

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

**DATE:** June 9, 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  
Larry Anderson, Faculty  
Kerry Ranabargar, Webmaster  
Jean Erwin, Faculty  
Basil Swalley, Guest  
Dale Ernst, 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 amended the agenda by adding Personnel under new business as I, moving the executive sessions back.

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 May 12, 2005
- B. Claims for disbursement for May 2005
- C. Personnel
  - 1. Resignations
  - 2. Employment
- D. Outstanding Checks Write-Off

**Consent Agenda Item C-1: Resignations****A. Assistant Registrar-Ottawa**

It was the President's recommendation that the Board accept the resignation of Jane Gorton, the assistant registrar at the Ottawa campus, effective May 21, 2005.

**B. Athletic Trainer**

Heath Hansen, athletic trainer, has submitted his resignation effective at the end of his current contract. Mr. Hansen is

on a 10-month contract and his final day is June 3, 2005. It was the President's recommendation that the Board accept Mr. Hansen's resignation.

C. Men's Basketball Coach

Craig Fletchall, head coach for the men's basketball program, has tendered his resignation effective at the end of this contract year – May 24, 2005. It was President Smith's recommendation that the Board accept his resignation.

D. Nursing Instructor

Kathleen Danner, nursing instructor, has submitted her letter of resignation effective at the end of summer nursing classes on July 14, 2005. It was the President's recommendation that the Board accept Ms. Danner's resignation.

Consent Agenda Item C-2: Employment Actions

1. Upward Bound Academic Coordinator

At the May Board meeting, Robert Myers was approved as the Academic Coordinator for the Upward Bound grant program. Mr. Myers was offered another position and declined the position at NCCC.

It was the President's recommendation that the Board approve the employment of Joi Toliver as the Upward Bound Academic Coordinator. Ms. Toliver is familiar with the Upward Bound program and was a resident assistant for the summer program the past two summers. For the 2004-05 academic year, Ms. Toliver was employed as a paraprofessional at Tri-County Special Education in Coffeyville. She has also served as an At-Risk Tutor for the Crespar program in Washington, D.C.

Ms. Toliver earned her Bachelor of Arts Degree from Howard University in Washington, D.C. She is also a graduate of Coffeyville Community College. Ms. Toliver would be paid \$28,000 annually starting June 13, 2005.

2. Outreach and Admissions Coordinator-Ottawa

President Smith recommended that the Board employ Anne Ptacnik for the position of Outreach and Admissions Coordinator for the Ottawa campus. Ms. Ptacnik is a graduate of Concordia University in Seward, Nebraska with a Bachelor of Arts degree in Psychology, and a Bachelor of Science in Education, and Social Studies.

Ms. Ptacnik is a para-educator at Lincoln Elementary in Ottawa during the 2004-05 academic year. She has also been employed as a teacher at the Zion Lutheran School in Denison, Iowa, and been a resident assistant at Concordia University.

Ms. Ptacnik would be paid \$22,000 annually and begin work on July 18, 2005.

3. Coordinator for Student Life/Admissions

It was recommended by the President that the Board approve the employment of Vickie Chaplin as the Coordinator for Student Life/Admissions. Ms. Chaplin will complete a Master of Science in Educational Leadership at Pittsburg State University this fall. She has a Bachelor of Science in Psychology from Pittsburg State University.

Ms. Chaplin was employed for the last sixteen years in the Bookstore at Fort Scott Community College. She is currently the assistant manager for the Bookstore and is the Student Senate Advisor for FSCC.

Ms. Chaplin would be paid \$28,000 annually starting July 9, 2005.

Consent Agenda Item V-D: Outstanding Checks Write-Off

President Smith asked the Board to approve voiding \$27,478.34 of old outstanding checks. This is in response to the audit management letter dated October 12, 2004 which stated:

Outstanding Checks

During our testing of bank disbursements, it was noted the College has old outstanding checks more than two years old that need to be reviewed. K.S.A. 815 and K.S.A. 816 require outstanding checks that are two or more years old to be cancelled and restored to the fund originally charged.

The business office reviewed the outstanding checks and determined that \$27,478.34 should be cancelled and restored to the fund originally charged.

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

Energy Performance Contracting Update: Ben Smith, Dean of Planning and Operations, introduced Kerry Ranabargar who is working as the Webmaster at the College.

Mr. Smith reviewed the Energy Performance Contract Project citing the following:

ECM Status

- #1 Lighting improvements – Campus Complete
- #2 Lighting improvements – Bideau & NeoKan Complete
- #3 Lighting upgrades – Interior Complete
- #4 Lighting Upgrades – Exterior Complete
- #7 EMS Zone Level Controls & Sanders HVAC In progress, on schedule
- #10 Roof replacements
  - Gym/Boiler Room
  - Stoltz Hall
  - Sanders/Auditorium

Chapman Library

- Snyder Chapel 99% complete
- 80% complete
- Substructure complete-pans done-40%
- Substructure nearly complete-40%
- Not started.
- #11 Chiller, Tower and Pumps replacement
  - Chiller
  - Tower
  - Circulation pumps
    - Operational
    - Operational
    - Operational
  - #13 Water conservation-Campus
    - Sanders
    - Stoltz
    - Student Union/Gym
    - Chapman/CAVE
    - Rowland
      - Complete
      - Complete
      - Complete
      - Complete
      - Complete
  - #14 Water conservation-Bideau Hall Complete
  - #15 Install VFDs
    - Cafeteria
    - Rowland
    - Week of June 13
    - Week of June 13
  - #17 Replace booster pumps Only boiler mezzanine unit left
  - #18 Kitchen Exhaust Hood Controls On Schedule
  - #21 CAVE
    - Egress fire walls
    - Classroom walls
    - Sprinklers/fire/smoke detection
    - 80% complete
    - Mud going on now.
    - Sprinklers pressure-tested. Smoke detection currently being installed.
  - #22 Washer & Dryers – Bideau Installed-need card readers.
  - #23 – Gym – Add air conditioning On schedule. (AC coils June 17)
  - #24 Vestibules
    - Student Union

Chapman Library

- 95% complete-waiting on door openers
- Soffit complete. On schedule.

Mr. Smith also distributed a written report with pictures of the project in progress.

Dean of Planning and Operations Report: Ben Smith reported that Technology Services is preparing to implement technology recommendations funded by the Chanute and Ottawa technology fund which will include 20 PCs for the CAVE, 15 PCs for the Library, 17 PCs for Ottawa lab 152, 42 PCs (laptop or desktop) for faculty, 12 multimedia projector replacements, 26 projector mounts and Elmos for each campus. Tech Services are implementing the Kan-Ed

grant for ICAN funding, have relocated network operations to the Memorial Building, scheduling upgrades for JICS, and planning the phase II of the Chanute/Ottawa WiFi. Mr. Smith welcomed Kerry Ranabargar to his staff and said he has been busy with web site implementation.

Mr. Smith told the Board that the laundry facilities had been relocated from the boiler room and concrete has been replaced in front of Chapman Library. Repair is in progress on lighting problems in the parking lot and new bleachers for the gym on ordered and scheduled to be installed in October.

Mr. Smith also reported that new lawn mowers were being tested and proposals reviews, that heating and cooling pipe had been repaired in Sanders, Stoltz and the tunnel and that the surplus sale had netted about \$1200.

Treasurer's Report: Sandi Solander, Dean of Finance and Student Services, told the Board that things are winding down for the fiscal year. Expenditures and revenue are at 92% for the 11 month period.

Introduction of New Employees: Brenda Krumm welcomed the medical assistant instructor/coordinator, Mr. Jean Erwin.

Mark Eldridge introduced Mr. Dale Ernst. Mr. Ernst will serve as the assistant dean for the Ottawa following Board action tonight.

President's Report: Dr. Smith reported that the Governor had called a special legislative session to work on funding for K-12. She also reported that the US House had passed a bill to fund all three TRIO programs for next year.

President Smith presented a year-end report for the Board. Her presentation demonstrated how the College had met the mission and purposes of student learning, student success, access, responsiveness to stakeholders, and meeting community needs.

She reported that headcount enrollment had increased 10% over FY04 and credit hours had increased 9% over FY04. An expanded weekend schedule, late afternoon block scheduling, late starting classes and intersession classes have made it easier for students to earn a degree or certificate. Dr. Smith said that NCCC had maintained the cost of attendance to the student for 2004-05. The other 18 community colleges average 5% increases from 03-04 to 04-05.

New programs at the College include Computer Support Specialist, Medical Assistant, and Industrial Trades. Allied Health offering have increased as well as Lifetime Learning, which increased from 25 FTE in 2003-04 to 45 FTE in 2004-05. On-line courses increased from 5 sections in Summer 2004 to 14 in Spring 2005, generating over 1000 credit hours.

During the last year the College has developed a new strategic plan with 3 goals, 17 objectives and 53 initiatives designed to implement the College's mission and purposes. Organizational restructuring of fiscal operations, student development and the Ottawa campus have also taken place.

President Smith reported that the reserve fund should end FY05 with \$465,000, and that refinancing the dorm/student union bonds will save about \$402,412 over the next 25 years. Accounts receivable collections have also improved with approximately 30% more collected in FY05 than FY04. Infrastructure improvements include \$2.1 million of infrastructure improvements through the Energy Performance Contract.

Employee development has also been an important item during the 2004-05 year. Dr. Smith reported that some of the professional development for employees included the Student Learning Division leadership team attending the League for Innovation conference, training on Inside NC for faculty and staff, web development training for faculty and staff, and numerous conferences attended by clerical, administrators and faculty.

The College has been involved through employee participation in the community visioning group, ICAN partnerships, and economic development. Students from the athletic teams volunteer at Cherry Street and many employees serve on community service boards.

#### Agenda Item VIII-A: Assistant Dean-Ottawa

It was the President's recommendation that the Board approve the employment of Dale Ernst as the Assistant Dean for the Ottawa campus. Mr. Ernst has over twenty-three years experience in a variety of higher education settings. From 1989-2003 Mr. Ernst was the Assistant Dean of Students for Rockhurst University in Kansas City. He was also employed as the Area Coordinator for the Office of Residential Life at Central Missouri State University, as well as assistant director of housing and director of residence hall and placement services at colleges in Iowa and Nebraska.

Mr. Ernst graduated from the University of Northern Iowa with a Bachelor of Art degree in Geography and a Master of Arts in Education. He graduated from the University of Missouri with an Education Specialist Degree in Educational Administration and most recently earned a Paralegal Certificate from Johnson County Community College.

Mr. Ernst would be paid \$33,000 annually with an official start date of June 13, 2005.

## Resolution 2005-39

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Dale Ernst as the Assistant Dean of the Ottawa Campus. He will be paid \$33,000 annually with administrative benefits starting June 13, 2005.

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

## Agenda Item VIII-B. Business and Industry Trainer

Additional responsibilities assigned to the Dean of Outreach and Workforce Development have reduced the ability to meet the training needs of local business and industry. To better serve the training and consulting needs of Neosho County and beyond, the President recommended that the Board approve the position of Business and Industry Trainer.

The 12-month position must generate sufficient revenue to cover the costs of the position. I anticipate that this position will not only cover the cost of the salary and fringe benefit, but provide additional revenue for the institution. This position will help fulfill a vital component of our mission statement, "to enrich our communities..."

A job description is on the following page.

## Resolution 2005-40

RESOLVED, That the Board of Trustees of Neosho County Community College approves the full-time position of Business and Industry Trainer. Further, that the position must generate revenue each year to cover the costs associated with the position including salary and fringe benefits.

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

**BUSINESS AND INDUSTRY TRAINER**

Reports to: Dean of Outreach and Workforce Development

Organizational Unit: Administration

Salary Range: \$30,000-\$35,000

Revision Date: May, 2005

This position reports to the dean of outreach and workforce development, and acts as the community contact to determine local training/consulting needs and to deliver training/consulting on a contract basis with local entities. Duties include, but are not limited to:

1. Plan and coordinate all aspects of workforce needs assessment, program development, implementation, and evaluation in Neosho County and other areas as needed.
2. Maintain regular contact with local employers and key business and industry leaders.
3. Coordinate workforce training needs with other departments on campus as necessary.
4. Serve as a conduit to unite similar organizations to obtain cost-effective training.
5. Oversee marketing, communication, and public relations for community-wide training sessions.
6. Maintain positive image of NCCC in the community and relate any concerns, suggestions or recommendations from community members to the appropriate NCCC personnel.
7. Oversee the implementation of the plan for workforce development, and review and revise the plan when necessary.
8. Investigate potential training opportunities by meeting with management and human resource departments within the businesses serving Neosho County to identify and assess training needs and desired outcomes for learning and coaching employees and staff members.
9. Manage the long-term relationship with the NCCC business/industry constituencies, insuring they are informed and included in special events.
10. Maintain a database of industry contacts and a training log for each industry.
11. Log revenue generated from workforce development training/consulting and submit revenue reports in May, August and December to validate training revenue.

12. Generate revenue sufficient to cover the costs of providing training including the cost of the position (salary and benefits) and all training resources and materials with the goal of generating additional revenue to contribute to support the institution.

13. Coordinate and cooperate with the dean of outreach and workforce development to insure all workforce development revenues are accurately billed and collected.

14. Attend relevant NCCC and community meetings, support the NCCC mission, and serve as the liaison to the college and the community.

15. Develop business plans to support funding for curriculum and content required for customized training programs based on individual business needs.

16. Perform other duties as assigned by the dean of outreach and workforce development.

Agenda Item VIII-C: Grant Writer

As the College works toward implementing its mission and purposes and the new strategic plan, it has become evident that there is a need for a full-time grant writer. Such a person will research alternative funding sources and write grant applications to access funding to allow the College to implement needed projects at the College.

The person in this position must generate enough revenues from successful grant applications to cover their salary and fringe benefit. A position description is attached.

Resolution 2005-41

RESOLVED, That the Board of Trustees of Neosho County Community College approves a full-time grant writer position at the College. Further, the grant writer will generate revenues each year to cover their salary and fringe benefits.

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

GRANT WRITER

Reports to: President

Organizational Unit: Administrative, 12 month

Salary Range: \$25,000-\$30,000

Revision Date: June 2005

This position is responsible for researching grant programs, writing funding applications, and coordinating and leading activities of a grant program. This position will reports to the President of the College.

Essential Functions

1. Research grant programs and plans.
2. Research and write funding applications.
3. Coordinate and lead the activities of a grant program that supports the mission and purposes of the College.
4. Conduct interdepartmental meetings to identify and prioritize project needs, coordinate and research grant preparation assignments.
5. Write and submit competitive federal, state and private/corporate foundation proposals.
6. Edit draft applications for accuracy, completeness and clarity and submittal of all applications in accordance with grant requirements.
7. Provide timely advice and information on funding opportunities, requirements and procedures; collaborate in defining and implementing project funding strategies.
8. Provide assistance in resolving issues and conflicts with funding agencies.
9. Prepare grant applications for submittal and prepare quarterly or annual reports as required by granting agencies.
10. Manage the procurement process.
11. Serve as the liaison between the College and outside funding agencies and groups; participate in meetings and discussions in which decisions affecting the College are made.

12. Serve as a resource to the President and other departments of the funding programs; provide information, research, analysis, written reports and recommendations as needed.

13. Coordinate and plan funding program activities, including the prioritization, planning and scheduling of activities to guide program efficiency and effectiveness.

14. Review revenues and expenditures, project status, to ensure proper expenditures are made for Federal grant projects.

15. Perform other duties as assigned by the President.

Required Knowledge, Skills and Abilities

- Knowledge of grant application process and writing of applications.
- Knowledge of various grant programs available to the College.
- Excellent organization skills, written and oral communication skills.
- Ability to work under pressure to meet deadlines for grant opportunities.
- Ability to take initiative and utilize innovative techniques and ingenuity in preparing grant applications.
- Excellent interpersonal skills. Ability to interact with various departments of the College.
- Ability to research grant opportunities available.
- Ability to work flexible hours for research.

Education and Experience

- BA Degree in English or related field desired.
- Four years of related experience, two years of which has been spent in grant funding or any equivalent combination of education and experience which provides the skills, knowledge and ability necessary to perform the tasks.
- Experience in a college preferred.

Agenda Item VIII-D: Admissions Specialist/Coach, Full-time Data Entry Clerk, Receptionist/Registration Clerk

The reorganization of student services is on-going. The President recommended that the Board approve revising the following positions:

Current Position Proposed Position

Part-time Admissions/Recruiter  
and part-time Cheer/Dance Coach Admissions Specialist/Coach

Administrative Assistant for  
Student Services Receptionist/Registration Clerk

Half-time Data Entry Clerk Full-time Data Entry Clerk

Job descriptions are on the following pages.

RESOLUTION 2005-42

RESOLVED, That the Board of Trustees of Neosho County Community College approve the revised positions of Admissions Specialist/Coach, Receptionist/Registration Clerk, and Data Entry Clerk.

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

ADMISSIONS SPECIALIST/COACH

Reports to: Coordinator of Student Life & Admissions  
Organizational Unit: Administrative, 12-month  
Salary Range: \$21,000-\$25,000  
Revision Date: June, 2005

This position is a member of the Student Development and athletic departments who reports to the Coordinator of Student Life & Admissions with coaching supervision by the Assistant Athletic Director. This position is responsible for serving as the head coach for cheer and dance, as well as assisting with planning and executing the recruiting effort for the entire college. This position will work directly with other student development areas to implement a comprehensive student development program for the college.

Essential Functions:

Admissions:

1. Participate in the development of student recruitment and retention plans, strategies, and written materials; assists in the development and revisions to student publications and promotional materials.
2. Coordinate, schedules and conduct high school visits and represents NCCC at college planning conferences and other recruitment functions.
3. Plan on-campus recruiting programs for prospective students; assist with planning enrollment days for new students.
4. Maintain a database of prospective students and ensures regular contact with those students through mail, phone and email correspondence.
5. Coordinate the dissemination of information to prospective traditional students.
6. Work with the International Student Coordinator in coordinating international student admissions.
7. Serve as advisor to the Student Ambassador program.

Student Life:

1. Assist the coordinator of student life and admission with student activities by promoting, enlisting, evaluating, and reporting on recommendations for future events to meet the needs of students.
2. Assist with the formulation, development and implementation of programs and services for commuter and non-traditional student populations at both campuses.

Head Coach (Works under supervision of Assistant Athletic Director):

1. Attend performances at all home games and select away games.
2. Recruit and retain team members, meeting the assigned minimal program numbers as assigned by the athletic director;
3. Enroll student athletes, monitor progress, determine study-hall requirements, and check graduation requirements;
4. Aid graduating student athletes in finding appropriate four-year institutions based on athletic performance;
5. Monitor citizenship of student athletes and administer discipline when needed;
6. Propose, plan, and administer a budget; request funds for necessary purchases including equipment, uniforms, and other items within the given budget;
7. Develop schedules for practice and performances;
8. Arrange and manage travel for games and competitions;
9. Prescribe and supervise training programs;
10. Supervise all workouts in weight room and practice site;
11. Fill the assistant coaching position;
12. Supervise assistant coaches, team managers, and college work-study students;
13. Attend all athletic meetings called by the director of athletics or assistant director;
14. Perform other miscellaneous duties as assigned by the Coordinator of Student Life and Admissions.

Required Knowledge, Skills and Abilities

- Excellent interpersonal skills and the ability to work effectively with diverse populations.
- Organizing and coordinating skills.
- Knowledge of student recruitment and retention issues.



- Ability to communicate effectively, both orally and in writing and to develop and deliver presentations.
- Excellent computer skills and the ability to gather data, compile information and prepare reports.
- Ability to plan and evaluate programs.
- Ability to appropriately exercise independent initiative and judgment.
- 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.
- 1-2 years experience coaching experience at the collegiate and/or high school level as a participant or coach
- Knowledge of specific techniques in sport 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. Physical effort required for coaching.
4. Some exposure to physical risk when stunting.

#### RECEPTIONIST/REGISTRATION CLERK

Reports to: Registration Coordinator  
Organizational Unit: Support Staff/Clerical Benefits  
Salary range: \$8.00-\$8.50  
Revision Date: May 2005

This position reports to the Registration Coordinator. Primary functions are to serve as receptionist for the college and assist in registration support functions. Duties include, but are not limited to:

1. Assist all those seeking direction as they enter the administrative suite in Sanders Hall;
2. Data entry, including add/drops, student prospect cards, admissions applications, and placement test scores;
3. Enter transfer coursework as evaluated by the registrar;
4. Process transcript requests;
5. Record incoming college transcripts;
6. Generate letters to students, faculty, and activity sponsors as indicated by the Early Academic Warning System;
7. Prepare the SSCR report;
8. Assist with graduation planning, graduation related mailings, ordering diplomas and preparing certificates;
9. Cross-train to support the efficiency of operations within offices housed in administrative office;
10. Perform other duties as assigned by the Registration Coordinator.

#### Required Knowledge, Skills and Abilities

- Excellent interpersonal skills.
- Ability to work effectively with diverse populations.
- Excellent organizational skills.
- Excellent computer skills.
- Willingness and ability to work as a member of a team.

#### Education and Experience

- High school diploma or GED required.
- Associate's degree and previous office experience preferred.

#### Working Conditions

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required.
- No or very limited exposure to physical risk.

#### DATA ENTRY CLERK

Reports to: Coordinator of Student Life and Admissions  
Organizational Unit: Support Staff/Clerical Benefits  
Salary range: \$8.00-\$8.50  
Revision Date: May 2005

This position reports to the Coordinator of Student Life & Admissions. Primary functions are to provide data entry and clerical support to the admissions and registration offices. Duties include, but are not limited to:

11. Enter prospective student data, including student prospect cards, admissions applications, and placement test scores;
12. Prepare and send tracking letters to prospective students;
13. Process student information requests;
14. Assist receptionist/registration clerk with add/drops, enrollment forms, and other data entry duties;
15. Serve as back-up to the receptionist/registration clerk;
16. Assist with scheduling campus visits for prospective students;
17. Provide clerical support for on and off-campus recruitment activities, such as Panther Preview Day;
18. Other duties as assigned by the Coordinator of Student Life and Admissions.

#### Required Knowledge, Skills and Abilities

- Excellent interpersonal skills.
- Ability to work effectively with diverse populations.
- Excellent organizational skills.
- Excellent computer skills.
- Willingness and ability to work as a member of a team.

#### Education and Experience

- High school diploma or GED required.
- Associate's degree and previous office experience preferred.

#### Working Conditions

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required.
- No or very limited exposure to physical risk.

#### Agenda Item VIII-E: Admissions Specialist/Coach

It was recommended by the President that the Board employ Melissa Kiefer as the Admissions Specialist/Coach. Ms. Kiefer holds a Bachelor of Arts in Mass Communications degree from Central Missouri State University at Warrensburg.

Ms. Kiefer was employed in the broadcasting business as an on-air personality at three radio stations and interned at a television station. She has a strong background in cheer and dance as a member of the Central Missouri State Dance team and high school cheer and dance.

Ms. Kiefer would be paid \$25,000 annually with a start date of July 1, 2005.

#### RESOLUTION 2005-43

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Melissa Kiefer as Admissions Specialist/Coach starting July 1, 2005.

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

Agenda Item VIII-F: Data Entry Clerk

It was the President's recommendation that the Board appoint Rochelle Bockover to the Data Entry Clerk position. Ms. Bockover is assisting in the registration office on a temporary basis. Ms. Bockover was hired in 2002 as the ABE Para-Professional under the Carl Perkins Grant. In 2004 she became the Workforce Development Trainer.

Ms. Bockover has an Associate of Arts degree from Allen County Community College and an Associate of Applied Science degree from Metropolitan Community Colleges in Kansas City.

Ms. Bockover would be paid \$7.18 per hour with clerical benefits.

Resolution 2004-44

RESOLVED, That the Board of Trustees of Neosho County Community College appoints Rochelle Bockover to the position as Data Entry Clerk at an hourly rate of \$7.18.

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

Agenda Item VIII-G: Lawrence SRS Agreement

Allied Health classes have seen tremendous growth the past year, especially in Douglas County. Additional classroom space was needed to meet the needs of students. Kansas City Metro Social and Rehabilitation Services agreed to allow NCCC to offer classes at the Lawrence Service Center for a trial period from April 1, 2005 through May 31, 2005. Allied Health classes offered at this site include Certified Nurse Aid, Certified Medication Aid, CMA Update, Restorative Aid, Home Health Aide and CPR classes.

Both parties have been satisfied with the classroom agreement and request the Board to approve the agreement for June 1, 2005 through May 31, 2006. The agreement may be terminated by either party by giving thirty (30) day notice. The contract has been reviewed by the College Attorney and a copy is attached for your review.

RESOLUTION 2005-45

RESOLVED, That the Board of Trustees of Neosho County Community College approves the Agreement with Kansas City Metro Social and Rehabilitation Services to use the Lawrence Service Center for Allied Health classes starting June 1, 2005 and ending May 31, 2006.

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

Amended Agenda Item VIII-H: Personnel

1. Theatre/Forensics Instructor

It was recommended by the President that the Board employ Timothy Schaffer as the Theatre and Forensics Instructor. Mr. Schaffer is a graduate of Central Missouri State University with a Master of Arts, Theatre degree. His Bachelor of Arts degree is from Lindenwood University.

Mr. Schaffer was an adjunct instructor at Central Missouri State University and also worked at the Scene Shop Graduate Laboratory Assistant at Central Missouri.

Mr. Schaffer would be placed at MS-2 (\$28,059) on the faculty salary schedule. His salary will be adjusted following the completion of negotiations.

2. Resignation-Reading/Writing Specialist-STARS grant

It is my recommendation that the Board accept the resignation of Bruce Kettler, Reading/Writing specialist for the STARS grant program. Mr. Kettler has indicated that his last working day will be July 5, 2005.

Resolution 2005-47

RESOLVED, that the Board of Trustees of Neosho County Community College approves the employment of Timothy Schaffer at Theatre/Forensics instructor beginning August 15, 2005. Mr. Schaffer will be placed at MS-2 on the faculty salary schedule.

The Board also accepts the resignation of Bruce Kettler, reading/writing specialist for the STARS grant program effective July 5, 2005.

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

Amended Agenda Item VIII-I: Executive Session: Non-Elected Personnel

It was moved and seconded that the Board recess into executive session for five 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. The Board entered executive session at 6:50 p.m.

The Board returned to open session at 6:55 p.m.

Amended Agenda Item VIII-J: President's Contract Extension

Resolution 2005-46

RESOLVED, That the Board of Trustees of Neosho County Community College extends the President's contract through 2007-08, with terms as discussed in executive session.

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

Chairman Peter called for a break. The meeting reconvened at 7:05 p.m.

Amended Agenda Item VIII-K: Executive Session-Negotiations

It was moved and seconded that the Board recess into executive session to for 20 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 7:05 p.m.

The Board returned to open session at 7:25 p.m.

Upon a motion and a second the Board returned to executive session for 15 minutes to continue discussions related 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 7:25 p.m.

The Board returned to open session at 7:40 p.m.

Upon a motion and a second the Board returned to executive session for 15 minutes to continue discussions related 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 7:40 p.m.

The Board returned to open session at 7:55 p.m.

Agenda Item IX: Adjournment

The meeting adjourned at 7:56 p.m.