

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

DATE: August 10, 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
Brenda Krumm, Dean of Outreach & Workforce Development
Lisa Last, Dean of Student Development
Kent Pringle, Board Attorney
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: Public Comment

There were no speakers.

IV. Approval of the Agenda

Dr. Peter asked to amend the agenda by deleting the recommendation to rehire Glenn Smith as assistant track/cross country coach and adding under new business Personnel H: Admissions/Outreach Coordinator for the Ottawa campus.

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

V. Budget Hearing

There were no speakers to address the published budget for 2006-07.

VI. Consent Agenda

The following items were approved by consent.

- A. Minutes from July 13, 2006 and July 27, 2006
- B. Claims for disbursement for July 2006
- C. Personnel
 1. Development Assistant
 2. Accounting Specialist

3. Assistant Coaches/Residence Hall Assistants

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

Consent Agenda Item VI-C: Personnel

1. Development Assistant

It was the President's recommendation that the Board employ Michelle Ponce as the Development Assistant. Ms. Ponce attended Labette Community College and Pittsburg State University and has earned 60+ hours towards a Bachelor's degree. She plans to complete her Bachelor's degree in Business Management through Friends University.

Ms. Ponce worked at Names and Numbers in Pittsburg from June 2002 to August 2006 in several positions including shipping supervisor, marketing assistant, and file room clerk. She also worked at USD 250/Kaw Valley Schools as a paraprofessional and as receptionist at Camptown Greyhound Park.

Ms. Ponce will be paid \$10 per hour (Level IV) starting August 14, 2006 and receive clerical benefits.

2. Accounting Specialist

It was the President's recommendation that the Board employ Patricia Recoy as the Accounting Specialist. Ms. Recoy holds a Bachelor of Science in Business Administration, Accounting from Oklahoma State University. She was the Accountant for the First United Methodist Church in Muskogee, Oklahoma from January 2002 to July 31, 2006. She has also worked in the following positions: Accountant for Dana Boston Weatherhead Corporation in Vinita, OK, Accounting Supervisor for BSW in Tulsa, OK, and Accountant I for Wiltel Business Networks in Tulsa, OK.

Ms. Recoy will be paid \$11.50 per hour (Level V), starting August 14, 2006 with clerical benefits.

3. Assistant Coach for Volleyball and Residence Hall Assistant

It was the President's recommendation that the Board employ Asya Herron as the assistant coach for volleyball. Ms. Herron is a graduate of Neosho County Community College and William Penn University, Oskaloosa, Iowa. Ms. Herron has been a club volleyball coach in Chanute and Knoxville, Iowa, volleyball camp director and Welcome Center personnel at Mahaska County YMCA in Iowa.

Ms. Herron will be paid \$650 per month (\$5,850) plus room and board. Ms. Herron will be paid \$3,250 for RA duties starting August 16, 2006 through May 19, 2007.

4. Assistant Athletic Trainer and Residence Hall Assistant

It was the President's recommendation that the Board employ Tony Jones as an assistant to the athletic trainer. Mr. Jones graduated from Cowley County Community College and from Kansas State University where he earned a Bachelor of Science degree in Athletic Training. He is also certified in First Aid and CPR/AED. Mr. Jones was a student athletic trainer at Cowley Community College, Manhattan High School, and Kansas State University. Most recently he completed an internship as a student athletic trainer for the New York Giants Football team.

Mr. Jones will be paid \$650 per month (\$5,850) plus room and board. Mr. Jones will be paid \$3,250 for RA duties starting August 16, 2006 through May 19, 2007.

5. Assistant Coach for Women's Basketball and Residence Hall Assistant

It was the President's recommendation that the Board employ Amy Balk as the assistant coach for women's basketball and residence hall assistant. Ms. Balk is a graduate of the University of Saint Mary at Leavenworth, Kansas with a Bachelor of Science in Sports Management. Ms. Balk was the assistant women's basketball coach at the University of Saint Mary's from 2004 to August 2006.

Ms. Balk will be paid \$650 per month (\$5,850) plus room and board. Ms. Balk will be paid \$3,250 for RA duties starting August 16, 2006 through May 19, 2007.

6. Assistant Coach for Baseball and Residence Hall Assistant

It was the President's recommendation that the Board employ John Hill as the assistant coach for baseball and residence hall assistant. Mr. Hill is a graduate of Highland Community College. He earned his Bachelor of Arts degree from Baker University and Master of Science degree from Pittsburg State University. He has been an assistant coach at Pittsburg State University for three years and coached one year at Baker University.

Mr. Hill will be paid \$650 per month (\$5,850) plus room and board. Mr. Hill will be paid \$3,250 for RA duties starting August 16, 2006 through May 19, 2007.

7. Assistant Coach for Baseball and Residence Hall Assistant

I am also recommending that the Board re-employ Ryan Goodwin as assistant coach for baseball and residence hall assistant. Mr. Goodwin graduated from the University of South Dakota with a Bachelor in Arts in Recreation degree.

As a returning assistant coach, Mr. Goodwin will be paid \$750 per month (\$6,750) plus room and board. Mr. Goodwin will be paid \$3,250 for RA duties starting August 16, 2006 through May 19, 2007.

8. Assistant Coaches for Wrestling

It was the President's recommendation that the Board re-employ Aurelian Ciufulescu as assistant wrestling coach and shall work a minimum of 10 hours per week of support in the CAVE, Student Union, campus activities and/or other supplemental duties as assigned by the Dean of Student Development. Mr. Ciufulescu holds an International Coaching Certificate and was the Romanian National Free Style Wrestling Champion in 1987, 1988, 1990, 1992, and 1993.

As a returning assistant coach, Mr. Ciufulescu will be paid \$750 per month (\$6,750) plus room and board beginning in August 2006.

I am also recommending that the Board re-employ Bogdan Ciufulescu as assistant wrestling coach, and shall work a minimum of 10 hours per week of support in the CAVE, Student Union, campus activities and/or other supplemental duties as assigned by the Dean of Student Development. Bogdan competed in the 1996 Olympic Games in Atlanta and was a coach and athlete for the Romanian Olympic Training from 1986-1996.

As a returning assistant coach, Mr. Ciufulescu will be paid \$750 per month (\$6,750) plus room and board beginning in August 2006.

9. Assistant Athletic Trainer

It was the President's recommendation that the Board re-employ Jenny Martin as the assistant

athletic trainer. Ms. Martin is a 2004 graduate of Emporia State University with a Bachelor of Science degree in Athletic Training.

As a returning assistant coach, she will be paid \$750 per month (\$6,750) plus room and board beginning in August 2006. Ms. Martin will be paid an additional \$3,250 for overseeing extended training room hours.

10. Assistant Soccer Coach

It was the President's recommendation that the Board approve the re-employment of Steven Harrison as the assistant coach for men's soccer, and shall work a minimum of 10 hours per week of support in the CAVE, Student Union, campus activities and/or other supplemental duties as assigned by the Dean of Student Development. Mr. Harrison has a Masters in Media Communications from Webster University in St. Louis Missouri and a Bachelor of Arts in Communications/Public Relations from Fontbonne College in St. Louis.

Mr. Harrison has worked as a Staff Writer/Editor and Public Relations/Office Intern as well as college-level soccer playing experience.

As a returning assistant coach Mr. Harrison will be paid \$750 per month (\$6,750) plus room and board beginning August 2006.

11. Assistant Track/Cross Country Coaches

It was the President's recommendation that the Board re-employ Andrew Call as assistant track/cross country and shall work a minimum of 10 hours per week of support in the CAVE, Student Union, campus activities and/or other supplemental duties as assigned by the Dean of Student Development. Mr. Call earned a bachelor's degree from the University of Oklahoma.

As a returning assistant coach, he will be paid \$750 per month (\$6,750) plus room and board beginning August 2006.

Dean of Outreach and Workforce Development Report: Brenda Krumm, Dean of Outreach and Workforce Development distributed a detailed report to the Board of activities in the Outreach and Workforce Development department. Dean Krumm addressed some of the topics included in the report including the Adult Basic Education program. She stated that last academic year 80-students attended ABE classes and logged nearly 3000 hours. The ABE program received high quality points and will not require an onsite monitoring visit this year.

Staff in the CAVE are excited to have the air conditioning working and are busy with COMPASS testing and advising. Outreach enrollments have been conducted at Erie, St. Paul and Chanute High Schools. Enrollment of 11th graders in the high schools seems to be lower than last year.

The first class of the Medical Assistant program has been completed with nine completing the program and seven others continuing their coursework.

The Talent Search grant was approved in the amount of \$250,261 for 2006-07, Student Support Services (STARS) was approved in the amount of \$265,559, Upward Bound program will receive \$234,624, and the GEAR UP project will receive \$130,114.

The summer Kid's College had 104 students participate in classes held the four days in June. Donations were received from Wal Mart, Pizza Hut, McDonalds, Subway, Opies, and Great Western Dining for refreshments for Kids College.

Dean Krumm told the Board that changes in the interpretation of the Workforce Investment Act definition of "work preparation" will necessitate changes to the Partners In Change program at NCCC.

Senior lunches will begin August 24 in the cafeteria and lifetime learners have indicated an interest in assisting the Panther Booster Club by having a tailgate party for lifetime learners. RSVP volunteers are trying to find Ambassadors to greet student on move in day and on the first day of class; their goal is 12 Ambassadors.

Allied Health summer FTE was 46.13. Ms. Krumm reported that she is in the process of developing a partnership with Kansas University to offer allied health classes on the KU campus. A pilot class in spring semester will be offered. Online classes in the Allied Health department continue to grow and develop. To date, there were 22 students take the online CMA, 29 take the HHA online and 69 students have taken the update online; the CMA and HHA classes have had 100% pass rate every semester. The Allied Health department will also host the 3rd Annual Blood Drive on October 6 on campus.

The Industrial Trades program will not be offered at local high schools during the afternoon due to low enrollment. The classes will be offered in the evening on campus.

Treasurer's Report: Sandi Solander, Dean of Finance, distributed the Cash Balance Comparison Report and Treasurer's Report and discussed year to year comparisons.

President's Report: President Vicky Smith updated the Board on the Deferred Maintenance agreement which will be signed by Sheila Frahm, KACCT Executive Director. The study will analyze community colleges' campus infrastructure.

President Smith told the Board that she and Vice President Inbody had met with the President and the Dean of Instruction from Independence Community College to discuss collaboration to offer the Mary Grimes School of Nursing at ICC. She also told the Board that the College had received notification that KBOR had funded the request to pay for part of the faculty salaries to expand NCCC's nursing program to ICC. The KBOR grant was for a little over \$49,800. Dr. Smith's report included estimated costs and estimated revenue for the first three years of the project.

The Board authorized the administration collaborate with Independence Community College to offer the LPN Nursing Program of the Mary Grimes School of Nursing at Independence Community College. A Memorandum of Understanding between NCCC and ICC concerning the collaboration will be developed and brought to both Boards for approval.

Dr. Smith reported that the Ottawa Community Center planning group is ready to move to the next step of planning. In September the planning group will have a public meeting in Ottawa to discuss the community center project. Dr. Smith has indicated to the planning group that NCCC has preliminary support for the concept of the community center. Dr. Smith recommended to the Board of Trustees that the College commit up to \$10,000 to help with the costs of developing the community center plan. If the total amount was not needed, then the funds would not be expended. The funds would be paid from the Ottawa building fund.

Resolution 2006-88

RESOLVED, That the Board of Trustees of Neosho County Community College authorizes the President to commit up to \$10,000 from the Ottawa Building Fund to support the next phase in the planning process to build the Ottawa Community Center.

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

unanimously.

Dr. Smith reported that over the last year the City of Chanute/Chamber of Commerce Economic Development Task Force has been discussing the possibility of funding an economic development study for the area. The City Commission has designated \$25,000 to help fund the study. Dr. Smith told the Board that she believed that such a study would be of benefit to the College as well as the community. The study would identify the best course the City and County should take to enhance current businesses and industry as well as indicate what the community needs to do to entice additional businesses and industries to come to the area. With that information Dr. Smith believes the College would be able to predict what sort of academic programs and workforce training could be put in place to support these businesses and industries.

Dr. Smith asked the Board to authorize \$10,000 from College funds to support the project. Following discussion, the Board asked for more information regarding how the results of the study would be implemented before committing any funds to the project. Dr. Smith will gather information for the Board.

Dr. Smith reported that the maintenance department had been working very hard over the summer to complete a variety of projects including:

Installation of underground drainage pipes from Sanders Hall to divert water from the roof into storm sewers.

Replacing the non-ADA compliant sidewalk leading into the Auditorium of Sanders Hall.

Completion of re-carpeting the front office in Sanders, installing a glass door to separate the front office from the back office.

Purchasing couches and loveseats for the Student Union lounge, the Welcome Center in the Student Union, and the lobby of Sanders Hall.

Installing a new roof on Bideau Hall.

In the next two weeks the following projects should be completed:

The orange "NC" will be installed on the façade of the gym walls facing 14th Street. The NC was fabricated and donated by Everbrite Electronics.

New drive locations signs to replace the small signs currently on campus.

Base cabinets installed in the Oak Room.

Agenda Item VIII-A.: Approval of the FY 2006-07 Budget

It was the President's recommendation that the Board approve the proposed budget for 2006-07.

Resolution 2006-78

RESOLVED, That the Board of Trustees of Neosho County Community College approves the FY2006-07 budget of \$13,035,724 as published. Further, on or before August 25, a copy of the adopted budget along with proof of publication shall be filed with the Neosho County Clerk and the Kansas Board of Regents.

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

Agenda Item IX-A.-TRIO Grant Employee Salary Increases

Based upon the recommendation of the individual grant directors and Dean Brenda Krumm who oversees the TRIO programs, President Smith asked the Board to approve a 4.52% salary increase for grant personnel.

2005-06 2006-07

Student Support Services (STARS)

Rita Drybread, Math Specialist	\$30,358	\$30,417*
Tonya Bell, English Specialist (10 mon)	\$25,000	\$26,130
Steve Kramer, Counselor	\$29,000	\$30,311

Talent Search

Marie Moore, Project Director	\$41,113	\$42,971
Wade Collins, Academic Advisor	\$32,372	\$33,835
Michael Rose, Academic Advisor	\$33,486	\$35,000
Edie Godinez, Administrative Assistant	\$8.91 hr	\$9.31 hr

Upward Bound

Maranda Collins, Project Director	\$39,505	\$41,291
Jennifer Younger, Academic Advisor	\$29,000	\$30,311
Laurie Kerns, Administrative Assistant	\$9.20 hr	\$9.62 hr

GEAR UP

Susie Greve, Project Director	\$33,000	\$34,492
Suzann Pool, Academic Specialist	\$24,000	\$25,085

*Rita Drybread's current year contract is for 12 months and her annual salary is \$30,358. In reviewing other TRIO specialists we discovered that Rita's salary was out of alignment. The 2006-07 salary for Ms. Drybread of \$30,417 represents an adjustment to her annualized salary and a reduction from a 12 month to a 10 month position. There will be no loss of service to students during the 2 months when the math specialist will not be on campus as part-time tutors, the program director and counselor are available to cover these times.

Resolution 2006-79

RESOLVED, That the Board of Trustees of Neosho County Community college approves the salary increases for 2006-07 for TRIO employees listed above.

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

Agenda Item IX-B.: Bids for Wellness Center Equipment

The College is in the second year of a three year plan to refurbish and upgrade the Wellness Center. This year weight equipment and flooring were the items to be upgraded. Sealed bids were solicited for equipment upgrades to the wellness center. The current equipment has exceeded its lifespan and does not meet all the needs of our student-athletes and campus community. In addition to not meeting our needs, the equipment is becoming increasingly difficult to maintain and keep in good/safe working order. The bids specs were as follows:

4 full weightlifting racks

Must be a minimum of 7 gauge steel
Fully welded frame, orange and black in color
Must include plate storage, 8 ft. in height, chrome rack guard

2 half racks

Must be a minimum of 7 gauge steel
Fully welded frame, orange in black in color
Must include plate storage, 8 ft. in height, chrome rack guard

6 fully adjustable benches

Must be able to be adjusted from press position to flat bench (105 degree rotation of the bench), Black in color, Must include locking mechanism into racks, heavy duty.

8 bars

7' bars, minimum of 1500 lbs of test strength, 2000 preferable
Collars need to be included.

10- 45 pound plates**2800 Square feet of flooring**

Minimum of 3/8" width, black rubber with 10% orange speckle. This may be bid separately or together to save shipping costs. Please give the per square foot quote along with the quote as a whole. The quote must include pricing of each one of the pieces and shipping must be included.

Bid specifications were mailed to: First to Finish, Carlinville, IL; Advanced Exercise Equipment, Louisburg, KS; Jumpstart Athletics, Edmonton, Alberta, Canada; M-F Athletic Company, Cranston, RI; and On Track and Field, Burbank, CA.

Bids were received from three companies as follows. However, only one company, MF Athletic, was able to provide a complete bid that met all specs.

MF Athletic	\$26,963.50 (met all specs)
Jump Start Athletics	\$23,459.00 (did not meet the minimum specs for the full weightlifting racks and the half weightlifting racks.)
Advanced Exercise Equipment	\$26,030.00 (not a complete bid, failed to include flooring).

It was the administration's recommendation to accept the bid of MF Athletic as they met or exceeded all specs listed.

Resolution 2006-80

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$26,963.50 from M-F Athletics to purchase athletic equipment and flooring for the Wellness Center.

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

Agenda Item IX-C.: College Health Insurance Plan

This year the College retained the services of IMA of Wichita to solicit quotes for the College's

health insurance. The insurance committee met with their representatives on August 2nd. They were still waiting for one more company to submit their quotes. A recommendation was presented at the Board meeting after comparing rates and coverage offered by Blue Cross/Blue Shield and Preferred Health. It was the President's recommendation to continue health insurance coverage with Preferred Health Services and to pay the single premium for each employee, to pay an additional \$75 per month for employees taking more than single coverage, and to pay for single coverage of \$19.05 per month for employee dental plan.

Resolution 2006-81

RESOLVED, That the Board of Trustees of Neosho County Community College approves Preferred Health Systems Incorporated as the health insurance provide for College employees taking single coverage or contribute that same amount if employees choose the higher deductible plan. For 2006-07 the Board also approves paying \$19.05 for employee coverage in the Delta Dental Plan, contributing \$75.00 per month to employees taking more than single coverage and adding Vision Care Direct to the Section 125 Cafeteria Plan.

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

Agenda Item IX-D.: Nursing Instructor Positions

Recently NCCC was awarded two nursing initiative grants through the Kansas Board of Regents. The purpose of the grants is to increase the number of Registered Nurses (RNs) produced in Kansas by 25%. Specifically for NCCC, these grants will help create an on-line RN program by providing half of the funding needed to create two nursing positions. Within two years, the number of RNs produced by NCCC will increase by 45. NCCC's matching contribution for funding these positions has been budgeted for the 2006-2007 school year. These positions are subject to grant renewal and may be discontinued if the grant is not renewed. It is KBOR's plan to continue this grant for 10 years, pending legislative appropriation.

It was the President's recommendation that the Board create two nursing positions, with one of the positions based at each campus.

Resolution 2006-82

RESOLVED, That the Board of Trustees of Neosho County Community College approves adding two full-time nursing instructor positions, one position at each campus. Further, that these positions are grant funded and renewal of the positions will be dependent upon annual renewal of the grant.

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

Agenda Item IX-E.: On-Line Nursing Instructor

It was the President's recommendation that the Board employ Amanda VanHouden as the on-line nursing instructor for the Chanute campus. Ms. VanHouden holds a Master of Science in Nursing from Regis University, Denver, Colorado and a Bachelor of Science in Nursing from Baylor University, Waco, Texas.

Ms. VanHouden taught level one associate-degree nursing students at NCCC as a summer intern. She was a Travel Nurse for MedStaff, Inc. in 2005 working for Baptist Integris Medical Center, Oklahoma City; Holy Cross Hospital, Taos, New Mexico; Memorial-Sloan Kettering, New York, New York; Hillcrest Medical Center, Tulsa; and Inova Fairfax Hospital, Fall Church, Virginia. In 2004 she

was a Heart and Vascular Recovery Staff Nurse at Baylor Heart and Vascular Hospital, Dallas, Texas.

Ms. VanHouden will be placed on the faculty salary schedule at MS+15, step 4 or \$32,401.

Resolution 2006-83

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Amanda VanHouden as a grant-funded on-line nursing instructor for the Chanute campus at MS+15, step 4 (\$32,401).

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

Agenda Item IX-F.: Bookstore Clerk-Ottawa

For the past year the Ottawa campus has had a temporary person running the Ottawa bookstore. Senior staff believed it was time to establish a permanent bookstore position. Attached is a position description for Bookstore Clerk-Ottawa. This will be a part-time, 20 hour per week position. It will be classified as an hourly, non-exempt position and placed on Level III of the Hourly, Non-Exempt chart.

The individual who has been the temporary person is Karen McAdoo. It was the administration's recommending that Ms. McAdoo be employed as the Ottawa Bookstore Clerk. She will be paid \$9.00, the base of Level III.

Resolution 2006-84

RESOLVED, That the Board of Trustees of Neosho County Community College approves adding the part-time position of Bookstore Clerk-Ottawa. Further, that the Board approves the employment of Karen McAdoo as the part-time Bookstore Clerk at Level III, and be paid \$9.00 per hour.

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

Agenda Item IX-G.: Maintenance Position-Ottawa

The custodian position at the Ottawa campus is now a 3/4 time position or 30 hours per week. With roughly 20,000 square feet of floor space to clean and repair, and with expanding building usage, this job has grown beyond part-time. It is clear that a full-time permanent employee is needed to properly care for the building.

It was the President's recommendation that the Board increase the 3/4 time maintenance position to a full-time maintenance position at Ottawa at level II (\$8.00-\$9.00 per hour) on the hourly scale. In anticipation of this move, funds were budgeted to cover the increase to full time.

Resolution 2006-85

RESOLVED, That the Board of Trustees of Neosho County Community College approves replacing the 3/4 maintenance position with a full-time maintenance position for the Ottawa campus.

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

Maintenance D (Ottawa)
Reports to: Assistant Dean of Ottawa campus

Classification: Full-time 12-month Employee
Pay Status: Hourly, non-exempt
Starting Salary range: \$8.00-\$9.00 per hour-Level II
Regular fringe benefit
Revised: August, 2006

Purpose of position: This position provides maintenance and custodial support for the Ottawa campus. This position reports to the Assistant Dean of the Ottawa campus and works in conjunction with the Maintenance Supervisor. Duties include, but are not limited to:

Clean and maintain building as assigned by the assistant dean using approved supplies and methods as defined by the maintenance supervisor;

Pick up trash around building when time permits, mow grass as assigned, secure building and work at functions that require the use of the college facility at special times;

Perform building repairs;

Troubleshoot and repair light plumbing problems and do light electrical work;

Perform light carpentry work and painting;

Work special assignments during the summer, depending on remodeling and annual maintenance projects;

Assist with the maintenance of college vehicles and maintain appropriate vehicle records;

Assist and support other maintenance and custodial staff when needed; and

Perform other duties as assigned by the assistant dean.

Required Knowledge, Skills and Abilities

Ability to work effectively with all levels of employees. Ability to project a positive and professional image to students, employees, and the public;

Ability to appropriately exercise independent initiative and judgment; and

Ability to learn and implement new procedures.

Education and Experience

HS diploma or GED required, Associates preferred;

One-two years of work experience required, preferably in area of responsibilities of position; and

Previous maintenance and/or custodial experience is preferred.

Working Conditions

Ability to stand, bend at the waist and stoop or squat while working on a regular daily basis is required;

Ability to reach and work overhead on an occasional basis is required;

Occasional lifting of up to 50 pounds from the floor to waist height is required; and

Occasional overtime may be required.

Amended Agenda Item IX-H.: Admissions/Outreach Coordinator-Ottawa

It was the President's recommendation that the Board employ Brenda Doerfler as the Admissions/Outreach Coordinator for the Ottawa campus. Ms. Doerfler is a graduate of Mid America Nazarene University with a Bachelor of Arts in Management and Human Relations. She will complete her Master's of Science in Adult Education from Kansas State University this fall.

Ms. Doerfler has over twelve years background and experience in university enrollment management including DeVry University as Assistant Director, Senior Mentor & Admissions Representative, MidAmerica Nazarene University as Director of Admissions for Graduate & Adult Studies, and most recently as an Independent Educational Consultant.

Ms. Doerfler will be paid \$23,000 per year starting August 24, 2006.

Resolution 2006-86

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Brenda Doerfler as the Admissions/Outreach Coordinator for the Ottawa campus at an annual salary of \$23,000 starting August 24, 2006.

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

Agenda Item X : Adjournment

The meeting adjourned at 7:30 p.m.