

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AGENDA

August 17, 2020 – 5:30 P.M.

Student Union – Room 209

<https://neosho.zoom.us/j/96636707969>

Meeting ID: 966 3670 7969

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
 - A.
- IV. Approval of the Agenda**
- V. Budget Hearing**
- VI. Consent Agenda**
 - A. Minutes from July 20, 2020
 - B. Claims for Disbursement for July 2020
 - C. Personnel
- VII. Emeritus Employee**
 - A. Resolution 2020-39: Candidate for Emeritus Employee Status
- VIII. Reports**
 - A. Athletics – Riann Mullis
 - B. Treasurer – Sandi Solander
 - C. President – Dr. Brian Inbody
- IX. Old Business**
 - A. Resolution 2020-40: Approval of the 2020-2021 Budget
 - B. Resolution 2020-41: Sick Leave Policy, 3-c. Records
 - C. Resolution 2020-42: Early Retirement Incentive for Grants Policy
- X. New Business**
 - A. Resolution 2020-43: TRiO Grant Employees Salary Increases
 - B. Resolution 2020-44: Welding Gas Bids
 - C. Executive Session – Employee Matters
- XI. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

**August 17, 2020 – 5:30 P.M.
Student Union – Room 209**

I. CALL TO ORDER

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

II. ROLL CALL

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

Absent:

Also in attendance: Kerrie Coomes, Lindsey Donovan, Dr. Marie Gardner, Dr. Brian Inbody, Brenda Krumm, Riann Mullis, Kent Pringle, Kerry Ranabargar, Dr. Sarah Robb, Angela Rowan, Jon Seibert, Sandi Solander, Paul Walcher and Emeritus Employees: Patty Benton, Chad DeVoe and spouse (Phyllis)

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. BUDGET HEARING

There were no comments on the published budget for 2020-2021.

VI. CONSENT AGENDA

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

A. Minutes from July 20, 2020

B. Claims for Disbursement for July 2020

C. Personnel

1. Resignation of Talent Search Academic Advisor

It was the president's recommendation that the Board approve the resignation of Amber Hames, Talent Search Academic Advisor. Her last day will be July 31, 2020.

2. Resignation of Nursing Instructor – Ottawa Campus

It was the president's recommendation that the Board approve the resignation of Amy Zoll, Nursing Instructor – Ottawa Campus. Her last day will be August 3, 2020.

3. Coordinator of Residence and Student Life

It was the president's recommendation that the Board approve the employment of Kenny Eddy as Coordinator of Residence and Student Life. Mr. Eddy was hired by the board as the Assistant Women's Basketball Coach in June, he will continue in this position.

Mr. Eddy will be paid an annual salary \$12,480 (MS-A) Start Date August 12, 2020.

4. Nursing/Simulation Clinician – Ottawa Campus

It was the president's recommendation that the Board approve the employment of Dianne Grafentin-Beedle as Nursing/Simulation Clinician – Ottawa Campus. Ms. Grafentin-Beedle has an Associate's Degree in Nursing from NCCC – Ottawa Campus, Bachelor's Degree in Nursing from Pittsburg State University and a Master of Science in Nursing with Post Masters in Healthcare Education from University of Kansas.

Ms. Grafentin-Beedle's prior work experience includes Nurse Practitioner at Mid America PolyClinic, Primary Care Family Practice and at HCA-CareNow Urgent Care.

Ms. Grafentin-Beedle will be paid an annual salary \$54,077 (MS 30+21) Start Date August 17, 2020.

5. Adult Basic Education (ABE) Instructor – Independence

It was the president's recommendation that the Board approve the employment of Rachel Koszalka as ABE Instructor – Independence. Ms. Koszalka has a Master's Degree in Library & Information Science from Emporia State University, Bachelor's Degree in Arts – Theater Tech from Southwestern College and an Associates in Arts – Theater from Coffeyville Community College.

Ms. Koszalka's prior work experience includes Young Adult Programming/Assistant Director at Coffeyville Public Library, Accounts Receivable Clerk and Library Clerk at NCCC.

Ms. Koszalka will be paid an annual salary \$30,000 (MS ABE-A) Start Date August 17, 2020.

VII. Emeritus Employee

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 three individuals to receive this honor:

Gloria Beeman	20 years
Chad DeVoe	16 years
Patty Benton	15 years

It is the administration's recommendation that the Board accepts the candidate and bestows this honor.

Resolution 2020-39

RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommendation to name Gloria Beeman, Chad DeVoe and Patty Benton to Emeritus status.

On motion by David Peter and second by Kevin Berthot the above resolution was approved unanimously.

VIII. REPORTS

- A. Athletics – Riann Mullis reported on Athletics. See attachment.
- B. Treasurer – Sandi Solander gave a treasurer's report. Revenue for the month of July was \$2,119,543.69 and disbursements were -\$1,222,617.63. See attachments.
- C. President – Dr. Brian Inbody gave his president's report. See attachment

IX. OLD BUSINESS

A. Approval of the 2020-2021 Budget

It was the president's recommendation that the Board approve the published budget for 2020-2021.

Resolution 2020-40

RESOLVED, that the Board of Trustees of Neosho County Community College approved the 2020-2021 budget as published. Further, on or before August 25, 2020, 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.

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

B. Sick Leave Policy, 3-c. Records

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.

Resolution 2020-41

RESOLVED, that the Board of Trustees of Neosho County Community College approved the Sick Leave Policy, 3-c. Records policy change.

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

C. Early Retirement Incentive for Grants Policy

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.

Resolution 2020-42

RESOLVED, that the Board of Trustees of Neosho County Community College approved the Early Retirement Incentive for Grants Policy change.

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

X. NEW BUSINESS

A. TRiO Grant Employees Salary Increases

Based upon the recommendation of the individual grant directors and Dean Brenda Krumm who oversees the TRiO programs, I am asking the Board to approve the following salary increases for administrative and hourly employees who work in the TRiO programs for their 2020-2021 contracts:

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 are grant funded positions. Continued employment is contingent upon federal funding through the TRiO programs.

Resolution 2020-43

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

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

B. Welding Gas Bids

Bids to provide gas for the welding program are received annually. Three companies responded to the bid request. The chart below breaks down the costs based on an average yearly consumption. The bid prices are guaranteed for one year. The bid request indicated that preference would be given to vendors who could service all welding sites.

We received and analyzed the welding gas bids for 2020-21. We are recommending Thompson Brothers as the supplier of welding gas for the 2020-21 academic year. Thompson Brothers was the lowest bid overall based on our average fuel usage. Specific cost per cubic foot is listed below. The following is the expanded cost comparison.

Fuel	Cost per Cu Ft.
Acetylene	\$0.24
Argon	\$0.08
Argon/CO2 Mix 75/25	\$0.07
Argon/CO2 Mix 90/10	\$0.07
Oxygen	\$0.03

Thompson Brothers

Fuel	Cyl. CF Cap.	\$/Cyl.	Cost per Cu Ft.	Chanute Qty	Chanute Cost	Garnett Qty	Garnett Cost	Yates Center Qty	Yates Center Cost	LaHarpe Qty	LaHarpe Cost	Ottawa Qty	Ottawa Cost	Total NCCC
Acetylene	145	\$35.50	\$0.24	2280	\$558.21	3000	\$734.48	480	\$117.52	1080	\$264.41	1080	\$264.41	
Argon	330	\$25.50	\$0.08	8400	\$649.09	6600	\$510.00	2100	\$162.27	6600	\$510.00	6600	\$510.00	
Argon/CO2 Mix 75/25	330	\$24.00	\$0.07	3900	\$283.64	5400	\$392.73	1200	\$87.27	2400	\$174.55	2400	\$174.55	
Argon/CO2 Mix 90/10	330	\$24.50	\$0.07	300	\$22.27	300	\$22.27	0	\$0.00	600	\$44.55	600	\$44.55	
Oxygen	244	\$8.50	\$0.03	6344	\$221.00	8540	\$297.50	1708	\$59.50	480	\$16.72	480	\$16.72	
			Total Dollars per Si		\$1,734.21		\$1,956.98		\$426.56		\$1,010.23		\$1,010.23	\$6,138.20
Delivery Fee		\$ -	Delivery/Location											
Hazmat Fee		\$ -												
Cylinder Rental		\$ 0.12	Per Cyl./Day											
Additional Notes: cylinders at all school locations will be taken off rent June 1st and will be put back on rent September 1st. All cylinders are tracked by a six the stamped serial number on each cylinder. Thompson Brothers will only exchange TBS owned cylinders, we will not exchange customer owned cylinders.														

Matheson

Fuel	Cyl. CF Cap.	\$/Cyl.	Cost per Cu Ft.	Chanute Qty	Chanute Cost	Garnett Qty	Garnett Cost	Yates Center Qty	Yates Center Cost	LaHarpe Qty	LaHarpe Cost	Ottawa Qty	Ottawa Cost	Total Cost NCCC
Acetylene	145	\$32.50	\$0.22	2280	\$511.03	3000	\$672.41	480	\$107.59	1080	\$242.07	1080	\$242.07	
Argon	300	\$24.00	\$0.08	8400	\$672.00	6600	\$528.00	2100	\$168.00	6600	\$528.00	6600	\$528.00	
Argon/CO2 Mix 75/25	300	\$30.72	\$0.10	3900	\$399.36	5400	\$552.96	1200	\$122.88	2400	\$245.76	2400	\$245.76	
Argon/CO2 Mix 90/10	300	\$27.28	\$0.09	300	\$27.28	300	\$27.28	0	\$0.00	600	\$54.56	600	\$54.56	
Oxygen	300	\$11.50	\$0.04	6344	\$243.19	8540	\$327.37	1708	\$65.47	480	\$18.40	480	\$18.40	
			Total Dollars per Si		\$1,852.86		\$2,108.02		\$463.94		\$1,088.79		\$1,088.79	\$6,602.40
Delivery Fee		\$ 9.00	per ea invoice											
Hazmat Fee		\$ 5.50	per ea invoice											
Cylinder Rental		\$ 0.08	Per Cyl./Day											
Additional Notes: Bottle Tracking - Matheson uses Trackabout to tag and track all bottles, each bottle has a unique barcode, This barcode enables the bottle to there is no additional cost for tagging and tracking.														

Airgas

Fuel	Cyl. CF Cap.	\$/Cyl.	Cost per Cu Ft.	Chanute Qty	Chanute Cost	Garnett Qty	Garnett Cost	Yates Center Qty	Yates Center Cost	LaHarpe Qty	LaHarpe Cost	Total Cost NCCC
Acetylene	132	\$35.00	\$0.27	2244	\$595.00	3036	\$805.00	528	\$140.00	1056	\$280.00	
Argon	336	\$35.00	\$0.10	8400	\$875.00	6720	\$700.00	2016	\$210.00	6384	\$665.00	
Argon/CO2 Mix 75/25	376	\$35.00	\$0.09	3760	\$350.00	5640	\$525.00	1128	\$105.00	2256	\$210.00	
Argon/CO2 Mix 90/10	352	\$35.00	\$0.10	352	\$35.00	352	\$35.00	0	\$0.00	704	\$70.00	
Oxygen	251	\$15.00	\$0.06	6275	\$375.00	8534	\$510.00	1757	\$105.00	502	\$30.00	
			Total Dollars per Si		\$2,230.00		\$2,575.00		\$560.00		\$1,255.00	\$6,620.00
Delivery Fee		\$ 15.00	Delivery/Location									
Hazmat Fee		\$ -										
Cylinder Rental		\$ 20.00	Per Cyl./Per Yr.									
Additional Notes: Not bidding for Ottawa.												

Resolution 2020-44

RESOLVED, that the Board of Trustees of Neosho County Community College approved Thompson Brothers to provide gas for the welding program, for the 2020/2021 academic year.

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

C. Executive Session – Employee Matters

On motion by David Peter and second by Charlie Boaz the board recessed into executive session for 15 minutes to discuss confidential employee information pursuant to the open meetings exception for personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and that our President, both Vice-Presidents, Chief Financial Officer and college attorney be included. Amended to add the Athletic Director to the Executive Session. The Board entered executive session at 6:40 pm and returned to open meeting at 6:55 pm. No action was taken.

XI. ADJOURNMENT

On motion by Lori Kiblinger and second by Charles Boaz, the meeting adjourned at approximately 6:56 pm.

Respectfully submitted,

Dennis Peters, Board Chair

Angela Rowan, Board Clerk