

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

DATE: July 29, 2004

TIME: 5:30 p.m.

PLACE: Student Union, room 209

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

PRESENT: Dr. Vicky R. Smith, President
Dr. Brian Inbody, VP of Student Learning
Sandi Solander, Dean of Finance and Student Services
Ben Smith, Dean of Operations and Planning
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Shanna Foster, Chanute Tribune

Approval of the Agenda

The agenda was approved as printed.

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

III. Budget Workshop and Approval of Budget for Publication

President Smith addressed the Board regarding the budget for 2004-05. She stated that the Strategic Planning Committee had forwarded a list of priority items to be included in the budget for 2004-05 and that the proposed budget reflected those items. The priority list included \$20 to revise the web page, \$20,000 to implement the Kansas Board of Regents agreement goals, \$22,000 for a concurrent enrollment coordinator for the Ottawa campus, \$80,000 from fund 7 technology updates, and \$80,000 from the capital outlay fund to repair/replace the chiller. In addition, the position of hiring a concurrent enrollment coordinator and full-time clerical position was added for the Ottawa campus which will allow Micca Folks to devote more of her time to concurrent enrollment tasks.

Sandi Solander, dean of finance and student services told the Board that there would be a large carryover from 2003-04, that the assessed evaluation for Neosho County had increased and that the College would receive approximately \$80,000 more from the County, and that because of increased enrollment in 2003-04 the College would receive about \$382,000 more state aid. The College also receives \$12 per credit hour out-district tuition for students enrolled in classes with

reside in counties without community colleges.

Dean Solander explained the sources of revenue and how the budget would be expended. She projecting an increase in revenue of approximately \$1,001,110.00 and an increase in expenditure for approximately the same amount. The mill levy will remain constant and the projected budget was developed using the same enrollment numbers as in 03-04 although an increase is anticipated. She reminded that Board that the published budget will be much higher than the operating budget.

Mr. Peter called for a short break at 6:40 p.m. The meeting resumed at 7:00 p.m.

Resolution 2004-49

RESOLVED, Therefore that the Board of Trustees of Neosho County Community College approves the FY 2004-05 Budget for publication. Further, that the public hearing on proposed budget will be held on Thursday, August 12, 2004 at 5:30 p.m. in room 209 of the Student Union of the College.

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

IV. Personnel

1. Lifetime Learning Coordinator

Sandi Robb has been employed as the Lifetime Learning Coordinator for the past year, working 5 hours a week. Dean Krumm has requested that the position be reinstated as a half-time position as it was before Ms. Robb was hired.

The position will be funded from budget reductions within the Outreach and Workforce Development budget including the closing of the Erie classroom building and elimination of supplemental pay for Youth for Understanding accounting.

It was the President's recommendation that the Board approve the Lifetime Learning Coordinator position as a half-time position.

Resolution 2004-50

RESOLVED, That the Board of Trustees of Neosho County Community Colleges approves the Lifetime Learning Coordinator position as a half-time position beginning July 1, 2004. Further, that Sandi Robb will continue to be employed as the half-time Lifetime Learning Coordinator.

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

2. ABE Instructor

The Adult Basic Education grant for 2004-05 allows for the upgrade of one of the ½ time positions to a full-

time position. The current half-time para-professional position will be upgraded to a full-time position. The position provides one-on-one instruction as well as some group facilitation. The cost of the position is factored into the grant and will not require any new institutional support.

Rochelle Bockover is currently employed as the half-time para-professional. It was the recommendation of the President that her half-time position be increased to a full-time position as the Workforce Development Trainer.

Resolution 2004-51

RESOLVED, That the Board of Trustees of Neosho County Community College approve upgrading the half-time ABE para professional position to a full-time position as Workforce Development Trainer as outline above. Further, that Rochelle Bockover be employed as a full-time Workforce Development Trainer.

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

3. Nursing Instructor-Ottawa

It was the President's recommendation that the Board approve the employment of Angela Coyan as nursing instructor at the Ottawa Campus. Ms. Coyan holds a Bachelor's Degree in Nursing from Emporia State University and is ACLS and CPR Certified. She will be placed on the faculty salary schedule at MS-3, or \$28,889. Ms. Coyan will be employed on an 11-month contract for \$35,309.

Ms. Coyan was employed as a registered nurse/charge nurse at Kansas Dialysis Services from 2002 to 2004. She has also been employed as Director of Nursing at the Emporia Ambulatory Surgical Center, and a registered nursing at Newman Hospital in Emporia, St. Francis Hospital in Wichita and the Lyon County Health Department.

Resolution 2004-52

RESOLVED, That the Board of Trustees of Neosho County Community College approve the President's recommendation to employ Angela Coyan as a nursing instructor for the Ottawa campus. Ms. Coyan will be placed on the salary schedule at MS-3 and given an 11-month contract for \$35,309.

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

4. English/Reading Specialist-Student Support Services Grant (STARS)

Upon the recommendation of the President, the Board employed Bruce Kettler as the English/Reading Specialist for the STARS grant. Mr. Kettler holds a Bachelor's of Arts in English and a Master's of Arts in Education in Language Arts from Pittsburg State University. His 12-month salary would be \$27,000.

Mr. Kettler was the Language Arts Instructor at Humboldt High School from 1972-2003.

has been an adjunct instructor for Allen County Community College and Neosho County Community College. Mr. Kettler also worked as the English instructor for nontraditional students at the New Beginnings Academy for Chanute High School.

Resolution 2004-53

RESOLVED, That the Board of Trustees of Neosho County Community College approve the employment of Bruce Kettler as English/Reading Specialist for the STARS grant beginning August 9, 2004 at an annual salary of \$27,000.

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

Agenda Item VI: Adjournment

The meeting adjourned at 7:20 p.m.
