

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

DATE: July 12, 2007
TIME: 5:30 p.m.
PLACE: Student Union, Room 209

MEMBERS PRESENT: Kevin Berthot
Charles Boaz
Clint Isaac
Mariam Mih
David Peter
Basil Swalley

PRESENT: Dr. Vicky Smith, President
Dr. Brian Inbody, Vice President for Student Learning
Ben Smith, Dean of Planning and Operations
Sandi Solander, Dean of Finance
Brenda Krumm, Dean of Outreach & Workforce Development
Dale Ernst, Dean of Ottawa Campus
Kerry Ranabargar, Technology Services Director
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Amy Cotham, [Chanute Tribune](#)

Prior to the meeting, Mr. Pringle gave Clint Isaac the oath of office.

Mr. Peter called the meeting to order 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. Motion passed.

-

Reorganization of the Board

A. Election of Officers: Chair and Vice Chair

Mr. Peter asked for nominations for Chair. Mr. Berthot nominated David Peter for Board Chair, Mr. Boaz seconded the nomination. Mr. Swalley moved that Mr. Peter be elected by acclamation. Motion passed.

Mr. Peter asked for nominations for Vice Chair. Mr. Boaz nominated Kevin Berthot for Vice Chair, Mrs. Mih seconded the nomination. Mr. Berthot was elected Vice Chair.

B. Appointment of Personnel

Upon a motion and a second the following appointments were approved. Motion passed.

1. Board Treasurer – Sandi Solander
2. Board Clerk – Terri Dale
3. Board Secretary – Vicky Smith
4. Board Attorney – Kent Pringle

C. Selection of monthly meeting day, time, and location

Upon a motion and a second the regular meetings of the Board of Trustees will be held the second Thursday of each month, starting at 5:30 p.m. in Room 209 in the Student Union. Motion passed.

D. Financial Institution Designation

Upon a motion and a second the following banks were approved as official depositories for the College. Motion passed.

Bank of Commerce, Chanute
Commercial Bank, Chanute
Community National Bank, Chanute
Emprise Bank, Chanute
Home Savings Bank, Chanute
Kansas State Bank, Ottawa
Peoples Bank, Ottawa

E. Appointment of Board Representatives:

The following appointments were made and approved:

Kansas Association of Community College Trustees Representative: Charles Boaz with David Peter as alternate.

NCCC Foundation: Mrs. Mih and Mr. Isaac

Strategic Planning Committee: Mrs. Mih

Affirmation of Service

At the November 2003 Board Retreat, Trustees developed the following statement to demonstrate their understanding of the role of the Board in policy-making. They voted to include this statement each year at the July Board meeting as part of the organization of the Board.

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AFFIRMATION OF SERVICE

It is with the deepest sense of responsibility and conviction as a trustee of Neosho County Community College, that I do solemnly affirm:

That I understand my authority exists only when acting collectively with my fellow board members, and that our authority is derived from, and obliged to serve, the interests of our entire community;

That I will exemplify ethical behavior and conduct that is above reproach;

That I will engage in an ongoing process of in-service education and continuous improvement;

That I will be prepared to participate in open, honest, and civil deliberation with my colleagues, vote my conscience rather than to advance any special interests, and support the decisions and policy we make; and

That I will honor the division of responsibility between the board and the CEO/President, and staff, and contribute to creating a spirit of true cooperation and a mutually supportive relationship in support of our community.

Signed this 12th day of July, 2007

VI. Consent Agenda

The following items were approved by consent.

Minutes from June 14, 2007
Claims for Disbursement June 2007
Personnel

Consent Agenda Item VI-C: Personnel

1. Upward Bound Academic Coordinator

It was the President's recommendation that the Board accept the resignation of Jennifer Younger, Upward Bound Academic Coordinator. Ms. Younger's resignation is effective July 31, 2007.

2. Social Science Instructor

It was President's Smith's recommendation that the Board accept the resignation of Sara Harris as Social Science Instructor, pending her approval to the position of Assistant Dean of the Ottawa campus. Her resignation is effective at the end of the 2006-07 academic year.

3. Nursing Instructor

It was the President's recommendation that the Board accept the resignation of Linda Rather, nursing instructor at the Chanute campus. Ms. Rather's resignation is effective July 12, 2007.

4. Cashier-Ottawa

It was the President's recommendation that the Board accept the resignation of Dawn Burns, cashier at the Ottawa campus. Ms. Burns last day of employment was June 28, 2007.

5. Upward Bound Administrative Assistant

It was the President's recommendation that the Board accept the resignation of Laurie Kerns as the administrative assistant for the Upward Bound grant. Ms. Kern's resignation is contingent upon her appointment as the Interim Academic Coordinator for the grant.

6. Interim Academic Coordinator for Upward Bound.

It was Dr. Smith's recommendation that the Board approve the appointment of Laurie Kerns as the Interim Academic Coordinator for the Upward Bound grant program. Ms. Kerns has two and one half years of experience with the program and has attended Upward Bound trainings in Legislation and Regulations, Budget Management and Record Keeping, and Blumen Database Management. She relates well to students with a background similar to program participants and has experience chaperoning students and conducting school visits.

Ms. Kerns has an Associate of Arts degree from NCCC and is currently enrolled in a Bachelor's Degree in Sociology program at Ft. Hays State University, with an anticipated graduation date of Summer 2008. Upon completion of her Bachelor's degree she will be appointed the permanent Academic Coordinator for Upward Bound. Failure to complete the Bachelor's degree will result in a recommendation of non-renewal.

Ms. Kerns will be paid \$30,200 annually beginning August 1, 2007.

7. Nursing Instructor

It was the President's recommendation that the Board employ Heidi Wiley as the nursing instructor at the Independence site. Ms. Wiley has a Bachelor of Science in Nursing degree from Washburn University in 2004 and is a licensed RN. Ms. Wiley was a clinical instructor for NCCC for the spring 2007 semester. She has also been employed as a registered nurse at Menorah Medical Center in Overland Park, Coffeyville Regional Medical Center, and Mercy Hospital in Independence.

Ms. Wiley will be placed at MS, step 3 (\$30,631) on the faculty salary schedule. Her salary will be adjusted following the completion of negotiations. Terms of her employment includes completing a master's degree in nursing within seven years.

8. Science Instructor-Ottawa

It was the President's recommendation that the Board employ Michael Campbell as the science instructor for the Ottawa campus. Mr. Campbell earned a Master of Arts of Systematics and Ecology at the University of Kansas and a Bachelor of Science in Biology from the University of Michigan. Mr. Campbell's teaching experience includes Biology at Highland Community College in 2006-07, adjunct professor at Baker University from 1993-1995, and teaching assistant at the University of Kansas from 1989-1993. He also has experience as a park ranger, tutor, and research assistant.

Mr. Campbell will be placed at MS, step 6 (\$32,794) on the faculty salary schedule. His salary will be adjusted following the completions of negotiations.

9. ABE Instructor

It was the President's recommendation that the Board employ Vonda Page as the ABE instructor at the Chanute campus. Ms. Page holds a Bachelor of Science in Social Work degree from Pittsburg State University. She has over 14 years experience working at Chanute Social and Rehabilitation Services as Economic and Employment Case manager. She also worked as a Regional Consultant for the Kansas Department of Health and Environment and as a WIA Youth case manager at Fort Scott Community College.

Ms. Page will be paid an annual salary of \$24,500 starting July 16, 2007.

10. Assistant Dean-Ottawa Campus

It was the President's recommendation that the Board approve the employment of Sara Harris as the Assistant Dean of the Ottawa campus. Ms. Harris earned a Master of Arts in History and Bachelor of Arts in History Education from Fort Hays State University. She is currently enrolled in the Doctorate of Education, Educational Leadership program at Baker University with an expected graduation date of May 2008.

Ms. Harris has been employed by NCCC since August 1996 as an instructor in the Social Science department and Coordinator of the Honors Leadership Academy. Prior to 1996 she was employed as a teacher by Wilson Schools and an instructor for Colby Community College.

Ms. Harris will be paid \$36,000 per year beginning July 13, 2007.

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

Dean of Outreach and Workforce Development Report: Brenda Krumm, Dean of Outreach and Workforce Development, distributed a written report on her department. She comments on several items in the report including the President's High Growth Job Training Initiative grant from the Department of Labor, which was funded for \$495,600 and the Caregiving Project for Older Americans grant from the MetLife Foundation which was funded for \$23,000.

She reported that 24 of 40 GED Recipients attended the graduation ceremony on May 19. The GED program at Fort Scott Community College is up and running. Since April 26 students enrolled with 17 still in attendance.

Dean Krumm reported that both the coding and transcription certificate programs were approved by the Kansas Board of Regents. She also reported on Kids College, Allied Health activities, Business and Industry training, and activity in the TRIO grants.

Treasurer's Report: Sandi Solander, Dean of Finance, distributed her monthly Treasurer's Report, Cash Balance Comparison, Changes in Fund Balance Report and Monthly Financial Statement. She reported that the cash balance was significantly higher due to the disbursement from the county and that all revenues and expenditures were in line with projections.

President's Report: Dr. Smith distributed summaries of the discussions at the Board Retreat including the values and SWOT analysis outcomes.

President Smith reported that the College had sustained minor damage to the lower level of the Gym from the recent flooding. The items affected included carpet and clothing. She reported that she had been contacted to see if the residence halls could be used by individuals affected by the flood. Because maintenance is in the middle of waxing floors, painting walls, and repairing damage, she indicated that 16 suites on the lower east wing of Bideau Hall could be available and the College would be willing to accommodate FEMA staff until August 8th.

Dr. Smith said she visited with Congresswoman Boyda about the request for \$2 million in federal appropriations to help with the construction costs of the Ottawa Community Center. Congresswoman Boyda has submitted a request for \$1.5 million for next fiscal year. Dr. Smith also contacted Senator Brownback and Senator Roberts offices. The representative from Senator Brownback's office would like to discuss the request for the FY 09 budget later in the year.

Dr. Smith congratulated Brenda Krumm for her successful applications for the Department of Labor and the MetLife Foundation grants and handed out copies of an article in the Ottawa Herald reporting on the grants.

Agenda Item VIII-A: Set Date for Budget Workshop

In order to schedule the Budget Hearing at the regular Board meeting on Thursday, August 9, 2007, the College needs to approve the proposed 2007-08 budget for publication no later than July 28, 2007.

A special meeting of the Board of Trustees for Thursday, July 26, 2007 at 5:30 p.m. to approve the 2007-08 budget for publication.

Agenda Item VIII-B: Approval of the 2007-08 PEA Negotiated Agreement

The PEA negotiation team and the administration reached an agreement for the 2007-08 academic year. The revisions were mailed to faculty members for ratification. Mr. Anderson verified that enough ballots were returned to ratify the agreement. The following pages are revisions to the current contract. The President recommended that the Board approve the revisions.

Resolution 2007-38

RESOLVED, That the Board of Trustees of Neosho County Community College approves the 2007-08 Negotiated Agreement with the NCCPEA as presented.

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

ARTICLE 2

Workload and Calendar

A. Contract Length and Calendar. The contract length shall be 180 days each contract year subject to exceptions provided elsewhere in this contract. **A member of the Association will be appointed to the committee responsible for recommending the calendar.** The Professional Employees and the Administration will jointly recommend by February 1 each contract year one or more annual calendars to the Board of Trustees for approval subject to changes made by the Board, including any modifications to the calendar made by the Board to make up days lost due to an extended emergency closing of the College. The calendar will include class days, final exams, holidays, and in-service days with each day and duty specified by date. The Administration shall provide a copy of the Professional Employee calendar, as adopted by the Board, to all employees at least two weeks prior to the beginning of the fall semester.

ARTICLE 5

Leaves.

Sick Leave

A. Upon initial employment, thirty-five (35) hours of sick leave will be granted with the beginning of each semester for the first year. Seventy (70) hours of sick leave will be granted with the beginning of the contract year after at least a full year of employment. Then, seventy hours every contract year thereafter will be granted with the stipulation that unused sick leave may only accumulate to six-hundred-thirty (630) hours. All current Professional Employees will retain their accrued unused sick leave and will be granted an additional seventy (70) hours with the start of each contract period.

B. At any time during the contract year, a Professional Employees may voluntarily donate up to fourteen (14) hours of their own accumulated sick leave into a sick leave pool and will communicate in writing to the Chief Academic Officer (CAO) the number of hours donated. Whenever a full-time Professional Employee has used all his or her accumulated sick leave and is still physically, mentally, or emotionally unable to return to his or her assigned duty, the Professional Employee may submit a written request to the Chief Academic Officer (CAO) for a voluntary transfer of sick leave from the sick leave pool donated by Professional Employees of the College. The Chief Academic Officer (CAO) may request a doctor's verification of any Professional Employee's inability to return to assigned duties. The Chief Academic Officer (CAO) will authorize the transfer of additional sick leave to the Professional Employee who initiated the request described in this paragraph from the days donated to the sick leave pool. Any unused sick leave requested under this procedure will be returned by the Professional Employee to the sick leave pool.

C. Neosho County Community College shall provide the Professional Employee with the opportunity to request approved time away from work to resolve medical problems and/or recuperate so they may return to full productivity. Sick leave may be taken only to the extent that it is actually accrued, one cannot borrow against anticipated sick leave earned.

D. A Professional Employee may donate any part of his/her unused sick leave to the sick leave pool at the time of retirement. A Professional Employee shall be compensated for all remaining accumulated sick leave at the time of that employee's retirement. Compensation will be set at a rate of four dollars (\$4) per hour for each hour of remaining accumulated sick leave at the time of retirement.

E. Sick leave may be granted for:

1. Illness or injury of a Professional Employee which prevents the Professional Employee from performing his/her usual duties;
2. Medical appointments;
3. Quarantine due to a contagious disease in the Professional Employee's immediate family;
4. Actual period of temporary disability connected with childbearing;
5. Illness of a member of a Professional Employee's immediate family (defined as spouse, children, parents, or family member residing with the Professional Employee).

F. The Board may require a statement from a medical doctor that the Professional Employee was unable to work in order to insure that there will be no abuse of sick leave privileges.

G. Whenever an Professional Employee is unable to report to work, the Professional Employee must ~~attempt to~~ notify his/her immediate supervisor **as soon as is practicable, preferably through direct conversation**. On the first day back to work, an absence report must be completed with the Division Chair and forwarded to the Chief Business Officer in order to account for the sick leave.

ARTICLE 6

Fringe Benefits

1. Health Insurance

The Board will pay single membership level health insurance coverage for each full-time Professional Employee. Each full-time Professional Employee shall participate in the college-sponsored group health insurance plan at least at the single membership level unless: ~~(a) health insurance coverage is maintained by the Professional Employee through a qualified group health insurance plan. A qualified group health plan is defined as: (i) a health coverage that is offered by an employer unit to all full time employees of that organization; and (ii) b) to qualify as an employer unit, the group must be formed for purposes other than obtaining insurance; and (iii) c) there must be employer contribution and payroll deduction for premiums paid by the employee.); or (b) employment with NCCC originated prior to July 1, 1995, and health insurance coverage is maintained by the Professional Employee through an alternative source. A full time Professional Employee that is covered by a qualified group health insurance plan may elect to receive \$100.00 per month in lieu of the insurance, which only can be used to participate in the College's I.R. S. Section 125 Cafeteria Plan.~~

~~A full time Professional Employee that (a) is covered by a qualified group health insurance plan or (b) was employed with NCCC originated prior to July 1, 1995, and health insurance coverage is maintained by the Professional Employee through an alternative source and (c) in the 2003/2004 contract year elected to receive cash fringe, may elect to continue to receive the monthly cash payment of \$330.00 per month in lieu of insurance for the 2005-2006 year. The same Professional Employee may elect to receive a monthly cash payment of \$220.00 per month in lieu of insurance for the 2005-2006 year. In the year 2006-2007 and thereafter, the same Professional Employee may elect to receive \$100.00 per month in lieu of the insurance, which only can be used to participate in the College's I.R. S. Section 125 Cafeteria Plan.~~

~~Professional Employees whose first contract was in the 2005-2006 contract year shall participate in the college-sponsored group health insurance plan at least at the single membership level, unless health insurance coverage is maintained by the Professional Employee through a qualified group health insurance plan. If the Professional Employee, who is covered by a qualified group health plan, elects not to take the college-sponsored group health insurance coverage in 2005-2006, he/she may elect to receive \$50 per month to participate in the College's I.R. S. Section 125 Cafeteria Plan. In 2005-2006, if the Professional Employee elects not to take the college-sponsored health insurance plan that monthly amount will increase to \$75 per month. In 2006-2007 and thereafter, the monthly amount will increase to \$100 per month.~~

Any Professional Employee who is enrolled in the NCCC Group health insurance plan may, at the employee's expense, enroll a spouse and eligible dependent children, subject to the same conditions and limitations that apply to the person enrolled in accordance with the terms of the group health insurance plan.

2. I.R.S. Section 125 Cafeteria Plan

In addition, Professional Employees may elect to reduce their salaries and designate said sum to be applied to one or more of the below I.R. S. Section 125 Cafeteria Plan Options.

Each full-time Professional Employee shall allocate said sums to other fringe benefits, including salary protection insurance, cancer and dread disease insurance, dependent care reimbursement, dental, vision, and medical reimbursement as provided by the Board in the Cafeteria Plan. All elections shall be made according to the Section 125 Cafeteria Plan.

At such time as the Board of Trustees is considering a change in current benefits and/or any carriers of any option included in the I.R.S. Section 125 Cafeteria Plan, and if a study committee is formed, the President of the Association or his/her designee, will participate on the committee. The Board of Trustees or their designee will take into consideration any suggestion(s) that may be offered by the Association prior to making any decisions pursuant to changes in insurance carriers, benefits, or Section 125 Cafeteria Plan options. Notification of such changes will be made to the President of the Association in a timely manner.

ARTICLE 8

Professional Development.Responsibilities

Each professional employee will be required to complete a minimum of six (6) units (semester hours or equivalent) of professional development every five year period of employment. Hours completed for horizontal salary schedule movement under Article 11 may also be used to satisfy professional development requirements under this article. The units shall be related to the professional employee's discipline of instruction or of benefit to NCCC, may be in the form of college credit hours or an equivalent measure of training or educational coursework. A formula of 15 clock hours equals one unit will be used for conversion purposes. Units can be determined in 1/5 hour increments. Units shall be approved in advance by the Chief Academic Officer, as recommended by the Professional Development Committee, on written forms provided by the office. The anniversary date for determining if sufficient units for professional development have been completed shall be February 1st of each year. On February 1st of each year a professional employee shall be in compliance with this article if (a) the Professional Employee's employment originated less than five years prior; or (b) the Professional Employee has completed six units during the preceding five years. ~~(July 1, 1999 is the earliest possible employment origination date for purposes of this paragraph. Units completed between July 1, 1999 and February 1, 2000 will be counted towards the professional development requirement through February 1, 2005).~~

Once a professional employee has satisfied his/her professional development requirements for a given five year period as outlined above, following the February 1st deadline of the Professional Employee's fifth year, he/she may submit professional development activities toward fulfillment of the requirements for the next five-year professional development period without waiting for the beginning of the next contract year.

If a professional employee fails to fulfill the six (6) units of professional development requirement by the established deadline the salary of the professional employee shall remain at its current amount regardless of any approved steps or additions to the salary schedule in subsequent negotiated agreements. The Professional Employee salary shall remain at that amount until the professional employee completes the required units. Once the expectation has been met, the professional employee's salary will be adjusted at the next contract year to the current salary schedule that may have been adopted while his or her salary was frozen and set at the appropriate step number that would have been achieved if the salary had not been frozen. Failure to comply with the professional development requirement during one five-year period does not alter the deadline for subsequent minimum professional development requirements. If a professional employee fails to complete the initial required six (6) units of professional development within a seven year period of employment, additional action may be taken including possible non-renewal of contract.

Support

Each fiscal year the institution will establish a "Professional Development Fund" equal to the number of full-time professional employees times \$500.

During the academic year, individual Professional Employees who have received approval for units from the Chief Academic Officer may submit written application in advance for funds to be used to defray expenses for the approved academic coursework, activity. Each Professional Employee is eligible for \$500 per year. A Professional Employee may submit written application in advance for funds to be used to defray expenses for attendance of, and travel to workshops, clinic, conferences and other professional activities. Between April 15th and May 1st, Professional Employees may apply for any uncommitted funds. Applications must be submitted no later than May 1st and no funds will be committed after June 1st.

Application will be reviewed by at least three (3) members (who do not have a conflict of interest) of a five (5) member committee to be elected by the Professional Employees at large in May of each year during a scheduled Professional Employee meeting. The Committee will meet at least once a month during the academic year to review applications. The Committee will be responsible for developing all methods of implementing funding criteria including any forms they see fit to develop for application of funds.

Compensation for mileage expenses involving the use of personal vehicles, and/or charges for use of College vehicles, shall be the same as the Board-approved rate in effect at the time the travel expense was incurred. These rates will be recorded, when appropriate, on the Application for Professional Development Credit and Funding.

Upon completion of the professional development activity, the Professional Employee shall submit a Certification of Activity Completion form and shall attach written proof as to how the funds were expended. Additionally, the Professional Employee will return any non-utilized funds to the Chief Academic Officer as soon as practicable.

Note: All General fund line items not spent in a fiscal year must be returned to the General Fund and are considered uncommitted general funds for the next fiscal year. State budget law does not permit the Professional Development fund to carry uncommitted or unused fund balance from one fiscal year into the next fiscal year.

ARTICLE 11Salary Schedule Description

Upon initial employment, the salary and salary placement shall be determined by the Administration and Board.

B. Each Professional Employee will move one (1) vertical steps on the salary schedule for ~~2006-07~~ **2007-2008**. Horizontal movement is possible according to the guidelines established in the negotiated agreement.

C. The 6 horizontal columns shall be titled Instructor, MS, MS+15, MS+30, MS+45, and DOC.

D. To qualify for horizontal salary schedule movement above the Master's degree, hours completed after 9/1/91 must be earned through:

1. Graduate hours in the Professional Employee's major assigned field of teaching. The Professional Employee must submit an official transcript and form;

2. The Chief Academic Officer may approve in advance other graduate hours, workshops, clinics, or conferences that are related to the employee's discipline or job duties. The Professional Employee must submit at least two weeks prior to the beginning of the activity the Academic Class/Teaching Discipline Related Work form including justification as to why this should count for horizontal advancement on the salary schedule. A formula of 15 clock hours equals one credit hour will be used for conversion purposes.

E. Graduate hours are defined as all course work certified as graduate level by the granting institution.

F. For any bargaining unit Professional Employee that is required by the institution to work more than the standard nine months (180 days) period in a contract year, the rate of compensation shall be calculated as a direct ratio of the nine-month salary (e.g., a ten-month assignment shall be calculated as (10/9) ten times the appropriate row and column salary divided by nine.)

G. Professional Employees anticipating a move to a new column must notify the Chief Business Officer in writing prior to May 1 preceding the next contract year. To receive horizontal advancements, official transcripts or other information acceptable to the Chief Business Officer must be filed prior to September 10 of the contract year following the May 1 notification.

H. All hours completed prior to 9/1/91 and currently certified or on file with the Chief Business Officer will be allowed for salary placement and movement.

- o All salaries paid to a full-time Professional Employee by the College for the duties set forth in Professional Employees' Contract (form as set forth in Article 15), with the exception of overload and supplemental, will be included in the primary contract of the Professional Employee.

ARTICLE 12

~~2006-2007~~ 2007-2008 Salary Schedule BASE - ~~\$28,455~~ \$29,699

Step	Instructor	MS	MS 15	MS 30	MS 45	DOC
1	\$28,454	\$29,699	\$30,616	\$31,696	\$32,876	\$34,580
2	\$29,109	\$30,550	\$31,468	\$32,548	\$33,728	\$35,431
3	\$29,764	\$31,401	\$32,320	\$33,400	\$34,580	\$36,282
4	\$30,420	\$32,254	\$33,171	\$34,252	\$35,431	\$37,134
5	\$31,074	\$32,909	\$34,022	\$35,104	\$36,282	\$37,987
6	\$31,730	\$33,564	\$34,874	\$35,955	\$37,134	\$38,838
7	\$32,384	\$34,220	\$35,530	\$36,806	\$37,986	\$39,689
8	\$33,040	\$34,874	\$36,184	\$37,658	\$38,838	\$40,540
9	\$33,695	\$35,530	\$36,839	\$38,313	\$39,689	\$41,392
10	\$34,349	\$36,184	\$37,495	\$38,968	\$40,540	\$42,244
11		\$36,839	\$38,149	\$39,624	\$41,392	\$43,095
12		\$37,313	\$38,805	\$40,279	\$42,047	\$43,750
13		\$37,789	\$39,459	\$40,933	\$42,703	\$44,405
14		\$38,264	\$40,115	\$41,589	\$43,357	\$45,060
15		\$38,739	\$40,590	\$42,095	\$44,013	\$45,715
16		\$39,214	\$41,065	\$42,602	\$44,667	\$46,370
17		\$39,689	\$41,541	\$43,109	\$45,323	\$47,025
18		\$40,164	\$42,015	\$43,616	\$45,978	\$47,680
19		\$40,640	\$42,491	\$44,123	\$46,484	\$48,187
20		\$41,114	\$42,965	\$44,629	\$46,990	\$48,694
21		\$41,590	\$43,441	\$45,136	\$47,498	\$49,200
22		\$42,064	\$43,915	\$45,643	\$48,004	\$49,708
23			\$44,391	\$46,150	\$48,512	\$50,214
24			\$44,866	\$46,656	\$49,018	\$50,720
25			\$45,341	\$47,163	\$49,524	\$51,228

26	\$50,032	\$51,734
27	\$50,538	\$52,242
28	\$51,045	\$52,748

Each Professional Employee will move one (1) vertical step on the salary schedule for ~~2006-2007~~ 2007-2008. Horizontal movement is possible according to the guidelines established in the negotiated agreement.

Agenda Item VIII-C: Administrator's Contracts

The President recommended a 3.5% salary increase for administrative employees for 2007-08.

Name	Position	2006-07 Salary	2007-08 Salary
Bulk, Mary	Bookstore Manager		28,000
Christiansen, Bob	Director of Development	73,164	75,725
Clay, Krista	ABE Coordinator	31,468	34,541*
Coomes, Kerrie	Director of Financial Aid	33,446	34,617
Eldridge, Mark	Exec Director-Community Relations-Ottawa (3/4 time starting 7-1-07)	51,067	39,641
Ernst, Dale	Dean-Ottawa Campus	34,492	42,500
Erwin, Jean	Medical Asst Instructor/Coord. (10 mon)	32,227	33,355
Garrett, Heather	ABE Instructor	24,500	25,358
Harris, Sara	Asst Dean-Ottawa Campus		36,000
Inbody, Brian	VP-Student Learning	84,785	87,752
Jurgenson, Jo	HIT Instructor/Coordinator (1/2 time)	18,000	18,630
Kettler, Randy	Director of Basic Skills/CAVE	48,950	50,663
Kiefer, Melissa	Director of Admissions	28,000	28,980
Krumm, Brenda	Dean of Outreach/Workforce Dev (9 mon)	41,933	43,401
Lesovsky, Brandon	Asst. Coordinator of Residence Life		18,000
Loring, Julie	Director of Advising & Counseling	36,059	37,321
McDonnold, Laura	Graphic Design Artist		24,000
Neff, Ann	International Students Coordinator	32,100	33,224
Nesmith, Mark	Coordinator of Residence Life		24,000
Ranabargar, Kerry	Director of Technology Services	38,355	44,497**
Rhine, Tracy	Coordinator for Allied Health	35,979	37,238
Robb, Sandy	Lifetime Learning Coordinator (1/2 time)	12,592	13,033
Rowe, Brenda	Director Human Resources	37,862	39,187
Schoenecker, Brenda	Interim Director of Nursing		57,000
Smith, Ben	Dean of Planning & Operations	62,711	64,906
Smith, Dwight	Network Administrator		28,000
Smith, Paul	Maintenance Supervisor	35,037	36,263
Smith, Sarah	Registrar	29,000	30,015
Solander, Sandi	Dean of Finance	62,176	64,352

Vanatta, Kim	Coordinator of Developmental Lab	33,936	35,124
Weber, Megan	Admissions Specialist/Cheer/Dance Coach		25,000
Weisenberger, Susan	Director of Library Services	39,723	41,113

*Ms. Clay's compensation includes an additional 1.5% for her increase in duties for overseeing the ABE program at Fort Scott, plus \$1,500 for completing her Master's degree.

** Mr. Ranabargar's compensation includes the additional \$4,800 approved by the Board at the May, 2007 Board meeting.

Resolution 2007-39

RESOLVED, That the Board of Trustees of Neosho County Community College approves salary increases for administrative employees as recommended by the President.

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

Agenda Item VIII-D. Administrative Salary Adjustments

Each year the President reviews employees and how their salaries relate to other community colleges in the state and in southeast Kansas. Some years the President recommends a "bump" for certain employees. Last year a reclassification system for the clerical and maintenance staff was established. Many of the classified employees received adjustments to their compensation. Adjustment were also provided for certain administrative staff, based on the salaries of their counterparts in other community colleges, particularly southeast Kansas community colleges, or if they have taken on additional duties.

The President recommended the following compensation adjustments be made for the individuals indicated.

Susan Weisenberger, Director of Library Services, whose salary is 5th lowest in the state and \$8,100 below the state average. Her salary is also \$2,100 below the average for the six southeast Kansas community colleges. The President recommended additional compensation of \$2,000.

Kerrie Coomes, Director of Financial Aid, is \$12,000 below the state average for Financial Aid directors and \$2,000 below the average for southeast Kansas community colleges. The President recommended additional compensation of \$2,000.

Juliette Loring, Director of Advising and Counseling, will be taking on additional duties that include the coordination of all the Freshman Orientation classes. Currently a faculty member is paid \$2,400 per year to coordinate all of the noted classes. The President recommended additional compensation of \$2,400.

Ben Smith, Dean of Planning and Operations, has taken on additional duties since his appointment in 2004 to the deanship. In addition, he anticipates completing his Masters degree this summer. Ben's counterparts' compensation at other southeast Kansas institutions average over \$72,000, while Ben is making \$62,711 in 2006-07. The President recommended additional compensation of \$3,500.

Sandi Solander, Dean of Finance, is the third lowest paid chief financial officer in the state and the second lowest paid after Independence in southeast Kansas. Her role at the College is finance and business officer, plus running the bookstore. The President recommended additional compensation of \$2,000.

The total costs of the adjustments is \$11,900 of which \$9,500 is new to the budget.

Resolution 2007-40

RESOLVED, That the Board of Trustees of Neosho County Community College approves additional compensation for Susan Weisenberger (\$2,000), Kerrie Coomes (\$2,000), Juliette Loring (2,400), Ben Smith (\$3,500) and Sandi Solander (\$2,000) beginning July 1, 2007.

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

Agenda Item VIII-E.: Hourly, Non-Exempt Employee Contracts

The President recommended a 3.5% increase for all hourly employees. In addition, those employees whose salary is below the base starting salary of their level will be brought up to the base level.

Name	Position	2006-07 Hourly Rate	Level	2007-08 Hourly Rate	2007-08 Salary
Barr, Mary	Switchboard/Admin Asst	8.65	2	8.95	18,616
Beddo, Susan	Financial Aid Specialist-Ottawa	10.00	4	10.35	21,528
Beeman, Gloria	Office Services Clerk	9.00	3	9.32	19,386
Benton, Patty	Cashier	10.00	4	10.35	21,528
Cadwallader,	Receptionist/Registration Clerk	8.50	2	8.80	18,304

Sarah					
Crawford, Steve	Electrician/Plumber	13.10	5	13.56	28,205
Dale, Terri	Admin Asst-President	14.05	4	14.54	30,243
Dent, Vicki	Custodian	9.20	1	9.52	19,802
Dix, Marcy	Asst Registrar-Ottawa	9.00	3	9.32	19,386
Foster, Byron	Maintenance	10.00	4	10.35	21,528
Gill, Joan	Library Assistant	12.91	2	13.36	27,789
Gilmore, Denise	Admin Asst-VP Student Learning	11.87	4	12.29	25,563
Godinez, Edie	Admin Asst-Nursing, Chanute	9.31	3	9.64	20,051
Haddan, Susan	Assist Registrar	9.75	3	10.09	20,987
Hale, Kara	Financial Aid Specialist	9.00	4	10.00	20,800
Hamm, Kelly	Admin Asst-Nursing-Ottawa	9.00	3	9.32	19,386
Hanks, Barbara	Accounts Payable Clerk	8.65	2	8.95	18,616
Hart, Sarah	Admin Asst-Allied Health	8.36	2	8.65	17,992
Hauser, LuAnn	Data Research Assistant	13.05	4	13.51	28,101
Johnson, Teddy	Library Clerk (1/2 time)	8.36	2	8.65	8,996
Kinzer, Jackie	Admin Asst-Outreach/Workforce Development	9.61	3	9.95	20,696
Marks, Steve	Custodian	8.00	1	8.00	16,640
McAdoo, Karen	Bookstore Clerk-Ottawa (1/2 time)	9.00	3	9.32	9,693
Nduati, James	Tech Services Technician	12.54	5	12.98	26,998
Neely, Mia	AR Clerk	9.00	3	9.32	19,386
Parriott, Paulette	Receptionist/Switchboard-Ottawa	8.36	2	8.65	17,992
Ponce, Michelle	Development Assistant	10.00	4	10.35	21,528
Poydack, Brandi	Custodian	8.00	1	8.00	16,640
Recoy, Pat	Accounting Specialist	11.50	5	11.90	24,752
Schommer, Debra	Admin Asst-Faculty	9.41	2	9.74	20,259
Schuch, Robert	Maintenance D-Ottawa	8.25	2	8.54	17,763
Shumway, Donna	Tech Services Technician-Ottawa	10.45	5	10.82	22,506
Ward, Joe	Maintenance	10.45	4	10.82	22,506

Resolution 2007-41

RESOLVED, That the Board of Trustees of Neosho County Community College approves reclassification and salary increases for hourly, non-exempt employees as recommended by the President.

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

Agenda Item VIII-F.: Bids for Athletic Insurance

Dissinger Insurance Services, the current athletic insurance broker, solicited quotes for athletic injury insurance on NCCC's behalf. Dissinger received quotes from Life Insurance Company of North America (CIGNA), American International Group (AIG), Guarantee Trust Life, and Nationwide Life Insurance Company -K&K.

The CIGNA bid included: \$0 deductible, \$25,000 Accident Medical Expense, AD & D- \$10,000, HMO/PPO and Expanded Medical Benefits, and an incurring period of 1 year. Premium \$48,903.

The AIG bid included: \$0 deductible, \$25,000 Accident Medical Expense, HMP/PPO benefits, AD&D=\$10,000, and an incurring period of 1 year. Premium \$48,000.

Guarantee Trust Life: \$0 deductible, \$25,000 Accident Medical Expense, HMO/PPO and Expanded Medical Benefits, and an incurring period of 1 year. Premium \$59,483

Nationwide Life Insurance Company -K & K would not quote \$0 deductible and 1 year incurring period.

Dissinger also received the low quote from Mutual of Omaha for the Catastrophic Coverage in the amount of \$6,153. Mutual of Omaha provides \$5,000,000 Lifetime Maximum, and has been the catastrophic coverage provider for NCCC athletics in the past.

The President recommended that the Board accept the bid from CIGNA for \$48,903 and the bid from Mutual of Omaha for the Catastrophic Coverage for \$6,153. Even though CIGNA was not the lowest quote obtained they have been the athletic insurance provider for NCCC the last three years. The relationship with CIGNA has been very positive with the Athletic Director and Head Athletic Trainer. Jerry Bean, Head Athletic Trainer, has indicated that he has not worked with a more personable and helpful company than CIGNA in his career processing athletic injury insurance claims. The processes that Jerry Bean has established with CIGNA have been very effective and would be worth the extra \$903 dollars in the premium. The time and effort it would take to build a new relationship, establish new contacts, and establish new claims processes with another insurance provider would exceed the amount of money saved.

Resolution 2007-42

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid from CIGNA for athletic injury insurance for \$48,903 and the bid from Mutual of Omaha for Catastrophic Coverage for \$6,153.

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

Agenda Item VIII-G.: Performance Agreements

Each year in July, the Kansas Board of Regents (KBOR) requires all institutions to state a list of goals to be accomplished in the next calendar year. This list is called the Performance Agreements. The goals must follow a set of criteria and must conform to certain goal categories set by KBOR. The goals must be "stretch" goals in that they must be challenging to achieve. Failure to set these goals to the satisfaction of KBOR or failure to adequately achieve the goals can result in the state "freezing" all or part of any "new" state allocations (moneys in excess of last year's allocation) for one year. KBOR considers this Performance Agreement to be a binding contract between the state regents and the local boards of control.

The agreement is ratified by KBOR in the fall before the calendar year in which it will take effect. NCCC begins working to implement our goals in our Performance Agreement in January of a calendar year and must complete our work by December of the same calendar year. The following February NCCC submits a report to KBOR of our progress in completing the target activities outlined in the Performance Agreement. At the June KBOR meeting of the report year, the regents allocate state funding for the coming fiscal year based on their acceptance of the report on Performance Agreement goals for the previous year.

The KBOR Performance Agreement prescribed form for 2008 follows this narrative, with a detailed list of NCCC's stated goals and the indicators to be used to measure whether the goal has been met. For the 2007 proposed calendar year and beyond, the KBOR is requiring that all institutions focus at least one goal on learner outcomes, known as "Goal B" on the Board of Regents System Goals list.

If the NCCC Board approves this Performance Agreement for 2008, it will be submitted to KBOR for review. In the fall, Drs. Smith and Inbody will go before the KBOR Academic Affairs Standing Committee to discuss our goals and targets to help the committee establish a comfort level with our plan. Changes may be suggested and made at that time.

NOTE: In the coming years KBOR will require NCCC to complete a three-year agreement and we will be unable to change goals or targets during this three-year cycle. It is critical that we establish the right goals and targets for which we will be committed to for three years.

For 2008 NCCC has chosen five goals which are continuations of the goals we established in 2007:

Improve learner outcomes in general education using the graduation exam as an indicator of areas of improvement and success

Creation of three new programs with sufficient enrollment to justify the programs

Improvement in success of developmental students through the developmental coursework and beyond.

Increase the amount of funds received from grants and donations

Increase the number of registered nurses graduated and certified

The administration asked that these Performance Agreements be approved and that Dr. Smith be given the ability to make changes as requested by the KBOR Academic Affairs Standing Committee.

Resolution 2007-43

RESOLVED, That the Board of Trustees of Neosho County Community College approves Performance Agreements for 2008 and that Dr. Smith be given the ability to make changes as requested by the KBOR Academic Affairs Standing Committee.

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

Instructions for Completing the Performance Agreement Application and Reporting Form

Provide the following information in the **PERFORMANCE AGREEMENT/REPORT**:

1. Identify the **KEY PERFORMANCE INDICATOR** (i.e. data) that will be used to determine progress toward goals. Be as specific and as succinct as possible. The key performance indicator (data) may be quantitative or qualitative.
2. Show the **THREE YEAR PERFORMANCE HISTORY**, i.e., value of the key performance indicator (data) for December 31, 2006, 2005, and 2004, if available.
3. Show **TARGETS** for the next 3 years. Targets must be expressed in terms of the key performance indicator (data) identified in the first column.
4. **PERFORMANCE OUTCOMES** must be expressed in terms of the key performance indicator (data) listed in the first column.
5. **EVALUATION** of performance, i.e., target met, target not met, directional improvement, etc.
6. At least one institutional goal must support Regents' System Goal B. Institutional goals must support two additional Regents' System Goals selected from Regents' System Goals A, C, and D.
7. The narrative should not repeat information in the table. Instead, the narrative should provide explanation of anything in the table that may not be obvious to the reader. If applicable, the narrative should also describe any circumstances that prevented the institution from making directional improvement and future plans for improving performance.

Instructions for Narrative to Accompany the Performance Agreement Application

1. Institutional Goal 1: List goal as succinctly as possible.

Key Performance Indicator 1 (Data point 1): Identify the data to be collected as succinctly as possible. Use the same description that appears in the first column of the form.

a. Data Collection: Describe EXACTLY how the data for the key performance indicator will be collected. For example, if the data is "retention," describe exactly how retention will be calculated.

b. Targets: Describe the rationale for selecting the targets in order for the Board to determine the degree of difficulty in achieving the target. This information is required. (Note: Targets must be expressed in terms of the key performance indicator/data. For example, if the key performance indicator is "retention," the targets should be expressed in terms of the actual retention figures expected in the next 3 years.)

Continue in the same fashion for all indicators for this goal.

Comments: Include only comments that are ESSENTIAL to understanding the goal. Comments are optional.

And so on up to six goals.

Performance Agreement/Report

Institution:	Contact Person:	Contact phone & e-mail:	Date:
Regents System Goal (Click on Arrow to view selections)			
Institutional Goal 1:			
Key Performance Indicator (Data)	3-Year Performance History	Targets	Performance Outcome
			Evaluation
NARRATIVE — INSTITUTIONAL GOAL 1(Title Only):			
Key Performance Indicator 1(Title Only):			
Data Collection:			
Targets:			
Key Performance Indicator 2(Title Only):			

Regents System Goal (Click on Arrow to view selections)				
Institutional Goal 3:				
Key Performance Indicator (Data)	3-Year Performance History	Targets	Performance Outcome	Evaluation
NARRATIVE — INSTITUTIONAL GOAL 3(Title Only):				
Key Performance Indicator 1(Title Only):				
Data Collection:				
Targets:				
Key Performance Indicator 2(Title Only):				
Data Collection:				
Targets:				
Key Performance Indicator 3(Title Only):				
Data Collection:				
Targets:				
Key Performance Indicator 4(Title Only):				
Data Collection:				
Targets:				
Key Performance Indicator 5(Title Only):				
Data Collection:				
Targets:				
Comments:				
Regents System Goal (Click on Arrow to view selections)				
Institutional Goal 4:				
Key Performance Indicator (Data)	3-Year Performance History	Targets	Performance Outcome	Evaluation
NARRATIVE — INSTITUTIONAL GOAL 4(Title Only):				
Key Performance Indicator 1(Title Only):				
Data Collection:				
Targets:				

Key Performance Indicator 2(Title Only):				
Data Collection:				
Targets:				
Key Performance Indicator 3(Title Only):				
Data Collection:				
Targets:				
Key Performance Indicator 4(Title Only):				
Data Collection:				
Targets:				
Key Performance Indicator 5(Title Only):				
Data Collection:				
Targets:				
Comments:				
Regents System Goal (Click on Arrow to view selections)				
Institutional Goal 5:				
Key Performance Indicator (Data)	3-Year Performance History	Targets	Performance Outcome	Evaluation
NARRATIVE — INSTITUTIONAL GOAL 5(Title Only):				
Key Performance Indicator 1(Title Only):				
Data Collection:				
Targets:				
Key Performance Indicator 2(Title Only):				
Data Collection:				
Targets:				
Key Performance Indicator 3(Title Only):				
Data Collection:				
Targets:				
Key Performance Indicator 4(Title Only):				
Data Collection:				
Targets:				
Key Performance Indicator 5(Title Only):				
Data Collection:				
Targets:				
Comments:				

Regents System Goal (Click on Arrow to view selections)				
Institutional Goal 6:				
Key Performance Indicator (Data)	3-Year Performance History	Targets	Performance Outcome	Evaluation
NARRATIVE — INSTITUTIONAL GOAL 6(Title Only):				
Key Performance Indicator 1(Title Only):				
Data Collection:				
Targets:				
Key Performance Indicator 2(Title Only):				
Data Collection:				
Targets:				
Key Performance Indicator 3(Title Only):				
Data Collection:				
Targets:				
Key Performance Indicator 4(Title Only):				
Data Collection:				
Targets:				
Key Performance Indicator 5(Title Only):				
Data Collection:				
Targets:				
Comments:				
KBOR use only: Institution Name:				
Summary of changes from the previous approved performance agreement				
Response to any Board comments on the previous approved performance agreement				
Recommendation and Comments				
				561.09

Agenda Item VIII-H.: Revised Vision Statement and Strategic Direction (first reading)

The Board of Trustees held a retreat on June 21st to review the College's vision, mission and purposes, and strategic direction. The result of their discussions was to suggest revisions to the Vision Statement and to establish strategic direction goals for the College. Those documents are enclosed. The Board should review the documents and make any suggested changes.

Neosho County Board of Trustees

**Vision Statement Draft
July, 2007**

Current vision statement:

In five years NCCC will serve two times the present number of students through innovative, creative programs based on the development of leadership and excellence in faculty and administration.

Proposed new statement:

Neosho County Community College will grow and expand through serving students with innovative, creative programs based on leadership and excellence in faculty and administration and become the premier community college in Kansas.

**Strategic Direction Draft
July, 2007**

**Enlarge NCCC's "reach", i.e., premier community college in Kansas
Provide Education/Programs that support community/business
Influence the economic health of our service area
Ensure quality education and standards (transferability)
Improve/enhance community attitude toward NCCC
Market our strengths to the community
Communicate our passion for education**

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

Upon a motion and a second, the Board recessed into executive session for 10 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 and Board Attorney. The Board entered executive session at 6:55 p.m. The Board returned to open meeting at 7:05 p.m. and the following action was taken.

Resolution 2007-45

RESOLVED, That the Board of Trustees of Neosho County Community College approves the contract extension for the President as discussed in executive session.

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

Agenda Item X.: Adjournment

The meeting adjourned at 7:15 p.m.