

## 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	Aerostructures
Proposed suggested Classification of Instructional Program (CIP) Code	47.0607
CIP code description	Airframe Mechanics and Aircraft Maintenance Technology/Technician. A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all aircraft components other than engines, propellers, avionics, and instruments.
Standard Occupation Code (SOC) associated to the proposed program	51-2011
SOC description	Aircraft Structure, Surfaces, Rigging, and Systems Assemblies. Assembly, fit, fasten, and install parts of airplanes, space vehicles, or missiles, such as tails, wings, fuselage, bulkheads, stabilizers, landing gear, rigging, and control equipment, or heating and ventilating systems.
Number of credits for the degree and all certificates requested	16
Proposed Date of Initiation	Fall 2020
Specialty program accrediting agency	NA
Industry certification	Proposed: National Center for Aerospace & Transportation Technologies' Aerospace/Aircraft Assembly (AAA) Certification

Signature of College Official \_\_\_\_\_

*Sarah R Robb*

Date \_\_\_\_\_

*4/1/2020*

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 16-credit hour Aerostructures certificate program prepares students for employment in aircraft assembly facilities. Students will learn to be proficient in assembling, fitting, and installing parts of airplanes.

The tasks include assembling parts, fittings, or subassemblies on aircraft, using layout tools, hand tools, power tools, or fasteners, such as bolts, screws, rivets, or clamps. Students learn to read blueprints and specifications to determine layouts, test and inspect assemblies, and adjust and repair parts or assemblies.

Common job titles include: Aircraft Line Assembler, Fabricator, Assembly Riveter, Assembly Technician

The Kansas Occupational Outlook indicates 1,302 job openings through 2026. The average entry wage for Aircraft Assembly Technicians in Kansas is \$37,606 and the median annual wage is \$53,254. According to Avjobs, an assembler earns an average of \$17/hour. Jobs are plentiful and there are many opportunities for advancement in the aviation industry in Kansas.

Students must have technical/mechanical aptitude, the ability to handle and operate hand-held power tools, the ability to stand and sit at a workstation for several hours.

#### Aerostructures Certificate Program Outcomes

1. Demonstrate an understanding of safety, responsibility, and OSHA standards.
2. Demonstrate an understanding of and the ability to accurately use precision instruments.
3. Demonstrate the ability to read and understand aircraft blueprints and specifications.
4. Demonstrate the ability to repeatedly drill and rivet to specification.
5. Apply technical knowledge to perform quality aerostructures assemblies.
6. Demonstrate the ability to safely and accurately perform aerostructures sealing.
7. Demonstrate the ability to safely and accurately perform aerostructures adhesive bonding.
8. Demonstrate 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 Aerostructures program must successfully complete the 16 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: The Kansas Occupational Outlook shows asterisks all across the data for Aircraft Structure, Surfaces, Rigging, and Systems Assemblers until the wage information.

Average Entry Level Wage	\$37,606
Annual Median Wage	\$54,254
Typical Education Needed for Entry	High school diploma or equivalent
Typical On-the-Job Training	Moderate-term on-the-job training

- **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.**

The local aerostructures employers have written letters in support of the program. The specific support is as follows:

LMI Aerospace

1. Potentially hire qualified candidates who complete the program
2. Speak to students

Ducommun

1. Hire qualified candidates who complete the program – high consideration given to graduates of the program.

Orizon

1. Hire qualified individuals who complete the training
2. Need 180 additional workers to fill need



Date: 02/13/2020

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

Dear Ms. Krumm,

LMI Aerospace, located in Fredonia, Kansas, would be happy to support your efforts in collaboration with USD 413-Chanute and USD 257-Iola to create an aerostructures certificate program that teaches skills needed in our industry. LMI provides aerostructures, systems and components to the aerospace industry. As jobs become available within our facility we would be willing to interview and potentially hire qualified candidates who have successfully completed this program, as it would give them the frame work for what we do here in our company. Furthermore, we might be interested in opportunities to have a representative of our company come to the campus and speak with students in this program about the industry.

Finding qualified candidates is always a challenge, and LMI Aerospace looks forward to having this training program in our region as a pipeline for qualified candidates.

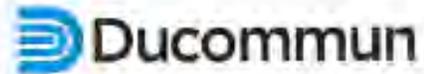
Sincerely,

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

Justin McCready  
Human Resources Business Partner

LMI FREDONIA  
1075 Fillmore St - Fredonia, KS 66736-2103 - United States of America  
T +1 620 378 4441 - F +1 620 378 4442  
[www.lmiaerospace.com](http://www.lmiaerospace.com)

3335 Main Street  
Parsons, KS 67357-3432  
620-421-3400  
www.ducommun.com



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

*Dear Ms. Krumm,*

*Ducommun Incorporated supports the efforts of Neosho County Community College in collaboration with USD 413-Chanute and USD 257 – Iola, KS to create an aerostructures certificate program to teach skills needed in our industry.*

*Ducommun is an aerospace and defense company that supplies products, engineering and support services to the aerospace and defense industry. We have a facility in Parsons Kansas, and other Midwest locations like Joplin, Huntsville and Tulsa. While our hiring needs vary from time to time, there are times when Ducommun needs assembly personnel. Having a training program in place for local high school, college, and adult students would provide a valuable pipeline of employees to meet our growing needs and we look to hire qualified candidates, individuals who complete this training program would be given very high consideration.*

*Sincerely,*

A handwritten signature in black ink that reads 'Tiffany Jarman'.

*Tiffany Jarman  
HR Business Partner*



February 13, 2020

Kansas Board of Regents  
1000 SW Jackson St, Suite 520  
Topeka, KS 66612-1368

To Whom It May Concern:

Orizon Aerostructures supports the efforts of Neosho County Community College in collaboration with USD 413 – Chanute and USD 257 – Iola to create an aerostructures certificate program to teach skills needed in our industry.

Orizon Aerostructures recently broke ground on a new 120,000 square foot expansion which will be used for assembling sections of the Boeing 737 Max for Spirit AeroSystems. Presently, Orizon employs 320 associates and when the expansion is finished it is estimated that we will need up to 500 employees. Having a training program in place for local high school, college, and adult students would provide a valuable pipeline of employees to meet our growing needs. We will hire qualified individuals who complete this training program.

Sincerely,

Mandy Lartz  
Human Resource Manager, Chanute

2522 & 2526 W 21<sup>ST</sup> ST  
CHANUTE, KS 66720

- 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; however, NCCC started aerostructures training when Spirit Aerostructures was located in Chanute. We trained all of the workers at that facility. When Spirit left and Orizon came to Chanute, we trained their workers and we trained the person who now serves as their in-house trainer. Two of our training benches and several of our tools are located at the Orizon facility for their use. The NCCC instructor, who will be hired to teach this new certificate program, will work closely with the Orizon in-house trainer to ensure consistency in instruction. We understand their urgent need to hire 180 new workers to meet their production needs.

As documented in the letters of support, this program will not only serve Orizon, but will also produce viable candidates for other aircraft assembly plants in Southeast Kansas.

**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.

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
47.0607	Airframe Mechanic and Aircraft Maintenance Tech/Technician	Wichita State University Technical College	ASSOC/ CERT	175	153	96	85	47	29	\$54,570	\$48,298

- **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 certificate program was requested by Chanute High School and Iola High School, as well as Orizon Aerostructures. NCCC has experience teaching this content and we have the tools and equipment needed to deliver the instruction. This is a relatively small certificate with low startup costs. Collaboration was not efficient in this case.

Student Interest: 66% of the 525 students responding to the survey indicated aerostructures was in their top three career choices.

## Program Information

1. 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

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. NCCER MODULE 75501-04 SAFETY ORIENTATION

### **AERO 114 – Precision Instruments**

**1 credit hour**

This course includes basic concepts and terminology related to precision instruments. Students will learn to use the following: precision rule, dial caliper, vernier micrometer, small hole gauge, countersink gauge, grip gauges, rivet height gauges, and other precision instruments.

1. Demonstrate an understanding of the basic concepts and terminology regarding precision instruments.
2. Demonstrate the ability to effectively use a precision rule.
3. Demonstrate the ability to effectively use a vernier micrometer.
4. Demonstrate the ability to effectively use a small hole gauge.
5. Demonstrate the ability to effectively use a countersink gauge.
6. Demonstrate the ability to effectively use grip gauges.
7. Demonstrate the ability to effectively use rivet height gauges.
8. Demonstrate employability skills as identified on Employability Skills Matrix.

### **AERO 115 – Aerostructures Blueprint Reading**

**2 credit hours**

This course teaches basic concepts associated with blueprints including production line, terminology, comparing blueprint elements, interpreting lines, identifying dimension and tolerance, interpreting common geographic dimension and tolerance symbols, interpreting fastener symbols and common aircraft symbols.

1. Demonstrate an understanding of the basics concepts associated with blueprints.
2. Effectively utilize a production drawing in the shop.
3. Identify terminology common to blueprints and explain their relationships.
4. Compare and contrast the elements of blueprint views.
5. Interpret blueprint lines.
6. Identify dimension and tolerance on blueprints and the application in manufacturing.
7. Interpret common geometric dimensioning and tolerancing (GD&T) symbols on a blueprint.
8. Interpret common fastener symbols on a blueprint.
9. Interpret common aircraft symbols on a blueprint.
10. Demonstrate employability skills as identified on Employability Skills Matrix.

### **AERO 116 – Basic Drilling and Riveting**

**3 credit hours**

This course provides specific technical skills necessary to safely drill and countersink quality holes for work as an assembly mechanic in the aerospace industry.

1. Describe the basic tools needed to drill accurate holes
2. Discuss fastener locations per the engineering drawing.

3. Describe how to prepare the assembly and set up the drill motor.
4. Demonstrate the ability to drill a pilot hole.
5. Demonstrate the ability to deburr holes.
6. Describe the process associated with rivet installation.
7. Demonstrate the ability to drive protruding rivets and inspect both manufactured and driven rivet heads.
8. Demonstrate employability skills as identified on Employability Skills Matrix.

### **AERO 120 – Aerostructures Assembly**

#### **5 credit hours**

This course includes instruction and hands-on application of skills such as drilling holes, riveting, countersinking, and final product assessment.

1. Apply safety concepts in the laboratory.
2. Effectively utilize industry specific tools and materials.
3. Demonstrate effective layout techniques.
4. Demonstrate proper temporary assembly techniques.
5. Demonstrate proper drilling techniques.
6. Demonstrate appropriate riveting techniques.
7. Demonstrate proper use of specialty fasteners.
8. Demonstrate employability skills as identified on Employability Skills Matrix.

### **AERO 122 – Introduction to Sealing**

#### **2 credit hours**

This course covers the basic concepts associated with the aerospace sealant process including the hazards and personal protective equipment (PPE) associated with sealants, selecting the appropriate sealant, preparing the surface for sealing, and the process for using a sealing gun.

1. Identify the basic concepts associated with aerospace sealant.
2. Identify hazards and personal protective equipment (PPE) associated with sealants.
3. Select the appropriate sealant.
4. Prepare the surface for sealing.
5. Describe the process for effectively using a sealing gun.
6. Demonstrate employability skills as identified on Employability Skills Matrix.

### **AERO 124 – Aerostructures Adhesive Bonding**

#### **2 credit hours**

This course covers the concepts associated with aerospace bonding processes including safety, composites and metals, resins, vacuum bagging, honeycomb core and lay-up methods.

1. Demonstrate an understanding of the basic concepts associated with aerospace bonding.
2. Demonstrate an understanding of the basic steps in the bonding process.
3. Identify hazards and personal protective equipment (PPE) associated with bonding adhesives.
4. Demonstrate the ability to create a quality aerospace bond.
5. Demonstrate employability skills as identified on Employability Skills Matrix.

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

Not applicable.

**3. 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.**

**Recommended Sequence of Courses**

<b>Semester I</b>		
CMCT 105	OSHA 10 Safety Orientation	1
AERO 114	Precision Instruments	1
AERO 115	Aerostructures Blueprint Reading	2
AERO 116	Basic Drilling and Riveting	3
<b>Total</b>		<b>7</b>
<b>Semester II</b>		
AERO 120	Aerostructures Assembly	5
AERO 122	Introduction to Sealing	2
AERO 124	Aerostructures Adhesive Bonding	2
<b>Total</b>		<b>9</b>

**Total Certificate Credits** **16**

**4. 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.

A technician with industry certifications and a minimum of 4,000 hours in the industry, will be hired as the adjunct instructor 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 (16 credit hours/year)	\$8,400
Instructional Materials:	
See chart below	\$1,660
Ongoing Costs:	
Adjunct instructor	\$8,400/year
Replacement parts/consumables	\$4,000/year

Neosho County Community College recently purchased a building in the industrial park and is converting it into a technical training facility. We are moving our Aerostructures training tables, tools, and equipment out of the current location, a building owned by the City of Chanute, into the newly purchased building in the industrial park. The City of Chanute graciously allowed NCCC to operate out of their building for several years; however, they now need the space for other uses.

NCCC has been providing Aerostructures courses for the industry since 2008 when Spirit AeroSystems opened a facility in Chanute, Kansas. We trained all of the local Spirit workforce. When Spirit left Chanute and Orizon Aerostructures came in, NCCC trained for Orizon. These were individual courses offered as needed. With the great need of new employees that Orizon Aerostructures anticipates hiring, it is important that NCCC package these courses into a certificate program. This Certificate A program will be eligible for Federal Financial Aid, making it attractive to college students and non-traditional students looking for a short-term retraining program. It will also be offered to high school junior and seniors.

NCCC's existing adjunct instructor will be retiring, and a new adjunct instructor will be hired to take his place. This salary is already absorbed into NCCC's operational budget. No additional hit will be made to the budget.

In all, converting these courses into an official Cert A program presents no significant change to NCCC's budget.

There are no accreditation costs.

**Exterior of the NCCC Ross Lane facility where the certificate program will be housed.**



## **Interior of Ross Lane facility.**



The building, located in the Chanute industrial park, has over 64,000 square feet of space to be utilized for classrooms/laboratories, offices, conference rooms, storage, and athletic practice areas. A total of 25,000 square feet are dedicated to technical classroom and laboratory space. The owner of this facility contacted NCCC about purchasing the building at \$4.29/sq foot. The NCCC Board of Trustees approved the purchase. NCCC had donations of \$50,000 plus out-district fee money to cover the cost of the purchase. The training equipment for Aerostructures was purchased with a previous workforce grant.

### **NCCC Aerostructures Training Lab (in City of Chanute-owned facility)**







**Required Items**

Item	Description	Qty	Unit Price	Total Price
Safety Glasses	1 pair per trainee	12	\$5	\$60
Pneumatic fasteners	Required for curriculum (re-stock)	1	\$100	\$100
Laboratory Freezer	Required for sealant	1	\$1,500	\$1,500
<b>Total Needed</b>				<b>\$1,660</b>

While NCCC owns most of the items needed to begin the training, a few items are on a wish list of future purchases.

**Wish List Items**

Item	Description	Qty	Unit Price	Total Price
Milliohm tester	Required for curriculum (1)	1	\$4,500	\$4,500
90 degree drill	Sioux 2800 rpm .5 hp (3)	3	\$155	\$465
Microstop	Zephyr .001 increment 10,000 rpm (12)	12	\$80	\$960
Counter sink gauge	Trulock (3)	3	\$800	\$2,400
Bench top squeeze	3 1/2" gap 4" deep tandem cylinder (1)	1	\$2,000	\$2,000
A rivet squeeze	1 1/2" yoke tandem cylinder (2)	2	\$800	\$1,600
Rivet shaver	Yard store 21,000rpm (2)	2	\$250	\$500
Rivet squeeze kit	Button #3-#6 Flush 1/5-1/2" (3)	3	\$35	\$105
Torque gun	5-45 in-lb Pistol Low Rpm APEX (3)	3	\$100	\$300
Rivet puller	Allfast RV51A (1)	1	\$800	\$800
Rivet puller nose	Allfast RV812A (1)	1	\$500	\$500
Ground stud puller	Cherry G-747 (1)	1	\$1,200	\$1,200
Ground stud puller nose	Cherry H-747-10GS (1)	1	\$700	\$700
<b>Total Wish List Items</b>				<b>\$16,030</b>

- 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.

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  
 (including a list of the business and industry members)

<b>Aerostructures Advisory Board</b>				
<b>Company</b>	<b>First</b>	<b>Last</b>	<b>Street</b>	<b>City</b>
Cessna (retired)	David	Bertels	400 N. 8 <sup>th</sup> St.	Neodesha, KS 66757-1415
Orizon AeroSystems	Mandy	Lanz	2522 W. 21 <sup>st</sup> St.	Chanute, KS 66720
LMI Aerospace	Justin	McCready	1085 Fillmore St.	Fredonia, KS 66736
Ducommun	Tiffany	Jarman	3333 Main St.	Parsons, KS 67357
Spirit	Bud	Moore	539 Fawn Rd.	Toronto, KS 66777
USD 413	Sherri	Bagshaw	1501 W. 36 <sup>th</sup> St.	Chanute, KS 66720
USD 257	Melissa	Stiffler	300 E. Jackson	Iola, KS 66749
NCCC	Brenda	Krumm	800 W. 14 <sup>th</sup> St.	Chanute, KS 66720
NCCC	Brian	Inbody	800 W. 14 <sup>th</sup> St.	Chanute, KS 66720
USD 413	Kellen	Adams	315 Chanute 35 Parkway	Chanute, KS 66720
NCCC	Sarah	Robb	800 W. 14 <sup>th</sup> St.	Chanute, KS 66720
Chanute Regional Development Authority	Matt	Godinez	1 W. Main St.	Chanute, KS 66720
Chanute Regional Development Authority	Kim	Ewart	1 W. Main St.	Chanute, KS 66720

- 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: Aerostructures

## 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	\$	\$8,400	General Fund
		Amount	Funding Source	
B. Equipment required for program		\$		
C. Tools and/or supplies required for the program		\$1,660	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		\$10,060		
<b>Total For Implementation Year</b>		<b>\$10,060</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? 16/256 YR 2 = 8 students x 16 credits = 128 credit hours YR 3 = 8 students x 16 credits = 128 credit hours				
		Full-Time	Part-Time	
A. Headcount:		--	16	
<b>Part II. Ongoing Program Costs</b>		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#	\$	\$	
Part-time	#1	\$	\$16,800	General Fund
		Amount	Funding Source	
B. Equipment required for program		\$		
C. Tools and/or supplies required for the program		\$4000	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>\$20,800</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 already owns the startup tools and equipment for this program. The main cost is adjunct instructor salary.

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

# 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.
-

## New Program Planning Meeting

January 31, 2020

1:30 p.m.

Ross Lane Technical Facility

The meeting was held in the conference room at Ross Lane. Representatives from industry, Chanute High School, Neosho County Community College, and Iola High School discussed the need for additional career and technical training programs.

Dr. Brian Inbody noted that the Kansas Occupational Outlook was utilized to identify industries with high wages and a high number of openings. Dr. Sarah Robb indicated that members of the community (including USD 413 and USD 257) recently completed a Carl Perkins V Needs Assessment and did a similar process of identifying high wage/high demand occupation.

Dr. Kellen Adams noted that it is good to know what jobs are needed, but another thing to know what jobs students are interested in and can get excited about. Melissa Stiffler volunteered to send a survey of occupations out to area counselors to distribute to students.

Sherri Bagshaw and Mandy Lanz discussed the need for a pathway for high school students to earn college credit and learn aerostructures skills. Mandy indicated a rapid need for new hires in the upcoming months. Brenda Krumm indicated that NCCC certainly has all of the tools and equipment needed for this program and the courses are developed, but the certificate itself is not approved by the Kansas Board of Regents. Discussion was held on the timeline to get a program packaged and through the KBOR hoops and it was noted that it would be a little rushed, but it could be done and ready for fall enrollment. Spirit and Orizon have already vetted the outcomes, so if the survey shows positive interest from students, NCCC will move forward with internal and external program approvals.

Another program that is partially complete is an industrial maintenance mechanic program that was developed as a non-credit program for Ash Grove. It was noted that mechanical maintenance was a dying art and few students know how to take care of industrial equipment. A list of industries needing skilled maintenance mechanics was discussed. It was decided to add this program to the survey to see if it appealed to high school students. In addition to offering this training to incumbent workers, it might be a good opportunity for high school students.

Other programs discussed include masonry, heavy equipment, automotive, plumbing, HVAC, and electrical. NCCC has approvals for HVAC and electrical and those are currently offered in our northern service area. If there is sufficient student interest, those programs can be replicated in our Southern service area. Melissa agreed to add these programs to the survey and get it out to counselors the following week. It was suggested to have a short turn around to facilitate getting a jump on the new program approval processes.

Matt Godinez reminded the group of the Memorandum of Understanding that the Chanute Regional Development Authority entered into with USD 413 to be the "connector" of businesses and students in

work-based learning opportunities. He stressed that work-based learning could be a big part of any new CTE program that we establish.

Dr. Brian Inbody took the group on a tour of the Ross Lane facility showcasing the Federal grant offices, the indoor baseball facility, the storage areas, and finally the space devoted to new CTE programs. The aerostructures training area is already set up and space for the industrial maintenance technology program is identified. A classroom, with its own external entrance, has yet to be fully remodeled, but it is currently being used as an emergency medical technician training lab.

**Curriculum Committee**  
**AGENDA**

March 10, 2020

- I. Call to Order**
- II. Approval of Agenda**  
**Consent Agenda**
- III. Approval of Minutes** – Minutes from the February 10, 2020 meeting were approved via electronic voting and posted to the *myNeosho* Committees tab.
- IV. Informational Item**
- V. New Business**
  - A. HIST KCOG Updates
  - B. HUM KCOG Updates
  - C. MGMK KCOG Updates
  - D. AERO – New Program
  - E. IMT – New Program
  - F. HIT Program Changes
- VI. Old Business**
  - A. Core Course Definition
  - B. IB Exam Equivalentents – Liberal Arts Division
- VII. Reports**
  - A. National Community College Benchmarking Project
  - B. General Education Assessment
- VIII. Around the Table**
- IX. Next Meeting** – Wednesday, April 08, 2020 @2:00 p.m. in SU 213
- X. Adjournment**

### Curriculum Committee Members 2019-2020

#### **Liberal Arts – Kevin Blackwell, Co-Chair**

Fine Arts/Communications – Cathy Gordon

*Alternate – Tricia Stogsdill*

Social/Behavioral Science – Mark Johnston

*Alternate – Ted Babin*

Physical Education – Nick Nothern

*Alternate – Chelsea Jackson*

Developmental – Kim Vanatta

STARS – No Representative

Recorder – Rita Morton

#### **Applied Science – Dr. Luka Kapkiai, Co-Chair**

Business/Technology – James Halstead

*Alternate – Richard Webber*

Math/Science – Paul Walcher

*Alternate – Rita Drybread*

Allied Health – Tracy Rhine

*Alternate – Jennifer Smith*

Nursing – Kristin Varner

*Alternate – Kristy Snyder*

#### *Ex officio:*

*VP of Student Learning – Dr. Sarah Robb*

*Dean of Outreach/Workforce Dev. – Brenda Krumm*

*Dean for Ottawa & Online – Dr. Marie Gardner*

*Coord. Inst. Research/Reporting – LuAnn Hauser*

*Registration – Ryan Rose*

*Advising – Andrew Haworth*

*Director of Nursing – Pam Covault*

*Dean of Assessment and I.E. – Stephen Dowell*

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### **Committee Charges:**

1. Review and take action regarding course and program changes as needed due to faculty recommendations, Kansas Core Outcome Group activities, State alignment processes, or relevant accrediting body recommendations.
2. Review all relevant institutional effectiveness elements related to Student Learning and Student Success and offer appropriate recommendations based on the data. For example:
  - National Community College Benchmarking Project
  - Noel-Levitz
  - General Education Assessment
  - IR Reports (30 Highest Enrollment Classes – Grade Distribution/Retention)
3. Review recommendations and discuss issues associated with work from the Placement Task Force (ACCUPLACER and Beyond) established in 2015-2016.
4. Implement appropriate areas of the Educational Master Plan, Strategic Plan, and Performance Agreements related to reinforcing quality in student learning.

**Curriculum Committee  
MINUTES**

March 10, 2020

PRESENT: Kevin Blackwell – Co-Chair, Dr. Luka Kapkiai – Co-Chair, Jim Halstead, Mark Johnston, Tracy Rhine, Jennifer Smith, Kristin Varner, Paul Walcher, Stephen Dowell, LuAnn Hauser, Andrew Haworth, Brenda Krumm, Dr. Sarah Robb, Ryan Rose, Nancy Carpenter-alternate

ABSENT: Cathy Gordon, Nick Nothern, Kim Vanatta, Pam Covault (alternate), Dr. Marie Gardner

**I. Call to Order**

Dr. Kapkiai called the meeting to order at 1:01 p.m.

**II. Approval of Agenda**

**Consent Agenda**

Dr. Kapkiai tabled New Business item C. MGMK KCOG Updates and also tabled Old Business item A. Core Course Definition. With no amendments proposed, Mark moved to approve the agenda. On second from Paul the agenda was approved with the tabled items.

**III. Approval of Minutes**

Dr. Kapkiai announced that the minutes from the February 10, 2020 meeting were approved via electronic voting and posted to the *myNeosho* Committees tab.

**IV. Information Item**

Dr. Robb shared that the state continues to have discussions about program alignment and program articulation. We consistently here anecdotal stories of students transferring into universities and that even some of the KCOG course are not being accepted as upper level. There's a problem in the policy through transfer and articulation. She said the receiving institution must call it equivalent but they are not required to identify it as upper level. While there are no specific appeals, but the KCOG process isn't necessarily being realized with our institution partners. KBOR is now upset about that and trying to create pathways and plans for things to occur.

**V. New Business**

**A. HIST KCOG Updates**

Heard from Kevin the October KCOG meetings produced some minor updates. For HIST 101 he said there was really no change in the substance of the outcomes and won't require in update to the matrix as it stands right now. There is a program review coming up and the matrix will be completely revised at that time. On motion by Paul and a second from Mark the updates were approved. For HIST 102, Kevin shared that the updates were similar as to those made to 101 with some additional wording. The updates do not at this time impact the matrix. On motion from Paul and a second from Brenda the updates were approved.

**B. HUM KCOG Updates**

Heard from Kevin that the meeting was physically attended at KU Edwards campus. It was basically some wording revisions to outcomes 5 and 6 with no change in substance. This also will not impact the matrix, but Kevin added that the course will be added to

the History program matrix when they revise it. Paul moved to approve the changes. On second from Brenda the updates were approved.

**C. MGMK KCOG Updates**

Tabled.

**D. AERO – New Program**

Heard from Kevin that this program was already approved a few years ago but the syllabi needed to be updated. Brenda shared that all of these courses have already been approved through the Curriculum committee, they're just inactive on KBOR course approval list. There is only one new course to the program.

- AERO 114 – Content of the syllabi did not change. Steve Dowell found some clean up that needed done on outcomes. Discussion for clarity on outcome 6 D. On motion by Paul and a second from Tracy the updates were approved with corrections.
- AERO 115 – Discussion for spelling and grammatical corrections. No content change. Mark moved to approve the updates with corrections. On second from Paul the updates and corrections were approved.
- AERO 116 – Discussion for grammar, clarity and wording revisions. No content change. On motions by Paul and a second from Tracy the updates were approved with revisions and corrections.
- AERO 120 – Discussion on plurality and word tense. Brenda asked for opportunity to check on the technical terminology. No content change. Kevin proposed approving the updates now with the clarity change made later. Paul moved to approve with the clarification pending. On second from Mark the updates were approved.
- AERO 122 – Discussion on a duplicate outcome and clarity on the Employability Skills Matrix. No content change. On motion by Paul and a second from Tracy the updates were approved.
- AERO 124 – New course syllabus. Discussion on typo in course description. On motion by Mark and a second by Paul the new course was approved.
- AERO Matrix – LuAnn addressed the year indicated at the top, the alphabetical and numerical order for the course list and commas to remove. Brenda shared that once this is taught as a full program the instructor will have some modifications to this. She says she's interview a couple of people and a former instructor to assist. She gave some history on the existence of the courses previously and how it came to be a packaged program now. She said we have all the equipment already. This will also be a pipeline for high school students. She briefed on the pay and workforce employability. No one else is really doing this in southeast Kansas and it's just a short certificate program. Paul moved to approve the matrix. On second from LuAnn the matrix was approved.
- AERO Program Sheet – Discussion for a minor correction. Dr. Robb then moved to approve the program sheet. On second from Paul the program sheet was approved.

**E. IMT – New Program**

Heard from Brenda that the program is new in that it would be offered now for credit, but it was designed originally for Ash Grove. Local high schools are interested in

industrial maintenance training. The goal is to package it as a 45 credit hour certificate college bearing program and the completer then hopefully move on into an AA degree. She'd like to be able offer this program and the new AERO program in the Fall.

- IMT 102 – Discussion for spelling correction. On motion by Paul and a second from Mark the syllabus was approved.
- IMT 104 – Heard from Kevin that this course is the first of a four course curriculum with different subjects in each. Brenda shared that this is an aligned program, these four courses were unique to NCCC to bring up to the 45 credit hour requirement. On motion from Paul and a second from Tracy, the syllabus was approved.
- IMT 112 – No comments. Mark moved to approve the syllabus. On second from Paul the syllabus was approved.
- IMT 114 – No comments. Paul moved to approve the syllabus. On second from Mark the syllabus was approved.
- IMT 202 – No comments. Paul moved to approve the syllabus. On second from Tracy the syllabus was approved.
- IMT 204 – Discussion on grammar correction. Mark moved to approve the syllabus. On second from Paul the syllabus was approved.
- IMT 206 – Discussion on spelling error. Paul moved to approve the syllabus. On second from Tracy the syllabus was approved.
- IMT 210 – Discussion about course description. Heard from Brenda that as an aligned course care must be taken about changes to the description. She asked for an opportunity to check with KBOR. Mark moved to approve the syllabus and make any changes later according to KBOR allowance. On second from Paul the syllabus was approved.
- IMT 212 – No comments. Paul moved to approve the syllabus. On second from Tracy the syllabus was approved.
- IMT 214 – No comments. Paul moved to approve the syllabus. On second from Mark the syllabus was approved.
- IMT 216 – No comments. Mark moved to approve the syllabus. On second from Paul the syllabus was approved.
- IMT Matrix - LuAnn addressed the year indicated at the top and the alphabetical and numerical order for the course list. She then moved to approve the matrix. On second from Tracy the matrix was approved.
- IMT Program Sheet – No comments. Mark moved to approve the program sheet. On second from Paul the program sheet was approved.

Heard from Brenda that the goal is to offer in the Fall. There are still several things that have to happen. Dr. Robb commended Brenda for the amount of work that it took for her to put together a program that she is not an expert in. It was amazing to do that in the amount of time she had while also writing the grant to fund it. Brenda also thanked Steve Dowell for helping her to edit it.

#### **F. HIT Program Changes**

Heard from Kevin there are changes to ALHT 250. Jennifer explained the changes to the course description to condense it, be easier to understand and more reflective of what they will be doing in that course. It is expected to be offered in the Fall. Previously the

Coding courses were prerequisites and that is no longer necessary as they will be given an introduction to coding in this course. Under texts the change is InsideNC. The course outcomes are reflective of the new AHIMA domains for accreditation. Student Requirements paragraphs were revised for fluidity. The parents after certain domain statements refer to the Bloom's Taxonomy levels. Assessment of Student Gain was copied for standard language. Course notes revised to clarify a need for adequate writing techniques. Steve shared that this course is on a couple of matrices that need to be revised as well. Jennifer said that the whole matrix is going to be revised and will hopefully be ready to bring next month. She explained that she had focused on this one first as it is cross utilized with Medical Assisting. On motion by Paul and a second from Mark all changes to the course syllabus were approved.

**VI. Old Business**

**A. Core Course Definition**

Tabled.

**B. IB Exam Equivalents – Liberal Arts Division**

Heard from Kevin that the division has examined the equivalencies and has determined what would be accepted or not. On motion by Mark and a second from Paul the document was approved. Brief discussion about including the information in the college and how or how often. No other action required after the discussion.

**VII. Reports**

**A. National Community College Benchmarking Project**

No report.

**B. General Education Assessment**

No report.

**VIII. Around the Table**

None.

**IX. Next Meeting**

Kevin announced the meeting scheduled for Wednesday, April 08, 2020 at 2:00 p.m. in SU 213.

**X. Adjournment**

Kevin adjourned the meeting at 2:21 p.m. The minutes were recorded by Rita Morton.

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**AGENDA**

**March 10, 2020 – 5:30 P.M.  
Student Union – Room 209**

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Approval of the Agenda**
- V. Consent Agenda**
  - A. Minutes from February 17, 2020
  - B. Claims for Disbursement for February 2020
  - C. Applied Science Division Chair Appointment
  - D. Revised Job Description – Cashier/Accounts Receivable Clerk (Ottawa Campus)
  - E. Revised Job Description – OTA Program Director; Instructor-Fieldwork coordinator and AA to Health Occupations
  - F. Revised Job Description – Dean of Outreach and Workforce Development
  - G. New Programs – Aerostructures Program and Industrial Maintenance Technology
  - H. Personnel
- VI. Reports**
  - A. Faculty – Paul Walcher filling in for Alan Murray
  - B. Online/Ottawa – Dr. Marie Gardner
  - C. Treasurer – Sandi Solander
  - D. President – Dr. Brian Inbody
- VII. Old Business**
  - A.
- VIII. New Business**
  - A. Executive Session – Security Matters
  - B. Executive Session – Employee Matters
  - C. Executive Session – Employee Matters
- IX. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

**March 10, 2020 – 5:30 P.M.  
Student Union – Room 209**

**I. CALL TO ORDER**

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

**II. ROLL CALL**

The following members were present: Kevin Berthot, Charles Boaz, Lori Kiblinger, David Peter, Dennis Peters and Jenny Westerman

Absent:

Also in attendance: Kerrie Coomes, Dr. Marie Gardner, Dr. Brian Inbody, Brenda Krumm, Riann Mullis, Kent Pringle, Kerry Ranabargar, Dr. Sarah Robb, Angela Rowan, Jon Seibert, Sandi Solander, Karin Jacobson, Tony Jacobson and Paul Walcher

**III. PUBLIC COMMENT**

No Speakers

Lori Kiblinger motioned to suspend the meeting and Charlie Boaz second the motion at 5:35 pm. The Trustees presented a certificate to Dr. Brian Inbody for his 10<sup>th</sup> year of being the College President and thanked him for his leadership. The meeting resumed at 5:40 pm.



Kevin Berthot-David Peter-Brian Inbody-Dennis Peters-Jenny Westerman-Lori Kiblinger-Charlie Boaz

#### **IV. APPROVAL OF THE AGENDA**

On motion by Charles Boaz and second by David Peter, the agenda was approved as presented.

#### **V. CONSENT AGENDA**

On motion by David Peter and second by Jenny Westerman, the following items were approved by consent:

##### **A. Minutes from February 10, 2020**

##### **B. Claims for Disbursement for February 2020**

##### **C. Applied Science Division Chair Appointment**

Division Chairpersons are appointed according to Board policy for two-year terms. We stagger the appointments so that there are never two new division chairpersons at the same time. This year nominations were sought for the Applied Science Division Chair and from that list of nominated faculty members, the President selects the chair. The President selected, Dr. Luka Kapkiai for years 2020-2021 and 2021-2022. The Liberal Arts Division Chair will be selected next year.

##### **D. Cashier/Accounts Receivable Clerk (Ottawa Campus)**

The job description is being revised to include addition standardized information which was omitted previously.

#### **CASHIER/ACCOUNTS RECEIVABLE CLERK – OTTAWA**

Reports to: Dean of Ottawa campus; Chief Financial Officer

Classification: Full-time, 12-month Employee

Pay Status: Hourly, Non-exempt, Level IV

Fringe Benefits per Board Policy

Starting Salary Range: \$12.50 - \$13.50

Revised: January 2020

This position reports to the Dean of the Ottawa campus with supervisory oversight from the Chief Financial Officer. This position is responsible for processing and reconciling all business accounting for the Ottawa Campus, including accounts receivable, accounts payable, requisitions, and student payments. The Cashier will support the overall student enrollment process provided within the Ottawa office. Duties include, but are not limited to:

1. Greet patrons at front window and channel requests to the appropriate person;
2. Answer office phone and direct calls to appropriate person; Review and respond to emails.
3. Receive and receipt all revenue including student payments, bookstore deposits, application and testing fees, and all other income for Ottawa campus.
4. Make change and maintain all Ottawa cash accounts.
5. Prepare and balance regular detailed bank deposit receipt groups, and make bank deposits daily.
6. Scan all receipt groups and send originals to the Chief Financial Officer at the Chanut campus.

7. Process Nelnet payment plan deposits. Add/remove "AH" holds to student accounts when appropriate.
8. Maintain change and provide petty cash moneybags to departments, when requested.
9. Receive and record income from vending machines
10. Assist in enrollment by generating charges and advising students of payment options.
11. Work closely with the Outreach Department with the High School Concurrent students.
12. Assist in financial aid disbursement and related paperwork when requested.
13. Assist in secretarial, clerical, and receptionist duties as needed
14. Collect and process Ottawa outgoing mail daily. Process postage budget transfers monthly.
15. Order all Instructional and office supplies for the Ottawa campus. Charge each department for supplies used; monitor supplies inventory and reorder as needed.
16. Approve vehicle requests; deliver key packs and keep the Ottawa vehicle maintenance current. Process monthly reports.
17. Overtime *may* be mandatory at certain times of the year.
18. Perform other duties as assigned by the dean of the Ottawa campus or the Chief Financial Officer

#### **Required Knowledge, Skills and Abilities**

1. Fluency, comfort, and familiarity with computers, and outstanding data entry skills.
2. Proficiency in Excel, Word, and Outlook software programs and databases required, proficiency in Access preferred.
3. Ability to work in a small and friendly office environment where each employee assumes multiple responsibilities.
4. Ability to work well under pressure and to reliably meet deadlines in a fast-paced environment.
5. Exceptional attention to detail and accuracy, and excellent organizational and writing skills.
6. Excellent customer service skills.
7. Ensure confidentiality of information.

#### **Education and Experience**

1. Bachelors preferred, preferably in the area of responsibility;
2. Associates degree required, and/or specialized skills required; AND 3 years of experience required, preferably in area of responsibilities;
3. OR High School Diploma or GED required, plus 7 years of work experience in area of responsibilities required;

#### **Working Conditions**

1. The noise level in the work environment is moderately noisy.
2. While performing duties of this job, the employee is required to use hands to finger, handle, or operate objects, tools, or controls; and to reach with hands and arms.
3. The employee is required to walk, sit, stand, talk and hear.
4. Specific vision capabilities required by this job include close vision and the ability to adjust focus.
5. Ability to lift and transport boxes weighing 50 pounds required. Ability to reach and work overhead is required.
6. Some overtime may be required, as well as some flexibility in occasional early or late hours.

#### **Non-Discrimination**

The current non-discrimination policy can be found at:

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

**E. OTA Program Director; Instructor-Fieldwork coordinator and AA to Health Occupations**

The OTA job descriptions have been modified to reflect release time required for program administration. This change was suggested by the accreditation team who reviewed the program in January.

**OCCUPATIONAL THERAPY ASSISTANT PROGRAM DIRECTOR**

Reports to: Dean of Outreach and Workforce Development

Classification: Full-time, 12-month Employee

Pay Status: Academic Administrator, Exempt

Fringe Benefits per Board Policy

Salary Range: \$55,000 - \$60,000 (salary not updated)

Revised: February 2020

**Purpose of Position:** The Occupational Therapy Assistant Program Director reports to the Dean of Outreach and Workforce Development and is responsible for developing all aspects of the Occupational Therapy Assistant Program including recruiting, instructing, evaluating, and modifying the curriculum.

**Essential Functions**

Provide premiere quality service to all constituencies of the College.

Engage in continuous quality improvement and professional development.

1. Program/Curriculum Development and Instruction

- a. Conduct yearly OTA curriculum evaluation and reporting to the OTA Advisory Board.
- b. Modify and update curriculum and textbook requirements as needed.
- c. Review equipment/supply needs for the OTA laboratory.
- d. Update equipment and supplies in the OTA laboratory.
- e. Conduct program and course assessment following established institutional procedures.
- f. Conduct student review and evaluation through required institutional procedures.
- g. Teach assigned courses with a maximum .50 FTE instruction.

2. Student Advising/Evaluation

- a. Develop and implement a program recruitment strategy.
- b. Maintain a database of prospective students and ensure regular contact with those students through mail, phone and email correspondence.
- c. Maintain student orientation/advising materials.
- d. Assist students in advisement and registration activities.
- e. Track and monitor student progress in the program.

3. Program Management

- a. Make recommendations in hiring and evaluation of faculty within the program.
- b. Manage the OTA budget within the framework of the department.
- c. Collaborate with OTA Advisory Board and hold two meetings per year.

- d. Continue to establish clinical agreements **in collaboration with the Academic Fieldwork Coordinator.**
  - e. Maintain accreditation requirements in accordance with the Accreditation Council for Occupational Therapy Education.
  - f. Supervise and establish program articulation agreements with other higher educational institutions.
  - g. **Release time for program administration is allotted with the limitation of .50 FTE instructional duties.**
4. Other Duties
- a. Participate in departmental and college planning through committee assignments and meetings.
  - b. Assist the Dean of Outreach and Workforce Development in reporting and projects as assigned.

#### **Required Knowledge, Skills and Abilities**

1. Working experience as a Licensed Occupational Therapist or Occupational Therapy Assistant in Kansas.
2. High degree of ethical standards, including confidentiality, adherence to general rules of safety, procedures, and fair labor standards
3. Exceptional ability to organize and coordinate projects.
4. Excellent interpersonal skills.
5. Ability to work effectively with diverse populations.
6. Attention to detail.
7. Knowledge of Accreditation Council for Occupational Therapy Education.
8. Ability to communicate effectively, both orally and in writing.
9. Excellent computer skills.
10. Ability to gather data, compile information and prepare reports.
11. Ability to plan and evaluate programs.
12. Ability to appropriately exercise independent initiative and judgment.
13. Willingness and ability to work as a member of a team.
14. Ability to communicate effectively and work independently is a must.
15. Qualified candidates will have experience in task analysis program/curriculum development, student advisement and community outreach.

#### **Education and Experience**

1. *Required* – Licensed Occupational Therapist or Occupational Therapy Assistant in Kansas (or eligible).
2. Master's Degree with five years professional experience, required. At least one year experience working in an academic setting, preferred.

#### **Working Conditions**

1. Work is normally performed in a typical interior/office work environment.
2. Some travel and evening hours are required.
3. Limited physical effort required.
4. Reliable transportation is required.

#### **Non-Discrimination**

The current non-discrimination policy can be found at:

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

## OCCUPATIONAL THERAPY ASSISTANT INSTRUCTOR/FIELDWORK COORDINATOR

Reports to: Occupational Therapy Assistant Program Director

Classification: Full-time, 11-month Employee

Pay Status: Academic Administrator, Exempt

Fringe Benefits per Board Policy

Starting Salary: \$45,000 (salary not updated)

Revised: February 2020

**Purpose of Position:** The Occupational Therapy Assistant Fieldwork Coordinator/Instructor reports to the Occupational Therapy Assistant Program Director, and is responsible for coordination of clinical and community sites, student placement and tracking, teaching and program maintenance in accordance with requirements set forth by the **Accreditation Council for Occupational Therapy Education**.

### Essential Functions

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

#### 1. Program/Curriculum Development and Instruction

- a. Establish clinical agreements with facilities appropriate to meet course and program outcomes.
- b. Review and evaluate clinical facilities for educational value.
- c. Maintain communication with site contact person(s) to ensure **site specific objectives** are met each semester.
- d. Ensure the development of links between the fieldwork and didactic aspects of the curriculum.
- e. Ensure clinical course assessment and evaluation occurs according to established institutional procedures.
- f. Teach courses in the occupational therapy assistant program **with a maximum .50 FTE instruction**.
- g. Assist in scheduling occupational therapy assistant courses in sequence with other required courses.
- h. Conduct student review and evaluation through required institutional procedures.
- i. Conduct program and course assessment following established procedures.

#### 2. Student Advising/Evaluation

- a. Assist students in advisement and registration activities.
- b. Assist in development and implementation of OTA student activities.
- c. Provide students with Fieldwork site contact and general information.
- d. Assist the Director in tracking and monitoring student progress in the program, specifically with clinical work.
- e. Monitor student attainment of graduation requirements.

#### 3. Clinical Coordination

- a. Coordinate Fieldwork experiences for students and site supervisors.
- b. Maintain clinical agreement contracts and site data with community and healthcare facilities and develop additional opportunities.
- c. Supervise and evaluate students during fieldwork placements.
- d. Ensure the development of links between the fieldwork and didactic aspects of the curriculum.
- e. Communicate with fieldwork educators regularly.

- f. Release time is allotted to ensure adequate Fieldwork coordination and site visits, e.g., scheduling coverage of coursework through adjunct instructors.

#### 4. Other Duties

- a. Participate in departmental and college planning through committee assignments and meetings.
- b. Assist the Director and Dean of Outreach and Workforce Development in projects as assigned.
- c. Engage in personal Professional Development.
- d. Participate in the OTA Advisory Board.

#### **Required Knowledge, Skills and Abilities**

1. Working experience as a Licensed Occupational Therapist or Occupational Therapy Assistant in Kansas.
2. High degree of ethical standards, including confidentiality, adherence to general rules of safety, procedures, and fair labor standards.
3. Exceptional ability to organize and coordinate projects.
4. Ability to communicate effectively, both orally and in writing.
5. Ability to work effectively with diverse populations.
6. Attention to detail.
7. Knowledge of Accreditation Council for Occupational Therapy Education.
8. Excellent computer skills.
9. Ability to gather data, compile information and prepare reports.
10. Ability to plan and evaluate programs.
11. Ability to appropriately exercise independent initiative and judgment.
12. Willingness and ability to work as a member of a team.
13. Some travel during normal working hours will be required, license mandatory.

#### **Education and Experience**

1. *Required* – Licensed Occupational Therapist or Occupational Therapy Assistant in Kansas
2. *Required* – Bachelor's Degree
3. *Preferred* – Two years professional experience
4. *Preferred* – One year experience working in an academic setting

#### **Working Conditions**

1. Work is normally performed in a typical clinical setting or classroom/office work environment.
2. Some travel and evening hours are required.
3. Limited physical effort required.
4. Reliable transportation is required.

#### **Non-Discrimination**

The current non-discrimination policy can be found at:

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

## ADMINISTRATIVE ASSISTANT TO HEALTH OCCUPATIONS – OTTAWA

Reports to: Director of Occupational Therapy Assistant Program  
Classification: Half-time, 12-month Employee  
Pay Status: Hourly, Non-exempt, Level III  
Fringe Benefits per Board Policy  
Salary: ~~\$11.50~~—\$12.00 - ~~\$12.50~~  
Revised: ~~December 2018~~February 2020

This position performs a variety of administrative assistant functions for the health occupations programs located on the Ottawa campus. The position reports to the Director of the Occupational Therapy Assistant Program in conjunction with Surgical Technology and health occupations located on the Ottawa campus (excluding nursing).

### Essential Functions

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

### Primary Duties

1. Provide support for the occupational therapy assistant program, director, and academic fieldwork coordinator.
2. Provide support for the surgical technology program, director, and clinical site coordinator.
- 2-3. Maintain current site contracts for each program and updated contact information.
- 3-4. Provide support for other non-nursing health occupation programs located on the Ottawa campus.
- 4-5. Prepare and maintain ~~instructor curriculum notebooks~~ program handbooks and student handbooks.
- 5-6. Monitor student records such as immunizations and all pre-class requirements.
7. Processes requisitions of instructional supplies and equipment.
- 6-8. Assist with admission and registration processes for health occupations students.
7. ~~Confirm classes with students. Monitor waitlists.~~
- 8-9. Maintain advisory committee databases, minutes, and records.
- 9-10. Support adjunct instructors.
- 10-11. Assist with state and national testing registrations and TEAS proctoring.
- 11-12. Assist in creating awareness of programs through various activities such as Panther Preview Days, 8<sup>th</sup> grade visits, Kids' College, etc.
- 12-13. Perform other duties as assigned.

### Required Knowledge, Skills and Abilities

- Excellent interpersonal skills.
- Ability to work effectively with diverse populations.
- Excellent organizational and computer skills.
- Willingness and ability to work as a member of a team.
- Confidentiality is required.
- Valid Driver's License.

### Education and Experience

- Associate's degree in related field preferred; AND 2 years of work experience required, preferably in area of responsibilities of position; OR
- High School diploma or GED required plus 5 years of work experience in area of responsibilities required.

**Working Conditions**

1. Some travel during normal working hours will be required, license mandatory.
2. Normal office working environment.
3. Ability ~~to sit in an office chair~~work for long periods ~~while operating using a personal computer is~~required.

**Non-Discrimination**

The current non-discrimination policy can be found at:

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

**F. Dean of Outreach and Workforce Development**

The Dean of Outreach and Workforce Development’s job description had not been updated for several years and did not reflect the current template nor did it include all of the responsibilities associated with that position. This updated version adheres to the current template for job descriptions and better reflects the reality of this position. No salary or organizational changes are needed based on this revision.

**DEAN OF OUTREACH AND WORKFORCE DEVELOPMENT**

Reports to: Vice President for Student Learning  
Classification: Full-time, 11-month Employee  
Pay Status: Senior Administrator, Exempt  
Starting Salary Range:  
Based on Education and Experience  
Revised: ~~January 2017~~ March 2020

This position reports to the Chief Academic Officer and has responsibility and administration of in-district outreach and workforce development activities of the college. Duties include, but are not limited to:

**Essential Functions**

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Develop and maintain the highest standards of quality possible for areas of responsibility.

**Duties and Responsibilities**

- ~~Work directly with the Chief Academic Officer in scheduling outreach and workforce development credit courses. The credit course offering of the college must be coordinated entirely for day, evening, and off-campus classes;~~
- ~~Arrange for adjunct faculty, recommend salaries, class minimums, and class fees to the Chief Academic Officer;~~
- ~~Direct and supervise the operation of the outreach and workforce development program as well as all special non-credit courses;~~
- ~~Prepare all necessary course applications, reports, and claims for reimbursement and submit to the Chief Academic Officer for approval;~~
- ~~Organize and direct in-district off-campus course offerings;~~
- ~~Organize and direct credit and non-credit classes, seminars, and workshops for the in-district service-area business community;~~
- ~~Assist business and industry in preparing grant applications provided through the Kansas State Department of Commerce and Housing;~~
- ~~Be responsible for faculty and course evaluations for outreach and workforce development;~~
- ~~Serve as the director of the Associate Small Business Center provided through Pittsburg State University;~~
- ~~Be responsible for instituting and expanding programs of community service in the in-district service area;~~

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- ~~— Assist in the preparation of promotional brochures and advertising to be used in developing effective promotion of the outreach and workforce development program;~~
- ~~— Assist in the development and implementation of a program of recruitment for outreach and workforce development;~~
- ~~— Coordinate junior, senior and graduate level educational offerings of colleges and/or universities offering classes on campus;~~
- ~~Prepare and administer the outreach and workforce development budget;~~
- ~~— Represent the community college in an official capacity in local, state, regional, or national associations, or agencies which are directly related to outreach and workforce development;~~
- ~~— Participate in civil, recreational, and social activities of the community;~~
- ~~— Supervise the director of the Center for Academic and Vocational Excellence, coordinator of allied health, and coordinator of international student services;~~
- ~~— Oversee the TRIO grant programs;~~
- ~~Perform other duties as assigned by the Chief Academic Officer.~~

1. Provide oversight for programs and personnel in the Outreach and Workforce Development

Department

- a. Coordinate the offerings of courses in high schools in our service area, and in other approved areas.
  - b. Assist programs in obtaining and maintaining external accreditations, as appropriate.
  - c. Ensure out-district approvals are attained for courses as necessary.
  - d. Ensure consistency in northern and southern outreach operations.
  - e. Establish and maintain strong communication channels with all direct reports within the department.
  - f. Support strong communication channels between direct reports and other departments at the institution.
  - g. Empower direct reports to become well-versed in their areas of responsibility and as ambassadors of NCCC.
  - h. Develop and oversee departmental budgets, both institutional and grant funded.
  - i. Develop, implement, and maintain MOU's with educational and community partners.
  - j. Ensure instructor evaluations are performed according to Board policy.
  - k. Ensure adjunct and overload contracts are administered appropriately.
  - l. Support advisory committee meetings and initiatives.
  - m. Support lifelong learning opportunities in the communities served. (Lifetime Learning, Kids' College, etc.)
2. Seek opportunities to expand into new programs and locations to further the College mission.
- a. Initiate and respond to requests for industry training.
  - b. Develop new programs as appropriate, including local and state approvals.
  - c. Seek additional locations and populations to serve.
  - d. Develop new sites for programming.
3. Seek methods to reduce NCCC costs through expanded community partnerships and grant resources.
- a. Submit local, State, and Federal grant applications, as appropriate.
  - b. Administer grant awards including budgets, interim and final reports.
  - c. Supervise grant employees, as appropriate.
  - d. Obtain knowledge on State and Federal regulations regarding administration of grant funds.

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- e. Seek bids on high cost/ consumption items (welding fuels, etc.) annually, beyond minimal Board of Trustees requirements.
- 4. Provide communication and serve as a liaison to various constituents.
  - a. Serve as a liaison between NCCC and the Kansas Small Business Development Center at Pittsburg State University.
  - b. Serve as a liaison between NCCC and local economic development entities.
  - c. Prepare reports for local, State, and Federal entities as necessary.
  - d. Represent NCCC in the areas where services are provided, as appropriate.
  - e. Participate in Local Area II and V Workforce Investment Opportunity Act initiatives.
- 5. Additional duties as assigned.

#### **Experience and Education**

- 1. Master's degree required, doctoral degree preferred.
- 2. A minimum of five years of supervisory experience required.
- 3. A minimum of five years of higher education experience with progressive responsibility required, community college experience preferred.

#### **Supervision**

- 1. Direct: Twenty-two [Including, AA, Northern Outreach Director, Southern Outreach Director, 3 Trio Directors, Director(s) of Youth Services Grant, Director of Allied Health, Director of Occupational Technology Assistant, Director of Surgical Technology, Director of Health Information Technology, RSVP Director, Director(s) of Adult Basic Education, welding faculty, construction faculty, HVAC faculty]
- 2. Indirect: Twenty-eight (varies)

#### **Working Conditions**

- 1. Normal office working environment with frequent visits to renovation and construction project sites.
- 2. Ability to sit in an office chair for long periods while operating a personal computer is required.
- 3. Some travel and evening hours will be required.
- 4. Time outside of normal office hours will be required.

#### **Non-Discrimination**

The current non-discrimination policy can be found at:  
<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

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### **G. Aerostructures Program and Industrial Maintenance Technology**

This new Aerostructures Program combines existing NCCC courses into a 16-credit hour certificate program. This new career and technical education program will provide a pathway for high school students and adult-learners to obtain skills needed to work in the aircraft assembly industry.

The following documents are attached for the new program, Aerostructures.

1. Program Sheet
2. \*Syllabi
  - a. AERO 114
  - b. AERO 115
  - c. AERO 116
  - d. AERO 120
  - e. AERO 122
  - f. AERO 124
  - g. CMCT 105

\*Note: These syllabi have all been Board approved as individual courses, however most of them are inactive in the KBOR course inventory.

This new Industrial Maintenance Technology program combines four existing NCCC courses and 11 new courses into a 45-credit hour certificate program. The curriculum meets the Kansas Board of Regents alignment requirements. This new career and technical education program will provide a pathway for high school students and adult-learners to obtain skills needed to work in a wide variety of industries.

The following documents are attached for the new program, Industrial Maintenance Technology.

1. Program Sheet
2. Syllabi
  - a. IMT 102
  - b. IMT 104
  - c. IMT 112
  - d. IMT 114
  - e. IMT 202
  - f. IMT 204
  - g. IMT 206
  - h. IMT 210
  - i. IMT 212
  - j. IMT 214
  - k. IMT 216

Courses in the program that are already approved (syllabi not provided on these):

- CMCT 105
- CMCT 106
- HVAC 103
- ETEC 136

## **H. Personnel**

### **1. Request for Retirement for Occupational Therapy Assistant Program Director - Ottawa**

It was the president's recommendation that the Board accept the retirement of Barbara Flett, Occupational Therapy Assistant Program Director – at the Ottawa Campus. Her last day will be effective June 30, 2020.

### **2. Resignation of Payroll/Accounts Payable Clerk**

It was the president's recommendation that the Board approve the resignation of Cassie Vining, Payroll/Accounts Payable Clerk. Her last day will be May 31, 2020.

## **VI. REPORTS**

- A. Faculty – Paul Walcher reported for Alan Murray on what faculty was doing. See attachment.
- B. Online/Ottawa – Dr. Marie Gardner reported on what the Online/Ottawa Department was doing. See attachment.
- C. Treasurer – Sandi Solander gave a treasure's report. Revenue for the month of January was \$2,955,027.06 and disbursements were -\$3,382,298.16. See attachments.
- D. President – Dr. Brian Inbody gave a president's report. See attachment.

## **VII. OLD BUSINESS**

- A.

## **VIII. NEW BUSINESS**

### **A. Executive Session – Security Matters**

On motion by David Peter and second by Jenny Westerman the Board recessed into executive session at 6:18 pm for 25 minutes to discuss the college safety and security plan pursuant to the open meetings exception for matters relating to the security of the Board, the college, its public buildings, facilities or information systems, which if discussed in open meeting might jeopardize the security of the college, its buildings, facilities or information systems, and that our President, both Vice-Presidents, Chief Financial Officer and attorney be included.

No action was taken.

The open meeting resumed here in the Board Room at 6:43 pm.

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

On motion by David Peter and second by Kevin Berthot the Board recessed into executive session for 15 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President, Vice President for Student Learning, Vice President for Operations, Chief Financial Officer, and the college attorney. The Board entered executive session at 7:05 pm.

**Resolution 2020-7**

RESOLVED, that the Board of Trustees of Neosho County Community College approved the termination of the employment contract of Rena Snyder. Written notice was given to Ms. Snyder on Monday, March 2, 2020, that she was suspended from her duties. Her employment contract will be terminated effective March 16, 2020.

**On motion by David Peter and second by Charles Boaz the above resolution was approved unanimously.**

The open meeting resumed here in the Board Room at 7:25 pm.

**C. Executive Session – Employee Matters**

On motion by Jenny Westerman and second by Charles Boaz the Board recessed into executive session for 5 minutes 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 on standby and NCCC attorney be included. The Board entered executive session at 7:28 pm.

On motion by Kevin Berthot and second by Jenny Westerman the board went into an additional 5 minutes.

**Resolution 2020-8**

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, to continue with a four-year contract term now ending in June of 2024, as discussed in Executive Session.

The Chairman of the Board shall provide written Notice of Extension with subsequently determined modified compensation and benefits stated, and incorporating the NCCC Strategic Plan 2020-2021 to be prepared by the Board Attorney on or before June 15, 2020.

**On motion by David Peter and second by Charles Boaz the above resolution was approved unanimously.**

**IX. ADJOURNMENT**

**On motion by David Peter and second by Jenny Westerman, the meeting adjourned at 7:41 pm.**

Respectfully submitted,

Dennis Peters, Board Chair

Angela Rowan, Board Clerk

# KBOR Excel in CTE Fee Summary for Proposed Academic Programs

CA-1b Form (2020)

*Per statute (K.S.A. 72-3810), the Kansas Board of Regents shall establish general guidelines for tuition and fee schedules in career technical education courses and programs. The Excel in CTE tuition and fee schedule of every technical education program shall be subject to annual approval.*  
 Please include all costs charged to **high school students** for the proposed new program.

<b>Program Title:</b>	Aerostructures	
<b>Program CIP Code:</b>	47.0607	
<i>Please list all fees associated with this program: Only list costs the institution <b>is</b> charging students.</i>		
<b>Program Fee</b>	<b>Short Description</b>	<b>Amount</b>
		\$ -
<i>Please list all courses within the program and any fees associated to those courses: Only list costs the institution <b>is</b> charging students. Do not duplicate expenses.</i>		
<b>Course Fee</b>	<b>Short Description</b>	<b>Amount</b>
CMCT 105		
OSHA 10 Safety Orientation	OSHA certification/card	\$ 8.00
AERO 124		
Aerostructures Adhesive Bonding	ASTM NCATT Certification - Aerospace/Aircraft Assembly (AAA)	\$ 175.00
<b>Total</b>		<b>\$ 183.00</b>

<i>Please list items the student will need to purchase on their own for this program: Institution <b>is not</b> charging students these costs, rather students are expected to have these items for the program.</i>		
<b>Item</b>	<b>Short Description</b>	<b>Estimated Amount</b>

# Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act

CA-1c Form (2020)

Name of Institution	Neosho County Community College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Brenda Krumm, Dean 620.432.0364 bkrumm@neosho.edu
Name, title, phone, and email of the Perkins Coordinator	Sarah Robb, Ed.D. Vice President for Student Learning 620.432.0302 sarah_robb@neosho.edu
Program Name	Aerostructures
Program CIP Code	47.0607
Educational award levels and credit hours for the proposed request	Certificate A 16 credit hours
Percentage of tiered credit hours for the educational level of this request	100%
Number of concentrators for the educational level	NA – new program
Does the program meet program alignment?	NA – not an aligned program
Justification for conditional approval: <i>(this section must reference information found within the Local Needs Assessment)</i>	Manufacturing was identified as a needed program. Kansas Labor Market Data shows 1,275 annual openings with an entry wage of \$25,739. Evidence from regional sources included a high demand for manufacturing programs due to new local industries in the region. Orizon Aerostructures needs to fill 180 new positions in the near future, see CA1 Form.

Signature of College Official *Sarah R Robb* Date 4/15/2020

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