

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

DATE: December 14, 2006
TIME: 5:30 P.M.
PLACE: Student Union, room 209

PRESENT: Kevin Berthot
Neil Ford
Mariam Mih
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
Darin Schmitz, Faculty
Chad DeVoe, Faculty Senate President
Amy Cotham, Chanute Tribune
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 November 13, 2006
Claims for disbursement for November 2006
Personnel

1. Resignation of Assistant Wrestling Coach

It was the President's recommendation that the Board accept the resignation of Aurelian Ciufulescu as the assistant wrestling coach. Mr. Ciufulescu's last day was November 30, 2006.

2. Custodian/Maintenance Position-Ottawa

It was the President's recommendation that the Board employ Robert A. Schuch for the position of custodian/maintenance at the Ottawa campus. Mr. Schuch has 20 years experience in

custodial/building

maintenance, including 9 years as a custodian at the Dwight D. Eisenhower Center in Abilene, Kansas.

Mr. Schuch will be paid \$8.25 (level II) per hour starting January 2, 2007.

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

Agenda Item VI-A: Faculty Senate Report: Chad DeVoe, Faculty Senate President, reported that it was the last week of the semester and that finals were finishing up; grades are due Monday morning. He reported that faculty members are busy doing assessment of learning under the new, unified plan. Students are also enrolling for the spring semester before they leave for break. The Honors Leadership program and Phi Theta Kappa donated Christmas gifts to the ANW Preschool and to children at Marillac Hospital in Kansas City.

Agenda Item VI-B: NASA Trip and Cosmosphere Report: Darin Schmitz reported on his class trip to the Cosmosphere in Hutchinson and the trip to NASA in Houston. He said that 33 students traveled to the Cosmosphere and 7 students visited NASA in Houston.

Agenda Item VI-C: Treasurer's Report: Sandi Solander, Dean of Finance, distributed the Treasurer's Monthly Financial Statements, Treasurer's Report, Cash Balance Comparison, and Changes in Fund Balances report. She commented that the cash balance was higher than the previous two years and that expenditures were as projected for the year.

Agenda Item VI-D: KACCT/COP Meeting Report: Dr. Smith and Mariam Mih attended the quarterly Kansas Association of Community College Trustees and Council of President's meeting at Allen County Community College. Dr. Smith stated that the group had received a preliminary report from ISES on the condition of community college facilities across the state and an update of election results and ramifications. Work also continues on the fund distribution committee.

Agenda Item VI-E: President's Report: Dr. Smith thanked the board for the Christmas floral arrangement. Dr. Smith reported that credit hours are up about 8.9% over this same date last year. This year the Web on-line classes have been separated into a category of their own. The in-district and out-district numbers will be added after the first day of school.

Dr. Smith distributed information and background information on the Technical Education Commission which was established early this year by the Legislature. The Commission has met four times and received presentations from business and industry, the Technical Colleges and Schools Association, KBOR staff, Department of Commerce staff, and Shelia Frahm and community college presidents. In a presentation by Dr. Blake Flanders, director of Career and technical Education for KBOR; he told the commissions that 77% of technical education credit hours were generated at community colleges, 8% at technical schools, and 15% at technical colleges.

Earlier in the fall, KBOR accepted a recommendation to have technical schools and technical colleges either merge or affiliate with a community college or state university. Technical schools and colleges were not happy with that recommendation and submitted a proposal to the legislative Commission to establish a third statewide education Board to coordinate technical education. Dr. Smith will keep the Board updated on the situation.

Dr. Smith reported that the community college distribution funding committee met in late November and developed some tentative recommendations. The committee has been deliberating how to make the distribution formula simple, fair, and cause the least amount of harm to the 19 community colleges. They want to insure that in the distribution formula there is recognition that

community colleges provide extensive workforce development training and state-wide access to higher education to Kansans. The tentative recommendation include 1) having a flat rate apply to every state aidable credit hour; 2) onto that flat rate add additional aid for workforce development credit hours, 3) state-wide access (out-district state aid credit hours); 4) state-wide access (out-district tuition credit hours); 5) not adding onto the flat rate aid for developmental education hours; and 6) not adding to the formula aid for equalization. Dr. Smith distributed various spreadsheets and reminded Trustees that they were tentative thoughts and not final recommendations.

Dr. Smith distributed the KACCT/KBOR report from ISES on deferred maintenance for the Regents' universities, community colleges and Washburn. There appears to be a bill in the works to cover deferred maintenance at those institutions.

Dr. Smith also discussed the cost for the college's shredding service and provided a comparison chart for other companies offering the same service for Trustees review.

President Smith told the Board that during the last legislative session, legislatures requested a post audit be performed on the topic of tuition rates being charged to non-resident students in Kansas. The post audit committee asked two questions be researched. They are: 1) To what extent and why are non-resident university and college students paying reduced rates, and what is the fiscal impact? 2) To what extent is tuition for Kansas' university students offset by government-sponsored deduction grants and tax benefits? NCCC provided data for the first question only. Trustees received a copy of the report for their review.

Agenda Item VII-A: Student Health Clinic

At the November Board meeting the Board instructed the administration to explore the possibility of providing a pilot program offering limited health care services to students at the Chanute campus. Two scenarios were presented. The first was an on-campus clinic with one hour of service per day which would greatly limit the cost incurred by the College each semester, while providing basic health services and "triaging" more serious cases. The second was off-campus access to local clinic services during normal clinic operating hours. The board declined the second option due to location restricting access to students and the inability to estimate costs to the institution. Past experience with student behavior indicates that the more steps and the more difficult something is, the less likely students are to use the service. Requiring students to obtain a voucher from the College before transporting themselves or arranging transportation to and from an off-site clinic, as well as the possibility of having to make an appointment, etc, could greatly reduce the number of students who take advantage of the service. In future years, Option 1 also may allow clinical opportunities for our health science students.

From board discussions, it was determined that the College was primarily interested in Option 1, on-campus services. Any option selected would be a one-semester pilot program. At the end of the semester, extensive review would occur to assess its viability in future academic years.

To review the details of the proposed pilot arrangement discussed at the November board meeting, following are the parameters of an on-campus health clinic staffed by Panacea Family Health Care:

The level of care provided at the on-site clinic would be limited to that which could normally be provided by a physician's assistant. Any case that in the physician's assistant's judgment would require more than basic care will be referred to a physician, either at Panacea or at the student's preferred health care provider. Essentially, the clinic would be a "triage" center where the physician's assistant would handle the simple cases, such as colds, flu, minor infections, pregnancy or STD testing, etc., and refer any complex ones to a physician. The physician's assistant's own liability insurance outlines what services can and cannot be performed by a physician's

assistant.

Physician's Assistants will staff a clinic located in Rowland Hall for one hour each day, Monday thru Friday during the spring 2007 semester.

Health services will be offered to students on a walk-in basis during that hour.

Panacea will charge the College the Medicare rate of \$30 per patient.

Students will pay a \$5 office visit fee to help offset the cost to the College.

The College will pay Panacea \$25 to cover the balance due.

Originally, it was discussed that Medical Assistant and Nursing students could possibly assist with the clinic by taking vitals, checking students in, etc. However, liability insurance limitations may keep this from happening. This is not a "deal breaker" per say, in fact it may be something we could add if the pilot program is a success in future and all legal ramifications have been successfully addressed.

An additional work study student or student aide will be hired, if necessary, to assist with checking students in, processing paperwork, and taking student payments during the clinic. As with all students who deal with confidential records, students working in the clinic would be required to sign a confidentiality agreement. These agreements are currently required of student workers in registration, financial aid and any other office where students have access to private records.

All patient records will be stored in a locked cabinet, which the College will provide. Additionally, we may provide a computer for Panacea's use.

The College will purchase tests for use in the clinic (pregnancy, urine analysis, etc) from Panacea at their cost (amounting to approximately \$700) to have on hand for the clinic.

Panacea physician assistants will provide general services to students. Any lab work, prescriptions or other services, other than general exams, will be paid for by the student.

Additional meetings and conferences have occurred between college representatives and Panacea Family Health Care, Option 1 providers. The College attorney has drafted an agreement which is being reviewed by Panacea's legal counsel. The attorneys report no "deal breakers" in the draft agreement, but that some refinements will need to be made. Several issues arose during our subsequent discussions, including a minimum charge for each day the physician's assistant comes to the College. The minimum fee has yet to be determined, but the current discussed amount would be \$75 per day or 2.5 patients at \$30 per patient. This would guarantee Panacea a minimum amount of compensation even if no patients were seen during a given day.

Projected minimum and maximum costs for the pilot spring 2007 semester based on average number of patients seen each day are demonstrated in the chart below using the formula of \$25 per patient x # of patients per day x 5 days/week x 16 weeks:

Number of patients NCCC's cost for the pilot spring semester only

--	--

4 patients per day (Maximum average)	\$8,000
3 patients per day	\$6,000
2.5 patients per day (Minimum cost)	\$5,000

Additionally, approximately \$700 will be needed to pay for test supplies. This amount may not be needed each semester, however, depending on how many tests are used each semester. As this activity was not budgeted in the general fund the cost would be paid by the Chanute incidental fee account. There are sufficient funds to accommodate the maximum amount.

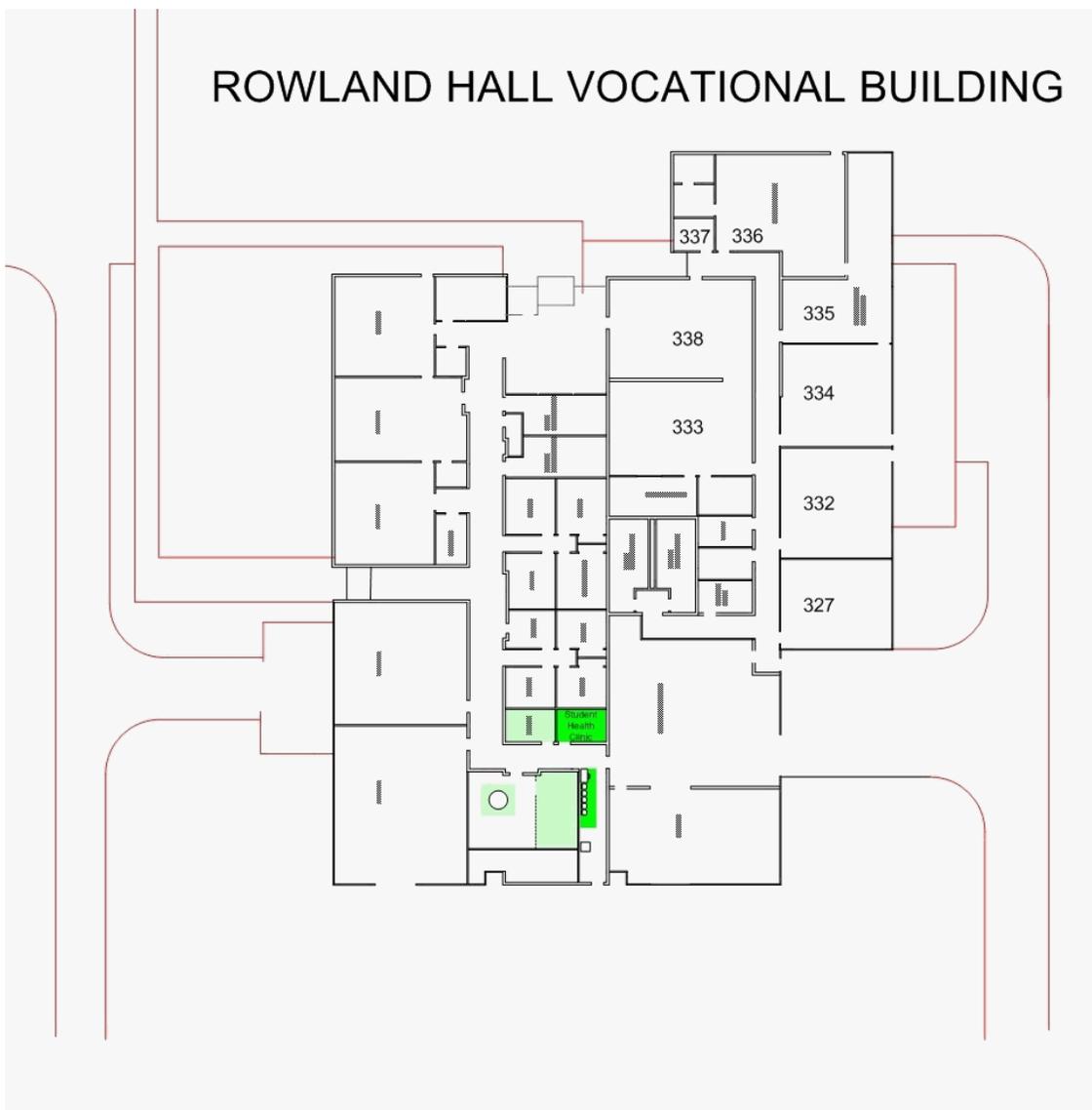
At the conclusion of the pilot semester period, and if after extensive review the Board chooses to continue this clinic in the 2007-2008 academic year, the yearly cost of this clinic would range from \$10,000 to \$16,000 plus \$1,400 in test supplies.

If the pilot clinic is successful this spring, we suggest adding a \$1 per credit hour student health fee to the incidental fee of Chanute campus students for the 2007-08 academic year. This would generate approximately \$17,000* for the 2007-08 academic year, which should pay for the cost of the clinic (except for the cost of test supplies).

*The \$17,000 figure is based on the 2005-06 academic year in which we generated 17,732 credit hours on the Chanute campus. At \$1 per credit hour, \$17,732 would have been generated in 2005-06.

After full consultation with the Board attorney, the administration recommends entering into a contract with Panacea Family Health Care for the spring 2007 semester. We further recommend that the program should be evaluated at the end of the spring semester to determine if it should be continued for the 2007-08 academic year and/or if modifications need to be made to the services.

Attached is a diagram of the Roland building indicating where the clinic will be located.

**Resolution 2006-102**

RESOLVED, That the Board of Trustees of Neosho County Community College enters into an agreement, as outlined above, with Panacea Family Health Care for the spring 2007 semester. Further, that the program will be evaluated at the end of the spring semester to determine if it should be continued for the 2007-08 academic year and/or if modifications need to be made to the services.

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

Agenda Item VIII-A: Nursing Instructor-Ottawa

It was the President's recommendation that the Board employ Stephanie Guinotte for the nursing instructor position at the Ottawa campus. Ms. Guinotte holds a Bachelor of Science in Nursing and Master of Science in Nursing from Pittsburg State University. Ms. Guinotte has over 20 years nursing experience, which includes Registered Nurse, Health Facility Surveyor, Staff Nurse, and Advanced Family Nurse Practitioner.

Ms. Guinotte will be placed at the MS+30 level, step 17 on an 11-month contract (\$30,578.16 pro-rated) starting January 10, 2007.

Resolution 2006-103

RESOLVED, That the Board of Trustees approves the employment of Stephanie Guinotte as nursing instructor at the Ottawa campus. Ms. Guinotte will be placed on the salary schedule at MS+30, step 17, starting January 10, 2007. Her pro-rated contract will be \$30,578.16.

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

Agenda Item VIII-B: Trustee Resignation

Mr. Steve Payne has accepted a position and has relocated to Wichita, Kansas and has submitted his resignation as a member of the Board of Trustees effective November 17, 2006. It is my recommendation that the Board accepts Mr. Payne's resignation with regret and thank him for serving as a member of the Board.

Resolution 2006-104

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the resignation of Trustee Steve Payne.

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

Agenda Item VIII-C: Publication of Trustee Vacancy Notice

The NCCC Board Policy Handbook policy for filling a vacancy on the Board of Trustees states that it will follow Kansas State Statute 71-201.

K.S.A. 71-201 provides that in the event of a vacancy on the Board of Trustees, the remaining Board has authority to appoint a member to fill the vacancy for the balance of the unexpired term. Prior to doing so, the Board is required to publish a Notice one (1) time in a newspaper having general circulation in the Community College district stating that the vacancy has occurred and that it will be filled by appointment by the Board not sooner than fifteen (15) days after the publication. K.S.A. 71-201(b)(15).

Mr. Chairman, I move the adoption of the following Resolution 2006-105

Whereas, a vacancy exists in the membership of the Board of Trustees of Neosho County Community College as of November 17, 2006, and

Whereas, K.S.A. 71-201(b)(15) authorizes a Board of Trustees for a Community College to fill such vacancies not sooner than fifteen (15) days following publication of a Notice in newspaper having a general circulation in the Community College district,

BE IT RESOLVED, that the Clerk of the Board of Trustees of Neosho County Community College, shall cause such Notice to be published in the Chanute Tribune after the effective day of the resignation of Steve Payne.

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

Agenda Item VIII-D: NCA Monitoring Report

As a result of the 2004 Comprehensive Evaluation Visit by the Higher Learning Commission of the North Central Association of Colleges and Schools, the College is required to submit a monitoring report on the financial condition of the College. The report is due January 1, 2007.

Attached is the monitoring report for your review and approval.

Resolution 2006-106

RESOLVED, That the Board of Trustees of Neosho County Community College approves the monitoring report summarizing the Fiscal Condition of Neosho County Community College.

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

Agenda Item VIII-E.: Executive Session: Non-Elected Personnel

Upon a motion and a second the Board recessed into executive session for 15 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President, Vice President of Student Learning and attorney. The Board entered executive session at 7:45 p.m.

The Board returned to open meeting at 8:00 p.m.

Upon a motion and a second the Board returned to executive session for 10 minutes to continue discussion of personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President, Vice President of Student Learning and attorney. The Board entered executive session at 8:01 p.m.

The Board returned to open meeting at 8:11 p.m.

Upon a motion and a second the Board returned to executive session for 20 minutes to continue discussion of personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President, Vice President of Student Learning and attorney. The Board entered executive session at 8:11 p.m.

The Board returned to open meeting at 8:30 p.m.

Agenda Item IX: Adjournment

The meeting adjourned at 8:30 p.m.