPUS				NON-CAMPUS BUILDINGS OR PROPERTY			*PUBLIC PROPERTY		
	2014	2015	2016		2014	2015	2016	2014	2015	2016
TYPE OF OFFENSE			Res Hall	Total						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0
Fondling	N/A	0	0	0	N/A	0	0	N/A	0	0
Incest	N/A	0	0	0	N/A	0	0	N/A	0	0
Statutory Rape	N/A	0	0	0	N/A	0	0	N/A	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	1	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Domestic Violence	N/A	0	1	1	N/A	0	0	N/A	0	0
Dating Violence	N/A	0	0	0	N/A	0	0	N/A	0	0

Stalking	N/A	0	0	0	N/A	0	0	N/A	0	0
			2016							
HATE CRIMES (by prejudices)	2014	2015	Res Hall	Total	2014	2015	2016	2014	2015	2016
Race	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0
ARRESTS & REFERRALS FOR SELECTED OFFENSES	2014	2015	2016		2014	2015	2016	2014	2015	2016
			Res Hall	Total						
Liquor Law Violations:										
Arrests	0	0	2	2	0	0	0	0	0	0
Referrals	28	67	73	73	0	0	0	0	0	0
Drug Law Violations:										
Arrests	0	0	0	0	0	0	0	0	0	0
Referrals	12	2	0	0	0	0	0	0	0	0
Weapon Law Violations:										
Arrests	0	0	0	0	0	0	0	0	0	0
Referrals	0	0	0	0	0	0	0	0	0	0

CRIMES REPORTED FOR:	NCCC OTTAWA CAMPUS				NON-CAMPUS BUILDINGS OR PROPERTY			*PUBLIC PROPERTY		
TYPE OF OFFENSE	2014	2015	2016		2014	2015	2016	2014	2015	2016
			Res Hall	Total						
Murder/Non-Negligent Manslaughter	0	0	N/A	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	N/A	0	0	0	0	0	0	0
Forcible Sex Offenses (Includes Rape)	0	0	N/A	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	N/A	0	0	0	0	0	0	0
Robbery								0	0	0

	0	0	N/A	0	0	0	0			
Aggravated Assault/Injury	0	0	N/A	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	N/A	0	0	0	0	0	0	0
Arson	0	0	N/A	0	0	0	0	0	0	0
Domestic Violence	0	0	N/A	0	0	0	0	0	0	0
Dating Violence	0	0	N/A	0	0	0	0	0	0	0
Stalking	0	0	N/A	0	0	0	0	N/A	N/A	0
			2016							
HATE CRIMES (by prejudice)	2014	2015	Res Hall	Total	2014	2015	2016	2014	2015	2016
Race	0	1	N/A	0	0	0	0	0	0	0
Gender	0	0	N/A	0	0	0	0	0	0	0
Gender Identity	0	0	N/A	0	0	0	0	0	0	0
Religion	0	0	N/A	0	0	0	0	0	0	0
Sexual Orientation	0	0	N/A	0	0	0	0	0	0	0
Ethnicity	0	0	N/A	0	0	0	0	0	0	0
National Origin	0	0	N/A	0	0	0	0	0	0	0
Disability	0	0	N/A	0	0	0	0	0	0	0
ARRESTS & REFERRALS FOR SELECTED OFFENSES	2013	2014	2015		2013	2014	2015	2013	2014	2015
			Res Hall	Total						
Liquor Law Violations:					N/A					
Arrests	0	0	N/A	0		N/A	N/A	0	0	0
Referrals	0	0	N/A	0		N/A	N/A			
Drug Law Violations:					N/A					
Arrests	0	0	N/A	0	N/A	N/A	N/A	0	0	0
Referrals	0	0		0	N/A	N/A	N/A			
Weapon Law Violations:					N/A					
Arrests	0	0	N/A	0	N/A	N/A	N/A	0	0	0
Referrals	0	0	N/A	0	N/A		N/A			

*Public property statistics were not available for the immediate area surrounding the college. Statistics for the entire City of Ottawa are on file in the office of the Dean of the Ottawa

campus and may be obtained from the Dean upon request.

Gramm - Leach - Bliley Act (“GLBA”) Policy

Overview: This document summarizes NCCC’s comprehensive written information security policy (the “policy”) mandated by the Federal Trade Commission’s Safeguards Rule and the Gramm-Leach-Bliley Act (GLBA). In particular, this document describes the Program elements pursuant to which the Institution intends to (i) ensure the security and confidentiality of covered records, (ii) protect against any anticipated threats or hazards to the security of such records, and (iii) protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to customers. The policy incorporates by reference, the College’s existing policies and procedures and is in addition to any College policies and procedures that may be required pursuant to other federal and state laws and regulations, including, without limitation, FERPA.

Designation of Representatives: The Institution’s Chief Information Officer is designated as the program officer who shall be responsible for coordinating and overseeing the policy. The chief information officer at NCCC is the Dean of Operations. The program officer may designate representatives of the Institution to oversee and coordinate particular elements of the policy. Any questions regarding the implementation of the program or the interpretation of this document should be directed to the program officer or his or her designees.

Scope of Policy: The policy applies to any record containing nonpublic financial information about a student or other third party who has a relationship with the Institution, whether in paper, electronic or other form that is handled or maintained by or on behalf of the Institution or its affiliates. For these purposes, the term nonpublic financial information shall mean any information (i) a student or other third party provides in order to obtain a financial service from the Institution, (ii) about a student or other third party resulting from any transaction with the Institution involving a financial service, or (iii) otherwise obtained about a student or other third party in connection with providing a financial service to that person.

Elements of the Policy:

Risk Identification and Assessment.

The Institution intends, as part of the policy, to undertake to identify and assess external and internal risks to the security, confidentiality, and integrity of nonpublic financial information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information. In implementing the policy, the program officer will establish procedures for identifying and assessing such risks in each relevant area of the Institution’s operations, including:

Employee training and management.

The program officer will coordinate with representatives in the Institution’s student/financial services and financial aid offices to evaluate the effectiveness of the Institution’s procedures and practices relating to access to and use of student records, including financial aid information. This evaluation will include assessing the effectiveness of the Institution’s current policies and procedures in this area.

Information Systems and Information Processing and Disposal.

The program officer will assess the risks to nonpublic financial information associated with the Institution's information systems, including network and software design, information processing, and the storage, transmission and disposal of nonpublic financial information. This evaluation will include assessing the Institution's current policies and procedures relating to Acceptable Use Policy, Information Technology Security Policy, and Records Retention Policy. The program officer will also assess procedures for monitoring potential information security threats associated with software systems and for updating such systems by, among other things, implementing patches or other software fixes designed to deal with known security flaws.

Detecting, Preventing and Responding to Attacks.

The program officer will evaluate procedures for and methods of detecting, preventing and responding to attacks or other system failures and existing network access and security policies and procedures, as well as procedures for coordinating responses to network attacks and developing incident response teams and policies.

Designing and Implementing Safeguards.

The risk assessment and analysis described above shall apply to all methods of handling or disposing of nonpublic financial information, whether in electronic, paper or other form. The program officer will, on a regular basis, implement safeguards to control the risks identified through such assessments and to regularly test or otherwise monitor the effectiveness of such safeguards. Such testing and monitoring may be accomplished through existing network monitoring and problem escalation procedures.

Overseeing Service Providers.

The program officer shall coordinate with those responsible for the third party service procurement activities among the Department of Information Technology and other affected departments to raise awareness of, and to institute methods for, selecting and retaining only those service providers that are capable of maintaining appropriate safeguards for nonpublic financial information of students and other third parties to which they will have access.

Adjustments to Program.

The program officer is responsible for evaluating and adjusting the program based on the risk identification and assessment activities undertaken pursuant to the program, as well as any material changes to the Institution's operations or other circumstances that may have a material impact on the program.

Health Insurance Portability and Accountability Act

This notice describes how medical information about you may be used and disclosed. Please review it carefully. If you have any questions, please contact the Athletic Trainer at 800 West 14th, Chanute, Kansas 66720 or by phone at (620) 432-0365. As a student at NCCC, you have the right to privacy concerning your medical plan of care. Medical record information and your relationship with your medical staff are considered private. Your diagnosis and course of treatment are available only to those directly involved with your care. Unless you tell us otherwise, we will make every effort to give your family medical updates as appropriate. We create a record of the care and services you receive to provide quality care and to comply with legal requirements. This notice applies to all of the records of your care that we maintain, whether created by our training staff or your doctor. Your personal doctor may have different policies or notices regarding the doctor's use and disclosure of your medical information created in the doctor's office. We are required by law to keep medical information about you private, give you this notice of our legal duties and privacy practices with respect to medical information about you and follow the terms of the notice that is currently in effect. We may use and disclose medical information about you for treatment (such as sending medical

information about you to a specialist as part as a referral); to obtain payment for treatment (such as sending billing information to your insurance company or Medicare); and to support our health care operations (such as comparing patient data to improve treatment methods). We may disclose medical information and/or participation status to athletic coaches for your health and safety. We may disclose information to administrators and academic counselors to support your academic progress. We may release information to sports information staff and members of the media regarding your participation status. Regarding your medical information, you have the right to look at or get a copy of medical information that we use to make decisions about your care. You have the right to a personal representative to assist you in reviewing your medical information. If you believe that information in your records is incorrect or incomplete, you have the right to request that we amend the records. You have the right to a list of those instances where we have disclosed medical information about you, other than for treatment, payment, health care operations or where you specifically authorized a disclosure. You may request, in writing, that we do not use or disclose medical information about you for specific cases or circumstances. We reserve the right to change the terms of this notice at any time. Changes will apply to medical information we already hold, as well as new information we receive after the change occurs. If we change our notice, we will post the new notice in our athletic training facilities. You can receive a copy of the current notice at any time. You will also be asked to acknowledge in writing your receipt of this notice on our Authorization/Consent for Disclosure of Protected Health Information.

Emergency Action Plan

The following policy functions as a guide only, and the same is subject to change as needed. The Safety and Security Committee will be responsible for the implementation of specific actions under these guidelines which can be found in the Neosho County Community College Emergency Action Plan. The Emergency Action Plan has been designed to provide contingency procedures for Neosho County Community College administrators to follow in the event of campus emergencies. While the plan does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

College policies and procedures herein are expected to be followed by all administrators whose responsibilities and authority cover the operational procedures found in the manual. Any exception to these emergency management procedures must be approved by the appropriate administrators directing and/or coordinating the emergency operations. All proposals for changes to the procedures described must be submitted in writing to the Safety and Security Committee for review. All changes recommended by the committee will be submitted in writing to the President and Executive Committee for evaluation and adoption before approval by the NCCC Board of Trustees. The Emergency Action Plan is available on the NCCC webpage at www.neosho.edu. Click on Safety and Security at the bottom of the page. The NCCC Emergency Action Plan can be found under the Safety and Security links.

Board of Trustees

Published handbooks and policies are meant to be a guide for students at NCCC and are subject to policies set forth in the Board of Trustees Policy Handbook, including policies and amendments adopted during the academic year, which are available for review at the Student Services offices in Sanders Hall.

Disclaimer

The content of this document is provided for the information of the student and does not constitute a contract. The content is accurate at the time of printing but may be modified or changed at any time to correspond to decisions of the NCCC Board of Trustees, and local, state, or federal requirements. Any changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made. Please visit http://www.neosho.edu/Portals/0/Departments/support_resources/student_handbook.pdf for the most current Student Handbook.

2018 – 2019 College Catalog

NEOSHO COUNTY COMMUNITY COLLEGE

A Publicly Supported Community College Since 1936
Serving Neosho, Franklin, and Anderson Counties in Kansas

Neosho County Community College is accredited by The Higher Learning Commission
and a member of the North Central Association

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411
800-621-7440 or 312-263-0456; Fax 312-263-7462

Approved By:

Kansas State Board of Nursing, Landon State Office Building, 900 SW Jackson, Room 1051
Topeka, KS 66612-1230, 785-296-4929, Fax 785-296-3929, www.ksbn.org

Accredited By:

Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326
404-975-5000, Fax 404-975-5020, www.acenursing.org

Accredited By:

Accreditation Council for Business Schools and Programs, 11520 W. 119th Street, Overland Park, KS 66213
913-339-9356, Fax 913-339-6226, www.acbsp.org

Accredited By:

Commission on Accreditation for Health Informatics and Information Management Education
233 North Michigan Avenue, 21st Floor, Chicago, IL 60601-5800
312-233-1100, Fax 312-233-1948, www.cahiim.org

Accredited By:

Commission on Accreditation of Allied Health Education Programs upon the recommendation of
the Accreditation Review Council in Surgical Technology and Surgical Assisting, ARC-STSA
1361 Park Street, Clearwater, FL 33756, 727-210-2350, Fax 727-210-2354, www.caahep.org

Accredited By:

Accreditation Council for Occupational Therapy Education
4720 Montgomery Lane, Bethesda, MD 20814, 301-652-2682, www.aota.org

Neosho County Community College operates under the authority of the
Kansas Board of Regents, 1000 SW Jackson Street, Suite 520, Topeka, KS 66612-1368
785-296-3421, Fax 785-296-0983, www.kansasregents.org

Chanute Campus

800 West 14th Street
Chanute, KS 66720
Phone: 620-431-2820
800-729-6222 (KS only)
Fax: 620-431-0082

Ottawa Campus

900 East Logan Street
Ottawa, KS 66067
Phone: 785-242-2067
888-466-2688 (KS only)
Fax: 785-242-2068

(Information in this catalog may be changed at any time. See the online version
at the following address for the most up-to-date information.)

www.neosho.edu

President's Message

Welcome to NCCC and thank you for investigating our wonderful college. We know that you have many educational choices. When you compare what NCCC has to offer, you will see why more and more students are choosing NCCC, making us the fastest growing community college in Kansas over the past ten years. In fact, in 2012, we were named the 14th fastest growing community college in the nation for like-sized institutions by Community College Weekly.



Here is what students who have chosen NCCC say about us:

Great Programs

NCCC offers innovative, creative programs that will help you get the job you need and to help you be successful in a bachelor's degree program. Our newest programs include: Health Information Technology, Occupational Therapy Assistant, Surgical Technology, and HVAC with more programs on the way. NCCC boasts one of the largest two-year nursing programs in the State of Kansas. The Mary Grimes School of Nursing has the best reputation of any nursing program in the state, producing the best graduates.

Our transfer programs are unparalleled among community colleges. In fact, over 90% of our transferring students report that NCCC prepared them very well for their junior and senior level courses. In a recent study, NCCC transfer students ranked 1st in Kansas in junior level GPA at two state universities, often beating the native students who started at the university. For the second straight year the Kansas Board of Regents named Neosho County Community College as the highest percentage of successful students in the state, which either achieved their degrees or successfully transferred to another institution. CNN-Money rated NCCC as 32nd in the nation in student success among the hundreds of community colleges.

Our programs are taught by some of the finest faculty members of any college. You won't get 300-person auditorium classes taught by a graduate assistant at NCCC. Our average class size is 12 and our instructors are all degreed professionals with many years in their profession and in college teaching. All instructors know our motto: Student success is our success. We are not successful as a college unless you are as a student. Our instructors' commitment to student success does not end when class is over. Our instructors were rated very high by the students on availability outside the classroom to aide students to be successful.

NCCC meets you where you are, and we care

To help students be successful in all academic areas, NCCC takes extraordinary measures to ensure student success. We have one of the finest developmental educational programs anywhere. In fact, a four-year institution asks us to provide their developmental education.

We have free unlimited face-to-face and online tutoring for all students for any subject. The Chapman Learning Center on the Chanute campus and the Teaching and Learning Center on the Ottawa campus provide individual and group tutoring with extended hours. We even have live interactive online tutoring available!

We offer classes on your schedule, not ours

We have day, night, weekend, online, hybrid, short course, two-week, four-week, eight-week, twelve-week, and sixteen-week classes. NCCC is in session 52 weeks a year. We will find a schedule that fits your needs.

Low tuition with lots of financial help available

There is no reason you can't go to NCCC, no matter what your financial situation. With hundreds of thousands of dollars in scholarships, the book rental program, and low community college rates, there is a way for you to go to college.

A liberal arts college feel at a beautiful full campus

Many students chose NCCC because of the beautiful Chanute campus. Our Chanute site is ten buildings on 40 beautifully maintained acres. The College has announced a renovation and addition plan for the Chanute

campus that is fully underway. Chapman Learning Center and Rowland Hall have already received a \$1 million update. In fall 2012 we opened a new softball complex, a renovated gymnasium, and improvements to campus parking. Our main classroom building, Stoltz Hall, received a \$1.3 million update which began summer 2013 and ended summer 2014. This update features a new cadaver lab for the teaching of anatomy and physiology and other biology courses and an all new chemistry/physics lab.

The suite-style residence hall is home to over 200 students and features a new 24-hour computer lab, and an online gaming lounge. In Ottawa, the college opened a new \$8.1 million, 52,000 square foot campus on 27 wooded acres in March 2011. The new campus features state-of-the-art classrooms and labs, a simulated hospital, and a Teaching and Learning Center (TLC) complete with individual and group study rooms. The TLC even has a cozy fireplace and an outdoor plaza for lounging and studying.

Plenty of things to do and ways to get engaged

There is plenty to do on campus, with a full range of sports, clubs, and activities on the Chanute campus and clubs on the Ottawa campus. We have ten sports teams, 22 student clubs and countless student events scheduled each week to keep you engaged in a true college atmosphere. You can learn more about our various athletic programs at www.goneosho.com.

Helpful, friendly staff

It all comes together with great people. Our wonderful staff is here to help you with each step along the way. From admissions, all the way to transfer and certificate completion, at NCCC we will know your name, and we will give you the best service of any college anywhere.

I and my staff look forward to talking to you about what your needs are and how NCCC can help meet them.

Go Panthers!

If you have questions, you can reach me at binbody@neosho.edu.

Brian Inbody, Ed. D.
President

About Our Catalog

The Neosho County Community College Catalog is a reference to those interested in academic policies, procedures, and programs. Refer to the table of contents or the index for specific topics of interest.

Degree requirements and programs are organized by department. Course descriptions are provided to help you and your academic advisor plan your academic choices.

Course Description Key

The following course description key explains the system used for courses listed throughout the catalog.

- ***Credit hour:*** In the historical definition, a credit hour is the academic unit received for taking a subject for one hour a week for one 16-week semester. With semesters and terms of variable length and with online classes, this definition does not apply in all situations. However, the term is still used to refer to the amount of commitment required for a single course. The range is usually 1-5 credits for a course, with three credit hours as the most common. In reference to our college courses, the term “hour” is applied to all such credits. Typically, 64 credit hours are required for an associate degree.

Full-time college students take 12-20 credit hours of courses per 16-week semester, with 15 to 16 being the most common. A 12-hour minimum is required in a 16-week semester for “full-time” status, which is very important to those receiving financial aid or scholarships. Semesters that are shorter than 16 weeks, such as the 4-week summer sessions, have greater limitations on the number of credit hours that can be taken. For instance, in the case of the 4-week summer sessions, the maximum number of credit hours that can be taken is 6.

- ***000 Level Classes:*** These developmental classes focus on academic preparedness by helping students develop the skills and competencies needed to become better students and lifelong learners.
- ***100 Level Classes:*** These classes are commonly referred to as “Freshmen Level” and are often times the first course in a sequence of courses, a foundation course for a field of study, or a survey course intended for any degree-seeking student. Generally, 100 level courses should be taken in the first year of college, but this does not always occur.
- ***200 Level Classes:*** Often called “Sophomore Level,” these courses build on knowledge gained in 100 level courses. However, it is not uncommon for first year students to enroll in 200 level classes.
- ***Prerequisite:*** This is a course that must be taken before another course in a sequence. For instance ENGL 101 English Composition I must be taken and passed with a grade of “D” or better before the student can enroll in ENGL 289 English Composition II.
- ***Co-requisite:*** If a course has a co-requisite then the student must enroll in another course during the same semester as the first course. For instance, students who enroll in BIOL 111 General Biology must also enroll in the lab course, BIOL 112 General Biology Lab, during the same semester.

Sample Course Descriptions

ACCT 107 PAYROLL ACCOUNTING

3 credit hours

This course is designed to provide comprehensive, yet practical instruction in payroll. Payroll systems, the preparation of payroll tax returns and reports, as well as payroll laws and regulations will be studied. Computer applications will be included.

The letters **ACCT** denote the department in which the course is offered, in this case, Accounting. The three digits of the course number **107** represent the level of the course. Credit hours and a description of the course follow and any prerequisites, co-requisites or important notations will be listed in italics.

ENGL 289 ENGLISH COMPOSITION II

3 credit hours

Constructive writing is continued from Composition I with a focus on the incorporation of research into one's prose by utilizing discipline appropriate citation guidelines. Readings from various disciplines are used to acquaint students with diverse opinions and to encourage them to organize their own ideas on a variety of topics. Practice in effective writing and development of an adequate vocabulary are emphasized. *Prerequisite: ENGL 101 English Composition I.*

The letters **ENGL** denote the department in which the course is offered, in this case, English. The three digits of the course number **289** represent the level of the course. Credit hours and a description of the course follow and a prerequisite are listed in italics.

Academic Calendar

Summer Semester – 2018

During summer 2018 NCCC is closed on Fridays, May 25 – August 3.

May 28	Memorial Day (NCCC closed)
June 4	Summer Classes Begin
June 4	First 4 Week Classes Begin
July 1	First 4 Week Classes End
July 2	Last 4 Week Classes Begin
July 4	Independence Day (NCCC closed)
July 26	Last 4 Week Classes End
July 26	Summer Classes End

Fall Semester – 2018

July 30	August Intersession Classes Begin
Aug 13	Faculty Report
Aug 14	Inservice (NCCC closed)
Aug 19	August Intersession Classes End
Aug 20	Fall Classes Begin
Aug 20	First 8 Week Classes Begin
Sept 3	Labor Day (NCCC closed)
Sept 10	12 Week Classes Begin
Sept 17	Citizenship Day
Sept 17	Middle 8 Week Classes Begin
Oct 12	Midterm
Oct 14	First 8 Week Classes End
Oct 15	Last 8 Week Classes Begin
Nov 11	Middle 8 Week Classes End
Nov 19-23	Thanksgiving Break (NCCC closed)
Dec 4-10	Finals (Chanute Night/Ottawa Block)
Dec 9	12 Week Classes End
Dec 7-13	Finals (Online/Hybrid)
Dec 11-13	Finals (Chanute Day/Ottawa Non-Block)
Dec 13	Last 8 Week Classes End
Dec 13	Fall Semester Ends
Dec 14	Faculty Assessment/Duty Day
Dec 17	Faculty Assessment/Duty Day

Wintersession – 2018-19

Dec 17	4 Week Classes Begin
Dec 24 – Jan 1	Christmas Break (NCCC closed)
Jan 13	4 Week Classes End

Spring Semester – 2019

Jan 14	Faculty Report
Jan 15	Inservice (NCCC closed)
Jan 21	Martin Luther King Day (NCCC closed)
Jan 22	Spring Classes Begin
Jan 22	First 8 Week Classes Begin
Feb 11	12 Week Classes Begin
Feb 18	Middle 8 Week Classes Begin
Mar 15	Midterm
Mar 17	First 8 Week Classes End
Mar 18-22	Spring Break (NCCC closed)
Mar 25	Last 8 Week Classes Begin
Apr 19	Good Friday (NCCC closed)
Apr 22	Middle 8 Week Classes End
May 8-14	Finals (Chanute Night/Ottawa Block)
May 12	12 Week Classes End
May 11-17	Finals (Online/Hybrid)
May 14	Tuesday Classes are Friday Classes (day classes only)
May 15-17	Finals (Chanute Day/Ottawa Non-Block)
May 17	Last 8 Week Classes End
May 17	Spring Semester Ends
May 17	Commencement 7:00pm
May 20	Faculty Assessment/Duty Day
May 21	Faculty Assessment/Duty Day

Academic Calendar

Summer Semester – 2019

During summer 2019 NCCC is closed on Fridays, May 31 – August 2.

May 20	May Intersession Classes Begin
May 27	Memorial Day (NCCC closed)
June 2	May Intersession Classes End
June 3	Summer Classes Begin
June 3	First 4 Week Classes Begin
June 30	First 4 Week Classes End
July 1	Last 4 Week Classes Begin
July 4	Independence Day (NCCC closed)
July 28	Last 4 Week Classes End
July 28	Summer Classes End

Fall Semester – 2019

July 29	August Intersession Classes Begin
Aug 12	Faculty Report
Aug 13	Inservice (NCCC closed)
Aug 18	August Intersession Classes End
Aug 19	Fall Classes Begin
Aug 19	First 8 Week Classes Begin
Sept 2	Labor Day (NCCC closed)
Sept 9	12 Week Classes Begin
Sept 17	Citizenship Day
Sept 30	Middle 8 Week Classes Begin
Oct 11	Midterm
Oct 13	First 8 Week Classes End
Oct 14	Last 8 Week Classes Begin
Nov 24	Middle 8 Week Classes End
Nov 25-29	Thanksgiving Break (NCCC closed)
Dec 3-9	Finals (Chanute Night/Ottawa Block)
Dec 8	12 Week Classes End
Dec 6-15	Finals (Online/Hybrid)
Dec 10-12	Finals (Chanute Day/Ottawa Non-Block)
Dec 13	Faculty Assessment/Duty Day
Dec 15	Last 8 Week Classes End

Fall Semester – 2019 (Continued)

Dec 15	Fall Semester Ends
Dec 16	Faculty Assessment/Duty Day

Wintersession – 2019-20

Dec 16	4 Week Classes Begin
Dec 23 – Jan 1	Christmas Break (NCCC closed)
Jan 12	4 Week Classes End

Spring Semester – 2020

Jan 13	Faculty Report
Jan 14	Inservice (NCCC closed)
Jan 20	Martin Luther King Day (NCCC closed)
Jan 21	Spring Classes Begin
Jan 21	First 8 Week Classes Begin
Feb 3	12 Week Classes Begin
Feb 17	Middle 8 Week Classes Begin
Mar 13	Midterm
Mar 15	First 8 Week Classes End
Mar 16-20	Spring Break (NCCC closed)
Mar 23	Last 8 Week Classes Begin
Apr 10	Good Friday (NCCC closed)
Apr 19	Middle 8 Week Classes End
May 3	12 Week Classes End
May 6-12	Finals (Chanute Night/Ottawa Block)
May 9-17	Finals (Online/Hybrid)
May 12	Tuesday Classes are Friday Classes (day classes only)
May 13-15	Finals (Chanute Day/Ottawa Non-Block)
May 15	Commencement 7:00pm
May 17	Last 8 Week Classes End
May 17	Spring Semester Ends
May 18	Faculty Assessment/Duty Day
May 19	Faculty Assessment/Duty Day
May 20	Faculty Duty Day

Academic Calendar

Summer Semester – 2020

During summer 2020 NCCC is closed on Fridays, May 29 – July 31.

May 18	May Intercession Classes Begin
May 25	Memorial Day (NCCC closed)
May 31	May Intercession Classes End
June 1	Summer Classes Begin
June 1	First 4 Week Classes Begin
June 28	First 4 Week Classes End
June 29	Last 4 Week Classes Begin

July 26	Last 4 Week Classes End
July 26	Summer Classes End

Fall Semester – 2020

July 27	August Intercession Classes Begin
Aug 17	Faculty Report
Aug 18	Inservice (NCCC closed)
Aug 23	August Intercession Classes End
Aug 24	Fall Classes Begin
Aug 24	First 8 Week Classes Begin
Sept 7	Labor Day (NCCC closed)
Sept 14	12 Week Classes Begin
Sept 17	Citizenship Day
Sept 28	Middle 8 Week Classes Begin
Oct 16	Midterm
Oct 18	First 8 Week Classes End
Oct 19	Last 8 Week Classes Begin
Nov 22	Middle 8 Week Classes End
Nov 23-27	Thanksgiving Break (NCCC closed)
Dec 9-14	Finals (Chanute Night/Ottawa Block)
Dec 13	12 Week Classes End
Dec 11-20	Finals (Online/Hybrid)
Dec 15-17	Finals (Chanute Day/Ottawa Non-Block)
Dec 18	Faculty Assessment/Duty Day
Dec 20	Last 8 Week Classes End

Fall Semester – 2020 (Continued)

Dec 20	Fall Semester Ends
Dec 21	Faculty Assessment/Duty Day

Wintersession – 2020-21

Dec 21	4 Week Classes Begin
Dec 24 –	Christmas Break (NCCC closed)
Jan 1	
Jan 17	4 Week Classes End

Spring Semester – 2021

Jan 11	Faculty Report
Jan 12	Inservice (NCCC closed)
Jan 18	Martin Luther King Day (NCCC closed)
Jan 19	Spring Classes Begin
Jan 19	First 8 Week Classes Begin
Feb 8	12 Week Classes Begin
Feb 15	Middle 8 Week Classes Begin
Mar 12	Midterm
Mar 14	First 8 Week Classes End
Mar 15-19	Spring Break (NCCC closed)
Mar 22	Last 8 Week Classes Begin
Apr 2	Good Friday (NCCC closed)
Apr 18	Middle 8 Week Classes End
May 6-11	Finals (Chanute Night/Ottawa Block)
May 8-16	Finals (Online/Hybrid)
May 9	12 Week Classes End
May 11	Tuesday Classes are Friday Classes (day classes only)
May 12-14	Finals (Chanute Day/Ottawa Non-Block)
May 14	Commencement 7:00pm
May 16	Last 8 Week Classes End
May 16	Spring Semester Ends
May 17	Faculty Assessment/Duty Day
May 18	Faculty Assessment/Duty Day
May 19	Faculty Duty Day

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VISION, MISSION, AND PURPOSES

VISION

Neosho County Community College will grow and expand through serving students with innovative, creative programs based on leadership and excellence in faculty, administration and staff and be the premier community college in Kansas.

MISSION

The mission of Neosho County Community College is to enrich our communities and our students' lives.

PURPOSES

Our purposes are:

Student learning through:

- Integrating effective curriculum, teaching, and technology to build engaging educational environments,
- Using effective assessment processes for educational environments,
- Advancing critical thinking and open exchange of ideas;

Student success through:

- Facilitating student goal completion, retention and persistence,
- Promoting accessibility via college/career readiness efforts, affordability, flexible scheduling & modalities,
- Using a comprehensive system of proactive support,
- Embracing diversity;

Accountability to stakeholders through:

- Communicating openly with all constituencies,
- Managing resources ethically & effectively,
- Implementing systematic, evidence-based integrated plans,
- Supporting and developing college employees,
- Providing safe and comprehensive facilities;

Meeting community needs through:

- Facilitating community and economic development by providing an informed citizenry & skilled workforce,
- Fostering cultural, educational, and athletic enrichment,
- Offering learning opportunities for all,
- Inspiring a spirit of innovation and entrepreneurship.

COLLEGE HISTORY, LOCATION AND FACILITIES

Neosho County Community College (NCCC) traces its beginnings to Chanute Junior College, established in 1936 so that graduates of Chanute High School, as well as other area high schools, could attend college close to home. Chanute Junior College operated as a part of the public school system and was governed by the Chanute Board of Education until July 1, 1965.

In 1961, state legislation provided the means for the College to become a countywide community junior college, and on July 1, 1965, Chanute Junior College became Neosho County Community Junior College, an institution with its own governing Board of Trustees. Voters in Neosho County passed a bond issue in October 1965 providing for a four-building campus, separate from the high school, to be constructed in the southwestern part of Chanute. The new facilities—two instructional buildings, with one containing an administrative center; a library; and a student center—were ready for use at the start of the 1968 fall semester. Added to the campus was an interdenominational chapel, a gift from the estate of the late Jewel and K.C. Snyder.

Since 1968, several new buildings have been added to the Chanute campus, including two residence halls, one built in 1971 and another in 2000; a vocational building, completed in 1981; a wellness center, completed in 1991; and a multipurpose building, completed in 2001, as well as expansion and remodeling of some existing facilities.

The university parallel transfer program remains an important one, but state legislation in July 1980 allowed the College to reflect the fact that the transfer program was only one aspect of the total operation of the College. The word *junior* was omitted from the College name.

In 1979, the Kansas State Board of Education, the state-level body that then exercised oversight for community colleges, assigned service areas to the various colleges. In addition to Neosho County, the College was assigned Franklin County and most of Anderson County. In 1991, the College opened a branch campus in Ottawa, the county seat of Franklin County, using a new building through a lease agreement with the City of Ottawa. An expansion of that building occurred in 1995 and again in 2010. In 2003, the NCCC Foundation purchased the Ottawa campus. Today, the College offers classes and other services on the Chanute campus, the Ottawa campus, and outreach sites throughout Eastern Kansas. Additionally the College offers courses through the Lawrence Center, Mercy Hospital in Independence, KS, the Emporia State University campus, the Pittsburg State University campus, the University of Kansas campus, and numerous high schools. The College boasts robust online offerings including an online Registered Nurse program.

In 2011, the new \$8.1 million Ottawa campus opened at 900 E. Logan Street. The new Franklin and Anderson County campus sits on 27 wooded acres off of Highway K-68. The building is 52,000 square feet and features modern classrooms, a Teaching and Learning Center, and an impressive simulated hospital for healthcare instruction.

In 2011, the College announced a \$17 million 10-year plan to revitalize the Chanute Campus with major renovations to campus buildings and new structures. Rowland Hall and Chapman Library were updated with over \$1 million for a new simulated hospital, business department, elevators and restrooms. A new softball complex was completed in 2012, as well as renovations to the gymnasium and Student Union. By 2014, the science labs in Stoltz Hall were also updated to current laboratory standards and include a new cadaver lab and well equipped scientific research laboratory and prep room. Progress continues on the 10-year plan.

LIBRARY AND COMPUTER SERVICES

CHAPMAN LEARNING CENTER (CLC) – Chanute Campus

NCCC provides comprehensive learning resources for students, instructors, staff, and community patrons. Services are available to support the instructional programs of NCCC and the information needs of the Chanute community. Students and community members can access a variety of print materials in the CLC and electronic information resources through the library services web page.

Print resources include a book collection of several thousand volumes, a range of periodicals, and newspapers. An additional 100,000 eBooks can be read via any computer on or off campus. Through the library services membership in the Kansas Interlibrary Loan System, students and staff have access to extensive resources from throughout the State of Kansas. In addition, the library can also access OCLC Worldshare services giving patrons access to over 12,000 libraries.

Many information resources can be accessed 24/7 via the Internet. Students have access to over 60 research databases including EBSCO suite of databases like Academic Premier, Agricola, CINAHL full text, ERIC, GreenFile, and many more. In addition CLC subscribes to Opposing Viewpoints Resource Center, FactsOnFile History Online, Oxford Art and Music Online, ProQuest's Nursing and Allied Health Source, and Encyclopedia Britannica Academic Online. Media databases include Theatre Video, American History in Video and Films on Demand Academic Collection.

The CLC has desktop computers, iPads and laptops available for patron use. Free Wi-Fi access is provided throughout the CLC, as well as a variety of different seating areas for studying or leisure reading. Printed materials are located on open shelves, and students are encouraged to browse.

Staff members are available for group instruction, whether in the classroom or in the CLC. Moreover, one-to-one assistance is provided in accessing information resources and helping students to complete their assignments. Off-campus students can obtain assistance by phone or e-mail.

TEACHING AND LEARNING CENTER (TLC) – Ottawa Campus

The Teaching and Learning Center (TLC) supports the instructional programs and information needs of the NCCC Ottawa community. The TLC is located in the back of the Ottawa campus building and contains print resources including a reference book collection, periodicals, and newspapers. Computers with Internet access are also available for use.

Through the Chanute campus library web page, members of the Ottawa campus have access to the electronic resources the library provides for the NCCC community. An off-campus access link is provided on the library web page which includes information about the library's electronic resources, as well as tutorials on their access and use.

In addition to these library resources, the TLC also offers educational services, including tutoring, placement testing, developmental courses in reading, writing, and math, and test proctoring.

COMPUTER LABS

Multiple computer labs on both campuses provide students with access to various contemporary office applications such as word processing, spreadsheet and database programs. Students also have free access to the Internet where they can conduct research, surf the net, chat, or send e-mail messages to friends and family.

WIRELESS INTERNET ACCESS

All campuses at NCCC offer free wireless Internet access.

ENROLLMENT AND REGISTRATION

ADMISSIONS

Admission Requirements

Although there are no examinations required for general admission, all degree-seeking students and students enrolling in English composition or mathematics courses must provide placement scores from a testing instrument approved by the college. Degree-seeking students without placement scores must take the college's resident placement test.

Official transcripts of all GED or high school work and transcripts of all prior college coursework are required of all degree-seeking students. Transcripts must be sent directly to the student services office at NCCC by the issuing school.

Specific programs may have additional admission requirements. See College Catalog or program for more information.

The following are categories of students who will be admitted to NCCC:

1. Graduates of an accredited high school;
2. High school students who have completed the freshman year of high school and are approved by the high school administration;
3. Gifted children, as defined in K.S.A. 72-962 (g), who are enrolled in any of the grades 9 through 12 and who have been recommended for early college enrollment;
4. High school students who have not completed their freshman year or have not been designated as gifted may enroll for audit during summer session with permission of their high school principal;
5. Persons who have successfully completed the General Education Development (GED) test battery;
6. Persons 18 years of age or older who have not graduated from a state-accredited high school may be admitted conditionally after taking the ACCUPLACER or other suitable assessment to determine if the student has the ability to benefit from the courses in which the student wishes to enroll;
7. Students transferring from an accredited college or university;
8. Students who were home schooled and those from non-accredited high schools will be accepted for admission provided they take the ACT or SAT exams and obtain an ACT composite score of 20 or higher, or an SAT composite score of 850 or higher. Any student from a non-accredited high school must also take the ACCUPLACER for proper placement;
9. Students that have been determined by NCCC, after evaluation of their educational credentials, to be able to benefit from the courses in which they wish to enroll.
10. Students who demonstrate the ability to benefit from college as defined by NCCC policy.

Home-Schooled Admission

Home-schooled students and those from non-accredited high schools will be accepted for admission provided they take the ACT or SAT exams and obtain an ACT composite score of 20 or higher, or an SAT composite score of 850 or higher. Students with scores below these minimums will be required to pass the GED exam. Home schooled students and those from non-accredited high schools will also be accepted for admission if they have completed the ACCUPLACER test and taken college courses as a junior or senior in high school.

International Student Admission

Before international students may be admitted, the following items must be completed:

1. Submit a Student Application form.
2. Submit an original financial statement certifying the sources and amounts of funding available, including the amount in U.S. dollars. All bank statements, affidavits of support, etc. must have been issued within six months of the time the student applies for admission. International students must show proof of

funds on deposit for the total cost of two semesters of study at NCCC. Proof of funds must be no less than \$12,000.

3. Submit original copies of all academic credentials (secondary school records, diplomas, and any previous college or trade school transcripts). Official notarized translated copies must be sent for all non-English credentials. To be official, each copy must bear the original stamp or seal and a signature of a school officer or other authorized official attesting that it is a true copy of the original document. The name of the institution where a student is currently enrolled must also be included along with that transcript. Records from U.S. or Canadian schools must be official copies sent directly from the registrar's office to the office of international services at NCCC.
4. Submit a non-refundable application/processing fee of \$75 (must be in U.S. dollars) required to process the students application – must be received before admission is granted.
5. Upon arrival to the College, take the NCCC placement test to verify English and math proficiency before enrolling in classes.
6. Complete the TOEFL exam. NCCC recommends the following minimum scores: CELT 200+, TOEFL written 500+, TOEFL computer based 173+, and TOEFL Internet based 61+. Minimum scores for acceptance into the nursing program are: TOEFL (iBT) Reading 19, TOEFL Listening 20, TOEFL Speaking 20, and TOEFL Writing 20, Total TOEFL Score 79.
7. Proof of medical insurance – International students must show proof of insurance at the initial time of enrollment and each subsequent enrollment period. NCCC does not endorse any one company and recommends students research choices of their own. Numerous options may be found on the internet. Insurance must cover the following:
 - a. Medical benefits of at least \$100,000 per accident or illness
 - b. Coverage of at least \$10,000 for repatriation of remains
 - c. Coverage of at least \$15,000 for medical evacuation
 - d. A deductible per accident or illness not exceeding \$500
 - e. Include inpatient and outpatient coverage for sickness and accidents

“Visiting” (Part-time) International Student Admission

1. Completed NCCC Student Application (including listing of all previous schools attended and currently attending from secondary/high school to current I-20 school).
2. Copy of current I-20 form.
3. Copy of current I-94 form.
4. Copy of passport I.D. page and visa.

Translators

Translators may be used during class time, at the discretion of the instructor, but may not be used to take exams.

Nursing Admission

Maximum admittance between all campuses to first level is 116 students. Maximum admittance between Chanutte and Ottawa campuses to second level is 96 students with an additional 40 hybrid online students. Maximum admittance on each campus is dependent in part on availability of faculty and clinical and classroom facilities.

Students are referred to the College Catalog for the policy on admission of international students.

Admission Requirements

Admission to the college does not guarantee admission to the nursing program. The following admission requirements must be presented before the application will be complete:

1. Completed application to the college and the nursing program. International students must complete International Student Admission prior to making application to the nursing program.

2. Complete the ACCUPLACER exam (offered in the Chanute Learning Center at Chanute or in the Teaching and Learning Center at Ottawa, at no charge), or provide the college with ACT or SAT scores within the last 3 years. If you have completed a math and English composition course then these scores are not needed.
3. Application fee is due with Application to the Nursing Program.
4. Official transcripts of all high school and post-secondary education. Applicant must be a graduate of an accredited high school or have successfully completed the General Education Development Test (GED). Home-schooled students must follow the college guidelines for admission.
5. Cumulative GPA of 2.0 or higher.
6. Completion of the nursing entrance exam (Test of Essential Academic Skills-TEAS) given by the nursing department. The scores of the exam will be used in part to determine admission placement. The entrance exam may be taken one time only per application year.
 - a. The scores required for admission to the nursing program are based on the national norms for the TEAS exam.
 - b. The **Composite** score is the average of the reading comprehension and math scores. Students scoring below the average of the national mean in reading and math **MUST** complete Human Anatomy & Physiology, General Psychology, Developmental Psychology, and English Composition I and make a grade of "C" or better. After successful completion, the applicant may be reconsidered for admission. Students scoring more than 10 percent below the composite score will not be eligible for admission at this time.
 - c. Students scoring below the national norm in reading comprehension will be **ENCOURAGED** to complete a reading comprehension or arrange for tutoring in this area.
 - d. Students scoring below the national norm in math skills **MUST** complete a basic math or nursing math course and make a grade of a "C" or better prior to entering the nursing program.

Students applying to the NCCC nursing program who need special accommodations for the learning environment or testing must meet the guidelines for accommodations for testing identified on the Kansas State Board of Nursing website. <http://www.ksbn.org/licensing/nclextestingguidelines.htm>. It is recommended the student begin early in the program to obtain the necessary diagnostic tests/assessment required by KSBN so the student is prepared to make the special accommodations request to KSBN in a timely manner to expedite approval for taking the licensure exam. The NCLEX exam is not available in paper/pencil format, therefore in an effort to prepare students for the NCLEX exam, the nursing program does not permit paper/pencil exams.

7. The program of study in NCCC nursing programs includes both classroom and clinical instruction. Nursing students must be able to perform activities that are comparable to those required for employment. Please review the following statements, evaluating your ability to perform these nursing activities:
 - Lifting and/or carrying moderately heavy objects. It is common to be expected to lift or carry more than 50 pounds during each clinical day.
 - Performing duties that regularly involve twisting the spine or extending the body while caring for patients.
 - Assisting patients of all weights and sizes to change position.
 - Standing or walking twelve hours a day with occasional stooping, crouching or kneeling.
 - Coordinating eyes and hands or fingers rapidly and accurately in making precise movements; moving fingers to manipulate small objects such as syringes and medical equipment.
 - Communicating effectively and efficiently with patients as well as with members of the health care team.
 - Visual acuity to read, to determine changes in patient condition, to discriminate between measurements on equipment such as syringes or gauges, and to accurately use patient care supplies and equipment.
 - Hearing as appropriate for communication and for collection of information about patient condition.
 - Interpreting a variety of instructions without assistance: written, oral, diagram or schedule formats.
 - Physically responding to emergency patient call, such as initiating CPR on a patient who has experienced cardiac arrest.

Waivers for any one or more of the admission requirements may be given by the nursing director, but only for good cause shown.

After the above information is on file in the nursing office, the application will be reviewed by the nursing director, assistant director of nursing and/or campus coordinator, provided information from steps 1 through 6 of the Admission Requirements are satisfactory. The responsibility for completing information rests entirely upon the applicant.

The nursing classes have a limited number of students they can accept. In the event there are more applicants than space available, applicants will be ranked according to department policy and in compliance with the Kansas State Board of Nursing.

Items that will be looked at in the selection process are:

- Application received by deadline, properly completed and notarized
- Punctuality
- Official transcripts on file (high school & all college)
- Assessment scores on file or completion of English Composition I and a math course
- General education courses completed for the nursing program
- GPA of your completed general education course(s) required for the nursing program
- Overall GPA above a 2.0
- Nursing entrance exam scores

Applicant will receive a letter indicating the decision and/or recommendations of the nursing director, assistant director and/or campus coordinator following the application deadline and upon completion of application review.

Advanced Standing

Applications are accepted from students who have enrolled previously in other nursing education programs.

1. Any person seeking admission to the nursing program with advanced standing should contact the nursing program at least four months prior to the planned date of enrollment.
2. Admission requirements for transfer students are the same as for all applicants to the nursing program. All credentials presented in support of an applicant's request to receive advanced standing will be individually evaluated.
3. A letter of recommendation from the director of the former nursing program is required. The letter must include a statement which indicates whether the student is eligible for readmission and in what standing the student left the program.
4. The application of the student desiring transfer credit of nursing courses is reviewed by the NCCC nursing director/assistant nursing director.
5. The nursing courses challenged for credit must be similar to NCCC's required courses, including course objectives, description, content of theory and practice, and theory and clinical hours. A course description and course syllabus from the former nursing program will be required for review.
6. The applicant's academic grades in courses required in the NCCC nursing curriculum must be a "C" or better and official transcripts must indicate a satisfactory clinical performance grade. The individual should have completed at least one semester in an accredited nursing program. In the event the student is not eligible for readmission in the program of origin the Fresh Start policy applies with admission occurring at least two years after the dismissal of the previous program. Fresh Start Admittance will be granted only once.
7. The applicant may be required to take theory and practical examinations to test competency in the nursing area, including medication calculation competency. Copies of the course syllabi and unit outlines of the courses will be provided for the purpose of studying for the tests.

Practical Nurse to Associate Degree Nurse Articulation Plan

Students who have completed their LPN training at another facility, or NCCC LPN graduates who have been out of the program for more than one year, are required to meet the requirements documented in the Report of the Council for Nursing Articulation in Kansas. <http://www.ksbn.org/cne/NursingArticulation.pdf>

Requirements to articulate include:

- meet program admission requirements, with the exception of the TEAS test. Students applying to the Articulation (bridge) program will take the PN Comprehensive Review Exam from ATI. Students taking this exam must score at or above the national mean to be eligible for admission.
- pass a medication calculation proficiency examination (if they pass the PN Comprehensive Review Exam from ATI). The exam may be given a total of three times and the student **MUST** pass with a 95% score or greater by the third attempt.
- be a graduate of a PN program and hold a current LPN license.
- have completed with a “C” or better all the Level I general education courses within the time limits set by NCCC.
- successfully complete with a “C” or better the Introduction to Associate Degree Nursing [Bridge] course at NCCC. **(Bridge-Hybrid Online course is offered in the summer only, on the Ottawa campus.)**

Upon completion of the Bridge course the student must enter Level II of the nursing program within two years. Students not successfully completing the Bridge course two times must wait for two years before applying again. (Fresh Start Admittance applies).

After the above information is on file in the nursing office, the application will be reviewed by the nursing director, assistant director of nursing and/or campus coordinator, provided information from steps 1 through 4 of the Admission Requirements are satisfactory. The responsibility for completing information rests entirely upon the applicant.

The nursing classes have a limited number of students they can accept. In the event there are more applicants than space available, applicants will be ranked according to department policy and in compliance with the Kansas State Board of Nursing.

Items that will be considered in the selection process are:

- Application received by deadline, properly completed and notarized
- Punctuality
- Official transcripts on file (high school & all colleges)
- Assessment scores on file or completion of English Composition I and a math course
- General education courses completed for the nursing program
- Overall GPA above a 2.0 required and scored
- Nursing entrance exam scores

Applicant will receive a letter indicating the decision and/or recommendations of the nursing director, assistant director and/or campus coordinator following the application deadline and upon completion of application review.

Social Security Numbers

Each entering American student is asked to provide a social security number upon enrollment. No student may receive financial aid from any federally funded program or be employed by the College unless the social security number is on file. Social Security numbers are used for identification purposes only. New students to NCCC are assigned a computer-generated student ID number that appears on their student ID card. Any student may request a computer generated ID number by contacting the registrar’s office.

Campus Visit

An important part of choosing a college is the campus visit; therefore, prospective students are encouraged and welcome to visit the campus. The student services office should be notified in advance so that necessary arrangements can be made. Student services personnel, instructors, and activity sponsors are available for appointments. To schedule a visit at the Chanute campus, call 800-729-6222 (KS only) or 620-431-2820, ext. 502 or 233. To schedule a visit at the Ottawa campus, call 888-466-2688 (KS only) or 785-242-2067.

REGISTERING FOR CLASSES

Before registering for classes, students must complete an Admission Form and be admitted to the College.

Placement Testing

All degree-seeking students or students enrolling in a math or English course must provide placement test scores or transcripts showing successful completion of pre-requisite courses before enrolling. ACT, SAT, ASSET, ACCUPLACER and COMPASS completed within three years prior to enrolling are all acceptable placement tests. Students without placement scores or appropriate transcripts on file are given the ACCUPLACER, ASSET, or other suitable initial assessment. These scores will be used to place students in appropriate math, reading, and writing courses. If these test scores indicate that the student is not fully prepared for college level courses, the student will be required to enroll in appropriate developmental courses. Developmental courses that are considered remedial (any course with a number below 100) do not fulfill graduation requirements, but will be reflected on a student's transcript and will be included in the career grade point average (GPA).

ACCUPLACER is a computerized test used to measure skills in math, reading and writing. Although COMPASS is comprised of three tests, the tests can be taken all at one time or one at a time.

Students enrolling in courses at NCCC may take the ACCUPLACER exam one time free of charge. Students may retake the ACCUPLACER test after 24 hours for a \$10 fee. Students may not retake the test after the second time without instruction. A student not planning to attend NCCC, a \$10 fee will be charged each time the test is taken. One copy of the scores may be transferred to another institution without an additional payment. If a student would like an official copy of their ACCUPLACER scores, they must request a copy from the student services office in writing and pay a \$2 processing fee.

In Chanutte, the ACCUPLACER test is administered in the Center for Academic and Vocational Excellence (CAVE) from 8:00 a.m. to 3:00 p.m. any day that the CAVE is open to the public or by appointment. A student wishing to take the exam should go to the NCCC student services office to receive a testing voucher. The tests are not timed, but students should allow two to three hours to take the exam. At the Ottawa Campus students should contact the TLC to arrange a time for testing.

There will be a 24-hour waiting period before a retest may be taken. The test may be given a third time after a three-month waiting period is observed, and appropriate classes have been taken and successfully completed.

Mandatory Placement Policy

The mandatory placement scores are as follows:

Algebra General

Course Placement	Accuplacer	Compass	Asset	ACT	SAT
MATH 010 Contemporary Mathematics Concepts (2 Credits; cannot be used for degree requirements)	N/A	0-21 (On Pre-Alg)	0-13 (On Num. Skills)	Math 0-13	0-290
MATH 011 Beginning Algebra (4 Credits; cannot be used for degree requirements)	20-59	1-30	17-32 (On Num. Skills)	Math 14-17	300-470
MATH 112 Intermediate Algebra (4 Credits; counts as degree requirement for AAS and AGS degrees; counts as elective credit for AA/AS degrees) or grade of "B" or "C" in Beginning Algebra	60-80	31-41	0-8 (On Int. Alg)	Math 18-19	480-520

Algebra General - Continued

Course Placement	Accuplacer	Compass	Asset	ACT	SAT
MATH 111 College Algebra Workshop Intended for those who have a chance of successfully completing College Algebra at a slower pace than is done in MATH 113 (5 Credits; counts for all degrees) or grade of "C" in Intermediate Algebra	81 and above	42-50	9-11 (On Int. Alg)	Math 20-21	530-550
MATH 113 College Algebra (3 Credits; counts for all degrees) or grade of "A" or "B" in Intermediate Algebra	81 and above	51-100	12-25 (On Int. Alg.)	Math 22 or above	560 or above
MATH 150 Analytic Geometry and Calculus 1 (5 Credits; counts for all degrees)	At least 75 on College Level Math	At least 50 on Trigonometry Compass test	N/A	Math 26 or above	570 or above

Reading General

Course Placement	Accuplacer	Compass	Asset	ACT	SAT
ENGL 018 Reading Proficiency II (4 Credits; cannot be used for degree requirements) Do not enroll in ENGL 101 English Composition I	20-50	0-64	0-15	Reading 0-13	0-350
ENGL 121 Reading in the Disciplines (3 Credits; can be used for degree requirements) Can enroll in ENGL 101 English Composition I	51-68	65-75	16-17	Reading 14-16	360-440
No requirement	69 and above	76-100	18 and above	Reading 17 or above	450 or above

Writing General

Course Placement	Accuplacer	Compass	Asset	ACT	SAT
ENGL 013 Fundamentals of Written Communication (5 Credits; cannot be used for degree requirements)	20-52	0-50	0-21	English 0-14	0-360
ENGL 100 Pre-Composition (3 Credits; can be used for degree requirements)	53-68	51-69	22-24	English 15-17	370-420
ENGL 101 English Composition I (3 Credits; counts for all degrees)	69 and above	70-99	25 and above	English 18-36	430 or above
ENGL 125 English Composition I - Honors (3 Credits; counts for all degrees)	N/A	91-99	N/A	English 23 or above	530 or above

Exceptions: Only the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses may authorize enrollment in reading, math or writing courses without appropriate test scores.

Academic Advising and Class Schedule Planning

All degree-seeking students at NCCC are assigned an academic advisor after their initial advising meeting. Non-degree seeking students may also request an advisor assignment by contacting the student services office. Students may request a change of advisor by completing a Request for Change of College Record form available in the student services office. In planning a class schedule, the student should keep in mind career and vocational plans, the graduation requirements of NCCC, and university degree requirements. Students who plan to complete a bachelor's degree should select courses to meet the requirements of the institution to which they expect to transfer. **The final responsibility for correct course selection lies with the student.**

Proper prerequisites/co-requisites must be observed in all cases except where they have been waived by the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses.

Registration

Class schedules are available at least two months prior to each term. Classes fill quickly. Students are encouraged to enroll as early as possible for the best class selections. Students may enroll through the fifth business day of a semester for 16-week courses.

Students wishing to enroll after the fifth business day must obtain signed permission from the course instructor. Students wishing to enroll in a 16-week course after the tenth day of the semester must obtain the signed permission from the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses. If the class is less than 16 weeks in duration, students should see the registrar for enrollment deadlines.

Student Load

Twelve (12) to 18 hours of course work per semester are considered a normal full-time student load. By special permission of the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses, students may carry over 18 hours providing they were previously enrolled full-time for at least one semester and have a 3.0 GPA. Exceptions may be made. Students who carry less than 12 hours during a regular semester are considered part-time students.

Credit Hour Definition

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define a credit hour and have specific regulations that the College must follow when developing, teaching and assessing the educational aspects of the College. As such, the College shall utilize and adhere to the following:

1. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately 15 weeks for one semester hour of credit or an equivalent amount of work over a different amount of time.
2. The College shall record one semester hour of credit for any student attending a lecture class if the student has made satisfactory progress in the class and the class consists of at least 750 minutes of class instruction, plus time allowed for a final examination. The College shall record one semester hour of credit for any student attending a laboratory class if the student has made satisfactory progress in the class and the class consists of at least 1,125 minutes. The College shall record one semester hour of credit for any student who completes a minimum of 2,700 minutes in on-the-job training, internships, practical, studio work or clinical experiences in health occupations.
3. The number of semester hours of credit allowed for each distance education or blended hybrid course shall be assigned by the College based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.
4. This Board policy shall be publically available on the College website, catalog and all course procedures.

Student's Responsibility

Students are responsible for meeting, in full, the requirements for graduation as set forth in this catalog. Advisors assist in the planning for a degree program for each student; however, **the final responsibility for meeting the requirements for graduation rests with the student.**

Students are responsible for satisfying all financial obligations at NCCC. Students who are not current with financial obligations may be dropped from classes at any time during the semester. Additionally, the College reserves the right to withhold copies of educational records, including official transcripts and diplomas, and/or refuse registration of students who owe money to the institution or who have failed to meet all institutional requirements.

Residency Requirements for Tuition

To qualify for the resident tuition rate, an adult student (18 years old or older) or a minor student's parents must have been Kansas residents for six months prior to enrollment for any term or session. Determination of residence for adults is based on subpart 23 of K.S.A. 77-201, and for minors is based on K.S.A. 72-1046 (71-406). There are seven permissive exceptions to the mandatory six months residency requirement for student tuition and credit hour aid purposes (K.S.A. 71-301, 71-302, 71-618). For further information, contact the registrar.

The registrar makes final determination of the residency classification of students at NCCC. However, the student has the right to file an appeal of the ruling. The student should utilize the Student Grievance Procedures found in the Student Handbook if they wish to challenge the residency classification decision.

Documentation for change of residency status must be in place prior to the first day of classes of the semester for which the change is being requested. Failure to meet this deadline may necessitate the residency change being postponed to the subsequent semester.

Transfer Credit

Neosho County Community College encourages students to transfer in academic work from accredited institutions. Accredited institutions are those recognized by the U.S. Department of Education. These institutions are listed at http://www2.ed.gov/admins/finaid/accred/accreditation_pg6.html.

An evaluation of transfer credit will be completed after an Admission Form has been filed. The student must request official transcripts be sent from the accredited institution to the NCCC Office of Registrar. Unofficial transcripts will not be considered for transfer. The registrar or his or her designee will determine the equivalency of transfer courses. In most cases the transcript will be evaluated within 30 days of receipt by the Office of the Registrar.

Credit hours completed at accredited institutions will be considered equivalent if the learning outcomes and credit hour length of the courses are comparable to those of courses offered through NCCC. Transfer work deemed not equivalent to NCCC's course offerings will be accepted as "elective credit." A syllabus of the course work and the documented learning outcomes may be required for evaluation of transfer credit.

Only those transfer credits in which a passing grade ("A," "B," "C," or "P") was received will be accepted toward completing a degree or certificate. Courses for which grades of "D" or "F" was earned will not be counted toward the completion of degree or certificate requirements.

Students who wish to appeal the registrar's decision regarding acceptance or equivalency of transfer work, must complete the following steps:

1. Appeal in writing to the appropriate division chair within 10 college working days of notification by the registrar. If the division chair is not available, appeal to the Vice President for Student Learning.
2. If the student wishes to appeal the decision of the division chair, he/she may do so, in writing (within 10 college working days) to the Vice President for Student Learning, whose decision will be final.

Credit for Prior Learning

Credit for Prior Learning (CPL) provides students an opportunity to earn credit at Neosho County Community College for knowledge and skills gained through work and life experiences. To encourage and assist students to complete degrees, NCCC may award college credit for prior learning.

Credit for Prior Learning (CPL) Policy and Requirements

1. A maximum of 21 credit hours can be awarded for prior learning, using any of the methods listed below.
 - a. Degree seeking students must complete at least 18 credit hours at NCCC.
 - b. Certificate seeking students must complete at least 50% of certificate hours at NCCC.
2. The learning evaluated must demonstrate current knowledge in the field for which credit is being sought.
3. All courses for which credit for prior learning is awarded must have equivalent courses in the NCCC curriculum. Partial credit will not be awarded.
4. Students must provide validated documentation stating the courses, knowledge, skills, and clock hours completed.

Students should be aware that credit for prior learning awarded by Neosho County Community College may not apply upon transfer to other schools.

Converting Prior Learning to College Credit

Students may receive credit at Neosho County Community College by demonstrating knowledge using one of the following **prior learning assessment (PLA)** methods:

Certificate Evaluation

Third party, industry-recognized certifications may be presented for evaluation for college credit. Credit may be awarded for classes covering the equivalent outcomes. A \$10 validation fee per certificate will be charged.

Credit by Examination

Students awarded credit by examination must be enrolled at NCCC. NCCC accepts the results of the College Entrance Examination Board Advanced Placement (CEEBAP) and College Level Examination Program (CLEP) for credit by examination. NCCC is not a College Board test center; thus, students who participate in these programs must have their test results forwarded to the College. **Please check with Registration for specific courses and credit hours available through credit by examination.** Courses receiving “pass” as a grade will not be used in the computation of the student’s GPA, but courses for which letter grades are awarded will be used in determining the student’s cumulative GPA. The registrar will post credit by examination to the student’s transcript at the direction of the appropriate departmental faculty. A fee of \$100 per test must be paid prior to posting on a transcript.

Students should understand that transfer policies of other higher education institutions may differ in credit accepted.

1. College Entrance Examination Board Advanced Placement (CEEBAP)

Students desiring advanced academic placement and university credit for those courses validated by such placement may do so by using the CEEBAP examination. Students completing the CEEBAP examination with a score of three to five, depending on the subject, will receive appropriate college credit recorded as “pass.” A fee of \$100 per test must be paid prior to posting on a transcript. Contact Registration for specific information.

State Universities in Kansas have established standard acceptance of AP Exam Scores. NCCC adheres to this state-established standard. With the exception of three exams, NCCC shall award credit for all AP exams scores at 3 or above for the equivalent course. The following exams require scores above 3 for credit to be awarded:

AP Exam	Score
ART 288 Art History I /ART 289 Art History II	4
PHYS 100 Physics 1	4
PHYS 101 Physics 2	4

2. College Level Examination Program (CLEP)

Students with non-traditional educational experiences may have such experiences validated by the CLEP examination.

CLEP Subject Examination: State Universities in Kansas have established standard acceptance of CLEP Exam scores at or above the American Council of Education's (ACE) credit-granting recommended score of 50 for the equivalent course. NCCC adheres to this state-established standard. Students meeting the established criteria will be awarded college credit with a grade of "pass." The subject examinations will be used to validate life experience on a course-by-course basis. No CLEP subject examination credit will be awarded for any course in which college credit was earned prior to taking the test. A fee of \$100 per test must be paid prior to posting on a transcript. Contact Registration for specific information.

3. Departmental Examination

Proficiency exams are available in some departments. Students demonstrating a sufficient level of proficiency on the course outcomes measured in the exam may earn credit. The responsible Dean or division chair will review, and as applicable, seek advice from full-time faculty. A fee of \$100 per test must be paid prior to posting on a transcript. Contact Registration for specific information.

Portfolio Assessments

Portfolio assessments are available for some courses. The student must complete at least nine credit hours at NCCC with at least a "C" and have a declared degree objective before credit for prior learning will be reviewed and any recommendation for awarding credit will be made. Students must prepare a portfolio documenting learning acquired outside the classroom. Portfolio components may include work samples, reports, job descriptions, performance evaluations, certifications, awards and honors, and other items of evidence. The documentation will be evaluated to determine if course outcomes have been met. The responsible Dean or division chair will review, and as applicable, seek advice from full-time faculty. A review fee of \$100 will be charged per portfolio, and a fee of \$100 per class must be paid prior to posting on a transcript.

Prior Learning Assessment Cost Information	
Prior Learning Assessment Method	Cost
Certificate Evaluation	\$10 per certificate
Advanced Placement (CEEBAP)	\$100 per test
College Level Examination Program (CLEP)	\$100 per test
Departmental Exam	\$100 per test
Portfolio Assessment	\$100 review fee per portfolio \$100 fee per class

Military Credit

NCCC is a recognized member of the Service Members Opportunity College (SOC), and as such, will award college credit for military training as appropriate up to 20 credit hours. To be eligible to receive military training credit, students must submit supporting documents, such as DD214 or AARTS transcripts to the registrar for evaluation. The recommendations of the American Council on Education Guide Book are used to convert military training to college credit. No letter grades will be issued for military credits.

Class Conflict Policy

If a student and advisor select two mandatory courses within a student's enrollment schedule that meet at overlapping times, a Class Conflict Contract is available in the student services office to authorize an agreement between the two instructors and the student on the student's obligation to complete all coursework within both courses. This contract places full responsibility upon the student to fulfill his/her class assignments and/or makeup any class time missed due to the conflicting course offerings. This form must be completed, signed, and submitted to the registrar prior to enrollment in these courses.

Auditing a Class

Students who wish to enroll in a course, but do not wish to receive college credit may audit the course. Students choosing to audit a course must obtain written permission from the course instructor. Enrollment is conditional based on open seats being available in the course with credit-seeking students having first priority for entry into the course. Students will be charged the current applicable tuition and fee rate per credit hour plus any course fees. These charges are not refundable. The student's transcript will reflect "AU" as the form of grade provided, and these hours are not eligible for federal aid or any other financial assistance offered at NCCC.

First Year Seminar

All first-time, degree-seeking freshmen and transfer students with less than 15 credit hours who have not previously taken a similar course are required to enroll in First Year Seminar during their first semester at NCCC. Students who took courses for college credit in high school must take First Year Seminar. This course is designed to assist the student in making a successful transition to college life. Although the course is required for all first-time freshmen students, all students who feel they may benefit from the experience are encouraged to take the course.

Classification

Enrollment in a minimum of 12 hours of college credit during a full 16-week semester is required for classification as a full-time student. A student is classified as a sophomore upon attaining 26 semester hours of credit and a minimum of 52 grade points.

EDUCATIONAL FEES

TUITION AND FEES

Tuition and fees are determined periodically by the College Board of Trustees. NCCC charges tuition and fees on a per credit hour basis. Fees are charged to maintain and enhance technology, physical facilities, scholarship opportunities, and student life. In addition, certain classes have special fees assessed to help defray the cost of materials and supplies. For a current list of tuition, fees, and special fees, see the class schedule or contact the business office. *NOTE: Tuition and fees are subject to change without notice.*

PAYMENT OF TUITION AND FEES

Payment Due Dates

Students should be prepared to pay tuition and fees on or about July 25 for the fall semester, January 2 for the spring semester, and May 15 for the summer sessions. Students enrolling after these deadlines must pay at the time of enrollment, or have financial aid and/or scholarships in place to cover their entire balance.

Certain courses, such as allied health courses which fill quickly, require payment at the time of enrollment.

Installment Payment Plan

NCCC also offers a convenient installment payment plan. Students who wish to use this option are required to log into their *myNEOSHO* account and enroll in the online payment plan. There is a \$35 user fee for this service

per semester. The payment plan allows the student to divide their balance into multiple payments. The \$35 payment plan fee is required at the time of enrollment. Students can have up to five monthly payments, depending on how early they enroll in the online payment plan. The payment plan option is not available for the summer sessions, or intersession classes. NCCC accepts VISA, MasterCard, AMEX and Discover. No academic records, such as transcripts or other information, will be released to students or other educational institutions until all financial obligations to NCCC are met in full.

Returned Checks

If a check made payable to NCCC is returned for any reason, a returned-check fee of \$30 will be charged for each returned check. The student will be notified at their current student address if a check is returned. If the payment is not made to the College within ten days, the matter may be referred to a collection agency. The student's records will be placed on hold until the returned-check fee and all outstanding NCCC financial obligations have been paid. Once a student has a returned check, the College will accept only cash, money order, Visa, MasterCard, AMEX or Discover as payment.

For more information, contact accounts receivable at 620-431-2820, ext. 286.

BOOKS AND SUPPLIES

Rental textbooks, purchased textbooks, and school supplies are available at the NCCC bookstore, located in the Student Union on the Chanute campus and on the Ottawa campus. The College bookstore also carries basic school supplies, College logo items such as mugs, hats, clothing and many other items. A full range of food and drink options are also available. Both bookstores accept MasterCard, Visa, Discover, and American Express. In Chanute, the bookstore is open daily Monday through Thursday 8:00 a.m. – 5:30 p.m. and Friday 8:00 a.m. – 5:00 p.m. The Ottawa bookstore hours are Monday through Thursday, 8:00 a.m. – 6:00 p.m., Friday 8:00 a.m. to 5:00 p.m. The Chanute campus phone number is 620-431-2820, ext. 247, in Ottawa call 785-242-2067 or 888-466-2688 (KS only), ext. 356.

TEXTBOOK RENTAL

A textbook rental system is used at NCCC. The fee for the textbook rental is charged to each student's account and most textbooks are available. This system saves the student several hundreds of dollars each semester. The books that are rented are distributed through the NCCC bookstore and must be returned to the bookstore no later than 3:00 p.m. the Monday following the completion of a course or when a class has been dropped. If the book(s) are not returned on time, a late fee will be charged to the student's account and all grades and transcripts will be placed on hold until the fine has been paid.

Not all textbooks are available to rent. Lab books, computer books, workbooks, class notebooks, allied health and nursing books, among others, are not available for this service. Please check with the bookstore to see if books are available for rental or must be purchased.

Books may be picked up, ordered, and/or purchased through the Chanute and Ottawa campus bookstores or on - line at www.NCCCBookstore.neosho.edu. VISA and MasterCard cards are accepted. The Chanute campus phone number is 620-431-2820, ext. 247, in Ottawa call 785-242-2067 or 888-466-2688 (KS only), ext. 356.

HOUSING

NCCC maintains two residence halls at the Chanute campus. Bideau Hall was completed in 2000 and houses 213 students. NeoKan Hall houses 81 students. A \$125 nonrefundable application fee is due upon signing a housing contract. Applications containing full information pertaining to room and board and associated costs are available in the business office, 620-431-2820, ext. 514, or on the NCCC web page. No college housing is available at any other college site.

TRANSCRIPT FEE

Transcripts of work completed at NCCC are provided to other institutions of higher learning or any other entity of a student's choosing. A student must go to our website www.neosho.edu, click on Order Transcript, and then proceed to Ordering Transcripts Online. Click on Chanute Campus Clearinghouse Site to electronically order your transcript. If you would like to physically pick up a transcript in Ottawa, click on that link. The fee is \$7.25 per transcript and can be paid by debit card or credit card. Transcript requests will not be processed until all obligations to the institution are met in full.

REFUND POLICY

INSTITUTIONAL REFUND POLICY

The registration office has been designated as the official office for withdraw notification. Refunds are calculated based on the day a student officially drops a class by contacting the registration office in person, by mail, or e-mail.

If NCCC exercises its right to cancel a class, a full refund will be issued.

If a student has completed registration in a class and wishes to withdraw from a class or classes in which he/she is enrolled, the student will receive the following refund:

100% refund if the completed drop form is received by the registration office within 1% to 13% of the business days in the class period. No refund will be given after the refund period. A specific date for the end of the 100% refund period for each semester will be published in the academic calendar for that semester.

The Vice President for Student Learning or Dean for the Ottawa and Online campuses may authorize exceptions to this policy.

FINANCIAL AID AND SCHOLARSHIPS

FINANCIAL AID PROCESS

The primary purpose of the NCCC financial aid program is to provide financial assistance to eligible students. A comprehensive assistance program which includes scholarships (institutional, academic, and athletic), grants (state and federal-based aid), loans (federally funded subsidized, unsubsidized, and PLUS loans), and part-time employment (Federal Work Study or institutional student employment) is available. Only students who have made application in the student services office as degree or certificate seeking, and have been accepted as such, will be eligible for federal financial aid.

To apply for federal aid, students must complete the Free Application for Federal Student Aid (FAFSA) each academic year. The FAFSA on the web worksheet is available beginning in January preceding the academic year. These worksheets are available at NCCC, high school counseling offices, and at the website www.fafsa.gov. **It is strongly recommended that students complete the FAFSA before April 1 of the academic year.**

Official copies of all prior academic transcripts, including verification of high school graduation or GED certification, must be submitted to the NCCC registrar's office. Students will be notified by letter of any additional items/documents that may need to be submitted to the financial aid office to complete their financial aid file. Students applying for any federal student financial aid must provide official copies of all previous academic transcripts before financial aid eligibility can be finalized and before any federal student aid funds can be awarded.

Students with prior loans should contact their lender or servicer to obtain a loan deferment form and submit it to the registrar for completion. Federal aid will be applied towards the student's NCCC charges; however, the student is responsible for all costs not paid by the federal aid or if they lose their federal aid eligibility. Students should contact the financial aid office for more information.

Home-Schooled Students

To qualify for federal student aid, home-schooled students may provide an official high school transcript showing classes completed and high school graduation. Home-schooled students not providing an official transcript may qualify for federal student aid at NCCC by meeting one of the following two options:

1. Provide other documentation of meeting high school graduation requirements as accepted by the NCCC registration office,
2. Take the Adult Basic Education classes and obtain a GED (General Equivalency Diploma).

GRANTS, LOANS, AND WORK STUDY

The federal government funds several financial aid programs. Financial assistance is awarded to students who demonstrate need through the Free Application for Federal Student Aid (FAFSA). Once financial need and eligibility have been determined, the following programs are available: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Subsidized and Unsubsidized Federal Family Educational Stafford Loans and PLUS Loans (loans for parents).

- Federal Pell Grants are awarded to eligible students for educational related expenses.
- Federal Supplemental Educational Opportunity Grants range from \$100 to \$400 per academic year at NCCC.
- Federal Family Educational Stafford Loans, both Subsidized and Unsubsidized, are available to eligible students while attending NCCC. These are low interest loans that enter repayment six months after the student's enrollment falls below six credit hours. Loans received at other institutions are considered part of the aggregate amount that a student may borrow. Under this program, there is a maximum lifetime aggregate limit that a student can borrow. Students can avoid reaching this limit by borrowing only what they need for education-related expenses.
- Parents of dependent students may apply for a PLUS Loan and are responsible for repayment. Interest rates, deferments, repayment dates, and other specific information are available in the financial aid office and from lending institutions.
- Eligible students may participate in part-time employment through the Federal Work Study program for

at least minimum wage.

- NCCC will assist students in applying for other financial aid. The following is a partial list of other assistance that is monitored or coordinated by NCCC:
 - Kansas State Scholarship
 - Kansas Minority Scholarship
 - Kansas Board of Regents Nursing Scholarship
 - Vocational Rehabilitation
 - Vocational Educational Scholarship
 - Veterans' Educational Benefits
 - Bureau of Indian Affairs

SCHOLARSHIPS

NCCC offers a variety of institutional and foundation scholarships for full-time and part-time students. Scholarships are awarded based on academic ability, participation in activities, athletic skill, service, and various other criteria. Various types of scholarships are available, including academic, activity, athletic, honors, nursing, service, business, industrial technology, senior citizen, and high school. Students may apply for scholarships in addition to other financial aid. Scholarship applications are available on the NCCC website. Please refer to the NCCC Scholarship Handbook and/or to the financial aid office for additional information regarding scholarship programs, applications, and procedures.

SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations require that a student must be making satisfactory academic progress in a certificate or degree program in order to be eligible to receive federal aid.

As per federal regulations, all academic transcripts will be evaluated for satisfactory academic progress whether or not financial aid was received. For the purposes of determining satisfactory academic progress, grades of "A," "B," "C," "D," "P," "F," "XF," "W," "WA," "NP," and "I" will be calculated as attempted financial aid hours. This includes developmental and repeated courses. Audit and non-credit classes are not considered for financial aid and will not be included as attempted financial aid hours. If a student completes a course that he/she received an incomplete grade, the student must notify the financial aid office in writing, in order for satisfactory academic progress to be reviewed again.

Upon a completed financial aid file, a student's current status at NCCC will be reviewed. Qualitative and quantitative measures are required to determine satisfactory academic progress. That criterion is listed below.

1. Students must successfully complete 67% of the cumulative number of credit hours attempted.
2. Students must have a 2.0 or greater cumulative career GPA.
3. The maximum time frame for students to complete their academic program may not exceed 150% of the published length of the program. For example, if the published length of the program is 64 credit hours, the maximum number of attempted credit hours may not exceed 96. After 150% of the published length of the program has been attempted students will be placed on financial aid denial.

Successfully completed grades include: "A," "B," "C," "D," "P" (Pass)

Unsuccessfully completed grades include: "F" (Failure), "XF" (Failure Due to Violation of Academic Honesty Policy), "I" (Incomplete), "W" (Withdraw), "WA" (Withdrawn by Administration), "NP" (No Pass).

Example: Peter Panther has attempted 12 hours at XYZ College and has attempted 15 hours at NCCC. He has attempted a total of 27 credit hours (27 hours x 67% = 18.09). He must have successfully completed at least 18.09 credit hours and have at least a 2.0 cumulative career GPA to be making satisfactory academic progress.

Financial Aid Warning

New NCCC financial aid applicants will be reviewed to see if they have successfully completed 67% of the cumulative number of prior credit hours attempted and if they have maintained a cumulative career GPA of 2.0

or higher. Student who do not meet both of these conditions are placed on financial aid warning for their first term of attendance.

At the end of each term (semester), NCCC financial aid recipients in good academic standing will be reviewed to see if they have successfully completed 67% of the cumulative number of credit hours attempted and maintained a 2.0 or greater cumulative career GPA. Students who do not meet both of these conditions are placed on financial aid warning for their next term of attendance.

A student on financial aid warning is still eligible to receive financial aid the next semester of attendance. However, notice of financial aid warning may be retroactively incurred based on an evaluation of the student's previous academic record at NCCC.

At the end of each semester, the students who received aid and were on warning will also have their academic performance evaluated. At that time, one of the following actions will occur:

If the student has successfully completed 67% of the cumulative number of credit hours attempted and has a cumulative career GPA of a 2.0 or greater, the student will automatically be reinstated to good academic standing.

If the above conditions have not been met, the student will be placed on financial aid denial.

Financial Aid Denial

Under the following conditions, students are placed on financial aid denial:

1. Receiving unsuccessful grades in all of their classes in one term at NCCC.
2. Attempting more than 150% of the published length of the program.
3. Have had one semester of financial aid warning, but are still not meeting 2.0 cumulative GPA and/or successfully completing 67% or greater of cumulative classes attempted.
4. Currently on financial aid probation and did not meet the probation requirements.

A student on financial aid denial is not eligible to receive federal aid. Notice of financial aid denial may be retroactively issued based on an evaluation of the student's previous academic record at NCCC.

Excluded Grades

Audit and non-credit classes are not considered for financial aid and will not be included as attempted financial aid hours. Grades of "F" (Failure), "XF" (Failure Due to Violation of Academic Honesty policy), "I" (Incomplete), "W" (Withdraw), "WA" (Withdrawn by Administration), "NP" (No Pass) do not count as credit hours earned.

Repeated Coursework

- Once a student has passed a course with a "D" or better, he/she can receive Federal Financial Aid Funds to repeat the course one time. ("P" grades are considered a passing grade)
- If a student fails a course "F", "XF", "NP" or withdraws "W", "WA" from a course, which has never been passed, they can receive Federal Financial Aid until they pass the course with a "D" or better.

Transfer Credits

All previous college attempted and completed coursework on file with NCCC's registration department will be counted when determining the student's GPA, cumulative completion rate, and maximum timeframe, regardless whether the student received Federal Financial Aid for those hours or not.

Conditions for Reinstatement of Financial Aid

When a student successfully completes 67% of the cumulative number of credit hours attempted and has a cumulative career GPA of a 2.0 or greater, a student may apply to be reinstated to good academic standing.

To apply for reinstatement for the first offense, the student may appeal to the director of financial aid by filling

out the Denial Appeal Form listing reasons (examples: illness, death in the family, unusual circumstances) why he/she did not achieve satisfactory academic progress or why he/she has attempted more than 150% of the published length of the program and is seeking aid for additional courses. The student must also supply an academic plan and appropriate supporting documentation, such as a letter from his/her doctor, employer, advisor, etc. All appeals should be submitted to the office of student financial aid at your campus.

If the appeal is approved by the director of financial aid, the student will be placed on financial aid probation for one semester, and will be eligible to receive federal aid. Certain conditions and timeframes may be included with the probation reinstatement. If the appeal is denied, the student will remain on financial aid denial, and therefore ineligible for federal aid. The student will be notified in writing by mail or student email of the director of financial aid's decision.

The student may appeal the director of financial aid's decision to the Financial Aid Committee within ten business days. The student must fill out the Denial Appeal Form and attach all supporting documents and submit them to the office of student financial aid. Upon receipt of the request for an appeal hearing, the director of financial aid will schedule a hearing and notify the student requesting the appeal of the date and time of the scheduled hearing. A time shall be set for a hearing, not less than two nor more than ten calendar days after the student has been notified. Maximum time limited for scheduling of hearings may be extended at the discretion of the director of financial aid.

To apply for reinstatement for the second and subsequent offenses, the student may appeal to the Financial Aid Committee or its designee by filling out a Denial Appeal Form and attaching the applicable supporting documentation. All forms and letters must be submitted to the office of student financial aid. If the student wishes to present his/her case orally to the committee, he/she must indicate this intention in writing. This appeal, as well as the original appeal to the director of financial aid, student academic file, academic transcript and financial aid file will be submitted for review. The student will be notified of the initial meeting of the committee if the student has indicated in writing his/her request to orally present the appeal. Additionally, the committee may mandate that the student appear at the appeal meeting. The student will be notified in writing of the committee's decision and may appeal to the president or his/her designee. NOTE: The president's current designee is the Vice President for Student Learning.

Financial Aid Probation

Students whose financial aid denial appeals are approved will be placed on financial aid probation. At the end of each semester, the students who received aid and were on probation per appeal will also have their academic performance evaluated. At that time, one of the following actions will occur:

1. If the student has successfully completed 67% of the cumulative number of cumulative credit hours attempted and has a cumulative career GPA of a 2.0 or greater and has not attempted more than 150% of the published length of the program, the student will be reinstated to good academic standing.
2. If the student has successfully followed the terms of his/her academic plan and appeal conditions, but cannot yet be returned to good academic standing, the student will remain on financial aid probation.
3. If neither of the above conditions has been met, the student will be placed back on financial aid denial.

REVOCAION OF SCHOLARSHIPS AND/OR GRANTS-IN-AID

Scholarships and/or grants-in-aid shall remain in force for the semester or academic year in which each was issued provided the student remains in good standing with the College. Upon the loss of good standing, scholarships and/or grants-in-aid shall be revoked. Specific conditions of scholarships through the College are contained in the scholarship letter signed by the student.

A student may be deemed to have lost good standing upon conviction of a felony; conviction of or repeated illegal use of narcotics, including marijuana or controlled substances as defined by Kansas statutes; and failure to comply with the rules and regulations of the College, or the athletic team or activity of which the student is a member, or failure to cooperate with officials and instructors at the College. Also, scholarships may be revoked for the following reasons:

1. A scholarship over-award as defined by either the U. S. Department of Education or the KJCCC;
2. Voluntary withdrawal from classes;
3. A drop in the academic standing below the specified grade point average indicated in the award letter; or,
4. Degree completion.

An official notice, sent to the student email account or address on record, of the revocation of an academic or activity scholarship and/or grant-in-aid shall be given to the student indicating the loss of good standing or for the reasons indicated above. If the student disagrees with the revocation decision, he/she may file a grievance as outlined in the Student Grievance Procedure.

RETURN OF TITLE IV FUNDS

Title IV funds are all federal aid to students including the PELL grant, student loans, etc. Return of Title IV or R2T4 refers to the calculation done when a financial aid student withdraws from the semester. The calculation determines if it is necessary to return a portion of the federal financial aid to the Department of Education, or if the student is entitled to receive a post withdrawal disbursement because aid had not yet been disbursed. The calculation of R2T4 is required by the Department of Education.

Determining Student Withdrawal Date

The Registration Office has been designated as the official office for withdrawal notification. Once registered, failure to attend classes is not considered an official withdrawal. Students who decide to leave the college should contact the Financial Aid Office to discuss their options. Students must contact the Registration Office to officially withdrawal from all courses.

A student's withdrawal date is:

1. The date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw; or
2. The midpoint of the period for a student who leaves without notifying the institution; or
3. The student's last date of attendance at a documented academically related activity.

SAP Policy (R2T4)

If a student fails to earn a passing grade in any class and was paid federal financial aid for a given semester, the R2T4 calculation will be done and the student will be placed on financial aid denial, and will not be eligible for federal financial aid. See the Satisfactory Academic Policy (SAP) for the appeal process.

Calculating Percentage Aid Earned

A student may be required to repay all or part of the financial aid disbursed for the semester in which they withdraw if they do not complete more than 60% of the semester.

The amount of Title IV aid earned by the student is determined by multiplying the percentage of the payment period completed by the total amount of Title IV aid disbursed, or that could have been disbursed. If the percentage of the payment period completed is more than 60 percent, the student has earned 100 percent of

the aid. An institution would add up the total Title IV loan and grant assistance awarded to the student for the payment period (excluding FWS funds and the nonfederal share of funds for the FSEOG) and multiplies this dollar amount by the percentage of the period completed. If the student is subject to the 30-day delayed disbursement restriction for Stafford loans and withdrew during the first 30 days; no Stafford loan amounts could be disbursed and will not be counted.

Post Withdrawal Disbursements

When determining the earned aid for each student, the institution compares actual funds disbursed and the total amount of Title IV financial assistance earned by the student at the time of withdrawal to determine whether the student is entitled to additional funds or if funds need to be returned to the Title IV programs.

If it is determined that the student earned more than they were disbursed, then the student is entitled to a “post-withdrawal disbursement” of funds up to the total amount earned. If there are outstanding current institutional charges, the institution may credit a post-withdrawal disbursement to the student’s account under the terms of the cash management regulations. If the student is eligible to receive loan funds, the institution must offer those funds to the student within 30 days of the determination of withdrawal. The student has 14 days from the date of the letter to accept loan funds.

Return of Title IV Funds by Institution

If Title IV funds need to be returned, the institution has to return funds first within 45 days of the determination of withdrawal. The institution must return the lesser of the unearned aid or the sum of the institutional charges multiplied by the percent of aid unearned. Then, if the amount that the institution is responsible for returning is less than the total amount of aid that needs to be returned, the student is responsible for the remainder.

The aid the institution must return will be billed to the student account. If those funds are not paid, a hold will be placed on the student account and may be turned over for collection through an outside agency.

Funds Included in the Return of Title IV Funds (R2T4) Policy

Aid will be repaid to the appropriate fund in the following distribution order, which is statutorily prescribed.

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Federal Parent PLUS Loans
- Federal Pell Grants
- Federal SEOG Grants
- Other Title IV aid programs (Does not include Federal Work Study)

Return of Title IV Funds by Student

The student (or parent for a PLUS loan) must return unearned aid for which the student is responsible by repaying the funds to the following sources, in order as listed below, up to the total net amount disbursed from each source, after subtracting the amount the school will return. Amounts to be returned to grants are reduced by 50%. Loan amounts are returned in accordance with the terms of the promissory note.

Students are obligated to return any Title IV overpayment in the same order that is required for schools (listed below). The student has 45 days to resolve the overpayment. If the student fails to resolve the overpayment within 45 days the institution will refer the student to Debt Resolution Services.

Grant overpayments may be resolved through:

1. Full and immediate payment to the institution
2. Repayment arrangements satisfactory to the school (has to be paid in full within 2 years), or
3. Overpayment collection procedures negotiated with Debt Resolution Services.

Student Notification as a Result of Withdrawal

The federal government has established a Return of Title IV Funds (R2T4) Policy which impacts financial aid recipients. This policy is not the same as the college refund policy. Financial aid is awarded to students contingent upon completion of the semester. Federal financial aid recipients who withdraw prior to completing 60% of the semester will owe a repayment to the U.S. Government. If it is determined that a portion of the financial aid received by the student is unearned, the college must return those funds to the Department of Education within 45 days.

Students will receive a written notification after the R2T4 is calculated within 30 days of the determination of withdrawal. In the written notification students will receive specific information including the dollar amount NCCC is returning to the Department of Education as well as any amount that may be due to the Department of Education or NCCC by the student. More information is available in the financial aid office.

VETERANS' BENEFITS

Students eligible to attend NCCC under their entitlement to veterans' benefits should obtain VA Form 22-1990, the Veteran's Application for Program of Education or Training, from the financial aid office or from a veteran's administration representative. Application can also be made online at www.gibill.va.gov. The veteran should complete the application, attach a copy of DD 214, Notice of Separation, and submit them to the financial aid office.

For payment purposes, the Veterans Administration uses the following schedule: full time is 12 or more hours of credit; three-fourths time is nine to 11 hours of credit per semester; half time is six to eight hours of credit per semester; less than half time, benefits calculated on a per credit hour basis. Students are required to make satisfactory progress toward graduation in order to continue receiving educational benefits. More information regarding VA benefits is available at the financial aid office.

ACADEMIC POLICIES AND INFORMATION

ACADEMIC APPEALS

Final Grades

Final grades are based only on academic standards and the instructor's evaluation of how well a student achieved those standards. Final grades shall be based upon written grading criteria given to the student at the beginning of each course. Each instructor is required to issue a syllabus for the course the first class session each semester outlining the requirements for the course and the grading criteria to be used in the course.

Only final grades given at the conclusion of the course may be appealed. Grounds for final grade appeals include:

1. Failure of the instructor to follow the written criteria given to the student at the beginning of the course (or failure of the instructor to provide written criteria as required).
2. Alleged errors in the mathematical calculation of grades.
3. Alleged errors in recording the grade on the student's transcript.
4. Non-academic issues such as attendance (i.e. if a student completed the work and would otherwise have been entitled to a grade acceptable to the student, but did not receive the grade due to poor attendance, poor class participation, discrimination, etc.).

In the case of a final grade appeal, the student must begin the appeal process within 30 days from the conclusion of the course. Each final grade being questioned must be appealed separately.

Academic Honesty

In the case of an academic honesty violation (as defined in the Code of Student Conduct and Discipline), the student must begin the appeal process within two working days from the date disciplinary action was initiated by the faculty member or other College official.

Appeal Procedure

A student begins the appeal process by completing the Academic Appeal Form, available in the office of the chief academic officer and then:

1. For a final grade appeal, conferring with the appropriate course instructor. If the problem cannot be resolved, the student may continue the appeal process by making an appointment with the chief academic officer.
2. For an academic honesty appeal, including appeal of an "XF" grade, meeting with the course instructor is not required, and the student shall make an appointment with the chief academic officer.

It rests with the chief academic officer's discretion to investigate and determine the basis for the appeal and then either resolve it or refer it to an ad hoc committee appointed by the chief academic officer or by the president of the College. No further appeal by the student is allowed.

ACADEMIC CLEMENCY

Students may eliminate poor academic records within the restrictions of the following policy:

Requirements and Limitations

1. To be eligible, the student must be currently enrolled at NCCC and must have completed at least 12 consecutive credit hours at this institution with a 2.5 GPA. In addition, the student must meet one of the following criteria:
 - a. Make a complete curriculum change, or
 - b. Wait an interim of two years from the date of the grades before filing for Academic Clemency.
2. Up to 15 semester hours of specific "F" and/or "D" grades may be petitioned for exclusion from the computation of the student's GPA.
3. When a course has been excluded from the computation of the GPA, it shall not be counted for graduation but will remain on the student's transcript.
4. Academic Clemency will be granted only once while at NCCC.
5. This policy refers to NCCC only. A student transferring to another institution will have to follow the other institution's policy.
6. Grades which have been excluded from the computation of the GPA will be identified on the student's transcript by an ampersand (&).
7. Granting of Academic Clemency does not affect or alter a student's record for athletic eligibility.
8. Students granted Academic Clemency may not receive honors at graduation.
9. While credits removed from the computation of the GPA as a result of Academic Clemency will not be used to meet course or program requirements, they will be used to determine eligibility for financial aid awards.

Procedure

1. Students wishing to petition for Academic Clemency must complete and submit a letter requesting Academic Clemency to the Vice President for Student Learning. The letter should contain reasons why Academic Clemency is requested and a list of courses the student wishes to remove from his/her transcript.
2. Petitions may be filed upon enrollment at NCCC, but Academic Clemency will not be granted until a student has completed 12 hours and met the requirements as stated in #1 above.
3. Upon receipt of the petition, the Academic Clemency Committee will review the student's transcript and current enrollment, and make a recommendation on clemency.
4. If Academic Clemency is granted, all previous course work will continue to appear on the transcript, but the grades in those courses which have been granted Academic Clemency will not be included in the student's NCCC cumulative GPA.

ACADEMIC FRESH START

Academic Fresh Start is a policy which provides students with poor or marginal academic college records the opportunity to resume work toward their degree without the burden of a poor GPA due to past academic performance. A student must be returning to college after a four-year absence to qualify for Academic Fresh Start. Academic Fresh Start removes all prior college grades from the student's transcript while academic clemency is limited to removal of 15 credit hours. This policy refers to NCCC only. A student transferring to another institution will follow the other institution's policy.

Students must meet the following requirements before being granted this option:

1. Separation from all institutions of higher education for at least four years,
2. Formal application to the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses. (This application should describe the reasons for the request and outline an academic plan, which includes the declaration of an area of academic interest.)
3. Agree that the calculation of the GPA and credit hour totals will be based solely on work completed after this point and enrollment at NCCC and the student will forfeit use of all credit hours toward a degree earned prior to being granted.

If Academic Fresh Start is granted, the student may resume his/her studies with the understanding that:

1. Academic Fresh Start at NCCC may be granted only once.
2. The student's permanent record will remain a record of all work, regardless of the institution at which that work was completed; however, the returning student will forfeit the use of all credit hours toward a degree earned prior to the four-year separation period.
3. The student's record will carry a notation designating when the Academic Fresh Start was granted and noting that the calculation of GPA and credit totals for degree purposes begins with that date.
4. Students applying for admission under Academic Fresh Start must meet admission requirements established by NCCC.
5. This policy refers to NCCC only. A student transferring to another institution will have to follow the other institution's policy.

ACADEMIC HONESTY

A standard of honesty, fairly applied to all students, is essential to a learning environment. Students are responsible for learning the content of any course of study outlined by their instructors, regardless of any views or judgments privately held and for demonstrating their attainment in an honest manner. Students violating such standards must accept the consequences and penalties assessed by appropriate classroom instructors or other designated persons. All cases may result in discipline at the college level and may result in suspension or dismissal. Students accused of abridging the policy of Academic Honesty may protect themselves through established academic appeal procedures and are assured due process and the right of appeal from accusations or penalties felt to be unjust. The faculty, staff, and administration of NCCC will neither condone nor tolerate violations of this policy.

Definitions

Violations of the Academic Honesty policy include academic dishonesty, which is behavior in which a deliberate means is employed to gain undeserved intellectual credit or advantage, either for oneself or another, or which is disruptive of a course of study. Some examples of academic dishonesty are:

1. **Plagiarism.** Intentionally using the printed/published data, distinctive ideas, or language of someone else without specifically acknowledging the original source, for example, copying another student's paper, creative work, article, or computer work and submitting it as one's own original work. On the other hand, the use of "common knowledge" or of ideas that are not distinctive to a single source does not require acknowledgement. Subject to the foregoing, the particular circumstances under which acknowledgment is required may vary among the different disciplines, which make up the College; in addition, the manner or style used to acknowledge a source will vary among disciplines. In a particular course, students must follow the acknowledgement/citation customs and standards of the discipline offering the course and acknowledge sources in the manner expected by that discipline. The instructor in each course is

- responsible for making these standards clear.
2. **Unauthorized collaboration on out-of-class projects.** Students may not present work as individual when, in fact, the work was done with other students.
 3. **Cheating on exams.** Defined as the unauthorized or inappropriate use of information about the exam (questions/answers) and/or the taking of an exam with the assistance of unauthorized materials such as notes, textbooks, crib sheets, electronic means (such as cell phones), etc. It is the responsibility of each instructor to inform students which information aids, if any, may be used on exams.
 4. **Unauthorized access to exams in advance of the examination.** Students who in any unauthorized manner obtain exams in advance of the date and hour of the examination are committing an act of academic dishonesty. Unauthorized access to exams does not include obtaining copies of exams given in previous sections and restricted to students, but it does include a sharing of information about an unreturned exam between a student in an earlier section of a class and a student in a later section.
 5. **Aiding and/or abetting an academically dishonest undertaking.** A student is responsible for ensuring that other students do not misuse his/her work. Students are required to protect the integrity of their own work by, for example, not allowing, knowingly or through carelessness, another student to plagiarize a term paper or copy answers to an exam.

Responsibility for Academic Honesty

The fundamental responsibility for the maintenance of the standards of honesty rests upon the student. It is each student's responsibility to be familiar with College policy on academic honesty and to uphold the standards at all times in all situations.

Each faculty member shall make clear to each class early in the semester the faculty member's own policy toward penalties he/she gives for breaches in academic integrity, within the scope of the College policy. Faculty are expected to take reasonable precautions to protect academic honesty.

Consequences of Academic Honesty Violations

Incidents of academic honesty violation in the classroom will be the responsibility of the individual instructor. Upon discovery of such violations, the instructor will have a private meeting with the student to inform him/her of the situation or notify him/her by e-mail. The consequences of violation of the Academic Honesty policy are at the discretion of the instructor and can range from redoing the assignment for partial credit to course dismissal, to the receiving of a grade of "XF" for the course. A grade of "XF" indicates the student failed the course due to violations of the Academic Honesty policy and remains on the permanent transcript unless removed by passing a course in ethics and integrity. All actions taken by the instructor will be documented by the instructor, and reported to the following:

- Instructor's direct supervisor (appropriate division chair, director or direct supervisor)
- Appropriate Dean as applicable (Dean for the Ottawa and Online campuses, Dean of Outreach and Workforce Development)
- Vice President for Student Learning
- Dean of Student Services

A copy of the documentation will be placed on file with the Dean of Student Services. If the student does not agree with the actions taken by the instructor, he/she may utilize the Academic Honesty Appeal Procedure found in this catalog or in the NCCC Student Handbook.

Records of acts of misconduct will be kept on file by NCCC. In cases of serious violations of academic honesty or multiple violations of the policy, the Dean of Student Services, in conjunction with the Dean for the Ottawa and Online campuses, or the Dean for Outreach and Workforce Development when applicable may require a meeting with the student to determine what action needs to be taken. Actions may range from a warning to expulsion from the College.

ACADEMIC MINIMUM STANDARDS AND REINSTATEMENT PROCEDURES

A student whose career GPA falls below 2.0 will be placed on academic probation for one term (semester). Should the grade point or percentage of course work not raise above the minimum standards during the probation period, the student will be academically suspended. Exceptions may be made at the registrar's or Vice President for Student Learning's discretion.

Failure to attend and participate in coursework as determined by the College may result in administrative withdrawal from college level coursework. Students placed on academic probation will be required to enroll in college success courses during the probationary semester. If a student is administratively withdrawn from college success courses, this will violate his/her probationary status and may result in academic suspension.

Academic Probation and Suspension

Should a student's career GPA not be raised to at least 2.0 during the probation period, or the student failed to make significant academic progress, the student will be academically suspended. A student placed on academic suspension may appeal to the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses.

Academic Reinstatement Procedures

Students may be reinstated on academic probation after being academically suspended by following these procedures:

1. The student will meet with his/her academic advisor and together they will determine an appropriate class schedule. Consideration should be given to the following:
 - a. Maximum hours of enrollment allowed to be academically successful,
 - b. Other college and/or family related obligations for the up-coming semester, (i.e. athletics, scholarship related activities, and household responsibilities),
 - c. Previously attempted courses which were not completed satisfactorily,
 - d. Degree intent or long-term goals,
 - e. Intended graduation or transfer date,
 - f. Reasons student encountered academic difficulties in the past and how to address these concerns in the future, and
 - g. How the student's advisor can assist in this process and who else they will call upon for support, including enrollment in additional course work designed to assist the student in achieving academic success.
2. The student, after giving consideration to the above, will develop an action plan for his/her own future academic success and have it reviewed and signed by his/her advisor.
3. The student will present the completed action plan and the proposed class schedule to the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses for consideration of approval for reinstatement.
4. If approved, the student will sign an agreement wherein he/she agrees to acquire a semester GPA of at least 2.0, meet with his/her advisor monthly, and follow a personal academic success action plan throughout the reinstated semester.
5. The Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses and academic advisor will also sign this agreement and a copy is to accompany the enrollment form and be incorporated into the student's record in the registrar's office.
6. The registrar will remove the academic suspension (AS) hold and replace it with an Academic Probation (AP) hold.
7. Any early warning and/or mid-term grades for students on academic probation status will prompt follow-up meetings to be scheduled with their academic advisor.
8. The student will remain on academic probation status as long as he/she maintains a 2.0 term GPA until such time as his/her career GPA reaches 2.0 or higher.

Should a student fail to maintain a term GPA of 2.0 while on reinstatement, the student will revert back to academic suspension, and the student will meet with the Vice President for Student Learning on the Chanutte campus or the Dean for the Ottawa and Online campuses to determine if re-enrollment will be permitted.

ACADEMIC PREPARATION

In an effort to assure that all students pursuing degrees or certificates at NCCC are fully prepared to succeed in college credit courses, the College administers placement tests, such as the ACCUPLACER, to evaluate student readiness to meet college-level mathematics, reading, and writing requirements. Students who score below the minimum standards for college level courses will be required to take developmental (pre-college) course work. In cases where developmental courses are indicated in more than one area, the student will be required to successfully demonstrate competencies at the developmental level as a prerequisite for registration in general education courses. Developmental level courses are signified by a zero as the first digit in the course number and do not count toward graduation but will be figured in the student's GPA.

Non-native speakers of English may elect to take developmental courses in English (ENGL 015 English for Non-Native Students, ENGL 016 English as a Second Language – Reading). However, those courses will not be mandated and are not part of the mandatory placement requirements.

ASSESSMENT OF STUDENT LEARNING

Assessment of student learning is an integral part of the education process at NCCC. NCCC has a genuine interest in continuing an ongoing assessment of student learning as a way of measuring its success in meeting its mission and enhancing its academic programs. Student input constitutes the critical source of assessment data. All students will be expected at various junctures during their educational career at NCCC to contribute to the assessment program by completing surveys, standardized tests, and exit interviews as required by their curriculum.

ATTENDANCE POLICY

NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.

Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class), the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been withdrawn by administration for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been withdrawn by administration. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information.

Absences that occur due to the students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

CHANGE OF SCHEDULE

Adding or Dropping Courses

Students may elect to change their course schedule without penalty the first ten days of a full semester class. To add a full semester course after the fifth day of a semester, the student must obtain both the advisor's and instructor's signatures on the add/drop form. To drop a full semester course after the tenth day of the semester, the student must obtain both the advisor's and instructor's signature on the add/drop form. Student athletes will also need their coach's signature on the add/drop form.

Students who wish to add or drop selected courses after the add/drop window has closed should follow these procedures:

1. Obtain a Drop/Add Form from the student services office,
2. Obtain the instructor's signature,
3. Obtain the advisor's approval, and
4. Return the form to the student services office to complete the process.
5. If you are off campus, you may email from your student email account to your advisor requesting permission to drop/add. If you are non-degree seeking, you can email Registration at Registration@neosho.edu.

A student's financial aid may be adversely affected by numerous drops.

Students are expected to complete the courses for which they register. Failure to properly withdraw from classes may result in the assignment of "F" grades for their classes. Students who wish to withdraw from courses should review the withdraw procedure later in this section.

Withdrawing From Courses

The student who only informs the instructor that he/she intends to withdraw or who simply ceases to attend is not officially withdrawn from class. Unless the procedure described below is followed, the student's name will remain on the class roster, and the instructor will be required to submit a grade other than "W," often times resulting in a grade of "F." In addition, the student will be charged all appropriate tuition and fees.

If a student wishes to withdraw from one or more courses, he/she should seek the counsel of his/her advisor and obtain the proper forms from the registrar's office. The completed withdraw form must be on file in the registrar's office before the withdrawal is official. Financial aid recipients are encouraged to check with the financial aid office regarding the impact of withdrawing from classes on scholarship and/or federal student aid eligibility.

Withdraw From All Classes		
Business Days in Class Period	Refund	Transcript
1% to 13%	Full refund	No notation on transcript
14% to 24%	No refund	No notation on transcript
25% to 75%	No refund	"W" on transcript
76% on	Course drop not allowed, grade earned in course	

Under extenuating circumstances, the student may appeal to the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses to withdraw with the grade of “W” after 75% of the class has been completed.

Students who find it necessary to withdraw from their entire enrollment at NCCC are asked to meet with the Dean of Student Services on the Chanute campus or the Dean for the Ottawa and Online campuses. Completing this process helps to avoid any future holds on student records that may make it difficult to return to NCCC or transfer to another college. Students receiving any type of federal financial assistance must also complete an exit interview and should contact a staff member in the financial aid office to discuss return of title IV funds (R2T4).

EARLY ACADEMIC WARNING SYSTEM

NCCC’s Early Academic Warning System was implemented to alert students, advisors, and activity sponsors when a student is struggling in a course. An “early warning notification” is issued for all students earning a “D,” “F” or “NP” at designated reporting dates set throughout the semester. Notification is sent to the student with a copy to the advisor and activity sponsor. Students are encouraged to contact their instructor and/or advisor when they receive an early warning notification.

FINAL EXAMINATIONS

Final examinations are considered an important part of each course. All courses are required to hold substantial final examinations, and all students are required to take them. All final examinations will be conducted at such times and places as designated by College officials.

FOOD AND DRINK POLICY

Food and drink are not allowed in classrooms and labs. Students with a medical condition that would require them to have food and/or drink with them at all times must provide documentation of such condition.

GRADE POINTS

Students will have their grade point averages (GPA) computed on the following basis: for each credit hour of “A,” 4 points; “B,” 3 points; “C,” 2 points; “D,” 1 point; “F,” 0 points, “XF,” 0 points. In order for students to have a “C” average and be eligible for graduation, they must have a minimum of 64 credit hours and 128 grade points. The GPA is the quotient obtained by dividing the number of grade points earned by the number of credit hours for which grades “A,” “B,” “C,” “D,” “F” or “XF” is recorded. *See the Academic Honesty section for an explanation of the “XF” grade.*

The grade of “W” (Withdraw) or “WA” (Withdrawn by Administration) is not reflected in the computation for the student’s GPA, but is a permanent part of the student’s academic transcript.

Students must maintain a GPA of 2.0 or higher in order to graduate.

GRADING SYSTEM

Grades are issued and recorded as “A” (Superior), “B” (Good), “C” (Satisfactory), “D” (Poor), “I” (Incomplete), “F” (Failure), “XF” (Failure due to violation of Academic Honesty policy), “P” (Pass), or “NP” (No Pass). No grades are recorded with a plus or a minus. The grade of “W” (Withdraw) is recorded on the academic transcript for courses from which a student has withdrawn and a “WA” (Withdrawn by Administration) when the student has been withdrawn from the course by the instructor or administrator.

The Pass/No Pass grade is not calculated in the student GPA, but the course(s) will count as college credit and be counted toward hours for graduation. Courses may utilize this type of grading when recommended and approved by the Vice President for Student Learning and the Curriculum Committee.

Incomplete Grades

An incomplete ("I") grade may be issued by an instructor for a course when a student is making satisfactory progress, but the student is unable to complete the work due to unavoidable circumstances. Every grade of "I" must be removed within the first nine weeks of the semester following the receipt of this grade (excluding summer); otherwise, the "I" automatically becomes the grade indicated by the instructor on the incomplete contract. A contract must be completed between the student and faculty member prior to the last day of the semester and signed by both in order to acquire a grade of incomplete. In emergency cases, a petition for exceptions to this rule may be made to the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses.

KANSAS TRANSFER ARTICULATION AGREEMENT

A student who completes an Associate of Arts or Associate of Science degree at NCCC and whose program of study has met the Kansas Transfer Articulation Agreement will be accepted with junior standing and will have satisfied the general education requirements of all Regent universities. Students transferring to Regent universities who have not completed an Associate of Arts or Associate of Science degree will be given general education credit for any articulated general education course completed at the community college.

The following courses will transfer as equivalents between all Kansas Community Colleges.

Course ID	Course Title	Hours
ART 113	Drawing I	3
ART 288	Art History I: Prehist. to Medvl.	3
ART 289	Art History II: Renais. to Contp.	3
BIOL 111	General Biology	3
BIOL 112	General Biology Lab	2
BIOL 251	Biology I	3
BIOL 252	Biology I Lab	2
BIOL 257	Human Anat. And Physiology	3
BIOL 258	Human Anat. And Phys. Lab	2
CHEM 215	College Chemistry I	3
CHEM 216	College Chemistry I Lab	2
CHEM 225	College Chemistry II	3
CHEM 226	College Chemistry II Lab	2
COMM 120	Fundamentals of Acting	3
COMM 207	Fundamentals of Speech	3
COMM 213	Interpersonal Communication	3
CRIM 121	Introduction to Criminal Justice	3
CSIS 100	Computer Concepts and Apps.	3
ECON 200	Microeconomics	3
ECON 201	Macroeconomics	3
ENGL 101	English Composition I	3
ENGL 113	General Literature	3
ENGL 289	English Composition II	3
FCS 203	Nutrition	3
FCS 230	Personal and Family Finance	3
HIST 101	World Civilization I	3
HIST 102	World Civilization II	3
HIST 201	United States History I	3
HIST 202	United States History II	3
HIST 207	World Geography	3
HUM 102	Intro. to Logic and Critic. Think.	3
HUM 103	Introduction to Philosophy	3
HUM 104	Ethics	3
HUM 133	World Religions	3
MATH 143	Elementary Statistics	3

Course ID	Course Title	Hours
MATH 113	College Algebra	3
MATH 122	Plane Trigonometry	3
MATH 150	Analytical Geometry and Calc. I	5
MUSI 104	Theory Block I	4
MUSI 120	Music Appreciation	3
PHYS 100	Introductory College Physics I	4
PHYS 101	Introductory College Physics II	4
PHYS 102	Fundamentals of Astronomy	3
PHYS 103	Fundament. of Astronomy Lab	2
PHYS 130	Introductory Coll. Physics I Lab	1
PHYS 135	Introd. College Physics II Lab	1
PHYS 171	Physical Science	3
PHYS 172	Physical Science Lab	2
PSYC 155	General Psychology	3
PSYC 219	Child Development	3
PSYC 263	Developmental Psychology	3
SOSC 100	Introduction to Sociology	3
SOSC 101	American Government	3
SOSC 200	Intro to Cultural Anthropology	3
SOSC 220	Social Problems	3
SOSC 230	International Relations	3
Total Hours		168

All courses taken at NCCC transfer to all other accredited institutions, however, credits may not transfer towards individual majors at specific institutions. Your advisor can assist in this process to insure a seamless transfer. Additional information regarding the transfer and articulation agreement is available in the student services office.

REPEATING COURSES

Students receiving unsatisfactory grades will be allowed to repeat the course for credit. Students may not receive a final grade (excluding W and WA) in a particular course more than three times, unless the course has been designated for repeat credit. Students who wish to enroll in a course four or more times must receive approval from the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses. The most recent grade will replace the prior grade received for the repeated course to count toward graduation requirements and the GPA. However, the original grade will remain on the student's transcript.

Courses which have been designated to be taken for additional credit may not be taken for more than six credit hours to apply toward a one-year certificate, or for 12 credit hours to apply toward a two-year certificate or associate degree. Students should check with financial aid to determine whether repeating a course for grade replacement will affect their award. Any exceptions to this policy must be petitioned by the student to the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses.

STUDENT GRADES

Student grades will be made available directly to the student. Grades are not issued by phone or by e-mail. Student grades may not be released or discussed with parents or others unless a release signed by the student is presented or is in the student file. Students may access their grades via their Inside NC account. *See the Privacy Rights of Students section.*

PRIVACY RIGHTS OF STUDENTS (FERPA, GLBA, HIPAA)

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to the student's education records.

NCCC complies with the Family Rights and Privacy Act of 1974 by using the following policy regarding access to, and protecting the confidentiality of, student records. For more information, call 800-729-6222 (KS only) or 620-431-2820 ext. 212.

Upon request, any student of NCCC will be granted access to and review of any or all records pertaining directly to said student. Access to records will be granted no more than 45 days following such request. If information in these records is found to be inaccurate, misleading, or detrimental to the student, a committee composed of faculty and administrators will hear all cases challenging the content of such records. Such hearings will be scheduled within ten working days of receipt of a written request for said hearing.

No personally identifiable records from NCCC will be released to parents, spouse, or others without the expressed, written consent of the student. Within the provisions of the Family Rights and Privacy Act, access will be granted to the following without the consent of the student:

- a. school officials, including teachers and administrators, who have a legitimate educational interest;
- b. officials of schools to which the student wishes to transfer;
- c. authorized representatives of the Comptroller General of the United States, the Secretary of Education, or an administrative head of an education agency;
- d. in connection with the student's application, receipt or continued eligibility/status for financial aid, or
- e. a court order.

Exceptions to this rule exist within the law. Additional information and guidance may be found at the FPCO's website <http://www.ed.gov/policy/gen/guid/fpc/index.html>. Please review the act for more information.

Should a student owe the College any delinquent amount, official records will not be released to the student or a third party. However, this does not preclude the student from personally reviewing his/her records and challenging any of the information. Financial aid transcripts may be sent at the request of other institutions.

The student has the right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name, address and telephone number of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
(800) 872-5327

GRAMM-LEACH-BLILEY ACT OF 1999 (GLBA)

Overview: This document summarizes NCCC's comprehensive written information security policy (the "policy") mandated by the Federal Trade Commission's Safeguards Rule and the Gramm-Leach-Bliley Act (GLBA). In particular, this document describes the Program elements pursuant to which the Institution intends to (i) ensure the security and confidentiality of covered records, (ii) protect against any anticipated threats or hazards to the security of such records, and (iii) protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to customers. The policy incorporates by reference, the College's existing policies and procedures and is in addition to any College policies and procedures that may be required pursuant to other federal and state laws and regulations, including, without limitation, FERPA.

Designation of Representatives: The institution's chief information officer is designated as the program officer who shall be responsible for coordinating and overseeing the policy. The chief information officer at NCCC is the director of technology services. The program officer may designate representatives of the Institution to oversee and coordinate particular elements of the policy. Any questions regarding the implementation of the program or the interpretation of this document should be directed to the program officer or his or her designees.

Scope of Policy: The policy applies to any record containing nonpublic financial information about a student or other third party who has a relationship with the Institution, whether in paper, electronic or other form that is handled or maintained by or on behalf of the Institution or its affiliates. For these purposes, the term nonpublic financial information shall mean any information (i) a student or other third party provides in order to obtain a financial service from the Institution, (ii) about a student or other third party resulting from any transaction with the Institution involving a financial service, or (iii) otherwise obtained about a student or other third party in connection with providing a financial service to that person.

Elements of the Policy:

Risk Identification and Assessment.

The Institution intends, as part of the policy, to undertake to identify and assess external and internal risks to the security, confidentiality, and integrity of nonpublic financial information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information. In implementing the policy, the program officer will establish procedures for identifying and assessing such risks in each relevant area of the Institution's operations, including:

Employee Training and Management.

The program officer will coordinate with representatives in the Institution's student/financial services and financial aid offices to evaluate the effectiveness of the Institution's procedures and practices relating to access to and use of student records, including financial aid information. This evaluation will include assessing the effectiveness of the Institution's current policies and procedures in this area.

Information Systems and Information Processing and Disposal.

The program officer will assess the risks to nonpublic financial information associated with the Institution's information systems, including network and software design, information processing, and the storage, transmission and disposal of nonpublic financial information. This evaluation will include assessing the Institution's current policies and procedures relating to acceptable use policy, information technology security policy, and records retention policy. The program officer will also assess procedures for monitoring potential information security threats associated with software systems and for updating such systems by, among other things, implementing patches or other software fixes designed to deal with known security flaws.

Detecting, Preventing and Responding to Attacks.

The program officer will evaluate procedures for and methods of detecting, preventing and responding to attacks or other system failures and existing network access and security policies and procedures, as well as procedures for coordinating responses to network attacks and developing incident response teams and policies.

Designing and Implementing Safeguards.

The risk assessment and analysis described above shall apply to all methods of handling or disposing of nonpublic financial information, whether in electronic, paper or other form. The program officer will, on a regular basis, implement safeguards to control the risks identified through such assessments and to regularly test or otherwise monitor the effectiveness of such safeguards. Such testing and monitoring may be accomplished through existing network monitoring and problem escalation procedures.

Overseeing Service Providers.

The program officer shall coordinate with those responsible for the third party service procurement activities among the department of technology services and other affected departments to raise awareness of, and to institute methods for, selecting and retaining only those service providers that are capable of maintaining appropriate safeguards for nonpublic financial information of students and other third parties to which they will have access.

Adjustments to Program

The program officer is responsible for evaluating and adjusting the program based on the risk identification and assessment activities undertaken pursuant to the program, as well as any material changes to the Institution's operations or other circumstances that may have a material impact on the program.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

This notice describes how medical information about students may be used and disclosed. Please review it carefully. If students have any questions, please contact an athletic trainer, the director of nursing, or Dean of Student Services at 800 West 14th Street, Chanute, Kansas 66720 or by phone at 620-431-2820.

The NCCC athletic department provides healthcare to their student-athletes in partnership with physicians and other professionals and organizations. The information privacy practices in this notice will be followed by all departments and all employed associates, staff or volunteers.

Medical record information and the relationship with medical staff are considered private. With proper written consent, the College will make every effort to give family medical updates as appropriate. The College creates a record of the care and services received to provide quality care and to comply with legal requirements. This notice applies to all of the records of care that the College maintains, whether created by their training staff or by the student's doctor. A personal doctor may have different policies or notices regarding the doctor's use and disclosure of medical information created in the doctor's office. The College is required by law to keep medical information about the student private, give this notice of our legal duties and privacy practices with respect to medical information about the student, and follow the terms of the notice that is currently in effect.

The College may use and disclose medical information for treatment (such as sending medical information to a specialist as part of a referral); to obtain payment for treatment (such as sending billing information to an insurance company or Medicare); and to support the College's healthcare operations (such as comparing patient data to improve treatment methods). The College may disclose medical information and/or participation status to athletic coaches for health and safety. The College may disclose information to administrators and academic counselors to support academic progress. The College may release information to sports information staff and members of the media regarding participation status.

Regarding medical information, the student has the right to look at or obtain a copy of medical information that the College uses to make decisions about care. The student has the right to a personal representative to assist in reviewing medical information. If the student believes that information in the records is incorrect or incomplete, the student has the right to request that the College amend the records. The student has the right to a list of those instances where the College has disclosed medical information about the student, other than for treatment, payment, healthcare operations or where the student specifically authorized a disclosure.

The College reserves the right to change the terms of this notice at any time. Changes will apply to medical information the College already holds, as well as new information they receive after the change occurs. If the College changes their notice, they will post the new notice in their athletic training facilities. The student can receive a copy of the current notice at any time. The student will also be asked to acknowledge in writing the receipt of this notice on the College's Student-Athlete Authorization/Consent for Disclosure of Protected Health Information.

HOMELAND SECURITY PROCEDURES

In conjunction with parameters set by National Homeland Security, NCCC has considered actions that they might take to address threat levels. The following policy functions as a guide only and the same is subject to change as needed. The Safety and Security Committee will be responsible for the implementation of specific actions under these guidelines.

Specific guidelines can be found in the NCCC Emergency Action Plan available from the administration office at either campus location, or on the NCCC website under the Safety & Security link under Quick Resources at the bottom of the homepage at www.neosho.edu.

OUTREACH AND WORKFORCE DEVELOPMENT

The principal goal of outreach and workforce development is to provide opportunities whereby the patrons of the College service area may enrich their lives through educational experiences. Individuals may choose to develop new skills, ideas, or attitudes and derive satisfaction from personal accomplishments gained by attending and completing continuing education classes. These classes are designed to meet the needs of local citizens, business and industry, other community institutions, organizations, and groups. Through such classes the College is able to help many individuals enjoy a fuller, more profitable life and to assist the community in the training and education of its citizenry.

The mission of the NCCC outreach and workforce development is to enhance lifelong learning and partnerships and to provide educational opportunities for the community. This mission will be fulfilled by:

1. engaging in community activities,
2. offering courses of interest to the general public of all ages,
3. providing allied health courses and certificate programs,
4. establishing workforce development training and retraining,
5. extending outreach education, and
6. responding to the needs and requests of constituents in the College's service area.

ADULT EDUCATION

The Adult Education Center provides basic skills training for adults who may or may not have a high school diploma. Classes consist of reading, writing, mathematics, computer basics, and workplace skills. Students take part in small group classes that are designed to help them identify and meet their goals and objectives. One of these objectives might be the completion of the Kansas State High School Diploma program (GED)*. A three-day orientation is required for enrollment. The six-week class sessions run Monday through Thursday, with various class times available. The cost of the class is \$25. Call 620-431-2820, ext. 276, for more information. Students must be at least 16 years of age and 16-17 year olds must have compulsory exemption forms from the school district of current residence.

*The GED test does have an additional associated fee with testing scheduled monthly.

ALLIED HEALTH

At NCCC many health-related classes and certificate courses are housed in the allied health unit within the outreach and workforce development department. These classes are short-term and are offered multiple times throughout the semester in Chanute, Garnett, Lawrence, Ottawa, and other communities within the NCCC service area. Allied health classes offer quick training, certifiable skills, and entry into high-demand health fields. Specific courses include:

- CPR
- Emergency Medical Technician (EMT) training
- First Aid
- First Responder
- Home Health Aide
- Medication Aide
- Medication Aide Update
- Nurse Aide

Online options are available for many allied health courses.

Other Allied Health programs available are:

- Health Information Technology
- Medical Assistant
- Healthcare Coding
- Medical Transcription
- Occupational Therapy Assistant
- Paramedic (through partnership with Cowley College)
- Phlebotomy
- Surgical Technician

BUSINESS AND INDUSTRY SERVICES

NCCC offers a variety of specialized courses in both credit and non-credit format to serve the educational needs of individuals, businesses, industries, and other groups in its service area. Specialized courses are designed and offered at requested locations and a time convenient to the specific industry or group educational training needs. Dedicated instructors provide the highest quality instruction in a wide variety of instructional areas.

On-Site Training

Credit and non-credit courses are taught at the business site. Courses can be designed to fit the needs of individual businesses, using their own equipment and facilities so that employees can learn under actual work conditions.

On-Campus Training

Credit and non-credit courses, seminars, workshops, and programs in technology and business are offered on both the Chanute and Ottawa NCCC campuses. Courses and programs can be designed to meet the specifications of individual businesses.

Consulting

Local employers may call upon NCCC's experienced instructors with a variety of business needs including consulting and coaching.

Business and Industry Training Topics

Topics available for delivery on-site or on-campus include, but are certainly not limited to, the following:

- OSHA Certified and Authorized General Industry Safety Training – CRF1903, 1904, and 1910
- Industrial Trades
- Human Resources
- Customer Service
- Management and Supervision
- Technical Training
- Energy Management
- Computer Software

EDUCATIONAL TALENT SEARCH (TRiO Student Support Services)

Educational Talent Search is a federally funded Trio program. Through early intervention and with services provided, ETS encourages students to remain in school, graduate from high school, and pursue college or vocational technical education. ETS serves students in middle school, high school, and those with a desire to return to school. All services are FREE and provided by trained, professional staff. ETS serves 655 students in

Southeast Kansas and one school in Oklahoma. To be eligible for ETS a student must apply and meet any one or more of the following:

- be at least 11 years old and have completed the fifth grade
- a high school student
- a middle school student
- an adult interested in receiving a GED or going back to college
- be a potential first-generation college student (neither parent received a four-year Bachelor's degree)
- meet federal income guidelines (as determined by the U.S. Department of Education)

ENERGY AUDITOR TRAINING

One of three institutions authorized to provide energy auditing training recognized by the Kansas Corporation Commission of the State Energy Office, NCCC offers a seven-day Fast Track auditing course every other month. Successful participants earn the Building Performance Institute, Inc. certificate.

GENERAL EDUCATION DEVELOPMENT (GED)

Individuals desiring to earn the equivalence of a high school diploma may do so by satisfactorily completing the test of General Education Development (GED). Arrangements to complete the test must be made through the Center for Academic and Vocational Excellence (CAVE) located in the lower level of Chapman Learning Center at NCCC.

HIGH SCHOOL OUTREACH PARTNERSHIPS

NCCC provides secondary schools within the College service area the opportunity to expand educational opportunities for high school students by offering college courses on-site at the high school. Courses taught at the high schools use the approved College syllabus, textbook, and outcomes. Qualified instructors for these courses must meet the same criteria as instructors teaching on the NCCC campus and are hired by NCCC. The courses are evaluated in the same manner as classes conducted on the NCCC campus. Daytime classes and evening classes are available in local high schools. Students interested in the high school partnership program may contact their high school counselor or call the NCCC outreach and workforce development department for more information.

Jump Start

The Jump Start program is designed to assist high school juniors and seniors get a start on their college education. College courses are brought to the high school enabling high school students to obtain up to 24 credit hours while continuing their high school studies.

Fast Track

Once high school students graduate with up to 24 college credit hours, they are already on the Fast Track! The Fast Track allows students to complete their associate degree in one year at NCCC. Students on the Fast Track should work closely with their advisors to ensure proper guidance to stay on the Fast Track and complete their degrees in a timely manner.

KIDS' COLLEGE

The annual Kids' College offers a wide variety of classes to children 7-14 years of age. Typically held the third week in June, Kids' College exposes youth to the College campus and to an assortment of learning experiences such as science, art, computer, writing, and more.

LIFETIME LEARNING

NCCC provides courses for students of all ages. Senior citizens, age 62 and older, who have been residents of Neosho County for more than six months are eligible to have their tuition and fees paid from the in-district scholarship fund. Senior citizens, age 62 and older, living outside Neosho County may apply for scholarships from the NCCC Foundation. Application and eligibility requirements are available from the NCCC Foundation. The senior citizen scholarship does not cover course fees, materials, special class fees, and book expenses that may be associated with some classes.

NON-CREDIT ONLINE COURSES

NCCC offers a variety of non-credit, online courses. Over 300 instructor-facilitated courses are available to assist in updating skills, discovering new talents, or training for a new career path. These courses start every month and run for approximately six weeks. Weekly assignments are required. General subject areas include computer programming and software, writing and publishing, health and fitness, business, history, art, continuing education for healthcare professionals, family and personal enrichment and many more. To review the complete list of courses and to see instructor biographies and course outcomes, go to www.ed2go.com/nccc.

ON-STREET MOTORCYCLE TRAINING

Offered several times throughout the year, this two-credit-hour training provides classroom and on-street instruction. Successful participants earn a Kansas Driver Education Certificate.

PROFESSIONAL CONTINUING EDUCATION

Professional continuing education is a requirement of many occupations. Staying current in new occupational knowledge and research is critical for today's professional employee. NCCC assists by providing a variety of training sessions, classes, and workshops designed for the professional. Examples include computerized/online insurance CEU's and online nursing CEU's. Other programs and classes are appropriate for submission to various state and national boards for CEU hours. Courses can be created to meet specific occupational needs.

UPWARD BOUND (TRiO Student Support Services)

NCCC Upward Bound is a federally funded education program serving high school students in Southeast Kansas. The goals of Upward Bound are to help students improve their overall high school performance and prepare students for entry into college. To be eligible, a student must apply and meet any one or more of the following:

- be a potential first-generation college student (neither parent received a four-year Bachelor's degree)
- meet federal income guidelines (as determined by the U.S. Department of Education)
- have a documented disability

Upward Bound serves 55 students in 4 area high schools. Services available to participants include one-on-one and small group tutoring, academic advising, and weekly school meetings and Saturday activities covering a variety of topics such as test-taking skills, critical thinking skills, ACT test preparation, and study skills. Students will also be exposed to aspects of college through area college campus visits, assistance with financial aid applications and college admission applications, and a comprehensive summer college simulation experience. The NCCC Upward Bound offices are located in the Student Union on the Chanute campus, where a paper application may also be obtained. For more information, visit our website at <http://www.neosho.edu/Departments/UpwardBound.aspx>.

STUDENT SERVICES

ACCESS SERVICES FOR STUDENTS WITH DISABILITIES

NCCC is committed to its students and has various types of assistance available to support qualified students with disabilities. Appropriate documentation of a disability is required. Students are responsible to forward their documentation and schedule an appointment with the Dean of Student Services, 620-432-0304 or the Dean for the Ottawa and Online campuses, 785-242-2067 or 888-466-2688 (KS only), ext. 321. Reasonable accommodations are made based on the documentation. Available support services include, but are not limited to, note takers, scribes, extended time exams, alternative testing, tutorial services, readers, study skills instruction, computer-assisted instruction, consultation with faculty addressing individual issues, assistance in obtaining auxiliary aids and adaptive computer technology.

BOOKSTORE

Rental textbooks, purchased textbooks, and school supplies are available at the NCCC bookstore, located in the Student Union on the Chanute campus and on the Ottawa campus. The College bookstore also carries basic school supplies, College logo items such as mugs, hats, clothing and many other items. A full range of food and drink options are also available. In Chanute, the bookstore is open daily Monday through Thursday 8:00 a.m. – 5:30 p.m. and Friday 8:00 a.m. – 5:00 p.m. The Ottawa bookstore hours are Monday through Thursday, 8:00 a.m. – 6:00 p.m., and Friday 8:00 a.m. to 5:00 p.m.

A textbook rental system is used at NCCC. The fee for the textbook rental is charged to each student's account and most textbooks are available. This system saves the student several hundreds of dollars each semester. The books that are rented are distributed through the NCCC bookstore and must be returned to the bookstore no later than 3:00 p.m. the Monday following the completion of a course or when a class has been dropped. If the book(s) are not returned on time, a late fee will be charged to the student's account and all grades and transcripts will be placed on hold until the fine has been paid.

Not all textbooks are available to rent. Lab books, computer books, workbooks, class notebooks, allied health and nursing books, among others, are not available for this service. Please check with the bookstore to see if books are available for rental or must be purchased.

Books may be picked up, ordered, and/or purchased through the Chanute and Ottawa campus bookstores or on - line at www.NCCCBookstore.neosho.edu. Both bookstores accept MasterCard, Visa, Discover and American Express. The Chanute campus phone number is 620-431-2820, ext. 247, in Ottawa call 785-242-2067 or 888-466-2688 (KS), ext. 356.

CENTER FOR ACADEMIC AND VOCATIONAL EXCELLENCE (CAVE)

The Center for Academic and Vocational Excellence (CAVE) is located in the basement of Chapman Learning Center on the Chanute campus. It houses an open computer lab for students and members of the public, the developmental classes, Adult Basic Education, and STARS. The CAVE offers many services, which includes, but is not limited to, free tutoring, placement testing, GED preparation, adult basic education classes, developmental class work in reading, writing, math, and test proctoring.

FOOD SERVICE

The Chanute campus cafeteria is run by professional caterers and meets all federal, state, and local regulations. The cafeteria's all-you-can-eat menu offers an excellent variety of choices for 19 meals per week. A full range of vending options is available during the hours the cafeteria is not serving. Vending services only are available at the Ottawa campus.

HOUSING

Students on the Chanute campus may have the full “college experience” by living on campus. Students in our residence halls have cable TV and high speed Internet access. Study lounges are located on each floor, and TV and game rooms as well as a 24-hour study hall with computer access are also available. A residence life professional is on call 24 hours a day to insure the safety of our residents. Our suite-style residence hall, Bideau Hall, was built in 2000, and is home to around 200 students each semester.

Unmarried students less than 21 years of age who are enrolled full-time and not living with a parent or legal guardian are required to live in the College housing when space is available. Unmarried students under 21 years of age with dependents who live with them are not required to live in campus housing. When space is limited, College housing will be filled as follows:

- First, by date of paid application;
- Second, with international students;
- Third, with scholarship students;
- Fourth, with freshmen students;
- Fifth, with sophomore students.

Students with special circumstances who wish exemption from the housing requirement may apply in writing to the Dean of Student Services. This application must specify the basis for exemption. Generally, exemptions are limited to physical disability, medical, or emotional problems. The Dean of Student Services or designee will respond in writing within five business days. If the request is denied, the request may be appealed to the president or his/her designee who will respond within five business days. This decision will be final. The housing requirement will not apply to exchange students required to reside with a host family by the exchange program. **Students, who have been convicted of a felony in Kansas, or equivalent offense in another jurisdiction, shall not be eligible to live in student housing.**

myNEOSHO

myNEOSHO is NCCC’s web portal. NCCC students may log in to myNEOSHO to enroll for classes, view grades, obtain course handouts, chat with classmates, receive financial aid and billing information and to check out upcoming campus events. Students should contact the student services office for a user name and password.

INTERNET ACCESS

NCCC provides on-campus access to the Internet to all students, faculty, and staff. Chanute campus locations include the Chapman Learning Center, the CAVE, Student Union, Residence Halls, and various computer labs. Ottawa campus locations include the library, lobby, and computer labs. The Independence location is at the ICC-West campus in Independence, KS. Wireless Internet is available throughout both campuses.

LOST AND FOUND

Lost and Found is located in the Welcome Center in the Chapman Learning Center at the NCCC Chanute campus or the Administrative Office at the NCCC Ottawa campus.

All articles turned into Lost and Found (“lost items”) will be recorded with a description of the item, the date turned in, and where it was found if known. For information at the Chanute campus, contact 620-431-6222. For information at the Ottawa campus, contact 785-242-2067 or 888-466-2688 (KS only). Lost items that have not been claimed and picked up by the end of the semester during which they were turned into Lost and Found will be disposed of as provided in this policy.

“Lost items” as used herein shall only refer to personal property believed to be lost which is found on an NCCC campus or in NCCC vehicles.

Persons finding lost items shall turn them in at the designated location. Lost items shall not be held in departments. Staff may not claim lost items found as part of their official duties. Neosho County Community College is not responsible for lost items not turned in to Lost and Found or that have not been timely claimed and picked up. Personal property is the responsibility of the owner, and it is the responsibility of the owner to promptly contact NCCC and upon request present satisfactory proof of ownership of a lost item that has been turned into Lost and Found.

Any textbooks not claimed will be given to the bookstore. Any keys not claimed will be discarded. Other clothing and personal belongings that are not claimed within the allotted time will be donated to local charities or otherwise disposed of in the sole discretion of NCCC. Unclaimed cash will be turned into the Cashier.

STARS (TRiO Student Support Services)

Students Thriving Achieving and Recognizing Success (STARS) is a federally funded Student Support Services project. The goals of STARS are to help students stay in college, graduate from NCCC, and transfer to a four-year institution to complete their education. To be eligible for STARS a student must be a United States citizen, apply and meet any one or more of the following:

- be a first-generation college student (neither parent received a four-year Bachelor's degree)
- meet federal income guidelines (as determined by the U.S. Department of Education)
- have a documented disability (on file with the NCCC Dean of Student Services)

STARS actively serves 160 students. Services available to participants include one-on-one and small group tutoring, academic/transfer/career advising, four-year campus visits, additional financial aid, cultural enrichment activities and other support services. Our purpose is to connect students with opportunity through academic achievement and personal growth. We do not succeed unless our students do!

Apply online at <http://www.neosho.edu/Departments/STARSStudentSupportServices.aspx>. A paper copy of the application can be obtained from the STARS office located in the CAVE, in the lower level of Chapman Learning Center on the Chanute campus.

STUDENT HEALTH

NCCC does not assume responsibility for injuries incurred by students while participating in college activities. Medical services are available at local clinics and hospitals. NCCC may assist in student transportation to medical services.

NCCC encourages students to update all immunizations prior to enrolling at NCCC. Students living in residence halls are strongly encouraged to obtain the meningitis vaccination.

The College reserves the right to require a medical examination of any student at any time. When a medical examination is required for admission or continuation in a program or activity, a satisfactory medical examination report from a licensed physician must be filed with the Dean of Student Services on the Chanute campus or the Dean on the Ottawa campus. The Dean of Student Services on the Chanute campus or the Dean on the Ottawa campus will review the medical record and may deny permission for a student to participate in a program, course, or activity. Student athletes must provide evidence of current primary medical insurance in order to participate in a varsity sport.

There are specific health requirements for students accepted into the nursing program. For more information see the nursing program policy for student health and immunizations on the nursing program webpage located at www.neosho.edu/Departments/Nursing/Handbook.aspx (Immunization Policy at the bottom of the page) and the admissions policy at <http://www.neosho.edu/Portals/0/Departments/nursing/files/Admissions.pdf>.

The College does not provide general health and accident insurance for students. Some programs require student insurance. Students must contract for this type of coverage on an individual basis.

STUDENT UNION

The Student Union at Chanutte is the focal point for social activity during the day. It houses the gymnasium, cafeteria, bookstore, and Penner Lounge area. It provides areas for studying, Internet access, snacks, breaks, and meetings. The Student Union offers free WIFI as well as multiple flat-screen TVs. A lounge and vending facilities are located at the Ottawa campus. A variety of refreshments and drinks are also available in the bookstores on both campuses.

STUDENT POLICIES

CODE OF STUDENT CONDUCT AND DISCIPLINE

Current information regarding student conduct and discipline is available in the NCCC Student Handbook, and at www.neosho.edu. For more information, contact the Dean of Student Services on the Chanutte campus or the Dean on the Ottawa campus.

DISCIPLINARY PROBATION AND DISMISSAL

A student may be placed on disciplinary probation for behavior deemed to be detrimental to the wellbeing of the offending student or the student body, or for the infraction(s) of College rules and regulations. Should disciplinary action be deemed necessary, the student will receive in writing from the Dean of Student Services or Dean for the Ottawa and Online campuses the reason(s) for the disciplinary action and the conditions of the probationary period. For additional information, please refer to the NCCC Student Handbook. Students may be suspended temporarily or expelled depending on the scope and nature of the infraction(s). During probation, participation in extracurricular activities may not be permitted.

DRUG-FREE CAMPUS

The possession, use, sale, distribution, or manufacture of drugs and/or alcohol on campus by students, staff, or visitors will not be tolerated. Such possession, use, sale, distribution, or manufacture by students may lead to dismissal from school. The possession, use, sale, distribution, or manufacture of drugs and/or alcohol on campus by staff may lead to termination of employment. Students, staff, or visitors involved in the possession, use, sale, distribution, or manufacture of drugs and/or alcohol on campus will be subject to prosecution under appropriate state statutes. Students are urged to be familiar with the Drug-Free Campus Policy available in the office of the Dean of Student Services on the Chanutte campus or the assistant the Ottawa campus.

STUDENT GRIEVANCE PROCEDURE

See Code of Student Conduct and Discipline in the NCCC Student Handbook for all formal student appeals. See the appropriate sections of this catalog for grade appeals and for financial aid appeals.

SEXUAL HARASSMENT

Sexual harassment is defined as the use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for his/her refusal, or the creation of an intimidating, hostile, or offensive working educational environment through repetitive verbal or physical conduct of a sexual nature by any member of the College community. *See the Sexual Harassment and Grievance Policy in the NCCC Student Handbook for more information.* The NCCC Student Handbook contains the procedure for reporting sexual harassment.

STUDENT-RIGHT-TO-KNOW

NCCC adheres to the Student Right-To-Know and Campus Security Act (Public Law 101-542). Current statistics are available upon request through the Dean of Student Services on the Chanutte campus or the Dean on the Ottawa campus. Campus crime statistics for calendar years are listed and categorized in the most recent NCCC

Student Handbook, at www.neosho.edu, at <http://ope.ed.gov/security/index.asp>, through the Dean of Student Services on the Chanute campus or the Dean on the Ottawa campus.

TOBACCO USE ON CAMPUS

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

“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.

AWARDS AND HONORS

HONOR ROLLS

Students who complete 12 semester credit hours or more and achieve a 4.0 semester GPA are placed on the President’s Honor Roll at the close of each semester. Students who complete 12 semester credit hours or more and achieve a 3.50 to 3.99 semester GPA are placed on the Vice-President’s Honor Roll. Course numbers under 100 cannot be counted in determining either honor roll.

HONORS SCHOLAR

Students who complete 12 hours of honors courses while at NCCC, maintain a minimum GPA of 3.3, and participate in Honors Program activities will be recognized at graduation and on their transcript as Honors Scholars.

OUTSTANDING GRADUATE BY DEPARTMENT

Each division may present Outstanding Student Awards based upon their own criteria. These awards are given each year at the end of the spring semester.

SIGMA ALPHA

Sigma Alpha is an honorary scholastic society. Its purpose is to promote scholarship among the students of NCCC. Members of the society are chosen from the upper ten percent of the graduating class who qualify with a minimum GPA of 3.5. Course numbers under 100 cannot be counted in determining membership.

WHO’S WHO

“Who’s Who Among Students in American Community and Junior Colleges” is an honorary organization open to all NCCC students. Membership selection is determined by staff recommendations after consideration of several elements: academic performance, participation in activities/community engagement, leadership, and other demonstrations of citizenship. Students name to this organization are listed in the annual publication of

the organization.

STUDENT ACTIVITIES – CHANUTE CAMPUS

ATHLETICS

NCCC is a member of the Kansas Jayhawk Community College Conference (KJCCC). This allows NCCC to maintain a regular intercollegiate athletic schedule in basketball, volleyball, baseball, soccer, wrestling, softball, cross country, and track. All athletes on any intercollegiate athletic team must meet the requirements set forth by the conference and the National Junior College Athletic Association (NJCAA). The KJCCC, as well as the NJCAA, is organized for the purpose of controlling, maintaining, and promoting intercollegiate athletics as a vital part of the curriculum of the member colleges.

NCCC is a member of the NJCAA, a non-profit organization. The primary purpose of the NJCAA is to promote and foster junior college athletics on inter-sectional and national levels so results are consistent with the total educational programs of the member college.

The KJCCC recognizes all-conference teams each year from each division. The NJCAA also honors All-American and Academic All-American Teams. NCCC athletes have won numerous All-American and Academic All-American honors.

INTRAMURALS

NCCC offers intramural activities for students at the Chanute campus. Activities vary from year to year based on student requests. Some popular offerings are flag football, pool tournaments, basketball, and Texas Hold'Em tournaments.

NC PANTHER SPIRIT PROGRAM

The NC Panther Spirit Program consists of co-ed cheer and the dance team. Tryouts are held in the spring to fill the team for the following year. Each squad attends summer camp, performs and appears at numerous sporting events, and participates in community service activities.

SOCIAL EVENTS

The Student Senate provides dances and other social functions for the student body. Clubs also provide activities that may include only members of the particular club or group.

STUDENT ACTIVITIES

A variety of activities are offered for students. Admission to all student activities is free with an NCCC ID.

STUDENT PARTICIPATION

Students are given an opportunity to participate in institutional decision making as members of many institutional committees. Membership is determined by the Student Senate.

THEATRICAL PRODUCTIONS

Theatrical productions are regularly scheduled throughout the school year. Anyone is eligible to audition for the productions. Experience is not necessary or critical. Each production is different and requires new faces

for new challenges. Credit by enrolling in theatre workshop is encouraged for those who participate. All students are encouraged to take part in these productions.

VOCAL MUSIC

NCCC Chamber Choir, open to all students by audition, performs secular and sacred music from various time periods, folk songs, spirituals, and contemporary favorites. This group presents at least two on-campus concerts per year, and also participates in various regional and national choral festivals.

CLUBS AND ORGANIZATIONS – CHANUTE CAMPUS

Neosho County Community College is dedicated to the personal development of each student. Getting involved with student life on campus is one way to develop yourself as a whole person, gain valuable out-of-the-classroom experience and connect with fellow students, faculty and staff in a friendly supportive environment.

A valuable component of your college community is through clubs and organizations sponsored by different departments or faculty members. Students interested in joining a club or organization should contact the Dean of Student Services. The following clubs and organizations are active on the NCCC Chanute campus.

ACADEMIC EXCELLENCE CHALLENGE TEAM

The Academic Excellence Challenge Team is a group of students from NCCC who compete against other students from Kansas community colleges in a scholar bowl format. The students spend the year practicing in mock competitions and in scrimmage competitions with other community colleges. The official competitions take place in the spring and consist of preliminary, regional, sub-state, and state final competition. Each year NCCC recruits a team of eight members to participate in the program. To be eligible to compete, students must be enrolled in at least six credit hours. A team member must have earned at least a 2.0 cumulative GPA, have completed no more than 72 semester hours, and may not have a college degree. A team member may participate for a maximum of two years.

ART CLUB

The Art Club is a campus organization that provides educational activities in the visual arts for club members and the College community. Club activities promote the practical and cultural value of art, the development of personal creativity and art career awareness. The Art Club is open to all students who have an interest in art.

BUSINESS AND INNOVATION CLUB

The Business and Innovation Club's mission is to enrich the lives of NCCC students through business related events and activities. Club events may include guest speakers, business tours, field trips, and social events. The organization is open to all students.

BLACK STUDENT UNION

The purpose of the Black Student Union is to promote a general understanding of black culture and heritage. The organization also assists and supports black students and serves as a representative of all minority students of NCCC on all issues of public interest and/or concern. The organization is open to all students wishing to participate in the club's goals and prospective purposes.

CRAFTING OF YARN CLUB

The purpose of the Crafting of Yarn Club is to promote the understanding of the needle arts, specifically knitting and crocheting, to foster creative potential and growth, and to promote healthy social interaction through the needle arts. At least one community service project will be done during the school year at a time determined by club members. Membership is open to all students.

HONORS PROGRAM

The Honors Program challenges students to take honors level courses, practice leadership skills, and experience being a member of an exciting learning community.

NCCC's Honors Program offers a unique and challenging learning experience to students with the desire to excel. Members of the program have the opportunity to enroll in special sections (via contract basis) of select general education courses that will provide a stimulating learning experience. Members will also be encouraged to realize their full potential and responsibility for leadership by studying leadership skills using current research and classic examples. They will share these experiences as a member of an exciting and committed learning community.

To graduate from NCCC as an Honors Scholar the student will:

- complete 12 or more hours of honors courses,
- have a minimum GPA of 3.3, and
- fulfill all other requirements of the Honors Program.

For more information refer to the College web site or the honors program coordinator.

INTERNATIONAL STUDENT CLUB

It is the mission of the International Student Club to promote understanding and good will among students of different nations and cultures, to share ideas and diverse perspectives in solutions to identified problems.

To immerse themselves in the community, international club members participate in a variety of community services – Chanute Public Library annual book sale, Chanute Chamber of Commerce and Office of Tourism annual pancake breakfast, various radio programs and community organizations where information about specific cultures are shared.

Membership is open to all students.

LITERATURE AND THE MOVIES CLUB

Literature and the Movies is a club that meets once a month during the spring and fall semesters. First, students read a piece of literature. Then, the group meets to watch the movie based on the work and to compare and contrast the two.

MARY GRIMES STUDENT NURSE ASSOCIATION (MGSNA)

Nursing students are encouraged to become active members in MGSNA. Membership in MGSNA gives the student an opportunity to learn and practice leadership skills at a local level. MGSNA is open to students currently enrolled in the nursing program. Activities are related to school, social, and community projects. Nursing students are members of the Kansas Association of Nursing Students (KANS) organization. This organization offers the students an opportunity to develop leadership skills and become active in legislative concerns that face the nursing profession. Organizational activities may include school, social, and community projects. Health insurance coverage is available to members at a reasonable rate. Membership in KANS give the student an opportunity to learn and practice leadership skills and network with students from other schools of nursing and nurses at state and national levels. It also prepares the student to be active in a professional

organization after graduation. KANS is also open to all pre-nursing students in addition to those enrolled in the nursing program. Activities are related to school, social, and community projects.

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

The purpose of the National Technical Honor Society at NCCC is the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of this College.

Members are students who excel in school work and in the community. Members are rewarded for going above and beyond what is required as a student.

Membership in NTHS can consist of members, provisional members, alumni members, and honorary members. *See the Student Handbook for membership rules.*

PANTHER HISTORY CLUB

The Panther Historian Club is a campus organization open to all students. Its objective is to provide social, career, and educational activities as they relate to the field of history and social sciences.

PANTHER PLAYERS

For anyone interested in participating in theatre or those who just enjoy attending theatre. Panther Players helps support NCCC's theatre productions as well as attend other theatre productions from high school, community, college and professionals. The group meets at least once a month to discuss club business and upcoming events.

PHI THETA KAPPA (ΦΘΚ)

The purpose of the Omega Iota Chapter of Phi Theta Kappa at NCCC is the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of this College.

Each year Phi Theta Kappa, in cooperation with *USA Today*, encourages each community college chapter to nominate two students for Academic All-American. These two students compete nationally for honors and are automatically named to the Kansas Academic All-American Team that is recognized each year at an awards ceremony.

Membership in Phi Theta Kappa shall consist of members, provisional members, alumni members, and honorary members. *See the Student Handbook for membership rules.*

SCIENTIFICALLY MINDED ADVENTURER'S CLUB

This organization is for students who have an interest and/or curiosity in the various fields of biology, chemistry and physics. All students are eligible for membership and are encouraged to join and become involved in the club. The club offers opportunities for participation in professional activities featuring guest speakers, technical demonstrations, journal article reviews, science fair participation, and field trips. Several social activities and fundraisers will be planned each year. This organization is interested in promoting the college and personal growth through science and activities. This club meets on the Chanute Campus.

STUDENT AMBASSADORS

NCCC Student Ambassadors are students selected by the student services staff to represent the College at various College and community functions. Student Ambassadors also participate in various community service projects, such as reading to students at local elementary schools.

STUDENT SENATE

The Student Senate is the governing agency of the student body. Its goal is to promote student interests in all phases of campus life. The executive council of this body consists of president, vice-president, and secretary-treasurer elected by the student body in a general election.

The senators consist of two sophomores and two freshmen. One representative from each of the active clubs of the College is also a voting member. The Student Senate has the responsibility of coordinating the social functions of the College and cultivating a desirable College spirit through extracurricular activities. Each of the clubs on campus is chartered by the Student Senate.

STUDENT ACTIVITIES, CLUBS AND ORGANIZATIONS – OTTAWA CAMPUS

Neosho County Community College is dedicated to the personal development of each student. Getting involved with student life on campus is one way to develop yourself as a whole person, gain valuable out-of-the-classroom experience and connect with fellow students, faculty and staff in a friendly supportive environment.

A valuable component of your college community is through clubs and organizations sponsored by different departments or faculty members. Students interested in joining a club or organization should contact the assistant Dean for the Ottawa and Online campuses. The following clubs and organizations are active on the NCCC Ottawa campus.

CULTURAL EXCHANGE CLUB

The Cultural Exchange Club is an open club for participants to explore diverse cultures through food, music, traditions, discussions and other learning ventures both on campus and off through member selected field trips. The club is an exciting opportunity to explore new international experiences, expand cultural diversity, and broaden worldviews.

HONORS PROGRAM

The Honors Program challenges students to take honors level courses, practice leadership skills, and experience being a member of an exciting learning community.

The Neosho County Community College Honors Program offers a unique and challenging learning experience to students with the desire to excel. Members of the program have the opportunity to enroll in special sections (via contract basis) of select general education courses that will provide a stimulating learning experience. Members will also be encouraged to realize their full potential and responsibility for leadership by studying leadership skills using current research and classic examples. They will share these experiences as a member of an exciting and committed learning community.

To graduate from NCCC as an Honors Scholar the student will:

- complete 12 or more hours of honors courses,
- have a minimum GPA of 3.3, and
- fulfill all other requirements of the Honors Program.

For more information refer to the College web site or the honors program coordinator.

MARY GRIMES STUDENT NURSE ASSOCIATION (MGSNA)

Nursing students are encouraged to become active members in MGSNA. Membership in MGSNA gives the student an opportunity to learn and practice leadership skills at a local level. MGSNA is open to students currently enrolled in the nursing program. Activities are related to school, social, and community projects. Nursing students are members of the Kansas Association of Nursing Students (KANS) organization. This organization offers the students an opportunity to develop leadership skills and become active in legislative concerns that face the nursing profession. Organizational activities may include school, social, and community projects. Health insurance coverage is available to members at a reasonable rate. Membership in KANS give the student an opportunity to learn and practice leadership skills and network with students from other schools of nursing and nurses at state and national levels. It also prepares the student to be active in a professional organization after graduation. KANS is also open to all pre-nursing students in addition to those enrolled in the nursing program. Activities are related to school, social, and community projects.

NC SCRUB CLUB

The NC Scrub Club is the surgical technology student organization that fosters growth and strength of its members through learning and practicing leadership skills, teamwork and humanitarianism. Group activities are directed toward service to the community and promotion of the education and profession of surgical technology.

OCCUPATIONAL THERAPY ASSISTANT STUDENT ORGANIZATION (OTASO)

All students accepted into the occupational therapy assistant program have the opportunity to participate in the NCCC Occupational Therapy Assistant Student Organization (OTASO). Involvement in this organization gives OTA student members opportunities for: professional leadership, promoting professional awareness, promoting professional collaboration (KOTA) and organize community services opportunity. Officers are elected yearly.

PANTHER STAMPERS CLUB

The Panther Stampers Club is a campus organization that is open to all students, particularly those interested in helping others. The mission of the club is to provide an avenue for students to participate in a philanthropic activity as well as to foster humanitarianism in students. During meetings, members use creative skills to make greeting cards which are then donated to various charities. During the fall semester student members of this club also create decorations for the annual President's Scholarship Gala. This club meets on the Ottawa campus.

PHI THETA KAPPA (ΦΘΚ)

The purpose of the Beta Nu Iota Chapter of Phi Theta Kappa at NCCC is the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of this College.

Each year Phi Theta Kappa, in cooperation with *USA Today*, encourages each community college chapter to nominate two students for Academic All-American. These two students compete nationally for honors and are automatically named to the Kansas Academic All-American Team that is recognized each year at an awards ceremony.

Membership in Phi Theta Kappa shall consist of members, provisional members, alumni members, and honorary members. *See the Student Handbook for membership rules.*

READING AND CREATIVE WRITING CLUB

The Reading and Creative Writing Club gives students, staff, and faculty a forum to develop and showcase their creative writing skills, as well as an opportunity to help promote literacy both in their communities and on their

campuses. Several activities and fundraisers are planned throughout the year, such as poetry slams, book readings, and volunteer mentoring and tutoring in the community. Student, faculty, and staff networking are also promoted as staff and faculty are encouraged to attend the activities and fundraisers to share their creative writing pursuits as well. All students are encouraged to join and become involved in the club.

STUDENT AMBASSADORS

NCCC Student Ambassadors are students selected by the student services staff to represent the College at various College and community functions. Student Ambassadors also participate in various community service projects, such as reading to students at local elementary schools.

STUDENT SENATE

The Student Senate represents and serves the student body in order to enhance the college experience through the empowerment of all students. The Senate is committed to providing students the opportunity to be heard about current issues on campus, to propose changes for the future and to become involved in community service. The Senate promotes student, faculty and staff interaction on the Ottawa campus through a variety of social, academic and philanthropic activities. Elections are held at the beginning of each academic year.

GENERAL EDUCATION MISSION AND OUTCOMES

GENERAL EDUCATION MISSION

General education is viewed as the knowledge, perspectives, attitudes, and skills that become a part of the educational experience of all students, whatever their chosen fields of study. In keeping with the mission of the College, general education courses are designed to enrich our communities and our students' lives. These courses are intended to provide the foundation for success in the classroom and beyond.

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
 - identifying rights and responsibilities of citizenship,
 - identifying how human values and perceptions affect and are affected by social diversity,
 - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
 - listing factors associated with a healthy lifestyle and lifetime fitness,
 - identifying the importance of lifetime learning,
 - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
 - developing effective written communication skills,
 - developing effective oral communication and listening skills.
4. Think analytically through:
 - utilizing quantitative information in problem solving,
 - utilizing the principles of systematic inquiry,
 - utilizing various information resources including technology for research and data collection.

DEGREE REQUIREMENTS

The Board of Trustees grants the Associate of Arts, Associate of Science, Associate of Applied Science, and Associate of General Studies degrees. Requirements for the degrees include the successful completion of a minimum of sixty-four (64) semester hours credit and a minimum cumulative GPA of 2.0. To be eligible for graduation, students must have earned at least eighteen (18) credit hours from NCCC. Requirements for graduation may be completed during any semester. Any change in graduation requirements must be approved

by the Vice President for Student Learning.

Course numbers under 100 will not count toward the sixty-four (64) credit hours required for the associate degrees.

All currently enrolled students who plan to graduate at the conclusion of any given semester must file Intent to Graduate form at the time they enroll for their final semester so that their records may be checked to ensure that all graduation requirements have been met.

Candidates for the Associate of Applied Science in Nursing have additional requirements for graduation.

Students choosing to graduate under the Kansas Transfer Articulation Agreement must meet additional course requirements in completing the AS and AA Degrees.

CERTIFICATE REQUIREMENTS

The Board of Trustees grants a variety of certificates. Requirements for the certificates include the successful completion of all courses within the certificate and a minimum cumulative GPA of 2.0 in all courses within the certificate. To be eligible for a certificate, students must have earned at least 50% of the certificate hours from NCCC including their final semester at NCCC.

Course numbers under 100 will not count toward the hours required for the certificate.

All currently enrolled students who plan to receive a certificate at the conclusion of any semester must file Intent to Receive Certificate form at the time they enroll for their final semester so that their records may be checked to ensure that all certificate requirements have been met.

Candidates for the Licensed Practical Nursing certificate have additional requirements.

CATALOG COMPLIANCE

Students have six years to complete their associate degree or certificate requirements under the NCCC catalog that was in use at the time of their first date of attendance. Students have the option of following the degree requirement of any subsequent catalog in place after they begin their studies at NCCC. NCCC uses an annual catalog. Beginning with the 2017-18 academic year, students beginning their college enrollment in the fall 2017 semester under this six year provision, will have until the summer of 2023 to complete their degrees under this catalog.

DEGREES OFFERED

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE

The Associate of Applied Science degree is designed for individuals who wish to begin a career upon graduation. Students completing this program will receive an Associate of Applied Science degree and a two-year certificate in the occupational specialty.

Specialization and Related Courses/Competencies42-48 hours

- A. Specialization courses/competencies from major technical specialty
- B. Related courses/competencies from the following: interpersonal skills (employability skills), courses from other disciplines

Computer Literacy Proficiency 1-3 hours

Note: A test-out option is available which forgives the requirement but does NOT replace the needed credit hours

General Education Courses/Competencies 12-25 hours

- A. English Composition I and Interpersonal Communication or Fundamentals of Speech– required
- B. Other general education courses selected from: communication, math, science, social or behavioral science, arts and humanities, or physical education

First Year Seminar (or approved substitute)..... 1 hour

(May be waived for transfer students with 15+ hours)

Other Requirements

- A. Pre- and post-assessments as required by NCCC
- B. Eighteen (18) credit hours of the last twenty-four (24) credit hours must be in residence at NCCC
- C. Total of sixty-four (64) to seventy-two (72) credit hours
- D. Cumulative GPA of 2.0 or higher
- E. Must clear all holds and obligations to NCCC.

ASSOCIATE OF ARTS (AA) DEGREE

The Associate of Arts degree is designed for students planning to transfer to pursue a bachelor’s degree in a liberal arts field.

Communications 9 hours

English Composition I, English Composition II, Fundamentals of Speech

Computer Literacy Proficiency..... 3 hours

Note: A test-out option is available which forgives the requirement but does NOT replace the needed credit hours

Science and Mathematics 11-13 hours

- A. Two science courses with one course having a lab component; additionally, one of the science courses must be considered a biological science and the other must be considered a physical science; and
- B. One mathematics course, including College Algebra or a higher level math course

Social and Behavioral Sciences 9 hours

General Psychology and six credit hours from two of the following areas: economics, geography, political science, psychology, and/or sociology

Arts and Humanities..... 12 hours

Choose from *at least* three areas: art*, music*, theatre*, history, language, literature, or philosophy (*performance/participation classes do not meet this requirement)

Physical Education..... 1 hour

Lifetime Fitness

First Year Seminar (or approved substitute)..... 1 hour
(May be waived for transfer students with 15+ hours)

Appropriate Field of Study..... 16-18 hours
Appropriate field of study in liberal arts
For example: study in English, fine arts, education, history, humanities, language, music, social science, or general liberal arts

Other Requirements

- A. Pre- and post-assessments as required by NCCC
- B. Eighteen (18) credit hours must be in residence at NCCC
- C. Total of sixty-four 64 credit hours
- D. Cumulative GPA of 2.0 or higher
- E. Must clear all holds and obligations to NCCC

ASSOCIATE OF GENERAL STUDIES (AGS) DEGREE

The Associate of General Studies degree is a terminal two-year degree designed for individuals who do not plan to transfer.

Communications..... 6 hours
English Composition I required, plus English Composition II or Fundamentals of Speech or Interpersonal Communications

Computer Literacy Proficiency..... 1-3 hours
Note: A test-out option is available which forgives the requirement but does NOT replace the needed credit hours

Science and Mathematics 8-10 hours
One biological or physical science and a science lab course, and one mathematics including Intermediate Algebra or a higher level math course

Social and Behavioral Sciences 9 hours

Arts and Humanities..... 9 hours

Physical Education..... 1 hour
Lifetime Fitness

First Year Seminar (or approved substitute)..... 1 hour
(May be waived for transfer students with 15+ hours)

The remaining credits may be selected from various program emphasis areas recommended by the student's academic advisor**25-29 hours**

Other Requirements

- A. Pre- and post-assessments as required by NCCC
- B. Eighteen (18) credit hours must be in residence at NCCC
- C. Total of sixty-four (64) credit hours
- D. Cumulative GPA of 2.0 or higher
- E. Must clear all holds and obligations to NCCC

ASSOCIATE OF SCIENCE (AS) DEGREE

The Associate of Science degree is designed for students planning to transfer to pursue a bachelor's degree in business, education, engineering, mathematics, social or behavioral science, biological science, or related technologies.

Communications **9 hours**
English Composition I, English Composition II, Fundamentals of Speech

Computer Literacy Proficiency **3 hours**
Note: A test-out option is available which forgives the requirement but does NOT replace the needed credit hours

Science and Mathematics **13-15 hours**
A. Two science courses with both having a lab component; additionally, one of the science courses must be considered a biological science and the other must be considered a physical science; and
B. One mathematics including College Algebra or a higher level math course

Social and Behavioral Sciences **9 hours**
General Psychology and six credit hours from two of the following areas: economics, geography, political science, psychology, and/or sociology

Arts and Humanities **9 hours**
Choose from three areas: art*, history, drama*, language, literature, music* and humanities (*performance/participation classes do not meet this requirement)

Physical Education **1 hour**
Lifetime Fitness

First Year Seminar (or approved substitute) **1 hour**
(May be waived for transfer students with 15+ hours)

Appropriate Field of Study **17-19 hours**
A program of study in business, education, engineering, mathematics, social or behavioral science, natural science, or related technologies

Other Requirements

- A. Pre- and post-assessments as required by NCCC
- B. Eighteen (18) credit hours must be in residence at NCCC
- C. Total of sixty-four (64) credit hours
- D. Cumulative GPA of 2.0 or higher
- E. Must clear all holds and obligations to NCCC

DEGREE REVOCATION POLICY

It is the policy of NCCC that a degree may be revoked when it is demonstrated by clear and convincing evidence that:

1. A degree has been erroneously conferred when all requirements had not been satisfied at the time the degree was granted.
2. A degree has been erroneously conferred as a result of an act of academic dishonesty.

PROGRAM EMPHASIS GUIDES FOR DEGREES AND CERTIFICATES

Kansas Transfer Articulation Agreement

Associate of Arts and Associate of Science

A student who completes an Associate of Arts or Associate of Science degree based on a baccalaureate oriented sequence at a state and regionally accredited Kansas public community college, and whose program of study has met the requirements of the Kansas Public Community College-Kansas Regents Transfer Agreement and Articulation Guide will be accepted with junior standing and will have satisfied the general education requirements of all Regents' universities. Students transferring to Regents' institutions who have not completed an Associate of Arts or Associate of Science degree will be given general education credit for any articulated general education course completed at the community college.

Points of Clarification

1. This agreement applies only to Associate of Arts and Associate of Science degree transfers from state and regionally accredited public community colleges in Kansas. The agreement does not include transfers from non-accredited community colleges or any other colleges.
2. Transfer students accepted for admission at Kansas Regents' universities with an Associate of Arts or Associate of Science degree will automatically be given junior standing with the understanding that:
 - a) Each receiving institution has the right to determine admission standards to the various majors in their institutions.
 - b) Transfer students are subject to the same institutional assessment policies and procedures as resident students of the receiving institution.

Although the following distribution of courses does not correspond to the general education requirements at any Kansas public university, it will be accepted as having satisfied the general education requirements of all Kansas public universities.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

Course Sequence

The listing that follows is the recommended sequence of courses for full-time students. All students should generally complete the courses listed under Semester I before moving on to Semester II. Be sure to consult the course descriptions. It is very important to select the four-year college or university to which transfer is intended as soon as possible, preferably before completion of 30 credit hours. Knowing the degree requirements of the transfer institution could make a difference in which courses are selected.

Recommended Sequence of Courses

		Cr Hrs
(Fall) Semester I		
CURR 100	First Year Seminar	1
ENGL 101	English Composition I	3
COMM 207	Fundamentals of Speech	3
CSIS 100	Computer Concepts and Applications	3
MATH 113/110	College Algebra or College Algebra w/review	3-5
PSYC 155	General Psychology	3
Total		16-18

(Spring) Semester II		
HPER 150	Lifetime Fitness	1
ENGL 289	English Composition II	3
	Laboratory Science Elective	5
	Arts and Humanities Elective	3
	Social/Behavioral Science Elective	3
Total		15

(Fall) Semester III		
	Laboratory Science Elective	5
	Social/Behavioral Science Elective	3
	Arts and Humanities Elective	3
	Program Elective	3
	Program Elective	3
Total		17

(Spring) Semester IV		
	Social/Behavioral Science Elective	3
	Arts and Humanities Elective	3
	Arts and Humanities Elective	3
	Program Elective	3
	Program Elective	1-3
	Program Elective	3
Total		16-18

Total Program Credits **64-68**

For more information contact:

Registrar
Amy Morris, 620-432-0348
amorris@neosho.edu

Accounting

Level I and Level II Certificates Associate of Applied Science

The Associate of Applied Science in Accounting is a two-year degree for students who intend to seek employment upon graduation rather than transfer to a university. Level I certification exposes students to fundamental business concepts and Level II certification provides more in depth business content. Career areas may include: accounting clerk, staff accountant, bookkeeper, payroll clerk, cashier, treasurer, administrative assistant, and office manager.

Accreditation

The Associate of Applied Science degree is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include ENGL 101 English Composition I, COMM 213 Interpersonal Communication **or** COMM 207 Fundamentals of Speech, CURR 100 First Year Seminar, and a 3 credit hour computer literacy proficiency course. Other general education electives may be required to meet degree requirements.

Program Core Courses

ACCT 108 College Accounting, ACCT 201 Financial Accounting I, ACCT 202 Managerial Accounting, ACCT 107 Payroll Accounting, ACCT 205 QuickBooks Accounting, OTEC 107 Office Systems and Procedures, OTEC 123 Office Machines, and MGMK 147 Intro to Management.

Program Elective Courses

MGMK 135 Human Relations and Supervision, BUSI 106 Business Math or other approved math course, ECON 200 Microeconomics or ECON 201 Macroeconomics, BUSI 114 Business Law, or other approved electives.

Program Outcomes

1. List and perform the steps in the accounting cycle.
2. Prepare basic external financial statements, including the income statement, balance, and statement of cash flows.
3. Evaluate a company's performance using financial statement analysis tools and techniques.
4. Perform accounting procedures for a firm's internal information needs.
5. Explain and employ the accrual basis of accounting.
6. Define basic generally accepted accounting principles.
7. Demonstrate the proper use of a computerized accounting system.
8. Compute and prepare payroll checks.
9. Prepare the required Federal and Kansas payroll reports.
10. Make ethical decisions incorporating the standards of the profession.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
ACCT 108	College Accounting	3
MGMK 101	Intro to Business	3
BUSI 106	Business Math or Approved Math Course	3
CSIS 100	Computer Concepts and Applications	3
OTEC 107	Office Systems and Procedures	3
CURR 100	First Year Seminar	1
Total		16

(Spring) Semester II

ACCT 205	QuickBooks Accounting	3
MGMK 135	Human Relations and Supervision	3
OTEC 123	Office Machines	2
BUSI 118	Business Communications	3
SOSC 101	American Government	3
	Approved Business Program Elective	3
Total		17

Level I Certificate Credits **30 - 33**

(Fall) Semester III

ACCT 201	Financial Accounting I	3
ACCT 107	Payroll Accounting	3
MGMK 147	Intro to Management	3
ENGL 101	English Composition I	3
HPER 150	Lifetime Fitness	1
	Approved General Ed Course	3
Total		16

Level II Certificate Credits **46 - 49**

(Spring) Semester IV

ACCT 202	Managerial Accounting	3
COMM 213	Interpersonal Communications or COMM207 Fundamentals of Speech	3
ECON 200/201	Microeconomics or Macroeconomics	3
BUSI 114	Business Law	3
CSIS 111	Spreadsheet Applications	1
BUSI 112	Business Field Study or Approved Business Program Elective	2
Total		15

Associate of Applied Science Degree Program Credits **64**

For more information contact:

Program advisor
Jim Halstead, 620-432-0306
jhalstead@neoshu.edu

Art Associate of Arts

The Associate of Arts with an emphasis in Art at NCCC offers two major areas of study in the visual arts. The fine arts area is designed to serve as an introduction to creative art via actual work in drawing, painting, sculpture, photography and special projects; to provide the student an understanding of the practical and cultural values of appreciation in art and to serve as an introductory study for those students who plan to major in art, design, architecture or related fields. The computer graphics area serves as an introduction to computer assisted graphic design and desktop publishing via the medium of the computer. Both areas offer students ample opportunities for creative development and career orientation.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

ART 100 Design, ART 113 Drawing I, ART 277 Painting I. ART 266 Sculpture, ART 121 Computer Graphics, ART 102 Art Appreciation.

Program Elective Courses

ART 123 Intro to Graphic Design, ART 155 Basic Printmaking, ART 178 Introduction to Visual Arts, ART 220 Digital Photography I, ART 244 Ceramics, ART 209 Creative Art: Glass Art.

Program Outcomes

1. Students will develop competence in learned technique/processes of traditional and computer assisted art media.
2. Students will develop an understanding of the use of the elements and principles of design in the creative process.
3. Students will become expressively fluent in one or more of the following media including drawing, painting, printmaking, graphic design, photography, sculpture and ceramics.
4. Students will identify various art forms from civilizations throughout history with special emphasis on understanding the significance of art to the culture in which it was produced.
5. Students will be capable of critically examining and evaluating works of visual art.
6. Students will become aware of the unique role that the visual arts play in contemporary society.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

		Cr Hrs
(Fall) Semester I		
ART 113	Drawing I	3
ART 100	Design	3
ENGL 101	English Composition I	3
COMM 207	Fundamentals of Speech	3
MATH 113	College Algebra	3
CURR 100	First Year Seminar	1
Total		16
(Spring) Semester II		
ENGL 289	English Composition II	3
ART 121	Computer Graphics	3
ART 277	Painting I	3
CSIS 100	Computer Concepts and Applications	3
HUM 110	Humanities I	3
HPER 150	Lifetime Fitness	1
Total		16
(Fall) Semester III		
PSYC 155	General Psychology	3
	Physical Science w/Lab or	
	Biological Science w/Lab*	5
ART 102	Art Appreciation	3
HIST 201	U.S. History I	3
	Program Electives	3
Total		17
(Spring) Semester IV		
HIST 207	World Geography	3
COMM 105	Theatre Appreciation	3
	Physical Science w/out Lab or	
	Biological Science w/out Lab*	3
SOSC 100	Intro to Sociology	3
ART 266	Sculpture	3
Total		15
Total Program Credits		64

*One of the science courses must be biological and one must be physical.

For more information contact:

Program advisor
Cathy Gordon, 620-432-0419
cgordon@neosho.edu

Athletic Training

Associate of Science

An Associates of Science with an emphasis in Athletic Training can prepare students for transfer into a redundant four-year institution's accredited Athletic Training Education Program. At NCCC, the student will be instructed in both the concepts and application of injury evaluation, prevention, treatment, and rehabilitation of common athletic injuries. This program is also beneficial for anyone interested in a career in any of the numerous other specialized aspects of sports medicine.

Prerequisites

The student will need to demonstrate proficiencies in reading, English and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

HPER 204 Intro to Athletic Training, HPER 207 Care & Prevention of Athletic Injury & Lab, HPER 208 Advanced Care & Prevention of Athletic Injury & Lab, BIOL 257/258 Human Anatomy and Physiology Lecture/Lab, FCS 203 Nutrition, PSYC 155 General Psychology.

Recommended Electives

PHYS 100/130 Intro to College Physics/Lab, BIO 280 Human Dissection, ALHE Medical Terminology.

Program Outcomes

1. Explain the profession of athletic training, including its history, educational guidelines and professional regulations.
2. Break down, understand and communicate athletic training medical terminology.
3. Demonstrate an understanding of the inflammation process as it relates to injury.
4. Demonstrate an understanding of anatomy, specifically as it relates to common athletic injuries.
5. Identify and describe risk factors related to environmental conditions.
6. Demonstrate the ability to evaluate common athletic injuries.
7. Demonstrate an understanding of the application of therapeutic modalities used in an athletic training setting.
8. Demonstrate effective protective taping and bracing techniques.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
HPER 150	Lifetime Fitness	1
CURR 100	First Year Seminar	1
ENGL 101	English Composition I	3
SOSC 100	Intro to Sociology	3
HPER 204	Intro to Athletic Training	2
ALHE 105	Medical Terminology	3
	Social/Behavioral Science	3
	Total	16

(Spring) Semester II

BIOL 111	General Biology	3
BIOL 112	General Biology Lab	2
HPER 207	Care & Prevention of Athletic Injury & Lab	3
ENGL 289	English Composition II	3
	Arts/Humanities Elective	3
	Arts/Humanities Elective	3
	Total	17

(Fall) Semester III

BIOL 257	Human Anatomy and Physiology	3
BIOL 258	Human Anatomy and Physiology Lab	2
COMM 207	Fundamentals of Speech	3
PSYC 155	General Psychology	3
MATH 113	College Algebra	3
HPER 208	Advanced Care & Prevention of Athletic Injury & Lab	3
	Total	17

(Spring) Semester IV

FCS 203	Nutrition	3
CSIS 100	Computer Concepts and Applications	3
CHEM 105	Intro to Chemistry	3
CHEM 106	Intro to Chemistry Lab	2
	Arts/Humanities Elective	3
	Total	14

Total Program Credits

64

For more information contact:

Program Advisor

Hiroko Matsuura, 620-432-0365

hmatsuura@neoshu.edu

Biology

Associate of Science

The Associate of Science with an emphasis in Biological Science at NCCC offers undergraduate training in biology. Emphasis may include botany and zoology, as well as preparation for professional schools such as nursing, allied health, pre-med, and veterinary medicine.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

BIOL 251/252 Biology I/Lab, CHEM 215/216 College Chemistry I/Lab, BIOL 255/256 Biology II/Lab, CHEM 225/226 College Chemistry II/Lab, MATH 150 Analytic Geometry and Calculus I.

Program Elective Courses

BIOL 115/116 Environmental Life Sciences/Lab, BIOL 205 Prehistoric Life, BIOL 299 Independent Study, PHYS 100/130 Introductory College Physics I/Lab.

Program Outcomes

Students will develop an understanding of the following:

1. Scientific method and the history of science.
2. Metric system and microscopy.
3. Basic chemistry of life.
4. Cellular structures and functions.
5. Mitosis and meiosis.
6. Patterns of inheritance.
7. Cellular respiration and photosynthesis.
8. Organismal classification.
9. Principles of ecology.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

	Cr Hrs
(Fall) Semester I	
BIOL 251 Biology I	3
BIOL 252 Biology I Lab	2
CURR 100 First Year Seminar	1
ENGL 101 English Composition I	3
MATH 113 College Algebra	3
Social/Behavioral Science Elective	3
Total	15
(Spring) Semester II	
BIOL 255 Biology II	3
BIOL 256 Biology II Lab	2
ENGL 289 English Composition II	3
HPER 150 Lifetime Fitness	1
CSIS 100 Computer Concepts and Applications	3
Arts/Humanities Elective	3
Arts/Humanities Elective	3
Total	18
(Fall) Semester III	
MATH 150 Analytic Geometry and Calculus I	5
PSYC 155 General Psychology	3
COMM 207 Fundamentals of Speech	3
CHEM 215 College Chemistry I	3
CHEM 216 College Chemistry I Lab	2
Total	16
(Spring) Semester IV	
CHEM 225 College Chemistry II	3
CHEM 226 College Chemistry II Lab	2
Social/Behavioral Science Elective	3
Arts/Humanities Elective	3
Program Elective	5
Total	16
Total Program Credits	65

For more information contact:

Program advisors
 Dr. Steve Yuza, 620-432-0423
syuza@neosho.edu
 Andrew Ouellette, 620-432-0381
aouellette@neosho.edu
 Michael Campbell, 785-248-2805
mcampbell@neosho.edu
 Eric Row, 785-248-2828
erow@neosho.edu
 Lindsay Reustle
lreustle@neosho.edu

Business Administration

Associate of Science

The Associate of Science with an emphasis in Business Administration is a two-year degree for students who intend to transfer to a university upon graduation from NCCC. Upon transfer, chosen majors may include accounting, business administration, computer information systems, economics, finance, management, or marketing.

Accreditation

The Associate of Science degree is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

MGMK 101 Intro to Business, CSIS 100 Computer Concepts and Applications, ACCT 201 Financial Accounting, ACCT 202 Managerial Accounting, ECON 200 Microeconomics, and ECON 201 Macroeconomics.

Program Elective Courses

BUSI 114 Business Law, MGMK 251, Marketing, MGMK 147 Intro to Management or MGMK 105 Small Business Management, and BUSI 118 Business Communications.

Program Outcomes

1. Display adequate human relation skills and recognize the relationship to customer service, employee relations, teamwork, and productivity.
2. Recognize the importance of attendance and personal appearance in achieving organizational and career goals.
3. Demonstrate the proper use of different forms of electronic communications.
4. Display a set of personal and business standards/values that are socially acceptable in regard to family, work, and diverse cultural situations.
5. Demonstrate a basic knowledge of marketing.
6. Demonstrate the use of basic accounting terminology, principles, and practices involving business situations.
7. Prepare and evaluate basic external financial statements, including an income statement, balance sheet, and statement of cash flows.
8. Discuss the basic principles and problems of economics.
9. Describe the function of money, money development, and operations of the money and banking system.
10. Utilize computer application software.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation. Transfer students should follow the requirements of the institution to which they wish to transfer. Students should contact the transfer institution of their choice to determine transferability of courses.

Recommended Sequence of Courses

		Cr Hrs
(Fall) Semester I		
MGMK 101	Intro to Business* or Transfer Course	3
MATH 113	College Algebra or higher level math	3
CSIS 100	Computer Concepts and Applications	3
ENGL 101	English Composition I	3
COMM 207	Fundamentals of Speech	3
PSYC 100	First Year Seminar	1
	Total	16
(Spring) Semester II		
ACCT 108	Biological Science with Lab College Accounting* (if no previous accounting) or Transfer Course	5 3
ENGL 289	English Composition II	3
PSYC 155	General Psychology	3
	Arts/Humanities Approved Course	3
	Total	16
(Fall) Semester III		
ACCT 201	Financial Accounting I	3
ECON 200	Microeconomics	3
HPER 150	Lifetime Fitness	1
	Social Science Approved Course	3
	Arts/Humanities Approved Course	3
	Business Transfer Courses	4
	Total	18
(Spring) Semester IV		
ACCT 202	Managerial Accounting	3
ECON 201	Macroeconomics	3
MATH 143	Elementary Statistics or Business Transfer Course	3 3
	Arts/Humanities Approved Course	3
	Physical Science with Lab	5
	Total	17
	Total Program Credits	67

*Course may not be required for business degrees at Kansas Regents' universities. Students should determine transfer institution requirements.

For more information contact:

Program Advisors

Accounting: Jim Halstead, 620-432-0306

jhalstead@neosho.edu

Computer Science: Chad DeVoe, 620-432-0335

cdevoe@neosho.edu

Management/Marketing: Richard Webber, 620-432-0307

rwebber@neosho.edu

Chemistry and Pre-Chemical Engineering

Associate of Science

The Associate of Science with an emphasis in Chemistry and Pre-Chemical Engineering at NCCC provides the general education courses normally taken in the first two years at a four-year college or university, with major in chemistry or chemical engineering. Study in college chemistry, calculus, and physics will prepare the student for the junior level at four-year universities. Furthermore, it will equip a student with the basic chemistry techniques and technology used in chemistry labs.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

CHEM 215/216 College Chemistry I/Lab, CHEM 225/226 College Chemistry II/Lab, MATH 150 Analytic Geometry and Calculus I, MATH 155 Analytic Geometry and Calculus II, PHYS 104/140 Engineering Physics I/Lab, PHYS 105/145 Engineering Physics II/Lab.

Program Elective Courses

For biochemistry: BIOL 251/252 Biology I/Lab, BIOL 255/256 Biology II/Lab.

For chemical engineering: MATH 253 Analytic Geometry and Calculus III.

Program Outcomes

1. Demonstrate an understanding of chemical calculations and in solving stoichiometry problems.
2. Describe atomic structure, periodicity, chemical reactions, chemical bonds and name chemical compounds.
3. Define matter and demonstrate an understanding of the properties of solids, liquids, and gases in relation with energy.
4. Define and classify acids and bases and the different reactions they undergo.
5. Demonstrate an understanding in measuring; mechanics of motion and thermal properties of matter by application in problem solving.
6. Demonstrate an understanding of electricity, magnetism, and optics by application in problem solving.
7. Gather and record qualitative and quantitative data accurately, and master basic lab techniques such as the use of graphing calculators in mathematics and in physics.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
CHEM 215	College Chemistry I	3
CHEM 216	College Chemistry I Lab	2
CURR 100	First Year Seminar	1
ENGL 101	English Composition I	3
MATH 150	Analytic Geometry and Calculus I*	5
CSIS 100	Computer Concepts and Applications	3
Total		17

(Spring) Semester II		
CHEM 225	College Chemistry II	3
CHEM 226	College Chemistry II Lab	2
MATH 155	Analytic Geometry and Calculus II	5
ENGL 289	English Composition II	3
PSYC 155	General Psychology	3
Total		16

(Fall) Semester III		
PHYS 104	Engineering Physics I**	4
PHYS 140	Engineering Physics I Lab**	1
COMM 207	Fundamentals of Speech	3
HPER 150	Lifetime Fitness	1
	Arts/Humanities Elective	3
	Social/Behavioral Science Elective	3
	Arts/Humanities Elective	3
Total		18

(Spring) Semester IV		
PHYS 105	Engineering Physics II	4
PHYS 145	Engineering Physics II Lab	1
	Biological Science and Lab	5
	Social/Behavioral Science Elective	3
	Arts/Humanities Elective	3
Total		16

Total Program Credits **67**

*Assuming the student has passed the equivalent of College Algebra, if not, enroll in MATH 125 College Algebra and Trigonometry (5 cr hrs), or MATH 122 Plane Trigonometry (3 cr hrs) instead.

**The student could enroll in PHYS 100/130 Introductory College Physics I/Lab (5 cr hrs) instead. However, PHYS 104/140 Engineering Physics I/Lab (5 cr hrs) are strongly recommended.

For more information contact:

Program Advisor
Luka Kapkiai, 620-432-0360
lkapkiai@neosho.edu

Computer Information Systems

Associate of Applied Science

The Associate of Applied Science in Computer Information Systems is a two-year degree for students who intend to seek immediate employment upon graduation. Career areas will depend upon which programming languages and recommended electives the student chooses and may include: computer programmer, data base administrator, office manager, network administrator, web-page designer, and data entry clerk.

Accreditation

The Associate of Applied Science degree is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include ENGL 101 English Composition I, COMM 213 Interpersonal Communication, CURR 100 First Year Seminar, and a 3 credit hour computer literacy proficiency course. Other general education electives may be required to meet degree requirements.

Program Core Courses

CSIS 230 Visual Basic Programming, CSIS 240 C++ Programming, CSIS 117 Intro to Web Page Design, CSIS 100 Computer Concepts and Applications, CSIS 250 Advanced Programming Methods, ACCT 201 Financial Accounting, ACCT 202 Managerial Accounting, or approved business electives.

Program Elective Courses

Program electives should be discussed with an advisor and may be selected to fit specific goals and requirements. Choose from the following list: ACCT 108 College Accounting, ECON 200 Microeconomics, ECON 201 Macroeconomics, MGMK 101 Intro to Business, MGMK 135 Human Relations and Supervision, BUSI 106 Business Mathematics, MATH 113 College Algebra, ETEC 194 Intro to Technology Systems, BUSI 114 Business Law, BUSI 118 Business Communications, or approved business electives.

Program Outcomes

1. Demonstrate effective written and oral communication skills.
2. Make ethical decisions incorporating the standards of the profession.
3. Collaborate with others in a team project setting.
4. Identify the function and use of common hardware and software components

5. Apply principles of accounting, economics, management, and marketing in the workplace
6. Utilize computer application software
7. Demonstrate entry-level programming skills.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
CURR 100	First Year Seminar	1
ENGL 101	English Composition I	3
MGMK 101	Intro to Business	3
CSIS 100	Computer Concepts and Applications	3
MATH 113	College Algebra or	3
BUSI 106	Business Mathematics	
CSIS 230	Visual Basic Programming	3
Total		16

(Spring) Semester II		
ETEC 194	Intro to Technology Systems	3
CSIS 240	C++ Programming	3
BUSI 118	Business Communication	3
CSIS 117	Intro to Web Page Design	1
	Approved Business/Computer Elective	3
	Approved General Education Elective	3
Total		16

(Fall) Semester III		
ACCT 201	Financial Accounting	3
CSIS 237	Java Programming	3
ECON 200	Microeconomics	3
	Approved Business/Computer Elective(s)	3-6
	Approved General Education Elective	3
Total		15-18

(Spring) Semester IV		
ACCT 202	Managerial Accounting	3
CSIS 250	Advanced Programming Methods	3
ECON 201	Macroeconomics	3
COMM 213	Interpersonal Communications	3
	Approved Business/Computer Electives	4-6
Total		16-18

Total Program Credits **64**

This curriculum is not designed for students who wish to transfer.

For more information contact:

Program advisors
Jim Halstead, 620-432-0306
jhalstead@neosho.edu
Chad DeVoe, 620-432-0335
cdevoe@neosho.edu

Computer Support Specialist

Level I and Level II Certificates

Associate of Applied Science

The Associate of Applied Science in Computer Support Specialist is a two-year degree for students who intend to seek immediate employment upon graduation. The Computer Support Specialist installs, maintains, and repairs computer hardware, software, and networks, and provides support services to system users. Duties of a computer support specialist typically include the diagnosis of system hardware and software failures and the performance of actions necessary to correct such problems.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/ required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include ENGL 101 English Composition I, COMM 213 Interpersonal Communication, CURR 100 First Year Seminar, and a 3 credit hour computer literacy proficiency course. Other general education electives may be required to meet degree requirements.

Program Core Courses

CSIS 100 Computer Concepts and Applications, CSIS 117 Intro to Web Page Design, CSIS 229 Advanced Web Page Design, ETEC 105 Intro to Networking, ETEC 106 CISCO Networking II, ETEC 146 CompTIA A+ Essentials, ETEC 147 CompTIA A+ Practical Applications, CSIS 230 Visual Basic Programming or CSIS 240 C++ Programming or CSIS 237 Java Programming, ENGL 265 Technical Writing, and three credits in Marketing, Accounting, or Entrepreneurship.

Program Elective Courses

ETEC 275 Computer and Network Security, Computer Programming (CSIS 230 Visual Basic Programming, CSIS 240 C++ Programming, CSIS 237 Java Programming), MGMK 101 Intro to Business, MGMK 135 Human Relations and Supervision, ACCT 108 College Accounting, and ETEC 194 Intro to Technology Systems.

Level I Certificate - Computer Support Specialist: Completion of 29 credit hours with 9-12 credit hours in Computer Support Specialist core courses (6 credits must be ETEC 146 CompTIA A+ Essentials and ETEC 147 CompTIA A+ Practical Applications).

Level II Certificate – Computer Support Specialist: Completion of 44 credit hours with at least 18 credit hours in Computer Support Specialist core courses (Must include: ETEC 146 CompTIA A+ Essentials and ETEC 147 CompTIA A+ Practical Applications, ETEC 105 Introduction to Networking, ETEC 106 Cisco Networking II and ETEC 275 Computer and Network Security.)

Program Outcomes

1. Install, maintain, and repair computer hardware.
2. Install, maintain, and repair computer software and systems.
3. Provide support services to system users.
4. Communicate effectively using verbal, written, and electronic means.
5. Demonstrate the fundamentals of computer programming.
6. Design, install, troubleshoot, and maintain computer networks.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses		Cr Hrs
(Fall) Semester I		
CURR 100	First Year Seminar	1
CSIS 100	Computer Concepts and Applications	3
*# ETEC 146	CompTIA A+ Essentials	3
MGMK 101	Intro to Business	3
	Approved Program Elective	3
	Approved General Education Elective	3
Total		16
(Spring) Semester II		
*# ETEC 147	CompTIA A+ Practical Applications	3
MGMK 135	Human Relations and Supervision	3
COMM 213	Interpersonal Communications	3
	Programming Language Elective	3
	Approved Program Electives	4
Total		16
(Fall) Semester III		
CSIS 117	Intro to Web Page Design	1
# ETEC 105	Intro to Networking	3
MATH 113	College Algebra	3
ENGL 101	English Composition I	3
MGMK 147	Intro to Management	3
	Marketing, Accounting or	
	Entrepreneurship Course	3
Total		16
(Spring) Semester IV		
# ETEC 106	CISCO Networking	3
# ETEC 275	Computer and Network Security	3
CSIS 229	Advanced Web Page Design	3
ENGL 265	Technical Writing	3
	Approved General Education Elective	3
	Approved Program Elective	1
Total		16
Total Level I Certificate Program Credits		29
*Required course for Level I Certificate		
Total Level II Certificate Program Credits		44
#Required course for Level II Certificate		
Total Associate of Applied Science Degree Credits		64

This curriculum is not designed for students who wish to transfer.

For more information contact:

Program Advisors
 Chad DeVoe, 620-432-0335
cdevoe@neosho.edu

Construction Technology – Level I & II

Certificates with Associate of Applied Science Option

The Construction Technology program allows students the opportunity to complete certificates at two levels and to transfer these certificates toward an Associate of Applied Science degree in Industrial Engineering Technology. The Level I Construction Technology certificate is for students who intend to seek entry-level employment after completing a one-year program of study. The Level II certificate is for students interested in advancing their skill level beyond Level I.

The curriculum utilizes National Center for Construction Education and Research (NCCER) a nationally-recognized credentialing and certification system. This National Registry system assures portability of skills by providing transcripts, certificates, and wallet cards to students who successfully complete the program.

Career areas can include carpenter, electrician,, brick and block mason,, plumber,, drywall installer,, construction laborer,, construction supervisor, and more.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes.

General Education (GE) Courses

In order to obtain the Associate of Applied Science degree in Industrial Engineering Technology, general education courses must be taken. The student's program advisor will recommend appropriate general education courses based upon the student's background and career objectives.

Program Elective Courses

The Level I Construction Technology certificate requires the completion of 18 credit hours of courses in the technical career area. The Level II Construction Technology certificate requires the completion of 32 credit hours of courses in the technical career area. Additional technical courses should be discussed with the student's academic advisor and may be selected based upon specific goals and requirements.

Level I Program Outcomes

1. Demonstrate the fundamentals of OSHA and the knowledge of basic safety.
2. Demonstrate the ability to perform construction math.
3. Demonstrate the ability to correctly use construction tools.
4. Demonstrate the ability to utilize construction drawings.
5. Demonstrate basic rigging techniques.
6. Demonstrate basic communications and employability skills.
7. Demonstrate basic knowledge of carpentry trade.
8. Demonstrate the ability to layout and construct floor, wall, ceiling and roof framing.
9. Demonstrate the ability of roof framing techniques.
10. Demonstrate the ability of window and door installation.

Level II Program Outcomes

1. Demonstrate the knowledge of construction site layout, and the handling and placement of concrete.
2. Demonstrate the ability of interior material applications.
3. Demonstrate the ability of exterior material applications.
4. Demonstrate the basic knowledge of electrical, HVAC, drain, waste, and vent systems.

Sequence of Courses

Level I Certificate

Semester I		Cr Hrs
CMCT 105	OSHA 10 Safety Orientation	1
CMCT 106	Introduction to Craft Skills	3
CMCT 107	Carpentry Basics	4
	Total	8

Semester II		
CMCT 110	Floors, Walls & Ceiling Framing	4
CMCT 111	Roof Framing	3
CMCT 112	Windows, Doors and Stairs	3
	Total	10

Total Level I Certificate Credits **18**

Level II Certificate

Level I Certificate requirements **18**

Semester III		
CMCT 205	Site Layout & Handling & Placing Concrete	4
CMCT 206	Drywall, Window, Door & Ceiling Install.	2
	Total	6

Semester IV		
CMCT 210	Roofing & Exterior Finishes	4
CMCT 211	Electrical, HVAC, Drain, Waste & Vent	4
	Total	8

Total Level II Certificate Credits **32**

To earn a certificate, students must successfully pass all courses and have a cumulative GPA of at least 2.0 on all courses within the certificate.

Associate of Applied Science Option

Students interested in completing an Associate of Applied Science degree in Industrial Engineering Technology with an emphasis in construction should visit with an advisor to determine general education and additional technical education requirements. Degrees require completion of 64 credit hours.

For more information contact:

Program Advisor
 Bobbie Forrest, 620-249-9471
bforrest@neosho.edu

Construction Technology

Associate of Applied Science Articulation Agreement with Pittsburg State University

The articulation agreement allows 100% of your NCCC AAS degree in Industrial Engineering Technology to transfer toward the PSU Bachelor of Applied Science in Technology degree.

Articulation Eligibility Requirements

- Students must graduate from NCCC with an AAS degree in Industrial Engineering Technology.
- Students must have graduated from NCCC with a minimum 2.5 GPA.

BAS Graduation Requirements

- 45 hours of upper division courses (minimum 30 from PSU).
- 124 hours required for BAS degree (60 required from a 4 year institution)
- Minimum 2.0 GPA in courses at four year institution level

Construction: Technical Education Course from NCCC

Level I Certificate

	Cr Hrs
CMCT 105 OSHA 10 Safety Orientation	1
CMCT 106 Introduction to Craft Skills	3
CMCT 107 Carpentry Basics	4
Total	8
CMCT 110 Floors, Walls & Ceiling Framing	4
CMCT 111 Roof Framing	3
CMCT 112 Windows, Doors and Stairs	3
Total	10

Level II Certificate

Level I Certificate requirements	18
CMCT 205 Site Layout & Handling & Placing Concrete	4
CMCT 206 Drywall, Window, Door & Ceiling Install.	2
Total	6
CMCT 210 Roofing & Exterior Finishes	4
CMCT 211 Electrical, HVAC, Drain, Waste & Vent	4
Total	8

Total Program Credits Level I & II

32

Other NCCC Technical Education Recommendations

	Cr Hrs
ACCT 201 Financial Accounting I	3
ETEC 194 Introduction to Technology Systems	3
MATH 114 Industrial Math	3
ETEC 192 Selected Topics in Technical/Industrial Education or	1-3
ETEC 136 Industrial Internship	1-3

Technical Education from NCCC Must Total a Minimum of 42 Credit Hours

NCCC General Education Requirements

* CURR 100 First Year Seminar	1
ENGL 101 English Composition I	3
**COMM 207 Fundamentals of Speech	3
CSIS 100 Computer Concepts and Applications	3

Other NCCC General Education Recommendations

(Select from the following to bring total credit hours to 64)

MATH 113 College Algebra	3
SOSC 100 Introduction to Sociology	3
ART 178 Intro to Visual Art	3
MATH 143 Elementary Statistics	3
BIOL 115 Environmental Science	3
BIOL 116 Environmental Science Lab	2
PHYS 171 Physical Science	3
PHYS 172 Physical Science Laboratory	2

General Education from NCCC Must Total a Minimum of 12 Credit Hours

The Associate of Applied Science Degree requires a Minimum of 64 Credit Hours

For more information contact:

NCCC Program Advisor
Bobbie Forrest (620) 249-9471
bforrest@neosho.edu
SU Professor, Chairman
John Iley, Ph.D., 620-235-4373
jiley@pittstate.edu

*Required for all first-time, full-time freshmen

**Students NOT transferring to PSU should take COMM 213

Court Reporter Certificate or Associate of Applied Science

The Court Reporter program is a two-year program leading to a certificate or an A.A.S degree. Court Reporters capture and document each word spoken, action taken or gestures made within the courtroom using various technologies. They are employed in courtrooms, for freelance firms, as Captioners, or doing CART (communications access realtime translation). Demand for court reporters is expected to soar in the next 5 years across the United States, with more than 5,500 new job openings. Students can expect an annual starting salary of \$45,000 - \$60,000. Upon successful completion of this program the student will have the skills required to sit for the Kansas Certified Court Reporter (CCR) exam administered by the Kansas State Board of Examiners of Court Reporters and the Registered Professional Reporter (RPR) credential administered by the National Court Reporters Association (NCRA).

Prerequisites

The degree-seeking student will need to demonstrate proficiencies in reading and English based on the Accuplacer exam or ACT/SAT scores. Some of the courses in this curriculum have specific prerequisites

Program Outcomes

1. Maintain or increase transcribing skills to 50 wpm to produce and transcribe legal forms and court/deposition documents.
2. Demonstrate a strong academic background in English, grammar, word usage, punctuation, legal terminology and principles of medical terminology so they will understand the vocabulary and material with which the working reporter deals.
3. Verbally, and in writing, demonstrate competence in appropriate vocabulary knowledge and usage.
4. Produce transcriptions and real time writing from depositions, interrogatories and court proceedings as they relate to the working reporter.
5. Demonstrate machine shorthand speed to a level of 225 wpm with two voices at 95% accuracy in order to be eligible to take the Kansas Certified Court Reporter (CCR) exam administered by the Kansas State Board of Examiners of Court Reporters and the Registered Professional Reporter (RPR) credential administered by the National Court Reporters Association (NCRA).

Degree Program Outcomes

6. Apply the knowledge gained in the certificate program and general education courses to demonstrate competence as a court reporter.

Course Sequence

The listing that follows is a recommended sequence of courses. The student should consult with an advisor for individualized needs specific to their academic situation and flexibility of course sequencing order.

NOTE Progress in theory and speed classes is very individualized. Students make progress at different rates, dependent of amount of time spent practicing and quality of

practice. Students should plan to spend a minimum of 10-15 hours outside of class weekly practicing on their steno machines.

Students may need to repeat speed classes to meet speed/accuracy requirements. Students repeating speed classes will incur additional tuition charges.

Sequence of Courses

		Cr Hrs
+RCR 101	Introduction to Court Reporting	3
+RCR 102	Realtime Reporting Theory	3
+RCR 105	Realtime Reporting Punctuation	3
+RCR 132	Realtime Reporting Advanced Theory	2
+RCR 106	Realtime Reporting Lab 80/100	5
+RCR 202	Realtime Reporting Two-Voice Dictation	3
+RCR 207	Realtime Reporting Technology	1
+RCR 116	Realtime Reporting Lab 120/140	6
+RCR 126	Realtime Reporting Lab 160/180	6
+RCR 200	Realtime Reporting Procedures	3
+RCR 206	Realtime Reporting Lab 200/210	3
+RCR 220	Realtime Reporting Internship	1
+RCR 216	Realtime Reporting Lab 210/225	3
+RCR 218	Realtime Reporting – RPR/State Exam Prep	3

Total Certificate Hours **45**

All certificate courses must be completed with a “C” or better.

The following must be completed for the Associate of Applied Science Degree:

CURR 100	1 st Year Seminar	1
CRIM 122	Criminal Law	3
PSYC 155	General Psychology	3
ENGL 101	English Composition	
I	3	
CSIS 105	Computer Literacy Test Out or 1 cr hr if choose to complete course	0
ALHE 105	Medical Terminology	3
COMM 213	Interpersonal Communication	3
SOSC 100	Introduction to Sociology	3

Total Degree Hours **64**

+Denotes Certificate Courses

For more information contact:

Program advisor
Ruthanne Wark, 785-248-2797
rwark@neosho.edu

Criminal Justice Associate of Science

Citizen safety depends on the police officers, detectives, and special agents responsible for enforcing statutes, laws, and regulations. Correctional officers oversee individuals who have been arrested, are awaiting trial or other hearing, or who have been convicted and sentenced. Security officers protect against fire, theft, vandalism, and illegal entry.

The career opportunities in criminal justice, public safety, and private protective services are increasing at the federal, state, and local levels. Criminal justice related occupations are shifting from a semi-professional status to professional.

Promotions usually are made according to a candidate's position on a promotion list, as determined by written examination and on-the-job performance. Collegiate training helps police officers, detectives, and special agents improve their job performance.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral sciences.

Program Core Courses

CRIM 121 Intro to Criminal Justice, CRIM 122 Criminal Law, CRIM 123 Criminal Investigation, CRIM 128 Criminal Procedure, CRIM 129 Criminal Justice Administration.

Program Elective Courses

CRIM 126 Interviewing and Report Writing, CRIM 130 Juvenile Justice, CRIM 134 Law Enforcement Seminar, CRIM 247 Criminology, SOSC 220 Social Problems*, SOSC 243 Race and Ethnicity.

*Intended for PSU transfer – if transferring to ESU, see advisor.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. Part-time students or those that have transferred courses from another school should generally complete the courses listed under Semester I before moving on to Semester II. Please be sure to consult the course descriptions.

It is very important to select the four-year college or university to which transfer is intended no later than the completion of 30 credits hours. Knowing the degree requirements of the transfer institution could make a difference in which courses are selected.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
CRIM 121	Intro to Criminal Justice	3
CURR 100	First Year Seminar	1
ENGL 101	English Composition I	3
COM 207	Fundamentals of Speech	3
CSIS 100	Computer Concepts and Applications	3
SOSC 100	Intro to Sociology	3
Total		16

(Spring) Semester II		
PSYC 155	General Psychology	3
ENGL 289/299	English Composition II	3
MATH 113	College Algebra	3
CRIM 128	Criminal Procedure	3
SOSC 102	State and Local Government	3
Total		15

(Fall) Semester III		
CRIM 122	Criminal Law	3
HPER 150	Lifetime Fitness	1
BIOL 111	General Biology	3
BIOL 112	General Biology Lab	2
ART 102	Art Appreciation	3
	Program Elective	3
	Program Elective	3
Total		18

(Spring) Semester IV		
CRIM 123	Criminal Investigation	3
CRIM 129	Criminal Justice Administration	3
ENGL 113	General Literature or	
ENGL 221	Intro to Western Literature	3
HIST 201/202	U.S. History I or II or	
HIST 200	Recent American History	3
PHYS 171	Physical Science	3
PHYS 172	Physical Science Laboratory	2
Total		17

Total Program Credits **66**

For more information contact:

Kevin Blackwell, 785-248-2801

kblackwell@neosho.edu

Elementary and Secondary Education Associate of Science

The Associate of Science with an emphasis in Elementary and/or Secondary Education curriculum at NCCC provides the first two years of general education courses for most bachelor degree programs in elementary or secondary education. Students entering a teacher education program at a four-year institution should have a 2.75 GPA in a minimum of 50 college credit hours. The student must apply for admittance to most teacher education programs after completing the first two years of college.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses for Elementary Education

EDUC 104/105 Intro to Teaching/Lab, PSYC 263 Developmental Psychology, EDUC 252 Children's Literature, MATH 204 Math for Educators I, MUSI 140 Music in the Elementary Classroom.

Program Core Courses for Secondary Education

EDUC 104/105 Introduction to Teaching/Lab, PSYC 263 Developmental Psychology.

Program Elective Courses for Education

Elective courses should be selected from major areas of study.

Program Outcomes

1. Evaluate the varied aspects of teaching as a profession.
2. Discuss the different experiences encountered at the secondary and elementary level.
3. Demonstrate an understanding of theories of human physical, cognitive and social development.
4. Students will be able to utilize appropriate skills to enhance teaching and learning.
5. Analyze effective classroom management and communication skills.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

	Cr Hrs
(Fall) Semester I	
EDUC 104 Intro to Teaching	2
EDUC 105 Intro to Teaching Lab	1
CURR 100 First Year Seminar	1
ENGL 101 English Composition I	3
COMM 207 Fundamentals of Speech	3
CSIS 100 Computer Concepts and Applications	3
HIST 201/202 U.S. History I or II or	
HIST 200 Recent American History	3
Total	16
(Spring) Semester II	
BIOL 111 General Biology or	
BIOL 115 Environmental Life Sciences	3
BIOL 112 Gen Biology Lab or	
BIOL 116 Environmental Life Sciences Lab	2
HPER 150 Lifetime Fitness	1
ENGL 289 English Composition II	3
PSYC 155 General Psychology	3
MATH 113/110 College Algebra or	
MATH 204 Mathematics for Education I	3-5
Total	15-17
(Fall) Semester III	
PHYS 171 Physical Science	3
PHYS 172 Physical Science Lab	2
ART 102 Art Appreciation or	
ART 178 Intro to Visual Arts or	
MUSI 120 Music Appreciation	3
SOSC 100 Intro to Sociology	3
PSYC 263 Developmental Psychology	3
Program Elective	3
Total	17
(Spring) Semester IV	
HIST 207 World Geography	3
EDUC 252 Children's Literature or	
ENGL 113 General Literature or	
ENGL 221 Intro to Western Literature	3
MUSI 140 Music in the Elementary Classroom	3
SOSC 101 American Government	3
Program Elective	3
Program Elective	1-3
Total	16-18
Total Program Credits	64-68

For more information contact:

Program advisor
Mindy Ayers, 620-432-0314
mayers@neosho.edu

English

Associate of Arts

The Associate of Arts with an emphasis in English is designed for students who intend to transfer to a four year institution to complete an English degree.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/ required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

REQUIRED: ENGL 101 English Composition I, ENGL 113 General Literature, ENGL 220 American Literature I or ENGL 230 American Literature II, ENGL 240 English Literature I or ENGL 241 English Literature II, ENGL 289 English Composition II or ENGL 299 English Composition II-Honors.

Program Elective Courses

AT LEAST 4 REQUIRED: ENGL 200 Topics in Literature: Women's Voices, ENGL 215 Introduction to Mythology, ENGL 221 Introduction to Western Literature, ENGL 220 American Literature I, ENGL 230 American Literature II, ENGL 240 English Literature I, ENGL 241 English Literature II, ENGL 250 Introduction to Fiction Writing, ENGL 260 Short Fiction, ENGL 265 Technical Writing, ENGL 298 Independent Study.

Program Outcomes

1. Demonstrate the ability to compose well-crafted essays on a variety of topics for a variety of audiences.
2. Demonstrate the ability to incorporate research effectively into one's own writing.
3. Analyze the use of literary conventions in a variety of genres, including fiction, poetry, and drama.
4. Demonstrate the ability to compose a written analysis of a literary work within the context of its historical and cultural background.
5. Demonstrate an understanding of the literary heritage of the English language, including its British and American authors.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to his or her academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
ENGL 101	English Composition I	3
ENGL 113	General Literature	3
CURR 100	First Year Seminar	1
COMM 207	Fundamentals of Speech	3
CSIS 100	Computer Concepts and Applications	3
PSYC 155	General Psychology	3
Total		16

(Spring) Semester II		
ENGL 289	English Composition II or	3
ENGL 299	English Composition II-Honors	
ENGL 240	English Literature I or	3
ENGL 241	English Literature II	
HPER 150	Lifetime Fitness	1
MATH 113	College Algebra	3
	Biological Science w/Lab or	5
	Physical Science w/Lab*	
Total		15

(Fall) Semester III		
ENGL 220	American Literature I or	3
ENGL 230	American Literature II	
	English Elective	3
	Arts and Humanities Elective	3
	Biological Science w/out Lab or	3
	Physical Science w/out Lab*	
	Social/Behavior Science Elective	3
Total		15

(Spring) Semester IV		
	English Elective	3
	Arts and Humanities Elective	3
	Social/Behavior Science Elective	3
	Free Electives	9
Total		18

Total Program Credits **64**

***One of the science courses must be biological, and one must be physical.**

For more information contact:

Program Advisors
 Ruth Zollars, 620-432-0424
rzollars@neosho.edu
 Dr. Reena Thomas, 620-432-0405
rthomas@neosho.edu
 Jeremy Gulley, 785-248-2815
jgulley@neosho.edu

Forensic Science

Associate of Science

The Associate of Science with an emphasis in Forensic Science is a two-year degree for students who intend to transfer to a university upon graduation. Students should consult their transfer institution for specific transfer requirements. Forensic scientists apply scientific principles to examine evidence and to obtain and interpret data used to solve problems related to legal and regulatory systems.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

The major core courses are outlined in the recommended sequence of course section.

Program Elective Courses

Program electives may include CRIM 123 Criminal Investigation, CRIM 247 Criminology, MATH 143 Elementary Statistics, PHYS 100/130 Introductory College Physics I/Lab, PHYS 105/145 Engineering Physics II/Lab.

Program Outcomes

Upon completion of the program, the student will be able to:

1. Explain and apply the scientific method.
2. Explain the basic chemistry of life.
3. Gather and record qualitative and quantitative data accurately, and master basic qualitative lab techniques.
4. Use effective oral and written communication.
5. Apply problem solving techniques.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
BIOL 251	Biology I	3
BIOL 252	Biology I Lab	2
CHEM 215	College Chemistry I	3
CHEM 216	College Chemistry I Lab	2
ENGL 101	English Composition I	3
MATH 113	College Algebra	3
CURR 100	First Year Seminar	1
Total		17

(Spring) Semester II		
BIOL 255	Biology II	3
BIOL 256	Biology II Lab	2
CHEM 225	College Chemistry II	3
CHEM 226	College Chemistry II Lab	2
ENGL 289	English Composition II	3
CSIS 100	Computer Concepts and Applications	3
HPER 150	Lifetime Fitness	1
Total		17

(Fall) Semester III		
BIOL 257	Human Anatomy and Physiology	3
BIOL 258	Human Anatomy and Physiology Lab	2
CRIM 121	Intro to Criminal Justice	3
PSYC 155	General Psychology	3
COMM 207	Fundamentals of Speech	3
	Arts/Humanities Course	3
Total		17

(Spring) Semester IV		
CRIM 122	Criminal Law	3
	Social/Behavioral Science Course	3
	Social/Behavioral Science Course	3
	Arts/Humanities Course	3
	Arts/Humanities Course	3
Total		15

Total Program Credits **66**

For More Information Contact:

Program Advisors
 Dr. Steve Yuza, 620-432-0423
syuza@neosho.edu
 Andrew Ouellette, 620-432-0382
aouellette@neosho.edu
 Luka Kapkiai, 620-432-0360
lkapkiai@neosho.edu
 Michael Campbell, 785-248-2805
mcampbell@neosho.edu
 Eric Row, 785-248-2828
erow@neosho.edu

Health Information Technology

Associate of Applied Science

The Health Information Technology program trains health information technicians to provide reliable and valid information that drives the healthcare industry. The program utilizes standards established by the American Health Information Management Association to train entry-level technicians to effectively work with health information systems, manage medical records, and code information for reimbursement and research. Students will leave the program with the knowledge and skills necessary to use, analyze, present, abstract, code, store and/or retrieve healthcare data for the support of departmental operations, and clinical and business decision making in healthcare or related organizations.

Employment is available in a variety of settings including hospitals, managed care organizations, long-term care facilities, consulting and law firms, skilled nursing facilities, physician practices, insurance companies, and more. In addition, graduates of associate degree programs in HIT may transfer into HIA baccalaureate degree programs. Graduates of baccalaureate degree programs are known as health information administrators. NCCC's HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Accreditation was obtained on November 13, 2009. All courses or their equivalent courses transferred from other institutions, listed on the recommended sequence of courses are required for the completion of the program.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the college assessment test, ACT or SAT scores, or by taking the required classes. Some of the courses in this curriculum have specific prerequisites. For specific requirements please refer to the mandatory Placement Policy in the College Catalog.

General Education (GE) Courses

The health information technology program is designed as either a terminal program or as a transfer program into a health information administration baccalaureate program. Students should work closely with their advisors to determine the most efficient method of obtaining career goals.

Program Outcomes

1. Evaluate applications of data content structure and standards in health information technology.
2. Demonstrate ethical standards with regard to privacy and security principles and policies.
3. Integrate the principles of informatics, analytics and data use in applications of health information management.
4. Evaluate the principles of revenue management in health information technology.
5. Integrate the principles of compliance in applications of health information technology.
6. Integrate the principles of leadership the health information field.

Course Sequence

The listing that follows is a recommended sequence of courses. The student should work with their advisor regarding their course schedule.

Recommended Sequence of Courses

Semester I

PSYC 100	First Year Seminar	1
CSIS 100	Computer Concepts and Applications	3
ALHE 105	Medical Terminology	3
*BIOL 257	Human Anatomy and Physiology	3
*BIOL 258	Human Anatomy and Physiology Lab	2
ENGL 101	English Composition I	3
	Total	15

Semester II

ALHT 110	Intro to Health Information Technology	3
ALHT 210	Legal & Ethical Issues in Healthcare	3
ALHE 122	Intro to Pharmacology	3
PSYC 155	General Psychology	3
*NURS 230	Pathophysiology	3
COMM 213	Interpersonal Communication	3
	Total	18

Semester III

ALHT 170	Electronic Health Records	3
*ALHT 225	International Classification of Disease-10	4
ALHT 205	Healthcare Statistics	3
*ALHT 230	Current Procedural Terminology	3
ALHT 200	Health Info Technology Clinical Affiliation I	3
	Total	16

Semester IV

ALHT 250	Reimbursement Methodologies	3
ALHT 215	Quality Improvement	3
ALHT 220	Management and Supervision	3
ALHT 221	Current Events in Health Info Technology	3
ALHT 256	Alternative Healthcare Systems in HIT	3
	Total	15

Semester V

ALHT 255	Health Information Technology Clinical Affiliation II	3
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Total Program Credits

67

*BIOL 257/ BIOL 258 are pre-requisites for NURS 230, ALHT225 and ALHT 230.

The health information technology program is designed as either a terminal program or as a transfer program into a health information administration baccalaureate program. Students should work closely with their advisors to determine the most efficient method of obtaining career goals.

For More Information Contact:

Richard Ryan, Program Director, 785-242-2067, ext. 355
rryan@neosho.edu

Health Care Coding Certificate

The Healthcare Coding Certificate program of study prepares individuals for employment in coding positions including; physician offices, hospitals, outpatient surgery facilities, health departments and other areas where diagnosis and procedures are coded utilizing ICD and CPT for reimbursement and reporting purposes. The courses in this program are offered online with the exception of Anatomy & Physiology.

Completion of this Healthcare Coding Certificate program will prepare students to sit for the Certified Physician Coding (CPC) an examination offered through AAPC and the American Health Information Management Association's (AHIMA) Certified Coding Associate (CCA), Program graduates will be required to gain a minimum of one year work experience after graduation to meet the eligibility requirements for the CCS or CCS-P advanced coding exams. <http://www.aapc.com/certification/medical-coding-certification.aspx>
<http://www.ahima.org/certification/credentials.aspx>

Prerequisites

The student will need to be proficient in English; reading and writing. Some of the courses in this curriculum have specific prerequisites. Students are not required to take placement exams before enrollment in this certificate program.

Program Staff Recommendation

Students planning to work as a professional coder should also consider completing the Health Information Technology Associate of Applied Science degree program.

General Education (GE) Courses

Certificate students are not required to take specific elective courses for this program. But should work with an advisor to find an appropriate track for career objectives. Students are not required to take placement exams before enrollment. Students completing this program will earn credit hours that can be applied to the Associate in Applied Science (AAS) degree in Health Information Technology.

Program Core Courses

All courses or their equivalent courses transferred from other institutions, listed on the recommended sequence of courses are required for the completion of the program.

Program Outcomes

1. Evaluate applications of data content structure and standards in health information technology.
2. Demonstrate ethical standards with regard to privacy and security principles and policies.
3. Integrate the principles of informatics, analytics and data use in applications of health information management.
4. Evaluate the principles of revenue management in health information technology.
5. Integrate the principles of compliance in applications of health information technology.
6. Integrate the principles of leadership in the health information field.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation and flexibility of course sequencing order

Recommended Sequence of Courses

		Cr Hrs
Semester I		
CSIS 100	Computer Concepts and Applications	3
ALHE 105	Medical Terminology	3
*BIOL 257	Anatomy & Physiology Lecture	3
*BIOL 258	Anatomy & Physiology Lab	2
ALHT 110	Intro to Health Information Technology	3
	Total	14
Semester II		
ALHT 210	Legal & Ethical Issues in Healthcare	3
NURS 230	Pathophysiology	3
*ALHT 230	Current Procedural Terminology Coding	3
*ALHT 225	International Classification of Diseases	4
	Total	13
Semester III		
ALHE 122	Intro to Pharmacology	3
ALHT 170	Electronic Health Record	3
ALHT 250	Reimbursement Methodologies	3
ALHT 180	Healthcare Coding Practicum	2
ALHT 145	Healthcare Coding National Exam Review	1
	Total	12
	Total Certificate Credits	39

*BIOL 257/ BIOL 258 are pre-requisites for NURS 230, ALHT225 and ALHT 230.

Optional Additional Study

Students completing the Healthcare Coding certificate are encouraged to consider continuing their education to complete the Associate of Applied Science degree in Health Information Technology.

For more information contact:

Richard Ryan, Program Director, 785-248-2830, ext. 355
rryan@neosho.edu

Health Care Documentation and Medical Transcription

Certificate

The Healthcare Documentation and Medical Transcription Certificate program will prepare the student for entry-level employment as a medical transcriptionist by providing the basic knowledge and skills required to transcribe medical dictation with accuracy and clarity, meet timelines, and apply the principles of professional and ethical conduct. The program prepares the student to demonstrate successful competence in the outcomes established by the American Association for Medical Transcription. Students will be prepared to sit for the Registered Medical Transcriptionist (RMT) Examination administered by the Association for Healthcare Documentation Integrity. <http://www.ahdionline.org>.

Program Prerequisites

The student must demonstrate proficiency in reading, English writing and grammar, by scoring into English Composition I based on the college assessment test, ACT, SAT scores, or by successfully completing (grade "C" or better) ENGL 100 Pre-Composition.

The student must complete CSIS 100 Computer Concepts and Applications or test out. Proficiency in keyboarding is required. The student must demonstrate a typing speed of 50 words/minute, or receive special permission of instructor.

General Education (GE) Courses

The Healthcare Documentation and Medical Transcription program is designed as a terminal certificate program and is not intended to integrate into an associate degree. Students are not required to take specific elective courses for this program. Students completing this program will earn several credit hours that can be applied to the associate degree, if they choose to pursue that option at a later date. Students should work closely with their advisors to determine the most efficient method of obtaining career goals.

Program Core Courses

ALHE 105 Medical Terminology, ALMA 110 Medical Professional Issues, ALMT 110 Medical Style and Grammar, ALHE 122 Intro to Pharmacology, ALHT 210 Legal and Ethical Issues in Healthcare, NURS 230 Pathophysiology, BIOL 257 Human Anatomy & Physiology, BIOL 258 Anatomy & Physiology Lab, ALMT 135 Healthcare Documentation and Medical Transcription I, ALMT 235 Healthcare Documentation & Medical Transcription II, ALMT 236 Healthcare Documentation & Medical Transcription Practicum, ALMT 237 Healthcare Documentation Technology.

Program Outcomes

1. Students will apply correct medical style as defined by authorities such as Association of Healthcare Documentation Integrity's The Book of Style and/or the American Medical Association Manual of Style, especially rules that specifically apply to Healthcare documentation and editing
2. Define and identify classification, routes of administration, actions, uses, effects, and interactions of major drug groups including prescription and over the counter medications.
3. Demonstrate the ability to create an accurate medical transcript
4. Demonstrate the proper spelling of medical terminology.

5. Describe and discuss the epidemiology, etiology, symptomatology, and pathophysiology of specific disease processes, and relate these to clinical and laboratory manifestations of that disease.
6. Describe the use of the health records as a legal document.
7. Analyze productivity, quality, and transcription editing issues related to potential employer expectations.

Suggested Additional Courses

Students not proficient in keyboarding must take OTEC 101 Keyboarding I.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

	Cr Hrs
1) Test into English Composition I (based on test scores) or Successfully (grade "C" or better) complete ENGL 100 Pre-Composition	0-3
2) CSIS 100 Computer Concepts and Applications or test out	0-3

Semester I

ALHE 105	Medical Terminology	3
ALMA 110	Medical Professional Issues	2
ALMT 110	Medical Style and Grammar	3
ALHE 122	Intro to Pharmacology	3
ALHT 210	Legal and Ethical Issues in Healthcare	3
Total		14

Semester II

NURS 230	Pathophysiology	3
BIOL 257	Human Anatomy & Physiology	3
BIOL 258	Human Anatomy & Physiology Lab	2
ALMT 135	Healthcare Documentation & Medical Tran I	6
Total		14

Semester III

ALMT 235	Healthcare Documentation & Medical Tran II	6
Total		6

Semester IV

ALMT 236	Healthcare Documentation & Medical Transcription Practicum	2
ALMT 237	Healthcare Documentation Technology	3
Total		5

Total Certificate Credits

39

Optional Additional Study

Students completing the Healthcare Documentation and Medical Transcription program are encouraged to consider continuing their education to complete the Associate of Applied Science degree in Health Information Technology.

For more and/or current information contact:

Richard Ryan, Program Director, 785-248-2830

rryan@neosho.edu

Heating, Ventilation, and Air Conditioning

Certificate and Degree

The HVAC program offers a certificate and/or an Associate of Applied Science degree in Heating, Ventilation, and Air Conditioning Technology. The first two semesters cover the electrical and heating side of HVAC. Later semesters cover the refrigeration and airflow side of the HVAC trade.

The program utilizes the National Center for Construction Education and Research (NCCER) curriculum. NCCER is a nationally-recognized credentialing and certification system. Students completing the first two semesters will cover NCCER Core and Level 1. The remaining semesters cover NCCER Levels 2, 3, & 4.

Careers include service, installation, and sales of HVAC equipment for residential and commercial applications. Students may enter the industry in facility maintenance, manufacturing and utilities industries. Job titles include service technician, installation technician, supervisors, inspectors, independent contractors and small business owners. The job outlook for HVAC technicians in the construction, manufacturing, and utilities industries is increasing. Median earnings are \$18.75/hour.

HVAC Certificate Program Outcomes

1. Demonstrate the fundamentals of electricity.
2. Demonstrate the ability to perform construction math.
3. Demonstrate the ability to correctly construct and test electrical circuits.
4. Demonstrate the ability to read HVAC blueprints.
5. Demonstrate basic employability skills.
6. Demonstrate an understanding of common hand and power tools used in the construction trades.
7. Demonstrate an understanding of heating systems used in HVAC.
8. Demonstrate an understanding of sheet metal applications.
9. Demonstrate an understanding of basic hydronic systems.
10. Demonstrate an understanding of soldering and brazing
11. Demonstrate an understanding of the refrigeration cycle and the components.
12. Demonstrate competence in troubleshooting HVAC systems.
13. Demonstrate an understanding in piping used in HVAC.
14. Demonstrate an understanding of air flow principles.

Degree Program Outcome

15. Demonstrate proficiency in application of all previous outcomes.
16. Demonstrate proficiency in all general education outcomes as related to HVAC.

Sequence of Courses

		Cr Hrs
Semester I		
CMCT 105	OSHA 10 Safety Orientation	1
HVAC 102	General Construction Skills	4
HVAC 103	Electrical Fundamentals	4
	Total	9
Semester II		
HVAC 101	Workplace Skills	1
HVAC 107	Heating System Fundamentals	3
HVAC 109	Heating Systems Lab	5
	Total	9
Semester III		
HVAC 120	EPA 608	1
HVAC 122	HVAC Fundamentals	4
HVAC 124	HVAC Lab	4
	Total	9
Semester IV		
HVAC 202	Advanced HVAC I	5
HVAC 204	Advanced HVAC II	4
	Total	9

Total HVAC Certificate Credits 36

Semester V Required for AAS Degree

HVAC 206	Pipefitting	3
HVAC 208	Commercial HVAC	5
EETC 136	Industrial Internship	3

Total HVAC Credits for AAS Degree 47

Associate of Applied Science Option

Students interested in completing an Associate of Applied Science degree in Heating, Ventilation, and Air Conditioning should visit with an advisor to determine general education requirements. Degrees require completion of 64 credit hours. First-time, full-time students are required to take PSCY 100, First Year Seminar.

Required General Education Courses include:

ENGL 101 English Composition I, 3 cr hrs
 COMM 213 Inter Personal Communication, 3 cr hrs
 CSIS 100 Computer Concepts and Applications, 3 cr hrs
 Additional General Education Hours to bring degree total to 64.

For more information contact:

Program Advisor:
 Alex Myers, 620-432-0379
amyers@neosho.edu

History

Associate of Arts

The Associate of Arts with an emphasis in History curriculum at NCCC provides the prerequisites for most bachelor degree programs in History. Students interested in Secondary Education Certification in History should follow this degree program, with the addition of EDUC 104/105 Intro to Teaching/Lab. This is also a useful degree program for students interested in the Law and Museum studies.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

US History: HIST 201 US History I (to 1877), HIST 202 U.S. History II (1877 to present) or HIST 200 Recent American History

World History: HIST 101 World Civilization I (to 1500) or HUM 204 Western Civilization I or HUM 206 Eastern Civilizations, HIST 102 World Civilization II (since 1500) or HUM 205 Western Civilization II or HUM 206 Eastern Civilizations.

Program Elective Courses

SOSC 200 Intro to Cultural Anthropology, ECON 200 Microeconomics, ECON 201 Macroeconomics, and SOSC 220 Social Problems are some of the elective courses for this program.

Program Outcomes

1. Demonstrate ability to frame an inquiry and gather and present information using basic research methodology.
2. Develop an understanding of theoretical foundations of social and behavioral sciences.
3. Analyze the role that differences in culture plays in history.
4. Demonstrate the ability to think critically and analyze information.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
SOSC 101	American Government	3
HIST 201	U.S. History I (to 1877)	3
CURR 100	First Year Seminar	1
ENGL 101	English Composition I	3
COMM 207	Fundamentals of Speech	3
CSIS 100	Computer Concepts and Applications	3
Total		16

(Spring) Semester II		
HIST 202/200	U.S. History II (1877 to present) or Recent American History	3
SOSC 102	State and Local Government	3
ENGL 289	English Composition II	3
MATH 113/110	College Algebra or College Algebra w/review	3-5
PSYC 155	General Psychology	3
	Program Elective	3
Total		18-20

(Fall) Semester III		
HIST 101	World Civilization I (to 1500) or	
HUM 204	Western Civilization I or	
HUM 206	Eastern Civilizations	3
SOSC 100	Intro to Sociology	3
	Biological Science w/Lab or Physical Science w/Lab*	5
HPER 150	Lifetime Fitness	1
ART 178	Intro to Visual Arts or	
MUSI 120	Music Appreciation or	
COMM 105	Theatre Appreciation	3
Total		15

(Spring) Semester IV		
HIST 207	World Geography	3
HIST 102	World Civilization II (since 1500) or	
HUM 205	Western Civilization II or	
HUM 206	Eastern Civilizations	3
ENGL 113/221	General Literature or Intro to Western Literature	3
	Biological Science w/out Lab or Physical Science w/out Lab*	3
	Program Elective	3
Total		15

Total Program Credits **64-66**

*One of the science courses must be biological and one must be physical.

For more information contact:

Program advisor
Mindy Ayers, 620-432-0314
mayers@neosho.edu

Industrial Engineering Technology – Welding

Associate of Applied Science

The Associate of Applied Science in Industrial Engineering Technology is a two-year degree for students who intend to seek employment upon graduation.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include ENGL 101 English Composition I, COMM 213 Interpersonal Communication, CURR 100 First Year Seminar, and a 3 credit hour computer literacy proficiency course. Other general education electives may be required to meet degree requirements.

Program Core Courses

MFGT 112 Welding Safety/OSHA 10, MFGT 114 Welding Cutting Processes, MFGT 116 Gas Tungsten Arc Welding, MFGT 122 Welding Blueprint Reading, MFGT 118 Shielded Metal Arc Welding, MFGT 120 Gas Metal Arc Welding, MFGT 124 Advanced Gas Tungsten Arc Welding, MFGT 126 Advanced Gas Metal Arc Welding, MFGT 128 Advanced Shielded Metal Arc Welding, MFGT 130 Specialized Welding.

Program Elective Courses

MGMK 101 Intro. to Business, BUSI 114 Business Law, ACCT 108 College Accounting, MGMK 132 Principles of Salesmanship, MGMK 105 Small Business Management, MGMK 147 Intro. to Management

Program Outcomes

1. Demonstrate the fundamentals of basic safety.
2. Demonstrate competence in technical skills of the trade.
3. Demonstrate an understanding of basic employability skills.
4. Communicate effectively through developing effective oral and written communication skills.
5. Think analytically through utilizing quantitative information in problem solving.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

		Cr Hrs
(Fall) Semester I		
MFGT 112	Welding Safety/OSHA 10	1
MFGT 114	Welding Cutting Processes	3
MFGT 116	Gas Tungsten Arc Welding	3
CSIS 100	Computer Concepts and Applications	3
ENGL 101	English Composition I	3
MATH 122	Plane Trigonometry or	
MATH 110	College Algebra with Review or higher	3
CURR 100	First Year Seminar	1
	Total	17
(Spring) Semester II		
MFGT 118	Shielded Metal Arc Welding	3
MFGT 120	Gas Metal Arc Welding	3
MFGT 122	Welding Blueprint Reading	3
COMM 213	Interpersonal Communication	3
	Approved General Education Course	3
	Total	15
(Fall) Semester III		
MFGT 124	Advanced Gas Tungsten Arc Welding	4
MFGT 126	Advanced Gas Metal Arc Welding	4
PHYS 100	Introductory College Physics I or	
	approved General Education course	3
PHYS 130	Introductory College Physics I Lab or	
	approved General Education course	2
HPER 150	Lifetime Fitness	1
	Approved Technical Course	3
	Total	17
(Spring) Semester IV		
MFGT 128	Advanced Shielded Metal Arc Welding	4
MFGT 130	Specialized Welding	4
MGMK 101	Intro. to Business	3
O TEC 108	Career Life Skills	1
	Approved Technical Course	3
	Total	15
	Total Program Credits	64

This curriculum is not designed for students who wish to transfer.

For more information contact:

Program advisors
 Will Jordan, 785-979-0108
wjordan@neosho.edu
 Brenda Krumm, 620-432-0364
bkrumm@neosho.edu

Industrial Engineering Technology/Pre-Engineering Technology

Associate of Science

The Associate of Science with an emphasis in Industrial Engineering Technology/Pre-Engineering Technology is a two-year degree for students who intend to transfer upon graduation. Transfer students should follow the requirements of the institution to which they wish to transfer. Students should contact the transfer institution of their choice to determine transferability of courses.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

MATH 150 Analytic Geometry and Calculus I, PHYS 104/140 Engineering Physics I/Lab, PHYS 105/145 Engineering Physics II/Lab.

Program Elective Courses

Industrial Engineering program electives should be chosen based on the requirements of the transfer institution. Students should consult the transfer institution of their choice to determine transfer institution requirements and transferability of courses. Electives could include ETEC 194 Intro to Technology Systems, ETEC 125 Computer Applications in Manufacturing, ETEC 121 Engineering Graphics I, ETEC 115 Blueprint Reading, ETEC 153 Computer-Aided Design I, ETEC 111 Tools and Machines – Maintenance and Safety.

Program Outcomes

1. Demonstrate technical skills and application in mathematics to support planning, analyzing, and problem solving.
2. Apply the scientific method and principles to support planning, analyzing, and problem solving.
3. Demonstrate effective oral, written, and interpersonal communication skills to support their role in industry.
4. Utilize computer application software.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

Availability of technology courses will depend upon demand.

(Fall) Semester I		Cr Hrs
MATH 150	Analytic Geometry and Calculus I*	5
CHEM 215	College Chemistry I	3
CHEM 216	College Chemistry I Lab	2
COMM 207	Fundamentals of Speech	3
CURR 100	First Year Seminar	1
ENGL 101	English Composition I	3
Total		17

(Spring) Semester II		
ENGL 289	English Composition II	3
PSYC 155	General Psychology	3
MATH 143	Elementary Statistics	3
HPER 150	Lifetime Fitness	1
CSIS 100	Computer Concepts and Applications**	3
	Approved Arts/Humanities Course	3
Total		16

(Fall) Semester III		
PHYS 104	Engineering Physics I	4
PHYS 140	Engineering Physics I Lab	1
ACCT 201	Financial Accounting I or Program Course	3
	Program or Transfer Course	3
	Approved Social Science Course	3
	Approved Arts/Humanities Course	3
Total		17

(Spring) Semester IV		
PHYS 105	Engineering Physics II	4
PHYS 145	Engineering Physics II Lab	1
	Biological Science and Lab or Program or Transfer Course(s)	5
	Approved Social Science Course	3
	Approved Arts/Humanities Course	3
Total		16

Total Program Credits **66**

*Assuming the student has passed the equivalent of MATH 113 College Algebra, and MATH 122 Plane Trigonometry. If not, the student must enroll in these courses.

**If not required by transfer institution, student may satisfy this requirement by passing a computer proficiency exam.

For more information contact:

Jim Halstead, 620-432-0306
jhalstead@neoshu.edu

Management

Level I and Level II Certificates

Associate of Applied Science

The Associate of Applied Science in Management is a two-year degree for students who intend to seek employment upon graduation rather than transfer to a university. Level I certification exposes students to fundamental business concepts. Level II certification provides more in depth business content. Career areas may include: office manager, assistant personnel manager, wholesale and retail sales, service manager, production supervisor, assistant purchasing agent, and insurance agent.

Accreditation

The Associate of Applied Science degree is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, students are required to take certain general education courses. These include PSYC100 First Year Seminar, and ENGL101 English Composition I, COMM213 Interpersonal Communication or MGMK135 Human Relations and Supervision, CSIS100 Computer Concepts and Applications. Other general education electives may be required to meet degree requirements.

Program Core Courses

MGMK101 Intro to Business, CSIS100 Computer Concepts and Applications, ACCT108 College Accounting, MGMK147 Intro to Management, and MGMK136 Marketing are core requirements for this degree.

Program Elective Courses

Several electives are available in Marketing/Management, Accounting, Computer Science, and Office Technology.

Program Outcomes

All program outcomes are included in Level I certification. Level II certification provides more in depth content for program outcomes 2-7.

1. Evaluate several theories of management.
2. Discuss different kinds of planning as related to different levels of management.
3. Describe the importance of conducting an environmental scan and/or a SWOT analysis as related to proactive planning.
4. Evaluate elements of the organizing process.
5. Compare the informal organization to the formal organization.
6. Explain the role of managers and employees in creating an organizational culture.
7. Evaluate elements of the staffing function.
8. Contrast several theories of motivation.
9. Evaluate the benefits and costs of team-based management.
10. Analyze the main elements of a control process.

Course Sequence

The following list is a recommended sequence of courses for full-time students. Part-time students or those that have transferred courses from another school should generally complete the courses listed under Semester I before moving on to Semester II. Please be sure to consult the course descriptions. The student should consult with an advisor for information specific to their academic situation. Many courses are offered day and evening on both campuses and online.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
MGMK 101	Intro to Business	3
ACCT 108	College Accounting	3
CSIS 100	Computer Concepts and Applications	3
ENGL 101	English Composition I	3
CURR 100	First Year Seminar	1
	Approved Business Program Electives	3
	Total	16

(Spring) Semester II

COMM 213	Interpersonal Communications or	
MGMK 135	Human Relations and Supervision	3
MGMK 147	Intro to Management	3
ACCT 201	Financial Accounting I	3
MGMK 251	Marketing	3
ECON 201	Macroeconomics	3
	Total	15

Level I Certificate Credits 30-33

(Fall) Semester III

MGMK 141	Mid-Management Field Study	2
CSIS 117	Intro to Web Page Design	1
ACCT 202	Managerial Accounting	3
MGMK 105	Small Business Management	3
BUSI 118	Business Communications	3
	Approved Business Program Electives	5
	Total	17

Level II Certificate Credits 46-49

(Spring) Semester IV

COMM 207	Fundamentals of Speech	3
SOSC 101	American Government	3
MATH 113	College Algebra	3
PSYC 155	General Psychology	3
	Approved Business Program Electives	4
	Total	16

Associate of Applied Science Degree Program Credits **64**

This curriculum is not designed for students who wish to transfer.

For more information contact:

Program advisor
Richard Webber, 620-432-0307
rwebber@neoshu.edu

Marketing

Level I and Level II Certificates Associate of Applied Science

The Associate of Applied Science in Marketing is a two-year degree for students who intend to seek employment upon graduation rather than transfer to a university. Level I certification exposes students to fundamental marketing concepts. Level II certification provides more in depth marketing content. Career areas may include: office manager, assistant personnel manager, wholesale and retail sales, service manager, warehouse manager, assistant purchasing agent, media specialist, and real estate salesperson.

Accreditation

The Associate of Applied Science degree is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include PSYC100 First Year Seminar, ENGL101 English Composition I, MGMK135 Human Relations and Supervision or COMM213 Interpersonal Communication, and CSIS100 Computer Concepts and Applications. Other general education electives may be required to meet degree requirements.

Program Core Courses

MGMK101 Intro to Business, CSIS100 Computer Concepts and Applications, ACCT108 College Accounting, MGMK132 Principle of Salesmanship, and MGMK136 Marketing are core requirements for this degree.

Program Elective Courses

Several electives are available in Marketing/Management, Accounting, Computer Science, and Office Technology.

Program Outcomes

All program outcomes are included in Level I certification. Level II certification synthesizes and applies these program outcomes.

1. Describe the importance of conducting an environmental scan and/or a SWOT analysis as related to proactive planning.
2. Contrast differences that exist between consumer and organizational buying behavior.
3. Evaluate methods for identifying market segments and targets.
4. Explain the product life-cycle concept and relate a marketing strategy to each stage.
5. Discuss several pricing strategies.
6. Explain what is meant by a marketing channel of distribution.
7. Describe factors considered by marketing executives when selecting and managing a marketing channel.
8. Evaluate the unique characteristics of each promotional mix element.
9. Discuss the main elements of the personal selling process.
10. Explain the relationship of supply to demand as related to pricing.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. Part-time students or those that have transferred courses from another school should generally complete the courses listed under Semester I before moving on to Semester II. Please be sure to consult the course descriptions. The student should consult with an advisor for information specific to their academic situation. Many courses are offered day and evening on both campuses and online.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
MGMK 101	Intro to Business	3
ACCT 108	College Accounting	3
CSIS 100	Computer Concepts and Applications	3
ENGL 101	English Composition I	3
CURR 100	First Year Seminar	1
	Approved Business Program Electives	3
	Total	16

(Spring) Semester II

COMM 213	Interpersonal Communications or	
MGMK 135	Human Relations and Supervision	3
MGMK 132	Principles of Salesmanship	3
ACCT 201	Financial Accounting I	3
MGMK 251	Marketing	3
ECON 201	Macroeconomics	3
	Total	15

Level I Certificate Credits **30-33**

(Fall) Semester III

MGMK 138	Marketing Education Field Study	2
CSIS 117	Intro to Web Page Design	1
ACCT 202	Managerial Accounting	3
MGMK 105	Small Business Management	3
BUSI 118	Business Communications	3
	Approved Business Program Electives	5
	Total	17

Level II Certificate Credits **46-49**

(Spring) Semester IV

COMM 207	Fundamentals of Speech	3
SOSC 101	American Government	3
MATH 113	College Algebra	3
PSYC 155	General Psychology	3
	Approved Business program Electives	4
	Total	16

Associate of Applied Science Degree Program Credits **64**

This curriculum is not designed for students who wish to transfer.

For more information contact:

Program advisor
Richard Webber, 620-432-0307
rwebber@neosho.edu

Mathematics

Associate of Science

The Associate of Science with an emphasis in Mathematics is a two-year degree for students who intend to transfer to a university to complete a mathematics or mathematics education degree. Students should consult their transfer institution for specific transfer requirements.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

MATH 150 Analytic Geometry and Calculus I, MATH 155 Analytic Geometry and Calculus II, MATH 253 Analytic Geometry and Calculus III, Math 143 Elementary Statistics, and MATH 255 Differential Equations.

Program Elective Courses

CSIS 230 Visual Basic Programming or CSIS 240 C++ Programming.

Program Outcomes

Students will be able to:

1. Define arithmetic, algebraic, geometric, spatial, and statistical concepts.
2. Calculate arithmetic, algebraic, geometric, spatial, and statistical quantities using appropriate technology.
3. Estimate arithmetic, algebraic, geometric, spatial, and statistical solutions.
4. Solve arithmetic, algebraic, geometric, spatial, and statistical expressions, equations, functions, and problems using appropriate technology.
5. Represent mathematical information numerically, symbolically, graphically, verbally, and visually using appropriate technology.
6. Develop mathematical and statistical models such as formulas, functions, graphs, tables, and schematics using appropriate technology.
7. Interpret mathematical and statistical models such as formulas, functions, graphs, tables, and schematics, drawing conclusions and making inferences based on those models.
8. Explore mathematical systems utilizing rich experiences that encourage independent, nontrivial, constructive exploration in mathematics.
9. Communicate mathematical thoughts and ideas clearly and concisely to others in the oral and written form.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
COMM 207	Fundamentals of Speech	3
CURR 100	First Year Seminar	1
ENGL 101	English Composition I	3
MATH 150	Analytic Geometry and Calculus I Arts/Humanities Elective or General Ed Elective	5 3
Total		15

(Spring) Semester II		
ENGL 289	English Composition II	3
MATH 143	Elementary Statistics	3
MATH 155	Analytic Geometry and Calculus II	5
PSYC 155	General Psychology Arts/Humanities Elective	3 3
Total		17

(Fall) Semester III		
CSIS 100	Computer Concepts and Applications	3
MATH 253	Analytic Geometry and Calculus III Arts/Humanities Elective Social/Behavioral Science Elective Physical Science Elective Physical Science Elective Lab	3 3 3 3 2
Total		17

(Spring) Semester IV		
MATH 255	Differential Equations	3
HPER 150	Lifetime Fitness Biological Science Elective Biological Science Elective Lab Social/Behavioral Science Elective Arts/Humanities Elective	1 3 2 3 3
Total		15

Total Program Credits **64**

For more information contact:

Program Advisors
 Paul Walcher, 620-432-0416
pwalcher@neosho.edu
 Nathan Stanley, 785-248-2832
nstanley@neosho.edu

Medical Assistant

Certificate

The Medical Assistant certificate program prepares students to be proficient in their profession and to demonstrate successful competence in the outcomes established by the Commission on Accreditation of Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs.

Upon successful completion of this program the student will have the skills required to pass the RMA (Registered Medical Assistant) examination and to obtain an entry-level position in the medical assisting profession.

General Education (GE) Courses

The medical assistant program is designed as a terminal certificate program. Certificate students are not required to take specific elective courses for this program, but should work with an advisor to find an appropriate track for career objectives. Students are not required to take placement exams before enrollment, so they should work closely with their advisor to determine appropriate electives and the most efficient method of obtaining career goals, as students completing this program will earn several credit hours that can be applied to an associate degree in a related field.

Program Core Courses

ALMA 110 Medical Professional Issues, ALMA 120 Medical Administrative Aspects, ALMA 155 Emergency Preparedness, ALMA 160 Clinical Aspects of Medical Assisting, ALMA 125 Human Body in Health and Disease, and ALMA 180 Medical Assistant Externship. All courses included in the program must be passed with a C or better; a GPA of 2.0 or higher is required for graduation.

Program Outcomes

1. Describe and apply clerical functions.
2. Evaluate and perform bookkeeping procedures.
3. Discuss and process insurance claims.
4. Explain and apply fundamental clinical medical office procedures.
5. Compare and perform specimen collection and diagnostic testing.
6. Perform quality control and safety measures.
7. Discuss and provide medical office patient care.
8. Communicate effectively.
9. Analyze and apply legal and ethical concepts.
10. Provide patient instruction.
11. Describe and perform medical office operational functions.

For more information contact:

Program advisor
Chrisy Savage, 620-432-0398
csavage@neosho.edu

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for individualized needs specific to their academic situation and flexibility of course sequencing order.

Recommended Sequence of Courses

		Cr Hrs
(Summer)		
CSIS 100	Computer Concepts and Applications	3
ALHE 105	Medical Terminology	3
	Total	6
(Fall) Semester I		
ALHE 102	Nurse Aide	6
ALMA 110	Medical Professional Issues	2
ALMA 120	Medical Administrative Aspects (Lab 1)	4
ALMA 125	Human Body in Health and Disease	3
	Total	15
(Spring) Semester II		
ALMA 135	Coding Basics for the Medical Office	3
ALMA 155	Emergency Preparedness (Lab 2)	1
ALMA 160	Clinical Aspects of Medical Assisting (Lab 2)	4
ALHE 104	Medication Aide	5
	Total	13
(Summer) Semester III		
	*Elective as recommended	3
#ALMA 180	Medical Assistant Externship	4
	Total	7
	Total Certificate Credits	41

*Recommended course electives must also be taken and passed with a "C" or better.

List of recommended electives (need only meet minimum credits):

ALMA 126	Fundamentals of Phlebotomy I	(4)
ALMA 161	Fundamentals of Phlebotomy II	(4)
ALHT 110	Introduction to Health Information Technology	(3)
ALHT 170	Electronic Health Records	(3)
BUSI 118	Business Communications	(3)
OTEC 107	Office Systems and Procedures	(3)
OTEC 108	Career Life Skills	(1)
BIOL 111	General Biology	(3)
BIOL 257	Human Anatomy and Physiology	(3)
ALHE 118	Home Health Aide	(2)
CURR 101	Study Skills/Test Taking Strategies	(2)

#Must show proof of CPR certification prior to beginning.

Music

Associate of Arts

The Associate of Arts with an emphasis in Music is designed to prepare students for a transfer to a four-year institution. The courses required are a basic foundation on which one can build.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

MUSI 109 Applied Music, MUSI 120 Music Appreciation or MUSI 123 Music in America, MUSI 140 Music in the Elementary Classroom, MUSI 187 Concert Choir. These courses are the fundamental building blocks to work toward a four-year degree.

Program Elective Courses

MUSI 104 Theory Block I, MUSI 114 Vocal Ensemble, MUSI 206 Theatre Workshop (Music).

Program Outcomes

Students will develop an understanding of the following:

1. Basic elements of music, including sound, pitch, dynamics, and tone color.
2. Combining basic elements of music to construct melodies, harmonies, rhythm, and meter.
3. Using melody, harmony, rhythm, and meter to determine form and texture.
4. How form and texture, along with societal mores, determine historical style.
5. The multiple function of music for individuals and societies.
6. The notation system of Western music in composing and performing music.
7. Role and nature of various performing ensembles.
8. Role and nature of solo performance.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
MUSI 187	Concert Choir	1
MUSI 109	Applied Music (Voice/Instrument)	1
MUSI 109	Applied Music (Piano)	1
MUSI 120	Music Appreciation or	
MUSI 123	Music in America	3
ENGL 101	English Composition I	3
CURR 100	First Year Seminar	1
COMM 207	Fundamentals of Speech	3
CSIS 100	Computer Concepts and Applications	3
Total		16

(Spring) Semester II		
MUSI 187	Concert Choir	1
MUSI 109	Applied Music (Voice/Instrument)	1
MUSI 109	Applied Music (Piano)	1
MUSI 120	Music Appreciation or	
MUSI 123	Music In America or	
MUSI 140	Music in the Elementary Classroom	3
ENGL 289	English Composition II	3
HPER 150	Lifetime Fitness	1
PSYC 155	General Psychology	3
MATH 113	College Algebra	3
Total		16

(Fall) Semester III		
MUSI 187	Concert Choir	1
MUSI 109	Applied Music (Voice/Instrument)	1
MUSI 109	Applied Music (Piano)	1
	Biological Science w/Lab or	
	Physical Science w/Lab	5
	Arts/Humanities Elective	3
	Social Science Elective	3
	Free Elective	2
Total		16

(Spring) Semester IV		
MUSI 187	Concert Choir	1
MUSI 109	Applied Music (Voice/Instrument)	1
MUSI 109	Applied Music (Piano)	1
MUSI 120	Music Appreciation or	
MUSI 123	Music In America or	
MUSI 140	Music in the Elementary Classroom	3
	Social Science Electives	3
	Biological Science w/out Lab or	
	Physical Science w/out Lab*	3
	Free Electives	4
Total		16

Total Program Credits **64**

*One of the science courses must be biological and one must be physical.

For more information contact:

Program advisor
 Alan Murray, 620-432-0377
amurray@neosho.edu

Nursing

Associate Degree Nursing (ADN)

Associate of Applied Science

(For completion of Level II only Fall 2017 Ottawa)

The nursing degree prepares the student to sit for the NCLEX-PN and RN exams. Following successful completion of the appropriate NCLEX exam the graduate is able to practice as a Licensed Practical Nurse (following the first three semesters of the nursing program) and as a Registered Nurse (AAS degree) after completing the second year of the nursing program. See the Nursing Admission section of the College Catalog for nursing admission requirements. Students must achieve a "C" or better on all courses to count toward a nursing degree.

Prerequisites

General education courses required prior to admission are: BIOL 257/258 Human Anatomy and Physiology with lab (must be taken within seven years of entry into the nursing program), PSYC 155 General Psychology, and ENGL 101 English Composition I.

General Education (GE) Courses

Additional general education courses required are: PSYC 263 Developmental Psychology, BIOL 271/272 Microbiology with lab (must be taken within seven years of entry into the nursing program), ENGL 289 English Composition II, and computer literacy test out or completion of CSIS 105 Computer Literacy or CSIS 100 Computer Concepts and Applications. These courses must be taken prior to or during the semester listed.

Program Core Courses

The nursing courses begin with fundamentals and progress to first level med/surg, obstetrics, pediatrics and pharmacology to complete the first level practical nursing requirements. The second level begins with OB and mental health in the first semester and advanced med/surg the final semester to complete the AAS or associate degree in nursing.

The clinical component of nursing courses at NCCC must be passed to successfully complete the course and fulfill the requirements of the program. Nursing students admitted to the program must be able to perform activities that are comparable to those required for employment in the clinical setting. A list of these activities is available upon request.

Program Elective Courses

NURS 100 Problem Solving and Test-Taking Skills for Nursing Students, NURS 010 Pre-Nursing Math, ALHE 105 Medical Terminology, ALHE 122 Intro to Pharmacology, NURS 220 Intravenous Therapy, NURS 123 Controversial Issues in Women's Health, NURS 230 Pathophysiology, NURS 150 Nursing Roles in the Hospital, NURS 151 Nursing Roles in the

Community, NURS 152 Nursing Care of the Dying Patient, and NURS 210 Introduction to Wound Care.

Student learning Outcomes

We believe the purpose of associate degree nursing education is to prepare graduates to practice as a Professional Nurse. The graduate with the Associate Degree in Nursing will:

1. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.
2. Implement professional standards and scope of practice within legal, ethical, and regulatory frameworks.
3. Collaborate with clients and members of the interdisciplinary health care team to optimize client outcomes.
4. Adapt through the use of the nursing process the ability to think critically and make safe and effective clinical judgments incorporating evidenced-based practice.
5. Manage Care and provide leadership to meet client needs using available resources and current technology.
6. Generate teaching and learning processes to promote and maintain health and to reduce risks for a variety of clients.
7. Demonstrate effective communication methods to manage client needs and to interact with other health care team members.

Course Sequence

The listing that follows is the sequence of courses for full-time students. All courses must be taken in sequence and a student's success ("C" or better) in each course is required to continue in the program. Students are encouraged to take the required general education courses prior to entrance into the nursing program. Evidence of completion of general education courses with a "C" or better or proof of enrollment in the required general education course is required at the beginning of each semester.

NOTE: Students admitted to the nursing program that are requesting special accommodations in nursing courses must follow the "Guidelines for Accommodations for NCLEX Testing" as outlined by the Kansas State Board of Nursing (<http://www.ksbn.org/licensing/nclextestingguidelines.htm>).

Nursing (continued)

CHANUTE & INDEPENDENCE CAMPUSES Practical Nursing – Level I – Certificate Sequence of Courses

Prerequisite Courses (Semester I)		Cr Hrs
BIOL 257	Human Anatomy and Physiology	3
BIOL 258	Human Anatomy and Physiology Lab	2
PSYC 155	General Psychology	3
ENGL 101	English Composition I	3
Total		11

(Fall) Semester II		Cr Hrs
NURS 111	Foundations of Nursing	7
NURS 121	Nursing Care of the Adult I	5
PSYC 263	Developmental Psychology	3
NURS 122	Pharmacology for Nursing	3
Total		18

(Spring) Semester III		Cr Hrs
NURS 131	Nursing Care of the Adult II	5
NURS 141	Family Nursing I	6
Total		11

Total PN Level I Credits (includes prerequisites) 40

LPNs from another institution bridging into RN Level II must complete:

(Summer)		Cr Hrs
NURS 201	Intro to Professional Nursing	5

Associated Degree Nursing – Level II – AAS Sequence of Courses

Prerequisite Courses		Cr Hrs
All courses listed for Level I		40

(Fall) Semester IV		Cr Hrs
NURS 251	Family Nursing II	4
NURS 261	Mental Health Nursing	4
BIOL 271	Microbiology	3
BIOL 272	Microbiology Lab	2
Total		13

(Spring) Semester V		Cr Hrs
NURS 273	Nursing Care of the Complex Adult	5
NURS 274	Clinical Care of the Complex Adult	3
ENGL 289	English Composition II	3
CSIS 105	Computer Literacy test-out or 1 cr hr if choose to complete course	0
Total		11

Total ADN Level II Credits 24

Total Program Credits for AAS Degree 64

For more information contact:
Chanute Campus
Administration Assistant: Kelly Hamm
620-432-0350
khamm@neosho.edu

OTTAWA CAMPUS Practical Nursing – Level I – Certificate Sequence of Courses

Prerequisite Courses (Semester II)		Cr Hrs
BIOL 257	Human Anatomy and Physiology	3
BIOL 258	Human Anatomy and Physiology Lab	2
PSYC 155	General Psychology	3
ENGL 101	English Composition I	3
Total		11

(Spring) Semester II		Cr Hrs
NURS 111	Foundations of Nursing	7
NURS 121	Nursing Care of the Adult I	5
PSYC 263	Developmental Psychology	3
NURS 122	Pharmacology for Nursing	3
Total		18

(Fall) Semester IV		Cr Hrs
NURS 131	Nursing Care of the Adult II	5
NURS 141	Family Nursing I	6
Total		11

Total PN Level I Credits (includes prerequisites) 40

LPNs from another institution bridging into RN Level II must complete:

(Summer)		Cr Hrs
NURS 201	Intro to Professional Nursing	5

Associated Degree Nursing – Level II – AAS Sequence of Courses

Prerequisite courses		Cr Hrs
All courses listed for Level I		40

(Spring) Semester IV		Cr Hrs
NURS 251	Family Nursing II	4
NURS 261	Mental Health Nursing	4
BIOL 271	Microbiology	3
BIOL 272	Microbiology Lab	2
Total		13

(Fall) Semester V		Cr Hrs
NURS 273	Nursing Care of the Complex Adult	5
NURS 274	Clinical Care of the Complex Adult	3
ENGL 289	English Composition II	3
CSIS 105	Computer Literacy test-out or 1 cr hr if choose to complete course	0
Total		11

Total ADN Level II Credits 24

Total Program Credits for AAS Degree 64

For more information contact:
Ottawa Site Coordinator: Susan Rhodes, 785-248-2826
srhodes@neosho.edu or
Administrative Assistant: Wendy Rossman, 785-248-2827
wrossman@neosho.edu

Nursing

Practical Nursing

Certificate

Associate Degree Nursing (ADN)

Associate of Applied Science

The nursing degree prepares the student to sit for the NCLEX-PN and RN exams. Following successful completion of the appropriate NCLEX exam the graduate is able to practice as a Licensed Practical Nurse (following the first three semesters of the nursing program) and as a Registered Nurse (AAS degree) after completing the second year of the nursing program. See the Nursing Admission section of the College Catalog for nursing admission requirements. Students must achieve a "C" or better on all courses to count toward a nursing degree.

Prerequisites

General education courses required prior to admission are: BIOL 257/258 Human Anatomy and Physiology with lab (must be taken within seven years of entry into the nursing program), PSYC 155 General Psychology, and ENGL 101 English Composition I.

General Education (GE) Courses

Additional general education courses required are: PSYC 263 Developmental Psychology, BIOL 271/272 Microbiology with lab (must be taken within seven years of entry into the nursing program), ENGL 289 English Composition II, and computer literacy test out or completion of CSIS 105 Computer Literacy or CSIS 100 Computer Concepts and Applications. These courses must be taken prior to or during the semester listed.

Program Core Courses

Following completion of the pre-requisite semester, each semester of the nursing program contains a course on patient-centered care concepts, professional nursing concepts and a practicum course. Additional nursing courses are spaced throughout the curriculum and include: Nursing Assessment, Pharmacology for Nursing, and Pathophysiology.

Nursing students admitted to the program must be able to perform activities that are comparable to those required for employment in the clinical setting. A list of these activities is available upon request.

Program Elective Courses

NURS 100 Problem Solving and Test-Taking Skills for Nursing Students, NURS 010 Pre-Nursing Math, ALHE 105 Medical Terminology, ALHE 122 Intro to Pharmacology, NURS 220 Intravenous Therapy, NURS 123 Controversial Issues in Women's Health, NURS 150 Nursing Roles in the Hospital, NURS 151 Nursing Roles in the Community, NURS 152 Nursing Care of the Dying Patient, and NURS 210 Introduction to Wound Care.

Student learning Outcomes

We believe the purpose of associate degree nursing education is to prepare graduates to practice as a Professional Nurse. The graduate with the Associate Degree in Nursing will:

1. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.
2. Implement professional standards and scope of practice within legal, ethical, and regulatory frameworks.
3. Collaborate with clients and members of the inter-professional health care team to optimize client outcomes.
4. Formulate safe and effective clinical judgments guided by the nursing process, clinical reasoning and evidence-based practice.
5. Manage Care and provide leadership to meet client needs using available resources and current technology.
6. Generate teaching and learning processes to promote and maintain health and to reduce risks for a global population.
7. Demonstrate effective communication methods to manage client needs and to interact with other health care team members.

Course Sequence

The listing that follows is the sequence of courses for full-time students. Nursing courses must be taken in sequence and a student's success ("C" or better) in each course is required to continue in the program. Students may enroll in Nursing Assessment, Pharmacology for Nursing and Pathophysiology prior to the designated semester if they desire to do so. Students are encouraged to take the required general education courses prior to entrance into the nursing program. Evidence of completion of general education courses with a "C" or better or proof of enrollment in the required general education course is required at the beginning of each semester.

NOTE: Students admitted to the nursing program that are requesting special accommodations in nursing courses must follow the "Guidelines for Accommodations for NCLEX Testing" as outlined by the Kansas State Board of Nursing (<http://www.ksbn.org/licensing/nclextestingguidelines.htm>).

Nursing (continued)

CHANUTE & INDEPENDENCE CAMPUSES Practical Nursing – Level I – Certificate Sequence of Courses

Prerequisite Courses (Semester I)		Cr Hrs
BIOL 257	Human Anatomy and Physiology	3
BIOL 258	Human Anatomy and Physiology Lab	2
PSYC 155	General Psychology	3
ENGL 101	English Composition I	3
Total		11

(Fall) Semester II		Cr Hrs
NURS 113	Nursing Assessment	3
NURS 114	Patient-Centered Care I	2
NURS 115	Professional Nursing Concepts I	2
NURS 116	Practicum I	4
PSYC 263	Developmental Psychology	3
Total		14

(Spring) Semester III		Cr Hrs
NURS 122	Pharmacology for Nursing	3
NURS 124	Patient-Centered Care II	5
NURS 125	Professional Nursing Concepts II	2
NURS 126	Practicum II	4
Total		14

Total PN Level I Credits (includes prerequisites) 39

LPNs from another institution bridging into RN Level II must complete:

(Summer)		Cr Hrs
NURS 201	Intro to Professional Nursing	5

Associated Degree Nursing – Level II -AAS Sequence of Courses

Prerequisite Courses		Cr Hrs
All courses listed for Level I		39

(Fall) Semester IV		Cr Hrs
NURS 230	Pathophysiology	3
NURS 234	Patient-Centered Care III	3
NURS 235	Professional Nursing Concepts III	1
NURS 236	Practicum III	3
BIOL 271	Microbiology	3
BIOL 272	Microbiology Lab	2
Total		15

(Spring) Semester V		Cr Hrs
NURS 244	Patient-Centered Care IV	3
NURS 245	Professional Nursing Concepts IV	1
NURS 246	Practicum IV	3
ENGL 289	English Composition II	3
CSIS 105	Computer Literacy test-out or 1 cr hr if choose to complete course	0
Total		10

Total ADN Level II Credits 25

Total Program Credits for AAS Degree 64

For more information contact:

Chanute Campus
Administration Assistant: Kelly Hamm
620-432-0350
khamm@neosho.edu

OTTAWA CAMPUS Practical Nursing – Level I – Certificate Sequence of Courses

Prerequisite Courses (Semester I)		Cr Hrs
BIOL 257	Human Anatomy and Physiology	3
BIOL 258	Human Anatomy and Physiology Lab	2
PSYC 155	General Psychology	3
ENGL 101	English Composition I	3
Total		11

(Spring) Semester II		Cr Hrs
NURS 113	Nursing Assessment	3
NURS 114	Patient-Centered Care I	2
NURS 115	Professional Nursing Concepts I	2
NURS 116	Practicum I	4
PSYC 263	Developmental Psychology	3
Total		14

(Fall) Semester III		Cr Hrs
NURS 122	Pharmacology for Nursing	3
NURS 124	Patient-Centered Care II	5
NURS 125	Professional Nursing Concepts II	2
NURS 126	Practicum II	4
Total		14

Total PN Level I Credits (includes prerequisites) 39

LPNs from another institution bridging into RN Level II must complete:

(Summer)		Cr Hrs
NURS 201	Intro to Professional Nursing	5

Associated Degree Nursing – Level II -AAS Sequence of Courses

Prerequisite Courses		Cr Hrs
All courses listed for Level I		39

(Spring) Semester IV		Cr Hrs
NURS 230	Pathophysiology	3
NURS 234	Patient-Centered Care III	3
NURS 235	Professional Nursing Concepts III	1
NURS 236	Practicum III	3
BIOL 271	Microbiology	3
BIOL 272	Microbiology Lab	2
Total		15

(Fall) Semester V		Cr Hrs
NURS 244	Patient-Centered Care IV	3
NURS 245	Professional Nursing Concepts IV	1
NURS 246	Practicum IV	3
ENGL 289	English Composition II	3
CSIS 105	Computer Literacy test-out or 1 cr hr if choose to complete course	0
Total		10

Total ADN Level II Credits 25

Total Program Credits for AAS Degree 64

For more information contact:

Ottawa Site Coordinator: Susan Rhodes, 785-248-2826
srhodes@neosho.edu or
Administrative Assistant: Wendy Rossman, 785-248-2827
wrossman@neosho.edu

Occupational Therapy Assistant

Associate of Applied Science

The Occupational Therapy Assistant program is a two-year program.

The Occupational Therapy Assistant (OTA) works under the direction of an Occupational Therapist to provide rehabilitative services to persons with mental, physical, emotional or developmental impairments with the ultimate goal to improve the client's quality of life and ability to perform daily activities.

In 2016 occupational therapy assistants held approximately 38,170 jobs. The mean hourly compensation at the national level was \$28.62 per hour or a mean average salary of \$59,530. Source: US Department of Labor 2016.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the ACCUPLACER assessment test, ACT or SAT scores, or by taking the recommended/ required classes. Some of the courses in this curriculum have specific prerequisites.

Students must complete BIOL 257/258 Anatomy and Physiology/Lab prior to taking OTA 110/111 Kinesiology for the OTA/Lab.

Program Outcomes

1. Demonstrate an understanding of the history and philosophical base of the profession of occupational therapy.
2. Demonstrate an understanding of the dynamics of occupation and activity, including the interaction of areas of occupation, performance skills and patterns, activity demands, context, and client factors.
3. Describe models of practice and frames of reference that are used in occupational therapy.
4. Demonstrate a thorough knowledge of occupational therapy interventions and procedures to enhance safety, wellness, and performance in activities of daily living (ADL).
5. Demonstrate an understanding of the role of the occupational therapy assistant in care coordination, case management, and transition services in traditional and emerging practice environments.
6. Demonstrate the ability to effectively interact through written, oral, and nonverbal communication with the client, family, significant others, colleagues, other health providers, and the public in a professionally acceptable manner.
7. Describe the contexts of health care, education, community, and social models or systems as they relate to the practice of occupational therapy.
8. Identify the varied roles of the occupational therapy assistant as a practitioner, educator, and research assistant.

For More Information Contact: Barbara Flett, MS,OTR/L
bflett@neosho.edu Program Director

Course Sequence

The listing that follows is a required sequence of courses. The student should work with their advisor regarding their course schedule.

Prerequisite Developmental Reading/English, if test scores indicate need. **Cr Hrs**

Semester I

CURR 100	First Year Seminar	1
CSIS 100	Computer Concepts and Applications	3
ENGL 101	English Composition I	3
COMM 213	Interpersonal Communication	3
PSYC 155	General Psychology	3
ALHE 105	Medical Terminology	3
Total		16

APPLY FOR OTA PROGRAM ACCEPTANCE

Semester II

PSYC 263	Developmental Psychology	3
BIOL 257	Human Anatomy and Physiology	3
BIOL 258	Human Anatomy and Physiology Lab	2
OTA 100	Introduction to Occupational Therapy	3
OTA 102	Occupational Therapy Skills Through the Lifespan	3
OTA 104	Occupational Disruption & Activity Analysis	3
OTA 103	Fieldwork and Practice – Level I-A	1
Total		18

Summer

OTA 212	Management and Legal Issues in Occupational Therapy	2
SOSC 100	Introduction to Sociology	3
OTA 213	Pediatric Practice for OTA	2
Total		7

Semester III

OTA 106	Core Skills & Modalities in Occupational Therapy	3
OTA 108	Fieldwork and Practice – Level I-B	1
OTA 110	Kinesiology for the OTA	2
OTA 111	Kinesiology for the OTA Lab	1
OTA 200	Mental Health and Psychosocial Practice	3
OTA 210	Theory and Practice in Physical and Occupational Disabilities	3
Total		13

Semester IV

OTA 214	Fieldwork – Level II-A	5
OTA 216	Fieldwork – Level II-B	5
Total		1
0 Total		7

Total Program Credits 64

The occupational therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and the website link is www.acoteonline.org. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Office Assistant Certificate

The office assistant plays a supportive role in the function of any successful business. Often this position involves key responsibilities in the daily success of the enterprise. A student has the capability of studying for a certificate in Medical Office Support, Legal Support, and Administrative Support. This 16-hour certificate is considered an entry level position and will afford the opportunity for the student to gain experience while continuing to pursue further educational opportunities.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to obtain a certificate in an office assistant area, a student's program of study may include certain general education courses. The student's program advisor will recommend appropriate general education courses based upon the student's background and career objectives.

Program Elective Courses

Requirements for an Office Assistant certificate include the completion of 10 hours of credit from selected courses and electives for a minimum of 16 hours. The elective hours are selected from the courses given below. Should a student test out of any required course or transfer in coursework towards the OAC, they are required to complete 16 hours at NCCC. The student, in consultation with an advisor, will select course work from the *Recommended Electives List*.

Program Outcomes

1. Demonstrate the use of basic office machines.
2. Demonstrate effective oral and written communication skill.
3. Utilize computer application software.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

Required Courses for all Office Assistant Students Cr Hrs

OTEC 108	Career Life Skills	1
OTEC 101/102	Keyboarding I or Keyboarding II	3
BUSI 106	Business Math	3
CSIS 100	Computer Concepts and Applications	3

Required for Medical Office Support Option

ALMA 110	Medical Professional Issues	2
ALMA 120	Medical Administrative Aspects	4

Required for Legal Support Option

BUSI 118	Business Communications	3
CRIM 122	Criminal Law	3

Required for Administrative Support Option

OTEC 102/107	Keyboarding II or Office Systems and Procedures	3
BUSI 118	Business Communication	3

Total Certificate Credits

16

Should a student have transferable college credit that includes any of the above classes the student may substitute any of the following for the specific certificate option.

Recommended Electives List

Medical Office Support

ALHE 105	Medical Terminology	3
ALMT 135	Healthcare Documentation and Medical Transcription I	6
ALHT 110	Intro to Health Information Technology	3
ALHT 210	Legal and Ethical Issues in Healthcare	3
OTEC 102	Keyboarding II	3
OTEC 107	Office Systems and Procedures	3
COMM 213	Interpersonal Communication	3
MGMK 135	Human Relations and Supervision	3

Legal Support

ALHT 210	Legal and Ethical Issues in Healthcare	3
OTEC 102	Keyboarding II	3
OTEC 107	Office Systems and Procedures	3
BUSI 114	Business Law	3
COMM 213	Interpersonal Communication	3
CRIM 126	Interviewing and Report Writing	3
CRIM 123	Criminal Investigation	3
MGMK 135	Human Relations and Supervision	3

Administrative Support

OTEC 102	Keyboarding II	3
COMM 213	Interpersonal Communication	3
MGMK 135	Human Relations and Supervision	3
CSIS 101	Microcomputer Applications I	3

Note: 16-hour certificates in specific options may require additional courses.

For more information contact:

Program Advisors
 Administrative or Legal Support Option: Jim Halstead
 620-432-0306
jhalstead@neosho.edu
 Medical Office Support: Chrysy Savage
 620-432-0398
csavage@neosho.edu

Office Technology

Level I and Level II Certificates

Associate of Applied Science

The Associate of Applied Science in Office Technology is a two-year degree for students who intend to seek employment upon graduation rather than transfer to a university. Level I certification exposes students to fundamental business concepts. Level II certification provides more in depth business content. Career areas may include: administrative assistant, office manager, office clerk, executive assistant, and office professional.

Accreditation

The Associate of Applied Science degree is accredited by the Accreditation Council for Business Schools and Programs.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/ required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include ENCL 101 English Composition I, COMM 213 Interpersonal Communication, CURR 100 First Year Seminar, and a 3 credit hour computer literacy proficiency course. Other general education electives may be required to meet degree requirements.

Program Core Courses

O TEC 101 Keyboarding I, O TEC 102 Keyboarding II, O TEC 123 Office Machines, O TEC 107 Office Systems and Procedures, ACCT 205 QuickBooks Accounting, MGMK 147 Intro to Management, ACCT 107 Payroll Accounting, CSIS 117 Intro to Web Page Design.

Program Elective Courses

ACCT 108 College Accounting, ALHT 135 Intro to Medical Transcription, ALMT 135 Healthcare Documentation and Medical Transcription I BUSI 106 Business Math or other approved math course, BUSI 114 Business Law, BUSI 118 Business Communications, ECON 201 Macroeconomics, MGMK 101 Intro to Business, and MGMK 135 Human Relations and Supervision.

Program Outcomes

1. List and perform the steps in the accounting cycle.
2. Use basic office machines.
3. Demonstrate effective oral and written communication skills.
4. Utilize computer application software.
5. Collaborate with others in a team project setting.
6. Explain the role of managers and employees in creating an organizational culture.
7. Demonstrate the proper use of a computerized accounting system.
8. Compute and prepare payroll checks.
9. Prepare the required Federal and Kansas payroll reports.
10. Make ethical decisions incorporating the standards of the profession.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
O TEC 101/102	Keyboarding I or II	3
CSIS 100	Computer Concepts and Applications	3
ACCT 108	College Accounting	3
BUSI 106	Business Math or Approved Math Course	3
CURR 100	First Year Seminar	1
PSYC 155	General Psychology	3
Total		16

(Spring) Semester II

O TEC 123	Office Machines	2
BUSI 118	Business Communications	3
MGMK 101	Intro to Business	3
MGMK 135	Human Relations and Supervision	3
ACCT 205	QuickBooks Accounting	3
	Approved Business Program Course	3
Total		17

Level I Certificate

30-33

(Fall) Semester III

O TEC 107	Office Systems and Procedures	3
O TEC 102	Keyboarding II or	
ACCT 107	Payroll Accounting	3
CSIS 117	Intro to Web Page Design	1
ECON 201	Macroeconomics	3
COMM 213	Interpersonal Communications	3
ENGL 101	English Composition I	3
Total		16

Level II Certificate

46-49

(Spring) Semester IV

CSIS 229	Advanced Web Page Design	3
BUSI 114	Business Law	3
MGMK 147	Intro to Management	3
HPER 150	Lifetime Fitness	1
	Field Study or other Business Course	2
	Approved General Ed Elective	3
Total		15

Associate of Applied Science Degree Program Credits **64**

This curriculum is not designed for students who wish to transfer.

For more information contact:

Program Advisor
 Jim Halstead, 620-432-0306
jhalstead@neosho.edu

Philosophy and Humanities

Associate of Arts

The Associate of Arts with an emphasis in Philosophy and Humanities is designed for students who intend to transfer to a four year institution to complete a Philosophy or other Humanities degree. Students will be exposed to the great ideas of world civilizations, hone their ability to think critically, and gain an in-depth appreciation of humanities' achievements in art, literature, music, philosophy and religious thought.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

REQUIRED: HUM 102 Introduction to Logic and Critical Thinking, HUM 103 Introduction to Philosophy, HUM 104 Ethics, HUM 133 World Religions or HUM 206 Eastern Civilizations; HUM 110 Humanities I or HIST 101 World Civilization I to 1500 or HUM 204 Western Civilization I; HUM 120 Humanities II or HIST 102 World Civilizations since 1500 or HUM 205 Western Civilization II.

Program Elective Courses

AT LEAST 4 REQUIRED: ART 102 Art Appreciation, COMM 105 Theatre Appreciation, ENGL 113, General Literature, ENGL 215 Introduction to Mythology, ENGL 221 Introduction to Western Literature, ENGL 225 American Literature I, ENGL 230 American Literature II, HIST 207 World Geography, MUSI 120 Music Appreciation, SOSC 200 Introduction to Cultural Anthropology.

Program Outcomes

1. Demonstrate the ability to think critically and apply logical analysis.
2. Demonstrate an understanding of the world's great philosophical thinkers and traditions.
3. Demonstrate an understanding of the intellectual history of world cultures.
4. Demonstrate an understanding of the artistic, literary and musical achievements of world cultures.
5. Demonstrate an understanding of the world's great faith and ethical traditions and their relationship with each other.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to his or her academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
ENGL 101	English Composition I	3
HUM 103	Introduction to Philosophy	3
CURR 100	First Year Seminar	1
COMM 207	Fundamentals of Speech	3
CSIS 100	Computer Concepts and Applications	3
PSYC 155	General Psychology	3
Total		16

(Spring) Semester II		
ENGL 289	English Composition II or	3
ENGL 299	English Composition II-Honors	
HUM 102	Logic and Critical Thinking	3
HPER 150	Lifetime Fitness	1
MATH 113	College Algebra	3
	Biological Science w/Lab or	5
	Physical Science w/Lab*	
Total		15

(Fall) Semester III		
HUM 104	Ethics	3
HUM 133	World Religions or	3
HUM 206	Eastern Civilizations	
HUM 110	Humanities I or	3
HIST 101	World Civilization I or	
HUM 204	Western Civilization I	
	Biological Science w/out Lab or	3
	Physical Science w/out Lab*	
SOSC 200	Introduction to Cultural Anthropology or	3
HIST 207	World Geography	
Total		15

(Spring) Semester IV		
HUM 120	Humanities II or	
HIST 102	World Civilization II or	
HUM 205	Western Civilization II	3
	Arts and Humanities Elective	9
	Social/Behavior Science Elective	3
	Free Elective	3
Total		18

Total Program Credits **64**

***One of the science courses must be biological, and one must be physical.**

For more information contact:

Program Advisors

Ruth Zollars, 620-432-0424

rzollars@neosho.edu

Kevin Blackwell, 785-248-2801

kblackwell@neosho.edu

Phlebotomy

Certificate

The Phlebotomy certificate program prepares students to be proficient in their profession and to demonstrate successful competence in the outcomes as established by the Commission on Accreditation of Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs that mandate phlebotomy training.

Upon successful completion of this program the student will have the skills to pass the RPT (Registered Phlebotomy Technician) examination administered by American Medical Technologists (AMT) and to obtain an entry-level position in the laboratory technician profession.

General Education (GE) Courses

The phlebotomy program is designed as a terminal certificate program. Certificate students are not required to take specific elective courses for this program. If students choose to pursue continued education, the certificate will assist with skills needed in the medical assisting and nursing occupations. Students should work closely with their advisors to determine the most efficient method of obtaining career goals.

Program Core Courses

ALMA 126 Fundamentals of Phlebotomy I, ALMA 161 Fundamentals of Phlebotomy II, ALMA 182 Phlebotomy Clinical Lab, ALMA 181 Phlebotomy Practicum, ALMA 185 Phlebotomy National Exam Review.

Program Outcomes

1. Demonstrate fundamental safety procedures.
2. Explain and perform specimen collections.
3. Process requisitions for tests performed in the laboratory.
4. Identify the circulatory system.
5. Explain and perform capillary punctures.
6. Communicate effectively when instructing patients on procedures.
7. Analyze legal and ethical concepts in healthcare and patient rights.
8. Demonstrate patient preparation for procedure(s).

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation. Upon completion, the student will be awarded a 16-credit hour Certificate of Phlebotomy issued by the college.

Recommended Sequence of Courses

Semester I		
ALHE 105	Medical Terminology	3
ALMA 126	Fundamentals of Phlebotomy I	4
	Total	7
Semester II		
ALMA 161	Fundamentals of Phlebotomy II	4
ALMA 182	Phlebotomy Clinical Lab	2
	Total	6
Semester III		
ALMA 181	Phlebotomy Practicum	2
ALMA 185	Phlebotomy National Exam Review	1
	Total	3
Total Certificate Credits		16

For more information contact:

Program advisor
Christina Savage, 620-432-0398
csavage@neosho.edu

Physics and Pre-Engineering

Associate of Science

The Associate of Science with an emphasis in Physics and Pre-Engineering is a two-year degree for students who intend to transfer to a four-year university and major in engineering and physics.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

MATH 150 Analytic Geometry and Calculus I, MATH 155 Analytic Geometry and Calculus II, MATH 253 Analytic Geometry and Calculus III, MATH 255 Differential Equations, PHYS 104/140 Engineering Physics I/Lab, PHYS 105/145 Engineering Physics II/Lab.

Program Elective Courses

Students interested in biochemistry should take BIOL 251/252 Biology I Lecture/Lab, BIOL 255/256 Biology II Lecture/Lab.

Program Outcomes

Students will develop an understanding of the following:

1. Show concept knowledge in measuring, mechanics of motion, the mechanical and thermal properties of matter, by application in problem solving.
2. Show concept knowledge in waves, simple harmonic motion, Electricity, magnetism, and optics, by application in problem solving.
3. Formulate problems in physics using the tools of mathematics.
4. Incorporation of graphing calculators in math and physics lab analysis.
5. Calculation in three-dimensional coordinate systems.
6. Apply the scientific method in lab work settings.
7. Analyze experimental error in lab work, and relate it to lab measurement.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
COMM 207	Fundamentals of Speech	3
CURR 100	First Year Seminar	1
ENGL 101	English Composition I	3
MATH 150	Analytic Geometry and Calculus I*	5
CSIS 100	Computer Concepts and Applications	3
Total		15

(Spring) Semester II		
ENGL 289	English Composition II	3
MATH 155	Analytic Geometry and Calculus II	5
PSYC 155	General Psychology	3
	Arts/Humanities Elective	3
	Social/Behavioral Science Elective	3
Total		17

(Fall) Semester III		
PHYS 104	Engineering Physics I	4
PHYS 140	Engineering Physics I Lab	1
MATH 253	Analytic Geometry and Calculus III	3
HPER 150	Lifetime Fitness	1
	Arts/Humanities Elective	3
	Biological Science and Lab	5
Total		17

(Spring) Semester IV		
PHYS 105	Engineering Physics II	4
PHYS 145	Engineering Physics II Lab	1
MATH 255	Differential Equations	3
	Social/Behavioral Science Elective	3
	Arts/Humanities Elective	3
	Program Elective (s)	3-5
Total		17-19

Total Program Credits **66-68**

*Assuming the student has passed the equivalent of College Algebra and Trigonometry. If not, enroll first in MATH 125 College Algebra and Trigonometry (5 cr hrs).

For more information contact:

Program advisor
Luka Kapkiai, 620-432-0360
lkapkiai@neosho.edu

Psychology

Associate of Science

The Associate of Science program at NCCC with an emphasis in Psychology is designed to meet the basic requirements of students intending to transfer to a four-year college or university. This program may also benefit those individuals pursuing degrees in areas such as allied health, nursing, social services, criminal justice, and education, among others.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites. Check with your advisor or the online Course Catalogue for details.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

PSYC 155 General Psychology, PSYC 263 Developmental Psychology, These courses should provide a foundation in the field of psychology upon which the student might build toward a baccalaureate or higher degree. Core courses should transfer readily to universities within the Kansas Regent's system.

Program Elective Courses

PSYC 200 Independent Study, PSYC 219 Child Development, PSYC 110 Chemical Dependency, PSYC 250 Death and Dying, PSYC 253 Human Sexuality. PSYC 274 Psychology of Adjustment, MATH 143 Elementary Statistics, SOSC 236 Marriage and the Family. These courses will supplement the core offerings in psychology but may not transfer to a four-year college or university except as elective credit. Consult the degree requirements of the transfer institution for clarification.

Program Outcomes

1. Identify and describe the major schools of psychological thought within an historical perspective.
2. Identify and demonstrate an understanding of the major methods of scientific inquiry utilized in psychological research.
3. Demonstrate an understanding of the biological basis of behavior, and the significance of developmental milestones.
4. Identify and describe the basic factors and processes that influence cognitive development.
5. Demonstrate an understanding of human life span developmental and distinguish among the biological, cognitive, and socio-emotional domains.
6. Identify and describe the major classifications of psychological disorders and their treatment, including the major theories of personality development.
7. Demonstrate an understanding of how human behavior is influenced by interaction at the individual, group, and environment/societal levels.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. All students should generally complete the courses listed under Semester I before moving on to Semester II. Be sure to consult the course descriptions. It is very important to select the four-year college or university to which transfer is intended as soon as possible, preferably before completion of 30 credit hours. Knowing the degree requirements of the transfer institution could make a difference in which courses are selected.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
CURR 100	First Year Seminar	1
PSYC 155	General Psychology	3
ENGL 101	English Composition I	3
MATH 113	College Algebra	3
CSIS 100	Computer Concepts and Applications	3
	Arts/Humanities Elective	3
	Total	16

(Spring) Semester II		
ENGL 289	English Composition II	3
COMM 207	Fundamentals of Speech	3
HPER 150	Lifetime Fitness	1
	Science Elective & Lab	5
	Program elective	3
	Total	15

(Fall) Semester III		
PSYC 263	Developmental Psychology	3
SOSC 100	Intro to Sociology	3
	Program Elective	3
	Program Elective	3
	Arts/Humanities Elective	3
	Social/Behavioral Science Elective	3
	Total	18

(Spring) Semester IV		
	Program Elective	3
	Arts/Humanities Elective	3
	Science Elective & Lab	5
	Elective	3
	Program Elective	3
	Total	17

Total Program Credits **66**

For more information contact:

Program advisors
 Chanute Campus: Mindy Covey
 620-432-0313
mcovey@neosho.edu

Social Science

Associate of Science

The Associate of Science with an emphasis in Social Science at NCCC prepares students for transfer programs in various fields of social science, including human services, public administration, and pre-law.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

HIST 201 U.S. History I or HIST 202 U.S. History II or HIST 200 Recent American History, SOSC 101 American Government, SOSC 100 Intro to Sociology.

Program Elective Courses

For human services: SOSC 220 Social Problems, SOSC 236 Marriage and the Family, PSYC 253 Human Sexuality, HUM 103 Intro to Philosophy, ECON 201 Macroeconomics, HIST 201/202 U.S. History I or II or HIST 207 World Geography, HUM 204/205 Western Civilization I or II, MATH 143 Statistics.

For public administration and pre-law: SOSC 102 State and Local Government, ECON 201 Macroeconomics, ECON 200 Microeconomics, HIST 207 World Geography, ACCT 108 College Accounting, SOSC 236 Marriage and the Family, SOSC 220 Social Problems, MATH 143 Elementary Statistics, CRIM 111 Principles of Criminal Justice, MGMK 101 Intro to Business.

Program Outcomes

1. Identify different areas/disciplines of the social sciences.
2. Explain the use of various research methods used in social scientific research.
3. Provide examples of the influence of social institutions such as family, education, religion, government and economy on social structure and social relations as outlined in history, political science, anthropology, sociology, and other social sciences.
4. Explain the differences and similarities of concepts related to living in a global society including but not limited to ethnocentrism, cultural relativity, cultural and political pluralism, multiculturalism, and globalization.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
CURR 100	First Year Seminar	1
ENGL 101	English Composition I	3
MATH 113/110	College Algebra or College Algebra w/review	3-5
CSIS 100	Computer Concepts and Applications	3
HIST 201/202	U.S. History I or II or	
HIST 200	Recent American History	3
	Program Elective	3
	Total	16-18

(Spring) Semester II		
BIOL 111/115	General Biology or Environmental Life Sciences	3
BIOL 112/116	General Biology Lab or Environmental Life Sciences Lab	2
HPER 150	Lifetime Fitness	1
ENGL 289	English Composition II	3
SOSC 101	American Government	3
PSYC 155	General Psychology	3
	Program Elective	3
	Total	18

(Fall) Semester III		
SOSC 100	Intro to Sociology	3
	Physical Science Course w/Lab	5
	Arts/Humanities Elective	3
	Program Elective	3
	Program Elective	3
	Total	17

(Spring) Semester IV		
COMM 207	Fundamentals of Speech	3
	Arts/Humanities Elective	3
	Program Elective	3
	Program Elective	3
	Program Elective	3
	Total	15

Total Program Credits **66-68**

For More Information Contact:

Program Advisor
Dr. Mark Eldridge, 785-248-2810
meldridge@neosho.edu

Sociology

Associate of Science

The Associate of Science with an emphasis in Sociology at NCCC is designed to prepare students for a transfer to a four-year institution. General sociology provides a desirable background, as either a sole or combined major, for further professional training in law, city planning, public administration, hospital administration, and medicine, as well as for advanced graduate work in sociology or other social sciences. It also prepares students for a wide variety of careers that involve problem-solving and gathering, organizing and analyzing information (i.e., data). Such careers may involve jobs ranging from sales and management to community services and government work.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

SOSC 100 Intro to Sociology, SOSC 220 Social Problems, SOSC 236 Marriage and the Family.

Program Elective Courses

HIST 201 U.S. History I, HUM 204 Western Civilization I, SOSC 101 American Government, HUM 110 Humanities I, MATH 143 Elementary Statistics, HUM 103 Intro to Philosophy, and SOSC 200 Intro to Cultural Anthropology.

Program Outcomes

1. Identify major theoretical perspectives or paradigms that make up sociology and distinguish among them.
2. Identify major research steps used by social scientists.
3. Identify major elements of culture.
4. The student will become acquainted with deviance and society's efforts to control deviant behavior.
5. Explain prejudice and discrimination.
6. Analyze major social institutions and their significance.
7. Define the importance of collective behavior.
8. Analyze the importance and dimensions of social change.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

	Cr Hrs
(Fall) Semester I	
SOSC 100 Intro to Sociology	3
CURR 100 First Year Seminar	1
ENGL 101 English Composition I	3
COMM 207 Fundamentals of Speech	3
CSIS 100 Computer Concepts and Applications	3
MATH 113 College Algebra	3
Total	16
(Spring) Semester II	
SOSC 220 Social Problems	3
PSYC 155 General Psychology	3
ENGL 289 English Composition II	3
SOSC 101 American Government or	
SOSC 102 State and Local Government	3
Physical Science and Lab	5
Total	17
(Fall) Semester III	
HPER 150 Lifetime Fitness	1
SOSC 236 Marriage and the Family	3
ECON 201 Macroeconomics	3
Biological Science and Lab	5
Program Elective	3
Total	15
(Spring) Semester IV	
ENGL 113/221 General Literature or	
Intro to Western Literature	3
HUM 110/120 Humanities I or II	3
Arts and Humanities Elective	3
Program Elective	3
Program Elective	3
Program Elective	1-3
Total	16-18
Total Program Credits	64-66

For more information contact:
 Program advisor
 Dr. Mark Eldridge, 785-248-2810
meldridge@neosho.edu

Surgical Technology

Certificate with Associate of Applied Science Option

The Surgical Technology program trains individuals to become entry level surgical technologists. Surgical technologists are integral members of the surgical team who work closely with surgeons, anesthesia care providers, registered nurses and other surgical personnel delivering patient care before, during and after surgery. This program prepares the student for national certification testing.

Employment in surgical technology is expected to grow as the volume of surgeries increase and technological advancements require expert assistance during those surgical procedures. Hospitals continue to be the primary employer of surgical technologists, although other career options include physicians' office assistant, obstetrical unit technician, and outpatient care centers, including ambulatory surgical centers, sterile supply management and/or technician, surgical supply representatives, and surgical technology education.

Median annual earnings of surgical technologists were \$44,330 in 2015. **Source: Bureau of Labor Statistics**

Prerequisites: The student will need to demonstrate proficiencies in reading, English, and mathematics based on the ACCUPLACER assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites as indicated.

Program Outcomes: The goal of the surgical technology program is to provide students with the opportunity to develop the skills and knowledge necessary to gain employment as a surgical technologist and become contributing members of the health care team and leaders in surgical technology. This will be accomplished by preparing competent graduates in the cognitive, psychomotor, and affective learning domains: Cognitive Domain: The Graduate will:

1. Correlate the knowledge of surgical procedures, anatomy and physiology, microbiology to their role as a surgical technologist and recognize their relationship to safe patient care.
2. Understand the principles of safe patient care in the preoperative, intraoperative and postoperative settings.

Psychomotor Domain: The Graduate will:

3. Develop and apply fundamental surgical assisting skills through practice and evaluation in the laboratory and clinical settings.
4. Accurately apply the principles of asepsis across the spectrum of common surgical experiences.

Affective Domain: The Graduate will:

5. Recognize the variety of patients' needs and the impact of their personal, physical, emotional, and cultural experiences on the rendering of patient care.
6. Demonstrate professional responsibility in performance, attitude and personal conduct.
7. Practice within the confines of the recognized scope of practice within the healthcare community to provide optimal patient care.

The program is offered as either a 52 credit hour certificate program, or a 66 credit hour associate's degree program in The program is offered as either a 52 credit hour certificate program, or a 66 credit hour associate's degree program in applied science of surgical technology. Courses listed *without* the (+) symbol are additional courses required for the AAS degree.

Course Sequence: The listing that follows reflects courses required for the certificate or AAS degree. This particular sequence is recommended. Individualized schedules can be developed with the help of an advisor. The core surgical courses must be taken in the order presented, and concurrently when applicable.

Sequence of Required Courses

Prerequisites	Credit Hours
Developmental Reading/English, Math, and/or Biology if placement test scores indicate need.	

Semester I		
+SURG 100	Introduction to Surgical Technology	4
+BIOL 257	Human Anatomy and Physiology	3
+BIOL 258	Human Anatomy and Physiology Lab	2
+ALHE 105	Medical Terminology	3
CURR 100	First Year Seminar (only if < 15 cr completed)	(1)
ENGL 101	English Composition I	3
Total		15-16

Apply for Surgical Technology Program Admittance during Semester I

Semester II		
+*SURG 102	Principles and Practices of Surgical Technology	5
+*SURG 101	Introduction to Surgical Technology Lab	2
+BIOL 271	Microbiology	3
+BIOL 272	Microbiology Lab	2
PSYC 155	General Psychology	3
CSIS 105	Computer Literacy (test-out accepted)	1
Total		16

Summer		
+^ALHE 141	Basic Life Support/Professional Rescuer	1
SOSC 100	Introduction to Sociology	3
COMM 213	Interpersonal Communication	3
Total		7

Semester III		
+*SURG 103	Principles and Practices of ST Lab	3
+*SURG 202	Surgical Procedures I	4
+*SURG 106	Surgical Clinical I	3
+ALHE 122	Introduction to Pharmacology	3
Total		13

Semester IV		
+*SURG 204	Surgical Procedures II	5
+*SURG 206	Surgical Clinical II	8
+*SURG 208	ST Certification Review	1
Total		14

Total Program Credits	35
+Total Certificate Program Credits	52
Total AAS Degree Program Credits	65

^Indicates American Heart Association Basic Life Support for Healthcare Providers may be acquired elsewhere.

*Indicates prerequisite/s required.

For More Information Contact:
 Program Director, Jennifer Cain, CST
jcain@neosho.edu

Theatre

Associate of Arts

The Associate of Arts with an emphasis in Theatre at NCCC is designed to prepare students for a transfer to a four-year institution. The courses required are a basic foundation on which one can build in order to pursue a career in theatre.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

COMM 105 Theatre Appreciation, COMM 107 Stagecraft, and COMM 120 Fundamentals of Acting are the fundamental building blocks to work towards a four-year degree. COMM 206 Theatre Workshop (Drama) and COMM 108 Applied Theatre are intended to give students hands on experience in play production.

Program Elective Courses

Program elective courses are taken from the communication section of the college catalog.

Program Outcomes

Students will develop an understanding of the following:

1. The basic duties and history of the primary and secondary artist involved with producing a theatrical production and the etiquette of the audience while attending a theatrical production.
2. The basic use of the actor's instrument in movement and sound.
3. The acting process from auditioning to performing in front of an audience.
4. The design and technical process from conceptualizing to building and opening a production.
5. A diverse repertoire of plays from a variety of eras and styles.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
COMM 105	Theatre Appreciation	3
ENGL 101	English Composition I	3
CURR 100	First Year Seminar	1
COMM 120	Fundamentals of Acting or	
COMM 107	Stagecraft	3
CSIS 100	Computer Concepts and Applications	3
	Social and Behavioral Science Elective	3
	Total	16

(Spring) Semester II		
ENGL 289	English Composition II	3
MATH 113	College Algebra	3
PSYC 155	General Psychology	3
HPER 150	Lifetime Fitness	1
COMM 104	Theatre Design or	
COMM 216	Advanced Acting	3
	Arts/Humanities Elective	3
	Total	16

(Fall) Semester III		
COMM 207	Fundamentals of Speech	3
	Program Elective	3
	Biological Science w/Lab or	
	Physical Science w/Lab*	5
	Social and Behavioral Science Elective	3
	Arts/Humanities Elective	3
	Total	17

(Spring) Semester IV		
COMM 206	Theatre Workshop (Drama)	1
	Biological Science w/out Lab or	
	Physical Science	w/out
Lab*		3
	Arts/Humanities Elective	3
	Program Elective	3
	Program Elective	3
	Program Elective	2
	Total	15

Total Program Credits **64**

*One of the science courses must be biological and one must be physical.

For more information contact:

Program advisor
 Theatre Instructor: Dustin Shaffer
 620-432-0361 dshaffer@neosho.edu

Welding – Level I & II Certificates

The Welding program allows students the opportunity to complete certificates at two levels and to transfer these certificates toward an Associate of Applied Science degree in Industrial Engineering Technology. The Level I Welding certificate is for students who intend to seek entry-level employment after completing a one-year program of study. The Level II certificate is for students interested in advancing their skill level beyond Level I.

The curriculum utilizes the American Welding Society's "Schools Excelling through National Skills Standards" (SENSE) which is a nationally-recognized credentialing and certification system. Students will learn MIG, TIG, Stick and Flux core welding processes. First year students will take the 1G, 2G, 1F, and 2F certification tests. Second year students will take the 3G, 4G, 3F, and 4F certification tests.

Career areas in welding include welding, cutting, soldering, and brazing in the construction, manufacturing and utilities industries. Specific job titles include welding technician, supervisors, inspectors, instructors, and shop owners. The job outlook for welders in the construction, manufacturing, and utilities industries is increasing. Median earnings are \$15.10/hour.

Level I Program Outcomes

1. Demonstrate the fundamentals of basic welding shop safety.
2. Demonstrate the ability to perform construction math.
3. Demonstrate the ability to correctly use welding tools.
4. Demonstrate the ability to read weld blueprints.
5. Demonstrate basic employability skills.
6. Demonstrate an understanding of metallurgy.
7. Demonstrate an understanding of gas metal arc welding – short circuit. (overlay/pad and fillet)
8. Demonstrate an understanding of oxy-fuel cutting.
9. Demonstrate an understanding of shield metal arc welding. (overlay/pad and fillet)
10. Demonstrate an understanding of plasma arc cutting.
11. Demonstrate an understanding of flux cored arc welding – dual shield. (overlay/pad and fillet)
12. Demonstrate an understanding of gas tungsten arc welding. (overlay/pad and fillet)

Level II Program Outcomes

1. Demonstrate competence in gas metal arc welding – short circuit.
2. Demonstrate competence in flux cored arc welding – dual shield.
3. Demonstrate competence in gas tungsten arc welding.
4. Demonstrate competence in shielded metal arc welding.
5. Demonstrate competence in welder qualification for certification.

Sequence of Courses

Level I Certificate

		Cr Hrs
Semester I		
MFGT 112	Welding Safety/OSHA 10	1
MFGT 114	Welding Cutting Processes	3
MFGT 116	Gas Tungsten Arc Welding	3
	Total	7

Semester II

MFGT 118	Shielded Metal Arc Welding	3
MFGT 120	Gas Metal Arc Welding	3
MFGT 122	Welding Blueprint Reading	3
	Total	9

Total Level I Certificate Credits **16**

Level II Certificate

	Cr Hrs
Level I Certificate requirements	16

Semester III

MFGT 124	Advanced Gas Tungsten Arc Welding	4
MFGT 126	Advanced Gas Metal Arc Welding	4
	Total	8

Semester IV

MFGT 128	Advanced Shielded Metal Arc Welding	4
MFGT 130	Specialized Welding	4
	Total	8

Total Level II Certificate Credits **32**

Associate of Applied Science Option

Students interested in completing an Associate of Applied Science degree in Industrial Engineering Technology with an emphasis in welding should visit with an advisor to determine general education and additional technical education requirements. Degrees require completion of 64 credit hours.

For more information contact:

Program Advisor
 Will Jordan, 785-979-0560
wjordan@neosho.edu
 Curtis Hughes, 620-432-0355
chughes@neosho.edu

Welding

Associate of Applied Science Articulation Agreement with Pittsburg State University

The articulation agreement allows 100% of your NCCC AAS degree in Industrial Engineering Technology to transfer toward the PSU Bachelor of Applied Science in Technology degree.

Articulation Eligibility Requirements

- Students must graduate from NCCC with an AAS degree in Industrial Engineering Technology.
- Students must have graduated from NCCC with a minimum 2.5 GPA.

BAS Graduation Requirements

- 45 hours of upper division courses (minimum 30 from PSU).
- 124 hours required for BAS degree (60 required from a four year institution).
- Minimum 2.0 GPA in courses at four year institution level.

Welding: Technical Education Course from NCCC

Sequence of Courses

Level I Certificate

Semester I		Cr Hrs
MFGT 112	Welding Safety/OSHA 10	1
MFGT 114	Welding Cutting Processes	3
MFGT 116	Gas Tungsten Arc Welding	3
	Total	7

Semester II		Cr Hrs
MFGT 118	Shielded Metal Arc Welding	3
MFGT 120	Gas Metal Arc Welding	3
MFGT 122	Welding Blueprint Reading	3
	Total	9

Total Level I Certificate Credits **16**

Level II Certificate

Level I Certificate requirements		16
Semester III		Cr Hrs
MFGT 124	Advanced Gas Tungsten Arc Welding	4
MFGT 126	Advanced Gas Metal Arc Welding	4
	Total	8

Semester IV		Cr Hrs
MFGT 128	Advanced Shielded Metal Arc Welding	4
MFGT 130	Specialized Welding	4
	Total	8

Total Level II Certificate Credits **32**

Other NCCC Technical Education Recommendations

		Cr Hrs
ACCT 201	Financial Accounting I	3
ETEC 160	Special Skills in Welding	3
ETEC 192	Selected Topics in Technical/Industrial Education or	1-3
ETEC 136	Industrial Internship	1-3
ETEC 194	Introduction to Technology Systems	3

Technical Education from NCCC must total a minimum of 42 credit hours

NCCC General Education Requirements

* CURR 100	First Year Seminar	1
ENGL 101	English Composition I	3
**COMM 207	Fundamentals of Speech	3
CSIS 100	Computer Concepts and Applications	3

Other NCCC General Education Recommendations

(Select from the following to bring total credit hours to 64)

MATH 113	College Algebra	3
SOSC 100	Introduction to Sociology	3
ART 178	Introduction to Visual Art	3
MATH 143	Elementary Statistics	3
BIOL 115	Environmental Science	3
BIOL 116	Environmental Science Lab	2
PHYS 171	Physical Science	3
PHYS 172	Physical Science Laboratory	2

General Education from NCCC must total a minimum of 12 credit hours

The Associate of Applied Science Degree requires a minimum of 64 credit hours

For more information contact:

Program Advisor
Will Jordan, 785-979-0560
wjordan@neosho.edu
Curtis Hughes, 620-432-0355
chughes@neosho.edu
SU Professor, Chairman
John Iley, Ph.D., 620-235-4373
jiley@pittstate.edu

*Required for all first-time, full-time freshmen
**Students NOT transferring to PSU should take COMM 213

Regional Program Options

Allen, Fort Scott, and Neosho County Community Colleges are pleased to be working in collaborations to serve our students and our communities. These program options – listed below – are unique to each of the three community colleges in the region. Students may wish to start their general education courses at their home college and progress to program courses at the college offering their program of interest.

Allen Community College

Contact: advisor@allenc.edu

Early Childhood Education	CIP 19.0708	Online Learning
Pharmacy Technician	CIP 51.0805	Online Learning
Production Media	CIP 11.0801	Iola Campus
Web Design	CIP 11.0801	Iola Campus

Fort Scott Community College

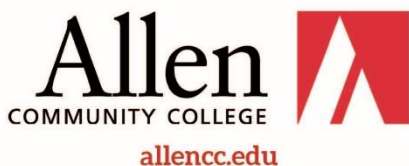
Contact: advising@fortscott.edu

Agricultural Technology (JD)	CIP 01.0205	Fort Scott Campus
Cosmetology	CIP 12.0401	Fort Scott, Pittsburg
Environmental Water Technologies	CIP 15.0506	Locations vary by semester
Motorcycle Service Technology (HD)	CIP 47.0611	Frontenac

Neosho County Community College

Contact: advising@neosho.edu

Court Reporter	CIP 22.0303	Ottawa Campus
Health Information Technology	CIP 51.0707	Online Learning
Medical Assistant	CIP 51.0801	Chanute Campus
Occupational Therapy Assistant	CIP 51.0803	Ottawa Campus
Surgical Technology	CIP 51.0909	Ottawa Campus



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Pre-Professional Studies

Your coursework at NCCC can give you a solid foundation to prepare for various pre-professional studies. Many professions require advanced academic work beyond the earning of a two-year or four-year degree, but you can begin building your skills to succeed in these advanced programs and in a professional career with your courses at NCCC. Below are recommended elective and general education courses for students who are considering becoming a professional. While NCCC does not have specific programs for the professions listed below, the electives listed under each profession can help you gain a solid and rigorous preparation for the career of your choice.

Pre-Law

Law schools generally do not require a specific major or emphasis, but most law school applicants have undergraduate degrees in History, Political Science or Philosophy. Regardless of their undergraduate major, lawyers need a strong background in logic and critical thinking. Here are suggested electives to help prepare you for a legal career: SOSC 101 American Government, SOSC 102 State and Local Government, HIST 201 United States History to 1877, HIST 202 United States History since 1877, HUM 102 Logic and Critical Thinking, HUM 104 Ethics, BUSI 222 Business Law, CRIM 121 Criminal Law, CRIM 122 Criminal Procedure.

Pre-Med

The American Medical Association recommends a rigorous course of undergraduate study to prepare for medical school. Here are suggested courses to help you prepare: BIOL 251 and 252 Biology I and Lab, BIOL 255 and 256 Biology II and Lab, BIOL 271 and 272 Microbiology and Lab, BIOL 280 Human Dissection, CHEM 215 and 216 College Chemistry I and Lab, CHEM 225 and 226 College Chemistry II and Lab, MATH 143 Elementary Statistics, MATH 150 Analytic Geometry & Calculus I, PHYS 100 and 130 College Physics I and Lab, PHYS 101 and 135 College Physics II and Lab.

Pre-Dentistry

The following elective and general education courses are recommended to help prepare you for dental school: BIOL 251 and 252 Biology I and Lab, BIOL 255 and 256 Biology II and Lab, BIOL 271 and 272 Microbiology and Lab, BIOL 280 Human Dissection, CHEM 215 and 216 College Chemistry I and Lab, CHEM 225 and 226 College Chemistry II and Lab, PHYS 100 and 130 College Physics I and Lab, PHYS 101 and 135 College Physics II and Lab.

Pre-Pharmacy

The following elective and general education courses are recommended to help prepare you for pharmacy school: BIOL 251 and 252 Biology I and Lab, BIOL 257 and 258 Human Anatomy and Physiology and Lab, BIOL 271 and 272 Microbiology and Lab, CHEM 215 and 216 College Chemistry I and Lab, CHEM 225 and 226 College Chemistry II and Lab, , MATH 143 Elementary Statistics, MATH 150 Analytic Geometry & Calculus I, PHYS 100 and 130 College Physics I and Lab, PHYS 101 and 135 College Physics II and Lab.

Pre-Veterinary Medicine

The following elective and general education courses are recommended to help prepare you for a career as a veterinarian: BIOL 251 and 252 Biology I and Lab, BIOL 255 and 256 Biology II and Lab, BIOL 271 and 272 Microbiology and Lab, CHEM 215 and 216 College Chemistry I and Lab, CHEM 225 and 226 College Chemistry II and Lab, PHYS 100 and 130 College Physics I and Lab, PHYS 101 and 135 College Physics II and Lab.

Pre-Respiratory Care

The following elective and general education courses are recommended to help prepare for a career in respiratory therapy: BIOL 257 and 258 Human Anatomy and Physiology and Lab, BIOL 271 and 272 Microbiology and Lab, MATH 143 Elementary Statistics, PHYS 100 and 130 College Physics I and Lab.

Pre-Physician Assistant

The following elective and general education courses are recommended to help prepare for a career as a physician assistant: BIOL 251 and 252 Biology I and Lab, BIOL 255 and 256 Biology II and Lab, BIOL 257 and 258 Human Anatomy and Physiology and Lab, BIOL 271 and 272 Microbiology and Lab, CHEM 215 and 216 College Chemistry I and Lab, CHEM 225 and 226 College Chemistry II and Lab, MATH 143 Elementary Statistics.

Pre-Optometry

To prepare for a career as an optometrist, the following general education and elective courses are recommended: BIOL 251 and 252 Biology I and Lab, BIOL 255 and 256 Biology II and Lab, BIOL 257 and 258 Human Anatomy and Physiology and Lab, BIOL 271 and 272 Microbiology and Lab, CHEM 215 and 216 College Chemistry I and Lab, CHEM 225 and 226 College Chemistry II and Lab, MATH 143 Elementary Statistics, MATH 150 Analytic Geometry & Calculus I, PHYS 100 and 130 College Physics I and Lab, PHYS 101 and 135 College Physics II and Lab.

Pre-Chiropractic

To prepare for a career as a chiropractor, the following general education and elective courses are recommended: BIOL 251 and 252 Biology I and Lab, BIOL 255 and 256 Biology II and Lab, CHEM 215 and 216 College Chemistry I and Lab, CHEM 225 and 226 College Chemistry II and Lab, MATH 150 Analytic Geometry & Calculus I, PHYS 100 and 130 College Physics I and Lab, PHYS 101 and 135 College Physics II and Lab.

Pre-Architecture

To prepare for a career as an architect, the following general education and elective courses are recommended: ART 100 Design, ART 113 Drawing I, ART 114 Drawing II, MATH 143 Elementary Statistics, MATH 150 Analytic Geometry & Calculus I, PHYS 100 and 130 College Physics I and Lab, PHYS 101 and 135 College Physics II and Lab, PHYS 104 and 140 Engineering Physics I and Lab, PHYS 105 and 145 Engineering Physics II and Lab.



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COURSE PREFIXES

ACCT	Accounting	Accounting	ACCT
AERO	Aerostructures	Aerostructures	AERO
ALHE	Allied Health	Allied Health	ALHE
ALHT	Health Information Technology	Art	ART
ALMA	Medical Assistant	Biological Science	BIOL
ALMT	Medical Transcription	Business	BUSI
ART	Art	Chemistry	CHEM
BIOL	Biological Science	Communication	COMM
BUSI	Business	Computer Science Information Systems	CSIS
CHEM	Chemistry	Construction Technology	CMCT
CMCT	Construction Technology	Court Reporting	RCR
COMM	Communication	Criminal Justice	CRIM
CRIM	Criminal Justice	Curriculum	CURR
CSIS	Computer Science Information Systems	Economics	ECON
CURR	Curriculum	Education	EDUC
ECON	Economics	Energy Management	ENRG
EDUC	Education	English	ENGL
ENGL	English	Entrepreneurship	ENTR
ENRG	Energy Management	Foreign Language	FLAN
ENTR	Entrepreneurship	Health Information Technology	ALHT
ETEC	Industrial Engineering Technology	Health, Physical Education, and Recreation	HPER
FLAN	Foreign Language	Heating, Ventilation, and Air Conditioning	HVAC
HVAC	Heating, Ventilation, and Air Conditioning	History	HIST
HIST	History	Humanities	HUM
HPER	Health, Physical Education, and Recreation	Industrial Engineering Technology	ETEC
HUM	Humanities	Management/Marketing	MGMK
MATH	Mathematics	Manufacturing Technology	MFGT
MFGT	Manufacturing Technology	Mathematics	MATH
MGMK	Management/Marketing	Medical Assistant	ALMA
MIL	Military Science and Advance	Medical Transcription	ALMT
MUSI	Music	Military Science and Advance	MIL
NURS	Nursing	Music	MUSI
OTA	Occupational Therapy Assistant	Nursing	NURS
OTEC	Office Technology	Occupational Therapy Assistant	OTA
PHYS	Physics	Office Technology	OTEC
PSYC	Psychology	Physics	PHYS
RCR	Court Reporting	Psychology	PSYC
SURG	Surgical Technology	Surgical Technology	SURG
TST	Technology Studies	Technology Studies	TST

COURSE DESCRIPTIONS

ACCT 107 PAYROLL ACCOUNTING

3 credit hours

This course is designed to provide comprehensive, yet practical instruction in payroll. Payroll systems, the preparation of payroll tax returns and reports, as well as payroll laws and regulations will be studied. Computer applications will be included.

ACCT 108 COLLEGE ACCOUNTING

3 credit hours

Basic accounting principles and procedures, the accounting cycle, and the records necessary in maintaining an accounting system for a small business organized as a sole proprietorship are surveyed in this course. *The course is an introductory course with no prerequisite. The course is not equivalent to ACCT 201 Financial Accounting and does not prepare the student for ACCT 202 Managerial Accounting.*

ACCT 111 INDIVIDUAL INCOME TAX

3 credit hours

An introduction to the basic concepts of the Internal Revenue Code as applied to individual and sole proprietorship small business tax problems. Includes the concepts of gross income, adjustments to gross income, deductions, credits, depreciation, and capital gains and losses. The course includes the basics for filing a Kansas income tax return. Provides experience in completing common reporting forms manually.
Prerequisites: None

ACCT 201 FINANCIAL ACCOUNTING I

3 credit hours

This course provides an introduction to financial accounting concepts and theory, with emphasis on the use of external financial statements. Accounting for corporations and financial statement analysis are introduced.
Prerequisite: ACCT 108 College Accounting or high school accounting recommended, but may be waived by the instructor. This course is recommended for transfer students, as well as other students interested in accounting.

ACCT 202 MANAGERIAL ACCOUNTING

3 credit hours

This course studies the basic concepts of accounting for a firm's internal information needs used in planning, controlling, and managing the organization. This course is recommended for students transferring in business as well as other students interested in accounting. *Prerequisite: ACCT 201 Financial Accounting I or the equivalent.*

ACCT 205 QUICKBOOKS ACCOUNTING

3 credit hours

Training in using the *QuickBooks*® accounting program is presented in this course, including accounting concepts and their relationship to *QuickBooks*®. *Prerequisite: ACCT 108 College Accounting or the equivalent.*

AERO 112 BASIC COMPUTER FOR AEROSTRUCTURE TECHNOLOGY

1 credit hour

This course is offered as part of the aerostructures program and teaches the minimum computer skills required for work in aerostructure technology. It includes the following topics: mouse functions, Windows operating system, Windows icons and shortcuts, moving throughout the window, menus, textboxes, drop down lists, options buttons, dialog boxes, starting and exiting a program.

AERO 113 AEROSPACE SAFETY

1 credit hour

This course is worth 1 hour of college credit. It provides an overview of OSHA regulations, information on safety tools, equipment, and safe procedures, hazardous waste, first aid and cardiopulmonary resuscitation, and blood borne pathogens.



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AERO 114 PRECISION INSTRUMENTS**1 credit hour**

This course is worth 1 hour of college credit. It includes basic concepts and terminology that is related to precision instruments. Students will learn to utilize a precision rule, dial caliper, vernier micrometer, small hole gauge, counter sink gauge, grip gauges, and rivet height gauges.

AERO 115 AEROSPACE BLUEPRINT READING**2 credit hours**

This course is worth 2 hours of college credit. It teaches basic concepts associated with blueprints including using a production line, understanding terminology, comparing blueprint elements, interpreting lines, identify dimension and tolerance, interpret common GD&T symbols, interpret fastener symbols and common aircraft symbols.

AERO 116 BASIC DRILLING AND RIVETING**1 credit hour**

This course provides specific technical skills necessary to safely drill and countersink quality holes for work as an assembly mechanic in the aerospace industry.

AERO 120 AEROSTRUCTURES ASSEMBLY**3 credit hours**

This course includes instruction and hands-on application of skills such as drilling holes, riveting, countersinking, and final product assessment.

AERO 122 INTRODUCTION TO SEALING**1 credit hour**

This course provides 1 hour of college credit. It covers the basic concepts associated with the aerospace sealant process including understanding the hazards and PPE associated with sealants, selecting the appropriate sealant, preparing the surface for sealing, and the process for using a sealing gun.

AERO 130 AEROSTRUCTURE MACHINING**3-5 credit hours**

This course provides technical skills necessary to understand the principles of computer numeric control including work holding, tooling, measurement, inspection, and testing.

ALHE 100 EMERGENCY MEDICAL TECHNICIAN**12 credit hours**

This program is designed for individuals interested in providing medical care to patients in the pre-hospital setting. It will provide the participant with opportunities to gain information, skills and attitudes necessary for certification and practice as an Emergency Medical Technician (EMT) in the State of Kansas. *The candidate must be 17 years of age to challenge the EMT state board exam. Note: EMT courses are not eligible for federal financial aid. The EMT course may be offered for 16 weeks (or more).*

ALHE 102 NURSE AIDE**6 credit hours**

This course includes a study of the aging process and its related conditions and the nursing skills required in assisting geriatric residents to reach and maintain their highest level of wellness consistent with the limitations imposed by the aging process. This 90 clock hour course includes 45 hours of theory, 20 hours of lab, and 25 hours of supervised clinical experience in a long-term care facility. This course prepares students for the Certified Nurse Aide Exam. *Note: This class may not be eligible for Federal Student Aid.*

ALHE 104 MEDICATION AIDE**5 credit hours**

This course includes the study of medications and their physiological effect on the body. Emphasis will be placed on the identification and abbreviations of drugs, weights and measures, and procedures used in dispensing medication. The curriculum is approved by the Kansas Department of Health and Environment. *Prerequisite: Must be a Kansas State Certified Nurse Aide and pass the CASAS reading exam. The student must be*

18 years of age by the end date of the course and to be certified as a medication aide. Note: This class may not be eligible for Federal Student Aid.

ALHE 105 MEDICAL TERMINOLOGY

3 credit hours

This course provides the student with the basic tools for building a medical vocabulary. It emphasizes the building of medical terms from prefixes, suffixes, word roots and combining forms. Emphasis is also placed on correct pronunciation, spelling, and analysis of medical terms as they pertain to anatomy, physiology, and diseases. The course provides an organized method for unlocking the mysteries of medical terms and building a working vocabulary. The various study methods used will enable the student to analyze medical terms and identify their relationship to specific medical categories.

ALHE 106 PAID NUTRITION ASSISTANT

1 credit hour

This course is designed for any individual who will be feeding residents in a long term care facility. This training program is designed to meet the federal and state regulations for the paid nutrition assistant. This course covers all of the information about all of the topics required by the federal/state rule as well as additional information and a practical experience with a competency skills check off.

ALHE 108 SEMINAR IN HEALTH CARE

.5,1,2,3 credit hours

This seminar will provide a structured program of study which emphasizes the acquisition of knowledge and/or skills in a specific area of healthcare. A specific title for the area to be covered will be announced. *This course may be repeated for additional credit.*

ALHE 114 MEDICATION AIDE UPDATE

1 credit hour

This course provides the student with a review of the basic principles and skills of medication administration for oral and external application. Information from these medication topics will be reviewed: elderly biological considerations; over medication/drug abuse; drug and food interactions; legal and ethical issues. The review of classifications will provide updated information for the major classifications such as action, side effects, and nursing implications. *Prerequisite: must be a Kansas State Certified Medication Aide and have a Certified Nurse Aide Certificate. This course may be repeated for credit. Note: This class may not be eligible for Federal Student Aid.*

ALHE 118 HOME HEALTH AIDE

2 credit hours

This course focuses on the role and responsibilities of a Home Health Aide within the home setting, with emphasis on maintaining a safe, healthy home environment. Providing a personal care regimen which meets the needs of the client is also discussed. *Prerequisite: must be a Kansas Certified Nurse Aide and pass the CASAS reading exam. Note: This class may not be eligible for Federal Student Aid.*

ALHE 122 INTRODUCTION TO PHARMACOLOGY

3 credit hours

The course will discuss basic concepts of drug therapy and will concentrate on major drug classifications, as they relate to specific body systems.

ALHE 130 CONCEPTS AND APPLICATIONS OF EMERGENCY RESPONSE (FIRST RESPONDER)

3 credit hours

This course addresses information and techniques currently considered to be the responsibilities of the Emergency First Responder according to the National Standard DOT Curriculum, as well as some additional responsibilities required by the Kansas Board of Emergency Medical Services for certification as First Responder in Kansas. *Note: This class is not eligible for Federal Student Aid.*



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ALHE 140 COMMUNITY CPR**.5,1,3 credit hours**

The CPR course prepares the student to administer first aid for choking as well as cardiopulmonary resuscitation (CPR) for adults, infants and children. Certificates in CPR may be earned. This course is designed for the general public.

ALHE 141 BASIC LIFE SUPPORT FOR THE PROFESSIONAL RESCUER**.5,1 credit hour**

This course instructs the student in two-rescuer CPR, modified airway management skills, and the use of a resuscitation mask. This course is designed for the health care provider.

ALHE 200 EMERGENCY MEDICAL TECHNICIAN – INTERMEDIATE**5 credit hours**

This course is designed for individuals interested in providing care to patients in the pre-hospital setting. The course will provide the participant with opportunities to gain information, skills, and attitudes necessary for certification and practice as an Emergency Medical Technician-Intermediate (EMT-I) in the State of Kansas. This course addresses information and techniques currently considered to be the responsibilities of the EMT-I according to the United States Department of Transportation, National Standard Curriculum, and the Kansas authorized activities for the Emergency Medical Technician-Intermediate. *Student must be a Kansas EMT-B. Note: This class is not eligible for Federal Student Aid.*

ALHT 110 INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY**3 credit hours**

This course is designed to give the student a working knowledge of healthcare delivery systems; the health information profession; the definition and the purpose of the medical record; the systems and processes for collecting, maintaining and disseminating health information; numbering, retention and storage of medical information; forms control and design; indexes and registers; release of patient information, security, privacy, confidentiality, and ethical issues; documentation requirements; regulatory requirements of healthcare organization, accrediting and licensing agencies, and computerized information management systems utilized by health information management departments and systems.

ALHT 145 HEALTHCARE CODING NATIONAL EXAM REVIEW**1 credit hour**

This seminar course will provide a structured program of study which emphasizes the acquisition of knowledge/or skills in a specific area of healthcare. This program has been designed to prepare the student for the Certified Professional coder Physician (CPC) administered by AAPC and/or Certified Coding Associate (CCA) by the American Health Information Management Association. Topics for review include Anatomy, Terminology, CPT Coding Guidelines, ICD-10-CM, ICD-10-PCS, and Diagnostic Coding, HCPCS Level 2, E/M Coding, Anesthesia Coding, Surgical Coding, and Use of Modifiers.

ALHT 170 ELECTRONIC HEALTH RECORDS**3 credit hours**

This is an internet-based course designed to give the student a working knowledge of computerized information management systems utilized by health information management departments.

ALHT 180 HEALTHCARE CODING PRACTICUM**2 credit hours**

This is a 90 clock hour, hands-on supervised learning experience at affiliated facilities designed to give students a clinical experience in the application of ICD, CPT, and HCPCS coding. The purpose of this course is to provide the student with hands-on supervised practice of coding medical records. *Prerequisite: ALHT 225-International Classification of Disease and ALHT 230-Current Procedural Terminology.*

ALHT 200 HEALTH INFORMATION TECHNOLOGY CLINICAL AFFILIATION I**3 credit hours**

The purpose of this course is to provide the student with hands-on supervised practice of specific health record activities in the clinical setting. This is a 90 clock hour, hands-on supervised learning experience at affiliated facilities designed to give students a clinical experience in analysis, scanning of medical records, electronic health records, master patient index, record storage and retrieval, birth certification, tracking systems, cancer

registry, ambulatory, long term care, mental health records, legal aspects and medical staff/hospital committee functions and RHIT examination simulation. *Prerequisite: ALHE 105, ALHE 122, NURS 230, ALHT 110, 210, 170, 205, 225, or with permission of the program director.*

ALHT 205 HEALTHCARE STATISTICS

3 credit hours

This course provides students with basic hospital and health statistics including the sources, definitions and calculation of common rates and percentages; computerized and manual methods of collection, computation, and presentation of statistical data. Review of regulatory, accreditation, and vital statistics reporting. This course will also have a heavy focus on Data Analytics.

ALHT 210 LEGAL AND ETHICAL ISSUES IN HEALTHCARE

3 credit hours

This course focuses study on medico-legal principles that govern health information management, sources of law and the legal system, the judicial process, liability, patient record requirements, access to health information, consent, confidentiality, privacy and security issues, special protections for patient records, fraud and abuse, Health Insurance Portability and Accountability Act (HIPAA) and electronic health information issues which allow for widespread access and integration of health data and data breaches.

ALHT 215 QUALITY IMPROVEMENT

3 credit hours

This course provides a study of the history and development of quality improvement efforts in health care; quality assessment techniques, critical pathways, medical staff organization, credentialing, and peer review, utilization review, and risk management; roles and responsibilities of individuals involved in quality improvement; software tools for quality improvement, databases, and spreadsheets. This course also has an emphasis on data Analytics, learning to make data intelligible, and information Governance.

ALHT 220 MANAGEMENT AND SUPERVISION

3 credit hours

This course integrates basic health information science with fundamental management theory to develop management skills applicable to the health information environment. The course covers the functions of planning, organizing, staffing, influencing and controlling as related to the health information management profession and work setting will be studied through readings, case studies, management assignments, and problem solving applications. The course will assist the student in becoming more sensitive to human behavior, anticipate problems before they occur, and resolve problems if they have already occurred.

ALHT 221 CURRENT EVENTS IN HEALTH INFORMATION TECHNOLOGY

3 credit hours

Internet-based course that consists of review and discussion of current trends, regulations and best practices occurring that effect health information in today's healthcare. Such as: RAC's, MAC's, Red Flag Rule, PHR, Medical Identity Theft, ICD-10, Hi-Tech Act and Transcription and Speech Recognition in Today's Patient Record to name a few. These topics will change as new areas of interest develop.

ALHT 225 INTERNATIONAL CLASSIFICATION OF DISEASES

4 credit hours

An Internet-based course that provides the student the purpose and use of the ICD classification system. Topics include coding conventions, coding principles, and CMS official coding guidelines. Students will be required to assign ICD-CM Diagnosis, ICD-PCS Procedural Coding System codes to diagnosis/procedure statements, case abstracts, and patient records. This course is repeatable for students to acquire both coding protocols if necessary, and the appropriate ICD-CM or ICD-PCS notation will be made in the subtitle for the sections that are provided to students and listed on transcripts. *Prerequisites and/or co-requisites: BIOL 257 Human Anatomy and Physiology, BIOL 258 Human Anatomy and Physiology Lab,*



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ALHT 230 CURRENT PROCEDURAL TERMINOLOGY (CPT) CODING

3 credit hours

The focus of this class is learning the coding rules for the Current Procedural Terminology (CPT), and Level I (HCPCS) coding systems and then applying the rules to code patient services. Students will need CPT and HCPCS Level II manuals for the course.

ALHT 250 REIMBURSEMENT METHODOLOGIES

3 credit hours

This course involves the study of the principles and practice of insurance and reimbursement processing. It includes the assignment and reporting of codes for diagnoses and procedures/services; completion of claims for inpatient, outpatient, emergency department, and physician office encounters; and the review of inpatient and outpatient cases to identify issues of fraud and abuse. Textbook cases and simulation patient records will be used to code diagnoses/services/procedures and complete claims. Inpatient and outpatient reimbursement will be determined and source documents interpreted (e.g., explanation of benefits, Medicare Summary Notices, and etc.). *Prerequisite/Co-requisite: ALHT 230 Current Procedural Terminology (CPT) Coding, ALHT 225 International Classification of Diseases or by Program Director permission*

ALHT 255 HEALTH INFORMATION TECHNOLOGY CLINICAL AFFILIATION II

3 credit hours

This is a 90 clock hour, hands-on supervised learning experience at affiliated facilities designed to give students a clinical experience in quality and risk management, utilization review, management and supervision, alternative healthcare systems, ICD-CM & CPT coding and DRG assignment, data entry and abstracting, cancer registry, healthcare statistics, electronic health records, billing and insurance, and RHIT examination simulation. The purpose of this course is to provide the student with hands-on supervised practice of specific health record activities in the clinical setting, and RHIT examination preparation. *Prerequisites: ALHT 200 HIT Clinical Affiliation I and ALHT 230 Current Procedural Terminology (CPT) Coding.*

ALHT 256 ALTERNATIVE HEALTHCARE SYSTEMS

3 credit hours

This is an Internet-based course that provides the student an introduction to the historical perspective with analysis of current trends, and the evolution of modern American healthcare, providing a complete examination of its history, organization, delivery and policy. This course will offer critical insight into the issues that the U.S. healthcare system faces now and in the future. This course will cover the transformation underway to include the professional, political, social, technological and economic forces that will guide healthcare now and in the future.

ALMA 110 MEDICAL PROFESSIONAL ISSUES

2 credit hours

This course focuses on the basic concept of the professional practice of medicine and the scope of practice of the Medical Assistant. Students discuss the personal and professional characteristics and legal and ethical standards for Medical Assistants, explore professional and personal therapeutic communication, and address time management and goal setting; reviews the role and function of the Medical Assistant. *Prerequisite: admission to the medical assistant program or program coordinator permission.*

ALMA 120 MEDICAL ADMINISTRATIVE ASPECTS

4 credit hours

Provides an introduction to the administrative skills needed for a medical office. Students learn how to maintain medical records (both paper and electronic), manage appointments, and perform routine office duties. This course focuses on the financial aspects of the medical office including accounts payable and accounts receivable. Students examine billing and collection procedures. *Prerequisite: admission to the medical assistant program or program coordinator approval.*

ALMA 125 HUMAN BODY IN HEALTH AND DISEASE

3 credit hours

This course utilizes a body systems approach to focus on diseases that are frequently first diagnosed and treated in the medical office setting. Students learn to recognize the causes, signs and symptoms of diseases of the major body systems as well.

ALMA 126 FUNDAMENTALS OF PHLEBOTOMY I

4 credit hours

This course introduces students to the clinical procedures, in Phlebotomy focusing on safety and body review. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position.

ALMA 135 CODING BASICS FOR THE MEDICAL OFFICE

3 credit hours

This course is designed to study the basic concepts of Current Procedural Terminology (CPT), International Classification of Diseases (ICD-10-CM) and Level II Health Care Common Procedural Coding System (HCPCS) Coding. The student will gain an understanding of how these coding methods serve the medical office for reimbursement and management of healthcare services. The course is designed for medical assistant students or those wanting a basic understanding of the medical coding process and may also assist students in the requirement to sit for the national Certified Professional Coder (CPC) exam through the American Association of Professional Coders (AAPC). *Prerequisite: ALHE 105 Medical Terminology and ALMA 125 Human Body in Health and Disease; or permission of program coordinator.*

ALMA 155 EMERGENCY PREPAREDNESS

1 credit hour

This course provides healthcare professionals with an orientation for their possible future roles in disaster response and the importance of staying within the scope of practice of their profession. Students will be prepared to meet the expectations of their employers, to volunteer effectively, and to be competent and safe responders. *Admission to the Medical Assistant program is not necessary to enroll in this course. Co-requisite: ALMA 160 Clinical Aspects of Medical Assisting or program coordinator permission.*

ALMA 160 CLINICAL ASPECTS OF MEDICAL ASSISTING

4 credit hours

This course requires the student in the controlled environment of the skills laboratory to demonstrate clinical competencies. This medical assisting laboratory course is designed for students to experience the hands-on application of clinical and professional procedures required as part of the competency and outcomes established by the Commission on Accreditation of the Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position. *Prerequisite: Admission to the medical assistant program or program coordinator approval.*

ALMA 161 FUNDAMENTALS OF PHLEBOTOMY II

4 credit hours

This course introduces students to the clinical procedures in focusing on blood collection equipment and procedures. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position. *Prerequisite: ALMA 126 Fundamentals of Phlebotomy I or permission of instructor.*

ALMA 180 MEDICAL ASSISTANT EXTERNSHIP

4 credit hours

This course requires the student, in the controlled environment of an approved externship site, to experience the hands-on application of administrative, clinical and professional procedures required as part of the competency and outcomes established by the Commission on Accreditation of the Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs. This course requires the student to complete a minimum of 160 clock hours of supervised practical experience in a program approved site. The course may include one or more required externship conference presentation sessions with program staff on the college campus to assure meeting of program outcomes/competencies requirements. *Prerequisite: successful completion of ALMA 110 Medical Professional Issues, ALMA 120 Medical Administrative Aspects and ALMA 160 Clinical Aspects of Medical Assisting with a course grade of "C" or above.*



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ALMA 181 PHLEBOTOMY PRACTICUM

2 credit hours

This course requires the student in the controlled environment of the healthcare facility to demonstrate the clinical competencies learned in phlebotomy lecture and lab. This phlebotomy practicum course is designed for students to experience the hands-on application of clinical and professional procedures. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position. This course requires proof of 120 hours of approved phlebotomy experience credited towards certification that must be earned in an approved health care facility that engages in the collection, examination or transportation of materials derived from the human body. Students completing and passing all the required courses to meet the Phlebotomy Certificate requirements will be given a Certificate in Phlebotomy issued by the college. This will allow students to sit for a national exam. *Prerequisite: ALMA 126 Fundamentals of Phlebotomy I, ALMA 161 Fundamentals of Phlebotomy II, ALMA 182 Phlebotomy Clinical Lab.*

ALMA 182 PHLEBOTOMY CLINICAL LAB

2 credit hours

This course requires the student in the controlled environment of the skills laboratory to demonstrate the clinical competencies learned in Fundamentals of Phlebotomy and Fundamentals of Phlebotomy. This phlebotomy laboratory course is designed for students to experience the hands-on application of clinical and professional procedures required as part of the competency and outcomes established by the Commission on Accreditation of the Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position. This course provides students with readiness for 120 hours of approved phlebotomy experience in the practicum that must be earned in an approved health care facility that engages in the collection, examination or transportation of materials derived from the human body. *Prerequisite: admission to the college and proof of GED or high school diploma, ALMA 126 Fundamentals of Phlebotomy I, ALMA 161 Fundamentals of Phlebotomy II.*

ALMA 185 PHLEBOTOMY NATIONAL EXAM REVIEW

1 credit hour

This course has been designed to prepare the student for national certification as a phlebotomy technician. Topics for review include Anatomy, Terminology, Order of Draw, Safety Guidelines, Patient Care and Venipuncture/Capillary puncture techniques. *Prerequisite and/or co-requisites: The student must have successfully completed or be currently enrolled in ALMA 126 Fundamentals of Phlebotomy I, ALMA 161 Fundamentals of Phlebotomy II, ALMA 181 Phlebotomy Practicum, and ALMA 182 Phlebotomy Clinical Lab.*

ALMT 110 MEDICAL STYLE AND GRAMMAR

3 credit hours

The study, synthesis, and application of the rules of English language and medical style as reflected by Association of Healthcare Documentation Integrity's The Book of Style or other medical style manuals such as the American Medical Association Manual of Style. *Prerequisites: The student must demonstrate proficiency in reading, English writing and grammar by scoring into English Composition I based on the college assessment test, ACT or SAT scores, or by successfully completing (grade "C" or better) ENGL 100 Pre-Composition. The student must complete CSIS 100 Computer Concepts and Applications or test out. Proficiency in keyboarding is required. The student must demonstrate a typing speed of 50 words/minute, or receive special permission of instructor.*

ALMT 135 HEALTHCARE DOCUMENTATION AND MEDICAL TRANSCRIPTION I

6 credit hours

Healthcare Documentation and Medical Transcription I will be taught in three different sections. It will take a system by system approach encompassing units of study related to anatomy and physiology, medical terminology, various medical reports, laboratory tests and diagnostic procedures, pharmacology, human diseases, beginning medical transcription practice and professional issues, referencing techniques, and English grammar as related to the American Healthcare Documentation Integrity's Book of Style. This course will also include authentic physician dictation for transcription practice using The SUM Program Medical Transcription Unit. Healthcare Documentation and Medical Transcription I will include an introduction to the field of medical transcription with focused study in dermatology/plastics, gastrointestinal, and cardiopulmonary information. *Prerequisites: The student must demonstrate proficiency in reading, English writing and grammar by scoring into English Composition I based on the college assessment test, ACT or SAT scores, or by successfully completing (grade "C" or better) ENGL 100 Pre-Composition.*

ALMT 235 HEALTHCARE DOCUMENTATION AND MEDICAL TRANSCRIPTION II

6 credit hours

Healthcare Documentation and Medical Transcription will be taught in three different sections. It will take a system by system approach encompassing units of study related to anatomy and physiology, medical terminology, various medical reports, laboratory tests and diagnostic procedures, pharmacology, human diseases, beginning medical transcription practice and professional issues, referencing techniques, and English grammar as related to the Association Healthcare Documentation Integrity's Book of Style. This course will also include authentic physician dictation for transcription practice using The SUM Program Medical Transcription Unit. Healthcare Documentation and Medical Transcription II will include focused study in ENT/ophthalmology, pediatrics, genitourinary and the male reproductive system, obstetrics/gynecology and the female reproductive system, and beginning orthopedics. *Prerequisites: The student must demonstrate proficiency in reading, English writing and grammar by scoring into English Composition I based on the COMPASS assessment test, ACT or SAT scores, or by successfully completing (grade "C" or better) ENGL 100 Pre-Composition. The student must complete CSIS 100 Computer Concepts and Applications or test out. Proficiency in keyboarding is required. The student must demonstrate a typing speed of 50 words/minute, or receive special permission of instructor.*

ALMT 236 HEALTHCARE DOCUMENTATION AND MEDICAL TRANSCRIPTION PRACTICUM

2 credit hours

A minimum of 100 transcription/editing hours in an externship or simulated professional practice setting using clinician-generated documents, including a balanced variety of specialties, report types, and account specifics. *Prerequisites: ALHE 105, ALMA 110, ALMT 110, ALHE 122, ALHT 210, NURS 230, BIOL 257, BIOL 258, ALMT 135, ALMT 235 or instructor permission.*

ALMT 237 HEALTHCARE DOCUMENTATION TECHNOLOGY (SPEECH RECOGNITION EDITING)

3 credit hours

This course is intended to provide students with insight into the implications of speech recognition technology in the future of the medical transcription/healthcare documentation technology industry. The history of speech recognition technology (SRT) will be investigated, as well as the differentiation between front-end and back-end users, and the aspects of productivity and quality issues from the employer perspective. *Prerequisites: ALHE 105, ALMA 110, ALMT 110, ALHE 122, ALHT 210, NURS 230, BIOL 257, BIOL 258, ALMT 135, ALMT 235 or instructor permission.*

ART 100 DESIGN

3 credit hours

This course is an introductory study of the basic art elements and principles of design and their creative application in two-dimensional form.

ART 102 ART APPRECIATION (ART)

3 credit hours

This course is an investigation of works of art via description, analysis, interpretation and expressed value judgments in order to gain an appreciation of said works.

ART 113 DRAWING I

3 credit hours

This course is an introduction to the basic principles of drawing in various media. Emphasis will be placed on the development of fundamental drawing skills, increased power of observation, and hand-eye coordination.

ART 114 DRAWING II

3 credit hours

This course is a continuation and extension of Drawing I with emphasis on the development of skills and personal creative expression.



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ART 121 COMPUTER GRAPHICS

3 credit hours

This course is an introduction to the process of computer assisted graphic design as it applies to the visual arts. It offers an exploration of procedures and techniques to create and print computer graphic designs and/or illustrations. *Prerequisite: ART 100 Design and prior computer experience or permission of instructor.*

ART 123 INTRODUCTION TO GRAPHIC DESIGN

3 credit hours

This course is an introduction to graphic design concepts, methods, and processes. The production of visually effective graphic design layouts using the elements of design will be utilized. *Prerequisite: ART 121 Computer Graphics and prior computer experience or permission of instructor.*

ART 133 LIFE DRAWING

3 credit hours

As an introductory course in perceiving and drawing the human figure, a variety of media, techniques, and processes will be employed in order to increase the student's ability to see and accurately portray the human figure. *Prerequisite: ART 113 Drawing I or permission of instructor.*

ART 155 BASIC PRINTMAKING

3 credit hours

This course is a basic introduction to printmaking by exploring the history and techniques of relief, intaglio, lithography and serigraphy.

ART 178 INTRODUCTION TO THE VISUAL ARTS

3 credit hours

This course is an investigation of the formal language of drawing, painting, printmaking, sculpture and architecture and their relationship to the philosophies and events of history.

ART 209 CREATIVE ART, SPECIAL PROJECT

1,2,3 credit hours

This course is a continuation of study by students whose major interest is in a career in studio art or art education. Since the course is offered with a variety of topics, it may be taken for additional credit under different topics.

ART 220 DIGITAL PHOTOGRAPHY I

3 credit hours

This course is an introduction to color digital photography including digital camera operations, basic composition as applied to photographic imagery, workflow processes and techniques, and photo presentation methods.

ART 222 DIGITAL PHOTOGRAPHY II

3 credit hours

This course provides additional study in black and white and color digital photography with emphasis on image selection and manipulation, visual composition considerations, workflow process and techniques, exposure, image sharpness and color. Students are encouraged to develop individualized creative possibilities as applied to digital photography.

ART 244 CERAMICS

3 credit hours

This course is an introduction to basic clay manipulation techniques including hand building and beginning wheel throwing techniques. Discussion and demonstration of clay additives, decoration, kiln loading and firing processes will be presented. Emphasis will be placed on 3-dimensional design of clay works.

ART 266 SCULPTURE

3 credit hours

As a basic course in sculpture, a variety of processes including carving, modeling, simple casting, welding and assemblages in materials such as wood, clay, plaster, metals, paper mache, and found objects will be presented. Students will create projects in each of the aforementioned process areas.

ART 277 PAINTING I**3 credit hours**

This course serves as an introduction to painting; primarily utilizing acrylic paint medium with demonstrations in watercolors, acrylic, or pastel with emphasis on learned techniques.

ART 278 PAINTING II**3 credit hours**

This course is a continuation of Painting I with emphasis on the development of skills and personal creative expression. *Prerequisite: ART 277 Painting I or permission of instructor.*

ART 288 ART HISTORY I: PREHISTORIC TO MEDIEVAL**3 credit hours**

This course is a survey of art history from the prehistoric beginning of art until the end of the medieval period.

ART 289 ART HISTORY II: RENAISSANCE TO CONTEMPORARY**3 credit hours**

This course is a survey of art history from the Renaissance to the contemporary period.

ART 299 INDEPENDENT STUDY**1,2,3 credit hours**

This is an individually structured course comprised of a specific area of study with assignments and workload established on contract basis and regularly scheduled progress reporting sessions. *Prerequisite: consent of the instructor.*

BIOL 102 INTRODUCTION TO HUMAN BIOLOGY**3 credit hours**

This introductory course is a study of the function, structure, and interrelationships of the organs and organ systems of the human body. Coursework is designed to meet the diversified needs of those interested in a prerequisite course for Human Anatomy and Physiology or the allied health sciences.

BIOL 111 GENERAL BIOLOGY**3 credit hours**

This is an introductory biology class designed for non-majors to fulfill an introductory biology requirement. Course work includes the study of basic biological principles, plants, animals, microorganisms, and the environment in which organisms live. By studying these areas, the student is exposed to the major fields of biological study. *Co-requisite: BIOL 112 General Biology Lab.*

BIOL 112 GENERAL BIOLOGY LAB**2 credit hours**

Laboratory exercises which reinforce the fundamental principles and processes of life taught in the lecture portion of the course will be examined. *Co-requisite: BIOL 111 General Biology.*

BIOL 115 ENVIRONMENTAL LIFE SCIENCE**3 credit hours**

This course is designed for non-science majors to meet AA and AS degree requirements. A basic ecological approach to the principles and processes of life with emphasis placed on human pressures and technology, and the effect of these on the organism-environment complex will be covered. Not applicable toward a biology major. Not recommended for students with credit in BIOL 111/112. *Co-requisite: BIOL 116 Environmental Life Science Lab.*

BIOL 116 ENVIRONMENTAL LIFE SCIENCE LAB**2 credit hours**

Laboratory exercises to build on BIOL 115 Environmental Life Science and focus on hands-on learning activities that support concepts from the lecture course. *Co-requisite: BIOL 115 Environmental Life Science.*

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BIOL 203 NUTRITION

3 credit hours

This course is a study of the basic principles of nutrition as they relate to the well-being of individuals, current concepts, and selection of food over the life span. *Prerequisite: None*

BIOL 205 PREHISTORIC LIFE

3 credit hours

This course introduces the student to geologic time, dating of rocks, the formation and preservation of fossils, and the importance of fossils in biological systematics. Various evolutionary mechanisms are explored with emphasis on the fossil record. The course focuses on biodiversity through time and investigates the origins of major groups of organisms in earth history. The course is global in scope, but some emphasis will be placed on North American communities. The course is designed for biology majors, students of natural history, or science education majors. *Prerequisite: BIOL 111 General Biology or permission of instructor.*

BIOL 217 SEMINAR IN APPLIED BIOLOGICAL SCIENCE

1, 3 credit hours

This course will provide a structured program of study in a specific area of applied biological science. The course format will be announced prior to its scheduled meeting dates and times of the seminar.

BIOL 251 BIOLOGY I

3 credit hours

This is the first in a series of two introductory biology courses designed for majors to fulfill an introductory biology requirement. Coursework includes the study of basic biological principles, basic chemistry, cell structures and functions, metabolism, photosynthesis, cellular reproduction, genetics, and biotechnology. By studying these areas, the student is exposed to the major fields of biological study. *Co-requisite: BIOL 252 Biology I Lab.*

BIOL 252 BIOLOGY I LAB

2 credit hours

Laboratory exercises, which reinforce the fundamental principles and processes of life taught in the lecture portion of biology I, will be examined. *Co-requisite: BIOL 251 Biology I.*

BIOL 255 BIOLOGY II

3 credit hours

This is the second in a series of introductory biology courses designed for majors to fulfill their introductory biology requirement. Coursework includes the study evolution, behavior, and ecology, the diversity of life, and plant structure and function. By studying these areas, the student is exposed to the major fields of biological study. *Prerequisite: BIOL 251 Biology I/252 Biology I Lab. Co-requisite: BIOL 256 Biology II Lab.*

BIOL 256 BIOLOGY II LAB

2 credit hours

Laboratory exercises, which reinforce the fundamental principles and processes of life taught in the lecture portion of Biology II, will be examined. *Co-requisite: Concurrent enrollment with BIOL 255 Biology II.*

BIOL 257 HUMAN ANATOMY AND PHYSIOLOGY

3 credit hours

This introductory course is a study of the function, structure and interrelationships of the organs and systems of the human body. Coursework is designed to meet the diversified needs of those interested in the allied health sciences as well as physical education and biological science. *Prerequisites: It is strongly recommended that all learners complete either BIOL 111/112 General Biology and Lab or BIOL 251/252 Biology I and Lab prior to enrolling in this course. Co-requisite: Concurrent enrollment in BIOL 258 Human Anatomy and Physiology Lab.*

BIOL 258 HUMAN ANATOMY AND PHYSIOLOGY LAB

2 credit hours

The course is an integrated study of the function, structure and interrelationships of the various organs and systems of the human body. Considerable emphasis is place on dissection. Coursework is designed to meet the diversified needs of those interested in health sciences as well as physical education and biological science majors. *Prerequisites: It is strongly recommended that all learners complete either BIOL 111/112 General Biology*

and Lab or BIOL 251/252 Biology I and Lab prior to enrolling in this course. Co-requisite: BIOL 257 Human Anatomy and Physiology.

BIOL 271 MICROBIOLOGY

3 credit hours

Microbiology investigates the morphology, physiology, cultivation, ecology, and relationships of microorganisms to man and the environment. The medical, industrial, and environmental aspects of microbiology are also studied. The course is designed to address the core themes established by the American Society For Microbiology. *Prerequisites: It is strongly recommended that all learners complete either BIOL 111/112 General Biology and Lab or BIOL 251/252 Biology I and Lab prior to enrolling in this course. Co-requisite: BIOL 272 Microbiology Lab.*

BIOL 272 MICROBIOLOGY LAB

2 credit hours

Microbiology laboratory focuses on studying the cultivation, physiology, and applied aspects of bacteria and selected eukaryotes. Both qualitative and quantitative methods are employed. *Prerequisites: It is strongly recommended that all learners complete either BIOL 111/112 General Biology and Lab or BIOL 251/252 Biology I and lab prior to enrolling in this course. Co-requisite: BIOL 271 Microbiology.*

BIOL 280 HUMAN DISSECTION

1,2 credit hours

This course is designed to provide advanced study of the human species through the dissection of a cadaver. Students will learn and utilize effective dissection techniques, review and enhance prior knowledge of human anatomy and physiology, and gain a real and experimental appreciation for human anatomy. The dissection activity will prepare specimens for demonstration purposes in Human Anatomy and Physiology, BIOL 257/258. *Prerequisites: BIOL 257/258 with a "B" or better, or permission of instructor.*

BIOL 299 INDEPENDENT STUDY

1,2,3 credit hours

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and workload will be established on a contract basis. Students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions.

BUSI 106 BUSINESS MATHEMATICS

3 credit hours

This course is a review of individual skills and knowledge in fundamental mathematical processes and the application of these processes to business procedures. Emphasis will be placed upon topics necessary for an understanding of various business practices.

BUSI 112 BUSINESS FIELD STUDY

2 credit hours

Business Field Study provides credit for related work experience. Students will be asked to document observations and comments in a journal. *The course may be repeated for a total of eight hours credit. Co-requisite: Concurrent enrollment in a related program of study.*

BUSI 114 BUSINESS LAW

3 credit hours

This course is concerned with basic principles of business law as applied to contracts, commercial paper, agency, and employment.



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BUSI 118 BUSINESS COMMUNICATIONS**3 credit hours**

This course emphasizes those basic principles in communication which are particularly applicable in business and industry. Effective business letters and reports are constructed with stress on mechanics, organized thinking, and practical psychology. *Prerequisite: Keyboarding proficiency.*

BUSI 122 SEMINAR IN BUSINESS**2,3 credit hours**

This seminar will provide a structured program of study which emphasizes the acquisition of knowledge in a specific area of business.

BUSI 130 PERSONAL AND FAMILY FINANCE**3 credit hours**

This course covers practical aspects of individual and family money management including consumer problems, purchases, credit, savings, and budgeting. *Prerequisite: None*

BUSI 299 INDEPENDENT STUDY**1,2,3 credit hours**

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: permission of instructor.*

CHEM 105 INTRODUCTION TO CHEMISTRY**3 credit hours**

This course is designed for those students needing a beginning course in general chemistry, or for science majors who have no high school chemistry. It is a study of the basic principles, laws, and theories of chemistry, and will aid the student in developing an understanding of the role of chemistry in the world today. In addition, it will provide a strong foundation for those continuing in chemistry. *Co-requisite: CHEM 106 Introduction to Chemistry Lab.*

CHEM 106 INTRODUCTION TO CHEMISTRY LAB**2 credit hours**

This course is designed for those students needing a beginning course in general chemistry or for science majors who have no high school chemistry. It is a study of the basic principles, laws, and theories of chemistry, and will aid the student in developing an understanding of the role of chemistry in the world today. In addition, it will provide a strong foundation for those continuing in chemistry. The lab is a series of laboratory activities to assist in learning the lecture of chemistry. *Co-requisite: CHEM 105 Introduction to Chemistry.*

CHEM 215 COLLEGE CHEMISTRY I**3 credit hours**

This course is designed for those students needing a strong chemistry background for more advanced courses in chemistry. Course work consists of lectures, discussion, and laboratory work on the fundamental principles in general inorganic chemistry. Topics covered include atomic structure, bonding, solutions, acid-base theory, gas laws, electrolytes, equilibrium, oxidation-reduction, and some descriptive chemistry. Problem solving is stressed in this course. A series of laboratory activities will be conducted to assist the learning of inorganic chemistry. *Prerequisite: One year of high school algebra, and one year of high school chemistry (or CHEM 105 Introduction to Chemistry) and/or Physical Science. Co-requisite: CHEM 216 College Chemistry I Lab.*

CHEM 216 COLLEGE CHEMISTRY I LAB**2 credit hours**

This course is designed for those students needing a strong chemistry background for more advanced courses in chemistry. Course work consists of lectures, discussion, and laboratory work on the fundamental principles in general inorganic chemistry. Topics covered include atomic structure, bonding, solutions, acid-base theory, gas laws, electrolytes, equilibrium, oxidation-reduction, and some descriptive chemistry. Problem solving is stressed in this course. A series of laboratory activities will be conducted to assist the learning of inorganic chemistry. *Prerequisite: One year of high school algebra, and one year of high school chemistry (or CHEM 105*

Introduction to Chemistry) and/or Physical Science. Co-requisite: CHEM 215 College Chemistry I.

CHEM 225 COLLEGE CHEMISTRY II

3 credit hours

This course is a continuation of CHEM 215 College Chemistry I with more advanced theoretical and mathematical concepts. A series of laboratory activities to assist in learning the lecture of inorganic chemistry, and semi-micro qualitative analysis will be done. *Prerequisite: CHEM 215 College Chemistry I, CHEM 216 College Chemistry I Lab. Co-requisite: CHEM 226 College Chemistry II Lab.*

CHEM 226 COLLEGE CHEMISTRY II LAB

2 credit hours

This course is a continuation of CHEM 216 College Chemistry I Lab, with more advanced theoretical, mathematical and lab concepts. A series of laboratory activities to assist in learning inorganic chemistry and semi-micro qualitative analysis will be done. *Prerequisite: CHEM 215 College Chemistry I, CHEM 216 College Chemistry I Lab. Co-requisite: CHEM 225 College Chemistry II Lecture.*

CMCT 105 OSHA 10 SAFETY ORIENTATION

1 credit hour

This course provides students with the best practices for some of the most common and hazardous situations on the job site. It is designed for all students prior to working on the job site.

CMCT 106 INTRODUCTION TO CRAFT SKILLS

3 credit hours

This course explains the safety obligations of workers, supervisors, and managers to ensure a safe workplace. It discusses the causes and results of accidents and the impact of accident costs. It defines safe work procedures, proper use of personal protective equipment, and working with hazardous chemicals. It further identifies other potential construction hazards, including hazardous material exposures, welding and cutting hazards and confined spaces.

CMCT 107 CARPENTRY BASICS

4 credit hours

This course reviews the history of the trade. Provides an overview of the building materials used in construction work, including lumber, sheet materials engineered wood products, structural concrete, and structural steel. It also describes the various fasteners and adhesives used in construction work. The course provides detailed descriptions of the hand tools and portable power tools used by carpenters. Emphasis is on safe and proper operation of tools, as well as care and maintenance. Trainees will learn the techniques for reading and using blueprints.

CMCT 110 FLOORS, WALLS AND CEILING FRAMING

4 credit hours

This course covers framing basics as well as the procedures for laying out and constructing a wood floor using common lumber as well as engineered building material. It describes the procedures for laying out and framing walls and ceilings, including roughing-in door and window openings, constructing corners and partition Ts, bracing walls and ceilings, applying sheathing, and constructing concrete forms.

CMCT 111 ROOF FRAMING

3 credit hours

This course describes the various kinds of roofs and contains instructions for laying out rafters for gable roofs, hip roofs, and valley intersections. Coverage includes both stick-built and truss-built roofs.

CMCT 112 WINDOWS, DOORS AND STAIRS

3 credit hours

This course describes the various types of windows, skylights, and exterior doors, and provides instructions for installing them. It also includes instructions for installing weather-stripping and locksets.



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The course introduces the trainee to the various types of stairs and the common building code requirements related to stairs. The course focuses on the techniques for measuring and calculating rise, run and stairwell openings, laying out stringers, and fabricating basic stairways.

CMCT 205 SITE LAYOUT AND HANDLING AND PLACING CONCRETE

4 credit hours

The course covers tools, equipment, and procedures for handling, placing, and finishing concrete. It also covers joints made in concrete structures, the use of joint sealants, and form removal procedures. Emphasizes on safety procedures for handling, placing, and finishing concrete are also discussed. The course covers the principles, equipment, and methods used to perform site layout tasks that require making angular measurements. The task includes laying out building foundation lines and determining elevations by trigonometric leveling. The use of laser instruments, transits, theodolites, electronic distance measurement, and total stations are covered. Reviews of the trade mathematics, including geometry and right-angle trigonometry, needed to perform the calculations related to angular measurements.

CMCT 206 DRYWALL, WINDOW, DOOR AND CEILING INSTALLATION

2 credit hours

This course describes the various types of gypsum drywall, their uses, and the fastening devices and methods used to install them. It contains detailed instructions for installing drywall on walls and ceilings using nails, drywall screws, and adhesives. It also covers fire and sound-rated walls. It also covers the different types of trim used in finish work and focuses on the proper methods for selecting, cutting and fastening trim to provide a professional finished appearance.

CMCT 210 ROOFING AND EXTERIOR FINISHES

4 credit hours

The course covers the common materials used in residential and light commercial roofing, along with the safety practices and application methods for these materials. The course also includes shingles, roll roofing, shakes, tiles, metal, and membrane roofs, as well as the selection and installation of roof vents. It also covers the various types of exterior siding used in residential construction and their installation procedures, including wood, metal, vinyl, and cement board siding.

CMCT 211 ELECTRICAL, HVAC, DRAIN, WASTE AND VENT

4 credit hours

This course covers the basic principles of heat transfer, refrigeration, and pressure-temperature relationships and describes the components and accessories used in air condition systems, and air conditioning, career opportunities in HVAC. It also covers heating fundamentals, types and designs of furnaces and their components, and basic procedures for installing and servicing furnaces. This course teaches you about power generation and distribution, electrical components, DC circuits, and electrical safety. It also covers the selection, preparation, joining, and support of copper and plastic piping and fittings.

COMM 100 BEGINNING SIGN LANGUAGE

3 credit hours

This is an introductory course designed for beginning signers to be able to communicate with the hearing impaired at a limited social level. Upon completion, students should be able to interpret up to the second and third grade level.

COMM 103 SCRIPT ANALYSIS

3 credit hours

This course will teach students how to analyze a play script. Using a variety of plays, the student will learn to spot clues in a script and this will assist them when acting, designing, and directing. Required for students wanting to take COMM 270, COMM 254, and COMM 216.

COMM 104 THEATRE DESIGN

3 credit hours

In this course students will gain fundamental knowledge and obtain practical experience in the areas of theatrical design: set, lighting, costumes, properties, and special effects.

COMM 105 THEATRE APPRECIATION**3 credit hours**

This course focuses on the study of the history and development of theatre from the ancient Greeks to the present. The course includes a survey of the literature, plays, and social customs and conventions, as they apply to theatre development. Emphasis is placed on an educated theatre audience. Representative plays will be studied and related to their place in theatre history.

COMM 106 IMPROVISATION**3 credit hours**

This course is designed to provide student training in body movement, voice techniques, stage presence, spontaneity, and acting techniques. Practical application of presented theatre principles is required.

COMM 107 STAGECRAFT**3 credit hours**

In this course, fundamental knowledge and practice in the planning, construction, painting, assembly and shifting of stage scenery and properties is provided. Emphasis is placed on the technical organization of stage production.

COMM 109 READER'S THEATER**1 credit hour**

This course is a study of voice production, phonetics and interpretation. Students will have the opportunity to present both on and off campus. *This course may be repeated for credit.*

COMM 110 THEATRE HISTORY**3 credit hours**

To study and evaluate the theatre history, plays, audiences, performance space, performers, visual element and social impacts of theatre from the Golden Age of Greece through French Neoclassical Theatre.

COMM 120 FUNDAMENTALS OF ACTING**3 credit hours**

This course is designed to assist students in becoming proficient in the principles of acting. Theory and performance are stressed.

COMM 206 THEATRE WORKSHOP**1 credit hour (Drama) 3 credit hours (Theatre)**

This course emphasizes the principles and techniques of theatre production as they are applied to the rehearsal and performance of a selected play. Students are required to audition for the class. *This course may be repeated for credit.*

COMM 207 FUNDAMENTALS OF SPEECH**3 credit hours**

This is a basic course designed to prepare students to communicate effectively in both private and public speaking situations. Emphasis is given to fundamentals of communication as well as composition, organization, and delivery of speech presentations.

COMM 213 INTERPERSONAL COMMUNICATION**3 credit hours**

Includes the study of communication theory and its application to interpersonal relationships. The course will assist the student in developing meaningful interpersonal relationships, both professional and personal. Emphasis will be on dyadic and small group learning activities and situations.

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COMM 216 ADVANCED ACTING**3 credit hours**

This course will assist students in becoming proficient actors. Audition skills and performances are stressed. *Prerequisite: COMM 120 Fundamentals of Acting.*

COMM 267 ORAL INTERPRETATION**1,3 credit hours**

The study of the methods of reading the printed word and translating it into a living, vital thought is covered in this course. Opportunity is provided for practical application of theory and technique both in and out of the classroom. The course includes the reading of drama, prose, and poetry.

COMM 299 INDEPENDENT STUDY**1,2,3 credit hours**

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: permission of instructor.*

CRIM 121 INTRODUCTION TO CRIMINAL JUSTICE**3 credit hours**

This course will introduce the student to crime and the criminal justice system by discussing the nature of crime and by identifying multiple facets of the justice system, including the police, the courts and correctional agencies. We will study the role of the criminal justice system as it relates to the individual and to society. Students will become acquainted with criminal justice careers.

CRIM 122 CRIMINAL LAW**3 credit hours**

This course will introduce the student to the principles and fundamentals of criminal law and the criminal justice system. Our focus will be on criminal liability, elements of a crime, possible defenses to that crime and the sanctions imposed under the criminal law.

CRIM 123 CRIMINAL INVESTIGATION**3 credit hours**

This course provides an examination of the fundamentals of criminal investigation from the crime site to the courtroom preparation experience. An analysis of techniques of crime site recording and search, case preparation and organization, and operational modes of particular kinds of offenses will also be included.

CRIM 126 INTERVIEWING AND REPORT WRITING**3 credit hours**

This course in police science is designed to assist the student in developing proficiency in the principles and psychology of questioning, interrogation of suspects, interviewing witnesses and informants, preparation of statements, declarations, and confessions.

CRIM 128 CRIMINAL PROCEDURE**3 credit hours**

This course will introduce students to a study of the Fourth, Fifth, Sixth, Eighth, and Fourteenth Amendments of the U.S. Constitution as they impact the criminal justice system. The course will emphasize procedural law in contrast to the substantive law taught in the Criminal Law course (CRIM 122). Students will develop a working knowledge of search and seizure issues, due process issues, rules of evidence and the exclusionary rule.

CRIM 129 CRIMINAL JUSTICE ADMINISTRATION**3 credit hours**

This course will introduce students to management issues in the context of criminal justice agencies. Students will gain familiarity with the personal and management skills necessary to effectively administer a law enforcement agency, the major management issues facing criminal justice administrators and issues surrounding the management of resources in the criminal justice context.

CRIM 130 JUVENILE JUSTICE

3 credit hours

This course will introduce students to the juvenile justice system with an emphasis on the causes of juvenile delinquency and the special legal arrangements that have developed to deal with youth crime and corrections.

CRIM 134 LAW ENFORCEMENT SEMINAR

3 credit hours

This seminar is the study and practice of law enforcement procedures and tactics used by law enforcement personnel when performing patrol duty. The course will describe and demonstrate the control tactics used by the officer in normal/stressful situations while on patrol. The class will stress the proper attitude required by an officer in performing his/her duties.

CRIM 247 CRIMINOLOGY

3 credit hours

This course considers the nature and extent of crime and criminality, society's efforts to repress crime, and theories of causation. Emphasis is placed on social process systems and the philosophy and methods of correction. *Prerequisites and/or co-requisites: CRIM 121 Introduction to Criminal Justice, SOSC 100 Introduction to Sociology.*

CSIS 100 COMPUTER CONCEPTS AND APPLICATIONS

3 credit hours

This course consists of a survey of applications, information needs in business, microcomputers, and information systems designed to meet these needs. Standard software packages available to support a microcomputer-based executive work station will be reviewed. Included are descriptions of and "hands-on" work with operating systems, multimedia development tools, and local area networks.

CSIS 105 COMPUTER LITERACY

1 credit hour

This course provides the individual with an opportunity to learn about the uses of a microcomputer and the basic skills needed to operate a computer. Emphasis will be placed on the use of the following types of software: word processing, e-mail, the Internet, spreadsheet, file management and presentation. *Prerequisite: keyboarding skills.*

CSIS 110 WORD PROCESSING APPLICATIONS

1 credit hour

This course presents the basic operations for creating, editing, formatting, and printing documents, as well as setting tabs, adding headers and footers, and working with graphics. *Prerequisite: keyboarding skills.*

CSIS 111 SPREADSHEET APPLICATIONS

1 credit hour

This course presents introductory techniques for creating, formatting, and printing worksheets, using functions, and creating charts. Additional topics will be covered as time allows. *Prerequisite: keyboarding and basic math skills.*

CSIS 112 PRESENTATION SOFTWARE APPLICATIONS

1 credit hour

This course teaches the basic features of creating and producing presentations, overheads and slide shows using Microsoft PowerPoint. *Prerequisite: keyboarding skills.*

CSIS 113 DATABASE APPLICATIONS

1 credit hour

This course teaches database management using Microsoft® Access. Some of the topics covered include database objects, queries, SQL, forms, reports, Web and intranets, validation, repair and integrity. *Prerequisite: keyboarding skills.*



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CSIS 114 E-MAIL APPLICATIONS

1 credit hour

This course is a hands-on introduction to the tools and utilities available within Outlook and designed to increase productivity. It will provide the student with the skills needed to start sending and responding to e-mail in Microsoft® Outlook®, as well as maintaining Calendar, scheduling meetings, and working with tasks. This course is designed for people with a basic understanding of Microsoft Windows who need to learn how to use Microsoft® Outlook® to compose and send e-mail, schedule appointments and meetings, manage contact information and tasks, and use notes. This course is appropriate for persons interested in pursuing the Microsoft® Office Specialist certification for Outlook. *Prerequisite: keyboarding skills, knowledge of Windows.*

CSIS 115 PERSONAL USE OF THE COMPUTER

1 credit hour

A short course in learning Windows, Microsoft WordPad, Paint, MS Word and MS Excel. Students will have actual hands-on instruction using the above mentioned programs.

CSIS 117 INTRO TO WEB DESIGN

1 credit hour

The purpose of Web Page Design is to provide instructions on creating and maintaining a web page for publishing on the Internet. Students will use an HTML editor (FrontPage) to author pages that include text and graphics. An introduction into editing graphics for Web Pages will also be covered. Students will have hands-on experience through a laboratory approach in creating and maintaining a web page. This course is designed for students interested in Web design that may become responsible for designing a Web in his/her career field. Students will learn such Web preparation steps as defining the purpose; creating a Web structure; layout design with text, hyperlinks, images and tables; publishing a FrontPage Web; and researching and gathering information. Microsoft FrontPage will be the primary HTML editor used to create Web pages. Other areas of focus will include design considerations as well as hyperlink and multimedia analysis. Additional applications such as Macromedia Flash and Fireworks may be utilized time permitting.

CSIS 120 PRINCIPLES OF WORD PROCESSING

3 credit hours

Word Processing concepts and applications are studied using state-of-the-art equipment. Topics will include word processors and components, formatting, editing, advanced techniques, file management, and career opportunities. A wide range of applications will provide the student with extensive exposure to final document preparation. *Prerequisite: keyboarding skills.*

CSIS 121 PRINCIPLES OF SPREADSHEETS

1,3 credit hours

This course teaches spreadsheets using Microsoft Excel. Topics covered include, but are not limited to: creating, formatting, and printing worksheets, using functions, creating charts and tables, analyzing workbooks; and integrating Excel with other Office applications. *Prerequisite: keyboarding skills.*

CSIS 122 PRINCIPLES OF PRESENTATION SOFTWARE

3 credit hours

This course teaches presentation software using Microsoft PowerPoint. Topics covered include, but are not limited to, creating and editing presentations, printing slides, notes, handouts, animations, transitions, builds, advanced presentation features, delivery of presentations, and publishing presentations. *Prerequisite: keyboarding skills.*

CSIS 123 PRINCIPLES OF DATABASE APPLICATIONS

3 credit hours

This course teaches database management using Microsoft® Access. Topics covered include, but are not limited to, creating databases, database objects (tables, queries, forms, and reports), integrating Access with other Office applications and the Web, and validation, repair and integrity of databases. *Prerequisite: keyboarding skills.*

CSIS 229 ADVANCED WEB PAGE DESIGN

3 credit hours

This course is designed to serve the needs of individuals who are interested in learning advanced concepts and techniques in the analysis, design, development, implementation and evaluation of Web pages and applications. Students will learn advanced concepts and techniques of tables, graphics, animation, audio/video, forms, and scripting. The latest in Web, graphic, and animation design software programs will be utilized. *Prerequisite: CSIS 117 Intro to Web Design or permission of instructor.*

CSIS 230 VISUAL BASIC PROGRAMMING

3 credit hours

This course will be taught using the **ACM CS1 Model**. This course begins the development of discipline in program design, in style and expression, in debugging and testing, especially for larger programs using the Visual Basic programming language. It will introduce the student to fundamentals of the Visual Basic language, simple data structures, algorithmic analysis, basic aspects of object oriented processing, and programming methods.

CSIS 237 JAVA PROGRAMMING

3 credit hours

This course will be taught using the **ACM CS1 Model**. This course begins the development of discipline in program design, in style and expression, in debugging and testing, especially for larger programs using the Java programming language. It will introduce the student to fundamentals of the Java language, simple data structures, algorithmic analysis, basic aspects of object oriented processing, and programming methods.

CSIS 240 C++ PROGRAMMING

3 credit hours

This course will be taught using the **ACM CS1 Model**. This course begins the development of discipline in program design, in style and expression, in debugging and testing, especially for larger programs using the C++ programming language. It will introduce the student to fundamentals of the C++ language, simple C++ data structures, algorithmic analysis, basic aspects of string processing, recursion, and internal search/sort methods.

CSIS 250 ADVANCED PROGRAMMING METHODS

3 credit hours

This course continues the development of discipline in program design, in style and expression, in debugging and testing, especially for larger programs. It will introduce the student to algorithmic analysis, basic aspects of string processing, recursion, internal search/sort methods and simple data structures. *Prerequisites and/or co-requisites: CSIS 100 Computer Concepts and Applications, CSIS 240 C++ Programming.*

CURR 100 FIRST YEAR SEMINAR

1 credit hour

The First Year Seminar is a course designed to assist students in developing the basic skills necessary to be successful in college. It is important to discuss the transition to college. The student experience will be examined through self-reflection. Topics covered will include effective study habits, time management, note taking, memory development, and career and academic planning. Information on utilizing available college and community resources will also be presented.

CURR 011 ACADEMIC INTEGRITY

1 credit hour

This course is designed to introduce students to major ethical perspectives on academic integrity. Students will use case studies to apply the ethical perspectives to specific situations involving integrity in the academic realm and in the business and professional realm. Students will also develop strategies for academic success within the framework of academic integrity.



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CURR 101 STUDY SKILLS/TEST TAKING STRATEGIES

2 credit hours

This course is designed for students to learn study skills and test taking strategies that will provide them with the necessary skills to be successful in college. Topics for the course will include but are not limited to: note taking strategies, learning styles/personality indicators, study strategies, resource usage/research skills, stress management/test anxiety, test taking strategies and textbook usage.

CURR 102 GOAL SETTING

1 credit hour

This course is designed to teach students how to manage their lives through life planning, job search techniques and professional development. Students will establish goals and learn specific techniques to achieve those goals and personal growth. This course serves an elective for degree-seeking students and those in certificate programs.

CURR 144 SEMINAR IN LIFETIME LEARNING

1,2,3 credit hours

This repeatable seminar offers courses based on surveyed educational needs of lifetime learners. Course topics vary. Possible topics include: Summer Theatre, American Presidency, Book Review and Discussion, Stained Glass, Woodworking, Social Dance.

CURR 299 INDEPENDENT STUDY

1,2,3 credit hours

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: permission of instructor.*

ECON 200 MICROECONOMICS

3 credit hours

This course is a study of the behavior of individual households and business firms. Attention is given to the price system in resource input and product output determination. *This course and ECON 201 Macroeconomics cannot be taken concurrently.*

ECON 201 MACROECONOMICS

3 credit hours

This course is a study of the aggregate sectors of the economy and to their respective roles in economic activity. *This course and ECON 200 Microeconomics cannot be taken concurrently.*

EDUC 104 INTRODUCTION TO TEACHING

2 credit hours

This course is a study of the rules and responsibilities of teachers, administrators, and others involved in offering educational experiences in the elementary and secondary schools in the United States of America. *Co-requisite: EDUC 105 Introduction to Teaching Lab.*

EDUC 105 INTRODUCTION TO TEACHING LAB

1 credit hour

This course arranges for students to be assigned to area schools in order that they may observe the integration of teaching and learning. *Co-requisite: This course is to be taken concurrently with EDUC 104, Introduction to Teaching and requires Instructor permission.*

EDUC 252 CHILDREN'S LITERATURE

3 credit hours

This course emphasizes library usage in the selection, evaluation, and presentation of stories suitable for pre-school age children through junior high youth. Students receive an overview of literature for children as they read a variety of materials and prepare problems, projects, and activities to use in presentations to the class. Developmentally appropriate literature is evaluated based on its usefulness in advancing children's intellectual, social, and emotional development.

EDUC 260 INTRODUCTION TO EARLY CHILDHOOD EDUCATION

3 credit hours

This course examines the full spectrum of early childhood education from birth through age eight. History, curriculum, program application, and current trends and issues are examined. Course content is applicable to infant and toddler programs, preschool programs, kindergartens, and primary education.

NOTE: ALL STUDENTS ENROLLING IN ENGLISH COURSES MUST PROVIDE PLACEMENT SCORES PRIOR TO ENROLLING. SEE THE SECTION ON PLACEMENT TESTING.

ENGL 012 ENGLISH AS A SECOND LANGUAGE – LISTENING

3 credit hours

This course is designed for non-native students who need to improve their English listening skills in an academic environment. *This course is non-transferable and will not count toward graduation.*

ENGL 013 FUNDAMENTALS OF WRITTEN COMMUNICATION

5 credit hours

This course will present an organized method for understanding and using correct grammar in sentences and paragraphs. The course will also present an organized method of paragraph development that emphasizes unity, support, and coherence. Major areas of instruction include pre-writing, topic sentences, transitions, support of main idea, and paragraph logic. *This course is non-transferable and will not count toward graduation.*

ENGL 014 ENGLISH AS A SECOND LANGUAGE – SPEAKING

3 credit hours

This course is designed for non-native students who need to improve their English speaking skills, especially in an academic environment. *This course is non-transferable and will not count toward graduation.*

ENGL 015 ENGLISH FOR NON-NATIVE STUDENTS

3 credit hours

This course is designed for non-native students who need to improve their skills in standard written English. This course aims at preparing these students to enter college courses that are writing intensive. Emphasis will be on grammar and writing. *This course is non-transferable and will not count toward graduation.*

ENGL 016 ENGLISH AS A SECOND LANGUAGE – READING

3 credit hours

This course is designed for non-native students who need to improve their English reading skills and be prepared for college courses that are reading intensive. *This course is non-transferable and will not count toward graduation.*

ENGL 018 READING PROFICIENCY II

4 credit hours

This course emphasizes improving basic reading skills, spelling, comprehension, vocabulary building, study skills, and reference skills. This course may be repeated to improve proficiency. *This course is non-transferable and will not count toward graduation.*

ENGL 100 PRE-COMPOSITION

3 credit hours

This course will present an organized method for writing essays that contain sufficient support for a solid thesis, clear organization of ideas, effective sentence structure, appropriate word choice, and a strong command of the conventions of writing, including standard grammar, correct punctuation, and appropriate paragraphing. *Prerequisite: For specific placement requirements for this class, please refer to the Mandatory Placement Policy in the College Catalog.*



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ENGL 101 ENGLISH COMPOSITION I

3 credit hours

English Composition 101 consists of instruction and practice in the fundamentals of writing with emphasis on grammatical correctness, acceptable usage, and effective organization of ideas. Exposition is the primary basis for such emphasis. Individuals will proceed through basic skills tests. *Prerequisite: For specific placement requirements for this class, please refer to the Mandatory Placement Policy in the College Catalog. In lieu of placement requirements, students may also complete INGL 100 Pre-composition, passing with a grade of "C" or better.*

ENGL 113 GENERAL LITERATURE

3 credit hours

This course consists of a study of representative fiction, drama, and poetry. Selections are read, discussed and analyzed, with consideration of formal literary elements, including plot, characterization, theme, setting, point of view, tone and symbolism.

ENGL 121 READING IN THE DISCIPLINES

3 credit hours

This course is designed to enhance reading in textbooks across the curriculum. It is designed to improve course textbooks reading skills. This course carries institutional credit (will count toward graduation from NCCC). The course may not carry transfer credit to another institution, dependent upon graduation requirements for particular programs and institutions as described in their respective catalog. *Prerequisite: COMPASS score of 65 to 75, ACT score of 14 -16, or successfully pass ENGL 018 Reading Proficiency II.*

ENGL 125 ENGLISH COMPOSITION I - HONORS

3 credit hours

Honors English composition consists of instruction and practice in the fundamentals of writing with emphasis on grammatical correctness, acceptable usage, and effective organization of ideas. Exposition is the primary basis for such emphasis. Individuals will proceed through basic skills tests. *Prerequisite: for specific placement requirements for this class, please refer to the Mandatory Placement Policy.*

ENGL 200 TOPICS IN LITERATURE: WOMEN'S VOICES

3 credit hours

A study of representative women's literature in the English tradition. Selections are read, discussed, and analyzed, with consideration for the formal elements of plot, characters, theme, setting, point of view, tone, and symbolism.

ENGL 215 INTRODUCTION TO MYTHOLOGY

3 credit hours

This course examines major Greek and Roman myths of classical times, their historical and cultural backgrounds, and their influence on later literature and art.

ENGL 220 AMERICAN LITERATURE I

3 credit hours

American Literature I is a survey of American literature from the earliest colonial period through the Civil War. The course traces the development of American literature through literary movements and the works of major authors. Specific literary works will be considered within their cultural and historical contexts.

ENGL 221 INTRODUCTION TO WESTERN LITERATURE

3 credit hours

This course examines major Western literary works from the Renaissance through the Modern Age. Prose, poetry, and drama are studied in chronological sequence with consideration of activities in other artistic fields and some attention to historical and philosophical backgrounds.

ENGL 230 AMERICAN LITERATURE II

3 credit hours

This course is a study of the literature and literary movements from Civil War to the present. The course closely follows the history and development of America through its religious, social, and political struggles. Materials are selected to represent the major authors and their works during this time.

ENGL 240 ENGLISH LITERATURE I

3 credit hours

This course examines major literary works of Great Britain from the Middle Ages through the Eighteenth Century. Poetry, prose, and drama are studied in chronological sequence with consideration of activities in other artistic fields and some attention to historical and philosophical backgrounds.

ENGL 250 INTRODUCTION TO FICTION WRITING

3 credit hours

This course provides a forum for the presentation of student work in fiction and for the discussion of literary process and product. *Prerequisites and/or Co-requisites: ENGL 101 English Composition I, ENGL 289 English Composition II or permission of instructor.*

ENGL 260 SHORT FICTION

3 credit hours

This course is a thematic study of representative international fiction treating the formal elements of plot, characters, themes, setting, point of view, tone, and symbolism.

ENGL 265 TECHNICAL WRITING

3 credit hours

This course offers practice in organizing, structuring, and presenting ideas in a professional style. Emphasis is placed on developing skills for writing technical reports, instruction manuals, and business documents. Practice in designing and incorporating figures, graphs, tables, and charts into reports will also be offered. *Prerequisite and/or Co-requisite: The student must have earned a grade of C or higher in ENGL 101 English Composition I.*

ENGL 289 ENGLISH COMPOSITION II

3 credit hours

Constructive writing is continued from Composition I with a focus on the incorporation of research into one's prose by utilizing discipline appropriate citation guidelines. Readings from various disciplines are used to acquaint students with diverse opinions and to encourage them to organize their own ideas on a variety of topics. Practice in effective writing and development of an adequate vocabulary are emphasized. *Prerequisite: ENGL 101 English Composition I.*

ENGL 298 INDEPENDENT STUDY

1,2,3 credit hours

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: ENGL 101 English Composition I and either membership in the Honors Program or permission of instructor.*

ENGL 299 ENGLISH COMPOSITION II - HONORS

3 credit hours

English Composition II-H is a continuation of English Composition ENGL 101 and substitutes for English Composition ENGL 289. It emphasizes individual study in which the honor student writes three documented papers in three different fields. An instructor in the respective field evaluates the content of each paper. The student also reads significant literary works and prepares writings on each. The student also learns to write a persuasive letter. *Prerequisite: ENGL 101 English Composition I, membership in the Honors Program, or have approval from an English instructor.*



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ENRG 100 INTRODUCTION TO ENERGY MANAGEMENT

3 credit hours

This course defines the need for energy management as an integral part of society at all levels. This course will present the various vocational opportunities available to energy management students through lectures, video, and guest speakers. *Prerequisite and/or Co-requisite: CSIS 100 Computer Concepts and Applications or test out.*

ENRG 101 BUILDING ANALYST/AUDITOR

3 credit hours

This course defines the need for energy management as an integral part of society at all levels. This course teaches energy auditing techniques for the residential setting. Hands-on applications of energy auditing techniques, required equipment and auditing software will be taught. Students will leave with a thorough understanding of methods, processes and procedures of auditing energy use/consumption and will be assessed to BPI (Building Performance Institute) Building Analyst Standards and Certification. *Prerequisite and/or Co-requisite: CSIS 100 Computer Concepts and Applications or test out or permission of instructor.*

ENRG 102 ENERGY PHYSICS

3 credit hours

This course is a one-semester conceptual physics intended for both science and non-science majors. The course enables the learner to appreciate and explore the nature of physics and explanations of the physical phenomena that surrounds us. Course work includes studying mechanics, properties of matter, thermodynamics, waves, electricity, magnetism and optics. A conceptual approach rather than a mathematical point of view is emphasized.

ENRG 104 RESIDENTIAL/LIGHT COMMERCIAL ENERGY ANALYSIS

3 credit hours

This course teaches concepts in residential/light commercial heating systems, heat transfer through the building envelope, degree days, sources of internal heat gains, heat loss calculations, indoor air pollution, and codes and regulations. In addition, students will be introduced to energy auditing software.

ENRG 106 RESIDENTIAL HVAC SYSTEMS ANALYSIS

3 credit hours

Students will investigate the physical principles of heating, ventilation, and air conditioning commonly found in the residential setting. Topics will include: the energy equation, change of state, and refrigeration. The course will also cover heat equation, psychometrics, heating and cooling load equations, piping system design, duct system design, solar effects, effects of thermal mass, and central forced air furnaces. Students will learn Seasonal Energy Efficiency Ratios (SEERs), Energy Efficient Resource Standards (EERSs), Annual Fuel Utilization Efficiency (AFUEs,) fuels, and unitary single zone and multi-zone secondary systems. This course requires field work where students will identify and perform calculations. *Prerequisite: ENRG 102 Energy Physics.*

ENRG 108 LIGHT COMMERCIAL HVAC SYSTEMS ANALYSIS

3 credit hours

This course is the second of a two-course sequence. This course teaches students to identify commercial HVAC system types and the general energy impact of each type. Calculations of system equipment efficiencies will be used to determine Energy Efficient Resource Standards (EERS), Seasonal Energy Efficiency Ratios (SEERs), Annual Fuel Utilization Efficiencies (AFUEs), combustion and seasonal efficiency in boilers, balance point partial load efficiency, and Bin analysis. Students will investigate HVAC delivery systems that include fans, pumps, dampers, control valves, and ducting. This course requires fieldwork where students will identify and perform calculations. *Prerequisites: ENRG 102 Energy Physics, ENRG 106 Residential HVAC Systems Analysis.*

ENRG 110 LIGHTING ANALYSIS

3 credit hours

This course includes assessment of quantity and quality of light, light sources, luminaries, lighting controls, manufacturer lamp and ballast specifications, lighting power density, lighting-HVAC interactions, retrofit opportunities, cost savings analysis, and lighting codes regulations. The course includes a supervised lighting audit project.

ENRG 112 INTRO TO CONSTRUCTION TECHNOLOGY

3 credit hours

This course teaches general understanding of residential construction. It is designed to provide students with an understanding of all techniques used in current and past construction practices. These practices are essential in order to understand how to diagnose and repair structures for maximum energy efficiency. Once a student completes and passes this course they will be prepared to continue in the Energy Management Program and also will receive a NCCER certification. Topics Include: Orientation to the trade, types of building materials and fasteners, operation of hand and power tools, reading plans and elevations, types of floor systems, wall and ceiling framing, roof framing, introduction to concrete materials, windows and exterior doors, and measurements. *Prerequisite and/or Co-requisite: CSIS 100 Computer Concepts and Applications or test out or permission of instructor.*

ENRG 200 MANUFACTURED HOUSING AUDITS

1 credit hour

This course defines the need for energy management as an integral part of society at all levels. This course continues to teach energy auditing techniques for the Manufactured Housing Training. Hands-on applications of energy auditing techniques and use of required equipment will be taught. Students will leave with a thorough understanding of methods, processes, and procedures of auditing energy use/consumption and will be assessed to BPI (Building Performance Institute) Manufactured Housing Analyst Standards and Certification. Topics include: Health and Safety, Duct Systems, Blower Door operation, air quality, Pressure Balance Procedures, Belly Inspection and Repair, Belly Insulation Procedures, Wall Insulation, Roof Insulation, Infiltration and Ventilation, Mechanical Systems, Windows, Doors, Moisture control, plus many other topics associated with manufactured housing. *Prerequisite and/or co-requisite: CSIS 100 Computer Concepts and Applications or test out or permission of instructor. Each student will be required to have passed ENRG 100 Introduction to Energy Management and be BPI certified.*

ENRG 201 BUILDING ENVELOPE

1 credit hour

This course builds on the energy auditing techniques taught in the Building Analyst/Auditor course. This course teaches building envelope auditing techniques for the residential setting. Hands-on applications of building envelope auditing techniques, required equipment and auditing software will be taught. Students will leave with a thorough understanding of methods, processes and procedures of envelope auditing and will be assessed to BPI (Building Performance Institute) Envelope Professional Standard and Certification. *Prerequisite and/or Co-requisite: ENRG 101 Building Analyst/Auditor or permission of the instructor.*

ENRG 205 HVAC SYSTEMS CERTIFICATION

1 credit hour

This course builds on the energy auditing techniques taught in the Building Analyst/Auditor course. This course teaches heat auditing techniques for the residential setting. Hands-on applications of heat techniques, required equipment and auditing software will be taught. Students will leave with a thorough understanding of methods, processes and procedures of heat auditing and will be assessed to BPI (Building Performance Institute) Heating Professional Technical Standards and Certification. *Prerequisite and/or Co-Requisite: ENRG 101 Building Analyst/Auditor or permission of the instructor.*

ENRG 212 METHODS OF ENERGY CALCULATIONS

3 credit hours

This course will emphasize energy management calculation methods focusing on conversion factors and specific fuel types. Fundamental equipment efficiency calculations will be practiced for combustion, motors, and refrigeration. Field data collection and safety procedures will be reviewed. *Prerequisites: ENRG 100 Introduction to Energy Management, ENRG 102 Energy Physics.*



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ENRG 214 ENERGY MANAGEMENT PROJECT

1 credit hour

This course is open to students in the Energy Management certificate program. Students will identify a project, subject to instructor's approval, to demonstrate competence in a specific area of energy management. *Prerequisite: ENRG 100 Introduction to Energy Management.*

ENRG 216 ENERGY INVESTMENT ANALYSIS

3 credit hours

This course teaches energy investment analysis. Topics include interest, simple payback, and life-cycle cost analysis, time value of money, cash flow equivalence, cost-benefit analysis, effects of tax credits, depreciation, inflation and/or escalating fuel costs on energy investments, and cost estimating procedures. The emphasis will be on analysis of energy investments using spreadsheets to consider total cost-benefits over the life of the investment. *Prerequisites: ENRG 104 Residential/Light Commercial Energy Analysis or permission of instructor, CSIS 121 Principles of Spreadsheets.*

ENRG 218 ENERGY CONTROL STRATEGIES

3 credit hours

This course includes building system control theory and devices, including electric, pneumatic, and digital controls. An emphasis is placed on identifying and understanding control strategies related to energy using systems and methods to estimate energy savings. Hands-on labs reinforce device identification. *Prerequisites: ENRG 106 Residential HVAC Systems Analysis, ENRG 212 Methods of Energy Calculations.*

ENRG 220 ENERGY PRESENTATION

1,3 credit hours

This course will guide students through the technical presentation process – both written and oral. Electronic communication skills are included. *Prerequisite: CSIS 110 Word Processing Applications.*

ENRG 222 ENERGY INTERNSHIP

3 credit hours

This course provides relevant field experience that integrates theory and practice while providing opportunities to develop skills, explore career options and network with professionals and employers in the energy management field. This course is a required course in the Energy Management Certificate and Degree programs. *Prerequisite: student must be enrolled in the Energy Management program and have a minimum of 21 hours of coursework completed before taking this Energy Internship course or have permission of instructor.*

ENTR 130 Entrepreneurial Mindset

3 credit hours

The student will be introduced to the entrepreneurial mindset in its true economic and social context by learning to recognize potential opportunities and how to develop plans using innovation to pursue the opportunities. The student will study the skills, attitudes and behaviors that successful entrepreneurs have historically possessed, as well as the issues, circumstances and obstacles that shaped their time. Additionally, the student will analyze contemporary entrepreneurs who overcome hardship and adversity by embracing an entrepreneurial mindset. The characteristics of the entrepreneurial mindset will be dissected and applied to the student's own potential for innovation and opportunity recognition.

ENTR 160 INTRODUCTION TO ENTREPRENEURSHIP

2 credit hours

The student will demonstrate an understanding of the role of entrepreneurial businesses in the United States and the impact on our national and global economy. The student will evaluate the skills and commitment necessary to successfully operate an entrepreneurial venture. Additionally, the student will explore the challenges of entrepreneurship including feasibility analysis, business plan development, and growing the business. This course is not designed for transfer.

ENTR 161 OPPORTUNITY ANALYSIS

2 credit hours

Upon successful completion of this course, the student should be able to assess the current economic, social, and political climate for small businesses. In addition, the student should be able to explain how demographic, technological and social changes create business opportunities. Students will assess the personal

appropriateness of their business ideas based on their strengths and skills, and personal, professional and financial goals. An initial market assessment will be made and students will test their concept through basic market research. This course is not designed for transfer.

ENTR 162 BUSINESS PLAN

2,3 credit hours

Upon successful completion of this course, the student will be able to evaluate a business concept and write a sound business plan. In the process of doing so, students will be able to assess the strengths and weaknesses of a business concept; collect and organize market research data into a marketing plan; and prepare the financial projects for their business concept. In addition, students will be able to identify and evaluate various resources available for funding small businesses. This course is not designed for transfer.

ENTR 201 EXPLORING INNOVATION AND BUSINESS TRANSFORMATION

3 credit hours

Students will explore several aspects of business transformation via innovation such as value or “blue ocean” strategies, evolutionary vs. revolutionary innovation, disruptive innovation, the innovation process, legal protection, and articulating and pitching new innovation. This course is appropriate for all students interested in innovation as a necessary component of businesses and economic growth today. *ENTR 160 Intro to Entrepreneurship highly recommended*

ENTR 299 INDEPENDENT STUDY

1,2,3 credit hours

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Permission of instructor.*

ETEC 102 INTRODUCTION TO INDUSTRIAL TRADES

3 credit hours

This course introduces students to the latest techniques and technology used in light industry. Instruction will allow the students to explore the plastics, concrete, steel and building industries. This course is an introductory course which touches on safety, measurement, and blueprint reading in relationship to the industries explored.

ETEC 105 INTRODUCTION TO NETWORKING (CISCO I)

3 credit hours

This is the first of four semester courses designed to provide students the skills they will need to design, build, and maintain small to medium size networks. *CISCO I-IV must be taken in sequence.*

ETEC 106 CISCO NETWORKING II

3 credit hours

This is the second of four semester courses designed to provide students the skills they will need to design, build, and maintain small to medium size networks. *Prerequisite: ETEC 105 Introduction to Networking (CISCO I).* *CISCO I-IV must be taken in sequence.*

ETEC 109 PLUMBING I

3 credit hours

This course involves an orientation of the requirements and other information needed for job entry in the plumbing field.

ETEC 110 RESIDENTIAL WIRING

3 credit hours

This course covers electrical installation, operation, and maintenance for residential wiring. It will focus on general knowledge, safety, tools, print reading, equipment, wiring, and the National Electrical Code.



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ETEC 111 TOOLS AND MACHINES – MAINTENANCE AND SAFETY

3 credit hours

This course deals with the general industrial safety and maintenance and safety of hand tools and power tools used in manufacturing. The course involves the proper use, maintenance, selection, and care of both hand tools and machines used with a variety of material.

ETEC 112 CABINET CONSTRUCTION I

3 credit hours

This course deals with tool and machine safety in the step-by-step methods and procedures used in the construction of cabinets. The class will study many types of cabinet construction and joints, fasteners and adhesives used.

ETEC 115 BLUEPRINT READING

3 credit hours

This course begins with a thorough explanation of how blueprints are structured and the conventions that are used in making them and reading them. These principles are then applied to detail drawings and assembly drawings of mechanical equipment. Special features of blueprints in applications ranging from sheet metal work through electrical and air conditioning work are addressed. The course concludes with information on how to sketch in the style of a blueprint to convey information simply and completely.

ETEC 121 ENGINEERING GRAPHICS I

3 credit hours

This course provides the foundation for drafting and design fundamentals. The course involves a study of basic drafting equipment, techniques, and computers in the design process. Content includes engineering lettering, line conventions, orthographic projection, sections, auxiliary views, dimensioning practices and pictorial drawings. *This course is offered upon sufficient request.*

ETEC 122 ENGINEERING GRAPHICS II

3 credit hours

This course presents a further development of planes, angles between lines and planes, orthographic projections to include descriptive geometry principles, auxiliary views, oblique views, developments, and transitions. *Prerequisite: ETEC 121 Engineering Graphics I. This course is offered upon sufficient request.*

ETEC 125 COMPUTER APPLICATIONS IN MANUFACTURING

3 credit hours

This course deals with the study and application of computer-aided design systems. The course involves the use of AutoCAD and related programs that can be used in manufacturing methods and processes. *This course is offered upon sufficient request.*

ETEC 136 INDUSTRIAL INTERNSHIP

1, 2, 3 credit hours

The Industrial Internship course provides credit for work-related experience. The main goal of the industrial internship course is for students to become aware of workplace skills needed in the job market and to have an opportunity to apply those skills. Linking formal classroom training to related work experience allows opportunity for cognitive, affective, and psychomotor skills to be developed and applied. Students will be asked to document workplace interactions and record reflections and observations in a journal. A total of 45 hours per credit hour in on-the-job/internship experience is required per credit hour. This is a repeatable course. Unless otherwise approved, a maximum of 20 hours of credit is allowed for this course. *Co-requisite: Concurrent or previous enrollment in a related program of study.*

ETEC 146 COMPTIA A+ ESSENTIALS

3 credit hours

This course is designed to satisfy the needs of the electronics student who requires an in-depth knowledge of troubleshooting, expanding, and interfacing microcomputer hardware. It is a modern, systems-oriented introduction into the field of microcomputer repair.

ETEC 147 COMPTIA A+ PRACTICAL APPLICATIONS

3 credit hours

This course will introduce the student to an in-depth knowledge of troubleshooting, expanding, and interfacing microcomputer hardware. It is a modern, systems-oriented introduction into the field of microcomputer repair. The student will receive a working knowledge of the operating system. This course will prepare the student for an entry level position maintaining, upgrading, and doing basic troubleshooting and repairing of personal computers.

ETEC 153 COMPUTER-AIDED DESIGN I

3 credit hours

This course deals with the study and application of working drawings using the Computer-Aided Design System. This course involves the use of AutoCAD and programs that can be used with CAD programs. *This course is offered upon sufficient request.*

ETEC 160 SPECIAL SKILLS IN WELDING

1,3 credit hours

This course is designed to improve and upgrade welding skills. Each student and instructor will work together to determine individualized goals. *Prerequisite and/or Co-requisite: ETEC 163 Welding Procedures and Applications or permission of instructor. This course may be repeated for additional credit. This course is offered upon sufficient request.*

ETEC 163 WELDING PROCEDURES AND APPLICATIONS

7 credit hours

This course is designed to provide training for students who want to acquire entry welding skills. Safety procedures, care and use of equipment, knowledge of welding symbols, and the study and application of welding theories and procedures are emphasized. Instruction will be provided in the fundamentals of shielded metal arc welding and the fundamentals of oxyacetylene cutting.

ETEC 170 COMPUTER APPLICATIONS IN MANUFACTURING II

3 credit hours

This course deals with the study and application of computer-aided design system. The course involves the use of Mastercam and related programs that can be used in manufacturing methods and processes. *Prerequisite: ETEC 125 Computer Applications in Manufacturing.*

ETEC 192 SELECTED TOPICS IN TECHNICAL/ INDUSTRIAL EDUCATION

3 credit hours

This course is offered on a range of selected topics in Industrial/Technical Education. It may be repeated for credit with different topic. *This course is offered upon sufficient request.*

ETEC 194 INTRODUCTION TO TECHNOLOGY SYSTEMS

3 credit hours

This is an introductory study of the systems of technology as applied in communication, manufacturing, construction, and power/energy/transportation; including their organizations, techniques, resources, products, evolution and impact on society.

ETEC 205 CISCO NETWORKING III

3 credit hours

This is the third of four semester courses designed to provide students with the skills they will need to design, build, and maintain small to medium size networks. *Prerequisite: ETEC 105 Introduction to Networking (CISCO I), ETEC 106 CISCO Networking II. CISCO I-IV must be taken in sequence.*



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ETEC 206 CISCO NETWORKING IV**3 credit hours**

This is the fourth of four semester courses designed to provide students the skills they will need to design, build, and maintain small to medium size networks. *Prerequisite: ETEC 105 Introduction to Networking (CISCO I), ETEC 106 CISCO Networking II, ETEC 205 CISCO Networking III. CISCO I-IV must be taken in sequence.*

ETEC 228 COMPUTER-AIDED DESIGN II**3 credit hours**

This course deals with the study and application of working drawings using a Computer-Aided Design System. The course involves the use of AutoCAD and programs which can be used with CAD programs. *Prerequisite: ETEC 121 Engineering Graphics I, ETEC 153 Computer-aided Design I, or permission of instructor. This course is offered upon sufficient request.*

ETEC 275 COMPUTER AND NETWORK SECURITY**3 credit hours**

This course will provide an introduction to the many aspects of computer and data network security, and information assistance. The course will examine the rationale and necessity for securing computer systems and data networks, as well as methodologies for implementing security, security policies, best current practices, testing security, and incident response. Course concepts are reinforced by demonstrations and research assignments. *Prerequisites and/or co-requisites: CSIS 100 Computer Concepts and Applications.*

FLAN 154 ELEMENTARY SPANISH I**5 credit hours**

Students will develop listening, speaking, reading, and writing skills in this course. This course will enable the student to communicate with a native speaker using every day language. Students will demonstrate a greater ability to create and express their own thoughts in speaking and writing. The classes will include an introduction to literature and art in which students will actively participate in a small group, with partners and/or on an individual basis. Cultural awareness activities will be included. *Kansas Regents Shared Number – SPA1010.*

FLAN 155 ELEMENTARY SPANISH II**5 credit hours**

This course will encompass the study of the Spanish language and the culture of Spanish speaking countries. This course will be a continuation of Elementary Spanish I. In this course skills will be developed in speaking, reading, writing, and listening. Culture will be studied in order to gain an appreciation of the Hispanic culture and for students to become cognizant of the diverse world in which we live. *Prerequisite: FLAN 154 Elementary Spanish I or two years of high school Spanish and permission of instructor. Kansas Regents Shared Number – SPA1020.*

HIST 101 WORLD CIVILIZATION I**3 credit hours**

This course studies the origin and historical development of peoples and cultures from antiquity through the Renaissance into the early modern world (5000 B.C.-1500 A.D.). Societies in Europe, Asia, and Africa are surveyed. Written materials from each period are used whenever possible. *Kansas Regents Shared Number – HIS1030.*

HIST 102 WORLD CIVILIZATION II**3 credit hours**

This course begins with the new nations developing in Europe in the 1500s and traces the emergence of a modern world in India, China, Japan, Africa, and in the Americas as each country struggles to maintain its identity in an international society of nationalism, industrialization, imperialism, and totalitarianism of the 1900's, and beyond. Written materials from each period are used whenever possible. *Kansas Regents Shared Number – HIS1040.*

HIST 200 RECENT AMERICAN HISTORY**3 credit hours**

This course examines the economic, social, and political development of the United States during the Twentieth Century. *Kansas Regents Shared Number – HIS1020.*

HIST 201 UNITED STATES HISTORY I**3 credit hours**

This course studies the economic, social, and political developments of the United States from pre-history to 1877. *Kansas Regents Shared Number – HIS1010.*

HIST 202 UNITED STATES HISTORY II**3 credit hours**

The purpose of this course is to survey the economic, social, and political development of the United States from the end of Reconstruction to the present. *Kansas Regents Shared Number – HIS1020.*

HIST 207 WORLD GEOGRAPHY**3 credit hours**

This course examines the major geographical regions of the world by surveying the political units, environments, and cultures.

HPER 100 PHYSICAL EDUCATION**1 credit hour**

This course is designed to cover all of the physical activities within the scope of athletic practices. *Prerequisite: permission of instructor.*

HPER 103 VARSITY BASKETBALL**1 credit hour**

Varsity basketball is a course designed to enable the student to study the theory of basketball and to put the fundamentals of the game to use during intercollegiate competition. *Prerequisite: permission of instructor.*

HPER 104 VARSITY TRACK**1 credit hour**

This course consists of intensive work on theory and fundamentals of track and field athletics. *Prerequisite: permission of instructor.*

HPER 105 VARSITY VOLLEYBALL**1 credit hour**

Varsity volleyball includes instruction in the theory, fundamentals, and rules for playing the game of volleyball. *Prerequisite: permission of instructor.*

HPER 108 VARSITY BASEBALL**1 credit hour**

Varsity baseball is the theory and practice of fundamentals of competitive baseball. *Prerequisite: permission of instructor.*

HPER 112 CONDITIONING WEIGHTS**1 credit hour**

Conditioning Weights involves the systematic exercising of various muscle groups in order to enhance their development and improve body conditioning. *Prerequisite: permission of instructor.*

HPER 113 WEIGHT TRAINING**1 credit hour**

This course further develops the systematic exercising of the various muscle groups by repeatedly subjecting the body to progressively increased exercise loads and a series of flexibility drills designed for athletes participating in a particular sport. *Prerequisite: permission of instructor.*

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HPER 114 VARSITY SOFTBALL**1 credit hour**

Varsity Softball is the theory and practice of fundamentals of competitive softball. *Prerequisite: must be on the varsity softball team.*

HPER 115 SELF DEFENSE**1 credit hour**

This course is designed to expose the student to the fundamentals of unarmed self-defense.

HPER 116 PERSONAL AND COMMUNITY HYGIENE**3 credit hours**

This course deals with everyday health, hygiene, and an awareness of drugs and diseases.

HPER 119 VARSITY SOCCER**1 credit hour**

Varsity Soccer is the theory and practice of fundamentals of competitive soccer. *Prerequisite: permission of instructor.*

HPER 120 VARSITY WRESTLING**1 credit hour**

Varsity Wrestling is the theory and practice of fundamentals of competitive wrestling. *Prerequisite: permission of instructor.*

HPER 123 JOGGING**1 credit hour**

This course offers individualized jogging programs for improved cardio-respiratory endurance.

HPER 124 VARSITY DANCE**1 credit hour**

Varsity Dance is the theory and practice of dance in the styles of Jazz, Hip-Hop and Pom. *Co-requisite: must be on the dance team or permission of instructor.*

HPER 125 VARSITY CHEER**1 credit hour**

Varsity Cheer is the theory and practice of cheerleading including yelling, jumping and stunting. *Co-Requisite: must be on the cheerleading team or permission of instructor.*

HPER 126 AEROBIC FITNESS**1 credit hour**

This course focuses on various aerobic activities. The students will learn exercise techniques from programs such as pilates, yoga, and aerobic dance. The course will emphasize a different exercise program each semester. This course will provide students with a weekly physical fitness activity. Students will be allowed to take this class multiple times. However, students will need to consult with their advisor to see how this course will meet graduation and eligibility requirements.

HPER 130 PRINCIPLES OF STRENGTH TRAINING**3 credit hours**

This course exams the principles and techniques of strength training including safety, CPR training, strength physiology, spotting, training recommendations, lifting techniques, and program design and management.

HPER 136 DIET AND WEIGHT CONTROL**1 credit hour**

Diet and Weight Control teaches students aspects of dietary control necessary for weight loss, gain, or maintenance.

HPER 150 LIFETIME FITNESS**1 credit hour**

This course is designed to expose students to facts about weight control, stress, weight lifting and aerobic and

anaerobic activities and their effects on total fitness for life.

HPER 160 WELLNESS CONCEPTS

2 credit hours

This course is designed to help students develop an understanding of the principles necessary for promoting lifetime wellness. The benefits of cardiovascular fitness, and living effectively and improving the quality of life are examined. The course may include a study of self-concept, interpersonal relationships, stress, nutrition, weight control, physical fitness, infectious diseases, substance misuse and abuse, human sexuality, non-infectious diseases and consumer health.

HPER 170 EXERCISE SCIENCE FOR FITNESS PROFESSIONALS

3 credit hours

Principles of exercise science applied to teaching fitness/aerobics including major factors related to the movement and function of the human body. Emphasis on anatomy/physiology, exercise physiology, and biomechanics. *Prerequisite and/or Co-requisite: HPER 150 Lifetime Fitness.*

HPER 195 INTRODUCTION TO PHYSICAL EDUCATION

2 credit hours

This is a basic course that includes objectives, methods, and subject matter encompassing physical education, its history, and its philosophy. The course addresses the personal and professional qualifications for teaching values of physical education in the development of children and youth and the general purpose of a physical education program.

HPER 203 INTRODUCTION TO COACHING

2 credit hours

This course will introduce the general philosophy and methods of coaching. Various topics to prepare the individual for the task of coaching, such as sport science, sport psychology, and sport management will be included.

HPER 204 INTRODUCTION TO ATHLETIC TRAINING

2 credit hours

The student will be presented with: the definition of what an athletic trainer is and does, the “sports medicine team”, legal concerns, environmental considerations, protective equipment selection, fit and proper use, mechanism and types of injury incurred by the physically active, emergency procedures and on-and-off the fields acute care of injury with discussion specific.

HPER 207 CARE AND PREVENTION OF ATHLETIC INJURIES & LAB

3 credit hour

The student will be introduced to the mechanism and types of injuries that occur by the physically active with information specific to the foot, ankle, lower leg, knee, thigh, hip, pelvis, shoulder, elbow, wrist, hand, fingers, head, and spine. Wrapping and taping techniques will also be presented and practiced. *Prerequisite: HPER 204 Introduction to Athletic Training.*

HPER 208 ADVANCED CARE AND PREVENTION OF ATHLETIC INJURIES & LAB

3 credit hour

This course is designed for individuals pursuing a career in the athletic training profession. Emphasis is on the characteristics of trauma to the physically active and tissue response to injury, psychosocial intervention, fitting and manufacturing of protective equipment, therapeutic modalities, therapeutic rehabilitation and general medical health conditions. Specific hands-on experience (lab) will demonstrate, practice, and evaluate specific athletic training skills.

HPER 219 RULES AND OFFICIATING

1 credit hour

This course will cover the rules of the respective sport with an aim toward preparing persons to enter into officiating.



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HPER 222 PERSONAL TRAINING**3 credit hours**

This course examines basic principles of fitness for the prospective fitness professional. Topics include exercise risks and safety, weight control, components of fitness, fitness assessment and exercise programming.

HPER 280 FUNDAMENTALS OF COACHING BASKETBALL**2 credit hours**

This course is a study of the development of basketball and the various techniques used with emphasis on fundamentals, rules, and coaching methods. The coach's duties and responsibilities as well as the principles of conditioning and strategy are an integral part of the course.

HPER 281 BASEBALL THEORY**1 credit hour**

This is a foundation course, presented from the coaching aspect, to provide players/fans with a better understanding of the game. Concepts will include necessary physical abilities for each position, practice drills used to develop and improve skills, offensive and defensive play situations and their desired outcomes, scoring the game book and statistics.

HPER 290 THEORY OF COACHING VOLLEYBALL**2 credit hours**

This is a majors course intended to provide a comprehensive understanding of volleyball theory and coaching methods. Rules, history, techniques, and strategy will be included.

HPER 299 INDEPENDENT STUDY**1,2,3 credit hours**

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: permission of instructor.*

HUM 102 INTRODUCTION TO LOGIC AND CRITICAL THINKING**3 credit hours**

This course will introduce students to the basic principles of critical thinking, including deductive and inductive reasoning, common fallacies, and standards for argument construction. Students will become familiar with categorical and symbolic syllogisms and the various methods for evaluating validity of arguments. Emphasis will include the ability to analyze, evaluate and construct arguments.

HUM 103 INTRODUCTION TO PHILOSOPHY**3 credit hours**

This course will use the writings of major philosophers to introduce the student to philosophical issues and major schools of thought on philosophical topics. Major topics will include epistemology, metaphysics, ethical philosophy, political philosophy, religious philosophy and existentialism. *Kansas Regents Shared Number – PHL1010.*

HUM 104 ETHICS**3 credit hours**

This course will introduce students to the basic concepts, methods and history of moral philosophy and their application to specific moral problems. Basic ethical theories and terminology will be linked to practical real world situations in order to foster the application of ethical reasoning to moral problems.

HUM 110 HUMANITIES I**3 credit hours**

This course is a survey of philosophy, music, art, theatre, and literature. It is an interpretative rather than a technical study of these areas approached in a chronological manner through cultural epochs from the Greco-Roman period through the Middle Ages. The focus of the course is upon man/woman – his/her thoughts and emotions – rather than upon an external world.

HUM 120 HUMANITIES II

3 credit hours

This course is a survey of philosophy, music, art, and literature. It is an interpretive rather than a technical study of these areas approached in a chronological manner through cultural epochs from the Renaissance through the Modern World. The focus of the course is upon man/woman – his/her thoughts and emotions – rather than upon an external world.

HUM 127 FOREIGN STUDY TOUR

1,2,3 credit hours

With prior approval, a student may earn one hour of credit per week of organized travel outside of the United States up to a total of three credits. Proof of travel must be presented within 30 days of return along with a written travel report of adequate length prepared by the student giving the itinerary and the various expenses in detail, telling about both the pleasant and the unpleasant features of the trip, and describing the learning experiences that were involved. Evaluation and determination of appropriate credit is made by both the Vice President for Student Learning and the instructor.

HUM 133 WORLD RELIGIONS

3 credit hours

This course examines the origins, development, history and importance of some of the major religions of the world today. It includes their sacred writings and a glance at the social and geographical environments from which they emerged.

HUM 204 WESTERN CIVILIZATION I

3 credit hours

This is an interdisciplinary course of study that critically examines the ideas and values of Western culture from ancient beginnings in Africa, the Near East, Mesopotamia, Israel, Greece, and Rome through the Middle Ages, Reformation, Renaissance and to the beginning of the Early Modern period. It emphasizes the reading and discussion of some of the most influential writings and ideas that have shaped the intellectual and cultural heritage of the Western world. The presentation of the material is both historical and thematic. It is a study of the past organized to help us better understand the present and to direct attention to the enduring questions about how to lead a satisfying and worthwhile life. Themes are selected to focus thought and discussion upon such issues as: 1) the good life; 2) work and economic life; 3) the citizen and the state; 4) knowledge and education; 5) intimacy and social life; 6) nature and the supernatural; and, 7) morality and self-realization.

HUM 205 WESTERN CIVILIZATION II

3 credit hours

This is an interdisciplinary course of study that critically examines the ideas and values of Western culture from the beginnings of the Early Modern period to the twentieth century. It emphasizes the reading and discussion of some of the most influential writings and ideas that have shaped the intellectual and cultural heritage of the Western world during the Modern era. The presentation of the material is both historical and thematic. It is a study of the past organized to help us better understand worthwhile life. Themes are selected to focus thought and discussion upon such issues as: 1) the good life; 2) work and economic life; 3) the citizen and the state; 4) knowledge and education; 5) intimacy and social life; 6) nature and the supernatural; and, 7) morality and self-realization.

HUM 206 EASTERN CIVILIZATIONS

3 credit hours

This course is a broad interdisciplinary survey of the major civilizations of Asia with particular emphasis on the history, culture, literature and art of India, China and Japan from prehistory to the Modern period. Through an examination of translated source material, lecture, and discussion, students will gain an appreciation of the great works of Asian religion, thought and literature and an understanding of the broad sweep of Asian history from its origins in the river valleys to its collision with the West.



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HUM 250 LEADERSHIP

3 credit hours

This course is designed to introduce students to the concepts and skills of leadership from a humanities perspective. By studying case studies in leadership, the students will be encouraged to identify the skills of effective leaders and develop their own philosophy of leadership.

HUM 260 HUMANITIES SEMINAR

1,2,3 credit hours

This course is designed to provide an opportunity for the instructor and student to pursue specific topics or units of study within the humanities field. This course may be repeated for credit. *Prerequisite: permission of instructor.*

HUM 299 INDEPENDENT STUDY

1,2,3 credit hours

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: permission of instructor.*

HVAC 101 WORKPLACE SKILLS

1 credit hour

This course provides students with the skills necessary to succeed in the work environment. Students will learn how to listen attentively, communicate in written and verbal formats, solve problems, think critically, and participate in team project coordination. Additionally, students will learn time management, ethics, and interview skills.

HVAC 102 GENERAL CONSTRUCTION SKILLS

4 credit hours

This course, serving as a pre-requisite to the subsequent trade courses, explains the safety obligations of workers to ensure a safe workplace and discusses the causes and results of accidents and the dangers of rationalizing risks. It also reviews basic mathematical functions used in the construction industry; identifies hand and power tools widely used and familiarizes trainees with basic blueprint terms and symbols, and material handling techniques.

HVAC 103 ELECTRICAL FUNDAMENTALS

4 credit hours

This course teaches power generation and distribution, and electrical components; explains the theory of solid-state electronics, Ohm's Law, wiring diagrams, as well as the operation, use and testing of the various electronic components used in HVAC; and covers transformers, single-phase and three-phase power distribution, capacitors, the theory and operation of induction motors. Students will construct and test both series and parallel circuits. Additionally, the student learns how to solve problems involving the measurement of lines, area, volume, weights, angles, pressure, vacuum, and temperature.

HVAC 107 HEATING SYSTEM FUNDAMENTALS

3 credit hours

This course focuses on heating fundamentals; the types of furnace designs and their components and presents the basic procedures for installing and servicing furnaces. It describes the tools and instruments used in trouble-shooting gas heating appliances and teaches the principles of fossil-fuel furnace venting; covers various types of iron and steel pipe and fittings and provides step-by-step instructions for cutting, threading, and joining ferrous piping. It additionally presents the operation and testing of electric furnaces and their components and reviews the operation of electric heating appliances. Also included in this course is the design, construction and joining of sheet metal ducting used in HVAC systems.

HVAC 109 HEATING SYSTEMS LAB

5 credit hours

This course is the laboratory component of HVAC 107. This course is the application of knowledge learned in HVAC 107. It focuses on heating fundamentals; the types of furnace designs and their components and presents

the basic procedures for installing and servicing furnaces. It describes the tools and instruments used in trouble-shooting gas heating appliances and teaches the principles of fossil-fuel furnace venting; covers various types of iron and steel pipe and fittings and provides step-by-step instructions for cutting, threading, and joining ferrous piping. It additionally presents the operation and testing of electric furnaces and their components and reviews the operation of electric heating appliances. Also included in this course is the design, construction and joining of sheet metal ducting used in HVAC systems.

HVAC 120 EPA 608

1 credit hour

This course prepares the students to successfully complete the EPA 608 certification exam. It covers laws and regulations that govern the storage, use, and disposal of regulated refrigerants used in HVAC. It also covers the environmental impact of HVAC chemicals used in the industry.

HVAC 122 HVAC FUNDAMENTALS

4 credit hours

Presenting the basic principles of heating, ventilation, and air conditioning, this course offers an introduction into the HVAC trade. It also covers heat transfer, refrigeration, and pressure-temperature relationships. It teaches tools, materials, and safety precautions and depicts step-by-step procedures for soldering and brazing piping; covers the selection, preparation, joining, and support of copper and plastic piping and fittings. The course explains the operating principles of the different types of compressors used in comfort air conditioning systems and covers the refrigerants and oils commonly used in HVAC/R systems. It introduces the trainee to the leak detection, evacuation, recovery, and charging service procedures.

HVAC 124 HVAC LAB

4 credit hours

This course is the laboratory component of HVAC 122. This course is the application of knowledge learned in HVAC 122. Presenting the basic principles of heating, ventilation, and air conditioning, this course covers heat transfer, refrigeration, and pressure-temperature relationships. It teaches tools, materials, and safety precautions and depicts step-by-step procedures for soldering and brazing piping; covers the selection, preparation, joining, and support of copper and plastic piping and fittings. The course explains the operating principles of the different types of compressors used in comfort air conditioning systems and covers the refrigerants and oils commonly used in HVAC/R systems. It introduces the trainee to the leak detection, evacuation, recovery, and charging service procedures.

HVAC 202 ADVANCED HVAC I

5 credit hours

This course explains the factors that affect the heating and cooling loads of a building. It describes the process by which the heating and cooling loads are calculated; explains air properties, related gas laws, and psychrometric principles and charts; and introduces the trainee to various heat recovery/reclaim devices and energy reduction apparatuses. It explains how to analyze circuit diagrams for electronic and microprocessor-based controls and covers the operation, testing, and adjustment of conventional and electronic thermostats, as well as the operation of common electrical, electronic, and pneumatic circuits used to control HVAC systems. It describes the purpose of planned maintenance and outlines the procedures for servicing HVAC equipment.

HVAC 204 ADVANCED HVAC II

4 credit hours

This course covers advanced system parameters that affect the heating and cooling loads of a building. It explains the processes by which the heating and cooling loads are calculated; explains air properties, related gas laws, and psychrometric principles and charts; and covers various troubleshooting techniques used to evaluate faults in electronic controls, accessories, and heat pumps. It explains how to analyze circuit diagrams for troubleshooting HVAC systems. It describes the purpose of planned maintenance and outlines the procedures for servicing HVAC equipment.



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HVAC 206 PIPEFITTING

3 credit hours

This course explains the safety requirements for oxyfuel cutting. It identifies oxyfuel cutting equipment and setup requirements. It explains how to light, adjust, and shut down oxyfuel equipment. It also introduces chemical, compressed air, fuel oil, steam, and water systems and explains how to identify them by color-code. It also explains thermal expansion of pipes and pipe insulation. This course identifies and provides installation methods for different types of valves. It also covers valve storage and handling. It also describes the materials used in socket weld piping systems. It explains how to determine pipe lengths between socket weld fittings, prepare the pipe and fittings for fit-up, and fabricate socket weld fittings. This course describes the materials used in butt weld piping systems. It explains how to determine pipe lengths between butt weld fittings, prepare the pipe and fittings for fit-up, and fabricate butt weld fittings.

HVAC 208 COMMERCIAL HVAC

5 credit hours

This course covers the operation of refrigeration systems, with emphasis on systems used in cold storage and other commercial food preservation applications and presents the basic techniques and equipment used in troubleshooting these types of cooling equipment. It explains the operating principles of the different types of hydronic systems and offers the operating principles, applications, installation, and adjustment of the various types of hydronic systems. It presents the entire basic handling and equipment servicing procedures that a technician must know in order to service hydronic systems and covers the application and installation of various types of hydronic systems.

NOTE: ALL STUDENTS ENROLLING IN MATH COURSES MUST PROVIDE PLACEMENT SCORES PRIOR TO ENROLLING. SEE THE PLACEMENT SECTION FOR INFORMATION.

MATH 010 CONTEMPORARY MATHEMATICS CONCEPTS

2 credit hours

This course is designed for students who want, need, or are recommended for a refresher course dealing with the four operations of fractions and decimals, calculating percentage, and solving ratios. *This course is non-transferable and will not count toward graduation.*

MATH 011 BEGINNING ALGEBRA

4 credit hours

This is a course designed for students with no background in algebra. This course will not transfer nor does it carry credit for graduation requirements at NCCC. It is accepted by the State of Kansas as a developmental mathematics course. Topics covered are: signed numbers and operations, manipulation of simple algebraic expressions, equations and inequalities, polynomials, and rational expressions. Students will be expected to have access to a scientific calculator. A graphing calculator such as a TI-83 is acceptable. *Prerequisite: for specific placement requirements for this class, please refer to the Mandatory Placement Policy. No previous algebra is necessary.*

MATH 111 COLLEGE ALGEBRA WORKSHOP

2, 5 credit hours

This course is designed for students with a minimal background in algebra and is designed to be taken in conjunction with College Algebra MATH 113. This class will give a review of algebra concepts that were previously learned or may not have been learned well enough to succeed in a 3 credit hour College Algebra course. This class is for students with a D or higher in Intermediate Algebra MATH 112. Topics covered are: polynomials, rational expressions and radicals, equations and inequalities, absolute value, functions and graphs, rational functions, exponential and logarithmic functions, conic sections, matrices and systems of equations and inequalities. Students will be expected to have access to and use a graphing calculator (a TI-83/84 is recommended). *Prerequisite: for specific placement requirements for this class, please refer to the Mandatory Placement Policy.*

MATH 112 INTERMEDIATE ALGEBRA

4 credit hours

This is a course designed for students with a minimal background in algebra. The course carries institutional credit of 4 hours (it counts toward graduation from NCCC). The course may not transfer credit to another

institution, dependent upon graduation requirements for particular programs and institutions as described in their catalogs. Topics covered are: equations and inequalities, absolute value, functions and graphs, polynomials, rational expressions and radicals, and systems of equations and inequalities. Students will be expected to have access to a scientific calculator. A graphing calculator (such as a TI-83) would be acceptable. *Prerequisite: for specific placement requirements for this class, please refer to the Mandatory Placement Policy.*

MATH 113 COLLEGE ALGEBRA

3 credit hours

This is a standard College Algebra course designed for students that have successfully completed Algebra I and Algebra II in high school. It will satisfy the general education requirement for College Algebra and will transfer to all Kansas Regents institutions. This class is also for students earning an A or B in Intermediate Algebra MATH 112. Topics covered are: polynomials, rational expression and radicals, equations and inequalities, absolute value, functions and graphs, rational functions, exponential and logarithmic functions, conic sections, matrices and systems of equations and inequalities. Students will be expected to have access to and use a graphing calculator (TI-83 is recommended). *Prerequisite: for specific placement requirements for this class, please refer to the Mandatory Placement Policy.*

MATH 114 INDUSTRIAL MATH

3 credit hours

Beginning with concepts as basic as the difference between numbers and numerals, this course reviews mathematics principles and operations through trigonometry. The emphasis is on understanding mathematical principles rather than on rote memorization of techniques. Students will be introduced to the three kinds of calculator logic systems, how to identify which kind of logic any calculator uses, and how to enter problems to ensure that the answer is correct. This course also teaches direct measurements and calculated measurements (e.g., area, torque, speed, and flow rate). The course describes the basic kinds of metric measurement, the use of prefixes (kilo, centi, milli, etc.), and how and when to convert between metric and English measurement.

MATH 122 PLANE TRIGONOMETRY

3 credit hours

This Plane Trigonometry course will employ the traditional rectangular coordinate system development of the trigonometric functions and later introduces the circular function development. Practical application (verbal problems) will be incorporated and used as motivation, throughout the course. The class may be taken concurrently with College Algebra (MATH 113) or Analytic Geometry and Calculus I (MATH 150). This course or equivalent should be completed before enrolling in Analytic Geometry and Calculus II (MATH 155). Students will be expected to have access to and use a graphing calculator (TI-82 or 83 is recommended). *Prerequisite: MATH 113 College Algebra or its equivalent. This requirement may be satisfied by a College-Level Examination Program (CLEP) test score of 63 in College Algebra.*

MATH 125 COLLEGE ALGEBRA AND TRIGONOMETRY

5 credit hours

This is a combined College Algebra and Trigonometry course designed for students that have successfully completed Algebra I and Algebra II in high school. It will satisfy the general education requirement for College algebra and will transfer to all Kansas Regents institutions. This class is also for students earning an A or B in Intermediate Algebra MATH 112. Topics covered are: polynomials, rational expressions and radicals, equations and inequalities, absolute value, functions and graphs, rational functions, exponential and logarithmic functions, trigonometric functions, identities and graphs, trigonometric equations, complex numbers, conic sections, matrices and systems of equations and inequalities. Students will be expected to have access to, and use graphing calculator (TI-83 is recommended). *Prerequisite: for specific placement requirements for this class, please refer to the Mandatory Placement Policy for MATH 113.*

MATH 133 QUANTITATIVE REASONING

3 credit hours

Designed for the students NOT planning to major in a field that requires advanced mathematical skills. Prepares students for the mathematics encountered in other college courses that use quantitative reasoning.



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Emphasis on developing critical thinking and quantitative reasoning skills needed to understand major issues in society. *Prerequisite: for specific placement requirements for this class, please refer to the Mandatory Placement Policy for MATH 113.*

MATH 143 ELEMENTARY STATISTICS

3 credit hours

This is a standard introductory course in elementary statistics with College Algebra as a prerequisite. The content includes descriptive and inferential statistics and the study of probability. Calculation techniques for descriptive statistics, normal distributions, confidence intervals, sample size, hypothesis testing, and correlation will be presented. The application problems make this course appropriate for students who may need to describe a population or research a problem in a class such as psychology, sociology, business, computer science, biology, education, technology, liberal arts, social science, nursing and allied health care, economics, ecology and agriculture. Each student will be required to have a graphing calculator; a TI-83 or TI-83/84 Plus is recommended. *Prerequisite: MATH 113 College Algebra or its equivalent. This requirement may be satisfied by a College-Level Examination Program (CLEP) College Algebra test score of 50.*

MATH 150 ANALYTIC GEOMETRY AND CALCULUS I

5 credit hours

A study is made of some topics in analytic geometry, functions, and limits. The theory and applications of the derivative and integral are then developed. *Prerequisites: MATH 113 or its equivalent. This requirement may be satisfied by a College-Level Examination Program (CLEP) College Algebra test score of 50.*

MATH 155 ANALYTIC GEOMETRY AND CALCULUS II

5 credit hours

A study and practice with additional applications of integrals. Further development and applications of the logarithmic functions. Integration of inverse trigonometric and differentiation and integration of hyperbolic functions. More advanced methods of integration are developed. Convergence and divergence of infinite series are included. Conic sections, parametric equations and polar coordinates are studied. *Prerequisite: MATH 150 Analytic Geometry and Calculus I.*

MATH 204 MATHEMATICS FOR EDUCATION I

3 credit hours

This course is designed to provide a foundation of theory for many of the concepts found in the current elementary and middle school mathematics classroom. This course will examine topics related to the Real Number system, such as set theory, relations and functions, probability theory, and statistics, all from a problem solving approach. The use of technology (e.g. graphing calculator, word processing, the Internet, Symposium, etc.) as tools for problem solving and course communication will be an integral part of the course. **Note: A grade of "C" in this course is a prerequisite for Mathematics for Education II at Pittsburg State University.** *Prerequisite: for specific placement requirements for this class, please refer to the Mandatory Placement Policy for MATH 113.*

MATH 253 ANALYTIC GEOMETRY AND CALCULUS III

3 credit hours

A study is made of three-dimensional vectors and three-dimensional analytic geometry. Multivariable functions which includes partial derivatives and multiple integrals are also investigated. *Prerequisite: MATH 155 Analytic Geometry and Calculus II or permission of the instructor.*

MATH 255 DIFFERENTIAL EQUATIONS

3 credit hours

This course is a study and practice in solving first order and higher order ordinary differential equations. Some physical applications and series solutions are also studied. *Prerequisite: MATH 253 Analytic Geometry and Calculus III.*

MATH 299 INDEPENDENT STUDY

1,2,3 credit hours

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of

appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: permission of instructor.*

MFGT 100 WELDING I

8 credit hours (also 1,2,3,4,5,6,7 credit hours)

This course introduces students to a shop atmosphere with practical applications. Students will demonstrate their welding skill. This course will include GMAW-S and SMAW multi-position padding and basic operation of OFC and PAC cutting apparatus. This course includes both lecture and laboratory components.

MFGT 112 WELDING SAFETY/OSHA 10

1 credit hour

Through a variety of classroom and/or lab learning and assessment activities, students in this course will: explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS).

MFGT 114 WELDING CUTTING PROCESSES

3 credit hours

In this core curriculum introductory welding course students will examine a variety of cutting processes used in the welding trade and experience within a lab or shop setting safe practices, proper setup procedures and operation of cutting equipment. Learning activities will provide for practice and application of cutting process and students will also inspect metal cuts for quality and tolerance.

MFGT 116 GAS TUNGSTEN ARC WELDING

3 credit hours

In this course students will explore the tools, safety and operating procedures essential when working with Gas Tungsten Arc Welding equipment. In a supervised setting, students will set up equipment, build weld pads with selected electrodes and filler materials in both the flat and horizontal positions. Students will also weld selected joints and inspect GTAW welds for uniformity and tolerance.

MFGT 118 SHIELDED METAL ARC WELDING

3 credit hours

In this course students will explore the tools, safety and operating procedures essential when working with Shielding Metal Arc Welding (SMAW) equipment. In a supervised setting, students will set up equipment, build weld pads with selected electrodes in both the flat and horizontal positions. Students will also weld selected joints and inspect SMAW welds for uniformity and tolerance. *Prerequisites: None*

MFGT 120 GAS METAL ARC WELDING

3 credit hours

In this introductory course students will be introduced to the Gas Metal Arc Welding (GMAW) principles, processes and safe practice. Through practice and application students will associate GMAW electrode classifications with base metals and joint criteria and build pads of weld beads in the flat and horizontal positions. Students will produce basic GMAW welds on selected weld joints and perform visual inspection of welds for quality and tolerance. *Prerequisites: None*

MFGT 122 WELDING BLUEPRINT READING

3 credit hours

In this course students will be provided exposure to blueprint reading beginning with identification of specific lines, views, abbreviations, symbols, joints and shapes specific to the welding industry. Students will interpret basic 3D sketches using orthographic projection and blueprints and solve mathematic equations and interpret scale ratios. Use of measuring tools and interpreting a Bill of Materials are also components of this course.



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MFGT 124 ADVANCED GAS TUNGSTEN ARC WELDING

4 credit hours

Through classroom and/or lab/shop learning and assessment activities, students in this course will: explain the gas tungsten arc welding process (GTAW); demonstrate the safe and correct set up of the GTAW workstation; relate GTAW electrode and filler metal classifications with base metals and joint criteria; build proper electrode and filler metal selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes and filler material in the vertical position; build pads of weld beads with selected electrodes and filler material in the overhead position; perform basic GTAW welds on selected weld joints; and perform visual inspection of GTAW welds. *Prerequisite: MFGT 116 Gas Tungsten Arc Welding.*

MFGT 126 ADVANCED GAS METAL ARC WELDING

4 credit hours

Through classroom and/or shop/lab learning and assessment activities, students in this course will: explain gas metal arc welding process (GMAW); demonstrate the safe and correct set up of the GMAW workstation; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the vertical position; build pads of weld beads with selected electrodes in the overhead position; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds. *Prerequisite: MFGT 120 Gas Metal Arc Welding.*

MFGT 128 ADVANCED SHIELDED METAL ARC WELDING

4 credit hours

Through classroom and /or lab/shop learning and assessment activities, students in this course will: describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thickness; build pads of weld beads with selected electrodes in the vertical position; build pads of weld beads with selected electrodes in the overhead position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds. *Prerequisite: MFGT 118 Shielded Metal Arc Welding.*

MFGT 130 SPECIALIZED WELDING

4 credit hours

Students will continue to focus on his or her specialty, or have the opportunity to work on an internship as prescribed by the advisory committee.

MGMK 101 INTRODUCTION TO BUSINESS

3 credit hours

This course is an introduction to the American business system and the organization of production and markets in a free-enterprise capitalist economy. Students are given an orientation to the basic functional areas of business and familiarized with the kind of work activity carried out in each area. Business related areas studied are: management, marketing, financing, record and information maintenance. The social and legal environment of business is also studied.

MGMK 105 SMALL BUSINESS MANAGEMENT

3 credit hours

Small Business Management is a course for students desiring to gain the initial knowledge necessary to explore the personal characteristics and resources needed to profitably start and operate a small business. Instruction will cover the concepts of entrepreneurship and the importance of small business within our free enterprise system. Students will be exposed to the basics of planning, organizing, financing, starting, operating, and managing a small business venture. The components of a business will be applied by students to their own business simulation.

MGMK 132 PRINCIPLES OF SALES

3 credit hours

This course covers the fundamental skills of selling, including sales approaches, presentations, and demonstrations, overcoming objections, suggestive selling, and closing sales. Personal motivation and human relations as they relate to selling and analysis of techniques of selling are key elements of the course.

MGMK 135 HUMAN RELATIONS AND SUPERVISION

3 credit hours

This course is a study of behavior in organization. The course will assist the student in becoming more sensitive to human behavior, anticipate problems before they occur, and resolve problems if they have already occurred. This study will assist the student as a manager or worker in getting along with others both inside and outside the organization.

MGMK 138 MARKETING EDUCATION FIELD STUDY

2 credit hours

Marketing Education Field Study provides credit for related work experience. Students will be asked to document observations and comments in a journal. The course may be repeated for a total of eight hours credit. *Co-requisite: concurrent or previous enrollment in a related program of study.*

MGMK 141 MID-MANAGEMENT FIELD STUDY

2 credit hours

Mid-management Field Study provides credit for related work experience. Students will be asked to document observations and comments in a journal. The course may be repeated for a total of eight hours credit. *Co-requisites: concurrent or previous enrollment in a related program of study.*

MGMK 147 INTRODUCTION TO MANAGEMENT

3 credit hours

This course introduces the student to the concepts, terminology, principles, and theories that are the substance of management. Through the introduction of essential concepts that apply to the practice of management and by use of examples and visuals to explain the complexities of management principles and theories, the student is allowed to form his/her own philosophy and unique understanding of management.

MGMK 148 INTRODUCTION TO TOTAL QUALITY MANAGEMENT

3 credit hours

This course is a study of contemporary management methodologies. The main topics studied will include: different management philosophies, evolution to Total Quality Management, management functions, management's environment, the strategic planning process, and organizational structures, and application of problem solving tools. The study will inform the manager or worker what the individual can do to better assist organizations to compete in the global marketplace. *This course is offered upon sufficient request.*

MGMK 200 INTRODUCTION TO LOGISTICS MANAGEMENT

3 credit hours

This course is designed to provide students an overview of the basic logistical functions (warehousing, inventory control, order processing, customer service, packaging and transportation). Students will explore the techniques used in analyzing distribution costs as well as planning distribution systems.

MGMK 201 INTRODUCTION TO WAREHOUSING AND DISTRIBUTION CENTERS

3 credit hours

This course covers an integrated system approach involving a variety of environments within a global marketplace. The course covers the organization and operations of warehouses and distribution centers. The major components are warehousing and distribution center paradigm, system design, locations, technology and financial dimensions. *Prerequisite: MGMK 200 Intro to Logistics Management or permission of instructor.*

MGMK 202 INTRODUCTION TO SUPPLY CHAIN MANAGEMENT

3 credit hours

This course is designed to provide students an overview of the basic functions of a supply chain orientation toward business. The role of supply chain processes is examined in creating competitive advantage with respect to quality, flexibility, lead-time and cost.



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Topics covered will include customer service, inventory concepts, transportation, warehousing, purchasing, and supply chain management. *Prerequisite: MGMK 200 Intro to Logistics Management or permission of instructor.*

MGMK 203 INTRODUCTION TO TRANSPORTATION OPERATIONS AND MANAGEMENT

3 credit hours

This course covers the significance of an integrated, well-organized, transportation system to a market-driven economy. The development of the transportation system of the U.S from both historic and economic perspectives is included. *Prerequisite: MGMK 200 Intro to Logistics Management or permission of the instructor.*

MGMK 230 BUSINESS FINANCE

3 credit hours

This course provides a brief introduction to the fundamentals of business finance, emphasizing their application to a wide variety of real-world situations. Key concepts and applications include: time value of money, interpreting corporate financial statements, the sources of business capital such as loans and bonds, risk-return tradeoff and ways to measure, and identifying issues with international finance. This course is valuable to students wishing to prepare for higher level finance classes at universities, and business managers or owners wishing to strengthen their ability to manage the finances of business activities. *Prerequisite: ACCT 108 College Accounting or ACCT 201 Financial Accounting highly recommended.*

MGMK 251 MARKETING

3 credit hours

Marketing is essential to the operation of any business firm or public service organization. The successful enterprise in today's changing and competitive world is increasingly characterized by its understanding of the many facets of marketing and by its ability to deliver goods and services to the market more efficiently than its competitors. This course is designed to introduce students to the basic concepts, practices, and techniques of marketing.

MGMK 252 INTERNET MARKETING

3 credit hours

The internet is a dynamic marketplace. This course will give you the theoretical understanding of the internet marketplace necessary to adapt to its many changes, while also equipping you with the skills you'll need to perform vital daily functions in marketing. By the end of the course, you will be able to work at any company with an online presence and help improve their use of the internet for marketing purposes. *Prerequisite: MGMK 251 Marketing highly recommended*

MGMK 299 INDEPENDENT STUDY

1,2,3 credit hours

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: permission of instructor.*

MUSI 104 THEORY BLOCK I

5 credit hours

This course encompasses the theoretical aspects of music, combined with practice in the skills of sight-singing and ear-training, with additional concentration on keyboard skills. The course considers the basic properties and notation of tones: tonality, key, mode and scale. The course undertakes sight-singing and reading of standard materials, along with melodic, harmonic, and rhythmic dictation. Symbols of music notation and elementary form are studied. The piano is utilized as a basic tool for the music student, thus supporting and enriching the theoretical material.

MUSI 109 APPLIED MUSIC

1 credit hour

One semester hour of credit is given for a half-hour lesson per week (for 16 weeks). Lessons in voice, piano, guitar, winds, percussion, brass, strings are available. This course may be repeated for credit. *Prerequisite: Instructor permission.*

MUSI 114 VOCAL ENSEMBLE**1 credit hour**

This is an auditioned choir that represents the college in public performances on and off campus. *Prerequisite: Audition and instructor permission.*

MUSI 120 MUSIC APPRECIATION**3 credit hours**

This course emphasizes the development of listening skills with which the student may perceive and understand fundamental music elements as they are heard in various musical styles. The course acquaints the student with major composers and stylistic characteristics of music of the Middle Ages, Renaissance, Baroque, Classical, Romantic, and Contemporary periods.

MUSI 123 MUSIC IN AMERICA**3 credit hours**

This course is an introductory study of music in America. Characteristics of the varied style in American music and its role in American society are emphasized. Topics include, but are not limited to: basic musical terminology, Native American music, folk music, jazz music, sacred music, concert music, and popular music. An important objective is developing skills in active music listening.

MUSI 140 MUSIC IN THE ELEMENTARY CLASSROOM**3 credit hours**

This course has two primary concerns: To teach an art, and the art of teaching. Therefore, the course material, designed for the elementary education major, the music education major, and the teacher in service, addresses these concerns. Emphasis is on the basic properties of music such as pitch and intervals, rhythm and meter, music notation, and terminology. Other material is designed to provide insight into the ways children learn at each stage of their development. Finally, specific values, skills and techniques, and teaching materials are applied to bring about children's effective, intellectual, and physical responsiveness to the art of music.

MUSI 187 CONCERT CHOIR**1 credit hour**

This choral group studies and performs both secular and sacred choral literature. The emphasis is upon the value of music as an expressive device. It is open to all college students and may be repeated for credit. Public performances are scheduled each semester.

MUSI 206 THEATRE WORKSHOP (MUSIC)**1,2,3 credit hours**

This class is designed for the cast of the college musical. Enrollment in this course is a condition to participating in the cast of the musical. Rehearsal of music for the musical is the primary consideration for this course. This course may be repeated for credit.

NURS 010 PRE-NURSING MATH**1,2 credit hours**

Pre-nursing math is designed for students who want, need, or are recommended for a "refresher" course dealing with the four operations on fractions and decimals, calculating percentages, and solving ratios. Also included in nursing math skills are the following: Converting between and within the Apothecary, Metric, and English systems of measure; child and adult medication calculation, and IV calculations. *This course is non-transferable and will not count toward graduation.*

NURS 100 PROBLEM SOLVING AND TEST-TAKING SKILLS FOR NURSING STUDENTS**1,2 credit hour**

This course will equip the nursing student with the specialized skills of problem-solving, test-taking, study time management and study skills necessary for making clinical decisions and completing nursing exams successfully. *Prerequisite: student must be currently enrolled in the nursing program or have completed the LPN or RN level.*

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NURS 113 NURSING ASSESSMENT

3 credit hours

This course provides a foundation in health assessment needed to care for diverse populations across the lifespan. Students will be able to demonstrate a comprehensive, holistic assessment. Using an organized approach, including technology and informatics, students will apply assessment skills, identify alterations in health, document and communicate findings appropriately. *Prerequisite: Anatomy and Physiology*

NURS 114 PATIENT CENTERED CARE I

2 credit hours

This course provides the student with insight into the basic psychosocial realms of the individual across the lifespan. The emphasis is placed on the individual as the central member of the health care team with an introduction to the wellness/illness and sociocultural concepts. Attention will be given to the individual as a member of the family, peer group and/or community. *Prerequisites: Admission to the college and the nursing program. Co-requisites: Professional Nursing Concepts I and Practicum I. Nursing Assessment must be taken and passed prior to or in the same semester as Professional Nursing Concepts I, Patient-Centered Care I and Practicum I in order to progress in the nursing program.*

NURS 115 PROFESSIONAL NURSING CONCEPTS I

2 credit hours

Students are introduced to professional concepts of nursing as they relate to the individual, the unit of care and the health organization. These concepts represent the attributes and describe professional nursing practice as a component in the identification of nursing as a healthcare profession. Students will explore how their life experiences, beliefs and values will impact their philosophy of professional nursing practice. *Prerequisites: Admission to the college and the nursing program. Co-requisites: Patient-Centered Care I and Practicum I. Nursing Assessment must be taken and passed prior to or in the same semester as Professional Nursing Concepts I, Patient-Centered Care I and Practicum I in order to progress in the nursing program.*

NURS 116 PRACTICUM I

4 credit hours

This course will include basic therapeutic interventions and give the student the opportunity to apply concepts learned in the co-requisite courses. Emphasis is placed on the concepts of Evidence, Technology & Informatics and Healthcare Quality. Evidence-based caring is applied in the care of individuals in diverse populations to ensure safe and effective clinical judgments and quality outcomes. Tools of communication and technology are used in the delivery and documentation of care. The student is exposed to the role of the nurse within the interdisciplinary team. *Prerequisites: Admission to the college and the nursing program. Co-requisites: Patient-Centered Care I and Professional Nursing Concepts I. Nursing Assessment must be taken and passed prior to or in the same semester as Professional Nursing Concepts I, Patient-Centered Care I and Practicum I in order to progress in the nursing program.*

NURS 121 NURSING CARE OF THE ADULT I

5 credit hours

This course is designed for the student to use the nursing process in promoting functional health patterns of the biopsychosocial, spiritual state of adult patients in conditions of fluids and electrolytes, neurological function, oncology, surgery, blood & lymphatics, immune system, cardiovascular system and musculoskeletal system. The primary clinical emphasis is with the adult patient in the acute health care setting. Students are introduced to medication administration and perioperative nursing care. *Prerequisites: Successful completion of all previous nursing courses of the bi-level nursing program or equivalent: NURS111 Foundations of Nursing*

NURS 122 PHARMACOLOGY FOR NURSING

3 credit hours

This course is designed to establish a solid base of knowledge in nursing pharmacology. Clinical judgement and nursing concepts will be utilized in discussing the basic pharmacology to reduce risk and promote safe patient centered care, throughout the lifespan. *Prerequisite: Anatomy and Physiology*

NURS 123 CONTROVERSIAL ISSUES IN WOMEN'S HEALTH

1 credit hour

The purpose of this course is to assist the student in exploring new topics in women's health through the utilization of both instructor guided and Internet-based learning tools. Upon completion the student should

be able to state a minimum of five new advances in the field of healthcare and how these advances specifically affect the subspecialty of women's studies. In addition, through the use of a web-assisted/electronic media based education format the student should gain appreciation of utilization of these tools in other settings beyond the classroom. *Prerequisite: none.*

NURS 124 PATIENT CENTERED CARE II

5 credit hours

This course provides the student with insight into the foundation of wellness/illness concepts. Emphasis is placed on implementing the care of individuals experiencing acute and chronic illnesses and promoting health across the lifespan. Strategies to empower and engage individuals/designees in all aspects of the healthcare process are examined. *Prerequisites: Nursing Assessment, Professional Nursing Concepts I, Patient Centered Care I, and Practicum I. Co-requisites: Professional Nursing Concepts II and Practicum II. Pharmacology for Nursing must be taken and passed prior to or in the same semester as Professional Nursing Concepts II, Patient-Centered Care II and Practicum II in order to progress in the nursing program.*

NURS 125 PROFESSIONAL NURSING CONCEPTS II

2 credit hours

This course will build on concepts introduced in Professional Nursing I. The student is exposed to additional professional concepts of nursing as they relate to the individual and the student's role of delivering patient-centered care. The student will use these concepts to interpret and draw conclusions about patient needs, concerns or health problems to improve patient response. *Admission to the college and the nursing program. Pre-requisites: Nursing Assessment, Patient-Centered Care I and Practicum I. Co-requisites: Patient-Centered Care II and Practicum II. Pharmacology for Nursing must be taken and passed prior to or in the same semester as Professional Nursing Concepts II, Patient-Centered Care II and Practicum II in order to progress in the nursing program.*

NURS 126 PRACTICUM II

4 credit hours

This course builds upon the basic concepts learned in pre-requisite courses while adding more complex concepts from co-requisite courses. Evidence-based practice is applied in the care of individuals in diverse populations to make safe and effective clinical judgments and promote quality outcomes. The student is exposed to the role of the nurse as it applies to patient education and care coordination. *Admission to the college and the nursing program. Pre-requisites: Nursing Assessment, Patient-Centered Care I and Professional Nursing Concepts I. Co-requisites: Professional Nursing Concepts II and Patient-Centered Care II. Pharmacology for Nursing must be taken and passed prior to or in the same semester as Professional Nursing Concepts II, Patient-Centered Care II and Practicum II in order to progress in the nursing program.*

NURS 131 NURSING CARE OF THE ADULT II

5 credit hours

This course is designed for the student to use the nursing process in promoting the functional health patterns of the bi-psychosocial, spiritual state of adult patients in conditions of the sensory, respiratory, endocrine, gastrointestinal, urinary, reproductive, and integumentary systems. Concepts of mental health nursing are introduced. The primary clinical emphasis is with the adult patient in the acute health care setting. *Prerequisite: Successful completion of all previous nursing courses of the bi-level nursing program or equivalent: NURS 111 Foundations of Nursing, NURS 121 Nursing Care of the Adult I*

NURS 150 NURSING ROLES IN THE HOSPITAL

1,2 credit hours

This course provides an overview of the nursing roles in the hospital setting. Emphasis is placed on defining roles, identifying the duties, describing the responsibilities of the roles, relating role relationships, and performing a literature search of a chosen role. *Prerequisite: NURS 111 Foundations of Nursing.*



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NURS 151 NURSING ROLES IN THE COMMUNITY

1,2 credit hours

This course provides an overview of the nursing roles in the community setting. Emphasis is placed on defining roles, identifying the duties, describing the responsibilities of the roles, relating role relationships, and performing a literature search of a chosen role. *Prerequisite: NURS 111 Foundations of Nursing.*

NURS 152 SEMINAR: CARE OF THE DYING PATIENT

1 credit hour

This course is designed to introduce students to care of the patient at the end of life. *Prerequisite: Admission to the college and Mary Grimes School of Nursing.*

NURS 201 INTRODUCTION TO PROFESSIONAL NURSING

5 credit hours

Introduction to Professional Nursing is a transition hybrid summer course required of all LPN's seeking advanced placement in the Associate Degree Nursing Program at Neosho County Community College. Students enrolled in this course are introduced to the philosophy, outcomes, and organizational framework of associate degree nursing at Neosho County Community College, the [Student Nurse Handbook](#), and program policies. Emphasis includes the introduction to conceptual learning through patient-centered care and professional nursing concepts and the use of Tanner's Clinical Judgment Model. The practicum component will consist of simulation/laboratory experiences structured to reinforce concepts as presented in the course.

Prerequisite: Currently holds a practical/vocational license or is eligible to write the PN licensure examination. Admission criteria as defined by admission policies.

NURS 210 INTRODUCTION TO WOUND CARE

3 credit hours

This is an elective course designed for the student with an interest in the management of acute and chronic wounds. Emphasis is placed on the use of the nursing process in all aspects of skin and wound care with specific focus on pressure ulcers, neuropathic ulcers, vascular insufficiency ulcers, surgical wounds and skin tears. Legal and regulatory issues related to skin and wound care, and leadership responsibilities of the nurse are also explored. Associated skills are practiced in the laboratory. *Prerequisite: completion of the first year of the nursing curriculum.*

NURS 211 INTRODUCTION TO THE WOUND CARE CLINIC

1 credit hour

This is an elective clinical course designed for the student with an interest in the management of chronic wounds. Utilizing a preceptor relationship, the student will apply the nursing process in all aspects of chronic wound care. Clinical experiences are provided in various out-patient wound care centers. *Prerequisite: completion of the first year of the nursing curriculum. Co-requisite: NURS 210 Introduction to Wound Care.*

NURS 220 INTRAVENOUS THERAPY

3 credit hours

This course is designed for the student to use components of the nursing process in promoting the physiological and psychosocial integrity of clients receiving intravenous therapy. Appropriate clinical experiences are correlated with theory within the hospital setting. *Prerequisite: Licensed Practical Nurse or a Licensed Registered Nurse.*

NURS 230 PATHOPHYSIOLOGY

3 credit hours

This course identifies the progressive changes that occur across the human life span when normal adaptive processes are influenced by disease or injury. This course is designed for health care professionals to interpret changes occurring physiologically due to these abnormalities. *Prerequisite: Anatomy & Physiology or instructors permission*

NURS 234 PATIENT-CENTERED CARE III

3 credit hours

This course provides the student with opportunities to apply wellness/illness concepts to populations with complex health conditions. Emphasis is placed on coordinating the care of individuals experiencing acute and chronic illnesses and promoting health across the lifespan. Strategies to empower and engage

individuals/designees in all aspects of the healthcare process are applied. *Prerequisites: Nursing Assessment, Professional Nursing Concepts I & II, Patient-Centered Care I & II, Practicum I & II, and Pharmacology for Nursing. Co-requisites: Professional Nursing Concepts III, Practicum III, and Pathophysiology.*

NURS 235 PROFESSIONAL NURSING CONCEPTS III

1 credit hour

This course provides the student with opportunities to analyze professional nursing concepts in populations with complex health conditions across the life span. The student will use these concepts to interpret, draw conclusions and evaluate patient needs, concerns or health problems to improve patient response. *Admission to the college and the nursing program. Pre-requisites: Nursing Assessment, Patient-Centered Care I & II, Professional Nursing Concepts I & II, Practicum I & II and Pharmacology for Nursing. Co-requisites: Patient-Centered Care III, Pathophysiology and Practicum III.*

NURS 236 PRACTICUM III

3 credit hours

This course will include complex therapeutic interventions and builds upon concepts learned in pre-requisite courses while adding more complex concepts from co-requisite courses. Evidence-based practice is applied in the care of individuals with complex health conditions in order to make safe and effective clinical judgments and promote quality outcomes. Emphasis is placed on the nurse's role in teamwork and collaboration. *Admission to the college and the nursing program. Pre-requisites: Nursing Assessment, Patient-Centered Care I & II, Professional Nursing Concepts I & II, Practicum I & II, and Pharmacology for Nursing. Co-requisites: Professional Nursing Concepts III, Patient-Centered Care III, and Pathophysiology.*

NURS 240 NURSING LEADERSHIP PROJECT

1, 2, 3 credit hours

This course is designed as an elective for students enrolled in the nursing program. It provides an opportunity for students that consistently display leadership qualities to participate in and earn credit for developing leadership projects in nursing. *Recommendation of nursing instructor and permission of the Director or Assistant Director of the nursing program required.*

NURS 244 PATIENT-CENTERED CARE IV

3 credit hours

This course provides the student with opportunities to integrate wellness/illness concepts in the care of populations with complex health conditions. Emphasis is placed on managing the care of individuals experiencing acute and chronic illnesses and promoting health across the lifespan. Strategies to empower and engage individuals/designees in all aspects of the healthcare process are analyzed. *Prerequisites: Nursing Assessment, Professional Nursing Concepts I, II, & III, Patient-Centered Care I, II & III, Practicum I, II, & III, Pharmacology for Nursing and Pathophysiology. Co-requisites: Professional Nursing Concepts IV and Practicum IV.*

NURS 245 PROFESSIONAL NURSING CONCEPTS IV

1 credit hour

This course provides the student with opportunities to evaluate healthcare delivery organizations as it applies to the professional nursing concepts. The student will apply these concepts to interpret, draw conclusions and evaluate health care delivery. *Admission to the college and the nursing program. Pre-requisites: Nursing Assessment, Patient-Centered Care I, II, III, Professional Nursing Concepts I, II, & III, Practicum I, II, & III, Pharmacology for Nursing, and Pathophysiology. Co-requisites: Patient-Centered Care IV and Practicum IV.*

NURS 246 PRACTICUM IV

3 credit hours

This course builds upon concepts learned in pre-requisite courses while adding more complex concepts from co-requisite courses. Emphasis is placed on the nurse's role in management of care. The concepts of healthcare policy, healthcare economics and healthcare quality will be applied to the evaluation of health care delivery. *Admission to the college and the nursing program.*



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Prerequisites: Nursing Assessment, Patient-Centered Care I, II, III Professional Nursing Concepts I, II, III, Practicum I, II, & III, Pharmacology for Nursing and Pathophysiology. Co-requisites: Professional Nursing Concepts IV, Patient-Centered Care IV.

NURS 251 FAMILY NURSING II

4 credit hours

This course is designed for the student to use the nursing process in promoting the functional health patterns of the bio-psychosocial, spiritual state of the high-risk perinatal client and the high-risk neonate. The primary clinical emphasis is with the childbearing family experiencing deviations from normal in the acute health care setting. Women's health care issues will also be discussed. *Prerequisites: Successful completion of all previous nursing courses of the bi-level nursing program or equivalent: NURS111 Foundations of Nursing NURS121 Nursing Care of the Adult I NURS131 Nursing Care of the Adult II NURS141 Family Nursing I*

NURS 261 MENTAL HEALTH NURSING

4 credit hours

This course is designed for the student to utilize the nursing process in promoting an eclectic approach to the mental illness/mental health continuum. The student will appraise the elements of bio/psycho/social and spirituality to achieve client outcomes, and to differentiate between health patterns encountered in mental health nursing. Concepts of professional ethics, exposure to life stressors, communication techniques, pharmacology, and pathology will be explored and applied to clients of all age groups within acute, chronic, and community mental health care settings. Therapeutic communication and intervention is the common thread throughout this course. *Prerequisite: Successful completion of all previous nursing courses of the bi-level nursing program or equivalent: NURS 111 Foundations of Nursing NURS 121 Nursing Care of the Adult I NURS 131 Nursing Care of the Adult II NURS 141 Family Nursing I NURS 122 Pharmacology for Nursing x x Or NURS 200 Introduction to Associate Degree Nursing Corequisite: NURS 251 Family Nursing II Successful completion of the NCLEX-PN during the first session is required, with proof of LPN license, prior to entering second session. The student who does not pass the NCLEX-PN during the first session may complete that session before being dismissed from the nursing program. The student who does not pass the NCLEX-PN prior to entering Level II nursing will be withdrawn from the course and dismissed from the nursing program.*

NURS 273 NURSING CARE OF THE COMPLEX ADULT

4 credit hours

This course is designed for the student to promote the functional health patterns of the bio-psychosocial, spiritual state of the patient in complex health care situations. Emphasis is placed on integrating the nursing process in the coordination, management and care of multiple patients. *Prerequisites: Successful completion of all previous nursing courses of the bi-level nursing program: NURS 111 Foundations of Nursing, NURS 121 Nursing Care of the Adult I, NURS 122 Pharmacology for Nursing, NURS 131 Nursing Care of the Adult II, NURS 141 Family Nursing I, NURS 251 Family Nursing II, NURS 261 Mental Health Nursing. Co-requisite: NURS 274 Clinical Care of the Complex Adult.*

NURS 274 CLINICAL CARE OF THE COMPLEX ADULT

3 credit hours

This course is designed for the student to promote the functional health patterns of the bio-psychosocial, spiritual state of patients. Emphasis is placed on coordination, management and care of multiple patients. Clinical experiences are provided in acute and community health care settings. *Prerequisite: Successful completion of all previous nursing courses of the bi-level nursing program: NURS 111 Foundations of Nursing, NURS 121 Nursing Care of the Adult I, NURS 122 Pharmacology for Nursing, NURS 131 Nursing Care of the Adult II, NURS 141 Family Nursing I, NURS 251 Family Nursing II, NURS 261 Mental Health Nursing. Co-requisite: NURS 273 Nursing Care of the Complex Adult.*

OTA 100 INTRODUCTION TO OCCUPATIONAL THERAPY

3 credit hours

This course is a study of the basic components of Occupational Therapy. Topics covered include the history and the role of occupation to health and human diversity, philosophy of occupational therapy, theories, ethics, standards of practice and professional associations. Students will be introduced to basic tools for gathering data for purposes of screening and evaluation. *Prerequisite: admission to OTA program.*

OTA 102 OCCUPATIONAL THERAPY SKILLS THROUGH THE LIFESPAN

3 credit hours

This course presents information on the occupation-based viewpoint of development and performance throughout all life stages with an emphasis on the factors that influence daily participation and optimal

performance of desired daily life tasks. *Prerequisite: admission to OTA program. See OTA Program Sheet for coursework requirements.*

OTA 103 FIELDWORK AND PRACTICE – LEVEL 1-A

1 credit hour

This course provides the opportunity for the OTA student to apply didactic learning and theory of occupational therapy in a community-based setting under the supervision of an OT, OTA or other qualified personnel. Academic and clinical educators will collaborate on fieldwork objectives and experiences to ensure that the role and functions of an entry-level occupational therapy assistant are reinforced. *Prerequisite: admission to OTA program.*

OTA 104 OCCUPATIONAL DISRUPTION AND ACTIVITY ANALYSIS

3 credit hours

Students will explore diseases and conditions common to OT practice. Through class and experiential activities, students will examine interventions and the meaning of occupation, various treatment methods and techniques, and will apply activity analysis techniques. Students will be introduced to varied screening and assessment tools and methods of gathering and sharing data with client, family, caregivers, and other professionals. *Prerequisite: admission to OTA program.*

OTA 106 CORE SKILLS AND MODALITIES IN OCCUPATIONAL THERAPY ASSISTANT

3 credit hours

This course explores the impact of environment, cultural and community influences on the individual across the lifespan, focusing on core skills and modalities and an ever changing occupational status. Students develop clinical skills for assessment and treatment techniques related to sensory, motor, psychosocial, vision deficits, and visual-perceptual dysfunction. Topics include: safety precautions, HIPPA guidelines, manual muscle testing, assessment of pain, modalities, transfer techniques, wheelchair assessment, adaptive dressing techniques, splinting, hand injury assessment and exercise protocols. *Prerequisite: admission to OTA program. See OTA Program Sheet for coursework requirements*

OTA 108 FIELDWORK AND PRACTICE – LEVEL I-B

1 credit hour

This course provides the opportunity for OTA student to apply didactic learning and theory of occupational therapy in a clinical, inpatient, or hospital setting under the supervision of an OT. Academic and clinical educators will collaborate on fieldwork objectives and experiences to ensure that the role and functions of an entry-level occupational therapy assistant are reinforced. *Prerequisite: admission to OTA program.*

OTA 110 KINESIOLOGY FOR THE OCCUPATIONAL THERAPY ASSISTANT

2 credit hours

The course provides a basic understanding of human body movement as related to skeletal, articular, neurological and muscular systems. Students will learn biomechanical assessment procedures and how to identify relationships between structure and function and significance. *Prerequisite: BIOL 257 Human Anatomy and Physiology, BIOL 258 Human Anatomy and Physiology Lab. Co-requisite: OTA 111 Kinesiology for the Occupational Therapy Assistant Lab.*

OTA 111 KINESIOLOGY FOR THE OCCUPATIONAL THERAPY ASSISTANT LAB

1 credit hour

The course provides lab activities to support a basic understanding of human body movement as related to skeletal, articular, neurological and muscular systems. Students will learn biomechanical assessment procedures and how to identify relationships between structure and function and significance through work with a partner, in small groups, and with anatomical models and simulations. *Prerequisite: BIOL 257 Human Anatomy and Physiology, BIOL 258 Human Anatomy and Physiology Lab. Co-requisite: OTA 110 Kinesiology for the Occupational Therapy Assistant.*



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OTA 200 MENTAL HEALTH AND PSYCHOSOCIAL PRACTICE

3 credit hours

This course provides students the opportunity to study individuals who are limited in their ability to engage in life activities due to challenges to their mental health. Topics will include major DSM-IV (Diagnostic and Statistical Manual of Mental Disorders) diagnoses with emphasis on symptoms, behaviors, cultural influences, and medical and social supports related to those diagnoses. OT evaluations and treatment planning for this population will be practiced. *Prerequisite: admission to OTA program.*

OTA 210 THEORY AND PRACTICE IN PHYSICAL AND OCCUPATIONAL DISABILITIES

3 credit hours

This course explores the physical function required in order to promote successful occupational performance. Included are frames of reference, gathering and sharing data for assessment/evaluation, assessment/evaluation tools and techniques, patient/client education, and intervention strategies. *Prerequisite: admission to OTA program.*

OTA 212 MANAGEMENT AND LEGAL ISSUES IN OCCUPATIONAL THERAPY

2 credit hours

A study of management issues with an emphasis on organization and professional communication skills necessary for team building, leadership and collaboration. Topics covered include program planning, advocacy and standard of practice. Documentation, ethical and legislative issues will be addressed. This class will review requirements for clinical experiences and expectations, certification and licensure. *Prerequisites and/or co-requisites: admission to OTA program and completion of OTA 100 Introduction to Occupational Therapy.*

OTA 213 PEDIATRIC PRACTICE FOR OTA

2 credit hours

This course provides the OTA student with knowledge and theory in the scope of practice in a pediatric setting. Students will learn foundational information about various pediatric settings and systems of practice. Students will focus on pediatric interventions/treatments related to functional tasks at school, ADL/IADL, fine motor skills, positioning and handling and assistive technology. *Prerequisite: admission to OTA program.*

OTA 214 FIELDWORK – LEVEL II-A

5 credit hours

This course provides an opportunity for the OTA student to apply didactic learning and theory of occupational therapy in a clinical setting under the supervision of an Occupational Therapist or Certified OTA. Academic and fieldwork supervisors collaborate on fieldwork objectives and experiences to ensure that the role and functions of an entry-level occupational therapy assistant are reinforced. *Prerequisite: successful academic course completion is required before undertaking Fieldwork Level II-A. Students must receive an A, B or C in all required General Education courses and all previous required OTA courses before Fieldwork Level II-A placement.*

OTA 216 FIELDWORK – LEVEL II-B

5 credit hours

This course provides the opportunity for the OTA student to apply didactic learning and theory of occupational therapy in a clinical setting under the supervision of an Occupational Therapist or Certified OTA. Academic and fieldwork supervisors collaborate on fieldwork objectives and experiences to ensure that the role and functions of an entry-level occupational therapy assistant are reinforced. *Prerequisites: successful academic course completion is required before undertaking Fieldwork Level II-B. Students must receive an A, B or C in all required General Education courses and all previous required Occupational Therapy Assistant courses before Fieldwork Level II-B placement.*

O TEC 101 KEYBOARDING I

3 credit hours

This course is a basic course in keyboarding/typing. Emphasis is on development of correct keyboard finger position and technique with some application of simple business letters and reports.

O TEC 102 KEYBOARDING II

3 credit hours

This course provides continued development of speed and accuracy in keyboarding/typing from straight copy and in production of business letters, manuscripts, and tabulated reports. *Prerequisite: OTEC 101 Keyboarding*

or equivalent.

OTEC 107 OFFICE SYSTEMS AND PROCEDURES

3 credit hours

This course provides a practical experience in techniques of the office, business communications, filing, financial responsibilities, office organization, and office human relations. *Prerequisite/Co-requisite: CSIS 100 Computer Concepts and Applications.*

OTEC 108 CAREER LIFE SKILLS

1 credit hour

Career Life Skills is a course designed to assist students in making the transition from a higher education setting to the world of the workforce. Topics covered will be employment information in a selected profession and the development of specific employment seeking skills such as resume writing, mock interviews, interview follow-up and employer expectations. Included (but not limited to) will be an overview of federal employment law, appropriate workplace and interview attire, and applicability of current employment trends in drug testing, background/criminal checks, credit check and the opportunity to interact with human relations professionals in local industry.

OTEC 123 OFFICE MACHINES

2 credit hours

This course emphasizes the development of competent skill in solving business problems with the use of desktop electronic calculators.

OTEC 299 INDEPENDENT STUDY

1,2,3 credit hours

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: permission of instructor.*

PHYS 100 INTRODUCTORY COLLEGE PHYSICS I

4 credit hours

Physics I is the study of translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of algebra and trigonometry. *Prerequisite: MATH 113 College Algebra, MATH 150 Analytic Geometry and Calculus I is recommended. It is strongly recommended that the student be proficient in algebra and trigonometry. Co-requisite: PHYS 130 Introductory College Physics I Lab.*

PHYS 101 INTRODUCTORY COLLEGE PHYSICS II

4 credit hours

Physics II is the continuation of Physics I PHYS 100, using the tools of algebra and trigonometry. Topics covered in this course will include electricity and magnetism, waves, optics, and an introduction to modern physics. *Prerequisite: PHYS 100 Introductory College Physics I, PHYS 130 Introductory College Physics I Lab. Co-requisite: PHYS 135 Introductory College Physics II Lab.*

PHYS 102 FUNDAMENTALS OF ASTRONOMY

3 credit hours

This course will survey fundamental aspects of astronomy. It will encompass the history, physical attributes, and equipment related to the field of astronomy. *Co-requisite: PHYS 103 Fundamentals of Astronomy Lab.*



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PHYS 103 FUNDAMENTALS OF ASTRONOMY LAB

2 credit hours

This course will survey fundamental aspects of astronomy. This course will encompass the history, the physical attributes, and the equipment related to the field of astronomy. This will be accomplished through field trips and written papers. *Co-requisite: PHYS 102 Fundamentals of Astronomy.*

PHYS 104 ENGINEERING PHYSICS I

4 credit hours

Physics I is the study of translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of calculus. *Prerequisite: MATH 150 (or concurrent enrollment). The engineering student should also be proficient in algebra and trigonometry. Co-requisite: PHYS 140 Engineering Physics I Lab.*

PHYS 105 ENGINEERING PHYSICS II

4 credit hours

Physics II is the continuation of PHYS 104 Physics I using the tools of calculus. Topics covered in this course will include electricity and magnetism, waves, optics, and an introduction to modern physics. *Prerequisites: PHYS 104, PHYS 140, MATH 155 (or concurrent enrollment). Co-requisite: PHYS 145 Engineering Physics II Lab.*

PHYS 130 INTRODUCTORY COLLEGE PHYSICS I LAB

1 credit hour

Physics I is the study of translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of algebra and trigonometry. *Prerequisite: MATH 113 College Algebra, MATH 150 Analytic Geometry and Calculus I is recommended. It is strongly recommended that the student be proficient in algebra and trigonometry. Co-requisite: PHYS 100 Introductory College Physics I.*

PHYS 135 INTRODUCTORY COLLEGE PHYSICS II LAB

1 credit hour

Physics II is the continuation of Physics I PHYS 100, using the tools of algebra and trigonometry. Topics covered in this course will include electricity and magnetism, waves, optics, and an introduction to modern physics. *Prerequisite: PHYS 100 Introductory College Physics I, PHYS 130 Introductory College Physics I Lab. Co-requisite: + Introductory College Physics II.*

PHYS 140 ENGINEERING PHYSICS I LAB

1 credit hour

Physics I is the study of translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of calculus. *Prerequisite: MATH 150 Analytic Geometry and Calculus I (or concurrent enrollment). The engineering student should be proficient in algebra and trigonometry. Co-requisite: PHYS 104 Engineering Physics I.*

PHYS 145 ENGINEERING PHYSICS II LAB

1 credit hour

This course provides laboratory experiences to enhance PHYS 105. Course work includes the study of electricity, magnetism, wave motion, and light through the use of laboratory activities. *Prerequisite: PHYS 104 Engineering Physics I, PHYS 140 Engineering Physics I Lab, MATH 155 Analytic Geometry and Calculus II (or concurrent enrollment). Co-requisite: PHYS 105 Engineering Physics II.*

PHYS 171 PHYSICAL SCIENCE

3 credit hours

This is a general education course exploring the areas of physics, chemistry, geology, and meteorology and astronomy. *Co-requisite: PHYS 172 Physical Science Laboratory*

PHYS 172 PHYSICAL SCIENCE LABORATORY

2 credit hours

Physical Science Laboratory is an investigation of the basic concepts of physics and chemistry with applications to earth and space science. *Co-requisite: PHYS 171 Physical Science Lecture.*

PSYC 110 CHEMICAL DEPENDENCY

3 credit hours

This course is designed to present students with in-depth coverage of the effects of drugs on human behavior, cognition, and both psychological and physiological performance. Students will also study both legal and illegal drugs, various methods of prevention, treatment, and recovery, and the effects drugs have on society.

PSYC 155 GENERAL PSYCHOLOGY

3 credit hours

This course is designed as an introduction to the field of psychology and will emphasize a variety of content areas including, but not limited to, the philosophical basis of psychology, underlying principles of scientific methodology, neuroscience, learning, intelligence, sensation/perception, memory, consciousness, personality, life-span development, and psychopathology and treatment. Upon successful completion of this course, the student will have a fundamental knowledge of the broad field of psychology in the aforementioned areas, among others.

PSYC 200 INDEPENDENT STUDY

1,2,3 credit hours

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: PSYC 155 General Psychology and permission of instructor.*

PSYC 219 CHILD DEVELOPMENT

3 credit hours

This course covers all aspects of the life of a child from conception through adolescence. Emphasis is on the child's development, care, relationships, educational opportunities, and health. This course focuses on the theories of child development.

PSYC 250 DEATH AND DYING

3 credit hours

This course is designed as an overview of the psychological, medical and social aspects as they are related to death and dying. Concepts explored include but are not limited to bereavement and grief, medical and health care, developmental context of death, and legal issues related to death and dying.

PSYC 253 HUMAN SEXUALITY

3 credit hours

This course is designed to introduce students to the broad range of topics pertaining to the historical, sociocultural, biological and behavioral aspects of human sexuality including contemporary issues of legal and political significance. *Prerequisite: Students must be at least 18 years of age to enroll.*

PSYC 263 DEVELOPMENTAL PSYCHOLOGY

3 credit hours

Developmental Psychology provides a broad, comprehensive background in the study of human development from conception to death. The course is a chronological survey of the interaction of the biological, cognitive, emotional and social factors that shape the development of the individual. *Prerequisite: PSYC 155 General (Introductory) Psychology.*

PSYC 274 PSYCHOLOGY OF ADJUSTMENT

3 credit hours

This course is designed to provide students with the background and resources necessary to investigate the psychological and social variables that contribute to the dynamics of human adjustment. Students will be required to apply the concepts and information presented in this class toward developing a fuller understanding of the self, along with greater awareness of personal and social relationships. *Prerequisite: PSYC 155 General Psychology.*



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RCR 101 INTRODUCTION TO COURT REPORTING

3 credit hours

This course will enable the student to use a computer-compatible steno machine. The student will gain an understanding of realtime reporting information systems and communications technology. The student will develop the ability to write a conflict-free realtime translation theory on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on literary material. Dictation practice will be required for reinforcement of theory and for speed and accuracy development. *Prerequisite- Program Director approval.*

RCR 102 REALTIME REPORTING THEORY

3 credit hours

This course will enable the student to use a computer-compatible steno machine and computer-assisted translation (CAT) software. The student will gain an understanding of realtime reporting information systems and communications technology. The student will continue the development of writing a conflict-free realtime translation theory on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on Literary, Jury Charge, and Testimony material. Dictation practice will be required for reinforcement of theory and for speed and accuracy development. *Prerequisite: RCR 101 Introduction to Court Reporting with a grade of "C" or better.*

RCR 105 REALTIME REPORTING PUNCTUATION

3 credit hours

This course will enable the student to apply standard punctuation rules to fit the spoken word in a realtime reporting transcript. The student will correctly punctuate and edit a courtroom proceeding for the benefit of review by attorneys, appellate courts and litigants. *Prerequisite: Program admission.*

RCR 106 REALTIME REPORTING LAB 80/100

5 credit hours

This course will enable the student to continue the development of conflict-free realtime translation theory for writing on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on Literary, Jury Charge and Two-voice Testimony material at 80 and 100 wpm with emphasis on high realtime translation accuracy and speed development. *Prerequisite: RCR 101 Introduction to Court Reporting with a grade of "C" or better.*

RCR 116 REALTIME REPORTING LAB 120/140

6 credit hours

This course will enable the student to continue the development of conflict-free realtime translation theory for writing on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on Literary, Jury Charge and Two-voice Testimony material at 120 and 140 wpm with emphasis on high realtime translation accuracy and speed development. *Prerequisite: RCR 106 Realtime Reporting Lab 80/100 with a grade of "C" or better.*

RCR 126 REALTIME REPORTING LAB 160/180

6 credit hours

This course will enable the student to continue the development of conflict-free realtime translation theory for writing on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on Literary, Jury Charge and multi-voice Testimony material at 160 and 180 wpm with emphasis on high realtime translation accuracy and speed development. *Prerequisite: RCR 116 Realtime Reporting Lab 120/140 with a grade of "C" or better.*

RCR 132 REALTIME REPORTING ADVANCED THEORY

2 credit hours

This course will enable the student to use a computer-compatible steno machine and computer-assisted translation (CAT) software. The student will gain an understanding of realtime reporting information systems and communications technology. The student will continue the development of writing a conflict-free realtime translation theory on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on Literary, Jury Charge, and Testimony material. Dictation practice will be required for reinforcement of theory and for speed and accuracy development. *Prerequisite: RCR 102 Realtime Reporting Theory with a grade of "C" or better.*

RCR 200 REALTIME REPORTING PROCEDURES

3 credit hours

This course will enable the student to practice professional procedures and demonstrate legal and ethical responsibilities of a realtime reporter. The student will identify the laws of the State of Kansas that govern realtime professionals. *Prerequisite: RCR 116 Realtime Reporting Lab 120/140 with a grade of "C" or better.*

RCR 202 REALTIME REPORTING TWO-VOICE DICTATION

3 credit hours

This course will enable the student to continue the development of conflict-free realtime translation theory, utilizing proper punctuation and grammar. The student will develop reading and writing skills on multi-voice material at 180 wpm and greater with emphasis on high realtime translation accuracy and speed development. *Prerequisite: RCR 116 Realtime Reporting Lab 120/140 with a grade of "C" or better.*

RCR 206 REALTIME REPORTING LAB 200/210

3 credit hours

This course will enable the student to continue the development of conflict-free realtime translation theory for writing on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on Literary, Jury Charge and multi-voice Testimony material at 200 and 210 wpm with emphasis on high realtime translation accuracy and speed development. *Prerequisite: RCR 126 Realtime Reporting Lab 160/180 with a grade of "C" or better.*

RCR 207 REALTIME REPORTING TECHNOLOGY

1 credit hour

This course will enable the student to understand computer-aided transcription (CAT) software and its terminology. The student will learn the basic operation of a CAT system and the use of system support. The student will enhance personal application of computer functions by dictionary management and production of transcripts. *Prerequisite: RCR 102 Realtime Report Theory with a grade of "C" or better.*

RCR 216 REALTIME REPORTING LAB 210/225

3 credit hours

This course will enable the student to continue the development of conflict-free realtime translation theory for writing on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on Literary, Jury Charge and multi-voice Testimony material at 210 and 225 wpm with emphasis on high realtime translation accuracy and speed development. The student will also develop a thorough understanding of the ethical considerations of realtime reporting. *Prerequisite: RCR 206 Realtime Reporting Lab 200/210 with a grade of "C" or better.*

RCR 218 REALTIME REPORTING- CERT EXAM PREP

3 credit hours

This course will enable the student to continue the development of conflict-free realtime translation theory for writing on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop writing skills on Literary material at 180 wpm, Jury Charge material at 200 wpm and Testimony material at 225 wpm with emphasis on high realtime translation accuracy and speed development. The student will also develop written knowledge skills in court reporting, transcript production, operating practices, professional issues, and continuing education necessary to sit for the Kansas CCR (Certified Court Reporter) and/or National Court Reporters Association RPR (Registered Professional Reporter) exams. *Prerequisite: Program Director approval.*

RCR 220 REALTIME REPORTING INTERNSHIP

1 credit hour

This course will enable the student to apply the skills and knowledge of realtime reporting in real-life situations. The student will write for sustained periods of time. The student will produce a complete and accurate transcript of the proceedings, which is for educational and grading purposes only and shall not be sold. The student shall not serve in the capacity of an actual realtime reporter during participation in this internship.



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Through this experience, the student will identify strengths and weaknesses as a realtime reporting information systems professional. National Court Reporters Association (NCRA) standards will be followed for this internship. *Prerequisite: Program Director approval.*

SOSC 100 INTRODUCTION TO SOCIOLOGY

3 credit hours

This course will introduce students to a broader understanding of their social world in the context of our global society, with a focus on human interactions and social institutions. Contemporary issues, historical events, and everyday occurrences will be explored by students using their personal sociological imagination along with an application of the major theoretical perspectives, research, terms, and concepts of sociology.

Note with reference to transfer and articulation: This course is designed to fully transfer to other colleges and universities within the Kansas Board of Regents and comply with the Transfer and Articulation Advisory Council (TAAC) and the Kansas Core Outcome Groups Overview for the purpose of easing transparency and transferability of courses for state-wide transfer.

SOSC 101 AMERICAN GOVERNMENT

3 credit hours

This course presents the basic structure and function of the American system of government through the use of contemporary issues.

SOSC 102 STATE AND LOCAL GOVERNMENT

3 credit hours

This course emphasizes the importance of states and communities as the settings of most of the public policies which affect the daily lives of their residents. State and local governments play a major role in the political life of the nation as much of the national policy would not function without state/community cooperation.

SOSC 120 SEMINAR IN SOCIAL SCIENCES

2 credit hours

This seminar will provide a structured program of study which emphasizes the acquisition of knowledge in a specific area of social science. The seminar title will be announced. *This course may be repeated for credit.*

SOSC 200 INTRODUCTION TO CULTURAL ANTHROPOLOGY

3 credit hours

This course is a study of the core concepts and methods of cultural anthropology, including an examination of the unique features of human culture, past and present.

SOSC 220 SOCIAL PROBLEMS

3 credit hours

This course is a sociological analysis of selected American social problems and their impact on the quality of life. The methodology used for studying and understanding social problems will include models of analysis, patterns of human behavior, social research, fallacies of thinking, social structural factors, and public policy making. *Prerequisite: SOSC 100 Introduction to Sociology.*

SOSC 230 INTERNATIONAL RELATIONS

3 credit hours

This course will introduce students to a broader understanding of international relations and the cultural, political and economic basis of international conflicts. Methods of analysis will be used to explore relevant topics such as international law, the global economy, worldwide concerns for the environment and human rights.

SOSC 236 MARRIAGE AND THE FAMILY

3 credit hours

This course covers the scientific facts about marriage and family life as study and research bring them to light. Emphasis is placed on those issues that perplex and disturb students as they move toward personal involvement in the man-woman relationship.

Note with reference to transfer and articulation: This course is designed to fully transfer to other colleges and universities within the Kansas Board of Regents and comply with the Transfer and Articulation Advisory Council (TAAC) and the Kansas Core Outcome Groups Overview for the purpose of easing transparency and

transferability of courses for state-wide transfer.

SOSC 299 INDEPENDENT STUDY

1,2,3 credit hours

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: permission of instructor.*

SURG 100 INTRODUCTION TO SURGICAL TECHNOLOGY

4 credit hours

This is a four credit hour theory course designed to introduce the student to the broad field of surgical technology and provide a professional, ethical, and knowledgeable foundation to grow in surgical technology. It will provide the student with knowledge concerning the scope of practice of surgical technology and how to begin to function in the health care setting. Upon completion of this course the student will demonstrate understanding in the cognitive, psychomotor and affective learning domains related to principles and practice of surgical technology as outlined in the Core Curriculum for Surgical Technology, 6th Ed., as indicated by their final exam and competency scores. *Minimum Requirements: Student must be at least 18 years of age to enroll in SURG 100 (Introduction to Surgical Technology.)*

SURG 101 INTRODUCTION TO SURGICAL TECHNOLOGY LAB

2 credit hours

This is a two credit hour introductory laboratory course designed to provide the student with the hands-on instruction necessary to learn the perioperative skills required to establish a sterile field and perform the necessary functions of the scrubbed person upon entering the sterile field. This course includes supervised practice and instruction on the basic concepts necessary to establish, maintain, and coordinate tasks required for good patient care in the perioperative setting in a 9:1 or 9:2 student per instructor ratio. Students will apply aseptic technique, surgical principles and surgical conscience in learning and demonstrating the skills specific to those of the first scrub and assistant circulator roles. Upon completion of this course the student will demonstrate understanding in the cognitive, psychomotor and affective learning domains related to principles and practice of surgical technology as outlined in the Core Curriculum for Surgical Technology, 6th Ed., as indicated by their final exam and competency scores. *Minimum Requirements: Surgical Technology Program admission as defined by admission policies. Must be taken concurrently with SURG 102 Principles and Practices of Surgical Technology.*

SURG 102 PRINCIPLES AND PRACTICES OF SURGICAL TECHNOLOGY

5 credit hours

This is a five credit hour theory course designed to acquaint the student with the knowledge base necessary to function as a beginning surgical technologist. It includes basic concepts necessary to establish, maintain, and coordinate methods that are required for good patient care in the operating room (OR). Upon completion of this course the student will demonstrate understanding in the cognitive, psychomotor and affective learning domains related to principles and practice of surgical technology as outlined in the Core Curriculum for Surgical Technology, 6th Ed., as indicated by their final exam and competency scores. *Prerequisite: Surgical Technology Program admission, as defined by admission policies. Successful completion of SURG 100 Introduction to Surgical Technology. Must be taken concurrently with SURG 101 Introduction to Surgical Technology Lab.*

SURG 103 PRINCIPLES AND PRACTICES OF SURGICAL TECHNOLOGY LAB

3 credit hours

This is a three credit hour laboratory course designed to expand the student's previously gained knowledge using the hands-on instruction necessary to learn the perioperative skills required to enter the clinical setting and to function as a beginning surgical technologist. This course included supervised practice and instruction on the basic concepts necessary to establish, maintain, and coordinate tasks required for good patient care in the perioperative setting in a 9:1 or 9:2 student per instructor ratio.



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Students will apply aseptic technique, surgical principles and surgical conscience in learning and demonstrating the skills specific to those of the first scrub, second scrub and assistant circulator roles. Upon completion of the is course the student will demonstrate understanding in the cognitive, psychomotor and affective learning domains related to principles and practice of surgical technology as outlined in the Core Curriculum for Surgical Technology, 6th Ed., as indicated by their final exam and competency scores. *Prerequisite: Surgical Technology Program admission, as defined by admission policies. Successful completion of SURG 102 Principles and Practice of Surgical Technology and SURG 101 Introduction to Surgical Technology Lab. Must be taken concurrently with SURG 202 Principles and Practice of Surgical Technology.*

SURG 106 SURGICAL TECHNOLOGY CLINICAL I

3 credit hours

This course is designed to provide the student with introduction to the operating room and its routines, and to the practice of surgical technology within the clinical setting. This course functions to expand knowledge gained in the Introduction to Surgical Technology Course and support the knowledge being gained in the Principles and Practice of Surgical Technology and Surgical Procedures I courses. Students begin their supervised clinical rotations, with focus on applying the fundamental concepts and principles necessary for successful participation on a surgical team in the first and second scrub roles, as identified in the 6th Edition Core Curriculum surgical rotation case requirements listing. Upon completion of this course the student will demonstrate understanding in the cognitive, psychomotor and affective learning domains related to principles and practice of surgical technology as outlined in the Core Curriculum for Surgical Technology, 6th Ed., Association of Surgical Technologists, as indicated by their bi-weekly clinical evaluation forms, surgical case attainment and weekly course requirements. *Prerequisite: Surgical Technology Program admission, as defined by admission policy. Successful completion of SURG 102 Principles and Practice of Surgical Technology and SURG 103 including clinical readiness exam. Must be taken concurrently with SURG 202 Surgical Procedures I.*

SURG 202 SURGICAL PROCEDURES I

4 credit hours

This is a four credit hour theory course designed to introduce the student to surgical procedures and the anatomy involved in general surgery, gynecological and obstetrical surgery, genitourinary surgery, surgery of the ear, nose, pharynx and larynx and orthopedic surgery as well as minimally invasive surgical techniques including but not limited to endoscopy and robotic surgery. Incorporating theory, laboratory and clinical practice, the student will learn to analyze, select and prepare instrumentation, equipment, and other supplies, for specific procedures within those specialties. Upon completion of this course the student will demonstrate understanding in the cognitive, psychomotor and affective learning domains related to principles and practice of surgical technology as outlined in the Core Curriculum for Surgical Technology, 6th Ed., as indicated by course exams, final exam and competency scores. *Prerequisites: Surgical Technology Program admission, as defined by admission policy. Successful completion of SURG 101 Introduction to Surgical Technology Lab, SURG 102 Principles and Practices of Surgical Technology, and BIOL 257 & 258 Human Anatomy and Physiology Lecture and Lab. Must be enrolled in SURG 103 Principles and practice of the Surgical Technologist Lab and SURG 106 Surgical Technology Clinical I.*

SURG 204 SURGICAL PROCEDURES II

5 credit hours

This is a five credit hour theory course designed to introduce the student to surgical procedures and the anatomy involved in ophthalmic surgery, oral maxillofacial surgery, plastic and reconstructive surgery, peripheral vascular surgery, thoracic and pulmonary surgery, cardiac surgery, pediatric surgery and neurosurgery. Incorporating theory, laboratory and clinical practice, the student will learn to analyze, select and prepare instrumentation, equipment, and other supplies, for specific procedures within those specialties. Upon completion of this course the student will demonstrate understanding in the cognitive, psychomotor and affective learning domains related to principles and practice of surgical technology as outlined in the Core Curriculum for Surgical Technology, 6th Ed., as indicated by course exams, final exam and competency scores. *Prerequisite: Successful completion of SURG 202 Surgical Procedures I and SURG 106 Surgical Technology Clinical I. Must be taken concurrently with SURG 206 Surgical Technology Clinical II.*

SURG 206 SURGICAL TECHNOLOGY CLINICAL II

8 credit hours

This course is designed to provide the student with the hands on experience necessary to become employed as a surgical technologist. This course functions to expand knowledge gained in the previous program courses,

and support the knowledge being gained in the Surgical Procedures II course. Students continue their supervised clinical rotations, with focus on applying the fundamental concepts and principles necessary for successful participation on a surgical team, in the first scrub role, as identified in the 6th Edition Core Curriculum surgical rotation case requirements listing. Upon completion of this course the student will demonstrate understanding in the cognitive, psychomotor and affective learning domains related to principles and practice of surgical technology as outlined in the Core Curriculum for Surgical Technology, 6th Ed., Association of Surgical Technologist, as indicated by their weekly clinical evaluations, surgical case attainment and weekly course requirements. *Prerequisite: Surgical Technology Program admission, as defined by admission policy. SURG 202 Surgical Procedures I, and SURG 106 Surgical Technology Clinical I. Must be taken concurrently with SURG 204 Surgical Procedures II.*

SURG 208 SURGICAL TECHNOLOGY CERTIFICATION EXAM REVIEW

1 credit hour

This is a one credit hour theory course designed to provide comprehensive review of surgical technology concepts and practical preparation for the national certification examination, including but not limited to:

- Preoperative preparation of the surgical patient
- Intra-operative procedures
- Post-operative procedures
- Administrative and personnel
- Equipment sterilization and maintenance
- Anatomy and physiology
- Microbiology
- Surgical pharmacology
- Medical terminology
- Pathophysiology

This course is designed to improve the surgical technology student's test taking skills. *Students must be in their final semester of, or have graduated from a CAAHEP accredited surgical technology program.*

TST 130 MOTORCYCLE TRAINING

2 credit hours

This course provides a combination of classroom, range, and on-street instruction. To participate in the on-street riding, each student must pass the Kansas Motorcycle License skill test administered by the instructor. All students will wear orange vests identifying them as "Student Drivers" when riding on-street. Students must participate in a minimum of 480 minutes of classroom instruction, 360 minutes of range instruction, and 60 minutes of on-street instruction. *Prerequisites: must be a resident of Kansas. To obtain the motorcycle endorsement on their license students must have a Kansas drivers' license.*



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(Terms expire in the years noted)

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B.S., Bacone College

ALEXANDER, LARRY..... BUS DRIVER

ALLEN, KARL..... BUS DRIVER
B.S., Kansas State University; Diesel Mechanic Certs, North Central Kansas Area Vocational-Technical School

ALLEN, SAMANTHA ASSISTANT SOFTBALL COACH
A.G.S., Bacone College

ANDERSON, TRACY..... LEAD CUSTODIAN

AYERS, MELINDA "MINDY" HISTORY INSTRUCTOR/HONORS COORDINATOR
M.A., Emporia State University; B.S.E., Pittsburg State University; A.S., Neosho County Community College

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BARR, MARY ADMINISTRATIVE ASSISTANT/SWITCHBOARD

BEEMAN, GLORIA..... OFFICE SERVICES CLERK

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B.S.N., Mid America Nazarene University; A.A.S, Neosho County Community College

BENTON, GARRETT..... DESKTOP SUPPORT TECHNICIAN
A.S., Neosho County Community College

BENTON, PATTY CASHIER (Ottawa)
A.A., Coffeyville Community College

BITTS, KENDALL..... GROUNDSKEEPER
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J.D., University of Missouri-Kansas City; B.A., Southwest Missouri State University

BOHLANDER, MAUREEN..... FINANCIAL AID SPECIALIST
M.B.A., Ottawa University; B.L.A., University of Missouri-Kansas City

BURES, KYLE COORDINATOR FOR THE TEACHING AND LEARNING CENTER (Ottawa)
M.S., Kansas State University; B.S., Kansas State University

BURK, CHERYL ADMINISTRATIVE ASSISTANT TO HEALTH OCCUPATIONS

BURKHOLDER, KEVIN..... SAFETY OFFICER

BURTON, LINETTE BOOKSTORE ASSISTANT
A.G.S., Allen Community College

CADWALLADER, SARAH DIRECTOR OF INTERNATIONAL STUDENT SERVICES
B.S., Pittsburg State University; A.S., Neosho County Community College



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CALLAHAN, DEBNURSING INSTRUCTOR\SIMULATION COORDINATOR (Ottawa)
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CAMPBELL, MICHAEL SCIENCE INSTRUCTOR (Ottawa)
M.A., University of Kansas; B.S., University of Michigan

CARMAN, PEGGY..... OCCUPATIONAL THERAPY ASSISTANT FIELD COORDINATOR/INSTRUCTOR (Ottawa)
B.S., University of Kansas

CARPENTER, NANCYNURSING SIMULATION CLINICIAN
D.N.P, Walden University; M.S.N., Walden University; B.S.N., St. Mary's of the Plains College

CARROLL, DANIEL ADMINISTRATIVE ASSISTANT TO UPWARD BOUND

CHANEY, BARTSTARS DIRECTOR
M.S., B.S., Fort Hays State University; A.A., Cloud County Community College

CLAY, KRISTA.....DIRECTOR OF ADULT BASIC EDUCATION
M.S., Fort Hays State University; B.S., Pittsburg State University

CLEMENTS, LORI ASSISTANT DIRECTOR OF FINANCIAL AID
B.S., University of Nebraska-Lincoln

CLINESMITH, PATRICIA.....CLC ASSOCIATE
B.A., Benedictine College

COMPTON, MARISA..... ASSISTANT VOLLEYBALL COACH
B.S., Austin Peay State University; A.S., Neosho County Community College

COOMBS, JEREMY..... HEAD MEN'S BASKETBALL COACH
B.A., Kansas Wesleyan University

COVAULT, PAMELADIRECTOR OF NURSING (Ottawa)
M.S.N., University of Kansas; CNE, NLN; B.S.N., William Jewell College (MO)

COVEY, MINDY.....PSYCHOLOGY INSTRUCTOR
M.A., American Military University; B.S., Pittsburg State University; A.A., Allen Community College

CRAWFORD, SHARLENECUSTODIAN

DAISY, JENNIFERDIRECTOR OF FINANCIAL AID (Ottawa)
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DAVIS ASHLEY.....NURSING INSTRUCTOR
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DAVIS, JEREMIAH "J.J." HEAD WOMEN'S BASKETBALL COACH
B.A., University of West Virginia

DEVOE, CHAD.....COMPUTER SCIENCE INSTRUCTOR
B.S. Central Michigan University; M.En., Stevens Institute of Technology

DIX, MARCY.....ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF NURSING
A.S., Neosho County Community College; L.P.N., Kansas City Kansas Area Vocational Technical School

DODSON, JOYCE.....MAINTENANCE (Ottawa)

DONOVAN, LINDSEY..... STARS TRANSFER/CAREER ADVISOR
A.S., Neosho County Community College; Library Information Technology Certificate, Mesa Community College

DRYBREAD, RITADEVELOPMENTAL MATHEMATICS INSTRUCTOR
M.A.T., Friends University; B.S., Pittsburg State University; A.A., Allen County Community College

EAGLE, VINCENTMAINTENANCE
Electronics I & II Certificate, Neosho County Community College; Certificate in Fire Science , Labette Community College

ENGELMAN, SHERRY.....CASHIER

ENSMINGER, KIM ADMINISTRATIVE ASSISTANT TO THE ATHLETIC DIRECTOR
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Neosho County Community College

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In accordance with the 2010-2012 catalog

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Notice of Non-Discrimination

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

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

Title VII, Age Discrimination Act, Title II, Kansas Acts Against Discrimination	Chief Human Resources Officer Neosho County Community College 800 W. 14th Street Chanute, KS 66720 HR@neosho.edu
Section 504, The Americans with Disabilities Act of 1990, The Americans with Disabilities Act Amendments Act of 2008	Chief Student Affairs Officer Neosho County Community College 800 W. 14th Street Chanute, KS 66720 Student.Services@neosho.edu
Title IX	Chief Operations Officer Title IX Coordinator Neosho County Community College 800 W. 14th Street Chanute, KS 66720 TitleIX@neosho.edu

You may also go to the College's website where you will find the name and/or title and telephone number of the person or persons responsible for addressing your request.

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

U.S. Department of Education

Office of Civil Rights
1010 Walnut Street
3rd Floor, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550

Kansas Human Rights Commission (KHRC)

Main Office, Topeka
900 S.W. Jackson, Suite 851-S
Topeka, KS 66612-1258
Telephone: (785) 296-3206
Toll Free: (888) 793-6874

Equal Employment Opportunity Commission (EEOC)

Kansas City Area Office
400 State Avenue, Suite 905
Kansas City, KS 66101
Telephone: (913) 551-5655

Americans with Disabilities Act of 1990 – Statement of Compliance

If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need special accommodations or assistance, please notify the Dean of Student Services office, Chanute Campus, Sanders Hall, 620-432-0304 as soon as possible. As necessary, the Dean of Student Services will review documentation about your disability and determine the need for the accommodations you are requesting. The Dean of Student Services and the director of basic skills will then assist you in planning for any necessary accommodations. The Dean of Student Services will notify your instructors of the accommodation plan.

Student Right-To-Know and Campus Security Act of 1990

Neosho County Community College adheres to the Student-Right-To-Know and Campus Security Act of 1990 (Public Law 101-542). Current statistics are available upon request through the Dean of Student Services office and within the NCCC Student Handbook.

Drug-Free Schools and Communities Act of 1989

College policy and the Drug-Free Act states that the unlawful possession, use, or distribution of illicit drugs, alcohol, and cereal malt beverages by students or employees on the property of Neosho County Community College or during activities involving the College is strictly prohibited.

Disclaimer

The content of this document is provided for the information of the student and does not constitute a contract. The content is accurate at the time of printing but may be modified or changed at any time to correspond to decisions of the NCCC Board of Trustees, and local, state, or federal requirements. Any changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made.

Catalog Updates

Information in this catalog may be changed at any time. See the online version at www.neosho.edu for the most up-to-date information.



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Neosho County Community College Emergency Chief Executive Succession Plan

June 2018

Updated by Dr. Brian Inbody, President/CEO

Emergency Chief Executive Succession Plan For Neosho County Community College

The Board of Trustees of Neosho County Community College (“NCCC” or “Board”) accepts this plan for contingencies due to the disability, death or departure of the President (Chief Executive Officer.) If NCCC is faced with an unplanned vacancy or absence in the office of the President, the following emergency succession plan to facilitate any necessary transition is intended to provide guidance to insure that the President’s duties in organizational leadership, program development, program administration, operations, board of trustee’s relationships, financial operations, resource development, and community presence are performed during any unplanned absence.

Succession Plan in Event of a Temporary, Unplanned Absence: Short-Term

A temporary short-term absence is one of less than three months in which it is expected that the President will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

In the event of an unplanned absence of the President, the President and/or Vice President for Student Learning shall inform the Board Chair of the absence. As soon as it is feasible, at a special or regular meeting, the Board of Trustees shall affirm the procedures prescribed in this plan or make modifications as the Board deems appropriate.

The position of Acting President will be created and the **Vice President for Student Learning** will be designated as Acting President. If the person designated as Acting President is unable or unwilling to serve as Acting President when required to do so, or having assumed such office shall thereafter cease to, or for any reason become unable to, act as Acting President, the following persons shall be designated as Alternate Acting President in the order in which their positions appear as follows:

Vice President for Operations
Then
Dean of Student Services

Authority and Compensation of the Acting President

The person appointed as Acting President shall have the full authority for decision-making and independent action as the regular President.

The Acting President may be offered compensation to be determined by the Board of Trustees.

Board Oversight

The Board will be sensitive to the special support needs of the Acting President in this temporary leadership role.

Communications Plan

The Board Chair or designee will notify faculty, staff, key constituents, and the public of the Acting President's appointment, the temporary leadership structure, and such other matters deemed appropriate under the circumstances.

Succession Plan in Event of a Temporary, Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition:

The Board of Trustees will upon request of the Acting President, temporarily employ a person to perform all or part of the duties of the position held by the Acting President prior to appointment as Acting President. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting President to carry the duties of two positions. The duties and compensation for the temporary position shall be determined by the Board based upon recommendation of the Acting President, and may be filled by acceptance of such additional responsibilities by an existing employee.

Completion of Any Emergency Succession Period

When the President will return to his or her responsibilities should be determined by the President in consultation with the Board. A reduced schedule for an agreed period of time may be allowed, by the Board together with the scheduled date for assumption of responsibilities as President.

Succession Plan in the Event of a Permanent Change in President

A permanent change is one in which it is firmly determined that the President will not be returning to the position. The Board may choose to follow the procedures and conditions as established under the long-term temporary absence succession, while they determine the process for filling the presidential vacancy, or may elect to employ an Interim President pending employment of a President for NCCC.

TREASURER'S MONTHLY FINANCIAL STATEMENT
NEOSHO COUNTY COMMUNITY COLLEGE
For the Period May 1, 2018 to May 31, 2018

FUND	FUND DESCRIPTION	BEGINNING BALANCE 4/30/2018	RECEIPTS MAY	JOURNAL ENTRIES MAY	DISBURSEMENTS MAY	ENDING BALANCE 5/31/2018
02	Postsecondary Technical Education Reserve	263,947.09	1,891.00	0.00	0.00	265,838.09
07	Petty Cash Fund	1,076.43	0.00	0.00	0.00	1,076.43
08	General Fund Deferred Maintenance	40,142.15	0.00	0.00	-3,419.17	36,722.98
09	General Fund Equipment Reserve	302,857.52	0.00	4,044.22	-273.70	306,628.04
10	General Fund Unencumbered Fund Balance	2,000,000.00	0.00	0.00	0.00	2,000,000.00
11	General Fund	120,338.08	2,682,521.96	2,170.27	-800,184.19	2,004,846.12
12	Postsecondary Technical Education Fund	774,814.43	177,774.10	-1,923.13	-266,273.20	684,392.20
13	Adult Basic Education Fund	-46,673.61	113,411.45	-85.37	-66,010.97	641.50
14	Adult Supplementary Education Fund	37,246.49	8,130.69	0.00	0.00	45,377.18
16	Residence Hall/Student Union Fund	2,519,891.03	158,320.88	-222.80	-506,970.48	2,171,018.63
17	Bookstore Fund	933,796.46	37,186.15	110.24	-16,832.84	954,260.01
21	College Workstudy Fund	-399.82	3,864.26	0.00	-3,864.26	-399.82
22	SEOG Grant Fund	0.00	-150.00	0.00	150.00	0.00
24	Pell Grant Fund	402.00	5,408.00	0.00	-5,408.00	402.00
25	Student Loans Fund	0.00	6,539.00	0.00	-6,539.00	0.00
32	Grant Funds	2,697.06	119,068.42	-3,236.30	-128,790.12	-10,260.94
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	63,527.53	0.00	0.00	-4,300.00	59,227.53
70	Agency Funds	1,518,727.95	158,441.39	-857.13	-34,109.34	1,642,202.87
90	Payroll Clearing Fund		0.00	0.00		0.00
	TOTALS	\$8,533,626.39	\$3,472,407.30	\$0.00	-\$1,842,825.27	\$10,163,208.42
	Checking Accounts					\$7,090,146.35
	Investments					\$3,071,462.07
	Cash on Hand					\$1,600.00
	Total					\$10,163,208.42

Expense Check Register

6/12/2018

Subsid: AP			Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11	7000 6	6700 000	137668	05/08/2018	324.39	Ace Refrigeration Heating & Cool	Ace Refrigeration - Service ice machine	IV
					Total Amt for Check 137668:	324.39		
11	1152 6	6320 000	137669	05/08/2018	1,182.14	Alliance Business Services	5/1/18	IV
11	6500 6	6320 000	137669	05/08/2018	1,182.14	Alliance Business Services	May 1 18	IV
					Total Amt for Check 137669:	2,364.28		
11	6500 6	6320 000	137670	05/08/2018	154.52	AT&T	4/28/18	IV
					Total Amt for Check 137670:	154.52		
11	7000 8	8150 000	137671	05/08/2018	282.32	Beachner Grain, Inc.	Beachner - Fescue and fertilizer	IV
					Total Amt for Check 137671:	282.32		
16	9500 6	6410 000	137672	05/08/2018	2,025.00	City of Chanute	April18	IV
11	6400 6	6650 000	137672	05/08/2018	2,025.00	City of Chanute	April 18	IV
					Total Amt for Check 137672:	4,050.00		
16	9500 8	8250 000	137673	05/08/2018	118.76	Cleaver Farm & Home	Cleaver-Sheetrock, beaded oak paneling	IV
11	7000 8	8150 000	137673	05/08/2018	139.16	Cleaver Farm & Home	Cleaver - Erosion control netting	IV
11	7000 6	6710 000	137673	05/08/2018	22.47	Cleaver Farm & Home	Cleaver - PH screwdriver, patch & concre	IV
11	7000 6	6710 000	137673	05/08/2018	17.95	Cleaver Farm & Home	Cleaver - Cutt wheel & flap disc	IV
					Total Amt for Check 137673:	298.34		
16	9500 8	8250 000	137674	05/08/2018	227.16	Comfort Contractors	Comfort - Replace toilet at Lafayette hs	IV
11	7000 6	6710 000	137674	05/08/2018	71.94	Comfort Contractors	Comfort - Repair urinal in Stoltz	IV
					Total Amt for Check 137674:	299.10		
11	7000 6	6410 000	137675	05/08/2018	1,210.99	Foley Equipment Company	Foley Rental-Skid steer, bucket, chains	IV
					Total Amt for Check 137675:	1,210.99		
16	9500 6	6710 000	137676	05/08/2018	670.00	Galt Pest Control	Galt Pest - April pest control, bedbugs	IV
					Total Amt for Check 137676:	670.00		
32	3421 6	6020 000	137677	05/08/2018	18,830.00	Gerber Tours, Inc.	Traveling College Days	IV
					Total Amt for Check 137677:	18,830.00		
16	9500 6	6660 000	137678	05/08/2018	14,586.04	Great Western Dining	Board bill April 26-May 2, 2018	IV
					Total Amt for Check 137678:	14,586.04		
16	9500 6	6710 000	137679	05/08/2018	99.60	Home Appliance Company	Home Appliance - Parts & service on wash	IV
					Total Amt for Check 137679:	99.60		

Expense Check Register

6/12/2018

Subsid: AP

	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 7000 8 8150 000	137680	05/08/2018	351.85	IJNG Greenhouse	IJNG - Plants for around Chapel	IV
		Total Amt for Check 137680:	351.85			
11 5505 7 7190 000	137681	05/08/2018	1,644.00	KJCCC		IV
		Total Amt for Check 137681:	1,644.00			
08 7000 8 8250 000	137682	05/08/2018	-7.62	Locke Supply Company	Discount for check- vendor864Invoice3420	DI
16 9500 8 8250 000	137682	05/08/2018	-8.80	Locke Supply Company	Discount for check- vendor864Invoice3421	DI
11 2000 2 2010 000	137682	05/08/2018	7.62	Locke Supply Company	Discount for check- vendor864Invoice3420	DI
08 7000 8 8250 000	137682	05/08/2018	152.38	Locke Supply Company	Locke - Clamps and conduit	IV
16 9500 8 8250 000	137682	05/08/2018	175.94	Locke Supply Company	Locke - Supplies	IV
11 2000 2 2010 000	137682	05/08/2018	8.80	Locke Supply Company	Discount for check- vendor864Invoice3421	DI
		Total Amt for Check 137682:	328.32			
11 7000 6 6720 000	137683	05/08/2018	275.42	Merle Kelly Ford	Merle Kelly - Oil change (Mini-bus)	IV
		Total Amt for Check 137683:	275.42			
11 5505 7 7190 000	137684	05/08/2018	60.00	Ravin Printing	Soccer Banner	IV
		Total Amt for Check 137684:	60.00			
11 7000 6 6410 000	137685	05/08/2018	16.50	Rental Station	Rental Station - Thatcher	IV
		Total Amt for Check 137685:	16.50			
11 7582 8 8250 000	137686	05/08/2018	33.48	Sherwin Williams Co. - Chanute	SherwinWilliams-Rollers&brush cleaner	IV
11 7582 8 8250 000	137686	05/08/2018	28.85	Sherwin Williams Co. - Chanute	SherwinWilliams-Roller frames,tray&liner	IV
		Total Amt for Check 137686:	62.33			
11 5505 7 7190 000	137688	05/08/2018	2,925.00	Village Tour and Travel	SB bus for playoffs	IV
		Total Amt for Check 137688:	2,925.00			
11 4200 6 6290 000	137689	05/09/2018	1,087.82	Nancy L Carpenter	Nursing 4/9/18	IV
		Total Amt for Check 137689:	1,087.82			
11 4200 6 6290 000	137690	05/09/2018	1,473.20	Cathy S Gordon	Art 8/14/18	IV
		Total Amt for Check 137690:	1,473.20			
11 5510 6 6020 000	137691	05/09/2018	8,436.00	Benjamin S Jacks	Wichita 5/10/18	IV
		Total Amt for Check 137691:	8,436.00			
11 6500 6 6820 000	137692	05/10/2018	30.00	Commerce Bank (CC)	SWA Early Bird Check In	IV
12 1250 7 7000 000	137692	05/10/2018	13.95	Commerce Bank (CC)	Shipping and Handling	IV
11 5400 6 6260 000	137692	05/10/2018	200.00	Commerce Bank (CC)	Kala - Professional Development	IV

Expense Check Register

6/12/2018

Subsid:	AP	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
12	1250 7 7000 000	137692	05/10/2018	2.34	Commerce Bank (CC)	Sales Tax	IV
16	9500 6 6651 000	137692	05/10/2018	7.68	Commerce Bank (CC)	RA Appreciation	IV
32	3223 6 6010 000	137692	05/10/2018	379.06	Commerce Bank (CC)	Hotel Mo-Kan-Ne Bart & Adam	IV
13	1315 7 7010 000	137692	05/10/2018	6.27	Commerce Bank (CC)	Sticky Tack Adhesive Pack	IV
32	3223 6 6020 000	137692	05/10/2018	165.85	Commerce Bank (CC)	Hideaway Pizza-Woolaroc Cultural Trip	IV
11	6400 8 8560 000	137692	05/10/2018	169.99	Commerce Bank (CC)	Wireless HDMI Receiver	IV
11	6400 8 8560 000	137692	05/10/2018	18.99	Commerce Bank (CC)	HDMI Splitter	IV
11	5000 6 6830 000	137692	05/10/2018	40.00	Commerce Bank (CC)	Gift card for student-TVDS Cruise Night	IV
11	7050 6 6830 000	137692	05/10/2018	9.85	Commerce Bank (CC)	Shipping	IV
32	3721 7 7310 000	137692	05/10/2018	220.27	Commerce Bank (CC)	Senior Trip Cultural Activity	IV
13	1303 7 7010 000	137692	05/10/2018	282.58	Commerce Bank (CC)	2 sets of 10 TI=30XS Scientific Calculat	IV
32	3260 6 6260 000	137692	05/10/2018	44.75	Commerce Bank (CC)	Cab Fee-Northwest Mgmt- HLC Conference	IV
11	5300 6 6030 000	137692	05/10/2018	33.88	Commerce Bank (CC)	Donuts/chips for PED April 16, 2018	IV
13	1315 7 7010 000	137692	05/10/2018	2.29	Commerce Bank (CC)	Tax	IV
11	6400 8 8560 000	137692	05/10/2018	2,519.39	Commerce Bank (CC)	Dell Tower	IV
12	1250 7 7000 000	137692	05/10/2018	58.35	Commerce Bank (CC)	Bracelet-Instructional Supplies	IV
12	1215 8 8500 000	137692	05/10/2018	66.79	Commerce Bank (CC)	Garbage Disposal for Row 321 sink	IV
11	7050 6 6830 000	137692	05/10/2018	48.94	Commerce Bank (CC)	Amazon-Nerf rival rechargeable bty pack	IV
11	5000 6 6830 000	137692	05/10/2018	200.00	Commerce Bank (CC)	Gift cards for students	IV
32	3223 7 7190 000	137692	05/10/2018	70.41	Commerce Bank (CC)	Annual Award Ceremony Snacks	IV
11	6500 6 6820 000	137692	05/10/2018	769.96	Commerce Bank (CC)	Dr. Inbody - SWA - ACCT Conf	IV
32	3260 6 6260 000	137692	05/10/2018	37.50	Commerce Bank (CC)	KCI Parking	IV
11	5505 7 7190 000	137692	05/10/2018	197.97	Commerce Bank (CC)	late fee from march 18	IV
11	6500 6 6100 000	137692	05/10/2018	1,131.10	Commerce Bank (CC)	HLC Conf- Hotel	IV
13	1315 7 7010 000	137692	05/10/2018	6.94	Commerce Bank (CC)	Certificate stock paper	IV
11	6100 6 6260 000	137692	05/10/2018	269.66	Commerce Bank (CC)	HYATT PLACE (2 Rooms @ 1 night ea)	IV
11	5200 6 6010 000	137692	05/10/2018	224.64	Commerce Bank (CC)	Hotel rooms during Fin Aid conference	IV
32	3223 6 6010 000	137692	05/10/2018	120.00	Commerce Bank (CC)	Woolaroc Cultural Trip Tickets	IV
11	1143 7 7070 000	137692	05/10/2018	77.94	Commerce Bank (CC)	Billy Simms	IV
11	6100 6 6260 000	137692	05/10/2018	20.10	Commerce Bank (CC)	misc hotel charges	IV
12	1219 7 7000 000	137692	05/10/2018	30.00	Commerce Bank (CC)	Validity Drug Testing	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 6200 6 6010 000	137692	05/10/2018	30.02	Commerce Bank (CC)	KCCLI Dinner - Sandi Solander - Applebee	IV
32 3223 7 7190 000	137692	05/10/2018	53.54	Commerce Bank (CC)	STARS Cultural Trip Snack Supplies	IV
11 6400 6 6260 000	137692	05/10/2018	175.00	Commerce Bank (CC)	AKCCOP Conf-Gloria Beeman	IV
32 3721 6 6020 000	137692	05/10/2018	130.00	Commerce Bank (CC)	Transportation for Senior Trip	IV
32 3421 6 6020 000	137692	05/10/2018	143.90	Commerce Bank (CC)	Meals during Great Gorilla Games	IV
11 6100 6 6320 000	137692	05/10/2018	60.00	Commerce Bank (CC)	Verizon Bill	IV
12 1216 8 8500 000	137692	05/10/2018	59.99	Commerce Bank (CC)	Amazon Laptop Battery, Nikki	IV
13 1303 7 7010 000	137692	05/10/2018	109.98	Commerce Bank (CC)	Xerox 106R011391 Phaser 6280 Print Cart.	IV
11 6300 8 8510 000	137692	05/10/2018	195.62	Commerce Bank (CC)	Yearly adobe license renewal B. Smith cd	IV
32 3421 7 7190 000	137692	05/10/2018	67.93	Commerce Bank (CC)	Supplies for Sky Ranch	IV
32 3260 6 6260 000	137692	05/10/2018	1,765.52	Commerce Bank (CC)	Hotel - Robb and Gardner (HLC Trip)	IV
11 6400 6 6010 000	137692	05/10/2018	30.01	Commerce Bank (CC)	KCCLI Dinner Jon Seibert -Applebees	IV
11 4200 6 6260 000	137692	05/10/2018	175.00	Commerce Bank (CC)	AKCCOP Conf - Deb Schommer	IV
12 1216 6 6010 000	137692	05/10/2018	60.59	Commerce Bank (CC)	Red Lobster Charges	IV
32 3260 6 6260 000	137692	05/10/2018	37.50	Commerce Bank (CC)	KCI- Parking (HLC trip) Robb/Gardner	IV
11 6200 6 6010 000	137692	05/10/2018	31.75	Commerce Bank (CC)	KCCLI Dinner S.Solander Liberal Ctry Clu	IV
11 6100 6 6260 000	137692	05/10/2018	1,869.12	Commerce Bank (CC)	GAYLORD HOTEL 3 Rooms @3 nights	IV
12 1215 6 6010 000	137692	05/10/2018	28.94	Commerce Bank (CC)	Panera Bread Charges	IV
32 3721 7 7310 000	137692	05/10/2018	162.00	Commerce Bank (CC)	Cultural Activity fee	IV
11 7000 6 6710 000	137692	05/10/2018	374.79	Commerce Bank (CC)	Amazon - Tennis nets	IV
11 6400 8 8560 000	137692	05/10/2018	582.61	Commerce Bank (CC)	Fiber HDMI Cable	IV
13 1303 7 7010 000	137692	05/10/2018	21.03	Commerce Bank (CC)	Shipping	IV
11 6400 6 6010 000	137692	05/10/2018	255.60	Commerce Bank (CC)	Hampton Inn-Jon Seibert (KCCLI Conf)	IV
13 1303 7 7010 000	137692	05/10/2018	20.80	Commerce Bank (CC)	Graduation Honor Cords Set of 2	IV
11 1118 7 7140 000	137692	05/10/2018	496.49	Commerce Bank (CC)	Steel Magnolias Production Supplies	IV
32 3721 6 6010 000	137692	05/10/2018	1,110.18	Commerce Bank (CC)	Staff training accomodations	IV
11 6100 7 7070 000	137692	05/10/2018	648.61	Commerce Bank (CC)	Food	IV
11 6100 6 6260 000	137692	05/10/2018	66.85	Commerce Bank (CC)	HYATT PLACE (1 Room @ 1 night 1/2 pric	IV
11 7000 6 6700 000	137692	05/10/2018	68.58	Commerce Bank (CC)	Shiffler Equipment - Hook/clips (Art)	IV
12 1219 6 6260 000	137692	05/10/2018	261.76	Commerce Bank (CC)	Southwest Flight Credit	IV
11 6250 6 6030 000	137692	05/10/2018	20.00	Commerce Bank (CC)	Backgroud Check	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:		
13	1315 7 7010 000	137692	05/10/2018	13.06	Commerce Bank (CC)	Swingline Stapler	IV
11	5050 7 7190 000	137692	05/10/2018	98.00	Commerce Bank (CC)	Rev - Transcript service	IV
11	1150 7 7000 000	137692	05/10/2018	61.32	Commerce Bank (CC)	Meal for Deans and Directors meeting x3	IV
11	6200 6 6010 000	137692	05/10/2018	265.50	Commerce Bank (CC)	Hotel Stay for KCCLI Conference	IV
11	6100 6 6260 000	137692	05/10/2018	312.90	Commerce Bank (CC)	Hertz- Rental Car	IV
32	3260 6 6260 000	137692	05/10/2018	27.49	Commerce Bank (CC)	Meal (HLC trip) Robb/Gardner	IV
11	6500 6 6100 000	137692	05/10/2018	47.30	Commerce Bank (CC)	Taxi - HLC Conf	IV
12	1243 7 7000 000	137692	05/10/2018	89.91	Commerce Bank (CC)	Dinner for 8 People	IV
11	5300 6 6030 000	137692	05/10/2018	169.00	Commerce Bank (CC)	Lunch for staff-April 16 PED/cookies	IV
12	1216 6 6010 000	137692	05/10/2018	36.73	Commerce Bank (CC)	Texas Roadhouse Charge	IV
11	6412 8 8500 000	137692	05/10/2018	82.57	Commerce Bank (CC)	Amazon-Switches and crimp	IV
11	6400 8 8560 000	137692	05/10/2018	61.49	Commerce Bank (CC)	Silican Power 256GB SSD	IV
11	6400 8 8560 000	137692	05/10/2018	8.96	Commerce Bank (CC)	1.5 Foot HDMI Cables	IV
32	3421 6 6020 000	137692	05/10/2018	197.97	Commerce Bank (CC)	late fee from March billing	IV
13	1303 7 7010 000	137692	05/10/2018	88.06	Commerce Bank (CC)	Xerox Black Toner Cartridge 3315	IV
11	6401 7 7010 000	137692	05/10/2018	27.95	Commerce Bank (CC)	4.25" x 6.25" 3mil laminate pouch	IV
11	1119 8 8500 000	137692	05/10/2018	1,000.00	Commerce Bank (CC)	Drum Set	IV
12	1215 6 6010 000	137692	05/10/2018	24.60	Commerce Bank (CC)	Red Robin Charge	IV
12	1241 7 7000 000	137692	05/10/2018	-140.00	Commerce Bank (CC)	credit book	IV
32	3223 6 6010 000	137692	05/10/2018	44.56	Commerce Bank (CC)	Johnny's Italian Steakhouse	IV
13	1303 6 6290 000	137692	05/10/2018	197.97	Commerce Bank (CC)	late fee from march	IV
11	6501 6 6260 000	137692	05/10/2018	175.00	Commerce Bank (CC)	AKCCOP Conf-Sarah Smith	IV
32	3223 7 7010 000	137692	05/10/2018	75.92	Commerce Bank (CC)	April Office Supplies - Walmart	IV
32	3223 6 6020 000	137692	05/10/2018	5.14	Commerce Bank (CC)	PSU Campus Visit Lunch-Braums	IV
11	1150 6 6010 000	137692	05/10/2018	356.96	Commerce Bank (CC)	Hotels rooms for Deans and Directors mee	IV
11	5505 6 6680 000	137692	05/10/2018	799.99	Commerce Bank (CC)	Sole Upright Bike	IV
11	5300 6 6030 000	137692	05/10/2018	54.56	Commerce Bank (CC)	Ottawa PED 4-3-18 Items	IV
11	7000 6 6710 000	137692	05/10/2018	75.00	Commerce Bank (CC)	B&B Outdoors - Service baseball buggy	IV
16	9500 6 6651 000	137692	05/10/2018	9.85	Commerce Bank (CC)	Art Supplies	IV
11	4100 6 6260 000	137692	05/10/2018	175.00	Commerce Bank (CC)	AKCCOP Conf-Star Kimberlin	IV
11	6400 8 8560 000	137692	05/10/2018	15.59	Commerce Bank (CC)	UGREEN SD Card Reader	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11	1152 6 6040 000	137692 05/10/2018	178.94	Commerce Bank (CC)	VAN Maintenance & Cleaning	IV
11	5575 6 6020 000	137692 05/10/2018	677.40	Commerce Bank (CC)	Rooms for track regionals	IV
12	1250 7 7000 000	137692 05/10/2018	4.00	Commerce Bank (CC)	Shipping and Handling	IV
11	7000 6 6720 000	137692 05/10/2018	37.99	Commerce Bank (CC)	Truckomat Truck Wash - Wash mini-bus	IV
32	3223 7 7190 000	137692 05/10/2018	95.16	Commerce Bank (CC)	Cupcakes for Academic Awards	IV
12	1250 7 7000 000	137692 05/10/2018	-9.00	Commerce Bank (CC)	Discount Savings	IV
12	1250 7 7000 000	137692 05/10/2018	7.10	Commerce Bank (CC)	Instructional Supplies-Video-Still Alice	IV
32	3260 6 6260 000	137692 05/10/2018	748.00	Commerce Bank (CC)	AHIMA Registration - Chrisy	IV
11	7511 8 8150 000	137692 05/10/2018	145.73	Commerce Bank (CC)	Sprinkler Warehouse - Rain birds	IV
11	3100 7 7000 000	137692 05/10/2018	2,660.00	Commerce Bank (CC)	Summer theatre tickets	IV
11	4200 6 6830 000	137692 05/10/2018	72.43	Commerce Bank (CC)	Allen/Ft. Scott/Neosho Mtg- Lunch	IV
32	3223 6 6020 000	137692 05/10/2018	34.55	Commerce Bank (CC)	PSU Campus Visit Lunch-Braums	IV
12	1220 7 7000 000	137692 05/10/2018	737.10	Commerce Bank (CC)	NBCOT Practice Test	IV
11	7000 6 6710 000	137692 05/10/2018	39.98	Commerce Bank (CC)	Amazon - Tennis net cable	IV
08	7000 8 8250 000	137692 05/10/2018	1,469.87	Commerce Bank (CC)	E-conolight - Lights for carport	IV
11	6100 7 7190 000	137692 05/10/2018	59.95	Commerce Bank (CC)	Hans Flowers	IV
11	7511 8 8150 000	137692 05/10/2018	84.80	Commerce Bank (CC)	Drainage Source - PVC couplings	IV
11	6401 7 7010 000	137692 05/10/2018	20.52	Commerce Bank (CC)	12"x18" 3 mil laminate pouch	IV
11	6412 5 5300 531	137692 05/10/2018	19.97	Commerce Bank (CC)	Walmart-Flashdrives	IV
16	9500 6 6010 000	137692 05/10/2018	261.96	Commerce Bank (CC)	AC Ouellette airline ticket	IV
11	6400 8 8560 000	137692 05/10/2018	8.69	Commerce Bank (CC)	3 foot HDMI Cables	IV
11	6500 6 6070 000	137692 05/10/2018	1,599.92	Commerce Bank (CC)	SWA Dave-Dennis	IV
11	6400 6 6010 000	137692 05/10/2018	31.75	Commerce Bank (CC)	KCCLI dinner Liberal Ctry Club -Jon Seib	IV
12	1250 7 7000 000	137692 05/10/2018	14.20	Commerce Bank (CC)	Instructional Supplies - Videos	IV
12	1250 7 7000 000	137692 05/10/2018	45.00	Commerce Bank (CC)	DVD - CNA Instructional Supplies	IV
11	5300 6 6030 000	137692 05/10/2018	135.00	Commerce Bank (CC)	Ottawa 4/3/18 PED	IV
11	7000 6 6720 000	137692 05/10/2018	36.17	Commerce Bank (CC)	On star March	IV
11	7050 6 6830 000	137692 05/10/2018	365.19	Commerce Bank (CC)	Bosch BONII41012V3 FLEXIDOME IP inc	IV
12	1215 6 6010 000	137692 05/10/2018	26.29	Commerce Bank (CC)	Olive Garden Charge	IV
11	7000 6 6700 000	137692 05/10/2018	259.80	Commerce Bank (CC)	Econolight - LED emergency lights	IV
11	7583 8 8150 000	137692 05/10/2018	18.80	Commerce Bank (CC)	City of Chanute - Demo permit	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:		
11	6100 6 6260 000	137692	05/10/2018	35.30	Commerce Bank (CC)	Red Robbin Restaurant- 3/21	IV
11	7000 6 6710 000	137692	05/10/2018	373.97	Commerce Bank (CC)	AMazon tennis nets	IV
11	6400 6 6010 000	137692	05/10/2018	14.56	Commerce Bank (CC)	KCCLI Lunch-Old Chicago-J.Seibert	IV
12	1216 6 6010 000	137692	05/10/2018	195.78	Commerce Bank (CC)	KSBN meeting 2 night stay	IV
32	3223 6 6010 000	137692	05/10/2018	35.86	Commerce Bank (CC)	Marriott Country Club Plaza	IV
11	6200 6 6320 000	137692	05/10/2018	35.00	Commerce Bank (CC)	Verizon March Comm	IV
11	7511 8 8150 000	137692	05/10/2018	1,605.40	Commerce Bank (CC)	Mitered Drain - Drains	IV
11	6100 6 6260 000	137692	05/10/2018	60.27	Commerce Bank (CC)	Delaware North Club Level Grill- 3/21	IV
11	1118 7 7140 000	137692	05/10/2018	655.30	Commerce Bank (CC)	Costumes for Broadway Revue Show 4/29/1	IV
32	3721 7 7310 000	137692	05/10/2018	13.50	Commerce Bank (CC)	Cultural Activity fee	IV
11	6500 6 6070 000	137692	05/10/2018	2,820.00	Commerce Bank (CC)	Dave-Dennis Kevin - ACCT Conf	IV
32	3223 6 6020 000	137692	05/10/2018	247.84	Commerce Bank (CC)	Uncle Jacks-Woolaroc Cultural Trip	IV
11	3100 7 7000 000	137692	05/10/2018	9.00	Commerce Bank (CC)	subscription fee	IV
13	1315 7 7190 000	137692	05/10/2018	6.83	Commerce Bank (CC)	shipping	IV
11	6200 6 6010 000	137692	05/10/2018	14.55	Commerce Bank (CC)	KCCLI Dinner Old Chicago S.Solander	IV
12	1219 7 7000 000	137692	05/10/2018	234.47	Commerce Bank (CC)	Printer Ink	IV
32	3571 6 6260 000	137692	05/10/2018	264.00	Commerce Bank (CC)	Food from Price Chopper for Conference	IV
32	3241 7 7290 000	137692	05/10/2018	132.00	Commerce Bank (CC)	4 Mod GED Test Vouchers-Chance Wilson	IV
32	3721 7 7310 000	137692	05/10/2018	188.81	Commerce Bank (CC)	Senior Trip Cultural Activity	IV
11	1118 7 7140 000	137692	05/10/2018	124.03	Commerce Bank (CC)	Stage Properties for "Steel Magnolias"	IV
11	5050 7 7190 000	137692	05/10/2018	8.00	Commerce Bank (CC)	Rev - Transcript for Clemons	IV
11	6400 8 8560 000	137692	05/10/2018	146.98	Commerce Bank (CC)	Monitor	IV
11	1118 7 7140 000	137692	05/10/2018	501.39	Commerce Bank (CC)	Wigs & Makeup for Steel Magnolias	IV
32	3421 6 6010 000	137692	05/10/2018	175.00	Commerce Bank (CC)	AKCCOP Conf-Rhonda Thomas	IV
11	6500 6 6820 000	137692	05/10/2018	940.00	Commerce Bank (CC)	ACCT Conf-Dr. Inbody	IV
11	6100 6 6010 000	137692	05/10/2018	175.00	Commerce Bank (CC)	AKCCOP 2018 Conf-Angela Rowan	IV
11	7000 6 6700 000	137692	05/10/2018	1,296.00	Commerce Bank (CC)	Walmart-60" LED UHD televisions	IV
12	1215 6 6010 000	137692	05/10/2018	6.00	Commerce Bank (CC)	Parking Charges for KSBN	IV
12	1250 7 7000 000	137692	05/10/2018	16.95	Commerce Bank (CC)	Keychains-Instructional Supplies	IV
32	3260 6 6260 000	137692	05/10/2018	697.00	Commerce Bank (CC)	AHIMA Conference Registration-Richard	IV
11	6400 8 8560 000	137692	05/10/2018	55.80	Commerce Bank (CC)	Amazon Quote for a webcam for R. Zollars	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
32 3421 6 6010 000	137692	05/10/2018	722.12	Commerce Bank (CC)	Marriott -MKN Conference	IV
13 1315 7 7190 000	137692	05/10/2018	136.50	Commerce Bank (CC)	Maroon Diploma Covers ABe Grad. Ft. Scot	IV
		Total Amt for Check 137692:	42,879.97			
11 6500 5 5950 000	137694	05/11/2018	405.21	Karl D Allen	Karl Allen KPERs Refund Sept 2017	IV
		Total Amt for Check 137694:	405.21			
11 1129 7 7040 000	137695	05/11/2018	16.30	Mindy H Ayers	Book for Class/Honors	IV
		Total Amt for Check 137695:	16.30			
13 1315 6 6010 000	137696	05/11/2018	67.41	Karen Rae Barger	parsons to Fort scott 4/16/18	IV
13 1315 6 6010 000	137696	05/11/2018	107.54	Karen Rae Barger	parsons to Ottawa 2/21/18	IV
		Total Amt for Check 137696:	174.95			
16 9500 6 6000 000	137697	05/11/2018	2,175.08	Cable One - Chanute	June 18	IV
		Total Amt for Check 137697:	2,175.08			
11 4200 6 6120 000	137698	05/11/2018	160.00	Ravin Printing	Notes/Envelopes -Acad Award Invitations	IV
		Total Amt for Check 137698:	160.00			
65 9500 7 7190 000	137699	05/11/2018	120.00	Security Bank Of Kansas City	Miscellaneous Expense 06/1/18-5/31/19	IV
65 9500 7 7190 000	137699	05/11/2018	2,000.00	Security Bank Of Kansas City	Annual Trustee/Paying Agent 06/1/1/-05/3	IV
		Total Amt for Check 137699:	2,120.00			
16 9500 6 6411 000	137700	05/11/2018	82,615.63	Security Bank Of Kansas City	Interest due 06/01/17	IV
16 9500 6 6411 000	137700	05/11/2018	-1.65	Security Bank Of Kansas City	Less Funds available	IV
16 9500 6 6411 000	137700	05/11/2018	310,000.00	Security Bank Of Kansas City	Principal due 6/1/18	IV
		Total Amt for Check 137700:	392,613.98			
11 5575 6 6020 000	137701	05/11/2018	536.04	Deandre E Speed	EIDorado 5/17/18	IV
		Total Amt for Check 137701:	536.04			
11 7000 6 6720 000	137702	05/11/2018	80.06	Verizon Wireless	April 18 Neosho Wifi	IV
		Total Amt for Check 137702:	80.06			
16 9500 8 8250 000	137703	05/15/2018	20,199.60	Ace Refridgeration Heating & Cool	Ace Refrigeration - 1st pymt freezer	IV
		Total Amt for Check 137703:	20,199.60			
11 7000 6 6313 000	137704	05/15/2018	2,015.15	City of Chanute	Gas Apr 18	IV
11 7000 6 6311 000	137704	05/15/2018	1,935.27	City of Chanute	water Apr 18	IV
11 7000 6 6310 000	137704	05/15/2018	19,779.06	City of Chanute	electric April 18	IV
11 7000 6 6314 000	137704	05/15/2018	15.05	City of Chanute	trash & landfill April 18	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 7000 6 6312 000	137704	05/15/2018	738.78	City of Chanute	sewer aPRIL 18	IV
	Total Amt for Check 137704:		24,483.31			
11 7002 6 6311 000	137705	05/15/2018	28.01	City of Ottawa	City of Ottawa - Sprklr-Water (4-2018)	IV
11 7002 6 6311 000	137705	05/15/2018	-25.76	City of Ottawa	City of Ottawa-Water refund (April '18)	IV
11 7002 6 6311 000	137705	05/15/2018	483.50	City of Ottawa	City of Ottawa - Water (April 2018)	IV
11 7002 6 6310 000	137705	05/15/2018	10.00	City of Ottawa	City of Ottawa-Spklr penalty from March	IV
11 7002 6 6310 000	137705	05/15/2018	128.04	City of Ottawa	City of Ottawa - Sewer (April 2018)	IV
11 7002 6 6310 000	137705	05/15/2018	442.95	City of Ottawa	CityofOttawa-Penalty from March 2018	IV
11 7002 6 6310 000	137705	05/15/2018	3,804.18	City of Ottawa	City of Ottawa - Electric (April 2018)	IV
	Total Amt for Check 137705:		4,870.92			
11 4200 6 6290 000	137706	05/18/2018	1,626.00	Jacqueline J Bennett	Nuring 4/27/18	IV
	Total Amt for Check 137706:		1,626.00			
16 9500 6 6000 000	137707	05/18/2018	76.22	Cable One - Chanute	May 18 68027	IV
16 9500 6 6000 000	137707	05/18/2018	76.22	Cable One - Chanute	May 18	IV
11 6400 6 6650 000	137707	05/18/2018	90.97	Cable One - Chanute	may 18	IV
	Total Amt for Check 137707:		243.41			
11 7002 6 6700 000	137708	05/18/2018	131.52	Chaney, inc	ChaneyServices-Service handicap fountain	IV
	Total Amt for Check 137708:		131.52			
32 3223 6 6040 000	137709	05/18/2018	21.76	Lori L Clements	NCCC to Neodesha 5/8/18	IV
	Total Amt for Check 137709:		21.76			
16 9500 6 6710 000	137710	05/18/2018	376.89	Comfort Contractors	Install drinking fountain in Bideau	IV
	Total Amt for Check 137710:		376.89			
32 3208 7 7190 000	137711	05/18/2018	17.91	Sandra J Haggard	Candy for CHS greeters to give out	IV
32 3208 7 7010 000	137711	05/18/2018	23.50	Sandra J Haggard	office supplies	IV
	Total Amt for Check 137711:		41.41			
11 2000 2 2010 000	137712	05/18/2018	5.82	Locke Supply Company	Discount for check- vendor864Invoice3423	DI
11 7000 6 6710 000	137712	05/18/2018	-2.58	Locke Supply Company	Discount for check- vendor864Invoice3423	DI
11 7000 6 6710 000	137712	05/18/2018	51.56	Locke Supply Company	Locke Supply - Drip pan pills & oiler	IV
16 9500 6 6710 000	137712	05/18/2018	43.92	Locke Supply Company	Locke - LED emergency lights	IV
16 9500 6 6710 000	137712	05/18/2018	116.32	Locke Supply Company	Locke Supply - Joint tape, thermostat	IV
11 2000 2 2010 000	137712	05/18/2018	2.58	Locke Supply Company	Discount for check- vendor864Invoice3423	DI

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
08 7000 8 8250 000	137712	05/18/2018	49.72	Locke Supply Company	Locke - Cleanouts	IV
11 7582 8 8250 000	137712	05/18/2018	190.24	Locke Supply Company	Locke - 10V dimmer	IV
11 7565 8 8250 000	137712	05/18/2018	-60.72	Locke Supply Company	credit grey schedule	IV
11 7565 8 8250 000	137712	05/18/2018	-12.18	Locke Supply Company	credit PVC Slip cap	IV
11 7000 6 6710 000	137712	05/18/2018	15.24	Locke Supply Company	Locke - Plain caps	IV
16 9500 6 6710 000	137712	05/18/2018	-5.82	Locke Supply Company	Discount for check- vendor864Invoice3423	DI
		Total Amt for Check 137712:	394.10			
16 9500 6 6710 000	137713	05/18/2018	-4.73	McMaster-Carr Supply	Discount for check- vendor36243Invoice62	DI
11 2000 2 2010 000	137713	05/18/2018	4.73	McMaster-Carr Supply	Discount for check- vendor36243Invoice62	DI
16 9500 6 6710 000	137713	05/18/2018	265.26	McMaster-Carr Supply	McMaster-Carr - Mini-blinds for dorms	IV
		Total Amt for Check 137713:	265.26			
12 1243 7 7080 000	137714	05/18/2018	118.22	Alex R Myers	Clothing from JCP for work	IV
12 1243 7 7080 000	137714	05/18/2018	31.78	Alex R Myers	shoes from Payless	IV
		Total Amt for Check 137714:	150.00			
11 7000 6 6720 000	137715	05/18/2018	75.00	Shell Fleet Management	Shell - Fuel for fleet (April 2018)	IV
		Total Amt for Check 137715:	75.00			
12 1218 7 7000 000	137716	05/18/2018	10.00	Brandon L Sprague	Materials-Desktop IV Bag Holders	IV
		Total Amt for Check 137716:	10.00			
11 7002 7 7030 000	137717	05/18/2018	225.96	Supplyworks	Supplyworks - Custodial supplies	IV
		Total Amt for Check 137717:	225.96			
11 6200 6 6320 000	137718	05/18/2018	66.35	Touchtone Communications	April 18	IV
		Total Amt for Check 137718:	66.35			
11 6401 6 6410 000	137719	05/18/2018	49.80	United Parcel Service	Weekly Service Charges 4/14 - 5/05	IV
		Total Amt for Check 137719:	49.80			
11 5000 6 6650 000	137720	05/18/2018	30.08	Verizon Wireless	May 2018 data plan for K Coomes iPad	IV
		Total Amt for Check 137720:	30.08			
90 0000 2 2570 000	137721	05/31/2018	29.15	Bay Bridge Administrators, LLC	Sum by Acct Cde - Deductn Liability	IV
		Total Amt for Check 137721:	29.15			
90 0000 2 2990 000	137722	05/31/2018	220.08	Blue Cross/Blue Shield	Sum by Acct Cde - Fringe Liability	IV
90 0000 2 2720 000	137722	05/31/2018	3,739.88	Blue Cross/Blue Shield	Sum by Acct Cde - Deductn Liability	IV
		Total Amt for Check 137722:	3,959.96			

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
90 0000 2 2520 000	137723	05/31/2018	80.00	New York Life Insurance Co	Sum by Acct Cde - Deductn Liability	IV
		Total Amt for Check 137723:	80.00			
90 0000 2 2680 000	137724	05/31/2018	200.00	Security Benefit Life	Sum by Acct Cde - Deductn Liability	IV
		Total Amt for Check 137724:	200.00			
90 0000 2 2510 000	137725	05/31/2018	16.60	Vision Care Direct	Sum by Acct Cde - Deductn Liability	IV
		Total Amt for Check 137725:	16.60			
90 0000 2 2570 000	137726	05/31/2018	29.15	Bay Bridge Administrators, LLC	Sum by Acct Cde - Deductn Liability	IV
		Total Amt for Check 137726:	29.15			
90 0000 2 2990 000	137727	05/31/2018	31.44	Blue Cross/Blue Shield	Sum by Acct Cde - Fringe Liability	IV
90 0000 2 2720 000	137727	05/31/2018	472.21	Blue Cross/Blue Shield	Sum by Acct Cde - Deductn Liability	IV
		Total Amt for Check 137727:	503.65			
90 0000 2 2520 000	137728	05/31/2018	80.00	New York Life Insurance Co	Sum by Acct Cde - Deductn Liability	IV
		Total Amt for Check 137728:	80.00			
90 0000 2 2680 000	137729	05/31/2018	200.00	Security Benefit Life	Sum by Acct Cde - Deductn Liability	IV
		Total Amt for Check 137729:	200.00			
11 1152 7 7070 000	137738	05/24/2018	27.90	Patrick Kevin Blackwell	Golden Boy Pies-Birthday Cake-May	IV
		Total Amt for Check 137738:	27.90			
11 1152 6 6650 000	137739	05/24/2018	150.42	Dish Network	Dish - Satellite (May 2018) - Ottawa	IV
		Total Amt for Check 137739:	150.42			
12 1215 7 7010 000	137740	05/24/2018	6.46	Kelly K Hamm	black markers	IV
12 1215 7 7010 000	137740	05/24/2018	14.88	Kelly K Hamm	receipt books	IV
12 1215 7 7010 000	137740	05/24/2018	2.46	Kelly K Hamm	tax	IV
12 1215 7 7010 000	137740	05/24/2018	6.72	Kelly K Hamm	Name tags	IV
		Total Amt for Check 137740:	30.52			
11 7002 6 6313 000	137741	05/24/2018	915.06	Kansas Gas Service	4-5/5/4 2018	IV
		Total Amt for Check 137741:	915.06			
11 6400 7 7190 000	137742	05/24/2018	67.93	Jonathan J Seibert	Tech Staff Meals	IV
		Total Amt for Check 137742:	67.93			
16 9500 6 6320 000	137743	05/24/2018	50.28	Verizon Wireless	RA 8038	IV
11 7000 6 6320 000	137743	05/24/2018	32.28	Verizon Wireless	maint 9996	IV
11 7000 6 6320 000	137743	05/24/2018	40.28	Verizon Wireless	HK 4548	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 7102 6 6320 000	137743	05/24/2018	32.28	Verizon Wireless	security 4969	IV
16 9500 6 6320 000	137743	05/24/2018	18.00	Verizon Wireless	prepay	IV
16 9500 6 6320 000	137743	05/24/2018	50.28	Verizon Wireless	RA 4368	IV
11 5300 7 7190 000	137743	05/24/2018	10.02	Verizon Wireless	Beddo 3437	IV
11 5300 7 7190 000	137743	05/24/2018	10.02	Verizon Wireless	Tablet 3429	IV
11 7000 6 6320 000	137743	05/24/2018	42.28	Verizon Wireless	maint 0781	IV
11 7050 6 6320 000	137743	05/24/2018	30.02	Verizon Wireless	ben ipad 1792	IV
11 7000 6 6320 000	137743	05/24/2018	32.28	Verizon Wireless	Maint 9694	IV
11 7100 6 6320 000	137743	05/24/2018	42.28	Verizon Wireless	Security 2854	IV
11 7000 6 6320 000	137743	05/24/2018	36.00	Verizon Wireless	prepay	IV
11 7100 6 6320 000	137743	05/24/2018	18.00	Verizon Wireless	prepay	IV
		Total Amt for Check 137743:	444.30			
17 9352 7 7430 000	137744	05/24/2018	109.62	Walmart Business Card	For resale in bookstore	IV
17 9300 7 7430 000	137744	05/24/2018	91.78	Walmart Business Card	Concessions - Chanute	IV
17 9300 7 7430 000	137744	05/24/2018	108.22	Walmart Business Card	Concessions - Chanute	IV
17 9300 7 7430 000	137744	05/24/2018	79.56	Walmart Business Card	Concessions Chanute	IV
17 9300 7 7430 000	137744	05/24/2018	37.62	Walmart Business Card	Concessions - Chanute	IV
17 9352 7 7430 000	137744	05/24/2018	388.52	Walmart Business Card	For resale in bookstore	IV
17 9352 7 7430 000	137744	05/24/2018	76.69	Walmart Business Card	For resale in bookstore	IV
		Total Amt for Check 137744:	892.01			
11 1112 7 7000 000	137745	05/24/2018	9.99	Mary E Weilert	Amazon VOD for Speech	IV
70 9711 9 9990 000	137745	05/24/2018	101.46	Mary E Weilert	Subway Food for Movie Club	IV
70 9711 9 9990 000	137745	05/24/2018	46.80	Mary E Weilert	WM food and supplies for Movie Club	IV
70 9711 9 9990 000	137745	05/24/2018	85.43	Mary E Weilert	Pizza for Movie Club	IV
		Total Amt for Check 137745:	243.68			
90 0000 2 2570 000	137746	05/31/2018	77.25	American Heritage Life Insurance C	Sum by Acct Cde - Deductn Liability	IV
		Total Amt for Check 137746:	77.25			
90 0000 2 2570 000	137747	05/31/2018	217.94	Bay Bridge Administrators, LLC	Sum by Acct Cde - Deductn Liability	IV
90 0000 2 2520 000	137747	05/31/2018	541.43	Bay Bridge Administrators, LLC	Sum by Acct Cde - Deductn Liability	IV
90 0000 2 2450 000	137747	05/31/2018	105.89	Bay Bridge Administrators, LLC	Sum by Acct Cde - Fringe Liability	IV

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90	0000 2	2670 000	137747	05/31/2018	608.60	Bay Bridge Administrators, LLC	Sum by Acct Cde - Deductn Liability	IV
				Total Amt for Check 137747:	1,473.86			
90	0000 2	2770 000	137748	05/31/2018	366.56	Bessine Walterbach,LLP	Sum by Acct Cde - Deductn Liability	IV
				Total Amt for Check 137748:	366.56			
90	0000 2	2990 000	137749	05/31/2018	4,904.64	Blue Cross/Blue Shield	Sum by Acct Cde - Fringe Liability	IV
90	0000 2	2590 000	137749	05/31/2018	2,080.11	Blue Cross/Blue Shield	Sum by Acct Cde - Deductn Liability	IV
90	0000 2	2720 000	137749	05/31/2018	95,930.75	Blue Cross/Blue Shield	Sum by Acct Cde - Deductn Liability	IV
				Total Amt for Check 137749:	102,915.50			
90	0000 2	2960 000	137750	05/31/2018	650.00	Invesco Investment Services Inc.	Sum by Acct Cde - Deductn Liability	IV
				Total Amt for Check 137750:	650.00			
90	0000 2	2480 000	137751	05/31/2018	586.01	KNEA	Sum by Acct Cde - Deductn Liability	IV
				Total Amt for Check 137751:	586.01			
90	0000 2	2470 000	137752	05/31/2018	108.32	NCCC Endowment Foundation	Sum by Acct Cde - Deductn Liability	IV
				Total Amt for Check 137752:	108.32			
90	0000 2	2770 000	137753	05/31/2018	762.28	Neosho County Community Colleg	Sum by Acct Cde - Deductn Liability	IV
				Total Amt for Check 137753:	762.28			
90	0000 2	2520 000	137754	05/31/2018	1,906.15	New York Life Insurance Co	Sum by Acct Cde - Deductn Liability	IV
				Total Amt for Check 137754:	1,906.15			
90	0000 2	2610 000	137755	05/31/2018	200.00	Security Benefit Life	Sum by Acct Cde - Deductn Liability	IV
90	0000 2	2990 000	137755	05/31/2018	823.21	Security Benefit Life	Sum by Acct Cde - Fringe Liability	IV
90	0000 2	2680 000	137755	05/31/2018	3,599.09	Security Benefit Life	Sum by Acct Cde - Deductn Liability	IV
				Total Amt for Check 137755:	4,622.30			
90	0000 2	2510 000	137756	05/31/2018	852.75	Vision Care Direct	Sum by Acct Cde - Deductn Liability	IV
				Total Amt for Check 137756:	852.75			
32	3241 7	7290 000	137757	05/30/2018	12.06	Kaden lee	may 18 WIOA	IV
				Total Amt for Check 137757:	12.06			
32	3241 7	7290 000	137758	05/30/2018	79.19	Austin Van Anne	may 18 WIOA	IV
				Total Amt for Check 137758:	79.19			
32	3241 7	7290 000	137759	05/30/2018	60.30	Chance Wilson	May 18 WIOA	IV
				Total Amt for Check 137759:	60.30			

Neosho County Community College
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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
32 3241 7 7290 000	137760	05/30/2018	33.03	Rikki Harten	may 15 WIOA	IV
		Total Amt for Check 137760:	33.03			
32 3241 7 7290 000	137761	05/30/2018	80.40	Noah Wadewitz	May 18 WIOA	IV
		Total Amt for Check 137761:	80.40			
32 3241 7 7290 000	137762	05/30/2018	80.40	Chelsea Schuh	May 18 WIOA	IV
		Total Amt for Check 137762:	80.40			
32 3241 7 7290 000	137763	05/30/2018	80.40	Katelyn Anderson	May 18 Wioa Stipend	IV
		Total Amt for Check 137763:	80.40			
32 3241 7 7290 000	137764	05/30/2018	110.15	Kyle Francis	May 18 WIOA	IV
		Total Amt for Check 137764:	110.15			
32 3241 7 7290 000	137765	05/30/2018	10.45	Brandi keeton	May 18 Wioa	IV
		Total Amt for Check 137765:	10.45			
32 3241 7 7290 000	137766	05/30/2018	85.49	Michael Linzer	May 18 WIOA	IV
		Total Amt for Check 137766:	85.49			
32 3241 7 7290 000	137767	05/30/2018	174.13	Matthew Mock	may 18 WIOA	IV
		Total Amt for Check 137767:	174.13			
32 3241 7 7290 000	137768	05/30/2018	361.60	Ariel Mock	May 18 WIOA	IV
		Total Amt for Check 137768:	361.60			
32 3241 7 7290 000	137769	05/30/2018	401.33	Ziarhe Singleton	May 18 WIOA	IV
		Total Amt for Check 137769:	401.33			
32 3241 7 7290 000	137770	05/30/2018	623.70	Oksana Burns	May 18 WIOA	IV
		Total Amt for Check 137770:	623.70			
11 6500 6 6320 000	137771	05/31/2018	498.63	AT&T	May 15-Jun14	IV
		Total Amt for Check 137771:	498.63			
11 1152 6 6320 000	137772	05/31/2018	157.91	AT&T Kan Ed Ottawa	Mayy 11-Jun 10	IV
		Total Amt for Check 137772:	157.91			
11 4200 6 6290 000	137782	05/31/2018	748.00	Dawn D Bulmer	Prof Dev 6/4/18	IV
		Total Amt for Check 137782:	748.00			
11 7002 6 6710 000	137783	05/31/2018	35.69	D I Y Supply	DIY-Hammer, sliders, hooks, screwdriver	IV
11 7002 6 6710 000	137783	05/31/2018	16.29	D I Y Supply	DIY - Command hook and slider	IV
		Total Amt for Check 137783:	51.98			

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11	6400 8	8560 000	137784	05/31/2018	273.70	Digital Connections, Inc.	Lanier MP301 PCU	IV
Total Amt for Check 137784:					273.70			
12	1220 6	6820 000	137785	05/31/2018	73.80	Barbara A Flett	License Renewal for Barb Flett	IV
Total Amt for Check 137785:					73.80			
16	9500 8	8250 000	137786	05/31/2018	22.74	Locke Supply Company	Locke - Couplings & bushings	IV
11	7000 6	6710 000	137786	05/31/2018	-0.39	Locke Supply Company	Discount for check- vendor864Invoice3430	DI
11	7582 8	8250 000	137786	05/31/2018	-6.00	Locke Supply Company	Discount for check- vendor864Invoice3427	DI
11	7000 6	6700 000	137786	05/31/2018	90.00	Locke Supply Company	Locke - Batteries for emergency lights	IV
11	7582 8	8250 000	137786	05/31/2018	-3.42	Locke Supply Company	Discount for check- vendor864Invoice3431	DI
16	9500 8	8250 000	137786	05/31/2018	-5.58	Locke Supply Company	Discount for check- vendor864Invoice3436	DI
16	9500 6	6710 000	137786	05/31/2018	-5.28	Locke Supply Company	Discount for check- vendor864Invoice3423	DI
16	9500 6	6710 000	137786	05/31/2018	-1.92	Locke Supply Company	Discount for check- vendor864Invoice3437	DI
08	7000 8	8250 000	137786	05/31/2018	120.71	Locke Supply Company	Locke - Boxes, covers, bushings, connect	IV
16	9500 6	6710 000	137786	05/31/2018	38.42	Locke Supply Company	Locke - Non-acid coil cleaner	IV
16	9500 8	8250 000	137786	05/31/2018	128.16	Locke Supply Company	Locke - Bushings, cleanouts, couplings	IV
16	9500 8	8250 000	137786	05/31/2018	111.65	Locke Supply Company	Locke - DWV tee, couplings, S&D caps	IV
11	2000 2	2010 000	137786	05/31/2018	3.42	Locke Supply Company	Discount for check- vendor864Invoice3431	DI
11	2000 2	2010 000	137786	05/31/2018	1.92	Locke Supply Company	Discount for check- vendor864Invoice3437	DI
11	2000 2	2010 000	137786	05/31/2018	5.58	Locke Supply Company	Discount for check- vendor864Invoice3436	DI
11	2000 2	2010 000	137786	05/31/2018	3.87	Locke Supply Company	Discount for check- vendor864Invoice3427	DI
08	7000 8	8250 000	137786	05/31/2018	49.72	Locke Supply Company	Locke - Cleanouts	IV
11	2000 2	2010 000	137786	05/31/2018	5.28	Locke Supply Company	Discount for check- vendor864Invoice3423	DI
11	2000 2	2010 000	137786	05/31/2018	23.33	Locke Supply Company	Discount for check- vendor864Invoice3430	DI
11	2000 2	2010 000	137786	05/31/2018	0.39	Locke Supply Company	Discount for check- vendor864Invoice3430	DI
16	9500 6	6710 000	137786	05/31/2018	105.59	Locke Supply Company	Locke - Drain pan pills and foaminator	IV
11	2000 2	2010 000	137786	05/31/2018	6.41	Locke Supply Company	Discount for check- vendor864Invoice3427	DI
16	9500 8	8250 000	137786	05/31/2018	-6.41	Locke Supply Company	Discount for check- vendor864Invoice3427	DI
11	2000 2	2010 000	137786	05/31/2018	6.00	Locke Supply Company	Discount for check- vendor864Invoice3427	DI
11	7000 6	6700 000	137786	05/31/2018	-4.47	Locke Supply Company	Discount for check- vendor864Invoice3430	DI
11	7000 6	6700 000	137786	05/31/2018	496.60	Locke Supply Company	Locke - Belts and FinFix Combs	IV
11	7000 6	6700 000	137786	05/31/2018	89.35	Locke Supply Company	Locke - Pleated filters	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 7582 8 8250 000	137786	05/31/2018	68.35	Locke Supply Company	Locke - LED flat panels	IV
11 7582 8 8250 000	137786	05/31/2018	-3.87	Locke Supply Company	Discount for check- vendor864Invoice3427	DI
11 7582 8 8250 000	137786	05/31/2018	77.41	Locke Supply Company	Locke - Boxes, covers	IV
11 7582 8 8250 000	137786	05/31/2018	120.05	Locke Supply Company	Locke - Cable supports	IV
11 7000 6 6700 000	137786	05/31/2018	-23.33	Locke Supply Company	Discount for check- vendor864Invoice3430	DI
11 7000 6 6710 000	137786	05/31/2018	-0.92	Locke Supply Company	Discount for check- vendor864Invoice3430	DI
11 7000 6 6710 000	137786	05/31/2018	7.86	Locke Supply Company	Locke - FinFix Comb	IV
11 2000 2 2010 000	137786	05/31/2018	4.47	Locke Supply Company	Discount for check- vendor864Invoice3430	DI
11 7000 6 6710 000	137786	05/31/2018	18.30	Locke Supply Company	Locke - Tube insulation	IV
11 2000 2 2010 000	137786	05/31/2018	0.92	Locke Supply Company	Discount for check- vendor864Invoice3430	DI
		Total Amt for Check 137786:	1,544.91			
11 1152 7 7190 000	137787	05/31/2018	39.52	Paulette K Parriott	Orscheln-Srv Award supplies	IV
		Total Amt for Check 137787:	39.52			
11 1152 6 6110 000	137788	05/31/2018	300.00	Pitney Bowes Purchase Power	Postage refill	IV
		Total Amt for Check 137788:	300.00			
13 1303 7 7010 000	137789	05/31/2018	23.88	Gwen D Roseberry	No 2 Pencil pkg.	IV
13 1303 7 7010 000	137789	05/31/2018	9.88	Gwen D Roseberry	Filler notebook Paper	IV
13 1303 7 7010 000	137789	05/31/2018	0.67	Gwen D Roseberry	25 pkg erasers	IV
		Total Amt for Check 137789:	34.43			
11 6401 6 6410 000	137790	05/31/2018	24.90	United Parcel Service	Weekly Service charge	IV
11 6200 6 6110 000	137790	05/31/2018	44.27	United Parcel Service	Corporate Trust Department	IV
		Total Amt for Check 137790:	69.17			
32 3721 7 7290 000	137791	06/05/2018	120.00	Addison Mallette	Sp 2018	IV
		Total Amt for Check 137791:	120.00			
32 3721 7 7290 000	137792	06/05/2018	84.00	Adrian Becannon	Spring 2018	IV
		Total Amt for Check 137792:	84.00			
32 3721 7 7290 000	137793	06/05/2018	120.00	Andrew Geddry	Spring 2018	IV
		Total Amt for Check 137793:	120.00			
32 3721 7 7290 000	137794	06/05/2018	120.00	Angel Keidel	Spring 2018	IV
		Total Amt for Check 137794:	120.00			

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Check #:	Check Dte:	Check Amt:	Payee:	Description:	
32 3721 7 7290 000 137795	06/05/2018	105.00	Breanna Grewing	SP 18	IV
	Total Amt for Check 137795:	105.00			
32 3721 7 7290 000 137796	06/05/2018	120.00	Britni Wimp	Spring 18	IV
	Total Amt for Check 137796:	120.00			
32 3721 7 7290 000 137797	06/05/2018	113.00	Camryn Freimiller	Spring 18	IV
	Total Amt for Check 137797:	113.00			
32 3721 7 7290 000 137798	06/05/2018	22.00	Cassidy Lowell	Spring 18	IV
	Total Amt for Check 137798:	22.00			
32 3721 7 7290 000 137799	06/05/2018	90.00	Cheyenne Lukens	SP 18	IV
	Total Amt for Check 137799:	90.00			
32 3721 7 7290 000 137800	06/05/2018	66.00	Conner Mason	Sp 18	IV
	Total Amt for Check 137800:	66.00			
32 3721 7 7290 000 137801	06/05/2018	120.00	Danielle Fees	Sp18	IV
	Total Amt for Check 137801:	120.00			
32 3721 7 7290 000 137802	06/05/2018	98.00	David Watts	Sp 18	IV
	Total Amt for Check 137802:	98.00			
32 3721 7 7290 000 137803	06/05/2018	37.00	Dominique Becannon	Sp 18	IV
	Total Amt for Check 137803:	37.00			
32 3721 7 7290 000 137804	06/05/2018	83.00	Jadynn Young	Sp 18	IV
	Total Amt for Check 137804:	83.00			
32 3721 7 7290 000 137805	06/05/2018	66.00	Jaron Sexton	SP 18	IV
	Total Amt for Check 137805:	66.00			
32 3721 7 7290 000 137806	06/05/2018	90.00	Jesse Linnebur	Sp 18 March -May	IV
	Total Amt for Check 137806:	90.00			
32 3721 7 7290 000 137807	06/05/2018	22.00	Jonathan Gage	Sp 18 March -may	IV
	Total Amt for Check 137807:	22.00			
32 3721 7 7290 000 137808	06/05/2018	77.00	Jordaan Phelan	Sp 18 march -may	IV
	Total Amt for Check 137808:	77.00			
32 3721 7 7290 000 137809	06/05/2018	51.00	Kalob Hermreck-Wools	Sp 18 March- May	IV
	Total Amt for Check 137809:	51.00			

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
32 3721 7 7290 000	137810	06/05/2018	120.00	Kandi Phelan- LeMaster	SP 18	IV
		Total Amt for Check 137810:	120.00			
32 3721 7 7290 000	137811	06/05/2018	120.00	Kaylie Hole	Sp 18 march-May	IV
		Total Amt for Check 137811:	120.00			
32 3721 7 7290 000	137812	06/05/2018	45.00	Logan Wolken	Sp18	IV
		Total Amt for Check 137812:	45.00			
32 3721 7 7290 000	137813	06/05/2018	44.00	Quentin Mallette	Sp18 March -May	IV
		Total Amt for Check 137813:	44.00			
32 3721 7 7290 000	137814	06/05/2018	106.00	Riley Schmidt	Sp 18 March-May	IV
		Total Amt for Check 137814:	106.00			
32 3721 7 7290 000	137815	06/05/2018	120.00	Shane Winner	Sp 18 March-May	IV
		Total Amt for Check 137815:	120.00			
32 3721 7 7290 000	137816	06/05/2018	120.00	ShonohanayStanwix	Sp 18 March-May	IV
		Total Amt for Check 137816:	120.00			
32 3721 7 7290 000	137817	06/05/2018	98.00	Sloan Geddry	Sp18 march-May	IV
		Total Amt for Check 137817:	98.00			
32 3721 7 7290 000	137818	06/05/2018	120.00	Theresia Middleton	Sp 18 March-May	IV
		Total Amt for Check 137818:	120.00			
32 3721 7 7290 000	137819	06/05/2018	37.00	Travis King	Sp 18 March -May	IV
		Total Amt for Check 137819:	37.00			
32 3721 7 7290 000	137820	06/05/2018	66.00	Tyler DePaola	Sp 18 March-May	IV
		Total Amt for Check 137820:	66.00			
32 3721 7 7290 000	137821	06/05/2018	120.00	Tyler Wimp	Sp 18 March-May	IV
		Total Amt for Check 137821:	120.00			
32 3721 7 7290 000	137822	06/05/2018	62.00	Vonna O'Brien	Sp 18 March-May	IV
		Total Amt for Check 137822:	62.00			
32 3721 7 7290 000	137823	06/05/2018	120.00	Xadie Smith	Sp 18 March-May	IV
		Total Amt for Check 137823:	120.00			
32 3721 7 7290 000	137824	06/05/2018	66.00	Zach Wimp	Sp 18 March-May	IV
		Total Amt for Check 137824:	66.00			

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Check #:	Check Dte:	Check Amt:	Payee:	Description:	
32 3721 7 7290 000 137825	06/05/2018	21.00	Brya Peterson	Sp 18 March-May	IV
Total Amt for Check 137825:		21.00			
32 3721 7 7290 000 137826	06/05/2018	66.00	David Avery	SP 18 March-May	IV
Total Amt for Check 137826:		66.00			
32 3721 7 7290 000 137827	06/05/2018	61.00	Hailey Hammer	Sp 18 March-May	IV
Total Amt for Check 137827:		61.00			
32 3721 7 7290 000 137828	06/05/2018	83.00	Jada Stogsdill	SP 18 March -May	IV
Total Amt for Check 137828:		83.00			
32 3721 7 7290 000 137829	06/05/2018	83.00	Jailynn Goforth	Sp 18 march-May	IV
Total Amt for Check 137829:		83.00			
32 3721 7 7290 000 137830	06/05/2018	68.00	Katie Weide	Sp 18 march-May	IV
Total Amt for Check 137830:		68.00			
32 3721 7 7290 000 137831	06/05/2018	83.00	Kelli Stogsdill	Sp 18 March-May	IV
Total Amt for Check 137831:		83.00			
32 3721 7 7290 000 137832	06/05/2018	54.00	Taylor Beeman	Sp 18 Marc-May	IV
Total Amt for Check 137832:		54.00			
32 3721 7 7290 000 137833	06/05/2018	54.00	Tymber Kaufinan	Sp 18 March May	IV
Total Amt for Check 137833:		54.00			
32 3421 7 7090 000 137834	06/06/2018	6,159.50	Academic Tutoring Center	ACT Preperation	IV
32 3721 7 7310 000 137834	06/06/2018	6,212.00	Academic Tutoring Center	ACT Preperation	IV
Total Amt for Check 137834:		12,371.50			
11 7002 6 6650 000 137835	06/06/2018	400.00	Ace Pest Control	Ace Pest - May 2018 treatment (OTT)	IV
Total Amt for Check 137835:		400.00			
13 1330 6 6690 000 137836	06/06/2018	168.00	ACT ESS	WorkKeys Graphic Literacy Scoring April	IV
13 1330 6 6690 000 137836	06/06/2018	168.00	ACT ESS	WorkKeys WorkPlace Document Scoring Ap	IV
13 1330 6 6690 000 137836	06/06/2018	156.00	ACT ESS	WorkKeys Applied Math Scoring April#119	IV
Total Amt for Check 137836:		492.00			
11 7002 6 6650 000 137837	06/06/2018	1,395.00	Ahart Landscaping	Ahart - Lawn service (5/2018) - Ottawa	IV
Total Amt for Check 137837:		1,395.00			
11 6400 8 8560 000 137838	06/06/2018	6,930.00	Alertus	Horn Speakers	IV
11 6400 8 8560 000 137838	06/06/2018	642.00	Alertus	Alert Beacon	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 6400 8 8560 000	137838	06/06/2018	103.66	Alertus	shipping	IV
11 6400 8 8560 000	137838	06/06/2018	730.00	Alertus	TTS Speaker	IV
	Total Amt for Check 137838:		8,405.66			
12 1218 7 7000 000	137839	06/06/2018	120.00	American Medical Technologists	RMA Exam - Ottawa	IV
12 1218 7 7000 000	137839	06/06/2018	120.00	American Medical Technologists	RPT Exam - Chanute	IV
12 1218 7 7000 000	137839	06/06/2018	240.00	American Medical Technologists	RMA Exams - Chanute	IV
12 1218 7 7000 000	137839	06/06/2018	480.00	American Medical Technologists	RPT Exams - Ottawa	IV
	Total Amt for Check 137839:		960.00			
12 1216 6 6690 000	137840	06/06/2018	6,975.00	Archetype Innovations, LLC	EHR for Bridge students	IV
	Total Amt for Check 137840:		6,975.00			
12 1216 6 6690 000	137841	06/06/2018	27,600.00	ATI Assessment Technologies	Summer Bridge class	IV
12 1216 6 6690 000	137841	06/06/2018	26,400.00	ATI Assessment Technologies	ATI for new bridge class this summer	IV
	Total Amt for Check 137841:		54,000.00			
11 7000 6 6720 000	137842	06/06/2018	12.00	Auto Wash	Auto Wash - Washing of college vehicle	IV
	Total Amt for Check 137842:		12.00			
11 4100 6 6650 000	137843	06/06/2018	3,398.46	Auto-Graphics, Inc.		IV
	Total Amt for Check 137843:		3,398.46			
11 4100 7 7040 000	137844	06/06/2018	-22.78	BAM-AR Department	discount	IV
11 4100 7 7040 000	137844	06/06/2018	29.95	BAM-AR Department	Phog ISBN#9780803285712	IV
11 4100 7 7040 000	137844	06/06/2018	30.00	BAM-AR Department	Democracy in America? ISBN97802265089	IV
11 4100 7 7040 000	137844	06/06/2018	20.80	BAM-AR Department	Need to Know-ISBN 9781524797027	IV
11 4100 7 7040 000	137844	06/06/2018	79.95	BAM-AR Department	Calculating Drug Dosages ISBN#97808036	IV
11 4100 7 7040 000	137844	06/06/2018	71.99	BAM-AR Department	Lippincott Visual Nursing ISBN#978149638	IV
11 4100 7 7040 000	137844	06/06/2018	12.71	BAM-AR Department	The Witch ISBN# 9780300229042	IV
11 4100 7 7040 000	137844	06/06/2018	7.90	BAM-AR Department	nursing	IV
11 4100 7 7040 000	137844	06/06/2018	34.95	BAM-AR Department	Davis's Basic Math Review for Nursing an	IV
11 4100 7 7040 000	137844	06/06/2018	8.40	BAM-AR Department	Comtemporary Nursing Issues. Legal and E	IV
32 3554 7 7060 000	137844	06/06/2018	-12.60	BAM-AR Department	Moms10 10% Off Purchase of \$40.00 or m	IV
32 3554 7 7060 000	137844	06/06/2018	29.98	BAM-AR Department	Three Billboards Outside Ebbing, Missour	IV
32 3554 7 7060 000	137844	06/06/2018	22.67	BAM-AR Department	misc	IV
32 3554 7 7060 000	137844	06/06/2018	29.98	BAM-AR Department	The Greatest Showman DVD	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 4100 7 7040 000	137844	06/06/2018	26.95	BAM-AR Department	Savage Country ISBN#9781616204129	IV
11 4100 7 7040 000	137844	06/06/2018	35.00	BAM-AR Department	The Small-Town Midwest ISBN9781609384	IV
32 3554 7 7060 000	137844	06/06/2018	23.98	BAM-AR Department	I, Tonya DVD	IV
11 4100 7 7040 000	137844	06/06/2018	34.95	BAM-AR Department	Haydn ISBN#9780520043176	IV
11 4100 7 7040 000	137844	06/06/2018	27.00	BAM-AR Department	Bit by Bit ISBN#9780465039708	IV
11 4100 7 7040 000	137844	06/06/2018	56.95	BAM-AR Department	Davis's Comprehensive Handbook of Labatc	IV
11 4100 7 7040 000	137844	06/06/2018	50.99	BAM-AR Department	Infusion Therpy Made Incredibly Easy	IV
32 3554 7 7060 000	137844	06/06/2018	24.79	BAM-AR Department	Jumanji: Welcome to the Jungle DVD	IV
11 4100 7 7040 000	137844	06/06/2018	34.00	BAM-AR Department	Stravinsky Inside Out ISBN#978030021198	IV
32 3554 7 7060 000	137844	06/06/2018	29.98	BAM-AR Department	Star Wars: The Last Jedi DVD	IV
32 3554 7 7060 000	137844	06/06/2018	23.98	BAM-AR Department	The Shape of Water DVD	IV
32 3554 7 7060 000	137844	06/06/2018	28.98	BAM-AR Department	Justice League DVD	IV
32 3554 7 7060 000	137844	06/06/2018	20.79	BAM-AR Department	Downsizing DVD	IV
32 3554 7 7060 000	137844	06/06/2018	23.99	BAM-AR Department	Black Panther DVD	IV
		Total Amt for Check 137844:	786.23			
11 7000 8 8250 000	137845	06/06/2018	850.00	Marla K Bright	Marla Bright - Topsoil	IV
11 7511 8 8150 000	137845	06/06/2018	252.00	Marla K Bright	Marla Bright-Dirt work on surface drains	IV
		Total Amt for Check 137845:	1,102.00			
11 5000 6 6820 000	137846	06/06/2018	25.00	Butler County Community College	KSCAA Dues 2017-18	IV
		Total Amt for Check 137846:	25.00			
11 6400 6 6650 000	137847	06/06/2018	83.98	Cable One - Chanute	June 18	IV
		Total Amt for Check 137847:	83.98			
16 9500 8 8250 000	137848	06/06/2018	1,101.49	Caldwell Floor Covering	Caldwell - Vinyl planks	IV
11 7582 8 8250 000	137848	06/06/2018	1,407.00	Caldwell Floor Covering	Caldwell - Pails of glue	IV
11 7582 8 8250 000	137848	06/06/2018	1,188.00	Caldwell Floor Covering	Caldwell - Cove base	IV
		Total Amt for Check 137848:	3,696.49			
11 1162 7 7000 000	137849	06/06/2018	99.40	Carolina Biological Supply Compai	Shipping and Handling	IV
11 1162 7 7000 000	137849	06/06/2018	927.55	Carolina Biological Supply Compai	Lab Supplies	IV
11 1122 7 7000 000	137849	06/06/2018	249.00	Carolina Biological Supply Compai	3 cat skinned	IV
		Total Amt for Check 137849:	1,275.95			
11 6400 8 8520 000	137850	06/06/2018	3,365.00	CDW-G Computer Center Inc.	MFA Licenses	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 6400 6 6650 000	137850	06/06/2018	1,862.24	CDW-G Computer Center Inc.	Nessus Cloud Scanner	IV
	Total Amt for Check 137850:		5,227.24			
11 6100 7 7070 000	137851	06/06/2018	103.00	Chanute Chamber of Commerce	Chamber Meals	IV
	Total Amt for Check 137851:		103.00			
11 6501 6 6010 000	137852	06/06/2018	23.12	Claudia J Christiansen	Chanute & Erie 5/10/18	IV
	Total Amt for Check 137852:		23.12			
11 1152 7 7070 000	137853	06/06/2018	15.00	Clark Tracey	1 1/2 Dz Cookies-NHSI Meeting 2-28-18	IV
11 4200 7 7070 000	137853	06/06/2018	90.00	Clark Tracey	9 Dz Cookies-Academic Awards 5-2-18	IV
	Total Amt for Check 137853:		105.00			
32 3040 6 6040 000	137854	06/06/2018	1,101.52	Krista K Clay Lieftring	New orleans 6/11/18	IV
11 0000 1 1010 000	137854	06/06/2018	1,101.52	Krista K Clay Lieftring	Void Refund on New orleans 6/11/18	VI
32 3040 6 6040 000	137854	06/06/2018	-1,101.52	Krista K Clay Lieftring	Void Refund on New orleans 6/11/18	VI
	Total Amt for Check 137854:		1,101.52			
11 7000 6 6710 000	137855	06/06/2018	1.29	Cleaver Farm & Home	Cleaver - Misc. bolts	IV
11 7000 6 6710 000	137855	06/06/2018	179.99	Cleaver Farm & Home	Cleaver - Barrel fan	IV
08 7000 8 8250 000	137855	06/06/2018	197.65	Cleaver Farm & Home	Cleaver - Ground netting & sod staple	IV
16 9500 8 8250 000	137855	06/06/2018	116.29	Cleaver Farm & Home	Cleaver-Brad nailer kit, brads	IV
16 9500 8 8250 000	137855	06/06/2018	364.43	Cleaver Farm & Home	Cleaver-Wire, rod chair, rebar	IV
16 9500 8 8250 000	137855	06/06/2018	80.90	Cleaver Farm & Home	Cleavers - Paint	IV
16 9500 8 8250 000	137855	06/06/2018	39.08	Cleaver Farm & Home	Cleavers - FBG tape, blade, nails	IV
16 9500 8 8250 000	137855	06/06/2018	67.25	Cleaver Farm & Home	Cleaver-Straight stop, stop valve, tees	IV
16 9500 8 8250 000	137855	06/06/2018	3.59	Cleaver Farm & Home	Cleaver - Phone jack cover	IV
16 9500 8 8250 000	137855	06/06/2018	29.65	Cleaver Farm & Home	Cleaver - Paint, brushes	IV
16 9500 8 8250 000	137855	06/06/2018	182.30	Cleaver Farm & Home	Cleaver - Plywood, boards, cloth	IV
16 9500 6 6710 000	137855	06/06/2018	88.16	Cleaver Farm & Home	Cleaver - Wood glue & bar clamps	IV
11 7000 7 7110 000	137855	06/06/2018	96.74	Cleaver Farm & Home	Cleaver-Hand cleaner, rubber mallet	IV
16 9500 8 8250 000	137855	06/06/2018	62.81	Cleaver Farm & Home	Cleaver - 3" base, qtr rnd, carpet bar	IV
16 9500 8 8250 000	137855	06/06/2018	86.36	Cleaver Farm & Home	Cleavers - Paneling, oxide bit	IV
16 9500 8 8250 000	137855	06/06/2018	1,008.24	Cleaver Farm & Home	Cleaver-Foam bd, insulation, stakes	IV
16 9500 8 8250 000	137855	06/06/2018	42.71	Cleaver Farm & Home	Cleavers - Sponges, corner tool, bar	IV
16 9500 8 8250 000	137855	06/06/2018	89.00	Cleaver Farm & Home	Cleaver - Warmwood Beech cabinet	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
16 9500 8 8250 000	137855	06/06/2018	919.00	Cleaver Farm & Home	Cleaver - Cabinets	IV
16 9500 6 6710 000	137855	06/06/2018	184.42	Cleaver Farm & Home	Cleaver - Paint, base, hole saws, arbor	IV
11 7000 7 7030 000	137855	06/06/2018	35.99	Cleaver Farm & Home	Cleaver - Commercial sprayer	IV
08 7000 8 8250 000	137855	06/06/2018	24.73	Cleaver Farm & Home	Cleaver - Hammer bit & misc. bolts	IV
11 7582 8 8250 000	137855	06/06/2018	196.88	Cleaver Farm & Home	Cleaver - Paint	IV
11 7000 8 8150 000	137855	06/06/2018	421.50	Cleaver Farm & Home	Cleavers - Cypress mulch @ Chapel	IV
08 7000 8 8250 000	137855	06/06/2018	120.83	Cleaver Farm & Home	Cleaver - Bushings, nipples, concrete mi	IV
11 7000 7 7100 000	137855	06/06/2018	24.23	Cleaver Farm & Home	Cleaver - Couplings and rake	IV
		Total Amt for Check 137855:	4,664.02			
13 1315 6 6010 000	137856	06/06/2018	68.11	Jamie C Collier	Fromtenac to Chanute 4/19/18	IV
		Total Amt for Check 137856:	68.11			
16 9500 8 8250 000	137857	06/06/2018	400.48	Comfort Contractors	Comfort - Clean out for freezer	IV
16 9500 8 8250 000	137857	06/06/2018	33.00	Comfort Contractors	ComfortContractors-Service on toilet	IV
16 9500 6 6710 000	137857	06/06/2018	66.00	Comfort Contractors	ComfortContractors-Service on toilet	IV
16 9500 6 6710 000	137857	06/06/2018	305.45	Comfort Contractors	Comfort - American Standard cartridges	IV
		Total Amt for Check 137857:	804.93			
11 6100 6 6260 000	137858	06/06/2018	615.00	CUPA-HR	Membership Dues	IV
		Total Amt for Check 137858:	615.00			
11 5300 8 8500 000	137859	06/06/2018	933.04	Dell Marketing L.P.	Computer-Ottawa Specialist	IV
		Total Amt for Check 137859:	933.04			
11 4100 6 6650 000	137860	06/06/2018	1,638.00	Digital Theatre.com Limited	Digital Theatre + Subscription 01.05.18-	IV
		Total Amt for Check 137860:	1,638.00			
11 5560 6 6650 000	137861	06/06/2018	815.00	Martin W Dillow	Dr Dillow visit	IV
		Total Amt for Check 137861:	815.00			
32 3040 7 7000 000	137862	06/06/2018	24.70	DRC Customer Service	C1200700 Level E, Form 11 Test Bk 25 pkg	IV
32 3040 7 7000 000	137862	06/06/2018	115.44	DRC Customer Service	C1200800 Level E, form 12 Test Bk 25 pkg	IV
32 3040 7 7000 000	137862	06/06/2018	49.40	DRC Customer Service	C1200800 Level E, form 12 Test Bk 25 pkg	IV
		Total Amt for Check 137862:	189.54			
32 3240 6 6410 000	137863	06/06/2018	575.00	Dwayne Peaslee Technical Training	June 2018 Office Space and Phone rental	IV
		Total Amt for Check 137863:	575.00			

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 4100 6 6650 000	137864	06/06/2018	3,524.00	EBSCO Information Services	com coll eBook collection & fulltext	IV
	Total Amt for Check 137864:		3,524.00			
11 5202 6 6650 000	137865	06/06/2018	562.50	ECMC	Loan Default Mgmt. INV# N004-01936-061	IV
	Total Amt for Check 137865:		562.50			
16 9500 6 6710 000	137866	06/06/2018	190.31	Ecolab	Ecolab-Minimum product purchase adj	IV
16 9500 6 6710 000	137866	06/06/2018	184.82	Ecolab	Ecolab - Machine rental (May, 2018)	IV
16 9500 6 6710 000	137866	06/06/2018	190.31	Ecolab	Ecolab - 2nd half Feb/1st half Mar '18	IV
	Total Amt for Check 137866:		565.44			
11 1152 6 6010 000	137867	06/06/2018	193.38	Enterprise Holdings Inc	Van rental 5-11-18-Graduation transport	IV
	Total Amt for Check 137867:		193.38			
11 6300 6 6130 000	137868	06/06/2018	100.00	Erie Record	Summer enroll ads	IV
	Total Amt for Check 137868:		100.00			
11 7000 6 6710 000	137869	06/06/2018	280.96	Fastenal	Fastenal-Hex nuts, washers, drill bit	IV
11 7000 6 6710 000	137869	06/06/2018	56.41	Fastenal	Fastenal - Chisel, plug taps	IV
11 7000 6 6710 000	137869	06/06/2018	-35.43	Fastenal	credit Lenox Band	IV
11 7000 6 6700 000	137869	06/06/2018	-327.99	Fastenal	credit bandsaw	IV
16 9500 6 6710 000	137869	06/06/2018	16.39	Fastenal	Fastenal - Gloves, safety glasses	IV
08 7000 8 8250 000	137869	06/06/2018	112.81	Fastenal	Fastenal - Gloves, washers, cap screws	IV
11 7000 7 7100 000	137869	06/06/2018	21.97	Fastenal	Fastenal - Gloves	IV
11 7000 6 6710 000	137869	06/06/2018	33.72	Fastenal	Fastenal - Jobber drill bits	IV
11 7000 6 6710 000	137869	06/06/2018	221.48	Fastenal	Fastenal - Powdered Gatorade	IV
11 7000 6 6710 000	137869	06/06/2018	49.68	Fastenal	Fastenal - Black nylon net	IV
	Total Amt for Check 137869:		430.00			
11 6250 6 6290 000	137870	06/06/2018	419.99	Barbara A Flett	Tai Chi - Flett	IV
	Total Amt for Check 137870:		419.99			
11 1123 7 7100 000	137871	06/06/2018	353.64	Flinn Scientific, Inc.	Electronic Balance	IV
	Total Amt for Check 137871:		353.64			
11 7000 6 6410 000	137872	06/06/2018	104.74	Foley Equipment Company	Foley Rental - Boom lift	IV
	Total Amt for Check 137872:		104.74			
12 1240 6 6040 000	137873	06/06/2018	149.80	Bobbie J Forrest	Pitt to lawrence 5/21/18	IV
	Total Amt for Check 137873:		149.80			

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 6300 6 6130 000	137874	06/06/2018	625.00	FOX14	June 18	IV
		Total Amt for Check 137874:	625.00			
32 3554 4 4840 000	137875	06/06/2018	25.95	GOBI Library Solutions EBSCO	Books-SEK grant	IV
		Total Amt for Check 137875:	25.95			
16 9500 6 6660 000	137876	06/06/2018	3,125.58	Great Western Dining	Board bill May 10-16, 2018	IV
16 9500 6 6660 000	137876	06/06/2018	14,586.04	Great Western Dining	Board bill May 3-9, 2018	IV
11 5300 6 6030 000	137876	06/06/2018	31.50	Great Western Dining	Meal tickets for Admissions	IV
11 5300 6 6030 000	137876	06/06/2018	24.50	Great Western Dining	Great Western - Meals	IV
11 5300 6 6030 000	137876	06/06/2018	45.50	Great Western Dining	Great Western - Meals	IV
11 1150 7 7000 000	137876	06/06/2018	5.80	Great Western Dining	Casual meal	IV
11 5300 6 6030 000	137876	06/06/2018	52.50	Great Western Dining	Great Western - Meals	IV
11 5300 6 6030 000	137876	06/06/2018	157.50	Great Western Dining	Great Western - Meals	IV
11 5300 6 6030 000	137876	06/06/2018	94.50	Great Western Dining	Great Western - Meals	IV
70 9808 9 9990 000	137876	06/06/2018	62.50	Great Western Dining	Lunches Fort Scott RSVP Advisory Bd	IV
11 1119 7 7070 000	137876	06/06/2018	400.00	Great Western Dining	Concert Reception 04/29/2018	IV
12 1205 7 7070 000	137876	06/06/2018	229.50	Great Western Dining	G W Dining invoice for B&T Luncheon	IV
11 6100 7 7070 000	137876	06/06/2018	1,500.00	Great Western Dining	Service Award Luncheon	IV
11 1114 7 7070 000	137876	06/06/2018	300.00	Great Western Dining	Catering for Art Show Reception	IV
		Total Amt for Check 137876:	20,615.42			
11 6250 6 6290 000	137877	06/06/2018	750.00	Jonathan S Hale	JHale Spr2018 Classes	IV
		Total Amt for Check 137877:	750.00			
11 7000 8 8150 000	137878	06/06/2018	164.55	Hans' Flowers	Hans' - Boxwood and shrubrose shrubs	IV
		Total Amt for Check 137878:	164.55			
16 9500 8 8250 000	137879	06/06/2018	3,190.00	Home Appliance Company	Home Appliance - Appliances for house	IV
		Total Amt for Check 137879:	3,190.00			
16 9500 8 8250 000	137880	06/06/2018	3,750.00	Hugo's Janitor Supplies	Hugo's - PTAC cleaning machine	IV
16 9500 7 7110 000	137880	06/06/2018	283.67	Hugo's Janitor Supplies	Hugo's-Coreless tissue, toilet bowl clnr	IV
		Total Amt for Check 137880:	4,033.67			
11 7000 8 8150 000	137881	06/06/2018	19.79	IJNG Greenhouse	IJNG Greenhouse - Butterfly bush	IV
		Total Amt for Check 137881:	19.79			
11 6100 6 6040 000	137882	06/06/2018	14.96	Brian L Inbody	Iola 5/8/18	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 6100 6 6040 000	137882	06/06/2018	22.44	Brian L Inbody	Chanute to marmaton valley 5/15/18	IV
11 6100 6 6040 000	137882	06/06/2018	19.72	Brian L Inbody	Chanute to St paul 5/21/18	IV
11 6100 6 6040 000	137882	06/06/2018	98.60	Brian L Inbody	KACCT	IV
11 6100 6 6040 000	137882	06/06/2018	48.96	Brian L Inbody	Chanute to Ottawa 5/30/18	IV
		Total Amt for Check 137882:	204.68			
11 6300 7 7190 000	137883	06/06/2018	1,080.00	Nancy J Isaac	Reimburse Cell Phone expense FY17 18	IV
		Total Amt for Check 137883:	1,080.00			
11 1119 7 7000 000	137884	06/06/2018	283.74	J.W. Pepper & Son	Sheet Music JW Pepper	IV
		Total Amt for Check 137884:	283.74			
11 6250 6 6830 000	137885	06/06/2018	29.50	Karin D Jacobson	Food - Eldridge retirement - Merc Coop	IV
11 6250 6 6830 000	137885	06/06/2018	18.75	Karin D Jacobson	Retirement Party Supplies -Walmart	IV
11 6250 6 6830 000	137885	06/06/2018	100.00	Karin D Jacobson	Retirement - Steve Crawford	IV
11 6250 6 6830 000	137885	06/06/2018	200.00	Karin D Jacobson	Service Awards - Hauser/Weilert	IV
11 6250 6 6830 000	137885	06/06/2018	110.50	Karin D Jacobson	Food - Rhodes Retirement - Price Chopper	IV
11 6250 6 6830 000	137885	06/06/2018	47.50	Karin D Jacobson	Food - Eldridge Retirement/Munchers	IV
11 6250 6 6040 000	137885	06/06/2018	71.40	Karin D Jacobson	Chanute to lawrence 5/1/18	IV
11 6250 6 6040 000	137885	06/06/2018	68.00	Karin D Jacobson	chanute To lawrence & ottawa	IV
11 6250 6 6040 000	137885	06/06/2018	51.00	Karin D Jacobson	Retirement Rhodes	IV
		Total Amt for Check 137885:	696.65			
11 6250 6 6290 000	137886	06/06/2018	321.00	Randy A Jacobson	R Jacobson Spr2018 Classes	IV
		Total Amt for Check 137886:	321.00			
16 9500 6 6710 000	137887	06/06/2018	22.76	Jayhawk Lumber Glass and More	Jayhawk-Pfister pop up rod & plas horizo	IV
16 9500 8 8250 000	137887	06/06/2018	297.18	Jayhawk Lumber Glass and More	Jayhawk - Insulation, sheeting	IV
		Total Amt for Check 137887:	319.94			
12 1243 7 7000 000	137888	06/06/2018	79.98	Johnstone Suppy-Lenexa	Nitrogen Purge Kit	IV
12 1243 7 7000 000	137888	06/06/2018	170.00	Johnstone Suppy-Lenexa	Thermostate Mechanical Heat/Cool	IV
12 1243 7 7000 000	137888	06/06/2018	9.50	Johnstone Suppy-Lenexa	Magnetic Pickup tool	IV
12 1243 7 7000 000	137888	06/06/2018	18.50	Johnstone Suppy-Lenexa	Sand Cloth	IV
12 1243 7 7000 000	137888	06/06/2018	6.50	Johnstone Suppy-Lenexa	Brazing Flux	IV
12 1243 7 7000 000	137888	06/06/2018	54.50	Johnstone Suppy-Lenexa	Sil-fos 6% 28pk	IV
12 1243 7 7000 000	137888	06/06/2018	49.99	Johnstone Suppy-Lenexa	Universal Capacitor	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
12 1243 7 7000 000	137888	06/06/2018	55.00	Johnstone Suppy-Lenexa	Universal Ignitor	IV
12 1243 7 7000 000	137888	06/06/2018	1.70	Johnstone Suppy-Lenexa	Dual Capacitor 35/5	IV
12 1243 7 7000 000	137888	06/06/2018	20.97	Johnstone Suppy-Lenexa	Pole Contactor w/24v coil	IV
12 1243 7 7000 000	137888	06/06/2018	62.00	Johnstone Suppy-Lenexa	Propane for Hand Torch	IV
		Total Amt for Check 137888:	528.64			
32 3260 6 6260 000	137889	06/06/2018	275.00	Kansas Board of Regents	6 Registrations for Data/Quality Conf	IV
		Total Amt for Check 137889:	275.00			
17 9352 7 7190 000	137890	06/06/2018	2.90	KC Store Fixtures	Slatwall Hook 4"	IV
17 9352 7 7190 000	137890	06/06/2018	3.00	KC Store Fixtures	Slatwall picture hook - black	IV
17 9300 7 7190 000	137890	06/06/2018	22.50	KC Store Fixtures	Black clothing rack 48 x 60	IV
17 9300 7 7190 000	137890	06/06/2018	17.40	KC Store Fixtures	Basket 12" x 12"	IV
17 9300 7 7190 000	137890	06/06/2018	15.75	KC Store Fixtures	Acrylic slatwall sign holder 8 1/2 x 11	IV
17 9300 7 7190 000	137890	06/06/2018	4.64	KC Store Fixtures	Slatwall hook 4"	IV
17 9300 7 7190 000	137890	06/06/2018	3.00	KC Store Fixtures	Slatwall hook 1"	IV
17 9300 7 7190 000	137890	06/06/2018	19.00	KC Store Fixtures	Wire basket, 23"x 4"	IV
17 9300 7 7190 000	137890	06/06/2018	15.75	KC Store Fixtures	Acrylic slatwall sign holder 11 x 8 1/2	IV
17 9300 7 7190 000	137890	06/06/2018	24.60	KC Store Fixtures	Basket 24" x 12"	IV
17 9300 7 7190 000	137890	06/06/2018	45.15	KC Store Fixtures	Shipping fee	IV
17 9300 7 7190 000	137890	06/06/2018	6.60	KC Store Fixtures	Slatwall hook 6"	IV
17 9352 7 7190 000	137890	06/06/2018	19.00	KC Store Fixtures	Wire Basket	IV
17 9352 7 7190 000	137890	06/06/2018	22.50	KC Store Fixtures	Clothing rack 48"x60"	IV
17 9352 7 7190 000	137890	06/06/2018	33.10	KC Store Fixtures	Shipping fee	IV
17 9352 7 7190 000	137890	06/06/2018	3.00	KC Store Fixtures	Slatwall hook 1" long	IV
		Total Amt for Check 137890:	257.89			
11 6300 6 6130 000	137891	06/06/2018	100.00	KFEX	May sports sponsorship	IV
		Total Amt for Check 137891:	100.00			
12 1241 7 7000 000	137892	06/06/2018	8.20	Kirkland Welding Supplies, Inc.	Hose repair	IV
12 1241 7 7000 000	137892	06/06/2018	44.75	Kirkland Welding Supplies, Inc.	Grinding Wheels	IV
		Total Amt for Check 137892:	52.95			
11 6300 6 6130 000	137893	06/06/2018	625.00	KOAM-TV	April 18	IV
		Total Amt for Check 137893:	625.00			

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Check #:	Check Dte:	Check Amt:	Payee:	Description:	
12 1215 6 6820 000	137894	06/06/2018	60.00	KONL	Dues for Laura Mallet in KONL IV
		Total Amt for Check 137894:	60.00		
11 1150 6 6040 000	137895	06/06/2018	51.00	Brenda L Krumm	Chanute to ottawa 5/19/18 IV
		Total Amt for Check 137895:	51.00		
12 1250 6 6650 000	137896	06/06/2018	234.00	Kryterion, Inc	CNA Test Exams April 2018 IV
		Total Amt for Check 137896:	234.00		
16 9500 8 8250 000	137897	06/06/2018	1,270.00	LACO Seamless Guttering	LACO - Guttering, downspouts, leafguard IV
		Total Amt for Check 137897:	1,270.00		
32 3040 6 6040 000	137898	06/06/2018	275.38	Steven A Lamer	New orleans IV
		Total Amt for Check 137898:	275.38		
11 6250 6 6650 000	137899	06/06/2018	232.96	LifeWorks US, Inc.	June 2018 IV
11 6250 6 6650 000	137899	06/06/2018	232.96	LifeWorks US, Inc.	Feburary 2018 IV
		Total Amt for Check 137899:	465.92		
32 3040 6 6040 000	137900	06/06/2018	275.38	Heather R Lyden	new orleans IV
		Total Amt for Check 137900:	275.38		
11 5560 7 7010 000	137901	06/06/2018	2.76	Hiroko Matsuura	tax IV
11 5560 7 7010 000	137901	06/06/2018	3.86	Hiroko Matsuura	tape IV
11 5560 7 7010 000	137901	06/06/2018	2.38	Hiroko Matsuura	wall hooks IV
11 5560 7 7010 000	137901	06/06/2018	4.97	Hiroko Matsuura	sharpie IV
11 5560 7 7010 000	137901	06/06/2018	6.46	Hiroko Matsuura	pens IV
11 5560 7 7010 000	137901	06/06/2018	1.24	Hiroko Matsuura	note cards IV
11 5560 7 7010 000	137901	06/06/2018	5.94	Hiroko Matsuura	file folder IV
11 5560 7 7010 000	137901	06/06/2018	6.64	Hiroko Matsuura	File folder IV
		Total Amt for Check 137901:	34.25		
11 5575 7 7080 000	137902	06/06/2018	400.42	MB2 Sports	Shoes and Uniforms IV
11 5540 8 8500 000	137902	06/06/2018	66.00	MB2 Sports	team jackets IV
11 5540 7 7080 000	137902	06/06/2018	1,121.25	MB2 Sports	cleats IV
11 5540 7 7080 000	137902	06/06/2018	422.48	MB2 Sports	shoes visors etc IV
11 5540 7 7080 000	137902	06/06/2018	202.50	MB2 Sports	game balls IV
11 5540 7 7080 000	137902	06/06/2018	96.00	MB2 Sports	game stir ups IV
11 5540 7 7080 000	137902	06/06/2018	14.89	MB2 Sports	shipping IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 5540 7 7080 000	137902	06/06/2018	510.00	MB2 Sports	batting gloves	IV
11 5540 7 7080 000	137902	06/06/2018	108.00	MB2 Sports	game socks	IV
11 5540 7 7080 000	137902	06/06/2018	18.54	MB2 Sports	shipping	IV
11 5540 7 7080 000	137902	06/06/2018	53.40	MB2 Sports	adidas pants	IV
11 5540 7 7080 000	137902	06/06/2018	10.94	MB2 Sports	shipping	IV
11 5540 7 7080 000	137902	06/06/2018	42.00	MB2 Sports	coaches- pullover	IV
11 5540 7 7080 000	137902	06/06/2018	48.00	MB2 Sports	pullover	IV
11 5540 6 6040 000	137902	06/06/2018	132.00	MB2 Sports	team jackets	IV
11 5540 6 6040 000	137902	06/06/2018	609.00	MB2 Sports	team shirts-adidas	IV
11 5540 6 6030 000	137902	06/06/2018	44.69	MB2 Sports	shipping	IV
11 5540 6 6030 000	137902	06/06/2018	41.47	MB2 Sports	shipping	IV
11 5540 6 6030 000	137902	06/06/2018	7.67	MB2 Sports		IV
11 5540 6 6030 000	137902	06/06/2018	65.00	MB2 Sports	adidas shoes	IV
11 5540 6 6030 000	137902	06/06/2018	792.00	MB2 Sports	team jackets	IV
11 5540 6 6020 000	137902	06/06/2018	858.00	MB2 Sports	team jackets	IV
11 5560 7 7080 000	137902	06/06/2018	126.00	MB2 Sports	Adidas polo	IV
11 5540 7 7080 000	137902	06/06/2018	60.00	MB2 Sports	Adidas sweatpants	IV
11 5560 7 7080 000	137902	06/06/2018	84.00	MB2 Sports	Adidas Climalite shirt	IV
11 5560 7 7080 000	137902	06/06/2018	117.00	MB2 Sports	Adidas sweatshirt	IV
11 5540 7 7080 000	137902	06/06/2018	10.21	MB2 Sports	shipping	IV
11 5560 7 7080 000	137902	06/06/2018	20.96	MB2 Sports	shipping and handling	IV
		Total Amt for Check 137902:	6,082.42			
17 9300 7 7410 000	137903	06/06/2018	77.05	McGraw Hill Global Education Ho	Shipping Fee	IV
17 9300 7 7410 000	137903	06/06/2018	4,639.80	McGraw Hill Global Education Ho	Biology 258	IV
		Total Amt for Check 137903:	4,716.85			
16 9500 6 6710 000	137904	06/06/2018	60.84	McMaster-Carr Supply	McMaster-Carr - Plastic plugs for panels	IV
		Total Amt for Check 137904:	60.84			
11 7000 6 6650 000	137905	06/06/2018	83.00	MedAssure	MedAssure-1/3 sharp container disposal	IV
11 7000 6 6650 000	137905	06/06/2018	84.00	MedAssure	MedAssure-1/3 sharp container disposal	IV
12 1218 7 7000 000	137905	06/06/2018	55.00	MedAssure	MedAssure - (RMW) 23 gallon box	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
12 1215 6 6650 000	137905	06/06/2018	83.00	MedAssure	MedAssure-1/3 sharp container disposal	IV
	Total Amt for Check 137905:		305.00			
11 5560 7 7020 000	137906	06/06/2018	15.95	Medco Sports Medicine & School I	CanDo thera band exercise band	IV
11 5560 7 7020 000	137906	06/06/2018	51.01	Medco Sports Medicine & School I	moist heat pack	IV
11 5560 7 7100 000	137906	06/06/2018	176.86	Medco Sports Medicine & School I	Paranath Paraffin bath	IV
11 5560 7 7020 000	137906	06/06/2018	45.27	Medco Sports Medicine & School I	diarrheal & Tablets	IV
11 5560 7 7020 000	137906	06/06/2018	733.26	Medco Sports Medicine & School I	Ultra Zoom Ankle Brace for volleyball te	IV
11 5560 7 7020 000	137906	06/06/2018	91.52	Medco Sports Medicine & School I	Medco Sports medicine kit	IV
11 5560 7 7020 000	137906	06/06/2018	66.98	Medco Sports Medicine & School I	CanDo thera band exercise band	IV
11 5560 7 7020 000	137906	06/06/2018	36.44	Medco Sports Medicine & School I	Gatorade prime fuel	IV
11 5560 7 7020 000	137906	06/06/2018	37.70	Medco Sports Medicine & School I	Gatorade recover	IV
11 5560 7 7020 000	137906	06/06/2018	11.26	Medco Sports Medicine & School I	heel cups	IV
11 5560 7 7020 000	137906	06/06/2018	32.05	Medco Sports Medicine & School I	foam roller	IV
11 5560 7 7020 000	137906	06/06/2018	53.04	Medco Sports Medicine & School I	Gatorade water bottle basket	IV
11 5560 7 7020 000	137906	06/06/2018	43.64	Medco Sports Medicine & School I	Playtex tampons	IV
	Total Amt for Check 137906:		1,394.98			
17 9300 8 8500 000	137907	06/06/2018	423.00	Midwest Office (used to be Service	Executive High-Back Chair (3)	IV
11 6401 7 7011 000	137907	06/06/2018	58.80	Midwest Office (used to be Service	VER 95387 toner HP Q2612A	IV
11 6401 7 7010 000	137907	06/06/2018	6.60	Midwest Office (used to be Service	AVE27-178 large permanent black marker	IV
11 6401 7 7010 000	137907	06/06/2018	11.58	Midwest Office (used to be Service	XST 1829 SCANNED stamp	IV
11 6401 7 7010 000	137907	06/06/2018	9.27	Midwest Office (used to be Service	XST 11418 ENTERED stamp	IV
11 6401 7 7010 000	137907	06/06/2018	9.00	Midwest Office (used to be Service	stapler	IV
11 6401 7 7010 000	137907	06/06/2018	18.72	Midwest Office (used to be Service	PIL 310221 gel G2 red pen	IV
11 6401 7 7010 000	137907	06/06/2018	26.95	Midwest Office (used to be Service	RAYAL9V12PPJ 9-volt batteries	IV
11 6401 7 7010 000	137907	06/06/2018	28.66	Midwest Office (used to be Service	RAYALAAA24PPJ aaa batteries	IV
11 1150 7 7000 000	137907	06/06/2018	275.10	Midwest Office (used to be Service	Supplies for office	IV
11 7000 8 8500 000	137907	06/06/2018	141.00	Midwest Office (used to be Service	MW Office - Executive chair	IV
	Total Amt for Check 137907:		1,008.68			
32 3040 6 6040 000	137908	06/06/2018	275.38	Karin Jane Morton	new orleans	IV
	Total Amt for Check 137908:		275.38			

Neosho County Community College
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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
32 3208 6 6820 000	137909	06/06/2018	100.00	National Association of RSVP Dire	membership dues for Nat. RSVP Directors	IV
		Total Amt for Check 137909:	100.00			
11 6501 7 7070 000	137910	06/06/2018	193.70	NCCC Foundation	Reimburse for food	IV
11 6501 6 6040 000	137910	06/06/2018	196.51	NCCC Foundation	Reimburse cab fare	IV
11 6501 6 6010 000	137910	06/06/2018	580.81	NCCC Foundation	Reimburse for hotels	IV
		Total Amt for Check 137910:	971.02			
16 9500 8 8250 000	137911	06/06/2018	220.00	Network Craze Technolgies Inc.	Cisco 3650G-24PS-S	IV
11 6400 8 8560 000	137911	06/06/2018	231.10	Network Craze Technolgies Inc.	Grandstream GXV3275	IV
16 9500 8 8250 000	137911	06/06/2018	51.17	Network Craze Technolgies Inc.	freight	IV
		Total Amt for Check 137911:	502.27			
11 1152 6 6820 000	137912	06/06/2018	20.00	Ottawa Chamber of Commerce	Inv#13404 - Leadership Grad Luncheon	IV
		Total Amt for Check 137912:	20.00			
12 6500 6 6130 000	137913	06/06/2018	236.25	Ottawa Herald	CNA CMA Summer ads thru May	IV
		Total Amt for Check 137913:	236.25			
11 7002 6 6314 000	137914	06/06/2018	100.70	Ottawa Sanitation	May 18	IV
		Total Amt for Check 137914:	100.70			
17 9352 7 7420 000	137915	06/06/2018	629.30	Ouray Sportswear	Apparel for resale in Bookstores	IV
		Total Amt for Check 137915:	629.30			
32 3721 6 6020 000	137916	06/06/2018	86.36	Heather Owens	Educational Senior Trip transportation	IV
		Total Amt for Check 137916:	86.36			
17 9300 7 7430 000	137917	06/06/2018	372.30	Pepsi Beverages Company-IL	Concessions - Pepsi	IV
		Total Amt for Check 137917:	372.30			
11 7002 6 6700 000	137918	06/06/2018	384.00	Performance Electric	Prfm Elec - Installing emergency lights	IV
		Total Amt for Check 137918:	384.00			
11 1143 6 6020 000	137919	06/06/2018	470.00	Phi Theta Kappa	Recruitment items for PTK	IV
		Total Amt for Check 137919:	470.00			
11 6401 7 7012 000	137920	06/06/2018	325.00	Pittcraft Printing	Letterhead NEW Graphic	IV
		Total Amt for Check 137920:	325.00			
13 1315 6 6010 000	137921	06/06/2018	64.74	Veronica C Polak	Pitt to chanute 2/8/18	IV
13 1315 6 6010 000	137921	06/06/2018	64.74	Veronica C Polak	Pitt to chanute 4/19/18	IV
		Total Amt for Check 137921:	129.48			

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 1152 6 6130 000	137922	06/06/2018	500.00	Porlier Outdoor Advertising Compa	June 2018	IV
		Total Amt for Check 137922:	500.00			
11 6400 6 6650 000	137923	06/06/2018	6,323.00	Praetorian Protective Service	1 Year Software Maintenance Agreement	IV
		Total Amt for Check 137923:	6,323.00			
11 6100 7 7070 000	137924	06/06/2018	780.00	Prairie Star Catering	Service Awards - Ottawa Campus	IV
		Total Amt for Check 137924:	780.00			
17 9300 7 7430 000	137925	06/06/2018	27.95	PrairieFire Coffee Roasters	Chanute Bookstore - Tea	IV
11 5102 7 7073 000	137925	06/06/2018	79.80	PrairieFire Coffee Roasters	Ottawa Coffee Bar - Hot Chocolate	IV
11 5102 7 7072 000	137925	06/06/2018	239.40	PrairieFire Coffee Roasters	Ottawa Coffee Bar - Cappuccino	IV
11 5102 7 7071 000	137925	06/06/2018	215.40	PrairieFire Coffee Roasters	Ottawa Coffee Bar - coffee	IV
11 5102 7 7071 000	137925	06/06/2018	4.00	PrairieFire Coffee Roasters	Shipping fee	IV
11 5100 7 7072 000	137925	06/06/2018	79.80	PrairieFire Coffee Roasters	Chanute CLC - Cappuccino	IV
		Total Amt for Check 137925:	646.35			
11 6250 6 6830 000	137926	06/06/2018	18.00	Prize Possessions	Eldridge Retirement 8764	IV
11 6250 6 6830 000	137926	06/06/2018	37.93	Prize Possessions	Freight	IV
11 6250 6 6830 000	137926	06/06/2018	60.00	Prize Possessions	Template charge	IV
11 6250 6 6830 000	137926	06/06/2018	30.00	Prize Possessions	Eldridge Retirement S9736	IV
11 6250 6 6830 000	137926	06/06/2018	25.00	Prize Possessions	Eldridge Retirement S9738	IV
11 6250 6 6830 000	137926	06/06/2018	27.00	Prize Possessions	Eldridge Retirement S9740	IV
11 6250 6 6830 000	137926	06/06/2018	105.00	Prize Possessions	McDonald Retirement 1501	IV
		Total Amt for Check 137926:	302.93			
32 3721 7 7310 000	137927	06/06/2018	212.00	ProSource Specialties	Promotional materials & supplies	IV
		Total Amt for Check 137927:	212.00			
16 9500 8 8500 000	137928	06/06/2018	1,000.00	PTAC Cradle,LLC.	PTAC Cleaning Cradle - Unit	IV
16 9500 8 8500 000	137928	06/06/2018	150.00	PTAC Cradle,LLC.	shipping	IV
		Total Amt for Check 137928:	1,150.00			
11 4100 7 7040 000	137929	06/06/2018	23.76	Publishers Prime	Precription for the Future: Stk# 780609	IV
11 4100 7 7040 000	137929	06/06/2018	14.92	Publishers Prime	Move or Die: How the Sedentary Stk#18282	IV
11 4100 7 7040 000	137929	06/06/2018	8.76	Publishers Prime	How to Unplug: Stk# 18253	IV
11 4100 7 7040 000	137929	06/06/2018	19.35	Publishers Prime	Hidden History of Kansas Stk# 242046	IV
11 4100 7 7040 000	137929	06/06/2018	20.23	Publishers Prime	Cannabis Pharmacy: Stk# 780554	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 4100 7 7040 000	137929	06/06/2018	15.83	Publishers Prime	Transgender History, Second Stk#780422	IV
11 4100 7 7160 000	137929	06/06/2018	21.96	Publishers Prime	Health Occupations Entrance Stk# 60476	IV
11 4100 7 7040 000	137929	06/06/2018	6.23	Publishers Prime	shipping	IV
	Total Amt for Check 137929:		131.04			
11 1152 7 7000 000	137930	06/06/2018	129.95	Quill Corporation	Copy Paper-Instructional	IV
11 6200 7 7010 000	137930	06/06/2018	78.29	Quill Corporation	Xerox toner (106R02777)Business Office	IV
11 1152 7 7010 000	137930	06/06/2018	17.99	Quill Corporation	Soctch Tape (6 ct)	IV
11 1152 7 7010 000	137930	06/06/2018	14.99	Quill Corporation	Post-it Notes 3X3	IV
11 1152 7 7010 000	137930	06/06/2018	11.18	Quill Corporation	Fabreze Aair Fresh (2 ct)	IV
11 1152 7 7010 000	137930	06/06/2018	23.99	Quill Corporation	Sharpie King Sz (12 ct)	IV
	Total Amt for Check 137930:		276.39			
11 1152 6 6130 000	137931	06/06/2018	200.00	R D Huggins Sign Company	May Ottawa	IV
11 6300 6 6130 000	137931	06/06/2018	200.00	R D Huggins Sign Company	May Chanute	IV
	Total Amt for Check 137931:		400.00			
12 1241 6 6120 000	137932	06/06/2018	54.00	Ravin Printing	Business Cards-D.Thompson-Welding Inst.	IV
12 1216 7 7010 000	137932	06/06/2018	54.00	Ravin Printing	Mamie Haque - Business Cards	IV
	Total Amt for Check 137932:		108.00			
11 7000 6 6410 000	137933	06/06/2018	110.00	Rental Station	RentalStation-Trowel, knee board	IV
11 7000 6 6410 000	137933	06/06/2018	27.50	Rental Station	Rental Station - Cement mixer	IV
16 9500 8 8250 000	137933	06/06/2018	273.48	Rental Station	RentalStation - Rebar chairs & stakes	IV
	Total Amt for Check 137933:		410.98			
16 9500 8 8500 000	137934	06/06/2018	8,217.50	Savoy Furniture	SavoyFurniture-Dorm beds, drawers, desks	IV
16 9500 8 8250 000	137934	06/06/2018	4,108.75	Savoy Furniture	SavoyFurniture-Lafay beds, desks, drawer	IV
	Total Amt for Check 137934:		12,326.25			
32 3721 7 7310 000	137935	06/06/2018	134.00	Screenworks LLC	Shirts for Senior Trip	IV
	Total Amt for Check 137935:		134.00			
16 9500 8 8250 000	137936	06/06/2018	133.96	Sherwin Williams Co. - Chanute	Sherwin Wms - Paint, rollers, tray	IV
16 9500 8 8250 000	137936	06/06/2018	183.28	Sherwin Williams Co. - Chanute	SherwinWms - Paint	IV
16 9500 8 8250 000	137936	06/06/2018	18.43	Sherwin Williams Co. - Chanute	SherwinWms - Sanding sponge & spackling	IV
16 9500 8 8250 000	137936	06/06/2018	37.61	Sherwin Williams Co. - Chanute	SherwinWms-Plastic tray liners & roller	IV
16 9500 8 8250 000	137936	06/06/2018	75.52	Sherwin Williams Co. - Chanute	SherwinWms - Paint brushes & rollers	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 7582 8 8250 000	137936	06/06/2018	47.58	Sherwin Williams Co. - Chanute	Sherwin Wms - Paint	IV
	Total Amt for Check 137936:		496.38			
11 7000 6 6410 000	137937	06/06/2018	42.06	Shred-it	shredding 4/17-5/15	IV
11 5310 6 6410 000	137937	06/06/2018	42.03	Shred-it	shredding 4/17/5/15	IV
11 5200 6 6410 000	137937	06/06/2018	42.06	Shred-it	shredding 4/17-5/15	IV
11 6200 6 6410 000	137937	06/06/2018	42.06	Shred-it	shredding 4/17-5/15	IV
12 1215 6 6410 000	137937	06/06/2018	42.06	Shred-it	shredding 4/17-5/15	IV
11 1110 6 6410 000	137937	06/06/2018	42.06	Shred-it	shredding 4/17-5/15	IV
	Total Amt for Check 137937:		252.33			
11 7000 8 8251 000	137938	06/06/2018	29,926.98	Signature Public Funding Corp.	June 2018	IV
	Total Amt for Check 137938:		29,926.98			
12 1241 6 6020 000	137939	06/06/2018	715.00	Skills USA Kansas	Skills USA	IV
	Total Amt for Check 137939:		715.00			
12 1215 6 6010 000	137940	06/06/2018	50.18	Kristy E Snyder	ottawa to chanute 5/11/18	IV
	Total Amt for Check 137940:		50.18			
11 6250 6 6290 000	137941	06/06/2018	750.00	Travis J Solander	TSolander - Spr2018 Classes	IV
	Total Amt for Check 137941:		750.00			
11 7000 6 6720 000	137942	06/06/2018	52.10	Southtown Quick Lube	Southtown-Oil change&wipers minivan #11	IV
11 7000 6 6720 000	137942	06/06/2018	39.90	Southtown Quick Lube	Southtown - Oil change for minivan #10	IV
	Total Amt for Check 137942:		92.00			
17 9352 7 7430 000	137943	06/06/2018	199.92	Spirit Products Ltd.	Lanyards for resale in the bookstore	IV
	Total Amt for Check 137943:		199.92			
11 7000 6 6710 000	137944	06/06/2018	9.03	Stanion Wholesale Electric	Stanion - Keyless lampholder	IV
08 7000 8 8250 000	137944	06/06/2018	77.53	Stanion Wholesale Electric	Stanion - Conduit bushings	IV
08 7000 8 8250 000	137944	06/06/2018	67.35	Stanion Wholesale Electric	Stanion - Cone nuts	IV
	Total Amt for Check 137944:		153.91			
11 7002 7 7030 000	137945	06/06/2018	24.06	Supplyworks	Supplyworks - Laundry detergent	IV
11 7000 7 7110 000	137945	06/06/2018	243.88	Supplyworks	Supplyworks - Gloves, cleaner, disinfec	IV
	Total Amt for Check 137945:		267.94			
12 1241 7 7000 000	137946	06/06/2018	9.30	Thompson Brothers	Oxygen	IV
12 1241 7 7000 000	137946	06/06/2018	23.90	Thompson Brothers	Argon	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
12 1241 7 7000 000	137946	06/06/2018	9.30	Thompson Brothers	Acetylene	IV
12 1241 7 7000 000	137946	06/06/2018	9.30	Thompson Brothers	Argon Mix	IV
12 1241 7 7000 000	137946	06/06/2018	12.40	Thompson Brothers	Oxygen	IV
12 1241 7 7000 000	137946	06/06/2018	21.70	Thompson Brothers	Argon	IV
12 1241 7 7000 000	137946	06/06/2018	9.30	Thompson Brothers	Acetylene	IV
12 1241 7 7000 000	137946	06/06/2018	12.40	Thompson Brothers	Argon Mix	IV
12 1241 7 7000 000	137946	06/06/2018	18.10	Thompson Brothers	Oxygen	IV
12 1241 7 7000 000	137946	06/06/2018	11.50	Thompson Brothers	Argon	IV
12 1241 7 7000 000	137946	06/06/2018	18.10	Thompson Brothers	Acetylene	IV
12 1241 7 7000 000	137946	06/06/2018	19.00	Thompson Brothers	Argon Mix	IV
12 1241 7 7000 000	137946	06/06/2018	3.10	Thompson Brothers	Stainshi	IV
12 1241 7 7000 000	137946	06/06/2018	9.30	Thompson Brothers	Oxygen	IV
12 1241 7 7000 000	137946	06/06/2018	27.90	Thompson Brothers	Argon Mix	IV
12 1241 7 7000 000	137946	06/06/2018	12.40	Thompson Brothers	Acetylene	IV
12 1241 7 7000 000	137946	06/06/2018	6.20	Thompson Brothers	Argon Mix 90	IV
12 1241 7 7000 000	137946	06/06/2018	21.70	Thompson Brothers	Argon Mix 75	IV
12 1241 7 7000 000	137946	06/06/2018	16.80	Thompson Brothers	Oxygen	IV
12 1241 7 7000 000	137946	06/06/2018	35.80	Thompson Brothers	Argon	IV
12 1241 7 7000 000	137946	06/06/2018	21.70	Thompson Brothers	Acetylene	IV
12 1241 7 7000 000	137946	06/06/2018	43.40	Thompson Brothers	Argon Mix 75	IV
12 1241 7 7000 000	137946	06/06/2018	-14.49	Thompson Brothers	credit	IV
12 1241 7 7000 000	137946	06/06/2018	-123.90	Thompson Brothers	credit	IV
12 1241 7 7000 000	137946	06/06/2018	118.00	Thompson Brothers	Blanket PO for Chanute welding gases Apr	IV
12 1241 7 7000 000	137946	06/06/2018	33.78	Thompson Brothers	Soapstone	IV
12 1241 7 7000 000	137946	06/06/2018	34.40	Thompson Brothers	60AMP Plasma Nozzle	IV
12 1241 7 7000 000	137946	06/06/2018	22.44	Thompson Brothers	Wire Tig ER70S 2 1/8	IV
12 1241 7 7000 000	137946	06/06/2018	29.76	Thompson Brothers	Sanpa Fl Disc 6oz x4-1/2	IV
12 1241 7 7000 000	137946	06/06/2018	45.79	Thompson Brothers	Ground Thoriated 10pk	IV
12 1241 7 7000 000	137946	06/06/2018	37.80	Thompson Brothers	Tungsten 3/32x7 2%	IV
12 1241 7 7000 000	137946	06/06/2018	79.60	Thompson Brothers	ABR Cut 4-1/2x0.45x7/8	IV
12 1241 7 7000 000	137946	06/06/2018	15.10	Thompson Brothers	Alumina Nozzle #10	IV

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Check #:	Check Dte:	Check Amt:	Payee:	Description:	
12 1241 7 7000 000	137946	06/06/2018	15.10	Thompson Brothers	Alumina Nozzle #8 IV
12 1241 7 7000 000	137946	06/06/2018	6.06	Thompson Brothers	Collet Body 3/32 IV
12 1241 7 7000 000	137946	06/06/2018	12.70	Thompson Brothers	Tip Contact 0.45 IV
12 1241 7 7000 000	137946	06/06/2018	15.86	Thompson Brothers	Nut Knurled IV
Total Amt for Check 137946:		700.60			
16 9500 8 8520 000	137947	06/06/2018	3,136.00	Twotrees Technologies, LLC	Wireless Point to Point for Lafayette IV
11 6400 8 8560 000	137947	06/06/2018	2,930.00	Twotrees Technologies, LLC	Cisco 3650 Router IV
11 6400 6 6650 000	137947	06/06/2018	4,000.00	Twotrees Technologies, LLC	Two Trees Consulting Hours IV
Total Amt for Check 137947:		10,066.00			
12 1243 7 7000 000	137948	06/06/2018	96.33	United Refrigeration Inc.	Bi-flow 163s 3/8" filter drier IV
12 1243 7 7000 000	137948	06/06/2018	100.26	United Refrigeration Inc.	ALCO 3/8" 163S OD Liquid Dryer IV
12 1243 7 7000 000	137948	06/06/2018	153.20	United Refrigeration Inc.	3/5" Copper tubing IV
12 1243 7 7000 000	137948	06/06/2018	258.76	United Refrigeration Inc.	3/4x3/8x50' Lineset IV
12 1243 7 7000 000	137948	06/06/2018	73.88	United Refrigeration Inc.	Solder Stay-Silv IV
12 1243 7 7000 000	137948	06/06/2018	129.38	United Refrigeration Inc.	410a Refrigerant IV
12 1243 7 7000 000	137948	06/06/2018	30.76	United Refrigeration Inc.	Universal Ignitor IV
12 1243 7 7000 000	137948	06/06/2018	8.28	United Refrigeration Inc.	Capacitor 10mfd IV
12 1243 7 7000 000	137948	06/06/2018	8.04	United Refrigeration Inc.	Capacitor 2.68 IV
12 1243 7 7000 000	137948	06/06/2018	10.45	United Refrigeration Inc.	Capacitor 5mfd IV
12 1243 7 7000 000	137948	06/06/2018	28.02	United Refrigeration Inc.	Dual Capacitor 40/5 IV
12 1243 7 7000 000	137948	06/06/2018	22.14	United Refrigeration Inc.	Dual Capacitor 30/5 IV
12 1243 7 7000 000	137948	06/06/2018	26.25	United Refrigeration Inc.	Dual Capacitor 35/5 IV
12 1243 7 7000 000	137948	06/06/2018	265.59	United Refrigeration Inc.	Ratcheting Pipe Expander IV
Total Amt for Check 137948:		1,211.34			
11 6250 6 6290 000	137949	06/06/2018	113.46	Timothy Urenda	Urenda World Cup Prof Devl IV
Total Amt for Check 137949:		113.46			
12 1219 7 7000 000	137950	06/06/2018	30.00	Validity Screening Solutions	Validity June Invoice IV
Total Amt for Check 137950:		30.00			
11 5510 6 6110 000	137951	06/06/2018	10.96	Village Tour and Travel	Postage for returned item left on bus IV
11 5505 7 7190 000	137951	06/06/2018	1,640.00	Village Tour and Travel	Athletics - post season BSB playoffs IV
Total Amt for Check 137951:		1,650.96			

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 7000 6 6720 000	137952	06/06/2018	533.00	Westside Tire & Auto	Westside Tire - Tires for #10 minivan	IV
	Total Amt for Check 137952:		533.00			
32 3421 6 6020 000	137953	06/06/2018	1,180.20	Patricia Nicci Wiltse	Avila 6/15/18	IV
	Total Amt for Check 137953:		1,180.20			
32 3421 6 6020 000	137954	06/06/2018	1,357.23	Patricia Nicci Wiltse	Chicago 6/19/18	IV
	Total Amt for Check 137954:		1,357.23			
32 3721 6 6040 000	137955	06/06/2018	136.00	Sharon K Young	Erie to Erie/Humboldt 4/23/18	IV
	Total Amt for Check 137955:		136.00			
12 1241 7 7000 000	137956	06/06/2018	675.00	Young's Welding	3/8 thick ASTM grade 50 sheet	IV
11 7511 8 8150 000	137956	06/06/2018	253.32	Young's Welding	Young's Welding - Powder coat railing	IV
	Total Amt for Check 137956:		928.32			
11 7000 6 6700 000	137957	06/06/2018	541.80	Zimmerman Electric Svc	ZimmermanElectric-Repair parking light	IV
	Total Amt for Check 137957:		541.80			
32 3223 7 7010 000	137958	06/07/2018	364.33	Commerce Bank (CC)	Fusing Unit for Ricoh SP C830DN	IV
32 3223 7 7010 000	137958	06/07/2018	591.96	Commerce Bank (CC)	PhotoConductor Unit - Ricoh SP C830DN	IV
32 3223 7 7000 000	137958	06/07/2018	57.54	Commerce Bank (CC)	Earbuds for Students in the STARS lab	IV
32 3223 7 7000 000	137958	06/07/2018	1,018.00	Commerce Bank (CC)	Flash Drives	IV
32 3223 6 6010 000	137958	06/07/2018	15.00	Commerce Bank (CC)	Early Bird Fee (Bart)	IV
32 3223 6 6010 000	137958	06/07/2018	348.96	Commerce Bank (CC)	Annual Conference Airfare (Bart)	IV
32 3223 6 6010 000	137958	06/07/2018	710.00	Commerce Bank (CC)	COE Registration Fees-Bart Chaney	IV
32 3721 6 6020 000	137958	06/07/2018	311.97	Commerce Bank (CC)	Senior Trip meals - Old Ebbit	IV
32 3721 6 6020 000	137958	06/07/2018	56.64	Commerce Bank (CC)	Educational Senior Trip transportation	IV
11 4200 7 7070 000	137958	06/07/2018	35.41	Commerce Bank (CC)	Snacks for Supervisor Training	IV
16 9500 8 8500 000	137958	06/07/2018	2,899.00	Commerce Bank (CC)	WebstaurantStore - Reach-in refrigerator	IV
16 9500 8 8250 000	137958	06/07/2018	850.00	Commerce Bank (CC)	City of Chanute - 2" hot tap	IV
16 9500 8 8250 000	137958	06/07/2018	199.85	Commerce Bank (CC)	Home Depot - Underlayment & tape	IV
32 3721 6 6020 000	137958	06/07/2018	4,073.65	Commerce Bank (CC)	Upward Bound Trip	IV
11 5530 6 6260 000	137958	06/07/2018	586.08	Commerce Bank (CC)	WBB hotel - Coaching clinic Chicago	IV
11 5510 6 6020 000	137958	06/07/2018	2,884.18	Commerce Bank (CC)	Marriott - Rooms for BSB playoffs	IV
16 9500 6 6651 000	137958	06/07/2018	153.68	Commerce Bank (CC)	RA Year-End Dinner	IV
11 1118 7 7140 000	137958	06/07/2018	264.33	Commerce Bank (CC)	Steel magnolia supplies	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
16	9500 6 6651 000	137958	06/07/2018	17.83	Commerce Bank (CC)	RA Year-End Dessert IV
11	5505 7 7190 000	137958	06/07/2018	231.16	Commerce Bank (CC)	Rooms for BSB umps-playoffs IV
11	6401 7 7011 000	137958	06/07/2018	84.53	Commerce Bank (CC)	Ricoh 6500 black toner (407653) IV
11	6401 7 7011 000	137958	06/07/2018	33.99	Commerce Bank (CC)	Brother DR 630 drum unit IV
11	6401 7 7011 000	137958	06/07/2018	24.99	Commerce Bank (CC)	Brother DR-720 drum unit IV
08	7000 8 8250 000	137958	06/07/2018	938.81	Commerce Bank (CC)	SpeedBumps&Humps-Wheel stops IV
11	1118 7 7140 000	137958	06/07/2018	122.44	Commerce Bank (CC)	Scenic Furniture for Steel Magnolias IV
13	1315 7 7190 000	137958	06/07/2018	167.27	Commerce Bank (CC)	cap & gowns IV
13	1315 7 7190 000	137958	06/07/2018	44.79	Commerce Bank (CC)	Shipping IV
13	1315 7 7190 000	137958	06/07/2018	297.50	Commerce Bank (CC)	Black Diploma Covers with Gold Hat & Tas IV
13	1315 7 7190 000	137958	06/07/2018	5.20	Commerce Bank (CC)	Set of 2 White & Gold Honor Cords IV
13	1315 7 7190 000	137958	06/07/2018	5.20	Commerce Bank (CC)	Set of 2 Silver Honor Cords Graduation IV
13	1315 7 7190 000	137958	06/07/2018	10.40	Commerce Bank (CC)	Set of 2 Red Honor Cords Graduation IV
13	1315 7 7190 000	137958	06/07/2018	10.40	Commerce Bank (CC)	Set of 2 Royal Blue Honor Cords Graduati IV
13	1315 7 7190 000	137958	06/07/2018	10.40	Commerce Bank (CC)	Set of 2 Purple Honor Cords Graduation IV
13	1315 7 7190 000	137958	06/07/2018	10.40	Commerce Bank (CC)	Set of 2 Orange Honor Cords Graduatiobn IV
13	1315 7 7190 000	137958	06/07/2018	5.20	Commerce Bank (CC)	Set of 2 Black Honor Cords Graduation IV
13	1315 7 7190 000	137958	06/07/2018	75.00	Commerce Bank (CC)	Gold 2018 Graduation Charms IV
13	1315 7 7190 000	137958	06/07/2018	34.65	Commerce Bank (CC)	Maroon & Silver Graduation Tasels IV
11	5350 6 6010 000	137958	06/07/2018	102.92	Commerce Bank (CC)	Titanic Attraction Museum IV
13	1315 7 7190 000	137958	06/07/2018	90.75	Commerce Bank (CC)	Orange & Black Graduation Tassels IV
13	1315 7 7190 000	137958	06/07/2018	53.84	Commerce Bank (CC)	Ottawa GED graduation cake IV
11	6400 8 8560 000	137958	06/07/2018	18.99	Commerce Bank (CC)	HDMI Spliter IV
11	6400 8 8560 000	137958	06/07/2018	299.13	Commerce Bank (CC)	Fiber HDMI Cable IV
11	6400 8 8560 000	137958	06/07/2018	7.73	Commerce Bank (CC)	Shipping IV
11	1150 7 7000 000	137958	06/07/2018	37.41	Commerce Bank (CC)	Give Me Liberty book for Instructor IV
11	6400 8 8560 000	137958	06/07/2018	8.08	Commerce Bank (CC)	Monitor IV
11	6400 8 8560 000	137958	06/07/2018	39.99	Commerce Bank (CC)	Monitor Stand IV
11	6400 8 8560 000	137958	06/07/2018	106.99	Commerce Bank (CC)	Wireless Keyboard and Mouse IV
11	6400 8 8560 000	137958	06/07/2018	49.00	Commerce Bank (CC)	Pendant Interface Plate for panoramic IV
11	6400 8 8560 000	137958	06/07/2018	35.06	Commerce Bank (CC)	Sound Card IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 6400 8 8560 000	137958	06/07/2018	264.75	Commerce Bank (CC)	Microsoft Lifecam	IV
13 1303 7 7010 000	137958	06/07/2018	80.11	Commerce Bank (CC)	Panasonic KX-FATK509 Blk Toner Cart.	IV
13 1303 7 7010 000	137958	06/07/2018	85.22	Commerce Bank (CC)	Panasonic KX-FADK511 Black Drum Cartri	IV
13 1303 7 7010 000	137958	06/07/2018	9.73	Commerce Bank (CC)	Varies Office Supplies	IV
13 1303 7 7010 000	137958	06/07/2018	19.94	Commerce Bank (CC)	4 x 4 Sticky Notes Value pkgs.	IV
13 1303 7 7010 000	137958	06/07/2018	6.82	Commerce Bank (CC)	12 ct. pkg. white legal notebooks	IV
13 1303 7 7010 000	137958	06/07/2018	9.84	Commerce Bank (CC)	Filler Paper College Ruled Paper Pkgs.	IV
13 1303 7 7010 000	137958	06/07/2018	1.88	Commerce Bank (CC)	10 ct. Fl Clas	IV
13 1303 7 7010 000	137958	06/07/2018	6.46	Commerce Bank (CC)	Black Fine Point Black Perm. Marker	IV
13 1303 7 7010 000	137958	06/07/2018	7.36	Commerce Bank (CC)	6 pkg easer pkgs.	IV
13 1303 7 7010 000	137958	06/07/2018	0.48	Commerce Bank (CC)	2 pkg erasers	IV
13 1303 7 7010 000	137958	06/07/2018	2.28	Commerce Bank (CC)	Pencil top easers pkgs.	IV
13 1303 7 7010 000	137958	06/07/2018	16.41	Commerce Bank (CC)	Bic Correction Tape pkgs.	IV
13 1303 7 7010 000	137958	06/07/2018	8.22	Commerce Bank (CC)	Red Gel Pens pkgs.	IV
13 1303 7 7010 000	137958	06/07/2018	5.27	Commerce Bank (CC)	Multi colored Gel Ink pen pkg.	IV
13 1303 7 7010 000	137958	06/07/2018	52.70	Commerce Bank (CC)	G2 Black Gel Ink Pen pkgs.	IV
13 1303 7 7010 000	137958	06/07/2018	4.96	Commerce Bank (CC)	Marking colored pencils	IV
13 1303 7 7010 000	137958	06/07/2018	41.79	Commerce Bank (CC)	No 2 Pencil pkgs.	IV
13 1303 7 7010 000	137958	06/07/2018	23.94	Commerce Bank (CC)	Scotch Tape replacement pkgs.	IV
13 1303 7 7010 000	137958	06/07/2018	5.25	Commerce Bank (CC)	Sales Tax	IV
13 1303 7 7010 000	137958	06/07/2018	104.00	Commerce Bank (CC)	Maroon Diploma Covers Pittsburg Graduati	IV
13 1303 7 7010 000	137958	06/07/2018	21.06	Commerce Bank (CC)	Shipping	IV
13 1303 7 7010 000	137958	06/07/2018	26.40	Commerce Bank (CC)	Silver & Maroon Graduation Tassels Pitts	IV
11 6400 8 8500 000	137958	06/07/2018	659.78	Commerce Bank (CC)	AmazonSmile-50' HDMI High-Speed Cable	IV
11 6400 8 8500 000	137958	06/07/2018	802.89	Commerce Bank (CC)	AmazonSmile-Blu-Ray Disc Players	IV
11 6400 6 6830 000	137958	06/07/2018	749.23	Commerce Bank (CC)	Iphone	IV
32 3267 8 8500 000	137958	06/07/2018	45.00	Commerce Bank (CC)	graphic design	IV
11 5110 7 7190 000	137958	06/07/2018	1,821.75	Commerce Bank (CC)	Noel Levitz Invoice	IV
11 6400 6 6010 000	137958	06/07/2018	107.48	Commerce Bank (CC)	Fairfield Inn-J. Seibert (KCCLI - Hutch)	IV
11 6400 6 6010 000	137958	06/07/2018	26.05	Commerce Bank (CC)		IV
11 6250 7 7190 000	137958	06/07/2018	68.00	Commerce Bank (CC)	Dz Roses McDonald Retirement Reception	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11	5050 7 7190 000	137958	06/07/2018	18.00	Commerce Bank (CC)	Rev - Transcript (Vance) IV
12	1225 7 7000 000	137958	06/07/2018	24.98	Commerce Bank (CC)	Refreshments for CR Advisory Council IV
11	5050 7 7190 000	137958	06/07/2018	10.00	Commerce Bank (CC)	Rev - Transcript (Brown) IV
11	1117 7 7070 000	137958	06/07/2018	97.33	Commerce Bank (CC)	Finals Snacks (CAVE Portion) IV
12	1220 7 7000 000	137958	06/07/2018	2,220.00	Commerce Bank (CC)	NBCOT Online Exam Applications IV
12	1220 7 7000 000	137958	06/07/2018	3,330.00	Commerce Bank (CC)	NBCOT Online Exam Applications IV
12	1220 7 7000 000	137958	06/07/2018	1,665.00	Commerce Bank (CC)	NBCOT Online Exam Applications IV
12	1220 7 7000 000	137958	06/07/2018	3,925.00	Commerce Bank (CC)	NBCOT Online Exam Applications IV
11	5050 7 7190 000	137958	06/07/2018	14.00	Commerce Bank (CC)	Rev - Transcript (Griffin) IV
12	1219 7 7000 000	137958	06/07/2018	916.00	Commerce Bank (CC)	AHIMA RHIT Exam Application Fees IV
12	1219 7 7000 000	137958	06/07/2018	398.00	Commerce Bank (CC)	AHIMA Exam Certification Fees IV
11	5050 7 7190 000	137958	06/07/2018	27.00	Commerce Bank (CC)	Rev - Transcript (Markley) IV
12	1219 7 7000 000	137958	06/07/2018	62.50	Commerce Bank (CC)	Validity Screening Purchase IV
11	5050 7 7190 000	137958	06/07/2018	42.00	Commerce Bank (CC)	Rev - Transcript (Schroeder) IV
12	1219 6 6260 000	137958	06/07/2018	131.34	Commerce Bank (CC)	Flight to Indianapolis for Chrisy IV
12	1218 7 7000 000	137958	06/07/2018	6.30	Commerce Bank (CC)	Instructional Supplies IV
11	5050 7 7190 000	137958	06/07/2018	25.00	Commerce Bank (CC)	Rev - Transcript (Haefele) IV
11	1117 7 7070 000	137958	06/07/2018	19.86	Commerce Bank (CC)	Chips/fruit for developmental instructor IV
11	1143 6 6020 000	137958	06/07/2018	710.37	Commerce Bank (CC)	Guest #3088955 Darcey Schnoor IV
11	6250 6 6030 000	137958	06/07/2018	40.00	Commerce Bank (CC)	Background Checks-KS Gov IV
11	6250 6 6030 000	137958	06/07/2018	200.00	Commerce Bank (CC)	Job posting IV
11	5000 6 6830 000	137958	06/07/2018	1.46	Commerce Bank (CC)	international service fee IV
11	6200 7 7010 000	137958	06/07/2018	6.21	Commerce Bank (CC)	Walmart - Office Supplies IV
12	1215 7 7070 000	137958	06/07/2018	53.68	Commerce Bank (CC)	Working lunch for Policy review 4/27 IV
12	1215 7 7040 000	137958	06/07/2018	5.99	Commerce Bank (CC)	shipping fee IV
11	5000 6 6830 000	137958	06/07/2018	146.44	Commerce Bank (CC)	Replacement of Student's vape IV
11	1153 6 6830 000	137958	06/07/2018	4.00	Commerce Bank (CC)	Delivery Charge IV
12	1215 7 7040 000	137958	06/07/2018	47.99	Commerce Bank (CC)	Nurse Tim Think Notes IV
11	6200 6 6830 000	137958	06/07/2018	35.00	Commerce Bank (CC)	Planter Stephens Grad IV
11	5000 6 6830 000	137958	06/07/2018	239.92	Commerce Bank (CC)	Student Services team retreat gifts IV
11	5000 6 6830 000	137958	06/07/2018	70.01	Commerce Bank (CC)	Inservice gifts for Stu Services team IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 1153 6 6830 000	137958	06/07/2018	30.00	Commerce Bank (CC)	Peace Lily	IV
11 5000 6 6830 000	137958	06/07/2018	7.61	Commerce Bank (CC)	Containers for In-Service gifts	IV
11 1153 6 6830 000	137958	06/07/2018	19.71	Commerce Bank (CC)	Lunch for Marie/Sheri - myNeosho Launch	IV
11 1117 7 7070 000	137958	06/07/2018	82.00	Commerce Bank (CC)	Lunch for developmental instructors	IV
11 6200 6 6010 000	137958	06/07/2018	107.48	Commerce Bank (CC)	Hotel Reservation	IV
11 1143 6 6020 000	137958	06/07/2018	788.37	Commerce Bank (CC)	Guest #3088953 Allen Murray	IV
11 6200 6 6010 000	137958	06/07/2018	26.05	Commerce Bank (CC)	Steakhouse KCCLI Dinner/Jon & Sandi	IV
11 6200 6 6010 000	137958	06/07/2018	32.90	Commerce Bank (CC)	Applebee's Meal	IV
11 6200 6 6010 000	137958	06/07/2018	267.52	Commerce Bank (CC)	Marriott Wichita WSU Accounting Conf	IV
11 6200 6 6010 000	137958	06/07/2018	12.73	Commerce Bank (CC)	IHOP Breakfast WSU Acct. Conf	IV
11 6200 6 6010 000	137958	06/07/2018	21.22	Commerce Bank (CC)	Logans WSU Accounting Conf	IV
11 6200 6 6010 000	137958	06/07/2018	13.57	Commerce Bank (CC)	IHOP Breakfast WSU Acct Conference	IV
11 6200 6 6010 000	137958	06/07/2018	8.25	Commerce Bank (CC)	Dairy Queen Dinner WSU Conf	IV
11 6200 6 6010 000	137958	06/07/2018	-1,373.32	Commerce Bank (CC)	credit AIRBNB	IV
11 1143 6 6020 000	137958	06/07/2018	20.00	Commerce Bank (CC)	Guest #3088952 A. Murray Laundry/valet	IV
11 4200 8 8510 000	137958	06/07/2018	65.20	Commerce Bank (CC)	Adobe Cloud (12 mos @ \$32.60)	IV
11 1152 7 7070 000	137958	06/07/2018	70.22	Commerce Bank (CC)	Dinner f/Faculty, plus 1 Int'l student	IV
11 1143 6 6020 000	137958	06/07/2018	710.37	Commerce Bank (CC)	Guest #3088951 Tyrone Wooden	IV
11 6100 7 7190 000	137958	06/07/2018	97.90	Commerce Bank (CC)	Hans Flowers	IV
11 4200 7 7190 000	137958	06/07/2018	12.53	Commerce Bank (CC)	Frames for Certificate Awards (12)	IV
11 7100 7 7100 000	137958	06/07/2018	126.33	Commerce Bank (CC)	Amazon-Trauma kits & first aid tape	IV
11 6100 7 7070 000	137958	06/07/2018	160.91	Commerce Bank (CC)	paper & plastic tableware	IV
11 4200 7 7070 000	137958	06/07/2018	4.95	Commerce Bank (CC)	Walmart - Tea & Ice	IV
11 1152 7 7070 000	137958	06/07/2018	76.38	Commerce Bank (CC)	Beverage Dispenser	IV
11 7050 7 7010 000	137958	06/07/2018	2.97	Commerce Bank (CC)	Walmart - Big bandages	IV
11 7050 7 7010 000	137958	06/07/2018	4.97	Commerce Bank (CC)	Walmart - Command hooks (Med)	IV
11 7050 7 7010 000	137958	06/07/2018	7.88	Commerce Bank (CC)	Walmart - Command hooks (Lrg)	IV
11 7050 6 6830 000	137958	06/07/2018	107.67	Commerce Bank (CC)	Amazon - Wireless keyboard & mouse	IV
11 4200 7 7070 000	137958	06/07/2018	7.60	Commerce Bank (CC)	Walmart-cups & napkins	IV
11 4200 7 7070 000	137958	06/07/2018	337.42	Commerce Bank (CC)	Subway for Year End Assessment Mtg 2018	IV
11 1152 7 7070 000	137958	06/07/2018	13.98	Commerce Bank (CC)	Price Chopper-chips	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:		
11	4200 7 7070 000	137958	06/07/2018	7.61	Commerce Bank (CC)	Plates & Silverware/Yr End Assmt food	IV
11	1143 6 6020 000	137958	06/07/2018	710.37	Commerce Bank (CC)	Guest #3088949 Mark Eldridge	IV
32	3721 7 7310 000	137958	06/07/2018	315.00	Commerce Bank (CC)	Summer Trip Cultural Activity	IV
32	3721 7 7310 000	137958	06/07/2018	1,925.15	Commerce Bank (CC)	Charter bus reservation fee	IV
32	3721 7 7310 000	137958	06/07/2018	89.64	Commerce Bank (CC)	Materials & supplies	IV
32	3721 7 7310 000	137958	06/07/2018	92.40	Commerce Bank (CC)	Textbooks for Summer Program	IV
11	4200 6 6820 000	137958	06/07/2018	1,000.00	Commerce Bank (CC)	Subscription to Cost/Productivity Study	IV
11	4200 6 6820 000	137958	06/07/2018	20.00	Commerce Bank (CC)	iPad Data Plan for 10 months	IV
32	3721 7 7010 000	137958	06/07/2018	17.90	Commerce Bank (CC)	Materials and supplies	IV
32	3721 6 6020 000	137958	06/07/2018	9.98	Commerce Bank (CC)	Senior Trip meals - Walmart	IV
11	7000 8 8250 000	137958	06/07/2018	332.83	Commerce Bank (CC)	MyParkingSign-Carport vehicle signs	IV
11	7000 8 8250 000	137958	06/07/2018	99.50	Commerce Bank (CC)	MyParkingSign-"Use at Your Own Risk"	IV
32	3721 6 6020 000	137958	06/07/2018	462.00	Commerce Bank (CC)	Transportation for Senior Trip	IV
32	3721 6 6020 000	137958	06/07/2018	2,413.38	Commerce Bank (CC)	April Saturday Academy accommodations	IV
11	7000 8 8150 000	137958	06/07/2018	173.95	Commerce Bank (CC)	Tony's Garden - Bushes and spruces	IV
11	5575 6 6270 000	137958	06/07/2018	29.00	Commerce Bank (CC)	Entry fee for Outdoor Nationals	IV
11	5575 6 6020 000	137958	06/07/2018	63.49	Commerce Bank (CC)	Regan Markley Room	IV
11	5575 6 6020 000	137958	06/07/2018	63.49	Commerce Bank (CC)	Coach Speeds Room	IV
11	7000 7 7190 000	137958	06/07/2018	230.00	Commerce Bank (CC)	AmazonSmile - 3V Lithium batteries	IV
32	3421 7 7090 000	137958	06/07/2018	46.00	Commerce Bank (CC)	ACT waiver - M. O'Hara	IV
32	3421 7 7090 000	137958	06/07/2018	46.00	Commerce Bank (CC)	ACT waiver - Collins	IV
11	7000 7 7100 000	137958	06/07/2018	77.98	Commerce Bank (CC)	Motorola Original OEM PMMN4013	IV
32	3421 6 6010 000	137958	06/07/2018	710.00	Commerce Bank (CC)	COE Conference N.Wiltse	IV
32	3421 6 6010 000	137958	06/07/2018	15.00	Commerce Bank (CC)	Early Bird Fee (Nicci)	IV
32	3421 6 6010 000	137958	06/07/2018	348.96	Commerce Bank (CC)	Annual Conference Airfare (Nicci)	IV
32	3267 8 8500 000	137958	06/07/2018	185.36	Commerce Bank (CC)	Shipping and Handling	IV
32	3267 8 8500 000	137958	06/07/2018	1,171.80	Commerce Bank (CC)	6 Branners/ Non-Trad Grant	IV
32	3267 8 8500 000	137958	06/07/2018	464.00	Commerce Bank (CC)	Retractable Backdrop	IV
11	7000 6 6720 000	137958	06/07/2018	32.68	Commerce Bank (CC)	Loves - Fuel for mini-bus (Softball)	IV
32	3260 6 6260 000	137958	06/07/2018	954.20	Commerce Bank (CC)	AOTA Conference Hotel	IV
32	3223 7 7010 000	137958	06/07/2018	234.31	Commerce Bank (CC)	Transfer Unit Kit for Ricoh SP C830DN	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
32 3260 6 6260 000	137958	06/07/2018	-572.00	Commerce Bank (CC)	credit	IV
11 7000 6 6720 000	137958	06/07/2018	36.17	Commerce Bank (CC)	Onstar May	IV
32 3260 6 6260 000	137958	06/07/2018	593.24	Commerce Bank (CC)	Hotel Reservations-Salina, KS (KHIMA)	IV
11 1152 6 6830 000	137958	06/07/2018	30.00	Commerce Bank (CC)	Bromeliad	IV
32 3223 7 7190 000	137958	06/07/2018	97.34	Commerce Bank (CC)	Finals Snacks (STARS Portion)	IV
11 1152 6 6820 000	137958	06/07/2018	14.70	Commerce Bank (CC)	LFC Trustees Dinner Mtg	IV
32 3223 7 7010 000	137958	06/07/2018	877.00	Commerce Bank (CC)	KwikBoost Charging Station	IV
		Total Amt for Check 137958:	53,268.86			
32 3040 6 6040 000	137959	06/07/2018	275.38	Krista K Clay Lieftring	New orleans 6/11/18	IV
		Total Amt for Check 137959:	275.38			
32 3721 7 7310 000	137960	06/12/2018	13.05	Kaley J Adams	Materials and supplies (batteries)	IV
		Total Amt for Check 137960:	13.05			
11 7002 6 6650 000	137961	06/12/2018	1,320.00	Ahart Landscaping	Ahart-Mowing, trimming (May, 2018)	IV
		Total Amt for Check 137961:	1,320.00			
16 9500 8 8250 000	137962	06/12/2018	730.00	Alertus	TTS Speaker	IV
16 9500 8 8250 000	137962	06/12/2018	785.00	Alertus	Alert Beacon for Lafayette	IV
11 7010 8 8250 000	137962	06/12/2018	72.00	Alertus	shipping	IV
11 7010 8 8250 000	137962	06/12/2018	1,460.00	Alertus	TTS Speakers	IV
11 7010 8 8250 000	137962	06/12/2018	1,570.00	Alertus	Alertus Beacons	IV
		Total Amt for Check 137962:	4,617.00			
32 3208 6 6040 000	137963	06/12/2018	150.54	Patrick J Allen	Chanute to KC 5/30/18	IV
		Total Amt for Check 137963:	150.54			
11 1152 6 6320 000	137964	06/12/2018	1,182.08	Alliance Business Services	May June	IV
11 6500 6 6320 000	137964	06/12/2018	1,182.08	Alliance Business Services	May-June	IV
		Total Amt for Check 137964:	2,364.16			
32 3721 7 7310 000	137965	06/12/2018	67.50	American Income Life	Spring Insurance premium	IV
		Total Amt for Check 137965:	67.50			
32 3260 8 8500 000	137966	06/12/2018	1,495.00	Apple Inc.	iPads and Smart Covers	IV
32 3260 8 8500 000	137966	06/12/2018	195.00	Apple Inc.	iPads and Smart Covers	IV
		Total Amt for Check 137966:	1,690.00			

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 6250 6 6030 000	137967	06/12/2018	200.00	Arthur L. Davis Agency	Nursing Ad #379466/379467	IV
		Total Amt for Check 137967:	200.00			
11 7000 6 6720 000	137968	06/12/2018	26.16	Auto Wash	Auto Wash - Washing of fleet	IV
		Total Amt for Check 137968:	26.16			
11 6250 6 6830 000	137969	06/12/2018	135.00	AWOL Donations	Kay Shoemaker for food/supplies	IV
		Total Amt for Check 137969:	135.00			
13 1315 6 6010 000	137970	06/12/2018	38.52	Karen Rae Barger	parsons to Chanute 5/9/18	IV
13 1315 6 6010 000	137970	06/12/2018	38.52	Karen Rae Barger	parsons to chanute	IV
		Total Amt for Check 137970:	77.04			
13 1315 6 6010 000	137971	06/12/2018	38.52	Nicohle A Bushnell	Parsons to Chanute 5/17/18	IV
		Total Amt for Check 137971:	38.52			
11 5000 6 6820 000	137972	06/12/2018	25.00	Butler County Community College	KSCAA dues 2018-19	IV
		Total Amt for Check 137972:	25.00			
16 9500 6 6000 000	137973	06/12/2018	76.22	Cable One - Chanute	June 18 68027	IV
16 9500 6 6000 000	137973	06/12/2018	76.22	Cable One - Chanute	June 16 555349	IV
16 9500 6 6000 000	137973	06/12/2018	90.97	Cable One - Chanute	june 18 7706	IV
16 9500 6 6000 000	137973	06/12/2018	2,175.08	Cable One - Chanute	Cable June Dorms	IV
		Total Amt for Check 137973:	2,418.49			
11 1122 7 7000 000	137974	06/12/2018	581.00	Carolina Biological Supply Compar	Cat Skinned	IV
		Total Amt for Check 137974:	581.00			
12 6500 6 6130 000	137975	06/12/2018	216.00	Chanute Tribune	Enroll ads 5-5 throu 6/30	IV
12 6500 6 6130 000	137975	06/12/2018	60.00	Chanute Tribune	Grad ad Tribune runs in May	IV
11 1150 6 6130 000	137975	06/12/2018	150.00	Chanute Tribune	1st 2nd & 3rd runs	IV
11 1150 6 6130 000	137975	06/12/2018	144.00	Chanute Tribune	2nd and 3rd runs	IV
11 1150 6 6130 000	137975	06/12/2018	84.00	Chanute Tribune	1st run	IV
11 6300 6 6130 000	137975	06/12/2018	38.00	Chanute Tribune	memorial day page sponsorship	IV
11 1150 6 6130 000	137975	06/12/2018	42.50	Chanute Tribune	Theatre ad first run	IV
11 6250 6 6030 000	137975	06/12/2018	200.00	Chanute Tribune	HW Adj Speech/Sociology	IV
11 6250 6 6030 000	137975	06/12/2018	75.00	Chanute Tribune	PT Switchboard	IV
		Total Amt for Check 137975:	1,009.50			
11 7000 6 6314 000	137976	06/12/2018	16.40	City of Chanute	Landfill - Industrial/Commercial	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 7000 6 6314 000	137976	06/12/2018	23.37	City of Chanute	Cty of Chanute - Trash	IV
11 7000 6 6314 000	137976	06/12/2018	8.61	City of Chanute	Cty of Chanute - Trash	IV
11 7000 6 6314 000	137976	06/12/2018	10.25	City of Chanute	CityofChanute - Industrial/Commercial	IV
	Total Amt for Check 137976:		58.63			
16 9500 6 6313 000	137977	06/12/2018	16.24	City of Chanute	gas 4/13-5/14	IV
16 9500 6 6312 000	137977	06/12/2018	37.91	City of Chanute	sewer 4/13-5/14	IV
16 9500 6 6311 000	137977	06/12/2018	7.01	City of Chanute	water 4/13-5/14	IV
16 9500 6 6310 000	137977	06/12/2018	8.01	City of Chanute	Electric 4/13-5/14	IV
16 9500 6 6310 000	137977	06/12/2018	5.00	City of Chanute	fire protection	IV
16 9500 6 6310 000	137977	06/12/2018	9.00	City of Chanute	yard light4/13-5/14	IV
	Total Amt for Check 137977:		83.17			
16 9500 6 6410 000	137978	06/12/2018	2,025.00	City of Chanute	May 18	IV
11 6400 6 6650 000	137978	06/12/2018	2,025.00	City of Chanute	May 18	IV
	Total Amt for Check 137978:		4,050.00			
11 6412 6 6400 000	137979	06/12/2018	3,350.00	City of Ottawa	June 18	IV
11 7002 6 6312 000	137979	06/12/2018	92.62	City of Ottawa	City of Ottawa - Sewer (May, 2018)	IV
11 7002 6 6311 000	137979	06/12/2018	343.76	City of Ottawa	City of Ottawa - Water (May, 2018)	IV
11 7002 6 6311 000	137979	06/12/2018	-25.76	City of Ottawa	City of Ottawa-Water discount (May, '18)	IV
11 7002 6 6311 000	137979	06/12/2018	459.23	City of Ottawa	City of Ottawa - Water (May, 2018)	IV
11 7002 6 6310 000	137979	06/12/2018	5,549.94	City of Ottawa	City of Ottawa - Electric (May, 2018)	IV
	Total Amt for Check 137979:		9,769.79			
32 3040 6 6040 000	137980	06/12/2018	24.48	Krista K Clay Lieftring	Chanute to Parsons 5/30/18	IV
13 1315 6 6010 000	137980	06/12/2018	47.94	Krista K Clay Lieftring	Chanute to Pitt/FS 5/2/18	IV
13 1315 6 6010 000	137980	06/12/2018	24.48	Krista K Clay Lieftring	Chanute to parsons 5/7/18	IV
13 1315 6 6010 000	137980	06/12/2018	51.00	Krista K Clay Lieftring	Chanute to Ottawa 5/24/18	IV
13 1315 6 6010 000	137980	06/12/2018	34.00	Krista K Clay Lieftring	Chanute to Fort Scott 5/21/18	IV
13 1315 6 6010 000	137980	06/12/2018	41.82	Krista K Clay Lieftring	Chanute to pitt 5/21/18	IV
13 1315 6 6010 000	137980	06/12/2018	29.24	Krista K Clay Lieftring	Chanute to Indy 5/31/18	IV
13 1315 6 6010 000	137980	06/12/2018	51.00	Krista K Clay Lieftring	chanute to ottawa 5/19/18	IV
13 1315 6 6010 000	137980	06/12/2018	34.00	Krista K Clay Lieftring	Chanute to Fort Scott 5/16/18	IV
13 1315 6 6010 000	137980	06/12/2018	47.94	Krista K Clay Lieftring	Chanute to Pitt-Fort scott 5/8/18	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
13 1315 6 6010 000	137980	06/12/2018	41.14	Krista K Clay Lieftring	Chanute to Pitt 5/29/18	IV
13 1315 6 6010 000	137980	06/12/2018	51.00	Krista K Clay Lieftring	Chanute to Ottawa 5/31/18	IV
	Total Amt for Check 137980:		478.04			
11 7000 6 6710 000	137981	06/12/2018	127.44	Cleaver Farm & Home	Cleaver - Plywood	IV
11 7000 6 6700 000	137981	06/12/2018	45.19	Cleaver Farm & Home	Cleaver - Landscape foam, paint, cement	IV
11 7000 6 6700 000	137981	06/12/2018	50.42	Cleaver Farm & Home	Cleaver - Extension cord, siphon tube	IV
08 7000 8 8250 000	137981	06/12/2018	604.00	Cleaver Farm & Home	Cleaver - Ridge caps	IV
16 9500 8 8250 000	137981	06/12/2018	20.48	Cleaver Farm & Home	Cleaver - Bath caulk, sand sponge, paint	IV
16 9500 8 8250 000	137981	06/12/2018	41.38	Cleaver Farm & Home	Cleaver-TGSS tulip comb locksets	IV
16 9500 6 6710 000	137981	06/12/2018	121.38	Cleaver Farm & Home	Cleaver-Misc bolts, liner panels, dividr	IV
16 9500 6 6710 000	137981	06/12/2018	356.70	Cleaver Farm & Home	Cleaver - Door viewers, hacksaw, paint	IV
16 9500 6 6710 000	137981	06/12/2018	36.85	Cleaver Farm & Home	Cleaver - Liquid nails, hammer	IV
16 9500 6 6710 000	137981	06/12/2018	28.29	Cleaver Farm & Home	Cleaver - Carpenter glue, needles	IV
16 9500 6 6710 000	137981	06/12/2018	60.50	Cleaver Farm & Home	Cleaver - Vinyl channel	IV
16 9500 6 6710 000	137981	06/12/2018	205.67	Cleaver Farm & Home	Cleaver - Paint	IV
11 7582 8 8250 000	137981	06/12/2018	40.46	Cleaver Farm & Home	Cleaver - Plastic pails and paint	IV
11 7000 8 8250 000	137981	06/12/2018	162.40	Cleaver Farm & Home	Cleaver - Rebar	IV
11 7000 6 6710 000	137981	06/12/2018	95.79	Cleaver Farm & Home	Cleaver - Concrete supplies	IV
11 7000 6 6710 000	137981	06/12/2018	22.90	Cleaver Farm & Home	Cleaver - Channel irons	IV
11 7000 6 6710 000	137981	06/12/2018	44.49	Cleaver Farm & Home	Cleaver - Tie downs & cable ties	IV
11 7000 6 6710 000	137981	06/12/2018	21.54	Cleaver Farm & Home	Cleaver - Misc bolts	IV
11 7000 6 6710 000	137981	06/12/2018	20.66	Cleaver Farm & Home	Cleaver - Electrical tape and cable ties	IV
11 7000 6 6710 000	137981	06/12/2018	14.67	Cleaver Farm & Home	service charges may 18	IV
11 7000 6 6710 000	137981	06/12/2018	0.16	Cleaver Farm & Home	Cleaver - Bolt hooks, misc. bolts	IV
	Total Amt for Check 137981:		2,121.37			
13 1315 6 6010 000	137982	06/12/2018	53.50	Blake D Cochran	Ft Scott to Chanute 4/19/18	IV
13 1315 6 6010 000	137982	06/12/2018	53.50	Blake D Cochran	Ft Scott To Chanute 5/17/18	IV
	Total Amt for Check 137982:		107.00			
32 3721 7 7310 000	137983	06/12/2018	183.50	Downtown Aquarium	Denver Aquarium admission	IV
	Total Amt for Check 137983:		183.50			

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
32 3040 7 7000 000	137984	06/12/2018	183.00	DRC Customer Service	scoring guide	IV
		Total Amt for Check 137984:	183.00			
13 1315 6 6010 000	137985	06/12/2018	64.20	Aubrey L Duft	Arcadia to Chanute 5/17/18	IV
		Total Amt for Check 137985:	64.20			
11 7582 8 8250 000	137986	06/12/2018	794.71	E & S Floor Service	E&S Floor - Install carpet (STLZ Rm #6)	IV
11 7582 8 8250 000	137986	06/12/2018	768.71	E & S Floor Service	E&S Floor - Install carpet (STLZ Rm #4)	IV
11 7582 8 8250 000	137986	06/12/2018	768.71	E & S Floor Service	E&S Floor - Install carpet (STLZ Rm #3)	IV
		Total Amt for Check 137986:	2,332.13			
11 7582 8 8250 000	137987	06/12/2018	1,069.00	E & S Floor Service	E&S Floor - Install carpet (STLZ Rm #2)	IV
		Total Amt for Check 137987:	1,069.00			
11 7582 8 8250 000	137988	06/12/2018	694.60	E & S Floor Service	E&S Floor - Carpet install (STLZ Rm #1)	IV
		Total Amt for Check 137988:	694.60			
11 7582 8 8250 000	137989	06/12/2018	1,069.00	E & S Floor Service	E&S Floor - Install carpet (STLZ Rm #7)	IV
		Total Amt for Check 137989:	1,069.00			
11 7582 8 8250 000	137990	06/12/2018	794.71	E & S Floor Service	E&S Floor - Install carpet (STLZ Rm #5)	IV
		Total Amt for Check 137990:	794.71			
32 3721 7 7310 000	137991	06/12/2018	891.67	Elitch Gardens	Summer Trip Cultural Activity admission	IV
		Total Amt for Check 137991:	891.67			
17 9300 7 7410 000	137992	06/12/2018	5,672.99	Elsevier Inc.	Textbooks - Nursing Packets	IV
		Total Amt for Check 137992:	5,672.99			
11 1152 6 6130 000	137993	06/12/2018	138.00	Garnett Publishing Company	Enroll ads 5/8, 15, 22, 29	IV
		Total Amt for Check 137993:	138.00			
11 4100 7 7040 000	137994	06/12/2018	15.62	GOBI Library Solutions EBSCO	Books-SEK grant	IV
11 4100 7 7040 000	137994	06/12/2018	16.95	GOBI Library Solutions EBSCO	Books-SEK grant	IV
		Total Amt for Check 137994:	32.57			
11 6250 6 6830 000	137995	06/12/2018	225.00	Great Western Dining		IV
		Total Amt for Check 137995:	225.00			
11 6500 5 5920 000	137996	06/12/2018	8.20	Hartford Financial Services	Workers Comp	IV
		Total Amt for Check 137996:	8.20			
11 1152 7 7070 000	137997	06/12/2018	154.93	Hinman Subway, Inc	Subs and cookies	IV
		Total Amt for Check 137997:	154.93			

Expense Check Register

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 7000 6 6720 000	137998	06/12/2018	41.60	IIX-Insurance Information Exchang	IIX - Motor Vehicle Reports & access fee	IV
	Total Amt for Check 137998:		41.60			
11 6100 6 6040 000	137999	06/12/2018	13.60	Brian L Inbody	Chanute to erie 6/7/18	IV
11 6100 6 6040 000	137999	06/12/2018	23.80	Brian L Inbody	Chanute to Iola 6/7/18	IV
	Total Amt for Check 137999:		37.40			
11 4200 6 6290 000	138000	06/12/2018	1,067.84	Crickett L Johnston	Nursing SU18	IV
	Total Amt for Check 138000:		1,067.84			
13 1315 6 6010 000	138001	06/12/2018	69.12	Steven A Lamer	waverly to chanute 5/17/18	IV
	Total Amt for Check 138001:		69.12			
11 1152 6 6130 000	138002	06/12/2018	50.00	Lawrence Journal World	memorial day page sponsor	IV
11 6250 6 6030 000	138002	06/12/2018	395.00	Lawrence Journal World	Job Fair May 1 Lawrence	IV
	Total Amt for Check 138002:		445.00			
13 1315 6 6010 000	138003	06/12/2018	35.62	Heather R Lyden	chanute to Fort Scott 5/16/18	IV
13 1315 6 6010 000	138003	06/12/2018	51.00	Heather R Lyden	chanute to Ottawa 5/24/18	IV
	Total Amt for Check 138003:		86.62			
11 6400 7 7080 000	138004	06/12/2018	12.27	MB2 Sports	Shipping	IV
11 6400 7 7080 000	138004	06/12/2018	180.00	MB2 Sports	Shirts	IV
	Total Amt for Check 138004:		192.27			
11 6401 7 7010 000	138005	06/12/2018	18.70	Midwest Office (used to be Service	BSN 65648 desk stapler	IV
11 6401 7 7010 000	138005	06/12/2018	18.96	Midwest Office (used to be Service	BSN 65646 ergo upright stapler	IV
	Total Amt for Check 138005:		37.66			
11 6501 6 6110 000	138006	06/12/2018	828.00	NCCC Foundation	Postage for summer mailings	IV
11 6100 6 6830 000	138006	06/12/2018	500.00	NCCC Foundation	Shrimp Boil Foundation Sponsorship-2018	IV
	Total Amt for Check 138006:		1,328.00			
11 6400 8 8560 000	138007	06/12/2018	92.06	Network Craze Technolgies Inc.	freight	IV
11 6400 8 8560 000	138007	06/12/2018	1,100.00	Network Craze Technolgies Inc.	Cisco 3560G-24PS-S	IV
	Total Amt for Check 138007:		1,192.06			
32 3240 6 6010 000	138008	06/12/2018	104.86	Michaele Nunn	Lawrence to garnett 4/30/18	IV
	Total Amt for Check 138008:		104.86			
17 9300 6 6650 000	138009	06/12/2018	1,500.00	Paymetric, Inc.	Paymetric - Suscription Fees	IV
	Total Amt for Check 138009:		1,500.00			

Expense Check Register

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
17 9300 7 7410 000	138010	06/12/2018	39.14	Pearson Education	Shipping fee	IV
17 9300 7 7410 000	138010	06/12/2018	609.30	Pearson Education	Textbooks - Pharmacology	IV
17 9300 7 7410 000	138010	06/12/2018	30.35	Pearson Education	Shipping fee	IV
17 9300 7 7410 000	138010	06/12/2018	11,590.00	Pearson Education	Textbooks - MNL/Digital	IV
		Total Amt for Check 138010:	12,268.79			
17 9352 7 7430 000	138011	06/12/2018	232.25	Pepsi Beverages Company-IL	For resale in bookstore	IV
		Total Amt for Check 138011:	232.25			
11 7002 6 6710 000	138012	06/12/2018	325.00	Performance Electric	PerformanceElec - Service of EMG lights	IV
		Total Amt for Check 138012:	325.00			
11 7000 6 6720 000	138013	06/12/2018	2,134.99	Phillips 66 Co/ SYNCB	Phillips 66 - Fuel for fleet (May, 2018)	IV
		Total Amt for Check 138013:	2,134.99			
13 1315 6 6010 000	138014	06/12/2018	66.66	Veronica C Polak	Pitt to Chanute 5/17/18	IV
		Total Amt for Check 138014:	66.66			
17 9300 7 7430 000	138015	06/12/2018	55.90	PrairieFire Coffee Roasters	Chanute Bookstore Coffee Bar - Tea	IV
11 5102 7 7073 000	138015	06/12/2018	79.80	PrairieFire Coffee Roasters	Ottawa Coffee Bar - Hot Chocolate	IV
11 5102 7 7073 000	138015	06/12/2018	39.90	PrairieFire Coffee Roasters	Ottawa Coffee Bar - Hot Chocolate	IV
11 5102 7 7072 000	138015	06/12/2018	39.90	PrairieFire Coffee Roasters	Ottawa Coffee Bar - Cappuccino	IV
11 5102 7 7072 000	138015	06/12/2018	199.50	PrairieFire Coffee Roasters	Ottawa Coffee Bar - Cappuccino	IV
11 5102 7 7071 000	138015	06/12/2018	4.00	PrairieFire Coffee Roasters	Transportation fee	IV
11 5102 7 7071 000	138015	06/12/2018	4.00	PrairieFire Coffee Roasters	Transportation fee	IV
11 5102 7 7071 000	138015	06/12/2018	179.50	PrairieFire Coffee Roasters	Ottawa Coffee Bar - coffee	IV
11 5102 7 7071 000	138015	06/12/2018	107.70	PrairieFire Coffee Roasters	Ottawa Coffee Bar - coffee	IV
11 5101 7 7072 000	138015	06/12/2018	79.80	PrairieFire Coffee Roasters	Chanute Bookstore Coffee Bar -Cappuccino	IV
11 5101 7 7071 000	138015	06/12/2018	71.80	PrairieFire Coffee Roasters	Chanute Bookstore Coffee Bar - Coffee	IV
11 5101 7 7071 000	138015	06/12/2018	35.90	PrairieFire Coffee Roasters	Chanute Coffee Bar - coffee	IV
11 5100 7 7073 000	138015	06/12/2018	42.90	PrairieFire Coffee Roasters	CLC Coffee Bar - Hot Chocolate	IV
11 5100 7 7072 000	138015	06/12/2018	119.70	PrairieFire Coffee Roasters	CLC Coffee Bar - Cappuccino	IV
		Total Amt for Check 138015:	1,060.30			
16 9500 8 8250 000	138016	06/12/2018	2,950.00	Raida Construction	Raida-Labor&material4sidewalkbyfreezer	IV
		Total Amt for Check 138016:	2,950.00			

Neosho County Community College
Expense Check Register

Subsid: AP

Check #:	Check Dte:	Check Amt:	Payee:	Description:	
12 1215 6 6120 000	138017	06/12/2018	108.00	Ravin Printing	Nancy Carpenter-Melissa Lawrence IV
	Total Amt for Check 138017:	108.00			
11 4200 7 7190 000	138018	06/12/2018	39.39	Sarah R Robb	Sarah, Karin, Amy- Dinner @ JAM conf. IV
	Total Amt for Check 138018:	39.39			
16 9500 8 8250 000	138019	06/12/2018	845.84	Robertson Masonry, LLC	RobertsonMasonry-Steel & masonry (frzr) IV
	Total Amt for Check 138019:	845.84			
32 3421 6 6020 000	138020	06/12/2018	826.00	Screenwork, LLC	Shirts for safety for cultural trips IV
	Total Amt for Check 138020:	826.00			
11 6400 6 6650 000	138021	06/12/2018	3,051.60	SHI	KnowBe4 Compliance Manager IV
	Total Amt for Check 138021:	3,051.60			
16 9500 8 8250 000	138022	06/12/2018	319.45	Travis J Solander	Home Depot - Endcap kits, splash kit IV
	Total Amt for Check 138022:	319.45			
11 6200 6 6010 000	138023	06/12/2018	115.60	Melissa B Stephens	Erie to ottawa 5/29/18 IV
	Total Amt for Check 138023:	115.60			
32 3223 7 7190 000	138024	06/12/2018	4.00	Sundowner Trophies	Graduation Medals IV
	Total Amt for Check 138024:	4.00			
11 7002 7 7030 000	138025	06/12/2018	394.00	Supplyworks	Supplyworks - Custodial supplies (OTT) IV
11 7002 7 7030 000	138025	06/12/2018	23.10	Supplyworks	Supplyworks - Custodial supplies (OTT) IV
11 7002 7 7030 000	138025	06/12/2018	18.05	Supplyworks	Supplyworks - Custodial supplies (OTT) IV
	Total Amt for Check 138025:	435.15			
12 1241 7 7000 000	138026	06/12/2018	16.61	Thompson Brothers	Nozzle IV
	Total Amt for Check 138026:	16.61			
17 9300 7 7410 000	138027	06/12/2018	12.45	United Parcel Service	Service charge IV
17 9300 7 7410 000	138027	06/12/2018	14.20	United Parcel Service	Distribution Center IV
11 5505 6 6110 000	138027	06/12/2018	25.21	United Parcel Service	Hutch CC IV
11 6200 6 6110 000	138027	06/12/2018	44.17	United Parcel Service	Commerce Bank IV
	Total Amt for Check 138027:	96.03			
11 4200 6 6290 000	138028	06/12/2018	1,590.94	Cheryl Smith VanHemert	Nursing SU18 IV
	Total Amt for Check 138028:	1,590.94			
11 7000 6 6720 000	138029	06/12/2018	80.06	Verizon Wireless	May 18 Neosho Wifi IV
	Total Amt for Check 138029:	80.06			

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
32 3421 7 7190 000	138030	06/12/2018	10.33	Patricia Nicci Wiltse	Redbox	IV
		Total Amt for Check 138030:	10.33			
Total # for AP:	344	Total Amt for AP:	1,065,814.49			
Report Total #:	344	Report Total Amt:	1,065,814.49			

Neosho Community College

June 2018

ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-1116-6-6630-000	Consultants	0.00	0.00	0.00	0.00	0.00	0.00	
11-1116-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
11-1116-6-6820-000	Dues/Memberships	0.00	0.00	0.00	0.00	0.00	0.00	
11-1116-7-7000-000	Instructional Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-1116-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-1116-7-7040-000	Books	0.00	0.00	0.00	0.00	0.00	0.00	
11-1116-7-7070-000	Food	0.00	0.00	0.00	0.00	0.00	0.00	
11-1116-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
11-1116-7-7290-000	Stipend/Fees Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	
11-1116-8-8500-000	Equipment and Furniture	0.00	0.00	0.00	0.00	0.00	0.00	
11-1116-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Cave Total	2,288.00	0.00	352.00	2,482.90	2,834.90	-546.90	124%
11-1117-5-5150-000	Support Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-1117-5-5150-308	Director CLC-Kettler	0.00	0.00	0.00	0.00	0.00	0.00	
11-1117-5-5150-408	Coordinator Developmental Lab-Vanatta	44,221.00	0.00	7,370.16	36,850.84	44,221.00	0.00	100%
11-1117-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-1117-5-5200-613	Developmental English-McDonald	51,477.00	0.00	8,579.50	38,607.76	47,187.26	4,289.74	92%
11-1117-5-5200-614	Developmental Math-Drybread	46,705.00	0.00	7,784.16	35,028.76	42,812.92	3,892.08	92%
11-1117-5-5200-618	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-1117-5-5210-000	Faculty Salary (PT)	23,000.00	0.00	0.00	10,593.50	10,593.50	12,406.50	46%
11-1117-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-1117-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-1117-6-6010-000	Travel	100.00	0.00	0.00	0.00	0.00	100.00	0%
11-1117-6-6040-000	Vehicle Mileage	100.00	0.00	0.00	0.00	0.00	100.00	0%
11-1117-6-6110-000	Postage	25.00	0.00	0.00	0.00	0.00	25.00	0%
11-1117-6-6260-000	Conference	400.00	0.00	0.00	0.00	0.00	400.00	0%
11-1117-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-1117-6-6430-000	Copier Lease/Rental	1,500.00	0.00	0.00	1,198.76	1,198.76	301.24	80%
11-1117-6-6480-000	Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00	
11-1117-6-6630-000	Consultants	0.00	0.00	0.00	0.00	0.00	0.00	
11-1117-6-6650-000	Contract Services	6,000.00	0.00	0.00	1,850.00	1,850.00	4,150.00	31%

Neosho Community College

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-1118-7-7100-000	Small Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-1118-7-7140-000	Production	12,330.00	0.00	511.66	7,026.69	7,538.35	4,791.65	61%
11-1118-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
11-1118-8-8500-000	Equipment	426.00	0.00	0.00	392.91	392.91	33.09	92%
	Drama Total	68,524.00	0.00	8,259.00	45,615.76	53,874.76	14,649.24	79%
11-1119-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-1119-5-5200-627	Music-Murray	38,617.00	0.00	6,436.16	28,962.76	35,398.92	3,218.08	92%
11-1119-5-5220-000	Faculty Salary (Overload)	2,000.00	0.00	0.00	1,750.00	1,750.00	250.00	88%
11-1119-5-5520-000	Maintenance Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-1119-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-1119-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-1119-6-6010-000	Travel	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0%
11-1119-6-6020-000	Team/Student Travel	0.00	0.00	0.00	0.00	0.00	0.00	
11-1119-6-6030-000	Recruiting	0.00	0.00	0.00	0.00	0.00	0.00	
11-1119-6-6040-000	Vehicle Mileage	500.00	0.00	0.00	123.00	123.00	377.00	25%
11-1119-6-6110-000	Postage	25.00	0.00	0.00	5.17	5.17	19.83	21%
11-1119-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
11-1119-6-6270-000	Entry Fee	0.00	0.00	0.00	0.00	0.00	0.00	
11-1119-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-1119-6-6430-000	Copier Lease/Rental	400.00	0.00	0.00	571.93	571.93	-171.93	143%
11-1119-6-6480-000	Equipment Repair	142.00	0.00	0.00	141.10	141.10	0.90	99%
11-1119-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
11-1119-6-6820-000	Dues/Memberships	0.00	0.00	0.00	0.00	0.00	0.00	
11-1119-7-7000-000	Instructional Supplies	1,420.00	283.74	0.00	1,473.91	1,473.91	-53.91	104%
11-1119-7-7010-000	Office Supplies	191.00	0.00	0.00	299.57	299.57	-108.57	157%
11-1119-7-7070-000	Food	750.00	400.00	0.00	775.00	775.00	-25.00	103%
11-1119-7-7080-000	Apparel	0.00	0.00	0.00	0.00	0.00	0.00	
11-1119-7-7100-000	Small Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-1119-7-7140-000	Production	0.00	0.00	0.00	0.00	0.00	0.00	
11-1119-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
11-1119-8-8500-000	Equipment	0.00	0.00	0.00	1,000.00	1,000.00	-1,000.00	

Neosho Community College

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-1122-6-6020-000	Team/Student Travel	155.68	0.00	0.00	0.00	0.00	155.68	0%
11-1122-6-6040-000	Vehicle Mileage	144.32	0.00	0.00	144.32	144.32	0.00	100%
11-1122-6-6110-000	Postage	7.20	0.00	0.00	7.20	7.20	0.00	100%
11-1122-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
11-1122-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-1122-6-6430-000	Copier Lease/Rental	1,384.12	0.00	0.00	778.32	778.32	605.80	56%
11-1122-6-6480-000	Equipment Repair	600.00	0.00	0.00	600.00	600.00	0.00	100%
11-1122-7-7000-000	Instructional Supplies	6,593.14	249.00	0.00	5,302.14	5,302.14	1,291.00	80%
11-1122-7-7001-000	Instructional Supp Critter Wall	581.19	0.00	0.00	581.19	581.19	0.00	100%
11-1122-7-7010-000	Office Supplies	105.00	0.00	0.00	99.29	99.29	5.71	95%
11-1122-7-7100-000	Small Equipment	1,540.00	0.00	0.00	1,540.00	1,540.00	0.00	100%
11-1122-7-7190-000	Other	547.80	0.00	0.00	537.47	537.47	10.33	98%
11-1122-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-1122-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Science (Biological) Total	141,940.45	249.00	21,713.66	107,301.44	129,015.10	12,925.35	91%
11-1123-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-1123-5-5200-641	Physical Science-Kapkia	27,950.00	0.00	4,658.24	20,962.08	25,620.32	2,329.68	92%
11-1123-5-5210-000	Faculty Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-1123-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-1123-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-1123-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
11-1123-6-6020-000	Team/Student Travel	100.00	0.00	0.00	0.00	0.00	100.00	0%
11-1123-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
11-1123-6-6110-000	Postage	5.00	0.00	0.00	0.00	0.00	5.00	0%
11-1123-6-6130-000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	
11-1123-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
11-1123-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-1123-6-6430-000	Copier Lease/Rental	450.00	0.00	0.00	331.64	331.64	118.36	74%
11-1123-6-6480-000	Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00	
11-1123-7-7000-000	Instructional Supplies	476.55	0.00	0.00	445.95	445.95	30.60	94%
11-1123-7-7010-000	Office Supplies	95.00	0.00	0.00	24.50	24.50	70.50	26%

Neosho Community College

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-1152-5-5150-424	Bookstore Coordinator-Ottawa-Howell	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5150-427	Assist Dir Admissions-Ottawa-Mader	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5150-437	Coordniator TLC-Brown	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5150-439	Financial Aid/Ott-Daisy	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5200-000	Faculty Salary-Ott Psyc and English	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5200-604	Biol Science-Campbell	44,598.00	0.00	7,433.00	33,448.50	40,881.50	3,716.50	92%
11-1152-5-5200-605	Biol Science-Pittman	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5200-609	Business-Watkins	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5200-616	English-Gulley	40,982.00	0.00	6,830.34	30,736.49	37,566.83	3,415.17	92%
11-1152-5-5200-620	Humanities-Blackwell	28,712.00	0.00	4,785.28	21,533.69	26,318.97	2,393.03	92%
11-1152-5-5200-623	Math/Computer Science-Stanley	28,630.00	0.00	4,771.62	21,472.34	26,243.96	2,386.04	92%
11-1152-5-5200-656	Faculty Salary-Sociology Eldridge	51,681.00	0.00	4,306.75	38,760.75	43,067.50	8,613.50	83%
11-1152-5-5200-662	Faculty Salary-Row	37,246.00	0.00	6,207.66	27,934.51	34,142.17	3,103.83	92%
11-1152-5-5200-663	Psychology-MS 8	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5210-000	Faculty Salary (PT)	215,000.00	0.00	12,160.00	105,898.99	118,058.99	96,941.01	55%
11-1152-5-5220-000	Faculty Salary (Overload)	37,800.00	0.00	801.56	10,573.45	11,375.01	26,424.99	30%
11-1152-5-5230-000	Custom Training	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5240-000	Faculty Salary (Tutoring)	0.00	0.00	0.00	184.50	184.50	-184.50	
11-1152-5-5300-000	Clerical Salary-Ott	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5300-512	Assistant Registrar/Ott-Dix	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5300-513	Bookstore Clerk/Ott-Baker	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5300-515	Cashier/Ott-Benton	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5300-521	Financial Aid Specialist/Ott-Beddo	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5300-530	Receptionist/Switchboard/Ott-Parriott	24,690.00	0.00	3,798.40	20,098.06	23,896.46	793.54	97%
11-1152-5-5300-531	Tech Services Technician/Ott-Shumway	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5300-549	Admin Assist Comm Based Job Train 1/2-	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5300-552	Financial Aid Assist 1/2/Ott-Lebahn	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5310-000	Clerical Salary (PT) TLC Staff	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5310-558	TLC Assist Ottawa (PT)_Sudja	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5310-559	TLC Assist Ottawa (PT)-Tormala	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5320-000	Clerical Salary (OT)	2,000.00	0.00	0.00	284.96	284.96	1,715.04	14%
11-1152-5-5400-000	Student Salary	2,000.00	0.00	0.00	1,551.50	1,551.50	448.50	78%

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11-1152-6-6710-000	Maintenance & Repair of Building	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-6-6820-000	Dues/Memberships	2,932.00	20.00	14.70	2,944.89	2,959.59	-27.59	101%
11-1152-6-6830-000	Administrative Allowance	400.00	0.00	30.00	33.86	63.86	336.14	16%
11-1152-7-7000-000	Instructional Supplies	2,500.00	129.95	129.95	1,930.23	2,060.18	439.82	82%
11-1152-7-7010-000	Office Supplies	2,000.00	68.15	62.94	1,298.39	1,361.33	638.67	68%
11-1152-7-7030-000	Maintenance & Janitorial Supplies	100.00	0.00	0.00	7.72	7.72	92.28	8%
11-1152-7-7070-000	Food	2,550.00	15.00	395.38	1,116.10	1,511.48	1,038.52	59%
11-1152-7-7100-000	Small Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-7-7190-000	Other	300.00	0.00	0.00	184.23	184.23	115.77	61%
11-1152-7-7610-000	Principle Payment	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-7-7620-000	Interest Payment	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-8-8100-000	Land Acquisition	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-8-8150-000	Land Improvements	0.00	0.00	0.00	17,253.07	17,253.07	-17,253.07	
11-1152-8-8250-000	Facility Improvements	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-8-8500-000	Equipment	1,500.00	0.00	0.00	1,676.15	1,676.15	-176.15	112%
11-1152-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-8-8520-000	Equipment Reserve	0.00	0.00	0.00	0.00	0.00	0.00	
	Outreach - Ottawa Total	1,000,356.00	1,126.48	54,321.37	802,955.88	857,277.25	143,078.75	86%
11-1153-5-5150-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
11-1153-5-5150-332	Dean Online&Ottawa-Gardner	73,140.00	0.00	12,261.25	60,950.00	73,211.25	-71.25	100%
11-1153-5-5150-449	Instructional Designer-Catterson	0.00	0.00	0.00	0.00	0.00	0.00	
11-1153-5-5200-623	Faculty Salary-Gardner	0.00	0.00	0.00	0.00	0.00	0.00	
11-1153-5-5210-000	Faculty Salary (PT) (bonus)	30,115.00	0.00	2,260.21	21,284.91	23,545.12	6,569.88	78%
11-1153-5-5220-000	Faculty Salary (Overload) (bonus)	37,810.00	0.00	3,060.58	18,887.18	21,947.76	15,862.24	58%
11-1153-5-5300-531	Clerical Salary-Woolman	28,013.00	0.00	4,310.40	22,494.90	26,805.30	1,207.70	96%
11-1153-5-5320-000	Clerical Salary (OT)	0.00	0.00	0.00	252.63	252.63	-252.63	
11-1153-5-5400-000	Student Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-1153-5-5950-000	Fringe Benefits	1,200.00	0.00	200.00	1,000.00	1,200.00	0.00	100%
11-1153-6-6010-000	Travel	3,770.00	0.00	0.00	0.00	0.00	3,770.00	0%
11-1153-6-6040-000	Vehicle Mileage	400.20	0.00	0.00	205.97	205.97	194.23	51%
11-1153-6-6110-000	Postage	100.00	0.00	0.00	9.75	9.75	90.25	10%

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11-1153-6-6120-000	Printing	325.00	0.00	0.00	0.00	0.00	325.00	0%
11-1153-6-6260-000	Conference	875.00	0.00	0.00	0.00	0.00	875.00	0%
11-1153-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-1153-6-6410-000	Lease/Rental Maintenance JICS	0.00	0.00	0.00	0.00	0.00	0.00	
11-1153-6-6430-000	Copier Lease/Rental	1,000.00	0.00	0.00	376.61	376.61	623.39	38%
11-1153-6-6650-000	Contract Services	109,008.00	0.00	0.00	100,720.87	100,720.87	8,287.13	92%
11-1153-6-6820-000	Dues/Memberships	50.00	0.00	0.00	0.00	0.00	50.00	0%
11-1153-6-6830-000	Administrative Allowance	1,000.00	0.00	53.71	10.00	63.71	936.29	6%
11-1153-7-7000-000	Instructional Supplies	200.00	0.00	0.00	0.00	0.00	200.00	0%
11-1153-7-7010-000	Office Supplies	500.00	0.00	0.00	0.00	0.00	500.00	0%
11-1153-7-7190-000	Other	1,050.00	0.00	24.45	41.76	66.21	983.79	6%
11-1153-8-8500-000	Equipment	1,600.00	0.00	0.00	1,592.20	1,592.20	7.80	100%
11-1153-8-8510-000	Software	297.13	0.00	0.00	59.40	59.40	237.73	20%
	On-line Campus Total	290,453.33	0.00	22,170.60	227,886.18	250,056.78	40,396.55	86%
11-1154-5-5150-000	TRIO Grant Writer-Munsell	9,228.00	0.00	1,538.04	7,690.23	9,228.27	-0.27	100%
11-1154-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-1154-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
11-1154-6-6110-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	
11-1154-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-1154-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
11-1154-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
	Student Support Services Total	9,228.00	0.00	1,538.04	7,690.23	9,228.27	-0.27	100%
11-1155-5-5150-000	TRIO Grant Writer-Munsell	9,228.00	0.00	1,538.04	7,690.23	9,228.27	-0.27	100%
11-1155-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-1155-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
11-1155-6-6110-000	Postage	0.00	0.00	0.00	1.58	1.58	-1.58	
11-1155-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-1155-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
11-1155-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
	Upward Bound Total	9,228.00	0.00	1,538.04	7,691.81	9,229.85	-1.85	100%

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11-1161-6-6430-000	Copier Lease/Rental	95.00	0.00	0.00	0.00	0.00	95.00	0%
11-1161-7-7190-000	Other	95.00	0.00	0.00	0.00	0.00	95.00	0%
	Faculty Senate Total	190.00	0.00	0.00	0.00	0.00	190.00	0%
11-1162-6-6110-000	Postage	10.00	0.00	0.00	0.47	0.47	9.53	5%
11-1162-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
11-1162-6-6320-000	Telephone	10.00	0.00	0.00	0.00	0.00	10.00	0%
11-1162-6-6430-000	Copier Lease/Rental	1,600.00	0.00	0.00	1,579.42	1,579.42	20.58	99%
11-1162-6-6650-000	Contract Services	800.00	0.00	0.00	0.00	0.00	800.00	0%
11-1162-7-7000-000	Instructional Supplies	8,574.00	1,026.95	19.22	7,844.16	7,863.38	710.62	92%
11-1162-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-1162-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
11-1162-8-8500-000	Equipment	75.00	0.00	0.00	0.00	0.00	75.00	0%
	Outreach - Ottawa Science Total	11,069.00	1,026.95	19.22	9,424.05	9,443.27	1,625.73	85%
11-3100-5-5150-000	Support Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-3100-5-5150-411	Coordinator Lifetime Learning-Robb	0.00	0.00	0.00	0.00	0.00	0.00	
11-3100-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-3100-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-3100-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
11-3100-6-6040-000	Vehicle Mileage	258.00	0.00	0.00	0.00	0.00	258.00	0%
11-3100-6-6110-000	Postage	500.00	0.00	0.00	349.40	349.40	150.60	70%
11-3100-6-6120-000	Printing	456.00	0.00	0.00	456.00	456.00	0.00	100%
11-3100-6-6130-000	Advertising	332.70	0.00	0.00	0.00	0.00	332.70	0%
11-3100-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
11-3100-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-3100-6-6430-000	Copier Lease/Rental	742.00	0.00	0.00	204.12	204.12	537.88	28%
11-3100-7-7000-000	Instructional Supplies	6,714.00	310.00	0.00	7,858.78	7,858.78	-1,144.78	117%
11-3100-7-7010-000	Office Supplies	16.30	0.00	0.00	16.30	16.30	0.00	100%
11-3100-7-7070-000	Food	131.00	0.00	0.00	40.60	40.60	90.40	31%
	Cont. Lifetime Learning Total	9,150.00	310.00	0.00	8,925.20	8,925.20	224.80	98%

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11-3200-7-7190-000	DOROT Grant Other	0.00	0.00	0.00	0.00	0.00	0.00	
	RSVP Grant Total	0.00	0.00	0.00	0.00	0.00	0.00	
11-4100-5-5150-000	Support Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-4100-5-5150-312	Director Library Services-Knispel	54,101.00	0.00	9,016.84	45,084.16	54,101.00	0.00	100%
11-4100-5-5300-000	Clerical Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-4100-5-5300-523	Library Assistant-Clinesmith	11,700.00	0.00	1,800.00	9,541.58	11,341.58	358.42	97%
11-4100-5-5300-528	Library Clerk-Kimberlin	11,180.00	0.00	1,720.00	8,548.75	10,268.75	911.25	92%
11-4100-5-5310-000	Clerical Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-4100-5-5310-524	Library Clerk-Kuzen-Stephens	11,180.00	0.00	1,720.00	9,212.02	10,932.02	247.98	98%
11-4100-5-5310-528	Library Clerk-	0.00	0.00	0.00	0.00	0.00	0.00	
11-4100-5-5320-000	Clerical Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-4100-5-5400-000	Student Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-4100-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-4100-5-5910-523	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-4100-5-5910-524	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-4100-5-5910-528	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-4100-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-4100-6-6010-000	Travel	500.00	0.00	0.00	362.31	362.31	137.69	72%
11-4100-6-6040-000	Vehicle Mileage	700.00	0.00	0.00	304.94	304.94	395.06	44%
11-4100-6-6110-000	Postage	60.00	0.00	0.00	31.01	31.01	28.99	52%
11-4100-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
11-4100-6-6260-000	Conference	400.00	0.00	149.98	400.00	549.98	-149.98	137%
11-4100-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-4100-6-6410-000	Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
11-4100-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	9.07	9.07	-9.07	
11-4100-6-6480-000	Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00	
11-4100-6-6650-000	Contract Services	35,600.94	8,560.46	0.00	32,673.06	32,673.06	2,927.88	92%
11-4100-6-6820-000	Dues/Memberships	200.00	0.00	0.00	102.00	102.00	98.00	51%
11-4100-7-7000-000	Instructional Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-4100-7-7010-000	Office Supplies	800.00	0.00	0.00	519.10	519.10	280.90	65%
11-4100-7-7040-000	Books	3,600.00	648.79	548.53	2,579.23	3,127.76	472.24	87%

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11-4100-7-7050-000	Periodicals	2,899.06	0.00	0.00	2,899.06	2,899.06	0.00	100%
11-4100-7-7060-000	Audio/Visual Aids - DVDs	200.00	0.00	0.00	120.02	120.02	79.98	60%
11-4100-7-7070-000	Food	200.00	0.00	0.00	0.00	0.00	200.00	0%
11-4100-7-7100-000	Small Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-4100-7-7160-000	Books-Ottawa	156.00	21.96	0.00	113.23	113.23	42.77	73%
11-4100-7-7170-000	Periodicals - Ottawa	1,464.00	0.00	0.00	1,464.00	1,464.00	0.00	100%
11-4100-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
11-4100-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-4100-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-4100-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Library Total	134,941.00	9,231.21	14,955.35	113,963.54	128,918.89	6,022.11	96%
11-4200-5-5120-000	Vice President/Dean's Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-4200-5-5120-103	Vice-President Student Learning-Robb	80,256.00	0.00	13,376.00	66,880.00	80,256.00	0.00	100%
11-4200-5-5150-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
11-4200-5-5170-000	Chair Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-4200-5-5170-608	Chair Applied Science-Jones	0.00	0.00	0.00	0.00	0.00	0.00	
11-4200-5-5170-610	Chair Salary-Harris	0.00	0.00	0.00	0.00	0.00	0.00	
11-4200-5-5170-620	Chair Salary-Blackwell	32,211.00	0.00	5,368.60	24,158.83	29,527.43	2,683.57	92%
11-4200-5-5170-627	Chair Salary-D Smith	0.00	0.00	0.00	0.00	0.00	0.00	
11-4200-5-5170-641	Chair Salary-Kapkiai	31,449.00	0.00	5,241.56	23,587.10	28,828.66	2,620.34	92%
11-4200-5-5210-000	Faculty Salary (PT)	180,000.00	0.00	12,775.00	147,848.15	160,623.15	19,376.85	89%
11-4200-5-5220-000	Faculty Salary (Overload)	180,000.00	0.00	23,607.84	173,205.98	196,813.82	-16,813.82	109%
11-4200-5-5300-000	Clerical Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-4200-5-5300-506	Admin Assist VP Stud Learning-	24,544.00	0.00	5,180.80	26,252.17	31,432.97	-6,888.97	128%
11-4200-5-5320-000	Clerical Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-4200-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-4200-5-5910-506	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-4200-5-5950-000	Fringe Benefits	1,200.00	0.00	200.00	1,000.00	1,200.00	0.00	100%
11-4200-6-6010-000	Travel	3,767.24	0.00	0.00	2,558.92	2,558.92	1,208.32	68%
11-4200-6-6040-000	Vehicle Mileage	3,000.00	0.00	0.00	347.72	347.72	2,652.28	12%
11-4200-6-6110-000	Postage	250.00	0.00	0.00	133.73	133.73	116.27	53%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-4200-6-6120-000	Printing	1,200.00	0.00	0.00	440.00	440.00	760.00	37%
11-4200-6-6130-000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	
11-4200-6-6260-000	Conference	3,600.00	0.00	149.98	692.02	842.00	2,758.00	23%
11-4200-6-6290-000	Faculty/Staff Development	43,232.76	0.00	0.00	39,695.22	39,695.22	3,537.54	92%
11-4200-6-6293-000	Adjunct Faculty Development	10,000.00	0.00	0.00	1,597.57	1,597.57	8,402.43	16%
11-4200-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-4200-6-6430-000	Copier Lease/Rental	750.00	0.00	0.00	681.03	681.03	68.97	91%
11-4200-6-6480-000	Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00	
11-4200-6-6630-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
11-4200-6-6650-000	In Service Speakers	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0%
11-4200-6-6820-000	Dues/Memberships	8,380.00	0.00	1,020.00	7,360.00	8,380.00	0.00	100%
11-4200-6-6830-000	Administrative Allowance	1,500.00	0.00	0.00	881.30	881.30	618.70	59%
11-4200-7-7000-000	Instructional Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-4200-7-7010-000	Office Supplies	500.00	0.00	0.00	75.89	75.89	424.11	15%
11-4200-7-7070-000	Food	6,500.00	90.00	244.90	3,052.24	3,297.14	3,202.86	51%
11-4200-7-7100-000	Small Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-4200-7-7190-000	Other	25,721.00	0.00	5,948.08	18,473.76	24,421.84	1,299.16	95%
11-4200-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-4200-8-8500-000	Equipment	499.00	0.00	0.00	463.00	463.00	36.00	93%
11-4200-8-8510-000	Software	6,668.00	0.00	1,588.40	1,226.40	2,814.80	3,853.20	42%
	Academic Administration Total	648,228.00	90.00	74,701.16	540,611.03	615,312.19	32,915.81	95%
11-4302-5-5150-437	Coordinator TLC-Ottawa-Bures	36,617.00	0.00	6,436.16	31,627.75	38,063.91	-1,446.91	104%
11-4302-5-5150-452	TLC Assistant/Tech Svcs-Ott-	0.00	0.00	0.00	0.00	0.00	0.00	
11-4302-5-5150-467	TLC-Ottawa-S Sudja	23,480.00	0.00	3,982.34	19,773.43	23,755.77	-275.77	101%
11-4302-5-5240-000	Faculty Salary (Tutoring)	3,200.00	0.00	0.00	570.00	570.00	2,630.00	18%
11-4302-5-5310-558	TLC Assist-Ottawa-Sudja	0.00	0.00	0.00	0.00	0.00	0.00	
11-4302-5-5310-563	TLC PT Ott-Westerhaus	0.00	0.00	0.00	0.00	0.00	0.00	
11-4302-5-5400-000	Student Salary	12,480.00	0.00	0.00	3,611.20	3,611.20	8,868.80	29%
11-4302-6-6010-000	Travel	75.00	0.00	0.00	0.00	0.00	75.00	0%
11-4302-6-6040-000	Vehicle Mileage	165.00	0.00	0.00	153.34	153.34	11.66	93%
11-4302-6-6110-000	Postage	5.00	0.00	0.00	1.61	1.61	3.39	32%

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11-5000-5-5400-000	Student Salary	4,000.00	0.00	0.00	2,336.33	2,336.33	1,663.67	58%
11-5000-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5000-5-5950-000	Fringe Benefits	1,200.00	0.00	200.00	1,000.00	1,200.00	0.00	100%
11-5000-6-6010-000	Travel	780.00	0.00	0.00	330.00	330.00	450.00	42%
11-5000-6-6030-000	Recruiting	0.00	0.00	0.00	0.00	0.00	0.00	
11-5000-6-6040-000	Vehicle Mileage	950.00	0.00	0.00	588.36	588.36	361.64	62%
11-5000-6-6110-000	Postage	200.00	0.00	0.00	96.13	96.13	103.87	48%
11-5000-6-6120-000	Printing	200.00	0.00	0.00	0.00	0.00	200.00	0%
11-5000-6-6260-000	Conference	400.00	0.00	0.00	0.00	0.00	400.00	0%
11-5000-6-6320-000	Telephone	100.00	0.00	0.00	0.00	0.00	100.00	0%
11-5000-6-6430-000	Copier Lease/Rental	250.00	0.00	0.00	58.68	58.68	191.32	23%
11-5000-6-6650-000	Contract Services	18,000.00	0.00	30.08	15,719.43	15,749.51	2,250.49	87%
11-5000-6-6820-000	Dues/Memberships	2,695.00	25.00	25.00	508.40	533.40	2,161.60	20%
11-5000-6-6830-000	Administrative Allowance	3,120.00	0.00	463.98	2,730.12	3,194.10	-74.10	102%
11-5000-7-7000-000	Instructional Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-5000-7-7010-000	Office Supplies	381.00	0.00	0.00	340.30	340.30	40.70	89%
11-5000-7-7070-000	Food	1,675.00	0.00	430.05	884.36	1,314.41	360.59	78%
11-5000-7-7080-000	Apparel	0.00	0.00	0.00	0.00	0.00	0.00	
11-5000-7-7100-000	Small Equipment-Laundry Cards	269.00	0.00	0.00	268.19	268.19	0.81	100%
11-5000-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
11-5000-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-5000-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-5000-8-8510-000	Software	5,000.00	0.00	0.00	5,000.00	5,000.00	0.00	100%
	Student Development Total	112,706.00	25.00	15,010.11	92,201.30	107,211.41	5,494.59	95%
11-5050-5-5120-102	Vice President/Dean's Salary-Smith	25,528.00	0.00	4,254.72	21,273.64	25,528.36	-0.36	100%
11-5050-5-5300-540	Clerical Salary-Unrein	2,600.00	0.00	432.00	3,012.80	3,444.80	-844.80	132%
11-5050-6-6010-000	Travel	4,100.00	0.00	0.00	234.77	234.77	3,865.23	6%
11-5050-6-6040-000	Vehicle Mileage	200.00	0.00	0.00	201.96	201.96	-1.96	101%
11-5050-6-6260-000	Conference	5,400.00	0.00	0.00	1,700.00	1,700.00	3,700.00	31%
11-5050-7-7040-000	Books	254.00	0.00	0.00	0.00	0.00	254.00	0%
11-5050-7-7070-000	Food	568.00	0.00	0.00	0.00	0.00	568.00	0%

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11-5200-5-5300-520	Financial Aid Asst Dir-Clements	0.00	0.00	0.00	0.00	0.00	0.00	
11-5200-5-5300-527	Fin Aid Spec (27 hrs)-T Jacobson	17,550.00	0.00	2,700.00	14,226.00	16,926.00	624.00	96%
11-5200-5-5310-000	Clerical Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-5200-5-5320-000	Clerical Salary (OT)	1,098.00	0.00	0.00	0.00	0.00	1,098.00	0%
11-5200-5-5400-000	Student Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-5200-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5200-5-5910-520	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5200-5-5910-527	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5200-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-5200-6-6010-000	Travel	500.00	0.00	0.00	224.64	224.64	275.36	45%
11-5200-6-6040-000	Vehicle Mileage	543.00	0.00	0.00	85.00	85.00	458.00	16%
11-5200-6-6110-000	Postage	1,030.00	0.00	0.00	919.54	919.54	110.46	89%
11-5200-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
11-5200-6-6260-000	Conference	250.00	0.00	0.00	0.00	0.00	250.00	0%
11-5200-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-5200-6-6410-000	Lease/Rental	500.00	42.06	0.00	486.05	486.05	13.95	97%
11-5200-6-6430-000	Copier Lease/Rental	720.00	0.00	0.00	322.99	322.99	397.01	45%
11-5200-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
11-5200-6-6820-000	Dues/Memberships	0.00	0.00	0.00	0.00	0.00	0.00	
11-5200-7-7010-000	Office Supplies	811.78	0.00	0.00	384.32	384.32	427.46	47%
11-5200-7-7100-000	Small Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-5200-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
11-5200-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-5200-8-8500-000	Equipment	223.22	0.00	0.00	131.44	131.44	91.78	59%
11-5200-8-8510-000	Software	600.00	0.00	0.00	595.00	595.00	5.00	99%
	Financial Aid Total	53,814.00	42.06	7,648.00	42,289.98	49,937.98	3,876.02	93%
11-5202-5-5150-439	Financial Aid-Daisy	40,310.00	0.00	6,718.34	33,591.66	40,310.00	0.00	100%
11-5202-5-5160-000	DOL Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-5202-5-5300-552	Financial Aid Assist 27 hrs-Ott-Dix	18,413.00	0.00	0.00	14,158.80	14,158.80	4,254.20	77%
11-5202-5-5320-000	Clerical Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-5202-5-5400-000	Student Salary	413.73	0.00	0.00	413.73	413.73	0.00	100%

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11-5202-6-6010-000	Travel	251.78	0.00	0.00	0.00	0.00	251.78	0%
11-5202-6-6040-000	Vehicle Mileage	214.00	0.00	0.00	52.02	52.02	161.98	24%
11-5202-6-6110-000	Postage	577.15	0.00	0.00	378.83	378.83	198.32	66%
11-5202-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
11-5202-6-6260-000	Conference	250.00	0.00	0.00	375.00	375.00	-125.00	150%
11-5202-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-5202-6-6430-000	Copier Lease/Rental	600.00	0.00	0.00	294.10	294.10	305.90	49%
11-5202-6-6650-000	Contract Services	25,626.00	562.50	0.00	23,102.00	23,102.00	2,524.00	90%
11-5202-6-6820-000	Dues/Memberships	1,699.00	0.00	0.00	1,696.00	1,696.00	3.00	100%
11-5202-7-7010-000	Office Supplies	715.61	0.00	0.00	715.61	715.61	0.00	100%
11-5202-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-5202-8-8500-000	Equipment	181.73	0.00	0.00	181.73	181.73	0.00	100%
	Financial Aid-Ottawa Total	89,252.00	562.50	6,718.34	74,959.48	81,677.82	7,574.18	92%
11-5300-5-5150-000	Support Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-5300-5-5150-305	Director of Admissions-	0.00	0.00	0.00	0.00	0.00	0.00	
11-5300-5-5150-406	Coach Cheer/Dance-Kramer	0.00	0.00	0.00	0.00	0.00	0.00	
11-5300-5-5150-430	Admiss Spec-Winn	23,296.00	0.00	3,882.69	17,240.14	21,122.83	2,173.17	91%
11-5300-5-5160-000	DOL Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-5300-5-5300-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
11-5300-5-5310-000	Clerical Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-5300-5-5310-546	Admin Spec - Tim Jones	0.00	0.00	0.00	0.00	0.00	0.00	
11-5300-5-5320-000	Clerical Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-5300-5-5400-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
11-5300-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5300-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-5300-6-6010-000	Travel	5.00	0.00	0.00	80.25	80.25	-75.25	1605%
11-5300-6-6030-000	Recruiting	11,458.53	406.00	154.45	9,235.38	9,389.83	2,068.70	82%
11-5300-6-6040-000	Vehicle Mileage	1,758.00	0.00	0.00	1,774.07	1,774.07	-16.07	101%
11-5300-6-6110-000	Postage	912.59	0.00	0.00	501.96	501.96	410.63	55%
11-5300-6-6120-000	Printing	500.00	0.00	0.00	0.00	0.00	500.00	0%
11-5300-6-6130-000	Advertising	6,588.00	0.00	0.00	6,527.96	6,527.96	60.04	99%

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11-5310-5-5300-511	Registration Specialist-Maring	23,920.00	0.00	3,680.00	14,380.00	18,060.00	5,860.00	76%
11-5310-5-5300-529	Receptionist/Data Clerk/Cha-R Snyder	24,918.00	0.00	3,833.60	20,146.40	23,980.00	938.00	96%
11-5310-5-5310-000	Clerical Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-5310-5-5320-000	Clerical Salary (OT)	350.00	0.00	0.00	193.72	193.72	156.28	55%
11-5310-5-5400-000	Student Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-5310-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5310-5-5910-511	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5310-5-5910-529	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5310-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-5310-6-6010-000	Travel	350.00	0.00	0.00	136.20	136.20	213.80	39%
11-5310-6-6040-000	Vehicle Mileage	345.00	0.00	0.00	123.07	123.07	221.93	36%
11-5310-6-6110-000	Postage	3,000.00	0.00	0.00	2,564.73	2,564.73	435.27	85%
11-5310-6-6120-000	Printing	1,000.00	0.00	0.00	1,111.50	1,111.50	-111.50	111%
11-5310-6-6260-000	Conference	300.00	0.00	0.00	135.00	135.00	165.00	45%
11-5310-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-5310-6-6410-000	Lease/Rental	300.00	42.03	0.00	485.92	485.92	-185.92	162%
11-5310-6-6430-000	Copier Lease/Rental	800.00	0.00	0.00	423.00	423.00	377.00	53%
11-5310-6-6820-000	Dues/Memberships	3,225.00	0.00	0.00	3,225.00	3,225.00	0.00	100%
11-5310-7-7000-000	Instructional Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-5310-7-7010-000	Office Supplies	750.00	0.00	0.00	707.37	707.37	42.63	94%
11-5310-7-7070-000	Food	0.00	0.00	0.00	0.00	0.00	0.00	
11-5310-7-7100-000	Small Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-5310-7-7180-000	Graduation Expense	13,025.00	0.00	0.00	11,518.33	11,518.33	1,506.67	88%
11-5310-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
11-5310-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-5310-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-5310-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Registrar Total	107,071.00	42.03	13,311.60	84,140.24	97,451.84	9,619.16	91%
11-5312-5-5300-512	Registration Specialist-Ottawa-Parker	23,920.00	0.00	3,680.00	19,025.53	22,705.53	1,214.47	95%
11-5312-5-5320-000	Clerical Salary (OT)	0.00	0.00	0.00	172.50	172.50	-172.50	
11-5312-6-6110-000	Postage	100.00	0.00	0.00	76.37	76.37	23.63	76%

Neosho Community College

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-5312-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
11-5312-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
11-5312-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-5312-6-6410-000	Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
11-5312-6-6430-000	Copier Lease/Rental	250.00	0.00	0.00	236.85	236.85	13.15	95%
11-5312-6-6820-000	Dues/Memberships	0.00	0.00	0.00	0.00	0.00	0.00	
11-5312-7-7010-000	Office Supplies	100.00	0.00	0.00	3.29	3.29	96.71	3%
11-5312-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-5312-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Registrar-Ottawa Total	24,370.00	0.00	3,680.00	19,514.54	23,194.54	1,175.46	95%
11-5350-5-5150-000	Support Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-5350-5-5150-410	Dir of Intl Stu Svcs-Cadwalladar	36,067.00	0.00	6,011.16	30,055.84	36,067.00	0.00	100%
11-5350-5-5200-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
11-5350-5-5300-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
11-5350-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5350-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-5350-6-6010-000	Travel	330.00	0.00	102.92	186.01	288.93	41.07	88%
11-5350-6-6040-000	Vehicle Mileage	2,620.00	0.00	0.00	1,339.13	1,339.13	1,280.87	51%
11-5350-6-6110-000	Postage	220.00	0.00	0.00	13.00	13.00	207.00	6%
11-5350-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
11-5350-6-6260-000	Conference	140.00	0.00	0.00	750.00	750.00	890.00	-536%
11-5350-6-6320-000	Telephone	25.00	0.00	0.00	0.00	0.00	25.00	0%
11-5350-6-6430-000	Copier Lease/Rental	250.00	0.00	0.00	185.98	185.98	64.02	74%
11-5350-6-6820-000	Dues/Memberships	490.00	0.00	0.00	0.00	0.00	490.00	0%
11-5350-7-7000-000	Instructional Supplies	295.00	0.00	0.00	295.00	295.00	0.00	100%
11-5350-7-7010-000	Office Supplies	100.00	0.00	0.00	112.09	112.09	-12.09	112%
11-5350-7-7070-000	Food	50.00	0.00	0.00	48.46	48.46	1.54	97%
11-5350-7-7190-000	Other-Web Marketing Subscription	10,000.00	0.00	0.00	10,000.00	10,000.00	0.00	100%
11-5350-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-5350-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	International Students Total	50,587.00	0.00	6,114.08	41,485.51	47,599.59	2,987.41	94%

Neosho Community College

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-5400-5-5150-000	Assist Coach-White	0.00	0.00	0.00	0.00	0.00	0.00	
11-5400-5-5150-305	Support Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-5400-5-5150-406	Support Salary/Coach Cheer/Dance-Kramer	0.00	0.00	0.00	0.00	0.00	0.00	
11-5400-5-5150-456	Assistant Cheer/Dance FT-	17,340.00	0.00	1,900.00	17,100.00	19,000.00	-1,660.00	110%
11-5400-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-5400-5-5200-659	Head Cheer and Dance-White	26,067.00	0.00	4,344.54	19,550.39	23,894.93	2,172.07	92%
11-5400-5-5210-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
11-5400-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5400-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-5400-6-6010-000	Travel	1,053.00	0.00	0.00	1,053.00	1,053.00	0.00	100%
11-5400-6-6020-000	Team/Student Travel	2,843.21	0.00	133.65	1,759.01	1,892.66	950.55	67%
11-5400-6-6030-000	Recruiting	245.46	0.00	0.00	245.46	245.46	0.00	100%
11-5400-6-6040-000	Vehicle Mileage	252.20	0.00	0.00	1,215.46	1,215.46	-963.26	482%
11-5400-6-6110-000	Postage	141.45	0.00	0.00	163.51	163.51	-22.06	116%
11-5400-6-6260-000	Conference	200.98	0.00	206.79	400.98	607.77	-406.79	302%
11-5400-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-5400-6-6430-000	Copier Lease/Rental	253.39	0.00	0.00	328.96	328.96	-75.57	130%
11-5400-7-7010-000	Office Supplies	116.17	0.00	0.00	116.94	116.94	-0.77	101%
11-5400-7-7070-000	Food	0.00	0.00	0.00	0.00	0.00	0.00	
11-5400-7-7080-000	Apparel	9,427.99	0.00	144.15	9,202.73	9,346.88	81.11	99%
11-5400-7-7190-000	Other	5,744.00	0.00	0.00	5,744.00	5,744.00	0.00	100%
11-5400-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Cheerleading Total	63,684.85	0.00	6,729.13	56,880.44	63,609.57	75.28	100%
11-5505-5-5120-000	Vice President/Dean's Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-5505-5-5150-000	Support Salary - game management	4,000.00	0.00	0.00	3,975.00	3,975.00	25.00	99%
11-5505-5-5150-335	Assistant Athletic Director-Saddler	0.00	0.00	0.00	0.00	0.00	0.00	
11-5505-5-5150-450	Athletic Special Assistant-Saddler	0.00	0.00	0.00	0.00	0.00	0.00	
11-5505-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-5505-5-5200-307	Director Athletics-Saddler	50,500.00	0.00	8,416.66	42,083.34	50,500.00	-0.00	100%
11-5505-5-5200-404	Assistant Director Athletics-Harrison	0.00	0.00	0.00	0.00	0.00	0.00	
11-5505-5-5200-603	Field Maintenance-Murry	5,127.00	0.00	854.50	3,845.25	4,699.75	427.25	92%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-5505-7-7190-000	Other	24,672.24	1,640.00	171.16	11,726.68	11,897.84	12,774.40	48%
11-5505-8-8150-000	Land Improvements	0.00	0.00	0.00	0.00	0.00	0.00	
11-5505-8-8250-000	Facility Improvements	0.00	0.00	0.00	0.00	0.00	0.00	
11-5505-8-8500-000	Equipment	0.00	0.00	0.00	381.48	381.48	-381.48	
11-5505-8-8520-000	Equipment Reserve	0.00	0.00	0.00	0.00	0.00	0.00	
	Athletic Director Total	371,836.24	1,640.00	109,848.87	322,535.65	212,686.78	159,149.46	57%
11-5510-5-5150-000	Assist Coach PT-Jacks	17,276.00	0.00	1,919.56	16,316.22	18,235.78	-959.78	106%
11-5510-5-5150-457	Assistant Baseball FT-Gilner	20,688.00	0.00	2,068.70	18,618.30	20,687.00	1.00	100%
11-5510-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-5510-5-5200-603	Baseball-Murry	46,141.00	0.00	7,690.16	34,605.76	42,295.92	3,845.08	92%
11-5510-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5510-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-5510-6-6010-000	Travel	225.00	0.00	0.00	0.00	0.00	225.00	0%
11-5510-6-6020-000	Team/Student Travel	8,960.00	0.00	2,884.18	13,861.51	16,745.69	-7,785.69	187%
11-5510-6-6030-000	Recruiting	1,000.00	0.00	0.00	644.91	644.91	355.09	64%
11-5510-6-6040-000	Vehicle Mileage	5,045.00	0.00	0.00	626.19	626.19	4,418.81	12%
11-5510-6-6110-000	Postage	1,000.00	10.96	0.00	875.37	875.37	124.63	88%
11-5510-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-5510-6-6430-000	Copier Lease/Rental	400.00	0.00	0.00	566.31	566.31	-166.31	142%
11-5510-6-6640-000	Game Officials	8,768.00	0.00	0.00	8,494.00	8,494.00	274.00	97%
11-5510-6-6820-000	Dues/Memberships	100.00	0.00	0.00	0.00	0.00	100.00	0%
11-5510-7-7010-000	Office Supplies	75.00	0.00	0.00	74.41	74.41	0.59	99%
11-5510-7-7020-000	Athletic Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-5510-7-7070-000	Food	0.00	0.00	0.00	0.00	0.00	0.00	
11-5510-7-7080-000	Apparel	10,400.00	0.00	0.00	10,096.07	10,096.07	303.93	97%
11-5510-7-7100-000	Small Equipment	3,000.00	0.00	0.00	3,056.31	3,056.31	-56.31	102%
11-5510-7-7190-000	Other	0.00	0.00	0.00	35.00	35.00	-35.00	
11-5510-8-8150-000	Land Improvements	500.00	0.00	0.00	486.47	486.47	13.53	97%
11-5510-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Men's Baseball Total	123,578.00	10.96	14,562.60	108,356.83	122,919.43	658.57	99%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-5515-5-5200-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
	Jenzabar Provided - Change as Necessary Total	0.00	0.00	0.00	0.00	0.00	0.00	
11-5520-5-5150-000	Assist Coach-	0.00	0.00	0.00	0.00	0.00	0.00	
11-5520-5-5150-458	Assistant M Basketball FT-Crabtree	20,687.00	0.00	1,853.09	18,365.89	20,218.98	468.02	98%
11-5520-5-5150-459	DO NOT USE	0.00	0.00	0.00	0.00	0.00	0.00	
11-5520-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-5520-5-5200-624	Men's Basketball-Coombs	30,454.00	0.00	5,075.74	22,840.79	27,916.53	2,537.47	92%
11-5520-5-5220-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
11-5520-5-5520-000	Maintenance Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-5520-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5520-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-5520-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
11-5520-6-6020-000	Team/Student Travel	7,870.00	0.00	0.00	5,557.56	5,557.56	2,312.44	71%
11-5520-6-6030-000	Recruiting	1,000.00	0.00	0.00	800.00	800.00	200.00	80%
11-5520-6-6040-000	Vehicle Mileage	8,315.00	0.00	0.00	10,600.15	10,600.15	-2,285.15	127%
11-5520-6-6090-000	Tournament	0.00	0.00	0.00	0.00	0.00	0.00	
11-5520-6-6110-000	Postage	50.00	0.00	0.00	63.42	63.42	-13.42	127%
11-5520-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
11-5520-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-5520-6-6430-000	Copier Lease/Rental	150.00	0.00	0.00	197.82	197.82	-47.82	132%
11-5520-6-6640-000	Game Officials	9,744.00	0.00	0.00	9,744.00	9,744.00	0.00	100%
11-5520-6-6820-000	Dues/Memberships	0.00	0.00	0.00	0.00	0.00	0.00	
11-5520-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-5520-7-7020-000	Athletic Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-5520-7-7070-000	Food	0.00	0.00	0.00	0.00	0.00	0.00	
11-5520-7-7080-000	Apparel	12,500.00	0.00	0.00	11,860.82	11,860.82	639.18	95%
11-5520-7-7100-000	Small Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-5520-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
11-5520-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Men's Basketball Total	90,770.00	0.00	6,928.83	80,030.45	86,959.28	3,810.72	96%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-5525-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
	Tennis Total	0.00	0.00	0.00	0.00	0.00	0.00	
11-5530-5-5150-000	Assist Coach-	0.00	0.00	0.00	0.00	0.00	-0.00	
11-5530-5-5150-459	Assistant W Basketball FT-Packard	19,000.00	0.00	0.00	13,659.81	13,659.81	5,340.19	72%
11-5530-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-5530-5-5200-649	Women's Basketball-Davis	28,261.00	0.00	4,710.14	21,195.59	25,905.73	2,355.27	92%
11-5530-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5530-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-5530-6-6010-000	Travel	0.00	0.00	0.00	208.88	208.88	-208.88	
11-5530-6-6020-000	Team/Student Travel	6,870.00	0.00	0.00	5,321.09	5,321.09	1,548.91	77%
11-5530-6-6030-000	Recruiting	670.00	0.00	0.00	89.23	89.23	580.77	13%
11-5530-6-6040-000	Vehicle Mileage	7,035.00	0.00	0.00	9,894.23	9,894.23	-2,859.23	141%
11-5530-6-6090-000	Tournament	0.00	0.00	0.00	0.00	0.00	0.00	
11-5530-6-6110-000	Postage	50.00	0.00	0.00	39.47	39.47	10.53	79%
11-5530-6-6260-000	Conference	0.00	0.00	586.08	0.00	586.08	-586.08	
11-5530-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-5530-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	185.19	185.19	-185.19	
11-5530-6-6640-000	Game Officials	9,744.00	0.00	0.00	9,744.00	9,744.00	0.00	100%
11-5530-6-6820-000	Dues/Memberships	0.00	0.00	0.00	0.00	0.00	0.00	
11-5530-7-7010-000	Office Supplies	150.00	0.00	0.00	109.31	109.31	40.69	73%
11-5530-7-7020-000	Athletic Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-5530-7-7070-000	Food	0.00	0.00	0.00	0.00	0.00	0.00	
11-5530-7-7080-000	Apparel	12,830.00	0.00	0.00	13,040.78	13,040.78	-210.78	102%
11-5530-7-7100-000	Small Equipment	79.00	0.00	0.00	0.00	0.00	79.00	0%
11-5530-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
11-5530-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Women's Basketball Total	84,689.00	0.00	5,296.22	73,487.58	78,783.80	5,905.20	93%
11-5540-5-5150-000	Assist Coach-	0.00	0.00	0.00	0.00	0.00	0.00	
11-5540-5-5150-460	Assistant Softball FT-S Allen	20,687.00	0.00	1,149.28	19,537.72	20,687.00	0.00	100%
11-5540-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-5540-5-5200-644	Softball-Alexander	29,358.00	0.00	4,892.94	22,018.19	26,911.13	2,446.87	92%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-5540-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5540-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-5540-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
11-5540-6-6020-000	Team/Student Travel	11,542.32	858.00	0.00	11,450.14	11,450.14	92.18	99%
11-5540-6-6030-000	Recruiting	1,000.00	950.83	0.00	927.16	927.16	72.84	93%
11-5540-6-6040-000	Vehicle Mileage	5,943.00	741.00	602.00	5,285.78	5,887.78	55.22	99%
11-5540-6-6110-000	Postage	100.00	0.00	0.00	193.43	193.43	-93.43	193%
11-5540-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
11-5540-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
11-5540-6-6270-000	Entry Fee	0.00	0.00	0.00	0.00	0.00	0.00	
11-5540-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-5540-6-6430-000	Copier Lease/Rental	200.00	0.00	0.00	336.96	336.96	-136.96	168%
11-5540-6-6640-000	Game Officials	2,952.00	0.00	0.00	4,264.00	4,264.00	-1,312.00	144%
11-5540-6-6820-000	Dues/Memberships	0.00	0.00	0.00	0.00	0.00	0.00	
11-5540-7-7010-000	Office Supplies	25.00	0.00	0.00	48.00	48.00	-23.00	192%
11-5540-7-7020-000	Athletic Supplies	500.00	0.00	0.00	423.00	423.00	77.00	85%
11-5540-7-7070-000	Food	0.00	0.00	0.00	0.00	0.00	0.00	
11-5540-7-7080-000	Apparel	9,100.00	2,718.21	109.30	9,410.33	9,519.63	-419.63	105%
11-5540-7-7100-000	Small Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-5540-7-7190-000	Other	0.00	0.00	0.00	10.95	10.95	-10.95	
11-5540-8-8500-000	Equipment	1,500.00	66.00	0.00	1,446.09	1,446.09	53.91	96%
	Women's Softball Total	82,907.32	5,334.04	6,753.52	75,351.75	82,105.27	802.05	99%
11-5550-5-5150-000	Assist Coach-Murry	0.00	0.00	0.00	0.00	0.00	0.00	
11-5550-5-5150-461	Assistant Volleyball FT-Compton	20,034.00	0.00	1,113.00	18,921.00	20,034.00	0.00	100%
11-5550-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-5550-5-5200-647	Faculty Salary-Volleyball Herron	31,990.00	0.00	5,331.60	23,992.20	29,323.80	2,666.20	92%
11-5550-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5550-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-5550-6-6010-000	Travel	0.00	0.00	0.00	1,366.22	1,366.22	-1,366.22	
11-5550-6-6020-000	Team/Student Travel	9,120.00	0.00	0.00	11,476.94	11,476.94	-2,356.94	126%
11-5550-6-6030-000	Recruiting	1,000.00	0.00	0.00	337.44	337.44	662.56	34%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-5550-6-6040-000	Vehicle Mileage	6,656.00	0.00	0.00	8,317.46	8,317.46	-1,661.46	125%
11-5550-6-6110-000	Postage	50.00	0.00	0.00	445.31	445.31	-395.31	891%
11-5550-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
11-5550-6-6130-000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	
11-5550-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
11-5550-6-6270-000	Entry Fee	750.00	0.00	0.00	1,250.00	1,250.00	-500.00	167%
11-5550-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-5550-6-6430-000	Copier Lease/Rental	250.00	0.00	0.00	667.47	667.47	-417.47	267%
11-5550-6-6480-000	Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00	
11-5550-6-6640-000	Game Officials	5,192.00	0.00	0.00	6,110.00	6,110.00	-918.00	118%
11-5550-6-6820-000	Dues/Memberships	0.00	0.00	0.00	0.00	0.00	0.00	
11-5550-7-7010-000	Office Supplies	50.00	0.00	0.00	10.22	10.22	39.78	20%
11-5550-7-7020-000	Athletic Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-5550-7-7070-000	Food	0.00	0.00	0.00	0.00	0.00	0.00	
11-5550-7-7080-000	Apparel	5,325.00	0.00	0.00	4,976.02	4,976.02	348.98	93%
11-5550-7-7100-000	Small Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-5550-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
11-5550-8-8500-000	Equipment	200.00	0.00	0.00	110.09	110.09	89.91	55%
	Women's Volleyball Total	80,617.00	0.00	6,444.60	77,980.37	84,424.97	-3,807.97	105%
11-5555-5-5150-000	Assist Coach PT-Oliver	0.00	0.00	0.00	0.00	0.00	0.00	
11-5555-5-5150-462	Assistant Wrestling FT-Urenda	19,680.00	0.00	1,968.00	17,712.00	19,680.00	0.00	100%
11-5555-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-5555-5-5200-651	Wrestling-Northern	28,700.00	0.00	4,783.34	21,524.99	26,308.33	2,391.67	92%
11-5555-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5555-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-5555-5-6030-000	Recruiting	0.00	0.00	0.00	0.00	0.00	0.00	
11-5555-6-6010-000	Travel	0.00	0.00	0.00	29.02	29.02	-29.02	
11-5555-6-6020-000	Team/Student Travel	8,937.59	0.00	0.00	10,250.82	10,250.82	-1,313.23	115%
11-5555-6-6030-000	Recruiting	1,000.00	0.00	0.00	581.27	581.27	418.73	58%
11-5555-6-6040-000	Vehicle Mileage	7,299.00	0.00	0.00	9,091.19	9,091.19	-1,792.19	125%
11-5555-6-6110-000	Postage	100.00	0.00	0.00	132.23	132.23	-32.23	132%

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11-5555-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
11-5555-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-5555-6-6430-000	Copier Lease/Rental	200.00	0.00	0.00	379.38	379.38	-179.38	190%
11-5555-6-6640-000	Game Officials	1,000.00	0.00	0.00	900.00	900.00	100.00	90%
11-5555-6-6820-000	Dues/Memberships	0.00	0.00	0.00	0.00	0.00	0.00	
11-5555-7-7010-000	Office Supplies	40.00	0.00	0.00	6.05	6.05	33.95	15%
11-5555-7-7020-000	Athletic Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-5555-7-7070-000	Food	0.00	0.00	0.00	0.00	0.00	0.00	
11-5555-7-7080-000	Apparel	4,200.00	0.00	0.00	4,200.00	4,200.00	0.00	100%
11-5555-7-7190-000	Other	0.00	0.00	0.00	77.25	77.25	-77.25	
11-5555-8-8500-000	Equipment	2,300.00	0.00	0.00	2,300.00	2,300.00	0.00	100%
	Men's Wrestling Total	73,456.59	0.00	6,751.34	67,184.20	73,935.54	-478.95	101%
11-5556-5-5200-650	Faculty Salary-	0.00	0.00	0.00	0.00	0.00	0.00	
	Concessions Total	0.00	0.00	0.00	0.00	0.00	0.00	
11-5560-5-5150-000	Support Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-5560-5-5200-000	Faculty Salary	0.00	0.00	0.00	3,532.00	3,532.00	-3,532.00	
11-5560-5-5200-602	Athletic Trainer-Krause	33,295.00	0.00	5,985.04	20,947.64	26,932.68	6,362.32	81%
11-5560-5-5200-661	Athletic Trainer-Matsuura	41,917.00	0.00	6,986.16	31,437.76	38,423.92	3,493.08	92%
11-5560-5-5220-000	Faculty Salary (Overload)-Havron-Insur	0.00	0.00	0.00	0.00	0.00	0.00	
11-5560-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5560-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-5560-6-6010-000	Travel	1,050.00	0.00	0.00	999.05	999.05	50.95	95%
11-5560-6-6020-000	Team/Student Travel	0.00	0.00	0.00	0.00	0.00	0.00	
11-5560-6-6040-000	Vehicle Mileage	250.00	0.00	0.00	163.85	163.85	86.15	66%
11-5560-6-6110-000	Postage	30.00	0.00	0.00	3.44	3.44	26.56	11%
11-5560-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-5560-6-6430-000	Copier Lease/Rental	80.00	0.00	0.00	75.01	75.01	4.99	94%
11-5560-6-6650-000	Contract Services	5,005.00	815.00	0.00	5,005.00	5,005.00	0.00	100%
11-5560-6-6700-000	Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00	
11-5560-6-6820-000	Dues/Memberships	761.00	0.00	0.00	760.68	760.68	0.32	100%
11-5560-7-7010-000	Office Supplies	775.00	34.25	0.00	760.91	760.91	14.09	98%

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11-5570-5-5150-464	Assistant M Track FT-A Hicks	20,034.00	0.00	0.00	0.00	0.00	20,034.00	0%
11-5570-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-5570-5-5200-646	Track-Schmitz	0.00	0.00	0.00	0.00	0.00	0.00	
11-5570-5-5200-647	Track Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-5570-5-5200-658	Men's Track-S Hicks	0.00	0.00	0.00	0.00	0.00	0.00	
11-5570-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5570-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-5570-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
11-5570-6-6020-000	Team/Student Travel	0.00	0.00	0.00	6,469.71	6,469.71	-6,469.71	
11-5570-6-6030-000	Recruiting	0.00	0.00	0.00	0.00	0.00	0.00	
11-5570-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	1,359.74	1,359.74	-1,359.74	
11-5570-6-6110-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	
11-5570-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
11-5570-6-6270-000	Entry Fee	0.00	0.00	292.50	1,889.75	2,182.25	-2,182.25	
11-5570-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-5570-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	92.46	92.46	-92.46	
11-5570-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-5570-7-7020-000	Athletic Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-5570-7-7070-000	Food	0.00	0.00	0.00	0.00	0.00	0.00	
11-5570-7-7080-000	Apparel	0.00	0.00	0.00	0.00	0.00	0.00	
11-5570-7-7100-000	Small Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-5570-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
11-5570-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Men'sTrack Total	20,034.00	0.00	292.50	9,811.66	10,104.16	9,929.84	50%
11-5575-5-5150-000	Assist Coach PT-Pohlmann	14,400.00	0.00	1,467.82	11,742.56	13,210.38	1,189.62	92%
11-5575-5-5200-658	Women's Track-S Hicks	35,326.00	0.00	7,891.06	44,525.11	52,416.17	-17,090.17	148%
11-5575-6-6020-000	Team/Student Travel	10,757.00	0.00	126.98	3,495.83	3,622.81	7,134.19	34%
11-5575-6-6030-000	Recruiting	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0%
11-5575-6-6040-000	Vehicle Mileage	5,237.00	0.00	0.00	2,986.47	2,986.47	2,250.53	57%
11-5575-6-6110-000	Postage	50.00	0.00	0.00	0.00	0.00	50.00	0%
11-5575-6-6270-000	Entry Fee	4,800.00	0.00	29.00	850.50	879.50	3,920.50	18%

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11-5575-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-5575-6-6430-000	Copier Lease/Rental	200.00	0.00	0.00	0.00	0.00	200.00	0%
11-5575-7-7010-000	Office Supplies	100.00	0.00	0.00	68.45	68.45	31.55	68%
11-5575-7-7080-000	Apparel	16,250.00	400.42	0.00	13,273.39	13,273.39	2,976.61	82%
11-5575-8-8500-000	Equipment	4,600.00	0.00	0.00	937.81	937.81	3,662.19	20%
	Women's Track Total	92,720.00	400.42	9,514.86	77,880.12	87,394.98	5,325.02	94%
11-5580-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-5580-5-5200-428	Sports Information-S Harrison	0.00	0.00	0.00	0.00	0.00	0.00	
11-5580-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5580-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-5580-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
11-5580-6-6030-000	Recruiting	0.00	0.00	0.00	0.00	0.00	0.00	
11-5580-6-6110-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	
11-5580-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
11-5580-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-5580-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
11-5580-6-6650-000	Contract Services	4,400.00	0.00	0.00	2,829.00	2,829.00	1,571.00	64%
11-5580-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-5580-7-7100-000	Small Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-5580-7-7190-000	Other	2,350.00	0.00	0.00	420.18	420.18	1,929.82	18%
	Sports Information Total	6,750.00	0.00	0.00	3,249.18	3,249.18	3,500.82	48%
11-5590-5-5150-000	Assist Coach-Supplemental Contract	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0%
11-5590-5-5150-465	Assistant M Soccer-Lopez	19,680.00	0.00	1,227.78	11,426.22	12,654.00	7,026.00	64%
11-5590-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-5590-5-5200-625	Men's Soccer Coach-Simmons	17,938.00	0.00	2,989.58	13,453.13	16,442.71	1,495.29	92%
11-5590-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5590-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-5590-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
11-5590-6-6020-000	Team/Student Travel	3,955.00	0.00	0.00	3,742.04	3,742.04	212.96	95%
11-5590-6-6030-000	Recruiting	1,490.00	0.00	0.00	1,485.91	1,485.91	4.09	100%
11-5590-6-6040-000	Vehicle Mileage	4,287.00	0.00	0.00	4,082.32	4,082.32	204.68	95%

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11-5610-7-7080-000	Apparel	0.00	0.00	0.00	0.00	0.00	0.00	
	Student Ambassador Total	0.00	0.00	0.00	0.00	0.00	0.00	
11-6100-5-5110-000	President Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-6100-5-5110-104	President-Inbody	147,827.00	0.00	24,637.84	123,189.16	147,827.00	0.00	100%
11-6100-5-5150-000	Support Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-6100-5-5300-000	Budget Placeholder-Denise's Replacement	0.00	0.00	0.00	0.00	0.00	0.00	
11-6100-5-5300-505	Admin Assist President-Gilmore	37,099.00	0.00	4,080.00	35,682.17	39,762.17	-2,663.17	107%
11-6100-5-5320-000	Clerical Salary (OT)	300.00	0.00	0.00	0.00	0.00	300.00	0%
11-6100-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-6100-5-5950-000	Fringe Benefits	50,814.00	0.00	1,440.00	42,344.60	43,784.60	7,029.40	86%
11-6100-6-6010-000	Travel	11,825.00	0.00	1,161.04	8,399.67	9,560.71	2,264.29	81%
11-6100-6-6040-000	Vehicle Mileage	3,000.00	204.68	0.00	1,677.51	1,677.51	1,322.49	56%
11-6100-6-6110-000	Postage	300.00	0.00	0.00	196.97	196.97	103.03	66%
11-6100-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
11-6100-6-6260-000	Conference	9,705.00	615.00	37.50	8,048.04	8,085.54	1,619.46	83%
11-6100-6-6320-000	Telephone	1,282.58	0.00	0.00	523.58	523.58	759.00	41%
11-6100-6-6430-000	Copier Lease/Rental	687.91	0.00	0.00	550.90	550.90	137.01	80%
11-6100-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
11-6100-6-6820-000	Dues/Memberships	1,130.00	0.00	0.00	337.00	337.00	793.00	30%
11-6100-6-6830-000	Administrative Allowance	9,430.00	0.00	500.00	2,621.12	3,121.12	6,308.88	33%
11-6100-7-7010-000	Office Supplies	560.00	0.00	0.00	463.78	463.78	96.22	83%
11-6100-7-7040-000	Books	0.00	0.00	0.00	0.00	0.00	0.00	
11-6100-7-7070-000	Food	13,116.00	2,383.00	223.41	10,346.08	10,569.49	2,546.51	81%
11-6100-7-7190-000	Other	23,936.51	0.00	997.90	13,791.40	14,789.30	9,147.21	62%
11-6100-7-7194-000	Event Planning	0.00	0.00	0.00	0.00	0.00	0.00	
11-6100-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-6100-8-8500-000	Equipment	6,500.00	0.00	0.00	1,483.36	1,483.36	5,016.64	23%
	Executive Management Total	317,513.00	3,202.68	33,077.69	249,655.34	282,733.03	34,779.97	89%
11-6200-5-5120-000	Vice President/Dean's Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-6200-5-5120-101	Chief Financial Officer-Solander	79,465.00	0.00	13,244.16	66,220.84	79,465.00	-0.00	100%
11-6200-5-5150-337	Director of Finance-Williams	48,000.00	0.00	0.00	6,862.38	6,862.38	41,137.62	14%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-6200-5-5300-000	Clerical Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-6200-5-5300-508	Accounting Specialist-Setter	0.00	0.00	4,320.00	14,877.00	19,197.00	-19,197.00	
11-6200-5-5300-509	Accounts Payable/Payroll Clerk-Ewen	26,749.00	0.00	4,115.20	21,783.87	25,899.07	849.93	97%
11-6200-5-5300-510	Accounts Receivable Clerk-Kahler	23,920.00	0.00	3,680.00	21,557.56	25,237.56	-1,317.56	106%
11-6200-5-5300-514	Cashier/Cha-Murrow	23,920.00	0.00	3,680.00	19,612.01	23,292.01	627.99	97%
11-6200-5-5300-535	Admin Assist-Chief Financial Offcr-Steph	25,000.00	0.00	4,160.00	11,712.50	15,872.50	9,127.50	63%
11-6200-5-5300-554	Payroll/Accounts Payable Clerk-Follmer	14,625.00	0.00	3,680.00	9,748.62	13,428.62	1,196.38	92%
11-6200-5-5310-000	Clerical Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-6200-5-5320-000	Clerical Salary (OT)	5,985.00	0.00	0.00	5,558.03	5,558.03	426.97	93%
11-6200-5-5400-000	Student Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-6200-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-6200-5-5910-508	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-6200-5-5910-509	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-6200-5-5910-510	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-6200-5-5910-514	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-6200-5-5950-000	Fringe Benefits	9,147.00	0.00	200.00	7,622.10	7,822.10	1,324.90	86%
11-6200-6-6010-000	Travel	2,000.00	0.00	489.72	1,992.21	2,481.93	-481.93	124%
11-6200-6-6040-000	Vehicle Mileage	1,221.00	0.00	0.00	414.28	414.28	806.72	34%
11-6200-6-6110-000	Postage	3,000.00	0.00	44.17	3,592.16	3,636.33	-636.33	121%
11-6200-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
11-6200-6-6130-000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	
11-6200-6-6260-000	Conference	2,500.00	0.00	539.98	912.00	1,451.98	1,048.02	58%
11-6200-6-6320-000	Telephone	0.00	0.00	105.00	343.66	448.66	-448.66	
11-6200-6-6410-000	Lease/Rental	500.00	42.06	0.00	486.05	486.05	13.95	97%
11-6200-6-6430-000	Copier Lease/Rental	1,250.00	0.00	0.00	1,479.10	1,479.10	-229.10	118%
11-6200-6-6610-000	Legal Service	0.00	0.00	0.00	0.00	0.00	0.00	
11-6200-6-6620-000	Accounting Service	18,700.00	0.00	0.00	13,325.00	13,325.00	5,375.00	71%
11-6200-6-6630-000	Consultants	0.00	0.00	0.00	0.00	0.00	0.00	
11-6200-6-6650-000	Contract Services	2,000.00	0.00	0.00	4,288.86	4,288.86	-2,288.86	214%
11-6200-6-6820-000	Dues/Memberships	600.00	0.00	460.00	779.00	319.00	281.00	53%
11-6200-6-6830-000	Administrative Allowance	2,000.00	0.00	35.00	913.60	948.60	1,051.40	47%
11-6200-7-7010-000	Office Supplies	5,591.00	78.29	6.21	3,587.61	3,593.82	1,997.18	64%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-6200-7-7100-000	Small Equipment	209.00	0.00	0.00	0.00	0.00	209.00	0%
11-6200-7-7190-000	Other	250.00	0.00	0.00	164.14	164.14	85.86	66%
11-6200-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-6200-8-8500-000	Equipment	5,250.00	0.00	0.00	1,349.98	1,349.98	3,900.02	26%
11-6200-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Fiscal Management Total	301,882.00	120.35	37,839.44	219,182.56	257,022.00	44,860.00	85%
11-6202-5-5300-515	Cashier/Ott-Benton	28,619.00	0.00	4,403.20	24,620.64	29,023.84	-404.84	101%
11-6202-5-5320-000	Clerical Salary (OT)	530.00	0.00	0.00	1,645.01	1,645.01	-1,115.01	310%
11-6202-6-6040-000	Vehicle Mileage	295.00	0.00	0.00	598.00	598.00	-303.00	203%
11-6202-6-6110-000	Postage	0.00	0.00	0.00	17.15	17.15	-17.15	
11-6202-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-6202-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Fiscal Management-Ottawa Total	29,444.00	0.00	4,403.20	26,880.80	31,284.00	-1,840.00	106%
11-6250-5-5150-000	Support Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-6250-5-5150-311	Director Human Resources-Jacobson	37,006.00	0.00	6,167.66	30,838.34	37,006.00	0.00	100%
11-6250-5-5160-000	DOL Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-6250-5-5300-000	Clerical Salary-AA	2,000.00	0.00	0.00	262.50	262.50	1,737.50	13%
11-6250-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-6250-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-6250-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
11-6250-6-6030-000	Recruiting	17,000.00	0.00	915.00	15,552.66	16,467.66	532.34	97%
11-6250-6-6040-000	Vehicle Mileage	450.00	190.40	0.00	317.56	317.56	132.44	71%
11-6250-6-6110-000	Postage	250.00	0.00	0.00	50.58	50.58	199.42	20%
11-6250-6-6130-000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	
11-6250-6-6260-000	Conference	600.00	0.00	0.00	0.00	0.00	600.00	0%
11-6250-6-6290-000	Faculty/Staff Development	15,000.00	2,354.45	74.19	8,696.50	8,770.69	6,229.31	58%
11-6250-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-6250-6-6410-000	Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
11-6250-6-6430-000	Copier Lease/Rental	400.00	0.00	0.00	169.87	169.87	230.13	42%
11-6250-6-6650-000	Contract Services-EAP	4,000.00	465.92	698.88	1,397.76	2,096.64	1,903.36	52%
11-6250-6-6830-000	Administrative Allowance	3,200.00	809.18	570.00	1,872.78	2,442.78	757.22	76%

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11-6250-7-7010-000	Office Supplies	150.00	0.00	0.00	296.48	296.48	-146.48	198%
11-6250-7-7070-000	Food	3,075.00	0.00	0.00	2,802.39	2,802.39	272.61	91%
11-6250-7-7100-000	Small Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-6250-7-7190-000	Other	200.00	0.00	68.00	0.00	68.00	132.00	34%
11-6250-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-6250-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Human Resources Total	83,331.00	3,819.95	8,493.73	62,257.42	70,751.15	12,579.85	85%
11-6300-5-5150-000	Support Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-6300-5-5150-416	Graphic Artist-Shomaker	0.00	0.00	0.00	0.00	0.00	0.00	
11-6300-5-5150-443	Coordinator Advertising/Media-Isaac	24,620.00	0.00	4,103.34	20,261.74	24,365.08	254.92	99%
11-6300-5-5210-000	Faculty Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-6300-5-5300-000	Clerical Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-6300-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-6300-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-6300-6-6010-000	Travel	300.00	0.00	0.00	0.00	0.00	300.00	0%
11-6300-6-6040-000	Vehicle Mileage	300.00	0.00	0.00	0.00	0.00	300.00	0%
11-6300-6-6110-000	Postage	5.00	0.00	0.00	0.00	0.00	5.00	0%
11-6300-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
11-6300-6-6130-000	Advertising	44,610.00	1,650.00	2,385.51	41,319.23	43,704.74	905.26	98%
11-6300-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
11-6300-6-6320-000	Telephone	15.00	0.00	0.00	0.00	0.00	15.00	0%
11-6300-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	0.15	0.15	-0.15	
11-6300-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
11-6300-7-7010-000	Office Supplies	25.00	0.00	0.00	0.00	0.00	25.00	0%
11-6300-7-7050-000	Periodicals	0.00	0.00	0.00	0.00	0.00	0.00	
11-6300-7-7070-000	Food	100.00	0.00	0.00	0.00	0.00	100.00	0%
11-6300-7-7190-000	Other	1,080.00	1,080.00	0.00	1,080.00	1,080.00	0.00	100%
11-6300-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-6300-8-8500-000	Equipment	150.00	0.00	0.00	0.00	0.00	150.00	0%
11-6300-8-8510-000	Software	200.00	0.00	0.00	195.62	195.62	4.38	98%
	Public Relations Total	71,405.00	2,730.00	6,488.85	62,856.74	69,345.59	2,059.41	97%

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11-6350-5-5150-000	Support Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-6350-5-5150-415	Grant Writer-Cussimano	0.00	0.00	0.00	0.00	0.00	0.00	
11-6350-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
11-6350-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
11-6350-6-6110-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	
11-6350-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
11-6350-6-6130-000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	
11-6350-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
11-6350-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-6350-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
11-6350-6-6820-000	Dues/Memberships	0.00	0.00	0.00	0.00	0.00	0.00	
11-6350-6-6860-000	Training/Education	0.00	0.00	0.00	0.00	0.00	0.00	
11-6350-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-6350-7-7100-000	Small Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-6350-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
11-6350-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-6350-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-6350-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Grant Writer Total	0.00	0.00	0.00	0.00	0.00	0.00	
11-6400-5-5120-000	Vice President/Dean's Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-6400-5-5120-102	Dean of Operations & Planning-B Smith	0.00	0.00	0.00	0.00	0.00	0.00	
11-6400-5-5150-000	Web Design-Seibert	7,400.00	0.00	0.00	0.00	0.00	7,400.00	0%
11-6400-5-5150-316	Dean of Operations-Ranabarger	69,394.00	0.00	11,565.66	57,828.30	69,393.96	0.04	100%
11-6400-5-5150-413	Network Services Admin-Hudson	31,294.00	0.00	5,215.66	26,078.34	31,294.00	-0.00	100%
11-6400-5-5150-433	Dir Tech Services-Seibert	50,500.00	0.00	8,416.66	42,083.34	50,500.00	-0.00	100%
11-6400-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-6400-5-5200-623	Math/Computer Science-	0.00	0.00	0.00	0.00	0.00	0.00	
11-6400-5-5300-000	Clerical Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-6400-5-5300-538	Support Technician/Chanute-	0.00	0.00	0.00	0.00	0.00	0.00	
11-6400-5-5300-540	Admin Assist-Dean Op & Plan-	0.00	0.00	0.00	0.00	0.00	0.00	
11-6400-5-5300-561	Desktop Support Technician-Myers	22,980.00	0.00	4,480.00	19,917.29	24,397.29	-1,417.29	106%

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11-6412-8-8500-000	Equipment	1,100.00	0.00	0.00	559.43	559.43	540.57	51%
	Technology-Ottawa Total	70,148.00	0.00	4,116.93	56,551.73	60,668.66	9,479.34	86%
11-6500-5-5120-102	Vice President Administration-	0.00	0.00	0.00	0.00	0.00	0.00	
11-6500-5-5300-000	Clerical Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-6500-5-5300-507	Admin Assist/Switchboard-	0.00	0.00	0.00	0.00	0.00	0.00	
11-6500-5-5300-526	Office Services Clerk-	0.00	0.00	0.00	0.00	0.00	0.00	
11-6500-5-5300-540	Admin Assist Op-	0.00	0.00	0.00	0.00	0.00	0.00	
11-6500-5-5320-000	Clerical Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-6500-5-5700-000	Vacation Payout	0.00	0.00	0.00	0.00	0.00	0.00	
11-6500-5-5750-000	Sick Leave Payout	0.00	0.00	0.00	0.00	0.00	0.00	
11-6500-5-5800-000	KPERS After Retirement	13,520.00	0.00	0.00	15,809.94	15,809.94	-2,289.94	117%
11-6500-5-5900-000	Service Award	4,500.00	0.00	0.00	4,000.00	4,000.00	500.00	89%
11-6500-5-5910-000	Social Security	414,725.00	0.00	0.00	285,738.12	285,738.12	128,986.88	69%
11-6500-5-5910-507	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-6500-5-5910-526	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-6500-5-5920-000	Worker's Compensation	29,640.00	0.00	181.20	29,856.32	30,037.52	-397.52	101%
11-6500-5-5930-000	Unemployment	28,500.00	0.00	0.00	9,169.34	9,169.34	19,330.66	32%
11-6500-5-5950-000	Fringe Benefits	695,055.00	0.00	55.55	501,439.19	501,494.74	193,560.26	72%
11-6500-5-5951-000	Fringe Benefits-403(b) Match	20,000.00	0.00	0.00	13,975.00	13,975.00	6,025.00	70%
11-6500-5-5960-000	Early Retirement	78,276.00	0.00	0.00	86,262.29	86,262.29	-7,986.29	110%
11-6500-5-5970-000	Annual OPEB Cost	81,856.00	0.00	0.00	0.00	0.00	81,856.00	0%
11-6500-6-6010-000	Travel	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0%
11-6500-6-6040-000	Vehicle Mileage	200.00	0.00	0.00	62.56	62.56	137.44	31%
11-6500-6-6070-000	Travel-Board	17,000.00	0.00	0.00	9,354.82	9,354.82	7,645.18	55%
11-6500-6-6100-000	North Central Visit	8,690.00	0.00	0.00	1,233.65	1,233.65	7,456.35	14%
11-6500-6-6110-000	Postage	200.00	0.00	0.00	100.69	100.69	99.31	50%
11-6500-6-6120-000	Printing	500.00	0.00	0.00	0.00	0.00	500.00	0%
11-6500-6-6130-000	Advertising	1,000.00	0.00	82.50	830.96	913.46	86.54	91%
11-6500-6-6210-000	Insurance-Building	24,614.00	0.00	0.00	16,836.00	16,836.00	7,778.00	68%
11-6500-6-6220-000	Insurance-Liability	28,884.00	0.00	0.00	24,130.24	24,130.24	4,753.76	84%
11-6500-6-6230-000	Insurance-Auto	17,643.00	0.00	0.00	18,602.00	18,602.00	-959.00	105%

Neosho Community College

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-7000-6-6310-000	Utilities-Electric	275,000.00	0.00	0.00	201,397.60	201,397.60	73,602.40	73%
11-7000-6-6311-000	Utilities-Water	32,000.00	0.00	0.00	21,330.49	21,330.49	10,669.51	67%
11-7000-6-6312-000	Utilities-Sewer	12,000.00	0.00	0.00	5,138.72	5,138.72	6,861.28	43%
11-7000-6-6313-000	Utilities-Gas	45,000.00	0.00	0.00	20,383.78	20,383.78	24,616.22	45%
11-7000-6-6314-000	Utilities-Trash/Grease Pickup	12,000.00	0.00	74.70	10,247.26	10,321.96	1,678.04	86%
11-7000-6-6320-000	Telephone	3,775.00	0.00	0.00	2,013.29	2,013.29	1,761.71	53%
11-7000-6-6410-000	Lease/Rental	5,000.00	284.30	0.00	10,429.45	10,429.45	-5,429.45	209%
11-7000-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	14.55	14.55	-14.55	
11-7000-6-6460-000	Service Agreement	13,646.00	0.00	319.00	2,735.17	3,054.17	10,591.83	22%
11-7000-6-6650-000	Contract Services	24,900.00	167.00	0.00	22,141.68	22,141.68	2,758.32	89%
11-7000-6-6670-000	Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-7000-6-6700-000	Equipment Repair	52,000.00	213.81	0.00	81,717.98	81,717.98	-29,717.98	157%
11-7000-6-6710-000	Maintenance & Repair of Building	45,000.00	797.13	24.30	56,383.64	56,407.94	-11,407.94	125%
11-7000-6-6720-000	Maintenance & Repair of Vehicles	0.00	637.00	3,268.03	11,672.27	14,940.30	-14,940.30	
11-7000-6-6820-000	Dues/Memberships	0.00	0.00	0.00	0.00	0.00	0.00	
11-7000-7-7010-000	Office Supplies	500.00	0.00	0.00	598.76	598.76	-98.76	120%
11-7000-7-7030-000	Maintenance & Janitorial Supplies	0.00	35.99	0.00	35.99	35.99	-35.99	
11-7000-7-7040-000	Books	0.00	0.00	0.00	0.00	0.00	0.00	
11-7000-7-7100-000	Small Equipment	1,950.00	46.20	77.98	1,224.29	1,302.27	647.73	67%
11-7000-7-7110-000	Janitorial Supplies	18,275.00	340.62	65.79	10,512.06	10,577.85	7,697.15	58%
11-7000-7-7120-000	Building & Construction	5,000.00	0.00	0.00	7,703.20	7,703.20	-2,703.20	154%
11-7000-7-7190-000	Other	0.00	0.00	230.00	7,888.33	8,118.33	-8,118.33	
11-7000-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-7000-8-8150-000	Land Improvements	14,000.00	605.84	173.95	21,762.72	21,936.67	-7,936.67	157%
11-7000-8-8250-000	Facility Improvements	17,000.00	850.00	432.33	3,359.75	3,792.08	13,207.92	22%
11-7000-8-8251-000	Building Improvements Lease Payment	175,500.00	29,926.98	0.00	314,945.88	314,945.88	-139,445.88	179%
11-7000-8-8400-000	Vehicle Replacement	0.00	0.00	0.00	0.00	0.00	0.00	
11-7000-8-8500-000	Equipment	18,000.00	141.00	0.00	33,799.06	33,799.06	-15,799.06	188%
11-7000-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
11-7000-8-8520-000	Equipment Reserve	0.00	0.00	0.00	0.00	0.00	0.00	
	Maintenance Total	1,104,046.00	34,045.87	51,319.28	1,098,149.76	1,149,469.04	-45,423.04	104%

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11-7100-7-7080-000	Apparel	800.00	0.00	0.00	567.95	567.95	232.05	71%
11-7100-7-7100-000	Small Equipment	200.00	0.00	126.33	0.98	127.31	72.69	64%
11-7100-7-7190-000	Other	100.00	0.00	0.00	0.00	0.00	100.00	0%
11-7100-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-7100-8-8250-000	Facility Improvements	0.00	0.00	0.00	0.00	0.00	0.00	
11-7100-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-7100-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Safety and Security Total	85,687.00	0.00	11,071.13	66,842.01	77,913.14	7,773.86	91%
11-7102-5-5150-000	Support Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-7102-5-5610-567	Safety Officer (PT) OTT-Mayhan	11,054.00	0.00	0.00	9,223.23	9,223.23	1,830.77	83%
11-7102-6-6040-000	Vehicle Mileage	600.00	0.00	0.00	0.00	0.00	600.00	0%
11-7102-6-6320-000	Telephone	360.00	0.00	0.00	228.89	228.89	131.11	64%
11-7102-6-6670-000	Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-7102-6-6700-000	Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00	
11-7102-7-7080-000	Apparel	500.00	0.00	0.00	214.89	214.89	285.11	43%
11-7102-7-7100-000	Small Equipment	500.00	0.00	0.00	0.00	0.00	500.00	0%
11-7102-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-7102-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Safety and Security-Ottawa Total	13,014.00	0.00	0.00	9,667.01	9,667.01	3,346.99	74%
11-7200-8-8120-000	Building & Construction	0.00	0.00	0.00	0.00	0.00	0.00	
	Economic Stimulus Total	0.00	0.00	0.00	0.00	0.00	0.00	
11-7500-8-8250-000	Facility Improvements	0.00	0.00	0.00	0.00	0.00	0.00	
	Softball Complex Total	0.00	0.00	0.00	0.00	0.00	0.00	
11-7510-8-8150-000	Land Improvements	0.00	0.00	0.00	0.00	0.00	0.00	
	Road 10th to Allen Total	0.00	0.00	0.00	0.00	0.00	0.00	
11-7511-8-8150-000	Land Improvements	0.00	505.32	0.00	47,450.24	47,450.24	-47,450.24	
	Parking Lot Resurfacing Total	0.00	505.32	0.00	47,450.24	47,450.24	-47,450.24	

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11-7575-8-8250-000	Facility Improvements	0.00	0.00	0.00	0.00	0.00	0.00	
	Baseball Dugout Total	0.00	0.00	0.00	0.00	0.00	0.00	
11-7580-8-8250-000	Facility Improvements	0.00	0.00	0.00	0.00	0.00	0.00	
	Gym Air Conditioner Loop Total	0.00	0.00	0.00	0.00	0.00	0.00	
11-7581-8-8250-000	Facility Improvements	0.00	0.00	0.00	175,501.09	175,501.09	-175,501.09	
	EPC 2017 Total	0.00	0.00	0.00	175,501.09	175,501.09	-175,501.09	
11-7582-8-8250-000	Facility Improvements	0.00	2,839.46	5,959.44	38,712.16	44,671.60	-44,671.60	
	Stoltz Hall Renovation 2018 Total	0.00	2,839.46	5,959.44	38,712.16	44,671.60	-44,671.60	
11-7583-8-8150-000	Land Improvements	0.00	0.00	0.00	7,518.80	7,518.80	-7,518.80	
	LayFayette Tear Down 2018 Total	0.00	0.00	0.00	7,518.80	7,518.80	-7,518.80	
11-8100-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-8100-7-7310-000	Academics	0.00	0.00	0.00	0.00	0.00	0.00	
11-8100-7-7310-001	Academic Scholarship	268,916.00	0.00	0.00	238,999.00	238,999.00	29,917.00	89%
11-8100-7-7320-000	Senior Citizens	0.00	0.00	0.00	0.00	0.00	0.00	
11-8100-7-7320-001	InDist Sr. Citizen Scholarship	43,200.00	0.00	0.00	27,659.00	27,659.00	15,541.00	64%
11-8100-7-7330-000	Retraining	0.00	0.00	0.00	0.00	0.00	0.00	
11-8100-7-7330-001	Educational Opportunity Scholarship	3,360.00	0.00	0.00	1,640.00	1,640.00	1,720.00	49%
11-8100-7-7340-000	Law Enforcement/City	0.00	0.00	0.00	0.00	0.00	0.00	
11-8100-7-7350-000	High School Ottawa	0.00	0.00	0.00	0.00	0.00	0.00	
11-8100-7-7350-001	Ottawa High School	0.00	0.00	0.00	76,534.00	76,534.00	-76,534.00	
11-8100-7-7351-000	Northern High School Initiative	0.00	0.00	0.00	0.00	0.00	0.00	
11-8100-7-7351-001	Northern High School Initiative	0.00	0.00	0.00	33,222.00	33,222.00	-33,222.00	
11-8100-7-7360-000	Staff	0.00	0.00	0.00	0.00	0.00	0.00	
11-8100-7-7360-001	InDist Staff Scholarship	8,600.00	0.00	0.00	4,498.00	4,498.00	4,102.00	52%
11-8100-7-7370-000	Dependent	0.00	0.00	0.00	0.00	0.00	0.00	
11-8100-7-7370-001	InDist Dependent Scholarship	9,044.00	0.00	0.00	8,033.00	8,033.00	1,011.00	89%
11-8100-7-7380-000	Activity	0.00	0.00	0.00	0.00	0.00	0.00	
11-8100-7-7380-001	InDist Team/Activity Scholarship	61,920.00	0.00	0.00	71,636.00	71,636.00	-9,716.00	116%
11-8100-7-7390-000	Athletic	80,000.00	0.00	0.00	0.00	0.00	80,000.00	0%

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11-8100-7-7400-001	Allied Health	0.00	0.00	0.00	0.00	0.00	0.00	
	Scholarships Total	475,040.00	0.00	0.00	462,221.00	462,221.00	12,819.00	97%
11-9200-9-9100-000	Transfer to Nursing Initiative Grant	0.00	0.00	0.00	0.00	0.00	0.00	
11-9200-9-9110-000	Transfer to Vocational Fund	776,321.00	0.00	0.00	0.00	0.00	-776,321.00	0%
11-9200-9-9120-000	Contingency Fund Transfer	0.00	0.00	0.00	0.00	0.00	0.00	
11-9200-9-9130-000	Contingency Transfer-Reserve	50,000.00	0.00	0.00	0.00	0.00	50,000.00	0%
11-9200-9-9140-000	Transfer to Adult Basic Education Fund	27,400.00	0.00	0.00	0.00	0.00	27,400.00	0%
	Non-Mandatory Transfer Total	698,921.00	0.00	0.00	0.00	0.00	-698,921.00	0%
	General Fund Total	10,283,807.33	104,453.12	687,785.18	9,088,520.17	9,776,305.35	507,501.98	95%
12-1205-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
12-1205-5-5200-626	Management/Marketing-Webber	38,617.00	0.00	6,436.16	28,962.76	35,398.92	3,218.08	92%
12-1205-5-5910-000	Social Security	3,505.00	0.00	0.00	2,907.34	2,907.34	597.66	83%
12-1205-5-5950-000	Fringe Benefits	1,200.00	0.00	0.00	900.00	900.00	300.00	75%
12-1205-5-5951-000	Fringe Benefits-403(b) Match	300.00	0.00	0.00	225.00	225.00	75.00	75%
12-1205-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
12-1205-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
12-1205-6-6110-000	Postage	5.00	0.00	0.00	0.92	0.92	4.08	18%
12-1205-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
12-1205-6-6260-000	Conference	30.00	0.00	0.00	30.00	30.00	0.00	100%
12-1205-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
12-1205-6-6430-000	Copier Lease/Rental	60.00	0.00	0.00	38.90	38.90	21.10	65%
12-1205-7-7000-000	Instructional Supplies	10.00	0.00	0.00	0.00	0.00	10.00	0%
12-1205-7-7010-000	Office Supplies	20.00	0.00	0.00	3.49	3.49	16.51	17%
12-1205-7-7070-000	Food	330.00	229.50	0.00	329.02	329.02	0.98	100%
12-1205-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Marketing Total	44,077.00	229.50	6,436.16	33,397.43	39,833.59	4,243.41	90%
12-1210-5-5150-000	Support Salary	0.00	0.00	0.00	0.00	0.00	0.00	
12-1210-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
12-1210-5-5200-608	Business-Halstead	49,570.00	0.00	8,261.66	37,177.51	45,439.17	4,130.83	92%

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12-1211-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
12-1211-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
12-1211-6-6430-000	Copier Lease/Rental	100.00	0.00	0.00	0.00	0.00	100.00	0%
12-1211-6-6820-000	Dues/Memberships	595.00	0.00	0.00	0.00	0.00	595.00	0%
12-1211-7-7000-000	Instructional Supplies	100.00	0.00	0.00	0.00	0.00	100.00	0%
12-1211-7-7010-000	Office Supplies	145.00	0.00	0.00	0.00	0.00	145.00	0%
12-1211-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
12-1211-8-8510-000	Software	540.00	0.00	0.00	0.00	0.00	540.00	0%
	Computer Total	58,346.00	0.00	3,845.08	41,947.26	45,792.34	12,553.66	78%
12-1215-5-5150-000	Support Salary-New Position	0.00	0.00	0.00	0.00	0.00	0.00	
12-1215-5-5150-302	Assist Dir Nursning/Cha-Mallett	60,543.00	0.00	10,090.50	50,452.50	60,543.00	0.00	100%
12-1215-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
12-1215-5-5200-632	Faculty Salary-	0.00	0.00	0.00	0.00	0.00	0.00	
12-1215-5-5200-633	Nursing-LaRue	0.00	0.00	3,649.36	1,824.68	5,474.04	-5,474.04	
12-1215-5-5200-634	Faculty Salary-Mitchell	24,825.00	0.00	4,137.50	18,618.75	22,756.25	2,068.75	92%
12-1215-5-5200-635	Faculty Salary-Shomaker	46,448.00	0.00	3,870.67	34,835.99	38,706.66	7,741.34	83%
12-1215-5-5200-636	Nursing-Roush	0.00	0.00	0.00	0.00	0.00	0.00	
12-1215-5-5200-637	Nursing-Davis	39,080.00	0.00	5,363.26	18,771.40	24,134.66	14,945.34	62%
12-1215-5-5200-640	Nursing-Carpenter	0.00	0.00	0.00	0.00	0.00	0.00	
12-1215-5-5200-653	Nursing-Varner-Lee	42,458.00	0.00	7,076.34	31,843.49	38,919.83	3,538.17	92%
12-1215-5-5200-654	Nursing-	0.00	0.00	0.00	0.00	0.00	0.00	
12-1215-5-5200-665	Sim Clinician-Cha-Carpenter	51,085.00	0.00	0.00	38,313.76	38,313.76	12,771.24	75%
12-1215-5-5200-670	Nursing-Kessler	0.00	0.00	0.00	0.00	0.00	0.00	
12-1215-5-5200-674	Faculty Salary-Chanute	0.00	0.00	0.00	0.00	0.00	0.00	
12-1215-5-5210-000	Faculty Salary (PT)	100,690.00	0.00	7,367.90	80,460.95	87,828.85	12,861.15	87%
12-1215-5-5220-000	Faculty Salary (Overload)	18,940.00	0.00	2,517.50	9,717.50	12,235.00	6,705.00	65%
12-1215-5-5300-000	Clerical Salary	0.00	0.00	0.00	0.00	0.00	0.00	
12-1215-5-5300-539	Admin Assist Nursing-Hamm	26,187.00	0.00	4,028.80	21,070.48	25,099.28	1,087.72	96%
12-1215-5-5320-000	Clerical Salary (OT)	0.00	0.00	0.00	1,123.96	1,123.96	-1,123.96	
12-1215-5-5910-000	Social Security	31,740.00	0.00	0.00	26,533.07	26,533.07	5,206.93	84%
12-1215-5-5950-000	Fringe Benefits	53,175.00	0.00	0.00	38,710.98	38,710.98	14,464.02	73%

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12-1215-5-5951-000	Fringe Benefits-403(b) Match	1,500.00	0.00	0.00	925.00	925.00	575.00	62%
12-1215-6-6010-000	Travel	2,194.15	50.18	0.00	2,668.12	2,668.12	-473.97	122%
12-1215-6-6040-000	Vehicle Mileage	1,707.33	0.00	0.00	2,221.28	2,221.28	-513.95	130%
12-1215-6-6110-000	Postage	901.25	0.00	0.00	986.30	986.30	-85.05	109%
12-1215-6-6120-000	Printing	450.00	0.00	0.00	0.00	0.00	450.00	0%
12-1215-6-6130-000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	
12-1215-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
12-1215-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
12-1215-6-6410-000	Lease/Rental	319.00	42.06	0.00	484.94	484.94	-165.94	152%
12-1215-6-6430-000	Copier Lease/Rental	5,000.00	0.00	0.00	6,723.47	6,723.47	-1,723.47	134%
12-1215-6-6480-000	Equipment Repair	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0%
12-1215-6-6630-000	Consultants	0.00	0.00	0.00	0.00	0.00	0.00	
12-1215-6-6650-000	Contract Services	3,104.00	83.00	0.00	698.60	698.60	2,405.40	23%
12-1215-6-6690-000	Contract Services-Testing	67,200.00	0.00	0.00	66,960.00	66,960.00	240.00	100%
12-1215-6-6800-000	Federal/State Mandates	0.00	0.00	0.00	0.00	0.00	0.00	
12-1215-6-6820-000	Dues/Memberships	17,368.00	60.00	0.00	18,214.00	18,214.00	-846.00	105%
12-1215-7-7000-000	Instructional Supplies	23,672.00	0.00	0.00	17,599.69	17,599.69	6,072.31	74%
12-1215-7-7010-000	Office Supplies	599.81	0.00	0.00	465.42	465.42	134.39	78%
12-1215-7-7040-000	Books	505.19	0.00	53.98	505.19	559.17	-53.98	111%
12-1215-7-7070-000	Food	700.00	0.00	53.68	382.14	435.82	264.18	62%
12-1215-7-7180-000	Graduation Expense	225.00	0.00	0.00	225.00	225.00	0.00	100%
12-1215-8-8500-000	Equipment	7,701.60	0.00	0.00	6,814.07	6,814.07	887.53	88%
12-1215-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Nursing-Chanute Total	629,818.33	235.24	48,209.49	498,150.73	546,360.22	83,458.11	87%
12-1216-5-5150-000	Support Salary-New Position	0.00	0.00	0.00	0.00	0.00	0.00	
12-1216-5-5150-313	Director Nursing-Covault	82,041.00	0.00	13,673.50	68,367.50	82,041.00	0.00	100%
12-1216-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
12-1216-5-5200-628	Faculty Salary-King	38,411.00	0.00	6,401.84	28,808.24	35,210.08	3,200.92	92%
12-1216-5-5200-629	Nursing-VACANT	42,637.00	0.00	3,580.08	31,939.30	35,519.38	7,117.62	83%
12-1216-5-5200-630	Nursing Lab Coordinator-Callahan	44,821.00	0.00	15,984.32	33,615.76	49,600.08	-4,779.08	111%
12-1216-5-5200-631	Nursing-K Snyder	46,982.00	0.00	7,830.34	35,236.49	43,066.83	3,915.17	92%

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12-1216-5-5200-632	Nursing-Rhodes	55,776.00	0.00	9,296.08	41,832.32	51,128.40	4,647.60	92%
12-1216-5-5200-638	Nursing-VanHemert	47,809.00	0.00	3,984.08	35,856.76	39,840.84	7,968.16	83%
12-1216-5-5200-652	Nursing-Johnston	42,458.00	0.00	7,076.34	31,843.49	38,919.83	3,538.17	92%
12-1216-5-5200-655	Nursing-Bennett	37,541.00	0.00	6,256.84	28,155.74	34,412.58	3,128.42	92%
12-1216-5-5200-664	Sim Clinician-Ott-Gemas	39,746.00	0.00	2,361.34	13,052.04	15,413.38	24,332.62	39%
12-1216-5-5200-665	Faculty Salary-	0.00	0.00	0.00	0.00	0.00	0.00	
12-1216-5-5210-000	Faculty Salary (PT)	137,495.00	0.00	21,422.55	168,498.56	189,921.11	-52,426.11	138%
12-1216-5-5220-000	Faculty Salary (Overload)	21,040.00	0.00	1,647.18	19,838.31	21,485.49	-445.49	102%
12-1216-5-5300-000	Clerical Salary	0.00	0.00	0.00	0.00	0.00	0.00	
12-1216-5-5300-503	Admin Assist Nursing/Ott-Rossman	24,440.00	0.00	3,680.00	16,910.00	20,590.00	3,850.00	84%
12-1216-5-5320-000	Clerical Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
12-1216-5-5910-000	Social Security	48,500.00	0.00	0.00	43,179.07	43,179.07	5,320.93	89%
12-1216-5-5910-503	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
12-1216-5-5950-000	Fringe Benefits	42,575.00	0.00	0.00	42,650.12	42,650.12	-75.12	100%
12-1216-5-5951-000	Fringe Benefits-403(b) Match	1,200.00	0.00	0.00	1,400.00	1,400.00	-200.00	117%
12-1216-6-6010-000	Travel	2,540.00	0.00	0.00	1,596.95	1,596.95	943.05	63%
12-1216-6-6040-000	Vehicle Mileage	861.67	0.00	0.00	1,624.07	1,624.07	-762.40	188%
12-1216-6-6110-000	Postage	235.00	0.00	0.00	202.98	202.98	32.02	86%
12-1216-6-6120-000	Printing	200.00	0.00	0.00	108.00	108.00	92.00	54%
12-1216-6-6130-000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	
12-1216-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
12-1216-6-6320-000	Telephone	45.00	0.00	0.00	0.00	0.00	45.00	0%
12-1216-6-6430-000	Copier Lease/Rental	14,313.00	0.00	0.00	8,338.18	8,338.18	5,974.82	58%
12-1216-6-6480-000	Equipment Repair	1,500.00	0.00	0.00	93.17	93.17	1,406.83	6%
12-1216-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
12-1216-6-6690-000	Contract Services-Testing	142,678.00	60,975.00	0.00	127,935.00	127,935.00	14,743.00	90%
12-1216-7-7000-000	Instructional Supplies	26,332.00	0.00	0.00	19,621.35	19,621.35	6,710.65	75%
12-1216-7-7010-000	Office Supplies	454.72	54.00	372.58	370.24	742.82	-288.10	163%
12-1216-7-7040-000	Books	680.33	0.00	0.00	680.33	680.33	0.00	100%
12-1216-7-7070-000	Food	574.95	0.00	0.00	574.95	574.95	0.00	100%
12-1216-7-7190-000	Other	225.00	0.00	0.00	225.00	225.00	0.00	100%
12-1216-8-8500-000	Equipment	11,401.00	0.00	0.00	4,123.13	4,123.13	7,277.87	36%

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12-1216-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Nursing-Ottawa Total	955,512.67	61,029.00	103,567.07	806,677.05	910,244.12	45,268.55	95%
12-1217-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
12-1217-5-5210-000	Faculty Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
12-1217-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
12-1217-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
12-1217-5-5951-000	Fringe Benefits-403(b) Match	0.00	0.00	0.00	0.00	0.00	0.00	
12-1217-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
12-1217-6-6110-000	Postage	0.00	0.00	0.00	38.56	38.56	-38.56	
12-1217-6-6130-000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	
12-1217-6-6240-000	Insurance Claims	0.00	0.00	0.00	0.00	0.00	0.00	
12-1217-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
12-1217-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	233.57	233.57	-233.57	
12-1217-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
12-1217-6-6690-000	Contract Services-Testing	0.00	0.00	0.00	0.00	0.00	0.00	
12-1217-6-6690-001	Do Not Use	0.00	0.00	0.00	0.00	0.00	0.00	
12-1217-7-7000-000	Instructional Supplies	0.00	0.00	0.00	1,574.37	1,574.37	-1,574.37	
12-1217-7-7010-000	Office Supplies	0.00	0.00	0.00	20.00	20.00	-20.00	
12-1217-7-7040-000	Books	0.00	0.00	0.00	0.00	0.00	0.00	
12-1217-7-7070-000	Food	0.00	0.00	0.00	0.00	0.00	0.00	
12-1217-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Nursing-Independence Total	0.00	0.00	0.00	1,866.50	1,866.50	-1,866.50	
12-1218-5-5150-000	Support Salary	0.00	0.00	0.00	0.00	0.00	0.00	
12-1218-5-5150-412	Coordinator Medical Assistance-Savage	32,301.00	0.00	3,550.16	23,809.06	27,359.22	4,941.78	85%
12-1218-5-5210-000	Faculty Salary (PT)	25,000.00	0.00	1,675.00	17,629.47	19,304.47	5,695.53	77%
12-1218-5-5910-000	Social Security	3,120.00	0.00	0.00	2,491.73	2,491.73	628.27	80%
12-1218-5-5950-000	Fringe Benefits	7,060.00	0.00	0.00	4,092.44	4,092.44	2,967.56	58%
12-1218-5-5951-000	Fringe Benefits-403(b) Match	0.00	0.00	0.00	1,950.08	1,950.08	-1,950.08	
12-1218-6-6010-000	Travel	18.00	0.00	0.00	17.38	17.38	0.62	97%
12-1218-6-6040-000	Vehicle Mileage	650.00	0.00	0.00	522.00	522.00	128.00	80%
12-1218-6-6110-000	Postage	50.00	0.00	0.00	27.07	27.07	22.93	54%

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12-1218-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
12-1218-6-6130-000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	
12-1218-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
12-1218-6-6430-000	Copier Lease/Rental	312.88	0.00	0.00	269.96	269.96	42.92	86%
12-1218-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
12-1218-6-6820-000	Dues/Memberships	65.00	0.00	0.00	65.00	65.00	0.00	100%
12-1218-7-7000-000	Instructional Supplies	5,474.00	1,015.00	15.00	5,238.96	5,253.96	220.04	96%
12-1218-7-7010-000	Office Supplies	167.12	0.00	0.00	84.64	84.64	82.48	51%
12-1218-7-7070-000	Food	58.00	0.00	0.00	58.00	58.00	0.00	100%
12-1218-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Medical Assistant Total	74,276.00	1,015.00	5,240.16	56,255.79	61,495.95	12,780.05	83%
12-1219-5-1000-000	Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	
12-1219-5-5150-000	Support Salary	0.00	0.00	0.00	0.00	0.00	0.00	
12-1219-5-5150-409	Coordinator HIT-Ryan	56,009.00	0.00	9,334.84	46,674.16	56,009.00	0.00	100%
12-1219-5-5210-000	Faculty Salary (PT)	35,000.00	0.00	4,408.90	21,645.47	26,054.37	8,945.63	74%
12-1219-5-5300-551	AA HIT-Kinzer	0.00	0.00	0.00	0.00	0.00	0.00	
12-1219-5-5910-000	Social Security	7,485.00	0.00	0.00	5,428.67	5,428.67	2,056.33	73%
12-1219-5-5950-000	Fringe Benefits	5,919.00	0.00	0.00	6,641.52	6,641.52	-722.52	112%
12-1219-5-5951-000	Fringe Benefits-403(b) Match	0.00	0.00	0.00	325.00	325.00	-325.00	
12-1219-6-6010-000	Travel	500.00	0.00	0.00	238.98	238.98	261.02	48%
12-1219-6-6040-000	Vehicle Mileage	1,000.00	0.00	0.00	172.38	172.38	827.62	17%
12-1219-6-6110-000	Postage	950.00	0.00	0.00	379.73	379.73	570.27	40%
12-1219-6-6130-000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	
12-1219-6-6260-000	Conference	1,915.00	0.00	131.34	36.76	168.10	1,746.90	9%
12-1219-6-6320-000	Telephone	50.00	0.00	0.00	0.00	0.00	50.00	0%
12-1219-6-6430-000	Copier Lease/Rental	755.02	0.00	0.00	547.69	547.69	207.33	73%
12-1219-6-6630-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
12-1219-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
12-1219-6-6820-000	Dues/Memberships	2,685.00	0.00	0.00	2,579.00	2,579.00	106.00	96%
12-1219-7-7000-000	Instructional Supplies	6,200.00	30.00	1,631.44	3,826.45	5,457.89	742.11	88%
12-1219-7-7010-000	Office Supplies	150.00	0.00	0.00	134.05	134.05	15.95	89%

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12-1219-7-7040-000	Books	1,344.98	0.00	0.00	104.00	104.00	1,240.98	8%
12-1219-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
12-1219-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Health Information Technology Total	119,963.00	30.00	15,506.52	88,733.86	104,240.38	15,722.62	87%
12-1220-5-5150-331	OTA Asst Field Coord-Carman	63,458.00	0.00	10,576.34	52,881.66	63,458.00	0.00	100%
12-1220-5-5150-438	Director-Flett	81,977.00	0.00	13,662.84	68,314.16	81,977.00	0.00	100%
12-1220-5-5200-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
12-1220-5-5210-000	Faculty Salary (PT)	9,350.00	0.00	0.00	4,930.41	4,930.41	4,419.59	53%
12-1220-5-5910-000	Social Security	11,413.00	0.00	0.00	8,844.93	8,844.93	2,568.07	77%
12-1220-5-5950-000	Fringe Benefits	15,800.00	0.00	0.00	14,533.96	14,533.96	1,266.04	92%
12-1220-5-5951-000	Fringe Benefits-403(b) Match	225.00	0.00	0.00	500.00	500.00	-275.00	222%
12-1220-6-6010-000	Travel	1,800.00	0.00	0.00	88.99	88.99	1,711.01	5%
12-1220-6-6040-000	Vehicle Mileage	3,400.00	0.00	0.00	882.17	882.17	2,517.83	26%
12-1220-6-6110-000	Postage	150.00	0.00	0.00	11.74	11.74	138.26	8%
12-1220-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
12-1220-6-6260-000	Conference	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0%
12-1220-6-6320-000	Telephone	50.00	0.00	0.00	0.00	0.00	50.00	0%
12-1220-6-6430-000	Copier Lease/Rental	3,760.00	0.00	0.00	1,220.27	1,220.27	2,539.73	32%
12-1220-6-6820-000	Dues/Memberships	700.00	0.00	0.00	208.80	208.80	491.20	30%
12-1220-7-7000-000	Instructional Supplies	22,015.00	0.00	11,422.61	8,639.52	20,062.13	1,952.87	91%
12-1220-7-7070-000	Food	400.00	0.00	0.00	236.07	236.07	163.93	59%
	Occupational Therapy Assistant Total	215,998.00	0.00	35,661.79	161,292.68	196,954.47	19,043.53	91%
12-1221-5-5150-330	Director-Cain	47,031.00	0.00	7,838.50	39,192.50	47,031.00	0.00	100%
12-1221-5-5150-334	Surg Tech Prog Spec-J Ferguson	35,255.00	0.00	5,875.84	29,379.16	35,255.00	0.00	100%
12-1221-5-5210-000	Faculty Salary (PT)	6,463.00	0.00	354.24	5,790.72	6,144.96	318.04	95%
12-1221-5-5910-000	Social Security	6,600.00	0.00	0.00	5,469.09	5,469.09	1,130.91	83%
12-1221-5-5950-000	Fringe Benefits	2,950.00	0.00	0.00	12,133.96	12,133.96	-9,183.96	411%
12-1221-5-5951-000	Fringe Benefits-403(b) Match	600.00	0.00	0.00	500.00	500.00	100.00	83%
12-1221-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
12-1221-6-6040-000	Vehicle Mileage	3,500.00	0.00	0.00	28.91	28.91	3,471.09	1%
12-1221-6-6110-000	Postage	85.00	0.00	0.00	11.48	11.48	73.52	14%

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12-1221-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
12-1221-6-6260-000	Conference	1,800.00	0.00	0.00	1,411.20	1,411.20	388.80	78%
12-1221-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
12-1221-6-6430-000	Copier Lease/Rental	1,296.00	0.00	0.00	579.74	579.74	716.26	45%
12-1221-6-6820-000	Dues/Memberships	2,160.00	0.00	0.00	2,160.00	2,160.00	0.00	100%
12-1221-7-7000-000	Instructional Supplies	15,166.00	0.00	450.00	4,141.49	4,591.49	10,574.51	30%
12-1221-7-7070-000	Food	100.00	0.00	0.00	0.00	0.00	100.00	0%
	Surgical Technician Total	123,006.00	0.00	14,518.58	100,798.25	115,316.83	7,689.17	94%
12-1225-5-5200-000	Salary	17,256.00	0.00	0.00	0.00	0.00	17,256.00	0%
12-1225-5-5210-000	Faculty Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
12-1225-5-5950-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
12-1225-6-6040-000	Vehicle Mileage	500.00	0.00	0.00	0.00	0.00	500.00	0%
12-1225-6-6110-000	Postage	50.00	0.00	0.00	0.00	0.00	50.00	0%
12-1225-6-6120-000	Printing	50.00	0.00	0.00	7.92	7.92	42.08	16%
12-1225-6-6320-000	Telephone	50.00	0.00	0.00	0.00	0.00	50.00	0%
12-1225-6-6430-000	Copier Lease/Rental	150.00	0.00	0.00	0.00	0.00	150.00	0%
12-1225-6-6480-000	Equipment Repair	750.00	0.00	0.00	0.00	0.00	750.00	0%
12-1225-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
12-1225-6-6820-000	Dues/Memberships	500.00	0.00	0.00	0.00	0.00	500.00	0%
12-1225-7-7000-000	Instructional Supplies	8,150.00	0.00	100.89	2,500.00	2,600.89	5,549.11	32%
12-1225-7-7010-000	Office Supplies	150.00	0.00	0.00	62.49	62.49	87.51	42%
12-1225-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Court Reporting Total	27,606.00	0.00	100.89	2,570.41	2,671.30	24,934.70	10%
12-1235-5-5200-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
12-1235-5-5950-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
	Jenzabar Provided - Change as Necessary Total	0.00	0.00	0.00	0.00	0.00	0.00	
12-1239-5-5150-421	Coordinator -Knight	0.00	0.00	0.00	0.00	0.00	0.00	
12-1239-5-5150-436	Energy Prog Coordinator(1/2)-Knight	0.00	0.00	0.00	0.00	0.00	0.00	
12-1239-5-5210-000	Faculty Salary (PT)	11,147.73	0.00	0.00	5,654.97	5,654.97	5,492.76	51%
12-1239-5-5910-000	Social Security	1,000.00	0.00	0.00	484.89	484.89	515.11	48%

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12-1240-6-6313-000	Utilities-Gas	0.00	0.00	0.00	0.00	0.00	0.00	
12-1240-6-6314-000	Utilities-Trash Pickup	0.00	0.00	0.00	0.00	0.00	0.00	
12-1240-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
12-1240-6-6410-000	Lease/Rental	641.21	0.00	0.00	0.00	0.00	641.21	0%
12-1240-6-6430-000	Copier Lease/Rental	383.85	0.00	0.00	383.85	383.85	0.00	100%
12-1240-6-6480-000	Equipment Repair	500.00	0.00	0.00	0.00	0.00	500.00	0%
12-1240-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
12-1240-7-7000-000	Instructional Supplies	3,000.00	0.00	0.00	1,270.43	1,270.43	1,729.57	42%
12-1240-7-7010-000	Office Supplies	100.00	0.00	0.00	0.00	0.00	100.00	0%
12-1240-7-7080-000	Apparel	300.00	0.00	0.00	186.28	186.28	113.72	62%
12-1240-7-7190-000	Construction Project	0.00	0.00	0.00	0.00	0.00	0.00	
12-1240-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Construction Total	65,176.00	149.80	7,690.16	47,742.86	55,433.02	9,742.98	85%
12-1241-5-5200-648	Welding-Jordan	45,645.00	0.00	7,607.50	34,233.75	41,841.25	3,803.75	92%
12-1241-5-5200-666	Welding-Hughes	41,667.00	0.00	6,944.50	31,250.25	38,194.75	3,472.25	92%
12-1241-5-5200-672	Welding Instructor LaHarpe-Sprague	39,303.00	0.00	6,550.50	29,477.25	36,027.75	3,275.25	92%
12-1241-5-5210-000	Faculty Salary (PT)	27,556.83	0.00	1,182.50	13,738.50	14,921.00	12,635.83	54%
12-1241-5-5220-000	Faculty Salary (Overload)	5,525.00	0.00	0.00	2,715.00	2,715.00	2,810.00	49%
12-1241-5-5910-000	Social Security	10,159.73	0.00	0.00	10,159.73	10,159.73	0.00	100%
12-1241-5-5950-000	Fringe Benefits	11,838.00	0.00	0.00	12,702.86	12,702.86	-864.86	107%
12-1241-6-6010-000	Travel	1,437.44	0.00	0.00	267.07	267.07	1,170.37	19%
12-1241-6-6020-000	Team/Student Travel	700.00	715.00	0.00	1,181.55	1,181.55	-481.55	169%
12-1241-6-6040-000	Vehicle Mileage	800.00	0.00	0.00	839.70	839.70	-39.70	105%
12-1241-6-6110-000	Postage	51.42	0.00	0.00	51.42	51.42	0.00	100%
12-1241-6-6120-000	Printing	75.00	54.00	0.00	54.00	54.00	21.00	72%
12-1241-6-6130-000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	
12-1241-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
12-1241-6-6310-000	Utilities-Electric Garnett	5,000.00	0.00	0.00	5,000.00	5,000.00	0.00	100%
12-1241-6-6311-000	Utilities-Water-Garnett	2,000.00	0.00	0.00	2,000.00	2,000.00	0.00	100%
12-1241-6-6312-000	Utilities-Sewer-Garnett	1,600.00	0.00	0.00	1,600.00	1,600.00	0.00	100%
12-1241-6-6313-000	Utilities-Gas-Garnett	4,000.00	0.00	0.00	2,101.97	2,101.97	1,898.03	53%

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12-1241-6-6314-000	Utilities-Trash Pickup-Garnett	550.00	0.00	0.00	0.00	0.00	550.00	0%
12-1241-6-6320-000	Telephone-	23.58	0.00	0.00	0.00	0.00	23.58	0%
12-1241-6-6410-000	Lease/Rental	900.00	0.00	0.00	0.00	0.00	900.00	0%
12-1241-6-6430-000	Copier Lease/Rental	648.41	0.00	0.00	648.41	648.41	-0.00	100%
12-1241-6-6480-000	Equipment Repair	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0%
12-1241-7-7000-000	Instructional Supplies	47,000.00	1,428.55	4,593.20	36,290.36	40,883.56	6,116.44	87%
12-1241-7-7010-000	Office Supplies	300.00	0.00	0.00	222.01	222.01	77.99	74%
12-1241-7-7070-000	Food	101.59	0.00	0.00	23.84	23.84	77.75	23%
12-1241-7-7080-000	Apparel	750.00	0.00	0.00	689.00	689.00	61.00	92%
12-1241-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
12-1241-8-8500-000	Equipment	4,035.00	0.00	0.00	0.00	0.00	4,035.00	0%
	Welding Total	254,167.00	2,197.55	26,878.20	185,246.67	212,124.87	42,042.13	83%
12-1242-5-5210-000	Faculty Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
12-1242-6-6220-000	Insurance-Liability	0.00	0.00	0.00	0.00	0.00	0.00	
12-1242-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
	Aerostructures Technology Total	0.00	0.00	0.00	0.00	0.00	0.00	
12-1243-5-5200-668	HVAC-Myers	41,169.00	0.00	6,861.50	30,876.75	37,738.25	3,430.75	92%
12-1243-5-5200-671	Instructor HVAC-Moyer	9,340.00	0.00	1,556.66	7,005.01	8,561.67	778.33	92%
12-1243-5-5210-000	Faculty Salary (PT)	0.00	0.00	0.00	900.00	900.00	-900.00	
12-1243-5-5910-000	Social Security	2,818.00	0.00	0.00	5,376.46	5,376.46	-2,558.46	191%
12-1243-5-5950-000	Fringe Benefits	9,160.00	0.00	0.00	8,783.64	8,783.64	376.36	96%
12-1243-5-5951-000	Fringe Benefits-403(b) Match	0.00	0.00	0.00	0.00	0.00	0.00	
12-1243-6-6040-000	Vehicle Mileage	800.00	0.00	0.00	1,724.31	1,724.31	-924.31	216%
12-1243-6-6110-000	Postage	30.00	0.00	0.00	11.50	11.50	18.50	38%
12-1243-6-6120-000	Printing	100.00	0.00	0.00	0.00	0.00	100.00	0%
12-1243-6-6320-000	Telephone	50.00	0.00	0.00	0.00	0.00	50.00	0%
12-1243-6-6430-000	Copier Lease/Rental	2,400.00	0.00	0.00	227.20	227.20	2,172.80	9%
12-1243-6-6480-000	Equipment Repair	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0%
12-1243-7-7000-000	Instructional Supplies	3,834.00	1,739.98	2,156.59	6,394.83	8,551.42	-4,717.42	223%
12-1243-7-7070-000	Food	75.00	0.00	0.00	0.00	0.00	75.00	0%
12-1243-7-7080-000	Apparel	150.00	0.00	0.00	150.00	150.00	0.00	100%

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13-1303-6-6650-000	ABE Instructor CCC - Hendryx	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-6-6660-000	Contract Service - Kimsey	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-6-6660-001	Contract Services - Barger (LCC)	10,720.00	0.00	0.00	10,720.00	10,720.00	0.00	100%
13-1303-6-6660-500	New-Pittsburg P/T	15,000.00	0.00	2,600.00	13,227.50	15,827.50	-827.50	106%
13-1303-6-6660-501	New-Fort Scott P/T	15,000.00	0.00	2,600.00	5,200.00	7,800.00	7,200.00	52%
13-1303-6-6720-000	Maintenance & Repair of Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-7-7000-000	Contract Services FICA Admin Asst-Kimsey	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-7-7000-001	Contract Services FICA Instr - Hendryx	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-7-7000-002	Contract Services Fringe Instrct-Hendryx	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-7-7010-000	Instructional Supplies	3,853.31	0.00	1,312.03	2,137.72	3,449.75	403.56	90%
13-1303-7-7070-000	Advisory Board	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-8-8500-000	Instructional Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
	Federal Funds Total	288,750.00	0.00	41,541.51	235,830.27	277,371.78	11,378.22	96%
13-1305-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
13-1305-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
13-1305-8-8500-000	Instructional Capital Outlay >\$500 LCC	0.00	0.00	0.00	0.00	0.00	0.00	
	Federal Funds LCC Total	0.00	0.00	0.00	0.00	0.00	0.00	
13-1310-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
13-1310-5-5200-303	Coordinator ABE-Clay	0.00	0.00	0.00	0.00	0.00	0.00	
13-1310-5-5200-308	Director Cave-Kettler	0.00	0.00	0.00	0.00	0.00	0.00	
13-1310-5-5200-328	Instructor ABE - Drake	0.00	0.00	0.00	0.00	0.00	0.00	
13-1310-5-5200-417	Instructor ABE-Garrett	0.00	0.00	0.00	0.00	0.00	0.00	
13-1310-5-5200-420	Instructor-Jennifer	0.00	0.00	0.00	0.00	0.00	0.00	
13-1310-5-5200-441	ABE Instructor LCC - Steinert	31,354.00	0.00	5,225.66	26,128.34	31,354.00	-0.00	100%
13-1310-5-5200-448	ABE Instructor ICC-Harrington	28,111.00	0.00	4,685.16	23,425.84	28,111.00	-0.00	100%
13-1310-5-5200-453	ABE Instructor Ott - Sudja	0.00	0.00	0.00	0.00	0.00	0.00	
13-1310-5-5210-000	Transition & Substitute Costs	0.00	0.00	0.00	0.00	0.00	0.00	
13-1310-5-5300-548	Admin Assist ABE -	0.00	0.00	0.00	0.00	0.00	0.00	
13-1310-5-5910-000	FICA Instructor Ott -	0.00	0.00	0.00	0.00	0.00	0.00	
13-1310-5-5910-003	FICA Instrudtor FSCC - Duft	0.00	0.00	0.00	0.00	0.00	0.00	
13-1310-5-5910-004	FICA Instructor FSCC - Collier	0.00	0.00	0.00	0.00	0.00	-0.00	

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13-1315-5-5200-325	Instructor-ABE-Christy	0.00	0.00	0.00	0.00	0.00	0.00	
13-1315-5-5200-326	ABE Instructor-Fossoy	0.00	0.00	0.00	0.00	0.00	0.00	
13-1315-5-5200-327	Instructor ABE-Mark Hendrix	0.00	0.00	0.00	0.00	0.00	0.00	
13-1315-5-5200-417	Instructor ABE-Garrett	0.00	0.00	0.00	0.00	0.00	0.00	
13-1315-5-5200-420	Instructor ABE Ft Scott - Keylon	0.00	0.00	0.00	0.00	0.00	0.00	
13-1315-5-5200-440	ABE Instructon LCC - Bushnell	0.00	0.00	0.00	0.00	0.00	0.00	
13-1315-5-5200-441	ABE Instructor-Steinert	0.00	0.00	0.00	0.00	0.00	0.00	
13-1315-5-5200-442	ABE Instructor Ott - Furnish	0.00	0.00	0.00	0.00	0.00	0.00	
13-1315-5-5200-446	ABE Instructor Ott - Lingerfelt	0.00	0.00	0.00	0.00	0.00	0.00	
13-1315-5-5200-447	ABE Ass Director - Lyden	40,108.00	0.00	6,684.66	33,423.34	40,108.00	0.00	100%
13-1315-5-5200-448	ABE Instructor - Drake	0.00	0.00	0.00	0.00	0.00	0.00	
13-1315-5-5210-000	Transition Specialist-Hunley	0.00	0.00	0.00	0.00	0.00	0.00	
13-1315-5-5300-548	AA ABE-Roseberry	20,592.00	0.00	3,168.00	16,325.10	19,493.10	1,098.90	95%
13-1315-5-5320-000	Clerical Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
13-1315-5-5910-000	FICA Admin Asst - Roseberry	1,814.00	0.00	0.00	899.50	899.50	914.50	50%
13-1315-5-5910-002	FICA - Clay	3,641.00	0.00	0.00	3,233.99	3,233.99	407.01	89%
13-1315-5-5910-006	FICA Transition Specialist	0.00	0.00	0.00	0.00	0.00	0.00	
13-1315-5-5910-007	Social Security - Fossoy	3,077.00	0.00	0.00	2,229.54	2,229.54	847.46	72%
13-1315-5-5910-013	FICA - Lyden	3,181.00	0.00	0.00	2,526.40	2,526.40	654.60	79%
13-1315-5-5910-017	Social Security - New Fort Scott P/T	1,269.00	0.00	0.00	397.80	397.80	871.20	31%
13-1315-5-5950-000	Fringe Benefits - Roseberry	6,483.00	0.00	0.00	2,344.59	2,344.59	4,138.41	36%
13-1315-5-5950-001	Fringe Benefits - Clay	10,047.00	0.00	0.00	7,591.98	7,591.98	2,455.02	76%
13-1315-5-5950-002	Fringe Benefits Instructor - Duft	1,200.00	0.00	0.00	1,028.60	1,028.60	171.40	86%
13-1315-5-5950-003	Fringe Benefits - Collier	6,483.00	0.00	0.00	7,051.98	7,051.98	-568.98	109%
13-1315-5-5950-004	Fringe Benefits Instructor - Robinson	6,483.00	0.00	0.00	6,961.98	6,961.98	-478.98	107%
13-1315-5-5950-005	Fringe Benefits Transition - Garrett	0.00	0.00	0.00	0.00	0.00	0.00	
13-1315-5-5950-006	Fringe Benefits Instructor - Fossoy	9,519.00	0.00	0.00	7,191.98	7,191.98	2,327.02	76%
13-1315-5-5950-007	Fringe Benefits Instructor - Steinert	6,483.00	0.00	0.00	4,891.98	4,891.98	1,591.02	75%
13-1315-5-5950-008	Fringe Benefits - Bushnell	6,483.00	0.00	0.00	4,891.98	4,891.98	1,591.02	75%
13-1315-5-5950-009	Fringe Benefits Instructor - Morton	1,200.00	0.00	0.00	1,000.92	1,000.92	199.08	83%
13-1315-5-5950-011	Fringe Benefits - Lyden	6,483.00	0.00	0.00	4,891.98	4,891.98	1,591.02	75%
13-1315-5-5950-014	Fringe Benefits Instructor - Harrington	6,483.00	0.00	0.00	4,891.98	4,891.98	1,591.02	75%

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13-1320-6-6020-000	Team/Student Travel	0.00	0.00	0.00	0.00	0.00	0.00	
13-1320-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
13-1320-6-6290-000	Professional Development	0.00	0.00	0.00	0.00	0.00	0.00	
13-1320-7-7070-000	Staff Meeting Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
13-1320-8-8500-000	Administrative Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
	Federal/Staff Development Total	0.00	0.00	0.00	0.00	0.00	0.00	
13-1325-5-5210-000	Faculty Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
13-1325-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
13-1325-7-7290-000	Stipend/Fees Class Scholarships	0.00	0.00	0.00	0.00	0.00	0.00	
	Adult Education Federal Incentive Funding Total	0.00	0.00	0.00	0.00	0.00	0.00	
13-1330-6-6690-000	Contract Services-Testing	0.00	492.00	0.00	3,198.50	3,198.50	-3,198.50	
	Testing/Student Fee Total	0.00	492.00	0.00	3,198.50	3,198.50	-3,198.50	
13-1400-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
	Adult Supplementary Total	0.00	0.00	0.00	0.00	0.00	0.00	
	Adult Basic Education Fund Total	573,900.00	689.59	69,610.72	466,842.65	536,453.37	37,446.63	93%
14-0881-5-5150-000	Support Salary	0.00	0.00	0.00	0.00	0.00	0.00	
	Bookstore Total	0.00	0.00	0.00	0.00	0.00	0.00	
14-1400-5-5150-000	Support Salary	0.00	0.00	0.00	0.00	0.00	0.00	
14-1400-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
14-1400-5-5210-000	Faculty Salary (PT)	20,247.63	0.00	0.00	20,247.63	20,247.63	0.00	100%
14-1400-5-5910-000	Social Security	2,324.00	0.00	0.00	1,192.73	1,192.73	1,131.27	51%
14-1400-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
14-1400-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
14-1400-6-6040-000	Vehicle Mileage	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0%
14-1400-6-6110-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	
14-1400-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
14-1400-6-6130-000	Advertising	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0%
14-1400-6-6220-000	Insurance-Liability	500.00	0.00	0.00	0.00	0.00	500.00	0%

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June 2018

ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
14-1400-6-6260-000	Conference	500.00	0.00	0.00	0.00	0.00	500.00	0%
14-1400-6-6430-000	Copier Lease/Rental	100.00	0.00	0.00	0.00	0.00	100.00	0%
14-1400-6-6650-000	Contract Services	12,322.37	0.00	0.00	2,835.94	2,835.94	9,486.43	23%
14-1400-6-6820-000	Dues/Memberships	100.00	0.00	0.00	0.00	0.00	100.00	0%
14-1400-7-7000-000	Instructional Supplies	10,000.00	0.00	0.00	181.89	181.89	9,818.11	2%
14-1400-7-7010-000	Office Supplies	400.00	0.00	0.00	0.00	0.00	400.00	0%
14-1400-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
14-1400-8-8500-000	Equipment	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0%
14-1400-9-9110-000	Non Mandatory Transfer	0.00	0.00	0.00	0.00	0.00	0.00	
	Adult Supplementary Total	54,494.00	0.00	0.00	24,458.19	24,458.19	30,035.81	45%
14-1410-5-5210-000	Faculty Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
14-1410-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
	AE Better World Ottawa Total	0.00	0.00	0.00	0.00	0.00	0.00	
14-1420-5-5150-454	Coordinator Career & Tech Ed-Hunley	0.00	0.00	0.00	0.00	0.00	0.00	
14-1420-5-5210-000	Faculty Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
14-1420-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
14-1420-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
14-1420-5-5951-000	Fringe Benefits-403(b) Match	0.00	0.00	0.00	0.00	0.00	0.00	
14-1420-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
14-1420-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
	Mid-America Manufacturing Techn (MAMTC) Total	0.00	0.00	0.00	0.00	0.00	0.00	
14-1430-5-5210-000	Faculty Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
14-1430-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
14-1430-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
14-1430-6-6290-000	Faculty/Staff Development	0.00	0.00	0.00	0.00	0.00	0.00	
14-1430-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
14-1430-7-7000-000	Instructional Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
	Mid-America Manufacturing Tech (MAMTC) Total	0.00	0.00	0.00	0.00	0.00	0.00	
14-1440-5-5210-000	Faculty Salary (PT)	0.00	0.00	0.00	1,640.00	1,640.00	-1,640.00	
14-1440-5-5910-000	Social Security	0.00	0.00	0.00	92.57	92.57	-92.57	

Neosho Community College

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
14-1440-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
14-1440-5-5951-000	Fringe Benefits-403(b) Match	0.00	0.00	0.00	0.00	0.00	0.00	
14-1440-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
14-1440-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
14-1440-6-6410-000	Rent	0.00	0.00	0.00	0.00	0.00	0.00	
14-1440-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
14-1440-7-7000-000	Instructional Supplies	0.00	0.00	0.00	964.49	964.49	-964.49	
14-1440-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Mid-America Manufacturing Tech (MAMTC) Total	0.00	0.00	0.00	2,697.06	2,697.06	-2,697.06	
	Adult Supplementary Education Fund Total	54,494.00	0.00	0.00	27,155.25	27,155.25	27,338.75	50%
16-9500-5-5150-000	Support Salary	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0%
16-9500-5-5150-304	Coordinator Residential Life-Al Oullette	36,400.00	0.00	6,066.66	30,333.34	36,400.00	0.00	100%
16-9500-5-5150-405	Ast Dir Res Life-RichardsonCoord-Hecker	39,040.00	0.00	6,503.34	32,516.66	39,020.00	20.00	100%
16-9500-5-5160-000	DOL Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
16-9500-5-5400-000	Student Salary	0.00	0.00	0.00	0.00	0.00	0.00	
16-9500-5-5500-000	Maintenance Salary	0.00	0.00	0.00	0.00	0.00	0.00	
16-9500-5-5500-516	Custodian Dorm-Anderson	24,814.00	0.00	4,137.60	21,072.35	25,209.95	-395.95	102%
16-9500-5-5520-000	Maintenance Salary (OT)	500.00	0.00	0.00	77.60	77.60	422.40	16%
16-9500-5-5900-000	Stipend	0.00	0.00	0.00	0.00	0.00	0.00	
16-9500-5-5910-000	Social Security	6,779.00	0.00	0.00	6,721.89	6,721.89	57.11	99%
16-9500-5-5910-516	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
16-9500-5-5950-000	Fringe Benefits	21,000.00	0.00	0.00	17,375.94	17,375.94	3,624.06	83%
16-9500-5-5951-000	Fringe Benefits-403(b) Match	600.00	0.00	0.00	500.00	500.00	100.00	83%
16-9500-6-6000-000	Entertainment	18,860.00	0.00	140.08	22,567.24	22,707.32	-3,847.32	120%
16-9500-6-6010-000	Travel	1,635.00	0.00	0.00	1,317.29	1,317.29	317.71	81%
16-9500-6-6040-000	Vehicle Mileage	1,700.00	0.00	0.00	1,623.10	1,623.10	76.90	95%
16-9500-6-6110-000	Postage	500.00	0.00	0.00	105.42	105.42	394.58	21%
16-9500-6-6210-000	Insurance-Building	11,000.00	0.00	0.00	9,594.00	9,594.00	1,406.00	87%
16-9500-6-6260-000	Conference	1,370.00	0.00	0.00	440.00	440.00	930.00	32%
16-9500-6-6310-000	Utilities-Electric	0.00	0.00	22.01	31.44	53.45	-53.45	

Neosho Community College

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
16-9500-6-6311-000	Utilities-Water	0.00	0.00	7.01	14.00	21.01	-21.01	
16-9500-6-6312-000	Utilities-Sewer	0.00	0.00	37.91	75.82	113.73	-113.73	
16-9500-6-6313-000	Utilities-Gas	0.00	0.00	16.24	40.41	56.65	-56.65	
16-9500-6-6314-000	Utilities-Trash Pickup	8,000.00	0.00	0.00	6,463.61	6,463.61	1,536.39	81%
16-9500-6-6320-000	Telephone	1,600.00	0.00	0.00	1,309.72	1,309.72	290.28	82%
16-9500-6-6410-000	Lease/Rental	0.00	0.00	0.00	20,250.00	20,250.00	-20,250.00	
16-9500-6-6411-000	Lease Payment	498,631.00	0.00	0.00	475,213.22	475,213.22	23,417.78	95%
16-9500-6-6430-000	Copier Lease/Rental	700.00	0.00	0.00	496.98	496.98	203.02	71%
16-9500-6-6650-000	Contract Services	0.00	0.00	0.00	17,500.60	17,500.60	-17,500.60	
16-9500-6-6651-000	Training	2,730.00	0.00	186.16	1,955.09	2,141.25	588.75	78%
16-9500-6-6652-000	Background Checks	10,000.00	0.00	0.00	8,118.00	8,118.00	1,882.00	81%
16-9500-6-6660-000	Food Service Contract	576,660.00	17,711.62	0.00	532,205.80	532,205.80	44,454.20	92%
16-9500-6-6670-000	Security	0.00	0.00	0.00	0.00	0.00	0.00	
16-9500-6-6710-000	Maintenance & Repair of Building	39,000.00	1,309.46	604.08	42,323.65	42,927.73	-3,927.73	110%
16-9500-6-6820-000	Dues/Memberships	150.00	0.00	0.00	110.00	110.00	40.00	73%
16-9500-7-7010-000	Office Supplies	565.00	0.00	0.00	658.07	658.07	-93.07	116%
16-9500-7-7030-000	Maintenance & Janitorial Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
16-9500-7-7070-000	Food	0.00	0.00	0.00	3,073.54	3,073.54	-3,073.54	
16-9500-7-7100-000	Small Equipment	1,600.00	0.00	0.00	739.98	739.98	860.02	46%
16-9500-7-7110-000	Janitorial Supplies	14,000.00	283.67	0.00	11,820.95	11,820.95	2,179.05	84%
16-9500-8-8200-000	Building Acquisition	0.00	0.00	0.00	82,884.78	82,884.78	-82,884.78	
16-9500-8-8250-000	Facility Improvements	15,000.00	18,235.96	7,256.75	395,280.00	402,536.75	-387,536.75	2684%
16-9500-8-8500-000	Equipment	50,150.00	9,367.50	2,899.00	32,785.54	35,684.54	14,465.46	71%
16-9500-8-8520-000	Equipment Reserve	0.00	3,136.00	0.00	3,136.00	3,136.00	-3,136.00	
16-9500-9-9100-000	Transfer - Meals	24,000.00	0.00	0.00	0.00	0.00	24,000.00	0%
	Residence Halls and Student Union Total	1,407,984.00	50,044.21	27,876.84	1,780,732.03	1,808,608.87	-400,624.87	128%
	Residence Hall/Student Union Fund Total	1,407,984.00	50,044.21	27,876.84	1,780,732.03	1,808,608.87	-400,624.87	128%
17-9300-5-5150-000	Bookstore Salary	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-5-5150-319	Manager Bookstore-	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-5-5150-445	Coordinator Bookstore-Chanute-K Hale	35,006.00	0.00	5,834.34	28,809.34	34,643.68	362.32	99%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
17-9300-5-5160-000	DOL Salary (OT)	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0%
17-9300-5-5300-000	Clerical Salary	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-5-5300-536	Admin Assist-Bookstore-Stich	12,604.00	0.00	0.00	0.00	0.00	12,604.00	0%
17-9300-5-5300-550	Bookstore Clerk Chanute-Rice	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-5-5310-000	Clerical Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-5-5310-576	Bookstore Clerk (PT) 10 Mo-Burton	0.00	0.00	1,840.00	8,331.75	10,171.75	-10,171.75	
17-9300-5-5310-577	Bookstoe Clerk (PT) 12 Mo-Klaassen	0.00	0.00	1,760.00	8,296.75	10,056.75	-10,056.75	
17-9300-5-5320-000	Clerical Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-5-5400-000	Student Salary	18,000.00	0.00	0.00	7,677.44	7,677.44	10,322.56	43%
17-9300-5-5900-000	Stipend	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-5-5910-000	Social Security	13,170.00	0.00	0.00	4,092.31	4,092.31	9,077.69	31%
17-9300-5-5950-000	Fringe Benefits	8,879.00	0.00	0.00	4,891.98	4,891.98	3,987.02	55%
17-9300-5-5951-000	Fringe Benefits-403(b) Match	500.00	0.00	0.00	250.00	250.00	250.00	50%
17-9300-6-6010-000	Travel	0.00	0.00	0.00	95.47	95.47	-95.47	
17-9300-6-6040-000	Vehicle Mileage	400.00	0.00	0.00	52.70	52.70	347.30	13%
17-9300-6-6110-000	Postage	800.00	0.00	0.00	200.19	200.19	599.81	25%
17-9300-6-6130-000	Advertising	35.00	0.00	0.00	0.00	0.00	35.00	0%
17-9300-6-6131-000	Advertising-Promos	825.00	0.00	0.00	288.18	288.18	536.82	35%
17-9300-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-6-6410-000	Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-6-6430-000	Copier Lease/Rental	3,000.00	0.00	0.00	2,283.61	2,283.61	716.39	76%
17-9300-6-6650-000	Contract Services	11,100.00	0.00	0.00	8,381.23	8,381.23	2,718.77	76%
17-9300-6-6820-000	Dues/Memberships	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-7-7010-000	Office Supplies	800.00	0.00	0.00	1,165.64	1,165.64	-365.64	146%
17-9300-7-7190-000	Other	400.00	174.39	14.97	659.85	674.82	-274.82	169%
17-9300-7-7191-000	Other-book donations	2,900.00	0.00	0.00	636.51	636.51	2,263.49	22%
17-9300-7-7410-000	Cost of Goods Sold-Books	522,000.00	4,716.85	17,968.43	477,737.13	495,705.56	26,294.44	95%
17-9300-7-7410-001	Cost of Goods Sold-Books BK Scholarship	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-7-7410-002	Cost of Goods Sold-Books BR Scholarship	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-7-7420-000	Cost of Goods Sold-Apparel	0.00	0.00	0.00	830.52	830.52	-830.52	
17-9300-7-7430-000	Cost of Goods Sold-Miscellaneous	13,000.00	400.25	205.91	11,516.26	11,722.17	1,277.83	90%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
32-3205-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
32-3205-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
32-3205-6-6820-000	Dues/Memberships	0.00	0.00	0.00	0.00	0.00	0.00	
32-3205-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
32-3205-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
32-3205-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
	RSVP Grant Total	0.00	0.00	0.00	0.00	0.00	0.00	
32-3206-5-5150-329	RSVP Director-Wolfe	0.00	0.00	0.00	0.00	0.00	0.00	
32-3206-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
32-3206-5-5920-000	Worker's Compensation	0.00	0.00	0.00	0.00	0.00	0.00	
32-3206-5-5930-000	Unemployment	0.00	0.00	0.00	0.00	0.00	0.00	
32-3206-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
32-3206-5-5951-000	Fringe Benefits-403(b) Match	0.00	0.00	0.00	0.00	0.00	0.00	
32-3206-6-6010-000	Travel	0.00	0.00	0.00	325.35	325.35	-325.35	
32-3206-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	388.30	388.30	388.30	
32-3206-6-6110-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	
32-3206-6-6220-000	Insurance-Liability	0.00	0.00	0.00	0.00	0.00	0.00	
32-3206-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
32-3206-6-6820-000	Dues/Memberships	0.00	0.00	0.00	0.00	0.00	0.00	
32-3206-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
32-3206-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
32-3206-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
	RSVP Grant Year 1 Total	0.00	0.00	0.00	62.95	62.95	62.95	
32-3207-5-5150-329	Director RSVP-	15,819.60	0.00	0.00	15,539.05	15,539.05	280.55	98%
32-3207-5-5910-000	Social Security	1,203.96	0.00	0.00	1,179.36	1,179.36	24.60	98%
32-3207-5-5920-000	Worker's Compensation	164.00	0.00	0.00	0.00	0.00	164.00	0%
32-3207-5-5930-000	Unemployment	32.00	0.00	0.00	0.00	0.00	32.00	0%
32-3207-5-5950-000	Fringe Benefits	3,417.46	0.00	0.00	2,440.90	2,440.90	976.56	71%
32-3207-5-5951-000	Fringe Benefits-403(b) Match	150.00	0.00	0.00	150.00	150.00	0.00	100%
32-3207-6-6010-000	Travel	5,967.09	0.00	0.00	1,453.40	1,453.40	4,513.69	24%
32-3207-6-6040-000	Vehicle Mileage	1,218.24	0.00	0.00	963.19	963.19	255.05	79%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
32-3221-5-5150-419	Math Specialist-E Robinson	0.00	0.00	0.00	0.00	0.00	0.00	
32-3221-5-5150-429	Transfer/Career Advisor SSS-Lisle	0.00	0.00	0.00	0.00	0.00	0.00	
32-3221-5-5300-532	Admin Assist SSS-Donovan	0.00	0.00	0.00	0.00	0.00	0.00	
32-3221-5-5400-000	Student Salary	0.00	0.00	0.00	0.00	0.00	0.00	
32-3221-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
32-3221-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
32-3221-5-5951-000	Fringe Benefits-403(b) Match	0.00	0.00	0.00	0.00	0.00	0.00	
32-3221-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
32-3221-6-6020-000	Team/Student Travel	0.00	0.00	0.00	0.00	0.00	0.00	
32-3221-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
32-3221-6-6110-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	
32-3221-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
32-3221-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
32-3221-6-6650-000	Contract Services-External Evaluator	0.00	0.00	0.00	0.00	0.00	0.00	
32-3221-7-7000-000	Instructional Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
32-3221-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
32-3221-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
32-3221-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
32-3221-7-7380-000	Activity	0.00	0.00	0.00	0.00	0.00	0.00	
32-3221-7-7380-001	Activity	0.00	0.00	0.00	0.00	0.00	0.00	
32-3221-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
32-3221-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Student Support Year 1 Total	0.00	0.00	0.00	0.00	0.00	0.00	
32-3222-5-5150-314	Director SSS-Cheny	0.00	0.00	0.00	8,267.66	8,267.66	-8,267.66	
32-3222-5-5150-418	Specialist English SSS-Riebel	35,920.00	0.00	0.00	4,563.27	4,563.27	31,356.73	13%
32-3222-5-5150-419	Specialist Math SSS-E Robinson	0.00	0.00	0.00	4,559.11	4,559.11	-4,559.11	
32-3222-5-5150-429	Transfer/Career Advisor SSS-Lisle	0.00	0.00	0.00	5,352.84	5,352.84	-5,352.84	
32-3222-5-5300-532	AA SSS-Donovan	0.00	0.00	0.00	3,917.20	3,917.20	-3,917.20	
32-3222-5-5400-000	Student Salary	0.00	0.00	0.00	510.50	510.50	-510.50	
32-3222-5-5910-000	Social Security	0.00	0.00	0.00	2,154.10	2,154.10	-2,154.10	
32-3222-5-5950-000	Fringe Benefits	0.00	0.00	0.00	2,173.08	2,173.08	-2,173.08	

Neosho Community College

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
32-3222-5-5951-000	Fringe Benefits-403(b) Match	0.00	0.00	0.00	150.00	150.00	-150.00	
32-3222-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
32-3222-6-6020-000	Team/Student Travel	0.00	0.00	0.00	333.12	333.12	333.12	
32-3222-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	384.42	384.42	-384.42	
32-3222-6-6110-000	Postage	0.00	0.00	0.00	130.14	130.14	-130.14	
32-3222-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
32-3222-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	0.12	0.12	-0.12	
32-3222-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
32-3222-7-7000-000	Instructional Supplies	0.00	0.00	0.00	855.51	855.51	-855.51	
32-3222-7-7010-000	Office Supplies	0.00	0.00	0.00	444.70	444.70	-444.70	
32-3222-7-7190-000	Other	0.00	0.00	0.00	421.43	421.43	-421.43	
32-3222-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
32-3222-7-7380-001	Activity	0.00	0.00	0.00	0.00	0.00	0.00	
32-3222-8-8500-000	Equipment	0.00	0.00	0.00	178.47	178.47	178.47	
32-3222-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Student Support Year 2 Total	35,920.00	0.00	0.00	33,372.49	33,372.49	2,547.51	93%
32-3223-5-5150-314	Director-Student Support Services-Chaney	51,590.00	0.00	8,598.34	34,393.32	42,991.66	8,598.34	83%
32-3223-5-5150-418	Specialist English SSS-Goins	32,000.00	0.00	5,348.38	21,180.65	26,529.03	5,470.97	83%
32-3223-5-5150-419	Specialist Math-SSS-Bentley	32,000.00	0.00	5,348.38	21,180.65	26,529.03	5,470.97	83%
32-3223-5-5150-429	Transfer/Carrer Advisor-SSS-Lisle	33,402.00	0.00	4,750.00	19,470.06	24,220.06	9,181.94	73%
32-3223-5-5300-532	Data Specialist-SSS-Donovan	19,128.00	0.00	3,600.00	10,387.01	13,987.01	5,140.99	73%
32-3223-5-5400-000	Student Salary	3,000.00	0.00	0.00	2,082.53	2,082.53	917.47	69%
32-3223-5-5910-000	Social Security	13,243.68	0.00	0.00	8,203.65	8,203.65	5,040.03	62%
32-3223-5-5950-000	Fringe Benefits	37,200.00	0.00	0.00	21,233.12	21,233.12	15,966.88	57%
32-3223-5-5951-000	Fringe Benefits-403(b) Match	1,500.00	0.00	0.00	525.00	525.00	975.00	35%
32-3223-6-6010-000	Travel	5,100.00	0.00	3,186.16	1,565.07	4,751.23	348.77	93%
32-3223-6-6020-000	Team/Student Travel	7,640.00	0.00	0.00	7,563.50	7,563.50	76.50	99%
32-3223-6-6040-000	Vehicle Mileage	2,500.00	0.00	0.00	2,126.96	2,126.96	373.04	85%
32-3223-6-6110-000	Postage	300.00	0.00	0.00	82.82	82.82	217.18	28%
32-3223-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
32-3223-6-6430-000	Copier Lease/Rental	50.00	0.00	0.00	0.00	0.00	50.00	0%



Neosho Community College

June 2018

ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
32-3229-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
32-3229-7-7000-000	Instructional Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
32-3229-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
32-3229-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
32-3229-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
32-3229-7-7380-000	Activity	0.00	0.00	0.00	0.00	0.00	0.00	
32-3229-7-7380-001	Activity	0.00	0.00	0.00	0.00	0.00	0.00	
32-3229-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Student Support Year Total	0.00	0.00	0.00	0.00	0.00	0.00	
32-3240-5-5150-000	Support Salary	0.00	0.00	0.00	0.00	0.00	0.00	
32-3240-5-5150-336	Dir Youth Activities Project-Nunn	44,126.58	0.00	7,248.84	36,244.16	43,493.00	633.58	99%
32-3240-5-5150-466	Youth Activities Coordinator-Ramsey	13,976.75	0.00	2,482.34	12,411.66	14,894.00	-917.25	107%
32-3240-5-5910-000	Social Security	10,564.71	0.00	0.00	3,821.74	3,821.74	6,742.97	36%
32-3240-5-5950-000	Fringe Benefits	1,200.00	0.00	200.00	5,891.98	6,091.98	-4,891.98	508%
32-3240-5-5951-000	Fringe Benefits-403(b) Match	0.00	0.00	0.00	0.00	0.00	0.00	
32-3240-6-6010-000	Travel	2,400.00	0.00	0.00	1,348.71	1,348.71	1,051.29	56%
32-3240-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
32-3240-6-6110-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	
32-3240-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
32-3240-6-6130-000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	
32-3240-6-6140-000	Communications	0.00	0.00	0.00	0.00	0.00	0.00	
32-3240-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
32-3240-6-6410-000	Lease/Rental	6,900.00	575.00	0.00	6,900.00	6,900.00	0.00	100%
32-3240-7-7000-000	Instructional Supplies	500.00	0.00	0.00	0.00	0.00	500.00	0%
32-3240-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
32-3240-7-7250-000	Indirect Costs	11,186.40	0.00	0.00	11,186.40	11,186.40	0.00	100%
32-3240-8-8500-000	Equipment	500.00	0.00	0.00	0.00	0.00	500.00	0%
	Heartland Works Youth Activities Grant Total	91,354.44	575.00	9,931.18	77,804.65	87,735.83	3,618.61	96%
32-3241-5-5150-000	Support Salary	10,735.52	0.00	0.00	10,200.86	10,200.86	534.66	95%
32-3241-5-5910-000	Social Security	0.00	0.00	0.00	790.32	790.32	-790.32	



Neosho Community College

June 2018

ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
32-3571-6-6130-000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	
32-3571-6-6260-000	Conference	0.00	0.00	0.00	6,096.95	6,096.95	-6,096.95	
32-3571-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
32-3571-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
32-3571-7-7000-000	Instructional Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
32-3571-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
32-3571-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	KBOR Nursing Initiative Grant (NIG) Total	110,103.00	0.00	17,784.77	95,811.04	113,595.81	-3,492.81	103%
32-3572-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
32-3572-5-5210-000	Faculty Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
32-3572-5-5220-000	Faculty Salary (Overload)	0.00	0.00	0.00	0.00	0.00	0.00	
32-3572-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
32-3572-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
32-3572-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
32-3572-6-6110-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	
32-3572-6-6130-000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	
32-3572-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
32-3572-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
32-3572-7-7000-000	Instructional Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
32-3572-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
32-3572-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Nursing Initiative Grant Faculty & Suppl Total	0.00	0.00	0.00	0.00	0.00	0.00	
32-3721-5-5150-317	Director-Upward Bound-Vaughn	37,600.00	0.00	5,741.86	23,125.64	28,867.50	8,732.50	77%
32-3721-5-5150-423	Acedemic Coordinator Upward Bound-Ow	30,750.00	0.00	4,833.34	19,333.32	24,166.66	6,583.34	79%
32-3721-5-5210-000	Faculty Salary (PT)	16,400.00	0.00	7,200.00	0.00	7,200.00	9,200.00	44%
32-3721-5-5300-534	AA Upward Bound-Carroll	21,500.00	0.00	3,600.00	15,300.01	18,900.01	2,599.99	88%
32-3721-5-5400-000	Student Salary	9,750.00	0.00	0.00	4,834.14	4,834.14	4,915.86	50%
32-3721-5-5910-000	Social Security	9,200.00	0.00	0.00	4,664.56	4,664.56	4,535.44	51%
32-3721-5-5950-000	Fringe Benefits	21,275.00	0.00	300.00	9,457.89	9,757.89	11,517.11	46%
32-3721-5-5951-000	Fringe Benefits-403(b) Match	300.00	0.00	0.00	350.00	350.00	-50.00	117%
32-3721-6-6010-000	Travel	4,651.00	0.00	1,093.29	3,377.84	4,471.13	179.87	96%

Neosho Community College

June 2018

ACCOUNT	DESCRIPTION	TOTAL APPROPR	June 2018 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
32-3827-5-5150-426	Hea Occup Coord/Ott-Bretthauer	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-5-5210-000	Faculty Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-6-6110-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-6-6210-000	Insurance-Building	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-6-6230-000	Insurance-Auto	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-7-7000-000	Instructional Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Health Occupations R3 Total	0.00	0.00	0.00	0.00	0.00	0.00	
32-3828-5-5200-612	Faculty Salary-Craig Knight	0.00	0.00	0.00	0.00	0.00	0.00	
32-3828-5-5200-648	Welding Coordinator (9mo) W. Jordan	0.00	0.00	0.00	0.00	0.00	0.00	
32-3828-5-5210-000	Faculty Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
	USDA Rural Business Opportunity (RBOG) Total	0.00	0.00	0.00	0.00	0.00	0.00	
	Grant Funds Total	1,441,136.15	22,332.01	144,727.64	1,114,206.58	1,258,934.22	182,201.93	87%
	Report Total	18,453,728.68	251,242.46	1,284,833.74	15,600,304.18	16,885,137.92	1,568,590.76	91%

REVENUE REPORT
Neosho Community College
May 2018

Account	Description	Current Budget	YTD Revenue	Posted Balance	
				May 2018	YTD/Budget
11-0100-4-4010-000	Student Tuition-Academic	2,199,781.00	1,514,807.17	931.24	68.86
11-0100-4-4030-000	Student Tuition Test Out Fee	3,000.00	2,352.00	160.00	78.40
11-0100-4-4040-000	Student Tuition	0.00	0.00	0.00	0.00
11-0100-4-4070-000	Course Fees-Academic	36,000.00	18,970.00	85.00	52.69
11-0100-4-4090-000	Agency Student Fees	1,599,238.00	0.00	0.00	0.00
11-0100-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
11-0100-4-4210-000	Credit Hour-State Aid-Non-Tiered	1,454,815.00	1,454,815.00	0.00	100.00
11-0100-4-4250-000	Out-District-State Aid-Academic	0.00	0.00	0.00	0.00
11-0100-4-4270-000	LAVTR	0.00	0.00	0.00	0.00
11-0100-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
11-0100-4-4290-000	General State Aid-Non-Tiered Course	0.00	0.00	0.00	0.00
11-0100-4-4300-000	Out-District Tuition Off-Set	0.00	0.00	0.00	0.00
11-0100-4-4310-000	Out-District County Aid	0.00	0.00	0.00	0.00
11-0100-4-4410-000	Ad Valorem Property tax July-December	200,000.00	156,607.15	0.00	78.30
11-0100-4-4420-000	Ad Valorem Property Tax January-June	2,033,386.00	5,009,494.81	2,507,696.60	246.36
11-0100-4-4430-000	Motor Vehicle Property Tax July-December	227,770.00	206,984.40	0.00	90.87
11-0100-4-4440-000	Delinquent Taxes	84,220.00	120,716.98	0.00	143.34
11-0100-4-4450-000	In Lieu IRB	0.00	0.00	0.00	0.00
11-0100-4-4460-000	Motor Vehicle Property Tx January-June	345,871.00	224,314.72	58,260.15	64.86
11-0100-4-4480-000	No Funds Warrant	0.00	0.00	0.00	0.00
11-0100-4-4490-000	Recreational Vehicle Tax July-December	2,225.00	2,753.80	0.00	123.77
11-0100-4-4500-000	Recreational Vehicle Tax January-June	4,710.00	4,609.97	653.13	97.88
11-0100-4-4510-000	16/20M Tax July-December	560.00	1,036.53	0.00	185.09
11-0100-4-4520-000	16/20M Tax January-June	18,785.00	25,766.96	10,227.07	137.17
11-0100-4-4530-000	Rental MV Exise Tax	245.00	91.41	0.00	37.31
11-0100-4-4550-000	CVT Property Tax	42,105.00	41,560.57	7,943.71	98.71
11-0100-4-4720-000	Facilities Use	3,000.00	725.00	325.00	24.17
11-0100-4-4750-000	Commissions	8,350.00	7,621.52	80.20	91.28
11-0100-4-4790-000	Stimulus Funds	0.00	0.00	0.00	0.00
11-0100-4-4810-000	Interest	4,600.00	5,914.98	0.00	128.59
11-0100-4-4830-000	Reimbursement	8,400.00	1,255.85	0.00	14.95
11-0100-4-4840-000	Miscellaneous	152,000.00	55,797.10	6,542.06	36.71
11-0100-4-4850-000	Contract Services	0.00	0.00	0.00	0.00
11-0100-4-4870-000	Grant Indirect Costs	73,255.00	73,761.00	0.00	100.69
11-0100-4-4880-000	Sale of Surplus Property	13,550.00	7,114.56	23.40	52.51
11-0100-4-4890-000	Custom Training	0.00	0.00	0.00	0.00
11-0100-4-4900-000	Overpayments	0.00	0.00	0.00	0.00
11-0100-4-4930-000	Gifts	0.00	203,500.00	0.00	0.00

REVENUE REPORT
Neosho Community College
May 2018

Account	Description	Current Budget	YTD Revenue	Posted Balance	
				May 2018	YTD/Budget
11-0100-4-4950-000	Transfer In	24,000.00	0.00	0.00	0.00
	TOTAL	8,539,866.00	9,140,571.48	2,590,895.08	1.07
12-0200-4-4020-000	Student Tuition-PTE	1,353,651.00	1,123,115.31	280.00	82.97
12-0200-4-4030-000	Student Tuition Test Out Fee	0.00	350.00	0.00	0.00
12-0200-4-4040-000	SB 155 Tuition for Tech Ed	655,000.00	151,585.00	0.00	23.14
12-0200-4-4080-000	Course Fees-Vocational	596,560.00	576,992.00	1,215.00	96.72
12-0200-4-4090-000	Agency Student Fees	0.00	0.00	0.00	0.00
12-0200-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
12-0200-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
12-0200-4-4290-000	Tiered Technical Education State Aid	1,292,172.00	1,292,172.00	0.00	100.00
12-0200-4-4410-000	Ad Valorem Property tax July-December	0.00	0.00	0.00	0.00
12-0200-4-4440-000	Delinquent Taxes	0.00	0.00	0.00	0.00
12-0200-4-4840-000	Miscellaneous	0.00	0.00	0.00	0.00
12-0200-4-4850-000	Contract Services	0.00	0.00	0.00	0.00
12-0200-4-4930-000	Gifts	0.00	0.00	0.00	0.00
12-0200-4-4950-000	Transfer In	0.00	0.00	0.00	0.00
	TOTAL	3,897,383.00	3,144,214.31	1,495.00	0.81
13-0300-4-4070-000	Course Fees-Academic	19,000.00	127,691.93	0.00	672.06
13-0300-4-4090-000	Agency Student Fees	0.00	0.00	0.00	0.00
13-0300-4-4110-000	Federal Grants and Contracts	288,750.00	248,175.33	46,732.45	85.95
13-0300-4-4280-000	State Grants & Contracts	70,000.00	69,938.00	3,497.00	99.91
13-0300-4-4410-000	Ad Valorem Property tax July-December	0.00	464.00	0.00	0.00
13-0300-4-4420-000	Ad Valorem Property Tax January-June	0.00	0.00	0.00	0.00
13-0300-4-4430-000	Motor Vehicle Property Tax July-December	0.00	0.00	0.00	0.00
13-0300-4-4440-000	Delinquent Taxes	0.00	15.11	0.00	0.00
13-0300-4-4450-000	In Lieu IRB	0.00	0.00	0.00	0.00
13-0300-4-4460-000	Motor Vehicle Property Tax January-June	0.00	0.00	0.00	0.00
13-0300-4-4470-000	Local Funds	215,150.00	63,182.00	63,182.00	29.37
13-0300-4-4490-000	Recreational Vehicle Tax July-December	0.00	0.00	0.00	0.00
13-0300-4-4500-000	Recreational Vehicle Tax January-June	0.00	0.00	0.00	0.00
13-0300-4-4510-000	16/20M Tax July-December	0.00	0.00	0.00	0.00
13-0300-4-4520-000	16/20M Tax January-June	0.00	0.00	0.00	0.00
13-0300-4-4530-000	Rental MV Exise Tax	0.00	0.00	0.00	0.00
13-0300-4-4550-000	M&E Property Tax January-June	0.00	0.00	0.00	0.00
13-0300-4-4830-000	Reimbursement	0.00	0.00	0.00	0.00
13-0300-4-4840-000	Miscellaneous	0.00	0.00	0.00	0.00
13-0300-4-4850-000	Contract Services	0.00	0.00	0.00	0.00

REVENUE REPORT
Neosho Community College
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Account	Description	Current Budget	YTD Revenue	Posted Balance	
				May 2018	YTD/Budget
13-0300-4-4950-000	Transfer In	0.00	0.00	0.00	0.00
	TOTAL	592,900.00	509,466.37	113,411.45	0.86
14-0400-4-4070-000	Course Fees-Academic	54,494.00	30,814.96	8,130.69	56.55
14-0400-4-4090-000	Agency Student Fees	0.00	0.00	0.00	0.00
14-0400-4-4891-000	Custom Training-AE Better World Ottawa	0.00	0.00	0.00	0.00
14-0400-4-4892-000	Custom Training-MAMTC	0.00	0.00	0.00	0.00
	TOTAL	54,494.00	30,814.96	8,130.69	0.57
16-0883-4-4090-000	Agency Student Fees	0.00	0.00	0.00	0.00
16-0883-4-4710-000	Room and Board	1,600,000.00	1,474,848.59	4,956.22	92.18
16-0883-4-4740-000	Dorm Damages	0.00	0.00	0.00	0.00
16-0883-4-4750-000	Commissions	8,000.00	2,384.26	182.55	29.80
16-0883-4-4810-000	Interest	25.00	11.69	0.00	46.76
16-0883-4-4840-000	Miscellaneous	48,850.00	0.00	0.00	0.00
16-0883-4-4910-000	Laundry Fee	0.00	0.00	0.00	0.00
16-0883-4-4920-000	Dormitory Application Fee	43,125.00	25,793.83	5,575.00	59.81
16-0883-4-4930-000	Safe Rental Fee	0.00	15,375.00	0.00	0.00
	TOTAL	1,700,000.00	1,518,413.37	801.33	0.89
17-0881-4-4090-000	Agency Student Fees	0.00	0.00	0.00	0.00
17-0881-4-4700-000	Bookstore Rental-Books	300,120.00	261,520.00	192.00	87.14
17-0881-4-4730-000	Bookstore Sales Books	566,310.00	471,958.23	32,960.86	83.34
17-0881-4-4731-000	Bookstore Book Fines	1,000.00	566.88	285.00	56.69
17-0881-4-4740-000	Dorm Damages	0.00	0.00	0.00	0.00
17-0881-4-4770-000	Bookstore Sales-Apparel	19,000.00	13,506.29	493.56	71.09
17-0881-4-4772-000	Bookstore Sales-Apparel Chanute	27,200.00	34,545.98	1,473.94	127.01
17-0881-4-4830-000	Reimbursement	0.00	0.00	0.00	0.00
17-0881-4-4840-000	Bookstore Sales-Miscellaneous	25,500.00	21,017.13	1,217.39	82.42
17-0881-4-4841-000	Bookstore Sales Tax	25,500.00	23,576.85	2,003.94	92.46
17-0881-4-4842-000	Bookstore Sales-Miscellaneous Chanute	20,000.00	29,258.40	1,476.49	146.29
17-0881-4-4880-000	Bookstore Sales-Surplus textbooks	500.00	638.02	317.30	127.60
17-9300-4-4840-000	Miscellaneous	0.00	72.00	0.00	0.00
	TOTAL	985,130.00	856,515.78	40,036.48	0.87
32-3001-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3002-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3003-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3004-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3005-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3006-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3007-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00

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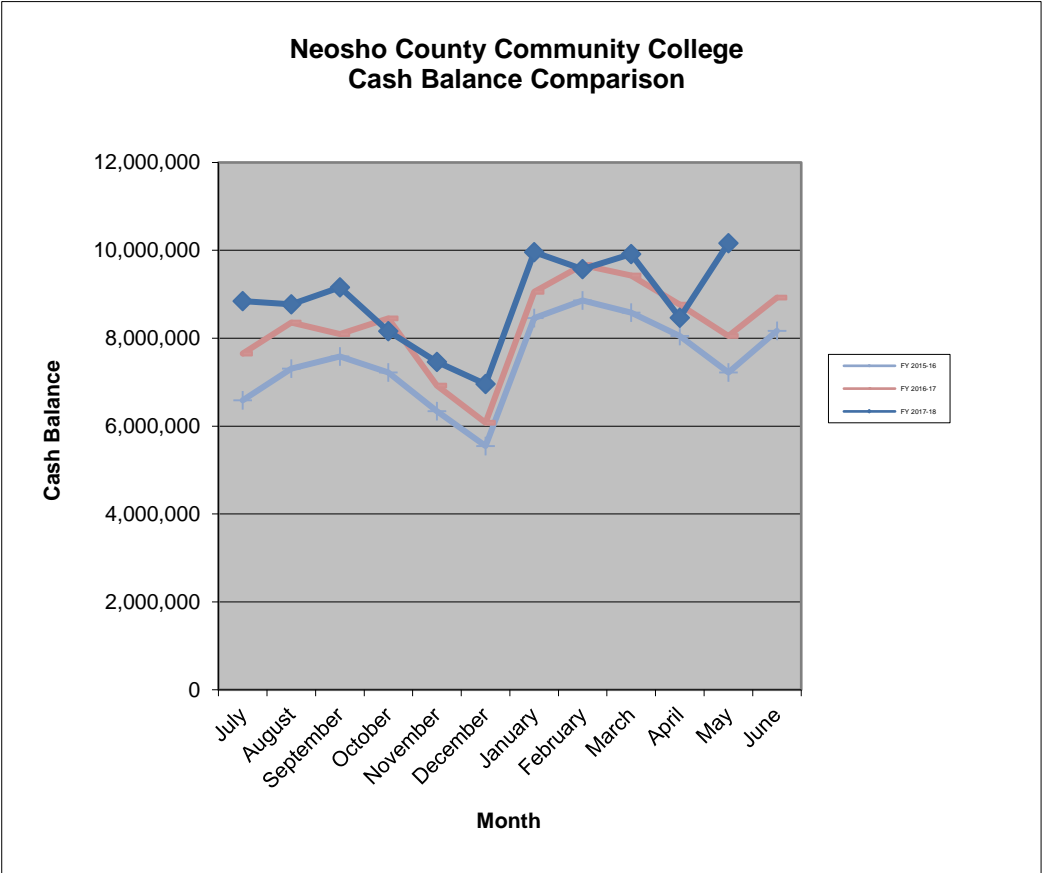
Account	Description	Current Budget	YTD Revenue	Posted Balance	
				May 2018	YTD/Budget
32-3010-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3013-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3014-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3015-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3016-4-4280-000	State Grants & Contracts	0.00	19,800.00	58.87	0.00
32-3017-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3019-4-4280-000	State Grants & Contracts	0.00	17,043.00	2,302.62	0.00
32-3020-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3021-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3022-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3023-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3024-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3025-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3026-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3027-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3028-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3029-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3030-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3031-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3032-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3033-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3034-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3035-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3036-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3037-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3038-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3040-4-4280-000	State Grants & Contracts	0.00	24,000.00	8,000.00	0.00
32-3200-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3200-4-4840-000	Miscellaneous	0.00	0.00	0.00	0.00
32-3201-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3202-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3203-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3204-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3205-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3206-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3207-4-4110-000	Federal Grants and Contracts	0.00	37,277.81	0.00	0.00
32-3215-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3216-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00

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Account	Description	Current Budget	YTD Revenue	Posted Balance	
				May 2018	YTD/Budget
32-3221-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3222-4-4110-000	Federal Grants and Contracts	0.00	33,372.49	0.00	0.00
32-3223-4-4110-000	Federal Grants and Contracts	0.00	201,001.69	24,430.39	0.00
32-3224-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3225-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3226-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3227-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3228-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3229-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3240-4-4280-000	State Grants & Contracts	0.00	109,006.06	15,609.93	0.00
32-3241-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3260-4-4110-000	Federal Grants and Contracts	0.00	87,468.73	10,357.66	0.00
32-3262-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3264-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3265-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3270-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3275-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3276-4-4280-000	State Grants & Contracts	13,137.32	10,509.60	0.00	80.00
32-3420-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3421-4-4110-000	Federal Grants and Contracts	0.00	225,805.69	36,355.98	0.00
32-3422-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3423-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3424-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3425-4-4110-000	Federal Grants and Contracts	0.00	45,844.93	0.00	0.00
32-3426-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3427-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3428-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3550-4-4280-000	State Grants & Contracts	0.00	16,151.00	0.00	0.00
32-3551-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3554-4-4840-000	Miscellaneous	0.00	4,142.20	318.49	0.00
32-3556-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3561-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3562-4-4470-000	Local Funds	0.00	0.00	0.00	0.00
32-3565-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3565-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3566-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3570-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3571-4-4280-000	State Grants & Contracts	0.00	107,282.00	0.00	0.00

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Account	Description	Current Budget	YTD Revenue	Posted Balance	
				May 2018	YTD/Budget
32-3571-4-4470-000	Local Funds	0.00	0.00	0.00	0.00
32-3571-4-4950-000	Transfer In	0.00	0.00	0.00	0.00
32-3572-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3572-4-4470-000	Local Funds	0.00	0.00	0.00	0.00
32-3721-4-4110-000	Federal Grants and Contracts	0.00	135,505.35	20,582.97	0.00
32-3722-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3723-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3724-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3725-4-4110-000	Federal Grants and Contracts	0.00	44,675.23	0.00	0.00
32-3726-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3727-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3728-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3729-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3800-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3801-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3802-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3803-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3804-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3805-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3825-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3826-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3827-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3828-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
	TOTAL	13,137.32	1,118,885.78	118,016.91	85.17
Report Total	TOTAL	-15,782,910.32	16,318,882.05	2,869,796.94	1.03



JL	2333
Dated	6/12/2018
Entered	
Posted	

Acct Number	Description	Dr	Cr	Charge Code
To Write off delinquent student accounts				
17-1000-1-1340-000	5376318 Abdullah Alotaibi		200.00	BK
17-0881-4-4730-000	5376318 SP16	200.00		
17-1000-1-1560-000	5376318		128.00	BR
17-0881-4-4700-000	5376318 SP16	128.00		
70-1000-1-1280-000	5376318		576.00	SF
70-9850-4-4840-000	5376318 SP16	576.00		
11-1000-1-1300-000	5376318		1,233.00	ST
11-0100-4-4010-000	5376318 SP16	1,233.00		
17-1000-1-1340-000	5368248 Jady E. Anderson		788.34	BK
17-0881-4-4730-000	5368248 FA15	788.34		
70-1000-1-1310-000	5368248		100.00	DD
70-9920-4-4840-000	5368248 FA15	100.00		
70-1000-1-1280-000	5371692 Joshua A. Atchison		114.00	SF
70-9850-4-4840-000	5371692 FA16	114.00		
11-1000-1-1300-000	5371692		377.75	ST
11-0100-4-4010-000	5371692 FA16	377.75		
70-1000-1-1530-000	5371692		180.00	WF
70-9904-4-4840-000	5371692 FA16	180.00		
17-1000-1-1560-000	5371692		48.00	BR
17-0881-4-4700-000	5371692 FA16	48.00		
02-1000-1-1381-000	5376209 Jaimilyn H. Babb		10.00	NL
02-0201-4-4081-000	5376209 FA16	10.00		
70-1000-1-1280-000	5376209		284.00	SF
70-9850-4-4840-000	5376209 FA16	284.00		
11-1000-1-1300-000	5376209		268.00	ST
11-0100-4-4010-000	5376209 FA16	268.00		
12-1000-1-1380-000	5376209		30.00	VF
12-0200-4-4080-000	5376209 FA16	30.00		
12-1000-1-1300-000	5376209		134.00	VT
12-0200-4-4080-000	5376209 FA16	134.00		
70-1000-1-1530-000	5376209		120.00	WF
70-9904-4-4840-000	5376209 FA16	120.00		
17-1000-1-1560-000	5376209		48.00	BR
17-0881-4-4700-000	5376209 FA16	48.00		
70-1000-1-1280-000	5359996 Jessica L. Barclay		342.00	SF
70-9850-4-4840-000	5359996 SP16	342.00		
12-1000-1-1380-000	5359996		85.00	VF
12-0200-4-4080-000	5359996 SP16	85.00		
12-1000-1-1300-000	5359996		768.00	VT
12-0200-4-4080-000	5359996 SP16	768.00		
Page Total		5,834.09	5,834.09	

JL	2334
Dated	6/12/2018
Entered	
Posted	

16-1000-1-1320-000	5365922 Timothy B. Barnes	2,950.00	RB
16-0883-4-4710-000	5365922 SP16	2,950.00	
70-1000-1-1280-000	5365922	910.69	SF
70-9850-4-4840-000	5365922 FA15 & SP	910.69	
11-1000-1-1300-000	5365922	920.00	ST
11-0100-4-4010-000	5365922 FA15 & SP	920.00	
12-1000-1-1300-000	5365922	192.00	VT
12-0200-4-4080-000	5365922 SP16	192.00	
70-1000-1-1530-000	5365922	180.00	WF
70-9904-4-4840-000	5365922 SP16	180.00	
17-1000-1-1340-000	5365922	294.70	BK
17-0881-4-4730-000	5365922 SP16	294.70	
17-1000-1-1560-000	5365922	192.00	BR
17-0881-4-4700-000	5365922 SP16	192.00	
70-1000-1-1310-000	5365922	50.00	DD
70-9920-4-4840-000	5365922 SP16	50.00	
12-1000-1-1300-000	45057 Ryan Barriger	609.00	VT
12-0200-4-4080-000	45057 SP16	609.00	
70-1000-1-1280-000	5358387 Tehya C. Bass	186.00	SF
70-9850-4-4840-000	5358387 SP16	186.00	
12-1000-1-1380-000	5358387	68.00	VF
12-0200-4-4080-000	5358387 SP16	68.00	
12-1000-1-1300-000	5358387	384.00	VT
12-0200-4-4080-000	5358387 SP16	384.00	
02-1000-1-1381-000	5358387	10.00	NL
02-0201-4-4081-000	5358387 SP16	10.00	
70-1000-1-1280-000	5376030 Haiden D. Beckwith	312.00	SF
70-9850-4-4840-000	5376030 SP16	312.00	
11-1000-1-1300-000	5376030	668.00	ST
11-0100-4-4010-000	5376030 SP16	668.00	
70-1000-1-1530-000	5376030	360.00	WF
70-9904-4-4840-000	5376030 SP16	360.00	
17-1000-1-1560-000	5354878 Macy E. Bennett	48.00	BR
17-0881-4-4700-000	5354878 SP15	48.00	
70-1000-1-1280-000	5354878	108.00	SF
70-9850-4-4840-000	5354878 SP15	108.00	
11-1000-1-1300-000	5354878	180.00	ST
11-0100-4-4010-000	5354878 SP15	180.00	
17-1000-1-1340-000	5366788 Mekaela D. Bernard	739.40	BK
17-0881-4-4730-000	5366788 FA15 & SP	739.40	

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70-1000-1-1530-000	5366788	111.00	WF
70-9904-4-4840-000	5366788 SP16	111.00	
70-1000-1-1280-000	5377640 Sayge R. Best	79.00	SF
70-9850-4-4840-000	5377640 FA16	79.00	
11-1000-1-1300-000	5377640	201.00	ST
11-0100-4-4010-000	5377640 FA16	201.00	
70-1000-1-1280-000	5360807 Kellie L. Beuchaw	1,049.00	SF
70-9850-4-4840-000	5360807 SP16	1,049.00	
70-1000-1-1280-000	5352148 Eric L. Bishop	59.59	SF
70-9850-4-4840-000	5352148 SP16	59.59	
17-1000-1-1340-000	5377305 Jacqueline L. Bittinger	314.00	BK
17-0881-4-4730-000	5377305 FA16	314.00	
17-1000-1-1560-000	5377305	160.00	BR
17-0881-4-4700-000	5377305 FA16	160.00	
16-1000-1-1320-000	5377305	846.00	RB
16-0883-4-4710-000	5377305 FA16	846.00	
70-1000-1-1280-000	5377305	181.00	SF
70-9850-4-4840-000	5377305 FA16	181.00	
11-1000-1-1300-000	5377305	871.00	ST
11-0100-4-4010-000	5377305 FA16	871.00	
17-1000-1-1340-000	5360110 Brittany N. Boothe	190.31	BK
17-0881-4-4730-000	5360110 FA15	190.31	
70-1000-1-1280-000	5373363 Justin A. Bowman	2,907.00	SF
70-9850-4-4840-000	5373363 SP16	2,907.00	
70-1000-1-1470-000	5373363	25.00	FN
70-9802-4-4840-000	5373363 SP16	25.00	
17-1000-1-1340-000	5373363	173.00	BK
17-0881-4-4730-000	5373363 FA15	173.00	
70-1000-1-1310-000	5373363	10.00	DD
70-9920-4-4840-000	5373363 SP16	10.00	
17-1000-1-1340-000	5356156 Toni M. Boyd	1,088.46	BK
17-0881-4-4730-000	5356156 SP16	1,088.46	
70-1000-1-1280-000	5356156	900.00	SF
70-9850-4-4840-000	5356156 SP16	900.00	
12-1000-1-1300-000	5375677 Kelsey D. Brantley	154.50	VT
12-0200-4-4080-000	5375677 SP16	154.50	
17-1000-1-1340-000	5360032 Kentasha L-L Brown	100.00	BK
17-0881-4-4730-000	5360032 SU16	100.00	

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12-1000-1-1380-000	5378049 Samuel L. Burnett	113.05	VF
12-0200-4-4080-000	5378049 FA16	113.05	
12-1000-1-1300-000	5378049	670.00	VT
12-0200-4-4080-000	5378049 FA16	670.00	
12-1000-1-1300-000	5369470 Jasmyne J. Butler	263.38	VT
12-0200-4-4080-000	5369470 SP16	263.38	
70-1000-1-1530-000	5369470	90.00	VF
70-9904-4-4840-000	5369470 SP16	90.00	
70-1000-1-1280-000	5353944 Stephanie L. Chapmar	891.00	WF
70-9850-4-4840-000	5353944 SP16	891.00	
17-1000-1-1340-000	5372274 Michael J. Clissold	100.00	BK
17-0881-4-4730-000	5372274 FA15	100.00	
11-1000-1-1300-000	5374748 Bobbie M. Coleman	384.00	ST
11-0100-4-4010-000	5374748 SP16	384.00	
70-1000-1-1530-000	5374748	70.00	WF
70-9904-4-4840-000	5374748 SP16	70.00	
17-1000-1-1560-000	5374748	32.00	BR
17-0881-4-4700-000	5374748 SP16	32.00	
17-1000-1-1340-000	5364371 Wendy M. Collene	185.94	BK
17-0881-4-4730-000	5364371 FA15	185.94	
17-1000-1-1560-000	5373552 Chloe E. Cornell	48.00	BR
17-0881-4-4700-000	5373552 SP16	48.00	
70-1000-1-1280-000	5373552	78.00	SF
70-9850-4-4840-000	5373552 SP16	78.00	
11-1000-1-1300-000	5373552	192.00	ST
11-0100-4-4010-000	5373552 SP16	192.00	
17-1000-1-1340-000	5374307 Harold W. Craig	150.00	BK
17-0881-4-4730-000	5374307 SP16	150.00	
70-1000-1-1310-000	5374307	100.00	DD
70-9920-4-4840-000	5374307 SP16	100.00	
70-1000-1-1530-000	5374307	61.00	WF
70-9904-4-4840-000	5374307 SP16	61.00	
11-1000-1-1300-000	5354354 Lucia B. Crellin	95.65	ST
11-0100-4-4010-000	5354354 SP16	95.65	

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70-1000-1-1530-000	5354354		90.00	WF
70-9904-4-4840-000	5354354 SP16	90.00		
17-1000-1-1340-000	5375959 Lane R. Curtis		729.71	BK
17-0881-4-4730-000	5375959 SP16	729.71		
16-1000-1-1320-000	5370354 Trinton V. Davis		2,950.00	RB
16-0883-4-4710-000	5370354 SP16	2,950.00		
70-1000-1-1470-000	5370354		82.50	FN
70-9802-4-4840-000	5370354 SP16	82.50		
70-1000-1-1310-000	5370354		100.00	DD
70-9920-4-4840-000	5370354 SP16	100.00		
17-1000-1-1560-000	5371909 Susan A. DeMers		96.00	BR
17-0881-4-4700-000	5371909 SP16	96.00		
02-1000-1-1380-000	5371909		10.00	RF
02-0200-4-4080-000	5371909 SP16	10.00		
70-1000-1-1280-000	5371909		394.00	SF
70-9850-4-4840-000	5371909 SP16	394.00		
11-1000-1-1300-000	5371909		192.00	ST
11-0100-4-4010-000	5371909 SP16	192.00		
12-1000-1-1380-000	5371909		40.00	VF
12-0200-4-4080-000	5371909 SP16	40.00		
12-1000-1-1300-000	5371909		384.00	VT
12-0200-4-4080-000	5371909 SP16	384.00		
70-1000-1-1530-000	5371909		210.00	WF
70-9904-4-4840-000	5371909 SP16	210.00		
70-1000-1-1280-000	5373369 Maria D. Dominguez		78.00	SF
70-9850-4-4840-000	5373369 SP16	78.00		
11-1000-1-1300-000	5373369		192.00	ST
11-0100-4-4010-000	5373369 SP16	192.00		
17-1000-1-1340-000	5359326 Demi M. Fischer		714.36	BK
17-0881-4-4730-000	5359326 SU15	714.36		
70-1000-1-1280-000	5371296 Wesley M. Fossett		200.00	SF
70-9850-4-4840-000	5371296 SP16	200.00		
12-1000-1-1380-000	5371296		100.00	VF
12-0200-4-4080-000	5371296 SP16	100.00		
12-1000-1-1300-000	5371296		64.00	VT
12-0200-4-4080-000	5371296 FA15	64.00		
70-1000-1-1280-000	5375704 Kirsten J. Freeman		300.00	SF
70-9850-4-4840-000	5375704 SP16	300.00		
11-1000-1-1300-000	5375704		384.00	ST
11-0100-4-4010-000	5375704 SP16	384.00		

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11-1000-1-1300-000	5340774 Toni J. Garner	576.00	ST
11-0100-4-4010-000	5340774 SP16	576.00	
70-1000-1-1530-000	5340774	270.00	WF
70-9904-4-4840-000	5340774 SP16	270.00	
70-1000-1-1280-000	5340774	381.00	SF
70-9850-4-4840-000	5340774 SP16	381.00	
17-1000-1-1340-000	5340774	466.50	BK
17-0881-4-4730-000	5340774 SP16	466.50	
17-1000-1-1560-000	5340774	48.00	BR
17-0881-4-4700-000	5340774 SP16	48.00	
70-1000-1-1280-000	5340774	78.00	SF
70-9850-4-4840-000	5371417 Isaiah R. G	78.00	
11-1000-1-1300-000	5371417	192.00	ST
11-0100-4-4010-000	5371417 FA15	192.00	
16-1000-1-1320-000	5361594 Karolyna M. Gomez	2,910.00	RB
16-0883-4-4710-000	5361594 SP16	2,910.00	
02-1000-1-1380-000	5361594	10.00	RF
02-0200-4-4080-000	5361594 SP16	10.00	
70-1000-1-1280-000	5361594	461.00	SF
70-9850-4-4840-000	5361594 SP16	461.00	
70-1000-1-1530-000	5361594	210.00	WF
70-9904-4-4840-000	5361594 SP16	210.00	
17-1000-1-1340-000	5369205 Devin L. Goranson	234.57	BK
17-0881-4-4730-000	5369205 SP16	234.57	
17-1000-1-1340-000	5366109 Antonio F. Green	80.00	BK
17-0881-4-4730-000	5366109 SP16	80.00	
16-1000-1-1320-000	5366109	1,865.75	RB
16-0883-4-4710-000	5366109 SP16	1,865.75	
02-1000-1-1380-000	5366109	10.00	RF
02-0200-4-4080-000	5366109 SP16	10.00	
70-1000-1-1280-000	5366109	1,025.00	SF
70-9850-4-4840-000	5366109 SP16	1,025.00	
11-1000-1-1300-000	5366109	832.00	ST
11-0100-4-4010-000	5366109 SP16	832.00	
12-1000-1-1300-000	5366109	192.00	VT
12-0200-4-4080-000	5366109 SP16	192.00	
70-1000-1-1530-000	5366109	90.00	WF
70-9904-4-4840-000	5366109 SP16	90.00	
70-1000-1-1280-000	5375877 Dexter J. Griffin	189.25	SF
70-9850-4-4840-000	5375877 SP16	189.25	

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12-1000-1-1380-000	5375877		12.00	VF
12-0200-4-4080-000	5375877 SP16	12.00		
12-1000-1-1300-000	5375877		576.00	VT
12-0200-4-4080-000	5375877 SP16	576.00		
70-1000-1-1280-000	5367358 William J. Habiger		72.00	SF
70-9850-4-4840-000	5367358 SP15	72.00		
70-1000-1-1280-000	5373420 Ashley M. Hall		76.00	SF
70-9850-4-4840-000	5373420 SP16	76.00		
70-1000-1-1280-000	5370570 Molly Rae Hamlin		849.00	SF
70-9850-4-4840-000	5370570 FA15	849.00		
17-1000-1-1340-000	5370570		558.71	BK
17-0881-4-4730-000	5370570 FA15	558.71		
17-1000-1-1340-000	5372260 Michelle L. Hanshaw		154.38	BK
17-0881-4-4730-000	5372260 FA15	154.38		
02-1000-1-1381-000	5376011 Skylor A. Harrell		10.00	NL
02-0201-4-4081-000	5376011 SP16	10.00		
70-1000-1-1280-000	5376011		402.00	SF
70-9850-4-4840-000	5376011 SP16	402.00		
12-1000-1-1380-000	5376011		68.00	VF
12-0200-4-4080-000	5376011 SP16	68.00		
70-1000-1-1530-000	5376011		90.00	WF
70-9904-4-4840-000	5376011 SP16	90.00		
11-1000-1-1300-000	5371700 Kenzie L. Hawkins		384.00	ST
11-0100-4-4010-000	5371700 SP16	384.00		
12-1000-1-1300-000	5371700		128.00	VT
12-0200-4-4080-000	5371700 SP16	128.00		
70-1000-1-1530-000	5371700		240.00	WF
70-9904-4-4840-000	5371700 SP16	240.00		
17-1000-1-1560-000	5371700		46.00	BR
17-0881-4-4700-000	5371700 SP16	46.00		
17-1000-1-1340-000	5367704 Mikaela A. Hegwald		309.07	BK
17-0881-4-4730-000	5367704 FA16	309.07		
17-1000-1-1560-000	5367704		112.00	BR
17-0881-4-4700-000	5367704 FA16	112.00		
70-1000-1-1280-000	5367704		690.00	SF
70-9850-4-4840-000	5367704 FA16	690.00		
11-1000-1-1300-000	5367704		469.00	ST
11-0100-4-4010-000	5367704 FA16	469.00		
12-1000-1-1300-000	5367704		402.00	VT
12-0200-4-4080-000	5367704 FA16	402.00		

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70-1000-1-1530-000	5367704		180.00	WF
70-9904-4-4840-000	5367704 FA16	180.00		
17-1000-1-1340-000	5365517 Callie N. Hicks		245.75	BK
17-0881-4-4730-000	5365517 FA15	245.75		
17-1000-1-1340-000	5375176 Michael S. Holte		948.18	BK
17-0881-4-4730-000	5375176 SP16	948.18		
70-1000-1-1280-000	5368497 Sydni P. James		207.03	SF
70-9850-4-4840-000	5368497 SP16	207.03		
11-1000-1-1300-000	5368497		716.00	ST
11-0100-4-4010-000	5368497 SP16	716.00		
70-1000-1-1280-000	5367342 Heidi Lynae Jamison		311.30	SF
70-9850-4-4840-000	5367342 SU16	311.30		
17-1000-1-1340-000	5353953 Cameron S. Jesseph		207.99	BK
17-0881-4-4730-000	5353953 FA15	207.99		
70-1000-1-1280-000	5368915 Kristina D. Jones		921.00	SF
70-9850-4-4840-000	5368915 SP16	921.00		
70-1000-1-1280-000	5365820 Dakota M. Kincaid		253.00	SF
70-9850-4-4840-000	5365820 FA15 & SP	253.00		
11-1000-1-1300-000	5365820		768.00	ST
11-0100-4-4010-000	5365820 FA15 & SP	768.00		
70-1000-1-1530-000	5365820		90.00	WF
70-9904-4-4840-000	5365820 FA15	90.00		
17-1000-1-1560-000	5365820		144.00	BR
17-0881-4-4700-000	5365820 FA15	144.00		
17-1000-1-1340-000	5340567 Rowdy R. Kyser		150.00	BK
17-0881-4-4730-000	5340567 FA15	150.00		
70-1000-1-1280-000	5340567		88.00	SF
70-9850-4-4840-000	5340567 SP16	88.00		
11-1000-1-1300-000	5340567		512.00	ST
11-0100-4-4010-000	5340567 SP16	512.00		
12-1000-1-1300-000	5340567		384.00	VT
12-0200-4-4080-000	5340567 SP16	384.00		
70-1000-1-1530-000	5340567		420.00	WF
70-9904-4-4840-000	5340567 SP16	420.00		
17-1000-1-1340-000	5342965 Kaylee N. Leck		46.00	BK
17-0881-4-4730-000	5342965 FA15	46.00		
17-1000-1-1340-000	5375878 Robert J. Lockett		751.36	BK
17-0881-4-4730-000	5375878 SP16	751.36		
12-1000-1-1300-000	5375878		204.00	VT
12-0200-4-4080-000	5375878 SP16	204.00		

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70-1000-1-1280-000	5376194 Mackenzie L. Lutz		150.00	SF
70-9850-4-4840-000	5376194 SP16	150.00		
11-1000-1-1300-000	5376194		192.00	ST
11-0100-4-4010-000	5376194 SP16	192.00		
70-1000-1-1280-000	5367148 Samantha N. Macklin		14.00	SF
70-9850-4-4840-000	5367148 FA15	14.00		
11-1000-1-1300-000	5367148		192.00	ST
11-0100-4-4010-000	5367148 FA15	192.00		
70-1000-1-1530-000	5358286 Isaac J. Manuel		360.00	WF
70-9904-4-4840-000	5358286 SP16	360.00		
16-1000-1-1320-000	5358286		2,058.75	RB
16-0883-4-4710-000	5358286 SP16	2,058.75		
70-1000-1-1280-000	5358286		312.00	SF
70-9850-4-4840-000	5358286 SP16	312.00		
70-1000-1-1280-000	5356591 Kayla M. Martinez		756.00	SF
70-9850-4-4840-000	5356591 SP16	756.00		
70-1000-1-1280-000	5366801 Nathan R. McGowin		432.00	SF
70-9850-4-4840-000	5366801 SP15	432.00		
12-1000-1-1380-000	5366801		100.00	VF
12-0200-4-4080-000	5366801 SP15	100.00		
12-1000-1-1300-000	5366801		540.00	VT
12-0200-4-4080-000	5366801 SP15	540.00		
70-1000-1-1280-000	5373772 Markus Messerschmic		1,231.00	SF
70-9850-4-4840-000	5373772 SP16	1,231.00		
17-1000-1-1340-000	5373772		477.34	BK
17-0881-4-4730-000	5373772 SP16	477.34		
11-1000-1-1300-000	5354982 Virginia M. Musyoka		175.65	ST
11-0100-4-4010-000	5354982 WI15	175.65		
12-1000-1-1380-000	5354982		141.53	VF
12-0200-4-4080-000	5354982 FA15 & SP	141.53		
12-1000-1-1300-000	5354982		998.82	VT
12-0200-4-4080-000	5354982 FA15 & SP	998.82		
70-1000-1-1530-000	5354982		90.00	WF
70-9904-4-4840-000	5354982 WI15	90.00		
17-1000-1-1560-000	5374158 Mercy W. Mwangi		96.00	BR
17-0881-4-4700-000	5374158 SP16	96.00		
70-1000-1-1280-000	5374158		418.00	SF
70-9850-4-4840-000	5374158 SP16	418.00		
11-1000-1-1300-000	5374158		384.00	ST
11-0100-4-4010-000	5374158 SP16	384.00		

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12-1000-1-1380-000	5374158		65.00	VF
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12-1000-1-1300-000	5374158		320.00	VT
12-0200-4-4080-000	5374158 SP16	320.00		
70-1000-1-1530-000	5374158		330.00	WF
70-9904-4-4840-000	5374158 SP16	330.00		
17-1000-1-1340-000	5349944 Meghan M. Myers		609.71	BK
17-0881-4-4730-000	5349944 SP16	609.71		
70-1000-1-1280-000	5367438 Ryan A. Olson		78.00	SF
70-9850-4-4840-000	5367438 SP16	78.00		
17-1000-1-1560-000	5372924 Caitlin K. Osburn		48.00	BR
17-0881-4-4700-000	5372924 SP16	48.00		
70-1000-1-1280-000	5372924		180.00	SF
70-9850-4-4840-000	5372924 SP16	180.00		
11-1000-1-1300-000	5372924		192.00	ST
11-0100-4-4010-000	5372924 SP16	192.00		
70-1000-1-1530-000	5372924		90.00	WF
70-9904-4-4840-000	5372924 SP16	90.00		
17-1000-1-1340-000	5367923 Kristen R. Payne		193.63	BK
17-0881-4-4730-000	5367923 FA15	193.63		
70-1000-1-1280-000	5359376 DaVaughn J. Pellis		1,094.00	SF
70-9850-4-4840-000	5359376 FA15	1,094.00		
70-1000-1-1310-000	5372663 Bianca Peteet		10.00	DD
70-9920-4-4840-000	5372663 SP16	10.00		
12-1000-1-1300-000	5372663		57.61	VT
12-0200-4-4080-000	5372663 SP16	57.61		
16-1000-1-1320-000	5373471 Devon Mitchell Philpot		1,716.25	RB
16-0883-4-4710-000	5373471 SP16	1,716.25		
70-1000-1-1280-000	5373471		965.00	SF
70-9850-4-4840-000	5373471 SP16	965.00		
11-1000-1-1300-000	5373471		960.00	ST
11-0100-4-4010-000	5373471 SP16	960.00		
70-1000-1-1530-000	5373471		60.00	WF
70-9904-4-4840-000	5373471 SP16	60.00		
70-1000-1-1280-000	5364359 Ian J. Pollock		668.00	SF
70-9850-4-4840-000	5364359 SP16	668.00		
17-1000-1-1340-000	5361314 Benny L. Prunty		288.14	BK
17-0881-4-4730-000	5361314 SU15	288.14		
70-1000-1-1280-000	5374965 Gerald C. Pulley		307.00	SF
70-9850-4-4840-000	5374965 SP16	307.00		
12-1000-1-1380-000	5374965		85.00	VF
12-0200-4-4080-000	5374965 SP16	85.00		
12-1000-1-1300-000	5374965		768.00	VT
12-0200-4-4080-000	5374965 SP16	768.00		
17-1000-1-1340-000	5359481 Lavonia K. Ragsdale		313.60	BK
17-0881-4-4730-000	5359481 SU15	313.60		
17-1000-1-1340-000	5354777 Alexandra M. Reynolds		681.76	BK
17-0881-4-4730-000	5354777 FA15	681.76		

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70-1000-1-1280-000	5355312 Hannah M. Tate	829.00	SF
70-9850-4-4840-000	5355312 FA15	829.00	
17-1000-1-1340-000	5355312	402.00	BK
17-0881-4-4730-000	5355312 FA15	402.00	
17-1000-1-1340-000	5378216 Chloe A. Taylor	408.00	BK
17-0881-4-4730-000	5378216 FA16	408.00	
17-1000-1-1560-000	5378216	96.00	BR
17-0881-4-4700-000	5378216 FA16	96.00	
70-1000-1-1280-000	5378216	360.00	SF
70-9850-4-4840-000	5378216 FA16	360.00	
11-1000-1-1300-000	5378216	201.00	ST
11-0100-4-4010-000	5378216 FA16	201.00	
12-1000-1-1380-000	5378216	40.00	VF
12-0200-4-4080-000	5378216 FA16	40.00	
12-1000-1-1300-000	5378216	335.00	VT
12-0200-4-4080-000	5378216 FA16	335.00	
70-1000-1-1530-000	5378216	180.00	WF
70-9904-4-4840-000	5378216 FA16	180.00	
17-1000-1-1340-000	5360473 De'Shawn D. Terrell	827.46	BK
17-0881-4-4730-000	5360473 SU15	827.46	
70-1000-1-1310-000	5367000 Sarah T. Theisen	100.00	DD
70-9920-4-4840-000	5367000 SP16	100.00	
16-1000-1-1320-000	5367000	2,925.00	RB
16-0883-4-4710-000	5367000 SP16	2,925.00	
17-1000-1-1340-000	5372601 Jordan M. Thomas	245.75	BK
17-0881-4-4730-000	5372601 FA15	245.75	
11-1000-1-1300-000	5361407 Jalen L. Tillman	780.75	ST
11-0100-4-4010-000	5361407 FA16	780.75	
70-1000-1-1530-000	5361407	150.00	WF
70-9904-4-4840-000	5361407 FA16	150.00	
11-1000-1-1300-000	5379264 Edopeseabasi Eyi Udoir	373.00	ST
11-0100-4-4010-000	5379264 FA16	373.00	
17-1000-1-1340-000	5372286 Becky V. Ulmer	213.13	BK
17-0881-4-4730-000	5372286 SP16	213.13	
70-1000-1-1280-000	5372286	223.00	SF
70-9850-4-4840-000	5372286 SP16	223.00	
11-1000-1-1300-000	5372286	128.00	ST
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12-1000-1-1380-000	5372286	157.00	VF
12-0200-4-4080-000	5372286 SP16	157.00	
12-1000-1-1300-000	5372286	576.00	VT
12-0200-4-4080-000	5372286 SP16	576.00	
70-1000-1-1530-000	5372286	270.00	WF
70-9904-4-4840-000	5372286 SP16	270.00	
17-1000-1-1340-000	5368284 Marsha Marie Waller	213.13	BK
17-0881-4-4730-000	5368284 SP16	213.13	
12-1000-1-1300-000	5368284	95.00	VT
12-0200-4-4080-000	5368284 SP16	95.00	

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70-1000-1-1530-000	5368284		90.00	WF
70-9904-4-4840-000	5368284	SP16	90.00	
17-1000-1-1340-000	39634	Serenity Walters	432.42	BK
17-0881-4-4730-000	39634	FA15 & SP	432.42	
70-1000-1-1280-000	39634		6.00	SF
70-9850-4-4840-000	39634	FA15	6.00	
70-1000-1-1530-000	39634		258.74	WF
70-9904-4-4840-000	39634	FA15 & SP	258.74	
17-1000-1-1560-000	5359691	Junyi Wang	96.00	BR
17-0881-4-4700-000	5359691	SP16	96.00	
70-1000-1-1280-000	5361940	Michael A. Warriax	788.00	SF
70-9850-4-4840-000	5361940	FA15	788.00	
70-1000-1-1310-000	5361491	Kyle J. Washington-Sc	10.00	DD
70-9920-4-4840-000	5361491	FA15	10.00	
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70-9850-4-4840-000	5361491	FA15	612.00	
02-1000-1-1381-000	5378884	Nakeisha N. White	10.00	NL
02-0201-4-4081-000	5378884	FA16	10.00	
70-1000-1-1280-000	5378884		426.00	SF
70-9850-4-4840-000	5378884	FA16	426.00	
12-1000-1-1380-000	5378884		68.00	VF
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70-9904-4-4840-000	5378884	FA16	90.00	
70-1000-1-1280-000	5376348	Mia S. Wiley	594.00	SF
70-9850-4-4840-000	5376348	FA16	594.00	
11-1000-1-1300-000	5376348		603.00	ST
11-0100-4-4010-000	5376348	FA16	603.00	
17-1000-1-1340-000	5376348		100.00	BK
17-0881-4-4730-000	5376348	FA16	100.00	
17-1000-1-1560-000	5376348		40.20	BR
17-0881-4-4700-000	5376348	FA16	40.20	
16-1000-1-1320-000	5372444	Jada M. Williams	473.72	RB
16-0883-4-4710-000	5372444	FA16	473.72	
70-1000-1-1280-000	5372444		544.00	SF
70-9850-4-4840-000	5372444	FA16	544.00	
11-1000-1-1300-000	5372444		50.00	ST
11-0100-4-4010-000	5372444	FA16	50.00	
70-1000-1-1530-000	5372444		90.00	WF
70-9904-4-4840-000	5372444	FA16	90.00	
17-1000-1-1340-000	5342174	Kelci L. Williams	669.80	BK
17-0881-4-4730-000	5342174	SP16	669.80	
70-1000-1-1280-000	5342174		362.00	SF
70-9850-4-4840-000	5342174	SP16	362.00	
70-1000-1-1280-000	5373279	Adrienne E. Wilson	669.00	SF
70-9850-4-4840-000	5373279	FA15	669.00	
17-1000-1-1340-000	5366282	Gregory Wimberly	90.26	BK
17-0881-4-4730-000	5366282	FA15	90.26	

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12-1000-1-1380-000	5377662 Zachary R. Wimp	108.00	VF
12-0200-4-4080-000	5377662 FA16 & SP	108.00	
17-1000-1-1560-000	5363669 Ashley L. Wood	96.00	BR
17-0881-4-4700-000	5363669 SP16	96.00	
70-1000-1-1280-000	5363669	258.00	SF
70-9850-4-4840-000	5363669 SP16	258.00	
11-1000-1-1300-000	5363669	384.00	ST
11-0100-4-4010-000	5363669 SP16	384.00	
17-1000-1-1340-000	5339851 Kendra H. Woodard	73.00	BK
17-0881-4-4730-000	5339851 SP16	73.00	
70-1000-1-1550-000	5373581 Stefanie D. Woolridge	157.00	NF
70-9812-4-4840-000	5373581 SP16	157.00	
16-1000-1-1320-000	5373581	584.38	RB
16-0883-4-4710-000	5373581 SP16	584.38	
16-1000-1-1320-000	5375583 Coby J. Worcester	883.00	RB
16-0883-4-4710-000	5375583 FA16	883.00	
17-1000-1-1340-000	5375583	893.80	BK
17-0881-4-4730-000	5375583 FA16	893.80	
70-1000-1-1310-000	5375583	100.00	DD
70-9920-4-4840-000	5375583 FA16	100.00	
17-1000-1-1340-000	5366215 Xiang Xiang	185.94	BK
17-0881-4-4730-000	5366215 FA15	185.94	
17-1000-1-1340-000	5377933 Jianxiong Yue	296.89	BK
17-0881-4-4730-000	5377933 SU16	296.89	

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Journal Entry Totals

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JL 2333	5834.09
JL2334	9361.79
JL2335	9419.86
JL2336	3524.02
JL2337	7310.57
JL2338	10121.07
JL2339	5648.16
JL2340	7547.61
JL2341	9479.09
JL2342	10080.7
JL2346	10128.22
JL2347	7173.14
JL2348	4020.01
Total JL Pages	99648.33

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Acct Number	Description	Dr	Cr	Charge Code
To Write off delinquent student accounts				
17-1000-1-1340-000	5376318 Abdullah Alotaibi		200.00	BK
17-0881-4-4730-000	5376318 SP16	200.00		
17-1000-1-1560-000	5376318		128.00	BR
17-0881-4-4700-000	5376318 SP16	128.00		
70-1000-1-1280-000	5376318		576.00	SF
70-9850-4-4840-000	5376318 SP16	576.00		
11-1000-1-1300-000	5376318		1,233.00	ST
11-0100-4-4010-000	5376318 SP16	1,233.00		
17-1000-1-1340-000	5368248 Jady E. Anderson		788.34	BK
17-0881-4-4730-000	5368248 FA15	788.34		
70-1000-1-1310-000	5368248		100.00	DD
70-9920-4-4840-000	5368248 FA15	100.00		
70-1000-1-1280-000	5371692 Joshua A. Atchison		114.00	SF
70-9850-4-4840-000	5371692 FA16	114.00		
11-1000-1-1300-000	5371692		377.75	ST
11-0100-4-4010-000	5371692 FA16	377.75		
70-1000-1-1530-000	5371692		180.00	WF
70-9904-4-4840-000	5371692 FA16	180.00		
17-1000-1-1560-000	5371692		48.00	BR
17-0881-4-4700-000	5371692 FA16	48.00		
02-1000-1-1381-000	5376209 Jaimilyn H. Babb		10.00	NL
02-0201-4-4081-000	5376209 FA16	10.00		
70-1000-1-1280-000	5376209		284.00	SF
70-9850-4-4840-000	5376209 FA16	284.00		
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11-0100-4-4010-000	5376209 FA16	268.00		
12-1000-1-1380-000	5376209		30.00	VF
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12-1000-1-1300-000	5376209		134.00	VT
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70-1000-1-1530-000	5376209		120.00	WF
70-9904-4-4840-000	5376209 FA16	120.00		
17-1000-1-1560-000	5376209		48.00	BR
17-0881-4-4700-000	5376209 FA16	48.00		
70-1000-1-1280-000	5359996 Jessica L. Barclay		342.00	SF
70-9850-4-4840-000	5359996 SP16	342.00		
12-1000-1-1380-000	5359996		85.00	VF
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12-1000-1-1300-000	5359996		768.00	VT
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16-1000-1-1320-000	5365922 Timothy B. Barnes	2,950.00	RB
16-0883-4-4710-000	5365922 SP16	2,950.00	
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70-9850-4-4840-000	5365922 FA15 & SP	910.69	
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11-0100-4-4010-000	5365922 FA15 & SP	920.00	
12-1000-1-1300-000	5365922	192.00	VT
12-0200-4-4080-000	5365922 SP16	192.00	
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17-1000-1-1340-000	5365922	294.70	BK
17-0881-4-4730-000	5365922 SP16	294.70	
17-1000-1-1560-000	5365922	192.00	BR
17-0881-4-4700-000	5365922 SP16	192.00	
70-1000-1-1310-000	5365922	50.00	DD
70-9920-4-4840-000	5365922 SP16	50.00	
12-1000-1-1300-000	45057 Ryan Barriger	609.00	VT
12-0200-4-4080-000	45057 SP16	609.00	
70-1000-1-1280-000	5358387 Tehya C. Bass	186.00	SF
70-9850-4-4840-000	5358387 SP16	186.00	
12-1000-1-1380-000	5358387	68.00	VF
12-0200-4-4080-000	5358387 SP16	68.00	
12-1000-1-1300-000	5358387	384.00	VT
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02-1000-1-1381-000	5358387	10.00	NL
02-0201-4-4081-000	5358387 SP16	10.00	
70-1000-1-1280-000	5376030 Haiden D. Beckwith	312.00	SF
70-9850-4-4840-000	5376030 SP16	312.00	
11-1000-1-1300-000	5376030	668.00	ST
11-0100-4-4010-000	5376030 SP16	668.00	
70-1000-1-1530-000	5376030	360.00	WF
70-9904-4-4840-000	5376030 SP16	360.00	
17-1000-1-1560-000	5354878 Macy E. Bennett	48.00	BR
17-0881-4-4700-000	5354878 SP15	48.00	
70-1000-1-1280-000	5354878	108.00	SF
70-9850-4-4840-000	5354878 SP15	108.00	
11-1000-1-1300-000	5354878	180.00	ST
11-0100-4-4010-000	5354878 SP15	180.00	
17-1000-1-1340-000	5366788 Mekaela D. Bernard	739.40	BK
17-0881-4-4730-000	5366788 FA15 & SP	739.40	

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70-1000-1-1530-000	5366788		111.00	WF
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70-1000-1-1280-000	5377640 Sayge R. Best		79.00	SF
70-9850-4-4840-000	5377640 FA16	79.00		
11-1000-1-1300-000	5377640		201.00	ST
11-0100-4-4010-000	5377640 FA16	201.00		
70-1000-1-1280-000	5360807 Kellie L. Beuchaw		1,049.00	SF
70-9850-4-4840-000	5360807 SP16	1,049.00		
70-1000-1-1280-000	5352148 Eric L. Bishop		59.59	SF
70-9850-4-4840-000	5352148 SP16	59.59		
17-1000-1-1340-000	5377305 Jacqueline L. Bittinger		314.00	BK
17-0881-4-4730-000	5377305 FA16	314.00		
17-1000-1-1560-000	5377305		160.00	BR
17-0881-4-4700-000	5377305 FA16	160.00		
16-1000-1-1320-000	5377305		846.00	RB
16-0883-4-4710-000	5377305 FA16	846.00		
70-1000-1-1280-000	5377305		181.00	SF
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11-1000-1-1300-000	5377305		871.00	ST
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17-1000-1-1340-000	5360110 Brittany N. Boothe		190.31	BK
17-0881-4-4730-000	5360110 FA15	190.31		
70-1000-1-1280-000	5373363 Justin A. Bowman		2,907.00	SF
70-9850-4-4840-000	5373363 SP16	2,907.00		
70-1000-1-1470-000	5373363		25.00	FN
70-9802-4-4840-000	5373363 SP16	25.00		
17-1000-1-1340-000	5373363		173.00	BK
17-0881-4-4730-000	5373363 FA15	173.00		
70-1000-1-1310-000	5373363		10.00	DD
70-9920-4-4840-000	5373363 SP16	10.00		
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17-0881-4-4730-000	5356156 SP16	1,088.46		
70-1000-1-1280-000	5356156		900.00	SF
70-9850-4-4840-000	5356156 SP16	900.00		
12-1000-1-1300-000	5375677 Kelsey D. Brantley		154.50	VT
12-0200-4-4080-000	5375677 SP16	154.50		
17-1000-1-1340-000	5360032 Kentasha L-L Brown		100.00	BK
17-0881-4-4730-000	5360032 SU16	100.00		

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12-0200-4-4080-000	5378049 FA16	670.00	
12-1000-1-1300-000	5369470 Jasmyne J. Butler	263.38	VT
12-0200-4-4080-000	5369470 SP16	263.38	
70-1000-1-1530-000	5369470	90.00	VF
70-9904-4-4840-000	5369470 SP16	90.00	
70-1000-1-1280-000	5353944 Stephanie L. Chapmar	891.00	WF
70-9850-4-4840-000	5353944 SP16	891.00	
17-1000-1-1340-000	5372274 Michael J. Clissold	100.00	BK
17-0881-4-4730-000	5372274 FA15	100.00	
11-1000-1-1300-000	5374748 Bobbie M. Coleman	384.00	ST
11-0100-4-4010-000	5374748 SP16	384.00	
70-1000-1-1530-000	5374748	70.00	WF
70-9904-4-4840-000	5374748 SP16	70.00	
17-1000-1-1560-000	5374748	32.00	BR
17-0881-4-4700-000	5374748 SP16	32.00	
17-1000-1-1340-000	5364371 Wendy M. Collene	185.94	BK
17-0881-4-4730-000	5364371 FA15	185.94	
17-1000-1-1560-000	5373552 Chloe E. Cornell	48.00	BR
17-0881-4-4700-000	5373552 SP16	48.00	
70-1000-1-1280-000	5373552	78.00	SF
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11-1000-1-1300-000	5373552	192.00	ST
11-0100-4-4010-000	5373552 SP16	192.00	
17-1000-1-1340-000	5374307 Harold W. Craig	150.00	BK
17-0881-4-4730-000	5374307 SP16	150.00	
70-1000-1-1310-000	5374307	100.00	DD
70-9920-4-4840-000	5374307 SP16	100.00	
70-1000-1-1530-000	5374307	61.00	WF
70-9904-4-4840-000	5374307 SP16	61.00	
11-1000-1-1300-000	5354354 Lucia B. Crellin	95.65	ST
11-0100-4-4010-000	5354354 SP16	95.65	

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70-1000-1-1530-000	5354354		90.00	WF
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17-1000-1-1340-000	5375959 Lane R. Curtis		729.71	BK
17-0881-4-4730-000	5375959 SP16	729.71		
16-1000-1-1320-000	5370354 Trinton V. Davis		2,950.00	RB
16-0883-4-4710-000	5370354 SP16	2,950.00		
70-1000-1-1470-000	5370354		82.50	FN
70-9802-4-4840-000	5370354 SP16	82.50		
70-1000-1-1310-000	5370354		100.00	DD
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17-0881-4-4700-000	5371909 SP16	96.00		
02-1000-1-1380-000	5371909		10.00	RF
02-0200-4-4080-000	5371909 SP16	10.00		
70-1000-1-1280-000	5371909		394.00	SF
70-9850-4-4840-000	5371909 SP16	394.00		
11-1000-1-1300-000	5371909		192.00	ST
11-0100-4-4010-000	5371909 SP16	192.00		
12-1000-1-1380-000	5371909		40.00	VF
12-0200-4-4080-000	5371909 SP16	40.00		
12-1000-1-1300-000	5371909		384.00	VT
12-0200-4-4080-000	5371909 SP16	384.00		
70-1000-1-1530-000	5371909		210.00	WF
70-9904-4-4840-000	5371909 SP16	210.00		
70-1000-1-1280-000	5373369 Maria D. Dominguez		78.00	SF
70-9850-4-4840-000	5373369 SP16	78.00		
11-1000-1-1300-000	5373369		192.00	ST
11-0100-4-4010-000	5373369 SP16	192.00		
17-1000-1-1340-000	5359326 Demi M. Fischer		714.36	BK
17-0881-4-4730-000	5359326 SU15	714.36		
70-1000-1-1280-000	5371296 Wesley M. Fossett		200.00	SF
70-9850-4-4840-000	5371296 SP16	200.00		
12-1000-1-1380-000	5371296		100.00	VF
12-0200-4-4080-000	5371296 SP16	100.00		
12-1000-1-1300-000	5371296		64.00	VT
12-0200-4-4080-000	5371296 FA15	64.00		
70-1000-1-1280-000	5375704 Kirsten J. Freeman		300.00	SF
70-9850-4-4840-000	5375704 SP16	300.00		
11-1000-1-1300-000	5375704		384.00	ST
11-0100-4-4010-000	5375704 SP16	384.00		

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11-1000-1-1300-000	5340774 Toni J. Garner	576.00	ST
11-0100-4-4010-000	5340774 SP16	576.00	
70-1000-1-1530-000	5340774	270.00	WF
70-9904-4-4840-000	5340774 SP16	270.00	
70-1000-1-1280-000	5340774	381.00	SF
70-9850-4-4840-000	5340774 SP16	381.00	
17-1000-1-1340-000	5340774	466.50	BK
17-0881-4-4730-000	5340774 SP16	466.50	
17-1000-1-1560-000	5340774	48.00	BR
17-0881-4-4700-000	5340774 SP16	48.00	
70-1000-1-1280-000	5340774	78.00	SF
70-9850-4-4840-000	5371417 Isaiah R. G	78.00	
11-1000-1-1300-000	5371417	192.00	ST
11-0100-4-4010-000	5371417 FA15	192.00	
16-1000-1-1320-000	5361594 Karolyna M. Gomez	2,910.00	RB
16-0883-4-4710-000	5361594 SP16	2,910.00	
02-1000-1-1380-000	5361594	10.00	RF
02-0200-4-4080-000	5361594 SP16	10.00	
70-1000-1-1280-000	5361594	461.00	SF
70-9850-4-4840-000	5361594 SP16	461.00	
70-1000-1-1530-000	5361594	210.00	WF
70-9904-4-4840-000	5361594 SP16	210.00	
17-1000-1-1340-000	5369205 Devin L. Goranson	234.57	BK
17-0881-4-4730-000	5369205 SP16	234.57	
17-1000-1-1340-000	5366109 Antonio F. Green	80.00	BK
17-0881-4-4730-000	5366109 SP16	80.00	
16-1000-1-1320-000	5366109	1,865.75	RB
16-0883-4-4710-000	5366109 SP16	1,865.75	
02-1000-1-1380-000	5366109	10.00	RF
02-0200-4-4080-000	5366109 SP16	10.00	
70-1000-1-1280-000	5366109	1,025.00	SF
70-9850-4-4840-000	5366109 SP16	1,025.00	
11-1000-1-1300-000	5366109	832.00	ST
11-0100-4-4010-000	5366109 SP16	832.00	
12-1000-1-1300-000	5366109	192.00	VT
12-0200-4-4080-000	5366109 SP16	192.00	
70-1000-1-1530-000	5366109	90.00	WF
70-9904-4-4840-000	5366109 SP16	90.00	
70-1000-1-1280-000	5375877 Dexter J. Griffin	189.25	SF
70-9850-4-4840-000	5375877 SP16	189.25	

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12-1000-1-1380-000	5375877		12.00	VF
12-0200-4-4080-000	5375877 SP16	12.00		
12-1000-1-1300-000	5375877		576.00	VT
12-0200-4-4080-000	5375877 SP16	576.00		
70-1000-1-1280-000	5367358 William J. Habiger		72.00	SF
70-9850-4-4840-000	5367358 SP15	72.00		
70-1000-1-1280-000	5373420 Ashley M. Hall		76.00	SF
70-9850-4-4840-000	5373420 SP16	76.00		
70-1000-1-1280-000	5370570 Molly Rae Hamlin		849.00	SF
70-9850-4-4840-000	5370570 FA15	849.00		
17-1000-1-1340-000	5370570		558.71	BK
17-0881-4-4730-000	5370570 FA15	558.71		
17-1000-1-1340-000	5372260 Michelle L. Hanshaw		154.38	BK
17-0881-4-4730-000	5372260 FA15	154.38		
02-1000-1-1381-000	5376011 Skylor A. Harrell		10.00	NL
02-0201-4-4081-000	5376011 SP16	10.00		
70-1000-1-1280-000	5376011		402.00	SF
70-9850-4-4840-000	5376011 SP16	402.00		
12-1000-1-1380-000	5376011		68.00	VF
12-0200-4-4080-000	5376011 SP16	68.00		
70-1000-1-1530-000	5376011		90.00	WF
70-9904-4-4840-000	5376011 SP16	90.00		
11-1000-1-1300-000	5371700 Kenzie L. Hawkins		384.00	ST
11-0100-4-4010-000	5371700 SP16	384.00		
12-1000-1-1300-000	5371700		128.00	VT
12-0200-4-4080-000	5371700 SP16	128.00		
70-1000-1-1530-000	5371700		240.00	WF
70-9904-4-4840-000	5371700 SP16	240.00		
17-1000-1-1560-000	5371700		46.00	BR
17-0881-4-4700-000	5371700 SP16	46.00		
17-1000-1-1340-000	5367704 Mikaela A. Hegwald		309.07	BK
17-0881-4-4730-000	5367704 FA16	309.07		
17-1000-1-1560-000	5367704		112.00	BR
17-0881-4-4700-000	5367704 FA16	112.00		
70-1000-1-1280-000	5367704		690.00	SF
70-9850-4-4840-000	5367704 FA16	690.00		
11-1000-1-1300-000	5367704		469.00	ST
11-0100-4-4010-000	5367704 FA16	469.00		
12-1000-1-1300-000	5367704		402.00	VT
12-0200-4-4080-000	5367704 FA16	402.00		

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70-1000-1-1530-000	5367704		180.00	WF
70-9904-4-4840-000	5367704 FA16	180.00		
17-1000-1-1340-000	5365517 Callie N. Hicks		245.75	BK
17-0881-4-4730-000	5365517 FA15	245.75		
17-1000-1-1340-000	5375176 Michael S. Holte		948.18	BK
17-0881-4-4730-000	5375176 SP16	948.18		
70-1000-1-1280-000	5368497 Sydni P. James		207.03	SF
70-9850-4-4840-000	5368497 SP16	207.03		
11-1000-1-1300-000	5368497		716.00	ST
11-0100-4-4010-000	5368497 SP16	716.00		
70-1000-1-1280-000	5367342 Heidi Lynae Jamison		311.30	SF
70-9850-4-4840-000	5367342 SU16	311.30		
17-1000-1-1340-000	5353953 Cameron S. Jesseph		207.99	BK
17-0881-4-4730-000	5353953 FA15	207.99		
70-1000-1-1280-000	5368915 Kristina D. Jones		921.00	SF
70-9850-4-4840-000	5368915 SP16	921.00		
70-1000-1-1280-000	5365820 Dakota M. Kincaid		253.00	SF
70-9850-4-4840-000	5365820 FA15 & SP	253.00		
11-1000-1-1300-000	5365820		768.00	ST
11-0100-4-4010-000	5365820 FA15 & SP	768.00		
70-1000-1-1530-000	5365820		90.00	WF
70-9904-4-4840-000	5365820 FA15	90.00		
17-1000-1-1560-000	5365820		144.00	BR
17-0881-4-4700-000	5365820 FA15	144.00		
17-1000-1-1340-000	5340567 Rowdy R. Kyser		150.00	BK
17-0881-4-4730-000	5340567 FA15	150.00		
70-1000-1-1280-000	5340567		88.00	SF
70-9850-4-4840-000	5340567 SP16	88.00		
11-1000-1-1300-000	5340567		512.00	ST
11-0100-4-4010-000	5340567 SP16	512.00		
12-1000-1-1300-000	5340567		384.00	VT
12-0200-4-4080-000	5340567 SP16	384.00		
70-1000-1-1530-000	5340567		420.00	WF
70-9904-4-4840-000	5340567 SP16	420.00		
17-1000-1-1340-000	5342965 Kaylee N. Leck		46.00	BK
17-0881-4-4730-000	5342965 FA15	46.00		
17-1000-1-1340-000	5375878 Robert J. Lockett		751.36	BK
17-0881-4-4730-000	5375878 SP16	751.36		
12-1000-1-1300-000	5375878		204.00	VT
12-0200-4-4080-000	5375878 SP16	204.00		

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70-1000-1-1530-000	5375878		360.00	WF
70-9904-4-4840-000	5375878 SP16	360.00		
70-1000-1-1280-000	5376194 Mackenzie L. Lutz		150.00	SF
70-9850-4-4840-000	5376194 SP16	150.00		
11-1000-1-1300-000	5376194		192.00	ST
11-0100-4-4010-000	5376194 SP16	192.00		
70-1000-1-1280-000	5367148 Samantha N. Macklin		14.00	SF
70-9850-4-4840-000	5367148 FA15	14.00		
11-1000-1-1300-000	5367148		192.00	ST
11-0100-4-4010-000	5367148 FA15	192.00		
70-1000-1-1530-000	5358286 Isaac J. Manuel		360.00	WF
70-9904-4-4840-000	5358286 SP16	360.00		
16-1000-1-1320-000	5358286		2,058.75	RB
16-0883-4-4710-000	5358286 SP16	2,058.75		
70-1000-1-1280-000	5358286		312.00	SF
70-9850-4-4840-000	5358286 SP16	312.00		
70-1000-1-1280-000	5356591 Kayla M. Martinez		756.00	SF
70-9850-4-4840-000	5356591 SP16	756.00		
70-1000-1-1280-000	5366801 Nathan R. McGowin		432.00	SF
70-9850-4-4840-000	5366801 SP15	432.00		
12-1000-1-1380-000	5366801		100.00	VF
12-0200-4-4080-000	5366801 SP15	100.00		
12-1000-1-1300-000	5366801		540.00	VT
12-0200-4-4080-000	5366801 SP15	540.00		
70-1000-1-1280-000	5373772 Markus Messerschmic		1,231.00	SF
70-9850-4-4840-000	5373772 SP16	1,231.00		
17-1000-1-1340-000	5373772		477.34	BK
17-0881-4-4730-000	5373772 SP16	477.34		
11-1000-1-1300-000	5354982 Virginia M. Musyoka		175.65	ST
11-0100-4-4010-000	5354982 WI15	175.65		
12-1000-1-1380-000	5354982		141.53	VF
12-0200-4-4080-000	5354982 FA15 & SP	141.53		
12-1000-1-1300-000	5354982		998.82	VT
12-0200-4-4080-000	5354982 FA15 & SP	998.82		
70-1000-1-1530-000	5354982		90.00	WF
70-9904-4-4840-000	5354982 WI15	90.00		
17-1000-1-1560-000	5374158 Mercy W. Mwangi		96.00	BR
17-0881-4-4700-000	5374158 SP16	96.00		
70-1000-1-1280-000	5374158		418.00	SF
70-9850-4-4840-000	5374158 SP16	418.00		
11-1000-1-1300-000	5374158		384.00	ST
11-0100-4-4010-000	5374158 SP16	384.00		

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12-1000-1-1380-000	5374158		65.00	VF
12-0200-4-4080-000	5374158 SP16	65.00		
12-1000-1-1300-000	5374158		320.00	VT
12-0200-4-4080-000	5374158 SP16	320.00		
70-1000-1-1530-000	5374158		330.00	WF
70-9904-4-4840-000	5374158 SP16	330.00		
17-1000-1-1340-000	5349944 Meghan M. Myers		609.71	BK
17-0881-4-4730-000	5349944 SP16	609.71		
70-1000-1-1280-000	5367438 Ryan A. Olson		78.00	SF
70-9850-4-4840-000	5367438 SP16	78.00		
17-1000-1-1560-000	5372924 Caitlin K. Osburn		48.00	BR
17-0881-4-4700-000	5372924 SP16	48.00		
70-1000-1-1280-000	5372924		180.00	SF
70-9850-4-4840-000	5372924 SP16	180.00		
11-1000-1-1300-000	5372924		192.00	ST
11-0100-4-4010-000	5372924 SP16	192.00		
70-1000-1-1530-000	5372924		90.00	WF
70-9904-4-4840-000	5372924 SP16	90.00		
17-1000-1-1340-000	5367923 Kristen R. Payne		193.63	BK
17-0881-4-4730-000	5367923 FA15	193.63		
70-1000-1-1280-000	5359376 DaVaughn J. Pellis		1,094.00	SF
70-9850-4-4840-000	5359376 FA15	1,094.00		
70-1000-1-1310-000	5372663 Bianca Peteet		10.00	DD
70-9920-4-4840-000	5372663 SP16	10.00		
12-1000-1-1300-000	5372663		57.61	VT
12-0200-4-4080-000	5372663 SP16	57.61		
16-1000-1-1320-000	5373471 Devon Mitchell Philpot		1,716.25	RB
16-0883-4-4710-000	5373471 SP16	1,716.25		
70-1000-1-1280-000	5373471		965.00	SF
70-9850-4-4840-000	5373471 SP16	965.00		
11-1000-1-1300-000	5373471		960.00	ST
11-0100-4-4010-000	5373471 SP16	960.00		
70-1000-1-1530-000	5373471		60.00	WF
70-9904-4-4840-000	5373471 SP16	60.00		
70-1000-1-1280-000	5364359 Ian J. Pollock		668.00	SF
70-9850-4-4840-000	5364359 SP16	668.00		
17-1000-1-1340-000	5361314 Benny L. Prunty		288.14	BK
17-0881-4-4730-000	5361314 SU15	288.14		
70-1000-1-1280-000	5374965 Gerald C. Pulley		307.00	SF
70-9850-4-4840-000	5374965 SP16	307.00		
12-1000-1-1380-000	5374965		85.00	VF
12-0200-4-4080-000	5374965 SP16	85.00		
12-1000-1-1300-000	5374965		768.00	VT
12-0200-4-4080-000	5374965 SP16	768.00		
17-1000-1-1340-000	5359481 Lavonia K. Ragsdale		313.60	BK
17-0881-4-4730-000	5359481 SU15	313.60		
17-1000-1-1340-000	5354777 Alexandra M. Reynolds		681.76	BK
17-0881-4-4730-000	5354777 FA15	681.76		

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70-1000-1-1280-000	5355312 Hannah M. Tate	829.00	SF
70-9850-4-4840-000	5355312 FA15	829.00	
17-1000-1-1340-000	5355312	402.00	BK
17-0881-4-4730-000	5355312 FA15	402.00	
17-1000-1-1340-000	5378216 Chloe A. Taylor	408.00	BK
17-0881-4-4730-000	5378216 FA16	408.00	
17-1000-1-1560-000	5378216	96.00	BR
17-0881-4-4700-000	5378216 FA16	96.00	
70-1000-1-1280-000	5378216	360.00	SF
70-9850-4-4840-000	5378216 FA16	360.00	
11-1000-1-1300-000	5378216	201.00	ST
11-0100-4-4010-000	5378216 FA16	201.00	
12-1000-1-1380-000	5378216	40.00	VF
12-0200-4-4080-000	5378216 FA16	40.00	
12-1000-1-1300-000	5378216	335.00	VT
12-0200-4-4080-000	5378216 FA16	335.00	
70-1000-1-1530-000	5378216	180.00	WF
70-9904-4-4840-000	5378216 FA16	180.00	
17-1000-1-1340-000	5360473 De'Shawn D. Terrell	827.46	BK
17-0881-4-4730-000	5360473 SU15	827.46	
70-1000-1-1310-000	5367000 Sarah T. Theisen	100.00	DD
70-9920-4-4840-000	5367000 SP16	100.00	
16-1000-1-1320-000	5367000	2,925.00	RB
16-0883-4-4710-000	5367000 SP16	2,925.00	
17-1000-1-1340-000	5372601 Jordan M. Thomas	245.75	BK
17-0881-4-4730-000	5372601 FA15	245.75	
11-1000-1-1300-000	5361407 Jalen L. Tillman	780.75	ST
11-0100-4-4010-000	5361407 FA16	780.75	
70-1000-1-1530-000	5361407	150.00	WF
70-9904-4-4840-000	5361407 FA16	150.00	
11-1000-1-1300-000	5379264 Edopeseabasi Eyi Udoir	373.00	ST
11-0100-4-4010-000	5379264 FA16	373.00	
17-1000-1-1340-000	5372286 Becky V. Ulmer	213.13	BK
17-0881-4-4730-000	5372286 SP16	213.13	
70-1000-1-1280-000	5372286	223.00	SF
70-9850-4-4840-000	5372286 SP16	223.00	
11-1000-1-1300-000	5372286	128.00	ST
11-0100-4-4010-000	5372286 SP16	128.00	
12-1000-1-1380-000	5372286	157.00	VF
12-0200-4-4080-000	5372286 SP16	157.00	
12-1000-1-1300-000	5372286	576.00	VT
12-0200-4-4080-000	5372286 SP16	576.00	
70-1000-1-1530-000	5372286	270.00	WF
70-9904-4-4840-000	5372286 SP16	270.00	
17-1000-1-1340-000	5368284 Marsha Marie Waller	213.13	BK
17-0881-4-4730-000	5368284 SP16	213.13	
12-1000-1-1300-000	5368284	95.00	VT
12-0200-4-4080-000	5368284 SP16	95.00	

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70-1000-1-1530-000	5368284		90.00	WF
70-9904-4-4840-000	5368284	SP16	90.00	
17-1000-1-1340-000	39634	Serenity Walters	432.42	BK
17-0881-4-4730-000	39634	FA15 & SP	432.42	
70-1000-1-1280-000	39634		6.00	SF
70-9850-4-4840-000	39634	FA15	6.00	
70-1000-1-1530-000	39634		258.74	WF
70-9904-4-4840-000	39634	FA15 & SP	258.74	
17-1000-1-1560-000	5359691	Junyi Wang	96.00	BR
17-0881-4-4700-000	5359691	SP16	96.00	
70-1000-1-1280-000	5361940	Michael A. Warriax	788.00	SF
70-9850-4-4840-000	5361940	FA15	788.00	
70-1000-1-1310-000	5361491	Kyle J. Washington-Sc	10.00	DD
70-9920-4-4840-000	5361491	FA15	10.00	
70-1000-1-1280-000	5361491		612.00	SF
70-9850-4-4840-000	5361491	FA15	612.00	
02-1000-1-1381-000	5378884	Nakeisha N. White	10.00	NL
02-0201-4-4081-000	5378884	FA16	10.00	
70-1000-1-1280-000	5378884		426.00	SF
70-9850-4-4840-000	5378884	FA16	426.00	
12-1000-1-1380-000	5378884		68.00	VF
12-0200-4-4080-000	5378884	FA16	68.00	
70-1000-1-1530-000	5378884		90.00	WF
70-9904-4-4840-000	5378884	FA16	90.00	
70-1000-1-1280-000	5376348	Mia S. Wiley	594.00	SF
70-9850-4-4840-000	5376348	FA16	594.00	
11-1000-1-1300-000	5376348		603.00	ST
11-0100-4-4010-000	5376348	FA16	603.00	
17-1000-1-1340-000	5376348		100.00	BK
17-0881-4-4730-000	5376348	FA16	100.00	
17-1000-1-1560-000	5376348		40.20	BR
17-0881-4-4700-000	5376348	FA16	40.20	
16-1000-1-1320-000	5372444	Jada M. Williams	473.72	RB
16-0883-4-4710-000	5372444	FA16	473.72	
70-1000-1-1280-000	5372444		544.00	SF
70-9850-4-4840-000	5372444	FA16	544.00	
11-1000-1-1300-000	5372444		50.00	ST
11-0100-4-4010-000	5372444	FA16	50.00	
70-1000-1-1530-000	5372444		90.00	WF
70-9904-4-4840-000	5372444	FA16	90.00	
17-1000-1-1340-000	5342174	Kelci L. Williams	669.80	BK
17-0881-4-4730-000	5342174	SP16	669.80	
70-1000-1-1280-000	5342174		362.00	SF
70-9850-4-4840-000	5342174	SP16	362.00	
70-1000-1-1280-000	5373279	Adrienne E. Wilson	669.00	SF
70-9850-4-4840-000	5373279	FA15	669.00	
17-1000-1-1340-000	5366282	Gregory Wimberly	90.26	BK
17-0881-4-4730-000	5366282	FA15	90.26	

Page Total

7,173.14 7,173.14

JL	2348
Dated	6/12/2018
Entered	
Posted	

12-1000-1-1380-000	5377662 Zachary R. Wimp	108.00	VF
12-0200-4-4080-000	5377662 FA16 & SP	108.00	
17-1000-1-1560-000	5363669 Ashley L. Wood	96.00	BR
17-0881-4-4700-000	5363669 SP16	96.00	
70-1000-1-1280-000	5363669	258.00	SF
70-9850-4-4840-000	5363669 SP16	258.00	
11-1000-1-1300-000	5363669	384.00	ST
11-0100-4-4010-000	5363669 SP16	384.00	
17-1000-1-1340-000	5339851 Kendra H. Woodard	73.00	BK
17-0881-4-4730-000	5339851 SP16	73.00	
70-1000-1-1550-000	5373581 Stefanie D. Woolridge	157.00	NF
70-9812-4-4840-000	5373581 SP16	157.00	
16-1000-1-1320-000	5373581	584.38	RB
16-0883-4-4710-000	5373581 SP16	584.38	
16-1000-1-1320-000	5375583 Coby J. Worcester	883.00	RB
16-0883-4-4710-000	5375583 FA16	883.00	
17-1000-1-1340-000	5375583	893.80	BK
17-0881-4-4730-000	5375583 FA16	893.80	
70-1000-1-1310-000	5375583	100.00	DD
70-9920-4-4840-000	5375583 FA16	100.00	
17-1000-1-1340-000	5366215 Xiang Xiang	185.94	BK
17-0881-4-4730-000	5366215 FA15	185.94	
17-1000-1-1340-000	5377933 Jianxiang Yue	296.89	BK
17-0881-4-4730-000	5377933 SU16	296.89	

Page Total **4,020.01** **4,020.01**

Journal Entry Totals

	Total
JL 2333	5834.09
JL2334	9361.79
JL2335	9419.86
JL2336	3524.02
JL2337	7310.57
JL2338	10121.07
JL2339	5648.16
JL2340	7547.61
JL2341	9479.09
JL2342	10080.7
JL2346	10128.22
JL2347	7173.14
JL2348	4020.01
Total JL Pages	99648.33

Neosho County Community College
Fully Insured Triple Option Medical Benefit & Cost Comparison - Effective October 1, 2018



Carrier:		BCBS of Kansas						BCBS of Kansas								
Plan Name:		BCBS of Kansas (TOCSU) - Rx \$15/50/75						BCBS of Kansas (TOC2N & CMT2A) BLUE EDGE - Rx \$15/50/75/20% to \$250								
Option #:		Current A		Current B		Current C		Option 1A		Option 1B		Option 1C		Option 1D		
Plan Basics	Ded. (Individual Family)	\$500	\$1,000	\$1,000	\$2,000	\$1,500	\$3,000	\$1,500	\$3,000	\$2,500	\$5,000	\$3,500	\$7,000	\$5,000	\$10,000	
	Plan Year / Calendar Year Ded.	Plan Year		Plan Year		Plan Year		Plan Year		Plan Year		Plan Year		Plan Year		
	Ded. Carry Forward Included	Included		Included		Included		Included		Included		Included		Included		
	Embedded/Non-Embedded Deductible	Embedded		Embedded		Embedded		Embedded		Embedded		Embedded		Embedded		
	Coin. (Plan Member)	80%	20%	80%	20%	80%	20%	80%	20%	80%	20%	80%	20%	100%	0%	
	Coin. Maximum (Plan Member)	\$2,500	\$5,000	\$2,500	\$5,000	\$2,500	\$5,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Maximum Out-of-Pocket (Individual Family)	\$5,000	\$10,000	\$5,000	\$10,000	\$5,000	\$10,000	\$6,350	\$12,700	\$6,350	\$12,700	\$6,350	\$12,700	\$5,000	\$10,000	
	Out of Pocket Includes	Ded./Coin./Med & Rx Copays		Ded./Coin./Med & Rx Copays		Ded./Coin./Med & Rx Copays		Ded./Coin./Med & Rx Copays		Ded./Coin./Med & Rx Copays		Ded./Coin./Med & Rx Copays		Ded./Coin./Med & Rx Copays		
	Grandfather Status	Non-Grandfathered		Non-Grandfathered		Non-Grandfathered		Non-Grandfathered		Non-Grandfathered		Non-Grandfathered		Non-Grandfathered		
Referrals Required	No		No		No		No		No		No		No			
Network Benefits	Office Visit Copay (Primary Specialist)	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$70	
	Preventive Care (Including Lab)	100% no Ded.		100% no Ded.		100% no Ded.		100% no Ded.		100% no Ded.		100% no Ded.		100% no Ded.		
	Urgent Care	\$35		\$35		\$35		\$35		\$35		\$35		\$70		
	Emergency Room	\$100 copay, then 80% after Ded.		\$100 copay, then 80% after Ded.		\$100 copay, then 80% after Ded.		\$250 copay, then 80% after Ded.		\$250 copay, then 80% after Ded.		\$250 copay, then 80% after Ded.		100% after Ded.		
	Diagnostic Test (Blood Work)	100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% after Ded.		
	Diagnostic X-ray	100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% after Ded.		
	Advanced Imaging (MRI, CT, PET)	100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% first \$300 per person per year, then 80% after Ded.		100% after Ded.		
	Inpatient Hospital	80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		100% after Ded.		
	Outpatient Facility	80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		100% after Ded.		
	Inpatient Mental Health	80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		100% after Ded.		
	Outpatient Mental Health	\$35		\$35		\$35		\$35		\$35		\$35		\$35		
	Accidental Injuries	100% up to \$1,000 per person per year, then 80% after Ded.		100% up to \$1,000 per person per year, then 80% after Ded.		100% up to \$1,000 per person per year, then 80% after Ded.		80% after Ded.		80% after Ded.		80% after Ded.		100% after Ded.		
Spinal Manipulation	\$35		\$35		\$35		\$35		\$35		\$35		\$35			
Telemedicine	\$35		\$35		\$35		\$35		\$35		\$35		\$35			
Vision Exam	\$35		\$35		\$35		\$35		\$35		\$35		\$35			
R. Copays	Rx Ded. (Individual Family)	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	
	Retail Mail Order Tier 1	\$15	\$37.50	\$15	\$37.50	\$15	\$37.50	\$15	\$37.50	\$15	\$37.50	\$15	\$37.50	\$15	\$37.50	
	Retail Mail Order Tier 2	\$50	\$125	\$50	\$125	\$50	\$125	\$50	\$125	\$50	\$125	\$50	\$125	\$50	\$125	
	Retail Mail Order Tier 3	\$75	\$187.50	\$75	\$187.50	\$75	\$187.50	\$75	\$187.50	\$75	\$187.50	\$75	\$187.50	\$75	\$187.50	
	Specialty Drugs - Preferred (Retail Only)							\$150		\$150		\$150		\$150		
Specialty Drugs - Non-Preferred (Retail Only)							20% to \$250		20% to \$250		20% to \$250		20% to \$250			
Financials	A	B	C	Current A		Renewal A		Current B		Renewal B		Current C		Renewal C		
	47	67	0	Employee Only	\$472.21	\$660.27	\$456.74	\$640.08	\$444.85	\$623.71	\$533.46	\$513.50	\$498.08	\$486.66		
	1	8	9	Employee + Spouse	\$1,014.06	\$1,418.35	\$980.81	\$1,374.95	\$955.24	\$1,339.75	\$1,145.71	\$1,102.79	\$1,069.63	\$1,045.07		
	1	9	20	Employee + Child(ren)	\$995.30	\$1,365.45	\$962.67	\$1,323.67	\$937.56	\$1,289.78	\$1,102.99	\$1,061.67	\$1,029.74	\$1,006.10		
	0	0	0	Employee + Family	\$1,537.15	\$2,123.53	\$1,486.74	\$2,058.52	\$1,447.95	\$2,005.82	\$1,715.22	\$1,650.97	\$1,601.30	\$1,564.53		
	49	84	29	Estimated Monthly Premium	\$24,203	\$33,816	\$47,112	\$65,798	\$27,348	\$37,853	\$27,321	\$52,782	\$0	\$29,528		
	Estimated Annual Premium				\$290,439	\$405,798	\$565,345	\$789,576	\$328,180	\$454,240	\$327,856	\$633,382	\$0	\$354,332		
	Combined Annual Total				Current Total \$1,183,964				Renewal Total \$1,649,614				\$1,315,570			
	Estimated Annual Change from Current								-\$465,650				-\$131,605			
									+39.3%				+11.1%			
	Estimated Annual Change from Renewal												(\$334,044)			
													-20.2%			

Comments: Counts match KACTT Quad Option #3
"Ded."=Deductible, "Coin."=Coinsurance

Designated Specialty Pharmacy

ResultsRx Formulary. Designated Specialty Pharmacy 30/90 days

Enrollment Assumption: No Enrollment in Option 1C, all current C participants electing Option 1D at the same tiers

DENTAL RENEWAL SUMMARY

BCBS of Kansas

- 2018 renewal +4.4%
- No change to benefits
- Rate guarantee until 10-1-2018
- Total Enrollment: 162 (106 EE, 24 EE+Sp, 27 EE+ Child(ren) and 5 Families)
- Est. Annual Total Premium \$89,062
 - \$30k ISL Dental Option at Expected \$89,436
 - \$50k ISL Dental Option at Expected \$88,891



DENTAL COMPARISON

		Carrier: Plan Name: Option #:	BCBS-KS Dental PPO Current Fully Insured	BCBS-KS Dental PPO \$30k ISL ASO Option	BCBS-KS Dental PPO \$50k ISL ASO Option	
Basic Information	Network Provider Required		PPO	PPO	PPO	
	Deductible (Individual Family)		\$25/\$75	\$25/\$75	\$25/\$75	
	Plan Year Calendar Year Deductible		Plan Year	Plan Year	Plan Year	
	Deductible Applies To		Type II & III	Type II & III	Type II & III	
	Dental Benefit Year Maximum		\$1,500	\$1,500	\$1,500	
	Preventive Care Applies to Maximum		Yes	Yes	Yes	
	Dependent Child Age Limit		26	26	26	
	Child/Adult Orthodontia		Not Covered	Not Covered	Not Covered	
Network Benefit %	Type I - Diagnostic & Preventive		100% no Ded.	100% no Ded.	100% no Ded.	
	Frequency of Exams/Cleanings		No Frequency Limit	No Frequency Limit	No Frequency Limit	
	Type II - Basic Services		80% after Ded.	80% after Ded.	80% after Ded.	
	Type III - Major Services		50% after Ded.	50% after Ded.	50% after Ded.	
	Periodontic Coverage		Type II & III	Type II & III	Type II & III	
	Endodontic Coverage		Type II	Type II	Type II	
	Implants		Type III, covered to lifetime max of \$1,000 (per insured, per arch)	Type III, covered to lifetime max of \$1,000 (per insured, per arch)	Type III, covered to lifetime max of \$1,000 (per insured, per arch)	
Other Features	Waiting Periods		240-Days	240-Days	240-Days	
	Waiting Period Applies To		Most Major Services & Implants	Most Major Services & Implants	Most Major Services & Implants	
	Voluntary Employer Sponsored		Employer Sponsored	Employer Sponsored	Employer Sponsored	
	Minimum Participation Requirement		70%	70%	70%	
			Current	Renewal	\$30k ISL ASO Option	\$50k ISL ASO Option
Financials	Rate Guarantee Ends		Oct. 1, 2019		Oct. 1, 2019	
	106	Employee Only	\$31.44	\$32.88	\$34.56	\$34.36
	24	Employee + Spouse	\$67.61	\$70.69	\$68.07	\$67.63
	27	Employee + Child(ren)	\$61.79	\$64.21	\$62.23	\$61.84
	5	Employee + Family	\$96.87	\$101.26	\$95.15	\$94.53
	162 Estimated Monthly Premium		\$7,108	\$7,422	\$7,453	\$7,408
	Estimated Annual Premium		\$85,296	\$89,062	\$89,436	\$88,891
	Estimated Annual Change from Current			\$3,766	\$4,140	\$3,596
				4.42%	+4.9%	+4.2%
	Estimated Annual Change from Renewal				\$374	(\$170)
				+0.4%	-0.2%	

Carrier Notes:

**Self-Funded Premiums include Fixed Fees & Expected Claims Factors, commission included in medical ASO comparison*



17-18 & 18-19 PREMIUM COMPARISON

DESCRIPTION	7-1-17/18			7/1/18-19		
	EXPOSURE	RATE	PREMIUM	EXPOSURE	RATE	PREMIUM
						Not to Exceed
PROPERTY	MHEC			MHEC		
		0.043	\$19,830		0.046	\$21,759
Blanket Buildings, Personal Property, PP in Open	\$40,454,887	Premium	\$19,068	\$40,698,351	Premium	\$20,527
Business Income/Extra Expense	\$3,069,990	SL Tax	\$762	\$4,714,573	SL Tax	\$1,232
Data Processing	\$1,366,180			\$1,379,841		
Fine Arts Owned & Of Others	\$100,000			\$100,000		
Misc. Trailers, Golf Carts, ATV's	\$63,437			\$87,021		
Medical Equip/Science Lab Equip	\$643,155			\$649,586		
Cameras	\$59,744			\$60,341		
Musical Instruments	\$48,000			\$48,000		
Total Insured Value	\$45,805,393			\$47,737,713		
Deductible for each above	\$25,000			\$25,000		
Increase in Values	\$40,991 or 1%			\$1,932,320 or 4.2%		
Replacement Cost/Agreed Amount	Yes			Yes		
Property In Transit or Off Premises	\$25,000,000			\$25,000,000		
Flood - \$25,000 Deductible (Excluding Zones A & V)	\$100,000,000			\$100,000,000		
Earthquake - \$100,000 Deductible	\$100,000,000			\$100,000,000		
Equipment Breakdown	\$100,000,000			\$100,000,000		
See Property Extensions for other Limits						
Total Limits	\$1,000,000,000			\$1,000,000,000		
CRIME	WRIGHT SPECIALTY (MARKEL INS CO.)			WRIGHT SPECIALTY (MARKEL INS CO.)		
			\$786			\$786
Employee Dishonesty	\$200,000			\$200,000		
Forgery	\$200,000			\$200,000		
Inside / Outside Premises Each	\$20,000			\$20,000		
Computer Fraud/Funds Transfer Fraud	\$200,000			\$200,000		
Deductible	\$1,000			\$1,000		
CYBER LIABILITY	CFC UNDERWRITING			CFC UNDERWRITING		
			\$9,491.24			\$4,876.00
Cyber and Privacy Liability	\$1,000,000		\$8,954.00	\$1,000,000		\$4,600.00
Cyber Incidence Response	\$1,000,000	SL Tax	\$537.24	\$1,000,000	SL Tax	\$276.00

HIGHLAND COMMUNITY COLLEGE

DESCRIPTION	7-1-17/18			7/1/18-19		
	EXPOSURE	RATE	PREMIUM	EXPOSURE	RATE	PREMIUM
Multimedia Liability and Advertising Injury	\$1,000,000			\$1,000,000		
Cyber Crime	\$250,000			\$250,000		
System Damage and Business Interruption	\$1,000,000			\$1,000,000		
Media Liability	\$1,000,000			\$1,000,000		
Deductible	\$5,000			\$5,000		
GENERAL LIABILITY	WRIGHT SPECIALTY (MARKEL INS CO.)			WRIGHT SPECIALTY (MARKEL INS CO.)		
			\$6,984			\$7,021
Limit per Occurrence/Aggregate	\$1 Mil/\$3 Mil			\$1 Mil/\$3 Mil		
Occurrence/Claims Made	Occurrence			Occurrence		
Medical Payments to Students	Excluded			Excluded		
Sexual Abuse or Misconduct	\$1 Mil/\$2 Mil			\$1 Mil/\$2 Mil		
Innocent Party Defense Costs	\$100,000			\$100,000		
Faculty Liability for Corporal Punishment	Included			Included		
Employee Benefits Liability	\$1 Mil/\$2 Mil			\$1 Mil/\$2 Mil		
Deductible - EBL	\$1,000			\$1,000		
Counseling Professional Liability	\$1,000,000			\$1,000,000		
GL Extensions:						
Professional - Student Nurses internship	Included			Included		
Professional - Healthcare Professional of EE's	Included			Included		
Broadcasting/Media E&O	Included			Included		
Adverse Event Response Coverage	\$50k/\$1 Mil Agg			\$50k/\$1 Mil Agg		
Law Enforcement Professional	\$1 Mil/ \$1 Mil			\$1 Mil/ \$1 Mil		
Deductible	5,000			5,000		
Retroactive Date	7/1/2013			7/1/2013		
EDUCATORS LEGAL E & O	WRIGHT SPECIALTY (MARKEL INS CO.)			WRIGHT SPECIALTY (MARKEL INS CO.)		
			\$4,640			\$4,201
Each Loss/Aggregate	\$1 Mil/ \$1 Mil			\$1 Mil/ \$1 Mil		
Deductible	\$5,000			\$5,000		
Occurrence/Claims Made	Claims Made			Claims Made		
Retroactive Date	7/1/1998			7/1/1998		
Non-Monetary Defense	\$100,000			\$100,000		
Crisis Management	\$25,000			\$25,000		
AUTOMOBILE	WRIGHT SPECIALTY (MARKEL INS CO.)			WRIGHT SPECIALTY (MARKEL INS CO.)		
		AVG	\$18,602		AVG	\$20,450
Combined Single Limit	\$1 Mil			\$1 Mil		
# of Vehicles	21	\$886		21	\$974	
Comp/Coll Deductibles	\$1,000/ \$1,000			\$1,000/ \$1,000		



DESCRIPTION	7-1-17/18			7/1/18-19		
	EXPOSURE	RATE	PREMIUM	EXPOSURE	RATE	PREMIUM
EXCESS LIABILITY	WRIGHT SPECIALTY (MARKEL INS CO.)			WRIGHT SPECIALTY (MARKEL INS CO.)		
			\$3,999			\$3,987
Limits	\$3 Mil			\$3 Mil		
Excess GL/Auto Liability/Professional Liability	Yes			Yes		
Excess Educators Legal	Yes			Yes		
Excess Abuse	Yes			Yes		
Excess Law Enforcement	Yes			Yes		
WORKERS' COMPENSATION	HARTFORD			HARTFORD		
			\$39,357			\$38,019
Employers Liability Limits	\$500,000 Each			\$500,000 Each		
8868 - College/Professional	\$7,325,453	0.47		\$7,618,471	0.51	
9101 - College/ All Other Employees	\$346,980	4.58		\$429,811	4.34	
9101 - Security	\$66,300	4.58		\$10,602	4.82	
Total Payroll	\$7,738,733	0.51		\$8,058,884	0.47	
	2% Increase	.50 Avg		Increase \$320,151 or 4%	.47 Avg	
Experience Mod.	0.76			0.69		
Deductible	\$1,000			\$1,000		
RISK PLACEMENT FEE						
			\$6,000			\$6,000
GRAND TOTAL						
			\$109,689.24			\$107,099.00
KMIT WC OPTION						
						\$36,758
Employers Liability Limits	\$500,000 Each			\$500,000 Each		
8868 - College/Professional	\$7,618,471	0.51		\$7,618,471	0.51	
9101 - College/ All Other Employees	\$429,811	4.33		\$429,811	4.33	
9101 - Security	\$10,602	4.80		\$10,602	4.80	
Total Payroll	\$8,058,884	0.46		\$8,058,884	0.46	
	Increase \$320,151 or 4%	Avg		Increase \$320,151 or 4%	Avg	
Experience Mod.	0.76			0.76		
Deductible	\$1,000			\$1,000		



NEOSHO COUNTY COMMUNITY COLLEGE



Effective October 01, 2018 - September 30, 2019

Maximum benefits are available when services are received from Blue Choice providers. Your financial responsibility is based on the provider network you select. **Non-Blue Choice & Non-CAP:** Difference between the payment allowance and provider charge, additional 20% coinsurance amount, deductible, coinsurance or copay amount **CAP (Non-Blue Choice):** Additional 20% coinsurance amount,* deductible, coinsurance or copay amount **Blue Choice:** Deductible, coinsurance or copay amount
*Limited to a combined \$2,000 per person, \$4,000 two-or-more persons each benefit period.

Member Pays			
	Option A	Option B	Option C
Deductible (Per group anniversary benefit period)	\$1,500/\$3,000 individual/two-or-more persons	\$2,500/\$5,000 individual/two-or-more persons	\$3,500/\$7,000 individual/two-or-more persons
Coinsurance (Member portion for most services)	20% of allowed amounts after deductible has been met	20% of allowed amounts after deductible has been met	20% of allowed amounts after deductible has been met
Maximum Out-of-Pocket (includes copays, deductible and coinsurance where applicable)	\$6,350/\$12,700 individual/two-or-more persons after the maximum out-of-pocket amount has been reached, eligible benefits will be paid at 100% of the allowed amount for the remainder of the benefit period.	\$6,350/\$12,700 individual/two-or-more persons after the maximum out-of-pocket amount has been reached, eligible benefits will be paid at 100% of the allowed amount for the remainder of the benefit period.	\$6,350/\$12,700 individual/two-or-more persons after the maximum out-of-pocket amount has been reached, eligible benefits will be paid at 100% of the allowed amount for the remainder of the benefit period.

Doctor's Office Visits	
Home and office visits	\$35 office visit copay
Telehealth visits	\$35 office visit copay
Preventive care as defined by the Affordable Care Act	Paid at 100% of the allowable charge. Some of the services include: Routine screenings Preventive immunizations Well-women visits/screenings Contraceptive methods

Drug Coverage	
Prescription Drugs & Mail Order	BlueRx Card \$15/\$50/\$75/\$150/20% up to \$250 with Mail order is 2 1/2 x copay with ResultsRx formulary. A 90-day supply is available through the Extended Supply Network. The quantity per prescription is a 30-day pharmacy supply or 90-day mail order supply. Designated Specialty Pharmacy.

Medical Services	
Emergency medical transportation	Subject to deductible/coinsurance
Inpatient surgery physician/surgical	Subject to deductible/coinsurance
Inpatient facility fee	Subject to deductible/coinsurance
Outpatient surgery physician/surgical	Subject to deductible/coinsurance
Outpatient lab and radiology (Includes Advanced Imaging)	Pays at 100% of allowable charges up to a combined maximum of \$300 for each covered person, each benefit period
Emergency room	\$250 copay then subject to deductible/coinsurance
Accidental Injury Services	Subject to deductible/coinsurance

Recovery/Special Needs	
Outpatient rehabilitation	Subject to deductible/coinsurance
Hospice	Subject to deductible/coinsurance
Home Social Work Visits	Subject to deductible/coinsurance

Mental Health	
Mental/behavioral health Inpatient Services Requires pre-admission certification from New Directions Behavioral Health at 1-800-952-5906	Subject to deductible/coinsurance
Outpatient Services	\$35 office visit copay
Other	
Maximum Lifetime Benefit	Unlimited
Eligible Dependents	Covered to age 26

* Combined benefit period maximum

		Monthly Premium				
		Health	Health Broker	Dental	Dental Broker	Total
Option A	Employee	\$515.42	\$18.04	\$31.94	\$0.94	\$566.34
	Employee/Child	\$1065.69	\$37.30	\$62.38	\$1.83	\$1167.20
	Employee/Spouse	\$1106.97	\$38.74	\$68.67	\$2.02	\$1216.40
	Family	\$1657.22	\$58.00	\$98.37	\$2.89	\$1816.48
Option B	Employee	\$496.14	\$17.36	\$31.94	\$0.94	\$546.38
	Employee/Child	\$1025.77	\$35.90	\$62.38	\$1.83	\$1125.88
	Employee/Spouse	\$1065.50	\$37.29	\$68.67	\$2.02	\$1173.48
	Family	\$1595.14	\$55.83	\$98.37	\$2.89	\$1752.23
Option C	Employee	\$481.24	\$16.84	\$31.94	\$0.94	\$530.96
	Employee/Child	\$994.92	\$34.82	\$62.38	\$1.83	\$1093.95
	Employee/Spouse	\$1033.46	\$36.17	\$68.67	\$2.02	\$1140.32
	Family	\$1547.15	\$54.15	\$98.37	\$2.89	\$1702.56

Health Broker: 3.50%
Dental Broker: 2.94%

BCBSKS reserves the right to adjust premiums accordingly should enrollment vary from the census.

Exclusions: The following procedures and all related services and supplies are not covered under this program. Services provided directly for or relative to diseases or injuries caused by or arising out of acts of war, insurrection, rebellion, armed invasion, or aggression; duplicate benefits provided under federal, state or local laws, regulations or programs, except Medicaid; cosmetic or reconstructive surgery (except as stated in the certificate); any keratotomy procedures; charges for personal items; convalescent or custodial/maintenance care or rest cures; blood or payments to donors of blood; any service or supply related to the medical management of obesity except for eligible preventive services; charges for services by immediate relatives or by members of your household; acupuncture and admissions for acupuncture; services related to temporomandibular joint dysfunction syndrome over the amount specified in the certificate; any medically-aided insemination procedure; services related to the reversal of sterilization procedures; mental illness or substance use disorder services provided by a non-eligible provider; hearing aids; eyeglasses or contact lenses (except after the removal of cataracts); unnecessary services and admissions; services or supplies which are experimental or investigative in nature; services not specifically listed as benefits in the certificate; services covered and payable by any medical expense payment provision of any automobile insurance policy.

This is a brief summary of the coverage available under this program. It is not a legal document. The exact provisions of the benefits and exclusions are contained in the certificate.

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NEOSHO COUNTY COMMUNITY COLLEGE



Effective October 01, 2018 - September 30, 2019

Maximum benefits are available when services are received from Blue Choice providers. Your financial responsibility is based on the provider network you select. **Non-Blue Choice & Non-CAP:** Difference between the payment allowance and provider charge, additional 20% coinsurance amount, deductible, coinsurance or copay amount **CAP (Non-Blue Choice):** Additional 20% coinsurance amount,* deductible, coinsurance or copay amount **Blue Choice:** Deductible, coinsurance or copay amount

Deductible, coinsurance or copay amount

*Limited to a combined \$2,000 per person, \$4,000 two-or-more persons each benefit period.

Member Pays	
Deductible (Per group anniversary benefit period)	\$5,000/\$10,000 individual/two-or-more persons
Coinsurance (Member portion for most services)	\$0
Maximum Out-of-Pocket (includes copays, deductible and coinsurance where applicable)	\$5,000/\$10,000 individual/two-or-more persons after the maximum out-of-pocket amount has been reached, eligible benefits will be paid at 100% of the allowed amount for the remainder of the benefit period.

Doctor's Office Visits	
Home and office visits	\$35 office visit copay/\$70 Specialist office visit copay
Telehealth visits	\$35 office visit copay
Preventive care as defined by the Affordable Care Act	Paid at 100% of the allowable charge. Some of the services include: Routine screenings Preventive immunizations Well-women visits/screenings Contraceptive methods

Drug Coverage	
Prescription Drugs & Mail Order	BlueRx Card \$15/\$50/\$75/\$150/20% up to \$250 with Mail order is 2 1/2 x copay with ResultsRx formulary. A 90-day supply is available through the Extended Supply Network. The quantity per prescription is a 30-day pharmacy supply or 90-day mail order supply. Designated Specialty Pharmacy.

Medical Services	
Emergency medical transportation	Subject to deductible
Inpatient surgery physician/surgical	Subject to deductible
Inpatient facility fee	Subject to deductible
Outpatient surgery physician/surgical	Subject to deductible
Outpatient lab and radiology (Includes Advanced Imaging)	Subject to deductible

Medical Services	
Emergency room	Subject to deductible
Accidental Injury Services	Subject to deductible
Recovery/Special Needs	
Outpatient rehabilitation	Subject to deductible
Hospice	Subject to deductible
Home Social Work Visits	Subject to deductible
Mental Health	
Mental/behavioral health Inpatient Services Requires pre-admission certification from New Directions Behavioral Health at 1-800-952-5906	Subject to deductible
Outpatient Services	\$35 office visit copay
Other	
Maximum Lifetime Benefit	Unlimited
Eligible Dependents	Covered to age 26

Type of Coverage	Monthly Premium				
	Health	Health Broker	Dental	Dental Broker	Total
Employee	\$470.20	\$16.46	\$31.94	\$0.94	\$519.54
Employee/Child	\$972.08	\$34.02	\$62.38	\$1.83	\$1070.31
Employee/Spouse	\$1009.73	\$35.34	\$68.67	\$2.02	\$1115.76
Family	\$1511.62	\$52.91	\$98.37	\$2.89	\$1665.79

Health Broker: 3.50%
Dental Broker: 2.94%

BCBSKS reserves the right to adjust premiums accordingly should enrollment vary from the census.

Exclusions: The following procedures and all related services and supplies are not covered under this program. Services provided directly for or relative to diseases or injuries caused by or arising out of acts of war, insurrection, rebellion, armed invasion, or aggression; duplicate benefits provided under federal, state or local laws, regulations or programs, except Medicaid; cosmetic or reconstructive surgery (except as stated in the certificate); any keratotomy procedures; charges for personal items; convalescent or custodial/maintenance care or rest cures; blood or payments to donors of blood; any service or supply related to the medical management of obesity except for eligible preventive services; charges for services by immediate relatives or by members of your household; acupuncture and admissions for acupuncture; services related to temporomandibular joint dysfunction syndrome over the amount specified in the certificate; any medically-aided insemination procedure; services related to the reversal of sterilization procedures; mental illness or substance use disorder services provided by a non-eligible provider; hearing aids; eyeglasses or contact lenses (except after the removal of cataracts); unnecessary services and admissions; services or supplies which are experimental or investigative in nature; services not specifically listed as benefits in the certificate; services covered and payable by any medical expense payment provision of any automobile insurance policy.

This is a brief summary of the coverage available under this program. It is not a legal document. The exact provisions of the benefits and exclusions are contained in the certificate.