

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

**DATE: October 19, 2006**

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

**PLACE: Student Union, room 209**

PRESENT: Kevin Berthot  
Neil Ford  
Mariam Mih  
Basil Swalley  
Steve Payne  
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  
Chad DeVoe, Faculty Senate President  
Neil Phillips, Jarred, Gilmore & Phillips  
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**

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

### **V. Consent Agenda**

The following items were approved by consent.

Minutes from September 14, 2006  
Claims for disbursement for September 2006  
Personnel  
Master Course List Approval

Consent Agenda Item V-C: Personnel

#### **1. Administrative Assistant Transfer**

It was the President's recommendation that the Board approve the transfer of Edie Godinez from her current position as Administrative Assistant for the Talent Search program to Administrative

Assistant for the Nursing department at the Chanute campus. Ms. Godinez salary will remain at \$9.31 per hour.

### 3. GEAR UP Director

It was the President's recommendation that the Board employ Karen Bertels as the Director of the GEAR UP project starting October 19, 2006. Ms. Bertels has a Bachelor of Science in Education and a Master of Science in Education with a major in special education. She was employed by the Dayton Ohio Public School System as the Special Education Curriculum Specialist from August 2002 to August 2006. During that time she was also employed by the University of Dayton Transition to Teaching Program as an instructor/coordinator. She was also employed as a supervisor of special education student teachers for Miami University and a State Praxis Evaluator for the Ohio Department of Education.

Ms. Bertels' will be paid \$33,000 annually, funded by the GEAR UP Grant.

### 4. Assistant Track Coach

It was the President's recommendation that the Board employ Tom Havron as the Assistant Coach for Track and Cross Country. Mr. Havron holds of Bachelor of Science in Exercise Science from University of Mary, Bismarck, North Dakota. He has served as the assistant track coach for one year at the University of Mary, and for two years in the Athletic Training Program.

Mr. Havron will be paid \$650 per month plus room and board.

### 5. Nursing Instructor Pay Adjustment

Recently the Board approved contracts for all instructors and specifically approved additional columns be given to nursing instructors who carry an RN and any other recognized specialty certifications that are of value to the institution. An oversight occurred and one of the instructors did not receive the column shift for the extra certification. The administration recommends that you grant the additional column to Rebecca Wolfe raising her to MS+15 Step 11 with an 10 month contract or \$41,529 per year and that this change be retroactive back to July 1, 2006.

### 6. On-line Nursing Instructor-Ottawa

It was the President's recommendation that the Board employ Patricia E. Conejo as the On-line Nursing Instructor at the Ottawa campus. Ms. Conejo has 13 years of nursing education experience and over 10 years of clinical nursing experience, a master's degree in Nursing from the University of Kansas, certification as a Women's Health Nurse Practitioner.

Ms. Conejo will be placed at MS+45, step 19 or \$45,714 for a 9 month contract starting January 11, 2007.

### Consent Agenda Item V-D: Master Course List Approval

Before each semester begins, the Kansas Board of Regents asks coordinated institutions to submit a list of courses that the college is capable of teaching in that semester, but is not compelled to offer. This list of courses is referred to as the master course list. Each change to the list must be approved by the academic department where it originated, the curriculum committee, the Chief Academic Officer, the President of the College and finally, the College Board of Trustees, as per NCCC policy.

Master Course List Changes for Spring 2007

## Credit Hour Changes

MGMK 148 Intro to Total Quality Management I, from 1 credit to 3 credits  
MGMK 250 Quality Management, made vocational as well as academic course

## New Courses

ALMT 236 Medical Transcription III, 3 credits  
ALMT 237 Surgical Transcription, 3 credits

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

**Audit Report for FY 2005-06:** Neil Phillips of Jarred, Gilmore and Phillips provided a brief summary of the fiscal audit for 2005-06 stating that this was the first year that there was no management letter or findings.

The College completed a solid performance for the fiscal year ended June 30, 2006. At year end, the College's assets exceeded its liabilities by \$3,473,577. Revenue was up in almost all categories and cash and fund balances increased or remained approximately equal to the 2005 level in almost all funds. Total credit hours offered in 2006 were six percent more than the previous year.

**Faculty Senate Report:** Chad DeVoe, Faculty Senate President, reported that faculty are busy with mid-term exams; some mini classes are ending and new mini classes are starting. Faculty are also busy with assessment for the state.

Mr. DeVoe said that Tosca Harris, David Smith, Marie Gardner and Obie Pennington were attending the Pathways Project conference, which will focus on improving classroom instruction. He also reported that David Smith, music instructor, had been appointed to the Kansas Choral Directors Association Board and the Kansas Consortium of Music Teach Education Professors.

The computer lab in Rowland received new computers and they are "wicked fast" as reported by Mr. DeVoe. He also stated that faculty in-service was held earlier in the day at the Ottawa campus and that it was excellent. The speaker's topic was active learning and ways to do it. Studies show that students learn better with active learning methods.

**Dean of Ottawa Report:** Thank you, for accepting this report in written form and without my personal presentation at this time. This is due to the fact that I am still engaged in my doctoral program at Baker University and continuing to attend class sessions every Thursday evening at their Overland Park campus. My primary goal is to not only survive the doctoral program, but to do as much as possible to use this endeavor as a means to improve the position of our community college within the Ottawa/Franklin County area and the many "learning communities" in which we participate. I believe this is being accomplished as represented in the following items within this report.

## CAMPUS OPERATIONS

As we enter the 2<sup>nd</sup> quarter of this academic year, we have two new "key" staff members in place and growing in to their positions. They are Brenda Doerfler, Admissions/Outreach Coordinator and Dawn Burns, Accounts Receivable/Cashier. Both survived the beginning of the fall semester, which is always a good test, and making excellent progress to fulfill their duties accordingly. Brenda has acquainted herself with the area high schools and will continue to explore ways to grow enrollment in concurrent college classes and attract traditional college students at both of our campuses. Dawn's cashiering is well-coordinated with the Chanute business office, as she negotiates the payment function for students at the Ottawa campus which allows all money-related functions to

be processed satisfactorily at this time.

The Ottawa campus also has two new full-time non-nursing faculty members. They are Jane Smith (yes, another Smith for NCCC!), our new English/Literature Instructor, and Erin McLain, Biology Instructor. Both come with a strong commitment and note-worthy academic standards. They have demonstrated excellence in the classroom and finding fresh ways to better connect with our students. Of course, this is what we would expect, but we are very pleased to be able to observe these traits play out at many levels. There are new nursing instructors on campus, but I will leave that reporting to Karen Gilpin.

PROGRAMS: The new Medical Assistant Certificate Program is underway in its first year this semester at the Ottawa campus. We have 12 students enrolled at this time.

ENROLLMENT: Enrollment is down for the Ottawa campus and off-campus sites, as previously reported to you. Although a variety of reasons seem to be evident for this occurrence, none of which suggest a loss of interest or confidence in what our college has to offer. However, there are specific initiatives that may help increase on-campus and off-site enrollment, while increasing on-line enrollment. They are:

Increase high school offerings, giving added attention to college-level vocational courses work

Advertise more aggressively throughout our area, particularly with specific programs & training for both traditional and non-traditional students (i.e. radio, newspaper, high school distributions)

Update and increase level of articulation with area colleges and universities and with the school districts in our locale.

Improve payment plans for students paying by installments.

Arrange more time to discuss educational opportunities with our area high schools.

COMMUNITY: Unified School Districts: new college courses developed and offered this year mostly include vocational-type classes. They are: Criminal Justice, Computer Technology, Multi-media Training, and Welding. New education and training courses being developed within the high schools at this time include courses in Leadership and Building and Trades. It is the goal of the building and trades instructor at Ottawa High School and for me to begin a building and trades component for college credit by next year.

Business and Industry: I have completed eight formal visits with local business and industry to date. These appointments were made and conducted by myself, our city administrator – Weldon Padgett, and our chamber president – Tom Weigand. These visits have proved helpful as the college is able to maintain the contacts that allow us to respond to the training that is needed, which is on-going with some businesses and organizations at this time. An example of this would be securing semi-annual diversity training this year with the Ottawa Wal-Mart Distribution Center, beginning this past August, and provided by Tom Grady, Sociology/Psychology Instructor at NCCC, Ottawa.

Local Universities: I am currently reviewing and revising our current "transfer agreement" with Baker University's administration to develop a more robust "articulation agreement," similar to the extent we recently negotiated with Ottawa University in 2004. New administration at BU is allowing me to make this so.

COLLABORATION: As you know, we (Dr. Smith, Dr. Inbody, Sandi Solander, Ben Smith, and me) continue discussions with respect to the Ottawa Community Center Model. This concept is being widely discussed within the Ottawa area, and so far, very positively. People in the Ottawa community, in general, are very impressed and very positive with the degree of collaboration incorporated within the plan AND are looking forward to the improvements needed by all of "the

entities" who are experiencing common growing pains. Regardless of what happens from this effort, our stakeholders are solidly in place for current and future negotiations.

**CONCLUSION:** "Collaboration" is the word to best describe how and why everything that is happening in Ottawa at this time. It is the same word that will allow us to continue to build more meaningful partnerships, hire quality faculty and staff, and increase enrollment in the near and distant future.

Respectfully submitted October 19, 2006 by Mark Eldridge, Dean, NCCC, Ottawa.

**Treasurer's Report:** Sandi Solander, Dean of Finance, reported that cash balances have improved over last year. Budget balance comparisons are pretty much the same as last year. She distributed the Cash Balance Comparison, Treasurer's Report, and Changes in Fund Balance report.

**Association of Community College Trustees Congress Report:** Mariam Mih, Basil Swalley, Kevin Berthot, David Peter and President Smith attended the Association of Community College Trustee Congress in Orlando Florida. They discussed the sessions that had attended and agreed it was a very good meeting.

**President's Report:** President Vicky Smith reported that over the last three weeks the technology staff had been working very closely with Jenzabar to solve the problems with the JICS system and the JICS Learning Management System. Jenzabar has requested that NCCC be a beta site for the new 6.4 and SP1 releases. The college agreed to do that. Ben Smith, Kerry Ranabargar, David Smith, Chad DeVoe, and Marie Gardner have been testing the new releases to try and find any bugs. The meet weekly via conference call with the department heads at Jenzabar to discuss progress and testing results.

NCCC staff have found minor issues and Jenzabar is fixing those and putting the fixes in the 6.4 SP1 updates. Jenzabar plans to "roll out" the new 6.4/SP1 modules in two weeks for all customers. NCCC will install the new modules the week of Thanksgiving break so if problems are found, the technology staff can work to resolve those problems over the break.

Dr. Smith reported that in meetings with senior staff the idea of keeping the current campus at Ottawa and building a smaller part of the Ottawa Community Center was suggested. She will keep the Board updated on discussions.

Dr. Smith also reported on meetings to discuss community college funding distribution. She distributed information from the KBOR meeting including a spreadsheet that illustrated the impact of recommendations to date.

In general, the presidents were positive about the first conclusions of the Funding Distribution Committee. Those conclusions were to:

- Have a general funding aid amount going to an institution for each credit hour generated.

- Have a statewide access dollar amount for each credit hour generated out district. The dollar amount being discussed was \$48.

- Have a workforce development aid for each vocational credit hour generated. That amount would be determined by multiplying the general funding aid dollar amount by 0.6 for the first year and then raising it by 0.1 for the next four years until the amount of aid for workforce development would be 2 to 1.

Some suggestions made by the president to the distribution committee to consider at their next meeting included:

Differential aid for developmental education credit hours.  
An equalization factor for small institutions.  
A hold harmless factor in the transition to the new distribution funding model.

KBOR staff recommended and the Regents approved that each technical school or technical college merge and/or affiliate with a community college or university. They will work to develop a funding model for technical education that will ensure that technical education in Kansas is supported appropriately.

As per Board policy, Dr. Smith informed the Board of items to be purchased over \$10,000 without going out to bid. The equipment to be purchased includes a Streaming Media Server, Real Networks Helix Streaming Server Software, JICS SQL server and JICS Web server. The total cost of the equipment will be \$35,652, of which \$17,905 will be funded from the State technology grant.

Requisitions have also been processed to jointly purchase in partnership with the city and the school district, an ICAN Laser fiche. "Clicker" voting systems have also been ordered for classrooms and several surplus computers and monitors will be donated to the Chanute Historical Museum and USD 413.

Dr. Smith also reminded the Board of the 12<sup>th</sup> Annual Legislative Dinner scheduled for November 28<sup>th</sup> at the College.

Dr. Smith request the Board change the November Board meeting date from November 9 to November 13 due to training she needed to attend to become a Consultant/Evaluator for the NCA Higher Learning Commission. The training is held one time year in Chicago. The Board approved the request. Dr. Smith told the Board she would also be attending the AACC Commission in Washington, DC from November 14-16<sup>th</sup>.

#### **Agenda Item VII-A: Records Disposal Policy Revision (second reading)**

The current records disposal policy requires that student records be maintained for seven years. Most other college documents are disposed of after five years. As enrollment increased over the past few years, the student record volume has grown as well. Currently there are 17 file cabinets which hold the seven years of records current policy requires, which takes up a great deal of space in the registration office. Rarely is there a need to access files after five years. The administration proposes a change in policy to allow the disposal of student records after five years. Electronic records (transcripts) will be maintained for all students who have ever attended NCCC.

#### **Current Policy: Disposal of Records (Revised 2/14/02)**

Any authorized employee of Neosho County Community College may destroy records as the timetable indicates below:

Bookkeeping and accounting records which are original books of entry, and purchase orders, five years.  
Financial papers relating to programs supported by federal funds three years or longer if required by law.  
Insurance policies five years after expiration of the term.  
Bonds and coupons returned by state fiscal agency six months after next formal audit.  
Official bonds of surety five years after termination of terms of employment.  
Student records seven years beyond the last year of attendance (NCCC transcripts will be archived indefinitely)  
Employment records will be archived indefinitely.

Exceptions: policies outlined in other published materials i.e. department manuals or handbooks.

### **Proposed Policy: Disposal of Records**

Any authorized employee of Neosho County Community College may destroy records as the timetable indicates below:

Bookkeeping and accounting records which are original books of entry, and purchase orders, five years.  
Financial papers relating to programs supported by federal funds three years or longer if required by law.  
Insurance policies five years after expiration of the term.  
Bonds and coupons returned by state fiscal agency six months after next formal audit.  
Official bonds of surety five years after termination of terms of employment.  
Student records ~~seven~~ five years beyond the last year of attendance (NCCC transcripts will be archived indefinitely)  
Employment records will be archived indefinitely.

Exceptions: policies outlined in other published materials i.e. department manuals or handbooks.

Resolution 2006-94

RESOLVED, That the Board of Trustees of Neosho County Community College approves the revision to the Board policy for Disposal of Records as stated above.

A motion was made and seconded to approve the resolution above. Motion passed unanimously.

### **Agenda Item VIII-A: Acceptance of the 2005-06 Fiscal Audit Report**

It is the policy of the Board of Trustees to require that all college accounts be audited at any time the Board of Trustees so desires, but in any event to be audited annually. This shall include the accounts of the Board of Trustees and college agency or auxiliary accounts. The College's auditors have completed the annual audit for Fiscal Year 2005-06.

Mr. Neil Phillips of Jarred, Gilmore & Phillips presented the results of the audit earlier in the meeting. It is my recommendation that the Board accept the audit report as presented.

Resolution 2006-95

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the audit report for fiscal year ending June 30, 2005.

A motion was made and seconded to approve the resolution above. Motion passed unanimously.

### **Agenda Item VIII-B: Facility Condition Assessment Survey (ISES)**

As has been reported previously, ISES Corporation has made arrangements to be on campus the week of October 23<sup>rd</sup> to do their analysis of College buildings for the KACCT/KBOR campus deferred maintenance project. Our findings will be combined with all the other community colleges and Washburn University to develop a total cost of the deferred maintenance for all the colleges. By mid-November, ISES should have the findings to give to KACCT/KBOR. NCCC's share of the cost to

do this analysis is a little over \$7,300. The resulting documentation from the ISES deferred maintenance analysis will be an analysis of the general conditions of our buildings, systems and code compliance, coupled with an estimated cost of correcting any issues.

The administration hoped that the deferred maintenance analysis would be of sufficient depth to allow the College to use the analysis for us to develop a College Capital Improvement Plan. After an analysis by the senior staff, they felt this documentation would not be sufficiently detailed enough to assist with the development of a capital improvement plan (CIP) for the Chanute campus.

ISES Corporation also provides a service called the Facilities Condition Assessment (FCA) analysis. The resulting FCA Report will yield in-depth documentation containing specific projects, costs, and priorities for all College buildings and systems which could then be used to develop a Capital Improvement Plan. A copy of a sample FCA report completed by ISES for a single building (Crues Hall) at the University of California at Davis was included in the board packet. In addition to the building summary noted in the sample (page 1.1.1), a detailed analysis will be provided by project class and priority for every building on the Chanute campus.

Senior staff reviewed the sample FCA Report in detail and met with an ISES representative via phone conference to discuss the report and ask questions about the analysis and reporting process. The FCA Report will not only provide summary data, but detailed project data in a format that could be fed directly into the development of the college's capital improvement plan. For example, summary analysis is provided for projects by overall priority (page 2.2.1), by priority within cost range (\$0-<\$35K; \$35K-<\$400K; \$400K and up [pages 2.3.1 – 2.3.3]) and by project class (pages 2.4.1 – 2.4.2). Detailed analysis for all projects by priority sequence is included in section three of the report.

For example, page 3.1.1 and 3.1.2 lists a project titled UPGRADE ILLUMINATED EXIT SIGNAGE ranked priority sequence one (1). The project detail lists materials and labor adjusted for regional differences, as well as projected energy savings associated with this specific project. In that particular case (3.1.2), completion of the project would provide \$447 per year in energy savings. In addition to the deliverables mentioned above in paragraph three, ISES would provide the college with proprietary software with unlimited usage license to use to continue to track the detailed data and manage the facilities. The ISES Facilities Condition Assessment study and Report will provide the college with an external un-biased analysis by engineering experts of the true condition of the facilities on which to base the capital improvement plan.

The normal cost for an FCA analysis is \$60K-\$70K. Because the College is already paying for the KACCT/KBOR deferred maintenance study, ISES will do the FCA analysis and report for \$0.071 per square foot. Neosho has 187,656 gross square feet, so the additional cost for the FCA will be \$13,324. Funding for this project would come from the general administration consultant budget line.

It was the President's recommendation that the board approve a contract with ISES Corporation for a Facilities Condition Assessment analysis and report at a cost of \$13,324.

Resolution 2006-96

RESOLVED, That the Board of Trustees of Neosho County Community College approves entering into a contract with ISES Corporation to do a Facilities Condition Assessment Analysis and Report at a cost of \$13,324.

A motion was made and seconded to approve the resolution above. Motion passed unanimously.

#### **Agenda Item VIII-C: GEAR UP Academic Specialist Position Revision**

The GEAR UP Academic Specialist position, housed in Fort Scott, a full-time, 12 month position is vacant. After analyzing the first full year of grant operation, it was recommended (and approved by the U.S. Department of Education) to change the position to a full-time, 11-month position.

During the month of July the Fort Scott public schools are closed for maintenance. This year our Academic Specialist was the only person, other than maintenance and custodial staff, in the building. There were no support personnel to assist with technology or to route phone calls. Generally speaking, it was very unproductive work time.

It was the President's recommendation that the position be reduced from a 12-month position to an 11-month position.

Resolution 2006-97

RESOLVED, That the Board of Trustees of Neosho County Community College approves revising the GEAR UP Academic Specialist position to an 11-month position.

A motion was made and seconded to approve the resolution above. Motion passed unanimously.

#### **Agenda Item VIII-D: GEAR UP Academic Specialist**

It was the President's recommendation that the Board employ Jacqueline Doty as the Academic Specialist for the GEAR UP program at the Fort Scott office. Ms. Doty earned her Bachelor of Science degree from Baker University. She also has graduate hours at Ottawa University and the University of Kansas.

Ms. Doty employment includes middle school teacher, substitute teacher, claims examiner for Great West Health Care in Fort Scott, a real estate agent, and a secretary/bookkeeper.

Ms. Doty will be paid \$22,000 annually (11 month) starting October 19, 2006.

Resolution 2006-98

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Jacqueline Doty as the GEAR UP Academic Specialist, starting October 19, 2006 at a salary of \$22,000 for the 11-month position.

A motion was made and seconded to approve the resolution above. Motion passed unanimously.

#### **Agenda Item VIII-E: Bids for Athletic Apparel**

It was necessary to purchase athletic apparel for the College baseball team. Bids were solicited from Jock's Nitch, Independence, Jock's Nitch Sporting Goods, Parsons, Jock's Nitch Sporting Goods, Pittsburg.

Items included in the bid specifications were sweat suits, warm-up jacket and pant travel sweats, cleats, shoes, sweat bands, turtlenecks, equipment bags, short-sleeve jackets, baseballs, belts and socks.

The following sealed bids were received:

Jock's Nitch, Independence \$ 13,007.00  
Jock's Nitch Sporting Goods, Parsons \$ 13,104.60

Jock's Nitch Sporting Goods, Pittsburg \$ 13,832.00

It was the President's recommendation that the Board accept the bid of \$13,007.00 from Jock's Nitch, Independence.

Resolution 2006-99

RESOLVED, That the Board of Trustees of Neosho County Community College approves the bid of \$13,007.00 from Jock's Nitch in Independence to purchase athletic apparel.

A motion was made and seconded to approve the resolution above. Motion passed unanimously.

### **Agenda Item VIII-F: Office Hours Policy Revision (first reading)**

The Board Policy Manual has a policy entitled "Office Hours", which it states that administrators, clerical and maintenance employees are expected to work eight-hour days. The administration recommended adding to the policy a statement indicating that exceptions can be made with the approval of the immediate supervisor.

The reason for the recommendation was as follows. The "main offices" at Chanute and Ottawa are open from 8:00am to 5:00pm Monday through Friday; however the college hours of operation extend well beyond these limits. NCCC offers classes, activities and services from 7:00am to 10:00pm Monday through Friday and often have weekend courses as well. In the summer, with Board approval, the college shifts to a 4-day, 10-hour schedule for main operations. With these extended hours of operations supervisors in various departments need the ability to schedule employees when they are most needed. Unfortunately, a strict reading of board policy limits the schedule to 8 hour days for all employees. One could argue that the summer schedule of four 10-hour days violates board policy. The administration wished to add a clause to the current policy that would give the supervisors permission to schedule some employees to more appropriate times to meet the job duties. Below is the current policy and the proposed policy for your review as a first reading.

#### Current Policy: Office Hours

Instructors are required to post and hold ten office hours per week.

Administrators, clerical and maintenance employees are expected to work eight-hour days. Schedules will be determined by the job assignment and the immediate supervisor.

#### Proposed Policy: Office Hours

Instructors are required to post and hold ten office hours per week.

Administrators, clerical and maintenance employees are expected to work eight hour days, however, exceptions may be made with approval of the immediate supervisor. Schedules will be determined by the job assignment and the immediate supervisor.

### **Agenda Item IX: Adjournment**