

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
AGENDA
June 13, 2019 – 5:30 P.M.
Sanders – Room 105**

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Approval of the Agenda**
- V. Consent Agenda**
 - A. Minutes from May 9, 2019
 - B. Claims for Disbursement for May 2019
 - C. Liberal Arts Division Chair Appointment
 - D. Revised Job Description – Youth Activities Assistant Director
 - E. Revised Job Descriptions – Director of Development & Marketing and Alumni Relations/Development Assistant
 - F. Revised Job Description – Admissions Specialist – Ottawa Campus
 - G. Creation of Job Descriptions: Maintenance – General, Director for the Online Campus and Instructional Support, and Dean for Assessment and Institutional Effectiveness
 - H. Personnel
- VI. Reports**
 - A. KACCT – Dennis Peters
 - B. Treasurer – Sandi Solander
 - C. President – Dr. Brian Inbody
- VII. Old Business**
 - A. Resolution 2019-17: Overtime Policy Change (second reading)
 - B. Resolution 2019-18: Approval of 2018-2019 Budget Amendment
- VIII. New Business**
 - A. Resolution 2019-19: SEK (Region H) Multi-Hazard, Multi-Jurisdictional Hazard Mitigation Plan
 - B. Resolution 2019-20: Facilities Master Plan (FMP)
 - C. Resolution 2019-21: 2019-2020 Regional Rural Technology Center MOU
 - D. Resolution 2019-22: Comet/Panther College Now Agreement and MOU
 - E. Resolution 2019-23: Bids for Fleet Vans
 - F. Resolution 2019-24: Bids for Baby Grand Piano
 - G. Resolution 2019-25: 2019-2020 Student Handbook
 - H. Resolution 2019-26: 2019-2020 College Catalog
 - I. Resolution 2019-27: Adult Basic Education One-Time Stipend
 - J. Resolution 2019-28: Property and Casualty Insurance Renewal
 - K. Resolution 2019-29: Health Insurance Renewal
 - L. Resolution 2019-30: Dental Insurance Renewal
 - M. Resolution 2019-31: Accounts Receivable Write Off
 - N. First Reading: Healthy Lifestyle Policy
 - O. Executive Session: Real Estate
- IX. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

**June 13, 2019 – 5:30 P.M.
Sanders – Room 105**

I. CALL TO ORDER

David Peter called the meeting to order at approximately 5:30 p.m. in Room 105 of Sanders Hall.

II. ROLL CALL

The following members were present: Kevin Berthot, Charles Boaz, David Peter and Dennis Peters Amendment to the roll call; Jenny Westerman came in at 5:45 pm.

Also in attendance were Marie Gardner, Dr. Brian Inbody, Brenda Krumm, Riann Mullis, Kent Pringle, Kerry Ranabargar, Sarah Robb, Angela Rowan, Ben Smith, Sandi Solander, Karin Jacobson, Tony Jacobson and The Chanute Tribune.

III. PUBLIC COMMENT

Erin Laurie, Franklin County Health Department (and adjunct instructor), presented an award to NCCC, Silver Level Employee Friendly Lactation Room at the Ottawa Campus. We are very proud to receive this award!



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 Jenny Westerman the following items were approved by consent:

A. Minutes from May 9, 2019

B. Claims for Disbursement for May 2019

C. Liberal Arts Division Chair Appointment

Every two years the board policy appoints the Division Chair for two divisions, Applied Science and Liberal Arts. Nominations are sought by faculty in the respective division. From that list the President selects the chair. This year the president selected Kevin Blackwell for years 2019-2020 and 2020-2021. The Applied Science Division Chair will be selected next year.

D. Revised Job Description – Youth Activities Assistant Director

NCCC's Heartland Works WIOA Youth Services grant has been refunded through 2022. Additionally, NCCC has been awarded a Kansas Department of Commerce WIOA Youth Services grant that begins July 1, 2019 and ends December 31, 2020.

Amber Ramsay currently holds a .5 FTE position with our current Heartland Works WIOA Youth Services grant. We are proposing that she become a 1FTE employee with 50% of her duties supporting the Heartland Works WIOA Youth Services grant and 50% of her duties supporting the Kansas Department of Commerce WIOA Youth Services grant.

The attached job description identifies the duties for the combined position. This is a new position that requires Board approval.

At the conclusion of the Kansas Department of Commerce WIOA Youth Services grant, Ms. Ramsay will resign the entire position and we will rehire her in the .5FTE position under the Heartland Works WIOA Youth Services grant.

It was the president's recommendation that the Board approve the revised job description that follows.

YOUTH ACTIVITIES ASSISTANT DIRECTOR

Reports to: Director of Youth Activities Project
Classification: Fulltime, 12-month Employee, Grant Funded
Pay Status: Management Support Fringe benefits included
Starting Salary Range: \$31,958.32
Revised: June 2019

This position is responsible for the programmatic and administrative needs of the Youth Activities grants, and all aspects of data collection and billing via the Monthly Voucher, as well as direct documentation of services into Kansas Works. This position will work in close conjunction with the Director of Youth Activities to develop policies and provide services to the six counties of Franklin, Douglas, Osage, Jefferson, Jackson and Brown. Duties include but are not limited to:

Essential Functions

1. Provide premiere quality services to all constituencies of the College, including all partner agencies and grant participants.
2. Engage in continuous quality improvement and professional development in the areas of accounting/bookkeeping and data collection, as well as those areas specific to the grant.

Job Functions

1. Greet participants and/or employees of partner agencies upon entry to the office.
2. Answer telephone calls, return messages promptly and direct people to the Director when applicable.
3. Assist in the development of promotional materials for the program.
4. Prepare Youth Activities progress and performance reports, ensure accurate and complete data is maintained, compiled and regular reports are generated.
5. Prepare the Monthly Voucher for submission to NCCC for billing purposes.
6. Assist participants with information regarding high completion or GED and/or post-secondary education or a technical program, in the absence of the Director
7. Perform other duties as assigned by the Director.

Required Knowledge, Skills and Abilities

1. Demonstrated ability to utilize Excel Software and prepare spreadsheets.
2. Ability to prepare reports, graphs and data designed to show participants success/failure
3. Understand the basics of confidentiality.
4. Ability to work with diverse populations.
5. Ability to work with participants and staff successfully, cordially and professionally.
6. Willingness to work as a part of a team and exercise sound judgement.
7. Continually possess a service mentality toward participants, faculty, partner agencies and their staff and internal employees of NCCC.
8. Must have reliable transportation

Education and Experience

1. Bachelor's degree required.
2. Master's degree preferred.
3. Experience in data collection and report writing.
4. Experience with federally funded grant programs, including, but not limited to, the analyzation and administration of reports and project budgets.

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. Occasional lifting of up to 50 pounds from the floor to the shoulder is required.
3. No or very limited exposure to physical risk.
4. Ability to sit in a chair for long periods while operating a personal computer is required.
5. Ability to operate normal office equipment such as copiers, fax machines, and personal computers on a daily basis is required.

Non-Discrimination

The current non-discrimination policy can be found at:

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

E. Revised Job Descriptions – Director of Development & Marketing and Alumni Relations/Development Assistant

With the anticipated transition in the Development/Marketing Department, it was time to update the job descriptions of the Director of Development & Marketing and the Alumni Relations/Development Assistant.

It was the president's recommendation that the Board approve the revised job descriptions that follows.

DIRECTOR OF DEVELOPMENT AND MARKETING

Reports to: President
Classification: Full-time, 12-month Employee
Pay Status: Senior Administrator, Exempt
Fringe Benefits per Board Policy
Salary range: Negotiable
Revised June 2019

Purpose of Position: This position reports to the President and also acts as the liaison to the NCCC Foundation Board of Directors and the NCCC Alumni Board. The position is responsible for planning and implementing all development/fundraising, alumni activities and marketing activities for the organization. Essential functions include, but are not limited to:

Essentials Functions

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

Development

1. Plan and coordinate all aspects of the development, including strategic and tactical planning, research, cultivation and solicitation, stewardship, media relations and publications for the NCCC Foundation;
2. Plan and implement annual and long-range resource development program and fundraising Foundation goals;
3. Identify, cultivate, solicit and provide stewardship of individual donors;
4. Seek foundation funds that assist the college in meeting its mission at the direction of the president;
5. Raise funds for scholarships, special projects, and other areas as directed by the president, and in conjunction with the Foundation;
6. Plan and implement annual fundraising events to support the mission;
7. Assist the athletic director in development activities to support the athletic programs of the college;
8. Maintain an alumni list for the Alumni Association, plan alumni events, develop an alumni communication network, and develop an alumni gift program;
9. Attend NCCC Foundation meetings, support its mission, and serve as its liaison to the college and the community;
10. Coordinate and cooperate with the college chief financial officer to insure all institutional accounting procedures are followed and maintain accurate records on scholarships and other Foundation initiatives;
11. Develop the annual budget for the Foundation; and,
12. Perform other duties as assigned by the president.

Marketing

1. Develop and implement marketing and audience strategies including direct mail, internet, etc. for the college;
2. Work with all areas of the college in developing a marketing strategy for student recruitment and retention; and,
3. Chair the College Marketing Committee.

Experience and Education

1. Bachelor's degree required. Certification as Fund Raising Executive or Master's degree preferred.
2. Minimum of 4 years professional experience in development/fundraising, with track record of raising major gifts at the \$10,000 gift level.
3. Experience in marketing or sales desirable.

Required Knowledge and Abilities

1. Proven track record in annual and capital campaign fund raising.
2. Experience in developing and managing budgets.
3. Excellent written and verbal communication skills required.
4. Knowledge of strategic planning.

Working Conditions

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

Non-Discrimination

The current non-discrimination policy can be found at:

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

ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF DEVELOPMENT

Reports to: Director of Development
Classification: Full-time, 12-month Employee
Pay Status: Hourly, Level III, Non-exempt
Fringe Benefits per Board Policy
Salary range: \$11.50 – 12.00
Revised: June 2019

This position reports directly to the Director of Development and is responsible for maintaining the data base of alumni, the fiscal integrity of the Foundation's auxiliary accounts, and supports/assists the Director of Development with the Foundation Board of Directors and their functions.

Essential Functions

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

Duties and Responsibilities

1. Create and maintain development and alumni databases using the EX Jenzabar system.
2. Receipt and deposit and monitor NCCC Foundation funds and donations, including funds for auxiliary accounts, and maintain Foundation accounts using Quickbooks software.
3. Process invoices, prepare check request forms, works with Foundation requisition, invoices, etc as written here and mail payments for the NCCC Foundation and athletic auxiliary accounts.
4. Assist the director of development with Panther Club, Annual Auction, other campaigns, and maintain the records for those campaigns.
5. Receive and process Foundation scholarships and create mail merges and process mass mail outs.
6. Assist with preparation of reports and data presentation materials. Perform word processing and spreadsheet tasks as needed by the development office.
7. Copy and collate materials for NCCC Foundation Board of Directors and NCCC committee meetings
8. Record and distribute minutes of NCCC Foundation Board of Directors and Foundation committee meetings. Takes minutes of the Marketing committee.
9. Set up meetings, meeting rooms, and make appointments for the director of development.
10. Process travel request and travel expense reports.
11. Monitor the inventory of office supplies and order as necessary.
12. Operate various office machines such as computer, typewriters, calculators, fax machine and copiers.
13. Other duties as assigned by the director of development

Required Knowledge, Skills and Abilities

1. Experience working in an educational or foundation setting.
2. Ability to understand, develop and implement data bases.
3. Extreme attention to detail, organizational skills, ability to manage a number of tasks at one time.
4. Demonstrated ability to learn and disseminate detailed information using a high level of interpersonal skills.
5. Sensitivity to, and awareness of, confidential materials.
6. Ability to work effectively with diverse populations.
7. Ability to exercise sound judgment.
8. Willingness and ability to work as a member of a team.

Education and Experience

1. Associates degree in related field preferred; **AND** 2 years of work experience required, preferably in area of responsibilities of position; **OR**
2. High School diploma or GED required plus 5 years of work experience in area of responsibilities required.

Working Conditions

1. Work is normally preformed in a typical office setting
2. Occasional work alternative hours (other than 8 -5)
3. Travel possible
4. Ability to lift 20 pounds
5. Very limited exposure to physical risk

Non-Discrimination

The current non-discrimination policy can be found at:

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

F. Revised Job Description – Admissions Specialist – Ottawa Campus

The Admissions Specialist position in Ottawa has added duties for International students. **Jennifer McDaniels** has completed all training to be a Designated School Official for the SEVIS system. Her pay has been increased by \$1,000 per year to accommodate for these additional duties.

It was the president's recommendation that the Board approve the revised job description that follows.

ADMISSIONS SPECIALIST-Ottawa

Reports to: Director of Admissions
Classification: Management Support, Full-time, 12-month Employee
Pay Status: Exempt
Fringe Benefits per Board Policy
Starting Salary Range: \$23,296 - \$24,336
Revised: June 2019

This position is a member of the Student Development team and reports directly to the Director of Admissions. This position is responsible for assisting with all admissions and recruiting efforts for the college.

Essential Functions

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

Duties and Responsibilities

1. Participates in the development of student recruitment and retention plans, strategies, and written materials; assists in the development and revisions to student publications and promotional materials.
2. Coordinates recruitment of students (in-person, online, phone, etc.).
3. Assists with scheduling and conducting campus tours.
4. Establishes and maintains strong relationships with high schools and other appropriate organizations.
5. Work with Director of Admissions to increase college visibility within our concurrent High Schools.
6. Schedules and conducts high school visits and represents NCCC at college planning conferences (CPC's) and other recruitment functions.
7. Helps with planning on campus recruiting programs for prospective students, assists with planning enrollment days for new students.
8. Enters admission form data.
9. Enters data on prospective students into the college's student information system.
10. Serves as person of contact for prospective students (campus visits).
11. Assists with use of social media for purposes of recruitment and college relations.
12. Guides students from the start until they are enrolled.
13. Helps with creating and implementing on campus 8th grade days for our local and surrounding middle schools.
14. Serve as designated school official for International Student Services: Assist Ottawa international students with documentations, enrolling, and F-1 student advising.
15. Performs other duties as assigned by the Director of Admissions.

Required Knowledge, Skills and Abilities

1. Excellent interpersonal skills
2. Ability to work effectively with diverse populations.
3. Computer literacy
4. Ability to develop and deliver presentations
5. Ability to communicate effectively, both orally and in writing
6. Ability to appropriately exercise independent initiative and judgment
7. Willingness and ability to work as a member of a team
8. Consistently maintains a professional appearance

Education and Experience

- Bachelor's degree in related field preferred; or Associate's Degree and 2 years of work experience required, preferably in area of responsibilities of position.

Working Conditions

1. Work is normally performed in a typical interior/office work environment
2. Some travel, overnight trips, and evening hours are required. Limited physical effort required.

Non-Discrimination

The current non-discrimination policy can be found at:

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

G. Creation of Job Descriptions: Maintenance – General, Director for the Online Campus and Instructional Support, and Dean for Assessment and Institutional Effectiveness

The college strongly believes in master planning and strategic planning. Through the work of the strategic planning committee and the initiatives found in the Educational Master Plan, the administration is requesting to create three new positions at the college for the 2019-2020 academic year. The Educational Master Plan in particular calls for a deliberate concentration in improving teaching and learning. The new Dean position will focus on improving learning outcomes assessment to improve learning at the college, while the new Director is tasked with improving instruction by assisting faculty with their instructional strategies and utilization of instructional technologies.

These positions will be funded as part of the 2019-2020 budget year, but does have some offset. For instance, the college has previously employed a part-time assessment coordinator for many years. This position will be dissolved in favor of the new Dean of Assessment and Institutional Effectiveness. Additionally, the college employed an administrative and technical assistant for the online campus, which will be deleted in favor of this new Director's position with expanded duties.

As for the new maintenance position, the college has recently expanded its total square footage by about 65,200 in the purchase and utilization of the both the Ross Lane facility and the Lafayette House. This means additional maintenance responsibilities. In addition, in recent years the college has been shifting some priorities from maintaining the campuses to construction/renovation. While both maintenance and renovation are important, this has left some maintenance aspects delayed longer than is desired. This additional employee should help restore part of the maintenance schedule.

These positions were discussed with the Board as part of the recent Board Retreat in both November and April. Copies of the job descriptions follows.

Maintenance – General

Reports to: Assistant Director of Facilities
Classification: Full-time, 12-month Employee
Pay Status: Hourly, Non-exempt, Level III
Fringe Benefits per Board Policy
Starting Salary Range: \$12.00 - \$12.50
Created: June 2019

Purpose of position: This position performs a variety of maintenance-related functions for the college and reports to the Assistant Director of Facilities under his direct supervision.

Essential Functions

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

Duties and Responsibilities

1. Perform proactive preventative maintenance for all Chanute facilities and equipment;
2. Implement outstanding maintenance work-orders and special projects with special attention to detail and timeliness;
3. Provide proactive premiere maintenance and upkeep of all campus grounds including mowing, weed-eating, edging, reseeding, fertilizing, spraying of weeds, and planting of annuals and perennials;
4. Maintain parking lots including line painting and patching of holes;
5. Assist with snow and ice removal as directed;
6. Assist the Assistant Director of Facilities in maintaining the fleet of vehicles, including the cleaning of the fleet.
7. Maintenance and records of grounds equipment;
8. Setup and tear down of events;
9. Work at a professional pace and stay on course to get work schedule complete every day;
10. Assist and support the other maintenance and custodial staff where needed; and
11. Perform other duties as assigned by the Assistant Director of Facilities.

Required Knowledge, Skills and Abilities

1. Ability to work effectively with all levels of employees;
2. Ability to project a positive and professional image to students, employees, and the public;
3. Ability to appropriately exercise independent initiative and judgment; and
4. Ability to learn and implement new procedures.
5. Ability to follow the procedures of the Do's and Don'ts of grounds keeping instructions

Education and Experience

1. Must have completed two years of high school or equivalent; and,
2. Previous grounds-keeping work experience preferred.

Working Conditions

1. Must have valid driver's license;
2. Ability to stand, bend at the waist and stoop or squat while working on a regular daily basis is required;
3. Ability to work off of a ladder or an elevated surface on an occasional basis is required;
4. Ability to reach and work overhead on an occasional basis is required;
5. Occasional lifting of up to 50 pounds from the floor to waist height is required;
6. Outside work will be required as necessary;
7. Evening and/or weekend work will be required; and
8. Some overtime may be required, as well as some flexibility in occasional early or late hours.

Non-Discrimination

The current non-discrimination policy can be found at:

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

DIRECTOR for the ONLINE CAMPUS and INSTRUCTIONAL SUPPORT

Reports to: Dean for the Ottawa and Online Campuses

Classification: Administrator

Starting Salary Range: Commensurate with experience and education

12-month position

Adopted Date: June, 2019

This position provides support for all faculty members related to instructional strategies, instructional design, and instructional technology to enhance student learning and effective teaching, for new and existing courses and related activities. This position also provides training and troubleshoots issues related to the college portal and learning management software. Duties include, but are not limited to:

Essential Functions:

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

FACULTY SUPPORT and TRAINING DUTIES

1. Consult with faculty on curriculum development, instructional design, instructional strategies, assessment techniques, appropriate integration of instructional technologies, and best practices.
2. Assist faculty with designing and producing learning materials in a variety of formats including print, graphics, audio, video, animation and multimedia to support teaching and learning.
3. Proactively lead the accessibility discussion and provide appropriate training sessions related to creating accessible content for all students.
4. Design, develop, and deliver workshops and training to faculty and staff in the use of instructional technologies, including learning management systems, and current educational best practices; maintain records.
5. Research and make recommendations on educational best practices, instructional resources, instructional technologies and multimedia hardware/software to support teaching and learning.
6. Assist in training faculty related to the assessment of student learning process specifically related to technical services to ensure the quality of the assessment process.

ONLINE CAMPUS DUTIES

7. Assist with the certification process for online students, online instructors and online courses.
8. Provide training for all instructors on use of the learning management system, including maintaining instructional "how to" materials and other support documentation.
9. Maintain a repository of instructional resources including, but not limited to, a list of online learning objects/lessons repositories, along with select Web 2.0 tools and their educational impact.
10. Research and, where indicated, recommend new technologies to advance all aspects of the Online Campus.
11. Maintain and, where possible, advance standards of online instruction with those set by national accrediting agencies and other external organizations.
12. Provide assistance with *myNeosho*, the college portal and learning management system:
 - a. Assist with instructor requests and answer basic questions related to *myNeosho*;
 - b. Perform basic troubleshooting as issues arise.
 - c. Create portal-only sections and maintain accurate records of faculty and students;
 - d. Maintain a list of courses developed for online or hybrid modalities;
 - e. Perform audit of course pages on *myNeosho* to determine if sections are ready for students;
13. Serve as a liaison with Tech Services.
14. Actively serve as a liaison between the institution and the Learning Management Software provider.

15. Assist with ensuring all student services are being offered in the online environment and in a quality manner.
16. Assist with scheduling online sections and ensuring adequately qualified instructors are assigned.

OTHER DUTIES

17. Actively participate in professional organizations; represent the institution at seminars, conferences and workshops.
18. Actively participate on appropriate college committees, such as Online Instruction, Assessment, Technology Planning, Teaching and Learning, and others as assigned.
19. Other duties as assigned.

Required Knowledge and Abilities

1. Evidence of excellent oral and written communication skills.
2. Proven strong computer skills.
3. Accomplished presentation skills, including development and delivery.
4. Knowledge of instructional design, learning theory, instructional strategies, active / engaging learning strategies, curriculum development, current and emerging technologies and applications, and assessment methods
5. Desire to continuously learn new features of development tools and software, particularly within the education environment
6. Proven leadership skills.
7. Ability to work effectively with diverse populations.
8. Strong organizational skills; high attention to detail.
9. Willingness and ability to work as a member of a team.

Education and Experience

1. Master's degree required in related discipline, such as online instruction, educational technology, educational leadership, or instructional design.
2. A minimum of 2 years teaching is required, with a preference for teaching in a variety of modalities and at the community college level.
3. Experience training faculty is preferred.
4. Experience in coordinating learning management systems is preferred.

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. Limited physical effort required.
3. Some travel and evening hours are required.
4. Ability to sit for long periods while operating a personal computer is required.

Non-Discrimination

The current non-discrimination policy can be found at:

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

Dean for Assessment and Institutional Effectiveness

Reports to: Vice President for Student Learning

Classification: Full-time, 12-month Employee

Pay Status: Senior Administrator, Exempt

Fringe Benefits per Board Policy

Starting Salary Range: \$55,000 - \$65,000 or Commensurate with Credentials/Experience

Adopted Date: June, 2019

This position is a member of the Student Learning Division and reports to the Chief Academic Officer. and is responsible for the leadership of the College's Institutional Effectiveness processes and the Assessment of Student Learning. This position will coordinate data gathering and assessment for all academic, co-curricular, departmental, and institutional assessment.

Essential Functions

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

Duties and Responsibilities

1. Work with the Vice President for Student Learning to ensure formal and informal communication of projects, opportunities, and concerns related to institutional effectiveness and assessment of student learning.
2. Oversee collection and analysis of data for the Institutional Effectiveness Dashboard (IED).
3. Respond to, and lead the impact of change related to results of Institutional Effectiveness assessments.
4. Coordinate the college-wide assessment program with the Assessment Committee at the course, program, and general education levels.
5. Advise new and current faculty members on best practices for the assessment of student learning through formal and informal training. Serve as a consultant for all faculty members on proper completion of assessment reports.
6. Ensure that assessment at every level is complete, robust, and is of advancing quality.
7. Coordinate student and faculty survey research such as the Ruffalo Noel-Levitz Student Satisfaction Inventory and the National Community College Benchmarking project, and others.
8. Lead the discussion on interpreting the results of outcomes assessment and survey research. Prepare reports and presentations that communicate those results to the college community and others.
9. Chair the Assessment Committee at the College and serve on other appropriate committees as determined by the Vice President for Student Learning.
10. Continue, lead, and improve the co-curricular assessment processes of the College and monitor the activities of College clubs and organizations as assigned.
11. Assist with advancing accreditation efforts for both college accreditation and program accreditation.
12. Assist with grant projects as determined by the Vice President for Student Learning.
13. Work closely with institutional research, online campus, and technical services to ensure the quality of the assessment process.
14. Coordinate, maintain, and monitor all articulation agreements to optimize agreements at both the secondary and postsecondary levels, maintaining a current library of all agreements.
15. Assist with academic planning and budget processes for general education disciplines.

16. Interview, recommend, and assist with the selection of new Liberal Arts and Applied Science division faculty for employment.
17. Assist in the orientation of new faculty, including the monitoring of the mentor process.
18. Assist in the evaluation process for all faculty, specifically with the data gathering from student surveys and the monitoring of the evaluation schedule.
19. Assist with issues associated with Title IX training and investigations.
20. Perform other duties as assigned by the Vice President for Student Learning.

Required Knowledge, Skills, and Abilities

- Evidence of excellent oral and written communication skills.
- Knowledge of current research in the assessment of student learning.
- Accomplished abilities with database and spreadsheet management, with experience or the desire to learn query-based software programs
- Ability to effectively present information to varied audiences.
- Proven leadership skills.
- Ability to work effectively with diverse populations.
- Ability to work effectively as a member of a team.

Education and Experience

- Master's degree required, doctoral degree preferred.
- A minimum of 5 years teaching is required, with a preference for teaching in a variety of modalities and at the community college level.
- Experience with assessment of student learning required.
- Experience with progressive leadership roles preferred.
- Experience with training faculty is preferred.

Working Conditions

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

Non-Discrimination

The current non-discrimination policy can be found at:

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

H. Personnel

1. Minimum Level Correction

Upon reviewing the current wages to prepare for 2019-2020 budget year, it was discovered that the salaries of Aaron Clover and Abigail Gilligan are lower than the minimum salary for the level that is designated on their job description based on the 2018-2019 classification system which was passed, July 2018.

Level	Hourly Pay Range For FY 2018-2019
I	\$11.00 - \$12.00
II	\$11.25 - \$12.00
III	\$11.50 - \$12.00
IV	\$12.00 - \$13.00
V	\$13.00 -

It was the president's recommendation that the Board approve the retroactive hourly rate change of:

Aaron Clover, CLC Associate (PT) level III to \$11.50.

Abigail Gilligan, Library Clerk (PT) level II to \$11.25.

The employees have already been notified and have received back due pay.

2. Retirement of Alumni Relations/Development Assistant

It was the president's recommendation that the Board approve the retirement of Sarah Smith, Alumni Relations/Development Assistant. She has been employed at Neosho County Community College for 25 years. Her last day will be September 30, 2019.

3. Resignation of Bookstore Assistant (PT)

It was the president's recommendation that the Board approve the resignation of Gail Klaassen, Bookstore Assistant (PT). Her last day will be June 5, 2019.

4. Resignation of Assistant Baseball Coach

It was the president's recommendation that the Board approve the resignation of Ben Jacks, Assistant Baseball Coach. His last day will be May 31, 2019.

5. Resignation of Groundskeeper (PT)

It was the president's recommendation that the Board approve the resignation of Kendall Bitts, part-time Groundskeeper pending his approval of Maintenance - General. His last day will be June 30, 2019.

6. Resignation of Desktop Support Technician

It was the president's recommendation that the Board approve the resignation of Jonathan Hale, Desktop Support Technician pending his approval of Director of Technology Services. His last day will be June 30, 2019.

7. Resignation of Director of Technology Services

It was the president's recommendation that the Board approve the resignation of Jonathan Seibert, Director of Technology Services pending his approval of Dean of Operations. His last day will be June 30, 2019.

8. Resignation of Youth Activities Data Specialist

It was the president's recommendation that the Board approve the resignation of Amber Ramsey, Youth Activities Data Specialist pending her approval of Youth Activities Assistant Director. Her last day will be June 30, 2019.

9. Maintenance - General

It was the president's recommendation that the Board approve the employment of Kendall Bitts as Maintenance - General. Mr. Bitts He has been an employee at the NCCC Chanute Campus since March 2016.

Mr. Bitts will be paid \$12.50/hr (level 3) Start date July 1, 2019. He will not be eligible for a raise until July 1, 2020.

10. Custodian - Chanute

It was the president's recommendation that the Board approve the employment of Jamie Fugate as Custodian at the Chanute campus. Ms. Fugate's prior work experience includes Cashier at Main Street Tobacco, Assembler at Orizon and Custodian at NCCC.

Ms. Fugate will be paid \$12.00/hr (level 1) Start date July 1, 2019.

11. Custodian (PT) - Ottawa

It was the president's recommendation that the Board approve the employment of Crystal Hoffman as Custodian-PT at the Ottawa campus. Ms. Hoffman's prior work experience includes Bookstore Assistant/TLC Tutor at NCCC Ottawa Campus, Paraprofessional at USD #290 and Receptionist at Comfort Inn.

Ms. Hoffman will be paid \$11.50/hr (level 1) Start date July 1, 2019.

12. Director of Technology Services

It was the president's recommendation that the Board approve the employment of Jonathan Hale as the Director of Technology Services. He has been an employee at the NCCC Chanute Campus since January 2018. He has an Associate of Science from NCCC and a Bachelor of Science in Networking and Telecommunications from Ft. Hays State.

Mr. Hale will be paid an annual salary of \$48,000. (Admin), His start date will be July 1, 2019. He will not be eligible for a raise until July 1, 2020.

13. Dean of Operations/CIO

It was the president's recommendation that the Board approve the employment of Jonathan Seibert as the Dean of Operations/CIO. He has been an employee at the NCCC Chanute Campus since August 2008 in 3 different positions. He has a Bachelor of Science in Networking Communications Management from Devry University.

Mr. Seibert will be paid an annual salary of \$61,000. (Sr-Admin), His start date will be July 1, 2019. He will not be eligible for a raise until July 1, 2020.

14. Assistant Wrestling Coach

It was the president's recommendation that the Board approve the employment of Gunner Woodburn as Assistant Wrestling Coach. Mr. Woodburn has a BA in Social Science from University of Wyoming.

Mr. Woodburn's prior work experience includes Strength & Conditioning/Assistant Wrestling Coach at Sallisaw Public School, 9th Grade Teachers Aide/Junior High Assistant Football Coach/Assistant Wrestling Coach at Coweta Public School and Volunteer/Mentor at Wyoming Special Olympics.

Mr. Woodburn will be paid annual salary of \$19,000 (MS FTC-A) beginning August 12, 2019.

15. Assistant Track Coach

It was the president's recommendation that the Board approve the employment of Jarryd Gray as Assistant Track Coach. Mr. Gray has a BA in Communication/Minor in Health and Human Performance from Prairie View A&M.

Mr. Gray's prior work experience Head Varsity Basketball Coach & Head Varsity Track Coach and English I/III at YES Prep North Forest.

Mr. Gray will be paid annual salary of \$19,000 (MS FTC-A) beginning August 12, 2019.

16. Assistant Baseball Coach – Part Time

It was the president's recommendation that the Board approve the employment of Josh Merrill as part time Assistant Baseball Coach. Mr. Merrill has an Associate of Science in General Education from NCCC, Bachelor of Science in Criminal Justice from King University and Master of Science in Healthcare Administration from Oklahoma State University.

Mr. Merrill's prior work experience Assistant Basketball Coach at Bonner Springs High School, Owner/Instructor at Extra Innings Analytics and Head Baseball Coach/Private Instructor at Wichita Sluggers Academy.

Mr. Merrill will be paid annual salary of \$15,050 (MS PTC-A) beginning August 12, 2019.

17. Coordinator of Residence and Student Life

It was the president's recommendation that the Board approve the employment of Khiera Almanza as Coordinator of Residence and Student Life. Ms. Almanza has a Bachelor of Science in Psychology from University of Wisconsin-Stevens Point and a Master of Science in College Student Affairs from Nova Southeastern University.

Ms. Almanza's prior work experience includes Graduate Assistant for Special Events and Projects at Nova Southeastern University and Student Greek Life Coordinator at University of Wisconsin-Stevens Point.

Ms. Almanza will be paid an annual salary \$12,480 (MS-A) beginning August 4, 2019.

18. Bookstore Coordinator – Chanute

It was the president's recommendation that the Board approve the employment of Tailor Dyke as Bookstore Coordinator – Chanute. Ms. Dyke has a BBA in business Management from Pittsburg State University and an AS in Science from Labette Community College.

Ms. Dyke's prior work experience includes Utility Clerk at City of Cherryvale, Code Enforcement Officer at City of Independence and Registration Specialist at NCCC.

Ms. Dyke will be paid an annual salary \$31,200.00 (MS) beginning June 17, 2019.

19. Accounts Receivable Clerk

It was the president's recommendation that the Board approve the employment of Teka Wilson as Accounts Receivable Clerk. Ms. Wilson has an Associates of Applied Science in Information Processing from Pratt Community College and a Bachelor's of Science in Management and Ethics from Manhattan Christian College.

Ms. Wilson's prior work experience includes Sr. Administrative Assistant at City of Manhattan-Public Works, Office Specialist at Kansas State University-Global Campus and Business Office Administrator at Edward Jones.

Ms. Wilson will be paid \$12.75/hr (Level 4) Start date June 17, 2019.

20. Nursing Instructor – Ottawa Campus

It was the president's recommendation that the Board approve the employment of Cindy Light as Nursing Instructor – Ottawa Campus. Ms. Light has an MSN in Nursing Education from University of Missouri and a BSN in Nursing from Emporia State University.

Ms. Light's prior work experience includes Assistant Professor at Baker University School of Nursing and Nursing Instructor at KCKCC.

Ms. Light will be paid an annual salary \$53,615 (MS+15, 25) beginning August 12, 2019.

21. Nursing Instructor – Ottawa Campus

It was the president's recommendation that the Board approve the employment of Amy Zoll as Nursing Instructor – Ottawa Campus. Ms. Zoll has a Masters of Nursing from Nebraska Wesleyan, Bachelors of Nursing and Associate of Nursing from College of Saint Mary.

Ms. Zoll's prior work experience includes Nursing Instructor at KCKCC, Clinical Coordinator/Nursing Instructor at Brown Mackie College and Medicare Case Manager at Aberdeen Village.

Ms. Zoll will be paid an annual salary \$46,958 (MS+15, 13) beginning August 12, 2019.

VI. REPORTS

- A. KACCT – Dennis Peters reported on the KACCT meeting he attended with Dr. Inbody at Barton Community College June 7th – 8th.
- B. Treasurer – Sandi Solander gave a treasurer's report. Revenue for the month of May was \$843,653.01 and disbursements were -\$1,844,547.74. See attachments.
- C. President – Dr. Brian Inbody gave his president's report. See attachment.

VII. OLD BUSINESS

A. Overtime Policy Change (second 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.

It was the president’s recommendation that the Board approve the Overtime Policy change.

Resolution 2019-17

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the Overtime Policy change.

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

B. Approval of 2018-2019 Budget Amendment

It was the president’s recommendation that the Board approve the 2018-2019 amended budget as published.

**NOTICE OF HEARING ON
AMENDING THE 2018 BUDGET**

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.

SUMMARY OF AMENDMENTS

Fund	Adopted Budget 2018-2019			Proposed Amendment 2018-2019 Budget
	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

Resolution 2019-18

RESOLVED, that the Board of Trustees of Neosho County Community College approved the FY2018-2019 amended budget as published.

On motion by Dennis Peters and second by Kevin Berthot the above resolution was approved unanimously.

VIII. NEW BUSINESS

A. SEK (Region H) Multi-Hazard, Multi-Jurisdictional Hazard Mitigation Plan

In 2009 and again in 2014, the administration brought the Neosho County Multi-Hazard Mitigation Plan to the board for approval. Ben Smith has been the College's representative on the planning committee that has been working on that mitigation plan since 2008. Kerry Ranabargar has also been assisting with the planning committee since 2017. As background, in order to be eligible for federal disaster mitigation funding under FEMA, you must have an FEMA-approved mitigation plan.

Under current federal guidelines and the Disaster Mitigation Act of 2000 as amended, that mitigation plan must be reviewed and updated every five years. In addition, the county-wide plans have been phased out and have been replaced by regional plans involving several or many counties. The Region "H" mitigation plan which includes Neosho County and Neosho County Community College includes all the cities, the USD's and the colleges in eleven of the twelve Southeast Kansas counties, as well as the counties themselves.

This current plan has been submitted to FEMA and preliminarily approved. After preliminary approval by FEMA, the plan must be adopted by all participating entities. After approval by all entities, the plan will be submitted to the Kansas Division of Emergency Management for their final approval and inclusion in the statewide plan.

The College must participate in the multi-jurisdictional multi-hazard mitigation plan to be eligible for federal disaster mitigation funding. Typical projects might include levee projects, emergency notification sirens, and public awareness and education projects. The College may participate as partners in some of the other projects that are identified in the plan, and ask for special funding for electrical generator projects and a severe weather shelter. The severe weather shelter, if funded, would provide for an emergency shelter for severe weather for our Ross Lane facility.

It was the president's recommendation that the Board approve the Southeast Kansas (Region H) Multi-Hazard, Multi-Jurisdictional Hazard Mitigation Plan.

Resolution 2019-19:
Adopting the Kansas Homeland Security Region H Hazard Mitigation Plan

Whereas, Neosho County Community College recognizes the threat that natural hazards pose to people and property within our community; and

Whereas, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

Whereas, the U.S. Congress passed the Disaster Mitigation Act of 2000 (“Disaster Mitigation Act”) emphasizing the need for pre-disaster mitigation of potential hazards;

Whereas, the Disaster Mitigation Act made available hazard mitigation grants to state and local governments; and

Whereas, an adopted Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple Federal Emergency Management Agency (FEMA) pre- and post-disaster mitigation grant programs; and

Whereas, Neosho County Community College fully participated in the FEMA prescribed mitigation planning process to prepare this Multi-Hazard Mitigation Plan; and

Whereas, the Kansas Division of Emergency Management and FEMA Region VII officials have reviewed the Kansas Homeland Security Region H Hazard Mitigation Plan, and approved it contingent upon this official adoption of the participating governing body; and

Whereas, Neosho County Community College desires to comply with the requirements of the Disaster Mitigation Act and to augment its emergency planning efforts by formally adopting the Kansas Homeland Security Region H Hazard Mitigation Plan; and

Whereas, adoption by the governing body for Neosho County Community College demonstrates the jurisdictions’ commitment to fulfilling the mitigation goals and objectives outlined in this plan, and

Whereas, adoption of this legitimizes the plan and authorizes responsible agencies to carry out their responsibilities under the plan.

Now, therefore, be it resolved, that Neosho County Community College adopts the Kansas Homeland Security Region H Hazard Mitigation Plan as an official plan; and

Be it further resolved, that Neosho County Community College will submit this Adoption Resolution to the Kansas Division of Emergency Management and FEMA Region VII officials to enable the plan’s final approval.

Passed: June 13, 2019

NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES

By: _____

David Peter, Chair

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

Resolution 2019-19

Adopting the Kansas Homeland Security Region H Hazard Mitigation Plan

Whereas, Neosho County Community College recognizes the threat that natural hazards pose to people and property within our community; and

Whereas, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

Whereas, the U.S. Congress passed the Disaster Mitigation Act of 2000 (“Disaster Mitigation Act”) emphasizing the need for pre-disaster mitigation of potential hazards;

Whereas, the Disaster Mitigation Act made available hazard mitigation grants to state and local governments; and

Whereas, an adopted Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple Federal Emergency Management Agency (FEMA) pre- and post-disaster mitigation grant programs; and

Whereas, Neosho County Community College fully participated in the FEMA prescribed mitigation planning process to prepare this Multi-Hazard Mitigation Plan; and

Whereas, the Kansas Division of Emergency Management and FEMA Region VII officials have reviewed the Kansas Homeland Security Region H Hazard Mitigation Plan, and approved it contingent upon this official adoption of the participating governing body; and

Whereas, Neosho County Community College desires to comply with the requirements of the Disaster Mitigation Act and to augment its emergency planning efforts by formally adopting the Kansas Homeland Security Region H Hazard Mitigation Plan; and

Whereas, adoption by the governing body for Neosho County Community College demonstrates the jurisdictions’ commitment to fulfilling the mitigation goals and objectives outlined in this plan, and

Whereas, adoption of this legitimizes the plan and authorizes responsible agencies to carry out their responsibilities under the plan.

Now, therefore, be it resolved, that Neosho County Community College adopts the Kansas Homeland Security Region H Hazard Mitigation Plan as an official plan; and

Be it further resolved, that Neosho County Community College will submit this Adoption Resolution to the Kansas Division of Emergency Management and FEMA Region VII officials to enable the plan’s final approval.

Passed: June 13, 2019

NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES

By:  _____

David Peter, Chair

B. Facilities Master Plan (FMP)

In 2009, after months of work and preparation, the Board approved the College's first Facility Master Plan (FMP). This FMP has provided a blueprint for our capital construction and renovation projects since that date.

Changes in the needs of the constituents of the college as well as the college itself have forced us to revisit the FMP and maintain it as a living document, originally in 2012 and once again this past academic year. The College held charrettes at our opening in-service in August, 2018 and solicited opinions from all employees on possible revisions for the plan. The senior staff has been working on this revision during this past year and contracted with Bartlett & West to finalize the plan. As you may recall, Bartlett & West was contracted to create the first FMP and also to revise the plan in 2012.

The revised draft plan was presented to and input solicited from the Chambers of Commerce in Chanute and Erie, as well as from the local Rotary and Kiwanis civic clubs. The draft plan has also been endorsed by the Strategic Planning Committee and the Executive Committee. Provided as a separate document.

It was the president's recommendation the board accept the revised Facility Master Plan.

Resolution 2019-20

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the revised Facility Master Plan.

Charles Boaz motioned and Dennis Peters second the above resolution, after further discussion Charles Boaz rescinded his motion and the above resolution will be tabled until the next board meeting for further review.

C. 2019-2020 Regional Rural Technology Center MOU

This MOU identifies the terms of the operational expense arrangement between NCCC and USD#257 for use of their building in LaHarpe, Kansas for our welding program. Provided as a separate document.

It was the president's recommendation the board accept the 2019-2020 Regional Rural Technology Center MOU.

Resolution 2019-21

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the 2019-2020 Regional Rural Technology Center MOU.

On motion by Charles Boaz and second by Kevin Berthot the above resolution was approved unanimously.

D. Comet/Panther College Now Agreement and MOU

NCCC and USD413 are entering into an agreement titled Comet/Panther College NOW! This agreement is similar to the one NCCC has with USD290 where the district pays NCCC a flat rate for high school students to take NCCC courses on the high school campus. The agreement with USD413 is based on NCCC offering up to 10 sections of courses on the CHS campus in the fall and the spring semesters. USD413 will pay the instructor cost of each additional section offered. This program greatly reduces the cost of concurrent enrollment to students and does not cause a loss of income to NCCC. Provided as a separate document.

It was the president's recommendation the board accept the Comet/Panther College Now Agreement and MOU.

Resolution 2019-22

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the Comet/Panther College Now Agreement and MOU.

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

E. Bids for Fleet Vans

The College administration is recommending upgrading the vehicle fleet. The vehicle being traded is a 2007 Ford Freestar minivan with almost 135,000 miles housed at the Ottawa campus. The Senior Staff discussed the vehicle fleet needs and determined the Freestar minivan is the oldest vehicle in the fleet replacement rotation. It is also beginning to show mechanical fatigue. Therefore, administration is recommending replacing it.

Bids were solicited from Jay Hatfield Inc., Chanute; Shields Motor Co. Inc., Chanute; Merle Kelly Ford Inc., Chanute; Bob Allen Ford, Ottawa; and Victory Chrysler Dodge Jeep Ram, Ottawa. The College currently has sufficient funds in the Equipment Reserve budgeted for vehicle replacement.

The following bids were received and reviewed by Ben Smith, Jyl Unrein and Sandi Solander:

Shields Motor Co., Inc.

1 2019 Dodge Grand Caravan SE	\$23,400.00
Trade in 2007 Ford Freestar	\$ -500.00
Total	\$22,900.00

Merle Kelly Ford, Inc.

1 2020 Ford Connect XL \$23,631	\$25,746.20
Trade in 2007 Ford Freestar	\$- 2,100.00
Total	\$23,646.20

Victory Chrysler Dodge Jeep Ram of Ottawa

1 2019 Grand Caravan	\$24,813.50
Trade in 2007 Ford Freestar	\$ - \$500.00
Total	\$24,331.50

It was the president's recommendation that the Board accepts the bid of \$22,900 from Shields Motor Co., Inc., for one 2019 Dodge Grand Caravan SE.

Resolution 2019-23

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the bid from Shields Motor Co., Inc., for one 2019 Dodge Grand Caravan SE.

On motion by Charles Boaz and second by Kevin Berthot the above resolution was approved unanimously.

F. Bids for Baby Grand Piano

The College administration is recommending purchase of a new baby grand piano. The piano will be housed at the Chanute campus auditorium. The Senior Staff discussed the music equipment needs and determined the existing 1921 5'8" Baldiwn H Grand Piano does not meet

the performance needs of the music program. Therefore, administration is recommending purchase of a new piano. The existing Baldwin piano will be moved to the music room on the Chanute campus.

Bids were solicited from Schmitt Music, Kansas City; Garten's Music, Wichita; Sounds Great, McPherson; and Edmond Music, Edmond OK.

The College currently has sufficient funds of Title III interest to provide toward the purchase.

The following bids were received and reviewed by Alan Murray:

Schmitt Music, Kansas City, and Sounds Great, McPherson, KS:

Schmitt Music

1 Kawai GL-20 5'2" Grand Piano \$ 13,961.00

Includes 10 year warranty, 2 tunings (one tuning prior to delivery, one tuning in Chanute) and all warranty service provided at NCCC Chanute.

1 Jansen Piano Artist Bench \$ 688.00

2 Jansen Piano Dollies Model 6542 (\$ 358.00 ea.) \$ 716.00

2 Jansen Brakes for dollies (\$ 34.00 ea.) \$ 68.00

1 Black Mackintosh Grand Piano Cover \$ 221.00

Delivery and Setup of new piano \$ 650.00

Moving older piano and setup on dolly in Music Room \$ 325.00

Total \$ 16,629.00

Sounds Great

*Sounds Great Music sent a bid in for a different equivalent instrument, claiming that the model we specified is no longer available. There is no online literature for this instrument at this time from Kawai USA website or any other websites yet. Sounds Great claims this newer model is significantly cheaper for academic pricing than the one we specified. If they win the bid, they will then order the instrument from Kawai, so I (Alan Murray) assume there is not one available at this time to see or play. **Alan Murray, music instructor, does not recommend buying an instrument model that has not been seen or tested.**

(Sounds Great, McPhearson continued)

*1 Kawai GL-20I Grand Piano (no specs available) \$ 10,900.00

Includes KAWAI 10 year warranty, 1 tuning at Sounds Great Music prior to delivery. Warranty service location not specified.

1 Jansen Piano Artist Bench \$ 749.00

2 Jansen Piano Dollies Model 6542 (\$ 766.00 ea.) \$ 1532.00

2 Jansen Brakes for dollies \$ not listed in bid, they would be additional

1 Black Mackintosh Grand Piano Cover \$ 225.00

Delivery and Setup of new piano \$ included in piano price

Moving older piano and setup on dolly in Music Room \$ 200.00

Total \$ 13,606.00

It was the president's recommendation that the Board accepts the bid of **\$ 16,629.00** from **Schmitt Music, Kansas City**, for the grand piano, bench, dollies and piano cover. As specified, the bid includes delivery and setup of the new piano on the stage and relocating the Baldwin H to the music room. The Schmitt music bid includes the instrument we specified, and also specifies warranty service in Chanute if needed and an additional tuning in Chanute.

Resolution 2019-24

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the bid of **\$16,629.00** from **Schmitt Music, Kansas City**, for the grand piano, bench, dollies and piano cover. As specified, the bid includes delivery and setup of the new piano on the stage and relocating the Baldwin H to the music room. The Schmitt music bid includes the instrument we specified, and also specifies warranty service in Chanute if needed and an additional tuning in Chanute.

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

G. 2019-2020 Student Handbook

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

- 1) Added Student Health Clinic;
- 2) Added MOVE IT Bike Share;
- 3) Added Ross Lane;
- 4) Added AstroCats Club;
- 5) Added language to further comply with the Drug Free School and Communities Act;
- 6) Added school closing policy;
- 7) Deleted Scientifically Minded Adventurer's Club;
- 8) Cleaned up Clery crime definitions to match the Annual Security Report.

It was the president's recommendation that the Board approve the 2019-2020 Student Handbook. Provided as a separate document.

Resolution 2019-25

RESOLVED, that the Board of Trustees of Neosho County Community College approved the 2019-2020 Student Handbook.

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

H. 2019-2020 College Catalog

The 2019-2020 College Catalog has been revised to reflect updated policies and information. The catalog is a "living" document and is updated throughout the academic year with formal approval requested of the Board of Trustees annually each June. We clearly alert our constituents that the catalog posted online is the official document since we do process necessary updates to the online version throughout the academic year. A draft of the 2019-2020 College Catalog is provided as a separate document for review.

Substantial changes and updates in the catalog this year include:

- Updated Mandatory Placement Policy
- Nursing Program - curricular updates for program improvement
- Inclusion of a brief description of the Lafayette student housing option
- Update to the College Facilities section that reflects current facility improvements
- Change of “Vocal Music” to “Music”

It is important for the Board to remember that when they approve this catalog, they will be giving administration the “standing permission” to change these policies and procedures to better serve the students as needed, and not returning the catalog to the Board for re-approval every time there is a change.

It was the president’s recommendation that the Board approve the 2019-2020 College Catalog. Provided as a separate document.

Resolution 2019-26

RESOLVED, that the Board of Trustees of Neosho County Community College approved the 2019-2020 College Catalog.

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

I. Adult Basic Education One-Time Stipend

The Adult Basic Education grant received notice of its funding allotment for the 2019/2020 year (\$283,290). The allotment is not sufficient to give the grant employees the anticipated NCCC raise.

The 2018/2019 budget has funds available to give these employees a one-time stipend of \$500. These funds in 2018/2019 budget are due to salary savings from the delay in rehiring one of the positons.

It is recommended that the following salaried employees receive a one-time \$500 stipend in lieu of the institutional raise.

Krista Clay	\$500/\$47,748 = 1%
Heathers Lyden	\$500/\$41,712 = 1.2%
Tim Tarkelly	\$500/\$29,000 = 1.7%
Dan Fossoy	\$500/\$38,806 = 1.3%
Veronica Polak	\$500/\$31,354 = 1.6%
Karen Barger	\$500/\$28,555 = 1.8%
Jamie Collier	\$500/\$28,555 = 1.8%
Aubrey Duft	\$500/\$29,125 = 1.7%
Jane Morton	\$500/\$32,608 = 1.5%
Steven Lamer	\$500/\$28,555 = 1.8%

One hourly employee, Gwen Roseberry, will receive the institutional raise as she has institutional duties in addition to her ABE responsibilities. She currently makes \$23,920.

It was the president’s recommendation that the Board accepts the one-time stipend.

Resolution 2019-27

RESOLVED, that the Board of Trustees of Neosho County Community College approved the one-time stipend.

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

J. Property and Casualty Insurance Renewal

Each year the college must contract a range of insurance to cover operations of the institution. This insurance includes property and casualty, general liability, executives and officers, automobile, umbrella, worker’s compensation and cyber.

It was the president’s recommendation that the college continue its property and casualty insurance coverage with package assembled by our broker IMA. See attachment for specific companies used as part of the IMA package. The premium for Hartford Workers Compensation was adjusted downward after the attachment was created.

Items	2018-2019 ANNUAL PREMIUM	2019-2020 ANNUAL PREMIUM
Property and Inland Marine including SL Tax & Fees	20,834.00	26,338.00 est.
Crime	786.00	786.00
General Liability/Professional/Abuse/Employee Benefits Liability/Law Enforcement Professional	7,021.00	8,939.00
Automobile	20,450.00	16,558.00
Educators Legal Liability	4,201.00	5,647.00
Workers Compensation	38,019.00	39,178.00
Excess Liability	3,987.00	4,095.00
Cyber Liability including Surplus Lines Tax	4,876.00	6,150.00
Risk Placement Fee	6,000.00	6,000.00
TOTAL	106,174.00	113,691.00

Resolution 2019-28

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

On motion by Dennis Peters and second by Kevin Berthot the above resolution was approved unanimously.

K. Health Insurance Renewal

The renewal for NCCC’s health insurance was anticipated to be a sharp increase due to increased usage by employees. Working through our IMA broker, we were able to leverage other offers while adjusting the level of insurance to receive a final renewal of an 11.5% increase. The total increase is approximately \$120,500 per year. The total insurance expenditure, including grant workers, those on family plans and retirees is approximately \$1.5 million. The Insurance Committee is recommending the college choose the \$2,500 deductible, Blue Edge product as its single plan. IMA marketed the college to other providers, but none provided a quote. IMA also investigated partial self-insuring, which was more costly than traditional insurance. The administration investigated joining other consortiums, but that was also not possible.

Additionally, the Administration is recommending that the college increase the “family help” budget to absorb the cost differential between the current levels of insurance and the proposed levels so that the increase will be limited to 8%.

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

Out of pocket total 19-20				
BSBC	Renew A	Renew B	Renew C	Renew D
Spouse	531.59	343.75	290.66	264.14
Kids	478.97	291.78	228.14	202.61
Family	1140.18	928.23	845.42	805.71
Monthly increase over 18-19				
BSBC	Renew A	Renew B	Renew C	Renew D
Spouse	39.38	25.46	21.53	19.57
Kids	35.48	21.61	16.90	15.01
Family	84.46	68.76	62.62	59.68
% Increase over 18-19				
BSBC	Renew A	Renew B	Renew C	Renew D
Spouse	8.00%	8.00%	8.00%	8.00%
Kids	8.00%	8.00%	8.00%	8.00%
Family	8.00%	8.00%	8.00%	8.00%

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

Proposed	Help A	Help B	Help C	Help D
Spouse	176	317	334	340
Kids	155	298	327	334
Family	180	323	351	362

The Administration is recommending that the College accept the health insurance proposal from Blue Cross/Blue Shield of Kansas for the health insurance provider at the rate of \$579.79 per month for the \$2,500 deductible Blue Edge plan for the 2019-2020 plan year beginning October 1 and that the family help budget be adjusted so that plans A-D go up 8% over the last renewal of the out of pocket expense.

Resolution 2019-29

RESOLVED, that the Board of Trustees of Neosho County Community College approved the health insurance proposal from Blue Cross/Blue Shield of Kansas for the health insurance provider at the rate of \$579.79 per month for the \$2,500 deductible Blue Edge plan for the 2019-2020 plan year beginning October 1 and that the family help budget be adjusted so that plans A-D go up 8% over the last renewal of the out of pocket expense.

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



FULLY INSURED RENEWAL

BCBS-KS - BlueEdge with ResultsRx (TOC2N & CMT2A)											
In-Network Benefits				Current A	Renewal A	Current B	Renewal B	Current C	Renewal C	Current D	Renewal D
Cost Sharing	Ded (single family)			\$1,500 \$3,000	\$3,000	\$2,500 \$5,000	\$5,000	\$3,500 \$7,000	\$7,000	\$5,000 \$10,000	\$10,000
	Coins (plan pays member pays)			80% 20%	20%	80% 20%	20%	80% 20%	20%	100% 0%	0%
	Coins OOP (single family)			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Total OOP (single family)			\$6,350 \$12,700	\$12,700	\$6,350 \$12,700	\$12,700	\$6,350 \$12,700	\$12,700	\$5,000 \$10,000	\$10,000
Benefits	Office Visit (primary specialist)			\$35 \$35	\$35	\$35 \$35	\$35	\$35 \$35	\$35	\$35 \$70	\$70
	Telehealth Visit			\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35
	Preventive Care			Most Services Covered 100%	100%	Most Services Covered 100%	100%	Most Services Covered 100%	100%	Most Services Covered 100%	100%
	Diagnostic Lab			100% first \$300 per person per year, then	\$300	100% first \$300 per person per year, then	\$300	100% first \$300 per person per year, then	\$300	Ded	Ded
	Diagnostic X-Ray			Ded & Coin	Ded & Coin	Ded & Coin	Ded & Coin	Ded & Coin	Ded & Coin	Ded & Coin	Ded & Coin
	Advanced Imaging			\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35
	Urgent Care Facility			\$250, Ded & Coin	\$250, Ded & Coin	\$250, Ded & Coin	\$250, Ded & Coin	\$250, Ded & Coin	\$250, Ded & Coin	\$250, Ded & Coin	\$250, Ded & Coin
	Emergency Room			Ded & Coin	Ded & Coin	Ded & Coin	Ded & Coin	Ded & Coin	Ded & Coin	Ded & Coin	Ded & Coin
	Inpatient Hospital			Ded & Coin	Ded & Coin	Ded & Coin	Ded & Coin	Ded & Coin	Ded & Coin	Ded & Coin	Ded & Coin
	Outpatient Facility			Ded & Coin	Ded & Coin	Ded & Coin	Ded & Coin	Ded & Coin	Ded & Coin	Ded & Coin	Ded & Coin
	Inpatient MH/SUD			\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35
	Outpatient MH/SUD			\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35
	Annual Vision Exam			\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35
Spinal Manipulation			\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	
Prescription Drugs	Ded (single family)			No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.	No Ded.
	Tier 1			\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15
	Tier 2			\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
	Tier 3			\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75
	Tier 4			\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150
	Mail order			20% up to \$250	20% up to \$250	20% up to \$250	20% up to \$250	20% up to \$250	20% up to \$250	20% up to \$250	20% up to \$250
Enrollment & Cost				Current A	Renewal A	Current B	Renewal B	Current C	Renewal C	Current D	Renewal D
47	61	1	0 Employee Only	\$ 533.46	\$ 597.57	\$ 513.50	\$ 575.79	\$ 498.08	\$ 558.71	\$ 486.66	\$ 549.54
0	9	8	1 Employee + Spouse	1,145.71	1,283.56	1,102.79	1,236.71	1,069.63	1,200.01	1,045.07	1,180.28
1	10	16	0 Employee + Child(ren)	1,102.99	1,209.76	1,061.67	1,165.62	1,029.74	1,131.01	1,006.10	1,112.44
0	2	1	0 Employee + Family	1,715.22	1,895.74	1,650.97	1,826.54	1,601.30	1,772.30	1,564.53	1,743.18
48	82	26	1 Est. Total/Mo	\$ 26,176	\$ 29,296	\$ 55,167	\$ 61,563	\$ 27,132	\$ 30,027	\$ 1,045	\$ 1,180
				Compared to Current							
				Compared to Renewal		+11.9%		+11.6%		+10.7%	+12.9%
				Current				Renewal			
157 Est. Combined Total/Yr				\$1,314,242				\$1,464,791			
				Est. Annual Change from Current				\$150,549			
				Est. Annual Change from Renewal				+11.5%			



REVISED 5/10/19

ResultsRx Formulary
Counts based on ASO Proposal

Rates and provisions are determined by the underwriting carrier. While IMA has endeavored to provide an accurate and clear summary, each carrier's formal proposal prevails over any representations shown in this summary.

L. Dental Insurance Renewal

We received our dental renewals from Blue Cross/Blue Shield of KS for the year. BCBS increased its rate for each full-time employee by \$1.20 per month to \$34.08 for the same coverage. While other providers were lower in cost, there was a perceived quality difference in the coverage group or items covered by the plan. IMA is still negotiating on our behalf which may result in lower rates.

It was the president's recommendation that the Board approve the Blue Cross/Blue Shield and to pay the single coverage premium of \$34.08 for each full-time employee per month.

Resolution 2019-30

RESOLVED, that the Board of Trustees of Neosho County Community College approved the dental insurance to Blue Cross/Blue Shield and to pay the single coverage premium not to exceed \$34.08 for each full-time employee per month.

On motion by Dennis Peters and second by Kevin Berthot the above resolution was approved unanimously.

DENTAL COMPARISON

		BCBS-KS		MetLife	Delta Dental of KS
		Current	Renewal	Option 1	Option 2
Cost Sharing	Ded (single family)	\$25 \$75		\$25 \$75	\$25 \$75
	◦ Ded applies to	Type II & III		Type II & III	Type II & III
	Max Benefits/yr	\$1,500		\$1,500	\$1,500
	◦ Preventive applies to Max	Yes		Yes	Yes
	Ortho Max (per person)	N/A		N/A	N/A
In-Network Benefits	I - Diagnostic & Preventive	100% no Ded		100% no Ded	100% no Ded
	◦ Frequency of Exams/Cleanings	No Frequency Limit		1x per 6 months	2x per 12 months
	II - Basic (plan pays member pays)	80% 20%		80% 20%	80% 20%
	III - Major	50% 50%		50% 50%	50% 50%
	IV - Ortho	Not Covered		Not Covered	Not Covered
	Periodontics Endodontics	II & III II		II & III II	II II
	Dental Implants	III, covered to lifetime max of \$1,000 (per insured, per arch)		III, limited to 1x per tooth in 10 calendar years	III, subject to annual maximum
Misc	Waiting Periods	None		None	None
	Dependent Ages (child student)	26		26	26
	Ortho Age Limit	N/A		N/A	N/A
	Min Participation Required	70%		10 Lives	50%
	Non-Contrib/Contrib/Voluntary	Contributory		Voluntary	Voluntary
Enrollment & Cost		Current	1-Yr Renewal	1-Yr Rates	1-Yr Rates
104	Employee Only	\$ 32.88	\$ 34.08	\$ 31.22	\$ 31.64
23	Employee + Spouse	70.69	73.26	60.97	68.03
23	Employee + Child(ren)	64.21	66.53	65.42	62.70
9	Employee + Family	101.26	104.94	101.51	98.35
159	Est. Total/Mo	\$ 7,434	\$ 7,704	\$ 7,067	\$ 7,183
	Est. Total/Yr	89,203	92,447	84,809	86,190
	Est. Annual Change from Current		\$ 3,245 +3.6%	\$ (4,393) -4.9%	\$ (3,013) -3.4%
	Est. Annual Change from Renewal			\$ (7,638) -8.3%	\$ (6,257) -6.8%

Created 5/17/19

Annual Open Enrollment included;
99% R&C for Out-of-Network PPO/Premier Network



Rates and provisions are determined by the underwriting carrier. While IMA has endeavored to provide an accurate and clear summary, each carrier's formal proposal prevails over any representations shown in this summary.

M. Accounts Receivable Write Off

The Chief Financial Officer is seeking approval to write off delinquent student accounts receivable in the amount of \$112,238.30 for the period July 2018 Through May 2019.

The previous write-off dated June 12, 2018 was for \$99,648.33 and 44% had been collected. Prior to June 2018 write-off, \$49,253.31 had been written off with only 8.16% collected. With write-offs increasing somewhat this year, keep in mind, collections have increased significantly.

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

It was the president's recommendation that the Board accepts the accounts receivable write off, provided as a separate document.

Resolution 2019-31

RESOLVED, that the Board of Trustees of Neosho County Community College authorizes the Chief Financial Officer to write off \$112,238.30 in delinquent student accounts receivable, and that the College continues to attempt to collect those amounts written off.

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

N. Neosho County Community College Healthy Lifestyle Policy (First Reading)

There is an opportunity for the college to possibly receive a WorkWellKS grant. In order to be considered to receive the grant, they require a policy which promotes physical activity. The Healthy Lifestyle policy would fulfill that requirement. The policy follows.

Neosho County Community College Healthy Lifestyle Policy

NCCC encourages all employees to engage in regular physical activity during their workday* Employees are supported through the following:

- 1) **Active Meeting Policy:** Meetings over 30 minutes will include the opportunity for physical activity breaks, which may include two or three minutes of stretching or walking.
- 2) **Exercise Options/Breaks:** NCCC provides employees with two 15 minute breaks. Employees are encouraged to use their breaks for physical activity. Additionally, employees have access to the wellness center during 12:00 – 1:00 and they also have use of the gymnasium when available. Additional workout facilities may be added in the future.
- 3) **Workstation modification:** NCCC is willing to accommodate an employee request for a standing workstation or sitting on balance balls while working or other types of workstation mobility applications (within reason and budget).

Education and Implementation:

- 1) NCCC's Physical Activity Policy will be posted on the T Common server which is accessible to all employees. Our Wellness initiative will be highlighted at employee In-Service training in August and January. The policy will be part of all new employee orientation information.
- 2) Employees interested in engaging in physical activity may seek additional information from Human Resources or the Wellness Committee Coordinator.

Non-Compliance or Abuse of Policy

Employees of NCCC are encouraged to comply with this policy and obtain supervisor approval. Failure to comply or abusing the policy could result in disciplinary action. Compliance does not mean all employees are forced to be active, however, the listed policies are only intended for those who utilize the time to be active. Additionally, supervisors are encouraged to support employees requesting the use of their break time, or workstation modifications.

*If an employee sustains an injury while engaging in physical activity related to above stated policies, it will not be considered for workers compensation.

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.

O. Executive Session: Real Estate

On motion by Dennis Peters and second by Charles Boaz the Board recessed into executive session for 5 minutes to discuss potential properties to be acquired pursuant to the open meetings exception for preliminary discussions relating to acquisition of real property and to include the President, Vice-President for Student Learning, both Vice Presidents for Operations, Chief Financial Officer and college attorney.

The Board entered executive session at 7:40 pm and returned to open meeting at 7:45 pm.

Resolution 2019-32

RESOLVED that the College enter into a contract with the Estate of Mary L. Carpenter for the purchase of real estate and improvements at S. Lafayette, Chanute, Kansas, terms for which to be drafted by the College attorney as discussed in executive session, the transaction to be consummated thereafter as soon as practical.

On motion by Kevin Berthot and second by Charles Boaz the above resolution was approved unanimously.

IX. ADJOURNMENT

On motion by Charles Boaz and second by Dennis Peters the meeting adjourned at approximately 7:50 pm.

Respectfully submitted,

David Peter, Board Chair

Angela Rowan, Board Clerk