

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

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

PRESENT: Neil Ford
Mariam Mih
David Peter
Basil Swalley

ABSENT: Kevin Berthot
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
Brenda Krumm, Dean of Outreach & Workforce Development
Lisa Last, Dean of Student Development
Chad DeVoe, Faculty Senate President
Kent Pringle, Board Attorney
Terri Dale, Board Clerk

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

III: Public Comment

There were no speakers.

IV. Approval of the Agenda

There were no additions to the agenda.

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

V. Consent Agenda

The following items were approved by consent.

Minutes from October 19, 2006
Claims for disbursement for October 2006
Personnel

1. Resignation of Network Services Coordinator

It was the President's recommendation that the Board accept the resignation of Noretta Lawrence, Network Services Coordinator. Ms. Lawrence last day will be November 10, 2006.

2. Resident Hall Assistant Resignation

It was the President's recommendation that the Board accept the resignation of Ryan Goodwin as a resident hall assistant effective November 8, 2006. Mr. Goodwin will remain an assistant coach for the baseball team and 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.

3. Administrative Assistant for Talent Search Grant

It was the President's recommendation that the Board employ Patricia "Nicci" Wiltse as the Administrative Assistant for the Talent Search grant. Ms. Wiltse earned her Associate of Science Degree from NCCC in 2005. Her work history includes serving as the Activities Coordinator at Cherry Street Youth Center from 2000-2006; NCCC STARS grant from 2005-06; Nursery Coordinator at First United Methodist Church, Chanute from 1997-2003; and co-manage of Maurice's in Grand Junction, Colorado from 1989-1996.

Ms. Wiltse will be paid \$9.30 per hour (Level III). She will start November 14, 2006 on a part-time basis and full-time December 1, 2006.

4. Resident Hall Assistant

It was the President's recommendation that the Board employ Clayton Woodard as a Resident Hall Assistant in addition to his duties as assistant men's basketball coach. Mr. Woodard is a graduate of Spring Arbor College in Spring Arbor, Michigan with a Bachelor of Arts Education degree.

Mr. Woodard will be paid \$2,188 beginning November 9, 2006 through May 19, 2007.

5. STARS Director

It was the President's recommendation that the Board employ Bart Chaney as the Director for the STARS (Student Support Services) grant. Mr. Chaney holds a Master of Science in Counseling degree and a Bachelor of Arts in Psychology degree from Fort Hays State University.

Mr. Chaney's background includes five years of facility/program management with student advising and counseling at Fort Hays State University and eleven years as a Vocational Rehabilitation Counselor assisting high school students making the transition from school to adult life as well as adults with disabilities.

Mr. Chaney will be paid an annual salary of \$38,000 starting January 2, 2007.

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

Faculty Senate Report: Chad DeVoe, Faculty Senate President, reported that spring enrollment is in progress. Faculty members also serve as academic advisors so they are busy with classes and advising. He stated that it is important for students to know which college or university that they will be transferring to so that they can get classes that transfer to that institution. Mr. DeVoe also reported that Terry Turner, nursing instructor who is on sabbatical this year, asked him to thank the Board for the opportunity for the sabbatical. Ms. Turner is studying Healthcare Informatics.

Dean of Student Development Report: Lisa Last, Dean of Student Development, reported that the residence halls were near capacity in August with 227 students and 11 assistant coaches/RA's living in the halls. There are now 219 students in the residence halls and no empty rooms. Dean Last reported that the new RA system is working well.

Student Services held the first new student orientation weekend in many years; partnering with the Lifetime Learning program, senior ambassadors helped with welcome week activities. A variety of student activities have been offered this fall, including both social programming and wellness

education activities.

The Admissions/Recruiting office has met with approximately 200 prospective students so far this fall at College Planning Conferences and high school visits. Julie Loring, Melissa Kiefer, Nathan Mason and Lisa Last traveled to Boulder Colorado to attend a conference on using technology to improve recruitment and retention efforts. Kerrie Coomes and Kara Hale attended the state KASFA conference earlier in the month and Ann Neff attended the NAFSA conference in Kansas City last week.

Dean of Finance Report: Sandi Solander, Dean of Finance, distributed the Treasurer's Report, Cash Balance Comparison Report, and Changes in Fund Balance Report. She also distributed a new report, Treasurer's Monthly Financial Statement for the Board to review. The new report shows beginning balances by fund and receipts, disbursements, journal entries and ending balance.

Dean Solander also handed out information regarding accounts receivable and amounts still owed the college after financial aid was disbursed, by campus site and dorm/commuter students. Approximately \$87,829.31 is due for 170 students as of November 8, 2006.

President's Report: Dr. Smith told the Board that the house at 1401 S. Allen is no beams and is being prepared to be moved. She reminded the Board that they had accepted the bid from Freddie Markham to purchase the house for \$1121 and that the house was to be moved within 120 days.

The College has received two quotes to demolish the smaller house and fill in both holes left by the two houses. The low bid of \$3400 was accepted from Kraft Construction. The work should be complete by January.

Dr. Smith reported that an architect and an engineer from ISES were on campus the week of November 6 to conduct the on-site part of the Facilities Condition Analysis. Ben Smith summarized the findings for the Board. He reported that "the College is not in that bad of shape" partly due to the work last summer with the energy conservation project. He said that Chapman Library had several ADA issues, and that work needed to be done in the gym showers and restrooms, signage, handrails, and the library elevator. A report will be given to the administration prioritizing the projects to be completed.

Senior staff have contacted Michael Wilson of Architect One in Topeka to do some preliminary drawings and cost estimates for remodeling the NeoKan restrooms.

Dr. Smith reported that the Curriculum Committee and agreed to use the CAAP assessment for ascertaining learning in English and Math. The test will be given to all Comp II and College Algebra students at the end of the course to measure what they have learned.

The Curriculum Committee did not approve using the CAAP as a graduation exam. The "homegrown" test will continue to be used. KBOR Performance Goals require a nationally normed test be given in two of five core areas.

President Smith also told the Board that Ben Smith had moved into his new office space and that Kerry Ranabargar will move into his old office in the Sander's Administration office after it is repainted and re-carpeted. LuAnn Hauser will move into the office left vacant by Mr. Ranabargar.

Agenda Item VII-A: Office Hours Policy (second reading)

The Board Policy Manual has a policy entitled "Office Hours", which 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 recommendation was made because 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. 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 requested adding 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.

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.

Resolution 2006-100

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised Office Hours Policy listed above.

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

Agenda Item VII-B: Board Retreat Discussion

Chairman Peter asked Trustees if they would like to have a Board Retreat this fall to discuss information from the ACCT conference and to set board goals. It was the consensus of the Board to schedule a retreat for Thursday, December 7th at 5:30 p.m. The meeting will be held in the Oak Room and dinner will be provided.

Agenda Item VIII-A: Cancellation of Outstanding Checks

The Dean of Finance requested approval to cancel \$2,374.50 of old outstanding checks pursuant to K.S.A. 815 and K.S.A. 816 which require outstanding checks that are two or more years old to be cancelled and restored to the fund originally charged.

Dean Solander reviewed the outstanding checks and determined that \$2,374.50 should be cancelled and restored to the fund originally charged. It was the President's recommendation that

the checks be voided.

Resolution 2006-101

RESOLVED, that the Board of Trustees of Neosho County Community College authorizes the administration to cancel \$2,374.50 in old outstanding checks.

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

Agenda Item VIII-B: Student Health Clinic Discussion

Dr. Smith told the Board that many college students (if not most) do not have health insurance and without insurance a trip to the doctor can be incredibly expensive. As a result, students do not seek help and remain sick for long periods of time. Many community colleges and universities provide a free or reduced cost clinic on campus for student use. The administration has entertained this idea before, but the costs associated seem overwhelming.

Recently, the College was approached by Dr. Parham about offering services on campus. He and/or his Physician's Assistant would like to come on campus one hour per day Monday through Friday when classes are in session to provide basic services to our students. They would be able to provide the service and charge the Medicare minimum of \$30 per visit. A small office could be set up in Rowland Hall with exam tables and some equipment from the Medical Assistant (MA) program. The room would become a teaching lab for the Medical Assistant program and an opportunity for MA students to get internship hours assisting the Doctor. The Nursing Program also expressed an interest in being a part of the clinic in some manner.

The administration discussed this proposal with Kent Pringle and asked him to assemble all legal ramifications to consider. Also, the administration contacted other Health Care providers in Chanute about the possibility of providing services.

The administration would like to provide health services at minimal cost to students. Their initial thought is to charge students \$5 per visit, and the College would pay the remaining \$25. Dr. Parham has suggested the College purchase standard basic tests, including strep tests, pregnancy tests, etc. at his cost. This would result in additional expense of approximately \$700 for the College, but the supply should last at least several months. If the student requires x-rays or any serious lab work, the student would be referred to the Clinic for those tests. The College would not pay for any prescriptions or any treatment beyond the initial office visit at the College clinic. The service would be open to any student with a valid NCCC Student ID card. If the program began in late November, and based on a maximum of four patients per day for the remainder of the 2006-07 academic year, the estimated maximum cost would be \$12,000.

If the service is successful, the administration recommends exploring the possibility of increasing the Incidental Fee by \$1 or \$2 per credit hour, so that student fees would pay for most, if not all, of the Clinic's costs. A \$1 per credit hour fee would generate approximately \$16,000, which is equal to maximum cost of providing services for an entire academic year (without lab tests).

Providing this service to students would be unique to southeast Kansas and would distinguish NCCC from area community colleges. One of the purposes of NCCC is to provide access to students through responsive student services. Sick students do not attend class, which is a barrier to their education. This is one more way NCCC can be responsive to the needs of students at minimal cost to the institution. It also provides NCCC with an opportunity to partner with other community members and provide better educational labs for our health sciences area.

The Board agreed that providing a Student Health Clinic was a good idea. They discussed liability issues involved and reviewed a draft agreement provided by the college attorney. There was discussion about approving the proposal and implementing it next year when the expense would be in the budget.

The Board asked the administration to pursue the Student Health Clinic and to place it on the agenda for the December Board meeting.

Agenda Item IX: Adjournment

The meeting adjourned at 7:20 p.m.