

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**AGENDA**

**May 9, 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 April 11, 2019
  - B. Minutes from Special Board Meeting April 23, 2019
  - C. Claims for Disbursement for April 2019
  - D. Course Inventory Revisions/Additions
  - E. Revised Director of Finance Job Description
  - F. Personnel
- VI. Reports**
  - A. Faculty – Eric Row
  - B. Student Learning- Dr. Sarah Robb
  - C. Treasurer – Sandi Solander
  - D. President – Dr. Brian Inbody
- VII. Old Business**
  - A.
- VIII. New Business**
  - A. Resolution 2019-12: MOU for Reunification Facility Participation
  - B. Resolution 2019-13: 2018-2019 Budget Amendment
  - C. Resolution 2019-14: Bids for Fleet Vehicles
  - D. First Reading: Overtime Policy Change
  - E. Executive Session: Negotiations
  - F. Resolution 2019-15: Approval of the 2019-2020 PEA Negotiated Agreement
  - G. Executive Session: Employee Matters
- IX. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

**May 9, 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 and Dennis Peters Amendment to the roll call; Jenny Westerman came in at 5:45 pm.

Also in attendance were Kerrie Coomes, Marie Gardner, Dr. Brian Inbody, Kerry Ranabargar, Sarah Robb, Eric Row, Angela Rowan, Sandi Solander, Karin Jacobson, Tony Jacobson and The Chanute Tribune.

**III. PUBLIC COMMENT**

There were no speakers.

**IV. APPROVAL OF THE AGENDA**

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

**V. CONSENT AGENDA**

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

**A. Minutes from April 11, 2019**

**B. Minutes from Special Board Meeting April 23, 2019**

**C. Claims for Disbursement for April 2019**

**D. Course Inventory Revisions/Additions**

Before each semester begins, the Kansas Board of Regents asks coordinated institutions to submit a list of courses that the college is capable of teaching in that semester, but is not compelled to offer. This list of courses is referred to as the course inventory. Each change to the inventory must be approved by the academic department where it originated, the curriculum committee, the Chief Academic Officer, the President of the College and finally, the College Board of Trustees, as per NCCC policy.

## **Course Inventory Changes May 2019 Board Meeting**

NURS 153 Pediatric Intensive – Camp Barnabas – **New Course** – see attached CCR and Syllabus  
An elective offered in the Summer for additional exposure to Pediatric care.

NURS 118 Medic to RN – **New Course** – see attached CCR and Syllabus  
A course giving military medics access to nursing completion as part of a military initiative with the state of Kansas.

ALHT 255 – Changes:

Current Title: HIT Clinical Affiliation II

Change: Professional Practice Experience in Revenue Management

Current Crdt Hrs: Three

Change: One

ALHT 200 – Changes:

Current Title: HIT Clinical Affiliation I

Change: Professional Practice Experience in Data Management

Current Crdt Hrs: Three

Change: One

Changes to the ALHT courses were implemented to align with KBOR credit hours and to align with CAHIIM accreditation requirements.

Changes made to the Program course sequence were implemented to promote student ability to complete individual goals and internal alignment.

### **E. Revised Director of Finance Job Description**

It has been recommended that the College modify two requirements from Bachelor's degree in the director of finance position:

1. Major in accounting preferred, rather than required,
2. 3-5 years of experience in auditing or fund accounting required, rather than 3-5 years of experience in auditing and fund accounting required.

Staff have made edits to the original job description. The revised job description follows.

Reports to: Chief Financial Officer  
Classification: Full-time, 12-month Employee  
Pay Status: Administrator, Exempt  
Fringe Benefits per Board Policy  
Starting Salary Range: \$35,000 – \$50,000  
Revised: May 2019

### **Position Overview**

This position reports to the Chief Financial Officer. The Director performs duties related to all fiscal activities.

### **Essential Functions**

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

### **Primary Duties**

Duties include, but are not limited to:

1. Performs routine calculating, posting and verifying duties to obtain financial data for use in maintaining accounting records.
2. Prepares the bank statement reconciliation, issues stop payments on checks, reissues checks and clarifies NSF checks; examines the daily cash drawer, balance sheets, and bank deposit slips.
3. Monitors outstanding checks, reissue and void on a timely basis.
4. Researches processing problems and resolves them by contacting departments when necessary.
5. Prepares routine entries and posts financial transactions; reconciles entries and internal ledgers to financial reports.
6. Prepares trial balances; closes accounts at the end of the fiscal year and prepares opening balances and accounts at the beginning of the new fiscal year.
7. Compiles data for preparation of periodic and annual financial reports and prepares monthly reports for the Board of Trustees.
8. Monitors the college bank accounts and ensures that banks maintain adequate levels of pledged securities at all times.
9. Balances all Federal and State Grant accounts to ensure that adequate, but not excessive monies are drawn down.
10. Provides monthly financial reports to the grant departments.
11. Draws down Federal and State Grant funds in a timely manner.
12. Draws down financial aid funds, including Pell grants, Supplemental Educational Opportunity Grants, Student Support Services and college work study.
13. Prepares sales tax exemption certificates when requested.
14. Performs miscellaneous job-related duties as assigned.

### **Minimum Job Requirements**

1. Bachelor's degree required, major in accounting preferred, plus 3-5 years of experience in auditing or fund accounting required. CPA license preferred. Experience in supervision of staff preferred; OR
2. Master of Business Administration (MBA) degree in accounting required, plus 1-3 years of experience in auditing and fund accounting required. CPA license preferred. Experience in supervision of staff preferred.

**Knowledge, Skills, and Abilities Required**

- Knowledge of college accounting policies, procedures and regulations
- Records maintenance skills
- Ability to utilize automated accounting system
- Ability to understand and interpret financial information
- Account balancing skills
- At ease with t-accounting techniques
- Ability to process computer data and to format and generate reports
- Basic data entry and/or word processing skills
- Knowledge of mathematics
- Knowledge of general accounting principles
- Strong communication and interpersonal skills
- Ability to analyze and solve complex problems

**Working Conditions**

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer required.
3. Ability to reach and work overhead on an occasional basis is required.
4. Occasional lifting of up to 50 pounds from the floor to waist is required.
5. Some travel during normal working hours will require a valid driver's license.

**Non-Discrimination**

The current non-discrimination policy can be found at:

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

## **F. Personnel**

### **1. Resignation of Administrative Assistant for the Dean for the Ottawa & Online Campus**

It was the president's recommendation that the Board approve the resignation of Sydney Meyer, Administrative Assistant for the Dean for the Ottawa & Online Campus. Her last day will be May 17, 2019.

### **2. Resignation of Accounting Specialist**

It was the president's recommendation that the Board approve the resignation of Kasie Setter, Accounting Specialist. Her last day will be May 17, 2019.

### **3. Resignation of Bus Driver (Part-Time)**

It was the president's recommendation that the Board approve the resignation of Larry Alexander, Bus Driver (Part-Time). His last day will be May 31, 2019.

### **4. Resignation of Bookstore Coordinator**

It was the president's recommendation that the Board approve the resignation of Kara Hale, Bookstore Coordinator pending her approval of Director of Finance. Her last day will be May 31, 2019.

### **5. Director of Finance**

It was the president's recommendation that the Board approve the employment of Kara Hale as the Director of Finance. She has been an employee at the NCCC Chanute Campus since June 2006 beginning as the Financial Aid Specialist, then went to Director of Financial Aid and most recently has worked as the Bookstore Coordinator.

Ms. Hale will be paid an annual salary of \$38,000. (Admin) beginning June 1, 2019.

## **VI. REPORTS**

- A. Faculty – Eric Row gave a report on what faculty was doing. See attachment.
- B. Student Learning – Dr. Sarah Robb reported on the Student Learning Division. See attachment.
- C. Treasurer – Sandi Solander gave a treasurer's report. Revenue for the month of April was \$888,776.81 and disbursements were -\$1,954,218.36. See attachments.
- D. President – Dr. Brian Inbody gave his president's report. See attachment.

## **VII. OLD BUSINESS**

### **A.**

## **VIII. NEW BUSINESS**

### **A. MOU for Reunification Facility Participation**

As the Board knows, the College has maintained close working relationships with the city of Chanute and Neosho County public agencies for decades. This is particularly true in the area of public safety and emergency planning. NCCC simply does not have the resources to handle all emergencies without considerable help from our public "partners." The same can be said for all of our public partners as well. We all share some of the responsibility for providing whatever assistance we can in the event of some local emergency.

As such, the Neosho County Health Department has reached out to NCCC asking for a memorandum of understanding (MOU) for the college to provide facilities for reunification points following an emergency, whether natural or man-made. This would allow the Health

Department to have separate areas for children, parents and families to reunite in the event of such a disaster.

The College attorney created an MOU with some specific terms (copy attached), but is general enough to allow the College some latitude during the actual emergency. The College is not obligated to provide resources, supplies, equipment, staffing or volunteers under the terms of the MOU. NCCC must simply, upon request, designate separate areas for children, parents and families to reunite on it Chanute campus in the event of some disaster in the County. The MOU does allow either the College or the Health Department to terminate the agreement with ninety (90) days written notice.

It was the president’s recommendation that the Board authorize the President to execute a memo of understanding the Neosho County Health Department with the explicit purpose of providing reunification areas at the College as noted above.

**Resolution: 2019-12**

RESOLVED that the Board of Trustees of Neosho County Community College approves the memorandum of understanding for Reunification Facility Participation.

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

**B. 2018-2019 Budget Amendment**

The College received unanticipated revenue for Postsecondary Technical Education funds. It is necessary to amend the 2018 budget to provide authority to spend the additional funds.

<b>NOTICE OF HEARING ON AMENDING THE 2018 BUDGET</b>				
The governing body of Neosho County Community College will meet on the 13th day of June, 2019 at 5:30 P.M., at Sanders 105 room for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds. Detailed budget information is available at Chief Financial Office and will be available at this hearing.				
<b>SUMMARY OF AMENDMENTS</b>				
	Adopted Budget 2018-2019			Proposed Amendment 2018-2019 Budget
Fund	Actual Tax Rate	Amount of Tax to be Levied	Expenditures and Transfers	Expenditures and Transfers
Postsecondary Tech Ed	0	\$0	\$4,491,248	\$5,241,248

Board Chairman

**Resolution 2019-13**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the FY 2018-2019 Budget Amendment for publication. Further, that the public hearing on the proposed budget amendment be held on Thursday, June 13, 2019 at 5:30 p.m. Sanders 105 Room of the Student Union of the College.

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

**C. Bids for Fleet Vehicles**

The College is currently leasing two 15-passenger vans. Administration is recommending replacing the leased vans with two new Lease-purchase vans. This allows the College to move away from leasing vehicles without dipping too far into the Equipment Reserve. The current monthly lease payment is \$690 per van. It is anticipated that the new vans will still have substantial value when traded in about five years.

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

The vans will be housed at the Chanute campus.

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

The following bids were received and opened by Sandi Solander with Ben Smith and Kyle Seufert present:

Merle Kelly Ford, Inc.

**Option 1**

2- 2019 Ford Transit Wagon (X2C) T-350 XLT 3 Year Term \$75,263.80

Ford Credit's Municipal Lease-Purchase:

APR	7.25%	Total Interest	\$5,324.99
Payment Timing	Annual in Advance	Payment Amount	\$26,862.93

**Option 2**

2- 2019 Ford Transit Wagon (X2C) T-350 XLT 4 Year Term \$75,263.80

Ford Credit's Municipal Lease-Purchase:

APR	7.00%	Total Interest	\$7,801.56
Payment Timing	Annual in Advance	Payment Amount	\$20,766.34

- No security deposit required, no prepayment penalty and no mileage penalty
- At inception, the municipality is the Registered Owner and Ford Credit holds the lien
- At term-end, the municipality buys the equipped vehicle for \$1.00

It was recommended that the Board accepts Option 1-3 annual payments of \$26,862.93 bid from Merle Kelly Ford, for two 2019 Ford Transit 12-passenger wagons.



#### **Resolution 2019-14**

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the Municipal Lease-Purchase plan bid from Option 1 of 3 annual payments of \$26,862.93 bid from Merle Kelly Ford, for two 2019 Ford Transit 12-passenger wagons.

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

#### **D. Overtime Policy Change (first reading)**

The administration must adjust procedure from time to time to adapt to changes in law, direction from a state, local, or federal agency, or to improve college operations. We constantly review Board Policy and bring suggested changes that better match accepted processes and procedures. The current overtime Board Policy does not follow Department Labor guidelines when dealing with flex time, comp time, overtime, and holiday pay. The following changes are necessary to ensure board policy follows these guidelines and remains consistent with current practice. Highlighted in green is added text, highlighted in yellow has been deleted from the Overtime Policy. The policy follows.

*All overtime must receive prior approval by the supervisor. The time card must be initialed by the supervisor to verify approval. Overtime worked will be taken in the form of compensatory time the week overtime was earned, or at one and one-half times thereafter but within the ~~next four weeks~~ **current pay period**. The Chief Financial Officer may offer overtime pay in lieu of compensatory time.*

~~*Overtime generated by weekend and holiday assignments shall entitle the employee to overtime pay at the rate of one and one-half times the appropriate calculated rate of pay or compensatory time if requested by the employee and approved by the Chief Financial Officer.*~~

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

#### **E. Executive Session – Negotiations**

On motion by Dennis Peters and second by Charles Boaz the Board recessed into executive session for 25 minutes to discuss matters relating to employer/employee negotiations and to include the President, Vice President for Student Learning, Vice President for Operations, Chief Financial Officer, college attorney via telephone if needed.

The Board entered executive session at 6:27 pm and returned to open meeting at 7:04 pm.

#### **F. Approval of the 2019-2020 PEA Negotiated Agreement**

The PEA negotiation team and the administration reached an agreement for the 2019-2020 academic year. The revisions were mailed to faculty members for ratification. Faculty have ratified the agreement.

The following is a list of changes made and will begin in the next contract year:

- Cleaned up some clerical errors and old forms in the appendix, changed the dates, etc.
- Presently assumed duties of the Professional Employee were listed more specifically.
- Student rating forms will be offered to students in every class every semester.

- The Early Retirement Incentive now refers to the Board Policy instead of having a parallel policy in the agreement. The Board recently added the ability to retire early from KPERS and still get the college's incentive, so Professional Employees get that too.
- Change to the health insurance section so that the college could choose to join a consortium that does not allow Section 125 payments in lieu of health insurance. It's one of the options we are considering in light of the large expected increase in premiums that we have been warned about.
- The negotiating team chose to change the chart to the fullest extent instead of step movement. As a result, the faculty pay chart was increased by 4% in all steps and levels but no "Step" given for the year of service. So members of the collective bargaining group get a 4% raise but will stay on their current step. (Horizontal movement for credit hour or degree attainment still occurs as normal as does any "freezing" of raises if the professional employee does not fulfill their professional development required by the deadline). The 2019-2020 academic year is year three of the four-year plan to raise salaries at NCCC.
- The Overload rate will go up from \$475 a credit hour to \$525 a credit hour for those who choose to teach beyond the normal load or during the summer (starts fall 2019).
- Professional Employee Titles: Currently everyone in the collective bargaining unit has the title of Instructor. It is common place in higher education to have titles such as Assistant Professor, Associate Professor, and full Professor, etc., in addition to Instructor to recognize degree attainment and longevity among other things. The association proposed and the Trustees agreed to create a title system. The titles in no way affect the terms of the contract or any monetary compensation. While largely symbolic, the title is an attempt to honor long-standing faculty for their service to our mission and our students. Exceptions to these parameters and titles may be made at the discretion of the Chief Academic Officer.

A copy of the 2019-2020 PEA Negotiated Agreement is provided as a separate document. It was the president's recommendation that the Board approve the 2019-2020 PEA Negotiated Agreement.

**Resolution 2019-15**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 2019-2020 Negotiated Agreement with the NCCC PEA and the Outside Employment Policy.

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

**G. Executive Session – Employee Matters**

On motion by Dennis Peters and second by Kevin Berthot the Board recessed into executive session for 15 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and college attorney (via telephone if needed) be included and that our President be on standby.

The Board entered executive session at 7:06 pm and returned to open meeting at 7:21 pm.

**Resolution 2019-16**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the extension of Dr. Brian Inbody's contract as discussed in executive session.

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

**IX. ADJOURNMENT**

On motion by Dennis Peters and second by Kevin Berthot the meeting adjourned at approximately 7:26 pm.

Respectfully submitted,

David Peter, Board Chair

Angela R. Rowan, Board Clerk

# PRESIDENT'S REPORT

MAY 9<sup>TH</sup>, 2019

Trustees, thank you again for your continued service to this college and its mission. We are moving into the last week of the semester and graduation is pending. It is a busy but exciting time! Here are a few items of interest for this month.

## ENROLLMENT

The end of the year enrollment is not much of a surprise. It has held steady for the year down about 3.5% overall when compared with the 2017-2018 year. These are the “unofficial” numbers. The final numbers won’t come for quite a while when we complete the Kansas State Post-Secondary Database (KSPSDB) entry in October.

Here is the final “unofficial” report for 2018-2019.

### SPRING SEMESTER 2019

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2017	50	5-8-18	1804	16610	
TOTAL	2018	50	5-8-19	1719	15740	-5.24%
CHANUTE	2017	50	5-8-18	548	4787	
CHANUTE	2018	50	5-8-19	482	4510	-5.79%
OTTAWA	2017	50	5-8-18	481	3335	
OTTAWA	2018	50	5-8-19	459	3142	-5.79%
ONL	2017	50	5-8-18	841	4561	
ONL	2018	50	5-8-19	757	3910	-14.27%
ODO	2017	50	5-8-18	221	1423	
ODO	2018	50	5-8-19	264	1650	15.95%
IDO	2017	50	5-8-18	276	1764	
IDO	2018	50	5-8-19	285	1900	7.71%
HYBRID	2017	50	5-8-18	199	740	
HYBRID	2018	50	5-8-19	158	628	-15.14%

Enrollment is underway for the 2019-2020 academic year as well. Here the numbers are more mixed. Overall, the college is up about 9% over this time last year with a huge surge in enrollment in ODO for fall. I believe our waiving of the fees for Excel in CTE classes is helping to achieve this effect. We have seen high schools enrolling sooner and with greater numbers for the most part. We are seeing more numbers for HVAC in Garnett and a new construction program at Yates Center which is impacting these early enrollment figures as well. We are looking at launching electrical program in Ottawa too and will be putting together grant opportunities to help start that new offering.

On the Chanute campus we are seeing housing contracts turned in at a higher rate than before, up about 20 over this time last year. And we have launched the Southern High School Initiative where we invite high school students on campus during the school day to take classes we only offer here. So far I am aware of 24 or more students from Chanute and several from Erie (they are still testing) who are taking part of that opportunity.

Summer enrollment is down, but getting better. Early this week it was down about 25% and now down 17%. We always see a surge of enrollment during finals week for summer. Last year we graduated on May 11<sup>th</sup> and this year it is set for May 17<sup>th</sup> so we may see a surge next week that will help catch us up a bit more.

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**SUMMER SEMESTER 2019**

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2019	10	5-8-19	346	1660	
TOTAL	2018	10	5-8-18	426	2008	-17.33%
CHANUTE	2019	10	5-8-19	57	192	
CHANUTE	2018	10	5-8-18	66	224	-14.29%
OTTAWA	2019	10	5-8-19	47	135	
OTTAWA	2018	10	5-8-18	73	205	-34.15%
ONL	2019	10	5-8-19	296	907	
ONL	2018	10	5-8-18	387	1218	-25.53%
ODO	2019	10	5-8-19	5	30	
ODO	2018	10	5-8-18	7	42	-28.57%
IDO	2019	10	5-8-19	9	18	
IDO	2018	10	5-8-18	10	20	-10.00%
HYBRID	2019	10	5-8-19	97	378	
HYBRID	2018	10	5-8-18	87	299	26.42%

FALL SEMESTER 2019

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2019	30	5-8-19	737	7671	
TOTAL	2018	30	5-8-18	569	6554	17.04%
CHANUTE	2019	30	5-8-19	979	3323	
CHANUTE	2018	30	5-8-18	766	2938	13.10%
OTTAWA	2019	30	5-8-19	452	1944	
OTTAWA	2018	30	5-8-18	412	1641	18.46%
ONL	2019	30	5-8-19	509	1487	
ONL	2018	30	5-8-18	500	1484	.20%
ODO	2019	30	5-8-19	106	639	
ODO	2018	30	5-8-18	9	57	1021.05%
IDO	2019	30	5-8-19	16	69	
IDO	2018	30	5-8-18	8	48	43.75%
HYBRID	2019	30	5-8-19	74	209	
HYBRID	2018	30	5-8-18	140	386	-45.85%

LEGISLATIVE UPDATE

The Kansas Legislature did adjourn the veto session last Sunday in the wee hours of the morning. During these last days there was a move by a group of legislators to try to force a vote on Medicaid expansion in the Senate, since it had already passed the House and the Governor would sign it. The plan was to hold up the budget until they got a chance to vote on the expansion. In the process of holding it up, the budget was changed. Higher Education was slated to get quite a bit in the original budget, a return of the last part of the 4% cut, additional funds for operations (which has not happened since 2008), and full funding of Excel in CTE. In the battle, the budget was changed to remove much of the new funding both for higher education but also for the prison system, which most agree is in desperate need of additional resources.

Eventually the coalition began to fracture after a full day of caucuses and meetings. The budget was restored to the original amounts and passed. No vote occurred on the Medicaid expansion.

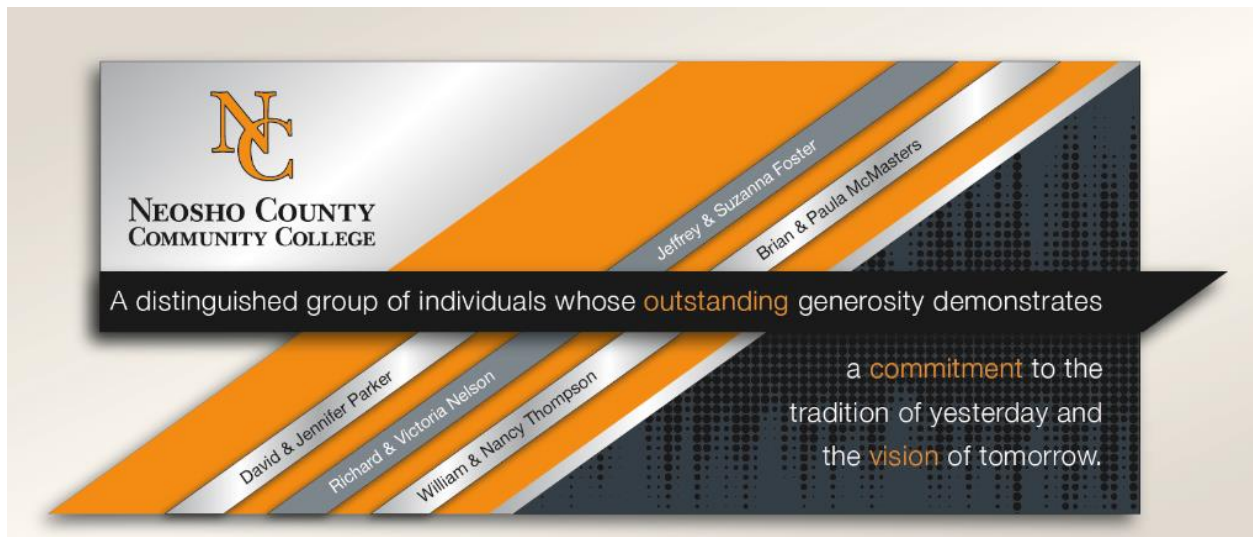
The legislature also passed a more “watered down” version of a tax bill that gives corporate tax relief with regard to off-shore money and allows individual taxpayers to “uncouple” their federal and state taxes, filing either long or short form as they wish. The fiscal note to this bill is not entirely clear and the Governor has yet to sign it. She vetoed an earlier version that was much larger in scope.

Also passed and signed by the Governor is HB 2144 that will require community colleges to post certain budget and enrollment figures on our website as well as fee information. That bill will take effect in July of 2020. We are awaiting direction from KBOR, and perhaps a template, of what will satisfy the law. This is the bill that I discussed earlier that was much more restrictive in its initial version, limiting on how fees are gathered, allowing for protest petitions on large expenditures, etc. This final version, while not wanted by the community colleges, was agreeable after the changes.

## DINING HALL PROJECT

The project is still set to begin after graduation, beginning the week of the 20<sup>th</sup>. We have had a few smaller donations come in and are working on more along the way. Ben has scheduled meetings with the contractor on lots of small specific decisions we will need to make along the way.

Here is a mock-up of the donor plaque which matches the overall esthetic we are going for in the renovation. These will NOT be the words on the plaque, just the overall look and feel. The words will contain our mission statement in some form. Of course, the names are fake.



**Reminder:** This is the last Trustees meeting in the Oak Room. For our June 13<sup>th</sup> meeting we will be moving to Sanders 105 for the summer. I am hopeful we will be in the newly renamed Board Room for the August 8<sup>th</sup> meeting.

## CLARKE WILSON

The Dining Hall won't be the only thing that changes over the summer. Clarke Wilson is the long-time food services manager for Great Western Dining at our Chanute Campus. Clarke is taking a new position with GWD in the Wichita area to be closer to family there. We will miss Clarke a great deal and wish him all the best in his new position. When the new manager is announced I will pass that on to you.

## PANTHER/COMET COLLEGE NOW!

Thanks to USD 290 Superintendent Dr. Ryan Cobbs in Ottawa we have an exciting pilot program that has completed its pilot stage and is ready for continuance and replication. For the past two years we have been offering the program known there as C3 where the school district pays NCCC a flat rate based on a 3-year average of tuition and fees collected from students at the school. The district is free to then enroll as many qualified students as they wish in the college classes offered at the high school at no extra fee (unless we add extra sections to accommodate more enrollment). The district can, if it chooses to, charge a nominal fee to their students to take the college classes to help recoup the fee costs while giving students some, "skin in the game" to pay for their college education.

The program has been very successful growing enrollment by 40% as cost was clearly a barrier for some students.

Chanute Public Schools Superintendent Steve Parsons and Assistant Superintendent Dr. Kent Wire are interested in replicating this program with their district as well. On Monday, Brenda Krumm and I attended the USD 413 Board meeting and helped present the program that was well received by the Board.

I expect that we will have a signed MOU to bring you at the June Trustees meeting for your approval. This will certainly be a huge help to families that struggle to pay the full tuition and fee rates for their children at a time when federal assistance is not available to them until after high school. I believe the plan is for the district to charge a nominal fee as well. We will be talking about lots of detail items such as textbooks, number of sections, etc. as well as finalize the MOU.

## FEDERAL WORK STUDY WAGE

We are having difficulty finding students who qualify to accept working for the college through the Federal Work Study program. The college controls the hourly rate, and since 2010 it has been set at the Federal minimum wage of \$7.25. When students can get a plethora of jobs now that pay substantially more than this, we are having difficulty finding need-based qualified students to take the work, and thereby having issues with spending all of the money from the government that we have been given.

This week the Executive Committee voted to increase the minimum hourly student wage from \$7.25 to \$9.25 per hour. This is both for Federal Work Study students as well as institutional (non-need based) students. This represents the minimum wage. Several departments already pay more than this for student workers for certain jobs on campus, most notably, maintenance.



## EMPLOYEE SURVEY

We recently completed the Employee Survey for 2019 and I was very pleased with the results! There are 69 main questions on a variety of topics, including quality of instruction, support for students and employees, supervisor interaction and working conditions. Of the main items, 56 showed improvement scores from the previous year. In fact, 20 items were the best they have been since we began tracking this in 2007! This includes the item on the confidence in the Board of Trustees – so well done Board!

I have uploaded the full 2019 results as well as our spreadsheet that shows year to year comparisons for your review. The number scale is as follows:

- 1=Strongly Agree
- 2=Agree
- 3=Neither Agree nor Disagree
- 4=Disagree
- 5=Strongly Disagree

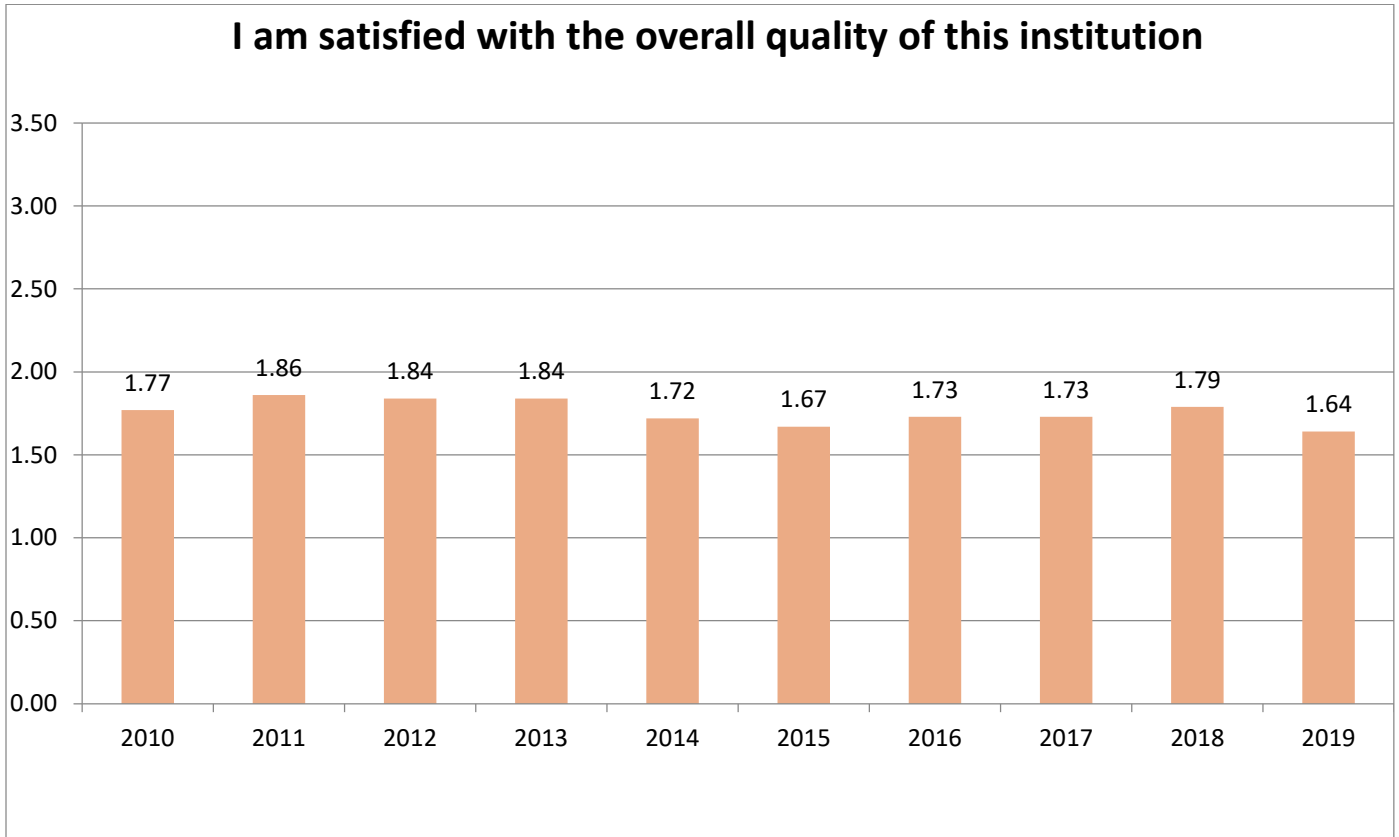
So, lower numbers are better than higher numbers. If a score is around 2 or less it is said that the majority agree with that time.

The best score we received was on something that I am very proud of our employees for: I understand how my job contributes to the college's purpose. There the employees scored the item 1.53. The employees also scored "the Mission of the College is appropriate" as the second best (tied with the appearance of the campus grounds!). So the employees believe in the mission and know how they contribute to it. This is a wonderful result!

The worst score we received was on the item, "I believe I have adequate input into the college decision-making process." There the employee scored that item 2.46. But even there, it is below 3 and the best we have ever scored on that item, with marked improvement in recent years! We have been making this an area of focus by more interaction with committees and our recent "strategic planning listening sessions" where twice this year we have held open sessions on the plan to gather reaction and input. I'm glad to see that it is showing some improvement!

There are many comments which the employees have made on a variety of topics. The Executive Committee spends time reviewing these comments during the summer retreat. As I caution all readers of the survey, remember, the comment is one person's opinion, while the numbers represents everyone's collective opinion.

Here is just one summary item that, again, is the best we have ever done.



#### SERVICE AWARD EMPLOYEE OF THE MONTH

I am pleased to tell you that the Service Award Employee of the Month is The Dean of Outreach and Workforce Development, Brenda Krumm. Here is what the nomination said about Dean Krumm:

*Brenda plays a big part in my success and the success of my programs at NCCC. She always lends a supportive ear and has the best objective advice with her ability to see the full picture from all angles. Her enthusiasm to make things better and move forward new ideas is an admirable trait. I would truly be lost without her, she is my rock!*

Congratulations Brenda!

## BRIAN'S TRAVELS AND IMPORTANT DATES

- Nurses Pinning 4:30pm Friday, May 17<sup>th</sup> Memorial Auditorium
- Commencement 7:00pm Friday, May 17<sup>th</sup> Memorial Auditorium
- Employee Service Awards & Lunch 12:00pm (1:30) Monday, May 20<sup>th</sup> SU and Auditorium
- Memorial Day (College Closed) All Day Monday, May 27<sup>th</sup>
- Summer Hours Begin on May 28<sup>th</sup> Offices Open 7:30am-5:30pm Monday-Thursday
- Brian on Vacation May 28-May 30<sup>th</sup>
- Brian's HLC Deployment June 2<sup>nd</sup> – June 5<sup>th</sup> North Dakota
- Board Meeting 5:30pm Thursday, June 13<sup>th</sup> Sanders 105

# Student Learning Division

Report to the Board of Trustees

Neosho County Community College

May 2019

# 2018-2019 Highlights

- Academic Awards Ceremonies
- Awards
  - PTK students
  - Departmental Honors
  - Athletic Academic Honors
  - Student Senate
  - Outstanding Achievement
  - Sigma Alpha



*Photos by Ben  
Smith  
Thank you!*

# 2018-2019 Highlights

- **Integrated 10 new faculty members into the NCCC educational team**
  - Jonah Amponsah – Math (Ottawa)
  - Ted Babin – Sociology (Chanute)
  - Amber Blaufuss – Nursing (Ottawa)
  - Shannon Crays – Nursing (Chanute)
  - David Crellin – Welding (LaHarpe)
  - Jonathon Curl – Welding (Chanute)
  - Sally Kittrell – Biology (Chanute)
  - Angela Mustapha – English (Chanute)
  - Heidi Ranz – Nursing (Chanute)
  - Tricia Stogsdill – Theater (Chanute)

# 2018-2019 Highlights

- Implemented an **improved Placement Policy** for English and Math
  - Several years of preparation and planning via Testing and Placement Task Force
    - Pilot study
    - Data reviews
    - Process implementation

# 2018-2019 Highlights

- Completed 8 Academic Program Reviews
  - Accounting
  - Criminal Justice
  - Healthcare Coding
  - Health Information Technology
  - HVAC
  - Music
  - Nursing\*
  - Psychology

*\* Used ACEN Self-Study report as Program Review*



# 2018-2019 Highlights

- Collaboration!
- Combined Choir/Band Concert with Allen Community College and Fort Scott Community College

*Photos by Ben  
Smith  
Thank you!*





# 2018-2019 Highlights

- **Concurrent Initiatives**

- Removal of Fees for Excel in CTE (SB 155) courses
- Continued the Northern High School Initiative
- Continued the C3 program with Ottawa High School
- Implemented a Southern High School Initiative

# 2018-2019 Highlights

- Honors Program

*Photos by Ben  
Smith  
Thanks Again!*



# 2018-2019 Highlights

- **GRADUATES!**

	Certificates	Degrees
Fall	54	73
Spring	222	225
<b>Total (2018-2019)*</b>	<b>276</b>	<b>298</b>

*\*Intents (Due in February) still coming in ☺*

# 2018-2019 Highlights

- Adjunct Longevity

Service Years	Part-time Faculty Members
5	11
10	3
15	1
20	2
22	2
23	2

# Perkins

- **FY19 Allocation = \$125,778**
  - No issues (no consortium)
  - Funded Faculty Salaries, Equipped Welding in Ottawa, funded professional development for Nursing, OTA, HIT, SURG, Admin, and Welding
- **FY20 Allocation = \$119,912 plus \$5,000** for implementation of new goals/needs assessment
  - Significant Changes to Program
    - Transition Year
    - Needs Assessment – multiple stakeholders, required State meetings
    - New Goals

# Nursing

- **Improvements**

- Addressing Pass Rates

- Updated expectations – students must achieve 80% on all categories of assessment (exams and homework) to continue the program
    - Student Success Specialists
    - Updating All Exams
    - Professional Development for Nurse Educators
  - Possibility of cohort decrease in future years
  - Possibility of no return after failing program once



# Current/Summer Projects

- National Community College Benchmarking Project
- Cost & Productivity
- Performance Agreement Report
- Quality Initiative Project Proposal – HLC

# News for Next Year

- **Offering Construction at Yates Center High School**
- **Offering Electrical Technology at Ottawa High School**
  - Using HLC's location update system (in progress) for approval
- **College NOW! Program at Chanute High School**
  - Implementing an agreement with Chanute High School to reduce barriers to enrollment for concurrent students
  - Replicates the successful Ottawa "C3" program

# Syllabus Management



## How We Help

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We solve your syllabus challenges. Instantly.

- ✓ Achieve unparalleled consistency
- ✓ Centrally manage templates
- ✓ Powerful reporting for accreditors
- ✓ Seamless LMS, SIS, and portal integration
- ✓ Visualize data and streamline workflow
- ✓ Any device, anywhere, anytime
- ✓ Uphold faculty freedom
- ✓ Accessibility and equity compliance

# CourseEval

- Product via



- Improves on the ability to get feedback from students about courses and instructors
- Integrated into *myNeosho*
- Pending approval of 2019-2020 Negotiated Agreement, we will be offering the opportunity for our students to complete course and instructor rating forms for every course

# Neosho County Community College

~~2018-2019~~ 2019-2020 **NEGOTIATED  
AGREEMENT**

**Board of Trustees  
of  
Neosho County Community College**

**and**

**Neosho County Community College  
Professional Educators' Association**

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## PREAMBLE

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Agreement made and entered into as of the ~~913~~<sup>913</sup>th day of ~~May~~<sup>June</sup>, ~~2018~~<sup>2019</sup>, by and between the Board of Trustees of Neosho County Community College, hereinafter referred to as the "Board," and Neosho County Community College Professional Educators' Association, hereinafter referred to as the "Association."

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WHEREAS, the Legislature of the State of Kansas has established a procedure for Professional Employees employed within a college of the State of Kansas to organize and to select a representative for the purpose of professional negotiation, and the majority of the teaching staff, excluding administrators, within the College has designated the Association as its representative for professional negotiation; and

WHEREAS, the Board recognizes the Association as the exclusive representative of all those employed by the Board in professional or instructional capacities, including all classroom instructors, head athletic coaches and athletic support personnel, and librarian employed under a full-time contract, but shall not include any administrative employees or assistant athletic coaches.

WHEREAS, the Board and Association recognize and declare that providing a quality education for the students of Neosho County Community College is their mutual desire and that the character of such education depends predominantly upon the quality and morale of the teaching staff, and

WHEREAS, it shall be the mutual aim of the parties of this agreement to maintain and improve the quality of the instructional program and morale of the teaching staff; and

WHEREAS, representatives of the Board have met with representatives of the Association and have negotiated in good faith the terms and conditions of professional service.

Therefore the parties agree as follows:

## ARTICLE 1

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### DISTRIBUTION OF AGREEMENT

An electronic copy of this Agreement shall be made available on [insideNC-myNeosho](#) within thirty (30) days after the Agreement is signed and presented to all Professional Employees now employed, hereafter employed during its life, or offered employment by the Board. A printed copy will be provided free of charge by NCCC to any Professional Employee who requests one.

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## ARTICLE 2

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### WORKLOAD AND CALENDAR

- A. Contract Length and Calendar.** The contract length shall be 180 days each contract year subject to exceptions provided elsewhere in this contract. A member of the Association will be appointed to the committee responsible for recommending the calendar. The Professional Employees and the Administration will jointly recommend by February 1 each contract year one or more annual calendars to the Board of Trustees for approval subject to changes made by the Board, including any modifications to the calendar made by the Board to make up days lost due to an extended emergency closing of the College. The calendar will include class days, final exams, holidays, and in-service days with each day and duty specified by date. The Administration shall provide a copy of the Professional Employee calendar, as adopted by the Board, to all employees at least two weeks prior to the beginning of the fall semester.
- B. Normal Professional Work Load.** The professional work load shall consist of 30 credit hours of teaching (or the equivalent as determined by the Administration) per academic year. In addition, other assigned duties may include faculty workshops, in-service days, assistance with enrollment, student registration, student academic advisement, recruitment, committee assignments, outcomes assessment duties, and sponsoring activities related to the Professional Employee's teaching assignments. Committee assignments shall be limited to two standing committees per academic year and ad hoc committees as needed. Standing Committee assignments will be announced on or before the fall semester inservice meeting and are subject to change due to vacancies or reorganization. The standing committee chairs shall be announced during the spring semester prior to the effective date of assignment.

As a Professional Employee educator, there are certain practices that are assumed to be part of the normal professional workload as part of the instruction of any course. These assumed practices would include, but are not limited to, items such as adequately preparing for class, meeting class regularly and on time, substantially utilizing the instructional class period, grading material in a timely fashion, generally keeping the online gradebook up to date on a weekly basis, giving a substantial final exam/assignment during finals week, timely completion of any required reports, such as certification rosters and final grades, and fostering an open exchange of ideas through creating an educational environment open to all. Many of these assumed practices are outlined in the mission and purpose statements for the College.

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- C. Professional Work Days.** Professional Employees shall be required to be present at an assigned site 5 days a week for 35 hours per week exclusive of meals, or equivalent as determined by the Administration, including regular class time (other than overload class time), regular posted office hours, and other assigned duties. Professional work load schedules shall be subject to the approval of the Administration. The Administration may approve time off from regular duties for the conducting of college business, attendance at conferences, workshops, or seminars, or for other purposes which benefit the College. Overload class time is in addition to the 35 hour- per- week requirement described above.
- D. Full-time Athletic Coach's Contract.** A full-time athletic coach's ("Coach") contract shall end the Sunday before the second Monday following full completion of the athletic competition season for the Coach's sport, including playoff's or championship tournaments (the "end of the season"). When renewed, subsequent contracts shall begin with the second Monday following the end of the

season. A Coach with a full-time employment coaching contract during the 2015-2016 academic year may elect to retain the beginning and ending date of the Coach's contract covering the 2015-2016 academic year to continue for subsequent years, in which event this paragraph and Article 15-1 shall not be applicable to the Coach.

## ARTICLE 3

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### ASSOCIATION PRIVILEGES

- A. Duly authorized representatives of the Association shall be permitted to transact official Association business on college property at reasonable times provided that classroom time, office time or other college activities are not interrupted.
- B. The Board agrees to furnish to the Association, upon request, all records, free of charge, to which it is entitled by law.
- C. The Association shall have the right to post notices of activities and matters of Association concern on employee bulletin boards at least one of which shall be provided by the Board in each faculty lounge. The Association shall have the use of employee mail boxes for the dissemination of communications to faculty. Copies of all communications distributed to a majority of the membership will be provided at the same time to the Chief Business Officer.
- D. Within thirty (30) days after receipt of written authorization from the Professional Employee, the Board shall deduct from the salary of the employee and make appropriate remittance for Association dues. Such authorization shall continue in effect from year-to-year. Pursuant to such authorization the Board shall deduct one-twelfth (1/12) or appropriate amount of such dues from the regular salary check of the Professional Employee each month. Amounts to be deducted shall be supplied to the Board through a schedule established by the Association. Any balance due upon the Professional Employee's termination of employment shall be deducted from such individual's final check. Prior authorizations existing on the effective date of this Agreement shall continue in full force and effect until revoked in writing by the Professional Employee. The Association shall indemnify and hold harmless the Board of Trustees from any and all claims, demands, suits, or other forms of liability (including specifically costs and attorney fees) that may arise out of or by any reason of any action taken or not taken by the Board for the purposes of complying with the provisions of this paragraph or the authorization form.
- E. The Association shall have the right to use school facilities and equipment including, but not limited to, typewriters, photocopying equipment, calculating machines, data processing equipment, and audio-visual equipment when such equipment is not otherwise in use. The Association shall pay the cost of all materials and supplies incident to any such use. The Association shall have the right to use college buildings for meetings.
- F. The President of the Association or his/her designee shall have the right to address the faculty during the Annual fall In-service faculty meeting regarding the contents of the negotiated agreement.

## ARTICLE 4

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### GRIEVANCES

#### A. Definitions

1. Grievance: Grievance means a complaint regarding the meaning, interpretation, or application of any provision in this agreement, or Board of Trustee approved policy. This grievance policy is not related to discrimination based on sex, or any act of sexual harassment or based upon the NCCC Non-Discrimination policy.
2. Aggrieved Person: The person or persons making the complaint.
3. Party in Interest: The person or persons making the complaint and/or any person who might be required to take action or against whom action might be taken in order to resolve the grievance.
4. Days: Except when otherwise indicated, days shall mean contract working days.

#### B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems affecting Professional Employees which may arise from time to time.

#### C. Procedure

1. Level One
  - a. Within 20 days from the date of awareness of a problem, the aggrieved person shall seek to resolve the matter informally with the Professional Employee's supervisor.
2. Level Two
  - a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) days after discussion of the grievance he/she may file the grievance in writing within ten (10) days of the Level One response with the Chief Academic Officer on the form provided in the Appendix.
  - b. Within five (5) contract days after receipt of the written grievance by the Chief Academic Officer, an ad hoc advisory committee consisting of three (3) professional employees shall be drawn by lottery. From the first three names drawn, the aggrieved person and the Chief Academic Officer may each dismiss one name without cause, and the Chief Academic Officer shall thereafter draw additional name(s) as necessary to complete the three member committee. The Chief Academic Officer will formally appoint and organize the committee. The committee shall have ten (10) days to conduct hearing(s) to investigate and to write a summary report with recommendations regarding the grievance. The Chief Academic Officer shall submit his/her decision in writing together with the summary report and recommendations of the ad hoc committee to the aggrieved person within five (5) days after the committee has made its written recommendations.

3. Level Three

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, he/she may file the grievance within ten (10) days of the Level Two response with the President.
- b. Within five (5) days after receipt of the written grievance the President or his/her designee will meet the aggrieved person and his/her representatives in an effort to resolve it. The President shall submit his/her decision in writing to the aggrieved person within five (5) days of the meeting.

4. Level Four

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three, he/she may file the grievance within ten (10) days of the Level Three response with the Board of Trustees.
- b. Upon receipt of the written grievance by the Board, the grievance shall be scheduled at the next regular Board meeting or the following regular Board meeting if the next meeting is within ten (10) days of the receipt of the grievance by the Board. The Board may elect to recess the matter to an alternate date if appropriate to allow adequate time only after consulting with grievant for a mutually acceptable time. The grievance will be heard in executive session to protect privacy interests of all parties in interest. The Board shall submit its decision in writing to the aggrieved person within five (5) days of the meeting.

**D. Rights of Faculty to Representation**

1. No reprisals will be taken by the Board or Administration against any participant in the grievance procedure by reason of such participation.
2. A Professional Employee may be represented at all stages of the grievance procedure by himself/herself or, at his/her option, by a representative selected by the grievant.

**E. Miscellaneous**

1. The number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the contract year, the days shall be those days during which the college office is open for business.
3. If at any stage of the grievance procedure, the grievant does not take the next step within the time allotted, the grievance shall be settled in the manner recommended at the last step, or the grievant may advise the Administration that the grievance is dropped.
4. Decisions rendered at Levels Two, Three, and Four the grievance procedure will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties of interest.

5. When it is necessary for a representative to attend a grievance hearing during the school day, he/she will, upon notice to the Chief Academic Officer or The Professional Employee's supervisor, be released without loss of pay. Any Professional Employee whose appearance in such hearings as a witness is necessary will be accorded the same right.
6. All documents, communication, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.
7. Forms in the appendix for filing grievances, serving notices, making appeals, making reports and recommendations, and other necessary documents will be prepared by the Administration and given appropriate distribution by the Association to facilitate operation of the grievance procedure. The cost of preparing such forms shall be borne by the Board.
8. Time line exception: If the grievant chooses to have representation at any level, the Administration will contact the grievant, who may coordinate with his/her representative to determine mutually acceptable dates at each level.

## ARTICLE 5

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### LEAVES

#### Sick Leave

- A. Upon initial employment, thirty-five (35) hours of sick leave will be granted with the beginning of each semester for the first year. Seventy (70) hours of sick leave will be granted with the beginning of the contract year after at least a full year of employment. Then, seventy hours every contract year thereafter will be granted with the stipulation that unused sick leave may only accumulate to six-hundred-thirty (630) hours. All current Professional Employees will retain their accrued unused sick leave and will be granted an additional seventy (70) hours with the start of each contract period.
- B. A full-time Professional Employee is able to utilize the College's Shared Sick Leave Pool policy found in the Board of Trustees Policy Manual.
- C. Neosho County Community College shall provide the Professional Employee with the opportunity to request approved time away from work to resolve medical problems and/or recuperate so they may return to full productivity. Sick leave may be taken only to the extent that it is actually accrued, one cannot borrow against anticipated sick leave earned.
- D. A Professional Employee shall be compensated for all remaining accumulated sick leave at the time of that employee's retirement. Compensation will be set at a rate of six dollars (\$6) per hour for each hour of remaining accumulated sick leave at the time of retirement.
- E. Sick leave may be granted for:
  1. Illness or injury of a Professional Employee which prevents the Professional Employee from performing his/her usual duties;
  2. Medical appointments;
  3. Quarantine due to a contagious disease in the Professional Employee's immediate family;
  4. Actual period of temporary disability connected with childbearing;
  5. Illness of a member of a Professional Employee's immediate family (defined as spouse, children, parents, or family member residing with the Professional Employee).
- F. The Board may require a statement from a medical doctor that the Professional Employee was unable to work in order to insure that there will be no abuse of sick leave privileges.
- G. Whenever a Professional Employee is unable to report to work, the Professional Employee must notify his/her immediate supervisor as soon as is practicable, preferably through direct conversation. On the first day back to work, an absence report must be submitted with the Professional Employee's supervisor and forwarded to Payroll in order to account for the sick leave.

### **Bereavement Leave**

A Professional Employee may request to take up to a maximum of ~~five~~thirty-five (35) hours of accumulated sick leave as bereavement leave due to the death in the Professional Employee's family (for this purpose defined as spouse, children, parents, siblings, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law or sister-in-law). Any further days must be cleared with the Professional Employee's supervisor.

### **Emergency Leave/Personal Leave**

Each full-time Professional Employee will be provided fourteen (14) hours per year of emergency/personal leave subject to prior notification of the Professional Employee's supervisor or the Chief Academic Officer (or his/her designee). A written request for emergency/personal leave for an in-service day or the first work day before or the first work day after an in-service day, holiday, or break must provide a specific reason for the request and be approved by the Chief Academic Officer no fewer than five working days prior to the leave day. Employees taking emergency/personal leave during regular work days, other than those previously identified, need only provide prior notification without giving a specific reason for the leave. On the first day back to work, an absence report must be submitted with the Professional Employee's supervisor and forwarded to Payroll in order to account for the leave.

Emergency/personal leave hours can be accumulated to twenty-eight (28) hours. A Professional Employee may be compensated for unused emergency/personal leave at the time of retirement. Compensation for unused emergency/personal leave will be set at a rate of six dollars (\$6) for each hour of unused emergency/personal leave.

It is understood that emergencies may arise unexpectedly and written pre-notification may be impossible. In such cases, the Professional Employee should notify his/her immediate supervisor or the Chief Academic Officer as soon as practicable.

### **Military Leave**

Full-time Professional Employees who leave their positions for extended compulsory active duty in the military service of the United States during a state of war or natural emergency, or for a period of required military training, shall be granted a military leave without pay for the duration of their commitment in accordance with the terms of applicable law.

### **Sabbatical Leaves of Absence**

The Board of Trustees encourages its Professional Employees to pursue advanced study in their respective academic disciplines, or other areas of expertise that may be of direct benefit to the College and its stakeholders. The Board acknowledges its role in aiding the Professional Employee in this worthwhile undertaking and advances the provisions outlined here pursuant to that end.

A. The Board of Trustees, upon the recommendation of the appropriate administrator and the President of the College, may grant sabbatical leaves of absence for advanced study or other appropriate educational activities. The Professional Employee will submit their request for



sabbatical leave of absence no later than the first working day in November for consideration of granting the leave by the next contract year. Board action on the recommendation from the President will occur at the March board meeting. Any Professional Employee having been employed for six (6) years by the College becomes eligible for up to one (1) year of sabbatical leave. Professional Employees who have received a sabbatical become eligible to apply for additional leaves after completing an additional six full years of teaching.

- B. The number of Professional Employees who may be granted sabbatical leave during any one academic year shall be determined by the Board of Trustees upon recommendation of the President of the College. If the application for sabbatical leave is denied, the applicant shall be notified in writing of the reason(s) for the denial within a period not to exceed one calendar week following the regularly scheduled Board of Trustees meeting at which the sabbatical leave was denied.
- C. During such leave a Professional Employee will be eligible to receive compensation equal to one-half salary plus full fringe benefit for a one-year sabbatical, or, full salary and full fringe benefit for a one-half year sabbatical. In the alternative, the Professional Employee may request a one-year sabbatical leave of absence with reduced teaching requirements and/or reduced duties (including those listed in Article 2 with full salary and full fringe benefits during the one-year absence. Sabbatical compensation will be based on the Professional Employee's salary and full fringe benefit compensation during the contract year of the sabbatical leave. Professional Employees on sabbatical leave shall be eligible for participation in the College health insurance plan according to the provisions in effect at the time sabbatical leave is taken.
- D. The Professional Employee is obligated to continue his/her employment with the College for a period of not less than two (2) contract years following the conclusion of the sabbatical. Professional Employees who fail to return to Neosho County Community College following the sabbatical period for the full two years shall refund all sabbatical compensation provided by the College. Additionally, the Professional Employee who fails to complete two (2) full contract years will pay all costs assumed by the College to cover the Professional Employees teaching load while on sabbatical leave. The Professional Employee who is found to not have made good faith effort to complete his/her planned sabbatical leave activities, may be required to pay back all or part of the compensation he/she received and the College's costs incurred when he/she was on sabbatical leave including the Professional Employee's salary, cost of fringe benefits, and cost of the salary and fringe benefits for the Professional Employee's replacement.
- E. After completion of the sabbatical leave, the Professional Employee shall be reinstated in the same position he/she held when the sabbatical leave was granted. Or, the Professional Employee may, at his/her discretion, agree to be reassigned to a different position, should such an offer be made by the Administration.
- F. Within the first semester upon completion of his/her sabbatical leave the Professional Employee will submit a written report to the Chief Academic Officer detailing knowledge gained from the sabbatical activities. Such a report will be placed in the Professional Employee's official personnel file. Additionally, the Professional Employee will give a presentation to the college community and the Board of Trustees of knowledge gained during the sabbatical leave.
- G. Upon resuming duties at the College, and commencing with the next contract year, the Professional Employee shall be granted appropriate advancement on the salary schedule, including step, that incurs as a result of the advanced study undertaken on sabbatical, in addition to any advancement

in salary and/or step which may have been negotiated on behalf of the Bargaining Unit during his/her absence.

### **Professional Leave**

The Board encourages full-time Professional Employees to belong to local, state, and national educational associations and to attend and participate in their meetings and activities subject to the prior approval of the Chief Academic Officer:

- A. Professional Employees shall be allowed professional leave of up to twenty-one (21) hours per year, without loss of pay, to be used for attending or participating in conferences or meetings not related to labor relations, which contribute to the professional enrichment of the Professional Employee and which benefit the College, other employees and students. Additional days may be granted by the Chief Academic Officer upon request by the Professional Employee.
- B. Subject to prior approval of the Chief Academic Officer, Professional Employees who are invited to make presentations of an educational nature at professional meetings shall receive payment for actual expenses incurred for attending such meetings if those expenses are not paid by the organization sponsoring the meeting, subject to the availability of funds.
- C. Any expenses actually incurred through professional leave may be recommended for payment by the Board after expenses have been approved in advance by the Chief Academic Officer and the Chief Business Officer.

### **Jury Leave**

Professional Employees who present a court subpoena or summons to their supervisor shall be granted a leave of absence for such time as is necessary to complete his/her jury obligation, provided that such leave will not seriously impair the College's instructional program, in which case the President will request that the Judge release the Professional Employee from jury service. Such leave of absence, when taken, shall be without loss of pay.

### **Family and Medical Leave**

Professional Employees shall be provided family and medical leave as provided by policy approved by the Board and required by current federal law and regulation. A copy of this plan for providing leave under this policy shall be kept at each campus, in the faculty office area and will be made available to all Professional Employees at the beginning of each school year. Please refer to the current Board Policy related to the Family Medical Leave Act which maintains federal requirements. If the federal law changes significantly or is abolished, open negotiations will be required at such time.

#### **A. End of Semester**

The President may require a Professional Employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the Professional Employee's serious health conditions, the President may require a Professional Employee to continue leave until the end of a semester, if:

1. the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
2. the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

B. Communication during Leave

When possible, the employee on leave needs to communicate with their supervisor about their expected date of return to work. If this return to work date changes due to changing medical conditions and doctor's recommendations, the Professional Employee shall notify their supervisor of this change as soon as it is practicable.

## ARTICLE 6

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### FRINGE BENEFITS

#### Health Insurance

The Board will pay single membership level health insurance coverage for each full-time Professional Employee. Each full-time Professional Employee shall participate in the college-sponsored group health insurance plan at least at the single membership level unless health insurance coverage is maintained by the Professional Employee through a qualified group health insurance plan. A qualified group health plan is defined as: a) health coverage that is offered by an employer unit to all full time employees of that organization; and (b) to qualify as an employer unit, the group must be formed for purposes other than obtaining insurance; and (c) there must be employer contribution and payroll deduction for premiums paid by the employee. A full time Professional Employee that is covered by a qualified group health insurance plan may elect to receive \$100.00 per month in lieu of the insurance, which only can be used to participate in the College's I.R.S. Section 125 Cafeteria Plan, unless not allowed by the insurance carrier or consortium.

Any Professional Employee who is enrolled in the NCCC Group health insurance plan may, at the employee's expense, enroll a spouse and eligible dependent children, subject to the same conditions and limitations that apply to the person enrolled in accordance with the terms of the group health insurance plan.

#### I.R.S. Section 125 Cafeteria Plan

In addition, Professional Employees may elect to reduce their salaries and designate said sum to be applied to one or more of the below I.R. S. Section 125 Cafeteria Plan Options.

Each full-time Professional Employee shall allocate said sums to other fringe benefits, including salary protection insurance, cancer and dread disease insurance, dependent care reimbursement, dental, vision, and medical reimbursement as provided by the Board in the Cafeteria Plan. All elections shall be made according to the Section 125 Cafeteria Plan.

At such time as the Board of Trustees is considering a change in current benefits and/or any carriers of any option included in the I.R.S. Section 125 Cafeteria Plan, and if a study committee is formed, the President of the Association or his/her designee, will participate on the committee. The Board of Trustees or their designee will take into consideration any suggestion(s) that may be offered by the Association prior to making any decisions pursuant to changes in insurance carriers, benefits, or Section 125 Cafeteria Plan options. Notification of such changes will be made to the President of the Association in a timely manner.

## ARTICLE 7

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### **TUITION REIMBURSEMENT**

Full-time employees and their dependents, will, upon application, be awarded a tuition and consumable book loan scholarship for credit courses. To maintain eligibility, the employee must be employed full-time by NCCC on the first and the last day of class. Scholarship recipients will be liable for tuition costs for each credit hour that they do not receive a grade of A, B, C, or P. Scholarship recipients receiving consumable book loan books must abide by all book loan rules. Fees are not included in the scholarship award.

## ARTICLE 8

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### PROFESSIONAL DEVELOPMENT

#### Responsibilities

Each professional employee will be required to complete a minimum of six (6) units (semester hours or equivalent) of professional development every five year period of employment. Hours completed for horizontal salary schedule movement under Article 11 may also be used to satisfy professional development requirements under this article. The units shall be related to the professional employee's discipline of instruction or of benefit to NCCC, may be in the form of college credit hours or an equivalent measure of training or educational coursework. A formula of 15 clock hour's equals one unit will be used for conversion purposes. Units can be determined in 1/5 hour increments. Units shall be approved in advance by the Chief Academic Officer, as recommended by the Professional Development Committee, on written forms provided by the office. The anniversary date for determining if sufficient units for professional development have been completed shall be February 1<sup>st</sup> of each year. On February 1<sup>st</sup> of each year a professional employee shall be in compliance with this article if (a) the Professional Employee's employment originated less than five years prior; or (b) the Professional Employee has completed six units during the preceding five years.

Once a professional employee has satisfied his/her professional development requirements for a given five year period as outlined above, following the February 1<sup>st</sup> deadline of the Professional Employee's fifth year, he/she may submit professional development activities toward fulfillment of the requirements for the next five-year professional development period without waiting for the beginning of the next contract year.

If a professional employee fails to fulfill the six (6) units of professional development requirement by the established deadline the salary of the professional employee shall remain at its current amount regardless of any approved steps or additions to the salary schedule in subsequent negotiated agreements. The Professional Employee salary shall remain at that amount until the professional employee completes the required units. Once the expectation has been met, the professional employee's salary will be adjusted at the next contract year to the current salary schedule that may have been adopted while his or her salary was frozen and set at the appropriate step number that would have been achieved if the salary had not been frozen. Failure to comply with the professional development requirement during one five-year period does not alter the deadline for subsequent minimum professional development requirements. If a professional employee fails to complete the initial required six (6) units of professional development within a seven year period of employment, additional action may be taken including possible non-renewal of contract.

#### Support

Each fiscal year the institution will establish a "Professional Development Fund" equal to the number of full-time professional employees times \$750.

During the academic year, individual Professional Employees who have received approval for units from the Chief Academic Officer may submit written application in advance for funds to be used to defray expenses for the approved academic coursework, activity. Each Professional Employee is eligible for \$750 per year. A Professional Employee may submit written application in advance for funds to be used to defray expenses for attendance of, and travel to workshops, clinic, conferences and other

professional activities. Between April 15<sup>th</sup> and May 1<sup>st</sup>, Professional Employees may apply for any uncommitted funds. Applications must be submitted no later than May 1<sup>st</sup> and no funds will be committed after June 1st.

Application will be reviewed by at least three (3) members (who do not have a conflict of interest) of a five (5) member committee to be elected by the Professional Employees at large in May of each year during a scheduled Professional Employee meeting. The Committee will meet at least once a month during the academic year to review applications. The Committee will be responsible for developing all methods of implementing funding criteria including any forms they see fit to develop for application of funds.

Compensation for mileage expenses involving the use of personal vehicles, and/or charges for use of College vehicles, shall be the same as the Board-approved rate in effect at the time the travel expense was incurred. These rates will be recorded, when appropriate, on the Application for Professional Development Credit and Funding.

Upon completion of the professional development activity, the Professional Employee shall submit a Certification of Activity Completion form and shall attach written proof as to how the funds were expended. Additionally, the Professional Employee will return any non-utilized funds to the Chief Academic Officer as soon as practicable.

**Note:** All General fund line items not spent in a fiscal year must be returned to the General Fund and are considered uncommitted general funds for the next fiscal year. State budget law does not permit the Professional Development fund to carry uncommitted or unused fund balance from one fiscal year into the next fiscal year.

## ARTICLE 9

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### PROFESSIONAL ATTIRE

In classes, instructors shall wear suitable academic attire consistent with community standards of public decency.

A determination as to what constitutes a violation of public decency standards for classroom instructors shall be made by the employee's immediate supervisor in consultation with the employee. Professional Employees determined to be in violation of this standard shall work with their supervisor to address the situation in a timely, practicable manner.

In laboratory and vocational classes the College shall supply wearing and safety apparel as follows:

1. In science laboratory classes the College will initially provide two lab coats, one apron, two pair of rubber gloves and two pair of safety goggles or glasses.
2. In vocational classes, as per OSHA requirements and/or where appropriate.
3. Replacement of apparel and safety equipment will be provided by the College as the items are worn out, damaged or become unusable.



## ARTICLE 10

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### PROFESSIONAL EMPLOYEE EVALUATION

- A. The purpose of Professional Employee evaluation shall be to promote quality in teaching and all other professional duties as outlined in Article II. The intent of the evaluation procedures shall be:
1. To provide a means of evaluating the instructional process;
  2. To identify specific strengths and/or weaknesses of the Professional Employee;
  3. To provide a means of upgrading and improving the skills of the Professional Employee;
  4. To ascertain all aspects of the professional employee's job description are being conducted at satisfactory levels; and,
  5. To provide a means for a hearing by the evaluation review committee, if needed.
- B. This policy is based on the assumption that only qualified Professional Employees are initially employed; therefore, the task of evaluation is not to determine qualifications, but to improve all aspects of the professional employee's teaching and all other professional duties as outlined in Article II. All evaluation resources should be directed toward that goal.
- C. The following evaluation process and statements refer to the evaluation of all NCCC Professional Employees as defined in K.S.A. 72-9002-9005.
1. The process herein described shall apply to all full-time Professional Employees from the date of initial employment.
  2. The evaluation process for Professional Employees shall be conducted by the Chief Academic Officer or the Professional Employees direct supervisor.
  3. Evaluation schedule: All first and second year Professional Employees shall be evaluated at least one time each semester; all third and fourth year Professional Employees shall be evaluated at least one time each year. After the fourth year of employment, all Professional Employees shall be evaluated at least one time every three years. Both Form C and D shall be used for all Professional Employees who teach both modalities. Professional employees teaching an on-line course on a rotational schedule shall be evaluated using the Form D On-line Course Observation form at least once every three years. The Chief Academic Officer will prepare a schedule of these evaluations so that each Professional Employee will know the academic year in which he/she is to be evaluated.  
  
Professional Employees teaching on-line for the first time shall be evaluated using the Form D On-line Course Observation form in the first semester the course is taught.  
  
During the 2011-12 academic year all Professional Employees who teach on-line courses will be evaluated using the Form D On-line Course Observation form.
4. The evaluation process shall consist of the following:
- a. Form A – Evaluation Checklist/Self Evaluation Form  
Form B – Student Rating Form (either the in-class or the on-line version, where appropriate)

Form C – Video Tape or Classroom Observation Form  
Form D – On-line Course Observation Form

All forms are located in appendix

- b. First, and second year Professional Employees shall be evaluated every semester using all four forms of evaluation, the evaluation check list (Form A), the student rating (Form B), and the video tape evaluation or classroom observation (Form C) and, if appropriate On-line Course Observation (Form D).
- c. Third and fourth year Professional Employees will use the check list (Form A) as well as the student rating (Form B) during the first semester. If deemed necessary by the Chief Academic Officer or the Professional Employee's supervisor, third and fourth year Professional Employees may also have a video tape evaluation or a classroom observation (Form C) and, if appropriate On-line Course Observation (Form D).
- d. All Professional Employees evaluated after the fourth year will use all four forms of evaluation (A, B, C and D). Those Professional Employees being evaluated may be scheduled either the first or second semester.
- e. There shall be a conference between each of the Professional Employees evaluated and the evaluator to review the results of the evaluation process. A written report of the conference shall be prepared, signed by both parties, and placed in the personnel file of each Professional Employee, along with any supportive documentation. Any item marked less than satisfactory by the evaluator will be supported by a written comment. A copy of the report will be received by the Professional Employee and may include: (a) any strengths or weaknesses noted, (b) any recommendations for improving, teaching and all other professional duties as outlined in Article II and (c) other possible comments. A copy of a reporting form is in the appendix. The Professional Employee shall have the opportunity to attach additional written comments to the reporting form within 10 working days of receiving said form.
- f. The Professional Employee and the Chief Academic Officer and/or immediate supervisor will discuss steps that can be taken to improve teaching and all other professional duties as outlined in Article II. These steps may include the following:
  - (1) Evaluation and revision of objectives and syllabus for the courses taught.
  - (2) Observations of the instructional techniques of colleagues.
  - (3) Additional college or university work.
  - (4) Scheduled conferences with the Chief Academic Officer or the immediate supervisor.
  - (5) Additional classroom visitations by the Chief Academic Officer or the immediate supervisor.
  - (6) In-service workshops.
  - (7) Consultations or conferences with other colleagues.
  - (8) Additional workshops or seminars.
  - (9) Other steps "mutually agreed upon" with the Chief Academic Officer or immediate supervisor.
- g. Outside of the normal evaluation schedule, each time a course is offered, enrolled students will be given the opportunity to complete Form B. The resulting trend data will be used by

the Professional Employee's Supervisor as part of the normal evaluation schedule delineated above.

- D. In the event a Professional Employee receives an unfavorable or unacceptable evaluation of performance, the Professional Employee has the right to respond within two weeks and make a written request to the Chief Academic Officer for a hearing by the evaluation review committee. The Chief Academic Officer will have one week from receiving the request to organize the evaluation review committee. (One week is defined as 5 business days.)

#### **Evaluation Review Committee**

- A. No member of the instructional staff shall serve on more than one evaluation review committee during any academic year. The evaluation review committee shall consist of the following four members:
1. Two instructors chosen by the evaluated Professional Employee, to be designated in the written request for hearing submitted to the Chief Academic Officer.
  2. An instructor from the same division as the evaluated Professional Employee, and the same discipline, if possible, chosen by the Administration.
  3. The Chief Academic Officer or the Professional Employee's supervisor (whoever was not involved in the original evaluation).
- B. The duties of the evaluation review committee shall be:
1. To conduct hearings according to ethical and professional practices.
  2. To determine if the evaluation process has been fairly implemented:
    - a. Did the evaluator note the areas in which the Professional Employee was adequate?
    - b. Did both the evaluator and the Professional Employee agree that there was a problem and agree to the nature of the problem?
    - c. Did the Professional Employee agree that the proposed recommendations for improvement were appropriate?
    - d. Did the Professional Employee receive cooperation from other employees and the Administration?
    - e. Was there sufficient follow-up on the part of the evaluator to determine if the Professional Employee was meeting success or frustration?
    - f. Was there sufficient effort on the part of the Professional Employee to implement recommendations?
    - g. The evaluation review committee will consider whether or not to review the evidence that the college has been supportive in providing the conditions that would allow improvement, such as:
      - (1) adequate support for in-service workshops;

(2) adequate teaching environment, or

(3) adequate administrative support.

C. The evaluation review committee shall file its written results of deliberations and their recommendations with the President of the college within two weeks of being organized. Extensions may occur due to unavailability of committee members or upon approval of both parties. The report will be signed by the Chief Academic Officer and by the evaluated Professional Employee. A copy will be filed with the original evaluation and with the evaluated Professional Employee. The report will be based on whether the evaluation has been fairly administered and implemented.

#### **Guidelines for Videotape or Classroom Evaluation**

- A. As a part of the regularly scheduled evaluation procedure, the following are possible:
1. Videotape(s) of a current class.
  2. Classroom observation(s) of a current class(es) by the Chief Academic Officer or the immediate supervisor.
- B. The evaluator will provide the Professional Employee with a copy of Form C identifying standards and specific areas to be evaluated and will follow-up with a completed Evaluation Form, citing any identified strengths or suggestions for improvement.
- C. Videotape(s) will be viewed simultaneously by the Professional Employee and the evaluator with the express purpose of identifying areas for improvement of instruction. The self-examination necessary in this procedure should provide the basis for effective improvement of instruction.
- D. The Professional Employee may want to videotape and review his or her class performance prior to the selection of an evaluation tape or classroom observation. All videotaping will be coordinated by the library audio/visual department and tapings will be limited only by scheduled use of the equipment.
- E. In the event that the Professional Employee should desire a hearing to appeal the evaluation the videotape will be kept until the appeal procedure has been completed.

#### **Guidelines for On-line or Hybrid Evaluation**

- A. As a part of the regularly scheduled evaluation procedure, the Professional Employee's Chief Academic Officer or Direct Supervisor will evaluate the courses when they have reached between 25-75% of completion.
- B. The course selected for evaluation is determined by the supervisor. Criteria for selecting the course for evaluation should be based on:
1. number of students enrolled with preference for greater enrollment,
  2. number of semesters the on-line or hybrid course has been offered with preference for courses that have been offered the fewest number of times.
- C. The evaluator will provide the Professional Employee with a copy of Form D identifying standards

and specific areas to be evaluated and will follow-up with a completed On-line or Hybrid Course Evaluation Form, citing any identified strengths and/or suggestions for improvement.

- D. After a mutually agreed upon meeting time has been determined, the evaluation should be done simultaneously by the Professional Employee and the evaluator with the express purpose of identifying areas for improvement of instruction. The self-examination necessary in this procedure should provide the basis for effective improvement of instruction.
- E. The Professional Employee may want a peer review of his or her on-line or hybrid course prior to the supervisor's evaluation. Assistance will be made available through the on-line instruction committee, the Coordinator of On-line Campus, and/or Technology Services.
- F. In the event that the Professional Employee requests a hearing to appeal the evaluation of the on-line or hybrid course, both the Self and Supervisor completed versions of Form D will be kept until the appeal is completed.

## ARTICLE 11

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### SALARY SCHEDULE DESCRIPTION

- A. Upon initial employment, the salary and salary placement shall be determined by the Administration and Board.
- B. Horizontal movement is possible according to the guidelines established in the negotiated agreement.
- C. The 7 horizontal columns shall be titled Instructor, MS, MS+15, MS+30, MS+45, MS+60 and DOC.
- D. To qualify for horizontal salary schedule movement above the Master's degree, hours completed after 9/1/91 must be earned through:
  - 1. Graduate hours in the Professional Employee's major assigned field of teaching. The Professional Employee must submit an official transcript and form;
  - 2. The Chief Academic Officer may approve in advance other graduate hours, workshops, clinics, or conferences that are related to the employee's discipline or job duties. The Professional Employee must submit at least two weeks prior to the beginning of the activity the Academic Class/Teaching Discipline Related Work form including justification as to why this should count for horizontal advancement on the salary schedule. A formula of 15 clock hours equals one credit hour will be used for conversion purposes.
- E. Graduate hours are defined as all course work certified as graduate level by the granting institution.
- F. For any bargaining unit Professional Employee that is required by the institution to work more than the standard nine months (180 days) period in a contract year, the rate of compensation shall be calculated as a direct ratio of the nine-month salary (e.g., a ten-month assignment shall be calculated as (10/9) ten times the appropriate row and column salary divided by nine.)
- G. Professional Employees anticipating a move to a new column must notify the Chief Business Officer in writing prior to May 1 preceding the next contract year. To receive horizontal advancements, official transcripts or other information acceptable to the Chief Business Officer must be filed prior to September 10 of the contract year following the May 1 notification.
- H. All hours completed prior to 9/1/91 and currently certified or on file with the Chief Business Officer will be allowed for salary placement and movement.
- I. All salaries paid to a full-time Professional Employee by the College for the duties set forth in Professional Employees' Contract (form as set forth in Article 15), with the exception of overload and supplemental, will be included in the primary contract of the Professional Employee.
- J. The Professional Employee will have the option to temporarily reduce his or her salary in order to participate in Rural Opportunity Zone (ROZ) student loan repayment plans where available and applicable by law. The amount of the reduction is to be determined by the Professional Employee within the limits of the ROZ program.
- K. Faculty Professional Employee Titles: For the purpose of title only, faculty Professional Employees will be designated by the following titles based on the parameters below:

Doctorate - Full Professor when offered a continuing contract  
Doctorate, probationary contract - Associate Professor

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Masters - Full Professor when offered an 8<sup>th</sup> contract  
Masters, when offered a continuing contract - Associate Professor  
Masters, probationary contract - Assistant Professor

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Bachelors - Full Professor when offered a 12<sup>th</sup> contract  
Bachelors – Associate Professor when offered an 8<sup>th</sup> contract  
Bachelors, when offered a continuing contract – Assistant Professor  
Bachelors, probationary contract - Instructor

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The above titles in no way affect the terms of the contract or any monetary compensation. The salary schedule will be followed according to the guidelines in the schedule. All members of the collective bargaining unit will be referred to as Professional Employees, regardless of title. Exceptions to these parameters and titles may be made at the discretion of the Chief Academic Officer.

## ARTICLE 12

Commented [SR1]: New Chart (4%)

Step	Instructor	Base 35,910					
		MS	MS 15	MS 30	MS 45	MS 60	DOC
1	34,501	35,910	36,949	38,170	39,507	40,638	44,034
2	35,243	36,874	37,912	39,134	40,470	41,603	44,998
3	35,984	37,837	38,877	40,100	41,435	42,566	45,963
4	36,726	38,802	39,840	41,369	42,398	43,530	46,925
5	37,467	39,543	40,803	42,029	43,361	44,493	47,889
6	38,209	40,285	41,768	42,991	44,326	45,457	48,854
7	38,949	41,027	42,510	43,955	45,290	46,422	49,817
8	39,691	41,768	43,250	44,919	46,255	47,386	50,782
9	40,432	42,510	43,992	45,661	47,217	48,350	51,745
10	41,174	43,250	44,734	46,402	48,181	49,312	52,709
11		43,992	45,475	47,145	49,145	50,277	53,673
12		44,528	46,218	47,886	49,887	51,018	54,414
13		45,067	46,958	48,625	50,630	51,762	55,157
14		45,605	47,701	49,369	51,371	52,502	55,898
15		46,142	48,237	49,941	52,113	53,244	56,640
16		46,681	48,776	50,516	52,852	53,985	57,380
17		47,217	49,313	51,089	53,595	54,727	58,463
18		47,756	49,851	51,663	54,336	55,469	58,864
19		48,293	50,390	52,237	54,909	56,041	59,437
20		48,831	50,926	52,809	55,482	56,613	60,009
21		49,370	51,465	53,383	56,056	57,189	60,584
22		49,906	52,001	53,957	56,630	57,762	61,158
23			52,540	54,532	57,205	58,337	61,732
24			53,078	55,104	57,778	58,909	62,306
25			53,615	55,678	58,350	59,483	62,878
26					58,926	60,057	63,453
27					59,498	60,630	64,025
28					60,071	61,203	64,600

Horizontal movement is possible according to the guidelines established in the negotiated agreement.



## ARTICLE 13

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### SUPPLEMENTAL

- A. A supplemental contract shall be issued to each Professional Employee accepting assignments that are not part of the primary contract as described in the master agreement. These assignments include, but are not limited to, overload teaching, summer teaching, and sponsorship/supervising duties. All supplemental contracts shall include a statement of the duties to be performed.
- B. For Professional Employees on extended or supplemental contracts, Memorial Day and the Fourth of July will be considered as paid holidays if they occur within the period of the extended or supplemental contract.
- C. Except for Professional Employees who have head coaching duties as a part of the primary contract, all sponsorship, coaching, or special extra-duty assignments will be paid according to an amount mutually agreed upon between the Professional Employee and the Administration. The Professional Employee may be accompanied by an NCCCPEA advisor during the discussion. These assignments shall be identified by separate supplemental contract issued by the Administration within the first 30 calendar days of the semester prior to beginning duties. Payment for services performed to be made on the next pay period following completion of the supplemental contract.
- D. Overload classes and classes scheduled outside of normal duty days shall be contracted by supplemental contract. Teaching assignments will be clearly identified in the supplemental contract. This contract will be subject to the following terms and conditions:

If an overload class contract or contract for classes scheduled outside of normal duty days is offered and accepted and the College Administration determines that the class should be cancelled, the Professional Employee will be paid in the appropriate fractional amount of the contract amount as to hours actually taught by the Professional Employee up to the date of cancellation of the class.

Professional Employees will be given the opportunity to teach overload classes and classes scheduled outside normal duty days in their teaching discipline prior to adjunct instructors if:

- 1. The term of the supplemental contract will not extend beyond the last day of a non-renewed or a resigning Professional Employee's primary employment contract and any extensions of the same.
- 2. Overload assignments are limited to one to three (3) classes, but not more than six (6) credit hours per semester. Additionally, total contract load is not to exceed twenty-one (21) credit hours per semester. The Chief Academic Officer may approve a greater overload assignment with advanced written authorization.

The decision as to whether a class goes will be made on or before the beginning of the second class meeting. If the class has a finalized enrollment of eight (8) or more students, the instructor will be issued a contract for ~~\$475-\$525~~ per credit hour. If there are not 8 finalized students enrolled, the administration can approve a contract for the instructor on a pro-rated basis. A supplemental contract will be issued following the conclusion of the second class meeting.

3. The professional employee notifies the administration no less than 28 days before the beginning of the class or as soon as it is practicable. Exceptions may be approved by the Chief Academic Officer due to extenuating circumstances.
- E. When a professional employee accepts appointment to a committee that will require commitment of time during summer months not covered by the primary employment contract, the professional employee shall be entitled to compensation if:
1. The written appointment is made by the Chief Academic Officer and states that compensation shall be paid.
  2. Amount of total compensation requested for professional employee committee members does not exceed the amount budgeted in advance by the Chief Academic Officer for committee member compensation.
  3. The committee chairperson certifies actual attendance time expended and participation by the professional employee to the Chief Academic Officer.

Compensation to be paid shall be \$30.00 per hour.

F. Special Situations

1. On-line courses:
  - a. The Professional Employee will be credited with one (1) hour of release time for one (1) semester for each credit hour of course developed.
  - b. In addition to the normal contract, the Professional Employee will be compensated for each section of each course taught in an amount equal to 25% of the summer/overload scale of this article for the first two semesters the course is taught and 10% each subsequent semester.
  - c. The Professional Employee in conjunction with the administration may propose an alternative work schedule that includes teaching an online course from a remote site. All work schedules are subject to the approval of the chief academic officer.
2. Hybrid courses:
  - a. The Professional Employee will be credited with one-half (1/2) hour of release time for one (1) semester for each credit hour of course developed.
  - b. In addition to the normal contract, the Professional Employee will be compensated for each section of each course taught in an amount equal to 25% of the summer/overload scale of this article for the first two semesters the course is taught and 10% each subsequent semester.
  - c. The Professional Employee in conjunction with the administration may propose an alternative work schedule that includes teaching a hybrid course from a remote site. All work schedules are subject to the approval of the chief academic officer.

3. ITV courses in addition to the normal contract:
  - a. The Professional Employee will be paid \$75.00 per credit hour for the 1<sup>st</sup> time the Professional Employee offers the course.
  - b. The Professional Employee will be compensated an amount equal to 15% for one off campus site, 30% for two and 45% for three or more off campus sites, of the summer/overload scale of this article
4. Instructors of private music lessons:
  - a. The Professional Employee will receive compensation on the basis of four (4) applied music student contracts equal one (1) credit hour of regular contract time for Professional Employees with less than fifteen (15) hours and at least twelve (12) hours of "regular classes" that do not include applied music classes.
  - b. For overload, Professional Employees will receive for each applied music student contract compensation equal to the overload schedule for one student of this article plus the additional private lesson fees charged to the student.
  - c. Only full-time students enrolled in at least one other NCCC music class or juniors and seniors from high schools that qualify for the concurrent enrollment program will be able to receive private lessons on any of the NCCC campuses. Normal overload limitations apply for the maximum number of private music lessons that an instructor can teach.

## ARTICLE 14

### EARLY RETIREMENT INCENTIVE

A Professional Employee of NCCC who may find it necessary or desirable to retire from employment with the College prior to normal retirement age may retire under the terms and conditions as stated in the Board of Trustees Policy Manual. ~~hereinafter specified, subject to the following limitations:~~

~~1. — Eligibility: A Professional Employee is eligible for early retirement if such Professional Employee: Is currently a full time bargaining unit Professional Employee;~~

~~a. — Has completed ten (10) or more years of full time employment services with the College;~~

~~a. — Provides verification of retirement from the Kansas Public Employee Retirement System; and~~

~~(0) — Must complete the academic year in which the Employee 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 Professional 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 to be paid.~~

~~1. — Application: A Professional Employee may apply for early retirement by giving written notice to the President of the College. Such written notice by the Professional Employee shall be submitted on or before the first day of February preceding the anticipated retirement date, and the notice shall include the following information:~~

~~a. — A statement of the applicant's desire to take early retirement;~~

~~a. — Notification as to whether the applicant desires the payment in January or July of each year; and,~~

~~a. — Notification as to whether the applicant desires health insurance coverage through the college group health insurance program.~~

~~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.~~

~~1. — Basis of Retirement Benefit: The early retirement benefit shall be an annual payment made in the retired Professional Employee's name to the college's identified 403(b) plan provider. The payment will be determined by utilization of the percentage opposite the year of benefit on the following table. The percentage for the year shall be multiplied by the Professional Employee's last annual contract salary. The payment shall be paid annually in either January or July. The early retirement benefit period will end when the Professional Employee reaches age 65 or when five (5) years of early retirement benefits have accrued, whichever occurs first. The benefit 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.~~

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~~Early retirement benefits shall be based on KPERS retirement eligibility and years of service after eligibility according to the chart below.~~

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## ARTICLE 15

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### INDIVIDUAL PROFESSIONAL EMPLOYEE CONTRACT

PROFESSIONAL EMPLOYEE'S CONTRACT  
NEOSHO COUNTY COMMUNITY COLLEGE

This contract is executed between the Board of Trustees and \_\_\_\_\_  
professional employee).

The Board and the Professional Employee agree that:

1. The Professional Employee is employed for \_\_\_\_\_ contract days  
beginning on \_\_\_\_\_ ending on \_\_\_\_\_.
2. The Professional Employee is employed to perform the following duties: \_\_\_\_\_  
\_\_\_\_\_ and such other duties as may be assigned by the Board. The Professional Employee shall be subject to and abide by the Negotiated Agreement and the NCCC Board Policy.
3. The Board shall compensate the Professional Employee at the annual rate of \$ \_\_\_\_\_  
to be paid in twelve substantially equal installments. Payment shall begin on \_\_\_\_\_.
4. If the Professional Employee provides written authorization to the Board by April 1, the balance of the Professional Employee's compensation shall be paid in one payment upon completion of all the Professional Employee's contractual obligations. Such payment shall be made no later than June 1. The authorization shall be effective for successive years unless it is revoked in writing by the Professional Employee.
5. This Contract is subject to the statutory provisions of the State of Kansas.
6. The terms of this Contract may be modified only upon the mutual agreement of the Board and the Professional Employee.

WITNESS: By signing this Contract the Board and the Professional Employee manifest their agreement to its terms.

Signature of Professional Employee: \_\_\_\_\_

Date: \_\_\_\_\_

BOARD OF TRUSTEES OF NEOSHO COUNTY COMMUNITY COLLEGE

PRESIDENT: \_\_\_\_\_

CLERK: \_\_\_\_\_

DATE: \_\_\_\_\_

Step Number, Column Amount	9-Month Amount	Extended Contract
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_____	_____	_____
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## ARTICLE 16

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### DURATION

This Negotiated Agreement, as ratified by the Board of Trustees of Neosho County Community College and the recognized negotiating unit represented by Neosho County Community College Professional Educators' Association shall become effective on July 1, 201~~9~~<sup>7</sup>, and shall expire on June 30, 20~~20~~<sup>18</sup>, covering one contract year, July 1, 201~~9~~<sup>7</sup>, through June 30, 20~~20~~<sup>18</sup>.

The terms of this negotiated agreement may be modified only upon the mutual agreement of the Board and the Neosho County Community College Professional Educators' Association.

Approved and ratified this       <sup>9</sup> day of May, 201~~7~~<sup>9</sup>, by the Board of Trustees of Neosho County Community College.

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\_\_\_\_\_  
Chair, NCCC  
Board of Trustees

ATTEST: \_\_\_\_\_  
Clerk of the Board

Approved and ratified this 9<sup>th</sup>        day of May, 201~~9~~<sup>7</sup>, by the Neosho County Community College Professional Educators' Association.

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\_\_\_\_\_  
President  
Professional Educators' Association

ATTEST: \_\_\_\_\_



## **APPENDIX**

The documents in this Appendix may be changed with the approval of the President of the College and the President of the Professional Educators' Association.

**Neosho County Community College  
Form A  
Evaluation Check List/ Self Evaluation**

Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_ Self evaluation    \_\_\_ Supervisor evaluation completed by \_\_\_\_\_

**Instructional Check List**

**A. Specific responsibilities**

1. Professional Classroom Instruction

- a. Teaches classes as scheduled (day, evening, off-campus.)  
 Outstanding    Meets Expectations    Needs Improvement    Unsatisfactory    N/A
  
- b. *Communicates effectively with students.*  
 Outstanding    Meets Expectations    Needs Improvement    Unsatisfactory    N/A
  
- c. Keeps accurate records of student progress and attendance.  
 Outstanding    Meets Expectations    Needs Improvement    Unsatisfactory    N/A
  
- d. Maintains an atmosphere conducive to learning.  
 Outstanding    Meets Expectations    Needs Improvement    Unsatisfactory    N/A
  
- e. Follows safety practices in classrooms, shops, and labs.  
 Outstanding    Meets Expectations    Needs Improvement    Unsatisfactory    N/A
  
- f. Utilizes assessment tools to determine course outcome achievement.  
 Outstanding    Meets Expectations    Needs Improvement    Unsatisfactory    N/A
  
- g. Uses outcome assessment results to make appropriate enhancements to teaching/learning process.  
 Outstanding    Meets Expectations    Needs Improvement    Unsatisfactory    N/A
  
- h. Provides appropriate level of rigor that challenges students to perform academically.  
 Outstanding    Meets Expectations    Needs Improvement    Unsatisfactory    N/A
  
- i. Takes reasonable precautions to guard student academic honesty.  
 Outstanding    Meets Expectations    Needs Improvement    Unsatisfactory    N/A
  
- j. Sets appropriate grading standards to guard against grade inflation.  
 Outstanding    Meets Expectations    Needs Improvement    Unsatisfactory    N/A
  
- k. Utilizes active learning techniques and/or other methods that promote student engagement.  
 Outstanding    Meets Expectations    Needs Improvement    Unsatisfactory    N/A

**2. Professional Growth and Development**

- a. Attends workshops, seminars, and/or classes, that will keep instructor current in his or her discipline.  
 Outstanding  Meets Expectations  Needs Improvement  Unsatisfactory  N/A
- b. Participates in activities that will keep instructor current in the field of teaching.  
 Outstanding  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

**3. Institutional Support**

- a. Demonstrates a basic knowledge of institutional programs and services.  
 Outstanding  Meets Expectations  Needs Improvement  Unsatisfactory  N/A
- b. Participates on college committees.  
 Outstanding  Meets Expectations  Needs Improvement  Unsatisfactory  N/A
- c. Meets deadlines for assignments.  
 Outstanding  Meets Expectations  Needs Improvement  Unsatisfactory  N/A
- d. Maintains professional attitude.  
 Outstanding  Meets Expectations  Needs Improvement  Unsatisfactory  N/A
- e. Maintains a professional image appropriate to his or her responsibilities or discipline.  
 Outstanding  Meets Expectations  Needs Improvement  Unsatisfactory  N/A
- f. Attends in service, faculty and, division meetings, and graduation.  
 Outstanding  Meets Expectations  Needs Improvement  Unsatisfactory  N/A
- g. Maintains contacts with local business and industry and other community groups as the discipline warrants.  
 Outstanding  Meets Expectations  Needs Improvement  Unsatisfactory  N/A
- h. The Professional Employee demonstrates a commitment to diversity.  
 Outstanding  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

**4. Student Support**

- a. Advises students using the current requirements for graduation  
 Outstanding  Meets Expectations  Needs Improvement  Unsatisfactory  N/A
- b. Assists with student recruitment and retention efforts.  
 Outstanding  Meets Expectations  Needs Improvement  Unsatisfactory  N/A
- c. Maintains posted office hours.  
 Outstanding  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

d. Treats students with respect and common courtesy.  
 Outstanding  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

e. Assists with semester enrollments.  
 Outstanding  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

**5. Course Materials**

a. Assists in development and revision of official course syllabi for each course in the instructor's discipline. (Each syllabus should be revised at least once every 3 years.)  
 Outstanding  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

b. Prepares copies of specific course section syllabi each semester for **placement** on the computer system.  
 Outstanding  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

c. Assists in the selection of textbooks, equipment, and other instructional needs.  
 Outstanding  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

d. Utilizes the automated college learning management system.  
 Outstanding  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

**B. Overall Evaluation**  
 Outstanding  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

Comments \_\_\_\_\_

\_\_\_\_\_  
Professional Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

## Student Course and Instructor Rating Instrument

Please complete the questionnaire below. This information is used by the College and the instructor to improve the student's educational experience. The results of this anonymous questionnaire will NOT be shared with the instructor until after semester grades are submitted. Written comments may be added on the separate sheet of paper provided to you. Your honest and constructive opinions are appreciated.

1. Are you a:
  - a. freshman (0-26 credit hours)
  - b. sophomore (27 or more credit hours)
  - c. concurrent (high school student)
  - d. non-degree seeking
2. Are you taking this course as a/an:
  - a. requirement
  - b. elective
3. Are you a:
  - a. male
  - b. female
4. Your expected grade in this course is:
  - a. A
  - b. B
  - c. C
  - d. D
  - e. F
5. Rate the course content:
  - a. very good
  - b. good
  - c. fair
  - d. poor
  - e. very poor
6. Rate the instructor:
  - a. very good
  - b. good
  - c. fair
  - d. poor
  - e. very poor
7. Rate the course in general:
  - a. very good
  - b. good
  - c. fair
  - d. poor
  - e. very poor
8. Semester:
  - a. interterm
  - b. fall
  - c. winter
  - d. spring
  - e. summer
9. The instructor follows his/her stated course syllabus.
  - a. strongly agree
  - b. agree
  - c. disagree
  - d. strongly disagree
10. The instructor is well prepared for each class.
  - a. strongly agree
  - b. agree
  - c. disagree
  - d. strongly disagree
11. The instructor is knowledgeable of the subject matter.
  - a. strongly agree
  - b. agree
  - c. disagree
  - d. strongly disagree
12. The instructor expresses ideas clearly.
  - a. strongly agree
  - b. agree
  - c. disagree
  - d. strongly disagree
13. Please mark "A" on this item.
14. The instructor effectively communicates the subject matter to the students.
  - a. strongly agree
  - b. agree
  - c. disagree
  - d. strongly disagree

15. The instructor seems genuinely interested in what he/she is teaching.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree
16. The instructor shows enthusiasm when teaching.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree
17. The instructor is concerned with whether or not the students learn the material.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree
18. Please mark "B" on this item.
19. The instructor seems genuinely interested in me as a person.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree
20. The instructor helps students to feel free to ask questions.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree
21. The procedure for grading is fair.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree
22. The instructor has a realistic definition of good performance.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree
23. Please mark "C" on this item.
24. The instructor keeps me informed of my current grade.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree
25. This course challenges me intellectually.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree
26. I have become more competent in this area because of this course.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree
27. The instructor usually holds class for the full amount of allotted time.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree
28. Please mark "D" on this item.
29. The instructor works to make the subject matter interesting.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree
30. The course assignments are clearly specified.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree
31. The instructor is an effective speaker.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree

32. This is an interesting course.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree
33. Please mark "A" on this item.
34. The content of this course is consistent with the stated outcomes of the course.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree
35. The instructor makes me aware of the current issues in this field.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree
36. The instructor's use of examples helps to get points across in class.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree
37. The instructor clarifies complex concepts.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree
38. Please mark "B" on this item.
39. The class time spent is worthwhile.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree
40. I would recommend this course to a fellow student.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree
41. Assistance from the instructor outside of class is readily available.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree
42. The exams are fair.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree      e. N/A
43. Please mark "C" on this item.
44. The instructor takes reasonable precautions to prevent cheating.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree      e. N/A
45. The instructor generally uses technology effectively.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree      e. N/A
46. Any required supplemental online software resource is sufficiently utilized.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree      e. N/A
47. Any supplemental online software resource used for this class is effective.  
a. strongly agree      b. agree      c. disagree      d. strongly disagree      e. N/A

**Please comment on the following items:**

a. Instructor:

b. Coursework:

c. Teaching Materials (books, notes, films, etc.):

d. Positive aspects of the class:

e. Negative aspects of the class:

Additional comments:



**Neosho County Community College  
Form C  
Videotape or Classroom Evaluation**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Class Observed: \_\_\_\_\_

By: \_\_\_\_\_ Time length of observation: \_\_\_\_\_

Specific activities of class and topics observed:

**Please respond numerically according to the scale below:**

- 5 – Excellent
- 4 – Above Average
- 3 – Satisfactory
- 2 – Needs Improvement
- 1 – Unsatisfactory

- \_\_\_\_\_ 1. Poise and confidence of the instructor.
- \_\_\_\_\_ 2. Classroom climate conducive to learning: student interest, attention, participation.
- \_\_\_\_\_ 3. Instructor's interest and enthusiasm for the subject matter.
- \_\_\_\_\_ 4. Organization of the learning activity: order, direction, conclusion.
- \_\_\_\_\_ 5. Selection and utilization of instructional materials and/or techniques: positioning, eye contact, use of equipment or materials, etc.
- \_\_\_\_\_ 6. Instructor's ability to clarify material by explanation and example.
- \_\_\_\_\_ 7. Effective and acceptable communication skills: speech, language, writing.
- \_\_\_\_\_ 8. Respect for students' point of view.
- \_\_\_\_\_ 9. Elicits respect from students.
- \_\_\_\_\_ 10. Overall rating of instructional techniques.

**Please supply any written comments on the back of this form.**

### Form D Online or Hybrid Course Evaluation

Course Code & Section [Click here to enter text.](#) Course Name [Click here to enter text.](#)  
 Instructor's Name [Click here to enter text.](#) Date Submitted [Click here to enter a date.](#)  
 Course Start Date [Click here to enter a date.](#) Course End Date [Click here to enter a date.](#)  
 Check One:  Online Course  Hybrid Course  
 Check One:  Self-Evaluation  Peer Evaluation  Supervisor Evaluation

**For further explanations on these guidelines please refer to the NC Best Practices for Online Courses document.**

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	
<b>COURSE OVERVIEW AND INTRODUCTION</b>					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Navigational instructions make the organization of the course easy to understand.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>A statement introduces the student to the structure of the course.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Netiquette expectations with regard to discussions and email communication are clearly stated.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The self-introduction by the instructor is appropriate.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Students are requested to introduce themselves to the class.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Minimum technology requirements, minimum student skills, and, if applicable, prerequisite knowledge in the discipline, are clearly stated.</i>

[Click here to enter comments.](#)

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	
<b>LEARNING OUTCOMES</b>					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The learning outcomes of the course are clearly stated and understandable to the student.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Instructions to students on how to meet the learning objectives are adequate and easy to understand.</i>

[Click here to enter comments.](#)

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	
<b>ASSESSMENT AND MEASUREMENT</b>					

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The grading policy is transparent and easy to understand.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Instructor keeps students informed of grades on assessments and the class as a whole in a timely manner, based on instructor-specified timeline.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The types of assessments selected and the methods used for submitting assessments are appropriate for the distance learning environment.</i>

[Click here to enter comments.](#)

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	<b>RESOURCES AND MATERIALS</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Instructional materials are presented in a format appropriate to the online environment, and are easily accessible and usable by the student.</i>

[Click here to enter comments.](#)

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	<b>LEARNER INTERACTION</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Learning activities foster instructor-student, content-student, and student-student interaction.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Clear standards are set for instructor response and availability (turn-around time for email, grades posted etc.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The course design prompts the instructor to be present, active, and engaged with the students.</i>

[Click here to enter comments.](#)

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	<b>COURSE TECHNOLOGY</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The tools and media enhance student interactivity and guide the student to become a more active learner.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Technologies required for this course are either provided or easily downloadable.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Instructions on how to access resources at a distance are sufficient and easy to understand.</i>

[Click here to enter comments.](#)

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	<b>LEARNER SUPPORT</b>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The course instructions articulate or link to a clear description of the technical support offered.</i>
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[Click here to enter comments.](#)

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	<b>ACCESSIBILITY</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Web pages have links that are self-describing and meaningful.</i>

[Click here to enter comments.](#)

**This section to be used during self-evaluation and supervisor evaluation:**

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	<b>OVERALL</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Instructor's interest and enthusiasm for teaching this course.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Overall rating of instructional techniques.</i>

[Click here to enter comments.](#)

**Neosho County Community College  
Faculty Evaluation Conference**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluation Checklist \_\_\_\_\_ Instructional Evaluation \_\_\_\_\_  
Student Evaluation \_\_\_\_\_ (video tape or classroom observation)

**Strengths:**

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**Areas for Improvement:**

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---

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**Comments/Recommendations:**

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Administrator/Supervisor

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\*\*\*\*\*

Signature indicates instructor has received a copy of this form; not necessarily agreement.

Instructor \_\_\_\_\_

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You are being asked to participate in a survey of the on-line course(s) that you have taken this semester. The information obtained **WILL NOT** be shared with your instructor(s) until after grades have been finalized. All responses are anonymous.

### Student Information

Are you a

- Freshman  Sophomore

Are you taking this course as a

- Required  Elective

Are you a

- Male  Female

Your expected grade in this course is

- A  B  C  D

What is the end result you are seeking

- Associate of Arts  Associate of Science  Associate of Applied Science  Associate of General Studies  Non-Degree Seeking  Certificate  Don't Know

## On-Line Rating Form Revision

You have completed 12% of the form.

For each of the following questions, please mark how you feel about this on-line course.

### Course Overview and Introduction

	Agree Strongly	Agree	Disagree	Disagree Strongly	N/A
Navigational instructions make the organization of the course easy to understand.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There was a clear statement that introduced me to the course and its structure.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Netiquette or rules for appropriate on-line communication were clearly stated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The self-introduction by the instructor was <b>NOT</b> well done.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was required to introduce myself to the class and was given adequate instructions how to do the introduction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Minimum technology requirements, minimum student skills, and, if applicable, prerequisite knowledge in the discipline, were clearly stated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Additional comments about the course content, subject matter and any particular relevance this course has had to your education.**

### Learning Outcomes

	Agree Strongly	Agree	Disagree	Disagree Strongly	N/A
The learning outcomes of the course were clearly stated and understandable to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructions on how to meet the learning outcomes were <b>NOT</b> adequate and easy to understand.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Additional comments on how clearly the objectives of the course were stated and followed.**

## On-Line Rating Form Revision

### Assessment and Measurement

	Agree Strongly	Agree	Disagree	Disagree Strongly	N/A
The grading policy was transparent and easy to understand.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor did a good job keeping me informed of my grades on assessments and tests and the class as a whole.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The types of assignments and tests selected and the methods used for submitting assignments were appropriate for the distance learning environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Additional comments on the examinations as to difficulty, fairness, etc.

### Resources and Materials

	Agree Strongly	Agree	Disagree	Disagree Strongly	N/A
On-line instructional materials were <b>NOT</b> presented in a format appropriate to the online environment, and are <b>NOT</b> easily accessible and usable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Additional comments on the value of books, homework and papers (if any) in this course.

### Learner Interaction

	Agree Strongly	Agree	Disagree	Disagree Strongly	N/A
There was good interaction and/or discussions between learners in the class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



**On-Line Rating Form Revision**

The Instructor responded by e-mail, grade posting, etc. within the posted time limits.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor was present, active, and engaged with me and the other learners.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Additional comments about learner interaction**

**You have completed 58% of the form.**

For each of the following questions, please mark how you feel about this on-line course.

**Instructor Items**

	Agree Strongly	Agree	Disagree	Disagree Strongly	N/A
The instructor seemed to be interested in students as individuals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor did <b>NOT</b> synthesize, integrate or summarize effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor encouraged development of new viewpoints and appreciations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor demonstrated a thorough knowledge of the subject matter.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
I have a positive attitude toward this course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Additional comments about the instructor(s) in this course?**

**Course Technology**

	Agree Strongly	Agree	Disagree	Disagree Strongly	N/A
The course used tools and media to enhance the content and help me to be a more active learner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Web links, on-line resources, software, add-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## On-Line Rating Form Revision

course were either provided easily downloadable, or I was told how to get them.

### Additional comments about the course technology

### Learner Support

	Agree Strongly	Agree	Disagree	Disagree Strongly	N/A
The course instructions <b>DID NOT</b> tell me how to access the technical support I needed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor provided clear information on how I can access the college's student support system, such as free tutoring, library resources, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was provided with appropriate technical support when I had questions or encountered a problem.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Additional comments about learner support

### Accessibility

	Agree Strongly	Agree	Disagree	Disagree Strongly	N/A
The on-line course has links that are easily identifiable and meaningful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Additional comments about accessibility

You have completed 93% of the form.

**Overall Course**

	Agree Strongly	Agree	Disagree	Disagree Strongly	N/A
Overall, the course was good.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Intend to take another class in an on-line environment.**

Agree Strongly     Agree     Disagree     Disagree Strongly

**What improvements would you suggest for this course?**

**What is your evaluation of this course? Please base your answer upon: A. Your satisfaction with what you got out of this course and B. Whether it was a valuable educational experience or a disappointment.**

**Neosho County Community College  
Absence Report**

Name: \_\_\_\_\_ Employee ID# \_\_\_\_\_

Date: _____	Hours: _____	<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation	<input type="checkbox"/> Personal*
Date: _____	Hours: _____	<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation	<input type="checkbox"/> Personal*
Date: _____	Hours: _____	<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation	<input type="checkbox"/> Personal*
Date: _____	Hours: _____	<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation	<input type="checkbox"/> Personal*
Date: _____	Hours: _____	<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation	<input type="checkbox"/> Personal*
Date: _____	Hours: _____	<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation	<input type="checkbox"/> Personal*
Date: _____	Hours: _____	<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation	<input type="checkbox"/> Personal*
Date: _____	Hours: _____	<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation	<input type="checkbox"/> Personal*
Date: _____	Hours: _____	<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation	<input type="checkbox"/> Personal*
Date: _____	Hours: _____	<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation	<input type="checkbox"/> Personal*

**Total Hours : \_\_\_\_\_**

\*Emergency/Personal Leave *(Professional Employees Only)*

- Minimum leave reported is .50 hour.
- Leave for a professional employee is subject to the provisions of the negotiated agreement between the College and the Professional Educators Association.
- Leave for all other employees is subject to the provisions of the Board of Trustees Policies.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

<p><u>Payroll Use Only</u></p> <p>Employee Master <input type="checkbox"/> _____</p> <p>Payroll <input type="checkbox"/> _____</p>
--

**NEOSHO COUNTY COMMUNITY COLLEGE**

**STAFF SCHOLARSHIP FORM**

Please complete this form in order to apply for a Staff Scholarship. This form must be completed each semester of enrollment and submitted to the Financial Aid Office at the Chanute campus. Staff scholarships are for tuition and participation in the Consumable Book Loan program. To maintain eligibility, the employee must be employed full-time by NCCC on the first and the last day of the class. Scholarship recipients will be liable for tuition costs for each credit hour that they do not receive a grade of A, B, C, or P. Please refer to the NCCC Board of Trustees Policy Handbook and the Scholarship Handbook for scholarship guidelines and requirements.

Semester & Year \_\_\_\_\_ Hours Enrolled \_\_\_\_\_

Student's Printed Name \_\_\_\_\_

SSN \_\_\_\_\_ NCCC ID# \_\_\_\_\_

\_\_\_\_\_  
Student's Signature Date

**NCCC Scholarship Office Use Only - District Status Determined by Tuition Type as per the Student Master.**

\_\_\_\_\_ Tuition Type 1 = In-District Tuition 4361 Consumable Book Loan 4368

\_\_\_\_\_ Tuition Type 2 = Out-District Tuition 4961 Consumable Book Loan 4968

**NEOSHO COUNTY COMMUNITY COLLEGE**

**DEPENDENT SCHOLARSHIP FORM**

Please complete this form in order to apply for a Dependent Scholarship. This form must be completed each semester of enrollment and submitted to the Financial Aid Office at the Chanute campus. Dependent scholarships are for tuition and participation in the Consumable Book Loan program. To maintain eligibility, the employee must be employed full-time by NCCC on the first and the last day of the class. Scholarship recipients will be liable for tuition costs for each credit hour that they do not receive a grade of A, B, C, or P. Please refer to the NCCC Board of Trustees Policy Handbook and the Scholarship Handbook for scholarship guidelines and requirements.

Semester & Year \_\_\_\_\_ Hours Enrolled \_\_\_\_\_

Student's Printed Name \_\_\_\_\_

SSN \_\_\_\_\_ NCCC ID # \_\_\_\_\_

NCCC Employee's Printed Name \_\_\_\_\_

Relationship of Student to NCCC Employee \_\_\_\_\_

\_\_\_\_\_  
NCCC Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

<b>NCCC Scholarship Office Use Only - District Status Determined by Tuition Type as per the Student Master.</b>			
_____ Tuition Type 1 = In-District Tuition	<u>4371</u>	Consumable Book Loan	<u>4378</u>
_____ Tuition Type 2 = Out-District Tuition	<u>4971</u>	Consumable Book Loan	<u>4978</u>

**NEOSHO COUNTY COMMUNITY COLLEGE  
SUPPLEMENTAL CONTRACT**

This contract, made and entered into, this \_\_\_\_\_ day of \_\_\_\_\_ by and between the Board of Trustees of Neosho County Community College, Neosho County, Kansas, hereinafter called the "Board" and \_\_\_\_\_, Employee ID # \_\_\_\_\_ hereinafter called the "Employee."

The parties hereto agree that the Instructor shall be employed by the Board as an employee of Neosho County Community College for the school year \_\_\_\_\_, whose supplemental duties as defined and scheduled by the Board, shall include the following services to be rendered:

**Reason for Authorization:**  **Overload**  **Other:** \_\_\_\_\_

**Fiscal Year:** \_\_\_\_\_ **Semester:**  **Fall**  **Spring**  **Summer**

Course #	Course Name	Location of Class (site)	Cr/ Hrs	Start Date	End Date	#* Students	Pay Rate	Total Pay
TOTAL								

**Account #:** \_\_\_\_\_ **Amount:** \_\_\_\_\_ **On-line Compensation:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**Account #:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

(if applicable)

**Payment Schedule and/or Installments:**

Month/Amount	Month/Amount	Month/Amount	Month/Amount
1. _____	2. _____	3. _____	4. _____
5. _____	6. _____	7. _____	8. _____

\_\_\_\_\_  
Instructor Date Division Chair Date

\_\_\_\_\_  
Vice-President Date Business Manager Date

\_\_\_\_\_ Payroll Signature

**NEOSHO COUNTY COMMUNITY COLLEGE  
SUPPLEMENTAL CONTRACT**

This contract, made and entered into, this \_\_\_\_\_ day of \_\_\_\_\_ by and between the Board of Trustees of Neosho County Community College, Neosho County, Kansas, hereinafter called the "Board" and \_\_\_\_\_ hereinafter called the "Employee."

The parties hereto agree that the Instructor shall be employed by the Board as an employee of Neosho County Community College for the school year ~~2015-16~~ whose supplemental duties as defined and scheduled by the Board, shall include the following services to be rendered:

Reason for Authorization:  Overload  Other: \_\_\_\_\_

Fiscal Year: 2015-16 Semester:  Fall  Spring  Summer

Course #	Course Name	Location of Class (site)	Cr/Hrs	Start Date	End Date	#* Students	Pay Rate	Total Pay

Account Number: \_\_\_\_\_ Job Code: \_\_\_\_\_

**Payment Schedule and/or Installments:**

Month/Amount	Month/Amount	Month/Amount	Month/Amount
1. _____	2. _____	3. _____	4. _____
5. _____	6. _____	7. _____	8. _____

\_\_\_\_\_  
Instructor \_\_\_\_\_ Date \_\_\_\_\_ Professional Employee's supervisor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Vice President \_\_\_\_\_ Date \_\_\_\_\_ Business Manager \_\_\_\_\_ Date \_\_\_\_\_

Revised 6/07



## Neosho County Community College Application for Professional Development Credit and Funding

This professional development form must be completed and submitted to the Professional Development Committee whether funding is requested or not. Each professional employee is required to complete a minimum of six (6) units (semester hours or equivalent) of professional development every five year period of employment. **After completing the professional development activity, the professional employee must submit the attached certification of completion form to the Professional Development Committee.** The units shall be related to the professional employee's discipline of instruction or of benefit of NCCC, and may be in the form of college credit hours or an equivalent measure of training or educational work. (See article 8 of Negotiated Agreement.)

Horizontal advancement on the salary scale requires the application for class/teaching form, which is submitted to the Chief Academic Officer. (See article 11 of Negotiated Agreement for requirements.)

Applicant (please print) \_\_\_\_\_

\_\_\_\_\_ Specific discipline or area of benefit (Example: Psychology or Instruction)

\_\_\_\_\_ Approximate date of the professional development activity (Attach information about professional development activity.)

\_\_\_\_\_ Specific coursework or workshop/seminar applicable to this request. Give detailed course or workshop description.

\_\_\_\_\_ Total number of credit hours

\_\_\_\_\_ If this is based on a workshop or seminar list the number of contact hours.

7 ½ contact hours = ½ credit hour

15 contact hours = 1 credit hour

Funds requested \_\_\_\_\_yes \_\_\_\_\_no If requesting funds please complete the following information.

\_\_\_\_\_ Tuition, fees, registration

\_\_\_\_\_ Lodging/food

\_\_\_\_\_ Transportation (mileage rate per college policy)

\_\_\_\_\_ Miscellaneous, special supplies, etc.

\_\_\_\_\_ Total Cost of Professional Development Activity

\_\_\_\_\_ Amount taken from other sources, i.e, Department budgets, Carl Perkins, etc.

\_\_\_\_\_ Amount allowed by professional development committee

Accounts from which cost is to be drawn:

\_\_\_\_\_ Account number for additional funds requested.

\_\_\_\_\_ 1-11-4200-629 Professional Development

\_\_\_\_\_ Claimant \_\_\_\_\_ Date

\_\_\_\_\_ Professional Dev. Com. Chair \_\_\_\_\_ Date

\_\_\_\_\_ Academic Vice President \_\_\_\_\_ Date

\_\_\_\_\_ V.P. of Business Affairs \_\_\_\_\_ Date

**NOTE: Applicant will receive a copy with appropriate signatures when approved.**

**Professional Development  
Certification of Activity Completion**

I \_\_\_\_\_ completed the professional development activity  
please print

\_\_\_\_\_ on \_\_\_\_\_  
list activity date

The funds requested on the application \_\_\_\_\_ have \_\_\_\_\_ have not been used as requested.

If you checked have not, please explain and return unused funds to the Chief Academic Officer.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Attach receipts and evidence of completion or attendance

**Neosho County Community College**  
**Application for Class/Teaching Discipline Related Work**  
(In regard to horizontal advancement on salary schedule)

CONDITIONS: (as per MASTER AGREEMENT)

The Vice President of Academic and Student Affairs may approve in advance other graduate hours, workshops, clinics, or conferences that are related to the Employee's discipline or job duties. The Professional Employee must submit (this form) at least 10 business days prior to the beginning of the activity, including justification as to why this should count for horizontal advancement on the salary schedule.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Class: \_\_\_\_\_

Catalog Number: \_\_\_\_\_ or Teaching Discipline Related Work (if applicable)

Teaching Discipline: \_\_\_\_\_

College/University: \_\_\_\_\_ Semester & Year \_\_\_\_\_  
or Sponsoring Agency

Working Toward Degree: \_\_\_\_\_ yes \_\_\_\_\_ no Title of Degree: \_\_\_\_\_

Required for Certification: \_\_\_\_\_ yes \_\_\_\_\_ no

Certificate: \_\_\_\_\_

Improvement of Instruction: \_\_\_\_\_ Pedagogy \_\_\_\_\_ Technology \_\_\_\_\_ New Assignment

Credit Hour equivalent units (CEU) Conversion: \_\_\_\_\_ clock hours/15= \_\_\_\_\_ credit hour  
(exclude meal and break times)

Current Salary Schedule Placement: (vertical step number)

\_\_\_\_\_ Instructor \_\_\_\_\_ MS \_\_\_\_\_ MS+15 \_\_\_\_\_ MS+30 \_\_\_\_\_ MS+45 \_\_\_\_\_ MS+60 \_\_\_\_\_ DOC

Justification for counting towards horizontal movement \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

The above coursework and/or teaching discipline related work has been reviewed for advancement on the Professional Employee's Salary Schedule in compliance with Board Policy.

\_\_\_\_\_ Credit Hours Approved \_\_\_\_\_ Credit Hours Denied Date: \_\_\_\_\_

Vice President of Academic and Student Affairs: \_\_\_\_\_

A copy of this form should be sent to the Director of Human Resources and the employee.

## Neosho County Community College Grievance Complaint Form

The grievance form has been developed to assist all parties to comply with the requirements of the policy governing work related complaints. After the grievant has read the policy, "Grievance Procedure," which is published in the Negotiated Agreement and the Board of Trustee Policy Manual, the form should be completed and returned to the Vice President of Academic and Student Affairs. The Vice President of Academic and Student Affairs is also responsible for answering questions regarding the intent of the policy and the procedures and time constraints inherent in the language of the "Grievance Procedure."

To Be Completed by the Grievant  
(Additional sheets may be attached.)

1. **Name of Grievant:** \_\_\_\_\_
2. **Title of Grievant:** \_\_\_\_\_
3. **Statement of Grievance:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. **Synopsis of facts giving rise to grievance: (Include specific dates, times, etc.)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. **Policy or procedure allegedly violated:** \_\_\_\_\_  
\_\_\_\_\_
6. **Date on which alleged violation occurred:** \_\_\_\_\_
7. **Specific relief requested:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. **Signature of Grievant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Neosho County Community College  
Employee Grievance Procedure**

**Step 1**

I have discussed my grievance with my supervisor, \_\_\_\_\_, on \_\_\_\_\_  
and wish to proceed to Step 2 of the grievance procedure.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**Step 2**

I have discussed the above grievance with \_\_\_\_\_  
on \_\_\_\_\_ and my decision is: \_\_\_\_\_

\_\_\_\_\_  
Vice President of Academic/Student Affairs

\_\_\_\_\_  
Date

- I accept the above decision.
- I do not accept the above decision and wish to appeal to Step 3.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**Step 3**

The above grievance has been reviewed according to College personnel policies. My decision is:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

- I accept the above decision.
- I do not accept the above decision and wish to appeal to Step 4.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**Step 4**

The above grievance has been reviewed by the Board of Trustees. The decision of the Board of Trustees is as follows:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairperson, Board of Trustees

\_\_\_\_\_  
Date

**Neosho County Community College  
Family and Medical Leave Request**

Name \_\_\_\_\_ Date \_\_\_\_\_

I hereby request family and medical leave beginning \_\_\_\_\_ and ending \_\_\_\_\_  
\_\_\_\_\_ as outlined in the Negotiated Agreement and the Board of Trustee Policy Manual.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
SSN

-----  
**To be completed by the President or his/her designee**

**Eligible**

- Yes
- No

**Type of Leave**

- 1. Paid Vacation
- 2. Personal
- 3. Sick
- 4. Disability
- 5. Salary reduction
- 6. Unpaid

**Reason for Leave**

- 1. Birth
- 2. Adoption
- 3. Immediate Family Illness
- 4. Serious Employee Illness

**Schedule of Leave**

- 1. Consecutive
- 2. Intermittent
- 3. Reduced

**Requirements**

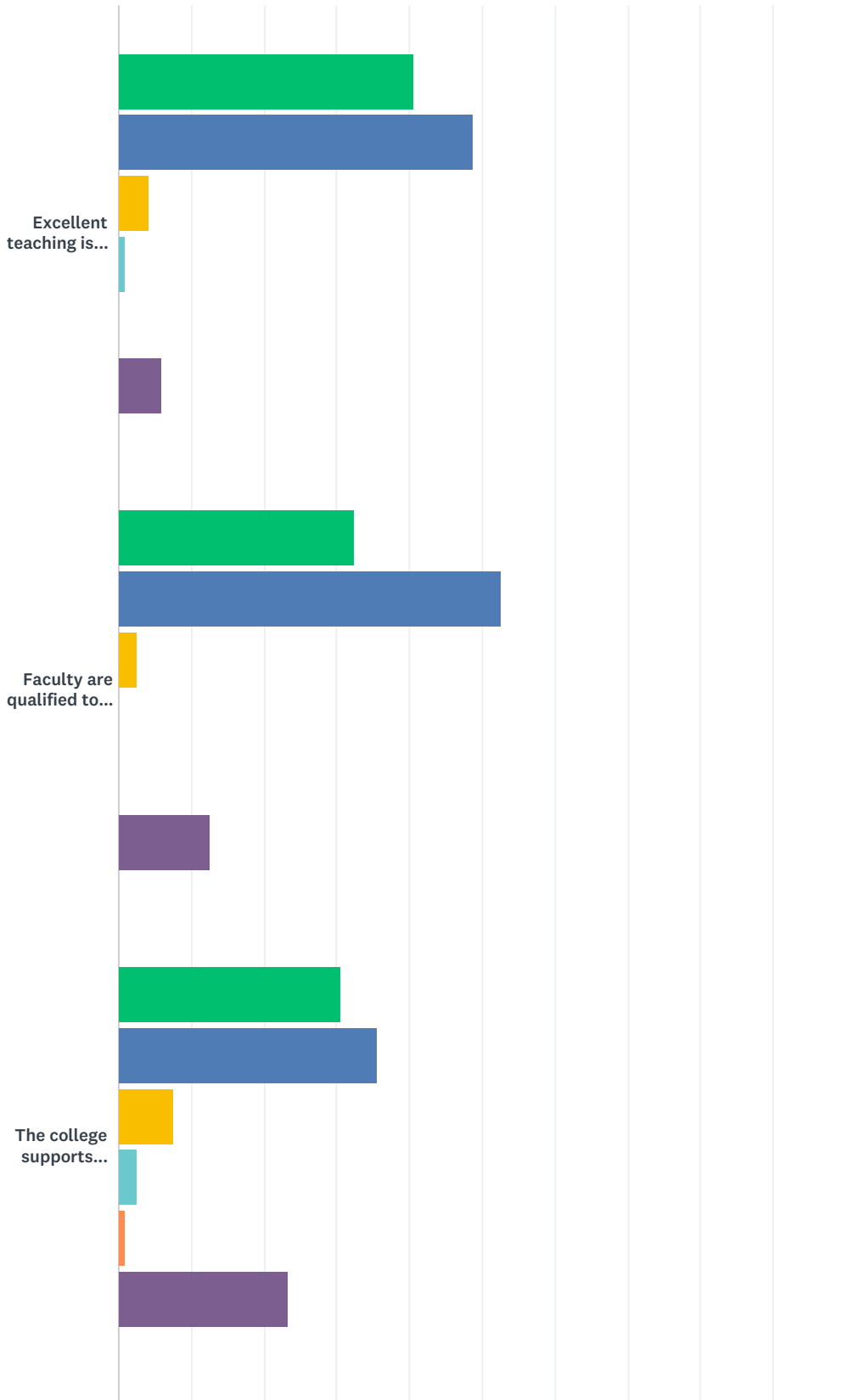
- 1. Medical certification
- 2. Health premium payments
- 3. Job restoration or Equivalency
- 4. Fitness-for-duty certification

Other comments or stipulations: \_\_\_\_\_

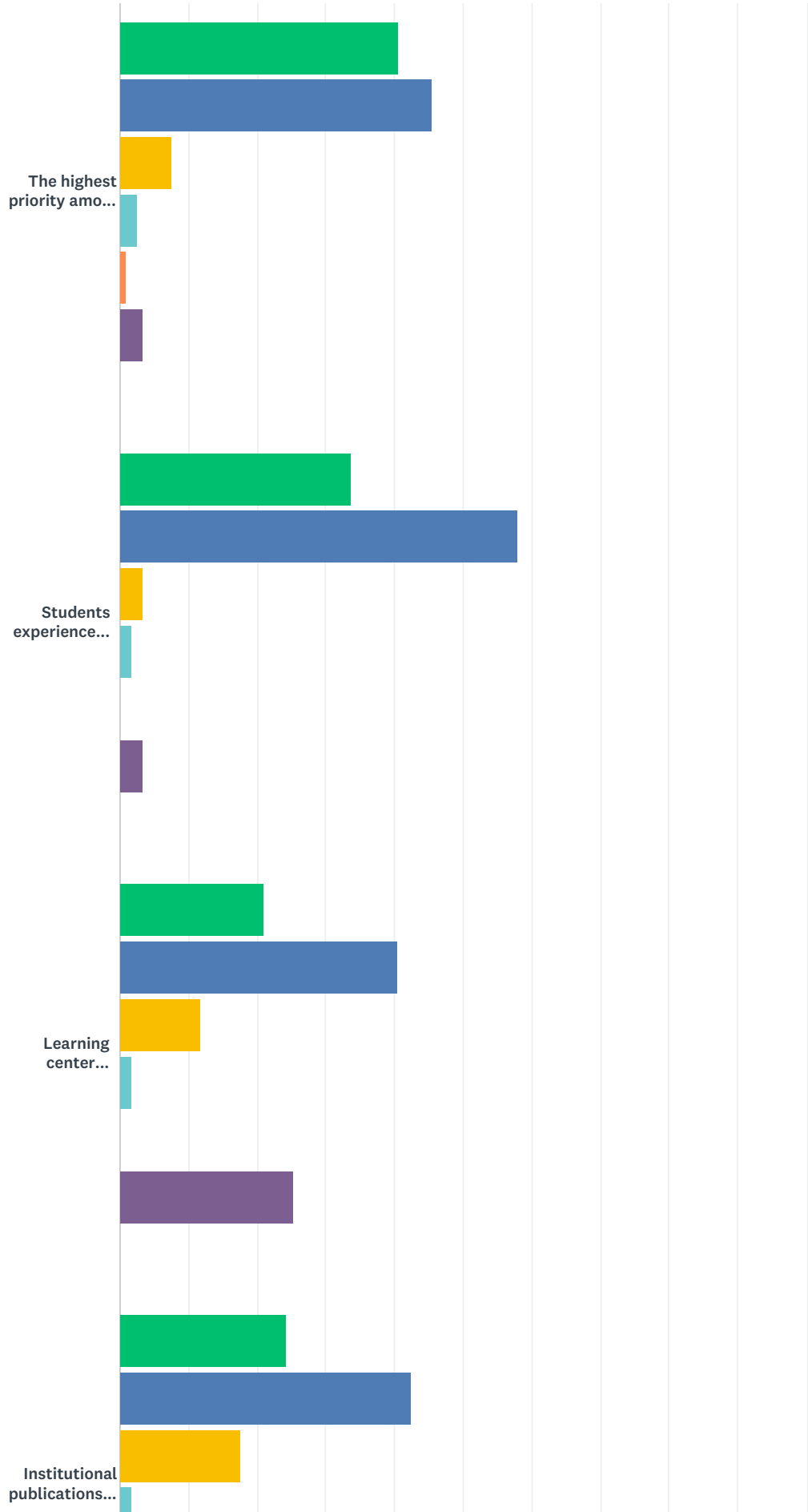
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Q1 Please select the most appropriate answer to the following statements.

Answered: 121 Skipped: 0

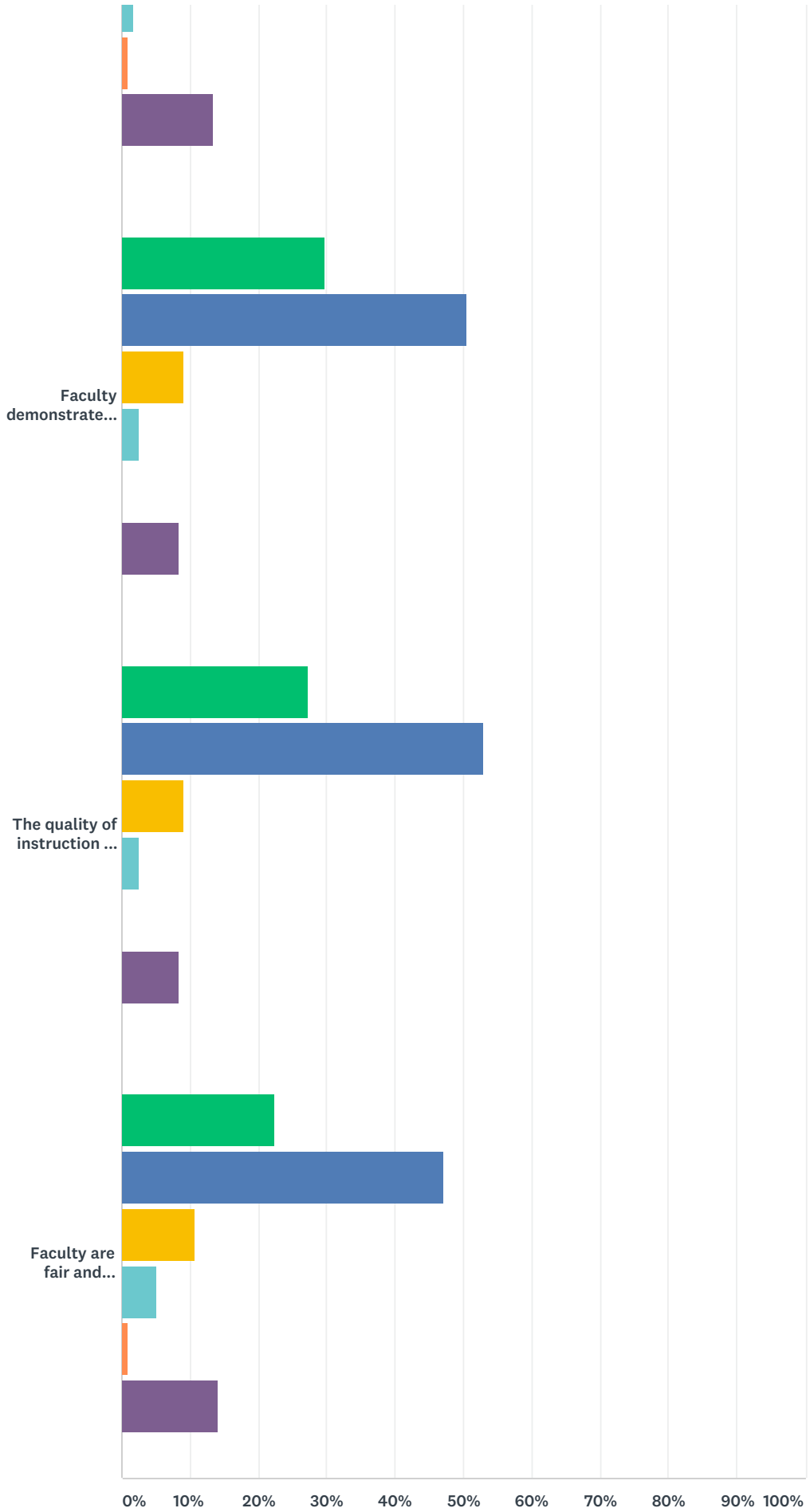


# Employee Survey 2019





# Employee Survey 2019



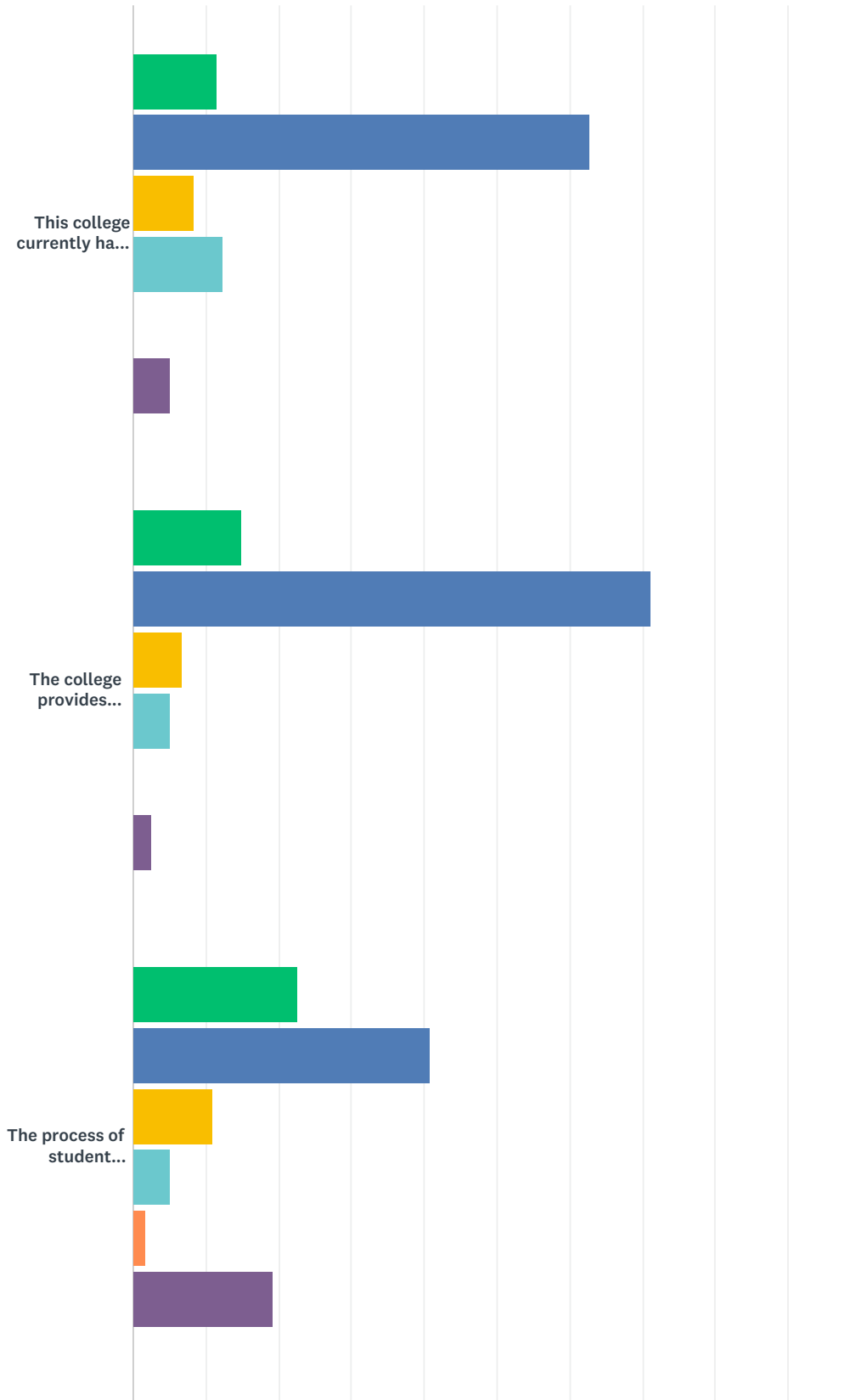
## Employee Survey 2019

■ Strongly Agree   
 ■ Agree   
 ■ Neither Agree nor Disagree   
 ■ Disagree  
■ Strongly Disagree   
 ■ Don't know/Doesn't apply

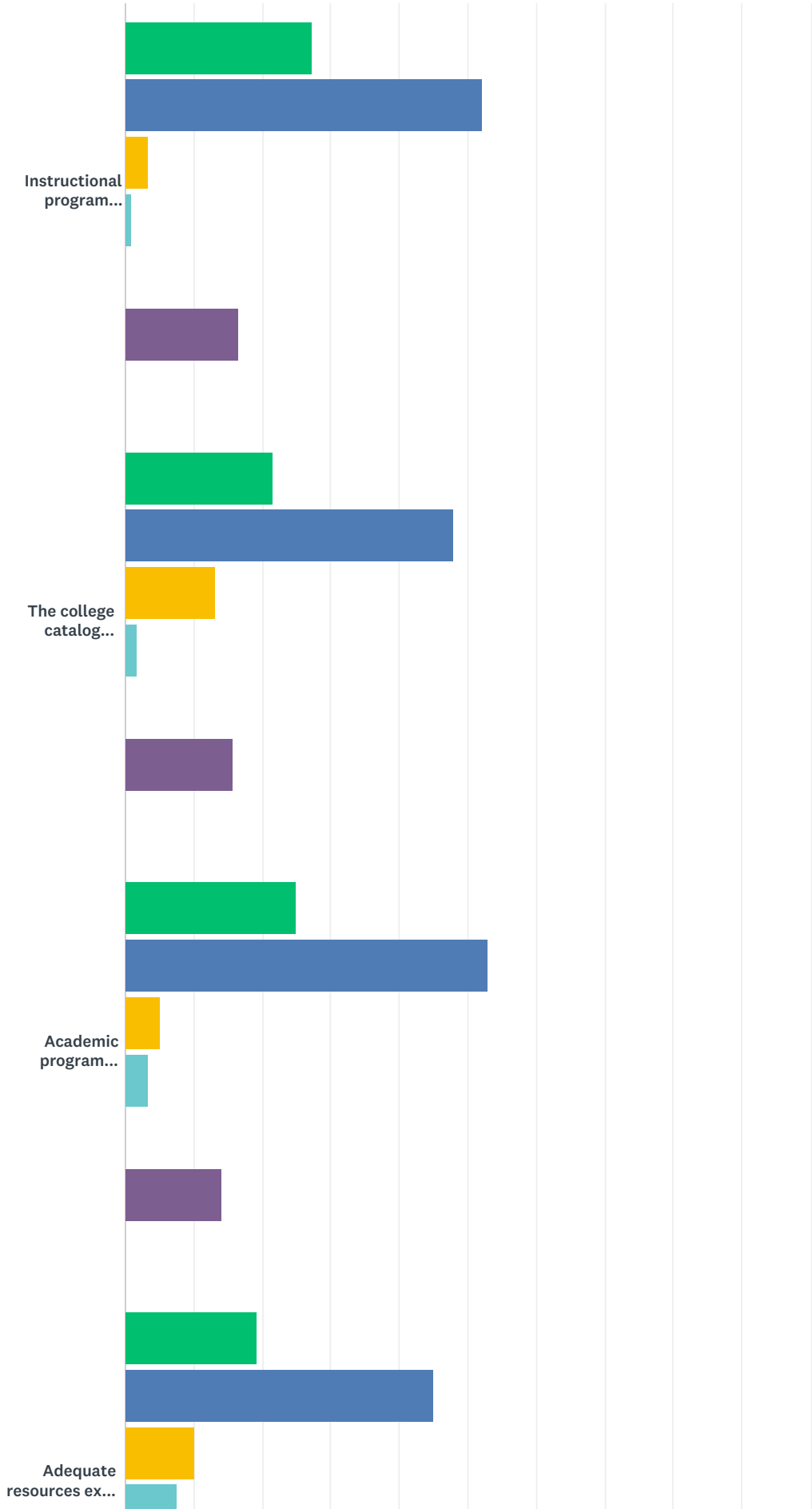
	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STONGLY DISAGREE	DON'T KNOW/DOESN'T APPLY	TOTAL	WEIGHTED AVERAGE
Excellent teaching is expected at this college.	40.50% 49	48.76% 59	4.13% 5	0.83% 1	0.00% 0	5.79% 7	121	1.63
Faculty are qualified to teach the courses to which they are assigned.	32.50% 39	52.50% 63	2.50% 3	0.00% 0	0.00% 0	12.50% 15	120	1.66
The college supports freedom of inquiry by faculty.	30.58% 37	35.54% 43	7.44% 9	2.48% 3	0.83% 1	23.14% 28	121	1.80
The highest priority among faculty and staff is promoting student success.	40.50% 49	45.45% 55	7.44% 9	2.48% 3	0.83% 1	3.31% 4	121	1.74
Students experience intellectual growth here.	33.61% 40	57.98% 69	3.36% 4	1.68% 2	0.00% 0	3.36% 4	119	1.72
Learning center resources meet the teaching needs.	21.01% 25	40.34% 48	11.76% 14	1.68% 2	0.00% 0	25.21% 30	119	1.92
Institutional publications reflect diversity in the student body, faculty, and staff.	24.17% 29	42.50% 51	17.50% 21	1.67% 2	0.83% 1	13.33% 16	120	1.99
Faculty demonstrate integrity in their daily work.	29.75% 36	50.41% 61	9.09% 11	2.48% 3	0.00% 0	8.26% 10	121	1.83
The quality of instruction at NCCC is excellent.	27.27% 33	52.89% 64	9.09% 11	2.48% 3	0.00% 0	8.26% 10	121	1.86
Faculty are fair and unbiased in their treatment of individual students.	22.31% 27	47.11% 57	10.74% 13	4.96% 6	0.83% 1	14.05% 17	121	2.01

## Q2 Please select the most appropriate answer to the following statements.

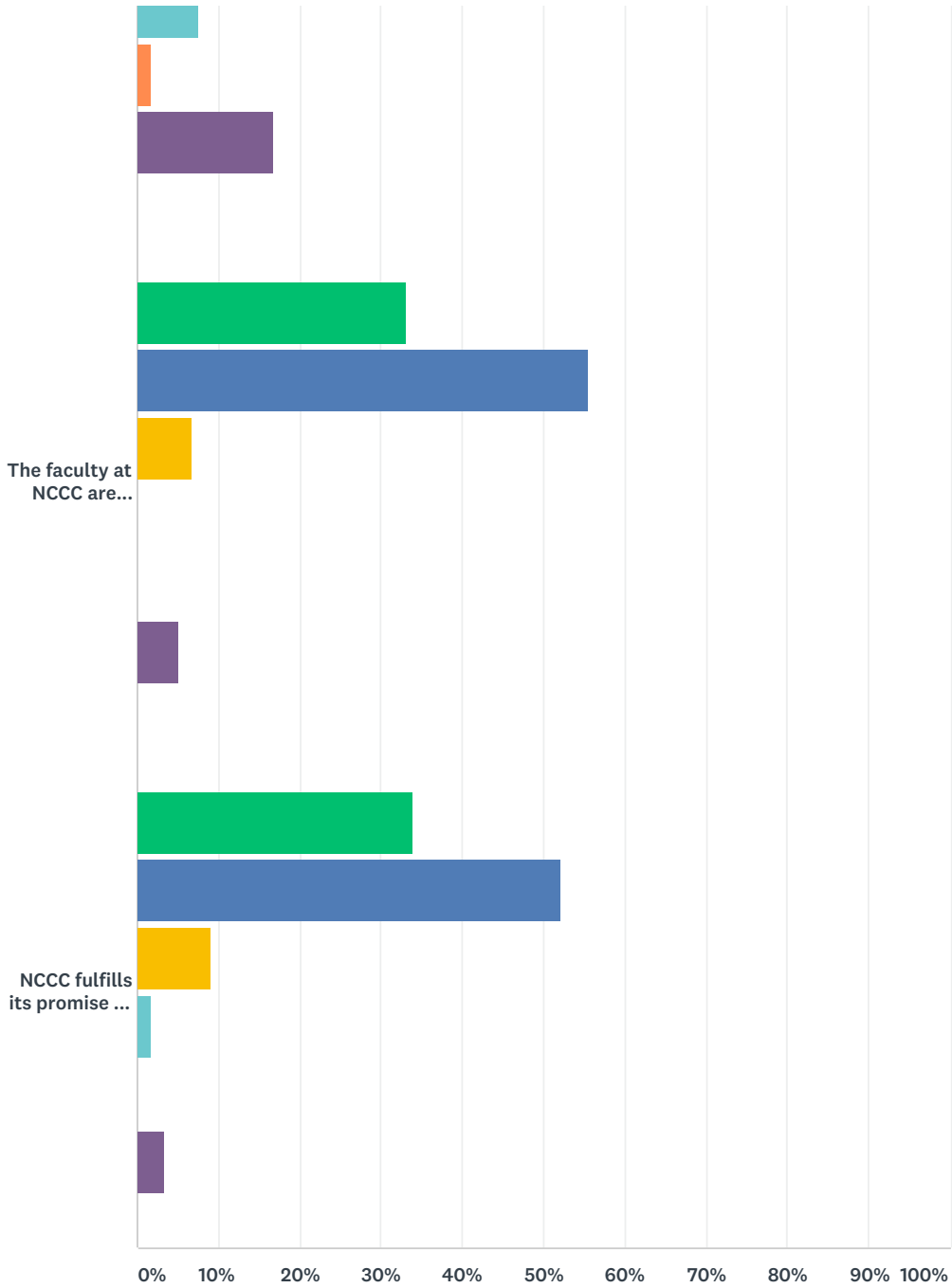
Answered: 121 Skipped: 0



# Employee Survey 2019



# Employee Survey 2019



■ Strongly Agree   
 ■ Agree   
 ■ Neither Agree nor Disagree   
 ■ Disagree  
■ Strongly Disagree   
 ■ Don't know/Doesn't apply

	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	DON'T KNOW/DOESN'T APPLY	TOTAL	WEIGHTED AVERAGE
This college currently has adequate resources to accommodate its students.	11.57% 14	62.81% 76	8.26% 10	12.40% 15	0.00% 0	4.96% 6	121	2.23

## Employee Survey 2019

The college provides appropriate services to meet the needs of students.	14.88% 18	71.07% 86	6.61% 8	4.96% 6	0.00% 0	2.48% 3	121	2.02
The process of student learning outcomes assessment is faculty driven.	22.50% 27	40.83% 49	10.83% 13	5.00% 6	1.67% 2	19.17% 23	120	2.04
Instructional program outcomes relate to the college's purposes.	27.27% 33	52.07% 63	3.31% 4	0.83% 1	0.00% 0	16.53% 20	121	1.73
The college catalog accurately depicts academic life at this college.	21.49% 26	47.93% 58	13.22% 16	1.65% 2	0.00% 0	15.70% 19	121	1.94
Academic program requirements are clear and reasonable.	24.79% 30	52.89% 64	4.96% 6	3.31% 4	0.00% 0	14.05% 17	121	1.85
Adequate resources exist for academic advising.	19.17% 23	45.00% 54	10.00% 12	7.50% 9	1.67% 2	16.67% 20	120	2.13
The faculty at NCCC are competent.	33.06% 40	55.37% 67	6.61% 8	0.00% 0	0.00% 0	4.96% 6	121	1.72
NCCC fulfills its promise to provide quality education to its students.	33.88% 41	52.07% 63	9.09% 11	1.65% 2	0.00% 0	3.31% 4	121	1.78

### Q3 Optional: Provide any comments about teaching and learning at NCCC. If comments are provided, please include enough context and details for the comment to be understood.

Answered: 24 Skipped: 97

#	RESPONSES	DATE
1	when instructors spend class time talking about personal opinions/issues or students are reluctant to go to an instructor for fear of being talked down to it is difficult to agree that there is teaching excellence here.	4/22/2019 1:12 PM
2	We could use another computer lab at Ottawa. Ours are often booked up and difficult to schedule. I think there is an imbalance to how much students are treated like students and how much they're treated like customers. I feel like sometimes we are more concerned with their happiness and experience than providing their education and holding them accountable to that education. I feel like outcomes is administration driven. The only time I ever hear faculty discussing outcomes is when they know their outcomes are not going well. The outcome assessment tool on my Neosho is incredibly helpful. It makes a very tedious job much easier.	4/22/2019 11:09 AM
3	Kyle Bures has done an excellent job with the academic advising. His weekly emails are informative. He has definitely made a difference in the materials available for advising.	4/22/2019 10:49 AM
4	We do not have degree check sheets available for every program that we offer. The sheets available often have a previous year listed. The faculty obviously have the required credentials necessary to teach. With our student satisfaction rate declining, are we fully utilizing the responses from student evaluations? We review them, but do we take any action?	4/22/2019 10:13 AM
5	I appreciate that adjunct faculty has printing privileges and an office space. On the other hand, the pay is incredibly low considering that an adjunct must have a master's degree. Adjuncts are not able to focus their full attention on providing the best student learning at the current pay rate.	4/20/2019 2:01 PM
6	Thank you...	4/20/2019 8:15 AM
7	Sometimes we focus on numbers too much. Quality should be the focus.	4/19/2019 12:37 PM
8	I believe there is a gap in communication between the teachers, coaches, student, and Tutoring services on what is expected and how to handle students who are struggling with their academic success.	4/18/2019 4:12 PM
9	I feel like there could be more tutoring and supplemental resources (like workshops) for some classes, like English and math.	4/18/2019 2:01 PM
10	Many students have come to me and expressed that several of the Nursing program instructors do not seem to be prepared. Some of these students have mentioned that they know other people that are attending other nursing programs and have not experienced this.	4/18/2019 10:18 AM
11	We have a range of faculty members at this time. Some are incredible - beyond excellent! Some, however, are not as excellent.	4/17/2019 5:25 PM
12	All of my family has attended NCCC, dating back to my father, when the JUCO was attached to the high school, my brother and sister who proudly participated in the yearly renaissance festival on campus, and myself. My three child attended as well. My daughter went to CCA, and then NCCC, prior to moving on to PSU. She reports her foundation at NCCC in core curriculum was excellent, and she feels it gave her an edge in her higher level coursework	4/17/2019 10:07 AM
13	as an adjunct I don't know several of the answers such as advising, etc.	4/17/2019 8:49 AM
14	Does "Learning center resources" under number 1, refer to the CLC/CAVE? If so, I think the question needs to be expanded and specified. Examples: is adequate tutoring available, are resources and research tools adequate for your course , is test proctoring meeting expectations,...	4/16/2019 4:19 PM
15	This is my first experience teaching, and I teach HS CNA students. I have had a great experience - the support I have to get my job done has been wonderful.	4/15/2019 6:14 PM

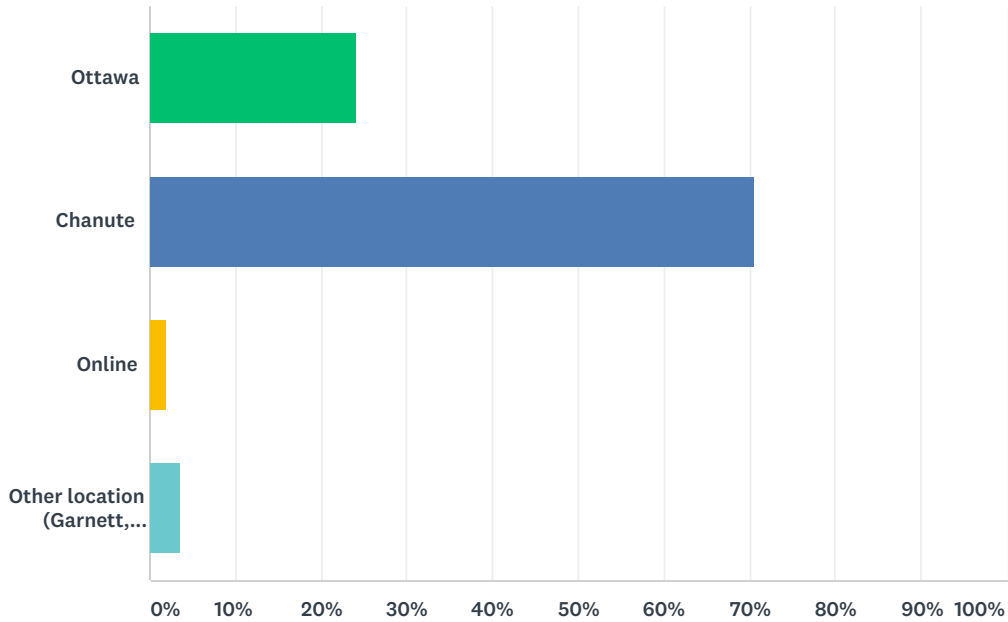
## Employee Survey 2019

16	Our program requirements for many of the health related occupations are out of date. Students are being told by clinical locations which makes us look bad. Our dedication to student success has weakened - significantly. I don't see it as our top priority - not by a long shot.	4/15/2019 2:33 PM
17	Kudos to Kyle Bures on his regular advising emails. He keeps us all informed and on track!	4/15/2019 1:06 PM
18	I truly feel that faculty need to have resources to help with different teaching strategies and multiple intelligence lesson plans. I know a few faculty are struggling with this and that their pass rate is very low. I feel helping teachers learn how to teach should be a recurring theme in in services.	4/15/2019 12:57 PM
19	Not everyone in the nursing department is accepting of students who are in CNA/CMA classes and are not nursing school bound.	4/15/2019 11:47 AM
20	Nothing to add	4/15/2019 11:40 AM
21	Need more dedicated office space in the nursing department so that each educator can have their own office space. Temperature is often chilly in the nursing department. Upgrade computer systems with faster operating systems for laptops and desk tops would be a huge plus. Better communication and support between the college and the nursing department.	4/15/2019 10:08 AM
22	Always room for improvement	4/15/2019 10:03 AM
23	Believe the college and faculty do their best to enrich the lives of students. Care about the students academic success	4/15/2019 10:01 AM
24	The program sheets in the college catalog are not clear. At most colleges it is clear what courses are required for any given program. The "core courses" method in our catalog is confusing. Many programs need updated to meet current needs. The focus on new programs is good, but please do not forget that existing programs need support to remain viable.	4/15/2019 9:56 AM



Q4 The following questions deal with your primary work location. Please indicate where you work primarily.

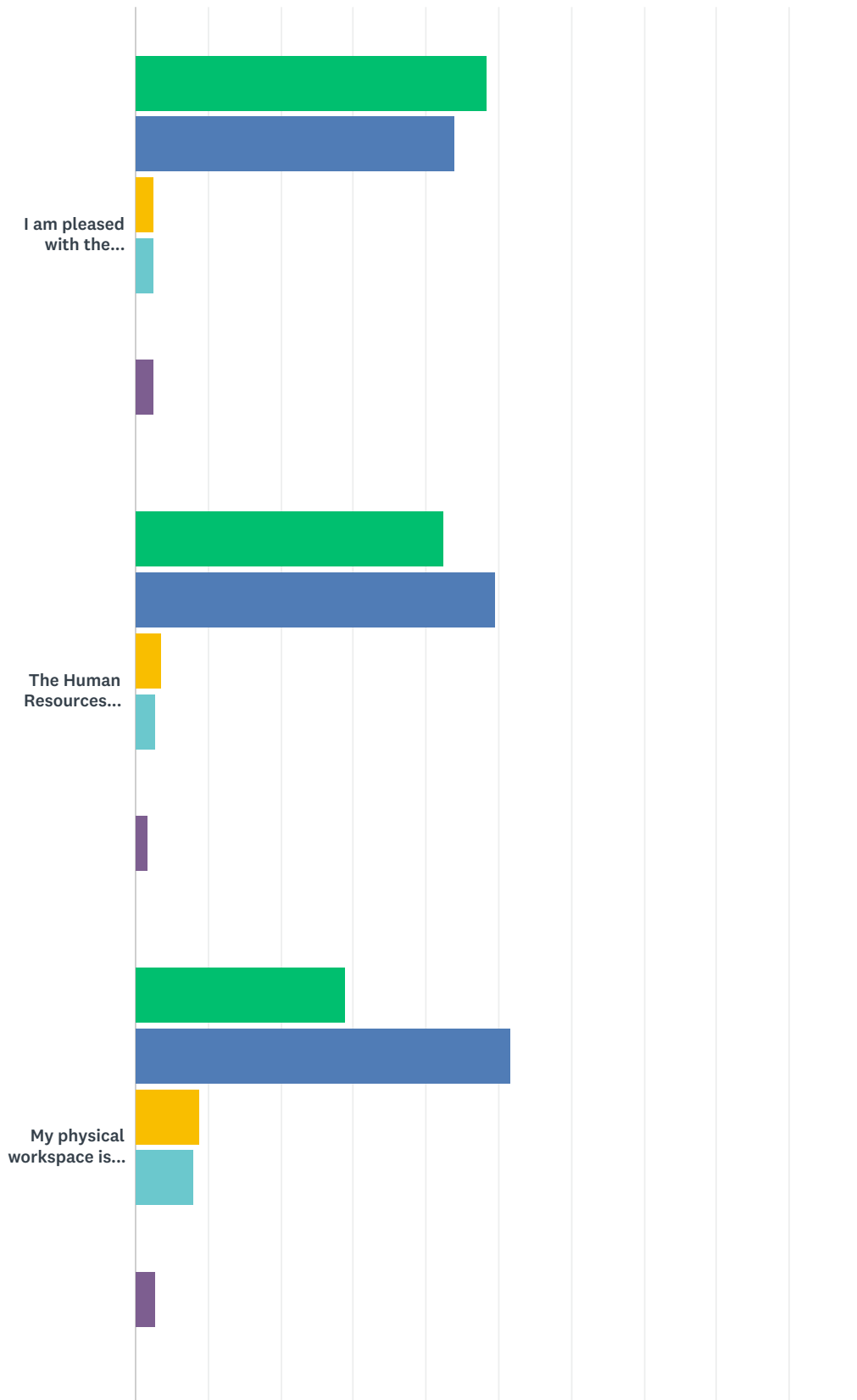
Answered: 112 Skipped: 9



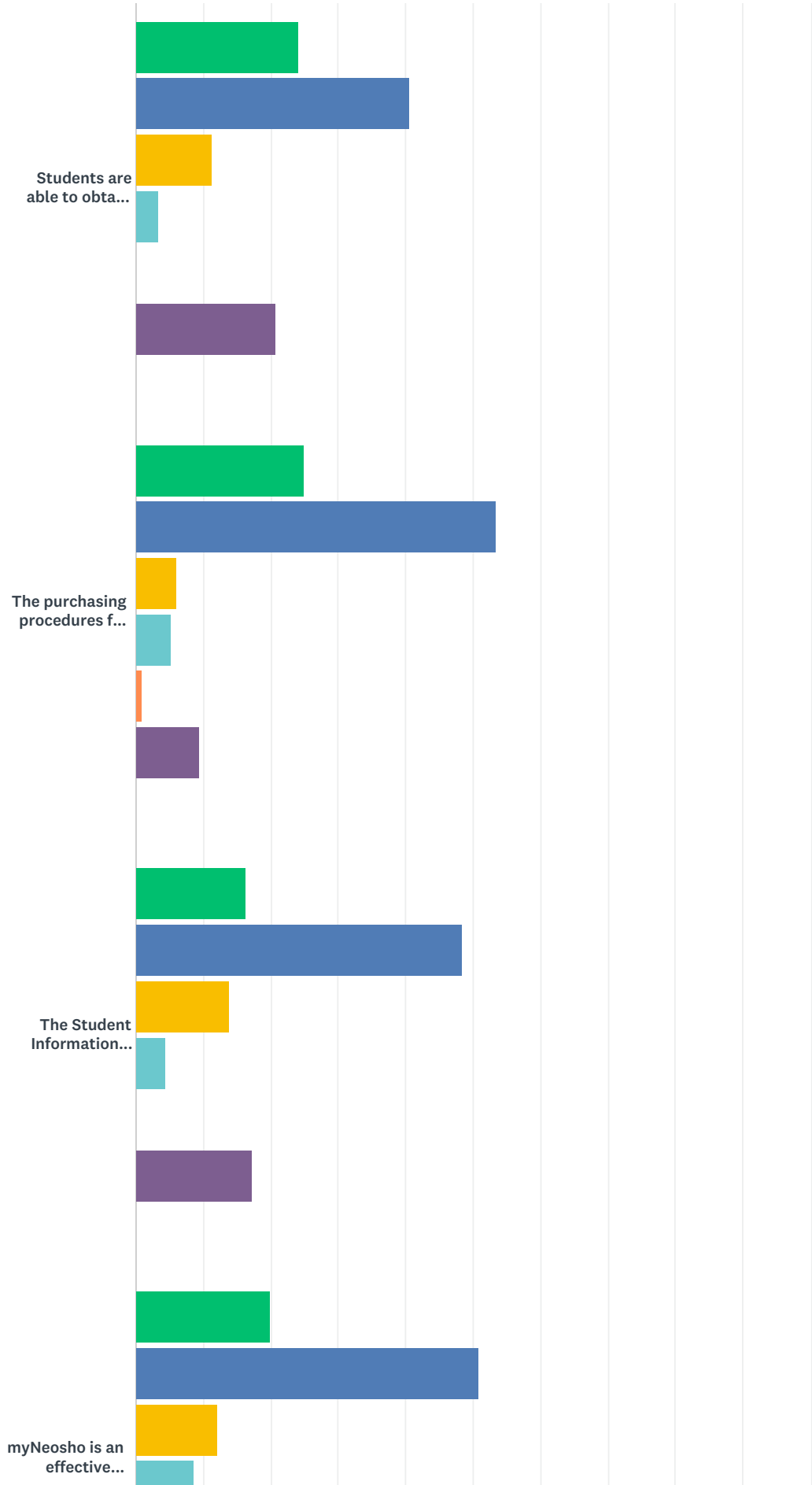
ANSWER CHOICES	RESPONSES	
Ottawa	24.11%	27
Chanutte	70.54%	79
Online	1.79%	2
Other location (Garnett, Lawrence, LaHarpe, Pittsburg, Ft. Scott, concurrent, etc.)	3.57%	4
<b>TOTAL</b>		<b>112</b>

### Q5 Please select the most appropriate answer to the following statements.

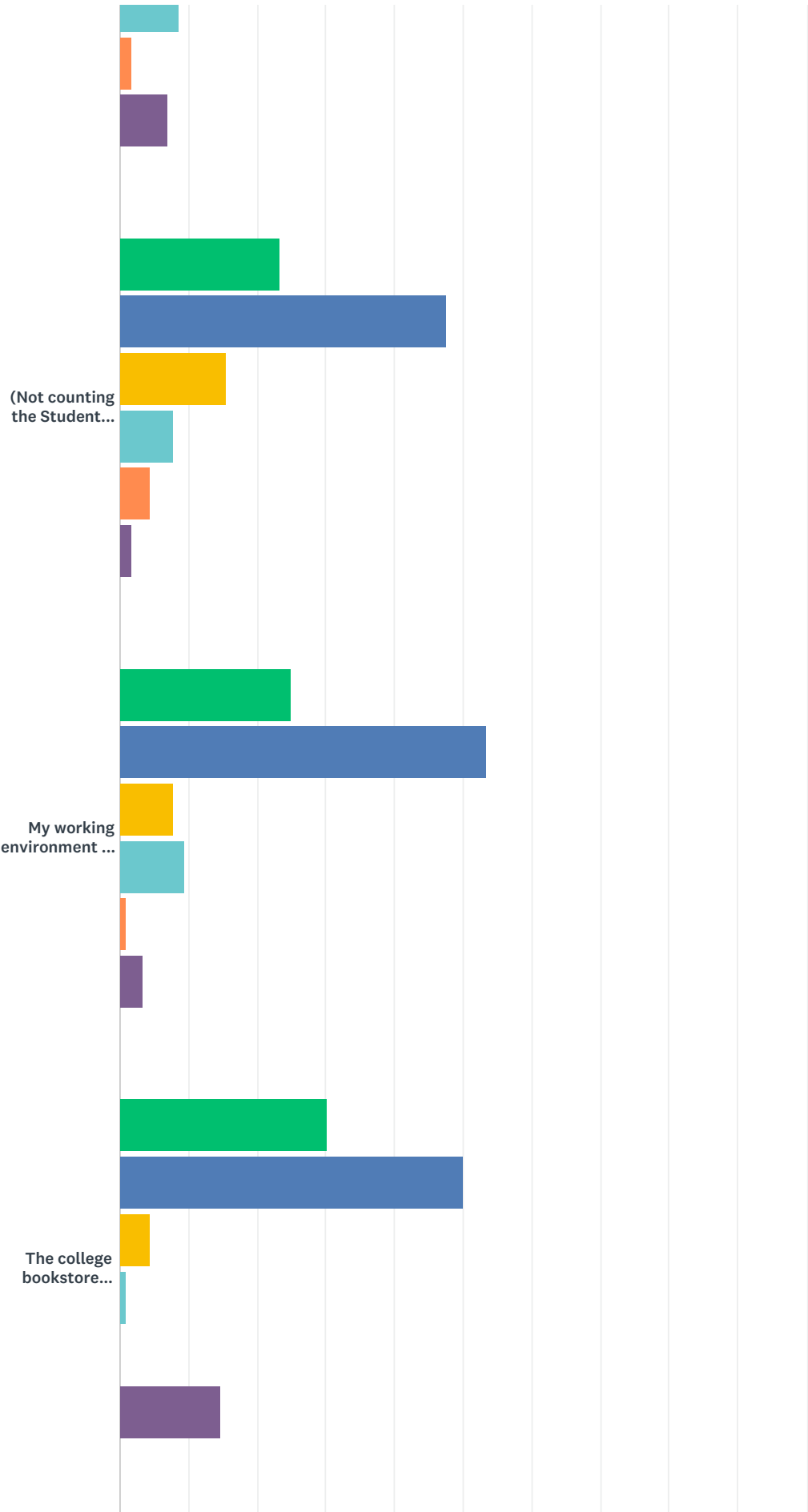
Answered: 116 Skipped: 5



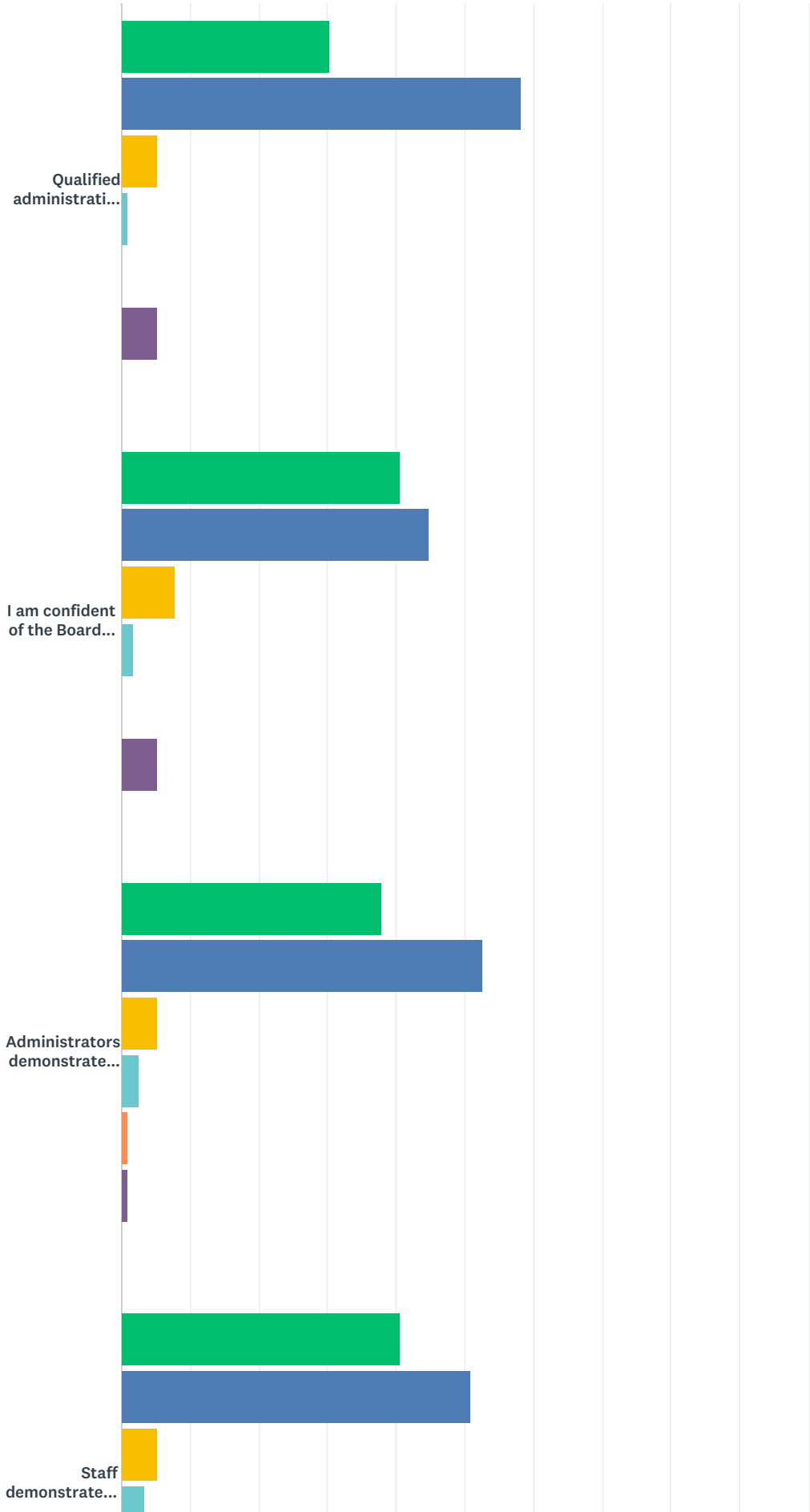
# Employee Survey 2019



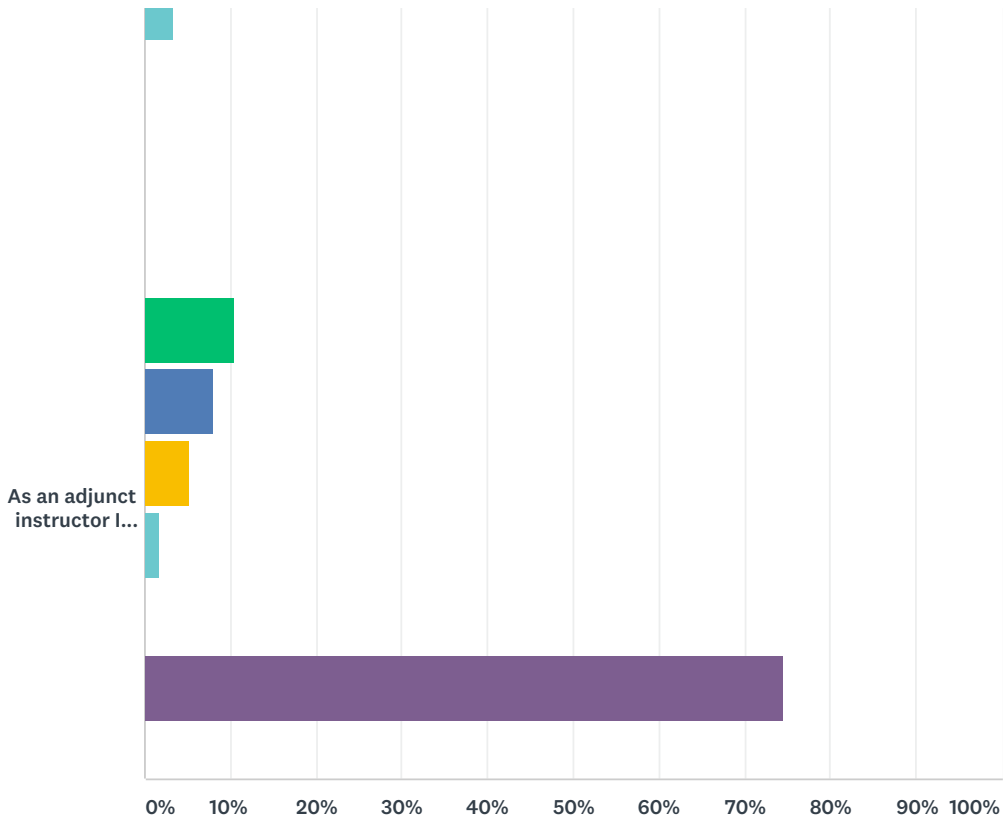
Employee Survey 2019



# Employee Survey 2019



## Employee Survey 2019



■ Strongly Agree   
 ■ Agree   
 ■ Neither Agree nor Disagree   
 ■ Disagree  
■ Strongly Disagree   
 ■ Don't know/Doesn't apply

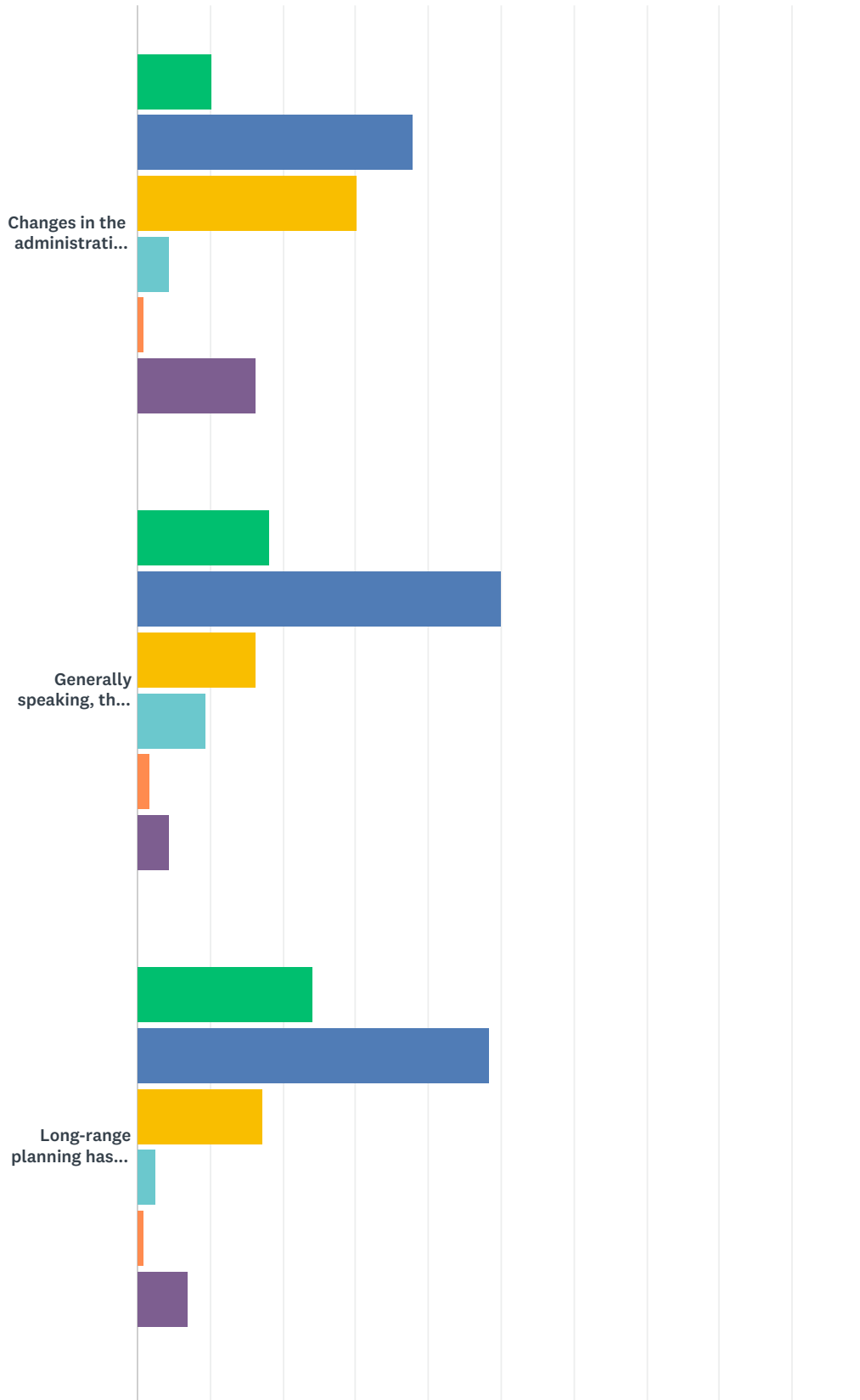
	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	DON'T KNOW/DOESN'T APPLY	TOTAL	WEIGHTED AVERAGE
I am pleased with the appearance of the campus grounds.	48.28% 56	43.97% 51	2.59% 3	2.59% 3	0.00% 0	2.59% 3	116	1.58
The Human Resources Department is responsive when I ask for help.	42.48% 48	49.56% 56	3.54% 4	2.65% 3	0.00% 0	1.77% 2	113	1.66
My physical workspace is conducive to a good working environment.	28.95% 33	51.75% 59	8.77% 10	7.89% 9	0.00% 0	2.63% 3	114	1.95
Students are able to obtain essential study materials through our college library.	24.14% 28	40.52% 47	11.21% 13	3.45% 4	0.00% 0	20.69% 24	116	1.92

## Employee Survey 2019

The purchasing procedures for goods and services for my program are generally satisfactory.	25.00% 29	53.45% 62	6.03% 7	5.17% 6	0.86% 1	9.48% 11	116	1.93
The Student Information System is an efficient way of maintaining institutional data.	16.38% 19	48.28% 56	13.79% 16	4.31% 5	0.00% 0	17.24% 20	116	2.07
myNeosho is an effective educational tool.	19.83% 23	50.86% 59	12.07% 14	8.62% 10	1.72% 2	6.90% 8	116	2.16
(Not counting the Student Information System) I have few problems using the computer applications/software supported by the college.	23.28% 27	47.41% 55	15.52% 18	7.76% 9	4.31% 5	1.72% 2	116	2.21
My working environment is physically comfortable most of the time.	25.00% 29	53.45% 62	7.76% 9	9.48% 11	0.86% 1	3.45% 4	116	2.04
The college bookstore effectively meets the coursework needs of students.	30.17% 35	50.00% 58	4.31% 5	0.86% 1	0.00% 0	14.66% 17	116	1.72
Qualified administrative personnel oversee institutional activities.	30.43% 35	58.26% 67	5.22% 6	0.87% 1	0.00% 0	5.22% 6	115	1.75
I am confident of the Board of Trustees' ability to govern this institution.	40.52% 47	44.83% 52	7.76% 9	1.72% 2	0.00% 0	5.17% 6	116	1.69
Administrators demonstrate integrity in their daily work.	37.93% 44	52.59% 61	5.17% 6	2.59% 3	0.86% 1	0.86% 1	116	1.75
Staff demonstrate integrity in their daily work.	40.52% 47	50.86% 59	5.17% 6	3.45% 4	0.00% 0	0.00% 0	116	1.72
As an adjunct instructor I feel supported at this institution.	10.53% 12	7.89% 9	5.26% 6	1.75% 2	0.00% 0	74.56% 85	114	1.93

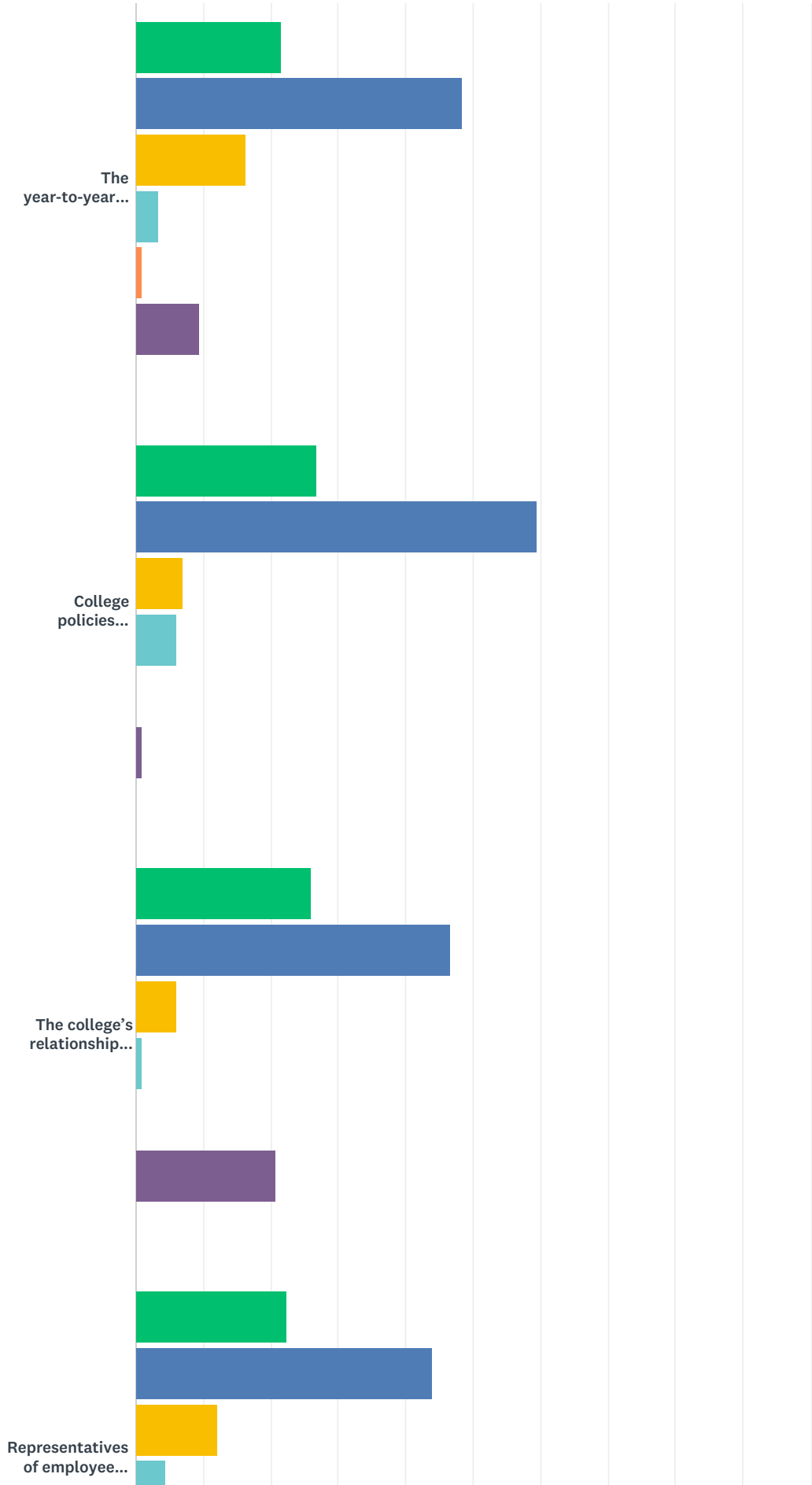
### Q6 Please select the most appropriate answer to the following statements.

Answered: 116 Skipped: 5

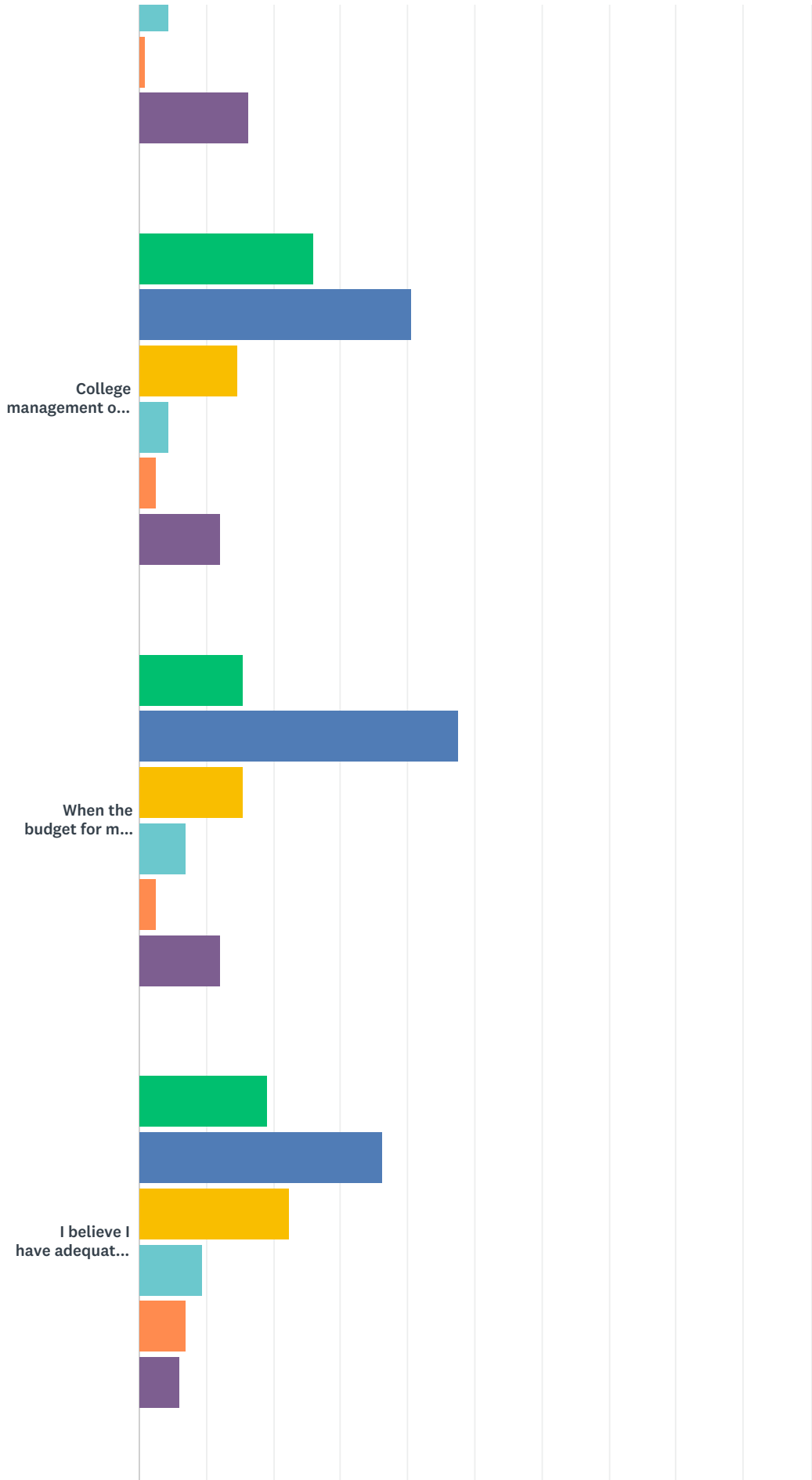




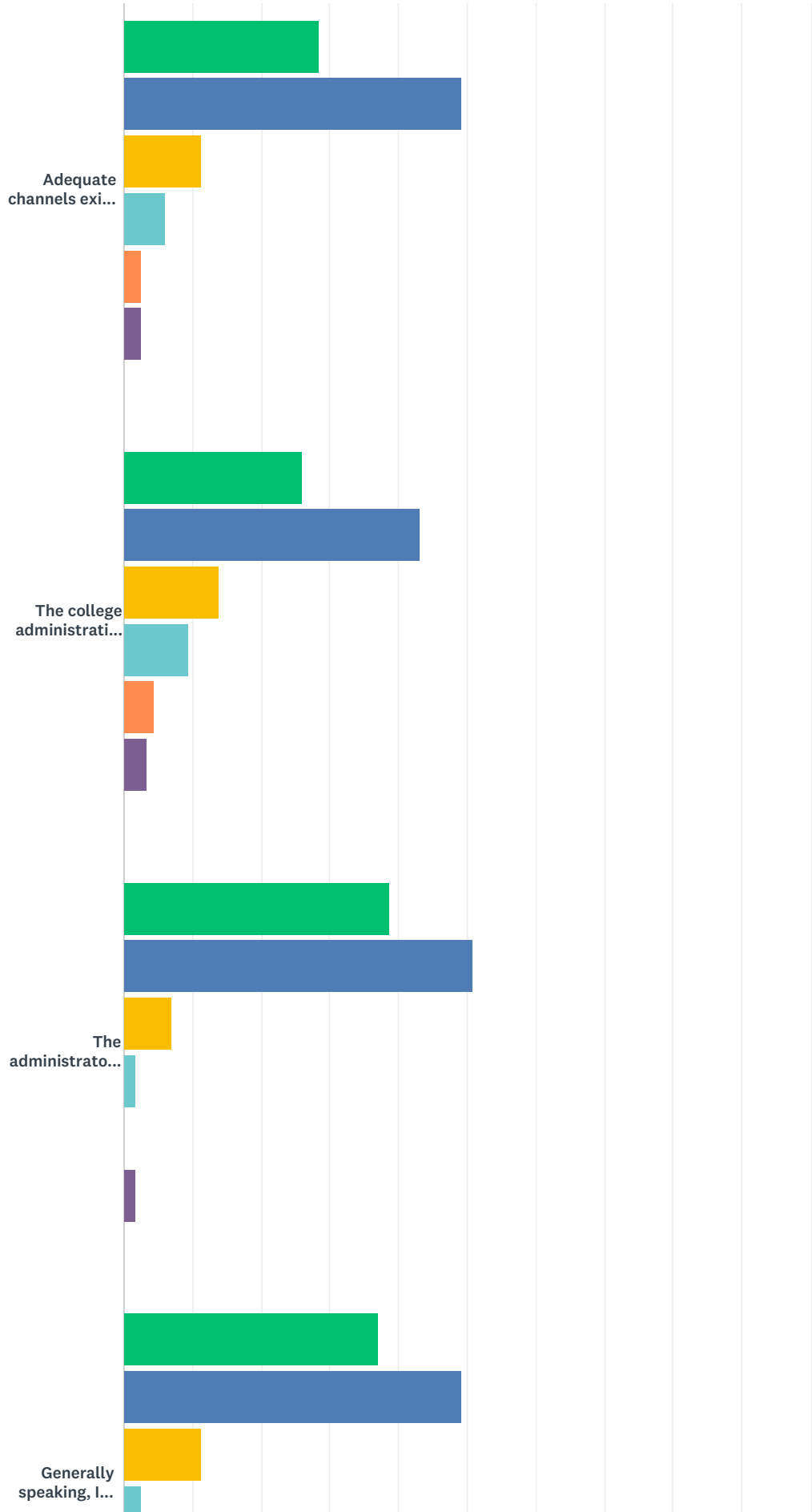
# Employee Survey 2019



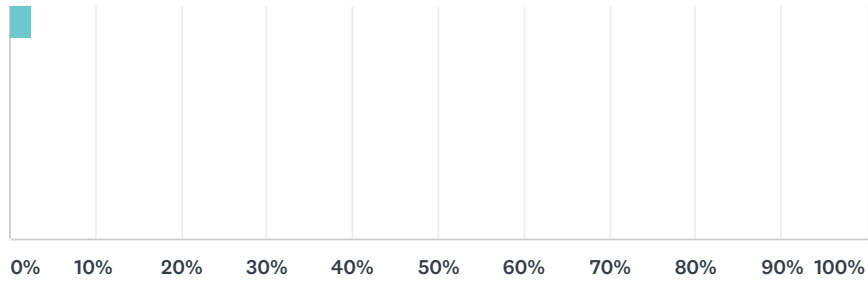
# Employee Survey 2019



# Employee Survey 2019



## Employee Survey 2019



■ Strongly Agree   
 ■ Agree   
 ■ Neither Agree nor Disagree   
 ■ Disagree  
■ Strongly Disagree   
 ■ Don't know/Doesn't apply

	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	DON'T KNOW/DOESN'T APPLY	TOTAL	WEIGHTED AVERAGE
Changes in the administrative structure result in improved programs and services.	10.34% 12	37.93% 44	30.17% 35	4.31% 5	0.86% 1	16.38% 19	116	2.37
Generally speaking, there is a high level of cooperation between departments.	18.10% 21	50.00% 58	16.38% 19	9.48% 11	1.72% 2	4.31% 5	116	2.23
Long-range planning has a direct effect on my department.	24.14% 28	48.28% 56	17.24% 20	2.59% 3	0.86% 1	6.90% 8	116	2.01
The year-to-year planning for my department is closely related to the overall planning process at the college.	21.55% 25	48.28% 56	16.38% 19	3.45% 4	0.86% 1	9.48% 11	116	2.05
College policies contribute to the effective functioning of the institution.	26.72% 31	59.48% 69	6.90% 8	6.03% 7	0.00% 0	0.86% 1	116	1.92
The college's relationships with other institutions of higher education are conducted ethically and responsibly.	25.86% 30	46.55% 54	6.03% 7	0.86% 1	0.00% 0	20.69% 24	116	1.77
Representatives of employee groups actively participate in the college's long-range planning process.	22.41% 26	43.97% 51	12.07% 14	4.31% 5	0.86% 1	16.38% 19	116	2.01

## Employee Survey 2019

College management of financial resources optimizes the college's ability to achieve its mission.	25.86% 30	40.52% 47	14.66% 17	4.31% 5	2.59% 3	12.07% 14	116	2.06
When the budget for my department is developed each year, my professional needs are considered.	15.52% 18	47.41% 55	15.52% 18	6.90% 8	2.59% 3	12.07% 14	116	2.25
I believe I have adequate input into the college decision-making process.	18.97% 22	36.21% 42	22.41% 26	9.48% 11	6.90% 8	6.03% 7	116	2.46
Adequate channels exist for me to express my comments and concerns.	28.45% 33	49.14% 57	11.21% 13	6.03% 7	2.59% 3	2.59% 3	116	2.03
The college administration values my comments and concerns.	25.86% 30	43.10% 50	13.79% 16	9.48% 11	4.31% 5	3.45% 4	116	2.21
The administrators at this college are competent.	38.79% 45	50.86% 59	6.90% 8	1.72% 2	0.00% 0	1.72% 2	116	1.71
Generally speaking, I have confidence in the administrators at this college.	37.07% 43	49.14% 57	11.21% 13	2.59% 3	0.00% 0	0.00% 0	116	1.79

**Q7 Optional: Provide any comments about Student Services and/or Administration. If comments are provided, please include enough context and details for the comment to be understood.**

Answered: 26 Skipped: 95

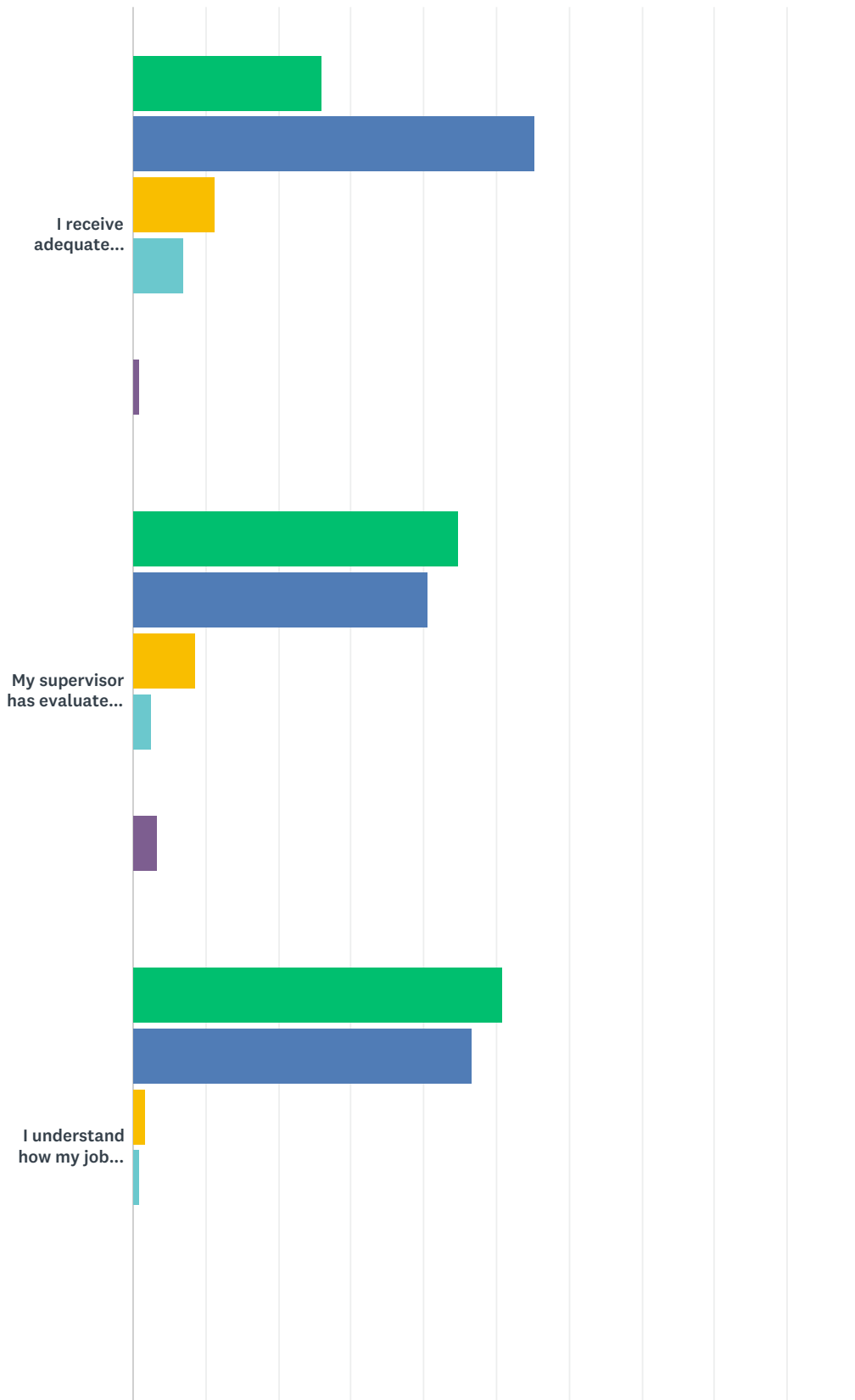
#	RESPONSES	DATE
1	EX can be difficult to start up (I've had to open/close/reopen upwards to 7 times before to get it going) and I've discussed the matter with Help and they know it's an issue but don't have a solution. I am often cold on the campus.	4/22/2019 11:15 AM
2	Some supervisors don't seem responsive when issues are brought to their attention.	4/22/2019 10:37 AM
3	Everyone on campus is supportive of adjuncts and treats adjuncts well. However, the low pay is a significant obstacle to teaching the students as well as I can.	4/20/2019 2:05 PM
4	Thank you/Joe	4/20/2019 8:18 AM
5	Too much attitude of "this is always how it's been done."	4/19/2019 12:39 PM
6		4/19/2019 10:51 AM
7	Communication between departments could be greatly improved so that everyone has the same understanding on who to contact, what needs to be done, how a situation needs to be handled, and the best way to help the student. Our purchasing system (not including foundation) seems to be complicated more than need be, and it would be appreciated to have a more up to date running total, instead of monthly updates.	4/18/2019 4:21 PM
8	As a new employee, there's a lot of questions I still have and I am learning as I go. I am fine with that, however, I don't believe I was fully able to answer this survey to benefit myself or the institution. I believe there would be some benefit to having organized training and/or at least meetings for new employees with departments or offices that they interact with. I also have found some issues with trying to communicate and work with other offices/colleagues when I question a decision that was planned or made before working here. If I can't understand the 'why' behind something then I can not advocate for the changes made in order to communicate with and promote buy-in from out students.	4/18/2019 11:43 AM
9	I do not feel as though my comments and concerns make it past my supervisor. Not out of maliciousness, but maybe it slips their mind? It would be nice for there to be a suggestion/comment/concern tab on our Neosho web page.	4/18/2019 10:24 AM
10	I believe we need a second person in HR. With all of the rules we have to follow, having supervisors be responsible for all of the ever-changing employment regulations is trouble waiting to happen.	4/17/2019 5:29 PM
11	very frustrated with myNeosho-when logging in for exams, students have difficulty if several are logging in all at once (very delayed loading), students complain of having difficulty uploading assignments, computers have gone down on testing days which creates huge anxiety issues especially for students that are already dealing with anxiety, these issues reflect poorly on the college and program/course/instructor even though it is out of our control, this has not happened once but many times and in multiple courses, the tech department is always friendly and tries to help, but it's still a sore spot with students and faculty trying to teach or test students	4/16/2019 9:27 AM
12	I feel like there are always opportunities to improve on interdepartmental communication and sharing what is "in the works" or providing opportunities for input on how a change in one department might impact others. I think some good examples of approaches that achieve this are the supervisor trainings and the board/exec minutes being shared. Just wondering what other opportunities or strategies might improve communication across the college.	4/15/2019 8:41 PM
13	Our bookstore does a great job!	4/15/2019 4:55 PM
14	InsideNC is part of a question. Needs to be changed.	4/15/2019 2:44 PM

## Employee Survey 2019

15	as more staff has been added over the past few years - and turnover so great - Sadly a mentality of "cya" has become the new norm.	4/15/2019 2:37 PM
16	Administrators need to be seen more on campus, both by students as well as faculty and staff. I think it would help morale!	4/15/2019 12:59 PM
17	My direct administrator and the College President have always been available to me and open to questions.	4/15/2019 11:51 AM
18	I do not feel my input is taken into account at all but that may be because I'm a low level employee.	4/15/2019 11:44 AM
19	InsideNC no longer exists, but there continues to be technical issues with myNeosho.	4/15/2019 11:07 AM
20	I frequently have to login to EX multiple times before it will open. I do think there are several qualified administrative personnel but power is occasionally abused because they reprimand an employee who brings a concern of a fellow employee or a certain process. I have confidence in some of the administrators and others I have great reservation when they make a decision.	4/15/2019 11:07 AM
21	It would really help to have one person in charge of ALL course scheduling. Having to switch between two people for online and face-to-face courses adds an unnecessary layer of complexity. This is not the fault of the people in those positions. We have effectively zero input into our budgets, other than "keep it flat".	4/15/2019 10:12 AM
22	Office can be cold at times.	4/15/2019 10:03 AM
23	I have problems logging into Jenzabar EX alot. Sometimes it takes me 7-8 times before it will open. The issue with the work environment being physically comfortable, the HVAC vent in the CAVE is close to my desk and when the fan kicks on, it blows directly on me, usually cold air. I have gotten sick several times from the cold air blowing on me.	4/15/2019 10:00 AM
24	My only comfort issues are related to the quality of my office chair.	4/15/2019 9:44 AM
25	The new climate controls systems in the offices are very nice. However, much of the time they are down. Our offices have been very cold off and on throughout the winter because the system is down, often forcing employees to other areas and making work difficult. I'm concerned that we will have the same struggle over the summer months with the offices getting too hot.	4/15/2019 9:36 AM
26	Ross Lane has nice offices but the outside it poor and the location is inconvenient	4/15/2019 9:30 AM

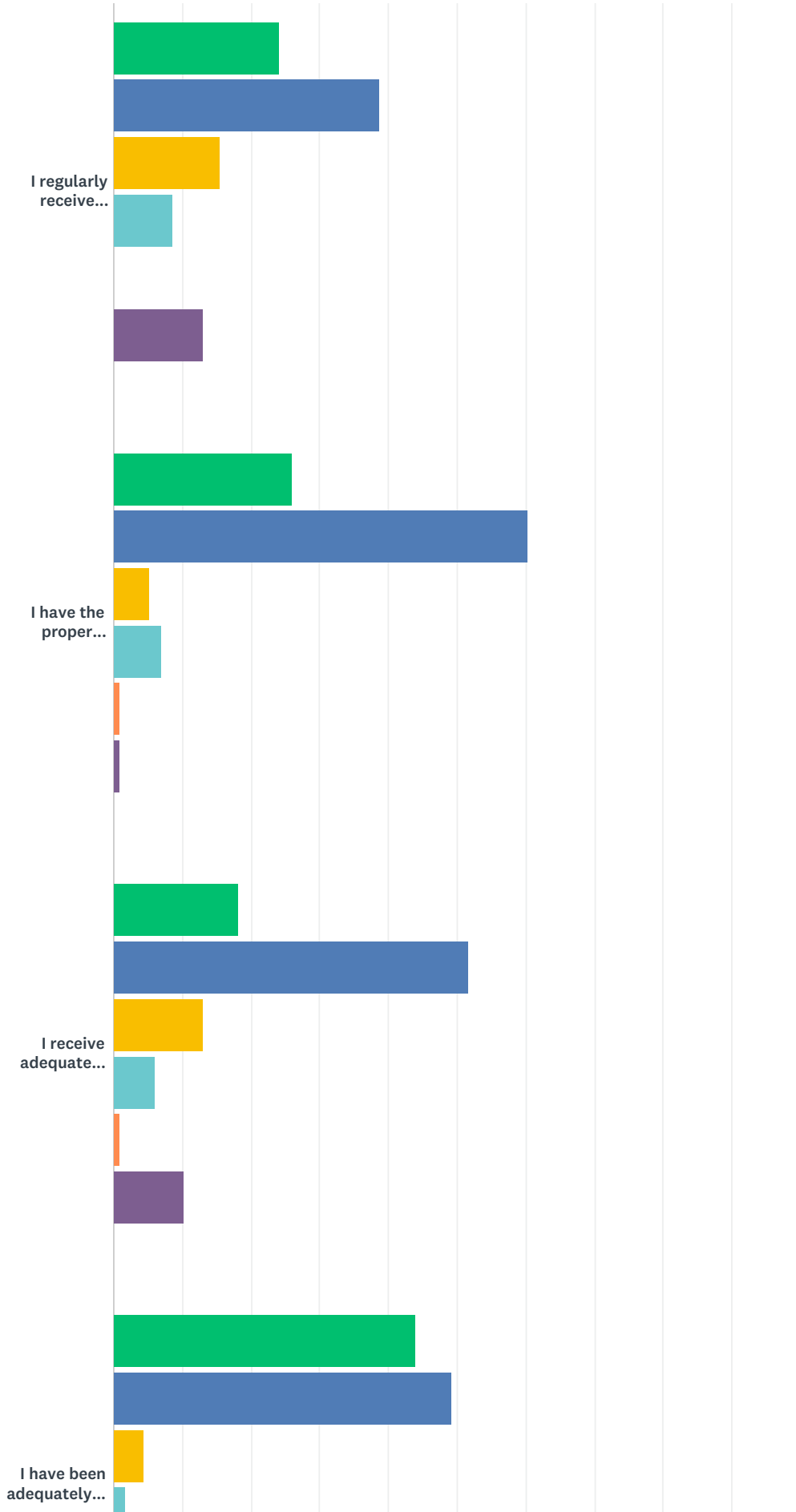
### Q8 Please select the most appropriate answer to the following statements.

Answered: 116 Skipped: 5

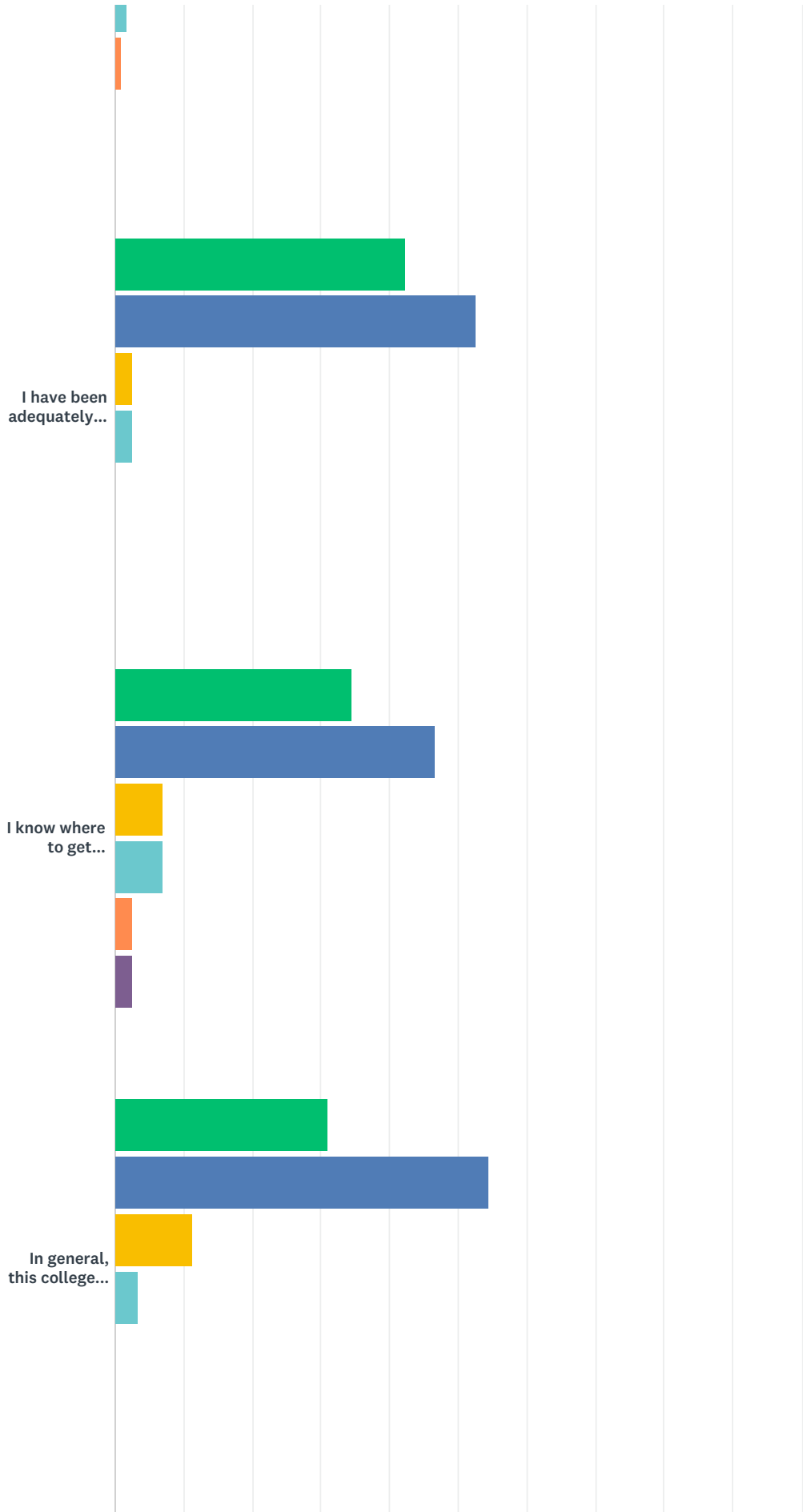




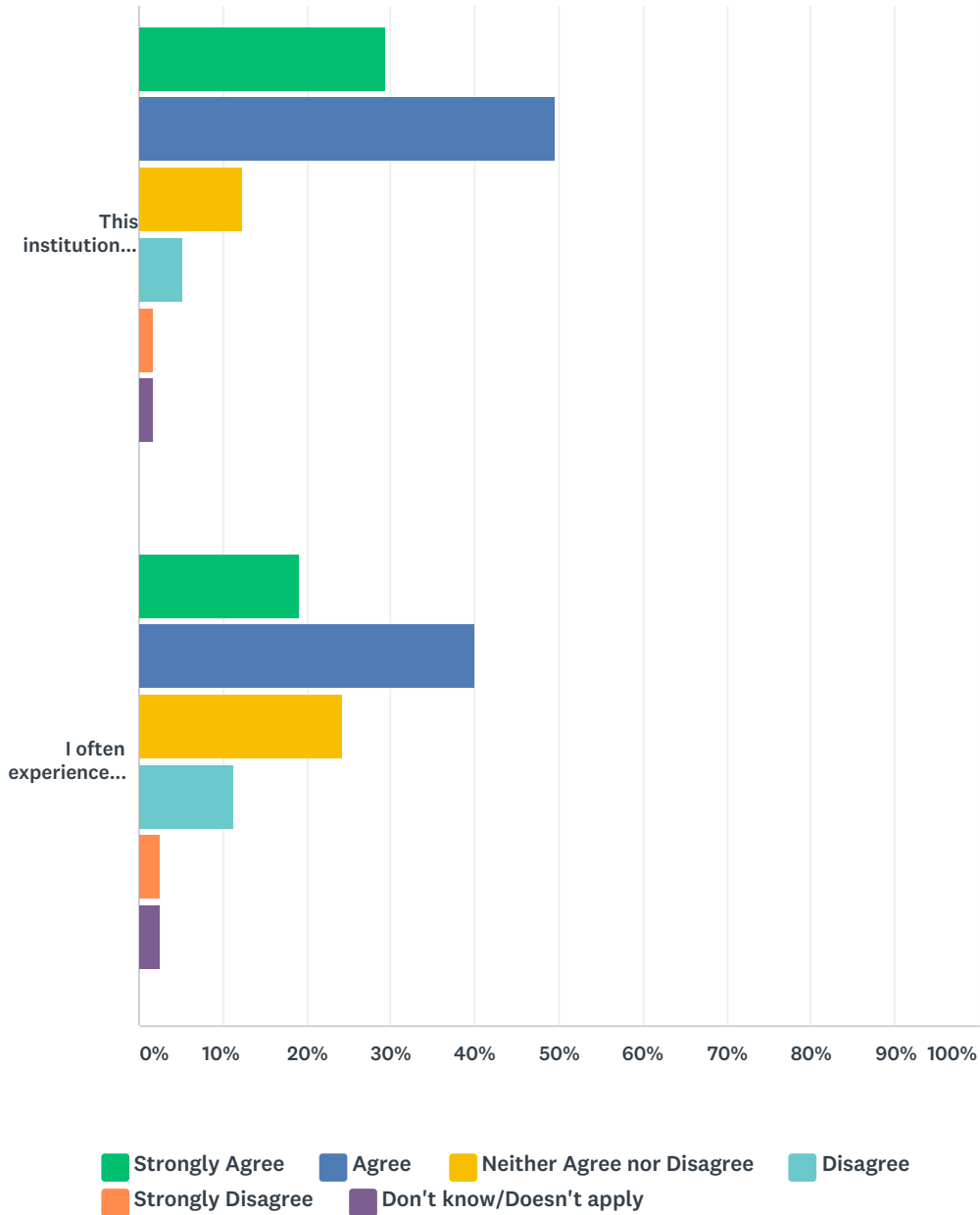
# Employee Survey 2019



# Employee Survey 2019



## Employee Survey 2019



	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	DON'T KNOW/DOESN'T APPLY	TOTAL	WEIGHTED AVERAGE
I receive adequate training to stay up-to-date for my job.	25.86% 30	55.17% 64	11.21% 13	6.90% 8	0.00% 0	0.86% 1	116	1.99
My supervisor has evaluated me in a fair manner.	44.83% 52	40.52% 47	8.62% 10	2.59% 3	0.00% 0	3.45% 4	116	1.68
I understand how my job contributes to the college's purpose.	50.86% 59	46.55% 54	1.72% 2	0.86% 1	0.00% 0	0.00% 0	116	1.53
I regularly receive information that supports teaching-learning.	24.14% 28	38.79% 45	15.52% 18	8.62% 10	0.00% 0	12.93% 15	116	2.10

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I have the proper equipment to adequately perform my job.	25.86% 30	60.34% 70	5.17% 6	6.90% 8	0.86% 1	0.86% 1	116	1.96
I receive adequate financial support from the college for my professional development.	18.10% 21	51.72% 60	12.93% 15	6.03% 7	0.86% 1	10.34% 12	116	2.11
I have been adequately trained related to my responsibilities with education, prevention and reporting of campus assaults and sexual violence.	43.97% 51	49.14% 57	4.31% 5	1.72% 2	0.86% 1	0.00% 0	116	1.66
I have been adequately trained related to my responsibilities with the college's information security policies.	42.24% 49	52.59% 61	2.59% 3	2.59% 3	0.00% 0	0.00% 0	116	1.66
I know where to get information about the process for handling a grievance.	34.48% 40	46.55% 54	6.90% 8	6.90% 8	2.59% 3	2.59% 3	116	1.94
In general, this college functions very effectively.	31.03% 36	54.31% 63	11.21% 13	3.45% 4	0.00% 0	0.00% 0	116	1.87
This institution fully embraces diversity.	29.20% 33	49.56% 56	12.39% 14	5.31% 6	1.77% 2	1.77% 2	113	1.99
I often experience activities that strengthen my awareness of cultural diversity at this institution.	19.13% 22	40.00% 46	24.35% 28	11.30% 13	2.61% 3	2.61% 3	115	2.37

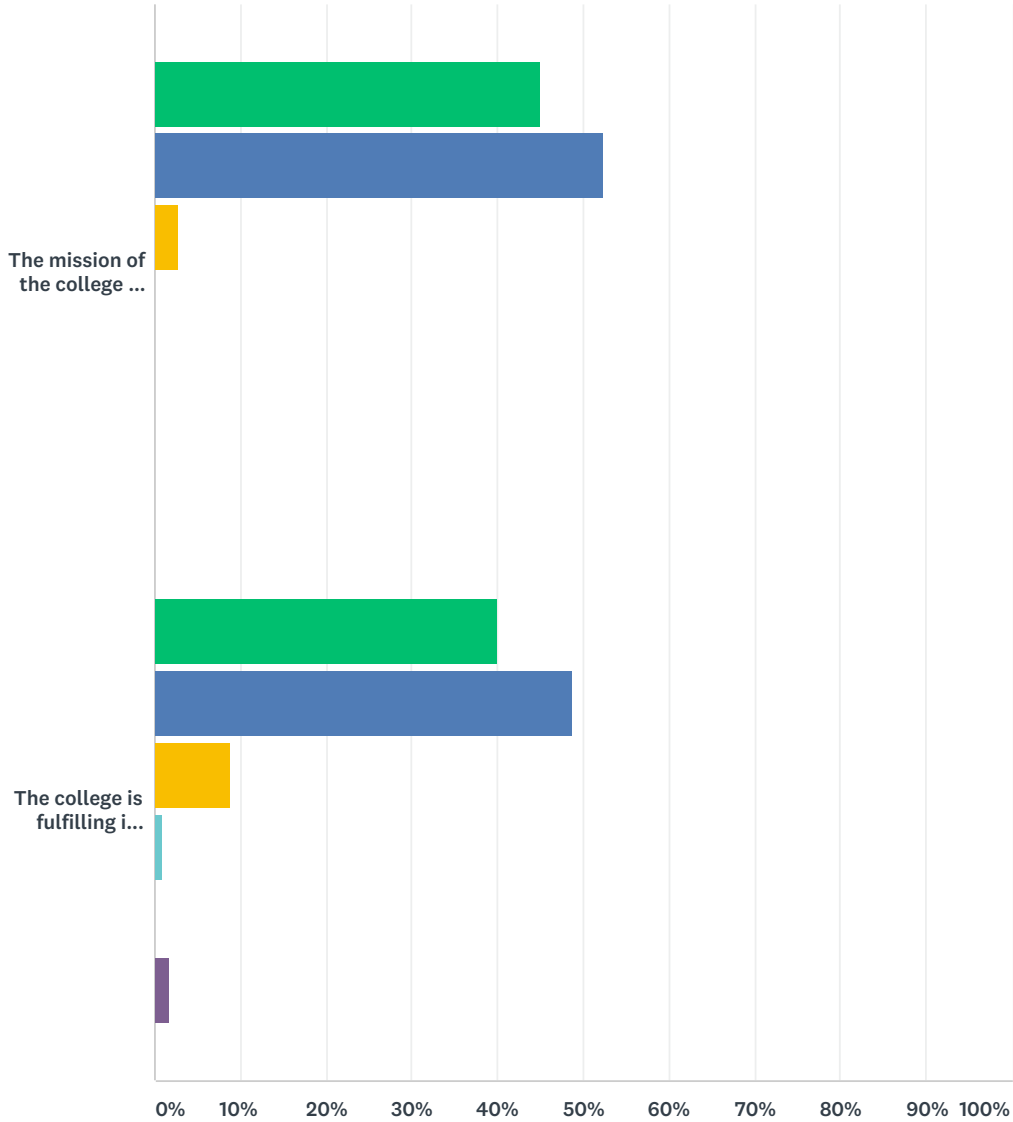
**Q9 Optional: Provide any comments about work experience and activities. If comments are provided, please include enough context and details for the comment to be understood.**

Answered: 10 Skipped: 111

#	RESPONSES	DATE
1	I occasionally experience activities that strengthen my awareness of cultural diversity at this institution	4/22/2019 11:17 AM
2	Departmental communication needs improvement. Is our advertising and marketing effective? Do we have professionally trained employees in this area that are aware of current trends? Do we have current brochures and marketing material available for potential students? I have worked in more that one college department. I don't have time to do my job to the best of my ability. There are wage inequalities and workload discrepancies. Our high turnover rate is proof that is a problem. We know what the problem is, we should fix it.	4/22/2019 10:54 AM
3	Thank you/Joe	4/20/2019 8:19 AM
4	Diversity? Why are we still using a calendar with Christian holidays. Christmas break should be winter break. Thanksgiving break should be fall break. Awhile back I served on the calendar committee and voiced this over and over again and was scolded. Separation of church and state.	4/19/2019 12:42 PM
5	Sometimes I think that we as the college believe that we embrace diversity, but I think students have a different perception. Diversity training along with customer service training would be helpful.	4/18/2019 10:26 AM
6	I enjoy the new approach to online learning modules for faculty and staff. I feel this is an appropriate use of my time	4/17/2019 10:10 AM
7	My experience with my current immediate supervisor has been difficult because he does not communicate well at all. Other than that, my experience at NCCC has been extremely positive.	4/15/2019 11:46 AM
8	Need better communication between staff and departments. Overall a very positive experience.	4/15/2019 10:22 AM
9	The process for obtaining professional development funds is confusing and not efficient. Reimbursement for professional development should not take 6 months to receive. Improvement is needed in this process.	4/15/2019 10:13 AM
10	Diversity is difficult for the college to totally embrace. But I feel that the college does a great job for living in the Midwest	4/15/2019 10:08 AM

Q10 The mission of Neosho County Community College is to enrich our communities and our students' lives. Please select the most appropriate answer to the following statements.

Answered: 115 Skipped: 6



■ Strongly Agree   
 ■ Agree   
 ■ Neither Agree nor Disagree   
 ■ Disagree  
■ Strongly Disagree   
 ■ Don't know/Doesn't apply

	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	DON'T KNOW/DOESN'T APPLY	TOTAL	WEIGHTED AVERAGE
The mission of the college is appropriate.	45.05% 50	52.25% 58	2.70% 3	0.00% 0	0.00% 0	0.00% 0	111	1.58

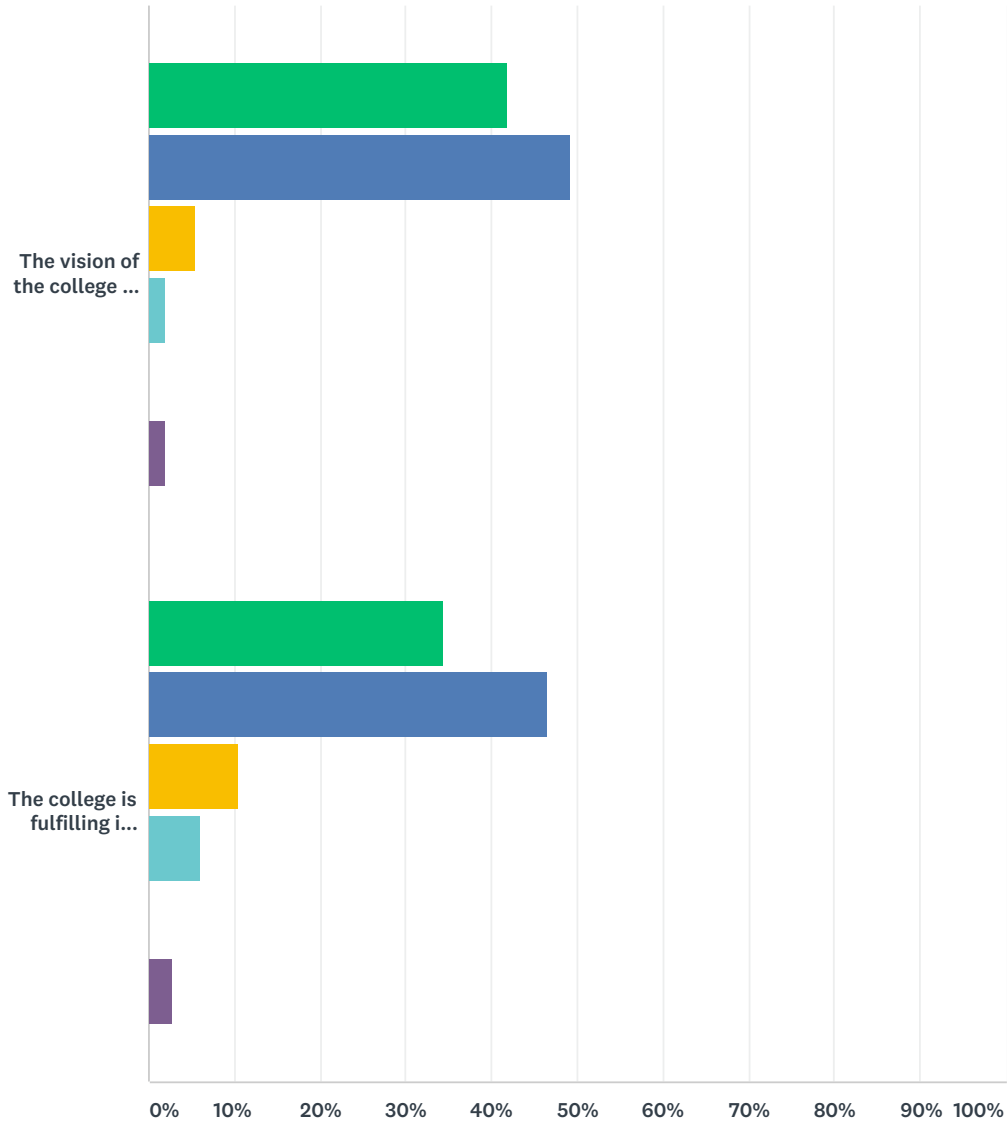
## Employee Survey 2019

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The college is fulfilling its mission.	40.00%	48.70%	8.70%	0.87%	0.00%	1.74%	115	1.70
	46	56	10	1	0	2		

**Q11 Vision: Neosho County Community College will adapt to the changing needs of our current and future constituents with innovative, creative programs based on the leadership and excellence in faculty, administration, and staff and be the premier community college in Kansas. (Updated 2019) Please select the most appropriate answer to the following statements.**

Answered: 115 Skipped: 6



■ Strongly Agree   
 ■ Agree   
 ■ Neither Agree nor Disagree   
 ■ Disagree  
■ Strongly Disagree   
 ■ Don't know/Doesn't apply

STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	DON'T KNOW/DOESN'T APPLY	TOTAL	WEIGHTED AVERAGE
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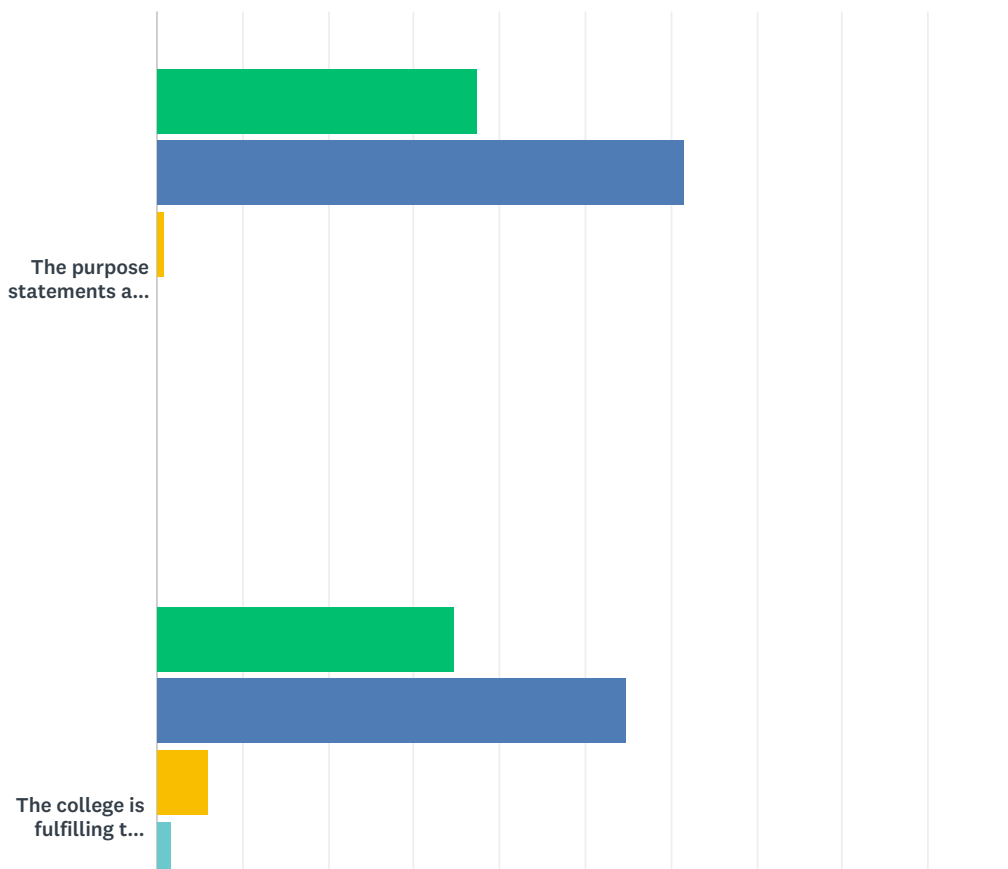


## Employee Survey 2019

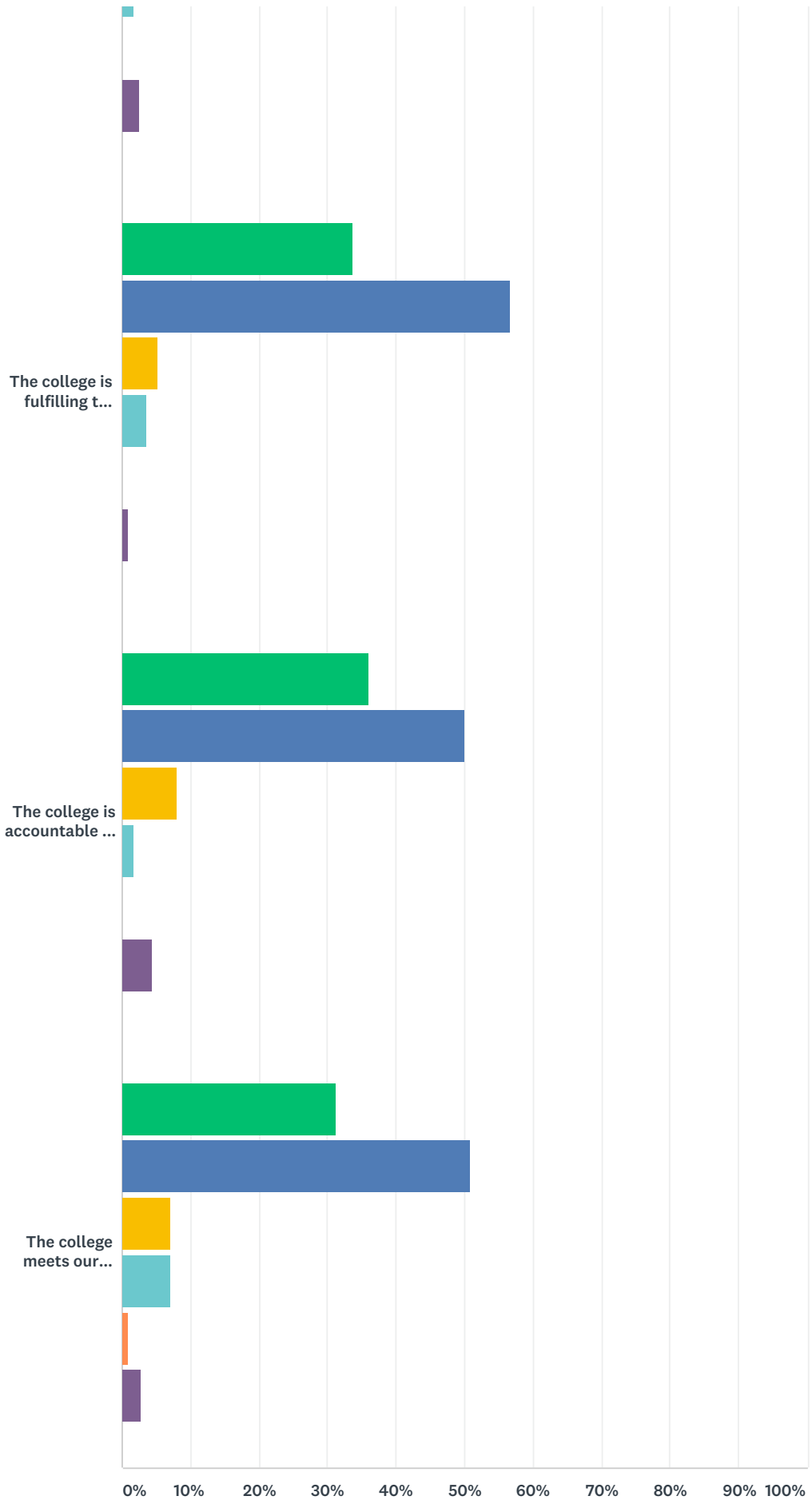
The vision of the college is appropriate.	41.82% 46	49.09% 54	5.45% 6	1.82% 2	0.00% 0	1.82% 2	110	1.67
The college is fulfilling its vision.	34.21% 39	46.49% 53	10.53% 12	6.14% 7	0.00% 0	2.63% 3	114	1.88

Q12 The Purpose Statements are: Student learning through: Integrating effective curriculum, teaching, and technology to build engaging educational environments Using effective assessment processes for educational environments Advancing critical thinking and open exchange of ideas Student success through: Facilitating student goal completion, retention and persistence Promoting accessibility via college/career readiness efforts, affordability, flexible scheduling & modalities Using a comprehensive system of proactive support Embracing diversity Accountability to stakeholders through: Communicating openly with all constituencies Managing resources ethically & effectively Implementing systematic, evidence-based integrated plans Supporting and developing college employees Providing safe and comprehensive facilities Meeting community needs through: Facilitating community and economic development by providing an informed citizenry & skilled workforce Fostering cultural, educational, and athletic enrichment Offering learning opportunities for all Inspiring a spirit of innovation and entrepreneurship Please select the most appropriate answer to the following statements.

Answered: 115 Skipped: 6



# Employee Survey 2019



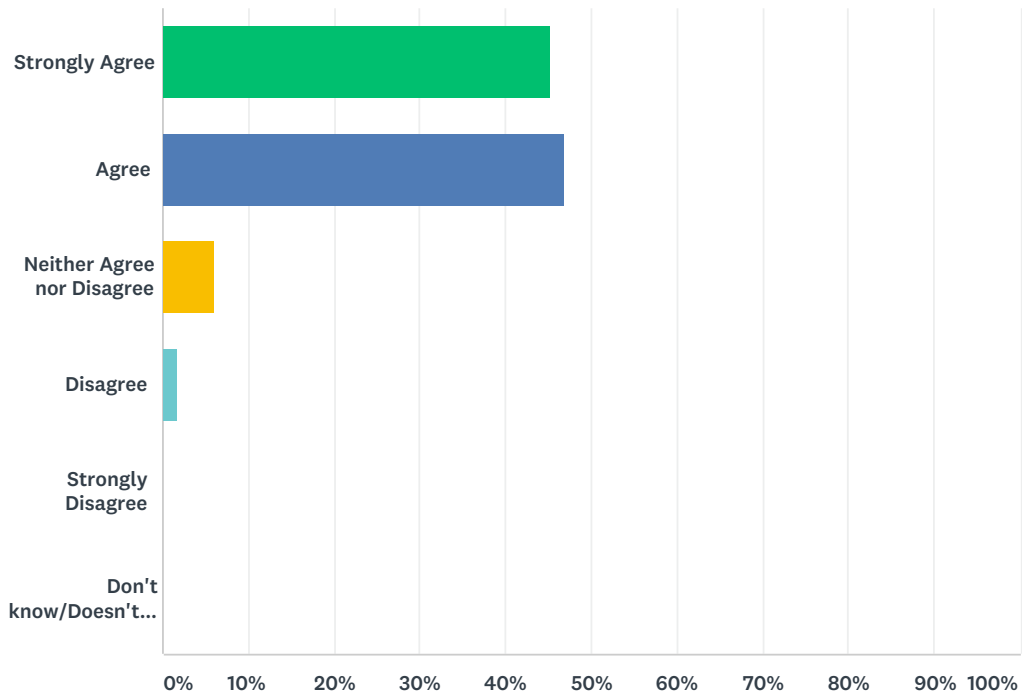
## Employee Survey 2019

■ Strongly Agree   
 ■ Agree   
 ■ Neither Agree nor Disagree   
 ■ Disagree  
■ Strongly Disagree   
 ■ Don't know/Doesn't apply

	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	DON'T KNOW/DOESN'T APPLY	TOTAL	WEIGHTED AVERAGE
The purpose statements are appropriate.	37.50% 42	61.61% 69	0.89% 1	0.00% 0	0.00% 0	0.00% 0	112	1.63
The college is fulfilling the purpose of Student Learning.	34.78% 40	54.78% 63	6.09% 7	1.74% 2	0.00% 0	2.61% 3	115	1.74
The college is fulfilling the purpose of Student Success.	33.63% 38	56.64% 64	5.31% 6	3.54% 4	0.00% 0	0.88% 1	113	1.79
The college is accountable to stakeholders.	35.96% 41	50.00% 57	7.89% 9	1.75% 2	0.00% 0	4.39% 5	114	1.74
The college meets our communities' needs.	31.25% 35	50.89% 57	7.14% 8	7.14% 8	0.89% 1	2.68% 3	112	1.93

### Q13 I am satisfied with the overall quality of this institution.

Answered: 115 Skipped: 6



ANSWER CHOICES	RESPONSES	
Strongly Agree	45.22%	52
Agree	46.96%	54
Neither Agree nor Disagree	6.09%	7
Disagree	1.74%	2
Strongly Disagree	0.00%	0
Don't know/Doesn't apply	0.00%	0
<b>TOTAL</b>		<b>115</b>

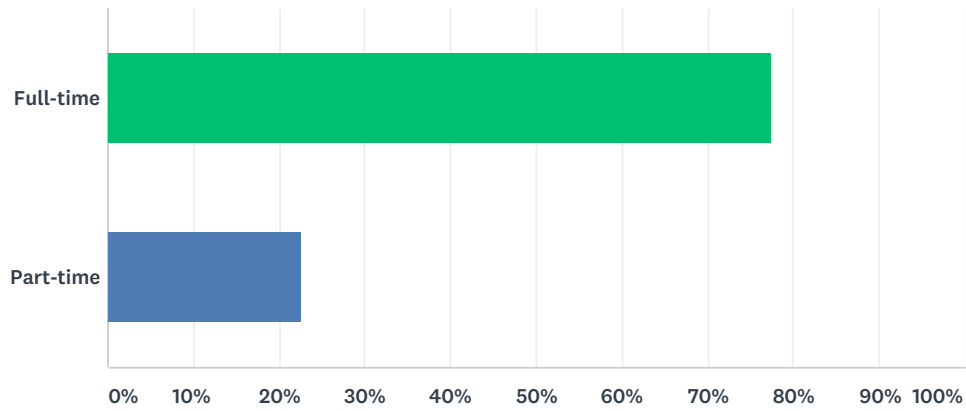
**Q14 Optional: Provide comments about institutional effectiveness. If comments are provided, please include enough context and details for the comment to be understood.**

Answered: 13 Skipped: 108

#	RESPONSES	DATE
1	I feel as the pendulum swings back towards more traditional students enrolling at Ottawa many students do not possess adequate critical thinking skills. Unfortunately, I do not have any recommendations to remedy this observation.	4/22/2019 11:20 AM
2	We have some instructors that barely go through the motions.	4/22/2019 11:05 AM
3	Community needs would be better Matt if departments had more money allocated to them, as they have had flat budgets for the past five years.	4/20/2019 8:26 PM
4	Community economic development is not supported when adjuncts are paid such a low wage for their qualifications. Higher education will die if adjunct wages continue to be so low.	4/20/2019 2:09 PM
5	Thank you Marie Gardner & Dr.Inbody/Joe	4/20/2019 8:20 AM
6	When community members find out I am an NCCC employee, I am always asked about when "they" (NCCC) is going to start offering courses that you can get a "good job with." It is then further discussed about current offerings and the response tends to be "I don't want to be a nurse or welder." Additional short term programs that could lead to employment with a decent wage would be a good addition.	4/18/2019 10:30 AM
7	NCCC is an outstanding place to work. Administrators are competent and caring. The Board is invested in the institution and perform their responsibilities with integrity. NCCC has things to improve on, of course, but this institution has it together and is leaps and bounds ahead of other Kansas community colleges. I believe this is due to Dr. Smith's and Dr. Inbody's excellent leadership.	4/17/2019 5:32 PM
8	Proud to be working here! We may not be perfect, but I feel administrators, faculty, and staff are working in the right direction to improve our services to students and the learning environment.	4/16/2019 4:33 PM
9	NCCC is one of the best experiences I have had in my life. Keep up the great work.	4/15/2019 11:47 AM
10	We need to develop and provide more innovative and creative programs which also provides new classes for students to take. Additionally, we need to update our class schedules to meet the demands of the work force to be able to further their education as well.	4/15/2019 11:31 AM
11	We refer to the college as premier but several processes, such as billing for high school students, or processing online applications is consistently incorrect due to a few key individuals who have no consequences for their mistakes and are not held accountable for their errors.	4/15/2019 11:12 AM
12	I think we could meet both our community's needs and the needs of our students if we implemented internships with local businesses.	4/15/2019 10:35 AM
13	Educators are not paid their worth, especially with the extensive cost of further education at a MSN or grad level. While the college does offer a very good benefit and incentive package, it would be wonderful to see an increase in pay, because many weeks we work well over the 35 hours a week or attend workshops or conferences that we are not paid for including this up coming summer. The pressure to continue to address concerns to keep grant funding is somewhat daunting with the change to concept based curriculum and the idea that our students and our faculty wages could be affected negatively if we lose the grant completely. It takes time to see positive results with changes. NCLEX passrates.... all affect our numbers. So taking on extra work load to financially support our families while working full time already and attending college is a lot to balance. However I do feel the college does help some with the expenses of school, but you also have to consider the cost of attending CEU, conferences and workshops, gas and travel time. Also it would be nice if our travel time every other month to ottawa for all day meetings was included in our 35 hours a week because that makes for an extremely long day, leaving at 6:30 and meetings til 4 and home by 7, but its still considered an 8 hour day. Love teaching, love the college but there is definitely room for improvement and support to the MGSON.	4/15/2019 10:33 AM

## Q15 Job Status

Answered: 115 Skipped: 6



ANSWER CHOICES	RESPONSES
Full-time	77.39% 89
Part-time	22.61% 26
TOTAL	115

**Q16 Optional: Provide any additional comments regarding anything related to your employment at NCCC. If comments are provided, please include enough context and details for the comment to be understood.**

Answered: 20 Skipped: 101

#	RESPONSES	DATE
1	We need more employees in some areas. Some employees are putting in extra hours continually, and give their job 100 percent effort. This does not seem to be recognized.	4/22/2019 11:12 AM
2	I am very pleased with the choice of Kerry Ranabargar as VPO. He will be excellent.	4/22/2019 10:59 AM
3	The library website is very slow at Ottawa. It seems to be better this semester than last, but myself and my students sometimes cannot access the library website from home or from a TLC computer.	4/20/2019 2:10 PM
4	Thank you for a great Adjunct job. Joe	4/20/2019 8:22 AM
5	Supervisors need to reach out to their staff on other campuses on a more routine basis. Need to be available. Staff off the main campus already feel not a part of the campus.	4/19/2019 12:44 PM
6	One thing that I have noticed, our current mindset tends to be reasons we can't do something. New programs....we can't, there is no money or no interest. Increase student recruitment...we can't do this for whatever reason. There always seems to be a reason why we can't do something. Maybe we should change our focus to be, "How can we make this work?!" During one of the in-service trainings, we discussed the student response from Noel-Levitz. In that discussion, we listed all of the reasons why we felt the student was "wrong"....it seems that we need to look at this and rather than justify it, change it.	4/18/2019 10:36 AM
7	The interactions between departments is much better. Customer service is better, too. We have good people in front-line positions now, which goes miles for customer service.	4/17/2019 5:33 PM
8	I have been with NCCC since 2003. Initially full time on campus, and now online only. I wish that there were a full time option for online instructors. I am capped on how many classes I can present each semester, because I opt to teach in an online format	4/17/2019 10:12 AM
9	This is a great place to work - from the people I work with on all campuses to the time allowed to also make family commitments a priority. So many positive strides with regard to benefits and workplace satisfaction over the last decade.	4/15/2019 8:52 PM
10	I have enjoyed my time being employed at NCCC and hope this continues.	4/15/2019 2:47 PM
11	While I'm generally overall happy with employment at the college, there is some disconnect on how employees interact with others and how their actions can affect other employees.	4/15/2019 1:28 PM
12	We always have things to work on. I appreciate my supervisors and their attention to me personally and professionally. I feel that we need more teacher training and we need to help support those who are struggling in this. Mentor ship is not enough for many newer instructors.	4/15/2019 1:02 PM
13	The work is great but wages are not competitive or reflect the cost of life. That needs to be seriously addressed by the board.	4/15/2019 11:49 AM
14	I love being part of NCCC! I have described it to others as my dream job. I feel like I am able to make an impact on student's lives. I wish other departments felt as supported as I do. It saddens me when others do not feel as effective or qualified to do their job because of their supervisor constantly putting them down and playing favorites. There are so many people who work long hours and don't complain but their supervisor never sees them going the extra mile.	4/15/2019 11:19 AM
15	The efforts being made to help minimize turnover is greatly appreciated! Last year was rough, but I have faith we are getting on the right track on retaining talented employees.	4/15/2019 11:11 AM
16	Positive overall experience. Love working here. Need better communication and support from college to MGSON. Financially, low pay scale for MSN level educators. Lack of private office space for all instructors. Great incentive package, insurance and PTO. Professional and positive work environment. As a cost effective measure why cant some of the off campus meetings between here and ottawa be done via zoom that would save on travel , vehicle use, gas, be a safer option and provide better time management. Need updated wifi, computers, and laptops.	4/15/2019 10:37 AM



## Employee Survey 2019

17	I am proud to be part of NCCC. It is a great place to work and I enjoy the interaction I have with the students, faculty, staff and community.	4/15/2019 10:32 AM
18	Need to change the Inside NC on survey to myNeosho	4/15/2019 10:09 AM
19	Have worked for two other Kansas Community Colleges. NCCC is to be commended. Our president, staff, educators and staff: always very professional, helpful, and represents NCCC with integrity and a positive attitude. Proud to be a part of NCCC.	4/15/2019 9:51 AM
20	I feel that administrators do a good job of making sure employees feel appreciated. The monthly employee appreciation days and Service Awards are a very nice benefit and are appreciated.	4/15/2019 9:44 AM

## Q17 Please tell us what you think of this employee survey. What additional questions would you add, what questions would you remove, or what questions need changed?

Answered: 19 Skipped: 102

#	RESPONSES	DATE
1	The questions are clear and concise.	4/22/2019 11:14 AM
2	We have ample opportunity to express our concerns throughout the year.	4/22/2019 11:12 AM
3	Good. Survey will give college the needed data to substantiate criteria for HLC.	4/22/2019 10:59 AM
4	Overall great.	4/22/2019 10:11 AM
5	I like it the way it is.	4/20/2019 8:26 PM
6	Not appropriate for an online adjunct.	4/20/2019 8:22 AM
7	Can you make it shorter coach J	4/19/2019 10:53 AM
8	Fine, no changes. Thorough, but not too long.	4/17/2019 5:33 PM
9	This was an appropriate and well prepared survey	4/17/2019 10:12 AM
10	Only "complaint" is that I don't know how the college handles many of its policies so many questions were unanswerable by me.	4/17/2019 8:59 AM
11	good- ok	4/15/2019 9:47 PM
12	Overall, I think it provides a good baseline for evaluating trends from year to year, in conjunction with other assessments we are using. I wonder if there would be value in having a section to solicit suggestions for new ideas for events, classes, programs, spaces, etc. It also might be interesting to have an open ended question asking for student success stories or positive impacts	4/15/2019 8:52 PM
13	Adequate survey. Probably should change the question(s) that say InsideNC to myNeosho.	4/15/2019 3:12 PM
14	I welcome the opportunity to express my views about my status as both employee and student.	4/15/2019 11:49 AM
15	I think it would be more helpful to those filling out the survey to make comments after each question. I know that would make the analysis more time consuming but it could help to decipher which area needed more attention.	4/15/2019 11:19 AM
16	Great survey.	4/15/2019 10:37 AM
17	Good survey.	4/15/2019 10:13 AM
18	it is fine and simple	4/15/2019 10:11 AM
19	Great Survey.	4/15/2019 9:51 AM

## **Faculty Senate Board Report May 9<sup>th</sup> 2019**

### **Amy Morris and Nancy Carpenter**

The Student Nurse Association hosted the American Red Cross Blood Drive on NCCC campus Friday April 12. NCCC Blood Drive was once again a success. Our numbers were down a bit from last year. If you have suggestions for improving the number of blood donors both Amy Morris and myself would be interested in your ideas. Thank you so much for volunteering to bring food items or spending time as an escort. Thank you also to the maintenance and housekeeping crews. Wrestling and soccer teams helped set up and take down. Excellent help! Great Western Dining provided juices for donors and lunch for the Red Cross workers. If I have left anyone out for the thank you, I apologize. There were 32 presenting donors and 33 units of blood obtained. Sincere thanks to all! Amy Morris and Nancy Carpenter

### **Cathy Gordon**

Over 200 students were enrolled in art classes during the 2018-19. The NCCC student art show has been well received with over 100 people attending the opening reception and people have continued to come in and see the works. A grant from the foundation paid for a judge for the show, refreshments, awards, and cash awards. There were 105 pieces of work in the show.

- Jaiden Galemore received the best in show cash award of \$100
- Ally Thomas received the 2nd place overall \$75
- Makayla Pearson received the 3rd place overall \$50

NCCC Art Instructor, Cathleen Gordon received a purchase award for her painting at a show in Upstate New York, a 2nd place award in the Neosho Valley Juried Show, has recently published a Children's book, and will be hosting her work in a featured booth at the Artisan Market in Wichita, May 11.

The Art Department would like to thank the Board and the NCCC Administration for all their support during the 2018-19 year and we look forward to the new art room in the fall!

### **Richard Webber**

On March 29th Bret Chilcott, the founder and CEO of AgEagle Aerial Systems, spoke to The Business and Innovation Club. Bret has a strong corporate background and later started his own drone business. He spoke to students about working with a university and programmers all over the world to develop a new product, the struggles of a startup, lessons learned in getting bought out and then getting control of the company back, and lessons learned in running his own business.

On Friday May 10th the club took a tour of Garmin in Olathe. The leader of the tour is a STEM recruiter. Students in STEM related disciplines are encouraged to attend.

## **Tricia Stogsdill**

We are wrapping up the year with several events. Last Thursday Panther Players hosted a free Improv Workshop for the community. About 20 high school students and community members, and 30 more students/faculty/staff showed up! It was a great success with lots of participation and several attendees said they learned a lot and had a great time! This week the Fundamentals of Acting class is doing a performance of Selected Scenes from the work they have done throughout the semester. These students have tackled really complex material from playwrights such as Shakespeare, Chekov, Mamet, Euripides and more! The level of work they are doing would be challenging for college juniors and seniors, and they are doing an incredible job as freshmen (seriously, my theatre students are amazing)! Come see their hard work THIS Thursday May 9 at 7pm in Sanders Auditorium. The program will run approximately 45 minutes. I've attached flyers from the Improv Workshop and upcoming Selected Scenes Performance.

(Pictures available in T:com)

## **Alan Murray**

### **MUSIC DEPARTMENT**

April 10: Combined Band/Choir concert from Ft. Scott, Allen Community College, and NCCC was a great success. Over 60 students and about 300 audience members were in attendance for a combined program from 3 community college music departments. The collaboration was two years in the making. Next years' combined concert will be on April 15, 2020 at Memorial Auditorium in Chanute and will feature guest conductor, Charles Bruffy, who is the GRAMMY AWARD winning conductor of the Kansas City Symphony Chorus and Kansas City Chorale.

May 5: 130 audience members attended the spring Vocal and Instrumental Concert on Sunday, May 5. The program focused on movie music arrangements for instrumental ensemble and choir.

The choir of 13 NCCC students and 20 community chorus members combined for the 1 ½ hour program in Sanders Auditorium. The concert also had a guest percussionist from Ft. Scott Community College on drumset. Reception followed catered by Great Western Dining.

### **MUSIC CLUB**

Members of Music And Theatre Club attended Musical Theatre Heritage Performance of "Funny Girl" in Kansas City, MO last month. Musical Theatre Heritage is in Crown Center, and the stage is designed to give audiences an up close experience of live musical theatre. The students were very appreciative of the opportunity.

### **Jennifer Smith**

The Kansas Health Information Management Association (KHIMA) held its annual meeting in Wichita on April 18-19 to recognize achievements in the field of HIM, as well as provide continuing education to its members. Subject matter experts in a variety of fields including healthcare law, documentation integrity, and outpatient clinical documentation improvement, spoke throughout the two-day event. Jennifer Smith currently serves as the Chairperson for the Recognition Committee and Chrisy Savage is on the Marketing Committee for the association. Board member election results for the 2019-2020 year were also announced with Jennifer Smith elected to the Nominating Committee. KHIMA currently serves a membership of 1,000 members across the state of Kansas. Health Information Technology students attending the event included: L-R: Lucy Klick (Yates Center), Brenda Sims (Ottawa), and Michelle Hole (Humboldt).

### **Jackie Bennett**

Jackie Bennet graduated with her Master's Science Nursing degree at MidAmerican Nazarene University

### **Cheryl VanHemert**

As an update from last month, we collected 158 boxes of band aids and plan to do this again next year.

## ARTICLE 16

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### DURATION

This Negotiated Agreement, as ratified by the Board of Trustees of Neosho County Community College and the recognized negotiating unit represented by Neosho County Community College Professional Educators' Association shall become effective on July 1, 2019, and shall expire on June 30, 2020, covering one contract year, July 1, 2019, through June 30, 2020.

The terms of this negotiated agreement may be modified only upon the mutual agreement of the Board and the Neosho County Community College Professional Educators' Association.

Approved and ratified this 9<sup>th</sup> day of May, 2019, by the Board of Trustees of Neosho County Community College.



Chair, NCCC  
Board of  
Trustees

ATTEST:



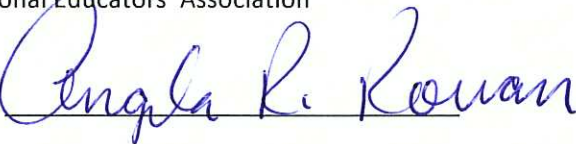
Clerk of the Board

Approved and ratified this 9<sup>th</sup> day of May, 2019, by the Neosho County Community College Professional Educators' Association.



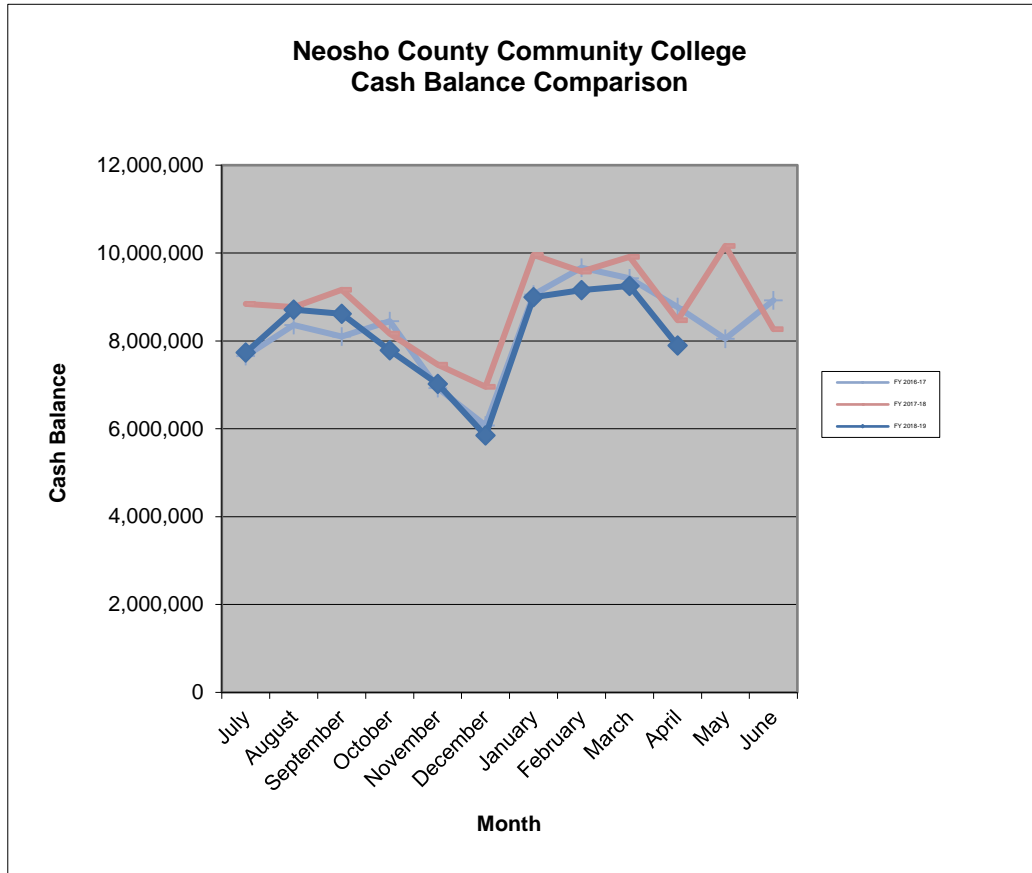
President  
Professional Educators' Association

ATTEST:



**TREASURER'S MONTHLY FINANCIAL STATEMENT**  
**NEOSHO COUNTY COMMUNITY COLLEGE**  
**For the Period April 1, 2019 to April 30, 2019**

FUND	FUND DESCRIPTION	BEGINNING BALANCE 3/31/2019	RECEIPTS APRIL	JOURNAL ENTRIES APRIL	DISBURSEMENTS APRIL	ENDING BALANCE 4/30/2019
02	Postsecondary Technical Education Reserve	389,299.89	2,328.00	0.00	-35.00	391,592.89
07	Petty Cash Fund	1,088.74	0.00	0.00	0.00	1,088.74
08	General Fund Deferred Maintenance	49,330.13	0.00	0.00	0.00	49,330.13
09	General Fund Equipment Reserve	296,085.46	0.00	7,147.19	0.00	303,232.65
10	General Fund Unencumbered Fund Balance	1,400,000.00	0.00	0.00	0.00	1,400,000.00
11	General Fund	497,689.65	93,367.56	405,527.85	-1,116,470.82	-119,885.76
12	Postsecondary Technical Education Fund	985,758.54	103,220.68	-3,413.44	-243,936.45	841,629.33
13	Adult Basic Education Fund	17,324.49	15,033.18	-59.82	-37,796.14	-5,498.29
14	Adult Supplementary Education Fund	42,714.94	311.00	0.00	0.00	43,025.94
16	Residence Hall/Student Union Fund	2,580,755.40	103,366.62	-118.39	-70,978.54	2,613,025.09
17	Bookstore Fund	1,070,822.54	29,216.96	-183.39	-16,533.49	1,083,322.62
21	College Workstudy Fund	0.00	4,770.52	0.00	-4,770.52	0.00
22	SEOG Grant Fund	0.00	2,550.00	0.00	-2,550.00	0.00
24	Pell Grant Fund	402.00	121,894.00	0.00	-121,894.00	402.00
25	Student Loans Fund	0.00	98,257.00	0.00	-98,257.00	0.00
32	Grant Funds	43,210.76	79,765.51	-1,576.73	-85,623.64	35,775.90
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	1,521,805.87	234,695.78	-407,323.27	-155,372.76	1,193,805.62
90	Payroll Clearing Fund		0.00	0.00		0.00
	<b>TOTALS</b>	<b>\$8,962,405.37</b>	<b>\$888,776.81</b>	<b>\$0.00</b>	<b>-\$1,954,218.36</b>	<b>\$7,896,963.82</b>
	Checking Accounts					\$1,150,455.48
	Investments					\$6,744,908.34
	Cash on Hand					\$1,600.00
	<b>Total</b>					<b>\$7,896,963.82</b>





**REVENUE REPORT**  
**Neosho Community College**  
**April 2019**

Account	Description	Current Budget	YTD Revenue	Posted Balance	
				April 2019	YTD/Budget
11-0100-4-4010-000	Student Tuition-Academic	2,056,056.00	1,588,858.38	50,612.00	77.28
11-0100-4-4030-000	Student Tuition Test Out Fee	3,000.00	3,297.00	62.00	109.90
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	22,235.00	3,610.00	61.76
11-0100-4-4090-000	Agency Student Fees	1,786,593.00	195,667.33	0.00	10.95
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	2,549,541.28	0.00	116.63
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	2,067.45	0.00	43.89
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	14,237.77	0.00	75.79
11-0100-4-4530-000	Rental MV Exise Tax	245.00	137.42	0.00	56.09
11-0100-4-4550-000	CVT Property Tax	42,105.00	26,188.49	0.00	62.20
11-0100-4-4720-000	Facilities Use	3,000.00	150.00	0.00	5.00
11-0100-4-4750-000	Commissions	8,350.00	9,617.70	222.81	115.18
11-0100-4-4790-000	Stimulus Funds	0.00	0.00	0.00	0.00
11-0100-4-4810-000	Interest	4,600.00	32,126.92	310.53	698.41
11-0100-4-4830-000	Reimbursement	8,400.00	306.40	0.00	3.65
11-0100-4-4840-000	Miscellaneous	121,000.00	81,473.06	62.96	67.33
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	7,310.20	7,178.50	53.95
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

**REVENUE REPORT**  
**Neosho Community College**  
**April 2019**

Account	Description	Current Budget	YTD Revenue	Posted Balance	
				April 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	6,724,035.59	62,058.80	0.78
12-0200-4-4020-000	Student Tuition-PTE	1,283,567.00	1,102,457.00	11,388.00	85.89
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	433,714.00	14,013.00	72.70
12-0200-4-4083-000	Course Fees-Testing Fee	0.00	0.00	0.00	0.00
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	3,241,176.00	25,401.00	0.79
13-0300-4-4070-000	Course Fees-Academic	19,000.00	1,804.76	0.00	9.50
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	125,946.11	15,033.18	57.45
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 IRB	0.00	0.00	0.00	0.00
13-0300-4-4460-000	Motor Vehicle Property Tax January-June	0.00	0.00	0.00	0.00
13-0300-4-4470-000	Local Funds	213,145.00	146,812.00	0.00	68.88
13-0300-4-4490-000	Recreational Vehicle Tax July-December	0.00	0.00	0.00	0.00
13-0300-4-4500-000	Recreational Vehicle Tax January-June	0.00	0.00	0.00	0.00
13-0300-4-4510-000	16/20M Tax July-December	0.00	0.00	0.00	0.00
13-0300-4-4520-000	16/20M Tax January-June	0.00	0.00	0.00	0.00
13-0300-4-4530-000	Rental MV Exise Tax	0.00	0.00	0.00	0.00
13-0300-4-4550-000	M&E Property Tax January-June	0.00	0.00	0.00	0.00
13-0300-4-4830-000	Reimbursement	0.00	0.00	0.00	0.00
13-0300-4-4840-000	Miscellaneous	0.00	0.00	0.00	0.00
13-0300-4-4850-000	Contract Services	0.00	0.00	0.00	0.00

**REVENUE REPORT**  
**Neosho Community College**  
**April 2019**

Account	Description	Current Budget	YTD Revenue	Posted Balance	
				April 2019	YTD/Budget
13-0300-4-4950-000	Transfer In	0.00	0.00	0.00	0.00
	TOTAL	527,138.00	346,542.87	15,033.18	0.66
14-0400-4-4070-000	Course Fees-Academic	54,494.00	553.00	311.00	1.01
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	553.00	311.00	0.01
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	1,510,868.63	0.00	109.09
16-0883-4-4740-000	Dorm Damages	0.00	0.00	0.00	0.00
16-0883-4-4750-000	Commissions	8,000.00	1,579.16	423.45	19.74
16-0883-4-4810-000	Interest	25.00	67.92	0.00	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	30,625.00	10,375.00	71.01
16-0883-4-4930-000	Safe Rental Fee	15,000.00	8,232.00	0.00	54.88
	TOTAL	1,500,000.00	1,551,372.71	10,798.45	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	245,381.04	8,592.00	81.76
17-0881-4-4730-000	Bookstore Sales Books	481,465.00	397,996.89	487.00	82.66
17-0881-4-4731-000	Bookstore Book Fines	1,000.00	291.40	0.00	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	17,925.19	883.89	94.34
17-0881-4-4772-000	Bookstore Sales-Apparel Chanute	27,200.00	27,530.71	2,611.77	101.22
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	22,227.04	3,106.55	87.16
17-0881-4-4841-000	Bookstore Sales Tax	25,500.00	23,469.06	819.38	92.04
17-0881-4-4842-000	Bookstore Sales-Miscellaneous Chanute	20,000.00	19,553.12	1,812.38	97.77
17-0881-4-4880-000	Bookstore Sales-Surplus textbooks	500.00	776.88	390.32	155.38
17-9300-4-4840-000	Miscellaneous	0.00	0.00	0.00	0.00
	TOTAL	900,285.00	755,151.33	18,703.29	0.84
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

**REVENUE REPORT**  
**Neosho Community College**  
**April 2019**

Account	Description	Current Budget	YTD Revenue	Posted Balance	
				April 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	43,080.10	4,232.65	110.31

**REVENUE REPORT**  
**Neosho Community College**  
**April 2019**

Account	Description	Current Budget	YTD Revenue	Posted Balance	
				April 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	0.00	0.00
32-3224-4-4110-000	Federal Grants and Contracts	0.00	194,580.01	20,802.66	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	126,841.18	10,712.65	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	97,265.48	4,478.33	77.33
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	0.00	0.00
32-3422-4-4110-000	Federal Grants and Contracts	0.00	184,893.10	19,340.12	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
32-3540-4-4280-000	State Grants & Contracts	0.00	10,000.00	10,000.00	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	0.00	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

**REVENUE REPORT**  
**Neosho Community College**  
**April 2019**

Account	Description	Current Budget	YTD Revenue	Posted Balance	
				April 2019	YTD/Budget
32-3565-4-4110-000	Federal Grants and Contracts	0.00	0.00	0.00	0.00
32-3565-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3566-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3570-4-4280-000	State Grants & Contracts	0.00	0.00	0.00	0.00
32-3571-4-4280-000	State Grants & Contracts	0.00	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	0.00	0.00
32-3722-4-4110-000	Federal Grants and Contracts	0.00	100,544.30	9,905.10	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
	<b>TOTAL</b>	<b>167,301.92</b>	<b>1,051,116.38</b>	<b>79,471.51</b>	<b>6.28</b>
<b>Report Total</b>	<b>TOTAL</b>	<b>-15,906,139.92</b>	<b>13,669,947.88</b>	<b>211,777.23</b>	<b>0.86</b>

## Expense Check Register

5/9/2019

Subsid: AP

	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 1152 6 6320 000	141341	05/03/2019	228.76	AT&T Kan Ed Ottawa	Ott Apr11/May 10 2019	IV
	<b>Total Amt for Check 141341:</b>		<b>228.76</b>			
11 4200 6 6290 000	141342	05/03/2019	100.00	Debra K Callahan	Nursing 9-21-18	IV
	<b>Total Amt for Check 141342:</b>		<b>100.00</b>			
11 7000 6 6311 001	141343	05/03/2019	414.72	City of Chanute	water Ross 3/4 2019	IV
11 7000 6 6310 001	141343	05/03/2019	899.52	City of Chanute	Electric Ross 3/4 2019	IV
11 7000 6 6312 001	141343	05/03/2019	215.11	City of Chanute	sewer Ross 3/4 19	IV
11 7000 6 6314 001	141343	05/03/2019	59.40	City of Chanute	trash & landfill 3/4 19 Ross	IV
11 7000 6 6313 001	141343	05/03/2019	706.24	City of Chanute	Gas Ross 3/4 2019	IV
11 7000 6 6315 001	141343	05/03/2019	60.00	City of Chanute	Fire Protect 3/4 Ross	IV
	<b>Total Amt for Check 141343:</b>		<b>2,354.99</b>			
32 3722 6 6040 000	141344	05/03/2019	79.35	Jesse L Linnebur	Chanute to Chanute & Iola 3/18/19	IV
	<b>Total Amt for Check 141344:</b>		<b>79.35</b>			
11 7000 6 6720 000	141345	05/03/2019	3,529.63	Phillips 66 Co/ SYNCB	Phillips 66 - Fuel for fleet (4/2019)	IV
	<b>Total Amt for Check 141345:</b>		<b>3,529.63</b>			
12 1000 1 1300 000	141346	05/08/2019	789.05	Haylie A Eades	SP19 Tuition Refund KS WORKS	IV
17 1000 1 1340 000	141346	05/08/2019	10.95	Haylie A Eades	SP19 Bookstore REFUND-KS WORKS	IV
	<b>Total Amt for Check 141346:</b>		<b>800.00</b>			
11 7000 6 6700 000	141347	05/09/2019	585.25	Ace Refridgeration Heating & Cool	Ace Refrigeration - Rowland RTU	IV
16 9500 6 6710 000	141347	05/09/2019	1,131.73	Ace Refridgeration Heating & Cool	Ace Refrigeration - Kitchen A/C & RTU	IV
	<b>Total Amt for Check 141347:</b>		<b>1,716.98</b>			
12 1219 6 6260 000	141348	05/09/2019	1,236.00	AHIMA	Assembly on Education Conference	IV
	<b>Total Amt for Check 141348:</b>		<b>1,236.00</b>			
11 6500 6 6320 000	141349	05/09/2019	1,091.66	Alliance Business Services	May 19	IV
11 1152 6 6320 000	141349	05/09/2019	1,091.66	Alliance Business Services	May 19	IV
	<b>Total Amt for Check 141349:</b>		<b>2,183.32</b>			
11 7000 6 6720 000	141350	05/09/2019	45.27	Auto Wash	Auto Wash - Washing of fleet (4/2019)	IV
	<b>Total Amt for Check 141350:</b>		<b>45.27</b>			
11 1134 6 6010 000	141351	05/09/2019	435.00	Mindy H Ayers	Conference Registration NCHC	IV
11 1129 7 7040 000	141351	05/09/2019	17.28	Mindy H Ayers	Book	IV
	<b>Total Amt for Check 141351:</b>		<b>452.28</b>			

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Check #:	Check Dte:	Check Amt:	Payee:	Description:	
13 1315 6 6010 000	141352 05/09/2019	33.25	Karen Rae Barger	Parsons to Pitt 4/15/19	IV
13 1315 6 6010 000	141352 05/09/2019	33.25	Karen Rae Barger	Parsons to Pitt 4/16/19	IV
13 1315 6 6010 000	141352 05/09/2019	33.25	Karen Rae Barger	Parsons to Pitt 4/17/19	IV
<b>Total Amt for Check 141352:</b>		<b>99.75</b>			
11 7002 6 6700 000	141353 05/09/2019	211.80	BCI Mechanical, Inc	BCI - Service on heating valve - Rm 713	IV
<b>Total Amt for Check 141353:</b>		<b>211.80</b>			
11 4200 6 6290 000	141354 05/09/2019	4,470.55	Jacqueline J Bennett	EOY Prof Dev 2019	IV
<b>Total Amt for Check 141354:</b>		<b>4,470.55</b>			
11 7000 6 6720 000	141355 05/09/2019	75.00	BP	BP - Late fees (May 2019)	IV
<b>Total Amt for Check 141355:</b>		<b>75.00</b>			
11 6400 6 6650 000	141356 05/09/2019	84.71	Cable One - Chanute	May 19	IV
16 9500 6 6000 000	141356 05/09/2019	2,172.06	Cable One - Chanute	May 19	IV
<b>Total Amt for Check 141356:</b>		<b>2,256.77</b>			
11 5000 8 8500 000	141357 05/09/2019	920.77	CDW-G Computer Center Inc.	Fujitsu Fi-7160 desktop scanner	IV
11 6400 8 8560 000	141357 05/09/2019	1,111.73	CDW-G Computer Center Inc.	Dell Latitude 5590	IV
<b>Total Amt for Check 141357:</b>		<b>2,032.50</b>			
12 6500 6 6130 000	141358 05/09/2019	394.80	Chanute Tribune	Summer allied health ads CNA CMA	IV
11 6500 6 6130 000	141358 05/09/2019	162.50	Chanute Tribune	Public Notice for Van Bid	IV
11 6250 6 6030 000	141358 05/09/2019	250.00	Chanute Tribune	HW A/R Clerk	IV
<b>Total Amt for Check 141358:</b>		<b>807.30</b>			
32 3201 6 6220 000	141359 05/09/2019	1,029.45	CIMA	volunteer insurance renewal	IV
<b>Total Amt for Check 141359:</b>		<b>1,029.45</b>			
11 7000 6 6314 000	141360 05/09/2019	13.53	City of Chanute	Landfill - Commercial	IV
11 7000 6 6314 000	141360 05/09/2019	5.00	City of Chanute	Landfill - Commercial/brush	IV
11 7000 6 6314 000	141360 05/09/2019	5.00	City of Chanute	Landfill - Brush	IV
11 7000 6 6314 000	141360 05/09/2019	7.79	City of Chanute	Landfill - Commercial	IV
11 7000 6 6314 000	141360 05/09/2019	5.10	City of Chanute	Landfill - Trampoline	IV
<b>Total Amt for Check 141360:</b>		<b>36.42</b>			
16 9500 6 6313 000	141361 05/09/2019	46.20	City of Chanute	Gas March 19 Lafayette	IV
16 9500 6 6315 000	141361 05/09/2019	5.00	City of Chanute	Fire Protect March Lafayette	IV
16 9500 6 6312 000	141361 05/09/2019	45.12	City of Chanute	sewer March Lafayette	IV



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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
16 9500 6 6310 000	141361	05/09/2019	9.00	City of Chanute	Yard Light March 19 Lafayette	IV
16 9500 6 6310 000	141361	05/09/2019	150.20	City of Chanute	Electric March Lafayette	IV
16 9500 6 6311 000	141361	05/09/2019	37.11	City of Chanute	Water March lafayette	IV
	<b>Total Amt for Check 141361:</b>		<b>292.63</b>			
11 6400 6 6650 000	141362	05/09/2019	2,025.00	City of Chanute	April 19	IV
11 6400 6 6820 000	141362	05/09/2019	61.82	City of Chanute	cOMFORT BILLING	IV
11 6400 6 6650 000	141362	05/09/2019	250.00	City of Chanute	Ross lane April 19	IV
16 9500 6 6410 000	141362	05/09/2019	2,025.00	City of Chanute	April 19	IV
	<b>Total Amt for Check 141362:</b>		<b>4,361.82</b>			
11 7002 6 6312 000	141363	05/09/2019	121.76	City of Ottawa	City of Ottawa - Sewer (April 2019)	IV
11 7002 6 6311 000	141363	05/09/2019	-25.76	City of Ottawa	City of Ottawa - Water disc. (April 2019)	IV
11 7002 6 6311 000	141363	05/09/2019	476.56	City of Ottawa	City of Ottawa - Water (April 2019)	IV
11 7002 6 6311 000	141363	05/09/2019	28.01	City of Ottawa	City of Ottawa - Sprinkler (April 2019)	IV
11 7002 6 6310 000	141363	05/09/2019	4,206.07	City of Ottawa	City of Ottawa - Electric (April 2019)	IV
	<b>Total Amt for Check 141363:</b>		<b>4,806.64</b>			
13 1315 6 6010 000	141364	05/09/2019	51.00	Krista K Clay Lieffring	Chanute to Ottawa 4/10/19	IV
13 1315 6 6010 000	141364	05/09/2019	41.14	Krista K Clay Lieffring	Chanute to Pitt 4/9/19	IV
13 1315 6 6010 000	141364	05/09/2019	29.10	Krista K Clay Lieffring	Chanute to Indy 4/11/19	IV
13 1315 6 6010 000	141364	05/09/2019	51.00	Krista K Clay Lieffring	Chanute to Ottawa 4/24/19	IV
13 1315 6 6010 000	141364	05/09/2019	24.48	Krista K Clay Lieffring	Chanute to Parsons 4/22/19	IV
13 1315 6 6010 000	141364	05/09/2019	34.00	Krista K Clay Lieffring	Chanute to Fort Scott 4/23/19	IV
	<b>Total Amt for Check 141364:</b>		<b>230.72</b>			
11 7582 8 8250 000	141365	05/09/2019	16.88	Cleaver Farm & Home	Cleaver - Drop cloths	IV
11 7000 6 6710 000	141365	05/09/2019	51.98	Cleaver Farm & Home	Cleaver - Miscellaneous bolts	IV
11 7000 6 6710 000	141365	05/09/2019	22.16	Cleaver Farm & Home	Cleaver - Cover, plate, outlet concealer	IV
16 9500 6 6710 000	141365	05/09/2019	9.89	Cleaver Farm & Home	Cleaver - Drano (Lafayette house)	IV
11 7000 6 6710 000	141365	05/09/2019	17.98	Cleaver Farm & Home	Cleaver - Firebreak sealant (Ross Lane)	IV
11 7000 6 6710 000	141365	05/09/2019	29.33	Cleaver Farm & Home	Cleaver - Turbo drill bit & misc. bolts	IV
	<b>Total Amt for Check 141365:</b>		<b>148.22</b>			
11 4200 6 6290 000	141366	05/09/2019	2,793.48	Shannon K Crays	EOY Prof Dev 2019	IV
	<b>Total Amt for Check 141366:</b>		<b>2,793.48</b>			

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 6250 6 6830 000	141367	05/09/2019	615.00	CUPA-HR	2019-2020 Annual Dues	IV
		<b>Total Amt for Check 141367:</b>	<b>615.00</b>			
11 4200 6 6290 000	141368	05/09/2019	1,115.65	Chad W DeVoe	Hi Tec Conf	IV
		<b>Total Amt for Check 141368:</b>	<b>1,115.65</b>			
11 6400 8 8560 000	141369	05/09/2019	204.00	Digital Connections, Inc.	Lanier SP330 toner for TLC printer	IV
		<b>Total Amt for Check 141369:</b>	<b>204.00</b>			
11 4200 6 6290 000	141370	05/09/2019	415.00	Rita S Drybread	Teaching 8/4/19	IV
		<b>Total Amt for Check 141370:</b>	<b>415.00</b>			
11 4200 6 6290 000	141371	05/09/2019	364.00	Bobbie J Forrest	EOY prof DEv May 2019	IV
		<b>Total Amt for Check 141371:</b>	<b>364.00</b>			
11 7000 6 6650 000	141372	05/09/2019	275.00	Galt Pest Control	Galt - April bi-monthly control (Ross)	IV
11 7000 6 6650 000	141372	05/09/2019	270.00	Galt Pest Control	Galt - April pest control	IV
		<b>Total Amt for Check 141372:</b>	<b>545.00</b>			
11 1152 6 6130 000	141373	05/09/2019	10.00	Garnett Publishing Company	Business page ad billed monthly	IV
11 6250 6 6030 000	141373	05/09/2019	40.00	Garnett Publishing Company	HW Adj Welding	IV
		<b>Total Amt for Check 141373:</b>	<b>50.00</b>			
11 1118 6 6410 000	141374	05/09/2019	120.00	GMN Mini Storage	Storage Unti	IV
		<b>Total Amt for Check 141374:</b>	<b>120.00</b>			
11 5300 6 6030 000	141375	05/09/2019	42.00	Great Western Dining	12 Admissions meal tickets	IV
70 9790 9 9990 000	141375	05/09/2019	11.60	Great Western Dining	2 Lunch Meals- Criminal Justice Event	IV
11 5300 6 6030 000	141375	05/09/2019	24.50	Great Western Dining	7 meal tickets for Admissions	IV
11 5300 6 6030 000	141375	05/09/2019	10.50	Great Western Dining	3 Admissions meal tickets	IV
11 5300 6 6030 000	141375	05/09/2019	150.50	Great Western Dining	RMS Days 2019	IV
16 9500 6 6660 000	141375	05/09/2019	14,640.15	Great Western Dining	Board bill April 25-May 1, 2019	IV
16 9500 6 6660 000	141375	05/09/2019	14,640.15	Great Western Dining	Board bill April 18-24, 2019	IV
11 5300 6 6030 000	141375	05/09/2019	14.00	Great Western Dining	4 Admissions meal tickets	IV
11 6100 7 7070 000	141375	05/09/2019	255.75	Great Western Dining	April- Board Retreat 2019	IV
70 9929 9 9990 000	141375	05/09/2019	23.20	Great Western Dining	Guests for Cinco de Mayo	IV
		<b>Total Amt for Check 141375:</b>	<b>29,812.35</b>			
11 4200 6 6290 000	141376	05/09/2019	4,470.54	Mamie E Haque	EOY Prof Dev 2019	IV
		<b>Total Amt for Check 141376:</b>	<b>4,470.54</b>			

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Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 7002 6 6710 000	141377 05/09/2019	101.78	HomeBase	HomeBase - Plier punch and vacuum	IV
11 7002 6 6710 000	141377 05/09/2019	20.58	HomeBase	HomeBase - Swivel casters	IV
	<b>Total Amt for Check 141377:</b>	<b>122.36</b>			
11 7000 7 7110 000	141378 05/09/2019	166.46	Hugo's Industrial Supplies	Hugo's - Scrub pad drivers	IV
	<b>Total Amt for Check 141378:</b>	<b>166.46</b>			
11 5505 7 7190 000	141379 05/09/2019	82.50	Humboldt Board of Education	Humboldt #258	IV
	<b>Total Amt for Check 141379:</b>	<b>82.50</b>			
11 6100 6 6040 000	141380 05/09/2019	48.96	Brian L Inbody	cHANUTE TO OTTAWA 5/3/19	IV
	<b>Total Amt for Check 141380:</b>	<b>48.96</b>			
11 7582 8 8250 000	141381 05/09/2019	1,012.00	Jayhawk Lumber Glass and More	Jayhawk - Plateau ceiling tiles	IV
	<b>Total Amt for Check 141381:</b>	<b>1,012.00</b>			
11 5310 7 7180 000	141382 05/09/2019	1,476.76	Jostens	More grad outfits	IV
11 5310 7 7180 000	141382 05/09/2019	4,973.20	Jostens	Spring Graduation 2019 Outfits	IV
11 5000 6 6830 000	141382 05/09/2019	153.60	Jostens	Expited shipping for graduation outfits	IV
	<b>Total Amt for Check 141382:</b>	<b>6,603.56</b>			
11 6200 6 6820 000	141383 05/09/2019	25.00	KACCBO	Annual Membership Dues	IV
	<b>Total Amt for Check 141383:</b>	<b>25.00</b>			
12 1250 7 7000 000	141384 05/09/2019	35.00	Kansas Advocates for Better Care	Instructional Supplies	IV
	<b>Total Amt for Check 141384:</b>	<b>35.00</b>			
11 4200 6 6260 000	141385 05/09/2019	50.00	Kansas Board of Regents	KBOR Data & Plan Registration- Hauser	IV
11 4200 6 6260 000	141385 05/09/2019	50.00	Kansas Board of Regents	KBOR Data & Plan Registration-Robb	IV
11 4200 6 6260 000	141385 05/09/2019	50.00	Kansas Board of Regents	KBOR Data & Plan Registration- Schomme	IV
	<b>Total Amt for Check 141385:</b>	<b>150.00</b>			
11 4200 6 6290 000	141386 05/09/2019	82.12	Luka K Kapkiai		IV
11 4200 6 6290 000	141386 05/09/2019	698.97	Luka K Kapkiai	EOF Prof Dev 2019	IV
	<b>Total Amt for Check 141386:</b>	<b>781.09</b>			
11 7010 8 8250 000	141387 05/09/2019	1,942.00	K-K Electric, Inc.	KK Electric - Fluorescent bulbs to LED	IV
	<b>Total Amt for Check 141387:</b>	<b>1,942.00</b>			
12 1219 6 6260 000	141388 05/09/2019	26.63	Lucy S Klick	Meals-KHIMA Conference	IV
12 1219 6 6260 000	141388 05/09/2019	50.00	Lucy S Klick	Fees-KHIMA Conference	IV

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Check #:	Check Dte:	Check Amt:	Payee:	Description:	
12 1219 6 6260 000	141388 05/09/2019	147.64	Lucy S Klick	Lodging-KHIMA Conference	IV
	<b>Total Amt for Check 141388:</b>	<b>224.27</b>			
32 3422 6 6020 000	141389 05/09/2019	868.40	La Quinta Inn & Suites	Motel during MOKANNE SLC	IV
	<b>Total Amt for Check 141389:</b>	<b>868.40</b>			
11 6100 6 6820 000	141390 05/09/2019	742.50	League for Innovations in the Com	2019 Dues-League 4 Innovations	IV
	<b>Total Amt for Check 141390:</b>	<b>742.50</b>			
16 9500 6 6710 000	141391 05/09/2019	-0.68	Locke Supply Company	Discount for check- vendor864Invoice3708	DI
16 9500 6 6710 000	141391 05/09/2019	13.52	Locke Supply Company	Locke - Fuse for P-Tac in dorms	IV
16 2000 2 2010 000	141391 05/09/2019	0.68	Locke Supply Company	Discount for check- vendor864Invoice3708	DI
	<b>Total Amt for Check 141391:</b>	<b>13.52</b>			
12 1215 6 6010 000	141392 05/09/2019	213.30	Laura Ann Mallett	Chanute toOttawa 4/22/19	IV
	<b>Total Amt for Check 141392:</b>	<b>213.30</b>			
11 5560 7 7020 000	141393 05/09/2019	3.35	Medco Sports Medicine & School I		IV
11 5560 7 7020 000	141393 05/09/2019	52.59	Medco Sports Medicine & School I	Cando Dual handle medicine balls	IV
	<b>Total Amt for Check 141393:</b>	<b>55.94</b>			
11 4200 6 6290 000	141394 05/09/2019	428.60	Alan J Murray	EOF Prof Dev 2019	IV
11 1119 7 7000 000	141394 05/09/2019	298.21	Alan J Murray	Poster Prop Items	IV
11 1119 7 7000 000	141394 05/09/2019	45.00	Alan J Murray	sheet music instrument parts	IV
	<b>Total Amt for Check 141394:</b>	<b>771.81</b>			
11 5595 8 8500 000	141395 05/09/2019	2,500.00	Zack Steven Murry	Weightroom equip	IV
	<b>Total Amt for Check 141395:</b>	<b>2,500.00</b>			
17 9352 7 7420 000	141396 05/09/2019	217.80	MV SPORT	Children Tees for Resale in Bookstore	IV
	<b>Total Amt for Check 141396:</b>	<b>217.80</b>			
12 6500 6 6130 000	141397 05/09/2019	60.00	Norris Outdoor Advertising	St. Paul billboard May 2 sides	IV
	<b>Total Amt for Check 141397:</b>	<b>60.00</b>			
32 3240 6 6010 000	141398 05/09/2019	28.34	Michaele Nunn	Lawence to ottawa 4/11/19	IV
32 3240 6 6010 000	141398 05/09/2019	105.73	Michaele Nunn	Lawence to Chanute 4/16/19	IV
	<b>Total Amt for Check 141398:</b>	<b>134.07</b>			
11 7002 6 6700 000	141399 05/09/2019	230.16	Odie's Irrigation & Landscaping	Odie's - Lawn sprinkler system	IV
	<b>Total Amt for Check 141399:</b>	<b>230.16</b>			

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 7002 6 6314 000	141400	05/09/2019	212.05	Ottawa Sanitation	April 19	IV
		<b>Total Amt for Check 141400:</b>	<b>212.05</b>			
11 4200 6 6290 000	141401	05/09/2019	899.10	Andrew N Ouellette	Stem Padagogy 8/17/19	IV
		<b>Total Amt for Check 141401:</b>	<b>899.10</b>			
17 9352 7 7430 000	141402	05/09/2019	232.28	Pepsi-Cola Company-TX	Concessions for Resale Ottawa Bookstore	IV
17 9352 7 7430 000	141402	05/09/2019	228.95	Pepsi-Cola Company-TX	Resale Concessions - Ottawa Bookstore	IV
		<b>Total Amt for Check 141402:</b>	<b>461.23</b>			
11 6401 6 6410 000	141403	05/09/2019	4,000.00	Pitney Bowes	Postage Meter	IV
		<b>Total Amt for Check 141403:</b>	<b>4,000.00</b>			
11 5100 7 7073 000	141404	05/09/2019	42.90	PrairieFire Coffee Roasters	CLC Coffee Bar - Hot Chocolate	IV
11 5100 7 7072 000	141404	05/09/2019	79.80	PrairieFire Coffee Roasters	CLC Coffee Bar - Cappuccino	IV
11 5100 7 7071 000	141404	05/09/2019	35.90	PrairieFire Coffee Roasters	CLC Coffee Bar - coffee	IV
		<b>Total Amt for Check 141404:</b>	<b>158.60</b>			
11 6500 6 6610 000	141405	05/09/2019	2,643.75	R Kent Pringle		IV
		<b>Total Amt for Check 141405:</b>	<b>2,643.75</b>			
11 1152 7 7010 000	141406	05/09/2019	53.97	Quill Corporation	File Folders, 3 tab Colored (100 ct)	IV
11 4402 7 7010 000	141406	05/09/2019	-17.99	Quill Corporation	credit folders	IV
12 1241 7 7010 000	141406	05/09/2019	174.59	Quill Corporation	Xerox toner 106R02311(Lawrence)	IV
11 4402 7 7010 000	141406	05/09/2019	17.99	Quill Corporation	File Folders, Colored, (100 ct)	IV
11 4402 7 7010 000	141406	05/09/2019	11.99	Quill Corporation	Wire Desk Organizer 901-284554QL	IV
		<b>Total Amt for Check 141406:</b>	<b>240.55</b>			
11 1152 6 6130 000	141407	05/09/2019	200.00	R D Huggins Sign Company	May 2019 Ottawa	IV
11 6300 6 6130 000	141407	05/09/2019	200.00	R D Huggins Sign Company	May 2019 Chanute	IV
11 6300 6 6130 000	141407	05/09/2019	200.00	R D Huggins Sign Company	April 2019 Chanute	IV
11 1152 6 6130 000	141407	05/09/2019	200.00	R D Huggins Sign Company	April 2019 Ottawa	IV
		<b>Total Amt for Check 141407:</b>	<b>800.00</b>			
11 7050 6 6830 000	141408	05/09/2019	55.00	Ravin Printing	Business Cards-Kerry Ranabargar	IV
32 3224 7 7190 000	141408	05/09/2019	55.00	Ravin Printing	Business Cards-Bart Chaney	IV
		<b>Total Amt for Check 141408:</b>	<b>110.00</b>			
32 3422 6 6010 000	141409	05/09/2019	30.62	Michael J Rose	VISIT AT nhs	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
32 3422 6 6010 000	141409	05/09/2019	54.17	Michael J Rose	Coffeyville to NCCC 5/1/19	IV
	<b>Total Amt for Check 141409:</b>		<b>84.79</b>			
11 4100 7 7160 000	141410	05/09/2019	257.40	Salem Press/ W.H. Wilson	Salem Health: Addictions & Substance Abu	IV
	<b>Total Amt for Check 141410:</b>		<b>257.40</b>			
65 9500 7 7190 000	141411	05/09/2019	2,000.00	Security Bank Of Kansas City	Annual Trustee Fee 04/1/18-03/31/19	IV
65 9500 7 7190 000	141411	05/09/2019	2,120.00	Security Bank Of Kansas City	Fee Billing Rfd COP 2015	IV
	<b>Total Amt for Check 141411:</b>		<b>4,120.00</b>			
16 9500 6 6411 000	141412	05/09/2019	-269.97	Security Bank Of Kansas City	Refd COP Sr 2015 Less Funds Available	IV
16 9500 6 6411 000	141412	05/09/2019	365,000.00	Security Bank Of Kansas City	Refd COP Sr 2015 Princ Due 06/01/19	IV
16 9500 6 6411 000	141412	05/09/2019	79,515.63	Security Bank Of Kansas City	Refd COP Sr 2015 Int Due 06/01/19	IV
	<b>Total Amt for Check 141412:</b>		<b>444,245.66</b>			
11 1122 6 6480 000	141413	05/09/2019	600.00	Sheerin Scientific	Quote to service microscopes in labs	IV
	<b>Total Amt for Check 141413:</b>		<b>600.00</b>			
11 7000 8 8251 000	141414	05/09/2019	28,501.89	Signature Public Funding Corp.	March 19	IV
	<b>Total Amt for Check 141414:</b>		<b>28,501.89</b>			
32 3422 6 6020 000	141415	05/09/2019	1,158.43	Sky Ranch Camps	Activities invoice	IV
	<b>Total Amt for Check 141415:</b>		<b>1,158.43</b>			
12 1219 6 6010 000	141416	05/09/2019	13.28	Jlynn J Smith	Lunch Red Robin 4/19	IV
12 1219 7 7000 000	141416	05/09/2019	15.07	Jlynn J Smith	Clinical Site Checks - Inst. sup.	IV
12 1219 6 6010 000	141416	05/09/2019	18.20	Jlynn J Smith	Supper WBC 4/17	IV
12 1219 6 6010 000	141416	05/09/2019	13.78	Jlynn J Smith	Lunch at Jimmie's Diner 4/17	IV
12 1219 6 6010 000	141416	05/09/2019	20.30	Jlynn J Smith	Supper at River City 4/18	IV
	<b>Total Amt for Check 141416:</b>		<b>80.63</b>			
11 7000 6 6720 000	141417	05/09/2019	74.10	Southtown Quick Lube	Southtown - Oil change (Malibu -#1)	IV
	<b>Total Amt for Check 141417:</b>		<b>74.10</b>			
32 3224 7 7190 000	141418	05/09/2019	59.00	Sundowner Trophies	59 Orange Neck ribbons for medals	IV
32 3224 7 7190 000	141418	05/09/2019	11.25	Sundowner Trophies	45 Medals engraved	IV
32 3224 7 7190 000	141418	05/09/2019	177.00	Sundowner Trophies	59 Medals w/STARS Insert	IV
11 4200 7 7190 000	141418	05/09/2019	6.50	Sundowner Trophies	ADDITIONAL MEDALLION	IV
11 4200 7 7190 000	141418	05/09/2019	7.00	Sundowner Trophies	GPA PLAQ 2018 VB BASEBALL SMALL	IV
11 4200 7 7190 000	141418	05/09/2019	46.00	Sundowner Trophies	GPA PLAQ. 2018 VB & BASEBALL PLAC	IV

Expense Check Register

5/9/2019

Subsid: AP

	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 4200 7 7190 000	141418	05/09/2019	201.50	Sundowner Trophies	MEDALS W/NC Logo insert/neck Ribbon	IV
		<b>Total Amt for Check 141418:</b>	<b>508.25</b>			
11 7002 7 7030 000	141419	05/09/2019	20.10	Supplyworks	Supplyworks - Finish mop	IV
11 7000 7 7110 000	141419	05/09/2019	26.88	Supplyworks	Supplyworks - Degreaser	IV
		<b>Total Amt for Check 141419:</b>	<b>46.98</b>			
12 1241 7 7000 000	141420	05/09/2019	3.00	Thompson Brothers	Stainship	IV
12 1241 7 7000 000	141420	05/09/2019	6.30	Thompson Brothers	Oxygen	IV
12 1241 7 7000 000	141420	05/09/2019	21.80	Thompson Brothers	Argon	IV
12 1241 7 7000 000	141420	05/09/2019	9.10	Thompson Brothers	Acetylene	IV
12 1241 7 7000 000	141420	05/09/2019	3.00	Thompson Brothers	Argon 90 Mix	IV
12 1241 7 7000 000	141420	05/09/2019	15.00	Thompson Brothers	Argon 75 Mix	IV
12 1241 7 7000 000	141420	05/09/2019	21.00	Thompson Brothers	Oxygen	IV
12 1241 7 7000 000	141420	05/09/2019	21.00	Thompson Brothers	Argon	IV
12 1241 7 7000 000	141420	05/09/2019	12.00	Thompson Brothers	Acetylene	IV
12 1241 7 7000 000	141420	05/09/2019	12.00	Thompson Brothers	Argon Mix	IV
12 1241 7 7000 000	141420	05/09/2019	3.00	Thompson Brothers	Stainship	IV
12 1241 7 7000 000	141420	05/09/2019	15.30	Thompson Brothers	Oxygen	IV
12 1241 7 7000 000	141420	05/09/2019	39.00	Thompson Brothers	Argon	IV
12 1241 7 7000 000	141420	05/09/2019	18.00	Thompson Brothers	Acetylene	IV
12 1241 7 7000 000	141420	05/09/2019	3.00	Thompson Brothers	Argon 90 Mix	IV
12 1241 7 7000 000	141420	05/09/2019	21.00	Thompson Brothers	Argon 75 Mix	IV
12 1241 7 7000 000	141420	05/09/2019	3.00	Thompson Brothers	Stainship	IV
12 1241 7 7000 000	141420	05/09/2019	23.20	Thompson Brothers	Oxygen	IV
12 1241 7 7000 000	141420	05/09/2019	3.00	Thompson Brothers	H90 Mix	IV
12 1241 7 7000 000	141420	05/09/2019	28.10	Thompson Brothers	Argon	IV
12 1241 7 7000 000	141420	05/09/2019	24.30	Thompson Brothers	Acetylene	IV
12 1241 7 7000 000	141420	05/09/2019	6.00	Thompson Brothers	Argon 95 Mix	IV
12 1241 7 7000 000	141420	05/09/2019	3.00	Thompson Brothers	Argon 90 Mix	IV
12 1241 7 7000 000	141420	05/09/2019	30.00	Thompson Brothers	Argon 75 Mix	IV
12 1241 7 7000 000	141420	05/09/2019	21.40	Thompson Brothers	Oxygen	IV
12 1241 7 7000 000	141420	05/09/2019	33.40	Thompson Brothers	Argon	IV

## Expense Check Register

5/9/2019

Subsid: AP

Check #:	Check Dte:	Check Amt:	Payee:	Description:	
12 1241 7 7000 000	141420 05/09/2019	21.00	Thompson Brothers	Acetylene	IV
12 1241 7 7000 000	141420 05/09/2019	60.00	Thompson Brothers	Argon Mix	IV
12 1241 7 7000 000	141420 05/09/2019	27.00	Thompson Brothers	Oxygen	IV
12 1241 7 7000 000	141420 05/09/2019	51.00	Thompson Brothers	Argon	IV
12 1241 7 7000 000	141420 05/09/2019	24.00	Thompson Brothers	Acetylene	IV
12 1241 7 7000 000	141420 05/09/2019	48.00	Thompson Brothers	Argon Mix	IV
<b>Total Amt for Check 141420:</b>		<b>629.90</b>			
11 5505 6 6110 000	141421 05/09/2019	23.07	United Parcel Service	Mike Saddler	IV
17 9300 7 7410 000	141421 05/09/2019	19.67	United Parcel Service	Cengage Learning	IV
<b>Total Amt for Check 141421:</b>		<b>42.74</b>			
12 1241 6 6311 000	141422 05/09/2019	470.73	USD 365	April 19 Utilities at Garnett Welding/HV	IV
12 1241 6 6310 000	141422 05/09/2019	967.14	USD 365	Utilities at Garnett Welding/HVAC	IV
<b>Total Amt for Check 141422:</b>		<b>1,437.87</b>			
11 4200 6 6290 000	141423 05/09/2019	1,192.00	Amber S Vail	EOY Prof Dev 2019	IV
<b>Total Amt for Check 141423:</b>		<b>1,192.00</b>			
11 4200 6 6290 000	141424 05/09/2019	1,407.36	Cheryl Smith VanHemert	EOF Prof Dev may 2019	IV
<b>Total Amt for Check 141424:</b>		<b>1,407.36</b>			
11 7000 6 6720 000	141425 05/09/2019	80.04	Verizon Wireless	Neosho Wifi May 18	IV
<b>Total Amt for Check 141425:</b>		<b>80.04</b>			
11 5510 6 6020 000	141426 05/09/2019	434.70	Village Tour and Travel	BSB	IV
11 5505 6 6020 000	141426 05/09/2019	1,115.30	Village Tour and Travel	AD	IV
<b>Total Amt for Check 141426:</b>		<b>1,550.00</b>			
11 6400 6 6650 000	141427 05/09/2019	700.00	Visix, Inc.	Support Service	IV
<b>Total Amt for Check 141427:</b>		<b>700.00</b>			
11 4200 6 6290 000	141428 05/09/2019	275.66	Paul C Walcher	EOY Prof Dev May 2019	IV
<b>Total Amt for Check 141428:</b>		<b>275.66</b>			
11 4200 6 6290 000	141429 05/09/2019	98.60	Richard E Webber	ADVISING2/22/19	IV
11 4200 6 6290 000	141429 05/09/2019	535.79	Richard E Webber	Instuctuion 11/2/18	IV
<b>Total Amt for Check 141429:</b>		<b>634.39</b>			
11 4200 6 6290 000	141430 05/09/2019	500.00	Mary E Weilert	Understanding Social Lives	IV
<b>Total Amt for Check 141430:</b>		<b>500.00</b>			



Expense Check Register

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**Subsid: AP**

	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 4200 6 6290 000	141431	05/09/2019	73.44	Steven Yuza	KSSEK 2019	<b>IV</b>
	<b>Total Amt for Check 141431:</b>		<b>73.44</b>			
11 7000 6 6700 000	141432	05/09/2019	73.60	Zimmerman Electric Svc	Zimmerman - Service fountain sump pump	<b>IV</b>
	<b>Total Amt for Check 141432:</b>		<b>73.60</b>			
11 4200 6 6290 000	141433	05/09/2019	527.07	Ruth E Zollars	Pedagogy EDCI 5235	<b>IV</b>
11 4200 6 6290 000	141433	05/09/2019	560.26	Ruth E Zollars	pedagogy 8/19/19	<b>IV</b>
	<b>Total Amt for Check 141433:</b>		<b>1,087.33</b>			
<b>Total # for AP:</b>	93	<b>Total Amt for AP:</b>	589,979.61			
<b>Report Total #:</b>	93	<b>Report Total Amt:</b>	589,979.61			









## Neosho Community College

May 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 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	
	<b>Cave Total</b>	<b>2,655.72</b>	<b>0.00</b>	<b>414.00</b>	<b>2,241.72</b>	<b>2,655.72</b>	<b>-0.00</b>	<b>100%</b>
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	7,665.00	38,325.00	45,990.00	0.00	100%
11-1117-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-1117-5-5200-613	Developmental English-McDonald	51,477.00	0.00	11,117.34	33,411.70	44,529.04	6,947.96	87%
11-1117-5-5200-614	Developmental Math-Drybread	50,820.00	0.00	12,705.00	38,115.00	50,820.00	0.00	100%
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	7,742.00	7,742.00	4,758.00	62%
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	1,344.94	1,344.94	155.06	90%
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%

## Neosho Community College

May 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-1117-6-6700-000	Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00	
11-1117-6-6820-000	Dues/Memberships	120.00	0.00	0.00	0.00	0.00	120.00	0%
11-1117-7-7000-000	Instructional Supplies	56.00	0.00	0.00	0.00	0.00	56.00	0%
11-1117-7-7010-000	Office Supplies	800.00	0.00	0.00	173.76	173.76	626.24	22%
11-1117-7-7040-000	Books	0.00	0.00	0.00	0.00	0.00	0.00	
11-1117-7-7050-000	Periodicals	0.00	0.00	0.00	0.00	0.00	0.00	
11-1117-7-7060-000	Audio/Visual Aids	0.00	0.00	0.00	0.00	0.00	0.00	
11-1117-7-7070-000	Food	369.00	0.00	0.00	341.77	341.77	27.23	93%
11-1117-7-7100-000	Small Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-1117-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
11-1117-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>Developmental Lab Total</b>	<b>170,257.00</b>	<b>0.00</b>	<b>31,487.34</b>	<b>121,404.07</b>	<b>152,891.41</b>	<b>17,365.59</b>	<b>90%</b>
11-1118-5-5200-000	Faculty Salary	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0%
11-1118-5-5200-645	Theatre-Stogsdill	37,310.00	0.00	9,327.51	27,982.49	37,310.00	0.00	100%
11-1118-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-1118-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-1118-6-6010-000	Travel	803.15	0.00	350.00	453.15	803.15	0.00	100%
11-1118-6-6020-000	Team/Student Travel	426.23	0.00	151.23	275.00	426.23	0.00	100%
11-1118-6-6030-000	Recruiting	197.00	0.00	0.00	197.00	197.00	0.00	100%
11-1118-6-6110-000	Postage	1.47	0.00	0.00	1.47	1.47	0.00	100%
11-1118-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
11-1118-6-6130-000	Advertising	416.43	0.00	55.00	361.43	416.43	0.00	100%
11-1118-6-6270-000	Entry Fee	0.00	0.00	0.00	0.00	0.00	0.00	
11-1118-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-1118-6-6410-000	Lease/Rental	324.00	0.00	0.00	80.00	80.00	244.00	25%
11-1118-6-6430-000	Copier Lease/Rental	850.00	0.00	0.00	793.07	793.07	56.93	93%
11-1118-6-6480-000	Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00	
11-1118-6-6650-000	Contract Services-Guest Artist	398.00	0.00	0.00	398.00	398.00	0.00	100%
11-1118-6-6820-000	Dues/Memberships	0.00	0.00	0.00	0.00	0.00	0.00	
11-1118-7-7000-000	Instructional Supplies	1,371.83	0.00	742.19	176.48	918.67	453.16	67%
11-1118-7-7010-000	Office Supplies	245.14	0.00	0.00	245.14	245.14	0.00	100%







## Neosho Community College

May 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-1122-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
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	12.85	0.00	0.00	7.85	7.85	5.00	61%
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	366.23	366.23	1,259.66	23%
11-1122-6-6480-000	Equipment Repair	600.00	0.00	600.00	0.00	600.00	0.00	100%
11-1122-7-7000-000	Instructional Supplies	5,527.56	0.00	936.95	3,800.47	4,737.42	790.14	86%
11-1122-7-7001-000	Instructional Supp Critter Wall	685.00	0.00	295.97	56.30	352.27	332.73	51%
11-1122-7-7010-000	Office Supplies	115.00	0.00	0.00	119.10	119.10	-4.10	104%
11-1122-7-7100-000	Small Equipment	2,250.00	0.00	186.20	0.00	186.20	2,063.80	8%
11-1122-7-7190-000	Other	542.15	0.00	0.00	422.11	422.11	120.04	78%
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	
	<b>Science (Biological) Total</b>	<b>152,088.39</b>	<b>0.00</b>	<b>37,242.87</b>	<b>109,978.25</b>	<b>147,221.12</b>	<b>4,867.27</b>	<b>97%</b>
11-1123-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-1123-5-5200-641	Physical Science-Kapkia	29,067.22	0.00	7,266.73	21,800.27	29,067.00	0.22	100%
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	376.44	376.44	73.56	84%
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	517.01	762.98	1,279.99	-233.44	122%

## Neosho Community College

May 2019

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11-1123-7-7010-000	Office Supplies	95.00	0.00	0.00	17.02	17.02	77.98	18%
11-1123-7-7100-000	Small Equipment	1,200.00	0.00	22.50	967.07	989.57	210.43	82%
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	
	<b>Science (Physical) Total</b>	<b>31,963.77</b>	<b>0.00</b>	<b>7,806.24</b>	<b>23,923.78</b>	<b>31,730.02</b>	<b>233.75</b>	<b>99%</b>
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	
	<b>Science - (Biology-HP) Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
11-1129-5-5200-619	Faculty Salary-Ayers	47,470.00	0.00	11,867.49	35,602.51	47,470.00	0.00	100%
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	4,573.21	4,573.21	6,826.79	40%
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	1.44	1.44	8.56	14%
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	413.85	413.85	-13.85	103%
11-1129-7-7000-000	Instructional Supplies	868.00	0.00	0.00	487.09	487.09	380.91	56%
11-1129-7-7010-000	Office Supplies	282.00	0.00	0.00	176.49	176.49	105.51	63%
11-1129-7-7040-000	Books	250.00	0.00	0.00	125.40	125.40	124.60	50%
	<b>History Total</b>	<b>60,880.00</b>	<b>0.00</b>	<b>11,867.49</b>	<b>41,379.99</b>	<b>53,247.48</b>	<b>7,632.52</b>	<b>87%</b>
11-1130-5-5200-642	Faculty Salary-Covey	38,022.00	0.00	9,505.50	28,516.50	38,022.00	0.00	100%
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	207.10	207.10	-207.10	
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	683.61	683.61	-148.61	128%



INTERIM STATEMENT OF EXPENDITURES, ENCUMBRANCES, AND APPROPRIATIONS

Neosho Community College

May 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-1133-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-1133-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-1133-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-1133-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
11-1133-6-6110-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	
11-1133-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
11-1133-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-1133-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
11-1133-6-6480-000	Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00	
11-1133-7-7000-000	Instructional Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-1133-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
11-1133-7-7070-000	Food	0.00	0.00	0.00	0.00	0.00	0.00	
11-1133-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>Home Economics Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
11-1134-5-5200-000	Faculty Salary	2,550.00	0.00	637.50	1,912.50	2,550.00	0.00	100%
11-1134-5-5210-000	Faculty Salary (PT)	4,554.00	0.00	0.00	1,425.11	1,425.11	3,128.89	31%
11-1134-5-5220-000	Faculty Salary (Overload)	1,487.00	0.00	0.00	0.00	0.00	1,487.00	0%
11-1134-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-1134-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-1134-6-6010-000	Travel	2,651.00	0.00	0.00	0.00	0.00	2,651.00	0%
11-1134-6-6020-000	Team/Student Travel	0.00	0.00	0.00	0.00	0.00	0.00	
11-1134-6-6030-000	Recruiting	0.00	0.00	0.00	0.00	0.00	0.00	
11-1134-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
11-1134-6-6110-000	Postage	5.00	0.00	0.00	1.15	1.15	3.85	23%
11-1134-6-6120-000	Printing	47.00	0.00	0.00	0.00	0.00	47.00	0%
11-1134-6-6290-000	Faculty/Staff Development	0.00	0.00	0.00	0.00	0.00	0.00	
11-1134-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-1134-6-6430-000	Copier Lease/Rental	13.00	0.00	0.00	6.58	6.58	6.42	51%
11-1134-6-6630-000	Consultants	0.00	0.00	0.00	0.00	0.00	0.00	
11-1134-6-6820-000	Dues/Memberships	700.00	0.00	0.00	600.00	600.00	100.00	86%
11-1134-7-7010-000	Office Supplies	489.00	0.00	10.92	101.75	112.67	376.33	23%



## Neosho Community College

May 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-1143-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-1143-5-5220-000	Faculty Salary (Overload)	5,000.00	0.00	555.56	4,444.44	5,000.00	0.00	100%
11-1143-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-1143-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
11-1143-6-6020-000	Team/Student Travel	15,829.90	0.00	5,415.95	10,380.27	15,796.22	33.68	100%
11-1143-6-6040-000	Vehicle Mileage	800.00	0.00	0.00	936.56	936.56	-136.56	117%
11-1143-6-6110-000	Postage	75.00	0.00	0.00	36.19	36.19	38.81	48%
11-1143-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-1143-6-6430-000	Copier Lease/Rental	70.00	0.00	0.00	44.26	44.26	25.74	63%
11-1143-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
11-1143-7-7010-000	Office Supplies	45.00	0.00	0.00	8.21	8.21	36.79	18%
11-1143-7-7070-000	Food	200.00	0.00	0.00	153.34	153.34	46.66	77%
11-1143-7-7190-000	Other	836.10	0.00	0.00	814.42	814.42	21.68	97%
	<b>Phi Theta Kappa Total</b>	<b>22,856.00</b>	<b>0.00</b>	<b>5,971.51</b>	<b>16,817.69</b>	<b>22,789.20</b>	<b>66.80</b>	<b>100%</b>
11-1144-5-5220-000	Faculty Salary (Overload)	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0%
11-1144-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-1144-6-6010-000	Travel	2,000.00	0.00	936.45	698.66	1,635.11	364.89	82%
11-1144-6-6020-000	Team/Student Travel	4,459.00	0.00	1,309.80	3,062.63	4,372.43	86.57	98%
11-1144-6-6110-000	Postage	100.00	0.00	0.00	0.00	0.00	100.00	0%
11-1144-7-7070-000	Food	0.00	0.00	0.00	33.41	33.41	-33.41	
11-1144-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>Phi Theta Kappa - Ottawa Total</b>	<b>11,559.00</b>	<b>0.00</b>	<b>2,246.25</b>	<b>3,794.70</b>	<b>6,040.95</b>	<b>5,518.05</b>	<b>52%</b>
11-1150-5-5120-000	Vice President/Dean's Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-1150-5-5120-202	Vice President/Dean's Salary-Krumm	69,221.00	0.00	11,536.80	57,684.20	69,221.00	0.00	100%
11-1150-5-5150-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
11-1150-5-5150-323	Director OWD-Kellogg	45,240.00	0.00	7,540.00	37,700.00	45,240.00	0.00	100%
11-1150-5-5150-330	Director Surg Tech-Warren DO NOT USE	0.00	0.00	0.00	0.00	0.00	0.00	
11-1150-5-5150-331	OTA Peggy Carman	0.00	0.00	0.00	0.00	0.00	0.00	
11-1150-5-5150-438	Director OTA-Flett DO NOT USE	0.00	0.00	0.00	0.00	0.00	0.00	
11-1150-5-5210-000	Faculty Salary (PT)	62,500.00	0.00	6,575.63	46,326.29	52,901.92	9,598.08	85%
11-1150-5-5220-000	Faculty Salary (Overload)	3,985.30	0.00	0.00	0.00	0.00	3,985.30	0%







## Neosho Community College

May 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-1152-5-5320-000	Clerical Salary (OT)	2,000.00	0.00	0.00	324.80	324.80	1,675.20	16%
11-1152-5-5400-000	Student Salary	5,000.00	0.00	0.00	1,509.75	1,509.75	3,490.25	30%
11-1152-5-5500-000	Maintenance Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5500-537	Maintenance/Ottawa-Fisher	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5510-000	Maintenance Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5910-513	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5910-515	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5910-521	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5910-530	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5910-531	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-6-6010-000	Travel	1,500.00	0.00	0.00	169.19	169.19	1,330.81	11%
11-1152-6-6040-000	Vehicle Mileage	2,900.00	0.00	0.00	1,895.90	1,895.90	1,004.10	65%
11-1152-6-6060-000	Faculty Travel	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-6-6110-000	Postage	600.00	0.00	0.00	244.55	244.55	355.45	41%
11-1152-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-6-6130-000	Advertising	24,751.00	0.00	1,760.00	16,499.28	18,259.28	6,491.72	74%
11-1152-6-6260-000	Conference	350.00	0.00	0.00	115.09	115.09	234.91	33%
11-1152-6-6310-000	Utilities-Ottawa-Electric	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-6-6311-000	Utilities-Water	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-6-6312-000	Utilities-Sewer	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-6-6313-000	Utilities-Gas	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-6-6314-000	Utilities-Trash Pickup	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-6-6320-000	Telephone	18,000.00	0.00	228.76	14,210.63	14,439.39	3,560.61	80%
11-1152-6-6400-000	Internet Agreements-Ottawa	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-6-6410-000	Lease/Rental	407,119.00	0.00	0.00	407,006.34	407,006.34	112.66	100%
11-1152-6-6420-000	Lease/Rental Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-6-6430-000	Copier Lease/Rental	3,600.00	0.00	0.00	1,940.44	1,940.44	1,659.56	54%
11-1152-6-6480-000	Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-6-6630-000	Consultants	0.00	0.00	0.00	0.00	0.00	0.00	
11-1152-6-6650-000	Contract Services	22,000.00	0.00	0.00	12,587.07	12,587.07	9,412.93	57%

## Neosho Community College

May 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-1152-6-6670-000	Security	0.00	0.00	0.00	0.00	0.00	0.00	
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	3,452.00	0.00	0.00	3,319.81	3,319.81	132.19	96%
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	2,480.00	0.00	0.00	1,410.00	1,410.00	1,070.00	57%
11-1152-7-7010-000	Office Supplies	2,200.00	0.00	35.98	1,074.14	1,110.12	1,089.88	50%
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	25.05	926.59	951.64	1,418.36	40%
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	37.98	534.46	572.44	127.56	82%
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	
	<b>Ottawa Total</b>	<b>956,381.17</b>	<b>0.00</b>	<b>89,674.03</b>	<b>764,247.11</b>	<b>853,921.14</b>	<b>102,460.03</b>	<b>89%</b>
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	6,338.80	30,901.84	37,240.64	792.36	98%
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	3,514.59	23,117.57	26,632.16	1,977.09	93%
11-1153-5-5220-000	Faculty Salary (Overload) (bonus)	28,399.50	0.00	2,878.50	17,542.59	20,421.09	7,978.41	72%
11-1153-5-5300-531	Clerical Salary-Meyer	29,140.80	0.00	1,080.00	17,092.70	18,172.70	10,968.10	62%
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	200.00	1,000.00	1,200.00	0.00	100%
11-1153-6-6010-000	Travel	3,770.00	0.00	0.00	0.00	0.00	3,770.00	0%





## Neosho Community College

May 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
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%
	<b>Faculty Senate Total</b>	<b>190.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>190.00</b>	<b>0%</b>
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	1,579.23	1,579.23	20.77	99%
11-1162-6-6650-000	Contract Services	800.00	0.00	0.00	0.00	0.00	800.00	0%
11-1162-7-7000-000	Instructional Supplies	8,594.00	0.00	0.00	8,211.23	8,211.23	382.77	96%
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%
	<b>Outreach - Ottawa Science Total</b>	<b>11,089.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,790.46</b>	<b>9,790.46</b>	<b>1,298.54</b>	<b>88%</b>
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	5,993.24	5,993.24	720.76	89%
11-3100-7-7010-000	Office Supplies	62.79	0.00	0.00	67.37	67.37	-4.58	107%



## Neosho Community College

May 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 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	0.00	740.50	740.50	59.50	93%
11-4100-7-7040-000	Books	3,435.00	0.00	0.00	2,511.47	2,511.47	923.53	73%
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	
	<b>Library Total</b>	<b>138,140.00</b>	<b>0.00</b>	<b>15,507.93</b>	<b>108,605.82</b>	<b>124,113.75</b>	<b>14,026.25</b>	<b>90%</b>
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	64,099.56	0.00	10,683.26	53,416.30	64,099.56	0.00	100%
11-4200-5-5150-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
11-4200-5-5170-000	Chair Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-4200-5-5170-608	Chair Applied Science-Jones	0.00	0.00	0.00	0.00	0.00	0.00	
11-4200-5-5170-610	Chair Salary-Harris	0.00	0.00	0.00	0.00	0.00	0.00	
11-4200-5-5170-620	Chair Salary-Blackwell	33,360.00	0.00	8,340.09	25,019.91	33,360.00	0.00	100%
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-Kapkiaia	32,567.22	0.00	8,141.79	24,425.21	32,567.00	0.22	100%
11-4200-5-5210-000	Faculty Salary (PT)	199,500.00	0.00	15,587.50	140,709.77	156,297.27	43,202.73	78%
11-4200-5-5220-000	Faculty Salary (Overload)	239,000.00	0.00	35,395.02	200,165.45	235,560.47	3,439.53	99%
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	6,062.40	28,317.20	34,379.60	647.60	98%
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	4,408.00	0.00	200.00	4,561.10	4,761.10	-353.10	108%
11-4200-6-6010-000	Travel	3,500.00	0.00	0.00	1,101.08	1,101.08	2,398.92	31%







Neosho Community College

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 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	12,718.01	0.00	2,070.00	10,820.51	12,890.51	-172.50	101%
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	3,394.13	3,394.13	605.87	85%
11-5000-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5000-5-5950-000	Fringe Benefits	1,200.00	0.00	200.00	1,000.00	1,200.00	0.00	100%
11-5000-6-6010-000	Travel	900.00	0.00	0.00	999.16	999.16	-99.16	111%
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	718.29	718.29	231.71	76%
11-5000-6-6110-000	Postage	200.00	0.00	0.00	17.58	17.58	182.42	9%
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	0.00	835.00	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	91.83	91.83	158.17	37%
11-5000-6-6650-000	Contract Services	15,100.00	0.00	120.32	10,585.23	10,705.55	4,394.45	71%
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	250.00	1,212.93	1,462.93	1,337.07	52%
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	158.43	158.43	172.57	48%
11-5000-7-7070-000	Food	1,675.00	0.00	110.85	1,149.91	1,260.76	414.24	75%
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	598.00	0.00	0.00	57.99	57.99	540.01	10%
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	2,171.00	0.00	920.77	0.00	920.77	1,250.23	42%
11-5000-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>Student Development Total</b>	<b>111,466.01</b>	<b>0.00</b>	<b>14,426.64</b>	<b>87,114.29</b>	<b>101,540.93</b>	<b>9,925.08</b>	<b>91%</b>
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	3,561.04	17,805.40	21,366.44	0.06	100%
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%







## Neosho Community College

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 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	5,198.00	25,804.76	31,002.76	185.24	99%
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	3,159.00	14,755.50	17,914.50	337.50	98%
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	451.00	0.00	0.00	134.19	134.19	316.81	30%
11-5200-6-6110-000	Postage	1,374.00	0.00	0.00	790.52	790.52	583.48	58%
11-5200-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
11-5200-6-6260-000	Conference	250.00	0.00	0.00	165.00	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	638.00	638.00	-138.00	128%
11-5200-6-6430-000	Copier Lease/Rental	750.00	0.00	0.00	394.68	394.68	355.32	53%
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	301.18	301.18	525.24	36%
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	280.00	0.00	0.00	274.99	274.99	5.01	98%
11-5200-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>Financial Aid Total</b>	<b>55,716.00</b>	<b>0.00</b>	<b>8,357.00</b>	<b>43,397.20</b>	<b>51,754.20</b>	<b>3,961.80</b>	<b>93%</b>
11-5202-5-5150-439	Dir Financial Aid-Daisy	41,922.00	0.00	6,987.00	34,935.00	41,922.00	0.00	100%

## Neosho Community College

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 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	12,861.00	12,861.00	3,987.00	76%
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	257.17	257.17	232.83	52%
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	0.00	165.00	165.00	125.00	57%
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	327.27	327.27	272.73	55%
11-5202-6-6650-000	Contract Services	25,220.00	0.00	0.00	21,870.75	21,870.75	3,349.25	87%
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	396.76	396.76	105.24	79%
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	1,211.00	0.00	0.00	1,210.76	1,210.76	0.24	100%
	<b>Financial Aid-Ottawa Total</b>	<b>89,299.00</b>	<b>0.00</b>	<b>6,987.00</b>	<b>73,821.43</b>	<b>80,808.43</b>	<b>8,490.57</b>	<b>90%</b>
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	5,863.20	29,315.80	35,179.00	0.00	100%
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-Haynes	23,296.00	0.00	4,056.00	15,543.20	19,599.20	3,696.80	84%
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	17,609.27	0.00	227.72	15,820.76	16,048.48	1,560.79	91%



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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	1,450.00	0.00	0.00	1,306.41	1,306.41	143.59	90%
11-5300-6-6120-000	Printing	356.00	0.00	0.00	0.00	0.00	356.00	0%
11-5300-6-6130-000	Advertising	1,808.00	0.00	0.00	808.44	808.44	999.56	45%
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	1,700.00	0.00	0.00	1,587.98	1,587.98	112.02	93%
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	686.35	686.35	613.65	53%
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	200.40	200.40	279.60	42%
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	
	<b>Admission/Recruiting Total</b>	<b>88,257.27</b>	<b>0.00</b>	<b>10,146.92</b>	<b>69,195.93</b>	<b>79,342.85</b>	<b>8,914.42</b>	<b>90%</b>
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	24,336.00	0.00	4,056.00	20,280.00	24,336.00	0.00	100%
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	125.02	96.95	221.97	378.03	37%
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	350.00	0.00	0.00	198.01	198.01	151.99	57%
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	845.00	0.00	0.00	496.21	496.21	348.79	59%
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	
	<b>Admissions/Recruiting-Ottawa Total</b>	<b>26,633.73</b>	<b>0.00</b>	<b>4,181.02</b>	<b>21,110.93</b>	<b>25,291.95</b>	<b>1,341.78</b>	<b>95%</b>



Neosho Community College

May 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 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	
	<b>Registrar Total</b>	<b>105,823.40</b>	<b>0.00</b>	<b>13,246.67</b>	<b>71,887.60</b>	<b>85,134.27</b>	<b>20,689.13</b>	<b>80%</b>
11-5312-5-5300-512	Registration Specialist-Ottawa-Parker	24,960.00	0.00	4,320.00	20,180.00	24,500.00	460.00	98%
11-5312-5-5320-000	Clerical Salary (OT)	108.00	0.00	0.00	108.00	108.00	0.00	100%
11-5312-6-6110-000	Postage	100.00	0.00	0.00	58.31	58.31	41.69	58%
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	18.70	18.70	231.30	7%
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	28.67	28.67	71.33	29%
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	
	<b>Registrar-Ottawa Total</b>	<b>25,518.00</b>	<b>0.00</b>	<b>4,320.00</b>	<b>20,393.68</b>	<b>24,713.68</b>	<b>804.32</b>	<b>97%</b>
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	6,251.70	31,258.30	37,510.00	0.00	100%
11-5350-5-5200-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
11-5350-5-5300-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
11-5350-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
11-5350-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
11-5350-6-6010-000	Travel	330.00	0.00	0.00	182.70	182.70	147.30	55%
11-5350-6-6040-000	Vehicle Mileage	2,620.00	0.00	0.00	2,249.01	2,249.01	370.99	86%
11-5350-6-6110-000	Postage	160.35	0.00	0.00	38.37	38.37	121.98	24%
11-5350-6-6120-000	Printing	0.00	0.00	0.00	0.00	0.00	0.00	
11-5350-6-6260-000	Conference	1,128.00	0.00	988.00	80.35	1,068.35	59.65	95%
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	199.91	199.91	50.09	80%
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	161.30	161.30	-1.65	101%



## Neosho Community College

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 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	20,000.00	0.00	3,409.10	16,590.90	20,000.00	0.00	100%
11-5505-5-5200-404	Assistant Director Athletics-Harrison	0.00	0.00	0.00	0.00	0.00	0.00	
11-5505-5-5200-603	Field Maintenance-Murry	5,332.00	0.00	1,332.99	3,999.01	5,332.00	0.00	100%
11-5505-5-5200-624	Faculty Salary-Combs	7,918.20	0.00	1,979.55	5,938.65	7,918.20	-0.00	100%
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	7,663.00	0.00	1,915.74	5,747.26	7,663.00	0.00	100%
11-5505-5-5200-647	Faculty Salary-Herron	8,317.20	0.00	2,079.30	6,237.90	8,317.20	0.00	100%
11-5505-5-5200-649	Faculty Salary-Davis	7,347.80	0.00	1,836.96	5,510.84	7,347.80	0.00	100%
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	1,865.49	5,596.49	7,461.98	0.02	100%
11-5505-5-5200-658	Faculty Salary-Hicks	0.00	0.00	0.00	0.00	0.00	0.00	
11-5505-5-5200-659	Faculty Salary-White	7,205.20	0.00	1,801.29	5,403.91	7,205.20	0.00	100%
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	4,410.00	20,600.00	25,010.00	470.00	98%
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	2,085.54	0.00	0.00	221.42	221.42	1,864.12	11%
11-5505-6-6020-000	Team/Student Travel	31,386.57	0.00	0.00	30,907.11	30,907.11	479.46	98%
11-5505-6-6040-000	Vehicle Mileage	1,582.84	0.00	0.00	1,917.49	1,917.49	-334.65	121%
11-5505-6-6110-000	Postage	250.00	0.00	0.00	122.48	122.48	127.52	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	0.00	500.00	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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ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
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	434.58	0.00	0.00	439.70	439.70	-5.12	101%
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	0.00	300.00	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	3,258.51	16,740.03	19,998.54	5,979.46	77%
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	
	<b>Athletic Director Total</b>	<b>322,956.97</b>	<b>0.00</b>	<b>24,798.03</b>	<b>289,578.13</b>	<b>314,376.16</b>	<b>8,580.81</b>	<b>97%</b>
11-5510-5-5150-000	Assist Coach PT-Jacks	17,967.00	0.00	998.19	16,968.81	17,967.00	0.00	100%
11-5510-5-5150-457	Assistant Baseball FT-Gilner	21,514.00	0.00	2,151.40	19,362.60	21,514.00	-0.00	100%
11-5510-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
11-5510-5-5200-603	Baseball-Murry	47,987.00	0.00	11,996.76	35,990.24	47,987.00	0.00	100%
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	39.82	0.00	0.00	0.00	0.00	39.82	0%
11-5510-6-6020-000	Team/Student Travel	6,015.92	0.00	4,074.21	3,284.66	7,358.87	-1,342.95	122%
11-5510-6-6030-000	Recruiting	785.61	0.00	0.00	785.61	785.61	0.00	100%
11-5510-6-6040-000	Vehicle Mileage	1,767.83	0.00	0.00	582.96	582.96	1,184.87	33%
11-5510-6-6110-000	Postage	842.26	0.00	0.00	950.26	950.26	-108.00	113%
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	892.40	0.00	0.00	791.94	791.94	100.46	89%
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	6.57	0.00	0.00	6.57	6.57	0.00	100%
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	1,646.64	0.00	0.00	1,622.21	1,622.21	24.43	99%



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ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
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	
	<b>Men's Basketball Total</b>	<b>90,064.80</b>	<b>0.00</b>	<b>9,895.70</b>	<b>80,360.76</b>	<b>90,256.46</b>	<b>-191.66</b>	<b>100%</b>
11-5525-5-5200-000	Faculty Salary	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>Tennis Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
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	10,231.20	0.00	0.00	10,231.20	10,231.20	0.00	100%
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	7,347.81	22,043.39	29,391.20	-0.00	100%
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	15,265.85	0.00	76.33	13,358.42	13,434.75	1,831.10	88%
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	7,626.50	7,626.50	-302.74	104%
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	19.02	19.02	-1.00	106%
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	207.78	0.00	0.00	233.76	233.76	-25.98	113%
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	
	<b>Women's Basketball Total</b>	<b>87,239.40</b>	<b>0.00</b>	<b>7,424.14</b>	<b>78,313.88</b>	<b>85,738.02</b>	<b>1,501.38</b>	<b>98%</b>







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ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-5555-6-6020-000	Team/Student Travel	6,242.89	0.00	807.96	7,050.85	6,242.89	0.00	100%
11-5555-6-6030-000	Recruiting	992.58	0.00	311.19	158.32	469.51	523.07	47%
11-5555-6-6040-000	Vehicle Mileage	4,553.99	0.00	0.00	4,553.99	4,553.99	-0.00	100%
11-5555-6-6110-000	Postage	147.18	0.00	0.00	147.18	147.18	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	221.68	0.00	0.00	221.68	221.68	0.00	100%
11-5555-6-6640-000	Game Officials	1,125.00	0.00	0.00	1,125.00	1,125.00	0.00	100%
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	16.92	0.00	0.00	6.26	6.26	10.66	37%
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	11,725.76	0.00	359.99	10,691.77	11,051.76	674.00	94%
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%
	<b>Men's Wrestling Total</b>	<b>75,595.00</b>	<b>0.00</b>	<b>9,371.91</b>	<b>65,014.85</b>	<b>74,386.76</b>	<b>1,208.24</b>	<b>98%</b>
11-5556-5-5200-650	Faculty Salary-	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>Concessions Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
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	1,500.00	29,668.14	31,168.14	8,227.42	79%
11-5560-5-5200-661	Athletic Trainer-Matsuura	44,593.00	0.00	11,148.24	33,444.76	44,593.00	0.00	100%
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	7.08	7.08	42.92	14%
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	37.62	37.62	12.38	75%

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May 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-5560-6-6650-000	Contract Services	10,594.50	0.00	0.00	7,840.00	7,840.00	2,754.50	74%
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	37.63	37.63	137.37	22%
11-5560-7-7020-000	Athletic Supplies	12,030.00	0.00	55.94	4,954.33	5,010.27	7,019.73	42%
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%
	<b>Athletic Trainer Total</b>	<b>110,513.56</b>	<b>0.00</b>	<b>12,704.18</b>	<b>77,815.66</b>	<b>90,519.84</b>	<b>19,993.72</b>	<b>82%</b>
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	12,380.00	0.00	1,238.00	11,142.00	12,380.00	0.00	100%
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	4,663.74	13,991.26	18,655.00	0.00	100%
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	182.64	3,358.13	3,540.77	4.23	100%
11-5565-6-6030-000	Recruiting	1,000.00	0.00	16.07	967.72	983.79	16.21	98%
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	5.40	5.40	94.60	5%
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

May 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 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	
	<b>Women's Soccer Total</b>	<b>53,035.00</b>	<b>0.00</b>	<b>6,100.45</b>	<b>46,565.98</b>	<b>52,666.43</b>	<b>368.57</b>	<b>99%</b>
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	
	<b>Men'sTrack Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
11-5575-5-5150-000	Assist Coach PT-Speed	17,650.00	0.00	1,567.71	14,955.00	16,522.71	1,127.29	94%
11-5575-5-5150-464	Asst Coach - Speed	20,835.00	0.00	1,900.00	13,300.00	15,200.00	5,635.00	73%
11-5575-5-5200-658	Women's Track-S Hicks	35,489.00	0.00	8,828.25	22,167.43	30,995.68	4,493.32	87%











Neosho Community College

May 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 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	89.00	6,491.19	6,580.19	-1,409.19	127%
11-6200-7-7100-000	Small Equipment	209.00	0.00	95.98	30.98	126.96	82.04	61%
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	1,694.00	0.00	0.00	93.35	93.35	1,600.65	6%
11-6200-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>Fiscal Management Total</b>	<b>299,304.40</b>	<b>0.00</b>	<b>38,145.62</b>	<b>252,813.80</b>	<b>290,959.42</b>	<b>8,344.98</b>	<b>97%</b>
11-6202-5-5300-515	Cashier/Ott-Benton	29,764.80	0.00	5,151.60	25,010.88	30,162.48	-397.68	101%
11-6202-5-5320-000	Clerical Salary (OT)	2,050.00	0.00	0.00	2,092.27	2,092.27	-42.27	102%
11-6202-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
11-6202-6-6110-000	Postage	50.00	0.00	0.00	4.47	4.47	45.53	9%
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	
	<b>Fiscal Management-Ottawa Total</b>	<b>31,864.80</b>	<b>0.00</b>	<b>5,151.60</b>	<b>27,107.62</b>	<b>32,259.22</b>	<b>-394.42</b>	<b>101%</b>
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	6,414.30	32,071.70	38,486.00	0.00	100%
11-6250-5-5160-000	DOL Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
11-6250-5-5300-000	Clerical Salary-AA	3,000.00	0.00	0.00	2,460.27	2,460.27	539.73	82%
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	1,239.16	10,801.97	12,041.13	4,958.87	71%
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	27.57	27.57	222.43	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	May 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	
	<b>Public Relations Total</b>	<b>71,390.00</b>	<b>0.00</b>	<b>5,416.29</b>	<b>59,214.81</b>	<b>64,631.10</b>	<b>6,758.90</b>	<b>91%</b>
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	
	<b>Grant Writer Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
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	0.00	0.00	0.00	0.00	0.00	0.00	
11-6400-5-5150-316	Dean of Operations-Ranabarger	72,170.00	0.00	12,028.30	60,141.70	72,170.00	0.00	100%
11-6400-5-5150-413	Network Services Admin-Hudson	32,546.00	0.00	5,424.30	27,121.70	32,546.00	0.00	100%
11-6400-5-5150-433	Dir Tech Services-Seibert	50,500.00	0.00	8,416.70	42,083.30	50,500.00	-0.00	100%





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ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 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	43.95	0.00	43.95	1,056.05	4%
	<b>Technology-Ottawa Total</b>	<b>73,740.00</b>	<b>0.00</b>	<b>4,730.94</b>	<b>66,000.00</b>	<b>70,730.94</b>	<b>3,009.06</b>	<b>96%</b>
11-6500-5-5120-102	Vice President Administration-	0.00	0.00	0.00	0.00	0.00	0.00	
11-6500-5-5150-000	North Central Visit	5,000.00	0.00	0.00	5,000.00	5,000.00	0.00	100%
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	2,081.00	2,081.00	5,199.00	29%
11-6500-5-5900-000	Service Award	4,500.00	0.00	0.00	4,000.00	4,000.00	500.00	89%
11-6500-5-5910-000	Social Security	414,725.00	0.00	0.00	304,556.95	304,556.95	110,168.05	73%
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	24,749.18	24,749.18	4,890.82	83%
11-6500-5-5930-000	Unemployment	28,500.00	0.00	0.00	10,941.05	10,941.05	17,558.95	38%
11-6500-5-5950-000	Fringe Benefits	745,522.44	0.00	1,474.67	563,127.40	564,602.07	180,920.37	76%
11-6500-5-5951-000	Fringe Benefits-403(b) Match	20,000.00	0.00	0.00	13,292.28	13,292.28	6,707.72	66%
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%





## Neosho Community College

May 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-6501-5-5400-000	Student Salary	0.00	0.00	0.00	302.87	302.87	302.87	
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	2,750.00	0.00	0.00	1,677.68	1,677.68	1,072.32	61%
11-6501-6-6040-000	Vehicle Mileage	600.00	0.00	0.00	63.56	63.56	536.44	11%
11-6501-6-6110-000	Postage	2,450.00	0.00	0.00	1,736.49	1,736.49	713.51	71%
11-6501-6-6120-000	Printing	5,270.00	0.00	0.00	4,738.98	4,738.98	531.02	90%
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	700.00	0.00	0.00	494.88	494.88	205.12	71%
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	305.00	0.00	0.00	250.00	250.00	55.00	82%
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	1,550.00	0.00	0.00	1,515.09	1,515.09	34.91	98%
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	
	<b>Development Officer Total</b>	<b>122,190.00</b>	<b>0.00</b>	<b>17,998.40</b>	<b>100,165.41</b>	<b>118,163.81</b>	<b>4,026.19</b>	<b>97%</b>
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	465.00	0.00	0.00	420.00	420.00	45.00	90%



## Neosho Community College

May 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-7000-5-5910-522	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
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	200.00	1,000.00	1,200.00	0.00	100%
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	695.64	695.64	104.36	87%
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	186,990.30	186,990.30	-16,990.30	110%
11-7000-6-6310-001	Utilities-Electric Ross Lane	27,245.00	0.00	899.52	9,520.17	10,419.69	16,825.31	38%
11-7000-6-6311-000	Utilities-Water	21,000.00	0.00	0.00	17,735.77	17,735.77	3,264.23	84%
11-7000-6-6311-001	Utilities-Water Ross Lane	175.00	0.00	414.72	137.12	551.84	-376.84	315%
11-7000-6-6312-000	Utilities-Sewer	11,000.00	0.00	0.00	6,628.31	6,628.31	4,371.69	60%
11-7000-6-6312-001	Utilities-Sewer Ross Lane	740.00	0.00	215.11	583.64	798.75	-58.75	108%
11-7000-6-6313-000	Utilities-Gas	22,559.41	0.00	0.00	21,302.03	21,302.03	1,257.38	94%
11-7000-6-6313-001	Utilities-Gas Ross Lane	750.00	0.00	706.24	15,452.65	16,158.89	-15,408.89	2155%
11-7000-6-6314-000	Utilities-Trash/Grease Pickup	12,000.00	0.00	36.42	6,346.07	6,382.49	5,617.51	53%
11-7000-6-6314-001	Utilities-Trash Pickup Ross Lane	610.00	0.00	59.40	389.52	448.92	161.08	74%
11-7000-6-6315-001	Fire Protection Ross Lane	480.00	0.00	60.00	3,255.00	3,315.00	-2,835.00	691%
11-7000-6-6320-000	Telephone	3,775.00	0.00	0.00	1,834.91	1,834.91	1,940.09	49%
11-7000-6-6410-000	Lease/Rental	11,359.12	0.00	0.00	12,527.50	12,527.50	-1,168.38	110%
11-7000-6-6430-000	Copier Lease/Rental	2.67	0.00	0.00	145.69	145.69	-143.02	5457%
11-7000-6-6460-000	Service Agreement	4,740.00	0.00	0.00	5,006.86	5,006.86	-266.86	106%
11-7000-6-6650-000	Contract Services	20,300.00	0.00	0.00	23,633.35	23,633.35	-3,333.35	116%
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	737.88	24,843.79	25,581.67	26,418.33	49%
11-7000-6-6710-000	Maintenance & Repair of Building	45,000.00	0.00	3,087.33	27,084.61	30,171.94	14,828.06	67%
11-7000-6-6720-000	Maintenance & Repair of Vehicles	0.00	0.00	4,024.42	16,690.51	20,714.93	-20,714.93	
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	430.04	430.04	69.96	86%
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	480.18	480.18	1,469.82	25%

## Neosho Community College

May 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
11-7000-7-7110-000	Janitorial Supplies	18,275.00	0.00	0.00	13,519.54	13,519.54	4,755.46	74%
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	3,710.59	3,710.59	26,289.41	12%
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	0.00	13,521.09	13,521.09	478.91	97%
11-7000-8-8250-000	Facility Improvements	17,000.00	0.00	0.00	3,426.97	3,426.97	13,573.03	20%
11-7000-8-8251-000	Building Improvements Lease Payment	342,043.00	0.00	57,003.78	285,018.90	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	772.14	10,736.58	11,508.72	6,491.28	64%
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	
	<b>Maintenance Total</b>	<b>1,194,288.71</b>	<b>0.00</b>	<b>124,191.56</b>	<b>982,666.79</b>	<b>1,106,858.35</b>	<b>87,430.36</b>	<b>93%</b>
11-7002-5-5500-537	Maintenance-Ottawa-Dodson	26,520.00	0.00	4,590.00	21,930.00	26,520.00	0.00	100%
11-7002-5-5510-000	Maintenance Salary (PT)-Ginsbach	9,970.50	0.00	660.00	7,048.50	7,708.50	2,262.00	77%
11-7002-6-6310-000	Utilities-Electric	46,706.29	0.00	0.00	38,590.08	38,590.08	8,116.21	83%
11-7002-6-6311-000	Utilities-Water	17,570.00	0.00	0.00	6,642.93	6,642.93	10,927.07	38%
11-7002-6-6312-000	Utilities-Sewer	2,000.00	0.00	0.00	937.61	937.61	1,062.39	47%
11-7002-6-6313-000	Utilities-Gas	8,000.00	0.00	0.00	9,642.86	9,642.86	-1,642.86	121%
11-7002-6-6314-000	Utilities-Trash Pickup	1,744.20	0.00	436.05	1,508.25	1,944.30	-200.10	111%
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	120.00	21,510.00	21,630.00	3,370.00	87%
11-7002-6-6700-000	Equipment Repair	17,351.07	0.00	452.10	34,013.24	34,465.34	-17,114.27	199%
11-7002-6-6710-000	Maintenance & Repair of Building	8,000.00	0.00	5,392.66	4,777.68	10,170.34	-2,170.34	127%
11-7002-7-7030-000	Maintenance & Janitorial Supplies	7,500.00	0.00	494.32	5,484.99	5,979.31	1,520.69	80%
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	3,730.00	3,730.00	1,270.00	75%
11-7002-8-8500-000	Equipment	898.44	0.00	0.00	898.44	898.44	0.00	100%
	<b>Maintenance-Ottawa Total</b>	<b>178,760.50</b>	<b>0.00</b>	<b>12,145.13</b>	<b>156,714.58</b>	<b>168,859.71</b>	<b>9,900.79</b>	<b>94%</b>

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 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	1,969.00	422,074.22	424,043.22	-424,043.22	
	<b>Ross Lane Total</b>	<b>0.00</b>	<b>0.00</b>	<b>1,969.00</b>	<b>422,074.22</b>	<b>424,043.22</b>	<b>-424,043.22</b>	
11-7050-5-5120-102	Vice President Operations-B Smith	104,118.00	0.00	17,353.00	86,765.00	104,118.00	0.00	100%
11-7050-5-5300-540	Admin Assist Op-Unrein	29,203.20	0.00	5,054.40	23,662.80	28,717.20	486.00	98%
11-7050-5-5320-000	Clerical Salary (OT)	300.00	0.00	0.00	42.12	42.12	257.88	14%
11-7050-5-5950-000	Fringe Benefits	11,820.00	0.00	200.00	9,676.50	9,876.50	1,943.50	84%
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	268.61	268.61	31.39	90%
11-7050-6-6110-000	Postage	75.00	0.00	0.00	91.11	91.11	-16.11	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	310.20	310.20	49.80	86%
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	215.91	215.91	-65.91	144%
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	237.87	237.87	-37.87	119%
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	430.47	69.53	500.00	0.00	100%
11-7050-7-7190-000	Other	1,000.00	0.00	184.00	621.81	805.81	194.19	81%
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	
	<b>Operations Total</b>	<b>152,066.20</b>	<b>0.00</b>	<b>23,221.87</b>	<b>125,233.93</b>	<b>148,455.80</b>	<b>3,610.40</b>	<b>98%</b>
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	29,280.67	0.00	4,885.20	25,046.83	29,932.03	-651.36	102%
11-7100-5-5610-565	Safety Officer (PT)-Godinez	13,816.84	0.00	2,442.60	11,774.56	14,217.16	-400.32	103%
11-7100-5-5610-566	Safety Officer (PT)-Barker	12,884.56	0.00	2,433.60	10,816.08	13,249.68	-365.12	103%
11-7100-5-5610-568	Bus Driver (PT)-Garner	1,930.50	0.00	780.00	630.50	1,410.50	520.00	73%









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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	258,960.00	258,960.00	87,540.00	75%
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	40,177.00	40,177.00	4,373.00	90%
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	15,180.00	15,180.00	-5,934.00	164%
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	521,052.00	521,052.00	-441,052.00	651%
11-8100-7-7400-001	Allied Health	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>Scholarships Total</b>	<b>664,540.00</b>	<b>0.00</b>	<b>0.00</b>	<b>958,898.00</b>	<b>958,898.00</b>	<b>-294,358.00</b>	<b>144%</b>
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%
	<b>Non-Mandatory Transfer Total</b>	<b>452,911.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-452,911.00</b>	<b>0%</b>
	<b>General Fund Total</b>	<b>11,207,300.57</b>	<b>0.00</b>	<b>1,077,668.42</b>	<b>9,752,079.40</b>	<b>10,829,747.82</b>	<b>377,552.75</b>	<b>97%</b>
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	10,040.49	30,121.51	40,162.00	0.00	100%

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12-1205-5-5910-000	Social Security	3,505.00	0.00	0.00	2,931.24	2,931.24	573.76	84%
12-1205-5-5950-000	Fringe Benefits	1,200.00	0.00	0.00	900.00	900.00	300.00	75%
12-1205-5-5951-000	Fringe Benefits-403(b) Match	300.00	0.00	0.00	225.00	225.00	75.00	75%
12-1205-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
12-1205-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
12-1205-6-6110-000	Postage	5.00	0.00	0.00	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	57.16	57.16	27.84	67%
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	
	<b>Marketing Total</b>	<b>45,622.00</b>	<b>0.00</b>	<b>10,040.49</b>	<b>34,253.31</b>	<b>44,293.80</b>	<b>1,328.20</b>	<b>97%</b>
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	12,888.24	38,664.76	51,553.00	-0.00	100%
12-1210-5-5210-000	Faculty Salary (PT)	27,938.00	0.00	4,025.00	18,400.00	22,425.00	5,513.00	80%
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	4,328.64	4,328.64	5,061.36	46%
12-1210-5-5950-000	Fringe Benefits	6,539.00	0.00	0.00	4,876.22	4,876.22	1,662.78	75%
12-1210-5-5951-000	Fringe Benefits-403(b) Match	150.00	0.00	0.00	225.00	225.00	-75.00	150%
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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ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
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	10,840.50	32,521.50	43,362.00	0.00	100%
12-1215-5-5200-634	Faculty Salary-Mitchell	29,595.00	0.00	7,398.75	22,196.25	29,595.00	0.00	100%
12-1215-5-5200-635	Faculty Salary-(Shomaker-Vacant)	39,180.00	0.00	8,117.22	10,822.97	18,940.19	20,239.81	48%
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	8,560.23	17,234.65	25,794.88	17,567.12	59%
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-Vamer-Lee	41,618.00	0.00	10,404.51	31,213.49	41,618.00	0.00	100%
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	12,573.00	37,718.00	50,291.00	1.00	100%
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	9,478.63	80,534.00	90,012.63	16,437.37	85%
12-1215-5-5220-000	Faculty Salary (Overload)	18,560.00	0.00	1,484.38	11,675.12	13,159.50	5,400.50	71%
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	4,712.40	22,050.49	26,762.89	464.31	98%
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	27,613.60	27,613.60	4,126.40	87%
12-1215-5-5950-000	Fringe Benefits	65,730.24	0.00	0.00	37,639.10	37,639.10	28,091.14	57%
12-1215-5-5951-000	Fringe Benefits-403(b) Match	1,500.00	0.00	0.00	825.00	825.00	675.00	55%
12-1215-6-6010-000	Travel	1,000.00	0.00	0.00	685.48	685.48	314.52	69%
12-1215-6-6040-000	Vehicle Mileage	2,000.00	0.00	0.00	1,521.31	1,521.31	478.69	76%
12-1215-6-6110-000	Postage	280.00	0.00	0.00	77.83	77.83	202.17	28%
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	1,067.20	0.00	1,067.20	-1,067.20	
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	679.41	679.41	-279.41	170%
12-1215-6-6430-000	Copier Lease/Rental	4,500.00	0.00	0.00	3,142.24	3,142.24	1,357.76	70%
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	9,000.00	45,000.00	54,000.00	0.00	100%
12-1219-5-5210-000	Faculty Salary (PT)	35,000.00	0.00	4,012.50	19,028.12	23,040.62	11,959.38	66%
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	4,613.26	4,613.26	2,871.74	62%
12-1219-5-5950-000	Fringe Benefits	6,539.28	0.00	0.00	7,787.40	7,787.40	-1,248.12	119%
12-1219-5-5951-000	Fringe Benefits-403(b) Match	0.00	0.00	0.00	25.00	25.00	-25.00	
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	36.21	36.21	913.79	4%
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	500.49	222.86	723.35	1,191.65	38%
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	254.68	254.68	500.34	34%
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	218.52	2,112.14	2,330.66	2,919.14	44%
12-1219-7-7010-000	Office Supplies	150.00	0.00	0.00	97.34	97.34	52.66	65%
12-1219-7-7040-000	Books	550.98	0.00	0.00	129.94	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	
	<b>Health Information Technology Total</b>	<b>118,574.28</b>	<b>0.00</b>	<b>13,731.51</b>	<b>84,104.34</b>	<b>97,835.85</b>	<b>20,738.43</b>	<b>83%</b>
12-1220-5-5150-331	OTA Asst Field Coord-Carman	65,996.00	0.00	10,999.30	54,996.70	65,996.00	0.00	100%
12-1220-5-5150-438	Director-Flett	85,256.00	0.00	14,209.30	71,046.70	85,256.00	0.00	100%
12-1220-5-5200-000	cus_old_account	0.00	0.00	0.00	0.00	0.00	0.00	
12-1220-5-5210-000	Faculty Salary (PT)	9,350.00	0.00	1,344.00	5,552.80	6,896.80	2,453.20	74%
12-1220-5-5910-000	Social Security	11,413.00	0.00	0.00	9,804.69	9,804.69	1,608.31	86%
12-1220-5-5950-000	Fringe Benefits	19,199.28	0.00	0.00	16,252.80	16,252.80	2,946.48	85%
12-1220-5-5951-000	Fringe Benefits-403(b) Match	225.00	0.00	0.00	500.00	500.00	-275.00	222%
12-1220-6-6010-000	Travel	1,800.00	0.00	0.00	564.01	564.01	1,235.99	31%



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12-1220-6-6040-000	Vehicle Mileage	3,400.00	0.00	0.00	386.30	386.30	3,013.70	11%
12-1220-6-6110-000	Postage	150.00	0.00	0.00	149.95	149.95	0.05	100%
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	1,135.32	1,135.32	2,624.68	30%
12-1220-6-6800-000	Federal/State Mandates	0.00	0.00	0.00	0.00	0.00	0.00	
12-1220-6-6820-000	Dues/Memberships	700.00	0.00	0.00	353.95	353.95	346.05	51%
12-1220-6-6860-000	Training/Education	0.00	0.00	0.00	0.00	0.00	0.00	
12-1220-7-7000-000	Instructional Supplies	18,185.00	0.00	290.00	7,667.17	7,377.17	10,807.83	41%
12-1220-7-7070-000	Food	400.00	0.00	0.00	86.83	86.83	313.17	22%
	<b>Occupational Therapy Assistant Total</b>	<b>221,384.28</b>	<b>0.00</b>	<b>26,262.60</b>	<b>168,666.37</b>	<b>194,928.97</b>	<b>26,455.31</b>	<b>88%</b>
12-1221-5-5150-330	Director-Cain	48,912.00	0.00	8,152.00	40,760.00	48,912.00	0.00	100%
12-1221-5-5150-334	Surg Tech Prog Spec-J Ferguson	36,665.00	0.00	6,110.80	30,554.20	36,665.00	0.00	100%
12-1221-5-5210-000	Faculty Salary (PT)	6,463.00	0.00	1,166.34	7,603.74	8,770.08	-2,307.08	136%
12-1221-5-5910-000	Social Security	6,600.00	0.00	0.00	5,755.92	5,755.92	844.08	87%
12-1221-5-5950-000	Fringe Benefits	16,414.56	0.00	0.00	13,388.80	13,388.80	3,025.76	82%
12-1221-5-5951-000	Fringe Benefits-403(b) Match	600.00	0.00	0.00	500.00	500.00	100.00	83%
12-1221-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
12-1221-6-6040-000	Vehicle Mileage	3,500.00	0.00	0.00	659.46	659.46	2,840.54	19%
12-1221-6-6110-000	Postage	85.00	0.00	0.00	14.89	14.89	70.11	18%
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	1,097.25	1,097.25	198.75	85%
12-1221-6-6800-000	Accreditation Annual Fee	0.00	0.00	0.00	0.00	0.00	0.00	
12-1221-6-6820-000	Dues/Memberships	210.00	0.00	0.00	210.00	210.00	0.00	100%
12-1221-6-6860-000	NBOT Student Exams	0.00	0.00	0.00	0.00	0.00	0.00	
12-1221-7-7000-000	Instructional Supplies	17,116.00	0.00	306.90	11,717.47	12,024.37	5,091.63	70%
12-1221-7-7070-000	Food	100.00	0.00	0.00	100.00	100.00	0.00	100%
	<b>Surgical Technician Total</b>	<b>139,761.56</b>	<b>0.00</b>	<b>15,736.04</b>	<b>112,361.73</b>	<b>128,097.77</b>	<b>11,663.79</b>	<b>92%</b>

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
12-1225-5-5150-430	Support Salary-Wark	32,240.00	0.00	5,373.30	26,866.70	32,240.00	0.00	100%
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	2,055.30	2,055.30	-2,055.30	
12-1225-5-5950-000	Fringe Benefits	9,645.00	0.00	0.00	700.00	700.00	8,945.00	7%
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%
	<b>Court Reporting Total</b>	<b>45,105.00</b>	<b>0.00</b>	<b>5,373.30</b>	<b>30,822.00</b>	<b>36,195.30</b>	<b>8,909.70</b>	<b>80%</b>
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	
	<b>Jenzabar Provided - Change as Necessary Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
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%



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12-1240-7-7000-000	Instructional Supplies	3,000.00	0.00	0.00	475.00	475.00	2,525.00	16%
12-1240-7-7010-000	Office Supplies	100.00	0.00	0.00	69.00	69.00	31.00	69%
12-1240-7-7080-000	Apparel	300.00	0.00	0.00	201.09	201.09	98.91	67%
12-1240-7-7190-000	Construction Project	0.00	0.00	0.00	0.00	0.00	0.00	
12-1240-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>Construction Total</b>	<b>76,701.28</b>	<b>0.00</b>	<b>13,246.77</b>	<b>51,465.98</b>	<b>64,712.75</b>	<b>11,988.53</b>	<b>84%</b>
12-1241-5-5200-648	Welding LaHarpe-Crellin	47,471.00	0.00	9,049.53	32,078.34	41,127.87	6,343.13	87%
12-1241-5-5200-666	Welding Garnett-Hughes	43,334.00	0.00	10,833.51	32,500.49	43,334.00	0.00	100%
12-1241-5-5200-672	Welding Instructor Ottawa-Sprague	27,117.10	0.00	0.00	0.00	0.00	27,117.10	0%
12-1241-5-5200-675	Welding-Chanute	40,162.00	0.00	9,541.26	28,199.68	37,740.94	2,421.06	94%
12-1241-5-5210-000	Faculty Salary (PT)	30,000.00	0.00	6,053.84	16,520.51	22,574.35	7,425.65	75%
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	9,999.95	9,999.95	-845.95	109%
12-1241-5-5950-000	Fringe Benefits	19,617.84	0.00	0.00	15,831.10	15,831.10	3,786.74	81%
12-1241-5-5951-000	Fringe Benefits-403(b) Match	0.00	0.00	0.00	150.00	150.00	-150.00	
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	195.71	195.71	504.29	28%
12-1241-6-6040-000	Vehicle Mileage	481.22	0.00	0.00	700.51	700.51	-219.29	146%
12-1241-6-6110-000	Postage	50.00	0.00	0.00	70.06	70.06	-20.06	140%
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	1,378.75	1,378.75	221.25	86%
12-1241-6-6313-000	Utilities-Gas-Garnett	4,000.00	0.00	0.00	3,071.80	3,071.80	928.20	77%
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	561.05	561.05	-61.05	112%
12-1241-6-6480-000	Equipment Repair	2,500.00	0.00	160.00	236.40	396.40	2,103.60	16%



## Neosho Community College

May 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
12-1250-5-5150-407	Coordinator Allied Health-Rhine	51,917.00	0.00	8,652.80	43,264.20	51,917.00	0.00	100%
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	9,897.75	29,693.25	39,591.00	0.00	100%
12-1250-5-5200-669	Allied Health Instructor-Vail	39,591.00	0.00	9,897.75	29,693.25	39,591.00	0.00	100%
12-1250-5-5210-000	Faculty Salary (PT)	74,000.00	0.00	4,797.50	56,162.37	60,959.87	13,040.13	82%
12-1250-5-5300-000	Clerical Salary	0.00	0.00	0.00	0.00	0.00	0.00	
12-1250-5-5300-501	AA Health Occupations-Burk	12,480.00	0.00	2,160.00	10,090.00	12,250.00	230.00	98%
12-1250-5-5300-575	AA Health Occupations-Waymire	12,480.00	0.00	0.00	8,026.96	8,026.96	4,453.04	64%
12-1250-5-5910-000	Social Security	22,304.00	0.00	0.00	13,194.56	13,194.56	9,109.44	59%
12-1250-5-5910-501	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
12-1250-5-5950-000	Fringe Benefits	26,205.84	0.00	0.00	20,119.84	20,119.84	6,086.00	77%
12-1250-5-5951-000	Fringe Benefits-403(b) Match	1,370.00	0.00	0.00	858.52	858.52	511.48	63%
12-1250-6-6010-000	Travel	6,000.00	0.00	0.00	2,115.45	2,115.45	3,884.55	35%
12-1250-6-6040-000	Vehicle Mileage	5,500.00	0.00	0.00	955.26	955.26	4,544.74	17%
12-1250-6-6110-000	Postage	200.00	0.00	0.00	107.64	107.64	92.36	54%
12-1250-6-6130-000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	
12-1250-6-6220-000	Insurance-Liability	0.00	0.00	0.00	0.00	0.00	0.00	
12-1250-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
12-1250-6-6410-000	Lease/Rental	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0%
12-1250-6-6430-000	Copier Lease/Rental	3,000.00	0.00	0.00	2,041.16	2,041.16	958.84	68%
12-1250-6-6650-000	Contract Services	15,000.00	0.00	0.00	7,034.00	7,034.00	7,966.00	47%
12-1250-7-7000-000	Instructional Supplies	6,000.00	0.00	1,137.31	2,457.70	3,595.01	2,404.99	60%
12-1250-7-7010-000	Office Supplies	325.00	0.00	0.00	23.31	23.31	301.69	7%
12-1250-7-7070-000	Food	250.00	0.00	0.00	23.02	23.02	226.98	9%
12-1250-7-7400-000	Allied Health	0.00	0.00	0.00	0.00	0.00	0.00	
12-1250-7-7400-001	Out Dist Allied Health Scholarship	0.00	0.00	0.00	0.00	0.00	0.00	
12-1250-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>Allied Health Total</b>	<b>317,713.84</b>	<b>0.00</b>	<b>36,543.11</b>	<b>225,860.49</b>	<b>262,403.60</b>	<b>55,310.24</b>	<b>83%</b>
12-1251-5-5210-000	Faculty Salary (PT)	5,700.00	0.00	3,300.00	2,400.00	5,700.00	0.00	100%
12-1251-5-5910-000	Social Security	428.40	0.00	0.00	183.60	183.60	244.80	43%
	<b>Outreach Continuing Education Total</b>	<b>6,128.40</b>	<b>0.00</b>	<b>3,300.00</b>	<b>2,583.60</b>	<b>5,883.60</b>	<b>244.80</b>	<b>96%</b>

































## Neosho Community College

May 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
14-1440-5-5210-000	Faculty Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
14-1440-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
14-1440-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
14-1440-5-5951-000	Fringe Benefits-403(b) Match	0.00	0.00	0.00	0.00	0.00	0.00	
14-1440-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
14-1440-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
14-1440-6-6410-000	Rent	0.00	0.00	0.00	0.00	0.00	0.00	
14-1440-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
14-1440-7-7000-000	Instructional Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
14-1440-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Mid-America Manufacturing Tech (MAMTC) Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Adult Supplementary Education Fund Total</b>		<b>54,494.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,345.56</b>	<b>3,345.56</b>	<b>51,148.44</b>	<b>6%</b>
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-Fantini	37,856.00	0.00	5,750.00	16,670.38	22,420.38	15,435.62	59%
16-9500-5-5150-405	Asst Dir Res Life-Hecker	24,735.18	0.00	3,622.90	21,112.28	24,735.18	-0.00	100%
16-9500-5-5150-469	Coord Res Life (PT)	11,000.00	0.00	461.60	1,866.24	2,327.84	8,672.16	21%
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	24,551.39	0.00	0.00	5,582.11	5,582.11	18,969.28	23%
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	3,186.18	3,186.18	3,592.82	47%
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	325.00	5,964.98	6,289.98	13,327.86	32%
16-9500-5-5951-000	Fringe Benefits-403(b) Match	600.00	0.00	0.00	200.00	200.00	400.00	33%
16-9500-6-6000-000	Entertainment	21,860.00	0.00	5,842.78	13,109.36	18,952.14	2,907.86	87%
16-9500-6-6010-000	Travel	1,100.00	0.00	0.00	98.30	98.30	1,001.70	9%
16-9500-6-6040-000	Vehicle Mileage	850.00	0.00	0.00	39.91	39.91	810.09	5%
16-9500-6-6110-000	Postage	250.00	0.00	0.00	106.37	106.37	143.63	43%

## Neosho Community College

May 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
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	0.00	1,130.65	1,130.65	369.35	75%
16-9500-6-6311-000	Utilities-Water	200.00	0.00	0.00	276.09	276.09	-76.09	138%
16-9500-6-6312-000	Utilities-Sewer	500.00	0.00	0.00	365.40	365.40	134.60	73%
16-9500-6-6313-000	Utilities-Gas	150.00	0.00	0.00	392.41	392.41	-242.41	262%
16-9500-6-6314-000	Utilities-Trash Pickup	8,000.00	0.00	0.00	6,049.08	6,049.08	1,950.92	76%
16-9500-6-6315-000	Fire Protection	60.00	0.00	0.00	40.00	40.00	20.00	67%
16-9500-6-6320-000	Telephone	1,600.00	0.00	0.00	1,185.22	1,185.22	414.78	74%
16-9500-6-6410-000	Lease/Rental	22,275.00	0.00	0.00	18,350.00	18,350.00	3,925.00	82%
16-9500-6-6411-000	Lease Payment	524,031.00	0.00	0.00	79,462.72	79,462.72	444,568.28	15%
16-9500-6-6430-000	Copier Lease/Rental	700.00	0.00	0.00	487.77	487.77	212.23	70%
16-9500-6-6650-000	Contract Services	17,510.00	0.00	0.00	13,022.62	13,022.62	4,487.38	74%
16-9500-6-6651-000	Training	3,000.00	0.00	286.47	945.54	1,232.01	1,767.99	41%
16-9500-6-6652-000	Background Checks	9,000.00	0.00	0.00	7,935.00	7,935.00	1,065.00	88%
16-9500-6-6660-000	Food Service Contract	576,660.00	0.00	0.00	518,269.48	518,269.48	58,390.52	90%
16-9500-6-6670-000	Security	0.00	0.00	0.00	0.00	0.00	0.00	
16-9500-6-6710-000	Maintenance & Repair of Building	39,000.00	0.00	0.00	46,676.40	46,676.40	-7,676.40	120%
16-9500-6-6820-000	Dues/Memberships	850.00	0.00	0.00	0.00	0.00	850.00	0%
16-9500-7-7010-000	Office Supplies	500.00	0.00	11.00	424.29	435.29	64.71	87%
16-9500-7-7030-000	Maintenance & Janitorial Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
16-9500-7-7070-000	Food	0.00	0.00	0.00	0.00	0.00	0.00	
16-9500-7-7100-000	Small Equipment	2,900.00	0.00	0.00	1,317.58	1,317.58	1,582.42	45%
16-9500-7-7110-000	Janitorial Supplies	14,000.00	0.00	0.00	6,906.57	6,906.57	7,093.43	49%
16-9500-8-8200-000	Building Acquisition	0.00	0.00	0.00	0.00	0.00	0.00	
16-9500-8-8250-000	Facility Improvements	250,000.00	0.00	17,674.65	53,221.50	35,546.85	214,453.15	14%
16-9500-8-8500-000	Equipment	50,150.00	0.00	0.00	25,599.55	25,599.55	24,550.45	51%
16-9500-8-8520-000	Equipment Reserve	0.00	0.00	0.00	1,356.00	1,356.00	1,356.00	

INTERIM STATEMENT OF EXPENDITURES, ENCUMBRANCES, AND APPROPRIATIONS

Neosho Community College

May 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
16-9500-9-9100-000	Transfer - Meals	24,000.00	0.00	0.00	24,000.00	24,000.00	0.00	100%
	<b>Residence Halls and Student Union Total</b>	<b>1,710,085.41</b>	<b>0.00</b>	<b>1,374.90</b>	<b>883,554.78</b>	<b>882,179.88</b>	<b>827,905.53</b>	<b>52%</b>
	<b>Residence Hall/StudentUnion Fund Total</b>	<b>1,710,085.41</b>	<b>0.00</b>	<b>1,374.90</b>	<b>883,554.78</b>	<b>882,179.88</b>	<b>827,905.53</b>	<b>52%</b>
17-9300-5-5150-000	Bookstore Salary	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-5-5150-319	Manager Bookstore-	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-5-5150-445	Coordinator Bookstore-Chanute-K Hale	36,406.00	0.00	6,067.70	30,338.30	36,406.00	0.00	100%
17-9300-5-5160-000	DOL Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-5-5300-000	Clerical Salary	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-5-5300-536	Admin Assist-Bookstore-Stich	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-5-5300-550	Bookstore Clerk Chanute-Rice	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-5-5310-000	Clerical Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-5-5310-576	Bookstore Clerk (PT) 10 Mo-Burton	19,110.25	0.00	2,160.00	10,146.00	12,306.00	6,804.25	64%
17-9300-5-5310-577	Bookstoe Clerk (PT) 12 Mo-Klaassen	12,663.25	0.00	2,070.00	10,653.63	12,723.63	-60.38	100%
17-9300-5-5320-000	Clerical Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-5-5400-000	Student Salary	9,200.00	0.00	0.00	7,419.75	7,419.75	1,780.25	81%
17-9300-5-5900-000	Stipend	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-5-5910-000	Social Security	13,170.00	0.00	0.00	4,356.06	4,356.06	8,813.94	33%
17-9300-5-5950-000	Fringe Benefits	6,539.28	0.00	0.00	5,372.40	5,372.40	1,166.88	82%
17-9300-5-5951-000	Fringe Benefits-403(b) Match	300.00	0.00	0.00	250.00	250.00	50.00	83%
17-9300-6-6010-000	Travel	200.00	0.00	0.00	52.70	52.70	147.30	26%
17-9300-6-6040-000	Vehicle Mileage	550.00	0.00	0.00	109.13	109.13	440.87	20%
17-9300-6-6110-000	Postage	575.00	0.00	0.00	201.63	201.63	373.37	35%
17-9300-6-6130-000	Advertising	75.00	0.00	0.00	0.00	0.00	75.00	0%
17-9300-6-6131-000	Advertising-Promos	850.00	0.00	0.00	947.38	947.38	-97.38	111%
17-9300-6-6260-000	Conference	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-6-6410-000	Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-6-6430-000	Copier Lease/Rental	3,000.00	0.00	0.00	188.87	188.87	2,811.13	6%
17-9300-6-6650-000	Contract Services	10,450.00	0.00	0.00	9,327.40	9,327.40	1,122.60	89%
17-9300-6-6820-000	Dues/Memberships	425.00	0.00	0.00	100.00	100.00	325.00	24%

## Neosho Community College

May 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
17-9300-7-7010-000	Office Supplies	1,300.00	0.00	0.00	506.17	506.17	793.83	39%
17-9300-7-7190-000	Other	1,602.17	0.00	23.12	1,169.66	1,192.78	409.39	74%
17-9300-7-7191-000	Other-book donations	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0%
17-9300-7-7410-000	Cost of Goods Sold-Books	513,500.00	0.00	0.00	385,640.68	385,640.68	127,859.32	75%
17-9300-7-7410-001	Cost of Goods Sold-Books BK Scholarship	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-7-7410-002	Cost of Goods Sold-Books BR Scholarship	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-7-7420-000	Cost of Goods Sold-Apparel	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-7-7430-000	Cost of Goods Sold-Miscellaneous	9,624.71	0.00	368.73	11,184.42	11,553.15	-1,928.44	120%
17-9300-7-7440-000	Sales Tax	41,500.00	0.00	0.00	40,077.74	40,077.74	1,422.26	97%
17-9300-7-7450-000	Book Buy Back	0.00	0.00	0.00	0.00	0.00	0.00	
17-9300-8-8250-000	Facility Improvements	8,000.00	0.00	0.00	842.90	842.90	7,157.10	11%
17-9300-8-8500-000	Equipment	1,495.00	0.00	0.00	1,495.00	1,495.00	0.00	100%
17-9300-9-9110-000	Non Mandatory Transfer	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>Bookstore - Chanute Total</b>	<b>694,035.66</b>	<b>0.00</b>	<b>10,689.55</b>	<b>520,379.82</b>	<b>531,069.37</b>	<b>162,966.29</b>	<b>77%</b>
17-9352-5-5150-424	Bookstore Coordinator-Ottawa-Vineyard	32,136.00	0.00	5,000.00	26,428.30	31,428.30	707.70	98%
17-9352-5-5160-000	DOL Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
17-9352-5-5300-513	Bookstore Clerk/Ott-Meadows	11,960.00	0.00	2,760.00	10,158.75	12,918.75	-958.75	108%
17-9352-5-5310-000	Clerical Salary (PT)	1,832.50	0.00	0.00	2,302.50	2,302.50	-470.00	126%
17-9352-5-5320-000	Clerical Salary (OT)	0.00	0.00	0.00	0.00	0.00	0.00	
17-9352-5-5910-000	Social Security	2,685.00	0.00	0.00	2,939.05	2,939.05	-254.05	109%
17-9352-5-5950-000	Fringe Benefits	6,539.28	0.00	0.00	4,801.02	4,801.02	1,738.26	73%
17-9352-5-5951-000	Fringe Benefits-403(b) Match	300.00	0.00	0.00	175.00	175.00	125.00	58%
17-9352-6-6040-000	Vehicle Mileage	50.00	0.00	0.00	223.88	223.88	-173.88	448%
17-9352-6-6110-000	Postage	270.00	0.00	0.00	0.00	0.00	270.00	0%
17-9352-7-7010-000	Office Supplies	350.00	0.00	0.00	559.21	559.21	-209.21	160%
17-9352-7-7030-000	Cleaning Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
17-9352-7-7190-000	Other	700.00	0.00	0.00	125.00	125.00	575.00	18%
17-9352-7-7420-000	Cost of Goods Sold-Apparel	43,928.12	0.00	67.71	42,137.09	42,204.80	1,723.32	96%
17-9352-7-7430-000	Cost of Goods Sold-Miscellaneous	18,000.00	0.00	80.49	17,764.77	17,845.26	154.74	99%

























## Neosho Community College

May 2019

ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
32-3206-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
32-3206-6-6110-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	
32-3206-6-6220-000	Insurance-Liability	0.00	0.00	0.00	0.00	0.00	0.00	
32-3206-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
32-3206-6-6820-000	Dues/Memberships	0.00	0.00	0.00	0.00	0.00	0.00	
32-3206-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
32-3206-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
32-3206-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>RSVP Grant Year 1 Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
32-3207-5-5150-329	Director RSVP-Haggard	0.00	0.00	0.00	0.00	0.00	0.00	
32-3207-5-5910-000	Social Security	0.00	0.00	0.00	0.00	0.00	0.00	
32-3207-5-5920-000	Worker's Compensation	0.00	0.00	0.00	0.00	0.00	0.00	
32-3207-5-5930-000	Unemployment	0.00	0.00	0.00	0.00	0.00	0.00	
32-3207-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
32-3207-5-5951-000	Fringe Benefits-403(b) Match	0.00	0.00	0.00	0.00	0.00	0.00	
32-3207-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
32-3207-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
32-3207-6-6110-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	
32-3207-6-6220-000	Insurance-Liability	0.00	0.00	0.00	0.00	0.00	0.00	
32-3207-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
32-3207-6-6820-000	Dues/Memberships	0.00	0.00	0.00	0.00	0.00	0.00	
32-3207-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
32-3207-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
32-3207-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>RSVP Grant Year 2 Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
32-3208-5-5150-329	Director RSVP-Haggard	23,775.01	0.00	0.00	24,180.03	24,180.03	-405.02	102%
32-3208-5-5910-000	Social Security	1,824.75	0.00	0.00	1,835.39	1,835.39	-10.64	101%
32-3208-5-5920-000	Worker's Compensation	164.00	0.00	0.00	164.00	164.00	0.00	100%
32-3208-5-5930-000	Unemployment	32.00	0.00	0.00	32.00	32.00	0.00	100%
32-3208-5-5950-000	Fringe Benefits	4,535.46	0.00	0.00	4,826.02	4,826.02	-290.56	106%
32-3208-5-5951-000	Fringe Benefits-403(b) Match	225.00	0.00	0.00	225.00	225.00	0.00	100%





## Neosho Community College

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
32-3222-8-8510-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>Student Support Year 2 Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
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	
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	
	<b>Student Support Year 3 Total</b>	<b>1,798.63</b>	<b>0.00</b>	<b>0.00</b>	<b>36,097.89</b>	<b>36,097.89</b>	<b>-37,896.52</b>	<b>-2007%</b>
32-3224-5-5150-314	Director-Student Support Services-Chaney	53,654.00	0.00	8,942.34	35,769.36	44,711.70	8,942.30	83%
32-3224-5-5150-418	Specialist English SSS-Goins	33,280.00	0.00	5,546.66	22,186.64	27,733.30	5,546.70	83%
32-3224-5-5150-419	Specialist Math SSS-Bentley	33,280.00	0.00	5,546.66	22,186.64	27,733.30	5,546.70	83%

















## Neosho Community College

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ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
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	
	<b>Talent Search 4 Year 1 Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
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	
32-3421-6-6010-000	Travel	0.00	0.00	0.00	1,861.50	1,861.50	-1,861.50	
32-3421-6-6020-000	Team/Student Travel	0.00	0.00	0.00	7,630.53	7,630.53	-7,630.53	
32-3421-6-6040-000	Vehicle Mileage	0.00	0.00	0.00	337.96	337.96	-337.96	
32-3421-6-6110-000	Postage	0.00	0.00	0.00	155.99	155.99	-155.99	
32-3421-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
32-3421-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	378.34	378.34	-378.34	
32-3421-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
32-3421-7-7090-000	Supplies & Materials	0.00	0.00	0.00	8,514.74	8,514.74	-8,514.74	
32-3421-7-7190-000	Other	0.00	0.00	0.00	1,026.54	1,026.54	-1,026.54	
32-3421-7-7250-000	Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>Talent Search 3 Year 5 Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>49,389.12</b>	<b>49,389.12</b>	<b>-49,389.12</b>	
32-3422-5-5150-315	Director Talent Search-Wiltse	43,296.00	0.00	7,016.00	28,064.00	35,080.00	8,216.00	81%
32-3422-5-5150-402	Advisor Talent Search (11 mos) - Chaney	31,200.00	0.00	5,000.00	20,000.00	25,000.00	6,200.00	80%
32-3422-5-5150-403	Advisor Talent Search (11 mos) - Rose	48,597.00	0.00	7,899.50	31,598.00	39,497.50	9,099.50	81%
32-3422-5-5300-533	AA-Talent Search-Thomas	27,096.00	0.00	4,482.00	16,931.97	21,413.97	5,682.03	79%
32-3422-5-5400-000	Student Salary	12,000.00	0.00	0.00	5,724.70	5,724.70	6,275.30	48%

















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ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
32-3571-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>KBOR Nursing Initiative Grant (NIG) Total</b>	<b>169,616.00</b>	<b>0.00</b>	<b>28,258.61</b>	<b>105,866.64</b>	<b>134,125.25</b>	<b>35,490.75</b>	<b>79%</b>
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	
	<b>Nursing Initiative Grant Faculty &amp; Suppl Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
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	
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	

























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ACCOUNT	DESCRIPTION	TOTAL APPROPR	May 2019 EXPENDIT	OUTSTAND ENCUMB	Y-T-D EXPENDIT	Y-T-D EXPENDIT ENCUMBRN	UNENCUMB BALANCE	% EXP & ENC
32-3827-5-5950-000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-6-6010-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-6-6110-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-6-6210-000	Insurance-Building	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-6-6230-000	Insurance-Auto	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-6-6320-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-6-6430-000	Copier Lease/Rental	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-6-6650-000	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-7-7000-000	Instructional Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-7-7010-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-7-7190-000	Other	0.00	0.00	0.00	0.00	0.00	0.00	
32-3827-8-8500-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>Health Occupations R3 Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
32-3828-5-5200-612	Faculty Salary-Craig Knight	0.00	0.00	0.00	0.00	0.00	0.00	
32-3828-5-5200-648	Welding Coordinator (9mo) W. Jordan	0.00	0.00	0.00	0.00	0.00	0.00	
32-3828-5-5210-000	Faculty Salary (PT)	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>USDA Rural Business Opportunity (RBOG) Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>Grant Funds Total</b>	<b>1,461,243.80</b>	<b>0.00</b>	<b>154,722.49</b>	<b>1,045,688.48</b>	<b>1,200,410.97</b>	<b>260,832.83</b>	<b>82%</b>
	<b>Report Total</b>	<b>19,884,765.39</b>	<b>0.00</b>	<b>1,784,251.83</b>	<b>15,030,018.21</b>	<b>16,814,270.04</b>	<b>3,070,495.35</b>	<b>85%</b>

Neosho County Community College  
Expense Check Register

Subsid: AP			Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11	7002 6	6650 000	141166	04/12/2019	2,380.00	Ahart Landscaping	Ahart Landscaping - Lawn work	IV
					<b>Total Amt for Check 141166:</b>	<b>2,380.00</b>		
11	6200 8	8500 000	141167	04/12/2019	93.35	CDW-G Computer Center Inc.	Brother HL-L2300D 27 ppm Laser Printer	IV
					<b>Total Amt for Check 141167:</b>	<b>93.35</b>		
11	7000 6	6710 000	141168	04/12/2019	40.99	Cleaver Farm & Home	Cleaver - Misc. bolts and straps	IV
11	7000 6	6710 000	141168	04/12/2019	14.28	Cleaver Farm & Home	Cleaver - Clothes hooks (baseball)	IV
					<b>Total Amt for Check 141168:</b>	<b>55.27</b>		
11	5000 7	7070 000	141169	04/12/2019	34.80	Great Western Dining	Lunch for presenters of trafficking conf	IV
					<b>Total Amt for Check 141169:</b>	<b>34.80</b>		
11	7000 6	6700 000	141170	04/12/2019	171.36	Locke Supply Company	Locke - Pleated filters	IV
11	7000 6	6700 000	141170	04/12/2019	-46.66	Locke Supply Company	Locke - Credit for lavatory	IV
11	7000 6	6710 000	141170	04/12/2019	-3.09	Locke Supply Company	Discount for check- vendor864Invoice3691	DI
11	7000 6	6700 000	141170	04/12/2019	-8.57	Locke Supply Company	Discount for check- vendor864Invoice3690	DI
11	2000 2	2010 000	141170	04/12/2019	0.11	Locke Supply Company	Discount for check- vendor864Invoice3688	DI
11	2000 2	2010 000	141170	04/12/2019	8.57	Locke Supply Company	Discount for check- vendor864Invoice3690	DI
11	2000 2	2010 000	141170	04/12/2019	3.09	Locke Supply Company	Discount for check- vendor864Invoice3691	DI
11	7000 6	6710 000	141170	04/12/2019	61.74	Locke Supply Company	Locke - Evap foam no rinse cleaner	IV
11	7000 6	6700 000	141170	04/12/2019	2.20	Locke Supply Company	Locke - Washers, putty	IV
11	7000 6	6700 000	141170	04/12/2019	-0.11	Locke Supply Company	Discount for check- vendor864Invoice3688	DI
					<b>Total Amt for Check 141170:</b>	<b>188.64</b>		
11	1144 6	6010 000	141171	04/12/2019	21.88	Alan J Murray	Uber services	IV
					<b>Total Amt for Check 141171:</b>	<b>21.88</b>		
11	1152 7	7000 000	141172	04/12/2019	123.30	Quill Corporation	Copy Paper-Instructional	IV
11	4402 7	7000 000	141172	04/12/2019	32.49	Quill Corporation	Canon Calculator 901-P23DHV	IV
11	1152 7	7010 000	141172	04/12/2019	32.49	Quill Corporation	Quill brand top load page protectors(100	IV
11	6200 7	7010 000	141172	04/12/2019	87.94	Quill Corporation	Xerox toner (106R02777) Benton	IV
11	4402 7	7000 000	141172	04/12/2019	-89.99	Quill Corporation	Sharp desktop calculator RETURNED	IV
11	1152 7	7010 000	141172	04/12/2019	52.74	Quill Corporation	Brother M231 label maker tape	IV
11	1152 7	7010 000	141172	04/12/2019	-32.49	Quill Corporation	credit canon 923	IV
					<b>Total Amt for Check 141172:</b>	<b>206.48</b>		

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Subsid: AP			Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11	6400 6	6650 000	141173	04/12/2019	3,000.00	Rave Wireless Inc.	RAVE Annual Maintenance	IV
				<b>Total Amt for Check 141173:</b>	<b>3,000.00</b>			
11	7000 6	6710 000	141174	04/12/2019	5.00	Ravin Printing	Ravin - Scan sprinkler drawing	IV
				<b>Total Amt for Check 141174:</b>	<b>5.00</b>			
11	6400 6	6830 000	141175	04/12/2019	72.54	Jonathan J Seibert	Tech Meals 4-11-19	IV
				<b>Total Amt for Check 141175:</b>	<b>72.54</b>			
11	6401 6	6410 000	141176	04/12/2019	53.80	United Parcel Service	3/16/19 - 4/6 /19 Weekly service charges	IV
17	9300 7	7410 000	141176	04/12/2019	11.49	United Parcel Service	McGraw-Hill book return	IV
				<b>Total Amt for Check 141176:</b>	<b>65.29</b>			
11	5575 6	6270 000	141177	04/12/2019	400.00	Noe A Hernandez	entry fee bethel	IV
				<b>Total Amt for Check 141177:</b>	<b>400.00</b>			
16	1000 1	1320 000	141178	04/12/2019	105.00	Kaitlyn Zabokrtsky	SP19 Refund	IV
				<b>Total Amt for Check 141178:</b>	<b>105.00</b>			
16	1000 1	1320 000	141179	04/12/2019	905.00	Sydney Hilliard	SP19 Refund	IV
				<b>Total Amt for Check 141179:</b>	<b>905.00</b>			
16	1000 1	1320 000	141180	04/12/2019	438.00	Elizabeth Horton	SP19 Refund	IV
				<b>Total Amt for Check 141180:</b>	<b>438.00</b>			
16	1000 1	1320 000	141181	04/12/2019	122.00	Keely Tallent	SP19 Refund	IV
				<b>Total Amt for Check 141181:</b>	<b>122.00</b>			
16	1000 1	1320 000	141182	04/12/2019	119.00	Ravyn Jobbins	SP19 Refund	IV
				<b>Total Amt for Check 141182:</b>	<b>119.00</b>			
16	1000 1	1320 000	141183	04/12/2019	125.00	Jenna DeVore	SP19 Refund	IV
				<b>Total Amt for Check 141183:</b>	<b>125.00</b>			
11	1000 1	1300 000	141184	04/12/2019	219.00	Susan Stich	SP19 Refund	IV
				<b>Total Amt for Check 141184:</b>	<b>219.00</b>			
17	1000 1	1340 000	141185	04/12/2019	97.00	Victoria Tharp	SP19 Refund	IV
				<b>Total Amt for Check 141185:</b>	<b>97.00</b>			
02	1000 1	1381 000	141186	04/12/2019	20.00	Kimberly Johnston	SP19 Refund	IV
				<b>Total Amt for Check 141186:</b>	<b>20.00</b>			
12	1000 1	1300 000	141187	04/12/2019	70.00	Branden McCulley	SP19 Refund	IV
				<b>Total Amt for Check 141187:</b>	<b>70.00</b>			

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 1000 1 1300 000	141188	04/12/2019	486.00	Shona Osladil	SP19 Refund	IV
		<b>Total Amt for Check 141188:</b>	<b>486.00</b>			
11 6400 6 6650 000	141189	04/18/2019	1,670.42	BMC Software, Inc.	Track IT Annual Maintenance Renewal	IV
		<b>Total Amt for Check 141189:</b>	<b>1,670.42</b>			
16 9500 6 6000 000	141190	04/18/2019	81.37	Cable One - Chanute	April 19 5349	IV
11 6400 6 6650 000	141190	04/18/2019	100.53	Cable One - Chanute	April 19 7706	IV
16 9500 6 6000 000	141190	04/18/2019	65.92	Cable One - Chanute	April 19 8027	IV
		<b>Total Amt for Check 141190:</b>	<b>247.82</b>			
11 7000 6 6310 000	141191	04/18/2019	21,769.92	City of Chanute	electric Feb March 19	IV
11 7000 6 6314 000	141191	04/18/2019	15.05	City of Chanute	trash & landfill Feb march 19	IV
11 7000 6 6313 000	141191	04/18/2019	3,520.71	City of Chanute	gas Feb March 19	IV
11 7000 6 6311 000	141191	04/18/2019	1,951.46	City of Chanute	water Feb march 2019	IV
11 7000 6 6312 000	141191	04/18/2019	742.04	City of Chanute	sewer feb march 19	IV
		<b>Total Amt for Check 141191:</b>	<b>27,999.18</b>			
32 3422 6 6020 000	141192	04/18/2019	1,565.28	Comfort Inn - Sedalia Station	Rooms during MKN Pre-college conference	IV
		<b>Total Amt for Check 141192:</b>	<b>1,565.28</b>			
12 1220 7 7000 000	141193	04/18/2019	140.44	Digital Connections, Inc.	Lanier Sp3400N Cartridge	IV
		<b>Total Amt for Check 141193:</b>	<b>140.44</b>			
11 1152 6 6650 000	141194	04/18/2019	155.75	Dish Network	Dish - Satellite service (4/2019-5/2019)	IV
		<b>Total Amt for Check 141194:</b>	<b>155.75</b>			
11 4200 6 6010 000	141195	04/18/2019	33.49	Marie L Gardner	Uber Expense- HLC Gardner	IV
		<b>Total Amt for Check 141195:</b>	<b>33.49</b>			
32 0000 1 1010 000	141196	04/18/2019	1,850.00	Neosho County Community College	Void Refund on Spring 2019 tuition for L	VI
32 3241 7 7290 000	141196	04/18/2019	1,850.00	Neosho County Community College	Spring 2019 tuition for Liliana Grotewoh	IV
32 3241 7 7290 000	141196	04/18/2019	-1,850.00	Neosho County Community College	Void Refund on Spring 2019 tuition for L	VI
		<b>Total Amt for Check 141196:</b>	<b>1,850.00</b>			
12 1250 7 7000 000	141197	04/18/2019	21.81	Tracy A Rhine	Inst.Sup.-AH Advisory Board Meeting	IV
		<b>Total Amt for Check 141197:</b>	<b>21.81</b>			
11 7000 6 6314 000	141198	04/18/2019	664.14	WCA Waste Systems, Inc.	march 19 waste removal	IV
16 9500 6 6314 000	141198	04/18/2019	664.13	WCA Waste Systems, Inc.	March 19 waste removal	IV
		<b>Total Amt for Check 141198:</b>	<b>1,328.27</b>			

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Expense Check Register

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 5575 6 6270 000	141199	04/18/2019	280.00	Kansas University Athletics	Entry fee	IV
		<b>Total Amt for Check 141199:</b>	<b>280.00</b>			
11 5575 6 6270 000	141200	04/18/2019	400.00	Tabor Track & Field	Entry fee	IV
		<b>Total Amt for Check 141200:</b>	<b>400.00</b>			
11 1140 6 6020 000	141201	04/23/2019	415.77	Mindy H Ayers	State KCQB salina	IV
		<b>Total Amt for Check 141201:</b>	<b>415.77</b>			
16 9500 6 6000 000	141202	04/23/2019	122.92	Cable One - Chanute	April 19 lafayette	IV
		<b>Total Amt for Check 141202:</b>	<b>122.92</b>			
11 6501 6 6010 000	141203	04/23/2019	61.88	Claudia J Christiansen	Chanute to ottawa 4/9/19	IV
		<b>Total Amt for Check 141203:</b>	<b>61.88</b>			
11 7010 8 8250 000	141204	04/23/2019	-131.51	Cleaver Farm & Home	Cleaver - Refund of black braided rope	IV
11 7582 8 8250 000	141204	04/23/2019	33.26	Cleaver Farm & Home	Cleaver - Paint tool & screw set	IV
11 7010 8 8250 000	141204	04/23/2019	18.83	Cleaver Farm & Home	Cleaver - Black inside corner	IV
11 7000 6 6710 000	141204	04/23/2019	80.94	Cleaver Farm & Home	Cleaver - Clothes hooks	IV
11 7000 6 6710 000	141204	04/23/2019	42.64	Cleaver Farm & Home	Cleaver-Misc. bolts, deck screws, clamps	IV
11 7000 6 6700 000	141204	04/23/2019	21.00	Cleaver Farm & Home	Cleaver - Propane	IV
11 7000 6 6710 000	141204	04/23/2019	83.70	Cleaver Farm & Home	Cleaver - Miscellaneous bolts	IV
11 7000 6 6710 000	141204	04/23/2019	89.79	Cleaver Farm & Home	Cleaver - Boards, misc. bolts	IV
11 7010 8 8250 000	141204	04/23/2019	158.51	Cleaver Farm & Home	Cleaver - Black braided rope	IV
11 7000 6 6710 000	141204	04/23/2019	8.99	Cleaver Farm & Home	Cleaver - Hacksaw 12" tension	IV
11 7000 6 6710 000	141204	04/23/2019	4.76	Cleaver Farm & Home	Cleaver - Coat/hat hooks	IV
11 7000 6 6710 000	141204	04/23/2019	52.76	Cleaver Farm & Home	Cleaver - Bits, screws, snap links	IV
11 7000 6 6710 000	141204	04/23/2019	17.98	Cleaver Farm & Home	Cleaver - Landscape foam	IV
11 7000 6 6710 000	141204	04/23/2019	22.91	Cleaver Farm & Home	Cleaver-Black corner brace, latch, hinge	IV
11 7000 6 6710 000	141204	04/23/2019	35.33	Cleaver Farm & Home	Cleaver - Black hoses, snap links, bolts	IV
11 7000 6 6710 000	141204	04/23/2019	40.28	Cleaver Farm & Home	Cleaver - Misc. bolts, center punch, bit	IV
		<b>Total Amt for Check 141204:</b>	<b>580.17</b>			
12 1216 6 6040 000	141205	04/23/2019	34.88	Pamela Covault	Ottawa to wasburn 4/17/19	IV
		<b>Total Amt for Check 141205:</b>	<b>34.88</b>			
11 1153 6 6040 000	141206	04/23/2019	92.65	Marie L Gardner	Richmond to KCI 4/6/19	IV
		<b>Total Amt for Check 141206:</b>	<b>92.65</b>			

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Subsid: AP			Check #:	Check Dte:	Check Amt:	Payee:	Description:	
32	3201 6	6010 000	141207	04/23/2019	35.83	Sandra J Haggard	Chanute to KC 4/11/19	IV
					<b>Total Amt for Check 141207:</b>	<b>35.83</b>		
11	4200 7	7190 000	141208	04/23/2019	1,999.00	Kansas City Audio-Visual	state of KS contract	IV
					<b>Total Amt for Check 141208:</b>	<b>1,999.00</b>		
11	7002 6	6313 000	141209	04/23/2019	977.49	Kansas Gas Service	March 19	IV
					<b>Total Amt for Check 141209:</b>	<b>977.49</b>		
11	2000 2	2010 000	141210	04/23/2019	4.38	Locke Supply Company	Discount for check- vendor864Invoice3696	DI
11	7000 6	6710 000	141210	04/23/2019	-1.55	Locke Supply Company	Discount for check- vendor864Invoice3684	DI
11	7000 6	6710 000	141210	04/23/2019	14.09	Locke Supply Company	Locke - Hole cutter bit	IV
11	7000 6	6710 000	141210	04/23/2019	30.90	Locke Supply Company	Locke - Halogen bulbs	IV
11	7582 8	8250 000	141210	04/23/2019	0.73	Locke Supply Company	Locke - Galvanized hanger	IV
11	7582 8	8250 000	141210	04/23/2019	-2.30	Locke Supply Company	Discount for check- vendor864Invoice3685	DI
16	9500 6	6710 000	141210	04/23/2019	-4.38	Locke Supply Company	Discount for check- vendor864Invoice3696	DI
11	2000 2	2010 000	141210	04/23/2019	1.55	Locke Supply Company	Discount for check- vendor864Invoice3684	DI
16	9500 6	6710 000	141210	04/23/2019	87.63	Locke Supply Company	Locke - Braided hoses, faucet	IV
11	2000 2	2010 000	141210	04/23/2019	0.70	Locke Supply Company	Discount for check- vendor864Invoice3694	DI
11	7000 6	6710 000	141210	04/23/2019	-0.70	Locke Supply Company	Discount for check- vendor864Invoice3694	DI
11	2000 2	2010 000	141210	04/23/2019	2.30	Locke Supply Company	Discount for check- vendor864Invoice3685	DI
11	2000 2	2010 000	141210	04/23/2019	0.04	Locke Supply Company	Discount for check- vendor864Invoice3694	DI
11	7582 8	8250 000	141210	04/23/2019	-0.04	Locke Supply Company	Discount for check- vendor864Invoice3694	DI
11	7582 8	8250 000	141210	04/23/2019	45.95	Locke Supply Company	Locke - Electrical boxes and cover	IV
					<b>Total Amt for Check 141210:</b>	<b>179.30</b>		
11	5560 7	7020 000	141211	04/23/2019	20.16	Hiroko Matsuura	coco butter	IV
11	5560 7	7010 000	141211	04/23/2019	4.43	Hiroko Matsuura	container-dispenser	IV
11	5560 7	7020 000	141211	04/23/2019	10.00	Hiroko Matsuura	Epsom salt	IV
11	5560 7	7010 000	141211	04/23/2019	6.88	Hiroko Matsuura	marker for white board	IV
11	5560 7	7020 000	141211	04/23/2019	5.98	Hiroko Matsuura	mupti purpose solution	IV
11	5560 7	7020 000	141211	04/23/2019	16.42	Hiroko Matsuura	tax	IV
11	5560 7	7010 000	141211	04/23/2019	8.88	Hiroko Matsuura	tissue	IV
11	5560 7	7020 000	141211	04/23/2019	5.24	Hiroko Matsuura	shout detergent liquid	IV
11	5560 7	7010 000	141211	04/23/2019	10.76	Hiroko Matsuura	Large notepad	IV

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Subsid: AP

	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 5560 7 7020 000	141211	04/23/2019	53.88	Hiroko Matsuura	antihistamine zyrtec	IV
11 5560 7 7010 000	141211	04/23/2019	6.68	Hiroko Matsuura	sticky notes	IV
11 5560 7 7020 000	141211	04/23/2019	15.94	Hiroko Matsuura	CT sports SP	IV
11 5560 7 7020 000	141211	04/23/2019	23.96	Hiroko Matsuura	biofreeze travel size for medkit	IV
		<b>Total Amt for Check 141211:</b>	<b>189.21</b>			
13 1315 6 6010 000	141212	04/23/2019	83.17	Karin Jane Morton	Ottawa to chanute 3/28/19	IV
		<b>Total Amt for Check 141212:</b>	<b>83.17</b>			
32 3240 6 6010 000	141213	04/23/2019	51.23	Michaele Nunn	lawrence to Scranton 3/28/19	IV
32 3240 6 6010 000	141213	04/23/2019	28.34	Michaele Nunn	lawrence to Ottawa 4/10/19	IV
32 3240 6 6010 000	141213	04/23/2019	28.34	Michaele Nunn	lawrence to ottawa 3/13	IV
		<b>Total Amt for Check 141213:</b>	<b>107.91</b>			
11 1152 6 6130 000	141214	04/23/2019	44.00	Ottawa Herald	Spring Sports Program	IV
		<b>Total Amt for Check 141214:</b>	<b>44.00</b>			
11 1118 7 7140 000	141215	04/23/2019	213.18	Tricia J Stogsdill	Improv Tee Shirts for Spring	IV
		<b>Total Amt for Check 141215:</b>	<b>213.18</b>			
12 1250 6 6110 000	141216	04/23/2019	22.75	United Parcel Service	HOC/KDADS Tabettha Mojica	IV
		<b>Total Amt for Check 141216:</b>	<b>22.75</b>			
11 7100 6 6320 000	141217	04/23/2019	42.20	Verizon Wireless	Security 2854	IV
11 7050 6 6320 000	141217	04/23/2019	30.02	Verizon Wireless	Ben Smith Ipad	IV
11 5300 7 7190 000	141217	04/23/2019	10.02	Verizon Wireless	Tablet Ottawa 3437	IV
11 5300 7 7190 000	141217	04/23/2019	10.02	Verizon Wireless	Tablet ottawa 3429	IV
11 7000 6 6320 000	141217	04/23/2019	32.20	Verizon Wireless	Maint 9996	IV
11 7000 6 6320 000	141217	04/23/2019	32.20	Verizon Wireless	maint 9694	IV
11 7100 6 6320 000	141217	04/23/2019	18.00	Verizon Wireless	prepay	IV
11 7000 6 6320 000	141217	04/23/2019	42.20	Verizon Wireless	maint 0781	IV
11 7000 6 6320 000	141217	04/23/2019	40.20	Verizon Wireless	HK 4548	IV
11 7102 6 6320 000	141217	04/23/2019	32.20	Verizon Wireless	security 4969	IV
16 9500 6 6320 000	141217	04/23/2019	50.20	Verizon Wireless	RA 4368	IV
16 9500 6 6320 000	141217	04/23/2019	50.20	Verizon Wireless	ReHall Co 8038	IV
16 9500 6 6320 000	141217	04/23/2019	18.00	Verizon Wireless	prepay	IV

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11	7000 6	6320 000	141217	04/23/2019	36.00	Verizon Wireless	prepay	IV
<b>Total Amt for Check 141217:</b>					<b>443.66</b>			
17	9352 7	7430 000	141218	04/23/2019	152.89	Walmart Business Card	Concessions for Resale - Ottawa Bookstor	IV
17	9352 7	7430 000	141218	04/23/2019	117.03	Walmart Business Card	Resale Concessions - Ottawa Bookstore	IV
17	9352 7	7430 000	141218	04/23/2019	16.18	Walmart Business Card	Resale Concessions - Ottawa Bookstore	IV
17	9352 7	7430 000	141218	04/23/2019	166.23	Walmart Business Card	Resale Concessions - Ottawa Bookstore	IV
17	9352 7	7430 000	141218	04/23/2019	145.45	Walmart Business Card	Resale Concessions - Ottawa Bookstore	IV
17	9352 7	7430 000	141218	04/23/2019	1,107.26	Walmart Business Card	Resale Concessions - Ottawa Bookstore	IV
17	9300 7	7430 000	141218	04/23/2019	69.21	Walmart Business Card	Concessions - Chanute Bookstore	IV
17	9300 7	7430 000	141218	04/23/2019	47.82	Walmart Business Card	Concessions -Chanute Bookstore	IV
17	9300 7	7430 000	141218	04/23/2019	121.86	Walmart Business Card	Concessions - Chanute Bookstore	IV
<b>Total Amt for Check 141218:</b>					<b>1,943.93</b>			
32	3722 6	6040 000	141219	04/23/2019	155.98	Sharon K Young	Erie to Erie/Humboldt	IV
<b>Total Amt for Check 141219:</b>					<b>155.98</b>			
11	1000 1	1300 000	141220	04/26/2019	129.84	Leonardo Araujo	SP19 Student Tuition Refund	IV
<b>Total Amt for Check 141220:</b>					<b>129.84</b>			
16	1000 1	1320 000	141221	04/25/2019	1,015.00	James Z. Bittle	SP19 Room & Board Refund	IV
<b>Total Amt for Check 141221:</b>					<b>1,015.00</b>			
90	0000 2	2790 000	141222	04/30/2019	26.00	Air Med Care Network	Sum by Acct Cde - Deductn Liability	IV
<b>Total Amt for Check 141222:</b>					<b>26.00</b>			
90	0000 2	2570 000	141223	04/30/2019	75.49	American Heritage Life Insurance C	Sum by Acct Cde - Deductn Liability	IV
<b>Total Amt for Check 141223:</b>					<b>75.49</b>			
90	0000 2	2520 000	141224	04/30/2019	653.94	Bay Bridge Administrators, LLC	Sum by Acct Cde - Deductn Liability	IV
90	0000 2	2670 000	141224	04/30/2019	815.28	Bay Bridge Administrators, LLC	Sum by Acct Cde - Deductn Liability	IV
90	0000 2	2570 000	141224	04/30/2019	224.05	Bay Bridge Administrators, LLC	Sum by Acct Cde - Deductn Liability	IV
90	0000 2	2450 000	141224	04/30/2019	150.23	Bay Bridge Administrators, LLC	Sum by Acct Cde - Fringe Liability	IV
<b>Total Amt for Check 141224:</b>					<b>1,843.50</b>			
90	0000 2	2770 000	141225	04/30/2019	443.10	Bessine Walterbach,LLP	Sum by Acct Cde - Deductn Liability	IV
<b>Total Amt for Check 141225:</b>					<b>443.10</b>			
90	0000 2	2990 000	141226	04/30/2019	4,997.76	Blue Cross/Blue Shield	Sum by Acct Cde - Fringe Liability	IV
90	0000 2	2590 000	141226	04/30/2019	2,136.50	Blue Cross/Blue Shield	Sum by Acct Cde - Deductn Liability	IV



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90	0000 2	2720 000	141226	04/30/2019	104,700.23	Blue Cross/Blue Shield	Sum by Acct Cde - Deductn Liability	IV
				<b>Total Amt for Check 141226:</b>	<b>111,834.49</b>			
90	0000 2	2960 000	141227	04/30/2019	650.00	Invesco Investment Services Inc.	Sum by Acct Cde - Deductn Liability	IV
				<b>Total Amt for Check 141227:</b>	<b>650.00</b>			
90	0000 2	2480 000	141228	04/30/2019	455.77	KNEA	Sum by Acct Cde - Deductn Liability	IV
				<b>Total Amt for Check 141228:</b>	<b>455.77</b>			
90	0000 2	2990 000	141229	04/30/2019	100.00	NCCC	Sum by Acct Cde - Deductn Liability	IV
				<b>Total Amt for Check 141229:</b>	<b>100.00</b>			
90	0000 2	2470 000	141230	04/30/2019	141.16	NCCC Endowment Foundation	Sum by Acct Cde - Deductn Liability	IV
				<b>Total Amt for Check 141230:</b>	<b>141.16</b>			
90	0000 2	2770 000	141231	04/30/2019	1,034.14	Neosho County Community Colleg	Sum by Acct Cde - Deductn Liability	IV
				<b>Total Amt for Check 141231:</b>	<b>1,034.14</b>			
90	0000 2	2770 000	141232	04/30/2019	750.68	Neosho Memorial Regional Medica	Sum by Acct Cde - Deductn Liability	IV
				<b>Total Amt for Check 141232:</b>	<b>750.68</b>			
90	0000 2	2520 000	141233	04/30/2019	2,066.05	New York Life Insurance Co	Sum by Acct Cde - Deductn Liability	IV
				<b>Total Amt for Check 141233:</b>	<b>2,066.05</b>			
90	0000 2	2990 000	141234	04/30/2019	1,113.46	Security Benefit Life	Sum by Acct Cde - Fringe Liability	IV
90	0000 2	2680 000	141234	04/30/2019	3,821.22	Security Benefit Life	Sum by Acct Cde - Deductn Liability	IV
90	0000 2	2610 000	141234	04/30/2019	333.33	Security Benefit Life	Sum by Acct Cde - Deductn Liability	IV
				<b>Total Amt for Check 141234:</b>	<b>5,268.01</b>			
90	0000 2	2510 000	141235	04/30/2019	932.83	Vision Care Direct	Sum by Acct Cde - Deductn Liability	IV
				<b>Total Amt for Check 141235:</b>	<b>932.83</b>			
11	6500 6	6320 000	141236	04/26/2019	845.29	AT&T	Chanute 4-15/5/14 2019	IV
				<b>Total Amt for Check 141236:</b>	<b>845.29</b>			
11	7000 6	6720 000	141237	04/26/2019	35.47	BP	BP - Fuel for fleet (March 2019)	IV
				<b>Total Amt for Check 141237:</b>	<b>35.47</b>			
32	3571 6	6260 000	141238	04/26/2019	15.45	Nancy L Carpenter	VISA-Cracker Barrel meal	IV
				<b>Total Amt for Check 141238:</b>	<b>15.45</b>			
11	7000 6	6720 000	141239	04/26/2019	9.17	Megan A Goins	Reimburse for gas for Pitt CARES on 4/16	IV
				<b>Total Amt for Check 141239:</b>	<b>9.17</b>			
11	7000 6	6710 000	141240	04/26/2019	89.64	Locke Supply Company	Locke - Portable black cords & wing-nuts	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 7000 6 6710 000	141240	04/26/2019	-4.48	Locke Supply Company	Discount for check- vendor864Invoice3699	DI
11 2000 2 2010 000	141240	04/26/2019	4.48	Locke Supply Company	Discount for check- vendor864Invoice3699	DI
		<b>Total Amt for Check 141240:</b>	<b>89.64</b>			
11 5300 6 6030 000	141241	04/26/2019	19.42	Amy S Morris	More supplies for photo booth	IV
11 5300 6 6030 000	141241	04/26/2019	41.54	Amy S Morris	Supplies for photo booth	IV
		<b>Total Amt for Check 141241:</b>	<b>60.96</b>			
12 1243 7 7000 000	141242	04/26/2019	13.11	Wendy M Rossman	Reimburse Wendy, HVAC chips water	IV
		<b>Total Amt for Check 141242:</b>	<b>13.11</b>			
12 1240 7 7080 000	141243	04/26/2019	30.00	Screenworks LLC	Black Tee Shirt - XL - Bobbie Forrest	IV
		<b>Total Amt for Check 141243:</b>	<b>30.00</b>			
11 5310 6 6410 000	141244	04/26/2019	416.58	Shred-it	4/15/19 off site purge	IV
11 5200 6 6410 000	141244	04/26/2019	416.58	Shred-it	4/15/19 off site purge	IV
11 6200 6 6410 000	141244	04/26/2019	416.58	Shred-it	4/15/19 off site purge	IV
11 1110 6 6410 000	141244	04/26/2019	416.58	Shred-it	4/15/19 off site purge	IV
11 7000 6 6410 000	141244	04/26/2019	416.58	Shred-it	4/15/19 off site purge	IV
12 1215 6 6410 000	141244	04/26/2019	416.59	Shred-it	4/15/19 off site purge	IV
		<b>Total Amt for Check 141244:</b>	<b>2,499.49</b>			
11 6200 6 6110 000	141245	04/26/2019	13.46	United Parcel Service	Autumn Kahler	IV
17 9300 7 7410 000	141245	04/26/2019	13.45	United Parcel Service	Service charge	IV
17 9300 7 7410 000	141245	04/26/2019	13.75	United Parcel Service	McGraw-Hill	IV
17 9300 7 7410 000	141245	04/26/2019	17.50	United Parcel Service	McGraw-Hill	IV
17 9300 7 7410 000	141245	04/26/2019	13.75	United Parcel Service	McGraw-Hill	IV
17 9300 7 7410 000	141245	04/26/2019	15.58	United Parcel Service	McGraw-Hill	IV
11 6401 6 6110 000	141245	04/26/2019	26.78	United Parcel Service	Pitney Bowes	IV
		<b>Total Amt for Check 141245:</b>	<b>114.27</b>			
02 1000 1 1381 000	141246	04/26/2019	15.00	Morgan A Lansdown	SP19 Nursing Lab Fee Refund	IV
12 1000 1 1380 000	141246	04/26/2019	500.00	Morgan A Lansdown	SP19 Vocational Fee Refund	IV
12 1000 1 1300 000	141246	04/26/2019	657.00	Morgan A Lansdown	SP19 Vocational Tuition Refund	IV
		<b>Total Amt for Check 141246:</b>	<b>1,172.00</b>			
11 7002 6 6650 000	141247	05/02/2019	120.00	Ahart Lawnsclaping	Ahart - Fertilizer w/crabgrass preventer	IV
		<b>Total Amt for Check 141247:</b>	<b>120.00</b>			

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
12 1219 7 7000 000	141248	05/02/2019	229.00	AHIMA	RHIT Test Exam-Student-Michelle Hole	IV
12 1219 7 7000 000	141248	05/02/2019	229.00	AHIMA	RHIT Exam-Student-Amber Sexton	IV
		<b>Total Amt for Check 141248:</b>	<b>458.00</b>			
11 7100 6 6650 000	141249	05/02/2019	774.30	ALERT 360	Monitoring Fees - 9457748	IV
		<b>Total Amt for Check 141249:</b>	<b>774.30</b>			
11 7000 6 6460 000	141250	05/02/2019	2,281.80	American Fire Sprinkler Corp.	American Fire - Extinguisher inspections	IV
		<b>Total Amt for Check 141250:</b>	<b>2,281.80</b>			
11 1110 7 7000 000	141251	05/02/2019	82.00	Apperson Education Products	Scantron survey forms for SCAIRIs	IV
11 1110 7 7000 000	141251	05/02/2019	28.37	Apperson Education Products	Shipping cost	IV
		<b>Total Amt for Check 141251:</b>	<b>110.37</b>			
11 7000 8 8150 000	141252	05/02/2019	252.00	Arlan Co.Inc.	Arlan Company - Red turface	IV
11 7000 8 8150 000	141252	05/02/2019	435.00	Arlan Co.Inc.	Arlan Company - Fertilizer	IV
11 7000 8 8150 000	141252	05/02/2019	297.00	Arlan Co.Inc.	Arlan Company - Red turface	IV
		<b>Total Amt for Check 141252:</b>	<b>984.00</b>			
11 6250 6 6030 000	141253	05/02/2019	250.00	Arthur L. Davis Agency	Web posting - nursing	IV
		<b>Total Amt for Check 141253:</b>	<b>250.00</b>			
11 1129 6 6020 000	141254	05/02/2019	3,713.32	Mindy H Ayers	reim for personal card use Richmond VA	IV
		<b>Total Amt for Check 141254:</b>	<b>3,713.32</b>			
11 1152 7 7070 000	141255	05/02/2019	25.05	Patrick Kevin Blackwell	Golden Boy Pies-Reimbursement	IV
		<b>Total Amt for Check 141255:</b>	<b>25.05</b>			
32 3241 7 7290 000	141256	05/02/2019	285.00	Buckle Up School, LLC	Driver's ed for Lilianna Grotewohl	IV
		<b>Total Amt for Check 141256:</b>	<b>285.00</b>			
11 7002 6 6700 000	141257	05/02/2019	452.10	Building Controls & Integration, In	Building Controls - CO2 sensors service	IV
		<b>Total Amt for Check 141257:</b>	<b>452.10</b>			
11 7000 6 6700 000	141258	05/02/2019	24.89	Bumper to Bumper of Chanute	Bumper2Bumper-Motor oil & airline nipple	IV
		<b>Total Amt for Check 141258:</b>	<b>24.89</b>			
11 5350 6 6010 000	141259	05/02/2019	58.92	Sarah R Cadwallader	Daimaru-Dinner for J.McDaniels & Sarah.C	IV
		<b>Total Amt for Check 141259:</b>	<b>58.92</b>			
11 7582 8 8250 000	141260	05/02/2019	2,784.34	Caldwell Floor Covering	Caldwell - Carpet tile, glue, cove base	IV
		<b>Total Amt for Check 141260:</b>	<b>2,784.34</b>			
11 6250 8 8500 000	141261	05/02/2019	1,111.73	CDW-G Computer Center Inc.	Dell Latitude 5590-15.6"	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 6400 8 8560 000	141261	05/02/2019	1,925.25	CDW-G Computer Center Inc.	Eaton 5P 1000 Rackmount UPS	IV
		<b>Total Amt for Check 141261:</b>	<b>3,036.98</b>			
11 6100 6 6820 000	141262	05/02/2019	137.00	Chanute Rotary Club	2nd Quarter Rotary Dues/Meal	IV
11 5000 6 6820 000	141262	05/02/2019	137.00	Chanute Rotary Club	Rotary for K. Coomes	IV
11 1150 7 7000 000	141262	05/02/2019	137.00	Chanute Rotary Club	2nd Quarter Rotary Dues	IV
11 6500 6 6820 000	141262	05/02/2019	137.00	Chanute Rotary Club	ChanuteRotary-2019(2nd1/4,meal&reno)	IV
		<b>Total Amt for Check 141262:</b>	<b>548.00</b>			
11 6501 6 6010 000	141263	05/02/2019	195.84	Claudia J Christiansen	Arma to KCI 3/23/19	IV
11 6501 6 6010 000	141263	05/02/2019	61.54	Claudia J Christiansen	Chanute to ottawa 4/22/19	IV
		<b>Total Amt for Check 141263:</b>	<b>257.38</b>			
17 9352 7 7420 000	141264	05/02/2019	880.87	CI Sport	Apparel for Resale in Bookstore	IV
		<b>Total Amt for Check 141264:</b>	<b>880.87</b>			
13 1315 6 6010 000	141265	05/02/2019	34.00	Krista K Clay Lieftring	chanute to Fort Scott 4/2/19	IV
13 1315 6 6010 000	141265	05/02/2019	51.00	Krista K Clay Lieftring	Chanute to ottawa 4/4/19	IV
13 1315 6 6010 000	141265	05/02/2019	41.14	Krista K Clay Lieftring	Chanute to pitt 4/22/19	IV
		<b>Total Amt for Check 141265:</b>	<b>126.14</b>			
11 7000 6 6710 000	141266	05/02/2019	27.05	Cleaver Farm & Home	Cleaver - Lugs, bungee cords, tarps	IV
11 7000 6 6710 000	141266	05/02/2019	52.63	Cleaver Farm & Home	Cleaver - Misc. bolts, hammer, ties	IV
11 7000 6 6710 000	141266	05/02/2019	111.85	Cleaver Farm & Home	Cleaver - Quick & snap links	IV
11 7000 6 6710 000	141266	05/02/2019	7.64	Cleaver Farm & Home	Cleaver - Electrical tape	IV
11 7000 6 6710 000	141266	05/02/2019	1.79	Cleaver Farm & Home	Cleaver - Steel fabric pins	IV
11 7000 6 6710 000	141266	05/02/2019	3.99	Cleaver Farm & Home	Cleaver - 2-pole trailer harness	IV
16 9500 6 6710 000	141266	05/02/2019	143.16	Cleaver Farm & Home	Cleaver - Boards, brackets, bolts, rods	IV
11 5540 7 7020 000	141266	05/02/2019	125.99	Cleaver Farm & Home	Cleavers	IV
16 9500 6 6710 000	141266	05/02/2019	23.38	Cleaver Farm & Home	Cleaver - Snaptoggle togglebolts	IV
11 7582 8 8250 000	141266	05/02/2019	198.83	Cleaver Farm & Home	Cleaver - Paint & paint brushes	IV
		<b>Total Amt for Check 141266:</b>	<b>696.31</b>			
32 3422 6 6040 000	141267	05/02/2019	403.50	Coffeyville Community College	Talent Search Jan-Mar 2019	IV
32 3422 6 6040 000	141267	05/02/2019	813.51	Coffeyville Community College	mileage July - Dec 2018	IV
		<b>Total Amt for Check 141267:</b>	<b>1,217.01</b>			

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
16 9500 6 6710 000	141268	05/02/2019	70.00	Comfort Contractors	Comfort - Unplugged stool in Bideau	IV
		<b>Total Amt for Check 141268:</b>	<b>70.00</b>			
11 7002 6 6710 000	141269	05/02/2019	5,170.86	Convergint Technologies	Access Control - 2 Doors	IV
11 6400 8 8500 000	141269	05/02/2019	3,070.53	Convergint Technologies	Convergint - CT03179874P	IV
		<b>Total Amt for Check 141269:</b>	<b>8,241.39</b>			
32 3224 7 7190 000	141270	05/02/2019	500.00	Cowley County Community College	Blumen Trng for SSDS at Cowley College	IV
		<b>Total Amt for Check 141270:</b>	<b>500.00</b>			
11 6400 6 6830 000	141271	05/02/2019	659.99	Dell Marketing L.P.	Dell 34" Monitor	IV
		<b>Total Amt for Check 141271:</b>	<b>659.99</b>			
11 6400 8 8560 000	141272	05/02/2019	273.70	Digital Connections, Inc.	MP301 PCU	IV
		<b>Total Amt for Check 141272:</b>	<b>273.70</b>			
32 3240 6 6410 000	141273	05/02/2019	575.00	Dwayne Peaslee Technical Training	April 2019 Office Space and Phone rental	IV
32 3240 6 6140 000	141273	05/02/2019	575.00	Dwayne Peaslee Technical Training	May 2019 Office space and phone rental	IV
		<b>Total Amt for Check 141273:</b>	<b>1,150.00</b>			
11 1152 6 6130 000	141274	05/02/2019	599.00	E&M Consulting,Inc	Ottawa Chamber Guide Ad	IV
		<b>Total Amt for Check 141274:</b>	<b>599.00</b>			
11 5202 6 6650 000	141275	05/02/2019	452.25	ECMC	SL Default Mgmt INV#N004-01936-0519	IV
		<b>Total Amt for Check 141275:</b>	<b>452.25</b>			
16 9500 6 6710 000	141276	05/02/2019	191.63	Ecolab	Ecolab - Mia product purchase adj	IV
		<b>Total Amt for Check 141276:</b>	<b>191.63</b>			
11 7000 7 7100 000	141277	05/02/2019	67.65	Fastenal	Fastenal - Plugstation	IV
11 7000 6 6710 000	141277	05/02/2019	108.54	Fastenal	Fastenal - Anchors, bits, jobber drill,	IV
11 7000 6 6710 000	141277	05/02/2019	70.26	Fastenal	Fastenal - Black cable tie	IV
11 7000 6 6710 000	141277	05/02/2019	43.99	Fastenal	Fastema; - Red Head A7+ cartridge	IV
		<b>Total Amt for Check 141277:</b>	<b>290.44</b>			
11 1152 6 6130 000	141278	05/02/2019	3,000.00	FlightPath Agency	Pandora Campaign 4/15/19-5/30/19	IV
		<b>Total Amt for Check 141278:</b>	<b>3,000.00</b>			
11 7000 6 6410 000	141279	05/02/2019	937.89	Foley Equipment Company	Foley Rental - Skidsteer, rake, trailer	IV
		<b>Total Amt for Check 141279:</b>	<b>937.89</b>			
11 1152 6 6040 000	141280	05/02/2019	65.40	Marie L Gardner	Richmond to Chanute 3/14/19	IV

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 1152 6 6040 000	141280	05/02/2019	65.40	Marie L Gardner	Richmond to Chanute 2/14/19	IV
		<b>Total Amt for Check 141280:</b>	<b>130.80</b>			
11 6100 7 7070 000	141281	05/02/2019	62.50	Great Western Dining	April BD Cake	IV
32 3722 6 6020 000	141281	05/02/2019	127.60	Great Western Dining	March TRIO Day Meals	IV
32 3422 6 6020 000	141281	05/02/2019	336.40	Great Western Dining	Meals during TRIO Day	IV
16 9500 6 6660 000	141281	05/02/2019	14,640.15	Great Western Dining	Board bill April 11-17, 2019	IV
16 9500 6 6660 000	141281	05/02/2019	14,619.15	Great Western Dining	Board bill April 4-10, 2019	IV
16 9500 6 6660 000	141281	05/02/2019	14,619.15	Great Western Dining	Board bill March 28-April 3, 2019	IV
12 1250 7 7070 000	141281	05/02/2019	52.20	Great Western Dining	AH Advisory Board Meeting-Lunches	IV
		<b>Total Amt for Check 141281:</b>	<b>44,457.15</b>			
17 9300 7 7430 000	141282	05/02/2019	152.23	Kara B Hale	Sam'sClub Concessions for Resale	IV
17 9300 6 6010 000	141282	05/02/2019	33.15	Kara B Hale	NCCC Chanute to Garnett 1/10/19	IV
17 9300 6 6010 000	141282	05/02/2019	52.16	Kara B Hale	chanute to ottawa 1/24/19	IV
		<b>Total Amt for Check 141282:</b>	<b>237.54</b>			
11 6100 6 6830 000	141283	05/02/2019	564.00	Hawk Business Specialties	Service Awards	IV
		<b>Total Amt for Check 141283:</b>	<b>564.00</b>			
11 5111 7 7010 000	141284	05/02/2019	28.25	Andrew L Haworth	Supplies for PED April 23, 2019	IV
		<b>Total Amt for Check 141284:</b>	<b>28.25</b>			
12 1219 6 6260 000	141285	05/02/2019	25.44	Michelle I Hole	Meals-KHIMA Conference	IV
12 1219 6 6260 000	141285	05/02/2019	50.00	Michelle I Hole	Fees-KHIMA-Michelle Hole	IV
12 1219 6 6260 000	141285	05/02/2019	147.64	Michelle I Hole	Lodging-Michelle Hole-KHIMA Conf.	IV
		<b>Total Amt for Check 141285:</b>	<b>223.08</b>			
16 9500 6 6710 000	141286	05/02/2019	99.10	Home Appliance Company	Home Appliance - Washer lid switch	IV
		<b>Total Amt for Check 141286:</b>	<b>99.10</b>			
16 9500 7 7110 000	141287	05/02/2019	1,013.20	Hugo's Industrial Supplies	Hugo's - Custodial supplies	IV
16 9500 7 7110 000	141287	05/02/2019	770.18	Hugo's Industrial Supplies	Hugo's - Room deodorizer, TP, towels	IV
11 6401 7 7010 000	141287	05/02/2019	22.84	Hugo's Industrial Supplies	EPIE340 elmers glue one gallon	IV
11 6401 7 7010 000	141287	05/02/2019	47.44	Hugo's Industrial Supplies	NAT01051 classification folders	IV
11 6401 7 7010 000	141287	05/02/2019	2.94	Hugo's Industrial Supplies	ITA36184 blue highlighter	IV
11 6401 7 7010 000	141287	05/02/2019	2.94	Hugo's Industrial Supplies	ITA36183 pink highlighter	IV
		<b>Total Amt for Check 141287:</b>	<b>1,859.54</b>			

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 7000 6 6720 000	141288	05/02/2019	24.55	IIX-Insurance Information Exchang	IIX - Motor vehicle report	IV
		<b>Total Amt for Check 141288:</b>	<b>24.55</b>			
11 6100 6 6040 000	141289	05/02/2019	59.16	Brian L Inbody	Chanute to Baker Univ 4/23/19	IV
		<b>Total Amt for Check 141289:</b>	<b>59.16</b>			
11 7000 6 6710 000	141290	05/02/2019	175.00	Jayhawk Lumber Glass and More	Jayhawk-Repair broken mirror (Wellness)	IV
11 7582 8 8250 000	141290	05/02/2019	293.76	Jayhawk Lumber Glass and More	Jayhawk - Plateau ceiling tiles	IV
		<b>Total Amt for Check 141290:</b>	<b>468.76</b>			
11 5310 7 7180 000	141291	05/02/2019	117.17	Jostens	Cords for graduates	IV
		<b>Total Amt for Check 141291:</b>	<b>117.17</b>			
11 5560 8 8510 000	141292	05/02/2019	640.00	Keffer Developement Srvees LLC	Athletic Training System software	IV
		<b>Total Amt for Check 141292:</b>	<b>640.00</b>			
11 1150 6 6040 000	141293	05/02/2019	51.00	Brenda L Krumm	Chanute to LaHarpe & Ottawa 4/18/19	IV
		<b>Total Amt for Check 141293:</b>	<b>51.00</b>			
32 3722 6 6010 000	141294	05/02/2019	309.10	John F Leahy	Chanute to Denver 2/27/19	IV
		<b>Total Amt for Check 141294:</b>	<b>309.10</b>			
11 7000 6 6710 000	141295	05/02/2019	322.16	Locke Supply Company	Locke - LED sign & wall flood lights	IV
16 9500 6 6710 000	141295	05/02/2019	-1.20	Locke Supply Company	Discount for check- vendor864Invoice3706	DI
16 9500 6 6710 000	141295	05/02/2019	23.93	Locke Supply Company	Locke - Mounting brackets, receptacles	IV
16 2000 2 2010 000	141295	05/02/2019	0.92	Locke Supply Company	Discount for check- vendor864Invoice3705	DI
16 2000 2 2010 000	141295	05/02/2019	1.20	Locke Supply Company	Discount for check- vendor864Invoice3706	DI
11 7582 8 8250 000	141295	05/02/2019	-0.92	Locke Supply Company	Discount for check- vendor864Invoice3705	DI
11 7582 8 8250 000	141295	05/02/2019	6.70	Locke Supply Company	Locke - Steel box connectors	IV
11 7582 8 8250 000	141295	05/02/2019	18.34	Locke Supply Company	Locke - Register box, return grill - Art	IV
		<b>Total Amt for Check 141295:</b>	<b>371.13</b>			
11 6250 6 6290 000	141296	05/02/2019	78.95	Hiroko Matsuura	Athletic Training 6/28/19	IV
		<b>Total Amt for Check 141296:</b>	<b>78.95</b>			
11 6250 6 6290 000	141297	05/02/2019	179.08	Hiroko Matsuura	Athletic Training 4/13/19	IV
		<b>Total Amt for Check 141297:</b>	<b>179.08</b>			
11 6250 6 6290 000	141298	05/02/2019	991.97	Hiroko Matsuura	Athletic training 6/9/19	IV
		<b>Total Amt for Check 141298:</b>	<b>991.97</b>			
11 5560 7 7080 000	141299	05/02/2019	16.03	MB2 Sports	shipping and handling	IV

## Expense Check Register

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11	5560 7 7080 000	141299	05/02/2019	117.00	MB2 Sports	adidas sweatshirt IV
11	5560 7 7080 000	141299	05/02/2019	135.00	MB2 Sports	Adidas polo IV
11	5555 7 7080 000	141299	05/02/2019	605.87	MB2 Sports	Singlet Reorder IV
			<b>Total Amt for Check 141299:</b>	<b>873.90</b>		
11	7050 6 6830 000	141300	05/02/2019	8.95	McCarty's Office Machines Inc.	Name Tag - Kerry Ranabargar IV
11	7000 6 6710 000	141300	05/02/2019	15.60	McCarty's Office Machines Inc.	Name Plates: Lowe & Mullis IV
17	9352 7 7010 000	141300	05/02/2019	8.95	McCarty's Office Machines Inc.	Name Tag - Sondra Meadows IV
11	6401 7 7010 000	141300	05/02/2019	33.92	McCarty's Office Machines Inc.	HAM163110 32lb copy paper IV
11	6401 7 7010 000	141300	05/02/2019	10.79	McCarty's Office Machines Inc.	HAM102467 28lb 100B copy paper IV
11	6401 7 7010 000	141300	05/02/2019	5.62	McCarty's Office Machines Inc.	BSN65648 desk stapler IV
11	6401 7 7010 000	141300	05/02/2019	21.36	McCarty's Office Machines Inc.	BSN09953 1" view binder IV
11	6401 7 7010 000	141300	05/02/2019	12.21	McCarty's Office Machines Inc.	EVEEN92 aaa batteries IV
11	6401 7 7010 000	141300	05/02/2019	15.80	McCarty's Office Machines Inc.	BSN17525 1/3 cut manial file folder IV
11	6401 7 7010 000	141300	05/02/2019	13.25	McCarty's Office Machines Inc.	PIL31020 gel pen black IV
11	6401 7 7010 000	141300	05/02/2019	9.97	McCarty's Office Machines Inc.	BSN63105 legal pads IV
11	6401 7 7010 000	141300	05/02/2019	6.71	McCarty's Office Machines Inc.	BSN63107 jr legal pads IV
12	1250 7 7000 000	141300	05/02/2019	8.95	McCarty's Office Machines Inc.	Sherry Schmitz-Name Badge IV
11	6401 7 7010 000	141300	05/02/2019	1.92	McCarty's Office Machines Inc.	BSN65638 standard paper clips IV
11	6401 7 7010 000	141300	05/02/2019	2.68	McCarty's Office Machines Inc.	BSN65649 staples IV
11	6401 7 7010 000	141300	05/02/2019	8.79	McCarty's Office Machines Inc.	PENBK90A rsvp ink pen black IV
11	6401 7 7010 000	141300	05/02/2019	3.44	McCarty's Office Machines Inc.	ITA36181 highlighter yellow IV
11	5505 7 7010 000	141300	05/02/2019	8.95	McCarty's Office Machines Inc.	Name Tag - Riann Mullis IV
12	1216 7 7010 000	141300	05/02/2019	17.90	McCarty's Office Machines Inc.	name Tag: Snyder & Bennett IV
11	5310 7 7010 000	141300	05/02/2019	8.95	McCarty's Office Machines Inc.	Name Tag - Mikah Arthur IV
			<b>Total Amt for Check 141300:</b>	<b>224.71</b>		
11	1162 7 7000 000	141301	05/02/2019	382.36	MedAssure	cat pick up IV
			<b>Total Amt for Check 141301:</b>	<b>382.36</b>		
11	5560 7 7020 000	141302	05/02/2019	47.91	Medco Sports Medicine & School I	arch pads IV
11	5560 7 7020 000	141302	05/02/2019	89.76	Medco Sports Medicine & School I	heavy duty bandage shears IV
11	5560 7 7020 000	141302	05/02/2019	212.14	Medco Sports Medicine & School I	biofreeze gallon with pump IV
11	5560 7 7020 000	141302	05/02/2019	26.15	Medco Sports Medicine & School I	body solid lifting bands IV



Neosho County Community College  
Expense Check Register

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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 5560 7 7020 000	141302	05/02/2019	35.94	Medco Sports Medicine & School I	Roylan Weight cuffs	IV
11 5560 7 7020 000	141302	05/02/2019	6.18	Medco Sports Medicine & School I	Versa loop, heavy	IV
		<b>Total Amt for Check 141302:</b>	<b>418.08</b>			
11 7000 6 6720 000	141303	05/02/2019	121.65	Merle Kelly Ford	Merle Kelly - Repair tag & trailer light	IV
		<b>Total Amt for Check 141303:</b>	<b>121.65</b>			
12 1241 7 7000 000	141304	05/02/2019	129.99	Miller Hardware	Grinder for Chanute Welding	IV
		<b>Total Amt for Check 141304:</b>	<b>129.99</b>			
32 3422 6 6020 000	141305	05/02/2019	2,520.00	MO-KAN-NE	Registration for Pre_College Conference	IV
		<b>Total Amt for Check 141305:</b>	<b>2,520.00</b>			
11 1110 7 7010 000	141306	05/02/2019	5.48	Rita V Morton	Faculty supplies for breakroom	IV
		<b>Total Amt for Check 141306:</b>	<b>5.48</b>			
12 1210 6 6820 000	141307	05/02/2019	100.00	National Business Education Assoc	NBEA membership dues	IV
		<b>Total Amt for Check 141307:</b>	<b>100.00</b>			
11 1140 7 7290 000	141308	05/02/2019	196.00	NCCC	5383990 Ruiz, David	IV
11 1140 7 7290 000	141308	05/02/2019	196.00	NCCC	5383822 Carrico, Levi	IV
11 1140 7 7290 000	141308	05/02/2019	196.00	NCCC	5385782 Fefelova, Svetlana	IV
11 1140 7 7290 000	141308	05/02/2019	196.00	NCCC	5386799 Morris, Natalee	IV
11 1140 7 7290 000	141308	05/02/2019	196.00	NCCC	5380865 Wade, Payton	IV
11 1140 7 7290 000	141308	05/02/2019	196.00	NCCC	5384899 Stenson, Stephanie	IV
		<b>Total Amt for Check 141308:</b>	<b>1,176.00</b>			
11 6501 6 6120 000	141309	05/02/2019	513.98	NCCC Foundation	Books for Kindergarten classes	IV
		<b>Total Amt for Check 141309:</b>	<b>513.98</b>			
11 6502 7 7070 000	141310	05/02/2019	20.00	NCCC Foundation	Reimburse for deposit to CRC	IV
		<b>Total Amt for Check 141310:</b>	<b>20.00</b>			
11 6502 7 7192 000	141311	05/02/2019	500.00	NCCC Foundation	Reimburse for Google Ad Words	IV
11 6501 6 6040 000	141311	05/02/2019	56.14	NCCC Foundation	Reimburse for Taxi	IV
11 6501 6 6010 000	141311	05/02/2019	997.93	NCCC Foundation	Reimburse for lodging & parking	IV
		<b>Total Amt for Check 141311:</b>	<b>1,554.07</b>			
11 6400 8 8560 000	141312	05/02/2019	52.80	Network Craze Technologies Inc.	freight	IV
11 6400 8 8560 000	141312	05/02/2019	590.00	Network Craze Technologies Inc.	WS-C3750E-24PD-S	IV

Neosho County Community College  
Expense Check Register

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Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 6400 8 8500 000	141312 05/02/2019	1,800.00	Network Craze Technolgies Inc.	SIP-T46s	IV
	<b>Total Amt for Check 141312:</b>	<b>2,442.80</b>			
11 7002 6 6710 000	141313 05/02/2019	221.80	Performance Electric	Performance Electric - Set cabinet	IV
	<b>Total Amt for Check 141313:</b>	<b>221.80</b>			
11 1152 6 6130 000	141314 05/02/2019	480.00	Porlier Outdoor Advertising Compa	May 2019	IV
11 1152 6 6130 000	141314 05/02/2019	500.00	Porlier Outdoor Advertising Compa	May 2018	IV
	<b>Total Amt for Check 141314:</b>	<b>980.00</b>			
11 5101 7 7073 000	141315 05/02/2019	85.80	PrairieFire Coffee Roasters	CLC - Hot Chocolate	IV
11 5101 7 7071 000	141315 05/02/2019	71.80	PrairieFire Coffee Roasters	Bookstore Coffee Bar - Coffee	IV
11 5100 7 7072 000	141315 05/02/2019	39.90	PrairieFire Coffee Roasters	CLC - Cappuccino	IV
17 9300 7 7430 000	141315 05/02/2019	27.95	PrairieFire Coffee Roasters	Chanute Bookstore - Tea	IV
	<b>Total Amt for Check 141315:</b>	<b>225.45</b>			
11 6250 6 6830 000	141316 05/02/2019	79.04	Prize Possessions	Ben Smith Retirement Gift	IV
	<b>Total Amt for Check 141316:</b>	<b>79.04</b>			
11 7000 6 6720 000	141317 05/02/2019	79.95	Professional Glass Installers	PGI-Fix chip in windshield (Mini-van #11	IV
	<b>Total Amt for Check 141317:</b>	<b>79.95</b>			
11 1152 7 7010 000	141318 05/02/2019	34.98	Quill Corporation	sheet protectors	IV
	<b>Total Amt for Check 141318:</b>	<b>34.98</b>			
11 6100 7 7190 000	141319 05/02/2019	1,327.00	Ravin Printing	Cafeteria Remodel Prints	IV
16 9500 7 7010 000	141319 05/02/2019	55.00	Ravin Printing	Business cards - J. Fantini	IV
12 1243 7 7000 000	141319 05/02/2019	55.00	Ravin Printing	Alex Myers-Business Cards	IV
	<b>Total Amt for Check 141319:</b>	<b>1,437.00</b>			
11 7000 6 6700 000	141320 05/02/2019	25.00	Rental Station	Rental Station - Round form stakes	IV
11 7000 6 6410 000	141320 05/02/2019	352.00	Rental Station	Rental Station - Manlift	IV
	<b>Total Amt for Check 141320:</b>	<b>377.00</b>			
16 9500 8 8500 000	141321 05/02/2019	7,110.00	Savoy Furniture	Savoy - Bed springs, chest of drawers	IV
	<b>Total Amt for Check 141321:</b>	<b>7,110.00</b>			
65 9500 7 7190 000	141322 05/02/2019	2,280.00	Security Bank Of Kansas City	Billing Final Trustee Fee COP Series2010	IV
65 9500 7 7190 000	141322 05/02/2019	2,000.00	Security Bank Of Kansas City	Series 2016 Annual trustee fee	IV
	<b>Total Amt for Check 141322:</b>	<b>4,280.00</b>			

Neosho County Community College  
Expense Check Register

Subsid: AP

	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 6400 6 6830 000	141323	05/02/2019	64.69	Jonathan J Seibert	Tech Meals 04-26-19	IV
		<b>Total Amt for Check 141323:</b>	<b>64.69</b>			
12 1219 6 6260 000	141324	05/02/2019	15.22	Brenda L Sims	Meals-KHIMA conference	IV
12 1219 6 6260 000	141324	05/02/2019	124.00	Brenda L Sims	Lodging-KHIMA Conference	IV
		<b>Total Amt for Check 141324:</b>	<b>139.22</b>			
11 6401 7 7012 000	141325	05/02/2019	1,461.20	Southwest Paper	20# 95B copy paper 312.8533	IV
		<b>Total Amt for Check 141325:</b>	<b>1,461.20</b>			
11 7582 8 8250 000	141326	05/02/2019	11.76	Stanion Wholesale Electric	Stanion-Duplex standard size wall plate	IV
		<b>Total Amt for Check 141326:</b>	<b>11.76</b>			
11 7002 7 7030 000	141327	05/02/2019	539.66	Supplyworks	Supplyworks - Custodial supplies	IV
11 7002 7 7030 000	141327	05/02/2019	110.60	Supplyworks	Supplyworks - Floor stripper	IV
11 7002 7 7030 000	141327	05/02/2019	63.00	Supplyworks	Supplyworks - Stripping pads	IV
11 7002 7 7030 000	141327	05/02/2019	320.72	Supplyworks	Supplyworks-Stripping pads, floor finish	IV
11 7000 7 7110 000	141327	05/02/2019	56.00	Supplyworks	Supplyworks - Stripper pads	IV
11 7000 7 7110 000	141327	05/02/2019	73.80	Supplyworks	Supplyworks - Coffee/tea spotter	IV
16 9500 7 7110 000	141327	05/02/2019	348.10	Supplyworks	Supplyworks - Custodial supplies	IV
16 9500 7 7110 000	141327	05/02/2019	267.23	Supplyworks	Supplyworks - Custodial supplies	IV
		<b>Total Amt for Check 141327:</b>	<b>1,779.11</b>			
32 3422 6 6020 000	141328	05/02/2019	622.80	The Main Event	Meals & Cultural experience for students	IV
		<b>Total Amt for Check 141328:</b>	<b>622.80</b>			
32 3722 7 7310 000	141329	05/02/2019	150.00	The Venue on Main, LLC	UB Summer Banquet Venue safety deposit	IV
32 3722 7 7310 000	141329	05/02/2019	250.00	The Venue on Main, LLC	UB Summer Banquet Venue rental fee	IV
		<b>Total Amt for Check 141329:</b>	<b>400.00</b>			
12 1241 7 7000 000	141330	05/02/2019	112.50	Thompson Brothers	Labor service	IV
12 1241 7 7000 000	141330	05/02/2019	21.00	Thompson Brothers	Oxygen	IV
		<b>Total Amt for Check 141330:</b>	<b>133.50</b>			
32 3722 6 6010 000	141331	05/02/2019	286.10	Adrienne L Vaughn	Parsons to Orlando FL 2/3/19	IV
		<b>Total Amt for Check 141331:</b>	<b>286.10</b>			
11 6250 6 6030 000	141332	05/02/2019	41.80	Verified Credentials, Inc	Bkgd Check Mullis	IV
11 6250 6 6030 000	141332	05/02/2019	41.80	Verified Credentials, Inc	Bkgd Check Gilbert	IV
		<b>Total Amt for Check 141332:</b>	<b>83.60</b>			

Neosho County Community College  
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	Check #:	Check Dte:	Check Amt:	Payee:	Description:	
11 5540 6 6040 000	141333	05/02/2019	372.60	Village Tour and Travel	BSB	IV
11 5540 6 6020 000	141333	05/02/2019	845.25	Village Tour and Travel	SB	IV
11 5510 6 6020 000	141333	05/02/2019	241.50	Village Tour and Travel	BSB	IV
11 5510 6 6020 000	141333	05/02/2019	410.55	Village Tour and Travel	BSB	IV
11 5510 6 6020 000	141333	05/02/2019	614.55	Village Tour and Travel	BSB	IV
11 5510 6 6020 000	141333	05/02/2019	410.55	Village Tour and Travel	BSB	IV
11 5505 7 7190 000	141333	05/02/2019	1,339.45	Village Tour and Travel	AD	IV
11 5505 7 7190 000	141333	05/02/2019	1,944.75	Village Tour and Travel	AD	IV
11 5505 7 7190 000	141333	05/02/2019	953.50	Village Tour and Travel	Athletics	IV
11 5505 6 6020 000	141333	05/02/2019	1,565.45	Village Tour and Travel	AD	IV
11 5505 6 6020 000	141333	05/02/2019	1,124.45	Village Tour and Travel	AD	IV
11 5505 6 6010 000	141333	05/02/2019	1,067.40	Village Tour and Travel	AD	IV
		<b>Total Amt for Check 141333:</b>	<b>10,890.00</b>			
12 1250 6 6410 000	141334	05/02/2019	130.00	W.W. Storage Complex	Storage Rental - Lab	IV
		<b>Total Amt for Check 141334:</b>	<b>130.00</b>			
32 3241 7 7290 000	141335	05/02/2019	400.00	Wall Riley	Encumbered funds for Riley Wall	IV
		<b>Total Amt for Check 141335:</b>	<b>400.00</b>			
11 7000 6 6720 000	141336	05/02/2019	57.50	Westside Tire & Auto	Westside Tire - Fix trailer tires	IV
		<b>Total Amt for Check 141336:</b>	<b>57.50</b>			
32 3422 6 6020 000	141337	05/02/2019	360.00	Patricia Nicci Wiltse	KC & Sedalia MO. 6/6/19	IV
		<b>Total Amt for Check 141337:</b>	<b>360.00</b>			
17 9352 6 6040 000	141338	05/02/2019	42.51	Sheri D. Woolman	Ottawa to lenexa 4/24/19	IV
		<b>Total Amt for Check 141338:</b>	<b>42.51</b>			
32 3722 6 6040 000	141339	05/02/2019	164.70	Sharon K Young	Erie to Erie/ Humboldt 2/21/19	IV
		<b>Total Amt for Check 141339:</b>	<b>164.70</b>			
11 7000 6 6710 000	141340	05/02/2019	66.68	Young's Welding	Young's - Power coat frames	IV
		<b>Total Amt for Check 141340:</b>	<b>66.68</b>			
<b>Total # for AP:</b>	175	<b>Total Amt for AP:</b>	313,019.31			
<b>Report Total #:</b>	175	<b>Report Total Amt:</b>	313,019.31			

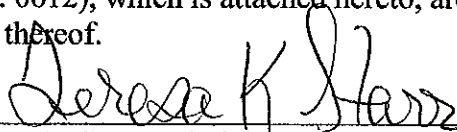
**MEMORANDUM OF UNDERSTANDING  
REUNIFICATION FACILITY PARTICIPATION**

This Agreement effective the 9<sup>th</sup> day of May, 2019 by and between Neosho County Community College ("NCCC") and Neosho County Health Department ("County").

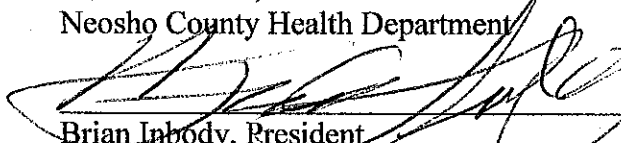
1. NCCC is willing to designate areas of its campus located at 800 West Fourteenth Street, Chanute, Kansas ("Campus") to be used as needed as a reunification facility in the event of a natural or man-made disaster ("Disaster").
2. NCCC will upon request, designate separate areas for children, parents and families to reunite on its Campus in the event of a Disaster for the County to incorporate into its disaster plan. NCCC may modify or withdraw its designation at any time with ninety days written notice.
3. NCCC is not obligated to provide resources, supplies, equipment, staffing or volunteers for reunification services. It shall be the responsibility of County to plan for the same in its disaster plan.

Miscellaneous

- a. The terms of this Agreement can be altered or modified only by written instrument signed by the parties hereto.
- b. Either party may terminate this Agreement by giving ninety (90) days written notice to the other party.
- c. County releases, indemnifies, and shall hold NCCC harmless from any and all claims, demands, liabilities, actions, suits, or proceedings of any kind or nature on account of activities or services arising out of related or incidental to County use of the above disaster reunification facilities provided and described above, except to the extent that any claim, demand, liability, action, suit, or proceedings is the result of an act or omission on the part of the one to be indemnified.
- d. Notwithstanding any language to the contrary, NCCC shall not be responsible hereunder for any injury or damages caused by use of its Campus for purposes referred to above.
- e. This Agreement shall be construed and enforced in accordance with the laws of the State of Kansas.
- f. "The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 0612), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

  
\_\_\_\_\_  
Teresa K. Starr, Administrator  
Neosho County Health Department

4-15-19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Brian Inbody, President  
Neosho County Community College

5/9/2019  
\_\_\_\_\_  
Date

### CONTRACTUAL PROVISIONS ATTACHMENT

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

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

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the 12th day of May, 2016.

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

**NEOSHO COUNTY COMMUNITY COLLEGE  
MASTER COURSE SYLLABUS**

**COURSE IDENTIFICATION**

Course Code/Number: NURS 118

Course Title: Medic to RN

KRSN:

(Kansas Regents Shared Number)

Division:     Applied Science (AS)     Liberal Arts (LA)     Workforce Development (WD)  
                  Health Care (HC)     Lifetime Learning (LL)     Nursing     Developmental

Credit Hour(s): 2.5 credit hours didactic / 0.5 credit hours SIM & Skills

Effective Date: Fall 2020

Assessment Goal Per Outcome:

1-5. 80%

6. 90%

**COURSE DESCRIPTION**

Medic to RN is a transition hybrid course required of all military medics seeking a nursing degree and receive credit for prior experience. Students enrolled in this course are introduced to the philosophy, outcomes, and organizational framework of associate degree nursing at Neosho County Community College, the Student Nurse Handbook, and program policies. Students will learn additional assessment and nursing skills to enhance role development as a professional nurse. This will allow the student to develop the knowledge, skills and attitudes to provide holistic nursing care across the lifespan.

**MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES**

Admitted to the nursing program and proof of completion of 68 whiskey and field work as a medic

**TEXTS**

The official list of textbooks and materials for this course is found on Inside NC.

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

**COURSE OUTCOMES/COMPETENCIES (as Required)**

Initial: 04/19 jlm, lam

1. Perform a safe Head to toe assessment with appropriate documentation and determination of collaborative interventions based on assessment findings.
2. Identify professional, legal, and ethical responsibilities in nursing.
3. Provide therapeutic communication with patient/family, and health care team, including patient education.
4. Demonstrates safe and evidenced based care across the lifespan.
5. Competency in performance of selected skills.
6. Solve medication calculations at 95% accuracy.

## **MINIMUM COURSE CONTENT**

The following topics must be included in this course. Additional topics may also be included.

1. Nursing Assessment – Lifespan considerations
  - a. Head -to-toe Physical
  - b. Psychosocial assessment
2. Professionalism
  - a. Nursing Process
  - b. Therapeutic communication
  - c. Safety
  - d. Ethic and Law
    - i. Delegation
    - ii. Nurse Practice Act
  - e. Evidenced-based practice
  - f. Stress and Coping within profession
3. Skills

## **STUDENT REQUIREMENTS AND METHOD OF EVALUATION**

Written quizzes, mastery of unit exams, comprehensive final

All grades are computed according to the following scale:

A 91-100%

B 83-90%

C 76-82%

D 67-75%

F <66%

XF Failure due to academic dishonesty

I Incomplete

W Withdraw

## **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

Initial: 04/19 jlm, lam



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.

Assessment of student gain is accomplished via course assignments, unit exams and the comprehensive final.

### **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.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

## **COURSE NOTES**

Initial: 04/19 jlm, lam

**NEOSHO COUNTY COMMUNITY COLLEGE  
MASTER COURSE SYLLABUS**

**COURSE IDENTIFICATION**

Course Code/Number: NURS 153

Course Title: Pediatric Intensive – Camp Barnabas

KRSN:

(Kansas Regents Shared Number)

Division:     Applied Science (AS)     Liberal Arts (LA)     Workforce Development (WD)  
                  Health Care (HC)     Lifetime Learning (LL)     Nursing     Developmental

Credit Hour(s): 1

Effective Date: Summer 2019

Assessment Goal Per Outcome: 1-7: 76%

**COURSE DESCRIPTION**

This elective, practicum course will offer student's the ability to compare and contrast growth and development of children while helping them to adapt and manage health conditions while attending Camp Barnabas. Camp Barnabas is a summer camp that offers the camping experience for children with special needs. The student will be exposed to children and young adults with a variety of chronic conditions. Students will be supervised by nursing faculty while at the camp experience.

**MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES**

Prerequisites: Completed first year of nursing course work with 80% or higher.

**TEXTS**

The official list of textbooks and materials for this course is found on Inside NC.

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

**COURSE OUTCOMES/COMPETENCIES (as Required)**

1. Understand the anatomic, physiologic, and developmental differences between young adults, children, and adolescents.

2. Identify the impact of chronic conditions on development across the lifespan.
3. Develop a plan of care to promote pediatric safety and injury prevention when caring for the pediatric camper based on their unique differences.
4. Identify and explain preventative care to avoid complications
5. Plan health promotion activities that could benefit the pediatric camper throughout life span.
6. Demonstrate safe dosage calculations and administration of medications for various age groups.
7. Summarize nursing management for the pediatric with chronic condition in the camp situation.

## **MINIMUM COURSE CONTENT**

The following topics must be included in this course. Additional topics may also be included.

1. Unit I: Nurses Role in Care of the child
2. Unit II: Growth and Development
3. Unit III: Pediatric Assessment
4. Unit IV: The Child with Chronic condition

## **STUDENT REQUIREMENTS AND METHOD OF EVALUATION**

The grading will be determined at the end of the course on the basis of the work completed. All grades are computed according to the following scale:

Grading Scale:

- A 91-100%
- B 83-90%
- C 76-82%
- D 67-75%
- F <66%

## **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**

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## **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**

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## **NOTE**

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## **ACCOMMODATIONS**

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## **NON-DISCRIMINATION POLICY**

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<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

## **SEXUAL MISCONDUCT POLICY (TITLE IX)**

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The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

## **COURSE NOTES**

NEOSHO COUNTY COMMUNITY COLLEGE  
MASTER COURSE SYLLABUS

COURSE IDENTIFICATION

Course Code/Number: ALHT 200

Course Title: Professional Practice Experience in Data Management

Division:  Applied Science (AS)  Liberal Arts (LA)  Workforce Development (WD)  
 Health Care (HC)  Lifetime Learning (LL)  Nursing  Developmental

Credit Hour(s): One (1)

Effective Date: Fall 2019

Assessment Goal Per Outcome: 80%

COURSE DESCRIPTION

During this 45-clock hour, hands-on supervised learning experience, students will be assigned to the health information management department at an affiliated clinical setting, designed to give students real world experience in the day-to-day operations of the health information management department, and necessary functions within this operational area with assigned projects and/or coursework for RHIT exam preparation.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

ALHT 215, or by Program Director permission.

TEXTS

The official list of textbooks and materials for this course is found on myNeosho.

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

RECOMMENDED MATERIALS

Coding Certification Exam Applications and membership

#### GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
  - identifying rights and responsibilities of citizenship,
  - identifying how human values and perceptions affect and are affected by social diversity,
  - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
  - listing factors associated with a healthy lifestyle and lifetime fitness,
  - identifying the importance of lifetime learning,
  - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
  - developing effective written communication skills,
  - developing effective oral communication and listening skills.
4. Think analytically through:
  - utilizing quantitative information in problem solving,
  - utilizing the principles of systematic inquiry,
  - utilizing various information resources including technology for research and data collection.

#### COURSE OUTCOMES/COMPETENCIES (as Required)

1. Apply ethical standards of practice.
2. Apply policies and procedures for access and disclosure of personal health information.
3. Differentiate the roles and responsibilities of various healthcare roles and disciplines.
4. Prioritize job functions and activities.

#### AHIMA DOMAINS

Domain I. Data Structure, Content, and Information Governance

I.2. Apply policies, regulations, and standards to the management of information. (3)

Domain III. Informatics, Analytics, and Data Use

III.2. Utilize technologies for health information management. (3)

#### MINIMUM COURSE CONTENT

Students will participate in this healthcare internship (PPE) for the minimum required hours. Students shall perform services for patients only when under the supervision of a member of the health care organization staff that the student is teamed with or assigned to. Students shall complete assignments and participate in ward rounds, clinics, staff meetings and/or in-service educational programs at the discretion of their supervisor(s) as designated by the healthcare organization.

The course content is defined in the outcomes and PPE Handbook.

The health care organization will provide adequate staff to assure it fulfills its patient care responsibilities without reliance upon students providing services. At no time shall any NCCC student replace a health care organization staff member.

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- Participation-Site Mentor Evaluation
- Online Assignments, Projects and/or Portfolios
- Student Evaluation of professional practice experience

## STUDENT REQUIREMENTS AND METHOD OF EVALUATION

The Site Coordinator has been asked to periodically discuss the status of expectations, needs, and interests with the student; this should serve to keep all parties on the right track. The Site Coordinator will be requested to submit an evaluation at the conclusion of the PPE/internship experience. All completed evaluations will be sent to the instructor. Additional evaluations may be requested if student progress is unsatisfactory. Upon request, a copy will be provided to the student.

\*An unsatisfactory evaluation could result in an academic warning. Under severe circumstances, the student may be removed from the internship experience and/or fail the course. Refer to the PPE Handbook for additional details.

A cumulative point system is used. Your class assignments may include: reading, review questions, written reports, case studies, website research, projects, practice exercises, discussion questions, chapter quizzes and examinations. Possible points for written reports, case studies, projects, and exams will vary and tracking of your total points for each assignment or exam will be available on the course website. Class assignments will be evaluated for accuracy, content, form, knowledge of subject matter, application of knowledge and ability to communicate effectively. Class participation and completion of assignments by the due date are essential elements to success in this course. Total points accumulated during the semester will be calculated into a percent and graded on the scale below.

### GRADING SCALE

The letter grade is based on the percentage of the total points earned throughout the semester based on the following scale:

- A = 90 to 100%
- B = 80 to 89%
- C = 70 to 79%
- D = 60 to 69%
- F = 59% and below

### 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.

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### **Attendance Policy**

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3. See additional attendance requirements in the PPE Handbook.

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### **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. See the PPE Handbook for additional electronic device expectations during clinical rotation.

### **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.

**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.

**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.

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**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.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

**COURSE NOTES:**

See the supplemental syllabus in the online course. This syllabus is a broad outline of subject matter to be covered, it does not limit the content of the class to the material described. For the completion of the HIT Program, a C or better is required in this course to continue in the program. Students must participate in all activities, as well as accurately complete any assignments or examinations within the internet platform in a timely manner. Therefore, it is imperative that students have a reliable internet provider, computer hardware, and email address to succeed in this course

**NEOSHO COUNTY COMMUNITY COLLEGE  
MASTER COURSE SYLLABUS**

**COURSE IDENTIFICATION**

Course Code/Number: ALHT 255

Course Title: ~~HIT Clinical Affiliation I~~ Professional Practice Experience in Revenue Management

Division:  Applied Science (AS)  Liberal Arts (LA)  Workforce Development (WD)  
 Health Care (HC)  Lifetime Learning (LL)  Nursing  Developmental

Credit Hour(s): ~~Three~~ One

Effective Date: ~~Spring-Fall~~

~~2019-7~~

Assessment Goal Per Outcome: 80%

**COURSE DESCRIPTION**

During this 45-clock hour, hands-on supervised learning experience, students will be assigned to an affiliated clinical setting, designed to give students real world experience in a variety of revenue functions and/or assigned projects and coursework associated with the coding professional and national exam.

~~This is a 90-clock hour, hands-on supervised learning experience at affiliated facilities designed to give students a clinical experience in quality and risk management, utilization review, management and supervision, alternative health care systems, ICD-CM & CPT coding and DRG assignment, data entry and abstracting, cancer registry, health care statistics, electronic health records, billing and insurance, and RHIT examination simulation.~~

~~The purpose of this course is to provide the student with hands-on supervised practice of specific health record activities in the clinical setting, and RHIT examination preparation.~~

**MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES**

Prerequisite: ALHT ~~225 and 23000 Clinical Affiliation I~~, or by program director.

~~and ALHT 230 Introduction to CPT Coding~~

**TEXTS**

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The official list of textbooks and materials for this course is found on *myNeosho*.

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

RECOMMENDED MATERIALS

RHIT Certification Exam Applications and AHIMA membership

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## COURSE OUTCOMES/COMPETENCIES (as Required)

1. Apply and validate diagnostic/procedural codes.
2. Adhere to current regulations and established guidelines in reimbursement methodologies.
3. Apply ethical standards of practice.
4. Describe components of revenue cycle management and clinical documentation improvement.

- ~~1. Apply ICD classification systems and CPT diagnosis/procedure codes according to current guidelines.~~
- ~~2. Apply ICD classification systems and CPT diagnostic/procedural groupings.~~
- ~~3. Develop appropriate physician queries to resolve data and coding discrepancies.~~

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## AHIMA DOMAINS

### Domain I. Data Content Structure and Standards

#### Subdomain I.A Classification Systems

- ~~1. I.A.1 Apply diagnosis/procedure codes according to current guidelines. (3) application~~
- ~~2. I.A.3 Apply diagnostic/procedural groupings. (3) Application~~

### Domain V. Compliance

#### Subdomain V.D. Clinical Documentation Improvement

- ~~1.V.D. 2. Develop appropriate physician queries to resolve data and coding discrepancies (6) Synthesis~~

IV.1. Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines. (3)

IV.2. Describe components of revenue cycle management and clinical documentation improvement. (2)

IV.3. Summarize regulatory requirements and reimbursement methodologies. (2)

## MINIMUM COURSE CONTENT

The following topics are included in this course additional topics may also be included

- ~~1. Acute Care ICD-CM Coding/Data Entry and Abstracting of Health Information and /or Clinical Care ICD-CM Coding/Data Entry and Abstracting of Health Information~~
- ~~2. Acute Care Quality Assessment/Performance Improvement and Risk Management~~
- ~~3. Management/Supervision~~
- ~~4. Billing & Insurance~~

5. ~~Statistics~~

6. ~~Electronic Health Record~~

7. ~~Cancer Registry~~

~~Students will participate in this healthcare internship (PPE) for the minimum required hours. Students shall perform services for patients only when under the supervision of a member of the health care organization staff that the student is teamed with or assigned to. Students shall complete assignments and participate in ward rounds, clinics, staff meetings and/or in-service educational programs at the discretion of their supervisor(s) as designated by the healthcare organization.~~

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#### **STUDENT REQUIREMENTS AND METHOD OF EVALUATION**

The Site Coordinator has been asked to periodically discuss the status of expectations, needs, and interests with the student; this should serve to keep all parties on the right track. The Site Coordinator will be requested to submit an evaluation at the conclusion of the PPE/internship experience. All completed evaluations will be sent to the instructor. Additional evaluations may be requested if student progress is unsatisfactory. Upon request, a copy will be provided to the student.

\*An unsatisfactory evaluation could result in an academic warning. Under severe circumstances, the student may be removed from the internship experience and/or fail the course. Refer to the PPE Handbook for additional details.

A cumulative point system is used. Your class assignments may include: reading, review questions, written reports, case studies, website research, projects, practice exercises, discussion questions, chapter quizzes and examinations. Possible points for written reports, case studies, projects, and exams will vary and tracking of your total points for each assignment or exam will be available on the course website. Class assignments will be evaluated for accuracy, content, form, knowledge of subject matter, application of knowledge and ability to communicate effectively. Class participation and completion of assignments by the due date are essential elements to success in this course. Total points accumulated during the semester will be calculated into a percent and graded on the scale below.

~~A cumulative point system is used. Your class assignments will include reading, review questions, written reports, case studies, Website research, projects, practice exercises, discussion questions, chapter quizzes and examinations. The chapter examinations will be a part of each learning unit and are completed after the unit assignments, and prior to starting the next unit. Possible points for written reports, case studies, projects, and exams will vary and tracking of your total points for each assignment or exam will be available on the course Website. Class assignments will be evaluated for accuracy, content, form, knowledge of subject matter, application of knowledge and ability to communicate effectively. Class participation and completion of assignments by the due date are essential elements to your success in this course. Total points accumulated during the semester will be calculated into a percent and graded on the scale below.~~

## **STUDENT REQUIREMENTS**

~~Students must participate in all activities, as well as accurately complete assignments and examinations within the internet platform in a timely manner.~~

~~Therefore it is imperative that students have a reliable internet provider, computer hardware, and email address to succeed in this course~~

## **GRADE SCALE**

The letter grade is based on the percentage of the total points earned throughout the semester based on the following scale:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 59% and below

## **ASSESSMENT OF STUDENT GAIN**

~~Student gain will be determined by student improvement in each of the areas competencies.~~

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.
4. [See additional attendance requirements in the PPE Handbook.](#)

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### **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. [See the PPE Handbook for additional electronic device expectations during clinical rotation.](#)

### **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.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

### **COURSE NOTES**

~~See supplemental syllabus inside course~~

~~This syllabus is a broad outline of subject matter to be covered, nor does it limit the content of the class to the material described. For the completion of the HIT Program a C or better is required in this course to continue in the program.~~

See the supplemental syllabus in the online course. This syllabus is a broad outline of subject matter to be covered, it does not limit the content of the class to the material described. For the completion of the HIT Program, a C or better is required in this course to continue in the program. Students must participate in all activities, as well as accurately complete any assignments or examinations within the internet platform in a timely manner. Therefore, it is imperative that students have a reliable internet provider, computer hardware, and email address to succeed in this course.

## Curriculum Change Request Form

(Any change request submitted after one week prior to the curriculum meeting may not be acted on.)

Request Date: \_\_\_\_\_ Contact Person for Change Request: \_\_\_\_\_  
 Implement Semester & Year: SU \_\_\_\_\_ FA \_\_\_\_\_ SP \_\_\_\_\_

**Division:**     Applied Science (AS)     Liberal Arts (LA)     Workforce Development (WD)     Health Care (HC)  
                    Lifetime Learning (LL)     Nursing     Developmental

All division applicable course and program changes must be approved through a division meeting prior to being presented at curriculum.

**Choose One and then complete information checklist below:**

- New Course/Program
- Revising Course/Program
- Inactivation of Course/Program

Course/Program title and a brief summary of change request. Attach an additional page if explanation is needed.

**Check, then fill in all applicable areas (Information is required for both new and revised courses/programs):**

	CURRENT	NEW/PROPOSED
<input type="checkbox"/> Course Prefix/Number		
<input type="checkbox"/> Course Title		
<input type="checkbox"/> Course Description		
<input type="checkbox"/> Division/Program		
<input type="checkbox"/> Credit Hour		
<input type="checkbox"/> Assessment Goal %		
<input type="checkbox"/> Pre-requisites/Co-requisites		
<input type="checkbox"/> Course Outcomes		
<input type="checkbox"/> Program Matrix Update?		
<input type="checkbox"/> Other (explain)		

Choose One:

- Academic
- Tiered
- Pass/Fail
- Vocational
- Non-Tiered
- Letter Grade

**Please attach a copy of the syllabi/program sheet (both current and proposed) and provide information related to the following items when applicable:**

1. Impact of curriculum change on instructor load.
2. Impact of curriculum change on facilities, technology services, and scheduling.
3. Impact of curriculum change on program/department budget.
4. If additional resources are required for the course/program, provide an explanation of how those resources will be acquired and expected commitment of the institution.
5. Comment on transferability.
6. If the proposal is in the career/technical education area, please comment on the involvement and support from area employers, advisory committees, and supporting data for the curriculum change.
7. Proposed implementation date of the change (academic term). *\*\*\*Assessment Changes will only be implemented at the beginning of an academic year, which is the summer term.*
8. Any supportive documentation from accrediting agency (as required).

## Approval Signatures

Division Chair/Dean \_\_\_\_\_

Date \_\_\_\_\_

Approved in Division Meeting?  Yes  No  N/A

Change Request is Eligible for Consent Agenda

Explanation: \_\_\_\_\_

Designate for Consent Agenda

Yes  No Initial: \_\_\_\_\_

Date \_\_\_\_\_

Coordinator of Assessment \_\_\_\_\_

(Coordinator of Assessment requires at least one week lead time prior to curriculum meeting for all new courses/programs and **ANY** changes to the learning outcomes.)

Relevant Personnel Notified About Changes Affecting Program Matrices

Curriculum Chair \_\_\_\_\_

Date \_\_\_\_\_

(Curriculum Chair requires at least 3 days lead time prior to curriculum meeting to be added to agenda.)

Vice President for Student Learning \_\_\_\_\_

Date \_\_\_\_\_

## Routing and Processes

If any of the following actions are approved by Curriculum, the next step would be approval by the Board of Trustees.

Course Prefix/Number Change

Course Title Change

Credit Hour Change Programs

New Program/Program Changes

Inactivated

**\*\*Date of Board of Trustees Approval (if applicable):** \_\_\_\_\_

### Required Administrative/Procedural Actions

Task	Task Owner	Date Completed	Sign
Update Course Inventory	Administrative Assistant to V.P.		
Update Catalog on the Web	Administrative Assistant to V.P.		
Update College Master	Registrar		
Syllabus Review for Web	Adm. Assist. to Faculty/Assessment/Div. Chairs		
Record for Annual Course Outcome Master Update	Adm. Asst. to Faculty/Assessment/Div. Chairs		
Update Syllabus on the Web	Webmaster		
Update Advising and Articulation	Coordinator of Advising and Articulation		

**Please return this form to the administrative Assistant to Faculty/Assessment/Division Chairs within 30 days of change approval.**

## Curriculum Change Request Form

(Any change request submitted after one week prior to the curriculum meeting may not be acted on.)

Request Date: \_\_\_\_\_ Contact Person for Change Request: \_\_\_\_\_  
 Implement Semester & Year: SU \_\_\_\_\_ FA \_\_\_\_\_ SP \_\_\_\_\_

**Division:**     Applied Science (AS)     Liberal Arts (LA)     Workforce Development (WD)     Health Care (HC)  
                    Lifetime Learning (LL)     Nursing     Developmental

All division applicable course and program changes must be approved through a division meeting prior to being presented at curriculum.

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- New Course/Program
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- Inactivation of Course/Program

Course/Program title and a brief summary of change request. Attach an additional page if explanation is needed.

**Check, then fill in all applicable areas (Information is required for both new and revised courses/programs):**

	CURRENT	NEW/PROPOSED
<input type="checkbox"/> Course Prefix/Number		
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<input type="checkbox"/> Course Outcomes		
<input type="checkbox"/> Program Matrix Update?		
<input type="checkbox"/> Other (explain)		

Choose One:

- Academic
- Tiered
- Pass/Fail
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- Non-Tiered
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8. Any supportive documentation from accrediting agency (as required).

## Approval Signatures

Division Chair/Dean \_\_\_\_\_

Date \_\_\_\_\_

Approved in Division Meeting?  Yes  No  N/A

Change Request is Eligible for Consent Agenda

Explanation: \_\_\_\_\_

Designate for Consent Agenda

Yes  No Initial: \_\_\_\_\_

Date \_\_\_\_\_

Coordinator of Assessment \_\_\_\_\_

(Coordinator of Assessment requires at least one week lead time prior to curriculum meeting for all new courses/programs and **ANY** changes to the learning outcomes.)

Relevant Personnel Notified About Changes Affecting Program Matrices

Curriculum Chair \_\_\_\_\_

Date \_\_\_\_\_

(Curriculum Chair requires at least 3 days lead time prior to curriculum meeting to be added to agenda.)

Vice President for Student Learning \_\_\_\_\_

Date \_\_\_\_\_

## Routing and Processes

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Update Syllabus on the Web	Webmaster		
Update Advising and Articulation	Coordinator of Advising and Articulation		

**Please return this form to the administrative Assistant to Faculty/Assessment/Division Chairs within 30 days of change approval.**

**For All Curriculum Changes**

1. All Curriculum Change requests must be submitted to the Curriculum Co-Chairs and the Faculty Administrative Assistant one week before the date of the Curriculum Committee meeting in which their review is desired in order to give Curriculum Committee Members ample time to review the proposed changes. Failure to meet this deadline may result in the requested change being held until the following Curriculum Committee Meeting.
2. Any proposed changes to a Master Syllabus, Program Sheet or Program Matrix requires Curriculum Committee approval. All Curriculum Change requests should include a completed Curriculum Change Request Form (CCR) and copies of the current and proposed syllabus and program sheet. File names should begin with the program and/or course prefix.

**For Changes Involving Course or Program Outcomes:**

Course or program outcome changes are drafted by responsible party (faculty member or director) along with Curriculum Change Request Form (CCR).

1. Course or program outcome changes and CCR are forwarded to the appropriate division chair/director and faculty for review.
2. Proposed changes to course or program outcomes and CCR are forwarded by division chair/director to Coordinator of Assessment for review and for determination of assessable language in proposed outcomes and for identification of impacted Program Matrices.
3. Coordinator of Assessment forwards proposed syllabus/program change to Curriculum Committee Co-Chairs and Faculty Administrative Assistant at least one week before Curriculum Committee Meeting.
4. Curriculum Co-Chairs and VPSL meet to determine whether item should be designated for Consent Agenda.
5. Following Curriculum Committee approval, CCR and newly approved syllabus are routed to parties on CCR form.

**For Changes Not Involving Course or Program Outcomes:**

Changes to syllabus or program sheet are drafted by responsible party (faculty member or director) along with CCR.

1. Course or program outcome changes and CCR are forwarded to the appropriate division chair/director for review.
2. Proposed changes to syllabus or program sheet and CCR are forwarded to Curriculum Committee Co-Chairs and Faculty Administrative Assistant at least one week before Curriculum Committee Meeting.
3. Curriculum Co-Chairs and VPSL meet to determine whether item should be designated for Consent Agenda.
4. Following Curriculum Committee approval, CCR and newly approved syllabus are routed to parties on CCR form.

## Curriculum Change Request Form

*(Any change request submitted after one week prior to the curriculum meeting may not be acted on.)*

Request Date: \_\_\_\_\_ Contact Person for Change Request: \_\_\_\_\_  
 Implement Semester & Year: SU \_\_\_\_\_ FA \_\_\_\_\_ SP \_\_\_\_\_

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**Choose One and then complete information checklist below:**

- New Course/Program
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- Inactivation of Course/Program

Course/Program title and a brief summary of change request. Attach an additional page if explanation is needed.

**Check, then fill in all applicable areas (Information is required for both new and revised courses/programs):**

	CURRENT	NEW/PROPOSED
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<input type="checkbox"/> Course Description		
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<input type="checkbox"/> Credit Hour		
<input type="checkbox"/> Assessment Goal %		
<input type="checkbox"/> Pre-requisites/Co-requisites		
<input type="checkbox"/> Course Outcomes		
<input type="checkbox"/> Program Matrix Update?		
<input type="checkbox"/> Other (explain)		

Choose One From Each Column:

- Academic
- Tiered
- Pass/No Pass
- Vocational
- Non-Tiered
- Letter Grade

**Please attach a copy of the syllabi/program sheet (both current and proposed) and provide information related to the following items when applicable:**

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## Approval Signatures

Division Chair/Dean \_\_\_\_\_

Date \_\_\_\_\_

Approved in Division Meeting?  Yes  No  N/A

Change Request is Eligible for Consent Agenda

Explanation: \_\_\_\_\_

Designate for Consent Agenda

Yes  No Initial: \_\_\_\_\_

Date \_\_\_\_\_

Coordinator of Assessment \_\_\_\_\_

(Coordinator of Assessment requires at least one week lead time prior to curriculum meeting for all new courses/programs and **ANY** changes to the learning outcomes.)

Relevant Personnel Notified About Changes Affecting Program Matrices

Curriculum Chair \_\_\_\_\_

Date \_\_\_\_\_

(Curriculum Chair requires at least 3 days lead time prior to curriculum meeting to be added to agenda.)

Vice President for Student Learning \_\_\_\_\_

Date \_\_\_\_\_

## Routing and Processes

If any of the following actions are approved by Curriculum, the next step would be approval by the Board of Trustees.

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Course Title Change

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**Division:**    Applied Science (AS)    Liberal Arts (LA)    Workforce Development (WD)    Health Care (HC)  
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<input type="checkbox"/> Assessment Goal %		
<input type="checkbox"/> Pre-requisites/Co-requisites		
<input type="checkbox"/> Course Outcomes		
<input type="checkbox"/> Other (explain)		

**Choose One:**

Academic                       Tiered                       Pass/Fail                      Implement Semester & Year  
 Vocational                       Non-Tiered                       Letter Grade                      SP \_\_\_\_                      FA \_\_\_\_                      SU \_\_\_\_

**Please attach a copy of the syllabi/program sheet (both current and proposed) and provide information related to the following items when applicable:**

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## Approval Signatures

Division Chair/Dean \_\_\_\_\_ Date \_\_\_\_\_

Approved in Division Meeting?  Yes  No  N/A

Change Request is Eligible for Consent Agenda Explanation:

Designate for Consent Agenda

Yes  No Initial: \_\_\_\_\_

Coordinator of Assessment \_\_\_\_\_ Date \_\_\_\_\_

(Coordinator of Assessment requires at least one week lead time prior to curriculum meeting for all new courses/programs and **ANY** changes to the learning outcomes.)

Curriculum Chair \_\_\_\_\_ Date \_\_\_\_\_

(Curriculum Chair requires at least 3 days lead time prior to curriculum meeting to be added to agenda.)

Vice President for Student Learning \_\_\_\_\_ Date \_\_\_\_\_

## Routing and Processes

If any of the following actions are approved by Curriculum, the next step would be approval by the Board of Trustees.

Course Prefix/Number Change

Course Title Change

Credit Hour Change

New Program/Program Changes

Programs Inactivated

**\*\*Date of Board of Trustees Approval (if applicable):** \_\_\_\_\_

### Required Administrative/Procedural Actions

Task	Task Owner	Date Completed	Sign
Update Course Inventory	Administrative Assistant to V.P.		
Update Catalog on the Web	Administrative Assistant to V.P.		
Update College Master	Registrar		
Syllabus Review for Web	Adm. Assist. to Faculty/Assessment/Div. Chairs		
Update Syllabus on the Web	Webmaster		
Update Course Outcome Master	Director of Tech Services		
Update Program Matrix	Coordinator of Assessment		
Update Advising and Articulation	Coordinator of Advising and Articulation		

**Please return this form to the administrative Assistant to Faculty/Assessment/Division Chairs within 30 days of change approval.**