

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

DATE: July 27, 2006

TIME: 5:30 P.M.

PLACE: Student Union, room 209

PRESENT: Kevin Berthot

Neil Ford
Mariam Mih
Steve Payne
David Peter
Basil Swalley

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
Terri Dale, Board Clerk
Amy Cotham, Chanute Tribune

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

III. Approval of the Agenda

There were no additions to the agenda.

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

Consent Agenda Item IV.

A. Claims for Disbursement

B. Personnel

1. Cashier-Ottawa

It is my recommendation that the Board employ Dawn Burns as the Cashier at the Ottawa campus. Ms. Burns is a graduate of Central Heights High School and has earned 16 credit hours at NCCC-Ottawa.

Ms. Burns worked at Peoples State Banks from 1978-1987 and at Sprint North Supply from 1987-2006. She has 30 years experience in customer service.

Ms. Burns will be paid \$9 per hour starting July 31, 2006. The cashier position is a Level IV which requires an associate degree. Ms. Burns has extensive experience in the duties of the cashier. When Ms. Burns completes her associate's degree her salary will be raised to the base of Level IV range.

2. Interim Residence Life Coordinator

It is my recommendation that the Board employ Katie Gebhardt as the interim residence life coordinator. Ms. Gebhardt earned a Bachelor of Science degree from the University of South Carolina. She was the assistant coach/recruiting coordinator for the women's basketball program at NCCC for the 2005-06 academic year. She also was the assistant volleyball coach and served as a resident hall assistant.

Ms. Gebhardt will be paid \$15,500 (12 month contract) plus room and board, starting August 7.

3. Receptionist/Registration Clerk

It is my recommendation that the Board employ Sarah Cadwallader as the receptionist/registration clerk. Ms. Cadwallader earned an Associate of Science degree from NCCC and a Bachelor's degree from Pittsburg State University. She has been employed as a substitute teacher for USD 413 and USD 258 during the past year. Other work experience includes Crawford County Mental Health as a Challenger Aid and Southeast Kansas Mental Health as a SEKA Coordinator.

Ms. Cadwallader will be paid \$8.50 per hour starting August 1 with clerical benefit.

Upon a motion and a second the consent agenda was approved. Motion passed.

Agenda Item V.-A.: Budget Workshop

Dr. Smith addressed the Board regarding the budget for 2006-07 and said that it had been developed over the last 6-8 weeks and was driven by the strategic plan. She continued that NCCC was the fastest growing community college in the state and that the budget was heavy on academics. Dr. Smith turned the meeting over to Sandi Solander to explain the budget process.

Dean Solander started by stating that the carryover for the end of the year was \$176,850 and that \$100,000 of that carryover had been moved to the Reserve for Unencumbered Fund Balance account. She distributed information explaining revenue and expenses, and various assumptions that were made developing the budget. She explained that the county assessed valuation had increased but that \$161,860 in county taxes may not be realized.

Dr. Inbody and Ben Smith reviewed areas where additional money was budget in academics and technology services, maintenance and ground and safety and security. Dean Solander reviewed a list of expenditures that would be delayed and purchased if the additional county money was realized.

Dean Solander stated that the mil levy would remain the same as in 2005-06 and that the total budget to be published was for \$13,035,724.

Agenda Item V.-B: Approval of FY 2006-07 Budget for Publication

The Board thanked Dean Solander for making an information presentation and for her hard work on the budget process.

Resolution 2006-77

RESOLVED, That the Board of Trustees of Neosho County Community College approves the FY 2006-07 Budget for publication. Further, that the public hearing on the proposed budget will be held on Thursday, August 10, 2006 at 5:30 p.m. in room 209 of the Student Union of the College.

Agenda Item VI: Adjournment

The meeting adjourned at 7:00 p.m.