

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

DATE: August 12, 2010

TIME: 5:30 P.M.

PLACE: Student Union, Room 209

PRESENT: Kevin Berthot
Charlie Boaz
Patricia Griffith
David Peter

ABSENT: Clint Isaac
Mariam Mih

Dr. Brian Inbody, President
Ben Smith, VP for Administration
Brenda Krumm, Dean of Outreach/Workforce Development
Eric Tincher, Dean of Student Development
Sandi Solander, Business Manager
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Mark Patton, Chanute Tribune

Mr. Peter called the meeting to order at 5:30 p.m.

III. Public Comment

There were no speakers.

IV. Approval of the Agenda

Mr. Peter asked to amend the agenda. Under the consent agenda, item C-Personnel, #2, delete Eric Simez for the position of assistant wrestling coach. Under IX-New Business add G-Lead Custodian and H-Executive Session. Upon a motion and a second the agenda was approved as amended. Motion passed.

V. Budget Hearing

There were no speakers.

V. Budget Hearing

The Board will hear comments from the public on the published budget.

VI. Consent Agenda

The following items are proposed to be approved by consent.

- A. Minutes from July 8, July 12, July 19 and July 29, 2010
- B. Claims for Disbursement July 2010
- C. Personnel

1. Returning Assistant Coaches

It was the President's recommendation that the Board approve the re-employment of the following assistant coaches:

Kathleen Carney, Volleyball
Cole Gordon, Baseball
Katrina Hutson, Cheer/Dance
Tomomi Kamijo, Athletic Trainer
Mike Saddler, Baseball
Andrea Scott, Women's Soccer
Dominique Taylor, Men's Basketball

As second year coaches with the exception of Tomomi Kamijo, they will receive \$1200 per month (Aug 16, 2010 through May 13, 2011-\$10,800) plus cafeteria privileges when food service is open.

Tomomi Kamijo will be paid \$14.84 per hour for 30 hours per week, on a ten month contract.

2. New Assistant Coaches

It was the President's recommendation that the Board approve the employment of the following assistant coaches:

Tyler Grayson, Wrestling

Mr. Grayson is a graduate of Central Michigan University with a Bachelor's degree in Sports Management. His previous employment includes CMU Wrestling Camps, K-Mart and Blue Springs School District as a child care staff member.

Denae Stuckey, Women's Basketball

Ms. Stuckey is a graduate of Iowa State University and Butler County Community College. She was a coach for Iowa State women's basketball camps and YMCA Recreation.

Michael Daniels, Men's Soccer

Mr. Daniels graduated from Southwestern College in Winfield with a Bachelor's degree in History. He was the assistant high school varsity soccer coach at USD 465 in Winfield and assistant soccer coach at Wichita Northwest High School.

First year coaches receive \$1050 per month (August 16, 2010 through May 13, 2011-\$9,450) plus cafeteria privileges when food service is open.

3. GEAR UP Academic Specialist-Fort Scott

It was the President's recommendation that the Board approve the employment of Jamie Stucky as the GEAR UP Academic Specialist at Fort Scott. Ms. Stucky is a graduate of Kansas State University with a Bachelor's degree in Mass Communication. Her work experience includes Activity Director at Medicalodge in Fort Scott, Activity Director/Marketing at Presbyterian Village in Fort Scott, Insurance Claims Analyst –Great West Insurance, Fort Scott and Activity Director/Marketing at Claridge Court in Shawnee Mission.

Ms. Stucky will be paid \$25,000 for a 10-month contract starting September 1, 2010. This is a grant funded position.

4. English Instructor-Chanute

It was the President's recommendation that the Board approve the employment of Ethan Smilie as the English instructor for Chanute. Mr. Smilie holds a Master's degree in English from the University of Dallas, and a Bachelor's degree in English from Pittsburg State University.

Mr. Smilie has been an adjunct instructor at the University of Dallas and at North Lake Community College.

Mr. Smilie will be paid \$32,419 (MS +15, step 2) starting August 16, 2010.

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

Dean of Student Development Report: Eric Tincher, Dean of Student Development, introduced Sarah Cadwallader, Melinda Taylor, Brandi Hicks and Brandon Stephenson. He distributed a written report. He told the Board that staff had conducted six Panther Enrollment Days since April 28 with 141 students enrolled from those efforts.

Mr. Tincher reported that there were 228 confirmed for the residence halls this fall. He reviewed the list of Welcome Week activities and reported that fall athletic students had arrived for early practice.

Ottawa Update: Ben Smith distributed the following written report to the Board on the new facility at Ottawa.

I. KDOT Street Improvements

As reported previously, Josh Walker from Loyd Builders and Darron Ammann from Bartlett & West have estimated the worst-case scenario for the cost of necessary street improvements on K-68 to be around \$580,000, including contractor and engineering fees. Detailed design work will continue through fall/winter 2010 due to the KDOT review process. Construction work is still scheduled during summer 2011. Depending upon what happens with the Ottawa Beech Street property, Dr. Inbody and I will begin financing/bonding talks with the city of Ottawa soon. The final design/build contract, as well as financing options, for the Ottawa project street improvements will also need to be developed in the coming months and brought to the Board for consideration and approval.

II. Furnishings and Equipment

The Ottawa Project Team has met with Laura Mattson (the Health Facilities Group interior designer for the Ottawa project) to review color and fabric possibilities for the proposed furniture and further refine the color palette choices for the project. We will continue to discuss and refine the choices prior to actual bidding of the furniture, which will probably take place in the November – January timeframe.

III. Project Design Meetings

The facility design for the project has essentially been finalized, meaning that the plumbing needs are essentially fixed at this time. The Project Team has reviewed plumbing and electrical needs in detail by room and we are fairly confident with the design. We will obviously miss something, but we hope that what we do miss is minor, as we have made several detailed passes through the design.

IV. Project Progress meetings

We continue to hold bi-weekly project progress meetings with the contractor and subs on-site. I have actually been on site a minimum of three times per week since ground-breaking and am keeping a very close eye on the project progress to date.

V. Latest News

- The rough grading for the project has been completed.
- The utility poles have been relocated.
- The GeoPier process was completed on 8-3-10, essentially a week early.
- Pouring of the footings was started Tuesday afternoon and will continue for the next few weeks. According to the project schedule, the project is just a couple days behind for our March move-in, which we hope to make up on interior schedule.
- Plumbers will be on-site shortly doing underground P&E.
- We continue to work with the engineers on the site photometric plan to increase light levels for the parking lot and sidewalks. Security is one of the areas we measure on the Noel-Levitz survey which needs improvement at the Ottawa campus. We have additional sidewalk lights and parking lot lights and have also added additional conduits to install future lights if we feel they are necessary.
- We are still negotiating with Kansas Gas Service on the price for relocating the gas service. The quote we have now is for approximately \$73,000, roughly \$50,000 more than our engineering estimates.

VI. Project Timeline Dates and Estimates

- Mid June – Began detailed design work on street improvements to Logan Street (this will be on going thru much of Fall/Winter 2010 because of KDOT review process – construction work scheduled summer 2011)
- July 1 – Break ground
- July 20 - Power line relocation complete
- August 3 – GeoPier process completed
- August 6 - Site rough grading complete
- August 16 – Slab North wing
- Late August – Remainder of slabs
- September – Planning Commission & City Commission meetings for Final Plat document
- September – Work on and finalize street improvement contract including financing
- Mid September – Erect building frame Core, then North and South wings
- Late September – Standing seam roof on Core, then North and South wings
- October – Exterior wall panel installation
- Late October-early November – Brick and EIFS installation
- March 4-18, 2011 – Final Inspection/Substantial completion
- March 21-25, 2011 - Relocation of existing campus furnishings and setup

Treasurer's Report: Sandi Solander, Chief Financial Officer, distributed financial reports for the month of July. She reported that revenue was low due to the time of year and that the cash balance was about \$600,000 ahead of last July.

President's Report: Dr. Brian Inbody, President, reported that his first 13 days as President were productive and he had some good news.

President Inbody reported that he has nearly completed the “move-in” process to the President’s office. All proper notifications have been given to our accrediting bodies and governmental agencies of the change in leadership.

He has started meeting with all full-time employees one-on-one for thirty minutes to get to know them better and to discuss their thoughts on the college. At each meeting he gives them a copy of the President’s goals (Exhibit A from his contract) to show them the focus of the college and to solicit help and ideas for accomplishing those goals. Dr. Inbody has met with 27 employees and hopes to be completed with this by first week of September.

Next he plans on meeting with area business leaders in a similar fashion to introduce himself and what the College can do to support them.

Dr. Inbody told the Board that he has taken on both roles of President and Vice President for Student Learning for the fall semester. The staff of the Student Learning Division has agreed to help in any way that they can to assist him.

Work has been completed on updating of the job description for the Vice President for Student Learning and the final product will be presented at the September Board meeting. There is no major change to the position other than reflecting what the position currently does. These changes include such things as supervision of the Dean of Student Development and being the sexual harassment compliance officer, both added since 2003 which was the last revision of the position. The search committee make-up has been completed and the following timeline has been established:

- Early September - Post the position in the Chronicle of Higher Education and other publications and websites
- Early October – Close application process
- Mid to late October - Conduct screening phone interviews with 10-12 candidates and full-day interviews with 3-5 finalists
- November 11th - Bring recommendation to November Board meeting
- January 1 - New VP starts

The entire college community will be invited to participate in the process and their thoughts will be considered before a decision is made. If there is not a candidate that he are excited about, then he will reopen the position for a planned July 1 start.

The Chanute City Manager has asked NCCC to join an effort to promote economic development in Chanute but participating in visioning meetings and by making a \$100 donation to the effort. Dr. Inbody supports the idea and would support similar plans in any of our service area community.

Dr. Inbody told the Board that the federal Student Support Specialist grant, or STARS as it is called on our campus, was funded for another five years. The college will receive about \$287,000 a year, for a total award of just over \$1.4 million. The grant focuses on at-risk college

students such as those with a disability and first generation students to provide them with much needed extra support and services. The STARS grant employs five full-time people and numerous part-time tutors. It provides computers and scholarship dollars to students as well.

Tuesday, August 3rd, Eric and Dr. Inbody met with members of the Kaufman Foundation, a group that provides help for Kansas City, MO high school students to get a college education. To be a Kaufman Scholar a student must join the competitive program in the 7th grade and stay in school and stay out of trouble throughout middle and high school. Extra tutoring is provided for these students as well as goal-setting and career counseling while going through their secondary education. The Foundation then pays successful students the “last dollar” funding for all educational expenses after state and federal aid is applied.

As a result of that meeting the Kaufman Foundation has chosen NCCC to be a site for up to 8-10 students on the Chanute campus for this Fall semester. These will be full-time residence hall students. The Foundation will provide an academic coach to assist the students and will check on their progress. This may turn into an every year occurrence if all goes well. The college could have as many as 16-20 Kaufman Scholars in the halls in a year’s time. Currently, 5 students have already submitted their applications. One has already been accepted and will play basketball for NCCC.

Dr. Inbody presented this information to the NCCC Foundation on Wednesday. The Foundation will give a \$400 per semester scholarship to these students to help offset the costs of being an out-of-state student.

Dr. Inbody attended numerous meetings with KBOR staff, the Council of Presidents, and the Technical Education Authority (TEA) workshop on the subject of a proposed funding formula for technical education. The formula is based on many factors including levels of expense for the program, expected contributions by the student and county, factoring in out-of-state and concurrent students, hold harmless at various levels, reward structures for completion and offering high need, high wage programs. There have been no fewer than 20 or 30 iterations of this formula figuring more here and less there, etc. In short, in all permutations NCCC comes out a big winner. If we were to get special funding for technical education we stand to receive the 5th most of any community college, getting somewhere between \$200,000 and \$900,000 dollars and as much 10% of the new money. A meeting is planned at the end of the month where the TEA will finalize its recommendation to KBOR. KBOR will then make changes and use that recommendation as part of its legislative agenda for the year. It is hoped that the State will devote new dollars to the formula instead of reallocating existing dollars (either way, we will get more money).

The Intermodal or railway distribution center project is moving forward in south Gardner, Kansas, about 15 miles from Ottawa. Some 1 million square feet of warehousing space will be part of the project when completed 36 months from groundbreaking. Groundbreaking is scheduled for November. It is estimated that 13,000 jobs will be created by or because of the project with a total revenue spent by BNSF of about \$1 billion over the next 20 years. Total revenue generation is predicted at \$30 billion.

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Claudia Christiansen informed Dr. Inbody that a person had made a \$100,000 planned gift to the foundation with \$10-20,000 of that to be given immediately. This is an unrestricted gift and from someone from the county not previously affiliated with the college.

Claudia Christiansen has scheduled two receptions for the college and community to meet the new President. The possible dates include August 23, 25, 31, or September 1. The reception will be from 4-6pm. Trustees will be notified when a date is selected.

Agenda Item IX-A: Approval of the FY 2010-11 Budget

It was the President's recommendation that the Board approve the proposed budget for 2010-2011.

Resolution 2010-70

RESOLVED, that the Board of Trustees of Neosho County Community College approves the FY2010-11 budget as published. Further, on or before August 25, a copy of the adopted budget along with proof of publication shall be filed with the Neosho County Clerk and the Kansas Board of Regents.

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

Agenda Item IX-B: Appointment of Brian Inbody as Board Secretary

It has been the practice of the Board of Trustees to appoint the College President as Secretary to the Board of Trustees.

Resolution 2010-71

RESOLVED, that the Board of Trustees of Neosho County Community College appoints Dr. Brian Inbody to serve as secretary of the Board of Trustees.

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

Agenda Item IX-C:-TRIO Grant Employee Salary Increases

Based upon the recommendation of the individual grant directors and Dean Brenda Krumm who oversees the TRIO programs, the President recommended that the Board to approve a 1.5% salary increase for administrative and hourly employees who work in the TRIO programs.

	<u>2009-10</u>	<u>2010-11</u>
Student Support Services (STARS)		
Bart Cheney, Project Director	\$41,517	\$42,140
Ramona Munsell, ½ Grant Writer (TRIO)	\$22,862	\$23,205
Kyle Bures, Transfer/Careers Advisor	\$25,500	\$25,883
Grace Riebel, English/Reading Specialist*		\$27,000
Carol Shepard, Math Specialist	\$30,450	\$30,907
Marcie Burk	\$10.15 hr	\$10.30 hr
Talent Search		
Marie Moore, Project Director	\$46,948	\$47,652
Wade Collins, Academic Advisor (11 mon)	\$36,966	\$37,520
Michael Rose, Academic Advisor (11 mon)	\$38,271	\$38,845
Nicci Wiltse, Administrative Assistant	\$10.48 hr	\$10.63 hr
Upward Bound		
Maranda Collins, Project Director	\$45,112	\$45,789
Laurie Kerns, Academic Coordinator	\$31,879	\$32,357
Beau McMillan, Administrative Assistant	\$ 9.70 hr	\$9.85 hr
GEAR UP		
Brenda Armstrong, Project Director	\$36,054	\$36,595

These are grant funded positions, continued employment is contingent upon federal funding through the TRIO programs.

*Employees hired after March are not eligible for annual salary increases.

Resolution 2010-72

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 1.5% salary increases for 2010-11 for grant employees listed above.

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

Agenda Item IX-D: College Health/Dental Insurance Plan

Each year the College retains the services of an insurance broker, IMA of Wichita, to solicit quotes for the College's health and dental insurance plans. The insurance committee met with IMA representatives and reviewed proposals from several companies as well as the renewal rates and plans from Preferred Health Systems, the current provider. The insurance committee recommended that the College continue health insurance coverage with Preferred Health Systems with several changes to the benefits for the 2010-2011 plan. The attached sheet shows how benefits were lowered for two of the three plan options as a cost-saving measure. The benefits of the most popular option, the single plan, were not lowered.

The Committee recommended the Board provide 100% of the single premium of \$447.78 for each employee. This is an increase of \$65.00, or 14.7% per month per employee over the 2009-2010 premium. The changes are highlighted in red on the attached comparison sheet.

For the past four years the Board has provided extra financial support for those employees who have opted to cover members of their families with the College health insurance plan. This year the President recommended that amount remain the same at \$100 per month for each employee who enrolls family members in the College's health insurance plan.

Employees who refuse the College's health insurance due to spousal coverage elsewhere will receive \$100 per month towards their cafeteria plan, to be spent on a variety of areas including optional cancer insurance coverage and dependent child care.

After reviewing the dental insurance renewal rates, the insurance committee recommended that the College continue with Blue Cross-Blue Shield and to pay the single coverage premium of \$29.53 for each employee per month. This is an increase of \$1.95, or a 7.9% increase per month per employee. There are no changes to the benefit coverage. The President concurred with the recommendation from the Insurance Committee.

Resolution 2010-73

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 \$447.78. The Board will contribute that same amount to the employee, if the employee chooses a higher deductible plan. The Board also approves paying \$29.53 for single coverage of the employee in the Blue Cross-Blue Shield Dental Plan. The Board also approves, for the coming year only, contributing \$100.00 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-E: New Position: Ottawa Bookstore Assistant (half-time)

The College bookstore organizational structure was reorganized at the April, 2010 Board meeting. The staffing structure calls for a .50 FTE part-time bookstore help position at Ottawa. The administration requested the creation of a half-time, non-exempt hourly, Level II Ottawa Bookstore Assistant position. The recommended salary starting range will be \$9,048 - \$10,088 annually. The position's salary will be paid 100% from the Ottawa Outreach budget and is budgeted for in the 2010-11 College operating budget.

The position description for the half-time Ottawa Bookstore Assistant is attached.

Resolution 2010-74

RESOLVED, that the Board of Trustees of Neosho County Community College approves the new half-time position of Bookstore Assistant at Ottawa.

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

Ottawa Bookstore Assistant

Reports to: Ottawa Bookstore Coordinator

Organizational Unit: Regular, half-time, non-exempt, hourly, Level II

Benefits: half-time vacation/sick leave/regular holidays per Board Policy

Starting Salary range: \$8.70-9.70

Date: August 2010

Purpose of the Position: The Bookstore Assistant reports to the Ottawa Bookstore Coordinator. This position is responsible for the sale, and rental of textbooks and related materials as well as sale of college merchandise. The Assistant should endeavor to meet the needs of our students, faculty, staff, and general public, and make sure that each visit is an enjoyable one. Duties include, but are not limited to:

1. Assist the Bookstore Coordinator with day-to-day activities.
2. Unpack and display books, garments and other merchandise properly.
3. Return and re-stock books and verify inventory in a timely manner.
4. Advance customer service, assist customers as they enter the store, properly answer the phone, and assist with textbook and merchandise information.
5. Continue to obtain new knowledge, skills and training with our online book processing system (TA/GM Online), including data entry, information retrieval, and reporting.
6. Organize books, stock merchandise, handle returns, and price products properly.
7. Train other new staff as necessary.
8. Perform other duties assigned by the Ottawa Bookstore Coordinator.

Required Knowledge, Skills, and Abilities:

1. A pleasant demeanor when working with students, faculty, staff, and the general public.
2. Accounting skills are a must.
3. Exceptional attention to detail and accuracy; excellent organizational skills; excellent verbal and written communications skills; comfort, and familiarity with computers, and outstanding data entry skills.
4. Proficiency in Microsoft Excel, PowerPoint, Word, and Outlook software programs and databases required.
5. Ability to work in a bookstore/office environment where each employee assumes multiple responsibilities.
6. Ability to work well under pressure and to reliably meet deadlines in a fast-paced environment.
7. Excellent customer service skills.
8. Confidentiality of information.

Education and Experience:

1. HS diploma or GED required, Associates preferred;
2. One-two years of work experience required, preferably in area of responsibilities of position.

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 abilities required by this job include close vision and the ability to adjust focus.
5. Ability to lift and transport boxes weighing 50 pounds is required.
6. Ability to reach and work overhead is required.
7. Some overtime may be required, as well as some flexibility in occasional early or late hours.

Agenda Item IX-F: Appointment of Ottawa Bookstore Assistant

It was the President's recommendation that the Board employ Dianne Howell as the half-time Ottawa Bookstore Assistant. Ms. Howell earned her Associate of Science degree from NCCC in May 2007.

Ms. Howell was hired in August 2006 as a part-time Ottawa Bookstore clerk. From February to June 2008 she was employed as a full time Ottawa Custodian. In July 2008 she resumed the role of part-time Ottawa Bookstore clerk and is currently serving in that capacity.

Ms. Howell has almost four years experience of assisting the Ottawa Bookstore Coordinator with day-to-day activities such as unpacking and displaying books and merchandise, maintaining customer service and two years of experience of working with the MBS online book processing system.

Ms. Howell will be a Level II, hourly, non-exempt, half-time employee and will be paid \$8.70 per hour.

Resolution 2010-75

RESOLVED, that the Board of Trustees of Neosho County Community College approves the appointment of Diane Howell as the half-time Ottawa Bookstore Assistant starting August 16, 2010 at an hourly rate of \$8.70 per hour (level II).

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

Amended Agenda Item IX-G: Lead Custodian Recommendation

It was the recommendation of the President that the Board approve the employment of Tim McCoy for the Lead Custodian position. Mr. McCoy is a graduate of Pittsburg State University with a Bachelor of Arts degree in History. He is currently working for the college as a custodian through Manpower. Mr. McCoy is also the pastor at Blessed Hope Bible Baptist Church in Chanute.

Mr. McCoy will be paid \$11.25 per hour (Level IV) starting September 1, 2010.

Resolution 2010-76

RESOLVED, that the Board of Trustees of Neosho County Community College approves the employment of Tim McCoy for the Lead Custodian position at an hourly rate of \$11.25 (Level IV) starting September 1, 2010.

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

Amended Agenda Item IX-H: Executive Session-Attorney-Client Privilege

Upon a motion and a second Board recessed into executive session for 15 minutes to consult with the College attorney about matters protected by attorney-client privilege and included the President, Vice President for Administration, Chief Financial Officer and college attorney. Motion passed. The Board entered executive session at 6:40 p.m.

The Board returned to open session at 6:55 p.m.

Agenda Item X: Adjournment

Upon a motion and a second the meeting adjourned at 6:57 p.m.

Respectfully submitted,

David Peter, Chair

Terri Dale, Clerk