

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

DATE: September 9, 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, Dean of Planning and Operations
Tonya Bell, Director of Public Relations/Marketing
Sara Harris, Faculty
Dean Dillard, Faculty
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Shanna Foster, Chanute Tribune

III. Public Comment

There were no speakers.

IV. Approval of the Agenda

Mr. Peter asked to amend the agenda under new business by adding F-Personnel and G-Executive Session.

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 are proposed to be approved by consent.

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

C-1: Retirement

Bill Furst has notified the President's office of his intent to retire at the end of the 2004-05 school year. In letter he indicated that circumstances may dictate an earlier retirement, or a reduced teaching load. It was President's recommendation that the Board accept the retirement of Mr. Furst.

C-2. Women's Basketball Coach

It was the President's recommendation that the Board employ Diana Couch as women's basketball coach for NCCC. Ms. Couch received an associate degree from Brevard Community College and her bachelor's degree from the University of Central Florida. She will be placed on the faculty salary schedule at I-6 or \$29,210

Ms. Couch has served as assistant coach and recruiting coordinator for the women's basketball program at Independence Community College and as assistant coach/recruiting coordinator for women's basketball at Brevard Community College in Florida. She has also coached at the high school and junior high school level.

C-3: Upward Bound Director

It was the President's recommendation that the Board move Maranda Collins to the position of Upward Bound Director. Ms. Collins has served as the Academic Advisor for the Upward Bound program since September 2002. She holds a master's degree in Animal Science from Texas A & M University and her bachelor's degree is from Kansas State University with a degree in Agriculture.

Ms. Collins has shown the leadership abilities necessary for the director's position and has agreed to accept the position. She will be paid \$33,500 per year.

C-4: Assistant Coach for Women's Basketball

It was the President's recommendation that the Board employ Chris Hackett as the assistant coach/resident assistant for women's basketball. Mr. Hackett has experience working with teams in Europe and the United States, and has coached at the high school and collegiate level in Missouri, as well as playing and coaching experience in the Jayhawk Conference.

Mr. Hackett holds a bachelor's degree from Missouri Southern State University and an associate of arts degree from Allen County Community College. He would be paid \$650 per month plus room and board.

C-5: Assistant Coach for Baseball

It was the President's recommendation that the Board employ Charles Stegall as the assistant coach/resident hall assistant for baseball. Mr. Stegall earned his master's degree in Sports Management from Nova Southeastern University in Ft. Lauderdale, Florida and his bachelor's degree from Cumberland University in Lebanon, Tennessee.

Mr. Stegall will be paid \$650 per month plus room and board.

C-6. Assistant Coach for Soccer

It was the President's recommendation that the Board employ Angel Aguirre as assistant coach for men's and women's soccer and resident hall assistant. Mr. Aguirre attended NCCC in 2003-04 and has soccer coaching experience through summer Academy's since 1999.

Mr. Aguirre would be paid \$650 per month plus room and board.

C-7. Assistant Coach for Wrestling

It was the President's recommendation that the Board employ Aurelian Ciufulescu and assistant wrestling coach. Mr. Ciufulescu holds an International Coaching Certificate and was the Romanian National Free S Wrestling Champion in 1987, 1988, 1990, 1992, and 1993.

Mr. Ciufulescu will be paid \$650 per month plus room and board.

C-8. Biology Instructor-Ottawa Campus (fall semester only)

At the June 24, 2004 Board meeting, the Board approved the employment of Dr. Timothy West as the biology instructor at the Ottawa Campus. He later declined the full-time position. However, Dr. West has agreed to fill the biology instructor position for the Fall semester only. He will be placed on the faculty salary schedule at DOC, Step 13, or \$20,182.50 for one semester.

Dr. West holds a Ph.D. in Biochemistry from the University of Kansas.

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

Faculty Senate Report: Dean Dillard, Faculty Senate President, reported that the group had held the first meeting of this academic year and said that faculty appointments and other organizational matters had been taken care of.

Mr. Dillard thanked music instructor David Smith for his leadership role in providing training sessions to acquaint faculty with the possibilities available on Inside NC. Dr. Dillard also reported that several faculty members will be participating with faculty from other Regents institutions in core competencies meetings September 17.

Dean of Student Development/Athletic Director: Brett Bright reported that the Bideau residence hall is at capacity with a few students residing in the NeoKan residence hall. The RA staff is building rapport with students and helping them make the adjustment to community living. Student activities have been very successful in reaching out to students and many activities were held at the beginning of the fall term.

Fall sports are also underway at the College. The volleyball team and men's and women's soccer teams have been participating in matches. The cross country team will be running in their first meet on September 18. Dr. Bright reported that incidents requiring discipline had been minimal.

Dean of Outreach and Workforce Development: Brenda Krumm reported that there were 17 full-time international students attending the Chanute campus and 3 full-time and 12 part-time students attending at the Ottawa site. The College will host the Kansas Association of Foreign Student Advisors on September 27.

In-district, outreach enrollment is up significantly and Dean Krumm is completing the paperwork with the Kansas Department of Education for the College to be an approved motorcycle driving training facility. Dr. Krumm also reported highlights from Allied Health, the TRIO grants and stated that the first ASVAB Army Services Training would begin September 13 with three students.

Dean of Ottawa: Mark Eldridge, Dean of the Ottawa Campus, reported that several areas had been relocated to better accommodate students at the Ottawa site. Those changes included moving the bookstore and relocating several employees to better serve students. Mr. Eldridge also reported that through the Carl Perk grant and the Kansas Technology grant, they would have access to 42 new computers in three different classrooms.

Mr. Eldridge is also working to improve the articulation agreement with Ottawa University.

Dean of Planning and Operations: Ben Smith, Dean of Planning and Operations, provided a Power Point presentation for the three areas that he supervises. In the Technology Services area he is working on a new campus map, looking for photographers for the website and other marketing tools, working on Inside NC updates, implementing the Kan-Ed Content and Services grant which will connect Erie High School, Chan High School, Ottawa High School, and the Ottawa campus to the main campus. He is also working on Campus WiFi which will allow students and faculty/staff to use laptop computers in each building that has WiFi connection.

In the Planning and Operations area he is meeting with the maintenance supervisor weekly and establishing deferred maintenance spreadsheet and a major capital improvements spreadsheet. The maintenance department is also working on the grounds, fencing and trimming assignments.

In the Safety and Security area he has held training with department heads regarding emergency situations developing policy and procedures for emergency situations. He is also responding to the concerns from the Fire Marshall regarding fire safety in the CAVE and Sanders Auditorium.

Vice President for Student Learning: Vice President Inbody also had a Power Point presentation on what is happening in the Student Learning division and distributed a handout with detailed information. His report included that overall enrollment is up 3.3% in credit hours and 6.5% in headcount and that due to the master schedule classes are being taught with greater efficiency and savings to the College. Dr. Inbody also reported on the new library gates, new desks in Stoltz Hall and the advantages of having the campus WiFi.

Treasurer's Report: Dean Sandi Solander reported that the College had received the state aid payment in August of about one million dollars. The cash balance will also increase after financial aid payments are applied after the 20th day certification date.

President's Report: President Smith reported that an In Service day had been held on September 7 at the Central Park building and that the facilitator's topic was a Day of Conversations. Ideas from the conversation will be used to develop the strategic plan and strategic goals for the College. Dr. Smith also covered capital improvement performance contracting, working with the County to get the maintenance area chip and seal refinancing the residence hall bonds, and eliminating several college committees. She also reported to the Board those administrative employees who would be teaching classes during the regular work day and how time would be made up and spoke about the upcoming ACBSP visit and the KBOR meeting.

Agenda Item VII-A: Staff Professional Development Fund Policy (second reading)

The following policy was developed to assist employees not covered by the negotiated agreement professional development policy in furthering their educational goals. The policy was approved by the executive committee. This policy was presented at the August Board meeting and it was suggested to revise #2 by taking out the dollar amount and stating that money would be budgeted. The revisions are in bold italic below. The President asked that the Board approve the policy for inclusion in the Board Policy Handbook.

Proposed Staff Professional Development Fund

The purpose of this fund is to encourage staff in developing and implementing individual plans for professional development. Neosho County Community College expects all employees to take the initiative in maintaining and continually reassessing skills and knowledge required for their assigned work. The staff professional development fund is designed to support opportunities for which sufficient funding can not be found within their department budgets.

- 1) Eligible employees include all permanent full time non-Professional Employees staff. Contractual

employees must have been employed for one (1) year at the time of application. The purpose of this fund is intended to be used in lieu of other appropriate department's funds. Departments are encouraged to provide as much financial support as possible for appropriate training of their staff. The applicant is required to seek funding from his/her department *before applying for monies from the staff professional development fund.*

- 2) ~~The fund will be budgeted in the amount of \$10,000/year.~~ **Monies will be budgeted each year and** applications will be accepted throughout the year, but funding may become scarce as the year progresses. Therefore employees are encouraged to plan ahead.
- 3) The fund will be administered by the President's/designee Office.
- 4) Applications will be reviewed by a selection committee to be composed of a three- member committee appointed by the President. If a member of the selection committee is applying to the fund, he/she will excuse him/herself from that discussion.
- 5) The amount of monies available for each employee will not exceed \$500 per year.
- 6) Due to fund availability, all of the worthwhile applications submitted will be approved on a first come serve basis.

The strategies/priorities of the college's professional development plan are:

1. Academic Study- Includes formal courses of study, pursuit of additional degrees or other academic awards.
2. Conferences- Presenting papers, tutorials, chairing sessions or panels; participation in question and discussion sessions; and attendance at formal sessions and other conference activities, are all examples of appropriate conference-related professional development.
3. Seminars and Workshops- Such activities cover a variety of instructional programs that may be offered.

Resolution 2004-60

RESOLVED, That the Board of Trustees of Neosho County Community College approves the Staff Professional Development Fund Policy for inclusion in the Board Policy Handbook.

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

Agenda item VIII-A: November Board Retreat Discussion

Dr. Smith asked the Board to select a date for the fall Board Retreat. It was the consensus of the Board to hold the Retreat on Friday evening, November 10 and Saturday morning, November 20. Possible topics for the Retreat included a self-evaluation by the Board, strategic planning, Ottawa's future, and information about refinancing the residence hall revenue bonds.

If the Bank of Commerce is available the Retreat will be held there.

Agenda Item VIII-B: Capital Outlay Forum Dates

The Capital Outlay Tax question for the College will appear on the November general election ballot for

Neosho County. Dr. Smith has scheduled Open Forums on the following dates to try and let the voters of Neosho County know how badly the Capital Outlay mil levy is needed. Dr. Smith invited Board members attend as many of the Open Forums as possible.

The dates are:

Tuesday, October 12	Erie Courthouse basement meeting room	7:00 pm
Monday, October 18	St. Paul School Multi-Purpose room	7:00 pm
Wednesday, October 20	Thayer High School Gym	7:00 pm
Tuesday, October 26	NCCC-Oak room	7:00 pm

Mr. Watkins, Mr. Berthot and Mrs. Mih indicated they could attend the Erie meeting. Ms. Fryd and Mr. Watkins volunteered for the St. Paul meeting. Mr. Peter and Mr. Berthot volunteered for the Thayer date and Mr. Berthot, Mr. Watkins, Mrs. Mih and Ms. Fryd will attend the Chanute meeting.

Dr. Smith also asked if anyone on the Board had a group that she could talk to about the Capital Outlay issue.

Mr. Peter called for a short break at 8:10 p.m. The meeting resumed at 8:17 p.m.

Agenda Item VIII-C: Health Insurance Carrier

President Smith provided a Power Point presentation outlining the history of the health insurance problem at the College and the goals and processes used in finding a health insurance provider for College personnel.

Bids were received from Blue Cross/Blue Shield, Wichita Preferred Provider (StarMark) and American Medical Securities. The Dean of Finance and Student Services, the Vice President for Student Learning and the President reviewed the bids and developed a recommendation for the Board to consider and approve.

It was recommended to the Board that the College provide a base plan for single membership for employees at a cost of \$357 per month. There would be two cheaper options and one option more expensive that employees could choose from. The amount paid would remain the same no matter which option was chosen. Those employees who receive the cash option as outlined in the revised Board Policy will receive \$330 and \$220 respectively for 2004-05 and 2005-06. The cash option will be eliminated after 2005-06.

Resolution 2004-61

RESOLVED, That the Board of Trustees approves the recommendation of the Administration to contract with American Medical Security for health insurance coverage for the College employees starting October 1, 2004 provided that notice be given to the Professional Educators' Association of the change in carrier and benefits and opportunity given to provide any insights to the President of the College.

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

Agenda Item VIII-D: Bids for Website Redesign

Studies indicate that a college website is the most important source of information for traditional students when searching for a potential college of attendance. The NCCC college website has ceased to be an asset of the institution in the function of attracting new students. It uses outdated technology and is not compatible

many web browsers. The website is not interactive in that it provides information only and does not anticipate the needs of the student. It does not project “quality institution” to the prospective student.

The technology sub-committee of the strategic planning committee recommended that the college commit needed funds for a complete redesign of the website. The strategic planning committee voted to spend up \$20,000 of general fund money for the redesign and college administration budgeted accordingly. In addition the Perkins grant coordinator set aside \$5,000 to assist in the redesign with the express purpose of featuring non-traditional career choices (male nurses, female engineers, etc.) in parts of the site.

Ten web design companies were approached to bid on the project. A list of required features was sent to each company and most spoke with college employees to clarify the goals. Sealed bids were requested.

As this is a design requiring as much graphic art as web programming skill, the lowest cost bid is not the only concern in deciding between the proposals. Factors such as current portfolio and quality of past designs were as least as important as cost.

Sealed bids were received from the following vendors.

	Minimum	Premium
WSI (Vixio)	\$ 7,350.00	\$16,395.00
Pervasive Mkt	\$13,750.00	\$18,500.00
Jacques Design	\$18,704.85	\$46,654.85
KCA	\$12,600.00	\$19,200.00
Bizatonic	\$24,899.00	\$28,899.00

It was the recommendation of Dr. Inbody, Ben Smith, Sandi Solander and Dr. Smith, that the Board accept Bid from Pervasive Marketing for \$18,500.00.

Resolution 2004-62

RESOLVED, That the Board of Trustees of Neosho County Community College accept the bid from Pervasive Marketing for \$18,500.00 for website redesign.

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

Agenda Item VIII-E: Bids for Carpet for Ottawa Campus

Dean Eldridge and Dean Solander completed the formal bid process as prescribed by policy guidelines to purchase new carpet for the hallways at the Ottawa campus. A total of 375 square yards are needed in the main traffic areas. The new carpet will be cut and seamed into the older carpet located in the classroom and office areas. The job will include new wall vinyl base molding where the new carpet is installed. The cracks in the floor will also be repaired to prevent accelerated wear and tear to the new carpet. The remaining carpet should have several more years of service, which is why the hallways are the only areas being replaced.

Caldwell Floor Covering	\$9,268.75
Mitchell’s Floor Covering	\$7,390.00
Crook’s Floor Covering	\$6,815.97

After reviewing the above bids, the President recommended that the Board accept the bid from Crook’s at \$6,815.97, according to the terms as outlined on the bid. The recommendation was also based on availability of installation and best match to existing carpet, as well as expense.

Resolution 2004-63

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$6,815.97 from Crook's Floor Covering to purchase carpet for the Ottawa building according to the terms their bid.

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

Agenda Item VIII-F: Personnel

Tonya Bell, Director of Public Relations and Marketing, has submitted her letter of resignation effective September 24, 2004 in order to spend more time with her family.

It was the President's recommendation that the Board accept Ms. Bell's resignation.

Resolution 2004-64

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the resignation of Tonya Bell, Director of Public Relations and Marketing, effective September 24, 2004.

Agenda Item VIII-G: Executive Session-Attorney-Client Privilege

It was moved and seconded that the Board recess into executive session for five minutes to consult with the College Attorney about matters protected by attorney-client privilege and that the President be included. The Board entered executive session at 8:45 p.m. The Board returned to open session at 8:50 p.m.

Agenda Item X: Adjournment

The meeting adjourned at 8:45 p.m.
