

**NEOSHO COUNTY COMMUNITY COLLEGE**

**BOARD OF TRUSTEES**

**MINUTES**

**DATE:** January 13, 2005

**TIME:** 5:30 p.m.

**PLACE:** Student Union, room 209

**PRESENT:**

Kevin Berthot  
Kathy Fryd  
Mariam Mih  
David Peter  
Robert Thomen  
Mark Watkins

**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  
Ben Smith, Dean of Planning and Operations  
Mary Bulk, Cashier/Financial Aid Specialist  
Dean Dillard, Faculty  
Kent Pringle, Board Attorney  
Terri Dale, Board Clerk  
Shanna Foster, Chanute Tribune

Mr. Peter called the meeting to order at 5:30 p.m. in room 209 in the Student Union.

III. Public Comment

There were no speakers.

IV. Approval of the Agenda

Mr. Peter asked to amend the agenda by adding personnel under new business as item C and change the executive session to item D.

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

V. Consent Agenda

The following items were proposed to be approved by consent.

- A. Minutes from December 9, 2004
- B. Claims for disbursement for December 2004
- C. Personnel

1. It was the recommendation of the President that the Board employ Laurie Kerns as the administrative assistant for the Upward Bound grant. Ms. Kerns could begin work January 14, 2005 at an hourly rate of \$8.00 per hour with regular clerical benefits.

Ms. Kerns worked as a customer support administrative clerk at Kustom Signals from 1997-2004, shipping clerk at Tramec Corporation in Iola from 1994-1996, and as assistant to Human Resources Manager/Payroll Clerk at Alamo Group in Holton, Kansas from 1992-1994. She is currently enrolled at NCCC seeking an associate's degree.

2. It was the President's recommendation that the Board employ Michelle Ewan as the Bookstore Manager beginning January 18, 2005 at an annual salary of \$20,000.

Ms. Ewan is a graduate of Pittsburg State University with a bachelor's degree in Marketing. She is presently employed at Mac's Git and Split in St. Paul and from 1996-2003 at Superior Industries in Pittsburg.

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

#### Agenda Item VI-Reports

Faculty Senate Report: Dean Dillard, Faculty Senate President, reported that the group had met during in-service early in the day and discussed some ideas about their role and the future direction of the Faculty Senate.

Mr. Dillard reported that two full-time instructors at Ottawa – nursing instructor Pam Covault and English Instructor Chris Devictor had been included in the Who's Who Among America's Teachers. He also reported that the Ottawa campus had established a chapter of Phi Theta Kappa, a student honorary society, and four members had been initiated.

Business Instructor Dewayne Dotson also established a student internship with the Ottawa Herald newspaper during the Fall 2004 semester, and a student internship will be established with an FM radio station broadcasting from Wellsville beginning in Spring 2005.

College-wide, Mr. Dillard reported that faculty are preparing for the spring semester and making schedule adjustments when necessary. He stated that the Faculty Senate is looking forward to working with the Board strengthening the services of the College.

Web Page Demonstration: Dr. Inbody and Ben Smith demonstrated the new NCCC Web Page for Trustees. Dr. Inbody told the Board that studies show that a college web site is the second most important thing for students in making a choice about which college they will attend. Dr. Inbody reported that there were still minor problems that were being worked out.

CAVE/Performance Contracting Update: Ben Smith, Dean of Planning and Operations, distributed information regarding the investment grade audit review and reported that the sub-committee working on the project was very comfortable working with Custom Energy. He reported that a 30% meeting had been held earlier in the week. He stated that a workshop for Trustees and Custom Energy will be held following the February Board meeting, and that another meeting will be scheduled prior to the March Board meeting so that final decisions can be made about what projects the Board will approve.

Dean Smith also reported that the administration was looking at the functions of the CAVE and whether or not it would be a good time to do some remodeling. He distributed drawings of the suggested renovations for the CAVE and said the work could be folded into the performance contracting. More information will be forwarded as it is available.

Dean of Outreach and Workforce Development Report: Brenda Krumm reported that four new international students will be arriving for spring semester and that the personnel in the CAVE are adjusting remarkably well to their new "temporary" homes. The majority of the staff are in the north end of the Rowland Building with others housed in Stoltz Hall and Sanders Hall. Students and CAVE staff are pleased with the temporary location.

Outreach enrollment was conducted in December before the high school students went on Christmas break. Many of those classes have already started, but many will be starting next week. Enrollment looks very positive showing a 21% increase in headcount and 15% increase in credit hours from last spring.

Dean Krumm also reported that the medical assistant program approval is ready to forward to Topeka for review by KBOR staff. All of the physicians in the Ashley Clinic group signed externship agreements with the program to allow NCCC students to conduct their clinical experiences at the clinic. Additional clinical agreements will be sought after the instructor/coordinator is hired.

The Outreach and Workforce Development departments is also working with the Chamber to sponsor Leadership Chanute, continuing on-going training for Community National Bank, and met with employees at Ron's IGA to provide information about retraining opportunities at NCCC.

Ms. Krumm also reported that the Lifetime Learning program is growing and commended Sandy Robb for her work with that program. Foodservice is allowing senior citizens to eat in the cafeteria on Thursdays for half-price lunches and we are averaging about 30 seniors in the cafeteria each Thursday.

Dean of Finance and Student Services Report: Dean Solander distributed the treasurer's report and changes in fund balances report and reported that the business office had received the disbursement from the state and would be receiving a check from the county later in the month.

President's Report: President Smith reported that enrollment for spring was looking very good and that she expects to see a 3-4% increase over last spring.

Dr. Smith reported that flash drives would be replacing diskettes for use in the computer and English labs. The flash drives are more reliable than diskettes and will be available in the bookstore for students to purchase. The College will provide the flash drives for faculty members.

Dr. Smith reviewed the policy recommendations for concurrent enrollment and will attend the System Council of Chief Academic Officers meeting where further discussions will be held.

President Smith also distributed an analysis of the Governor's budget proposals and KBOR's request for funding. The item that impacts the College most refers to funding SB345. The Governor is recommending that an additional \$5.1 million will come go to community colleges. If that occurs, the out-district (\$12 per credit hour) will most likely go away, so that in the end the College would realize no additional money.

Dr. Smith reported that two of the circulating pumps went down this week. The parts can not be repaired any longer and Custom Energy was asked for a recommendation about what to do. They have recommended that a new pump be purchased and installed as soon as possible. They are estimating the cost to be between \$6,000-\$7,000. President Smith asked the Board to authorize her to order the pump without going through the formal bidding policy as outlined in Board Policy.

With a letter of agreement from the College, Custom Energy will get the pump and install it. If the College implements a master energy performance contract, the cost of this pump will be folded into that contract. If the College does not enter into a master energy performance contract with Custom Energy, they will bill us for the cost of the pump and installation.

Chairman Peter asked each member if they were in agreement to allow the President to order the pump. It was the consensus of the Board that President Smith be authorized to order the pump and have it installed at a cost of not more than \$7,000.

Chairman Peter called for a 5 minute recess.

#### Agenda Item VII-A.: Proposed Policy for Military Reserves Called to Active Duty (second reading)

As more and more of our area military personnel are called to active duty, we are finding that some of those military personnel are students at NCCC. We do not have a policy that would allow them to withdraw and receive a 100% refund of their tuition and fees. In addition, we have no policy that allows a "W", i.e., withdraw grade be assigned unless their withdrawal occurs during our official drop/add period. The policy also allows the faculty to assign an Incomplete grade and extend beyond the nine week deadline time for the student to complete their work.

At least one student has notified the Registrar that he is being called to active duty. A committee worked on developing a policy to guide the institution in such situations. The recommendation came before the Executive Committee and they recommended forwarding it to the Board.

#### Proposed Policy: Military Reserves Called to Active Duty

Neosho County Community College realizes that students who are members of the military reserves may be called to active duty. This policy is provided in order to minimize disruptions or inconveniences for students fulfilling their military responsibilities.

Any student called to active military duty may withdraw from all courses and receive a 100 percent refund of tuition and fees. Housing and board charges will be prorated. Alternatively, with the permission of the instructor(s), a student may receive an incomplete for the courses not completed, with an extended period of time to complete the course beyond the usual 9 weeks allowed. Either alternative may occur anytime during the semester through the end of final examinations. If the student chooses to withdraw from his/her courses during the designated drop/add period of the semester, no entry will be made on a student's transcript. If the student withdraws anytime after the designated add/drop period, the grade of "W" will be assigned. Students receiving financial aid will be subject to the refund policies of the agencies sponsoring the aid. A student's request to withdraw must be made within one week of being called to active duty and may be made by either the student or other party who can provide proof of legal authorization to act upon the student's behalf.

#### Resolution 2005-1

RESOLVED, That the Board of Trustees of Neosho County Community College adopts the Military Reserves Called to Active Duty policy as part of the Board of Trustees Policy Manual.

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

Agenda Item VIII-A.: New Position-Accounting Clerk

For many years the College has had a comptroller position responsible for accounts payable and payroll functions. However, the volume of work has continued to grow to the point that it is no longer effective to have one person responsible for both functions. Therefore, at the November board meeting the Board of Trustees authorized the creation of the new accounts payable clerk position which was filled at the December meeting. The newly appointed human resources director will be responsible for the payroll function.

Establishing the accounting clerk position will now allow the business office to complete the following recommendation made in the November 20, 2002 audit management letter:

Bank Reconciliations

Sound internal control policies usually require that bank reconciliations be done every time a bank statement is received. It was noted during our previous audit that the bank was not being reconciled on a timely basis. Presently, the main bank accounts are being reconciled and items clearing the bank account are checked to be sure they are posted into the general ledger. The reconciled balance of all the accounts at month end are not reconciled to the College's general ledger printout. We recommend that a procedure be implemented immediately to tie out the reconciled cash accounts to the general ledger cash balances by fund on a monthly basis.

Reconciliations are vital to ensure that the college monies are being properly accounted for. Presently the business office does not have sufficient staff to complete monthly reconciliations on a timely basis. The Dean of Finance and Student Services has been putting processes in place to be able to reconcile. Dean Solander has spent almost eighty percent of her time performing clerical tasks that do not require the expertise of MBA or CPA. Dean Solander has not had sufficient time to prepare a bank reconciliation every time a bank statement is received. At one point she was six months behind preparing bank reconciliations. Thus, it is necessary that adequate staff be in place to perform and complete the reconciliation on a monthly basis and allow the Dean of Finance and Student Services to devote her time to administrative functions. As our auditor Phil Jarred stated in October, 2004, "NCCC bank reconciliation will never be easy, with our present software system. The process requires a great deal of time and you have to be able to concentrate."

The accounts payable clerk and accounting clerk positions are to be funded from the former comptroller salary amounting to \$34,080.00 annually or \$16.39 hourly. The current accounts payable clerk has been filled at an hourly wage of \$8.00 per hour. We feel that we can also fill the accounting clerk position for \$8.00 per hour. Therefore, filling the two clerical positions are budget neutral and will greatly improve the fiscal operations of the College.

It was the President's recommendation that the Board establish the accounting clerk position.

Resolution 2005-2

RESOLVED, That the Board of Trustees of Neosho County Community College approves adding the accounting clerk position as outlined above.

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

Accounting Clerk  
Reports to: Chief Financial Officer  
Organizational Unit: Clerical

This position reports to the Chief Financial Officer. Duties include, but are not limited to:

1. Performs routine calculating, posting and verifying duties to obtain financial data for use in maintaining accounting records.
2. Prepares the bank statement reconciliation, issues stop payments on checks, reissues checks and clarifies NSF checks; examines the daily cash drawer, balance sheets, and bank deposit slips; .
3. Monitor outstanding checks, reissue and void on a timely basis.
4. Researches processing problems and resolves them by contacting departments when necessary.
5. Prepares routine entries and posts financial transactions; reconciles entries and internal ledgers to financial reports.

6. Prepares trial balances; closes accounts at the end of the fiscal year and prepares opening balances and accounts at the beginning of the new fiscal year.
7. Compiles data for preparation of periodic and annual financial reports and prepares monthly reports for the Board of Trustees.
8. Monitor the college bank accounts and ensure that banks maintain adequate levels of pledged securities at all times.
9. Balances all Federal and State Grant accounts to ensure that adequate, but not excessive monies are drawn down.
10. Provides monthly financial reports to the grant departments.
11. Draw down Federal and State Grant funds in a timely manner.
12. Draw down financial aid funds, including Pell grants, Supplemental Educational Opportunity Grants, Student Support Services and college work study.
13. Gather, tag and enter college inventory on computer for fixed asset accounting.
14. Prepare sales tax exemption certificates when requested.
15. Act as backup accounts payable clerk when needed.
16. 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 required, associate degree in business or accounting preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of college accounting policies, procedures and regulations.
- Records maintenance skills.
- Ability to utilize automated accounting system.
- Ability to understand and interpret financial information.
- Account balancing skills
- 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.

Agenda Item VIII-B: Bids for Lecture Hall Equipment

We have been experiencing moderate to severe video projection problems with the lecture hall video equipment system for some time. After an evaluation by an outside consultant (Professional Video Supply), the causes for the poor video follow:

- Age of projector (1998)
- Age of video scan converter (1998)

The typical life of these items is 4 to 5 years. In addition, the older equipment will not work with our new H.323 Internet-based video conferencing equipment. We determined it was not feasible or cost-justifiable to repair the existing equipment, with replacement as the only option. Bids were solicited from:

Videoconferencing Center  
Shawnee Mission, KS 66212

Jimmel's Audio-Video & Computer  
Kansas City, KS 66106

Midland Video  
Shawnee Mission, KS 66203

SKC Communication Products, Inc.  
Shawnee Mission, KS 66227

Midwest Computer Assoc Inc  
Lenexa, KS 66215

Professional Video Supply  
Overland Park, KS 66214

The following bids were received:  
Professional Video Supply, Inc.

Equipment and installation \$ 6,822.21

It was the President's recommendation that the Board accept the bid of \$ 6,822.21 from Professional Video Supply, Inc.

Resolution 2005-3

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$6,822.21 from Professional Video Supply to purchase video equipment.

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

Amended Agenda Item VIII-C: Personnel

1. Assistant Soccer Coach/Resident Hall Assistant

It was the President's recommendation that the Board employ Nathan Mason as assistant coach/resident hall assistant for men's and women's soccer. Mr. Mason holds a Bachelor of Science in Physical Education K-12 from McKendree College in Lebanon, Illinois. Mr. Mason was a member of the 1999 NJCAA National Championship soccer team at State Fair Community College and has worked as a volunteer coach and trainer with several youth programs.

Mr. Mason will start work January 17 and will be paid \$2,632.50 plus room and board.

Resolution 2005-4

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Nathan Mason as assistant soccer coach/resident hall assistant for the spring 2005 semester.

2. Assistant Track Coach/Resident Hall Assistant

It was the President's recommendation that the Board employ Eric Hammer as assistant track coach/resident hall assistant for men's and women's track and cross country. Mr. Hammer holds a Bachelor's degree in Business Administration from Tiffin University in Tiffin, Ohio. Mr. Hammer is a member of the NCAA Student-Athlete Advisory Committee has experience as a volunteer coach.

Mr. Hammer started January 9, 2005 and will be paid \$2,795.00 plus room and board.

Resolution 2005-5

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Eric Hammer as assistant track/cross country coach/resident hall assistant for the spring 2005 semester.

Agenda Item VIII-D: Executive Session: Negotiations

Upon a motion and a second, the Board entered executive session for 10minutes to discuss employer-employee negotiations and included the Board Attorney, President, Vice President for Student Learning and the Dean of Finance and Student Services.

The Board entered executive session at 7:00 p.m. The Board returned to open session at 7:10 p.m.

Agenda Item X: Adjournment

The meeting adjourned at 7:10 p.m.

Respectfully submitted,

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David Peter, Chair Terri Dale, Clerk