

NEOSHO COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

MINUTES

DATE: March 18, 2004

TIME: 5:30 P.M.

PLACE: Student Union, Room 209

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

ABSENT: Mark Watkins

PRESENT: 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
 Ann Neff, International Students Coordinator
 Sara Harris, Faculty
 Linda Jones, Division Chair
 Larry Anderson, Faculty
 David Fewins, Faculty
 Charles Thompson, Faculty
 John Burris, Carl Perkins Instructor
 Kimberly Oliphant, Student
 Ian Thomson, Student Senate President
 Kent Pringle, Board Attorney
 Terri Dale, Board Clerk
 Shanna Foster, Chanute Tribune

III. Public Comment

Ann Neff addressed the Board as a citizen of Chanute and as an employee of the College. She stated her concerns that the Board might not continue the theatre program.

IV. Approval of the Agenda

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

agenda was approved.

V. Consent Agenda

The following items are proposed to be approved by consent.

- A. Minutes from February 12, 2004
- B. Claims for disbursement for February 2004
- C. Personnel

1a. Alisha Meyers, assistant women's basketball coach and resident hall assistant, has submitted her resignation, effective March 2, 2004. It was the recommendation of the President that the Board approve Ms. Meyer's resignation.

1b. James McVay, assistant volleyball coach and resident hall assistant, has submitted letter of resignation, effective February 27, 2004. Mr. McVay resigned to take a teaching position. It was the recommendation of the President that the Board approve Mr. McVay's resignation.

2. It was the President's recommendation that the Board employ Lindsay Sowder as the head coach for Volleyball. She will also teach six credit hours per year and serve as the Sports Information Director. Ms. Sowder would be placed on the salary schedule at M or \$26,435.

Ms. Sowder graduated from Pittsburg State University with a Master's degree in Physical Education. She also holds a Bachelor's degree in Education from PSU, and is a graduate of Neosho County Community College.

D. Course Approvals-this item was excluded from the consent agenda for discussion.

Mr. Peter requested that consent agenda items A, B, and C be approved. The motion was made, seconded and approved.

Consent Agenda Item D: Course Approvals

Mrs. Mih discussed the wording on course approval for 6 Ways to Take Control of Your College Life. She commented on the wording on #5 under the course outcomes and competencies which stated: Deal with difficult people and instructors effectively. She suggested the wording be changed to deal with difficult people or something similar. Dr. Smith stated that this course approval could be sent back to the faculty for revisions, but that the outcomes and competencies had been developed by the faculty. Dr. Johnson suggested revision the outcome to say gain interpersonal skills.

Mrs. Mih moved and Dr. Johnson seconded the motion, that this course approval be sent back to the faculty for further revision, with no instructions on changing the wording. The motion failed.

There was a motion and a second to adopt the course approvals as presented. During the discussion, Mr. Pringle stated that the Board could approve the courses as presented with the stipulation that the faculty could review the outcome in question and revise it if necessary. Motion passed.

Agenda Item VI-A: Faculty Senate Report: Dave Fewins, Faculty Senate President, reported that mid-term grades were due today and that summer enrollment was in process. Enrollment fall will begin after spring break. He commented that 50-60 students had attended the Panthe Preview Day earlier in the week and that marketing the attributes of NCCC will impact fall enrollment. He stated that faculty members were pleased to know that several classroom teaching positions that were not filled during the last couple years are now being considered for replacement hiring.

Other concerns of the faculty include the cost of health insurance and the potential for increased turnover as employees may have to work elsewhere to reduce health-care costs and the deadline for fulfilling professional development requirements by next February.

Recognition of Students: Dr. Smith introduced Sara Harris, PTK sponsor, who in turn introduced Ian Thompson and Kimberly Oliphant. Both students represented the College at the Kansas All-USA Academic Team and were honored at a luncheon in Topeka. Chairman Pete presented each student with a plaque and congratulated them on their achievements.

Agenda Item VI-B: Dean of Outreach/Workforce Development Report: Brenda Krumm reported that the international web page is up and running. The FIPSE grant was submitted and was not selected to go through the final round. Her department is putting in place a "lab" for developmental education classes this fall which will allow students to attend traditional classroom sessions plus spend additional time in the learning lab. Outreach schedules for fall being completed and classes are being coordinated with surrounding high schools and preparations are underway for the 7th annual Kids' College which will be held June 14-17. Ms. Krumm also reported that the Allied Health clinical facilities have been fabulous to donate items for the NCCC Foundation Auction, and that the Armed Services Skill Enhancement Center is scheduled to offer the first 4-week program starting May 3rd. She also stated that work continues in preparation for the upcoming NCA team visit in April.

Dean of Ottawa Campus Report: Mark Eldridge distributed a handout comparing spring 2003 enrollment and credit hours to spring 2004. The form showed a moderate growth this spring of 8% in credit hours and 5% in student head count. He is working on articulation agreements with area colleges and universities and will continue to work with area high schools to promote NCCC to high school students.

Vice President for Student Learning Report: Dr. Brian Inbody reported that the College Catalog had been redesigned and revised and thanked Tonya Bell and Lisa Last for their work on the project. He also reported that the faculty and division chairs had worked with him to offer a class schedule that offers the classes students need at the times they need them. Through this scheduling technique the schedule has been stabilized and lowered the number of sections taught which lowers instructional cost. With increased enrollment over last academic year, the college has offered 39 fewer sections this year, which has saved an estimated \$44,000. Dr. Inbody also reported on the development of on-line classes and the reorganization of academic departments.

Agenda Item VI-B: Treasurer's Report: Sandi Solander distributed a written treasurer's report that reflected an increase in cash at the end of February. She also reported that 67% of the projected revenue for the year had been received.

Agenda Item VI-C: President's Report: Dr. Vicky Smith reported she had been in contact with Dr. Jonas, the chair of the NCA evaluation team, and that the team would like to meet with the Board at a dinner meeting on Monday evening, April 19th. She also stated that she had been working with Dr. Inbody to determine the faculty and staff positions needed at the institution.

Those positions include a biology instructor and a math/computer instructor at the Ottawa campus, a coordinator of the developmental studies lab and a computer instructor at the Chanute campus. Dr. Smith reported that the bus leased from S & S Bus Lines is in the process of having the engine overhauled and that replacement vans had been provided for the College until the repairs are complete. She also reminded the Board of the Foundation Auction on April 3, and reported that spring clean-up day would be Friday, April 16.

Agenda Item VIII-A. Audit Bids

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. At the February 13, 2002 meeting, the Board approved my recommendation to retain Diehl, Banwart, Bolton, Jarred & Bledsoe to conduct the fiscal audit for 2003 to ensure consistency in the audit procedures of the College.

Sandi Solander, Dean of Finance and Student Services, solicited proposals for the College's audit for the fiscal years ending June 30, 2004, June 30, 2005 and June 30, 2006. Although the Board of Trustees cannot bind future governing bodies, it is anticipated that the firm selected would be retained for the three year period with annual evaluations of services provided. Bids were solicited from Snodgrass, Dunlap & Company, Iola; Stafford, Prier & Reichert, Chanute; Westervelt, Carson & Miller, Independence; Yerkes & Michels, Independence; Baird, Kurtz & Dobson, Pittsburg; and Diehl, Banwart, Bolton, Jarred and Bledsoe, Chanute.

The only bid received was from Diehl, Banwart, Bolton, Jarred & Bledsoe for \$9,500 for each fiscal year ending June 30 of 2004, 2005 and 2006.

It was the President's recommendation that the Board accept the bid of \$9,500 per year from Diehl, Banwart, Bolton, Jarred and Bledsoe, Chanute.

RESOLUTION 2004-12

RESOLVED, That the Board of Trustees of Neosho County Community College approve the bid of \$9,500 for conduct the annual audit for fiscal years ending June 30, 2004, 2005 and 2006.

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

Agenda Item VIII-B.: Capital Outlay

One more year has passed since the Board passed a resolution to invoke the authority to levy a mill for capital outlay purposes at the College. The infrastructure issues of leaking roofs, faulty chillers, deteriorating boilers, rusting steam pipes, cracked sidewalks, break-up of parking lots and non-working bleaches, *et. al.* are still there. Just to replace the 18 year old roofs would cost around \$422,000. One of the responsibilities of the Board is to maintain the physical plant. Without a levy we will fall further and further behind in maintaining the involvement past taxpayers have made.

Under K.S.A. 71-501 a community college board may pass a resolution to give the authority to the Board to levy the mill.

It was the President's recommendation that the Board pass the attached resolution.

Resolution 2004-13**RESOLUTION TO LEVY TAX AND CREATE SPECIAL BUILDING FUNDS**

WHEREAS, the Board of Trustees of Neosho County Community College, State of Kansas, authorized by law, to wit: K.S.A. 71-501 et. Seq., as amended and supplemented, to make an annual tax levy for a period of time not to exceed five (5) years in an amount of not to exceed (2) mills upon all taxable tangible property in the community college district for the purpose specified in said law:

WHEREAS, said Board of Trustees has determined to exercise the authority vested in them by said law:

RESOLUTION

BE IT RESOLVED that:

The above named Board of Trustees shall be authorized to make an annual tax levy for a period not to exceed five (5) years and not to exceed two (2) mills upon all taxable tangible property in the community college district for the purpose of construction, reconstruction, remodeling, additions to, furnishing and equipping of community college buildings, architectural expenses incidental thereto and the acquisition of real property for use as building sites for educational programs. No levy shall be made under this section until a resolution authorizing such a levy is passed by the board of trustees and published once a week for three (3) consecutive weeks in a newspaper having general circulation in the community college district, and the resolution shall specify the mill rate of such tax levy and the period of time for which such a levy shall be made under authority thereof. After the adoption of such resolution such a levy shall be made unless, within sixty (60) days following the last publication of the resolution, a petition for opposition to such levy, signed by not less than five percent (5%) of the qualified electors of the community college district, is filed with the county election officer of the county in which the main campus of the community college is located. In the event such a petition is filed, such a levy shall not be made without the question of levying the same having been submitted to and approved by a majority of the qualified electors of the district voting at an election called for that purpose or at the next general election. In the event such a petition is filed and no election is held, a new resolution authorizing such a levy may not be passed for a period of one (1) year after the filing of such a petition. As used in this act, "unconditionally authorized to make a tax levy under the authority of article 5 of chapter 71 of Kansas Statutes Annotated" means that the board of trustees of the community college district has adopted a resolution under this section, has published the same, and either that such resolution was not protested or that it was protested and an election has been held by which the tax levy of the community college district was approved.

A motion was made and seconded that the above resolution be approved. Motion was carried unanimously.

Agenda Item VIII-C.: Summer Hours

Last year the Board approved a 10-hour, four day work week in an effort to reduce utilities at the College. Although significant savings on utilities were not realized last year, the President stated that most staff liked the 4-day work week. Therefore, she recommended that 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 are covered. Employees, with the approval of their supervisor, could flex their forty hour work week or opt to utilize earned vacation during the summer.

Summer hours would begin June 7 and end July 30. The week of July 6-9 the college would be open regular hours Tuesday through Friday, since Monday, July 5 is a holiday.

RESOLUTION 2004-14

RESOLVED, That the Neosho County Community College Board of Trustees approve the recommendation of the President to adopt a four day, 10-hour per day work week for the summer months starting June 7 through July 30.

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

Agenda Item VIII-D.: Executive Session for Non-Elected Personnel

It was moved and seconded that the Board recess into executive session for 20 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate the right to privacy and to include the President, Vice President of Student Learning and the College Attorney. Motion passed. The Board entered executive session at 6:30 p.m.

The Board returned to open session at 6:50 pm.

Upon a motion and a second, the Board returned to executive session for 10 minutes to continue discussion of personnel matters of non-elected personnel. The Board returned to executive session at 6:50 p.m. The Board returned to open session at 7:00 p.m.

Agenda Item VIII-E: Faculty Renewals

Resolution 2004-15

RESOLVED, That the Board of Trustees of Neosho County Community College accept the recommendation of the President to renew faculty contracts for 2004-05.

Larry Anderson	Mary Louise Barber	Chris Devictor
Dean Dillard	Dewayne Dotson	Anne Erickson
Brian Foreman	Bill Furst	Sara Harris
Tosca Harris	Carol Vaverka	Gayle Randolph
David Smith	Mary Weilert	Brad Wilkinson
Steve Yuza	Ruth Zollars	Jeff Dabney
Craig Fletchall	Steve Murry	Charles Goar
Health Hansen	Merrick Wiles	Lee Boyles
Pam Covault	Beverly Roush	Joan LaRue
Linda Rather	Terry Turner	Mary Wishall
Rebecca Householder	Jeannette Hancock	Charles Babb
David Fewins	Linda Jones	Mike Kiefer

A motion was made and seconded that the above resolution be approved. Motion passed.

Resolution 2004-16

RESOLVED, That the employment contract of Charles Thompson for the 2003-2004 academic year should not be renewed, and that he should be given written notice on or before May 1, 2004 of the intent of the Board of Trustees to not renew his employment contract as a professional employee for the 2004-2005 academic year. The Clerk of the Board of Trustees

directed to give written notice in person or by certified United States mail to Charles Thompson on or before May 1, 2004, of the Board's intent not to renew his contract for the 2004-2005 academic year.

A motion was made and seconded that the above resolution be approved. Motion passed. Mrs. Mih abstained.

Resolution 2004-17

RESOLVED, That the employment contract for Mark Adams for the 2003-04 academic year should not be renewed, and that he should be given written notice on or before May 1, 2004, of the intent of the Board of Trustees to not renew his employment contract as a professional employee for the 2004-2005 academic year. The Clerk of the Board of Trustees is directed to give written notice in person or by certified United States mail to Mark Adams on or before May 1, 2004, of the Board's intent not to renew his contract for the 2004-2005 academic year.

A motion was made and seconded that the above resolution be approved. Motion passed unanimously.

The Board Chair called for a 5-minute break.

Agenda Item VIII-F: Executive Session Non-Elected Personnel

It was moved and seconded that the Board recess into executive session for 20 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate the right to privacy and to include the President, Vice President of Student Learning, John Burriss, employee, and the College Attorney. Motion passed. The Board entered executive session at 7:15 p.m.

The Board returned to open session at 7:35 p.m.

Upon a motion and a second, the Board returned to executive session for 10 minutes to continue discussion of personnel matters of non-elected personnel. The Board returned to executive session at 7:35 p.m. The Board returned to open session at 7:45 p.m.

Resolution 2004-18

RESOLVED, That the suspension without pay of John Burriss from his duties under his employment contract is upheld. The written decision of the Board shall be provided within five (5) business days.

The motion was made and seconded that the above resolution be approved. Motion passed unanimously.

Resolution 2004-19

RESOLVED, That written notice be given to John Burriss of the Board's intent to terminate his employment contract, that the notice contain the reasons for the Board's intent to terminate said contract as discussed in executive session, and the notice shall state that he is entitled to a hearing before the Board of Trustees with regard to the Board's action, provided that he file a written request for such a hearing with the Clerk of the Board of Trustees within ten (10) days after the date of the notice.

The motion was made and seconded that the above resolution be approved. Motion passes unanimously.

Dr. Smith asked to amend the order of the next two executive sessions to allow Ms. Solander Dr. Inbody to leave following the executive session for negotiations. Upon a motion and a second the agenda was amended to reverse the last two executive sessions. Motion passed.

Agenda Item VIII-H: Negotiations

Upon a motion and a second, the Board entered executive session for 10 minutes to discuss employer-employee negotiations and to include the Dean of Finance and Student Services, the Vice President of Student Learning, the President and the Board Attorney. Motion passed. The Board entered executive session at 7:50 p.m. The Board returned to open session at 8:00 p.m.

Upon a motion and a second, the Board returned to executive session for 10 minutes to continue discussions regarding employer-employee negotiations. The Board returned to executive session at 8:00 p.m. The Board returned to open session at 8:10 p.m.

Agenda Item VIII-G: Executive Session Non-Elected Personnel: President's Evaluation

It was moved and seconded that the Board recess into executive session for 20 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate the right to privacy and to include the president in portions of the executive session. Motion passed. The Board entered executive session at 8:12 p.m. The Board returned to open session at 8:22 p.m.

It was moved and seconded that the Board recess into executive session for an additional 10 minutes to continue discussions of personnel matters. The Board returned to executive session at 8:22 p.m. The Board returned to open session at 8:32 p.m.

It was moved and seconded that the Board recess into executive session for an additional 10 minutes to continue discussions of personnel matters and to include the President. The Board returned to executive session at 8:32 p.m. The Board returned to open session at 8:42 p.m.

Agenda Item IX: Adjournment

The meeting adjourned at 8:45 p.m.
