

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**AGENDA**

**July 20, 2020 – 5:30 P.M.  
Student Union – Room 209**

**Join the link for the Zoom Board Meeting**  
<https://neosho.zoom.us/j/98704468238>  
(Meeting ID: 987 0446 8238)

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Approval of the Agenda**
- V. Consent Agenda**
  - A. Minutes from June 15, 2020
  - B. Claims for Disbursement for June 2020
  - C. Job Description – Assistant Baseball Coach/Sports Information Director
  - D. Personnel
- VI. Reports**
  - A. Student Services – Kerrie Coomes
  - B. Treasurer – Sandi Solander
  - C. President – Dr. Brian Inbody
- VII. Old Business**
  - A.
- VIII. New Business**
  - A. Budget Workshop
  - B. Resolution 2020-32: Approval of FY 2020-2021 Budget for Publication
  - C. Resolution 2020-33: Employee Salary Increases for 2020-2021
  - D. Resolution 2020-34: Residence Hall Handbook
  - E. Resolution 2020-35: 2020-2021 College Catalog
  - F. First Reading: Sick Leave Policy, 3-c. Records
  - G. First Reading: Early Retirement Incentive (Grants) Policy
  - H. Executive Session: Negotiations
  - I. Resolution 2020-36: Approval of the 2020-2021 PEA Negotiated Agreement
  - J. Executive Session: Real Estate
  - K. Executive Session: Consultation with Attorney
  - L. Executive Session: Employee Matters
- IX. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

**July 20, 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: Charles Boaz, Lori Kiblinger, David Peter, Dennis Peters and Jenny Westerman (via zoom).

Absent: Kevin Berthot

Also in attendance: Kelly Colter, Kerrie Coomes, Dr. Marie Gardner, Dr. Brian Inbody, Brenda Krumm, Kent Pringle, Kerry Ranabargar, Dr. Sarah Robb, Angela Rowan, Jon Seibert, Sandi Solander, Paul Walcher and Kyle Bures

**III. PUBLIC COMMENT**

No Speakers

**IV. APPROVAL OF THE AGENDA**

On motion by Charles Boaz and second by Lori Kiblinger the agenda was approved as presented.

**V. CONSENT AGENDA**

On motion by David Peter and second by Charles Boaz the following items were approved by consent:

**A. Minutes from June 15, 2020**

**B. Claims for Disbursement for June 2020**

**C. Assistant Baseball Coach/Sports Information Director**

The Assistant Baseball Coach and Sports Information Director position will report to and assist the Head Baseball Coach and Athletic Director with providing support to the daily baseball operations as well as athletic marketing, website, graphics, publications, and event streaming. This individual will perform hands on duties related to all athletic activities. This position would be classified as Full-Time on a 9-month contract with a salary of \$19,000. Previously, the SID duties were paid through a supplemental contract; this full-time position will allow more time and focus on the responsibilities provided in the job description.

## **ASSISTANT BASEBALL COACH/SPORTS INFORMATION DIRECTOR**

Reports to: Athletic Director

Classification: Full Time - 9 month contract

Pay Status: Management Support

Salary: \$19,000

\*\* Pending Board Approval\*\*

### **Position Overview**

This position reports to and assists the Athletic Director (AD) with providing support to the daily operation of athletic marketing, website, graphics, publications, and event streaming. The Intern performs hands on duties related to all athletic activities and prepares for possible permanent employment at the conclusion of the internship.

### **Essential Functions**

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

### **Primary Duties**

Duties include, but are not limited to:

1. Coordination with the athletic departments and personnel.
2. Assists AD with the following tasks:
  - a. Designs, oversees and maintains information on the athletic website.
  - b. Writes and edits promotional materials such as articles and press releases.
  - c. Manages and monitors all live streaming capabilities.
  - d. Manages and monitors all athletic social media outlets.
  - e. Provides information to conference and other institutions including but not limited to rosters, sports information and team photos.
  - f. Develops and maintains communication with local media.
3. Performs miscellaneous job-related duties as assigned.
4. Assistant Baseball Coaching Tasks
  - a. Recruiting
    - i. Campus Visits
    - ii. Attending Recruiting Events
  - b. Game Management
  - c. Organizing Practice
  - d. Monitor student-athlete academic progress
  - e. Managing team inventory

### **Minimum Job Requirements**

Bachelor's degree track required with expected graduation within the next 12-24 months. Major in communications preferred, with interest in athletics and media relations.

### **Knowledge, Skills, and Abilities required or to be Developed**

- Knowledge of college athletics
- Skill in use of computers and software
- Media relations skills

- Strong communication, organizational, and interpersonal skills
- Ability to analyze and solve complex problems
- Ability to compose and edit written materials

### **Working Conditions**

1. Remote working capabilities and availability
2. Ability to attend multiple athletic events.
3. Ability to sit in an office chair for long periods while operating a personal computer required.
4. Ability to reach and work overhead on an occasional basis is required.
5. Occasional lifting of up to 50 pounds from the floor to waist is required.
6. Some travel during normal working hours will require a valid driver's license.

### **Non-Discrimination**

The current non-discrimination policy can be found at:

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

## **D. Personnel**

### **1. Correction on Resignation Date for Adult Basic Education Instructor**

It was the president's recommendation that the Board approve the resignation of Timothy Tarkelly, Adult Basic Education Instructor-Chanute Campus. His last day will be effective July 31, 2020, not July 23, 2020 as what was given for June's board agenda.

### **2. Resignation of Coordinator of Residence and Student Life**

It was the president's recommendation that the Board approve the resignation of Azaira Shelton as Coordinator of Residence and Student Life pending board approval to Assistant Director of Residence and Student Life. Her last day will be July 31, 2020.

### **3. Resignation of Assistant Director of Residence and Student Life**

It was the president's recommendation that the Board approve the resignation of Josh Merrill as Assistant Director of Residence and Student Life pending board approval to Assistant Baseball Coach/Sports Information Director. His last day will be July 31, 2020.

### **4. Resignation of Switchboard/Office Services Clerk**

It was the president's recommendation that the Board approve the resignation of Karla Williamson as Switchboard/Office Services Clerk pending board approval to Office Services Clerk. Her last day will be July 31, 2020.

**5. Office Services Clerk**

It was the president's recommendation that the Board approve the employment of Karla Williamson as Office Services Clerk. Ms. Williamson has served as the Switchboard/Office Services Clerk at NCCC since October 2019.

Ms. Williamson will be paid \$12/hr (Level 3) Start Date August 1, 2020.

**6. Assistant Director of Residence and Student Life**

It was the president's recommendation that the Board approve the employment of Azaira Shelton as Assistant Director of Residence and Student Life. Ms. Shelton has served as the Coordinator of Residence and Student Life at NCCC since August 2019.

Ms. Shelton will be paid an annual salary of \$22,500 (MS-A) Start Date August 3, 2020.

**7. Assistant Baseball Coach/Sports Information Director**

It was the president's recommendation that the Board approve the employment of Josh Merrill as Assistant Baseball Coach/Sports Information Director. Mr. Merrill has served as the Assistant Director of Residence and Student Life and PT-Assistant Baseball Coach at NCCC since August 2019.

Mr. Merrill will be paid an annual salary of \$19,000 (MS) Start Date August 17, 2020.

**8. Assistant Wrestling Coach**

It was the president's recommendation that the Board approve the employment of Matt Hansen as Assistant Wrestling Coach. Mr. Hansen has a B.S. in Education from University of Nebraska-Kearney and an M.A. in Education from Hastings College.

Mr. Hansen's prior work experience includes Director/Head Coach at Hansen Trained Wrestling Academy, Head Wrestling Coach at Doane University and Assistant Wrestling Coach at Simpson College.

Mr. Hansen will be paid an annual salary \$19,000 (MS-FTC-A) Start Date August 17, 2020.

**9. Assistant Volleyball Coach**

It was the president's recommendation that the Board approve the employment of Taryn Strobel as Assistant Volleyball Coach. Ms. Strobel has an Associate of Science in General Studies from NCCC.

Ms. Strobel's prior work experience includes Kennel Attendant/Supervisor at Woof's Play and Stay and Assistant Volleyball Coach at Andover Central Middle School.

Ms. Strobel will be paid an annual salary \$19,000 (MS-FTC-A) Start Date August 17, 2020.

**10. ABE Instructor – Chanute Campus**

It was the president's recommendation that the Board approve the employment of TJ Setter as ABE Instructor – Chanute Campus. Mr. Setter has an M.A. and B.A. in Department of History from Fort Hays State University.

Mr. Setter's prior work experience includes Graduate Teaching Assistant at Fort Hays State University and Lead Behavioral Health Technician at KVC Wheatland.

Mr. Setter will be paid an annual salary \$30,000 (MS ABE-A) Start Date August 10, 2020.

## **VI. REPORTS**

- A. Student Services – Kerrie Coomes gave a report on Student Services. See attachment.
- B. Treasurer – Sandi Solander gave a treasurer's report. Revenue for the month of June was \$3,103,402.29 and disbursements were -\$1,837,766.78. See attachments.
- C. President – Dr. Brian Inbody gave his president's report. See attachment.

## **VII. OLD BUSINESS**

- A. None

## **VIII. NEW BUSINESS**

### **A. Budget Workshop**

Sandi Solander, Chief Financial Officer, will explain the budget process, how revenue is generated, define the spending authority budget and the operational budget and answer any questions.

### **B. Approval of FY 2020-2021 Budget for Publication**

It was the president's recommendation that the Board approve the 2020-2021 Budget for publication as presented.

#### **Resolution 2020-32**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the FY 2020-2021 Budget for publication. Further, that the public hearing on the proposed budget will be held on Monday, August 17, 2020, at 5:30 p.m. in room 209 of the Student Union (SU) Building. Due to the current covid 19 virus pandemic, the face to face meeting in SU room 209, the meeting could change to a zoom meeting.

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

### **C. Employee Salary Increases for 2020-2021**

It was the president's recommendation that the non-faculty employees receive salary increases for their 2020-2021 employment contracts as follows:

1. All hourly and salary employees shall receive a 1.3% increase.

2. Anyone hired after April 1, 2020, will not receive a salary increase for 2020-2021 unless their salary falls below a board-established minimum salary. These changes do not apply to all grant-funded employees.

Additionally, several employees will receive increases above the raises listed:

- Lorraine Kuzen-Stephens increased \$1000 (completed degree)
- Khiera Almanza increased \$4000 (completed degree)
- Whitney Haynes increased \$1000 (completed degree)
- ABE employee Jamie Collier increased \$3,445 to a salary of \$32,000
- ABE employee Aubrey Duft increased \$2,875 to a salary of \$32,000

### **Resolution 2020-33**

RESOLVED, that the Board of Trustees of Neosho County Community College approves salary increases for non-faculty employees for 2020-2021 as recommended above by the President.

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

### **D. Resident Hall Handbook**

Each year, The Residence Hall Handbook is updated and published annually as a guide for residence hall students. Besides the minor changes to dates, titles, housing costs and replacement costs to damaged property, the notable changes are outlined below:

- 1) Added detailed internet connectivity instructions for all devices;
- 2) Prohibited dart boards;
- 3) Added sanctions for removing evacuation maps on the room doors (to hang up the dart boards).

### **Resolution 2020-34**

RESOLVED, The Board of Trustees approve the changes to the Residence Hall handbook for the year 2020-2021.

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

### **E. 2020-2021 College Catalog**

The 2020-2021 College Catalog has been revised to reflect updated policies and information. This is a “living” document, and we clearly alert our constituents that the online catalog is the official document as we do process necessary updates to the online version each academic year. We reduced the number of printed catalogs several years ago as more people become accustomed to the online version, and recognize it as the most up-to-date

information source. We maintain hard copies for those who request it. A draft of the 2020-2021 College Catalog is provided as a separate document for review.

It is important for the Board to remember that when they approve this catalog, they will be giving administration the “standing permission” to change these policies and procedures to better serve the students as needed, and not returning the catalog to the Board for re-approval every time there is a change. It was the president’s recommendation that the Board approve the 2020-2021 College Catalog.

The following updates to the catalog have occurred:

- Clarified language associated with transfer credit
- Credit for Prior Learning: Updated the formatting and added information regarding new military credit
- Added necessary information for OTA program status
- Necessary updates to Program Sheets / Course Descriptions

#### **Resolution 2020-35**

RESOLVED, The Board of Trustees approve the changes to the College Catalog for the year 2020-2021.

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

#### **F. Sick Leave Policy, 3-c. Records (First Reading)**

In reviewing the board policy, in section 3-c. Records of the Sick Leave Policy, it was recommended that the policy needs to be revised. The following revision shows a minor change that the employee must notify payroll not the chief financial officer.

##### *Records*

*Whenever an employee is unable to report to work, the employee must notify his/her immediate supervisor. ~~One~~ On the first day back at work, an absence report must be completed with the immediate supervisor and forwarded to ~~the chief financial officer~~ payroll in order to account for sick leave.*

This is a first reading. No action on this proposed policy will be taken until the next regular meeting of the Board of Trustees.

#### **G. Early Retirement Incentive for Grants Policy (First Reading)**

The college is very proud to host a number of grants that help the area with educational attainment, but also assist the College in meeting its mission of enriching our communities and our students’ lives. The employees of these grants are treated much like any employee paid from the general fund, where possible, with the same benefit package. There are certain differences that must exist due to grant limitations and yearly renewal process of the grants. The grant, in turn, pays for the salary and benefit packages for these employees



according to the standard packages offered at NCCC to all employees within the limitations of the various grants.

One of these limitations within the grant structure has recently come to light. The college has a generous early retirement incentive that provides up to five years of support to qualified employees who chose to retire before their 65th birthday. Since the grants have been housed at NCCC no one has taken advantage of this incentive until now. It has become clear that it is unlikely that rules of the grants will allow support for these retirees over the possible full five-year period. In order to offer the incentive to the grant personnel, support would have to come from the general fund, making it the only benefit to the grant-funded employees paid by the general fund. This was not anticipated either when the grants were accepted by the college or when the early retirement incentive was created.

The Administration would like to uphold our promise of this incentive to all current qualified grant employees. The wording below will be added to the existing policy that allows for this promise while limiting this benefit to current grant-supported employees only. Grant-supported employees hired after this revision is approved will NOT be eligible to receive the incentive. This change, plus changes to the KPERS tiered system, will effectively phase-out the incentive for grant-funded employees over many years. The policy is provided as a separate document.

This is a first reading. No action on this proposed policy will be taken until the next regular meeting of the Board of Trustees.

#### **H. Executive Session – Negotiations**

On motion by David Peter and second by Charles Boaz the Board recessed into executive session to discuss proposals to modify the Negotiated Agreement pursuant to the open meetings exception for matters relating to employer-employee negotiations and to include the President, Vice President for Student Learning, Vice President for Operations, Chief Financial Officer and college attorney. The open meeting will resume here in the Board Room in 7 minutes. The Board entered executive session at 6:56 pm and returned to open meeting at 7:03 pm.

#### **Approval of the 2020-2021 PEA Negotiated Agreement**

The PEA negotiation team and the administration reached an agreement for the 2020-2021 academic year. The revisions were mailed to faculty members for ratification. Faculty have ratified the agreement.

The list of revisions follows:

#### **Overload and 1.3%**

- Removal of online/hybrid stipend
- \$50 increase to overload pay
- 1.3% increase to salary (added to the chart, no step)

### **Duty Days**

- Article 2, A. = 180 updated to 172 with an explanation of the inclusion of commencement as a “day”

### **Clinical Evaluation form (Nursing) – Already agreed**

### **SCAIRIE Update – Already agreed**

- Updated questions in place – correct options on #6 (F2F)

### **MOU – Outside Employment**

- PEA changes – agreed in meeting

### **Universal Discretionary Days – removed**

### **Professional Development**

- Updated language (“Funding”, 1 CH release time, “Cashier”)

A copy of the 2020-2021 PEA Negotiated Agreement is provided as a separate document. It was the president’s recommendation that the Board approve the 2020-2021 PEA Negotiated Agreement. The following is the letter of agreement for the Outside Employment Policy.

### **Resolution 2020-36**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 2020-2021 Negotiated Agreement with the NCCC PEA and the Outside Employment MOU.

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

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

On motion by David Peter and second by Charles Boaz the Board recessed into executive session to discuss terms for acquisition of real estate pursuant to the open meetings exception for preliminary discussions relating to acquisition of real property and to include the President, Vice-President for Student Learning, Vice President for Operations, Chief Financial Officer and college attorney. The open meeting will resume here in the Board Room in 3 minutes. The Board entered executive session at 7:07 pm and returned to open meeting at 7:10 pm.

### **Resolution 2020-37**

Resolved, that the Board of Trustees of Neosho County Community College approves the agreement for sale and purchase of Real Estate for the purchase of real estate and improvements at 805 W. 14th Street, Chanute, Kansas.

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

**J. Executive Session – Consultation with Attorney**

On motion by Lori Kiblinger and second by David Peter the Board recessed into executive session to consult with our attorney to receive advice concerning contractual matters pursuant to the open meetings exception for matters protected by attorney-client privilege and to include the President, Vice-President for Student Learning, Vice President for Operations, Chief Financial Officer and college attorney. The open meeting will resume here in the Board Room in 15 minutes. The Board entered executive session at 7:12 pm and returned to open meeting at 7:27 pm. No action was taken.

**K. Executive Session – Employee Matters**

On motion by David Peter and second by Charles Boaz the Board recessed into executive session for 10 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 the NCCC attorney be included and our president be on stand-by. The Board entered executive session at 7:30 pm and returned to open meeting at 7:40 pm.

On motion by David Peter and second by Lori Kiblinger the Board entered executive session for an additional 5 minutes at 7:45 pm and returned to open meeting at 7:50 pm. On motion by David Peter and second by Lori Kiblinger the Board entered executive session for an additional 5 minutes at 7:45 pm and returned to open meeting at 7:50 pm.

**Resolution 2020-38**

RESOLVED, by the Board of Trustees of Neosho County Community College that the written Notice of Extension of the NCCC President Employment Agreement now ending in June 2024 shall include modified compensation and benefits as discussed in Executive Session, shall incorporate the NCCC Strategic Plan 2020-2021, and shall be prepared by the Board Attorney for signature.

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

**IX. ADJOURNMENT**

On motion by Jenny Westerman and second by David Peter the meeting adjourned at approximately 7:58 pm.

Respectfully submitted,

Dennis Peters, Board Chair

Angela R. Rowan, Board Clerk