

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

DATE: February 8, 2007

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
Lisa Last, Dean of Student Development
Chad DeVoe, Faculty Senate President
Dean Dillard, Faculty
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Amy Cotham, Chanute Tribune

The meeting was called to order by David Peter, Chairman at 5:35 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.

Amended Minutes from January 11, 2007
Claims for disbursement for January 2007

Personnel

1. It was the President's recommendation that the Board accept the resignation of Jason Owens, assistant coach for men's basketball. Mr. Owens's resignation was effective January 8, 2007.
2. It was the President's recommendation that the Board accept the resignation of Asya Herron as a resident hall assistant. Ms. Herron will continue with her duties of assistant volleyball coach. Ms. Herron RA duties ceased January 10, 2007.

Mr. Peter asked that the consent agenda be approved. Upon a motion and a second, the

consent agenda was approved.

Faculty Senate Report: Chad DeVoe, Faculty Senate President, reported that forensics and debate team placed third in the Community College sweepstakes award at the Kansas Wesleyan University tournament on February 2-4, and that Charles Babb had been nominated for Who's Who. NCCC will host an Honor's Conference on February 22 with speakers and round table discussions.

Strategic Plan Report: Dr. Brian Inbody and Dean Dillard, co-chairs of the Strategic Planning Committee presented an update to the Board on selected items from the Strategic Plan. The PowerPoint presentation included selected items from Goal A, Goal B, and Goal C as well as specially funded items. Those items include:

- On-line RN Program
- Panther Text Net
- Additional Servers
- Added Registrar Position
- NeoKan Renovation on Student Side
- Video Surveillance in Residence Halls
- Drainage, Dirt Work
- Sidewalks
- Parking Lot Repair-Chanute and Ottawa
- Student Union Renovation
- Improved In-Service Speakers

Dr. Inbody stressed that the Strategic Plan was tied to the budget and that it was a "living document" and always being revised.

Vice President for Student Learning Report: Dr. Brian Inbody, Vice President for Student Learning, reported to the Board on assessment in a presentation entitled "Are Students Learning?" His PowerPoint presentation explained outcomes assessment and how NCCC is assessing what students are learning and how faculty are using the assessment data to make changes to their classes so that students learn more. He demonstrated the outcomes assessment loop, showing that it begins with outcome instruction, and then outcome assessment, outcome assessment report with a plan to improve instruction, the changes in instruction and then the loop begins again.

Dr. Inbody reported that outcomes compliance is faculty driven, and that in spring 2006, 98% of sections taught by full time instructors and 94% of sections taught by adjunct instructors completed the outcomes assessment reports.

General Education Outcomes include:

Thinking analytically
Practicing responsible citizenship
Living a healthy lifestyle
Communicating effectively

Dr. Inbody reported that Program Outcomes Assessment will be completed this spring and that a monitoring report to NCA is due in June 2008.

Dr. Inbody also distributed a written report from the Student Learning Division highlighting activities in his department.

Treasurer's Report: Sandi Solander, Dean of Finance, distributed financial reports including the treasurer's report, treasurer's monthly financial statement, January changes in fund balance report, and cash balance comparison for the last three years. Ms. Solander reported that there was about \$160,000 in county money that had not been paid and there was a question about how much, if any, would be paid. At the time of the meeting, Dean Solander said she believed that the college would receive about \$100,000 of that tax money.

President's Report: Dr. Smith provided Trustees with a sheet of facts about the College. The Fact Sheet provides a snapshot of who students are, what revenue is spent on, and the economic impact of the College on Neosho County. The data is for the 2005-2006 fiscal year. Dr. Smith plans to reissue the fact sheet every year.

That annual PTK Luncheon to honor students selected as USA All-Kansas Academic Team members, will be held February 15th from 12:00-2:00 PM in Topeka at the Capital Plaza Hotel. This year NCCC will have four students being honored—two from the Chanute campus and two from the Ottawa campus. The Luncheon is attended by the honorees, their families, legislators, and the Regents. It showcases the best and the brightest of Kansas' community colleges. Any trustee wishing to attend should contact the President's office.

The Senior Staff, with recommendations from the Technology Planning Committee and the Executive Committee, believe it is time to implement the EX (Elite) MIS/SIS software. The College purchased the software last year to lock in the cost of the EX software and to keep the maintenance fee for the TE software low.

The implementation will take about 12 months to complete and involves project management and training from Jenzabar staff, as well as new servers (to replace the AS400 platform with a server-based platform.) It is estimated that the cost will be around \$300,000 for everything.

Dr. Smith ask for and received the Board's permission to bid out the financing of the implementation of EX. The financing will probably be spread over 36 months. The yearly payment costs will come from the technology fee funds of both campuses.

Dr. Inbody and Brenda Krumm met with the administration at USD413 to discuss Perkins funding. The conversation evolved and Steve Parsons asked if the College would like to enter into a partnership with the school district to provide concurrent enrollment credit for some of the their vocational programs when the new technology building is finished at the new high school. This partnership would give the option to the high school students to receive only high school credit or both high school credit and college credit for certain vocational classes. The concurrent courses would follow our syllabi, outcomes, and use our textbooks. USD 413 was also open to allowing the College to use the vocational facilities in the evening to teach College courses to adults. (This partnership would maximize the use of taxpayers' dollars.) Dr. Smith stated that she thought it was an exciting collaboration.

The Higher Education Task Force has heard presentations on technical education from members of the Technical Education Commission, the Association of Technical Schools and Colleges, and KACCT. A copy of the talking points KACCT shared with the Higher Education Task Force on technical education and the Tech Education Commission's resolutions was provided to Trustees as well as a copy of the funding model that the Technical Education Commission endorsed. (The community colleges are supportive of the funding model presented in the document.)

Senator Schmidt introduced SB215 to allow individuals and corporations to donate money to community colleges and be allowed to take tax credits off on their state income taxes. Trustees received a copy of an e-mail from Sheila Frahm about the background of Senator Schmidt's thinking on the contents of the bill.

The legislature is talking about deferred maintenance at the state universities as well as at the community colleges. Sheila Frahm, KACCT, says, it was good that the community colleges bit the bullet and paid for the ISES deferred maintenance report so good numbers could be given to the legislature about our needs.

Sheila Frahm has presented the community college's deferred maintenance needs, using the ISES report, to the Senate Ways and Means Committee, chaired by Senator Umbarger, and just this morning, to the House Appropriations Committee. Sheila shared that both groups were very receptive to helping community colleges (although that doesn't mean the money is in the bank yet!)

The Association of Community College Trustees' conference is September 26-29, 2007 in San Diego, CA. Call for Proposals for institutions to consider making a presentation have been received. The proposals should be submitted by February 23 and be accompanied by a letter of support from the Board. Dr. Smith asked the Board if they would consider making a presentation at the conference. Below is the theme for the 2007 ACCT Leadership Congress.

Securing Future Economic Prosperity – The Role of Community College Trustees

Community colleges play an increasingly vital role in helping communities and the nation remain economically strong and prosperous. These uniquely American institutions are responsible for affordable programming, training for skills needed in growing businesses and entrepreneurship opportunities, transitioning students into extended education opportunities such as baccalaureate degrees, certificate programs and/or graduate studies, and helping create a spirit of innovation and community investment.

Due to increased economic challenges through global competition, the income gap is widening between educated and skilled workers — those without postsecondary education and occupational competencies. Trustees and community college leaders have a crucial role to ensure community colleges offer programs that meet the immediate education and skill needs of their communities, giving individuals a strong foundation to build upon for future success.

In addition to proposals dealing with the above theme they also would consider proposals dealing with: essential elements of trusteeship, creating an effective board/CEO leadership team, alliances and partnerships with community college stakeholders, listening and responding to the community, serving a diverse community, and successful advocacy practices.

Dr. Smith suggested that NCCC submit a proposal to present at the ACCT annual conference. She proposed that one of the following topics be chosen as the presentation proposal:

Offering programs that meet the immediate education and skill needs of the Community:

- o On-line RN Nursing Program and NCCC/ICC Licensed Practical Nurse Program Partnership

OR

Partnerships with Community College stakeholders

- o The ICAN Alliance with the City of Chanute, USD 413 and NCCC

OR

Creating an effective Board/CEO Relationship.

- o CEO Contract, Board/CEO Communication,

The Board decided to meet at a later date to select a topic for the proposal.

The April Board meeting is scheduled for Thursday, April 12th. Dr. Smith is a member of the American Association of Community Colleges' Academic, Student and Community Development Commission, which meets at 8:00 am on Friday, April 13th in Tampa, FL (before the AACC Annual Convention April 14-17.) She asked the Board to move the April meeting to an alternate date; April 5 was the date chosen.

Agenda Item VII-A: Appointment of Trustee

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).

The notice of vacancy was published in the Chanute Tribune on December 20, 2006. Several individuals indicated an interest in filling the position however only one individual submitted answers to questions.

Resolution 2007-3

RESOLVED, That the Board of Trustees of Neosho County Community College appoints Charles Boaz to fill the unexpired term of Steve Payne. The appointment will become effective when Mr. Boaz takes the oath of office.

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

Agenda Item VII-B: Ottawa Community Center Discussion

On February 6th the College hosted a meeting with representatives from the Ottawa Public Library and the Ottawa Community Center Task Force. Dr. Brian Inbody showed the PowerPoint presentation she shared with the group.

The presentation outlined the scope of services of the Ottawa branch campus, present facility, population forecasts for Franklin County, day and evening classroom usage, enrollment history by semester, and potential growth of the branch campus.

Dr. Inbody reported that the administrative staff believes that the enrollment will grow about 2% per year due to overall population growth in the Ottawa/Franklin County area and new programs being developed and marketed for that campus.

Dr. Inbody said that options for the Ottawa campus includes remodeling the existing facility, expansion of the existing site, or being a part of the Ottawa Community Center. In the event that the College builds in the Community Center, he said that about 26,000 square feet would be built. He also discussed possible funding sources for all options for the Ottawa campus.

Agenda Item VIII-A: 70th Anniversary Gala Celebration

The College will celebrate its' 70th Anniversary on May 5, 2007 with a Gala Celebration. Bob Christiansen, Director of Development, is planning the event and would like the Board's permission to apply for a temporary, one day liquor license for the event.

Mr. Christiansen has researched the process of receiving a temporary permit with the State of Kansas and the City of Chanute. The process includes:

- Receiving approval from the NCCC Board of Trustees to allow serving alcohol for the 70th Anniversary Celebration,
- Receiving permission from the City of Chanute which will include a perimeter drawing of where the alcohol will be served and consumed and
- Sending all approvals and forms to the State of Kansas for approval of a temporary permit.

The Board discussed liability issues involved with serving alcohol on campus, what entity would actually hold the temporary liquor license, and other issues about where alcoholic beverages would be permitted. The college attorney suggested that the Board could approve the paperwork to start the process and discuss issues that they had concerns about at the March meeting. Applying for the temporary permit did not mean that it had to be used.

Resolution 2007-4

RESOLVED, That the Board of Trustees approves the request to apply for a temporary, one day liquor license for alcohol to be served at the 70th Anniversary Celebration Gala on May 5, 2007.

Upon a motion and a second, the above resolution was approved. Motion passed with Mr. Berthot voting no.

Agenda Item VIII-B: ISES Facility Condition Analysis Discussion

Ben Smith, Dean of Planning and Operations, discussed information received from ISES, the company contracted to complete a facilities condition analysis report. He explained that ISES

submitted a report prioritizing projects by building. On the report he distributed he explained that the first cost column was for material and labor and that the second cost column included material, labor and contractor costs.

He stated that many of the items on the list needed to be reviewed to see if the cost offset the use of the renovation. A complete report from ISES will be available to the Board soon.

Agenda Item VIII-C: Executive Session-Negotiations

It was moved and seconded that the Board recess into executive session for 15 minutes to discuss matters relating to employer-employee negotiations and that the President, Vice President, Dean of Finance and attorney be included. Motion passed. The Board recessed into executive session at 8:15 p.m.

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

Upon a motion and a second, the Board returned to executive session for 5 minutes to continue discussion of matters relating to employer-employee negotiations with the President, Vice President, Dean of Finance and attorney included. The Board recessed into executive session at 8:31 p.m.

The Board returned to open meeting at 8:36 p.m.

Agenda Item VIII-D: Executive Session-Non-Elected Personnel

It was moved and seconded that the Board recess into executive session for 5 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 and attorney. Motion passed. The Board recessed into executive session at 8:38 p.m.

The Board returned to open meeting at 8:43 p.m.

Adjournment

Upon a motion and a second, the meeting adjourned at 8:44 p.m.