

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AGENDA

**March 14, 2019 – 5:30 P.M.
Student Union – Room 209**

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Approval of the Agenda**
- V. Consent Agenda**
 - A. Minutes from February 14, 2019
 - B. Claims for Disbursement for February 2019
 - C. Course Title Changes
 - D. Revised Job Description: Court Reporting Coordinator/Technical Education Recruiter
 - E. Personnel
- VI. Reports**
 - A. Faculty – Eric Row
 - B. Online/Ottawa – Dr. Marie Gardner
 - C. Treasurer – Sandi Solander
 - D. President – Dr. Brian Inbody
- VII. Old Business**
 - A. Resolution 2019-3: Early Retirement Incentive policy
- VIII. New Business**
 - A. Resolution 2019-4: 2019-2022 Academic Calendar
 - B. Resolution 2019-5: Emergency Action Plan (EAP), Automated External Defibrillator (AED) Policy and Procedures, and Concussion Management Policy and Procedures (CMP) Recommendation 2019
 - C. Executive Session – Consultation with Attorney
 - D. Executive Session – Real Estate
- IX. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

**March 14, 2019 – 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, Marie Gardner, Dr. Brian Inbody, Brenda Krumm, Kent Pringle, Kerry Ranabargar, Sarah Robb, Eric Row, Angela Rowan, Jon Seibert, Ben Smith and Sandi Solander

III. PUBLIC COMMENT

Cheer and Dance

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 February 14, 2019

B. Claims for Disbursement for February 2019

C. Course Title Changes

ART 288 History I: Prehistoric-Medieval and ART 289 Art History II: Renaissance- Contemporary course titles are being changed to drop Roman Numerals I & II by recommendation of the Kansas Core Outcome Group to eliminate confusion that ART 288 is a prerequisite for ART 289.

The above course changes are provided as a separate document for review.

D. Court Reporting Coordinator/Technical Education Recruiter

The annual evaluation process identified some confusion of job responsibilities and expectations with the Court Reporting Coordinator – Technical Education Recruiter position. Staff have made edits to the original job description to clarify the role of this position. The revised job description follows.

Court Reporting Coordinator/Technical Education Recruiter

Reports to: Director, Northern – Outreach and Workforce Development

Classification: Full-time, 12-month Employee

Pay Status: Academic Management Support, Exempt

Fringe Benefits per Board Policy

Starting Salary: \$31,000

Created: October 2017

Position Overview: This position reports to the Director of Outreach and Workforce Development for the Northern Service Area and is responsible for coordinating the Court Reporting Program and recruiting students to the court reporting and other technical education programs.

This position will specifically focus on recruitment of non-traditional and special population technical education students. 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.

Primary Duties

1. Recruit students into in the court reporting and other technical education programs.
2. Assist with court reporting program assessment and review.
3. Assist in maintaining court reporting hardware and software.
4. Develop and maintain an active court reporting program advisory committee.
5. Assist with development, implementation, and updating court reporting curriculum as needed.
6. Maintain court reporting program sheets, assessment matrices, and program fliers.
7. Propose and monitor court reporting program budget.
8. Plan and prepare for adequate court reporting supplies/equipment to meet program needs.
9. Conduct high school visits, and represent NCCC at college planning conferences and other recruitment functions as it relates to technical programs.
10. Coordinate with technical program directors/instructors to ensure program materials and information are up-to-date.
11. Coordinate with technical program directors/instructors on school visits and special technical education days or fairs.
12. Represent NCCC technical education programs when program personnel are not available.
13. Coordinate with admissions staff to ensure consistent information is disseminated regarding all of NCCC programs.
14. Plan on-campus recruiting programs for prospective students in technical program areas.
15. Maintain a database of prospective students with interest in technical programs and ensure regular contact with those students through mail, phone, email, and social media correspondence.
16. Coordinate the dissemination of information to prospective students throughout the NCCC service area and beyond, as appropriate.
17. Participate in the development of student recruitment, strategies, and written materials in the area of technical programs; assist in the development and revisions to student publications and promotional materials to ensure technical program inclusion and nontraditional student participation.
18. Serve as the initial liaison between the students and the technical program advisors, which could involve assisting students with the admission and enrollment processes.
19. Perform other duties as assigned.

Required Knowledge, Skills and Abilities

1. Excellent interpersonal skills, excellent communication skills, ability to work effectively with all levels of employees. Ability to project a positive and professional image to students and employees.
2. Ability to appropriately exercise independent initiative and judgment.
3. Experience speaking to small and large groups, experience with social media, and fluent in Microsoft Word and presentation software (PowerPoint).
4. Sensitivity to, and awareness of, confidential materials.
5. Ability to drive a passenger vehicle.

Education and Experience

- Associates degree required; bachelor degree preferred.
- 1-2 years' experience in admissions/advising/retention/sales/marketing activities preferred.
- Experience in or with a technical program preferred.

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. The employee is required to walk extensively, sit, stand, talk and hear.
4. Specific vision abilities required by this job include close vision and the ability to adjust focus.
5. Travel will be required. Reliable transportation required.
6. Ability to occasional lift and transport items weighing up to 10 pounds is required.
7. Some overtime may be required, as well as some flexibility in occasional early or late hours and weekends.

Non-Discrimination

The current non-discrimination policy can be found at:

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

E. Personnel

1. Resignation of Bookstore Assistant – PT – Ottawa Campus

It was the president's recommendation that the Board approve the resignation of Sue Hershberger, PT – Bookstore Assistant. Her last day will be March 14, 2019.

2. Resignation of Financial Aid Specialist – PT – Ottawa Campus

It was the president's recommendation that the Board approve the resignation of Maureen Bohlander, PT – Financial Aid Specialist. Her last day will be March 22, 2019.

3. Resignation of Assistant Athletic Trainer

It was the president's recommendation that the Board approve the resignation of Anthony Vidali, Assistant Athletic Trainer. His last day will be March 25, 2019.

4. Administrative Assistant for the Dean for the Ottawa & Online Campus – PT

It was the president's recommendation that the Board approve the employment of Sydney Meyer as Administrative Assistant for the Dean for the Ottawa & Online Campus - PT. Ms. Meyer has a Bachelors in Communications from Ottawa University.

Ms. Meyer's prior work experience includes Marketing Director at the Fredrikson Center, Ottawa University, Publishing Intern at Short on Time Books and Editor in Chief at "the Campus" Ottawa University Newspaper.

Ms. Meyer will be paid \$12.00/hr (Level 3) beginning March 15, 2019.

VI. REPORTS

- A. Faculty – Eric Row gave a report on what faculty was doing. See attachment.
- B. Online/Ottawa – Dr. Marie Gardner gave a report on the Online and Ottawa Campus. See attachment.
- C. Treasurer – Sandi Solander gave a treasure's report. Revenue for the month of February was \$3,195,479.21 and disbursements were -\$3,166,780.79. See attachments.
- D. President – Dr. Brian Inbody gave a president's report. See attachment.

VII. OLD BUSINESS

A. Early Retirement Incentive Policy

The Early Retirement Incentive Policy has helped long-term employees transition into retirement while lowering overall salary costs at the college and has served the college well. Recently a question arose about early retirement from KPERS and the college policy. Under the current policy an employee with 10 years experience at NCCC or more, who is under the age of 65 and is KPERS eligible may take advantage of the incentive. It has been assumed by the policy that employees would wait until they are fully KPERS eligible for full benefits before using the college's incentive. However, KPERS has methods by which a state employee can retire earlier than when they are fully eligible, mostly keying on the age 55, but at reduced KPERS benefits.

Currently, it is unclear by our policy whether or not the policy allows for early KPERS retirement as a means to qualify for the incentive.

This addition to the policy allows for an employee to take advantage of the NCCC incentive if they choose to retire early at a reduced KPERS benefit. The incentive will remain at the highest percentage of benefit for the maximum of five years of payment. The incentive percentage will then begin to lower in the years after the employee is fully KPERS eligible.

There should be no additional costs to the college for this proposed change. In fact, if employees take the incentive earlier then, depending on the age of the employee, the cost to the college should be less. Salaries tend to rise over time, so the earlier an employee takes the incentive the less the incentive is as it is based on a percentage of the salary.

This policy has been reviewed and approved by the executive committee.

Resolution 2019-3

RESOLVED, that the Board of Trustees of Neosho County Community College, approved the Early Retirement Incentive Policy.

The policy follows.

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

Early Retirement Incentive*

A full-time employee of NCCC who may find it necessary or desirable to retire from employment with the college prior to age 65 may retire under the terms and conditions hereinafter specified, subject to the following limitations:

1. Eligibility: A Full-time Employee is eligible for early retirement if such Full-time Employee:
 - a. is currently a full-time Employee;
 - b. has completed ten (10) or more years of full-time employment services with the college; and
 - c. provides verification of retirement approved by the Kansas Public Employee Retirement System.

The Full-time Employee must complete the contract year in which he/she is under contract to receive the benefit, or receive written approval from the president pursuant to allowable exception(s).

Eligibility in accordance with a-c above will be determined by the president of the college. A Full-time Employee applying for early retirement shall have the responsibility to provide all facts and information necessary to prove eligibility for early retirement and to determine benefits paid.

2. Application: A Full-time Employee may apply for early retirement by giving written notice to the president of the college. Such written notice by the Full-time Employee shall be submitted on or before the first day of February preceding the anticipated retirement date. The president may grant exceptions when deemed necessary. Notification of early retirement by the Full-time Employee shall include the following information:
 - a. A statement of the applicant's desire to take early retirement;
 - b. Notification as to whether the applicant desires the payment in January or July of each year; and,
 - c. Notification as to whether the applicant desires health insurance coverage through the college group health insurance program (subject to "Retirement" policy requirements).

Following final action by the board on any application for early retirement the president of the college shall notify the applicant in writing of the final disposition and the date and amount of early retirement benefits to be paid. Note: The college will make payments in accordance with applicable State and Federal Statutes and regulations.

3. Basis of Retirement Benefit. The early retirement benefit shall be an annual payment made in the retired employee's name to the college's identified 403(b) plan provider. The payment will be determined by utilization of the percentage opposite the first year of benefit on the following table (the "Benefit Percentage"). The Benefit Percentage shall be multiplied by the Full-time Employee's last annual contract salary to determine the amount of each annual payment. The payment shall be paid annually in either January or July. The early retirement benefit period will end when the Full-time Employee reaches age 65 or when five (5) years of early retirement benefits have accrued, whichever occurs first. The annual payment for a benefit year in which the Full-time Employee reaches age 65 shall be prorated. The initial date selected for first year payment (January/July) shall then become the anniversary date for subsequent payments. Early retirement benefits shall be based on KPERS retirement eligibility and years of service after eligibility according to the chart below.

First Benefit Year	Percentage
KPERS Eligible Year	21%
Eligibility + 1 year service	18%
Eligibility + 2 years' service	15%
Eligibility + 3 years' service	12%
Eligibility + 4 years' service	9%
Eligibility + 5 years' service	6%
Eligibility + 6 years' service	3%

For purposes of this policy "KPERS Eligible Year" shall mean the normal retirement date pursuant to K.S.A. 74-4914(1) even if the employee could have elected to retire before such persons normal KPERS retirement date and receive reduced benefits from the Kansas Public Employee Retirement System ("Early KPERS Retirement"). A Full-time Employee who elects and is approved for Early KPERS Retirement, for purposes of this policy, shall receive the same Benefit Percentage as a Full-time Employee whose First Benefit Year is the KPERS Eligible Year.

It is further provided that the president of the college shall compute an estimated early retirement benefit for each Full-time Employee. This information shall be provided to the Full-time Employee and become a part of the Full-time Employee's permanent file.

4. Terms and Conditions. The "benefit year" begins July 1 and ends June 30.

All provisions of this incentive will terminate upon the death of the Full-time Employee receiving benefits.

A Full-time Employee who takes early retirement shall have the responsibility to keep the college informed of his/her current mailing address and telephone number.

If any provision of this early retirement plan is determined to be in violation of Federal or Kansas State laws or regulations, the plan shall then immediately be terminated by board action and shall not be in further force or effect unless re-adopted by the board.

*Covered by PEA Negotiated Agreement.
Resolution 2019-3

VIII. NEW BUSINESS

A. 2019-2022 Academic Calendar

Provided as a separate document is the proposed Academic Calendar for 2019-2022. The College has updated the procedure for Academic Calendars so that we always have three future years established. Academic Calendars for the Regents Universities have become inconsistent with each other and therefore, we do not always match. Hopefully our new process of establishing three calendar years in advance will allow our partner school districts to depend on our schedules. It was the president's recommendation that the Board approve the following 2019-2022 Academic Calendar.

Resolution 2019-4

RESOLVED, that the Board of Trustees of Neosho County Community College approved the 2019-2022 Academic Calendar as presented.

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

B. Emergency Action Plan (EAP), Automated External Defibrillator (AED) Policy and Procedures, and Concussion Management Policy and Procedures (CMP) Recommendation 2019

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

Two years later, NCCC extended the breadth of the EAP with the addendum of an Automated External Defibrillator (AED) plan and initiated the phased purchase of AED devices for every building the college operates. The EAP and AED plans have served as living documents and changes have been made annually as statutes, codes and regulations have changed. This year, we are further enhancing the EAP with the addition of a Concussion Management Policy (CMP).

Latest changes to the EAP include changes to Section 9: Mental Health Response Plan following input from our Director of Advising and Counseling, the addition of FEMA designations for various section chiefs under the NIMS guidelines, deletion of the LiveSafe app section (which we no longer use), revisions to the Severe Weather Closing/Early Dismissal section, and some miscellaneous procedural changes, title changes and contact lists.

Minor changes were necessary to the AED Plan this year which included name changes, the addition of new AED locations at the baseball field, softball field and Ross Lane facility, and location of serious incident reporting forms required by the plan.

The new Concussion Management Policy and Procedures (CMP) addendum recommended by the Safety and Security was initiated by our athletic training staff. The protocol has been in use by NCCC athletic training and coaching staff for some time, but staff felt the protocol should be formalized as a part of our EAP. The policy and procedures are based on nationally-recognized standards and best practices and will be updated as needed.

The plans have been approved by the Safety and Security Committee and endorsed by the Executive Committee. They are provided as a separate document.

It was the president's recommendation that the Board approve the NCCC Emergency Action Plan (EAP), Automated External Defibrillator Policy and Procedures (AED), and Concussion Management Policy and Procedures (CMP) with the content to be continually modified as necessary and appropriate.

Resolution 2019-5

RESOLVED, that the Board of Trustees of Neosho County Community College approved the NCCC Emergency Action Plan (EAP), Automated External Defibrillator Policy and Procedures (AED), and Concussion Management Policy and Procedures (CMP) with the content to be continually modified as necessary and appropriate.

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

C. Executive Session – Consultation with Attorney

Mr. Chairman, I move that the Board recess into executive session to consult with our attorney to receive advice concerning potential litigation pursuant to the open meetings exception for matters protected by attorney-client privilege 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 15 minutes.

At 6:50 pm. the Board of Trustees took a 5 minutes break before going into an Executive Session. On motion by Kevin Berthot and second by Jenny Westerman.

On motion by Dennis Peters and second by Charles Boaz, they went into executive session to discuss negotiations at 6:55 pm, no action was taken.

D. Executive Session – Real Estate

Mr. Chairman, I move that the Board recess into executive session to discuss potential properties to be acquired pursuant to the open meetings exception for preliminary discussions relating to acquisition of real property 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 10 minutes.

On motion by Dennis Peters and second by Charles Boaz, they went into executive session to discuss negotiations at 7:11 pm, no action was taken.

IX. ADJOURNMENT

On motion by Dennis Peters and second by Charles Boaz, the meeting adjourned at 7:21 pm.

Respectfully submitted,

David Peter, Board Chair

Angela Rowan, Board Clerk

PRESIDENT'S REPORT

3/14/19

Trustees,

Thank you for your time and leadership to help NCCC accomplish its mission. Here are a few items of interest.

ENROLLMENT

Enrollment is fairly unchanged from last month with the spring semester down a bit. Overall the college is down about 3.6% over this date last year, which is within budget expectations.

SPRING SEMESTER 2019

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2017	50	3-13-18	1805	16727	
TOTAL	2018	50	3-13-19	1733	15878	-5.08%
CHANUTE	2017	50	3-13-18	548	4792	
CHANUTE	2018	50	3-13-19	485	4541	-5.24%
OTTAWA	2017	50	3-13-18	480	3344	
OTTAWA	2018	50	3-13-19	467	3171	-5.17%
ONLINE	2017	50	3-13-18	851	4658	
ONLINE	2018	50	3-13-19	766	3985	-14.45%
ODO	2017	50	3-13-18	221	1423	
ODO	2018	50	3-13-19	264	1650	15.95%
IDO	2017	50	3-13-18	276	1764	
IDO	2018	50	3-13-19	283	1897	7.54%
HYBRID	2017	50	3-13-18	200	746	
HYBRID	2018	50	3-13-19	160	634	-15.01%

Enrollment for summer and fall classes begin the week after spring break, beginning with STARS students and graduating sophomores, then the rest of the currently enrolled students. New students can enroll beginning April 1.

We have a few new initiatives that could positively impact enrollment in the coming year. First we are inviting regional high school students to the Chanute campus during the day with the ability to take classes at a lower rate. We have been running a similar program at the Ottawa campus for the past two years with much success. Second the Board has removed most course fees from Excel in CTE classes (technical education classes for high school students) which we believe will positively impact enrolment, especially at our Lawrence location. Lastly, we are starting a new program at Yates Center, construction, in the fall.

Still, the national trend is lower for all of higher education especially for community colleges and we are adjusting our budget plans accordingly.

LEGISLATIVE UPDATE

There are a few items we are watching closely including HB 2144, a bill intended to provide greater transparency to local taxpayers on where our students are from. Reports of this nature are already available on the KBOR website, so some see this as duplicative and unnecessary regulations. The bill will have a hearing in the Senate on Monday. We will have representatives present.

There is some good news the Governor's budget, as well as the House and Senate education committee guidelines seem to agree on a few items that will benefit the community colleges. It seems the last of the money lost in the last cut will be returned, about \$37,000. Additionally all three agree in principle with adding \$1.3 million in new money for the funding formula. The Senate guidelines specifically intend this money for re-centering purposes, which is great news for NCCC. Interestingly, the Senate education committee guidelines mention giving higher education \$33 million more, or about half what they were requesting, during the omnibus process. That could be huge for NCCC as these funds are intended for re-centering and fully funding the formula.

The bad news is that none of these budgets mention more money for Excel in CTE. Currently it looks like the program will be short \$4.5 million right now for the year. That means that we will not receive the full payment we were promised.

2018-2019 STRATEGIC PLAN REPORT – FINAL

I have uploaded the final report for the 2018-2019 Strategic Plan to the Trustees tab. We had an excellent year accomplishing many items in the plan. Thank you to all employees who have made this progress possible!

This is the first step in my evaluation process. I will add an executive session to the April meeting for my evaluation. During my evaluation at the April board meeting I will have the proposed strategic plan for 2019-2020 to serve as my recommendation of the Presidents goals for the coming academic year.

DINING HALL RENOVATION

Today was a red-letter day on the path toward making the dining hall renovation happen. Brenda Krumm and her staff began moving into their new offices today, an important step to clear the way for the expansion of the dining hall. Unfortunately, my idea of moving Brenda and her folks to a tent in front of the Student Union was not possible due to the high winds in a Kansas spring. That's a joke by the way. Kyle and his staff did an excellent job renovating the offices that were vacated by Upward Bound and Talent Search moving to Ross Lane. Once Outreach and Workforce Development is completely moved in, we will begin demolition of Brenda's old offices. This demolition by our staff will save significant dollars on the contract for the renovation. That contract is being prepared now. I should have that for you for the retreat at the end of April.

Donations are coming in for the dining hall which is great! We now have funds or pledges of funds of over \$210,000 toward the project. The project itself should come in at or under \$800,000 so we hope to get as many donations as possible to lower the cost on the residence hall/Student Union fee account as much as possible. Again, student fees and donations will provide the lion's share of the funds for this initiative, with very little coming from the general fund. We did receive a \$50,000 total multi-year pledge for the naming of the new separated dining room. This is what we typically "charge" for naming rights for a room or area (not a building). Do I have your permission to proceed with that process, as per board policy?

SEARCHES

AD

As of tonight we have seen five candidates for the position of Athletic Director with one to follow tomorrow. I hope to have an offer in place in the next week and bring that name to you at the April board meeting. We have had some excellent candidates thus far, so we might have a difficult choice to make, which is a great problem to have.

VPO

That search is scheduled for the week of the 25th. We have two confirmed on-campus interviews right now. We have had a few late applications so we might have one or two more interviews. I hope to have a name to the April board meeting there as well.

KACCT EXECUTIVE DIRECTOR

I am coordinating a five-member Presidents' interview committee as part of the search for the next Executive Director Kansas Association of Community College Trustees. Our job is to provide input to the KACCT Executive Committee who will make the final decision. We have four candidates we are seeing on Monday for the position. We had about 45 applicants for that position, which is great. It was a difficult decision just to get the number down to four.

HLC TRUSTEES

Recently I was named to the trustee nomination committee for the Higher Learning Commission. We met recently and reviewed many applications and nominations for the trusteeship of our accreditor. The committee selected two candidates who accepted the position. HLC tries to make the trustee representation mirror the membership of the region with a proportional mix of two-year, four-year and doctoral granting institutional representatives from every state in the region.

HEALTH INSURANCE

It looks as though we will have yet another disappointing renewal for our health insurance due to the amount of usage by employees and their families. Health insurance is the largest single expense to the college paid to one entity (if you discount salaries paid to lots of individuals), accounting for over \$1.3 million in the last year alone.

With the help of IMA I have a brief PowerPoint that illustrates what the data says about our usage and suggests some possible initiatives that can help lower usage, many of them unpopular.

PROFOUND LOSS AT WSU

Neosho County Community College joins the rest of the Kansas public higher education community in extending our condolences to Wichita State University and to the family of President John Bardo who passed away this week. President Bardo believed strongly in the mission of public higher education and in his institution. He will be missed.

NEW PRESIDENT AT HIGHLAND CC

The Highland Community College Trustees have completed their search and named Deborah Fox to be their next President. Ms. Fox was the Chief Financial Officer at HCC until leaving to the CFO of Pittsburg Public Schools. My friend and colleague David Reist is retiring after 16 years very successful years as President of Highland and I wish him all the best.

SERVICE AWARD OF THE MONTH

The March Service Award Winner is Travis Solander. Congratulations TJ! Here is what the nominations said about him:

It would be impossible for our employees to know how much TJ does for NCCC. The only way for them to know would be to be here 24/7 and witness everything that he does. Most recent example...we had multiple snow/ice events within a two-week period which obviously caused NCCC serious concern. While all of the maintenance staff are to be commended for working in the freezing cold while we are all at home enjoying the comfort of our homes, TJ (and Kyle) worked tirelessly to clean the college. During the most recent event this week, I personally know that TJ was here the entire night (after working all day) and cleaned our parking lots and sidewalks from snow without help. Whether clearing snow or moving dirt or working on HVAC issues or helping faculty move, TJ is always there for NCCC, working silently behind the scenes while never complaining. We need more employees like TJ!

On Feb 19 we had a snow/ice event in the late afternoon. Travis stayed at campus most of the night clearing sidewalks and parking lots so the students would have safe pathways around campus. This also enabled us to avoid a late start the next morning and classes went on schedule. Our typical policy is to have maintenance in at 6:30 to begin clearing but he took it upon himself to make sure that everything was clear and safe. He should be commended for going that extra mile for the faculty, staff, and students of NCCC.

BRIAN'S TRAVELS AND IMPORTANT DATES

- March 18-22 Spring Break, College Closed
- March 18 KACCT Interviews, Topeka
- March 28 Technical Education Authority Meeting, Topeka
- April 4-8 HLC Annual Meeting/Peer Review Training, Chicago

2018-2019 STRATEGIC PLAN INITIATIVES

Final Report

March 14, 2019

STUDENT LEARNING

SL-1: Improve the student intake process to enhance student performance through strengthening use of PIU data regarding declared majors and advisor assignment.

Changes have been implemented to streamline the Personal Information Update (PIU) submissions to assist in the effectiveness of this tool. Electronic forms were embedded directly into the PIU to allow students to update information that was previously cumbersome for them to request. Registration continues to make these changes from the PIUs each semester to ensure the most accurate student data is updated in a timely manner. The Registration department continues to struggle with not being able to update some student data elements due to the inability to do so because of the reporting cycle but updates are made as soon as possible. This strategic initiative will be removed from the plan for next year, as we have completed as much work as possible at this time.

SL-2: Strengthen fledgling programs (Court Reporting) and investigate any applicable new locations.

According to the advisory board for Court Reporting, the curriculum will need to be updated to include electronic transcription processes in addition to traditional stenography. The numbers for this program continue to be disappointing. The future of this program is in jeopardy.

As previously reported, our initiative for new locations has evolved into a more opportunistic approach. Instead of proactively seeking out additional locations, we will respond to requests and needs that are efficient and feasible for us to maintain. The current programs in Chanute, Garnett, LaHarpe, Yates Center, Ottawa, and Lawrence will continue to be supported as they meet the needs of our students. In fact, the Yates Center location will expand to provide construction programming as well as welding. Additionally, the Board has voted to remove most fees from Excel in CTE classes which should result in additional enrollment at many of our technical education sites. This new enrollment may facilitate the need for additional full and part-time instructors.

SL-3: Implement initiatives from the Strategic Technology Plan (STP) that support the Educational Master Plan (EMP) as funding allows, including updating of classroom technology.

The Educational Master Plan from 2017 includes a section entitled "Intentional Focus on Improving Teaching and Learning". Effective classroom technology is an assumed set of tools that an instructor can rely on in order to facilitate classroom learning. Many of the classroom projectors are standard definition and have inefficient/expensive replacement bulbs to maintain the brightness of the presentations/videos shown in the room. The Strategic Technology Committee reviewed a series of technology upgrade options provided from tech services and

chose high definition projectors and smart boards along with an updated podium for the classroom computer. All of the standard classrooms in Stoltz and Sanders halls have been upgraded. The remainder of the classrooms will be prioritized and a portion will be replaced annually as funds allow.

SL-4: Institutionalize the customized assessment of student learning reporting process and explore opportunities to enhance the new system.

With the new assessment of student learning reporting system in place for all classes and systems in place to retrieve the data from the LMS for internal processing, the customized system has been fully institutionalized. While there remain a few “bugs” to the system, we consider this initiative complete and successful. The new system has, once again, moved NCCC to the forefront of the assessment of student learning. We are presenting on this subject at regional Jenzabar meetings, and consulting with various community colleges and a university on our custom assessment system.

SL-5: Investigate new academic programs.

The electrical program that was a specific ask from Ottawa High School is on the TEA/KBOR agenda for March 14th. If approved, this program has potential to begin in the fall 2019 semester in Ottawa.

The major opportunity for new academic programming will be the result of a successful Title III grant. Currently we are working with Ramona Munsell and Associates to complete the proposal for the 2019 Title III grant submission. The proposal currently includes funding for the addition of three new academic programs to be implemented at the College.

SL-6: Respond to changes regarding concurrent education in the state.

The anticipated legislative push to remove all fees from Excel in CTE courses has come to fruition, therefore we have now removed the majority of fees for all Excel in CTE courses. The fees that we will continue to charge are those for testing and any potential fees for equipment “kits” that a student would take with them upon completion of the course. This has created the need for a review and update from the business office regarding fee classifications. This reduction in fees will hopefully result in larger enrollments, especially in our northern service area.

In addition, we have initiated the “Southern High School Initiative” that mimics what we have accomplished in our northern service area with surrounding school districts. This initiative brings concurrent high school students to the campus to take courses instead of taking the courses through the CEP program at their high school. Three districts in our southern area have expressed interest in the program. The Student Learning Division has created an accommodating schedule that works for the districts school day. This will begin on the Chanute campus in the fall of 2019 and continues into the third year at our Ottawa campus next fall.

SL-7: Investigate credit hour requirement for associate degree completion.

Due to an initiative from KBOR, public universities in Kansas are expected to reduce the credit hour requirement for the baccalaureate degree to 120 hours. As a result, most universities have

already implemented changes to their degree requirements in order to achieve this goal. Due to this change, it will be prudent on behalf of our students that NCCC evaluates and potentially reduces the degree requirements for the Associates degrees from 64 credit hours to 60 (half of the baccalaureate degree). Our main goal with this project is to maintain a direct pathway for our students to transfer, and as such, one of our main transfer institutions (Pittsburg State University) has been our focus to ensure that our students get the courses that they need to effectively transfer. It appears that PSU has diversified their general education requirements by program, which will make it difficult to have a “one-size-fits-all” transfer degree plan. This will require much work through the curriculum committee and will require an additional year for completion.

STUDENT SUCCESS

SS-1: Improve the effectiveness of academic advising.

The improvements that were previously reported have greatly enhanced the effectiveness of academic advising. Weekly emails to all advisors are very popular and have come in very handy to keep everyone informed of time-sensitive events (such as enrollment management dates). There have been 13 faculty/staff members who have completed the advisor certification course and 6 members who are currently in process of the course. The increased accuracy in degree audits is a critical improvement for advising as the student now has a greater ability to explore degree paths using *myNeosho*.

Since the previous report, new activity to support this initiative includes the implementation of “Waitlisting”. This is a module through Jenzabar that allows a student to place themselves on a list to get into a class that has already reached maximum enrollment. A sub-group of the Enrollment Management committee has tested this tool and it will be implemented with the summer/fall enrollment period starting later this month. If there are 24 seats available in a class and they are all full, the system now will allow the 25th student interested in a seat to remain on the waitlist and if a seat comes available, the system will automatically email that 25th student to let them know to get enrolled. If, after 24 hours, that student does not enroll, the system will automatically send a message to the 26th student interested in a seat. Because it is automated, the large majority of the work was in the setup of the tool, which is already complete. This feature will assist the student in getting the schedule that they want, but it will also help the Student Learning Division in making decisions to add sections if necessary.

SS-2: Evaluate the placement process and ensure accurate student placement.

A detailed explanation of the update to the placement process was provided in the previous update earlier this year. A summary of events that have taken place since then is presented below:

- Changing Placement Test Versions – The Placement Task Force finalized ACCUPACER Next-Generation cut scores in December and updated those to the College Catalog.
- Changeover Timeline - The College changed over to ACCUPLACER Next-Generation on Friday, January 25th and has administered several tests without issue. The “Classic”

version is no longer available to administer, but will still be honored within a three year window.

- Evaluation of Pilot Success – The placement task force reviewed all data relative to the placement pilot. Overall, in English, there was a **93.4% success rate** using GPA and multiple measures for placement compared to a historical 84% using traditional placement methods. In Math, there was a **79.6% success rate** compared to a historical 73% success rate using traditional methods for placement.

The big update for this initiative is that after review of the success of the pilot, the Placement Task Force voted to update college policy to include a GPA option for placement so that a student with a recent (within 3 years) cumulative high school GPA of 3.25 or better can place into English Comp I and College Algebra without the requirement of taking a high-stakes placement test. The faculty at NCCC approved the update with a unanimous vote and it passed unanimously in the Curriculum Committee as well. The College Catalog will be updated with the new policy in time for summer and fall enrollment.

This is another example of how NCCC is leading the state. This method of placement is unique in Kansas. We have been consulting with other community colleges on this method of placement which achieves significantly better results for students than standardized, high-stakes one-shot testing. We expect this method of placement to spread to other colleges.

SS-3: Implement counseling services for all students (personal and career).

The position of Director of Academic Advising and Counseling was filled in May 2018. This position was occupied by a counselor who holds two licenses: Licensed Clinical Psychotherapist and Licensed Clinical Addictions Counselor. Students who attend the Chanute, Ottawa and Online campuses currently utilize this complimentary service. The caseload for personal counseling has substantially increased for this position as awareness of this service is being observed. Career counseling is currently handled through the advising process but improvements to this area should continue.

SS-4: Ensure the NCCC learning management system provides effective web-based interactive compatibility with commonly used devices of students and instructors. (Redesign of portal and App)

Neosho County's portal was re-designed and re-branded to *myNeosho* in May 2018. The primary focus of the re-design was to create a more intuitive structure for students and employees. Students now have tabs *myAcademics*, *myFinances*, *myResources* and *mySafety*. Faculty have a *myTeaching* tab and advisors have a *myAdvising* tab. All employees have access to the *myEmployment* tab. Overall, the changes have received positive feedback. One adjunct instructor explained, "I can find things so much easier in *myNeosho*!" We are working with a few remaining departments to convert their pages to the new format and the portal re-design project should be complete.

The next phase of this project includes launching the Neosho version of the Jenzabar Mobile App product. We are under contract with Jenzabar to develop this app this spring. The app integrates with *myNeosho* and will also include campus maps, access to social media, as well as the option for students to receive notifications when assignments are due and/or graded.

SS-5: Strengthen awareness and integration of cultural diversity to students, employees, and our communities.

Plans are developing for a Supervisor Training diversity sessions later in the academic year. Specifically reviewing cultural differences and issues for our international student population and relating those to the entire student population.

Student Senate continues to celebrate cultural diversity by bringing events to students such as: speakers and round tables during Black History Month, Cinco de Mayo trivia and salsa/chips and partnering with the International Club to sponsor trivia, tasting tables and other related events during International Education Week.

The International Club is open and available to all students on campus and includes several events each month to not only bring American culture to the International students but to also bring International culture to American students. Events include cultural fine arts events, Native American pow-wows, and several events during International Education Week including country trivia competitions, tasting tables, Lunch and Learn series of country presentations and an International photo wall. Each May, students, staff and faculty are invited to the International Dinner prepared and presented by our International students and consists of foods native to their country or origin.

SS-6: Continue to support KBOR's Foresight 2020 strategic agenda to increase the number of Kansas adults who have earned a certificate, associate or bachelor's degree to 60% by 2020.

Last year NCCC awarded a total of 806 certificates and degrees, which represents approximately 28% of the student total headcount for that year. An investigation into how we compare to the other community colleges in Kansas reveals that the average percentage of degrees/certificates awarded by headcount is 16%. So, relative to headcount, NCCC is the **leader** in the State regarding degree or certificate completion and in supporting KBOR's Foresight 2020 goals. KBOR has released a draft of what will likely replace Foresight 2020. The new draft goals are couched in the concept of economic prosperity. We will need to keep these goals in mind in order to support and incorporate these ideas into NCCC initiatives.

ACCOUNTABILITY TO STAKEHOLDERS

AS-1: Optimize college preparation of anticipated revenue streams, emphasizing appropriate contingency plans and reallocation of resources to sustain the college's mission, vision, and purposes.

AS-1A: Provide Adequate Mill Levy Support

The college chose not to raise the mill levy for the 2018-2019 academic year, however county valuation rose by 2.9% resulting \$68,065 additional revenue for this academic year and \$68,065 additional revenue for the 2019-2020 academic year. NCCC is the 6th highest mill levy in the State, but 15th of the 19 community colleges in revenue from the mill levy due to the county valuation.

During the spring legislative session there is an on-going effort by a few legislators outside our service area to control various aspects of setting the mill levy, including automatic lowering of

the mill if new money is received from the state. The President has been personally involved with efforts to keep such limitations on local Trustee control at bay. While some progress has been made, the session is still going on and new efforts to establish levy limitations will occur. NCCC will need to be ready to resist those efforts so that the Trustees retain their ability to set the mill.

AS-1B: Successfully complete performance agreements

The AY 2017 Performance Report was accepted by KBOR and NCCC was approved for full funding at the BAASC meeting in September. This is year 1 of our current three-year performance agreement, the goals will not change for the next two years. The next update regarding performance agreements is due to KBOR this summer.

AS-1C: Stabilize Enrollment Revenue

The College planned for a 4.5% decrease in enrollment in terms of budgeting. So far for 2018-2019 the College is down 3.5% for the year, beating this estimate. For 2019-2020 administration is estimating a further 2.5% decrease and is budgeting appropriately. For 2019-2020, the Board voted to increase tuition by an additional \$2 per credit hour to offset the future enrollment declines.

Several new initiatives are underway to increase enrollment or at least stop further declines. The Southern High School Initiative has resulted in greater interest by three school districts in classes for their students. This program encourages regional high schools in Neosho County to bus students to the Chanute campus for classes during the school day. A lower tuition rate was established for these students due to the savings associated with not providing an instructor at each high school. Three districts are on-board and scheduling is occurring now for fall 2019.

Removing the fees from SB155/Excel in CTE courses should result in additional enrollment in several areas, especially in Lawrence. Although, additional instructors may be needed due to the increased enrollment.

We are in progress with an initiative to provide construction at Yates Center, beginning in the fall of 2019, which could result in additional enrollment at that location. Additionally, we are in progress for the creation of a brand new program at NCCC, Electrical Technician. If approved by KBOR, this program will debut at the Ottawa High School location, potentially bringing additional students.

As of this writing, the coaching staff is stable, which typically results with starting the school year with a full residence hall. This was not true for the previous year, as two coaches were new. Additionally, goals have been established for Athletic Training to bring in its own set of students for their program.

Long term enrollment initiatives currently in progress include successful completion of a Title III grant to implement new programs and a possible housing initiative to add to, and/or improve the quality of, the number of beds at the Chanute campus. New activities are being investigated with the 2019-2020 strategic plan, including band and other activities and sports.

AS-2: Enhance NCCC safety and security through:

AS-2A: Secure the college cyber infrastructure through disaster recovery planning and enhance safety training through online training, simulations, and face to face trainings.

We continue to utilize on-line tools for Cyber Security, Red Flag (GLBA), and physical network security training. The College implemented cyber security training for all employees through a product called KnowB4®. Currently 89% of employees have completed this training. Failure to complete the training results in the employee's account being locked until the training is complete. We also participated in the FEMA National Cyber Security Tabletop exercise along with 51 other organizations from around the country in August to help us identify potential risks within our current environment. We plan on doing an internal cybersecurity tabletop exercise this spring to further identify vulnerabilities within our organization. In addition we have implemented a network log and event manager that provides real-time reporting on events that could be considered suspicious on the network, cloud backup and recovery for mission critical data, and monthly internal and external vulnerability scanning. We are also in the process of implementing both network wide encryption, wireless authentication and cloud hosting for our student information and learning management systems.

AS-2B: Providing a continuous assessment of NCCC compliance status with emerging Federal Law changes (GDPR/TITLEIX/Clery/Prosper/etc...)

We have procured a compliance management system to help us track and benchmark our progress for Network Security compliance to satisfy both GLBA and the Red Flag Rule. Future use of this platform include tracking compliance for GLBA, policy acknowledgement tracking and risk management. We continue to train appropriate personnel on Title IX training requirements as well as Clery Act requirements. Students and employees are Title IX trained through an online module from Get Inclusive®. The Safety and Security Committee (SSC) has reviewed the Emergency Action Plan (EAP) for any changes necessary due to the release of NFPA 3000 (PS) Standard for an Active Shooter / Hostile Event Response (ASHER) Program requirements as well as Suicide/Psychological Crisis guidelines. The SSC has also reviewed and updated the Automated External Defibrillator (AED) Policy and Procedures and created the Concussion Management Policy and Procedures Addendum to the EAP.

AS-3: Review the effectiveness of the new department/unit review process (i.e., program review).

The Executive Committee is currently working through a multi-year schedule for a departmental program review. However, the schedule has not been adhered to. Many departments have missed deadlines and have rescheduled. Workload in those departments often means that the report has not been a priority. As a result, several programs have yet to be reviewed. A simplified version of the review is being investigated in order to expedite the time it takes to complete the review. Once all programs have been reviewed, at the summer 2019 retreat the Executive Committee will discuss the value of this process and make a determination on whether it will be enhanced, reduced, or discontinued. This year the Executive Committee is adding a section to the standard departmental review process asking for specific examples of changes to the department as a result of data gathered. This information will assist with evidence files for the next HLC accreditation visit.

AS-4: Optimize intra- and interdepartmental training and information sessions to reinforce expectations of collaboration for effectiveness and efficiency, and for quality customer service.

This year the college has changed new employee orientation to occur each Monday after a Board meeting. In the past, the College would wait sometimes months between the employees start date and this formal orientation session. With this change, employees are often oriented on their first employment day.

NCCC provided over 20 training sessions through fall and spring in-services on a variety of topics, including review of the feedback from the student satisfaction survey, Institutional Effectiveness Dashboard Report, myNeosho updates, how to lead a group, and specific training on processes like using a credit card, Excel, and Adobe sign for contracts. Each of these processes have resulted in better customer service either internally or externally.

Additionally the college conducts three supervisor training sessions each year. This year topics have included internet usage among employees, fiscal management of NCCC and other community colleges, and credit card processes.

AS-5: Advance the Capital Improvement Plan (CIP) and Facilities Master Plan (FMP) as funded, including possible expansion.

The College acquired a 1,100 square foot 4-bedroom home on Lafayette Avenue directly contiguous to the current College property for \$80,000 in January, 2018. While the house was originally intended as possible office space, addition property acquisition by the College eased the need for additional office space. As such, the house was renovated for use as supplemental housing.

The college also acquired a 64,000 square foot warehouse in the Chanute industrial park for \$275,000 in April, 2018 to further address the space needs for the College, specifically storage, office space, program space and indoor athletic practice space. While program development may take some time, the facility is already being used for College storage, office space for the Talent Search and Upward Bound programs, and indoor athletic practice space. It is anticipated the College will continue enhancement of the space designated for storage areas at Ross Lane, and possible program development is currently in the investigation and grant application phase.

In addition, The College is currently planning to renovate the existing dining hall space, the space previously used by Outreach and Workforce Development, and the current "Oak Room" in the Student Union to provide additional occupancy for the cafeteria while providing a much-needed facelift to the entire area to improve existing services as well as enhance recruiting.

AS-6: Improve employee recruitment and retention through:

AS-6A. Addressing salaries to become competitive for all employees.

The college continues its four-year plan to raise average faculty salary to the average for all southeast Kansas community colleges. 2018-2019 is year two of that plan. Data indicates that the plan is working. The Southeast Kansas average salary increased by 0.36% for 2017-18 over the previous year while the salary at NCCC increased by 3.84%. If the current trend continues, NCCC should be at the Southeast Kansas average in the 2021-2022 academic year. For non-faculty, NCCC has been increasing hourly salaries by \$0.50 per hour and subsequently raising the minimum salary for each level by \$0.50. For salaried employees, the College has applied the 4% or \$1,040 (whichever is greater) standard to these salaries as well.

So far through February 28, 2019, the college has a total of 21 employees turning over for the academic year, with 19 resignations and 2 retirees. At this rate, the college will have an estimated turnover of 27-30 total for the academic year. This is compared to 53 total turnovers in 2017-2018 year, a significant reduction.

AS-6B. Addressing working conditions (comfort, technology resources, scheduling, furniture, etc...)

The College is in process of fully utilizing a new highly energy efficient HVAC system for the Chanute campus. The new system is already resulting in lower utility bills and increased comfort for the employees, especially in months where a combination of heating and cooling is needed. Additional work is needed to fully integrate the computer controls of this system with the college schedules to realize greater savings. This has been a pervasive issue, with constant need for follow-up. While employee comfort is generally better, the system has been prone to breakdowns resulting in inconsistent operations. In fact, spring in-service had to be moved due to equipment failure. While the system is still under warranty there is no significant cost due to the breakdowns but that warranty will be ending. The VPO continues to make this issue a priority.

In addition to the new disaster recovery and cyber security systems that the College put in place, the strategic technology committee and IT department investigated, planned, and implemented new classroom technology plan to improve classroom technology resources as well. Future plans are in place to implement these changes in all classrooms as time and fiscal resources allow. Also, a furniture rotation plan is being discussed as part of the 2019-2020 strategic plan.

The Board of Trustees approved a re-write of the vacation policy to switch from the yearly available hours method to monthly accrual which will begin July 1, 2019. Monthly accrual allows the employee to have greater control over when hours will need to be taken as well as when service years result in greater accrual rates occurring on the start date anniversary rather than the fiscal year. It is hoped this will result in few employees "losing hours" at the end of the academic year and spread vacation throughout the year, instead of so many employees gone in the month of June.

AS-6C. Addressing benefits including health insurance.

Claims for insurance in the previous year resulted in an increase in premiums for the 2018-2019 year. As a result, the College made changes to the health insurance plan as well as allocated additional resources to absorb the additional premium. Changes to the plan were the result of data showing how often deductibles were used, what prescription drugs were utilized, etc. The Insurance committee used these data to minimize the negative impact of any changes to the health insurance plan. Additionally, the College increased support to family plans so that employees did not have additional out of pocket costs associated with taking the higher deductible insurance plans for their families.

The latest data revealed that while usage is down significantly over 2017-2018, the college is currently at 91% of premiums paid as of January 31, 2019. Typically we are asked to keep our overall usage below 80% for the year in order to receive equal or lower rates for the next contract year. It looks as though we will be well over 100% usage. However, due to a few high-cost claims last year we were over 150% usage. While this year is disappointing, this is still an improvement from the previous year. We have added some funds to the Large Expenditure Sheet to prepare for a possible rate increase, however, we do not know the extent of the possible increase of rates and won't know until May or later. Additional steps to curb usage may be needed to keep health insurance affordable for the college and for employees' families.

MEETING COMMUNITY NEEDS

CN-1: Reinforce and expand the interaction of college employees and students with community activities and community service throughout the NCCC service area.

NCCC continues its involvement with its communities through a variety of methods including service hours required in clubs and activities, hosting community events, and support to non-profit organizations and causes. This community support has resulted in several awards, most recent was the Franklin County "Best of the Best" award given this fall semester. The College is moving toward the addition of a new private dining area which would most certainly be used by community groups and service organizations to hold meetings. The College also investigated the possibility of childcare offered at the Ross Lane facility, however that investigation did not result in providing that service due to grant availability.

Recently, the Retired Senior Volunteer Program (RSVP) Grant was renewed for a further three years. This grant sponsors 60+ retired volunteers to focus their efforts to improve the community. This group serves food pantries, schools, blood drives, etc. NCCC is proud to host this grant for another term.

CN-2: Evaluate the environmental scan of the NCCC service area to strengthen and assess college communications, reputation, and return on investment of resources.

The College completed the Environmental Scan during the summer of 2018. The results of the scan were mostly positive with compliments to NCCC being the most common comment made on the scan. The scan did indicate the need for creation of new academic/workforce programs and the need to further market the College. NCCC has launched two new advertising channels

in the form of Spotify ad purchases as well as a streaming service in the Kansas City area. We are currently investigating the possibility of a “Drip campaign,” as well as updating the College website to be more attractive to prospective students. New programs are being investigated as part of a possible Title III grant application. Data from the study is being used in the grant application.

CN-3: Investigate programs and strategies to reduce unemployment and poverty.

NCCC has completed the GOALS grant through the University of Kansas. That grant utilized curriculum created by NCCC originally called Partners in Change which was taught throughout the State. That curriculum focuses on underemployed and habitually unemployed individuals as well as those individuals within the corrections system. It teaches employability skills as well as self-confidence and assists individuals in finding a job. The College is also assisting local businesses with workforce training, specifically Orizon Aerostructures, who is in the process of expanding their operations. We are also in the grant-writing stage of creating a workforce training center with Ash Grove cement. In Franklin County, NCCC is participating in “pitches” for possible business relocation within the county where NCCC would help provide workforce training. Our partnership providing ABE services in our service area and beyond will continue. One member college who was considering dropping out of the ABE consortium has re-confirmed for 2019-2020.

Unemployment levels in the state are stagnant from 3.0% to 3.1% (Dec. 2017 to Dec. 2018). Neosho County remains one of the highest unemployment counties in the state however, at 4.4% (Dec. 2018). Poverty levels in the county are at 16.4% compared to the overall Kansas rate of 11.9%. We still have work to do.



NEOSHO COUNTY COMMUNITY COLLEGE

HISTORICAL PLAN YEAR UTILIZATION REVIEW

PRESENTED BY:

**Christy Powell, Vice President
Vanessa Keith, Account Executive
Kaley Jones, Account Manager
Julie Vandal, Account Analyst**



AGENDA

- Historical Renewal Review
- Historical Plan Changes Review
- Historical Plan Performance
- Historical High Cost Claimants (Over \$25k)
- Historical Membership
- Potentially Steerable - ER Visits
- Amwell Telemedicine
- Future Cost Containment Strategies
- 2019 Renewal Experience Period Utilization



HISTORICAL RENEWAL REVIEW

RENEWAL PERIOD	CARRIER	ENROLLMENT	PREMIUM	FINAL RENEWAL INCREASE/DECREASE
10-1-2012 through 9-30-2013	PHS/Coventry	155	\$998,107	-8.0%
10-1-2013 through 9-30-2014	BCBS-KS	158	\$1,044,722	+1.1%
10-1-2014 through 9-30-2015	BCBS-KS	163	\$1,071,990	+1.9%
10-1-2015 through 9-30-2016	BCBS-KS	159	\$1,118,442	+8.9%
10-1-2016 through 9-30-2017	BCBS-KS	163	\$1,210,637	+9.8%
10-1-2017 through 9-30-2018	BCBS-KS	164	\$1,174,236	-1.4%
10-1-2018 through 9-30-2019	BCBS-KS	162	\$1,315,570	+11.1%



HISTORICAL PLAN CHANGES REVIEW

RENEWAL PERIOD	CARRIER	FINAL RENEWAL INCREASE/ DECREASE	FINAL PLAN CHANGES
10-1-2013 through 9-30-2014	BCBS-KS	1.1%	Transitioned from Coventry to BCBSKS. Plan changes included adding 100% for the first \$1000 of an accident, spinal manipulations at the office visit copay level instead of Ded/Coins., charging an OVC for routine vision exams and lowering generic Rx copay from \$15 to \$12.
10-1-2014 through 9-30-2015	BCBS-KS	1.9%	Decreased Option 2 & 3 Ded.; Option 2 moved from \$1,500 to \$1,000, and Option 3 moved from \$2,500 to \$1,500. Coinsurance raised from 50% to 80% on Option 2 & 3. Coinsurance max was lowered on all three plans from \$3,500 to \$2,500. Out-of-pocket max increase from \$5,000 to \$6,350 on Options 1 & 2 and from \$6,000 to \$6,350 on Option 3. Increased OVC from \$25 to \$35. Rx copays changed from \$12/\$40/\$60 to \$15/\$30/\$45.
10-1-2015 through 9-30-2016	BCBS-KS	8.9%	Renewed with no plan changes.
10-1-2016 through 9-30-2017	BCBS-KS	9.8%	Moved tier 2 & 3 Rx copays from \$30/\$45 to \$50/75.
10-1-2017 through 9-30-2018	BCBS-KS	-1.4%	Renewed with no plan changes.
10-1-2018 through 9-30-2019	BCBS-KS	11.1%	Moved to BCBSKS BlueEdge program. Increased deductible on all three existing options from \$500/\$1,000/\$1,500 to \$1,500/\$2,500/\$3,500. Added additional plan option with \$5,000 Ded. On medical plans, the change removed Ded. Carryover, increased ER copay from \$100 to \$250, removed accidental injury rider. On the Rx plan, members were moved to the ResultsRx formulary which is more controlled. Also, specialty tier Rx copays were added; tier 4 was \$150 and tier 5 was 20% to \$250.



HISTORICAL PLAN PERFORMANCE

Medical Spend

2017 Year: \$884,309
2016 Year: \$1,644,756
2015 Year: \$643,836

Medical Spend % Change

2017 Year: -46.2%
2016 Year: +155.5%

Rx Spend

2017 Year: \$243,587
2016 Year: \$207,975
2015 Year: \$177,497

Rx Spend % Change

2017 Year: +17.1%
2016 Year: +17.2%

Total Plan Spend

2017 Year: \$1,127,897
2016 Year: \$1,852,731
2015 Year: \$821,334

Total Plan Spend % Change

2017 Year: -39.1%
2016 Year: +125.6%

Loss Ratio History:

2017: 91%
2016: 154%
2015: 68%

Data Provided Includes Following Plan Years:

2017 YEAR: 10.01.2017 - 09.30.2018

2016 YEAR: 10.01.2016 - 09.30.2017

2015 YEAR: 10.01.2015 - 09.30.2016



HISTORICAL HIGH COST CLAIMANTS (OVER \$25K)

2017 YEAR TOP CLAIMANT SPEND

\$499,896

8 High Cost Claimants

2016 YEAR TOP CLAIMANT SPEND

\$1,321,453

7 High Cost Claimants

2015 YEAR TOP CLAIMANT SPEND

\$289,353

7 High Cost Claimants

Reporting Threshold: \$25,000



HISTORICAL MEMBERSHIP

Average Employees, Members, Age of Members

2017-2018

157 enrollment

226 membership

40 average member age

2016-2017

160 enrollment

223 membership

40 average member age

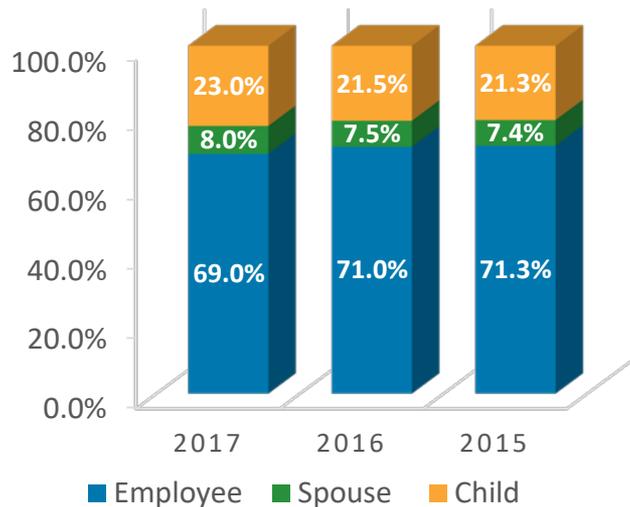
2015-2016

161 enrollment

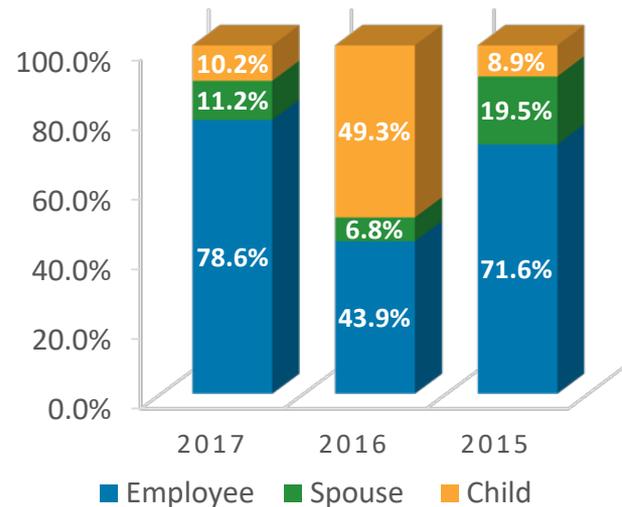
235 membership

39 average member age

EMPLOYEE, SPOUSE & CHILD % REPRESENTATION



EMPLOYEE, SPOUSE & CHILD % PLAN EXPENSE



POTENTIALLY STEERABLE - ER VISITS



EMERGENCY ROOM

Potentially Steerable Visits			
	2017 Year	2016 Year	2015 Year
Visits:	38	16	15
% Change:	+137.5%	+6.7%	
Plan Spend:	\$40,890	\$18,688	\$10,460
% Change:	+118.8%	+78.7%	

AMWELL TELEMEDICINEWHAT IS IT?

- Allows covered members to:
 - Talk to a local, board-certified physician using video conference (preferred method) or telephonic conference.
 - Connect to a physician 24 hours a day, 7 days a week, 365 days a year via smart phone, tablet or computer.
 - Physician's prescribe medication to member's local pharmacy, when necessary.
 - The app is free to download.
 - Affordable for members
 - Currently applies member's office visit copay. May recommend moving to a \$0 copay model for 2019 renewal.
- Available for general medical needs and behavioral health consultations.



AMWELL APP



AmWell Tutorial



<http://www.brainshark.com/imacorp/AmwellRegistration>

FUTURE COST CONTAINMENT STRATEGIES

- Implement participant-based, incentivized wellness program to focus on areas in which behavioral change could influence current claims utilization.
- Review & implement a tobacco surcharge.
 - Due to direct correlation of tobacco use to higher risk of medical conditions, the College would implement a surcharge program for tobacco users on the medical plan.
- Review & implement a spousal surcharge.
 - A spouse surcharge would apply to spouses that have access to coverage through their own employer, but choose to enroll on the NCCC medical coverage. This can be implemented through a formal surcharge or by manipulating the current employer contribution strategy through reducing the employer contribution on the employee + spouse tier and redistributing those funds to a lower-risk tier (i.e. employee + child[ren]).
- IMA will negotiate the BCBSKS renewal on behalf of NCCC, and due to current claims data, has recommended a market check on the medical package.
- IMA will also complete a contribution analysis that includes the above listed surcharges with renewal



2019 RENEWAL EXPERIENCE PERIOD UTILIZATION



LOSS RATIO – EXPERIENCE PERIOD

Current Time Frame:

May 1, 2018 Thru Feb 28, 2019 As Paid Thru Feb 28, 2019

Month	Insured Months	Member Months	Calculated Premium	Plan Paid (health)	Plan Paid (drug)	Total Plan Paid	Plan Paid PEPM	Plan Paid PMPM	Loss Ratio
201805	160	228	\$97,576	\$23,258	\$9,831	\$33,089	\$207	\$145	34%
201806	161	239	\$99,538	\$95,180	\$16,097	\$111,277	\$691	\$466	112%
201807	158	234	\$98,682	\$67,263	\$20,696	\$87,960	\$557	\$376	89%
201808	149	223	\$94,053	\$187,890	\$19,289	\$207,179	\$1,390	\$929	220%
201809	144	215	\$90,289	\$92,556	\$16,126	\$108,682	\$755	\$505	120%
201810	156	238	\$110,078	\$68,662	\$19,287	\$87,949	\$564	\$370	80%
201811	156	237	\$109,469	\$51,681	\$18,466	\$70,147	\$450	\$296	64%
201812	159	240	\$110,973	\$43,898	\$24,026	\$67,924	\$427	\$283	61%
201901	160	244	\$111,486	\$74,902	\$10,852	\$85,754	\$536	\$351	77%
201902	158	241	\$110,441	\$60,456	\$16,667	\$77,123	\$488	\$320	70%
TOTAL	1,561	2,339	\$1,032,584	\$765,747	\$171,337	\$937,084	\$600	\$401	91%



HIGH COST CLAIMANTS – EXPERIENCE PERIOD

Current Time Frame:

May 1, 2018 Thru Feb 28, 2019 As Paid Thru Feb 28, 2019

Case Number	Membership Status	Plan Paid
		Current
100848758	Current	\$150,837
101884330	Current	\$118,523
101588747	Current	\$45,405
101421825	Current	\$43,889
101410652	Current	\$40,535
101588746	Current	\$30,981
TOTAL		\$430,170

Threshold Set to 25000



COST TO NCCC

- IMA is predicting up to a 13% increase in premiums. That equates to about \$182,000, although some of this is paid by the grants and by employees who choose to cover their families out of their own pocket. We are estimating around \$113,000 or so for the premiums for employees out of the general fund. This does NOT include any addition to the “family help” budget. That would take an additional \$20,000 to absorb the difference to families.
- Last year the potential increase was over 25% but through change in the policy and the work with the possible consortium IMA helped us lower that to 11%. So the 13% may be a conservative number, but we still have several months left until renewal.



RENEWAL TIMELINE



2019 RENEWAL TIMELINE

	Carrier	RATE GUARANTEE	RENEWAL DATE	ANTICIPATED RENEWAL RELEASE
Medical,Rx	BCBS-KS	1 Year	08/01/2019	June
Dental	BCBS-KS	1 Year	08/01/2019	June
Vision	Vision Care Direct (VCD)	1 Year	08/01/2019	May



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
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 Intersession Classes Begin
May 25	Memorial Day (NCCC closed)
May 31	May Intersession 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 Intersession Classes Begin
Aug 17	Faculty Report
Aug 18	In-Service (NCCC closed)
Aug 23	August Intersession 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
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

Academic Calendar

Summer Semester – 2021

During summer 2021 NCCC is closed on Fridays,
May 28 – Aug 6.

May 17	May Intersession Classes Begin
May 30	May Intersession Classes End
May 31	Memorial Day (NCCC closed)
June 1	Summer Classes Begin
June 1	First 4 Week Classes Begin
June 27	First 4 Week Classes End
June 28	Last 4 Week Classes Begin
July 25	Last 4 Week Classes End
July 25	Summer Classes End

Fall Semester – 2021

July 26	August Intersession Classes Begin
Aug 16	Faculty Report
Aug 17	Inservice (NCCC closed)
Aug 22	August Intersession Classes End
Aug 23	Fall Classes Begin
Aug 23	First 8 Week Classes Begin
Sept 6	Labor Day (NCCC closed)
Sept 13	12 Week Classes Begin
Sept 17	Citizenship Day
Sept 27	Middle 8 Week Classes Begin
Oct 15	Midterm
Oct 17	First 8 Week Classes End
Oct 18	Last 8 Week Classes Begin
Nov 21	Middle 8 Week Classes End
Nov 22-26	Thanksgiving Break (NCCC closed)
Dec 7-13	Finals (Chanute Night/Ottawa Block)
Dec 12	12 Week Classes End
Dec 10-19	Finals (Online/Hybrid)
Dec 14-16	Finals (Chanute Day/Ottawa Non-Block)
Dec 17	Faculty Assessment/Duty Day
Dec 19	Last 8 Week Classes End
Dec 19	Fall Semester Ends
Dec 20	Faculty Assessment/Duty Day

Wintersession – 2021-22

Dec 20	4 Week Classes Begin
Dec 24 – Jan 1	Christmas Break (NCCC closed)
Jan 16	4 Week Classes End

Spring Semester – 2022

Jan 10	Faculty Report
Jan 11	Inservice (NCCC closed)
Jan 17	Martin Luther King Day (NCCC closed)
Jan 18	Spring Classes Begin
Jan 18	First 8 Week Classes Begin
Feb 7	12 Week Classes Begin
Feb 21	Middle 8 Week Classes Begin
Mar 11	Midterm
Mar 13	First 8 Week Classes End
Mar 14-18	Spring Break (NCCC closed)
Mar 21	Last 8 Week Classes Begin
Apr 15	Good Friday (NCCC closed)
Apr 24	Middle 8 Week Classes End
May 4-10	Finals (Chanute Night/Ottawa Block)
May 9-15	Finals (Online/Hybrid)
May 8	12 Week Classes End
May 10	Tuesday Classes are Friday Classes (day classes only)
May 11-13	Finals (Chanute Day/Ottawa Non-Block)
May 13	Commencement 7:00pm
May 15	Last 8 Week Classes End
May 15	Spring Semester Ends
May 16	Faculty Assessment/Duty Day
May 17	Faculty Assessment/Duty Day
May 18	Faculty Duty Day

Faculty Senate Board Report
March 14th 2019

Ted Babin

The Criminal Justice Club is starting a speaker series which will focus on issues in law enforcement, courts, and criminal justice policies. We will have our first speaker next Thursday (3/14) on the Chanute campus and I am presently lining up additional speakers for late March and April.

Additionally, I am in the process of creating a Board of Advisors for the relaunch of our Criminal Justice program. Several key law enforcement and legal leaders in the Chanute area have agreed to join and assist in developing a partnership between their agencies and the school.

Richard Webber

On March 5th, the Business & Innovation Club toured the headquarters of Bank of Commerce in Chanute.

Senior Vice-President Ken Lickteig led a tour of the bank while discussing how the facilities have evolved with changing technology. The group then stopped in the board room where Ken Lickteig explained topics such as the banking business model, their approach to banking and how it differs from other banks, what banks look for on loan applications, and how to build credit. It was an amazing experience and we cannot thank Mr. Lickteig enough.

(photo included)

Alan Murray

Music Department & Music Club Present Guest musician, Nick Stoppel to Chanute for a concert in Sanders Auditorium at 7pm Thursday, March 07, 2019. Nick began his schooling at Butler Community College on a track scholarship, and now sings around the world as a professional bass/baritone choral singer, and a crossover artist. www.nickstoppel.com

Nick will work with students at 4pm in the music room prior to the evening performance, open to the public

Pam Covault

Several nursing faculty and second level nursing students attended the Kansas Nursing Associations Legislative Congress yesterday in Topeka. We were able to hear the president of the American Nurses Association speak (an African American, male—which I think is probably the first) and learned about the influence of nursing on current legislative activities. We also learned about the legislative issues nurses should be keeping their eyes on. This opportunity allowed the students to see an aspect of the nursing role they don't always think about!

Mindy Ayers

History Club took a guided tour of the Safari Museum on 3/6. Picture attached

Honors students are working on their projects

Education students had Mr. Hoops, Vice Principle of CES give a presentation on 3/7 over the new measures faculty and staff are taking to work with students of childhood trauma. Fantastic information. Nikki Jacobs will be presenting on 3/13 over Autism Awareness. Dr. Jean Dockers from PSU will be working with Education transfer students on 3/27

KCQB students attended our regional tournament on 2/23 at Allen County. We are currently preparing for state tournament in Salina in April.

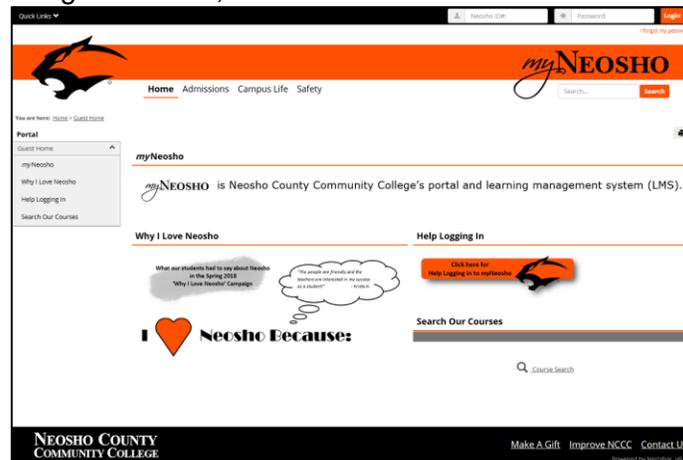
(photo included)

NCCC - ONLINE CAMPUS REPORT TO THE BOARD OF TRUSTEES

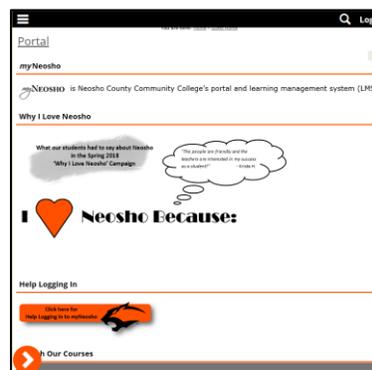
Thank you for this opportunity to report on the Online Campus!

Introducing myNeosho!

myNeosho launched in May 2018. myNeosho is a comprised of our portal and our learning management system. This provides one convenient login for students to access their classes as well as manage their enrollment and set up a payment plan. Students also have access to resources, such as safety information, academic calendar dates, tutoring schedules, etc.



The launch of myNeosho coincided with a major upgrade from Jenzabar. One of the biggest changes is that our portal now has responsive design. This means that the portal automatically resizes and adjusts the layout based on the device that is accessing the portal. Students and employees logging in from their mobile device will have a slightly different interface:



In addition to changes in functionality, we also re-organized the structure of information, including tabs and pages. The goal of this re-organization was to create a portal that is more intuitive for students, faculty, and staff. By using the adjective “my” in front of the tab names, we also emphasize that the user’s personal information is available in the portal. The majority of the information from InsideNC has been converted to myNeosho. We are still working with a couple departments to complete this aspect of the project.

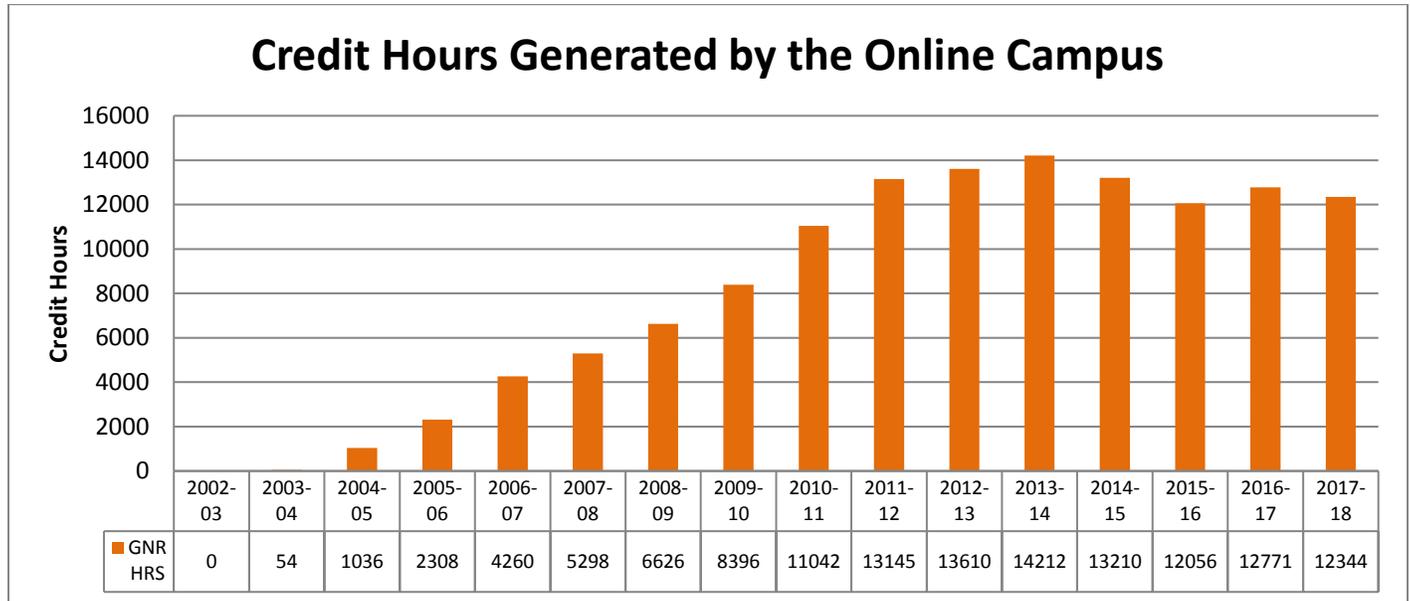
The following table summarizes the tab structure for students and employees.

Student Tab Structure		Employee Tab Structure	
▪ Student Home	▪ myFinances	▪ Employee Home	▪ myResources
▪ mySafety	▪ Campus Life	▪ mySafety	▪ Committees & Departments
▪ myResources	▪ myPages	▪ myTeaching	▪ myEmployment
▪ myAcademics		▪ myAdvising	▪ myPages

ONLINE CAMPUS DATA

Overall, Neosho County's Online Campus has experienced growth in both credit hour production and head count over the last sixteen years. For 2017-2018, credit hour production from the Online Campus accounted for just under one-third of the total college credit hour production. Over 42% of students at Neosho County enrolled in at least one fully online course last year, which is consistent with past data.

The following chart is a historical representation of the annual credit hours generated by the Online Campus. This data includes credit hours generated from online and hybrid courses. The peak for credit hours generated occurred during 2013-2014. For two years following the peak, enrollment decreased. Last year, we had an increase over the previous year. Notice the data for the 2017-18 year again indicates a decrease.

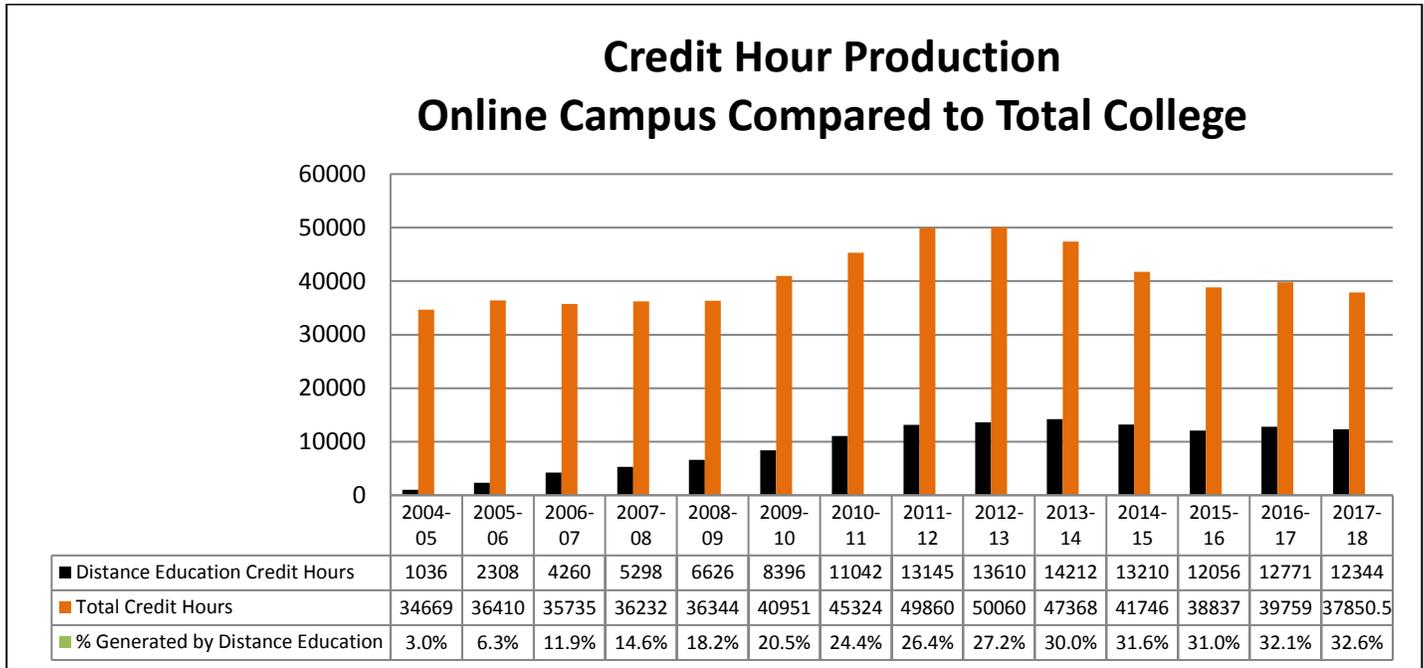


The following chart reports the annual rate of change in credit hour production for the Online Campus and the College. The Online Campus enjoyed an increase for several years; however, six years ago this growth began tapering off. The average rate of change for the Online Campus over the past eleven years is 11%, compared to the average growth rate for the College of 0.8%. The 2015-2016 academic year is the only year where the rate of change for the Online Campus was lower than the rate of change for the College, which implies that the Online Campus is growing faster than the College or declining slower than the College.

Rate of Change from Previous Year		
Academic Year	Online Campus	College
07-08	24.4%	1.4%
08-09	25.1%	0.3%
09-10	26.7%	12.7%
10-11	31.5%	10.7%
11-12	19.0%	10.0%
12-13	3.5%	0.4%
13-14	4.4%	-5.4%
14-15	-7.1%	-11.9%
15-16	-8.7%	-7.0%
16-17	5.9%	2.4%
17-18	-3.3%	-4.8%

Online Credit Hours Compared to the College

Over the last fourteen years, the credit hour production from the Online Campus has grown from 3% of the college's total credit hours to just under one-third. The following chart shows the credit hours generated from distance education courses compared to the total college credit hour production. For 2017-18, credit hours generated from the Online Campus represented 32.6% of the total college credit hours, a slight increase from 2016-17.



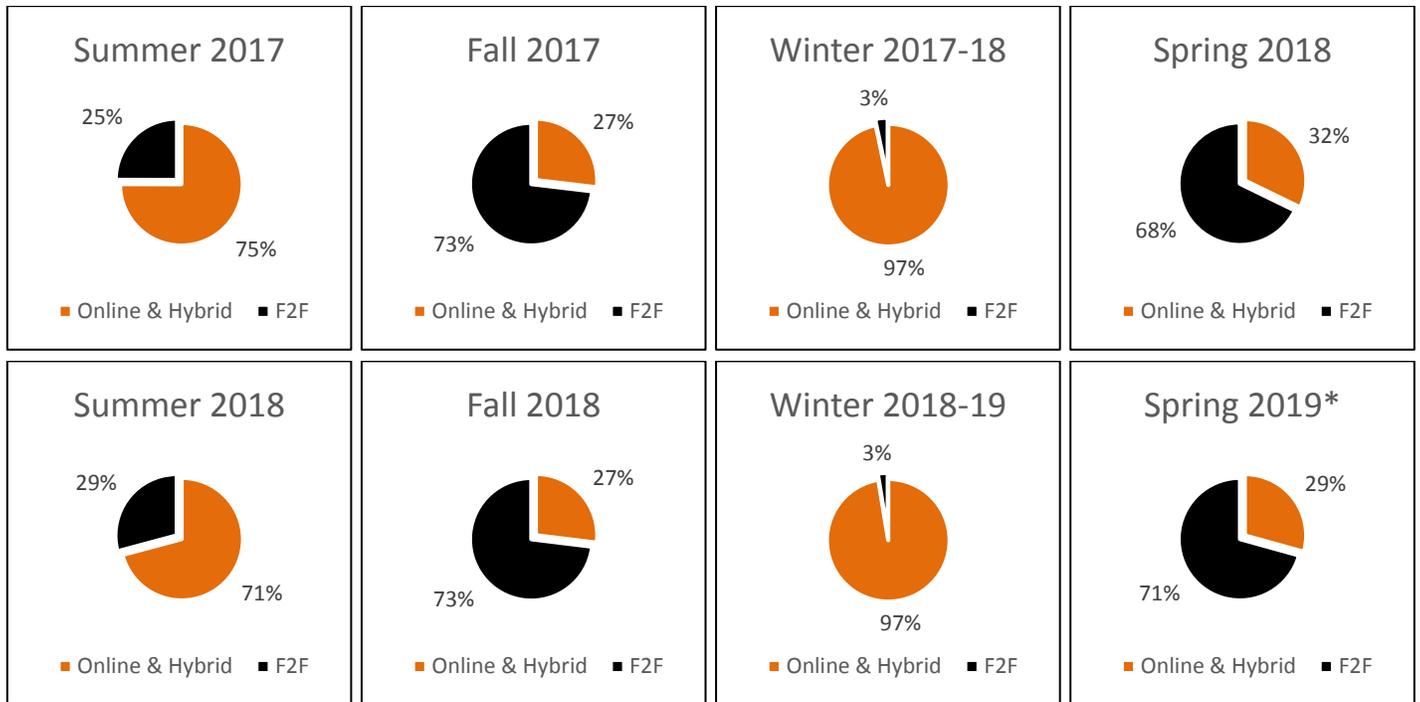
Students Participating in Online Courses

The following table reflects data submitted on the institution's IPEDS report regarding student head count and distance education. Per IPEDS definition of distance education, this data includes enrollments in fully online courses, but not hybrid courses. The bottom row shows the total percentage of students who were enrolled in at least one online course at NCCC. Per the data, approximately two-fifths of the student body at NCCC enrolls in at least one online course, with more than two-fifths of the students participating in online courses the last three years.

Student Enrollment in Online Courses							
	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018
Students Enrolled Exclusively in Online Courses	13.8%	13.4%	12.7%	11.3%	11.0%	11.8%	10.7%
Students Enrolled in Some But Not All Online Courses	27.3%	28.6%	25.5%	28.1%	31.1%	30.3%	32.3%
Percentage of Students Enrolled in At Least One Online Course	41.1%	42.1%	38.2%	39.4%	42.2%	42.1%	42.9%

Semester Comparison of Distance Credit Hours Compared to the College

The following charts show the relative comparison by term of online and hybrid courses as compared to face-to-face courses. Note that the percentage of credit hours generated by the Online Campus has remained constant for the Fall and Winter terms, but decreased slightly for Summer. Please note the Spring 2019 data is not yet finalized.



Online Campus Revenues & Expenditures

The following table compares the revenues and expenditures for the Online Campus for the last 3 years. The data includes actual expenses, but please note that the revenues are estimated based on the online fee and the number of credit hours generated. Therefore the final column provides an ESTIMATE of profit from the Online Campus. Currently Neosho's online fee is \$30 per credit hour.

Estimate of Online Campus Revenues and Expenditures			
	Actual Posted Expenditures	Estimated Revenue	Estimated Profit / Loss
2014-15	\$210,925.45	\$396,300.00	\$185,374.55
2015-16	\$214,793.42	\$361,680.00	\$146,886.58
2016-17	\$238,872.74	\$383,130.00	\$144,257.26
2017-18	\$267,089.34	\$370,320.00	\$103,230.66

TRAINING EFFORTS

NC105 Student Orientation to *myNeosho*

The Online Campus continues to provide opportunities for students to learn about *myNeosho* through NC105. NC105 is the Student Orientation to *myNeosho* which helps students understand how to submit assignments through *myNeosho*. Almost 4300 students have earned their certificate since we began offering NC105. 425 students were certified during the 2018 calendar year. To date in 2019, 132 students have received certificates for successfully completing this training.

Lunch Bytes

The Online Campus continues to offer this series of in-house training sessions for faculty this year. Amanda Stinebaugh, one of our adjunct instructors, is the coordinator for these events. These sessions are hosted through Zoom. The sessions are typically recorded and the videos posted to the College's YouTube channel. Both full-time and part-time instructors have taken advantage of these opportunities. The following table shows the sessions since my last report. Our next session is scheduled for Monday, March 25th. The topic is "Removing Barriers to Enrollment: An Introduction to Revised Placement and Waitlisting" and the presenter will be Kyle Bures.

Lunch Bytes Information			
Topic	Presenter	Dates	Attendance
Assessments as Tools for Instruction	Dr. Sarah Robb and Nathan Stanley	March 2018	18
Total Participation Techniques	Amanda Stinebaugh	April 2018	9
Troubleshooting within <i>myNeosho</i>	Dr. Marie Gardner, Sheri Woolman, and Amanda Stinebaugh	June 2018	12
Distance Advising	Kyle Bures	July 2018	12
EarlyBird Updates for <i>myNeosho</i>	Dr. Marie Gardner	August 2018	22
Increasing Efficiency with <i>myNeosho</i>	Dr. Marie Gardner	September 2018	20
Open Educational Resources	Dr. Joan Jorgensen	October 2018	5
What's New with <i>myNeosho</i>	Dr. Marie Gardner	January 2019	13
Reality-Based Leadership	Pam Covault and Laura Mallett	February 2019	10

NC201 Online and Hybrid Instructor Certification

The NC 201 instructor certification course was last offered in Summer 2018. Seven instructors earned their certification. This course was facilitated by Amanda Stinebaugh, Leslea Rockers, and Emily Hamm.

To date, 77 instructors have earned this certification. Approximately one-third of these are no longer actively teaching for Neosho County Community College.

We plan to offer this opportunity again this coming Summer. We are also discussing whether or not to modularize this training. This would allow instructors to complete one portion of the training at a time, rather than committing to complete the entire class. Feedback from past participants indicates that this is a comprehensive class that is comparable to a graduate level course.

ENHANCEMENTS to myNeosho

Assessment Enhancement

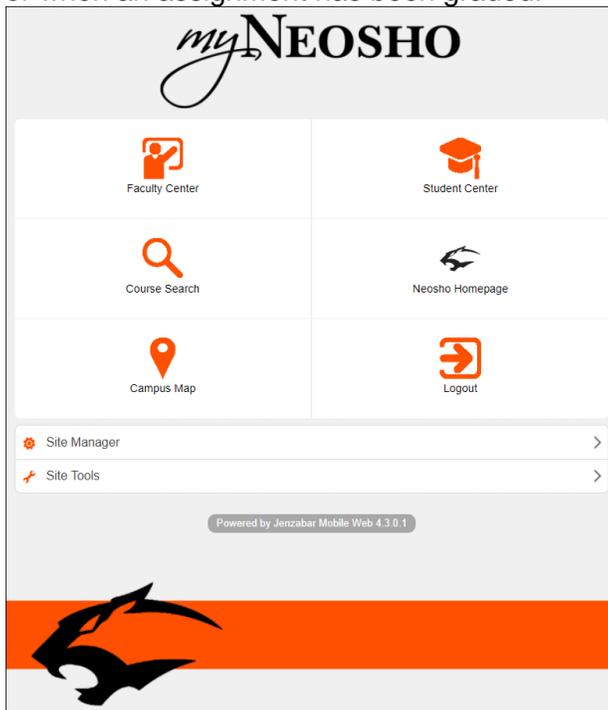
We continue to work with Jenzabar to improve our customized assessment system that is integrated within the Learning Management System. There are still a few bugs that we are working out and each new upgrade also brings a new set of issues that must be resolved. We are nearing the end of our second full year using this system. Feedback from instructors continues to be positive!

Waitlisting

We are working to implement the waitlist functionality within EX, in conjunction with a Jenzabar custom known as the Waitlist Usher. The Usher custom automates the notification process when a seat is available in a class. Usher also will drop students from the waitlist, if they fail to act on the available seat within a certain time limit, thereby making the seat available for the next student on the waitlist. We have a small group that has been testing this functionality in our test environment and more recently in our production environment. Overall, we are pleased with our test results thus far and anticipate that we will use the Waitlist process beginning with the Summer and Fall 2019 terms. The enrollment period for both terms opens the week after Spring Break.

JICS Mobile Web and JICS Mobile App

Now that our portal re-design is basically complete, we have updated our JICS Mobile Web product (pictured below). Both of these steps were required before we could proceed with the JICS Mobile App. We are now under contract with Jenzabar to develop a Neosho branded app. The app will be available in both the Apple and the Android stores. The app, in particular, will have many features that today's students want and are coming to expect from college. One such feature includes the ability to configure notifications to alert the student if an assignment is due or when an assignment has been graded.



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

NCCC - OTTAWA CAMPUS REPORT TO THE BOARD OF TRUSTEES

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

NORTHERN HIGH SCHOOL INITIATIVE

2018-2019 is the second year of the Northern High School Initiative (NHSI) at the Ottawa Campus. The table below shows the number of high school students who enrolled in NHSI classes at the Ottawa Campus during the Fall, Winter, and Spring semesters. The table also shows the number of credit hours generated from the NHSI as well as the average hours per student each semester.

The data shows there are fewer students enrolling in NHSI sections. However, the number of credit hours increased slightly. The students who are participating in the Northern High School Initiative are taking more credit hours on average this year than last.

Summary of Northern High School Enrollment			
	Number of Students	Credit Hours Generated	Average Hours per Student
Fall 2017	45	308	6.84
Winter 2017-18	2	6	3.0
Spring 2018	30	207	6.9
<hr/>			
Fall 2018	32	296	9.25
Winter 2018-19	3	9	3.0
Spring 2019	28	242	8.64

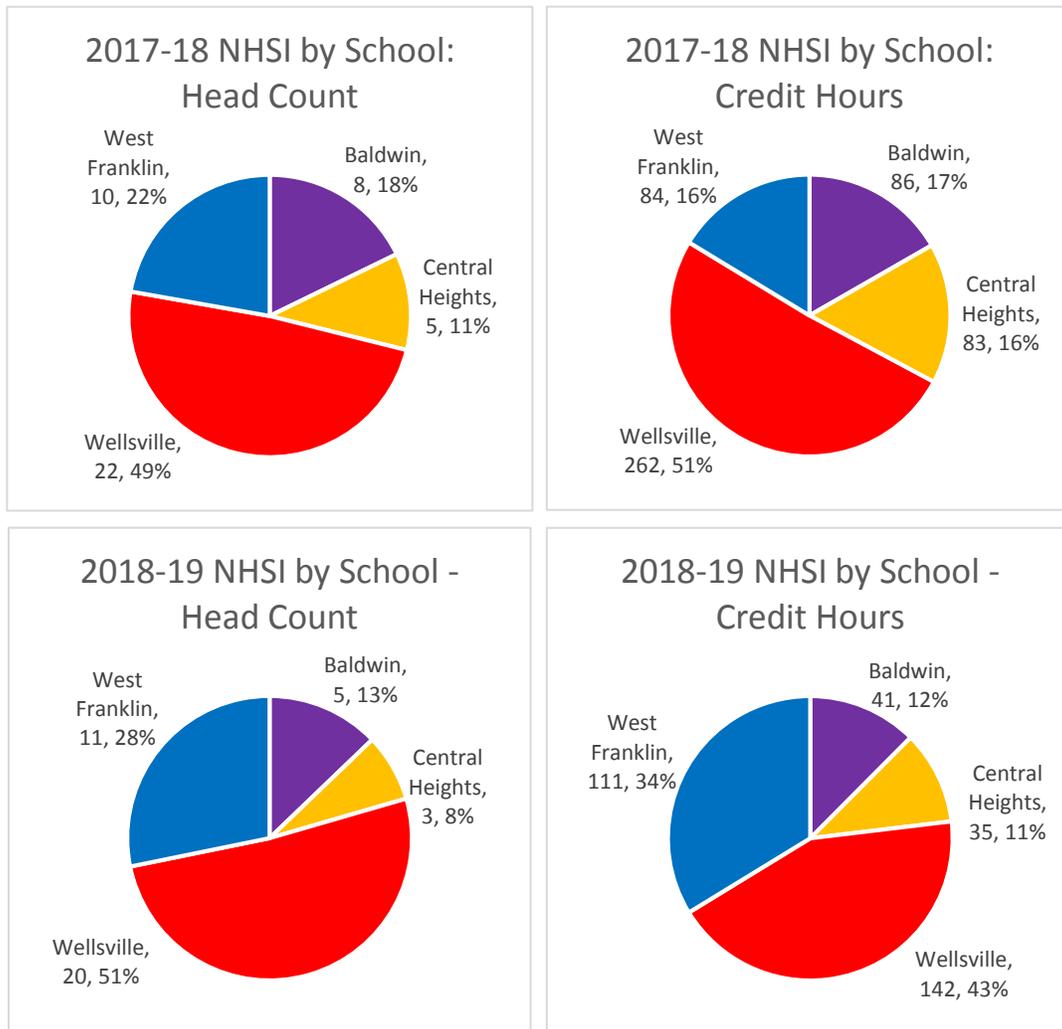
Students who are juniors and seniors are eligible to participate in the Northern High school Initiative. The following chart shows the number of students and credit hours by junior and senior classification.

NHSI by Junior/ Senior Status			
	Number of Students	Credit Hours Generated	Average Hours per Student
2017-18 Seniors	34	446	13.12
2017-18 Juniors	11	75	6.82
2017-18 TOTALS	45	521	11.58
<hr/>			
2018-19 Seniors	21	185	8.81
2018-19 Juniors	18	144	8.00
2018-19 TOTALS	39	329	8.44

An analysis of the juniors who participated last year indicated that approximately half also participated in the NHSI during their senior year.

The schools that participated in the Northern High School Initiative during the first two academic years of this initiative include: West Franklin USD 287, Central Heights USD 288, Wellsville USD 289, and Baldwin USD 348. The following pie charts represent the number of students and number of credit hours generated from each district.

Wellsville continues to account for approximately half of the students participating in the Northern High School Initiative. West Franklin saw a slight increase in students participating, but more than doubled the number of credit hours their students enrolled in, increasing to approximately one-third the total credit hours generated.



WEEKEND CLASSES

We changed the way we schedule our weekend classes beginning with the Fall 2018 semester. We now offer these classes as either first or last eight week sections. The classes meet on alternating weekends. Enrollment in the weekend classes increased during the Spring 2019 semester. In the Fall, we ran 5 sections that generated 123 credit hours. This Spring, we have 8 sections that have generated 191 credit hours. Enrollment is still open for the 5 sections that start after Spring Break. This change in scheduling, extending duration to 8 weeks, allows us to offer a greater variety of classes on the weekends.

OTTAWA CAMPUS REVENUE and EXPENSES

The following table compares the revenues and expenses for the Ottawa Campus since the 2010-2011 academic year. 2010-2011 is the year we opened the “new” Ottawa Campus. Notice there has been a general decline in the profit since the 2012-13 academic year, with the exception of last year. Also note that the 2017-18 academic year yielded the lowest profit since the campus opened.

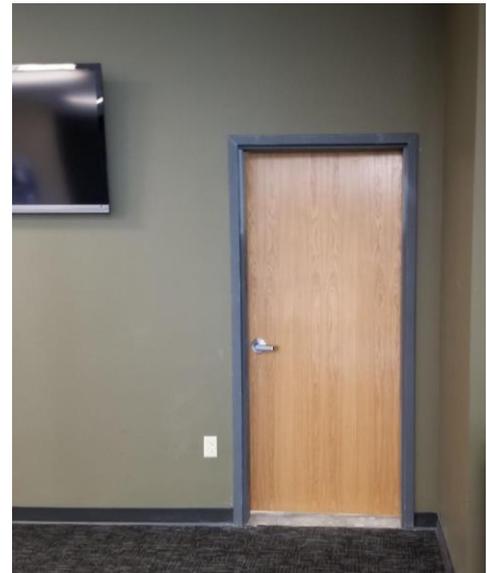
Ottawa Campus Revenues and Expenses			
	Revenue	Expenses	Profit / Loss
2010-11	\$2,565,780	\$2,298,723	\$267,057
2011-12	\$2,773,650	\$2,484,798	\$288,852
2012-13	\$3,604,758	\$2,408,699	\$1,196,059
2013-14	\$3,201,900	\$2,512,687	\$689,213
2014-15	\$2,796,106	\$2,483,371	\$312,735
2015-16	\$2,772,502	\$2,496,306	\$276,196
2016-17	\$2,681,651	\$2,105,158	\$576,493
2017-18	\$2,673,703	\$2,501,724	\$171,979

ITEMS OF INTEREST

- This Spring Break marks the 8th anniversary of the opening of the Ottawa Campus!

In general the facility is aging well! We have noticed some issues with the HVAC system and we also currently have a leak in one area of the roof.

We have not made any substantive changes to the interior of the building since opening. One change that was recently installed was an alternative entrance to the maintenance & custodial areas. The previous entrance was through the men’s restroom. We now have a new door into this area from the student lounge area. You will note in the picture that the threshold has not yet been installed. I believe we are also planning to install a card reader for access.



- On September 27, 2018, the Ottawa Campus hosted our first **Community Fair**. We invited a number of community business and community service entities. These vendors were able to advertise and display their products, their services, or their job opportunities to our students so the students could see what the community has to offer. Those who participated were Kansas Army National Guard, Franklin County Sheriff's Office, UPS, Franklin County Public Health, US Marine Corp, and US Navy.



- The Ottawa Campus was featured on KOFO, the local radio station, with a **live remote** on February 12th, 2019. The main purpose of the remote was to share the opportunities that Neosho County Community College provides for our students. In conjunction with the radio remote, we invited the community businesses who had attended the Fall Community Fair to return. Although a smaller number who attended, we hosted a good crowd: UPS, Marine Corp, Kansas Army National Guard, and Maxim Healthcare Services. Pictured is Wendy Rossman, Director of Outreach for the Northern Service Area.



- The Kansas Court Reporting Association holds an **annual essay contest** where participants compete for scholarships. In last June's competition, Neosho students Jamee Smith, Abby Skiles, and Cynthia Withers won **first, second, and third places** in the contest! The scholarship amounts received were \$750, \$500, and \$300. Jamee's first place essay was "The various fields of court reporting and how the profession has changed over the years."
- Students in the Ottawa High School Welding Program participated in the annual welding competition last Friday, March 8th in LaHarpe. Brandon Sprague, Welding Instructor, reported the Ottawa High School team took first in the high school division! He also had two students place individually: Payton Lee took 3rd and Tucker Mace took 5th. This is the first year we have offered Welding classes at Ottawa High School.

- Kyle Bures and I participated in a **Severe Weather Table Top Exercise** in November. This was coordinated by the Franklin County Local Emergency Planning Committee, of which I am a member. This table top exercise focused on a catastrophic event in which a tornado touched down within the Ottawa city limits causing widespread destruction, including a portion of downtown, the water treatment plant, and multiple schools and residences. Thankfully, the Ottawa Campus was outside its path. ☺

The Ottawa Campus also held our annual **Tornado / Severe Weather drill** earlier this month. Pictured is Marcy Dix, AA for Nursing, who is one of our designated building area coordinators.



- **Panther Preview Day** was held at the Ottawa Campus on Monday, March 4th. Prospective students are pictured below as they learn about the programs offered by the College.



- The Ottawa campus was represented by 4 advisors at the annual **Kansas Academic Advising Network conference** in September. Another 5 advisors from Chanute were also represented.



- Kyle Bures **published an article** sharing the Advisor Certification process with the global advising community. [Advising to the Core: A Case for a Web-Based Core Competency Training Model](#) was published in the September edition of NACADA's Academic Advising Today.
- The **Ottawa Adult Basic Education** program had 34 graduates since last March; additionally 7 of those students entered post-secondary programs with Neosho, 3 are enrolled in Peasley Center programs, and 1 is enrolled elsewhere.

- In January, student employees at the Ottawa campus attended a bi-annual student employee in-service. Dr. Donita Whitney-Bammerlin presented as part of KSU's Presidential Lecture Series, on the topic of "**Stimulating Creativity: You Can Be Creative Even Though You May Not Be Artistic**". Over 20 were in attendance, including student employees, faculty, and staff. All service scholarship recipients at the Ottawa Campus are required to attend these in-service sessions.
- The Ottawa Campus celebrated **National Student Employee Appreciation Week**, which was April 9th – 13th, 2018. We demonstrated our appreciation to the student employees by gifting each of them with a thank you card from their supervisor and a coupon for a free drink and a snack in the Bookstore.
- Employees at the Ottawa Campus also enjoyed our annual **Halloween Party** this year! Featured below are two of our employees modeling their award-winning costumes:

Middle-Aged Barbie (Wendy Rossman) and Cruella De Vil (Ruthanne Wark).



- The 9th Annual Scholarship Gala "**Just for Laughs**" was held on December 1st, 2018. Approximately \$11,000 was raised for scholarships for students from Franklin and Anderson County who attend Neosho. Hannah Markus, Service Scholarship Employee, assisted with the auctions. Robert Dancosse, Vice President of Student Senate, was the mascot for the event.
- The **Ottawa High School Cytones** stopped by to serenade Kristine Martinez, CNA Instructor, with some love songs on Valentine's Day.



TEACHING AND LEARNING CENTER

Kyle Bures and Sally Sudja reported the following information:

Academic Support: Peer / Professional Tutoring

- In the Fall of 2018, the TLC provided access to over 350 hours of drop-in tutoring and academic support, and TLC tutors logged 76 student contact hours.

Advisor Certification

- Since implementation last Spring, the Advisor Certification course has seen 13 certificate completions, with an additional 6 participants complete 1 of 3 components of the training. This spring another 5 are participating.

Test Proctoring

- Since the beginning of the Fall 2018 semester, the TLC staff has delivered over 750 proctored tests through our proctor files system, which allows instructors to leave make-up or proctored tests in the TLC with instructions. The TLC staff then ensures that the student is either proctored by staff, set up under video surveillance, or placed in an isolated group study room to help ensure legitimacy of testing.

Activities

Notable events sponsored by the TLC over the past year include:

- What Were You Wearing Display
- Chinese Language Day – Chinese student helped with artistic translation
- Annual National Pancake Day
- Annual Hole in One Putting Contest
- Peanut Butter Fudge Competition



“What were you wearing?”

Survivor Art Installation

This installation provides a tangible response to one of our culture's most pervasive rape myths.

Outfits featured have been recreated from the stories of Student-Survivors.

**content warning*

Installation showing Wednesday, April 18th – Tuesday, May 1st

Located in the Teaching & Learning Center, Room 409

Exhibit will be open Monday-Friday between the hours of 8:00 AM—5:00 PM



SURGICAL TECHNOLOGY PROGRAM

Jennifer Cain, Program Director, reported the following information:

Surgical technology is plugging along. We have 20 students enrolled currently, 10 of which are nearing graduation and the other 10 are learning their new career skills. This year, we made revisions to SURG 101 Introduction to Surgical Technology Lab, in an effort to teach students more skills early on so they may have the opportunity to practice more skills over the summer. The current students will begin scrubbing complete cases after spring break whereas previous students haven't gotten to this step until September each year! They are so excited!!



STUDENT ACTIVITIES

Student Senate

Jenna McDaniels, Sponsor

The Ottawa Student Senate hosted the following events/activities this year:

- Fall 2018
 - National Pulled Pork Day-Sandwiches for students
 - Halloween community event
 - National Nacho Day-Nachos for students
 - President's Gala basket donation
 - Care packages for U.S. soldiers
 - Adoption of 8 kids from the KVC Angel Tree
 - Finals week breakfasts and lunches for students
 - Christmas community event with Santa



- Spring 2019
 - Kansas Day
Gave away sunflower shaped cookies to students
 - Valentine's Day
Sold roses \$2 each, 3 for \$5, & \$20 for a dozen. All money raised (\$328.00) was donated to Prairie Paws.
Also gave away heart shaped cookies and drinks that day to students and had a drawing for a tablet for students.
 - National Corn Dog Day
Provided corn dogs for students.



Phi Theta Kappa

Kevin Blackwell & Marie Gardner, Advisors

- Members of the Beta Nu Iota chapter of Phi Theta Kappa attended the International Conference and 100th Anniversary Celebration of PTK last April in Kansas City.
- Three students and two club advisors from the Beta Nu Iota chapter attended the Kansas / Nebraska PTK Regional Conference in Wichita a couple weeks ago. Below we are pictured with two students from the Chanute chapter who also attended.



- The Phi Theta Kappa All-Kansas Academic Team honorees from the Ottawa Campus this year were Honey Aho and Noah Sayers. Honey is a December 2018 graduate of the Mary Grimes School of Nursing. She is currently employed as an RN and is also pursuing her BSN. Noah is still pursuing his Associates degree and also is employed by the college as our part-time custodian.
- Members of the Ottawa chapter of PTK are also scheduled to attend the International Conference in Orlando in April of this year, as well.



Creativity Club

Sally Sudja, Sponsor

- **Spring Egg Hunt**
April 2nd through 6th, the Annual Egg Hunt was held. Students collected a puzzle piece and an egg, which contained candy (of course) and an entry ticket, from twelve faculty/staff members. The students were able to take their entry tickets to the prized table and entry a drawing for prizes of their choice. If the students collected all twelve puzzle pieces and put their puzzle together in front of the judge, they received a Grand Prize ticket. Drawings for all of the prizes was held on Friday, April 6th.

- Constitution Day / Constitution Jeopardy
 In conjunction with Phi Theta Kappa, the Creativity Club hosted its annual Constitution Jeopardy contest. Students, faculty, and staff teamed up to have some fun and test their government acumen.



- Labyrinth and Chalk Art
 In conjunction with the Mind and Body Club and the Science at Home Club, we co-sponsored a Labyrinth and Sidewalk Chalk Art in the “Park”ing Lot Day.



- Halloween Door Decorating Contest



For Halloween, the Creativity Club sponsored a door decorating contest. Faculty and staff members decorated a door in the hallways then the students voted on the door they liked best to determine the winner. The winning door was Pennywise, the clown from Stephen King’s “It”. This door was created by Joyce Dodson, Maintenance / Custodian.

- Turkey Decorating Contest
 During the week before Thanksgiving, students, faculty, and staff were invited to “decorate a turkey”! The turkeys were displayed in the rotunda on art screens for ALL to see.
- Valentine’s Day
 The Creativity Club helped the students celebrate Valentine’s Day by giving away kisses (Hershey’s Kisses, that is). Students helped themselves to a variety of Hershey’s Kisses and entered a drawing for a heart (box) full of Dove chocolates. Students were also able to enter a raffle for a giant, cuddly teddy bear. The money earned from the raffle will go towards the purchased of supplies to be donated to the LifeCare Center in Ottawa.



- St. Patrick’s Day Limerick Contest
 Students can write a limerick that includes a mention about NCCC in it then enter it into the contest. Prizes are given to 1st, 2nd, and 3rd places.



COMMUNITY USE OF THE OTTAWA CAMPUS FACILITY

As you are aware, one of the College's purpose statements revolves around meeting the community needs. One of the ways the Ottawa Campus fulfills this purpose is by hosting various community groups on campus throughout the year. The following chart summarizes the usage of Neosho's Ottawa Campus by outside entities for the 2016, 2017, and 2018 calendar years. The number of groups using the facility decreased this year, yet the number of times we had an outside group on campus remained in line with last year's usage. Also note, the revenue generated from room reservations increased in 2018. On average, the Ottawa Campus hosted 14 events each month, which was also similar to 2017.

Summary of Ottawa Campus Facility Usage				
	Unique Groups	Number of Occurrences	Revenue Generated	Average per Month
2016	32	119	\$825	9.92
2017	39*	169	\$375	14.08
2018	25	168	\$500	14.00

The asterisk indicates a change from data that was previously reported.

Attached at the end of this report is a list that shows the specific organizations that utilized Neosho's Ottawa Campus facility during 2018. It also shows the specific rooms used and the dates that organizations utilize the facility.

One of the events that we host monthly is the First Friday Forum, of which Neosho is a community sponsor. Blaine Finch, Ottawa Attorney & Representative, was the featured speaker at the March First Friday Forum, on March 1st. Blaine is currently the Speaker Pro Tem for the House. He spoke about his duties in that role as well as some of the current items the legislature is addressing.

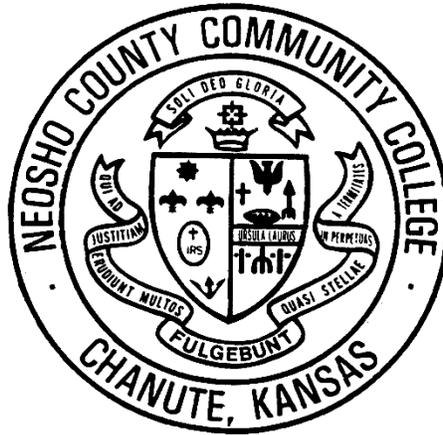


Thank you for your time tonight and for your continued support of the Ottawa Campus.

Organization	Room	Date
COF Training Services	703	Tuesday, January 2, 2018
COF Training Services	703	Thursday, January 11, 2018
COF Training Services	703	Friday, January 12, 2018
COF Training Services	703	Tuesday, January 16, 2018
Franklin County Developmental Council	Auditorium	Thursday, January 18, 2018
COF Training Services	703	Thursday, January 18, 2018
COF Training Services	703	Friday, January 19, 2018
Gideon's International	Auditorium	Monday, January 22, 2018
COF Training Services	703	Tuesday, January 23, 2018
Kalmar Solutions	Auditorium	Wednesday, January 24, 2018
COF Training Services	703	Wednesday, January 24, 2018
COF Training Services	703	Friday, January 26, 2018
Franklin County Historical Society	Auditorium	Sunday, January 28, 2018
COF Training Services	703	Tuesday, January 30, 2018
Franklin County Prescription Drug Abuse Coalition	713	Thursday, February 1, 2018
COF Training Services	703	Thursday, February 1, 2018
COF Training Services	703	Friday, February 2, 2018
COF Training Services	703	Tuesday, February 6, 2018
COF Training Services	703	Friday, February 9, 2018
COF Training Services	703	Tuesday, February 13, 2018
COF Training Services	703	Wednesday, February 14, 2018
COF Training Services	703	Thursday, February 15, 2018
Ottawa Fire Department	Auditorium	Thursday, February 15, 2018
Ottawa Fire Department	Auditorium	Friday, February 16, 2018
COF Training Services	703	Monday, February 19, 2018
Ransom M Hospital Neonatal Res. Program	Sim Hospital	Monday, February 19, 2018
Chamber of Commerce	Auditorium	Tuesday, February 20, 2018
COF Training Services	703	Tuesday, February 20, 2018
Ottawa Fire Department	Auditorium	Thursday, February 22, 2018
Ottawa Fire Department	Auditorium	Friday, February 23, 2018
COF Training Services	703	Friday, February 23, 2018
USDA Farm Service Agency	703	Monday, February 26, 2018
Franklin County Health Dept	Auditorium	Tuesday, February 27, 2018
USDA Farm Service Agency	703	Tuesday, February 27, 2018
USDA Farm Service Agency	703	Wednesday, February 28, 2018
COF Training Services	703	Wednesday, February 28, 2018
COF Training Services	703	Thursday, March 1, 2018
USDA Farm Service Agency	703	Thursday, March 1, 2018
USDA Farm Service Agency	703	Friday, March 2, 2018
Ottawa Fire Department	202	Friday, March 2, 2018
COF Training Services	703	Tuesday, March 6, 2018
University of Kansas Transportation Center	Auditorium	Thursday, March 8, 2018
University of Kansas Transportation Center	Auditorium	Friday, March 9, 2018
COF Training Services	703	Friday, March 9, 2018
COF Training Services	703	Tuesday, March 13, 2018
COF Training Services	703	Thursday, March 15, 2018
Leadership Franklin County	Auditorium	Thursday, March 15, 2018
COF Training Services	703	Friday, March 16, 2018
COF Training Services	703	Tuesday, March 20, 2018
COF Training Services	703	Friday, March 23, 2018
COF Training Services	703	Tuesday, March 27, 2018
COF Training Services	703	Thursday, March 29, 2018
COF Training Services	703	Friday, March 30, 2018
COF Training Services	703	Tuesday, April 3, 2018
COF Training Services	703	Friday, April 6, 2018
COF Training Services	703	Tuesday, April 10, 2018
COF Training Services	703	Wednesday, April 11, 2018

Organization	Room	Date
COF Training Services	703	Thursday, April 12, 2018
ECKAN	Auditorium	Thursday, April 12, 2018
Noah's Ark CACFP	703	Monday, April 16, 2018
COF Training Services	703	Tuesday, April 17, 2018
COF Training Services	703	Wednesday, April 18, 2018
COF Training Services	703	Friday, April 20, 2018
Gideon's International	Auditorium	Monday, April 23, 2018
COF Training Services	703	Tuesday, April 24, 2018
COF Training Services	703	Thursday, April 26, 2018
Leadership Franklin County	Auditorium	Thursday, April 26, 2018
COF Training Services	703	Friday, April 27, 2018
COF Training Services	703	Tuesday, May 1, 2018
COF Training Services	703	Friday, May 4, 2018
City of Ottawa Fire Department	Auditorium	Monday, May 7, 2018
City of Ottawa Fire Department	Auditorium	Tuesday, May 8, 2018
COF Training Services	703	Tuesday, May 8, 2018
COF Training Services	703	Wednesday, May 9, 2018
COF Training Services	703	Thursday, May 10, 2018
Kansas Health Care Association	Auditorium	Friday, May 11, 2018
Ransom M Hospital Neonatal Res. Program	Sim Hospital	Monday, May 14, 2018
City of Ottawa Fire Department	Auditorium	Monday, May 14, 2018
City of Ottawa Fire Department	Auditorium	Tuesday, May 15, 2018
COF Training Services	703	Tuesday, May 15, 2018
City of Ottawa Fire Department	Auditorium	Wednesday, May 16, 2018
City of Ottawa Fire Department	Auditorium	Thursday, May 17, 2018
Franklin County Developmental Council	Auditorium	Thursday, May 17, 2018
COF Training Services	703	Friday, May 18, 2018
Kansas State Bank	Auditorium	Friday, May 18, 2018
Kalmar Solutions	Auditorium	Monday, May 21, 2018
COF Training Services	703	Tuesday, May 22, 2018
COF Training Services	703	Wednesday, May 23, 2018
Leadership Franklin County	Auditorium	Tuesday, May 23, 2018
COF Training Services	703	Thursday, May 24, 2018
Cellular Sales	704	Thursday, May 24, 2018
Willow Domestic Violence Center	Auditorium	Wednesday, June 6, 2018
COF Training Services	703	Tuesday, June 12, 2018
Kansas National Education Association	703	Wednesday, June 13, 2018
COF Training Services	703	Monday, June 14, 2018
COF Training Services	703	Wednesday, June 20, 2018
University of Kansas Transportation Center	Auditorium	Thursday, June 21, 2018
COF Training Services	703	Thursday, June 21, 2018
COF Training Services	703	Tuesday, June 26, 2018
COF Training Services	703	Wednesday, June 27, 2018
ECKAN	Auditorium	Wednesday, June 28, 2018
COF Training Services	703	Tuesday, July 3, 2018
COF Training Services	703	Thursday, July 5, 2018
Chamber of Commerce	Auditorium	Tuesday, July 10, 2018
COF Training Services	703	Tuesday, July 10, 2018
Franklin County Conservation District	Auditorium	Wednesday, July 11, 2018
Willow Domestic Violence Center	Auditorium	Monday, July 16, 2018
Willow Domestic Violence Center	Auditorium	Tuesday, July 17, 2018
COF Training Services	703	Wednesday, July 18, 2018
COF Training Services	703	Thursday, July 19, 2018
Franklin County Developmental Council	Auditorium	Thursday, July 19, 2018
Kalmar Solutions	Auditorium	Thursday, July 26, 2018
COF Training Services	703	Tuesday, July 24, 2018
Franklin County Historical Society	Auditorium	Sunday, July 29, 2018

Organization	Room	Date
COF Training Services	703	Tuesday July 31, 2018
COF Training Services	703	Monday, August 1, 2018
COF Training Services	703	Tuesday, August 7, 2018
COF Training Services	703	Wednesday, August 8, 2018
COF Training Services	703	Wednesday, August 15, 2018
COF Training Services	703	Thursday, August 16, 2018
COF Training Services	714	Friday, August 17, 2018
COF Training Services	703	Tuesday, August 21, 2018
COF Training Services	703	Wednesday, August 22, 2018
Gideon's International	Auditorium	Monday, August 27, 2018
COF Training Services	703	Wednesday, August 29, 2018
COF Training Services	703	Thursday, August 30, 2018
COF Training Services	703	Friday, August 31, 2018
COF Training Services	703	Tuesday, September 4, 2018
Franklin County Farm Bureau	Auditorium	Wednesday, September 5, 2018
COF Training Services	703	Wednesday, September 5, 2018
COF Training Services	703	Thursday, September 6, 2018
COF Training Services	703	Wednesday, September 12, 2018
COF Training Services	703	Thursday, September 13, 2018
COF Training Services	703	Friday, September 14, 2018
COF Training Services	703	Tuesday, September 18, 2018
Gideon's International	Auditorium	Monday, September 24, 2018
COF Training Services	703	Tuesday, September 25, 2018
COF Training Services	703	Wednesday, September 26, 2018
COF Training Services	703	Thursday, September 27, 2018
COF Training Services	703	Friday, September 28, 2018
COF Training Services	703	Wednesday, October 3, 2018
COF Training Services	703	Friday, October 12, 2018
COF Training Services	703	Tuesday, October 16, 2018
COF Training Services	703	Wednesday, October 17, 2018
Franklin County Historical Society	Auditorium	Sunday, October 21, 2018
COF Training Services	703	Wednesday, October 24, 2018
COF Training Services	703	Thursday, October 25, 2018
Ottawa Police Foundation	Auditorium	Thursday, October 25, 2018
COF Training Services	703	Tuesday, October 30, 2018
COF Training Services	703	Thursday, November 1, 2018
COF Training Services	703	Friday, November 2, 2018
Franklin County Historical Society	Auditorium	Sunday, November 4, 2018
COF Training Services	703	Wednesday, November 7, 2018
COF Training Services	703	Thursday, November 8, 2018
COF Training Services	703	Thursday, November 13, 2018
COF Training Services	703	Thursday, November 15, 2018
COF Training Services	703	Friday, November 16, 2018
COF Training Services	703	Tuesday, November 27, 2018
Ransom M Hospital Neonatal Res. Program	Sim Hospital	Monday, December 3, 2018
COF Training Services	703	Tuesday, December 4, 2018
COF Training Services	703	Wednesday, December 5, 2018
COF Training Services	703	Thursday, December 6, 2018
COF Training Services	703	Friday, December 7, 2018
COF Training Services	703	Tuesday, December 11, 2018
COF Training Services	703	Friday, December 14, 2018
City of Ottawa Police Department	Auditorium	Monday, December 17, 2018
COF Training Services	703	Wednesday, December 19, 2018
COF Training Services	703	Thursday, December 20, 2018



Neosho County Community College Emergency Action Plan 2019-2020

Reviewed and approved by the NCCC Safety and Security Committee March 4, 2019
Reviewed and approved by the NCCC Executive Committee March 5, 2019
Reviewed and approved by the NCCC Board of Trustees March 14, 2019

Preface

This emergency response manual has been designed to provide contingency procedures for Neosho County Community College employees and students to follow in the event of campus emergencies. While the manual does not cover every conceivable situation, it does supply the basic guidelines necessary to cope with most campus emergencies.

College policies and procedures herein are expected to be followed by all employees 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.

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Section 1: Preparation for Emergencies

To ensure the campus is prepared, the following activities will be essential to maintain a state of readiness.

1.1 The President or designee will:

- Provide overall leadership, support and direction for emergency preparedness.
- Serve as the major proponent for College emergency preparedness.
- Ensure appropriate funding and resources are available to successfully implement the Emergency Action Plan.
- Maintain current contact information for crisis management public relations firm.

1.2 The Vice President for Operations (VPO) or designee will:

- Serve as the College's chief safety and security officer.
- Ensure the Emergency Action Plan is fully developed, operational, and institutionalized.
- Ensure compliance with state and federal requirements.
- Serve as the single point of contact for all external emergency response agencies during a disaster at the Chanute campus.
- Maintain emergency and evacuation procedures for Chanute campus.
- Ensure buildings have the appropriate signage for emergency shelter and evacuation directions for the Chanute campus.
- Ensure the proper emergency equipment (such as fire extinguishers and emergency lighting) is available for the Chanute campus.
- Ensure adequate supplies of water and food are available.
- Ensure faculty and staff are familiar with emergency and evacuation procedures, know how and when to inform occupants to evacuate or take cover, and are aware of occupants who may need special help.
- Ensure appropriate training such as CPR, AED, triage, and active killer protocol training are offered to College personnel and encourage employees from every physical building to participate.
- Coordinate emergency drills for the Chanute campus as necessary and required.
- Maintain and distribute emergency contact information for the Chanute campus.

1.3 The Vice President for Student Learning (VPSL) or designee will:

- Assist the College's chief safety and security officer.
- Coordinate with the chief safety and security officer on the selection and training of building/area coordinators related to EAP compliance.
- Ensure that personnel within the Student Learning Division are made aware of the EAP on a minimum of an annual basis, as well as of substantial changes made to the EAP as needed.
- Ensure that relevant portions of the EAP will be identified and provided to students through first year seminar and related orientation activities
- Provide support to SLD personnel and their tasks within the EAP (Dean for the Ottawa and Online Campuses, Dean of Student Services, Registrar, and the Director of Residence & Student Life).
- Ensure collaboration of the College's nursing and allied health personnel, as appropriate, with the EAP and college policies and procedures.
- Ensure instructors are aware of the EAP and their responsibilities within that policy related to emergency situations affecting their instructional area.
- Coordinate with SLD personnel for safekeeping of student records, and the appropriate dissemination of student information.
- Coordinate with Emergency Operations Center (EOC) staff regarding the recommendation of resumption of classes and activities after a crisis situation.

1.4 The Dean for the Ottawa and Online Campuses or designee will:

- Serve as the single point of contact for all external emergency response agencies during a disaster at the Ottawa campus.
- Maintain emergency and evacuation procedures for Ottawa campus.
- Ensure the building has the appropriate signage for emergency shelter and evacuation directions for the Ottawa campus.
- Ensure the proper emergency equipment (such as fire extinguishers and emergency lighting) is available for the Ottawa campus.
- Ensure adequate supplies of water and food are available.
- Ensure faculty and staff are familiar with emergency and evacuation procedures, know how and when to inform occupants to evacuate or take cover, and are aware of occupants who may need special help.
- Coordinate emergency drills for the Ottawa campus as necessary and required.

- Maintain and distribute emergency contact information for the Ottawa campus.

1.5 The Director of Human Resources or designee will:

- Assist the Vice President for Operations and the Deans with crisis management training for employees as necessary.
- Maintain and initiate contact for employee in-service, workers compensation, and other staff services.

1.6 The Registrar or designee will:

- In the event the computer network is unavailable, the Registrar will be responsible to contact Technology Services who will provide student data and information to the Crisis Management Team.

1.7 The Dean of Student Services or designee will:

- Assist with planning and conducting NCCC town meetings for information dissemination and post-intervention activities.
- Maintain an active file of helping agencies within the community and names of contact persons.
- Share emergency preparedness information with the parents of students.
- Establish a systematic approach for identifying, referring, and intervening with students identified as at-risk for suicide or other destructive behaviors.
- Work with the Food Service Director to ensure appropriate emergency plans are in place.
- Coordinate the development of information for students and parents regarding crisis-related stress. Topics may include: “Talking with Students Following a Crisis” and “Signs of Depression.”

1.9 The Director of Residence and Student Life or designee will:

- Provide leadership in emergency and problem situations and communicate all concerns to the Dean of Student Services and/or the VP for Operations as appropriate through written incident reports, weekly meetings, and immediate oral communication or text when situation necessitates.
- Provide direct supervision for student housing security including door locks, mail delivery, emergency exits, and screening housing guests; implement and track safety processes including fire drills and health and safety inspections each semester.
- Monitor and report need of any building maintenance within the residence halls in order to maintain a housing facility that is attractive, clean, and safe.

1.10 The CIO/Dean for Operations and Director of Technology Services or designees will:

- Develop a plan and scenarios in which technological resources can be dispersed effectively to emergency sites.
- ~~Prepare and maintain an emergency kit that contains floor plans, telephone line locations, computer locations, and other communications equipment.~~
- Assist in obtaining needed student and staff information from the computer files.
- Provide the latest back-up data files with student and human resource data.
- Ensure all systems data are backed up and stored off-site on a regular basis. Off-site storage will be maintained at two locations depending on the type of data. Student biographical and schedule data will be sent to the Ottawa Campus nightly via electronic procedure and stored locally at that location. Server backups will be stored locally at the datacenter and remotely at Peak Uptime's cloud storage in Denver, Colorado. at the Bank of Commerce in their vault.

1.11 The Director of Facilities or designee will:

- Prepare and maintain an emergency kit that contains floor plans, telephone line locations, computer locations, and other communications equipment.
- Maintain emergency contact list for appropriate contractors.
- Periodically test appropriate systems and provide corrective actions for any issues.
- Perform monthly safety inspections with VPO and provide corrective actions for any issues.

1.12 The Public Relations department or designee will:

- Maintain written emergency contact list for press and public entities.
- Work with the President's office on notification plan.
- Assist the President with dissemination of information as necessary and appropriate.
- Develop sample press releases for various disaster/emergency scenarios.

1.13 The Athletic Director or designee will:

- Ensure faculty and staff are familiar with emergency and evacuation procedures, be knowledgeable of evacuation procedures, and be aware of occupants who may need assistance.
- Share emergency preparedness information with the parents of student-athletes.
- Assist with emergency drills each semester.

- Coordinate communication between campus officials and traveling teams.

1.14 The Food Service Director or designee will:

- Maintain written procedures for food borne illness emergencies.
- Maintain written procedures regarding housing emergencies involving loss of kitchen/food stores/processing.

- Maintain written emergency operations manual for food service and train staff appropriately.
- Maintain emergency phone call list for staff and assist the Dean of Student Services on Emergency Action Plan coordination.

1.15 Athletic Trainers will:

- Record occurrences of food borne illnesses in student-athletes and report to Food Service Director and Dean of Student Services.
- Assist the Vice President for Operations in his requirement to ensure appropriate training such as CPR, AED, etc. training is offered to College personnel and encourage employees from every physical building to participate.

1.16 Facility Coordinators or designees will:

- Ensure building faculty and staff are familiar with emergency and evacuation procedures, know how and when to inform occupants to evacuate or take cover, and are aware of all facility occupants, particularly those who may need special help.
- Assist with emergency drills each semester.
- Ensure emergency radio is charged and tested regularly.
- Ensure weather radio is functioning and operational.

1.17 All Faculty, Staff and Students will:

- Become familiar with the Emergency Action Plan and be prepared to act responsibly during an emergency.
- Be diligent in preventing and detecting un-safe hazards.

Section 2: Major Emergency Guidelines

2.1 Purpose

The basic emergency procedures outlined in this guide are designed to enhance the protection of lives and property through effective use of the College and campus community resources. Whenever an emergency affecting the campus reaches proportions *THAT CANNOT BE HANDLED BY ROUTINE MEASURES*, the President or his/her designee may declare a state of emergency (refer to definitions in Section 2.4) and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan: (1) large-scale disruption of normal college operations; (2) large-scale natural/man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types of magnitudes.

2.2 Scope

These procedures apply to all personnel, students, buildings, and grounds owned and/or operated by Neosho County Community College. Off-campus sites where NCCC offers instruction or activities, NCCC employees and students should follow the local emergency guidelines for that site.

2.3 Types of Emergencies

Types of emergencies covered by this manual are as follows:

- Tornado
- Severe weather closing/early dismissal
- Medical emergency
- Fire
- Utility/technology failure
- Violent or criminal behavior
- Suicide/Psychological crises
- Bomb threat/Terrorism
- Biohazard/Chemical spill
- Explosion on campus
- Civil disturbances or demonstrations
- Earthquake
- Homeland Security Alert
- Pandemic outbreaks
- Active Killer Events

2.4 Definitions of an Emergency

The college President or his/her designee serves as the overall Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist in determining the appropriate response:

Minor Emergency: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College. Report such emergencies immediately to Vice President for Operations (VPO) at 620-432-0301 for the Chanute campus or to the Dean for the Ottawa and Online Campuses at 785-248-2798 as appropriate. In either case, a Serious Incident Report form should be filled out and routed to the VPO. [These forms can be found under the mySafety tab under Serious Incident Reports on the left at https://web.neosho.edu/ICS/mySafety/Serious_Incident_Reports.jnz .](https://web.neosho.edu/ICS/mySafety/Serious_Incident_Reports.jnz)

Major Emergency: Any incident, potential or actual, which affects an entire building, buildings, or people, and which will disrupt normal operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College administration during times of crises. Report a major emergency immediately to the VPO at 620-432-0301 or 620-433-0789 (cell) and to the Dean for the Ottawa and Online Campuses at 785-248-2798 or 816-810-9889 (cell) if appropriate.

Disaster: Any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass student/personnel injuries and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Operations Center will be activated, and the appropriate support and operational plans will be executed. If available, the VPO office will be used on the Chanute campus and the Dean's office will be used on the Ottawa campus to coordinate disaster response. If not, a suitable site off-campus will be chosen from a list developed in conjunction with the local police departments.

In addition, any incident that has the potential for adverse publicity concerning campus resources should be promptly reported to the office of the President at 620-432-0346 or one of the VP's offices as appropriate. During non-business hours, contact either the VPO at 620-433-0789 (cell) or the VPSL at 620-230-8062 (cell) for the Chanute campus or the Dean for the Ottawa and Online Campuses at 816-810-9889 (cell). Only the College President or his /her designee is authorized to speak directly with the media about such incidents without the prior clearance by the President.

2.5 Assumptions

The College Emergency Action Plan is based on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:

- An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning. The series of events in an emergency are not predictable; published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
- Disasters may affect residents in the geographical location of the College. Therefore City,

emergency services may be expected.

- A major emergency may be declared if information indicates that such a condition is developing or is probable.

2.6 Declaration of a Campus State of Emergency

The authority to declare a campus state of emergency rests with the College President or his/her designee as follows:

During the period of any campus major emergency, the VPO or the Dean for the Ottawa and Online Campuses shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. The Vice President or Dean shall immediately consult with the President or designee regarding the emergency and the possible need for a declaration of a campus state of emergency.

When this declaration is made, only registered students, faculty, staff, and affiliates (e.g., contract service employees) are authorized to be present on campus. Those who cannot present proper identification (student registration, employee ID or other ID) showing their legitimate business on campus may be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with Kansas statutes.

In addition, only those faculty, staff members, and contractors who have been assigned emergency resource team duties or issued an emergency pass by the VPO or Dean for the Ottawa and Online Campuses or designee will be allowed to enter the immediate disaster site.

In the event of tornado, earthquake, aftershocks, fire, severe weather event or other major disaster occurring on or about the campus, or which involve College property, the VPO or Dean and/or Director of Facilities and personnel will be dispatched to determine the extent of any damage to College property.

Section 3: Direction and Coordination

3.1 Emergency Director

The President shall direct all emergency operations. In the absence of the College President, responsibility of the EOC operations will be assumed in the following order:

Chanute campus

Vice President for Student Learning:	Dr. Sarah Robb
Vice President for Operations:	Mr. Ben Smith
Chief Financial Officer:	Ms. Sandi Solander
Dean of Student Services:	Ms. Kerrie Coomes
Dean of Outreach and Workforce Development:	Ms. Brenda Krumm

Ottawa campus

Dean for the Ottawa and Online Campuses:	Dr. Marie Gardner
Director of the TLC	Mr. Kyle Bures
Liberal Arts Division Chair:	Mr. Kevin Blackwell

The first College employee on site shall assume operational control of the emergency until relieved by a designee.

3.2 Emergency Coordinator

All emergency operations shall be coordinated by the Emergency Operations Center. The direct operational control of the campus major emergency or disaster is the sole responsibility of the College President or his/her designee. The coordination of campus emergency resources is the responsibility of the Vice President for Operations (VPO) or the Dean for the Ottawa and Online Campuses (DOO), who will coordinate all immediate on-campus emergency functions as directed.

Section 4: Emergency Operations Center (EOC)

When a major emergency occurs or is imminent, it shall be the responsibility of the VPO or the Dean for the Ottawa and Online Campuses to initiate the Emergency recall roster and set up the Emergency Operations Center (EOC) as directed.

- The primary EOC for the Chanute campus is VP for Operations office.
- The secondary EOC for the Chanute campus is the VP for Student Learning conference room in Sanders Hall.
- The third EOC for the Chanute campus is the CAVE.
- The off-campus EOC for the Chanute campus is the Integrated Community Access Network Operations Center (ICANOC).
- The primary EOC for the Ottawa campus is the Dean's office.
- The secondary EOC for the Ottawa campus is Technology Services Office, Room 407.
- The off-campus EOC for the Ottawa campus is located at Ottawa City Hall.

4.1 Emergency Operations Center Staffing

EOC Leadership: The College President, Vice Presidents, Deans or their designees will be responsible for taking command of the EOC and issuing directives necessary to effect orderly evacuation, rescue, cleanup, or other operations as required.

Vice President for Operations (VPO): *The Vice President for Operations or the Dean for the Ottawa and Online Campuses or designees will act as the single point of contact for all external emergency response agencies* including, but not limited to, local police and fire emergency response teams, county emergency management, and any state or federal emergency response activities.

Generally, this position or designee will serve as Incident Commander unless specifically relieved by the President. During an actual emergency (or disaster simulation), direct emergency radio communications may be made by the VPO or Dean with city or county emergency personnel per existing memos of understanding between NCCC and the cities of Chanute and Ottawa. The VPO or Dean is also responsible for appropriating and directing manpower and equipment to cordon and maintain security in the affected area, and for furnishing equipment and directing manpower to set up barricades and to support evacuation efforts. Working with local and state emergency agencies, the VPO or Dean will direct search and rescue operations, maintain crowd control, direct large-scale evacuations, establish traffic flow routes, and assist with traffic control. The VPO will serve as the primary contact for requests for assistance made through the National Intercollegiate Mutual Aid Agreement (NIMAA).

Dean for Operations/CIO or designee: The Dean for Operations will serve as operations section chief unless relieved by the VPO or President and will be responsible for establishing strategy and specific tactics and actions to accomplish the goals set by Command.

Director of Facilities or designee: The Director of Facilities will serve as Logistics section chief unless relieved by the VPO or Dean for Operations and will support Command and Operations with supplies, and equipment as well as~~be responsible for~~ furnishing and directing manpower ~~and equipment~~ for restoring buildings to functional use, performing damage assessment, and determining if buildings are structurally sound before being occupied. The Director of Facilities will also have the responsibility of furnishing and directing manpower and equipment to initiate cleanup operations.

The President's office and/or designee: The President's office will serve as Public Information Officer as official spokesperson for the College, and will be responsible for responding to requests from the outside media and for providing news releases to the public. Depending upon the severity of the crisis, the President may employ a public relations firm to handle external media relations and to provide advice and consultation. The President must approve all requests for assistance through the National Intercollegiate Mutual Aid Agreement (NIMAA).

Vice President for Student Learning or designee: The Vice President for Student Learning, or designee, will be responsible for informing faculty and delegating their responsibilities. The VPSL will serve as Planning section chief and coordinate support activities for incident planning, as well as contingency, long-range, and demobilization planning. The VPSL will support Command and Operations in processing incident information and coordination of information activities across the response system. During an emergency, the Vice President for Student Learning or designee will direct the staff to remain in the department location, if safe, to secure student files and provide student-related information. The Vice President for Student Learning will recommend the restarting of classes and activities after a crisis.

Dean of Student Services or designee: The Dean of Student Services, or designee, will be responsible for serving as the liaison with student officers; establishing an emergency telephone information center to handle calls from parents, will be responsible for communicating with injured students and families; assigning division staff to assist injured or hospitalized students and their families; writing letters to notify parents of the continuing care that is available to students (which will include local and state agencies, as well as any College-based care); and maintaining follow-up activities such as referrals for help outside the College setting.

Chief Financial Officer or designee: The Chief Financial Officer will serve as ICS Admin/Finance section chief and will support Command and Operations with administrative issues as well as tracking and processing incident expenses. This will include such issues as licensure requirements, regulatory compliance, and financial accounting. The CFO will also be responsible for notifying risk management and insurance companies about the emergency, and for authorizing purchases of outside services and materials needed for the management of emergency situations.

Director of Human Resources or designee: In the event the computer network is unavailable, the Director of Human Resources will be responsible for providing employee data and information to the Crisis Management Team; to secure personnel files and provide employee-related information; helping to identify injured and missing employees involved in the emergency; checking staff records for all injured to determine special medical needs that may be on file; supervising the collection of information about those involved in the emergency; communicating with injured employees and families; arranging support services, as needed; facilitating Worker's Compensation Reports; assisting with medical claims, insurance, etc.; assigning staff to assist injured or hospitalized employees; coordinating internal and external communications with the College spokesperson regarding employee status following crisis situation. The Director of Human Resources will also be aware of the requirements of the Freedom of Information Act and consult the EOC team when information is being released outside the Center.

Director of Technology Services or designee: The Director of Technology Services will be responsible for coordinating the use of technology, assisting in establishment/maintenance of an emergency communications network; supervising the use of the College computer system for communication with the President's office, and the EOC. As needed, the Director of Technology Services will report to the CIO, VPO and President various sites involved in the communication system if there are problems in that system, and provide technical support for all communications hardware.

Director of Residence and Student Life/Coordinator of Residence and Student Life or designees: The Director and Coordinator of Residence and Student Life, or designees, will be responsible for evacuating and relocating students; accounting for whereabouts of missing resident students; and assisting the Dean of Student Services as necessary.

College Attorney: The college attorney will be responsible for providing advice and legal counsel regarding various response scenarios and their impact on college operations.

4.2 Field Emergency Command Post

If the emergency involves only one building or a small part of the campus, a police or fire vehicle should be placed as close to the emergency scene as is reasonably possible. One local police and/or fire department officer is requested to remain at the emergency command post at all times or until the emergency ends. Field Emergency Command Post Equipment may include the following:

Quantity	Item
6	Copies of Emergency Action Plan
2	Copies of contact list of Emergency Management Team members, Department Heads, etc.
	Tables, chairs, office supplies (pens, pencils, scratch paper, staplers, paper clips, etc)
6	Walkie-Talkies (hand held) Motorola or other quality type radios.
1	Bull horn
1	AM/FM battery-operated portable radio,
2	Complete maps of campus
6	Blankets, pillows
6	Rolls of toilet paper
4	Bars of soap
2	3 foot pry bars
2	Large sledge hammers
6	Cots (inexpensive folding camping type)
6	Flashlights (no battery type)
1	Cheap coffee machines w/coffee, sugar, artificial sweetener, powdered cream, Disposable cups, coffee filters.
6 bags	Plastic knives, forks and spoons.
	Sign making material (white cardboard, several colored markers).
1	Flip charts with paper, easel.
1	Up-to-date blueprints of all major buildings on campus (basement, crawl spaces, etc)
20	AA size batteries
20	D size batteries
2	Rolls of duct tape
2	Rolls of barricade "Police" or "Caution" tape.
1	Small generator w/5 gal. of gasoline
2	25 foot or longer commercial heavy-duty extension cords
1	Photo copier
1	Computer
1	Satellite Cell Phone (#8816-3141-0542) *see note below (in VPO's office)
3 days	Bottles of water, canned fruit and other non-perishable sealed foods for three days.
First Aid Kit	
1 box	Self-sealing plastic bags
4	Packs of hard candies
10	Infectious waste bags
5	Wet tissue packs
6	Whistles
4	Sets of leather work gloves
4	Emergency blankets
4	each Isopropyl alcohol, disinfectants (aerosol)
Various	Miscellaneous band aids, gauze, N95 masks, aspirin, scissors, splints, tongue depressors, towelettes, tweezers, sanitary napkins, tampons, rope, emergency First Aid manual, disposable sanitary gloves, safety pins, water purification tablets

*Satellite phone can be dialed directly from a land line or cell phone either by calling:

- a) 011-8816-3141-0542 (originator pays charges up to \$7 per minute-this is an INTERNATIONAL CALL), or by calling;
- b) 1-480-768-2500 and then 8816-3141-0542 when prompted (originator pays long distance and NCCC pays \$2.49 per minute).

4.3 Damage Control: Director of Facilities or designee

The Director of Facilities has the following responsibilities:

- Provides personnel and equipment to perform shutdown procedures, hazardous area control, damage assessment, debris clearance, emergency repairs and equipment protection
- Provides vehicles, equipment, and operators for movement of personnel and supplies, assigns vehicles as required to the Emergency Resource Team for emergency use
- Obtains the assistance of utility companies as required for emergency operations
- Furnishes emergency power and lighting systems as required
- Surveys habitable space and relocates essential services and functions
- Provides facilities for emergency fuel during actual emergency or disaster periods
- Provides for storage of vital records at an alternate site; coordinates with department heads for liaison and support

4.4 Public Information: Director of Public Relations or designee

The College has two basic guidelines to observe in media relations during emergency situations:

- *Only an authorized spokesperson (the College President or designee or the Director of Public Relations) will meet or talk with the media.*
- *Only factual information may be released; no speculation is to be offered.*

Chanute Contact Information: During Regular Hours

President's office: 620-432-0346

Assistant to the President: 620-432-0346

Director of Public Relations: 620-432-0356

Chanute Contact Information: After Hours

President's home: 620-431-0606

President's cell: 620-433-0706

Director of Public Relations home: 620-431-6688

Director of Public Relations cell: 620-432-1088

Ottawa Contact Information: During Regular Hours

Dean's office: 785-248-2798

Ottawa Contact Information: After Hours

Dean's cell: 816-810-9889

Other Guidelines

- All faculty and staff are advised to report crisis situations to their immediate supervisor or the Dean for the Ottawa and Online Campuses. Any situation involving a student should also be reported to the Dean of Student Services. They are also reminded not to speak to the media on behalf of the College.
- The President's Office must be informed immediately of existing emergencies. Complete details should be made available to them, including the nature of the emergency, how it began, who is involved, what is happening now, and what help has been requested.
- The President and the Public Relations department shall confer and decide on the appropriate responses to the media.
- All calls from the media are referred directly to the President's office at 620-432-0346.
- The College Emergency Response Team (see below) will designate a room on campus for press/media representatives, if necessary.

Duties of Public Relations following an Emergency

- As soon as is practical, Public Relations will provide a news release for the media.
- Public Relations will assist the VPO with Chanute Police Department to define media restrictions, parking zones, and areas available for news vans and satellite units.
- Public Relations, where practical, will hold a news briefing that includes information on restricted areas, as well as where, when, and how future briefings will be held.
- Public Relations will provide members of the media with packets of general institutional information (number of employees, students, campus map, etc.).

Section 5: Responsibilities

5.1 College President

The President is responsible for the overall direction of campus emergency operations as outlined in this plan.

5.2 Administrators and Deans

The Vice President for Student Learning and Vice President for Operations will appoint a specific person as Facility/Area Coordinator for every activity under their control, and have the following general responsibilities prior to and during any emergency.

5.2.1 Emergency Preparedness

- Ensure that information about potential hazards in each building (e.g., chemical storage) is distributed to all employees.
- Ensure that proper signage, evacuation procedures, and emergency equipment are in the buildings.
- Ensure that employees receive training in emergency techniques such as, First Aid/CPR, building evacuation procedures and fire extinguisher usage when requested.

5.2.2 Emergency Situations

- Inform employees under their direction about the emergency condition.
- Evaluate the impact the emergency has on their activity and take appropriate action. (This may include ceasing operations and initiating building evacuation.)
- Maintain emergency telephone communications with members of their own department.

5.3 Residence Life Staff

Residence life staff members have the following responsibilities:

- Inform their students, residents or guests of College emergency procedures as well as evacuation procedures for their building and/or activity
- Inform their students or residents of an emergency and initiate emergency procedures as outlined in this Plan
- Evaluate their assigned area or activity to determine the potential impact of a fire or other disaster.
- Report all safety hazards to the Director of Facilities. (Work orders to reduce hazards and to minimize accidents should be promptly monitored for completion.)

- **IMPORTANT:** Remind all students, residents, guests and staff to conform to building evacuation guidelines during any emergency.
- Perform evacuation drills a minimum of once per semester or per regulations.

Section 6: College Notification System

The telephone is the primary means of emergency notification at Neosho County Community College. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus. IP-based telephones have been installed in all classrooms and conference/meeting rooms. All classroom telephones have 9-1-1 direct and All-Call paging buttons for immediate use should any individual deem their use necessary.

In addition, the College's text message system will be used to distribute and send emergency messages to all subscribers by location. Critical messages will be disseminated via the Alert-Us networked-based messaging system. Alert-Us beacons have been installed in/at every facility on the Chanute campus, including the baseball and softball fields. "One-button" notification systems have been installed strategically in several locations throughout the Chanute campus and on the Ottawa campus. The VPO (or Dean for the Ottawa and Online Campuses) or designee is responsible for activation of the "one-button" notification system in the event of an emergency.

The VPO (or Dean for the Ottawa and Online Campuses) is the focal point for official emergency communications to the College **Emergency Response Team**. Each team member, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under his/her direction. The VPO or Dean will notify the following College **Emergency Response Team** members as appropriate:

- President
- Vice President for Student Learning
- Vice President for Operations
- Chief Financial Officer/CFO
- Dean of Student Services
- Dean for Operations/CIO
- Director of Technology Services
- Director of Facilities
- Director of Public Relations
- Athletic Director
- Dean for the Ottawa and Online Campuses (Ottawa emergency only)
- Coordinator of the Teaching and Learning Center (Ottawa emergency only)

Other individuals may also be contacted when necessary.

IMPORTANT: During an emergency, campus phones must be restricted to College official notification. In the absence of phone services, the College's maintenance department will provide wireless communications (walkie-talkies) to the emergency response team for local communication. Emergency response team members will be expected to communicate via cell phones as necessary. In the event cellular coverage is also not available, a single satellite phone will be available for use by the emergency response team. The satellite phone is located on the wall in the VPO's office in Sanders Hall.

Satellite Cell Phone (#8816-3141-0542) *see note below

*Satellite phone can be dialed directly from a land line or cell phone either by calling:

- a) 011-8816-3141-0542 (originator pays charges up to \$7 per minute-this is an INTERNATIONAL CALL), or;
- b) 1-480-768-2500 and then 8816-3141-0542 when prompted (originator pays long distance and NCCC pays \$2.49 per minute).

Section 7: On/Off Campus Sources of Assistance

7.1 On-Campus Resources

Skilled workers are available from the maintenance department at all times during normal working hours and via cell phone after normal hours. They are capable of providing the following emergency services:

- **Utilities:** Repairs and/or shutdown of water, gas, electric and sewage systems.
- **Structures:** Repairs to structures and mechanical equipment therein, including heating and cooling systems.
- **Equipment:** Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, etc.
- **Transportation:** Sedans, vans, trucks and tractors.
- **Emergency Procurement:** Procurement of materials and services can be arranged in direct support of any contingency.

Phone numbers:

Normal Business Hours

Kyle Seufert

Office: 620-432-0402

Cell: 316-377-8911

Home: 620-473-3655

Emergencies

Maintenance cell: 913-396-9506

Custodial services cell: 913-396-9504

7.2 Emergency Shutdown Procedures

In the event of a natural disaster in which major structural damage is sustained, turn off hazardous utilities (electricity and natural gas) in affected areas.

7.3 Off-Campus Resources

NON-Emergency Telephone Numbers:

	Chanute	Ottawa	Garnett
Fire	620-431-5236	785-229-3700	785-448-5428
Ambulance	911	911	911
Police	620-431-5768	785-242-2561	785-448-6823
County Sheriff	620-431-5759	785-242-3800	785-448-5428
KS Highway Patrol	620-431-2100 (Troop H)	785-296-3102 (Troop B)	

Safety & Security Emergency Contacts:

Security Services (Chanute).....	620-381-6176
Security Services (Ottawa).....	785-893-4969
Praetorian Protective Services	800-283-6202
If no answer, call.....	918-961-2480

Hospital Emergency Department Telephone Numbers:

Neosho Memorial Regional Medical Center	620-431-4000
Labette County Medical Center.....	620-421-4881
Allen County Regional Hospital.....	620-365-1000
Mt. Carmel Regional Medical Center.....	620-231-6100
Wilson County Hospital	620-325-2611
Mercy Health Center-Fort Scott	620-223-2200
Ransom Memorial Hospital-Ottawa	785-229-8200
Family Medicine-Baldwin City	785-594-2512
Osawatomie State Hospital-Osawatomie.....	913-755-7000
Miami County Medical Center-Paola.....	913-294-2327
Anderson County Hospital-Garnett	785-448-3131
Lawrence Surgery Center-Lawrence	785-832-0588
Lawrence Memorial Hospital	785-505-5000
Olathe Medical Center.....	913-791-4200
University of Kansas Hospital (KU Med)	913-588-5000

Road Condition Information Telephone Number:

Kansas State Department of Transportation	511 or 866-511-5368
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Utilities-Gas, Water and Electric Telephone Numbers:

Chanute.....	620-431-5200
Ottawa (water and electric only).....	785-229-3710
(weekends and holidays).....	785-229-3750
Kansas Gas Service Emergencies and Repairs.....	888-482-4950

Telephone Outage Telephone Numbers:

Chanute

KS Communications (premises).....	620-431-1202
AT&T (local carrier).....	800-288-2020
AT&T (long distance).....	800-585-7928

Ottawa

Repairs	800-222-3000
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Additional Health and Community Help Telephone Numbers:

AIDS Awareness	800-448-0440
AIDS Resource Network	800-361-2895
Alcoholic Anonymous	800-299-6310
American Pregnancy Helpline.....	800-672-2296
Child Abuse & Neglect Hotline.....	800-922-5330
Crisis Call Center.....	800-273-8255or text ANSWER to 839863
CyberTipline.....	800-843-5678
DECCA (Ottawa).....	785-242-7100
Federal Bureau of Investigation (FBI: KC, MO)	816-512-8200
.....	855-835-5324

GLBT	800-246-7743
Kansas Alcohol and Drug Abuse Services	866-645-8216
Kansas Alcohol and Drug Abuse Section (SRS).....	785-296-0141
Kansas Arson/Crime Hotline.....	800-KS-CRIME
Kansas Crisis Hotline (Domestic Violence/Sexual Assault)	866-331-9474
Kansas Division of Environment (Emergency Spill Response)	785-291-3333
Kansas Division of Health (Bioterrorism Incident).....	877-427-7317
Kansas Epidemiologic Services (Reportable Diseases)	877-427-7317
Kansas State Fire Marshall	785-296-3401
National Institute on Drug Abuse	800-662-4357
National Cocaine Hotline.....	877-878-4243
National Clearing House.....	800-SayNoTo
Mid-America Poison Control Center.....	800-222-1222
National Response Center.....	800-985-5990
(Toxic Chemicals Spills, Oil Spills, Terrorist Threats)	
National Runaway Switchboard	800-786-2929
National Suicide Prevention Lifeline.....	800-273-8255
National Domestic Violence Hotline.....	800-799-7233
Rape, Abuse, and Incest National Network.....	800-656-4673
Southeast Kansas Mental Health Center.....	620-431-7890
Franklin County Mental Health Center	785-242-0588 Ottawa
SPEAK UP.....	866-SPEAK-UP (773-2587)
The Trevor Lifeline.....	866-488-7386
Veterans Crisis Line	800-273-8255

Emergency Contacts of Helping Agencies in the Community

American Red Cross.....844-334-7569

American Red Cross of South Central and Southeast Kansas

Chanute, Neosho County, Kansas.....620-431-9670

Dicie Nicklaus, Disaster Program Manager.....316-650-9104

American Red Cross of Capital Area

Anderson, Douglas and Franklin Counties, Kansas.....785-234-0568

Local Community Churches (Chanute)

Ambassador Christian Church	4001 Johnson Rd, Chanute, KS	620-431-7751
Pastor David McCoy		
Anchor Worship Center United Pentecostal	520 N. Lafayette, Chanute, KS	
Pastor Charles Jay		
Bethel Baptist Church	120 S. Denman, Chanute, KS	620-431-0592
Pastor Jason Jackson		
Blessed Hope Bible Baptist Church	600 S. Ashby, Chanute, KS	620-212-4762
Pastor Tim McCoy		
Calvary Baptist Church	222 W. Main Street, Chanute, KS	620-431-9777
Chanute Seventh Day Adventist	900 W. 14th, Chanute, KS	620-431-7848
Church of Christ	111 N. Rutter, Chanute, KS	620-431-2741
Minister Larry Dye		

Church of God in Christ Bishop L.F. Thuston	1212 N. Washington, Chanute, KS	620-431-6150
Church of the Nazarene Pastor Kevin McDonald	1313 W. 14th, Chanute, KS	620-431-2040
Faith Baptist Church <u>Pastor R. A. Pefley</u>	102 S. Lafayette, Chanute, KS	620-431-1529
First Baptist Church Minister DJ Dangerfield, Lead Richard Qualls Pastor Rev. Kathy Carlson, Team Pastor	118 N. Forrest, Chanute, KS	620-431-2910
First Baptist Church	118 N. Forrest, Chanute, KS	620-431-2910
First Christian Church Rev. Tom Eastman*	102 N. Grant, Chanute, KS	620-431-3758
First Presbyterian Church	15 N. Steuben, Chanute, KS	620-431-2257
First United Methodist Church Rev. April Wegehaupt	202 S. Lincoln, Chanute, KS	620-431-4240
Grace Episcopal Church Mother Joyce Holmes*	209 S. Lincoln, Chanute, KS	620-431-1210
Grant Avenue Baptist	519 N. Grant, Chanute, KS	620-431-7200
Grant Chapel A.M.E.	112 S. Evergreen, Chanute, KS	
Healing Center Church of God Pastor Charles E. Crissey	35th & Plummer, Chanute, KS	620-431-1113
Kingdom Hall of Jehovahs Witnesses Pastor Alan Scott	4040 Johnson Road, Chanute, KS	620-431-6568
Living Word Assembly of God Church Pastor Milton Hubbard	1000 W. 14th Street, Chanute, KS	620-431-7777
New Home Missionary Baptist Rev. Otis Crawford	320 N. Central, Chanute, KS	620-431-1503
New Life United Brethren in Christ Church Pastor Andrew Stahl	500 N. Forest, Chanute, KS	620-431-1847
Otterbein United Methodist <u>Rev. Sang Hak Lee*</u> <u>Pastor Myron</u> <u>Stover</u>	631 W. 7th, Chanute, KS	620-431-0610
Parkview Holiness Church Rev. Tom Davolt*	1023 S. Steuben, Chanute, KS	620-431-6802
St. Patrick's Catholic Church Pastor Fr. Michael Linnebur	424 S. Central, Chanute, KS Parish Center	620-431-3165 620-431-2007
Westview Southern Baptist Church Pastor Randy Dirrim	1415 S. Plummer, Chanute, KS	620-431-4854
Zion Lutheran Church Pastor Daniel Ramsey	1202 W. Main, Chanute, KS	620-431-1341

*Designates Members of the Ministerial Alliance

Neosho County Local Emergency Planning Committee

Byron Schultz <u>Melanie Kent-Culp</u>	NC Emergency Manager	620-244-387488
(Chair)		<u>620-212-0007</u> (c)
Sheriff Jim Keath	Neosho County	620-244-3888
Lori Nally	Neosho County Sheriff's Office – 911	620-244-3888
Chief Raymond Hale	Chanute Police Department	620-431-5244
Battalion Fire Chief Kevin Jones	Chanute Fire Department	620-432-6560 (c)
		<u>620-431-5236</u>

Ben Smith

NCCC

620-432-1693 (c)

620-432-0301

620-433-0789 (c)

Pat Lucke	ED/ICU Director NMRMC	620-432-5392 620-496-9670 (c) 620-432-3250 (c)
Teresa Starr	Neosho County Health Dept.	620-431-5770 620-432-4311 (c)
Tom Rutledge	Ash Grove	620-433-3542
Paul Norris	Heartland Rural Elec. Coop.	800-835-9586
Currently vacant	Regional Mgr. Hazardous Materials	620-431-2390
Lieutenant Mark Drennan	Kansas Highway Patrol	620-431-2100
Richard Proffitt Steve Parsons	USD 413 Superintendent	620-432-2500

Local Community Churches (Ottawa)

Agape Christian Center Michael Schooley	3085 Marshall Rd., Ottawa, Ks	785-242-5683
Appanoose Baptist Rev. Lynne Smith	430 Stafford Rd., Pomona, Ks	785-828-3717
Beacon of Truth Minister Reuben Esh	Hwy 59 & Allen Rd., Richmond, Ks	785-229-5172
Bible Baptist Church Rev. Robert Gruenwald	325 N. Cherry St., Ottawa, Ks	785-242-6831
Calvary Baptist Church Pastor Greg Rickard	925 W. 7th St., Ottawa, Ks	785-242-4835
Cherry Street Wesleyan Church Rev. Todd Miller	933 N. Cherry, Ottawa, Ks	785-242-5493
Church of Christ Minister Dennis Pence	1207 W. 15th St., Ottawa, Ks	785-242-6343
Community Foursquare Church Pastor Clyde W. Grelsen	119 E. 9th St., Ottawa, Ks	785-242-4368
Faith Hope & Love Outreach Ministries Dr. Sharon Cook	113 W. 4th St., Ottawa, Ks	913-205-9738
Faith Lutheran Church Pastor Charlie Adams	1320 W. 15th St., Ottawa, Ks	785-242-1906
First Baptist Church Rev. Jessica Henks	410 S. Hickory, Ottawa, Ks	785-242-2713
First Christian Church Rev. Craig Robertson	1045 S. Hickory St., Ottawa, Ks	785-242-4699
First Southern Baptist Church Rev. Martin McPheron	1419 S. Hickory St., Ottawa, Ks	785-242-8498
First United Methodist Church Pastor Kathleen Whitemore	203 E. 4th St., Ottawa, Ks	785-242-1419
Grace Episcopal Church Rev. Robert Harris	315 W. 5th St., Ottawa, Ks	785-242-5390
Grace Gospel Church Aaron Harshaw	506 S. Main St., Ottawa, Ks	785-893-2731
Living Way Apostolic Church Rev. Robert Bell	735 N. Oak St., Ottawa, Ks	785-242-2517
New Life Baptist Church Chadd Lemaster	705 Westgate, Garnett, Ks	785-204-1769
North Baptist Church Rev. Kim Wilcox	413 E. Wilson, Ottawa, Ks	785-242-5111

Ottawa Bible Church Associate Pastor Fred Martin	1623 S. Poplar, Ottawa, Ks	785-242-3211
Pilgrim Bible Church Rev. Dale Stratton	316 W. 12th St., Ottawa, Ks	785-242-8553
Sacred Heart Church Father Bill Fisher	408 S. Cedar, Ottawa, Ks	785-242-2174
Seventh-Day Adventist Church Pastor Jim Martin	842 S. Sycamore St., Ottawa, Ks	785-242-5041
Trinity Lutheran Church Pastor Daugherty	430 N. Grand, Garnett, Ks	785-448-6930
Trinity United Methodist Rev. Lori Stevens	630 N. Cedar, Ottawa, Ks	785-242-1428
Westminster Presbyterian Church Pastor Mark Hutton	401 W. 13th St., Ottawa, Ks	785-242-1824

Franklin County Emergency Management

Alan Radcliffe	Emergency Management Director	785-229-3505
Thomas Winter	Emergency Management Coordinator	785-229-3505

Section 8: Specific Emergency Procedures

The following specific emergencies are addressed in this section:

- Active Killer Event
- Biohazard/Chemical Spill
- Bomb Threat
- Building/Campus Evacuation
- Civil Disturbance
- Death or Serious Injury
- Earthquakes
- Explosion on Campus
- Fires
- Lightning
- Medical Emergencies
- Pandemic Flu Outbreak
- Reporting Emergencies
- Severe Weather - Closing/Early Dismissal
- Technology/Utility Failure
- Tornado
- Violent or Criminal Behavior

The procedures covered in this section should always be followed in sequence, unless conditions dictate otherwise.

8.1 Reporting Emergencies

To report an emergency, contact the VPO at 620-433-0789 or designee or the Dean for the Ottawa and Online Campuses at 816-810-9889 or their designee. If the situation warrants immediate emergency response, please dial 911. To contact security services Safety Officers, call 620-381-6176 on the Chanute campus or 785-893-4969 on the Ottawa campus during their normal hours of operation ~~by campus~~, typically evenings on both campuses and overnight in the residence halls.

~~(Note: Emergency service may also be accessed quickly by utilizing the LiveSafe app on your smartphone. To download the app Visit the App Store or Google Play and search for LiveSafe Download (install the app with a blue shield logo with a person on it).)~~



~~Register—Open the app and be sure to keep Location Services and Push Notifications enabled and to allow access to your contacts. Choose Neosho Chanute or Neosho Ottawa as your organization depending on your location)~~



The Vice President or Dean will be prepared to dispatch appropriate emergency response units (Fire/Rescue or Ambulance) to any location on campus, or dispatch appropriate college personnel to provide immediate assistance for hazardous spills, search-and-rescue, and other similar emergencies.

In order to assist the operator in processing the call quickly and efficiently, please be prepared to give the 911 operator the following information:

- What you saw, heard, or found
- The exact location of the incident
- The phone number of the phone you are using
- Details of the situation
- Your name and address

Then **stay on the line** until you are told to hang up.

KEEP CALM . . . KEEP OTHERS CALM!

As soon as time permits, fill out the appropriate serious incident form (available ~~on~~ ~~T:\Common Forms~~ under the mySafety tab under Serious Incident Reports on the left at https://web.neosho.edu/ICS/mySafety/Serious_Incident_Reports.jnz ~~https://web.neosho.edu/ICS/mySafety/Serious_Incident_Reports.jnz~~) with pertinent information ~~and forward to your supervisor.~~

8.2 Evacuation Procedures

The Vice President for Operations or the Dean for the Ottawa and Online Campuses or their designee will give the order for evacuation.

8.2.1 Building Evacuation

All building evacuations will occur when a building alarm (fire alarm / Alert-Us Notification) sounds and/or upon notification by a member of the NCCC emergency response team or facility coordinator or designee.

When the building evacuation alarm is activated, leave by the nearest marked exit and alert others to do the same. **EVERYONE MUST EXIT THE BUILDING. ONLY ESSENTIAL EMERGENCY RESPONSE TEAM PERSONNEL ARE PERMITTED IN THE BUILDING UNTIL THE ALL-CLEAR IS GIVEN.**

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

DO NOT USE THE ELEVATORS IN CASES OF FIRE OR EARTHQUAKE.

Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant, areas and walkways clear for emergency vehicles and personnel. Know your area assembly points.

- **Chanute Safety Zones:** North - field north of Bideau Hall; West -Parking Lot #P1; South – Hudson Baseball field.
- **Ottawa Safety Zone:** On the Ottawa campus, students should evacuate by the nearest exit and then proceed to the far west edge of the parking lot.

DO NOT return to an evacuated building unless told to do so by a member of the emergency response team.

8.2.2 Campus Evacuation

Evacuation of all or part of the campus grounds will be announced by the Neosho County Community College emergency response team as described.

All persons (students and staff) are to evacuate immediately the area of campus in question and relocate to another part of the campus grounds as directed.

- **Chanute Safety Zones:** North - field north of Bideau Hall; West -Parking Lot #P1; South – Hudson Baseball field.
- **Ottawa Safety Zone:** On the Ottawa campus, students should evacuate by the nearest exit and then proceed to the far west edge of the parking lot.

8.2.3 Procedure for Emergency Evacuation of Individuals with Disabilities

The following procedures are intended to assist disabled persons with an emergency evacuation from any buildings on the campus of Neosho County Community College. The guidelines set forth in this section are in compliance with NFPA 101 Life Safety Code and the Americans with Disabilities Act as amended.

Neosho County Community College policies and procedures require all persons in a facility to evacuate that facility any time the fire alarm system is activated or during any emergency that requires building evacuation. Persons with disabilities may not be able to evacuate unassisted. Therefore, they should inform another person that assistance may be necessary during an evacuation.

General Guidelines

- Remember that individuals with similar disabilities are unique. Listen to the individual; he/she is the expert regarding his/her own disability.
- Always ask the individual if there are any special considerations or items that need to come with him/her during the evacuation.
- There are “hidden” disabilities that may need assistance, including health, psychiatric

disabilities (anxiety disorders, depression, personality disorders, etc.), and some vision or hearing impairments.

- Some individuals may utilize service animals such as guide dogs, hearing dogs or assistance animals. When possible, keep the team together.

During the first week of class, students on the Chanute campus with disabilities that limit mobility are encouraged to disclose their disability to the Dean of Student Services in Sanders Hall on the Chanute Campus or designee, or the Dean on the Ottawa campus. Students should disclose any special assistance that may be required in the event of a fire alarm or other emergency evacuation. The Dean's- at their respective campuses will work with appropriate staff to then make it part of the emergency action plan to locate and identify the student(s) to the appropriate emergency authorities.

“Buddy System” Option

Persons with disabilities that limit mobility are encouraged to utilize the “Buddy System.” Persons with disabilities that limit mobility may be defined as anyone who uses assistive devices such as canes, crutches, or wheelchairs or who has slower mobility due to illness or injury. Also, persons with limited vision and hearing may need assistance to evacuate.

~~During the first week of class, students on the Chanute campus with disabilities that limit mobility are encouraged to disclose their disability to the Dean of Student Services in Sanders Hall on the Chanute Campus or designee, or the Dean on the Ottawa campus. Students should disclose any special assistance that may be required in the event of a fire alarm or other emergency evacuation. The Dean at Ottawa will work with appropriate staff to then make it part of the emergency action plan to locate and identify the student to the appropriate emergency authorities.~~

Persons with limited mobility are also encouraged to make acquaintances with fellow students, residents, or class members. When the fire alarm sounds, the “Buddy” will make sure of the location of the person with the disability, and then go outside and inform emergency personnel (campus security, Chanute or Ottawa Fire or Police Departments) that a person in a specific location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person. If conditions allow, the “Buddy” may choose to assist the person with disability during the evacuation of the building.

ELEVATORS ARE NOT TO BE USED IN AN EMERGENCY EVACUATION.

Elevators will stop in the event of a power outage and persons will become trapped inside.

Evacuation Options

Use of the “Buddy System” along with the following evacuation options will help to assure the prompt evacuation of any person with a disability.

- **Horizontal Evacuation:** Move away from the area of imminent danger to a safe distance such as another wing, adjoining building, opposite end of the corridor, or outside if on ground level.
- **Vertical (Stairway) Evacuation:** Stairways can be used by those who are able to evacuate with or without assistance. Enclosed stairways are a safe refuge due to fire and smoke doors that enclose the area. Persons with sight disability may require the

assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially when several flights of stairs are concerned.

- **Stay in Place:** Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door. Dial 911 for emergency assistance. Give your name, location, and the reason you are calling. Phone lines normally remain in service during

most building emergencies. If the phone lines do fail, you can signal from the window by waving a cloth, towel, sheet, or other object to attract attention.

Disability Guidelines

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

- **Mobility Impaired (Wheelchair):** Persons using wheelchairs should stay in place or utilize some type of horizontal Evacuation (such as the Evac+ Chair in the CAVE, Bideau Hall and NeoKan Hall) with their “Buddy” when the alarm sounds. The evacuation “Buddy” should immediately proceed to the evacuation assembly point outside the building and inform emergency personnel about the location of the person with disability. Dial 911 for emergency assistance.
- **Mobility Impaired (Non-Wheelchair):** Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (e.g., detectable smoke, fire, or unusual odor), the person with disability may choose to stay in the building, using the other options, until emergency personnel arrive.
- **Hearing Impaired:** Most buildings on campus are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The strobe lights are for hearing impaired persons. Persons with hearing impairments may not notice or hear emergency alarms and will need to be alerted of emergency situations.
- **Visually Impaired:** Most buildings on campus are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The horn is for the sight impaired persons. Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route could be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating a building. A “Buddy” should offer assistance to the individual with visual impairment and guide him/her through the evacuation route.

8.2.4 Residence Halls

Of the two residence halls, only Bideau Hall has rooms designated for persons with disabilities. They are as follows: rooms 104, 129, 204, and 229. At the beginning of each semester, the Director of Residence and Student Life, along with the Coordinator of Residence and Student Life, will conduct meetings with their floors to discuss the “Buddy System” as well as other emergency procedures including location of nearest stairwells for exit, nearest fire extinguishers and how to use them, etc.

The Director of Residence and Student Life is responsible for tracking of any disabled persons residing in the halls and provides this list to the NCCC emergency response team. In the event of a fire alarm, the emergency response team members respond to the disabled person(s) room to verify whether they were able to evacuate appropriately.

Students who may experience temporary disability, such as those who may be temporarily on crutches, or recovering from a surgical procedure, should identify themselves to the Director of Residence and Student Life so that they can be included in this procedure. The Athletic Training department will assist with identification of such student-athletes and notification of the Coordinator of Residence and Student Life.

8.2.5 Following Evacuation

Students and personnel are to evacuate the building and congregate in one area. Students *are not* to leave campus without first providing their name and location to College personnel on-site. This is to facilitate communication between parents or others who may call the College to locate the student and to assist College and/or local police in any investigation. Students should make every attempt to contact their parents or other family members to report their condition. The preferred method to do this is via text messaging as often times during emergency situations cellular communication can become unusable due to increased traffic.

- **Chanute Safety Zones:** North - field north of Bideau Hall; West -Parking Lot #P1; South – Hudson Baseball field.
- **Ottawa Safety Zone:** On the Ottawa campus, students should evacuate by the nearest exit and then proceed to the far west edge of the parking lot.

8.3 Medical Emergency

If a medical emergency occurs off campus, call 911. Give your name; describe the nature and severity of the medical problem and the ~~campus~~-location of the victim. If serious injury or illness occurs on campus, immediately call 911. As time permits, please call the VPO at 620-433-0789 (cell) or designee for the Chanute campus or the Dean for the Ottawa and Online Campuses at 816-810-9889 (cell) or designee. To contact security services Safety Officers, call 620-381-6176 on the Chanute campus or 785-893-4969 on the Ottawa campus during normal hours of operation, typically evenings on both campuses and overnight in residence halls.

In case of minor injury or illness, provide First Aid care. Note: *Only qualified trained personnel should provide first aid treatment (i.e. CPR, AED use, etc.).* Use only sterile first aid materials.

For more information, refer to the NCCC AED Policies and Procedures located at

http://www.neosho.edu/Portals/0/Departments/saftey_security/AED_Policy-Procedures_Addendum%202012.pdf

https://www.neosho.edu/Portals/0/Departments/saftey_security/AED%20Policies%20and%20Procedures.pdf

In case of serious injury or illness quickly perform the following steps:

1. If available, an automated external defibrillator (AED) should be taken to all medical emergencies.
2. Remain calm and quickly assess the situation.
3. CALL 911 *immediately* if the victim is:
 - having trouble breathing
 - has uncontrolled bleeding
 - has injured an extremity (arm or leg) so that it looks obviously deformed
 - complaining of or appears to be in severe pain
 - unconscious or has altered consciousness
 - having a seizure
 - complaining of neck pain
 - unable to stand, or
 - if you need additional assistance and no one else is available to help.
4. Call the Vice President for Operations at 620-433-0789 (cell) or designee for the Chanute campus or the Dean for the Ottawa and Online Campuses at 816-810-9889 (cell) or designee. To contact security services Safety Officers, call 620-381-6176 on the Chanute

- by campus, typically evenings on both campuses and overnight in the residence halls. Notify the VP or Dean that you have called 911 or ask them to do it.
5. Do not administer any type of medical treatment if you have not been specifically trained to do so. Do not move the victim unless their current location is causing them harm or is a possible endangerment to their life.
 6. If the victim becomes unconscious, is not breathing or has no pulse, [call 911 and](#) follow the guidelines established in the [Automated External Defibrillator \(AED\) Policy and Procedures](#) Addendum to the EAP.
 7. Contact others for additional help.
 8. Remain calm and help the victim relax; try to keep them warm and comfortable until experienced medical help arrives.
 9. Keep crowds from gathering around the victim and keep the general area clear for emergency personnel.
 10. Employees injured on the job are required to notify Human Resources and will be directed to seek treatment immediately at a physician's office or emergency room for work-related injury care (Worker's Compensation claims).

8.4 Food Borne Illness Emergency Response Plan

In the event of an illness caused by food consumed on campus, the NCCC/Great Western Dining food service and production of that food item will be suspended.

- The food suspected of causing illness will be packaged, labeled, refrigerated and retained for sampling.
- Notification of the illness will be given to the Manager of Great Western Dining, Dean of Students, and the Director of Residence and Student Life.
- Students who become ill may be treated at the local health clinic if possible. If the clinic is not open, or it is determined that a higher level of care is needed, the students may be referred to the hospital.
- The Food Service Manager on campus will begin a food-related incident report. This procedure will be followed including sampling and notification of the Kansas Department of Agriculture, Department of Food Safety and Lodging at 785-564-6767.
- Resumption of food service will be at the direction of the Kansas Department of Agriculture, Department of Food Safety and Lodging working in conjunction with Great Western Dining food services.
- The Dean of Students working in conjunction with the Director of Residence and Student Life will coordinate and take necessary steps to ensure college housing residents are provided necessary food supplies.

8.5 Airborne Illness Emergency Response Plan

In the event of an illness at NCCC caused by an airborne virus or bacteria, or other airborne contaminant, the air handlers to the building should be shut down immediately and staff evacuated from the building. For more information, refer to the NCCC Bloodborne Pathogens Exposure Control Plan at

http://www.neosho.edu/Portals/0/Departments/saftey_security/Bloodborne%20Pathogens%20Exposure%20Control%20Plan%202015-2016.pdf .

- Contact Maintenance to shut down the HVAC if possible: 913-396-9506.
- The Director of Facilities will notify the VPO and then continue to assist with evacuation and sealing and/or quarantine of the building.
- At Ottawa, notify the Dean for the Ottawa and Online Campuses at 816-810-9889.

Persons suffering with respiratory difficulty should be transported to the nearest hospital for evaluation. Any person in respiratory distress (i.e., short of breath, choking, having difficulty breathing) will need emergency medical assistance. Contact 911.

The VPO should be contacted immediately at 620-433-0789, who will contact other Administrative staff as indicated and the College legal counsel.

The Kansas State Infectious Disease Epidemiology and Response Department will be contacted at 877-427-7317 to begin an epidemiology investigation.

The building will remain sealed until released by the Kansas State Infectious Disease Epidemiology and Response Department.

In the event of a possible pandemic flu outbreak, the administrator in charge, in conjunction with other emergency operations personnel, will determine the threat level of the current outbreak and take appropriate actions. These actions may include, but not be limited to, the following:

- cancellation of classes, sporting events and/or other public events;
- closure of campus, student housing, and/or public transportation;
- quarantine of affected students and staff.

8.6 Fire

- In all cases of fire, call 911 immediately.
- Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. The location of these items can be found on the emergency evacuation maps located near the entrances in each of the buildings on campus.
- If a minor fire appears controllable, promptly direct the charge of the nearest fire extinguisher toward the base of the flame. If an emergency exists, activate the building alarm (fire alarm).
- In the case of large fires that do not appear controllable, IMMEDIATELY call 911. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen available to it. DO NOT LOCK DOORS. Take all personal belongings (cell phones, keys, purses, wallets, etc.).
- When the building evacuation alarm is sounded, assume an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.

***ASSIST THE HANDICAPPED IN EXITING THE BUILDING!
DO NOT USE THE ELEVATORS DURING A FIRE.***

Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.

Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Remain in your designated evacuation location until cleared by emergency personnel. If requested, assist emergency crews as

necessary. A Field Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a Neosho County Community College emergency response team member.

***NOTE:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window, as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Use your personal cell phone if available to call 911.*

KEEP CALM, AND HELP OTHERS REMAIN CALM.

8.7 Severe Weather Closing/Early Dismissal

If, due to an emergency (e.g., inclement weather, power failure, etc.), it becomes necessary to close the College or to delay the normal work schedule, the College will notify the local TV and radio stations as noted below:

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 FM	KU
KIKS – 101.5 FM	Iola	KCUR – 89.3 FM	MU-KC
KLKC - 93.5 FM	Parsons	KC-TV5, KMBC-TV	Kansas City
KSHB 41	Kansas City	WIBW-TV	Topeka
		WIBW – 580 AM	Topeka
		KSHB 41	Kansas City
		KMBC 9	Kansas City
		KCTV 5	Kansas City
		WDAF 4	Kansas City

If the closing is made due to inclement weather such as snow or ice, college authorities will make the decision to close the campus, usually prior to ~~6:00~~5:30 a.m. the day of classes. The decision to close evening classes will be made prior to ~~5:00~~3:30 p.m. for the Chanute campus and prior to 3:30 p.m. for the Ottawa campus. The Vice President or Dean (or their designee) will update the College’s text-messaging system to immediately notify all subscribers of the closing. The Vice President or Dean (or their designee) will update the main campus phone number recording. In addition, text message alerts will be sent to all subscribers via Panther TextNet. Social media such as the college Facebook and Twitter feeds will also be updated.

In the event the media are not notified due to time constraints, the NCCC calling tree system will be activated. The President, Vice Presidents, Deans, Directors, and Division Chairs will be notified. It is the responsibility of the department heads to notify all of their departmental personnel.

8.8 Tornadoes/Severe Thunderstorms

Tornadoes are one of NCCC’s highest risks for a disaster. They are most likely to occur between 3:00 and 9:00 pm but have occurred during all hours of the day and night. The “average” tornado

moves from southwest to northeast, but can move in any direction. The average forward speed for a tornado is 30 mph, but can vary from nearly stationary to 70 mph.

8.8.1 Definitions

- **A SEVERE THUNDERSTORM WATCH:** Severe thunderstorms are possible in your area. Thunderstorms are defined as severe if they produce winds in excess of 58 mph and/or produce hail of 1” in diameter or larger. Tornadoes can occur during severe thunderstorm warnings. **Generally, no EAP message will be issued. However, an EAP message may be issued at the discretion of the VPO or designee or DOO or designee depending upon the forecast after consultation with county emergency management personnel.**
- **A SEVERE THUNDERSTORM WARNING:** Severe thunderstorms are occurring, or imminent. Keep in mind that tornadoes occasionally develop in areas where severe thunderstorm watches or warnings are in effect. Remain alert to signs of approaching tornados and seek shelter if threatening conditions exist. **An EAP message may be issued, depending upon the severity of the storm system.**
- **A TORNADO WATCH:** Indicates that conditions exist for a tornado to develop. Be prepared to move to a safe area. **An EAP message will be issued.**
- **A TORNADO WARNING:** Indicates that a tornado has actually been sighted or indicated on radar. If a tornado warning has been issued for your area, move to your **pre-designated** place of safety (found on the last page of this document). **An EAP message will be issued.**

NOTE: One clue that a tornado could develop is when a thunder storm produces hail. The larger the hail stone, the more likely that a tornado will occur.

8.8.2 Procedures

If you are on campus when a tornado warning has been issued, you should move to the lower level of whatever building you are in. **DO NOT** go outside to check the weather. If an underground area is not available, move to an interior room or hallway on the lowest floor. Crouch down against a wall or get under a sturdy piece of furniture. Auditoriums, gymnasiums and other structures with high, wide-span roofs do not offer good protection. **Stay away from windows and exterior doors.**

If you are outdoors, **DO NOT** attempt to outrun a tornado in a truck or car; instead abandon it for a strong building. If you are on the road, remember that overpasses offer NO protection from tornadoes and should not be used as shelters. If caught in the open, take cover in a ditch or low spot. Remember, this will not provide the same protection as a sturdy building. Occasionally tornadoes develop so rapidly that advance warning is not possible. Remain alert for signs of an approaching tornado.

FLYING DEBRIS CAUSES MOST DEATHS AND INJURIES DURING A TORNADO

(Source: National Weather Service)

PLEASE REVIEW THE LIST OF SEVERE WEATHER SHELTER AREAS ON CAMPUS LISTED BELOW. THESE CAN ALSO BE FOUND ON THE LAST PAGE OF THE EMERGENCY ACTION PLAN.

Watches and warnings are received through information from the National Weather Service, cell phones text messaging services, NOAA radios, directly from local county emergency operations, NCCC Emergency Action Plan February, 2018

the Internet, and local TV and radio.

When a tornado watch is announced:

- Remain calm. Turn on all available televisions and weather radios to local weather stations.
- Staff are authorized to activate the Neosho County Community College Emergency Warning System.
- The Vice President or Dean will contact all Facility Coordinators or their designee as well as Tech Services.
- All safety/security personnel escalate to a “heightened sense of awareness.” Facility Coordinators should check all buildings and rooms, notify occupants, and note occupancy.
- Students, faculty and staff are notified via PC’s in the classroom, text messaging, email system, phone system and our emergency crew that a Tornado Watch is in effect.
- Please do not use the college phone system if possible!

When a tornado warning is announced:

- Remain calm.
- The VPO or Dean or designees are authorized to activate the Neosho County Community College Emergency Warning System.
- The VPO or Dean or designees will contact all Facility Coordinators or their designee as well as Tech Services.

- Students, faculty and staff are notified via the Alertus emergency beacons, PC’s in the classroom, Panther TextNet, email system, phone system, Facility Coordinators, and our emergency crew.
- Facility Coordinators should go immediately to storm shelter areas and perform attendance checks and keep people calm.
- Please do not use the college phone system if possible!
- The Facility Coordinator will be notified of the “all clear” by the VPO or Dean or designee.
- ***All occupants should remain in their designated evacuation shelter until clearance (All Clear) is given*** by the Facility Coordinator or emergency personnel.

All students, faculty and staff are automatically subscribed to a free service that will send a text message to their cell phone advising them of any severe weather watches/warnings in their area, called Panther Text Messaging. [The NCCC Chanute campus has been designated as Storm Ready and also as a Weather Ready Nation Ambassador by NOAA.](#) [The NCCC Ottawa campus is also designated as a Weather Ready Nation Ambassador by NOAA.](#) For more information, go to <http://www.stormready.noaa.gov/>.

This information can also be found on the NCCC webpage www.neosho.edu under Safety & Security.

Chanute Campus Employee/Student Storm Shelters During Normal Business Hours*

Building/Facility	Facility Coordinator	Tornado/Severe Weather Shelter/ NOAA Radio Locations
Bideau Hall	Assistant Director/ Director Coordinator	Restrooms/Interior Hallways. If time permits, in interior first floor hallways. Weather radio located in Bideau Security office and RA office.
Boiler Room	Director of Facilities/Assistant Director of Facilities	In gym in hallway tunnels under bleachers and mezzanine. Use door by men's basketball entrance. Weather radio located in Director's office.
Cafeteria/food service	Food Service Manager/Dean of Outreach and Workforce Development	Restrooms/Interior Hallways. If time permits, in gym in hallway tunnels under bleachers and mezzanine. Use walking entrance doors. Weather radio located in Bookstore, Dean's office, and Food Service Manager's office.
CLC/CAVE	STARS Director/Developmental Lab Coordinator	CAVE. Shelter in place. Weather Radio located in STARS Director's office.
CLC/Library	Coordinator of Library Services/ Director of Academic Advising and Counseling	Restrooms/CAVE if time permits. Weather Radio located in Coordinator of Library Services office and at the Switchboard.
Gym	Coach on duty/AD	Hallway tunnels under bleachers and mezzanine. Weather Radio located in the Bookstore.
Hudson Field (baseball field)	Head Baseball Coach/Asst. Baseball Coach	In gym hallway tunnels under the bleachers and mezzanine. Weather radio in press box.
Machine Shed	Maintenance HVAC/Maintenance Carpentry	In gym in hallway tunnels under bleachers and mezzanine. Weather radio located in Maintenance office.
Maintenance	Assistant Director of Facilities/Lead Custodian	In gym in hallway tunnels under bleachers and mezzanine Use entrance to Athletic Training room. Weather radio located in Maintenance office.
Multipurpose Building	Coach on duty/AD	In gym in hallway tunnels under bleachers and mezzanine. Use door by Athletic Training room. Weather radio located in office.
NeoKan Hall	Coordinator/Assistant Director	Restrooms/Interior Hallways. If time permits, in interior first floor hallways. Weather radio located in Res Life Coordinator apartment.
New Softball Field	Head Softball Coach/Asst. Softball Coach	If time permits, CAVE; otherwise use locker room. Weather radio located in press box.
Rowland Hall	Dean-CIO/Director of Technology Services	Restrooms/Interior Hallways. Move to gym area if time permits. Weather radio located in the Dean's office.
Sanders Hall	CFO/Dean of Student Services	Art room/Music Room/Restrooms/Interior Hallways. Weather radio located in President and VP's offices and at Registration desk.
Snyder Chapel	Dean of Student Services /CFO	Restrooms/CAVE if time permits. Weather radio located in Reading Room.
Stoltz Hall	VP for Student Learning/AA for Div. Chairs/Faculty/Assessment	Faculty Offices/Lecture Hall/Restrooms/Interior Hallways. Weather radio located in AA to faculty office.
Student Union	Bookstore Coordinator/Director of Residence and Student Life	Restrooms/Interior Hallways. If time permits, in gym in hallway tunnels under bleachers and mezzanine. Use walking entrance doors. Weather radio located in the Director's office and Bookstore.
Wellness Center	Coach on duty/AD	In gym in hallway tunnels under bleachers and mezzanine. Use door by Athletic Training room. Weather radio near TVs.
<u>Lafayette 1007</u>	<u>Director of Residence and Student Life/Dean of Student Services</u>	<u>Restroom/shower in lower level. If time permits, in Bideau Hall first floor hallways. Weather radio in kitchen.</u>
<u>Ross Lane</u>	<u>Talent Search Project Director/Upward Bound Project Director/Coach on duty</u>	<u>Plant restrooms. If time permits, in gym in hallway tunnels under bleachers and mezzanine. Use walking entrance doors. Weather radio in entry office.</u>

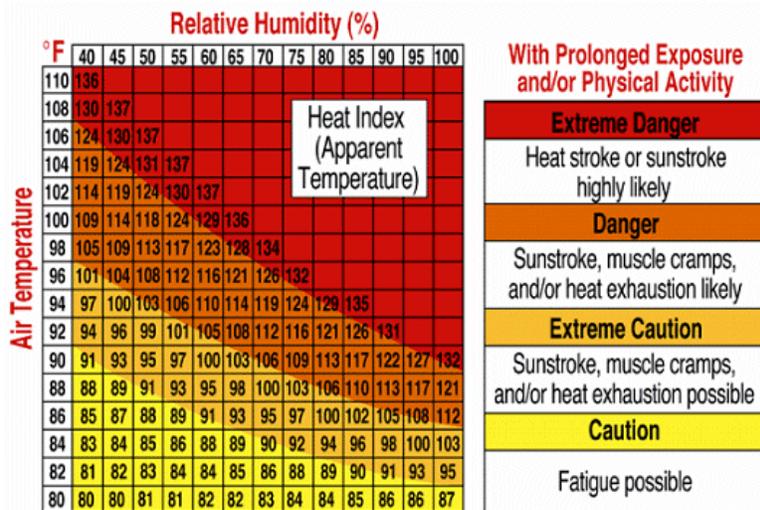
*Outside of normal business hours of operation, the college DOES provide emergency storm shelter for employees, students and the public in the NCCC gym hallway tunnels under the bleachers and mezzanine. College employees and students already here outside of normal business hours should use shelters per the above chart during storm emergencies. Outside of normal business hours, however, employees, students and the public coming to campus during a tornado watch or warning should go immediately to the NCCC gym shelters. In that event, only the NCCC gym is a designated storm shelter for public use. NCCC employees should not use other college shelters for themselves or others on their own accord when coming to campus during a tornado watch or warning outside of normal business hours.

Ottawa Campus Employee/Student Storm Shelters During Normal Business Hours*

Building/Facility	Facility Coordinator	Tornado/Severe Weather Shelter
Ottawa Campus	Dean for the Ottawa and Online Campuses/Director of the TLC	Restrooms or West interior hallway. Weather radio located at receptionist desk.

*Outside of normal business hours of operation, the Ottawa campus does NOT provide emergency storm shelter.

Heat Index Chart — Shows the effects of the combination of heat and humidity. The apparent temperature is the heat your body thinks it is. To use the chart locate the temperature along the top row and the humidity along the left-hand column. Where the two intersect is the current heat index. It's usually hotter than you think!



8.9 Lightning

The VPO or designee is responsible for monitoring lightning strikes in the vicinity of the Chanute campus. The Dean for the Ottawa and Online Campuses or designee is responsible for monitoring of lightning strikes at the Ottawa campus. The athletic training department is responsible for monitoring lightning strikes at athletic events. A lightning detection service is currently being utilized for the Chanute campus. Lightning detection monitoring equipment will be used at the Ottawa campus and maintained in proper order by the Dean for the Ottawa and Online Campuses or designee.

In the event of predicted lightning in the area, an EAP warning message may be issued depending upon the direction of the storm with impending lightning. When lightning is detected within 20 miles of NCCC or event venue, the VPO or designee will notify the college community or event officials of possible impending lightning.

In the event lightning is detected 8 miles or less from one of the campuses, a WARNING will be issued all outside activities will be ceased immediately for a period of 30 minutes after the last detected lightning strike. An EAP message will be issued. Once lightning has ceased in the area for a period of 30 minutes, normal activities may be resumed. An EAP All-Clear message will be issued.

8.10 Technology/Utility Failure

In the event of a **major utility failure**, immediately notify the Maintenance Department at 913-396-9506.

In the event of a **major technology failure**, immediately notify the Technology Services Department at 913-396-9505.

***IF EVACUATION IS NECESSARY
ASSIST THE HANDICAPPED IN EXITING THE BUILDING!***

Remember that the elevators are reserved for handicapped persons.

DO NOT USE ELEVATORS IN CASE OF FIRE.

Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep the walkways, fire lanes, and hydrants clear for emergency crews.

If requested, assist the emergency crews as necessary.

A Field Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.

8.11 Death or Serious Injury

In the event of a staff and/or a student(s) death or serious injury, the suggested steps are:

- Verify the information concerning the death or serious injury of a student or staff member. **[NOTE: NO unofficial messages or postings on social media outlets or the dissemination of information by any means will be made until an official statement is issued by the President or his/her designee.]**
- Contact the Ministerial Alliance team. The Ministerial Alliance's primary point of contact is Tom Eastman at 620-431-3758.
- Contact the SE Kansas Mental Health Center. Primary point of contact is 620-431-7890, ask for Crisis Services. In Ottawa, contact the Elizabeth Layton Center at 785-243-3780.
- Prepare formal statements or announcements. [NOTE: important to provide facts so as to reduce rumors.]
- Designate rooms to be used for counseling.
- Identify other/additional students, staff, and parents likely to be affected by news.
- Make official announcement.
- Provide grief support for students and staff.
- Provide substitute faculty as needed.
- In case of death, provide funeral/visitation information if affected family has given permission.
- Send college official for representation if feasible.
- Make arrangements for counselors or administrators to visit selected classes as needed and to speak personally to staff members.
- Notify faculty, athletics and residence life staff for students who exhibit evidence of emotional distress.

8.11.1 Memorials

The Crisis Management Team will recommend whether to hold a memorial, vigil or other service for the deceased and/or injured. Appropriate on and/or off campus facilities will be utilized. Memorial/grieving services should be held within 48 hours of the deceased's departure if at all possible.

8.11.2 Dismissal of Classes

Depending on the level of the emergency, the President or his/her designee may recommend the dismissal of classes.

8.11.3 Electrical/Light Failure

Campus building emergency lighting should provide sufficient illumination in corridors and stairs for safe exiting. It is, however, advisable to have a flashlight available for emergencies. Emergency flashlights should be kept in all departments.

- Chanute-Contact physical plant at ext. 250 or 251. For emergencies, contact the NCCC Maintenance cell phone at 913-396-9506.
- Ottawa-Contact Ottawa Public Utilities at 785-229-3710 before 4 pm or 785-229-3750 after 4pm.

8.12 Elevator Failure

If you are trapped in an elevator, use the emergency alarm (located on the front panel), which will signal for help.

8.13 Plumbing Failure/Flooding

Cease using all electrical equipment. For both the Chanute and Ottawa campuses, contact the NCCC Maintenance cell phone at 913-396-9506. If necessary, vacate the area.

8.14 Gas Leak

Cease all operations. DO NOT SWITCH ON / OFF LIGHTS OR ANY ELECTRICAL EQUIPMENT. Electrical arcing can trigger an explosion. Chanute and Ottawa - Contact Maintenance Department at ext. 250 or 251, or call the NCCC Maintenance cell phone at 913-396-9506. Immediately vacate the area. In Ottawa call 1-888-482-4950.

8.15 Ventilation Problem

If smoke odors come from the ventilation system, immediately notify the NCCC Maintenance Department at extension 250 or 251, or call the NCCC Maintenance cell phone at 913-396-9506.

If necessary, cease all operations and vacate the area.

8.16 Serious Violent or Criminal Behavior

- Call 911.

To contact security services Safety Officers, call 620-381-6176 on the Chanute campus or 785-893-4969 on the Ottawa campus during their normal hours of operation by campus, typically evenings on both campuses and overnight in the residence halls. Alternately, you may also call:

- **Chanute campus:** Vice President for Operations at 620-433-0789 or designee.

- **Ottawa campus:** Dean for the Ottawa and Online Campuses at 816-810-9889 or designee.
- **Residence Hall** incidents follow the Student Handbook guidelines.

~~(Note: Emergency service may also be accessed quickly by utilizing the LiveSafe app on your smartphone. To download the app Visit the App Store or Google Play and search for LiveSafe Download (install the app with a blue shield logo with a person on it).)~~



~~Register—Open the app and be sure to keep Location Services and Push Notifications enabled and to allow access to your contacts. Choose Neosho Chanute or Neosho Ottawa as your organization depending on your location)~~



Promptly notify the Vice President or Dean as soon as possible and report the incident, including the following:

- Nature of the incident.
- Location of the incident.
- Description of person(s) involved.
- Description of property involved.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and by promptly reporting them.

If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify the Vice President or Dean.

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

If there is gunfire or an explosion, you should take cover immediately using all available concealment. Call 911 from your personal cell phone if available. After the disturbance, seek emergency First Aid if necessary.

8.17 What To Do If Taken Hostage

- Be patient. Time is on your side. Avoid drastic action.

- The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive.
- The captor is emotionally imbalanced. Don't make mistakes that could endanger your life.
- Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile.
- Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone. Be patient, wait. If the opportunity presents itself attempt to establish rapport with the captor.
- If medications, First Aid, or rest room privileges are needed by anyone, say so. In all probability, the captors do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

8.18 Active Killer Scenario

Profile of an Active Killer

An Active Killer is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active killers use firearms(s) and there is no pattern or method to their selection of victims.

Active killer situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active killer situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active killer situation.

How to Respond if an Active Killer is in your vicinity

Definition: Active Killer - one or more subjects who participate in a random or systematic killing spree, demonstrating their intent to continuously harm others. The overriding objective appears to be that of inflicting serious bodily injury/death rather than other criminal conduct. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims

Quickly determine the most reasonable way to protect your own life. Utilize the survival mindset to ensure that you have the greatest chance for survival. A survival mindset is a protective shield

comprised of three components: Awareness, Preparation, and Rehearsal. The first component, Awareness, involves taking the time necessary to gain a basic understanding of an active killer situation. Realizing that active killer incidents happen at the individual working level to everyday people is the starting point to developing the survival mindset. It is important that you become attuned to your work environment so that you can readily recognize the sights and sounds that are foreign to that environment. A pre-determined survival mindset will help you take rapid, effective actions in a stressful situation.

The second component is Preparation. There is no substitute for preparation. It includes looking at your work environment through a survival lens; a lens that is focused on “What If” questions. “What if” questions are critical in developing effective response strategies. Survivors prepare themselves both mentally and emotionally to do whatever it takes to make it through their situation. They become stakeholders in their own safety and security.

The last component, Rehearsal, is practicing your plan. Practicing may include either mentally and/or physically “walking through your “What if” plan. Rehearsing your plan will reduce response time and build your confidence.

What should I do if I see someone with a gun or hear gunfire?

Quickly determine the most reasonable way to protect your own life.

Figure Out - What’s going on?

- What is happening?
- Who’s doing this?
- Was it Gunfire?
- Did someone else witness violence taking place?
- Was there an audible alert via Phone or Alert beacons indicating violence?
- How are you going to survive this situation?
 - Will you get out?
 - Is there a path of escape?
 - Will you hide out?
 - Is there a chance to get to where the shooter might not find you?
 - Are you in the situation where your only option is to take out the shooter?
- If someone starts shooting while you are walking to class or across campus
 - Stay in motion
 - Find protection (tree, wall, building,) anything that will give you protection
 - Figure out the situation and see if you need to do more.

Once you figure out what is going on, you’ll be better prepared to select one or more of the following options:

Get Out

- If you can get out, get out
- Trust your instinct
- Leave belongings behind
- Warn others
- The best way to survive is to leave the situation. Run until you feel safe, then call 911.

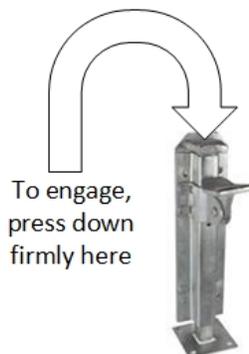
- Run in a zigzag pattern as fast as you can.
- Do not stop running until you are far away from the area.
- Bring something to throw with you in case you would encounter the Active Killer.
- Consider if the fall from a window will kill you.
- Break out windows and attempt to quickly clear glass from the frame.
- Consider using belts, clothing or other items as an improvised rope to shorten the distance you would fall.
- Hang by your hands from the window ledge to shorten your drop.
- Attempt to drop into shrubs, mulch or grass to lessen the chance of injury.

Call Out

- When you get out and feel like you are in a safe location call 911 or use any campus emergency phone and let authorities know what is going on.
- Do not assume someone else is calling
- Be persistent as the phone lines may be busy
- Calmly and quickly tell them where you are and what's happening
- We can't alert others until someone provides the first critical information
- Give details in plain language
- Who, what, where, when and how information.
- Location of killer, number of killers if more than one.
- Physical description of killer/s.
- Number and type of weapons held by the killer/s.
- Number of victims.

Hide Out

- The shooter may be between you and the only exit, or they may be in the area that you would need to enter
- Sometimes it may be a better option to find a safe place, barricade, and hide.
 - Find a hidden location
 - Find protection from gunfire
 - Avoid places that trap or restrict movement if possible
 - Keep out the shooter by locking and barricading doors with anything and/or tie down the door using any type of strap. All classrooms and most offices on the Chanute and Ottawa campuses have footbolt security devices on the inside of the doors. To engage, press down firmly on the top of the foot bolt as noted. To release, press down firmly on the release bolt as noted.



- Close and lock windows and close blinds or cover windows.
- Turn off lights.
- Silence all electronic devices.
- Remain silent.
- Look for alternate escape routes (windows, other doors).
- Identify ad-hoc weapons.
- Help others stay calm
- When safe to do so, use strategies to silently communicate with first responders, if possible (e.g., in rooms with exterior windows, make signs to silently signal law enforcement and emergency responders to indicate the status of the room's occupants).
- Move out of the doorway in case gunfire comes through.
- Hide along the wall closest to the exit but out of view from the hallway (which would allow the best option for ambushing the shooter and for possible escape if the shooter enters or passes by the room).
- Keep yourself out of sight and take adequate cover, spread out don't huddle in groups.
- Remain in place until given an all clear by identifiable law enforcement.
- Try not to trap or restrict your option for movement.
- Once secured do not open the door for anyone. Police will enter the room when the situation is over.
- **Call 911 when safe to do so.**
- As events unfold you should be continue to figure out what's happening so that you can adjust actions accordingly.
- **Fight it Out**
 - If you are in the same room as the shooter it may be necessary to take offensive action .Commonality of people who are involved in these types of incidents is that they all had a mindset to survive, I will never give up, I will live
 - Total commitment and absolute resolve are imperative. You must be prepared to do whatever is necessary to neutralize the threat
 - You have to assume that his intentions are lethal to you
 - Convince yourself that you have what it takes to survive when your life is on the line
 - Disrupt his actions – Throw things, yell, improvised weapons, use whatever is available
 - Chances are there is one of him and you have him outnumbered. Use that to your advantage and work as a team to incapacitate him using any means necessary.
 - Act as aggressively as possible against him/her.
 - Throwing items and improvising weapons.
 - Create as much noise as possible.
 - Attack as a group (swarm).
 - Grab the killer's limbs and head and take them to the ground and hold them there.
 - Fight dirty-bite, kick, scratch, gouge eyes, etc.
 - Run around the room and create chaos.
 - Commit to your actions.
 - If you have control of the killer call 911 and tell the police where you are and listen to their commands when officers arrive on scene.
- When law enforcement arrives
 - Be prepared to calmly, quickly and accurately tell them what they need to know.
 - Location of the shooter

- Number of shooters
- Physical description of the shooter (approximate height, weight, clothing description)
- Number of weapons (and type if you know)
- Do not expect them to help you, they are they to find and neutralize the shooter first. They are trained to go to the sound of gunshots and eliminate the threat first.
- If you come into contact with them do exactly as they say.
 - Do not point at them
 - Do not run at them
 - Don't scream or yell
 - Make they can see your hands at all times. Raise them in the air. Officers are trained to look at your hands to recognize threats.
 - Do not have anything in your hands
 - Realize they don't know who's a threat and who is not at this point
- Remember that officers are trained to assume everyone is a threat on initial contact

Secondary Issues:

- Be prepared to provide first aid. Although trauma kits are available in all classrooms, be prepared to also think outside the box. Tampons and feminine napkins can be used to stop blood loss. Shoes laces and belts can be used as tourniquets. Weighted shoes can be tied around a person's head to immobilize it. Remember it may be several hours until an injured person can be safely moved. The immediate actions you take could save someone's life.
- If you are in lockdown for a long period of time, give consideration to issues such as bathroom use, keeping people calm, etc.
- Discuss beforehand with people in your office or classes where you will meet up should you have to evacuate and make it a place easily accessible and far away from the scene.
- Talk to your students and co-workers beforehand to know if they have any special skills. Consider strategic placement of these people in a classroom or office setting. You may have current or ex-military personnel, medically trained persons, or even people trained in martial arts that can provide assistance in this type of incident.
- Consider setting up classrooms and offices to make it harder for an Active Killer to enter and acquire targets.

Remember that customers and clients are likely to follow the lead of employees and managers during an active killer situation.

Information to provide to law enforcement or 911 operators:

- Location of the active killer
- Number of killers, if more than one
- Physical description of killer/s
- Number and type of weapons held by the killer/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., purses, bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to officers for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Reactions of Managers During an Active Killer Situation

Employees and customers are likely to follow the lead of managers during an emergency situation. During an emergency, managers should be familiar with their EAP, and be prepared to follow ALICE protocols and:

- Try to remain calm
- Take immediate action

Assisting Individuals with Special Needs and/or Disabilities

- Ensure that EAPs, evacuation instructions and any other relevant information cover individuals with special needs and/or disabilities.
- Your building should be handicap-accessible, in compliance with ADA requirements.

RECOGNIZING POTENTIAL WORKPLACE VIOLENCE

An active killer in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert the VPO or Dean if you believe an employee or coworker exhibits potentially violent behavior. Alternatively the [Share a Concern form](#) which is located on the NCCC website may be utilized to report this information.

Indicators of Potential Violence by an Employee

Employees typically do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression / withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about “putting things in order”

- Behavior which is suspect of paranoia (“everybody is against me”)
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

MANAGING THE CONSEQUENCES OF AN ACTIVE KILLER SITUATION

After the active killer has been incapacitated and is no longer a threat, human resources and/or management should engage in post-event assessments and activities, including:

- An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured;
- Determining a method for notifying families of individuals affected by the active killer, including notification of any casualties;
- Assessing the psychological state of individuals at the scene, and referring them to health care specialists accordingly;
- Identifying and filling any critical personnel or operational gaps left in the organization as a result of the active killer.

8.19 Bomb Threat

If you become aware of a bomb threat:

- Chanutte campus: contact the Vice President for Operations at 620-432-0301 or 620-433-0789 (cell)
- Ottawa campus: contact the Dean for the Ottawa and Online Campuses at 785-248-2797 or 816-810-9889 (cell) at the Ottawa campus.

If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear the area and immediately call 911. Then report the incident immediately to the VPO or Dean as appropriate and noted above. If you see something, **SAY SOMETHING!**

If you receive a bomb threat over the telephone:

- Remain calm, courteous, and professional. Do not place caller on hold or attempt to transfer the call.
- Allow the caller to complete everything he/she has to say. Never argue with or ridicule the caller. Let the caller know you want to save lives and urge him/her to help you.
- Where possible, have someone responsible quietly listen into the conversation.
- Attempt to ask the caller the following questions and write down the answers as possible:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?

Keep talking to the caller as long as possible and record the following:

- The time of the call

- The age and gender of the caller
- The caller's speech pattern, accent, etc.
- The emotional state of the caller
- Any background noise you are able to hear
- Any other characteristics of the caller that you noted

Call 911 as soon as possible. If possible, have someone else call 911 while you have the caller on the phone.

The Chanute Police Department with assistance from NCCC personnel will conduct a detailed bomb search. College staff members are requested to make a cursory **VISUAL** inspection of their area for suspicious objects and to report the location to the NCCC emergency response team.

DO NOT TOUCH THE OBJECT!

Do not open drawers, cabinets, or turn lights on or off.

If an emergency exists, activate the building alarm (fire alarm) and evacuate the building.

When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

Remember that elevators are reserved for handicapped persons. Do not use elevators in case of fire.

REMAIN CALM, AND HELP OTHERS TO REMAIN CALM.

Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

If requested, assist emergency crews as necessary.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by the Chanute Police or Fire Department.

8.20 Biohazard/Chemical Spill

If you observe or suspect that a biohazard or chemical spill has occurred, contact the Maintenance Department at ext. 250 or 251, or call 913-396-9506 or the Dean for the Ottawa Campus at 816-810-9889. For emergencies, contact the NCCC Maintenance cell phone at 913-396-9506. Ottawa – **911** followed by the Dean for the Ottawa and Online Campuses and VPO.

Whenever hazardous substances (solids, liquids, or gases) are unintentionally released on NCCC property, every effort shall be made to protect students, employees, visitors, responders, the general public, and the environment from exposure to the substance.

Each employee who handles potentially hazardous substances must be aware of the identity and nature of the substances with which they work, and will be trained in the handling and disposal of

these substances per state and federal guidelines. Students must not be allowed to handle potentially hazardous substances except when under the direct supervision of a faculty or staff member.

8.20.1 Procedures for Unintentional Releases (Spills) of Potentially Hazardous Substances Small Releases of Relatively Nontoxic Materials

When a small amount of a relatively nontoxic material (such as paint, adhesives, or oil) is unintentionally released, if the person(s) working with the material can remediate the spill safely, they should do so. It is highly recommended that each work area that uses these types of materials have supplies on hand for use in the cleanup. For example, in the event of a paint spill, there should be some absorbent such as an “oil dry” product, vermiculite, or cat litter for use on the spilled material. The used absorbent must be disposed of properly. The affected area must immediately be cleared of all persons who are not involved in the spill remediation.

If the person(s) working with the material believe that they are unable to remediate the spill, they should immediately contact the Maintenance Department at ext. 250 or 251, or call the NCCC Maintenance cell phone at 913-396-9506. The Maintenance Department will be responsible for contacting state and federal response teams if necessary.

Larger Releases of Relatively Nontoxic Materials or Releases of Moderately Hazardous Materials

A moderately hazardous material is one with any of the following characteristics:

- The material is considered to be caustic (acidic or basic)
- The material is flammable
- The material has a significant vapor pressure (a noticeable odor)

Whenever any of these materials is spilled, the area must immediately be cleared of all students and all nonessential employees. If the person(s) working with the material can *safely* remediate the spill, they should do so as soon as the area is cleared of all nonessential persons. If the spill cannot safely be remediated by the person(s) working with the material, contact the Maintenance Department at ext. 250 or 251, or call the NCCC Maintenance cell phone at 913-396-9506.

The NCCC Maintenance Department will be responsible for contacting state and federal spill emergency response teams if necessary.

8.20.2 Any Release of Any Highly Hazardous Material

Highly Hazardous Materials are those that have the following characteristics:

- Are toxic gases
- Are liquids with high vapor pressures and toxic vapors
- Can be reasonably expected to be an imminent fire hazard

If a highly hazardous material is spilled or released, the building must immediately be cleared, contact the Maintenance Department cell phone at 913-396-9506. The NCCC Maintenance Department will be responsible for contacting state and federal emergency response teams if necessary.

Whenever there is a spill or release of toxic gases or volatile liquids, evacuated persons are to leave the affected building and go to a location *upwind* of the spill location.

NOTE:

As per US Occupational Safety and Health Administration (OSHA) regulations, the members of any Spill Response Team must have successfully completed the 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training course. ONLY HAZWOPER trained persons are legally qualified to be on the Spill Response Team. Therefore, College employees should not attempt to clean up highly hazardous materials.

8.21 Explosion on Campus

If an explosion occurs on campus, take the following action:

- Immediately take cover under tables, desks, and other objects that will protect you from falling glass or debris.
- After the immediate effects of the explosion and or fire have subsided, call 911 either using the College phone system or your personal cell phone. Give your name and describe the location and nature of the emergency.
- If necessary, or when directed to do so, activate the building alarm (fire alarm).
- When the building evacuation alarm is sounded or when you are told by College officials to leave or emergency response personnel, walk quickly to the nearest marked exit and advise others to do the same.

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

Remember that elevators are reserved for handicapped persons.

DO NOT USE ELEVATORS IN CASE OF FIRE. REMAIN CALM.

Once outside, move to the designated clear area that is at least 500 feet away from the affected building. See emergency route maps posted in buildings.

Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points. If requested, assist emergency crews as necessary.

A Field Emergency Command Post may be set up near the disaster site. Keep clear of the command post unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

8.22 Civil Disturbance or Demonstrations

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless its participants are violating the Student Code of Conduct (as outlined in the Student Handbook). Such violations might include but are not limited to the following:

- Intentional or reckless interference with normal College activities and functions. (Examples of such activities/functions include but are not limited to studying, teaching, public speaking, research, administration of the College, or emergency, fire, or police operations)
- Intentional interference with the freedom of expression of others
- Actions, explicit or implied threats, or gestures, which place a person in reasonable fear of unwelcome physical contact or harm
- Intentional or reckless behavior which may, or in fact does, deface or cause damage to College property or the property of others

If any of these conditions exist, the Dean of Student Services and the Vice President for Operations [or the Dean for the Ottawa and Online Campuses as appropriate](#) should be notified. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

8.22.1 Peaceful, Non-Obstructive Demonstrations

Generally, demonstrations of this kind should not be interrupted or obstructed in any way. Efforts should be made to conduct College business as normally as possible.

Location for peaceful demonstrations:

Chanute campus: Located at the western edge of parking lot #P1. The appropriate entrance to Allen Street will be blocked off and all other traffic will be routed to the south.

Ottawa campus: Located southwest corner of the parking lot.

If demonstrators are asked to leave but refuse to leave a facility by its closing time:

- Arrangements will be made by the Vice President for Operations to monitor the situation during non-business hours, or the Dean for the Ottawa and Online Campuses.
- Determination will be made by the VPO or Dean or his/her designee to treat the violation of regular closing hours as a disruptive demonstration (see below).

8.22.2 Non-Violent, Disruptive Demonstrations

In the event that a demonstration's participants are violating the Code of Conduct:

- The Dean of Student Services [or Dean for the Ottawa and Online Campuses](#) will immediately contact the VPO.
- Demonstrators will be asked to terminate their violations by the VPO/Dean of Student Services or his/her designee.
- The VPO or his/her designee will advise the President of the situation, and then proceed to the scene. If demonstrators have not discontinued their violations, the Dean will ask the demonstrators to leave or to discontinue their violations of the Code of Conduct.
- If the demonstrators persist in their violations, they will be apprised that failure to discontinue the specified action within a determined length of time will result in disciplinary action and/or possible intervention by police authorities.
- Efforts, including the taking of photographs if necessary, should be made to secure positive identification of demonstrators violating the Code of Conduct in order to facilitate later investigation.
- The VPO and Dean will determine the need for police intervention.

- If determination is made to seek police intervention, the demonstrators will be so informed.
- Upon arrival of the Chanutte or Ottawa Police Departments, the remaining demonstrators will be warned of the Police Department's intention to arrest.

8.22.3 Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, after dialing 911 and notifying the authorities, the VPO or Dean of Student Services will immediately be notified:

- Campus security, if on duty, should be notified immediately.
- In coordination with the Dean of Student Services, the VPO will contact the building or department involved.
- The VPO will alert the President.
- The Dean of Student Services will alert the Vice President for Student Learning.
- The President or designee may declare a campus emergency and proceed accordingly to safeguard the campus, which may include closing the College.
- The NCCC emergency response team will provide an officer with a radio for direct communication between the administrators and the building or department involved as needed.

***NOTE:** The VPO (or Dean for the Ottawa and Online Campuses) is authorized to call for police assistance without counsel from others if doing so is deemed to be of immediate importance to the safety of persons involved.*

8.23 Earthquake

During an earthquake, remain calm and quickly follow the steps outlined below.

- **If Indoors:** Seek refuge adjacent to a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- **If Outdoors:** Move quickly away from buildings, utility poles, and other structures.

***CAUTION:** Always avoid power or utility lines as they may be energized.*

If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers. After the initial shock, evaluate the situation and if emergency help is necessary, call 911. Protect yourself at all times and be prepared for aftershocks. Damaged facilities should be reported to the VPO (or Dean for the Ottawa and Online Campuses) and the Maintenance Supervisor.

***NOTE:** Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures (Section 8.1).*

If an emergency exists, activate the building alarm (fire alarm). When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

Remember that elevators are reserved for the handicapped persons use.

DO NOT USE ELEVATORS IN CASE OF FIRE. REMAIN CALM.

Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. If requested, assist emergency crews as necessary. A Field Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

Section 9: Mental Health Response Plan

9.1 Introduction:

Student Services has among its responsibilities the role of coordinating the response to significant crisis situation involving Neosho County Community College students, whether on campus or in the community. This response procedure is being developed for implementation in the event of a death, severe injury, or other type of disaster involving our students. Whether “minor,” “major” or a “disaster” once the emergency event has passed, communication is key to maintaining control and order. Refer to page 15 of the Duties of Public Relations following an emergency to determine what information will be released.

9.2 The Mental Health Response Team:

Dean of Student Services (Chair)	620-432-0304 620-212-1153 cell
Director of Academic Advising and Counseling	vacant 620-432-0311 <u>316-871-0347</u> Private cell
Vice President for Operations	620-432-0301 620-433-0789 cell
Dean for the Ottawa and Online Campuses	785-248- 2797 <u>2798</u> 816-810-9889 cell
Dean for Operations/CIO	620-432-0385 620-212-3750 cell
Director of the Teaching and Learning Center (TLC)	785-248-2803 785-448-7527 cell
Director of Residence and Student Life	620-432-0381 620-212-8038 <u>Vacant</u> cell
Coordinator of Residence and Student Life	620-432-0389 620-212-4368 cell
Athletic Director	620-432-0321 785-766-0512 cell <u>VACANT</u>
Public Relations	620-432-0356 620-432-1088 cell
Vice-President for Student Learning	620-432-0302 620-230-8062 cell
Counseling Services	to be determined by DOSS
President (<u>informed of all events</u>)	620-433-0706 cell

9.3 Suicide/Psychological Crisis

Southeast Kansas Mental Health Center (Ask for Crisis Services): 620-431-7890
National Suicide Prevention Lifeline 800-273-8255

A psychological crisis exists when an individual is threatening to harm himself/herself or others, or is out of touch with reality due to severe drug reactions or psychological problems.

- Psychological problems may be manifested in a variety of different ways and can significantly affect mood, thoughts and behavior. These psychological problems may include, but are not limited to depression, anxiety, hallucinations, delusions, impulsive behavior, self-harm and

~~suicidality, by hallucinations or uncontrollable behavior.~~

If you believe a psychological crisis exists:

Call ~~the Dean of Student Services at 620-432-0304~~ the Director of Academic Advising and Counseling at 620-432-0311. For emergencies, call 911 first, and then the Dean of Student Services at 620-212-1153 or designee in Chanutte or, in ~~At~~ Ottawa, call the Dean for the Ottawa and Online Campuses at 816-810-9889 or designee. For non-emergency situations, please fill out a Share A Concern form which can be found here: Insert Link ~~If cannot reach a College-employee immediately, call 911.~~

- Clearly state that you need immediate assistance, give your name, your location, and the area of campus involved.

NEVER TRY TO HANDLE A DANGEROUS SITUATION ON YOUR OWN.

If a suicide attempt is verbalized and is deemed imminent:

1. Remain with the person and assess the environment for immediate risk. ~~If you believe there is immediate risk, and~~ call 911.
- ~~2.~~ Enlist the help of others in the immediate area if possible.
- ~~3.~~ 2. Contact the Dean of Student Services at 620-212-1153 or designee. At Ottawa, call the Dean for the Ottawa and Online Campuses at 816-810-9889 or designee.

If a suicide attempt is verbalized and is not deemed to be imminent:

- ~~4.~~ 3. Remain with the person and assess the environment for immediate risk.
2. Contact the Director of Academic Advising and counseling at 620.432.0311 for an assessment. If they are not available please proceed to step 3. -
- ~~4.~~ 3. Contact the Dean of Student Services at 620-212-1153 or designee. At Ottawa, call the Dean for the Ottawa and Online Campuses at 816-810-9889 or designee.
5. If your unable to reach anyone at the numbers in step 3, please call 911.
- ~~4. In Chanutte contact the Mental Health Center at 620-431-7890 and ask for crisis services. In Ottawa contact the Elizabeth Layton Center at 785-242-3780 for emergencies or 800-241-1266 after hours.~~

~~Crisis staff at the Mental Health Center will ask questions to initially assess risk. They may direct you to take the person to the Mental Health Center or local hospital for further evaluation. If you are unable to safely transport the person, contact local law enforcement for assistance.~~

If a suicide attempt is made:

1. Call 911.
2. Call the Dean of Student Services at 620-212-1153 or designee. If Ottawa, contact Campus Dean at 785-248-2798 or 816-810-9889 (cell phone) or designee.
3. Remain calm and try to stabilize the victim.
4. Get as much information as possible so you can share it with emergency care providers when they arrive.
5. Stay with the victim until the ambulance arrives. If possible, ask someone else to receive

emergency personnel near the entrance and direct them to the location of the suicide attempt.

1. Once dismissed from hospital services, the student must meet with the Director of Academic Advising and Counseling to review safety plan.

Section 10: FAQ's and Homeland Security

Neosho County Community College is sensitive to the dangers of terrorism and the responsibility for providing safety to our students, faculty, and staff. Every member of our campus community has the responsibility to work toward creating a safe and secure campus. The heightened security in the United States asks people to be particularly attentive of their surroundings as they go about their normal business. Neosho County Community College's response to Homeland Security should be one of awareness, but not one of fear or panic. Below are responses to the most frequently asked questions.

Q: How is Neosho County Community College preparing for homeland security?

A: The College has an Emergency Response Plan, and an emergency response team who are prepared to give leadership, guidance, and support in the event of a Homeland Security Alert. The College President and his/her designee, along with the Vice President for Operations at the Chanute campus and the Dean for the Ottawa and Online Campuses in conjunction with Safety and Security Committee input and guidance, are responsible for putting the plan into motion.

Q: Is Neosho County Community College prepared for different kinds of emergencies?

A: The College is prepared for various emergencies that include medical emergencies, security emergencies, evacuations, weather-related situations, and other needed emergency responses. Through the Neosho County Community College emergency response team, Chanute (and Ottawa) Police and Fire Departments, city, county and state agencies, the Red Cross and FEMA, the College has access to an abundance of resources.

Q: What physical resources will be available for persons on campus?

A: Food, water, and shelter will be provided for all persons restricted to the campus. Staff from the Office of Student Life will coordinate the access of these resources in cooperation with the VPO and general manager of Great Western Dining food services. In the event of a catastrophic event and food services are unavailable, a limited amount of water and food rations are maintained for such emergencies.

Q: If an emergency occurs, how do I get information about what to do?

- **Baseball field/Softball field/Soccer field** - If you are located on the baseball field, softball field or one of the soccer fields, please proceed to the nearest building noted ~~above~~below for instructions.
- **CLC** – Individuals located in the CLC will receive instructions where they are located.
- **Ottawa** – Individuals located at Ottawa should proceed to the student services office.
- **Residence Halls** - If you are located in a residence hall, the Coordinator of Residence and Student Life, Assistant Coordinator of Residence and Student Life, or other staff member will come to the building to advise students.
- **Rowland Hall** - If you are located in Rowland Hall, please proceed to the nursing office for instructions.
- **Sander's Hall** - If you are located in Sanders Hall, proceed to the student services office to receive instructions.
- **Snyder Chapel** - If you are located in Snyder Chapel, please proceed to Chapman ~~Library~~Learning Center for instructions.
- **Stoltz Hall** - If you are located in Stoltz Hall, proceed to the lecture hall for instruction.

- **Training room/gym/multipurpose building/Wellness Center/Workforce Development -**
If you are in the training room, gym, multipurpose building, wellness center, or workforce development office, please proceed to the Workforce Development office for instructions.

We will use all means available to communicate with students, faculty, and staff, including Alertus beacons, the campus phone system, electronic mail, text-messaging, electronic messaging screens, campus PC's, walkie-talkies, bull-horns, and person-to-person messengers assigned those responsibilities.

Q: How can students and parents obtain information?

A: The College will do its best in an emergency to maintain telephone communication. The NCCC Web site (www.neosho.edu) will carry pertinent information under the ~~Panther~~ TextNet Alert Section under the Facebook and Twitter feeds at the bottom of the NCCC home web page, on the Safety and Security page. Critical messages will be disseminated via the Panther TextNet text messaging and email system, the phone system and via the Alertus networked-based messaging system on campus. All students, faculty and staff are automatically subscribed to a free service that will send a text message to your cell phone advising you of any severe weather watches/warnings in your area, called Panther Text Messaging.

Q: What can you do to help right now?

A: Campus safety is the responsibility of every community member. As you go about your daily A. routine, be observant and do your part to help maintain a safe campus. It is important for everyone to be especially observant and to report unusual or suspicious behavior. Call either the Vice President for Operations at 620-432-0301 (office) or 620-433-0789 (cell) or designee for the Chanute campus or the Dean for the Ottawa and Online Campuses at 785-248-2797 (office) or 816-810-9889 (cell) or designee. ~~to the Deans in a timely manner.~~ NCCC does follow the Department of Homeland Security “If You See Something, Say Something™” guidelines at <https://www.dhs.gov/see-something-say-something> . Such behavior could include [but not limited to]:

- People in buildings or areas who do not appear to be conducting legitimate business
- Unauthorized personnel in restricted, sensitive, or private areas
- Persons abandoning parcels or other items in unusual locations
- Abandoned vehicles
- Unfamiliar vehicles with person/s sitting inside

You can also help by following these normal security procedures:

- Do not prop open or compromise building/residence hall entrance doors/windows. Rectify these situations when you observe them.
- Secure all your areas when you are not present.
- Protect access codes.
- Familiarize yourself with evacuation plans and routes

located in Appendix 2 of this document.-

You can also be more in touch through the following actions:

- Use updated info...Sign up for Panther Text Net at <https://www.getrave.com/login/Neosho> ~~www.neosho.edu under the Panther Text Net (RAVE) tab under the Quick Resources section at the bottom of the home page.~~
- If you are an employee of the College, change your voice mail box to forward urgent messages, either to your home or cell phone. For assistance, contact the switchboard at extension 0.

Q: Whom should you call if you notice suspicious behavior?

A.B. Call either the Vice President for Operations at 620-432-0301 (office) or 620-433-0789 (cell) or designee for the Chanute campus or the Dean for the Ottawa and Online Campuses at 785-248-2797 (office) or 816-810-9889 (cell) or designee.

A Special Message to International Students and Families

Please be assured that special concern and care will be given to you and your families during these times of uncertainty. The International Student Office provides support to all international students, and can be contacted at 620-432-0324 or scadwallader@neosho.edu.

Key contacts are the Dean of Student Services at 620-432-0304 and the Director of Residence and Student Life at 620-432-0381, or the Coordinator of Residence and Student Life at 620-432-0389.

In the event that telephone communication is disrupted because of increased calling traffic, family and friends should know that the College e-mail system is usually operational and may be the most efficient way to maintain contact. The NCCC website www.neosho.edu will be updated as needed.

National Terrorism Advisory System (NTAS) 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)

A link to the Ccurrent NTAS Alerts can be found on the NCCC Safety and Security web page and at the web page above.

Section 11: Emergency Preparedness Training

The Vice President for Operations (and the Dean for the Ottawa and Online Campuses) will provide annual emergency preparedness training covering appropriate facets of the NCCC Emergency Action Plan. **Emergency preparedness training** will include:

- Individuals' roles and responsibilities;
- Threats, hazards, and protective/evasive actions;
- Notification, warning, and communication procedures;
- Emergency response procedures;
- Evacuation, shelter, and accountability procedures;
- Location and use of common emergency equipment; and
- Emergency shutdown procedures.

Annually, the Emergency Operations center should conduct an emergency drill in conjunction with the Chanute and/or Ottawa police and fire departments and other emergency personnel as necessary and appropriate. See the appendix A for a list of training exercises. Training shall include but is not limited to:

- Tornado/severe weather event:
- issues or violations pertaining to concealed carry/weapons on campus;
- active killer/violent intruder scenarios;
- blood-borne pathogens and other pathogenic exposure protocols.

Section 12: Emergency Drills, Shelter and Evacuation

Periodically, emergency drills will be performed in each building. The Vice President for Operations and the Chanute Fire Department, in conjunction with the Chanute Police Department will plan building evacuation drills. A list of drills will be maintained each year in the Operations office in Chanute. Exact dates will be determined and the appropriate personnel will be notified several days before the drill.

Chanute Campus Employee/Student Storm Shelters During Normal Business Hours*

Building/Facility	Facility Coordinator	Tornado/Severe Weather Shelter/ NOAA Radio Locations
Bideau Hall	Assistant Director/Coordinator	Restrooms/Interior Hallways. If time permits, in interior first floor hallways. Weather radio located in Bideau Security office and RA office.
Boiler Room	Director of Facilities/Assistant Director of Facilities	In gym in hallway tunnels under bleachers and mezzanine. Use door by men's basketball entrance. Weather radio located in Director's office.
Cafeteria/food service	Food Service Manager/Dean of Outreach and Workforce Development	Restrooms/Interior Hallways. If time permits, in gym in hallway tunnels under bleachers and mezzanine. Use walking entrance doors. Weather radio located in Bookstore, Dean's office, and Food Service Manager's office.
CLC/CAVE	STARS Director/Developmental Lab Coordinator	CAVE. Shelter in place. Weather Radio located in STARS Director's office.
CLC/Library	Coordinator of Library Services/ Director of Academic Advising and Counseling	Restrooms/CAVE if time permits. Weather Radio located in Coordinator of Library Services office and at the Switchboard.
Gym	Coach on duty/AD	Hallway tunnels under bleachers and mezzanine. Weather Radio located in the Bookstore.
Hudson Field (baseball field)	Head Baseball Coach/Asst. Baseball Coach	In gym hallway tunnels under the bleachers and mezzanine. Weather radio in press box.
Machine Shed	Maintenance HVAC/Maintenance Carpentry	In gym in hallway tunnels under bleachers and mezzanine. Weather radio located in Maintenance office.
Maintenance	Assistant Director of Facilities/Lead Custodian	In gym in hallway tunnels under bleachers and mezzanine Use entrance to Athletic Training room. Weather radio located in Maintenance office.
Multipurpose Building	Coach on duty/AD	In gym in hallway tunnels under bleachers and mezzanine. Use door by Athletic Training room. Weather radio located in office.
NeoKan Hall	Coordinator/Assistant Director	Restrooms/Interior Hallways. If time permits, in interior first floor hallways. Weather radio located in Res Life Coordinator apartment.
New Softball Field	Head Softball Coach/Asst. Softball Coach	If time permits, CAVE; otherwise use locker room. Weather radio located in press box.
Rowland Hall	Dean-CIO/Director of Technology Services	Restrooms/Interior Hallways. Move to gym area if time permits. Weather radio located in the Dean's office.
Sanders Hall	CFO/Dean of Student Services	Art room/Music Room/Restrooms/Interior Hallways. Weather radio located in President and VP's offices and at Registration desk.
Snyder Chapel	Dean of Student Services /CFO	Restrooms/CAVE if time permits. Weather radio located in Reading Room.
Stoltz Hall	VP for Student Learning/AA for Div. Chairs/Faculty/Assessment	Faculty Offices/Lecture Hall/Restrooms/Interior Hallways. Weather radio located in AA to faculty office.
Student Union	Bookstore Coordinator/Director of Residence and Student Life	Restrooms/Interior Hallways. If time permits, in gym in hallway tunnels under bleachers and mezzanine. Use walking entrance doors. Weather radio located in the Director's office and Bookstore.
Wellness Center	Coach on duty/AD	In gym in hallway tunnels under bleachers and mezzanine. Use door by Athletic Training room. Weather radio near TVs.
Lafayette 1007	Director of Residence and Student Life/Dean of Student Services	Restroom/shower in lower level. If time permits, in Bideau Hall first floor hallways. Weather radio in kitchen.
Ross Lane	Talent Search Project Director/Upward Bound Project Director/Coach on duty	Plant restrooms. If time permits, in gym in hallway tunnels under bleachers and mezzanine. Use walking entrance doors. Weather radio in entry office.

*Outside of normal business hours of operation, the college DOES provide emergency storm shelter for employees, students and the public in the NCCC gym hallway tunnels under the bleachers and mezzanine. College employees and students already here outside of normal business hours should use shelters per the above chart during storm emergencies. Outside of normal business hours, however, employees, students and the public coming to campus during a tornado watch or warning should go immediately to the NCCC gym shelters. In that event, only the NCCC gym is a designated storm shelter for public use. NCCC employees should not use other college shelters for themselves or others on their own accord when coming to campus during a tornado watch or warning outside of normal business hours.

Periodically, emergency drills will be performed at the Ottawa campus. The Dean for the Ottawa and Online Campuses and the Ottawa Fire Department, in conjunction with the Ottawa Police Department will plan building evacuation drills. A list of drills will be maintained each year in the Dean’s office. Exact dates will be determined and the appropriate personnel will be notified several days before the drill.

Ottawa Campus Employee/Student Storm Shelters During Normal Business Hours*

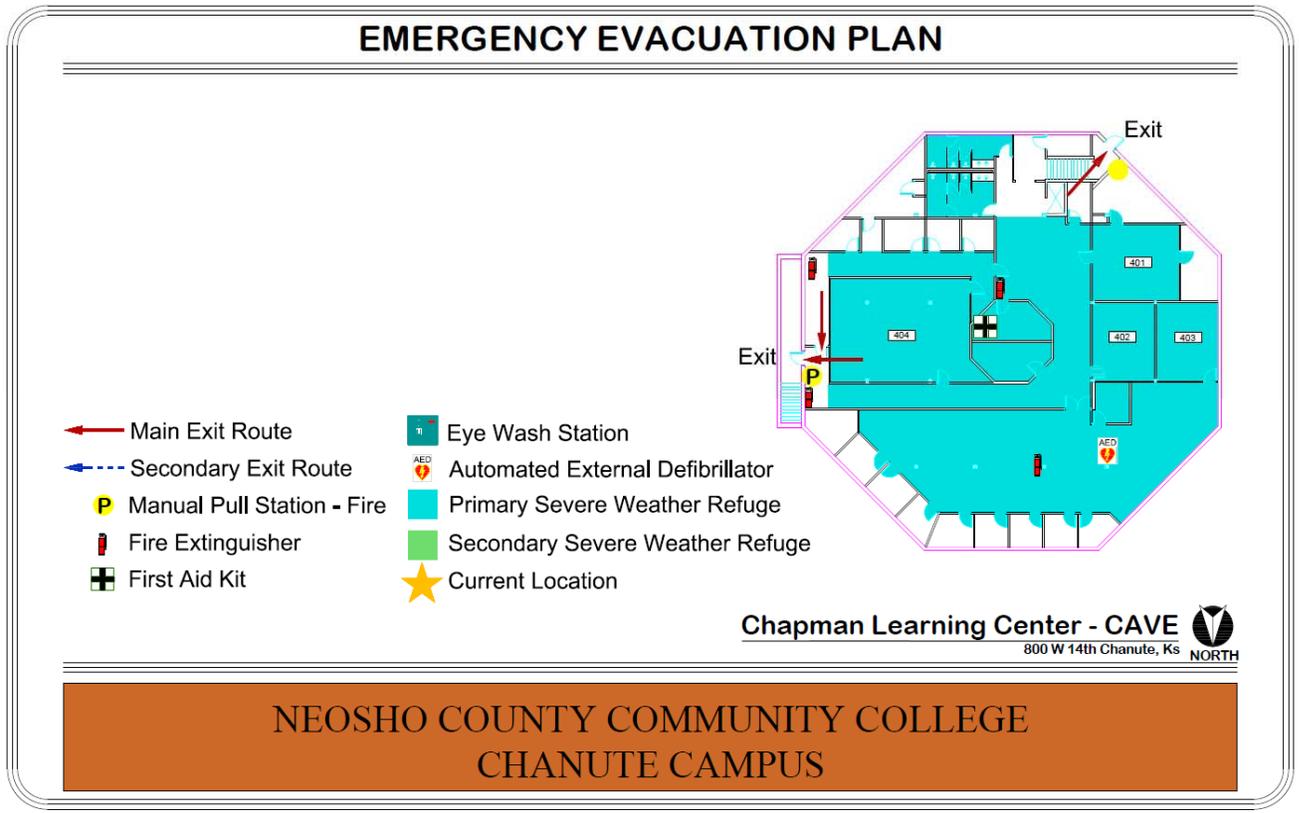
Building/Facility	Facility Coordinator	Tornado/Severe Weather Shelter
Ottawa Campus	Dean for the Ottawa and Online Campuses/Director of the TLC	Restrooms or West interior hallway. Weather radio located at receptionist desk.

*Outside of normal business hours of operation, the Ottawa campus does NOT provide emergency storm shelter.

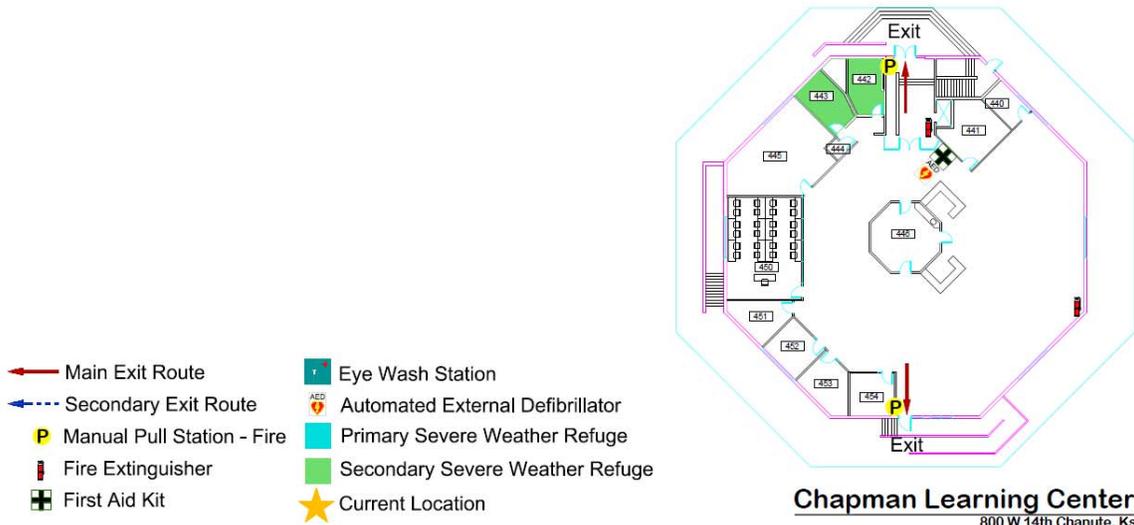
Appendix A: Table of Emergency Response Drills 14-15, 15-16, 16-17, 17-18

Date	Drill	Outcome
March 5, 2014	Tornado Drill – Chanute campus	Tested communication systems and employee/student response
January 7, 2014	Active Killer Scenario – Chanute campus	Tested communication systems, interaction with local emergency response
May 7, 2014	Tornado Drill – Ottawa Campus	Tested communication systems and employee/student response
June 11, 2014	Tornado Drill – Chanute campus	Tested communication systems and employee/student response
March 4, 2015	Tornado Drill – Chanute campus	Tested communication systems and employee/student response
March 5, 2015	Tornado Drill – Ottawa Campus	Tested communication systems and employee/student response
November 10, 2015	Tornado Drill – Chanute campus	Tested new Alertus one-button emergency communication systems and employee/student response
November 20, 2015	Tornado Drill – Chanute campus	Re-tested new Alertus one-button emergency communication systems and employee/student response
March 30, 2016	Tornado Drill – Ottawa Campus	Tested communication systems and employee/student response
July 19, 2016	Tornado Drill – Chanute campus	Tested communication systems and employee/student response
May 3, 2017	Tornado Drill – Chanute campus	Cancelled due to inclement weather
March 6, 2018	Tornado Drill – Chanute & Ottawa campuses	Tested communication systems and employee/student response
<u>March 1, 2019</u>	<u>Tornado tabletop exercise – Chanute campus</u>	<u>Tabletop exercise to test planning, preparation, response and aftermath of tornado hit to Chanute campus</u>
<u>March 5, 2019</u>	<u>Tornado Drill Chanute campus</u>	<u>Tested communication systems and employee/student response</u>

Appendix B: Campus Safety Maps

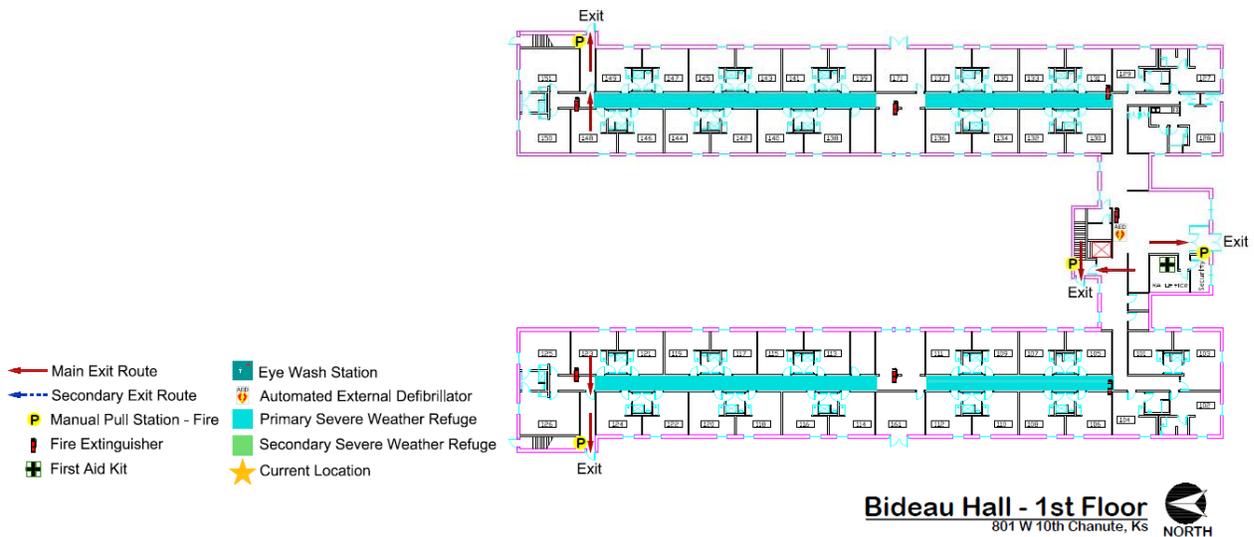


EMERGENCY EVACUATION PLAN



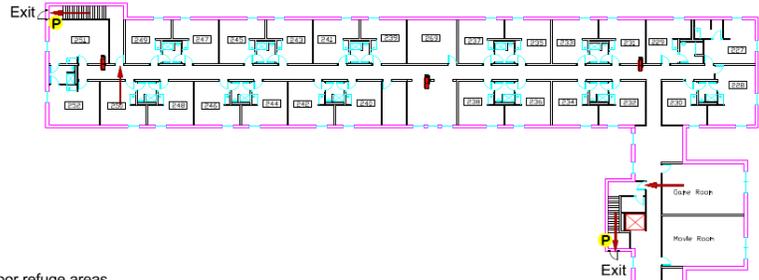
NEOSHO COUNTY COMMUNITY COLLEGE
CHANUTE CAMPUS

EMERGENCY EVACUATION PLAN



NEOSHO COUNTY COMMUNITY COLLEGE
CHANUTE CAMPUS

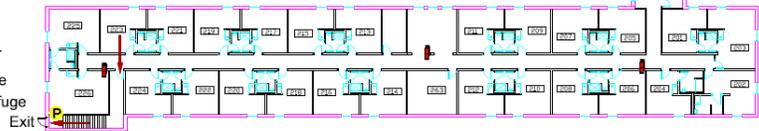
EMERGENCY EVACUATION PLAN



NOTE:

During severe weather 2nd floor residents should proceed to the 1st floor refuge areas.

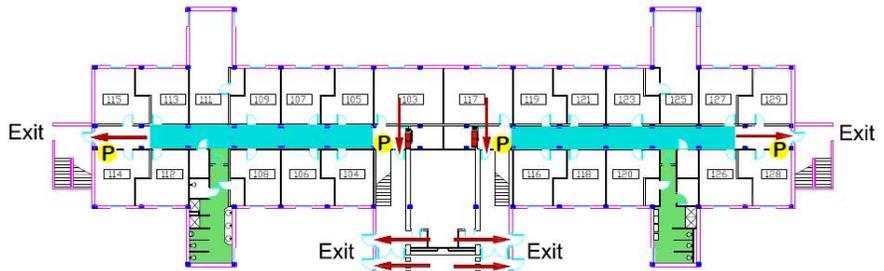
- | | |
|------------------------------|------------------------------------|
| → Main Exit Route | 👁️ Eye Wash Station |
| → Secondary Exit Route | 🚑 Automated External Defibrillator |
| 🔔 Manual Pull Station - Fire | 🌊 Primary Severe Weather Refuge |
| 🔥 Fire Extinguisher | 🌿 Secondary Severe Weather Refuge |
| 🏠 First Aid Kit | ★ Current Location |



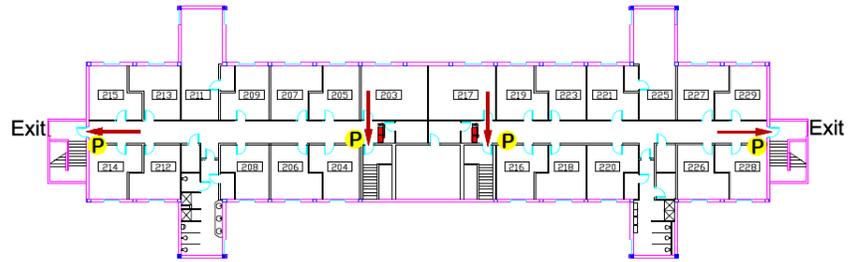
Bideau Hall - 2nd Floor
801 W 10th Chanute, Ks

NEOSHO COUNTY COMMUNITY COLLEGE CHANUTE CAMPUS

EMERGENCY EVACUATION PLAN



EMERGENCY EVACUATION PLAN



NOTE:

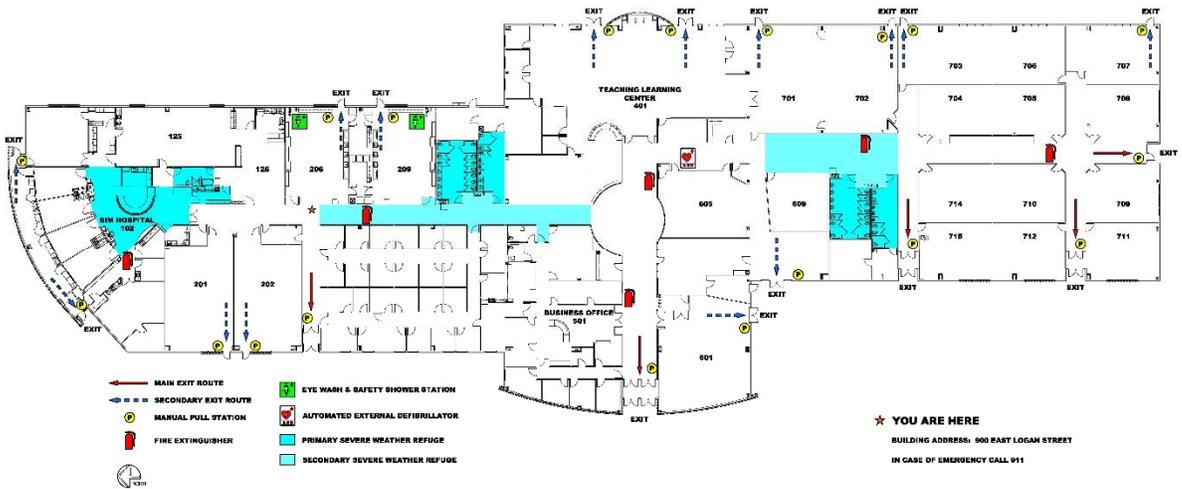
During severe weather 2nd floor residents should proceed to the 1st floor refuge areas.

- | | |
|------------------------------|--|
| ← Main Exit Route | 🚰 Eye Wash Station |
| ⚡ Secondary Exit Route | 🚑 Automated External Defibrillator |
| Ⓟ Manual Pull Station - Fire | 🏠 Primary Severe Weather Refuge - Located on the 1st Floor |
| 🔥 Fire Extinguisher | 🏠 Secondary Severe Weather Refuge - Located on the 1st Floor |
| 🏠 First Aid Kit | ★ Current Location |

NeoKan - 2nd Floor
800 W 14th Chanute, Ks NORTH

NEOSHO COUNTY COMMUNITY COLLEGE CHANUTE CAMPUS

EMERGENCY EVACUATION PLAN

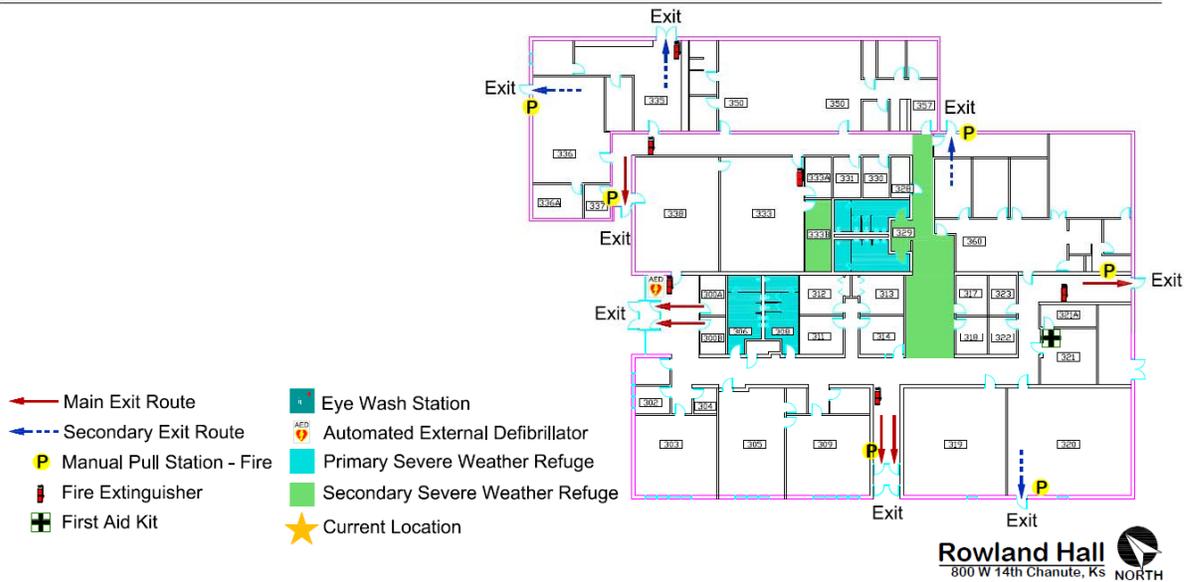


- | | |
|------------------------|------------------------------------|
| ← MAIN EXIT ROUTE | 🚰 EYE WASH & SAFETY SHOWER STATION |
| ⚡ SECONDARY EXIT ROUTE | 🚑 AUTOMATED EXTERNAL DEFIBRILLATOR |
| Ⓟ MANUAL PULL STATION | 🏠 PRIMARY SEVERE WEATHER REFUGE |
| 🔥 FIRE EXTINGUISHER | 🏠 SECONDARY SEVERE WEATHER REFUGE |

★ **YOU ARE HERE**
BUILDING ADDRESS: 900 EAST LOGAN STREET
IN CASE OF EMERGENCY CALL 911

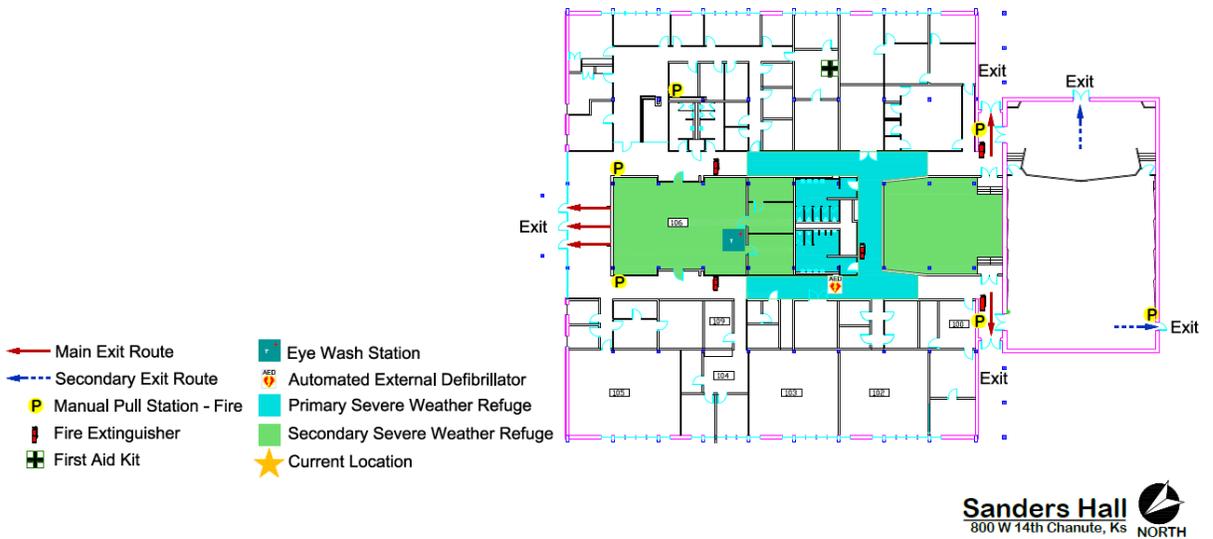
NEOSHO COUNTY COMMUNITY COLLEGE OTTAWA CAMPUS

EMERGENCY EVACUATION PLAN



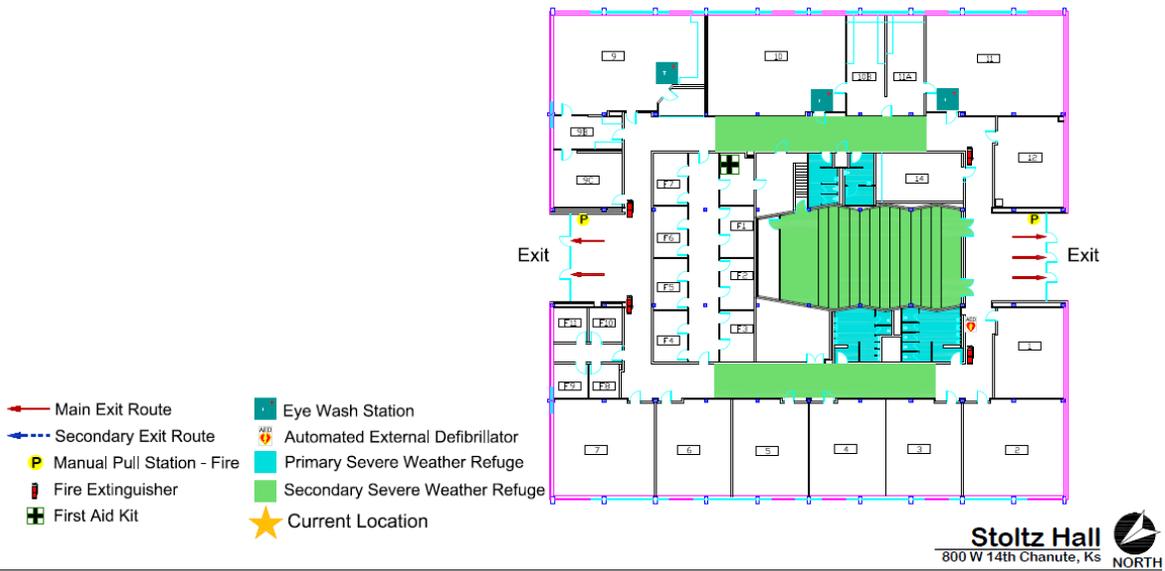
NEOSHO COUNTY COMMUNITY COLLEGE
CHANUTE CAMPUS

EMERGENCY EVACUATION PLAN



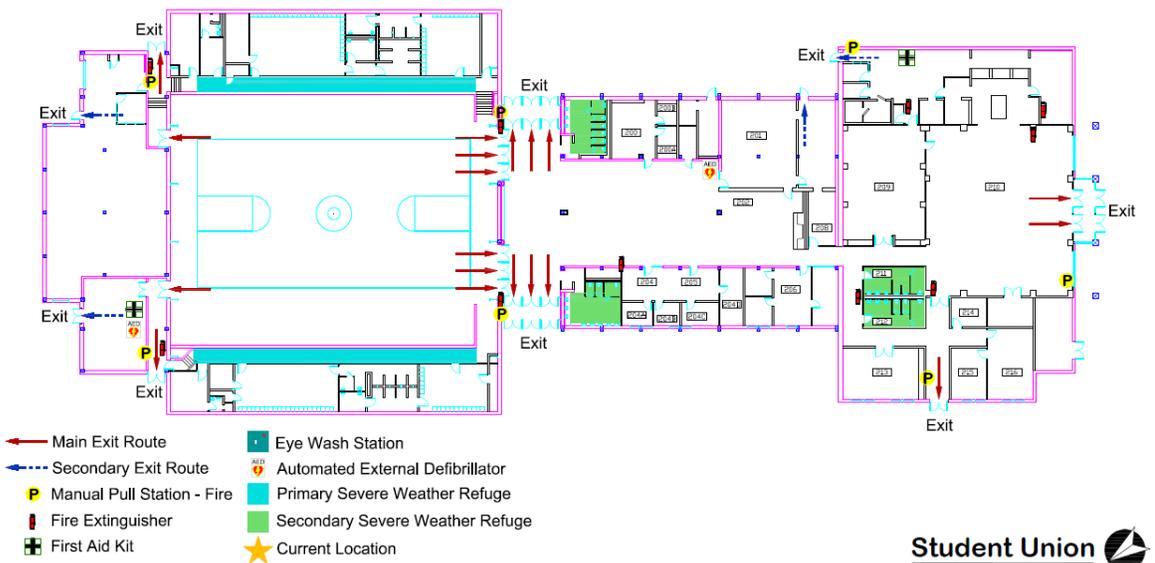
NEOSHO COUNTY COMMUNITY COLLEGE
CHANUTE CAMPUS

EMERGENCY EVACUATION PLAN



NEOSHO COUNTY COMMUNITY COLLEGE
 CHANUTE CAMPUS

EMERGENCY EVACUATION PLAN



NEOSHO COUNTY COMMUNITY COLLEGE
 CHANUTE CAMPUS



Neosho County Community College

Concussion Management Policy and Procedures

Addendum to the NCCC Emergency Action Plan (EAP)
Approved by NCCC Board of Trustees 3/14/19

NCCC Concussion Management Policy

Addendum to the EAP

Concussion is a type of traumatic brain injury that can have a serious short-term and long-term effects on student-athletes, and be potentially life threatening. Concussions occur from forces applied directly or indirectly to the skull that involves the rapid acceleration and deceleration of the brain. Concussions are very common in sports, and can happen in both males and females of all ages and in all sport activities, though it is more common in contact and collision sports. The exact recovery period from this trauma is unclear and will vary depending on the individual. Deciding when a patient can safely return to participation of sport activity following a concussion is critical and challenging. The decision of return to play following a diagnosed concussion has to be made by licensed physicians or certified athletic trainers (ATCs). The Neosho Athletic Department Concussion Management Policy has been made based on National Athletic Trainers' Association Position Statement that was published in March 2014 and is updated as necessary. All Neosho athletic staff are to follow the Neosho Athletic Department Concussion Management Policy in order to manage concussions properly.

- 1) All Neosho student-athletes must read the Concussion fact sheet and sign the appropriate student athlete statement (sample attached) acknowledging that:
 - a. They have read and understand the Concussion fact sheet; and
 - b. They understand the responsibility for reporting any injuries, signs/symptoms, and illnesses to the athletic training staff; and
 - c. They understand the risk of serious concussion and respect the decision of athletic training staff.
- 2) All Neosho coaches (head coaches, assistant coaches, and volunteer coaches) must read the Concussion fact sheet and sign the appropriate coaches statement (sample attached) acknowledging that:
 - a. They have read and understand the concussion fact sheet;
 - b. They encourage their athletes to report any suspected injuries and illnesses to athletic training staff, which includes any signs and symptoms of concussions;
 - c. They understand the responsibility for referring any athlete to the athletic training staff when there is a suspected concussion;
 - d. They understand the risk of serious concussion and respect the decision of athletic training staff; and
 - e. They have read and understand the Neosho Concussion Management Policy.
 - f. All Neosho coaches must complete annual training for ConcussionWise PRO for coaches.
- 3) All Neosho certified athletic trainers, athletic training students, and team physician must read and sign the appropriate medical provider statement acknowledging that:
 - a. They will provide athletes with the Concussion fact sheet and encourage their athletes to report any suspected injuries and signs/symptoms of concussion to athletic training staff and/or team physician.
 - b. They have read, understand, and will follow the Neosho Concussion Management Policy

Concussion Management Protocol

1) Baseline Assessment

The purpose of baseline assessment is to aid the medical staff in the post-injury management process by providing data that represent an athlete's brain function in an uninjured state. Baseline assessment is a supplement to support the decision-making of return to participation status of an injured athlete.

All new student-athletes in the sports of baseball, men's & women's basketball, cheerleading & dance, men's & women's soccer, softball, volleyball, and wrestling must receive a pre-season concussion baseline assessment. It is conducted on each athlete upon entering as a first-year student, transfer, or for those who sustained a concussion the previous season. We use Standardized Assessment of Concussion (SAC) and Balance Error Scoring System (BESS) for the base-line assessment.

- a. Athletic training staff will conduct the baseline assessments for all new athletes using SAC.
- b. Athletic training staff will keep the scores of baseline SAC for each athlete's medical file.
- c. Returners who suffered concussion the previous season must receive a baseline assessment again for the new academic year.

2) Evaluation

When a student-athlete shows any signs, symptoms or behaviors consistent with a concussion, the athlete will be immediately removed from participation. An athlete suspected of sustaining a concussion will be evaluated by the athletic training staff using the Standardized Assessment of Concussion (SAC), graded symptom checklists, Balance Error Scoring System (BESS). **Once the athlete is diagnosed with a concussion, the student-athlete should not be returned to athletic participation on the day of injury.** No concussed athlete should return to physical activity without being evaluated and cleared by a physician or certified athletic trainer.

- a. Each concussion is unique: each patient should be evaluated and treated on an individual basis.
- b. The student-athlete is required to report to athletic training staff after 2-3 hours post-injury, 24 hours for the additional evaluation.
- c. Follow-up evaluations will be conducted and documented daily to track any signs/symptoms recovery

3) Follow-up care

When an athlete sustains a concussion, appropriate follow-up care and proper education is critical. The concussion take-home instructions will be explained by the athletic training staff and given to the concussed student-athlete as well as the roommate, guardian, other teammates, coaching staff if necessary.

The concussed athlete will be re-evaluated as early as 2-3 hours post-injury for any change in signs/symptoms. Appropriate follow-up evaluation should be conducted daily to track symptoms recovery. All the follow-up care must be done by athletic training staff, in order for cessation of symptoms and restoration of motor control.

During the recovery, a concussed student-athlete should avoid physical activity including any workouts, conditioning, and PE classes. Physical activity during concussion is detrimental to the patient's recovery. A concussed athlete should also limit cognitive activity (academic work, video games, computer use, cellphone use etc..) in order to not exacerbate any symptoms of concussion. Instructors should receive emails from certified athletic trainers about the concussed athletes who may need a cognitive rest. A concussed student-athlete should not be pressured by peers, coaching staff, or teachers/instructors to return to any physical or cognitive activities.

Once the concussed patient no longer exhibits concussion-related signs/symptoms and the clinical examination/assessment is normal, athletic training staff will begin a 6-step graduated return to play protocol with the athlete.

4) Graduate Return-to-Play Protocol

The Return-to-Play (RTP) progression should not start until a concussed student-athlete no longer reports concussion-related signs/symptoms, and performs at or above preinjury levels of functioning on all objective concussion assessments (baseline testing). The decision of when to start the exertional Return-to-Play progression must be made by physicians or certified athletic trainers.

The exertional Return-to-Play progression should follow:

Step 1: No activity

Step 2: Light exercise: interval bike ride

Step 3: sport-specific activities without the threat of contact from others

Step 4: Noncontact training involving others, resistance training

Step 5: Unrestricted training

Step 6: Return to play

There has to be 24 hours between each step. A concussed athlete must report to athletic training staff after each step, and report any concussion-related symptoms. If the athlete remains asymptomatic on the day following the first step, the athlete will continue with the next step on the next day. However, if the athlete shows any signs/symptoms of concussion during the exertional Return-to-Play progression, the activity should be immediately stopped, and must go back to the first step of the Return-to-Play progression. Those athletes with returned symptoms must report to athletic training staff daily for appropriate follow-up care.

Athletic training staff, coaching staff, and athletes shall understand the risk of Second-impact syndrome. Second-impact syndrome occurs when the concussed athlete get another concussion before the symptoms of previous brain injury have resolved. The concussed athlete could get a second-impact syndrome by even a blow to the chest or back which creates enough force to snap patient's head. This force will result in rapid swelling and herniation of the brain, and it is a life-threatening situation. Second-impact syndrome has a mortality rate of approximately 50%.

Neosho County Community College
Student-Athlete Concussion Statement

After reading the Concussion Fact Sheet, I acknowledge and agree to the following:

A concussion is a serious brain injury. I am responsible for reporting any concussion related symptoms I am experiencing to athletic training staff.

A concussion can affect my ability to perform everyday activities, affect reaction time, balance, sleep, vision, concentration and classroom performance.

If I suspect a teammate has a concussion, I am responsible for reporting the injury to athletic training staff.

I will not return to play in a game or practice if I have received a blow to the head or body that results in concussion-related symptoms, and I will immediately report the symptoms to athletic training staff.

I understand that the brain needs time to heal after a concussion. I am at risk to sustain second impact syndrome if I return to play before my symptoms resolve. I will not return to play after a concussion until cleared to do so by a licensed physician or a certified athletic trainer.

In rare cases, repeat concussion can cause permanent brain damage in the future, or even death.

I understand that it is my responsibility to report all concussion symptoms to my athletic training staff and/or team physician.

I have read and understand the Concussion Fact Sheet.

Signature of Student-Athlete

Date

Printed name of Student-Athlete

Neosho County Community College
Coaches Concussion Statement

After reading the Concussion Fact sheet and Neosho Concussion Management Policy, I acknowledge and agree to the following:

A concussion is a serious brain injury which athlete should report to the athletic training staff.

A concussion can affect the athlete's ability to perform everyday activities, affect reaction time, balance, sleep, and classroom performance. Some symptoms can show up hours or days after the initial injury.

I will not knowingly allow the athlete to return to play in a game or practice if he/she has received a blow to the head or body that results in concussion-related symptoms.

I understand that a concussed athlete should not return to play in a game or practice on the same day of suspected concussion.

If I suspect one of my athletes has a concussion, it is my responsibility to have that athlete report to the athletic training staff.

I will encourage my athletes to report any suspected injury to the athletic training staff, including signs and symptoms of concussions.

I understand that diagnosis of a concussion can only be made by physicians or athletic training staff. I will follow the instruction and decision by those medical staff.

I will not allow an athlete diagnosed to have suffered a concussion to return to play until a licensed physician and/or certified athletic trainer has decided the athlete may return to play..

I have read and understand the Concussion Fact Sheet.

I have been trained and certified by ConcussionWise PRO.

I have read and understand the Neosho Athletic Department Concussion Management Policy.

Signature of Coach

Date

Printed name of Coach

CONCUSSION SAFETY

WHAT COACHES NEED TO KNOW

What is a concussion?

A concussion is a type of traumatic brain injury. It follows a force to the head or body and leads to a change in brain function. It is not typically accompanied by loss of consciousness.

How can I tell if an athlete has a concussion?

You may notice the athlete ...

- Appears dazed or stunned
- Forgets an instruction
- Is confused about an assignment or position
- Is unsure of the game, score or opponent
- Appears less coordinated
- Answers questions slowly
- Loses consciousness

Note that no two concussions are the same. All possible concussions must be evaluated by an athletic trainer or team physician.

The athlete may tell you he or she is experiencing ...

- A headache, head pressure or that he or she doesn't feel right following a blow to the head
- Nausea
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy or foggy
- Confusion, concentration or memory problems

What can I do to keep student-athletes safe?

	Preseason	In-Season	Time of Injury	Recovery
What can I do?	Create a culture in which concussion reporting is encouraged and promoted.	Know the signs and symptoms of concussions.	Remove athletes from play immediately if you think they have a concussion and refer them to the team physician or athletic trainer.	Follow the recovery and return-to-play protocol established by team physicians and athletic trainers.
Why does it matter?	Athletes who don't immediately seek care for a suspected concussion take longer to recover.	The more people who know what to look for in a concussed athlete, the more likely a concussion will be identified.	Early removal from play can mean a quicker recovery and help avoid serious consequences.	Team physicians and athletic trainers have the training to follow best practices related to the concussion recovery process.
Tips and strategies	Be present when your team physician or athletic trainer provides concussion education material to your team. Tell your team that this matters to you.	Check in with your team physician or athletic trainer if you want to learn more about concussion safety.	Provide positive reinforcement when an athlete reports a suspected concussion.	Tell athletes that decisions related to their return to play and health are entirely in the hands of the team physician and athletic trainer.

You play a powerful role in setting the tone for concussion safety on your team. Let your team know that you take concussion seriously and reporting the symptoms of a suspected concussion is an important part of your team's values.

What happens if an athlete gets a concussion and keeps practicing or competing?

- Due to brain vulnerability after a concussion, an athlete may be more likely to suffer another concussion while symptomatic from the first one.
- In rare cases, repeat head trauma can result in brain swelling, permanent brain damage or even death.
- Continuing to play after a concussion increases the chance of sustaining other injuries too, not just concussion.
- Athletes with a concussion have reduced concentration and slowed reaction time. This means they won't be performing at their best.
- Athletes who delay reporting concussion may take longer to recover fully.

What are the long-term effects of a concussion?

- We don't fully understand the long-term effects of a concussion, but ongoing studies raise concerns.
- Athletes who have had multiple concussions *may* have an increased risk of degenerative brain disease, and cognitive and emotional difficulties later in life.

What do I need to know about repetitive head impacts?

- Repetitive head impacts mean that an individual has been exposed to repeated impact forces to the head. These forces may or may not meet the threshold of a concussion.
- Research is ongoing but emerging data suggest that repetitive head impact also may be harmful and place a student-athlete at an increased risk of neurological complications later in life.

Did you know?

- Most contact or collision teams have at least one student-athlete diagnosed with a concussion every season.
- Your school has a concussion management plan, and team physicians and athletic trainers are expected to follow that plan during a student-athlete's recovery.
- NCAA rules require that team physicians and athletic trainers have the unchallengeable authority to make all medical management and return-to-play decisions for student-athletes.
- We're learning more about concussion every day. To find out more about the largest concussion study ever conducted, which is being led by the NCAA and U.S. Department of Defense, visit ncaa.org/concussion.



For more information, visit ncaa.org/concussion.

NCAA is a trademark of the National Collegiate Athletic Association.





CONCUSSION SAFETY

WHAT STUDENT-ATHLETES
NEED TO KNOW

What is a concussion?

A concussion is a type of traumatic brain injury. It follows a force to the head or body and leads to a change in brain function. It is not typically accompanied by loss of consciousness.

How can I keep myself safe?

1. Know the symptoms.

You may experience ...

- Headache or head pressure
- Nausea
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy or foggy
- Confusion, concentration or memory problems

2. Speak up.

- If you think you have a concussion, stop playing and talk to your coach, athletic trainer or team physician immediately.

3. Take time to recover.

- Follow your team physician and athletic trainer's directions during concussion recovery. If left unmanaged, there may be serious consequences.
- Once you've recovered from a concussion, talk with your physician about the risks and benefits of continuing to participate in your sport.

How can I be a good teammate?

You may notice that a teammate ...

- Appears dazed or stunned
- Forgets an instruction
- Is confused about an assignment or position
- Is unsure of the game, score or opponent
- Appears less coordinated
- Answers questions slowly
- Loses consciousness

- If you think one of your teammates has a concussion, tell your coach, athletic trainer or team physician immediately.
- Help create a culture of safety by encouraging your teammates to report any concussion symptoms.

- If one of your teammates has a concussion, let him or her know you and the team support playing it safe and following medical advice during recovery.
- Being unable to practice or join team activities can be isolating. Make sure your teammates know they're not alone.

No two concussions are the same. New symptoms can appear hours or days after the initial impact. If you are unsure if you have a concussion, talk to your athletic trainer or team physician immediately.

What happens if I get a concussion and keep practicing or competing?

- Due to brain vulnerability after a concussion, an athlete may be more likely to suffer another concussion while symptomatic from the first one.
- In rare cases, repeat head trauma can result in brain swelling, permanent brain damage or even death.
- Continuing to play after a concussion increases the chance of sustaining other injuries too, not just concussion.
- Athletes with concussion have reduced concentration and slowed reaction time. This means that you won't be performing at your best.
- Athletes who delay reporting concussion take longer to recover fully.

What are the long-term effects of a concussion?

- We don't fully understand the long-term effects of a concussion, but ongoing studies raise concerns.
- Athletes who have had multiple concussions *may* have an increased risk of degenerative brain disease and cognitive and emotional difficulties later in life.

What do I need to know about repetitive head impacts?

- Repetitive head impacts mean that an individual has been exposed to repeated impact forces to the head. These forces may or may not meet the threshold of a concussion.
- Research is ongoing but emerging data suggest that repetitive head impact also may be harmful and place a student-athlete at an increased risk of neurological complications later in life.

Did you know?

- NCAA rules require that team physicians and athletic trainers manage your concussion and injury recovery independent of coaching staff, or other non-medical, influence.
- We're learning more about concussion every day. To find out more about the largest concussion study ever conducted, which is being led by the NCAA and U.S. Department of Defense, visit ncaa.org/concussion.

CONCUSSION TIMELINE



Baseline Testing

Balance, cognitive and neurological tests that help medical staff manage and diagnose a concussion.



Concussion

If you show signs of a concussion, NCAA rules require that you be removed from play and medically evaluated.



Recovery

Your school has a concussion management plan, and team physicians and athletic trainers are required to follow that plan during your recovery.



Return to Learn

Return to school should be done in a step-by-step progression in which adjustments are made as needed to manage your symptoms.



Return to Play

Return to play only happens after you have returned to your preconcussion baseline and you've gone through a step-by-step progression of increasing activity.

For more information, visit ncaa.org/concussion.

NCAA is a trademark of the National Collegiate Athletic Association.



Neosho County Community College
Automated External Defibrillator (AED)
Policy and Procedures
Addendum to the NCCC Emergency Action Plan (EAP)
Approved by NCCC Board of Trustees 4/10/08
Amended 7/01/09, 2/09/12, 3/14/19

NCCC AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY

STATEMENT OF PURPOSE

Cardiovascular disease is the single greatest cause of death in the United States. Nearly half of those deaths are due to sudden cardiac arrest (SCA) in out-of-hospital settings, including the workplace. Prompt application of the integrated skills of cardiopulmonary resuscitation (CPR) and automated external defibrillation provide victims of SCA with the greatest chance of survival. Therefore, the college recommends AED deployment provided appropriately trained personnel are available.

An AED is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims, who are unconscious, not breathing normally and show no signs of circulation such as normal breathing, coughing, or movement. The AED will analyze the heart rhythm and advise the operator if a shock-able rhythm is detected. If a shock-able rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock.

APPLICABLE DOCUMENTS

- ✓ NCCC Emergency Action Plan
- ✓ NCCC AED Policy and Procedures
- ✓ Kansas Board of Emergency Medical Services Statutes on AED

PROGRAM CO-COORDINATORS

Hiroko Matsuura, Head Athletic Trainer

[Anthony Vidali](#)~~Nathan Krause~~, Athletic Trainer

COORDINATOR RESPONSIBILITIES

- ✓ Communication with Dr. Martin W. Dillow medical advisor for the Chanute campus, on issues related to medical emergency response program including post event reviews
- ✓ Coordination of the medical emergency response team (MERT) members and distribution of medical emergency response team (MERT) member lists as required
- ✓ Coordination of training for the medical emergency response team MERT members—including First Aid/CPR and AED certifications
- ✓ Coordination of equipment and accessory maintenance
- ✓ Review of this policy with all members involved on an annual basis

MEDICAL CONTROL

Dr. Martin Dillow, MD is the medical advisor of the AED program at NCCC's Chanute campus. The medical advisor is responsible for:

- ✓ Providing medical direction for the use of the AED
- ✓ Writing a prescription for the AED as necessary
- ✓ Reviewing and approving guidelines for emergency procedures related to the use of the AED and CPR
- ✓ Evaluation of post-event review forms and digital files downloaded from the AED

MEDICAL EMERGENCY RESPONSE TEAM (MERT) MEMBER RESPONSIBILITIES

- ✓ Provide prompt emergency care including administration of the AED and of CPR
- ✓ Understand and comply with the requirements of NCCC's AED policy
- ✓ Follow the more detailed NCCC AED policy/procedures
- ✓ Direct Emergency Medical Service (EMS) personnel to the site of the medical emergency

SWITCHBOARD RESPONSIBILITIES

- ✓ Receiving emergency medical calls from internal NCCC locations
- ✓ Contacting EMS if required (DIAL 911)
- ✓ Deploying the NCCC medical emergency response team (MERT) members to the location of the emergency
- ✓ Directing EMS personnel to the site of the medical emergency
- ✓ Having a list of team members and their phone numbers available at the switchboard desk at all time

VOLUNTEER RESPONDER RESPONSIBILITIES

The extent to which individuals, at their discretion, respond with voluntary assistance to victims of medical emergencies shall be appropriate to their training and experience. The emergency medical response may include:

- ✓ Activating NCCC's emergency response system by calling the switchboard and giving the location of the medical emergency
- ✓ Providing First Aid and/or CPR
- ✓ Activating the AED (only MERT members, or other individuals, who are health care providers legally certified for defibrillator use, may administer the AED)

EQUIPMENT

The AED should be brought to all medical emergencies. The AED should be used on any person who is at least eight years of age and displays ALL the symptoms of cardiac arrest. The AED will be administered only after the following symptoms are confirmed:

- ✓ Victim is unconscious

- ✓ Victim is not breathing
- ✓ Victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing or movement

ACTIVATION OF EMS SYSTEM

The first responder will notify 911 unless the Switchboard has already done so. If after 5:00 pm, the first on the scene (or designee) will have to activate the Neosho County EMS by calling 911.

LOCATION OF THE AED'S

- ✓ The NCCC AED's are located throughout the NCCC campus and are marked with white AED signs with red hearts. An alarm will sound when the cabinet door is opened and will silence when the cabinet door is closed
- ✓ There will be one AED installed at each of the following sites ~~on the in~~ Chanute and Ottawa ~~campuses~~:
 - Gym/Athletic Training Room
 - Student Union—Next to ATM
 - Sanders Hall—Northwest hallway
 - Stoltz Hall—Hallway next to Lecture Hall across from Room 1
 - Bideau Hall—Adjacent to Security Office
 - NeoKan Hall—Adjacent to Housing office
 - Rowland Hall—Nursing Hallway
 - Chapman Library—Entryway
 - The CAVE—Entryway
 - Wellness Center—Near entrance
 - Multipurpose Building—Near entrance
 - Snyder Chapel—In foyer
 - Hudson baseball field – in Arceneaux Family Complex announcer's booth
 - Softball field – in press box
 - Ross Lane offices – in center office hallway
 - Ross Lane athletic area – in northeast corner of general practice area
 - Ottawa Campus—Center hallway
- ✓ The AED will have one set of defibrillation electrodes which are connected to the device and one spare set of electrodes with the AED; these are located inside the lid of the AED case. A resuscitation kit including two pairs of latex-free gloves, one razor, one set of trauma shears, and one facemask barrier device.

COORDINATION OF MEDICAL EMERGENCY RESPONSE TEAM (MERT) MEMBERS:

MERT members are volunteers and will be included in MERT if they are willing to respond to medical emergencies at NCCC and go through the CPR/AED training.

MEDICAL EMERGENCY RESPONSE TEAM (MERT) MEMBERS – AED AUTHORITY

All members must successfully complete an AED training course approved by the state department of health in order to administer the AED. Training will be provided. Medical emergency response team (MERT) members will also be trained in standard precautions against bloodborne pathogens. The Program Coordinator shall maintain training records of all medical emergency response team (MERT) members.

INITIAL AND REFRESHER TRAINING

Initial CPR/AED training will be provided to volunteer medical emergency response team (MERT) members. Refresher training will be provided periodically or on an as needed basis; at the minimum, every year per American Heart Association or American Red Cross guidelines.

MEDICAL RESPONSE DOCUMENTATION

INTERNAL POST EVENT DOCUMENTATION

It is important to document each use of the medical emergency response system. The following forms shall be sent to the Program Coordinator within 24 hours of the medical event. A Serious Incident Report shall be completed by the responding medical emergency response team (MERT) member for each accident requiring the use of ~~medical supply kit or~~ AED. These forms can be found on ~~the common~~ [myNeosho under the mySafety tab under Serious Incident Reports on the left at https://web.neosho.edu/ICS/mySafety/Serious_Incident_Reports.jnz](https://web.neosho.edu/ICS/mySafety/Serious_Incident_Reports.jnz). ~~Extra forms may be obtained from the Program Coordinator.~~

EXTERNAL POST EVENT DOCUMENTATION

Medical emergencies involving the use of an AED require special documentation.

- ✓ Any and all patient information generated during the AED use must be collected into the patient's confidential medical file.
- ✓ A copy of the AED use information shall be presented to Dr. Dillow and the Neosho County EMS within 72 hours of the emergency. At a minimum, event information supplied shall include any recorded data and all electronic files captured by the AED.

EMERGENCY EQUIPMENT - ZOLL AED PLUS

Remember the AED is a fragile device. Care should be used when handling the AED. It should not be dropped, shaken, or stored where it could get wet or exposed to extreme heat. There is also a battery check on the exterior that should be checked monthly. As long as there is not an X in the window the batteries are charged. Replacement batteries are ten (10) Type 123 Lithium batteries (Duracell Ultra).

EQUIPMENT MAINTENANCE

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include NCCC Program Coordinator shall be informed of changes in availability of the AED. If the AED is withdrawn from service, the Program Coordinator shall be informed and then notified when the AED is returned for service

- ✓ The Program Coordinator shall be responsible for informing the response team of changes to availability of the AED
- ✓ The Program Coordinator shall be responsible for having regular AED maintenance performed. All maintenance procedures as outlined in the operating instructions. Records will be kept in the Program Coordinator's office.
- ✓ Following use of the AED, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedure.

ANNUAL SYSTEM ASSESSMENT

Once each calendar year, the Program Coordinator shall conduct and document a system readiness review. The review shall include the following:

- ✓ Training records
- ✓ Operation records and maintenance

MONTHLY MONITOR AND SYSTEM CHECKS

Once each calendar month, the Program Coordinator or designee shall conduct and document a system check. These records shall be retained according to the schedule established for the health and safety function. This check shall include review of the following elements

- ✓ AED operation and status
- ✓ AED battery life
- ✓ Emergency kit supplies
- ✓ MERT member phone/room number list availability
- ✓ Switchboard checklist availability

AFTER USE

- ✓ The Program Coordinator will be responsible for downloading the AED data within 24 hours (business days) and copies will be sent to EMS and the Medical Advisor. One copy is sent to the Medical Advisor and one copy is kept by the Program Coordinator for NCCC for AED quality assurance records.
- ✓ AED is wiped clean and disinfected according to policy
- ✓ Supplies for cleaning the AED can be found at the receptionist's desk

- ✓ The Program Coordinator will be responsible for following the manufacturer's suggestions for maintenance of AED after incident, such as
 - Contents of attached resuscitation kit will be replaced as needed
 - Electrodes will be replaced and reconnected to device
 - Batteries must be replaced

POST EVENT REVIEW

Following each deployment of the MERT or use of the AED, a review shall be conducted to learn from the experience. The Medical Advisor along with the Program Coordinator shall conduct and document a post event review. All key participants in the event shall participate in the reviews. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing. The Program Coordinator, according to the record retention policy, shall maintain a copy of the post event review summary.

APPROVALS

FUNCTION	PRINTED NAME	SIGNATURE	DATE
Medical Advisor	_____	_____	_____
Program Coordinator	_____	_____	_____
Program Coordinator	_____	_____	_____

TREASURER'S MONTHLY FINANCIAL STATEMENT
NEOSHO COUNTY COMMUNITY COLLEGE
For the Period February 1, 2019 to February 28, 2019

FUND	FUND DESCRIPTION	BEGINNING BALANCE 1/31/2019	RECEIPTS FEBRUARY	JOURNAL ENTRIES FEBRUARY	DISBURSEMENTS FEBRUARY	ENDING BALANCE 2/28/2019
02	Postsecondary Technical Education Reserve	348,674.14	31,868.50	0.00	-635.00	379,907.64
07	Petty Cash Fund	1,083.65	0.00	0.00	0.00	1,083.65
08	General Fund Deferred Maintenance	49,330.13	0.00	0.00	0.00	49,330.13
09	General Fund Equipment Reserve	287,160.85	0.00	4,159.86	0.00	291,320.71
10	General Fund Unencumbered Fund Balance	1,700,000.00	0.00	-300,000.00	0.00	1,400,000.00
11	General Fund	689,982.18	451,127.02	495,434.74	-900,876.89	735,667.05
12	Postsecondary Technical Education Fund	1,132,651.93	240,755.29	-2,420.28	-253,022.74	1,117,964.20
13	Adult Basic Education Fund	5,099.42	79,159.78	-190.63	-38,516.65	45,551.92
14	Adult Supplementary Education Fund	44,236.04	0.00	0.00	-1,067.36	43,168.68
16	Residence Hall/Student Union Fund	2,339,725.50	288,353.71	-26.07	-81,383.30	2,546,669.84
17	Bookstore Fund	1,023,589.80	129,577.25	-164.02	-105,167.98	1,047,835.05
21	College Workstudy Fund	0.00	4,605.59	0.00	-4,605.59	0.00
22	SEOG Grant Fund	0.00	18,000.00	0.00	-18,000.00	0.00
24	Pell Grant Fund	402.00	614,468.00	0.00	-614,468.00	402.00
25	Student Loans Fund	0.00	467,709.00	0.00	-467,709.00	0.00
32	Grant Funds	41,098.35	95,674.71	-1,083.48	-88,382.03	47,307.55
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	64,881.36	0.00	0.00	0.00	64,881.36
70	Agency Funds	1,399,742.32	774,180.36	-195,710.12	-592,946.25	1,385,266.31
90	Payroll Clearing Fund		0.00	0.00		0.00
	TOTALS	\$9,128,893.27	\$3,195,479.21	\$0.00	-\$3,166,780.79	\$9,157,591.69
	Checking Accounts					\$1,158,324.77
	Investments					\$7,997,666.92
	Cash on Hand					\$1,600.00
	Total					\$9,157,591.69

Expense Check Register

3/14/2019

Subsid: AP

	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 7002 6 6650 000	140711	03/07/2019	400.00	Ace Pest Control	Ace Pest Control - Feb. treatment	IV
	Total Amt for Check 140711:		400.00			
11 7000 6 6710 000	140712	03/07/2019	126.38	Ace Refridgeration Heating & Cool	Ace Refrigeration - Garnett welding shop	IV
16 9500 6 6710 000	140712	03/07/2019	51.38	Ace Refridgeration Heating & Cool	Ace Refrigeration - Convection ovens	IV
	Total Amt for Check 140712:		177.76			
13 1330 6 6690 000	140713	03/07/2019	24.00	ACT ESS	WorkKeys Graphic Literacy Scoring Jan.19	IV
13 1330 6 6690 000	140713	03/07/2019	12.00	ACT ESS	WorkKeys Applied Math Scoring Jan 19	IV
13 1330 6 6690 000	140713	03/07/2019	48.00	ACT ESS	WorkKeys Document Sc. Jan 2019 #121525	IV
	Total Amt for Check 140713:		84.00			
11 7002 6 6650 000	140714	03/07/2019	970.00	Ahart Landscaping	Ahart - De-icing and snow removal	IV
11 7002 6 6650 000	140714	03/07/2019	2,910.00	Ahart Landscaping	Ahart - De-icing and snow removal	IV
	Total Amt for Check 140714:		3,880.00			
11 7010 8 8250 000	140715	03/07/2019	30.00	ALERT 360	Carry Over Bal - 10081218	IV
11 7000 6 6315 001	140715	03/07/2019	2,775.00	ALERT 360	Ross Lane Fire System - 10081218	IV
11 7100 6 6650 000	140715	03/07/2019	30.00	ALERT 360	Laffayette Monitoring - 10081213	IV
11 7000 6 6700 000	140715	03/07/2019	65.00	ALERT 360	Service Call - Stoltz - 1008123	IV
11 7100 6 6650 000	140715	03/07/2019	30.00	ALERT 360	March Monitoring Ross - 10081218	IV
	Total Amt for Check 140715:		2,930.00			
32 3722 7 7310 000	140716	03/07/2019	7.50	American Income Life	Fall 2018 Insurance (additional request)	IV
	Total Amt for Check 140716:		7.50			
11 6400 8 8560 000	140717	03/07/2019	299.00	Apple Inc.	Personalized iPad 32GB	IV
	Total Amt for Check 140717:		299.00			
11 5540 7 7020 000	140718	03/07/2019	50.50	Arlan Co.Inc.	field paint	IV
11 5540 7 7020 000	140718	03/07/2019	57.00	Arlan Co.Inc.	field chalk	IV
	Total Amt for Check 140718:		107.50			
11 6500 6 6320 000	140719	03/07/2019	851.29	AT&T	Feb 15-March 14 2019	IV
	Total Amt for Check 140719:		851.29			
11 7000 6 6720 000	140720	03/07/2019	9.11	Auto Wash	Auto Wash - Washing of fleet (2/2019)	IV
	Total Amt for Check 140720:		9.11			
11 1129 6 6020 000	140721	03/07/2019	1,709.21	Mindy H Ayers	Student trip car rental	IV

Expense Check Register

3/14/2019

Subsid: AP

	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 1129 6 6020 000	140721	03/07/2019	2,864.00	Mindy H Ayers	Student trip airfare	IV
		Total Amt for Check 140721:	4,573.21			
11 4100 7 7040 000	140722	03/07/2019	19.95	BAM-AR Department	The Useful Book	IV
11 4100 7 7040 000	140722	03/07/2019	22.99	BAM-AR Department	Nutrition Fd 6e	IV
11 4100 7 7040 000	140722	03/07/2019	56.99	BAM-AR Department	History of Africa	IV
11 4100 7 7040 000	140722	03/07/2019	19.95	BAM-AR Department	Battle Cry of Freedom	IV
11 4100 7 7040 000	140722	03/07/2019	26.95	BAM-AR Department	Tesla	IV
11 4100 7 7040 000	140722	03/07/2019	28.00	BAM-AR Department	LikeWar	IV
11 4100 7 7040 000	140722	03/07/2019	14.99	BAM-AR Department	Adulting 101	IV
11 4100 7 7040 000	140722	03/07/2019	20.44	BAM-AR Department	Finding Dorothy	IV
11 4100 7 7040 000	140722	03/07/2019	26.95	BAM-AR Department	Terrorism	IV
11 4100 7 7040 000	140722	03/07/2019	27.99	BAM-AR Department	The Spanish Civil War	IV
11 4100 7 7040 000	140722	03/07/2019	19.99	BAM-AR Department	Genghis Khan	IV
11 4100 7 7040 000	140722	03/07/2019	21.99	BAM-AR Department	The Two Koreas	IV
11 4100 7 7040 000	140722	03/07/2019	24.02	BAM-AR Department	The Tattooist of Auschwitz	IV
11 4100 7 7040 000	140722	03/07/2019	29.99	BAM-AR Department	A Concise History of Russia	IV
11 4100 7 7040 000	140722	03/07/2019	15.12	BAM-AR Department	The Guernsey Literary and Potato Peel Pi	IV
11 4100 7 7040 000	140722	03/07/2019	-10.00	BAM-AR Department	Code: NEWFEB2	IV
11 4100 7 7040 000	140722	03/07/2019	18.00	BAM-AR Department	Lone Wolf Terrorism	IV
11 4100 7 7040 000	140722	03/07/2019	35.00	BAM-AR Department	Surviving Mass Victim Attacks	IV
11 4100 7 7040 000	140722	03/07/2019	44.99	BAM-AR Department	A History of East Asia-Book	IV
11 4100 7 7040 000	140722	03/07/2019	4.75	BAM-AR Department	China	IV
11 4100 7 7040 000	140722	03/07/2019	49.95	BAM-AR Department	Social Movements	IV
11 4100 7 7040 000	140722	03/07/2019	23.99	BAM-AR Department	Dopesick	IV
		Total Amt for Check 140722:	542.99			
11 6100 6 6260 000	140723	03/07/2019	39.32	Barton County Community College	Bures-Hale Meal for KCCLI Meeting	IV
		Total Amt for Check 140723:	39.32			
11 7002 6 6700 000	140724	03/07/2019	1,660.00	BCI Mechanical, Inc	BCI - Maintenance & inspection fee	IV
11 7002 6 6700 000	140724	03/07/2019	212.70	BCI Mechanical, Inc	BCI Mechanical - Service on alarm RTU-1	IV
		Total Amt for Check 140724:	1,872.70			

Expense Check Register

3/14/2019

Subsid: AP

	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 1114 7 7000 000	140725	03/07/2019	102.30	Blick Art Materials	art supplies	IV
		Total Amt for Check 140725:	102.30			
16 9500 6 6710 000	140726	03/07/2019	120.00	Brooks Grease Service, Inc	Brooks Grease - Clean trap	IV
		Total Amt for Check 140726:	120.00			
11 7000 6 6700 000	140727	03/07/2019	62.87	Bumper to Bumper of Chanute	Bumper2Bumper - Motorcycle battery	IV
11 7000 6 6720 000	140727	03/07/2019	55.14	Bumper to Bumper of Chanute	Bumper2Bumper - Repair JD & R3 truck	IV
11 7000 6 6700 000	140727	03/07/2019	6.19	Bumper to Bumper of Chanute	Bumper2Bumper - 14 gauge wire	IV
11 7000 6 6700 000	140727	03/07/2019	13.28	Bumper to Bumper of Chanute	Bumper2Bumper - Belt	IV
		Total Amt for Check 140727:	137.48			
11 6100 7 7070 000	140728	03/07/2019	30.02	Kyle E Bures	Kyle Bures - Meal Receipts	IV
		Total Amt for Check 140728:	30.02			
16 9500 6 6000 000	140729	03/07/2019	2,172.06	Cable One - Chanute	March 19 3500	IV
		Total Amt for Check 140729:	2,172.06			
16 9500 6 6710 000	140730	03/07/2019	505.50	Caldwell Floor Covering	Caldwell-Vinyl floor covering in NeoKan	IV
16 9500 8 8250 000	140730	03/07/2019	6.00	Caldwell Floor Covering	Caldwell - Rubber molding	IV
		Total Amt for Check 140730:	511.50			
11 1162 7 7000 000	140731	03/07/2019	45.25	Carolina Biological Supply Compai	Bovine Blood Citr 50 ML	IV
11 1162 7 7000 000	140731	03/07/2019	225.00	Carolina Biological Supply Compai	shipping	IV
11 1162 7 7000 000	140731	03/07/2019	3,850.00	Carolina Biological Supply Compai	18" skinned cats	IV
		Total Amt for Check 140731:	4,120.25			
11 7000 6 6700 000	140732	03/07/2019	353.74	CDL Electric Company	CDL - Fixed boiler heater	IV
		Total Amt for Check 140732:	353.74			
11 6100 6 6830 000	140733	03/07/2019	300.00	Chanute Art Gallery, Inc.	Chanute Art Gallery 2019 Membership	IV
		Total Amt for Check 140733:	300.00			
11 6300 6 6130 000	140734	03/07/2019	75.00	Chanute Tribune	Concert Ad run 3-23	IV
11 6250 6 6030 000	140734	03/07/2019	187.50	Chanute Tribune	HW Registrar/UB RA-tutor	IV
11 6300 6 6130 000	140734	03/07/2019	66.50	Chanute Tribune	Chamber Tab Ad	IV
11 6300 6 6130 000	140734	03/07/2019	50.00	Chanute Tribune	Community Guide	IV
		Total Amt for Check 140734:	379.00			
16 9500 6 6314 000	140735	03/07/2019	7.79	City of Chanute	Chanute Landfill - SU offices trash	IV
16 9500 6 6314 000	140735	03/07/2019	5.33	City of Chanute	Chanute Landfill - Trash from SU offices	IV

Expense Check Register

3/14/2019

Subsid: AP

	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
16 9500 6 6310 000	140735	03/07/2019	133.01	City of Chanute	Electric Jan Feb 19 Lafayette	IV
16 9500 6 6314 000	140735	03/07/2019	14.35	City of Chanute	Chanute Landfill - Trash from NeoKan	IV
16 9500 6 6310 000	140735	03/07/2019	9.00	City of Chanute	Jan Feb Yard light lafayette	IV
16 9500 6 6315 000	140735	03/07/2019	5.00	City of Chanute	Jan Feb Fire protect Lafayette	IV
16 9500 6 6313 000	140735	03/07/2019	93.86	City of Chanute	Gas Jan Feb 19 Lafayette	IV
11 7000 6 6314 000	140735	03/07/2019	5.08	City of Chanute	Chanute Landfill - Trash	IV
16 9500 6 6314 000	140735	03/07/2019	11.07	City of Chanute	Chanute Landfill - Trash from SU offices	IV
16 9500 6 6312 000	140735	03/07/2019	41.91	City of Chanute	Jan Feb Sewer Lafayette	IV
11 7000 6 6314 000	140735	03/07/2019	5.00	City of Chanute	Chanute Landfill - Brush	IV
16 9500 6 6311 000	140735	03/07/2019	61.30	City of Chanute	Jan Feb water Lafayette	IV
		Total Amt for Check 140735:	392.70			
11 7010 8 8250 000	140736	03/07/2019	-44.87	Cleaver Farm & Home	was a cash sale	IV
11 1118 7 7140 000	140736	03/07/2019	26.99	Cleaver Farm & Home	Set Materials	IV
11 7000 6 6710 000	140736	03/07/2019	39.37	Cleaver Farm & Home	Cleaver - Chop saw blades, clamp, disc	IV
11 7010 8 8250 000	140736	03/07/2019	37.79	Cleaver Farm & Home	half mask respirator Ross Lane	IV
11 7000 6 6700 000	140736	03/07/2019	23.39	Cleaver Farm & Home	Cleaver - Tractor hudraulic fluid	IV
11 7000 6 6710 000	140736	03/07/2019	16.17	Cleaver Farm & Home	Cleaver - Weather resistant ties	IV
11 7000 6 6710 000	140736	03/07/2019	4.49	Cleaver Farm & Home	Cleaver - Plasma welder	IV
11 7000 6 6710 000	140736	03/07/2019	13.48	Cleaver Farm & Home	Cleaver - Gloves	IV
11 7010 8 8250 000	140736	03/07/2019	31.32	Cleaver Farm & Home	Cleaver - Channel iron	IV
11 7010 8 8250 000	140736	03/07/2019	22.56	Cleaver Farm & Home	Cleaver - Misc. bolts, extension, bits	IV
11 7000 6 6710 000	140736	03/07/2019	-30.38	Cleaver Farm & Home	ols credit UNAPP 10/12/18	IV
11 1118 7 7140 000	140736	03/07/2019	563.03	Cleaver Farm & Home	Set Materials	IV
11 1118 7 7140 000	140736	03/07/2019	754.17	Cleaver Farm & Home	Set Materials	IV
16 9500 8 8250 000	140736	03/07/2019	19.17	Cleaver Farm & Home	Cleaver - Scrapers, taping knives, board	IV
11 7010 8 8250 000	140736	03/07/2019	29.97	Cleaver Farm & Home	Cleaver - Sheetrock and compound	IV
16 9500 8 8250 000	140736	03/07/2019	26.08	Cleaver Farm & Home	Cleaver - Compound & bit set	IV
11 7000 6 6710 000	140736	03/07/2019	171.01	Cleaver Farm & Home	Cleaver - Ice melt	IV
16 9500 8 8250 000	140736	03/07/2019	94.47	Cleaver Farm & Home	Cleaver - Paint, drill bit	IV
11 7000 6 6700 000	140736	03/07/2019	15.97	Cleaver Farm & Home	Cleaver - Coax cable, wire, terminals	IV
16 9500 8 8250 000	140736	03/07/2019	251.92	Cleaver Farm & Home	Cleaver - Pastel and satin paint	IV

Expense Check Register

3/14/2019

Subsid: AP

	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 7000 6 6710 000	140736	03/07/2019	188.94	Cleaver Farm & Home	Cleaver - Paint	IV
11 7000 6 6710 000	140736	03/07/2019	10.86	Cleaver Farm & Home	Cleaver - Drill bits and insulation	IV
11 7000 6 6710 000	140736	03/07/2019	-10.85	Cleaver Farm & Home	old credit 61029C	IV
11 7000 8 8250 000	140736	03/07/2019	308.80	Cleaver Farm & Home	Cleaver - Straps, tubing	IV
		Total Amt for Check 140736:	2,563.85			
11 6500 6 6820 000	140737	03/07/2019	150.00	CNCTYC - Council on Accreditation	CATYC 2019-20 Membership Dues	IV
		Total Amt for Check 140737:	150.00			
11 7000 6 6710 000	140738	03/07/2019	1,968.97	Comfort Contractors	Comfort - Repair urinal in Sanders	IV
11 7000 6 6710 000	140738	03/07/2019	111.10	Comfort Contractors	Comfort Contractors - Metal flashing	IV
16 9500 6 6710 000	140738	03/07/2019	226.00	Comfort Contractors	Comfort Contractors-Unplug drain in kit	IV
16 9500 8 8250 000	140738	03/07/2019	33.50	Comfort Contractors	Comfort - Make clock covers	IV
		Total Amt for Check 140738:	2,339.57			
12 1216 7 7000 000	140739	03/07/2019	19.96	Pamela Covault	Reimburse Pam	IV
		Total Amt for Check 140739:	19.96			
17 9352 7 7420 000	140740	03/07/2019	96.23	Creative Uniforms	For Resale in Bookstore	IV
		Total Amt for Check 140740:	96.23			
11 6400 8 8500 000	140741	03/07/2019	160.00	CXtec	PVDM2-64	IV
11 6400 8 8500 000	140741	03/07/2019	130.00	CXtec	VWIC2-2MFT-T1/E1	IV
		Total Amt for Check 140741:	290.00			
11 4100 6 6650 000	140742	03/07/2019	1,719.90	Digital Theatre.com Limited	Digital Theatre Subs 2019 Inv. 4184	IV
		Total Amt for Check 140742:	1,719.90			
32 3240 6 6410 000	140743	03/07/2019	575.00	Dwayne Peaslee Technical Training	December 2018 Office space and phone rent	IV
32 3240 6 6410 000	140743	03/07/2019	575.00	Dwayne Peaslee Technical Training	March 2019 Office space and phone rent	IV
		Total Amt for Check 140743:	1,150.00			
11 5202 6 6650 000	140744	03/07/2019	400.00	ECMC	Default Mgmt Inv#N004-01936-0319	IV
		Total Amt for Check 140744:	400.00			
11 7000 8 8250 000	140745	03/07/2019	240.00	Everything Computers LLC	Everything Computers - Campus drawing	IV
		Total Amt for Check 140745:	240.00			
11 7002 6 6710 000	140746	03/07/2019	35.97	Fastenal	Fastenal - Ice melt	IV
11 7000 6 6710 000	140746	03/07/2019	114.99	Fastenal	Fastenal - 8' step ladder	IV
		Total Amt for Check 140746:	150.96			

Neosho County Community College
Expense Check Register

Subsid: AP			Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11	1152 7	7070 000	140747	03/07/2019	26.00	Marie L Gardner	Golden Boy Pies-Feb Birthday Cake	IV
					Total Amt for Check 140747:	26.00		
11	1152 6	6130 000	140748	03/07/2019	10.00	Garnett Publishing Company	Business page ad billed monthly	IV
					Total Amt for Check 140748:	10.00		
11	5540 7	7020 000	140749	03/07/2019	133.89	Get Right Graphics	line up cards	IV
11	7000 8	8500 000	140749	03/07/2019	62.82	Get Right Graphics	Get Right - "Suggestion Box" signs	IV
					Total Amt for Check 140749:	196.71		
16	9500 6	6660 000	140750	03/07/2019	15,200.64	Great Western Dining	Board bill Jan. 31-Feb. 6, 2019	IV
70	9929 9	9990 000	140750	03/07/2019	1,600.00	Great Western Dining	Homecoming dance hor-doeurves & drinks	IV
11	6100 7	7070 000	140750	03/07/2019	62.50	Great Western Dining	NCCC Employee Birthday Cake	IV
16	9500 6	6660 000	140750	03/07/2019	15,200.64	Great Western Dining	Board bill Feb. 7-13, 2019	IV
					Total Amt for Check 140750:	32,063.78		
12	1221 7	7000 000	140751	03/07/2019	40.20	Guardian EMS Products	Sterile Water 1L	IV
12	1221 7	7000 000	140751	03/07/2019	57.96	Guardian EMS Products	NaCl 1L	IV
					Total Amt for Check 140751:	98.16		
16	9500 6	6710 000	140752	03/07/2019	600.00	Home Appliance Company	Home Appliance - GE washer (green hall)	IV
16	9500 6	6710 000	140752	03/07/2019	167.20	Home Appliance Company	Home Appliance - Washer switches	IV
					Total Amt for Check 140752:	767.20		
11	6401 7	7010 000	140753	03/07/2019	3.63	Hugo's Industrial Supplies	SPR 01571 Fingertip moistener 1.75oz	IV
11	6401 7	7010 000	140753	03/07/2019	30.78	Hugo's Industrial Supplies	BRTM2312PK p-touch labels	IV
11	6401 7	7010 000	140753	03/07/2019	7.06	Hugo's Industrial Supplies	BSN 36618 4x6 post it note ruled	IV
11	6401 7	7010 000	140753	03/07/2019	18.78	Hugo's Industrial Supplies	SAN 37001 ultra fine sharpie	IV
11	6401 7	7010 000	140753	03/07/2019	1.42	Hugo's Industrial Supplies	BSN 36610 1.88x1.38 post it note ylw	IV
11	6401 7	7010 000	140753	03/07/2019	6.20	Hugo's Industrial Supplies	BSN 36616 3x3 ylw post it note 24/pk	IV
16	9500 7	7110 000	140753	03/07/2019	662.23	Hugo's Industrial Supplies	Hugo's - Tissues, towels, liners	IV
11	6401 7	7010 000	140753	03/07/2019	64.07	Hugo's Industrial Supplies	UNV 28110 11x17 92B paper	IV
11	6401 7	7010 000	140753	03/07/2019	28.17	Hugo's Industrial Supplies	SAN37001 ultra fine sharpie black	IV
11	7000 6	6710 000	140753	03/07/2019	512.50	Hugo's Industrial Supplies	Hugo's - Ice melt	IV
11	6401 7	7010 000	140753	03/07/2019	20.16	Hugo's Industrial Supplies	SPR05122 canary paper	IV
11	6401 7	7010 000	140753	03/07/2019	49.04	Hugo's Industrial Supplies	SAN1920940 black dry erase marker 36/bx	IV
11	6401 7	7010 000	140753	03/07/2019	12.04	Hugo's Industrial Supplies	EVEEN93 C batteries 12/bx	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 6401 7 7010 000	140753	03/07/2019	9.88	Hugo's Industrial Supplies	ZEB41030 orbitz red ink pen	IV
11 7000 7 7110 000	140753	03/07/2019	294.64	Hugo's Industrial Supplies	Hugo's - Room deodoraziers, towels	IV
11 6401 7 7010 000	140753	03/07/2019	2.80	Hugo's Industrial Supplies	BSN 65647 8" scissor	IV
		Total Amt for Check 140753:	1,723.40			
11 7000 6 6720 000	140754	03/07/2019	131.45	IIX-Insurance Information Exchang	IIX - Motor vehicle reports	IV
11 7000 6 6720 000	140754	03/07/2019	136.70	IIX-Insurance Information Exchang	IIX - Motor Vehicle Reports (Feb. 2019)	IV
		Total Amt for Check 140754:	268.15			
11 1119 7 7000 000	140755	03/07/2019	313.99	J.W. Pepper & Son	sheet music-movie concert-choir	IV
		Total Amt for Check 140755:	313.99			
16 9500 8 8250 000	140756	03/07/2019	1,638.39	Jayhawk Lumber Glass and More	Jayhawk - Door	IV
		Total Amt for Check 140756:	1,638.39			
11 6400 8 8560 000	140757	03/07/2019	29,988.00	Jenzabar	Jenzabar Cloud Hosting	IV
		Total Amt for Check 140757:	29,988.00			
11 7002 6 6313 000	140758	03/07/2019	1,719.37	Kansas Gas Service	Jan 19	IV
		Total Amt for Check 140758:	1,719.37			
11 1144 6 6020 000	140759	03/07/2019	1,387.30	Kansas Region Phi Theta Kappa	PTK KS/NE Convention Registration	IV
		Total Amt for Check 140759:	1,387.30			
11 1143 7 7190 000	140760	03/07/2019	64.78	Luka K Kapkiai	Army/Airforce Travel Care pkg	IV
11 1143 7 7190 000	140760	03/07/2019	26.09	Luka K Kapkiai	Lunch for 1 advisor/2 students	IV
11 1143 7 7190 000	140760	03/07/2019	1.50	Luka K Kapkiai	Kansas Turnpike charge	IV
		Total Amt for Check 140760:	92.37			
11 5200 6 6260 000	140761	03/07/2019	125.00	KASFAA	KASFAA Conference for Tony Jacobson	IV
11 5202 6 6260 000	140761	03/07/2019	125.00	KASFAA	KASFAA Conference for Maureen Bohland	IV
		Total Amt for Check 140761:	250.00			
11 7000 6 6700 000	140762	03/07/2019	13.90	K-K Electric, Inc.	K-K Electric-On/off switch for vent hood	IV
11 7000 6 6710 000	140762	03/07/2019	427.00	K-K Electric, Inc.	K-K - Repull wire at softball field	IV
		Total Amt for Check 140762:	440.90			
11 6300 6 6130 000	140763	03/07/2019	59.96	KOAM-TV	Balance due on KOAM TV spots	IV
11 6300 6 6130 000	140763	03/07/2019	1,250.00	KOAM-TV	January Skywatch contract 2019	IV
32 3260 6 6130 000	140763	03/07/2019	0.04	KOAM-TV	balance Perkins account funds	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
32 3260 6 6130 000	140763	03/07/2019	3,500.00	KOAM-TV	March Madness Bball afds for CTE	IV
		Total Amt for Check 140763:	4,810.00			
12 1250 6 6650 000	140764	03/07/2019	144.00	Kryterion, Inc	Test Deliveries - January 2019	IV
		Total Amt for Check 140764:	144.00			
11 1152 6 6820 000	140765	03/07/2019	310.00	Lawrence Chamber of Commerce	Membership renewal	IV
		Total Amt for Check 140765:	310.00			
16 2000 2 2010 000	140766	03/07/2019	0.44	Locke Supply Company	Discount for check- vendor864Invoice3654	DI
11 2000 2 2010 000	140766	03/07/2019	3.22	Locke Supply Company	Discount for check- vendor864Invoice3660	DI
16 2000 2 2010 000	140766	03/07/2019	14.68	Locke Supply Company	Discount for check- vendor864Invoice3656	DI
11 2000 2 2010 000	140766	03/07/2019	1.80	Locke Supply Company	Discount for check- vendor864Invoice3659	DI
11 2000 2 2010 000	140766	03/07/2019	0.99	Locke Supply Company	Discount for check- vendor864Invoice3659	DI
11 7000 6 6710 000	140766	03/07/2019	-3.22	Locke Supply Company	Discount for check- vendor864Invoice3660	DI
16 2000 2 2010 000	140766	03/07/2019	0.45	Locke Supply Company	Discount for check- vendor864Invoice3654	DI
16 9500 6 6710 000	140766	03/07/2019	-14.68	Locke Supply Company	Discount for check- vendor864Invoice3656	DI
16 9500 8 8250 000	140766	03/07/2019	-0.44	Locke Supply Company	Discount for check- vendor864Invoice3654	DI
11 7010 8 8250 000	140766	03/07/2019	170.09	Locke Supply Company	Locke - Plugs, connectors, guards	IV
11 7000 6 6710 000	140766	03/07/2019	10.17	Locke Supply Company	past due	IV
16 9500 8 8250 000	140766	03/07/2019	-1.80	Locke Supply Company	Discount for check- vendor864Invoice3659	DI
11 7000 6 6710 000	140766	03/07/2019	29.50	Locke Supply Company	past due	IV
11 7000 6 6710 000	140766	03/07/2019	8.99	Locke Supply Company	Locke - Elbows and screws	IV
11 7000 6 6710 000	140766	03/07/2019	17.74	Locke Supply Company	past due	IV
11 7000 6 6700 000	140766	03/07/2019	-0.99	Locke Supply Company	Discount for check- vendor864Invoice3659	DI
11 7000 6 6710 000	140766	03/07/2019	64.37	Locke Supply Company	Locke - Thermostat wire	IV
11 7000 6 6710 000	140766	03/07/2019	-0.45	Locke Supply Company	Discount for check- vendor864Invoice3654	DI
16 9500 8 8250 000	140766	03/07/2019	36.06	Locke Supply Company	Locke - Foil flex air duct	IV
16 9500 8 8250 000	140766	03/07/2019	8.70	Locke Supply Company	Locke - Blank plates	IV
16 9500 8 8250 000	140766	03/07/2019	29.41	Locke Supply Company	Locke - Lights in conference room	IV
11 7000 6 6710 000	140766	03/07/2019	-264.87	Locke Supply Company	total of unapplied cash	IV
16 9500 6 6710 000	140766	03/07/2019	293.63	Locke Supply Company	Locke - Sump pump & supplies	IV
11 7000 6 6700 000	140766	03/07/2019	19.70	Locke Supply Company	Locke - Intermatic photo cells	IV
		Total Amt for Check 140766:	423.49			

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
32 3422 6 6010 000	140767	03/07/2019	745.36	Marriott Country Club Plaza - KCM	motel for MOKANNE conference	IV
		Total Amt for Check 140767:	745.36			
11 5530 6 6020 000	140768	03/07/2019	3,326.76	MB2 Sports	MB2	IV
11 5555 7 7080 000	140768	03/07/2019	941.77	MB2 Sports	Singlets	IV
		Total Amt for Check 140768:	4,268.53			
17 9300 7 7410 000	140769	03/07/2019	15.90	MBS Textbook Exchange, Inc.	Shipping fee	IV
17 9300 7 7410 000	140769	03/07/2019	487.00	MBS Textbook Exchange, Inc.	Textbooks - Physical Science	IV
		Total Amt for Check 140769:	502.90			
12 1250 7 7000 000	140770	03/07/2019	8.95	McCarty's Office Machines Inc.	Tesha Brewer - Name Tag	IV
11 7000 6 6710 000	140770	03/07/2019	22.00	McCarty's Office Machines Inc.	McCarty's - Wall mount sign holders	IV
11 7000 6 6710 000	140770	03/07/2019	-16.75	McCarty's Office Machines Inc.	credit 10/25/18	IV
12 1220 6 6820 000	140770	03/07/2019	8.95	McCarty's Office Machines Inc.	Shannon Litts - Badge	IV
12 1215 7 7010 000	140770	03/07/2019	8.95	McCarty's Office Machines Inc.	Heidi Ranz - Name Tag	IV
		Total Amt for Check 140770:	32.10			
11 7000 6 6710 000	140771	03/07/2019	58.74	McMaster-Carr Supply	McMaster-Carr - Plungers	IV
		Total Amt for Check 140771:	58.74			
11 5560 7 7020 000	140772	03/07/2019	110.16	Medco Sports Medicine & School I	Gatorade Lemon lime	IV
11 5560 7 7020 000	140772	03/07/2019	23.31	Medco Sports Medicine & School I	Skin lube	IV
11 5560 7 7020 000	140772	03/07/2019	13.95	Medco Sports Medicine & School I	Theraffin Paraffin	IV
11 5560 7 7020 000	140772	03/07/2019	15.62	Medco Sports Medicine & School I	Pepto bismol	IV
11 5560 7 7020 000	140772	03/07/2019	12.82	Medco Sports Medicine & School I	Muller back brace	IV
11 5560 7 7020 000	140772	03/07/2019	5.84	Medco Sports Medicine & School I	Plastic ice scoop	IV
11 5560 7 7020 000	140772	03/07/2019	24.06	Medco Sports Medicine & School I	non aspirin	IV
11 5560 7 7020 000	140772	03/07/2019	27.15	Medco Sports Medicine & School I	Biofreeze	IV
11 5560 7 7020 000	140772	03/07/2019	35.24	Medco Sports Medicine & School I	Cramer Heel &Lace pads	IV
11 5560 7 7020 000	140772	03/07/2019	9.18	Medco Sports Medicine & School I	cold relief	IV
11 5560 7 7020 000	140772	03/07/2019	25.77	Medco Sports Medicine & School I	elastic bandage 6"	IV
11 5560 7 7020 000	140772	03/07/2019	35.63	Medco Sports Medicine & School I	Kinesio tape	IV
11 5560 7 7020 000	140772	03/07/2019	46.00	Medco Sports Medicine & School I	Steri-strip skin closure	IV
11 5560 7 7020 000	140772	03/07/2019	45.54	Medco Sports Medicine & School I	Hand sanitizer	IV
11 5560 7 7020 000	140772	03/07/2019	36.85	Medco Sports Medicine & School I	Whizzer	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 5560 7 7020 000	140772	03/07/2019	35.20	Medco Sports Medicine & School I	Dukal New sponges	IV
11 5560 7 7020 000	140772	03/07/2019	19.46	Medco Sports Medicine & School I	supreme elastic bandage	IV
11 5560 7 7020 000	140772	03/07/2019	14.91	Medco Sports Medicine & School I	Mastosol	IV
11 5560 7 7020 000	140772	03/07/2019	140.20	Medco Sports Medicine & School I	Pro-trainer elastic tape	IV
11 5560 7 7020 000	140772	03/07/2019	6.94	Medco Sports Medicine & School I	Betadine solution	IV
11 5560 7 7020 000	140772	03/07/2019	152.00	Medco Sports Medicine & School I	Kendall Sher-light	IV
11 5560 7 7020 000	140772	03/07/2019	721.42	Medco Sports Medicine & School I	Muller M tape	IV
11 5560 7 7020 000	140772	03/07/2019	169.24	Medco Sports Medicine & School I	Gatorade cups	IV
11 5560 7 7020 000	140772	03/07/2019	35.63	Medco Sports Medicine & School I	Kinesio tape	IV
11 5560 7 7020 000	140772	03/07/2019	110.16	Medco Sports Medicine & School I	Gatorade Frost Glacier Freeze	IV
		Total Amt for Check 140772:	1,872.28			
11 7000 6 6720 000	140773	03/07/2019	690.00	Merchants Automotive Group, Inc	Merchants - Lease of van #99-1 (2/2019)	IV
11 7000 6 6720 000	140773	03/07/2019	690.00	Merchants Automotive Group, Inc	Merchants - Lease of van #99-2 (2/2019)	IV
		Total Amt for Check 140773:	1,380.00			
11 4100 6 6650 000	140774	03/07/2019	1.72	Midwest Tape LLC	freight	IV
11 4100 6 6650 000	140774	03/07/2019	17.24	Midwest Tape LLC	Video: Instant Family Pro ID#12248831	IV
11 4100 6 6650 000	140774	03/07/2019	17.24	Midwest Tape LLC	Video: Creed II Product ID#12248835	IV
		Total Amt for Check 140774:	36.20			
32 3722 6 6010 000	140775	03/07/2019	325.00	MO-KAN-NE	MO-KAN-NE Registration Fee Dan	IV
32 3722 6 6010 000	140775	03/07/2019	275.00	MO-KAN-NE	MO-KAN-NE Registration Fee John	IV
32 3722 6 6010 000	140775	03/07/2019	325.00	MO-KAN-NE	MO-KAN-NE Registration Fee Adrienne	IV
32 3422 6 6010 000	140775	03/07/2019	345.00	MO-KAN-NE	Conference registration for staff	IV
32 3422 6 6010 000	140775	03/07/2019	295.00	MO-KAN-NE	Conference registration for staff	IV
32 3422 6 6010 000	140775	03/07/2019	345.00	MO-KAN-NE	Conference registration for staff	IV
		Total Amt for Check 140775:	1,910.00			
11 4100 7 7040 000	140776	03/07/2019	10.95	Mound City Library	Reimbursement for ILL Lost Book-Lost Boy	IV
		Total Amt for Check 140776:	10.95			
11 6100 7 7070 000	140777	03/07/2019	30.59	Alan J Murray	Alan Murray-Meal Receipt	IV
		Total Amt for Check 140777:	30.59			
11 1114 7 7000 000	140778	03/07/2019	425.49	Nasco	art supplies	IV
		Total Amt for Check 140778:	425.49			

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
32 3241 7 7290 000	140779	03/07/2019	780.00	Neosho County Community Colleg	Spring 2019 tuition for Shelby Shacklefo	IV
32 3241 7 7290 000	140779	03/07/2019	1,301.00	Neosho County Community Colleg	Spring 2019 tuition for Tucker Austin	IV
		Total Amt for Check 140779:	2,081.00			
11 6400 8 8500 000	140780	03/07/2019	1,500.00	Network Craze Technolgies Inc.	Yealink SIP-T46S	IV
11 6400 8 8500 000	140780	03/07/2019	590.00	Network Craze Technolgies Inc.	WS-C3750E-24PD-S	IV
11 6400 8 8560 000	140780	03/07/2019	299.58	Network Craze Technolgies Inc.	Algo 8180 Speaker Phone	IV
		Total Amt for Check 140780:	2,389.58			
12 6500 6 6130 000	140781	03/07/2019	75.00	Norris Outdoor Advertising	Install fee for St. Paul Billboards	IV
12 6500 6 6130 000	140781	03/07/2019	60.00	Norris Outdoor Advertising	St. Paul billboard March	IV
12 6500 6 6130 000	140781	03/07/2019	60.00	Norris Outdoor Advertising	Double sided billboard Feb	IV
		Total Amt for Check 140781:	195.00			
32 3554 6 6650 000	140782	03/07/2019	804.50	Northeast Kansas Library System	Kansas Library Courier Service 019	IV
11 4100 6 6650 000	140782	03/07/2019	245.50	Northeast Kansas Library System	Kansas Library Courier Service 2019	IV
		Total Amt for Check 140782:	1,050.00			
11 7000 8 8150 000	140783	03/07/2019	1,850.00	Pempke's Tree Service Cayle Allen	Pempkes - Tree trimming & removal	IV
		Total Amt for Check 140783:	1,850.00			
11 7002 6 6700 000	140784	03/07/2019	792.50	Performance Electric	Performance - Inspect and repair lights	IV
		Total Amt for Check 140784:	792.50			
11 7000 6 6720 000	140785	03/07/2019	1,976.14	Phillips 66 Co/ SYNCB	Phillips 66 - Fuel for fleet (Feb. 2019)	IV
		Total Amt for Check 140785:	1,976.14			
11 1152 6 6110 000	140786	03/07/2019	301.50	Pitney Bowes Purchase Power	Postage refill	IV
		Total Amt for Check 140786:	301.50			
11 1152 6 6130 000	140787	03/07/2019	10.00	Porlier Outdoor Advertising Compa	6 months @ \$30/month increase.	IV
11 1152 6 6130 000	140787	03/07/2019	470.00	Porlier Outdoor Advertising Compa	March 2019	IV
11 1152 6 6130 000	140787	03/07/2019	500.00	Porlier Outdoor Advertising Compa	March 2019	IV
		Total Amt for Check 140787:	980.00			
32 3422 7 7090 000	140788	03/07/2019	874.89	ProSource Specialties	Pens for diversity awareness workshops	IV
		Total Amt for Check 140788:	874.89			
11 4100 7 7040 000	140789	03/07/2019	31.41	Publishers Prime	First days Class- secrets to sucess	IV
		Total Amt for Check 140789:	31.41			
11 1152 7 7000 000	140790	03/07/2019	53.97	Quill Corporation	Dry erase marker, BLK (12ct)	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 1152 7 7010 000	140790	03/07/2019	22.99	Quill Corporation	Scotch tape refills (10 pk)	IV
11 1152 7 7010 000	140790	03/07/2019	14.94	Quill Corporation	Quill Standard staples	IV
11 1152 7 7000 000	140790	03/07/2019	53.97	Quill Corporation	Dry erase markers, Red (12 ct)	IV
11 1152 7 7000 000	140790	03/07/2019	134.95	Quill Corporation	Copy paper-Instructional	IV
32 3240 7 7000 000	140790	03/07/2019	105.27	Quill Corporation	Brother TN-630 toner (Dr Nunn)	IV
17 9352 7 7010 000	140790	03/07/2019	156.58	Quill Corporation	Ricoh 406464 toner-Bookstore	IV
		Total Amt for Check 140790:	542.67			
11 7000 8 8500 000	140791	03/07/2019	725.00	R & F Farm Supply, Inc.	R & F - Seeder	IV
		Total Amt for Check 140791:	725.00			
11 6300 6 6130 000	140792	03/07/2019	200.00	R D Huggins Sign Company	February 2019 Chanute	IV
11 6300 6 6130 000	140792	03/07/2019	200.00	R D Huggins Sign Company	March 2019 Chanute	IV
11 1152 6 6130 000	140792	03/07/2019	200.00	R D Huggins Sign Company	March 2019 Ottawa	IV
11 1152 6 6130 000	140792	03/07/2019	200.00	R D Huggins Sign Company	February 2019 Ottawa	IV
		Total Amt for Check 140792:	800.00			
11 4200 7 7190 000	140793	03/07/2019	310.00	Ravin Printing	1000 Fast Facts Pamphlets- 2019	IV
12 1215 7 7010 000	140793	03/07/2019	55.00	Ravin Printing	Heidi Ranz-Business Cards	IV
11 7000 6 6710 000	140793	03/07/2019	22.50	Ravin Printing	Ravin Printing - HVAC prints	IV
		Total Amt for Check 140793:	387.50			
32 3422 7 7090 000	140794	03/07/2019	2,271.46	RDJ Specialties	Supplies for workshops	IV
		Total Amt for Check 140794:	2,271.46			
11 1152 6 6130 000	140795	03/07/2019	80.00	Royal Publishing	Ad in Central Hts. Richmond program	IV
		Total Amt for Check 140795:	80.00			
12 1220 5 5210 000	140796	03/07/2019	150.00	Schwering Barb	Barbara Schwering guest speaker	IV
		Total Amt for Check 140796:	150.00			
32 3722 7 7310 000	140797	03/07/2019	231.00	Screenwork, LLC	T-shirts for safety	IV
32 3722 7 7310 000	140797	03/07/2019	27.00	Screenwork, LLC	T-shirts for safety	IV
32 3722 7 7310 000	140797	03/07/2019	14.00	Screenwork, LLC	T-shirts for Safety	IV
32 3722 7 7310 000	140797	03/07/2019	48.00	Screenwork, LLC	T-shirts for safety	IV
32 3422 7 7090 000	140797	03/07/2019	99.00	Screenwork, LLC	T-shirts for safety	IV
32 3422 7 7090 000	140797	03/07/2019	28.00	Screenwork, LLC	T-shirts for safety	IV
32 3422 7 7090 000	140797	03/07/2019	36.00	Screenwork, LLC	T-shirts for safety	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
32 3422 7 7090 000	140797	03/07/2019	1,001.00	Screenwork, LLC	T-shirts for safety	IV
	Total Amt for Check 140797:		1,484.00			
11 7000 6 6710 000	140798	03/07/2019	19.27	Sherwin Williams Co. - Chanute	Sherwin Williams - Brush cleaner, frame	IV
11 7000 6 6710 000	140798	03/07/2019	18.69	Sherwin Williams Co. - Chanute	Sherwin Williams - Sanding sponge, pan	IV
11 7000 6 6710 000	140798	03/07/2019	85.49	Sherwin Williams Co. - Chanute	Sherwin Wms. - Blue tape, XL glides	IV
11 7000 6 6710 000	140798	03/07/2019	77.08	Sherwin Williams Co. - Chanute	Sherwin-Wms - Drop cloths	IV
16 9500 8 8250 000	140798	03/07/2019	24.19	Sherwin Williams Co. - Chanute	SherwinWms. - Rollers and tray liners	IV
	Total Amt for Check 140798:		224.72			
11 5595 8 8500 000	140799	03/07/2019	18.00	Solid Bar Fitness		IV
11 5595 6 6480 000	140799	03/07/2019	307.00	Solid Bar Fitness	Solid Bar Fitness	IV
	Total Amt for Check 140799:		325.00			
11 7000 6 6720 000	140800	03/07/2019	59.70	Southtown Quick Lube	Southtown Quick Lube - Oil change #11	IV
	Total Amt for Check 140800:		59.70			
11 6401 7 7012 000	140801	03/07/2019	1,376.00	Southwest Paper	Versicopy 20# - 95B copy paper 312.8533	IV
	Total Amt for Check 140801:		1,376.00			
12 1220 5 5210 000	140802	03/07/2019	40.00	Stacey Lynnes	Guest Speaker for OTA 102 2019	IV
	Total Amt for Check 140802:		40.00			
11 7010 8 8250 000	140803	03/07/2019	3,597.50	Standco Guttering	StandCo - Replace guttering & spouts	IV
	Total Amt for Check 140803:		3,597.50			
11 1152 6 6130 000	140804	03/07/2019	375.00	Sunflower Publishing	Lawrence Chamber Ad for Ottawa Campus	IV
	Total Amt for Check 140804:		375.00			
11 7002 7 7030 000	140805	03/07/2019	475.46	Supplyworks	Supplyworks - Custodial supplies	IV
11 7000 7 7110 000	140805	03/07/2019	184.64	Supplyworks	Supplyworks - Custodial supplies	IV
11 7000 7 7110 000	140805	03/07/2019	203.90	Supplyworks	Supplyworks - Disinfectant, detergent	IV
	Total Amt for Check 140805:		864.00			
12 1241 7 7000 000	140806	03/07/2019	11.20	Thompson Brothers	Acetylene	IV
12 1241 7 7000 000	140806	03/07/2019	70.45	Thompson Brothers	Argon mix 75/25	IV
12 1241 7 7000 000	140806	03/07/2019	51.50	Thompson Brothers	Tip Cut Vic Acet	IV
12 1241 7 7000 000	140806	03/07/2019	79.60	Thompson Brothers	Abr Cut	IV
12 1241 7 7000 000	140806	03/07/2019	21.00	Thompson Brothers	Argon mix 75/25	IV
12 1241 7 7000 000	140806	03/07/2019	22.00	Thompson Brothers	Oxygen	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
12 1241 7 7000 000	140806	03/07/2019	21.00	Thompson Brothers	Argon Mix 90/10	IV
12 1241 7 7000 000	140806	03/07/2019	134.00	Thompson Brothers	Acetylene	IV
12 1241 7 7000 000	140806	03/07/2019	31.38	Thompson Brothers	Bansaw	IV
12 1241 7 7000 000	140806	03/07/2019	143.50	Thompson Brothers	Electrode E7018	IV
12 1241 7 7000 000	140806	03/07/2019	103.60	Thompson Brothers	Brush Whl	IV
12 1241 7 7000 000	140806	03/07/2019	55.60	Thompson Brothers	Sanpa Flp Disc	IV
12 1241 7 7000 000	140806	03/07/2019	34.95	Thompson Brothers	Electrode Holder	IV
12 1241 7 7000 000	140806	03/07/2019	17.98	Thompson Brothers	Cable Welding #2	IV
12 1241 7 7000 000	140806	03/07/2019	47.10	Thompson Brothers	Dinse Conn Flow Thru	IV
12 1241 7 7000 000	140806	03/07/2019	20.74	Thompson Brothers	Lens Clear	IV
12 1241 7 7000 000	140806	03/07/2019	36.72	Thompson Brothers	Shield Hand Cuting PM45	IV
12 1241 7 7000 000	140806	03/07/2019	22.25	Thompson Brothers	Nozzle 45A	IV
12 1241 7 7000 000	140806	03/07/2019	57.50	Thompson Brothers	Sanpa Fl Disc	IV
12 1241 7 7000 000	140806	03/07/2019	70.45	Thompson Brothers	Argon Mix 90/10	IV
12 1241 7 7000 000	140806	03/07/2019	22.70	Thompson Brothers	Argon Mix 90/10	IV
12 1241 7 7000 000	140806	03/07/2019	36.60	Thompson Brothers	Argon mix 75/25	IV
12 1241 7 7000 000	140806	03/07/2019	16.90	Thompson Brothers	Argon	IV
12 1241 7 7000 000	140806	03/07/2019	19.80	Thompson Brothers	Argon Mix 90/10	IV
12 1241 7 7000 000	140806	03/07/2019	40.60	Thompson Brothers	Argon mix 75/25	IV
12 1241 7 7000 000	140806	03/07/2019	16.90	Thompson Brothers	Argon	IV
12 1241 7 7000 000	140806	03/07/2019	60.20	Thompson Brothers	Acetylene	IV
12 1241 7 7000 000	140806	03/07/2019	19.60	Thompson Brothers	Argon Mix 90/10	IV
12 1241 7 7000 000	140806	03/07/2019	19.60	Thompson Brothers	Argon mix 75/25	IV
12 1241 7 7000 000	140806	03/07/2019	11.20	Thompson Brothers	Argon	IV
12 1241 7 7000 000	140806	03/07/2019	2.80	Thompson Brothers	Oxygen	IV
12 1241 7 7000 000	140806	03/07/2019	24.20	Thompson Brothers	Argon Mix 90/10	IV
12 1241 7 7000 000	140806	03/07/2019	39.20	Thompson Brothers	Argon mix 75/25	IV
12 1241 7 7000 000	140806	03/07/2019	31.80	Thompson Brothers	Acetylene	IV
12 1241 7 7000 000	140806	03/07/2019	11.20	Thompson Brothers	Oxygen	IV
12 1241 7 7000 000	140806	03/07/2019	30.80	Thompson Brothers	Argon Mix 90/10	IV
12 1241 7 7000 000	140806	03/07/2019	2.80	Thompson Brothers	Argon	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
12 1241 7 7000 000	140806	03/07/2019	14.00	Thompson Brothers	Acetylene	IV
12 1241 7 7000 000	140806	03/07/2019	14.00	Thompson Brothers	Oxygen	IV
12 1241 7 7000 000	140806	03/07/2019	33.50	Thompson Brothers	Acetylene	IV
12 1241 7 7000 000	140806	03/07/2019	80.00	Thompson Brothers	Supplies	IV
12 1241 7 7000 000	140806	03/07/2019	13.26	Thompson Brothers	Lens Clear	IV
12 1241 7 7000 000	140806	03/07/2019	25.20	Thompson Brothers	Acetylene	IV
12 1241 7 7000 000	140806	03/07/2019	28.00	Thompson Brothers	Argon	IV
12 1241 7 7000 000	140806	03/07/2019	8.40	Thompson Brothers	Argon mix 75/25	IV
	Total Amt for Check 140806:		1,675.78			
11 6401 6 6410 000	140807	03/07/2019	40.35	United Parcel Service	Service charges 2/20, 2/16, 2/23	IV
11 6401 6 6410 000	140807	03/07/2019	15.37	United Parcel Service	Amber Ross	IV
11 6401 6 6410 000	140807	03/07/2019	26.43	United Parcel Service	Kerian Thompson	IV
	Total Amt for Check 140807:		82.15			
12 1241 6 6312 000	140808	03/07/2019	1,378.75	USD 365	Jan 19 Utilities	IV
11 1152 6 6650 000	140808	03/07/2019	6,600.00	USD 365	Sp19 USD 365 Courses	IV
	Total Amt for Check 140808:		7,978.75			
12 1219 7 7000 000	140809	03/07/2019	32.50	Validity Screening Solutions	Profile check	IV
12 1218 7 7000 000	140809	03/07/2019	180.00	Validity Screening Solutions	MA-Drug Test	IV
12 1216 7 7000 000	140809	03/07/2019	357.50	Validity Screening Solutions	MA - Profiles	IV
	Total Amt for Check 140809:		570.00			
11 6250 6 6030 000	140810	03/07/2019	83.60	Verified Credentials, Inc	Litts Bkgd Check	IV
	Total Amt for Check 140810:		83.60			
11 5530 6 6020 000	140811	03/07/2019	845.25	Village Tour and Travel	WBB	IV
11 5505 7 7070 000	140811	03/07/2019	300.00	Village Tour and Travel		IV
11 5505 6 6110 000	140811	03/07/2019	101.51	Village Tour and Travel		IV
11 5505 7 7190 000	140811	03/07/2019	2,410.00	Village Tour and Travel	Village	IV
11 5505 6 6020 000	140811	03/07/2019	784.50	Village Tour and Travel	Athletics	IV
11 5505 6 6430 000	140811	03/07/2019	443.74	Village Tour and Travel		IV
	Total Amt for Check 140811:		4,885.00			
11 7010 8 8250 000	140812	03/07/2019	425.58	Young's Welding	Young's Welding - Window frames	IV
	Total Amt for Check 140812:		425.58			

Neosho County Community College
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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 5575 6 6270 000	140813	03/07/2019	90.00	Butler Track And Field	Bultler 3/8/19	IV
		Total Amt for Check 140813:	90.00			
17 1000 1 1340 000	140815	03/08/2019	61.38	Jennifer L Reynolds	SP19 Book Refund	IV
		Total Amt for Check 140815:	61.38			
32 3722 7 7290 000	140817	03/12/2019	120.00	Tibernay Beal	UB SP 19	IV
		Total Amt for Check 140817:	120.00			
32 3722 7 7290 000	140818	03/12/2019	90.00	Adrian Becannon	UB S19	IV
		Total Amt for Check 140818:	90.00			
32 3722 7 7290 000	140819	03/12/2019	25.00	Tyler DePaola	UB SP19	IV
		Total Amt for Check 140819:	25.00			
32 3722 7 7290 000	140820	03/12/2019	120.00	Danielle Fees	UB Sp19	IV
		Total Amt for Check 140820:	120.00			
32 3722 7 7290 000	140821	03/12/2019	60.00	Johnathan Gage	UBSP19	IV
		Total Amt for Check 140821:	60.00			
32 3722 7 7290 000	140822	03/12/2019	105.00	Andrew Geddry	UB Sp19	IV
		Total Amt for Check 140822:	105.00			
32 3722 7 7290 000	140823	03/12/2019	120.00	Christine Helman	UB sp19	IV
		Total Amt for Check 140823:	120.00			
32 3722 7 7290 000	140824	03/12/2019	40.00	Kalob Wools	UB SP19	IV
		Total Amt for Check 140824:	40.00			
32 3722 7 7290 000	140825	03/12/2019	120.00	Kaylie Hole	UB SP19	IV
		Total Amt for Check 140825:	120.00			
32 3722 7 7290 000	140826	03/12/2019	60.00	Travis King	UBSP19	IV
		Total Amt for Check 140826:	60.00			
32 3722 7 7290 000	140827	03/12/2019	75.00	Hannah Krone	UBSP19	IV
		Total Amt for Check 140827:	75.00			
32 3722 7 7290 000	140828	03/12/2019	35.00	Cassidy Lowell	UBSP19	IV
		Total Amt for Check 140828:	35.00			
32 3722 7 7290 000	140829	03/12/2019	75.00	Addison Mallette	UBSP19	IV
		Total Amt for Check 140829:	75.00			

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
32 3722 7 7290 000	140830	03/12/2019	60.00	Conner Mason	UB SP19	IV
		Total Amt for Check 140830:	60.00			
32 3722 7 7290 000	140831	03/12/2019	130.00	Emma Mason	UB Sp19	IV
		Total Amt for Check 140831:	130.00			
32 3722 7 7290 000	140832	03/12/2019	105.00	Theresia Middleton	UN SP19	IV
		Total Amt for Check 140832:	105.00			
32 3722 7 7290 000	140833	03/12/2019	120.00	Naomi Neal	UB SP19	IV
		Total Amt for Check 140833:	120.00			
32 3722 7 7290 000	140834	03/12/2019	100.00	Vonna O'Brein	UB Sp19	IV
		Total Amt for Check 140834:	100.00			
32 3722 7 7290 000	140835	03/12/2019	40.00	Kaylynn Schultz	UBSP19	IV
		Total Amt for Check 140835:	40.00			
32 3722 7 7290 000	140836	03/12/2019	95.00	Riley Schmidt	UBSP19	IV
		Total Amt for Check 140836:	95.00			
32 3722 7 7290 000	140837	03/12/2019	95.00	Jaron Sexton	UBSP19	IV
		Total Amt for Check 140837:	95.00			
32 3722 7 7290 000	140838	03/12/2019	105.00	Xadie Smith	UBSP19	IV
		Total Amt for Check 140838:	105.00			
32 3722 7 7290 000	140839	03/12/2019	55.00	Breuana Duval	UBSP19	IV
		Total Amt for Check 140839:	55.00			
32 3722 7 7290 000	140840	03/12/2019	50.00	David Watts	UBSP19	IV
		Total Amt for Check 140840:	50.00			
32 3722 7 7290 000	140841	03/12/2019	120.00	Britni Wimp	UB SP19	IV
		Total Amt for Check 140841:	120.00			
32 3722 7 7290 000	140842	03/12/2019	120.00	Tyler Wimp	UBSP19	IV
		Total Amt for Check 140842:	120.00			
32 3722 7 7290 000	140843	03/12/2019	90.00	Shane Winner	UBSP18	IV
		Total Amt for Check 140843:	90.00			
32 3722 7 7290 000	140844	03/12/2019	40.00	Isabella Richards	UB SP	IV
		Total Amt for Check 140844:	40.00			

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
32	3722 7 7290 000	140845	03/12/2019	75.00	Stanley Todd	UBSP19 IV
		Total Amt for Check 140845:	75.00			
32	3722 7 7290 000	140846	03/12/2019	90.00	William Todd	UBSP19 IV
		Total Amt for Check 140846:	90.00			
32	3722 7 7290 000	140847	03/12/2019	105.00	Madison Sinclair	UBSP19 IV
		Total Amt for Check 140847:	105.00			
32	3722 7 7290 000	140848	03/12/2019	35.00	Candace Ard	UBSP19 IV
		Total Amt for Check 140848:	35.00			
32	3722 7 7290 000	140849	03/12/2019	95.00	Jessie Payne	UBSP19 IV
		Total Amt for Check 140849:	95.00			
32	3722 7 7290 000	140850	03/12/2019	90.00	Angel Keidel	sp19 IV
		Total Amt for Check 140850:	90.00			
13	1330 6 6690 000	140851	03/14/2019	84.00	ACT ESS	WorkKeys Workplace Documents scoring IV
13	1330 6 6690 000	140851	03/14/2019	96.00	ACT ESS	WorkKeys Applied MathScoring Feb#12168 IV
13	1330 6 6690 000	140851	03/14/2019	120.00	ACT ESS	WorkKeys Graphic Literacy Scoring Feb. A IV
		Total Amt for Check 140851:	300.00			
12	1219 7 7000 000	140852	03/14/2019	343.00	AHIMA	AHIMA-Student Memberships Spring 2019 IV
		Total Amt for Check 140852:	343.00			
11	1152 6 6320 000	140853	03/14/2019	1,094.19	Alliance Business Services	March 2019 IV
11	6500 6 6320 000	140853	03/14/2019	1,094.19	Alliance Business Services	March 2019 IV
		Total Amt for Check 140853:	2,188.38			
11	7000 7 7190 000	140854	03/14/2019	215.10	Ample Industries, Inc.	Ample Industries - Water bottle labels IV
		Total Amt for Check 140854:	215.10			
11	1140 6 6020 000	140855	03/14/2019	56.37	Mindy H Ayers	Allen County 2/24/19 IV
11	1129 7 7000 000	140855	03/14/2019	56.28	Mindy H Ayers	Ipad cover/case/video IV
11	1129 7 7000 000	140855	03/14/2019	19.62	Mindy H Ayers	Book for classroom instruction IV
11	1129 7 7000 000	140855	03/14/2019	133.67	Mindy H Ayers	Books for Education PProgram IV
		Total Amt for Check 140855:	265.94			
13	1315 6 6010 000	140856	03/14/2019	38.70	Karen Rae Barger	parsons to chanute 3/4/19 IV
13	1315 6 6010 000	140856	03/14/2019	38.70	Karen Rae Barger	parsons to Pitt 2/25/19 IV
13	1315 6 6010 000	140856	03/14/2019	38.70	Karen Rae Barger	Parsons to Pitt 2/19/19 IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
13 1315 6 6010 000	140856	03/14/2019	38.69	Karen Rae Barger	Parsond to pitt 2/18/19	IV
13 1315 6 6010 000	140856	03/14/2019	38.70	Karen Rae Barger	Parsons to Chanute 2/28/19	IV
13 1315 6 6010 000	140856	03/14/2019	38.70	Karen Rae Barger	Parsons to Chanute 2/26/19	IV
13 1315 6 6010 000	140856	03/14/2019	38.70	Karen Rae Barger	parsons to Pitt 2/27/19	IV
13 1315 6 6010 000	140856	03/14/2019	38.70	Karen Rae Barger	Parsons to Chanute 1/16/19	IV
13 1315 6 6010 000	140856	03/14/2019	38.70	Karen Rae Barger	Parsons to chanute 1/30/19	IV
13 1315 6 6010 000	140856	03/14/2019	38.70	Karen Rae Barger	Parsons to chanute 1/31/19	IV
13 1315 6 6010 000	140856	03/14/2019	38.70	Karen Rae Barger	Parsons to Chanute 1/29/19	IV
13 1315 6 6010 000	140856	03/14/2019	38.70	Karen Rae Barger	Parsons to Chanute 2/4/19	IV
13 1315 6 6010 000	140856	03/14/2019	38.70	Karen Rae Barger	Parsons to chanute 1/25/19	IV
13 1315 6 6010 000	140856	03/14/2019	38.70	Karen Rae Barger	Parsons to Pitt 1/23/19	IV
13 1315 6 6010 000	140856	03/14/2019	38.70	Karen Rae Barger	Parsons to Pitt 1/22/19	IV
13 1315 6 6010 000	140856	03/14/2019	38.70	Karen Rae Barger	Parsons to chanute 2/11/19	IV
13 1315 6 6010 000	140856	03/14/2019	38.70	Karen Rae Barger	Parsons to chanute 2/14/19	IV
13 1315 6 6010 000	140856	03/14/2019	38.70	Karen Rae Barger	parsons to chanute 2/13/19	IV
13 1315 6 6010 000	140856	03/14/2019	38.70	Karen Rae Barger	Parsons to chanute 2/12/19	IV
13 1315 6 6010 000	140856	03/14/2019	39.24	Karen Rae Barger	Parsons to chanute 1/24/19	IV
13 1315 6 6010 000	140856	03/14/2019	38.70	Karen Rae Barger	Parsons to Chanute 1/15/19	IV
13 1315 6 6010 000	140856	03/14/2019	38.70	Karen Rae Barger	Parsons to chanute 1/17/19	IV
		Total Amt for Check 140856:	851.93			
11 1152 7 7070 000	140857	03/14/2019	22.65	Patrick Kevin Blackwell	Golden Boy Pies-March Birthday Cake	IV
		Total Amt for Check 140857:	22.65			
11 7000 6 6650 000	140858	03/14/2019	550.00	Marla K Bright	Marla Bright - Snow removal	IV
		Total Amt for Check 140858:	550.00			
32 3241 7 7290 000	140859	03/14/2019	285.00	Buckle Up School, LLC	Driver's ed for two students	IV
32 3241 7 7290 000	140859	03/14/2019	285.00	Buckle Up School, LLC	Driver's ed for two students	IV
		Total Amt for Check 140859:	570.00			
11 6400 6 6650 000	140860	03/14/2019	73.43	Cable One - Chanute	March 19	IV
		Total Amt for Check 140860:	73.43			
16 9500 8 8250 000	140861	03/14/2019	36.80	Caldwell Floor Covering	Caldwell - Cove glue and rubber molding	IV
		Total Amt for Check 140861:	36.80			

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 1122 7 7000 000	140862	03/14/2019	892.11	Carolina Biological Supply Compa	Quote for Bio Lab supplies	IV
11 1122 7 7000 000	140862	03/14/2019	11.26	Carolina Biological Supply Compa	Quote for Bio Lab supplies	IV
	Total Amt for Check 140862:		903.37			
12 1215 7 7010 000	140863	03/14/2019	4.36	Nancy L Carpenter	Reimburse-Nancy Cutlery	IV
	Total Amt for Check 140863:		4.36			
11 7000 6 6700 000	140864	03/14/2019	127.50	CDL Electric Company	CDL Electric - Service of boiler in gym	IV
	Total Amt for Check 140864:		127.50			
11 6412 5 5300 531	140865	03/14/2019	463.10	CDW-G Computer Center Inc.	amplifier	IV
11 5202 8 8500 000	140865	03/14/2019	920.77	CDW-G Computer Center Inc.	Desk Scanner Quote#KLQP428	IV
11 6400 8 8560 000	140865	03/14/2019	1,453.07	CDW-G Computer Center Inc.	Microsoft Licensing for JBAR Cloud	IV
	Total Amt for Check 140865:		2,836.94			
32 3224 6 6020 000	140866	03/14/2019	10.00	Bart A Chaney	Reimbursement for parking in Springfield	IV
	Total Amt for Check 140866:		10.00			
16 9500 6 6410 000	140867	03/14/2019	2,025.00	City of Chanute	Feb 19 connect	IV
11 6400 6 6650 000	140867	03/14/2019	250.00	City of Chanute	Connect Ross lane	IV
11 6400 6 6650 000	140867	03/14/2019	2,025.00	City of Chanute	feb 19 connect	IV
	Total Amt for Check 140867:		4,300.00			
11 7002 6 6312 000	140868	03/14/2019	74.87	City of Ottawa	City of Ottawa - Sewer (Feb. 2019)	IV
11 7002 6 6311 000	140868	03/14/2019	28.01	City of Ottawa	City of Ottawa - Sprinkler (Feb. 2019)	IV
11 7002 6 6311 000	140868	03/14/2019	-25.76	City of Ottawa	City of Ottawa - Water discount (2/2019)	IV
11 7002 6 6311 000	140868	03/14/2019	445.36	City of Ottawa	City of Ottawa - Water (Feb. 2019)	IV
11 7002 6 6310 000	140868	03/14/2019	3,605.27	City of Ottawa	City of Ottawa - Electric (Feb. 2019)	IV
	Total Amt for Check 140868:		4,127.75			
13 1315 6 6010 000	140869	03/14/2019	34.00	Krista K Clay Lieffring	Chanute to Fort Scott 2/26/19	IV
13 1315 6 6010 000	140869	03/14/2019	77.52	Krista K Clay Lieffring	Chanute to Wichita/Eldorado 20/20/19	IV
13 1315 6 6010 000	140869	03/14/2019	24.48	Krista K Clay Lieffring	Chanute to parsons 3/4/19	IV
13 1315 6 6010 000	140869	03/14/2019	41.14	Krista K Clay Lieffring	Chanute to Pitt 2/27/19	IV
13 1315 6 6010 000	140869	03/14/2019	29.10	Krista K Clay Lieffring	Chanute to Indy 2/28/19	IV
13 1315 6 6010 000	140869	03/14/2019	51.00	Krista K Clay Lieffring	Chanute to ottawa 2/13/19	IV
13 1315 6 6010 000	140869	03/14/2019	51.00	Krista K Clay Lieffring	Chanute to Ottawa 3/7/19	IV
	Total Amt for Check 140869:		308.24			

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 1118 7 7140 000	140870	03/14/2019	433.67	Cleaver Farm & Home	Set paint supplies	IV
11 7000 6 6710 000	140870	03/14/2019	3.00	Cleaver Farm & Home	Cleaver - Misc. bolts	IV
11 7000 6 6710 000	140870	03/14/2019	12.59	Cleaver Farm & Home	Cleaver - Scribber & magnet, straps	IV
16 9500 8 8250 000	140870	03/14/2019	62.98	Cleaver Farm & Home	Cleaver - Paint	IV
16 9500 8 8250 000	140870	03/14/2019	125.96	Cleaver Farm & Home	Cleaver - Paint	IV
16 9500 8 8250 000	140870	03/14/2019	136.76	Cleaver Farm & Home	Cleaver - Paint	IV
		Total Amt for Check 140870:	774.96			
13 1315 6 6010 000	140871	03/14/2019	69.38	Jamie C Collier	Frontenac to Chanute 1/31/19	IV
13 1315 6 6010 000	140871	03/14/2019	69.38	Jamie C Collier	Frontenac to Chanute 2/20/19	IV
		Total Amt for Check 140871:	138.76			
11 7010 8 8250 000	140872	03/14/2019	4,243.07	Comfort Contractors	Comfort - Remodel bathroom at Ross	IV
11 7000 6 6710 000	140872	03/14/2019	127.12	Comfort Contractors	Comfort - Fix faucet in training room	IV
16 9500 6 6710 000	140872	03/14/2019	35.00	Comfort Contractors	Comfort - Fix faucet in NeoKan	IV
		Total Amt for Check 140872:	4,405.19			
11 6500 7 7190 000	140873	03/14/2019	40.00	Commercial Bank	Safe Deposit Box Rental	IV
		Total Amt for Check 140873:	40.00			
12 1216 6 6040 000	140874	03/14/2019	36.24	Pamela Covault	Ottawa to KCKCC 2/22/19	IV
		Total Amt for Check 140874:	36.24			
11 7000 7 7190 000	140875	03/14/2019	556.00	Culligan of Independence	Culligan - Water	IV
		Total Amt for Check 140875:	556.00			
12 1241 6 6040 000	140876	03/14/2019	85.57	Jonathan D Curl	Moran to Lawrence 1/21/19	IV
		Total Amt for Check 140876:	85.57			
11 6400 8 8500 000	140877	03/14/2019	90.00	CXtec	VIC2-4FXO	IV
11 6400 8 8500 000	140877	03/14/2019	90.00	CXtec	Vic3-4FXS/DID	IV
11 6400 8 8500 000	140877	03/14/2019	175.00	CXtec	Cisco 2851 Advanced Enterprise	IV
		Total Amt for Check 140877:	355.00			
11 6401 7 7011 000	140878	03/14/2019	306.00	Digital Connections, Inc.	Ricoh SP330L toner 408288	IV
11 6400 8 8560 000	140878	03/14/2019	273.70	Digital Connections, Inc.	MP301 PCU	IV
		Total Amt for Check 140878:	579.70			
13 1315 6 6010 000	140879	03/14/2019	61.80	Aubrey L Duft	Arcadia to chanute 2/20/19	IV
		Total Amt for Check 140879:	61.80			

Neosho County Community College
Expense Check Register

Subsid: AP			Check #:	Check Dte:	Check Amt:	Payee:	Description:	
16	9500 8	8250 000	140880	03/14/2019	1,050.00	E & S Floor Service	E&S Floor - Install carpet & cove	IV
					Total Amt for Check 140880:	1,050.00		
16	9500 6	6710 000	140881	03/14/2019	186.64	Ecolab	Ecolab - Rental of dishmachine	IV
					Total Amt for Check 140881:	186.64		
11	7000 6	6710 000	140882	03/14/2019	188.32	Fastenal	Fastenal - End mills, discs, cutter	IV
					Total Amt for Check 140882:	188.32		
11	1153 6	6110 000	140883	03/14/2019	45.88	FedEx Freight	Pkg sent to Ali Jackson on 2-11-19	IV
					Total Amt for Check 140883:	45.88		
11	1123 7	7000 000	140884	03/14/2019	210.02	Flinn Scientific, Inc.	Instructional lab supplies	IV
					Total Amt for Check 140884:	210.02		
11	7000 6	6700 000	140885	03/14/2019	233.77	Gammon Equipment, Inc	Gammon Equipment-Brake fluid in forklift	IV
11	7000 6	6700 000	140885	03/14/2019	87.53	Gammon Equipment, Inc	Gammon Equipment-Maintenance	IV
					Total Amt for Check 140885:	321.30		
16	9500 6	6660 000	140886	03/14/2019	14,883.75	Great Western Dining	Board bill Feb. 21-27, 2019	IV
16	9500 6	6660 000	140886	03/14/2019	15,016.05	Great Western Dining	Board bill Feb. 14-20, 2019	IV
11	5300 6	6030 000	140886	03/14/2019	7.00	Great Western Dining	2 meal tickets	IV
11	5300 6	6030 000	140886	03/14/2019	24.50	Great Western Dining	7 meal tickets	IV
11	5300 6	6030 000	140886	03/14/2019	10.50	Great Western Dining	3 meal tickets	IV
32	3208 7	7190 000	140886	03/14/2019	342.20	Great Western Dining	volunteer recognition brunch 59 meals	IV
					Total Amt for Check 140886:	30,284.00		
11	4100 7	7040 000	140887	03/14/2019	14.50	Grey House Publishing	S & H	IV
11	4100 7	7040 000	140887	03/14/2019	175.50	Grey House Publishing	Opinions Throughout History: The Environ	IV
					Total Amt for Check 140887:	190.00		
11	7000 6	6650 000	140888	03/14/2019	564.90	Hugo's Industrial Supplies	Hugo's - Floor dry (for ice removal)	IV
11	6401 7	7010 000	140888	03/14/2019	14.00	Hugo's Industrial Supplies	BSN17525 1/3 cut manila file folders	IV
11	6401 7	7010 000	140888	03/14/2019	42.56	Hugo's Industrial Supplies	BSN20869 9"X14.50" laminate pouch	IV
11	6401 7	7010 000	140888	03/14/2019	57.87	Hugo's Industrial Supplies	BSN20870 3ml 9"x11.50" laminate pouch	IV
11	6401 7	7010 000	140888	03/14/2019	3.57	Hugo's Industrial Supplies	BOS40000MBLK staple remover	IV
11	6401 7	7010 000	140888	03/14/2019	29.48	Hugo's Industrial Supplies	BSN17532 1/3 cut hanging file folders	IV
11	6401 7	7010 000	140888	03/14/2019	14.50	Hugo's Industrial Supplies	BSN32953 invisible tape	IV
11	6401 7	7010 000	140888	03/14/2019	25.71	Hugo's Industrial Supplies	BAL8574GMBD monitor/screen wipes	IV

Expense Check Register

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Subsid: AP

	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 6401 7 7010 000	140888	03/14/2019	19.38	Hugo's Industrial Supplies	BSN36666 10"x15" clasp envelopes	IV
11 6401 7 7010 000	140888	03/14/2019	49.70	Hugo's Industrial Supplies	MMM209024A blue painter's tape	IV
11 7000 7 7110 000	140888	03/14/2019	825.84	Hugo's Industrial Supplies	Hugo's - Cleaner, TP, towels, liners	IV
11 7000 7 7110 000	140888	03/14/2019	160.00	Hugo's Industrial Supplies	Hugo's - Vital Oxide	IV
	Total Amt for Check 140888:		1,807.51			
11 6100 6 6040 000	140889	03/14/2019	85.00	Brian L Inbody	Chanute to Topeka 3/7/19	IV
11 6100 6 6040 000	140889	03/14/2019	13.60	Brian L Inbody	Chanute to Erie 3/7/19	IV
11 6100 6 6040 000	140889	03/14/2019	93.16	Brian L Inbody	Chanute to NYC 2/23/19	IV
11 6100 6 6040 000	140889	03/14/2019	48.96	Brian L Inbody	Chanute to Ottawa 3/1/19	IV
11 6100 6 6040 000	140889	03/14/2019	85.00	Brian L Inbody	Chanute to Topeka 2/20/19	IV
	Total Amt for Check 140889:		325.72			
11 7010 8 8250 000	140890	03/14/2019	1,590.00	Independence Overhead Doors	Independence Overhead - Door & remotes	IV
11 7010 8 8250 000	140890	03/14/2019	2,980.00	Independence Overhead Doors	Independence Overhead - Garage door	IV
	Total Amt for Check 140890:		4,570.00			
17 9352 7 7420 000	140891	03/14/2019	33.29	J. America LLC	Freight Charges	IV
17 9352 7 7420 000	140891	03/14/2019	150.00	J. America LLC	Mary Grimes Logo White TShirts	IV
17 9352 7 7420 000	140891	03/14/2019	150.00	J. America LLC	Mary Grimes Logo Heather Gray TShirts	IV
	Total Amt for Check 140891:		333.29			
11 7010 8 8250 000	140892	03/14/2019	1,856.50	Jayhawk Lumber Glass and More	Jayhawk - Metal door, rim exit device	IV
16 9500 6 6710 000	140892	03/14/2019	150.00	Jayhawk Lumber Glass and More	Jayhawk - Bronze door closers	IV
	Total Amt for Check 140892:		2,006.50			
11 1153 6 6650 000	140893	03/14/2019	4,820.00	Jenzabar	Mobile app contract	IV
	Total Amt for Check 140893:		4,820.00			
11 5310 7 7180 000	140894	03/14/2019	31.36	Jostens	Diploma for Steffon Staley	IV
	Total Amt for Check 140894:		31.36			
14 1400 6 6650 000	140895	03/14/2019	40.00	Kansas Highway Patrol	Defensive Driving	IV
	Total Amt for Check 140895:		40.00			
11 1143 6 6020 000	140896	03/14/2019	13.40	Luka K Kapkiai	Food during PTK trip to Topeka	IV
	Total Amt for Check 140896:		13.40			
11 1150 6 6040 000	140897	03/14/2019	51.00	Brenda L Krumm	Chanute to ottawa 2/27/19	IV
11 1150 6 6040 000	140897	03/14/2019	74.90	Brenda L Krumm	Chanute to Topeka 3/8/19	IV

Expense Check Register

3/14/2019

Subsid: AP

	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11	1150 7 7000 000	140897	03/14/2019	4.99	Brenda L Krumm	White Pages to locate Leonard Bunselmyer IV
11	1150 7 7000 000	140897	03/14/2019	7.48	Brenda L Krumm	Case for America Cinema CD's IV
		Total Amt for Check 140897:	138.37			
13	1315 6 6010 000	140898	03/14/2019	123.39	Steven A Lamer	waverly to wichita 2/20/19 IV
		Total Amt for Check 140898:	123.39			
11	2000 2 2010 000	140899	03/14/2019	1.87	Locke Supply Company	Discount for check- vendor864Invoice3668 DJ
11	7000 6 6710 000	140899	03/14/2019	55.83	Locke Supply Company	Locke - Tubing cutter IV
16	9500 8 8250 000	140899	03/14/2019	37.44	Locke Supply Company	Locke - Cover plates & combination plate IV
16	9500 8 8250 000	140899	03/14/2019	-1.87	Locke Supply Company	Discount for check- vendor864Invoice3668 DJ
16	9500 8 8250 000	140899	03/14/2019	65.03	Locke Supply Company	Locke - LED lamp IV
16	9500 8 8250 000	140899	03/14/2019	6.70	Locke Supply Company	Locke - Stainless steel blank plates IV
16	9500 8 8250 000	140899	03/14/2019	24.06	Locke Supply Company	Locke - Ceiling registers IV
16	9500 8 8250 000	140899	03/14/2019	71.99	Locke Supply Company	Locke - LED flat panels IV
16	9500 8 8250 000	140899	03/14/2019	719.90	Locke Supply Company	Locke - LED flat panels IV
11	7000 6 6700 000	140899	03/14/2019	18.16	Locke Supply Company	Locke - Pleated filters IV
11	7000 6 6700 000	140899	03/14/2019	-0.91	Locke Supply Company	Discount for check- vendor864Invoice3668 DJ
11	2000 2 2010 000	140899	03/14/2019	0.91	Locke Supply Company	Discount for check- vendor864Invoice3668 DJ
		Total Amt for Check 140899:	999.11			
11	7000 8 8500 000	140900	03/14/2019	9.75	McCarty's Office Machines Inc.	McCarty's - Plastic shelf support clips IV
		Total Amt for Check 140900:	9.75			
12	1221 7 7000 000	140901	03/14/2019	28.57	Medline Industries, Inc	Surgical shoe cover 1 case IV
12	1221 7 7000 000	140901	03/14/2019	415.40	Medline Industries, Inc	Surgical Gowns Sterile (4cases) IV
		Total Amt for Check 140901:	443.97			
11	7000 6 6720 000	140902	03/14/2019	690.00	Merchants Automotive Group, Inc	Merchants - March rental (Van #99-2) IV
11	7000 6 6720 000	140902	03/14/2019	690.00	Merchants Automotive Group, Inc	Merchants - March rental (Van #99-1) IV
		Total Amt for Check 140902:	1,380.00			
11	7010 8 8250 000	140903	03/14/2019	45.00	Michael Welding & Repair	Michael Welding - Work on indoor door IV
		Total Amt for Check 140903:	45.00			
13	1315 6 6010 000	140904	03/14/2019	83.17	Karin Jane Morton	Ottawa to Chante 1/31/19 IV
13	1315 6 6010 000	140904	03/14/2019	90.47	Karin Jane Morton	Ottawa to Wichita 2/20/19 IV
		Total Amt for Check 140904:	173.64			

Expense Check Register

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Subsid: AP

	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 1110 7 7010 000	140905	03/14/2019	4.82	Rita V Morton	DG-faculty lounge supplies	IV
11 1110 7 7010 000	140905	03/14/2019	3.15	Rita V Morton	WM-faculty lounge supplies	IV
		Total Amt for Check 140905:	7.97			
11 3100 7 7000 000	140906	03/14/2019	2,909.00	Music Theatre of Wichita	Summer Theatre Tickets 2019	IV
		Total Amt for Check 140906:	2,909.00			
11 1129 7 7000 000	140907	03/14/2019	39.00	National Geographic	Annual Membership to Nat'l Geo for class	IV
		Total Amt for Check 140907:	39.00			
12 1250 6 6010 000	140908	03/14/2019	28.34	Michaele Nunn	Lawrence to Ottawa 2/14/19	IV
32 3240 6 6010 000	140908	03/14/2019	28.34	Michaele Nunn	Lawrence to Ottawa 2./22/19	IV
32 3240 6 6010 000	140908	03/14/2019	28.34	Michaele Nunn	lawrence to ottawa 2/28/19	IV
32 3240 6 6010 000	140908	03/14/2019	28.34	Michaele Nunn	Ottawa 3/7/19	IV
		Total Amt for Check 140908:	113.36			
12 1243 7 7000 000	140909	03/14/2019	209.36	O'Connor Company Inc.	Control Boards	IV
		Total Amt for Check 140909:	209.36			
11 1152 6 6130 000	140910	03/14/2019	121.40	Ottawa Herald	Ottawa Progress Ad - Education edition	IV
11 6250 6 6030 000	140910	03/14/2019	91.34	Ottawa Herald	HW AA DOOC	IV
		Total Amt for Check 140910:	212.74			
11 1123 7 7100 000	140911	03/14/2019	39.00	PASCO Scientific	Shipping cost	IV
11 1123 7 7100 000	140911	03/14/2019	275.00	PASCO Scientific	Rotating Chair/Stool	IV
		Total Amt for Check 140911:	314.00			
11 6401 6 6410 000	140912	03/14/2019	2,863.68	Pitney Bowes	Lease charge 12/30/2018 - 03/29/2019	IV
11 1152 6 6650 000	140912	03/14/2019	288.96	Pitney Bowes	Postage machine Lease	IV
		Total Amt for Check 140912:	3,152.64			
11 5101 7 7073 000	140913	03/14/2019	85.80	PrairieFire Coffee Roasters	Bookstore Coffee Bar-Hot chocolate	IV
11 5101 7 7072 000	140913	03/14/2019	39.90	PrairieFire Coffee Roasters	Bookstore Coffee Bar-Cappuccino	IV
11 5101 7 7072 000	140913	03/14/2019	119.70	PrairieFire Coffee Roasters	Bookstore Coffee Bar-Cappuccino	IV
11 5101 7 7071 000	140913	03/14/2019	107.70	PrairieFire Coffee Roasters	Bookstore Coffee Bar-Coffee	IV
11 5100 7 7073 000	140913	03/14/2019	128.70	PrairieFire Coffee Roasters	CLC - Hot chocolate	IV
11 5100 7 7072 000	140913	03/14/2019	119.70	PrairieFire Coffee Roasters	CLC - Cappuccino	IV
11 5100 7 7072 000	140913	03/14/2019	39.90	PrairieFire Coffee Roasters	CLC - Cappuccino	IV

Expense Check Register

3/14/2019

Subsid: AP

	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
17 9300 7 7430 000	140913	03/14/2019	27.95	PrairieFire Coffee Roasters	Bookstore Coffee Bar - Tea	IV
		Total Amt for Check 140913:	669.35			
11 6500 6 6610 000	140914	03/14/2019	1,837.50	R Kent Pringle	Legal Services - Kent Pringle	IV
		Total Amt for Check 140914:	1,837.50			
32 3208 7 7010 000	140915	03/14/2019	458.50	Ravin Printing	RSVP imprinted pens	IV
		Total Amt for Check 140915:	458.50			
11 4200 6 6010 000	140916	03/14/2019	76.16	Sarah R Robb	Chanute to Topeka 3/6/19	IV
		Total Amt for Check 140916:	76.16			
32 3422 6 6010 000	140917	03/14/2019	54.17	Michael J Rose	Coffeeyville CC to NCCC 2/22/19	IV
		Total Amt for Check 140917:	54.17			
16 9500 8 8250 000	140918	03/14/2019	24.14	Sherwin Williams Co. - Chanute	Sherwin Wms - Mini rollers & mini trays	IV
16 9500 8 8250 000	140918	03/14/2019	21.95	Sherwin Williams Co. - Chanute	Sherwin Wms - Rollers and tray liner	IV
16 9500 8 8250 000	140918	03/14/2019	71.70	Sherwin Williams Co. - Chanute	Sherwin Wms - Rollers, liner, paint	IV
		Total Amt for Check 140918:	117.79			
11 7000 8 8251 000	140919	03/14/2019	28,501.89	Signature Public Funding Corp.	April 19	IV
		Total Amt for Check 140919:	28,501.89			
16 9500 6 6660 000	140920	03/14/2019	598.92	Rafael Simmons	Spring Break 2019 Soccer meal money	IV
		Total Amt for Check 140920:	598.92			
12 1219 7 7000 000	140921	03/14/2019	28.50	Jlynn J Smith	Panther Preview Day-Meals	IV
12 1219 7 7000 000	140921	03/14/2019	11.20	Jlynn J Smith	Meal-Ottawa Campus Meeting	IV
		Total Amt for Check 140921:	39.70			
11 7000 6 6720 000	140922	03/14/2019	45.45	Southtown Quick Lube	Southtown - Oil change (#99-2)	IV
11 7000 6 6720 000	140922	03/14/2019	45.50	Southtown Quick Lube	Southtown - Oil change (#99-1)	IV
11 7000 6 6720 000	140922	03/14/2019	68.00	Southtown Quick Lube	Southtown - Oil change (#19)	IV
11 7000 6 6720 000	140922	03/14/2019	44.10	Southtown Quick Lube	Southtown - Oil change (#17)	IV
11 7000 6 6720 000	140922	03/14/2019	149.53	Southtown Quick Lube	Southtown - Brakes (#4)	IV
11 7000 6 6720 000	140922	03/14/2019	42.68	Southtown Quick Lube	Southtown - Oil change (#4)	IV
		Total Amt for Check 140922:	395.26			
12 1241 6 6040 000	140923	03/14/2019	35.97	Brandon L Sprague	Ottawa to Olathe 2/22/19	IV
		Total Amt for Check 140923:	35.97			

Expense Check Register

3/14/2019

Subsid: AP

	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 1118 7 7140 000	140924	03/14/2019	70.59	Tricia J Stogsdill	Props for Proof-Walmart	IV
		Total Amt for Check 140924:	70.59			
16 9500 7 7110 000	140925	03/14/2019	458.88	Supplyworks	Supplyworks - Custodial supplies	IV
		Total Amt for Check 140925:	458.88			
11 6400 8 8560 000	140926	03/14/2019	938.35	TFM Comm	CP200D 403-470 4W16CH DIG	IV
		Total Amt for Check 140926:	938.35			
12 1241 7 7000 000	140927	03/14/2019	81.00	Thompson Brothers	Oxygen	IV
12 1241 7 7000 000	140927	03/14/2019	55.60	Thompson Brothers	Sanpa Flp Disc	IV
12 1241 7 7000 000	140927	03/14/2019	79.60	Thompson Brothers	Abr Cut 4 1/2	IV
12 1241 7 7000 000	140927	03/14/2019	49.90	Thompson Brothers	Bansaw	IV
12 1241 7 7000 000	140927	03/14/2019	179.50	Thompson Brothers	E6010 1/8	IV
12 1241 7 7000 000	140927	03/14/2019	286.00	Thompson Brothers	E7018 3/32	IV
		Total Amt for Check 140927:	731.60			
11 7010 8 8250 000	140928	03/14/2019	1,253.00	TMi-Aftermarket Solutions Group	TMI - Wireless thermostat kit	IV
		Total Amt for Check 140928:	1,253.00			
11 6200 6 6320 000	140929	03/14/2019	61.99	Touchtone Communications	Feb 19	IV
		Total Amt for Check 140929:	61.99			
11 5550 6 6110 000	140930	03/14/2019	16.71	United Parcel Service	Michaela Bowers	IV
11 5550 6 6110 000	140930	03/14/2019	16.66	United Parcel Service	Julia McVey	IV
11 5550 6 6110 000	140930	03/14/2019	44.88	United Parcel Service	Eric Grant	IV
		Total Amt for Check 140930:	78.25			
12 1243 7 7000 000	140931	03/14/2019	90.63	United Refrigeration Inc.	R410A Refrigerant 25lb	IV
12 1243 7 7000 000	140931	03/14/2019	142.36	United Refrigeration Inc.	Line Set 50'	IV
12 1243 7 7000 000	140931	03/14/2019	34.08	United Refrigeration Inc.	3/4 LT 90 ELL	IV
12 1243 7 7000 000	140931	03/14/2019	29.76	United Refrigeration Inc.	3/8 LT 90 ELL	IV
12 1243 7 7000 000	140931	03/14/2019	32.14	United Refrigeration Inc.	5% Stay Silver .05x1/18"	IV
12 1243 7 7000 000	140931	03/14/2019	98.40	United Refrigeration Inc.	Sporlan 3/8" O/D Driver	IV
		Total Amt for Check 140931:	427.37			
12 1241 6 6313 000	140932	03/14/2019	1,516.14	USD 365		IV
		Total Amt for Check 140932:	1,516.14			
12 1219 7 7000 000	140933	03/14/2019	62.50	Validity Screening Solutions	Drug Test & Criminal:OmniSearch	IV

Expense Check Register

3/14/2019

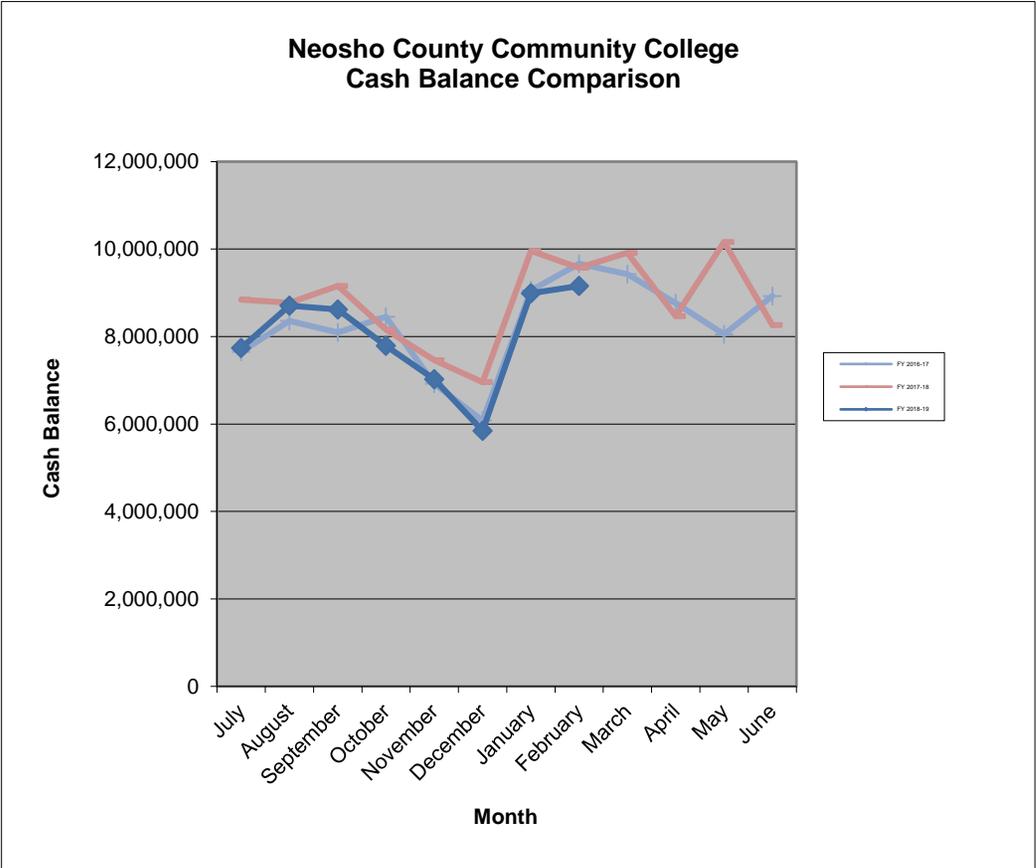
Subsid: AP

	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
12 1218 7 7000 000	140933	03/14/2019	62.50	Validity Screening Solutions	Drug Test & Criminal:OmniSearch	IV
12 1218 7 7000 000	140933	03/14/2019	210.00	Validity Screening Solutions	Drug Tests	IV
	Total Amt for Check 140933:		335.00			
11 5000 6 6650 000	140934	03/14/2019	30.08	Verizon Wireless	Jan 2019 Verizon - K Coomes data plan	IV
11 7000 6 6720 000	140934	03/14/2019	80.02	Verizon Wireless	Neosho Wifi March 18	IV
	Total Amt for Check 140934:		110.10			
16 9500 6 6314 000	140935	03/14/2019	691.51	WCA Waste Systems, Inc.	Feb 19	IV
11 7000 6 6314 000	140935	03/14/2019	691.51	WCA Waste Systems, Inc.	Feb 19	IV
	Total Amt for Check 140935:		1,383.02			
11 1112 7 7000 000	140936	03/14/2019	9.99	Mary E Weilert	Google Storage for Speech	IV
11 1112 7 7010 000	140936	03/14/2019	100.11	Mary E Weilert	Book for developing Speech class	IV
	Total Amt for Check 140936:		110.10			
11 7000 6 6313 000	140937	03/14/2019	3,784.17	City of Chanute	Gas Fuel Factor	IV
11 7000 6 6313 000	140937	03/14/2019	1,294.20	City of Chanute	Gas	IV
11 7000 6 6312 000	140937	03/14/2019	15.05	City of Chanute	sewer jan Feb	IV
11 7000 6 6312 000	140937	03/14/2019	760.69	City of Chanute	sewer jan Feb	IV
11 7000 6 6311 000	140937	03/14/2019	1,943.10	City of Chanute	water Jan Feb 19	IV
11 7000 6 6310 000	140937	03/14/2019	10,664.15	City of Chanute	electric fuel factor Jan Feb	IV
11 7000 6 6310 000	140937	03/14/2019	13,686.68	City of Chanute	Electric Jan Feb 19	IV
11 7000 6 6310 000	140937	03/14/2019	1,327.87	City of Chanute	Electric demand jan Feb	IV
11 7000 6 6310 000	140937	03/14/2019	18.00	City of Chanute	Yard light Jan Feb 19	IV
11 7000 6 6310 000	140937	03/14/2019	15.00	City of Chanute	fire protect Jan Feb	IV
	Total Amt for Check 140937:		33,508.91			
11 6200 7 7010 000	140938	03/14/2019	3,088.89	Educational Computer Systems, Inc	Preparation and Distribution 2018 1098T	IV
	Total Amt for Check 140938:		3,088.89			
11 6250 7 7070 000	140939	03/14/2019	2,140.74	G & W Foods	G&W Gift Certificates December 3-12-19	IV
	Total Amt for Check 140939:		2,140.74			

Neosho County Community College
Expense Check Register

Subsid: AP

	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 6501 6 6120 000	140940	03/14/2019	513.98	NCCC Foundation	Book all elementary students Chanute	IV
		Total Amt for Check 140940:	513.98			
Total # for AP:	228	Total Amt for AP:	327,271.03			
Report Total #:	228	Report Total Amt:	327,271.03			



REVENUE REPORT
Neosho Community College
February 2019

Account	Description	Current Budget	YTD Revenue	Posted Balance	
				February 2019	YTD/Budget
11-0100-4-4010-000	Student Tuition-Academic	2,056,056.00	1,533,872.85	611,461.82	74.60
11-0100-4-4030-000	Student Tuition Test Out Fee	3,000.00	3,215.00	20.00	107.17
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	18,865.00	12,150.00	52.40
11-0100-4-4090-000	Agency Student Fees	1,786,593.00	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	1,494,940.00	1,494,940.00	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	100,000.00	110,299.63	0.00	110.30
11-0100-4-4420-000	Ad Valorem Property Tax January-June	2,186,019.00	1,686,522.30	0.00	77.15
11-0100-4-4430-000	Motor Vehicle Property Tax July-December	227,770.00	326,766.59	0.00	143.46
11-0100-4-4440-000	Delinquent Taxes	84,220.00	0.00	0.00	0.00
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	138,604.35	0.00	40.07
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	3,833.09	0.00	172.27
11-0100-4-4500-000	Recreational Vehicle Tax January-June	4,710.00	1,527.48	0.00	32.43
11-0100-4-4510-000	16/20M Tax July-December	560.00	861.35	0.00	153.81
11-0100-4-4520-000	16/20M Tax January-June	18,785.00	8,192.68	0.00	43.61
11-0100-4-4530-000	Rental MV Exise Tax	245.00	78.35	0.00	31.98
11-0100-4-4550-000	CVT Property Tax	42,105.00	10,973.95	0.00	26.06
11-0100-4-4720-000	Facilities Use	3,000.00	100.00	0.00	3.33
11-0100-4-4750-000	Commissions	8,350.00	7,251.72	59.54	86.85
11-0100-4-4790-000	Stimulus Funds	0.00	0.00	0.00	0.00
11-0100-4-4810-000	Interest	4,600.00	20,474.40	456.16	445.10
11-0100-4-4830-000	Reimbursement	8,400.00	306.40	306.40	3.65
11-0100-4-4840-000	Miscellaneous	121,000.00	60,858.57	5,412.85	50.30
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	76,516.18	0.00	104.45
11-0100-4-4880-000	Sale of Surplus Property	13,550.00	114.70	0.00	0.85
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	15,000.00	0.00	0.00

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Account	Description	Current Budget	YTD Revenue	Posted Balance	
				February 2019	YTD/Budget
11-0100-4-4950-000	Transfer In	24,000.00	24,000.00	0.00	100.00
	TOTAL	8,645,254.00	5,543,174.59	629,866.77	0.64
12-0200-4-4020-000	Student Tuition-PTE	1,283,567.00	1,075,453.00	489,052.00	83.79
12-0200-4-4030-000	Student Tuition Test Out Fee	0.00	135.00	0.00	0.00
12-0200-4-4040-000	SB 155 Tuition for Tech Ed	836,258.00	376,853.00	0.00	45.06
12-0200-4-4080-000	Course Fees-Vocational	596,560.00	416,558.00	186,620.00	69.83
12-0200-4-4090-000	Agency Student Fees	67,490.00	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	1,327,792.00	1,327,792.00	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	225.00	0.00	0.00
12-0200-4-4950-000	Transfer In	0.00	0.00	0.00	0.00
	TOTAL	4,111,667.00	3,197,016.00	675,672.00	0.78
13-0300-4-4070-000	Course Fees-Academic	19,000.00	1,132.76	0.00	5.96
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	219,225.00	70,944.14	0.00	32.36
13-0300-4-4280-000	State Grants & Contracts	75,768.00	71,980.00	0.00	95.00
13-0300-4-4410-000	Ad Valorem Property tax July-December	0.00	0.00	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	0.00	0.00	0.00
13-0300-4-4450-000	In Lieu TRB	0.00	0.00	0.00	0.00
13-0300-4-4460-000	Motor Vehicle Property Tx January-June	0.00	0.00	0.00	0.00
13-0300-4-4470-000	Local Funds	160,645.00	94,282.00	0.00	58.69
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

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Account	Description	Current Budget	YTD Revenue	Posted Balance	
				February 2019	YTD/Budget
13-0300-4-4950-000	Transfer In	0.00	0.00	0.00	0.00
	TOTAL	474,638.00	238,338.90	0.00	0.50
14-0400-4-4070-000	Course Fees-Academic	54,494.00	180.00	0.00	0.33
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	180.00	0.00	0.00
16-0883-4-4090-000	Agency Student Fees	0.00	0.00	0.00	0.00
16-0883-4-4710-000	Room and Board	1,385,000.00	1,514,356.13	693,600.00	109.34
16-0883-4-4740-000	Dorm Damages	0.00	0.00	0.00	0.00
16-0883-4-4750-000	Commissions	8,000.00	1,155.71	354.20	14.45
16-0883-4-4810-000	Interest	25.00	67.92	44.55	271.68
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	20,125.00	0.00	46.67
16-0883-4-4930-000	Safe Rental Fee	15,000.00	8,232.00	0.00	54.88
	TOTAL	1,500,000.00	1,543,936.76	693,998.75	1.03
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	237,624.04	93,777.00	79.18
17-0881-4-4730-000	Bookstore Sales Books	481,465.00	393,403.63	9,672.89	81.71
17-0881-4-4731-000	Bookstore Book Fines	1,000.00	291.40	41.00	29.14
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	15,491.61	1,038.09	81.53
17-0881-4-4772-000	Bookstore Sales-Apparel Chanute	27,200.00	22,103.24	1,060.01	81.26
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	16,528.84	1,996.35	64.82
17-0881-4-4841-000	Bookstore Sales Tax	25,500.00	21,953.18	1,076.40	86.09
17-0881-4-4842-000	Bookstore Sales-Miscellaneous Chanute	20,000.00	15,021.17	1,658.99	75.11
17-0881-4-4880-000	Bookstore Sales-Surplus textbooks	500.00	386.56	0.00	77.31
17-9300-4-4840-000	Miscellaneous	0.00	0.00	0.00	0.00
	TOTAL	900,285.00	722,803.67	110,320.73	0.80
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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				February 2019	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	0.00	0.00	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	0.00	0.00	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	0.00	0.00	0.00
32-3110-4-4840-000	Miscellaneous	2,970.00	5,610.00	0.00	188.89
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	0.00	0.00	0.00
32-3208-4-4110-000	Federal Grants and Contracts	39,053.92	29,389.16	0.00	75.25

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				February 2019	YTD/Budget
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
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	0.00	0.00	0.00
32-3223-4-4110-000	Federal Grants and Contracts	0.00	36,097.89	758.33	0.00
32-3224-4-4110-000	Federal Grants and Contracts	0.00	144,344.87	22,215.01	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	92,407.62	11,601.94	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	125,778.00	65,380.57	0.00	51.98
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
32-3267-4-4280-000	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	0.00	0.00	0.00	0.00
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	49,389.12	141.67	0.00
32-3422-4-4110-000	Federal Grants and Contracts	0.00	141,251.44	17,995.94	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	0.00	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	16,573.00	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	2,304.50	804.50	0.00
32-3556-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3557-4-4840-000	Miscellaneous	500.00	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

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				February 2019	YTD/Budget
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	135,693.00	0.00	0.00
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	48,244.70	141.66	0.00
32-3722-4-4110-000	Federal Grants and Contracts	0.00	74,108.90	10,932.17	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	0.00	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	167,301.92	840,794.77	63,074.56	5.03
Report Total	TOTAL	-15,853,639.92	12,086,244.69	2,172,932.81	0.76

Neosho Community College

March 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	March 2019 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	2,392.00	0.00	0.00	1,478.22	1,478.22	913.78	62%
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	45,990.00	0.00	0.00	26,827.50	26,827.50	19,162.50	58%
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	0.00	22,294.33	22,294.33	29,182.67	43%
11-1117-5-5200-614	Developmental Math-Drybread	48,573.00	0.00	0.00	25,410.00	25,410.00	23,163.00	52%
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)	12,500.00	0.00	0.00	4,689.00	4,689.00	7,811.00	38%
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	1,128.14	1,128.14	371.86	75%
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	1,949.90	1,949.90	4,050.10	32%

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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	0.00	0.00	144.32	0%
11-1122-6-6110-000	Postage	5.00	0.00	0.00	0.00	0.00	5.00	0%
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	1,625.89	0.00	0.00	265.31	265.31	1,360.58	16%
11-1122-6-6480-000	Equipment Repair	600.00	0.00	0.00	0.00	0.00	600.00	0%
11-1122-7-7000-000	Instructional Supplies	5,527.56	0.00	1,162.56	2,831.54	3,994.10	1,533.46	72%
11-1122-7-7001-000	Instructional Supp Critter Wall	685.00	0.00	12.51	31.44	43.95	641.05	6%
11-1122-7-7010-000	Office Supplies	115.00	0.00	0.00	105.17	105.17	9.83	91%
11-1122-7-7100-000	Small Equipment	2,250.00	0.00	0.00	0.00	0.00	2,250.00	0%
11-1122-7-7190-000	Other	550.00	0.00	0.00	219.50	219.50	330.50	40%
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	145,749.45	0.00	1,175.07	73,435.40	74,610.47	71,138.98	51%
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-Kapkiyai	29,067.22	0.00	0.00	14,533.52	14,533.52	14,533.70	50%
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	203.30	203.30	246.70	45%
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	1,046.55	0.00	210.02	336.84	546.86	499.69	52%
11-1123-7-7010-000	Office Supplies	95.00	0.00	0.00	8.36	8.36	86.64	9%

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11-1123-7-7100-000	Small Equipment	1,200.00	0.00	314.00	653.07	967.07	232.93	81%
11-1123-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
11-1123-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-1123-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Science (Physical) Total	31,963.77	0.00	524.02	15,735.09	16,259.11	15,704.66	51%
11-1125-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-1125-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-1125-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
11-1125-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-1125-8-8520-000	Equipment Reserve	0.00	0.00	0.00	0.00	0.00	0.00	
	Science - (Biology-HP) Total	0.00	0.00	0.00	0.00	0.00	0.00	
11-1129-5-5200-619	Faculty Salary-Ayers	47,470.00	0.00	0.00	23,735.02	23,735.02	23,734.98	50%
11-1129-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
11-1129-6-6020-000	Team/Student Travel	11,400.00	0.00	0.00	11,400.00	11,400.00	0.00	100%
11-1129-6-6040-000	Vehicle Mileage	200.00	0.00	0.00	0.00	0.00	200.00	0%
11-1129-6-6110-000	Postage	10.00	0.00	0.00	0.94	0.94	9.06	9%
11-1129-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-1129-6-6430-000	Copier Lease/Rental	400.00	0.00	0.00	343.41	343.41	56.59	86%
11-1129-7-7000-000	Instructional Supplies	868.00	0.00	58.62	238.52	297.14	570.86	34%
11-1129-7-7010-000	Office Supplies	282.00	0.00	0.00	134.63	134.63	147.37	48%
11-1129-7-7040-000	Books	250.00	0.00	0.00	125.40	125.40	124.60	50%
	History Total	60,880.00	0.00	58.62	35,977.92	36,036.54	24,843.46	59%
11-1130-5-5200-642	Faculty Salary-Covey	38,022.00	0.00	0.00	19,011.00	19,011.00	19,011.00	50%
11-1130-5-5200-659	Psychology-Covey	0.00	0.00	0.00	0.00	0.00	0.00	
11-1130-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
11-1130-6-6040-000	Vehicle Mileage	14.00	0.00	0.00	0.00	0.00	14.00	0%
11-1130-6-6110-000	Postage	1.00	0.00	0.00	0.47	0.47	0.53	47%
11-1130-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-1130-6-6430-000	Copier Lease/Rental	535.00	0.00	0.00	532.95	532.95	2.05	100%
11-1130-7-7000-000	Instructional Supplies	165.00	0.00	0.00	111.01	111.01	53.99	67%

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11-1152-5-5150-332	Support Salary-Gardner	38,033.00	0.00	0.00	22,185.94	22,185.94	15,847.06	58%
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	46,382.00	0.00	0.00	23,190.98	23,190.98	23,191.02	50%
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	42,621.00	0.00	0.00	5,919.75	5,919.75	36,701.25	14%
11-1152-5-5200-620	Humanities-Blackwell	29,860.00	0.00	0.00	14,929.98	14,929.98	14,930.02	50%
11-1152-5-5200-623	Math/Computer Science-Stanley	28,630.00	0.00	0.00	19,557.04	19,557.04	9,072.96	68%
11-1152-5-5200-656	Faculty Salary-Sociology Eldridge	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5200-662	Faculty Salary-Row	38,736.00	0.00	0.00	19,368.00	19,368.00	19,368.00	50%
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)	193,500.00	0.00	0.00	72,675.01	72,675.01	120,824.99	38%
11-1152-5-5220-000	Faculty Salary (Overload)	34,020.00	0.00	0.00	2,850.00	2,850.00	31,170.00	8%
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)	200.00	0.00	0.00	0.00	0.00	200.00	0%
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	25,729.60	0.00	0.00	14,369.21	14,369.21	11,360.39	56%
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	232.00	232.00	1,768.00	12%

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11-1152-6-6700-000	Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00	
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	3,222.00	0.00	310.00	2,962.94	3,272.94	-50.94	102%
11-1152-6-6830-000	Administrative Allowance	400.00	0.00	0.00	52.63	52.63	347.37	13%
11-1152-7-7000-000	Instructional Supplies	2,500.00	0.00	38.88	787.89	826.77	1,673.23	33%
11-1152-7-7010-000	Office Supplies	2,200.00	0.00	0.00	1,559.65	1,559.65	640.35	71%
11-1152-7-7030-000	Maintenance & Janitorial Supplies	100.00	0.00	0.00	0.00	0.00	100.00	0%
11-1152-7-7070-000	Food	2,370.00	0.00	58.98	833.36	892.34	1,477.66	38%
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	700.00	0.00	0.00	277.39	277.39	422.61	40%
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	0.00	0.00	0.00	
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	5,284.00	0.00	0.00	970.12	970.12	4,313.88	18%
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	
	Ottawa Total	982,307.60	0.00	8,925.84	294,111.50	303,037.34	679,270.26	31%
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	38,033.00	0.00	0.00	21,393.58	21,393.58	16,639.42	56%
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)	28,609.25	0.00	0.00	15,491.36	15,491.36	13,117.89	54%
11-1153-5-5220-000	Faculty Salary (Overload) (bonus)	35,919.50	0.00	0.00	11,587.64	11,587.64	24,331.86	32%
11-1153-5-5300-531	Clerical Salary-Woolman	29,140.80	0.00	0.00	16,276.70	16,276.70	12,864.10	56%
11-1153-5-5320-000	Clerical Salary (OT)	250.00	0.00	0.00	220.71	220.71	29.29	88%
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	0.00	700.00	700.00	500.00	58%
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	73.83	73.83	326.37	18%

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11-1161-6-6110-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	
11-1161-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
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	0.00	0.00	10.00	0%
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	1,245.70	1,245.70	354.30	78%
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	0.00	250.00	3,668.43	3,918.43	4,655.57	46%
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	0.00	250.00	4,914.13	5,164.13	5,904.87	47%
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	2.35	2.35	497.65	0%
11-3100-6-6120-000	Printing	45.00	0.00	0.00	0.00	0.00	45.00	0%
11-3100-6-6130-000	Advertising	697.21	0.00	0.00	0.00	0.00	697.21	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	365.76	365.76	376.24	49%
11-3100-7-7000-000	Instructional Supplies	6,714.00	0.00	0.00	3,084.24	3,084.24	3,629.76	46%
11-3100-7-7010-000	Office Supplies	62.79	0.00	0.00	67.37	67.37	-4.58	107%

Neosho Community College

March 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	March 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-4100-7-7010-000	Office Supplies	800.00	0.00	38.58	720.11	758.69	41.31	95%
11-4100-7-7040-000	Books	3,435.00	0.00	574.18	1,736.12	2,310.30	1,124.70	67%
11-4100-7-7050-000	Periodicals	2,800.00	0.00	0.00	2,195.42	2,195.42	604.58	78%
11-4100-7-7060-000	Audio/Visual Aids - DVDs	467.79	0.00	0.00	467.79	467.79	0.00	100%
11-4100-7-7070-000	Food	80.98	0.00	0.00	0.00	0.00	80.98	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	270.00	0.00	0.00	29.59	29.59	299.59	-11%
11-4100-7-7170-000	Periodicals - Ottawa	1,505.00	0.00	0.00	1,178.24	1,178.24	326.76	78%
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	138,140.00	0.00	2,882.73	80,197.50	83,080.23	55,059.77	60%
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	64,099.50	0.00	0.00	37,391.41	37,391.41	26,708.09	58%
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	33,360.00	0.00	0.00	16,679.94	16,679.94	16,680.06	50%
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	32,567.22	0.00	0.00	16,283.48	16,283.48	16,283.74	50%
11-4200-5-5210-000	Faculty Salary (PT)	199,500.00	0.00	0.00	108,972.27	108,972.27	90,527.73	55%
11-4200-5-5220-000	Faculty Salary (Overload)	204,000.00	0.00	0.00	132,562.71	132,562.71	71,437.29	65%
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-Schommer	35,027.20	0.00	0.00	19,560.40	19,560.40	15,466.80	56%
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	4,273.00	0.00	0.00	2,124.44	2,124.44	2,148.56	50%
11-4200-6-6010-000	Travel	3,500.00	0.00	0.00	919.35	919.35	2,580.65	26%

Neosho Community College

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	March 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-5000-5-5300-541	Admin Assist-Stu-M Smith	11,960.00	0.00	0.00	7,382.01	7,382.01	4,577.99	62%
11-5000-5-5310-000	Clerical Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-5000-5-5400-000	Student Salary	4,000.00	0.00	0.00	1,429.38	1,429.38	2,570.62	36%
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	0.00	700.00	700.00	500.00	58%
11-5000-6-6010-000	Travel	900.00	0.00	0.00	590.62	590.62	309.38	66%
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	632.61	632.61	317.39	67%
11-5000-6-6110-000	Postage	200.00	0.00	0.00	9.93	9.93	190.07	5%
11-5000-6-6120-000	Printing	165.00	0.00	0.00	0.00	0.00	165.00	0%
11-5000-6-6260-000	Conference	835.00	0.00	400.00	435.00	835.00	0.00	100%
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	89.53	89.53	160.47	36%
11-5000-6-6650-000	Contract Services	17,600.00	0.00	180.48	10,525.07	10,705.55	6,894.45	61%
11-5000-6-6820-000	Dues/Memberships	2,945.00	0.00	0.00	2,300.00	2,300.00	645.00	78%
11-5000-6-6830-000	Administrative Allowance	2,800.00	0.00	138.21	1,053.72	1,191.93	1,608.07	43%
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	331.00	0.00	0.00	148.29	148.29	182.71	45%
11-5000-7-7070-000	Food	1,675.00	0.00	51.26	809.46	860.72	814.28	51%
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	57.99	57.99	211.01	22%
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	0.00	0.00	0.00	0.00	0.00	0.00	
	Student Development Total	110,708.00	0.00	769.95	63,804.92	64,574.87	46,133.13	58%
11-5050-5-5120-102	Vice President/Dean's Salary-	0.00	0.00	0.00	0.00	0.00	0.00	
11-5050-5-5120-103	VPSL-Robb	21,366.50	0.00	0.00	12,463.78	12,463.78	8,902.72	58%
11-5050-5-5300-540	Clerical Salary-	0.00	0.00	0.00	54.00	54.00	54.00	
11-5050-6-6010-000	Travel	3,759.49	0.00	0.00	3,759.59	3,759.59	-0.10	100%
11-5050-6-6040-000	Vehicle Mileage	200.00	0.00	0.00	0.00	0.00	200.00	0%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	March 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-5200-5-5150-439	Ast Dir Fin Aid-Clements	31,188.00	0.00	0.00	18,007.76	18,007.76	13,180.24	58%
11-5200-5-5160-000	DOL Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-5200-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-5200-5-5300-000	Clerical Salary	0.00	0.00	0.00	0.00	0.00	0.00	
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	18,252.00	0.00	0.00	10,192.50	10,192.50	8,059.50	56%
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	700.00	0.00	0.00	91.80	91.80	608.20	13%
11-5200-6-6040-000	Vehicle Mileage	576.00	0.00	0.00	134.19	134.19	441.81	23%
11-5200-6-6110-000	Postage	1,374.00	0.00	0.00	622.52	622.52	751.48	45%
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	125.00	40.00	165.00	85.00	66%
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	0.00	0.00	198.82	198.82	301.18	40%
11-5200-6-6430-000	Copier Lease/Rental	750.00	0.00	0.00	352.79	352.79	397.21	47%
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	826.42	0.00	0.00	198.02	198.02	628.40	24%
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	46.58	0.00	0.00	46.58	46.58	0.00	100%
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	155.00	0.00	0.00	155.00	155.00	0.00	100%
11-5200-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Financial Aid Total	55,716.00	0.00	125.00	30,039.98	30,164.98	25,551.02	54%
11-5202-5-5150-439	Dir Financial Aid-Daisy	41,922.00	0.00	0.00	24,454.50	24,454.50	17,467.50	58%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	March 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
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-Bohlande	16,848.00	0.00	0.00	9,423.00	9,423.00	7,425.00	56%
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	0.00	0.00	0.00	0.00	0.00	0.00	
11-5202-6-6010-000	Travel	155.00	0.00	0.00	0.00	0.00	155.00	0%
11-5202-6-6040-000	Vehicle Mileage	364.00	0.00	0.00	100.72	100.72	263.28	28%
11-5202-6-6110-000	Postage	490.00	0.00	0.00	210.47	210.47	279.53	43%
11-5202-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
11-5202-6-6260-000	Conference	290.00	0.00	250.00	40.00	290.00	0.00	100%
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	298.99	298.99	301.01	50%
11-5202-6-6650-000	Contract Services	26,141.00	0.00	0.00	20,806.00	20,806.00	5,335.00	80%
11-5202-6-6820-000	Dues/Memberships	1,697.00	0.00	0.00	1,697.00	1,697.00	0.00	100%
11-5202-7-7010-000	Office Supplies	502.00	0.00	0.00	353.77	353.77	148.23	70%
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	290.00	0.00	920.77	289.99	1,210.76	-920.76	418%
	Financial Aid-Ottawa Total	89,299.00	0.00	1,170.77	57,674.44	58,845.21	30,453.79	66%
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-Morris	35,179.00	0.00	0.00	20,521.06	20,521.06	14,657.94	58%
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-Huffman	23,296.00	0.00	0.00	9,459.20	9,459.20	13,836.80	41%
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	1,805.00	0.00	0.00	1,225.58	1,225.58	579.42	68%
11-5300-6-6030-000	Recruiting	16,609.27	0.00	64.61	15,162.79	15,227.40	1,381.87	92%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	March 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-5300-6-6040-000	Vehicle Mileage	2,788.00	0.00	0.00	2,451.01	2,451.01	336.99	88%
11-5300-6-6110-000	Postage	1,300.00	0.00	0.00	735.81	735.81	564.19	57%
11-5300-6-6120-000	Printing	1,356.00	0.00	0.00	0.00	0.00	1,356.00	0%
11-5300-6-6130-000	Advertising	1,808.00	0.00	0.00	550.00	550.00	1,258.00	30%
11-5300-6-6260-000	Conference	406.00	0.00	0.00	170.00	170.00	236.00	42%
11-5300-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-5300-6-6430-000	Copier Lease/Rental	1,200.00	0.00	0.00	1,199.49	1,199.49	0.51	100%
11-5300-6-6820-000	Dues/Memberships	80.00	0.00	0.00	80.00	80.00	0.00	100%
11-5300-7-7010-000	Office Supplies	1,300.00	0.00	0.00	553.38	553.38	746.62	43%
11-5300-7-7100-000	Small Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-5300-7-7190-000	Other	480.00	0.00	0.00	160.32	160.32	319.68	33%
11-5300-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-5300-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Admission/Recruiting Total	87,607.27	0.00	64.61	52,268.64	52,333.25	35,274.02	60%
11-5302-5-5150-427	Dir Admissions-	0.00	0.00	0.00	0.00	0.00	0.00	
11-5302-5-5150-455	Admissions Spec-McDaniels	24,228.00	0.00	0.00	14,196.00	14,196.00	10,032.00	59%
11-5302-5-5160-000	DOL Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-5302-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
11-5302-6-6030-000	Recruiting	600.00	0.00	0.00	96.95	96.95	503.05	16%
11-5302-6-6040-000	Vehicle Mileage	12.00	0.00	0.00	0.00	0.00	12.00	0%
11-5302-6-6110-000	Postage	500.00	0.00	0.00	162.76	162.76	337.24	33%
11-5302-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
11-5302-6-6130-000	Advertising	490.73	0.00	0.00	39.76	39.76	450.97	8%
11-5302-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
11-5302-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-5302-6-6430-000	Copier Lease/Rental	1,345.00	0.00	0.00	482.02	482.02	862.98	36%
11-5302-6-6820-000	Dues/Memberships	0.00	0.00	0.00	0.00	0.00	0.00	
11-5302-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-5302-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-5302-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Admissions/Recruiting-Ottawa Total	27,175.73	0.00	0.00	14,977.49	14,977.49	12,198.24	55%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	March 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-5310-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Registrar Total	105,823.40	0.00	0.00	54,544.80	54,544.80	51,278.60	52%
11-5312-5-5300-512	Registration Specialist-Ottawa-Parker	24,960.00	0.00	0.00	13,940.00	13,940.00	11,020.00	56%
11-5312-5-5320-000	Clerical Salary (OT)	0.00	0.00	0.00	108.00	108.00	-108.00	
11-5312-6-6110-000	Postage	100.00	0.00	0.00	56.81	56.81	43.19	57%
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	14.57	14.57	235.43	6%
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	0.00	0.00	100.00	0%
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	25,410.00	0.00	0.00	14,119.38	14,119.38	11,290.62	56%
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	37,510.00	0.00	0.00	21,880.81	21,880.81	15,629.19	58%
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	0.00	137.69	137.69	192.31	42%
11-5350-6-6040-000	Vehicle Mileage	2,620.00	0.00	0.00	1,676.24	1,676.24	943.76	64%
11-5350-6-6110-000	Postage	160.35	0.00	0.00	28.27	28.27	132.08	18%
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	80.35	80.35	59.65	57%
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	184.93	184.93	65.07	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	0.00	0.00	295.00	0%
11-5350-7-7010-000	Office Supplies	159.65	0.00	0.00	146.04	146.04	13.61	91%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	March 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
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	37,170.33	0.00	0.00	11,477.25	11,477.25	25,693.08	31%
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	5,331.89	0.00	0.00	2,666.02	2,666.02	2,665.87	50%
11-5505-5-5200-624	Faculty Salary-Combs	7,918.20	0.00	0.00	3,959.10	3,959.10	3,959.10	50%
11-5505-5-5200-625	Men's Soccer-Harrison	0.00	0.00	0.00	0.00	0.00	0.00	
11-5505-5-5200-644	Faculty Salary-Alexander	7,633.00	0.00	0.00	3,831.52	3,831.52	3,801.48	50%
11-5505-5-5200-647	Faculty Salary-Herron	8,317.20	0.00	0.00	4,158.60	4,158.60	4,158.60	50%
11-5505-5-5200-649	Faculty Salary-Davis	7,347.80	0.00	0.00	3,673.88	3,673.88	3,673.92	50%
11-5505-5-5200-650	Women's Soccer-Simmons	0.00	0.00	0.00	0.00	0.00	0.00	
11-5505-5-5200-651	Faculty Salary-Northern	7,462.00	0.00	0.00	3,731.00	3,731.00	3,731.00	50%
11-5505-5-5200-658	Faculty Salary-Hicks	17,663.00	0.00	0.00	0.00	0.00	17,663.00	0%
11-5505-5-5200-659	Faculty Salary-White	6,517.00	0.00	0.00	3,602.62	3,602.62	2,914.38	55%
11-5505-5-5220-307	Faculty Salary (Overload)-Murry	0.00	0.00	0.00	0.00	0.00	0.00	
11-5505-5-5220-625	Faculty Salary (Overload)- Harrison	0.00	0.00	0.00	0.00	0.00	0.00	
11-5505-5-5300-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
11-5505-5-5300-553	Admin Assist-AthDir-Ensminger	25,480.00	0.00	0.00	14,230.00	14,230.00	11,250.00	56%
11-5505-5-5320-000	Clerical Salary (OT)	147.04	0.00	0.00	147.04	147.04	0.00	100%
11-5505-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5505-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-5505-6-6010-000	Travel	2,500.00	0.00	0.00	221.42	221.42	2,278.58	9%
11-5505-6-6020-000	Team/Student Travel	31,386.57	0.00	784.50	26,523.51	27,308.01	4,078.56	87%
11-5505-6-6040-000	Vehicle Mileage	1,352.96	0.00	0.00	1,582.84	1,582.84	-229.88	117%
11-5505-6-6110-000	Postage	250.00	0.00	101.51	19.97	121.48	128.52	49%
11-5505-6-6220-000	Insurance-Liability	124,814.00	0.00	0.00	124,814.00	124,814.00	0.00	100%
11-5505-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-5505-6-6430-000	Copier Lease/Rental	500.00	0.00	443.74	56.26	500.00	0.00	100%
11-5505-6-6650-000	Contract Services-USD 413 Field Payment	13,000.00	0.00	0.00	13,000.00	13,000.00	0.00	100%
11-5505-6-6670-000	Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5505-6-6680-000	Athletic Surplus	3,500.00	0.00	0.00	3,500.00	3,500.00	0.00	100%
11-5505-6-6820-000	Dues/Memberships	14,633.00	0.00	0.00	14,633.00	14,633.00	0.00	100%

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11-5505-6-6830-000	Administrative Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
11-5505-7-7010-000	Office Supplies	250.00	0.00	0.00	238.36	238.36	11.64	95%
11-5505-7-7040-000	Books	0.00	0.00	0.00	0.00	0.00	0.00	
11-5505-7-7070-000	Food	300.00	0.00	300.00	0.00	300.00	0.00	100%
11-5505-7-7080-000	Apparel	0.00	0.00	0.00	0.00	0.00	0.00	
11-5505-7-7190-000	Other	25,978.00	0.00	10,239.29	3,339.17	13,578.46	12,399.54	52%
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	0.00	0.00	0.00	
11-5505-8-8520-000	Equipment Reserve	0.00	0.00	0.00	0.00	0.00	0.00	
	Athletic Director Total	356,451.99	0.00	11,869.04	244,752.81	256,621.85	99,830.14	72%
11-5510-5-5150-000	Assist Coach PT-Jacks	17,967.00	0.00	0.00	10,979.82	10,979.82	6,987.18	61%
11-5510-5-5150-457	Assistant Baseball FT-Gilner	21,514.00	0.00	0.00	12,908.40	12,908.40	8,605.60	60%
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	47,987.00	0.00	0.00	23,993.48	23,993.48	23,993.52	50%
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	160.00	0.00	0.00	0.00	0.00	160.00	0%
11-5510-6-6020-000	Team/Student Travel	6,173.75	0.00	0.00	228.08	228.08	5,945.67	4%
11-5510-6-6030-000	Recruiting	684.11	0.00	0.00	785.61	785.61	-101.50	115%
11-5510-6-6040-000	Vehicle Mileage	1,767.83	0.00	0.00	101.68	101.68	1,666.15	6%
11-5510-6-6110-000	Postage	842.26	0.00	0.00	898.59	898.59	-56.33	107%
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	715.89	0.00	0.00	735.78	735.78	-19.89	103%
11-5510-6-6640-000	Game Officials	9,933.27	0.00	0.00	9,728.00	9,728.00	205.27	98%
11-5510-6-6820-000	Dues/Memberships	165.00	0.00	0.00	165.00	165.00	0.00	100%
11-5510-7-7010-000	Office Supplies	2.41	0.00	0.00	4.33	4.33	-1.92	180%
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	12,802.73	0.00	0.00	12,802.73	12,802.73	0.00	100%
11-5510-7-7100-000	Small Equipment	1,593.35	0.00	0.00	1,575.17	1,575.17	18.18	99%

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11-5520-7-7190-000	Other	355.04	0.00	0.00	355.04	355.04	0.00	100%
11-5520-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Men's Basketball Total	90,058.80	0.00	9.98	66,307.92	66,317.90	23,740.90	74%
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	9,500.00	0.00	0.00	10,231.20	10,231.20	-731.20	108%
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	29,391.20	0.00	0.00	14,695.58	14,695.58	14,695.62	50%
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	0.00	0.00	0.00	
11-5530-6-6020-000	Team/Student Travel	15,293.63	0.00	1,413.89	8,715.82	10,129.71	5,163.92	66%
11-5530-6-6030-000	Recruiting	220.05	0.00	0.00	220.05	220.05	0.00	100%
11-5530-6-6040-000	Vehicle Mileage	7,323.76	0.00	0.00	7,323.76	7,323.76	0.00	100%
11-5530-6-6090-000	Tournament	0.00	0.00	0.00	0.00	0.00	0.00	
11-5530-6-6110-000	Postage	18.02	0.00	0.00	18.02	18.02	0.00	100%
11-5530-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
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	180.00	0.00	0.00	193.80	193.80	-13.80	108%
11-5530-6-6640-000	Game Officials	7,917.00	0.00	0.00	7,917.00	7,917.00	0.00	100%
11-5530-6-6820-000	Dues/Memberships	100.00	0.00	0.00	100.00	100.00	0.00	100%
11-5530-7-7010-000	Office Supplies	1.62	0.00	0.00	1.62	1.62	0.00	100%
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	15,262.92	0.00	0.00	15,262.92	15,262.92	0.00	100%
11-5530-7-7100-000	Small Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-5530-7-7190-000	Other	1,300.00	0.00	0.00	1,300.00	1,300.00	0.00	100%
11-5530-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Women's Basketball Total	86,508.20	0.00	1,413.89	65,979.77	67,393.66	19,114.54	78%

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11-5555-6-6020-000	Team/Student Travel	6,540.00	0.00	378.37	5,817.73	6,196.10	343.90	95%
11-5555-6-6030-000	Recruiting	500.00	0.00	21.00	0.00	21.00	479.00	4%
11-5555-6-6040-000	Vehicle Mileage	5,526.46	0.00	0.00	3,671.93	3,671.93	1,854.53	66%
11-5555-6-6110-000	Postage	145.18	0.00	0.00	145.18	145.18	0.00	100%
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	184.86	0.00	0.00	184.86	184.86	0.00	100%
11-5555-6-6640-000	Game Officials	1,350.00	0.00	0.00	1,125.00	1,125.00	225.00	83%
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	29.50	0.00	0.00	6.26	6.26	23.24	21%
11-5555-7-7020-000	Athletic Supplies	84.00	0.00	0.00	83.49	83.49	0.51	99%
11-5555-7-7070-000	Food	0.00	0.00	0.00	0.00	0.00	0.00	
11-5555-7-7080-000	Apparel	11,750.00	0.00	0.00	9,750.00	9,750.00	2,000.00	83%
11-5555-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
11-5555-8-8500-000	Equipment	170.00	0.00	0.00	170.00	170.00	0.00	100%
	Men's Wrestling Total	76,595.00	0.00	399.37	48,158.67	48,558.04	28,036.96	63%
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	0.00	0.00	0.00	
11-5560-5-5200-602	Athletic Trainer-Krause	39,395.56	0.00	0.00	19,697.96	19,697.96	19,697.60	50%
11-5560-5-5200-661	Athletic Trainer-Matsuura	43,593.00	0.00	0.00	22,296.52	22,296.52	21,296.48	51%
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	200.00	0.00	0.00	0.00	0.00	200.00	0%
11-5560-6-6020-000	Team/Student Travel	10.50	0.00	0.00	10.05	10.05	0.45	96%
11-5560-6-6040-000	Vehicle Mileage	350.00	0.00	0.00	295.34	295.34	54.66	84%
11-5560-6-6110-000	Postage	50.00	0.00	0.00	6.58	6.58	43.42	13%
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	50.00	0.00	0.00	33.16	33.16	16.84	66%





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11-5560-6-6650-000	Contract Services	10,594.50	0.00	0.00	6,370.00	6,370.00	4,224.50	60%
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	685.00	0.00	0.00	684.36	684.36	0.64	100%
11-5560-7-7010-000	Office Supplies	175.00	0.00	0.00	0.00	0.00	175.00	0%
11-5560-7-7020-000	Athletic Supplies	12,030.00	0.00	1,946.90	2,806.81	4,753.71	7,276.29	40%
11-5560-7-7070-000	Food	0.00	0.00	0.00	0.00	0.00	0.00	
11-5560-7-7080-000	Apparel	1,300.00	0.00	0.00	888.03	888.03	411.97	68%
11-5560-7-7100-000	Small Equipment	430.00	0.00	0.00	0.00	0.00	430.00	0%
11-5560-7-7190-000	Other	0.00	0.00	0.00	51.68	51.68	51.68	
11-5560-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-5560-8-8510-000	Software	650.00	0.00	0.00	0.00	0.00	650.00	0%
	Athletic Trainer Total	109,513.56	0.00	1,946.90	53,037.13	54,984.03	54,529.53	50%
11-5565-5-5150-000	Assist Coach-	0.00	0.00	0.00	0.00	0.00	0.00	
11-5565-5-5150-463	Assistant W Soccer-Landaverde	9,880.00	0.00	0.00	7,428.00	7,428.00	2,452.00	75%
11-5565-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-5565-5-5200-650	Women'Soccer-Simmons	18,655.00	0.00	0.00	9,327.52	9,327.52	9,327.48	50%
11-5565-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5565-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-5565-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
11-5565-6-6020-000	Team/Student Travel	3,545.00	0.00	0.00	3,358.13	3,358.13	186.87	95%
11-5565-6-6030-000	Recruiting	1,000.00	0.00	49.36	728.20	777.56	222.44	78%
11-5565-6-6040-000	Vehicle Mileage	4,910.00	0.00	0.00	4,657.87	4,657.87	252.13	95%
11-5565-6-6110-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	
11-5565-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
11-5565-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-5565-6-6430-000	Copier Lease/Rental	100.00	0.00	0.00	3.96	3.96	96.04	4%
11-5565-6-6640-000	Game Officials	4,210.00	0.00	0.00	4,210.00	4,210.00	0.00	100%
11-5565-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-5565-7-7020-000	Athletic Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-5565-7-7070-000	Food	0.00	0.00	0.00	0.00	0.00	0.00	
11-5565-7-7080-000	Apparel	8,038.50	0.00	0.00	8,037.10	8,037.10	1.40	100%

Neosho Community College

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	March 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-5565-7-7100-000	Small Equipment	196.50	0.00	0.00	196.50	196.50	0.00	100%
11-5565-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Women's Soccer Total	50,535.00	0.00	49.36	37,947.28	37,996.64	12,538.36	75%
11-5570-5-5150-000	Assist Coach-	0.00	0.00	0.00	0.00	0.00	0.00	
11-5570-5-5150-464	Assistant M Track FT-	0.00	0.00	0.00	0.00	0.00	0.00	
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	0.00	0.00	0.00	
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	0.00	0.00	0.00	
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	0.00	0.00	0.00	0.00	
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	0.00	0.00	0.00	
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	0.00	0.00	0.00	0.00	0.00	0.00	
11-5575-5-5150-000	Assist Coach PT-Speed	17,650.00	0.00	0.00	10,266.87	10,266.87	7,383.13	58%
11-5575-5-5150-464	Asst Coach - A. Hicks	20,835.00	0.00	0.00	7,600.00	7,600.00	13,235.00	36%
11-5575-5-5200-658	Women's Track-S Hicks	35,489.00	0.00	0.00	13,339.18	13,339.18	22,149.82	38%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	March 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-6200-6-6620-000	Accounting Service	19,775.00	0.00	0.00	19,775.00	19,775.00	0.00	100%
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	1,025.00	1,025.00	975.00	51%
11-6200-6-6820-000	Dues/Memberships	760.00	0.00	0.00	300.00	300.00	460.00	39%
11-6200-6-6830-000	Administrative Allowance	2,000.00	0.00	0.00	1,438.10	1,438.10	561.90	72%
11-6200-7-7010-000	Office Supplies	5,171.00	0.00	80.35	2,619.16	2,699.51	2,471.49	52%
11-6200-7-7100-000	Small Equipment	209.00	0.00	0.00	30.98	30.98	178.02	15%
11-6200-7-7190-000	Other	250.00	0.00	0.00	0.00	0.00	250.00	0%
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	4,015.00	0.00	0.00	0.00	0.00	4,015.00	0%
11-6200-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Fiscal Management Total	299,529.40	0.00	338.35	183,773.04	184,111.39	115,418.01	61%
11-6202-5-5300-515	Cashier/Ott-Benton	29,764.80	0.00	0.00	17,240.53	17,240.53	12,524.27	58%
11-6202-5-5320-000	Clerical Salary (OT)	1,530.00	0.00	0.00	1,690.78	1,690.78	-160.78	111%
11-6202-6-6040-000	Vehicle Mileage	295.00	0.00	0.00	0.00	0.00	295.00	0%
11-6202-6-6110-000	Postage	50.00	0.00	0.00	3.97	3.97	46.03	8%
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	31,639.80	0.00	0.00	18,935.28	18,935.28	12,704.52	60%
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	38,486.00	0.00	0.00	22,450.19	22,450.19	16,035.81	58%
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	3,000.00	0.00	0.00	2,144.89	2,144.89	855.11	71%
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	405.89	8,940.00	9,345.89	7,654.11	55%
11-6250-6-6040-000	Vehicle Mileage	450.00	0.00	0.00	130.56	130.56	319.44	29%
11-6250-6-6110-000	Postage	250.00	0.00	0.00	26.57	26.57	223.43	11%
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	416.99	416.99	183.01	69%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	March 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
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	0.00	0.00	0.00	0.00	1,080.00	0%
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	0.00	0.00	0.00	0.00	0.00	0.00	
	Public Relations Total	71,390.00	0.00	8,844.00	48,685.43	57,529.43	13,860.57	81%
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	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0%
11-6400-5-5150-316	Dean of Operations-Ranabarger	72,170.00	0.00	0.00	42,099.19	42,099.19	30,070.81	58%
11-6400-5-5150-413	Network Services Admin-Hudson	32,546.00	0.00	0.00	18,985.19	18,985.19	13,560.81	58%
11-6400-5-5150-433	Dir Tech Services-Seibert	50,500.00	0.00	0.00	29,458.31	29,458.31	21,041.69	58%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	March 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-6412-6-6400-000	Internet Agreements	45,050.00	0.00	0.00	43,502.75	43,502.75	1,547.25	97%
11-6412-6-6420-000	Lease/Rental Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-6412-6-6430-000	Copier Lease/Rental	50.00	0.00	0.00	0.00	0.00	50.00	0%
11-6412-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
11-6412-7-7000-000	Instructional Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-6412-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-6412-8-8500-000	Equipment	1,100.00	0.00	0.00	0.00	0.00	1,100.00	0%
	Technology-Ottawa Total	73,740.00	0.00	424.96	60,678.51	61,103.47	12,636.53	83%
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	7,280.00	0.00	0.00	848.30	848.30	6,431.70	12%
11-6500-5-5900-000	Service Award	4,500.00	0.00	0.00	2,500.00	2,500.00	2,000.00	56%
11-6500-5-5910-000	Social Security	414,725.00	0.00	0.00	210,763.66	210,763.66	203,961.34	51%
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	0.00	22,535.18	22,535.18	7,104.82	76%
11-6500-5-5930-000	Unemployment	28,500.00	0.00	0.00	8,915.93	8,915.93	19,584.07	31%
11-6500-5-5950-000	Fringe Benefits	742,249.44	0.00	2,972.21	387,397.83	384,425.62	357,823.82	52%
11-6500-5-5951-000	Fringe Benefits-403(b) Match	20,000.00	0.00	0.00	8,354.78	8,354.78	11,645.22	42%
11-6500-5-5960-000	Early Retirement	59,276.00	0.00	0.00	68,496.41	68,496.41	-9,220.41	116%
11-6500-5-5970-000	Annual OPEB Cost	81,856.00	0.00	0.00	0.00	0.00	81,856.00	0%
11-6500-5-5980-000	Stipend	91,000.00	0.00	0.00	90,285.00	90,285.00	715.00	99%
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	0.00	0.00	200.00	0%
11-6500-6-6070-000	Travel-Board	17,000.00	0.00	0.00	10,773.70	10,773.70	6,226.30	63%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	March 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-6500-6-6100-000	North Central Visit	3,690.00	0.00	0.00	4,689.92	4,689.92	-999.92	127%
11-6500-6-6110-000	Postage	200.00	0.00	0.00	0.00	0.00	200.00	0%
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	50.00	418.00	468.00	532.00	47%
11-6500-6-6210-000	Insurance-Building	24,614.00	0.00	0.00	20,636.08	20,636.08	3,977.92	84%
11-6500-6-6220-000	Insurance-Liability	28,884.00	0.00	0.00	15,077.00	15,077.00	13,807.00	52%
11-6500-6-6230-000	Insurance-Auto	17,643.00	0.00	0.00	18,614.00	18,614.00	-971.00	106%
11-6500-6-6240-000	Insurance Claims	30,000.00	0.00	0.00	0.00	0.00	30,000.00	0%
11-6500-6-6320-000	Telephone	14,000.00	0.00	1,946.37	14,427.80	16,374.17	-2,374.17	117%
11-6500-6-6410-000	Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
11-6500-6-6430-000	Copier Lease/Rental	1,000.00	0.00	0.00	29.25	29.25	970.75	3%
11-6500-6-6610-000	Legal Service	25,550.00	0.00	0.00	10,553.41	10,553.41	14,996.59	41%
11-6500-6-6630-000	Consultants	0.00	0.00	0.00	0.00	0.00	0.00	
11-6500-6-6650-000	Contract Services	500.00	0.00	0.00	3,975.00	3,975.00	-3,475.00	795%
11-6500-6-6820-000	Dues/Memberships	31,000.00	0.00	0.00	17,090.04	17,090.04	13,909.96	55%
11-6500-6-6830-000	Administrative Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
11-6500-7-7010-000	Office Supplies	2,000.00	0.00	0.00	1,673.69	1,673.69	326.31	84%
11-6500-7-7070-000	Food	1,238.00	0.00	0.00	560.00	560.00	678.00	45%
11-6500-7-7100-000	Small Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-6500-7-7190-000	Other	4,500.00	0.00	0.00	1,287.05	1,287.05	3,212.95	29%
11-6500-7-7193-000	Bank Fees	94,500.00	0.00	0.00	62,394.54	62,394.54	32,105.46	66%
11-6500-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-6500-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	General Administration Total	1,778,045.44	0.00	975.84	982,296.57	981,320.73	796,724.71	55%
11-6501-5-5150-000	Support Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-6501-5-5150-204	Director of Dev & Mkting-Christiansen	69,010.00	0.00	0.00	40,255.81	40,255.81	28,754.19	58%
11-6501-5-5150-324	Assistant Dir Development-Whitney	0.00	0.00	0.00	0.00	0.00	0.00	
11-6501-5-5150-432	Alumni Relations/Dev Assist-S Smith	38,980.00	0.00	0.00	22,738.31	22,738.31	16,241.69	58%
11-6501-5-5300-000	Clerical Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-6501-5-5300-519	Development Asst-Cadwallader-Mudd	0.00	0.00	0.00	0.00	0.00	0.00	
11-6501-5-5400-000	Student Salary	0.00	0.00	0.00	99.87	99.87	99.87	

Neosho Community College

March 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	March 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-6501-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-6501-5-5910-519	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-6501-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-6501-6-6010-000	Travel	1,750.00	0.00	0.00	1,615.80	1,615.80	134.20	92%
11-6501-6-6040-000	Vehicle Mileage	1,600.00	0.00	0.00	63.56	63.56	1,536.44	4%
11-6501-6-6110-000	Postage	2,450.00	0.00	0.00	1,687.35	1,687.35	762.65	69%
11-6501-6-6120-000	Printing	6,750.00	0.00	0.00	2,900.00	2,900.00	3,850.00	43%
11-6501-6-6130-000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	
11-6501-6-6131-000	Campaign	0.00	0.00	0.00	0.00	0.00	0.00	
11-6501-6-6260-000	Conference	400.00	0.00	0.00	0.00	0.00	400.00	0%
11-6501-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-6501-6-6410-000	Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
11-6501-6-6430-000	Copier Lease/Rental	750.00	0.00	0.00	488.40	488.40	261.60	65%
11-6501-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
11-6501-6-6820-000	Dues/Memberships	525.00	0.00	0.00	250.00	250.00	275.00	48%
11-6501-6-6830-000	Administrative Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
11-6501-7-7010-000	Office Supplies	1,500.00	0.00	0.00	1,512.94	1,512.94	-12.94	101%
11-6501-7-7040-000	Books	0.00	0.00	0.00	0.00	0.00	0.00	
11-6501-7-7050-000	Periodicals	75.00	0.00	0.00	0.00	0.00	75.00	0%
11-6501-7-7070-000	Food	100.00	0.00	0.00	0.00	0.00	100.00	0%
11-6501-7-7100-000	Small Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-6501-7-7190-000	Other-Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	
11-6501-7-7191-000	Other-Gifts	0.00	0.00	0.00	0.00	0.00	0.00	
11-6501-7-7192-000	Other-Promotions	0.00	0.00	0.00	0.00	0.00	0.00	
11-6501-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-6501-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-6501-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Development Officer Total	123,890.00	0.00	0.00	71,412.30	71,412.30	52,477.70	58%
11-6502-6-6040-000	Vehicle Mileage	50.00	0.00	0.00	2.88	2.88	47.12	6%
11-6502-6-6120-000	Printing	1,015.00	0.00	0.00	420.00	420.00	595.00	41%
11-6502-7-7070-000	Food	85.00	0.00	0.00	0.00	0.00	85.00	0%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	March 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-7000-5-5910-525	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-7000-5-5950-000	Fringe Benefits	1,200.00	0.00	0.00	700.00	700.00	500.00	58%
11-7000-6-6010-000	Travel	600.00	0.00	0.00	0.00	0.00	600.00	0%
11-7000-6-6040-000	Vehicle Mileage	800.00	0.00	0.00	665.07	665.07	134.93	83%
11-7000-6-6110-000	Postage	100.00	0.00	0.00	36.30	36.30	63.70	36%
11-7000-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
11-7000-6-6310-000	Utilities-Electric	170,000.00	0.00	0.00	139,508.68	139,508.68	30,491.32	82%
11-7000-6-6310-001	Utilities-Electric Ross Lane	27,245.00	0.00	0.00	8,274.82	8,274.82	18,970.18	30%
11-7000-6-6311-000	Utilities-Water	21,000.00	0.00	0.00	13,841.21	13,841.21	7,158.79	66%
11-7000-6-6311-001	Utilities-Water Ross Lane	175.00	0.00	0.00	119.12	119.12	55.88	68%
11-7000-6-6312-000	Utilities-Sewer	11,000.00	0.00	0.00	5,110.53	5,110.53	5,889.47	46%
11-7000-6-6312-001	Utilities-Sewer Ross Lane	740.00	0.00	0.00	511.83	511.83	228.17	69%
11-7000-6-6313-000	Utilities-Gas	22,559.41	0.00	0.00	12,702.95	12,702.95	9,856.46	56%
11-7000-6-6313-001	Utilities-Gas Ross Lane	750.00	0.00	0.00	12,764.14	12,764.14	-12,014.14	1702%
11-7000-6-6314-000	Utilities-Trash/Grease Pickup	12,000.00	0.00	10.08	4,835.98	4,846.06	7,153.94	40%
11-7000-6-6314-001	Utilities-Trash Pickup Ross Lane	610.00	0.00	0.00	330.12	330.12	279.88	54%
11-7000-6-6315-001	Fire Protection Ross Lane	480.00	0.00	0.00	420.00	420.00	60.00	88%
11-7000-6-6320-000	Telephone	3,775.00	0.00	0.00	1,467.77	1,467.77	2,307.23	39%
11-7000-6-6410-000	Lease/Rental	11,359.12	0.00	0.00	11,428.32	11,428.32	-69.20	101%
11-7000-6-6430-000	Copier Lease/Rental	2.67	0.00	0.00	2.91	2.91	-0.24	109%
11-7000-6-6460-000	Service Agreement	4,740.00	0.00	0.00	1,986.26	1,986.26	2,753.74	42%
11-7000-6-6650-000	Contract Services	20,300.00	0.00	0.00	15,617.57	15,617.57	4,682.43	77%
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	0.00	2,133.71	19,196.43	21,330.14	30,669.86	41%
11-7000-6-6710-000	Maintenance & Repair of Building	45,000.00	0.00	4,279.70	19,445.43	23,725.13	21,274.87	53%
11-7000-6-6720-000	Maintenance & Repair of Vehicles	0.00	0.00	766.03	13,850.09	14,616.12	-14,616.12	
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	425.93	425.93	74.07	85%
11-7000-7-7030-000	Maintenance & Janitorial Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
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	0.00	0.00	461.75	461.75	1,488.25	24%
11-7000-7-7110-000	Janitorial Supplies	18,275.00	0.00	637.54	10,154.97	10,792.51	7,482.49	59%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	March 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-7000-7-7120-000	Building & Construction	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0%
11-7000-7-7190-000	Other	30,000.00	0.00	0.00	2,911.99	2,911.99	27,088.01	10%
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	0.00	1,850.00	11,671.09	13,521.09	478.91	97%
11-7000-8-8250-000	Facility Improvements	17,000.00	0.00	0.00	2,773.17	2,773.17	14,226.83	16%
11-7000-8-8251-000	Building Improvements Lease Payment	342,043.00	0.00	114,007.56	228,015.12	342,022.68	20.32	100%
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	0.00	725.00	8,613.35	9,338.35	8,661.65	52%
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	1,171,709.60	0.00	124,409.62	732,872.65	857,282.27	314,427.33	73%
11-7002-5-5500-537	Maintenance-Ottawa-Dodson	26,520.00	0.00	0.00	15,300.00	15,300.00	11,220.00	58%
11-7002-5-5510-000	Maintenance Salary (PT)-Ginsbach	9,970.50	0.00	0.00	4,205.00	4,205.00	5,765.50	42%
11-7002-6-6310-000	Utilities-Electric	46,706.29	0.00	0.00	31,291.96	31,291.96	15,414.33	67%
11-7002-6-6311-000	Utilities-Water	17,570.00	0.00	0.00	5,726.91	5,726.91	11,843.09	33%
11-7002-6-6312-000	Utilities-Sewer	2,000.00	0.00	0.00	756.61	756.61	1,243.39	38%
11-7002-6-6313-000	Utilities-Gas	8,000.00	0.00	1,685.70	5,003.68	6,689.38	1,310.62	84%
11-7002-6-6314-000	Utilities-Trash Pickup	1,744.20	0.00	581.40	1,296.20	1,877.60	-133.40	108%
11-7002-6-6410-000	Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
11-7002-6-6650-000	Contract Services	25,000.00	0.00	4,850.00	14,850.00	19,700.00	5,300.00	79%
11-7002-6-6700-000	Equipment Repair	17,351.07	0.00	2,452.50	30,035.04	32,487.54	-15,136.47	187%
11-7002-6-6710-000	Maintenance & Repair of Building	8,000.00	0.00	5,206.83	4,110.71	9,317.54	-1,317.54	116%
11-7002-7-7030-000	Maintenance & Janitorial Supplies	7,500.00	0.00	475.46	4,466.41	4,941.87	2,558.13	66%
11-7002-7-7190-000	Other	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0%
11-7002-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-7002-8-8100-000	Land Acquisition	0.00	0.00	0.00	0.00	0.00	0.00	
11-7002-8-8150-000	Land Improvements	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0%
11-7002-8-8250-000	Facility Improvements	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0%
11-7002-8-8500-000	Equipment	898.44	0.00	0.00	898.44	898.44	0.00	100%
	Maintenance-Ottawa Total	178,760.50	0.00	15,251.89	117,940.96	133,192.85	45,567.65	75%

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	March 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-7010-8-8250-000	Facility Improvements	0.00	0.00	4,056.28	402,865.06	406,921.34	-406,921.34	
	Ross Lane Total	0.00	0.00	4,056.28	402,865.06	406,921.34	-406,921.34	
11-7050-5-5120-102	Vice President Operations-B Smith	104,118.00	0.00	0.00	60,735.50	60,735.50	43,382.50	58%
11-7050-5-5300-540	Admin Assist Op-Unrein	29,203.20	0.00	0.00	16,362.00	16,362.00	12,841.20	56%
11-7050-5-5320-000	Clerical Salary (OT)	300.00	0.00	0.00	0.00	0.00	300.00	0%
11-7050-5-5950-000	Fringe Benefits	11,820.00	0.00	0.00	5,905.90	5,905.90	5,914.10	50%
11-7050-6-6010-000	Travel	1,500.00	0.00	0.00	1,238.95	1,238.95	261.05	83%
11-7050-6-6040-000	Vehicle Mileage	300.00	0.00	0.00	253.30	253.30	46.70	84%
11-7050-6-6110-000	Postage	75.00	0.00	0.00	90.61	90.61	-15.61	121%
11-7050-6-6260-000	Conference	100.00	0.00	0.00	0.00	0.00	100.00	0%
11-7050-6-6320-000	Telephone	360.00	0.00	0.00	250.16	250.16	109.84	69%
11-7050-6-6410-000	Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
11-7050-6-6430-000	Copier Lease/Rental	150.00	0.00	0.00	177.65	177.65	-27.65	118%
11-7050-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
11-7050-6-6820-000	Dues/Memberships	220.00	0.00	0.00	99.00	99.00	121.00	45%
11-7050-6-6830-000	Administrative Allowance	2,000.00	0.00	0.00	1,881.52	1,881.52	118.48	94%
11-7050-7-7010-000	Office Supplies	200.00	0.00	0.00	73.12	73.12	126.88	37%
11-7050-7-7040-000	Books	100.00	0.00	0.00	0.00	0.00	100.00	0%
11-7050-7-7070-000	Food	120.00	0.00	0.00	53.00	53.00	67.00	44%
11-7050-7-7100-000	Small Equipment	500.00	0.00	0.00	69.53	69.53	430.47	14%
11-7050-7-7190-000	Other	1,000.00	0.00	79.90	482.47	562.37	437.63	56%
11-7050-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
11-7050-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-7050-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Operations Total	152,066.20	0.00	79.90	87,672.71	87,752.61	64,313.59	58%
11-7100-5-5150-000	Support Salary	800.00	0.00	0.00	0.00	0.00	800.00	0%
11-7100-5-5210-000	Faculty Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-7100-5-5600-564	Safety Officer (FT)-Burkholder	25,877.99	0.00	0.00	16,935.36	16,935.36	8,942.63	65%
11-7100-5-5610-565	Safety Officer (PT)-Godinez	12,932.21	0.00	0.00	7,540.71	7,540.71	5,391.50	58%
11-7100-5-5610-566	Safety Officer (PT)-Barker	12,884.56	0.00	0.00	6,493.06	6,493.06	6,391.50	50%
11-7100-5-5610-568	Bus Driver (PT)-Garner	1,755.00	0.00	0.00	468.00	468.00	1,287.00	27%

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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	346,500.00	0.00	0.00	256,649.00	256,649.00	89,851.00	74%
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	44,550.00	0.00	0.00	40,979.00	40,979.00	3,571.00	92%
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	3,504.00	0.00	0.00	400.00	400.00	3,104.00	11%
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	76,500.00	0.00	0.00	52,213.00	52,213.00	24,287.00	68%
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	33,000.00	0.00	0.00	21,930.00	21,930.00	11,070.00	66%
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	8,840.00	0.00	0.00	6,968.00	6,968.00	1,872.00	79%
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	9,246.00	0.00	0.00	14,642.00	14,642.00	-5,396.00	158%
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	62,400.00	0.00	0.00	42,018.00	42,018.00	20,382.00	67%
11-8100-7-7390-000	Athletic	0.00	0.00	0.00	0.00	0.00	0.00	
11-8100-7-7390-001	Athletic	80,000.00	0.00	0.00	516,058.00	516,058.00	-436,058.00	645%
11-8100-7-7400-001	Allied Health	0.00	0.00	0.00	0.00	0.00	0.00	
	Scholarships Total	664,540.00	0.00	0.00	951,857.00	951,857.00	-287,317.00	143%
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	705,426.00	0.00	0.00	0.00	0.00	-705,426.00	0%
11-9200-9-9120-000	Contingency Fund Transfer	175,115.00	0.00	0.00	0.00	0.00	175,115.00	0%
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	452,911.00	0.00	0.00	0.00	0.00	-452,911.00	0%
	General Fund Total	11,202,300.57	246.70	278,803.51	7,325,785.81	7,604,589.32	3,597,711.25	68%
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	40,162.00	0.00	0.00	20,081.02	20,081.02	20,080.98	50%

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12-1205-5-5910-000	Social Security	3,505.00	0.00	0.00	1,915.92	1,915.92	1,589.08	55%
12-1205-5-5950-000	Fringe Benefits	1,200.00	0.00	0.00	600.00	600.00	600.00	50%
12-1205-5-5951-000	Fringe Benefits-403(b) Match	300.00	0.00	0.00	150.00	150.00	150.00	50%
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	8.50	8.50	-3.50	170%
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	0.00	0.00	30.00	0%
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	85.00	0.00	0.00	54.76	54.76	30.24	64%
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	9.90	9.90	10.10	50%
12-1205-7-7070-000	Food	305.00	0.00	0.00	0.00	0.00	305.00	0%
12-1205-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Marketing Total	45,622.00	0.00	0.00	22,820.10	22,820.10	22,801.90	50%
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	51,553.00	0.00	0.00	25,776.52	25,776.52	25,776.48	50%
12-1210-5-5210-000	Faculty Salary (PT)	27,938.00	0.00	0.00	11,500.00	11,500.00	16,438.00	41%
12-1210-5-5220-000	Faculty Salary (Overload)	10,986.00	0.00	0.00	0.00	0.00	10,986.00	0%
12-1210-5-5910-000	Social Security	9,390.00	0.00	0.00	2,795.25	2,795.25	6,594.75	30%
12-1210-5-5950-000	Fringe Benefits	6,539.00	0.00	0.00	3,237.08	3,237.08	3,301.92	50%
12-1210-5-5951-000	Fringe Benefits-403(b) Match	150.00	0.00	0.00	150.00	150.00	0.00	100%
12-1210-6-6010-000	Travel	50.00	0.00	0.00	0.00	0.00	50.00	0%
12-1210-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
12-1210-6-6110-000	Postage	10.00	0.00	0.00	0.00	0.00	10.00	0%
12-1210-6-6120-000	Printing	100.00	0.00	0.00	0.00	0.00	100.00	0%
12-1210-6-6130-000	Advertising	150.00	0.00	0.00	0.00	0.00	150.00	0%
12-1210-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
12-1210-6-6320-000	Telephone	10.00	0.00	0.00	0.00	0.00	10.00	0%
12-1210-6-6410-000	Lease/Rental	1,657.20	0.00	0.00	1,535.00	1,535.00	122.20	93%

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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-Lawrence	43,362.00	0.00	0.00	21,681.00	21,681.00	21,681.00	50%
12-1215-5-5200-634	Faculty Salary-Mitchell	29,595.00	0.00	0.00	14,797.50	14,797.50	14,797.50	50%
12-1215-5-5200-635	Faculty Salary-(Shomaker-Vacant)	39,180.00	0.00	0.00	2,705.75	2,705.75	36,474.25	7%
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-Vacant)	43,362.00	0.00	0.00	8,674.42	8,674.42	34,687.58	20%
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	41,618.00	0.00	0.00	20,808.98	20,808.98	20,809.02	50%
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	50,292.00	0.00	0.00	25,145.00	25,145.00	25,147.00	50%
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)	106,450.00	0.00	0.00	59,180.00	59,180.00	47,270.00	56%
12-1215-5-5220-000	Faculty Salary (Overload)	18,560.00	0.00	0.00	8,647.00	8,647.00	9,913.00	47%
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	27,227.20	0.00	0.00	15,243.69	15,243.69	11,983.51	56%
12-1215-5-5320-000	Clerical Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
12-1215-5-5910-000	Social Security	31,740.00	0.00	0.00	18,462.39	18,462.39	13,277.61	58%
12-1215-5-5950-000	Fringe Benefits	65,730.24	0.00	0.00	25,459.76	25,459.76	40,270.48	39%
12-1215-5-5951-000	Fringe Benefits-403(b) Match	1,500.00	0.00	0.00	600.00	600.00	900.00	40%
12-1215-6-6010-000	Travel	1,000.00	0.00	0.00	275.92	275.92	724.08	28%
12-1215-6-6040-000	Vehicle Mileage	2,000.00	0.00	0.00	1,181.20	1,181.20	818.80	59%
12-1215-6-6110-000	Postage	280.00	0.00	0.00	28.33	28.33	251.67	10%
12-1215-6-6120-000	Printing	120.00	0.00	0.00	54.00	54.00	66.00	45%
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	400.00	0.00	0.00	240.22	240.22	159.78	60%
12-1215-6-6430-000	Copier Lease/Rental	4,500.00	0.00	0.00	2,737.66	2,737.66	1,762.34	61%
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	438.00	0.00	0.00	206.69	206.69	231.31	47%

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12-1219-5-5150-000	Support Salary	0.00	0.00	0.00	0.00	0.00	0.00	
12-1219-5-5150-409	Dir HIT-Smith	54,000.00	0.00	0.00	31,500.00	31,500.00	22,500.00	58%
12-1219-5-5210-000	Faculty Salary (PT)	35,000.00	0.00	0.00	11,465.62	11,465.62	23,534.38	33%
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	3,119.27	3,119.27	4,365.73	42%
12-1219-5-5950-000	Fringe Benefits	6,539.28	0.00	0.00	5,233.26	5,233.26	1,306.02	80%
12-1219-5-5951-000	Fringe Benefits-403(b) Match	0.00	0.00	0.00	0.00	0.00	0.00	
12-1219-6-6010-000	Travel	500.00	0.00	0.00	315.15	315.15	184.85	63%
12-1219-6-6040-000	Vehicle Mileage	1,000.00	0.00	0.00	53.04	53.04	946.96	5%
12-1219-6-6110-000	Postage	950.00	0.00	0.00	32.41	32.41	917.59	3%
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	195.00	27.86	222.86	1,692.14	12%
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	231.98	231.98	523.04	31%
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	3,479.00	0.00	0.00	3,479.00	3,479.00	0.00	100%
12-1219-7-7000-000	Instructional Supplies	5,249.80	0.00	317.69	926.79	1,244.48	4,005.32	24%
12-1219-7-7010-000	Office Supplies	150.00	0.00	0.00	67.60	67.60	82.40	45%
12-1219-7-7040-000	Books	550.98	0.00	129.94	0.00	129.94	421.04	24%
12-1219-8-8500-000	Equipment	950.20	0.00	0.00	950.20	950.20	0.00	100%
12-1219-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Health Information Technology Total	118,574.28	0.00	642.63	57,402.18	58,044.81	60,529.47	49%
12-1220-5-5150-331	OTA Asst Field Coord-Carman	65,996.00	0.00	0.00	38,497.69	38,497.69	27,498.31	58%
12-1220-5-5150-438	Director-Flett	85,256.00	0.00	0.00	49,732.69	49,732.69	35,523.31	58%
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	190.00	3,746.80	3,936.80	5,413.20	42%
12-1220-5-5910-000	Social Security	11,413.00	0.00	0.00	6,844.11	6,844.11	4,568.89	60%
12-1220-5-5950-000	Fringe Benefits	19,199.28	0.00	0.00	11,246.52	11,246.52	7,952.76	59%
12-1220-5-5951-000	Fringe Benefits-403(b) Match	225.00	0.00	0.00	350.00	350.00	-125.00	156%
12-1220-6-6010-000	Travel	1,800.00	0.00	0.00	151.59	151.59	1,648.41	8%

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12-1220-6-6040-000	Vehicle Mileage	3,400.00	0.00	0.00	0.00	0.00	3,400.00	0%
12-1220-6-6110-000	Postage	150.00	0.00	0.00	130.00	130.00	20.00	87%
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	169.15	169.15	1,330.85	11%
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	983.89	983.89	2,776.11	26%
12-1220-6-6820-000	Dues/Memberships	700.00	0.00	8.95	345.00	353.95	346.05	51%
12-1220-7-7000-000	Instructional Supplies	18,185.00	0.00	1,369.86	5,706.25	7,076.11	11,108.89	39%
12-1220-7-7070-000	Food	400.00	0.00	0.00	86.83	86.83	313.17	22%
	Occupational Therapy Assistant Total	221,384.28	0.00	1,568.81	117,990.52	119,559.33	101,824.95	54%
12-1221-5-5150-330	Director-Cain	48,912.00	0.00	0.00	28,532.00	28,532.00	20,380.00	58%
12-1221-5-5150-334	Surg Tech Prog Spec-J Ferguson	36,665.00	0.00	0.00	21,387.94	21,387.94	15,277.06	58%
12-1221-5-5210-000	Faculty Salary (PT)	6,463.00	0.00	0.00	5,271.08	5,271.08	1,191.92	82%
12-1221-5-5910-000	Social Security	6,600.00	0.00	0.00	4,019.89	4,019.89	2,580.11	61%
12-1221-5-5950-000	Fringe Benefits	16,414.56	0.00	0.00	9,276.52	9,276.52	7,138.04	57%
12-1221-5-5951-000	Fringe Benefits-403(b) Match	600.00	0.00	0.00	350.00	350.00	250.00	58%
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	355.30	355.30	3,144.70	10%
12-1221-6-6110-000	Postage	85.00	0.00	0.00	12.84	12.84	72.16	15%
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	0.00	0.00	1,800.00	0%
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	866.40	866.40	429.60	67%
12-1221-6-6820-000	Dues/Memberships	160.00	0.00	0.00	210.00	210.00	-50.00	131%
12-1221-7-7000-000	Instructional Supplies	17,166.00	0.00	2,679.62	8,244.04	10,923.66	6,242.34	64%
12-1221-7-7070-000	Food	100.00	0.00	0.00	100.00	100.00	0.00	100%
	Surgical Technician Total	139,761.56	0.00	2,679.62	78,626.01	81,305.63	58,455.93	58%
12-1225-5-5150-430	Support Salary-Wark	32,240.00	0.00	0.00	18,806.69	18,806.69	13,433.31	58%
12-1225-5-5200-000	Salary	0.00	0.00	0.00	0.00	0.00	0.00	
12-1225-5-5210-000	Faculty Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
12-1225-5-5910-000	Social Security	0.00	0.00	0.00	1,438.71	1,438.71	-1,438.71	

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12-1225-5-5950-000	Fringe Benefits	9,645.00	0.00	0.00	400.00	400.00	9,245.00	4%
12-1225-6-6040-000	Vehicle Mileage	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0%
12-1225-6-6110-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	
12-1225-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
12-1225-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
12-1225-6-6430-000	Copier Lease/Rental	315.00	0.00	0.00	0.00	0.00	315.00	0%
12-1225-6-6480-000	Equipment Repair	80.00	0.00	0.00	0.00	0.00	80.00	0%
12-1225-6-6650-000	Contract Services	175.00	0.00	0.00	0.00	0.00	175.00	0%
12-1225-6-6820-000	Dues/Memberships	500.00	0.00	0.00	600.00	600.00	-100.00	120%
12-1225-7-7000-000	Instructional Supplies	600.00	0.00	0.00	600.00	600.00	0.00	100%
12-1225-7-7010-000	Office Supplies	100.00	0.00	0.00	0.00	0.00	100.00	0%
12-1225-8-8500-000	Equipment	450.00	0.00	0.00	0.00	0.00	450.00	0%
	Court Reporting Total	45,105.00	0.00	0.00	21,845.40	21,845.40	23,259.60	48%
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)	12,000.00	0.00	0.00	0.00	0.00	12,000.00	0%
12-1239-5-5910-000	Social Security	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0%
12-1239-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
12-1239-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
12-1239-6-6110-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	
12-1239-6-6310-000	Utilities-Electric	315.00	0.00	0.00	0.00	0.00	315.00	0%
12-1239-6-6311-000	Utilities-Water	80.00	0.00	0.00	0.00	0.00	80.00	0%
12-1239-6-6312-000	Utilities-Sewer	175.00	0.00	0.00	0.00	0.00	175.00	0%
12-1239-6-6313-000	Utilities-Gas	500.00	0.00	0.00	0.00	0.00	500.00	0%
12-1239-6-6314-000	Utilities-Trash Pickup	50.00	0.00	0.00	0.00	0.00	50.00	0%
12-1239-6-6430-000	Copier Lease/Rental	100.00	0.00	0.00	0.00	0.00	100.00	0%
12-1239-6-6650-000	Contract Services	825.64	0.00	0.00	0.00	0.00	825.64	0%
12-1239-7-7000-000	Instructional Supplies	174.36	0.00	0.00	174.36	174.36	0.00	100%

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12-1240-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Construction Total	71,701.28	0.00	0.00	34,521.72	34,521.72	37,179.56	48%
12-1241-5-5200-648	Welding LaHarpe-Jordan	47,471.00	0.00	0.00	23,028.81	23,028.81	24,442.19	49%
12-1241-5-5200-666	Welding Garnett-Hughes	43,334.00	0.00	0.00	21,666.98	21,666.98	21,667.02	50%
12-1241-5-5200-672	Welding Instructor Ottawa-Sprague	40,875.00	0.00	0.00	0.00	0.00	40,875.00	0%
12-1241-5-5200-675	Welding-Chanute	40,162.00	0.00	0.00	18,658.42	18,658.42	21,503.58	46%
12-1241-5-5210-000	Faculty Salary (PT)	30,000.00	0.00	0.00	7,530.13	7,530.13	22,469.87	25%
12-1241-5-5220-000	Faculty Salary (Overload)	5,525.00	0.00	0.00	424.06	424.06	5,100.94	8%
12-1241-5-5910-000	Social Security	9,154.00	0.00	0.00	6,507.33	6,507.33	2,646.67	71%
12-1241-5-5950-000	Fringe Benefits	19,617.84	0.00	0.00	10,079.68	10,079.68	9,538.16	51%
12-1241-5-5951-000	Fringe Benefits-403(b) Match	0.00	0.00	0.00	75.00	75.00	-75.00	
12-1241-6-6010-000	Travel	318.78	0.00	0.00	486.51	486.51	-167.73	153%
12-1241-6-6020-000	Team/Student Travel	700.00	0.00	0.00	0.00	0.00	700.00	0%
12-1241-6-6040-000	Vehicle Mileage	481.22	0.00	0.00	481.22	481.22	0.00	100%
12-1241-6-6110-000	Postage	50.00	0.00	0.00	46.06	46.06	3.94	92%
12-1241-6-6120-000	Printing	75.00	0.00	0.00	61.15	61.15	13.85	82%
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	3,617.87	3,617.87	1,382.13	72%
12-1241-6-6311-000	Utilities-Water-Garnett	2,000.00	0.00	0.00	1,529.27	1,529.27	470.73	76%
12-1241-6-6312-000	Utilities-Sewer-Garnett	1,600.00	0.00	0.00	0.00	0.00	1,600.00	0%
12-1241-6-6313-000	Utilities-Gas-Garnett	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0%
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-	25.00	0.00	0.00	0.00	0.00	25.00	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	500.00	0.00	0.00	379.84	379.84	120.16	76%
12-1241-6-6480-000	Equipment Repair	2,500.00	0.00	72.80	0.00	72.80	2,427.20	3%
12-1241-7-7000-000	Instructional Supplies	47,000.00	0.00	8,099.96	39,588.67	47,688.63	-688.63	101%
12-1241-7-7010-000	Office Supplies	300.00	0.00	0.00	87.96	87.96	212.04	29%
12-1241-7-7070-000	Food	250.00	0.00	0.00	0.00	0.00	250.00	0%
12-1241-7-7080-000	Apparel	750.00	0.00	0.00	562.50	562.50	187.50	75%

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12-1241-7-7190-000	Other	0.00	0.00	0.00	1,821.00	1,821.00	-1,821.00	
12-1241-8-8500-000	Equipment	4,035.00	0.00	0.00	0.00	0.00	4,035.00	0%
	Welding Total	307,173.84	0.00	8,172.76	136,632.46	144,805.22	162,368.62	47%
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	42,816.00	0.00	0.00	21,408.00	21,408.00	21,408.00	50%
12-1243-5-5200-671	Instructor HVAC-Moyer	26,639.00	0.00	0.00	13,319.48	13,319.48	13,319.52	50%
12-1243-5-5210-000	Faculty Salary (PT)	0.00	0.00	0.00	1,035.00	1,035.00	-1,035.00	
12-1243-5-5910-000	Social Security	2,818.00	0.00	0.00	3,745.97	3,745.97	-927.97	133%
12-1243-5-5950-000	Fringe Benefits	6,539.28	0.00	0.00	7,875.16	7,875.16	-1,335.88	120%
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	533.69	533.69	266.31	67%
12-1243-6-6110-000	Postage	30.00	0.00	0.00	20.01	20.01	9.99	67%
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	30.00	30.00	2,370.00	1%
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	0.00	280.16	621.45	901.61	2,932.39	24%
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	0.00	0.00	150.00	0%
12-1243-8-8250-000	Facility Improvements	0.00	0.00	0.00	0.00	0.00	0.00	
12-1243-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	HVAC Total	87,751.28	0.00	280.16	48,588.76	48,868.92	38,882.36	56%
12-1250-5-5150-000	Support Salary	0.00	0.00	0.00	0.00	0.00	0.00	
12-1250-5-5150-407	Coordinator Allied Health-Rhine	51,917.00	0.00	0.00	30,284.94	30,284.94	21,632.06	58%
12-1250-5-5150-422	Coordinator-Vail	0.00	0.00	0.00	0.00	0.00	0.00	
12-1250-5-5200-667	Allied Health Ottawa-Vespestad	39,591.00	0.00	0.00	19,795.50	19,795.50	19,795.50	50%
12-1250-5-5200-669	Allied Health Instructor-Vail	39,591.00	0.00	0.00	19,795.50	19,795.50	19,795.50	50%

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13-1303-5-5200-325	Instructor ABE Pitt- Collier	28,555.00	0.00	0.00	16,657.06	16,657.06	11,897.94	58%
13-1303-5-5200-326	ABE Instructor ICC-Fossoy	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-5-5200-327	ABE Instructor NCCC-I Robinson	29,186.00	0.00	0.00	4,951.18	4,951.18	24,234.82	17%
13-1303-5-5200-328	ABE Instructor Ott -Morton	32,608.00	0.00	0.00	19,021.31	19,021.31	13,586.69	58%
13-1303-5-5200-329	ABE Instructor Ott-Lamar	28,555.00	0.00	0.00	16,657.06	16,657.06	11,897.94	58%
13-1303-5-5200-417	Instructor ABE-Garrett	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-5-5200-420	Instructor ABE FSCC-Duft	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-5-5200-440	ABE Instructor LCC - Barger	28,554.00	0.00	0.00	0.00	0.00	28,554.00	0%
13-1303-5-5200-441	ABE Instructor LCC - Polak	31,354.00	0.00	0.00	18,289.81	18,289.81	13,064.19	58%
13-1303-5-5200-447	ABE Coordinator - Anderson	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-5-5200-448	ABE Instructor ICC-Harrington	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-5-5200-500	ABE-Cochran	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-5-5200-501	ABE-Fossoy	11,025.00	0.00	0.00	3,645.00	3,645.00	7,380.00	33%
13-1303-5-5210-000	Substitute	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-5-5300-548	Admin Assist ABE-Lucke	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-5-5910-000	FICA Admin Assist-Lucke	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-5-5910-001	FICA Test Admin LCC - Barger	0.00	0.00	0.00	207.87	207.87	-207.87	
13-1303-5-5910-002	FICA Coordinator NCCC - Clay	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-5-5910-003	FICA Instructor NCCC - Duft	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-5-5910-004	FICA Instructor NCCC - Collier	2,264.00	0.00	0.00	1,190.48	1,190.48	1,073.52	53%
13-1303-5-5910-005	FICA Instructor NCCC - Robinson	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-5-5910-006	FICA Transition Coordinator - Garrett	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-5-5910-007	FICA Instructor - Fossoy	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-5-5910-008	FICA Instructor - Polak	2,486.00	0.00	0.00	1,445.13	1,445.13	1,040.87	58%
13-1303-5-5910-009	FICA Test Instructor LCC - Barger	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-5-5910-010	FICA Instructor - Bushnell	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-5-5910-011	FICA Instructor - Morton	2,586.00	0.00	0.00	1,293.12	1,293.12	1,292.88	50%
13-1303-5-5910-012	FICA Instructor - Lingerfelt	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-5-5910-013	FICA Coordinator - Anderson	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-5-5910-014	FICA Instructor - Harrington	0.00	0.00	0.00	0.00	0.00	0.00	
13-1303-5-5910-015	Social Security - Lamer	2,264.00	0.00	0.00	1,303.37	1,303.37	960.63	58%
13-1303-5-5910-016	Social Security - New Pittsburg P/T	889.00	0.00	0.00	278.85	278.85	610.15	31%

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13-1303-7-7010-000	Instructional Supplies	667.00	0.00	0.00	654.00	654.00	13.00	98%
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	219,225.00	0.00	1,779.24	98,281.51	100,060.75	119,164.25	46%
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-Duft	29,125.00	0.00	0.00	16,989.56	16,989.56	12,135.44	58%
13-1310-5-5200-441	ABE Instructor LCC - Steinert	0.00	0.00	0.00	0.00	0.00	0.00	
13-1310-5-5200-448	ABE Instructor ICC-Harrington	0.00	0.00	0.00	0.00	0.00	0.00	
13-1310-5-5200-453	ABE Instructor Ott - Sudja	0.00	0.00	0.00	0.00	0.00	0.00	
13-1310-5-5200-501	Faculty Salary-PT Fort Scott	11,025.00	0.00	0.00	5,094.60	5,094.60	5,930.40	46%
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 - Roseberry	21,528.00	0.00	0.00	11,716.22	11,716.22	9,811.78	54%
13-1310-5-5910-000	FICA - Roseberry	1,707.00	0.00	0.00	1,146.43	1,146.43	560.57	67%
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	
13-1310-5-5910-005	FICA Instructor NCCC - Robinson	0.00	0.00	0.00	0.00	0.00	0.00	
13-1310-5-5910-007	FICA Instructor ICC - Fossoy	0.00	0.00	0.00	0.00	0.00	0.00	
13-1310-5-5910-008	FICA Instructor LCC - Steinert	0.00	0.00	0.00	0.00	0.00	0.00	
13-1310-5-5910-010	FICA Instructor LCC - Bushnell	0.00	0.00	0.00	0.00	0.00	0.00	
13-1310-5-5910-011	FICA Instructor Ott - Morton	0.00	0.00	0.00	0.00	0.00	0.00	
13-1310-5-5910-014	FICA Instructor ICC -	0.00	0.00	0.00	0.00	0.00	0.00	
13-1310-5-5910-015	FICA Instructor Ott - Lamer	0.00	0.00	0.00	0.00	0.00	0.00	
13-1310-5-5910-501	Social Security Fort Scott	889.00	0.00	0.00	320.90	320.90	568.10	36%

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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	41,712.00	0.00	0.00	24,332.00	24,332.00	17,380.00	58%
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	0.00	0.00	0.00	0.00	0.00	0.00	
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	0.00	0.00	0.00	0.00	0.00	0.00	
13-1315-5-5910-002	FICA - Clay	3,786.00	0.00	0.00	2,364.53	2,364.53	1,421.47	62%
13-1315-5-5910-003	Social Security Duft	2,310.00	0.00	0.00	1,309.42	1,309.42	1,000.58	57%
13-1315-5-5910-005	Social Security	2,355.00	0.00	0.00	405.45	405.45	1,949.55	17%
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	3,000.00	0.00	0.00	1,736.64	1,736.64	4,736.64	-58%
13-1315-5-5910-013	FICA - Lyden	3,308.00	0.00	0.00	1,884.31	1,884.31	1,423.69	57%
13-1315-5-5910-017	Social Security - New Fort Scott P/T	0.00	0.00	0.00	0.00	0.00	0.00	
13-1315-5-5950-000	Fringe Benefits - Roseberry	6,483.00	0.00	0.00	2,702.77	2,702.77	3,780.23	42%
13-1315-5-5950-001	Fringe Benefits - Clay	10,047.00	0.00	0.00	5,790.26	5,790.26	4,256.74	58%
13-1315-5-5950-002	Fringe Benefits Instructor - Duft	0.00	0.00	0.00	0.00	0.00	0.00	
13-1315-5-5950-003	Fringe Benefits - Collier	0.00	0.00	0.00	0.00	0.00	0.00	
13-1315-5-5950-004	Fringe Benefits Instructor - Robinson	0.00	0.00	0.00	0.00	0.00	0.00	
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	7,500.00	0.00	0.00	4,730.48	4,730.48	12,230.48	-63%
13-1315-5-5950-007	Fringe Benefits Instructor - Polak	6,483.00	0.00	0.00	4,525.64	4,525.64	1,957.36	70%
13-1315-5-5950-008	Fringe Benefits - Bushnell	0.00	0.00	0.00	0.00	0.00	0.00	
13-1315-5-5950-009	Fringe Benefits Instructor - Morton	0.00	0.00	0.00	0.00	0.00	0.00	
13-1315-5-5950-011	Fringe Benefits - Lyden	6,483.00	0.00	0.00	3,237.08	3,237.08	3,245.92	50%
13-1315-5-5950-014	Fringe Benefits Instructor - Harrington	0.00	0.00	0.00	0.00	0.00	0.00	
13-1315-5-5950-015	Fringe Benefits Instructor - Lamer	6,483.00	0.00	0.00	3,725.26	3,725.26	2,757.74	57%

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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	19,000.00	0.00	0.00	742.76	742.76	18,257.24	4%
	Testing/Student Fee Total	19,000.00	0.00	0.00	742.76	742.76	18,257.24	4%
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	527,138.00	0.00	2,031.99	199,641.57	201,673.56	325,464.44	38%
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)	17,170.00	0.00	0.00	1,129.00	1,129.00	16,041.00	7%
14-1400-5-5910-000	Social Security	2,324.00	0.00	0.00	86.38	86.38	2,237.62	4%
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%
14-1400-6-6260-000	Conference	500.00	0.00	0.00	0.00	0.00	500.00	0%

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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	0.00	0.00	0.00	
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	0.00	0.00	0.00	
Adult Supplementary Education Fund Total		54,494.00	0.00	0.00	2,829.82	2,829.82	51,664.18	5%
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	Dir Residential Life-MRoseberry	37,856.00	0.00	0.00	13,110.86	13,110.86	24,745.14	35%
16-9500-5-5150-405	Asst Dir Res Life-Hecker	21,310.57	0.00	0.00	15,677.99	15,677.99	5,632.58	74%
16-9500-5-5150-469	Coord Res Life (PT)	11,000.00	0.00	0.00	1,023.82	1,023.82	9,976.18	9%
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	Lead Custodian-Anderson	27,976.00	0.00	0.00	5,582.11	5,582.11	22,393.89	20%
16-9500-5-5520-000	Maintenance Salary (OT)	500.00	0.00	0.00	80.72	80.72	419.28	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	2,476.53	2,476.53	4,302.47	37%
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	19,617.84	0.00	0.00	3,766.46	3,766.46	15,851.38	19%
16-9500-5-5951-000	Fringe Benefits-403(b) Match	600.00	0.00	0.00	125.00	125.00	475.00	21%
16-9500-6-6000-000	Entertainment	21,860.00	0.00	10,713.92	7,861.82	18,575.74	3,284.26	85%
16-9500-6-6010-000	Travel	1,200.00	0.00	0.00	98.30	98.30	1,101.70	8%
16-9500-6-6040-000	Vehicle Mileage	1,500.00	0.00	0.00	18.86	18.86	1,481.14	1%
16-9500-6-6110-000	Postage	500.00	0.00	0.00	102.37	102.37	397.63	20%
16-9500-6-6210-000	Insurance-Building	11,000.00	0.00	0.00	10,836.08	10,836.08	163.92	99%
16-9500-6-6260-000	Conference	1,800.00	0.00	0.00	0.00	0.00	1,800.00	0%
16-9500-6-6310-000	Utilities-Electric	1,500.00	0.00	142.01	867.20	1,009.21	490.79	67%

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32-3222-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
32-3222-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
32-3222-5-5951-000	Fringe Benefits-403(b) Match	0.00	0.00	0.00	0.00	0.00	0.00	
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	0.00	0.00	0.00	
32-3222-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
32-3222-6-6110-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	
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	0.00	0.00	0.00	
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	0.00	0.00	0.00	
32-3222-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
32-3222-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
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	0.00	0.00	0.00	
32-3222-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Student Support Year 2 Total	0.00	0.00	0.00	0.00	0.00	0.00	
32-3223-5-5150-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
32-3223-5-5150-314	Director-Student Support Services-Chaney	0.00	0.00	0.00	8,598.34	8,598.34	-8,598.34	
32-3223-5-5150-418	Specialist English SSS-Goins	0.03	0.00	0.00	5,348.41	5,348.41	-5,348.38	17828033%
32-3223-5-5150-419	Specialist Math-SSS-Bentley	0.03	0.00	0.00	5,348.41	5,348.41	-5,348.38	17828033%
32-3223-5-5150-429	Transfer/Carrer Advisor-SSS-Lisle	0.00	0.00	0.00	4,750.00	4,750.00	-4,750.00	
32-3223-5-5300-532	Data Specialist-SSS-Donovan	0.00	0.00	0.00	2,310.00	2,310.00	-2,310.00	
32-3223-5-5320-000	Clerical Salary (OT)	0.00	0.00	0.00	63.00	63.00	-63.00	
32-3223-5-5400-000	Student Salary	30.00	0.00	0.00	120.00	120.00	-150.00	-400%
32-3223-5-5910-000	Social Security	283.75	0.00	0.00	1,916.38	1,916.38	-2,200.13	-675%
32-3223-5-5950-000	Fringe Benefits	628.32	0.00	0.00	5,948.76	5,948.76	-6,577.08	-947%
32-3223-5-5951-000	Fringe Benefits-403(b) Match	0.00	0.00	0.00	150.00	150.00	-150.00	
32-3223-6-6010-000	Travel	87.74	0.00	0.00	600.00	600.00	512.26	684%
32-3223-6-6020-000	Team/Student Travel	0.00	0.00	0.00	1,307.29	1,307.29	-1,307.29	

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32-3223-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
32-3223-6-6110-000	Postage	1.27	0.00	0.00	142.24	142.24	-140.97	11200%
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	0.00	0.00	0.00	0.00	0.00	0.00	
32-3223-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
32-3223-7-7000-000	Instructional Supplies	5.75	0.00	0.00	0.00	0.00	-5.75	0%
32-3223-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
32-3223-7-7190-000	Other	764.40	0.00	0.00	695.06	695.06	-1,459.46	-91%
32-3223-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
32-3223-7-7380-001	Activity	0.00	0.00	0.00	0.00	0.00	0.00	
32-3223-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
32-3223-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	Student Support Year 3 Total	1,798.63	0.00	0.00	36,097.89	36,097.89	-37,896.52	-2007%
32-3224-5-5150-314	Director-Student Support Services-Chaney	53,654.00	0.00	0.00	22,355.85	22,355.85	31,298.15	42%
32-3224-5-5150-418	Specialist English SSS-Goins	33,280.00	0.00	0.00	13,866.65	13,866.65	19,413.35	42%
32-3224-5-5150-419	Specialist Math SSS-Bentley	33,280.00	0.00	0.00	13,866.65	13,866.65	19,413.35	42%
32-3224-5-5150-429	Transfer/Career Advisor SSS-Donovan	29,640.00	0.00	0.00	12,350.00	12,350.00	17,290.00	42%
32-3224-5-5300-532	Data Specialist-Mitchell	24,960.00	0.00	0.00	10,080.00	10,080.00	14,880.00	40%
32-3224-5-5320-000	Clerical Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
32-3224-5-5400-000	Student Salary	800.00	0.00	0.00	45.00	45.00	755.00	6%
32-3224-5-5800-000	KPERS After Retirement	3,295.00	0.00	0.00	1,410.82	1,410.82	1,884.18	43%
32-3224-5-5910-000	Social Security	13,602.77	0.00	0.00	5,685.26	5,685.26	7,917.51	42%
32-3224-5-5950-000	Fringe Benefits	49,834.00	0.00	0.00	22,229.50	22,229.50	27,604.50	45%
32-3224-5-5951-000	Fringe Benefits-403(b) Match	1,100.00	0.00	0.00	375.00	375.00	725.00	34%
32-3224-6-6010-000	Travel	6,300.00	0.00	0.00	2,056.00	2,056.00	4,244.00	33%
32-3224-6-6020-000	Team/Student Travel	7,000.00	0.00	524.40	3,847.16	4,371.56	2,628.44	62%
32-3224-6-6040-000	Vehicle Mileage	2,000.00	0.00	0.00	1,960.13	1,960.13	39.87	98%
32-3224-6-6110-000	Postage	300.00	0.00	0.00	143.59	143.59	156.41	48%
32-3224-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
32-3224-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
32-3224-7-7000-000	Instructional Supplies	3,798.63	0.00	192.90	131.52	324.42	3,474.21	9%

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32-3229-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
32-3229-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
32-3229-6-6020-000	Team/Student Travel	0.00	0.00	0.00	0.00	0.00	0.00	
32-3229-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
32-3229-6-6110-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	
32-3229-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
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	45,233.00	0.00	0.00	26,385.94	26,385.94	18,847.06	58%
32-3240-5-5150-466	Youth Activities Coordinator-Ramsey	15,490.00	0.00	0.00	9,035.81	9,035.81	6,454.19	58%
32-3240-5-5910-000	Social Security	0.00	0.00	0.00	2,821.85	2,821.85	-2,821.85	
32-3240-5-5950-000	Fringe Benefits	10,691.76	0.00	0.00	5,308.26	5,308.26	5,383.50	50%
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	884.56	884.56	1,515.44	37%
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	2,100.00	0.00	0.00	0.00	0.00	2,100.00	0%
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	6,000.00	0.00	1,150.00	4,025.00	5,175.00	825.00	86%
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	214.20	214.20	-214.20	

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32-3276-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
32-3276-7-7000-000	Instructional Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
32-3276-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	Innovative Technology Grant-Welding Total	0.00	0.00	0.00	0.00	0.00	0.00	
32-3420-5-5150-315	Director Talent Search-Wiltse	0.00	0.00	0.00	0.00	0.00	0.00	
32-3420-5-5150-402	Advisor Talent Search (11 mos)-Adams	0.00	0.00	0.00	0.00	0.00	0.00	
32-3420-5-5150-403	Advisor Talent Search (11 mos)-Rose	0.00	0.00	0.00	0.00	0.00	0.00	
32-3420-5-5300-533	AA-Talent Search-Thomas	0.00	0.00	0.00	0.00	0.00	0.00	
32-3420-5-5400-000	Student Salary	0.00	0.00	0.00	0.00	0.00	0.00	
32-3420-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
32-3420-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
32-3420-5-5951-000	Fringe Benefits-403(b) Match	0.00	0.00	0.00	0.00	0.00	0.00	
32-3420-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
32-3420-6-6020-000	Team/Student Travel	0.00	0.00	0.00	0.00	0.00	0.00	
32-3420-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
32-3420-6-6110-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	
32-3420-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
32-3420-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
32-3420-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
32-3420-7-7090-000	Supplies & Materials	0.00	0.00	0.00	0.00	0.00	0.00	
32-3420-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
32-3420-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
	Talent Search 4 Year 1 Total	0.00	0.00	0.00	0.00	0.00	0.00	
32-3421-5-5150-315	Director Talent Search-Wiltse	0.00	0.00	0.00	6,746.16	6,746.16	-6,746.16	
32-3421-5-5150-402	Advisor Talent Search (11 mos)-Stoldt	0.00	0.00	0.00	5,220.83	5,220.83	-5,220.83	
32-3421-5-5150-403	Advisor Talent Search (11 mos)-Rose	0.00	0.00	0.00	7,595.66	7,595.66	-7,595.66	
32-3421-5-5300-533	AA Talent Search-Thomas	0.00	0.00	0.00	3,823.99	3,823.99	-3,823.99	
32-3421-5-5400-000	Student Salary	0.00	0.00	0.00	0.00	0.00	0.00	
32-3421-5-5910-000	Social Security	0.00	0.00	0.00	1,866.44	1,866.44	-1,866.44	
32-3421-5-5950-000	Fringe Benefits	0.00	0.00	0.00	4,105.44	4,105.44	-4,105.44	
32-3421-5-5951-000	Fringe Benefits-403(b) Match	0.00	0.00	0.00	125.00	125.00	-125.00	

Neosho Community College

March 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	March 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBER	UNENCUMB BALANCE	% EXP & ENC
32-3571-5-5900-000	Stipend	0.00	0.00	0.00	0.00	0.00	0.00	
32-3571-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
32-3571-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
32-3571-6-6010-000	Travel	0.00	0.00	0.00	1,069.16	1,069.16	-1,069.16	
32-3571-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
32-3571-6-6110-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	
32-3571-6-6130-000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	
32-3571-6-6260-000	Conference	27,046.00	0.00	1,145.21	18,702.53	19,847.74	7,198.26	73%
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	14,900.00	0.00	0.00	7,500.00	7,500.00	7,400.00	50%
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	
	KPOE Nursing Initiative Grant (NIG) Total	169,616.00	0.00	1,145.21	75,559.26	76,704.47	92,911.53	45%
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	
32-3721-5-5150-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
32-3721-5-5150-317	Director-Upward Bound-Vaughn	0.00	0.00	0.00	5,741.85	5,741.85	-5,741.85	
32-3721-5-5150-423	Acedemic Coordinator Upward Bound-Ow	0.00	0.00	0.00	4,833.34	4,833.34	-4,833.34	

Neosho Community College

March 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	March 2019 EXPENDIT	OUTSTAND ENCUMBR	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
32-3721-5-5210-000	Faculty Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
32-3721-5-5300-534	AA Upward Bound-Carroll	0.00	0.00	0.00	3,600.00	3,600.00	-3,600.00	
32-3721-5-5400-000	Student Salary	0.00	0.00	0.00	0.00	0.00	0.00	
32-3721-5-5910-000	Social Security	0.00	0.00	0.00	1,110.93	1,110.93	-1,110.93	
32-3721-5-5950-000	Fringe Benefits	0.00	0.00	0.00	2,129.54	2,129.54	-2,129.54	
32-3721-5-5951-000	Fringe Benefits-403(b) Match	0.00	0.00	0.00	100.00	100.00	-100.00	
32-3721-6-6010-000	Travel	0.00	0.00	496.69	2,136.64	1,639.95	-1,639.95	
32-3721-6-6020-000	Team/Student Travel	0.00	0.00	0.00	1,501.60	1,501.60	1,501.60	
32-3721-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	69.02	69.02	-69.02	
32-3721-6-6110-000	Postage	0.00	0.00	0.00	4.70	4.70	-4.70	
32-3721-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
32-3721-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	148.32	148.32	-148.32	
32-3721-7-7010-000	Office Supplies	0.00	0.00	0.00	9.65	9.65	-9.65	
32-3721-7-7190-000	Other	0.00	0.00	0.00	141.66	141.66	-141.66	
32-3721-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
32-3721-7-7290-000	Stipend/Fees	0.00	0.00	0.00	7,055.00	7,055.00	-7,055.00	
32-3721-7-7310-000	Academics	0.00	0.00	0.00	22,665.65	22,665.65	-22,665.65	
	Upward Bound 4 Year 1 Total	0.00	0.00	496.69	48,244.70	47,748.01	-47,748.01	
32-3722-5-5150-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
32-3722-5-5150-317	Director Upward Bound-Vaughn	35,880.00	0.00	0.00	14,950.00	14,950.00	20,930.00	42%
32-3722-5-5150-423	Academic Coordinator UB-Owen	30,160.00	0.00	0.00	11,503.45	11,503.45	18,656.55	38%
32-3722-5-5210-000	Faculty Salary	19,000.00	0.00	0.00	0.00	0.00	19,000.00	0%
32-3722-5-5300-534	AA-Upward Bound-Carroll	25,040.00	0.00	0.00	9,724.00	9,724.00	15,316.00	39%
32-3722-5-5400-000	Student Salary	9,000.00	0.00	0.00	3,247.00	3,247.00	5,753.00	36%
32-3722-5-5910-000	Social Security	7,222.00	0.00	0.00	3,226.34	3,226.34	3,995.66	45%
32-3722-5-5950-000	Fringe Benefit	17,200.00	0.00	0.00	6,799.09	6,799.09	10,400.91	40%
32-3722-5-5951-000	Fringe Benefits-403(b) Match	0.00	0.00	0.00	300.00	300.00	-300.00	
32-3722-6-6010-000	Travel	5,000.00	0.00	1,536.00	882.23	2,418.23	2,581.77	48%
32-3722-6-6020-000	Team/Student Travel	31,000.00	0.00	39.20	2,822.12	2,861.32	28,138.68	9%
32-3722-6-6040-000	Vehicle Mileage	2,800.00	0.00	0.00	1,795.40	1,795.40	1,004.60	64%
32-3722-6-6110-000	Postage	220.00	0.00	0.00	64.08	64.08	155.92	29%

INTERIM STATEMENT OF EXPENDITURES, ENCUMBRANCES, AND APPROPRIATIONS

Neosho Community College

March 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPRIATION	March 2019 EXPENDITURE	OUTSTANDING ENCUMBRANCE	Y-T-D EXPENDITURE	Y-T-D EXPENDITURE ENCUMBRANCE	UNENCUMBERED BALANCE	% EXP & ENC
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	1,409,755.80	0.00	31,515.15	784,902.88	816,418.03	593,337.77	58%
	Report Total	19,928,277.39	246.70	344,205.38	11,258,011.01	11,002,216.39	8,226,061.00	59%

**NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: ART 288
Course Title: Art History: Prehistoric to Medieval

KRSN: ART 1020
(Kansas Regents Shared Number)

Please visit the Kansas Board of Regents website for more information.

Division: Applied Science (AS) Liberal Arts (LA) Workforce Development (WD)
 Health Care (HC) Lifetime Learning (LL) Nursing Developmental

Credit Hour(s): Three

Effective Date: Summer 2019

Assessment Goal Per Outcome: 70%

COURSE DESCRIPTION

This course is a survey of art history from the prehistoric beginning of art until the end of the medieval period.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

None

TEXTS

The official list of textbooks and materials for this course is found on *myNeosho*.

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

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
 1. identifying rights and responsibilities of citizenship,

2. identifying how human values and perceptions affect and are affected by social diversity,
3. identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
 1. listing factors associated with a healthy lifestyle and lifetime fitness,
 2. identifying the importance of lifetime learning,
 3. demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
 1. developing effective written communication skills,
 2. developing effective oral communication and listening skills.
4. Think analytically through:
 1. utilizing quantitative information in problem solving,
 2. utilizing the principles of systematic inquiry,
 3. utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)

Upon completion of this course, students will be able to:

1. Demonstrate knowledge of representative works of Western art and architecture from the prehistoric to the medieval.
2. Analyze works of art and architecture using formal and contextual analysis.
3. Effectively utilize art historical vocabulary and terminology.
4. Apply the knowledge gained in this course to evaluate and interpret works of art and architecture.

MINIMUM COURSE CONTENT

The minimum course content is reflected in the syllabus supplement or *myNeosho*.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

INSTRUCTIONAL METHODS

For specific instructional methods see the syllabus supplement on the syllabus page for this class on *myNeosho*.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

A = 90–100% B = 80–89% C = 70–79% D = 60–69% F = 0–59%

For specific instructional methods see the syllabus supplement on the syllabus page for this class on *myNeosho*.

ASSESSMENT OF STUDENT GAIN

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success. The instructor(s) of this course will determine the methods of assessment most appropriate and complete an assessment report at the end of the course.

Attendance Policy

1. 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.
2. 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 dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. 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
3. Absences that occur due to 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.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

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.

NOTE

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

ACCOMMODATIONS

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 Americans 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 for the Ottawa and Online Campuses, 785-248-2798, 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.

NON-DISCRIMINATION POLICY

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

SEXUAL MISCONDUCT POLICY (TITLE IX)

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

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<http://www.neosho.edu/TitleIX.aspx>

COURSE NOTES

**NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: ART 289

Course Title: Art History: Renaissance to Contemporary

KRSN: ART 1030
(Kansas Regents Shared Number)

Please visit the Kansas Board of Regents website for more information.

Division: Applied Science (AS) Liberal Arts (LA) Workforce Development (WD)
 Health Care (HC) Lifetime Learning (LL) Nursing Developmental

Credit Hour(s): Three

Effective Date: Summer 2019

Assessment Goal Per Outcome: 70%

COURSE DESCRIPTION

This course is a survey of art history from the Renaissance to the contemporary period.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

None

TEXTS

The official list of textbooks and materials for this course is found on *myNeosho*.

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GENERAL EDUCATION OUTCOMES

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