

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

**DATE:** July 13, 2006  
**TIME:** 5:30 P.M.  
**PLACE:** Student Union, room 209

**PRESENT:** Kevin Berthot  
Neil Ford  
Mariam Mih  
David Peter  
Basil Swalley

**ABSENT:** Steve Payne

**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  
Terri Dale, Board Clerk  
Kent Pringle, Board Attorney

The meeting was called to order by David Peter, Chairman at 5:35 p.m. in room 209 in the Student Union.

**III: Public Comment**

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**

There were no speakers.

**IV. Approval of the Agenda**

Mr. Peter asked to amend the agenda by adding under Personnel under New Business as item N.

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

**Reorganization of the Board**

**A. Election of Officers: Chair and Vice Chair**

Mr. Peter asked for nominations for Chair. Mr. Berthot nominated David Peter for Board chair, Mr. Ford seconded the nomination. Mrs. Mih moved that nominations cease. Mr. Peter was elected Chair. Motion passed.

Mr. Peter asked for nominations for Vice Chair. Mr. Ford nominated Kevin Berthot for Vice Chair, Mr. Swalley seconded the motion. Mrs. Mih moved that nominations cease. Mr. Berthot was elected Vice Chair. Motion passed.

**B. Appointment of Personnel**

Upon a motion by Mr. Swalley and seconded by Mrs. Mih, the following

appointments were approved. Motion passed.

1. Board Treasurer – Sandi Solander
2. Board Clerk – Terri Dale
3. Board Secretary – Vicky Smith
4. Board Attorney – Kent Pringle

**C. Selection of monthly meeting day, time, and location**

Upon a motion by Mr. Berthot and seconded by Mrs. Mih, the regular meetings of the Board of Trustees will be held the second Thursday of each month, starting at 5:30 p.m. in Room 209 in the Student Union. Motion passed.

**D. Financial Institution Designation**

Upon a motion by Mr. Ford and seconded by Mr. Berthot, the following banks were approved as official depositories for the College. Motion passed.

Bank of Commerce, Chanute  
 Commercial Bank, Chanute  
 Community National Bank, Chanute  
 Emprise Bank, Chanute  
 Exchange State Bank, St Paul  
 Farmer's National Bank, St Paul  
 First State Bank, Thayer  
 Home Savings Bank, Chanute  
 Home State Bank, Erie  
 Stark State Bank, Stark  
 Kansas State Bank, Ottawa  
 Peoples Bank, Ottawa

**E. Appointment of Board Representatives:**

Upon a motion by Mr. Ford and seconded by Mr. Berthot, Mrs. Mih will serve as the Kansas Association of Community College Trustees representative.

Upon a motion by Mr. Ford and seconded by Mr. Berthot, Steve Payne and Mariam Mih were appointed to serve as the Board's representatives on the NCCC Foundation Board.

Upon a motion by Mr. Berthot and seconded by Mrs. Mih, Neil Ford was appointed to serve on the Strategic Planning Committee as the Board's representative.

**F. Affirmation of Service**

Mr. Peter read the Affirmation of Service and asked each Board member to affirm before signing the document. Mr. Payne was absent and will be asked to affirm and sign the document at the August Board meeting.

**AFFIRMATION OF SERVICE**

It is with the deepest sense of responsibility and conviction as a trustee of Neosho County Community College, that I do solemnly affirm:

That I understand my authority exists only when acting collectively with my fellow board members, and that our authority is derived from, and obliged to serve, the interests of our entire community;

That I will exemplify ethical behavior and conduct that is above reproach;

That I will engage in an ongoing process of in-service education and continuous improvement;

That I will be prepared to participate in open, honest, and civil deliberation with my colleagues, vote my conscience rather than to advance any special interests, and support the decisions and policy we make; and

That I will honor the division of responsibility between the board and the CEO/President, and staff, and contribute to creating a spirit of true cooperation and a mutually supportive relationship in support of our community.

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Signed this 13<sup>th</sup> day of July, 2006

**VI. Consent Agenda**

The following items are proposed to be approved by consent.

- Minutes from June 8, 2006
- Claims for Disbursement June 2006
- Personnel

**Consent Agenda Item VI-C: Personnel**

### 1. Residence Life Coordinator Resignation

It is my recommendation that the Board accept the resignation of Chris Hackett as Residence Life Coordinator effective July 14, 2006.

### 2. Resignation of Cashier-Ottawa

It is my recommendation that the Board accept the resignation of Lisa Lierz, Cashier at the Ottawa campus, effective June 22, 2006.

### 3. Resignation of Admissions and Outreach Coordinator-Ottawa

It is my recommendation that the Board accept the resignation of Anne Ptacnik, Admissions and Outreach Coordinator at the Ottawa campus. Ms. Ptacnik's resignation is effective July 28, 2006.

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

**Dean of Planning and Operations Report:** Ben Smith, Dean of Planning and Operations, distributed an update on the areas in his department including Technology Services, Safety and Security and Facilities, Maintenance and Planning.

Dean Smith reported that in Tech Services work had been completed on the Kan-ed Phase II and III FB upgrade; that Ottawa WiFi was complete and Chanute WiFi was nearly complete; that 53 PC's will be ordered for computer labs with funds from the Perkins grant; that the Jenzabar EX maintenance renewal was in place; and that there will still some issues with InsideNC and connectivity problems at Ottawa.

Safety and Security tasks included re-keying the Chanute campus. Bideau Hall, NeoKan Hall, Sanders Hall, Stoltz Hall, the Chapel, the Wellness Center and the Multi-purpose building has been re-keyed. Chapman Library, the Student Union and Gym and Rowland will be re-keyed next. Dean Smith said he had received notification that the Kansas Department of Labor Industrial Safety and Health had approved the corrective measures to be in compliance with deficiencies found in an earlier inspection. He continues to work with city and county pandemic flu and homeland security.

Facilities and maintenance have installed multimedia projectors and completed renovation in NeoKan Hall including remodeling the lobby, 2 bathrooms, 22 offices, 1 conference room, and 1 conference room/classroom. Other maintenance projects completed include painting the auditorium and lecture hall ceilings and painting the Student Union, refinishing the gym floor, renovation of Stoltz Hall faculty offices, remodeling of the main administration offices in Sanders Hall, remodeling in the Student Union and moving admissions, counseling and student life offices to the Union, completed the game room in the Union, various landscaping projects and reviewing the Energy Performance Contract to see what savings have been realized as a result of the project.

Mr. Smith also had picture of various projects that have been completed throughout the campus.

**Treasurer's Report:** Sandi Solander, Dean of Finance, reported that she is working on finalizing the fiscal year. She distributed the Treasurer's report, Cash Balance Comparison report, and Changes in Fund Balance report.

**President's Report:** President Smith reported she had met with the pool consultant hired by the City to help make a recommendation for the future of the city pool. She distributed information to the Board on various features and costs that she received from the consultant. Two of the potential sites being discussed by the pool committee are located on NCCC property. The first being the property across the street where the two houses currently are and the other being on the northwest corner of the campus at 10<sup>th</sup> and Allen Street. Dr. Smith asked the Board is the College would be interested in having the city pool built on college property and it was the consensus of the Board that the pool not be built on College property. Dr. Smith indicated that the pool consultant thought that the college sites were not very probable locations for the new pool.

Dr. Smith reported that Bob Christiansen would host a get together at his home for community members who have expressed an interest in supporting the sports programs at the College. Mr. Christiansen is also working on developing a committee focused on helping the Nursing program at the College.

President Smith reported that the College had received notification from KBOR that NCCC would receive a \$35,000 grant this coming year to implement an awareness campaign about nontraditional gender occupations in the 19 counties southeast Kansas quadrant. The grant proposal was written by Brenda Krumm. The approach to informing students about the attractiveness of occupations they may not have considered will be to buy print and radio advertising, start a poster campaign to direct students to a web site that discusses thinking outside the "gender box" and using Upward Bound and Talent Search staff to discuss to programs in the USD's in the 19 county area.

Dean Krumm also submitted a grant proposal to the Department of Commerce's Workforce Solutions Fund for \$10,000. The proposal was full funded. The proposal will train computer aided manufacturing workers on the industry standard software, Mastercam. The monies from the Department of Commerce will pay for the licenses, the instructor curriculum, and the upgrades to the Mastercam software. The licenses are for five years, so NCCC will be able to continue to provide training during that time period to other companies. The first company whose employees are being trained is Econo Machine.

Dr. Smith also told the Board she had received notification from the Higher Learning Commission of the North Central Association that she was appointed to the Commission's Accreditation Review Council. She will serve a four-year term that will continue through August 2010. She will be traveling to Chicago three times a year to attend meetings. As part of the Accreditation Review Council, she will be part of the Commission's distributed decision-making processes and will serve on Readers Panels and on Review

Committees.

#### **Agenda Item VIII-A: Set Date for Budget Workshop**

In order to schedule the Budget Hearing at the regular Board meeting on Thursday, August 10, 2006, the College needs to approve the proposed 2005-06 budget for publication no later than July 29, 2006.

Thursday, July 27, 2006 was the date selected for a special Board meeting to review and approve the proposed 2006-07 budget for publication. The meeting will start at 5:30 p.m. in room 209 in the Student Union.

#### **Agenda Item VIII-B: AA & AS Degree Requirement Revisions (second reading)**

The AA and AS degrees are part of board policy and any revisions to degree requirements must be approved by Board action. Below are the changes that were presented at the June Board meeting.

#### **Resolution 2006-62**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the revisions to the degree requirements for the AA and AS degrees as recommended.

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

#### **Associate of Science (AS) Degree (revised 1/15/2004)**

The associate of science degree is designed for students planning to transfer to a four-year college or university to pursue a bachelor's degree.

1. Communications 9 hours English Composition I, English Composition II, speech
2. Computer Literacy Proficiency, 3 hours

*Note: a test-out option is available which forgives the requirement but does NOT replace the needed credit hours*

3. Natural Science and Mathematics ~~6~~ 11 hours

~~One natural laboratory science from biology, chemistry, or physics, and~~ A. Two science courses with both having a lab component; additionally, one of the science courses must be considered a life science and the other must be considered a physical science.

One mathematics including college algebra or a higher level math course

4. Social and Behavioral Sciences 9 hours General Psychology and six credit hours from economics, geography, political science, psychology, sociology
5. Arts and Humanities 9 hours Select from three areas: art\*, foreign language, literature, music and/or theatre\*, and/or philosophy. (\*Performance/participation classes do not meet this requirement)
6. Physical Education 1 hour Lifetime Fitness recommended
6. Personal and Career Development 1 hour Orientation or approved substitute (may be waived for transfers with 15 credit hours or more)
7. Appropriate Fields of Study 24 hours A program of study in business, education, engineering, mathematics, social or behavioral science, natural science, or related technologies

Other Requirements: A. Pre- and post-assessments are required by NCCC B. Fifteen (15) of the last twenty-four (24) credit hours *must be* in residence at NCCC

- C. Total of sixty-four (64) credit hours D. Cumulate GPA of 2.0 or higher

#### **Associate of Arts (AA) Degree (revised 1/5/2004) (revised 6/10/2004)**

The associate of arts degree is designed for students planning to transfer to a four-year college or university to pursue a bachelor's degree.

1. Communications 9 hours English Composition I, English Composition II, speech
2. Computer Literacy Proficiency, 3 hours

*Note: a test-out option is available which forgives the requirement but does NOT replace the needed credit hours*

3. Natural Science and Mathematics ~~7-8~~ 10-11 hours ~~A. One science course from biology, chemistry, or physical science, physics, ecology, or higher level that has a lab component;~~

A. Two science courses with one course having a lab component; additionally, one of the science courses must be considered a life science and the other must be considered a physical science; and B. One mathematics course, including college algebra or a higher level math course

4. Social and Behavioral Sciences 9 hours General Psychology and six credit hours from two areas: economics, geography, political science, psychology, sociology

5. Arts and Humanities 9 hours From three areas: art\*, music & theatre\*, history, language, literature, or philosophy (\*Performance/participation classes do not meet this requirement)

6. Physical Education 1 hour Lifetime Fitness recommended

7. Personal and Career Development 1 hour Orientation or approved substitute (may be waived for transfers with 15 credit hours or more)

8. Appropriate Fields of Study 24 hours A program of study in English, fine arts, education, history, humanities, language, music or social science

Other Requirements: A. Pre- and post-assessments are required by NCCC B. Fifteen (15) of the last twenty-four (24) credit hours must be in residence at NCCC

C. Total of sixty-four (64) credit hours D. Cumulate GPA of 2.0 or higher

#### **Agenda Item IX-A: Performance Agreements Approval**

Each year in July, the Kansas Board of Regents (KBOR) requires all institutions to state a list of goals to be accomplished in the next calendar year. This list is called the Performance Agreements. The goals must follow a set of criteria and must conform to certain goal categories. The goals must be "stretch" goals in that they must be challenging to achieve. Failure to set these goals to the satisfaction of KBOR or failure to adequately achieve the goals can result in the state "freezing" all or part of any "new" state allocations (moneys in excess of last year's allocation) for one year. KBOR considers this Performance Agreement to be a binding contract between the state regents and the local boards of control. The agreement is ratified by KBOR in the fall and is a calendar year program. We begin working to complete the Performance Agreement goals in January and must complete the yearly targets by December. The following February NCCC submits a report to KBOR of our progress in completing the targets.

The prescribed form follows with a detailed list of NCCC's stated goals and the indicators used to measure whether the goal has been achieved. This year, KBOR has changed what goals it deems most important. Formerly, it required that all institutions include a goal of achieving seamlessness between institutions, known as "Goal A" on the Regents list of goals. For the 2007 calendar year, the KBOR is requiring that all institutions focus on learner outcomes, known as "Goal B" on the list.

If the NCCC Board approves this Performance Agreement for 2007, it will be submitted to KBOR for review.

NOTE: In the coming years KBOR will require NCCC to complete a three-year agreement and the College will be unable to change goals or targets during a three-year cycle. It is critical to establish the right goals and targets that we will be committed to for three years.

For 2007 NCCC has chosen five goals:

Improve learner outcomes in general education using the CAAP graduation exam as an indicator of areas of improvement and success

Creation of 3 new programs with sufficient enrollment to justify the programs

Improvement in success of developmental students through the developmental coursework and beyond.

Increase the amount of funds received from grants and donations

Increase the number of registered nurses graduated and certified

The administration asked that these Performance Agreements be approved and that Dr. Smith be given the ability to make changes as required by the KBOR Academic Affairs Standing Committee.

#### **Resolution 2006-63**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the Performance Agreement for 2007 as presented.

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

**Agenda Item IX-B: Administrative Contracts**

It was the President's recommendation that a 4.52% salary increase for administrative employees for 2006-07.

Name	Position	2005-06 Salary	2006-07 Salary
Christiansen, Bob	Director of Development	70,000	73,164
Clay, Krista	ABE Coordinator	30,107	31,468
Coomes, Kerrie	Director of Financial Aid	32,000	33,446
Eldridge, Mark	Dean-Ottawa Campus	48,859	51,067
Ernst, Dale	Asst Dean-Ottawa Campus	33,000	34,492
Erwin, Jean	Medical Asst Instructor/Coord. (10 mon)	30,833	32,227
Ewan, Michelle	Bookstore Manager	20,700	21,636
Gilpin, Karen	Director of Nursing	60,241	62,964
Hager, Cindy	ABE Instructor	27,050	28,273
Inbody, Brian	VP-Student Learning	81,118	84,785
Jurgensen, Jo	HIT Instructor/Coordinator (1/2 time)		18,000
Kettler, Randy	Director of Basic Skills/CAVE	46,833	48,950
Kiefer, Melissa	Coord of Student Life/Admissions/Coach		28,000
Kiefer, Mike	Athletic Director/Soccer Coach	41,897	43,791
Krumm, Brenda	Dean of Outreach/Workforce Dev (9 mon)	40,120	41,933
Last, Lisa	Dean of Student Development	44,505	46,517
Lawrence, Noretta	Coordinator for Network Services	38,991	40,753
Loring, Julie	Director of Advising & Counseling	34,500	36,059
Mason, Nathan	Admissions Specialist/Head Coach		25,000
Neff, Ann	International Students Coordinator	30,712	32,100
Ranabargar, Kerry	Director of Technology Services	34,400	35,955
Redburn, Sandi	Workforce Development Trainer (32 hrs/wk-12 month)	20,500	21,427
Rhine, Tracy	Coordinator for Allied Health	34,423	35,979
Robb, Sandy	Lifetime Learning Coordinator (1/2 time)	12,047	12,592
Rowe, Brenda	Director Human Resources	36,225	37,862
Smith, Ben	Dean of Planning & Operations	59,999	62,711
Smith, Paul	Maintenance Supervisor	33,522	35,037
Smith, Sarah	Registrar		29,000
Solander, Sandi	Dean of Finance	59,487	62,176

Vanatta, Kim	Coordinator of Developmental Lab	32,468	33,936
Weisenberger, Susan	Director of Library Services	38,005	39,723

**Resolution 2006-64**

RESOLVED, That the Board of Trustees of Neosho County Community College approves salary increases for administrative employees as recommended by the President.

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

**Agenda Item IX-C: Administrative Salary Adjustments**

As the senior staff reviewed the hourly, non-exempt employee's salaries and how they compared with other entities in southeast Kansas, they also took the opportunity to compare exempt, administrative employees. The College has 31 exempt employees. Only 21 employees had counterparts at the other five community colleges in southeast Kansas. Of those 21 positions, the salaries of 13 of those positions were below the median, the other eight employees were compensated more than their counterparts.

Senior staff felt that three of the 13 should have adjustments made to their salaries to bring them more in line with their counterparts. Below is a list of the employees, their 2005-2006 salaries and the 2005-06 median for their counterparts' salaries at the other southeast Kansas community colleges. Also listed is what their 2006-07 salary would be with the 4.52% raise. The amount of adjustment recommended by the President is also list. These adjustments will be in addition to the 4.52% salary raise that the President recommended for all the administrators.

Name	05-06 Salary	Median SE KS Salary	06-07 Salary	Adjustment	New
<u>Mike Kiefer</u> Athletic Director/Head Soccer Coach	\$41,897	\$48,000	\$43,791	\$2,400	\$46,191
<u>Lisa Last</u> Dean/Student Development	\$44,505	\$69,272	\$46,517	\$3,600	\$50,117
<u>Kerry Ranabargar</u> Director of Technology Services	\$34,400	\$41,125	\$35,955	\$2,400	\$38,355

In addition to the above three administrators, the President recommended that the Board provide Karen Gilpin, director of Nursing with an additional \$2,400 above the 4.52% raise. The rationale behind that recommendation is that it brings Karen in line with the adjustments made to the nursing faculty salaries due to additional certifications that the nursing faculty have received. The average that the faculty is receiving if they have two additional certifications is \$2,400. Karen's 2005-06 salary is \$60,241. With a 4.52% raise she would receive \$62,964. If the Board approves the adjustment of \$2,400, then her 2006-07 salary would be \$65,364.

The total cost was \$10,800 for the above recommendations.

**Resolution 2006-65**

RESOLVED, That the Board adjust the 2006-07 salaries of Mike Kiefer by \$2,400, Karen Gilpin by \$2,400, Lisa Last by \$3,600, and Kerry Ranabargar by \$2,400.

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

**Agenda Item IX-D: Hourly, Non-Exempt Employees Classification Recommendation**

The determination of the starting salaries of new hourly, non-exempt individuals has been based on past practices of the College. there were three levels of starting salaries: 1) \$7.00 for all hourly employees except administrative assistants who worked for directors and deans, administrative assistants who worked for the vice-president or president, and high level maintenance positions; 2) \$8.00 per hour for hourly employees who were administrative assistants to directors and deans and high level maintenance positions (such as plumber, electrical, etc.); and 3) \$9.00 per hour for administrative assistants to the vice-president and president.

Last July, the President recommended and the Board approved raising the starting salary to \$8.00 per hour for those in the \$7.00 per hour category. The administration believed that one of the factors in attracting good employees is the compensation package the College can provide. Senior staff has reviewed how hourly employee classification system compares with the City of Chanute, USD 413, southeast Kansas area employers, other community colleges in southeast Kansas, and the State civil service schedule. Their analysis showed that NCCC's hourly starting salaries for similar positions are below all of the comparison groups.

A meeting was held to share the proposed classification system with all the hourly, non-exempt employees.

It was the senior staff's recommendation that the Board institute a new hourly, non-exempt classification system at Neosho County Community College. Attached are the particulars of the system.

**Resolution 2006-66**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the classification system for hourly, non-exempt employees as presented.

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

**Neosho County Community College  
Hourly, Non-Exempt Employees  
Classification System  
July, 2006**

The hourly, non-exempt positions at the College will be divided into five categories. There are eight factors that determine in which level a particular position will fall. A majority of the factors need to be present before a position is placed in a particular level.

The factors are:

- Education requirement
- Experience required
- Availability of pool that meets the requirement
- Complexity of tasks associated with the position
- Responsibilities involved in the position
- Confidentiality level required for someone in the position
- Consequences of Actions or decisions
- Difficulty of job duties

**Level I:**

- **\$7.00 - \$8.00 per hour starting salary range**

Education and Qualifications:

- § No HS diploma required, HS diploma or GED preferred
- § No work experience required
- § Large pool of candidates available
- § Little responsibility or complexity in tasks
- § No confidentiality necessary
- § Consequences of actions and decisions are not significant
- § Low difficulty in job duties

- Examples of Positions:

- § Custodial staff
- § Seasonal workers; such as summer grounds persons, office help, cleaning help
- § Temporary employees for specific projects

**Level II:**

- **\$8.00 - \$9.00 per hour starting salary range**
- Education and Experience:

- § HS diploma or GED required, Associates preferred
- § 1-2 years of work experience required, preferably in area of responsibilities of position
- § Adequate pool of candidates available
- § Some responsibility and complexity of tasks
- § No confidentiality required
- § Consequences of actions and decisions are not significant
- § Low difficulty in job duties

o Examples of Positions: (level II)

- § Administrative Assistant, Basic (i.e., Faculty secretary, Secretary to Coordinators)
- § Clerk, Basic (i.e., Accounts Payable, Registration Clerk, Library Clerk (non-computer))
- § Receptionist
- § Switchboard Operator

**Level III:**

- **\$9.00-\$10.00 per hour starting salary range**

- Education and Experience:

§ Associates required  
 § 2-4 years of work experience required, preferably in area of responsibilities of position  
 § Moderate pool of candidates available  
 § Moderate responsibilities and complexity of tasks  
 § Moderate confidentiality necessary  
 § Moderate consequences of actions and decisions  
 § Moderate difficulty in job duties

o Examples of Positions:

§ Administrative Assistant to deans and directors  
 § Assistant Registrar  
 § Clerical, Specialized (Library Computer clerk, Offices Services/Copy Center clerk, Accounts Receivables clerk, Bookstore Clerk, Ottawa)

**Level IV:**

- **\$10.00 - \$11.00 per hour starting salary range**
- Education and Experience

§ Associates degree required, bachelors preferred and/or specialized trade skills required and  
 § 3-5 years of experience required, preferably in area of responsibilities  
 § Limited pool of candidates available  
 § High level of responsibilities and complexity of tasks  
 § Confidentiality necessary  
 § Consequences of actions are above average in significance  
 § Moderate to High difficulty in job duties

o Examples of Positions:

§ Administrative Assistants to vice-president and president  
 § Cashier  
 § Data/research specialist  
 § Development Assistant  
 § Financial Aid specialist  
 § General maintenance

**Level V:**

- **\$11.00-\$12.00 per hour starting salary range**
- Education and Experience:

§ Bachelors degree required or Associates degree with specialized certificates or masters grade trade skills  
 § 3-5 year of experience in area of responsibilities required  
 § Restricted pool of candidates available  
 § High level of responsibilities and/or complexity of task  
 § Confidentiality necessary  
 § Consequences of actions are significant  
 § High Difficulty in job duties

o Examples of Positions:

§ Accounting Specialist  
 § Instructional Technology Support Technician  
 § Masters Trade (i.e., Electrician, Plumber, Pipe fitter)

**Agenda Item IX-E: Hourly, Non-Exempt Employee Contracts**

The President recommended a 4.52% increase for all hourly employees. In addition, those employees whose salary is below the base starting salary of their level will be brought up to the base level.

Name	Position	2005-06 Hourly	Proposed Level	2006-07 Hourly Rate	2006-07 Salary
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		Rate			
Barr, Mary	Switchboard/Admin Asst	8.28	2	8.65	18,001
Beddo, Susan	Financial Aid Specialist-Ottawa	8.00	4	10.00	20,800
Beeman, Gloria	Office Services Clerk	8.28	3	9.00	18,720
Benton, Patty	Cashier	8.00	4	10.00	20,800
Bulk, Mary	Library Computer Clerk (30 hr/wk)	exempt	3	10.00	15,600
Crawford, Steve	Electrician/Plumber	12.53	5	13.10	27,240
Dale, Terri	Admin Asst-President	13.44	4	14.05	29,219
Dent, Vicki	Custodian	8.80	1	9.20	19,131
Dix, Marcy	Asst Registrar-Ottawa	8.00	3	9.00	18,720
Foster, Byron	Maintenance	9.00	4	10.00	20,800
Hale, Kara	Financial Aid Specialist	n/c	4	9.00	18,720
Gill, Joan	Library Assistant	12.35	2	12.91	26,849
Gilkey, Rejeanne	Admin Asst-Nursing	n/a	3	9.50	19,760
Gilmore, Denise	Admin Asst-VP Student Learning	11.12	4	11.87	24,690
Haddan, Susan	Assist Registrar	9.22	3	9.75	20,280
Hamm, Kelly	Admin Asst-Nursing-Ottawa	8.28	3	9.00	18,720
Hanks, Barbara	Accounts Payable Clerk	8.28	2	8.65	18,001
Hart, Sarah	Admin Asst-Allied Heath	8.00	2	8.36	17,392
Hauser, LuAnn	Data Research Assistant	12.49	4	13.05	27,153
Johnson, Teddy	Library Clerk (1/2 time)	8.00	2	8.36	8,696
Kinzer, Jackie	Admin Asst-Outreach/Workforce Development	9.19	3	9.61	19,979
Nduati, James	Tech Services Technician	12.00	5	12.54	26,088
Neely, Mia	AR Clerk	8.00	3	9.00	18,720
Parriott, Paulette	Receptionist/Switchboard-Ottawa	8.00	2	8.36	17,392
Schommer, Debra	Admin Asst-Faculty	9.00	2	9.41	19,566
Shumway, Donna	Tech Services Technician-Ottawa	10.00	5	10.45	21,740
Thompson, Michael	Custodian-Ottawa (30 hr/wk)	7.50	1	7.84	12,230
Ward, Joe	Maintenance	10.00	4	10.45	21,740

**Resolution 2006-67**

RESOLVED, That the Board of Trustees of Neosho County Community College approves reclassification and salary increases for

hourly, non-exempt employees as recommended by the President.

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

**Agenda Item IX-F: Bids for Bideau Roof**

The shingle roof of Bideau Hall was severely damaged by storms in June of last year and March of this year. Following discussion with the Board last month regarding a shingle vs. metal replacement of the roof, bids were solicited for a 25-year shingle roof replacement. Shingles specified were to be 3-tab, 25-year Tamko Elite Glass-Seal or equivalent. Installation price must include removal of the old shingles, installation of 15 lb. felt with new metal drip edge, any necessary pipe flashing, valley metal, clean up and haul off of all waste. Funding for the replacement will come from insurance payments for the roof.

Ads were placed in the Chanute Tribune and bids were solicited for the projects from:

Murphy Roofing, 22030 Highway 39, Stark, KS 66775  
 Falcon Roofing, 3931 County Road 3600, Independence, KS 67301  
 Dave's Construction and Repair, 323 N. Walnut, Erie, KS 66733  
 Pyramid Roofing, 8 East Main, Chanute, KS 66720  
 Truitt Roofing, 201 W. Main, Chanute, KS 66720  
 Brown Construction, 611 East 35<sup>th</sup> Parkway, Chanute, KS 66720  
 Roofmasters Roofing Co, 719 W. 4<sup>th</sup>, Hutchinson, KS 67501  
 Border-to-Border Roofing, 1401 W. Main, Suite A, Chanute, KS 66720

The following sealed bids were received:

Border-to-Border Roofing	\$49,849.00
Whitworth Construction, Inc.	\$49,000.00

Both bids excluded the cost of any replacement plywood sheeting that might be necessary during the installation for damaged decking. Border-to-Border estimated the cost for this replacement decking at an additional \$1.00 per square foot with no number of square feet specified. This price would equate to \$32.00 per 4'x8' sheet of plywood. Whitworth Construction estimated ten sheets of plywood at an additional cost of \$25.00 per sheet.

The Whitworth Construction bid was the lowest bid for the roof replacement and also listed a lower equivalent charge per sheet for the plywood decking replacement.

It was the President's recommendation that the Board accept the bid for replacement of Bideau Hall roof of \$49,000 from Whitworth Construction of Chanute, Kansas.

**Resolution 2006-68**

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$49,000 from Whitworth Construction to replace the roof on Bideau Hall.

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

**Agenda Item IX-G: Bids for Waterproofing/Tuck Pointing**

The College's brickwork and masonry surfaces are in need of repair. The aggregate panels on the gymnasium, specifically, are in dire need of re-caulking and repair as the panels are beginning to separate and moisture can penetrate the cracks. Several areas of the panels have "spalled" or exploded outward in certain locations due to moisture trapped behind the panels. These spalled areas need to be repaired when the panels are re-caulked. Although most of our brickwork and masonry is in relatively good condition, some normal cracks in the brickwork are to be expected due to building settling and normal aging. Additionally, building expansion joints and joints between brick-to-brick joints, brick-to-concrete joints and brick-to-window/door joints also need re-caulking to prevent moisture damage to the buildings.

Ads were placed in the Chanute Tribune and bids were solicited for the project from:

Mid-Co Contractors, Inc., 1015 S. McAlpine, Kansas City, KS 66105  
 Mid-Continental Restoration Co., Inc., PO Box 429, Fort Scott, KS 66701  
 Karr Tuckpointing PO Box 417, Vinton, IA 52349

The bid specifications were divided into a base bid and seven additional alternates, as described below:

Base bid—gym aggregate panel repair, caulking and waterproofing
Alternate 1—gym brick joint repair
Alternate 2—gym brick cleaning and waterproofing of unprotected areas
Alternate 3—student union brick joint repair
Alternate 4—Sanders Hall brick joint repair
Alternate 5—Sanders Hall cleaning and waterproofing of unprotected areas
Alternate 6—Stoltz Hall brick joint repair

Alternate 7—Chapman Library brick joint repairs

The following sealed bid was received:

Mid-Continental Restoration Co. Inc. Fort Scott, KS

- o Base bid \$26,355.00
- o Alternate 1 \$2,325.00
- o Alternate 2 \$3,475.00
- o Alternate 3 \$1,980.00
- o Alternate 4 \$5,240.00
- o Alternate 5 \$3,850.00
- o Alternate 6 \$1,660.00
- o Alternate 7 \$2,100.00

It should be noted that if the entire project is not undertaken at this time, costs for the alternates may be substantially higher if and when they are undertaken in the future. Funding for the project will come from the maintenance budget.

It was the President's recommendation that the Board accept the base bid only for gym aggregate panel repair, caulking and waterproofing for \$26,355.00 from Mid-Continental Restoration of Fort Scott, Kansas.

#### **Resolution 2006-69**

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$26,355.00 from Mid-Continental Restoration of Fort Scott to repair, caulk, and waterproof the gymnasium's aggregate panels.

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

#### **Agenda Item IX-H: Bids to Move 14<sup>th</sup> Street Houses**

At the direction of the board, the College took steps to implement the sale and removal of the houses located at 1005 W. 14<sup>th</sup> Street and 1401 S. Allen Street, Chanute, KS 66720. Ads were placed in the Chanute Tribune regarding the sale of the houses.

The following sealed bid was received:

Freddie Markham \$1,121.00

Mr. Markham's bid was only for the house at 1401 S. Allen, and was made with the "understanding that the college will level and fill the lot, so that I may have any deposit with the city refunded." Mr. Markham did not bid on the house at 1005 W. 14<sup>th</sup>.

Because the College would have to pay to have the houses demolished and removed, any proceeds acquired for the sales of the houses would help offset the cost of demolition and grounds repair.

It was the President's recommendation that the Board accept the bid for sale and removal of the house located at 1401 S. Allen Street, Chanute, KS for \$1,121.00 from Freddie Markham, take appropriate steps to demolish the house at 1005 W. 14<sup>th</sup>, and fill in and repair the grounds of both houses per city code.

Board members discussed the possibility of the fire department or police department utilizing the smaller house for training purposes and instructed the administration to contact those departments.

#### **Resolution 2006-70**

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$1,121.00 from Freddie Markham to remove the house located at 1401 S. Allen, Chanute, KS, within 120 days and authorizes the administration take the appropriate steps to demolish the house at 1005 W. 14<sup>th</sup> and fill in and repair the grounds of both houses per city code.

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

#### **Agenda Item IX-I: English Instructor-Ottawa**

It was the President's recommendation that the Board employ Jane Ellen Smith as the English instructor at the Ottawa campus. Ms. Smith holds a B.S. in English degree from Iowa State University and M.A. in English from the University of Kansas. She is currently enrolled in the Ph.D. Program at KU.

Ms. Smith's teaching experience includes work at Iowa State University and Kansas University as a graduate assistant and lecturer. She has related experience in various research projects.

Ms. Smith will be paid at the MS-8 level (\$34,104) beginning August 15, 2006.

#### **Resolution 2006-71**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Jane Ellen Smith as English instructor for the Ottawa campus at the MS-8 level (\$34,104).

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

**Agenda Item IX-J: ABE Instructor**

It was the President's recommendation that the Board employ Heather Garrett as the full-time ABE instructor. Ms. Garrett earned her M.S. in Human Resource Development and BS in Psychology from Pittsburg State University. She is also a graduate of Fort Scott Community College with an AS degree.

Ms. Garrett was employed as a clerical assistant from 2002 to 2006 and as a negative alignment technician from 1998 to 2002 for Ward/Kraft, Inc. in Fort Scott. Ms. Garrett will be paid \$24,500 annually starting July 17, 2006.

**Resolution 2006-72**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Heather Garrett as the full-time ABE instructor starting July 17, 2006 at an annual salary of \$24,500.

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

**Agenda Item IX-K.: Accounting Specialist Position**

The accounting clerk position was created during the Business Office reorganization in January, 2005. The responsibilities of that position have proved to be challenging for a clerk to do adequately. The recent analysis comparing hourly classification system with the City of Chanute, USD 413, Southeast Kansas and other community colleges in this area indicated the position should be upgraded to specialist to correspond with the education and skill set requirements of the position.

The accounting function is a critical position within the institution. It is the accountant's job to monitor and reconcile the bank statement with the general ledger on a monthly basis. This position is also responsible for the balancing of all grant accounts and the draw down of Federal and State Grant funds in a timely manner. These and the many other duties of this position are an integral part of maintaining the accounting records at the College.

Therefore, it was the President's recommendation that the College establish the accounting specialist position. The position description is attached.

**Resolution 2006-73**

RESOLVED, That the Board of Trustees of Neosho County Community College approves establishing the position of Accounting Specialist as recommended.

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

**Accounting Specialist**

Reports to: Chief Financial Officer  
Organizational Unit: Hourly, Non-Exempt  
Classification Level: V  
Starting Salary: \$11.00-\$12.00 per hour  
Revision date: June 2006

This position reports to the Chief Financial Officer. Duties include, but are not limited to:

Performs routine calculating, posting and verifying duties to obtain financial data for use in maintaining accounting records.

Prepares the bank statement reconciliation, issues stop payments on checks, reissues checks and clarifies NSF checks; examines the daily cash drawer, balance sheets, and bank deposit slips; .

Monitor outstanding checks, reissue and void on a timely basis.

Researches processing problems and resolves them by contacting departments when necessary.

Prepares routine entries and posts financial transactions; reconciles entries and internal ledgers to financial reports.

Prepares trial balances; closes accounts at the end of the fiscal year and prepares opening balances and accounts at the beginning of the new fiscal year.

Compiles data for preparation of periodic and annual financial reports and prepares monthly reports for the Board of Trustees.

Monitor the college bank accounts and ensure that banks maintain adequate levels of pledged securities at all times.

Balances all Federal and State Grant accounts to ensure that adequate, but not excessive monies are drawn down.

Provides monthly financial reports to the grant departments.

Draw down Federal and State Grant funds in a timely manner.

Draw down financial aid funds, including Pell grants, Supplemental Educational Opportunity Grants, Student Support Services and college work study.

Gather, tag and enter college inventory on computer for fixed asset accounting.

Prepare sales tax exemption certificates when requested.

Act as backup accounts payable clerk when needed.

Performs miscellaneous job-related duties as assigned.

#### **MINIMUM JOB REQUIREMENTS:**

Bachelors' degree required, preferably in accounting or business, or Associates degree with specialized certificates in accounting, plus 3-5 year of experience in area of responsibilities required. Knowledge of fund accounting preferred.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Knowledge of college accounting policies, procedures and regulations.  
 Records maintenance skills.  
 Ability to utilize automated accounting system.  
 Ability to understand and interpret financial information.  
 Account balancing skills.  
 Ability to process computer data and to format and generate reports.  
 Basic data entry and/or word processing skills.  
 Knowledge of mathematics.  
 Knowledge of general accounting principles.  
 Strong communication and interpersonal skills.  
 Ability to analyze and solve complex problems.

#### **Agenda Item IX-L: Bids for Athletic Insurance**

Dissinger Insurance Services, the College's current athletic insurance broker, solicited quotes for athletic injury insurance on the College's behalf. Dissinger received quotes for basic athletic injury insurance from Life Insurance Company of North America (CIGNA) and American International Group (AIG). The following bids were received:

Life Insurance Co. of North America (CIGNA) \$45,630

American International Group (AIG) \$65,300

Bids were also solicited for catastrophic coverage for athletic injury. Mutual of Omaha submitted a bid of \$6,153 for such coverage.

It was the President's recommendation that the College continue with the current provider, Life Insurance Company of North America (CIGNA) for the 2006-07 year. The plan is an excess type plan with \$0 deductible, 1 year incurring period, AD&D of \$10,000, and \$25,000 Accident Medical Maximum, and HMO/PPO benefits.

The President also recommended that the Board approve the quote of \$6,153 for catastrophic athletic injury insurance from Mutual of Omaha.

#### **Resolution 2006-74**

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid from CIGNA for athletic insurance for \$45,630 for one year and the bid from Mutual of Omaha for Catastrophic Coverage in the amount of \$6,153 for one year.

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

#### **Agenda Item IX-M.: KBOR/KACCT Deferred Maintenance Data Collection Agreement**

During 2004, in anticipation of the 2006 Legislative session, KBOR did a facilities assessment so they could present proposed legislation to the legislature to request an increase in the state-wide mill and sales tax to pay for \$584 million in deferred maintenance at the five Regents universities. Senator Derek Schmidt of Independence, and vice-chair of the Assessment and Taxation Committee in the 2006 legislature, told KBOR that the committee may be supportive. He suggested that they include community colleges in the request, since that may bring more legislators on-board to support a deferred maintenance bill in the

upcoming session.

Reggie Robinson, CEO of KBOR, contacted Sheila Frahm, executive director of KACCT and requested her help in providing the dollar figures from the community colleges on their deferred maintenance issues. A preliminary analysis was provided to KBOR. The KBOR staff person that oversees facilities for the Regents' universities said the information was unsupportable and that the community colleges would need to replicate the facilities assessment process that the Regents universities had undertaken to insure that the dollar figures KBOR submitted to the Legislature in the next session was "apples and apples."

KACCT sent out an RFP and received two responses—from ISES (the company that preformed the Regents analysis) and 3D/I (a company that has worked with several community colleges across the country.) The KACCT committee met on Wednesday, June 21<sup>st</sup> to review the two proposals and to select one to recommend to the KACCT membership. The "deferred maintenance" committee selected ISES. At the KACCT/COP meeting on June 17<sup>th</sup>, the trustees present, and the presidents all supported each of the community colleges sharing the cost of having the general facilities assessment completed. It was believed that the results, which will outline the cost of deferred maintenance issues at the community colleges, will be well articulated and supportable with both KBOR and the legislature.

This is very timely. Since NCCC needs to complete a capital improvement plan, one of the first steps in completing such a plan is to do an analysis of the facilities and the infrastructure. The above process will be a great beginning—plus, by sharing the costs over all 19 community colleges, the cost for NCCC to have this assessment completed will be less than if the College had gone out alone to bid the service. The President included a spreadsheet that Shelia Frahm supplied to show the cost. She highlighted in yellow the cost to NCCC. The group decided that the smaller institutions would pay a little more per square foot than the larger institutions. NCCC will still get the study for less than if the College had contracted to do the study.

The President recommended that NCCC join with the other community colleges and Washburn University to contract with ISES for a general assessment of our facilities and infrastructure. In addition, she recommended that the Board Chair and the President sign the KACCT Deferred Maintenance Data Collection Project Agreement enclosed.

#### **Resolution 2006-75**

RESOLVED, That the Board of Trustees of Neosho County Community College joining other community colleges and Washburn University to contract with ISES for a general assessment of our facilities and infrastructure, and that the Board Chair and President sign the KACCT Deferred Maintenance Data Collection Project Agreement.

June 30, 2006

Ms. Sheila Frahm  
Executive Director  
Kansas Association of Community College Trustees  
700 S.W. Jackson  
Suite 1000  
Topeka, Kansas 66603-3757

#### **RE: PROPOSAL TO PROVIDE DEFERRED MAINTENANCE ASSESSMENT SERVICES FOR THE COMMUNITY COLLEGE SYSTEM OF KANSAS**

Dear Ms. Frahm:

Per your request, ISES proposes to provide deferred maintenance assessment services comparable to the type of assessment performed by the Kansas Board of Regents for the Kansas Association of Community College Trustees. Per our discussions, this effort would extend to nineteen (19) separate Community College campuses, with approximately 330 individual structures encompassing between 6 and 7 million gross square feet. The campus locations included in this effort are as follows.

Allen County CC	Barton County CC
Butler County CC	Cloud County CC
Coffeyville CC	Colby County CC
Cowley County CC	Dodge City CC
Fort Scott CC	Garden City CC
Highland CC	Hutchinson CC
Independence CC	Kansas City, Kansas CC
Labette CC	Neosho CountyCC
Pratt CC	Seward County CC

Washburn University\*

\* - Washburn University has been inserted into this effort in lieu of Johnson County CC, roughly equal efforts

For this effort, ISES proposes to send teams of inspectors to each site. Our inspectors will walk the facilities, interview appropriate campus personnel, and rate each of the buildings. Facility replacement costs will be developed for each building utilizing replacement cost rates that have been approved by the BOR. Campus utility infrastructure systems will also be rated as part of this process. ISES personnel will complete the rating forms for each building and Campus (using your MS Excel file format). We will then develop a comprehensive summary report for the entire Community College system similar in format to the report your office developed for all higher education in the Fall of 2004. We will provide the finished hard copy reports (30 copies) plus all backup Excel files to your office upon completion of the project. Additionally, separate summary reports (10 copies each, plus backup Excel files) will be delivered to each individual campus.

The cost necessary to complete this effort will be a lump sum, fixed-fee in the amount of \$195,083. This cost is all inclusive of travel and per diem expenses, and is predicated on a level of effort based on the deferred maintenance report mechanism that ISES reviewed for the Kansas BOR in August 2004.

Upon receipt of notice to proceed, we can schedule the field work to begin no later than the first week in August, and have the entire project completed by November 15<sup>th</sup>. Thank you for considering ISES Corporation for this project. We look forward to this chance to you and the individual campuses on this project. If you have any questions about this, please do not hesitate to call me at (770) 879-7376, extension 109 or email me at danh@isescorp.com.

Very respectfully,

Daniel C. Harrison  
Executive Vice President

Community College	Square Feet	Cost @ 2.946cents				
Allen CC	164,955	\$4,859.57	\$10,267.50	\$5,407.93	\$7,329.61	0.044
Barton CC	472,195	\$13,910.86	\$10,267.50	(\$3,643.36)	\$11,329.61	0.024
Butler CC	456,508	\$13,448.73	\$10,267.50	(\$3,181.23)	\$11,329.61	0.025
Cloud CC	187,620	\$5,527.29	\$10,267.50	\$4,740.21	\$7,329.61	0.039
Coffeville CC	340,315	\$10,025.68	\$10,267.50	\$241.82	\$10,309.61	0.030
Colby CC	271,567	\$8,000.36	\$10,267.50	\$2,267.14	\$10,309.61	0.038
Cowley CC	339,844	\$10,011.80	\$10,267.50	\$255.70	\$10,309.61	0.030
Dodge City CC	274,924	\$8,099.26	\$10,267.50	\$2,168.24	\$10,309.61	0.037
Fort Scott CC	414,721	\$12,217.68	\$10,267.50	(\$1,950.18)	\$10,309.61	0.025
Garden City CC	287,311	\$8,464.18	\$10,267.50	\$1,803.32	\$10,309.61	0.036
Highland CC	241,294	\$7,108.52	\$10,267.50	\$3,158.98	\$7,329.61	0.030
Hutchinson CC	528,508	\$15,569.85	\$10,267.50	(\$5,302.35)	\$14,329.61	0.027
Independence CC	198,083	\$5,835.53	\$10,267.50	\$4,431.97	\$7,329.61	0.037
Johnson CC	1,070,324	\$31,531.75	\$10,267.50	(\$21,264.25)	\$21,329.61	0.020
Kansas City CC	403,087	\$11,874.94	\$10,267.50	(\$1,607.44)	\$10,309.61	0.026
Labette CC	188,774	\$5,561.28	\$10,267.50	\$4,706.22	\$7,329.61	0.039
Neosho CC	187,656	\$5,528.35	\$10,267.50	\$4,739.15	\$7,329.61	0.039
Pratt CC	299,900	\$8,835.05	\$10,267.50	\$1,432.45	\$10,309.61	0.034

Seward CC	292,837	\$8,626.98	\$10,267.50	\$1,640.52	\$10,309.61	0.035
	6,620,423	\$195,037.66			\$195,082.59	\$195,037.66

Kansas Association of Community College Trustees

July, 2006  
DEFERRED MAINTENANCE DATA COLLECTION PROJECT AGREEMENT

\_\_\_\_\_ Yes, our college will participate in a survey of our community college buildings This survey is necessary to gather "validated" data of needs for deferred maintenance. This is for presentation to KBOR & Kansas Legislature. The community college data, along with that gathered from the State Universities and Washburn University will be used to develop the proposal requested by the State Legislature for a potential Deferred Maintenance program for higher education. Each campus will be reviewed building-by-building. The time frame for the visits by ISES to each campus is August – October. The final report will be due to KACCT by mid November.

\_\_\_\_\_ Yes, we agree to pay our share of the fees charged by ISES Corporation to develop the data. Payment will be due when the project is completed and the billing is received from ISES.

\_\_\_\_\_ Yes, we understand KACCT will enter into a contract with ISES Corporation on behalf of Kansas Community Colleges.

Date: \_\_\_\_\_  
College: \_\_\_\_\_  
Board Chairman: \_\_\_\_\_  
College President: \_\_\_\_\_

Received by KACCT: \_\_\_\_\_

**Amended Agenda Item IX-N: Interim Nursing Instructor-Ottawa**

It was the recommendation that the Board employ Teresa Faust as interim nursing instructor for 2006-07 while Terry Turner is on sabbatical. Ms. Faust holds a Master of Science in Nursing from St. Louis University and Bachelor of Science in Nursing from Avila University, Kansas City, Missouri.

Ms. Faust is a clinical instructor for NCCC at the Ottawa campus since June 2004. She is also a staff nurse at Olathe Health Systems in Paola. Ms. Faust was a clinical instructor at Mexico MO Public School System and at St. Charles Community College and held various staff nurse positions since 1979.

Ms. Faust will be placed at Step 9, MS+15 (\$36,069.00) on the faculty salary schedule for 2006-07.

**Resolution 2006-76**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Teresa Faust as interim nursing instructor at the Ottawa campus and will be placed at Step 9, MS+15 (\$36,069) on the 2006-07 salary schedule.

**Agenda Item X: Adjournment**

The meeting adjourned at 8:00 p.m.