

# New Program Request Form CA1

## General Information

Institution submitting proposal	Neosho County Community College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Brenda Krumm, Dean 620.432.0364 bkrumm@neosho.edu
Identify the person responsible for oversight of the proposed program	Brenda Krumm
Title of proposed program	Electrical Technology
Proposed suggested Classification of Instructional Program (CIP) Code	46.0302
CIP code description	A program that prepares individuals to apply technical knowledge and skills to install, operate, maintain, and repair electric apparatus and systems such as residential, commercial, and industrial electric-power wiring; and DC and AC motors, controls, and electrical distribution panels. Includes instruction in the principles of electronics and electrical systems, wiring, power transmission, safety, industrial and household appliances, job estimation, electrical testing and inspection, and applicable codes and standards.
Standard Occupation Code (SOC) associated to the proposed program	47-2111
SOC description	Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.
Number of credits for the degree <u>and</u> all certificates requested	30
Proposed Date of Initiation	Fall 2019
Specialty program accrediting agency	NA
Industry certification	Journey Worker Licensure Exam, NCCER, OSHA10

Signature of College Official *Sarah R. Rebb* Date 2/18/19

Signature of KBOR Official \_\_\_\_\_ Date \_\_\_\_\_

## Narrative

Completely address each one of the following items for new program requests. Provide any pertinent supporting documents in the form of appendices, (i.e., minutes of meetings, industry support letters, CA1-1a form).

### Program Description

- **Provide a complete catalog description (including program objectives) for the proposed program.**

The Electrical Technology certificate program is a 30-credit hour program that includes theory and hands-on application. The program prepares students to take the Journeyman Electrician exam. In Kansas, individual cities and counties issue licenses for electricians. The first requirement is typically attainment of the Journeyman classification through training and passing the Journeyman exam.

The program utilizes the National Center for Construction Education and Research (NCCER) curriculum. NCCER is a nationally recognized credentialing and certification system. Students completing the program will cover NCCER Core and Electrical Level 1. Successful students will also obtain OSHA 10 certification. This program is aligned with the Kansas Board of Regents Electrical Technology Program CIP: 46.0302.

Electricians install, maintain, and repair electrical power, communications, lighting, and control systems in homes and businesses. Students may enter the industry as journeyman electricians, ready to perform on-the-job training in preparation for licensure. US Department of Labor Bureau of Labor Statistics indicates employment of electricians is expected to grow 9 percent from 2016 to 2026. The median annual wage for electricians was \$55,253 in 2016.

In this program, students will learn about the electrical trade with strong emphasis on electrical safety. Students will learn electrical theory and the National Electric Code. Students will obtain hands-on experience with electrical circuits, device boxes, raceways and fittings, conductors and cables. Additionally, students will learn how to read electrical construction drawings and how to use electrical testing equipment.

#### Electrical Technology Certificate Program Outcomes

1. Demonstrate an understanding of OSHA safety standards.
2. Demonstrate the ability to correctly use power and hand tools.
3. Demonstrate the ability to read blueprints.
4. Use and interpret the National Electric Code.
5. Demonstrate an understanding of AC/DC Circuits.
6. Demonstrate safe and proper residential wiring methods.
7. Demonstrate safe and proper commercial wiring methods.
8. Demonstrate basic employability skills.

- **List and describe the admission and graduation requirements for the proposed program.**

Although there are no examinations required for general admission, all degree-seeking students and students enrolling in English composition or mathematics courses must provide placement scores from a

testing instrument approved by the college. Degree-seeking students without placement scores must take the college's resident placement test.

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

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

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

The Board of Trustees grants a variety of certificates. Requirements for the certificates include the successful completion of all courses within the certificate and a minimum cumulative GPA of 2.0 in all courses within the certificate. To be eligible for a certificate, students must have earned at least 50% of the certificate hours from NCCC including their final semester at NCCC.

Course numbers under 100 will not count toward the hours required for the certificate.

All currently enrolled students who plan to receive a certificate at the conclusion of any semester must file Intent to Receive Certificate form at the time they enroll for their final semester so that their records may be checked to ensure that all certificate requirements have been met.

Students in the Electrical Technology program must successfully complete the 30 credit hours in the program with a cumulative GPA of 2.0 or higher in all program courses.

### **Demand for the Program**

- **Using the Kansas Department of Labor's Long Term Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections: occupational growth,**

**occupational replacement rates, estimated annual median wages, and typical education level needed for entry. 2016-2026 Data:**

Growth Rate:	2016 jobs: 6,182 2026 jobs: 6,432 (projected) Change numerical: 250 over the 10 years (25 positions yearly) Change percentage: 4%
Replacement Rate:	714
Annual Median Wage:	\$55,253

Individuals must gain the experience and training required to successfully pass the journeyman license. Beyond the journeyman license individuals may obtain the master electrician certificate or license in local areas (cities/counties).

In Kansas, the licensing of electricians is handled at the local (city or county) level; Kansas statutes provide minimum requirements.

2012 Statute

Article 15 – LICENSURE AND EXAMINATION OF CERTAIN CONTRACTORS

**12-1526. Rules and regulations relating to examination and licensure; certificate of competency; uniform fee required; where licenses valid; continuing education; field experience.** (a) Any county or city requiring the licensure of electricians practicing within the county or city may conduct examinations designated by K.S.A. 12-1525, and amendments thereto, for the purpose of determining the competency of applicants for such licensure and shall not be allowed to ask further questions not designated on such examination. The board of county commissioners of such county or the governing body of such city shall adopt rules and regulations: (1) Governing the conduct and grading of such examinations; (2) prescribing a minimum score of 75% for passage of examinations; (3) fixing a uniform fee to be charged all applicants taking each such examination; and (4) requiring all persons receiving such license to obtain not less than 12 hours biennially or six hours annually of continuing education approved by such local governing body. Not less than six hours biennially or three hours annually shall consist of code education. Continuing education may be provided by the local governing body, a nationally recognized trade association, community college, technical school, technical college or other provider approved by the local governing body. All hours of education shall consist of training relative to construction, maintenance and code update training. Neither the county commission nor the governing body of such city shall impose any restriction on the number of providers of such continuing education.

(b) The certificate of competency received by any person who completes the experience requirements specified in subsections (e) and (f) and who successfully passes an examination designated by K.S.A. 12-1525, and amendments thereto, shall be valid proof of competency for licensure, without additional examination, in any county or city of the state which requires licensure of electricians practicing within such county or city. The county or city shall issue the appropriate certificate to any applicant therefor who presents such a certificate of competency and who demonstrates that such applicant has met the experience requirements specified in subsections (e) and (f). The county or city shall fix a uniform fee to be charged all such applicants for licensure.

- (c) All new licenses issued by a county or city upon the basis of successful passage of an examination designated by K.S.A. 12-1525, and amendments thereto, shall bear a distinctive notation identifying the testing agency and the specific test by name. All licenses renewed upon the basis of completed continuing education as provided by subsection (a) shall bear a distinctive notation to verify such completion. All such licenses shall be valid in any other county or city which requires examination and licensure of electricians for practice in such county or city.
- (d) No person who was certified or licensed prior to July 1, 1989, upon the basis of passage of a standard examination designated as such under the provisions of article 15 of chapter 12 of Kansas Statutes Annotated, and amendments thereto, and whose certificate or license was issued by a political subdivision which prescribed a minimum score of not less than 70% for passage of such examination, shall be required to be reexamined for renewal of certification or licensure.
- (e) Before issuing a journeyman or residential certificate, the issuing jurisdiction shall verify the validity of the applicant's documented proof of a minimum of two years field experience. "Field experience" means working under the direct supervision of a person having a valid journeyman certificate, residential certificate or master certificate or attending trade related schooling. No more than one year of the requirement may be satisfied by trade related schooling. Schooling shall consist of a minimum of 240 hours classroom training.
- (f) Before issuing a master certificate, the issuing jurisdiction shall verify the validity of the applicant's documented proof of having a valid journeyman certificate for a minimum of two years.

Basically the steps are as follows:

- Take the local exam covering the National Electrical Code
- Provide proof of two years of field experience under the supervision of a licensed electrician
- Have at least 240 hours of classroom instruction

There are two ways to obtain a journeyman license.

1. Enroll in an approved electrical apprenticeship program to accumulate both the two years (4,000 hours) of required field experience and the necessary classroom education of 240 hours
- or
2. Obtain at least one year (2,000 hours) of field experience on-the-job and attend a trade school or community college to obtain the required 240 classroom hours

Graduates of a college electrical program need only one year of field experience under the supervision of a licensed journeyman or master electrician in order to sit for the journeyman licensing exam.

- **Show demand from the local community. Provide letters of support from at least three potential employers, which state the specific type of support they will provide to the proposed program.**

See attached.

- Describe/explain any business/industry partnerships specific to the proposed program.  
*If a formal partnership agreement exists, agreement explaining the relationship between partners and to document support to be provided for the proposed program must be submitted to the Board office independently of the CAI materials for review purposes. The agreement will not be published or posted during the comment period.*

No formal agreements are in place.

**Duplication of Existing Programs**

- Identify similar programs in the state based on CIP code, title, and/or content. For each similar program provide the most recent K-TIP data: name of institution, program title, number of declared majors, number of program graduates, number of graduates exiting the system and employed, and annual median wage for graduates existing the system and employed.

Program Search on the KBOR website shows nine institutions with Electrical Technology programs in Kansas.

CIP Code	Program Name	Institution	Award	Total # Declared Majors	Total # Concentrators	Total # Graduates	Total # Pursuing Additional Education	Total Graduates Exited	Total Graduates Exited and Employed	Average Wage: Graduates Exited and Employed	Median Wage: Graduates Exited and Employed
46.0302	Electrician	Coffeyville	ASSOC/ CERT	16	12	11	*	10	10	\$30,605	\$32,240
	Electrician	Highland	ASSOC/ CERT	34	24	*	12	*	*	*	*
	Electrician	Hutchinson	ASSOC/ CERT	17	12	*	13	*	*	*	*
	Electrician	Johnson	ASSOC/ CERT	70	33	17	39	7	6	\$30,858	\$28,171
	Electrician	KCKCC	ASSOC/ CERT	64	52	10	30	9	9	\$47,842	\$40,672
	Electrician	North Central KTC	ASSOC/ CERT	37	34	10	24	10	10	\$41,648	\$46,539
	Electrician	Northwest KTC	ASSOC/ CERT	21	21	18	6	12	12	\$34,247	\$35,681
	Electrician	SATC	ASSOC/ CERT	19	15	8	5	8	8	\$38,627	\$39,076
	Electrician	Washburn Tech	ASSOC/ CERT	59	39	31	19	27	27	\$25,336	\$26,009

- **Was collaboration with similar programs pursued:**
  - **Please explain the collaboration attempt or rationale for why collaboration was not a viable option.**

Collaboration was not pursued. This program was requested by residents in the Ottawa/Garnett portion of NCCC’s service area and NCCC is capable of providing this

training with adjunct instructors from industry. This is a relatively small certificate with low startup costs. This program was developed in partnership with USD290- Ottawa.

### **Program Information**

- 3. List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program.**

#### **CMCT 105 OSHA 10 Safety Orientation**

1 credit hour - 100% lecture = minimum 13 contact hours

This course provides students with the best practices for some of the most common and hazardous situations on the job site. It is designed for all students prior to working on the job site.

1. Demonstrate the knowledge of OSHA.

#### **CMCT 106 Introduction to Craft Skills**

3 credit hours – 75% lecture/25% lab = minimum 43 contact hours

This course explains the safety obligations of workers, supervisors, and managers to ensure a safe workplace. It discusses the causes and results of accidents and the impact of accident costs. It defines safe work procedures, proper use of personal protective equipment, and working with hazardous chemicals. It further identifies other potential construction hazards, including hazardous material exposures, welding and cutting hazards and confined spaces.

1. Demonstrate the fundamentals of Basic Safety. MODULE 00101-15 –BASIC SAFETY & CONSTRUCTION SITE SAFETY ORIENTATION
2. Demonstrate the ability to perform construction math. MODULE 00102-15 – INTRODUCTION TO CONSTRUCTION MATH
3. Demonstrate the ability to correctly use hand tools. MODULE 00103-15 – INTRODUCTION TO HAND TOOLS
4. Demonstrate the ability to correctly use power tools. MODULE 00104-15 – INTRODUCTION TO POWER TOOLS
5. Demonstrate the ability to read and utilize blueprints. MODULE 00105-15 – INTRODUCTION TO CONSTRUCTION DRAWINGS
6. Demonstrate basic rigging. MODULE 00106-15 –INTRODUCTION TO BASIC RIGGING
7. Demonstrate basic communication skills. MODULE 00107-15 – BASIC COMMUNICATION SKILLS
8. Demonstrate basic employability skills. MODULE 00108-15 – BASIC EMPLOYABILITY SKILLS

#### **ELEC 102 Print Reading**

3 credit hours – 100% lecture = minimum 38 contact hours

This course teaches students to read specification manuals and prints as applied to residential, commercial, and industrial buildings.

1. Identify standard electrical symbols and notations.
2. Interpret dimensions using scales.
3. Identify basic layout of drawing set.
4. Identify site plans, floor plans, one line diagrams and detail drawings.

#### **ELEC 104 National Electrical Code I**

4 credit hours – 50% lecture/50% lab = minimum 63 contact hours

This is an introductory course on the use and interpretation of the current national electric code (NEC), covering chapters 1 – 4.

1. Explain the purpose and history of NEC and layout.
2. Interpret and apply general requirements of the NEC.
3. Interpret and apply wiring and protection requirements.
4. Interpret and apply wiring methods and materials.
5. Install equipment for general use.

### **ELEC 106 AC/DC Circuits I**

4 credit hours - 50% lecture/50% lab = minimum 63 contact hours

This course addresses the basics of alternating currents (AC) and direct current (DC) circuits.

1. Describe and apply Ohms, Watts, and Kirchhoff laws.
2. Define, demonstrate and apply the characteristics of series, parallel, and combination circuits.
3. Explain DC theory concepts.
4. Explain AC theory concepts.
5. Perform and interpret electrical measurements using industry standard equipment.

### **ELEC 108 Residential Wiring I**

4 credit hours – 20% lecture/80% lab = minimum 70 contact hours

This is an introductory course on residential wiring methods, which includes practical applications and hands-on experience in implementing code requirements.

1. Identify and install branch circuits per the National Electric Code (NEC).
2. Install and calculate residential services per NEC.
3. Identify and install various types of luminaries.
4. Describe branch circuit requirements for appliances per NEC.
5. Identify and install various types of switches and receptacles per NEC.
6. Identify the NEC requirements for grounding and bonding.
7. Identify and install over current/short circuit and ground fault protection.

### **ELEC 204 National Electrical Code II**

4 credit hours - 50% lecture/50% lab = minimum 63 contact hours

This course is a continuation of the National Electrical Code I course on the use and interpretation of the current National Electrical Code (NEC), covering chapters 5-9.

1. Interpret and apply Special Occupancies (Chapter 5) of the NEC.
2. Interpret and apply Special Equipment (Chapter 6) of the NEC.
3. Interpret and apply Special Conditions (Chapter 7) of the NEC.
4. Interpret and apply Communications Systems (Chapter 8) of the NEC.
5. Interpret and apply Tables (Chapter 9) of the NEC.

### **ELEC 206 Commercial Wiring I**

4 credit hours – 20% lecture/80% lab = minimum 70 contact hours

This is an introductory course on commercial wiring methods, which includes practical applications and hands-on experience in implementing code requirements.

1. Identify various types of feeder/branch circuit wiring methods.
2. Perform conduit bending.
3. Identify and perform conductor installation.
4. Calculate raceway and box fill per the National Electrical Code (NEC).

5. Identify components of distribution equipment.
6. Identify the NEC requirements for grounding and bonding.
7. Perform service calculations per NEC.
8. Apply National Fire Protection Agency 70 E requirements.

**ELEC 210 Electrical Externship**

3 credit hours – 100% Fieldwork = minimum 135 contact hours

This course provides an opportunity for formal classroom training to be applied in a supervised work experience. A minimum of 135 hours of work under a licensed electrician is required.

1. Demonstrate workplace skills directly related to jobs in the electrical industry.
2. Demonstrate workplace skills common to all jobs.

**4. If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.**

Not applicable.

**5. Provide a Program of Study/Degree Plan for the proposed program including a semester-by-semester outline that delineates required and elective courses and notes each program exit point.**

This program is being developed based on a request from Ottawa High School for their students and students from surrounding school districts. Adults will be recruited into evening sections of the program. Fast-track scheduling is always an option if a need arises to expedite program completion.

<b>Sequence of Courses</b>		<b>Cr Hrs</b>
<b>Semester I</b>		
CMCT 105 OSHA 10 Safety Orientation		1
CMCT 106 Introduction to Craft Skills		3
ELEC 102 Print Reading		3
	<b>Total</b>	<b>7</b>
<b>Semester II</b>		
ELEC 104 National Electrical Code I		4
ELEC 106 AC/DC Circuits I		4
	<b>Total</b>	<b>8</b>
<b>Semester III</b>		
ELEC 108 Residential Wiring I		4
ELEC 204 National Electrical Code II		4
	<b>Total</b>	<b>8</b>
<b>Semester IV</b>		
ELEC 206 Commercial Wiring		4
ELEC 210 Electrical Externship		3
	<b>Total</b>	<b>7</b>
<b>Total Electrical Technology Certificate Credits</b>		<b>30</b>

- 6. List any pertinent program accreditation available:**  
**a. Provide a rationale for seeking or not seek said accreditation**  
**b. If seeking accreditation, also describe the plan to achieve it**

Not applicable.

**Faculty**

- Describe faculty qualifications and/or certifications required to teach in the proposed program.

Master electricians, with a minimum of 4,000 hours in the industry, will be hired as adjunct instructors to teach these courses. This meets the HLC requirement.

**Cost and Funding for Proposed Program**

- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.).

Costs:

Physical Facilities:	\$0
No cost for facilities	
Equipment:	
No equipment	\$0
Faculty:	
1 adjunct instructor (7-8 credit hours/semester)	\$7,600
Instructional Materials:	
See chart below	\$6,971
Instructor Training (NCCER)	\$1,100

Ongoing Costs:

Adjunct instructor to teach 7-8 credit hours per semester: \$3,800/semester or \$7,600/year  
 Two adjuncts needed if two cohorts of students are training simultaneously.

This program is offered through an agreement with USD290 – Ottawa. No facility costs are involved. There are no accreditation costs; however, it is anticipated that the instructor will need to be NCCER trained. The program will be housed in the new technical education wing of Ottawa High School. The current Agreement with USD290 is attached. The Memorandum of Understanding (MOU) part of the Agreement for the 2018/19 academic year is attached.

Initially, one adjunct instructor will be hired to teach the courses in the program. This individual has not yet been hired. A second adjunct instructor will be needed if a second cohort of students enters in year two.

### Electrical Tool List

Item	Qty	Unit Price	Total Price
Klein Tool Kit – Apprentice Tool Set, 14-piece	8	\$199.99	\$1,599.92
SOG Kilowatt Folking Knife	8	42.99	343.92
Klein Conduit Fitting and Reaming Screwdriver	8	30.99	247.92
Torpedo Billet Level	8	28.47	227.76
Klein 86615 Tape Measure with magnetic double hool	8	32.48	259.84
Fluke Voltage Detector	3	27.99	83.97
Sheet Rock Saw (Stanley 20-556)	3	9.89	29.67
Knee pads	8	19.59	156.72
Klein electrical insulated screwdriver set	8	38.01	304.08
Klein magnetic nut driver set	1	43.43	43.43
Klein Stubby Multi-Bit Screwdriver	8	10.98	109.80
Greenlee Step Bit	1	26.99	26.99
Greenlee 7238SB Slug-Buster Knockout Kit with Ratchet	1	292.08	292.08
TEMCo Hydraulic Knockout Punch – Electrical Conduit Hole Cutter	1	119.00	119.00
Greenlee 830 Bi-Metal Hole Saw Kit, Conduit Sizes 7/8 – 2 ½	1	97.82	97.82
Fluke Networks PRO3000F60-Kit Tone and Probe	1	99.15	99.15
Klein Digital Clamp Meter AC/DC	1	104.54	104.54
DYMO Rhino Label Maker Kit	1	154.96	154.96
Brady Economy Electrical Lockout Toolbox Kit	1	112.17	112.17
Makita XT610 18V Lithim-Ion Cordless, 6 pc Combo Kit	1	589.00	589.00
Dewalt 100 piece Drill Bits	1	47.77	47.77
LED Head Lamp	8	12.97	103.76
Safety Goggles DeWalt DPG82	8	9.99	79.92
Cut Resistant Gloves (Pakel)	8	9.97	79.76
2x4 studs for demo wall	1	150.00	150.00
Misc screws	1	15.00	15.00
Electrical Boxes/Socket spacers	15	2.79	41.85
Receptacles - set	1	7.29	7.29
Breaker box, indoor	2	94.47	188.94
Circuit breakers, fuses	15	13.99	209.85
Wall switch, set	1	7.59	7.59
Wall switch, 3-way	1	10.99	10.99
Conduit – aluminum 500	1	545.00	545.00
Wire, variety, 5000	1	420.00	420.00
Strut Straps	10	2.50	25.00
Tape	10	3.60	36.00
<b>TOTAL</b>			<b>\$6,971</b>

Klein 14-Piece Apprentice tool set includes:

9-Inch high-leverage side-cutting pliers with fish tape pulling,  
8-Inch high-leverage diagonal-cutting pliers with angled head,  
8-Inch heavy-duty long-nose side-cutting pliers,  
10-Inch pump pliers,  
Klein-Kurve wire stripper/cutter,  
1/4-Inch cushion-grip nut driver with 3-Inch shaft,  
5/16-Inch cushion-grip nut driver with 3-Inch shaft,  
No. 2 square-recess tip cushion-grip screwdriver with 4-Inch round shank,  
1/4-Inch cabinet-tip cushion-grip screwdriver with 4-Inch round shank,  
No. 2 Phillips tip cushion-grip screwdriver with 4-Inch round shank,  
No. 1 Phillips tip cushion-grip screwdriver with 3-Inch round shank,  
3/16-Inch cabinet-tip cushion-grip screwdriver with 6-Inch round shank, and  
12-pocket tool pouch and a web tool belt.

- Provide detail on **CA-1a form**. See attached
- Describe any grants or outside funding sources that will be used for the initial start up of the new program and to sustain the proposed program.

NCCC discontinued offering our construction technology program in Lawrence, due to low demand. The funds allocated to that program have been reassigned to support two new smaller programs, electrical and plumbing. The funds are available due to this program restructure.

At this time, there are no outside sources of funding; however, as the program grows and requires additional supplies/equipment, NCCC will search out grants and donations to assist with the growth needs of this new program.

### **Program Review and Assessment**

- Describe the institution's program review cycle.

See attached Program Review Guidelines.

### **Program Approval at the Institution Level**

- Provide copies of the minutes at which the new program was approved from the following groups:
  - Program Advisory Committee Attached  
(including a list of the business and industry members)

<b>Electric – Plumbing Advisory Board</b>						
	<b>Company</b>	<b>First</b>	<b>Last</b>	<b>Street</b>	<b>City</b>	<b>Phone</b>
Plumbing	Carey Plumbing	Mark	Carey	918 S. Sycamore St.	Ottawa, KS 66067	785-242-6126
Electric	Advantage Electric	Eric	Crowley	229 N. Main	Ottawa, KS 66067	785-418-1218
Electric	Gibson Electric	Phil	Gibson	2430 S. Eisenhower Ave.	Ottawa, KS 66067	785-242-2895
Electric	Hogelin Electric	Gary	Hogelin	2579 Sand Creek Rd	Ottawa, KS 66067	785-242-7770
Plumbing	Kane Plumbing	Brian	Kane	1345 S. Pine St.	Ottawa, KS 66067	785-242-7353
Electric		Dale	Kratzberg	210 N. Ransom	Richmond, KS 66080	785-418-6050
Plumbing	Plumbers and Pipefitter Apprenticeship Train of Kansas	Chris	Neel	1330 E 1st St, Ste 110	Wichita, KS 67214	316-267-8508
Plumbing	The Faucet Doc	Marlin	Porter	416 W 17th St.	Ottawa, KS 66067	785-242-0347
Electric	Pride Services	Kevin	Prouty	3842 Georgia Terrace	Pomona, KS 66076	785-242-9700
Electric	Performance Electric	David	Rossmann	206 N. Oak	Ottawa, KS 66067	785-242-5748
Electric	Plumbers and Pipefitters Local Union 441	Rick	Salyer	2132 S. Kansas Ave	Topeka, KS 66611	785-354-8539
Plumbing	Servatius Plumbing	Jerry	Servatius	941 W 4th St.	Ottawa, KS 66067	785-242-4794
Plumbing	Steanson Plumbing	Ray	Steanson	133 N. Cedar St.	Ottawa, KS 66067	785-242-7353
Electric	Faith Technologies	John	Storms	11086 Strang Line Rd	Lenexa, KS 66215	913-541-4700

- Curriculum Committee Attached.
- Governing Board - Attached.
- *(including a list of all Board members and indicate those in attendance at the approval meeting)*

Submit the completed application and supporting documents to the following:

Director of Workforce Development  
 Kansas Board of Regents  
 1000 SW Jackson St., Suite 520  
 Topeka, Kansas 66612-1368

# KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2018)

Institution: Neosho County Community College

Proposed Program: Electrical Technology

## IMPLEMENTATION COSTS

<b>Part I. Anticipated Enrollment</b>		Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program? 8 students x 15cr = 120cr				
		Full-Time	Part-Time	
A. Headcount:		--	8	
<b>Part II. Initial Budget</b>		Implementation Year		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#	\$	\$	
Part-time/Adjunct	#1	\$	\$7,600	General Fund
		Amount	Funding Source	
B. Equipment required for program		\$		
C. Tools and/or supplies required for the program		\$6,971	General Fund	
D. Instructional Supplies and Materials		\$		
E. Facility requirements, including facility modifications and/or classroom renovations		\$		
F. Technology and/or Software		\$		
G. Other <i>(Please identify; add lines as required)</i> NCCER Training		\$1,100	General Fund	
<b>Total For Implementation Year</b>		<b>\$15,671</b>	<b>General Fund</b>	

## PROGRAM SUSTAINABILITY COSTS (Second and Third Years)

<b>Part I. Program Enrollment</b>		Second and Third Years		
Please state how many students/credit hours are expected during the first two years of the program? 18/270 YR 2 = 8 students x 15 credits = 120 credit hours YR 3 = 10 students x 15 credits = 150 credit hours				
		Full-Time	Part-Time	
A. Headcount:		--	18	
<b>Part II. Ongoing Program Costs</b>		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#	\$	\$	
Part-time	#2	\$	\$15,200	General Fund
		Amount	Funding Source	
B. Equipment required for program		\$		
C. Tools and/or supplies required for the program		\$	Fees, General Fund	
D. Instructional Supplies and Materials		\$		
E. Facility requirements, including facility modifications and/or classroom renovations		\$		
F. Technology and/or Software		\$		
G. Other <i>(Please identify; add lines as required)</i>		\$		
<b>Total For Program Sustainability</b>		<b>\$15,200</b>	<b>Fees, General Fund</b>	

# KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2018)

Please indicate any additional support and/or funding for the proposed program:

No additional funding is secured. As noted, NCCC closed our Construction Technology program in Lawrence to free up funds to start Electrical Technology and Plumbing programs.

Some of the required start-up supplies are already available and will be shared with NCCC's HVAC and construction programs.

As the program grows, staff will seek donations and grants to offset general budget expenditure.

Submit the completed document to the following:

Director of Technical Programs & Curriculum  
Kansas Board of Regents  
1000 SW Jackson, Ste. 520  
Topeka, KS 66612-1368



## *Performance Electric Solutions*

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Brenda Krumm, Dean  
Neosho County Community College  
800 W. 14<sup>th</sup> Street  
Chanute, KS 66720

March 28, 2018

Dear Ms. Krumm:

Performance Electric Solutions is excited to hear that NCCC plans to start an Electrical Technology program. As an electrical contractor we understand the need for a program like this in order to improve the number of experts in this field. In support of the program, Performance Electric Solutions is interested in having your students work with us as an intern/trainee during the final semester of the program. We must meet our legal and labor requirements as part of this process. We would also be interested in serving on the advisory committee.

Thank you,

Sincerely,

A handwritten signature in black ink, appearing to read "John Campanelli", is written in a cursive style.

**John Campanelli**  
President, Performance Electric Solutions  
Cell 913-638-5490  
[johnc@performance-electric.com](mailto:johnc@performance-electric.com)

## Brenda Krumm

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**From:** Storms, John <John.Storms@faithtechnologies.com>  
**Sent:** Friday, March 16, 2018 1:49 PM  
**To:** Brenda Krumm  
**Subject:** Letter of Support

Dear Ms. Krumm:

Faith Technologies is pleased to hear that NCCC plans to start an Electrical Technology program. In support of the program Faith Technologies will be glad to support NCCC in the following ways. Faith Technologies will hire qualified graduates, serve on the advisory committee and also be guest speakers.

Thank you.



**John Storms** | Technical Training Consultant  
o: (913) 541.3945 | m: (913) 548.3371  
Faith Technologies, Inc.

# Pride Services, Inc.

3842 Georgia Terrace, Pomona, KS 66076 Office: 785-242-9700 / Fax 785-242-9700  
Email [kevin.proutv@yahoo.com](mailto:kevin.proutv@yahoo.com)

Brenda Krumm, Dean  
Neosho County Community College  
800 W. 14th Street  
Chanute, KS 66720

Dear Ms. Krumm:

Pride Services Inc. is pleased to hear that NCCC plans to start an Electrical Technology program. Pride Services Inc. supports the program in the following:

1. Pride Services Inc. will be glad to have your students work with us as interns/trainees during the final semester of the program.
2. We will hire qualified graduates of the program.
3. We would be willing to contact our suppliers to contribute supplies to this cause.

Sincerely,



Kevin Prouty

**OTTAWA USD 290 / NEOSHO COUNTY COMMUNITY COLLEGE**  
**Memorandum of Understanding**

2018-2019 School Year

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**INTRODUCTION**

This document is a binding memorandum of understanding between Ottawa USD 290 (OHS) and the NCCC. The intention of this memorandum is to develop the framework for establishing and maintaining a governance structure and delivery model for providing education programs to secondary students attending high school in Ottawa (the C3 Initiative). This agreement does not cover all issues pertinent to the formation/operation/dissolution, but it does describe an agreed-upon set of principles for its operation. The goal of this agreement is to maximize the efficiency and effectiveness of college level courses offered at Ottawa High School. Reference to "students" for purposes of this Memorandum shall refer only to Ottawa High School students enrolled in educational programs referred to herein.

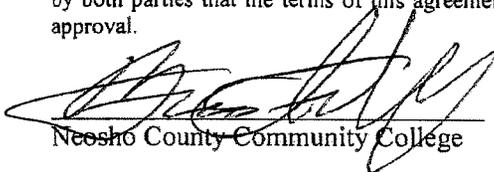
**POINTS OF UNDERSTANDING**

1. NCCC will administer and retain day-to-day responsibility for education programs located at Ottawa High School. OHS agrees to provide financial support of the programming in a cooperative effort with Neosho County Community College.
  - 1.1. OHS will pay a flat fee of \$53,000.00 to NCCC for the 2016-2017 school year.
  - 1.2. The following are objectives for this agreement:
    - No tuition/fees for OHS students for classes at the high school.
    - NCCC does not lose money and USD290 does not lose money.
    - The program will be expandable and retractable as needed.
    - The original agreement will be for two (2) years, with a review at the end of the first academic year.
    - A report at the end of the fiscal year will document
      - (a) the amount of funds paid by USD290 compared to the tuition/fee amount NCCC would have received if they were charged to students;
      - (b) credit hours generated prior to C3 and post C3 agreement comparison; and
      - (c) how many students are on a path to a degree.
    - All regular NCCC rules and regulations will apply to the C3 program including:
      - (a) NCCC reviews instructor credentials for HLC compliance;
      - (b) placement testing has to be done and students must meet test scores;
      - (c) regular certification dates, grade dates, etc.
2. The flat fee is based upon up to nine (9) sections and estimated 267 credit hours in the Fall Semester, and up to eight (8) sections and estimated 237 credit hours in the Spring Semester. If during the school year additional sections are opened by mutual agreement, OHS will be charged an additional amount equal to the cost of the instructor(s), the instructor cost to be determined based upon the course enrollments (i.e. courses that have eight (8) or more students would require full pay for the instructors, and courses that have fewer than eight student would result in a prorated instructor fee).
  - 2.1. The number of seats in each individual class will be determined jointly by OHS and NCCC.
  - 2.2. OHS will be responsible for assigning students to its allotment of seats. OHS will notify NCCC as such assignments are made.
3. NCCC will be responsible for the development and revision of specific program curriculum based upon direction provided by OHS. Following the development and revision of program curriculum with input as stated, this information will to be presented to OHS.
  - 3.1. **Special Projects.** Any Special Projects agreed to by NCCC and OHS shall be set forth in attached "Special Project Addendum(s)" describing the project(s) and the estimated costs therefore.
4. NCCC will follow the OHS' school calendar for these classes.
5. NCCC will be responsible for the staff development needs/schedule of employees assigned to these classes.
6. Operation of these class programs will be administered by policies and procedures as approved by the NCCC Board of Trustees.
7. OHS' representative, on behalf of each student, shall provide documents required to satisfy regulatory reporting requirements and to assure any necessary reasonable accommodations that may be needed are

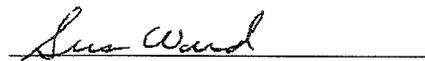
provided. Notification as to individual student health issues that may affect their performance/safety are also governed by this policy.

8. The OHS Student Code of Conduct will be used for all student-related matters, except for the following which shall be governed exclusively by the NCCC Code of Student Conduct: Grade Appeal; Academic Integrity; NCCC students that are not OHS students.
9. OHS will provide at no cost the facilities necessary, located at OHS to NCCC adequate for the school year enrollment for classes. (including welding for 18/19 academic year and plumbing and electrical for 19/20)
10. OHS will allow instructors access to the technical program classrooms outside of class time for lab preparation.
11. During the 2018-2019 academic year, enrollment in daytime welding courses will be restricted to high school-aged students.
12. NCCC will provide all gas required for the welding program at OHS.
13. Other consumables required by the OHS agriculture welding program will be provided by the OHS agriculture program.
14. OHS will provide a secured area for hand tools and equipment.
15. Each entity agrees to be responsible for any maintenance or repair work needed on equipment owned by each entity. (Example: NCCC will maintain and repair NCCC-owned equipment.
16. Welding, electrical, plumbing, and any other career and technical education (CTE) courses taught by NCCC on the OHS site are outside of the cost agreement of the C3 program.
17. Tuition/Fees for career and technical education courses will be charged to students, as appropriate. Most CTE courses will fall under the Excel in CTE program and have course fees, but no tuition.

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

  
\_\_\_\_\_  
Neosho County Community College

6-25-18  
Date

  
\_\_\_\_\_  
The Board of Education of  
Unified School District 290  
(Ottawa High School)

6.11.2018  
Date

A Special Projects Addendum (check one):

Is attached and incorporated herein.

Is not attached.

No special project is planned.

**CONTRACTUAL PROVISIONS ATTACHMENT**

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

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

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

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.  
Contractor agrees to comply with all applicable state and federal anti-discrimination laws.  
The provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting State agency cumulatively total \$5,000 or less during the fiscal year of such agency.
6. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility For Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.

12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.
- The community college and board of trustees shall be responsible solely for their own actions or failure to act. (71-201a(a))
  - The community college and board of trustees shall not indemnify or hold harmless resulting from actions or failure to act by any party other than the board of trustees or the community college. (71-201a(b))
  - The community college and board of trustees cannot submit to the jurisdiction of any court other than the courts of the State of Kansas. (71-201b(c))
  - References to "State of Kansas" shall mean NCCC.

Plumbing and Electrical Advisory Meeting  
March 13, 2018  
12:00PM NCCC Ottawa Campus

Attendees: David Rossman – Performance Electric, John Storms – Faith Technologies, Brian Kane – Kane Plumbing, Ray Steanson - Servatius Plumbing, Brenda Krumm, Wendy Rossman, Ruthie Wark and Amy Smith all with NCCC.

Started the meeting off by round table introductions. Brenda then thanked each of them for coming, as we know they are all busy, but the support/interest is greatly appreciated. She then went over the Electrical Program Sheet and explained that they are all aligned programs except for the internship as she felt it was important to add that for some actually fieldwork experience for the students. Our thinking is that most of the audience will be juniors and seniors in high school as the high school students will have first rights to classes over adults as they work on their class schedules.

John with Faith explained how they do training at their facility and showed us the custom book they use and he did leave one for Brenda to review. He stated that he does not see anything that raises a red flag to him with the layout of the courses. He also mentioned he would like to visit with us about an articulation agreement with Faith Technologies in the future.

David Rossman expressed that there is a large market for use of workers without a licensure. Also brought up that with the decrease of industrial trades classes offered in high schools has really effected the drive of high school students coming out looking for jobs. He said that they use to have students come looking for summer jobs or afternoon job and that just does not happen anymore. Kids are getting lazy and just not being taught the trades in school, so they do not really know what they are capable of doing or what there interest really are.

David also mentioned that he was able to walk through the Ottawa High School new technology portion and was concerned with where they would have the hands on lab space for Electrical and Plumbing programs. He said he really feels like they will need something like the space at Garnett. Brenda had wondered about the same thing and the idea she had was possibly using a regular classroom for class portion and the new area for the lab portion of the class. That is just one idea.

Brenda then asked for help from all of the industrial attendees to keep eyes and ears open for instructors for the programs, as this will be a part time position. Possibly a retired professional trade's person. If they had any ideas to please share them with her and her contact, information is on the program sheets that they were provided before meeting.

John asked if we work on interview skills or anything like that within the programs. Brenda explained how we do; we either bring in a company or guest to do mock interviews with students. She also mentioned that just because we do cover does not mean that they are always utilized. Scott did say he would be more than willing to be a contact to come in and do mock interviews.

David Rossman did express concern about getting word out about the programs.

Brenda then continued on and went over the Plumbing Program Sheet and explained that we used curriculum straight out of NCCER and that they would notice the first 3 course for each of the programs were exactly the same.

Brenda then explained how we had to have three letters of support for each program, not just one that says we will support these programs. They have to say specifically what you are willing to do will you come in for interviews, come to advisory meetings or come speak to classes.

David Rossman said he will report back to Performance Electric company and see about being a member of the advisory board and anything else that they could do for us.

John Storms said he would be happy to be guest speaker, be on advisory board and hire qualified graduates to send them there way! He explained they are a growing company and are always growing.

Brian with Kane Plumbing said he would do letter did not elaborate on what he is willing to provide.

Ray with Steanson Plumbing said he would do letter as well.

Brenda said our goal is to start these programs this fall. We would like to have letters of support back to us by March 23<sup>rd</sup>.

John offered for us to come tour Faith Industries, just contact him to set that up.

Ray mentioned to contact Inspection Company of Johnson County as they might be a good contact for these programs.

## CURRICULUM COMMITTEE MEETING

### AGENDA

Friday, March 2, 2018

1:30 – 2:30pm

SU 213/\*Zoom

- I. Approval of Agenda
  - Consent Agenda
    - A. Approval of minutes Feb 2, 2018 – Minutes were approved via email and posted to InsideNC.
  
- II. New Business
  - A. ELEC 102 Print Reading
  - B. ELEC 104 National Electrical Code I
  - C. ELEC 106 AC – DC Circuits I
  - D. ELEC 108 Residential Wiring I
  - E. ELEC 204 National Electrical Code II
  - F. ELEC 206 Commercial Wiring I
  - G. ELEC 210 Electrical Externship
  - H. Electrical Technology Program Sheet
  - I. PLMB 102 Plumbing Fundamentals
  - J. PLMB 104 Plastic and Copper Pipe Tube and Fittings
  - K. PLMB 106 Cast Iron and Carbon Steel Pipe and Fittings
  - L. PLMB 108 Fixtures and Drain Waste and Vent Systems
  - M. PLMB 110 Plumbing Externship
  - N. Plumbing Program Sheet
  - O. Accommodations Master Syllabus Language
  - P. Process For Ending A Program (Healthcare Documentation and Medical Transcription)
  
- III. Old Business
  - A. *(Pre-Professional Studies)*
  
- IV. Next Meeting – April 6, 2018 1:30 – 2:30pm SU 213
  
- V. Adjournment

## CURRICULUM COMMITTEE MEETING

### MINUTES

Friday, March 2, 2018

1:30 – 2:30pm

SU 213/\*Zoom

Attendance: \*Kevin Blackwell, Chair, \*Mindy Ayers, \*Cathy Gordon, \*Patty McDonald, Lindsay Reustle, Tracy Rhine, \*Kristy Snyder

Ex-Officio: \*Pam Covault, \*Marie Gardner, Brenda Krumm, Amy Morris, Dr. Sarah Robb, \*Nathan Stanley

The meeting was called to order at 1:30pm.

I. Approval of Agenda

Marie Gardner moved to approve the agenda, Brenda Krumm seconded the motion.

Motion carried

II. New Business

- A. ELEC 102 Print Reading
- B. ELEC 104 National Electrical Code I
- C. ELEC 106 AC – DC Circuits I
- D. ELEC 108 Residential Wiring I
- E. ELEC 204 National Electrical Code II
- F. ELEC 206 Commercial Wiring I
- G. ELEC 210 Electrical Externship
- H. Electrical Technology Program Sheet

Most of the discussion among committee members focused on minor grammatical changes and punctuation. Brenda provided an overview of the program and curriculum basis. She shared the benefits to providing an externship and how chapters are referred to in the industry. There was some discussion that completing this program does not qualify for journeyman licensure. The committee members determined the best wording and placement for this information. Each course, along with the program sheet and matrix, all received a motion to approve and each motion received a second. All motions to approve the courses, program sheet, and matrix carried.

- I. PLMB 102 Plumbing Fundamentals
- J. PLMB 104 Plastic and Copper Pipe Tube and Fittings
- K. PLMB 106 Cast Iron and Carbon Steel Pipe and Fittings
- L. PLMB 108 Fixtures and Drain Waste and Vent Systems
- M. PLMB 110 Plumbing Externship
- N. Plumbing Program Sheet

Most of the discussion among members again focused on minor grammatical changes and punctuation. Brenda shared that there was no data on the KBOR website indicating there is no Plumbing program in the state of Kansas. She explained how there is a need not being met and an interest shown in providing such a program. She provided an overview of the program and curriculum basis. This program completion also does not qualify for licensure and the committee members agreed to apply similar wording and placement for this

information. Each course, along with the program sheet and matrix, all received a motion to approve and each motion received a second. All motions to approve the courses, program sheet, and matrix carried.

- O. Accommodations Master Syllabus Language – The language for accommodations mirrors the ADA language and the placement order recommended on the Master Syllabus was Accommodations language, followed by the Non Discrimination language, and then the Title IX language. Marie moved to approve the accommodations language and recommended placement order of the three subjects. The motion was seconded by Kristy Snyder. Motion to approve carried.
- P. Process for Ending A Program (Healthcare Documentation and Medical Transcription) - Dr. Robb saw an opportunity to go over the process for ending a program with the Healthcare Documentation and Medical Transcription programs. She explained that generally the process begins with a departmental decision that is taken to the Program Review Committee. If a recommendation to approve the ending of a program is reached, that recommendation is then taken to the Curriculum Committee for input and feedback. The Vice President then makes a final decision. With the process reviewed, she explained why the two programs on the table were recommended to end and asked for any questions, input, or feedback from the committee members. Amy Morris moved to terminate the Healthcare Documentation and Medical Transcription programs. Brenda seconded the motion. The motion carried.

### III. Old Business

- A. Pre Professional Studies – Kevin Blackwell reported on Dr. Kapkiai's behalf that the Applied Science Division met to work on this and will have a draft for the next meeting.

### IV. Next Meeting – April 6, 2018 1:30 – 2:30pm SU213 – Kevin informed the committee members that the meeting for April will be rescheduled.

### V. Adjournment – The meeting adjourned at 2:40pm

Minutes were recorded by Rita Morton.

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**AGENDA**

**April 17, 2018 – 5:30 P.M.  
Student Union – Room 209**

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
  - a.
- IV. Approval of the Agenda**
- V. Consent Agenda**
  - A. Minutes from March 13, 2018
  - B. Minutes from April 3, 2018 Special Meeting
  - C. Claims for Disbursement for March 2018
  - D. New Course Approval
  - E. Personnel
- VI. Reports**
  - A. Faculty – Andrew Ouellette
  - B. Treasurer – Sandi Solander
  - C. President – Dr. Brian Inbody
- VII. Old Business**
  - A.
- VIII. New Business**
  - A. Resolution 2018-11: Faculty Renewal Recommendations
  - B. Resolution 2018-12: Administrative Employees Contract Renewals
  - C. Resolution 2018-13: Hourly Non-Exempt Employees Contract Renewals
  - D. Executive Session: Real Estate
  - E. Executive Session: Negotiations
  - F. Executive Session: Employee Matters
  - G. Executive Session: Employee Matters
- IX. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**AGENDA**

**April 17, 2018 – 5:30 P.M.  
Student Union – Room 209**

**I. CALL TO ORDER**

David Peter called the meeting to order at approximately 5:30 p.m. in Room 209 of the Student Union.

**II. ROLL CALL**

The following members were present: Kevin Berthot, Lori Kiblinger, David Peter, Dennis Peters and Jennifer Westerman.

Also in attendance were: Kerrie Coomes, Andrew Ouellette, Marie Gardner, Dr. Brian Inbody, Brenda Krumm, Kent Pringle, Kerry Ranabargar, Sarah Robb, Angela Rowan, Mike Saddler, Jon Seibert, Ben Smith, Sandi Solander, and The Chanute Tribune.

**III. PUBLIC COMMENT**

**IV. APPROVAL OF THE AGENDA**

On motion by Dennis Peters and second by Jennifer Westerman, 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 March 13, 2018**
- B. Minutes from April 3, 2018 Special Meeting**
- C. Claims for Disbursement for March 2018**
- D. New Course Approval**

At the March 2018 Board of Trustees meeting, the Board approved the courses for a plumbing certificate program and an electrical technology certificate program. The program sheets for these two new programs, as approved by the institutional curriculum committee. Approval of these two new programs by the Board of Trustees is requested, please see the following.

# Electrical Technology

## Certificate

### AAS Degree (option)

The Electrical Technology certificate program is a 30-credit hour program that includes theory and hands-on application. The program prepares students to take the Journeyman Electrician exam. In Kansas, individual cities and counties issue licenses for electricians. The first requirement is typically attainment of the Journeyman classification through training and passing the Journeyman exam. Graduates of a college program need only one additional year of field experience (2,000 hours) under the supervision of a licensed journeyman or master electrician in order to sit for the journeyman licensing exam.

The program utilizes the National Center for Construction Education and Research (NCCER) curriculum. NCCER is a nationally recognized credentialing and certification system. Students completing the program will cover NCCER Core and Electrical Level 1. Successful students will also obtain OSHA 10 certification. This program is aligned with the Kansas Board of Regents Electrical Technology Program CIP: 46.0302.

Electricians install, maintain, and repair electrical power, communications, lighting, and control systems in homes and businesses. Students may enter the industry as journeyman electricians, ready to perform on-the-job training in preparation for licensure. US Department of Labor Bureau of Labor Statistics indicates employment of electricians is expected to grow 9 percent from 2016 to 2026. The median annual wage for electricians was \$52,720 in May 2016.

In this program, students will learn about the electrical trade with strong emphasis on electrical safety. Students will learn electrical theory and the National Electric Code. Students will obtain hands-on experience with electrical circuits, device boxes, raceways and fittings, conductors and cables. Additionally, students will learn how to read electrical construction drawings and how to use electrical testing equipment.

#### Electrical Technology Certificate Program Outcomes

1. Demonstrate an understanding of OSHA safety standards.
2. Demonstrate the ability to correctly use power and hand tools.
3. Demonstrate the ability to read blueprints.
4. Use and interpret the National Electric Code.
5. Demonstrate an understanding of AC/DC Circuits.
6. Demonstrate safe and proper residential wiring methods.
7. Demonstrate safe and proper commercial wiring methods.
8. Demonstrate basic employability skills.

Sequence of Courses		Cr Hrs
<b>Semester I</b>		
CMCT 105	OSHA 10 Safety Orientation	1
CMCT 106	Introduction to Craft Skills	3
ELEC 102	Print Reading	3
	<b>Total</b>	<b>7</b>
<b>Semester II</b>		
ELEC 104	National Electrical Code I	4
ELEC 106	AC/DC Circuits I	4
	<b>Total</b>	<b>8</b>
<b>Semester III</b>		
ELEC 108	Residential Wiring I	4
ELEC 204	National Electrical Code II	4
	<b>Total</b>	<b>8</b>
<b>Semester IV</b>		
ELEC 206	Commercial Wiring I	4
ELEC 210	Electrical Externship	3
	<b>Total</b>	<b>7</b>
<b>Total Electrical Technology Certificate Credits</b>		<b>30</b>

#### Associate of Applied Science Option

Students interested in completing an Associate of Applied Science degree in Industrial Engineering Technology should visit with an advisor to determine general education requirements. The AAS Degree requires 64 credit hours including a minimum of 42 technical credits hours. First-time, full-time students are required to take CURR 100, First Year Seminar.

#### Required General Education Courses include:

ENGL 101 English Composition I, 3 cr hrs  
 COMM 213 Interpersonal Communication, 3 cr hrs  
 CSIS 100 Computer Concepts and Applications, 3 cr hrs  
 Additional General Education Hours to bring degree total to 64.

#### For more information contact:

Program Advisor:  
 Brenda Krumm, 620-432-0364  
[bkrumm@neosho.edu](mailto:bkrumm@neosho.edu)

# Plumbing

## Certificate

### AAS Degree (option)

The Plumbing certificate program is a 21-credit hour program that includes theory and hands-on application. The program prepares students to take the Journeyman Plumbing exam. In Kansas, individual cities and counties issue licenses for plumbers. The first requirement is typically attainment of the Journeyman classification through training and passing the Journeyman exam. Check in your local area to determine specific licensing requirements. Graduates of a college plumbing program need only one additional year of field experience (2,000 hours) under the supervision of a licensed journeyman or master plumber in order to sit for the journeyman licensing exam.

The program utilizes the National Center for Construction Education and Research (NCCER) curriculum. NCCER is a nationally recognized credentialing and certification system. Students completing the program will cover NCCER Core and Plumbing Level 1. Successful students will also obtain OSHA 10 certification.

Plumbers assemble, install, or repair pipes, fittings, or fixtures of heating, water or drainage systems in homes and businesses according to the International Plumbing Code. Students may enter the industry with journeyman skills, ready to perform on-the-job training in preparation for licensure. US Department of Labor, Bureau of Labor Statistics indicates employment of plumbers is expected to grow 16 percent (much faster than average) from 2016 to 2026. The median annual wage for plumbers was \$51,450 in May 2016.

In this program, students will learn about the plumbing trade including an overview of the profession, safety, plumbing tools, plumbing math, and blueprints. Students will learn about plastic, copper, cast-iron, and carbon steel plumbing materials and the differences of each. Students will have hands-on experience with fixtures, drains, waste, vent systems and water distribution systems.

#### Plumbing Certificate Program Outcomes

9. Demonstrate an understanding of OSHA safety standards.
10. Demonstrate the ability to correctly use power and hand tools.
11. Demonstrate the ability to read blueprints.
12. Use basic math to perform plumbing-related calculations.
13. Demonstrate proper techniques to measure, cut, and join plastic pipe and copper tube.
14. Demonstrate proper techniques to measure, cut, and join cast-iron and steel pipes.
15. Demonstrate proper installation techniques for plumbing fixtures, drain, waste, and vent systems.
16. Demonstrate employability skills.

#### Sequence of Courses

		Cr Hrs
<b>Semester I</b>		
CMCT 105	OSHA 10 Safety Orientation	1
CMCT 106	Introduction to Craft Skills	3
ELEC 102	Print Reading	3
	<b>Total</b>	<b>7</b>
<b>Semester II</b>		
PLMB 102	Plumbing Fundamentals	3
PLMB 104	Plastic and Copper Pipe, Tube, and Fittings	3
	<b>Total</b>	<b>6</b>
<b>Semester III</b>		
PLMB 106	Cast Iron and Carbon Steel Pipe and Fittings	3
PLMB 108	Fixtures and Drain, Waste, and Vent Systems	3
	<b>Total</b>	<b>6</b>
<b>Semester IV</b>		
PLMB 110	Plumbing Externship	2
	<b>Total</b>	<b>2</b>
<b>Total Plumbing Certificate Credits</b>		<b>21</b>

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#### Associate of Applied Science Option

Students interested in completing an Associate of Applied Science degree in Industrial Engineering Technology should visit with an advisor to determine general education requirements. The AAS Degree requires 64 credit hours including a minimum of 42 technical credits hours. First-time, full-time students are required to take CURR 100, First Year Seminar.

#### Required General Education Courses include:

ENGL 101 English Composition I, 3 cr hrs  
 COMM 213 Interpersonal Communication, 3 cr hrs  
 CSIS 100 Computer Concepts and Applications, 3 cr hrs  
 Additional General Education Hours to bring degree total to 64.

#### For more information contact:

Program Advisor:  
 Brenda Krumm, 620-432-0364  
[bkrumm@neosho.edu](mailto:bkrumm@neosho.edu)

## **E. Personnel**

### **1. Withdrawal of Resignation of English Instructor – Ottawa Campus**

It was the President's recommendation that the Board accept the withdrawal of the resignation of Jeremy Gulley, English Instructor on the Ottawa campus. Mr. Gulley had requested that his contract not be renewed for 2018-19, which the Board approved at the April Special Board meeting. The Board's acceptance of Mr. Gulley's resignation withdrawal means that he will be eligible for a contract for the 2018-2019 academic year.

### **2. Resignation of Director of Admissions**

It was the President's recommendation that the Board approve the resignation of Tristan Jones, Director of Admissions. Her last day will be April 20, 2018.

### **3. Resignation of Theatre Instructor**

It was the President's recommendation that the Board approve the resignation of Dustin Shaffer, Theatre Instructor. His last day will be May 16, 2018.

### **4. Resignation of Sociology Instructor**

It was the President's recommendation that the Board approve the resignation of Nick Gemas, Sociology Instructor. His last day will be May 16, 2018.

### **5. Resignation of Nursing Instructor – Ottawa Campus**

It was the President's recommendation that the Board approve the resignation of Crickett Johnston, Nursing Instructor. Her last day will be May 16, 2018.

### **6. Resignation of Office Services/Switchboard (Part-Time)**

It was the President's recommendation that the Board approve the resignation of Traci Follmer, Office Services/Switchboard, pending her approval to Payroll/Accounts Payable Clerk.

### **7. Payroll/Accounts Payable Clerk**

It was the President's recommendation that the Board approve the employment of Traci Follmer, Payroll/Accounts Payable Clerk.

Ms. Follmer has been an employee at Neosho County Community College since September of 2016.

Ms. Follmer will be paid \$11.50 per hour, (Level III) beginning April 23, 2018.

### **8. Simulation Clinician**

It was the President's recommendation that the Board approve the employment of Mamie Haque, Simulation Clinician. Ms. Haque has a Bachelor's Degree in Nursing from Mid-America Nazarene University, Associates Degree in Nursing from NCCC – Ottawa Campus and a B.S. in Human Biology from University of Kansas.

Ms. Haque's prior work experience includes Clinical Coordinator at DaVita, Registered Nurse at Stormont-Vail Health Center and Charge Nurse at Medicalodges.

Ms. Haque will be paid an annual salary of \$43,415.00 (MS+15 step 13) beginning April 18, 2018.

**9. Custodian (Part-Time) – Ottawa Campus**

It was the President’s recommendation that the Board approve the employment of Mark Ginsbach, Custodian (part-time) – Ottawa Campus.

Mr. Ginsbach’s prior work experience includes Assistant Maintenance Director/Custodian at USD 287 Pomona School District and Head Custodian at Spearfish School District.

Mr. Ginsbach will be paid \$11.50 per hour, (Level 1) beginning April 18, 2018.

**VI. REPORTS**

- A. Faculty – Andrew Ouellette reported what the faculty are doing. See attachment.
- B. Treasurer – Sandi Solander gave a treasurer’s report. Revenue for the month of March was \$2,705,944.75 and disbursements were \$2,516,927.09. See attachments.
- C. President – Dr. Brian Inbody gave his president’s report. See attachment.

**VII. OLD BUSINESS**

- A.

**VIII. NEW BUSINESS**

**A. Faculty Renewal Recommendations**

As Kansas statues dictate, the Board must inform contracted full-time faculty of their intent to renew or not renew their contracts before the next academic year. These recommendations are given by the faculty member’s respective division chair or director then confirmed by the Chief Academic Officer. If a faculty member receives their fourth consecutive contract from the Board, the instructor receives additional due process rights if a request for nonrenewal occurs.

Completion of Probation

The following faculty on the renewal list have completed three probationary contracts. This fourth contract will give them a continuing, non-probationary contract with full rights of due process:

Lindsay Reustle	Mindy Covey
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The following coaching faculty on the renewal list has completed three probationary contracts. By statute coaches are not eligible for non-probationary contracts:

Rafael Simmons	Shareese Hicks
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NCCC Faculty Recommended for Non-probationary Contract Renewal

The administration recommends the following faculty for non-probationary contract renewal for the 2018-2019 academic year:

Melinda Ayers	Bobbie Forrest	Alex Myers
P. Kevin Blackwell	Curtis Hughes	Andrew Ouellette
Debra Callahan	William Jordan	Eric Row
Michael Campbell	Luka Kapkiai	Kristy Snyder
Nancy Carpenter	Nikki King	Nathan Stanley
Chad DeVoe	Janet Mitchell	Amber Vail
Rita Drybread	Alan Murray	Cheryl VanHemert

Kristin Varner-Lee  
Dyan Vespestad  
Paul Walcher

Richard Webber  
Mary Weilert  
Steve Yuza

Ruth Zollars

NCCC Faculty Recommended for Probationary Contract Renewal

The administration recommends the following faculty for probationary contract renewal for the 2018-2019 academic year:

Jackie Bennett  
Ashley Davis  
Cathy Gordon  
Jeremy Gulley  
Jim Halstead

Mamie Haque  
Marty Moyer  
Nick Northern  
Melissa Lawrence  
Brandon Sprague

Reena Thomas  
Anthony Vidali  
Maureen Wiederholt  
Kala White

NCCC Coaches Recommended for Contract Renewal

The administration recommends the following coaches for contract renewal for the 2018-2019 academic year (by statute coaches are not eligible for non-probationary contracts):

Kim Alexander  
Jeremy Coombs

J. J. Davis  
Asya Herron

Hiroko Matsuura  
Steve Murry

**Resolution 2018-11**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommendation from the administration to renew faculty/coaches contracts for the 2018-2019 academic year as presented.

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

**B. Administrative Employees Contract Renewals**

It was the President's recommendation that the Board approve 2018-2019 employment contracts for the administrator and management support employees listed below under the classification system which was approved at the September 2008 Board meeting:

**Executive Administrator**

Robb, Sarah – Vice President for Student Learning  
Smith, Ben – Vice President for Operations (rolling 3-year contract)  
Solander, Sandi – Chief Financial Officer

**Senior Administrator**

Christiansen, Claudia – Director of Development and Marketing  
Coomes, Kerrie – Dean of Student Services  
Gardner, Marie – Dean for the Ottawa and Online Campuses  
Krumm, Brenda – Dean of Outreach and Workforce Development (11 months)  
Ranabargar, Kerry – Dean of Operations/CIO  
Saddler, Mike – Athletic Director

## **Administrator**

- Bures, Kyle – Director of the Teaching & Learning Center-Ottawa  
Cadwallader, Sarah – Director of International Student Services  
Cain, Jennifer – Surgical Technology Program Director-Ottawa  
Carman, Peggy – Occupational Therapy Assistant Instructor/Fieldwork Coordinator-Ott  
\*Chaney, Bart – STARS Student Support Services Project Director  
\*Clay, Krista – Director of Adult Basic Education  
Clements, Lori – Assistant Director of Financial Aid  
Covault, Pam – Director of Nursing-Ottawa  
Daisy, Jennifer – Director of Financial Aid-Ottawa  
Ferguson, Jennifer – Surgical Technology Program Instructor/Clinical Coordinator-Ott  
Flett, Barbara – Occupational Therapy Assistant Program Director-Ottawa  
\*Haggard, Sandra – Retired Senior Volunteer Program Director  
Haworth, Andrew – Director of Academic Advising & Counseling  
Jacobson, Karin – Director of Human Resources  
Kellogg, Karah – Outreach Director – Southern Area  
Knispel, Todd – Coordinator of Library Services  
\*Lyden Heather – Assistant Director of Adult Basic Education  
Mallett, Laura – Assistant Director of Nursing  
Morris, Amy – Registrar  
\*Nunn, Michael – Director of Youth Activities  
Ouellette, Allison – Director of Residence and Student Life (11 months)  
Rhine, Tracy – Director of Allied Health  
Richardson, Kaleigh – Assistant Director of Residence and Student Life (11 months)  
Rossman, Wendy – Director of Outreach & Workforce Development  
Seibert, Jon – Director of Technology Services  
Seufert, Kyle – Director of Facilities  
Solander, T. J. – Assistant Director of Facilities  
\*Vaughn, Adrienne – Upward Bound Director  
\*Wiltse, Nicci – Talent Search Project Director

## **Management Support**

- Allen, Samantha – Assistant Softball Coach  
Bentley, Adam – STARS Math Specialist  
\*Collier, Jamie – ABE Instructor-Ft. Scott  
Compton, Marisa – Assistant Volleyball Coach  
\*Donovan, Lindsay – Student Support and Data Specialist for Student Support Services  
\*Duft, Aubrey – ABE Instructor-Ft. Scott  
Fairman, Justin – Assistant Men's Basketball Coach  
Gilner, Michael – Assistant Baseball Coach  
\*Goins, Megan – Student Support Services English/Reading Specialist  
Guzman, Cristhian – Assistant Cheer & Dance Coach (9 month)  
Hale, Kara – Bookstore Coordinator-Chanute  
Hauser, LuAnn – Coordinator of Institutional Research and Reporting  
Hecker, Caleb – Coordinator of Residence & Student Life (part time)  
Hicks, Antwon – Assistant Track Coach  
Hudson, Danny – Network Systems Administrator  
Isaac, Nancy – Advertising/Media Coordinator (half-time)  
Jacks, Ben – Assistant Baseball Coach (part time)

- \*Lamer, Steven – ABE Instructor-Ottawa
- Landaverde, J. Nelson – Assistant Men’s Soccer Coach
- Maring, Virginia – Admissions Specialist
- McDaniels, Jenna – Admissions Specialist – Ottawa
- \*Monaco, Pamela – Nursing Student Success Specialist
- \*Morton, Jane – ABE Instructor-Ottawa
- Munsell, Ramona – TRIO Grant Writer (half-time)
- Owens, Heather – Upward Bound Academic Coordinator
- \*Ramsay, Amber – Youth Activities Data Specialist (half-time)
- \*Robinson, Isaac – ABE Instructor-Chanute
- \*Rose, Mike – Talent Search Academic Advisor (11 months)
- Savage, Christina – Assistant Director of Health Information Technology (10 months)
- Smith, Sarah – Alumni Relations/Development Assistant
- Speed, DeAndre – Assistant Track Coach (part time)
- \*Steinert, Nancy – ABE Instructor-Labette
- Sudja, Sally – Teaching & Learning Center (TLC) Specialist (11 months)
- Urenda, Tim – Assistant Wrestling Coach
- Vanatta, Kim – Developmental Lab Coordinator
- Vineyard, Julie – Bookstore Coordinator-Ottawa
- \*Wark, Ruthanne – Court Reporting Coordinator/Technical Education Recruiter

*\* Denotes grant positions. Employment is contingent upon continued funding of the individual grant.*

**Resolution 2018-12**

RESOLVED that the Board of Trustees of Neosho County Community College approves the 2018-2019 employment contracts for the administrator and management support employees listed above under the classification system which was approved by the Board and contingent upon future grant funding for grant employees effective at the end of the current contracts.

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

**C. Hourly Non-Exempt Employees Contract Renewals**

It was the President's recommendation that the Board approve 2018-2019 employment contracts for the following hourly, non-exempt employees:

Alexander, Larry – Bus Driver (part-time)  
Allen, Karl – Bus Driver (part-time)  
Anderson, Tracy – Lead Custodial Services  
Barker, Steve – Safety Officer (half-time, 11 months)  
Barr, Mary – Switchboard/Administrative Assistant  
Beeman, Gloria – Office Services Clerk  
Benton, Garrett– Desktop Support Technician-Ottawa  
Benton, Patty – Cashier-Ottawa  
Bitts, Kendall – Groundskeeper (part-time)  
Burk, Cheryl – Administrative Assistant to Health Occupations (half-time)  
Burkholder, Kevin – Safety Officer  
Burton, Linette – Bookstore Assistant (part time)  
\*Carroll, Daniel – Administrative Assistant for Upward Bound  
Clinesmith, Trisha – CLC Associate (half-time)  
Crawford, Sharlene – Custodian  
Dix, Marcy – Administrative Assistant to Director of Nursing-Ottawa  
Dodson, Joyce – Maintenance - Ottawa  
Eagle, Vincent – Maintenance (part time)  
Ensminger, Kim – Administrative Assistant to Athletic Director  
Ewen, Mary – Accounts Payable/Payroll Clerk  
Follmer, Traci – Payroll/Accounts Payable Clerk  
Fugate, Jamie – Custodian  
Garner, Tony – Bus Driver (part time)  
Ginsbach, Mark – Custodian - Ottawa (part time)  
Godinez, James – Safety Officer (half-time, 11 months)  
Hale, Jonathan – Desktop Support Technician  
Hamm, Kelly – Administrative Assistant to the Director of Nursing  
Hershberger, Sue – Bookstore Assistant – Ottawa (part time)  
Jacobson, Tony – Financial Aid Specialist (part-time, 27 hrs wk)  
Kahler, Autumn – Accounts Receivable Clerk  
Kimberlin, Starlet – Library Clerk (half-time)  
Klaassen, Gail – Bookstore Assistant (part time)  
Kroenke, Jean - Custodian  
Kuzen-Stephens, Lorraine – Library Clerk (half-time)  
Madden, Dan – Maintenance Carpentry  
Mitchell, Dustin – Maintenance HVAC  
Morton, Rita – AA to Division Chairs, Faculty & Assessment Coordinator (10 months)  
Morrow, Gretchen – Cashier  
Nelson, Monty – Groundskeeper (part-time)  
Parker, Rebecca – Registration Specialist-Ottawa  
Parriott, Paulette – Receptionist/Switchboard-Ottawa  
Rogers, LuAnn – Custodian  
Rose, Ryan – Registration Specialist  
\*Roseberry, Gwen – Administrative Assistant to ABE/Receptionist for CLC  
Rowan, Angela – Administrative Assistant to the President  
Schommer, Debra – Administrative Assistant to Vice President for Student Learning

Setter, Kasie – Accounting Specialist  
Smith, Amy – Administrative Assistant to Outreach and Workforce Development  
Smith, Melissa – Administrative Assistant to the Dean of Student Services (half-time)  
Snyder, Rena – Receptionist/Data Clerk  
Stephens, Melissa – Administrative & Technical Assistant for Chief Financial Officer  
\*Thomas, Rhonda – Administrative Assistant for Talent Search  
Unrein, Jyl – Administrative Assistant to the Vice President for Operations  
Vining, Cassie – STARS Student Support & Data Specialist  
Waymire, Allison – Administrative Assistant to Health Occupations –Ottawa (part time)  
Westhoff, Rebecca – Custodian  
Woolman, Sheri – Administrative & Technical Assistant for the Online Campus

*\* Denotes grant positions. Employment is contingent upon continued funding of the individual grants.*

### **Resolution 2018-13**

RESOLVED that the Board of Trustees of Neosho County Community College approves 2018-2019 employment contracts of the hourly, non-exempt employees listed above contingent upon future grant funding for grant employees effective at the end of the current contracts and conditioned upon continued good standing.

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

#### **D. Executive Session – Real Estate**

Mr. Chairman,

I move that the Board recess into executive session to discuss potential properties to be acquired, pursuant to the open meetings exception for preliminary discussions relating to acquisition of real property and that our President, both Vice-Presidents, Chief Financial Officer and attorney be included. The open meeting will resume here in the Oak Room in 15 minutes.

**On motion by Dennis Peters and second by Lori Kiblinger, the Board entered into executive session at 6:00 pm.**

RESOLVED that the Board of Trustees approves the contract for the purchase of real estate and improvements at 4101 Ross Lane, Chanute Kansas.

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

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

Mr. Chairman,

I move that the Board recess into executive session to discuss proposals to modify the Negotiated Agreement pursuant to the open meetings exception for matters relating to employer-employee negotiations and that our President, both Vice-Presidents, Chief Financial Officer and attorney be included. The open meeting will resume here in the Oak Room in 15 minutes.

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

#### **F. Executive Session – Employee Matters**

Mr. Chairman,

I move that the Board recess into executive session to discuss confidential employee information pursuant to the open meetings exception for personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and that our President, both Vice-Presidents, Chief Financial Officer and attorney be included. The open meeting will resume here in the Oak Room in 10 minutes.

**On motion by Dennis Peters and second by Lori Kiblinger, the Board entered into executive session.**

#### **Resolution 2018-14**

RESOLVED, that it is the intent of the Board of Trustees of Neosho County Community College that the employment contracts of Nichole Bushnell, Blake Cochran, Dan Fossoy, William Harrington, Veronica Polak and Richard Ryan, not be renewed for the 2018-2019 academic year, and that written notice of the Board's intent not to renew employment contracts be given as required by Board policy.

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

#### **G. Executive Session – Employee Matters**

Mr. Chairman,

I move that the Board recess into executive session to discuss an individual employee's performance pursuant to the open meetings exception for personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and that our President be included and NCCC attorney on standby. The open meeting will resume here in the Oak Room in 20 minutes.

**On motion by Kevin Berthot and second by Lori Kiblinger, the Board entered into executive session.**

#### **Resolution 2018-15**

RESOLVED, by the Board of Trustees of Neosho County Community College that the Employment Agreement with Dr. Brian Inbody as President and Chief Executive Officer of Neosho County Community College be extended for an additional one year, for a total of four years, ending in June of 2022 updating the written Goals and Objectives, as discussed in Executive Session.

The Chairman of the Board shall provide written Notice of Extension with modified compensation and benefits stated, and updated written Goals and Objectives attached, to be prepared by the Board Attorney on or before June 15, 2018.

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

#### **IX. Adjournment**

**On motion by Dennis Peters and second by Lori Kiblinger, the meeting adjourned at 7:10 pm.**

Respectfully submitted,

David Peter, Board Chair

Angela Rowan, Board Clerk

# Program Review Guidelines

Revised 10-6-2017

## PROCEDURES OF THE PROGRAM REVIEW

The program review process reaffirms viability of the program and allocation of college resources in support of the mission, vision, and purposes of NCCC. Academic program reviews are required on a published cycle to ensure appropriate evaluation, accountability, and performance assessment.

The program faculty will generate the complete program review based on the guidelines provided. They will give a brief presentation to the committee highlighting sections 1-3. Sections 4 & 5 will be discussed and finalized by the program faculty and the review committee. Responsibility for completion of program reviews will be the full-time instructor or group of instructors responsible for the program. If no full-time faculty member is in charge of the program the division chair or program coordinator/director will be responsible for completion.

An analysis of the program review report will be during an Program Review committee meeting. The committee will rule on the program review in one of three ways:

- Endorse completely
- Endorse with required revision
- No Endorsement

The CAO has the ultimate responsibility for accepting the Program Review.

Completed Program Review Documents are to be stored in T:Common under Program Review and the year of completion.

## TIMELINES

- Generally, the program review cycle will be every five years. Exceptions may include those programs with additional external accreditation requirements.
- Email Data request to IR, the Coordinator of Assessment, and the CFO: Program faculty must allow a three week timeframe between the data request and receiving data from IR.
- Report: An electronic version is due to the Program Review Committee at least one week prior to the review meeting, hard copies are not necessary. The length of the document is *suggested* to be between 15-20 pages.
- Due Dates: Will be established annually by the Vice President for Student Learning.

## Organization of Document

**Title Page: Title of Program, Name(s) of Author(s), Date**

**PLEASE INCLUDE PAGE NUMBERS IN THE DOCUMENT.**

### **Section 1: Alignment of program mission and purposes with mission and purposes of NCCC.**

- A. Describe and give examples of how your program has met the mission, vision, and purposes of NCCC since the last program review.
- B. Brief History of the Program (Previous recommendations and SWOT analyses)

### **Section 2: Curriculum of Program and Outcomes Assessment**

- 1) Program sheet (attach a copy of the program sheet(s))
- 2) Please provide a list of the core courses as shown on the program sheet. If there is important information about any discipline-related electives, list those electives here as well.
- 3) Please describe all methods of assessment used in the program. Does this discipline use a common assessment method? If so, describe the method and if that has any influence at the program level. Please gather information from ALL instructors in the discipline to provide a comprehensive list of assessment methods.
- 4) Program outcomes and matrix (attach copies of the most recent program outcomes and matrix)
- 5) Assessments
  - 1) **Course Assessments:** For each core course, provide the weighted average per course outcome for the four years involved in the review. Also, please provide an analysis of those scores by evaluating the trends (if any), and including information from instructor narratives from assessment report archives when applicable.  
**Program Assessments:** For the program, provide the weighted average per program outcome for the four years involved in the review based on data from the two biennial program assessment reports. Based on the Program Review Schedule, a program assessment report may be due along with a program review. Also, please provide an analysis of those scores by evaluating the trends (if any), relate any important information from the course assessment analysis, and provide any applicable information from the two biennial program assessment reports that were completed during this five-year cycle.

- 2) Discuss any course or program outcome changes with the rationale for the change and make recommendations for any outcome changes in the future (if change is needed). Please note how the change(s) have/may affect instruction and/or curriculum content.
- 6) Efforts to stay current in curriculum
  - 1) Advisory groups
  - 2) Attendance/input from Kansas Core Outcomes Group meetings
  - 3) Professional Development
  - 4) Other
- 7) Identification of any barriers (if present) that are impeding the pursuit of professional development in your discipline.

### **Section 3: Data – Enrollment and Resources**

Information in this section will be provided by Institutional Research. Send an **email to Institutional Research** requesting this data for the core courses **at least three weeks before faculty wish to analyze the data for the report.**

- A. Enrollment numbers per year for the last five years:
  - 1) Each Course
    - a) Headcount
    - b) Credit hours generated
    - c) FTE
    - d) Grade distribution
    - e) Withdraw numbers and percentages
  - 2) Enrollment by site, day/night
    - a) Headcount
    - b) Credit hours generated
  - 3) Instructor Information
    - a) Fulltime instructors (List instructors)
    - b) Adjunct instructors (List instructors)
    - c) Percentage of courses taught by full and part-time instructors
  - 4) For AAS programs and certificates:
    - a) Students in major/program
    - b) Number of graduates/certificate completers
    - c) Job placement information if possible\*
    - d) Licensure exam pass rates
    - e) Number of concentrators who did not complete the program of study
  - 5) For AS, AA, AGS programs:
    - a) Transfer information from State Universities\*
    - b) Students with program emphasis
    - c) Number of graduates meeting program emphasis requirements
- B. Cost information for the last five years:
 

*Contact the chief financial officer for data needed in this section.*

  - 1) Annual budget with summary of any significant changes

- 2) Provide a list of core course/program specific fees
- 3) Any fund 70 account balance
- 4) Any contributions from outside sources (grants, donations, etc.)

#### **Section 4: SWOT**

Program Faculty will complete a SWOT analysis and propose justification/recommendations for the program review in the report. Assessment and Program Review committee members will collaborate with program faculty to finalize the SWOT analysis and provide final recommendations for the review to the Chief Academic Officer.

- A. SWOT analysis of **Program** based on above information. Include changes made since the last program review (see last SWOT analysis).
  - 1) Strengths
  - 2) Weaknesses
  - 3) Opportunities
  - 4) Threats

#### **Section 5: Justification/Recommendations for Program (to be approved by the VPSL upon completion of the review)**

- A. Should the program be maintained, strengthened, diminished or removed and why.
  - B. Additional resources needed/requested to maintain or strengthen the program. Recommendations for resources if diminished or removed.
  - C. All recommendations should be tied to outcomes assessment results.
-