

NEOSHO COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

MINUTES

DATE: April 14, 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
Ben Smith, Dean of Planning and Operations
Lisa Last, Dean of Student Development/Registrar
Brenda Krumm, Dean of Outreach/Workforce Development
Dean Dillard, Faculty
Karen Gilpin, Director of Nursing
Susan Weisenberger, Library Director
Steve Payne, 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 by adding under new business Personnel as item G, and moving the executive sessions to item H and item I.

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

Agenda Item V: Consent Agenda

The following items are proposed to be approved by consent.

- A. Minutes from March 9, 2005
- B. Claims for disbursement for March 2005
- C. Personnel
 - 1-6: Resignations
- D. Employment
 - 1. Assistant Registrar-Ottawa
 - 2. Head Wrestling Coach

Consent Agenda Item V-C: Resignations

- 1. Student Services Coordinator

It was the President's recommendation that the Board approve the resignation of Micca Folks, Student Services Coordinator at the Ottawa campus. Ms. Folks resignation will be effective no later than June 1, 2005.

2. Financial Aid Director

It was the President's recommendation that the Board accept the resignation of Sheldon Woolery, Director of Financial Aid. Mr. Woolery's last day on campus was March 22, 2005.

3. Academic Advisor-STARs

It was the President's recommendation that the Board accept the resignation of Cindy Neville, Academic Advisor for the STARs (Student Support Services) grant. Ms. Neville's official last day will be May 11, 2005; her last day on campus was March 28, 2005.

4. Academic Advisor-Upward Bound (half-time position)

The President received a letter of resignation from Robin Zvolanek-Krenzel, half-time Academic Advisor for the Upward Bound program. Ms. Zvolanek-Krenzel's last day on campus was March 31, 2005. It was the President's recommendation that the Board accept the resignation.

5. Theatre Instructor

Charles D. Adamson, theater instructor, tendered his letter of resignation effective at the end of the 2004-05 academic contract. It was the President's recommendation that the Board accept Mr. Adamson's resignation effective May 24, 2004.

6. Evening Clerk/Receptionist-Ottawa (part-time position)

It was the President's recommendation that the Board accept the resignation of Adria Butler, evening office clerk at the Ottawa campus. Ms. Butler's last day was April 1, 2005.

Consent Agenda Item V-D. Employment

1. Assistant Registrar-Ottawa Campus

It was the recommendation of the President that the Board employ Jane Gorton as Assistant Registrar for the Ottawa campus. Ms. Gorton holds a M.B.A. in Financial Management from Pace University and a B.B.A. in General Business from Pace University in New York.

Ms. Gorton has been employed by Garnett Church Furnishings (2003-04) and the Anderson County Review (2002-03). She was employed by Sprint Corporation from 1985-2002 as a product developer manager, costing administrator and forecast administrator. Ms. Gorton will be paid \$8.50 per hour, her official start date will be April 15, 2005.

2. Head Wrestling Coach

It was the recommendation of the President that the Board employ Wayne Petterson as head wrestling coach. Mr. Petterson holds a Master's of Science in Physical Education and a Bachelor's of Science in Physical Education from Fort Hays State University.

Mr. Petterson has served as the head wrestling coach and physical education instructor at Fort Hays State University for 10 years, as assistant head wrestling coach at Northern Illinois University for one year, and head wrestling coach/fitness and wellness instructor at Colorado Northwestern Community College in Rangely, Colorado for three years. Mr. Peterson is currently the head wrestling coach for the Beloit Wrestling Club and employed as a bridge foreman for Mitchell County Highway Department in Beloit.

Mr. Petterson would be placed on the faculty salary schedule at MS-13 or \$35,121.00. Any change in salary as a result of negotiations will be added to the \$31,121. His contract would begin in August 2005.

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

Faculty Senate Report: Dean Dillard, Faculty Senate President, congratulated Mr. Berthot on his re-election to the Board of Trustees and thanked Dr. Thomen and Mr. Watkins for their service to the college and the community as Trustees the last four years.

Mr. Dillard reported that the Faculty Senate had held elections in March and that he was re-elected a President and will begin his second one-year term in August. Carol Vaverka was elected as vice-President. Mr. Dillard will appoint a secretary for the group in August.

Mr. Dillard reported that the Faculty Senate had met in March and that many faculty are eager to explore additional possibilities with on-line courses. The Faculty Senate appointed an ad hoc on-line committee to work closely with the Curriculum committee in proposing on-line courses.

Mr. Dillard also stated that faculty are busy advising students for summer and fall classes.

Vice President of Student Learning Report: Dr. Brian Inbody reported that the three new programs submitted to KBOR have passed the Academic Affairs Standing Committee and have been forwarded to the full Board for approval at the April meeting.

Dr. Inbody also reported that the program reviews process has been revised to include Outcomes Assessment. Including outcomes assessment aligns the program review process with the new NCA Higher Learning Commission accreditation criteria. Dr. Inbody will use the program review results to strengthen majors and departments.

Dr. Inbody reported that retention numbers from fall to fall have increased about 7% overall and that this spring 189 students will graduate, up 20% from 2004.

Vice President Inbody reported that 70% of full time teaching faculty are using Inside NC and that 15 on-line courses have been developed over the past year. A total of 1,060 credit hours have been generated in one year with on-line classes. He also stated that the campus web page has had 46,597 hits to the "Kayla" page since January 2005, of those 9,390 were first time user sessions and 37,207 were return users.

Dr. Inbody stated that there are plans to renovate the Library in the near future. The plan will include designs for carpet, paint, flooring, furniture, a new front desk and other items to give the library a modern appearance. Some of the renovations will be funded from the sale of the Barbee Stock, which was bequeathed to the Library. Grant sources and other in house funds could be used. The carpet and tile are slated for this summer, but the other items could be done over a year or two, depending on funding.

Dr. Inbody reported that Sarah Smith, his administrative assistant, had been named President of the Association of Kansas Community College Office Professionals organization. Dr. Inbody told the Board they could read the other items of interest at their leisure.

Energy Performance Contracting Update: Dean of Planning and Operations, Ben Smith, distributed a handout of general items and specific items outlining the Energy Performance Contracting project. He reported that Dale Worley from the Kansas Corporation Commission presented a check to the College for \$7,942 representing a grant for half of the cost of the energy audit conducted in February by Custom Energy. NCCC is the first community college in Kansas to take advantage of the state's Facility Conservation Improvement Program and the first entity to receive the grant.

Mr. Smith reported that the kick-off meeting had been held earlier in the week and outlined what would occur in the next weeks. Lighting improvements will begin the week of April 18; water retrofits are scheduled to start in Bideau Hall around June first, construction on the CAVE will be scheduled as soon as the new code footprint is approved by the Kansas Fire Marshall, and roofs are currently scheduled to begin the week of May 1. The chiller is scheduled for May 3rd and the cooling tower is being dismantled. The new kitchen exhaust hood control system is scheduled for installation to begin next week, Sanders HVAC upgrades are scheduled to begin around May 27th, and the library and SU vestibules are scheduled to begin May 23rd.

Mr. Smith will give monthly reports on the progress of the project.

Treasurer's Report: Sandi Solander, Dean of Finance and Student Services, distributed the Treasurer's Report and Changes in Fund Balance Summary Report. She stated that revenues were in line with expenditures for the year. She also distributed an update on the bond refinancing outlining activities that resulted in an additional net savings of \$20,000 for the College.

President's Report: President Vicky Smith explained that the student services area and business office had been redesigned to better serve students. The front reception area will be rearranged with additional seating for students, and the dean of student development and the dean of finance and student services will switch offices. The mailbox area

will be remodeled into three offices for the cashier, accounts receivable clerk, and accounts payable clerk. The accounting clerk will move into the present accounts payable office. The switchboard may be moved to the current accounts receivable office and a half-time data entry person will use the office currently being used by the developmental instructor. The financial aid offices will remain at their present locations.

Dr. Smith reported that the Student Support Services grant application was approved for the performance period of September 2005 to September 2009. The grant was for \$1,062,236 will be evenly disbursed over the four-year period.

Dr. Smith also reported that NCCC's Chanute campus chapter of Phi Theta Kappa had received special commendation during the Kansas Regional Convention. The Omega Iota Chapter fulfilled all requirements to be named a "5 Star Chapter". The chapter's distinction will also receive international recognition by being cited on the Phi Theta Kappa Society's website and in the Phi Theta Kappa Chapter Progress Report mailed to college presidents.

Dr. Smith will attend the Board of Regents meeting on April 19 and 20. The System Council of Presidents will make a final decision and recommendation to the Regents on the concurrent enrollment policy. At the March meeting the principles of what would be in the policy concerning faculty credentials was agreed upon. The groups wishes to add "bachelor" degree to the second option and ensure that instructors at least have that level of credentials before teaching a concurrent enrollment partnership class.

The Regents will also approve new degrees and certificates. The AAS in Computer Support Specialist and the one-year certificate in Medical Assisting are on the list to be considered for approval.

The Board of Regents will also discuss a Performance Agreement Funding Model. The agreements submitted last spring for last year and reported on calendar year 2004 in March 2005 are being penalized if all goals were not met 100%. Originally, the Board of Regents had indicated that the first year all colleges would be "held harmless" and that is not now the case. Dr. Smith will keep the Trustees informed on this funding issue.

Dr. Smith also invited the Board to attend the theatre department's Readers Theater to be held April 21, 22, and 23 in the Sanders Hall auditorium.

Agenda Item VIII-A:

Based upon the recommendation of administrative supervisors, the President recommended that the Board of Trustees renew the following clerical and maintenance employees.

Mary Barr, Administrative Assistant for Student Services
Susan Beddo, Financial Aid Clerk-Ottawa
Gloria Beeman, Office Services Clerk
Carrie Carter, Library Clerk (part-time)
Steve Crawford, Maintenance Assistant
Terri Dale, Administrative Assistant to the President
Vicki Dent, Custodian
Janice Erickson, Technology Services Support Technician
Joan Gill, Library Assistant
Denise Gilmore, Administrative Assistant for Nursing
Susan Haddan, Accounts Receivable Clerk
Kelly Hamm, Administrative Assistant for Nursing-Ottawa
Barbara Hanks, Accounts Payable Clerk
LuAnn Hauser, Data Research Assistant
Teddy Johnson, Library Clerk (part-time)
Jackie Kinzer, Administrative Assistant for Outreach and Workforce Development
Robin Koester, Accounting Clerk
Connie Morris, Receptionist/Switchboard-Ottawa
Paulette Parriott, Cashier/Accounts Receivable Clerk-Ottawa
Mike Reeves, Maintenance Assistant
Debra Schommer, Administrative Assistant for Faculty
Sarah Smith, Administrative Assistant to the Vice President of Student Learning

The following clerical employees will be renewed pending renewal of the TRIO grants that they are employed under.

Laurie Kerns, Administrative Assistant for Upward Bound
Edie Godinez, Administrative Assistant for Talent Search

RESOLUTION 2005-23

RESOLVED, That the Board of Trustees of Neosho County Community College approves the President's recommendation to renew clerical and maintenance staff listed above for 2005-06, subject to continued satisfactory job performance.

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

Agenda Item VIII-B: Administrator Contract Renewals

It was the President's recommendation that employment contracts be renewed for 2005-06 for the following administrative personnel.

Laura Bridges, Financial Aid Specialist
Mary Bulk, Cashier/Financial Aid Specialist
Mark Eldridge, Dean – Ottawa
Michelle Ewan, Bookstore Manager
Karen Gilpin, Director of Nursing
Dr. Brian Inbody, Vice President for Student Learning
Randy Kettler, Director of Center for Academic and Vocational Excellence
Mike Kiefer, Athletic Director/Soccer Coach for Men/Women
Brenda Krumm, Dean of Outreach and Workforce Development
Lisa Last, Dean of Student Development/Registrar
Noretta Lawrence, Network Services Coordinator
Jill Leach, Registration Coordinator
Ann Neff, International Services Coordinator
Tracy Rhine, Allied Health Coordinator
Sandy Robb, Lifetime Learning Coordinator (part-time)
Brenda Rowe, Human Resources Director
Ben Smith, Dean of Planning and Operations
Paul Smith, Maintenance Supervisor
Sondra Solander, Dean of Finance
Susan Thompson, Director of Development
Kim Vanatta, Developmental Lab Coordinator
Susan Weisenberger, Library Director

The following contracts will be renewed pending renewal of the ABE grant.

Krista Clay, ABE Coordinator
Rusty Coons, ABE Instructor
Cindy Hager, ABE Instructor
Sandy Morgan, ABE Instructor

Also pending grant approval:

Rochelle Bockover, Partner's In Change Trainer
Camie Russell, Employment Specialist-Partner's In Change Plus Grant

Pending continued TRIO funding/grant approval:

Rita Drybread, Student Support Services Math Specialist
Bruce Kettler, Student Support Services English/Reading Specialist
Maranda Collins, Upward Bound Director
Marie Moore, Talent Search Director
Wade Collins, Talent Search Field Counselor
Michael Rose, Talent Search Field Counselor

Contract renewal status is undetermined for Laura Skillings, Student Support Services Director.

Sally Ciufulescu is recommended for non-renewal due to the elimination of her position.

RESOLUTION 2005-24

RESOLVED, That the Board of Trustees of Neosho County Community College approves the recommendation of the President for employment contract renewals for 2005-06 for the administrators as outlined above.

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

Agenda Item VIII-C: Ottawa Campus Reorganization

The Ottawa campus has grown steadily from 7,668 credit hours in 2001-2002 to 11,649 credit hours last year, a 52%

increase (on-campus growth only, which does not include the incredible growth in off-campus production). In fact the headcount for the Ottawa campus eclipsed the Chanute campus by nearly 100 students this spring, although the Chanute campus still generates more credit hours. Several of our Ottawa staff members have resigned (to follow their husbands,) which has given the administration the opportunity to reassess operations at the Ottawa campus. At a previous meeting the Board approved a restructuring of student services at the Chanute campus that allows for a holistic approach to student learning. With continued growth in credit hour production, the restructuring of Chanute campus student services, a need to grow daytime enrollments, and the departure of several employees, it is time to reexamine the personnel structure of the Ottawa Campus.

Below is the proposed organizational chart for the Ottawa campus.

The administration believes that this proposed organizational structure will position the Ottawa campus to move in a new direction and provide a more robust educational opportunity for our Franklin and Anderson counties service area.

The first significant change is the role of the Dean. It places an Assistant Dean in charge of the main office and its staff and allows the Dean to focus on the learning process and on the community. It allows the Dean to be off-campus more often and not tied to his desk running the "front" office. We believe that this will result in even greater involvement with the community including K-12 institutions. It will also change the emphasis of the Dean from the "nuts and bolts" of running the campus to focusing on student learning. To further assist the Dean, a part time Administrative Assistant may be added.

The new position of Assistant Dean will lead the day-to-day operations of the Ottawa campus insuring that good customer service is occurring and that college procedures are smooth and correct. In addition, the Assistant Dean will academically advise and counsel students, and fulfill the ADA requirements among other duties as assigned.

The third change is the creation of a new position, the Outreach/Admissions Coordinator, who will lead recruiting efforts for the Ottawa service area. Specifically, the coordinator will be charged with increasing the daytime enrollment and the number of traditionally aged, full-time students. As you are aware from board retreats, Ottawa campus daytime enrollment falls short of night and evening enrollment, with only 30% of the rooms used in the morning. This indicates a clear ability to grow the daytime enrollment.

The Outreach/Admissions Coordinator will also assist with concurrent enrollment at the local high schools. This puts our outreach coordinator in the high schools directly working with the students that he/she will be recruiting. Additionally, the Outreach/Admissions Coordinator will lead on-campus activities and programming. The administration believes that to attract and retain traditional students we must add activities that make the Ottawa campus more fun and exciting as well as add out-of-class learning opportunities. Currently, the only activities at the Ottawa campus are available through the nursing club and the Ottawa PTK chapter.

Unfortunately, unlike the reorganization of Chanute campus student services, this proposal is not budget neutral. Although much of the cost of creating these positions is already in the budget, there will need to be additional funds committed to expanding our services at the Ottawa campus. The position currently filled by Micca Folks will be removed when she leaves the college in May. Those funds will be available to fund the reorganization. Additionally, the redesign of the Chanute student services resulted in a surplus/savings of \$12,000. With these available funds, much of the costs of the reorganization can be assumed, however allocated funds from the '05-'06 budget will be needed.

Costs

Assistant Dean \$33,500 + \$5,000 Fringe Benefits
 Outreach/Admissions Coordinator \$24,000 + \$5,000 Fringe Benefits
 Part-time Admin. Assist. \$8,320
 Total needed funds \$75,820

Reallocated funds

Director of Student Services (Micca Folks) \$30,138 + \$5000 Fringe Benefits
 Chanute Reorganization Savings \$12,000
 Total available funds \$47,138

'05-'06 additional allocated funds needed \$28,682

With the \$2 per credit hour increase to tuition, the \$4 per credit hour increase to the Ottawa incidental fee, the increase of Ottawa enrollment and expected increases in state funds, the administration believes that this investment will easily be covered by new revenue. However, we believe the reorganization has great potential to sharply increase the Ottawa enrollment generating even more revenue. The new staff could establish new community connections that, combined with the increased enrollment, could lead to a possible large scale campus expansion for that service area.

The President recommended the proposed reorganization of the Ottawa campus and the establishment of the Assistant

Dean—Ottawa, Outreach/Admissions Coordinator, and the part-time Administrative Assistant positions.

(Position descriptions for the Assistant Dean and Outreach/Admissions Coordinator are on the following pages.)

RESOLUTION 2005-25

RESOLVED, That the Board of Trustees of Neosho County Community College approves the reorganization of the Ottawa campus and the establishment of the Assistant Dean-Ottawa, Outreach/Admissions Coordinator, and a part-time Administrative Assistant positions.

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

Assistant Dean – Ottawa Campus

Reports to: Dean Ottawa Campus
Organizational Unit: Administrative/12 month/full benefits
Salary Range: Based on education and experience
Revision Date: April 2005

This position reports to the Dean of the Ottawa Campus and is responsible for overseeing the administration office at the Ottawa campus, including the admissions, registration, bookstore, financial aid, and business office areas. The assistant dean will work closely with the Dean of Student Development/Registrar and the Director of Advising & Counseling in developing and implementing a comprehensive student development program on the Ottawa campus.

Essential Functions:

Administrative:

1. Supervise and train Ottawa office staff; work with Chanute campus office staff to ensure that processes and procedures are running smoothly.
2. Develop a strong working-knowledge of all administrative areas of the Ottawa campus, including admissions, registration, financial aid, business office and bookstore functions.
3. Serve as the administrator-in-charge in the absence of the Dean.
4. Administer and oversee the implementation of student surveys and data compilation at the Ottawa campus.
5. Recruit, train and supervise peer tutors.

Advising & Counseling:

1. Assist the Director of Advising & Counseling (Chanute campus) in the development, implementation, maintenance and coordination a college-wide advising program.
2. Serve as the advising coordinator for the Ottawa campus; assign advisors to students; review and consult on advising assignments; serve as a resource for faculty and staff advisors.
3. Advise new and current undecided students; serve as the primary advisor for new students during their initial orientation advisement period and assist them with registration.
4. Administer, interpret, and provide placement based on various NCCC assessments, such as COMPASS.
5. In consultation with the Dean of Student Development/Registrar, evaluate high school and college transcripts, awarding credit as necessary, and enter transfer credits on the AS400.
6. Collaborate with admissions and registration offices to plan, implement, and provide training for academic advisement and registration sessions for new students.
7. Provide resources and on-going advisor training to faculty and staff; promote counseling, advising, and student support services to students, faculty, and others.
8. Provide support and referral services for students with disabilities; provide personal counseling to students and refer students to mental health or other community agencies as necessary.
9. Develop and maintain career exploration programs and provide resources to faculty, staff and students through both

print and electronic formats (ie: web pages, degree check sheets, program guides, advising newsletter);

10. Serve as the contact person for student employment opportunities; maintain a job opportunities bulletin board.
11. Provide university transfer requirement information to students and advisors.
12. Arrange visits for university recruiters and inform instructors and students of those visits.
13. Compile and report assessment results, and monitor assessment supplies and materials.
14. Oversee and advise faculty on the Early Academic Warning System.
15. Supervise college orientation courses for the Ottawa campus, providing instructors with proper materials and requirements.
16. Oversee "Intent to Graduate" procedures.

Required Knowledge and Abilities

1. Evidence of excellent oral and written communication skills.
2. Proven strong computer skills.
3. Proven supervisory skills.
4. Ability to work effectively with diverse populations.
5. Strong organizational and coordinating skills.
6. Willingness and ability to work as a member of a team.

Education and Experience

- Masters degree, preferably in counseling or student personnel services, required.
- Minimum of 3 years supervisory experience preferred.

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. No or very limited physical effort required.
3. No or very limited exposure to physical risk.
4. Occasional travel required.

Outreach/Admissions Coordinator

Reports to: Assistant Dean, Ottawa Campus
Organizational Unit: Administrative 12 month
Full 12-month fringe benefit/vacation/sick/holidays per Board policy
Salary Range: \$21,000-\$24,000
Revision Date: April 2005

This position is a member of the Student Development team who reports to the Assistant Dean of the Ottawa campus. This position is responsible for assisting with the development and implementation of a comprehensive student development program. This position will oversee the enrollment management of the outreach locations, particularly at the high school campuses. This position is responsible for assisting with planning and executing the recruiting effort for the college specifically in the Ottawa area.

This position will work directly with other student development areas to implement a comprehensive student development program for the college.

Essential Functions:

Outreach:

1. Oversee management and processing of all outreach enrollments, particularly those developed at the high school locations, community businesses and organizations, and those negotiated as a customized contract with the Ottawa campus.
2. Process enrollments, monitor number of course sections, summarize and report course activity, and assure proper payment arrangements.
3. Provide teaching materials and class rosters, coordinate ITV classes with off-campus locations, and assist with conferences and in-services.
4. Maintain contact with high school site coordinators, business managers, adjunct instructors, and other community members in order to properly service all enrollments and course work that is contracted with the college.
5. Maintain recruiting efforts to assure participation in the educational and training programs needed in our service area. Help to recognize new areas of opportunity for the college to respond.
2. Serve the college community and assist co-workers by serving on committees and helping with overload work in the business office as required. Specifically, there are goals, objectives, and initiatives that all college personnel are called upon in order to allow individual talent to benefit the college and to maintain its function.

Admissions:

1. Coordinates schedules and conducts high school visits and represents NCCC at college planning conferences and other recruitment functions.
2. Plans on-campus recruiting programs for prospective students; assists with planning enrollment days for new students.
3. Maintains a database of prospective students and ensures regular contact with those students through mail, phone and email correspondence.
4. Coordinates the dissemination of information to prospective traditional and non-traditional students.
5. Works with the International Student Coordinator in coordinating international student admissions.
6. Performs other miscellaneous duties as assigned by the Assistant Dean.

Required Knowledge, Skills and Abilities

1. Excellent interpersonal skills.
2. Ability to work effectively with diverse populations.
3. Organizing and coordinating skills.
4. Knowledge of student recruitment and retention issues.
5. Ability to communicate effectively, both orally and in writing.
6. Excellent computer skills.
7. Ability to develop and deliver presentations.
8. Ability to gather data, compile information and prepare reports.
9. Ability to plan and evaluate programs.
10. Ability to appropriately exercise independent initiative and judgment.
11. Willingness and ability to work as a member of a team.

Education and Experience

- Bachelor's degree required.

- 1-2 years experience in admissions and/or student activities preferred.

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. Some travel, occasional overnight trips, and evening hours are required.
3. No or very limited physical effort required.
4. No or very limited exposure to physical risk.

Agenda Item VIII-D: Bids for Network Equipment

One major objective of the NCCC Technology Plan calls for the upgrade of the Chanute campus network backbone from 100 MB Ethernet to 1 GB Ethernet. To accomplish this objective, it is necessary to replace the main campus Ethernet fiber switch in Sanders Hall, as well as the main building switches in each major campus building. Replacement of the main Sanders fiber switch will also allow NCCC to connect to the Integrated Community Access Network (ICAN) when it becomes a reality.

NCCC applied to Kan-ed under the 2005 Kan-ed Technology and Equipment Grant program for funding assistance for Phase I of this network upgrade project. Out of 114 applications to Kan-ed, NCCC was one of 61 grants funded and will be awarded \$10,000 towards this purpose.

Bids were solicited for the Phase I network equipment from CDWG, Inc, Vernon Hills, IL, Twotrees Technologies, Wichita, KS, SBC Southwestern Bell Telephone Co., Wichita, KS, Zones, Inc., Auburn, WA, City of Chanute, Chanute, KS. The following sealed bids were received:

CDWG, Inc. \$ 22,469.00
Twotrees Technologies \$ 23,588.00
SBC Southwestern Bell Telephone Co. \$ 22,642.40

It was the recommendation of the President that the Board accept the bid of \$22,469.00 from CDWG, Inc.

RESOLUTION 2005-26

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$22,469.00 from CDWG, Inc. for Ethernet fiber switches.

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

Agenda Item VIII-E.: Bids for Track Equipment

To allow the College to practice or host outdoor track events in hammer throw and discus at the new stadium, it is necessary to purchase a hammer/discus cage. Hammer throw is not an event at the high school level. NJCAA requires this piece of equipment for both events.

The specifications for the hammer/discus cage are the minimum required by the NJCAA for this piece of equipment. This cage is different from the high school specifications in many ways. Differences include the height of the cage, size of the cage, gauge of the metal, and strength of the netting. The cage is set up for maximum protection of not only the onlookers, but the athletes that are throwing.

Bids were solicited from First to Finish, Carlinville, IL; On Track and Field, Burbank CA; Springco, San Luis Obispo, CA; M-F Athletic, Cranston, RI.

The following sealed bids were received:

First to Finish \$15,200
M-F Athletic \$15,995
Springco \$17,500

It was the President's recommendation that the Board accept the bid of \$15,200 from First to Finish.

RESOLUTION 2005-27

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid for \$15,200 from First to Finish to purchase a hammer/discus cage.

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

Agenda Item VIII-F: Approval of the Strategic Plan

The strategic plan sets a course for an organization that furthers its mission and provides structure for continual improvement. It sets goals as well as boundaries and focuses the combined resources of the organization into a mutually agreed upon direction. With the adoption of a new mission statement and new vision it was time to "clear the slate" and create a new strategic plan that served the new mission and all of the college's stakeholders.

The process for creating a new strategic plan began in early 2004 after the Board of Trustees voted to adopt a new mission and purposes statement. At an off-campus in-service for all employees a list of important goals and objectives was created. This list was refined by the Strategic Planning Committee. Subcommittees then added to this list. At an in-service in Fall of 2004 the employees met again in small groups and began creating initiatives and strategies.

Again the Strategic Planning Committee organized these results and prepared an on-line survey of the draft plan to gain input from our stakeholders on the appropriateness of the plan. The survey in various forms was released to employees through the campus email system. It was released to the communities of Neosho County and the Ottawa service area through newspaper announcements and e-mails. Students received the survey through the campus web portal system.

Surveys Returned
Employee 45
Community Members 72
Students 27

Using the survey results the committee then finalized the draft plan. The strategic plan was submitted to the employees at the January 2005 in-service and ratified unanimously.

The Strategic Planning Committee respectfully submits this plan to the Board of Trustees for their consideration. The plan follows.

Dr. Brian Inbody also answered questions following a PowerPoint presentation of the Strategic plan.

Goal A. Ensuring the opportunity for student success, satisfaction and enrichment.

Objective A.1 To enhance the reputation of NCCC to students.

Initiatives:

- A.1.1 Develop a comprehensive marketing plan that enhances public information and the recruitment of students.
- A.1.2 Improve the appearance and function of facilities and grounds.
- A.1.3 Maintain and promote student-centeredness.
- A.1.4 Ensure that the college is well-integrated in the community.

Objective A.2 To increase the number of students who achieve educational goal in preferred time frame.

Initiatives:

- A.2.1 Initiate and maintain a student goal tracking system.
- A.2.2 Improve the first-year experience.
- A.2.3 Improve the campus life.
- A.2.4 Provide proper educational support.

Objective A.3 To enhance transfer/articulation to 4-year institutions.

Initiatives:

- A.3.1 Evaluate the scope and effectiveness of existing programs and make changes as appropriate.
- A.3.2 Increase the number and scope of articulation agreements with 4-year institutions.
- A.3.3 Fully participate in the state's core competencies system.
- A.3.4 Develop and maintain an effective college-wide advising program.

Objective A.4 To enhance educational access.

Initiatives:

- A.4.1 Increase educational offerings through the use of multiple modalities.
- A.4.2 Ensure seamless access to all student services.

Objective A.5 To enhance communication/collaboration with external educational entities to further student learning.

Initiatives:

- A.5.1 Provide seamless placement of students into workforce.
- A.5.2 Fulfill our requirements to outside educational entities.
- A.5.3 Stay current with outside educational entities and higher education trends.

Objective A.6 To enhance employee/student and student/student communication.

Initiatives:

- A.6.1 Increase and strengthen appropriate channels of effective communication.

Objective A.7 To enhance the quality of education programs.

Initiatives:

- A.7.1 Establish a fully realized outcomes assessment system.
- A.7.2 Become a "learner-centered" college.
- A.7.3 Maintain/enhance quality of faculty and staff.
- A.7.4 Establish a holistic approach to student learning and student services from first contact to goal achievement.

Goal B. Ensuring community success, satisfaction and enrichment.

Objective B.1 To participate in the creation of a community strategic vision.

Initiatives:

- B.1.1 Encourage college employees/board members to be active leaders in community groups/boards:
- B.1.2 Bring existing community groups on campus to solicit input on how the College can help the community's strategic vision.

Objective B.2 To increase the sharing of resources and reduction of duplication within the community.

Initiatives:

- B.2.1 Consult with local USD's to write grants that allow resource sharing.
- B.2.2 Actively participate in sharing of resources and assist in the reduction of duplication with tax supported entities in community.
- B.2.3 Collaborate with other colleges.

Objective B.3 To increase participation in community events and traditions.

Initiatives:

- B.3.1 Assign college staff to maintain contact with specific community groups that support specific college related initiatives and maintain that relationship.
- B.3.2 Get employees active outside the walls.

Objective B.4 To identify community needs.

Initiatives:

- B.4.1 Undertake a community needs assessment of selected businesses and industries in total service area.
- B.4.2 Undertake a follow-up survey of our students to determine their success and if they met their goal.
- B.4.3 Based on needs assessment develop workforce initiatives, new programs, collaborative programs with local and state entities.

Objective B.5 To enhance diversity on campus and within the community.

Initiatives:

- B.5.1 Provide diversity activities.
- B.5.2 Encourage multicultural/gender equality.
- B.5.3 Ensure student body is representative of the racial, ethnic and gender makeup of College service area.
- B.5.4 Explore the opportunities for partnership with community groups to enhance the quality of community life.

Objective B.6 To enhance the quality of life of the community.

Initiatives:

- B.6.1 Maintain and enhance cultural activities at the college.
- B.6.2 Provide educational activities beyond classroom to students and community.
- B.6.3 Maintain a reputable institution.

Goal C. Ensuring employee success, satisfaction and enrichment.

Objective C.1 To increase employee morale.

Initiatives:

- C.1.1 Provide additional opportunities for interaction within the college community.
- C.1.2 Provide an atmosphere conducive to positive employee morale.
- C.1.3 Improve employee benefits that boost morale.

Objective C.2 To improve college and community connections.

Initiatives:

- C.2.1 Increase employee interaction with the community.
- C.2.2 Improve communication with members of the community.

Objective C.3 To ensure a quality collegiate environment through safety and security, fiscal resources, facilities and technological support.

Initiatives:

- C.3.1 Provide appropriate technical training for employees.
- C.3.2 Provide appropriate technical support mechanisms.
- C.3.3 Provide state-of-the-art hardware and software for employees.
- C.3.4 Provide a safe and secure environment for employees.
- C.3.5 Maintain and enhance campus facilities.
- C.3.6 Increase and strengthen fiscal resources to support job performance.

Objective C.4 To provide appropriate human resources to operate the institution effectively and to foster growth.

Initiatives:

- C.4.1 Analyze staffing to determine where human capital is most critical.
- C.4.2 Ensure that employee are familiar with their jobs.
- C.4.3 Support the employee in his or her position.

RESOLUTION 2005-28

RESOLVED, That the Board of Trustees of Neosho County Community College approves the Strategic Plan outlined above.

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

Amended Agenda Item VIII-G: Personnel

It was the President's recommendation that the Board accept the resignation of Connie Morris, cashier/accounts receivable clerk at the Ottawa campus effective April 29, 2005.

RESOLUTION 2005-29

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the resignation of Connie Morris, cashier/accounts receivable clerk at the Ottawa campus effective April 29, 2005.

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

Agenda Item VIII-H: Executive Session-Employer-Employee Negotiations

Upon a motion and a second, the Board entered executive session for 15 minutes to discuss matters relating to employer-employee negotiations and to include the President, Vice President of Student Learning, Dean of Finance and the Board attorney.

The Board entered executive session at 7:30 p.m. The Board returned to open meeting at 7:45 p.m.

Upon a motion and a second, the Board returned to executive session for 10 minutes to continue discussions relating to employer-employee negotiations and to include the President, Vice President of Student Learning, Dean of Finance and the Board attorney.

The Board entered executive session at 7:45 p.m. The Board returned to open meeting at 7:55 p.m.

Upon a motion and a second, the Board returned to executive session for 5 minutes to continue discussions relating to employer-employee negotiations and to include the President, Vice President of Student Learning, Dean of Finance and the Board attorney.

The Board entered executive session at 7:55 p.m. The Board returned to open meeting at 8:00 p.m.

Agenda Item VIII-I: Executive Session-Non-elected Personnel

Upon a motion and a second, the Board entered executive session for 15 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy. The Board entered executive session at 8:01 p.m.

The Board returned to open meeting at 8:16 p.m.

Upon a motion and a second, the Board returned to executive session for 15 minutes to continue discussions of non-elected personnel which if discussed in open meeting might violate their right to privacy. The Board entered executive session at 8:16 p.m.

The Board returned to open meeting at 8:31 p.m.

Upon a motion and a second, the Board returned to executive session for 15 minutes to continue discussions of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President in portions of the executive session. The Board entered executive session at 8:31 p.m.

The Board returned to open meeting at 8:46 p.m.

Upon a motion and a second, the Board returned to executive session for 15 minutes to continue discussions of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President. The Board entered executive session at 8:46 p.m.

The board returned to open meeting at 9:01 p.m.

Upon a motion and a second, the Board returned to executive session for 15 minutes to continue discussions of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President. The Board entered executive session at 9:01 p.m.

The Board returned to open meeting at 9:16 p.m.

Chairman Peter asked to schedule a special meeting of the Board for Thursday, April 21, at 5:30 p.m. The only item on the agenda will be unfinished business: executive session for non-elected personnel.

Agenda Item IX: Adjournment

The meeting adjourned at 9:20 p.m.

