

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

DATE: June 10, 2004

TIME: 5:30 p.m.

PLACE: Student Union, room 209

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

ABSENT: Mark Watkins

PRESENT: Dr. Vicky R. Smith, President
Dr. Brian Inbody, VP of Student Learning
Sandi Solander, Dean of Finance/Student Services
Brett Bright, Dean of Student Development/AD
Brenda Krumm, Dean of Outreach/Workforce Development
Mark Eldridge, Dean of Ottawa Campus
Tonya Bell, Director of Public Relations/Marketing
David Fewins, Faculty
Sara Harris, Faculty
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Shanna Foster, Chanute Tribune
Asia Herron, Guest

III. Public Comment

There were no speakers.

IV. Approval of the Agenda

Mr. Peter asked to add track coach under the new business item VIII-E: Personnel

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

V. Consent Agenda

The following items were proposed to be approved by consent.

- A. Minutes from May 13, 2004
- B. Claims for disbursement for May 2004
- C. Personnel

Alan Hougardy submitted his resignation effective June 6, 2004. Mr. Hougardy works the maintenance department for the College. It was recommended by the President that the Board accept his resignation.

David Parra, assistant baseball coach and resident hall assistant, submitted his resignation May 14, effective immediately. It was recommended by the President that the Board accept his resignation.

Joe Bendix, assistant soccer coach and resident hall assistant, submitted his resignation effective May 9th. It was the President's recommendation that the Board accept his resignation.

Shelly Miner-McDaris, submitted her resignation effective July 20, 2004. Ms. McDa the half-time field counselor for Upward Bound and half-time field counselor for Tale Search. It was the President's recommendation that the Board accept her resignation.

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

VI: Reports

Faculty Senate: Dave Fewins, President of the Faculty Senate, stated he had nothing to report this time and that salary negotiations were in progress. He announced that Dean Dillard would be the Faculty Senate President for 2004-05.

Dean of Outreach and Workforce Development: Brenda Krumm reported that for fall semester they expect to have 20 full-time international students apply for the Chanute campus and 12 full-time international students apply for the Ottawa campus. She also reported that Kids College had 73 children enrolled for classes and that Lifetime Learning starts the summer music theater on June 12 with 35 students enrolled.

Dean Krumm reported that nurse aid classes continue to be in high demand in the Allied Health area, and that they will be offering customized CPR training for a local business. Her department is surveying physicians to determine the need for new allied health offerings, 276 surveys were mailed out.

Ms. Krumm reported that notification letters had been received that the Talent Search and Upward Bound grants would be funded for the 2004-05 year and the Student Support Services personnel are working on their grant renewal.

Dean Krumm has also been promoting the ASVAP Armed Services Training Program. She was the guest speaker at the State-wide American Legion meeting and the program was featured on the front page of the Sunflower Legionnaire. The program is scheduled to start in August.

Dean of Student Development/Athletic Director: Brett Bright reviewed the year-end activities held during the "Last Bash" for students and stated everyone had a good time. He also reported that the Upward Bound summer program students were utilizing the dorms and that the College was hosting a week-long wrestling camp. Mr. Bright also noted some of the highlights of the year in athletics including the softball team finishing fifth in the World Series.

Dean of Ottawa Campus: Mark Eldridge stated that he felt it had been an outstanding year for NCCC. Mr. Eldridge reported that enrollment increase at the Ottawa campus was continuing at a moderate rate and that he was working on an articulation agreement with Baker University, similar to the agreement with Ottawa University.

Dean Eldridge reported that classrooms were better equipped for improved learning, including new computers and that efficiency was also increased by increasing class size. He is projecting \$30-40,000 carryover at the end of this budget year for the Ottawa campus.

Vice President for Student Learning: Dr. Inbody stated that the highlight of the spring semester was the recommendation from the Higher Learning Commission to remove the College's probationary status and recommend ten years accreditation.

Dr. Inbody also reported that searches are underway to hire 6 faculty positions and that the first round of general education outcomes assessment exams are complete. The information from these exams will be useful to instructors charting progress towards greater pass rates on course outcomes. Dr. Inbody reported that overall enrollment was up by about 6%, that the College applied for two Kan-Ed grants, that the 2004-05 Perkins grant had been submitted and that new programs will be the focus of the Title III grant application.

Dr. Inbody also reviewed information regarding concurrent enrollment and what changes the Regent's Universities proposed for concurrent enrollment. Community Colleges has been asked to gather data on their concurrent enrollment and submit that information to KBOR.

Treasurer's Report: Sandi Solander reviewed the revenue and expenditure balances for the month ending May 31, 2004. She stated she is working on the budget for 2004-05.

President's Report: Dr. Smith, President, reported that the College has received the 2004 Division II Employer of the Year Award from Kansas Business & Professional Women last Friday night and that she and several College employees had attended the banquet. The College will also be honored by the Chanute Chamber of Commerce as the 2004 Exemplary Business of the Year at their Business Appreciation Luncheon on Monday, June 21.

President Smith reported that a protest petition against the capital outlay tax had been filed with the County Clerk. After the petition is validated, the capital outlay tax questions will appear on the August primary ballot. Dr. Smith stated she plans to hold forums to inform the public of infrastructure issues that need to be repaired using the capital outlay tax.

Dr. Smith stated she will be asking the Board to approve an additional clerical position for Ottawa in the near future.

VI-A. AA Degree Requirements Revision (second reading)

President Smith concurred with the recommendation from the Curriculum Committee and asked 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
Composition I, English Composition II, speech | 9 hours | English |
| 2. | Computer Literacy Proficiency, | 3 hours | |
| 3. | Natural Science and Mathematics
One science course from biology, chemistry, or physical science, | 6-8 hours | A
physics, ecology, c |

- higher level; and B. (
 mathematics course, including college algebra or a higher level math course
- 4. Social and Behavioral Sciences 9 hours Gen
 Psychology and six credit hours from two areas: economics, geography, political sciei
 psychology, sociology
- 5. Arts and Humanities 9 hours from
 areas: art*, music & theatre*, history, language, literature, or philosophy
 (*Performance/participation classes do not meet this requirement)
- 6. Physical Education 1 hour Lifetir
 Fitness recommended
- 7. Personal and Career Development 1 hour Orienta
 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
 social science

Other Requirements:

- A. Pre- and post-assessments are required by NCCC B. Fifteen (
 of the last twenty-four (24) credit hours in residence at NCCC C. Total of sixty-foi
 (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, ecol
 or higher level **that has a lab component**; and
 - B. One mathematics course, including college algebra or a higher level math cours

Resolution 2004-30

RESOLVED, That the Board of Trustees of Neosho County Community College appr
 the changes proposed to the AA Degree Requirements as presented.

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

VII-B: Non-Renewed Faculty Contracts

At the March Board meeting the Board approved notifying Mark Adams and Charles Thomps
 of their intent not to renew their employment contracts for 2004-05. The following resolution
 should be adopted to finalize the Board decision to not renew employment contracts for Mr.
 Adams and Mr. Thompson.

Resolution 2004-31-a

The employment contract of Mark Adams is not renewed for the 2004-2005 academic

year. Pursuant to resolution duly adopted, the Board of Trustees of Neosho County Community College took action to give notice of the Board's intent to non-renew the employment contract. The Clerk of the Board gave written notice to the employee prior to May 1st that it was the intent of the Board of Trustees not to renew the employment contract. After extensive consideration and thorough discussion, the Board has determined the employment contract should not be renewed. The Clerk of the Board of Trustees shall give to the employee, personally, or by certified restricted United States mail, a copy of this Resolution.

Resolution 2004-31-b

The employment contract of Charles Thompson is not renewed for the 2004-2005 academic year. Pursuant to resolution duly adopted, the Board of Trustees of Neosho County Community College took action to give notice of the Board's intent to non-renew the employment contract. The Clerk of the Board gave written notice to the employee prior to May 1st that it was the intent of the Board of Trustees not to renew the employment contract. After extensive consideration and thorough discussion, the Board has determined the employment contract should not be renewed. The Clerk of the Board of Trustees shall give to the employee, personally, or by certified restricted United States mail, a copy of this Resolution.

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

VIII-A: Vehicle Bids

The last time 15-passenger vans were purchased by the college was in 2000. In order to update college vehicle fleet, it is necessary to purchase 2 new 15-passenger vans for the College. Dean Solander solicited bids from Ewen Motor Co., Erie; Ranz Motor Co., Inc., Chanute; Shields Motor Co. Inc., Chanute; Merle Kelly Ford Inc., Chanute; Twin Motors Ford Inc., Iola; Larry Allen Motor Car Co., Parsons and Mayse Automotive Group II, Parsons.

The following bids were received:

Ranz Motor Co., Inc.

2 2005 Chevrolet Express Passenger 3500		\$ 45,548.00
Less Trade In:		
1992 Chevy Sport Van	-\$ 550.00	
1994 Ford Van	-\$ 550.00	
Net Price with trade		\$ 44,448.00

Merle Kelly Ford, Inc.

2 2004 Ford Econoline Wagon E-350 Ext XL	\$ 38,454.00	
Less Trade In:		
1992 Chevy Sport Van	-\$ 1,000.00	
1994 Ford Van	-\$ 1,000.00	
Net Price with trade		\$36,454.00

It was the recommendation of Dean Solander and the President that the Board accept the bid of \$36,454.00.00 from Merle Kelly Ford, Inc.

Resolution 2004-32

RESOLVED, That the Board of Trustees of Neosho County Community College approve the bid of \$36,454.00 from Merle Kelly Ford to purchase two 2004 model 15-passenger vans

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

VIII-B: Accounts Receivable Write-Off

Sandi Solander, Dean of Finance and Student Services, asked the Board's approval to write off \$112,646.05 of accounts receivables for activity from May, 1998 through May, 2003. This is in response to the audit management letter dated November 20, 2002 which stated:

Accounts Receivable

The college has an accounts receivable printout that reflects the aging of the detailed amounts included in the printout. This printout has not been "cleaned-up" for a number of years, as it has very old outstanding balances reflected and it is not known whether these are realistic amounts or errors from when the system was set up and users did not know how to properly use the accounts receivable module. We suggest the College go through the printout and document which ones need to be removed and which ones are collectable, and upon approval of an appropriate administrative supervisor, adjust the accounts receivable detailed printout to the correct balances.

The Business Office will continue to keep a record of the written-off accounts, and a hold will be placed on the applicable student records. Therefore, the college can still collect the money, even though the account has been written off.

The President agreed with this recommendation.

Resolution 2004-33

RESOLVED, that the Board of Trustees of Neosho County Community College authorize the administration to write-off \$112,464.05 in old accounts receivable, and that the College continue to attempt to collect those amounts written off.

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

Agenda Item VIII-C: Stoltz Hall Furniture

The tablet arm desks located in Stoltz Hall have served us well for many years. In fact, most desks were purchased the year the building was opened in 1968. The chairs are showing their age with many scratches and pieces of laminate missing from the writing surface. Recently, we have become aware of two new problems associated with the current desks.

The desks were not designed for anyone who is overweight or pregnant. One does not have to be obese to be very uncomfortable in these desks, just overweight. A table is located at the front of the room for people who do not fit in the desks, which has the effect of singling out students who might have a weight issue. In one case, a student enrolled in a few classes, toured the facilities and then dropped the classes to avoid the attention of having to sit at the special table due to size.

The second new problem associated with the tablet arm desk is the size of the writing surface relation to the size of modern textbooks. A mathematics textbook as over- doubled in size sin 1968, from the “half sheet” book to greater than “full sheet” size used today. An open textbo takes up the entire writing surface, which must be shared with a notebook and a large calculat The sound of a falling book or calculator is a constant in these classes as students try to balan these items on a small surface.

An effort was made to find suitable replacements that solved the needs above but also added t aesthetic of the classroom. It was decided that the desks should be “individual” desks (not tw three person tables) to allow for cooperative learning groups and to lower cheating possibilitie Six samples from two different suppliers were brought in, allowing for students and faculty to “test drive” the units. Votes were cast and the winner was named- the KI Intellect table and c

Dr. Inbody contacted other colleges, including Emporia State University, that have purchased table/chair and they reported very high satisfaction with their purchase. We conducted a spac and utilization study to see how many units could be placed in the Stoltz rooms and the numb students usually taught. Members of the Access Committee and the Executive Committee we consulted and passed this item.

It is the College’s goal to replace all of the old tablet arm desks with the Intellect table and ch over the next few years if this first purchase meets our expectations.

The Intellect unit features:

- 15 year warranty
- Much lower in price that the traditional tablet arms
- “Modern” appearance
- Available in a variety of colors
- 20” x 26” writing surface (as compared to 13.5”x 19.5” of the current desks)
- Height adjustable (from 28”-34” table height)
- Meets ADA requirements.

If approved, 140 units will be purchased at a cost of \$14,830.20. This will replace desks in al “lecture” classrooms (2, 3, 4, 5, and 12) in Stoltz Hall. As KI is the only provider of the Intell line, this will be a “sole source” requisition, which does not require a formal sealed bidding process.

Below is the price quote from KI Company for 140 chair/table combinations.

Intellect Chair’s – EC18/CH/ENBY

- 18” Seat Height
- 19 ½” Wide x 22 ½” Deep x 33” Overall Height
- Seat & Back Constructed of ABS Plastic – Standard Finish Color “Burgundy”
- Frame Constructed of 15-Gauge Elliptical Steel Tubing – Frame Finish “Chrome”
- Anti-Tip Wallsaver Glides
- Glides, Tube End Caps, and Handle are Black

Total Net Price.....\$38.18 each

Intellect Desk – ELDACH/CH/ENTXX/LSM

- Adjustable Table Height 28” – 34”
- 26” Wide x 20” Deep
- Top Constructed of ABS Plastic – Standard Finish Color Beige
- Laminate Insert – Standard Finish Color “Smoke Essence”
- Frame Constructed of 15-Gauge Elliptical Steel Tubing – Frame Finish “Chrome”
- Anti-Tip Glides
- Glides and Tube End Caps are Black

Total Net Price.....\$62.01 each

ABOVE PRICING IS BASED ON A QTY DISCOUNT FOR 140 CHAIRS AND 140 DE

FREIGHT BASED ON: QTY 140 CHAIRS AND QTY 140 DESK.....\$803.60

(This price is subject to change, based on total amount of chairs and tables ordered)

Notes: Field setup is not included in above price.

TERMS: Net 30

PRICING: Unless otherwise stated, prices exclude all sales, use, or excise taxes and any, which may apply added at cost. Prices remain in effect for 30 days from quotation date. Thereafter, prices are subject to change without notice

Resolution 2004-34

RESOLVED, That the Board of Trustees of Neosho County Community College approves purchasing 140 chairs and desks from KI Company for a cost of \$14,830.20.

The motion was made and seconded to approve the above resolution. Motion passed unanimously.

VIII-D: Appointment of New Trustee

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).

The notice of vacancy was published in the Chanute Tribune on May 21, 2004. A letter of intent was received from Kathy Fryd. No other person indicated a desire to fill the vacancy.

Resolution 2004-35

RESOLVED, That the Board of Trustees of Neosho County Community College appoints Kathy Fryd to fill the unexpired term of Marvin Johnson. The appointment will become effective at the July 8 Board meeting when Ms. Fryd will be sworn into office.

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

VIII-E: Coordinator for Residence Life/Student Activities

It was the recommendation of the President that the Board employ Elizabeth Najjar as coordinator of Residence Life/Student Activities. Ms. Najjar holds a Master's degree in Counselor Education – Student Personnel Services in Higher Education from Emporia State University and a Bachelor's degree in Communication/Advertising from Pittsburg State University.

Ms. Najjar currently is the assistant manager for Family Housing at ESU. She was a graduate assistant in the Student Organizations & Activities Office at ESU and served as an intern in the Multicultural Resource Center.

Ms. Najjar would be paid \$18,000 per year, plus room and board and begin July 1, 2004.

Resolution 2004-36

RESOLVED, That the Board of Trustees of Neosho County Community College approve the employment of Elizabeth Najjar as coordinator of residence life/student activities at an annual salary of \$18,000 plus room and board.

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

Amended Agenda Item VIII-F: Track/Cross Country Coach

The search committee recommended that the Board employ Darin Schmitz as the Head Coach Men's and Women's Track and Cross Country. Mr. Schmitz would be hired at the MS-3 level of the faculty salary schedule, or \$28,048.

Mr. Schmitz holds a BS in Education from the University of Kansas and will complete his Master's Degree in Curriculum and Instruction this summer from KU.

In addition to teaching duties, Mr. Schmitz is currently the track and field coach at Eudora High School. He has also served as the track coach for three years at De Soto High School and was assistant track coach at Lawrence High School.

It was the President's recommendation that the Board employ Darin Schmitz as the Head Coach for Men's and Women's Track/Cross Country at MS-3 for the 2004-05 academic year.

Resolution 2004-37

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

Approves the employment of Darin Schmitz as the Head Coach for Men's and Women's Track/Cross Country at MS-3 for the 2004-05 academic year.

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

The Chairman called for a short break before executive session. The meeting resumed a

7:00 p.m.

Amended Agenda Item VIII-G: Executive Session-Negotiations

It was moved and seconded that the Board recess into executive session for 30 minutes to discuss matters relating to employer-employee negotiations and to include the President, Vice President, Dean of Finance and Attorney. Motion passed. The Board entered executive session at 7:00 p.m.

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

Upon a motion and a second, the Board returned to executive session for 15 minutes to continue discussions relating to employer-employee negotiations and to include the President, Vice President, Dean of Finance and Attorney. Motion passed. The Board entered executive session at 7:31 p.m.

The Board returned to open session at 7:46 p.m.

Upon a motion and a second, the Board returned to executive session for 10 minutes to continue discussions relating to employer-employee negotiations and to include the President, Vice President, Dean of Finance and Attorney. Motion passed. The Board entered executive session at 7:47 p.m.

The Board returned to open session at 7:57 p.m.

Agenda Item IX: Adjournment

The meeting adjourned at 7:58 p.m.
