

**NEOSHO COUNTY COMMUNITY COLLEGE**

**BOARD OF TRUSTEES SPECIAL MEETING**

**MINUTES**

**DATE:** June 30, 2005

**TIME:** 5:30 P.M.

**PLACE:** Student Union, room 209

**PRESENT:**

Kevin Berthot  
Kathy Fryd  
Mariam Mih  
Robert Thomen

**ABSENT:**

David Peter  
Mark Watkins

**PRESENT:**

Dr. Vicky R. Smith, President  
Dr. Brian Inbody, Vice President of Student Learning\  
Sandi Solander, Dean of Finance and Student Services  
Brenda Krumm, Dean of Outreach/Workforce Development  
Kent Pringle, Board Attorney  
Terri Dale, Board Clerk  
Shanna Foster, Chanute Tribune

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

III. Approval of the Agenda

Mr. Berthot asked to remove Item V-D from the agenda.

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

IV: Unfinished Business

There was no unfinished business.

Agenda Item V-A: Administrative Assistant for Allied Health Position

The allied health program continues to grow at an incredible rate. In 1998 the program reached 366 participants. In 2005, that number has grown to over 754, a 106% increase. The FTE has risen from 70 in 1998 to 182 in 2005, a 160% increase. The classes are not simply scheduled as with a traditional course offering, but rather locations, materials, certifications and clearances must be scheduled or met as well as room and instructor. The program ranges all over eastern Kansas, from Lawrence to St. Paul and everywhere in between.

The department has had a series of part-time employees assisting Tracy Rhine, who change often. The program has grown large enough that additional help is needed. The administration also believes that stability in the position will only be achieved through making the position fulltime. The potential exists for greater expansion of the program as this new position will free Ms. Rhine from less critical duties and give her more time to grow the program. The budget has \$5,000 of this expense included for the current year.

It was the President's recommendation that the Board increase the half-time clerical position to a full-time administrative assistant position. A job description is attached.

Resolution 2005-48

RESOLVED, That the Board of Trustees of Neosho County Community College approves increasing the half-time clerical position for Allied Health to a full-time position.

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

Allied Health Administrative Assistant

Reports to: Allied Health Coordinator  
Organizational Unit: Clerical, non-exempt  
Salary range:  
Revision Date: June 2005

This position reports to the Coordinator for Allied Health. Duties include, but are not limited to:

Essential Functions

1. Type correspondence, class materials, and maintain a filing and record keeping system for the Allied Health Department.
2. Create and send confirmation/cancellation letters or notify students and instructors by telephone.
3. Take telephone enrollments and registration.
4. Maintain instructor database and files.
5. Assure instructor credentials are current.
6. Assure student immunization records and other records are on-file.
7. Organize enrollment materials and instructor packets.
8. Maintain syllabus for allied health courses.
9. Schedule students for the Certified Nurse Aide Testing for Chanute college, collect and deposit fees for the testing process.
10. Work with the Testing Center in the CAVE to provide rosters for state exams.
11. Communicate with KDHE regarding the State Nurse Aid Exam.
12. Utilize basic computer skills including database management and desktop publishing.
13. Provide support for instructors such as copy work, reading tests, giving CASAS tests.
14. Maintain KDHE paperwork.
15. Record and distribute minutes of Allied Health Advisory meetings.
16. Assist with enrollments.
17. Operate various office machines such as typewriters, calculators, copiers, fax machine.
18. Create publicity flyers, process bulk mailings, and press releases.
19. Order desk copies of allied health courses and maintain current price list of textbooks.
20. Create certificates and distribute them to qualified students and create travel requests, requisitions and process mail.
21. Inventory and maintain CASAS tests required for entering medication aide students.
22. Perform other duties as assigned by the Allied Health Coordinator.
23. Assist with allied health events such as health fairs, NCCC Blood drive, Panther preview day, Kids College.

Minimum job requirements

- High school diploma or GED required.

- Associate degree and previous office experience preferred.

Required Skills, Knowledge and Abilities

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

Agenda Item V-B: Business & Industry Trainer

This full-time position was approved at the June 9, 2005 Board meeting. It is my recommendation that the Board employ Stephen D. Kesler as the Business & Industry Trainer. Mr. Kesler attended North Carolina State University and Johnson County Community College.

Mr. Kesler has proven training expertise in customer services, sales training, change management, performance coaching, supervisory/management, contracts, legal and process improvement, data and call center operations, and quality and process improvement. Mr. Kesler worked for Sprint in Overland Kansas from 1981 to 2003.

Mr. Kesler will be paid \$33,000 annually starting July 1, 2005. Mr. Kesler will generate sufficient revenue as the Business & Industry Trainer to fund his salary and fringe benefit.

Resolution 2005-49

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Steve Kessler as the Business & Industry at a salary of \$33,000. Terms of employment include generating sufficient revenue to fund the position's salary and fringe benefit.

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

Agenda Item V-C: Athletic Trainer

It was the President's recommendation that the Board employ Jerry Bean as the Head Athletic Trainer. Mr. Bean earned his Masters Degree in Science, Kinesiology from the University of Nevada-Las Vegas, Bachelor of Science in Sports Science from the University of Kansas and is a graduate of Highland Community College. His certifications include NATABOC Certified Athletic Trainer, Oklahoma Licensed Athletic Trainer, Approved Clinical Instructor, NSCA Certified Strength and Conditioning Specialist, and First Aid/Cardiopulmonary Resuscitation/Automated External Defibrillator.

Mr. Bean was the Assistant Athletic Trainer at Northeastern State University for one year, a graduate intern at the University of Nevada for two years, Head ATC/Director of Sports Medicine at Independence Community College for one year, and staff ATC at Professional Rehabilitative Services in Kansas City for six months.

Mr. Bean would be placed on the faculty salary schedule at MS-3 (\$28,889) and given a 10 month contract. His salary will be adjusted following the completion of negotiations.

Resolution 2005-50

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Jerry Bean as Head Athletic Trainer. He will be placed at MS-3 on the salary schedule approved for 2005-06 and issued a 10 month contract.

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

Agenda Item V-D: Head Men's Basketball Coach

This item was deleted from the agenda.

Agenda Item V-E. Accounts Receivable Write-Off

Sandi Solander, Dean of Finance and Student Services, asked for the Board's approval to write off \$65,048.36 of accounts receivables for activity from July 2003 through June 2004.

The Business Office will continue to keep a record of the written-off accounts, and a hold will be placed on the

applicable student records. Therefore, the College can still collect the money even though the account has been written off.

The President concurred with this recommendation.

Resolution 2005-52

RESOLVED, That the Board of Trustees of Neosho County Community College authorizes the administration to write-off \$65,048.36 in old accounts receivable, and that the College continue to attempt to collect those amounts written off.

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

Agenda Item V-F. Executive Session: Negotiations

Upon a motion and a second, the Board recessed into executive session for five minutes to discuss matters relating to employer-employee negotiations and that our President, Vice President of Student Learning, Dean of Finance and Board Attorney be included. Motion passed. The Board entered executive session at 5:50 p.m.

The Board returned to open meeting at 5:55 p.m.

Agenda Item V-G: Approval of 2005-06 Negotiated Agreement

Resolution 2005-53

RESOLVED That the Board of Trustees of Neosho County Community College approves the Negotiated Agreement with the NCCC Pea as presented in executive session.

Agenda Item V: Adjournment

The meeting adjourned at 6:00 p.m.