

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

**DATE:** May 13, 2004

**TIME:** 5:30 P.M.

**PLACE:** Student Union, Room 209

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

**ABSENT:** Dr. Marvin Johnson

**PRESENT:** Dr. Vicky R. Smith, President  
Dr. Brian Inbody, Vice President for Student Learning  
Sandi Solander, Dean of Finance and Student Services  
Brett Bright, Dean of Student Services  
Mark Eldridge, Dean of Ottawa  
Tonya Bell, Director of Public Relations/Marketing  
David Fewins, Faculty  
Sara Harris, Faculty  
Kim Vanatta, STARS  
Jeff Dabney & Softball Team  
Paul Smith, Maintenance Supervisor  
Sarah Smith, Clerical  
Kent Pringle, Board Attorney  
Terri Dale, Board Clerk  
Shanna Foster, Chanute Tribune  
Matt Clark, KKOY Radio

**III. Public Comment**

President Smith introduced Jeff Dabney, head coach for the softball team. Coach Dabney introduced each member of the 2003-04 softball team and presented the Board Chair, Dave Peter with the trophy the team won as Region VI Champions. The team will travel to Florida to participate in the NJCAA Softball World Series.

**IV. Approval of the Agenda**

Mr. Peter asked to amend the agenda by adding Trustee Vacancy under new business as item and renumbering the rest of the new business items accordingly. Mr. Peter commented that th

would be action following the first executive session.

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

## V. Budget Hearing

There were no comments for the budget hearing. Action on the budget amendment occurred later at the meeting.

## Agenda Item VI- Consent Agenda

The following items are proposed to be approved by consent.

- A. Minutes from April 8, 2004
- B. Claims for disbursement for April 2004
- C. Master Course List
- D. Personnel

### 1. Resignations

Mary Wishall, nursing instructor at the Ottawa campus, submitted her resignation effective at the end of Nursing II on July 22, 2004. It was the President's recommendation that the Board accept Ms. Wishall's resignation.

Rebecca Householder, nursing instructor at the Ottawa campus, submitted her resignation effective at the end of her current contract, July 2004. It was the President's recommendation that the Board accept Ms. Householder's resignation.

LaTonya Adams, coordinator of residence life and student activities submitted her resignation. Ms. Adams last day was Thursday, May 6, 2004. It was the President's recommendation that the Board accept Ms. Adams resignation.

### 2. Administrative Assistant for Nursing-Ottawa

It was the President's recommendation that the Board employ Kelly Hamm as administrative assistant for the nursing department at Ottawa. Ms. Hamm is a graduate of NCCC with an Associate's degree in business. Ms. Hamm is presently employed as a clerk in the City Treasurer's office for the City of Waverly. She has also worked as a bookkeeper for News Standard Printing in Chanute and Town & Country Supermarket.

Ms. Hamm will be paid \$8.00 per hour and her starting date will be May 14, 2004

### 3. Developmental Lab Coordinator

It was the recommendation of the President that the Board employ Kim Vanatta as Developmental Lab Coordinator. Ms. Vanatta is currently the developmental English/reading specialist in the STARS program at the College. Ms. Vanatta holds a Master of Science degree in Special Education Teaching from Pittsburg State University.

Ms. Vanatta will be paid an annual salary of \$31,370 per year, and begin her duties as coordinator July 1, 2004.

**Mr. Peter requested that consent agenda be approved. The motion was made and second that the consent agenda be approved. Motion carried.**

#### **Agenda Item VII-: Reports**

**Faculty Senate Report:** Dave Fewins, speaking on behalf of the Faculty Senate, thanked Dr. Johnson for serving as a member of the Board of Trustees. Mr. Fewins also reported that Faculty Senate elections would be completed by May 21; nominations are being accepted for president and vice president. Mr. Fewins also stated that the Faculty Senate was pleased with the recommendation from North Central and reminded everyone that the College must keep moving forward to accomplish the mission of the College.

**Treasurer's Report:** Sandi Solander distributed information regarding changes in the cash balance, and percentages of projected revenues received and expenditures disbursed.

**Board Retreat Report:** Dr. Smith asked each trustee to give their thoughts about the Board Retreat held in Ottawa on May 1.

Mr. Watkins stated he was very pleased and thought that it was a good idea to have the retreat in Ottawa. He stated the meeting included community leaders and staff and that it was a good opportunity to hear and learn the view of the Ottawa community. He stated he was very optimistic about the future of NCCC in Franklin County.

Mrs. Mih said she felt that Franklin County citizens know we are interested in providing quality education opportunities in their community.

Mr. Berthot said he thought it was a positive meeting all-the-way-around. He said he gathered that the community leaders wanted us to succeed and would lend their support.

Dr. Thomen said he was impressed with how many people had spent their Saturday morning to attend a board retreat and agreed with the comments already made.

Mr. Peter stated he was very pleased with how well the College is received in the Ottawa area. He commented that partnerships were discussed, one with USD 290 to share facilities in the vocational education area. Mr. Peter felt that the Board received positive feedback from all attending.

Mr. Watkins added that many ideas were offered for expansion and growth in the Ottawa area and that dialogue with the leaders in the Ottawa community should be continued.

Mr. Berthot added that Ransom Memorial Hospital might be willing to assist in possible expansion and that they were very satisfied with NCCC nursing graduates.

#### **President's Report:**

President Smith reported that starting next fall, the academic divisions will be restructured. The math and science faculty and curriculum will move from the Liberal Arts division and be consolidated with the current Business/Technology to become the Allied Sciences division.

She reported that the Carl Perkins audit for 2002-03 had been conducted earlier in the day and

the auditor complimented Dr. Inbody and Sarah Smith on their work on preparing for the audit. Dr. Inbody has submitted a \$91,000 Perkins grant for next year. Revision to this year's Perkins grant were approved and 12 computers will be installed in the nursing/developmental lab at the Ottawa campus as a result.

Dr. Smith asked the Board's permission to negotiate a memorandum of understanding with Munsell & Associates for assistance in writing a Title III Grant. Dr. Smith indicated that if the grant was funded Munsell & Associates would be paid 7% of the yearly grant amount from general funds. The Board approved the request.

Dr. Smith reported that a committee had been looking at how to remodel the student union so it was more useful for students. The estimated cost for remodeling will be between \$50,000 and \$60,000. She hopes to have a recommendation to retain an architect at the June Board meeting.

Dr. Smith reported that Dr. Inbody, Sandi Solander and she attended a meeting at Johnson County Community College where Dr. George Boggs, president and CEO of the American Association of Community Colleges was the speaker.

President Smith announced that Ronald Holt, a 1988 graduate of Neosho County Community College had been selected as the 2004 Distinguished Alumnus. Mr. Holt was the first community college transfer to attend Columbia University. He is currently the Sr. Vice President for Research and Portfolio Management at Hansberger Global Investors in Ft. Lauderdale, Florida.

President Smith reminded the Board of the Distinguished Alumnus Dinner on Friday at 7:00 p.m., Graduation on Saturday at 10:00 a.m. at the Memorial Building, Nursing Pinning at 11:30 a.m. on Saturday, immediately following graduation, and the GED Graduation at 2:00 p.m. on Saturday at the Sander's Hall auditorium.

#### **Agenda Item VIII-A: Library Gates**

At the February Board meeting, the Board approved purchasing new security gates for Chapman Library from Checkpoint for \$11,265.00. The gates were installed and did not meet the security needs of the library; the failure rate was 25-50%. The gates will be returned to the vendor. It is recommended by the President that the Board approve purchasing security gates from 3M at a cost of \$17,296.00 which will meet the security needs of the library. Funds from the Barbee Trust will be utilized for the purchase.

The original bids were:

Checkpoint	\$11,265.00
3M	\$17,296.00

#### **Resolution 2004-26**

RESOLVED, That the Board of Trustees of Neosho County Community College approve the bid of \$17,296.00 from 3M to purchase security gates for Chapman Library and that funds from the Barbee Trust are used for the purchase.

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

#### **Agenda Item VIII-B: Amended Budget Approval**

It was necessary to amend the FY2003-04 Budget to include capital lease expenditures on the

Ottawa and Rowland buildings in the Revenue Bonds Fund. While the lease agreements were in existence at the time the published budget was prepared, they were not included in the expenditures of the Revenue Bonds Fund, as required, due to an oversight. The expenditures were however included in the published budget General Fund for the Ottawa building payments and the Vocational fund for the Rowland payments, which is also required.

#### **Resolution 2004-27**

RESOLVED, That the Board of Trustees of Neosho County Community College approve the amended budget as published for FY 2003-04.

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

#### **Agenda Item IX-A: Trustee Resignation**

Dr. Marvin Johnson will be moving to Springfield, Missouri and submitted his resignation as a member of the Board of Trustees effective May 30, 2004. It is my recommendation that the Board accept Dr. Johnson's resignation with regret and thank him for serving as a member of the Board.

There was discussion about asking Dr. Johnson to amend his resignation date so that the Notice of Vacancy could be published and the 15 day waiting period observed in order that the Board could interview candidates to replace Dr. Johnson at the June Board meeting. Chairman Peter will discuss the date with Dr. Johnson.

#### **Resolution 2004-28**

RESOLVED, That the Board of Trustees of Neosho County Community College accept the resignation of Dr. Marvin Johnson as a member of the Board of Trustees effective May 30, 2004.

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

#### **Amended Agenda Item IX-B: Publication of Trustee Vacancy Notice**

The NCCC Board Policy Handbook policy for filling a vacancy on the Board of Trustees states that it will follow Kansas State Statute 71-201.

K.S.A. 71-201 provides that in the event of a vacancy on the Board of Trustees, the remaining Board has authority to appoint a member to fill the vacancy for the balance of the unexpired term. Prior to doing so, the Board is required to publish a Notice one (1) time in a newspaper having general circulation in the Community College district stating that the vacancy has occurred and that it will be filled by appointment by the Board not sooner than fifteen (15) days after publication. K.S.A. 71-201(b)(15).

#### **Resolution 2004-29**

Whereas, a vacancy will exist in the membership of the Board of Trustees of Neosho County Community College on and after May \_\_\_\_, 2004, and

Whereas, K.S.A. 71-201(b)(15) authorizes a Board of Trustees for a Community Co

to fill such vacancies not sooner than fifteen (15) days following publication of a Notice in a newspaper having a general circulation in the Community College district,

BE IT RESOLVED, that the Clerk of the Board of Trustees of Neosho County Community College, shall cause such Notice to be published in the Chanute Tribune after the effective date of the resignation of Marvin Johnson.

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

### **Amended Agenda Item IX-C. AA Degree Requirements Revision (first reading)**

The Curriculum Committee is charged with assuring appropriate rigor in the curriculum as well as ease of transfer and preparation for the students who go on for their associate degrees. It has come to the committee's attention that a student can graduate with an associate's degree without completing a science course with a lab component. Lab courses are an important part of General Education. Additionally, all of our major transfer institutions require a "lab science" before the student can graduate. This change was presented to the faculty at the March general faculty meeting, at which time faculty supported the proposed change.

President Smith agreed with the recommendation from the Curriculum Committee and asks that the Board of Trustees approve the following change to the Board Policy Manual, and that the change be effective for Fall 2004.

#### **Current Policy: Associate of Arts (AA) Degree (revised 1-15-04)**

The associate of arts degree is designed for students planning to transfer to a four-year college or university to pursue a bachelor's degree.

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| 1. Communications  | 9 hours   |
| English Composition I, English Composition II, speech  |           |
| 2. Computer Literacy Proficiency,  | 3 hours   |
| 3. Natural Science and Mathematics   | 6-8 hours |
| A. One science course from biology, chemistry, or physical science, physics, ecology, or a higher level; and   |           |
| B. One mathematics course, including college algebra or a higher level mathematics course  |           |
| 4. Social and Behavioral Sciences  | 9 hours   |
| General Psychology and six credit hours from two areas: economics, geography, political science, psychology, sociology                                   |           |
| 5. Arts and Humanities   | 9 hours   |
| from three areas: art*, music & theatre*, history, language, literature, or philosophy (*Performance/participation classes do not meet this requirement) |           |
| 6. Physical Education  | 1 hour    |
| Lifetime Fitness recommended   |           |
| 7. Personal and Career Development   | 1 hour    |
| Orientation or approved substitute (may be waived for transfers with 15 credit hours or more)  |           |
| 8. Appropriate Fields of Study   | 24 hours  |

A program of study in English, fine arts, education, history, humanities, language, music or science

1. Other Requirements:
  - A. Pre- and post-assessments are required by NCCC
  - B. Fifteen (15) of the last twenty-four (24) credit hours in residence at NC
  - C. Total of sixty-four (64) credit hours
  - D. Cumulate GPA of 2.0 or higher

**Proposed Change to the AA Degree Requirements:**

3. Natural Science and Mathematics *7-8 hours*
  - A. One science course from biology, chemistry, or physical science, physics, ecology or higher level *that has a lab component*; and
  - B. One mathematics course, including college algebra or a higher level math course

The Board was asked to consider the above change in the AA Degree Requirement and be prepared to approve or disapprove the policy at the June Board meeting.

**Amended Agenda Item IX-D: Executive Session-Non-Elected Personnel**

Upon a motion and a second, the Board recessed into executive session for 20 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the College Attorney and to include the President when needed. The Board entered executive session at 6:30 p.m.

The Board returned to open session at 6:50 p.m.

Upon a motion and a second, the Board returned to executive session for 20 minutes to continue discussion of personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy. The Board entered executive session at 6:52 p.m.

The Board invited the President into the executive session. The Board returned to open session at 7:12 p.m.

Upon a motion and a second, the Board returned to executive session for 5 minutes to continue discussion of personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy. The Board entered executive session at 7:14 p.m.

The Board returned to open session at 7:19 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 which if discussed in open meeting might violate their right to privacy. The Board entered executive session at 7:20 p.m.

The Board returned to open session at 7:30 p.m.

**Resolution 2004-29**

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

the President's contract through 2006-07, with terms as discussed in executive session

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

The Board recessed for a break until 7:36 p.m.

**Amended Agenda Item IX-E.: Executive Session - Negotiations**

Upon a motion and a second, the Board entered executive session for 30 minutes to discuss employer-employee negotiations and to include the President, Vice President for Student Learning, Dean of Finance and Student Services and the College Attorney. The Board entered executive session at 7:37 p.m.

The Board returned to open session at 8:07 p.m.

Upon a motion and a second, the Board returned to executive session for 30 minutes to continue discussions regarding employer-employee negotiations. The Board returned to executive session at 8:08 p.m.

The Board returned to open session at 8:38 p.m.

Upon a motion and a second, the Board returned to executive session for 15 minutes to continue discussions regarding employer-employee negotiations. The Board returned to executive session at 8:39 p.m.

The Board returned to open session at 8:54 p.m.

**Agenda Item X: Adjournment**

The meeting adjourned at 8:55 p.m.

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