

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

DATE: July 8, 2004, 2004

TIME: 5:30 p.m.

PLACE: Student Union, room 209

PRESENT: Kevin Berthot
Kathy Fryd
Mariam Mih
David Peter
Mark Watkins

ABSENT: Robert Thomen

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
Mark Eldridge, Dean of Ottawa Campus
Ben Smith, Director of Tech Services
Karen Gilpin, Director of Nursing
Elizabeth Najjar, Residence Life Coordinator
Sara Harris, Faculty
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Shanna Foster, Chanute Tribune
Patrick Fickel, Guest

Kent Pringle gave the Oath of Office to Kathy Fryd.

III. Public Comment

Stephen Fickel addressed the board regarding tax abatements and made statements regarding increasing student tuition by 10% and cutting faculty salaries by 10% instead of taxing the residents of Neosho County. He also asked the Board how many members would be accompanying Dr. Smith for the Open Forums for the capital outlay tax.

IV. Approval of the Agenda

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

V. Reorganization of the Board

A. Election of Officers: Chair and Vice Chair

Upon a motion and second, David Peter was elected chair. Upon a motion and a second, Mark Watkins was elected vice chair.

B. Appointment of Personnel.

Upon a motion and second, the following appoints were approved.

1. Board Treasurer – Sandi Solander
2. Board Clerk – Terri Dale
3. Board Secretary – Vicky Smith
4. Board Attorney – Kent Pringle

C. Selection of monthly meeting day, time, and location. Upon a motion and a second, the regular monthly meeting of the Board of Trustees will be held the second Thursday of each month, starting at 5:30 p.m. in the Oak Room (209) of the Student Union.

D. Financial Institution Designation. Upon a motion and a second the following financial institutions were approved as official depositories.

Bank of Commerce, Chanute
 Community National Bank, Chanute
 Home Savings Bank, Chanute
 Kansas State Bank, Ottawa
 Peoples Bank, Ottawa

E. Appointment of Board Representatives: The following appointments were made and accepted:

1. Kansas Association of Community College Trustees-Mark Watkins
2. NCCC Foundation (2 representatives)-Mariam Mih, Kathy Fryd
3. Strategic Planning Committee-Mariam Mih

F. Affirmation of Service

Mr. Peter read the following Affirmation of Service. All Board members affirmed this statement and signed the document.

**BOARD OF TRUSTEES
 AFFIRMATION OF SERVICE**

It is with the deepest sense of responsibility and conviction as a trustee of Neosho County Community College that I do solemnly affirm:

- That I understand my authority exists only when acting collectively with my fellow board member and that our authority is derived from, and obliged to serve, the interests of our entire community;
- That I will exemplify ethical behavior and conduct that is above reproach;
- That I will engage in an ongoing process of in-service education and continuous improvement;
- That I will be prepared to participate in open, honest, and civil deliberation with my colleagues, using my conscience rather than to advance any special interests, and support the decisions and policy we make; and
- That I will honor the division of responsibility between the board and the CEO/President, and staff and contribute to creating a spirit of true cooperation and a mutually supportive relationship in support of the college's mission.

of our community.

Signed this 8th day of July, 2004.

VI. Consent Agenda

The following items are proposed to be approved by consent.

- A. Minutes from June 10, 2004, June 24, 2004, and June 28, 2004
- B. Claims for disbursement for June 2004
- C. Personnel:

Consent Agenda Item C-1

It is my recommendation that the Board employ Marie Gardner as the Mathematics/Computer Literacy Instructor at the Ottawa Campus. Ms. Gardner holds a Master of Arts in Curriculum and Instruction, with Emphasis in Mathematics from the University of Kansas and a Bachelor of Science in Mathematics from Baker University.

Ms. Gardner has been an adjunct instructor for NCCC at the Ottawa site since 1994, and at Baker University since 1997. Currently she is the Mathematics and Computer Teacher at Anderson County Junior/Senior High School in Garnett.

Ms. Gardner would be placed at MS-step 12 on the faculty salary schedule, or \$34,657 on the proposed 2005 faculty schedule. Pending completion of summer coursework Ms Gardner would be moved to MS+15, 12 on the salary schedule. Ms. Gardner will also be paid a supplemental contract of \$250 to assist with computer set-up, maintenance, etc. during the academic year.

Consent Agenda Item C-2

It is my recommendation that the Board employ Mr. Chad DeVoe as the Computer Science/Technology instructor for the Chanute campus. Mr. DeVoe holds a Masters of Engineering in Telecommunications from Stevens Institute of Technology in New Jersey and a Bachelor's degree in Computer Science from Central Michigan University.

Mr. DeVoe has ten years of experience as an adjunct instructor teaching computer science classes at the community college level using both a traditional classroom setting and an electronically enabled classroom. Since 1992 he has been the Senior Systems Engineer/Member of Technical Staff, Systems Engineering at Telcordia Technologies (formally Bellcore) in Piscataway, New Jersey.

Mr. DeVoe would be placed at MS, step 17, or \$36,975 on the proposed 2004-05 salary schedule.

Consent Agenda Item C-3

Upon the recommendation of the supervisor, Robyn Pervin has been terminated effective July 13, 2004, her last day on campus was June 29, 2004. Ms. Pervin will be paid for unused vacation days in accordance with Board policy.

Ms. Pervin was half-time tracking specialist for Talent Search Grant and half-time administrative assistant Upward Bound Grant under the TRIO program.

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

VI: Reports

Faculty Senate: There was no report from the Faculty Senate.

Treasurer's Report: Dean Solander reviewed the cash balance and revenues and expenditures for the month ended June 30. Dr. Smith commended Dean Solander on the excellent job she had done in the business of since last year.

President's Report: Dr. Smith reported the summer enrollment was up almost 18% over last year and attributed the increase to the two-four week sessions. She also reported that this summer's on-line courses were a huge success. David Smith and Steve Murry are offering the classes.

Dr. Smith also reported that Johnson Control had been on campus to work on the chiller. There is a possibility that through a program called Performance Contracting (through Johnson Control) that would guarantee the improvements made to the chiller system would be paid for by the energy and operations savings that the College would realize. Ben Smith, Paul Smith, Sandi Solander and President Smith will be meeting with Johnson Control to investigate the program and determine if such a process would be relevant for NCCC.

One of the KanEd grants submitted by the College was funded for the coming year. The proposal to set up interactive television classroom that uses the internet to connect the Chanute campus, the Ottawa campus, Chanute High School, Erie High School and Ottawa High School received approval. The second grant application to institute a virtual advising system was not funded.

The College received official acceptance of their 2004 Performance Agreement with the Kansas Board of Regents.

Agenda Item VIII.-A. Set Date for Budget Workshop and Special Meeting Date

In order to schedule the Budget Hearing at the regular Board meeting on Thursday, August 12, 2004, the College needs to approve the proposed 2004-05 budget for publication no later than July 31, 2004.

The President asked to schedule a special Board meeting in late July to review and approve the proposed 2005 budget for publication.

After discussion, the Board approved calling a special Board meeting on Thursday, July 29, 2004 at 5:30 p.m. in the Oak Room.

Agenda Item IX.-A. Employee Benefits Policy Revision (first reading)

For the last few months the administration has been examining how the College can provide good health insurance benefits at a reasonable premium. Currently, Board policy allows employees to opt out of taking health insurance and receive a cash benefit instead, if they are on a qualified group health plan. Over the years

the number of employees who have elected this option has increased until the College runs the risk of not having an insurable group for its health plan.

Therefore, the President is bringing to the Board a change in the section of our Employee Benefits policy that deals with health insurance and the I.R. S. Section 125 Cafeteria Plan. The major changes are as follows:

- Instead of providing a dollar amount per month, the policy indicates that the College will provide a single membership in the College's health plan for each full-time employee.
- Elimination of the tax annuity and cash option.
- Defining a qualified group health plan
- Eliminating over a three year period those on a qualified group health plan who are taking the cash option, whereas in 2004-05 they can elect to receive \$330 per month, in 2005-06, \$220 per month, and in 2006-07 no cash, but are allowed to apply \$100 per month to items in the cafeteria plan.
- New employees will not receive any cash option, but be required to take the College's health insurance plan if they are not on a qualified group health plan.

Current Policy: Employee Benefits

Employee benefits for individuals employed by the board in professional or instructional capacities, including classroom instructors, athletic coaches, and athletic support personnel, and librarians employed under a full-time contract are set forth in the negotiated agreement between the board of trustees and NCCC Professional Educators' Association.

A. IRS Section 125 "Cafeteria Plan"

NCCC has established an IRS Section 125 "Cafeteria Plan." Under NCCC's current system full-time employees are provided with a fixed monthly dollar amount approved annually by the board of trustees to be applied toward the purchase of any or all of the following benefits: term life insurance, medical, hospitalization and dental insurance; disability insurance; cancer and dread disease insurance; and dependent care reimbursement. Because the cost of these benefits can be taken as a salary reduction, they are not subject to federal or state income taxes. Each full-time professional employee shall allocate the sum contributed to his or her credit to participate in the college-sponsored group health insurance plan at least at the single membership level unless: (a) health insurance coverage is maintained by the professional employee through a qualified group health insurance plan; or (b) employment with NCCC originated prior to July 1, 1995, and health insurance coverage is maintained by the Professional Employee through an alternative source. All other full-time employees shall allocate the sum contributed to his or her credit to participate in the college-sponsored group health insurance plan at least at the single membership level unless (a) health insurance coverage is maintained by the employee through a qualified group health insurance plan; or (b) employment with NCCC originated prior to July 1, 1994, and health insurance coverage is maintained by the employee through an alternative source. Employee may elect a tax-sheltered annuity or cash if none of these benefits are desired; however, these items will create different tax consequences.

Proposed Policy: Employee Benefits

Employee benefits for individuals employed by the board in professional or instructional capacities, including classroom instructors, athletic coaches, and athletic support personnel employed under a full-time contract are set forth in the negotiated agreement between the board of trustees and NCCC Professional Educators' Association

A. Health Insurance

The Board will pay for single membership level health insurance coverage for each full-time employee

Each full-time employee shall participate in the college-sponsored group health insurance plan at least at the single membership level unless: (a) health insurance coverage is maintained by the employee through a qualified group health insurance plan. A qualified group health plan is defined as: (i) Health insurance coverage that is offered by an employer unit to all full time employees of that organization; and (ii) if the employee, who is covered by a qualified group health plan, elects not to take the college-sponsored group health insurance coverage in 2004-2005, he/she may elect to receive \$50 per month to participate in the College's I.R. S. Section 125 Cafeteria Plan. In 2005-2006, if the employee elects not to take the college-sponsored health insurance plan that monthly amount will increase to \$75 per month. In 2007 and thereafter, the monthly amount will increase to \$100 per month. and (iii) There must be employer contribution and payroll deduction for premiums paid by the employee.); or (b) employment with NCCC originated prior to July 1, ~~1994~~, 1995 and health insurance coverage is maintained by the ~~Professional~~ *full-time* employee through an alternative source.

A full time employee that (a) is covered by a qualified group health insurance plan, or (b) whose employment with NCCC originated prior to July 1, 1995, and health insurance coverage is maintained by the employee through an alternative source; and (c) in the 2003/2004 contract year elected to receive a cash fringe and fell within the definition of "a" ~~and or~~ "b" during the enrollment period for 2003/2004; may elect to continue to receive the monthly cash payment of \$330.00 per month in lieu of insurance for the 2004-2005 year. The same employee may elect to receive a monthly cash payment of \$220.00 per month in lieu of insurance for the 2005-2006 year. In the year 2006-2007 and thereafter the same employee may elect to receive \$100.00 per month in lieu of the insurance, which only can be used to participate in the College's I.R. S. Section 125 Cafeteria Plan.

Full-time employees whose first contract was in the 2004-2005 contract year shall participate in the college-sponsored group health insurance plan at least at the single membership level, unless health insurance coverage is maintained by the employee through a qualified group health insurance plan. the employee, who is covered by a qualified group health plan, elects not to take the college-sponsored group health insurance coverage in 2004-2005, he/she may elect to receive \$50 per month to participate in the College's I.R. S. Section 125 Cafeteria Plan. In 2005-2006, if the employee elects not to take the college-sponsored health insurance plan that monthly amount will increase to \$75 per month. In 2007 and thereafter, the monthly amount will increase to \$100 per month.

Any ~~person~~ *full-time employee* who is enrolled in the NCCC Group health insurance plan may, at the employee's expense, enroll a spouse and eligible dependent children, subject to the same conditions and limitations that apply to the person enrolled in accordance with the terms of the group health insurance plan.

B. I.R.S. Section 125 Cafeteria Plan

In addition, employees may elect to reduce their salaries and designate said sum to be applied to one or more of the below I.R. S. Section 125 Cafeteria Plan Options.

Each full-time employee shall allocate said sums to other fringe benefits, including salary protection insurance, cancer and dread disease insurance, dependent care reimbursement, dental, vision, and medical reimbursement as provided by the Board in the Cafeteria Plan. All elections shall be made according to the Section 125 Cafeteria Plan.

This policy will be presented at the August Board meeting for action.

Agenda Item IX.-B. Shared Sick Leave Policy (first reading)

Employee health and welfare is a concern of everyone at the College. For this reason, employees are offered the opportunity and benefit to earn and accumulate sick days. Knowing there will always be a variation among employees, and that some employees will be forced to utilize sick leave at a greater rate than others, the establishment of a voluntary shared sick leave pool is warranted. The following policy was approved by the executive committee.

The President is bringing to the Board Shared Sick Leave Pool policy for the first reading.

Proposed Shared Sick Leave Pool

Sick leave donation is a voluntary, confidential program that permits staff members to donate fully paid sick days to co-workers in need who cannot return to work because of a serious or catastrophic personal health condition, as defined under the Family and Medical Leave Act (FMLA). Voluntary sick leave donations from other employees may be used to provide paid leave for a maximum of 240 hours in a twelve-month period. The twelve-month period will commence on the day an employee first utilizes the shared sick leave donation.

The employee shared sick leave pool shall utilize the following guidelines:

1. Employees may be eligible for sick leave from the pool when they or their family members experience a serious, extreme, or life-threatening illness which meets both of the following specific criteria:
 - A. The employee or family member is experiencing a serious, extreme, or life-threatening illness, injury, impairment, or physical or mental condition that has caused, or is likely to cause, the employee to take leave without pay or to terminate employment.
 - B. The illness, injury, impairment, or condition keeps the employee from performing regular work duties.

Shared sick leave will not be granted for common illnesses, minor surgeries or routine surgery. Family members include persons related to the employee by blood, marriage or adoption, and minors residing with the employee's residence as a result of court proceedings pursuant to Kansas code for care of children or the Kansas juvenile defenders code. Procedures for administering the shared sick leave program are to be handled by Human Resources.

2. An employee shall be eligible to receive sick leave from the pool if both of these conditions are met:
 - A. The employee has at least six months of continuous service.
 - B. The employee has exhausted all paid leave available for use, including vacation leave, sick leave and compensatory time credits.
3. An employee may voluntarily transfer sick days into the pool; however, a minimum of 240 hours is required to remain in the donor employee's account.
4. An employee who has resigned/retired may transfer accumulated sick leave into the pool.
5. Any employee found abusing the benefit will no longer be entitled to participate in the shared sick leave pool.

This policy will be presented at the August Board meeting for action.

Agenda Item IX.-C. Student Handbook Revisions

Brett Bright, Dean of Student Development/Athletic Director, submitted the following revisions for the Student Handbook. The President recommended that the changes be approved tonight so that the Student

Handbook can be updated prior to the beginning of the fall semester.

Change #1- replaced previous Mission statement with newly adopted statement.

Mission

The mission of Neosho County Community College is to enrich our communities and our students' lives.

Our purposes are:

student learning through

- the meeting of students' needs,
- quality educational programs, and
- effective assessment processes;

student success through

- providing personal attention,
- individualized advising, and
- the opportunity to meet personal goals;

ensuring access through

- affordability,
- flexible delivery and scheduling methods,
- responsive student services, and
- safe and comprehensive facilities;

responsiveness to our stakeholders through

- open communication,
- ethical management of resources,
- accountability, and
- the development of leaders;

meeting community needs through

- collaboration and innovation,

- lifelong learning opportunities,
- cultural enrichment, and
- the providing of an educated workforce.

Change #2- Updated Academic Calendar

2004-2005 Academic Calendar

Fall Semester 2004

August 16	Faculty In Service
August 17	Enrollment Day at Ottawa Campus
August 18	Enrollment Day at Chanute Campus
August 19	Fall Classes Begin
September 6	Labor Day
September 7	In Service/Duty Day (no classes)
	Student Activities Day
October 14	In Service/Duty Day (no classes)
October 15	Fall Break (campus closed)
November 24-26	Thanksgiving Break (campus closed)
December 10	Classes End
December 13-16	Finals Week
December 17	Course/Program/Institution Assessment Day
	Duty Day
December 24-31	Christmas Break

Spring Semester 2005

January 13	Faculty In Service Day
January 17	Martin Luther King Day (campus closed)
January 18	Enrollment Day at Ottawa Campus
January 19	Enrollment Day at Chanute Campus
January 20	Spring Classes Begin
February 17	In Service/Duty Day (no classes)
February 18	Winter Break (campus closed)
March 21-25	Spring Break (no classes)
March 25	Good Friday (campus closed)
May 13	Spring Classes End
May 16-19	Finals Week
May 20	Course/Program/Institution Assessment Day
	Commencement- 7:00pm
May 23-24	Course/Program & Institution Assessment Days
May 23-June 3	Intersession Courses
May 30	Memorial Day

Summer Session I 2005

June 3	Intersession Course Enrollment
June 6	First Four and eight week classes begin
July 1	First Four week classes end
July 4-8	Summer Break (no classes)
July 4	Independence Day (campus closed)

Summer Session II 2005

July 11
August 5

Second Four week classes begin
Summer classes end

Change #3- Updated crime statistics.

CRIMES REPORTED FOR: TYPE OF OFFENSE	NCCC Campus				Non-campus Buildings or Property			Public Property:		
	2001	2002	2003		2001	2002	2003	2001	2002	2003
			Res.Hall	Total						
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0
Forcible sex offenses (includes rape)	0	1	1	1	0	0	0	0	0	0
Nonforcible Sex Offenses	0	0	0	6	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	3	5	4	6	0	0	0	0	0	0
Burglary	5	4	2	2	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
HATE CRIMES (by prejudice)			2003							
	2001	2002	Res.Hall	Total	2001	2002	2003	2001	2002	2003
Race	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0
ARRESTS/REFERRALS FOR SELECTED OFFENSES			2003							
	2001	2002	Res.Hall	Total	2001	2002	2003	2001	2002	2003
Liquor Law Violations										
Arrests	4	3	4	4	1	1	0	0	0	0
Referrals	12	9	8	8	0	0	0	0	0	0
Drug Law Violations										
Arrests	2	1	0	0	0	0	0	0	0	0
Referrals	6	2	1	1	0	0	0	0	0	0
Weapons Law Violations										
Arrests	0	0	0	0	0	0	0	1	0	0
Referrals	0	0	0	0	0	1	0	0	0	0

Commission's Safeguards Rule and the Gramm - Leach - Bliley Act ("GLBA"). In particular, this document describes the Program elements pursuant to which the Institution intends to (i) ensure the security and confidentiality of such records, (ii) protect against any anticipated threats or hazards to the security of such records, and (iii) protect against unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to the Institution. The Policy incorporates by reference, the College's existing policies and procedures and is in addition to any other procedures that may be required pursuant to other federal and state laws and regulations, including, without limitation, FERPA.

Designation of Representatives: The Institution's Chief Information Officer is designated as the Program Officer responsible for coordinating and overseeing the Policy. The Program Officer may designate representative to oversee and coordinate particular elements of the Policy. Any questions regarding the implementation of the Policy should be directed to the Program Officer.

interpretation of this document should be directed to the Program Officer or his or her designees.

Scope of Policy: The Policy applies to any record containing nonpublic financial information about a student or other third party who has a relationship with the Institution, whether in paper, electronic or other form, which is handled or maintained by or on behalf of the Institution or its affiliates. For these purposes, the term nonpublic financial information shall mean any information (i) a student or other third party provides in or to obtain a financial service from the Institution, (ii) about a student or other third party resulting from any transaction with the Institution involving a financial service, or (iii) otherwise obtained about a student or other third party in connection with providing a financial service to that person.

Elements of the Policy:

1) **Risk Identification and Assessment.**

The Institution intends, as part of the Policy, to undertake to identify and assess external and internal risks to the security, confidentiality, and integrity of nonpublic financial information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information. In implementing the Policy, the Program Officer will establish procedures for identifying and assessing such risks in each relevant area of the Institution's operations, including:

2) **Employee training and management.**

The Program Officer will coordinate with representatives in the Institution's Student/Financial Services, Financial Aid offices to evaluate the effectiveness of the Institution's procedures and practices relating to access to and use of student records, including financial aid information. This evaluation will include assessing the effectiveness of the Institution's current policies and procedures in this area.

3) **Information Systems and Information Processing and Disposal.**

The Program Officer will assess the risks to nonpublic financial information associated with the Institution's information systems, including network and software design, information processing, and storage, transmission and disposal of nonpublic financial information. This evaluation will include assessing the Institution's current policies and procedures relating to Acceptable Use Policy, Information Technology Security Policy, and Records Retention Policy. The Program Officer will also assess procedures for monitoring potential information security threats associated with software systems and updating such systems by, among other things, implementing patches or other software fixes designed to deal with known security flaws.

4) **Detecting, Preventing and Responding to Attacks.**

The Program Officer will evaluate procedures for and methods of detecting, preventing and responding to attacks or other system failures and existing network access and security policies and procedures, as well as procedures for coordinating responses to network attacks and developing incident response teams and policies.

5) **Designing and Implementing Safeguards.**

The risk assessment and analysis described above shall apply to all methods of handling or disposing of nonpublic financial information, whether in electronic, paper or other form. The Program Officer will, on a regular basis, implement safeguards to control the risks identified through such assessments and to regularly test or otherwise monitor the effectiveness of such safeguards. Such testing and monitoring may be accomplished through existing network monitoring and problem escalation procedures.

6) **Overseeing Service Providers.**

The Program Officer shall coordinate with those responsible for the third party service procurement activities among the Department of Information Technology and other affected departments to raise awareness of, and to institute methods for, selecting and retaining only those service providers that are capable of maintaining appropriate safeguards for nonpublic financial information of students and other third parties to which they will have access.

7) **Adjustments to Program.**

The Program Officer is responsible for evaluating and adjusting the Program based on the risk identification and assessment activities undertaken pursuant to the Program, as well as any material changes to the Institution's operations or other circumstances that may have a material impact on the Program.

Change #5- Introduced newly adopted HIPPA policy.

HIPPA Policy

This notice describes how medical information about you may be used and disclosed. Please review it carefully. If you have any questions, please contact the Athletic Director at 800 West 14th, Chanute, Kansas 66720 or by Phone at (620)431-2820.

As a student at NCCC, you have the right to privacy concerning your medical plan of care. Medical record information and your relationship with your medical staff are considered private. Your diagnosis and course of treatment are available only to those directly involved with your care. Unless you tell us otherwise, we will make every effort to give your family medical updates as appropriate. We create a record of the care and services you receive to provide quality care and to comply with legal requirements. This Notice applies to all of the records of your care that we maintain, whether created by our Training staff or your doctor. Your personal doctor may have different policies or notices regarding the doctor's use and disclosure of your medical information created in the doctor's office. We are required by law to keep medical information about you private, give you this Notice of our legal duties and privacy practices with respect to medical information about you and follow the terms of the Notice that is currently in effect.

We may use and disclose medical information about you for treatment (such as sending medical information about you to a specialist as part of a referral); to obtain payment for treatment (such as sending billing information to your insurance company or Medicare); and to support our health care operations (such as comparing patient data to improve treatment methods). We may disclose medical information and/or participation status to athletic coaches for your health and safety. We may disclose information to administrators and academic counselors to support your academic progress. We may release information to sports information staff and members of the media regarding your participation status.

Regarding your medical information, you have the right to look at or get a copy of medical information that we use to make decisions about your care. You have the right to a personal representative to assist you in reviewing your medical information. If you believe that information in your records is incorrect or incomplete, you have the right to request that we amend the records. You have the right to a list of those instances where we have disclosed medical information about you, other than for treatment, payment, health care operation where you specifically authorized a disclosure. You may request, in writing, that we do not use or disclose medical information about you for specific cases or circumstances.

We reserve the right to change the terms of this Notice at any time. Changes will apply to medical information we already hold, as well as new information we receive after the change occurs. If we change our Notice, we

will post the new Notice in our athletic training facilities. You can receive a copy of the current Notice at a time. You will also be asked to acknowledge in writing your receipt of this Notice on our Authorization/Consent for Disclosure of Protected Health Information.

Change #6 – Introduced newly adopted Homeland Security Procedures.

Homeland Security Procedures

In conjunction with parameters set by National Homeland Security, Neosho County Community College is considering actions that we might take to address threat levels. The following policy functions as a guide and the same is subject to change as needed. The Safety and Security Committee will be responsible for the implementation of specific actions under these guidelines.

Threat Level Yellow:

An Elevated Yellow Condition is declared when there is a significant risk of terrorist attacks. NCCC will consider the following general measures in addition to the other protective measures that will be developed and implemented as required.

Measure Y.1

Increase the frequency of warnings and inform the NCCC Community of the general situation to stop rumors and prevent unnecessary alarm. Periodically update all members of the NCCC Community as the situation changes.

Measure Y.2

At the beginning and end of each workday and at frequent intervals, inspect the interior and exterior of buildings in regular use for suspicious activity, packages, or for signs of tampering or indications of unauthorized entry.

Measure Y.3

Implement reasonable screening procedures for incoming deliveries, packages, and mail to identify possible dangerous devices or materials. If appropriate, implement reasonable screening procedures and other actions for computing and networking.

Measure Y.4

Verify the identity of all personnel entering sensitive state facilities (inspect identification cards or grant access based on visual recognition).

Measure Y.5

Increase liaison with local public safety agencies and request assistance with monitoring the threat to state personnel and facilities.

Measure Y.6

Test each facility warning system. Insure that all elements of each facility evacuation plan are in place and remind the NCCC Community of actions to be taken if an order to evacuate is issued.

Measure Y.7

Implement measures to ensure the safety and containment of selected agents as defined by appropriate federal agencies. "Containment" refers to safe procedures for handling bio-hazardous material so that such materials do not pose a hazard to people and/or the environment. Primary containment focuses on protecting workers in the immediate area; whereas, secondary containment deals with protection of the environment and the people outside the immediate area. Containment is accomplished through: (1) the use of appropriate procedures (2) the use of safety equipment and (3) conducting work in an appropriately designed facility.

Threat Level Orange:

An Orange Condition is declared when there is a high risk of terrorist attacks. In addition to the protective measures taken in the previous threat conditions, NCCC will consider and might implement some or all of following general measures in addition to the department-specific protective measures that they will develop and implement:

Measure O.1

Call in or retain all personnel responsible for implementing facility specific emergency action or evacuation plans. If appropriate, dismiss and evacuate non-essential personnel. If appropriate, initiate emergency active evacuation plans for facilities specifically targeted in order to protect personnel and members of the NCCC Community.

Measure O.2

If appropriate; reduce facility access points to the absolute minimum necessary for continued operation. If appropriate, erect barriers required to control direction of traffic flow and to protect facilities vulnerable to bomb attack by parked or moving vehicles. If appropriate, eliminate parking and traffic on facility grounds near sensitive areas. If appropriate, position barricades or vehicles, as a second layer of protection, to prevent entry into these areas. Eliminate non-essential public access to grounds and buildings. If appropriate, cancel reschedule events, meetings, or classes pursuant to Board policy.

Measure O.3

Increase security activity to the maximum level sustainable. If appropriate, consult local authorities about closing public roads and local facilities that might make state facilities more vulnerable to terrorist attacks.

Measure O.4

If appropriate, parking may be restricted.

Threat Level Red:

A Red Condition is declared when there is an imminent risk of terrorist attacks. The NCCC Safety and Security Committee have identified the following possible response actions that could be pursued during emergencies under a Red Threat Level. These include the following:

Measure R.1

Sheltering Personnel could mean housing and/or protection of personnel in a secured environment.

Measure R.2

Evacuation: The order to leave campus because of imminent danger. In such cases, only essential personnel needed for protection and preservation of essential services would remain.

Measure R.3

Partial Operation: It may be determined as a result of a threat that only certain functions will take place on campus.

Measure R.4

Continued Operation could result when there are actions or activities in other parts of the country that pose threat to similar operations. In addition to the protective measures taken in the previous threat conditions, NCCC shall consider the following general measures in addition to the department-specific protective measures that they will develop and implement:

Measure R.5

Establish absolute control over access to key state facilities. Limit facility access to those persons with a

legitimate and verifiable need to enter. Close and evacuate non-essential state facilities. For essential facilities that will remain open, evacuate non-essential personnel. If not already instituted under Threat Level Orange consult local authorities about closing public roads and local facilities that might make sensitive state facilities more vulnerable to terrorist attacks.

Measure R.6

Identify the owners of all vehicles already parked at state facilities. In those cases where the owner or presence of a vehicle cannot be explained (owner is not present and has no obvious agency affiliation), inspect the vehicle for dangerous items and take steps to remove the vehicle from the vicinity. Screen all vehicles entering sensitive facilities. Inspections should include cargo storage areas, undercarriage, glove boxes and other areas where explosive or incendiary devices or other dangerous items could be concealed. Briefcases, suitcases, boxes and other containers in vehicles should also be inspected. Inspect all packages, mail, and other containers such as suitcases, packages, and briefcases brought to the facility for the presence of explosive or incendiary devices, or other dangerous items. If reasonable, suspend all deliveries and prohibit packages, boxes and other containers from being brought into state facilities.

Measure R.7

Establish a mechanism to periodically re-check all Threat Level provisions (Threat Level Green through Red) to insure that specified measures have been implemented and that they are sustainable.

Measure R.8

CAMPUS CLOSED STATUS IF THERE IS A DIRECT THREAT TO ANY NCCC BUILDING OR THE CAMPUS IS DECLARED "CLOSED", A SIGN OR SIGNS WILL BE PLACED IN APPROPRIATE LOCATIONS SO INDICATING.

Resolution 2004-41

RESOLVED, That the Board of Trustees of Neosho County Community College approves the revisions to the Student Handbook for 2005-06 as outlined above.

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

Agenda Item IX.-D. Master Course List Revision

The President requested that the Board approve one change in the Master Course List. Intravenous Therapy has been moved from Allied Health to Nursing. Following Board Approval the revised list will be forwarded to the Board of Regents.

51.0904 EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN (EMT PARAMEDIC)

Concepts & Applications Emergency Response, ALHE 130	3
Emergency Medical Technician, ALHE 100	12
Emergency Medical Technician - Intermediate, ALHE 200	5
<u>51.1613 LICENSED PRACTICAL /VOCATIONAL NURSE TRAINING (LPN, LVN, Cert, Dipl, AAS) and 51.1601 NURSING REGISTERED NURSE TRAINING (RN, ASN, BSN, MSN)</u>	
Anatomy and Physiology, BIOL 257	3
Anatomy and Physiology Lab, BIOL 204	2
Client Care Management, ALHE 271	2
Developmental Psychology, PSYC 263	3
General Psychology, PSYC 155	3
Intravenous Therapy, NURS 220	3
Introduction to Associate Degree Nursing, NURS 200	5
Introduction to Pharmacology, ALHE 122	3
Medical Terminology, ALHE 105	3

Microbiology, BIOL 271	3
Microbiology Lab, BIOL 272	2
Nursing Math Skills, NURS 010	1
Nursing I, NURS 110	8
Nursing II-III, NURS 120, 130	5
Nursing IV, NURS 140	8
Nursing V-VI, NURS 250, 260	4
Nursing VII, NURS 270	9
Nursing Roles in the Community, NURS 151	2
Nursing Roles in the Hospital, NURS 150	2
Problem Solving and Test-Taking Skills for Nursing Students, NURS 100	2

Resolution 2004-42

RESOLVED, That the Board of Trustees of Neosho County Community College approves the re Master Course List as listed above.

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

Agenda Item IX-E. KBOR Performance Agreement

SB 647 required all institutions under KBOR to submit performance goals to the Board of Regents on an annual basis to qualify for new money from the State. The Regents can approve all or part of the objective that we submit and can fund all or part of the application.

The following Performance Agreement Application is for the period from January 1, 2005 through December 31, 2005. It was the President's recommendation that the Board approve the 2005 Performance Agreement to be submitted to the Kansas Board of Regents before July 15, 2004.

Resolution 2004-43

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the Performance Agreements for 2005 as listed on the following pages and directs the President to submit the document to the Kansas Board of Regents to meet the requirements set forth in SB647.

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

Agenda Item IX-F.: New Clerical Position at Ottawa Campus

As the President reported last month, she asked the Board to approve an additional clerical position for the Ottawa campus. Growth continues at the Ottawa site, they currently have the same number of headcount as the Chanute campus. Because of the way classes are scheduled at Ottawa, there is a constant stream of current students and potential students interacting with the three ladies in the office.

It was the President's recommendation to hire a clerical/receptionist to answer the telephone and answer walk up questions. This will allow the current office staff to complete their duties in financial aid, registration and cashier. A position description is on the following page.

Resolution 2004-44

RESOLVED, That the Board of Trustees of Neosho County Community College approves adding clerical/receptionist position for the Ottawa Campus.

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

DAYTIME OFFICE CLERK - OTTAWA

This position reports to the Dean of Ottawa and is designed to provide general office and light secretarial assistance, library and bookstore services, and clerical support for students, faculty staff and administration on the Ottawa campus. Duties include, but are not limited to:

1. Greet people at the front window, assist students and direct requests to the appropriate person;
2. Answer office telephone, direct calls, take messages and assist with responding to student needs;
3. Answer routine inquiries about enrollment, courses, and college activities in line with written policy and verbal instructions from supervisor;
4. Assist in bookstore operations
5. Assist in library operations;
6. Assist with cataloging and controlling audio-visual resources and media equipment;
7. Assist in procuring and distributing instructional materials for full-time and adjunct faculty including textbooks, instructor manuals, syllabi, etc.;
8. Provide general clerical support for faculty, administration, and staff and coordinate office functions with other employees;
9. Perform general office duties: accept tuition payments, make change, organize office files and maintain records, etc., as assigned;
10. Assist in preparing official correspondence for the dean and staff as needed for college business and as time is available;
11. Maintain the confidentiality of personnel and business office information;
12. Perform other duties as assigned by the Dean of Ottawa and be prepared to be sufficiently flexible to accommodate occasional evening or weekend hours.

Agenda Item IX-G: Change in Title and Duties

As the College moves forward in planning for and implementing the strategic directions set by the Board, the President realized that reorganizing of certain College functions would serve the College well. The functions that she believed needed to be consolidated under one administrator are: planning, facilities and maintenance, technology and telephonic services, data research, and safety and security. Currently, the facilities and maintenance operations report to Sandi Solander, the Dean of Finance and Student Services. Data research, technology and telephonic services report to the Ben Smith, the Director of Technology. No one individual is in charge of safety and security operations, although Ben Smith has chaired the Safety and Security Committee for several years.

It was the President's recommendation to place facilities and maintenance, technology and telephonic services, safety and security services, planning and data research under Ben Smith. Further she recommended that Ben's title be changed to Dean of Planning and Operations and that his base salary be raised by \$2000.

Resolution 2004-45

RESOLVED, That the Board of Trustees of Neosho County Community College approves the President's recommendation that Ben Smith assumes the administrative responsibility for facilities and maintenance, technology and telephonic services, safety and security services, planning and data research, and further that his title be changed to Dean of Planning and Operations, and his base salary be raised by \$2000 after raise: 2004-05 calculated as recommended by the President.

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

DEAN OF PLANNING AND OPERATIONS

Reports to: President

Organizational Unit: Administrative

Salary Range:

Revision Date: July 2004

This position reports to the president and supervises duties relative to the effective and efficient operation of all facilities and maintenance, technology services, safety and security, and planning and data research. Duties include, but are not limited to:

1. Plan, design, and develop all current and future facilities, safety and security and information system technology needs of the institution;
2. Provide overall coordination for the planning and integration of multi-faceted administrative, facilities and instructional technology;
3. Implement and evaluate all technology service programs and services;
4. Prepare the annual Planning and Operations budgets;
5. Direct installation and testing of Technology Services hardware, software and services;
6. Coordinate phone system and voice mail system applications; coordinate telecommunications system including ATM, ITV, Telenet II, ISDN, leased digital and switched public communication lines;
7. Supervise and manage the duties relative to the daily operation of maintenance, technology services, safety and security and data research;
8. Coordinate and manage data resource security requirements and electronic security/fire systems; direct all electronic/video security system implementation; and coordinate electronic/video security system training and maintain user lists;
9. Coordinate and maintain current and new inventory control of items in operations;
10. Coordinate management information systems operations include file reorganization, creating daily backups, etc. for the AS400;
11. Design, develop, test, and implement various components of the management information system;
12. Coordinate AS400 and TEAMS software modification installation, testing, and implementation;
13. Coordinate installation and support of administrative and staff workstations hardware/software including hardware upgrades, software installations, etc.;
14. Prepare, maintain and test current disaster recovery documentation and system procedures for administrative hardware and software;
15. Meet regularly with the President to review and establish priorities for operations of the college;
16. Assist in the recruitment and retention of NCCC students; and,
17. Perform other duties assigned by the President.

Agenda Item IX-H: Revision in Compensation

In reviewing all the positions at the College, there were some individuals who seem to be under compensated for the role they play. It was the President's recommendation that the Board of Trustees approve revisions in compensation for the following individuals to bring their employment contracts up to reflect the duties they perform.

Mark Eldridge is the Dean of the Ottawa campus. He was hired in August of 2002 with a salary of \$42,000 to run our branch campus. Mark has done an excellent job and moved the Ottawa campus to a higher level. In checking the compensation of other like individuals in the state, I find that Mark's compensation is at or near the bottom of the list. His current salary is \$43,260. It was the President's recommendation that after raises were computed that \$2,000 be added to his base salary. For 2004-2005 he would receive \$47,207 annual compensation.

Brenda Krumm is the Dean of Outreach and Workforce Development. Under her direction, we have seen significant increases in credit hour generation through concurrent enrollment, allied health and new workforce certificate programs. Her current salary is \$35,180 (for a nine month contract.) It was the President's recommendation that after raises were given to our employees that \$2,000 be added to her base salary. For 2004-2005 she would receive \$38,763 annual compensation.

Resolution 2004-46

RESOLVED, That the Board of Trustees approves increasing the base compensation for Mark Eldridge, Dean of the Ottawa campus, and Brenda Krumm, Dean of Outreach and Workforce Development. \$2,000 after raises for 2004-05 are calculated as recommended by the President.

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

Agenda Item IX-I: Non-Faculty Contracts

It was the President's recommendation that the Board approve the following annual salary for all non-faculty employees.

Administrative Staff

Name	Position	2003-04 Salary	2004-05 Salary
..., Tonya	Dir/Public Relations (3/4 time)	\$ 23,948	\$ 25,026
..., Rochelle	ABE, Para (part-time)	8,034	8,396
..., Laura	Financial Aid Specialist	24,386	25,483
..., Brett	Dean of Student Development	20,600	21,527
..., Brett	Athletic Director	20,600	21,527
..., Mary	Bookstore Manager	23,390	24,443
..., Sally	Admissions Coordinator	19,313	20,182
..., Krista	ABE Coordinator	28,660	29,950
..., Rusty	ABE Instructor	11,897	12,432
..., Mark*	Dean of Ottawa Campus	43,260	47,207
..., Micca	Student Services Coordinator	28,840	30,138
..., Karen	Director of Nursing	55,698	58,204
..., Cindy	Workforce Dev Trainer	25,235	26,371
..., Brian	VP Student Learning	75,000	78,375
..., Randy	Director/CAVE	43,300	45,249
..., Brenda*	Dean/Outreach (3/4 time)	35,180	38,763

, Lisa	Director of Admissions/Registrar	37,000	38,665
rence, Noretta	TS Network Coordinator	36,050	37,672
h, Jill	Registration Coordinator	20,600	21,527
gan, Sandy	ABE Instructor	15,921	16,637
, Ann	International Students Coord.	28,395	29,673
ar, Elizabeth	Director of Residence Life/Act	18,000	18,000
b, Sandy	Coord/Cont Lifetime Learning (1/2 time)		11,640
ie, Tracy	Allied Health Coordinator	31,827	33,259
re, Brenda	Comptroller	32,612	34,080
sell, Camie	Partners In Change	21,115	22,065
th, Ben*	Dean/Planning & Operations	53,560	57,970
th, Paul	Maintenance Supervisor	30,993	31,923
nder, Sandi	Dean of Finance :& Student Serv	55,000	57,475
mpson, Susan	Director of Development	42,000	42,000
atta, Kim	Director of Developmental Lab		31,370
senberger, Susan	Director Library Services	35,139	36,720
lery, Sheldon	Director of Financial Aid	40,000	40,000
Total		\$ 985,553	\$ 1,042,579

*includes \$2,000 salary adjustment

Clerical/Maintenance Staff

Name	Position	2003-04 Salary	2004-05 Salary
), Susan	Sec/Rec-Ottawa	\$ 14,560	\$ 15,215
an, Gloria	Cashier	15,538	16,237
; Carrie	Library Clerk (24 hr/wk)	10,433	10,903
ford, Steve	Maintenance	24,107	25,192
Terri	Admin Asst-President	25,854	27,018
Vicki	Custodian	16,910	17,671
son, Janice	Tech Serv Sup Technician (9 mon)	14,040	14,671
ian, Dan	Custodian	15,080	15,759
oan	Library Assistant	23,754	24,823
re, Denise	Admin Asst-Nursing	21,382	22,345
iez, Edie	Admin Asst-Registration	17,139	17,910
an, Susan	AR Clerk	17,742	18,541
n, Kelly	Admin Asst-Nursing-Ottawa	16,640	16,640
r, LuAnn	Data Research Assistant	24,024	25,105
on, Teddy	Library Clerk (1/2 time)	7,800	8,151
r, Jackie	Admin Asst-Outreach/Workforce Dev	17,680	18,476
e, Donna	Clerk-Ottawa (1/2 time)	7,498	7,836
s, Connie	Cashier/Registration-Ottawa	14,997	15,672
nmer, Debra	Admin Asst-Faculty (11 month)	15,082	15,768
, Sarah	Admin Asst-VP Student Learning	20,675	21,606
on, Kay	Registration-Ottawa	18,346	19,171
osa, Angie	Admin Asst-Athletic Director	9,402	9,682
osa, Angie	Admin Asst-Director of Development	9,402	9,683
otal		\$365,416	\$380,829

Resolution 2004-47

RESOLVED, That the Board of Trustees of Neosho County Community College approves the recommendation of the President for non-faculty salaries increases for 2004-05.

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

Chairman Peter called for a short break. The Board returned to session at 7:00 p.m.

Agenda Item IX-J.: Executive Session-Negotiations

It was moved and seconded that the Board enter executive session for 20 minutes to discuss matters relating to employer-employee negotiations and to include the President, Vice President of Student Learning, Dean of Finance and Student Services and Board Attorney. Motion passed. The Board entered executive session at 7:00 p.m.

The Board returned to open session at 7:20 p.m.

Resolution 2004-48

RESOLVED, That the Board of Trustees of Neosho County Community College approves the Negotiated Agreement with the NCCC PEA as presented in executive session.

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

Agenda Item X: Adjournment

The meeting adjourned at 7:25 p.m.
