

NCCC Board

NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES

DATE: June 12, 2003.

TIME: 6:30 P.M.

PLACE: Student Union, Room 209

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

ABSENT: Dr. Michael Peaster

Dr. Vicky R. Smith, President
Brenda Rowe, Interim Vice President of Business Affairs
Brenda Krumm, Dean of Continuing Education
Brett Bright, Dean of Student Services
Tonya Bell, Director of Enrollment Mgt./Marketing
Karen Gilpin, Director of Nursing
Jim Carlson, Faculty
Sara Harris, Faculty
David Smith, Faculty
Jennifer Deal, Director of Financial Aid
Edie Godinez, Clerical
LuAnn Hauser, Clerical
Laura Bridges, Asst. Registrar
Dr. Marvin Johnson, Guest
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Brooke Ethridge, Chanute Tribune

I. Call to order.

The meeting was called to order by Mark Watkins, Chair, at 6:30 p.m.

II. Roll call.

Dr. Peaster was absent.

III. Executive Session: Non-Elected Personnel

Upon a motion by Mr. Peter and seconded by Dr. Thomen, the Board entered executive session for 30 minutes to discuss personnel matters of non-elected personnel which if discussed in open session might violate the individual's right to privacy and to include the President, Board Attorney, Jennifer Deal and Mr. Deal. Motion passed. The Board entered executive session at 6:32 p.m.

The Board returned to open session at 7:02 p.m.

Upon a motion by Mr. Peter and seconded by Dr. Thomen, the Board returned to executive session for 15 minutes to continue discussions of personnel matters of non-elected personnel. Motion passed. The Board entered executive session at 7:03 p.m.

The Board returned to open session at 7:18 p.m.

IV. Approval of the Agenda

The agenda was amended to add resignations under new business. The item was added as Item making Executive Session for Non-Elected Personnel item I and Executive Session-Negotiated item J.

Mr. Watkins 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 May 8, 2003
- B. Claims for disbursement for May, 2003
- C. The resignations of Adarian Barr, track and cross/country coach, Jason C women's basketball coach, and Terry Pack, wrestling coach.
- D. The employment of Jeanette Hancock as Chanute nursing instructor. Ms. Hancock will be placed at MS-5 (\$29,476.99) on the faculty salary schedule.

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

VI. Reports

Faculty Senate Report: Jim Carlson addressed the Board for his last time as President of the Faculty Senate. He announced that Dave Fewins had been elected Faculty Senate President and Larry Anderson had been elected Vice President for the coming year.

Interim Vice President for Business Affairs: Brenda Rowe reported that the College had received the last disbursement from the County on May 20 in the amount of \$153,281.95. She also stated that the College had received correspondence from the US Department of Education regarding the financial aid last Fall. The college owes a liability of \$1,447.89 as a result of the audit. She also noted that personnel in the Welcome Center would be moving to Sanders Hall next day to complete phase two of the restructuring plan.

Ms. Rowe also briefly explained the budget picture and stated that she estimated about \$200,000 carryover at the end of the year.

Ms. Rowe thanked the Board for the opportunity to serve as interim vice president of business affairs and said she was looking forward to working with the Dean of Finance and Student Services when she starts on July 1.

Mr. Watkins thanked Ms. Rowe for the work and effort she had contributed as interim vice president and thanked her for a job well done.

President's Report:

Dr. Smith introduced Mr. David Smith, vocal music instructor. The college vocal group, Generations, won a superior rating and a first place at a music festival in Florida in May. Dr. Smith and the Board congratulated Mr. Smith

Dr. Smith also informed the Board that Dr. Willard Underwood, director of the TRIO program had passed away following an extended illness.

She also reported that the directors of technology at the College, the school district and the city presented to Superintendent Steve Parsons, City Manager Randy Riggs, and her an outline of Integrated Community network. Meetings will continue to develop the concept and she will be reporting to the Board at a later date.

At the KACCT/COP meeting on June 22 and 23, Lt. Governor Moore will be presenting a proposal for reconfiguring how Kansas addresses the workforce development needs of the state. Dr. Smith stated she believes NCCC can play a significant role in the Southeast Kansas region because of the One-Stop Workforce Center and programs.

Dr. Smith also explained that in order to better serve students, the music and theatre department will be moved into the present Continuing Education offices. As a result the Continuing Education Department will be displaced. Dr. Smith continued that the Continuing Education Department should be more accessible to the public and that the Student Union is being reviewed as a possible new location.

As a result of the result relocating of student services, the vice president of student learning will require some new office furniture. Dr. Smith will have bids at the July board meeting for approval.

Agenda Item VIII-A. Director of Financial Aid-Jennifer Deal

RESOLUTION 2003-28

WHEREAS, on the 8th day of May, 2003, the Board of Trustees of Neosho Community College, by resolution duly adopted took action to notify Jennifer Deal of the Board's intent that her contract as Director Of Financial Aid for the College be terminated; and

WHEREAS, pursuant to the resolution the President of the College gave written notice to Jennifer Deal that it was the intent of the Board of Trustees to terminate her contract of employment; that she was entitled to a hearing before the Board if she so requested in writing to the Clerk of the Board of Trustees within ten (10) days after the date of the notice; and

WHEREAS, a request for a hearing was received from Jennifer Deal by the clerk of the Board of Trustees within ten (10) days after delivery of the notice to Jennifer Deal; and

WHEREAS, Jennifer Deal appeared at the time scheduled for hearing and withdrew

appeal and request for hearing;

WHEREAS, after extensive consideration of the evidence and thorough discussion of the matter, the Board has determined that the matter should be resolved as hereinafter indicated;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES NEOSHO COUNTY COMMUNITY COLLEGE:

Section 1. That the current administrative contract of Jennifer Deal be terminated on the 13th day of June, 2003;

Section 2. That the Clerk of the Board of Trustees give Jennifer Deal a copy of this Resolution in person or by registered United States mail.

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

Agenda Item IX-A. Academic Integrity Policy-first reading

In this past year, the Curriculum Committee has reviewed, discussed and made a recommendation to the Executive Committee concerning the Academic Integrity policy. The current policy reads:

Academic Integrity

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in the classroom is a specific requirement. Cheating in any form will not be tolerated. Each incident of cheating will be reported in writing to the vice president of academic affairs. Student dishonesty discovered in a credit course or other college offering (including but not limited to examination, apprenticeships, preparation and submission of papers or reports) will result in the student receiving no credit on the assignment.

Specifically, violation of academic integrity includes:

- a. Cheating on examinations.
- b. Plagiarizing defined as using another's written work without proper acknowledgement. Purchasing or using a paper prepared by another, borrowing, paraphrasing or summarizing of an idea without proper credit and documentation.
- c. Giving unauthorized assistance to another during an examination.
- d. Falsifying of an academic record.
- e. Obtaining or attempting to obtain copies of non-circulated or unauthorized examinations or examination questions.

After a review of the Curriculum Committee's recommendation, the Executive Committee

recommends that the current policy be revised. The revised policy on Academic Integrity wo read:

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in the classroom is a specific requirement. ~~Cheating in any form will not be tolerated. Each incident of cheating will be reported in writing to the vice president of academic affairs. Student dishonesty discovered in a credit course or other college offering (including but not limited to examination, apprenticeships, preparation and submission of papers or reports) will result in the student receiving no credit on the assignment. Specifically, violation of academic integrity includes:~~ *Consequences of violation of the Academic Integrity policy can range from redoing the assignment for partial credit to course dismissal at the discretion of the instructor. Definitions and examples of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.*

~~f.—Cheating on examinations:~~

~~g.—Plagiarizing defined as using another's written work without proper acknowledgement. Purchasing or using a paper prepared by another; borrowing, paraphrasing or summarizing of an idea without proper credit and documentation:~~

~~h.—Giving unauthorized assistance to another during an examination:~~

~~i.—Falsifying of an academic record:~~

~~j.—Obtaining or attempting to obtain copies of non-circulated or unauthorized examinations or examination questions:~~

The Board will consider the revised Academic Integrity Policy as noted above and consider th the First Reading of said policy. The Second Reading and final approval by the Board would the July 10, 2003 meeting.

Agenda Item IX-B. Reserve Unencumbered Fund Balance Policy (first reading)

Dr. Smith brought to the Board a proposed policy dealing with the establishment of a reserve unencumbered fund balance for first reading. The College does not presently have a policy th designated such a fund balance. If such a policy had been in place in the past, the College ma have descended into the fiscal straights it presently finds itself. A policy establishing such a f balance will serve as part of the foundation that will ensure the fiscal stability of the College. addition, such a policy will provide guidance in implementing the fiduciary responsibility that Board and the College has to their stakeholders.

President Smith reviewed policies at several Kansas community colleges and colleges in othe parts of the country. In each of the policies a percentage amount is established as the benchm a purpose for the fund is identified, and the basis upon which the fund is determined is noted. the proposed language of the policy below, those three areas have been included.

Reserve Unencumbered Fund Balance

To protect the financial stability and integrity of Neosho County Community College and to provide sufficient liquidity required for daily operations, the Board of Trustees shall maintain a reserved unencumbered fund balance in the current unrestricted general fund. The amount shall be ten percent of the current year's unrestricted general fund.

- Any use or appropriation of this fund balance shall require approval of the Neosho County Community College Board of Trustees.

- Phase-In Requirement – Since the establishment of such a reserve would present a significant financial burden to accomplish immediately, the College will achieve compliance with this policy by reserving a minimum of 50% of the unencumbered fund balance in the general fund in the first year, and each subsequent year until the 10% minimum is reached. The College may increase this percentage with approval of the Board of Trustees. Once the 10 percent level is reached, said level shall be maintained.

The Board will review the Reserve Unencumbered Fund Balance policy and consider this the Reading of said policy. The Second Reading and final approval by the Board would be at the 10, 2002 meeting.

Agenda Item IX-C: Agreement with Neosho County Community College Foundation

In 1998 the Neosho County Community College Foundation entered into an agreement with the College to pay a portion of the salary for the Director of Development at the College. The college agreed to hire a full-time Director of Development to create and implement development programs seeking funding from available sources, and to develop long-term giving programs to increase financial resources for the Foundation.

At the May 14, 2003 meeting, the NCCC Foundation Board of Directors approved paying one half of the base salary for Charlotte Martin, Director of Development. The Foundation also approved paying one-half of the base salary, not to exceed \$10,000, for Susan Haddan, Secretary to the Director of Development.

Dr. Smith asked the Board to approve the agreement with the NCCC Foundation beginning June 2003 for a one year period.

RESOLUTION 2003-23

RESOLVED, that the Board of Trustees of Neosho County Community College enter an agreement with the Neosho County Community College Foundation wherein the NCCC Foundation will reimburse the College for one-half of the 2003-04 base salary of the Director of Development. In addition, the NCCC Foundation will reimburse the College for one-half of the 2003-04 salary of the Secretary to the Director of Development, such reimbursement not to exceed \$10,000.

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

Agenda Item IX-D: Data Research Assistant Position

The Strategic Planning Committee submitted a list of prioritized items which they felt should

considered for funding in the 2003-04 budget. The first item on the list was to provide \$50,000 for Assessment Staff. They suggested the College establish a Director of Assessment position. With the budget situation as it is, hiring a full-time Assessment Director is not feasible. Still, need for assistance remains.

During the last two months the President has shared plans for the reconfiguration of staff to implement the reorganization of the College. Those plans included a new position, Data Research Assistant. LuAnn Hauser, who is currently a financial aid assistant, has agreed to transfer to the new position. The position will report to the Director of Technology Services and will be responsible for basic institutional data maintenance, research and analysis. A complete job description is attached for your review.

RESOLUTION 2003-24

RESOLVED, that the Board of Trustees of Neosho County Community College approve the position of Data Research Assistant.

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

Data Research Assistant

Reports to: Director of Technology Services
Established Date: June 2003

Basic Purpose of Position:

This full-time position reports to the Director of Technology Services and is responsible for basic institutional data maintenance, research and analysis. This position may require some travel and overtime.

Job Functions:

Assist the Director and department heads with the acquisition of data for the IPEDS, KHEER, KACCI, KBOR, Core Indicators, and other federal, state and local reports.

Assist faculty, division chairs and department heads with research and analysis of data for assessment, program reviews, and North Central criteria.

Design, test and implement ad-hoc queries as needed by the Director and executive administration.

Examine and research existing admissions and enrollment data for trends and provide appropriate summary analysis to executive administration and the Director of Technology Services.

Provide training to faculty and staff on database and query terminology and usage.

Research existing database systems applications and make appropriate recommendations to the Director of Technology Services for implementation.

Regularly examine and research existing system data to ensure accuracy and correct when appropriate as needed.

Assist Admissions, Registration, Financial Aid, Business Office, and Development Office department heads with data entry/manipulation when appropriate and as needed.

General:

Other duties as assigned.

Supervision of Others:

None

Required Knowledge, Skills, and Personal Qualifications:

Associate degree required and five (5) years work experience directly related to the duties and responsibilities listed. Evidence of strong organizational skills as well as proven computer proficiency attention to detail. Working knowledge of AS400 system preferred.

Agenda Item IX-E: Director of Admission/Registrar

In the plans for reorganizing the College, several positions were reconfigured to better serve the needs of our students and the needs of the College. Out of the reorganization, the position of Director of Admissions/Registrar emerged and was advertised.

It was the President's recommendation that the Board approve the employment of Lisa Last as Director of Admissions/Registrar at an annual salary of \$37,000. Her contract start date will be August 1, 2003.

Ms. Last was employed by NCCC from August 1999 until June 3, 2002. She was initially employed as Registrar, then Director of Counseling, and lastly, Assistant Dean of Enrollment Management.

Ms. Last holds a Master's degree from Fort Hays State University in Counseling, and a Bachelor's degree in Business and Accounting from Baker University.

RESOLUTION 2003-25

RESOLVED, that the Neosho County Community College Board of Trustees approve employment of Lisa Last as Director of Admissions/Registrar at \$37,000 per year.

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

Agenda Item IX-F: Dean of Finance and Student Services

President Smith recommended that the Board employ Ms. Sondra Solander for the position of Dean of Finance and Student Services at an annual salary of \$55,000 per year. Ms. Solander holds a Master's degree in Business Administration, a Bachelor's degree in Business Administration from Pittsburg State University, and CPA licensure.

She has been employed as an auditor for Hutinett, Schlotterbeck, and Burns in Chanute since 2000. Prior to that, Ms. Solander served as payroll assistant and accounting services manager at Emporia State University from 1995-1999, and County Clerk for Woodson County from 1985-1995.

RESOLUTION 2003-26

RESOLVED, that the Neosho County Community College Board of Trustees approve employment of Sondra Solander as Dean of Finance and Student Services at \$55,000 per year

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

Agenda Item IX-G Vice President of Student Learning

It was the recommendation of the President that the Board of Trustees employ Brian L. Inbody Ed.D., as Vice President for Student Learning at an annual salary of \$75,000. Dr. Inbody holds Doctorate of Education from the University of Arkansas, and Master's and Bachelor's degrees from Oklahoma State University.

His current position is Dean of Academic Studies at Southwestern Michigan College in Dowagiac, Michigan. From 1992-2001 he was an instructor at Northeastern Oklahoma A & S College in Miami, Oklahoma.

RESOLUTION 2003-27

RESOLVED, that the Board of Trustees of Neosho County Community College approve the employment of Brian Inbody as Vice President of Student Learning at \$75,000 per year.

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

AGENDA ITEM IX-H: Resignation

Today, resignation letters were received from Cris Bacon, assistant registrar on the Chanute campus, and Linda King, nursing instructor from the Ottawa Campus.

RESOLUTION 2003-29

RESOLVED, That the Board of Trustees of Neosho County Community College, accept the resignation of Cris Bacon, assistant registrar, effective June 16, 2003, and the resignation of Linda King, nursing instructor, at the end of her current contract.

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

Agenda Item IX-H. : Executive Session-Non-Elected Personnel

Upon a motion and a second, the Board recessed into executive session for 15 minutes to discuss non-elected personnel matters which if discussed in open session might violate the individual rights to privacy and to include the President and Board Attorney. The Board entered executive session at 8:35 p.m. The Board returned to open session at 8:50 p.m.

Agenda Item IX-I.: Executive Session-Negotiations

Upon a motion and a second, the Board recessed into executive session for 30 minutes to discuss matters relating to employer-employee negotiations and to include the President and Board Attorney. The Board entered executive session at 8:55 p.m. The Board returned to open meeting at 9:25 p.m.

Agenda Item IX: Adjournment

Upon a motion and a second, the meeting adjourned at 9:26 p.m.
