

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

DATE: May 14, 2009
TIME: 5:30 p.m.
PLACE: Student Union, Room 209

PRESENT: Craig Bagshaw
Kevin Berthot
Charles Boaz
Clint Isaac
David Peter

ABSENT: Mariam Mih

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 the Ottawa Campus
Sarah Robb, Faculty Senate President
Nathan Stanley, Faculty Member
Kerry Ranabargar, Director of Tech Services
Kent Pringle, Board Attorney
Terri Dale, Board Clerk

Dr. 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.

V. Consent Agenda

The following items were approved by consent.
A. Minutes from April 9, 2009
B. Claims for disbursement for April 2009
C. Personnel

Agenda Item V-C: Personnel

1. Development Assistant Leave of Absence

Sarah Cadwallader, development assistant, has requested a one-year leave of absence to pursue an opportunity to teach English as a second language in Seoul, South Korea. Board Policy allows such requests for leave if recommended by the appropriate administrator and the president.

Claudia Christiansen and Dr. Smith concurred in the recommendation that the Board approve the leave request from Ms. Cadwallader, starting June 18, 2009 through July 11, 2010.

2. Custodian

It was the President's recommendation that the Board employ LuAnn Rogers as custodian for the College. Ms. Rogers has worked for the College since May, 2007 through Man Power. Ms. Rogers also worked previously at the College from January, 2003 to April, 2006 through Man Power.

Ms. Rogers will be paid \$8.70 per hour with full fringe benefits starting June 1, 2009 and be eligible to participate in any raise for hourly employees for the 2009-2010 year.

3. Appointment of Vice President for Administration, Director of Technology/CIO, and Graphic Design Artist/Webmaster.

At the April 9, 2009 Board meeting an administrative reorganization was approved. That reorganization created a new position of vice president for administration and revised the position descriptions for the director of technology to include chief information officer (CIO), and added webmaster to the graphic design artist position.

It was the recommendation of the President that the Board appoint Ben Smith as the vice president for administration. Mr. Smith is currently the dean of planning and operations. Mr. Smith already supervises many of the departments under the vice

president for administration position and has over twenty four years as an NCCC employee.

Mr. Smith earned a Bachelor of Science in Business Administration degree from Pittsburg State University and a Master's degree in Networking and Telecommunications from Fort Hays State University. Mr. Smith will be paid \$85,000 per year starting July 1, 2009. Mr. Smith will not be eligible for any pay increases that the board may approve for the 2009-2010 contracts.

It was also recommended that the Board approve the appointment of Kerry Ranabargar as the Chief Information Officer (CIO) for the college. Mr. Ranabargar is currently the director of technology services. Mr. Ranabargar will receive a \$3,000 increase in his base salary effective July 1, 2009 and will be eligible for any pay increases approved by the Board of Trustees for 2009-2010 contracts.

The President also recommended that Derrick Bruenger be appointed the duty of webmaster for the College. Mr. Bruenger is currently the graphic design artist. A revised position description follows on the next page.

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

Graphic Designer/Webmaster
Reports to: Dean of Student Development
Classification: Exempt, Management Support
Full-time, 12 month
Starting Salary Range: \$24,000-\$34,000
Revision Date: May 2009

Purpose of the Position: The Graphic Designer/Webmaster reports to the Dean of Student Development as well as coordinate the webmaster functions with the Chief Information Officer. The Graphic Designer/Webmaster is responsible for developing professional design graphics for printed materials, ads, layout of NCCC marketing resources and packaging that reflect the NCCC brand. Results will reflect appealing aesthetics and visual design. This position will also serve as Webmaster and be responsible for NCCC website content. Duties include, but are not limited to:

Graphic Design

1. Produce and maintain high quality and effective marketing collateral including but not limited to: program books, power point presentations, class schedules, ads, sponsorship banners, and event invitations for college activities and foundation events;
2. Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts;
3. Develop and maintain the official Graphic Standards Manual;
4. Manage and deliver creative projects on time and on budget;
5. Design and produce direct mail projects;
6. Design and produce miscellaneous art, brochures, pamphlets, and reports as needed;
7. Respond to special design request from staff;
8. Coordinate projects with outside entities such as printers, programmers or other technicians, to complete the final product;
9. Regularly assess the effectiveness of marketing/advertising materials; and
10. Perform other duties as assigned.

Webmaster

1. Evaluate all web page content for accuracy and assist the Chief Information Officer with the development of any and all policies and procedures to ensure compliance;
2. Create new web pages and update existing web pages with information provided by staff, which will include the events calendar, news and announcements, and information on classes, facilities and other web page needs;
3. Evaluate and analyze website structure and make appropriate changes as necessary;
4. Consult with and assist NCCC staff and faculty in designing, developing, streamlining, and maintaining web pages through current programming languages;
5. Work with editing of other contributors' web submissions for accuracy, consistency, grammar, and tone;
6. Monitor other community college websites for best practices;
7. Regularly assess the effectiveness of the college website; and
8. Perform other duties as assigned.

Minimum Job Requirements

Associated degree in graphic design, web design or closely related field and two years work experience required. Bachelor's degree in graphic design, web design or closely related field preferred.

1. Extensive knowledge of Photoshop, Adobe Illustrator required. Knowledge of Microsoft Frontpage or Expression Web Quark Xpress, and other industry software preferred.
2. Working knowledge of HTML Programming required.
3. Creativity and strong organizational skills and attention to detail.
4. A strong working knowledge of printing, publishing, graphic arts procedures and related computer software and electronic communication tools.
5. Proven command of editorial, grammatical, and writing skills.
6. Excellent communication skills with the ability to work cooperatively.
7. Ability to make creative/procedural decisions and judgments.
8. Knowledge of college policies, procedures and regulations.
9. Working knowledge of Windows-based operating environment.
10. Must be familiar with current web design practices.
11. Be able to manage one's time and meet project timelines and due dates.
12. The ability to juggle multiple priorities independently and proactively.

Working Conditions

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. Ability to reach and work overhead on an occasional basis is required.
4. Some travel during normal working hours may be required.
5. Occasional overtime may be required.

VI. Reports

Faculty Senate Report: Sarah Robb, Faculty Senate President reported that faculty members are very busy giving finals this week and finishing grades and assessments. Next week they will have discipline assessment meetings with the full-time and adjunct instructors. They will be discussing results of assessment and changes that may be needed for improvement in instruction.

Rita Drybread, math instructor, presented at the joint conference of the Kansas Section of the Mathematical Association of America & American Mathematical Association of Two-Year Colleges on May 2, 2009 at PSU. The topic of the presentation was the use of the Symposium in the math classroom. The conference was well attended by Kansas college professors.

Ms. Robb said she gained information from other conference sessions on topics including assessment of student performance, concurrent enrollment and accreditation of concurrent programs, K-State's new approach to College Algebra for applied science majors and Using Mathematics to create symmetry patterns.

Nursing instructor Joan LaRue and 2nd year nursing students (Chanute campus) held a disaster simulation on Tuesday April 21 in the Student Union. 60 students and 6 instructors participated. At the conclusion, a Red Cross volunteer, Donna Culver from Iola, gave a short address about nursing during disaster situations.

Beverly Roush and nursing faculty have been working hard on getting information to potential students. They have had 2 "informational meetings" and an open house (30 participants). Open house included informational slide shows, active simulation mannequins, and a "sample test" on the computers to show potential students what nursing exams are like.

The nursing program will be taking 48 qualified applicants into the 1st level of the nursing program on the Chanute campus and 20 for the Independence site.

Nursing (Chanute & Independence) will be instituting an orientation to Nursing on Tuesday, May 19th to prepare students to be successful. Nursing instructors will try to empower students by passing on knowledge (non-nursing textbook content) which

they think is needed to apply once individuals are in the program.

NCCC has attained membership to the National Technical Honor Society. NTHS membership is the highest honor awarded for excellence in workforce education in America and is considered the benchmark for performance and leadership in business and industry. Congratulations to Will Jordon, welding instructor and Jo Jurgensen, HIT instructor for their hard work on this project.

NCCC's faculty members are working hard to maintain excellence in their fields. A total of 41 faculty members used the professional development fund for a total of 105 professional development activities, such as graduate courses and conferences. After all funds were distributed, there was \$14,633.58 requested that could not be funded.

Gayle Randolph and fourteen Sociology students completed almost 200 hours of volunteer community service this semester for extra credit. Students volunteered for the Red Cross Blood Drive, Chanute Elementary School Carnival, Tri-Valley, Cherry Street, service work completed by the Christian Coffeehouse, Humboldt Schools, SEK Mental Health, two assisted with afterschool programs and yard work for local churches, three worked in activities departments for local nursing homes and one provided assistance for a "severely Multiple Handicap Classroom".

Josh Tull, Chanute High School/NCCC student recently won the state welding competition and will be representing Kansas at National Skills USA Welding competition held in KC MO in June.

Ms. Robb introduced Nathan Stanley, mathematics instructor at the college. Mr. Stanley was born in Atlantic, Iowa and attended Creighton University where he earned a BS of Arts in History and completed his graduate studies at the University of Northern Iowa where he earned a MA in Mathematics. Mr. Stanley teaches College Algebra, Elementary Stats, Intermediate Algebra, Calculus 3, and Pre-Nursing Math.

Mr. Stanley has been selected to be a part of the P-20 Council – a statewide group working to create a smooth transition for students throughout their educational journey. He will be working with high school teachers/other college instructors to make sure that curriculum is ready to pick the students up where they left off in high school. Mr. Stanley is also the Faculty Senate Vice President.

Dean of Ottawa Campus Report: Dale Ernst, Dean of the Ottawa Campus, distributed a report of activities at the Ottawa campus. He reported that the enrollment location in Lawrence had been moved to The Wheel, a popular spot for KU students. The fall semester enrollment station is tentatively planned to be at The Wheel after the beginning of the spring enrollment at the University of Kansas on November 9-13.

Mr. Ernst reported that due to moisture leaks around window wells in the building they are in the process of covering 12 of the window wells with a FRP panel laminate that is waterproof with a white surface that is low maintenance. The windows look much better and no problems have been experienced with the recent rains.

A group of faculty and staff is developing ways to educate the campus community on ways to save paper. Efforts include recycling paper through the library for student printing, and faculty are being encouraged to develop course packs that would be sold at cost through the bookstore. A long term goal of the group is to plant a tree with the money realized from saving paper. The Ottawa campus has reduced paper use by 10 cases from a year ago at this time resulting in an estimated \$315 savings.

Treasurer's Report: Sandi Solander, Dean of Finance, told the board that the college cash balance was larger than this time last year. She distributed written financial statements and reviewed accounts.

President's Report: Dr. Vicky Smith, President, reminded the Board that Graduation would be May 15th at 7:00 PM at the Memorial Auditorium. She asked trustees to arrive at least 15 minutes early. Nurses' Pinning is also on May 15th starting at 5:00 PM at the Memorial Auditorium. A buffet dinner will be held immediately after the Nurses' Pinning in the Alliance Room on the third floor of the Memorial Building. All participants are invited to eat. GED Graduation is scheduled at 2:00 PM on Saturday in the Sanders Auditorium.

May 8th the College was inundated by water forced into the buildings by the wind and amount of rain. The Student Union, Rowland, Stoltz, NeoKan, and Sanders all had several rooms with standing water of ½ inch to 1 inch deep. The Gym had some minor water that leaked in onto the floor. The storm came through around 6:00 AM and the flooding was discovered when staff began to arrive around 7:00 AM.

The specific rooms affected included: room 301, 302, 303, 338, 336 and Mr. Babb's office in Rowland. In the Union hallways from workforce development to the commons area, room 213, welcome center and offices within the welcome center, game room, student health clinic, coordinator for residence life office, men's restroom, lobby area and under the gym doors. In Stoltz Hall rooms 1, 2, 3 and 4 had some water, Sanders Hall the public relations office and graphic artist office and in NeoKan the volleyball office, Upward Bound office and the baseball office. The mobile lab awning was blown apart and off the unit.

President Smith reported that the legislature had finished the Omnibus Bill and the College received the tentative numbers concerning state aid for next year. For this fiscal year (2008-2009) NCCC will have to return 4.25% of the state operating grant (\$118,769), 1.65% of the ABE grant (\$897), and not receive the June M & E Slider payment (\$31,725). The total amount to return will be around \$119,666 plus the Slider payment will decrease revenues by \$151,391.

Next year the reduction in the community college operating grant will be 9.85%. Since NCCC had around a 2% decline in enrollment this year, the College will probably receive around \$370,500 less in state operating grant monies next year, plus no

Slider payment and minor reductions in the ABE State grant and the Nursing Initiative grant. The total reduction in state aid will be around \$408,000. A spreadsheet with all the assumptions and numbers was distributed to Trustees.

Dr. Smith reported that NCCC received word that the Carl Perkins funds will be increased by 56% next year to \$179,238. The College received the second highest percentage increase and the second highest dollar increase in Perkins Funds. The College will receive around \$63,000 more next year to expend on vocational and technical salaries, equipment, and supplies.

Pam Covault, director of Nursing forwarded information to the President that the October 2008 – March 2009 NCLEX results had been received. NCCC had 46 out of 53 graduates that passed, or a 87% pass rate for this group. Two students have yet to test. This is a significant increase, given the pass rate for the October 2007 – March 2008 was 78%. The new score, when averaged with the 93% from April – September 2008, is a 90% overall for the 2008 graduates.

Anderson County Hospital held Nurses' Week celebration and recognized Pam Covault, NCCC's Director of Nursing, for her contributions to the community via her work at NCCC with students. Many of the nurses attending were former students of Ms. Covault.

Darin Schmitz was named the Region VI, Men's Track and Field Coach of the Year. The team was second at the outdoor track regional, only four points behind Cowley.

Bart Chaney, director of the STARS program forwarded the attached letter from a parent of one of our STARS students with the comment that it shows NCCC provides, "The education you need. The attention you deserve."

Bart,

I am so thankful for you and the STARS program.

Our family appreciates the support and guidance you provided for Ty; which allowed us to step away to give Ty the freedom to explore college on his own. However, knowing this program existed and after meeting with you I knew Ty would have access to the resources he needed if he wanted to succeed.

I am so...proud of Ty! He has surpassed all of my expectations both academically and personally. Neosho County Community College has given Ty the tools to achieve his next goal at Pitt State; and for this I am grateful.

Once again, thank you for your commitment to students.

Lura L. Jaquess, MSW
President and C.E.O.
BigHeart Parent Child Center
P.O. Box 205
Barnsdall, OK 74002
(918)637-7443

Agenda Item VII-A: Facility Master Plan

Over the past several months, the college community has been working on the development of a comprehensive Facility Master Plan. The Board of Trustees has seen several iterations of the Facility Master Plan as well as provided thoughtful input into its creation. The Facility Master Plan was submitted to the Board for approval.

As funding becomes available, the Facility Master Plan will be used to transform the Chanute campus. The Facility Master Plan will respond to the current and future needs of the College's faculty, staff, students and patrons and provide a "blueprint" for our future capital construction and renovation projects.

The College will also use the Facility Master Plan as a tool for managing growth and change in keeping with the mission of the institution. The Plan embodies the vision for the future and addresses the driving issues and principles of the day and will lead the College into the rest of the century.

Upon approval the Plan will be incorporated with the other College plans and implemented. The Facility Master Plan will need to be continually updated and modified, however, as the college's needs change.

It was the President's recommendation that the Board approve the NCCC Facility Master Plan with the content to be modified as necessary and appropriate.

Resolution 2009-19

RESOLVED, that the Board of Trustees of Neosho County Community College approves the Facility Master Plan with modifications as necessary and appropriate.

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

Agenda Item VIII-A: Bids for Concrete Work

As a part of the NCCC Capital Improvement Plan and 2008-09 Strategic Planning Committee initiatives, certain sections of concrete on the Chanute campus are scheduled to be replaced. The sidewalk project was listed by the ISES Facilities Condition Assessment as necessary to meet ADA/accessibility guidelines and was included in the NCCC Capital Improvement Plan for completion this year. The project location is adjacent to Snyder Chapel and is noted on the attached drawing.

Formal bid specifications were developed for the project (see attached) and approved by an architect. Notices were placed in local papers to solicit quotations for the project. The college received sealed bids from the companies listed below:

• Brown Construction	Chanute, KS	\$ 8,775.00
• Hal Jones Construction	Chanute, KS	\$16,056.98
• Hofer and Hofer	Humboldt, KS	\$10,800.00
• Triangle Builders, LLC	Paola, KS	\$12,826.00

Brown Construction was the low bid received for the concrete project. Funding for the project was included in the 2008-2009 maintenance budget.

It was the President's recommendation that the Board accept the bid for concrete project as specified for \$8,775.00 from Brown Construction of Chanute, Kansas.

Resolution 2009-20

RESOLED, that the Board of Trustees of Neosho County Community College accepts the low bid of \$8,775.00 from Brown Construction to complete the concrete project at Snyder Chapel.

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

Invitation to Bid

The Board of Trustees of Neosho County Community College (NCCC) is seeking bids for concrete work to be completed on the Chanute campus. Several sections of concrete must be removed and new concrete installed per NCCC specs. **In order to bid, contractors MUST inspect the site and meet with Paul Smith, NCCC Maintenance Supervisor.** To schedule a meeting, contact Paul Smith at 620-433-0781 from 8:00 a.m. to 5:00 p.m. Monday through Friday to inspect construction areas and pick up bid specs. The following specifications must be met:

PROJECT SCHEDULING AND COMPLETION: Project shall be completed as soon as possible but prior to August 1, 2009. Project must be scheduled through Paul Smith, Maintenance Supervisor, contact information below.

BARRICADES: Sidewalks replaced shall be barricaded at each end and sides and shall remain barricaded throughout the entire phase of the replacement up to and including one (1) day after placing the concrete. The methods of protection and control shall be followed according to the NCCC maintenance supervisor.

CONSTRUCTION MATERIALS: All sidewalks shall be constructed with a minimum of 4000 pound Class A Concrete, unless other materials are approved by NCCC.

WIDTH: All sidewalks shall match the width of adjacent sidewalks, but in no case shall be less than five (5) feet in width on this project.

MEASUREMENTS: The attached drawing/map is for reference purposes only. All measurements must be field measured and verified.

THICKNESS: All sidewalks shall be a minimum of four (4) inches in thickness except where commercial traffic uses the sidewalk as a driveway, then the thickness shall be increased to six (6) inches. Standard 6" x 6" steel mesh should be used throughout the sidewalk. Edges of sidewalk to be thickened to 8" as necessary.

CONTRACTION JOINTS: Four-foot wide sidewalks shall have contraction joints on 4'-0" centers, formed or cut at least one (1") deep. Five-foot wide sidewalk shall have a contracting joint every five (5) feet.

SLOPE: All sidewalks shall have a slope to match existing grade except where specified by NCCC. The ADA accessible section of sidewalk should be gently sloped at a 1/15 slope or flatter to avoid the necessity of handrails, and should have compacted backfill, with the edges of the sidewalk thickened to 8" as necessary. No slope should exceed 1/15.

FINISH: All edges rounded with a 1/4 inch radius edger. A broom finish is preferred; however, the finish should match that of existing adjoining sidewalk.

ADA/ADAAA COMPLIANCE: All sections of the sidewalk must meet all current ADA and ADAAA requirements and are the responsibility of the contractor.

GRADE: All sidewalks shall be installed parallel to the grade of the street where necessary.

MATCH EXISTING SIDEWALKS: All sidewalks shall abut adjoining sidewalks in a flush manner at the same level. Where the grade of the two (2) sidewalks is different, they shall be matched with a slope no greater than three (3) inches per five (5) lineal feet, unless specified by NCCC. All concrete shall be pinned with 8 inch long Number 3 rebar or cold rolled pins where it meets existing concrete-minimum spacing between pins every 2 feet.

EXPANSION JOINTS: Expansion joints shall be constructed every fifty (50) feet and at the end points of new sidewalks and at connections to existing sidewalks, or where specified by NCCC. Where curb is replaced, an expansion joint shall be placed at the radius point.

STEPS: No steps shall be allowed in any public sidewalk.

PLACING CONCRETE: The sub grade shall be moist but not muddy at the time of placing concrete. If necessary, to obtain the desired moisture content in the sub grade, the soil shall be wetted to a depth of three (3) inches the day before placing concrete. The sub grade shall be sufficiently moist that it will not absorb moisture from the concrete. Contractor will cooperate with NCCC Maintenance Supervisor on preparation and installation of any necessary sub grade sleeves of placement of NCCC-supplied light fixtures. Concrete slump shall not exceed four (4) inches. While being placed, the concrete shall be tamped, spaded, or screened. At the proper time, the surface of the concrete shall be finished with a proper float to a workmanlike finish, smooth and even, but with a slightly rough texture. Special care shall be exercised in finishing on each side of the divider plates so as to avoid difference in elevation between adjacent blocks, and top edges for all blocks shall be rounded with suitable edging tools. The contractor shall protect the walk against damage of all kinds until the work has been accepted. Waste concrete must be dumped off-site. **Concrete trucks may not be cleaned on NCCC property.**

CURING WITH COMPOUND: Immediately after the concrete has received its final finish, curing compound shall be sprayed uniformly over the entire surface area of the concrete in sufficient quantity to provide a waterproof coating, unless specified otherwise by NCCC.

BACKFILL: All materials to be used as backfill abutting the sidewalk shall be replaced to the same condition as good as or better than before. Such backfill shall be free of stones, twigs or other debris greater than one-half (1/2) inch in diameter. Backfill must be level with finished concrete and shall be graded to a maximum of 6 - 1 grade and to provide proper drainage. Surplus concrete shall be removed from the site and shall not be used as backfill material.

DOWELS: Sidewalk next to curb shall be doweled every two (2) feet with eight (8) inch long Number 3 rebar. Smooth Number 5 capped dowels shall be placed at the end of curb radius points when curb and gutter replacement traverses the ECR.

COLD WEATHER CONCRETING - Except by specific written authorization, concreting shall cease when the descending air temperature in the shade and away from artificial heat falls below 40 degrees Fahrenheit. It shall not be resumed until the ascending air temperature in the shade and away from artificial heat rises to 35 degrees Fahrenheit. When concreting is permitted during cold weather, the temperature of the mixed concrete shall not be less than 50 degrees nor more than 70 degrees Fahrenheit at the time of placing in the forms. The aggregates or water or both may be heated. The aggregates may be heated by steam or dry heat prior to being placed in the mixer. The water shall not be hotter than 175 degrees Fahrenheit. When both aggregates are heated, it is rarely necessary to heat them above 50 degrees Fahrenheit. If the sand only is heated, it may be necessary to heat it to as much as 150 degrees Fahrenheit. In no case shall concrete be deposited on a frozen sub grade nor shall frozen materials be used in concrete.

20. **PROTECTION AGAINST WEATHER** - When concrete is being placed in cold weather and temperature may be expected to drop below 35 degrees Fahrenheit, a supply of straw, hay, insulated curing blankets, or other suitable material shall be provided along the line of work. At any time when the air temperature may be expected to reach freezing point during the day or night, the material so provided shall be spread over the concrete to a sufficient depth to prevent freezing of the concrete. Concrete shall be protected from freezing temperatures until it is at least five days old. Concrete injured by frost action shall be removed and replaced at the contractor's expense.

FINAL CLEAN UP: Immediately after completion of the replacement work, all form material, concrete debris, all unused material, refuse, fill, or dirt placed on the site or near the work shall be removed from the public and private properties including the street and shall conform to a neat and clean condition as directed and approved by the NCCC maintenance supervisor. The contractor shall be responsible for cleanup and repair of all damage to lawns and existing sidewalks. All necessary measures to protect existing grounds shall be the responsibility of the contractor.

PERMITS: All required permits, fees and deposits are the responsibility of the contractor.

PAYMENT: Payment will be made the month following construction completion.

Questions concerning any of the specifications should be directed to:

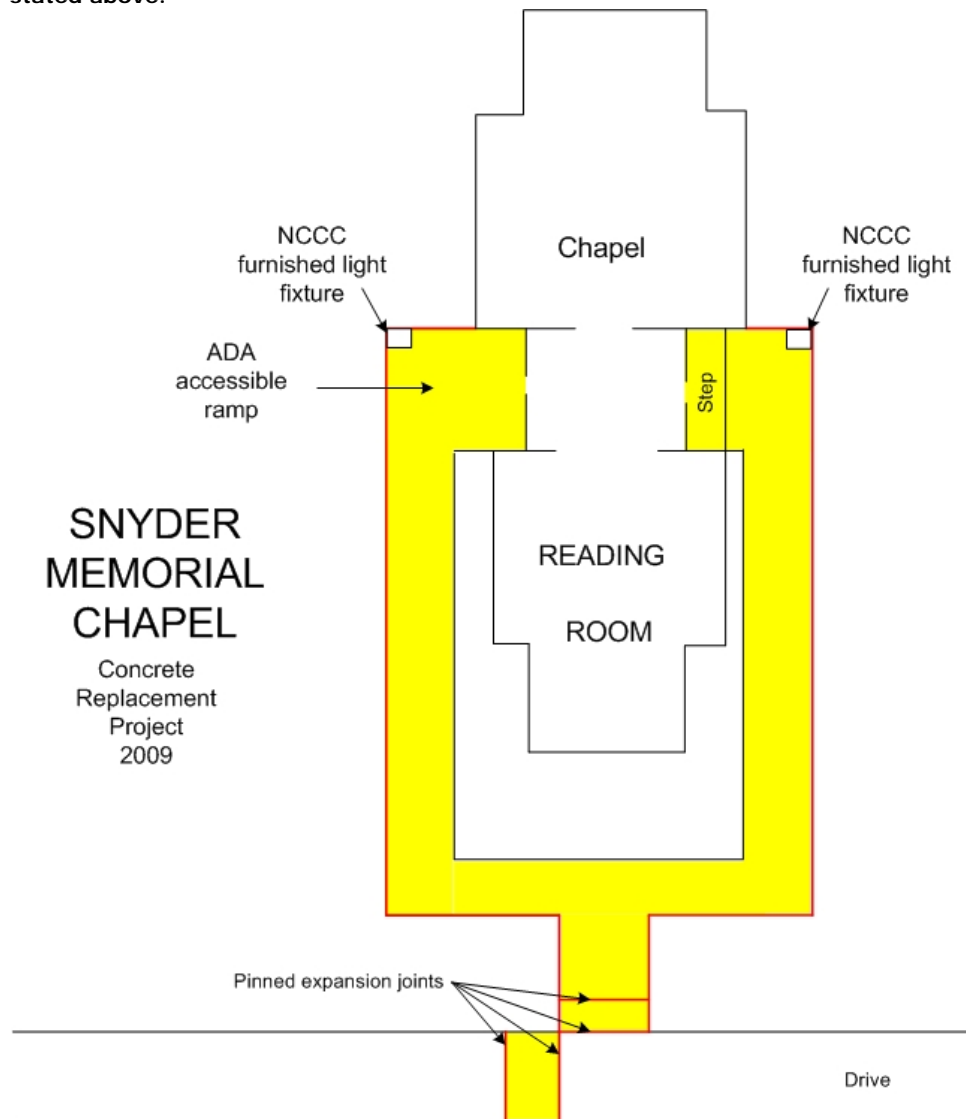
Paul Smith, Maintenance Supervisor
620-431-2820 ext. 250
620-433-0781 cell
psmith@neosho.edu

All sealed bids must be submitted to:

Neosho County Community College
 Attn: Sandi Solander
 Dean of Finance
 800 West 14th Street
 Chanute, KS 66720

before 5:00 p.m. Wednesday, May 6th, 2009. Bids shall be opened on Wednesday, May 6th at 5:00 p.m. in the Student Services office in Sanders Hall on the Chanute campus. We anticipate that a recommendation on the bids will be made to the NCCC Board of Trustees at the board meeting at 5:30 p.m. on May 14th, 2009 in Room 209 of the Student Union on the Chanute campus. The Board of Trustees reserves the right to reject any or all bids and to determine whether or not specifications have been met. Bids are expected to be firm quotations and should not be presented as estimates.

Bidder must sign below and return this document with bid indicating agreement with specifications and terms as stated above.



Agenda Item VIII-B: New Position-Lead Custodian

Ben Smith, Dean of Planning and Operations, and Paul Smith, Maintenance Supervisor, have evaluated the structure and organization of the Maintenance department. Both individuals wanted to evaluate the current organization and structure to ensure they met the college's needs in the most efficient manner, while providing the highest level of custodial services possible.

The resulting evaluation of the maintenance functions, specifically related to housekeeping/custodial services, revealed the following:

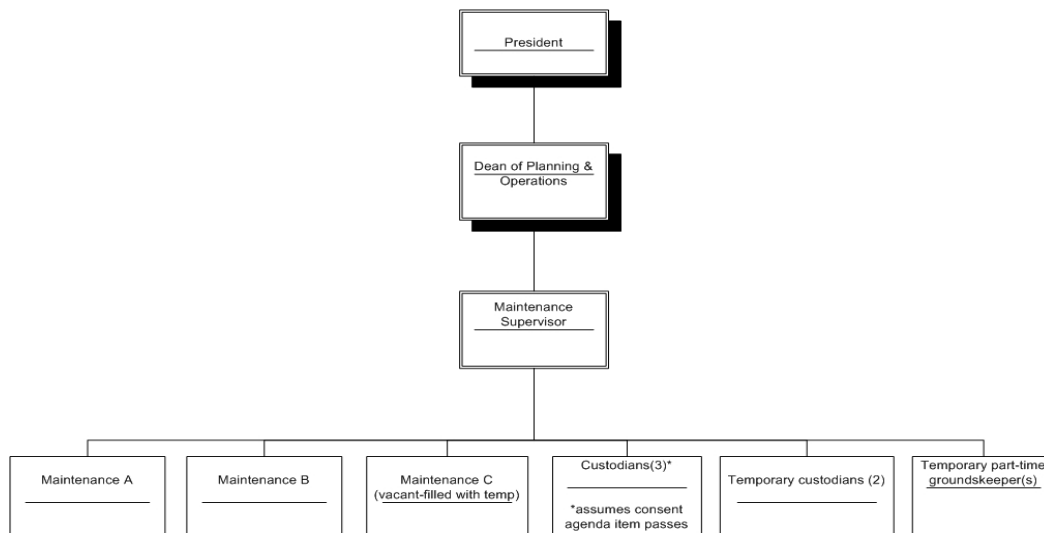
- Housekeeping services currently has over 180,000 square feet of different types of buildings to clean.

- Currently five housekeepers are employed, two as direct employees of the college, and three as temporary Manpower employees.
- As college facilities are scheduled more and more, particularly by outside entities, a greater level of housekeeping service is required, both in set up and also in actual housekeeping services themselves.
- As such, housekeeping services require a considerable amount of coordination and time-management.
- This increased coordination takes more of the Maintenance Supervisor's time thereby taking away from his oversight of the facility renovations and repair and utilities and energy management.

Current Housekeeping/Custodial Staffing

	FTE
• Vicky Dent, Custodian (NCCC)	1.00
• Steve Marks, Custodian (NCCC)	1.00
• LuAnn Rogers (Manpower)	1.00
• Steve Gunsalles (Manpower)	1.00
• Jason Harris (Manpower)	<u>1.00</u>
Total FTE	5.00

Current Maintenance Organization:



Chanute Housekeeping/Custodial – Current 2009

Although no change to the organizational structure of the maintenance services function is recommended, a change to the structure of the housekeeping/custodial services function of the Maintenance Department is recommended.

It was proposed the college create a Lead Custodian position. The Lead Custodian position will be somewhat of a hybrid position, having day-to-day tasks that include both the coordination of subordinates, as well as housekeeping responsibilities. Having a Lead Custodian coordinate day-to-day cleaning tasks and assist the Maintenance Supervisor with the scheduling of larger special housekeeping projects will dramatically increase the overall housekeeping efficiency and effectiveness, thereby resulting in cleaner, better looking facilities. By adding the Lead Custodian position will decrease daily interaction between the custodians and the Maintenance Supervisor, thereby releasing the Maintenance Supervisor to perform higher level functions such as managing the physical plant and energy management systems, thus reducing utility expenditures.

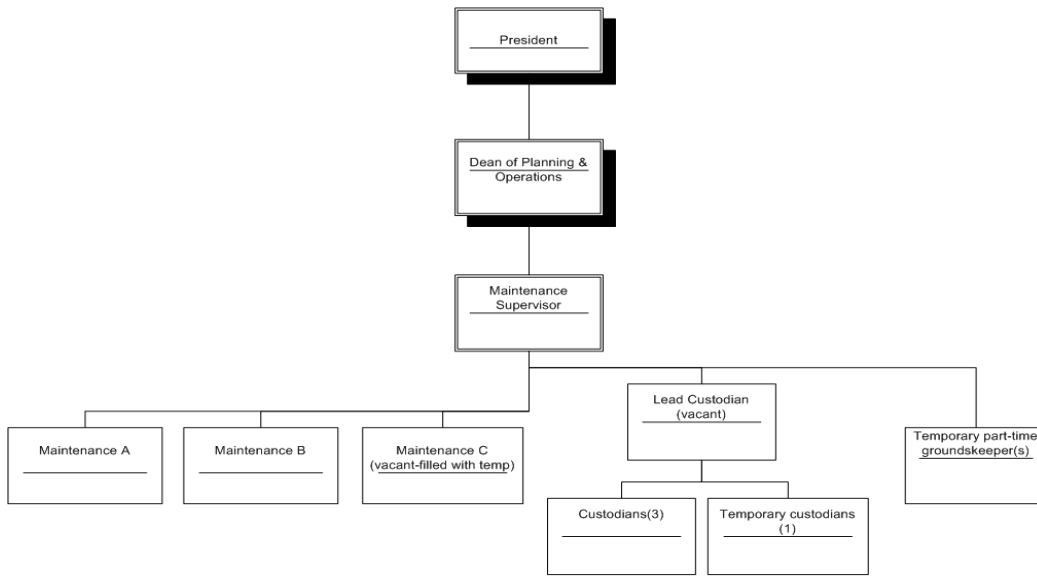
This recommendation does not increase the FTE over current housekeeping/custodial staffing. It was estimated that by creating the Lead Custodian position, the amount of time the Maintenance Supervisor spends managing the housekeeping functions will be reduced from .50 FTE to .25 FTE.

Proposed Housekeeping/Custodial Staffing

	FTE
• Lead Custodian (vacant)	1.00
• Vicky Dent, Custodian (NCCC)	1.00
• Steve Marks, Custodian (NCCC)	1.00
• LuAnn Rogers, Custodian (NCCC)	1.00
• Manpower	<u>1.00</u>
Total FTE	5.00

Proposed Maintenance Organization:

-



Chanute Housekeeping/Custodial – Proposed 2009

Budget Considerations:**Current:**

- | | |
|---|------------------|
| • 2 staff custodians (\$28,461+ \$25,029 includes benefits) | \$53,490 |
| • 3 Manpower custodians (\$26,960 x 3) | <u>\$80,880</u> |
| o Total | \$134,270 |

Proposed:

- | | |
|--|------------------|
| • Lead Custodian (\$10.70/hr. plus benefits) | \$29,544 |
| • 3 staff custodians (2@\$25,029 + \$28,461 includes benefits) | \$78,519 |
| • 1 Manpower custodian | <u>\$26,960</u> |
| o Total | \$135,023 |

The creation of the Lead Custodian will cost an additional \$753 annually including benefits. A job description for the Lead Custodian is attached. It was the President's recommendation that the board approves the reorganization of the Maintenance Department Housekeeping/Custodial staffing as noted above and creates a Lead Custodian position.

Resolution 2009-21

RESOLVED, that the Board of Trustees of Neosho County Community College approves the reorganization of the Maintenance Department Housekeeping/Custodial staffing as noted above and creates a Lead Custodian Position.

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

Lead Custodian
Reports to: Maintenance Supervisor
Classification: Classified, Level IV
Full-time, 12-month
Starting Salary range \$10.70-\$11.70
Created: May, 2009

Purpose of position: This position provides custodial coordination, supervision and support for the Chanute campus. This position reports to the Maintenance Supervisor. Duties include, but are not limited to:

1. Supervise and coordinate the Chanute custodial staff including day-to-day cleaning operations and work schedules;
2. Assist the maintenance supervisor with event/activity planning and implementation;
3. Coordinate the ordering of cleaning supplies for the Chanute campus;
4. Clean and maintain buildings and grounds as necessary using approved supplies and methods as defined by the maintenance supervisor;
5. Pick up trash around building when time permits, secure building and work at functions that require the use of the college facility at special times;
6. Work special assignments during the summer, depending on remodeling and annual maintenance projects;
7. Assist and support maintenance staff when needed; and
8. Perform other duties as assigned by the maintenance supervisor.

Required Knowledge, Skills and Abilities

1. Ability to lead, supervise and coordinate a custodial team, as well as perform day-to-day custodial duties as required.
2. Ability to work effectively with all levels of employees;
3. Ability to project a positive and professional image to students, employees, and the public;
4. Ability to appropriately exercise independent initiative and judgment; and
5. Ability to learn and implement new procedures.

Education and Experience

1. High school diploma or GED certificate AND three to five years experience (full-time equivalent) with knowledge, skills and abilities listed above are required; OR
2. An Associate's degree AND two years experience (full-time equivalent) with knowledge, skills and abilities listed above are required.
3. Previous custodial experience is required.

Working Conditions

1. Ability to stand, bend at the waist and stoop or squat while working on a regular daily basis is required;
2. Ability to reach and work overhead on an occasional basis is required;
3. Occasional lifting of up to 50 pounds from the floor to waist height is required; and
4. Occasional overtime will be required.

Agenda Item VIII-C: New Position-Transfer Career Advisor for STARS Grant

The Student Support Services/STARS asked to hire a full time Transfer/Career Advisor to complete their team. The position was redesigned as a replacement for the previous STARS Counselor position which is currently vacant. This new position will focus on transfer issues and career/major exploration and selection. Points to consider about this redesigned position:

1. This is a completely federal grant funded position;
2. The USDE Grant Officer is aware of the redesign and approves;
3. The purpose of the redesign is to allow for the hiring of a BS level (MS preferred) individual, which should be more cost effective, add more expertise to our advising of students transferring to 4 year institutions, and adds a career/major selection focus to increase retention and student success.

A position description is on the following page. It was the President's recommendation that the Board approve this position for the Student Support Services grant.

Resolution 2009-22

RESOLVED, that the Board of Trustees of Neosho County Community College approves the position of Transfer Career Advisor for the STARS program under the Student Support Services grant.

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

Transfer/Career Advisor
Reports to: Director of STARS Project Student Support Services
Classification: Management Support
Full-time, 12 month
Starting Salary range: \$25,000-\$30,000
Revised: May, 2009

Purpose of Position: This full-time position reports to the Director of the STARS/Student Support Services Project and is responsible for advising SSS participants on college transfer options/requirements and career/major exploration. Duties include, but are not limited to:

1. Provide academic, transfer, motivational, and career advising to project participants;
2. Administer appropriate career and interest assessments to assist in major and career selection;
3. Plan and provide workshops on transferring to 4 year colleges;
4. Arrange for and take participants on visits to Kansas Regents and other universities;
5. Assist STARS Team in planning and providing workshops on various subjects and cultural events;
6. Plan and provide workshops on career exploration and major selection emphasizing STEM (science, technology, engineering, math) related and nontraditional careers associated with particularly promising career opportunities;
7. Provide information on STARS/SSS services to the institutional community and service area;
8. Work with a caseload of participants to complete Initial Interviews, develop Individual Student Plans (ISPs), provide mentoring, advise and assist in college course selection;
9. Use Blumen and Jenzabar EX databases to monitor participant progress;
10. Provide workshops on resume building/interviewing;
11. Perform other duties as assigned by the STARS Project Director.

Education and Experience

Bachelors degree (Masters Preferred) in Psychology, Counseling, Human Resources Development or a related field of study; experience working with disadvantaged populations such as first generation college students, low income, and persons with disabilities AND one year with duties listed above requiring initiative and judgment.

Working Conditions

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. Ability to reach and work over head on an occasional basis is required.
4. Occasional lifting of up to 10-20 pounds from the floor to waist height is required.
5. Ability to communicate well with co-workers and participants.
6. Some travel during normal working hours, some evenings, and occasional weekends is required.
7. Occasional overtime will be required.

Agenda Item VIII-D: Naming Opportunity Guidelines

After reviewing current procedures in the Development office, Claudia Christiansen, Director of Development, developed guidelines for naming opportunities at the College. The following guidelines were approved by the executive committee and the college attorney.

It was the recommendation of the President that the Board approve the guidelines for naming opportunities at Neosho County Community College.

Resolution 2009-23

RESOLVED, that the Board of Trustees of Neosho County Community College authorizes the President of the College to develop and implement policies and procedures to promote charitable gifts by providing the opportunity for donors to name facilities/programs benefiting from a gift. Any such policy shall provide guidelines for authorized staff to structure agreements with prospective donors for approval by the Board of Trustees.

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

Naming Opportunities: Guidelines and Operating Principles Neosho County Community College

Purpose

The purpose of this document is to offer college-wide guidelines for naming opportunities at Neosho County Community College (NCCC).

Guidelines and Operating Principles

General

Significant gifts to NCCC directly or through the Neosho County Community College Foundation will provide opportunities for donors to name a NCCC program, facility, unit, scholarship, faculty fund, or other entity in honor of the donor or another person recommended by the donor. Each naming gift must be accompanied by an executed written gift agreement.

The amounts listed below are minimums. Specific naming gift amounts must be approved by the NCCC President prior to negotiation of a gift agreement with a donor. Any exceptions to these guidelines must be approved by the NCCC president. In the event that there are competing multiple naming rights requests, the NCCC President will determine which donor is the best match and which arrangements best serve the wishes of the donor and the interests of NCCC for purposes of proceeding with negotiation of a gift agreement.

Buildings – Minimum Contribution Amounts

- New building with 100% private funding of construction costs: at least 51% of construction cost or \$1,000,000 whichever is greater
- Existing building: addressed on a case-by-case basis

Notes – New Buildings and Existing Building Renovations:

1. A proposal to name a building should be approved in writing by the president before a proposed gift agreement draft is presented to the prospective donor.
2. The value of a gift that affords a donor the opportunity to name a new building is subject to the minimum amounts set forth above. An appropriate value will be established at the time existing building renovation plans are considered, after which parameters for adding a donor's name to the existing building to be renovated shall be determined by the NCCC President.
3. Gift Agreements involving buildings must be approved by the NCCC Board of Trustees. The NCCC President shall determine the timing and manner in which such agreements are presented.

Naming Opportunities: Policies and Procedures

Other Physical Facilities – Minimum Contribution Amounts

- Wing of a Facility: \$500,000
- Laboratory: \$250,000
- Lecture Hall: \$150,000
- Classroom: \$75,000
- Conference Room: \$25,000
- Other Spaces Within a Building: \$25,000
- Benches, fountains, outdoor plantings, other outdoor structures or areas: handled on a case-by-case basis.

Notes – All Donor Naming Opportunities:

1. Naming opportunities for spaces within a building should be defined by the NCCC President.
2. Naming opportunities for benches, fountains, works of art, plantings, or other structures will be reviewed on a case-by-case basis by the NCCC President. Funding requirements will be based on location, structure, and function. Naming Donor funds must cover the entire cost of these types of structure or installation. If significant ongoing costs will be incurred, an endowment naming donor gift sufficient to cover such costs may also be required.
3. Neosho County Community College shall ensure that donors understand namings may be time limited; any minimum duration shall be part of the gift agreement. Because over time some structures reach their life expectancy and may no longer meet the needs of the College, students or community such structures may be demolished, renovated or replaced and the former name is no longer appropriate. The removal or changing of a name must be approved by the Board of Trustees.
4. Where appropriate an endowment funded by the naming donor to maintain and refurbish the named structure may be required by Neosho County Community College in an effort to provide renovations, classroom/lab updates for enhanced learning, maintain the viability of the structure and provide for changes in technology, energy efficiency and physical appearance.

5. The NCCC President may create committees, delegate authority or otherwise determine parameters and procedures for fulfilling the duties set forth herein for the NCCC President.
6. Nothing in this policy shall limit the NCCC President or the Board of Trustees from considering or proposing recognition of individuals for academic, research or service contributions.

Agenda Item VIII-E: 2009-2010 Student Handbook

Each year the college develops a Student Handbook and a Residence Life Handbook. In addition, the College prepares a Student Planner that has each month of the academic year and all of the important dates noted. The Student Handbook is an official contract with the student and is approved by the Board.

The Student Development division felt three documents was cumbersome for students to juggle, so have combined all three documents into one handbook—the Student Handbook. Most of the information in the former two handbooks remains fairly constant from year to year. The 2009 Student Handbook has the following major changes:

1. Added the "Academic Appeals" section with the new policy as approved by the Board.
2. Provided better clarification and procedures in the Residence Halls Rules and Regulations as it deals with discipline issues.
3. Added "points of contact" for the various student clubs and organizations on both campuses.
4. Created an index section

Dr. Smith recommended that the Board approved the new combines 2009 Student Handbook.

Resolution 2009-24

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 2009-2010 Student Handbook.

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

Agenda Item VIII-F: Xanadoo EBS Lease Modification Proposal

Neosho County Community College is the owner of EBS (Educational Broadband Service) bandwidth spectrum. A few years ago the College entered into a long term lease agreement with Xanadoo Corporation to allow them to make use of the broadband bandwidth for remuneration considerations. The President's office was contacted by Xanadoo and asked to sign a revised agreement that will allow Xanadoo not to pay their lease costs to the College for a number of years with the guarantee that after that time period had passed, they will compensate NCCC at a 25% greater rate for allowing them to postpone current payments. The College has reviewed the agreement and reviewed whether the College has any use for the bandwidth spectrum.

The College Attorney reviewed the new agreement and found no issue with the agreement.

The President recommended that the Board approve signing the EBS Long Term De Facto Lease Agreement with Xanadoo Corporation.

Resolution 2009-25

RESOLVED, that the Board of Trustees of Neosho County Community College approves the EBS Long Term De Facto Lease Agreement with Xanadoo Corporation.

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



April 28, 2009

Dr. Vicky Smith
President
Neosho County Community College
800 W. 14th Street
Chanute, KS 66720

Re: Educational Broadband Service (EBS)/2.5 GHz Spectrum Lease dated May 11, 2006 between Xanadoo, LLC and Neosho County Community College (the "Lease")

Dear Dr. Smith:

As has been widely reported, the credit crisis and economic downturn has been especially hard on companies that require access to credit or additional capital to continue operations. In the telecommunications industry, many companies are being forced to rethink the deployment of new services, others may find themselves forced to combine resources, file for protection under the bankruptcy laws or discontinue operations altogether. Everyone is being forced to take a hard look at their spending and make tough decisions to reduce capital and operating expenditures. Xanadoo is no exception.

As a result of the challenges posed by these difficult financial times, we do not expect to be in a position to launch new wireless broadband networks in 2009. In order to maximize Xanadoo's ability to survive and to access additional capital for deployment in the future, we are forced to take immediate measures to stretch our remaining cash resources. Xanadoo has reduced its workforce, eliminated capital expenditures, and must now cut operating expenses, of which EBS / 2.5 GHz spectrum lease payments are a major component.

Despite the difficult financial times, Xanadoo remains extremely enthusiastic about the potential for the wireless broadband industry in general, and its application to the markets where we lease spectrum. We also firmly believe that our organization has the knowledge, experience and expertise to bring the Xanadoo wireless broadband network to your market once the economy rebounds and therefore wishes to preserve its relationships, its spectrum leases, and its limited cash resources so that you and we can be in a position to go forward together once the current economic crisis has abated.

Accordingly, we must ask you to work with us to conserve cash in order that we may survive until circumstances allow us to raise additional deployment capital. Therefore, with regard to your lease, the March 2009 payment is the last full payment we are able to make to you until our financial position improves. Effective with your April, 2009 payment (which covers the period April 1, 2009 to April 30, 2009), Xanadoo will make partial payments of amounts due under the Lease as they come due on the schedule outlined below:

April 2009 -	March 2011 -	25% of amount under lease
April 2011 -	March 2012 -	50% of amount under lease
April 2012 -	March 2013 -	75% of amount under lease

225 City Line Avenue, Bala Cynwyd, PA 19004 • www.xanadoo.com • (p) 610.934.7000

Rate Amendment Letter
 April 28, 2009
 Page 2 of 2

Beginning with the April 2013 payment, Xanadoo will reinstate your full payment. The difference between the partial payments made by Xanadoo and the amounts due under the lease will accrue to your benefit. Following reinstatement of the full payment in April 2013 these amounts will be paid off by Xanadoo making payments of 200% of the monthly payment amounts then due until the unpaid balance is eliminated.

As an incentive for assisting us in this fashion, Xanadoo will increase your payment amount by 25% upon reinstatement of the full amount (beginning with the April 2013 payment) for the remainder of the initial term, provided that you have signed and returned a copy of this agreement to Xanadoo by May 21, 2009.

We hope that you understand the situation faced by us and other service providers in the telecommunications industry, and will consider this a fair plan under the circumstances. We remain committed to bringing affordable wireless broadband to market and creating value for our shareholders and our Education Broadband Service licensee partners and only reluctantly take this action in order to provide us the best opportunity to do just that.

Please countersign where indicated below indicating your agreement with our modified payment plan and return to me by mail to the address below or by facsimile to (610) 934-7458. When countersigned, this letter will be considered an amendment to the Lease.

To the extent that you have not already, please note that we have moved our offices to a new suite, our new mailing address is as follows:

Xanadoo, LLC
 225 City Line Avenue
 Suite 100
 Bala Cynwyd, PA 19004

Should you wish to discuss our plans in greater detail, I would be happy to discuss them with you. You may contact me at (610) 934-7058.

Sincerely,



Mark E. Eyer
 Assistant General Counsel

AGREED AND ACCEPTED:

Neosho County Community College

By: _____

Name: _____

Title: _____ Date: _____

Agenda Item VIII-G: Strategic Technology Plan

Over the past several years, the Board of Trustees has established a firm direction for the College. The direction was solidified by a fully realized set of plans outlining the future of the College. Most of the plans were completed and accepted by the Board, including the Strategic Plan, Financial Plan, Emergency Action Plan, Capital Improvement Plan, and Educational Master Plan. The Strategic Technology Plan was presented for Board approval.

The Strategic Technology Plan will serve as a living document to provide guidance for achieving the institutions' mission by outlining technology goals, initiatives and strategies that support objectives and goals outlined in the institutional planning documents mentioned above. The plan details the future technology direction for Neosho County Community College and complements the College's other planning documents. The Strategic Technology Plan will be driven by the other planning documents for the College, most notably the Strategic Plan, the Education Master Plan and the Financial Plan.

The Strategic Technology Plan contains many existing and several new technology initiatives and strategies. The plan could not have been created without the creation and implementation of the other driving plans first.

Upon approval the plan will be incorporated with the other College plans and implemented. The Strategic Technology Plan will be continually updated and modified as the college's technology needs change. The plan was approved by the Technology Planning Committee, the Strategic Planning Committee and the Executive Committee.

It was the President's recommendation that the Board approve the NCCC Strategic Technology Plan with the content to be modified as necessary and appropriate.

Resolution 2009-26

RESOLVED, that the Board of Trustees of Neosho County Community College approves the Strategic Technology Plan with contents to be modified as necessary and appropriate.

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

Agenda Item VIII-H: Neosho County Multi-Hazard Mitigation Plan

The College is part of the planning for Neosho County's Multi-jurisdictional, Multi-hazard Mitigation Plan. Ben Smith is the College's representative to the committee that has been working on the mitigation plan. As background, in order to be eligible for federal disaster mitigation funding, you must have an FEMA-approved mitigation plan. The Neosho County mitigation plan includes all the cities, the USD's and the college in the county and the county itself.

The county mitigation planning team has been working on the mitigation plan during that public comment period (12/3 through 12/17), the NCCC Board was provided the opportunity to review the mitigation plan and make any necessary comments. The plan was submitted to FEMA for preliminary approval. After preliminary approval by FEMA, the County mitigation committee took the plan back to all of the Boards and the other governing bodies to obtain a resolution approving the participation of the College with the plan. When all of the Boards approve the plan the County will submit the mitigation plan to FEMA for their final approval.

The College must participate in the multi-jurisdictional multi-hazard mitigation plan to be eligible for federal disaster mitigation funding. Typical projects might include levee projects, emergency notification sirens, and public awareness and education projects. The College may participate as partners in some of the other projects that are identified, and ask for special funding for electrical generator projects. The generator projects, if funded, would provide for emergency operation of our critical SIS (Student Information System) and MIS (Management Information System) functions, as well as, possibly provide electricity for critical student service functions for our residents.

The final plan was at the meeting for review. Dr. Smith recommend that the Board approve the Neosho County Multi-jurisdictional, Multi-hazard Mitigation Plan

Resolution 2009-27

Whereas, the Board of Trustees of Neosho County Community College recognizes the threat that natural hazards pose to people and property within our community; and

Whereas, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

Whereas, the U.S. Congress passed the Disaster Mitigation Act of 2000 ("Disaster Mitigation Act") emphasizing the need for pre-disaster mitigation of potential hazards;

Whereas, the Disaster Mitigation Act made available hazard mitigation grants to state and local governments; and

Whereas, an adopted Multi-Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

Whereas, the Board of Trustees of Neosho County Community College fully participated in the FEMA-prescribed mitigation planning process to prepare this Multi-Hazard Mitigation Plan; and

Whereas, the Kansas Division of Emergency Management and the Federal Emergency Management Agency Region VII officials have reviewed the "Neosho County Multi-Hazard Mitigation Plan," and approved it contingent upon this official adoption of the participating governing body; and

Whereas, the Board of Trustees of Neosho County Community College desires to comply with the requirements of the

Disaster Mitigation Act and to augment its emergency planning efforts by formally adopting the Neosho County Multi-Hazard Mitigation Plan; and

Whereas, adoption by the governing body for the Board of Trustees of Neosho County Community College demonstrates the jurisdictions' commitment to fulfilling the mitigation goals and objectives outlined in this Multi-Hazard Mitigation Plan.

Whereas, adoption of this legitimizes the plan and authorizes responsible agencies to carry out their responsibilities under the plan;

Now, therefore, be it resolved, that the Board of Trustees of Neosho County Community College adopts the "Neosho County Multi-Hazard Mitigation Plan" as an official plan; and

Be it further resolved, the Board of Trustees of Neosho County Community College will submit this Adoption Resolution to the Kansas Division of Emergency Management and Federal Emergency Management Agency Region VII officials to enable the plan's final approval.

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

Amended Agenda Item VIII-I. Nursing Instructor-Ottawa

It was Dr. Smith's recommendation that the Board approve the employment of Cheryl Van Hermert for the full-time nursing instructor position at Ottawa. Ms. Van Hemert holds a MSN from the University of Phoenix; MBA in Health Care Administration from Western International University; Bachelor of Science from Arizona State University and Diploma in Nursing from Hackley School of Nursing, Muskegon Community College.

Ms. Van Hemert has 30 years experience in the health care industry. Her teaching experience includes adjunct nursing instructor for Neosho County Community College in Ottawa since Fall 2007 and Intelistaf Health Care in Phoenix, Arizona.

Ms. Van Hemert will be placed on the faculty salary schedule at MS+15, step 16 (\$42,016) starting August 17, 2009. Upon completion of PEA Negotiations her contract will be adjusted to reflect any change in the salary schedule.

Resolution 2009-28

RESOLVED, that the Board of Trustees of Neosho County Community College approves the employment of Cheryl Van Hermert for the nursing instructor position at Ottawa starting August 17, 2009. She will be paid at the MS+15, step 16 level, (\$42,016) adjusted to reflect any change in the salary schedule for the 2009-2010 year.

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

Amended Agenda Item VIII-J: Development Assistant

It was the President's recommendation that the Board employ Erica Mudd as the Development Assistant for one year. This is a temporary position while the current Development Assistant is taking a leave of absence.

Ms. Mudd is a graduate of NCCC and will graduate from Pittsburg State University this month. She is currently employed at Barnes & Noble Pittsburg State Bookstore and Southtown Phillips 66 in Chanute. Previously she was employed by Community National Bank

Ms. Mudd will be paid \$10.70 per hour starting May 18, 2009.

Resolution 2009-29

RESOLVED, that the Board of Trustees of Neosho County Community College approves the temporary (one year) employment of Erica Mudd as the Development Assistant at a starting wage of \$10.70 per hour beginning May 18, 2009.

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

Amended Agenda Item VIII-K: Retirement

It is my recommendation that the Board accept the retirement of Lee Boyles, nursing instructor for the Ottawa campus. Mr. Boyles retirement will be effective July 1, 2009.

Resolution 2009-30

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the retirement of Lee Boyles, nursing instructor at the Ottawa campus, effective July 1, 2009.

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

Amended Agenda Item VIII-L: Executive Session-Employer/Employee Negotiations

Upon a motion and a second the Board recess into executive session for 20 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 7:05 p.m.

The Board returned to open session at 7:25 p.m.

Upon a motion and a second the Board returned to executive session for 5 minutes to continue discussions 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 7:25 p.m.

The Board returned to open session at 7:30 p.m.

Agenda Item IX: Adjournment

Upon a motion and a second the meeting adjourned at 7:30 p.m.