

**NEOSHO COUNTY COMMUNITY COLLEGE**

**BOARD OF TRUSTEES**

**MINUTES**

**DATE:** February 10 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  
Mark Eldridge, Dean of Ottawa  
Mary Bulk, Cashier/Financial Aid Specialist  
Dean Dillard, Faculty  
Neil Phillips, Diehl, Banwart, Bolton & Bledsoe  
Basil Swalley, guest  
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. Under new business, delete item B – Request for Early Retirement, change item H-executive session to item J, add a new item H for Personnel, and add item I for Refinance of Dorm/Student Union Revenue Bonds.

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 January 13, 2005
- B. Claims for disbursement for January 2005
- C. Master Course List
- D. Personnel
  - 1. Resignations
  - 2. Assistant Trainer/Resident Hall Assistant
  - 3. Accounting Clerk

Consent Agenda Item V-C: Master Course List Approval

Before each semester the Kansas Board of Regents (KBOR) requires each institution to complete a list of all possible course offerings for the next semester. The document is referred to as the master course list. This list should be approved by the institution's governing board.

The list goes beyond just what will be offered next semester. It contains every course, both active and inactive, that Neosho County Community College could offer. The reason for this lies with the requirement by the state that every course offered in that semester be on the list. Occasionally, we are approached by groups wanting a course that we did not consider at the time of scheduling. By giving the state the entire course list, we are insured that we will not break state policy and offer a course that is not on the approved list.

The master course list has been thoroughly inspected by our deans and chairs and audited against our student information system software.

Recently, the state board modified the method by which new courses are accepted for credit in the state of Kansas. Formally, each new course was approved by KBOR individually. Under the current procedure, a new course merely needs to appear on the institution's master course list and be approved by the local board to be accepted by the state. This change has increased the importance of the master course list.

The master course list is on the following pages.

Consent Agenda Item D: Personnel

1. Resignation – Administrative Assistant to Director of Development and Athletics

It was the President's recommendation that the Board accept the resignation of Angela Zaragosa as Administrative Assistant to the Director of Development/Athletic Director, effective Monday, February 7, 2005. Ms. Zaragosa's final day at work was Monday, January 24, 2005.

2. Resignation – Coordinator of Residence Life and Student Activities

It was the President's recommendation that the Board accept the resignation of Elizabeth Najjar as the Coordinator of Residence Life and Student Activities effective March 1, 2005.

3. Assistant Athletic Trainer/Resident Hall Assistant

It was the President's recommendation that the Board employ Jenny Martin as assistant athletic trainer/resident hall assistant. Ms. Martin is a 2004 graduate of Emporia State University with a Bachelor of Science degree in Athletic Training. She was a student athletic trainer for Emporia State University for four years.

Ms. Martin will be paid \$650 per month plus room and board.

4. Accounting Clerk

It was the President's recommendation that the Board employ Robyn Koester as the accounting clerk. Ms. Koester has an Associates Degree from Allen County Community College. She is currently employed as bookkeeper/office manager at MDR Insurance in Iola. She has also worked in the accounting offices of Kretzmeier, McCammon & St. Clair, Inc. and Snodgrass, Dunlap & Company in Iola.

Ms. Koester would be paid \$8.00 per hour and receive clerical benefits. She would begin work February 21, 2005.

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 Stella Tharp, an adjunct instructor at the Ottawa site, had been included in the Who's Who Among America's Teachers. He also reported that the NCCC RN pass rate was 86.5%, which is above the national average of 85% and the state average of 81%. The LPN pass rate for NCCC students was 100%. Currently 89 nursing students are enrolled at Chanute and 87 at Ottawa.

Mr. Dillard also reported that the forensics/debate team recently place 5th in a tournament at Kansas Wesleyan, a tournament that included 18 schools, including major universities. Linda Jones, Division Chair for Applied Science and accounting instructor will present at a pre-conference session for the Connecting Education and Employment Conference in Wichita.

Mr. Dillard stated that faculty are in the process of developing summer and fall class schedules. He indicated that there is much interest in expanding on-line instruction, and that the Curriculum Committee has been dealing with a proposal to establish an on-line degree program.

The next Faculty Senate Meeting will be at the February 17 In-Service.

Audit Report for FY 2003-04: Neil Phillips, accounting for Diehl, Banwart, Bolton, Jarred and Bledsoe, reviewed the audit process and results. He stated that the firm gave a clean opinion with no findings. He sited some internal controls which had been discussed with the administration and solution that were being implemented.

Dean of Planning and Operations: Ben Smith, Dean of Planning and Operations, distributed a handout outlining the various accomplishments of Technology Services, Facilities/Maintenance and Planning and Safety and Security. He also distributed a picture of the new circulation pump installed in late January. Mr. Smith indicated he had been spending a great deal of time working with Custom Energy personnel to complete the energy audit and in coordinating the Energy Performance Contracting.

Dean of Finance and Student Services Report: Sandi Solander, Dean of Finance and Student Services, distributed the Treasurer's Report and Change in Fund Balance Report for the month of January. She reported that the College had received \$577,000 in tuition, 1.7 million dollars from the County and \$957,000 from state aid.

President's Report: Dr. Vicky Smith reported that by March 1, the College must submit their report on the accomplishment of the July-December, 2004 KBOR Performance Goals. The College met all but one of the goals established and exceeded in others. The goal not fully accomplished was in Performance Goal A, which dealt with the developmental education programs and developing Individualized Education Plans for students. The goal was to have completed 75%, and we completed 70%.

Dr. Smith reported that she had appointed Tosca Harris as chair of the Liberal Arts division and Linda Jones as chair for the Applied Science

division. Both will be serving their second terms as division chair.

The College has been working on developing a new strategic plan. The committee has been refining suggested initiatives and strategies which were developed at two previous in-service meetings. At the February 17 in-service meeting, the college community will be asked to endorse a draft copy of the new Strategic Plan. The Board will be asked to approve the plan at the March Board meeting.

The Omega Iota Chapter of Phi Theta Kappa received notification this week that they had received the 2004 Pinnacle Scholarship Award. To receive the award and \$100, the chapter must increase its membership acceptance by 10% over the previous year.

Dr. Smith distributed enrollment comparisons and reported that there is a 20% increase in headcount and a 14.% increase in credit hours from Spring 04 to Spring 05.

Dr. Smith stated that the Sunderland Foundation had indicated they would donate \$30,000 to \$50,000 toward renovations for the gymnasium.

Dr. Smith reviewed several handouts dealing with President Bush's proposed budget. She reported that the proposed budget calls for eliminating the Carl Perkins Vocation and Technical act funding and Upward Bound and Talent Search from the TRIO programs. Dr. Smith stated she may be asking Board members to contact representatives and senators expressing concern about the elimination of those programs.

#### Agenda Item VIII-A: Acceptance of Audit Report for FY 2003-04

It is the policy of the Board of Trustees to require that all college accounts be audited at any time the Board of Trustees so desires, but in any event to be audited annually. This shall include the accounts of the Board of Trustees and college agency or auxilliary accounts. The College's auditors have completed the annual audit for Fiscal Year 2004.

Mr. Phil Jarred and Neil Phillips of Diehl, Banwart, Bolton, Jarred & Bledsoe presented the results of the audit earlier in the meeting. It was the President's recommendation that the Board accept the audit report as presented.

#### Resolution 2005-6

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the audit report for fiscal year ending June 30, 2004.

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

#### Agenda Item VIII-B: Emeritus Faculty/Administrators Policy (first reading)

For many years NCCC has maintained a list of Emeritus Faculty and Administrators, people who have given most, if not all, of their professional life to this institution. It has been unclear as to how one earns the right to be named to the list. A policy addition is recommended to standardize who is qualified for the honor and what procedure should be used to add someone to the list. The proposed policy sets limitations and standards and also creates a proper procedure. The policy details were circulated among the faculty and approved by the Executive Committee. The draft policy was written by Dean Dillard, President of the Faculty Senate and Dr. Brian Inbody.

The Emeritus Faculty and Administrators list has been maintained in a display case in Sanders Hall, using small white letters pressed into a black felt background. This tribute was found to be an inadequate for the level of honor the Emeritus status should confer. A large oak plaque has been purchased and the names of all those on the list have been added to the plaque. There is room on the plaque for many more names.

#### Proposed Policy: Emeritus Faculty and Administrator Status

The Board of Trustees of Neosho County Community College is greatly appreciative of employees who devote their professional lives to the College. In appreciation, the Board establishes and names individuals to Emeritus Faculty and Administration status, so that their displayed names, along with their positive impact on the College, will remain long after their retirements.

To be considered for this honor the employee must be:

- A full time faculty member or full time administrator of director level or higher;
- Be employed at the college for at least 15 years;
- Be eligible for retirement under the Kansas Public Employees Retirement System;
- Be retired from Neosho County Community College.

If an employee who meets the first two requirements dies before retirement he or she is still eligible to receive the honor posthumously.

On or about July 1, the Director of Human Resources will compile a list of retirees that meet the above criteria and will submit that list to the President who then submits the list to the Board of Trustees. At the next meeting of the Board, they will publicly induct the new members to this honor. A plaque will be maintained displaying the names of the honorees.

Please consider this policy for approval at the March meeting.

#### Agenda Item VIII-C: Broadcast Rights Agreement with KKOY Radio

Lance Saylor, President of Southeast Kansas Broadcasting, has contacted the College regarding broadcast rights for radio of Neosho County Community College athletic competitions.

The yearly agreement would give SEK Broadcasting exclusive broadcast rights for live radio broadcasts of NCCC's men's and women's basketball games, both home and away. They would also have the right of first refusal for broadcast rights for live radio broadcast of any NCCC softball, baseball or wrestling competition.

The Agreement does not limit or affect rights to video recording (digital, tape or otherwise); television broadcast, live or otherwise; tape, digital or electronic video broadcast with accompanying audio.

The College would provide telephone lines for the broadcasts at the College's expense.

SEK Broadcasting would pay a rights fee of \$500 upon execution of the Agreement, payable to the NCCC Panther Club and provide thirty-second public services announcement spots, which NCCC may use to promote the College and related activities.

Mr. Pringle has reviewed the Agreement and it was the President's recommendation that the Board approve entering into the Agreement with SEK Broadcasting.

#### Resolution 2005-8

RESOLVED, That the Board of Trustees of Neosho County Community College approves the Broadcast Rights Agreement with Southeast Kansas Broadcasting.

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

#### Agenda Item VIII-D: Tuition/Fee Increase for 2005-06

##### TUITION, FEE, ROOM & BOARD INCREASES FOR 2005-06

Every year, the costs associated with running an institution increase. It is estimated that at least \$200,000 will be needed in 2005-2006 to maintain the current level of quality at Neosho County Community College. This perceived need is due to a projected increase in salary, health insurance costs, utilities, and projects such as performance contracting. Preliminary indications from the state lead us to believe that there will be no increase in state funding for 2005-2006 over the funding for 2004-2005. The college has a commitment to keep the Neosho County taxpayer's burden as low as possible. As a result, this projected general fund need must come from increases in tuition and fees. During the 2004-2005 school year, the trustees did not raise tuition while other state institutions increased the cost of tuition as much as 18%.

The administration is recommending a \$2 per credit hour increase in tuition for all NCCC students (3.6% increase). We also recommend an increase in several fees at the Ottawa campus and Ottawa outreach sites.

The administration is also recommending a \$5 per credit hour increase to international student tuition. This will not generate a great deal of revenue, but it will bring the college more in line with what other regional institutions charge for international tuition.

The increase in fees for the Ottawa campus is needed to address two goals. The first goal is to equalize the burden of supporting a campus in the Ottawa area. Other than state aid, NCCC receives no tax payer support from the residents of Franklin and Anderson counties, yet much of the cost associated with operating the Ottawa campus is incurred at the Chanute campus. The administration is recommending a \$4 per credit hour increase to the incidental fees for all Ottawa and out-district students served by the Ottawa campus students.

Together, the general tuition increase of \$2 per credit hour, the Ottawa incidental fee increase of \$4 per credit hour, and the \$5 per credit hour increase to international tuition will generate the needed revenue for projected cost increases for the 2005-2006 academic year.

The second goal in raising Ottawa fees, is to strengthen the building fund which will allow for the possibility of a new Ottawa campus in the coming years. A \$4 per credit hour increase to the Ottawa building fee for on-campus students and a \$1 increase to the Ottawa building fee for off-campus students is recommended. The resulting revenue generated will not be used to support the general fund but rather will remain in the agency account until such time as it is needed to support the expansion or renovation of the existing Ottawa campus or creation of a new campus.

Great Western Dining Service has indicated that the cost of board will increase approximately 2.7-3% for the 2005-2006 academic year. The revenue bond payment for the residence halls and student union is also expected to rise a small amount. The administration is recommending a \$25 per semester increase to room and board rates for the coming year. This increase will not generate enough revenue to cover the projected increase in cost. However, total room and board expenses are near the maximum Pell benefit amount and any increase beyond this

amount would be a hardship for many of our residential students.

The college executive committee, NCCC faculty, the student body government, and Ottawa community leaders were consulted before making this recommendation.

Below is a bulleted list of facts surrounding the administrations recommendation to increase tuition, fees, and room and board rates for the 2005-2006 academic year.

Projected Revenue Increases:

- Small increase in state funding due to enrollment increases in 2004-05
- No increase is expected in local funding. The mill levy will remain the same. We anticipate a slightly higher valuation for 2005-2006.

Projected Expenditure Increases:

- General fund expenditures are expected to increase at least \$200,000 due to increases in salaries, health insurance, performance contract expenses, and utilities
- Board rates are expected to increase 2.7 – 3 percent
- The bond principal and interest payment on the residence hall will increase about 1 percent.

Southeast Kansas Community College Comparison:

- Labette Community College has the highest tuition and fees
- Allen County Community College has the lowest tuition and fees
- Neosho County Community College is ranked number two behind LCC in tuition and fees and are in the middle with room and board charges
- If tuition cost is raised by \$2, NCCC per credit hour costs will still be less than that of LCC.
- Of the few community colleges in the state that would respond to our request for information, all indicated a similar desire to raise tuition a few dollars.

Recommendation:

- Increase Ottawa building fee \$4 per credit hour for Ottawa on campus students
- Increase Ottawa building fee \$1 per credit hour for Ottawa outreach students
- Increase the Ottawa incidental fee \$4 per credit hour for all Ottawa students
- Increase tuition \$2 per credit hour for all students except international
- Increase tuition \$5 per credit hour for international students
- Increase residence hall charges \$25 per semester

Resolution 2005-9

RESOLVED, That the Board of Trustees of Neosho County Community College approves the tuition, fees and housing increases as recommended by the President effective Summer 2005.

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

Neosho County Community College

Tuition, Fees, Room and Board  
2005-06

	2004-05	Increase Tuition	Increase Building Fee	Increase Incidental Fee	2005-06
<b>In District</b>	\$ 55.00	\$ 2.00	\$ -		\$ 57.00
<b>Out District</b>	\$ 65.00	\$ 2.00	\$ -		\$ 67.00
<b>Out of State</b>	\$ 80.00	\$ 2.00	\$ -		\$ 82.00
<b>Ottawa</b>					
<b>On Campus</b>	\$ 65.00	\$ 2.00	\$ 4.00	\$ 4.00	\$ 75.00
<b>Off Campus</b>	\$ 65.00	\$ 2.00	\$ 1.00	\$ 4.00	\$ 72.00
<b>Out of State On Campus</b>	\$ 80.00	\$ 2.00	\$ 4.00	\$ 4.00	\$ 90.00
<b>Out of State Off Campus</b>	\$ 80.00	\$ 2.00	\$ 1.00	\$ 4.00	\$ 87.00
<b>International</b>					
<b>Chanute</b>	\$ 135.00	\$ 5.00	\$ -		\$ 140.00
<b>Ottawa</b>	\$ 135.00	\$ 5.00	\$ 4.00	\$ 4.00	\$ 148.00

**\$2 across the board tuition increase will generate \$65,000 - 3.6% increase**

**10,700 student credit hours at Ottawa on Campus @ \$8 will generate \$85,600**  
**3,550 student credit hours at Ottawa off Campus @ \$5 will generate \$17,750**

Semester Dorm Charges		Increase	
<b>Dorm A</b>	\$1,875.00	\$ 25.00	\$1,900.00
<b>Dorm B</b>	\$1,750.00	\$ 25.00	\$1,775.00

200 dorm occupants would generate \$10,000 – 1.3% increase

Class Fees

Fee	Dept.	Courses	Inc/Exp Account	Second Component	Third Component	Fourth Component
\$5.00	AH		1-14-0400-407	Adult Supplementary Fund	Adult Supplementary Fund	Course-Fees Academic
\$10.00	AH		1-14-0400-407			
\$15.00	AH		1-14-0400-407			
\$25.00	AH		1-14-0400-407			
\$85.00	AH		1-14-0400-407			
\$125.00	AH		1-14-0400-407			
\$5.00	LA	aerobics, First Aid	1-14-0400-407			
\$6.50	LA	First Aid	1-14-0400-407			
\$8.00	LA	aerobics, social dance	1-14-0400-407			
\$8.50	LA	First Aid	1-14-0400-407			
\$15.00	BU	welding	1-14-0400-407			
\$22.00	BU	Computer Applications	1-14-0400-407			
\$60.00		On-Line	1-14-0400-407			
\$169.00	BU	Manager's Guide Fee	1-14-0400-407			
\$5.00	LA	horticulture	1-11-0100-407	General Fund	General	Course-Fees Academic
\$12.50	LA	lab	1-11-0100-407			
\$22.00	BU	Computer WORD	1-11-0100-407			
\$35.00	LA	Music	1-11-0100-407			
\$70.00	LA	Music	1-11-0100-407			
\$140.00	LA	Music	1-11-0100-407			
\$5.00	BU	Computer Literacy	1-12-0200-408	Vocational Fund	Vocational	Course-Fees Vocational
\$22.00	BU	Computer WORD	1-12-0200-408			

\$25.00	NU	Nursing III Assessment Fee		1-12-0200-408				
\$45.00	NU	Nursing IV Assessment Fee		1-12-0200-408				
\$45.00	NU	Nursing VII Assessment Fee		1-12-0200-408				
\$15.00	NU	Nursing V Assessment Fee		1-70-5645-484	Agency Fund			Misc.
\$20.00	NU	Nursing VI Assessment Fee		1-70-5645-484				
\$25.00	NU	Nursing II		1-70-5645-484				
\$40.00	NU	Nursing I		1-70-5645-484		PN-Chanute		
\$45.00	LA	art		1-70-9826-484		Photography Class		
\$20.00	LA	art		1-70-9827-484		Painting Class		
\$25.00	LA	art		1-70-9827-484				
	<b>4th Course Component</b>	<b>Fee</b>	<b>Dept.</b>	<b>Courses</b>	<b>Inc/Exp Account</b>	<b>Second Component</b>	<b>Third Component</b>	<b>Fourth Component</b>
	A	\$5.00		Class Fee	1-14-0400-407	Adult Supplementary Fund	Adult Supplementary Fund	Course-Fees Academic
	B	\$10.00			1-14-0400-407			
	C	\$15.00			1-14-0400-407			
	D	\$20.00			1-14-0400-407			
	E	\$25.00			1-14-0400-407			
	F	\$30.00			1-14-0400-407			
	G	\$40.00			1-14-0400-407			
	H	\$50.00			1-14-0400-407			
	I	\$60.00			1-14-0400-407			
	J	\$85.00			1-14-0400-407			
	S	\$100.00			1-14-0400-407			
	K	\$125.00			1-14-0400-407			
	L	\$12.50	LA	Academic Lab Fee	1-11-0100-407	General Fund	General	Course-Fees Academic
	M	\$20.00	LA		1-11-0100-407			
	N	\$25.00	LA		1-11-0100-407			
	O	\$35.00	LA		1-11-0100-407			
	P	\$45.00	LA		1-11-0100-407			
	Q	\$70.00	LA		1-11-0100-407			
	R	\$140.00	LA		1-11-0100-407			
	U	\$5.00		Vocational Class Fee	1-12-0200-408	Vocational Fund	Vocational	Course-Fees Vocational
	V	\$10.00			1-12-0200-408			
	W	\$15.00			1-12-0200-408			
	X	\$25.00			1-12-0200-408			
	Y	\$30.00			1-12-0200-408			
	Z	\$35.00			1-12-0200-408			
	1	\$40.00			1-12-0200-408			
	2	\$45.00			1-12-0200-408			
	3	\$60.00			1-12-0200-408			
	7	\$70.00			1-12-0200-408			
	4	\$80.00			1-12-0200-408			
	5	\$85.00			1-12-0200-408			
	8	\$110.00			1-12-0200-408			
	9	\$130.00			1-12-0200-408			
	6	\$175.00			1-12-0200-408			

Agenda Item VIII-E.: New Position-Webmasterr

For some time now, it has been evident that the College needed to enhance their web presence. The recent launching of the new web site was the first serious step towards that goal. Suggestions from faculty and staff to create a graphic artist/webmaster type of position prompted the executive team to consider restructuring of some of current job functions, specifically public relations, to better utilize college dollars to attract new students through the web.

The Executive Committee recommended to the President the establishment a new position of Webmaster to support the web site effort. This position will report to the Dean of Planning and Operations and is responsible for the day-to-day maintenance and operation of the official NCCC web site, while assuring that all web pages comply with appropriate policies, guidelines, and standards. This position coordinates web functions, monitors web activities, incorporates new technologies into the web site, and enhances existing web sites. The position also serves as technical coordinator for the InsideNC web portal and coordinates and provides assistance for web help functions.

The cost of the new position will be budget neutral. The position will be paid for by using Tonya Bell's salary of \$25,026, plus the income from the fee we charge students to take an on-line class. We charge \$25 per class. The fee brings in about \$10,000 per year. The President recommended this new position to the Board for approval.

Resolution 2005-10

RESOLVED, That the Board of Trustees approves the new position of Webmaster to be under the supervision of the Dean of Planning and Operations.

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

#### Webmaster

Reports to: Dean of Planning and Operations

Classification: Regular Exempt

Starting Salary range: \$25,000 - \$32,000

Revision Date: 2/05

Purpose of position: This position reports to the Dean of Planning and Operations is responsible for the day-to-day maintenance and operation of the official NCCC web site and assures that all web pages comply with appropriate policies, guidelines, and standards. This position coordinates web functions, monitors web activities, incorporates new technologies into the web site, and enhances existing web sites. The position also serves as technical coordinator for the Inside NC web portal and coordinates and provides assistance for web help functions.

#### Essential Functions:

1. Coordinate NCCC web activity with the chief information officer and the Technology Planning Committee and consult with them to establish priorities for web-site development and to plan, review, and evaluate the NCCC web page.
2. Create new web pages and update existing web pages as necessary.
3. Provide excellent customer service to all levels of users and encourage timeliness and accuracy of web page information and resolution of problems.
4. Develop web page infrastructure, utilize applications to ensure technical performance and assess new technologies for applicability to NCCC needs.
5. Consult with and assist NCCC staff and faculty in designing, developing, streamlining and maintaining web pages using HTML, Java Script, PHP and other required programming languages.
6. Work with network personnel on issues of hardware/software that affect the web site and installation and testing of web and InsideNC software programs.
7. Coordinate departmental training of personnel in use of web update tools and web page design and maintenance.
8. Ensure compliance with applicable legal requirements and NCCC system policies on web site usage, security and standards.
9. Coordinate day-to-day update activities and other technical activities for the InsideNC web portal.
10. Provide new user assistance and support, technical support triage for JICS problem resolution, continuous monitoring of JICS data transfer process and problem resolution.
11. Install new releases of JICS and provide training to faculty and staff.
12. Coordinate and provide direct assistance to existing web help functions. Monitor web help email and ensure timely and accurate web help responses.
13. Assist with miscellaneous technology support at the direction of the Dean of Planning and Operations.
14. Perform other miscellaneous duties as assigned by the Dean of Planning and Operations.

#### Required Knowledge, Skills and Abilities

1. Excellent interpersonal skills, above average communication skills, ability to work effectively with all levels of employees. Ability to project a positive and professional image to students and employees.
2. Ability to appropriately exercise independent initiative and judgment.
3. Sensitivity to, and awareness of, confidential materials.
4. Ability to learn and complete routine maintenance tasks.
5. Excellent working knowledge of web page programming and protocols.
6. Some knowledge of personal computer applications and hardware would be helpful.

#### Education and Experience

- Associates degree required—bachelor's degree preferred.
- 1-2 years experience with web design and maintenance.
- Experience and knowledge of the following: Unix, Linux, Windows operating systems, Apache web server, MS IIS, MS SQL, MySQL, ASP,

HTML, SSL, Java, Flash, PHP and other industry standard web technologies is required.

- Experience with MS FrontPage and Outlook preferred.
- Working knowledge of server hardware, software and peripheral equipment is preferred.
- Familiarity with load balancers, monitoring tools, performance analysis and server tuning and balancing is preferred.

#### Working Conditions

1. The employee is required to use personal computers to design, update and maintain web pages.
2. While performing the duties of this job, the employee is constantly required to use hands for keyboarding and the use of a mouse and other PC electronic drawing tools.
3. The employee is required to walk, sit, stand, talk and hear, and be able to teach other employees on the use of web design and tools.
4. Specific vision abilities required by this job include close vision and the ability to adjust focus.
5. Some overtime may be required, as well as some flexibility in occasional early or late hours.

#### Agenda Item VIII-F: Student Development Reorganization

With the departure of several individuals in the student development/services area, the administration has analyzed the direction they wished student development to go and developed a vision. Working with the Executive Committee, Sandi Solander, Dr. Inbody, Ben Smith and the President developed an operation focused on serving the whole student and insuring that the student succeeds.

Attached are an organization chart, a budget analysis of the impact of implementing the reorganization of Student Development, and the position descriptions for the newly revised positions. The proposed student development function reorganization is budget neutral. The recommendation involves consolidating all of the student development and student services areas under a Dean of Student Development. In addition, the President recommended that that dean report to the Vice President for Student Learning.

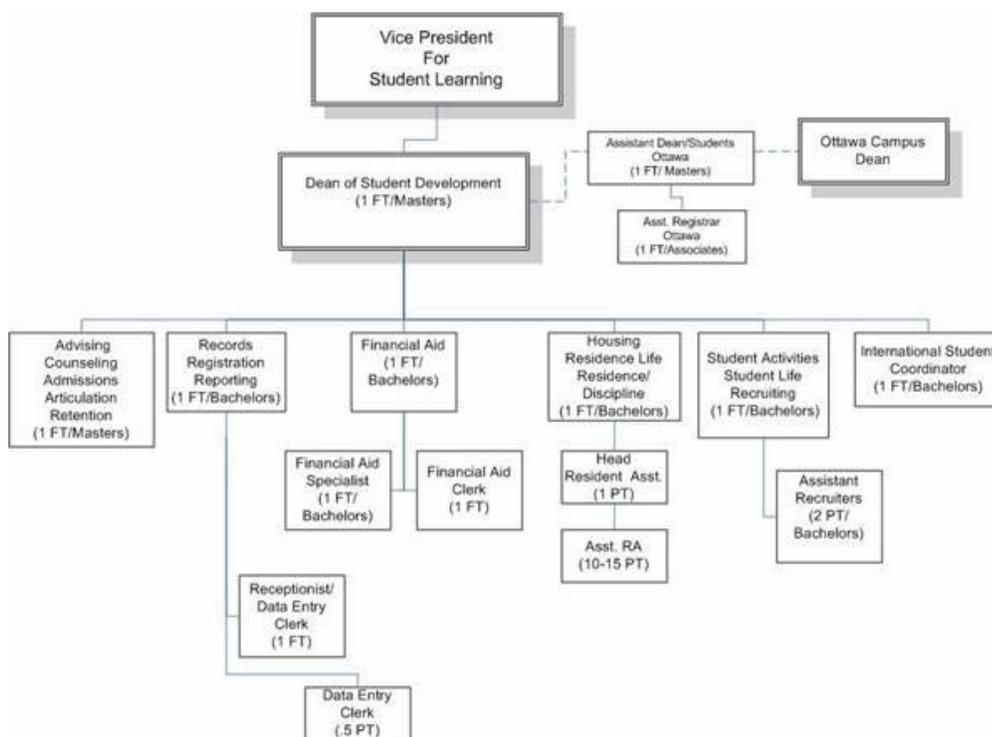
With the recommendation, the administration will be moving student services (which includes admissions, registration, and financial aid) from under the Dean of Finance/Student Services administration to the vice-president. This will allow a more coordinated approach to the student's academic and social life at the college. This will also allow for a more focused effort on the business and finance functions by the dean of Finance.

The President recommended the implementation of the plan for reorganizing the student development function at the College.

#### Resolution 2005-11

RESOLVED, That the Board of Trustees of Neosho County Community College approves the reorganization of the Student Development Department as outlined by the President to become effective July 1, 2005.

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



<u>Current Positions/Budget</u>			<u>Proposed Positions/Budget</u>		
<u>Position</u>	<u>Salary</u>	<u>Fringe</u>	<u>Position</u>	<u>Salary</u>	<u>Fringe</u>
Dean/Athletic Director	\$43,054	Yes	Dean Student Dev/Registrar	\$42,000	Yes
Director Admissions/Registrar	\$38,665	Yes	Director of Advising and Counseling	\$33,000	Yes
Admissions Coordinator	\$20,182	Yes	Registration Coordinator	\$23,000	Yes
Registration Coordinator	\$21,527	Yes	Receptionist/Data Entry Clerk	\$16,640	Yes
Switchboard/Receptionist	\$16,640	Yes	Data Entry Clerk (PT/20 hr /wk)	\$8,000	No
Residence Life Coordinator	\$18,000	Yes	Financial Aid Director	\$28,000	Yes
Director, Financial Aid	\$40,000	Yes	Financial Aid Specialist	\$25,483	Yes
Financial Aid Specialist	\$25,483	Yes	Financial Aid Clerk	\$16,640	Yes
Financial Aid Clerk	\$15,215	Yes	International Student Coordinator	\$29,673	Yes
Cashier/Financial Aid Spec.	\$24,443	Yes	Residence Life Coordinator	\$17,000	Yes
Director Student Services/Ottawa	\$30,138	Yes	Athletic Director (PT)	\$10,120	No
Assistant Registrar/Ottawa	\$19,171	Yes	Coordinator of Student Life and Admissions	\$23,000	Yes
Evening clerk/Ottawa	\$7,800	No	Assist. Admissions/Recruiters (2/ PT)	\$2,400	No
Advising Coordinator (PT)	\$6,000	No	Head RA (PT)	\$1,500	No
International Student Coord. Administrative	\$29,673	Yes	Faculty Advising Coordinator	\$2,400	No
Asst/Dev/Athletics	\$19,364	Yes	Assistant Dean Ottawa	\$33,500	Yes
<b>Total</b>	<b>\$375,355</b>	14--Yes	Assistant Registrar, Ottawa	\$17,680	Yes
			(Cashier/Financial Aid Specialist)*	\$16,640	Yes
			(Switchboard/Administrative Asst (BS,LL,SS))*	\$16,640	Yes
			<b>Total</b>	<b>\$363,316</b>	14 -Yes

**\*Positions needed in other areas of College**  
 since duties reassigned as result of reorganization of Student Development

Student Development. Ms. Last is currently the director of Admissions/Registrar and has held the position of Registrar, Director of Counseling, and Assistant Dean of Enrollment. She has exhibited the skills required to fill the position as interim dean.

Ms. Last holds a Master's degree from Fort Hays State University in Counseling, and a Bachelor's degree in Business and Accounting from Baker University.

Resolution 2005-12

RESOLVED, That the Board of Trustees of Neosho County Community College approves the appointment of Lisa Last as Interim Dean of Student Development effective immediately. Ms. Last will receive a supplemental contract for \$1,000 per month in the dean's position until permanent dean is hired.

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

Amended Agenda Item VIII-H: Personnel

When Angela Coyan was hired she informed us that she had back problems associated with her former employment and that she would undergo a few procedures to correct that problem. Those procedures proved unsuccessful and as a result she will require spine fusion surgery and will be unable to work until June 1, 2005.

She has requested an unpaid leave of absence for the spring semester. Angela is an 11 month employee who will then return to work to teach this summer. Workman's Compensation from her former employer will provide for her salary and her medical expenses. Karen Gilpin has covered her absence with adjunct instructors and overload hours from full-time instructors.

Ms. Coyan had excellent student evaluations from her fall 2004 instruction.

It was the President's recommendation that the Board approve Ms. Coyan's request for unpaid leave until June 1, 2005.

Resolution 2005-13

RESOLVED, That the Board of Trustees of Neosho County Community College approve Angela Coyan's request for unpaid leave of absence until June 1, 2005.

Agenda Item VIII-Refinancing Student Union/Dorm Revenue Bonds

Over the past few months, the Board has been educated and informed about the pros and cons of refinancing the student union/dorm bonds. Refinancing of the Student Union and dorm can occur once in the life of the revenue bonds, so it is imperative that the Board chooses the right moment to initiate the process.

The President believed that the right moment had occurred. The financial markets are such, with the short term interest rates going up and the long term interest rates going down, that the College should see a good yearly savings in our bond payments if the College were to refinance at this point. The College also should see a net present value saving of around at least \$200,000-\$250,000 and a percent of 3.2-3.5 %.

The Board could approach this process one of two ways. The Board could select an underwriter and contract with them to put together the documents, and sale the bonds on the open market. Or, the College could retain a financial advisor who will put together the documents, request bids from underwriters, and bring those bids to the Board with the company's interpretation of the best action to take. In either case, no up-front costs will be incurred by the College. The costs will be folded into the "cost of issuance" portion of the refinanced bonds, if the bond sale is finalized.

The senior staff has been working with both an underwriter and a financial advisor. They believe that retaining the financial advisor and having them solicit bids from underwriters is the best route to go.

The President recommended that the Board enter into a relationship with Ranson Financial Consultants, L.L.C. from Wichita to initiate the process of refinancing our student union/dorm bonds.

Representatives of Ranson Financial Consultants were present to provide further information for the Board.

Gilmore & Bell, P.C.  
02/09/2005

RESOLUTION NO. 2005-14

RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF STUDENT UNION AND DORMITORY SYSTEM REFUNDING REVENUE BONDS, SERIES 2005, OF NEOSHO COUNTY COMMUNITY COLLEGE.

BE IT RESOLVED BY THE GOVERNING BODY OF NEOSHO COUNTY COMMUNITY COLLEGE, AS FOLLOWS:

Section 1. The governing body of Neosho County Community College (the "Issuer") is hereby authorized to offer at public sale Student Union and Dormitory System Refunding Revenue Bonds, Series 2005 (the "Series 2005 Bonds") as described in the Preliminary Official Statement authorized and prescribed herein.

Section 2. The Dean of Finance/Student Services is hereby authorized and directed to receive proposals for the purchase of the Series 2005 Bonds until 10:00 a.m., Central Standard Time, on March 10, 2005, and to deliver all proposals so received to the Issuer at its meeting to be held on such date at 5:30 p.m., at which meeting the Issuer shall review such proposals and may, at the governing body's discretion, select a purchaser of the Series 2005 Bonds (the "Purchaser").

Section 3. The Issuer has selected Ranson Financial Consultants, LLC, as financial advisor (the "Financial Advisor"). The Financial Advisor is hereby authorized and directed to prepare a Preliminary Official Statement relating to the sale of the Series 2005 Bonds. The President and Dean of Finance/Student Services are authorized to review and approve the Preliminary Official Statement, and such officials and other representatives of the Issuer are hereby authorized to use such document in connection with the sale of the Series 2005 Bonds.

Section 4. The Dean of Finance/Student Services, in conjunction with the Financial Advisor and Gilmore & Bell, P.C., Wichita, Kansas ("Bond Counsel"), is hereby authorized and directed to give notice of said Series 2005 Bonds request for proposals as may be necessary and advisable, including publications and mailings.

Section 5. For the purpose of enabling the Purchaser to comply with the requirements of Rule 15c2-12 of the Securities Exchange Commission (the "Rule"), the appropriate officers of the Issuer are hereby authorized: (a) to provide the Purchaser a letter or certification to the effect that the Issuer deems the information contained in the Preliminary Official Statement to be "final" as of its date, except for the omission of such information as is permitted by the Rule; and (b) covenant to provide continuous secondary market disclosure by annually transmitting certain financial information and operating data and other information necessary to comply with the Rule to certain national repositories and the Municipal Securities Rulemaking Board, as applicable; and (c) take such other actions or execute such other documents as such officers in their reasonable judgment deem necessary; to enable the Purchaser to comply with the requirement of the Rule.

Section 6. The Issuer agrees to provide to the Purchaser within seven business days of the date of the sale of Series 2005 Bonds or within sufficient time to accompany any confirmation that requests payment from any customer of the Purchaser, whichever is earlier, sufficient copies of the final Official Statement to enable the Purchaser to comply with the requirements of Rule 15c2-12(3) and (4) of the Securities and Exchange Commission and with the requirements of Rule G-32 of the Municipal Securities Rulemaking Board.

Section 7. The officers and representatives of the Issuer are hereby authorized and directed to take such action as may be necessary, after consultation with the Financial Advisor and Bond Counsel, to subscribe for the United States Treasury Securities to be purchased and deposited in the escrow for the Series 2005 Bonds of the Issuer to be refunded with the proceeds of the Series 2005 Bonds.

Section 8. The President, Dean of Finance/Student Services, Secretary and the other officers and representatives of the Issuer, the Financial Advisor and Bond Counsel are hereby authorized and directed to take such other action as may be necessary to carry out the sale of the Series 2005 Bonds. Such officials are also directed and authorized to make provision for redemption of the Issuer's Student Union and Dormitory System Revenue Bonds, Series 1999, from the proceeds of the Series 2005 Bonds.

Section 9. This Resolution shall be in full force and effect from and after its adoption.

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ADOPTED by the governing body on February 10, 2005.

(SEAL) \_\_\_\_\_  
President  
ATTEST:

\_\_\_\_\_

Secretary

Amended Agenda Item VIII-J: Executive Session: Negotiations

Mr. Chairman: I move that the Board recess into executive session for 10 minutes to discuss matters relating to employer-employee negotiations and to include the president, the vice president of student learning, the dean of finance and student services, and the board attorney.

Agenda Item X: Adjournment