

NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
MINUTES

**DATE:** July 10, 2008  
**TIME:** 5:30 P.M.  
**PLACE:** Student Union, room 209

**PRESENT:** Craig Bagshaw  
Kevin Berthot  
Charles Boaz  
Mariam Mih  
David Peter

**ABSENT:** Clint Isaac

**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  
Eric Tincher, Dean of Student Development  
Dale Ernst, Dean of Ottawa campus  
Dean Dillard  
Mary Louise and Ben Barber  
Terri Dale, Board Clerk  
Melissa Smith, [Chanute Tribune](#)

The meeting was called to order by David Peter, Chairman at 5:32 p.m. in room 209 in the Student Union.

### III: Public Comment

Dave Peter presented Mary Louise Barber and Dean Dillard with plaques stating their status as Emeritus Faculty members at the college.

### IV. Approval of the Agenda

Dr. Peter asked to add KACCT Retreat Report under reports and Faculty Leave of Absence, Health Occupation Coordinator, Resignation, and Development Assistant under new business. Upon a motion and a second the agenda was approved as amended. 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. Nominations ceased and Mr. Peter was elected Chair unanimously.

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

#### B. Appointment of Personnel

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

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 meeting 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.

#### D. Financial Institution Designation

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

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:

Upon a motion and a second, the following appointments were approved.

- Charlie Boaz as the Board's representative for the Kansas Association of Community College Trustees.
- Mrs. Mih and Clint Isaac as the Board's representatives on the NCCC Foundation

F. 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.

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Signed this 10th day of July, 2008.

**VI. Executive Session-Non-Elected Personnel**

Upon a motion and a second, the Board recessed 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. Motion passed. The Board entered executive session at 5:50 p.m. The Board returned to open session at 5:55 p.m.

VII. Consent Agenda

The following items were approved by consent.

- Minutes from June 12, 2008
- Claims for Disbursement June 2008
- Personnel

**1. Welding Instructor**

It was the President's recommendation that the Board employ William Jordan as the welding instructor. Mr. Jordan graduated from Pittsburg State University with a Bachelor of Science degree in Vocational-Technical Education. He earned an AAS in Welding from Butler County Community College.

Mr. Jordan was employed by Kansas City Area Technical School for the past nine years teaching Mig, Arc, Trig, Plasma Cutting, and all OxyAcetylene torch processes.

Mr. Jordan will be placed at MS, step 13 (\$38,740) on the faculty salary schedule for the 2008-09 academic year.

**2. Cheer/Dance Coach (1/2 time)**

It was the President's my recommendation that the Board employ Suzette Kramer as the cheer/dance coach. This will be a half-time position with no benefits. Ms. Kramer has been the assistant cheer/dance coach since September 2006. Ms. Kramer earned an Associate of General Studies from NCCC.

Ms. Kramer will be paid \$13,900 with no benefits. Her contract length will be August 18, 2008 through May 19, 2009.

**3. English Instructor-Chanute**

It was the President's recommendation that the Board employ Robert Poulos as the English instructor at Chanute. Mr. Poulos earned his Bachelor of Arts in English from the University of Missouri-Kansas City, Mo, and his M.F.A. from Wichita State University. He was a graduate teaching assistant at Wichita State University for three years teaching Composition I and Composition II.

Mr. Poulos would be placed at MS, 2 (\$31,501) on the faculty salary schedule for the 2008-09 academic year.

#### 5. President's Contract

It was the consensus of the Board of Trustees to approve renewing the contract for the President of the College as discussed in executive session at the June 12, 2008 meeting. The chairman of the Board chair is authorized to execute the extension to the President's contract as presented.

#### 6. Development Assistant

It was the President's recommendation that the Board accept the resignation of Michelle Ponce, development assistant, effective July 31, 2008.

**Dean of Ottawa Report:** Dale Ernst, Dean of the Ottawa Campus, updated the Board on enrollment numbers at the Ottawa campus. While the number of students reflects a slight decrease (-63) fall semester the total number of hours (-55) does not reflect as large a decrease as expected. The average number of hours enrolled per student increased from 6.26 hours in 2007 to 7.48 hours in 2008, or a net gain of 1.22 credit hours per student enrolled.

Mr. Ernst reported that the Ottawa campus hosted four of the six high schools where concurrent enrollment classes are held. Students and the guidance staff from each school attended sessions on enrollment, credit transferability to regent institutions, listened to presentation from current students, posed for college ID photos, and took the compass tests for placement in college classes for the 08-09 academic year. Approximately 243 students attended the different days. The remaining high schools will be attending sessions in August.

Ottawa staff also opened an Enrollment Station at the NCCCC location in Lawrence. This was an attempt to provide a much closer location for KU students and others in Douglas County to register for classes located on the Ottawa campus.

Mark Eldridge, Executive Director of Community Relations, has been working with the Ottawa Business and Industry team in an effort to maintain contact with area businesses to develop education and training programs needed in the Ottawa area. They have developed a VIP program, or Vocational Internship Program, which was approved by KBOR. VIP is a 13 credit hour certificate program that includes courses in career life skills, tools and machine maintenance, industrial internship, technology systems, and manufacturing processes.

Mr. Eldridge has also been working with the Director of Development to hold the first NCCC Endowment Foundation scholarship fundraising event in Ottawa in October. The event is targeting up to 20 individuals who will be given the opportunity to support the students of Franklin, Anderson, and Douglas County. A dinner/movie type of event is being organized at the new movie theatre in Ottawa.

**Treasurer's Report:** Sandi Solander, Dean of Finance, reported that the College had received property taxes for the second half of the year. She indicated that the College had about \$800,000 more cash than last year.

**KACCT Report:** Charlie Boaz attended the KACCT Board retreat on June 20 and 21<sup>st</sup>. He distributed notes from the joint KACCT/COP meeting and from the KACCT meeting. Items discussed included reviewing the new budget, the executive director search, and election of officers.

**President's Report:** Dr. Smith introduced Eric Tincher, Dean of Student Development and welcomed him. She told the Board them the College had received notification from the Higher Learning Commission of the North Central Association that they had accepted the report on assessment of student academic achievement. The College's Statement of Affiliation Status is now clean with no mention of anything other than the next comprehensive visit in 2013-14. She thanked Dr. Inbody and the faculty for their hard work in developing an exemplary assessment program.

Dr. Smith requested and received permission to raise the mileage reimbursement rate for this fiscal year to \$.585 per mile. Board policy dictates that the reimbursement rate is set in March and since that time the federal rate has increased from \$.505 to \$.585.

**Because of current fuel prices, Mr. Peter moved to allow the administration to deviate from Board Policy for this fiscal year to allow the mileage reimbursement rate to be \$585. Motion passed.**

Three responses were received from the Facility Master Plan RFP. The Facilities Master Plan committee will interview the three firms in the next few weeks. The fees for completing the plans were about \$75,000-\$80,000 with a completion time of about four months. The committee hopes to have a recommendation for the August board meeting.

Bob Christiansen and consultant Robert Swanson of Hartsook & Company, are working on the case statement for the tax credit campaign. They are also developing a prospect list and strategy for maximizing the donations. There will be a \$1,000 minimum donation that the campaign will accept; total contributions \$66,667 can be received in the first year. The case statement theme is "Beyond 70".

Dr. Smith shared enrollment numbers for the coming year and said the numbers looked very good. Dr. Smith reported that the new Jenzabar EX management information system and student information system will go live on July 21<sup>st</sup>. On July 14<sup>th</sup>, data validation will occur to verify data and make corrections.

Dr. Smith reported she would be on vacation starting July 11<sup>th</sup> though July 20<sup>th</sup>.

#### Agenda Item X-A. Emeritus Faculty Nominations

In 2005 the Board of Trustees approved the Emeritus Faculty and Administrator policy that grants the status in honor of 15 or more years of outstanding service to Neosho County Community College at the time of the employee's retirement or passing. The honor includes:

the employee's name added to the Emeritus Faculty and Administrator plaque

A certificate of status

Lifetime free admission to college events

A continuation of employee discount at the bookstore

The administration forwarded two individuals to receive this honor:

Mary Louise Barber, Family Consumer Sciences Instructor, 32 years  
Dean Dillard, English Instructor, 24 years

It was the administration's recommendation that the Board accepts these names and bestows this honor.

#### **Resolution 2008-47**

**RESOLVED, That the Board of Trustees of Neosho County Community College names Mary Louise Barber and Dean Dillard to Emeritus status.**

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

#### **Agenda Item X-B: Set Date for Budget Workshop**

In order to schedule the Budget Hearing at the regular Board meeting on Thursday, August 14, 2008, the College should approve the proposed 2008-09 budget for publication no later than July 31, 2008.

A special Board meeting was scheduled for Thursday, July 31, 2008 at 5:30 p.m. to approve the 2008-09 for publication.

#### **Agenda Item X-C: 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. Starting three years ago, KBOR began instituting a three year performance agreement rather than a one year. KBOR moved one third of the colleges over to the three-year cycle each of the last two years. This year, calendar year 2009 performance agreements, will be the final cohort of which Neosho County Community College is a part. Therefore, this performance agreement with KBOR will be for three years. KBOR has informed the administration that once the agreement is approved, no changes can be made to any of the goals, objectives, or indicators.

The goals in the Performance Agreement 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 goals in the 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 the 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 2009 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, KBOR required that all institutions focus at least one goal on learner outcomes, known as "Goal B" on the Board of Regents System Goals list.

For 2009 NCCC chose four goals.

1. Improve student learning in English Composition
2. Provide needed trained workforce with selected technical programs
3. Collaborative programs with other education institutions
4. Increase support from alternative sources of revenue

The administration asks 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 2008-48**

**RESOLVED, That the Board of Trustees of Neosho County Community College approves Performance Agreements for 2009 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

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

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

	Performance History			

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:

#### Agenda Item X-D: "Build a House" Construction Program Project

The construction trades program partnership between NCCC and USD413 will undertake the construction of a single-family home. USD413 is contracting with NCCC to build the home. The NCCC Construction Coordinator will be responsible for obtaining the materials and subcontractors necessary to complete the project. USD413 has agreed to pay for all costs associated with building the house up to \$80,000 which the Construction Coordinator has estimated as the maximum such a project will cost.

Per Board Policy on Bids, "Services of any kind are excluded from the bidding process and the acquisition, construction or renovation of a project or projects that involve both services and products, such as a design-build structure or the acquisition, construction or reconstruction of software application and/or hardware including network infrastructure are also excluded from the bidding process but are subject to prior Board approval."

The administration requested the Board approve the project of building a house as part of the construction program, with costs to be capped at \$80,000. The Board received a list of subcontractors for their approval. This list will be updated as subcontractors change due to availability. Currently the subcontractors include Raida Construction, Thayer, for concrete; Comfort Contractors, Chanute, for plumbing; A-1 Electric, Chanute, for heating and air conditioning; and K-K Electric, Chanute, for electrical. Jayhawk Lumber and Cleaver's Farm and Home will be material vendors.

The administration asked the Board to approve the "Build a House" construction program project and allow the administration to secure the services required to complete the project from a Board approved list if vendors.

#### Resolution 2008-49

**RESOLVED, That the Board of Trustees approves the construction project to build a house in partnership with USD 413 at a maximum cost of \$80,000 and approves the list of vendors/contractors.**

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

#### Agenda Item X-E: Director of Nursing

It was the President's recommendation that the Board employ Pam Covault as the Director of Nursing. Ms. Covault received Masters of Science degree-Clinical Nurse Specialist in both Adult Nursing and Nursing Education from the University of Kansas. She received a Bachelor of Science in Nursing from William Jewell College.

Ms. Covault has over 17 years experience teaching in the Mary Grimes School of Nursing at NCCC. As site-coordinator at the Ottawa campus, she has recruited, interviewed and advised nursing students. She has taught theory and clinical instruction in Nursing Math, Fundamentals, Pediatrics, and Medical-Surgical areas and clinical instruction in OB.

The President recommended that Ms. Covault be paid \$68,000 annually.

#### Resolution 2008-50

**RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Pam Covault as the Director of Nursing at an annual salary of \$68,000.**

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

#### Agenda Item X-F: Administrative Employees

The President recommended a 4% salary increase for administrative employees for 2008-09.

Name	Position	2007-08 Salary	2008-09 Salary
Armstrong, Brenda	Grant Writer	32,500	33,800
Bulk, Mary	Bookstore Manager	28,000	29,120
Christiansen, Bob	Director of Development	75,725	78,754
Clay, Krista	ABE Coordinator	34,541	35,923
Coomes, Kerrie	Director of Financial Aid	36,617	38,082
Eldridge, Mark	Exec Director-Community Relations-Ottawa (3/4 time starting 7-1-07)	39,641	41,227
Ernst, Dale	Dean-Ottawa Campus	42,500	44,200

Garrett, Heather	ABE Instructor	25,358	26,372
Inbody, Brian	VP-Student Learning	87,752	91,262
Jones, Ella	ABE Instructor (30-hr week)	18,720	19,469
Jurgenson, Jo	HIT Instructor/Coordinator (1/2 time)	18,630	19,375
Kettler, Randy	Director of Basic Skills/CAVE	50,663	52,690
Kiefer, Melissa	Director of Admissions	28,980	30,139
Krumm, Brenda	Dean of Outreach/Workforce Dev (10 mon)	48,233	50,152
Loring, Julie	Director of Advising & Counseling	39,721	41,310
McDonnold, Laura	Graphic Design Artist	24,000	24,960
Moore, Bud	Construction Coordinator (1/2 time, 9 mon)		25,000
Neff, Ann	International Students Coordinator	33,224	34,553
Nesmith, Mark	Coordinator of Residence Life	24,000	24,960
Page, Vonda	ABE Instructor	24,500	25,482
Ranabargar, Kerry	Director of Technology Services	44,497	46,277
Rhine, Tracy	Coordinator for Allied Health	37,238	38,728
Robb, Sandy	Lifetime Learning Coordinator (1/2 time)	14,500	15,080
Rowe, Brenda	Director Human Resources	39,187	40,754
Smith, Ben	Dean of Planning & Operations	68,406	71,142
Smith, Dwight	Network Administrator	28,000	29,120
Smith, Paul	Maintenance Supervisor	36,263	37,714
Smith, Sarah	Registrar	30,015	31,216
Solander, Sandi	Dean of Finance	66,352	69,006
Tincher, Eric	Dean of Student Development		56,000
Vail, Amber	Health Occupations Coordinator	40,000	41,600
Vanatta, Kim	Coordinator of Developmental Lab	35,124	36,529
Weisenberger, Susan	Director of Library Services	43,113	44,838
Williams, Jennifer	Medical Assistant Coordinator/Instructor (10 month)		31,666

#### Resolution 2008-51

**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 unanimously.

#### Agenda Item X-G: Administrative Salary Adjustments

Each year a review of employees and how their salaries relate to other community colleges in the state and in southeast Kansas is undertaken. Some years the President has recommended a "bump" for certain employees.

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

*Dale Ernst*, Dean of the Ottawa Campus, whose salary is significantly below what other directors of full-blown branch campuses receive. The President recommended additional compensation of \$3,500.

*Laura McDonnold*, Graphic Designer, whose salary is below the rural community colleges' average the President recommended additional compensation of \$2,500.

*Tracy Rhine*, Allied Health Coordinator. There was no information on salaries of like positions, but since Ms. Rhine has a Bachelors degree in Nursing, and she would be able to move into the teaching arena and/or to the private sector with her experience. The President recommended additional compensation of \$2,000.

The total cost of these adjustments will be \$8,000.

#### Resolution 2008-52

**RESOLVED, That the Board of Trustees of Neosho County Community College approves additional compensation for Dale Ernst (\$3,500), Laura McDonold (\$2,500), and Tracy Rhine (2,000) beginning July 1, 2008.**

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

#### Agenda Item X-H: Hourly, Non-Exempt Employees

The President recommended a \$.70 per hour increase for the hourly, non-exempt employees.

Name	Position	2007-08 Salary	Level	2008-09 Hr Rate	2008-09 Salary
Barr, Mary	Switchboard/Admin Asst	18,616	2	9.65	20,072
Beddo, Susan	Financial Aid Specialist-Ottawa	21,528	4	11.05	22,984
Beeman, Gloria	Office Services Clerk	19,386	3	10.02	20,842
Benton, Patty	Cashier	21,528	4	11.05	22,984
Cadwallader, Sarah	Receptionist/Registration Clerk	18,304	2	9.50	19,760
Crawford, Steve	Electrician/Plumber	28,205	5	14.26	29,661
Daisy, Jennifer	Cashier-Ottawa	10.00	4	10.70	22,256
Dale, Terri	Admin Asst-President	30,243	4	15.24	31,699
Dent, Vicki	Custodian	19,802	1	10.22	21,258
Dix, Marcy	Asst Registrar-Ottawa	19,386	3	10.02	20,842
Gill, Joan	Library Assistant	27,789	2	14.06	29,245
Gilmore, Denise	Admin Asst-VP Student Learning	25,563	4	12.99	27,019
Haddan, Susan	Assist Registrar	20,987	3	10.79	22,443
Hale, Kara	Financial Aid Specialist	20,800	4	10.70	22,256
Hamm, Kelly	Admin Asst-Nursing-Ottawa	19,386	3	10.02	20,842
Hanks, Barbara	Accounts Payable Clerk	18,616	2	9.65	20,072
Hauser, LuAnn	Data Research Assistant	28,101	4	14.21	29,557
Johnson, Teddy	Library Clerk (1/2 time)	8,996	2	9.35	9,724
Kinzer, Jackie	Admin Asst-Outreach/Workforce Development	20,696	3	10.65	22,152
Marks, Steve	Custodian	16,640	1	8.70	18,096
McAdoo, Karen	Bookstore Clerk-Ottawa (1/2 time)	9,693	3	10.02	10,421
Neely, Mia	AR Clerk	19,386	3	10.02	20,842
Parriott, Paulette	Receptionist/Switchboard-Ottawa	17,992	2	9.35	19,448
Ponce, Michelle	Development Assistant	21,528	4	11.05	22,984
Poydack, Brandi	Admin Asst-Allied Health	18,200	2	9.45	19,656

Recoy, Pat	Accounting Specialist	24,752	5	12.60	26,208
Schommer, Debra	Admin Asst-Faculty	20,259	2	10.44	21,715
Shumway, Donna	Tech Services Technician-Ottawa	22,506	5	11.52	23,962
Snyder, Rena	Financial Aid/Library Clerk	18,200	2	9.45	19,656
Ward, Joe	Maintenance	22,506	4	11.52	23,962

**Resolution 2008-53**

**RESOLVED, That the Board of Trustees of Neosho County Community College approves 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 X-I: Memorandum of Understanding RE Adult Basic Education Services for Fort Scott Community College**

The proposed Memorandum of Understanding between Fort Scott Community College and Neosho County Community College formalized the partnership between the two institutions. The partnership allows the NCCC Adult Basic Education program to serve students at Fort Scott Community College. The partnership was encouraged by the Kansas Board of Regents and is supported by KBOR with additional funds in NCCC's Adult Basic Education state grant. The partnership is mutually beneficial: NCCC's grant is strengthened by serving more students and Fort Scott Community College receives the benefit of ABE services.

The agreement established the administrative, financial, facility, and personnel responsibilities of each partner. The President recommended approval of the Memorandum of Understanding.

**Resolution 2008-54**

**RESOLVED, That the Board of Trustees of Neosho County Community College approves the Memorandum of Understanding RE Adult Basic Education Services for Fort Scott Community College.**

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

Memorandum of Understanding For  
Neosho County Community College Adult Basic Education  
AT  
Fort Scott Community College

The following agreement, effective the date of execution, signifies the mutual efforts of Neosho County Community College (NCCC) and Fort Scott Community College (FSCC) in providing quality Adult Basic Education (ABE) services to our respective students.

I: Neosho County agrees to provide:

- Administrative and oversight of ABE on Fort Scott's campus.
- ABE instruction on Fort Scott's Campus.
- One thirty hour a week instructor (NCCC employee). (\$18,720.00 estimated)
- Data entry of information for ABE students at FSCC into the State system. (PABLO)
- Weekly staff meetings on FSCC campus.
- Professional development funds for Fort Scott ABE instructors as provided for in the Grant.
- Instructional material for ABE learners.

Fort Scott agrees to provide:

- Space in the MILL to hold ABE classes.
- ABE Student computer access.
- Transportation to and from professional development trainings for Instructors and Staff.
- Part time evening ABE instructor (FSCC employee). (\$9,000.00 estimated)
- Cost share of one full time instructor. (Make the 30 hour a week position in I.(3) above full time) Fort Scot will provide twenty-five (25) percent of the full-time salary and pay all benefit costs.
- Transportation for GED testing of Fort Scott students to and from testing site.

Office space with computer and telephone access, and other basic furnishings.

Access to computer log in for ABE students.

Storage space for ABE material, including student records.

Support services for students in ABE as they would any other FSCC student.

#### II: Program Discontinuation

If either NCCC or FSCC wish to discontinue this program after it is implemented, the party wishing to discontinue must notify the other party in writing by February 1<sup>st</sup> of the fiscal year ending June 30<sup>th</sup> of that year, and discontinuation will be effective at the fiscal year end (June 30).

Students enrolled in the ABE program will have the opportunity to complete the program, including obtaining their GED.

Assets obtained for the program on a shared cost basis will be amicably divided by FSCC and NCCC once program discontinuation is complete.

#### III: Miscellaneous

This agreement is subject to approval by the Governing Board of each party.

This agreement shall be construed and enforced in accordance with the laws of the State of Kansas and the rules and regulations of the Kansas Board of Regents and Kansas Adult Education.

NCCC staff and other personnel employed by NCCC for the program shall not be considered employees of FSCC and all employment matters for such employees shall be the responsibility of and under the control of NCCC in accordance with its policy and rules, notwithstanding provisions for reimbursement of costs by FSCC. Other staff members, support staff and employees of FSCC whether performing duties ancillary or related to the program, shall be considered employees of FSCC and will be the sole responsibility of and under the control of FSCC pursuant to its policies and rules.

Each party hereto shall agree to indemnify the other for, and hold harmless from, any and all claims, demands, liabilities, actions, suits or proceedings of any kind or nature whatsoever asserted or claimed by or on behalf of any third parties including, but not limited to students participating hereunder on account of activities or services, or both, arising out of related or incidental to, conduct of this program, except to the extent that any claim, demand, liability, action, suit or proceeding is the result of an act or omission on the part of the one to be indemnified.

This agreement supersedes any and all agreements between the parties hereto and represents the entire agreement, except as specifically provided otherwise herein. The term of the agreement can be altered or modified only by written instrument signed by both parties hereto.

The term of this agreement shall continue until discontinuation as provided in section II above. This Agreement is subject to Grant funding.

Date \_\_\_\_\_ Date \_\_\_\_\_

Neosho County Community College Fort Scott Community College

\_\_\_\_\_  
President President

\_\_\_\_\_  
Director of Adult Education

\_\_\_\_\_  
Chair, Board of Trustees Chair, Board of Trustees

#### **Agenda Item X-J: Memorandum of Understanding RE ABE/Next Step Grant Participation with Fort Scott Community College**

The Memorandum of Understanding between Neosho County Community College and Fort Scott Community College signifies the mutual efforts of Neosho County Community College and Fort Scott Community College in providing higher level adult basic education services enabling students to transition to post secondary education through the ABE/Next Step grant. The ABE/Next Step grant is funded by the federal government and funneled through the Kansas Board of Regents office to seven community colleges in Kansas. It is a two year grant, with all costs for the program being provided by the grant and Fort Scott Community College.

This agreement establishes the administrative, financial, facility, and personnel responsibilities of each partner. The President recommended approval of the Memorandum of Understanding.

#### **Resolution 2008-55**

**RESOLVED, That the Board of Trustees of Neosho County Community College approves the Memorandum of Understanding RE ABE/Next Step Grant Participation with Fort Scott Community College.**

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

Memorandum of Understanding For  
Neosho County Community College Adult Basic Education/Next Step  
AT  
Fort Scott Community College

The following agreement, effective the date of execution, signifies the mutual efforts of Neosho County Community College (NCCC) and Fort Scott Community College (FSCC) in providing quality Adult Basic Education (ABE) services and transition to Post Secondary Education through the NEXT STEP grant for the years of 2008/2009 to our respective students.

I: Neosho County agrees to provide:

- Administrative and oversight of Next Step grant on Fort Scott's campus.
- Oversight of ABE/Next Step instruction on Fort Scott Campus.
- Data entry of information for students in ABE/Next Step at FSCC in State system. (PABLO)
- Weekly staff meetings on FSCC campus.
- Professional development funds for Next Step instructors as provided in the Grant.
- Instructional material for Next Step learners.
- Next Step Grant funds received by NCCC to be used for instructional costs \$17,500.00 (for 2008-2009).

Fort Scott agrees to provide:

- Space in the MILL to hold ABE/Next Step classes.
- Next Step Student computer access.
- Transportation to and from professional development trainings for Instructors and Staff.
- Part time higher level English Instructor (FSCC employee) (5 hours week). Fifteen (15) percent of salary match
- Part time higher level Math instructor (FSCC employee) (20 hours week). \$17,500.00 Match
- Transportation for GED testing of Fort Scott students to and from testing site.
- Office space with computer and telephone access, and other basic furnishings.
- Access to computer log in for ABE/Next Step students.
- Storage space for ABE/Next Step material, including student records.
- Support services for students in ABE/Next Step as they would any other FSCC student.

II: Program Discontinuation

- If either NCCC or FSCC wish to discontinue this program after it is implemented, the party wishing to discontinue must notify the other party in writing by February 1<sup>st</sup> of the fiscal year ending June 30<sup>th</sup> of that year, and discontinuation will be effective at the fiscal year end (June 30).
- Students enrolled in the ABE/Next Step program will have the opportunity to complete the program, including obtaining their GED.
- Assets obtained for the program on a shared cost basis will be amicably divided by FSCC and NCCC once program discontinuation is complete.

III: Miscellaneous

- This agreement is subject to approval by the Governing Board of each party.
- This agreement shall be construed and enforced in accordance with the laws of the State of Kansas and the rules and regulations of the Kansas Board of Regents and Kansas Adult Education.
- NCCC staff and other personnel employed by NCCC for the program shall not be considered employees of FSCC and all employment matters for such employees shall be the responsibility of and under the control of NCCC in accordance with its policy and rules, notwithstanding provisions for reimbursement of costs by FSCC. Other staff members, support staff and employees of FSCC whether performing duties ancillary or related to the program, shall be considered employees of FSCC and will be the sole responsibility of and under the control of FSCC pursuant to its policies and rules.
- Each party hereto shall agree to indemnify the other for, and hold harmless from, any and all claims, demands, liabilities, actions, suits or proceedings of any kind or nature whatsoever asserted or claimed by or on behalf of any third parties including, but not limited to students participating hereunder on account of activities or services, or both, arising out of related or incidental to,

conduct of this program, except to the extent that any claim, demand, liability, action, suit or proceeding is the result of an act or omission on the part of the one to be indemnified.

This agreement supersedes any and all agreements between the parties hereto and represents the entire agreement, except as specifically provided otherwise herein. The term of the agreement can be altered or modified only by written instrument signed by both parties hereto.

The term of this agreement shall continue for two years starting July 1, 2008 through June 30<sup>th</sup> 2010 or discontinuation as provided in section II above. This agreement is contingent upon grant funding.

Date \_\_\_\_\_ Date \_\_\_\_\_

Neosho County Community College Fort Scott Community College

\_\_\_\_\_  
President President

\_\_\_\_\_  
Director of Adult Education

\_\_\_\_\_  
Chair, Board of Trustees Chair, Board of Trustees

#### **Agenda Item X-K: ABE Instructor Position at Fort Scott Community College**

NCCC Adult Basic Education has provided adult basic education services at Fort Scott Community College for the past year and a half. This has been an excellent opportunity for NCCC to expand its ABE program and lower the cost per student ratio. In order to provide these services a part time ABE instructor was hired to teach at Fort Scott for the fourth quarter of 2007 and all of this program year (2008). This has been a 30 hour per week position (\$12.00 hour) that is funded through the ABE grant. Since the Fort Scott Community College program has been very successful, the administration would like to make the current instructor position full time.

The funds from the ABE grant and Fort Scott Community College will fund the position. The position description is on the following page.

#### **Resolution 2008-56**

**RESOLVED, That the Board of Trustees of Neosho County Community College approves the establishment of a full-time ABE Instructor position for the Fort Scott Community College ABE partnership.**

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

Adult Education Instructor

Reports to: Director Center for Academic and Vocational Excellence

Classification: Full Time, Grant funded  
Pay Status: Salary, Exempt, Full Fringe Benefits  
Starting salary: \$24,960.00  
Revision Date: 5/8/08

Purpose of Position: This position is a member of the Adult Education department who reports to the Director Center for Academic and Vocational Excellence (CAVE) with direct supervision from the Adult Education Coordinator. This position is responsible for the day to day classroom instruction, implementation of adult education curriculum at our outreach site in Fort Scott, Kansas. They are also responsible for assisting with outreach planning and data collection of students for reporting purposes.

#### Essential Functions:

##### Classroom instruction:

- Develop and maintain student portfolios.
- Assist with student tracking and follow-up.
- Teach adult education curriculum.
- Provide instruction at outreach sites as needed.
- Assist with State and Federal reports.
- Attend conferences and meetings which will enhance instruction and professional development.
- Provide program information to those who inquire, and assist with the recruitment of adult education students.
- Be a KAEA credentialed professional.

Be certified in CASAS.

Perform other duties as assigned by the Adult Education Coordinator and CAVE Director.

Education and Experience:

Bachelor's degree required.

Previous experience working with adult learners preferred.

Required Knowledge, Skills, and Abilities:

Ability to work with, relate to, and teach diverse populations.

Organizing and coordinating skills.

Ability to communicate effectively, both orally and in writing.

Excellent computer skills.

Knowledge of working with unprepared students.

Ability to gather data, compile information and prepare reports.

Ability to plan and evaluate programs.

Ability to appropriately exercise independent initiative and judgment.

Ability to use classroom technology.

Willingness and ability to work as a member of a team.

Working Conditions:

Teaching duties may be performed in various settings.

Work is normally performed in a typical classroom environment.

Some travel with overnight trips and evening hours are required.

No or very limited physical effort required.

**Agenda Item X-L: Appointment of ABE Instructor at Fort Scott Community College**

The president recommended appointing Ella Jones to the newly approved full-time ABE instructor position housed at Fort Scott Community College. Ms. Jones currently holds the 30 hour/week, part-time position. Randy Kettler, director of ABE at NCCC recommends Ms. Jones and the staff and administration at Fort Scott Community College concur.

Ms. Jones earned a DSW Degree from Kansas University. She is a licensed Master Social Worker in Kansas and the United Kingdom and a Certified Home Health Care Provider.

Ms. Jones will start July 14, 2008 at an annual salary of \$24,960 with full benefits.

**Resolution 2008-57**

**RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Ella Jones as the full-time ABE instructor housed at Fort Scott Community College at an annual salary of \$24,960 with full benefits.**

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

**Amended Agenda Item X-M: Nursing Faculty Leave of Absence**

Becky Wolfe, an instructor in the nursing department, requested a one-year leave of absence from her position. During this year Ms. Wolfe will be attempting to complete a nurse practitioners certification in the area of psychology in the education track. She must attend full time in residency to complete the degree. There is no associated cost to the college. The leave of absence merely holds the instructor's position open until they return. The nursing department plans to cover this absence with part-time instructors. Board policy requires that the appropriate administrator, the President and the Board of Trustees approve the leave.

It was the President's recommendation that the Board grant a one year leave of absence for Becky Wolfe to complete a nurse practitioners certificate.

**Resolution 2008-58**

**RESOLVED, That the Board of Trustees of Neosho County Community College grants a one-year leave of absence to nursing instructor Becky Wolfe to complete a nurse practitioners certificate.**

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

**Amended Agenda Item X-N: Health Occupation Coordinator**

It was the President's recommendation that the Board employ Deborah Bretthauer as the Health Occupation Coordinator for the Ottawa area. This position is part of the Rural Kansas R3 grant. Ms. Bretthauer received a Bachelor of Science in Nursing from St. Mary College in Leavenworth, Associate Degree in Nursing from Kansas City Kansas Community College, and a Bachelor Degree in General Studies & Sociology from the University of Kansas.

Ms. Bretthauer is the Director of Nursing at Bonner Springs Nursing and Rehabilitation since 2005. Other positions include the Director of Nursing at Pioneer Ridge Retirement Community in Lawrence, Director of Nursing at Lakeview Manor in Lawrence, RN Assessment Coordinator, Assistant Director of Nursing at Brandon Woods Retirement Community, CNA/CMA Clinical Instructor at NCCC and BSN Clinical Instructor at Washburn University.

Ms. Bretthauer will be paid \$40,000 annually. Her start date is August 11, 2008.

**Resolution 2008-59**

**RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Deborah Bretthauer as the Health Occupation Coordinator at an annual salary of \$40,000 starting August 11, 2008.**

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

**Amended Agenda Item X-O: Resignation**

It was the President's recommendation that the Board accept the resignation of Sarah Cadwallader as the receptionist/registration clerk, pending her approval as Development Assistant at the College.

**Resolution 2008-60**

**RESOLVED, That the Board of Trustees of Neosho County Community College accepts the resignation of Sarah Cadwallader as receptionist/registration clerk, pending her approval by the Board as Development Assistant.**

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

**Amended Agenda Item X-P: Development Assistant**

It was the President's recommendation that the Board employ Sarah Cadwallader as the Development Assistant. Ms. Cadwallader is a graduate of Pittsburg State University earning a Bachelor of Science degree. She is also a graduate of Neosho County Community College.

Ms. Cadwallader is employed by the college as receptionist/registration clerk since 2006. She was a substitute teacher for USD 413 and USD 258 and a Challenger Aid for the Crawford County Mental Health Department.

Ms. Cadwallader will be paid \$11.00 per hour.

**Resolution 2008-61**

**RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Sarah Cadwallader as the Development Assistant with a pay rate of \$11.00 per hour.**

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

**Amended Agenda Item X-Q: Executive Session-Non-Elected Personnel**

Mr. Chairman:

I move that the Board recess 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. The Board entered executive session at 7:35 p.m.

The Board returned to open session at 7:45 p.m.

**Agenda Item XI. Adjournment**

Upon a motion and a second, the meeting adjourned at 7:46 p.m.