

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

**DATE:** May 11, 2006

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

**PLACE:** Student Union, room 209

**PRESENT:** Neil Ford  
Mariam Mih  
Steve Payne  
David Peter  
Basil Swalley

**ABSENT:** Kevin Berthot

**PRESENT:** Dr. Vicky R. Smith, President  
Dr. Brian Inbody, Vice President of Student Learning  
Ben Smith, Dean of Planning and Operations  
Sandi Solander, Dean of Finance  
Lisa Last, Dean of Student Development/Registrar  
Bob Christiansen, Director of Development  
Dean Dillard, Faculty  
Larry Anderson, Faculty  
Kent Pringle, Board Attorney  
Sarah Smith, Acting Board Clerk

The meeting was called to order by David Peter, Chairman at 5:30 p.m. in room 209 in the Student Union.

### **III: Public Comment**

Larry Anderson reported on the Professional Educators' Association election results for the coming year. Larry Anderson will serve a two-year term as president; Gayle Randolph will serve as vice president for two years; Ruth Zollars will be secretary for one year and Linda Jones will be secretary the following year.

### **IV. Approval of the Agenda**

The agenda was amended to add Resignation under new business and move the executive sessions to F and G

**Upon a motion and a second, the agenda was approved as amended. Motion passed.**

#### **Consent Agenda**

The following items were approved by consent.

- A. Minutes from April 13, 2006
- B. Claims for disbursement for April 2006
- D. Personnel

1. Resignations
2. Upward Bound Academic Advisor

### **1a. ABE Instructor**

It is my recommendation that the Board accept the resignation of Sandy Morgan, ABE instructor, effective at the end of her current contract.

### **1b. Financial Aid Assistant Director**

It is my recommendation that the Board accept the resignation of Laura Bridges, Financial Aid Assistant Director, effective June 12, 2006.

### **1c. Assistant Softball Coach**

It is my recommendation that the Board accept the resignation of Lori Lorenzen as the assistant softball coach/RA, effective May 20, 2006.

### **1d. Administrative Assistant to the Vice President of Student Learning**

Sarah Smith, Administrative Assistant to the Vice President of Student Learning, has submitted resignation, pending Board approval of her appointment to the Registrar position. Ms. Smith's resignation is effective June 30, 2006, when she will assume the duties of Registrar.

## **2. Upward Bound Academic Advisor**

It is my recommendation that the Board employ Jennifer Younger as the academic advisor for the Upward Bound program. Ms. Younger earned a BS degree in Education from the University of Kansas. Ms. Younger worked as a Recruiting Coordinator for Ameriprise Financial Services in Chicago, Illinois from September 2005 to May 2006. She also was a substitute teacher for the Chicago Public School System

Ms. Younger will be paid \$29,000 annually starting May 15, 2006. This is a full-time grant funded position with administrative benefits.

**Upon a motion and a second, the consent agenda was approved.**

**Faculty Senate Report:** Dean Dillard, Faculty Senate President, reported that April and May had been months to showcase the talent of NCCC students in the fine arts. In April, he concert choir and women's ensemble, under the direction of music instructor David Smith, traveled to Chicago to participate in the Windy City Classic Music Festival, sponsored by Performing Arts Consultants. The NCCC choirs also received a Silver rating for their performances. The NCCC choirs also participated in local events, a performance on the same program with the St. Cecilia Community Choir at the First United Methodist Church in Chanute on May 7 and the annual Spring Concert in Sanders Hall Auditorium on May 8. On May 4, 5, and 6, the Theatre Department performed three student directed one-act plays, all comedies from David Ives' All in the Timing. Tim Schaffer is the theatre instructor. The NCCC Student Art Exhibition occurred on May 1-5, with exhibits in Sanders Hall and Chapman Library. The works were judged by Professor Rand Smith of Cottey College. Cash awards were presented for first, second, and third in various categories as well as best of show. First place in drawing went to Beau McMillan; first place in painting to Jin Hee Lee, first place in other two-dimensional to Roger Morgan, first place in three-dimensional to Rachel Moore, first place in photography to Katrina Hutson, and first place in life drawing to Steve Adwell. Allison Osborn received the best of show award for a drawing. Brad Wilkinson is the art instructor.

Technology in the classroom is an important consideration these days. This school year has seen the installation of ceiling-mounted projectors, which can be used in conjunction with a computer. Instructors have expressed favorable opinions of these projectors in use on both the Chanute and Ottawa campuses. The ceiling mounting leaves more floor space for other equipment and activities and allows better viewing for displays for students. The projectors are particularly beneficial when an instructor wants to show items that need to be magnified. Faculty also welcome the introduction of the ELMO visual presenter to the media options. Many instructors are making use of Inside NC, not only for on-line courses, but also in conjunction with traditional courses. Handouts and other class information can be posted, and students are able to access their course grades. At the end of this semester, an upgrade to this popular system will be installed.

Dr. Dillard reported that tonight's report would be his last for the academic year. He continued that Chad DeVoe is the incoming Senate President and Mary Weilert will be the Vice President. He thanked the Board for the opportunity to report at the meetings throughout the year.

**Dean of Student Development Report:** Lisa Last, Dean of Student Development/Registrar, reported on activities in her department. Admissions/registration hosted two Panther Preview Days this spring, enrolling 18 Chanute High School seniors at the May event. Plans are being finalized for graduation, which will be held on May 19 at the Memorial Auditorium. There are 189 candidates for associate degrees and 153 candidates for certificates.

Dean Last also reported that there were 167 full-time resident students as of March 21, down from 214 in August, and that disciplinary problems have been reduced by 1/3 overall this spring as compared to last spring. Students participated in a Super Bowl party, assisted with the Business Expo, and Last Bash. The first "Major Break" activity was held in April, and work continues on a draft of the Advising Plan, which will be implemented in the fall. Renovations in the student have started and should be completed by fall.

**Treasurer's Report:** Sandi Solander, Dean of Finance, distributed the treasurer's report, a cash balance comparison and April Changes in Fund Balance report. Revenues and expenditures for the 10 month period are even at 83% of the budget. The cash balance decreased \$532,738.98 for the month.

**President's Report:** President Smith reminded Trustees of Graduation on May 19<sup>th</sup> and Nurses Pinning, both will be held at the Memorial Auditorium. GED Graduation will be Saturday, May 20 at 3:00 p.m. in Sanders Hall Auditorium.

Dr. Smith reported an emergency purchase of 554 key lock cores at a cost of \$6559 to replace all of the locks on campus. The purchase was made from Best Access, which is the single source vendor for the locks on campus. Because of the emergency situation, bids were not solicited.

Dr. Smith reported that the College has a negotiated agreement with the PEA that includes a negotiated salary schedule. The salary schedule is comprised of columns headed by degrees received and graduate hours completed, and steps, that serve basically as delineation of years of service.

The negotiated agreement does not delineate, and appropriately so, the manner in which an individual is placed on the salary schedule. Traditionally at NCCC, it has been to determine the degree received and number of graduate hours past that degree to determine the column. The step is determined by counting one-for-one the years of teaching experience at the college level, and one for two for teaching at the high school and/or years of related experience in the workforce. The College is having difficulty finding nursing instructors who will accept the position at the salary that they are quoted; a salary based on the PEA salary schedule when they can make much more in the private sector. Dr. Inbody and Karen Gilpin, director of nursing, have discussed a variety of ways in

which the College might approach solving this problem. Various proposals were shared with nursing faculty and with Larry Anderson, president of the Professional Educator's Association (PEA). The proposal that seems to have risen to the top in all of the parties' mind is the following:

Provide a supplemental contract per semester for supervising clinicals. The suggested compensation would be \$1600 per semester, for a total of \$3200 per academic year.

Discussion on the proposal will be held and if the Board approves, the proposal will be implemented for the fall semester.

Dr. Smith reported that HB2602 had been signed by the Governor. The bill will extend to 20 years the ability of community colleges to do a lease-purchase of energy performance conservation measures.

### **Agenda Item VII-A: Bidding Policy Revision**

The revised bidding policy was presented at the April Board meeting and discussed. Below is the rationale for revising the policy. The language highlighted in yellow was not included in the original proposed revision.

It has been several years since the bid policy has been reviewed. There are several items in the policy that I feel need to be updated. I am recommending that the limit is raised from \$5,000 to \$10,000 for securing quotes for purchases. Therefore, the sealed bid minimum would be increased from \$5,000 to \$10,000 for purchases. During the past several months the College has purchased several items costing more than \$5,000 but less than \$10,000. Bidding the items out has resulted in a delay in the receipt of the goods which has impacted efficiency of operations at the College. By securing quotes the College will be fiscally responsible by obtaining the lowest and/or best quote.

It is also my recommendation that services be removed from the bid policy. There are many subjective factors to consider when obtaining services that make bidding services impractical. Many times when soliciting services it is not possible to solicit at least three independent vendors providing identical services.

The proposed policy also allows for flexibility in emergency situations. The current policy does not address emergency situations. It is felt that in emergency situations policy should allow for immediate purchase of goods or services.

The current and proposed policies are on the following page.

### **Resolution 2006-35**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the revised policy for Bidding for inclusion in the Board Policy Handbook.

**Upon a motion and a second, the above resolution was approved. Motion passed unanimously.**

### **Current Bid Policy**

If the estimated cost of purchase is between \$2,000 and \$5,000, quotes shall be secured (3 or

more) by telephone, letter or fax, and the lowest and/or best quote shall be accepted.

If the estimated cost is \$5,000 or more, the purchase shall be made by a competitive formal, sealed bidding process in which bids are solicited from at least three independent vendors. Such bids shall be submitted to the board for approval. The president can supersede above procedures if the item can be purchased at state or national contract prices.

All factors of the bids shall be considered, price being one factor. The board reserves the right to reject any or all bids for items of purchase or services performed. The chief financial officer may request bids for items under \$5,000. Competitive bids are not required when the items purchased require compatibility with existing equipment, or when items are necessary to meet a specific educational objective, or when items are acquired for resale.

### **Proposed Bid Policy**

If the estimated cost of purchase is between \$2,000 and \$10,000, quotes shall be secured (3 or more) by telephone, letter or fax, and the lowest and/or best quote shall be accepted.

If the estimated cost is \$10,000 or more, the purchase shall be made by a competitive formal, sealed bidding process in which bids are solicited from at least three independent vendors. Such bids shall be submitted to the board for approval. The president can supersede above procedures if the item can be purchased at state or national contract prices.

All factors of the bids shall be considered, price being one factor. The board reserves the right to reject any or all bids for items of purchase. The chief financial officer may request bids for items under \$10,000. Competitive bids are not required when the items purchased require compatibility with existing equipment, or when items are necessary to meet a specific educational objective, or when items are acquired for resale. Services of any kind are excluded from the bidding process and the acquisition, construction or renovation of a project or projects that involve both services and products, such as a design-build structure or the acquisition, construction or reconstruction of software applications and/or hardware including network infrastructure are also excluded from the bidding process but are subject to prior Board approval.

Emergency situations that necessitate the immediate purchase of goods or services may be made according to procedures outlined by the president. Such procedures may include the delegation of emergency purchasing procedures to appropriate college personnel. An emergency for the purposes of this paragraph shall include by way of example and not as a limitation situations such as 1) The College will suffer damage to its students, employees, physical facilities or normal operations if immediate procurement of materials, goods or wares does not occur, or 2) The College will benefit from a material discount as a result of the immediate action. Payment of purchases pursuant to this paragraph are subject to K.S.A. 12-105b.

At the Board meeting following the emergency purchase of goods, the President will report the circumstances and details of the purchase.

### **Agenda Item VII-B: FCC Educational Broadband Station Lease Assignment**

At the February Board meeting, Resolution 2006-13 was passed approving assigning lease rights to channels (C1, C2, C3, & C4) currently held by Digital Broadcast Corporation to Pegasus Broadband Communications as outlined in the final lease agreement. Mr. Pringle was instructed to negotiate the final changes for the lease agreement.

Kent Pringle has been in discussions with the Pegasus Broadband Communications, and a final lease agreement has been drafted. There are some revisions from the document previously

reviewed by the Board and Mr. Pringle will have the latest revision for your review at the meeting on Thursday.

Mr. Pringle reviewed the changes made to the previous contract and explained that the arbitration clauses had been removed and incorporated the necessary statutes in the appendix. The College will receive a down payment of \$3,000 and \$400 per month up to 30 years, pending renewal of the contract. Mr. Pringle recommended authorization of the agreement with the amendments. The Board had previously approved the resolution to enter into the lease agreement and it was the consensus of the Board to approve the revisions.

#### **Resolution 2006-36:**

RESOLVED, That the Board of Trustees of Neosho County Community College approves revisions to the lease assignment to Pegasus Broadband Communications.

#### **Agenda Item VII-C: Appointment of Kansas Association of Community College**

##### **Trustees Representative**

Kathy Fryd represented Neosho County Community College Trustees at the Kansas Association of Community College Trustees (KACCT) meetings. Following Ms. Fryd's resignation from the Board the position has been vacant.

Mr. Peter asked for a volunteer to be the KACCT Representative. Steve Payne agreed to be the representative and Mariam Mih agreed to serve as the alternate.

#### **Agenda Item VIII-A: Registrar**

It was the President's recommendation that the Board employ Sarah Smith in the position of Registrar. Ms. Smith earned a Bachelor of General Studies from Pittsburg State University. She has been employed by NCCC since 1995, most recently serving at the Administrative Assistant to the Vice President for Student Learning.

Ms. Smith would be paid \$29,000 annually beginning July 1, 2006 with administrative benefits.

Upon a motion and a second, the Board recessed into executive session for 10 minutes to discuss personnel matters of non-elected personnel which if discussed in public might violate that individual's rights to privacy and to include the vice president, president, and board attorney. The Board entered executive session at 6:47 p.m.

The Board returned to open session at 6:57 p.m.

#### **Resolution 2006-37**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Sarah Smith as Registrar at an annual salary of \$29,000 starting July 1, 2006.

**It was moved and seconded that the above resolution be approved. Motion passed unanimously.**

Mr. Peter called a 5 minute break at 7:00 p.m. The meeting resumed at 7:05 p.m.

#### **Agenda Item VIII-B: Biology Instructor-Ottawa**

It was the recommendation of the President that the Board employ Erin McLain as the Biology instructor for the Ottawa campus. Ms. McLain holds a Master of Arts, Microbiology from the University of Kansas, and a Bachelor of Arts, Microbiology from KU.

She is currently an adjunct instructor for NCCC-Ottawa and a Lecturer for the University of Kansas. She was also a Graduate Teaching Assistant at KU for two years.

Ms. McLain will be placed at the Masters level, step 2 on the 2006-07 salary schedule.

#### **Resolution 2006-38**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Erin McLain as the Biology instructor at the Ottawa campus starting August 15, 2006. Ms. McLain will be placed at the Master's level, step 2 of the 2006-07 salary schedule.

**It was moved and seconded that the above resolution be approved. Motion passed unanimously.**

#### **Agenda Item VIII-C: Biology Instructor-Chanute**

It was the President's recommendation that the Board employ Sarah McCoy as the Biology instructor for the Chanute campus. Ms. McCoy holds a Bachelor's degree and Master's degree in Biology from Pittsburg State University.

Ms. McCoy was employed in the biology department at Pittsburg State University as the director of Nature Reach, an educational outreach program, and an instructor since 2003. She also served as a graduate teaching assistant in the Biology department at PSU.

Ms. McCoy would be placed at MS, step 2 on the 2006-07 salary schedule.

#### **Resolution 2006-39**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment Sarah McCoy as the Biology instructor for the Chanute campus, starting August 15, 2006. Ms. McCoy will be place at the Master's level, Step 2 on the 2006-07 salary schedule.

**It was moved and seconded that the above resolution be approved. Motion passed unanimously.**

#### **Agenda Item VIII-D: Theatre Instructor**

It was the President's recommendation that the Board employ Sarah Owen as the Theatre instructor. Ms. Owen is a graduate of Coffeyville Community College and Missouri Southern State College.

She earned her Master's degree from Oklahoma City University with a double emphasis in Theatre and Theatre for Young Audiences.

Her teaching experience includes four years as Debate and Forensics instructor at Labette County High School, and Coffeyville Community College Kid's Academy summer program from 1997-2005.

Ms. Owen would be placed at the MS, step 4 level of the 2006-07 salary schedule, starting August 15, 2006.

**Resolution 2006-40**

RESOLVED, That the Board of Education of Neosho County Community College approves the employment of Sarah Owen as the Theatre instructor starting August 15, 2006. Ms. Owen will be placed at the Master's level, step 4 on the 2006-07 salary schedule.

**It was moved and seconded that the above resolution be approved. Motion passed unanimously.**

**Amended Agenda Item VIII-E: Resignation**

Christopher DeVictor, English instructor at Ottawa, submitted a letter indicating his intention to not return for the coming academic year.

**Resolution 2006-41**

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the resignation of Christopher DeVictor effective at the end of this academic year.

**Agenda Item VIII-E: Executive Session-Negotiations**

It was moved and seconded that the Board recess into executive session for 15 minutes to discuss matters relating to employer-employee negotiations and that the President, Vice President for Student Learning, Dean of Finance and attorney be included.

The Board entered executive session at 7:08 p.m. The Board returned to open session at 7:23 p.m.

**Agenda Item VIII-F: Executive Session-Personnel**

It was moved and seconded that the Board recess into executive session for 20 minutes to discuss matters relating to non-elected personnel which if discussed in open meeting might violate the individual's rights to privacy and to include the President.

The Board entered executive session at 7:24 p.m. The Board returned to open meeting at 7:44 p.m.

**Agenda Item IX: Adjournment**

The meeting adjourned at 7:45 p.m.