

NCCC Board

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

DATE: February 13, 2003

TIME: 7:00 P.M.

PLACE: Student Union, Room 209

PRESENT: Kevin Berthot
Mariam Mih, Vice Chair
Dr. Michael Peaster
David Peter
Dr. Robert Thomen
Mark Watkins, Chair

Dr. Vicky R. Smith, President

Brett Bright, Dean of Student Services/Registrar
Mark Eldridge, Dean of Ottawa Campus
Brenda Krumm, Dean of Continuing Education
Tonya Bell, Director of Enrollment Management/Marketing
Charlotte Martin, Director of Development/Athletics
Karen Gilpin, Director of Nursing
Sherry Ewart, Business/Technology Division Chair
Brad Wilkinson, Liberal Arts Division Chair
Jim Carlson, Faculty
Sara Harris, Faculty
LuAnn Hauser, Clerical
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Phil Jarred, CPA
Neil Phillips, CPA
Becky Smith, Foundation President
Jesse Tuel, Chanute Tribune
Brooke Ethridge, Chanute Tribune

Call to Order

The meeting was called to order by Mark Watkins, Chair, at 7:00 p.m.

Roll Call

All members were present.

Public Comment

There were no speakers.

Approval of the Agenda

There were no additions or changes to the agenda.

Mr. Watkins requested that the Agenda be adopted as printed. The motion was made, seconded and approved.

Consent Agenda

The following items were proposed to be adopted and approved by consent.

- A. Minutes from January 9, 2003.
- B. Claims for disbursements for January 2003 totaling \$232,500.26.
- C. Clerical and Maintenance Contracts for Cris Bacon, Gloria Beeman, Shelia Bolde, Carrie Carter, Steve Crawford, Terri Dale, Vicki Dent, Leitha Farwell, Joan Gill, Denise Gilmore, Edie Godinez, Susan Haddan, LuAnn Hauser, Alan Hougardy, Donna Moore, Connie Morris, Bea Orozco, Debra Schommer, Sarah Smith, Kay Stratton, and Angie Zaragosa.

Mr. Watkins requested that the Consent Agenda be approved. The motion was made, seconded and approved.

Reports

- A. Jim Carlson, Faculty Senate President, reported that he and President Smith had a meeting on a regular basis. He continued that he was reviewing the finals schedule regards to the master schedule and that finals may cover a four-day period instead three days. He also commented that faculty had been asked for input regarding the master schedule and he that communication was good at the college.
- B. Dr. Vicky Smith, reporting for the business affairs department, stated that in January the college had received \$801,000 from the state, which was less than anticipated and that the college had received over \$1,110,000 from Neosho County. She also reported that the Bookstore is operating in the black for the third year and that an excess revenue generated from the Bookstore will go toward bond payments. A letter from Great Western Dining Services has been received to negotiate meal rates for next year. Dr. Smith stated that she was very pleased with the food and that she had not heard any negative comments from students. She also reported that the President's office had received a letter from the U. S. Department of Education regarding the program review in November, 2002. A response is being drafted by all parties involved to be forwarded to the Department of Education. The maintenance department will be asked to coordinate a campus wide clean up on March 28 prior to the Open House on March 29.

As President, Dr. Smith reported that the college had hosted the Chamber of Commerce Business After Hours with about 50-60 people attending. Great Western Dining did a wonderful job preparing and serving hors d'oeuvre. Doc

prizes were also given away. Dr. Smith also made the following comments:

- Enrollment is looking strong, up 396 credit hours and 136 headcount.
- Ottawa is reaching the 900-headcount mark, an increase of over 60% from spring.
- Division chair nominations were received and Tosca Harris will serve as Liberal Arts division chair starting August 2003. Sherry Ewart will continue her role as business and technology division chair.
- Concurrent enrollment courses are now being offered in ten high schools in service area.
- Randy Kettler, Director of the Center for Academic and Vocational Excellence, was the recipient of the Distinguished Service Award by the Kansas Adult Education. The service award is presented to an individual, in an area other than teaching, who has demonstrated outstanding service promoting, developing, or implementing adult education in the State of Kansas.
- Brenda Krumm will chair the Southeast Kansas Work Force Development Education Committee.
- NCCC's Omega Iota Chapter has earned Phi Theta Kappa's 2002 Pinnacle Scholarship. This scholarship award program annually recognizes chapters that increase the acceptance rate of eligible students by 10% over the previous year with a \$100 scholarship stipend.
- Students Jay Neely and Katie Brant will represent the College at the 2003 USA Community and Junior College Academic Team competition.
- The Fine and Performing Arts Department is set to present *The Heidi Chronicles* by Wendy Wasserstein February 24-27 at 7:30 p.m. Board members should call Terri Dale to reserve tickets as seating is limited.
- Panther Preview Day will be February 28.
- Sherry Ewart will present her "marbles exercise" at the Kansas Connecting Education & Employment Conference in February and at the KACARO meeting in July. Charles Babb will be co-presenter.
- NCCC will be featured the third Thursday of each month on page 5. Dr. Smith reported that she will write a guest column to be published on the third Saturday of each month.
- Meetings continue with staff and community members.

Agenda Item VII-A – Audit Report

It is the policy of the Board of Trustees to require that all college accounts be audited at any time the Board of Trustees so desires, but in any event to be audited annually. This shall include the

accounts of the Board of Trustees and college agency or auxiliary accounts. The College's auditors have completed the annual audit for Fiscal Year 2002.

Mr. Phil Jarred of Diehl, Banwart, Bolton, Jarred & Bledsoe will present the audit to the Board.

RESOLUTION 2003-4

RESOLVED, That the Board of Trustees of Neosho County Community College accept the audit report for fiscal year ending June 30, 2002.

Motion was made and seconded that the above resolution be adopted. Motion was carried unanimously.

Agenda Item VIII-A: Audit Contract for Fiscal Year 2003

It is the policy of the Board of Trustees to require that all college accounts be audited at any time the Board of Trustees so desires, but in any event to be audited annually. The three-year contract with the auditing firm of Diehl, Banwart, Bolton, Jarred & Bledsoe ended with the 2002 audit in anticipation of the upcoming North Central Association visit, and to ensure consistency in the audit procedures of the College, I would recommend that the Board retain Diehl, Banwart, Bolton, Jarred & Bledsoe to conduct the fiscal audit for 2003.

RESOLUTION 2003-5

RESOLVED, That the Board of Trustees of Neosho County Community College retain the services of Diehl, Banwart, Bolton, Jarred & Bledsoe to perform the audit for fiscal year 2003 with a fee not to exceed \$10,500.

Motion was made and seconded that the above resolution be adopted. Motion was carried unanimously.

Agenda Item VIII-B. Interim Audit Contract

With the departure of vice president Spangler and with the auditors management letter indicating certain audit recommendations were not implemented appropriately, I would recommend that the Board retain Diehl, Banwart, Bolton, Jarred & Bledsoe to perform an interim audit to include auditing the College through January 31, 2003. In addition, they will implement the auditor's internal control recommendations and new procedures needed due to the change in personnel.

RESOLUTION 2003-6

RESOLVED, That the Board of Trustees of Neosho County Community College retain the services of Diehl, Banwart, Bolton, Jarred & Bledsoe to perform an interim audit through January 31, 2003, the fee not to exceed \$8,000.00.

Motion was made and seconded that the above resolution be adopted. Motion was carried unanimously.

Agenda Item VIII-C: Ottawa Campus Transfer of Ownership and Lease

As directed by the Board of Trustees, the College President and the Neosho County Community College Foundation have developed the appropriate documents to transfer ownership of the

Ottawa Campus of Neosho County Community College from the City of Ottawa to the Neosho County Community College Foundation and to develop terms for a lease agreement between the College and the Foundation.

Three documents are required to insure the transfer. They include: a) the Assignment of the Option to Purchase the Ottawa campus, to the Neosho County Community College Foundation; b) the Ottawa Campus Lease, between the College and the Neosho County Community College Foundation; and, c) the Notice of Election to Exercise the Option to Purchase, to the City of Ottawa.

RESOLUTION 2003-7

BE IT RESOLVED, That the Neosho County Community College Board of Trustees assigns right and option to purchase real estate and improvements located in Ottawa, Kansas to the Neosho County Community College Foundation, a 501(c)(3) nonprofit charitable corporation. This assignment is pursuant to Section 6(c) of the Sublease dated April 15, 1995 between the City of Ottawa, Kansas and Neosho County Community College.

FURTHER, The Neosho County Community College Foundation upon exercise of said option and acquisition of title to the Property desires to lease the Property to the College, and the College desires to lease the Property from the NCCC Foundation all pursuant to the terms, covenants and conditions as outlined in the lease agreement,

BE IT RESOLVED, That the Neosho County Community College Board of Trustees agrees to enter into a lease agreement with the Neosho County Community College Foundation as described in the Ottawa Campus Lease Agreement dated July 1, 2003.

FURTHER, The Board of Trustees of Neosho County Community College has reviewed the document, Written Notice of Election to Exercise Option to Purchase between the City of Ottawa, Kansas and the Neosho County Community College Foundation, therefore,

BE IT RESOLVED, the Neosho County Community College Board approves the form of the document.

Motion was made and seconded that the above resolution be adopted. Motion was carried unanimously.

Agenda Item VIII-D: Summer Hours

The College has been reviewing ways in which we could increase revenues and decrease expenditures. One of the suggestions for saving money is to implement a four-day work week the summer. In reviewing the activities scheduled on Friday, Saturday, and Sunday, it was found that no activity was scheduled later than 9:00 AM on Friday. Below is a calculation of the savings if the College were closed on Friday, Saturday and Sunday for 13 weeks. (Savings will be less if the number of weeks is decreased.)

- * Shut off Chiller in Sanders and Stoltz halls, the Student Center and the Library, Friday through Sunday. (\$73.26/day x 3 days x 13 weeks = \$2,857.14)
- * Savings of water, water fee, sewer tax, lighting, and associated pumps and units for cooling system. (\$150.00/ day x 3 days x 13 weeks = \$5,850.00)

- * Turning off all computers and monitors during campus closure. (\$1500/month x 3 months = \$4500.00)

The total potential savings if we maintained a four-day workweek for 13 weeks would be: \$1207.14.

Summer hours for non-faculty personnel will be Monday through Thursday. All non-faculty personnel will be expected to work the required 40 hours per week. Work schedules could vary as long as offices were covered. Employees, with the approval of their supervisor, could flex the forty-hour work week or opt to utilize earned vacation during the summer.

Therefore, as President, I recommend that the College adopt a four-day, 10 hours per day workweek for the 2003 summer.

RESOLUTION 2003-8

RESOLVED, That Neosho County Community College Board of Trustees approves the recommendation of the President to adopt a four day, 10 hour per day workweek for the summer months with the beginning date and ending date to be determined by the President.

Motion was made and seconded that the above resolution be adopted. Motion was carried unanimously.

Agenda Item VIII-E: Board Retreat

To assist the Board of Trustees in demonstrating to the Higher Learning Commission of the National Central Association that they have actively engaged in professional development to assist their understanding of the roles and responsibilities of a Board, and especially in their role as a policy-making body, a facilitated retreat should be held. All the members of the Board of Trustees and the President should attend the retreat.

As President, I recommend that the Board engage the services of the Association of Community College Trustees' Board Services Division to facilitate the retreat and provide the professional development activity. The costs of the services are \$2500, plus the travel, board and lodging costs of the facilitator. The site of the retreat can be determined later.

RESOLUTION 2003-9

RESOLVED, That the Board of Trustees of Neosho County Community College retain the services of the Association of Community College Trustees to facilitate a Professional Development Retreat, the costs of which will be \$2500 for the base services, plus travel/lodging/food costs of the facilitator at a site to be determined later.

Motion was made and seconded that the above resolution be adopted. Motion was carried unanimously.

Agenda Item VIII-F: Appointment of Acting Vice President of Business Affairs

In the absence of a vice president of business affairs, President Vicky Smith recommends that the Board of Trustees appoint Brenda Rowe as Acting Vice-President until a permanent vice-president fills the position.

RESOLUTION 2003-10

RESOLVED, That the Board of Trustees of Neosho County Community College appoint Brenda Rowe to serve as acting Vice-President of Business Affairs, accompanied by a stipend of \$1,000.00 per month.

Motion was made and seconded that the above resolution be adopted. Motion was carried unanimously.

Agenda Item VIII-G: Appointment of Treasurer

In the absence of a vice president of business affairs, President Vicky Smith recommends that the Board of Trustees appoint Brenda Rowe as the Treasurer of the Board of Trustees.

RESOLUTION 2003-11

RESOLVED, That the Board of Trustees of Neosho County Community College appoint Brenda Rowe to serve as Treasurer of the Board of Trustees.

Motion was made and seconded that the above resolution be adopted. Motion was carried unanimously.

Agenda Item VIII-H: Appointment of Secretary to the Board

It has been the practice of the Board of Trustees to appoint the College President as Secretary of the Board of Trustees.

RESOLUTION 2003-12

RESOLVED, That the Board of Trustees of Neosho County Community College appoint Dr. Vicky R. Smith to serve as Secretary, Board of Trustees.

Motion was made and seconded that the above resolution be adopted. Motion was carried unanimously.

Chairman Watkins called for a recess with the meeting resuming at 8:20 p.m.

AGENDA ITEM VIII –I & J: MOTION FOR EXECUTIVE SESSIONS

Mr. Berthot moved that the Board recess into executive session for five minutes to consult with the college attorney about matters protected by attorney-client privilege, to be immediately followed by an executive session to discuss matters relating to employer-employee negotiations for 20 minutes and to include the president and attorney in both executive sessions. There will be no action taken by the Board following the executive sessions and the meeting will be adjourned. Mr. Peter seconded the motion. The Board entered executive session at 8:20 p.m.

The Board returned to open session at 8:45 p.m. The Board returned to executive session to continue discussions relating to employer-employee negotiations for 15 minutes and to include the president and attorney. Motion passed. The Board entered executive session at 8:46 p.m.

The Board returned to open session at 9:01 p.m.

The meeting was adjourned.
