

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
MINUTES**

**DATE:** July 14, 2011

**TIME:** 5:30 p.m.

**PLACE:** Student Union, Room 209

**PRESENT:** Kevin Berthot  
Charlie Boaz  
Patricia Griffith  
Lori Kiblinger  
David Peter  
Dennis Peters

**PRESENT:** Dr. Brian Inbody, President  
Ben Smith, Vice President for Operations  
Sandi Solander, Chief Financial Officer  
Kent Pringle, Board Attorney  
Denise Gilmore, Acting Board Clerk

Mr. Peter called the meeting to order.

**III. Public Comment**

There were no speakers.

**IV. Approval of the Agenda**

The agenda was amended to add the following under new business:

- P: Resignation
- Q: FA Clerk-Ottawa
- R: Science Instructor-Chanutte
- S: Resignation

Upon a motion and a second the agenda was approved as amended. Motion passed.

**V. Reorganization of the Board**

A. Election of Officers: Chair and Vice Chair

Mr. Peter was elected as chair and Mr. Berthot was elected as vice-chair.

B. Appointment of Personnel: The following appointments were approved.

1. Board Treasurer – Sandi Solander
  2. Board Clerk – Terri Dale
  3. Board Secretary – Brian Inbody
  4. Board Attorney – Kent Pringle
- C. Selection of monthly meeting day, time, and location: The Board will meet on the second Thursday of each month at 5:30 p.m. in room 209 in the Student Union.
- D. Financial Institution Designation: The following financial institutions were approved:
- Bank of Commerce, Chanute  
Commercial Bank, Chanute  
Community National Bank, Chanute  
Emprise Bank, Chanute  
Home Savings Bank, Chanute  
Kansas State Bank, Ottawa  
Peoples Bank, Ottawa
- E. Appointment of Board Representatives: The following appointments were approved:
1. Kansas Association of Community College Trustees-Charlie Boaz
  2. NCCC Foundation-David Peter
- F: Affirmation of Service: Mr. Peter read the following Affirmation of Service and Trustees affirmed the document and then signed the document.

### **Affirmation of Service**

At the November 2003 Board Retreat, Trustees developed the following statement to demonstrate their understanding of the role of the Board in policy-making. They voted to include this statement each year at the July Board meeting as part of the organization of the Board.

## **NEOSHO COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES**

### **AFFIRMATION OF SERVICE**

It is with the deepest sense of responsibility and conviction as a trustee of Neosho County Community College, that I do solemnly affirm:

- That I understand my authority exists only when acting collectively with my fellow board members, and that our authority is derived from, and obliged to serve, the interests of our entire community;

- That I will exemplify ethical behavior and conduct that is above reproach;
- That I will engage in an ongoing process of in-service education and continuous improvement;
- That I will be prepared to participate in open, honest, and civil deliberation with my colleagues, vote my conscience rather than to advance any special interests, and support the decisions and policy we make; and
- That I will honor the division of responsibility between the board and the CEO/President, and staff, and contribute to creating a spirit of true cooperation and a mutually supportive relationship in support of our community.

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Signed this 14<sup>th</sup> of July, 2011.

**VI. Consent Agenda**

The following items were approved by consent.

- A. Minutes from June 9, 2011
- B. Claims for Disbursement June 2011
- C. Personnel
- D. Course Inventory Revisions

**Consent Agenda Item VI-C: Personnel**

**1. Resignation of ABE Instructor**

It was the President’s recommendation that the Board accept the resignation of Mark Hendrix, Adult Basic Education instructor at Chanute. His resignation was effective June 24, 2011.

**2. Resignation of GEAR UP Academic Specialist**

It was the President’s recommendation that the Board accept the resignation of Jamie Stucky as the Academic Specialist for GEAR UP. Her resignation is effective August 31, 2011, contingent upon the renewal of the 2011 GEAR UP grant.

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

It was the President's recommendation that the Board approve the employment of Karin Jacobson as the Accounts Payable/Payroll Clerk. Ms. Jacobson is a graduate of Neosho County Community College. Her work experience includes accounts payable, accounts receivable, collections, data entry, teacher's assistant, Para educator, and most recently a peer tutor at NCCC.

Ms. Jacobson will be paid \$10.50 per hour (level III) starting July 18, 2011.

### **4. ABE Instructor-Chanute**

It was the President's recommendation that the Board approve the employment of Isaac Robinson for the ABE instruction position at Chanute. Mr. Robinson holds a Bachelor of Arts degree in Political Science and is pursuing a Master's degree in Special Education from Pittsburg State University.

Mr. Robinson has been a substitute teacher for USD 413 and a special education teacher at Fairfield Day Program in Chanute. He has also been a substitute teacher for Springfield Public School and southern Boone County School.

Mr. Robinson will be paid \$24,500 annually (Management Support) starting July 18, 2011.

### **5. ABE Instructor-Labette**

It was the President's recommendation that the Board approve the employment of Nancy Steinert as the ABE instructor at Labette. Ms. Steinert earned a Bachelor of Science in Education/Mathematics and a Bachelor of Science in Psychology from Pittsburg State University. She has been an adjunct faculty member at Labette Community College since 2005 teaching Foundations of Mathematics. She also taught at Parsons High School and Erie High School.

Mr. Steinert will be paid \$26,500 annually (Management Support) starting July 18, 2011.

### **Consent Agenda Item D: Course Inventory Revisions**

Before each semester begins, the Kansas Board of Regents asks coordinated institutions to submit a list of courses that the college is capable of teaching in that semester, but is not compelled to offer. This list of courses is referred to as the course inventory. Each change to the inventory must be approved by the academic department where it originated, the curriculum

committee, the Chief Academic Officer, the President of the College and finally, the College Board of Trustees, as per NCCC policy.

## **Course Inventory Changes July Board Meeting**

### **Course Number Changes**

(All pursuant to Curriculum Committee approval in September)

NURS 271     Nursing Care of the Complex Adult, 5 credit hours, to NURS 273  
NURS 272     Clinical Care of the Complex Adult, 3 credit hours, to NURS 274

### **Agenda Item VIII-A: Early Retirement Policy Revision (second reading)**

The College has offered an early retirement incentive both through Board policy and through the PEA negotiated agreement. The early retirement incentive found in the PEA agreement has been modified through the negotiation process and may be ratified at the June Board meeting. In an effort to equalize benefits between employees, the version of the early retirement incentive in the Board policy manual will need to be brought into alignment with the negotiated agreement. The policy change allows for employees to receive the maximum benefit when they first qualify for KPERS retirement at the earliest age, instead of age 60 in the current plan. The amount of incentive then lowers by 3% per year until there is no incentive left. It also lowers the number of years needed to qualify for the benefit from 15 to 10.

Employees must have worked full-time for NCCC for at least 10 years, be fully eligible and file for KPERS retirement, and be below the age of 64 in order to receive the benefit. The maximum number of years for the incentive payout is five no matter what the age of the employee, but it may be less depending on the age of the employee.

As some employees may have been waiting to receive the maximum benefit at 60 and may have already missed the maximum benefits under the new plan, the employee may choose either the current plan or the proposed plan for the next three academic years. At the end of the 2014 academic year, the original plan will no longer be valid and should be removed from the Board Policy Manual. This is the second reading for this policy and the President recommended that the Board approve it as presented.

### **Resolution 2011-66**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised Early Retirement Incentive Policy to be included in the Board Policy Manual effective July 1, 2011.

**Upon a motion and a second the above resolution was approved. Motion passed unanimously.**

**Early Retirement Incentive\* (revised 09 08) (revised 12/10/09) (7/14/11)**

A Full-time Employee of NCCC who may find it necessary or desirable to retire from employment with the College prior to normal retirement ages may retire under the terms and conditions of one of the plans hereinafter specified, subject to the following limitations:

1. A Full-time Employee eligible for early retirement under the terms and conditions of Plan A will receive early retirement benefits pursuant to Plan A if the Application is made during fiscal years 2011-12 through 2013-14 inclusive unless the Full-time Employee specifically elects to receive early retirement benefits pursuant to Plan B.
2. All other Full-time Employees eligible for early retirement will receive early retirement benefits pursuant to Plan B.
3. A Plan election may not be changed after the Application.

**Plan A**

- I. Eligibility: A Full-time Employee is eligible for early retirement if such Full-time Employee:
  - a. is currently a full-time Employee;
  - b. is not less than fifty-six (56) years of age and not more than sixty-four (64) years of age on or before September 1 of the Full-Time Employee's current contract year, and;
  - c. has completed fifteen (15) or more years of full-time employment services with the college.
  - d. provides verification of retirement from the Kansas Public Employee Retirement System.  
  
Eligibility in accordance with (a) - (d) above will be determined by the President of the college. A Full-Time Employee applying for early retirement shall have the responsibility to provide all facts and information necessary to prove eligibility for early retirement and to determine benefits to be paid.
  - e. must complete the academic year to receive the benefit.
2. Application. A Full-time Employee may apply for early retirement by giving written notice to the President of the college. Such written notice by the Full-time Employee shall be

submitted on or before the first day of February preceding the anticipated retirement date, and the notice shall include the following information:

- a. A statement of the applicant's desire to take early retirement;
- b. The anticipated age of retirement;
- c. The applicant's birth date and age on the date of retirement;
- d. The current mailing address and telephone number of the applicant;
- e. The number of years the applicant has been employed full-time by NCCC;
- f. The applicant's current salary;
- g. Whether the applicant desires the payment in January or July of each year; and,
- h. Whether the applicant desires health insurance coverage through the college group health insurance program by deduction of annual premiums from the early retirement benefit or by the applicant paying his/her own monthly premiums to the college.

Following final action by the Board on any application for early retirement the President of the college shall notify the applicant in writing of the final disposition and the date and amount of early retirement benefits to be paid.

3. Basis of Retirement Benefit. The early retirement benefit shall be an annual payment made in the retired employee's name to the College's identified 403 (b) plan provider. The payment will be determined by utilization of the percentage opposite the year of benefit on the following table. The percentage for the year shall be multiplied by the Full-Time Employee's last annual contract salary. The payment shall be paid annually in either January or July through the College contract year in which the Full-Time Employee reaches age sixty-four (64) or for a period of five (5) years, whichever occurs first. The initial date selected for first year payment (January/July) shall then become the anniversary date for subsequent payments. The age at the time of retirement shall determine the percentage of last annual salary for that year and each subsequent year.

<u>Year of Benefit</u>	<u>Percent of Last Annual Salary</u>
Age 56	8%
Age 57	10%
Age 58	13%
Age 59	17%
Age 60	21%
Age 61	17%
Age 62	13%
Age 63	10%
Age 64	8%

It is further provided that the President of the college shall compute on or before January 15 of each year an estimated early retirement benefit for each Full-time Employee between ages fifty-six (56) and sixty-four (64), or comparable ages. This information shall be provided to the Full-time Employee and become a part of the Full-time Employee's permanent file.

4. Terms and Conditions. The option to maintain health insurance shall terminate at the end of the College contract year in which the Full-time Employee reaches age sixty-four (64). The cash incentive benefit shall automatically terminate at the end of the fifth (5th) payment or at the end of the year in which the Full-time Employee reaches age sixty-four (64). Failure of the retired Full-time Employee to pay the required monthly health insurance premiums may terminate the retired Full-time Employee's right of continued participation in the college health insurance plan.

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

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

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

#### **Early Retirement Incentive Plan B (approved 7 14 11)**

1. Eligibility: A full-time Employee is eligible for early retirement if such Full-time Employee:

- a. is currently a full-time Employee;
- b. has completed ten (10) or more years of full-time employment services with the College;
- c. provides verification of retirement from the Kansas Public Employee Retirement System, and
  - a. Must complete the academic year in which the Full-time Employee is under contract to receive the benefit, or receive written approval from the President pursuant to allowable exception(s).

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

2. Application: A Full-time Employee may apply for early retirement by giving written notice to the President of the College. Such written notice by the Full-time Employee shall be submitted on or before the first day of February preceding the anticipated retirement date. The President may grant exceptions when deemed necessary. Notification of early retirement by the Full-time Employee shall include the following information:

- a. A statement of the applicant's desire to take early retirement;
- b. Notification as to whether the applicant desires the payment in January or July of each year; and,
- c. Notification as to whether the applicant desires health insurance coverage through

the College group health insurance program.

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

3. Basis of Retirement Benefit. The early retirement benefit shall be an annual payment made in the retired employee's name to the College's identified 403 (b) plan provider. The payment will be determined by utilization of the percentage opposite the year of benefit on the following table. The percentage of the year shall be multiplied by the Full-time Employee's last annual contract salary. The payment shall be paid annually in either January or July through the College contract year in which the Full-time Employee reaches age sixty-four (64) or for a period of five (5) years, whichever occurs first. The initial date selected for first year payment (January/July) shall then become the anniversary date for subsequent payments. Early retirement benefits shall be based on KPERS retirement eligibility and years of service after eligibility according to the chart below.

KPERS Eligible	21%
Eligibility + 1 year service	18%
Eligibility + 2 years service	15%
Eligibility + 3 years service	12%
Eligibility + 4 years service	9%
Eligibility + 5 years service	6%
Eligibility + 6 years service	3%

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

4. Terms and Conditions. The option to maintain health insurance shall terminate at the end of the College contract year in which the Full-time Employee reaches age sixty-four (64). The cash incentive benefit shall automatically terminate at the end of the fifth (5<sup>th</sup>) payment or at the end of the year in which the Full-time Employee reaches age sixty four (64). Failure of the retired Full-time Employee to pay the required monthly health insurance premiums may terminate the retired Full-time Employee's right of continued participation in the College health insurance plan.

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

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

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

## **Agenda Item IX-A: Bids to Lease 12 Passenger Vans**

The vehicles owned by the college do not meet the total vehicle demands of the College community. Specifically, the number of high capacity passenger vans owned by the College does not meet the existing requirements for travel, particularly for the athletic teams and activity groups. Therefore, for the past several years the College has supplemented our owned fleet with leased vehicles to meet the College's needs.

During 2010-2011, the college decreased the number of vehicles we leased from six 12-passenger vans to five 12-passenger vans due to a detailed analysis of the 2009-2010 usage. Following the return of the leased vehicles this year, another detailed analysis of the vehicle usage for 2010-2011 was performed. This detailed analysis revealed that there were significant scheduling issues from mid-May through June due to increased van usage mainly by the grant programs. The analysis further revealed that leasing a minimum of five (5) 12-passenger vans would still be necessary for the mid-August to mid-May timeframe.

As such, bid specifications were developed for leasing from five to seven 12-passenger vans with an option for weekly and/or daily additional vans if necessary and were mailed to:

Automobile Consumer Services	Cincinnati, OH
BBL Fleet	Bridgeville, PA
Capital Lease Group	Brockton, MA
Corporate Fleet Services, Inc.	Highland Park, MI
Dealers Leasing Inc.	Wichita, Ks.
Olathe Ford Lincoln Mercury	Olathe, Ks.
Caldwell Leasing	Columbus, Ohio
Commerce Lease Group	Wichita, Ks.
Union Leasing	Overland Park, KS.
Walser Leasing & Fleet Services	Hopkins, MN
Merchants Short Term Solutions	Overland Park, KS.
Merle Kelly Ford	Chanute, KS.
Ranz Motor Co. Inc.	Chanute, KS.
Shield's Motor Co. Inc.	Chanute, KS.
Enterprise Rent-A-Car	Independence, KS.
Michael W. DeLuca	Parsippany, NJ

A copy of the bid spec is attached.

Merchants Short Term Solutions submitted the only bid to the College for \$805 per month, per van. This is the same rate as we were charged last year. Additionally, Merchants submitted a bid of \$105 per day (with \$300 transport charge) and \$600 per week (with \$200 transport charge), again, same rates as last year.

Per the bid specs, two of the rental vans must be delivered to the Neosho County Community College campus in Chanute, Kansas by August 17, 2011. The additional three vans must be delivered by September 1, 2011. Two of the vans must be picked up from the college on or about May 15, 2012 and three no later than July 2, 2012. Basically, we are recommending the college lease one of the vans for an additional month and a half to mitigate scheduling conflicts for the grant programs. The College may return any or all of the vans on or about July 2, 2012, if they are no longer needed and receive a pro-rated credit.

The President recommended that the Board accepts the bid of \$805 per month, per van from Merchants Short Term Solutions, Overland Park to lease five (5) 12-passenger vans with the option to lease additional vans on a weekly or daily basis provided it is economically advantageous for the College to do so.

### **Resolution 2011-67**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the bid of \$805 per month, per van from Merchants Short Term Solutions to lease five (5) 12-passenger vans per the bid with the option to lease additional vans on a weekly or daily basis provided it is economically advantageous for the College to do so.

**Upon a motion and a second the above resolution was approved. Motion passed unanimously.**

### **REQUEST FOR SEALED BID: Five -Seven 12 Passenger Vans**

Neosho County Community College is seeking bid for quantity *five* 12-passenger vans. The bids shall be based on *comparable* specifications:

#### Minimum Specifications

##### Exterior

- Fixed Interval Wipers
- White exterior color - Preferred

##### Interior

- Air Conditioning-prefer front and back units
- AM/FM Radio
- Day-Night Rear View Mirror
- Dome Lamp
- Dual Cup Holders
- Cup Holder for Back Seat Passengers
- Speed Control/Tilt Wheel
- Fold Down Arm Rests for Front Seats

##### Functional

- V8 Gasoline Engine

- Spare Tire and Wheel
- Fog Lamps
- Power Steering

#### Safety/Security

- 4-Wheel Anti-Lock Brakes
- Adjustable Safety Belts
- Driver/Passenger Air Bags
- Vehicle interior must be clean and undamaged
- Vehicle mileage must not exceed 20,000 and be no more than 1 year old

#### Duration of Rental Agreement

Two of the rental vans must be delivered to the Neosho County Community College campus in Chanute, Kansas by August 17, 2011. The additional three vans must be delivered by September 1, 2011. Two of the vans must be picked up from the college on or about May 15, 2012 and three no later than July 2, 2012. The College *may* return any or all of the vans on or about July 2, 2012, if they are no longer needed and receive a pro-rated credit.

#### Optional:

Up to two additional vans may be requested for the duration of the rental agreement as described above. We also request daily and weekly lease rate, including delivery charges, for additional vehicles as described above.

#### Billing

The College will be billed the first of each month. Payment will be made by the 15th of each month. Invoices will be submitted to:

Accounts Payable  
800 W. 14<sup>th</sup> Street  
Chanute, KS 66720  
Phone: 620-431-2820 ext. 260

If your company wishes to submit a sealed bid, please submit it to:

Sandi Solander, Chief Financial Officer  
800 W. 14<sup>th</sup> Street  
Chanute, KS 66720  
Phone: 620-431-2820 ext. 222  
Fax: 620-431-0082  
[ssolander@neosho.edu](mailto:ssolander@neosho.edu)

Bids must be submitted by July 6, 2011 at 12:00 noon in a sealed envelope marked "12 PASSENGER RENTAL VAN BID." Bids submitted shall clearly show the *price* of the rental agreement *per vehicle*. Any insurance requirements must be clearly specified.

Bids received late and those that do not meet our minimum specifications will not be accepted. Email or faxed recommendations will not be accepted. Recommendations to the Board of Trustees will be made based on the information to be submitted with the proposal. For questions and information contact Sandi Solander.

NCCC reserves the right to accept or reject any bid submitted and request additional information.

**Agenda Item IX-B: Bids to Purchase Vans**

The College vehicle fleet currently has two 15-passenger vans in it. Both are 2004 Ford E-350 vans with over 100,000 miles on each of them and they are used at the Chanute campus on an almost daily basis. As a continued effort to upgrade the vehicle fleet the College staff is recommending trading in the vans on two new 12 passenger vans. Bids were solicited from Ewen Motor Co., Erie; Ranz Motor Co., Inc., Chanute; Shields Motor Co. Inc., Chanute; Merle Kelly Ford Inc., Chanute.

The College currently has sufficient funds in the Equipment Reserve budgeted for vehicle replacement. We are recommending that the new vans will be used at the Chanute campus.

The following bids were received:

Ranz Motor Co., Inc.

2-2012 Chevrolet Express Passenger RWD 2500	\$ 50,256
Trade in 2-2004 E-350 vans	- 8,000
Total	\$ 42,100

Merle Kelly Ford, Inc.

2-2012 Ford Econoline E-350 Super Duty XL	\$46,984
Trade in 2-2004 E-350 vans	- 8,000
Total	\$38,984

It was the President's recommendation that the Board accepts low bid of \$38,984 from Merle Kelly Ford, Inc. for a two 2012 Ford Econoline E350 Super Duty XL vans.

**Resolution 2011-68**

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the low bid of \$38,984 from Merle Kelly Ford, Inc. for a two 2012 Ford Econoline E350 Super Duty XL vans.

**Upon a motion and a second the above resolution was approved. Motion passed unanimously.**

**Agenda Item IX-C: Bids for Hospital Beds**

As part of the Rowland Renovation Project, additional hospital beds will be needed for the skills lab and simulated hospital rooms. Formal bid specifications were developed for the equipment (attached). Notice was placed in the Chanute Tribune and bids were solicited from leading health care equipment providers and bed manufacturers.

The following sealed bids were received:

	<b>Traco Medical Incorporated Sioux Falls, SD</b>	<b>Gumbo Medical, LLC Las Vegas, NV</b>
9 Hill Rom patient beds	\$17,001.00	\$20,250.00
1 Hill Rom birthing bed	\$2,945.00	\$3,350.00
Shipping	\$786.17	\$3,600.00
<b>Total</b>	<b>\$20,732.17*</b>	<b>\$27,200.00</b>

Both bids meet the specifications for the project, although the Traco bid \*INCLUDES installation, calibration, and training. Funding for the project was included in the Rowland renovation project budget with HRSA grant monies.

It was the President’s recommendation that the Board accept the low bid for nine (9) Hill Rom patient beds and one (1) Hill Rom birthing bed for \$20,732.17 from Traco Medical Incorporated.

**Resolution 2011-69**

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the low bid for nine (9) Hill Rom patient beds and one (1) Hill Rom birthing bed for \$20,732.17 from Traco Medical Incorporated.

**Upon a motion and a second the above resolution was approved. Motion passed unanimously.**

**Invitation to Bid**

The Board of Trustees of Neosho County Community College (NCCC) is seeking bids for medical equipment to be used for educational purposes on the Chanute campus. Bidders are invited on one or all of the following two items:

1. Nine (9) Hill-Rom Advance 1105 beds with tuck-away rails, new mattress, IV pole. Fully electric.
2. One (1) Hill-Rom Affinity II Birthing Bed with mattress – fully electric, knee and foot holders.

Questions concerning any of the specifications should be directed to: **Brenda Krumm, 620-431-2820 ext. 234 [bkrumm@neosho.edu](mailto:bkrumm@neosho.edu)**

All sealed bids must be addressed as follows and submitted directly to:

**Neosho County Community College, Attn: Sandi Solander, 800 West 14<sup>th</sup> Street, Chanute, KS 66720** before 5:00 pm, Thursday, July 7<sup>th</sup>, 2011. We anticipate that a recommendation on the bids will be made to the NCCC Board of Trustees at the board meeting at 5:30 p.m. on July 14th, 2011 in Room 209 of the Student Union on the Chanute campus. The Board of Trustees reserves the right to reject any or all bids and to determine whether or not specifications have been met. Bids are expected to be firm and should not be presented as estimates.

**Agenda Item IX-D: Bids for Rowland AV Equipment**

Per the furnishings plan for the Rowland renovation project, bids were solicited by a newspaper ad and posting to the web site for A/V equipment for the simulated hospital. This equipment will be used for video capture in the 3 hospital rooms to enhance training while evaluating simulations. The following bids were received:

<b>Vendor</b>	<b>Bid</b>	<b>Met Specification</b>
Troxell Communications – Blue Springs, MO.	\$9735.00	Yes
Music Shop Electronics – Chanute, KS	\$10476.86	Yes
Holtz Electric Inc. – Bartlesville, Ok.	\$9280.00	Yes

Each vendor was able to meet the requirements of the specifications for the following equipment:

<b>Quantity</b>	<b>Item</b>	<b>Description</b>
3	HTSD10X	Speco PTZ cameras
1	KBDPTZ1	Speco PTZ controller
8	HT7248FFi	Speco Intensifier focus free camera, true day/night, 580TVL
1	ALTV248	Altronix 8-Ch 24VAC power supply
1	ALTV244	Altronix 4-CH 24VAC power supply
1	SCM810	Shure mixer
6	MX395W/O	Shure boundary microphones
1		4-port VGA splitter
1		3x1 component selector
3		6x2 component matrix selectors
1		VGA A/B switch
1	135MA	Crown 70V amplifier
6	CSD1x2	Bogen ceiling speakers
3		35' Yellow A/V cables with HD15/3.5 flying leads

A copy of the bid spec is attached. This equipment will be paid for using institutional funds allotted for the Rowland Renovation Project. It was the President's recommendation that the Board accept the low bid from Holtz Electric of Bartlesville, Ok for \$9,280.00.

## Resolution 2011-70

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the low bid from Holtz Electric of Bartlesville, Ok for \$9,280.00.

**Upon a motion and a second the above resolution was approved. Motion passed unanimously.**

### Rowland A/V Equipment Invitation to Bid

The Board of Trustees of Neosho County Community College (NCCC) is seeking bids for the following items:

Quantity	Item	Description
3	HTSD10X	Speco PTZ cameras
1	KBDPTZ1	Speco PTZ controller
8	HT7248FFi	Speco Intensifier focus free camera, true day/night, 580TVL
1	ALTV248	Altronix 8-Ch 24VAC power supply
1	ALTV244	Altronix 4-CH 24VAC power supply
1	SCM810	Shure mixer
6	MX395W/O	Shure boundary microphones
1		4-port VGA splitter
1		3x1 component selector
3		6x2 component matrix selectors
1		VGA A/B switch
1	135MA	Crown 70V amplifier
6	CSD1x2	Bogen ceiling speakers
3		35' Yellow A/V cables with HD15/3.5 flying leads

#### **NOTE:**

1. The bid for the equipment listed above must include all parts, and hardware, etc. necessary for a professional installation.
2. All parts are to be covered by a one-year warranty minimum.
3. This bid will be for equipment listed above only. No installation services should be included.
4. No Partial bids will be accepted.

Bids may be submitted via mail by sending them in a sealed envelope marked **Rowland A/V Equipment**

to:  
Attn: Sandi Solander  
Neosho County Community College,  
800 W. 14<sup>th</sup> Street, Chanute, Ks. 66720

**All bids must be submitted in a sealed envelope marked “Rowland A/V Equipment” by 4:00 p.m. Tuesday July 5, 2011 to be considered.** Bids shall be opened on Tuesday July 5, 2011 at 4:00 p.m. in the Dean of Finances office in Sanders Hall on the Chanute campus. We anticipate that a recommendation on the bids will be made to the NCCC Board of Trustees at the board meeting at 5:30 p.m. on July 14, 2011 in Room 209 of the Student Union on the Chanute campus. The Board of Trustees reserves the right to reject any or all bids and to determine whether or not specifications have been met. Bids are expected to be firm quotations and should not be presented as estimates.

### **Agenda Item IX-E: K68 Design Build Contract Change Order**

The Board has previously approved a design build contract with Loyd Builders to widen K68 and add turning lanes as part of the Ottawa Educational Facility project. Bids for the work under the auspices of that contract have come in better than the revised contractor’s estimates, thereby prompting a change order to reduce the amount of the design build contract. The change order for the design build contract to Loyd Builders is attached, and will decrease the original contract amount from \$575,000.00 to \$520,800, a reduction of \$54,200.

As noted previously, funding for the project will come from the sale of the Beech Street property and the Ottawa Educational Facility budget. It was the President’s recommendation that the Board approve the design build contract change order for the K68 project with Loyd Builders of Ottawa, Kansas to reduce the contract amount to \$520,800.00.

### **Resolution 2011-71**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the design build contract change order for the K68 project with Loyd Builders of Ottawa, Kansas to reduce the contract amount to \$520,800.00.

**Upon a motion and a second the above resolution was approved. Motion passed unanimously.**

### **Agenda Item IX-F: Health Insurance**

This year the College retained the services of IMA of Wichita for the renewal of the College’s health and dental insurance plans. The insurance committee met with IMA representatives and reviewed the renewal rates on our current health insurance plan and discussed an alternate plane from Preferred Health Systems. The insurance committee recommended that the College continues health insurance coverage with Preferred Health Systems with no changes to the benefits for the 2011-2012 plan and to pay the single premium of \$469.18 for each employee.

This is an increase of \$21.48, or a 4.8% increase per month per employee over the 2010-2011 premium.

The committee also recommended the Board continue for one year, the payment of additional dollars. This year that amount will increase to \$110 per month for each employee who is taking more than the single coverage. This additional \$110 per month for employees taking more than single coverage will continue to keep the cost of the employee's out-of-pocket employee/child plan premium under \$100 per month as was intended by the College when this benefit was implemented five years ago. The actual amount the employee will pay this year for the employee/children plan on Option 3 will be \$96.04 per month. Employees taking other options than the single employee plan will also receive the \$110.00 additional per month.

The insurance committee has received the dental renewal rates and are still working with IMA and Blue Cross-Blue Shield on the final renewal numbers. The dental renewal will be presented at the August board meeting.

The Executive Committee reviewed the recommendation. Dr. Inbody supported the recommendations of the Insurance Committee and Executive Committee.

### **Resolution 2011-72**

RESOLVED, that the Board of Trustees of Neosho County Community College approves Preferred Health Systems Incorporated as the health insurance provider for College employees. The premium cost of the single coverage is \$469.18. The Board will contribute that same amount to the employee, if the employee chooses a higher deductible plan. The Board also approves, for the coming year only, contributing \$110.00 per month to employees selecting more than single health insurance coverage.

**Upon a motion and a second the above resolution was approved. Motion passed unanimously.**

### **Agenda Item IX-G: Admissions Specialist Position**

Beginning in December 2009 the College created a 30-hour part-time admissions position assigned to the Chanute campus. This was to widen the range of schools where NCCC recruits students. It is the President's intent to widen the range even further, not only in brick and mortar schools reached, but in online recruiting. Students are turning to social media such as Facebook to reach out to colleges for information. As this college fulfills part of the Board vision to grow and expand there is a need to expand NCCC's definition of recruitment to include online recruitment. As discussed as part of the 2011-2012 budget and the "large expenditure sheet" the President recommended that the College change the part-time admission specialist to a full-time admission specialist. These extra work hours will allow admissions to reach more schools each year, to reach our current schools more often, and time to aggressively recruit students online through social media.

## **Resolution 2011-73**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommendation to change the part-time Admissions Specialist position to a full-time position effective July 1, 2011.

**Upon a motion and a second the above resolution was approved. Motion passed unanimously.**

### **Admissions Specialist**

Reports to: Director of Admissions

Classification: Level III hourly, Full-time, Clerical, non-exempt

Full fringe benefits per Board of Trustees Policy

Starting Salary Range: \$9.70-\$10.70

Revision Date 7/11

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

#### Essential Functions:

1. Participates in the development of student recruitment and retention plans, strategies, and written materials; assists in the development and revisions to student publications and promotional materials.
2. Coordinates online recruiting.
3. Establishes and maintains strong relationships with high schools.
4. Schedules and conducts high school visits and represents NCCC at college planning conferences (CPC's) and other recruitment functions.
5. Helps with planning on campus recruiting programs for prospective students, assists with planning enrollment days for new students.
6. Admits students to the college.
7. Enters data on prospective students into the college's student information system.
8. Performs other miscellaneous duties as assigned by the Director of Admissions.
9. Serves as the first person of contact for prospective students (campus visits).

#### Required Knowledge, Skills and Abilities:

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

#### Education and Experience:

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

Non Discrimination

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion; in the admission, access to, treatment, or employment in the college's programs and activities is prohibited. The Chief Student Affairs officer, NCCC, 800 West 14<sup>th</sup> Street, Chanute, Kansas 66720, 431-2820 ext. 213m has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Right Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008. Information concerning the provisions of these acts, and the rights provided thereunder, are available from the compliance coordinator.

**Agenda Item IX-H: Appointment of Admissions Specialist**

It was the President's recommendation that the Board approve the appointment of Tim Jones for the full-time Admissions Specialist position. Mr. Jones has served in the part-time Admissions Specialist since December 2009. He graduated from Fort Scott Community College and from Pittsburg State University with a Bachelor of General Students degree.

Mr. Jones will be paid \$10.56 per hour (level III) with full fringe benefits. The starting date is retroactive to July 1, 2011.

**Resolution 2011-74**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the appointment of Tim Jones as the full-time Admissions Specialist effective July 1, 2011.

**Upon a motion and a second the above resolution was approved. Motion passed unanimously.**

**Agenda Item IX-I: Science Instructor Position-Chanute**

The number of daytime natural science sections offered at the Chanute Campus has increased beyond the capacity of the two-person instructional staff to cover all sections. Currently the instructors teach many credit hours of overload in order to meet demand, hours that they have the option not to teach. With Sarah Robb, one of those instructors, accepting the role of assessment coordinator and its associated release time, the lack of instructors to cover all sections is exasperated. As the Board has discussed through its budget preparation with the "large

expenditure sheet" the addition of a new science instructor at Chanute is within the projected budget for 2011-2012. It was the President's recommendation to create an additional science instructor for the Chanute campus with pay and benefits offered according to the PEA Negotiated Agreement.

### **Resolution 2011-75**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommendation to add a science instructor for the Chanute campus with pay and benefits according to the PEA Negotiated Agreement.

**Upon a motion and a second the above resolution was approved. Motion passed unanimously.**

### **Agenda Item IX-J: Administrative Assistant for Dean of Student Development and Athletic Director**

The Board of Trustees has recently added a new full-time position to the college – that of Athletic Director. Additionally, the Board has changed the job description of Ben Smith to that of VP of Operations, necessitating more administrative assistant (AA) help. Ben has requested that he be given 100% of time of an AA and that request will be acted upon later in tonight's agenda. If that recommendation is approved then the Dean of Student Development is without AA support.

The President recommended that the Board create a new AA position that will support both the Dean of Student Development and the Athletic Director. This would be a level III position with a starting salary between \$9.70 and \$10.70 an hour or between \$20,167 and \$22,256 plus about \$8,500 in benefits. The job description is attached.

### **Resolution 2011-76**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the new position (level III) of Administrative Assistant to the Dean of Student Development and the Athletic Director.

**Upon a motion and a second the above resolution was approved. Motion passed unanimously.**

### **ADMINISTRATIVE ASSISTANT TO THE DEAN OF STUDENT DEVELOPMENT AND ATHLETIC DIRECTOR**

Reports to: Dean of Student Development and Athletic Director  
Classification: Full-time 12 month Employee, Level III

Pay Status: Regular Non-exempt, Hourly  
Full 12-month fringe benefit  
Starting Salary range \$9.70 to \$10.70 hourly

**Purpose of position:** This position performs a variety of administrative assistant functions for the college and reports to the Dean of Student Development and Athletic Director under their general supervision.

**Essential Functions:**

1. Assist the Dean of Student Development with the review and modification to the NCCC Student Handbook, Residence Life Handbook, the Campus Crime Report and other publications as necessary;
2. Assist the Dean and Athletic Director with annual budget preparation and monitoring;
3. Transcribe notes, prepare and file correspondence, prepare requisitions and travel requests and file reimbursement forms for student development and athletics;
4. Schedule appointments/meetings for the Dean and Athletic Director;
5. Handle, distribute and file office correspondence;
6. Handle routine matters relating to the daily operation of both offices, including processing various forms to appropriate offices;
7. Perform routine mail sorting functions and handle routine matters pertaining to the daily operation of each department;
8. Assist with miscellaneous support functions at the direction of the Dean of Student Development and Athletic Director as necessary;
9. Assist the Athletic Director in coordinating athletic and fund-raising events;
10. Assist the Athletic Director with inventory monitoring and control;
11. Schedule, attend and record all required meetings for the Dean and Athletic Director;
12. Assist the Athletic Director coordinating athletic travel with the VPO office;
13. Maintain current schedules for the Athletic Director and each coach;
14. Maintain confidential files on students, faculty, coaches and staff as required and maintain confidentiality on all information;
15. Maintain intercollegiate athletic agreements for all coaches as set forth by the NJCAA and KJCCC;
16. Complete reports, purchase requests and forms as well as distribute pertinent information to all coaches;
17. Perform as prime backup for switchboard and welcome center operations;
18. Perform as prime backup for copy center operations;
19. Perform other miscellaneous duties as assigned by the Dean of Student Development and Athletic Director;

**Required Knowledge, Skills and Abilities**

1. Excellent interpersonal skills, above average communication skills, ability to work effectively with all levels of employees. Ability to project a positive and professional image to students and employees.
2. Ability to appropriately exercise independent initiative and judgment.
3. Sensitivity to, and awareness of, confidential materials.
4. Ability to learn and complete routine maintenance tasks.
5. Some knowledge of personal computer applications and hardware would be helpful.

## **Education and Experience**

- Associates 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. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. The employee is required to walk extensively, sit, stand, talk and hear.
4. Specific vision abilities required by this job include close vision and the ability to adjust focus.
5. Some travel during normal working hours may be required.
6. Ability to occasional lift and transport items weighing 10-20 pounds is required.
7. Some overtime may be required, as well as some flexibility in occasional early or late hours.

### Non Discrimination

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion; in the admission, access to, treatment, or employment in the college's programs and activities is prohibited. The Chief Student Affairs officer, NCCC, 800 West 14<sup>th</sup> Street, Chanute, Kansas 66720, 431-2820 ext. 213m has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Right Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008. Information concerning the provisions of these acts, and the rights provided thereunder, are available from the compliance coordinator.

## **Agenda Item IX-K: Administrative Assistant for Vice President of Operations**

As Neosho County Community College continues to evolve, the demands on the Vice President for Operations (VPO) continues to increase. The role of the VPO has grown since its inception as Vice President for Administration to encompass a large amount of project management, which now takes up a large proportion of the VPO's time. The VPO requested his half-time administrative assistant be increased to a full-time administrative assistant. The increase in assistance will help not only with the day-to-day functions of the operations office, but also provide critical project support so that the VPO may focus on the larger task of ensuring our facilities are not only operational and safe and secure, but the college continues to advance. A position description is attached.

### Budget Impact:

	<b>Rate</b>
Level III rate	\$9.70-\$10.70
Level IV rate	\$10.70-\$11.70

Because the current AA position supporting the VPO is shared with the Dean of Student Development, the current position is being funded at a level III ½ rate (½ at level IV for the VPO plus ½ and level III for the Dean of Student Development). Moving the position to a level IV

position would necessitate additional funding of \$0.50 per hour, or approximately \$1,040 per year. The additional funding required was included in the 2011-2012 large expenditure worksheet shared previously with the board and also included in the 2011-2012 general administration budget request. The Dean of Student Development and Athletic Director will share a new level III administrative assistant previously discussed with the board.

It was the President's recommendation that the board approve the proposed Administrative Assistant for the Vice President for Operations position description.

### **Resolution 2011-77**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the position of Administrative Assistant to the Vice President of Operations (level IV).

**Upon a motion and a second the above resolution was approved. Motion passed unanimously.**

#### **Administrative Assistant Reports to: Vice President for Operations**

Classification: Full-time 12-month Employee, Level IV  
Pay Status: Regular Non-exempt, Hourly  
Full 12-month fringe benefit  
Starting Salary range \$10.70 to \$11.70 hourly

**Purpose of position:** This position performs a variety of administrative assistant functions for the college and reports to the Vice President for Operations under his general supervision. Major duties consist of assistance with the coordination and implementation of planning and operation functions for the college.

#### **Essential Functions:**

1. Assist the Vice President for Operations with various facilities-related tasks such as bid preparation, purchasing and procurement procedures and vendor lists, price verification and ordering, and project monitoring;
2. Assist the Vice President for Operations with various safety and security tasks such as review and modification of the NCCC emergency action plan, emergency action plan quick reference guides, emergency call cards and lists, automated external defibrillator policy and procedures, and implementation of those plans;
3. Assist the Vice President for Operations with various technology-related tasks and issues including bid preparation, purchasing, price verification, ordering, and review and modification of the technology strategic plan;
4. Schedule, attend and record all safety and security, facility, technology planning and operations meetings;
5. Assist the Vice President for Operations with annual budget preparation and monitoring;

6. Be knowledgeable of board policies and applicable strategic plan, technology strategic plan, emergency action plan, finance plan, facilities master plan and educational master plan;
7. Transcribe notes, prepare and file correspondence, prepare requisitions and travel requests and file reimbursement forms.
8. Schedule appointments for the Vice President for Operations;
9. Handle routine matters relating to the daily operation of the office, including processing various forms to appropriate offices;
10. Perform routine mail sorting functions;
11. Assist with miscellaneous support functions at the direction of the Vice President for Operations;
12. Schedule and manage vehicle fleet and assist in bid preparation for leased vehicles. Maintain records and keep insurance and vehicle maintenance up to date;
13. Cover switchboard and copy center when needed; and,
14. Perform other miscellaneous duties as assigned by the Vice President for Operations.

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

6. Excellent interpersonal skills, above average communication skills, ability to work effectively with all levels of employees. Ability to project a positive and professional image to students and employees.
7. Ability to appropriately exercise independent initiative and judgment.
8. Sensitivity to, and awareness of, confidential materials.
9. Ability to learn and complete routine maintenance tasks.
10. Some knowledge of personal computer applications and hardware would be helpful.

### ***Education and Experience***

- Bachelors preferred, preferably in the area of responsibility.
- Associates degree required, and/or specialized skills required; AND 3 years of experience required, preferably in area of responsibilities;
- OR High School Diploma or GED required, plus 7 years of work experience in area of responsibilities required.
- Experience with Microsoft Office suite products required.

### **Working Conditions**

8. Normal office working environment.
9. Ability to sit in an office chair for long periods while operating a personal computer is required.
10. Specific vision abilities required by this job include close vision and the ability to adjust focus.
11. Ability to reach and work overhead on an occasional basis is required.
12. Ability to occasional lift and transport items weighing 10-20 pounds is required.
13. Some travel during normal working hours may be required.
14. Some overtime may be required, as well as some flexibility in occasional early or late hours.

#### Non Discrimination

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion; in the admission, access to, treatment, or employment in the college's programs and activities is prohibited. The Chief Student Affairs officer, NCCC, 800 West 14<sup>th</sup> Street, Chanute, Kansas 66720, 431-2820 ext. 213m has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Right Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008. Information concerning the provisions of these acts, and the rights provided thereunder, are available from the compliance coordinator.

#### **Agenda Item IX-L: Appointment of Administrative Assistant for VP of Operations**

It was the President's recommendation that the Board approve the appointment of Kim Ensminger for the Administrative Assistant to the Vice President of Operations position on the Chanute campus. Ms. Ensminger is a graduate of Kansas State University with a degree in Early Childhood Education.

Ms. Ensminger has been employed as the Administrative Assistant to the Vice President for Operations (previously Vice President for Administration and Dean of Planning and Operations) and Dean of Student Development since October, 2008.

Ms. Ensminger will be given a \$0.50 per hour (Level IV) increase effective July 1, 2011 after any other increase previously approved by the Board.

#### **Resolution 2011-78**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the appointment of Kim Ensminger as the Administrative Assistant for the Vice President of Operations (level IV) and that she receive a \$.50 per hour increase after any other increase previously approved by the Board.

**Upon a motion and a second the above resolution was approved. Motion passed unanimously.**

#### **Agenda Item IX-M: Salary Increase for Assistant Coaches**

Assistant coaches at NCCC make \$1,050 a month for 9 months their first year and \$1,200 a month for their second year and onward. They no longer live on campus as part of their compensation. Often coaches will take other part-time jobs on campus and elsewhere to support themselves. President Inbody believes that this pay is too low to effectively hire and retain a coach more than a year at a time. The constant turnover in assistant coaches in many sports is evidence of that.

The President recommended that the pay for assistant coaches be increased by \$200 a month. This initiative has been factored into the “large expenditure sheet” and has been added to the budget.

### **Resolution 2011-79**

RESOLVED, that the Board of Trustees of Neosho County Community College approves an increase of \$200 per month for assistant coaches starting in August 2011.

**Upon a motion and a second the above resolution was approved. Motion passed unanimously.**

### **Agenda Item IX-N: Candidate for Emeritus Employee Status**

The Emeritus Faculty, Administrator, and Employee policy grants the emeritus status in honor of employees with 15 or more years of service to Neosho County Community College at the time of the employee’s retirement or passing. The honor includes:

- the employee’s name added to the Emeritus Faculty, Administrator and Employee plaque
- A certificate of status
- Lifetime free admission to college events
- A continuation of employee discount at the bookstore

The administration is forwarding one individual to receive this honor:

Joan Gill

It is the administration’s recommendation that the Board accept this candidate and bestows this honor.

### **Resolution 2011-80**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommendation to name Joan Gill to Emeritus status.

**Upon a motion and a second the above resolution was approved. Motion passed unanimously.**

### **Agenda Item IX-O: Schedule Budget Workshop**

A special meeting was scheduled for Wednesday, July 27, 2011 at 5:30 p.m. to review the proposed budget and approve it for publication.

### **Amended Agenda Item IX-P: Resignation of ABE Instructor-Coffeyville**

It was the President's recommendation that the Board accept the resignation of Larita Murray, Adult Basic Education Instructor at the outreach site at Coffeyville Community College. Her resignation is effective July 25, 2011.

### **Resolution 2011-81**

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the resignation of Larita Murray, ABE Instructor at Coffeyville Community College outreach site effective July 25, 2011.

**Upon a motion and a second the above resolution was approved. Motion passed unanimously.**

### **Amended Agenda Item IX-Q: Financial Aid Clerk-Ottawa, part-time**

It was the President's recommendation that the Board employ Nicole Ferguson as the part-time Financial Aid clerk at Ottawa. Ms. Ferguson is a graduate of NCCC with an Associate of Science degree in 2011. She has worked in the Ottawa Financial Aid office and as an office assistant while she was attending NCCC.

Mr. Ferguson will be paid \$9.00 per hour (level II) starting July 18, 2011. This position is KPERS eligible with half-time vacation and sick leave benefits. No insurance benefit is offered.

### **Resolution 2011-82**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the employment of Nicole Ferguson as the part-time Financial Aid clerk at Ottawa starting July 18, 2011 at an hour rate of \$9.00 (level II). The position is KPERS eligible, with half-time vacation and sick leave benefits. No insurance benefit.

**Upon a motion and a second the above resolution was approved. Motion passed unanimously.**

### **Amended Agenda Item IX-R: Science Instructor-Chanute**

It was the President's recommendation that the Board approve the employment of Andrew Ouellette as the Science instructor at Chanute. Mr. Ouellette holds a Master of Arts degree in Biochemistry & Biophysics from the University of Kansas as well as a Bachelor of Science degree in Genetics from KU.

He has been a graduate teaching assistant for four semesters, a graduate research assistant and an undergraduate research assistant at the KU.

Mr. Ouellette will be paid at the MS, step 1 level (\$30,650) starting August 15, 2011.

### **Resolution 2011-83**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the employment of Andrew Ouellette as the Science instructor at Chanute, starting August 15, 2011 at the MS, step 1 (\$30,650) level.

**Upon a motion and a second the above resolution was approved. Motion passed unanimously.**

### **Amended Agenda Item IX-S: Resignation of Speech/Debate/Forensics Instructor**

It was the President's recommendation that the Board accept the resignation of Tosca Harris, speech/debate/forensics instructor. Her resignation is effective July 14, 2011.

### **Resolution 2011-81**

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the resignation of Tosca Harris, speech/debate/forensics instructor effective July 14, 2011.

**Upon a motion and a second the above resolution was approved. Motion passed unanimously.**

### **Agenda Item X: Adjournment**

Upon a motion and a second the meeting adjourned at 6:52 p.m.