

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

DATE: November 11, 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
Brenda Krumm, Dean of Outreach/Workforce Development
Brett Bright, Dean of Student Development/AD
Mark Eldridge, Dean of Ottawa Campus
Ben Smith, Dean of Planning and Operations
Karen Gilpin, Director of Nursing
Dean Dillard, Faculty
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Shanna Foster, Chanute Tribune

III. Public Comment

There were no speakers.

III. Approval of the Agenda

Mr. Peter asked to amend the agenda under new business by adding accounts payable clerk, and personnel prior to the executive session.

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

IV. Consent Agenda

The following items were proposed to be approved by consent.

- A. Minutes from October 14, 2004
- B. Claims for disbursement for October 2004
- C. Personnel: Maintenance B Position

Consent Agenda Item C: Maintenance B

It is my recommendation that the Board employ Mike Reeves for the Maintenance B position. Mr. Reeves would be paid \$10 per hour, with full-time benefits beginning November 22, 2004.

Mr. Reeves has been employed by Caldwell Floor Covering for the past 24 years. He has experienced all aspects of the floor covering business and has light plumbing and electrical experience that the position will require.

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

Agenda Item VI-Reports

Faculty Senate Report: Dean Dillard, Faculty Senate President, reported that the faculty is looking forward to the upcoming semester and are quite busy in their advising role. Mr. Dillard stated that the faculty members are in the best position to assist students in getting placed in the appropriate classes to help them move toward their educational goals and objectives.

As spokesperson for the Faculty Senate, he offered congratulations to the business faculty in achieving accreditation for various business programs from the Association of Collegiate Business Schools and Programs.

Mr. Dillard stated that this is the time of the year when faculty will be providing input to the Board and seeking input from the Board about strategic planning; and that they look forward to working with the Board again to set the direction the college will take for the next several years.

Vice President of Student Learning Report: Dr. Inbody thanked the Board for their continued support of the College and asked them to mark their calendars for December 11, 2004, which is the graduation for the Ottawa Nursing Class.

Dr. Inbody distributed a written report to the Board which included information about assessment and how information is utilized in the classroom, what changes will be made to the tests before spring 2005 and compiling and analyzing employee information.

Dr. Inbody also reported that Chapman Library had received a grant which will be used to purchase a laptop computer, that meetings are taking place with area hospital administrators to invite support for developing Rad-Tech program at the Ottawa campus, and that he is working on the Title III grant application to fund programs including a Computer Support Specialist Program and Medical Assistant Program.

Dr. Inbody congratulated the Applied Science division on earning national accreditation through the Association of Collegiate Business Schools and Programs.

Dean of Finance and Student Services Report: Sandi Solander distributed a treasurer's report and a summary of changes in fund balances for the month of October. She reported that part of the decline in the cash balance was due to the \$220,000 bond payment. She also stated that money will be transferred to the vocational fund in December because all federal and state money is deposited into the general fund.

President's Report: Dr. Smith reminded the Board about the Legislative Dinner on November 18th at 6:00 p.m. The event is an opportunity for representatives and senators from areas serving the SYSTEM college and college administrators and trustees to meet and discuss issues.

Dr. Smith also reported she had received the official letter from The Higher Learning Commission that the

College is off probation and that the next comprehensive visit is scheduled for 2013-14. She thanked all the faculty, staff and board members who worked so hard in helping to bring the College to its current status.

The College received \$17,905 from the state under the State Technology grant and will match that amount purchase computers in the English writing classroom in Stoltz Hall and three additional computers for the computer lab in Rowland.

Dr. Smith stated she will attend the meeting of the SCOCAO next week regarding concurrent enrollment.

Agenda Item VII-A: Board Retreat

The Board Retreat is scheduled for Friday, November 19, 2004 at 5:30 p.m. at the Bank of Commerce, 10 Main, in downtown Chanute. The meetings will be held in the Board room on the upper level.

Mr. Greg Vahrenberg from Piper Jaffrey will share insights into the pros and cons of refinancing the student union/dormitory bonds. Following Mr. Vahrenberg's presentation we will break for dinner. The retreat will also include a Board self-evaluation, and the Ottawa facility. If time permits, we will hear information from Mr. Peter and Mr. Berthot from the ACCT conference.

Agenda Item VII-B: Performance Contracting (discussion)

Energy savings performance contracting enables organizations to use future energy savings to pay for up-front costs of energy-saving projects. These projects can include roofs, boilers and chillers, windows, and energy control systems, *provided* the resulting energy savings meets or exceeds the debt service cost for necessary lease-purchase financing of the project.

Performance contracting services can be requested by either a Request for Proposal (RFP) or a Request for Qualifications (RFQ), or directly with a pre-approved ESCO through the State. The RFP process is a formal bid process which requires a detailed specific objective (such as replacing a 185-ton chiller and associated piping) and detailed costs to meet the objective. This process presupposes a specific project with complete engineering and design. The successful bidder is usually selected on the basis of cost and if the minimum specifications were met.

The RFQ process, however, requests specific information about the performance contracting energy service company (ESCO) submitting the bid, and does not include cost information. The requested information includes, but is not limited to, general firm information, years in business, years in energy business, experience of the firm in similar projects, experience of the firm in all projects, qualifications and expertise of project personnel, accreditation and pre-qualifications of the firm, and financial soundness of the firm including current financial statements, annual reports, statements of financial conditions, and accounting firm information.

Finalists are selected from those ESCOs submitting proposals, and those finalists are interviewed. The successful ESCO is chosen on the basis of their submitted proposal and interview. The college would then negotiate and enter into an agreement with the ESCO to perform and prepare a technical energy audit detailing specific project possibilities for the college. At the completion of the technical energy audit, the college can choose to either move forward with the ESCO performance contract, or drop the project altogether.

If the College works directly with one of the pre-approved ESCOs the RFQ and RFP processes are skipped entirely and the College would negotiate with the selected ESCO to perform the technical energy audit.

Following detailed discussion, the Board directed the President to pursue an FCIP company to do the investment energy audit and to bring that report back to the Board in December for further action.

Agenda Item VIII-A: Medical Assistant Certificate

The Medical Assistant Certificate program is one of the new programs to be offered by the College. The medical assistant program is designed as a terminal certificate program and is not intended to integrate into Associate Degree. Upon completion, students will be prepared to sit for the Certified Medical Assistant Examination administered by the American Association of Medical Assistants and/or the Registered Medical Assistant credential from the American Medical Technologists.

The Medical Assistant Certificate program will be part of the Title III Grant application that the College will submit in February. If the Title III Grant application is not successful, Carl Perkins and institutional funds will be used for the program.

It was the President's recommendation that the Board approve the Medical Assistant Certificate program outlined on the following pages.

Resolution 2004-67

RESOLVED, That the Board of Trustees of Neosho County Community College approves the Medical Assistant Certificate program.

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

Revised Agenda Item VIII-B: New Position-Accounts Payable Clerk

Because of several resignations and reassignments, the administrative team has been discussing changing and realigning some positions in the business office. As a result of the discussions, the President recommends that the Board consider adding a new position – accounts payable clerk.

This would be a clerical position and report to Dean Solander. A position description follows.

Resolution 2004-68

RESOLVED, That the Board of Trustees of Neosho County Community College approves adding a new position, accounts payable clerk, for the business office department.

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

Accounts Payable Clerk
Reports to: Chief Financial Officer
Organizational Unit: Clerical

This position reports to the Dean of Finance and Student Services. Duties include, but are not limited to:

1. Receives and reviews purchase requisitions, and/or other related documentation for completeness and compliance with financial policies, procedures and contractual requirements.
2. Prepares all purchase orders and distributes copies to the applicable department.
3. Matches original invoices and requests for payment with internal purchase requisitions; performs calculations to determine appropriate payment schedules and amounts, and makes modifications as necessary.
4. Electronically enters accounts payable data into ledgers.

5. Draws, verifies, and posts payment checks to appropriate vendors and/or agencies.
6. File duplicate copy of check, cancels and attaches supporting documents.
7. Follows up on account statements and other discrepancies regarding payment of accounts, and serves as liaison between departments and vendors in the resolution of administrative problems and inquiries.
8. Monitors blanket purchase orders and periodically notifies departments of balances.
9. Enters and balances account data and generates statistical summary reports as required.
10. Gather necessary information necessary to prepare bid specifications and assists Chief Financial Officer as College purchasing agent.
11. Account for postage, vehicle, telephone and copier charges and charge the expenditures to the applicable department on a monthly basis.
12. Performs miscellaneous job-related duties as assigned.

MINIMUM JOB REQUIREMENTS:

High School Diploma or GED with 3 years experience directly related to duties and responsibilities specified require associate degree in business or accounting preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of standard accounts payable policies, procedures and regulations.
- Ability to utilize automated accounting system.
- Ability to understand and interpret vendor invoices, statements, and other requests for payment.
- Ability to process computer data and to format and generate reports.
- Basic data entry and/or word processing skills.
- Knowledge of mathematics.
- Knowledge of general accounting principles.
- Strong communication and interpersonal skills.
- Ability to analyze and solve problems.
- Knowledge of purchase orders and related accounts payable documentation.

Revised Agenda Item VIII-C: Resignation

After the Board packets were distributed, Dr. Smith received a resignation letter from Jeanette Hancock, nursing instructor at the Chanute campus. Ms. Hancock's resignation will be effective at the end of the Fall 2004 semester.

It was the President's recommendation that the Board approve the resignation of Jeanette Hancock.

Resolution 2004-69

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the resignation of nursing instructor Jeanette Hancock effective at the end of the Fall 2004 semester.

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

Agenda Item VIII-D : Executive Session-Attorney-Client

Upon a motion and a second, the Board recessed into executive session for 30 minutes to consult with the College Attorney about matters protected by attorney-client privilege and to include the President. The Board Chair stated that no action would be taken following the executive session.

The Board entered executive session at 8:45 p.m. and returned to open meeting at 9:15 p.m.

Agenda Item X: Adjournment

The meeting adjourned at 9:15 p.m.
