

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

**DATE:** January 8, 2009  
**TIME:** 5:30 P.M.  
**PLACE:** Student Union, room 209

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

**ABSENT:** Craig Bagshaw  
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  
Eric Tincher, Dean of Student Development  
Brenda Krumm, Dean of Outreach/Workforce Development  
Sarah Robb, Faculty Senate President  
Terri Dale, Board Clerk  
Kent Pringle, Board Attorney  
Melissa Smith, Chanute Tribune

The meeting was called to order by David Peter, Chairman, at 5:30 p.m. in room 209 in the student union.

### **III. Public Comment**

There were no speakers.

### **IV. Consent Agenda**

The following items were approved by consent.

- A. Minutes from December 11, 2008
- B. Claims for disbursement for December 2008
- C. Personnel

#### **1. Bookstore Manager Resignation**

It was the President's recommendation that the Board accept the resignation of Mary Bulk as the Bookstore manager at Chanute. Ms. Bulk's resignation is effective January 1, 2009.

#### **2. Assistant Director of Admissions-Ottawa**

It was the President's recommendation that the Board approve the employment of Leslie Mader as the Assistant Director of Admissions at the Ottawa campus. Ms. Mader earned a Bachelors degree in History/Sociology from Ottawa University and attended Neosho County Community College.

Ms. Mader is an independent Sales and Training Profession. She has been employed by H & R

Block, Anderson & Bryd, and Orscheln Town & Country as a bookkeeper, receptionist and secretary.

Ms. Mader will be paid \$24,000 annually (\$11,477.12 January 9-June 30, 2009). Her classification will be Exempt, Management Support.

### 3. Assistant Coach for Men's Soccer

It was the President's recommendation that the Board approve the employment of Kevin Reigle as the assistant coach for men's soccer. Mr. Reigle received a Master of Education degree from Cal Coast University and a Bachelor of Science in Communication degree from Pikeville College.

Mr. Reigle was a goalkeeper coach at Pikeville College and at Trent University in Canada. He will be paid \$800 per month plus room and board. His official start date will be January 9, 2009.

**Faculty Senate:** Sarah Robb, Faculty Senate President, reported that the Nursing Pinning/Graduation at Ottawa in December had over 100 students receiving certificates or diplomas. The graduating students donated \$500 to Hope House in Ottawa and \$500 to Women's Transitional Care Services.

She also told the board that the Literature and the Movies Club had collected thirty five toys and over a hundred canned goods. The toys were taken to Toys for Tots and the canned goods were donated to a local food pantry. Mary Weilert is the clubs sponsor.

Ms. Robb said that intersession classes were going well; both on-line and face-to-face classes are being offered.

The Science and Math Club (SMAC) received new recycling containers for various buildings. The recycled materials are taken to various sites in Chanute and Wichita.

**Dean of Planning and Operations:** Ben Smith, Dean of Planning and Operations gave the following report.

#### Technology/Office Services/Institutional Research

- Completed installation of 51 new faculty PC's and several additional staff PC's
- Completing installation of 48 new PC's funded by Perkins
  - 26 in Rowland Hall Nursing lab 309
  - 8 in Ottawa lab 122
  - 14 in Ottawa lab 152
- Completing residence hall wireless network access point installation
  - Centralized management and control
  - Greater coverage and penetration
- Migrated file network shares (290 GB of data) from 300 GB SAN to the new 2.5 TB SAN
- Upgraded from EX 2.8 to 2.9.3 using new Ghost remote installation software (took 4 work hours as opposed to 40 work hours before)
- SmartBoards on order and should be installed by end of January
- D2D2D backup/disaster recovery solution here and will be installed by end of January
- Continue to work with Integrated Community Access Network (ICAN) group
- Solved hundreds of technology issues and problems with faculty and staff

#### Facilities/Maintenance/Planning

- Facilities master planning (FMP) process nearly complete
  - Architects visits scheduled for January/early February to finalize cost and phasing options
  - Architects to present final draft FMP at February board meeting
  - Architects to present final FMP at March board meeting
- Repainted all ADA parking spaces to meet code
- Gym basketball backstop winches installed
- Working on winch cover installation
- Completed standard fall fertilizing and over-seeding
- Boilers inspected with minor note on the main domestic boiler
- Completed phone cabling infrastructure installation to the boiler room
- Added Wellness Center and Multi-purpose buildings to the energy management system
- Upgraded gym sound system
- Completed surplus property sale but still have surplus PC's and monitors to recycle
- Planning Student Union Room 213 repairs and facelift

#### Safety/Security

- Continue to implement Emergency Action Plan (EAP) with individual departments
  - Completed new EAP flipcharts for Sanders/Stoltz/Rowland Halls
  - Working on other building emergency floor plans now
  - Working on table-top disaster exercise for February to test our EAP
- Continued to implement Capital Improvement Plan ADA/accessibility issues – in process of installing automatic door openers on Sanders' auditorium entrance doors- others to follow
- Continue to work on Multi-jurisdictional hazard mitigation plan with Neosho County and city of Chanute – should be available for final public comment from 1/19/09 to 2/2/09
- Installed additional security cameras – 2 in housing, 4 on parking lots, 2 in CAVE – Safety and Security committee is currently prioritizing future camera installations based upon need
- Installation of security DVR system at Ottawa campus is complete – cameras this week
- Additional automated external defibrillators (AED) have been ordered for the AED project per our Emergency Action Plan. (When installed, this will complete the AED implementation plan)
- AED/CPR training continues for staff and faculty

**President's Report:** President Vicky Smith asked the Board to consider changing the regular meeting date in February to February 5 from February 12<sup>th</sup>. The reason for her request was because the Phi Theta Kappa Luncheon and the Kansas Board of Regents will be meeting on February 12.

**Upon a motion and a second, the February Board meeting date was changed to February 5 at 5:30 p.m. Motion passed.**

Dr. Smith, David Peter, Dr. Inbody and Gayle Randolph will travel to Orlando, Florida on January 24<sup>th</sup> to present the college's Outcomes Assessment Process to the attendees of the Futures Assembly.

Dr. Smith distributed the speech given by President-elect Obama about his proposed American Recovery and Reinvestment Act proposed to help stimulate the economy. In it, his speech specifically mentions repairing infrastructure in public schools, community colleges and public universities. She said this inclusion is important, because, yesterday the college received from KBOR a request to provide them with a list of "shovel ready" infrastructure projects that the college needed to do so the public colleges would be in position to provide the information to the State if and when the State asked for infrastructure projects with which Obama's stimulus monies could go

toward. Dr. Smith has to have the list to KBOR by noon on Monday the 12<sup>th</sup>. Senior staff plans to submit most of the Capital Improvement Plan projects and some of the projects from the facility master plan. Dr. Smith said she is not sure all will qualify or receive monies—but any fiscal help would be greatly appreciated.

Brenda Armstrong, Grant Writer, and Brenda Krumm, Dean of Outreach and Workforce Development submitted a proposal to the Kansas Department of Commerce Workforce Solutions Fund, entitled "*Midwest Construction-Green Energy Training Center*". Dr. Smith said she was informed on December 22 that the proposal was funded for \$86,730 for this calendar year.

The grant will provide resources to hire a Program Developer to develop two new curriculum tracks (Energy Management and Renewable Energy) within the Associate of Applied Sciences in Construction Technology program. Additional funds will be utilized to purchase green energy training and curriculum modules for the new online and traditional curriculum courses. In addition, an EchoSystem Capture Appliance Package by Echo360, Inc., (a camera control communications, joystick remote control panel, wireless microphone, cables and mount package to capture academic curriculum (lectures, demonstrations, etc.) will be purchased with the grant monies. This equipment will be utilized to capture academic curriculum then post it online for the new Energy Management/Renewable Energy students to access classroom-based content through multiplatform replay.

In October, NCCC submitted two program proposals to North Central Association for presentation at their Higher Learning Commissions Annual Meeting in April. One was accepted. Entitled "Don't Go it Alone—Partnerships Work!" the session will share how NCCC has used partnerships to maximize human and fiscal resources in a rural economy. Dr. Inbody and Dr. Smith will make the presentation and describe NCCC's high school to college, 2-year college to 2-year college, and 2-year college to 4-year college partnerships that have increased educational program access to students, while efficiently using resources.

Dr. Smith distributed copies of her opening remarks at the spring in-service earlier in the day. Her presentation began with "Bad News", where she discussed the State revenue picture and what the College would need to do to combat the reduction in state aid. She followed that with "Good News", "More Good News", and Even More Good News!" Faculty and staff were very interested in hearing the information and being kept informed of what is happening at the College.

Also today at noon, Shelia Frahm, retiring executive director of KACCT, Linda Fund, incoming executive director, Larry Berg, KACCT lobbyist, and Kim Humerickhouse, Technical Education Authority staff person, visited the College. Senior staff took them on a tour of the campus emphasizing how facilities and equipment are designed to help retain students and help students learn and faculty to teach well. They also received a PowerPoint presentation about the College.

Dr. Smith reported that at the last Ottawa Community Center Partnership, Inc. Board meeting all of the partners presented their Letters of Intent and Conditions. The OCPI asked that the Boards of the Partners review each other's Letters and Conditions and provide reaction to the other partner's positions and also to provide any adjustments each Board believes it could make to their original Letter and Conditions.

Letters of Intent and Conditions from the Area Agency on Aging, Ottawa Recreation Commission and the YMCA of Greater Kansas City. The Board discussed the conditions of each letter and provided feedback to Dr. Smith. She will relay the Board's concerns to the OCPI at the next meeting.

#### **Agenda Item VIII-A: Summer Hours**

For the last six years the Board has approved a 10-hour, four day work week for the summer. It was the President's recommendation that the same schedule for this summer be approved and that the summer hours for non-faculty personnel be Monday through Thursday. All non-faculty personnel will be expected to work the required 40 hours per week. Work schedules could vary, as long as offices are covered. With the approval of their supervisor, employees could flex their forty hour work week or opt to utilize earned vacation during the summer.

Summer hours would begin June 1 and end July 31. It was Dr. Smith's recommendation that the Board approve summer hours as stated above.

#### **Resolution 2009-1**

RESOLVED, that the Board of Trustees of Neosho County Community College approved the recommendation of the President for summer hours. Non-faculty employees will work four 10 hour days beginning June 1 and ending July 31, 2009.

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

#### **Agenda Item VIII-B: Executive Session-Negotiations**

Upon a motion and a second the Board recessed into executive session for 15 minutes to discuss matters relating to employer-employee negotiations and to include the President, Vice President for Student Learning, Dean of Finance and attorney. Motion passed. The Board entered executive session at 6:55 p.m.

The Board returned to open meeting at 7:10 p.m.

#### **Agenda Item IX-A: Adjournment**

Upon a motion and a second the meeting adjourned at 7:11 p.m.