

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**SPECIAL MEETING
AGENDA**

**December 1, 2016 – 5:30 P.M.
Student Union – Room 209**

- I. Call to Order**
- II. Roll Call**
- III. Approval of the Agenda**
- IV. Consent Agenda**
 - A. Claims for Disbursement from November 2-28, 2016
 - B. Revised Ottawa Bookstore Assistant Job Description
 - C. Personnel
 - D. Articulation Agreement with JCCC for Health Information Technology Program
- V. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**SPECIAL MEETING
MINUTES**

**December 1, 2016 – 5:30 P.M.
Student Union – Room 209**

I. CALL TO ORDER

David Peter 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.

Also in attendance were Dr. Brian Inbody, Sarah Robb, Ben Smith, and Sandi Solander.

III. APPROVAL OF THE AGENDA

The agenda was approved as presented.

IV. CONSENT AGENDA

On motion by Dennis Peters and second by Charles Boaz the following items were approved by consent:

A. Claims for Disbursement from November 2-28, 2016

B. Revised Ottawa Bookstore Assistant Job Description

With the opening in the Ottawa Bookstore Assistant position it is time to review and update the job description. Following is a revised job description for the part-time Ottawa Bookstore Assistant position. It was the president's recommendation that the Board approved the revised job description.

OTTAWA BOOKSTORE ASSISTANT

Reports to: Ottawa Bookstore Coordinator
Classification: Half-time, 12-month Employee
Pay Status: Hourly, Non-exempt, Level II
Fringe Benefits per Board Policy
Starting Salary range: \$10.25 – \$11.00
Revised: December 2016

Position Overview

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:

Essential Functions

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

Primary

1. Assist the Bookstore Coordinator with day-to-day activities.
2. Order fresh food and beverages.
3. Purchase frozen foods and school supplies.
4. Unpack and stock books, apparel and other merchandise properly.
5. Process website orders.
6. Provide excellent customer service, assist customers as they enter the store, properly answer the phone, and assist with textbook and merchandise information.
7. Continue to obtain new knowledge, skills and training with our online book processing system (TA/GM Online), including data entry, information retrieval, and reporting.
8. Assist with completing annual inventory and maintaining accurate inventory.
9. Assist with student employee training.
10. Ensure proper records maintenance thru accurate scanning and tagging of files in Laser fiche.
11. 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 flexibility in occasional early or late hours.

Non-Discrimination (1/9/15)

Neosho County Community College affords equal opportunity to and does not discriminate against students, employees, and applicants regardless of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, ethnicity, national origin, ancestry, age, disability, marital status, genetic information, status as a veteran, political affiliation, or other factors that cannot be lawfully considered in its programs and activities, including admissions and employment, to the extent and as required by all applicable laws and regulations including but not limited to Title VII of the Civil Rights 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, The Americans With Disabilities Act Amendments Act of 2008, The Age Discrimination In Employment Act of 1967, Title II of the Genetic Information Act of 2008, Kansas Acts Against Discrimination, Section 188 of the Workforce Investment Act, and any amendments to such laws and regulations.

The following offices have been designated to handle inquiries regarding the Non-Discrimination and to coordinate implementation of this policy. They may be contacted to initiate an investigation under the policy or to answer questions regarding this policy.

Vice President for Operations
a/k/a Chief Operations Officer
Neosho County Community College
800 West 14th Street
Chanute, KS 66720
Telephone: (620) 432-0301

Students may in the alternative prefer to contact:

Dean of Student Services
Neosho County Community College
800 W. 14th Street
Chanute, KS 66720
Telephone: (620) 432-0304

Using the College's complaint or grievance process does not prohibit an employee or student from contacting or filing a complaint with these agencies:

U.S. Department of Education Office of Civil Rights 1010 Walnut Street 3rd Floor, Suite 320 Kansas City, MO 64106 Telephone: (816) 268-0550	Kansas Human Rights Commission (KHRC) Main Office, Topeka 900 S.W. Jackson, Suite 851-S Topeka, KS 66612-1258 Telephone: (785) 296-3206 Toll Free: (888) 793-6874	Equal Employment Opportunity Commission (EEOC) Kansas City Area Office 400 State Avenue, Suite 905 Kansas City, KS 66101 Telephone: (913) 551-5655
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C. Personnel

1. Sociology Instructor-Chanute

It was the president's recommendation that the Board approve the employment of Nicholas "Nick" Gemas as Sociology Instructor on the Chanute campus. Mr. Gemas has an Associate of Arts from Cowley County Community College, and Bachelor of Arts in the Sociology Field, Master of Arts in Sociology, and Master of Music in Music Performance all from Wichita State University.

Mr. Gemas's prior work experience includes Adjunct Sociology Instructor, Hutchinson Community College; Specialist for General Dynamics Information Technology, Lawrence, KS; Customer Service Representative, Eagle Communications, Inc., Hays, KS; Consumer Representative for outsourced health insurance company for Premier Employment Solutions, Topeka, KS;

Mr. Gemas will be paid at MS+30, Step 2 (\$35,265). His start date will be January 9, 2017.

D. Articulation Agreement with JCCC for Health Information Technology Program

The NCCC Health Information Technology program has entered into an agreement with Johnson County Community College to articulate JCCC's medical coding certificate students into the NCCC HIT degree program. NCCC will provide a degree completion opportunity for JCCC coding certificate students and will actively recruit JCCC students into our HIT degree program, with the support and assistance of JCCC. It was the president's recommendation that the Board approve entering into an articulation agreement with JCCC for our Health Information Technology program.

V. ADJOURNMENT

On motion by Dennis Peters and second by Lori Kiblinger the meeting adjourned at 5:40 pm.

Respectfully submitted,

David Peter, Board Chair

Brian Inbody, Acting Board Clerk