

NCCC Board

## Neosho County Community College Board of Trustees

### REGULAR MEETING

February 14, 2002

**Members Present:**

**Administrators/Staff/Guests Present:**

Kevin Berthot	James O. Hill, President
Mariam Mih, Vice Chair	Robert Masters, VP of Academic Affairs
Michael Peaster, Chair	Jim Spangler, VP of Business Affairs
David Peter	Brenda Krumm, Dean of Cont. Education
Robert Thomen	
Mark Watkins	
	Larry Anderson, Faculty; Jim Carlson, Faculty; Sara Harris, Faculty; Steven Moffitt, Student; Ben Bussard, Student; LuAnn Hauser, Clerical; Ben Smith, Director of Technology Services; Debbie Greve, Registrar; Charlotte Martin, Director of Development; Dave Fewins, Faculty; Paul Smith, Maintenance Supervisor; Tonya Bell, Director of Public Relations; Susan Weisenberger, Director of Library Services; Karen Gilpin, Director of Nursing; Kent Pringle, Board Attorney; Terri Dale, Board Clerk; Jackie Weatherspoon, Chanute Tribune

Dr. Peaster called the meeting to order at 7:00 p.m. in room 209 in the Student Union.

**Public Comment:** Sara Harris, president of the NCCCPEA, thanked Dr. Masters and Ben Smith for working on data output regarding enrollment numbers which are related to the faculty bonus. She also reported that the first PEA scholarship had been awarded to Joel Patterson, an elementary education major, from Yates Center. The scholarship has been named the Ray Zumalt Education Scholarship.

**Approval of the agenda:** Upon a motion by Mr. Watkins and seconded by Mrs. Mih, the agenda was approved as printed. Motion passed.

**Consent Agenda:** Upon a motion by Mr. Watkins and seconded by Mrs. Mih, consent agenda items were approved including the minutes from January 10, 2002; the claims for disbursement; the resignation of Alton Scales, dean of students, and David Parra, assistant baseball coach/resident hall assistant; the employment of Melinda Hoffman, part-time office clerk at Ottawa, Gwyn Dehn, part-time evening office clerk at Ottawa,

and Michele Goar, admissions counselor. Motion passed.

**Faculty Senate Report:** Jim Carlson, president of the faculty senate, addressed the board with several concerns. He stated that the faculty senate wanted to be sure there was follow-up on the grade appeals and administrative withdrawal policies and expressed the faculty senate's interest in a budget workshop. He reported that the faculty senate had voted to create a budget committee and that there were concerns among faculty senate members regarding cutbacks in staff or programs and concerns with the present minimum number for classes to make policy. He distributed and read the following resolution passed by the faculty senate. "Whereas: the Faculty Senate of Neosho County Community College believes in shared governance in which the Board of Trustees, the administration, and the faculty come together as respected partners to ensure the continued long-term academic credibility and fiscal viability of the College; Be it resolved that the Faculty Senate of Neosho County Community College hereby requests that all faculty members whose positions are being considered for non-renewal or reassignment, pursuant to reduction-in-force provisions as outlined in the Board of Trustees Policy Handbook, pages 27 and 28, be made aware at the earliest practicable opportunity of the Administration's deliberations or intentions pursuant to said actions; and, Be it further resolved that the Faculty Senate of Neosho County Community College hereby go on record as requesting that the Faculty Senate be included in those decision-making processes involving the non-renewal or reassignment of faculty positions or the discontinuance or realignment of academic, certification, and similar programs, since such have a direct bearing on the academic mission of the College."

**Vice President of Business Affairs Report:** Jim Spangler, vice president of business affairs, reported that the college had suffered damage to trees as a result of the ice storm and that maintenance was working on cleaning up the branches. He reported that eight, or one-third, of the exterior doors had been replaced, that the ad hoc committee on employee turn-over had met twice and was working toward a viable recommendation/solution; and that he had met with the student senate to discuss the possibility of increases in tuition and fees for next year.

**Vice President of Academic and Student Affairs:** Robert Masters, vice president of academic and student affairs, wished the board a happy Valentine's Day and distributed copies of the Safety and Security Handbook. He thanked Ben Smith for developing the handbook. Dr. Masters reported that bids had been received for printing the college catalog and that Ravin Printing was the low bidder. He thanked Deb Greve and Tonya Bell for their work on the catalog. Dr. Masters introduced Karen Gilpin, director of nursing, who reviewed the process for the upcoming NLN visit on February 25-28<sup>th</sup>. Ms. Gilpin invited the board to the reception on Wednesday evening and to the exit interview on Thursday morning at 10 a.m.

Dr. Masters introduced Sara Harris, PTK sponsor, who introduced students Ben Bussard and Stephen Moffitt. They represented NCCC at the PTK All Kansas Academic Team luncheon in Topeka on February 13, 2002 and will represent the college in the All USA Community and Junior College Academic Team competition.

**President's Report:** Jim Hill, president, reported that the SEK Higher Education SYSTEM had met for a special seminar on AQUIP, which is the new method of attaining accreditation, on February 7<sup>th</sup> at PSU; that the PTK Honors luncheon was

held in Topeka on February 13 as reported earlier, which was followed by meetings of the KBOR, KACCT and Council of Presidents. The main focus of the Board of Regents meeting was to amend SB345 in three areas. The first area was course approval, the second area operating grants, and the third area was institutional performance. Dr. Hill also distributed weeks one through four of the KACCT newsletter.

Mr. Watkins asked to make a comment. He stated that it was his understanding that the women's wrestling program, which was approved by the previous board, was scheduled to be reviewed after one year and questioned when that would be on the board agenda.

**Student Affairs Reorganization:** Dr. Masters asked the board to approve his recommendation to reorganize student services. He stated that the proposal is a result of a lengthy study and input from several different committees. His recommendation would upgrade the current registrar position to dean of student services/registrar and add one assistant registrar and one-half clerical position to student services. Following questions, Dr. Hill stated that the board was only acting on approving the additional position of assistant registrar, one-half clerical position and realigning the dean of student services position. Upon a motion by Mrs. Mih and seconded by Dave Peter, the board approved the recommendation to combine the registrar position and the dean of students position, adding the additional assistant registrar and clerical position, and to re-evaluate the changes in one year. Motion passed.

**Records and Property Disposal Policy:** Dr. Masters told the board he had been reviewing current policies to make them more workable for the institution. He stated concerns regarding student and employee records disposal. The quality improvement committee reviewed the policies and made the recommendation to add the provision for student and employee records and the disposal of surplus property. Upon a motion by Mr. Peter and seconded by Mark Watkins, the board approved revisions as presented. Motion passed.

**Resident Hall Fees:** Jim Spangler reported that the rate increase from Chartwells had not been received, but he recommended the board consider increasing residence hall fees for the fall 2002 semester and presented three options. Mrs. Mih asked if 100% of the residence hall contracts were paid. Mr. Spangler replied that there were occasions when a student left early in the semester and adjustments were made to their account. Mrs. Mih then ask if accounts receivable in dorm accounts do not exist and what the default rate on dorm contracts was. Mr. Spangler replied that he did not have that information, but that there were accounts receivable for dorm accounts due to various reasons. Upon a motion by Dr. Thomen and seconded by Mrs. Mih, the board approved increasing the residence hall fee by \$225 per year starting fall 2002. Motion passed.

**Executive Session: Non-Elected Personnel:** Upon a motion by Mr. Watkins and seconded by Dr. Thomen, the board entered executive session for 5 minutes to discuss personnel matters of non-elected personnel which if discussed in open session might violate their right to privacy, and to include the president, vice president of business affairs, vice president of academic affairs, dean of continuing education, and the board attorney. Motion passed. The board entered executive session at 7:45 p.m.

The board returned to open session at 7:50 p.m. Dr. Peaster called for a ten-minutes break.

The board returned to open session at 8:00 p.m.

**Contracts for Clerical and Maintenance Hourly Employees:** Upon a motion by Mr. Watkins and seconded by Mr. Peter, new contracts will be offered to those non-certified employees recommended by the President, effective at the end of the current contracts conditioned upon continued good standing. Motion passed. Those non-certified employees include Sara Smith, Kay Stratton, Leitha Farwell, Connie Morris, William Slempp, Penny Galemore, LuAnn Hauser, Joan Gill, Bea Orozco, Carrie Carter, Denise Gilmore, Debra Schommer, Angie Zaragosa, Terri Dale, Shelia Bolder, Denise Coover, Alan Hougardy, Steve Crawford, Vicki Dent, John McGinnis, Mary Eagle and Gloria Beeman.

**Executive Session Negotiations:** Upon a motion by Mr. Watkins and seconded by Mr. Berthot, the board entered executive session for 10 minutes to discuss matters relating to employer-employee negotiations and to include the president, vice president of business affairs, vice president of academic affairs, dean of continuing education and the board attorney. Motion passed. The board entered executive session at 8:01 p.m.

The board returned to open session at 8:10 p.m.

Upon a motion by Mr. Watkins and seconded by Mr. Berthot, the board returned to executive session for 15 minutes to continue discussion of matters relating to employer-employee negotiations and to include the president, vice president of business affairs, vice president of academic affairs, dean of continuing education and the board attorney. Motion passed. The board entered executive session at 8:11 p.m.

The board returned to open session at 8:26 p.m.

**Executive Session: Non-Elected Personnel:** Mr. Berthot moved that the board enter executive session for 15 minutes to discuss personnel matters of non-elected personnel which if discussed in open session might violate the individuals right to privacy and to include the board attorney. Dr. Peaster asked if the president should be included in the discussions. Mr. Berthot stated that the president would have a chance to address the issues at a later time. Mr. Peter seconded the motion. Motion passed. The board entered executive session at 8:30 p.m.

The board returned to open session at 8:49 p.m.

Upon a motion by Mr. Berthot and seconded by Mr. Peter, the board returned to executive session for 15 minutes to continue discussions of personnel matters of non elected personnel and to include the board attorney. Motion passed. The board entered executive session at 8:50 p.m.

The board returned to open session at 9:06 p.m.

Upon a motion by Mr. Berthot and seconded by Mr. Peter, the board returned to executive session for 10 minutes to continue discussions of personnel matters of non

elected personnel and to include the board attorney. Motion passed. The board entered executive session at 9:08 p.m.

The board returned to open session at 9:18 p.m.

Upon a motion by Mr. Berthot and seconded by Mr. Peter, the board returned to executive session for 10 minutes to continue discussions of personnel matters of non elected personnel and to include the board attorney. Motion passed. The board entered executive session at 9:20 p.m.

The board returned to open session at 9:35 p.m.

Upon a motion by Mr. Berthot and seconded by Mr. Peter, the board returned to executive session for 15 minutes to continue discussions of personnel matters of non elected personnel and to include the board attorney, the president, and the president's attorney. Motion passed. The board entered executive session at 9:37 p.m.

The board returned to open session at 9:55 p.m.

Mr. Peter moved that the agreement with Dr. James O. Hill be approved and signed. Dr. Thomen seconded. Motion passed with Mr. Watkins voting no.

Mr. Peter moved that the letter of retirement submitted by Dr. James O. Hill be accepted by the Board of Trustees. Dr. Thomen seconded the motion. Motion passed.

Meeting adjourned at 10 p.m.

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