

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

DATE: February 7, 2008
TIME: 5:30 P.M.
PLACE: Student Union, room 209

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
Dale Ernst, Dean of Ottawa Campus
Bob Christiansen, Director of Development
Chad DeVoe, Faculty Senate President
Kathryn Taylor, USD 413 Asst. Superintendent
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Adam Vogler, 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

Mr. Peter asked to amend the agenda by adding Executive Session to consult with the college attorney. Upon a motion and a second the agenda was approved as amended. Motion passed.

V. Consent Agenda

The following items were approved by consent.

- A. Minutes from January 10, 2008
- B. Claims for disbursement for January 2008
- C. Personnel

Consent Agenda Item C: Personnel

- 1. Request for Early Retirement

In accordance with paragraph 2 of Article 14 of the current negotiated agreement, Dean Dillard notified the President of his intent to take early retirement. He has elected to receive early retirement payments for a period of five years in June of each year. It was the President's recommendation that the Board approve Mr. Dillard's request to take early retirement at the end of his current contract.

2. Resignation of Health Occupation Coordinator-Ottawa

It was the President's recommendation that the Board accept the resignation of Karla Jamison, Health Occupation Coordinator at the Ottawa campus for the R-3 grant. Her resignation as a full-time employee will be effective February 8, 2008.

3. Resignation of Biology Instructor-Ottawa

It was the President's recommendation that the Board accept the resignation of Obie Pennington, biology instructor at the Ottawa campus. Mr. Pennington's resignation will be effective May 20, 2008.

4. Maintenance D Position at Ottawa

It was the President's recommendation that the Board employ Diane Howell for the Maintenance D position at Ottawa. Ms. Howell earned an associate degree in business from Neosho County Community College. She owned and operated Howell Janitorial, a cleaning service, from 1993-2004, and worked part-time in the bookstore at Ottawa from 2005 to present.

Ms. Howell will be paid \$8.00 per hour (level II) starting February 8, 2008.

Faculty Senate Report: Chad DeVoe, Faculty Senate President, report that art instructors Brad Wilkinson and Larry DeMarea are creating drawings to be included in an art exhibit at Pittsburg State University beginning April 11-May 8. In an attempt to engage interested art students on the Ottawa campus, the Art Club's January meeting was held in room 1 of Stoltz Hall via Polycom technology to provide networking opportunities for students and to discuss club activities.

The theatre department had a successful "re-scheduled" production of *Marvin's Room* on January 24-26. The next production *The Dining Room* will be March 12-14 with sophomore students co-directing the show. The theatre department will partner with Chanute Recreation Commission for a summer children's theatre production in June. This year they will be doing Disney's *The Jungle Book*.

NCCC will host the Academic Excellence Challenge Bowl on March 8. Other colleges invited to attend are Coffeyville, Cowley County, Johnson County, Allen County, Kansas City Kansas and Highland.

Mr. DeVoe reported that follow-up surveys of business program completers had been completed. Positive placement includes employment in a related field and the pursuit of additional education. The Business and Technology Advisory Board met last week and provided much useful input to staff. Suggested program improvements are being implemented.

Through the HP Technology for Teaching Grant that Sarah McCoy wrote and received, she will be attending and presenting her Environmental Science project at their annual conference in California this month.

Dean of Ottawa Report: Dale Ernst, Dean of the Ottawa campus, handed out a written report to Trustees and discussed some of the items in the report. He noted bad weather in December and January and computer problems as possible causes of lower enrollment at Ottawa and Ottawa outreach sites for this semester. He also reported that plans are on-going with the City of Ottawa to install a sidewalk between one of the city parking lots and the campus parking lot. Parking in the city lot will be for faculty and staff only.

Mr. Ernst reported that a new student organization has been initiated during the fall semester at the Ottawa campus through money provided by the student learning division. The new club is sponsored by Jane Smith. Phi Theta Kappa is also recruiting new members for the spring semester; Sara Smith is the PTK sponsor at Ottawa.

Mr. Ernst recognized the work of Mark Eldridge and Linda Jones in getting the ACCT 108 College Accounting Class accepted by KU for transfer credit. Mr. Eldridge, serving as the Executive Director for Community Relations, has been working with business and industry, local USD's in the Ottawa area, Leadership Franklin County and the Ottawa Community Task Force on various projects.

Treasurer's Report: Sandi Solander, Dean of Finance, reported that the cash balance had increased by about three million dollars from the end of December. Expenses and revenues are in-line with previous years.

President's Report: Dr. Smith told the Board that Chad DeVoe, representing the Faculty Senate, had requested that the Board of Trustees formally recognize the Faculty Senate and provide them with a budget. The reasoning behind the request was that if there was a change in the administration the Faculty Senate was afraid the new president might not recognize the group. Dr. Smith provided copies of the minutes of a special meeting on January 23, 2001 at which the Board voted to encourage the formation of a Faculty Senate. Mr. DeVoe addressed the Board and said that the Faculty Senate enjoyed a good relationship with the current administration.

Trustees agreed that they would like to have more discussion on the subject of formerly recognizing the Faculty Senate before taking any action. Mr. Pringle suggested that the Board take no action on the request. He stated that the present Board could not bind future Boards or budgets. He suggested the Board re-affirm the Faculty Senate group in the same way that was done in 2001. Mr. DeVoe said he would take copies of the minutes from the January 2001 special meeting back to the group for discussion.

Dr. Smith asked the Board for more input regarding hiring a firm to assist the development office with selling the tax credits. At the January meeting she presented information and a proposal from Hartsook Companies, Inc. to provide assistance in securing the maximum donations using deferred maintenance tax credits. Dr. Smith and Bob Christiansen worked with Hartsook Companies to refine the original proposal. Dr. Smith reported that most institutions retain a company to help with capital campaigns. She highlighted the services that will be provided in the revised proposal. The proposal would cost \$3,000 per month plus expenses for a minimum of six months. Hartsook would have a representative on campus two days each month. The cost of the proposal would be divided between the college and the foundation. Dr. Smith said she thought the work could be completed in less than 30 months.

Dr. Smith said that this was a service contract and did not require Board approval, but that she wanted the Board to be aware of the contract. It was the consensus of the Board to engage the services of Hartsook and Companies.

Dr. Smith told the Board that she and Dr. Inbody would be honored at the National Phi Theta Kappa meeting in Philadelphia. Dr. Inbody will receive the Distinguished Administrator Award

and Dr. Smith will receive the Shirley B. Gordon Award of Distinction. Charles Babb, Phi Theta Kappa advisor, nominated both administrators for the awards.

Agenda Item VII-A: Proposed Funding Distribution Formula Discussion

Dr. Smith reported that at the KACCT/COP meeting on February 14 the proposed funding formula would be voted on. KACCT Executive Director Shelia Frahm took an unofficial poll of the 19 community colleges and received varied results.

Agenda Item VIII-A: Technical Education Programs Agreement with USD 413 and Memorandum of Understanding

For the past few years NCCC, USD 413 and area businesses have been struggling with a common problem. For area businesses, there is a high demand for workers in welding, construction and drafting, but an inadequate number of qualified individuals to take those jobs. The College has attempted to re-energize the training of employees in these areas but has not met with success, because there was little or no enrollment in the classes despite creative flexible scheduling. The older students that might be attracted to these majors simply were not enrolling in the classes. The College's technical education labs, while equipped with some useful equipment, needed extensive renovation so they could be brought up to code.

USD 413 passed a bond issue that will, among a great number of other things, create a new technology building. However, the USD's curriculum in these technical areas needed much revamping. The curriculum in the high school did not lead to students being certified in the field. There was no incentive for high school students to enroll in the classes, since area businesses often would not hire the non-certified high school graduates. The curriculum offered in the high school technical classes simply was not aligned with what businesses needed or with the certification requirements.

To solve all three entities' issues, an innovative, and perhaps, one-of-a-kind partnership between these three groups will result in new welding, construction and drafting programs being offered at the USD 413 new technology building, taught by NCCC staff, with the acceptance of local businesses. The curriculum will be written by NCCC using area business standards and national licensure rules. NCCC will hire two full-time and one part-time instructor who will offer these classes concurrently with the USD. The USD has agreed to pay all tuition, books and fees for the students for the classes so there should be no financial barrier for USD students wishing to enroll. Area businesses such as Chanute Manufacturing, are working with NCCC to create a pathway for students who successfully complete the program to continue their education beyond high school. Area businesses state that they will donate some supplies to the program to keep costs low.

There are plans to include very large scale projects, such as building a house as part of the curriculum in the construction program. There are also plans for a post-high school welding academy at a local business, so that students can get right to work in the environment for which they will be employed.

The College will leverage state funds, such as the technology grant and the Perkins grant, to help with the first year expenses to lessen the impact to the College's operational budget. With the enrollment numbers that the USD predicts, there should be no question that the program will pay for itself after the first year. (Note: As these are not general education courses, they fall outside the need for Concurrent Enrollment Partnership (CEP) agreements and its 24 hour transfer limitation to four-year institutions.)

Resolution 2008-6

RESOLVED, That the Board of Trustees of Neosho County Community College approves the Technical Education Programs Service Agreement and Memorandum of Understanding with Chanute Public Schools as presented in the following documents.

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

Chairman Peter called for a short break at 7:00 p.m. The meeting resumed at 7:07 p.m.

Agenda Item VIII-B: Executive Session-Negotiations

Upon a motion and a second the Board recessed into executive session for 10 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 entered executive session at 7:08 p.m.

The board returned to open meeting at 7:18 p.m.

Amended Agenda Item VIII-C: Executive Session-Consultation with Attorney

Upon a motion and a second the Board recessed into executive session for 20 minutes to consult with the College Attorney about matters protected by attorney-client privilege and that the President, Vice President of Student Learning, Dean of Finance and attorney be included. Motion passed. The Board entered executive Session at 7:19 p.m.

The Board returned to open meeting at 7:39 p.m.

Upon a motion and a second, the Board returned to executive session for 15 minutes to continue consultation with the College Attorney about matters protected by attorney-client privilege. Motion passed. The Board entered executive session at 7:40 p.m.

The Board returned to open meeting at 7:55 p.m.

Upon a motion and a second, the Board returned to executive session for 10 minutes to continue consultation with the College Attorney about matters protected by attorney-client privilege. Motion passed. The Board entered executive session at 7:56 p.m.

The Board returned to open meeting at 8:06 p.m.

IX. Adjournment

Upon a motion and a second, the meeting adjourned at 8:07 p.m.