

NCCC Board

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

DATE: April 10, 2003 – 7:00 p.m.

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

ABSENT: Mark Watkins, Chair

ADMINISTRATORS/STAFF/GUESTS PRESENT:

Dr. Vicky R. Smith, President

Brenda Rowe, Interim VP of Business Affairs
Brenda Krumm, Dean of Continuing Education
Brett Bright, Dean of Student Services/Registrar
Charlotte Martin, Director of Development/AD
Tonya Bell, Director of Enrollment Mgt./Marketing
Sherry Ewart, Division Chair, Business & Technology
Jim Carlson, Faculty
Jay Neely, Student
Dr. Marvin Johnson, Guest
Bernard Neyer, Guest
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Brooke Ethridge, Chanute Tribune

Call to order.

The meeting was called to order by Mariam Mih, Vice Chair, at 7:00 p.m.

I. Roll call.

Mr. Watkins was absent.

II. Public Comment.

There were no speakers.

III. Approval of the Agenda

The agenda was amended to add a resignation to the consent agenda.

Mrs. Mih requested that the Agenda be approved as amended. The motion was made, seconded and approved.

V. Consent Agenda

The following items are proposed to be approved by consent.

- A. Minutes from March 13, 2003
- B. Claims for disbursement for March 2003.
- C. Personnel:
 - 1. Employment of Head Track/Cross Country Coach
 - 2. Resignation

Agenda Item C-1: Employed Adarian Barr as Head Track/Cross Country for Men's and Women's Track and Cross Country. His base load will include teaching 6 credit hours per academic year.

Agenda Item C-2: Resignations

John Taylor, women's wrestling coach, has submitted his letter of resignation effective 8:00 a on April 7, 2003.

Mark Vollmer, assistant baseball coach, has submitted his letter of resignation effective 8:00 a on April 7, 2003.

Mrs. Mih requested that the Consent Agenda be approved as amended. The motion was made, seconded and approved.

VI. Reports

Faculty Senate Report: Jim Carlson, president of the Faculty Senate, told the Board that some faculty members were concerned with the fall class schedule. As Mr. Carlson previously stated some faculty had input into the new schedule while others either had none or very little input. Faculty Senate will be making recommendations to Dr. Smith concerning future class schedule. He also reported that the Faculty Senate would be recommending that the Curriculum, Institutional Effectiveness, and Library committees be institutional committees rather than Faculty Senate Committees and that a recommendation would be forwarded to the President for her review.

Interim Vice President for Business Affairs: Brenda Rowe, interim Vice President for Business Affairs, reported that the college receives revenue from four sources; state aid, county, out-of-county aid, and student tuition and fees. She reported that the college had received \$1,579,190 from the state, which was the total allotment.

In March the college received \$389,690.83 from the county, for a total of \$2,608,107.02 to date. This amount does not include any monies collected for the no-fund warrants. The county has indicated that they have sent a total of \$135,939.37 to the Bank of Commerce for payments towards the no-fund warrants. They will continue to make those payments to the bank as the money is collected from the taxpayers. The college will receive one more distribution from the county in May, projected to be \$140,000.00 or more. 15,600 credit hours were billed for out-district aid to various Kansas counties; which should generate \$170,000.00.

The spending freeze is ongoing; through nine months of this fiscal year about 68% of the budget has been spent in the general and vocational funds. Ms. Rowe stated that the college should end the fiscal year in the black.

President's Report: Dr. Smith introduced Jay Neely, who was one of NCCC's representatives that competed in the USA All-American Academic Team. Katie Brant also participated but was unable to attend the meeting.

Dr. Smith stated that it had been an eventful week. She cooperated with the Neosho County Sheriff's department as they investigated the events of the previous weekend, and has been working with the College's attorney to insure that the College is being legally protected and following proper procedures in relation to the employees, former employees, and the students involved. She has spoken with parents of some of the students involved and responded to questions from two radio stations, two newspapers and was interviewed by one TV station.

On March 26th she held an All-College meeting to discuss the reorganization of the College and to provide an update on the status of this year's budget. A budget committee was established to analyze ways to save money for the rest of the year. The committee has forwarded a series of suggestions to the Executive Committee.

In addition to public forums in Erie, Thayer, St. Paul and on campus, Dr. Smith stated she was a guest speaker at the Kiwanis Club, the Lions Club, the Business and Professional Women's Club and been a guest on KKOY and KINZ radio stations promoting the need for the capital outlay tax.

Brad Wilkinson, Gayle Randolph, Brenda Krumm and Dr. Smith will attend the NCA annual meeting in Chicago. Mr. Wilkinson and Ms. Krumm will co-chair the self-study and attend two workshops dealing with the self-study process, and Mr. Randolph will attend the sessions dealing with assessment of student learning outcomes. Dr. Smith will attend a workshop for new Presidents of Affiliated Institutions.

Tracey Rhine, coordinator of Allied Health, has indicated that Karen Briggs, the Administrator of Heritage Health Care in Chanute has donated linens for the nursing lab at the Ottawa campus that Steve Quest has donated a vehicle that was used by students in the EMT class to practice "jaws of life" extraction techniques.

Agenda Item VIII-A. Early Retirement for Professional Employee

Article 14 of the Negotiated Agreement states that a Professional Employee of NCCC who may find it necessary or desirable to retire from employment with the college prior to normal retirement age may elect to retire under the terms and conditions hereinafter specified. Early retirement is voluntary and at the discretion of an eligible Professional Employee. There are several eligibility requirements including notifying the President of the employee's desire to take early retirement before February 1 of the contract year.

Although the February 1st deadline was not met, Mr. John Messenger has indicated his desire exercise the early retirement option in a letter dated April 2, 2003 citing medical-related reasons. His early retirement benefit would be 13% of his current salary (\$38,551) or \$5,011.63 for the next two years.

I believe it would be in the best interest of the College and Mr. Messenger if this request were approved. Therefore, it is my recommendation that the Board of Trustees waive the February deadline and allow Mr. Messenger to take early retirement effective May 15, 2003.

Resolution 2003-17

RESOLVED, That the Board of Trustees of Neosho County Community College waive the February 1 deadline and allow John Messenger to take early retirement in accordance with Article 14 of the Negotiated Agreement. Mr. Messenger's last day of employment will be May 15, 2003.

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

Agenda Item VIII-B. Tuition/Fees Increase

As you know, the budget was tight this year, but I anticipate we will end the year in the black. I am anticipating receiving approximately 10% less from the state in 2003-04 than we received the current year (\$1,579,000 x 10% = \$157,900). There will be no LAVTR tax next year, which is another \$44,000 that we will not receive from the state. I want to keep the mill levy steady. Other than the State and County, there is only one other revenue source available to the College to cover the anticipated shortfall from the state--tuition and fees.

We believe that a small increase in tuition and a slightly larger increase in fees would be justified. Presently, in-county tuition is \$34 per credit hour, in-state tuition is \$34 per credit hour, out-of-state tuition is \$48 per credit hour and international tuition is \$100 per credit hour. My suggestion is to increase in-county and in-state tuition by one dollar per hour to \$35; and to decrease out-of-state tuition to \$35 per credit hour, and to increase international tuition by \$5 to \$105 per credit hour.

The reasoning behind lowering out-of-state tuition is that many of our out-of-state students receive scholarships from the NCCC Foundation and lowering the out-of-state tuition would allow the Foundation to more easily raise the funds to cover these scholarships.

Student fees for in-county students would not change; currently fees are \$20 per credit hour. Out-of-county students would pay an additional \$5 or \$30 per credit hour. Out-of-state students would pay an additional \$20 per credit hour or \$45, and international students would pay an additional \$5 or \$30 per credit hour. (As you can see, part of the increase in out-of-state fees is equivalent to the amount we lowered their tuition rate.)

Therefore it is my recommendation that the Board approve the tuition and fee rates for 2003-04 outlined below:

	Tuition	Fees
In-County	\$ 35.00	\$20.00
Out-County	\$ 35.00	\$30.00

Out-of-State	\$ 35.00	\$45.00
International	\$105.00	\$30.00

RESOLUTION 2003-18

RESOLVED, That the Board of Trustees accepts the recommendation of the President increase tuition and fees as outlined above.

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

Agenda Item VIII-C. Dormitory Fee Increase

Current residence hall rates are \$3625 for the Bideau Dorm (A) and \$3375 for the NeoKan Dorm (B). Out of that rate, the college pays \$1265 per student for food service for students residing in the dormitories. Great Western Dining Service has notified the College of an approximate 5% price increase in meal plan rates for 2003-04.

If dorm contracts were increased by \$125 per year, an additional \$17,360 would be generated assuming that both dorms were full. Of that \$125, \$63 will cover the anticipated price increase from Great Western Dining. The other \$62 will be used to increase the dollars in the Revenue Bond Reserve funds. The new fees will be \$3750 for the Bideau Dorm (A) and \$3500 for the NeoKan Dorm (B).

RESOLUTION 2003-19

RESOLVED, That the Board of Trustees of Neosho County Community College approve the revised rates for college housing as recommended by the President.

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

Agenda Item VIII-D. Administrative Reorganization

Since I arrived at the Neosho County Community College in January I have had the opportunity to visit with most of the college faculty, staff, and many community members. To better serve the college community and the students of the college I have decided to reorganize some of the functions of the college to focus more on students and student learning.

Student learning, student development, and student services will be the three major functional areas. Within the Student Learning area will be learning programs, learning outreach, learning assessment, learner advising and retention. Under the Student development area will be Student Life, including the athletic programs, Student Development, and Student Housing. Under the Student Services area will be the Business Services, Student Services, Facilities and College Services.

RESOLUTION 2003-20

RESOLVED, That the Board of Trustees of Neosho County Community College approve the conceptual framework of the organization as presented.

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

unanimously.

Agenda Item VIII-E: Executive Session

Upon a motion by Mr. Berthot and seconded by Dr. Peaster, the board entered executive session for 15 minutes to discuss matters relating to employer-employee negotiations and to include the President and the Board attorney. There will be no action taken by the Board following the executive session and the meeting will adjourn. Motion passed.

The Board entered executive session at 8:00 p.m. The Board returned to open meeting at 8:15 p.m.

Agenda Item IX: Adjournment

The meeting adjourned at 8:15 p.m.
