

NCCC Board

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

**DATE:** September 11, 2003

**TIME:** 5:30 p.m.

**PLACE:** Student Union, Room 209

**PRESENT:** Kevin Berthot  
Mariam Mih  
Dr. Marvin Johnson  
David Peter  
Dr. Robert Thomen  
Mark Watkins

Dr. Vicky R. Smith, President  
Dr. Brian Inbody, Vice President for Student Learning  
Sandi Solander, Dean of Finance and Student Services  
Brenda Krumm, Dean of Continuing Education  
Brett Bright, Dean of Student Services  
Mark Eldridge, Dean of Ottawa Campus  
Tonya Bell, Director of Public Relations/Marketing  
Ben Smith, Director of Technology Services  
Linda Jones, Business/Technology Division Chair  
Noretta Lawrence, Technology Services  
Sara Harris, Faculty  
Gayle Randolph, Faculty  
David Fewins, Faculty  
Brad Wilkinson, Faculty  
Kent Pringle, Board Attorney  
Terri Dale, Board Clerk  
Jesse Tuel, Chanute Tribune  
Matt Clark, KKOY Radio

**I. Call to order.**

The meeting was called to order by David Peter, chair, at 5:30 p.m. Mr. Peter requested a moment of silence to remember the incidents of September 11, 2001.

**II. Roll call.**

All members were present.

**III. Public Comment**

There were no speakers.

#### **IV. Approval of the Agenda**

Dr. Smith asked to amend the agenda by adding item G-Personnel under new business.

Mr. Peter requested that the Agenda be approved as amended. The motion was made, second and approved.

#### **V. Consent Agenda**

The following items were proposed to be approved by consent.

- A. Minutes from August 14, 2003
- B. Claims for disbursement for August 2003.
- C. Personnel:
  1. Approved the employment of Daniel Freeman as custodian. Mr. Freeman will start September 12, 2003 at a starting wage of \$7.25 per hour.
  2. Approved the employment of Dave Parra as assistant baseball coach/resident hall assistant. Mr. Parra will be paid \$750 per month plus room and board.
  3. Approved the employment of Tavalous Brown as assistant coach for men's and women's track/cross country/resident hall assistant. Mr. Brown will be paid \$650 per month plus room and board.
  4. Accepted the resignation of Paul Hopkinson, biology instructor at the Ottawa campus.

**Mr. Peter requested that the Consent Agenda be approved. The motion was made, second and approved.**

#### **VI. Reports**

**Faculty Senate Report:** Dave Fewins, president of the Faculty Senate, reported that the faculty senate had met twice since his last board report. Discussions were held regarding the early academic warning system, and advising in the summer months. They were also reviewing the guidelines of the curriculum committee, and discussed having more input in preparing the spring class schedule. The faculty senate agreed to focus on student learning, but also wanted to continue to improve communication on campus.

**North Central Self-Study Report:** Brenda Krumm and Brad Wilkinson, self-study co-chair, presented information regarding the self-study and distributed the Self-Study Plan to be submitted to Dr. Breslin at the Higher Learning Commissions. They also distributed information and graphics from the staff survey taken earlier in the year that showed increased confidence in the administration and Board.

**Dean of Finance and Student Services Report:** Sandi Solander reported that she had been spending time on purchasing and developing specs for a new steamer for the kitchen and specifying a college bus. She will be reviewing the leases on the copiers and long-distance service in the future.

**Dean of Student Development/Athletic Director Report:** Brett Bright reported that the new student transition in the residence halls had gone very well and commended the maintenance staff in having the halls ready for occupancy and LaTonya Adams, the residence hall coordinator. He also reported on activities held for students including a room decorating contest, open house, basketball tournament, NFL game night, arcade night and movie night. The revised 2003-04 student

handbook was published and distributed to students and staff.

In the athletic department he reported that volleyball, cross country, and men's and women's soccer teams have begun play.

**Vice President for Student Learning Report:** Dr. Brian Inbody reported that there were several projects in the works designed to improve student learning, student success and community involvement. He reported he has been working with the director of public relations/marketing to revise and improve the college catalog; working with division chairs to develop a program development sheet to assist when advising students, and working on program outcomes. In an effort to improve communication he has started a bi-weekly newsletter called "In the Loop". He reported that the state board pass rate for RN and LPN on the Chanute campus this summer was 100%, that 18 computers and flat panel monitors had been ordered for the Lab in the Rowland building, and currently there are two faculty vacancies.

**KACCT Report:** Mark Watkins, board representative to the Kansas Association of Community College Trustees, reported on the quarterly meeting held at Independence Community College on September 5 and 6<sup>th</sup>. He reported that the major concern was continued federal funding. Car Perkins funds may be redirected next year to secondary schools which would directly impact community colleges. Funding for the TRIO programs seems to be intact, and Pell grants will be in a deficit. He said that the KACCT will take a pro-active stance on concurrent enrollment and that three colleges will be audited to prove the integrity of the program. Mr. Watkins reminded the Board that NCCC will host the quarterly meeting on December 7 and 8<sup>th</sup> and encouraged all Trustees to plan to attend.

**President's Report:** President Vicky Smith reported that the semester was going very well. Present enrollment is 1,813 students enrolled in 14,872 credit hours. She reminded the Board these numbers should increase because of mini-courses, late starting classes and concurrent enrollments.

Dr. Smith reported that the renewal proposal from the Blue Choice Comprehensive Major Medical program would increase insurance rates by 28.17% for the current plan. Blue Cross and Blue Shield also presented two other plans which would increase rates by 16.63% and by 7.0%. Low employee participation rates and high claims are responsible for the increase. She asked to schedule a special Board meeting on September 25 at which time she will present information to the Board and a recommendation concerning which plan to select. The special meeting will be at 5:00 p.m. in the Oak Room.

Dr. Smith distributed information on enrollment comparisons by day, not date, and a copy of the written report for the Board to review at their leisure.

#### **Agenda Item VII-A: Tuition Reimbursement Policy Revision** (second reading)

This policy was presented at the August Board meeting for a first reading. Following discussion the policy was revised to change enrolling at NCCC to enrolling at any institution.

#### **Employee/Dependent's Scholarship Policy** (revised 9/13/01, 3/14/02, 9/11/03)

Full-time employees and their dependents, will, upon application, be awarded a tuition and consumable book loan scholarship for credit courses at Neosho County Community College. To maintain eligibility, the employee must be employed full-time by NCCC on the first and the last day of the class. Scholarship recipients will be liable for tuition costs for each credit hour that

they do not receive a grade of A, B, C, or P. Scholarship recipients receiving consumable book loan books must abide by all book loan rules. Fees are not included in the scholarship award.

Staff and dependent scholarship forms are available in the financial aid office. Completed scholarship forms should be returned to the financial aid office prior to the first day of class.

To enroll in day classes at NCCC, full-time employees must have a request signed by their supervisor to take daytime classes. Consideration will be given to the appropriateness of the course as it relates to the employee's position and the timelines of the course as it relates to the workday and job responsibilities. A full-time employee shall not enroll in more than 3 credit hours of daytime courses per semester unless a written request is approved by the president of college. Time taken to attend classes during the regular work day will be made up by the employee.

There will be no tuition reimbursement for those full-time employees taking classes at another institution.

It was the President's recommendation that the Board approve the revised Employee/Dependent Scholarship Policy.

#### **Resolution 2003-46**

RESOLVED, That the Board of Trustees of Neosho County Community College approve the revised policy for tuition reimbursement and renaming the policy Employee/Dependent Scholarship Policy.

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

#### **Agenda Item VII-B: Administrators Contracts: Non-Renewal Procedure Policy (second reading)**

This policy was presented at the August Board meeting for a first reading. The President recommended that the Board adopt the revised dates.

##### **Administrators Contracts: Non-renewal Procedure**

"Administrator" means any employee of the board whose position the board determines to be administrative or supervisory in nature with responsibilities and remuneration comparable to such duties (see p. 18 "Administrative Employee"). The term administrator shall not mean or include the president of the college.

Administrators who have completed less than two consecutive years of employment as an administrator of the college may be terminated, demoted, suspended, non-renewed, or not extended without any reason or reasons being given for such action. The notice to such persons shall only be required to specify the date of termination.

An administrator who has at any time completed two consecutive years of employment as an administrator of the college may be terminated or not renewed. Whenever such administrator is given written notice of the board's intention not to

renew or terminate the administrator's contract, the administrator may request a meeting with the board by filing a written request with the clerk of the board within ten (10) days from the date of receipt of the written statement of non-renewal or termination of a contract. The board shall hold such meeting within ten (10) days after filing of the administrator's request. The meeting provided for here shall be in executive session and, at such meeting, the board shall specify the reason or reasons for the board's intention to not renew or terminate the administrator's contract.

The administrator shall be afforded an opportunity to respond to the board. Neither party shall have the right to have counsel present. Within ten (10) days after the meeting, the board shall reconsider its reason or reasons for non-renewal or termination and shall make a final decision as to the matter.

Written notice of the board's intention to not renew the contract of employment of an administrator shall be given to the administrator on or before May 1 of the year in which the term of the administrator's contract expires. An administrator shall give written notice to the board on or before May 15 of the administrator's rejection of renewal of a contract of employment. Terms of a contract may be changed at any time by mutual consent of both an administrator and the board.

"Not renew the contract" or "non-renewal of the contract" means that an administrator remains on duty to complete the term of a current contract but is not offered a contract for the subsequent contract, calendar or fiscal year.

#### **Resolution 2003-47**

RESOLVED, That the Board of Trustees of Neosho County Community College approve the date revisions in the policy listed above.

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

#### **Agenda Item VIII-A: November Board Retreat**

Dr. Smith discussed the possibility of a fall retreat for the Board of Trustees. She distributed forms that might be used as evaluation tools for the Board at the Retreat. She asked that the Board also review the vision for the College. She asked Board members to bring dates to the special meeting on September 25 and ideas for the retreat.

#### **Agenda Item VII-B: Student Union Furniture Bids**

As reported at the August Board meeting, new furniture needed to be purchased for the TV/game room and the lounge area of the Student Union. Dr. Smith shared with the Board at the August meeting that the total cost could run around \$18,000.

It was decided to only purchase a portion of the total furniture needed at the present time. The quotes requested included 2 loveseats and 2 sofas for the lounge area and a sectional sofa for the TV/game room.

Bids were solicited from National Business Furniture, Creative Comfort Company, Pompano Mills, and C & H Business Furniture.

The following bids were received:

Loveseats and sofas:	
National Business Furniture	\$2,724.60
C & H Business Furniture	\$3,162.00
Sectional sofa:	
Creative Comfort Company	\$2,950.00
Pompanoosuc Mills	\$3,125.00

It was the President's recommendation that the Board accept the low bids of \$2,724.60 from National Business Furniture for the lobby furniture (loveseats and sofas), and \$2,950.00 from Creative Comfort Company for the TV/game room furniture (sectional sofa).

### **Resolution 2003-48**

RESOLVED, That the Board of Trustees accepts the bid of \$2,724.60 from National Business Furniture for furniture for the Student Union lobby, and the bid of \$2,950.00 from Creative Comfort Company for furniture for the TV/game room in the Student Union.

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

### **Agenda Item VIII-C: Technology Services Support Technician**

The Technology Services department has a half-time vacancy (academic technology services coordinator) which was held by Cindy Riggs. The Director of Technology Services has recommended that the position be revised and renamed Technology Services Support Technician. The new position would be for 9 months with a salary range of \$7.50 to \$8.50 per hour, for a 40-hour work week. With approximately \$3,000 salary savings in revising the position, Technology Services could offer a supplemental contract to a faculty member or adjunct instructor to assist with the Web design and maintenance (3 credit hour per semester).

The revised position description is listed below.

**Technology Services Support Technician**  
**Reports to: Director of Technology Services**  
 Full-time, 9-month Employee  
 7.5 days vacation/9 days sick leave/regular holiday  
 Salary range - \$7.50-\$8.50 hourly, Full 12 month fringe benefit

**Purpose of position:** This position provides responsible and complex technical support which requires some use of judgment and initiative and reports to the Director of Technology Services under his general supervision. Major duties consist of: coordination of HELP desk activities, hardware and software troubleshooting, software installation and security, and telephone and communications system support.

### **Essential Functions:**

1. Coordinate HELP Desk activities and assists with problem resolution in conjunction with the Technology Services staff.
2. Perform new PC workstation setup and installation and provide support of workstation hardware/software including hardware upgrades, software installation, etc.
3. Perform non-network installed computer lab software installation and security.

4. Maintain user documentation, procedures, and new user orientation and materials.
5. Assist the Director with physical access security systems training and user lists.
6. Assist with the coordination of telephone system installation, access, and security.
7. Maintain current and new inventory control of hardware on both campuses.
8. Assist Director of Technology Services in conducting annual software audit on computer workstations, network equipment and associated peripherals.
9. Perform other duties as assigned by the Director of Technology Services.

#### **Required Knowledge, Skills and Abilities**

1. Excellent interpersonal skills, above average communication skills, ability to work effectively with all levels of employees. Ability to project a positive and professional image to students, applicants and employees.
2. Ability to appropriately exercise independent initiative and judgment.
3. Ability to learn and implement complex technical procedures.
4. Ability to maintain the confidentiality of Technology Services operations, passwords,
5. Good working knowledge of personal computer operations.
6. Some knowledge of local area networks would be helpful.

#### **Education and Experience**

A minimum of an Associate degree or two-year certificate in Information Systems, Business Computer Technology, or other related field of study; OR

A minimum of a one-year certificate in Information Systems, Business Computer Technology or other related field of study; AND technical experience which involved responsible and complex technical duties requiring initiative and judgment; OR

One (1) year of technical experience which involved responsible and complex technical duties requiring initiative and judgment, and the equivalent of graduation from high school; OR

Any equivalent combination of training and experience.

Previous personal computer experience is preferred.

#### **Working Conditions**

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. Ability to stand, bend at the waist and stoop or squat while working on computers on a regular daily basis is required.
4. Ability to reach and work overhead on an occasional basis is required.
5. Occasional lifting of up to 50 pounds from the floor to waist height is required.
6. Some travel during normal working hours will be required, some overtime maybe required.

#### **RESOLUTION 2003-49**

RESOLVED, That the Board of Trustees of Neosho County Community College approve

the request to revise the half-time Technology Services Coordinator position to a full-time, 9 month position and rename the position Technology Services Support Technician and that the salary range would be \$7.50-\$8.50 per hour with full fringe benefits and three-quarter time vacation/sick days.

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

#### **Agenda Item VIII-D: SEK, Inc. Membership**

The College has received an invitation to join SEK, Inc. SEK, Inc. is the regional organization that deals with workforce/economic development for twelve southeast Kansas counties. They are one of the organizations that the Lt. Governor is looking to for input for his Workforce Development System, about which I have shared information at several of the Board meetings. They provide a web page listing of the higher education institutions in the region and their training programs and degrees. The organization has various Councils of which Brenda Krun (Dean of Outreach and Workforce Development) is the chair of one, the Workforce Development Council.

Since one of the mission/purposes of the College is to provide workforce and economic development activities and programs to our communities, it seems that membership in this particular organization would serve the institution well. Their Board recently indicated that other entities that are members will be listed on their web page and can vote in their Councils and sit on their Board.

The yearly membership for educational institutions is \$500.00. It was the recommendation of the President that the Board approve membership in SEK, Inc.

#### **Resolution 2003-50**

RESOLVED, That the Board of Trustees of Neosho County Community College approve membership in SEK, Inc. Annual dues this year are \$500.00.

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

#### **Agenda Item VIII-E: Software Financing**

Updating College software was the number one priority listed by the Strategic Planning Committee for this year. The 2003-04 operating budget allowed for monies to be used for purchasing the JICS software. The administration had planned to purchase the “framework” and student module of this software system, plus installation costs, training and a server during this budget year. They planned to add additional modules as funds became available.

Jenzabar has a “special offer” in which the College could purchase four modules (basic student module, faculty/advisor module, and Learning Management System) plus installation costs, training and server for \$125,000. The offer is good through the end of September.

Purchasing the four modules together would save money and allow students to apply on-line, enroll on-line, view their records, and see live schedule updates. The faculty and advising modules will help faculty track student completion of degree requirements and greatly assist in the advising process. The Learning Management System would allow faculty to create their own online courses.

Using all of the monies budgeted (\$125,000) would deplete almost all of those funds, thereby putting off until next budget year the implementation of the rotation updates for our various computer labs outlined in our Technology Plan. The President recommended that the College finance the \$125,000 to purchase the software, training and installation services.

The President requested permission to request sealed bids to finance \$125,000 to purchase the JICS software over a period of 48 months, with authorization to accept the best bid.

**RESOLUTION 2003-51**

RESOLVED, That the Board of Trustees of Neosho County Community College approve soliciting sealed bids to finance \$125,000 over 48 months to purchase JICS software and associated costs. Further, that the Board authorizes the President to review the sealed bids and accept the best bid.

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

**Agenda Item VIII-F: Bids to Repair/Replace Air Conditioning Units at Ottawa Facility**

A hail storm this summer damaged the eight air conditioning units at the Ottawa campus. DeEldridge has been working with our insurance carrier in overseeing the damage and settling the claim. The insurance company has indicated that they will settle the claim for \$13,450.00. Because of the extensive damage to the roof mounted air conditioning units, Dean Solander requested sealed bids to repair the damaged units and also an alternate bid to replace the eight rooftop units (the units are 13 years old).

Below are the three companies who submitted bids. First is listed their bid to repair the eight units. Second is listed their bid to replace the eight units.

<u>Vendor</u>	<u>Repair</u>	<u>Replace</u>
Adamson Brothers Heating & Cooling	\$16,800	\$24,040
Chaney, Inc.	\$14,998	\$24,408
A & H Air Conditioning	\$16,900	\$24,626

It was the President’s recommendation that the Board accept the low replacement bid of \$24,040 from Adamson Brothers Heating and Cooling.

**Resolution 2003-52**

RESOLVED, that the Board of Trustees of Neosho County Community College accept the bid of \$24,040 to replace 8 air conditioning units, including delivery and installation at the Ottawa facility.

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

**Agenda Item X: Adjournment**

The meeting adjourned at 7:10 p.m.

