

NEOSHO COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

MINUTES

DATE: May 12, 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, Vice President of Student Learning
Ben Smith, Dean of Planning and Operations
Brenda Krumm, Dean of Outreach/Workforce Development
Lisa Last, Dean of Student Development/Registrar
Mark Eldridge, Dean of Ottawa Campus
Jane Gorton, clerical
Dean Dillard, faculty
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Stu Butcher, Chanute Tribune

Mr. Peter called the meeting to order at 5:40 p.m. in room 209 in the Student Union.

Mr. Peter offered the Board's condolences to Kent Pringle on the death of his father.

III. Public Comment

Kent Pringle thanked the Board for the green plant and thanked Dr. Smith for attending the funeral for his father.

IV. Approval of the Agenda

Mr. Peter asked to amend the agenda by adding Personnel under new business as item 8-I and moving the executive sessions to J and K.

Mr. Peter requested that the agenda be approved as amended. The motion was made and 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 April 14, 2005 and April 21, 2005
- B. Claims for disbursement for April 2005
- C. Medical Transcription Certificate
- D. Personnel
 - 1. Cashier/A/R Clerk-Ottawa

Consent Agenda Item C.: Medical Transcription I & II

The Medical Transcription Certificate program will prepare the student for entry-level employment as a medical transcriptionist by providing the basic knowledge and skills required to transcribe medical dictation with accuracy and

clarity, meet timelines, and apply the principles of professional and ethical conduct. The program prepares the student to demonstrate successful competence in the outcomes established by the American Association for Medical Transcription. Students will be prepared to sit for the Certified Medical Transcriptionist (CMT) Examination administered by the American Association for Medical Transcription.

This certificate consists of two new courses, Medical Transcription I and Medical Transcription II, which were approved by the NCCC curriculum committee on May 5, 2005. Additional courses in the program are English Composition I, Microcomputer Applications I, and Medical Terminology making a total of 15 credit hours in the program. Certificate programs with 15 or fewer credit hours do not require Kansas Board of Regents approval. This program will be offered in the fall of 2005.

This program is the second in a series of programs developed based on requests from the local medical community. A survey distributed in May of 2004 validated the need for the program and provided sufficient demand for jobs to justify the creation of the program. Fortunately, the majority of the necessary courses were already part of the NCCC master course list. The addition of two courses completed the certificate.

The first program developed and approved was the Medical Assistant program which will begin in the fall. This second program, Medical Transcription, will also begin in the fall, pending Board approval of the courses. Development of the third program, Health Information Technologies, will start in the fall with the goal of program approval by the Kansas Board of Regents in spring of 2006 and implementation in the fall of 2006. Health Information Technologies will be a two-year degree.

Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: ALHE 150
 Course Title: Medical Transcription I
 Division: Allied Health
 Program: Medical Transcription Certificate
 Credit Hours: 3.0
 Initiation/Revised Date: Fall 2005

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

This course is the first of two medical transcribing courses. Upon successful completion of this course, the student should be able to transcribe medical reports using proper formats and transcription rules. These reports concern in-patients with a specific medical problem. Reports include history and physical examinations, radiology reports, operative reports, pathology reports, requests for consultation, death summaries, discharge summaries and autopsy reports. Students should be able to spell, define, pronounce and use medical terms in proper context and be able to use medical reference books.

PREREQUISITES

ENGL 101 English Composition I
 CSIS 101 Microcomputer Applications I
 ALHE105 Medical Terminology

TEXTS

Required:

Hillcrest Medical Center – Beginning Medical Transcription Course, Sixth Edition by Mary Ann Novak and Patricia A. Ireland, published by Thompson/Delmar Learning, 2005.

Optional:

Dorland's Illustrated Medical Dictionary, 30th Edition, by W.A. Newman Dorland, published by Saunders, 2003. (ISBN: 721601464)

Taber's Cyclopedic Medical Dictionary, 20th Edition, by Clayton L., Thomas, published by F.A. Davis Company, 2005 (Thumb Indexed: ISBN: 0-8036-1207-9 CD-Rom Version ISBN: 0-8036-1303-2)

Other Required Materials:

3 ½ " diskettes, preformatted to IBM.

Headset

Red pen for proofing

COURSE OUTCOMES/COMPETENCIES

The student should be able to:

1. Explore medical transcription job standards and opportunities.
 - a. Describe the types of careers in the medical transcription field.
 - b. Describe the job expectations and performance standards required.
 - c. Evaluate personal aptitude and attributes for medical transcription.
 - d. Assess readiness for a career in medical transcription.
 - e. Discuss future opportunities in medical transcription.

2. Select and use appropriate general and specialty reference materials.
 - a. Describe common reference materials.
 - b. State common uses for each.
 - c. Demonstrate competence in utilization of appropriate reference materials.

3. Transcribe authentic medical dictation requiring concentration and listening skill.
 - a. Describe the purpose of common types of reports.
 - b. Describe the information contained in common types of reports.
 - c. Demonstrate competency in dictating a variety of reports.

4. Edit medical reports to conform to AAMT style guidelines.
 - a. Describe AAMT guidelines.
 - b. Demonstrate competence in utilizing appropriate editing techniques.

5. Proofread and correct transcripts to produce error-free documents.
 - a. List steps involved in documentation perfection.
 - b. Describe consequences of inaccurate transcription.

6. Explain the importance of records.
 - a. Explore the issues and importance of record confidentiality.
 - b. Discuss the issues involved in the release of information.

7. Use correct terms according to the context and purpose of dictation in the following areas:
 - a. Dermatology
 - b. Ophthalmology
 - c. Otorhinolaryngology
 - d. Pulmonology
 - e. Cardiology
 - f. Gastroenterology
 - g. Urology and nephrology
 - h. Orthopedics
 - i. Neurology
 - j. Hematology-oncology
 - k. Immunology

COURSE OUTLINE

- I. Introduction to Medical Transcription
- II. Model Report Forms
- III. References
- IV. Case Studies
- V. Reports
- IV. Proofreading

INSTRUCTIONAL METHODS

Lecture, CD Rom Activities, Case Studies, Reports, Group Work

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Students will be required to complete reading assignments, case studies, and reports as assigned, participate in discussions with other classmates on topics determined by instructor, complete assignments and examinations of knowledge, and demonstrate skill competency.

The student must participate in all activities, as well as accurately complete assignments and examinations in order to receive a passing grade in this course

The comprehensive final examination for this course will take place during the scheduled finals week of the enrolled

semester. Further details and information will be provided closer to time of exam.

GRADING SCALE

90-100% = A
80-89% = B
70-79% = C
60-69% = D
59% or less = F
Attendance Policy

Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-hundred (100) minutes per credit hour for the course, the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the dean of student services/registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the dean of student services/registrar's notification. If the student is reinstated into the class, the instructor will be notified. {NCCC Policy}

Academic Integrity

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in the classroom is a specific requirement. Consequences of violation of the Academic Integrity policy can range from redoing the assignment for partial credit to course dismissal at the discretion of the instructor. Definitions and examples of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

Cell Phone Policy

Student cell phones and pagers must be turned off during class times. Faculty may approve an exception for special circumstances.

ASSESSMENT OF STUDENT GAIN

Assessment of student gain will be measured by comparing the student's knowledge of the subject when the class begins and then by using the same measurement at the close of the class. This measurement will be done via pre and post tests over the stated course competencies, through skills competency assessment tracking sheets, and competency evaluation exams.

NOTE:

Information and statements in this document are subject to change at the discretion of NCCC. Changes will be published in writing and made available to students.

NOTE: If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need special accommodations or assistance, please notify the Dean of Students, Chanute Campus, Student Union, 620-431-2820 ext. 214, as soon as possible. As necessary, the Dean will review documentation about your disability and determine the need for the accommodations you are requesting. The Dean and the Director of Basic Skills will then assist you in planning for any necessary accommodations. The Dean will notify your instructors of the accommodation plan.

Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: ALHE 250
Course Title: Medical Transcription II
Division: Allied Health
Program: Medical Transcription Certificate
Credit Hours: 3.0
Initiation/Revised Date: Fall 2005

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

This course is the second of two medical transcribing courses. In this course, the student will develop medical

transcription skills with emphasis on additional speed and accuracy. Students will apply language skills, decision-making skills during the transcription process. Students will become familiar with the medical transcription profession, employment opportunities, the importance of the role of the medical transcriptionist in the health care team, and personal attributes, knowledge and skills required to produce error-free documents according to the employer's and AAMT standards.

PREREQUISITES

ALMT XXX Medical Transcription I

TEXTS

Required:

Forrest General Medical Center: Advanced Medical Terminology and Transcription Course, Third Edition plus audio-transcription exercises, by Donna L Conerly-Stewart and Wanda L. Lott, published by Thompson Delmar Learning, 2004.

Optional:

Dorland's Illustrated Medical Dictionary, 30th Edition, by W.A. Newman Dorland, published by Saunders, 2003. (ISBN: 721601464)

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Other Required Materials:

3 ½ " diskettes, preformatted to IBM.

Headset

Red pen for proofing

COURSE OUTCOMES/COMPETENCIES

The student should be able to:

8. Describe the professional affiliations available for medical transcriptionists.
 - a. Describe the requirements for national certification.
 - b. List the continuing education requirements for the profession.
 - c. Identify methods of obtaining the continuing education requirements.
9. Transcribe complex, authentic medical dictation requiring concentration and listening skill.
 - a. Describe the purpose of complex reports.
 - b. Describe the information contained in complex reports.
 - c. Demonstrate competency in dictating a variety of complex reports.
10. Improve speed and accuracy in editing specialty medical reports to conform to AAMT style guidelines.
 - a. Demonstrate knowledge of AAMT guidelines.
 - b. Demonstrate competence in utilizing appropriate editing techniques.
11. Increase speed and accuracy in proofreading and correcting transcripts to produce error-free documents.
 - a. Demonstrate the steps involved in documentation perfection.
 - b. Describe consequences of inaccurate transcription.

COURSE OUTLINE

I. Medical Transcription as a Profession

II. Complex Report Forms

VI. Specialty References

VII. Case Studies

VIII. Reports

IV. Proofreading Speed and Accuracy

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Consent Agenda Item D.: Personnel

It was the President's recommendation that the Board employ Lisa Ann Lierz as the Cashier/Accounts Receivable clerk at the Ottawa campus. Ms. Lierz holds a Bachelor of Science in Business degree from Emporia State University. From 1997 through 2003 she was employed by the Kansas State Bank in Ottawa as receptionist, new accounts and bookkeeper. She also has experience as a sales assistant, teller and office assistant.

Ms. Lierz will be paid \$8.00 per hour with clerical benefits. Her official start date will be May 13, 2005.

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

Faculty Senate Report: Dean Dillard, President of the Faculty Senate reported that the end of the spring semester is nearing and final examinations will begin next week. Faculty have been busy wrapping up the last units and preparing final exams. Faculty are working around some of the renovation work that is in progress, and hopefully when it is completed, there will be an environment that is comfortable and conducive to learning.

Some faculty members will be teaching summer classes while others will be involved in other activities, including professional development. Mr. Dillard reported that he would report again in August and said he was looking forward to working with the four returning Board members and welcomed the two new Board members.

Dean of Ottawa Report: Mark Eldridge, Dean of the Ottawa campus, stated that he was pleased to be able to continue to report a very positive condition and outlook for the Ottawa campus.

With several retirements and resignations in the past few months the Ottawa campus had undergone some organization restructuring. Several positions have been filled including the assistant registrar position, cashier/accounts receivable clerk, and two full-time faculty members. Other open positions include the assistant dean, an outreach coordinator and a part-time administrative assistant.

Dean Eldridge reported that enrollment and credit hours for the spring semester increased over the previous year, reaching 1153 students and 6631 credit hours. Mr. Eldridge stated that he thinks similar growth can be expected for next year due to more college course offerings at the high schools, gradual growth in traditional students, and more programs being offered to attract a wider range of students.

Dean Eldridge has developed some strategies for the coming year including training new and existing personnel, developing new and effective marketing measures, utilizing new and existing employees in the community, expanding advisement, counseling and student life activities, and increasing signage and communication in the Ottawa area.

Mr. Eldridge also expressed his thanks to the Board, administration, faculty and staff for their support during his wife's illness. He reported she is doing better now.

Energy Performance Contracting Update: Ben Smith, Dean of Planning and Operations, reported on the status of each energy conservation measure and discussed the pictures of the work in progress. Mr. Smith said that the lighting improvements were complete, including the interior lighting upgrades. The exterior lighting upgrades are in progress. Roof replacement is in progress on Stoltz Hall and the gym/boiler room. Johnson Controls are working on zone level controls and Sanders heating and air conditioning units. The new chiller and tower have been installed and crews are waiting for the circulation pumps to arrive.

Water conservation measures in Sanders, Stoltz, Student Union/Gym, Chapman/CAVE and Rowland are almost complete, 3 handicapped units are on order. Water conservation measures are scheduled for May 23 in Bideau Hall. Installing VFD's in the cafeteria and Rowland, replacing booster pumps, installing the kitchen exhaust hood controls, replacing washers and dryers in Bideau Hall, air conditioning for the gym and the vestibules for the student union are all on schedule.

President Smith complimented Mr. Smith and Paul Smith for their work on the energy performance contracting project. She reported that Ben was doing a great job managing the project.

Treasurer's Report:

Dr. Smith gave the treasurer's report in the absence of Dean Solander. She stated that there had been a decline in the cash balance, which was normal for this time of year. Revenue and expenditures are in line with projections for the year.

President's Report:

President Smith reminded the Board that Commencement would be on Friday, May 20th at 7:00 p.m. at the Memorial Auditorium. Nursing Pinning will be prior to commencement at 5:00 also at the Memorial Auditorium.

Dr. Smith reported that Ben Smith and she had met with the County Commissioners to discuss how the College could help the county bring up a web site for the county. The county department heads will develop the type of information they would like on their web site. The College will help to develop each page of the web site. The College may host the web site on college servers and county staff will update the web pages as needed.

Dr. Smith asked the Board for direction on several staffing items including moving the half time data entry position to a full time position; establishing a business and industry trainer position, moving the cheer/dance coach position from a part-time to a full-time position, and employing a part-time grant writer. The Board approved moving ahead on the staffing revisions.

Dr. Smith told the Board that it was necessary to replace the John Deere riding lawn mower. Mowers are on the state contract, so bids will not be necessary even though the purchase will be around \$10,000. None of the Board members had any issues with buying a mower off the state contract.

Dr. Smith told the Board she would attend the System Council of Presidents, Kansas Board of Regents and Council of Presidents meeting May 18. She discussed the items on the KBOR agenda which will include approval of the revised concurrent enrollment policy. The COP meeting will discuss developing the community college response to Reggie Robinson's request that the various sectors of KBOR prioritize the recommendations made in the NORED 2 report.

President Smith also distributed an article about Carl Perkins vocational funding.

Agenda Item VIII-A: Director of Financial Aid

It was the President's recommendation that the Board approve the employment of Kerrie Coomes for the position of Director of Financial Aid. Ms. Coomes holds a Master of Business Administration degree from Pittsburg State University, as well as a Bachelor of Business Administration degree from PSU.

Currently, Ms. Coomes is the volunteer coordinator at Tri-Valley Developmental Services/Retired & Senior Volunteer Program in Chanute. From June 1998 to August 2000, she was a Financial Examiner III for the State Bank Commissioner, and from March 1994 to May 1998 she was a Territory Underwriter and Systems Specialist for American State Insurance in Fort Scott.

Ms. Coomes would be paid an annual salary of \$32,000 and begin her duties as Director of Financial Aid on June 1, 2005.

Resolution 2005-30

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Kerrie Coomes as Director of Financial Aid at an annual salary of \$32,000 beginning June 1, 2005.

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

Agenda Item VIII-B. Residence Life Coordinator

It was recommended by the President that the Board employ Chris Hackett as the Residence Life Coordinator. Mr. Hackett is a graduate of Missouri Southern State University with a Bachelor of Science degree in Physical Education. He graduated from Allen County Community College with an Associate of Arts degree, and earned a Higher National Diploma in Leisure Management from Sheffield College in England.

Mr. Hackett is currently a resident hall assistant and assistant basketball coach for the women's team for NCCC. He has also supervised the dormitories for summer camps at the University of Kansas, Southwest Missouri State University and William Jewell College.

Mr. Hackett would be paid \$15,500 plus room and board. He would begin his duties as Residence Life Coordinator July 5, 2005. His 12 month contract would include administrative vacation benefits, sick leave and fringe benefits.

Resolution 2005-31

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Chris Hackett as Resident Life Coordinator beginning July 5, 2005. He will be paid \$15,500 plus room and board and given a 12 month administrative contract and benefits.

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

Agenda Item VIII-C.: Webmaster

It was the President's recommendation that the Board employ Kerry Ranabargar as Webmaster for the College. Mr. Ranabargar earned a Master of Management Information Systems degree and a Bachelor of Science in Business Management degree from Friends University, is a Microsoft Professional and is a graduate of Neosho County Community College with an Associate of Science degree.

Mr. Ranabargar is presently the IT Project Manager for the State of Kansas, Division of Facilities Management. His other work experience includes two years as a business analyst, three years as an engineering technician senior and one year

as engineering technician for the State of Kansas, Division of Facilities Management.

Mr. Ranabargar will be paid \$32,000 annually with administrative benefits. He would begin work on June 1, 2005.

Resolution 2005-32

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Kerry Ranabargar as Webmaster beginning June 1, 2005 at an annual salary of \$32,000 plus administrative benefits.

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

Agenda Item VIII-D.: Medical Assistant Instructor/Coordinator

It was the President's recommendation that the Board employ Jean Erwin for the Medical Assistant Instructor/Coordinator position. Mr. Erwin graduated from Thomas A. Edison College with a Bachelor of Science degree and Associate in Arts degree.

Mr. Erwin is currently the Program Director, Medical/Clinical Assistant and Medical Insurance Coding Specialist Programs, Franklin Technology Center at Missouri Southern State University in Joplin. He has also served as Program Director for the Entry-Level Respiratory Therapist Program at Missouri Southern and as Program Instructor for the Advanced Level Respiratory Therapist Program. He has worked as Program Director and Instructor in Respiratory Therapy programs at Cape Girardeau Vocational School and at State Fair Community College.

Mr. Erwin would be an administrative employee at an annual salary of \$37,000. His start date would be June 1, 2005.

Resolution 2005-33

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Jean Erwin as Medical Assistant Instructor/Coordinator. Mr. Erwin will be employed on a 12-month contract for \$37,000 per year with administrative benefits.

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

Agenda Item VIII-E.: Biology Instructor-Ottawa

It was recommended by the President that the Board employ Obie Pennington as the Biology Instructor for the Ottawa campus. Mr. Pennington will complete his Master of Science degree in Ecology and Evolutionary Biology this summer at the University of Kansas. He holds a Bachelor of Science degree in Biology from Southwest Missouri State University.

Mr. Pennington has been a graduate teaching assistant for the Ecology and Evolutionary Biology department Kansas University and a graduate research assistant for the Kansas Biological Survey.

Mr. Penning would be placed on the salary schedule at MS-1 or \$26,435 on the current schedule. His contract would be adjusted following any changes after negotiations are completed. His start date would be August 15, 2005.

Resolution 2005-34

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Obie Pennington as Biology Instructor for the Ottawa campus beginning August 15, 2005. Mr. Penning will be placed on the faculty salary schedule at MS-1 or \$26,435, with a salary adjustment following the completion of negotiations.

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

Agenda Item VIII-F.: Psychology Instructor-Ottawa

It was the President's recommendation that the Board employ Thomas Grady as Psychology instructor for the Ottawa campus. Mr. Grady earned both Bachelor of Science and Master of Science degrees from Emporia State University.

Mr. Grady taught Psychology at Allen County Community College from 1998-2005, full-time since 2000. He would be placed on the faculty salary schedule at MS level, step 6, or \$30,999.00. When negotiations are completed, adjustments will be made to the salary.

Resolution 2005-35

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Thomas Grady as Psychology instructor at the Ottawa campus beginning August 15, 2005. His salary will be \$30,999.00 (Ms-6), and adjusted following the completion of negotiations.

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

Agenda Item VIII-G: Bids – Bleachers

The gym bleachers have been deemed unsafe and in need of replacement for some time. The wood seating and decking is splintering and broken in many sections. The steel understructure has been damaged over repeated use to the point the entire structure is at risk of collapse. After discussions with bleacher installation consultants, the executive committee and the athletic department, bids were solicited for replacement of the existing wood bleachers.

The base bid specification called for replacement of only the existing bleachers on the north gym floor with automatic telescopic plastic bleacher seating. Several alternates were listed on the bids, including;

1. Provide base bid with Universal Brand Bleachers with Contour Seat Modules in lieu of base bid bleacher brands;
2. Provide lower level access to balcony as described in specifications and shown on plans;
3. Provide South Balcony Bleachers as specified and shown on plans
4. Provide South Balcony Bleachers to be Universal Brand with Contour Plastic Seat Modules in lieu of Alternate #3

Bids were solicited from the following companies and are due May 11, 2005. A recommendation will be made at the meeting after bids are received and reviewed.

Carroll Seating Company Mid States School Supply
905 Broadway, Suite 200 1024 B NE Jib Ct.
Kansas City, MO 64105 Joplin, MO 64064

Heartland Seating Inc.
11805 W. 62nd. Terrace
Shawnee, KS 66203

The only bid receive was from Heartland Seating Inc. Following discussion the resolution below was passed.

Resolution 2005-36

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid from Heartland Seating, Inc. to purchase bleachers for the gym at a cost of \$69,323 (Alt #1), and \$10,357 (Alt #2 Deducts) as specified in the bid document.

The motion was made and seconded to approve the above resolution. Motion passed unanimously.

Agenda Item VIII-H: Bids-Library Remodeling

Chapman Library was built in 1968 and the carpeting, vinyl flooring, and furnishings are original to the building. The professional services of an interior designer have been sought by NCCC to provide necessary space planning to help renew and reorganize the library space to use its existing space more efficiently, to reflect modern library usage, and to enhance the Library mural. The renovation plan is to proceed in two phases.

Requests for Proposals were sent to the following interior designers in architectural firms which had experience in library design.

Kathy Achelpohl Audrie Wenger
BNIM Architects GLPM Architects
106 W. 14th St., Suite 200 1001 New Hampshire
Kansas City, Mo 64105 Lawrence, KS 66044

Dan Throgmorton Gina Loomis, IIDA
Webb Throgmorton Gossen Livingston Assoc. Inc.
415 Delaware St. 420 South Emporia
Kansas City, MO 64105 Wichita, KS 67202

Bids for architectural design were received from:

BNIM Architects \$12,675 - \$14,475
GLPM Architects \$8,460
Gossen Livingston Associates, Inc. \$6,265 + normal
Reimbursable expenses estimated at \$400.

Note: The RFP requests were sent out before plans were made for the glass wall to be extended into the Library lobby by 5 feet. Additional expenses may be incurred for redesign of the Library staff workroom if the space decrease from the present glass wall placement requires relocating a staff member now working in the Library lobby to the staff workroom.

It is recommended that NCCC hire the services of Gossen Livingston Associates, Inc. of Wichita, KS, and the funding for the redesign come from the Barbee Trust.

Resolution 2005-37

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$6,265 + normal reimbursable expenses estimated at \$400 from Gossen Livingston Associates, Inc. for plan to redesign the library with funding for the redesign from the Barbee Trust.

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

Amended Agenda Item VIII-I. Upward Bound Academic Coordinator

It was the President's recommendation that the Board employ Robert Myers as the Upward Bound Academic Coordinator. Mr. Myers has a Bachelor of Science Degree in Secondary Mathematics Education from Kansas State University, and a Master of Education in Education Technology from Lesley University.

Mr. Myers has been employed as a math instructor for Neodesha School District since 2003. Prior to that he was an academic instructor at Excelsior Springs Job Corps Center in Kansas City, and as a teacher for North Kansas City School District in Kansas City.

Mr. Myers will be paid \$28,000 annually on a 12 month contract (grant funded) and start employment on June 1, 2005.

Resolution 2005-38

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Robert Myers as the Upward Bound Academic Coordinator, starting June 1, 2005 at an annual salary of \$28,000.

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

Amended Agenda Item VIII-J.: Executive Session-Negotiations

It was moved and seconded that the Board recess into executive session to for 5 minutes to discuss matters relating to employer-employee negotiations and to include the President, Vice President of Student Learning, Dean of Finance and Student Services and the Board attorney. Motion passed. The Board entered executive session at 8:10 p.m.

The Board returned to open meeting at 8:15 p.m.

Amended Agenda Item VIII-K.: Executive Session: Non-Elected Personnel

It was moved and seconded that the Board recess into 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 and to include the President and Board Attorney. Motion passed. The Board entered executive session at 8:15 p.m.

The Board returned to open session at 8:30 p.m.

Upon a motion and a second, the Board returned to executive session for 5 minutes to continue discussions of non-elected personnel and to include the Board Attorney. Motion passed. The Board entered executive session at 8:31 p.m.

The Board returned to open session at 8:36 p.m.

Upon a motion and a second, the Board returned to executive session for 5 minutes to continue discussion of non-elected personnel and to include the Board Attorney and the President. Motion passed. The Board entered executive

session at 8:37 p.m.

The Board returned to open meeting at 8:42 p.m.

Agenda Item IX: Adjournment

The meeting adjourned at 8:38 p.m.