

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

DATE: July 29, 2010

TIME: 5:30 p.m.

PLACE: Student Union, Room 209

Members Present: Kevin Berthot
Charlie Boaz
Patricia Griffith
Clint Isaac
David Peter

Member Absent: Mariam Mih

Administrators/Staff Present: Dr. Vicky Smith, President
Dr. Brian Inbody, VP for Student Learning
Ben Smith, VP for Administration
Sandi Solander, Chief Financial Officer
Eric Tincher, Dean of Student Development
Lisa Lucero, Chanute Tribune

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

III. Approval of the Agenda

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

IV. Consent Agenda Item B: Personnel

1. Administrative Assistant for CAVE

It was the President's recommendation that the Board approve the employment of Heather Daniels as the administrative assistant for the CAVE. Ms. Daniels earned a Bachelor's degree in Business Management from Friends University.

Ms. Daniels was employed at Emprise Bank in Iola as the administrative assistant to the bank president for 11 years. She will be paid \$9.70 per hour starting August 2, 2010. This position is 90% grant funded and 10% general funding.

2. Resignation of ABE Instructor

It was the President's recommendation that the Board accept the resignation of Jenna Nash, ABE instructor at Coffeyville Community College. Her resignation is effective July 30, 2010.

3. Adult Basic Education Instructors

It was the President's recommendation that the Board approve the employment of Mark Hendrix as the Adult Basic Education instructor at Chanute. Mr. Hendrix holds a Master's degree in Secondary Education from the University of St. Thomas in Saint Paul, Minnesota and a Bachelor's degree in Philosophy from Bethel University in Saint Paul.

Mr. Hendrix has over 20 years experience including being a GED Tutor and Educational Specialist. Mr. Hendrix will be paid \$27,500 per year starting August 2, 2010.

4. Resignation-Vice President for Student Learning

It was the President's recommendation that the Board accept the resignation of Dr. Brian Inbody, Vice of Student Learning effective July 31, 2010 in order to accept the presidency of NCCC.

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

Agenda Item V-A: Budget Workshop

Sandi Solander explained the budget process, how revenue is generated, defined the spending authority budget and the operational budget and answered questions.

Agenda Item V-B: Approval of FY 2010-11 Budget for Publication

Resolution 2010-64

RESOLVED, that the Board of Trustees of Neosho County Community College approves the FY 2010-11 Budget for publication. Further, that the public hearing on the proposed budget will be held on Thursday, August 12, 2010 at 5:30 p.m. in room 209 of the Student Union of the College.

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

Agenda Item VI-A: Athletic Insurance

Dissinger Reed Insurance Services, the College's current athletic insurance broker, recommended the College purchase athletic insurance through QBE Specialist Insurance. There will be an increase in the premium over last year of \$12,441.

The coverage includes \$0 deductible, \$25,000 Accident Medical Expense, AD & D-\$10,000, HMO/PPO and Expanded Medical Benefits, and an incurring period of 1 year. The premium will be \$64,900. Additionally, they recommend continuing Catastrophic Coverage from Mutual of Omaha for \$6,153 per year. There was no increase in the premium on the Catastrophic Coverage from Mutual of Omaha.

It was the President's recommendation that the Board accept the proposal from Dissinger Reed Insurance Services to provide athletic insurance through QBE Specialist and Mutual of Omaha.

Resolution 2010-65

RESOLVED, that the Board of Trustees of Neosho County Community College approves purchasing the College's athletic injury insurance with QBE Specialty Insurance for \$64,900 with catastrophic insurance from Mutual of Omaha in the amount of \$6,153 for the coming academic year.

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

Agenda Item VI-B: Student Handbook Revisions

Attached is the final draft of the 2010-2011 Student Handbook. The handbook was rewritten in 2009-2010. All major changes from the past handbook are highlighted in the attached copy. A few minor changes are not highlighted, such as room changes for departments and phone extension numbers. The major changes are:

- Updated the College Mission Statement to include the commitment to diversity statement previously approved by the Board
- Added Tobacco/Smoking Use on campus, implementation and repercussions
- Updated the academic calendar and dates throughout the handbook
- Updated personnel and phone number changes for position changes
- Added new student clubs and organizations
- Updated the Jeanne Clery Act Crime statistics section

Resolution 2010-66

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 2010-2011 Student Handbook.

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

Agenda Item VI-C: Salary Increases for Adult Basic Education

While writing the Adult Basic Education grant for the years 2011/12 including Labette Community College (LCC), Fort Scott Community College (FSCC), Coffeyville Community College (CCC), and Independence Community College (ICC) it was apparent that salary adjustments would needed to be made to equitably compensate grant personnel. At the time the grant was written, there was no assurance the grant would be funded to include the site proposed. After receiving the grant award, a close investigation into the salaries of personnel at each site was done. The chart below shows the name and title of the employee, the college where they work, their degree, years of experience, and salary. The final column indicates the recommended salary, which would bring the employee in line with other ABE employees in the same role and with the same education and experience. The recommended salary also takes into consideration additional job responsibilities incurred by the employee as a result of the collaborative grant.

Below the chart a narrative is provided to further describe the salary recommendations for each employee impacted.

Employee/Title	College	Degree	Years Experience	Salary 09/10	Proposed Salary
Terri Heater, Instructor	Labette	Bachelor	5	\$32,510	No Change
Regan Monroe, Lead Instructor	Labette	Bachelor	9	\$33,367	No Change
Marilyn Hendryx, Instructor	Coffeyville	Bachelor	7	\$37,500	No Change
Ashley Mills, Instructor	Independence	Bachelor	2	\$30,250	No Change
Jennifer Anderson Coordinator of 5 sites	Coffeyville	Bachelor	8	\$41,500	No Change
*Heather Garrett Lead Instructor for Chanute site	Neosho	Master +	4	\$26,850	\$30,250
**Ashley Keylon, Lead Instructor at Ft. Scott	Neosho	Master	2	\$24,500	\$28,500
***Angela Christy, Instructor	Neosho	Master	1	\$24,500	\$25,500
****Krista Clay Lead Coordinator of 5 sites	Neosho	Master	10	\$36,462	\$39,500

Upon review of the salary data it became clear that Neosho County Community College ABE employees were paid significantly less than their peers who had less education and years of experience. There were instructors with Bachelor's degrees making \$4,000 – \$5,000 more per year than our instructors who all have Master's Degrees.

*Heather Garrett will be the lead instructor for the Chanute site. She has her Master's degree and needs only one more class to complete her Education Specialist degree. The proposal would raise her salary from \$26,850 to \$30,250. Moving Heather to lead instructor means additional responsibilities, which is part of the reason for the salary increase. Her counterparts were making more money with less experience and education.

**Ashley Keylon will be the lead instructor at Fort Scott which also means extra responsibilities. She has a Master's degree and two years experience. The proposal would raise her salary from \$24,500 to \$28,500.

***Angela Christy has a Master's degree and 1 year experience. Moving her salary from \$24,500 to \$25,500 would move her closer in line with other ABE instructors.

****Krista Clay will coordinate instruction and ensure quality data reporting for five sites. This proposal increases her salary from \$36,462 to \$39,500 to compensate her for the additional duties. Additionally, Krista Clay's counterpart, Jennifer Anderson, is making \$41,500. Jennifer has a Bachelor degree with 8 years of experience. Moving Krista to \$39,500 will place her in line with the other Coordinator of the ABE grant.

Making these adjustments will place the above individuals in close proximity to what their counterparts are making at other institutions. All of the above salaries are grant funded.

Resolution 2010-67

RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommended salary adjustments for Heather Garrett (increase to \$30,250), Ashley Keylon (increase to \$28,500), Angela Christy (increase to \$25,500), and Krista Clay (increase to \$39,500).

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

Agenda Item VI-D: Bids for Energy Training Equipment

The Kansas Department of Commerce awarded NCCC a portion of the State Energy Sector Partnership and Training grant from the U.S. Department of Labor. The College was notified of a \$66,512 award to establish a sustainable energy training facility.

Federal grant officials requested that NCCC utilize a formal bid process on equipment over \$5,000. Two items of equipment necessary for the training facility were over \$5,000: a geothermal training unit and a solar photovoltaic trainer.

The attached public notice and invitation to bid were released. Only one vendor responded to the solicitation. That vendor is Hampden Engineering Corporation, whose bid is attached.

Solar Photovoltaic Trainer	\$13,515.00
Geothermal Trainer	\$18,632.00

It was recommended that NCCC accept the Hampden Engineering Corporation bid pending receipt of the signed grant contract from the Kansas Department of Commerce.

Resolution 2010-68

RESOLVED, that the Board of Trustees of Neosho County Community College approves the bid from Hampden Engineering Corporation for a Solar Photovoltaic Trainer for \$13,515.00 and a Geothermal Trainer for \$18,632.00, pending receipt of a signed grant contract from the Kansas Department of Commerce.

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

PUBLIC NOTICE is hereby given that Neosho County Community College will accept sealed bids on or before the 15th day of July, 2010 at 9:00 a.m. for two sustainable energy training modules; one solar and one geothermal. Bids may be submitted to Sandi Solander, CFO, Neosho County Community College, 800 W. 14th St., Chanute, KS 66720. Neosho County Community College shall reserve the right to request additional information and to reject any or all bids received. For bid specification questions contact Brenda Krumm at 620-431-2820, ext 234, FAX 620-431-0082, email bkrumm@neosho.edu.

Invitation to Bid

Neosho County Community College is seeking bids for two training units for use in the sustainable energy program. The following specifications must be met:

1. The bid must remain valid until the Federal Grant officer approves the bid, typically 30 days.
2. The cost should include all component parts and delivery fees.
3. The extent of service and maintenance on the units should be identified in the bid.
4. Specifics on the two training units follow:

SOLAR PHOTOVOLTAIC TRAINER – This unit should include a control system for students to learn the electrical layout and operational features of a photovoltaic power source. The unit should demonstrate the following: electrical characteristics of the solar array; storage battery; AC/DC distribution; AC/DC loading/charging sequence.

The unit should feature: two solar modules with a nominal voltage output of 15.5V DC at 2.26A; inverter that converts DC to 120V AC single phase at 375W; high capacity solar battery; controls to monitor power from solar modules and to switch to batter power when necessary; four test points; two power take-off points (12VDC and 120V AC); a 0-20V DC voltmeter; a multi-range DC ammeter; and a 0-150V AC voltmeter. The mobile system should be constructed of code gauge furniture stock steel with four swivel casters, two with locks.

GEOHERMAL TRAINER WITH WORK BENCH. This unit should allow students hands-on training by conducting tests and adjustments on a modern geothermal heat pump. The following specifics must be included:

- ½ ton geothermal heat pump
- Microprocessor control
- TXV Valve
- E-coated air coils
- Compressor

- Two-stage 24V Heating/Cooling Thermostat
- Blower
- Mobile bench
- Instruction manual and text book

The following should be mounted on mobile bench:

- Heat pump
- Control panel
- 24 V two-stage heating/cooling thermostat
- Power cord
- Water storage tank with submersible pump

Other requirements of the unit include:

- Double isolation compressor mounting system
- Insulated divider and separate compressor/air handler compartments
- Extended range operation (20 – 120 degrees F)
- Exceeds ASHRAE 90.1 efficiencies
- Internally trapped condensate drain line
- Unit Performance Sentinel performance monitoring system

Questions about the specifications and delivery must be coordinated with NCCC's dean of outreach and workforce development, Brenda Krumm, 620-431-2820 ext. 234. Units must be delivered to NCCC at 800 W. 14th, Chanute, KS 66720.

Sealed bids must be clearly marked, Energy Units, and submitted directly to:

Neosho County Community College
Sandi Solander, CFO
800 W. 14th
Chanute, KS 66720

Bids must be received before 9:00 a.m. on Thursday, July 15, 2010. 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 August 12, 2010, in Room 209 of the Student Union on the NCCC 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.

Bidder must sign below and return this document with bid indicating agreement with specifications and terms as stated above.

I have read and understand the terms and specifications of the request for sealed bid above and will comply with such terms and specifications.

Agenda Item VI-E: Residence Halls Laundry Machines

One of the many services provided to residence hall students is the access and use of laundry machines. In both Bideau and NeoKan residence halls it costs \$1.00 to wash and \$.50 to dry clothes. The college earns (approximately) \$7,000.00 per year from providing these laundry services.

Five years ago, Neosho County Community College entered into an agreement with Bridgepoint to purchase a laundry card swipe system for students living in the Bideau Residence Hall. Students were provided the cards and were able to apply additional monies to the card through the business office. The coin-operated machines were replaced with the card swipe system to utilize the cards as part of the energy performance contract. Since that time, NCCC has experienced a decrease from in professional support from Bridgepoint, both in timely response to maintenance requests and in serviceable cards to issue to students. As of July, 2010, Bridgepoint services no longer focuses on servicing laundry machines and the College can no longer purchase swipe cards for students or receive maintenance help.

Since the College can no longer provide Bideau residence hall students with having cards to access the machines, several options were reviewed:

1. Assign a \$25.00 per semester student fee for all students living in the residence halls and re-configure the machines so that they are set for unlimited use without a swipe card.
2. Replace the card swipe machines with coin-operated machines. [NOTE: this move was seen as a step backwards in progress]
3. Invest in CBORD, another swipe card company that utilizes the same system used in the cafeteria. This upgrade would cost approximately \$33,000.00.

It was the President's recommendation that the Board approve a \$25 per semester (\$50 per year) fee for residence hall student laundry services. The \$25 equals about one load of laundry a week at \$1.50 per load for the 16 week semester.

The laundry machines will be re-configured by the maintenance department and all card-swiping and coin-operated mechanisms will be removed from the washers and dryers. Promotional posters will be placed in all laundry facility rooms encouraging students to maximize their laundry load in an effort to conserve water and energy.

The fee should generate an estimated \$11,000.00 which will be deposited as Residence Hall/Student Union revenue. In the coming years the administration will continue to evaluate deploying a new swipe card system as funds are available.

Resolution 2010-69

RESOLVED, that the Board of Trustees of Neosho County Community College approve a \$25 per semester (\$50 per year) fee for residence hall student laundry services.

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

Agenda Item VII: Adjournment

Upon a motion and a second the meeting adjourned at 6:48 p.m.

Respectfully submitted,

David Peter, Chair

Terri Dale, Board Clerk